2. Arrival and departure procedures

The *Transport Operations (Marine Safety) Regulation 2016* requires that all ship movements for ships 35 metres in length or longer, or combination ships with a combined length > 35m, or ships carry dangerous cargo, or ships using the services of a pilot, are reported to VTS.

2.1 Arrival/departure reporting obligations

**Ships with length 50 metres or more, or
a combination of ships with combined length 50 metres or more.**

Section 168 of the *Transport Operations (Marine Safety) Regulation 2016* details the general reporting obligations for ships arriving, departing or otherwise moving within the Abbot Point Pilotage Area.

Appointed Shipping Agents must use the QSHIPS programme for notification of the impending arrival and subsequent movements of a vessel.

Owners or masters who are not using an agent are required to complete an arrival/departure report and lodge it with Abbot Point VTS at least 48 hours before a vessel's arrival. For any other ship movement (removal or departure) the notification must be provided at least 24 hours before the expected movement. The report is the base document for the raising of conservancy and pilotage fees.

**Ships with length 35 metres or more but less than 50 metres, or
a combination of ships with combined length 35 metres or more but less than 50 metres**

Section 169 of the *Transport Operations (Marine Safety) Regulation 2016* details the general reporting obligations for ships 35m arriving, departing or otherwise moving within the Abbot Point Pilotage Area.

Appointed Shipping Agents will use of the QSHIPS programme for notification of the impending arrival and subsequent movements of a vessel.

Owners or masters who are not using an agent are required to complete an arrival/departure report and lodge it with Abbot Point VTS at least 48 hours before a vessel's arrival. For any other ship movement (removal or departure) the notification must be provided at least 24 hours before the expected movement. The report is the base document for the raising of conservancy and pilotage fees. The report is to be emailed to Townsville VTS at: vtstownsville@msq.qld.gov.au.

2.1.1 Reporting to VTS

Section 170 - 175 of the *Transport Operations (Marine Safety) Regulation 2016* further details, in addition to the requirements detailed in s.2.2.1 and s 2.2.2 above, obligations for ships >35m (or combined ships >35m) fitted with VHF radio to report ship movements to VTS when

I.   entering a pilotage area,

II.   navigating a ship from a berth or anchorage,

III.   reaching a destination, and or

IV.   using services of a pilot.

These VHF reporting requirements are expanded in s. 3.11

2.1.2   Permission to proceed within a Port VTS area or a Pilotage area

All ships with LOA greater than 35 metres and all tug and tow combinations require permission from the Regional Harbour Master to

a)   enter,

b)   depart or

c)   move

within the pilotage area and the port VTS area.

The request for permission to proceed must be made through Vessel Traffic Services (VTS) and who will assess and grant (or deny) the request based on the applicable rules and SOP's

It is the responsibility of the master or pilot (if on board) to contact VTS to request the necessary permission to proceed and information prior to the movement.

Permissions are valid for uninterrupted passage to a specified location or until the voyage is interrupted or completed (for example, by anchoring, berthing or due to a breakdown) or cancelled by the Regional Harbour Master or VTS

Ships will require to request a new permission,

a)   for any subsequent movement; or

b)   Vessel arriving at a VTS area; if the vessel has not entered the VTS area – **at the declared time + 30 minutes**.

c)   All other movements; if the movement has not commenced within **30 minutes of permission being granted**.

2.2   Booking a vessel movement

When an agent is advised by their principals that a ship is bound for the Port of Abbot Point then that agent shall book-in the ship arrival via the QSHIPS programme at least 48 hours prior to the movement as required under *Transport Operations (Marine Safety) Regulation 2016* section 168 and/or s.169. Requests for the supply of a pilot, tugs and linesmen may 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 exist. The subsequent movement of vessels includes updating QShips to reflect the current known movement time and location (for example, berth changes)

To book a vessel into the QSHIPS program a shipping agent would log in to the programme using the supplied individual login, select the Create a Visit tab and then proceed to find the vessel in the Maritime Safety Queensland ship database by using the **IMO number** or the vessel name as the primary search tool. If this search produced a nil result the agent is requested to either email or phone the VTS office and request the ship be created in the database from information sourced from the Lloyd's sea web database.

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

This section applies to all ships entering the Abbot Point pilotage area that are of overall length 35 metres and greater and all vessels that require a pilot (see section 8.1) including

those ships whose master holds a pilotage exemption certificate for the Abbot Point pilotage area.

2.3 QSHIPS (Queensland Shipping Information Planning System)

The movement of all vessels of LOA 35 metres or more arriving at Abbot Point is recorded in an internet based programme known as QSHIPS.

Shipping agents must submit booking information online in accordance with the reporting requirements (Prior notification of movements and record their requisitions for tugs and pilot). 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 online and to the respective agencies if required (refer section 10). QSHIPS will indicate when the approval has been granted and the agent is then able to print the permit for the vessel.

Mandatory fields required to be submitted under section 2.4 (Prior notification of movement in pilotage area)

- IMO Number

- Ship's Name

- From

- To

- Side alongside

- Draft Forward and Aft *

- Displacement *

- DWT *

- Port

- Agent

- Agency

- Invoicing body

- Last/next port

- Estimated start/end times

- Dangerous goods (yes/no)

- LOA; Beam; GT (**noting:** *LOA; GT; Beam are all provided by Lloyds data; however if the vessel has not previously visited a Queensland port the fields may not automatically be populated*)

- **Defects** (including but not limited to - navigational and mooring equipment, steering gear and main engines, auxiliary engines, main air compressors, thrusters (bow and stern), gyro compasses, radars, AIS, UMS status, VDR, any current Conditions of Class, outstanding Port State control deficiencies, and so on).

* Draft, displacement and DWT is the information for that particular movement (arrival, departure or removal).

Agents are encouraged to provide any other information that may be beneficial to safety of navigation.

Shipping agents with approved access have the ability to submit the above information through the QSHIPS portal until 24 hours prior to the scheduled movement.

The *Transport Operation (Marine Safety) Regulation 2016* provides penalties for agents who fail to notify the Regional Harbour Master (via VTS) of the arrival of a ship at least 48 hours before the expected arrival.

The *Transport Operation (Marine Safety) Regulation 2016* provides penalties for agents who fail to notify the Regional Harbour Master (via VTS) of the departure of a ship at least 24 hours before the expected departure.

Note: 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.

The following checklists are provided as a guide to the requirements for notifying the port authorities.

2.4 Arrival check list

Sequence	Time	Report
1	At least 96 hours before arrival	Customs – Australian Border Force (see section 2.5 Customs)
2	96 hours before berthing	Dynamic Under Keel Clearance (DUKC) – departure Information
3	Not more than 96 hours or less than 12 hours before arrival	Quarantine (see 2.4 Department of Agriculture)
4	At least 48 hours before arrival	Arrival information to regional harbour master (via QSHIPS) – Refer section 2.3
		Dangerous goods report to regional harbour master and NQBP (see Dangerous cargo)
		Gas-free status for tankers (see section Dangerous cargo events)
5	Amendments to movements made inside 24 hours.	Directed to VTS by phone or email
6	At least 24 hours before arrival	Pilot transfer arrangements - checklist
7	24 hours prior to loading/handling dangerous goods (includes bunkers)	Dangerous goods report to regional harbour master and NQBP (see 11 Dangerous cargo)
8	Two hours prior to pilot boarding time.	Abbot Point VTS on VHF 16

Table 1 – Arrival check list

2.5   Departure check list

Sequence	Time	Report
1	24 hours before departure	Departure information to Regional Harbour Master (via QSHIPS) Refer section 2.3
2	At least 3 hours prior to completion of loading	Dynamic Under Keel Clearance (DUKC) – FINAL departure Information
3	Three hours prior to departure	Call VTS 3 hours prior to ETD to confirm readiness to depart with final sailing drafts
4	At least 1 hour prior to departure	Pre entry report to Reef VTS
5	Prior to departure or removal	Departure or Removal reporting requirements

Table 2 – Departure check list

All agents must lodge arrival reports via the QSHIPS programme at least 48 hours prior to the movement as required under *Transport Operations (Marine Safety) Regulation 2016*. Request for the supply of a pilot, tugs and linesmen must also be made via QSHIPS.

All agents must lodge departure reports via the QSHIPS programme at least 24 hours prior to the movement as required under *Transport Operations (Marine Safety) Regulation 2016*. Request for the supply of a pilot, tugs and linesmen must also be made via QSHIPS.

2.6   Quarantine

Source – Department of Agriculture

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.

Contact details for Inspection Service at Townsville:

Phone: +61 7 4789 7888

Fax: +61 7 4789 7821

Postal address: GPO Box 858, Canberra ACT 2601, Australia

2.6.1   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 Department of Agriculture (Biosecurity) provides a Ballast Water Management summary sheet for use by Masters/Agents which can be found at the following link:

www.agriculture.gov.au/biosecurity/avm/vessels/ballast/australian-ballast-water-management-requirements

2.7   Customs (Australian Border Force)

Source - Australian Border Force

Vessels arriving from overseas must submit 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

2.8   Arrival/departure report

The use of QSHIPS programme is mandatory for notification of the impending arrival and subsequent movements of a vessel

Owners or masters who are not using an agent are required to complete the Arrival/Departure Report and lodge it with Townsville VTS 48 hours before a vessel's arrival. The report is the base document for the raising of conservancy and pilotage fees. The report is to be emailed to Townsville VTS at: vtstownsville@msq.qld.gov.au

2.9   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 NQBP in the approved form (Dangerous goods declaration form) at least 48 hours prior to arrival in port limits. For further information (see Section 11 Dangerous cargo).

2.10   MASTREP

Participation in the Modernised Australian Ship Tracking and Reporting System (MASTREP) is designed to contribute to safety of life at sea and is operated by the Australian Maritime Safety Authority (AMSA) through the Rescue Coordination Centre (RCC) Australia in Canberra. Participation in MASTREP is mandatory for certain vessels but others are encouraged to participate.

The Commonwealth of Australia Navigation Act 2012 and Marine Order 63 makes the provision of Position Reports mandatory for certain vessels, the following vessels must report to MASTREP

- Foreign from the arrival at its first port in Australia until its departure from its final report 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.

2.11   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.

- 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 SRS 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

2.12   Security

All commercial vessels with a gross tonnage of 500 tons or more and passenger ships are required to report their security information to the port authority. Refer to NQBP Security Advice Facts Sheet.