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 QSHIPS.
2	48 hours before arrival	Dangerous goods report to Regional Harbour Master and Far North Queensland Ports Corporation Limited (see 11 Dangerous cargo).
3	96 hours before arrival	Customs (see 2.5 –Customs Customs - Australian Border Force
4	Not more than 96 hours or less than 12 hours before arrival	Quarantine (see 2.3– Table 2 – Departure checklist 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 11Dangerous 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 via general enquiries on the website

Website: 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.