

# Port Procedures and Information for Shipping

## Ports of Cape Flattery, Cooktown and Port Douglas

April 2024

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**Harbour Master's Direction**  
**Transport Operations (Marine Safety) Act 1994**  
**Division 2, Subdivision 1, Sections 88 – 92**

I, **Captain David Ferguson**, Regional Harbour Master, Cairns am appointed as harbour master under part 7 of Transport Operations (Marine Safety) Act 1994.

Under section 86 of the Transport Operations (Marine Safety) Act 1994 a harbour master may give a direction only if the harbour master reasonably considers it necessary to ensure safety. Further, section 86A of the Transport Operations (Marine Safety) Act 1994 enables a harbour master to give a general direction that applies to all ship owners, ship masters, ships, other persons or matters.

I am satisfied that it is necessary to issue this direction to ensure marine safety in the Ports of Cape Flattery, Cooktown and Port Douglas. Sections of the Port Procedures and Information for Shipping – Ports of Cape Flattery, Cooktown and Port Douglas (<https://www.msq.qld.gov.au/Shipping>) are mandatory and must be complied with.

**I DIRECT THAT:**

The Port Procedures and Information for Shipping – Port of Cape Flattery, Cooktown and Port Douglas must be complied with by all vessels within the Port of Cape Flattery, Cooktown and Port Douglas.

**Note:**

**It is an offence to fail to comply with my direction without reasonable excuse. It is also an offence to obstruct a harbour master in the exercise of a power. The maximum penalty is \$20,000 for an individual for each offence. If you fail to comply with my direction, 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.**



Captain David Ferguson  
Regional Harbour Master – Cairns  
Maritime Safety Queensland

DATED AT CAIRNS THIS 3<sup>rd</sup> Day of June 2020

# Table of amendments

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

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# 1. Introduction

## 1.1 General

Shipping legislation in Queensland is controlled by Maritime Safety Queensland, a government agency of the Department of Transport and Main Roads. The state of Queensland is divided up into six regions, five of which are controlled by a Regional Harbour Master and the sixth by a manager, all officers of Maritime Safety Queensland who report to the General Manager and under the Transport Operations (Marine Safety) Act 1994, are responsible for:

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

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

### **MARITIME SAFETY QUEENSLAND ADVISES THAT ESTUARINE CROCODILES ARE PRESENT IN THE WATERS OF THE PORT**

#### 1.1.1 Cape Flattery

Cape Flattery (14° 59'S, 145° 21·08'E) is situated about 29 nautical miles north of Cooktown and about 120 nautical miles North of Cairns. The port has been established solely for the export of silica sand from Cape Flattery Silica Mines Pty Ltd, a wholly owned subsidiary of the Mitsubishi Corporation. The mine is the largest exporter of silica sand in the world, 2.56 million tonnes being exported in 2019 financial year. (PN Annual report 2018/2019).

The port has a single berth serviced by a travelling ship loader for the export of sand; all vessels berth starboard side to.

Cape Flattery is a compulsory pilotage area.

## 1.1.2 Cooktown

Cooktown is situated about 91 nautical miles north of Cairns and is the most northerly port on the east coast of Australia. Today it is known as a community port, managed by the Far North Queensland Ports Corporation (FNQPCL) and is used mainly by fishing vessels, small passenger vessels and recreational craft. It provides a safe anchorage inside the harbour although it is often crowded with vessels

Cooktown is not a compulsory pilotage area.

## 1.1.3 Port Douglas

Port Douglas is situated about 30 nautical miles north of Cairns and is a community port. The port is used mainly by tourist vessels visiting the islands and reef, fishing vessels and recreational craft. It is a small natural harbour behind Island Point within the confines of Dickson Inlet. Port Douglas has a number of small fishing wharves, two marinas and provides safe refuge for anchored or moored vessels upstream.

Port Douglas is not a compulsory pilotage area.

Shipping legislation in Queensland is controlled by Maritime Safety Queensland (MSQ), a branch of the Department of Transport and Main Roads.

## 1.2 Purpose

This document defines the standard procedures to be followed in the pilotage area of the port. It contains information and guidelines to assist ship's masters, owners, and agents of vessels arriving at and traversing the area. It provides details of the services and the regulations and procedures to be observed.

Nothing in this publication is intended to relieve any vessel, owner, operator, charterer, master, or person directing the movement of a vessel from the consequences of any failure to comply with any applicable law or regulation or of any neglect of precaution which may be required by the ordinary practice of seamanship, or by the special circumstances of the case.

Information contained in this publication is based on information available as at the latest date indicated on the document control sheet. Although every care has been taken to ensure that this information is correct, no warranty, expressed or implied, is given in regard to the accuracy of all printed contents. The publisher shall not be responsible for any loss or damage resulting from or caused by any inaccuracy produced herein.

**Information on external agencies (Customs, Quarantine, Port Authority Rules, and REEFREP and so on) is provided as an example only. Readers are strongly recommended to consult their respective websites for current information.**

The latest version of this publication is available on the [Maritime Safety Queensland](#) website.

Any significant updates to the content of these procedures will be promulgated on this website. The [Far North Queensland Ports Corporation Limited](#) website should be consulted for the latest information on port rules.

Should errors or omissions in this publication be noted, it would be appreciated if advice of these could be forwarded to:

## **The Regional Harbour Master (Cairns)**

### **Maritime Safety Queensland**

**Physical address:** 100–106 Tingira Street, Portsmith, Queensland 4870

**Postal address:** PO Box 1787, Cairns Queensland 4870

**Phone:** +61 7 4052 7400

**Cairns VTS phone:** 1300 551 899

**Fax:** +61 7 4052 7460

**Email:** [rhmcairns@msq.qld.gov.au](mailto:rhmcairns@msq.qld.gov.au)

## **1.3 Datum**

All water depths refer to the lowest astronomical tide height (LAT).

All positions in this manual are in WGS84.

All directions are referenced to true north.

## **1.4 Definitions**

### **1.4.1 AMSA – Australian Maritime Safety Authority**

The [Australian Maritime Safety Authority](#) is the Commonwealth authority charged with enhancing efficiency in the delivery of safety and other services to the Australian maritime Industry.

### **1.4.2 Australian Standard – AS 3846 – 2005**

AS 3846 refers to the Australian requirements for the transport and handling of dangerous goods in port areas.

### **1.4.3 GBRMPA – Great Barrier Reef Marine Park Authority**

Commonwealth authority responsible for the management of the marine park.

### **1.4.4 LAT – lowest astronomical tide**

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

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

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

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

The person responsible for the management of the VTS centre.

### **1.4.7 Maritime Safety Queensland (MSQ)**

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

### **1.4.8 MASTREP – the Modernised Australian Ship Tracking and Reporting System**

The Modernised Australian Ship Tracking and Reporting System (MASTREP) is a Ship Reporting System designed to contribute to safety of life at sea and is operated by the Australian Maritime Safety Authority (AMSA) through the Rescue Coordination Centre (RCC) Australia in Canberra.

### **1.4.9 Navigation Act**

Refer to the Navigation Act 2012

### **1.4.10 LOA – Length over all**

Extreme length of the vessel.

### **1.4.11 PEC – pilotage exemption certificate**

Exemption granted to certain qualified masters who have satisfied the necessary legislative requirements and are authorised to navigate ships in the port pilotage area without a pilot.



## **1.4.12 FNQPC – Far North Queensland Ports Corporation Limited**

Far North Queensland Ports Corporation Limited (FNQPC) is charged with overseeing the commercial activities in the port, including the maintenance of the port infrastructure.

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

An internet web based ship movement booking service that may be accessed by the shipping community 24 hours a day seven days a week.

The program allows port service provider organisations the ability to accept service requests made by shipping agents and streamline ship movement planning by significantly reducing the existing levels of point to point communications that are necessary to ensure a planned ship movement has been adequately resourced with supporting services.

## **1.4.14 REEFREP**

The mandatory [ship reporting system](#) established by IMO Resolution MSC.52 (66), as amended by Resolution MSC.161(78) and Resolution MSC.315(88) – see Marine Order 63 (Vessel reporting systems) 2015.

## **1.4.15 Reef VTS**

The Great Barrier Reef and Torres Strait Vessel Traffic Service ([Reef VTS](#)) established by Australia as a means of enhancing navigational safety and environmental protection in Torres Strait and the Great Barrier Reef.

## **1.4.16 Regional Harbour Master (RHM)**

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

## **1.4.17 Sailing time**

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

## **1.4.18 Vessel traffic service operator (VTSO)**

A person, suitably qualified, delegated by the Regional Harbour Master to monitor the safe movement of vessels and to give direction under the relevant provisions of the *Transport Operations (Marine Safety) Act 1994*.

## 1.4.19 Vessel traffic service (VTS)

VTS is any service implemented by a competent authority, designed to maximise the safe and efficient movement of water borne traffic.

# 1.5 Contact information

## 1.5.1 The Regional Harbour Master

For operational maritime questions, marine incidents, pollution, pilotage, buoy moorings and navigation aids please contact the harbour master's office. The harbour master's office is located at:

**Physical address:** 100–106 Tingira Street, Portsmith Queensland 4870

**Postal address:** GPO Box 1787, Cairns Queensland 4870

**Phone:** +61 7 4052 7400

**Cairns VTS phone:** 1300 551 899

**Fax:** +61 7 4052 7460

**Email:** [rhmcairns@msq.qld.gov.au](mailto:rhmcairns@msq.qld.gov.au)

## 1.5.2 Port control

A Port Control Service operates for scheduled shipping in Cape Flattery and is operated from the Cairns VTS Centre under the callsign 'Cape Flattery Port Control' on VHF13.

There is no vessel traffic service operated for the ports for Cooktown or Port Douglas. For ship traffic scheduling, pollution incidents and reporting defective navigation aids please direct initial enquiries by phone, email or fax to the VTS Centre at Cairns.

**Phone:** +61 7 4033 3670

**Fax:** +61 7 4052 7460

**Email:** [vtscairns@msq.qld.gov.au](mailto:vtscairns@msq.qld.gov.au)

Ship traffic movements may be accessed on the [QSHIPS](#) website.

## 1.5.3 Port authority

The primary function of Ports Far North Queensland Ports Corporation Limited (FNQPC) trading as Far North Queensland Ports Corporation Limited, under the *Transport Infrastructure Act 1994*, is to establish, manage and operate effective and

efficient facilities and services within the port, while maintaining appropriate levels of safety and security.

They have no direct representation in Cape Flattery and Cooktown;

all enquiries should be directed to the Seaports Operations office.

**Phone:** +61 7 4051 2558 - Duty Officer (24 hours)

**Fax:** +61 7 4031 2551

**Email:** [enquiries@portsfnq.com.au](mailto:enquiries@portsfnq.com.au)

## 1.6 Rules and regulations

### 1.6.1 General

The rules and regulations in the port contribute to the safe, efficient and environmentally responsible handling of shipping traffic.

The international rules of the IMO, such as the SOLAS convention and its amendments (for example the IMDG code) and state, national and local port authority regulations are in force in the port.

Based on the Cape Flattery, and Cooktown port notices, the port rules on dangerous substances contain additional, specific regulations for ships carrying dangerous cargoes in the port.

### 1.6.2 Applicable legislation and regulations

[Transport Operations \(Marine Safety\) Act 1994](#) and [Transport Operations \(Marine Safety\) Regulation 2016](#)

[Transport Operations \(Marine Pollution\) Act 1995](#) and [Transport Operations \(Marine Pollution\) Regulation 2018](#)

[Great Barrier Reef Marine Park Act 1975](#)

[Environment Protection and Biodiversity Conservation Act 1999](#) (the EPBC Act)

*International Maritime Dangerous Goods Code (IMDG Code).*

*Australian Standard – AS3846 2005* which defines the standards to be observed by masters, berth operators and consignors involved with the transport and handling of dangerous goods in port areas in Australia.

*International Ships and Ports Security Code (ISPS Code).*

*Maritime Transport and Offshore Facilities Security Act 2003 and Regulations.*

In addition, it will also complement the procedures of:

[Australian Maritime Safety Authority](#)

[Quarantine - Department of Agriculture](#)

[Australian Border Force](#)

[Royal Australian Navy \(RAN\)](#)

As they relate to ship movements within the jurisdiction of the Regional Harbour Master (Cairns).

### **1.6.3 Permits**

Permission is required for special activities such as repairs hull cleaning and painting, and so on. For further information, please refer to Section 10 Work Permits

Contact the Regional Harbour Master's office via the [QSHIPS](#) website to make application.

# 2. Arrival and departure procedures

## 2.1 General

For a quick reference of what and when to report please consult the under mentioned tables.

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

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

## 2.2 Arrival checklist -Cape Flattery, Cooktown and Port Douglas

Table 1 Arrival checklist

Sequence	Time	Report
1	48 hours before arrival	Arrival information to Regional Harbour Master via <a href="#">QSHIPS</a> .
2	48 hours before arrival	Dangerous goods report to Regional Harbour Master and Far North Queensland Ports Corporation Limited (see <a href="#">11 Dangerous cargo</a> ).
3	96 hours before arrival	Customs (see <a href="#">2.5 –Customs</a> Customs - <a href="#">Australian Border Force</a>
4	Not more than 96 hours or less than 12 hours before arrival	Quarantine (see <a href="#">2.3– Table 2 – Departure checklist</a> Quarantine)
5	24 and 12 hours before arrival update estimated time of arrival if necessary	Arrival information update to Regional Harbour Master via QSHIPS.

Sequence	Time	Report
6	30 minutes before pilot boarding time  Cape Flattery only	Call 'Cape Flattery pilots' on VHF channel 16

## 2.3 Departure checklist – Cape Flattery, Cooktown and Port Douglas

Table 2 Departure checklist

Sequence	Time	Report
1	24 hours before departure	Confirm departure information to Regional Harbour Master via QSHIPS.
2	Three hours before departure	Dangerous goods report to Regional Harbour Master and Far North Queensland Ports Corporation Limited (see 11 Dangerous cargo).
3	Two hours before departure	Pre-entry report to Reef VTS (see – 2.7 MASTREP Reporting and 2.8 Reef VTS

## 2.4 Quarantine

**Source:** Department of Agriculture, Water and Environment

The Department of Agriculture, Water and Environment (DAWE) requires vessels from overseas to submit their documentation no more than 96 hours and no less than 12 hours prior to arrival:

Contact details for DAWE at Cairns:

**Phone:** +61 7 4030 7800

**Fax:** +61 7 4241 7843

+61 7 4035 9578

**Email:** [nqldsea@aqis.gov.au](mailto:nqldsea@aqis.gov.au) via general enquiries on the website

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

**Postal address:** PO Box 96 AAC Building, Cairns International Airport QLD 4870

## 2.4.1 Ballast water information

Ships with ballast water from ports that are considered a high risk for introduced marine species and that have not exchanged water ballast in mid ocean or use an approved ballast water treatment system are forbidden to discharge this ballast into Australian waters. Vessels that do not need to discharge ballast in Australian waters are exempt from these requirements.

The Department of Agriculture, Water and the Environment (Biosecurity) provides a Ballast Water Management summary sheet for use by Masters/Agents which can be found at the following link:

<https://www.agriculture.gov.au/biosecurity/avm/vessels/marine-pest-biosecurity/ballast/australian-ballast-water-management-requirements> and <https://www.agriculture.gov.au/biosecurity/avm/vessels/marine-pest-biosecurity/ballast>

## 2.5 Customs

**Source: Australian Border Force**

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

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

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

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

All [Australian Border Force forms](#) may be accessed on their website.

## 2.6 Dangerous goods

Dangerous goods must not be brought into or handled in the pilotage area until notification has been sent to the harbour master and Far North Queensland Ports Corporation Limited in the approved form see [Dangerous Cargo Report](#) at least 48 hours prior to arrival in port limits. For further information refer to [11 Dangerous cargo](#).

## 2.7 MASTREP Reporting

[Marine Order 63](#) issued by AMSA makes the provision of Position Reports mandatory for:

- Foreign vessels from the arrival at its first port in Australia until its departure from its final port in Australia

- All regulated Australian vessels whilst in the MASTREP area.

Domestic commercial vessels fitted with Global Maritime Distress and Safety System (GMDSS) and AIS technology are also encouraged to participate in the system as MASTREP assists AMSA in carrying out SAR activities.

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

## 2.8 Reef VTS

[Reef VTS](#) is a coastal vessel traffic service (VTS) dedicated to the Great Barrier Reef and Torres Strait mandatory ship reporting system (SRS) operated under joint federal and state arrangements between Maritime Safety Queensland and the Australian Maritime Safety Authority (AMSA) from the Reef VTS centre at Townsville. The purpose of Reef VTS is to enhance navigational safety in the Torres Strait and the inner route of the Great Barrier Reef which encompasses the Whitsunday region.

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

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

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

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

## 2.9 Security

All commercial vessels with a gross tonnage of 500 tonnes or more and passenger ships are required to report their security information to the port authority. For further information refer section [13 Security](#).



# 3. Movement notification and traffic procedures

## 3.1 General

Maritime Safety Queensland, through the authority of the Regional Harbour Master, has jurisdiction over the safe movement of all shipping within the pilotage area.

The scheduling of ship movements is initiated by the agent submitting movement details for a vessel to 'Cairns VTS' via the QSHIPS ship planning program in accordance with this section.

## 3.2 Port control

Port Control (Cape Flattery) is a local port service and is the principal tool by which the Regional Harbour Master manages the safe and efficient movement of vessel traffic approaching, departing and operating within the Cape Flattery pilotage area.

Port Control (call sign "Cape Flattery Port control") is delivered from the VTS centre at Cairns and is manned by trained and qualified Vessel Traffic Service Operators, under the management of the Manager (Vessel Traffic Management) and the Regional Harbour Master (Cairns).

### 3.2.1 Port Control role

Maritime Safety Queensland provides a Port Control as a traffic information service in accordance with International Maritime Organization guidelines.

The Port Control will:

- wherever possible interact with vessel traffic by VHF radio
- interact with port services
- inform participating vessels of current traffic and safety information pertaining to the pilotage area
- where necessary communicate the directions of the Regional Harbour Master (Cairns) or delegate
- monitor compliance with the [Transport Operations \(Marine Safety\) Act 1994](#) and [Transport Operations \(Marine Safety\) Regulation 2016](#)
- record the details of shipping movements in the QSHIPS programme in real time

- maintain a situational awareness of traffic in the pilotage area to the extent of the available information
- participate in emergency procedures
- in the event Cairns VTS deems that a situation demands a higher level of interaction, the functions of a traffic organisation and navigational assistance may be enabled.

### 3.2.2 Port Control communications

Ships of ten metres and over in length are not to move within the pilotage area unless satisfactory two-way communications are maintained with Cape Flattery port control.

Cape Flattery port control maintains a continuous listening watch; contact can also be made with the Regional Harbour Master's office and pilot station via VHF radio, telephone, email and facsimile.

Ships are required to establish two-way radio communications with Cape Flattery port control on VHF channel 13.

Channel	Call sign	Service
VHF 13	Cape Flattery port control	VTS calling/port operations

### 3.2.3 Language

The English language is to be used in all communication. The International Maritime Organization's Standard Marine Communication Phrases (SMCP) 2001 will be used.

### 3.2.4 Voice recordings

All voice communications with the VTS centre and all radio communications on the channels monitored are recorded against a date and time stamp.

### 3.2.5 Distress and emergency

Cape Flattery port control (Cairns VTS) is not a coast radio station; Maritime Safety Queensland, Volunteer Marine Rescue (VMR) and the Australian Coastguard have an agreement that the VTS will monitor channel 13 when VMR is not operational for emergency and distress calls only. A distress call should, in the ordinary course of events, be referred to Cairns Coastguard.

Any marine incident, for example a collision, grounding or fire, occurring within the port should be immediately reported to Cairns VTS on:

**VHF radio:** Channel 13

**Phone:** +61 7 4033 3670

Fax: +61 7 4052 7460

## 3.3 Harbour contact details

### Cairns VTS centre

Phone: +61 7 4033 3670

Fax: +61 7 4052 7460

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

### Regional Harbour Master (Cairns)

Phone: +61 7 4052 7400

Fax: +61 7 4052 7460

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

### (Cooktown and Cape Flattery) Far North Queensland Ports Corporation Limited (Cairns office)

Phone: +61 7 4051 2558 (24 hours)

## 3.4 Prior notification of movement

Sections 171–176 of the [Transport Operations \(Marine Safety\) Regulation 2016](#) require that all ship movements for vessels 35 metres in length or more are reported according to the following table:

Table 3 Pre-entry notification times

Action	Minimum notice	Approved form
Prior notification of movement in pilotage area	48 hours prior to entry	Notification via QSHIPS
	24 hours prior to removal or departure	
Transport of dangerous goods in pilotage area	48 hours prior to entry	<a href="#">Dangerous cargo report</a>
	Three hours prior to departure	

## 3.5 QSHIPS (Queensland Shipping Information Planning System)

The movement of all vessels of length overall 35 metres or more arriving at Cape Flattery is recorded in an internet-based program known as [QSHIPS](#).

The program is operated from the VTS centre at Cairns. Shipping agents **shall** submit booking information on line in accordance with the reporting requirements see [3.3 Prior notification of movements](#).

Since the program is live, port service providers, agents, government agencies and the general community are able to view scheduled movements in any Queensland port in real time.

## 3.6 Booking a vessel movement

When an agent is advised by his principals that a ship is bound for Cape Flattery, Cooktown or Port Douglas, then that agent **shall** book in the ship via the QSHIPS program at least 48 hours prior to the movement as required under [Transport Operations \(Marine Safety\) Regulation 2016 Section.168](#). Request for the supply of a pilot **shall** also be made via QSHIPS.

The use of the QSHIPS program is **mandatory** for notification of the impending arrival and subsequent movements of a vessel unless exceptional circumstances preclude this. If an agent is unable to submit a booking by QSHIPS the [Arrival / Departure Report](#) must be faxed or emailed to the VTS Centre.

Details of any removal movement and departure information **shall** be submitted at least 48 hours prior to the start time in a similar manner to the above.

Arrival advice shall be confirmed to the VTS Centre 24 hours prior to the start of the movement.

## 3.7 Passenger ship bookings – Cooktown and Port Douglas

Prior to submitting a report of arrival and departure for a passenger vessel, an email must be completed and sent to the Regional Harbour Master (Cairns) in sufficient time for an appropriate forward assessment of the proposed voyage to be conducted. Please ensure that full ships particulars are included, including propulsion type and steering configuration together with proposed maximum draft details.

The vessel movements must also be reported in accordance with 2.6.

### 3.7.1 Passenger ship tender operations – Cooktown and Port Douglas

Vessels anchoring outside the pilotage area and involved in transferring passengers from vessel to shore and vice-versa, are required to provide details of the following:

- mode of transfer
- details of ferry vessel/s
- passage plan of transfers.

Ships agents are to ensure anchorage bookings are confirmed to the Cairns VTS Centre no later than 96 hours prior to arrival.

## 3.8 Reporting defects

The [Transport Operations \(Marine Safety\) Regulations 2016](#) requires the master of a ship that is

underway and entering, or about to enter a pilotage area; or

navigating a ship from a berth or anchorage,

must report to VTS by VHF radio details of damage to, defects and deficiencies in, the ship that could affect the safety of the ship, a person or the environment;

VTS will notify the Regional Harbour Master and AMSA of the damage to, defects and deficiencies.

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

Deficiencies are to be reported to AMSA using AMSA forms 18 and 19. Reports of suspected non-compliance with Navigation Act or safety/pollution Conventions –

<https://www.amsa.gov.au/vessels-operators/general-incident-reporting/suspected-non-compliance-reporting-form>

Deficiencies are also to be reported to the Regional Harbour Master, VTS Centre.

Vessels without serviceable bridge equipment will not be allowed to enter the port until assessed and authorisation given by the Regional Harbour Master – Cairns.

## 3.9 Movement scheduling

### 3.9.1 Confirmation of schedules

On receipt of an intended vessel movement, Cairns VTS will cross check for vessel suitability in the port, ensure applicable marine services are resourced in QSHIPS (IE tugs, linesboats, workboats, pilots etc), verify suitable tidal windows in accordance with the parameters of the Port Procedure Manual. Vessels that do not meet Port Procedure Manual parameters are to be referred to the Regional Harbour Master (Cairns) for approval.

### 3.9.2 Schedule changes

Changes requested by the master/agent to scheduled movements must be made via QSHIPS, phone or email and are to be communicated to the vessel traffic service centre and marine services as soon as practicable advising the revised schedule. Changes to QSHIPS will be made as they occur. Changes within 24 hours of the scheduled start time must be made by phone.

## 3.10 Movement clearance notification

All ships require a clearance from the Regional Harbour Master in order to enter, depart or move within the pilotage area. It is the responsibility of the master or pilot to contact Cape Flattery port control to obtain the necessary clearance and information prior to the movement.

Clearances are valid for uninterrupted passage to a specified location or until the voyage is interrupted, completed (for example, by anchoring, berthing or due to a breakdown) or cancelled by the Regional Harbour Master. Ships will require a new clearance for any subsequent movement.

Refer to arrival / departure and removal reporting requirement table for applicable timings.

## 3.11 Reporting requirements

### 3.11.1 Arrival reporting requirements

The Master of a ship greater than 35m LOA entering, or about to enter the pilotage area or port limits must attempt to report to 'Cairns VTS' or "Cape Flattery port control" by VHF radio according to the following table (if atmospheric conditions are suitable):

Table 4 Inbound reporting requirements

	Report	Information to report
1	<p><b>Ship master to VTS</b></p> <p>Two hours prior to entry into the pilotage area.</p> <p>Entry to Port limits</p>	<p>Ships name, position, fore &amp; aft draft, changes to ship details, defects, ETA to pilot boarding ground</p> <p>Master advises passing port limits</p>
2	<p><b>Port control or VTS / pilot to ship master</b></p> <p>Pilot transfer instructions</p> <p>Anchoring instructions</p>	<p>Instructions will include, boarding side, course, speed, ETA and anticipated conditions.</p>

	Report	Information to report
		Instructions will include anchorage allocation and latitude/longitude if required
3	<b>Ship master to Port Control or VTS</b> Arrival at pilot boarding ground	Ships name, at pilot boarding ground, time of arrival
4a	<b>Ship master to Port Control or VTS</b> On anchoring	Ships name, anchor position, time of anchoring.
4b	<b>Ship master to Port Control or VTS</b> Departing anchorage	Ships name, anchor aweigh time
5	<b>Port Control or VTS to pilot or ship master</b> Confirmation of pilot transfer and instructions for the ship	Instructions will include, boarding side, course, speed, ETA and anticipated conditions.
6	<b>Pilot to Port Control or VTS</b> Pilot transfer (when the pilot transfer has been completed)	Ships name, pilot onboard, pilot onboard time, pilot name, ETA at entrance beacons, Ships fore and aft draft, changes to ship details
7	<b>Pilot to Port Control or VTS</b> Entering Entrance Channel	Time ship abeam entrance beacons
8	<b>Ship master to Port Control or VTS</b> Secured alongside	Ships name, secured at (berth name), first line time, side to, all fast time

Exempt masters must attempt to report to 'Cairns VTS' or Cape Flattery port control before proceeding past the pilot area or port limits to obtain clearance before entering and then report their movements as per the above table.

### 3.11.2 Departure and removal reporting requirements

The master of a ship that is departing, moving or about to depart or move within the pilotage area must attempt to report to 'Cairns VTS' by radio according to the following table:

Table 5 Outbound reporting requirements

	Report	Information to report
1	<b>Ship master/pilot to Port Control or VTS</b>  Pilot on board and ship ready to depart (not less than 30 minutes prior to ETD)	Ships name, pilot on board time, pilot name, fore and aft drafts, changes to scheduled movements
2	<b>Ship master or pilot to Port Control or VTS</b>  Departing berth	Ships name, anchor aweigh/last line time, destination
3	<b>Ship master or pilot to Port Control or VTS</b>  Exiting Entrance Channel	Time ship abeam entrance beacons
4	<b>Ship master to Port Control or VTS</b>  Pilot transfer (when the pilot transfer has been completed)	Ships name, pilot disembarked, pilot off time
5	<b>Ship master to Port Control or VTS</b>  Exiting port limits	Ships name, vessel clear of port limits



## 3.12 Master / pilot responsibilities

Masters and owners of vessels are responsible for due compliance with the provisions of *the Transport Operations (Marine Safety) Act 1994* (the act) and *Transport Operations (Marine Safety) Regulation 2016* (the regulation).

When a vessel is under the direction of a pilot, the pilot is responsible for due compliance with the provisions of the act and regulations, however the responsibility of the pilot does not relieve the master and the owner of a vessel of their responsibility.

Arising from these responsibilities is the obligation of persons directing the navigation of vessels to comply with directions of the Regional Harbour Master – [refer to Page 2 of the Arrival / Departure Report](#)

# 4. Port description

## 4.1 Pilotage areas

The Cape Flattery, Cooktown and Port Douglas pilotage areas are described in Schedule 2 of the Transport Operations (Marine Safety) Regulation 2016 as the areas of:

### 4.1.1 Pilotage area – Cape Flattery

The Cape Flattery pilotage area is the area of—

(a) waters bounded by an imaginary line drawn—

- starting at the high-water mark on the north-eastern extremity of Point Lookout
- then in an easterly direction to latitude 14° 49.910' south, longitude 145° 15.319' east
- then in a south-easterly direction to latitude 14° 55.110' south, longitude 145° 22.158' east
- then in a southerly direction to latitude 14° 59.910' south, longitude 145° 22.962' east
- then west to the high-water mark on the mainland at latitude 14° 59.910' south
- then by the high-water mark in a northerly direction along the shoreline of the mainland to the starting point; and

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

### 4.1.2 Pilotage area – Cooktown

The Cooktown pilotage area is the area of—

(a) waters at the high-water mark consisting of the following—

- the Endeavour River and connected waterways systems from the head of navigation to the river mouth

- the waters bounded by an imaginary line drawn from the high-water mark on Monkhouse Point north to the high-water mark on the mainland at the southern tip of Indian Head; and
- (b) the navigable waters of rivers and creeks flowing, directly or indirectly, into the waters mentioned in paragraph (a).

### **4.1.3 Pilotage area – Port Douglas**

The Port Douglas pilotage area is the area of—

- (a) waters at the high-water mark consisting of the following—
- Dicksons Inlet and connected waterways systems from the head of navigation to the inlet mouth
  - the waters within a 1n mile radius of the northern tip of Island Point on the mainland; and
- (b) the navigable waters of rivers and creeks flowing, directly or indirectly, into the waters mentioned in paragraph (a).

## **4.2 Load lines**

Cape Flattery, Cooktown and Port Douglas are in the tropical zone within the reef.

## **4.3 Maximum vessel sizes**

### **4.3.1 Maximum vessel size – Cape Flattery**

The maximum dimensions of ships acceptable at this port are 195 m length overall and 32.2 m beam.

Ships of greater length will be assessed on an individual basis by the Regional Harbour Master (Cairns) on written application.

Ships cannot exceed 80 000 DWT due to wharf structural limitations.

Ships will have a minimum PBL of 90m unless approved by the Regional Harbour Master.

### **4.3.2 Maximum vessel size – Cooktown**

80 Metres LOA

Mariners are advised to contact the Regional Harbour Master (Cairns), prior to entry as considerable local knowledge is required. The Regional Harbour Master will determine vessel suitability for entry to the port on written application. Agents/owners are to allow a period of 72 hours for the determination of vessel acceptance.

### 4.3.3 Maximum vessel size – Port Douglas

Mariners are advised to contact the Regional Harbour Master (Cairns), prior to entry as considerable local knowledge is required. The Regional Harbour Master will determine vessel suitability for entry to the port on written application. Agents/owners are to allow a period of 72 hours for the determination of vessel acceptance.

## 4.4 Trim requirements

The safe handling of ships within the confines of the channels and swing basins requires certain conditions of trim. Ships should be ballasted or loaded in order to have an even keel or trimmed by the stern with the forward draft not less than 2% LOA and the propeller fully submerged. Vessels trimmed by the head or listing may be subject to restrictions; ships not meeting this requirement may experience considerable delays until the problem is rectified.

Passenger vessels may have to trim by the head up to one meter.

Masters should pay special attention to their loading/ballasting plans to ensure that their ships are suitably trimmed and able to put to sea at short notice, especially during the cyclone season – November to April.

## 4.5 Time zone

UTC + 10 hours throughout the year.

## 4.6 Charts and books

For navigation in pilotage areas, masters should refer to the nautical charts produced by the Australian Hydrographic Office and *Admiralty Sailing Directions NP15 (Australian Pilot Volume III)*.

### 4.6.1 Cape Flattery

Charts of the area include:

- AUS 270 – Cape Flattery Wharf
- AUS 832 – Cape Flattery to Barrow Point
- AUS 831 – Low Islets to Cape Flattery
- AUS 373 – Lizard Island to Cape Sidmouth
- AUS 4060 – Australasia and Adjacent Waters
- AUS 4603 – Australia North Coast and Adjacent Waters
- AUS 4620 – Percy Isles to Booby Island including Gulf of Papua.

### 4.6.2 Cooktown

Recommended charts for the Cooktown region include:

- AUS 270 Plans in Queensland (Sheet 2)
- AUS 831 Low Isles to Cape Flattery
- AUS 832 Cape Flattery to Barrow Point
- AUS 4060 Australasia and adjacent waters

The Australian Seafarers Handbook AHP 20

Admiralty Sailing Directions – Australia Pilot Volume III

### 4.6.3 Port Douglas

Recommended charts for the Port Douglas region include:

- AUS 270 – Plans in Queensland (Sheet 2)
- AUS 830 – Russell Island to Low Islets
- AUS 4060 – Australasia and adjacent waters
- The Australian Seafarers Handbook AHP 20
- Admiralty Sailing Directions – Australia Pilot Volume III

## 4.7 Shipping announcements

### 4.7.1 Notices to Mariners

Maritime Safety Queensland circulates marine safety information to mariners, organisations and other interested parties, in the form of [Notices to Mariners](#).

Notices to Mariners advise of:

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

# 5. Port infrastructure

## 5.1 Cape Flattery

Cape Flattery is an open roadstead wharf close to a rocky shore. There are strong currents which flow past the wharf in a north-south direction, the strength of which is governed mainly by the strength of the prevailing winds.

### 5.1.1 Main wharf

This is situated at the southern tip of Cape Flattery off a rocky headland. The wharf area runs in a 140° direction for 200 m and the wharf itself continues off this access in a 150° direction for 210 m. There are two separate dolphins, the seaward dolphin is situated 65 m from the end of the wharf and is connected by a 'flying fox' cable car arrangement, and the shore dolphin is connected by a short access ramp. There are six breasting dolphins along the wharf face. A ship loader is situated on the wharf and traverses the length of the wharf face. Minimum required air draft is 14.5 m. A conveyor system with a maximum loading rate of 2000 tonnes per hour (average gross rate 1300 t/h) links the ship loader and the stock pile ashore.



(Photo courtesy of Far North Queensland Ports Corporation Limited)

All vessels berth starboard side to. Engines must be kept on standby and all crew are required to remain on board at all times. The berth is fitted with 17 quick release hooks for the mooring lines. Vessels should use a minimum of fourteen good ropes when securing; the use of wires is not permitted. Depth alongside is 14.1 m.

## 5.1.2 Service jetty

There is a small service jetty and ramp situated in the bay north of Cape Flattery. This jetty is privately owned by the mining company and is used for servicing the mine and wharfage for the two lines launches with limited tug capability. These are provided by the company to assist in running lines to the main wharf when berthing ships.

## 5.1.3 Leading lights and beacons

Table 6 Leading lights and beacons

Description	Characteristic
Decapolis Reef	Fl 2·5 sec 6m 10M
Maxwell Reef	Fl W R 10 sec 9m 10/7 M
Offshore berth leads	
Front lead	Q 2M Leads in line 216·9°(T)
Rear lead	No light (white board with black stripe)
Dolphin #1	Fl Mo (U) 10 sec 8M (505 metres from jetty connection to mainland)
The berth is marked by lights fixed to the two extreme dolphins.	

The harbour is not lit for night navigation.

## 5.2 Cooktown

### 5.2.1 Berthing and vessel facilities

The public wharf is 33 metres long and 4 metres deep at LAT and can accommodate one x 45 metre vessel or two x 20 metre vessels. In addition there are two fuel pontoons and two boat ramps

### 5.2.2 Leading lights and beacons

(SPB = single pile beacon, By = Buoy)

Table 7 Navigational Aids- Cooktown

No.	Description	Type	Mark	Characteristic
No 1	Fairway Buoy	By	East cardinal	Fl.G.2·5s
No 2	Port hand buoy	By	Lateral mark	Fl R 2·5s

No.	Description	Type	Mark	Characteristic
No 3	Starboard hand buoy	By	Lateral mark	Fl G 2·5s
No 4	Port hand buoy	By	Lateral mark	Fl R 2·5s
No 5	Starboard hand buoy	By	Lateral mark	Fl G 2·5s
No 6	Port hand buoy	By	Lateral mark	Fl R 2·5s
Grassy Hill Fl. (2)6s 162m 9M – Arc of light visible from SE to NNE.				
Dawson Reef Q. (9) 15s				
Egret Reef Fl.5s 10M				
Archer Point Fl (4) W.R.G.20s 65m 17/13M				

## 5.3 Port Douglas

### 5.3.1 Berthing and vessel facilities

Crystalbrook Superyacht Marina boasts berthage and services (including fueling, no ULP) for superyachts. The marina's 135 berths accommodate mono-hull and multi-hull vessels, including 20 superyachts berths for vessels from 25 up to 50 metres in length.

Close haven marina is located immediately upstream from the Crystalbrook Superyacht Marina and accommodates small recreational and commercial vessels.

A number of smaller fishing vessel berths are located downstream from Crystalbrook Superyacht Marina and are privately owned.

Mooring pile berths are located on the western side of the Inlet and are managed by the Douglas Shire Council.

### 5.3.2 Leading lights and beacons

Table 8 Navigational Aids – Port Douglas

No.	Description	Type	Mark	Characteristic
No 1	Starboard mark	Buoy	Lateral mark	Fl(1) G 2·5s
No 2	Port hand mark	Buoy	Lateral mark	Fl R 2·5s
No 3	Starboard mark	Buoy	Lateral mark	Fl(1) G 3s
No 4	Port hand mark	Buoy	Lateral mark	Q.R



No.	Description	Type	Mark	Characteristic
No 5	Starboard Buoy	Buoy	Lateral mark	Fl. G 2.5s
No.7	Starboard mark	SPB	Lateral mark	Fl.G.1.5s
Island Point Light Fl(4) WR.20s 90m 14/11M				

## 5.4 Anchorages

Anchorage for Port Douglas, Cooktown and Cape Flattery are within the compulsory reef pilotage area of the Great Barrier Reef Marine Park and located outside pilotage areas.

Vessels wishing to anchor at Port Douglas or Cooktown **must** obtain approval from the Regional Harbour Master (Cairns) prior to port visit.

This rule does not prevent the Master from taking any necessary action to ensure the immediate safety of his ship.

### 5.4.1 Cape Flattery - anchorage

The seabed in the vicinity of the offshore berth consists of rocky slate therefore anchors should be utilised only in an emergency and whilst berthing.

Ships at anchor in the pilotage area are to maintain a continuous listening watch on VHF channel 16 and 13.

Ships are not permitted to immobilise engines whilst in the pilotage area.

An anchorage in good weather conditions is available in depths of 27 m on the line of the leads to the west side of the two way route through the Great Barrier Reef approximately 2.5 miles to the NNE of the offshore berth.

#### 5.4.1.1 Cape Flattery

**External anchorage position:** 15° 0.9S / 145°27.9E

**Comments:** Ada Bank anchorage is used by vessels awaiting to enter the port and is located outside the pilotage area

#### 5.4.1.2 Cooktown

**External anchorage position:** 15° 26.6S / 145° 17.5E

**Comments:** Approx. 2.25nm ENE Grassy Hill lighthouse with a least depth of 10 mtrs and is located outside the pilotage area

## 5.4.2 Port Douglas – anchorage

**External anchorage position:** 16° 28.5'S / 145° 29.0'E

**Comments:** Vessels with a draft of less than 8 mtrs

**External anchorage position:** 16° 28.0'S / 145° 29.5'E

**Comments:** Vessels with a draft of greater than 8 mtrs

Both of the anchorages are located outside the pilotage area

# 6. Weather information

## 6.1 General

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

Weather charts, satellite images, warnings and reports from the [Bureau of Meteorology](#).

[Coastwatch](#) is a website with useful nautical information links.

## 6.2 Extreme weather event contingency plan

Below is a link to the Extreme Weather Event Contingency Plans for Cape Flattery, Cooktown and Port Douglas:

[www.msq.qld.gov.au/Safety/Preparing-for-severe-weather.aspx](http://www.msq.qld.gov.au/Safety/Preparing-for-severe-weather.aspx)

## 6.3 Tidal information

Cairns is the standard port in the Queensland Tide Tables for Cape Flattery, Cooktown and Port Douglas. High and low waters occur 10 minutes prior to the Cairns time.

Table 9 Tide Tables

MHWS	MHWN	MLWN	MLWS	MSL	Ratio	CONS	HAT
2.33	1.66	1.30	0.62	1.48	0.89	0.00	3.01

To calculate the height of the tide at high water:

Predicted HW height at Cairns x ratio.

The current stream is noticeable in a north-easterly direction ranging up to one knot and may be stronger during the wet season (December to March).

Cape Flattery has an automatic weather station that indicates wind and current direction and speed may be accessed by phoning 07 4060 3025.

### 6.3.1 Tidal information – tsunami effects

The north-west and east coasts of Australia are bordered by active tectonic plates which are capable of generating a tsunami that could reach the coast-line within two

to four hours. The resultant change in swell height could have an adverse effect on a vessel with a minimum under keel clearance navigating within or close to port areas.

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

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

# 7. Port navigation and movement restrictions

## 7.1 General

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

## 7.2 Cautions – Cape Flattery

There are no tugs at the port. Ships anchors will be used extensively to assist berthing and unberthing.

Masters must ensure that the anchor capstan and controls and mooring line handling winches fore and aft are in good working order and that competent persons are in charge of line hauling procedures.

Masters must ensure that voice communications from the bridge to deck crew are in good working order.

## 7.3 Movement restrictions

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

### 7.3.1 Under keel clearance

Ships are not to enter, depart or maneuver within the pilotage area unless tide, weather, transit time and traffic conditions allow the minimum under keel clearance to be maintained until the ship is clear of the pilotage area.

Under keel clearance calculations are based on:

Maximum draft = channel depth + tide (± tide correction) – 1·0.

The Regional Harbour Master is to be consulted for determining the tidal window for the planned movement of a draft-restricted ship in the port.

Vessels conducting dredging operations are exempt from under keel clearance restrictions. UKC limit for dredgers is set at 0.3 metres.

### Cape Flattery

The master is to ensure that the ship maintains a minimum under keel clearance of at least one metre whilst alongside the berth; this may require loading operations to be adjusted to suit under keel clearance conditions.

## **Cooktown**

Minimum under keel clearance:

- Entrance Channel – 0.5 metres
- Smooth waters of the Endeavour River – 0.5 metres

## **Port Douglas**

Minimum under keel clearance is 0.3 metres.

### **7.3.2 Weather restrictions – Cape Flattery**

All movements will be carried out during daylight hours only.

All movements will require the use of 2 tugs. The use of workboats is not accepted.

The maximum wind speed for berthing is 30 knots from all directions.

The predicated period of being alongside though will still refer to maximum 25 knots until CFSM are able to provide 24-hour tug service.

Should the weather conditions deteriorate unexpectedly while a vessel is alongside a further risk assessment may be undertaken by the Regional Harbour master. If wind gusts exceed 40 knots engines are to be on stand-by. Moorings are to be tended at all times. Loading operations may continue if deemed safe by the Master and terminal representative.

Should the vessel move off the berth whilst loading, loading is to cease until the ship is once again alongside the berth and secure.

### **7.3.3 Berthing direction – Cape Flattery**

All vessels will berth starboard side alongside.

## **7.4 Approaches to the port – Cape Flattery**

Entrance through the reef for larger vessels can be made via Grafton Passage (east of Cairns) or by any other recommended passage.

### **7.4.1 Dangers**

Decapolis Reef: dries 1.52 metres at low water, lies 113° (T), 2.9 miles from Lookout Point.

Four Foot Rock: lies 273° (T), 0.8 miles from Decapolis Reef beacon.

‘Jedda’ wreck: lies 203° (T), 1.1 miles from Decapolis Reef beacon.

Sim Reefs: on the northern side of the recommended track, lies 013° (T) to 033° (T) from Decapolis Reef distance 2.2 miles.

A sand bar: extends in a north, north westerly direction from Cape Flattery for approximately two nautical miles.

## 7.5 Approaches to the port – Cooktown

### 7.5.1 Approaches from the south east

The recommended approach from the south east is via the inner route through the Great Barrier Reef outside Cowlshaw and Dawson Reefs. Blackbird Patches to the south east of the Endeavour River Entrance has least depths of 1.1 metres at LAT. From a position 4.5 miles to the east of Grassy Hill, a conspicuous landmark at the entrance, steer a course in a WNW'y direction to the pilot boarding ground

## 7.6 Advisory Note – Interaction with Marine Mammals

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

The safety of life and the security of the environment from ship based incidents is paramount.

All vessel masters are required to fully comply with relevant marine mammal legislation, such as the provisions of the [Nature Conservation \(Animals\) Regulation 2020 Chapter 6 Part 1](#) which prescribes minimum approach distances and maximum speeds within proximity to whales as illustrated in the diagram below.

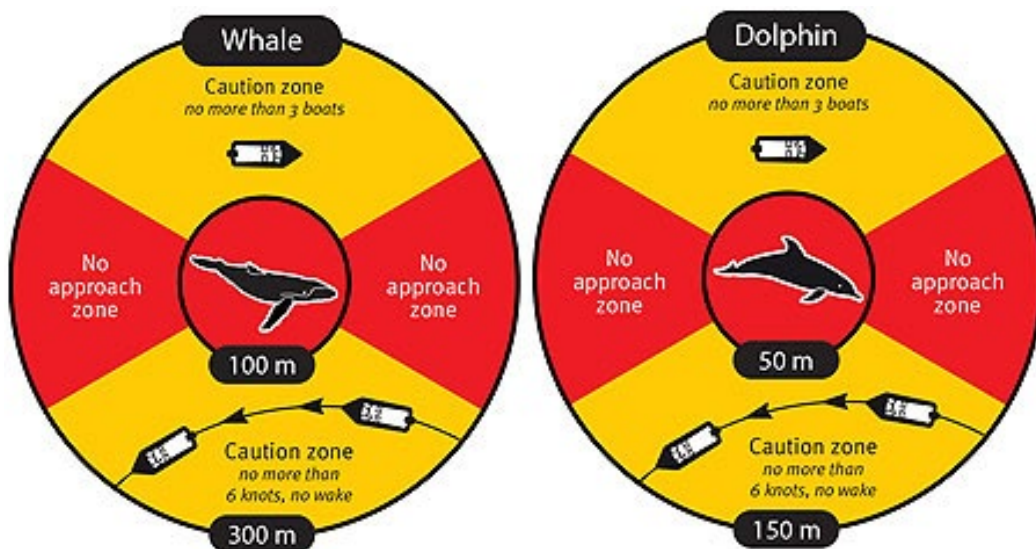


Figure 1 Minimum approach distances and maximum speeds within proximity to whales and dolphins.

When whales or marine mammals are reported in the vicinity of port areas and a risk to marine mammals is perceived, then every possible endeavour will be undertaken to manage shipping movements around the marine mammals to keep them safe, provided the safety of life, the ship and other environmental protection objectives are not threatened. Such action may include not commencing transits until the mammals are deemed clear.

In situations where a vessel is underway and restricted in its ability to maneuver or constrained to a channel and marine mammals are reported in the vicinity of the transit and a risk to marine mammals is perceived, the master must take all reasonable action necessary to keep them safe, without endangering the vessel, crew and the environment. Such action may include the reduction of speed to the minimum safe speed to safely navigate the channels.

Masters are required to report collisions with marine mammals to VTS and Department of Environment and Science **1300 130 372**

[http://www.ehp.qld.gov.au/wildlife/caring-for-wildlife/marine\\_strandings.html](http://www.ehp.qld.gov.au/wildlife/caring-for-wildlife/marine_strandings.html)



# 8. Pilotage

## 8.1 Vessels that require a pilot

### 8.1.1 Cape Flattery

The *Transport Operations (Marine Safety) Act 1994* specifies that, unless a current Pilotage Exemption Certificate (PEC) is held by the Master of a ship, pilotage is compulsory for:

- all ships 50 m length overall and over unless a current pilotage exemption certificate is held
- a ship whose owner or master asks for the services of a pilot
- a ship whose master is directed by the harbour master to use the services of a pilot.

### 8.1.2 Cooktown and Port Douglas

Pilotage is non-compulsory for Cooktown and Port Douglas

### 8.1.3 Night pilotage – Cape Flattery

Cape Flattery is currently restricted. All movements are conducted during daylight hours only.

## 8.2 Request for pilot

The requirements of the *Transport Operations (Marine Safety) Regulation 2016* shall be observed for all bookings. Far North Queensland Ports Corporation Limited provides a pilotage service for ship arrivals, departures and removals. All pilot transfers are carried out by pilot launch.

Pilot transfers are carried out by pilot launch. Requests for Pilot services are to be made via the QSHIPS programme to Cairns VTS. Ships requiring the services of a pilot in the port of Cape Flattery are required to submit arrival, removal & departure notices no less than the indicated number of hours prior to the desired movement:

- arrivals 48 hours
- removals 48 hours
- departures 48 hours

Initial notification should be made via the QSHIPS website.

## 8.3 Pilot boarding place

The Pilot boarding place at Cape Flattery is situated at 14° 56·8'S; 145° 23·0'E, approximately 2·0 nautical miles North East of Cape Flattery loading facility.

### 8.3.1 Pilot boarding arrangements

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

- Pilot boarding time
- Restrictions/requirements
- Boarding position.
- Pilot boarding/disembarkation sequence

Ships are to be at the pilot boarding ground at the notified time of pilot boarding, with all preparations for boarding completed in accordance with the instructions in this section.

#### **Cape Flattery**

Ships are to be at the pilot boarding ground at the notified time of pilot boarding, with all preparations for boarding completed in accordance with the instructions in this section.

Ships should be underway,

- proceeding at 4 knots and
- providing a good lee.

The pilot ladder is to be rigged on the lee side

- 2m above the water,
- with two manropes and
- a heaving line standing by.
- Night pilotage is not permitted at this port
- At night, a forward facing light is required to illuminate the ladder in accordance with IMO requirements and IMPA recommendations see [Pilot Boarding Ladder Arrangement](#) and [Pilot transfer arrangements – Marine Notice 04/2023](#).
- If the ship has freeboard of 9 metres or greater, a combination ladder must be rigged.

## 8.3.2 Pilot /Personnel Transfer Safety

It is essential to ensure the safe transfer of pilots and other personnel at sea. Responsibility for safe practices for personnel transfers rests with each person involved in the activity including the ship owners, operators, master and crew, pilotage providers, pilots and pilot boat crew as well as the person being transferred. All parties should observe both the spirit and intent of the regulations, to ensure safety is not compromised.

The pilot ladder is to be rigged two metres above the water, with two manropes and a heaving line standing by. At night, a forward-facing light is required to illuminate the ladder in accordance with IMO requirements and IMPA recommendations.

Refer: [Pilot Boarding Ladder Arrangement](#) and [Pilot transfer arrangements – Marine Notice 04/2023. \(Pilotage - boarding ladder arrangements\)](#).

Where a Pilot suspects that the pilot transfer arrangement provided are unsafe, they should refuse to board the vessel until the matter is resolved and is made safe by the master and crew. If the issue cannot be resolved to the satisfaction of the pilot then the movement will be aborted until such time that the Pilot boarding arrangement is made to safe.

Additionally, the matter must be reported immediately to AMSA, Cairns VTS and the pilot's employer.

## 8.3.3 Passage Planning

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

A [passage plan](#) for this port can be found on the MSQ website.

## 8.3.4 Alcohol management

*The Transport Operations (Road Use Management) Act 1995* section 79 requires that persons in charge of ships have a zero blood alcohol reading. The Queensland Water Police periodically conduct random breath tests of masters and pilots on ships arriving at Cape Flattery, or about to depart. Severe penalties apply to infringements.

## 8.3.5 Personal Pilot Unit (PPU)

It is mandatory for pilots to use a PPU on all vessels arriving to CQP terminal. No requirement for departing vessels.

## 8.4 Pilotage reporting requirements for Torres Strait and Great Barrier Reef (GBR)

All merchant vessels 70 m in length and over and all oil, gas and chemical tankers irrespective of size are required to take a licensed marine pilot when transiting the Torres Strait and Great North East Channel. Pilotage is also required for these vessels transiting the inner route from Cape York to Cairns Roads and for transit of Hydrographers Passage

Significant penalties apply for non-compliance.

Full details can be found in [Marine Notice 06/2022](#). Maximum draft for transit is 12.2 m; vessels with a draft greater than 10 m will be advised of the required tidal window by the pilotage company.

Refer to [Reef VTS publication](#) for further information.

## 8.5 Pilotage delays

A cancellation for Pilotage without the required notice of two hours will attract a penalty of the relevant Pilotage fee or fees.

A fee is payable in the following instances:

- if the programmed ship movement is delayed for more than 30 minutes but not more than one hour for the first hour.
- If the ship is delayed for more than one hour but not more than two hours
- a delay in excess of two hours constitutes a cancellation.

These charges can be found in Schedule 6 Part 2 Division 3 of the *Transport Operations (Marine Safety) Regulation 2016*.

# 9. Tugs

## 9.1 Tug information

Two tugs are operated by Cape Flattery Silica Mine to service scheduled shipping for the mine.

All vessels require 2 tugs for berthing and unberthing.

The use of workboats to assist with berthing and unberthing is no longer accepted.

# 10. Work permits

## Request for permit

In order to be able to perform certain work on ships in the port masters, owners or their agents must first apply for and obtain the necessary permits before that work can proceed.

Applications requiring approval and advice, to the Regional Harbour Master must be submitted via the QSHIPS program. The required terms and conditions are completed by the Maritime Safety Queensland regional office and the agent may then print off the completed permit for passing to the master of the applicable vessel. Refer to the [Far North Queensland Ports Corporation Limited Port Notices](#) for further information.

Example of activities requiring permits:

- Hot works – on or within facilities or ships
- bunkering
- immobilising a ship
- operation of propellers at a wharf
- ship to ship/shore transfer operations
- life boat drills
- Night Fuel Transfer

Table 10 Permit Requests

Who	Approver	Advice	Permit	When	Comments
All ships	FNQPCL	RHM	Overside work	48 hours prior to arrival	Lodged to FNQPCL, copy to RHM via email.
All tankers	RHM/ FNQPCL		Tankers at non tanker berths	48 hours prior to arrival	Lodged to RHM and FNQPCL – must be certified as gas free by an independent chemist on approved form.

Who	Approver	Advice	Permit	When	Comments
All ships		RHM	Lifeboat drill	Prior to event	Copy to RHM via email.
All ships	FNQPCL	RHM	Hot work	48 hours prior to arrival	Lodged to FNQPCL, copy to RHM via QSHIPS or email.
All ships	FNQPCL	RHM	Engine trials	Prior to event	Lodged to FNQPCL via QSHIPS or email and to RHM.
All ships	RHM	FNQPCL	Immobilisation	24 hrs prior to event	Lodged to RHM via QSHIPS or email. Copy to FNQPCL.
All ships	RHM		Immobilisation at anchor	24 hrs prior to event	Lodged to RHM via QSHIPS or email.
All tankers	RHM		Gas free declaration	48 hours prior to arrival	Declared by master on approved form, lodged to RHM.
All Ships	RHM/ FNQPCL		Night Fuel Transfer	24 hours prior to event	Lodged to RHM via QSHIPS or email. Copy to FNQPCL.

The legend refers to the comments section above:

RHM ..... Regional Harbour Master

NQPCL ..... Far North Queensland Ports Corporation

### 10.1.1 Miscellaneous permits

In addition to the above the port authority requires permits to be obtained for the following activities:

- fumigation
- diving/underwater activities
- blasting works
- heavy lifts
- hull cleaning

It is an offence not to obtain a work permit, issued under a port notice, from port authority for certain works on common user land and infrastructure within the port.

The requirements of the port notices do not absolve the need to obtain any approvals, licenses or permits which may be required by law.

Ship masters must comply with all requirements specified in the permit.

## **10.1.2 Diving operations**

Diving operations in Cape Flattery, Cooktown and Port Douglas should be conducted with the appropriate safety infrastructure relevant to protect against the threat of Estuarine (saltwater) Crocodiles, which are known to inhabit the area.

## **10.2 Work permits**

### **10.2.1 Immobilisation main engines**

Ships wishing to immobilise main engines must lodge an application via QSHIPS, through their agent, to the Regional Harbour Master (Cairns) and to the port authority via email or fax at least 24 hours prior to the requested immobilisation.

Master's wishing to immobilise main engines are to state, when seeking approval, the estimated time to make main engines operational in an emergency. In the event main engines would not be available within a reasonable amount of time the Master is to supply a risk assessment and contingency plan to the Regional Harbour Master (Cairns) for approval.

Ships are not to immobilise main engines until they have received permission from the Regional Harbour Master (Cairns).

Permission may not be given for more than 24 hours during the cyclone season (November to April) or more than 48 hours during the rest of the year

Masters are to attempt to contact Cairns VTS on VHF 16/12 prior to commencement and again on completion of immobilisation of main engines.

### **10.2.2 Hot work permit**

Ships wishing to carry out repairs and any form of metal work, which includes performing hot work, must lodge an application in writing with the port.

Once approval has been granted by the relevant port authority, the ship's agent is to lodge an advice via QSHIPS or fax, to the Regional Harbour Master (Cairns).

### **10.2.3 Boat drills**

Ships wishing to put boats in the water for painting, maintenance purposes or to carry out lifeboat drills, must first obtain clearance from the Regional Harbour Master (Cairns). This clearance is to be obtained by the vessel's agent.

The ship's agent is to lodge an advice via QSHIPS or email to the Regional Harbour Master (Cairns).



Masters are requested to contact Cairns VTS on VHF channel 16/12 prior to commencement and again on completion of such drills when the boats have been returned on board and secured.

### **10.2.4 Engine trials**

Ship's wishing to carry out engine trials must lodge an application with the port authority.

### **10.2.5 Notification of handling of bulk liquids/Night Fuel Transfers**

Under the Transport Operations (Marine Pollution) Act 1995 Maritime Safety Queensland is both the statutory and combat agency for response to all ship sourced oil spills. It is therefore a requirement for owners/agents or masters of vessels to notify Maritime Safety Queensland of the intention to load, unload or transfer any form of bulk liquids to, from or between vessels. Such notification is required to be lodged with Cairns VTS via QSHIPS and the port authority via the [online web portal](#).

For the purposes of this notification it would be deemed that the liquids will be transferred by pipeline to, from or between vessels.

The operations of bunkering and the pumping of sullage/sludge from vessels, by road, barge or ship transfer, are to be included within this notification.

Masters of vessels conducting bulk liquid transfers, as specified above, are required to notify Cairns VTS on VHF channel 12 of the time of commencement of such transfer/bunkering operation and again the time when the operation is completed.

### **10.2.6 Gas-free status**

A tanker or products carrier will be regarded as non-gas free unless a gas free declaration has been received at least 48 hours prior to arrival.

The declaration must include the following:

- whether the ship is carrying any IMDG class 3 cargo (flammable liquid or gas cargo on board in bulk)
- empty cargo tanks have been washed, vented and are free of hazardous residues
- the atmosphere in each cargo tank or residue space has been tested with an explosimeter and a zero reading has been obtained
- slop tanks and pump rooms are free of hazardous residues
- an explosive gas detector meter is held on board and calibrated correctly
- a current copy of the ISGOTT manual is held on board
- maintain a zero gas reading for the atmosphere in each pump room, cargo tank or residue space.

The declaration should be forwarded to the Regional Harbour Master and VTS centre. Once the above requirements have been satisfied the Regional Harbour

Master shall determine the ship's gas-free status for movement purposes and forward written confirmation to the agent and the port authority as appropriate

The Regional Harbour Master (Cairns), on receipt of the gas-free declaration, will amend QShips to reflect confirmation of gas-free status. This information is recorded and restrictions on movements of the ship with regard to being non-gas free are lifted. Failure to comply may result in the ship being considered non-gas free until an approved industrial chemist has tested the spaces, declared the ship to be gas free and issued a gas free certificate.

## **10.2.7 Overside maintenance work**

For environmental reasons, the port authority has strict guidelines on the performance of oversight maintenance work on ships within the port limits. Ships wishing to undertake oversight maintenance work must:

- comply with the conditions spelt out in the port authority port notice – oversight maintenance
- lodge a request, with the port authority for permission to undertake oversight work; when granted, masters must comply with the conditions of the permit.

# 11. Dangerous cargo

## 11.1 General

The Far North Queensland Ports Corporation Limited is responsible for the management of dangerous goods in Cape Flattery and Cooktown, including the loading and unloading of ships alongside and movement across the wharf.

Maritime Safety Queensland is responsible for monitoring and managing the safe movement of ships in Queensland Waters. The Regional Harbour Master will assist the port authority in controlling traffic movement in the port, maintaining on-water safety distances, and responding to any emergency situation.

### 11.1.1 Notification

*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 Regional Harbour Master of the intent to bring dangerous cargo into or depart from a pilotage area.

This must be done by lodging the [Dangerous Cargo Report](#) which must be accompanied by either a copy of the ship's dangerous cargo manifest or a list of dangerous cargo/bulk liquid in an approved form. These requirements apply to dangerous goods and cargoes that remain onboard a ship or are loaded or handled during a port visit.

The Regional Harbour Master and port authority will acknowledge receipt of the notification and the dangerous goods list and return to the agent/master with any applicable conditions noted.

Under no circumstances are security sensitive ammonium nitrate, class 5.1, oxidising substances and explosives as classified in the IMDG code under the United Nations classification as Class 1 explosives be brought into the port without first being granted approval by the port authority.

Minimum notification times for the scheduled movement or handling of dangerous cargo in a pilotage area are as follows:

Table 11 Minimum Movement Notification

Movement	Minimum notification
Ship inbound	48 hours prior to scheduled arrival at pilot boarding ground

Movement	Minimum notification
Ship departure or removal	Three hours
Ship to ship transfer	24 hours
Loading, removal or handling alongside	24 hours
Operation of a local marine service	48 hours (See sec.90&91 TO(MS) Reg 2016)

### 11.1.2 Dangerous cargo events

Section 93 of the *Transport Operations (Marine Safety) Regulation 2016* defines a dangerous cargo event as:

- the loss, or likely loss, of the cargo from a ship into Queensland waters
- a breach, or danger of a breach, of the containment of the cargo that could endanger marine safety
- anything else involving, or that could involve, the cargo that causes risk of explosion, fire, a person's death, or grievous bodily harm of a person
- for a cargo that is a materials hazardous only in bulk (MHB) – an event that causes risk of explosion, fire, a person's death, or grievous bodily harm to a person.

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

A full written report is to be submitted on form F3220 Dangerous Cargo Event Report to the Regional Harbour Master as soon as reasonably practical (see [Dangerous Cargo Event Report](#)).

# 12. Emergency, pollution, marine incidents

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

## 12.1 Emergency contact numbers

### **Cooktown Police**

**Location:** Cooktown

**Phone:** +61 7 4069 5688

**After hours or emergency:** 000

### **Port Douglas Police**

**Location:** Port Douglas

**Phone:** +61 7 4087 1999

**After hours or emergency:** 000

### **Fire**

**Phone:** 000

### **Ambulance**

**Phone:** 13 12 33

**After hours or emergency:** 000

### **Cooktown Hospital**

**Phone:** +61 7 4069 5433

### **Far North Queensland Ports Corporation Limited**

**Phone:** +61 7 4051 2558 (24 hours)

### **Pollution Reports – Port Authority**

**Phone:** +61 7 3224 7426 (24 hours)

### **Maritime Safety Queensland (Cairns) & RHM**

**Phone:** +61 7 4033 3670

**After hours or emergency:** 1300 551 899

### **Department of Agriculture Fisheries and Forestry (Biosecurity)**

**Phone:** 1800 020 504

### **Great Barrier Reef Marine Park Authority (GBRMPA)**

**Phone:** +61 7 418 182 329

**Phone:** +61 7 4726 0540

**Australian Border Force (Cairns)****Phone:** +61 7 4052 3500**Cook Shire Council****Phone:** +61 7 4069 6004**Cape Flattery Silica Mine (Cape Flattery)****Phone:** +61 7 4043 1111**Cape Flattery Silica Mine (Cairns Office)****Phone:** +61 7 4051 5099

## 12.2 Authorities

Maritime Safety Queensland's emergency procedures are prepared under the provisions of the *Transport Operations (Marine Safety) Act 1994* and the *Transport Operations (Marine Pollution) Act 1995*. The port authority has published an Emergency Response Plan for the port which details the required response to an emergency.

### **Cape Flattery - emergencies**

All emergencies should be reported to the Cape Flattery Silica Mine Manager, who will activate the Emergency Response Plan and by calling the appropriate emergency response service either fire, police or ambulance on 000.

## 12.3 Fire

Call the Queensland Fire and Emergency Service (QFES, phone 000) and notify:

Cape Flattery Port Control on VHF channel 13 – Cape Flattery and Cooktown  
Cairns VTS on VHF channel 12 – Port Douglas

QFES is the lead agency when the ship is at the berth and Maritime Safety Queensland when the ship is off the berth. The Regional Harbour Master (Cairns), in consultation with the facility operator and the port authority, will make the decision if the vessel is to be removed from the berth for the safety of the port.

### **12.3.1 Wharf / marina evacuation plan**

In the event of a fire, explosion, or other emergency follow the evacuation paths as displayed in the local area to an assigned muster area. The master of each vessel is responsible for checking their vessel to ensure that all persons have evacuated the vessel and wharf/marina structure and report to the fire brigade. The area can only be determined safe and all clear for continuation of normal operations by the fire brigade.

## 12.3.2 Emergency plans

It is the responsibility of port users/customers and organisations carrying out an operation or activity within the port to develop and manage their own emergency plan and procedure in accordance with relevant legislation, standards and codes. Depending on the nature and size of the operation or activity the authority may request that a copy of this plan/procedure be provided for the authority's perusal. There may also be a requirement to link this plan/procedure with those used by the authority.

It is an offence to fail or to refuse to supply a copy of the emergency plan/procedure to the authority upon request.

## 12.4 Marine pollution

The [\*Transport Operations \(Marine Pollution\) Act 1995\*](#) is designed to protect Queensland's marine and coastal environment by minimising deliberate and negligent discharges of ship-sourced pollution. Discharges of oil, noxious liquid substances, packaged harmful substances, sewage and garbage (MARPOL annexes I, II, III, IV and V) from ships are prohibited in Queensland coastal waters and pilotage areas.

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

Ships should dispose of all waste ashore using the waste reception facilities available (see section 15 [Port services](#)).

### 12.4.1 Reporting

Section 67 of the [\*Transport Operations \(Marine Pollution\) Act 1995\*](#) requires the master of a ship to report a discharge or probable discharge without delay to the Regional Harbour Master. The report should be made via Cairns VTS (24 hours)

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

- date/time of incident
- location (latitude, longitude and physical site)
- report source and contact number
- nature, extent and estimated quantity of spill
- type of oil or description
- spill source and point of discharge from source
- identity and position of nearby ships or name of alleged polluter
- nature and extent of spill and movement and speed of spill
- local weather/tide/sea conditions
- whether a sample of the substance spilled has been collected
- and any additional information that relates to the spill.

The Maritime Safety Queensland regional office will complete [Marine Pollution Report \(F3968\)](#) based on the above information and fax to the relevant authorities.

The port authority duty officer (24 hours): +61 7 4051 2558

## 12.5 Marine incidents

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

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

### 12.5.1 Procedures subsequent to serious marine incidents

In the case of a serious marine incident as defined in section 12.5 including a vessel grounding or if structural damage has occurred, the vessel is to be removed to a position of safety. The Regional Harbour Master (Cairns) through Cairns VTS or Cape Flattery Port Control is to be immediately advised and advice sought.

The vessel will be surveyed by the appropriate authority (AMSA or classification society) to ensure seaworthiness before it leaves port limits.

### 12.5.2 Marine incident reporting – Maritime Safety Queensland

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 Maritime Safety Queensland marine operations bases), 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 reporting form used for recreational vessels is:

- Maritime Safety Queensland - [Marine Incident Report \(F3071\)](#) Recreational Vessels

The form is available on line from Maritime Safety Queensland and AMSA websites or from Department of Transport and Main Roads customer service centres, Maritime Safety Queensland 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 in the approved form, the owner or master must make a further report to a shipping inspector in 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 1994* requires ships masters to assist if a marine incident involves two or more ships. The master of each ship involved in the marine incident must to the extent that he can do so without danger to his ship or persons on board his ship:

- Give the other ship involved in the incident, its master and persons onboard the ship the help necessary to save them from danger caused by the marine incident.
- Stay by the other ship until no further assistance is required.
- Give the master of the other ship reasonable particulars adequate to identify the ship and its owner.

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

### **12.5.3 Marine incident reporting – the 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.

must be reported to the Australian Maritime Safety Authority (AMSA):

- AMSA Incident form Domestic Commercial Vessels (DCV)
- AMSA form 18 (incident alert within 4 hours of the incident occurring)

- AMSA form 19 (detailed incident report must be submitted 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 web site.

### **12.5.4 GBRMPA incident report form**

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

### **12.5.5 Environmental incident reporting**

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 Management where the incident is of the nature that requires notification under the *Environmental Protection Act 1994* and environmental protection policies.

## **12.6 Port community responsibilities**

As a responsible member of the maritime community, any person witnessing an incident which was/or is capable of becoming an emergency is obliged to report the matter to the Maritime Safety Queensland regional office (VTS) and/or the emergency response agencies of Police, Fire or ambulance.

AMSA requests pilots, stevedores, port authority officers and others to notify them of suspected deficiencies on ships.

# 13. Security

## 13.1 General

[The Department of Infrastructure, Transport, Regional Development and Communication](#) is responsible for administering maritime safety legislation for the Australian Government. Australia's primary framework for maritime safety is established under the Navigation Act 2012 (Navigation Act) and the Marine Safety Domestic Commercial Vessel National Law Act 2012 (National Law Act).

The Navigation Act 2012 establishes Australia's regulatory framework for international ship and seafarer safety, shipping aspects of protecting the marine environment, and the actions of seafarers in Australian waters. The Navigation Act also gives effect to international conventions and treaties developed by the International Maritime Organization, the International Labour Organization and United Nations Conferences to which Australia is a signatory.

The Australian Government regulates the security of the Australian maritime transport through the [Maritime Transport and Offshore Facilities Security Act 2003](#) (MTOFSA) and the [Maritime Transport and Offshore Facilities Security Regulations 2003](#). This legislation was introduced to meet obligations in response to Chapter XI-2 of the International Convention for the Safety of Life at Sea 1974 (SOLAS) and the International Ship and Port Facility Security Code 2003 (ISPS).

The MTOFSA sets out a regulatory framework which centres on maritime industry participants assessing their operations for security risks and preparing a security plan which sets out measures to counter these identified risks. Under this framework, security regulated ships, port operators, port facility operators, offshore facilities and offshore service providers are regulated.

The department is responsible for administering the Act and regulations, while maritime industry participants are responsible for delivering security on a day-to-day basis.

Far North Queensland Ports Corporation Limited has an approved Maritime Security Plan as required under the Maritime Transport and Offshore Facilities Security Act 2003.

A ship's master, prior to entering the port, must report directly to NQBPC or via their respective ship agency the following:

- ISPS compliance number
- current ship security level or any change to the ship security level whilst in port
- ship security officer contact details

- list of expected visitors/contractors
- nominated providedore
- crew list and identification
- any security incident (as defined under the ISPS Code or Maritime Transport Security Legislation) whilst in port.

### 13.1.1 Security levels

The federal government determined, and will declare when necessary, three maritime security levels (MarSec levels).

- MARSEC Level 1 – minimum appropriate protective security measures will be maintained at all times.
- MARSEC Level 2 – appropriate additional protective security measures will be enacted because of heightened risk of a security incident.
- MARSEC Level 3 – further specific protective security measures maintained for limited times when a security incident is probable or imminent, although it may not be possible to identify the specific target.

Unless otherwise advised the port will operate on MARSEC Level 1.

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

- if directed by officers of DITRDC
- the current ship security level is higher than security level 1 or the port/port facility security level.

Responsibility for the implementation of the additional security measures will be agreed via a declaration of security between the ship and the port authority or the port facility operator. If between the ship and the port facility operator, the port security officer must be consulted and agree with the security measures proposed to be implemented.

### 13.1.2 Maritime Security Zones

Dependent upon the security level in force, these zones will apply in particular areas of the port.

Zones which will typically apply are:

- Landside restricted zone – an area of land, to which access is controlled, within the boundaries of a port facility or of land under the control of a port service provider.
- Waterside restricted zone – an area of water within the port where a ship may berth, anchor or moor, and access to the area is controlled. It extends below the water level to the seabed and under any wharf adjacent to the zone.

Zones established at maritime security Level 1 are as follows:

- Waterside restricted zone – 30m from any wharf or the outside face of a security regulated ship.
- Landside restricted zones – areas defined by security fences and signage on all berths.

All zones will be clearly identified and conditions must be observed by all port users.

Access to the zones is controlled and entry into the zones is not permitted unless authorised by the ship and/or port authority, as required. To do so is an offence under the *Maritime Transport and Offshore Facilities Security Act 2003* (the MTOFSA) and subject to significant penalties

### **13.1.3 Security measures – Cape Flattery**

Security of individual vessels or property is the responsibility of the vessel owner. When landside security zones are in operation these zones will be secured in accordance with the Cape Flattery Maritime Security Plan.

#### **Security measures – Cooktown**

Security of individual vessels or property is the responsibility of the vessel owner. When landside security zones are in operation these zones will be secured in accordance with the Cooktown Maritime Security Plan.

#### **Security Measures – Port Douglas**

Security of individual vessels or property is the responsibility of the vessel owner. When landside security zones are in operation these zones will be secured in accordance with the Cairns Maritime Security Plan.

### **13.1.4 Port security contacts – Cape Flattery**

Far North Queensland Ports Corporation Limited (24 hours) – +61 7 4052 3815

Cape Flattery Mines Security Officer – 0418 743 668

Cape Flattery Mines Emergency Contact – 0418 743 668 or 0428 974 100

### **13.1.5 Reporting of incidents**

All port users are expected to exercise a high level of security awareness. Any threat of, or actual, unlawful interference with maritime transport must be reported as specified in part 9 of the MTOFSA to the port authority and other parties as appropriate.

### **13.1.6 Refuse ship entry – no International Ship Security Certificate**

The port authority reserves the right to refuse entry to the port, any vessel that is unable to provide to the port security officer, a current International Ship Security Certificate.

### **13.1.7 Shore access to ships and port facilities – Cooktown**

It is an offence to enter or leave the port area by any means other than a designated entrance or exit. All security breaches, or potential activities that may breach security or cause harm, should be immediately reported to the port authority duty officer on:

Direct line: ..... +61 7 4051 2558

Mobile: ..... 0419 657 350.

### **13.1.8 Port security contacts – Cooktown**

Seaport operations officer

Phone: ..... +61 7 4051 2558 or 0419 657 350 (24 hours)

## **13.2 National security**

In line with the federal government's recent publications to do with the reporting of any possible terrorist activity then these procedures are to be followed.

Contact the National Security 24 hour hotline if you have any information of possible terrorist activity or have seen or heard something suspicious that may need investigating by the security agencies.

**24-hour National Security hotline:** 1800 123 400

**Email:** [hotline@nationalecurity.gov.au](mailto:hotline@nationalecurity.gov.au)

**Suspicious activities reporting:** <https://www.homeaffairs.gov.au/about-us/what-we-do/borderwatch/overview>

# 14. Port state control inspections

Select the link below to view the current Fact Sheet issued by the Australian Maritime Safety Authority.

[www.amsa.gov.au/forms-and-publications/fact-sheets/PSC-Fact-Sheet.pdf](http://www.amsa.gov.au/forms-and-publications/fact-sheets/PSC-Fact-Sheet.pdf)

# 15. Port services

## 15.1 Cape Flattery

### 15.1.1 Bunkering

Bunker fuel oil facilities are not available.

### 15.1.2 Fresh water

Fresh water is not available

### 15.1.3 Waste

It is an offence for a person to discard, dispose of, or leave rubbish, refuse, and sewage, waste of any kind (including galley waste), waste water or other liquid waste in the port. There are no collection facilities available in the port.

### 15.1.4 Shipping agencies

#### **Inchcape Shipping Services (Cairns)**

**Phone:** +61 7 4051 5211

**Fax:** +61 7 4051 5082

#### **Gulf Agency Company**

**Location:** Port Douglas

**Phone:** +61 7 4721 0421

**Fax:** +61 7 4721 2053

## 15.2 Cooktown and Port Douglas

### 15.2.1 Bunkering

Small quantities of fuel is available from the refueling jetty.

Larger quantities are available from Cairns.

### 15.2.2 Fresh water

Fresh water is available upon request.

### 15.2.3 Waste

It is an offence for a person to discard, dispose of, or leave rubbish, refuse, sewage, waste of any kind (including galley waste), waste water or other liquid waste in the port unless it is in a controlled manner in authorised and designated areas or through approved services.



## 15.2.4 Waste – quarantine

Quarantine waste services are not available at Port Douglas.

Facilities are available at Cairns for the collection of tank washing slops, oily mixtures containing chemicals, oily bilge water, oil sludge, sewage and garbage.

## 15.2.5 Ship-sourced sewage

Under the provisions of the [Transport Operations \(Marine Pollution\) Act 1995](#) it is an offence to discharge untreated or treated sewage in certain areas throughout the Port Douglas Area. Contact the office of Maritime Safety Queensland or visit the [Maritime Safety Queensland website](#) for more information.

## 15.2.6 Electric power

Shore power connection for 240 volts is available on request.

## 15.2.7 Miscellaneous contacts

### Australian Volunteer Coastguard - Cooktown

Phone: +61 7 4069 5655

### Volunteer Marine Rescue – Port Douglas

Phone: +61 7 4069 5392

### Environment and Resource Management

Phone: 1300 130 372

### GBRMPA – cruise ship anchorage bookings

Phone: +61 7 4750 0775

### Australian Reef Pilots

Phone: +61 7 3666 4041

### Torres Pilots

Phone: +61 7 3217 9544

## 15.2.8 Shipping agencies

### Wilhelmsen (Townsville)

Phone: +61 7 4721 4955

Email: [wss.townsville@wilhelmsen.com](mailto:wss.townsville@wilhelmsen.com)

Postal Address: PO Box 1140 Townsville QLD 4810

### Carter Marine Agencies

Phone: +61 7 4051 1046

Fax: +61 7 4051 1056

**Email:** [ops@cmaaust.com](mailto:ops@cmaaust.com)

**Postal Address:** PO Box 319, Westcourt Qld 4870

### **Carpentaria Marine Services**

**Location:** Thursday Island

**Phone:** +61 7 4035 3264

**Email:** [cmsadmin@carpentariacontracting.com](mailto:cmsadmin@carpentariacontracting.com)

### **Coral Expeditions**

**Phone:** +61 7 4040 9999

**Fax:** +61 7 4040 9944

**Postal Address:** PO Box 2093, Cairns Qld 4870

### **Gulf Agency Company (Townsville)**

**Phone:** +61 7 4721 0421

**Fax:** +61 7 4721 2053

**Email:** [shipping.cairns@gacworld.com](mailto:shipping.cairns@gacworld.com)

**Postal Address:** PO Box 6041, Cairns Qld 4870

**Location:** Suite 10/61 McLeod St, Cairns

### **Sturrock Grindrod Maritime (Townsville)**

**Phone:** +61 7 4721 1140

**Fax:** +61 7 4721 1635

**Email:** [townsville@hksa.com.au](mailto:townsville@hksa.com.au)

**Postal Address:** PO Box 1409 Townsville Qld 4810

### **Inchcape Shipping Services**

**Phone:** +61 7 4051 5211

**Fax:** +61 7 4051 5082

**Email:** [cairns@iss-shipping.com.au](mailto:cairns@iss-shipping.com.au)

**Postal Address:** PO Box 621, Cairns Qld 4870

### **Lind Vlad Expeditions Pty Ltd National Geographic**

**Mobile:** +61 404 601 171

**Location:** Level 2/26 Ridge Street, North Sydney NSW 2060

### **Pacific Marine Group**

**Phone:** +61 7 4724 2200

**Fax:** +61 7 4724 2208

**Email:** [info@pacificmarinegroup.com.au](mailto:info@pacificmarinegroup.com.au)

**Location:** PO Box 1155, Townsville Qld 4810

### **TOLL Marine Logistics (Darwin – Admin Office)**

**Phone:** +61 8 8984 4886

**Fax:** +61 8 8941 0991

**Postal Address:** GPO Box 1019, Darwin NT 0801

### **TOLL Marine Logistics (Cairns Depot)**

**Phone:** +61 7 4241 980

**Fax:** +61 7 4035 1413

**Email:** [TollMarineLogistics-Cairns@tollgroup.com](mailto:TollMarineLogistics-Cairns@tollgroup.com)

**TOLL Marine Logistics (Weipa Depot)**

**Phone:** +61 7 4069 7309

**Fax:** +61 7 4069 7233

**Email:** [TollMarineLogistics-Weipa@tollgroup.com](mailto:TollMarineLogistics-Weipa@tollgroup.com)

**Sea Swift Pty Ltd/ Dartstone**

**Phone:** +61 7 4035 1234

**Fax:** +61 7 4035 1239

**Email:** [admin@seaswift.com.au](mailto:admin@seaswift.com.au)

**Postal Address:** PO Box 6755, Cairns Qld 4870

# 16. Appendices

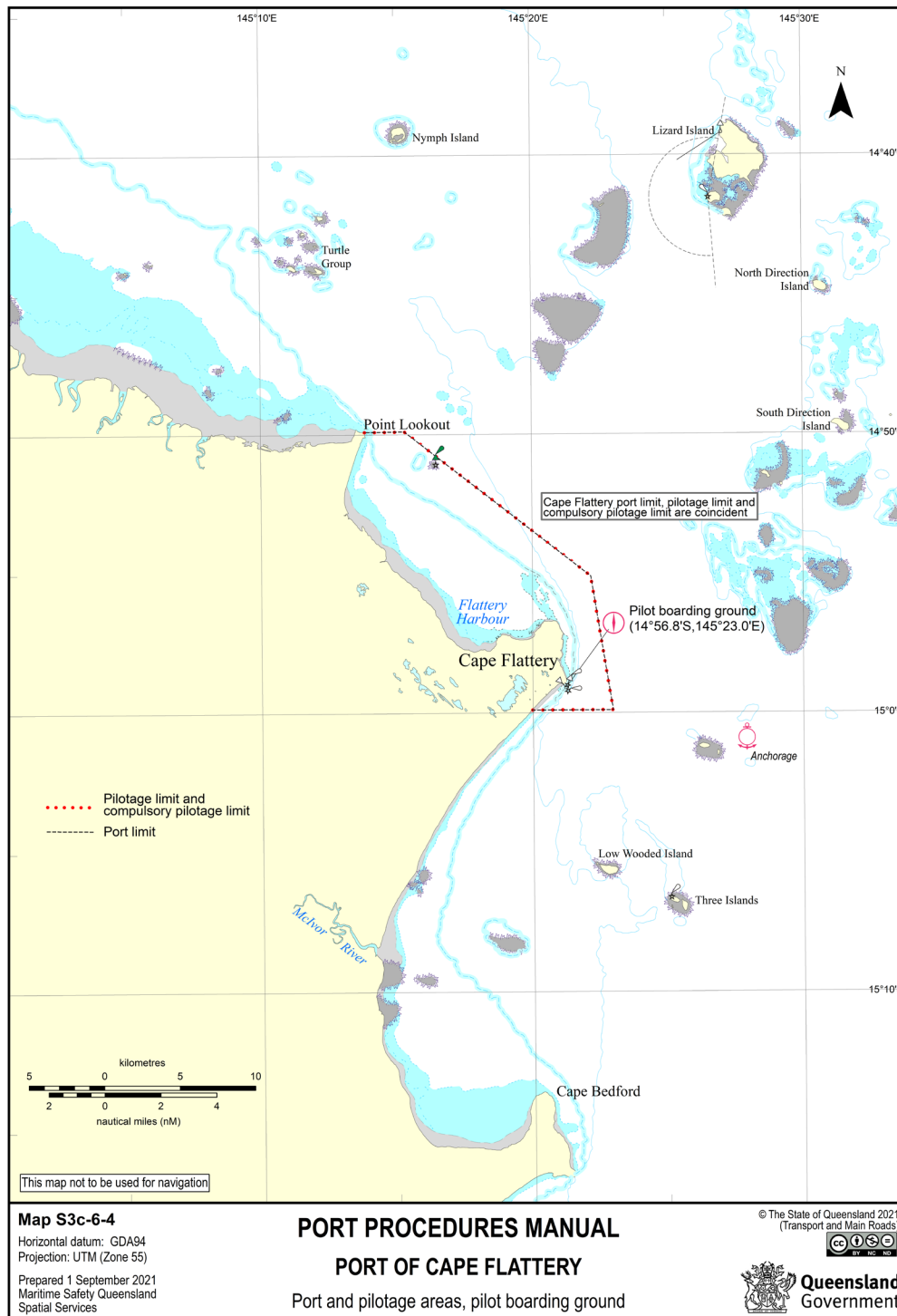
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# 16.1 Port of Cape Flattery Port and Pilotage areas, pilot boarding ground

For a high resolution map please visit [16.1 Cape Flattery, Cooktown and Port](#)

[Douglas- Port Procedures and Information for Shipping - Publications | Queensland](#)

[Government](#)

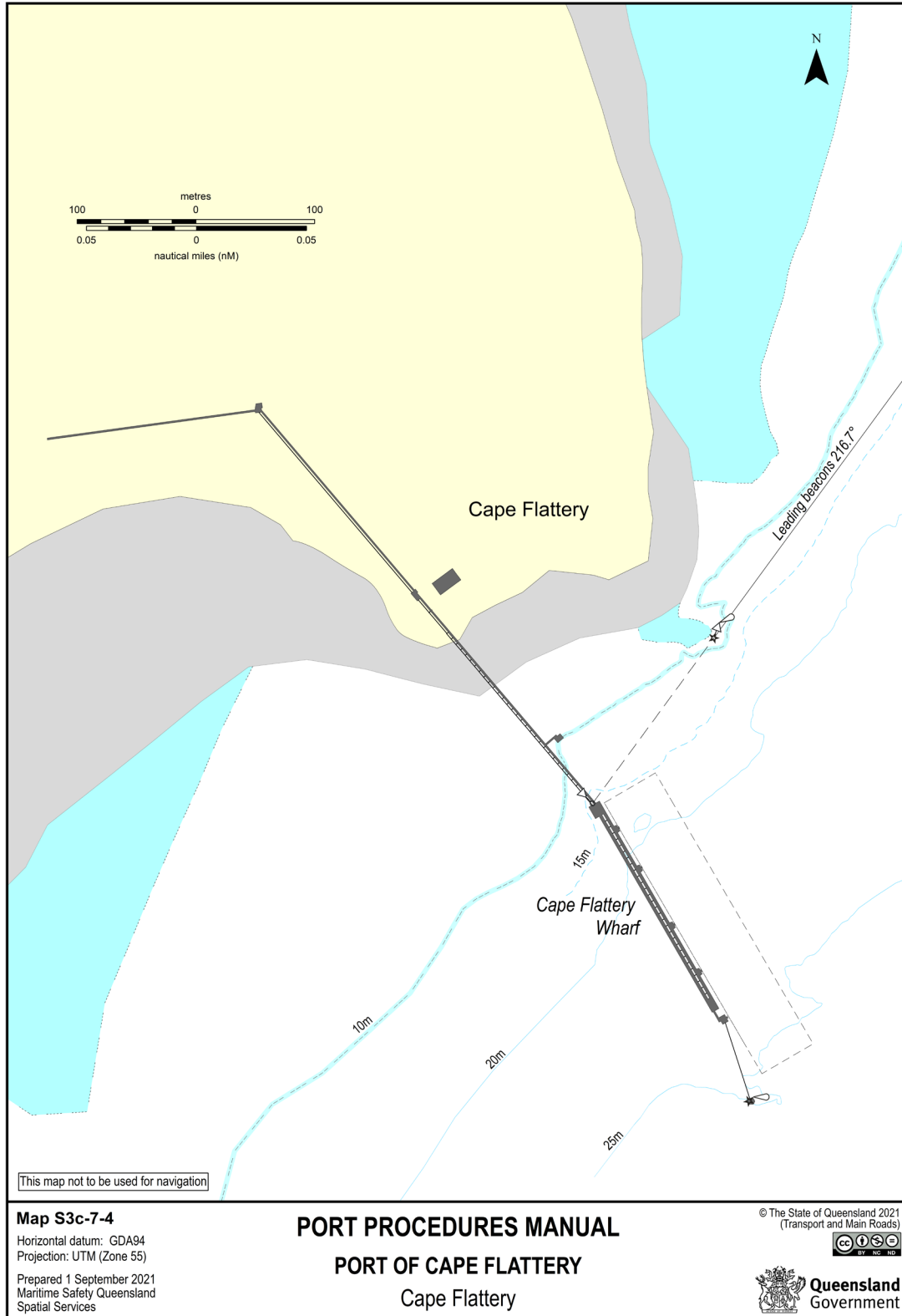


# 16.2 Port of Cape Flattery

For a high resolution map please visit [16.2 Cape Flattery, Cooktown and Port](#)

[Douglas- Port Procedures and Information for Shipping - Publications | Queensland](#)

[Government](#)

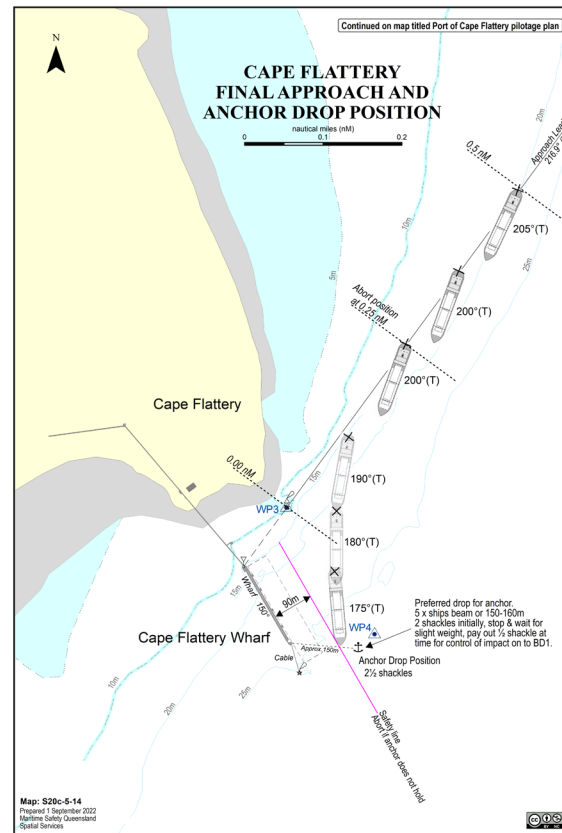
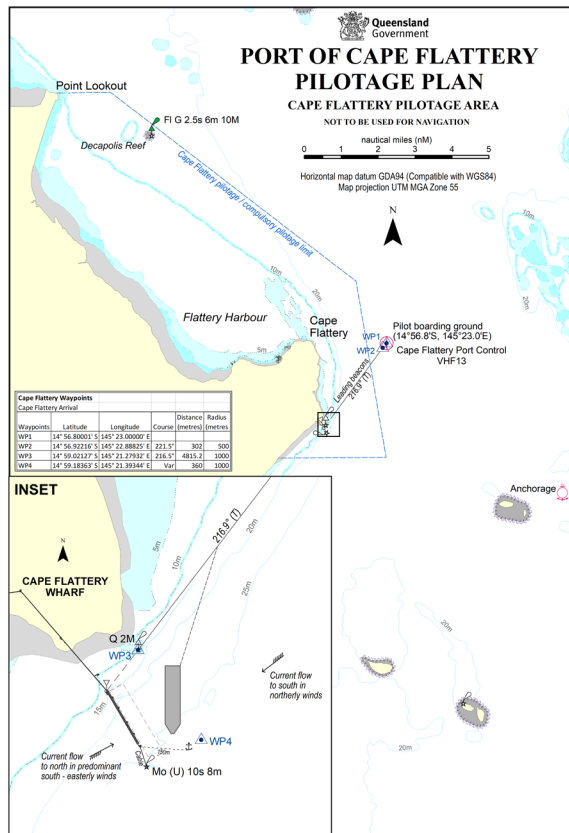


# 16.3 Pilotage plan

## Including Final approach and anchor drop position – Port of Cape Flattery

For a high resolution map please visit [16.3 Cape Flattery, Cooktown and Port Douglas- Port Procedures and Information for Shipping -](#)

[Publications | Queensland Government](#)



# 16.4 Pilotage plan

## Including Moorings

For a high resolution map please visit [16.4 Cape Flattery, Cooktown and Port Douglas- Port Procedures and Information for Shipping -](#)

[Publications | Queensland Government](#)

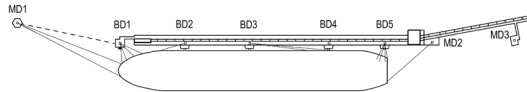
### CAPE FLATTERY

**MOORINGS: A minimum of 14 GOOD lines are required**

	FWD H/L	FWD B/L	FWD S/L	AFT S/L	AFT B/L	AFT ST/L	AFT ST/L
Number of lines and positions	2	4	1	2	4	1	
Line sequence							
	MD.1	BD.1	BD.2	BD.3	BD.5	MD.2	MD.3

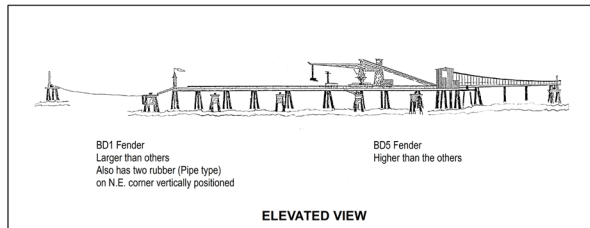
Monitor all lines - Keep the vessel alongside  
- Keep even tension on all lines

#### PLAN VIEW



#### GENERAL RESTRICTIONS

- Daylight operation only
- Wind restrictions - which is not northerly, is 25kts.
  - northerly winds with the use of line boats:  
Max. wind 12kts gusting 15kts Max. current <0.4kts
  - northerly winds & not using line boats:  
Max. wind 5kts Max. current <0.2kts



#### ELEVATED VIEW

Map: S20c-5-14

### PORT OF CAPE FLATTERY PILOTAGE PLAN

Checklist - INBOUND				Checklist - OUTBOUND			
Security level 1		Yes/No		Security level 1		Yes/No	
<input type="checkbox"/>	Main engine (tested astern)	<input type="checkbox"/>	Main engine (tested astern)	<input type="checkbox"/>	Main engine (tested astern)	<input type="checkbox"/>	Main engine (tested astern)
<input type="checkbox"/>	Thruster(s) Bow Stem	<input type="checkbox"/>	Thruster(s) Bow Stem	<input type="checkbox"/>	Thruster(s) Bow Stem	<input type="checkbox"/>	Thruster(s) Bow Stem
<input type="checkbox"/>	Steering (tested backup)	<input type="checkbox"/>	Steering (tested backup)	<input type="checkbox"/>	Steering (tested backup)	<input type="checkbox"/>	Steering (tested backup)
<input type="checkbox"/>	Whistle	<input type="checkbox"/>	Whistle	<input type="checkbox"/>	Whistle	<input type="checkbox"/>	Whistle
<input type="checkbox"/>	Gyro Error	<input type="checkbox"/>	Gyro Error	<input type="checkbox"/>	Gyro Error	<input type="checkbox"/>	Gyro Error
<input type="checkbox"/>	Doppler GPS EM	<input type="checkbox"/>	Doppler GPS EM	<input type="checkbox"/>	Doppler GPS EM	<input type="checkbox"/>	Doppler GPS EM
<input type="checkbox"/>	Radar(s)	<input type="checkbox"/>	Radar(s)	<input type="checkbox"/>	Radar(s)	<input type="checkbox"/>	Radar(s)
<input type="checkbox"/>	Port Chart/ ECDIS	<input type="checkbox"/>	Port Chart/ ECDIS	<input type="checkbox"/>	Port Chart/ ECDIS	<input type="checkbox"/>	Port Chart/ ECDIS
<input type="checkbox"/>	Pilot card	<input type="checkbox"/>	Pilot card	<input type="checkbox"/>	Pilot card	<input type="checkbox"/>	Pilot card
<input type="checkbox"/>	Special features/ Problems	<input type="checkbox"/>	Special features/ Problems	<input type="checkbox"/>	Special features/ Problems	<input type="checkbox"/>	Special features/ Problems
<input type="checkbox"/>	Anchors on emergency standby	<input type="checkbox"/>	Anchors on emergency standby	<input type="checkbox"/>	Anchors on emergency standby	<input type="checkbox"/>	Anchors on emergency standby
<input type="checkbox"/>	Moorings lines Min no.	<input type="checkbox"/>	Moorings lines Min no.	<input type="checkbox"/>	Moorings lines Min no.	<input type="checkbox"/>	Moorings lines Min no.
<input type="checkbox"/>	Do I have full use of the engine in Manoeuvring mode with no delays? Y / N	<input type="checkbox"/>	Do I have full use of the engine in Manoeuvring mode with no delays? Y / N	<input type="checkbox"/>	Do I have full use of the engine in Manoeuvring mode with no delays? Y / N	<input type="checkbox"/>	Do I have full use of the engine in Manoeuvring mode with no delays? Y / N
<input type="checkbox"/>	Emergency procedures discussed	<input type="checkbox"/>	Emergency procedures discussed	<input type="checkbox"/>	Emergency procedures discussed	<input type="checkbox"/>	Emergency procedures discussed

The Pilot and Master certify that the pilotage plan has been discussed with the Bridge Team

Pilot	Time	Pilot	Time
.....	.....	.....	.....
Master	Time	Master	Time
.....	.....	.....	.....

Vessel .....

#### PILOTAGE PLAN - ARRIVAL

Pilot		Pilot card	yes	no
Date		Defects	yes	no
Passage		Tugs	tug lines	position
Draft in metres	F	A	Minimum UKC	No. of shackles in water
Tide	Time	Height	LAT	14.1m
Wind	DIR	SP	TIDE	Remarks
Current <small>speed dir</small>	DIR	SP	Air Water	
Sea and swell conditions	Direction:		- Draft	
	Description:		UKC	

Vessel .....

#### PILOTAGE PLAN - DEPARTURE

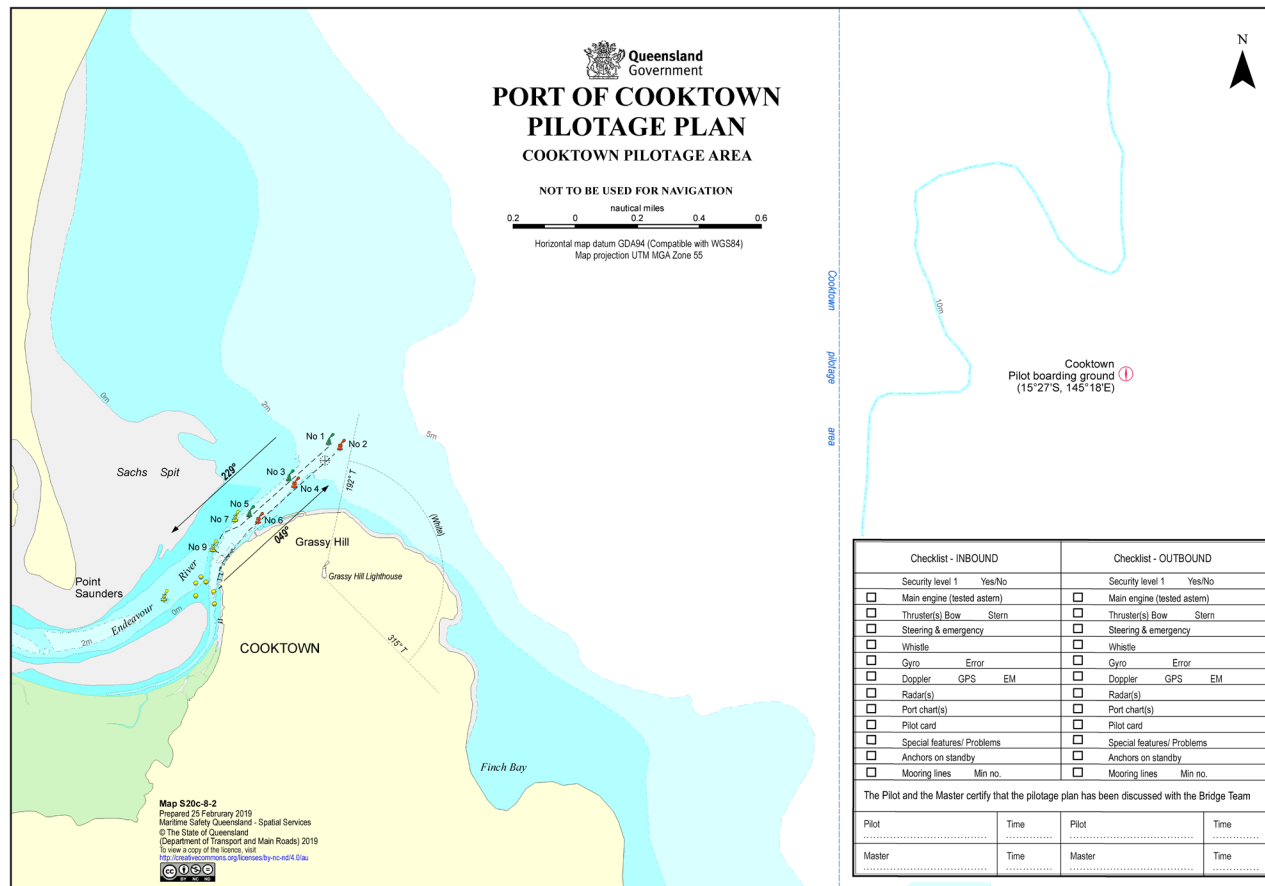
Pilot		Pilot card	yes	no
Date		Defects	yes	no
Passage		Tugs	tug lines	position
Draft in metres	F	A	Minimum UKC	Remarks
Tide	Time	Height	LAT	14.1m
Wind	DIR	SP	TIDE	
Current <small>speed dir</small>	DIR	SP	Air Water	
Sea and swell conditions	Direction:		- Draft	
	Description:		UKC	



# 16.5 Port of Cooktown pilotage area

For a high resolution map please visit

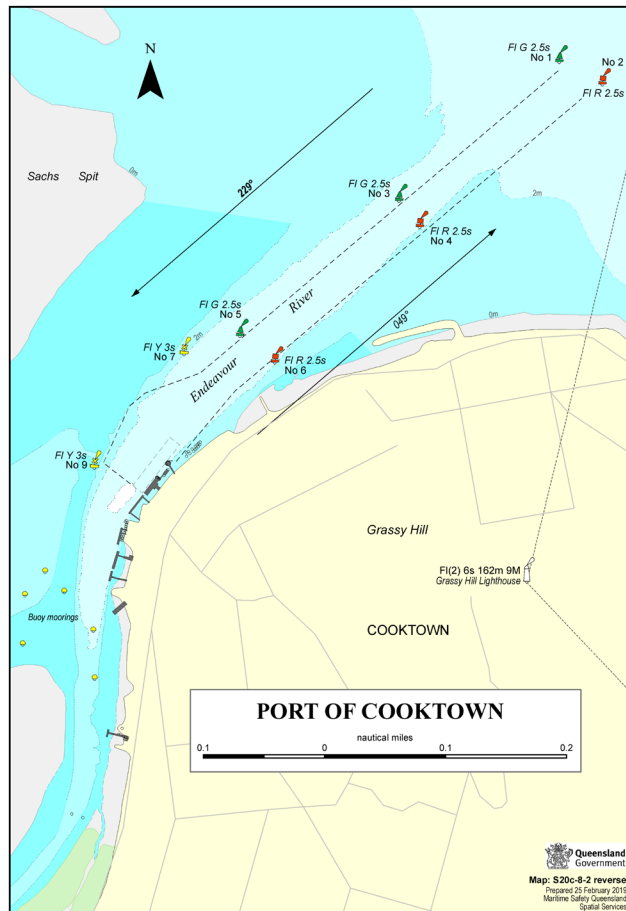
[16.5 Cape Flattery, Cooktown and Port Douglas- Port Procedures and Information for Shipping - Publications | Queensland Government](#)



# 16.6 Port of Cooktown pilotage plan

For a high resolution map please visit

[16.6 Cape Flattery, Cooktown and Port Douglas- Port Procedures and Information for Shipping - Publications | Queensland Government](#)



## PORT OF COOKTOWN

Vessel .....  
PILOTAGE PLAN - ARRIVAL

The bridge team will be required to plot vessel's position as required by Maritime Safety Queensland and International Regulations.

Pilot			Pilot card	yes	no
Date			Defects	yes	no
Passage			Tugs	Tug lines	Position
Channels					
Berth					
Draft <small>m/feet</small>	F	A	Minimum UKC		
Tide	Time	Height			
Tide	Time	Height			
Wind	DIR	SP			
Remarks:					

## PORT OF COOKTOWN

Vessel .....  
PILOTAGE PLAN - REMOVAL/DEPARTURE

The bridge team will be required to plot vessel's position as required by Maritime Safety Queensland and International Regulations.

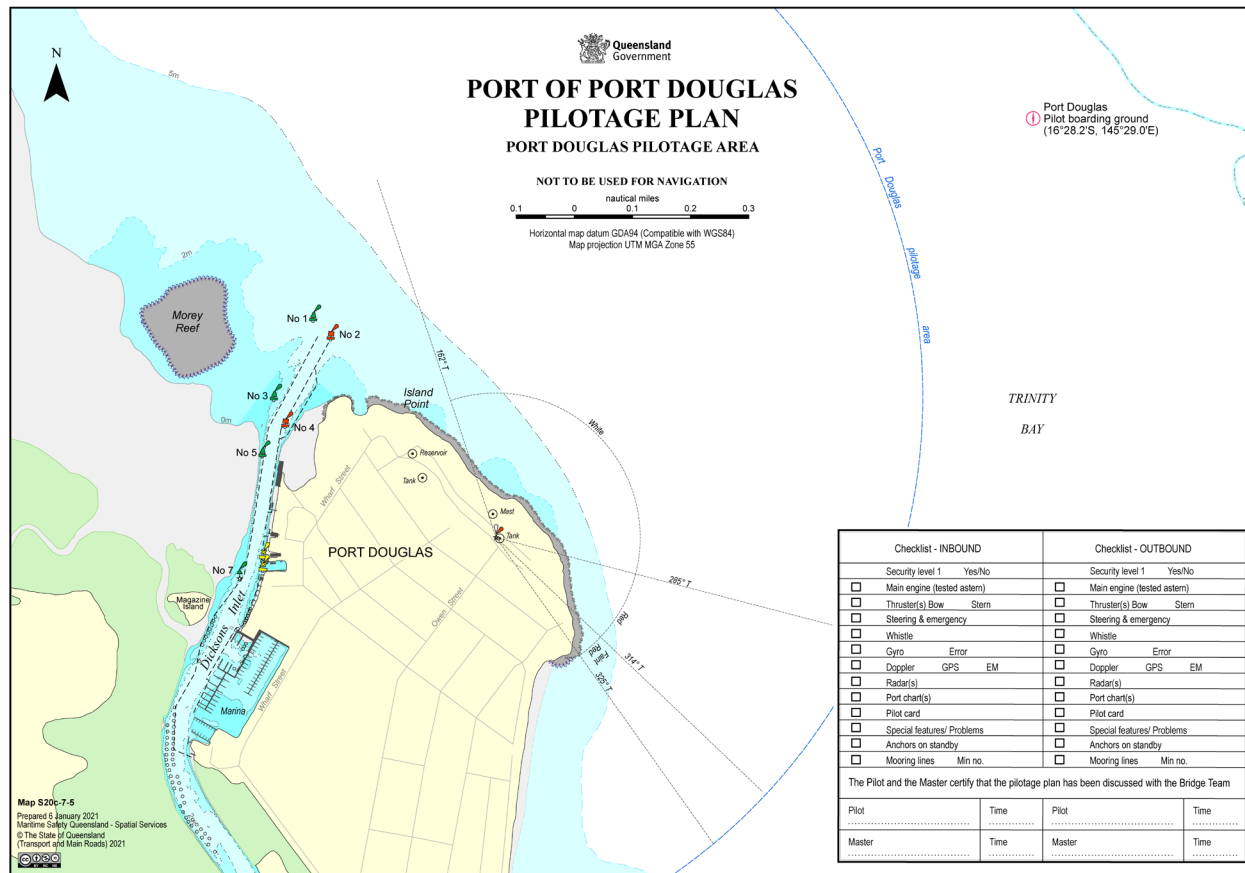
Pilot			Pilot card	yes	no
Date			Defects	yes	no
Passage			Tugs	Tug lines	Position
Channels					
Berth					
Draft <small>m/feet</small>	F	A	Minimum UKC		
Tide	Time	Height			
Tide	Time	Height			
Wind	DIR	SP			
Remarks:					

To be used with MSO map S20c-8-2 pilotage for the Port of Cooktown

# 16.7 Port of Port Douglas pilotage area

For a high resolution map please visit

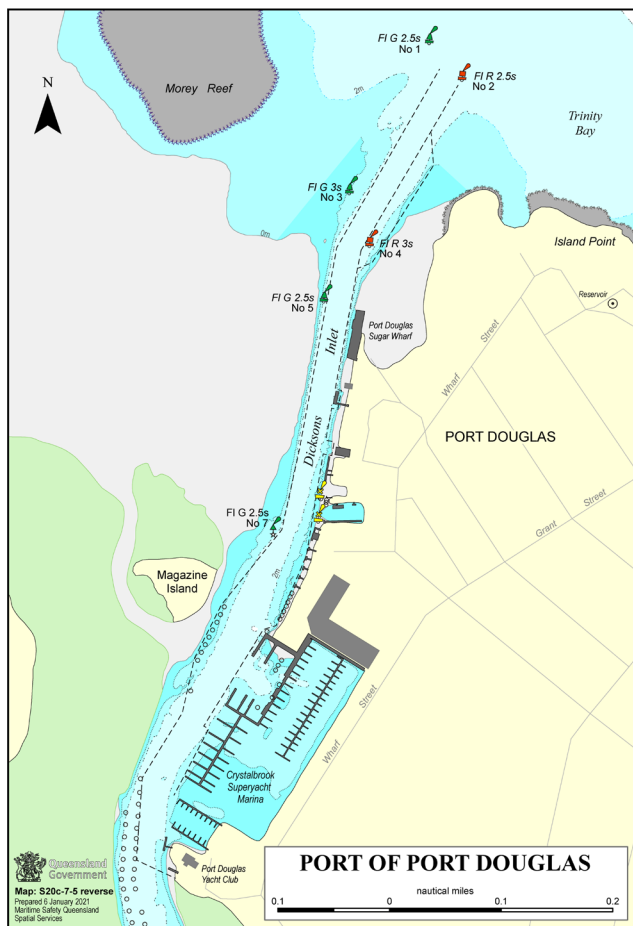
[16.7 Cape Flattery, Cooktown and Port Douglas- Port Procedures and Information for Shipping - Publications | Queensland Government](#)



# 16.8 Port of Port Douglas pilotage plan

For a high resolution map please visit

[16.8 Cape Flattery, Cooktown and Port Douglas- Port Procedures and Information for Shipping - Publications | Queensland Government](#)



## PORT OF PORT DOUGLAS

Vessel .....  
PILOTAGE PLAN - ARRIVAL

The bridge team will be required to plot vessel's position as required by Maritime Safety Queensland and International Regulations.

Pilot			Pilot card	yes	no
Date			Defects	yes	no
Passage			Tugs	Tug lines	Position
Channels					
Berth					
Draft in metres	F	A			
Tide	Time	Height			
Wind	DIR	SP	Minimum UKC		
Remarks:					

## PORT OF PORT DOUGLAS

Vessel .....  
PILOTAGE PLAN - REMOVAL/DEPARTURE

The bridge team will be required to plot vessel's position as required by Maritime Safety Queensland and International Regulations.

Pilot			Pilot card	yes	no
Date			Defects	yes	no
Passage			Tugs	Tug lines	Position
Channels					
Draft in metres	F	A			
Tide	Time	Height			
Wind	DIR	SP	Minimum UKC		
Remarks:					

To be used with MSQ map S20c-7-5 passage plan for the Port of Port Douglas