



**DCCC Meeting 98**  
**FINAL Minutes**  
**4 July 2024**  
**9:30am – 1:00pm**  
**Agriculture House, Canberra**

**Attendees:**

**DAFF**

Chair, Andrew Patterson, A/g First Assistant Secretary  
Christie Sawczuk, First Assistant Secretary  
Angela Davies, A/g Assistant Secretary  
Holly Buckle, Assistant Secretary  
Edwina Durnford, A/g Assistant Secretary  
Nicholas Medway, Assistant Secretary  
Greg Hankins, Director  
Matthew Campbell, A/g Assistant Secretary  
Caroline Gibson, Principal Director  
Nin Hyne, A/g Assistant Secretary  
Maria Loyman, Assistant Secretary  
Paul Douglas, Director  
Mark Sobey, Director  
Ben Rowntree, Director  
Adil Waqas, A/g Director

Biosecurity Operations Division (BOD)  
Biosecurity Strategy and Reform Division (BSRD)  
Cargo and Conveyance Policy and Detection Capability/BOD  
Cargo Operations (VIC, SA, WA, TAS)/BOD  
Cargo Operations (NSW, QLD, NT, ACT) Regulatory Assurance/BOD  
Investigations/Compliance and Enforcement Division  
Risk Assurance and Industry Arrangements/BOD  
Audit and Assurance/CED  
Approved Arrangements/CED  
Biosecurity Digital Reform, Digital Business Division  
Finance and Revenue, Finance and Investment Division (FID)  
Cost Recovery Biosecurity/FID  
Assessment Policy/ BOD  
Sea Cargo Policy and Strategic Engagement/BOD  
Air Cargo Policy, Cargo and Conveyance Policy & Detection Capability/BOD

**Guest**

Dr Lloyd Klumpp, Inspector General of Biosecurity  
Victoria Bozinovic

Office of the Inspector General of Biosecurity  
Office of the Inspector General of Biosecurity

**Industry**

Dianne Tipping  
Carolyn Macgill  
Bradley Leonard  
Paul Bagnall  
Dianne O'Hara  
Sal Milici  
Peter Van Duyn  
Melwyn Noronha

Export Council of Australia  
Food and Beverage Importers Association  
International Forwarders and Custom Brokers Association of Australia  
Conference of Asia Pacific Express Carriers  
Federal Chambers of Automotive Industries  
Freight and Trade Alliance  
International Cargo Handling Coordination Association  
Shipping Australia Limited

**Apologies**

Bianca Flint  
Anna Brezzo, A/g First Assistant Secretary  
Tanya Thornton  
Craig Birchall  
Michael Gallacher  
Stephen Pearse

Freight and Trade Alliance  
Compliance and Enforcement Division (CED)  
Australia Post  
Qantas Airways Ltd  
Ports Australia  
Board of Airline Representatives

**Secretariat**

Angela Cressy  
Aliva Evana

Industry Partnerships & Strategic Engagement /BOD  
Industry Partnerships & Strategic Engagement /BOD

**Agenda item 1 – Welcome and introductions – Chair**

The DCCC Chair Andrew Patterson, A/g First Assistant Secretary, Biosecurity Operations Division, opened the meeting by acknowledging country, welcoming all members attending in Canberra and virtually, noting apologies (refer Minutes p1), and introducing Christie Sawczuk, First Assistant Secretary, Biosecurity Strategy and Reform Division and Maria Loyman, Assistant Secretary, Finance and Revenue, Finance and Investment Division (FID).

The Chair confirmed NIL conflict of interest declarations.

The Chair updated members on DAFF's strategic context and transformation program:

Two essential pieces of work will refresh DAFF's operating model and its organisational structure to integrate 'One DAFF'.

- DAFF will retain the 4-group organisational structure comprised of:
  1. the Biosecurity, Operations and Compliance Group (BOCG) led by Deputy Secretary Justine Saunders.
  2. the Agricultural Trade and Regulation Group led by Deputy Secretary Tina Hutchison with Peta Lane (known to many DCCC members) appointed as Chief Regulatory Officer to uplift DAFF's regulatory posture.
  3. the Agriculture, Fisheries and Forestry Policy Group led by Matt Lowe to be the central strategic policy capability to elevate DAFF's strategic policy work through portfolio alignment, horizon scanning and sprint capability.
  4. finally, the Strategy, Enterprise and Engagement Group to centralise DAFF's corporate functions.
- Of interest to DCCC members, dedicated executive project owners will deliver:
  - Improved Regulatory Service Delivery (Peter Finnin).
  - Workforce Planning and Development (Casey Simpson).
  - Financial Management (Peter Bignell).
  - a 10-year Digital Sustainment Investment Roadmap (Stuart Girvan).
  - Information and data maturity (David Wick)

**Action:**

1. Provide an update on the progress of 'One DAFF' transformation agenda at Mtg 99 on 14 November 2024.

**Agenda Item 2 – Actions- DCCC meeting 97. 20 March 2024 – Chair**

- The final Mtg 97 Minutes and Communique were published on DAFF's website in June.
- The Mtg 97 Action Status was updated as per the minutes, page 9.

**Agenda item 3 – Items for discussion BOD Strategic Priorities**

The Chair introduced Angela Davies, A/g Assistant Secretary, Cargo and Conveyance Policy and Detection Capability/BOD to lead discussion on BOD's strategic priorities for the next 6-12 months.

Members were informed that to focus on the priorities, two new Directors will lead two new sections (Risk Assurance and Industry Arrangements; and Ports Policy) with current responsible Directors leading the updates on the priorities.

**3.1 Industry engagement posture – Angela Davies**

Angela Davies opened discussion on the strategic refresh of industry engagement.

**Members noted:**

- The purpose of the refresh is to:
  - provide greater visibility, transparency and input on strategic and operational priorities and investments.
  - give industry more access to information on direct responses from the department on operational issues.
  - enable industry to provide feedback on tactical and operational issues to inform priorities.
- A draft options paper will be circulated as soon as possible seeking member's comment/input on proposals for constructive two-way engagement between industry and DAFF – including a biosecurity operations landing page to centralise:
  - regular operational updates on biosecurity issues, incidents, border detections and alerts.
  - links to shared responsibility pages e.g. Hitchhiker Program, biosecurity reform initiatives e.g. STEPS.
  - links to key business and email contacts for biosecurity issues, reforms, initiatives, consultations.
  - an industry feedback page.
  - calendar of events e.g.: webinar information sessions; training informed by industry feedback and industry consultation fora.



### 3.2 Assuring and managing our risk settings to achieve acceptable level of protection (ALOP)

Angela Davies introduced the Directors responsible for activities to assure and manage biosecurity risk settings to achieve ALOP.

#### 3.2a Compliance based intervention models

Ben Rowntree, Director, Sea Cargo Policy and Strategic Engagement led discussion on compliance-based intervention models.

##### Key Points:

- increasing import trade volumes combined with finite workforce resources necessitates smarter interventions.
- a significant body of work will be resourced over the next 3-12 months to consider DAFF's range of risk and compliance-based intervention models for potential opportunities to rationalise or expand including:
  - supply chain (e.g. Greenlane), entity (HCI) or commodity-based arrangements (CBIS, AEPCOMM)
  - risk-based tariff recalibrations for intervention commensurate with level of risk.
- members noted the work to consider the compliance and risk-based schemes and arrangements is cross cutting requiring collaboration across border agencies and BOCG divisions, business owners and systems.

##### Action:

1. Add an update on Compliance and Risk-Based Intervention Schemes to Mtg 99 Agenda for 14 Nov.

#### 3.2b Approved Arrangement (AA) - Class 19

Mark Sobey, Director, Assessment Policy opened discussion on current and planned work for AA Class 19 and updated members on the status of four DCCC Mtg 97 actions:

- *Action 4.1 Review instructional material for alignment with AA Class 19 and 19.1 regulatory intent: The Biosecurity Act 2015* enables biosecurity officers to ask questions and request documentation under s126 and s127 respectively. These powers are not specific to a particular class of Approved Arrangement. Biosecurity Inspection Officers request documents to assist in making an assessment based on what is presented to them. This ability has a secondary aspect in that it strengthens the AA Class 19 and overall assessment activities.
- *Action 4.3 Review communications material for alignment with regulatory intent for Minimum documentary and import declaration policy (MinDoc) for validation of Packing Declarations:* DAFF currently does not intend to conduct a full review of MinDocs for packing declarations, however, considering the feedback provided there is an opportunity to strengthen communications on the policy intent for validating packing declarations i.e. the person making the declaration is able to attest that the packing of the container was done in such a way as to minimise the risk of biosecurity material being introduced. How this looks will be part of the next steps of the MinDoc review process.
- *Action 4.3.1 Come back to DCCC Mtg 98 on 4 July 2024 with an update on scoping for a review of MinDoc and next steps.* DAFF has consulted with industry on the current MinDoc policy. Feedback has been largely positive. Our current sense is that a full review is not required. Industry consultation findings will be presented to senior executive for decision on the next steps, including areas for potential focus.
- *Action 4.4 Scope a campaign targeting businesses with eligible commodities not using AEP for discussion at Mtg 98 on 4 July 2024.* The top 30% of Class 19 users are responsible for 70% of eligible entries. Generally, those who are not users are smaller operators. Barriers to uptake include ability to use the arrangement on mixed consignments, low confidence in documentation and concern about the non-compliance penalties. DAFF will continue direct engagement on this issue with industry via industry fora and direct one-on-one engagement. The STEPS program is looking at ways our systems may be enhanced to remove some of the technical impediments to AEP lodgement.

##### AA Class 19 update – key points:

- Historic uptake for eligible commodities is around 35% with an increase to 49.8% over the 2 years to May 2024.
- Non-compliance rates remain stable at less than 3% attesting to the strength of the class regulatory settings and conditions.
- DAFF will communicate overall class performance and continue its promotion while monitoring for issues and expansion opportunities.
- For AA Class 19.2, the STEPS product External Verification Certificates (EVE) was released via the Biosecurity Portal (see item 3.3 below).

#### 3.2c Offshore arrangements and new vehicle policy

Department of Agriculture, Fisheries and Forestry



Ben Rowntree, Director, Sea Cargo Policy and Strategic Engagement, led the update on development of the new vehicle policy and some considered policy settings.

**Key Points:**

- Drivers for the new policy include historic inconsistent management of new vehicles on the cargo pathway resulting in recent near stand stills at Australian ports. BRM contamination and port congestion have decreased through:
  - direct consultation with government agencies, original equipment manufacturers and ports.
  - high focus on communication and awareness activities to upskill offshore stakeholders.
- For offshore assurance arrangements, DAFF will look to expand the current arrangements for used vehicles to cover new vehicles.

The Chair acknowledged industry's constructive engagement despite the challenges across cargo pathway policy and operations with a range of different stakeholders in Melbourne.

**3.2d High volume air-cargo**

Adil Waqas, A/g Director, Air Cargo Policy, Biosecurity Operations Division updated members on the review of high-volume or Self-Assessed-Clearance (SAC) imports on the air-cargo pathway.

**Key points:**

- On the pathway in FY 2023-24, SAC numbers increased to around 120m, an increase of 34m since FY 2022-23.
- A Pathway Intelligence Report has been commissioned to assess global e-commerce and supply chains for low value goods (<\$1,000) imports subject to an Australian SAC declaration. The assessment will identify trends and biosecurity risk management approaches on the SAC pathway.
- To improve the pathway's regulatory capability, establishment and planning is underway for DAFF's SAC Assurance Program (SAP) with key objectives to:
  1. enhance biosecurity risk management.
  2. incorporate new detection technologies (e.g., detector dogs, 3D x-rays).
  3. automate systems and streamline processes.
  4. improve operational efficiency and regulatory consistency.
  5. engage with stakeholders to manage increasing parcel volumes.
- The Air Cargo Future Operating Model (AC-FOM) – the first phase of internal stakeholder engagement has concluded capturing views, expectations and levels of understanding to inform the concept of an AC-FOM. External industry and border agency engagement will commence soon.
- Legislative alignment – DAFF is investigating legislative authority to expand the pathway's assurance activities via detector dogs and 3D X-ray capability.
- Industry partnerships – the Air Cargo Industry Inspect and Release project (a deliverable under the Commonwealth Biosecurity 2030 Action Plan 2023: Strategic Action 1) proposes expansion/improvement of AA Class 14.3 to enable air cargo industry to inspect and appropriately release SAC goods from biosecurity control.

**3.3 Simplified Targeting and Enhanced Processing System (STEPS) – status and next steps**

The Chair introduced Nin Hyne A/g Assistant Secretary, Biosecurity Digital Reform Branch to update members on the STEPS FY 2023-24 initiatives since 20 March and those planned for delivery in FY 2024-25.

**Key points**

**FY 2023-24 products released:**

- External Verification Certificates (EVE) – accessible digital certificates made available for 1,150 AA Class 19.2 AEPCOMM users via the Biosecurity Portal. Uptake is occurring. Access to EVE will expand as countries come online.
- Approved Arrangement Management Product (AAMP) – went live in June to 70 users with anticipated roll out to all 3,600 users. AAMP enables biosecurity industry participants to update their details online rather than contacting DAFF to make the updates.
- Biosecurity Cargo Status Tracker – a limited production release enabled 6 businesses to access the tracker to view information about their cargo under biosecurity control. Feedback is positive e.g. the tracker is easy to use, saves time and expands access to information e.g. directions.

**Feedback themes: Brokers and importers require**

- Increased visibility of cargo status in process queue.
- Certainty on how long an assessment or inspection is likely to take.

Department of Agriculture, Fisheries and Forestry



- Direct real-time communication to resolve issues.
- AEPCOMM – add more commodities and improve its operation particularly in relation to compliance policies.
- Quicker tangible digital business improvements.
- Better systems with DAFF making it easier for industry to provide DAFF's required information.

**FY 2024-25 planning for cargo valued at > \$1000.00 and requiring a Full Import Declaration (FID):**

- June – Initial internal planning and consultation on proposed STEPS initiatives informed by drivers i.e. benefits for industry and government. Sydney, Melbourne and Brisbane industry roundtables, including FTA AEPCOMM survey.
- July – STEPS initiative prioritisation and approval through internal DAFF governance before commencement of industry consultation to validate priority proposals and readiness.

**Next steps:**

- August/September – ongoing consultation with industry via email and face-to-face fora on short term, highest value work and quick wins, also the longer-term priorities.
- Nin Hyne to connect with Paul Bagnall, CAPEC, on the Cargo Tracker.

**Points raised by industry:**

- Dianne Tipping, Export Council of Australia congratulated the team on the STEPS benefits and queried whether STEPS would be impacted by the recent relocation of the Simplified Trade System program to AUSTRADE.
- DAFF assured members STEPS efforts are aligned and interoperable with STS. Further, the Agricultural Trade and Regulation Group's Digital Business Division, First Assistant Secretary, Nick Woodruff is responsible for DAFF's biosecurity digital reforms and the Taking Farmers to Market program, both of interest to the DCCC.

**Action**

2. Secretariat to share STEPS presentation (Complete).
3. Secretariat to invite 'Taking Farmers to Market' to present at Mtg 99 in Nov on digital initiatives for exports.
4. Nin Hyne to connect with Paul Bagnall, CAPEC, about the Cargo Tracker.

**3.4 Cargo operations update Holly Buckle/Edwina Dunford**

The Chair introduced Holly Buckle, Assistant Secretary, Cargo Operations (VIC, SA, WA, TAS)/BOD to lead the update on cargo operations.

**Key Points:**

**Recruitment**

- 39 new starters with a loss of 44 experienced inspection staff – 58 to internal promotions.
- Gained 27 assessment contractors with 5 ongoing.
- National rolling recruitment is underway for an additional 74 people.
- DAFF is considering the legislative and policy settings for current recruitment methods and arrangements with the proposed policy to be released for consultation to both internal and external stakeholders.
- The imported food sample management trial continues to progress nationally. This review is not related to any other cost recovery activities.

**Members noted:**

Factors impacting services include import peaks and troughs, the complexity of assessments and capability of officers. Also, the lead time between recruitment and frontline deployment.

DAFF's Cargo Directors convene weekly to identify opportunities to reallocate workforce resources to ensure the even flow of services to meet the standards. Discussions on long-term approaches to recruitment and retention are ongoing.

**Call centre update:**

- 97.7% of the calls are received within normal business hours of 7.30am-5.00pm.
- Approx. 50% occur between 9.00am-1.00pm.
- 2.3% calls are outside of business hours.
- 6.8% calls are between 7.30am and 8.30am.
- A telephone system upgrade is underway.
- Last financial year, the average document assessment turnaround time for consignments was:
  - 1 business day for urgent.
  - 3 business days for non-urgent.
- 450 hours overtime per week with automation saving around 4 FTE daily.



**Food imports key points:**

- DAFF
  - lead time to train recruits for food imports is lengthy and dependent on previous experience.
  - recruits are being deployed for tactical training experience.
- FTA:
  - commented that amongst its members food issues were common.
  - 10% error rate – to reduce the rate FTA would be keen for recidivists/bad actors to firstly be educated.
- Ai Group:
  - requested a follow up on the food trial with a view to understanding why industry is not engaging and to potentially improve participation rates.
  - its monthly workforce survey shows recruitment issues are a challenge across sectors.
  - raised the ongoing need for two officer inspections (ie prawns).
- IFCBAA:
  - suggested that food import assessment times may be reduced if eligible AEPCOMM commodities are fast-tracked.
  - incomplete or incorrect documentation may be a ploy to advance commodities in the assessment queue.

**Action**

6. Secretariat to follow up on the food trial's low participation rates for feedback at Mtg 99.

**3.1 Cost recovery activities – 2024-25 Cost Recovery Impact Statement (CRIS) and SAC Cost recovery activities**

**2024-25 CRIS**

The Chair introduced Paul Douglas, Director, Cost Recovery Biosecurity, Finance and Investment Division to update members on the 2024-25 CRIS activities following DAFF's 2023 commitment to annually review and index regulatory biosecurity fees and charges.

**Key points:**

- Effective 1 July 2024, new prices indexed at 4.1% applied to all regulatory biosecurity fees and charges. Indexation rates for 2024-25 are calculated on the amounts described in the 2024-25 Biosecurity CRIS and pricing tables available on the department's website.
- The review of the DAFF Charging Guidelines is ongoing to ensure the guidelines are fit for purpose for departmental and industry audiences.
- The end-of-financial-year (EOFY) Biosecurity Cost Recovery Arrangements - Financial performance for FY 2023-24 is underway and will be provided to the DCCC out-of-session once final.

**SAC cost recovery**

The Chair introduced Greg Hankins, Director, Biosecurity Assurance and Industry Partnerships/BOD to update members on the 2023-24 Biosecurity Sustainable Funding Budget Measure – SAC Cost Recovery. On 12 June the authority for SAC cost recovery took effect in the *Biosecurity Amendment (Extending Cost Recovery to Low Value Goods) Regulations 2024*.

**Key points:**

- In May the Minister for Agriculture, Fisheries and Forestry deferred SAC cost recovery to 1 October 2024.
- For successful 1 October implementation, DAFF's concurrent work includes:
  - Internal consultation to finalise the legal and administrative frameworks, systems and processes.
  - External individual consultations with the top ten importers and individual industry groups, e.g. IFCBAA and FTA, to inform administrative arrangements, regulatory amendments and communications to assist and support impacted stakeholders to implement the charge.
  - Ongoing communications via Import Industry Advice Notices and DAFF's SAC Cost Recovery Charge webpage, with fact sheet development underway for:
    - charging scenarios.
    - DAFF's compliance posture for non-payment and dispute resolution.

**Industry comments:**

- FTA acknowledged the breadth of engagement, complexity of work and deferment of SAC charging commencement.
- Paul Bagnall, CAPEC, sought confirmation that the proposed legislative amendments relate to the '30 day' timeframe for final SAC liability payments.





- DAFF acknowledged the current '30-day' timeframe was an issue. It confirmed there will be no change to the 'in arrears' method of payment collection, or to the threshold for charging for SAC imports i.e. 278, the proposed amendments would remove the reference to the '30 day' timeframe to allow for:
  - DAFF's generation and issuance of the notice of liability.
  - reasonable timeframes for industry to self-assess the SAC liability and dispute it if necessary.
  - generation of DAFF's invoice for payment.

#### Action

7. Secretariat to circulate the report on Biosecurity Cost Recovery Arrangements - Financial performance for FY 2023-24 once final.

#### Agenda item 4 – Industry information exchange – DCCC members

The Chair introduced FTA's proposal related to extending after hours call centre services for WA shipments with FTA noting the issue was niche.

##### 4.1 1800 call centre – out of hours enquiries for WA Shipments

DAFF responded that the specifications for the 2025 phone system upgrade would factor in the issue.

Dianne Tipping, Exporter Council of Australia, reiterated this was also an issue for exporters needing information or assistance entering port.

DAFF responded it would reach out to FTA and Export Council respectively.

##### 4.2 DAFF information papers – *discussion by exception*

4.1.1 Compliance activity snapshot (CED).

4.1.2 Compliance audit report (CED).

- Matt Campbell, Assistant Secretary, Audit and Assurance/CED provided a short update on DAFF's compliance and audit activities. Members noted the recent civil litigation action in April resulting in a \$54,000.00 conviction related to illegal importation of fish and providing false or misleading documents. DAFF reiterated its focus on unannounced audits, where possible, was proving useful to not only gain insights into a business' operating environment but also to provide enhanced visibility into non-compliance themes.

4.1.3 Approved arrangements update (CED).

4.1.4 Class 14.4 approved arrangement update.

4.1.5 BMSB 2023-24 update.

#### Actions

8. DAFF to take discussion offline with FTA and Export Council on future call centre work/phone system

#### Agenda item 5 – Inspector General of Biosecurity – review update – Maturity of the department's biosecurity regulatory system

The Chair introduced Australia's Inspector General of Biosecurity (IGB), Dr Lloyd Klumpp, to update members on the status of current and planned reviews.

#### Key points:

- There are currently 3 reviews underway:
  1. Environmental biosecurity – management and policy implementation.
  2. Import risk analysis.
  3. Maturity of the department's biosecurity regulatory system.

The need to review DAFF's regulatory maturity was previously identified by an Australian National Audit Office (ANAO) review and later by the former IGB, Robert Delaney, specifically for the BOCG.

To assess BOCG's maturity as a regulator, the current IGB will use the Modern Regulator Improvement Tool (MRIT), produced by the Australasian Environmental Law Enforcement and Regulators Network (AELERT), which describes the 12 attributes of a modern regulator and the associated maturity levels.

#### Next Steps:

The IGB will meet and consult with DAFF's Regulatory Practice Committee (Chair Peta Lane) to finalise the MRIT tool for use in the first assessment that will set the baseline for robust, repeatable assessments of BOCG's regulatory maturity.



**Action**

10. Secretariate to circulate the MRIT tool.

**Agenda item 6 – Other business**

NIL

**6.1 Closing remarks- Chair**

DCCC Meeting 99 on 14 November 2024 to be face-to-face in Melbourne with location to be provided to members.

**Meeting closed: 13:00pm**



| Item | Action | Meeting 98 Actions – 4 July 2024  | Owner/s       | Status              |
|------|--------|---|---------------|---------------------|
| 1    | 1      | Add an update on '1 DAFF' PROGRESS to Mtg 99 Agenda for 14 Nov                                      | Secretariat   | Mtg 99 Agenda       |
| 3.2  | 2      | Add an update on Compliance based intervention schemes to agenda for Mtg 99 on 14 Nov               | Secretariat   | Mtg 99 Agenda       |
| 3.3  | 3      | Circulate STEPS PowerPoint presentation   | Secretariat   | Closed - circulated |
|      | 4      | Invite leads for 'Taking Farmers to Market' to update members on digital work in the export space   | Secretariat   | Open                |
|      | 5      | DAFF to contact CAPEC about the STEPS cargo tracker   | Nin Hyne      | Open                |
| 3.4  | 6      | Investigate why industry is not engaging on the food trial  | Vicki Fischer | Open                |
|      | 7      | Circulate FY 2023-24 Cost recovery report out-of-session once ready                                 | Secretariat   | Open                |
| 3.5  | 8      | DAFF to take discussion offline with FTA and Export Council on future call centre work/phone system | Holly Buckle  | Closed – 5 July     |
| 5    | 10     | Inspector General of Biosecurity tp circulate MRIT for regulatory maturity                          | Secretariat   | Closed - circulated |

| Item  | Meeting 97 Actions – 20 March 2024  | Owner/s                           | Status   |
|-------|---|-----------------------------------|--|
| 3.1   | Circulate DAFF's paper on proposed approaches to engagement with the link to the biosecurity operations landing page for member's comment/input                                       | Jo Laduzko                        | To be progressed with Jo Laduzko's return mid-July   |
| 3.1.1 | Add Strategic Engagement update to 4 July 2024 Mtg 98 Agenda.   | Secretariat                       | Closed – Discussed at Mtg 98 4 July  |
| 3.2   | Liaise with Craig Birchall Qantas regarding detail on the timing of key WSI policy decisions and next stages  | Jo Laduzko                        | To be progressed with Jo Laduzko's return  |
| 3.2.1 | Update members on progress of the strategic operational priorities at the next meeting on 4 July  | Jo Laduzko                        | Closed – Discussed at Mtg 98 4 July  |
| 3.3   | Share STEPS presentation  | Secretariat                       | Closed   |
| 3.3.1 | Schedule a STEPS update for the next meeting on 4 July 2024   | Secretariat                       | Closed – Discussed at Mtg 98 4 July  |
| 3.5   | DAFF to come back with policy status for bulk trade and bulk grain trade inspections at anchorage   | Business owner/s                  | To be continued once review of inspections of vessels at anchorage is final  |
| 3.5.1 | Shipping Australia Limited (SAL) to come back with time and cost impacts of failed bulk trade and bulk grain trade inspections  | Melwyn Noronha                    | To be continued once review of inspections of vessels at anchorage is final  |
| 3.5.2 | DAFF to publish timely IANs as necessary on commodities and locations of assessment delays  | Andrea Kondos/<br>Damien Grantham | Ongoing  |
| 4.1   | Review instructional material for alignment with Class 19 and 19.1 regulatory intent  | Jo Laduzko/ Mark Sobey            | Closed – after discussion at Mtg 98 Agenda item 3  |
| 4.1.2 | Provide an update on Class 19 findings and next steps at Mtg 98 on 4 July 2024  | Jo Laduzko/ Mark Sobey            | Closed – after discussion at Mtg 98 Agenda item 3  |
| 4.2   | Convene a discussion on current legislative framework for compliance with illegal logging, challenges for industry and potential solutions  | Matt Campbell                     | Closed – discussions convened May/June   |
| 4.3   | Review communications material for alignment with MinDoc regulatory intent for validation of Packing Declarations   | Jo Laduzko/ Mark Sobey            | Closed – after discussion at Mtg 98 Agenda item 3  |
| 4.3.1 | Come back at Mtg 98 on 4 July 2024 with an update on scoping for a review of MinDoc and next steps  | Jo Laduzko/ Mark Sobey            | Closed – after discussion at Mtg 98 Agenda item 3  |
| 4.4   | Scope a campaign targeting businesses with eligible commodities not using AEP for discussion at Mtg 98 on 4 July 2024.  | Jo Laduzko/ Mark Sobey            | Closed – after discussion at Mtg 98 Agenda item 3  |
| 5     | Biosecurity Animal Division (BAD)/ to consult with Shipping Australia Limited (SAL) to update biofouling and ballast Anti-fouling guidelines and in-water cleaning standards for 2024 | BAD/Jo Laduzko/Angela Davis       | Closed - Engagement ongoing DAFF continues engagement with SAL and maritime industry representatives on current regulatory and policy issues to minimise marine biosecurity risks associated with vessels' biofouling and ballast water. From April-June several direct informal meetings were held.<br>26 June: at the SAL Policy Council Meeting DAFF presented on: Aust. regulatory developments for in-water cleaning: challenges to vessel pre-arrival reporting; standards of biofouling and record keeping for ballast water management; and recent developments in the International Maritime Organization's (IMO) review of its Ballast Water Management Convention and development of in-water cleaning standards. |