

From: AA Canberra <AA.Canberra@agriculture.gov.au>
Sent: Saturday, 7 January 2017 4:21 PM
To: mtobin@crowwww.com
Subject: Q0172 - Class 1.3 - Variation to AA - 9 Jan 2017 [SEC=UNCLASSIFIED]

mtobin@crowwww.com

Dear Mr Tobin

I refer to your approved arrangement number Q0172 (AA), for Crown Worldwide (Aust) Pty Ltd.

Under section 413 of the *Biosecurity Act 2015* (Act) the Director of Biosecurity has the power to vary an approved arrangement. I am a subdelegate of the Director of Biosecurity for the purposes of section 413 of the Act.

On 25 October 2016, I notified you that I was considering varying the AA for Class 1.3 – Sea and air freight depot (restricted).

After careful consideration of all relevant information, I have varied the AA.

This notice replaces any previous notice for the approval or variation of the AA.

Section A – Summary of variation (the changes)

The following AA requirements have been added to or removed from AA classes under your AA:

AA class	AA requirement	Action
1.3	Amalgamated the requirements under the Building and Storage area and Inspection area headings – now under Biosecurity area requirements.	Reduced duplication
	Removed requirements duplicating the general requirements including: <ul style="list-style-type: none"> ▪ Record keeping ▪ Notification of changes to the management or operations of an AA. 	
	Updated the following requirements to align with existing requirements across other AA classes: <ul style="list-style-type: none"> • Security • Wash bay • Wash bay / cabinets • Fumigation. 	Amended
	Included <ul style="list-style-type: none"> • 10.22-10.28 Treatment of waste water by hypochlorite – optional • 15.2 Site map. 	Added

Section B - Reasons for variation

The AA was varied to remove the on-site wash bay requirement, reduce duplication within the requirements, and align existing requirements across other AA classes.

Section C - Date of effect

The date of effect of the variation is 9 January 2017. The period of approval for the AA will continue through to 30 June 2022, unless it is revoked earlier.

Section D - Approval summary

The AA provides for the carrying out of biosecurity activities as outlined in the following table(s):

Q0172 reference	
Entity name	Crown Worldwide (Aust) Pty Ltd
AA site address (location at which the biosecurity activities must be conducted)	73 Buchanan Road BANYOQLD4014
AA classes	AA Class 1.3 – Sea and air freight depot (restricted) (on-site fumigation, on-site wash bay)
AA requirements documents (must comply with requirements in these documents)	AA Class 1.3 Requirements
AA policy documents	AA General Policies

Section E - Further information

If you have any questions regarding the AA, please contact the Approved Arrangements section at:

Email: aa.canberra@agriculture.gov.au

Post: Approved Arrangements
Department of Agriculture and Water Resources
GPO Box 858
Canberra ACT 2601

Section F - Right to internal review

Under the Biosecurity Act, decisions to vary Approved Arrangements are reviewable. If you would like to make an application for review you must apply to the Director of Biosecurity in writing setting out the reasons for your application within 30 days after the day you received this letter. Please send your application by email to:

internalreview@agriculture.gov.au or alternatively by post to:

Internal Review
Office of the General Counsel
GPO Box 858
Canberra ACT 2601

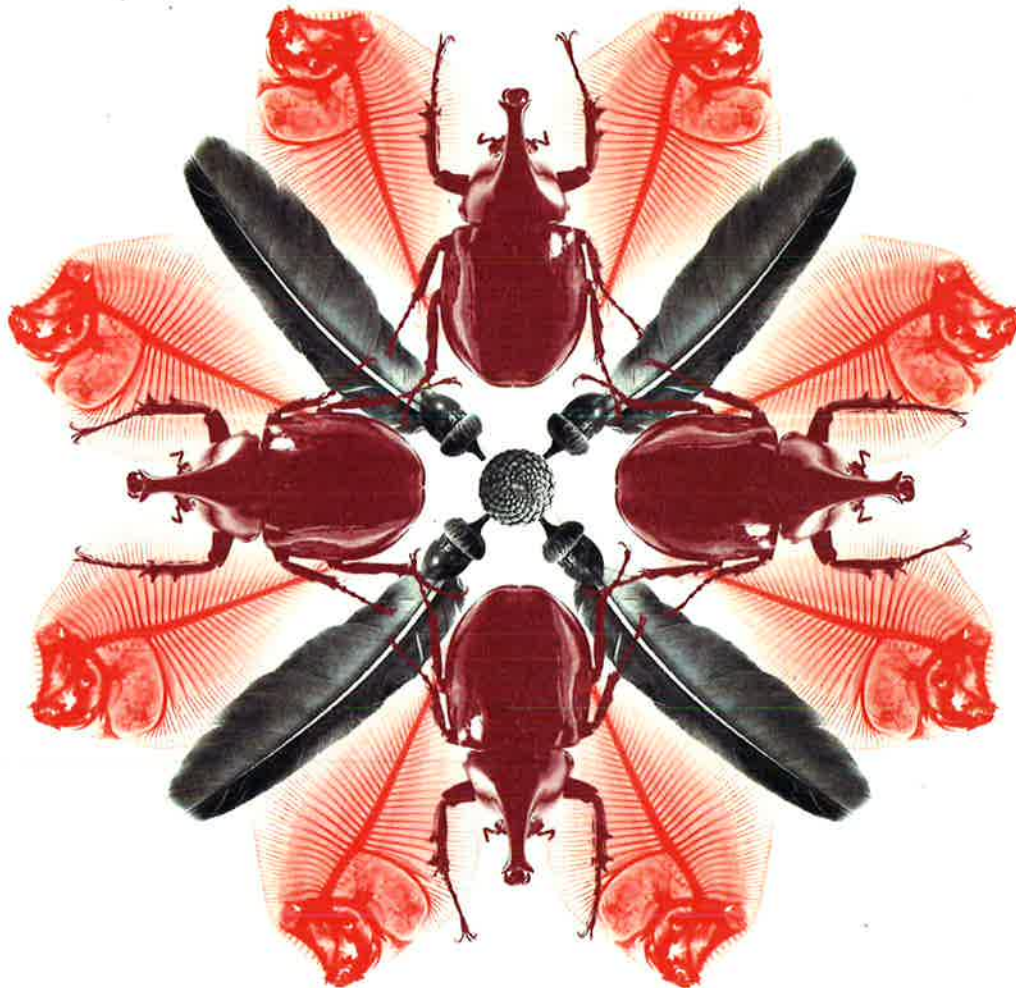
Yours sincerely

Caroline Gibson
Approved Arrangements
Subdelegate of the Director of Biosecurity

Approved Arrangements

For 1.3—Sea and air freight depot (restricted)

Requirements—Version 4.0



© Commonwealth of Australia

Ownership of intellectual property rights

Unless otherwise noted, copyright (and any other intellectual property rights, if any) in this publication is owned by the Commonwealth of Australia (referred to as the Commonwealth).

Creative Commons Licence

All material in this publication is licensed under a Creative Commons Attribution 3.0 Australia Licence, save for content supplied by third parties, logos and the Commonwealth Coat of Arms.

Creative Commons Attribution 3.0 Australia Licence is a standard form licence agreement that allows you to copy, distribute, transmit and adapt this publication provided you attribute the work. A summary of the licence terms is available from creativecommons.org/licenses/by/3.0/au/deed.en. The full licence terms are available from creativecommons.org/licenses/by/3.0/au/legalcode.

This publication (and any material sourced from it) should be attributed as: Approved Arrangements section, 2016, AA <name> - Requirements, (AA for <name> - Requirements prepared for the Department of Agriculture and Water Resources), Canberra.

Department of Agriculture and Water Resources

Postal address GPO Box 858

Canberra ACT 2601

Switchboard +61 2 6272 3933

Web agriculture.gov.au

Inquiries regarding the licence and any use of this document should be sent to: copyright@agriculture.gov.au.

The Australian Government acting through the Department of Agriculture and Water Resources has exercised due care and skill in the preparation and compilation of the information and data in this publication. Notwithstanding, the department, its employees and advisers disclaim all liability, including liability for negligence, for any loss, damage, injury, expense or cost incurred by any person as a result of accessing, using or relying upon any of the information or data in this publication to the maximum extent permitted by law.

Version control

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

Date	Version	Amendments	Approved by
9 May 2011	1.0	Revised document.	Co-regulation and Support Program
30 Jun 2013	1.1	Updated to reflect DAFF branding.	Industry Arrangements Reform Program
22 Feb 2016	2.0	Updated template Amended fumigation criterion.	Approved Arrangements section
2 May 2016	2.1	Changes to the following criterion: Wash bay Waste water recycling Separation/security	Approved Arrangements section
16 Jun 2016	3.0	Updated references to the department and the Biosecurity Act 2015.	Approved Arrangements section
9 January 2017	4.0	Added requirement to attach a site map to new applications and submit one for new construction projects. Changes to the following criteria: <ul style="list-style-type: none"> • Biosecurity/inspection areas • Fumigation • Waste water recycling (optional) • Hypochlorite treatment of waste water (optional) • Removed: <ul style="list-style-type: none"> - duplication with general requirements 	Approved Arrangements section

Contents

Guide to using this document	5
Definitions	5
Other documents	5
Nonconformity guide	5
AA Requirements	6

Guide to using this document

This document sets out the requirements that must be met before the relevant director will consider approval for the provision of biosecurity activities under section 406 of the *Biosecurity Act 2015*, otherwise known as an approved arrangement (AA).

This document specifies the requirements to be met for the approval, operation and audit of this class of AA. Compliance with the requirements will be assessed by audit.

In the event of any inconsistency between these requirements and any Import Permit condition, the Import Permit condition applies. If the applicant chooses to use automatic language translation services in connection with this document, it is done so at the applicant's risk.

Unless specified otherwise, any references to 'the department' or 'departmental' means the Department of Agriculture and Water Resources. Any references to contacting the department mean contacting your closest regional office.

Further information on AAs, regional contact details and copies of relevant AA documentation is available on the [department's website](#).

Definitions

Definitions that are not contained within the Approved Arrangements Glossary can be found in the *Biosecurity Act 2015* or the most recent edition of the Macquarie Dictionary.

Other documents

The *AA General Policies* should be read in conjunction with these requirements. They will assist in understanding and complying with the obligations and requirements for the establishment and operation of an AA.

Nonconformity guide

The nonconformity classification against each criterion is provided as a guide only. If more than one nonconformity is listed against a requirement, the actual nonconformity applied will correspond to the gravity of the issue. The nonconformity recorded against any requirement remains at the discretion of the biosecurity officer.

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

AA Requirements

Table 1 Purpose

Requirements	Nonconformity guide
<p>1.1 AA sites utilised for the deconsolidation of sea and air cargo. These AA sites are approved to enable the following activities to occur:</p> <ul style="list-style-type: none"> • storage, inspection and/or treatment of cargo from all countries with correct certification and correct or incorrect packing documentation • inspection and/or treatment of personal and household effects • inspection and/or treatment of military cargo and vehicles • commodity verification tailgates • cleaning and re-inspection of break bulk machinery (after initial inspection at 1.1 or wharf) when appropriate and approved sites are available • containerised machinery inspections and the fumigation and cleaning of these goods when appropriate and approved sites are available • holding and/or treatment of dunnage and non ISPM 15 compliant packing. 	<p>Not applicable</p>
<p>1.2 The fumigation area and wash bay may be, either onsite or at another department approved AA site.</p>	<p>Not applicable</p>
<p>1.3 Under this class of AA, sites are only approved for the specific operations, and are not approved for any other biosecurity operations unless the site has separate approval under another class.</p>	<p>Not applicable</p>
<p>1.4 Class 1.3 depots are not approved for non-containerised machinery inspections, rural container inspections (unless the AA site has a wash facility 16 m x 5 m, tailgate facilities, and is in the metropolitan area of a declared seaport), fresh fruit and vegetable inspections, cut flower inspections, external container inspections, the receipt, holding, inspection of live animals, or the storage, inspection or treatment of incorrectly certified agricultural products from khapra beetle countries.</p>	<p>Not applicable</p>

LEY 22054

Table 2 Site location

Requirements	Nonconformity guide
<p>2.1 The AA sites are to be located within the metropolitan areas surrounding a proclaimed port in a city with a permanently based biosecurity officer. The department defines metropolitan areas on the basis of postcode (for the Australian Capital Territory, only AA sites located in postcodes 2609 or 2620 are eligible for approval under this class). A list of valid metropolitan postcodes for biosecurity purposes can be found on the department's website. AA sites located outside of postcodes classified as metropolitan areas will also have to show that they are able to comply with the additional requirements that are applied to AA sites in these locations. The department will consider the application on its individual merits with consideration being given to the biosecurity risk and serviceability associated with each AA site's location.</p>	<p>Not applicable</p>

Table 3 Isolation

Requirements	Nonconformity guide
<p>3.1 Goods subject to biosecurity control must be kept in the biosecurity area.</p>	<p>Major or critical</p>
<p>3.2 Goods subject to biosecurity control must be stored in such a manner to ensure that a minimum of one pallet width or an impervious physical barrier is maintained between goods subject to biosecurity control and other goods.</p>	<p>Major</p>

Table 4 Security

Requirements	Nonconformity guide
<p>4.1 If the AA site holds a current 77G Depot licence issued by the Australian Border Force, the site will be deemed to have complied with requirements of security in relation to size and location.</p> <p>Alternatively, the biosecurity area must be of a size commensurate with the proposed quantity of goods being handled and must be located within a secure lockable building that is located in an area surrounded by a lockable person-proof security fence.</p>	

Table 5 Biosecurity area

Requirements	Nonconformity guide
5.1 Security measures must be in place that prevent access and removal of goods subject to biosecurity control by unauthorised persons.	Major
5.2 The biosecurity area must be sufficiently isolated from the main thoroughfare and clearly defined by either a: <ul style="list-style-type: none"> • painted yellow line on the floor • permanently affixed person-proof security fence • separate room or • other department-approved method. 	Minor
5.3 The biosecurity area must have an impervious concrete or asphalt floor that is in good condition and free of significant cracking which may enable the escape of insects, or allow weeds to become established.	
5.4 The biosecurity and inspection areas must allow for biosecurity officers to easily inspect goods without work health and safety risks.	
5.5 A non-absorbent white top inspection table must be provided for inspection. It must: <ul style="list-style-type: none"> • be a minimum of 1 m wide x 2 m long and 0.9 m to 1 m high • have a power point in close proximity • have an artificial light of not less than 600 lux intensity • be located within a biosecurity inspection area. 	Major
5.6 Biosecurity areas must be managed to allow biosecurity officers to conduct adequate inspections of goods in a timely and effective manner. This can occur by having: <ul style="list-style-type: none"> • illumination to a sufficient level within a building (this will require a minimum 400 lux in storage areas and 600 lux in biosecurity inspection areas) • goods accessible for inspection (this will require that goods be stored no more than 2.5 m high unless racks are used). <p>Note: Accessible means goods must be able to be inspected as directed by a biosecurity officer. Generally, block stacking will not be regarded as being accessible.</p>	Major

Table 6 Building and storage areas

Requirements	Nonconformity guide
6.1 Buildings and structures must be maintained in a state of good repair and be weather-proof. Wall and floor junctions must be sealed, or some other measure must be in place to ensure that vegetation does not grow into the building.	Major
6.2 Buildings, designated biosecurity areas and biosecurity inspection areas (including storage and receival zones, chutes etc), must be kept clean. Cargo and packaging residues, contaminants and spillages must be cleaned up and correctly disposed of as biosecurity waste without delay.	Major
6.3 Cargo to be treated in the wash bay, where tarped or containerised upon receipt, must remain tarped, be stored under cover, in a container or on an impervious surface that drains directly to sewer until such time as it can be moved to the wash bay for cleaning.	Major
<p>6.4 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>	Minor

Table 7 Hygiene

Requirements	Nonconformity guide
<p>7.1 An effective pest control system must be in place to ensure that AA sites are managed in a way that effectively isolates goods subject to biosecurity control from environments in which pest and disease are likely to become established. As a minimum this will require the AA site to implement, and keep associated records of a periodic inspection regime and ensure knockdown spray (i.e. standard household aerosol insecticide spray) is kept onsite. In addition to details of the inspection regime and the onsite location of the knockdown spray, the pest control system may include:</p> <ul style="list-style-type: none"> • the use of insecticides, fumigation, rodenticides, periodic inspection, baits and/or traps • a site plan with numbered bait stations • if applicable, contract details. <p>Note: The operations of adjacent facilities must be considered when determining any additional pest control measures to be implemented.</p>	Major

Table 8 Fumigation

Requirements	Nonconformity guide
Where there are biosecurity fumigation facilities at the AA site the following applies.	Not applicable
8.1 The location and size of the fumigation area must be clearly marked on a site plan.	Minor
8.2 The fumigation area must have a: <ul style="list-style-type: none"> • minimum 3 metres clearance around the enclosure in the open or 6 metres where the area is located in an enclosed facility • power supply available (either mains or generator). 	Major
8.3 The fumigation site floor, for sheeted containers and stacks must be impermeable to the fumigant.	Major
8.4 A fumigation chamber must be: <ul style="list-style-type: none"> • constructed of impervious rigid materials • imperviously sealed where there are joints • gas tight when the door is closed (without the need to use tape, sealant or other similar methods to gain a gas tight seal) • fitted with an inbuilt circulation system which distributes the fumigant throughout the chamber. 	Major
8.5 The fumigation chamber must pass a pressure test every 6 months with a minimum pressure decay time from 200 to 100 Pa of 10 seconds or more. Records of pressure testing must be made available to a biosecurity officer upon request.	Major
Where there are no biosecurity fumigation facilities at the AA site the following applies.	Not applicable
8.6 Goods being moved off site for fumigation must be: <ul style="list-style-type: none"> • secured in order to prevent the potential escape and/or spread of biosecurity risk material • transported directly to a department approved site, in line with the applicable departmental direction. 	Major or critical

Table 9 Internal container inspections (optional)

Requirements	Nonconformity guide
9.1 Either an approved container inspection ramp or equipment to safely and adequately place the container on the ground for inspection must be available. If no container inspection ramp is provided, an area with an impervious surface must be available for conducting internal container inspections.	Major

Table 10A Wash bays

Requirements	Nonconformity guide
Where there are no biosecurity wash bay facilities at the AA site the following applies.	Not applicable
10.1 Goods being moved off site for cleaning must be: <ul style="list-style-type: none"> secured in order to prevent the potential escape and/or spread of biosecurity risk material transported directly to a department-approved site, in line with the applicable departmental direction. 	Major or critical
Where there are biosecurity wash bay facilities at the AA site the following applies.	Not applicable
10.2 The location and size of the wash bay must be clearly marked on the site plan.	Minor
10.3 The wash bay must be commensurate with the size of the proposed imports to be handled by the AA site.	Major
10.4 No unauthorised traffic or personnel (those not involved in the cleaning of goods subject to biosecurity control) or equipment are permitted on the wash pad, ramp or wash bay during treatments and cleaning.	Major
10.5 The wash bay must be constructed in accordance with the following: <ul style="list-style-type: none"> a concrete floor which is liquid impervious a floor drain leading into a soil trap which is connected directly to municipal sewer or to another waste water disposal system approved by the department. any waste water storage, treatment and reticulation system must be enclosed. 	Major
10.6 There must be adequate equipment available in order to carry out cleaning (steam/high pressure) and chemical disinfection spraying operations as directed by biosecurity officers.	Major or critical
10.7 A car hoist, inspection pit, ramp or stand is to be available, where required, for the inspection of the undercarriage of cars.	Major or critical
10.8 Areas immediately adjacent to the wash bay should have an impermeable surface. If the area surrounding the wash pad has vegetation, the department will inspect for introduced weed species (at cost to the Biosecurity Industry Participant (BIP)).	Minor or major
10.9 Waste water and residues from cleaning operations must be contained within the approved wash bay.	Major
10.10 Waste water and residues from cleaning operations must only be discharged via the wash bay drain.	Major
10.11 The wash bay must be washed down after cleaning operations each day.	Major

Table 10B Wash bays (continued)

Requirements	Nonconformity guide
<p>10.12 Waste water must be screened prior to discharge to municipal sewer or department approved treatment/holding tank.</p> <p>For AA sites that do not have direct access to sewer for waste water discharge, waste water may be either collected and transported off-site for discharge to sewer by a:</p> <ul style="list-style-type: none"> • waste transport service operating under an appropriate AA with the department ; or • non-department approved waste transport service. Where a non-department approved transport service is used, the transport and disposal of the waste water must be performed under department supervision. 	Critical
<p>10.13 Soil residues from the wash bay soil trap or filter must be disposed of as biosecurity waste.</p>	Critical
<p>10.14 Equipment (including footwear and protective clothing) used in the wash bay must be cleaned prior to removal from the wash bay.</p>	Critical
<p>Where recycling of waste water occurs within the wash bay at the AA site the following applies:</p>	Not applicable
<p>10.15 A recycling waste water system must incorporate screening the liquid waste through a 100 micron filter prior to use in wash bay operations with imported goods, including final washes. Recycled waste water is not permitted to be used for domestic washes.</p>	Major
<p>10.16 Undertake weekly inspection for leaks from:</p> <ul style="list-style-type: none"> • pumps • valves • tanks (where applicable) • filter housing, pipes and connections where visible 	Major
<p>10.17 When leaks are detected they must be immediately repaired.</p>	Major
<p>10.18 Waste filter media and detritus/refuse captured by filter media or screens must be treated as biosecurity waste.</p>	Major
<p>10.19 Wash facilities must:</p> <ul style="list-style-type: none"> • be of a size commensurate with the vehicles or equipment being cleaned • be constructed of impermeable material and in a manner which ensures that residues/sediment and splash from cleaning operations are contained and flow directly into holding tanks or a municipal sewage system or department approved system • have sewage/drainage lines protected from physical damage. <p>Note: Where municipal sewage connection is not available and tanks are used, the tanks must be fully enclosed.</p>	Major
<p>10.20 Soil traps must be installed in drains in locations where drainage inflow is likely to contain solids (e.g. detritus, refuse or other particulates).</p>	Major

Table 10C Wash bays (continued)

Requirements	Nonconformity guide
Where an AA site uses hypochlorite as an alternative treatment for waste water the following applies:	Not applicable
<p>10.21 A hypochlorite treatment system must incorporate:</p> <ul style="list-style-type: none"> • screening liquid waste through a 100 micron filter prior to treating with hypochlorite. • an enclosed liquid waste treatment tank with an attached mechanical agitation method for mixing hypochlorite and liquid waste. 	Major
<p>10.22 Alternative hypochlorite treatment for waste water (e.g. liquid waste, imported fresh water) must be undertaken in accordance with the following process:</p> <ul style="list-style-type: none"> • filtration through a 100 micron filter • liquid waste test to ensure a pH range between 5.0 and 7.0 (where the pH is not within this range, add acid or alkaline products and bring the liquid waste to within this range), then • add hypochlorite to achieve 200 parts per million (ppm) free chlorine (at the end of the 10 minutes agitation cycle), then • mechanically agitate in a retention vessel for 10 minutes, then • test (after agitation) to determine the free chlorine level is at least 200 ppm, then • retain the waste water in the treatment tank for 1 hour following confirmation of concentration at minimum 200 ppm, then 	Major
<ul style="list-style-type: none"> • test that the concentration of the waste water is at least 5 ppm free chlorine at the conclusion of the 1 hour treatment period 	Minor
<p>10.23 Hypochlorite must be used within either:</p> <ul style="list-style-type: none"> • the expiry date specified by the manufacturer, or • used within two years of the manufacture date. 	Major
<p>10.24 During the treatment of contaminated or potentially contaminated liquids the AA operator must, when operational, undertake weekly inspection for leaks from:</p> <ul style="list-style-type: none"> • pumps • valves • tanks • hypochlorite metering/dosing equipment (where applicable) • filter housing, pipes and connections where visible. 	Minor
<p>10.25 When leaks are detected they must be immediately repaired.</p>	Major
<p>10.26 All waste filter media and detritus/refuse captured by filter media or screens must be treated as biosecurity waste.</p>	Major

Table 10D Wash bays (continued)

Requirements	Nonconformity guide
<p>10.27 Hypochlorite treatment records must include:</p> <ul style="list-style-type: none"> • date and times of testing (e.g. times when testing of concentration is taken) • initial pH of liquid waste • pH adjustment (where required) i.e. initial pH and final pH (after addition of acid or alkali) • amount of hypochlorite added • concentration of free chlorine in treatment tank after agitation • amount of additional hypochlorite added (where required) • concentration of free chlorine in treatment tank after further agitation (when additional hypochlorite added) • concentration of free chlorine at conclusion of 1 hour treatment and time treatment completed • date of manufacture of hypochlorite. 	Major

Table 11 Wash bays/cabinets

Requirements	Nonconformity guide
Where there are biosecurity wash cabinet facilities at the AA site the following applies.	Not applicable
11.1 The location and size of the wash cabinet must be clearly marked on the site plan.	Minor
11.2 The wash cabinet must be commensurate with the size of the proposed imports to be handled by the AA site.	Major
<p>11.3 Wash cabinets must be constructed in accordance with the following requirements, the:</p> <ul style="list-style-type: none"> • cabinet must be constructed of sturdy, impermeable material • cabinet must have three fixed sides and a fixed top • sides of the cabinet must be attached to the base in a manner which prevents the escape of any wash water or cleaning residue • cabinet must incorporate, or be attached to, a soil trap • disposal system must include a grease trap which is connected to council approved sewer or another waste water system approved by the department. There must be no trade waste diversion valves in place. • drains and tanks must be covered, and sewerage/drainage lines must be protected from physical damage. 	Major

LEX 22054

Table 12A Dunnage and waste disposal

Requirements	Nonconformity guide
12.1 Overseas dunnage, including pallets which are detected, must be stored in a clearly defined biosecurity area or a biosecurity dunnage container or storage device for a maximum period of 14 days. Within the specified storage period, dunnage must be treated by a department approved method.	Major
12.2 Loose items of biosecurity concern that do not form part of the documented consignment (for example, soil, seeds, hessian bags, fruit cartons, plant and animal contamination) as well as any spilled goods that are of biosecurity concern must be placed in the clearly marked and sealed (for example, with a lid) biosecurity waste bin.	Major
12.3 The BIP must ensure that an Accredited Person examines the timber packaging/dunnage for the presence of: <ul style="list-style-type: none"> • live insects and insect damage (including holes with frass) • bark. 	Major or critical
12.4 If live insects and/or insect damage (including holes with frass) are detected on the timber packaging/dunnage the BIP must ensure that: <ul style="list-style-type: none"> • the container doors are closed immediately to prevent the escape of any pests • for flat racks or ULDs, a knockdown spray is applied to insects and the goods are moved to the biosecurity inspection area and are kept contained and separated from other imported, domestic or previously cleared goods • in both cases, the regional office is contacted immediately and arrangements are made for an inspection. 	Major or critical
12.5 The live insects or frass are recorded on a Biosecurity Risk Material Record and a copy of the Biosecurity Risk Material Record is retained by the AA site.	Minor
12.6 If bark is detected on the timber packaging/dunnage, the BIP must ensure that the: <ul style="list-style-type: none"> • bark is removed and disposed of by, or under the supervision of an Accredited Person • bark is recorded on a Biosecurity Risk Material Record and a copy of the Biosecurity Risk Material Record is retained by the AA site • regional office is contacted and arrangements are made for an inspection. 	Minor, major or critical
12.7 ISPM 15 compliant timber packaging/dunnage does not require further inspection or treatment if it is stored separately from other imported timber packaging/dunnage.	Minor

Table 12B Dunnage and waste disposal (continued)

Requirements	Nonconformity guide
<p>12.8 Biosecurity waste must be effectively contained and disposed of in a manner approved by the department.</p> <p>Note: Solid biosecurity waste must be placed in the biosecurity waste bin/storage device which must have a secured lid.</p>	Major
<p>12.9 Biosecurity waste must be transported by a department approved waste transporter.</p>	Critical
<p>12.10 Biosecurity waste water must be disposed of by a department approved method. Department approved methods include disposal of waste water via discharge directly to municipal sewer. The use of other waste disposal methods must be approved in writing by the department after demonstration of their efficacy to the satisfaction of the department. Such methods may require detailed scientific research at the AA site holders' expense.</p>	Major or critical
<p>12.11 The biosecurity waste container must be:</p> <ul style="list-style-type: none"> • leak and pest proof • labelled 'Biosecurity Waste'. <p>Note: The separate storage device/area must be department approved and be within the AA site to prevent loss, spillage or unauthorised access.</p>	Major

Table 13 Operating requirements

Requirements	Nonconformity guide
<p>13.1 The BIP must ensure that an Accredited Person examines the inside of containers for the presence of:</p> <ul style="list-style-type: none"> • live or dead animals • live insects • plant, animal and soil contamination. 	Major
<p>13.2 The BIP must ensure that an Accredited Person examines the inside of containers for the presence of:</p> <ul style="list-style-type: none"> • live or dead animals • live insects • plant, animal and soil contamination. 	Critical
<p>13.3 The live/dead animals, or live insects are recorded on a biosecurity Risk Material Record and a copy of the Biosecurity Risk Material Record is retained by the AA site.</p>	Minor
<p>13.4 If plant, animal faeces or soil contaminants are detected in the container, the BIP must ensure that:</p> <ul style="list-style-type: none"> • the contaminants are removed and disposed of by, or under the supervision of, an Accredited Person • the contaminants are recorded on a Biosecurity Risk Material Record • a copy of the Biosecurity Risk Material Record is maintained by the AA site. 	Minor or major
<p>13.5 If the contaminants cannot be removed at the AA site, the container doors must be closed and the regional office contacted.</p>	Major

Table 14 Office and record requirements

Requirements	Nonconformity guide
14.1 Records are to be made available, within 48 hours, for inspection by biosecurity officers.	Major
14.2 Office and general AA site requirements must provide the department with the confidence that applicable work health and safety standards have been met, including: <ul style="list-style-type: none"> • providing a first aid cabinet/kit which is fully stocked and meets the minimum commercial Australian Standard (AS2675-1983: Portable first aid kits for use by consumers) • providing vehicle parking for visiting biosecurity officers (note: this may require department identified parking or providing a parking permit) • ensuring adequate security for any departmental technical equipment left on the site • providing access and the availability of: <ul style="list-style-type: none"> - a desk, chair and a telephone with direct outside call access - toilet facilities - handwashing facilities and a hygienic means of drying hands - suitable arrangements to ensure amenities are clean 	Minor or major
14.3 Additional mandatory requirements apply to AA sites with permanent departmental officers. These include having: <ul style="list-style-type: none"> • one lockable filing cabinet per officer • approximately 9 m2 of space for one officer and a further 4 m2 for each additional officer or departmental detector dog based at the site. Where detector dogs are based at an AA site, the additional 4 m2 provided for the department's detector dogs, must be visually segregated from work areas and thoroughfares. 	Minor

Table 15 Administration

Requirements	Nonconformity guide
15.1 To ensure conformance to the AA site requirements, the department must be notified in writing, at least 15 working days prior to any: <ul style="list-style-type: none"> • modification to biosecurity areas where goods subject to biosecurity control are stored or treated/processed or otherwise dealt with. 	Major
15.2 Applications are to be accompanied by scale drawings of the proposed area and biosecurity storage, treatment/processing facilities and parking for biosecurity officers.	Minor or major

Table 16A General

Requirements	Nonconformity guide
16.1 Goods subject to biosecurity control must be maintained and processed at an AA site appropriate for the biosecurity risk associated with the goods.	Major or critical
16.2 Goods subject to biosecurity control must be maintained and processed in accordance with the requirements of the relevant AA class.	Minor, major or critical
16.3 Goods subject to biosecurity control must be maintained and processed in accordance with import conditions specified in the department's Biosecurity Import Conditions Database (BICON).	Minor, major or critical
16.4 Goods subject to biosecurity control must be maintained and processed in accordance with an Import Permit.	Minor, major or critical
16.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor, major or critical
16.6 Goods subject to biosecurity control must be maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation.	Major or critical
<p>16.7 Goods subject to biosecurity control must be kept physically separated from other goods (including during transport), to ensure negligible risk of cross contamination to:</p> <ul style="list-style-type: none"> • imported items that have been released from biosecurity control • domestic items • the Australian environment. <p>Note: Isolation can be achieved through the use of distance or physical barriers. The amount of distance or type of physical barrier required will depend on the nature of the goods subject to biosecurity control.</p>	Major or critical
16.8 The standard of hygiene at the AA site must be appropriate for the nature of the goods subject to biosecurity control.	Major or critical
16.9 Any equipment that has been used or brought in contact with imported items subject to biosecurity control, or which could have been potentially contaminated by the imported items, must not leave the biosecurity area until it has been processed (cleaned, disinfested, decontaminated) or disposed of in accordance with relevant AA requirements, import conditions and departmental directions.	Major or critical

Table 16B General (continued)

Requirements	Nonconformity guide
<p>16.10 Goods subject to biosecurity control are not permitted to be moved outside an AA site except for the purpose of:</p> <ul style="list-style-type: none"> • moving directly and securely to another AA site, of the appropriate AA class, with prior written approval from the department • moving directly and securely to an AA site of the same class (or of the same class but a higher biosecurity containment level sub-class) that is co-located with the original AA site • transport of biosecurity waste by a department approved waste transport company (operating under an AA for biosecurity waste transport). 	Critical
<p>If the items are being transported by a non-Accredited Person (such as a truck driver), the forwarding BIP must ensure that this person is made aware of the conditions relating to the transport of the items.</p>	Major
<p>16.11 Goods subject to biosecurity control are not permitted to leave the biosecurity area of an AA site, inadvertently or deliberately, without prior written direction or approval from the department.</p>	Critical
<p>16.12 An Accredited Person must personally conduct or directly supervise activities involving physical contact with, or handling of items, subject to biosecurity control. Directly supervise means that the Accredited Person must be present in the area where the items subject to biosecurity control are being handled and must be able to:</p> <ul style="list-style-type: none"> • visually verify for themselves that the items are being handled in accordance with the department's requirements • communicate immediately and effectively with the persons being supervised. 	Major
<p>16.13 Persons performing the function of an Accredited Person must have successfully completed the department's approved training to obtain and maintain Accredited Person status.</p>	Major
<p>16.14 Records must be maintained of Accredited Persons.</p>	Minor
<p>16.15 Goods subject to biosecurity control must be clearly and visibly identified as being under biosecurity control to persons who can physically access the goods or the containers holding the goods. The measures taken must ensure that persons having physical access to goods subject to biosecurity control can differentiate between goods subject to biosecurity control and goods that are not subject to biosecurity control.</p>	Major
<p>16.16 Ensure records are kept for a minimum of 18 months for goods subject to biosecurity control at the AA site.</p>	Minor or major

Table 16C General (continued)

Requirements	Nonconformity guide
16.17 Ensure goods subject to biosecurity control are traceable in terms of (where applicable):	
<ul style="list-style-type: none"> • declaration/entry number • Import Permit number • Air Waybill or Bill of Lading number • date of receipt • country of origin • processing (including inspection, treatment, testing) details • movement details • release from Biosecurity Control • disposal details • storage location • Accredited Person responsible for the items. 	<ul style="list-style-type: none"> • Major • Major • Minor • Major • Major • Major • Major • Major • Major • Major • Major
16.18 The BIP must ensure that persons having physical access to goods subject to biosecurity control are aware that such items must only be handled by an Accredited Person or under the direct supervision of an Accredited Person.	Major
16.19 A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the AA site. Unexpected events include:	
<ul style="list-style-type: none"> • appearance of pests or symptoms of disease • structural damage (due to storms etc.) • unauthorised removal of goods subject to biosecurity control • spillages of goods subject to biosecurity control • sudden unavailability of an Accredited Person. 	<ul style="list-style-type: none"> • Major • Major • Major • Major • Minor
16.20 Ceasing or transferring operations - the department must be informed, in writing, at least 15 working days prior to intended: <ul style="list-style-type: none"> • closure of a current AA site • relocation of the business, including the AA class function • ceasing of operation as a AA site. 	Major
Any goods subject to biosecurity control that remain at the AA site must be treated or destroyed in accordance with a department approved method or transferred to another AA site with prior approval from the department. The BIP will be liable for associated costs	Critical
16.21 If there is any doubt as to whether goods: <ul style="list-style-type: none"> • are subject to biosecurity control • remain subject to biosecurity control • become subject to biosecurity control then the goods must be handled in accordance with requirements for goods subject to biosecurity control.	Major

Table 16D General (continued)

Requirements	Nonconformity guide
<p>16.22 The BIP must notify the department in writing as soon as practicable within 15 working days of becoming aware of any change of status, not previously been notified to the department, of the BIP or their associates relevant to the operation of the AA in relation to any of the following matters:</p> <ul style="list-style-type: none"> • conviction of an offence or order to pay a pecuniary penalty under the <i>Biosecurity Act 2015</i>, <i>Quarantine Act 1908</i>, <i>Customs Act 1901</i>, the Criminal Code or the <i>Crimes Act 1914</i> • debt to the to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015</i>, <i>Quarantine Act 1908</i>, <i>Customs Act 1901</i>, the Criminal Code or the <i>Crimes Act 1914</i> • 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>. 	<p>Critical</p>
<p>16.23 Biosecurity officers, biosecurity enforcement officers and department-approved auditors must be provided access to the AA site to perform the functions and exercise the powers conferred on them by the Biosecurity Act or another law of the Commonwealth.</p>	<p>Critical</p>
<p>16.24 Departmental auditors or department-approved auditors, must be provided with facilities and assistance as requested, and any required documents, records or things relevant to the audit.</p>	<p>Major or critical</p>
<p>16.25 The department must be notified of any Reportable Biosecurity Incident as soon as practicable, in accordance with the determination made by the Director of Biosecurity.</p>	<p>Critical</p>
<p>16.26 Department-approved auditors must be permitted to collect evidence of compliance and noncompliance with AA requirements through actions including the copying of documents and taking of photographs.</p>	<p>Major or critical</p>