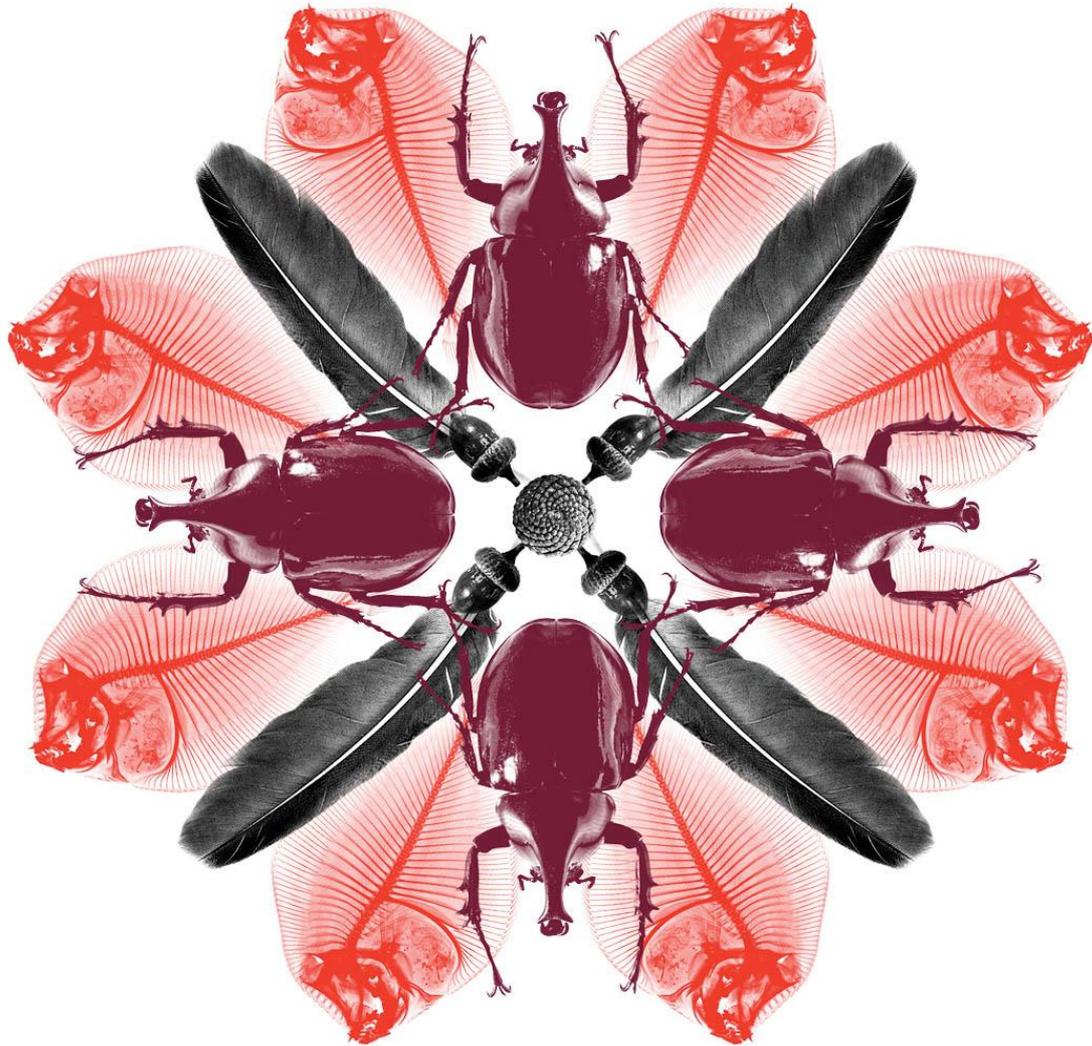


# Approved Arrangements

For 7.11—Commercial rabbits  
Requirements—Version 3.0



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### **Version control**

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

Approved Arrangements: 7.11—Commercial rabbits

<b>Date</b>	<b>Version</b>	<b>Amendments</b>	<b>Approved by</b>
9 May 2011	1.0	Revised document.	Co-regulation and Support Program
30 Jun 2013	1.1	Updated to reflect DAFF branding.	Industry Arrangements Reform Program
May 2016	2.0	Updated to reflect departmental branding and new document template.	Approved arrangements section
16 Jun 2016	3.0	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, 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 Purpose**

<b>Requirements</b>	<b>Nonconformity guide</b>
1.1 Sites utilised to undertake the isolation, examination, treatment and testing of imported live commercial rabbits as required by Import Permit conditions.	Not applicable
1.2 These sites are not for the isolation, examination or testing of live laboratory or non-commercial rabbits, or for the post-entry biosecurity of any other species of animal.	Not applicable
1.3 Class 7.11 sites are not approved for any other biosecurity operations except where the site has separate approval under another class.	Not applicable

**Table 2 Site location**

<b>Requirements</b>	<b>Nonconformity guide</b>
2.1 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 site.	Not applicable

**Table 3A Security**

<b>Requirements</b>	<b>Nonconformity guide</b>
3.1 Biosecurity officers must be able to gain access to the biosecurity area in accordance with the approved work procedures outlined in requirements reference number 5.12. Changes to the work procedures covering site access arrangements must be approved by the department prior to implementation.	Major
3.2 Biosecurity areas in which rabbits subject to biosecurity control are held must be clearly identified and display biosecurity signage to assist in effectively managing the security of goods that are subject to biosecurity control. These signs must be: <ul style="list-style-type: none"> <li>secured on buildings, fences, gates and/or doors and be visible at all times when there are rabbits undergoing post-entry quarantine</li> <li>professionally made</li> <li>made to state 'Biosecurity Area - Authorised Persons Only, No Entry or Removal of Animals or Goods, Penalties Apply, (Biosecurity Act 2015)', or 'Quarantine Area - Authorised Persons Only, No Entry or Removal of Animals or Goods, Penalties Apply, (Quarantine Act 1908)' or as directed by a biosecurity officer for specific biosecurity operations</li> <li>on a yellow background with black lettering</li> </ul> Note 1: Cardboard and paper signs are not acceptable. Note 2: Where new signs are being produced, they should use 'biosecurity' not 'quarantine'.	Minor
3.3 Signs on external structures must be: <ul style="list-style-type: none"> <li>a minimum 600 mm x 400 mm with lettering a minimum 50 mm height</li> <li>weatherproof and resistant to the elements.</li> </ul>	Minor
3.4 Signs within structures must be a minimum 295 mm x 210 mm with lettering a minimum 25 mm height.	Minor
3.5 Signs must not be displayed when animals are not undergoing post-entry quarantine if the site is used for other purposes.	Minor
3.6 The site must have in place security arrangements in accordance with the approved work procedures under Application Requirements.	Major
3.7 The site must operate in a manner that prevents rabbits that are subject to biosecurity control from being moved and or interfered with by unauthorised persons.	Major
3.8 The department must be notified immediately of any incidents that could compromise the biosecurity security of the site. This includes structural damage, unauthorised entry to the site, removal from the site of rabbits subject to biosecurity control, biosecurity waste or equipment or any breach of site operations manual/standard operating procedure.	Major

**Table 3B Security (continued)**

Requirements	Nonconformity guide
3.9 Before entering the biosecurity area for the first time, personnel must sign a declaration to the effect that they will observe the operating instructions for the site and they will not contact lagomorphs outside the site for the duration of the post-entry quarantine period (while the rabbits are subject to biosecurity control).	Minor
3.10 A register of people authorised to access the site must be maintained. At each attendance, persons must record their names, addresses, occupation and telephone numbers in the register. Procedures for entry and exit must be displayed at the entrance to the site.	Minor

**Table 4 Building and storage areas**

Requirements	Nonconformity guide
<p>4.1 Biosecurity signs must:</p> <ul style="list-style-type: none"> <li>• be securely affixed</li> <li>• be durable</li> <li>• be prominently displayed and able to be clearly read by persons approaching the area at all times</li> <li>• have black lettering on yellow background</li> <li>• contain the words 'Biosecurity Area - No unauthorised entry or removal of goods, Penalties Apply', or 'Quarantine Area - No unauthorised entry or removal of goods, Penalties Apply' or words to similar effect.</li> </ul> <p>Note: Where new signs are being produced, they should use 'biosecurity' not 'quarantine'.</p>	Minor

**Table 5A Structural requirements**

Requirements	Nonconformity guide
<p>5.1 Compliance with the requirements under this section must be shown through, at a minimum, the adoption of work procedures detailed in the site operations manual/standard operating procedures applicable to the handling of goods subject to biosecurity control (discussed in 'Application Requirements') and/or demonstration of structural compliance during the initial audit of the site by the department. Where documented work procedures are not required, this is specified in the requirements.</p>	Minor
<p>5.2 The site and operations undertaken at the site must comply with local, state and federal regulations and the relevant state Environmental Protection Agency requirements.</p> <p>Note: Work procedures are not required for this requirement.</p>	Minor
<p>5.3 At the time of application for approval, applicants must submit to the department a to-scale site plan showing:</p> <ul style="list-style-type: none"> <li>• dimensions and locations of biosecurity areas (this includes stating holding capacities of rabbit holding areas, showing all indoor work areas, treatment facilities, waste holding areas.)</li> <li>• buildings within the bounds of the site (whether utilised for biosecurity operations or not)</li> <li>• site boundaries (including information on any adjacent rabbit holding facilities)</li> <li>• nearest main road</li> <li>• parking for biosecurity officers</li> <li>• where applicable, any onsite transport/movement pathways</li> <li>• areas used for the storage of goods subject to biosecurity control</li> <li>• details of how adequate separation of goods that are and are not subject to biosecurity control will be achieved.</li> </ul> <p>Note: Work procedures are not required for this requirement.</p>	Not applicable
<p>5.4 The site must be fully enclosed, rodent-proof and insect protected.</p>	Major
<p>5.5 The biosecurity area must be separated from other operations within the site. The nominated method of achieving adequate separation must be detailed in the application for approval and the site plan.</p>	Major
<p>5.6 The site must be designed to prevent the escape of the rabbits. Methods of ensuring that rabbits cannot escape must be approved by the department. Unit doors required for the security of the rabbits must be fitted with devices of a type that make them escape-proof.</p>	Not applicable
<p>5.7 The site must have facilities for the safe unloading of animals from transport vehicles within the quarantine area and prevent escape during unloading.</p>	Minor or major

**Table 5B Structural requirements (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
5.8 The enclosures within the biosecurity area must be of a size commensurate with the proposed quantity of rabbits being imported	Not applicable
5.9 Animal housing enclosures must: <ul style="list-style-type: none"> <li>• be on a floor constructed of a durable non-porous material (such as concrete)</li> <li>• be constructed to prevent the dispersal of liquid waste outside the biosecurity area</li> <li>• have drains connected directly to a sewerage line, or to a waste water disposal system approved by the department</li> <li>• have drains covered. Sewerage/drainage lines must be protected from potential physical damage</li> <li>• be serviced by a water supply that is not circulated or accessible to animals not subject to biosecurity control.</li> </ul>	Major
5.10 The biosecurity area must contain a veterinary area to enable the examination and treatment of rabbits subject to biosecurity control. This includes as a minimum: <ul style="list-style-type: none"> <li>• restraining facilities for animal examination, medication and sample collection</li> <li>• adequate lighting to complete examinations</li> <li>• facilities for storage of specimens/carcasses if required</li> <li>• facilities/equipment for the taking and transporting of samples</li> <li>• bench space large enough for completion of examination records</li> <li>• nearby sink and disinfectant for washing hands</li> <li>• disposable sharps container.</li> </ul>	Major
5.11 The biosecurity area must enable the examination and treatment/destruction of transport crates and any other items associated with the importation of the rabbits (such as bedding, food and animal waterers contained within the crates).	Major
5.12 Access to the site must be through property owned, rented or leased by the applicant. If the site is approved as an AA site, full access to the site must be granted to biosecurity officers during normal business hours (defined as Monday to Friday 9 am to 5 pm) and at all times that rabbits subject to biosecurity control are entering, leaving or located on the site. The applicant must provide full details of the times when the site will be attended and any periods during normal business hours that the site will not be attended.	Minor
5.13 Enclosures holding rabbits subject to biosecurity control must be serviced by a water supply that is not circulated, or accessible to animals not subject to biosecurity control after coming into contact with rabbits subject to biosecurity control.	Major

**Table 5C Structural requirements (continued)**

Requirements	Nonconformity guide
<p>5.14 The biosecurity area must be equipped with:</p> <ul style="list-style-type: none"> <li>• handwashing facilities adjacent to the biosecurity area supplied with hospital grade disinfectant for human use</li> <li>• a facility adjacent to the biosecurity area for changing and storing dedicated clothing. This may be an anteroom or other dedicated area</li> <li>• either footbaths or dedicated footwear</li> </ul>	Major
<p>5.15 The biosecurity area must be located within a single operational entity and the applicant must have sole control of, and access to, rabbits subject to biosecurity control.</p>	Major
<p>5.16 A wash facility must be available within each biosecurity area to wash and disinfect equipment used with rabbits.</p> <p>Note: Wash area size must be commensurate with the size of equipment being washed (this may be a large sink in some cases).</p>	Major
<p>5.17 The wash area must be constructed in such a way as to contain waste water. Minimum requirements for wash areas include:</p> <ul style="list-style-type: none"> <li>• a floor constructed of a durable non-porous material (such as concrete or asphalt)</li> <li>• splash walls are to be affixed inside coving at wall to floor junctions to provide containment of wash water and residues</li> <li>• splash walls on three sides commensurate to the size of goods being treated/cleaned (or a minimum of two metres high) and to provide containment of spray and residues (constructed of non-absorbent material)</li> <li>• for facilities used to wash soiled items (such as crates), the floor/sink must drain into a soil trap and/or basket strainer which is connected directly to sewerage or to another waste water disposal system approved by the department</li> <li>• for facilities used to wash non-soiled items the floor/sink must drain directly to a sewerage or to another waste water disposal system approved by the department</li> <li>• drains and tanks must be covered and sewerage/drainage lines must be protected from physical damage.</li> </ul>	Major

**Table 5D Structural requirements (continued)**

Requirements	Nonconformity guide
<p>5.18 Where a site chooses to hold waste for the period rabbits are undergoing post-entry quarantine (while the rabbits are subject to biosecurity control), a suitable holding facility must be available. Waste holding facilities must be:</p> <ul style="list-style-type: none"> <li>• located within the biosecurity area</li> <li>• constructed of an impervious material</li> <li>• able to be cleaned</li> <li>• fully enclosed (such as a water tank or shipping container)</li> <li>• animal-proof (including rodents and insects)</li> <li>• clearly signed as holding biosecurity waste</li> <li>• locked at all times waste is not being placed in the container.</li> </ul>	<p>Major</p>

**Table 6 Wash bays/cabinets**

Requirements	Nonconformity guide
<p>6.1 Equipment used for biosecurity operations must be washed and disinfected with a department-approved disinfectant in accordance with approved work procedures prior to removal from the biosecurity area.</p>	<p>Major</p>
<p>6.2 There must be adequate equipment available in order to carry out cleaning. A suitable department-approved broad spectrum disinfectant must be available for use as directed by the department (a list of department-approved disinfectants is available on the department's website).</p>	<p>Major</p>
<p>6.3 Wash areas must be washed down and disinfected with a department-approved disinfectant straight after wash down in accordance with approved work procedures.</p>	<p>Major</p>

**Table 7 Administration and management**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>7.1 The Biosecurity Industry Participant (BIP) must:</p> <ul style="list-style-type: none"> <li>• provide the department with evidence that applicable work health and safety standards have been met including the provision of a first aid cabinet/kit which is fully stocked and meets the minimum commercial Australian Standard (AS2675-1983: Portable first aid kits for use by consumers)</li> <li>• provide vehicle parking for visiting biosecurity officers (Note: This may require department identified parking or providing a parking permit)</li> <li>• ensure adequate security for any of the department's technical equipment left at the site.</li> </ul>	Minor
<p>7.2 Staff amenities are to be provided for the use of biosecurity officers, including access to a desk and chair and a telephone with direct outside call access, toilet facilities, handwashing facilities (within the biosecurity area) and a hygienic means of drying hands, and suitable arrangements for daily cleaning of amenities.</p>	Minor

**Table 8A Office and record requirements**

<b>Requirements</b>	<b>Nonconformity guide</b>
8.1 Records may be maintained in either electronic or manual form.	Not applicable
8.2 Records must be retained for a minimum period of 18 months after release of the rabbits from biosecurity control, during which time they must be made readily available to a biosecurity officer when requested.	Minor
8.3 Records of rabbits that have been subject to biosecurity control while at the site must be maintained. Records for rabbits undergoing post-entry quarantine (that are subject to biosecurity control) must be immediately available upon request by a biosecurity officer. Records for the last 18 months must be kept on site. Other records can be kept off site.	Minor or major
8.4 Records for each consignment of rabbits undergoing post-entry quarantine (each consignment that is subject to biosecurity control) must include: <ul style="list-style-type: none"> <li>• a copy of biosecurity directions/orders</li> <li>• Import Permit number</li> <li>• copies of overseas government health certificates</li> <li>• date the consignment arrived at the site</li> <li>• date of release of rabbits from biosecurity control</li> <li>• daily health record that includes: <ul style="list-style-type: none"> <li>- details of any treatments or medications applied to individual rabbits including treatment approvals issued by the department</li> <li>- details of any illness or mortalities</li> <li>- details of any destruction of rabbits subject to biosecurity control</li> <li>- results of health or veterinary checks undertaken including the date and rabbits identification details</li> </ul> </li> <li>• a log of all people who have had access to rabbits undergoing post-entry quarantine.</li> </ul>	Major
8.5 Records detailing daily footbath maintenance must include at least the following: <ul style="list-style-type: none"> <li>• date</li> <li>• name of chemical used</li> <li>• ratio of chemical to water used</li> <li>• name of person who performed maintenance.</li> </ul>	Major
8.6 Records detailing biosecurity waste water treatment must include at least the following: <ul style="list-style-type: none"> <li>• date of treatment</li> <li>• name of chemical used</li> <li>• ratio of chemical to water used</li> <li>• time treatment started</li> <li>• time treatment completed</li> <li>• name of person who performed treatment.</li> </ul>	Major

**Table 8B Office and record requirements**

<b>Requirements</b>	<b>Nonconformity guide</b>
8.7 Records must be maintained of the method and date of waste disposal/destruction.	Major
8.8 Vermin control records, must include records detailing replacement dates and details of insecticide strips/pads on biosecurity waste bins.	Minor
8.9 Records detailing staff training must be maintained.	Minor
8.10 Internal audit records must be maintained.	Minor

**Table 9 Administration**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>9.1 To ensure conformance to the AA requirements, the department must be notified in writing at least 15 working days prior to any:</p> <ul style="list-style-type: none"> <li>• alterations to site management arrangements</li> <li>• modification to, or closure of, biosecurity areas where goods subject to biosecurity control are stored or treated/processed or otherwise dealt with.</li> </ul>	Minor

**Table 10A Requirements**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>10.1 Details of the proximity of the site to vacant land and details of that lands usage where applicable must be provided to support applications for approval of sites.</p> <p>Note: For the purposes of site approval vacant land refers to any plot which contains no buildings or usable structures. These areas may or may not have improvements (such as sewers).</p>	Not applicable
<p>10.2 If the site is prone to flooding or storm surges, details of the design features of the site and risk management procedures that will be applied during a flood or storm surge event must be provided to the department. This will need to include the likely effective warning time that the site would have prior to inundation.</p> <p>Note: Flooding includes:</p> <ul style="list-style-type: none"> <li>• mainstream flooding (an event where water from a creek, river, lake, estuary or coastal waters overflows the natural or artificial banks of the principal watercourses in a catchment)</li> <li>• flash flooding (flooding that occurs within six hours of the rain which causes the flooding)</li> <li>• storm water flooding (local runoff exceeding the capacity of an urban stormwater drainage system).</li> </ul> <p>A storm surge is a rise in coastal water levels caused by the low pressure area of a storm or cyclone and wind driving water shorewards.</p> <p>For the purposes of determining approval, the Director of Biosecurity will consider whether the location of the site is prone to flooding or storm surges and the frequency of these events. The site will be regarded as being prone to flooding or storm surges if the floor of the facility would be inundated by a 100 year Average Recurrence Interval (ARI) flood or storm surge event. This equates to a 1 in 100 year flood level, (one flood in 100 years ratio) or an Annual Exceedance Probability (AEP) of 1%.</p>	Not applicable
<p>10.3 Documentary evidence of the extent to which the site is flood prone can be obtained in each state or territory by contacting one of the following government authorities (the agency/authority to contact will vary depending on the state or territory):</p> <ul style="list-style-type: none"> <li>• planning and land authorities</li> <li>• local councils - town planning sections</li> <li>• relevant state or territory departments</li> </ul> <p>and requesting a Property Information Certificate or equivalent documentation.</p> <p>If it is not possible to obtain a 100 year ARI or AEP flood level from the relevant local authority, then the highest ARI or defined flood level used by that authority will be taken to be the level for determining if the premises is in a location that is prone to flooding or storm surges.</p>	Not applicable

**Table 10B Requirements (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>10.4</p> <p>Documentary evidence (certification) that the site complies with all relevant design and construction standards under the Building Code of Australia as specified by the Australian Building Codes Board.</p> <p>To obtain certification, the applicant may choose to utilise the services of:</p> <ul style="list-style-type: none"> <li>• local government or Council Building Surveyor</li> <li>• suitably licensed engineer as listed on the National Professional Engineers Register.</li> </ul> <p>Note: The certification requirements to meet the Building Code of Australia can be obtained by:</p> <ul style="list-style-type: none"> <li>• contacting the relevant local government authority/agency (the authority/agency will vary depending on your state or territory)</li> </ul> <p>using a suitably licensed engineer to provide a certificate of structural adequacy.</p>	<p>Not applicable</p>

**Table 11A Application requirements**

<b>Requirements</b>	<b>Nonconformity guide</b>
11.1 At the time of application for approval, the applicant must provide a site operations manual/standard operating procedure. This document must detail all biosecurity operations undertaken at the site and accurately and comprehensively detail procedures followed by accredited persons employed by the applicant when working with goods subject to biosecurity control and maintaining associated records. This operations manual/standard operating procedure must be approved by the department's Live Animal Imports Program in Canberra.	Not applicable
11.2 The site operations manual/standard operating procedure must include: <ul style="list-style-type: none"> <li>• transport plan detailing how the animals will be taken from the port of arrival to the site including the type of vehicle and method of securing the vehicle (such as seals)</li> <li>• transport route (must be the most direct route) for the transport of animals subject to biosecurity control to the site from the port where they are landed in Australia</li> <li>• contingency plan if there is a vehicle breakdown</li> <li>• list of department contacts (office and after-hours).</li> </ul>	Not applicable
11.3 The site operations manual/standard operating procedure must include a procedure for notifying the department of the impending arrival of imported animals.	Not applicable
11.4 The site operations manual/standard operating procedure must include vermin, (including rodents and insects) and control measures within the site, including what pests are being controlled and how the control measures will be maintained.	Not applicable
11.5 The site operations manual/standard operating procedure must include a standard format for records including: <ul style="list-style-type: none"> <li>• individual rabbit records</li> <li>• daily health records</li> <li>• visitor records</li> <li>• cleaning and disinfection records</li> <li>• waste and treatment records.</li> </ul>	Not applicable
11.6 The site operations manual/standard operating procedure must include work procedure detailing the activities associated with the preparation of cages and equipment prior to the arrival of consignments including procedures for disinfection detailed in criterion reference numbers 12.9 and 12.10.	Not applicable

**Table 11B Application requirements (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>11.7 The site operations manual/standard operating procedure must include work procedures for the entry of rabbits into the site which must detail:</p> <ul style="list-style-type: none"> <li>• unloading on arrival at the site and transfer to the biosecurity area</li> <li>• recording of each individual animal's arrival including microchip verification and parasite check</li> <li>• treatment of transport vehicle and transport crates after arrival.</li> </ul>	Not applicable
<p>11.8 The site operations manual/standard operating procedure must include work procedures for daily monitoring which must include:</p> <ul style="list-style-type: none"> <li>• daily husbandry routine including cleaning and parasite control</li> <li>• examination of rabbits by a person approved by the department in accordance with Operating Procedures criteria.</li> </ul>	Not applicable
<p>11.9 The site operations manual/standard operating procedure must include work procedures covering hygiene (including handwashing regime).</p>	Not applicable
<p>11.10 The site operations manual/standard operating procedure must include:</p> <ul style="list-style-type: none"> <li>• method of obtaining department approval for veterinary treatment for diseases not of biosecurity concern for rabbits that are subject to biosecurity control</li> <li>• nomination of attending veterinarian to undertake this work for the duration of quarantine</li> <li>• notification to the department of illness or death</li> <li>• notification to the department of any pest or disease infestation</li> <li>• a table of expected mortality levels for the different ages of rabbits</li> <li>• cleaning and disinfecting of cages and equipment following illness or death</li> <li>• isolation procedures for sick animals</li> <li>• storage facilities for samples and dead animals.</li> </ul>	Not applicable
<p>11.11 The site operations manual/standard operating procedure must include:</p> <ul style="list-style-type: none"> <li>• collection, storage and transport of samples for laboratory testing</li> <li>• waste holding and disposal procedures including (where applicable) detailed description of holding containers being used, collection and securing of solid and liquid wastes, department-approved transporter, treatments being applied and treatment application regimes</li> <li>• use of protective clothing.</li> </ul>	Not applicable

**Table 11C Application requirements (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>11.12 The site operations manual/standard operating procedure must include work procedures for dealing with footwear which must include one of the following options:</p> <ul style="list-style-type: none"> <li>• the use of dedicated footwear inside the biosecurity area (street footwear left outside the biosecurity area)</li> <li>• use of disposable overshoes in the biosecurity area (note: used overshoes are considered biosecurity waste)</li> <li>• use of footbaths containing a department-approved disinfectant in accordance with manufacturer's recommendations.</li> </ul>	Not applicable
<p>11.13 The site operations manual/standard operating procedure must include a contingency plan for escape of animals and fire or other emergency.</p>	Not applicable
<p>11.14 The site operations manual/standard operating procedure must include work procedures detailing the security arrangements in place including:</p> <ul style="list-style-type: none"> <li>• the prevention of unauthorised movement of rabbits and equipment into or out of the site including contingency plans if a rabbit undergoing post-entry quarantine (a rabbit that is subject to biosecurity control) escapes, either to within or outside the site</li> <li>• control of access to the site, including the maintenance of a register of people authorised to access the site</li> <li>• control of visitors to the site including requirements for them to be supervised by an authorised person at all times when in the biosecurity area and the maintenance of a visitors register</li> <li>• nightly lock down arrangements and arrangements for locking of the site when unattended at other times</li> <li>• procedures for notifying the department of any incidents that could compromise biosecurity security of the site such as structural damage, unauthorised entry, the removal of goods subject to biosecurity control, biosecurity waste or equipment from the biosecurity area or any breach of site operations manual/standard operating procedure</li> <li>• the staff members or staff positions with responsibility for the above security related functions.</li> </ul>	Not applicable
<p>11.15 The site operations manual/standard operating procedure must include:</p> <ul style="list-style-type: none"> <li>• appropriate forms necessary to document processes in the manual</li> <li>• internal audit procedure to ensure effectiveness of staff training and processes described in the operations manual/standard operating procedure.</li> </ul>	Not applicable

**Table 11D Application requirements (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
11.16 The site operations manual/standard operating procedure must include work procedures detailing routine perimeter fence checks and fence maintenance.	Not applicable
11.17 The site operations manual/standard operating procedure must include work procedures for cleaning and disinfection of the biosecurity area and equipment which must detail: <ul style="list-style-type: none"> <li>• department-approved disinfectant to be used (chemical and rate)</li> <li>• how disinfection will be achieved</li> <li>• when disinfection will occur</li> <li>• equipment used to assist the disinfection process (such as nominated sinks).</li> </ul>	Not applicable
11.18 The site operations manual/standard operating procedure must include work procedures for biosecurity waste storage and removal that detail: <ul style="list-style-type: none"> <li>• how and where biosecurity waste will be stored</li> <li>• the name of the department-approved waste transporter that will collect and transport solid biosecurity waste to the place of disposal</li> <li>• the name of the department-approved waste disposal facility and the method of treatment/disposal</li> <li>• how often biosecurity waste will be collected</li> <li>• clean up and spill procedures.</li> </ul>	Not applicable
11.19 The site operations manual/standard operating procedure must include the names, roles and responsibilities of personnel (including veterinary staff) involved in the management and husbandry of the rabbits for the required period of post-entry quarantine and their experience with rabbits.	Not applicable
11.20 The site operations manual/standard operating procedure must include work procedures detailing staff training arrangements including: <ul style="list-style-type: none"> <li>• staff training covering work procedures/standard operating procedures</li> <li>• arrangements to ensure that Accredited Persons are personally conducting or supervising activities involving physical contact with or handling of items subject to biosecurity control at the site.</li> </ul>	Not applicable

**Table 12 Isolation and hygiene**

<b>Requirements</b>	<b>Nonconformity guide</b>
12.1 No other animals other than the rabbits that are subject to biosecurity control are permitted in the biosecurity area.	Major
12.2 Buildings and/or structures must be maintained in a sound state of good repair.	Major
12.3 The biosecurity area must remain clean at all times	Minor
12.4 The site must be managed to ensure that effective separation is maintained between rabbits subject to biosecurity control and any other rabbit that is not subject to biosecurity control. The rabbits subject to biosecurity control must be separated by a minimum distance of 50 metres from other rabbits or kept physically separated within the site by solid walls. The separation method used must be approved by the department.	Major
12.5 Should contact with rabbits not subject to biosecurity control occur, the department must be contacted immediately. These rabbits shall be subject to biosecurity control and be subject to the same post-entry biosecurity requirements as imported rabbits.	Minor
12.6 No animal may be removed from the biosecurity area without prior department approval.	Major or critical
12.7 Staff and visitors entering the biosecurity area must comply with the approved work procedure for hygiene and footwear standards. If: <ul style="list-style-type: none"> <li>• dedicated footwear is used, prior to dedicated footwear being removed from the biosecurity area, it must be disinfected in accordance with approved work procedures</li> <li>• disposable overshoes are used in the biosecurity area the overshoes are to be disposed of as biosecurity waste after use in accordance with the approved work procedures</li> <li>• a footbath is used, a sign 'Footwear must be immersed in footbath on entry to and exit from site' must be displayed near footbaths</li> <li>• a footbath is used, the contents of each one must be replaced daily and records kept that provide evidence this has occurred.</li> </ul>	Major
12.8 Personnel must use clean protective clothing dedicated for use within the sites. Removal of protective clothing from the sites is not permitted until after the post-entry quarantine period has been completed and the animals are released from biosecurity control. Alternatively, protective clothing may be disposed of as biosecurity waste or laundered within the biosecurity area.	Major
12.9 The rabbit accommodation areas must be treated with a department-approved disinfectant prior to the introduction of new consignments of rabbits.	Major
12.10 Containers in which animals have been transported must be thoroughly cleaned and disinfected with a department-approved disinfectant before they can leave the site.	Major

**Table 13 Operating procedures**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>13.1 The BIP must ensure that rabbit housing has suitable provision made for:</p> <ul style="list-style-type: none"> <li>• an adequate and constant supply of fresh air</li> <li>• heating as appropriate</li> <li>• fresh drinking water.</li> </ul>	Minor
<p>13.2 Rabbits require examination by a department-approved person for signs of illness, injury, and abnormal behaviour periodically throughout the day during the post-entry quarantine period (while they are subject to biosecurity control). This information must be documented on a daily record of health.</p> <p>Note: More than one person must be approved by the department to undertake the daily examinations.</p>	Minor
<p>13.3 A full post-mortem will be performed on any dead rabbits subject to biosecurity control. The department's Live Animal Imports Program will advise when notified of the death, if the carcass is to be directed to a department-approved laboratory for a post-mortem, or if a veterinarian approved by the department may take samples appropriate to achieving a diagnosis which will then be dispatched to a department-approved laboratory for analysis. The carcass must be destroyed by a department-approved method.</p>	Minor

**Table 14 Requirements to maintain approval**

Requirements	Nonconformity guide
<p>14.1 Any changes to the site, structural or procedural arrangements must be carried out in a manner which preserves compliance with the:</p> <ul style="list-style-type: none"> <li>• site conditions referred to in this document</li> <li>• general site Conditions of Approval (a copy of which is available from the department's website).</li> </ul>	Major
<p>14.2 To ensure compliance with the class 7.11 requirements and the general site Conditions of Approval document, the department's regional office must be notified in writing no fewer than 15 working days prior to:</p> <ul style="list-style-type: none"> <li>• any alterations to the site's physical structure or operating arrangements (including the operating arrangements detailed in the site's operations manual/standard operating procedures). Department approval must be obtained before any changes are implemented</li> <li>• the applicant: <ul style="list-style-type: none"> <li>- commencing any process of liquidation, winding up, dissolution or bankruptcy, any form of external administration, or scheme of arrangement</li> <li>- proposing to assign, transfer, cease or materially reduce business operations which include the procedures covered by the site approval</li> <li>- changing any persons nominated in Section D of the Application for Approval of a Place for the Performance of Biosecurity.</li> </ul> </li> </ul> <p>Note: The department may require that documented evidence be provided for compliance with the Building Code of Australia where structural additions or modifications are planned to be made to the site.</p>	Major
<p>14.3 The site operations manual/standard operating procedures must be made available to the department for audit purposes upon request</p>	Major
<p>14.4 The applicant must pay the fees for service imposed under the department's relevant fees determination in relation to the approved place by the due date shown on an invoice issued by the department.</p>	Not applicable
<p>14.5 The occupier of the site must ensure that Import Permit conditions that apply to rabbits while the rabbits are at the site are complied with.</p>	Critical

**Table 15A Waste**

<b>Requirements</b>	<b>Nonconformity guide</b>
15.1 Biosecurity waste includes manure, urine, soiled bedding, food scraps, water, water splash and disposable equipment that have been used in biosecurity operations. Biosecurity waste must be collected from the enclosures housing rabbits subject to biosecurity control on a regular basis, and must be protected from unauthorised removal or access by other animals during storage.	Major
15.2 Biosecurity waste must be effectively contained and disposed of in accordance with approved work procedures.	Critical
15.3 Effective containment of solid biosecurity waste includes: <ul style="list-style-type: none"> <li>• double bagging within a bin</li> <li>• having an effective storage device such as sufficient bins/containers (with lids or otherwise able to be closed) of an appropriate size</li> <li>• having an effective insecticide pad or insecticide strip (dichlorvos strips) attached to the bin/container lid</li> <li>• ensuring bins/containers remain closed when not in use</li> <li>• ensuring that the bins/containers are maintained in a reasonable state of repair</li> <li>• securely storing the bins/containers within the site to prevent loss, spillage or unauthorised access.</li> </ul>	Major
15.4 Effective disposal of biosecurity waste includes: <ul style="list-style-type: none"> <li>• transport by a department-approved waste transporter or alternatively under full department supervision</li> <li>• treatment/disposal by a department-approved waste disposal facility by a manner approved by the department.</li> </ul>	Major
15.5 Bins/containers must be labelled 'Biosecurity Waste' or 'Quarantine Waste'. Such signs must comply with the requirements for signs detailed under 'Security' requirement. Note: Where new signs are being produced, they should use 'biosecurity' not 'quarantine'.	Minor
15.6 Bins must be cleaned and disinfected in accordance with the approved work procedures.	Major
15.7 Biosecurity waste must be identified as such to the waste disposal company and/or waste transporter.	Major
15.8 Fresh water arriving with animals and any water not going to municipal sewerage, requires treatment in accordance with the approved work procedures.	Critical

**Table 15B Waste (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>15.9 The following requirements apply to the chlorination treatment of biosecurity waste water:</p> <ul style="list-style-type: none"> <li>• water that is likely to contain any visible particulates must be filtered through a minimum of a 100 micron filter prior to the addition of chlorine based chemicals</li> <li>• sufficient chemical must be added to achieve a final concentration of at least 200 ppm chlorine at a neutral pH</li> <li>• once chlorine has been added, the water is to be mixed for ten minutes and held for a minimum of one hour. If required, the water can be treated with a neutralising agent (such as sodium thiosulphate) prior to discharge.</li> </ul>	Major or critical
<p>15.10 The following are examples of chemicals that may be used for chlorine treatment of biosecurity waste water:</p> <ul style="list-style-type: none"> <li>• sodium hypochlorite</li> <li>• calcium hypochlorite.</li> </ul>	Not applicable
<p>15.11 Waste water treatment facilities/tanks must be constructed in a way to:</p> <ul style="list-style-type: none"> <li>• restrict access to water prior to and during treatment</li> <li>• ensure untreated water is not released</li> <li>• enable consistent agitation</li> <li>• enable holding for at least one hour during treatment.</li> </ul>	Major or critical
<p>15.12 To comply with local, state and federal regulations, medical waste must not be disposed of via sewerage or deep burial. Alternative department-approved methods of disposal must be used.</p>	Major

**Table 16A General**

<b>Requirements</b>	<b>Nonconformity guide</b>
16.10 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
16.2 Goods subject to biosecurity control must be maintained and processed in accordance with the requirements of the relevant AA class.	Minor, major or critical
16.3 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
16.4 Goods subject to biosecurity control must be maintained and processed in accordance with an Import Permit.	Minor, major or critical
16.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor, major or critical
16.6 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
<p>16.7 Goods subject to biosecurity control must be kept physically separated from other goods (including during transport), to ensure negligible risk of cross contamination to:</p> <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> <p>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.</p>	Major or critical
16.8 The standard of hygiene at the AA site must be appropriate for the nature of the goods subject to biosecurity control.	Major or critical
16.9 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 16B General (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
16.10 Goods subject to biosecurity control are not permitted to be moved outside an AA site except for the purpose of: <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> </ul>	Critical
<ul style="list-style-type: none"> <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>	
<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
16.11 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.	Critical
16.12 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: <ul style="list-style-type: none"> <li>visually verify 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
16.13 Persons performing the function of an Accredited Person must have successfully completed the department's approved training to obtain and maintain Accredited Person status.	Major
16.14 Records must be maintained of Accredited Persons.	Minor
16.15 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.	Major
16.16 Ensure records are kept for a minimum of 18 months for goods subject to biosecurity control at the AA site.	Minor or major

**Table 16C General (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
16.17 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>
16.18 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
16.19 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>
16.20 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> <li>• relocation of the business, including the AA class function</li> </ul>	
<ul style="list-style-type: none"> <li>• cessation 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</p>	Critical

**Table 16D General (continued)**

Requirements	Nonconformity guide
<p>16.21 If there is any doubt as to whether goods:</p> <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>	Major
<p>16.22 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>16.23 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>16.24 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>16.25 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>16.26 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