

## 2. Arrival and Departure Procedures

### 2.1 General

For a quick reference of what and when to report, please consult the tables below.

Vessels 35 metres or greater in length arriving at, staying in or departing from the Maryborough Pilotage Area are obliged to make notifications on a variety of subjects, ranging from health to immigration to dangerous goods.

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

### 2.2 Arrival Check List

Sequence	Time	Report
1	7 days before arrival	Vessels requiring pilotage services or competent person are to provide indicative ETA
2	48 hours before arrival	Arrival information to Regional Harbour Master via QSHIPS (see <a href="#">QSHIPS (Qld Shipping Information Planning System)</a> )
3	48 hours before arrival	Arriva/departure report to Gladstone VTS (see <a href="#">Arrival/Departure Report</a> ).
4	24 and 12 hours before arrival update ETA if necessary.	Arrival information update to Regional Harbour Master via QSHIPS.
5	Two hours before arrival pilotage area	Call 'Gladstone VTS' on VHF 13 or 16 (See <a href="#">3.91 - Arrival Reporting Requirements</a> ).
6	In transit	VTS reporting points <a href="#">Arrival Reporting Requirements</a> .

Table 1 – Arrival check list

### 2.3 Departure check list

Sequence	Time	Report
1	24 hours before departure	Confirm departure information to Regional Harbour Master via QSHIPS).
2	Two hours before departure	Pre-entry report to Reef VTS (see <a href="#">2.8 - REEFVTS</a> ) if applicable.
3	In transit	VTS reporting points (see <a href="#">Departure Reporting Requirements</a> )

Table 2 – Departure check list

## 2.4 Customs (Border Force) and Quarantine

The Port of Maryborough is not a first port of entry for Customs and Quarantine purposes. Vessels arriving from overseas must first clear at a first port of entry or else make alternative arrangements with Border Force and Quarantine. All [Australian Boarder Force forms](#) may be accessed on their website.

[The Department of Agriculture, Fisheries and Forestry](#) require vessels from overseas to submit their documentation no more than 96 hours and no less than 12 hours prior to Arrival. Contact details are +61 3 8318 6700

### 2.4.1 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.

## 2.5 AMSA

The Australian Maritime Safety Authority (AMSA) is a statutory authority established under the Australian Maritime Safety Authority Act 1990 (the AMSA Act).

All Australian Maritime Safety Authority forms may be accessed on their website.

<https://www.amsa.gov.au/forms>

## 2.6 Arrival/Departure Report

If a visit cannot be booked into QSHIPS, all shipping agents, owners or masters are required to complete the [Arrival/Departure Report \(13.4\)](#) and lodge it with the Regional Harbour Master's office 48 hours before a vessel's arrival. The report is the base document for the raising of compulsory fees. The report is to be emailed to the Regional Harbour Master (Gladstone): [RHMGladstone@msq.qld.gov.au](mailto:RHMGladstone@msq.qld.gov.au)

## 2.7 Marine Order 63 (MASTREP)

[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.
- 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](#).

## 2.8 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 MSQ and the Australian Maritime Safety Authority (AMSA) from the Reef VTS centres in 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](#).