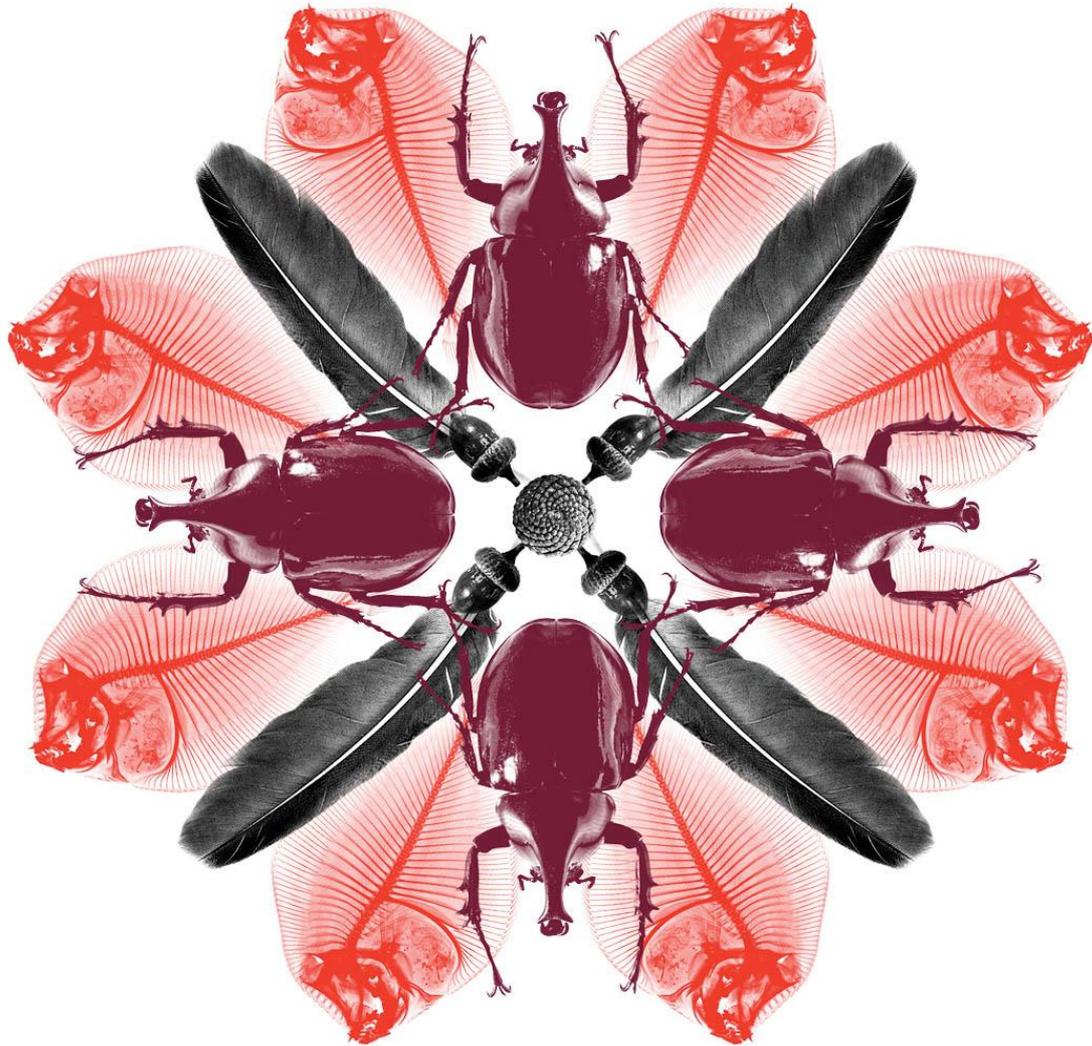


# Approved Arrangements

## For 6.1—Medium risk nursery stock Requirements—Version 4.0



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**Version control**

Updates to this document will occur automatically on the department's website and this revision table will list the amendments as they are approved.

<b>Date</b>	<b>Version</b>	<b>Amendments</b>	<b>Approved by</b>
May 2011	1.0	Revised document	Co-regulation and Support Program
Jun 2013	1.1	Updated departmental branding	Industry Arrangements Reform Program
Sept 2015	2.0	Updated departmental branding and template. Incorporated nonconformity rates.	Approved Arrangements section
April 2016	3.0	Updated branding, construction criterion 3.7, administration criterion 6.1.	Approved Arrangements section
16 Jun 2016	4.0	Updated references to the department and the <i>Biosecurity Act 2015</i> .	Approved Arrangements section

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# Guide to using this document

This document sets out the requirements that must be met before the relevant director will consider approval for the provision of biosecurity activities under section 406 of the *Biosecurity Act 2015*, otherwise known as an approved arrangement (AA).

This document specifies the requirements to be met for the approval, operation and audit of this class of AA. Compliance with the requirements will be assessed by audit.

In the event of any inconsistency between these requirements and any Import Permit condition, the Import Permit condition applies. If the applicant chooses to use automatic language translation services in connection with this document, it is done so at the applicant's risk.

Unless specified otherwise, any references to 'the department' or 'departmental' means the Department of Agriculture and Water Resources. Any references to contacting the department mean contacting your closest regional office.

Further information on AAs, AA regional contact details and copies of relevant AA documentation is available on the [department's website](#).

## Definitions

Definitions that are not contained within the Approved Arrangements Glossary can be found in the *Biosecurity Act 2015* or the most recent edition of the Macquarie Dictionary.

## Other documents

The AA general policies should be read in conjunction with these requirements. They will assist in understanding and complying with the obligations and requirements for the establishment and operation of an AA.

## Nonconformity guide

The nonconformity classification against each criterion is provided as a guide only. If more than one nonconformity is listed against a requirement, the actual nonconformity applied will correspond to the gravity of the issue. The nonconformity recorded against any requirement remains at the discretion of the biosecurity officer.

Nonconformity classifications are detailed in the AA general policies.

# AA Requirements

**Table 1 Premises location**

Requirements	Nonconformity guide
1.1 AA sites must generally be located within the metropolitan area of a declared port that has a permanently based biosecurity officer. Applications are subject to approval by the Director of Biosecurity and will be considered on their individual merits with consideration being given to the biosecurity risk and serviceability associated with the location of each AA site.	Not applicable

**Table 2 Building and storage areas**

Requirements	Nonconformity guide
2.1 Areas where goods subject to biosecurity control are stored, handled or treated must display a sign to effectively convey that status.	Major

**Table 3A Construction**

<b>Requirements</b>	<b>Nonconformity guide</b>
3.1 The biosecurity house must be of a size commensurate with the proposed quantity of imports subject to biosecurity control at the site and have a minimum of 10 m <sup>2</sup> of floor space.	Minor
3.2 Doors and doorways into the biosecurity area are to be properly constructed and fitted with appropriate seals on the top, bottom and sides. The doors are to be provided with locks and handles enabling them to be opened and closed from either side. A self-closing fitting is required on either the internal or external door.	Major
3.3 Where a site is deemed to be insecure and adequate repairs cannot be carried out immediately, the plant material present must be ordered to a secure biosecurity AA site until repairs have been carried out to the satisfaction of the biosecurity officer.	Not applicable
3.4 The biosecurity house must be a separate unit used only for the post-entry quarantine of plants for which approval has been granted whilst it is approved for the introduction of plants. The biosecurity house may be adjacent to existing facilities provided a functional/structural barrier is maintained between each area. The barrier must effectively prevent the flow of air and the possible spread of fungal spores from the biosecurity area to plants of a similar species.	Major
3.5 Access to the biosecurity house must not be through any other areas where plant material is being grown, i.e. the biosecurity house must have its own entrance.	Major
3.6 The biosecurity house must be a substantial, properly constructed, insect-proof glasshouse, polyhouse, or approved tunnel house with an insect-proof door entrance, porch or lock. The entrance porch or lock must be of sufficient area to permit the entry of people, plants and trolleys into the lock, to ensure that only one door may be open at any one time.	Major
3.7 The biosecurity house must have an impervious floor that drains to a soil trap which is connected to sewerage or a department approved system.	Critical
3.8 The biosecurity house anteroom/lock must have: <ul style="list-style-type: none"> <li>• an impervious floor, and</li> <li>• a footbath, containing a suitable disinfectant, e.g. copper oxychloride to a depth of 10 mm and used to disinfect footwear on entry and exit.</li> </ul>	Critical
3.9 The cladding must be substantial and affixed in an insect-proof manner. Whilst rigid material is preferred, film plastics may be used. The minimum requirement for film plastic cladding is a double layer of 200 micron thick poly film. Providing they meet the minimum requirements, plastic films can be approved by the office of the Senior Inspector. Renewal should only be made after an inspection to ascertain that the structure is in good condition and likely to remain intact for at least one year.	Critical

**Table 3B Construction (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
3.10 Openings (including evaporative cooling systems) in the AA site must be covered with permanently fixed gauze with a maximum aperture of 0.5 mm or 500 microns. Whilst metal gauze is preferred, synthetic meshes may be used. Synthetic meshes can be approved by the biosecurity officers, provided they retain the minimum aperture dimensions when fixed in place. For this reason welded mesh is preferred to woven mesh types. Where plastic mesh is used, the responsible officer must ensure that the mesh is maintained intact to specification for the duration of approval.	Critical
3.11 Plants in the biosecurity house are to be held on a single-tiered mesh platform raised off the floor to allow adequate drainage and maintenance. Benches should be spaced to allow adequate access for biosecurity inspection.	Major
3.12 The biosecurity plant-house is to be kept locked at all times except when access by authorised persons is required.	Major
3.13 Fungicides are not to be used on the plants without departmental approval.	Major

**Table 4 Waste disposal**

<b>Requirements</b>	<b>Nonconformity guide</b>
4.1 Biosecurity waste must be disposed of in a manner approved by the department.	Critical
4.2 Sufficient containers of an appropriate size labelled 'Biosecurity Waste', are to be provided for loose items, residues, spillages or material of biosecurity concern. Such containers must have lids that remain closed and are to be emptied and if required, disinfected in accordance with any provisions set by the department.	Major

**Table 5 Office and record requirements**

<b>Requirements</b>	<b>Nonconformity guide</b>
5.1 Records are to be made available, within a reasonable time, for inspection by biosecurity officers. In addition, these records must be retained at these AA sites for a minimum period of 18 months during which time they will, upon request, be made available to a biosecurity officer.	Minor or major
5.2 A register must be maintained recording incoming and outgoing plants, plant deaths and inspection dates.	Critical
5.3 Records for each consignment of goods subject to biosecurity control must include: <ul style="list-style-type: none"> <li>• biosecurity direction</li> <li>• Import Permit number (if applicable)</li> <li>• description of the goods subject to biosecurity control (including scientific names and quantities, if applicable)</li> <li>• date of receipt of goods and country of origin</li> <li>• details of any treatments</li> <li>• method and date of disposal/destruction of goods subject to biosecurity control and/or biosecurity waste</li> <li>• the date of movement and the department's permission for any movement of goods subject to biosecurity control</li> <li>• comprehensive details of any breaches of goods subject to biosecurity control from the AA site.</li> </ul>	Major

**Table 6 Administration**

<b>Requirements</b>	<b>Nonconformity guide</b>
6.1 Security measures must be in place that prevent access and removal of goods subject to biosecurity control by unauthorised persons.	Major or critical
6.2 The department is to be notified in writing at least 15 days prior to changes in ownership, senior management, operating procedures/arrangements relating to goods subject to biosecurity control or where modifications to those parts of the AA site where goods subject to biosecurity control are stored or treated are planned.	Major
6.3 Department instructions and relevant department Import Permit conditions must be complied with. Where goods are handled for a third party, it is a requirement of approval that biosecurity industry participant (BIP) have an arrangement in place that ensures they are aware of any relevant permit conditions.	Major
6.4 Applications are to be accompanied by scale drawings of the proposed area and biosecurity storage, treatment/processing sites including parking for biosecurity officers. In the case of new constructions these plans must be approved before any construction is undertaken.	Not applicable

**Table 7A General**

<b>Requirements</b>	<b>Nonconformity guide</b>
7.1 Goods subject to biosecurity control must be maintained and processed at an AA site appropriate for the biosecurity risk associated with the items.	Major or critical
7.2 Goods subject to biosecurity control must be maintained and processed in accordance with the requirements of the relevant AA class.	Minor, major or critical
7.3 Goods subject to biosecurity control must be maintained and processed in accordance with import conditions specified in the department's Biosecurity Import Conditions Database (BICON).	Minor, major or critical
7.4 Goods subject to biosecurity control must be maintained and processed in accordance with an Import Permit.	Minor, major or critical
7.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor, major or critical
7.6 Goods subject to biosecurity control must be maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation.	Major or critical
7.7 Goods subject to biosecurity control must be kept physically separated from other goods (including during transport), to ensure negligible risk of cross contamination to: <ul style="list-style-type: none"> <li>• imported items that have been released from biosecurity control</li> <li>• domestic items</li> <li>• the Australian environment.</li> </ul> Note: Isolation can be achieved through the use of distance or physical barriers. The amount of distance or type of physical barrier required will depend on the nature of the goods subject to biosecurity control.	Major or critical
7.8 The standard of hygiene at the AA site must be appropriate for the nature of the goods subject to biosecurity control.	Major or critical
7.9 Any equipment that has been used or brought in contact with imported items subject to biosecurity control, or which could have been potentially contaminated by the imported items, must not leave the biosecurity area until it has been processed (cleaned, disinfested, decontaminated) or disposed of in accordance with relevant AA requirements, import conditions and departmental directions.	Major or critical

**Table 7B General (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>7.10 Goods subject to biosecurity control are not permitted to be moved outside an AA site except for the purpose of:</p> <ul style="list-style-type: none"> <li>• moving directly and securely to another AA site, of the appropriate AA class, with prior written approval from the department</li> <li>• moving directly and securely to an AA site of the same class (or of the same class but a higher biosecurity containment level sub-class) that is co-located with the original AA site</li> </ul>	Critical
<ul style="list-style-type: none"> <li>• transport of biosecurity waste by a department approved waste transport company (operating under an AA for biosecurity waste transport).</li> </ul> <p>If the items are being transported by a non-accredited person (such as a truck driver), the forwarding BIP must ensure that this person is made aware of the conditions relating to the transport of the items.</p>	Major
<p>7.11 Goods subject to biosecurity control are not permitted to leave the biosecurity area of an AA site, inadvertently or deliberately, without prior written direction or approval from the department.</p>	Critical
<p>7.12 An accredited person must personally conduct or directly supervise activities involving physical contact with, or handling of items, subject to biosecurity control. Directly supervise means that the accredited person must be present in the area where the items subject to biosecurity control are being handled and must be able to:</p> <ul style="list-style-type: none"> <li>• visually verify for themselves that the items are being handled in accordance with the department's requirements</li> <li>• communicate immediately and effectively with the persons being supervised.</li> </ul>	Major
<p>7.13 Persons performing the function of an accredited person must have successfully completed the department's approved training to obtain and maintain accredited person status.</p>	Major
<p>7.14 Records must be maintained of accredited persons.</p>	Minor
<p>7.15 Goods subject to biosecurity control must be clearly and visibly identified as being under biosecurity control to persons who can physically access the goods or the containers holding the goods. The measures taken must ensure that persons having physical access to goods subject to biosecurity control can differentiate between goods subject to biosecurity control and goods that are not subject to biosecurity control.</p>	Major
<p>7.16 Ensure records are kept for a minimum of 18 months for goods subject to biosecurity control at the AA site.</p>	Minor or major

**Table 7C General (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
7.17 Ensure goods subject to biosecurity control are traceable in terms of (where applicable):	
<ul style="list-style-type: none"> <li>• declaration/entry number</li> <li>• Import Permit number</li> <li>• Air Waybill or Bill of Lading number</li> <li>• date of receipt</li> <li>• processing (including inspection, treatment, testing) details</li> <li>• release from biosecurity control</li> <li>• disposal details</li> <li>• storage location</li> <li>• accredited person responsible for the items</li> </ul>	<ul style="list-style-type: none"> <li>• Major</li> <li>• Major</li> <li>• Minor</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> </ul>
7.18 The BIP must ensure that persons having physical access to goods subject to biosecurity control are aware that such items must only be handled by an accredited person or under the direct supervision of an accredited person.	Major
7.19 A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the AA site. Unexpected events include:	
<ul style="list-style-type: none"> <li>• appearance of pests or symptoms of disease</li> <li>• structural damage (for example, due to storms)</li> <li>• unauthorised removal of goods subject to biosecurity control</li> <li>• spillages of goods subject to biosecurity control</li> <li>• sudden unavailability of an accredited person.</li> </ul>	<ul style="list-style-type: none"> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Minor</li> </ul>
7.20 Ceasing or transferring operations - the department must be informed in writing, at least 15 working days prior to intended:	Major
<ul style="list-style-type: none"> <li>• closure of a current AA site</li> </ul>	
<ul style="list-style-type: none"> <li>• relocation of the business, including the AA class function</li> <li>• ceasing of operation as a AA site.</li> </ul> <p>Any goods subject to biosecurity control that remain at the AA site must be treated or destroyed in accordance with a department approved method or transferred to another AA site with prior approval from the department. The BIP will be liable for associated costs.</p>	Critical
7.21 If there is any doubt as to whether goods:	Major
<ul style="list-style-type: none"> <li>• are subject to biosecurity control</li> <li>• remain subject to biosecurity control</li> <li>• become subject to biosecurity control</li> </ul> <p>then the goods must be handled in accordance with requirements for goods subject to biosecurity control.</p>	

**Table 7D General (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>7.22 The BIP must notify the department in writing as soon as practicable within 15 working days of becoming aware of any change of status, not previously been notified to the department, of the BIP or their associates relevant to the operation of the AA in relation to any of the following matters:</p> <ul style="list-style-type: none"> <li>• conviction of an offence or order to pay a pecuniary penalty under the <i>Biosecurity Act 2015</i>, <i>Quarantine Act 1908</i>, <i>Customs Act 1901</i>, the Criminal Code or the <i>Crimes Act 1914</i></li> <li>• debt to the to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015</i>, <i>Quarantine Act 1908</i>, <i>Customs Act 1901</i>, the Criminal Code or the <i>Crimes Act 1914</i></li> <li>• refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an Import Permit, quarantine approved premises, compliance agreement or AA under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>.</li> </ul>	Critical
<p>7.23 Biosecurity officers, biosecurity enforcement officers and department-approved auditors must be provided access to the AA site to perform the functions and exercise the powers conferred on them by the Biosecurity Act or another law of the Commonwealth.</p>	Critical
<p>7.24 Departmental auditors or department-approved auditors must be provided with facilities and assistance as requested, and any required documents, records or things relevant to the audit.</p>	Major or critical
<p>7.25 The department must be notified of any reportable biosecurity incident as soon as practicable, in accordance with the determination made by the Director of Biosecurity.</p>	Critical
<p>7.26 Department approved auditors must be permitted to collect evidence of compliance and noncompliance with AA requirements through actions including the copying of documents and taking of photographs.</p>	Major or critical