Pre-Arrival Reporting for Certain Australian External Territories

MARS quick reference guide

Biosecurity

Pre-arrival reporting assists the Department of Agriculture and Water Resources to assess the condition of a vessel prior to its arrival in Australian seas. This reporting informs the department of any potential biosecurity risks that are associated with human, animal and plant health, waste and ballast water for each vessel during its voyage in Australia.

When to report

The *Biosecurity Act 2015* (the Act) extends to the External Territories of Christmas Island, the Cocos (Keeling) Islands and Norfolk Island. In accordance with section 193 of the Act, commercial vessel operators intending to enter the External Territories and/or move between External Territories and Australia must report to the Department of Agriculture and Water Resources between 96 and 12 hours before the estimated time of arrival of the vessel. Failure to give a report containing the information required may contravene subsection 193(4) of the Act.

Note: Any changes in the biosecurity status of the vessel that have occurred since the **Pre-Arrival Report (PAR)** was submitted, must be reported to the department as soon as practicable.

What commercial vessels must do

There are two different methods that commercial vessel operators must use for pre-arrival reporting (between 96-12 hours before estimated time of arrival), depending on the voyage type as follows:

1 If your voyage commences and ends in Australia or certain External Territories

Commercial voyages that *'commence and end'* within Australia or between Australia and certain External Territories such as Christmas Island, the Cocos (Keeling) Islands and/or Norfolk Island must report using the **PAR** smartform. The voyage is considered complete once the vessel visits the last port identified in the original **PAR**. If the itinerary changes, a new **PAR** is required.

How to do it

Go to the department's website at: agriculture.gov.au/biosecurity/avm/vessels/ and navigate to the page titled 'Pre-arrival reporting for certain Australian External Territories'.

1 Open the associated **PAR** form (or open it from email if your agency has emailed it).

2 Save a copy of the PDF to your computer for ease of access. It is important that you check the website for updated forms on a regular basis, otherwise you may have issues with submission of the form.

3 Complete all fields on each tab on the **PAR** form noting that some fields marked by an asterisk (*****) are mandatory and some fields may be populated from a list. For example, **Last Port of Call** details can be selected from a drop down list. Note*: Norfolk Island is part of Queensland*.

4 Select the email application and send.

2 If your voyage commences from overseas

For commercial voyages originating outside of Australian Territory, including movements between Christmas Island, Cocos (Keeling) Islands and/or Norfolk Island and Australia, vessels must use MARS for pre-arrival reporting. The voyage is considered complete once the vessel departs Australia. Changes to itinerary must be reported to the department.

How to do it

1 A **PAR** may be completed manually in MARS by direct data entry or by uploading an XML data file.

Access the department's online web services at https://online.agriculture.gov.au/selfservice/

2 Sign in with your User ID and Password. The MARS Terms of Use must be accepted to complete the sign in.

3 Click on the MARS icon.

4 Click on the **Pre-Arrival Report** icon on the MARS home screen.

 Pre-Arrival Report

Tip: From the MARS home screen, the PAR can be accessed either from the **Submit Applications** drop down menu or by clicking on the **Pre-Arrival Report** shortcut.

5 Review the tabs and complete the information as required.

For detailed steps on how to submit a PAR, refer to the MARS User Guide agriculture.gov.au/biosecurity/avm/vessels/mars/communications-training-materials

What non-commercial vessels must do

Non-commercial vessels must report using pending arrivals up to 90 days to 12 hours prior to the estimated arrival of the vessel. This can be done via email or verbally.

How to do it

Go to the department's website at: http://www.agriculture.gov.au/biosecurity/avm/vessels/ and navigate to the page titled 'Non-Commercial Vessels' for further information.

What now?

1 The PAR information (for whichever reporting method) will be assessed by the department. You will receive a notification communicating the department's biosecurity conditions and expectations. This information will be also emailed to the agent (where an agency is used).

2 For urgent issues, you can follow up on the report by phoning the Maritime National Coordination Centre (MNCC).

3 The department's service responsibilities and standard of service commitment are detailed in the department's Client Service Charter available at agriculture.gov.au/about/commitment/client-service-charter.

Contact 1300 004 605
(free call in Australia and is in English)

Outside Australia +61 8 8201 6185

agriculture.gov.au/biosecurity/avm/vessels
agriculture.gov.au/biosecurity/avm/vessels/mars/pilot
maritimencc@agriculture.gov.au

Facebook: Australian biosecurity
Twitter: @DeptAgNews

BIO2589_0716