



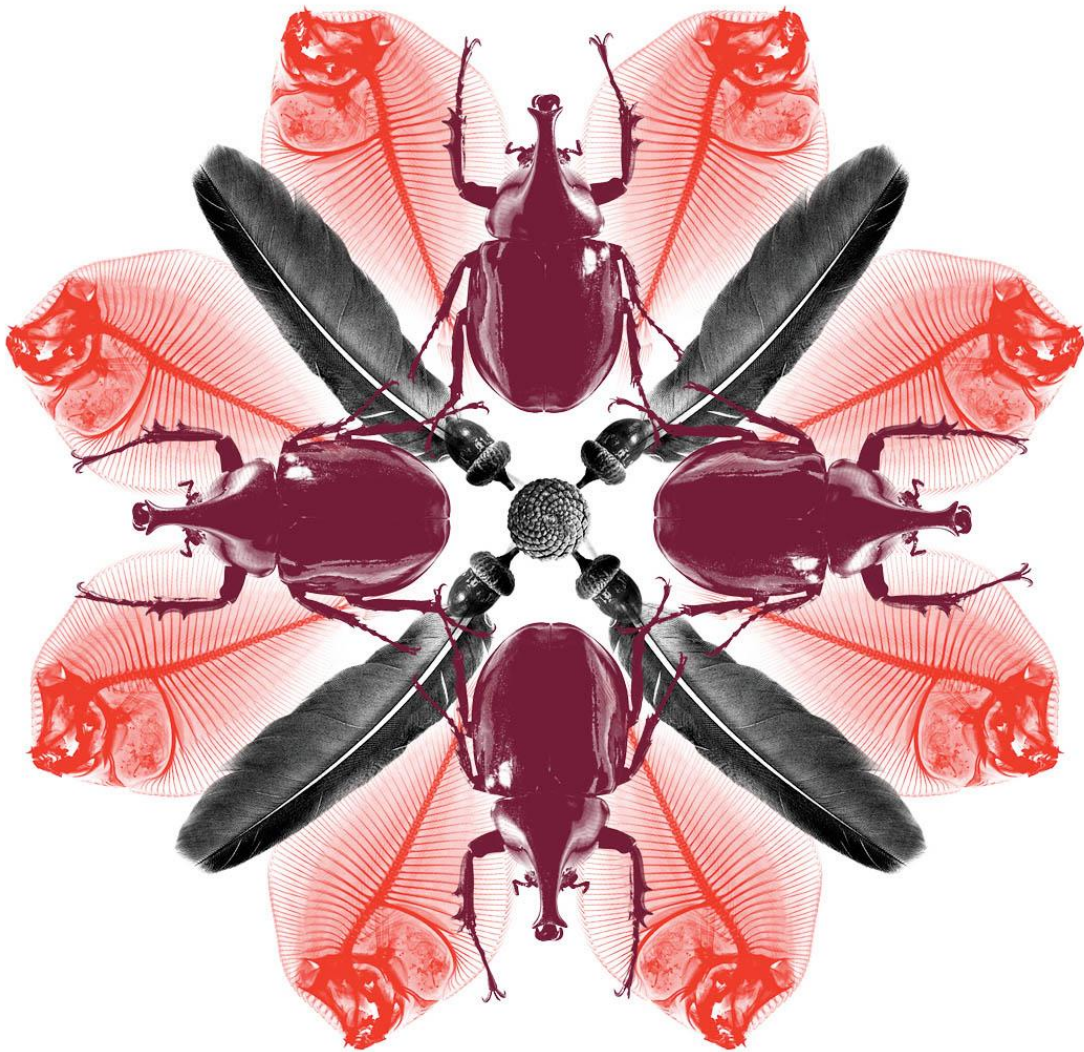
Australian Government
**Department of Agriculture
and Water Resources**

Approved Arrangement

for 7.8 - Defence and Police dogs

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.

Date	Version	Amendments	Approved by
Jun 2013	1.0	First release	Industry Arrangements Reform Program
Oct 2013	1.1	Second release	Industry Arrangements Reform Program
Apr 2014	1.2	Third release	Industry Arrangements Reform Program
Jun 2014	2.0	Removal of criteria: 1.3.1-Fees must be paid for service imposed in accordance with section 46A (1) and section 86E of the <i>Quarantine Act 1908</i> and subordinate legislation by the due date shown on invoices issued by the department.	Approved Arrangements section
Apr 2016	2.1	Updated departmental branding	Approved Arrangements section

Date	Version	Amendments	Approved by
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: agriculture.gov.au.

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 requirement 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 requirements remains at the discretion of the Biosecurity Officer.

Nonconformity classifications are detailed in the *AA General Policies*.

AA requirements

Requirements	Nonconformity guide
1 Scope	
1.1 AA site for Defence or Police dogs must be utilised for undertaking the requirements of a valid Import Permit for the Post Entry Quarantine (PEQ) of returning Australian active service Defence and Police dogs, specifically <i>Canis lupus familiaris</i> .	Critical
1.2 A site for Defence or Police dogs must not be used for imported pets belonging to defence or police personnel; dog's no longer in active service; or for the PEQ of any other species of animal.	Critical
1.3 While the site is being used for PEQ domestic dogs must be isolated from the site.	Critical
2 Structural requirements	
2.1 On application, and at any other time requested, the following must be provided to the department: <ul style="list-style-type: none"> • a government or engineer's certificate stating the likelihood and severity of flooding or storm surges • details of the site's proximity to waterways. 	Major
2.2 On application a site plan and drainage and plumbing plan must be submitted and thereafter be maintained to continuously reflect the physical layout of the site and its drainage system.	Major
2.3 The site plan of the AA site, drawn to scale, must show: <ul style="list-style-type: none"> • the overall dimensions of the site, buildings and structures, whether utilised for biosecurity operations or not • the location of a room for examination and treatments, receival area of dogs, kennels and storage areas for biosecurity waste • road access to and within the site • the designated parking • on-site transport pathways and/or movement flows for dogs and biosecurity waste. 	<ul style="list-style-type: none"> • Major • Major • Minor • Minor • Minor
2.4 The drainage and plumbing plan, drawn to scale, must show the overall layout and location of: <ul style="list-style-type: none"> • storm water 	<ul style="list-style-type: none"> • Major

Requirements	Nonconformity guide
<ul style="list-style-type: none"> • grey water • sewerage and/or • wastewater treatment facilities • drainage of kennel floors. 	<ul style="list-style-type: none"> • Major • Major • Major • Major or critical
<p>2.5</p> <p>Buildings, structures and surroundings must be maintained in a sound state of repair.</p>	<p>Minor, major or critical</p>
<p>2.6</p> <p>Vegetation must be excluded from growing into or within buildings (including buildings with open sides) used for biosecurity purposes.</p>	<p>Major</p>
<p>2.7</p> <p>The site must not be used as a thoroughfare or access point.</p>	<p>Major</p>
<p>2.8</p> <p>The site must be of a size appropriate to the quantity of dogs being handled.</p>	<p>Major</p>
<p>2.9</p> <p>The veterinary examination room requires minimum lighting of 160 lux to allow effective examination of dogs undergoing PEQ.</p>	<p>Major</p>
<p>2.10</p> <p>The site must have a perimeter fence that is constructed to prevent the escape of the dogs and direct or indirect contact with other dogs.</p>	<p>Major</p>
<p>2.11</p> <p>Kennel floors must be constructed of impervious, solid washable materials.</p>	<p>Major</p>
<p>2.12</p> <p>Kennels must be constructed to prevent dogs contacting other dogs directly or indirectly.</p>	<p>Major</p>
<p>2.13</p> <p>Any off-leash exercise areas must be constructed to prevent the escape of the dogs and direct or indirect contact with other dogs.</p>	<p>Major</p>
<p>2.14</p> <p>A room must be maintained that is suitable to perform veterinary treatments and examinations as required. The room must:</p> <ul style="list-style-type: none"> • include an area in which the dog can be secured • have impervious surfaces • have access to hand washing/sanitising facilities for personnel. 	<p>Major</p>
<p>2.15</p> <p>Parking must be provided for Biosecurity Officers.</p>	<p>Minor</p>

Requirements	Nonconformity guide
2.16 Access to the site must be through property owned, rented or leased by the Biosecurity Industry Participant (BIP).	Major
2.17 Access to the site must be via an all-weather road.	Major
2.18 Biosecurity Officers must be granted access to the site at any time.	Major
2.19 The department must be provided with details of the site's nominated business hours.	Minor
3 Operating requirements	
3.1 The BIP must only engage in biosecurity activities for which their site is approved to perform.	Major
3.2 The department must be notified as soon as practical within 48 hours of the arrival of any unsolicited goods, and/or substituted goods, including domestic dogs or other animals at the site.	Major
3.3 The site staff who have responsibilities for, or who handle goods subject to biosecurity control must be appropriately trained to ensure the requirements set out in the criteria are complied with.	Major
3.4 The BIP must supply and maintain labour and equipment required to assist Biosecurity Officers in performing their duties.	Minor
3.5 Records in relation to the AA site must be maintained for a minimum of 18 months from the date of release or disposal.	Major
3.6 Records must be made available to the department within 48 hours upon request.	Major
3.7 For a site for returning Australian active service defence and police dogs, the following records must be maintained: <ul style="list-style-type: none"> • Biosecurity Directions, including Biosecurity Control Orders and Release from Biosecurity • Import Permit • date of arrival of dogs at the site 	Major

Requirements	Nonconformity guide
<ul style="list-style-type: none"> • animal holding location of dogs undergoing PEQ • pest and tick control • biosecurity waste • details of any treatments • animal health record, including daily monitoring and veterinary examinations • details of mortalities, including post mortem findings • staff training • Site's agreement with Nominated Veterinary Hospital (NVH). 	
<p>3.8</p> <p>Pest and tick control records must include:</p> <ul style="list-style-type: none"> • details of the inspection regime • the use of insecticides, fumigation, rodenticides, baits and/or traps • bait station locations • details of the provider (where applicable). 	Minor
<p>3.9</p> <p>Biosecurity waste records must include the source, nature/type and quantity - in volume or weight.</p>	Major
<p>3.10</p> <p>Effective pest controls must be in place to ensure dogs undergoing PEQ are not contaminated by pests or diseases.</p>	Major
<p>3.11</p> <p>The department must be notified of any suspected pest or exotic disease outbreak and/or establishment as soon as practical within 48 hours.</p>	Critical
<p>3.12</p> <p>Tick control systems must be in place and as a minimum must include:</p> <ul style="list-style-type: none"> • application of external parasite control that provides continuous protection against ticks applied to dogs according to manufacturer's instructions • regular maintenance and mowing of grassed areas • disposed of grass clippings as biosecurity waste or grass clippings must be left on the lawn • treatment of grassed areas with a pyrethroid product effective against ticks, registered for use in the relevant state/territory, and applied according to the manufacturer's instructions • sealing of cracks/crevices/joints in kennel floors, walls and other surfaces which could harbour ticks • treatment of any exercise areas/kennels and equipment which could be harbouring ticks with a pyrethroid product effective against ticks and applied according to manufacturer's instructions 	Major

Requirements	Nonconformity guide
<ul style="list-style-type: none"> • removal and killing of any live ticks found on dogs • if Ehrlichia canis testing in PEQ is not prescribed by the Import Permit, then any ticks collected from dogs undergoing PEQ, or their associated equipment and kennels, must be kept in a sealed primary container. The department must be contacted for further instructions as soon as practical within 48 hours. 	
3.13	
The site must be maintained to a standard of cleanliness so that there is no accumulation of:	
<ul style="list-style-type: none"> • garbage, except in garbage containers • dirt and soil • residue • other matter that could contaminate the site. 	Major
3.14	
Materials or equipment, including dog bedding that has come into contact with dogs undergoing PEQ during transportation must be either:	
<ul style="list-style-type: none"> • cleaned and sterilised to remove ticks • held subject to biosecurity control within the site until dogs are released from biosecurity control • securely contained and disposed of as biosecurity waste. 	Major
3.15	
Kennels and equipment must be cleaned and disinfected following the illness or death of a dog.	Major
3.16	
Dogs undergoing PEQ must be separated, including during transport, through the use of distance or physical barriers, to prevent cross contamination of dogs.	Major
3.17	
Dogs undergoing PEQ must not come into direct or indirect contact with any other dogs.	Major or critical
3.18	
If contact does occur with a dog which is not in PEQ that dog must be moved into the AA site and the department must be notified as soon as practical within 48 hours.	Major or critical
3.19	
Individual dogs within the site must be kept isolated from each other to avoid direct or indirect contact. If contact does occur between dogs, the department must be notified as soon as practical within 48 hours.	Major

Requirements	Nonconformity guide
3.20 Dogs must be isolated or confined to their kennels until completion of the arrival veterinary examination.	Major or critical
3.21 Dogs undergoing PEQ must not leave the QAP without prior written approval or direction from the department.	Critical
3.22 The department must be notified as soon as practical within 48 hours upon detection of the unauthorised release of any dogs undergoing PEQ.	Critical
3.23 Dogs undergoing PEQ which require movement to or from the site must be: <ul style="list-style-type: none"> • securely contained within the site when loading and unloading • crated and transported in an enclosed transport vehicle. 	Major
3.24 The post-entry veterinary examination must be completed within the site either by a Nominated Veterinarian or a Departmental Veterinary Officer no more than 3 days after the dog's arrival.	Major
3.25 A pre-release veterinary examination must be scheduled and be performed within the site either by a Nominated Veterinarian or a departmental Veterinary Officer no more than 3 days prior to the dog's intended release from PEQ.	Critical
3.26 Post-entry and pre-release veterinary examinations must: <ul style="list-style-type: none"> • be recorded on a veterinary examination form • record any part of the examination that is not able to be completed and state the reason • ensure the form is signed and dated by the person who performed the examination • ensure that the examination report is attached to the dog's record. 	Major
3.27 The Biosecurity Industry Participant (BIP) must seek guidance and written approval from a biosecurity officer prior to exporting a dog from Australia.	Critical
3.28 Dogs undergoing PEQ must be identifiable and able to be reconciled.	Major
3.29 Entry and exit points of the site must display biosecurity signage.	Major

Requirements	Nonconformity guide
<p>3.30</p> <p>Biosecurity signs must:</p> <ul style="list-style-type: none"> • be securely affixed • be durable • be prominently displayed and able to be clearly read by persons approaching the area at all times • have black lettering on yellow background • 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. <p>Note: Where new signs are being produced, they should use biosecurity not quarantine.</p>	Major
<p>3.31</p> <p>External signage must be:</p> <ul style="list-style-type: none"> • a minimum of 600 mm x 400 mm in size • a minimum lettering height of 50 mm • weatherproof. 	Major
<p>3.32</p> <p>Indoor signage must be:</p> <ul style="list-style-type: none"> • a minimum 295 mm x 210 mm in size • a minimum lettering height of 25 mm • durable. 	Major
<p>3.33</p> <p>The department must be notified of any incident which could threaten or compromise biosecurity outcomes as soon as practicable and within 48 hours after becoming aware of any such incident.</p>	Major
<p>3.34</p> <p>The BIP must have a contingency plan to manage events which may threaten or compromise the biosecurity integrity of the site. It must include, but is not limited to, instances of:</p> <ul style="list-style-type: none"> • structural damage • flooding or storm surge events • spillages of biosecurity material • any outbreak and/or establishment of pests or disease. 	Major
<p>3.35</p> <p>The BIP must maintain a contingency plan for the escape of a dog. This includes but is not limited to escape:</p> <ul style="list-style-type: none"> • from the site 	Major

Requirements	Nonconformity guide
<ul style="list-style-type: none"> • during transport • from the NVH. 	
<p>3.36</p> <p>The department must be notified as soon as practical within 48 hours, following the activation of a contingency plan, for any event which could lead to the unauthorised release or imminent release of any dogs undergoing PEQ.</p>	Major
<p>3.37</p> <p>The BIP must have a valid signed agreement with a NVH to provide 24 hour veterinary service to the site.</p>	Minor or major
<p>3.38</p> <p>Treatment of dogs undergoing PEQ must only be performed by a departmental Veterinary Officer or Nominated Veterinarians.</p>	Major
<p>3.39</p> <p>Disposable aprons or other personal protective equipment must be worn by personnel present during veterinary examinations.</p>	Major
<p>3.40</p> <p>After each veterinary examination:</p> <ul style="list-style-type: none"> • hand washing and/or sanitising must be completed by persons involved in handling of the dog • any disposable aprons or other personal protective equipment must be disposed of as biosecurity waste. 	Critical
<p>3.41</p> <p>Dogs must be monitored daily for any signs of illness, injury, parasites and abnormal behaviour.</p>	Major
<p>3.42</p> <p>If during daily monitoring Rabies, Ehrlichiosis, Leishmaniosis, Brucellosis or Leptospirosis is suspected the department must be notified as soon as practical within 48 hours.</p>	Major
<p>3.43</p> <p>Daily observations must be recorded on a daily monitoring form.</p>	Major
<p>3.44</p> <p>The department must be notified as soon as practical within 48 hours upon the detection of any dog's illness.</p>	Major
<p>3.45</p> <p>When laboratory samples are required for animal health monitoring purposes samples must be collected by a departmental Veterinary Officer or a Nominated Veterinarian.</p>	Major

Requirements	Nonconformity guide
<p>3.46</p> <p>If a Nominated Veterinarian is collecting laboratory samples a Biosecurity Officer must be present to supervise the collection and packaging of samples, the completion of laboratory forms and the transfer of these samples to the courier.</p>	Major
<p>3.47</p> <p>The BIP must ensure laboratory samples and deceased dogs are transported by a courier company licensed to carry UN2814 and UN2900 of Class 6.2 Dangerous Goods (Biohazard).</p>	Major
<p>3.48</p> <p>In the event that a dog dies or is euthanised whilst at the site, the department must be notified as soon as practical within 48 hours.</p>	Major
<p>3.49</p> <p>A diagnostic post mortem must be conducted on dogs that have died undergoing PEQ within 48 hours of death.</p>	Major
<p>3.50</p> <p>If a post mortem cannot be performed within 12 hours, the dog must be stored at a temperature between 2 to 6 degrees Celsius.</p>	Major
<p>3.51</p> <p>Deceased animals must not be moved from the site unless a direction has been provided by the department.</p>	Critical
<p>3.52</p> <p>The department must be provided with the post mortem report as soon as practical after post mortem examinations.</p>	Major
<p>3.53</p> <p>The BIP must ensure that equipment provided for biosecurity activities is fit for purpose and maintained in a good state of repair.</p>	Major
<h2>4 Administration</h2>	
<p>4.1</p> <p>In addition to the AA requirements, the following must be complied with:</p> <ul style="list-style-type: none"> the <i>Biosecurity Act 2015</i> and subordinate legislation Import Permit conditions Biosecurity Approved Arrangements General Policies directions given by the department. 	Minor, major or critical
<p>4.2</p> <p>The department must be notified in writing and approval granted, prior to:</p> <ul style="list-style-type: none"> making alterations to the physical structure of the site ceasing or materially reducing or expanding the site's operations 	<ul style="list-style-type: none"> Minor, major, critical Minor or major

Requirements	Nonconformity guide
<ul style="list-style-type: none"> • changing Senior Manager • the sale of site operations • changing ownership • entering into, or a change to, a sub-lease arrangement • relocating. 	<ul style="list-style-type: none"> • Major • Minor • Major • Major • Critical
4.3	
The department must be notified in writing within 15 days from the time the Biosecurity Industry Participant (BIP) is advised or made aware of:	
<ul style="list-style-type: none"> • permanent closure of the site • proceedings for liquidation, winding up or dissolution • bankruptcy • any form of external administration • any Scheme of Arrangement. 	Major
4.4	
Prior to permanent closure of the site, the BIP must ensure that all dogs which are undergoing PEQ and biosecurity waste are dealt with as directed by the department.	Major
4.5	
Health and safety must be maintained at the site so that Biosecurity Officers can safely perform their duties.	Major or critical
5 Waste	
5.1	
Only a biosecurity waste collection, transport and treatment provider who is approved by the department may transfer biosecurity waste.	Critical
5.2	
The outermost container must be marked as: Biosecurity Waste, using black lettering on a yellow background.	Major
5.3	
Domestic and biosecurity waste must be separated by containment:	
<ul style="list-style-type: none"> • in a primary container and a 1.2m separation buffer; or • within a primary and secondary container. 	Major
5.4	
Equipment, containers or holding tanks that have been in contact with biosecurity waste or could have been contaminated by quarantine waste must be treated, at a departmental approved rate, by either:	
<ul style="list-style-type: none"> • autoclaving • heat treatment • gamma irradiation 	Major

Requirements	Nonconformity guide
<ul style="list-style-type: none"> disinfection. 	
<p>5.5</p> <p>Appropriate equipment/materials and department approved disinfectant must be kept on site to deal with spillages.</p>	Major
<p>5.6</p> <p>Any spilled biosecurity waste must be cleaned immediately with a department approved disinfectant.</p>	Critical
<p>5.7</p> <p>Throughout the PEQ period solid and liquid animal biosecurity waste, and biosecurity waste water must be disposed into:</p> <ul style="list-style-type: none"> the municipal sewer local authority approved septic system other waste water disposal system approved by the department, or stored pending successful completion of PEQ. 	Critical
<p>5.8</p> <p>Goods that come into contact with biosecurity waste must be treated as subject to biosecurity control or disposed of as biosecurity waste.</p>	Major
<p>5.9</p> <p>At a minimum, biosecurity waste must be stored in a primary container and secured in a manner that prevents spillage or unauthorised access until the waste is collected.</p>	Major
<p>5.10</p> <p>Biosecurity waste containers must be in good working order and free from cracks, tears, dents and other damage or defects.</p>	Major
<h2>6 General</h2>	
<p>6.1</p> <p>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"> conviction of an offence or order to pay a pecuniary penalty under the <i>Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i> debt to the to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i> 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>. 	Critical

Requirements	Nonconformity guide
6.2 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.	Critical
6.3 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.	Major or critical
6.4 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.	Critical
6.5 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.	Major or critical