



March  
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QRG 11

# Human Health Update

## MARS quick reference guide

Biosecurity



Effective human health practices are essential to protect Australia from serious listed human diseases that can arrive with international travellers.

### What must you do

The **Human Health Update** is used to report human health issues post arrival for the next port to be visited; and to update the Department of Health about the human health risks on board international commercial vessels.

### When to do it

Following lodgment of the Pre-Arrival Report (PAR) vessel masters or shipping agents must report to the department any subsequent change in the health status of crew and passengers over the course of the voyage. Where illness on board the vessel is reported, the vessel master must answer additional questions to assess the public health risk associated with the vessel prior to arrival at each port visit.

**Cruise vessels** must use the **Human Health Update** to report the human health and gastro intestinal illness status of crew and passengers prior to port arrival. This should only include any **NEW** illnesses or death that has emerged following the last report and assessment by the department on your current voyage.

For the biosecurity clearance, voyage means from your arrival in Australia from overseas; to your departure from Australia.

### How to do it

From the MARS home screen, the **Human Health Update** can be accessed either from the **Request a Service** drop down menu or by clicking on the **Human Health Update** shortcut. Reports may be completed manually in MARS by direct data entry or by uploading an XML data file. Both options are described in the steps below. *For detailed steps please refer to the MARS User Guide.*

- 1 Access the department's online web services at <https://online.agriculture.gov.au/selfservice/>
- 2 Sign in with the 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 **Human Health Update** icon on the MARS home screen.



Human Health Update

- 5 Review the **Legal Details** tab, go to the **Upload File or Select Vessel** tab.
- 6 Select **Yes** if you wish to complete the application with data from a saved offline form (XML data) file (*Go to Step 7*) or select **No** for direct data entry (*Go to Step 9*).
- 7 Click on the **Choose File** button and navigate to the location where the file is saved on the computer. Once the file is selected the data will be automatically uploaded to MARS.
- 8 Click through each of the tabs in sequential order to verify that all the fields have been completed correctly. Verify that the correct agency has been nominated in the **Voyage Details** tab (*Continue from Step 13*).
- 9 You will be prompted to **Search and select Vessel**.
- 10 Selecting the vessel name from the search field will open the **Vessel Particulars** tab with the pre-populated details of the vessel. Verify that the vessel details are correct.
- 11 Complete the information in the **Arrival Details** tab.
- 12 Complete all the questions in the **Human Health** tab.
- 13 Read the **Privacy Notice** and check the **Acknowledgement** box
- 14 Click the **Submit** button in the **Declaration and Submit** tab.

**Human Health Update** Required fields denoted by \*

Legal Details Vessel Particulars Arrival Details Human Health **Declaration and Submit**

**Privacy Notice**

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable. Personal information that is collected under or in accordance with the Biosecurity Act 2015 is also 'protected information' under the Biosecurity Act.

The collection of 'protected information' including personal and sensitive information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the Biosecurity Act 2015 for the purposes of assessing and managing the biosecurity risk of the vessel and related purposes. If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the potential biosecurity risk. Information collected by the Department will only be used or disclosed as authorised under the Biosecurity Act 2015.

The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws.

It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the Biosecurity Act 2015.

See our Privacy Policy web page (<http://www.agrus.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933 or 1800 900 099.

I acknowledge that the above information is true and correct. If acting as an agent for the vessel, I acknowledge that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

I acknowledge that the above information is true and correct.

- 15 A confirmation message will be displayed if the **Human Health Update** was submitted successfully.
- Any changes in circumstances must be reported to the department as soon as practicable.**

## What now?

- 1 The **Human Health Update** will be assessed by the department. Where there are no identified risk factors, you will receive a Biosecurity Status Document (BSD) by email which communicates the department's biosecurity conditions. The BSD will be emailed to the agent. The vessel's email address must be included in the **Vessel Details** section of the PAR for the master to receive a copy of the BSD.
- 2 You can search for and check the status of the **Human Health Update** in MARS through the **Application/Service Request** function.



Application/  
Service Request

- 3 For urgent issues, you can follow up on the application by phoning the Maritime National Coordination Centre (MNCC).
- 4 The department's service responsibilities and standard of service commitment is detailed in the Client Service Charter available at [agriculture.gov.au/about/commitment/client-service-charter](http://agriculture.gov.au/about/commitment/client-service-charter)

NOTE: Screenshots provided in these guides are accurate at the time of printing and may look different in MARS.



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(free call in Australia and is in English)

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