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 Reporting Systems

The use of the 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 an 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.

Email: vtstownsville@msq.qld.gov.au

2.2 QSHIPS (Queensland Shipping Information Planning System)

The movement of all vessels of overall length 35 metres or more arriving at Townsville 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, pilot and linesmen). 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 (see 10 – Work permits). 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 3.5 above (Prior notification of movement in pilotage area)

- IMO Number
- Ship's Name
- From
- To
- Side alongside
- Draft Forward
- Draft Aft
- Displacement
- 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, 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 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.

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.

2.3   Booking vessel movement

When an agent is advised by their principals that a ship is bound for the Port of Townsville 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.

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. Please note, a Ships Certificate may be requested by VTS for verification.

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

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

2.4   Reporting obligations

2.4.1   Ships (including combination of ships) with LOA 50m 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 Townsville 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 Townsville 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.

2.4.2   Ships (including combination of ships) with LOA 35m 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 Townsville 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 Townsville VTS at least 24 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 to be emailed to Townsville VTS at: vtstownsville@msq.qld.gov.au

2.4.3   Ships (including combination of ships) with LOA less than 35m

Any ship (including combination of ships) with LOA less than 35m, intending to occupy a berth within Port of Townsville commercial harbour must use of the QSHIPS programme for notification of the impending arrival and subsequent movements of a vessel.

Owners or Master's may appoint a shipping agent or complete an arrival/departure report and lodge it with Townsville VTS at least 24 hours before a vessel's arrival.

The report is to be emailed to Townsville VTS at: vtstownsville@msq.qld.gov.au

Owners and Masters advised to lodge their request to berth as early as possible to determine if a pilot and other services will be required as well as suitability of the berth for the vessel size.

2.4.4   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 above, obligations for ships with length over all (LOA) >35m (or ships with combined length over all >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. 3.13 and 3.14 herein.

2.4.5 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**.

2.5   Arrival checklist

Sequence	Time	Report
1	At least 96 hours before arrival	Customs (Refer: Section 2.7 Australian Border force)
2	At least 48 hours before arrival	Arrival/departure report to Regional Harbour Master's office; and Arrival information to Regional Harbour Master via QSHIPS (Queensland Shipping Information Planning System) (Refer: Section 2.2 QSHIPS)
3	At least 48 hours before arrival	Lodge the Port of Townsville berth application form via QSHIPS

4	At least 48 hours before arrival	Dangerous goods report to Regional Harbour master and Port of Townsville (Refer: Section 11 Dangerous Cargo)
5	At least 48 hours before arrival	Gas-free status for tankers (Refer: Section 10.1.9Gas-free status and OBO's)
6	Not more than 96 hours or less than 12 hours before arrival	Quarantine (Refer Section 2.7)
7	At least 24 hours before arrival	Pilot transfer arrangements - checklist
8	Amendments to movements or Resource requests that are made inside of 24 hours	Directed to VTS by phone and followed up by email
9	24 hours prior to loading/handling dangerous goods (includes bunkers)	Dangerous goods report to Regional Harbour Master, Australian Maritime Safety Authority and Port of Townsville Limited (Refer: Section 11 Dangerous Cargo)
10	Two hours before arrival pilotage area	Call Townsville VTS, VHF channel 16 (Refer: Section 3.11 Arrival reporting requirements)
11	In transit	Arrival reporting requirements – refer Section 3.11

Table 1 – Arrival checklist

2.6 Departure checklist

Sequence	Time	Report
1	At least 24 hours before departure	Notify departure information to Regional Harbour Master (via QSHIPS refer Section 2.2).
2	Three hours before departure	Call VTS 3 hours prior to ETD to confirm readiness to depart with final sailing drafts
3	At least one hour before departure	Pre entry report to Reef VTS (Refer: section 2.10 MASTREP and section 2.11 Reef VTS)
4	Prior to departure or removal	Departure and removal reporting requirements – refer section 3.12

Table 2 – Departure checklist

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

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

2.7 Quarantine

Source – Department of Agriculture

The Department of Agriculture 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 Department of Agriculture Inspection Service at Townsville:

Phone: +61 7 4789 7888

Fax: +61 7 4789 7821

Postal address: PO Box 1245, Townsville Queensland 4810

2.7.1   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

2.8   Customs

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

2.9   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 the Port of Townsville, Limited in the approved form.

At least 48 hours prior to arrival in port limits. For further information refer section 11 – Dangerous cargo.

2.10   MASTREP

Participation in the Modernised Australian Ship Tracking and Reporting System 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 vessel but others are encouraged to participate.

The Commonwealth of Australia *Navigation Act 2012* and Marine Orders Part 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 vessel 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 centre 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 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 tonnes or more and passenger ships are required to report their security information to Port of Townsville Limited. Refer to Section 13 - Security for further information.