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 whilst within the Karumba Pilotage Area.

All vessels within the Karumba Pilotage Area are to listen out on VHF16 for announcements made by Karumba Harbour regarding movements within the port.

3.2   Port control

Port Control (call sign "Karumba Harbour") 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 Karumba pilotage area.

Port Control (call sign "Karumba Harbour") 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 Services) and the Regional Harbour Master (Cairns).

3.3   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.

3.4 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 Karumba Harbour.

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

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

Channel	Call sign	Service
VHF 16	User and Karumba Harbour	Port control calling and operations

The 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 Karumba Harbour on VHF channel 16.

3.5 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.

3.6 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.

3.7 Distress and emergency

Karumba Harbour 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 Queensland Police Service.

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

VHF radio: channel 16

Phone: +61 7 4033 3670

Fax: +61 7 4052 7460

3.8 QSHIPS (Queensland Shipping Information Planning System)

The movement of all vessels of overall length of 35 metres or more arriving at Karumba is recorded in an internet based programme known as QSHIPS.

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

Requests **shall** be submitted online and to the respective agencies if required. QSHIPS will indicate when the approval has been granted and the agent is then able to print the permit for the vessel.

Since the programme 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.

3.9 Booking a vessel movement

When an agent is advised by their principals that a ship is bound for Cairns then that agent shall book-in the ship via the QSHIPS programme no later than 48 hours prior to the movement as required under Transport Operations (Marine Safety) Regulations 2016 section.168. Request for the supply of a pilot, tugs and linesmen shall also be made via QSHIPS.

The use of the QSHIPS programme 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 an 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 72 hours prior to the start time in a similar manner to the above.

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

This section applies to all ships entering the Karumba pilotage area that are of overall length of 35 metres and greater and all Vessels that require a pilot (Section 8.1) including those ships whose master holds a pilotage exemption certificate for the Karumba pilotage area.

3.10   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.

3.10.1   Reporting Requirements - Arrival reporting requirements

All ships greater than 24m LOA shall obtain approval from Karumba Harbour before entering, leaving or manoeuvring within the Karumba pilotage area.

All ships greater than 10m LOA and less than 24m LOA must advise Karumba Harbour before entering, leaving or manoeuvring within the Karumba pilotage area.

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

Table 3 - Inbound reporting requirements

Report	Information to Report	
1	**Ship master to VTS** Two hours prior to entry into the pilotage area or for pilot exempt vessels two hours prior to fairway beacon (1 and 2) Entry to Port limits	Ships name, position, fore & aft draft, changes to ship details, defects, ETA to pilot boarding ground Master advises passing limits
2	**Harbour control or 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 Harbour control** Arrival at pilot boarding ground	Ships name, at pilot boarding ground, time of arrival
4a	**Ship master to Harbour control** On anchoring	Ships name, anchor position, time of anchoring.
4b	**Ship master to Harbour control** Departing anchorage	Ships name, anchor aweigh time
5	**Harbour control or 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 Harbour 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

Report	Information to Report	
7	**Pilot to Harbour control** Entering Entrance Channel	Time ship abeam 1 and 2 beacons
8	**Ship master to Harbour control** Secured alongside	Ships name, secured at (berth name), first line time, side to, all fast time

Exempt masters must call Karumba Harbour before proceeding past the pilot boarding ground to obtain clearance before entering the channel and then report their movements as per the above table.

3.10.2   Departure and removal reporting requirements

The master of all ships that are 10 metres or more in length that are departing, moving or about to depart or move within the pilotage area must report to Karumba Harbour by radio according to the following table.

Table 4 - Outbound reporting requirements

Report	Information to report	
1	**Ship master/pilot to Harbour 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 Harbour control** Departing berth	Ships name, anchor aweigh/last line time, destination
3	**Ship master /pilot to Harbour control** Exiting Entrance Channel	Time ship abeam 1 and 2 Beacons
4	**Ship master to Harbour control** Pilot transfer (when the pilot transfer has been completed)	Ships name, pilot disembarked, pilot off time
5	**Ship master to Harbour control** Exiting port limits	Ships name, vessel clear of port limits

3.11   Movement scheduling

3.11.1   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.

3.11.2   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.

3.12   Movement clearance notification

All ships greater than 10 metres require a clearance in order to enter depart or move within the pilotage area. It is the responsibility of the master or pilot to contact Karumba Harbour to obtain the necessary clearance and information prior to the movement.

3.12.1   Clearance for arrivals

The master is to report to Karumba Harbour to obtain a clearance and arrival information two hours before the estimated time of arrival at the pilotage area.

3.12.2   Clearance for departures

The master is to report to Karumba Harbour to obtain clearance and departure information 30 minutes prior to the estimated time of the departure from the berth/anchorage (3.10.2 Departure and removal reporting requirements)

3.13   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 the Regulation, 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

services officer (VTSO) is delegated to exercise the relevant functions of the Regional Harbour Master (Refer to Page 2 of the Arrival /Departure Report for Provision of Pilot).

3.14   Harbour contact details

VTS centre

Phone: +61 7 4033 3670

Fax: +61 7 4052 7460

Email: vtscairns@msq.qld.gov.au

Regional Harbour Master

Phone: +61 7 4052 7400

Fax: +61 7 4052 7451

Email: RHMCairns@msq.qld.gov.au

FNQPCL (Cairns office)

Phone: +61 7 4051 2558 (24 hours)

Email: michael.colleton@portsnorth.com.au