



Australian Government

Department of Agriculture,
Water and the Environment

Requirements and conditions for approved arrangement class 19.1: non-commodity for containerised cargo clearance

Version 4.1



© Commonwealth of Australia 2020

Ownership of intellectual property rights

Unless otherwise noted, copyright (and any other intellectual property rights) 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 4.0 International Licence](#) except content supplied by third parties, logos and the Commonwealth Coat of Arms.

Inquiries about the licence and any use of this document should be emailed to copyright@awe.gov.au.



Cataloguing data

This publication (and any material sourced from it) should be attributed as: *Requirements and conditions for approved arrangement class 19.1: non-commodity for containerised cargo clearance*, Canberra, April. CC BY 4.0.

This publication is available at <https://www.agriculture.gov.au/import/arrival/arrangements/requirements#class-19>

Department of Agriculture, Water and the Environment

Postal address GPO Box 858 Canberra ACT 2601

Telephone 1800 900 090

Web awe.gov.au

Disclaimer

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

Version control

Date	Version	Amendments	Approved by
18/05/2016	1.0	First version of document created for transition of NCCC to approved arrangements framework under the <i>Biosecurity Act 2015</i>	Compliance Assessment and Management
13/12/2016	2.0	Updated to include new terminology for packaging material statement and packing declaration requirements as part of NCCC codes. Updated non-conformities list to align with <i>Minimum Documentary and Import Declaration Requirements Policy</i>	Compliance Assessment and Management
27/04/2018	3.0	Requirements updated to reflect changes implemented as part of phase 2 AEP reform (23 June 2018). Changes include new concern types, refined requirements and new reporting guidelines to the requirements.	Assessment Policy and Projects
26/08/2019	4.0	Updating policy into Requirements and Conditions in accordance with legislative requirements.	Legislative Reform and Assessment Policy
20/05/2020	4.1	Update to reflect department name change.	Legislative Reform and Assessment Policy

Contents

Version control	iii
About this document.....	v
Declaration	v
Definitions	v
Supporting documents	v
Monitoring of compliance	v
Operating a Class 19.1 approved arrangement	1
Purpose	1
Scope	1
Class 19.1 Prerequisite requirements.....	1
Conditions for operating a Class 19.1 approved arrangement.....	2
Appendix 1: Reporting guide	6
Non-commodity concern statements	6
Unpack destination postcodes	6
Non-commodity general declaration questions.....	6
Non-commodity biosecurity concerns.....	8
Considerations	11
Self-declaring consignments for department intervention.....	11
Appendix 2: Declaration.....	12

Tables

Table 1 Concern types	8
Table 2 Concern type hierarchy	9

Figures

Figure 1 Non-commodity question 1.....	7
Figure 2 Non-commodity question 2.....	8
Figure 3 Detailed activities for FCL/FCX/LCL consignments	10

About this document

This document sets out the requirements and conditions 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.

This document specifies the requirements to be met for the approval and conditions for the operation of a class 19.1: Non-commodity for containerised cargo clearance (NCCC) approved arrangement. Compliance with the conditions will be evaluated and monitored by document assessment and audit activities.

Unless specified otherwise, any references to 'the department' or 'departmental' means the Department of Agriculture, Water and the Environment.

Information on approved arrangements, department contact details and copies of relevant approved arrangement documentation is available on the [approved arrangements](#) page on the department's website.

Declaration

The approved arrangement manager is required to complete the [Appendix 2: Declaration](#) and return it to the department via email to <mailto:broker.accreditation@awe.gov.au>.

Definitions

Terms used in this document are defined in the [approved arrangements glossary](#) and the *Biosecurity Act 2015*. This document refers to AQIS where AQIS remains current in IT systems.

Supporting documents

Ensure you understand and comply with the requirements and conditions for establishing and operating an approved arrangement. Read this document in conjunction with the most current online versions of:

- [Approved arrangements general policies](#)
- [Minimum documentary and import declaration requirements policy](#)
- [Non-commodity information requirements policy](#)
- [Compliance classifications for broker class approved arrangements](#)

Monitoring of compliance

Compliance with the conditions of operating a class 19.1 approved arrangement is monitored in accordance with the [approved arrangements general policies](#). If the department detects non-compliance, we will record it against the conditions and the biosecurity industry participant will be notified.

A full list of compliance classifications may be found on the [Compliance classifications for Broker class approved arrangements](#).

Operating a Class 19.1 approved arrangement

Purpose

The class 19.1 approved arrangement is for the assessment of non-commodity documentation and management of non-commodity biosecurity concerns associated with goods imported as containerised sea freight.

Scope

Biosecurity activities performed under a class 19.1 approved arrangement are limited to the assessment of non-commodity documentation and non-commodity biosecurity concerns in accordance with the department's [Non-commodity information requirements policy](#) (including the [non-commodity BICON case](#)) and the [Minimum documentary and import declaration requirements policy](#).

Activities covered under this arrangement include:

- assessing documentation for full container load (FCL), full container multiple house bills (FCX) and less than a container load (LCL) sea freight
- assessing unpack destination postcodes for FCL and FCX sea freight
- applying an AQIS concern type in the Department of Home Affairs Integrated Cargo System (ICS) to generate a biosecurity direction in the Agriculture Import Management System (AIMS) which will be used for the assessment and management of non-commodity biosecurity risk associated with the goods
- receiving biosecurity directions generated by AIMS and ensuring that the directions are complied with.

Class 19.1 Prerequisite requirements

Requirement 1: The biosecurity industry participant must have obtained a Branch ID from the Department of Home Affairs, enabling them to lodge import declarations in the ICS, and provide the branch ID to the department as part of the application.

Requirement 2: The biosecurity industry participant must have a minimum of one employed or contracted person who is accredited to undertake activities under the class 19.1 approved arrangement.

Requirement 3: When applying for an approved arrangement, the biosecurity industry participant must notify the [department](#) of the accredited persons that will perform the approved activities on behalf of the biosecurity industry participant. They must include their customs broker licence number, as part of the application.

Training and accreditation obligations under the approved arrangement are available at [Training and accreditation for approved arrangements, broker accreditation](#).

Conditions for operating a Class 19.1 approved arrangement

The biosecurity industry participant must:

- ensure that the biosecurity activities/directions are carried out in accordance with the arrangement
- comply with any and all requirements specified in the arrangement
- comply with any and all conditions to which the arrangement is subject
- ensure accredited persons employed/contracted to the approved arrangement comply with any conditions to which the arrangement is subject.

General conditions

Condition 1: All accredited persons employed or contracted by the biosecurity industry participant must maintain their accreditation as stipulated by the [training and accreditation for broker approved arrangements \(class 19.1 and class 19.2\)](#) policy, including completing [Continued Biosecurity Competency](#) (CBC) training each CBC period (1 April to 31 March).

Condition 2: It is the responsibility of the biosecurity industry participant to ensure all employed or contracted persons lodging full import declarations are fully accredited at time of lodgement.

Condition 3: The biosecurity industry participant must notify the department in writing within 15 working days regarding any of the following matters:

- details of accredited persons who join or depart the approved arrangement
- when the approved arrangement ceases to employ or contract at least one accredited person
- when the details of the approved arrangement manager of the biosecurity industry participant changes.

Condition 4: The biosecurity industry participant must notify the department in writing within 15 working days of becoming aware of any change of status, of the biosecurity industry participant or their associates (including accredited persons) relevant to the operation of the approved arrangement, not previously been notified to the department in relation to:

- conviction of an offence or order to pay a pecuniary penalty under the *Biosecurity Act 2015*, *Customs Act 1901*, Criminal Code or *Crimes Act 1914*
- debt to the Commonwealth that is more than 28 days overdue under the *Biosecurity Act 2015*, *Customs Act 1901*, Criminal Code or *Crimes Act 1914*
- refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an import permit, approved arrangement site, or approved arrangement under the *Biosecurity Act 2015*.

Condition 5: 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.

Condition 6: The biosecurity industry participant must provide site access to biosecurity officers, biosecurity enforcement officers and department approved auditors to perform the functions and exercise the powers granted to them by the *Biosecurity Act 2015* or another law of the Commonwealth.

Condition 7: The biosecurity industry participant must provide departmental biosecurity officers, auditors or department-approved auditors with facilities and assistance as requested, and any required documents (including electronic documents), records or items relevant to the audit.

Condition 8: The biosecurity industry participant must allow departmental biosecurity officers, auditors or department-approved auditors to examine documents (including electronic documents) and collect evidence of compliance and non-compliance with approved arrangement conditions by performing actions such as copying documents and taking photographs.

Operating conditions

Condition 9: Only accredited persons are to assess all non-commodity documentation and unpack destination postcodes for FCL/FCX and LCL sea freight utilising the most current versions of the:

- [Minimum documentary and import declaration requirements policy](#)
- [Non-commodity information requirements policy](#)
- [BICON import conditions](#).

Condition 10: Accredited persons must provide information in the import declaration that accurately reflects the consignment noting that all necessary information fields that are specific to biosecurity are completed as required by the [Minimum documentary and import declaration requirements policy](#).

Condition 11: Accredited persons must be in possession of all the documents required per relevant BICON import conditions and the [Non-commodity information requirements policy](#).

Condition 12: Accredited persons must be in possession of documentation that meets the [Minimum documentary and import declaration requirements policy](#) prior to the full import declaration being lodged into the ICS.

Condition 13: Accredited persons must present all documentation assessed to generate an automated direction for a consignment to the department at the initial request for documentation (this includes providing documentation in the Cargo Online Lodgement System (COLS)).

Condition 14: Accredited persons must correctly answer the department's non-commodity general declaration questions in the ICS and declare all non-commodity concern types. The method of reporting must comply with condition 10 and [Appendix 1: Reporting guide](#).

Condition 15: Accredited persons must enter an approved arrangement site number into the AQIS Location field in the ICS for concern types other than BCOM or BNCC to ensure that a

location is assigned to the biosecurity direction. The approved arrangement site location must be an appropriate Class 1 to perform the directed biosecurity activity.

For a list of approved arrangement sites and their premises ID, see [sites operating under an approved arrangement](#) on the department's website.

Condition 16: Accredited persons must enter the treatment provider's AQIS/agriculture entity identifier (AEI) in the AEI field in the ICS, where a consignment has been treated offshore by an offshore registered treatment provider and the certified treatment details meet BICON conditions for the relevant biosecurity concern (i.e. non-commodity and/or hitchhiker pests).

Condition 17: The biosecurity industry participant must ensure that biosecurity directions generated by AIMS are carried out or arranged to be carried out within the designated AIMS direction timeframe.

The biosecurity industry participant is responsible for the goods (as the primary receiver of AIMS directions) and must do the following required by the direction:

- arrange inspection activities
- provide non-broker approved arrangements with biosecurity directions to be carried out within the designated AIMS direction timeframe (e.g. inspection/treatment location)
- provide third parties other than approved arrangement sites with biosecurity directions to be carried out within the designated AIMS direction timeframe (e.g. transport/logistics providers who move containers)
- present any documentation as specified on AIMS directions when directed.

Condition 18: Where a consignment has bypassed biosecurity intervention, the biosecurity industry participant must be able to provide evidence that all relevant directions were passed onto third parties within the designated AIMS direction timeframe.

Condition 19: The biosecurity industry participant and/or accredited persons must not manipulate biosecurity goods management to gain a favourable and preferred outcome.

Condition 20: If an accredited person requests amendments to documentation, they must document the time, date, type of request and amendment made and the time, date and response from the issuer of the document. The accredited person must retain the correspondence as part of the documentation clearance of the consignment.

Administration and management

Condition 21: For every import declaration lodged by a biosecurity industry participant, the following records and documents must be maintained for a minimum of 5 years from the date the document assessment was conducted:

- import declaration number
- container cleanliness declaration
- packing declaration or valid documents containing unacceptable packaging materials statements, Timber/bamboo packaging and ISPM15 statements

- annual packing declaration (where appropriate)
- treatment certificate (where required)
- documents that have been used in the decision-making process, such as bills of lading, commercial invoices or cartage advices
- evidence of amendments to documentation used in the clearance of the consignment in accordance with **Condition 20**
- evidence of the premises ID used
- record of the accredited person who performed the assessment and lodgement
- any other relevant documentation and records—for example, records of providing biosecurity directions to third parties.

Condition 22: The biosecurity industry participant must maintain records of their accredited persons. The records must be up to date and include CBC completion records.

Condition 23: Records and/or documents must be made available within 1 business day or as specified by the department where requested.

Any request for further documentation for assessment after the initial request is considered a new document assessment.

Appendix 1: Reporting guide

Non-commodity concern statements

Refer to the [Non-commodity information requirements policy](#) to determine the non-commodity concerns to be addressed for each specific cargo type.

Unpack destination postcodes

The Department of Agriculture, Water and the Environment uses postcode classifications to manage the risk associated with unpack destinations for sea containers. There are three postcode classifications:

- metropolitan
- rural
- split (part metropolitan, part rural).

To check if a postcode is metropolitan, rural or split see the [postcode classification search](#) on the department's website.

Non-commodity general declaration questions

When assessing and managing a consignment under this approved arrangement, accredited persons must answer the department's non-commodity general declaration questions in the ICS based on their assessment of cargo type, documentation and unpack location postcode.

These questions are described as AQIS declaration questions in the ICS.

The non-commodity declaration questions are specific to the cargo type applicable to the import declaration.

Question 1 (Question ID 6 or 8)

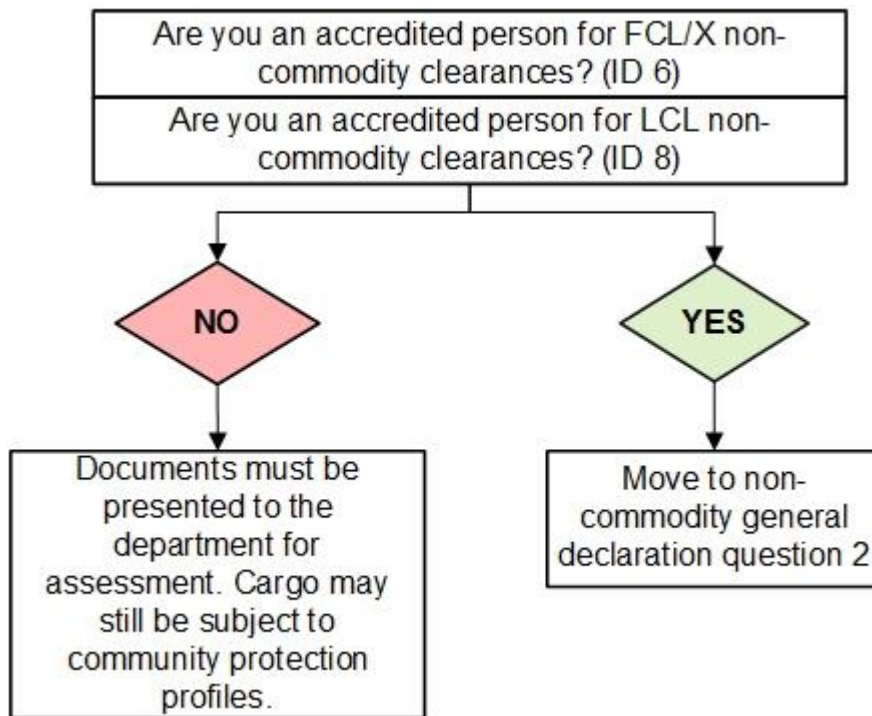
The first non-commodity declaration question relates to accreditation and registration for the approved arrangement.

A 'Yes' answer must be given if both:

- the individual lodging the import declaration is an accredited person under the approved arrangement
- the accredited person is lodging the import declaration on behalf of the biosecurity industry participant covered by the AA.

In all other cases, a 'No' answer must be given and the consignment will be referred to the department for assessment.

Figure 1 Non-commodity question 1



Question 2 (Question ID 7 or 9)

The second non-commodity declaration question relates to the accredited person's assessment of the consignment in relation to:

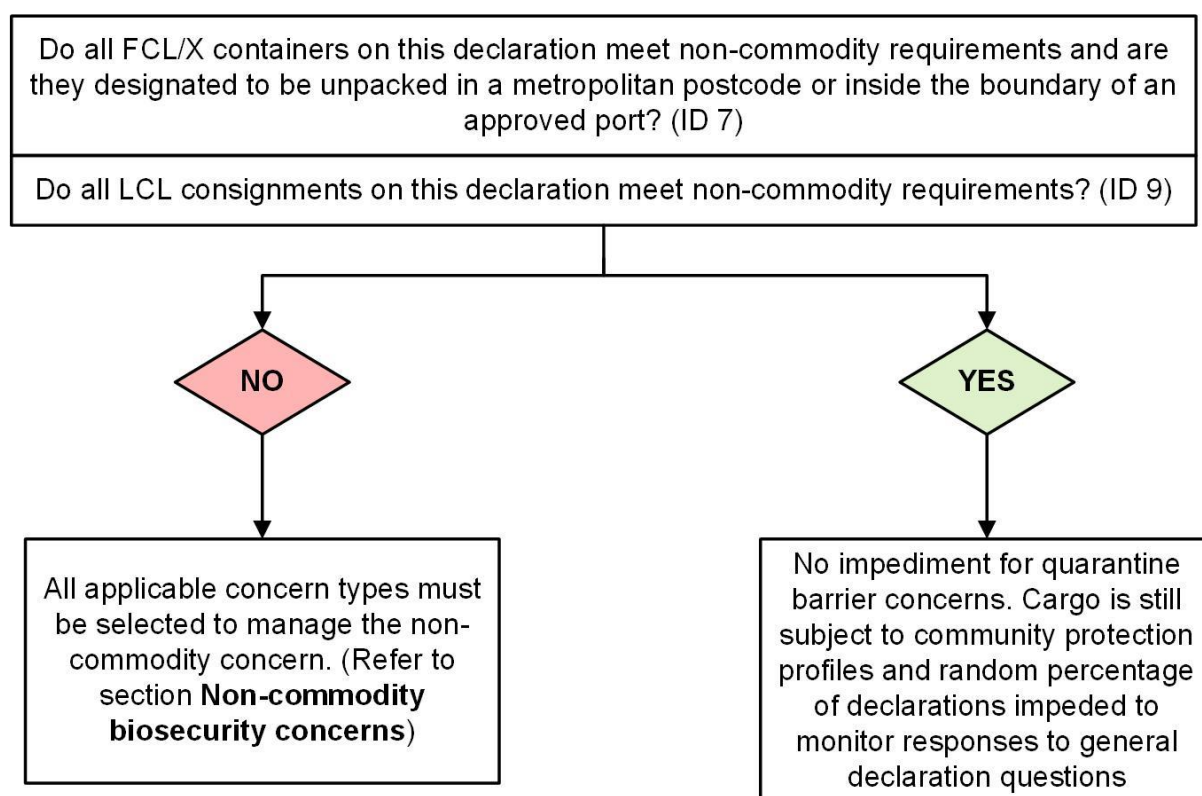
- the non-commodity documentation accompanying it
- unpack destination for FCL/X consignments.

A 'Yes' answer must be given if:

- the consignment is covered by non-commodity documentation assessed by an accredited person as acceptable
- for FCL/X consignments, the consignment is being unpacked at a metropolitan postcode with the department's authority for delivery.

In all other cases, a 'No' answer must be given.

Figure 2 Non-commodity question 2



Non-commodity biosecurity concerns

When an accredited person answers 'No' to the second non-commodity general declaration question they must declare all applicable concern types as described in Table 1. All concern types are outcome based, which allows the accredited person to select the appropriate outcome to manage the biosecurity risk. For example, for untreated timber packaging there are three concern types to select from to manage the biosecurity risk. Only one timber concern type is required to be entered.

The concern types are found in the ICS AQIS concern type field located on the Import Declaration Header Create screen.

Table 1 Concern types

Concern type	Concern	Description	Cargo type	Outcome
BCOM	Broker referred commodity issues	Department assessment required. To be used to refer concerns with a commodity line that has not been referred to the department through ICS community protection profiles or concerns regarding the authenticity of the commodity documentation.	For all cargo types.	Document processing required (applies to all lines)
BNCC	Broker referred non-commodity issues	Department assessment required. To be used to refer non-commodity concerns other than listed or would like the non-commodity concerns assessed by the department due to the outcome required not being available—for example, external container inspection.	For all cargo types.	Document processing required
RURL	Rural	FCL/X destined to be unpacked at a non-metropolitan location. For containers that meet the need for an external inspection only, the BNCC code needs to be included with the RURL designation at lodgement.	For cargo types—FCL, FCX	Inspection—rural tailgate
Packaging and container cleanliness concerns choose either: tailgate or inspection.				
PCIN	Packaging/cleanliness—inspection	Declared unacceptable packaging material and/or nil container cleanliness statement.	For cargo types—FCL, FCX, LCL	Cargo inspection
PCTG	Packaging/cleanliness—tailgate	Declared unacceptable packaging material and/or nil container cleanliness statement.	For cargo types—FCL, FCX	Tailgate
Packing declaration concerns choose either: tailgate or inspection.				
PDIN	Packing declaration—inspection	Packing declaration concerns. Nil packing declaration or it does not comply with the Minimum documentary and import declaration requirements policy.	For cargo types—FCL, FCX, LCL	Cargo inspection
PDTG	Packing declaration—tailgate	Packing declaration concerns. Nil packing declaration or it does not comply with the Minimum documentary and import declaration requirements policy.	For cargo types—FCL, FCX	Tailgate
Timber/bamboo concerns, only select one of fumigation or inspection or disposal.				
TFUM	Timber—fumigate	Untreated timber/bamboo packaging.	For cargo types—FCL, FCX, LCL	Fumigation (CH ₃ Br 48g/M ³ 24hr 21C or above)
TINS	Timber—inspect	Untreated timber/bamboo packaging.	For cargo types—FCL, FCX, LCL	Cargo inspection
TDIS	Timber—dispose	Untreated timber/bamboo packaging.	For cargo types—FCL, FCX, LCL	Disposal permission—non-commodity

AIMS creates a non-commodity line per container (starting at line 6,000). When a concern type is entered (with the exception of BCOM), AIMS will direct the non-commodity lines according to the concern type outcome. AIMS will generate a biosecurity direction based on the concern type to manage the biosecurity risk associated with the non-commodity component of the consignment.

When two or more concern types are selected, the biosecurity direction will be based on the concern type hierarchy described in Table 2.

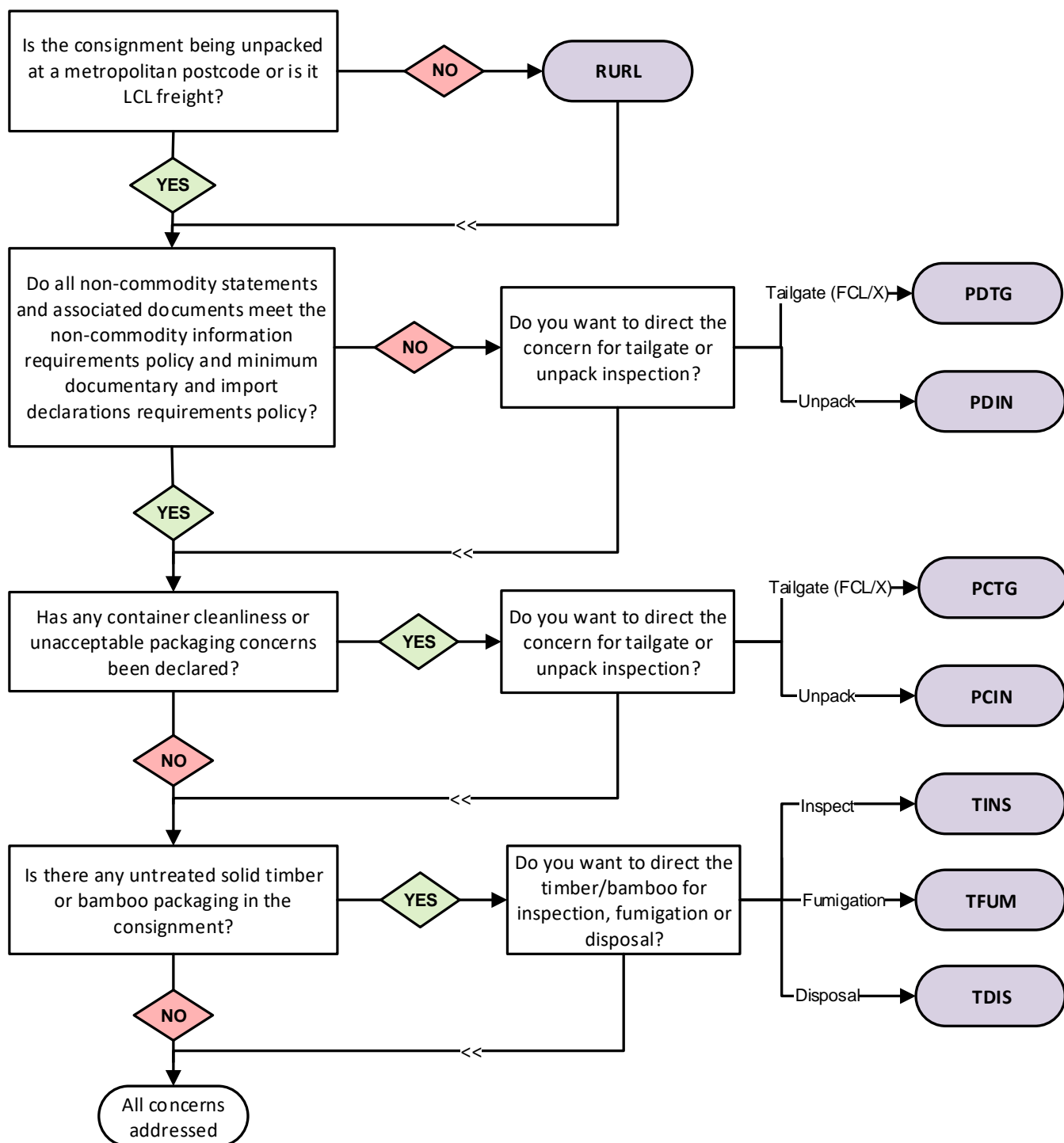
For example, if an accredited person selects both RURL and PCIN, the system will automatically add the non-commodity line to the entry and apply the direction associated with the highest concern type in the hierarchy to that line. In this case, the concern type ranked highest in the hierarchy is RURL, so AIMS will apply the associated direction for RURL which is 'Inspection – rural tailgate'.

Table 2 Concern type hierarchy

Concern type	Hierarchy
BCOM	n/a
BNCC	1
RURL	2
TINS; PCIN; PDIN	3
PCTG; PDTG	4
TFUM; TDIS	5

Note: 1 = highest, 5 = lowest

Figure 3 Detailed activities for FCL/FCX/LCL consignments



Considerations

Refrigerated containers (reefers) containing goods that are hard frozen and consignments of containerised dangerous goods are exempt from inspections for packaging and internal container cleanliness concerns (see [Non-commodity information requirements policy](#)).

Importers are responsible for providing evidence that acceptable packaging and dunnage was used in the consignment and advising the department of any contamination or non-compliance packaging or evidence of pests found when unpacking the containers.

Self-declaring consignments for department intervention

When the biosecurity industry participant has concerns with a consignment that is not able to be managed using a specific packaging concern type, or tariff profile questions do not provide appropriate scope for providing a commodity's biosecurity concern then the broker referred concern types must be used. The two concern codes are **BCOM** to refer commodity and **BNCC** to refer non-commodity concerns.

BCOM: is appropriate when a commodity's profile questions do not declare a biosecurity concern. An accredited person may use BCOM concern type to identify a concern not otherwise identified about the commodity and ensure the consignment is referred to the department for assessment.

BNCC: is appropriate when the specific non-commodity concern codes do not provide a suitable outcome to manage the risk. For example, BNCC should be used:

- when a consignment is being split to a metro and rural delivery locations so only some containers require Rural Tailgate inspections, or
- when a container destined for a rural destination unpack contains hard frozen or dangerous goods and therefore should have an external container inspection only, or
- when the existing packaging, packing or timber/bamboo concern types do not appropriately identify and/or manage the biosecurity risk.

Appendix 2: Declaration

Please complete the following declaration and return it to the department via email to broker.accreditation@awe.gov.au:

I,		Job title:
Legal entity name (must match ABN/ACN name):		Branch ID:
ABN:	ACN:	Requirements and conditions for approved arrangement class 19.1: non-commodity for containerised cargo (Version 4.1)

Declare that:

1. I have the authority to act on behalf of the legal entity listed above.
2. I have read and understood the *Requirements and conditions for approved arrangement class 19.1: non-commodity for containerised cargo (Version 4.1)* and agree to carry out biosecurity activities in accordance with them.
3. I acknowledge that by not meeting the conditions the legal entity may be subject to regulatory action as described in the *Approved arrangements general policies and Compliance classifications for broker class approved arrangements*, in accordance with the *Biosecurity Act 2015*, which may include the suspension or revocation of the approved arrangement.
4. I understand that giving false or misleading information is a serious offence punishable by up to 12 months imprisonment.

Signed:	Date:
---------	-------