



Australian Government
Department of Agriculture

National Cargo and Vessel Business Continuity Plan

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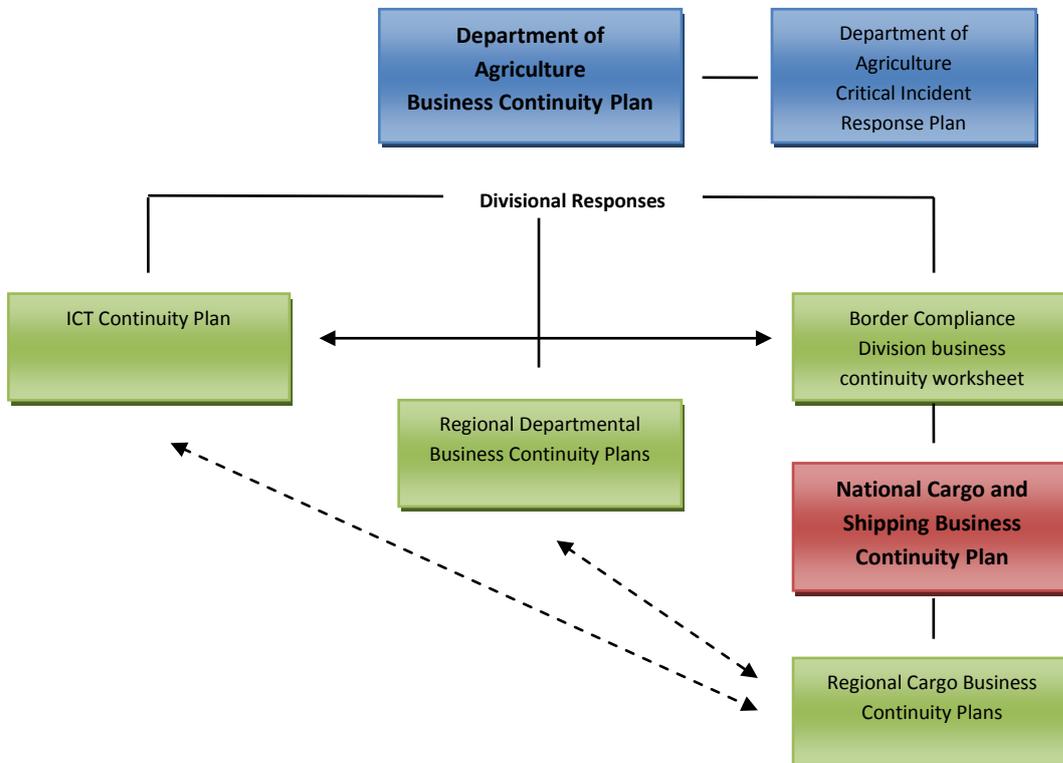
1. Introduction

The Border Compliance Division (BCD), Department of Agriculture, manages national biosecurity service delivery for the clearance of cargo, mail, vessels and passengers into Australia. The BCD is responsible for setting policies, standards and managing biosecurity third party arrangements nationally and internationally.

This document is the National Business Continuity Plan (BCP) for the BCD Cargo and Shipping Branch. It outlines contingency options, primarily in the event of ICT outages, for managing the ongoing assessment of imported cargo and incoming vessels. This includes an evaluation of, and response to, the unavailability of the Department's Information and Communications Technology (ICT) systems and the Australian Customs and Border Protection Services (Customs) Integrated Cargo System (ICS).

The Cargo and Shipping BCP links to the overarching Departmental policy through the National plan and regional Departmental BCPs; see Figure 1 below.

Figure 1. Business Continuity Framework for the Department of Agriculture



The Regional Cargo BCPs outline technical and operational information as well as actions regional cargo groups can take in response to events affecting import cargo and shipping operations.

2. Critical Functions and Maximum Acceptable Outages

The department has a number of functions and processes essential to delivering and meeting its strategic objectives. These critical functions¹ will be given priority of resources during any serious business disruption event or incident.

The Maximum Acceptable Outage (MAO) is the maximum time that the department can withstand non-delivery of a critical function before escalation to the wider department and resulting Incident Management Teams (IMTs) to ensure continuity of business functions and processes. The departmental critical functions and associated MAOs are outlined in the department's Business Continuity Plan. Regional, operational and national policy functions delivered by the Cargo and Shipping Branch contribute towards the department's ability to meet the critical function of '*Maintaining Effective Quarantine Measures*'.

2.1 Critical Function: *Maintaining Effective Quarantine Measures*

In the event of a disruption to services, the Cargo and Shipping Branch will ensure an acceptable level of service is maintained through one or more of the following measures:

- implementing alternative processes, including manual procedures
- transferring operations to alternative locations within a region or to another region
- relocating staff to alternative facilities within a region or to another region
- suspending or reducing the delivery of non-critical activities.

Implementing alternative activities under a contingency arrangement is ultimately at the discretion of each regional operational area. However, national cargo and shipping programs have provided an overview of what operational and national tasks they consider are essential in continuing to deliver the department's business. Regions can refer to these when making contingency response decisions.

These essential tasks have been identified on a sliding scale of importance based on a combination of:

- the nature of the commodity
- maintaining the integrity of a commodity (such as maintaining packaging or storage requirements)
- risks to human health
- industry concerns such as demurrage
- the flow-on effect of the function on subsequent departmental activities.

These operational functions are outlined in the following Annexes:

- [Appendix 1: Operational functions relating to assessment of Import Declarations and documentation](#)
- [Appendix 2: Operational functions relating to Imported Foods](#)
- [Appendix 3: Operational functions relating to Air and Sea Cargo: pathways and commodities](#)
- [Appendix 4: Operational functions relating to Seaports.](#)

¹ The Department of Agriculture's critical functions can be viewed in the DAFF Business Continuity Plan available on Mylink.

3. Cargo Incident Management

Incident management describes the actions taken during a business disruption event. It describes the reporting structure and responsibilities at each level of response. This includes evaluating, declaring, response to and management of the business disruption event.

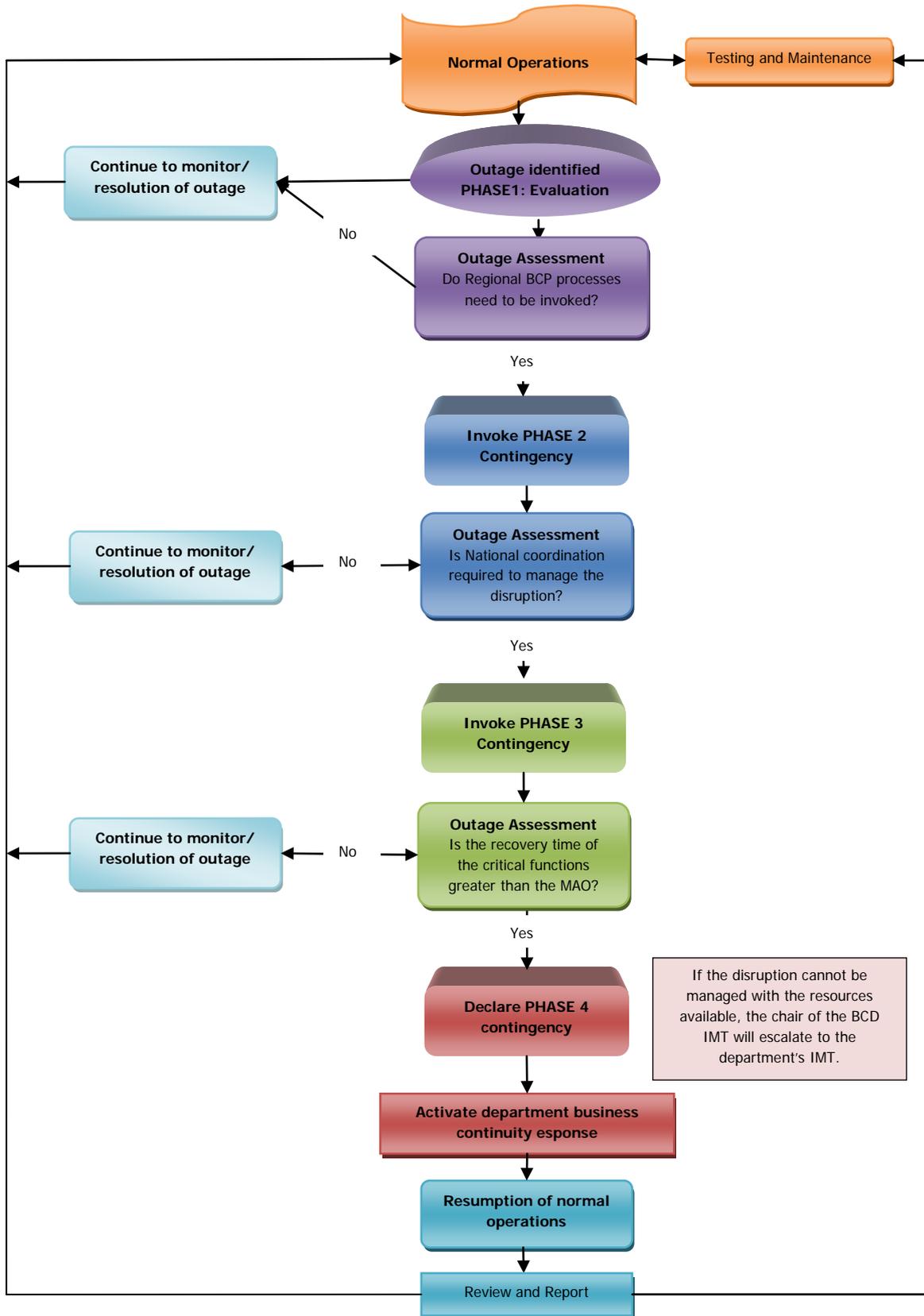
3.1 Cargo outage phases, responses and Incident Management Teams

The response to a cargo business disruption event is managed initially at the regional level. However in some cases escalation to the Branch and Departmental Incident Management Teams (IMTs) may be necessary. The level of management required for an outage depends on:

- the severity of the impact on critical cargo and shipping business functions
- the level of coordination needed to manage the response.

There are four outage phases which are depicted in Figure 1.

Figure 1: Cargo and Shipping Outage Phases



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Phase 1: Evaluation Phase

The evaluation phase is when an outage or event is identified, but no changes to business have been implemented.

- Regions will monitor the impact of an outage on regional operations and determine whether to invoke contingency measures as per their Regional Cargo Business Continuity Plan.
- National office may provide technical or policy support and assist in evaluating the severity of the issue through communication with other regions programs and divisions within national office.

Phase 2: Regional Response

The initial response occurs when an outage or event continues and escalates to a point where regions have invoked contingency responses to manage operational cargo and shipping business delivery. The outage continues to be managed effectively by the regions, usually in consultation with the National Cargo Business Continuity team and other regions.

- Regions notify appropriate national and regional contacts via informal and formal established email distribution lists and forums, such as the Regional Cargo Business Continuity Network.
- In some instances, teleconferences may be established to discuss responses and provide advice or updates across regions pertaining to the cause.

Phase 3: National Response

Phase three is invoked when an outage escalates and regions seek national assistance for the risk assessment and management of imported cargo and incoming vessels. Communication and support to one or all regions will be coordinated by affected programs within the cargo and shipping branch.

- National office may establish a formal Incident Management Team known as the Cargo & Shipping Incident Management Team (C&S IMT). The establishment and membership of the C&S IMT is identified in section 3.2.1.
- Informal and formal communication via established distribution lists will be maintained by the relevant program and discussions from these communications channels will be forwarded to the C&S IMT where required.

Phase 4: Division or Departmental Response

National coordination escalates to the divisional or departmental level when there is a risk that invoked contingency arrangements may not ensure the department's critical function of 'maintaining effective quarantine measures' is managed within the MAO.

- National office may establish a formal Incident Management team known as the Border Compliance Division (BCD) IMT. The membership and role of the BCD IMT is outlined in the Border Compliance Business Continuity Work Sheet as identified in Figure 1. Membership comprises of relevant Assistant Secretaries, Directors and Assistant Directors, NCC representatives and the divisional business continuity representative.
- The C&S IMT will have representation at the BCD IMT and will provide ongoing updates on regional and national contingency arrangements. In addition, representatives will be the conduit for information flowing down to operational staff within the regions.

- Dependent on the size and complexity of the incident, the department may establish a departmental Incident Management Team, to deliver the major functions of crisis communication, planning, operations, resource coordination and administration. Membership, roles and responsibilities and response phases are outlined within the Department's [Critical Incident Responses Plan \(CRIP\)](#).

3.1.1 Cargo & Shipping IMT

The C&S IMT's role is to:

- determine what national coordination is required to manage the disruption
- coordinate communication between affected region(s) and central office
- monitor and reassess the outage
- ensure the assistant secretary is kept informed.

Membership will be established from the following list, as required depending on the business disruption event:

- assistant secretary
- directors from affected programs
- assistant directors from affected programs
- ICT support and technical advice from subject matter experts within the branch or other divisions
- representative(s) from the Cargo Business Continuity team to provide technical and operational updates and advice
- regional cargo assistant directors or managers
- regional Cargo Business Continuity officers.

3.2 Stakeholder Communication under contingency

Internal departmental communication will occur informally through established regional cargo networks and through the formal establishment of appropriate IMTs. Information may also be sent out via other established pathways such as planned or unplanned outage notification from the Information Services Division (ISD).

In the event of a contingency that affects the assessment, movement or clearance of imported cargo, the department will issue notification to external stakeholders regarding the outage by one or more of the following methods:

- an Industry Advice Notice (IAN) published on the Department of Agriculture website <http://www.daff.gov.au/biosecurity/import/general-info/ian> or displayed in Department of Agriculture regional offices
- the AC&BPS website when the issue is ICS-related http://news.customs.gov.au/RSS_news_feed.asp?CAT=1
- industry bodies.

When the event or contingency is over, stakeholders will be advised of changes to arrangements. These may include any requirements for transition processes resulting from contingency activities as part of returning to business as usual.

4. Changes to business under contingency

4.1 Prioritising business activities

Whether an outage is short or long term, and regardless of the operating arrangements chosen; in the event that the Department of Agriculture is required to prioritise activities, prioritisation will occur as per Section 2.1 of this document.

Industry requests that are outside the priority list or deemed a lower priority will be assessed by authorised Quarantine Officers on a case-by-case basis and may be referred to the regional Incident Management Coordinators/Team or cargo assistant director for a decision. In a national outage, industry requests will only be considered by departmental staff in the relevant region unless an Industry Advice Notice has been issued stating otherwise.

4.2 Charging guidelines under contingency

Fees applicable under normal operating arrangements are still applicable in a declared outage, however upfront payment of fees will not be required except for:

- manual import permit applications
- unaccompanied personal effects (UPEs)
- carnets.

Where manual AIMS entries are created under contingency, charges will not be applied to the manual entry for FIDs and Full Declaration Format SACs, but charges will be applied to the electronic declarations once systems are restored.

Where manual AIMS entries are created for short-form SAC declarations, charges will be applied to the manual AIMS entry.

In accordance with the *Customs Act 1901*, AC&BPS expects all parties to lodge appropriate documentation electronically in the ICS. Therefore, upon resumption of normal business processes all FIDs and Full Declaration Format SACs will be received by the Department of Agriculture and appropriate charges will be applied to the electronic declaration.

Manual import permit applications

Clients lodging a manual import permit application will be required to pay services as per the Charging Schedule for Import Permit Applications.

Unaccompanied Personal Effects (UPEs)

Clients clearing or processing UPEs will be required to pay Department of Agriculture services under contingency arrangements on a:

- manual AIMS entry (if AIMS is available)
- electronic quarantine direction
- Manual Quarantine Direction Form (MQDF).

Department of Agriculture fees and charging guidelines for import permits, import operations and treatment and inspections can be found at the department's website at:

<http://www.daff.gov.au/biosecurity/import/general-info/fees-charges-import/quarantine-fees-and-charging-guidelines>

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Vessel clearances

There are no changes to the way vessel clearance fees and charges are administered under contingency. The charging guidelines can be viewed at the department's website at:

<http://www.daff.gov.au/biosecurity/avm/vessels/fees-charges>

5. Testing and maintenance of Cargo & Shipping BCP

5.1 Internal stakeholder standards

The Cargo Business Continuity Team has established a set of standards that encompasses a range of activities including, but not limited to:

- verification of regional cargo contingency readiness
- a review of business continuity training delivered
- implementation and review of scenario-based contingency exercises.

5.2 External stakeholder awareness

The Cargo group within the Department of Agriculture will facilitate and/or implement industry and inter-agency contingency exercises, as part of implemented contingency readiness standards. These exercises will verify both industry and government agencies know their roles and responsibilities, and have processes in place to manage contingency responses.

5.3 Maintenance

The National Cargo Business Continuity Team, in consultation with the Regional CBC Coordinators and other cargo and shipping programs, will review this BCP:

- following outages where business continuity arrangements were activated
- following any testing that identifies improvements in elements of business continuity arrangements or planning
- on an annual basis.

6. Glossary

Term	Definition
AC&BPS	Australian Customs and Border Protection Service
AEP	Automatic Entry Processing
AIMS	Agriculture Import Management System
BCD	Border Compliance Division
BCP	Business Continuity Plan
Business Disruption Event	An event that has an effect on the critical business processes of DAFF, and inhibits the achievement of its objectives. It may be an acute, creeping, or sustained event.
CBC	Cargo Business Continuity
Critical Function	Business functions and processes identified as essential for DAFF to deliver and meet its strategic objectives. Critical functions will be given priority of resources during any serious business disruption event or incident.
Customs	Australian Customs and Border Protection Service
FID	Full Import Declaration
ICS	Integrated Cargo System
ICT	Information and Communications Technology
IMT	Incident Management Team
Incident	A business disruption event that has an impact on the business operations of Department of Agriculture or its stakeholders.
Incident Management	The actions taken during an incident or business disruption event as defined in terms of the roles and responsibilities of people in declaring, managing, and responding to the incident
ISD	Information Services Division
Maximum Acceptable Outage (MAO)	The maximum time that the business can withstand non-delivery of a critical function before Incident Management must be activated to ensure continuity of business functions and processes.
Outage	An unplanned event that causes a disruption to or loss of business functions and processes.
SAC	Self Accessed Clearance A declaration that satisfies the specified 'low value criteria' and the goods must be entered into home consumption

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Appendix 1: Operational functions relating to assessment of Import Declarations and documentation

Cat	Business Services Catalogue Function	Business Services Catalogue Activities	Descriptor	Action Permitted	ICT/Resource Impact	BCD Program Area	Department of Agriculture Critical Function
1	Document assessment (SAC NCC)	<ul style="list-style-type: none"> Identify import consignments that could pose a biosecurity risk 	<p>Secondary screening of reported airfreight through CAPEC</p> <p>Assessment of in-transit animals and goods (under bond and transshipped High Risk Movements Alerts)</p>	<p>Secondary screening of CAPEC airfreight must continue in accordance within the Department's client service charter.</p> <p>Depending on the nature of the contingency, NCC staff may:</p> <ul style="list-style-type: none"> release low-risk items usually sent for tertiary screening not issue random referrals of transshipped High Risk Movements (HRMs) reduce referrals of under bond HRMs. <p>In a specific ICT outage where ICS is unavailable:</p> <ul style="list-style-type: none"> Under bond and transshipped HRM Alerts are contingency exempt and will move to their final port without delay in their transiting port NCC staff will manually assess consignments using the Customs' ICS BCP Database or by Creation of Manual SAC Assessment Forms (via CAPEC reports or BCP Database) <p>Specific actions will be determined through consultation with Regional and National Cargo groups, and as directed by the SAC NCC.</p>	Issues with ICS, SAC or Outlook may impact assessment ability	SAC NCC	Maintain effective quarantine measures.

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Cat	Business Services Catalogue Function	Business Services Catalogue Activities	Descriptor	Action Permitted	ICT/Resource Impact	BCD Program Area	Department of Agriculture Critical Function
1	Document assessment	<ul style="list-style-type: none"> • Assess import and pre-arrival documentation • Assess Government certificates • Assess treatment certificates • Enter data into information systems in support of operational activities 	<p>Assessment of the imported cargo identified as:</p> <ul style="list-style-type: none"> • live animals, • genetic material • urgent medical/emergency freight • hazardous materials <p>Assessment is deemed highest priority to ensure animal welfare, viability and security issues of imported cargo are managed.</p>	<p>Assessment of cargo must be undertaken in accordance within the Department's client service charter.</p> <p>Depending on the nature of the contingency, staff may need to:</p> <ul style="list-style-type: none"> • manually assess consignments and associated packaging using forms or processes approved for contingency responses • issue movements, pending further assessment, for goods to ensure viability, health & safety or security of consignment <p>Specific actions will be determined through consultation with Regional and National Cargo groups.</p>	Issues with ICS, AIMS, SAC or Outlook may impact assessment ability	EMPRES SAC NCC	Maintain effective quarantine measures.

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Cat	Business Services Catalogue Function	Business Services Catalogue Activities	Descriptor	Action Permitted	ICT/Resource Impact	BCD Program Area	Department of Agriculture Critical Function
2	Document assessment	<ul style="list-style-type: none"> • Assess import and pre-arrival documentation • Assess Government certificates • Assess treatment certificates • Enter data into information systems in support of operational activities 	<p>Assessment of airfreight perishable commodities defined as:</p> <ul style="list-style-type: none"> • live plants • fruit & vegetables • chilled finfish 	<p>Assessment of cargo must be undertaken in accordance within the Department's client service charter.</p> <p>Depending on the nature of the contingency, staff may need to:</p> <ul style="list-style-type: none"> • manually screen perishable commodities covered under the Automated Entry Processing (AEP) Scheme • request and manually assess phytosanitary certificates normally issued under eCert for iMports • manually assess consignments and associated packaging using forms or processes approved for contingency responses • issue movements, pending further assessment, for goods to ensure viability or security of consignment <p>Specific actions will be determined through consultation with Regional and National Cargo groups.</p>	Issues with ICS, AIMS, eCerts for iMports, SAC or Outlook may impact assessment ability	EMPRES SAC NCC	Maintain effective quarantine measures.

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Cat	Business Services Catalogue Function	Business Services Catalogue Activities	Descriptor	Action Permitted	ICT/Resource Impact	BCD Program Area	Department of Agriculture Critical Function
3	Document assessment	<ul style="list-style-type: none"> Assess import and pre-arrival documentation Assess Government certificates Assess treatment certificates Enter data into information systems in support of operational activities 	Assessment of bulk vessel consignments	<p>In the event where wharf timeframes may be critical and vessels are required to either dock or be unloaded.</p> <p>Depending on the nature of the contingency, staff may need to assess using manual forms or processes approved for contingency responses.</p>	Issues with ICS, AIMS, eCert for iMports or Outlook may impact assessment ability	EMPRES	Maintain effective quarantine measures.
4	Document assessment	<ul style="list-style-type: none"> Assess import and pre-arrival documentation Assess Government certificates Assess treatment certificates Enter data into information systems in support of operational activities 	Assessment of perishable sea freight (docked or impending arrival)	<p>Goods usually arrive maintained at appropriate temperatures in reefers. Depending on the nature of the contingency, staff may need to:</p> <ul style="list-style-type: none"> issue a movement for consignments to premises which have the facilities to maintain the integrity or viability of the consignment manually assess consignments and associated packaging using forms or processes approved for contingency responses <p>Priority will be determined on a case by case basis by Regional entry management teams.</p>	Issues with ICS, AIMS or Outlook may impact assessment ability	EMPRES	Maintain effective quarantine measures.

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Cat	Business Services Catalogue Function	Business Services Catalogue Activities	Descriptor	Action Permitted	ICT/Resource Impact	BCD Program Area	Department of Agriculture Critical Function
4	Document assessment (EMNCC)	<ul style="list-style-type: none"> Assess Pig Meat Consignments and Movements 	Assessment of pig-meat consignments (docked or impending arrival) and movements of previously assessed cargo.	<p>Newly arrived pig meat consignments are to be:</p> <ul style="list-style-type: none"> assessed under business as usual entry processing methods, or in the event of an IT outage, manual contingency forms, or issued a seals-intact movement, pending further assessment of import permit conditions. <p>For pig meat consignments already assessed, moved and currently being processed under permit arrangements; movement directions will be issued on a case-by-case basis.</p>	Issues with ICS, AIMS, or Outlook may impact assessment ability	EMNCC	Maintain effective quarantine measures.
5	Document assessment	<ul style="list-style-type: none"> Assess import and pre-arrival documentation Assess Government certificates Assess treatment certificates Enter data into information systems in support of operational activities 	Assessment of non-perishable air and sea freight	<p>Where documents for consignments are to undergo their initial assessment. Depending on the nature of the contingency, staff may need to:</p> <ul style="list-style-type: none"> issue a movement for consignments to a Quarantine Approved Premises for the purpose of avoiding container storage fees issued by Stevedores (demurrage) or Cargo Terminal Operators manually assess consignments and associated packaging using forms or processes approved for contingency responses 	Issues with ICS, AIMS, eCert for iMports or Outlook may impact assessment ability	EMPRES	Maintain effective quarantine measures.

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Cat	Business Services Catalogue Function	Business Services Catalogue Activities	Descriptor	Action Permitted	ICT/Resource Impact	BCD Program Area	Department of Agriculture Critical Function
5	Document assessment	<ul style="list-style-type: none"> Assess import and pre-arrival documentation Assess Government certificates Assess treatment certificates Enter data into information systems in support of operational activities 	Previously assessed freight	<p>Where documents for consignments have been previously assessed , under contingency staff may need to:</p> <ul style="list-style-type: none"> issue a movement for consignments to a Quarantine Approved Premises for the purpose of avoiding container storage fees issued by Stevedores (demurrage) or Cargo Terminal Operators manually assess consignments and associated packaging using forms or processes approved for contingency responses 	Issues with ICS, AIMS, eCert for iMports or Outlook may impact assessment ability	EMPRES	Maintain effective quarantine measures.
5	Document assessment (EMNCC)	<ul style="list-style-type: none"> Assess onshore treatment result Assess in –transit cold treatments 	Assessment of results relating to unsupervised in-transit and onshore treatments	<p>Treatment result assessment and finalization of directions is prioritized according to the type of freight.</p> <p>Treatment results are assessed under business as usual processes and entries are actioned using forms or processes approved for contingency responses.</p>	Issues with ICS, AIMS or Outlook may impact assessment ability	EMNCC	Maintain effective quarantine measures.
5	Document assessment (EMNCC)	<ul style="list-style-type: none"> Outstanding Entry Assessment 	Investigation of outstanding AIMS, SAC entries and ICS tasks	Investigations are conducted according to business as usual processes where possible.	Issues with ICS, AIMS or SAC may impact assessment ability	EMNCC	Maintain effective quarantine measures.

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Appendix 2: Operational functions relating to Imported Foods

Cat	Business Services Catalogue Function	Business Services Catalogue Activities	Descriptor	Action Permitted	ICT/Resource Impact	BCD Program Area	Department of Agriculture Critical Function
1	Document assessment	Assess import documentation	Assessment of Risk Foods - For lines on a 'Test & Hold' direction.	Inspection and testing required. Goods are to remain on Hold. If circumstances require urgent clearance; any concession must be approved by the Food Safety Manager (FSM) and Canberra Program.	Issues with ICS, AIMS, outlook and Internet may impact assessment	IFIS	Maintain effective quarantine and imported food measures.
1	Document assessment	Assess import documentation	Assessment of Risk Food- For lines on a 'Check FC doco' direction	For Risk foods under foreign certificate arrangements specified in the Imported Food Notice (IFN). Assess certification for compliance with the appropriate IFNs. In the event of a system-related contingency, copies of relevant IFNs will be distributed by FSMs or Canberra Program.	Issues with ICS, AIMS, outlook and Internet may impact assessment	IFIS	Maintain effective quarantine and imported food measures.
2	Document assessment	Assess import documentation	Assessment of Risk Food - For lines on a 'Test & hold direction' where the 'BSE Cert Check' test is applied.	Assess certification for compliance. If no concerns over compliance of certificate, no verification inspection required.	Issues with ICS, AIMS, outlook and Internet may impact assessment	IFIS	Maintain effective quarantine and imported food measures.
3	Document assessment	Assess import documentation	Assessment of Holding Order for analytical testing fails. For lines on a 'Holding Order-Test and hold' or 'Mismatched Holding Order' directions.	Release with no testing or inspection required. No need to search mismatches. No need to manually record or count entries.	Issues with ICS, AIMS, outlook and Internet may impact assessment	IFIS	Maintain effective quarantine and imported food measures.

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Cat	Business Services Catalogue Function	Business Services Catalogue Activities	Descriptor	Action Permitted	ICT/Resource Impact	BCD Program Area	Department of Agriculture Critical Function
3	Document assessment	Assess import documentation	Assessment of Holding Order for labeling and composition fails. For lines with a 'Test and hold' or 'Mismatched Holding Order' direction. For lines on a 'Holding Order-Test and hold' or 'Mismatched Holding Order' directions.	Release with no testing or inspection required. No need to search mismatches. No need to manually record or count entries.	Issues with ICS, AIMS, outlook and Internet may impact assessment	IFIS	Maintain effective quarantine and imported food measures.
4	Document assessment	Assess import documentation	Assessment of Risk food under foreign cert arrangements specified in the IFN. For lines on a 'FC Audit release after inspection' direction.	Access certification for compliance to IFN. Release with no testing or inspection required. No need to manually record or count entries.	Issues with ICS, AIMS, outlook and Internet may impact assessment	IFIS	Maintain effective quarantine and imported food measures.
5	Document assessment	Assess import documentation	Assessment of Surveillance food. For lines on a 'Release after inspection' direction.	Release with no testing or inspection required.	Issues with ICS, AIMS, outlook and Internet may impact assessment	IFIS	Maintain effective quarantine and imported food measures.

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Appendix 3: Operational functions relating to Air and Sea Cargo: pathways and commodities

Cat	Business Services Catalogue Function	Business Services Catalogue Activities	Descriptor	Action Permitted	ICT/Resource Impact	BCD Program Area	Department of Agriculture Critical Function
1	Risk assessment	<ul style="list-style-type: none"> Policy advice 	<p>Upkeep and availability of:</p> <ul style="list-style-type: none"> ICON Instructional material <p>Overall management of NCCs</p> <ul style="list-style-type: none"> Bulk Commodity NCC (BC NCC) Self Assessed Clearance NCC (SAC NCC) Container NCC (CNCC) <p>Provide advice to regional staff</p>	<p>Ensure documents to support risk assessment are current</p> <p>Offer advice/support on implementation/action of each of the Regions' and NCC Business Continuity Plans as per <i>Cargo and Shipping Outage Phases</i></p>	<p>Issues with Outlook and phones may affect communication with region and NCC</p> <p>Access to online resources:</p> <ul style="list-style-type: none"> ICS IML ICON AIMS S-Cargo 	ASCP	<p>Ensure adequate assessment of risk.</p> <p>Pre-arrival information is assessed by EMPRES, BCNCC, SAC NCC & CNCC.</p>

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Cat	Business Services Catalogue Function	Business Services Catalogue Activities	Descriptor	Action Permitted	ICT/Resource Impact	BCD Program Area	Department of Agriculture Critical Function
1	Risk management	As per: <ul style="list-style-type: none"> • Instructional material • ICON conditions 	Commodity inspection activities identified as critical functions: <ul style="list-style-type: none"> • Fertiliser • Diplomatic Personal Effects • Carnets (temporary imports) • Tyres • New vehicles Pathway inspection activities identified as critical functions: <ul style="list-style-type: none"> • Country Action List (CAL) containers • Transshipped ship's stores • Rural delivery tailgate inspections 	Provide policy advice on: <ul style="list-style-type: none"> • Management of risk and inspection process as per individual BCPs • compliance to Import conditions (ICON) Under contingency arrangements, staff are to: <ul style="list-style-type: none"> • Implement program advice regarding inspection of high risk goods • Prioritise the sequence of goods inspections at the ports/premises • Inspect all goods that have triggered a high risk response in risk assessed documentation or has a high likelihood of non-compliance Specific action will be determined by the national Air and Sea Cargo director in consultation with regional directors and NCCs.	Issues with Outlook and phones may affect communication with region and NCC Access to online resources: <ul style="list-style-type: none"> • ICS • IML • ICON • AIMS • S-Cargo 	ASCP	Ensure adequate management of risk. Pre-arrival information is managed by BCNCC, SAC NCC & CNCC.

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Cat	Business Services Catalogue Function	Business Services Catalogue Activities	Descriptor	Action Permitted	ICT/Resource Impact	BCD Program Area	Department of Agriculture Critical Function
2	Inspection	<ul style="list-style-type: none"> Inspect pathway (vessel) 	<p>The decision to physically inspect a vessel is determined at the pre-arrival stage and ports will be informed which vessel to inspect by the MNCC.</p> <p>The following activities may be required:</p> <ul style="list-style-type: none"> Inspection of all international vessel arrivals Reporting Application of fees and charges 	<p>The inspection of vessels must be done in accordance with the relevant instructional material.</p> <p>Under contingency arrangements staff are to:</p> <ul style="list-style-type: none"> Implement Maritime NCC advice regarding the inspection of high risk vessels Prioritise the sequencing of vessel inspections at the port. Inspect any vessel that has triggered a high risk response in pre-arrival reporting and/or has a high likelihood of non-compliance. <p>Specific actions will be determined by the National Seaports Director in consultation with the Regional Directors.</p>	<p>Issues with VMS, Outlook, IML, and phone may impact ability to distribute information, understand which vessel requires priority intervention.</p> <p>Availability of resources in ports may impact on our ability to inspect vessels.</p>	Seaports	Maintain effective quarantine measures

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Cat	Business Services Catalogue Function	Business Services Catalogue Activities	Descriptor	Action Permitted	ICT/Resource Impact	BCD Program Area	Department of Agriculture Critical Function
3	Prevention	<ul style="list-style-type: none"> • Intervention • Treat goods, conveyance or premises 	<p>The intervention and treatment of vessels that pose a significant biosecurity risk to Australia must be managed under contingency arrangements. The vessels that require this type of management will be determined at the time of inspection.</p> <p>The following activities may be required:</p> <ul style="list-style-type: none"> • Ship sanitation certification • Management of insanitary vessels • Order into Quarantine • Release from Quarantine 	<p>The intervention and treatment of vessels must be done in accordance with the relevant instructional material.</p> <p>Under contingency arrangements staff may need to:</p> <ul style="list-style-type: none"> • As per the risk assessment of vessels done at the pre-arrival stage, only manage vessels that pose a significant biosecurity risk. • Follow up any identified biosecurity concerns <p>Specific actions will be determined by the National Seaports Director in consultation with the Regional Directors.</p>	<p>Issues with VMS, Outlook, IML, and phone may impact ability to understand which vessels require priority intervention.</p> <p>Availability of resources in ports may impact the ability to inspect vessels.</p>	Seaports	Maintain effective quarantine measures

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