



Australian Government
Great Barrier Reef
Marine Park Authority



Reef
Authority

EMC ONLINE USER MANUAL



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Published by the Great Barrier Reef Marine Park Authority

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Comments and questions regarding this document are welcome and should be addressed to:

Great Barrier Reef Marine Park Authority
235 Stanley Street
(PO Box 1379)
Townsville QLD 4810, Australia
Phone: (07) 4750 0700
Email: info@gbmpa.gov.au
www.reefauthority.gov.au

Support for the use of EMC Online can be obtained from Great Barrier Reef Marine Park Authority (the Reef Authority), Environmental Management Charge (EMC) team.

EMC hotline (07) 4750 0837
Email emc@gbmpa.gov.au

Additional information is available on the Reef Authority website: www.reefauthority.gov.au

The Great Barrier Reef Marine Park Authority acknowledges the continuing Sea Country management and custodianship of the Great Barrier Reef by Aboriginal and Torres Strait Islander Traditional Owners, whose rich cultures, heritage values, enduring connections, and shared efforts protect the Reef for future generations.

HOW TO SUBMIT YOUR EMC CHEAT SHEET

This cheat sheet is a quick summary of how to complete your EMC obligations. For full instructions, please view the rest of this manual.

EMC visitation data (including nil activity returns) must be submitted quarterly along with any associated EMC payments as follows:

- Jan-Mar quarter - due date is the 30 April
- Apr-Jun quarter - due date is the 31 July
- Jul-Sep quarter - due date is the 31 October
- Oct-Dec quarter - due date is the 31 January

Instructions

1. Log into the [EMC Online](#) portal (using the same login details for [Permits Online](#)).
2. Select your permittee.
3. Select the logbooks tab, view or edit EMC logbooks.
4. The Logbook Selection page will show all pending and completed/submitted logbooks under your permit. Logbook entries can be made directly online (manually entered using the normal operations button), or via the template spreadsheet (and then uploaded).
5. To download a logbook template, go to the logbook selection page and click download spreadsheet templates.
6. Download the relevant template and fill out all mandatory fields (scroll across to the far right of each row to check all entries are correct i.e. marked with a green tick; if incomplete go back and edit entries on that row).
7. Alternatively, if you did not operate during that quarter, select the 'submit nil return'.
8. To lodge nil returns for future quarters, hover over the logbooks tab and click submit nil returns for future quarters.
Find the relevant logbook and in the status column, click submit now.
9. Once you have submitted your logbook entries, you will be directed to the 'payments' tab. This will show fees to be paid for this quarter and allows you to pay directly by credit or debit card (1% surcharge applies) or lists other payment methods.

Useful links

- [What are the Charges](#) website page
- [EMC Online user manual](#)
- [Tutorial videos](#)

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The EMC is a charge associated with most commercial activities, including tourism operations, non-tourist operations and facilities, operated under a permit granted by the Reef Authority.

For most tourism operations, visitors to the Marine Park participating in a tourist activity are liable to pay the charge to the permit holder, who then remits the charge to the Reef Authority.

For other operations in the Marine Park, such as those involving the hire of equipment, installation and operation of tourist facilities, underwater observatories, sewage outfalls and vending operations, the permit holder must pay fixed quarterly charges to the Reef Authority.

The funds the Australian Government receives from the EMC are vitally important in the day-to-day management of the Marine Park and in improving its long-term resilience.

1. About EMC Online

[EMC Online](#) allows permit holders to manage their EMC obligations. It provides for the collection of EMC information and allows online remittance of associated charges.

Some of the other features that EMC Online offers include:

- Favourites: establish favourites within the system to accommodate regular trips and reduce data entry time
- Payment gateway: you can pay EMC through a secure gateway.

2. Accessing and navigating EMC Online

EMC Online can be located at <https://secure.gbrmpa.gov.au/emc>.

EMC Online can also be logged into directly through the Reef Authority website (www.reefauthority.gov.au). Click online services located at the top of the page and then select EMC Online as shown below.

The screenshot shows the Reef Authority website's navigation menu with 'ONLINE SERVICES' highlighted. Below the menu, the 'ONLINE SERVICES' section is displayed, featuring four service cards: 'Outlook Report 2024', 'Permits Online', 'EMC Online', and 'Bookings Online'. The 'EMC Online' card is highlighted with a red border. The 'EMC Online' card text reads: 'This feature facilitates the collection of the Environmental Management Charge (EMC). EMC Online allows Marine Park users to manage their EMC obligations. GO TO EMC ONLINE >'. The 'Permits Online' card text reads: 'Manage your Marine Parks permit (issued by the managing agencies), from application through to reporting requirements, updating vessel details, contacts and more... GO TO PERMITS ONLINE >'. The 'Bookings Online' card text reads: 'Bookings Online provides you with a user-friendly online platform to make and manage your bookings for planning areas, sensitive locations and all anchorages. GO TO BOOKINGS ONLINE >'. The 'Outlook Report 2024' card text reads: 'Every five years, we publish an Outlook Report that examines the Great Barrier Reef's health, pressures, and likely future. We also produce an in brief summary of the report. LEARN MORE >'. A 'Download as PDF' and 'Share this page' button is visible on the right side of the screenshot.

2.1. Log in and log out

Access EMC Online, then click the log in button in the top right corner.

Enter your username and password to log in.



To access EMC Online, you must have a valid username and password. Hint: your username is usually firstname-lastname (e.g. john-smith).

If you do not have a username and password please contact the EMC team, who will be able to create a user account for you. *Please note: you must be an authorised contact for EMC purposes in order to have a user account created. If you need to add yourself or others as an authorised contacts, please contact the EMC team.*

Using EMC Online for the first time

If this is the first time you have used EMC Online it is recommended that you change your password.

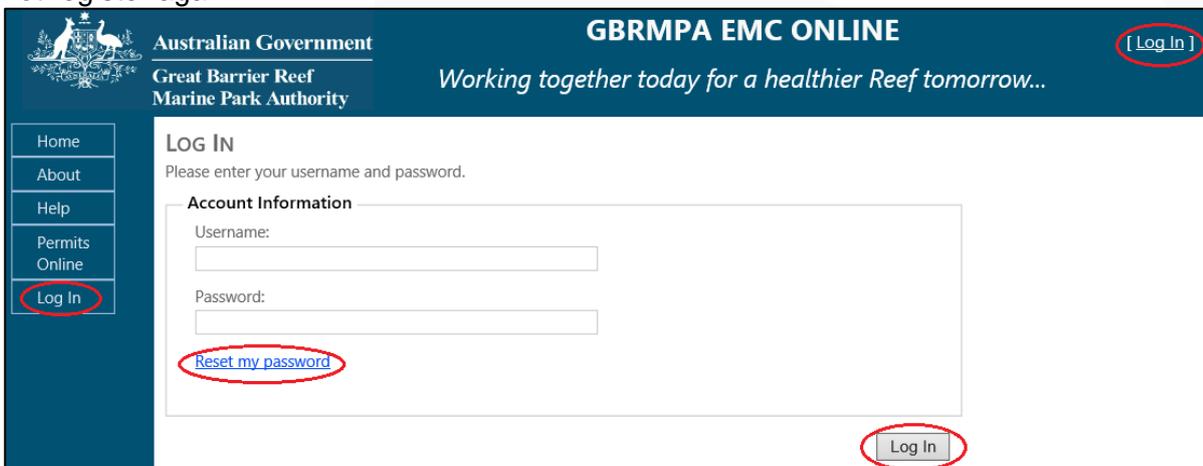
Log out

To log out of EMC Online click the log out icon in the top right-hand corner.



2.2. Reset or change your password

If you have forgotten your password, follow the prompts to reset your password. Note: please do not register again.



To change your password hover over the admin function on the left-hand toolbar and select change password.

The screenshot shows the GBRMPA EMC ONLINE interface. The header includes the Australian Government logo and the text 'GBRMPA EMC ONLINE Working together today for a healthier Reef tomorrow...'. The user is logged in as 'Permittee: [REDACTED]'. The navigation menu on the left has 'Change Password' highlighted in red. The main content area shows the 'CHANGE PASSWORD' form with instructions: 'Select a Different Permittee your password.' and 'Logbooks Change Contact Details ers in length'. The 'Payments' section has 'Change Logbook Settings' with a note: 'characters in the range a-z or A-Z'. The 'Reports' section has a note: 'must contain one of the characters in the range a-z'.

For security purposes, the password:

- must be at least 8 characters in length
- must start with one of the characters in the range a-z or A-Z
- must contain one of the characters in the range a-z
- must contain one of the characters in the range A-Z
- must contain one of the numerals in the range 0-9
- must not have been used for the last 5 password changes

2.3. Select a different permittee

If you are an authorised contact for multiple permit holders you will need to change the permittee to access EMC for different permit holders.

To select a different permittee, click the select a different permittee in the admin tab in the navigation menu of EMC Online. Note: that you can only select a different permittee if you are an approved authorised contact. If you are not an authorised contact, please have an existing authorised contact update their contacts using [Permits Online](#).

Your name and your permittee name will appear in the middle of the screen.

The screenshot shows the GBRMPA EMC ONLINE interface. The header includes the Australian Government logo and the text 'GBRMPA EMC ONLINE Working together today for a healthier Reef tomorrow...'. The user is logged in as 'Permittee: REEF TOURS'. The navigation menu on the left has 'Select a Different Permittee' highlighted in red. The main content area shows the 'PERMITTEE SELECTION' form with instructions: 'Select a Different Permittee permittee.' and 'Logbooks Change Contact Details'. The 'Payments' section has 'Change Logbook Settings' with a dropdown menu showing 'TOURS'.

2.4. Change contact details

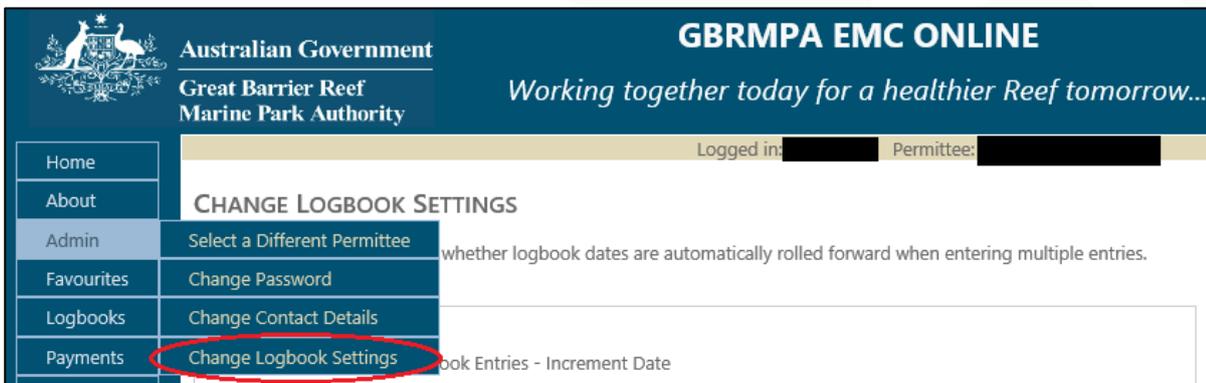
To change contact details, click the change contact details button in the admin column on the navigation menu of EMC Online. Through EMC Online you can change your email address, phone and mobile number. More extensive changes to your contact details can be made through [Permits Online](#).



The screenshot shows the 'CHANGE CONTACT DETAILS' page in the GBRMPA EMC ONLINE system. The page header includes the Australian Government logo and the Reef Authority logo. The main navigation menu on the left lists: Home, About, Admin, Favourites, Logbooks, Payments, Reports, Help, Permits, and Online. The 'Logbooks' menu item is highlighted, and a sub-menu is open showing 'Change Contact Details' circled in red. The main content area contains a form with the following fields: Phone No: 4750 0700, Mobile No: (empty), and Email: emc@gbmpa.gov.au. There are 'Change Contact Details' and 'Cancel' buttons at the bottom right.

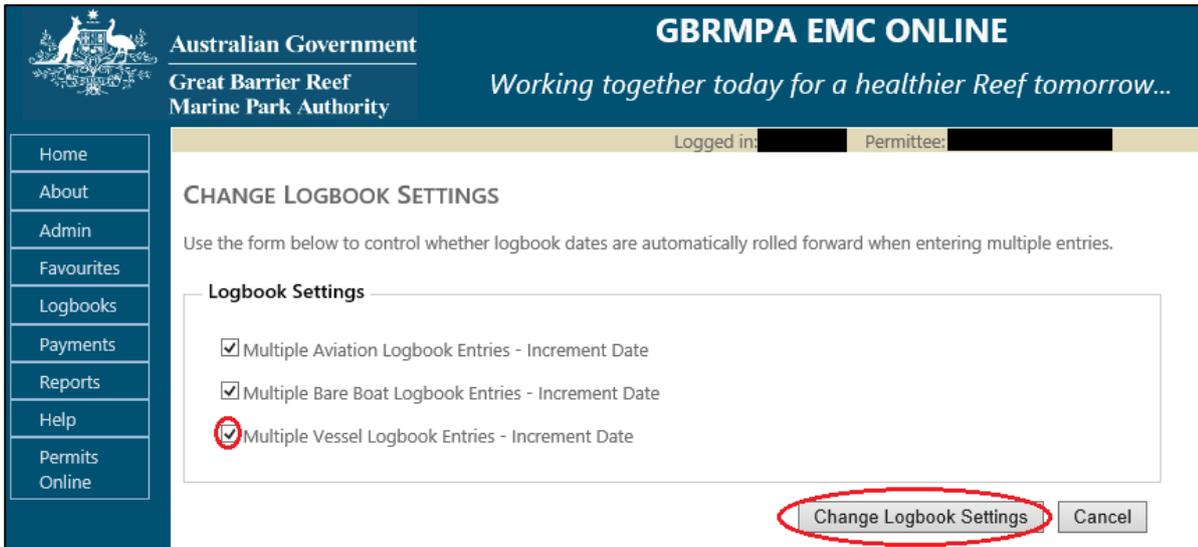
2.5. Change logbook settings – date defaulting to following day

When entering logbook data (see Section 4, 5 and 6), the default settings result in dates automatically incrementing to the following day when the save and add another option is selected. If your operation carries out multiple trips on the same day, using either the same or multiple vessels, turning the default increment date setting off will allow for greater ease of data entry. This may be changed through change logbook settings which can be found in the navigation menu under admin.



The screenshot shows the 'CHANGE LOGBOOK SETTINGS' page in the GBRMPA EMC ONLINE system. The page header is identical to the previous screenshot. The main navigation menu on the left lists: Home, About, Admin, Favourites, Logbooks, Payments, Reports, Help, Permits, and Online. The 'Payments' menu item is highlighted, and a sub-menu is open showing 'Change Logbook Settings' circled in red. The main content area contains a form with the following fields: 'Logbook Entries - Increment Date' with a checkbox that is checked, and a description: 'whether logbook dates are automatically rolled forward when entering multiple entries.' There are 'Change Logbook Settings' and 'Cancel' buttons at the bottom right.

Once change logbook settings has been selected the screen below will be displayed. If you would like your dates to increment when entering multiple days of data, then leave the boxes ticked. If you would like the date to remain static when completing multiple entries for the same day untick the relevant box.



GBRMPA EMC ONLINE
Working together today for a healthier Reef tomorrow...

Logged in: [redacted] Permittee: [redacted]

CHANGE LOGBOOK SETTINGS
Use the form below to control whether logbook dates are automatically rolled forward when entering multiple entries.

Logbook Settings

- Multiple Aviation Logbook Entries - Increment Date
- Multiple Bare Boat Logbook Entries - Increment Date
- Multiple Vessel Logbook Entries - Increment Date

Change Logbook Settings Cancel

3. Favourites

The favourites pages allow you to set up your vehicles, preferred trips or locations. When set up correctly can greatly decrease the time it takes to enter logbooks by reducing the amount of data that needs to be manually entered.

Favourites fall under three specific categories:

- Vehicles - links vehicles to specific operations;
- Normal operations favourites - set up regular trips and locations; or
- Transfer passengers favourites - set up regular arrivals and departure for transfers.

You can access the favourites tab by clicking on the favourites tab in the navigation menu of EMC Online.



GBRMPA EMC ONLINE
Working together today for a healthier Reef tomorrow...

Logged in: Test Test Permittee: SAILABOUT REEF CHARTERS

VEHICLES MANAGEMENT
Use the form below to manage the vehicles you use for EMC operations.

Vehicle Type	Operation (select Logbook Type first)
Normal Operations Favourites	All
Transfer Passengers Favourites	

Search

3.1. How to set up your favourites (vehicles)

To set up a favourite for your vehicles, click vehicles under favourites in the navigation menu.

Australian Government
Great Barrier Reef Marine Park Authority

GBRMPA EMC ONLINE
Working together today for a healthier Reef tomorrow.

Logged in: Test Test Permittee: SAILABOUT REEF CHARTERS

VEHICLES MANAGEMENT
Use the form below to manage the vehicles you use for EMC operations.

Home About Admin **Favourites** **Vehicles** Log Books Payments

Permit type Operation
(select Permit first) (select Logbook Type first)
All

Search

By default, the search will appear as 'all' in all dropdown boxes, if you wish to refine this search the dropdown boxes (circled below) to filter your results.

Australian Government
Great Barrier Reef Marine Park Authority

GBRMPA EMC ONLINE
Working together today for a healthier Reef tomorrow.

Logged in: Test Test Permittee: SAILABOUT REEF CHARTERS

VEHICLES MANAGEMENT
Use the form below to manage the vehicles you use for EMC operations.

Home About Admin Favourites Log Books Payments Reports

Permit Logbook Type Operation
(select Permit first) (select Logbook Type first)
G11/34560.1 Vessel All

Search

Permit	Logbook Type	Operation	Vehicle Name
--------	--------------	-----------	--------------

To add a vehicle favourite, click the add icon.

VEHICLES MANAGEMENT
Use the form below to manage the vehicles you use for EMC operations.

Permit Logbook Type Operation
(select Permit first) (select Logbook Type first)
All All All

Search

[Export To CSV File](#) [Export To Excel File](#)

Permit	Logbook Type	Operation	Vehicle Name	Registration Number	Default Displayed
--------	--------------	-----------	--------------	---------------------	-------------------

The screen below will be displayed. To add a vehicle as a favourite you must fill in all parameters, except for registration number, which is only applicable if you have vessel, aircraft or bareboat.

Add Vehicle

Permit: Not Selected

Logbook Type: Not Selected

Operation: Not Selected

Vehicle Name:

Registration Number:

Default:

Displayed:

Save Cancel

Try adding a vehicle by following these steps:

1. Click drop down and select permit.
2. Click drop down and select logbook type (e.g. vessel).
3. Click drop down and select operation (e.g. standard vessel operation for (VIN 123)).
4. Click and type in your vehicle name (e.g. Sailabout).
5. Click and type in your registration number (e.g. 123 XYZ) if you have one.
6. You can select or unselect the default box
7. You can select or unselect the displayed box
8. Click save.

Your selection will be displayed as shown below. If you wish to add multiple vehicles, click the add icon. If you need to edit your vehicles click the edit icon. If you wish to delete vehicles click the delete icon.

Please note: If the delete icon is not displayed it means the vehicle favourite is currently in use.

Operation	Vehicle Name	Registration Number	Display	
Standard Aircraft Operation for (AIN 123)	Airabout	123 XYZ	Y	
Bareboat Operation for (BIN 123)	Sailabout	123 XYZ	Y	
Standard Vessel Operation for (VIN 123)	Sailabout	123 XYZ	Y	
Standard Vessel Operation for (VIN 123)	Sailabout	123 XYZ	Y	 

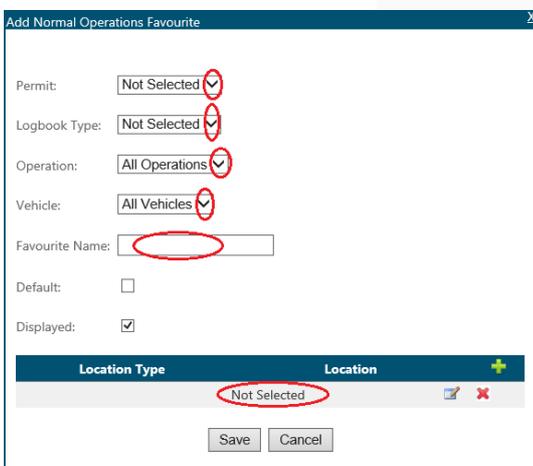
You can export your vehicle favourites to a CSV by clicking export to CSV file.

3.2. How to set up your favourites (normal operations favourites)

To set up a favourite for your normal operations, follow the same steps as 3.1, with the following changes.

Click the normal operations favourites tab under favourites in the navigation menu. To add a normal operations favourite, click the add icon.

The screen below will be displayed. To add a normal operations favourite you must fill in all parameters.

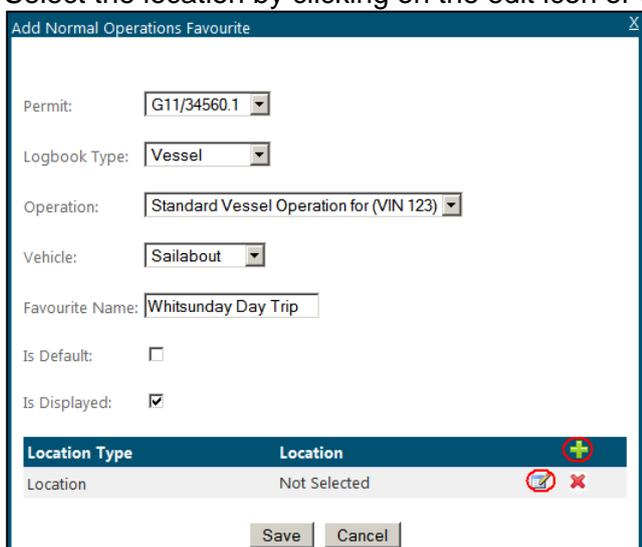


Try adding a favourite by following these steps:

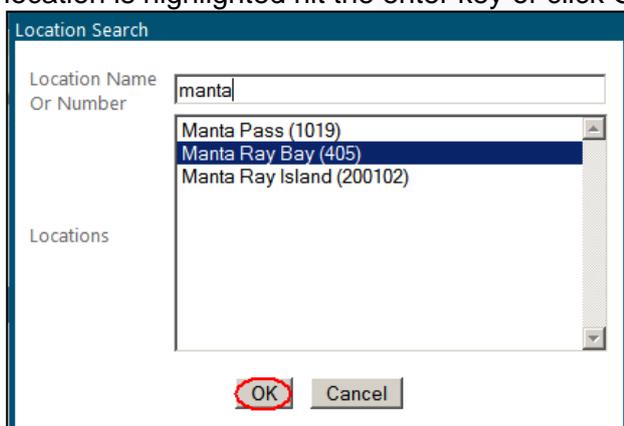
1. Click drop down and select permit.
2. Click drop down and select logbook type (e.g. vessel).

3. Click drop down and select operation (standard vessel operation for (e.g. VIN 123)).
4. Click and type in your vehicle name (e.g. Sailabout).
5. Click and type in your favourite name (e.g. Whitsunday Day Trip).
6. You can select or unselect the default *box*
7. You can select or unselect the displayed *box*
8. To add a location click the edit icon or to add a location click the add icon. Type in your location (i.e. manta ray bay). If you are unsure about how to add a location please refer to Section [Error! Reference source not found.](#)
9. Click OK.
10. Click Save.

Select the location by clicking on the edit icon or to add a location click the add icon.



When you click the edit icon the following screen will be displayed. To enter a location, start by typing the Reef ID number or name and wait approximately five seconds for it to be displayed. Use your mouse or the up and down arrow keys to move through the drop list. Once the desired location is highlighted hit the enter key or click OK.



Your selection will be displayed as shown below. If you wish to add multiple locations, click the add icon. If you need to edit your locations click the edit icon. If you wish to delete locations click the delete icon.

If you have finished adding your entries, click the save button.

Your favourites will be displayed. If you wish to add another favourite, click the add icon. If you need to edit your favourites, click the edit icon. If you wish to delete a favourite, click the delete icon.

3.3. How to set up your favourites (transfer passenger favourites)

To set up a favourite for your transfer operations, follow the same steps as 3.1 and 3.2, with the following changes.

Click the transfer passenger favourites tab under favourites in the navigation menu.

To add a transfer operations favourite click the add icon.

The screen below will be displayed. To add a transfer operation as a favourite you must fill in all parameters.

Permit:	Not Selected
Logbook Type:	Not Selected
Operation:	All Operations
Vehicle:	All Vehicles
Favourite Name:	
Is Current:	<input checked="" type="checkbox"/>
From Location	To Location
Not Selected	Not Selected

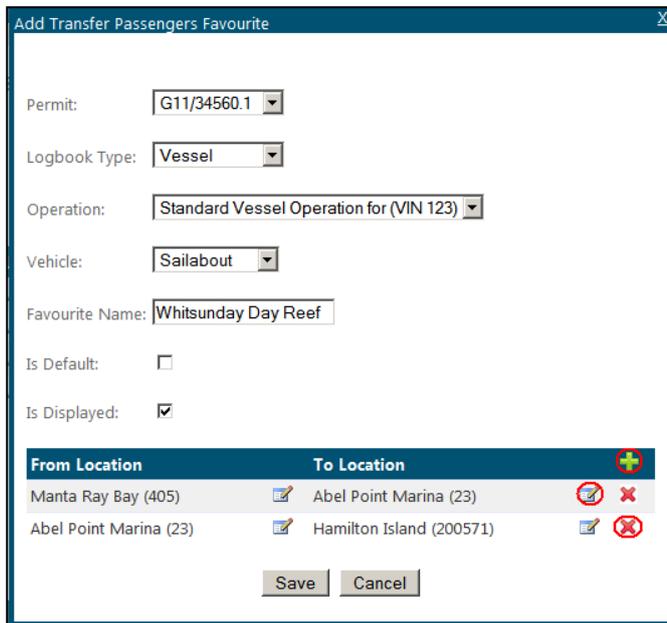
Try to add a transfer favourite by following these steps:

1. Click drop down and select permit.
2. Click drop down and select logbook type (e.g. Vessel).
3. Click drop down and select operation (Standard Vessel Operation for (e.g. VIN 123)).
4. Click and type in your vehicle name (e.g. Sailabout).
5. Click and type in your favourite name (e.g. Whitsunday day reef).
6. You can select or unselect the default box
7. You can select or unselect the displayed box
8. To add a location click the edit icon or to add a location click the add icon. Type in your location (i.e. Manta Ray bay to Abel Point).
9. Click OK.
10. Click Save.

Fill in parameters as shown below.

Select the location by clicking on the edit icon or to add a location click the icon.

Your selection will be displayed as shown below. If you wish to add multiple locations, click the add icon. If you need to edit your locations click the edit icon. If you wish to delete locations click the delete icon.



Permit:
 Logbook Type:
 Operation:
 Vehicle:
 Favourite Name:
 Is Default:
 Is Displayed:

From Location	To Location		
Manta Ray Bay (405)	Abel Point Marina (23)		
Abel Point Marina (23)	Hamilton Island (200571)		

If you have finished adding your entries, click the save button.

Your favourites will be displayed as shown below. If you wish to add another favourite, click the add icon. If you need to edit your favourites, click the edit icon. If you wish to delete a favourite, click the delete icon.

You can export your transfer operations favourites to a CSV by clicking export to CSV file.

4. Logbooks – manual entry

Most permit holders with EMC obligations are required to lodge quarterly tourism visitation data (logbooks) including the number of visitors carried and the locations visited. Separate logbooks must be submitted for each operation.

Please take care to complete the logbook accurately, paying particular attention to:

- providing correct information about the permit you are operating;
- ensuring information for each operation on a permit is recorded, even if there was no activity; and
- providing correct details of the location/s you operated to. Further information can be found in the “location list” tab in the EMC logbook spreadsheet templates.

Logbooks can be entered by adding individual entries into EMC Online or by uploading the logbook information via template spreadsheets.

If you are undertaking activities with a fixed quarterly charge, such as beach hire, installation and operation of tourist facilities, underwater observatories, mariculture, pontoons, marinas or vending operations, you are only required to pay your quarterly payment. Please proceed to section view or make payments.

You can access logbooks by clicking on the logbooks tab in the navigation menu.

4.1. View or edit EMC logbooks

To view or edit EMC logbooks, click the view or edit EMC logbooks under the logbooks tab in the navigation menu.

The logbooks selection screen allows you to search for logbooks based on quarter, permit, logbook type, operation and status. By default, these search terms are set to 'all' with status displaying as not submitted.

If you wish to refine this search to include only specific permits and operations from certain quarters change the search parameters to those required and click search.

LOGBOOK SELECTION
Use the form below to select a logbook.

Quarter: All | Status: Not Submitted | Search

Permit: All | Logbook Type (select Permit first): All | Operation (select Logbook Type first): All

Please Note: You are still required to submit your logbooks for all 2020 Quarters, but please do not pay these charges until advised by the Authority.

Quarter	Permit	Expiry Date	Logbook Type	Operation	Status
OCT-DEC 2020	G20	02/10/2028	Aviation	Activities allowed by a Routine Tourism and Charter Permit (Aircraft) (Aircraft 1)	Not Submitted Submit Nil Return

[Export To CSV File](#) [Export To Excel File](#)

4.2. Vessel logbooks

If you conduct the following charter programs you must complete a vessel logbook:

- vessel charter;
- semi-submersible or glass bottom boat;
- craftless;
- shorebased; or
- guided tours;

To view or input data into a vessel logbook click the normal operations button with logbook type displayed as vessel.

LOGBOOK SELECTION
Use the form below to select a logbook.

Quarter: Status: [DOWNLOAD SPREADSHEET TEMPLATES](#)

Permit: Logbook Type (select Permit first): Operation (select Logbook Type first):

Please Note: You are still required to submit your logbooks for all 2020 Quarters, but please do not pay these charges until advised by the Authority.

[Export To CSV File](#) [Export To Excel File](#)

Quarter	Permit	Expiry Date	Logbook Type	Operation	Status	
JUL-SEP 2020	G20	02/10/2028	Vessel	Activities allowed by a Routine Tourism and Charter Permit (Vessel)	Not Submitted	Normal Operations Transfer Passengers Upload Logbook

The screen below will be displayed. By default, the dates will appear as the start date and the end date of the quarter you have selected, vehicle dropdown will default to 'all' and sort order date, vehicle'.

If you wish to refine this search change the parameters by using the dropdown boxes. This search will only yield results once data has been entered for the logbook.

To add a logbook entry, click the add icon.

NORMAL OPERATIONS LOGBOOK [Back to Logbook Selection](#)

Use the form below to add or edit normal operations logbook entries.

From: To: Vehicle: Sort Order: [Refresh](#)

[Export To CSV File](#) [Export To Excel File](#)

QUARTER: JUL-SEP 2011 PERMIT: G11/34560.1 OPERATION: STANDARD VESSEL OPERATION FOR (VIN 123)

Date	Vessel	Full Day	Part Day	Part Day Reason EMC	Non Tourist Charge	GBB* SS* Only	FOC*	Exempt > 3 Days	Exempt Prepaid	Location
01 Aug	Sailabout	10					3			Blue Pearl Bay (51)

By default, the date will appear as today's date or the end date of the quarter. If you wish to change this, click on the text box and use the format DD/MM/YYYY, using the calendar icon or alternatively you can use the arrow keys. As shown below, if you are operating under a Vessel Identification Number (VIN) or Vessel Notification Approval (VNA) you must add a vehicle through the favourites page Section 3.1. Favourite and location will not be selected (unless you have set favourites to default using the default tick-box within the favourites set up interface) and the passenger counts will all default to zero.

Add Normal Operations Logbook Entry

G11/34560.1 Standard Tourist Vessel for (VIN 123)

Date: 13/12/2011

Vehicle: Not Selected

Favourite: Not Selected

Full Day: 0

Part Day: 0

Non Tourist Charge: 0

GBB* SS* Only: 0

FOC*: 0

Exempt > 3 Days: 0

Exempt Prepaid: 0

Location Type	Location	
Location	Not Selected	 

Save & Add Another Save Cancel

Try entering some data by following these steps:

1. Select the date that you operated on.
2. Select the vehicle you used by using the drop-down box.
3. If you wish to select a favourite, use the drop-down box and your locations will automatically display (for more information on favourites please see Section 3).
4. Select the number and type of passengers by clicking the arrow tabs or by typing in the number (if you need clarification on daily charges please refer to the Reef Authority website – [What are the charges?](#))

Add Normal Operations Logbook Entry

G11/34560.1 Standard Tourist Vessel for (VIN 123)

Date: 13/12/2011

Vehicle: **Sailabout**

Favourite: Not Selected

Full Day: **4**

Part Day: 0

Non Tourist Charge: 0

GBB* SS* Only: 0

FOC*: **2**

Exempt > 3 Days: 0

Exempt Prepaid: 0

Location Type	Location	
Location	Not Selected	 

Save & Add Another Save Cancel

5. Select the location by clicking the *edit* icon or to add a location click the add icon.

Add Normal Operations Logbook Entry

G11/34560.1 Standard Tourist Vessel for (VIN 123)

Date: 13/12/2011

Vehicle: **Sailabout**

Favourite: Not Selected

Full Day: 4

Part Day: 0

Non Tourist Charge: 0

GBB* SS* Only: 0

FOC*: 2

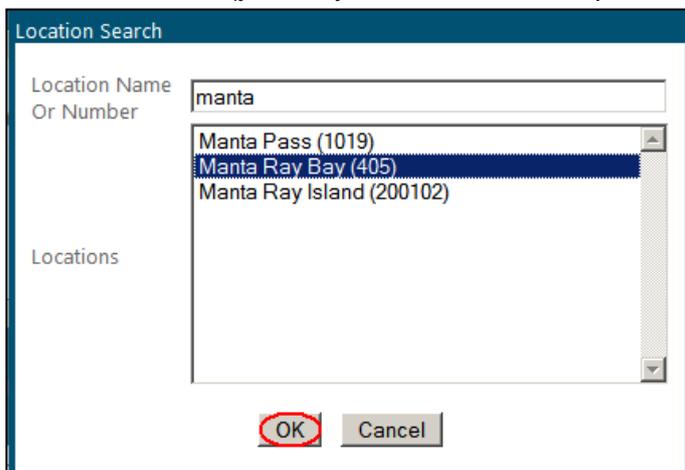
Exempt > 3 Days: 0

Exempt Prepaid: 0

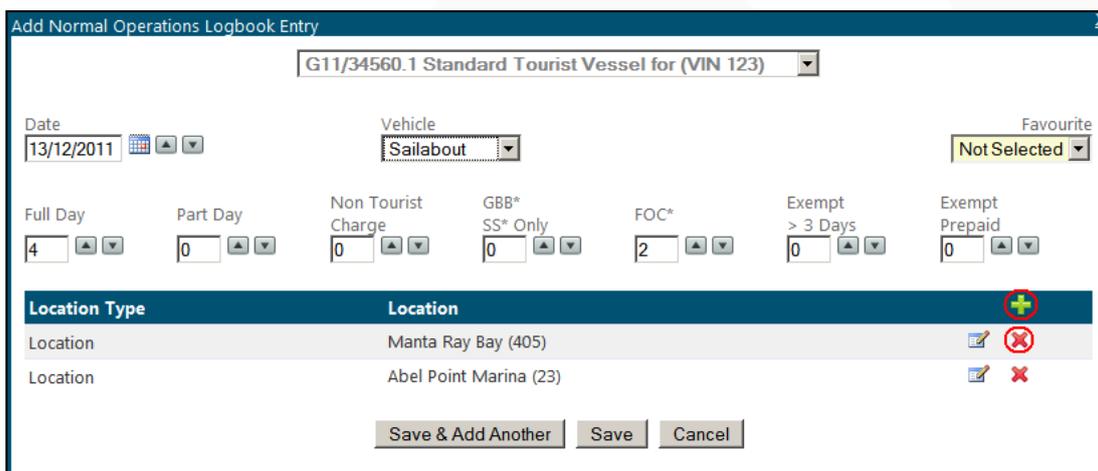
Location Type	Location	
Location	Not Selected	  

Save & Add Another Save Cancel

When you click the edit icon the following screen will be displayed. Start typing the Reef ID number or name (you may have to wait a couple of seconds for it to be displayed).



Your selections will be displayed as shown below. If you wish to add multiple locations, click the add icon. If you need to edit your location click the edit icon. If you wish to delete locations click the delete icon.



Location Type	Location	
Location	Manta Ray Bay (405)	 
Location	Abel Point Marina (23)	 

- If you wish to add another entry click the save & add another button and the date will automatically increment unless you have turned this function off within change logbook settings (for more details on this function please see section [2.5](#)).

Add Normal Operations Logbook Entry

G11/34560.1 Standard Tourist Vessel for (VIN 123)

Date: 13/12/2011
Vehicle: Sailabout
Favourite: Not Selected

Full Day: 4
Part Day: 0
Non Tourist Charge: 0
GBB* SS* Only: 0
FOC*: 2
Exempt > 3 Days: 0
Exempt Prepaid: 0

Location Type	Location	
Location	Manta Ray Bay (405)	
Location	Abel Point Marina (23)	

Save & Add Another Save Cancel

- If you have finished adding your entries, click the save button which will take you back to the logbook screen.
- If at any time you wish to exit out of the data entry interface, click on cancel or the (X) symbol in the top right-hand corner of the screen.
If you would like to swap between permits or operations without returning to the logbook selection screen, click the dropdown box located at the top of the screen.

Add Normal Operations Logbook Entry

G11/34560.1 Standard Tourist Vessel for (VIN 123)

Date: 13/12/2011
Vehicle: Sailabout
Favourite: Not Selected

Full Day: 4
Part Day: 0
Non Tourist Charge: 0
GBB* SS* Only: 0
FOC*: 2
Exempt > 3 Days: 0
Exempt Prepaid: 0

Location Type	Location	
Location	Manta Ray Bay (405)	
Location	Abel Point Marina (23)	

Save & Add Another Save Cancel

- Once you have finished your data entry click the Save button. Your entry/entries will be displayed as shown below. If you need to edit your entry, click the edit icon. If you wish to delete an entry, click the delete icon.

NORMAL OPERATIONS LOGBOOK

Use the form below to add or edit normal operations logbook entries.

From: 01/07/2011 To: 30/09/2011 Vehicle: All Sort Order: Date, Vehicle Refresh

QUARTER: JUL-SEP 2011 PERMIT: G11/34560.1 OPERATION: STANDARD VESSEL OPERATION FOR (VIN 123)

Date	Vessel	Full Day	Part Day	Day Reason EMC	Non Tourist Charge	GBB* SS* Only	FOC* > 3 Days	Exempt Prepaid	Location	
01 Aug	Sailabout	10					3		Blue Pearl Bay (51)	
02 Aug	Sailabout	10					3		Cid Harbour (119)	

- You can export your vessel logbook entries to a CSV by clicking Export to CSV file.

NORMAL OPERATIONS LOGBOOK Back to Logbook Selection

Use the form below to add or edit normal operations logbook entries.

From: 01/07/2011 To: 30/09/2011 Vehicle: All Sort Order: Date, Vehicle Refresh

QUARTER: JUL-SEP 2011 PERMIT: G11/34560.1 OPERATION: STANDARD VESSEL OPERATION FOR (VIN 123)

Date	Vessel	Full Day	Part Day	Part Day Reason EMC	Non Tourist Charge	GBB* SS* Only	FOC* > 3 Days	Exempt Prepaid	Location	
01 Aug	Sailabout	10					3		Blue Pearl Bay (51)	

[Export To CSV File](#) [Export To Excel File](#)

11. If you have finished entering your logbook for that quarter, click the submit now link.

LOGBOOK SELECTION

Use the form below to select a logbook.

Quarter: JUL-SEP 2020 Status: Not Submitted Search

Permit: All Logbook Type (select Permit first): All Operation (select Logbook Type first): All

Please Note: You are still required to submit your logbooks for all 2020 Quarters, but please do not pay these charges until advised by the Authority.

[Export To CSV File](#) [Export To Excel File](#)

Quarter	Permit	Expiry Date	Logbook Type	Operation	Status	
JUL-SEP 2020	G20, [REDACTED]	02/10/2028	Vessel	Activities allowed by a Routine Tourism and Charter Permit (Vessel [REDACTED]) (Vessel 1)	Not Submitted	Normal Operations Transfer Passengers Upload Logbook

[Submit Now](#)

12. You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered.

PLEASE CONFIRM LOGBOOK AND CHARGE RETURN SUBMISSION



WARNING: You are about to submit the JUL-SEP 2011 logbook and charge return for Permit G11/34560.1, Operation for (STANDARD VESSEL OPERATION FOR (VIN 123)).

Once this logbook and charge return are submitted, you will not be able to make any changes to it. Please only press the Submit button when you are sure all entries are correct and that there will be no more entries for the quarter.

PLEASE READ THIS DECLARATION BEFORE SUBMITTING YOUR LOGBOOK AND CHARGE RETURN

I acknowledge that it is an offence to give false or misleading information.

I declare that the information recorded in this logbook and charge return is true and correct

I declare that I am duly authorised to submit this logbook and charge return; and

I accept all fees and charges associated with this logbook and charge return submission.

[Submit](#) [Cancel](#)

13. You will automatically be directed to the payment screen. For information on how to pay your EMC charges please proceed to payments in Section 7.

Note: if you need to amend a logbook after it has been submitted you will need to contact the Reef Authority on emc@gbmpa.gov.au.

4.3. Bareboat logbook

To add a bareboat logbook, follow the steps above for vessel logbooks with the following changes. Click the normal operations button with logbook type displayed as bareboat.

LOGBOOK SELECTION
Use the form below to select a logbook.

Quarter: JUL-SEP 2020 | Status: Not Submitted | [DOWNLOAD SPREADSHEET TEMPLATES](#)

Permit: All | Logbook Type (select Permit first): All | Operation (select Logbook Type first): All

Please Note: You are still required to submit your logbooks for all 2020 Quarters, but please do not pay these charges until advised by the Authority.

[Export To CSV File](#) | [Export To Excel File](#)

Quarter	Permit	Expiry Date	Logbook Type	Operation	Status
JUL-SEP 2020	G20/44033.1	05/08/2030	Bareboat	Bareboat (Vessel 1)	Not Submitted

Buttons: [Submit Now](#), [Normal Operations](#), [Transfer Passengers](#), [Upload Logbook](#)

1. To add a logbook entry, click the add icon.
2. Select the date that you operated on.
3. Select the day of trip, please note that this will increment with new entries.
4. Select the vehicle you used by using the drop-down box.

Add Normal Operations Logbook Entry

G11/34560.1 Bareboat Operation for (BIN 123)

Date: 13/12/2011 | Day of Trip: 1 | Vehicle: Sailabout* | Favourite: Not Selected

Full Day: 4 | Part Day: 0 | Non Tourist Charge: 0 | FOC*: 2 | Exempt > 3 Days: 0 | Exempt Prepaid: 0

Location Type: | Location: Not Selected

Buttons: [Save & Add Another](#), [Save](#), [Cancel](#)

5. If you wish to select a favourite, use the drop-down box and your locations will automatically be displayed.
6. Select the number of passengers by clicking the arrow tabs or by typing in the number (if you need clarification on daily charges please refer to the Reef Authority website – [What are the charges?](#))
7. Select the location by clicking the edit icon or to add a location click the add icon.
8. If you wish to add another entry click the save & add another button and the date will automatically increment unless you have turned this function off within change logbook settings (for more details on this function please see section 2.5).
9. If you have finished adding your entries, click the save button which will take you back to the logbook screen.
10. If at any time you wish to exit out of the data entry interface, click on Cancel or the X symbol in the top right-hand corner of the screen.
11. If you would like to swap between permits or operations without returning to the logbook selection screen, click the dropdown box located at the top of the screen.
12. Once your logbooks are entered and you are confident that the information is correct click the back to logbook selection button. Your logbook entry will automatically be saved.
13. If you have finished entering your logbook for that quarter, you can proceed to submit your logbook. Click the submit now link and complete the declaration.

14. You will automatically be directed to the payment screen. For information on how to pay your EMC charges please proceed to payments in Section 7.

4.4. Aircraft logbook

If you conduct the following charter programs you must complete an aircraft logbook:

- aircraft charter; or
- scenic flights.

To add an aircraft logbook, follow the steps above for vessel logbooks with the following changes.

1. Click the normal operations button with logbook type displayed as aviation.

LOGBOOK SELECTION
Use the form below to select a logbook.

Quarter: Status: [DOWNLOAD SPREADSHEET TEMPLATES](#)

Permit: Logbook Type (select Permit first): Operation (select Logbook Type first):

Please Note: You are still required to submit your logbooks for all 2020 Quarters, but please do not pay these charges until advised by the Authority.

[Export To CSV File](#) [Export To Excel File](#)

Quarter	Permit	Expiry Date	Logbook Type	Operation	Status	
OCT-DEC 2020	G20	02/10/2028	Aviation	Activities allowed by a Routine Tourism and Charter Permit (Aircraft) (Aircraft 1)	Not Submitted	Normal Operations Transfer Passengers Upload Logbook

2. To add a logbook entry, click the add icon.

3. If you are operating under an Aircraft Identification Number (AIN) or Aircraft Notification Approval (ANA) you must add a vehicle through the favourites page section 3.1. Favourite and location will not be selected (unless you have set favourites to default using the default tick-box within the favourites set-up interface) and the passenger counts will all default to zero.

Add Normal Operations Logbook Entry

Date: Vehicle: Favourite:

Full Day: Part Day: Non Tourist Charge: GBB* SS* Only: Scenic Flight: FOC*: Exempt Prepaid:

Location Type	Location	
DEPARTED	Not Selected	<input type="button" value="edit"/> <input type="button" value="X"/>
LANDED	Not Selected	<input type="button" value="edit"/> <input type="button" value="X"/>

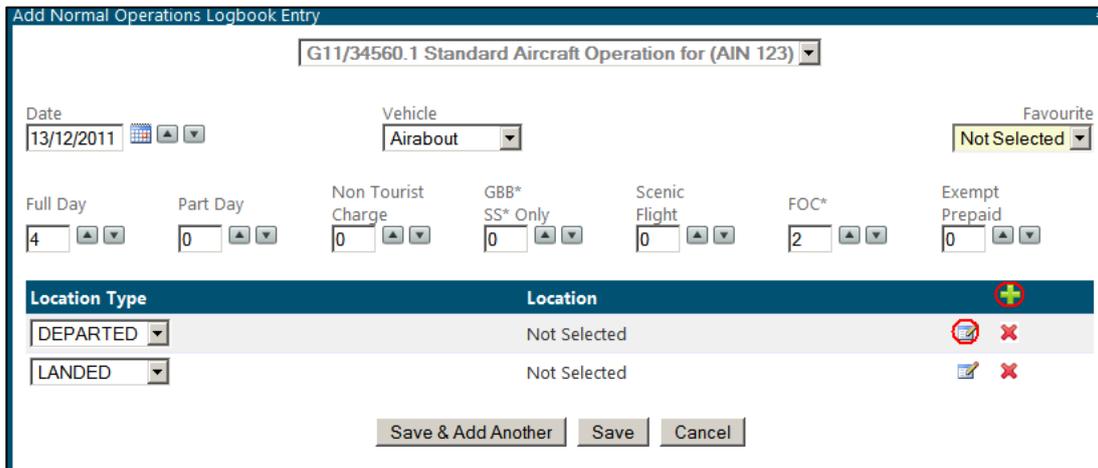
4. Select the date that you operated on.

5. Select the vehicle you used by using the drop down box.

6. If you wish to select a favourite, use the dropdown box and your locations will automatically be displayed.

7. Select the number of passengers by clicking the arrow tabs or by typing in the number (if you need clarification on daily charges please refer to the Reef Authority website – [What are the Charges?](#))

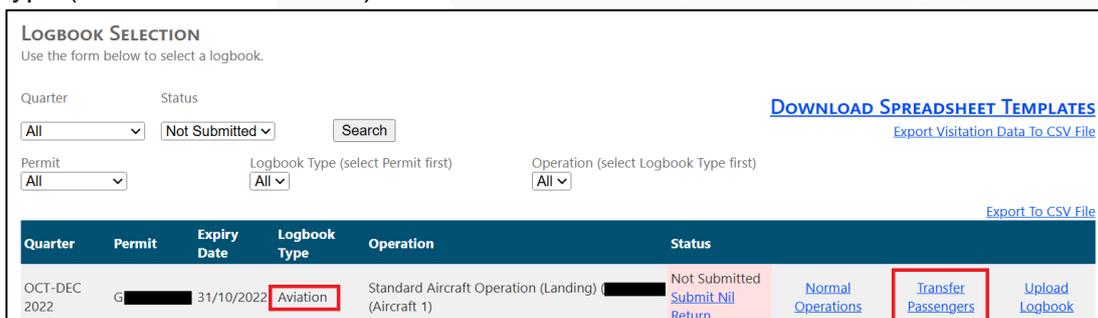
- Select the location by clicking the edit icon or to add a location click the add icon. Please note that if you are conducting scenic flights, you only need to type in the departure location.



- If you wish to add another entry click the save and add another button, the date will automatically increment unless you have turned this function off within change logbook settings (for more details on this function please see section 2.5).
- If you have finished adding your entries, click the save button which will take you back to the logbook screen.
- If at any time you wish to exit out of the data entry interface, click on cancel or the X symbol in the top right-hand corner of the screen.
- If you would like to swap between permits or operations without returning to the logbook selection screen, click the dropdown box located at the top of the screen.
- Once your logbooks are entered and you are confident that the information is correct click the back to logbook selection button. Your logbook entry will automatically be saved.
- If you have finished entering your logbook for that quarter, you can proceed to submit your logbook. Click the submit now link and complete the declarations.
- You will automatically be directed to the payment screen. For information on how to pay your EMC charges please proceed to payments in section 7.

4.5. Transfer logbook

- To add a logbook (including vessel or aircraft) for your transfer passengers click the transfer passengers link. Transfer passengers have the same parameters for each logbook type (i.e. aircraft and vessel).



Quarter	Permit	Expiry Date	Logbook Type	Operation	Status	Action
OCT-DEC 2022	G [redacted]	31/10/2022	Aviation	Standard Aircraft Operation (Landing) (Aircraft 1)	Not Submitted	Normal Operations Transfer Passengers Upload Logbook

- To add a logbook entry, click the add icon.

TRANSFER PASSENGERS LOGBOOK Back to Logbook Selection

Use the form below to add or edit transfer passengers logbook entries.

From: 01/07/2011 To: 30/09/2011 Vehicle: All Sort Order: Date, Vehicle Refresh

[Export To CSV File](#) [Export To Excel File](#)

QUARTER: JUL-SEP 2011 PERMIT: G11/34560.1 OPERATION: STANDARD VESSEL OPERATION FOR (VIN 123)

Date	Vessel	Transfer Numbers	From Location	To Location		
25 Aug	Sailabout	2	Hamilton Island (200571)	Abel Point Marina (23)		
		1	Abel Point Marina (23)	Daydream Island (200351)		
		2	Daydream Island (200351)	South Molle Island (200422)		

- Select the date that you operated on.
- Select the vehicle you used by using the drop-down box.
- If you wish to select a favourite, use the drop down box and your locations will automatically be displayed.
- Select the number of passengers by clicking on the arrow tabs or by typing in the number (if you need clarification on daily charges please refer to the Reef Authority website – [What are the charges?](#)).
- Select the location by clicking the edit icon or to add a location click the add icon. Please remember to enter both from and to location. To enter a location start typing the Reef ID number or name and wait approximately five seconds for it to be displayed.
- If you wish to add another entry, click the save and add another button. The date will automatically increment unless you have turned this function off within change logbook settings (for more details on this function please see Section 2.5).
- If you have finished adding your entries, click the save button which will take you back to the logbook screen.
- If at any time you wish to exit out of the data entry interface, click on cancel or the X symbol in the top right-hand corner of the screen.
- If you would like to swap between permits or operations without returning to the logbook selection screen, click the dropdown box located at the top of the screen.
- Your selections will be displayed as shown below. If you wish to add multiple locations, click add icon. If you need to edit your location, click the edit icon. If you wish to delete locations click the delete icon.

Add Transfer Passengers Logbook Entry

G11/34560.1 Standard Tourist Vessel for (VIN 123)

Date: 13/12/2011 Vehicle: Sailabout* Favourite: Not Selected

Transfer Numbers	From Location	To Location		
4	Manta Ray Bay (405)	Abel Point Marina (23)		
3	Abel Point Marina (23)	Butterfly Bay (71)		
5	Butterfly Bay (71)	Hamilton Island (200571)		

Save & Add Another Save Cancel

- Once your logbooks are entered and you are confident that the information is correct click the back to logbook selection button. Your logbook entry will automatically be saved.
- If you have finished entering your logbook for that quarter, you can proceed to submit your logbook. Click the submit now link and complete the declarations.

5. Logbooks – spreadsheet template (bulk upload)

5.1. Downloading logbooks templates

1. Select the logbook tab on the navigation menu on the left-hand side of the screen.
2. When on the logbook selection screen there is download spreadsheet templates link.

LOGBOOK SELECTION
Use the form below to select a logbook.

Quarter: Status:

Permit: Logbook Type (select Permit first): Operation (select Logbook Type first):

[Export Vistation Data To CSV File](#)

[Export To CSV File](#)

Quarter	Permit	Expiry Date	Logbook Type	Operation	Status				
OCT-DEC 2024	G [REDACTED]	01/12/2022	Vessel	Standard Vessel Operator [REDACTED]	Not Submitted	Submit Nil	Normal Operations	Transfer Passengers	Upload Logbook

3. Once selected, the download logbook spreadsheets screen appears. Select which template type you would like to download and save a copy to your computer. A link to this document is available via the download instructions link.

Australian Government
Great Barrier Reef
Marine Park Authority

GBRMPA EMC ONLINE
Working together today for a healthier Reef tomorrow...

Welcome [REDACTED] [Log Out]

Home About **DOWNLOAD LOGBOOK SPREADSHEETS** Back to Logbook Selection

Admin [Download Instructions](#)

Favourites [Download Vessel Logbook Spreadsheet](#)

Logbooks [Download Bareboat Logbook Spreadsheet](#)

Payments [Download Aircraft Logbook Spreadsheet](#)

Reports

Help

Can you use the same logbook template with multiple vessel names or aircraft registrations?

You can add multiple vessel names and aircraft registrations (Column B of template) for an individual VIN/BIN/AIN without having to complete separate logbook templates.

You cannot add multiple vessel names and aircraft registrations (Column B of template) for individual operations that do not have a VIN/BIN/AIN. Separate logbook templates are required for operations that do not have an associated VIN/BIN/AIN

Vessel operation example

An example of a vessel operation with a VIN is below. For example, VIN0567 can have a number of vessel names added for the VIN operation.

3	4	Date (eg. 01/01/2020) *	Vessel Name *	PASSENGER NUMBERS *					Reason for Part Day EMC	
				Full Day passenger numbers	Part Day passenger numbers	Non-Tourist Charge passenger numbers	GBB* SS* ONLY passenger numbers	FOC*		Exemptions
5							Prev. Paid	> 3 Day		
6	20/04/2020	Flyaway		6				8		
7	29/05/2025	Rigger One			8					Leaving the Marine Park before 6am
8	02/05/2020	Ocean Rider		7						
9	03/05/2020	Ocean Rider		7						
10	05/06/2020	Ocean spirit II		18						
11	06/04/2020	Tea for two		6					7	
12	06/05/2020	Tea for two							7	
13	05/07/2022	Aqua					60			
14	06/04/2020	tea for two		6						

Bareboat operation example

An example of a bareboat operation with a BIN is below. For example, BIN0143 can have a number of vessel names added for the BIN operation.

3	4	Date (eg. 01/01/2020) *	Vessel Name *	PASSENGER NUMBERS *			Exempt
				Day Of Trip	Full Day passenger numbers	FOC*	
5							> 3 Day
6	09/05/2025	Sea Breeze		1	5		
7	10/05/2020	Sea Breeze		2	5		
8	11/05/2020	Sea Breeze		3	5		
9	12/05/2020	Sea Breeze		4			5
10	13/05/2020	Sea Breeze		5			5
11	18/05/2020	Wave Rider II		1		4	
12	19/05/2020	Wave Rider II		2		4	

Aircraft operation example

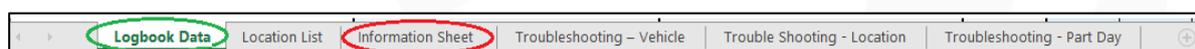
An example of an aircraft operation with an AIN is below. For example, AIN0278 can have multiple aircraft registrations added for the AIN operation.

3	4	Date (eg. 01/01/2020) *	Aircraft Name *	PASSENGER NUMBERS *					Reason for Part Day EMC
				Full Day passenger numbers	Part Day passenger numbers	Non-Tourist Charge passenger numbers	Scenic Flight passenger numbers	FOC*	
5							Prev. Paid		
6	23/04/2020	VH-CTT					4	2	
7	24/04/2020	VH-BIG					5		
8	24/04/2020	R44 STQ					5		
9	24/04/2020	VH-BVC		5					
10	24/04/2020	VH-CTP		6					
11	24/04/2020	VH-CTP		4					
12	24/04/2020	VH-CTP			5				Less than 3 hours

5.2. Entering information into the spreadsheet

Each spreadsheet template has information within the workbooks on how to fill in the spreadsheets and how to search for a location. Each spreadsheet type (vessel, aircraft, bareboat) has the information associated with the type.

The worksheet Titled 'Information Sheet' has the information required on how to fill in the Logbook Data worksheet.



Please note:

- Only the 'logbook data' worksheet is loaded into EMC online.
- If you attempt to upload a logbook over existing data, the system will not allow this. You will have the option to remove the previous data and replace it with this new data, or cancel.

5.3. Comments / notes

The comments areas of the logbook spreadsheets are for permit holder use only. Any information entered in this field will not be uploaded to the Reef Authority.

Column AH in the vessel and aircraft spreadsheets and column W in the bareboat logbooks are enabled to have comments or notes added to any row of information.

5.4. Validating information in the spreadsheet

Each spreadsheet template has a validation area to the far right of the location columns. If you have not entered the information correctly in the spreadsheet, the validation area will display a message in a blue box which indicates more information is required. Review all validation messages in the row and enter any missing data as required. For example:

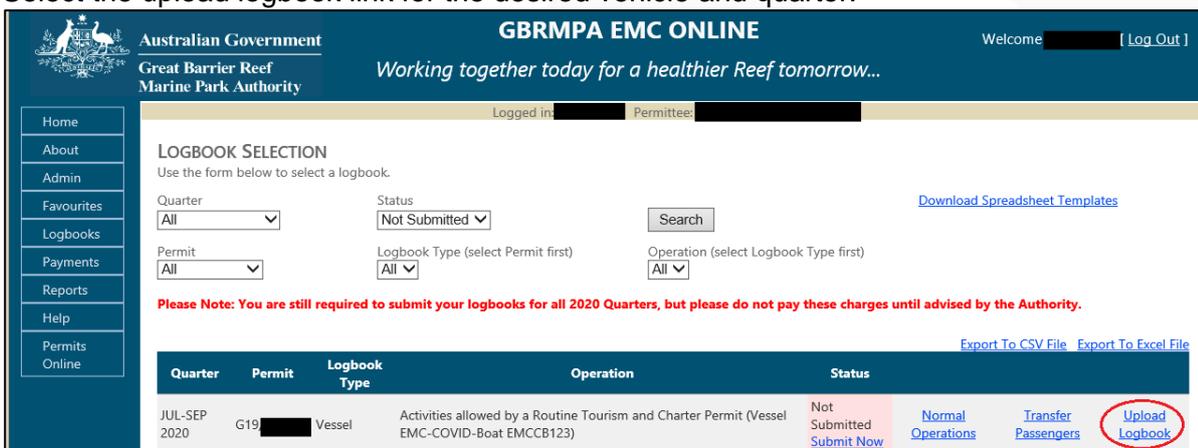
Date	Vessel	Pax & Location	Day of Trip	Column G	Column H	Column I	Column J	Column K	Column L
<p>Data Validation to Upload. These data validation columns are set up to be activated once a date has been entered in Column A 'Date'. A tick must be present in any of these cells where corresponding data has been entered.</p>				<p>The columns titled Column G to Column L are location validation columns. For each location entered in the actual columns G to L a tick or cross will appear in the corresponding column in this section. This is to indicate if the location entered is valid or not.</p>					
✓	Enter Data	✓		✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	Enter Loc	✓						
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	Enter Data	Enter Data	✓	✓	✓	✓	✓	✓

When the information is entered correctly the validation cells display green with a tick. To optimise the upload process, ensure the date range is correct for the quarter and all cells are ticked. If your spreadsheet is complete and correct it is ready for upload. For example:

Date	Vessel	Pax & Location	Day of Trip	Column G	Column H	Column I	Column J	Column K	Column L
Data Validation to Upload. These data validation columns are set up to be activated once a date has been entered in Column A 'Date'. A tick must be present in any of these cells where corresponding data has been entered.				The columns titled Column G to Column L are location validation columns. For each location entered in the actual columns G to L a tick or cross will appear in the corresponding column in this section. This is to indicate if the location entered is valid or not.					
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

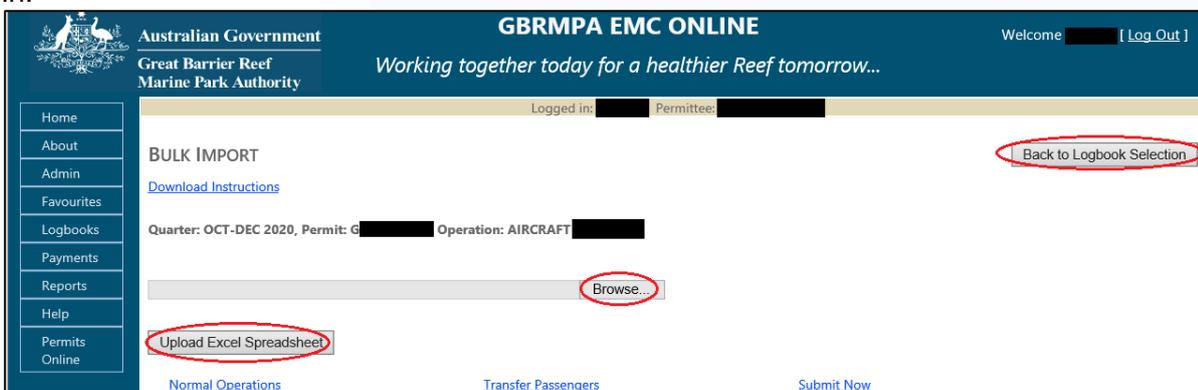
5.5. Uploading logbooks

Select the logbook tab on the navigation menu.
Select the upload logbook link for the desired vehicle and quarter.



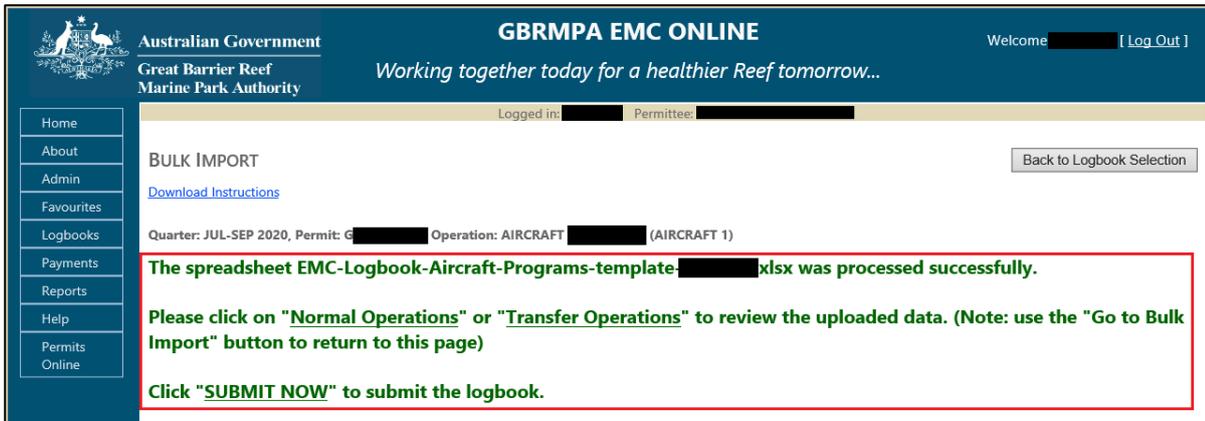
The screenshot shows the 'LOGBOOK SELECTION' page. It includes a navigation menu on the left with 'Logbooks' selected. The main content area has dropdown menus for 'Quarter' (set to 'All'), 'Permit' (set to 'All'), 'Status' (set to 'Not Submitted'), 'Logbook Type' (set to 'All'), and 'Operation' (set to 'All'). A search button and a 'Download Spreadsheet Templates' link are also visible. A table below shows logbook entries for 'JUL-SEP 2020' with a 'Not Submitted' status. The 'Upload Logbook' button in the table is circled in red.

When on the bulk import page, select browse and then select the file you saved from your computer. Hit the upload excel spreadsheet button. Once uploaded select the back to logbook selection button or select the link to check the normal or transfer operations to see the data loaded in.



The screenshot shows the 'BULK IMPORT' page. It includes a navigation menu on the left with 'Logbooks' selected. The main content area shows 'Quarter: OCT-DEC 2020, Permit: G...', 'Operation: AIRCRAFT', and a 'Browse...' button. The 'Upload Excel Spreadsheet' button is circled in red. A 'Back to Logbook Selection' link is also circled in red.

Once a logbook is uploaded, a message will appear in green text:



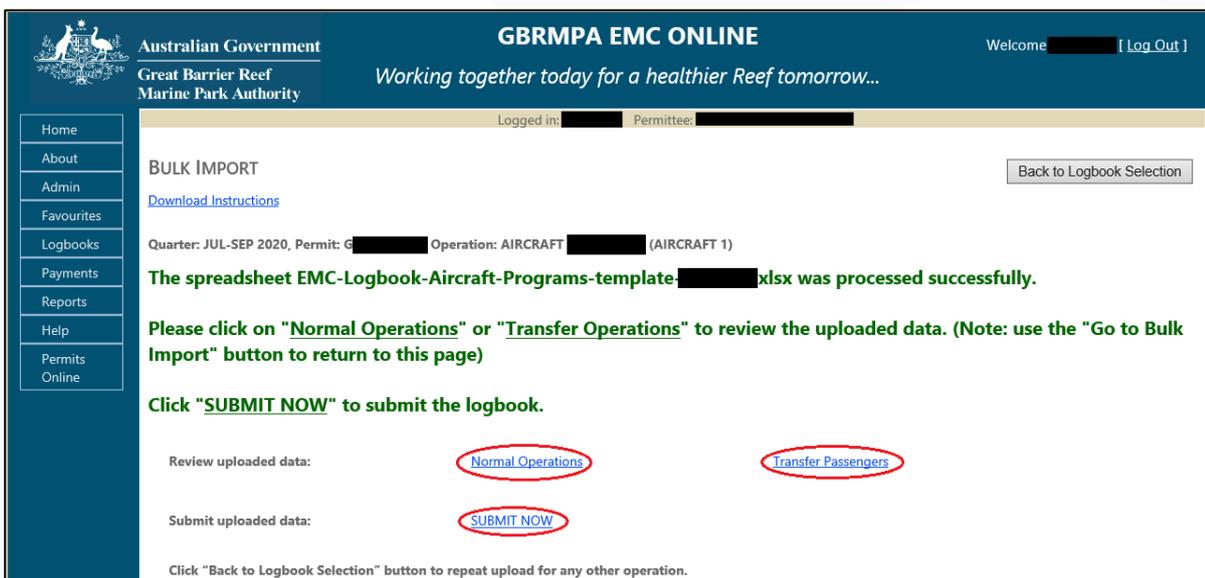
The screenshot shows the GBRMPA EMC ONLINE interface. At the top, it says "Australian Government Great Barrier Reef Marine Park Authority" and "GBRMPA EMC ONLINE". The user is logged in as "Permittee: [redacted]". The main content area displays "BULK IMPORT" and "Download Instructions". Below this, it shows the quarter "JUL-SEP 2020" and the permit "G [redacted] Operation: AIRCRAFT [redacted] (AIRCRAFT 1)". A green message box states: "The spreadsheet EMC-Logbook-Aircraft-Programs-template [redacted].xlsx was processed successfully. Please click on 'Normal Operations' or 'Transfer Operations' to review the uploaded data. (Note: use the 'Go to Bulk Import' button to return to this page) Click 'SUBMIT NOW' to submit the logbook." A "Back to Logbook Selection" button is visible in the top right.

System rules for uploading logbooks:

- Each operation to be uploaded with separate spreadsheets.
- Vehicle names and aircraft registration numbers entered in spreadsheets match the EMC Online favourite vehicle name.

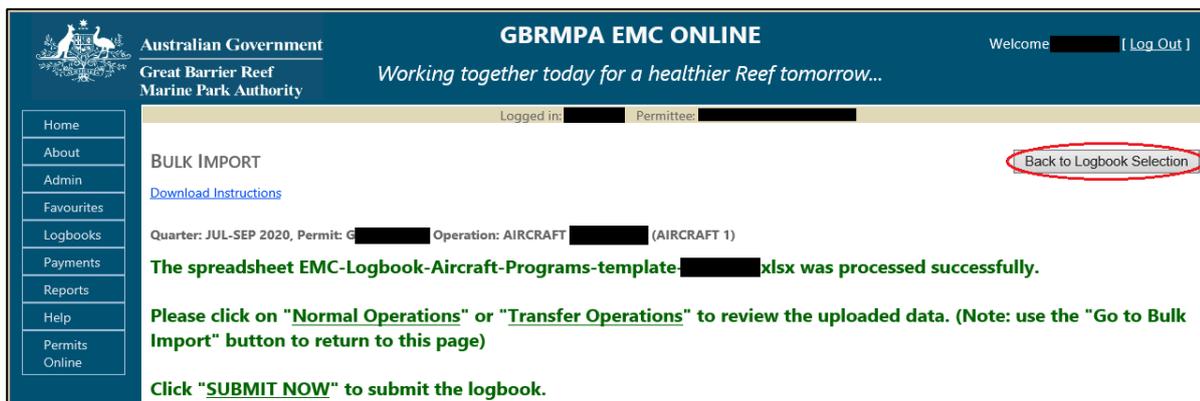
5.6. Review and submit data

Following a successful upload, options for reviewing normal and/or transfer passengers will appear. A submit now link will also appear. Select the desired link to check over or submit the uploaded information.



This screenshot shows the same GBRMPA EMC ONLINE interface as above, but with additional options. Under the heading "Review uploaded data:", there are two blue links: "Normal Operations" and "Transfer Passengers", both circled in red. Under the heading "Submit uploaded data:", there is a blue link "SUBMIT NOW", also circled in red. The "Back to Logbook Selection" button remains in the top right. The green message box from the previous screenshot is still visible.

The logbook data can also be checked by selecting the back to logbook selection button.



GBRMPA EMC ONLINE Welcome [redacted] [Log Out]

Australian Government
Great Barrier Reef
Marine Park Authority

Working together today for a healthier Reef tomorrow...

Logged in: [redacted] Permittee: [redacted]

BULK IMPORT [Back to Logbook Selection](#)

[Download Instructions](#)

Quarter: JUL-SEP 2020, Permit: G [redacted] Operation: AIRCRAFT [redacted] (AIRCRAFT 1)

The spreadsheet EMC-Logbook-Aircraft-Programs-template-[redacted].xlsx was processed successfully.

Please click on "Normal Operations" or "Transfer Operations" to review the uploaded data. (Note: use the "Go to Bulk Import" button to return to this page)

Click "SUBMIT NOW" to submit the logbook.

Once on the logbook selection screen, select normal operations or transfer operations for the desired operation to double check the data has loaded correctly.

Quarter	Permit	Expiry Date	Logbook Type	Operation	Status			
JUL-SEP 2020	G20 [redacted]	14/08/2030	Aviation	Aircraft [redacted] (Aircraft 1)	Not Submitted Submit Now	Normal Operations	Transfer Passengers	Upload Logbook

Once the logbook is opened, to make any edits to uploaded data, click on the edit icon to the right of the data make the change as required, and then click save.

20 Aug	1	Bobby 88 (BBQX45)	6			1	1		Coral Sea Marina (23)	
									Bauer Bay (South Molle Island) (43)	

To remove any uploaded data, click on the delete icon to the right of the data then a dialogue box will appear to confirm deletion. Click on OK/cancel as required. After making any changes, click on refresh button and recheck data.

When you have checked the data, click on the Submit Now button for that operation. This will complete the EMC logbook obligation process for that operation. Repeat the process for any other operations.

Note: if you need to amend a logbook after it has been submitted you will need to contact the Reef Authority on emc@gbmpa.gov.au.

5.7. Upload troubleshooting

When you upload your data and it is not successful, an error message will display indicating the row number and/or column name to be corrected in your spreadsheet. You will need to open the spreadsheet and correct the information, save the file and close the spreadsheet. Repeat the upload process as outlined above. If further edits are required repeat the process until the upload is successful. Some error message examples are shown below.

5.7.1. Vessel error

The system has indicated that row 6 Vessel Name is not recognised.

GBRMPA EMC ONLINE Welcome [redacted] [Log Out]

Australian Government
Great Barrier Reef
Marine Park Authority *Working together today for a healthier Reef tomorrow...*

Logged in [redacted] Permitted: [redacted]

BULK IMPORT Back to Logbook Selection

Download Instructions

Quarter: OCT-DEC 2020, Permit: G [redacted] Operation: [redacted]

In row 6, the "Vessel Name" is not recognised. Please ensure that the vessel has been set up as an EMC vehicle within EMC Online.

Choose File No file chosen

Upload Excel Spreadsheet

Go to the spreadsheet and check row 6, vessel name. In the example, 'Jolly Roger88' has been entered incorrectly into the spreadsheet. This is due to EMC Online having Jolly Roger 88 (additional space between 'Roger' and '88') as the vehicle name in the favourites.

Incorrect names, numbers and spacing will cause errors to occur, please ensure you use exactly what is saved in the vehicle favourites in EMC Online.

3		
4	Date (eg. 01/01/2020) *	Vessel Name *
6	01/12/2019	Jolly Roger88

VEHICLES MANAGEMENT
Use the form below to manage the vehicles you use for EMC operations.

Permit: [redacted] Logbook Type (select Permit first): [redacted] Operation (select Logbook Type first): [redacted] Search

Permit	Logbook Type	Operation	Vehicle Name
G20 [redacted]	Bareboat	[redacted]	[redacted]
G20 [redacted]	Bareboat	[redacted]	Jolly Roger 88

5.7.2. Date error

In row 6, the trip date is not valid for quarter. Please enter a Trip Date between 01/01/2020 and 31/03/2020 before trying again.

Trips across two quarters

An error message will appear if the date is outside the EMC quarter you are submitting data for. Trips may cross over two EMC quarters e.g. six day fishing charter 28 June to 3 July (EMC quarter is Apr-Jun and July-Sept). In this case, you should add the 1-3 July data to a new spreadsheet for the July-Sept quarter.

Permit continuation within quarter

An error message will appear if your permit has undergone a continuation process in a quarter. The data will need to be entered against both permit operations to reflect the end of the old permit and the beginning of the new permit. For example:

- Permit G06/14820.1 finished (old) on 20 May – EMC data should be entered 1 April to 20 May inclusive.
- Permit G20/34316.1 commenced (new) on 21 May - EMC data should be entered 21 May to 30 June inclusive.

Incomplete data

An error message will appear if a row has a date in column A and no other data on that line. If you did not conduct a trip on a given day do not add the date to the spreadsheet.

An example is in the below screenshot, where 2 dates have no data. Remove the dates 03/07/2020 and 04/07/2020.

Date (eg. 01/01/2020) *	Vessel Name *	PASSENGER NUMBERS *					Exemptions		Reason for Part Day EMC	Reef ID, Bay Name or mooring MRN *
		Full Day passenger numbers	Part Day passenger numbers	Non-Tourist Charge passenger numbers	GBB* SS* ONLY passenger numbers	FOC*	Prev. Paid	> 3 Day		
01/07/2020	Fiyaway	10				8			Cairns (72)	
02/07/2020	Fiyaway		8					Leaving the Marine Park before 6am	Manta Ray Bay (405)	
03/07/2020										
04/07/2020										
05/07/2020	Fiyaway	7							Funnel Bay (211)	
06/07/2020	Fiyaway	8				1			Radical Bay (510)	
07/07/2020	Fiyaway	9							Whitehaven Beach (South only) (640)	

Please Note: You cannot insert or delete rows in the spreadsheet. The system can accept full blank rows.

The below screenshot is an example of the blank lines where dates have been taken out of the spreadsheet for 03/07/2020 and 04/07/2020.

Date (eg. 01/01/2020) *	Vessel Name *	PASSENGER NUMBERS *					Exemptions		Reason for Part Day EMC	Reef ID, Bay Name or mooring MRN *
		Full Day passenger numbers	Part Day passenger numbers	Non-Tourist Charge passenger numbers	GBB* SS* ONLY passenger numbers	FOC*	Prev. Paid	> 3 Day		
01/07/2020	Fiyaway	10				8			Cairns (72)	
02/07/2020	Fiyaway		8					Leaving the Marine Park before 6am	Manta Ray Bay (405)	
05/07/2020	Fiyaway	7							Funnel Bay (211)	
06/07/2020	Fiyaway	8				1			Radical Bay (510)	
07/07/2020	Fiyaway	9							Whitehaven Beach (South only) (640)	

5.7.3. Location error

In row 22, the "Reef ID, Bay Name or mooring MRN" in Column G is not recognised. Please correct it before trying again.

An error message will appear if a location is incorrect. For more information on trouble shooting;

- Refer to “trouble shooting – location” or “trouble shooting – part day” tab in spreadsheet template
- Refer to “location list” and/or “common bareboat locations” tab in spreadsheet template

Please note: moorings and public moorings are also locations – if your trip is to a mooring it should be recorded as such in your EMC trip data. Search “location list” and copy that location into the “logbook data” location field.

For example;

- GM0565 Hook Island
- Public A10-16.604817 Michaelmas Cay.

5.7.4. Passenger number error

Row 8 does not have the full details for normal operations (passenger numbers and location) or a transfer (transfer from, transfer to, passenger numbers). Please correct it before trying again.

An error message will appear if passenger numbers are missing from a row where a date and vehicle have been added. For more information on trouble shooting;

- Refer to “information sheet” tab in spreadsheet template
- Refer to “trouble shooting – part day” tab in spreadsheet template

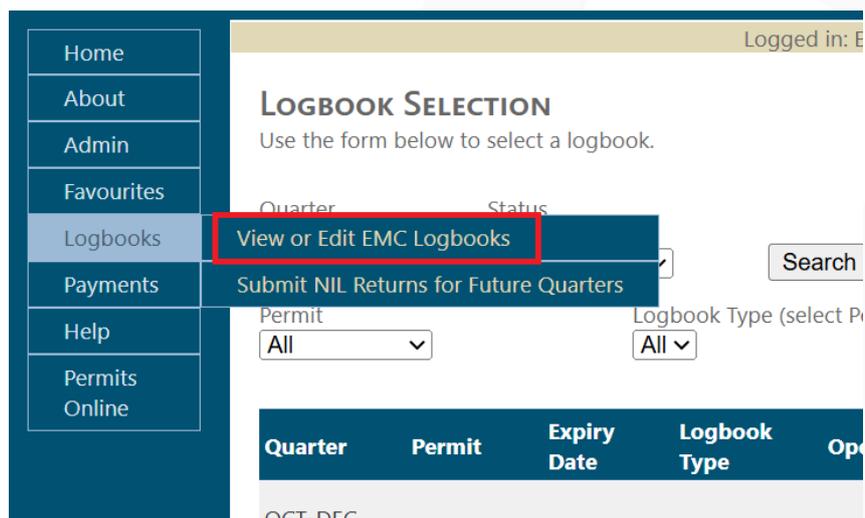
6. Logbooks – nil returns

6.1. Submit nil returns for current quarter

If you did not operate during a quarter, a nil return must be submitted for each operation under which there was no activity.

When you did operate because you have hired your vessel to another permit holder who is conducting their own tourist program under their own permit, a nil return must be submitted. The other permit holder should collect any EMC and submit their returns.

If you wish to submit a nil return for a current quarter, click the view or edit EMC logbooks under the logbook tab.



The screenshot shows a web interface for logbook selection. On the left is a navigation menu with items: Home, About, Admin, Favourites, Logbooks (highlighted), Payments, Help, and Permits Online. The main content area is titled 'LOGBOOK SELECTION' and includes a search bar and several dropdown menus for 'Quarter', 'Status', 'Permit' (set to 'All'), and 'Logbook Type' (set to 'All'). Below these is a table with columns: Quarter, Permit, Expiry Date, Logbook Type, and Operations. The first row shows 'OCT-DEC' in the Quarter column.

If you are confident that you will have nil return for the quarter, click the submit nil return link.

LOGBOOK SELECTION
Use the form below to select a logbook.

Quarter: Status:

Permit: Logbook Type (select Permit first): Operation (select Logbook Type first):

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Export Visitation Data To CSV File

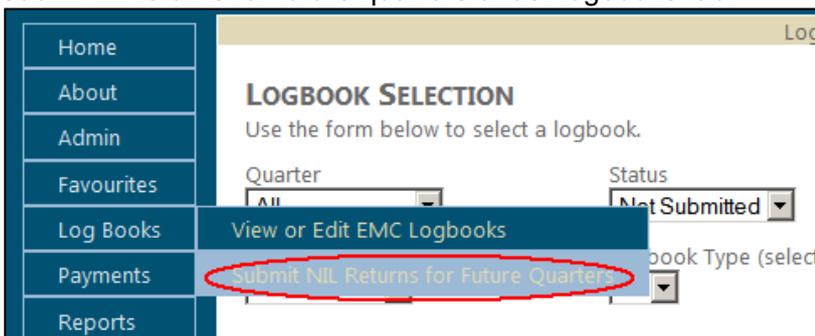
[Export To CSV File](#)

Quarter	Permit	Expiry Date	Logbook Type	Operation	Status				
OCT-DEC 2024	G [REDACTED]	01/12/2022	Vessel	Standard Vessel Operation [REDACTED]	Not Submitted	Submit Nil Return	Normal Operations	Transfer Passengers	Upload Logbook

Note: if you need to amend a logbook after it has been submitted you will need to contact the Reef Authority on emc@gbmpa.gov.au.

6.2. Submit nil returns for future quarters

You can submit nil returns for future quarters up to a year in advance. To access this, click the submit nil returns for future quarters under logbooks tab.



By default, the search will appear as 'all' in the permit, logbook type and operation dropdown boxes and the subsequent quarter in quarter. If you wish to refine this search change the parameters by using the dropdown boxes.

If you are confident that you will have nil returns for the future quarter/s, click the submit now icon.

NIL RETURNS FOR FUTURE QUARTERS
Use the form below to submit a Nil Return for a logbook in a future quarter.

Quarter:

Permit: Logbook Type (select Permit first): Operation (select Logbook Type first):

Quarter	Permit	Logbook Type	Operation	Status
OCT-DEC 2020	G20 [REDACTED]	Vessel	Activities allowed by a Routine Tourism and Charter Permit [REDACTED] (Vessel 1)	Not Submitted Submit Now
OCT-DEC 2020	G20 [REDACTED]	Bareboat	Bareboat [REDACTED] (Vessel 1)	Not Submitted Submit Now

Note: if you need to amend a logbook after it has been submitted you will need to contact the Reef Authority on emc@gbmpa.gov.au.

7. Payments

Payment for EMC is due as follows:

- Jan-Mar quarter - due date is the **30 April**
- Apr-Jun quarter - due date is the **31 July**
- Jul-Sep quarter - due date is the **31 October**
- Oct-Dec quarter - due date is the **31 January**

You may make EMC payments by credit card, BPAY, BPOINT, credit card or direct deposit.

7.1. View or make EMC payments

To view or make payments, click the view/ make EMC payments button in the payments tab. If you have any outstanding or current payments, you will be presented with the following screen. Payments from all outstanding quarters must be paid (indicated in red 'past due'). Any future payments can be deselected if you do not wish to pay by using the tick box to unselect the payment item.

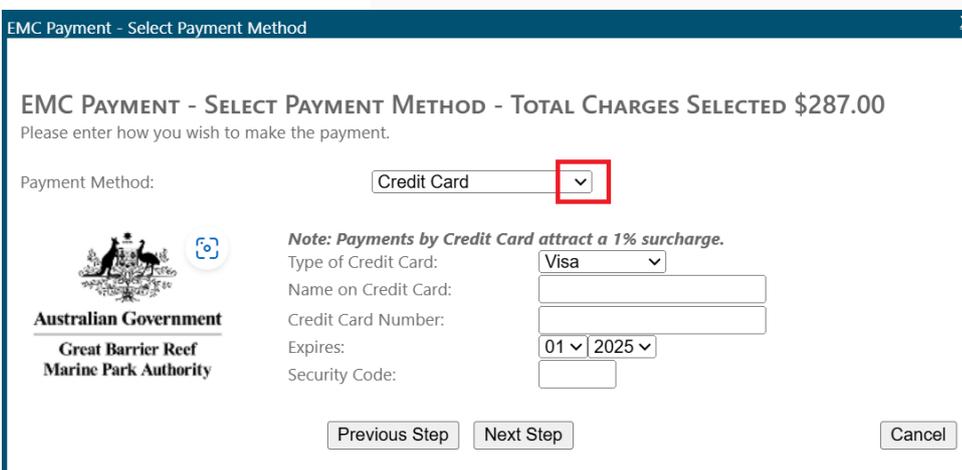


Pay Charge	Amount	Due Date	Charge Type	Permit	Operation	Quarter
Past Due	\$46.00	25 Aug 2011	EMC	G11/34560.1	Standard Aircraft Operation for (AIN 123)	JUL-SEP 2011
<input checked="" type="checkbox"/>	\$308.00	05 Oct 2011	EMC	G11/34560.1	Standard Vessel Operation for (VIN 123)	OCT-DEC 2010
TOTAL	\$354.00					

Once you have selected the payments that you wish to make, click the next step button.

Credit or debit card payments

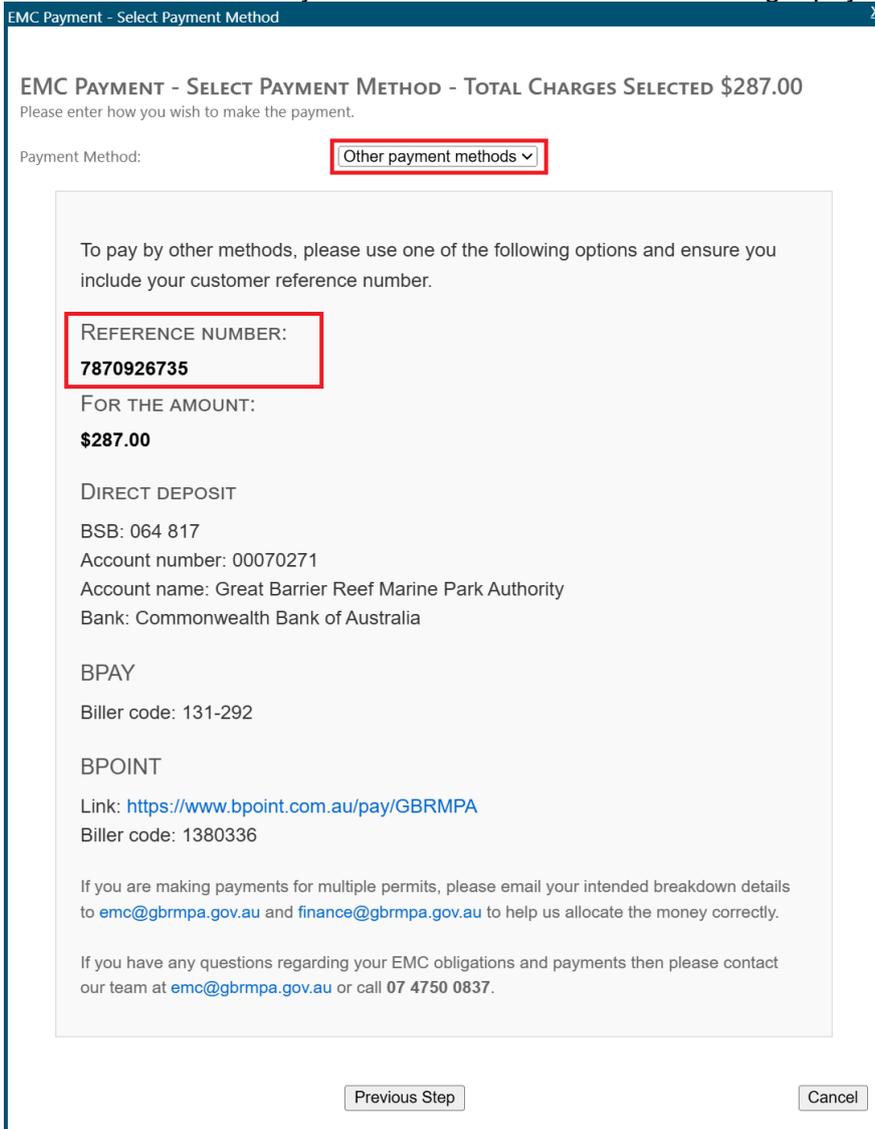
Payments via credit or debit card can be made directly through EMC Online. Select the relevant payment method and follow the prompts to finalise payment.



Other payment methods

Payment can also be made via direct deposit, BPAY or BPOINT. Select the 'other payment methods' in the drop-down menu and details of how to pay will appear. You will need to complete payments via these methods using your own internet banking applications.

IMPORTANT: Include your reference number when making a payment via of these methods.



EMC Payment - Select Payment Method

EMC PAYMENT - SELECT PAYMENT METHOD - TOTAL CHARGES SELECTED \$287.00

Please enter how you wish to make the payment.

Payment Method:

To pay by other methods, please use one of the following options and ensure you include your customer reference number.

REFERENCE NUMBER:
7870926735

FOR THE AMOUNT:
\$287.00

DIRECT DEPOSIT
BSB: 064 817
Account number: 00070271
Account name: Great Barrier Reef Marine Park Authority
Bank: Commonwealth Bank of Australia

BPAY
Biller code: 131-292

BPOINT
Link: <https://www.bpoint.com.au/pay/GBRMPA>
Biller code: 1380336

If you are making payments for multiple permits, please email your intended breakdown details to emc@gbmpa.gov.au and finance@gbmpa.gov.au to help us allocate the money correctly.

If you have any questions regarding your EMC obligations and payments then please contact our team at emc@gbmpa.gov.au or call 07 4750 0837.

Receipts

The Reef Authority will email you a receipt once funds clear. Sometimes this may take a couple of days to process.

8. Glossary

This section describes the primary fields and icons that will be encountered during use of EMC Online.

Mandatory fields

EMC Online has a number of mandatory fields, highlighted with a red ^{!*!}, which must be completed.

Add icon

The add () icon will allow you to insert an entry into any field.

Edit icon

The edit () icon will allow you to make amendments to any of your entries. Logbooks may be edited at any time prior to submission. Note: if you need to change an entry after submission, please contact the EMC team – you will not be able to do this yourself.

Delete icon

The delete () icon will allow you to remove any of the entries that you have made.

Arrow tabs

Arrow tabs allow you to enter numbers or dates into the field. Click the arrow tabs () icon with the cursor to choose the number or dates that you want.

Submit now icon

Once your logbook information is entered and you are confident that the information is correct, click the submitted now icon.

You will be presented with a declaration screen. Please take time to read this before proceeding.

Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any submitted information, please contact the EMC team.

Submit nil return

If you did not operate for a quarter, or are confident you will not operate for a future quarter, click the submit nil return icon.

Display boxes

Display boxes allow you to pick and choose which of your vehicle, normal operation and transfer operation favourites you would like to appear when entering your logbook data. This allows you to customise your data entry by selecting or unselecting the display option as required.

Please note: *Unselecting the display tick box automatically results in the default tick box (circled below) also being unselected.*

Default boxes

Default boxes allow you to set specific vehicle, normal operation and transfer operation favourites to automatically populate vehicles or locations when entering data through the logbook interface. This allows for greater ease of data entry by reducing time spent manually completing required fields.

Please note: *Selecting the default tick box automatically results in the display tick box also being selected.*

Date fields

Dates can be entered into the date fields by selecting the field and entering the date:

- in a dd/mm/yyyy format;
- clicking on arrow tabs; or
- by clicking the calendar icon at the right-hand side of the field and selecting the relevant date from the displayed calendar. The current month will be displayed in the calendar by default. Use the drop list arrows to navigate to other months and years.

If an inappropriate value is entered into a date field an error message and tone will be generated.

Drop lists

EMC Online has drop lists for numerous fields. Each drop list contains a description for each available option. Options can be selected from drop lists by clicking the arrow located at the right hand side of the field and either:

- using your mouse cursor to select the appropriate option directly;
- entering the first letter of your desired selection with the keyboard and finalising your selection with the Enter key; or
- selecting any option with your mouse pointer, scrolling through the drop list with your up and down arrow keys and pressing Enter once the desired option is highlighted.

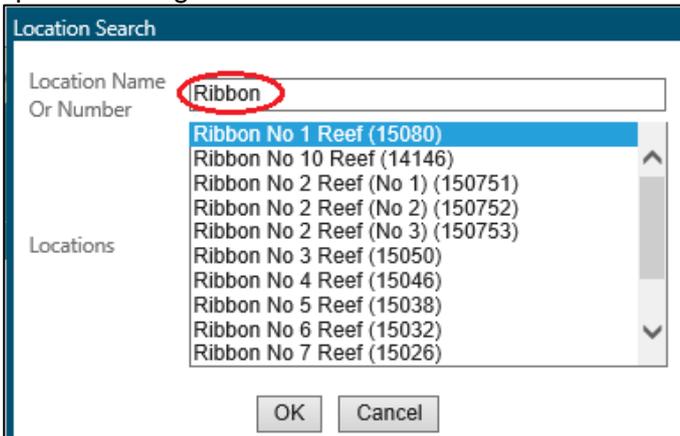
Upon the selection of an item from a drop list, the description is displayed. To unselect a drop list item, click the drop list and make another selection.

Location search

To provide locations data, click the edit icon to the right of the blank location field. Once the location search window appears a search may be carried out by typing in the name of the reef, island or bay or by using the numerical Reef IDs. Further information can be found in the "Location List" tab in the EMC Logbook spreadsheet templates.

A maximum of 200 matches will appear and you can move through the locations by clicking on the up and down arrows. If the location is not recognised by EMC Online the search will appear blank and if your location is not within the 200 matches that appear you may need to be more specific with your search term (as shown on the next page).

In this example we want to find Ribbon No 8 Reef (150211) but the search term 'Ribbon' is not specific enough.



Location Search

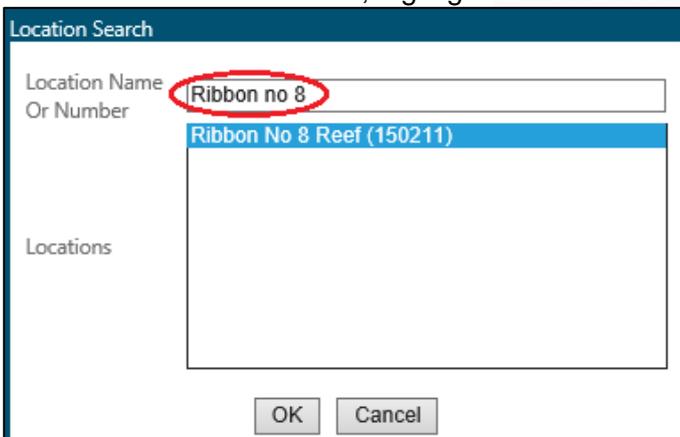
Location Name Or Number

Locations

- Ribbon No 1 Reef (15080)
- Ribbon No 10 Reef (14146)
- Ribbon No 2 Reef (No 1) (150751)
- Ribbon No 2 Reef (No 2) (150752)
- Ribbon No 2 Reef (No 3) (150753)
- Ribbon No 3 Reef (15050)
- Ribbon No 4 Reef (15046)
- Ribbon No 5 Reef (15038)
- Ribbon No 6 Reef (15032)
- Ribbon No 7 Reef (15026)

OK Cancel

To correct this, you need to be more specific with our search term and so have searched 'Ribbon No 8'. You can now select the desired location. Once you type in your search, wait for the location to be found. Once identified, highlight the desired location and click OK.



Location Search

Location Name Or Number

Locations

- Ribbon No 8 Reef (150211)

OK Cancel

Binocular icon

The binocular () icon will allow you to view summary of payments made.

Error messages

If the data that you enter contains errors, you will be presented with an "Error" message with details of the error. Common errors could include, but are not restricted to the following:

- mandatory fields not entered
- number of passengers not entered
- part day EMC payment reason not entered
- location name not entered
- credit card number is invalid.

If you get an error message, make the relevant changes and continue with your logbook entry, payment or submission. If you continue to have trouble entering, submitting or paying your EMC obligations please contact the EMC team.

9. Definitions

Navigation menu

The navigation menu refers to the side bar within EMC Online on the left-hand side, as shown below.

Normal operations

Normal operations describes those undertaken by an operator in which a daily chargeable permission may be applied. These include:

- Full day
- Part day
- Free of charge (FOC)
- Exempt > 3 days and exempt prepaid
- Non-tourist
- Semi-submersible (SS) or glass bottom boat (GBB)
- Sight-seeing passenger types

Transfer operations

Transfer operations describe those undertaken by an operator in which passengers are transferred from one location to another without the provision of tourist activities within two hours of being delivered to the location.

Normal operations favourites

Normal operations favourites can be set up which allows for greater ease of data entry by reducing the number of fields requiring manual entry of information. Users may set up an unlimited number of favourites containing locations and trips commonly conducted under permits containing multiple operations or applicable to individual operations and/or vessels.

Transfer operations favourites

Transfer operations favourites can be set up which allows for greater ease of data entry by reducing the number of fields requiring manual entry. Users may set up an unlimited number of favourites containing departure and arrival locations for trips commonly conducted under permits containing multiple operations or applicable to individual operations and/or vessels.



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