

2. Arrival and departure procedures

2.1 General

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

Masters of vessels arriving at, staying in or departing from the port are obliged to make previous notification 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 checklist

Sequence	Time	Report
1	48 hours before arrival	Arrival information to Regional Harbour Master via QSHIPS . If the estimated departure draft is greater than 10 m the form must also be submitted.
2	48 hours before arrival	Dangerous goods report to RHM and PN (section 11 Dangerous cargo)
3	48 hours before arrival	Gas-free status if applicable
4	96 hours before arrival	Customs – Australian Border Force (section 2.5)
5	Not more than 96 hours or less than 12 hours before arrival	Quarantine (section 2.4)
6	24 and 12 hours before arrival update estimated time of arrival if necessary.	Confirm arrival information to RHM via QSHIPS .
7	24 hours prior to loading / handling dangerous goods (includes bunkers)	Dangerous goods report (section 2.5) to RHM, and the port authority Ports North.
8	Two hours before arrival pilotage area	Call Skardon River Port Control on VHF 16 or VHF 09 All bridge equipment for the navigation of vessels is to be in good working order prior to the harbour pilot embarking. Non-serviceable equipment is to be advised to the ships agent and Skardon River Port Control (VHF channel 09) immediately. Vessels without serviceable bridge equipment will not be allowed to enter the port until assessed and authorisation given by the Regional Harbour Master (Cairns). (See also Inbound reporting requirements – section 3.7)

Table 1 – Arrival checklist

2.3 Departure checklist

Sequence	Time	Report
1	24 hours before departure	Confirm departure information to RHM via QSHIPS .
2	Three hours before departure	Dangerous goods report to Regional Harbour Master and the port authority PN (see 11.1.1 Notification)

Sequence	Time	Report
3	Two hours before departure	Pre-entry report to Reef VTS (see 2.6 MASTREP Reporting and 2.7 Reef user guide)
4	In transit	Port Control reporting points

Table 2 – Departure checklist

2.4 Quarantine

Source: Department of Agriculture, Water and Environment

The Department of Agriculture, Water and Environment (DAWE) requires vessels from overseas to submit their documentation no more than 96 hours and no less than 12 hours prior to arrival:

Contact details for DAWE at Cairns:

Phone: +61 7 4030 7800

Fax: +61 7 4241 7843

+61 7 4035 9578

Email: nqldsea@aqis.gov.au via general enquiries on the website

Website: www.agriculture.gov.au

Postal address: PO Box 96 AAC Building, Cairns International Airport QLD 4870

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 or use an approved ballast water treatment system are 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:

<https://www.agriculture.gov.au/biosecurity/avm/vessels/marine-pest-biosecurity/ballast/australian-ballast-water-management-requirements>

<https://www.agriculture.gov.au/biosecurity/avm/vessels/marine-pest-biosecurity/ballast>

2.5 Customs

Source: Australian Border Force (ABF)

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](#).

2.6 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](#).

2.7 Reef user guide

The Queensland and Australian Governments established Reef VTS in 2004. Its purpose is to:

- make navigation in Torres Strait and the inner route of the Great Barrier Reef safer by working with shipping to give the best possible information on potential traffic conflicts and other navigational information;
- minimise the risk of maritime accidents, and therefore avoid the pollution and damage which such accidents can cause to the marine environment in the Great Barrier Reef and Torres Strait; and
- assist with quick response if a safety or pollution incident does occur.

Reef VTS is operated by Maritime Safety Queensland (MSQ) as a VTS authorised by the Australian Maritime Safety Authority (AMSA) under Marine Order 64 (Vessel Traffic Services). AMSA is an agency of the Australian Federal Government; whilst MSQ is an agency of the Queensland State Government.

Reef VTS operates 24 hours a day from the VTS Centre, situated at Townsville on the Queensland coast. Reef VTS uses information from many sources, including the Automatic Identification System (AIS); Radar; Automated Position Reports (APR) via Inmarsat C and the route plans that vessels provide to [Reef VTS](#).

To assist Master /Agents, the reporting requirements for REEFREP can be found on the [MSQ website](#) in the [Reef VTS User Guide](#).

2.8 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. For further information refer to the following websites:

[Australian Border Force](#)

[FNQPCL \(Trading as Ports North\)](#)