

## 3. Movement notification and traffic procedures

### 3.1 General

Maritime Safety Queensland, through the authority of the Regional Harbour Master (Cairns), 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 Skardon River VTS via the QSHIPS ship planning program in accordance with this section.

### 3.2 Port control centre

Port Control 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 Skardon River pilotage area.

Port Control for Skardon River is delivered from the VTS centre at Cairns (Callsign Skardon River Port Control) 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). and is provided to communicate with shipping approaching, departing and operating within the Skardon River pilotage area. Shipping movements are monitored by VHF and AIS.

#### 3.2.1 VTS communications

Ships are not to move within the pilotage area unless satisfactory two-way communications are maintained with Port Control. *(N.B. This may not be possible until permanent communication equipment is established)*

Ships are required to establish two-way radio communications with the Port Control on marine VHF channel 16 or VHF channel 09. The designated port VHF channel is to be used for the communication of all routine operational and safety information.

Skardon River vessel traffic service (VTS)		
VTS area:	Port Control area	
Level of VTS service:	Port Control	
<b>Communications:</b>	<b>Call sign</b>	<b>Service</b>
VHF Channel 16	User	Emergency and initial calling
VHF Channel 09	Skardon River Port Control	Port operations
VHF Channel 8	User	Tug operations/working
VHF Channel 6	User	Tug operations/working

Table 3 – Vessel traffic service

Cairns 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 Skardon River Port Control on VHF channel 09.

#### 3.2.2 Language

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

### 3.2.3 Voice recordings

All voice communications with the Port Control centre and all radio communications on the channels monitored, are recorded against a date and time stamp. Access to the recordings is controlled by the Regional Harbour Master (Cairns).

## 3.3 Shipping management contact details

Organisation	Telephone	Facsimile	Email
Cairns VTS centre	+61 7 4052 7470	+61 7 4052 7460	<a href="mailto:vtscairns@msq.qld.gov.au">vtscairns@msq.qld.gov.au</a>
Regional Harbour Master (Cairns)	+61 7 4052 7400	+61 7 4052 7451	<a href="mailto:RHMCairns@msq.qld.gov.au">RHMCairns@msq.qld.gov.au</a>
Duty pilot	+61 7 4041 4214	+61 7 4040 6368	<a href="mailto:cns pilot_duty@bigpond.com">cns pilot_duty@bigpond.com</a>

Table 4 - Shipping management contact details

## 3.4 Prior notification of movements

All ship movements for vessels 35 m in length or more are to report according to the following table:

Action	Minimum Notice	Approved Form
Prior notification of movement in pilotage area	48 Hours prior to entry	Notification via QSHIPS and email advice to Cairns VTS if the vessel has not visited prior.
	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	
Loading, removal or handling of dangerous cargo alongside (includes bunkering)	24 hours prior to handling	<a href="#">Dangerous Cargo Report</a>
Ship-to-ship transfer of dangerous cargo	24 hours prior to cargo transfer	<a href="#">Dangerous Cargo Report</a>
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.

Table 5 – Prior notification of movements

## 3.5 Queensland Shipping Information Planning System (QSHIPS)

The movement of all vessels of LOA 35 m or more arriving at Skardon River is recorded in an Internet-based program known as [QSHIPS](http://www.qships.tmr.qld.gov.au/webx/): [www.qships.tmr.qld.gov.au/webx/](http://www.qships.tmr.qld.gov.au/webx/).

The program is operated from the Cairns VTS centre; shipping agents submit booking information online in accordance with the reporting requirements (see section 3.4 [Prior notification of movements](#)) and record their requisitions for tugs, pilot and linesmen. The ancillary services respond online to acknowledge the booking and allocate their resources; the movement then assumes the confirmed status. Permit requests should be submitted via QSHIPS and to the respective agencies if required (see section 9 [Work permits](#)). QSHIPS will indicate when the approval has been granted and the agent is then able to print the permit for the vessel.

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.

### 3.5.1 Booking a vessel movement

When an agent is advised by his principals that a ship is bound for Skardon River then that agent should book the ship via the QSHIPS program at least 48 hours prior to the movement as required under [Transport Operations \(Marine Safety\) Regulations 2016](#) section 168. Request for the supply of a pilot and tugs should also be made via QSHIPS.

The use of the QSHIPS program is recommended 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 [Ship Movement Booking Form](#) must be faxed or emailed to Cairns VTS centre.

Details of any removal movement and departure information are to be submitted at least 24 hours prior to the start time in a similar manner to the above.

Arrival advice should be confirmed to Cairns VTS centre 24 hours prior to the start of the movement.

This section applies to all ships entering the Skardon River pilotage area that have an overall length of 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 Skardon River pilotage area.

All vessels that are visiting the port for the first time are required to complete the email the vessels details to Cairns VTS when booking the initial visit.

At the time of booking a vessel an agent acknowledges the following conditions:

They have read, understood and are in compliance with the current version of the Skardon River port procedures manual.

That all required resources will be available at the time of a movement occurring and that in the event of a resource (for example, tugs) becoming unavailable prior to a movement taking place, the agent will immediately inform the Regional Harbour Master's office in Cairns.

### 3.5.2 Schedule changes

Modification of scheduled movements can take place at any time via QSHIPS. Changes made within twelve hours of the commencement of the movement must be made by telephone to Cairns VTS and the tug company as soon as variations in the estimated time of arrival (ETA) or the estimated time of departure (ETD) become apparent. VTSOs will input the modification and will advise agents of the new schedule in line with other vessel movements or parameters at the time.

## 3.6 Reporting defects

AMSA requires notification of any deficiencies or suspected deficiencies on ships visiting Australian ports. Deficiencies are to be reported to the Regional Harbour Master (Cairns) via the QSHIPS program and AMSA using [Defects Report Form – AMSA 355](#) (report of suspected non-compliance with the Navigation Act or safety/pollution conventions).

### 3.6.1 Bridge navigational equipment

All bridge equipment for the navigation of vessels is to be in good working order prior to the harbour pilot embarking. Non-serviceable equipment is to be advised to the ships agent and Skardon River Port Control (VHF channel 09) immediately. Vessels without serviceable bridge equipment will not be allowed to enter the port until assessed and authorisation given by the Regional Harbour Master (Cairns).

## 3.7 Inbound reporting requirements

The master of a ship entering, or about to enter the pilotage area must report to Skardon River VTS by VHF radio according to the following table.

	Report	When	Information to report
1	Ship master/exempt master to Skardon River Port Control	Two hours prior to entry into the port limits	Ships name: fore and aft draft. Estimated time of arrival at pilot boarding ground.
2	Skardon River Port Control /ship	At two hour notification	Designated anchorage if applicable.
3	Skardon River Port Control to ship	Confirmation of pilot transfer time and instructions for the ship	Instructions will include, boarding side, course, speed, estimated time of arrival and anticipated conditions.
4a	Ship master to Skardon River Port Control	On anchoring	Ship's name, anchor position and time of anchoring.
4b	Ship master to Skardon River Port Control	Departing anchorage	Ship's name, anchor aweigh time.
5	Pilot to Skardon River Port Control	Pilot transfer	Ships name, pilot onboard time, pilot name, ship's maximum, draft, changes to ship details.
6	Pilot to Skardon River Port Control	When secure in berth	Time of first line and time when all fast and direction alongside.

Table 6 – Inbound reporting requirements

## 3.8 Outbound and removal reporting requirements

The master of a ship that is departing, moving or about to depart or move within the pilotage area must report to Skardon River Port Control by radio according to the following table.

	Report	When	Information to report
1	Ship master to Skardon River VTS	Clearance one hour prior to movement	Ship's name, radio check, ships fore and aft draft, changes to ship details, confirm estimated time of departure. Advice of any defects and report Bridge Navigation equipment status
2	Ship master/pilot to Skardon River Port Control	Departing berth	Ship's name, Pilot on board time, departure berth, time of last line.
3	Ship master/pilot to Skardon River Port Control	When secure in another berth (removal)	Time of first line and time when all fast and direction alongside.
4	Ship master/pilot Skardon River Port Control	Exiting channel	Clearing Channel and next port.
5	Ship master to Skardon River Port Control	Pilot transfer	Ships name, pilot off time.

Table 7 – Outbound and removal reporting requirements

## 3.9 Access to Regional Harbour Master (Cairns)

For ordinary business, and issues arising in relation to ship scheduling, agents are to contact the Cairns VTS centre. Agents continue to have full access to the Regional Harbour Master (Cairns) on any subject should circumstances warrant.