



# Freight Guide

# Contents

<b>1.0 Introduction</b>	<b>5</b>
1.1 About this guide	6
1.2 GC2018 Logistics	7
<b>2.0 Key Information</b>	<b>8</b>
2.1 Key Partners	9
2.1.1 Department of Immigration and Border Protection	9
2.1.2 Australian Border Force	9
2.1.3 Department of Agriculture and Water Resources	9
2.1.4 Office for Sport – Department of Health	10
2.1.5 GOLDOC preferred freight forwarding and customs provider	10
2.2 Key dates	11
2.3 Key contacts	11
<b>3.0 Shipping Guidelines–Quick Reference</b>	<b>12</b>
<b>4.0 Freight Forwarding</b>	<b>15</b>
4.1 Freight forwarding and customs services requirements	16
4.2 Shipping instructions	16
4.3 Shipping addresses	17
4.4 Freight insurance	17
<b>5.0 Customs</b>	<b>18</b>
5.1 Importation	19
5.2 Temporary importations	19

# Contents

5.3 Test Events for the Gold Coast 2018 Commonwealth Games	20
5.5 Securities	20
5.6 Prohibited and Restricted Imports	21
5.7 Postal Delivery	21
5.8 Labelling Requirements	22
<b>6.0 Biosecurity (Formerly Quarantine)</b>	<b>24</b>
6.1 Department of Agriculture and Water Resources (Agriculture)	25
6.2 Biosecurity Requirements	25
6.3 Non-Commodity concerns – packaging/dunnage	26
6.4 Documentary requirements for clearance	26
6.5 Temporary imports	26
6.6 Clearance and inspection of freight	26
6.7 Inspection	27
6.8 Export, destruction or disposal	27
<b>7.0 Commodity Specific Information</b>	<b>29</b>
7.1 Importing food, plants and animals	30
7.1.1 Customs requirements	30
7.1.2 Biosecurity requirements	30
7.2 Importing medications and medical devices	31
7.2.1 Customs requirements	31
7.2.2 Biosecurity requirements	31
7.3 Import/Export of firearms and ammunition	33

# Contents

7.3.1. Customs requirements	33
7.3.2 Key contacts for Firearms Import and Export Permits	33
7.3.3 Biosecurity Requirements	33
<b>8.0 Delivering to Venues</b>	<b>35</b>
8.1 Delivering to Venues (including the Commonwealth Games Village)	36
<b>9.0 Exportation (Including Re-export of Temporary Imports)</b>	<b>37</b>
9.1 Export Declarations	38
9.2 Re-exporting temporarily imported goods	38
9.2.1 Securities	38
9.2.2 Carnet	38
<b>10.0 Glossary</b>	<b>40</b>
<b>11.0 GC2018 Locations and Addresses</b>	<b>42</b>
<b>12.0 Addendum</b>	<b>46</b>
12.1 Accompanied baggage	47

# 1.0

## Introduction

# 1. Introduction

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## 1.1 Overview

In April 2018, the Gold Coast 2018 Commonwealth Games (GC2018) will welcome up to 6,600 athletes and team officials from around the world. Teams will travel from 70 Commonwealth nations and territories to compete in 18 sports and seven para-sports.

For Games delivery purposes, all Commonwealth Games Associations (CGAs), official sponsors, suppliers and other client groups are responsible for arranging their own freight movement to and from Australia.

This Freight Guide is designed as a reference to provide consistent strategy for the movement of international freight by sea and air into Australia for GC2018.

In accordance with Australian Law, all freight being shipped to Australia will be subject to stringent customs and biosecurity (formerly Quarantine) processing on international arrival and departure. Key partners from the Australian Government with responsibilities for customs and biosecurity include the Departments of Immigration and Border Protection and Agriculture and Water Resources.

Should you have any specific queries or concerns about this Freight Guide or the international movement of freight, please email [logistics@goldoc.com](mailto:logistics@goldoc.com). It is strongly recommended that clients use the services of a licensed customs broker who is familiar with the specific import requirements to Australia.

### 1.1.1 About this guide

This Gold Coast 2018 Commonwealth Games Corporation (GOLDOC) Freight Guide is a reference document offering all CGAs official sponsors, suppliers and other client groups information relating to importing and exporting freight to and from Australia for use in connection with GC2018.

This guide outlines the relevant customs and biosecurity regulations, freight policies and shipping procedures for client groups bringing freight into Australia.

Information for passengers arriving in Australia with accompanied baggage will be contained in the GOLDOC Arrivals and Departures Manual.

To assist clients, an addendum to this Guide has been prepared which contains information on the processes for accompanied baggage. Further information can be found at [border.gov.au/Trav/Visi](http://border.gov.au/Trav/Visi) and [agriculture.gov.au/travelling/bringing-mailing-goods](http://agriculture.gov.au/travelling/bringing-mailing-goods).

This publication is for guidance only.

# 1. Introduction

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## 1.2 GC2018 Logistics

The primary role of the Logistics Functional Area (LOG) is to ensure the equipment and supplies needed to stage GC2018 are identified, stored, delivered, recovered and disposed of in the most efficient and cost-effective manner.

Any specific queries or concerns about the international movement of freight should be addressed to GOLDOC Logistics Manager or the GOLDOC Logistics appointed freight forwarding and customs supplier in the first instance and then considered for circulation to the Office for Sport (OFS) within the Department of Health for further coordination with other Australian Government agencies.

# 2.0

## Key Information

## 2. Key Information

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### 2.1 Key Partners

#### 2.1.1 Department of Immigration and Border Protection

The Department of Immigration and Border Protection (DIBP) is responsible for immigration and customs border policy.

The mission of the DIBP is *to protect Australia's border and manage the movement of people and goods across it*. That mission reflects escalating volumes of people and goods moving internationally and the need to manage challenges and capitalise on opportunities.

In carrying out this mission, DIBP promotes and advances Australia's economic prosperity and social cohesion by facilitating legitimate trade, travel and migration. At the same time, DIBP supports Australia's national security by detecting, deterring and intercepting those who seek to breach our border illegally for self-serving, opportunistic and criminal ends.

#### 2.1.2 Australian Border Force

The Australian Border Force (ABF) is the front-line operational agency within the DIBP reflecting a greater focus on the border as a strategic national asset.

The ABF undertakes border operations, investigations, compliance, detention (facilities and centres) and enforcement functions. Policy, regulatory and corporate support for the ABF is delivered by the DIBP.

Further information on DIBP and ABF can be found at [border.gov.au/about/contact/make-enquiry](https://border.gov.au/about/contact/make-enquiry).

#### 2.1.3 Department of Agriculture and Water Resources

The Department of Agriculture and Water Resources (Agriculture) develops and implements policies and programs to ensure Australia's agricultural, fisheries, food and forestry industries remain competitive, profitable and sustainable, and supports the sustainable and productive management and use of rivers and water resources.

Agriculture works with the import cargo and shipping industries to protect Australia from harmful pests and diseases. Agriculture is the key agency for managing all aspects of import and export and ensuring the highest level of biosecurity protection for Australia. Before importing freight to Australia, it is important that clients understand their responsibilities as an importer and the import conditions that may apply to the freight. Complying with these requirements can reduce costly delays and help keep biosecurity risks offshore.

Further information can be found at [agriculture.gov.au/import/before/how-to-import](https://agriculture.gov.au/import/before/how-to-import).

## 2. Key Information

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### 2.1.4 Office for Sport – Department of Health

The Office for Sport (OFS) within the Department of Health works closely with States and Territories and key Australian Government agencies to support and coordinate Australian Government's involvement in staging major international sporting events.

Further information can be found at [health.gov.au/internet/main/publishing.nsf/Content/about-sport](http://health.gov.au/internet/main/publishing.nsf/Content/about-sport).

The OFS will ensure that the downstream impacts of customs and biosecurity issues and planning can be effectively factored into the planning and operational requirements of other work streams.

### 2.1.5 GOLDOC preferred freight forwarding and customs provider

GOLDOC has appointed Schenker Australia Pty Ltd as the preferred Freight Forwarding and Customs provider for GC2018. Schenker Australia Pty Ltd is able to provide a full solution for freight forwarding and Customs/Biosecurity clearance into and out of Australia. The provider will also offer a help service for any queries relating to freight movement and clearance.

Clients are under no obligation to use Schenker Australia Pty Ltd and, if preferred, can use their own provider. However, use of an alternative agent or provider does not preclude access to the help service.

It is strongly recommended clients use the services of a licensed customs broker who is familiar with the specific import requirements to Australia.

A list of licensed customs brokers can be found at [border.gov.au/Busi/cargo-support-trade-and-goods/licensing/for-customs-brokers](http://border.gov.au/Busi/cargo-support-trade-and-goods/licensing/for-customs-brokers).

## 2. Key Information

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### 2.2 Key dates

Date	Activity
1 June 2017	Freight forwarding provider appointed
1 July 2017	Freight and Customs Help Service operational
25 March 2018	Commonwealth Games Village Opens
4 April 2018	GC2018 Opening Ceremony
15 April 2018	GC2018 Closing Ceremony
18 April 2018	Commonwealth Games Village Closes
30 April 2018	Freight and Customs Help Service closes

### 2.3 Key contacts

#### Schenker Australia Pty Ltd Freight Forwarder – Help Service

Contact: Sarah Schmitz

Phone: 1300 330 250

Alternative Phone: +61 478 403 133

Email: [GC2018@dbschenker.com](mailto:GC2018@dbschenker.com)

#### Department of Agriculture and Water Resources

Contact: General Enquiries

Phone: 1800 900 090

Email: [imports@agriculture.gov.au](mailto:imports@agriculture.gov.au)

#### Department of Immigration and Border Protection/Australian Border Force

Contact: General Enquiries

Email: [majoreventcoordination@border.gov.au](mailto:majoreventcoordination@border.gov.au)

Website: [border.gov.au/about/contact/make-enquiry/general](http://border.gov.au/about/contact/make-enquiry/general)

# 3.0

## Shipping Guidelines – Quick Reference

## 3. Shipping Guidelines

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These Guidelines are provided for ease of reference only and will ensure the most efficient and cost-effective delivery of freight. Review the relevant sections of this Guide and the web links provided for more information on shipping freight to and from Australia for use in connection with GC2018.

### **Step 1: Freight forwarding and customs brokerage**

As far in advance as possible, select a licensed customs broker of your choice to arrange transportation and customs clearance of Games-related freight. Note that Schenker Australia Pty Ltd is GOLDOC's preferred freight forwarder and Customs provider.

### **Step 2: Local Customs authorities**

Before shipping, check with your local customs authorities regarding any export requirements and for information on returning goods to your own country.

### **Step 3: Booking freight**

Contact your freight forwarder well in advance to ensure requirements for advance shipping notices can be met.

### **Step 4: Commodity specific information – apply for an Import Permit**

Some goods may have specific requirements that must be met before they can be imported.

Consult the prohibited and restricted goods list on the following to find out if any goods you intend to bring require an import permit: [border.gov.au/Busi/cargo-support-trade-and-goods/importing-goods/prohibited-and-restricted](http://border.gov.au/Busi/cargo-support-trade-and-goods/importing-goods/prohibited-and-restricted)

Consult the Biosecurity Import Conditions System (BICON) to determine whether a commodity intended for import into Australia has any special requirements which would necessitate an import permit. Further information can be found at [bicon.agriculture.gov.au/BiconWeb4.0](http://bicon.agriculture.gov.au/BiconWeb4.0).

### **Step 5: Customs and biosecurity documentation**

As far in advance as possible, complete a detailed and accurate list of the freight to be shipped. With assistance of the Customs Broker, complete a commercial invoice to document your freight.

Consult Agriculture's Minimum documents and import declaration requirements policy at [agriculture.gov.au/import/arrival/clearance-inspection/documentary-requirements/minimum-document-requirements-policy](http://agriculture.gov.au/import/arrival/clearance-inspection/documentary-requirements/minimum-document-requirements-policy) to determine the minimum documentation requirements for the freight to be shipped.

## 3. Shipping Guidelines

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### Step 6: Marking and labelling

Verify whether your goods require marking for country of origin or have any specific labelling requirements. Consult your customs broker. Both DBIP and Agriculture have labelling requirements.

### Step 7: Packaging

Goods should be packaged properly while considering sustainability in the selection of packaging materials, to reduce the risk of damage or loss. There are specific conditions for import of wood and wood packaging materials into Australia.

Further information can be found at [agriculture.gov.au/import/online-services/bicon](http://agriculture.gov.au/import/online-services/bicon).

Further information on biosecurity requirements can be found at [bicon.agriculture.gov.au/BiconWeb4.0](http://bicon.agriculture.gov.au/BiconWeb4.0).

### Step 8: Export procedures

Generally, goods to be exported from Australia must be declared to DIBP on an Export Declaration if the goods either have a value of more than AUD \$2,000 or need an export permit (regardless of their value).

The process for exporting goods that have been temporarily imported depends on whether the goods were imported under a security or using a carnet.

# 4.0

## Freight Forwarding

## 4. Freight Forwarding

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### 4.1 Freight forwarding and customs services requirements

To avoid any unnecessary delays, a freight forwarder and customs broker should be selected as far in advance as possible.

The lead times for transit to Australia can be very lengthy and freight forwarders will be able to advise on transit times for specific shipments and provide updates on issues that may affect transit times as well as costs such as demurrage.

GOLDOC Logistics' preferred freight forwarder is able to assist in the preparation of Freight and Customs documents. The benefits of using Schenker Australia Pty Ltd include:

- Major logistics player in Australia;
- Expertise in major international event logistics;
- Expertise in GC2018 policies and procedures;
- Representatives embedded with GOLDOC Logistics, and
- Help service available 24 hours a day, 7 days a week by phone or website (dbschenker.com.au).

Games-related organisations are strongly encouraged to arrange for all freight to arrive at the Commonwealth Games Village after the opening time and in the case of venues during the set-up of operations prior to the venue opening. This is referred to as the Bump-In Period. Arrangement should be made for deliveries of freight to be made in accordance with the procedures contained in the Supplier Delivery Manual – see the Section on Delivering to Venues.

It is unlikely the Commonwealth Games Village and venues will be able to support receiving and unloading of trucks and freight containers during the Lockdown Period (see the Glossary) due to space restrictions and operational/security screening difficulties.

### 4.2 Shipping instructions

The official points of entry for GC2018 are the Brisbane International Airport and the Gold Coast International Airport for air freight and the Port of Brisbane for ocean freight.

The shipping documents, and notably the air waybill or ocean bill of lading, should indicate Brisbane (air or sea) or Coolangatta (air only) as the port of final destination and customs clearance.

## 4. Freight Forwarding

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### 4.3 Shipping addresses

All shipments should be clearly labelled with the following:

- Name of Games-related organisation c/- Gold Coast 2018 Commonwealth Games
- Venue Name
- Location within Venue
- Consignee – Contact name of person responsible for receiving the freight
- Consignee – Contact person's telephone number (mobile number)
- Mode of transport
- Case/crate number (for example, case 1 of 6)
- Weight in kilograms
- Port of Origin
- Port of Destination

See the Section on Delivering to Venues and the list of all addresses for shipments contained in this Guide.

### 4.4 Freight insurance

It is the responsibility of each Games-related organisation to provide insurance cover across the entire journey of their freight, including the duration of the Games. Shippers should ensure they have adequate insurance cover which includes the transportation, storage and return of containers, freight and packaging materials. Any storage of equipment, including at a GOLDOC site, is strictly at the owner's risk.

# 5.0

## Customs

## 5. Customs

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### 5.1 Importation

All goods arriving into Australia, with a few exceptions, must meet legislative importation requirements and be entered on an Import Declaration. Generally, duty and taxes are paid on importation unless a concession or exemption applies.

Some imported goods may be eligible for tariff concessions, which have the effect of reducing or removing the normal rate of customs duty. To facilitate timely clearance of goods, it is strongly recommended client groups use the services of a licenced customs broker.

The duty free concessions that apply to travellers in the passenger environment for alcoholic beverages and tobacco products do not apply if the goods arrive as freight.

Certain goods may be prohibited or restricted from import unless an import permit is obtained prior to arrival in Australia. This includes medicinal products, team medical kits and firearms. Permits are issued by the relevant regulatory authority subject to any conditions deemed necessary for safe importation, use and disposal of those products, and are verified by DIBP at the border. If appropriate import permits are not obtained prior to the goods arriving in Australia, you may experience delays in your goods being cleared.

DIBP may request commercial documents to verify a broad range of regulatory requirements for the importation and exportation of goods across the Australian border. It is the importers' responsibility to ensure all regulatory requirements are met.

More information about importing goods can be found at [border.gov.au/Busi/cargo-support-trade-and-goods/importing-goods](https://border.gov.au/Busi/cargo-support-trade-and-goods/importing-goods).

### 5.2 Temporary importations

Certain goods may be temporarily imported into Australia for a period of up to 12 months without the payment of duty or taxes provided certain conditions are met. The nature of the goods, what they will be used for whilst in Australia and who is importing the goods, will determine whether or not the goods will qualify.

Goods that qualify as temporary imports may be imported:

- Under carnet – where a security is lodged with an overseas carnet-issuing body
- Under security – where a security is lodged with DIBP at the time of import

Any permits normally required must still be obtained for temporarily imported goods regardless of whether a carnet or security is used.

Importers bringing goods to Australia as a temporary importation must:

- Export the goods within the time limit approved
- Not sell, loan, mortgage, hire, give away, dispose of or alter in anyway without permission from DIBP

If the above conditions are not met, the importer will have to pay an amount equal to the duty and taxes that would have been payable if the goods had not been treated as temporary imports.

More information about temporary imports can be found at [border.gov.au/Busi/Impo/Temp](https://border.gov.au/Busi/Impo/Temp).

## 5. Customs

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### 5.3 Test Events for the Gold Coast 2018 Commonwealth Games

Clients should consult their customs broker regarding the temporary import period if they intend to attend any Test Events prior to GC2018.

### 5.4 Carnets

Goods that qualify for temporary importation may be imported using a carnet instead of an Import Declaration. A carnet is an international 'passport for goods' under which the payment of duties and taxes is guaranteed by an overseas issuing body.

The use of a carnet to cover the temporary importation of goods considerably simplifies and speeds up the clearance process. An ATA carnet covers goods such as commercial samples, professional equipment, scientific equipment and goods for display or use at events, fairs and exhibitions.

The carnet must be obtained early from the relevant overseas issuing authority before coming to Australia (each issuing authority has their own processing timeframes and fees).

When the goods arrive in Australia, the carnet holder will need to present the carnet to an ABF officer for processing. The carnet must also be produced to an ABF officer when exporting the goods. ABF officers will often examine goods on both import and export and therefore must be contacted at importation and before arranging exportation from Australia.

If a carnet is not appropriate to your circumstances or you do not qualify for these provisions, then temporary importation under a security might be another option.

General information about carnets can be obtained from the following fact sheet at [border.gov.au/Factsheets/Documents/whatisacpd carnet.pdf#search=whatisacarnet](http://border.gov.au/Factsheets/Documents/whatisacpd carnet.pdf#search=whatisacarnet) (119KB PDF).

### 5.5 Securities

If DIBP decides the intended use and ownership of the goods satisfies the temporary import requirements, a security may be required equal to the duty and taxes that would have been payable at the time of importation.

A risk based revenue threshold applies to the security or undertaking that might be required. Goods subject to security that are above the revenue threshold amount will require a documentary security application and in some circumstances, a security in the form of cash or a bank guarantee might be required.

If a security or undertaking is required for goods imported for the GC2018, the following forms are required to be completed:

- [Form B46AA – Application for Permission to Take Delivery of Goods Upon Giving a Security or an Undertaking for the Payment of Duty, Goods and Services Tax \(GST\) and Luxury Car Tax \(LCT\) – Section 162A](#) (PDF 326KB)
- [Form 1484 – Undertaking to Department of Immigration and Border Protection - Section 162A Goods](#) (PDF 75KB) (if applicable)

Copies of normal commercial import documents such as invoices, packing lists, bills of lading or air waybills and other documents that verify eligibility should be lodged with the application. An Import Declaration will need to be lodged for the goods.

It is strongly recommended that client groups use the services of a licensed customs broker to satisfy these requirements.

## 5. Customs

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### 5.6 Prohibited and restricted imports

The Australian Government controls the importation of certain goods into Australia. The controls either take the form of:

- An absolute prohibition, which means you are not allowed to import the goods in any circumstances, or;
- A restriction, where you need to have written permission (a permit) in order to import the goods

Some examples of prohibited and restricted imports include firearms and ammunition, knives and daggers, laser pointers, pornography and other objectionable material, drugs and narcotics, and growth hormones and steroids.

The importation of restricted goods must comply with certain requirements and the goods may be seized if the appropriate import permit is not produced to the ABF upon arrival into Australia.

Consult your licensed customs broker on procedures and processes for restricted goods. It is the importer's responsibility to ensure that all the regulatory requirements are met.

General guidance on imported goods that may be prohibited and restricted goods can be found at [border.gov.au/Busi/cargo-support-trade-and-goods/importing-goods/prohibited-and-restricted](http://border.gov.au/Busi/cargo-support-trade-and-goods/importing-goods/prohibited-and-restricted).

### 5.7 Postal delivery

It should be noted using postal services is a slower process than air cargo and is **not recommended** for Games purposes.

All imported freight, including mail articles, are assessed for community protection risks, permit and approval requirements.

All imported mail articles (whether for commercial purposes or for personal use) are also assessed for duties, taxes and other charges. As well as customs controls, all imported freight is also subject to Agriculture's biosecurity requirements.

Where mail articles are of no interest to DIBP or Agriculture and the import declaration is not required, they will be delivered by Australia Post to the relevant post office for delivery to the address detailed on the mail article. Additional security screening will occur at the venue prior to delivery.

Some goods are considered dangerous and are prohibited by Australia Post from being posted. A guide to dangerous and prohibited goods is available at [auspost.com.au/content/dam/auspost\\_corp/media/documents/dangerous-and-prohibited-goods-guide-nov2015.pdf](http://auspost.com.au/content/dam/auspost_corp/media/documents/dangerous-and-prohibited-goods-guide-nov2015.pdf)

## 5. Customs

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### 5.8 Labelling requirements

Certain goods must be correctly labelled with a trade description before they can be imported. Not all imported goods require labelling. The Commerce (Trade Descriptions) Act 1905 and the Commerce (Trade Descriptions) Regulation 2016 set out which goods or classes of goods require labelling when being imported, what labelling is required and where the label must be applied.

Trade description markings must follow certain standards in order to comply with the Act and the Regulation. For more information, visit [legislation.gov.au/Details/F2016L01907](http://legislation.gov.au/Details/F2016L01907).

The trade description markings must:

- Be in English
- Feature prominent and legible characters
- Be on the main label or brand attached to the goods, in a prominent position and in a way that is as permanent as practicable
- Include the name of the country where the goods were made or produced
- Include a true description of the goods

Goods with a false trade description must not be imported or exported. A false trade description is one that is likely to mislead about key characteristics of the goods. Examples include the weight, origin, manufacturer, preparation and contents. Goods that are imported and do not meet the requirements of the Act and/or the Regulation can be seized by the ABF.

Information about trade description labelling can be found at [border.gov.au/Busi/Impo/Label](http://border.gov.au/Busi/Impo/Label).

## 5. Customs

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### 5.0 Frequently Asked Questions

<b>What if I want to import goods that are low value such as pins?</b>	Low value goods must be reported to DIBP as appropriate, but may be eligible for a concession/exemption from duties and taxes. Consult your licensed customs broker for more information about your low value goods.
<b>What is the situation with bringing in consumables including such items as alcohol?</b>	Alcohol must be reported to DIBP as appropriate, and duties and taxes will apply regardless of the value. The duty free concessions that apply to travellers in the passenger environment for alcoholic beverages and tobacco products do not apply if the goods arrive as freight.
<b>We are planning on including a few goods to be donated as part of a larger shipment to be temporarily imported. Will this be allowed? Will any duty or taxes be applied to the donated items? How should the donated items be valued?</b>	In most cases if goods are not intended to be re-exported, then they are not eligible for temporary importation. Duties and taxes may apply. Consult your licensed customs broker on appropriate valuation of your goods.
<b>We are planning to bring in a shipment of Athletes' uniforms that will be given to the Athletes on arrival at the village. Do we have to pay tax on the items and what is the amount (of tax)?</b>	The uniforms must be reported to DIBP as appropriate, and duties and taxes may apply. The amount of duties and taxes will depend on the classification of the goods. Consult your licensed customs broker for more information about your uniforms.

# 6.0

## Biosecurity (Formerly Quarantine)

## 6. Biosecurity

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### 6.1 Department of Agriculture and Water Resources (Agriculture)

Before importing freight to Australia, it is important clients understand their responsibilities as an importer and the import conditions that may apply to the freight. Complying with these requirements can reduce costly delays and help keep biosecurity risks offshore.

Agriculture screens, inspects and clears the millions of people, mail parcels, baggage, ships, animals, plants and cargo containers entering Australia every year using x-ray machines, surveillance and detector dogs.

Importing goods into Australia and what aspects should be considered from a biosecurity point of view are available at [agriculture.gov.au/import/before/how-to-import](http://agriculture.gov.au/import/before/how-to-import).

### 6.2 Biosecurity requirements

To help protect Australia's unique environment from unwanted pests and diseases, Agriculture regulates products imported into Australia. The importation of some products is, by law, subject to certain biosecurity import conditions.

Some products are not permitted entry while other products are only allowed into Australia subject to meeting import conditions that mitigate the biosecurity risk. This may include a requirement for an import permit.

You can use the Biosecurity Import Conditions System ([BICON](#)) to determine whether a commodity intended for import into Australia:

- Is permitted
- Is subject to import conditions
- Requires supporting documentation
- Requires treatment
- Needs an import permit

It is your responsibility to comply with the Department's import conditions when importing into Australia.

Additional information to assist when preparing to import goods into Australia to ensure minimal delay on arrival can be found at [agriculture.gov.au/import](http://agriculture.gov.au/import).

## 6. Biosecurity

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### 6.3 Non-Commodity concerns – packaging/dunnage

Agriculture assesses the biosecurity risk posed by imported goods from two main perspectives: commodity and non-commodity concerns.

Non-commodity concerns consider the transportation pathways and packaging, among other factors, in determining the level of biosecurity risk.

The [non-commodity information requirements policy](#) outlines the required information and supporting documentation or certification which must accompany timber packaging or dunnage.

### 6.4 Documentary requirements for clearance

The Agriculture [Minimum documentary and import declaration requirements policy](#) defines the minimum requirements for documentation presented to the department to support the risk assessment of imported goods and non-commodity concerns, whether for biosecurity or imported foods purposes.

To assist importers in meeting the requirements outlined in the minimum documentary and import declaration requirements policy, there are several templates that can be downloaded and adapted to meet individual company/consignment requirements.

See [acceptable documentation templates](#).

### 6.5 Temporary imports

DIBP allows certain goods to be brought into Australia on a temporary basis for a period of up to 12 months without the payment of duty or taxes.

Many goods temporarily imported for an event will be subject to biosecurity control due to the commodity type (e.g. containing plant or animal material) or because there is a possibility that goods are contaminated from use at a previous overseas event, such as an outdoor concert or exhibition. Due to the quantity of goods, location of the event and timeframes involved, extensive planning with Agriculture is often required for biosecurity clearance.

Further information regarding biosecurity requirements, notifications and fees and charges for temporary imports (carnets) can be found at [agriculture.gov.au/import/before/temporary-importations#biosecurity-clearance-of-temporary-importations](http://agriculture.gov.au/import/before/temporary-importations#biosecurity-clearance-of-temporary-importations)

### 6.6 Clearance and inspection of freight

Cargo arriving in Australia can often be cleared by Agriculture using declarations and information provided by the importer. To decrease the likelihood that your freight will need to be opened and inspected, provide all [required documents](#) for the clearance of your freight.

Agriculture will issue the importer/broker with a directive when freight is released from biosecurity control or if further actions are required, e.g. inspection, treatment, isolation, hold pending further information or insect identification.

For further information on the department's approach to imported cargo, view the [Imported Cargo Compliance](#) factsheet.

## 6. Biosecurity

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### 6.7 Inspection

Inspection of freight and containers may be required:

- On arrival at the sea port or airport of first entry
- At a third party site that has been approved by Agriculture

All general cargo/break bulk or freight transported without a container, is inspected as it is unloaded from the transporting vessel.

Some freight may be randomly selected for inspection by the Agriculture.

If inspection is required, either the broker or the importer must request an appointment for an inspection. If requesting an appointment as the importer, the request for inspection form must be completed and emailed to Agriculture in the location where the cargo is being held.

Fees generally apply to inspections performed by Agriculture. Information on how the department applies fees and charges can be found in the department's Fees and Charges Guidelines.

Further information on charges which may be applied when utilizing an air courier can be found at [agriculture.gov.au/import/arrival/clearance-inspection/air-courier-fees](http://agriculture.gov.au/import/arrival/clearance-inspection/air-courier-fees).

### 6.8 Export, destruction or disposal

Goods that do not meet biosecurity import requirements and cannot be treated are directed for export or disposal at the importer's expense.

If the owner elects to dispose of freight and/or a conveyance, the request for permission to dispose of freight/conveyance form must be completed. If the consignment is being handled by a courier/broker, they may complete and submit this form on behalf of the importer.

## 6. Biosecurity

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### 6.0 Frequently Asked Questions

**We are planning to ship an air freight consignment and the items are packed in wooden crates for protection. What procedures need to be followed for this import?**

Agriculture requires all solid timber packaging and dunnage to meet the bark requirements as defined in the International Standard for Phytosanitary Measures No. 15 (ISPM15) – Regulation of Wood Packaging Material in International Trade.

For further information, see [Timber and Bamboo Packaging](#). Air freight consignments are exempt from standard [non-commodity information requirements](#).

**Several of the athletes will be shipping equipment in wooden boxes into Australia, can wood be brought into Australia?**

Wooden items must be clean and free from any signs of borer holes, live insects, bark and other biosecurity risk material.

If biosecurity risk material is found, the consignment will be treated in accordance with a Department of Agriculture and Water Resources approved method, or exported or disposed of at the importer's expense. For further information, see [Importing timber, wooden articles, bamboo and related products](#).

**Do we have to clean equipment before we enter Australia and what happens if equipment gets stopped and is not clean?**

It is strongly recommended that equipment be cleaned prior to being imported into Australia. If, on arrival, dirty equipment is identified as a biosecurity risk, a direction to treat the biosecurity risk may be issued by Agriculture.

# 7.0

## Commodity Specific Information

## 7. Commodity Specific Information

### 7.1 Importing food, plants and animals

#### 7.1.1 Customs requirements

Customs requirements apply, further information can be found at [border.gov.au/Busi/cargo-support-trade-and-goods/importing-goods/labelling-requirements](http://border.gov.au/Busi/cargo-support-trade-and-goods/importing-goods/labelling-requirements).

#### 7.1.2 Biosecurity requirements

Client groups or individuals who import food into Australia may be required to obtain an Import Permit prior to arrival in Australia. Reference to BICON will advise any import conditions required for any imported food. Further information can be found at [bicon.agriculture.gov.au/BiconWeb4.0](http://bicon.agriculture.gov.au/BiconWeb4.0).

#### 7.1 Frequently Asked Questions

**We want to bring in a shipment of food items specific to our country for consumption by the athletes in the Village. Is this allowed and what documents need to be completed? What are the customs and biosecurity requirements?**

Food that is imported for personal consumption (less than 10 kilograms or 10 liters) is exempt from the *Imported Food Control Act 1992*. Many food items have specific import conditions; these can be found by searching BICON for the specific food item.

Passengers are required to complete an Incoming Passenger Card when they arrive in Australia. Passengers must declare all items that are covered on the card (e.g. meat, dairy, grains, medicines, wooden articles). These items are only examples illustrating the types of items that must be declared under each category. These items must be declared on the card for the purpose of inspection.

Food that is imported in commercial quantities will be subject to the *Imported Food Control Act 1992*. Again, refer to BICON for conditions relating to the specific food intended for importation. For further information on biosecurity requirements and the *Imported Food Control Act 1992*, see [Importing Food](#).

**How do we find a list of what food items are allowed into Australia and do they require special packaging or marking/branding?**

The import conditions for particular food items are available by accessing the Department of Agriculture and Water Resources Biosecurity Import Conditions System (BICON), searching for each food item and answering the prompted questions [bicon.agriculture.gov.au/BiconWeb4.0](http://bicon.agriculture.gov.au/BiconWeb4.0).

## 7. Commodity Specific Information

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### 7.2 Importing medications and medical devices

#### 7.2.1 Customs requirements

There are rules regarding the import of medications and medical devices into Australia. Some medications and medical devices require a permit and others cannot be brought with you at all. Client groups must comply with the following rules when looking to import medications and medical devices into Australia:

- Prepare a list of medications and medical devices for each participant. This list must be in English and include the medication and their active ingredients
- Some medicines contain substances that are subject to import controls and additional restrictions may apply for athletes. Visit The Office of Drug Control for further information: [odc.gov.au/ws-lps-index](http://odc.gov.au/ws-lps-index) and to find out whether import permits are required
- All medications and medical devices brought into Australia must not:
  - be given or sold to anyone who is not an official athlete or member of the sports team
  - be used by anyone who is not an official athlete or member of the sports team

- Maintain a record of the medications and its intended use while the team is in Australia. This list must be produced if requested by ABF or other authorised officer when the medications are imported into and exported out of Australia
- Make arrangements for any unused medications or medical devices to be exported out of Australia or destroyed
- Appoint an official member of the client group to be responsible for any medications and medical devices and how they are used in Australia

#### 7.2.2 Biosecurity requirements

It is also important to note some human therapeutics and medications are required to meet specific biosecurity conditions. Further information can be found by accessing the Department of Agriculture and Water Resources import conditions database [BICON](#) and searching 'human therapeutics and medicines'.

## 7. Commodity Specific Information

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### 7.2 Frequently Asked Questions

<b>We want to include a range of supplements in a shipment of medications, are permits required?</b>	<p>Check if the active ingredients from your medications and supplements are listed at <a href="http://odc.gov.au/ws-lps-index">odc.gov.au/ws-lps-index</a>.</p> <p>If you are still not sure of the requirements, contact <a href="mailto:dcgs@health.gov.au">dcgs@health.gov.au</a> for further advice.</p>
<b>We have a shipment of medical devices. Some of the devices may be given to athletes for their personal use and will depart Australia with the athlete. Are permits required?</b>	<p>A medical device imported for a specific person to use themselves is not controlled, but any other medical device needs to be registered on the Australian Register of Therapeutic Goods (ARTG) which can be searched here: <a href="http://tga.gov.au/australian-register-therapeutic-goods">tga.gov.au/australian-register-therapeutic-goods</a>.</p> <p>If you are still not sure of the requirements, contact <a href="mailto:devices@tga.gov.au">devices@tga.gov.au</a> for further advice. Consult your licensed customs broker about import and export reporting requirements.</p>
<b>Can we bring in large quantities of medical consumables?</b>	<p>Check if there are any permit requirements at <a href="http://odc.gov.au/ws-lps-index">odc.gov.au/ws-lps-index</a>.</p> <p>There is no limit on the quantity of uncontrolled goods, however records of any medications and their use in Australia should be maintained.</p>
<b>Is there a limit on the volume of any over the counter products that can be imported by a sporting team?</b>	<p>Check if there are any permit requirements at <a href="http://odc.gov.au/ws-lps-index">odc.gov.au/ws-lps-index</a>.</p> <p>There is no limit on the quantity of uncontrolled goods, however records of any medications and their use in Australia should be maintained.</p>

## 7. Commodity Specific Information

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### 7.3 Import/Export of firearms and ammunition

#### 7.3.1. Customs requirements

##### Import

The importation of firearms, firearm parts, accessories, magazines and ammunition is subject to the Customs (Prohibited Imports) Regulations 1956. The importation of these goods must comply with certain requirements and conditions. Import permits must be obtained before these goods arrive in Australia and presented to ABF upon arrival.

Depending on the type of firearm, import permits will be issued by the Queensland Police or the Commonwealth Attorney-General's Department. Early applications for import permits are encouraged. The goods may be seized if import conditions are not met and the appropriate import permit is not produced to the ABF upon arrival into Australia.

##### Export

Most firearms will also require a permit to export the firearms at the conclusion of the event. In some cases, this export permission may need to be approved prior to the import permit being granted. The Defence Export Control Branch (DEC) in the Department of Defence is responsible for the granting of these permits. For some lower risk firearms, the ABF can provide a Restricted Goods Permit (RGP) for export, however, DEC should be contacted in the first instance to confirm what type of export permission is required.

#### 7.3.2 Key contacts for Firearms Import and Export Permits

##### Queensland Police Firearms Registry

Telephone: 07 3015 7777 (in Australia)  
Email: [weaponslicensing@police.qld.gov.au](mailto:weaponslicensing@police.qld.gov.au)  
Website: [police.qld.gov.au](http://police.qld.gov.au)

##### Commonwealth Attorney-General's Department

Telephone: 02 6141 2730 (in Australia)  
Email: [firearms.enquiries@ag.gov.au](mailto:firearms.enquiries@ag.gov.au)  
Website: [ag.gov.au](http://ag.gov.au)

##### Department of Defence

Defence Export Controls (DEC)  
Telephone: 1800 661 066 (in Australia)  
Email: [exportcontrols@defence.gov.au](mailto:exportcontrols@defence.gov.au)  
Website: [defence.gov.au/ExportControls](http://defence.gov.au/ExportControls)

If the firearms will be used in other states or territories including other events or training activities, import permits from each relevant state or territory police will be required.

State and territory police firearm registries can be accessed at [ag.gov.au/LegalSystem/Firearms/Pages/default.aspx](http://ag.gov.au/LegalSystem/Firearms/Pages/default.aspx).

All requirements relating to the process for importing firearms and ammunition are contained in the GOLDOC Firearms and Ammunition Procedures Manual.

Most firearms will move with the team however, it is expected there may be some shipments of spare parts and ammunition.

#### 7.3.3 Biosecurity Requirements

Biosecurity requirements may apply.

## 7. Commodity Specific Information

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### 7.3 Frequently Asked Questions

**We have a shipment of spare parts and tools for a range of firearms. What documents and procedures are required?**

Certain firearm parts require an import permit to be issued by the Queensland Police or the Commonwealth Attorney-General's Department. This includes barrels, trigger mechanisms, frames or receivers, and certain stocks. Tools for use with firearms do not require import permission.

[border.gov.au/Busi/Impo/Proh/Firearms-and-weapons](http://border.gov.au/Busi/Impo/Proh/Firearms-and-weapons)

Please refer to the GOLDOC Firearms and Ammunition Procedures Manual.

**My firearms shipment is not arriving into the official points of entry in Australia (Brisbane and the Gold Coast). What permits are required?**

All firearms, ammunition and parts being imported for use in the Commonwealth Games will require an import permit from the Queensland Police or the Commonwealth Attorney-General's Department. If the interstate movement of firearms is required, your freight forwarder will need to coordinate this with the relevant state or territory police.

Please refer to the GOLDOC Firearms and Ammunition Procedures Manual. You will need to apply for a permit from the State authorities relevant to the first arrival location in Australia.

# 8.0

## Delivering to Venues

## 8. Delivering to Venues

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### 8.1 Delivering to Venues (including the Commonwealth Games Village)

A Supplier Delivery Manual will be produced by GOLDOC for the information of all clients. Delivery policies and procedures (also applicable to the event cities of Brisbane, Townsville and Cairns) for the entry of freight into venues may vary depending on the stage of venue operations.

Further information is contained in the Supplier Delivery Manual including the process to register on the Master Delivery Schedule (MDS).

# 9.0

## **Exportation (Including Re-export of Temporary Imports)**

# 9. Exportation

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## 9.1 Export Declarations

Generally, goods intended to be exported from Australia must be declared to DIBP on an Export Declaration if the goods either:

- Have a value of more than AUD \$2,000
- Need an export permit (regardless of their value)

Personal effects are generally exemption from requiring an Export Declaration.

Further information on Export Declarations is available at [border.gov.au/Busi/cargo-support-trade-and-goods/exporting-goods/export-declarations](http://border.gov.au/Busi/cargo-support-trade-and-goods/exporting-goods/export-declarations).

## 9.2 Re-exporting temporarily imported goods

The process for exporting goods that have been temporarily imported depends on the method used.

### 9.2.1 Securities

If the goods have been temporarily imported under a security, the importer must contact ABF before arranging export of the goods in order to verify export and acquit the security. An Export Declaration will also be required to enable acquittal of the security. It is recommended event owners, organising committees and client groups utilise the services of a licenced customs broker. If re-export cannot be verified, then duties and taxes will be payable.

Where temporarily imported goods are being exported as part of passenger's baggage, an Export Declaration must still be lodged and the goods must be produced to ABF for verification against the original import declaration and any other documentation. A copy of the ABF endorsed documentation must be sent to the customs broker. If re-export cannot be verified, then duties and taxes will be payable.

### 9.2.2 Carnet

The carnet must also be produced to an ABF officer when exporting the goods. ABF will often examine goods on both import and export and therefore must be contacted at importation and before arranging exportation from Australia. If re-export cannot be verified, the destination country is unlikely to accept the carnet on arrival.

Where carnet goods are to be hand carried by a passenger on departure, the carnet and the goods must be produced to ABF at the airport for processing. ABF may examine the goods and will endorse the carnet if the documentation is in order. The endorsed carnet itself will be the proof of export.

## 9. Exportation

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### 9.0 Frequently Asked Questions

**Can I apply for an extension on my security or carnet timeframe as I am attending some other events?**

Yes, however extensions will only be approved in exceptional circumstances beyond your control and must be applied for well in advance of the date of expiry of the security or undertaking. A completed [Application for Extension of Period of Temporary Importation \(B257\)](#) form is required.

The process for extension of a carnet is similar but also requires approval from the issuing authority in Australia before the carnet expires.

**Will my goods be inspected as part of the export process and where will this be done?**

Yes, ABF will often inspect goods covered by a carnet on both import and export. Consult your freight forwarder for more information about inspection of your goods.

**Can I combine my sports equipment that I brought in with other goods that I have obtained in Australia?  
Do duties and taxes apply?**

Generally, goods intended to be exported from Australia must be declared to DIBP on an Export Declaration. Personal effects may be exempt from requiring an Export Declaration. Duties and taxes do not apply to exported goods. Consult your freight forwarder for more information about reporting your goods.

# 10.

## Glossary

## 10. Glossary

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Acronym/Term	Description
ABF	Australian Border Force
Agriculture	Department of Agriculture and Water Resources
Biosecurity	Surveillance, monitoring and controls at the Australian border which minimise the risk of exotic pests and diseases entering Australia and adversely impacting Australia's agriculture, human health, flora and fauna, tourism and lifestyle.
BICON	Australian Biosecurity Import Conditions database
Bump-in	Means the activities of the set-up of operations at a Games Venue prior to the venue opening.
Bump-out	Means the activities of dismantling operations at a Games Venue after the venue is closed.
Carnet	Applies where the payment of duties and taxes is guaranteed by an overseas issuing body
CGA	Commonwealth Games Association
CIB	Customs, Immigration and Biosecurity
DIBP	Department of Immigration and Border Protection
GOLDOC	Gold Coast 2018 Commonwealth Games Corporation
Licensed Customs Broker	A customs broker is an entity who holds a customs broker's licence granted in accordance with Part XI of the Customs Act 1901 (the Act). Under the Act an owner of goods may authorise an agent to act on his or her behalf for the importation of goods into Australia. A corporate customs broker is a company or a partnership that is licensed to act on behalf of owners of imported goods.
Lockdown	Signals the commencement of access management and a search regime that requires the searching of people and their belongings as they enter the venue.
LOG	Logistics Functional Area of GOLDOC
OFS	Office for Sport in Department of Health
MDS	The Master Delivery Schedule is a program that is designed to allow contractors and suppliers to request access to venues during specific Games time periods via an online portal.

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11.

# GC2018 Locations and Addresses

## 11. GC2018 Locations and Addresses

Venue Code	Venue	Sport	Address
	<b>Competition Venues</b>		
BLB	Broadbeach Bowls Club	Lawn Bowls	169 Surf Parade, Broadbeach, QLD, 4218
BEL	Belmont Shooting Centre	Shooting	Cnr Old Cleveland Road and Mount Petrie Road, Belmont, QLD, 4153
CCV	Cairns Convention Centre	Basketball (Preliminaries)	Sheridan Street and Wharf Street, Cairns City, QLD, 4870
CAP	Carrara Stadium (STA)	Opening and Closing Ceremonies (CER) and Athletics (Track & Field)	Nerang-Broadbeach Road, Carrara, QLD, 4211
	Carrara Precinct Carrara Sports and Leisure Centre (CSL)	Weightlifting, Para-Powerlifting and Wrestling (CSL - Arena 1) (CSW)	
		Badminton (CSL - Arena 2) (CSB)	
	Carrara Indoor Stadium (CIS)	BOH Space – WKF and PRS	
COL	Coolangatta Beachfront	Beach Volleyball	Queen Elizabeth Park, Marine Parade, Coolangatta, QLD, 4225
CSC	Coomera Indoor Sports Centre	Gymnastics and Netball (Finals)	Coomera Sports Park Access from East West Road via Ford Road, Coomera, QLD, 4209
CUR	Currumbin Beachfront	Cycling (Road Race and Time Trial) and Athletics (Race Walk)	Pacific Parade, Currumbin, QLD, 4223 (Opposite Volunteer Marine Rescue)

## 11. GC2018 Locations and Addresses

Venue Code	Venue	Sport	Address
	<b>Competition Venues</b>		
GAC	Gold Coast Aquatic Centre	Swimming and Diving	Gold Coast Highway, Southport, QLD, 4215 (Current entrance opposite Nind Street)
GCE	Gold Coast Convention and Exhibition Centre	Netball (Preliminaries) and Basketball (Finals) including IBC/MPC	2684-2690 Gold Coast Highway, Broadbeach, QLD, 4218
GHC	Gold Coast Hockey Centre	Hockey	125 Musgrave Avenue, Labrador, QLD, 4215
NER	Nerang Mountain Bike Trails	Cycling (Mountain Bike)	Hope Street, Nerang, QLD, 4211
OXN	Oxenford Studios	Boxing (OXB), Squash (OXS), Table Tennis (OXT) and Training Badminton (OBD)	Entertainment Road, Oxenford, QLD, 4210
QSV	Anna Meares Velodrome	Cycling (Track)	Cnr Old Cleveland Road and Tilley Road, Chandler, QLD, 4155
ROB	Robina Stadium	Rugby Sevens	Centreline Place, Robina, QLD, 4226
SBP	Southport Broadwater Parklands	Athletics (Marathon) and Triathlon	Mitchell Park, Gold Coast Highway, Southport, QLD, 4215 (entrance opp. North Street)
TEN	Townsville Entertainment and Convention Centre	Basketball (Preliminaries)	Entertainment Road, Townsville, QLD, 4810

## 11. GC2018 Locations and Addresses

Venue Code	Venue	Sport	Address
	<b>Training Venues</b>		
AYC	Ashmore PCYC	Boxing	44 Dominions Road, Ashmore, QLD, 4214
BND	Bond University HPTC	Rugby 7's	Stadium Drive, Robina, QLD, 4226
CAW	Carrara Athletics Warm Up	Athletics	Nerang-Broadbeach Road Carrara, QLD, 4211
CBS	Cairns Basketball Stadium	Basketball	289 Aumuller Street, Manunda, QLD, 4870
CGV	Commonwealth Games Village		Parklands Drive, Southport, QLD, 4222
GTC	Gold Coast Turf Club	Weightlifting and Powerlifting	Racecourse Drive, Surfers Paradise, QLD, 4217
GUS	Griffith University Sports Centre	Athletics and Swimming	Parklands Drive, Southport, QLD, 4222
MHB	Musgrave Hills Bowls Club	Lawn Bowls	104 Musgrave Avenue, Labrador, QLD, 4215
OBD	Oxenford Studios	Badminton	Entertainment Drive, Oxenford, QLD, 4210
PSO	Parkwood Sharks Leagues Club	Rugby Sevens	180 Musgrave Avenue, Labrador, QLD, 4215
RBS	Runaway Bay Sports Super Centre	Triathlon, Hockey, Cycling (Road) and Beach Volleyball	Cnr Sports Ave and Morala Drive, Runaway Bay, QLD, 4216
RIS	Runaway Bay Indoor Stadium	Netball	Sports Avenue, Runaway Bay, QLD, 4216
SHC	St Hilda's College	Gymnastics (Rhythmic) and Wrestling	52 High Street, Southport, QLD, 4215
TSS	The Southport School	Basketball and Rugby Sevens	Winchester Street, Southport, QLD, 4215
TVS	Townsville Stadium	Basketball	40-48 Murray Lyons Crescent, Annandale, QLD, 4811

# 12.

## Addendum

## 12. Addendum

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### 12.1 Accompanied baggage

Regulations regarding accompanied baggage are outlined in the Accompanied Baggage Addendum to be published in the near future.



# Gold Coast 2018

XXI Commonwealth Games



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