2. Arrival and departure procedures

2.1 General arrival and departure requirements

For a quick reference of what and when to report please consult the under mentioned tables:

Masters of vessels arriving at, staying in or departing from the Port of Brisbane are obliged to make previous notification on a variety of subjects, ranging from health to immigration and dangerous goods.

This section lists all the requirements for notifying the port authorities.

2.1.1 Arrival checklist

Sequence	Time	Report
1	48 hours before arrival	Arrival information to VTS via QSHIPS
2	48 hours before arrival	Application to Load or Unload or Transfer Bulk Liquids
3	48 hours before arrival	Gas Free status for tankers (see 15.9.6 'Gas Free Status' Declaration)
4	96 hours before arrival	Australian Border Force (see 2.3)
5	Not more than 96 hours or less than 12 hours before arrival	Quarantine of Australia – Biosecurity (see 2.2)
6	24 and 12 hours before arrival update ETA if necessary.	Arrival information update to VTS via QSHIPS
7	24 hours prior to loading/handling dangerous goods (includes bunkers)	Dangerous goods report to VTS, Australian Maritime Safety Authority and PBPL.
8	two hours before arrival pilotage area	Call 'Brisbane VTS ' VHF 12 (See sec 3.3 VTS communications)
9	In transit	VTS reporting points (see 3.6.1.1 VTS Calling Points)

Table 1 – Arrival Check List

2.1.2 Departure checklist

Sequence	Time	Report
1	24 hours before departure	Confirm departure information to VTS via QSHIPS
2	3 hours before departure	Dangerous goods report to VTS and PBPL
3	2 hours before departure	Pre entry report to MASTREP Reporting Marine Order 63 issued by AMSA makes the provision of Position Reports mandatory for:

Sequence	Time	Report
		Foreign vessels from the arrival at its first port in Australia until its departure from its final port in Australia; and 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 in carrying out SAR activities.
		To assist Master /Agents, are MASTREP -- Australian Mandatory Reporting Guide and the Reef VTS User Guide is available from the MSQ Website.
4	In transit	VTS reporting points (see 3.4)

Table 2 – Departure Check List

2.1.3 Small Craft (Yacht) International Arrivals

Yachts arriving at Brisbane should report their arrival information to:

Australian Border Force, Small Craft Officer

Physical address:	21 Whimbrel Street, Port of Brisbane Queensland 4178
Telephone:	+61 7 3895 6910 (office hours)
Telephone:	+61 7 3895 6906 (after hours)
Facsimile:	+61 7 3895 6977
Email:	brissea@border.gov.au

Department of Agriculture, Fisheries and Forestry – Biosecurity (Seaports)

Physical address:	2 Port Central Drive, Port of Brisbane, Queensland 4009
Telephone:	+61 7 3895 9705
Mobile:	+61 4 0091 9001
Facsimile:	+61 7 3895 9712
Website:	www.awe.gov.au

Boarding station for arrival:

Physical address:	Rivergate Marina and Shipyard
	17 Rivergate Place, Murarrie Queensland 4172
Website:	www.rivergate.com.au/ http://www.border.gov.au/Trav/Ente/Avia/Maritime

2.2 Quarantine and Biosecurity

(Source: Department of Agriculture, Fisheries and Forestry

The Department of Agriculture, Fisheries and Forestry (DAFF) require vessels from overseas to submit their documentation no more than 96 hours and no less than 12 hours prior to arrival:

Phone:	+61 7 3246 8755
Fax:	+61 7 3246 8639
Postal address:	PO Box 222, Hamilton, Queensland 4007

2.2.1   Ballast water information

Ships with ballast water from ports that are considered a high risk for introduced marine species and that have not exchanged water ballast in mid ocean are now forbidden to discharge this ballast into Australian waters. Vessels that do not need to discharge ballast in Australian waters are exempt from these requirements.

The Fisheries and Forestry (DAFF) provides a Ballast Water Management summary sheet for use by Masters/Agents.

2.3   Australian Border Force (Customs and Immigration)

(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.

2.4   Port of Brisbane Pty Ltd Requirements

2.4.1   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 in accordance with the International Ship and Port Facility Security Code (ISPS).

2.4.2   Dangerous goods

Dangerous goods must not be brought into or handled in the pilotage area until notification has been sent to PBPL and VTS in the approved at least 48 hours prior to arrival in port limits.

For further information, refer to section 10 covering Dangerous cargo.

2.5   Australian Coastal Passage Requirements

2.5.1   MASTREP Reporting

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; and

- 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 in carrying out SAR activities.

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

2.5.2   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) operated under joint federal and state arrangements between Maritime Safety Queensland and the Australian Maritime Safety Authority (AMSA) from the Reef VTS centres at Townsville and Gladstone. 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; and

- 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.