

2. Arrival and departure procedures

2.1 General

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 are obliged to make previous notification on a variety of subjects, ranging from health and immigration to dangerous goods.

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

2.2 Arrival checklist

Table 1 - Arrival check list

Sequence	Time	Report
1	96 hours before arrival	Customs (see 2.5).
2	Not more than 96 hours or less than 12 hours before arrival	Quarantine (see 2.4).
3	72 hours before arrival	Arrival information to Regional Harbour Master via QSHIPS .
4	48 hours before arrival	Dangerous Cargo Report to Regional Harbour Master and Far North Queensland Ports Corporation Limited (section 11).
5	24 hours prior to loading/handling dangerous goods (includes bunkers)	Dangerous goods report to Regional Harbour Master, Australian Maritime Safety Authority and Far North Queensland Ports Corporation Limited.
6	24 and 12 hours before arrival update estimated time of arrival if necessary.	Arrival information update to Regional Harbour Master via QSHIPS .
7	Two hours before arrival pilotage area	Call Karumba Harbour on VHF 16 (see 3.10.1 –_Reporting Requirements - Arrival reporting requirements).
8	Entering Entrance Channel	Call Karumba Harbour on VHF 16 prior to entering and departing the channel.

2.3 Departure checklist

Table 2 - Departure check list

Sequence	Time	Report
1	72 hours before departure	Confirm departure information to Regional Harbour Master via QSHIPS.
2	Three hours before departure	Dangerous Cargo Report to Regional Harbour Master
3	Two hours departure	Pre-entry report to Reef VTS (see 2.6 MASTREP Reporting and 2.7 Reef user guide) Call 'Karumba Harbour' on channel 16.
4	Entering Entrance Channel	Call 'Karumba Harbour' on VHF channel 16 prior to entering and departing the channel.

2.4 Quarantine

Source: Department of Agriculture, Fisheries & Forestry

The Department of Agriculture, Fisheries & Forestry (DAFF) 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 DAFF at Cairns:

Phone: +61 7 4241 7800

Fax: +61 7 4241 7843

Email: cairnsisq@aff.gov.au via general enquiries on the website

Website: www.agriculture.gov.au

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

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 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:

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

and

<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

[Navigation Act 2012](#) 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) 2022. 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 Centres situated at Townsville (Reef North) and Gladstone (Reef South). 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](#).

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

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