

Department of Agriculture, Fisheries and Forestry



Biosecurity Portal Website Upgrade release

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BIOSECURITY PORTAL – MYGOV ID (DIGITIAL IDENTITY) CHANNEL

Home Page

The home page for the myGovID (digital identity) authenticated channel has been modified to include a new tile "Approved Arrangement outcomes" following introduction of a new service on the Portal – lodgment of Approved Arrangement Class 14.4 inspection outcomes. This tile will only be visible when the selected organisation profile is an AA. The tile will not be visible if the organisation profile selected is Importer or Broker.

| ^{ome} Velcome to the Dep | artment | of Agriculture, Fisherie | BEANS PTY I | rr (Approved Arrangement (import) - A1563) Forestry Biosecurity Poi |) · sarah clov |
|--|--|--|--------------------------------|---|------------------|
| Inspection requests | > | View import directions | > | Approved Arrangement outcomes | > |
| My profile | > | My organisation | > | | |
| eed Help? r guidance on using the Biosecurity Po | rtal click here. | | | | |
| Please note: The Biosecurity Portal wor Please enable cookies in yr policy. This site uses Pop-ups. You | ks best in the cur our browser. This I must allow Pop- | rent versions of Google Chrome, Safari and M site uses cookies to enhance your site experie ups on your browser before proceeding. | icrosoft Edge nce. To learn | . Internet Explorer is not supported. more about how we use cookies, please read i | our privacy |

Figure 1: Digital Identify Channel – Home Page

Lodgment of Approved Arrangement Outcome for Class 14.4 Rural Tailgate Inspections

The department is introducing a new service via the Portal, reporting of rural tailgate inspection outcomes for approved class 14.4 Biosecurity Industry Participants (BIPs) to lodge container inspection results.

To ensure the new lodgment process is fit for purpose prior to release to all Class 14.4 BIPs, the department is seeking expressions of interest from BIPs for a small beta trial. The beta will run for approximately 3 weeks and those selected will be provided with relevant supporting materials and be able to provide feedback. While the option to report results through the portal will be visible to all class 14.4 BIPs from Monday 13 February, the portal must not be used to submit results unless you are participating in the beta and directly advised by the department to use the portal, as under the current class conditions unapproved use will be considered as noncompliance. Upon full release relevant supporting materials and information will be published on our external departmental website.

A user logged into the Portal using myGovID (digital identity) channel and who is signed into an AA profile within the Portal will be able to access a tile (link) to submit approved arrangement outcomes.

After clicking on the tile, a user will be presented with a list of Entry Ids where:

- the Approved Arrangement number matches the user's profile
- the status of the Entry Id is Active (lodged in either line or container mode)
- the Entry Id has at least one direction from the table below which is:
 - o In progress, AND
 - The location specified for that in progress direction equals the AA number.

| Direction Category Code | Direction Code | Direction Name |
|----------------------------|----------------|---------------------------------|
| AA | 04 | AA Rural Tailgate Inspection |
| AA | 05 | AA Rural Tailgate Ext. Inspect |
| | T 11 | - 4. Record Tailente Directions |

Table 1: Rural Tailgate Directions

After selecting an Entry Id, line level details are displayed with a status of Open or Submitted. A line with an Open status will allow a user to select, complete and submit an outcome form. A line with a Submitted status cannot be selected, restricting a user from being able to submit a duplicate submission.

| Home > Approved Arrangement > Class 14.4 inspection > Outcome submission Submit an outcome for Entry ID - SW1234004 Select the sequent line and click the Start butten to beein your outcome submission | | | | |
|---|-------|---------------------------|-----------|-----------|
| Select | Line | Description | Country | Status 🕒 |
| | 6000 | REGD0501231 Non Commodity | HONG KONG | Submitted |
| 0 | 6001 | REGD0501232 Non Commodity | HONG KONG | Open |
| 0 | 6002 | REGD0501233 Non Commodity | HONG KONG | Open |
| Cancel | Start | | | |

Figure 2: Line selection to lodge a Class 14.4 outcome

The outcome form displays the Entry Id, Line and Container number. A user completes all mandatory fields. If BRM was detected, additional questions are displayed to provide further information.

| Outcome information | Inspector industrie * > 0 N BM # 840 dencid |
|---|--|
| Please complete the required outcome information below and then select the "submit" button to proceed. | |
| Entry Id SW1233002 Line 6000 Description REGC0501231 Non-Commodity | BRM Details |
| | add all relevant biosecurity risk material that were detected. |
| Container type * | |
| | Animal Qxxx |
| |] lof1 |
| Date inspected * | |
| DD/MM/YYYY HH:mm | |
| Hazardous goods detected * | External location * |
| Ves | ~ |
| O No | |
| | |
| Inspection type * | r Invertebrates |
| O Internal and External | |
| O External only | Contamination |
| Inspection outcome * | |
| O NII BRM | Other BRM Other BRM |
| O BRM detected | |
| | Unacceptable packaging |
| Container Management | |
| Biosecurity outcome * | |
| Container referred to the department | |
| Container released from biosecurity control under the AA | Figure 3: Class 14.4 outcome form |
| Date of notification or release * | |
| DD/MM/YYYY HH:mm | |
| | |
| | |
| Declaration | |
| I, the authorised industry participant, declare that the activities were completed in accordance with the conditions of the Approved Arrangement Class 14.4 - Rural tailgate inspection, an | a |
| that the information recorded in this form is accurate and complete, at the time it is submitted to the department. | |
| By clicking submit, you are acknowledging your agreement to the declaration and that you have read and understood the privacy notice and the privacy policy. | |
| | |
| Cancel Submit | |
| 1 | |

A user can view historic submissions, including Entry ID, line description with a hyperlink to display all the details entered on the submission, and the status of the submission.

BIOSECURITY PORTAL – MYGOV ID (DIGITIAL IDENTITY) AND OTHER USER CHANNEL

Archive View

There are currently three portal views: Inspection requests, Upcoming bookings, and Historical bookings. Items in these views remain indefinitely.

A new archive feature has been introduced where users can manually remove items from the three portal views into an archive view:

- Select the View where the Entry Id to be archived is located.
- Select the Entry Id to be archived by clicking on the Actions chevron and selecting Archive.
- The entry will be moved to the Archived View: Archives inspection requests or Archived bookings.

| ome > Inspections | | | | |
|--|---|--|--|-------------------|
| nspections | | | | |
| Request an imp inspection | ort ゝ | | | |
| | | | | |
| spection requerts a value from the dro or an cancel modify or in w Inspection requests | IESTS pdown to view your inspection requests, hi archive your inspection request / booking fr relived View | istorical bookings, or upcoming bool rom the 'inspection requests' view c | ings. 'Upcoming bookings' view. | |
| espection requ ect a value from the dro u can cancel modify or . (inspection requests rearch | lests pdown to view your inspection request, hi archive your inspection request / booking fr archived view | istorical bookings, or upcoming boo | ings. "Upcoming bookings" view. | |
| ect a value from the dro or can cancel modify or r (inspection request) learch | lests pdown to view your inspection request, h profile your inspection request / booking fr working view Q Request ID | isorical bookings, or upcoming boo rom the "inspection requests" view o Request Date | ings. "Upcoming bookings" view. Status | Actions |
| ISPECTION requ ect a value from the dro or can cancel modify or (inspection request earch stry ID † WR566708 | Vests peopura to view your inspection request, h proving your inspection request / booking fr proving your inspection request / booking fr Request ID (R. NDH55-62T5-05833 | isorical bookings, or upcoming boo rom the "inspection requests" view o Request Date 27/10/2022 10:50 | ings. "Upcoming bookings" view. Status Reserved (nat booked) | Actions |
| ISPECTION requires a value from the dro ect a value from the dro used cancel, modify or , impection request iserch nerv ID † WRSe6708 | Dents 10 your inspection request, hi draw your inspection request / booling for acchived view Request ID III.AccH56.2375-05833 III.27790.4387-02840 | Istorical bookings, or upcoming book come the "Inspection requests" view of Request Date 27/10/20210.50 27/10/20210.53 | ings. "Upcoming bookings" view. Status Respected (not backled) Respected (not backled) | Actions Consid |

Figure 4: Entry ID selection for archiving

- Entries can be re-instated into the Portal View by selecting Archived View
- Select the View where the Entry Id to be re-instated is located.
- Select the Entry Id to be re-instated by clicking on the Actions drop down and selecting Restore.
- The Entry will be moved back into the View based on the status of the item when re-instated.

| Home > Inspections |
|---|
| Inspections |
| Request an import > inspection |
| Inspection requests |
| Select a value from the dropdown to view your inspection requests, historical bookings, or upcoming bookings. |
| You can cancel, modify, or archive your inspection request / booking from the 'Inspection requests' view or 'Upcoming bookings' view. |
| View: Inspection requests 🗸 Archived View |



| Home > Inspections > Archived | items | | | |
|--|----------------------------|------------------|------------------------|---------|
| Archived items | | | | |
| Restoring an item will move it back View: Archived inspection request | to its corresponding view. | | | |
| Search | ٩ | | | |
| Entry ID 🕇 | Request ID | Request Date | Status | Actions |
| SWRS66708 | IR-X0H55-B2T5-05833 | 27/10/2022 10:50 | Requested (not booked) | Restore |

Figure 6: Re-store an Archived Item

Additional questions in the Portal

Consignment Information Tab

Additional questions on consignments will be displayed based on the inspection type when either selected by the user or auto populated. This information will further enable the system to accurately calculate the estimated duration of an inspection based on user input. Additional questions will be asked for the following:

- CCV inspection "Provide total estimated unpack duration for CCV inspection"
- Cut Flower inspection "Number of phytosanitary certificates" and "Number of growers
- Fish inspection "Provide number of boxes"
- Fresh Produce inspection "Number of phytosanitary certificates", "Number of varieties" and "Number of cartons/boxes".
- Nursery Stock inspection "Number of phytosanitary certificates", "Number of varieties", "Number of cartons/boxes" and "Number of units (individual plants)".
- Seed inspection "Number of lot codes".
- Boat inspection "Number of boats".
- Military inspection "Duration required for military packing and webbing inspection (in minutes) and "Number of officers required".
- Biosecurity inspection containing the word "supervised" "Enter the required duration for the supervised inspection" and "Provide any additional details about this supervised inspection".

| Inspection / consignment Information |
|---|
| This information may be available on the packing slip, the direction (which can be accessed via the Biosecurity Portal home page under "View import directions" or on the import permit). Completing this information helps the department allocate the right biosecurity officer and time for your booking. |
| Start typing your inspection / consignment information to find suggested matches (e.g. citrus, bulk commodity, machinery etc.). You can add multiple items as required. |
| |
| Cut Flower Import Inspection 🗶 |
| |
| |
| Cut flowers |
| Provide the following information in relation to cut flower inspection |
| |
| |
| Number of phytosanitary certificates * |
| |
| |

Figure 7: Additional questions upon selection of cut flower inspection

Inspection Types – Mandatory Field

Inspection types are used within the system to allocate the right biosecurity officer and inspection duration to the booking.

Inspection types are manually added by the user (a user can add one or multiple inspection types to the request) or are automatically applied based on the selected Direction.



Figure 8: Inspection type mandatory question

Auto select "To Meet"

If you answer 'Yes' to the following question "Does the consignment or conveyance contain hazardous goods or fumigants? a child question is displayed "Has the consignment been treated with Sulfuryl fluoride (SF)?".

- If the selected response is NO No further action occurs.
- If the selected response is YES, "To Meet" is auto selected on the appointments tab and cannot be changed by the user.
- The "To Meet" response is captured and reported to the department.