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 VTS' via the QSHIPS ship planning program in accordance with this section.

3.2   Port control

Port Control (Cape Flattery) 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 Cape Flattery pilotage area.

Port Control (call sign "Cape Flattery 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;

- Participate in emergency procedures; and

- 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.

3.2.2   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 Cape Flattery port control.

Cape Flattery 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, email and facsimile.

Ships are required to establish two-way radio communications with Cape Flattery port control on VHF channel 13.

Table 3 Port Control Communications

Channel	Call sign	Service
VHF 13	Cape Flattery port control	VTS calling/port operations

3.2.3   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.

3.2.4   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.

3.2.5   Distress and emergency

Cape Flattery 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 channel 13 when VMR is not operational for emergency and distress calls only. A distress call should, in the ordinary course of events, be referred to Cairns Coastguard.

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

VHF radio: Channel 13

Phone: +61 7 4033 3670

Fax: +61 7 4052 7460

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 7460

Email: RHMCairns@msq.qld.gov.au

(Cooktown and Cape Flattery) Far North Queensland Ports Corporation Limited (Cairns office)

Phone: +61 7 4051 2558 (24 hours)

3.4 Prior notification of movement

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	

3.5 QSHIPS (Queensland Shipping Information Planning System)

The movement of all vessels of length overall 35 metres or more arriving at Cape Flattery is recorded in an internet-based program 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 see *3.3 Prior notification of movements*.

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.

3.6   Booking a vessel movement

When an agent is advised by his principals that a ship is bound for Cape Flattery, Cooktown or Port Douglas, then that agent **shall** book in the ship via the QSHIPS program 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 **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 by 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 48 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.

3.7   Passenger ship bookings – Cooktown and Port Douglas

Prior to submitting a report of arrival and departure for a passenger vessel, an email must be completed and sent to the Regional Harbour Master (Cairns) in sufficient time for an appropriate forward assessment of the proposed voyage to be conducted. Please ensure that full ships particulars are included, including propulsion type and steering configuration together with proposed maximum draft details.

The vessel movements must also be reported in accordance with 2.6.

3.7.1   Passenger ship tender operations – Cooktown and Port Douglas

Vessels anchoring outside the pilotage area and involved in transferring passengers from vessel to shore and vice-versa, are required to provide details of the following:

- Mode of transfer;
- Details of ferry vessel/s; and
- Passage plan of transfers.

Ships agents are to ensure anchorage bookings are confirmed to the Cairns VTS Centre no later than 96 hours prior to arrival.

3.8   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 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.

3.9   Movement scheduling

3.9.1   Confirmation of schedules

On receipt of an intended vessel movement, Cairns VTS will cross check for vessel suitability in the port, ensure applicable marine services are resourced in QSHIPs (IE tugs, lines boats, workboats, pilots etc), verify suitable tidal windows in accordance with the parameters of the Port Procedure Manual. Vessels that do not meet Port Procedure Manual parameters are to be referred to the Regional Harbour Master (Cairns) for approval.

3.9.2   Schedule changes

Changes requested by the master/agent to scheduled movements must be made via QSHIPS, phone or email and are to be communicated to the vessel traffic service centre and marine services as soon as practicable advising the revised schedule. Changes to QSHIPS will be made as they occur. Changes within 24 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 Cape Flattery port control 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 Reporting requirements

3.11.1 Arrival reporting requirements

The Master of a ship greater than 35m LOA entering, or about to enter the pilotage area or port limits must attempt to report to 'Cairns VTS' or "Cape Flattery 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 VTS** 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 passing port limits
2	**Port control or VTS / 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 or VTS** Arrival at pilot boarding ground	Ships name, at pilot boarding ground, time of arrival
4a	**Ship master to Port Control or VTS** On anchoring	Ships name, anchor position, time of anchoring.
4b	**Ship master to Port Control or VTS** Departing anchorage	Ships name, anchor aweigh time
5	**Port Control or VTS to pilot or ship master**	Instructions will include boarding side, course, speed, ETA and anticipated conditions.

	Report	Information to report
	Confirmation of pilot transfer and instructions for the ship	
6	**Pilot to Port Control or VTS** 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 or VTS** Entering Entrance Channel	Time ship abeam entrance beacons
8	**Ship master to Port Control or VTS** Secured alongside	Ships name, secured at (berth name), first line time, side to, all fast time

Exempt masters must attempt to report to 'Cairns VTS' or Cape Flattery port control before proceeding past the pilot area or port limits to obtain clearance before entering and then report their movements as per the above table.

3.11.2 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 'Cairns VTS' by radio according to the following table:

Table 6 Outbound reporting requirements

	Report	Information to report
1	**Ship master/pilot to Port Control or VTS** 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 or pilot to Port Control or VTS** Departing berth	Ships name, anchor aweigh/last line time, destination
3	**Ship master or pilot to Port Control or VTS** Exiting Entrance Channel	Time ship abeam entrance beacons
4	**Ship master to Port Control or VTS** Pilot transfer (when the pilot transfer has been completed)	Ships name, pilot disembarked, pilot off time

	Report	Information to report
5	**Ship master to Port Control or VTS** Exiting port limits	Ships name, vessel clear of port limits

3.12 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 – refer to Page 2 of the Arrival / Departure Report