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 utilising the port of Hay Point are obliged to make 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 check list

Sequence	Time	Report
1	96 hours before arrival	**Australian Border Force** (2.5 Customs (Australian Border Force))
2	Not more than 96 hours or less than 12 hours before arrival	Quarantine (2.4 Quarantine)
3	48 hours before arrival	Pre-arrival form to VTS via QSHIPS (3.5.1 QSHIPS (Queensland Shipping Information Planning System)
4	48 hours before arrival	Dangerous goods report to Regional Harbour Master via VTS and NQBE. (11 Dangerous cargoes)
5	48 hours before arrival	Gas free status for tankers (10.2.6 Gas free status and OBOs)
6	24 and 12 hours before arrival update estimated time of arrival	Arrival information update to Regional Harbour Master via VTS
7	24 hours prior to loading / handling dangerous goods (includes bunkers)	Dangerous goods report to Regional Harbour Master, the Australian Maritime Safety Authority and NQBP (2.7 Dangerous Goods)
8	Two hours before arrival pilotage area	Call VTS Hay Point, VHF channel 10 or 16 (3.3 VTS Area)
9	In transit	VTS reporting points (3.3 VTS Area)

Table 1 - Arrival check list

2.3   Departure check list

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 NQBP (Section 11 Dangerous cargoes)
3	Two hours before departure	Pre entry report to REEFVTS (2.8 MASTREP - Modernized Australian Ship Tracking and Reporting System and 2.9 REEFVTS)

Sequence	Time	Report
4	In transit	VTS reporting points ([3.3 VTS Area](#))

Table 2 - Departure check list

2.4 Quarantine

Quarantine requirements in Australia are managed by the [Department of Agriculture, Fisheries and Forestry](#) who require vessels from overseas to submit their documentation no more than 96 hours and no less than 12 hours prior to arrival.

Contact and address details in Mackay are:

Street Address: .... Customs House, Mackay Marina Mulherin Drive, Mackay Harbour QLD 4740

Postal Address: .... GPO Box 1517, Mackay QLD 4740

Phone: 1800 900 090

Website:.......................... [www.awe.gov.au](#)

2.4.1 Ballast water information

Ships with ballast water from ports that are considered a high risk for introduced marine species and do not have an IMO Type Approved Ballast Water Management System or have not exchanged water ballast in mid ocean 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, though it is highly recommended this is represented in the Maritime Arrivals Reporting Scheme (MARS)

[The Department of Agriculture, Fisheries and Forestry](#) (Biosecurity) provides Ballast Water Management requirements for use by Masters/Agents.

2.5 Customs (Australian Border Force)

(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 Pre-arrival form

All agents, owners or masters are required to complete the [Pre-arrival Form](#) and upload to QSHIPS 48 hours before a vessel's arrival.

2.7   Dangerous goods

Dangerous goods must not be brought into or handled in the pilotage area until notification has been sent to the Regional Harbour Master and North Queensland Bulk Ports Corporation Limited in the approved form.

The notification of dangerous goods and the dangerous goods manifest must be submitted at least 48 hours prior to arrival in port limits. For further information, refer to section 11 Dangerous cargoes.

2.8   Bulkers with external fuel tanks

Masters/agents are to indicate on the VTS Pre-Arrival form as to what type of bunkers are being used on board the vessel. If any external fuel tanks exist, the Master/agent is to provide plans demonstrating the location to VTS.

2.9   MASTREP - 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 Joint Rescue Coordination Centre (JRCC) Australia in Canberra.

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 with domain awareness and responding to Search and Rescue activities.

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

2.10   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) REEFREP operates 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 ship reporting system 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.

2.11   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. Refer to section 13 Security for further information.