

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 Vessel Traffic Service (VTS) via the QSHIPS ship planning programme in accordance with this section.

All vessels, whether commercial or recreational, are to maintain a listening watch on VHF16 and if equipped on VHF13, whilst within the Mourilyan Pilotage Area.

All vessels within the Mourilyan Pilotage Area are to listen out on VHF16 for announcements made by the Cairns Vessel Traffic Service, call sign Mourilyan Harbour Port Control regarding movements within the port. These announcements will be advised on VHF16 and full details are given on VHF13.

3.2 Port control

Port Control 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 Mourilyan pilotage area.

Port Control (call sign “Mourilyan Harbour 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; and
- 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 support 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 Mourilyan Harbour port control.

Mourilyan Harbour 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, facsimile and email.

Ships are required to establish two-way radio communications with Mourilyan Harbour port control on VHF channel 16.

Table 3 Channel call signs

| Channel | Call sign | Service |
|----------------|------------------------|----------------------------------|
| VHF channel 16 | User | Distress and initial calling |
| VHF channel 13 | Mourilyan Port Control | Port working channel |
| +VHF channel 6 | User | Pilot and tugs |
| VHF channel 8 | User | Auxiliary channel pilot and tugs |

The VTS centre has telephone, fax and email services for administrative and emergency purposes. Any marine incident, for example a collision, grounding or fire, occurring within the port should be reported immediately to Cairns VTS on VHF channel 16 if able to.

3.2.3 Language

The English language is to be used in all communication. IMO'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.

3.3 Harbour contact details

Cairns VTS centre

Phone: +61 7 4033 3670

Fax: +61 7 4052 7460

Email: vtscairns@msq.qld.gov.au

Regional Harbour Master (Cairns)

Phone: +61 7 4052 7400

Fax: +61 7 4052 7451

Email: RHMCairns@msq.qld.gov.au

FNQPCL (Cairns office)

Phone: 07 4051 2558 (24 hours)

3.4 Distress and emergency

Mourilyan Harbour 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 channels 16 when VMR is not operational for emergency and distress calls only. A distress call should, in the ordinary course of events, be referred to Volunteer Marine Rescue and the Australian Coastguard.

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

VHF radio: channel 13 or 16

Phone: 07 4033 3670

Fax: 07 4052 7460

3.5 Prior notification of movements

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 4 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 | Dangerous Cargo Report |
| | Three hours prior to departure | |
| Loading, removal or handling of dangerous cargo alongside (includes bunkering) | 24 hours prior to handling | Dangerous cargo report |
| Ship-to-ship transfer of dangerous cargo | 24 hours prior to cargo transfer | Dangerous cargo report |
| Gas/Free Status (bulk liquid cargo ships) | 48 hours prior to entry, departure or removal | Declaration by master if vessel is gas free for movement purposes (see 16.5 Example of Gas-free status declaration) |

3.6 QSHIPS (Queensland Shipping Information Planning System)

The movement of all vessels of LOA 35 metres or more arriving at Mourilyan is recorded in an internet based programme known as [QSHIPS](#).

The program is operated from the VTS centre at Cairns. Shipping agents **shall** submit booking information online in accordance with the reporting requirements.

[Work permits](#) (section 10) requests should be submitted by respective agencies via QSHIPS.

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.

3.7 Booking a vessel movement

When an agent is advised by their principals that a ship is bound for Mourilyan then that agent **shall** book-in the ship via the QSHIPS programme 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, tugs and linesman **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 via 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 24 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.

This section applies to all ships entering the Mourilyan pilotage area that are of LOA 35 m and greater and all [Vessels that require a pilot](#) (section 8.1) including those ships whose master holds a pilotage exemption certificate for the Mourilyan pilotage area.

3.8 Reporting defects

The [Transport Operations \(Marine Safety\) Regulation 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 the port control 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.

Port Control 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 [Form 18](#) and [Form 19](#). Reports of suspected non-compliance with Navigation Act or safety/pollution Conventions –

[Report of marine safety concern \(form 355\) | Australian Maritime Safety Authority](#)

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.

3.8.1 Reporting Requirements – Arrival reporting requirements

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

Table 5 Inbound reporting requirements

| | Report | Information to report |
|----|--|--|
| 1 | Ship master to Port Control Two hours prior to entry into the pilotage area Entry to Port limits | Ships name, position, fore & aft draft, changes to ship details, defects, ETA to pilot boarding ground Master advises Port Control passing limits |
| 2 | Port Control/pilot to ship master Pilot transfer instructions Anchoring instructions | Instructions will include boarding side, course, speed, ETA and anticipated conditions. Instructions will include anchorage allocation and latitude/longitude if required |
| 3 | Ship master to Port Control Arrival at pilot boarding ground | Ships name, at pilot boarding ground, time of arrival |
| 4a | Ship master to Port Control On anchoring | Ships name, anchor position, time of anchoring. |
| 4b | Ship master to Port Control Departing anchorage | Ships name, anchor aweigh time |
| 5 | Port Control/pilot to ship master Confirmation of pilot transfer and instructions for the ship | Instructions will include boarding side, course, speed, ETA and anticipated conditions. |

| | | |
|---|--|---|
| 6 | Pilot to Port Control 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 | Pilot to Port Control Entering Entrance Channel | Time ship abeam entrance beacons |
| 8 | Ship master to Port Control Secured alongside | Ships name, secured at (berth name), first line time, side to, all fast time |

Exempt masters must attempt to report to 'Mourilyan port control' before proceeding past the pilot boarding ground to obtain clearance before entering the channel and then report their movements as per the above table.

3.8.2 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 'Mourilyan port control' by radio according to the following table:

Table 6 Outbound reporting requirements

| | Report | Information to report |
|---|--|--|
| 1 | Ship master/pilot to Port Control 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 | Ship master/pilot to Port Control Departing berth | Ships name, anchor aweigh/last line time, destination |
| 3 | Ship master /pilot to Port Control Exiting Entrance Channel | Time ship abeam Entrance Beacons |
| 4 | Ship master to Port Control Pilot transfer (when the pilot transfer has been completed) | Ships name, pilot disembarked, pilot off time |
| 5 | Ship master to Port Control Exiting port limits | Ships name, vessel clear of port limits |

3.9 Movement scheduling

3.9.1 Confirmation of schedules

On receipt of a movement booking Cairns VTS will cross check tug, pilot bookings and other movements while verifying draft restricted vessels and NGF requirements when putting the schedule together.

3.9.2 Schedule changes

Maritime Safety Queensland may make changes to the approved schedule of ship movements up to two hours prior to the commencement of the movement in order to ensure the safe and most efficient movement of shipping.

Changes requested by the master/agent to scheduled movements may be made via QSHIPS, phone or email and are to be communicated to the VTS centre and marine services as soon as practicable advising the revised schedule. Changes to the ship management database will be made as they occur. Changes within 12 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 Cairns VTS 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 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. The duty Vessel Traffic Service Operator (VTSO) is delegated to exercise the relevant functions of the Regional Harbour Master.