



2020-21 Brown marmorated stink bug (BMSB) risk season Safeguarding Arrangements Scheme Application Form

Company and applicant information

Company name: _____

Trading name: _____
(If different to company name)

Contact person: _____
Mr / Miss / Mrs First name Last name
Ms / Other

Address: _____

City State/Territory Postcode

Phone: _____ Email: _____

Q1. Is the company based in Australia? ☐ Yes ☐ No

Q2. Does the company have an Australian headquarters or primary importer located in Australia? ☐ Yes ☐ No*

Please provide the Australian Business Number (ABN)
or Australian Company Number (ACN): _____

***Please note:** If "No" to Q1 and/or Q2, and an ABN/ACN cannot be provided, the Department of Agriculture, Water and the Environment (the department) is unable to accept a Safeguarding Arrangement application for the applying entity.

Q3. If the company has a parent company, where is the parent company based?
City Country

Q4. Provide a brief description of the company's operations



High level overview of company operations

Q5. Does the company export goods to Australia which require mandatory treatment* under the 2020-21 BMSB seasonal measures?

☐ Yes ☐ No**

*Mandatory treatment applies to target high risk goods that have been manufactured in, and/or shipped from a target risk country from 1 September 2020 – 30 April 2021, arriving in Australia by 31 May 2021. For further information on the BMSB seasonal measures, please visit <https://www.agriculture.gov.au/import/before/brown-marmorated-stink-bugs>

**If you have answered “No”, your goods are not subject to the BMSB seasonal measures and a Safeguarding Arrangement cannot apply.

Q6. Does each individual supply chain* in this application have a minimum import volume of 50 x Twenty-Foot-Equivalent Unit containers (TEUs), 25 x Forty-Foot-Equivalent Unit containers (FEUs), or 5000 vehicles/units, during the BMSB season?

☐ Yes ☐ No**

***Please note:** A supply chain includes all offshore sites involved from the initial point of manufacture to the point of embarkation to Australia and is associated with a single Supplier ID. Supply chains may include manufacturing/storage sites located in different countries where goods undergo further processing and/or storage prior to embarkation. **Supply chains that do not meet minimum import volume requirements will not be considered for a Safeguarding Arrangement.

If you have answered “Yes” to Q5 and Q6, please supply a full **Import Data Report** for the company’s Australian import activities during the last BMSB season (1 September 2019 – 31 May 2020). This can be obtained from the Australian Border Force (gstreport@abf.gov.au). The Import Data Report will be used to review the company’s import history (in consideration with the BMSB seasonal measures) for each supply chain/Supplier ID the company wishes to have included in their Safeguarding Arrangement.

Q7. What cargo mode(s) does the company use in their proposed supply chains?

☐ Sea freight ☐ Air freight ☐ Rail ☐ Road

Q8. What type of sea cargo will the goods in the proposed supply chains arrive in Australia as?

☐ BB* ☐ FCL ☐ FCX ☐ LCL** ☐ FAK** ☐ Other (please specify) _____

BB* = Break bulk, FCL = Full Container Load, FCX = Full Container Consolidated, LCL = Less than Container Load, FAK = Freight of All Kinds

*Break bulk cargo includes open top and flat rack containers. **FAK and LCL cargo will not be considered for a Safeguarding Arrangement. Please visit the [BMSB webpage](#) for further information on FAK/LCL cargo requirements.

Q9. Does the company have more than one supply chain to be considered for a Safeguarding Arrangement?

☐ Yes ☐ No

Q10. Please provide the name(s) of all supply chains you wish to be considered:



Detailed supply chain information

IMPORTANT: Questions marked with an asterisk (*) below require mandatory supporting documentation.

Q11. Please list details of any current certification relating to biosecurity and/or supply chains. This could include certification issued by the Australian Government or from international governments and organisations. If the company does not have this, please respond with 'Not Applicable' or 'N/A'.

Q12. Does the company have biosecurity/seasonal hitchhiker pest controls in their supply chains?* ☐ Yes ☐ No
For example: Baits/traps, pest inspections, secure or airtight packaging, storing goods < 120 hours/5 days. N.B. Goods stored >120 hours/5 days following manufacture would also be expected to have detailed inspection procedures.

Q13. Does the company have general/physical security measures in their supply chains?
If "Yes", please select all that apply: ☐ Yes ☐ No
☐ CCTV ☐ Security personnel ☐ Fencing ☐ Other (specify) _____

Q14. Does the company have contingency plans in place in their offshore supply chains to manage potential instances of contamination from seasonal hitchhiker pests?* ☐ Yes ☐ No
For example: These may include information on how identified contaminants would be isolated/removed, how surrounding areas would be assessed for further contamination, and how future instances of contamination would be mitigated?

Q15. Does the company have internal staff training procedures in their offshore supply chains that relate to the Safeguarding Arrangement?* ☐ Yes ☐ No
For example: This may include training material to ensure staff understand and comply with the proposed biosecurity controls and contingency plans.

Q16. Does the company have third party screening procedures to ensure all relevant entities are aware of and comply with Safeguarding Arrangement requirements?* ☐ Yes ☐ No

Auditing and records management

Q17. Does the company undertake auditing activities relating to internal procedures? ☐ Yes ☐ No

Q18. If "Yes" to Q17, are the audits conducted internally (INT) or externally (EXT)? ☐ INT ☐ EXT



Q19. Does the company have processes in place to manage non-compliance? ☐ Yes ☐ No

Q20. Does the company agree to share the results of audits with the department? ☐ Yes ☐ No

Q21. Does the company maintain and keep records for the specified recordkeeping requirements? ☐ Yes ☐ No

Q22. If "Yes" to Q21, how are the records stored?

☐ Onsite ☐ Offsite ☐ Electronically ☐ Paper files ☐ Systems
☐ Other (please specify) _____

Q23. Are the records relating to these audits written in English? ☐ Yes ☐ No

Q24. If "No" to Q23, will the company make the records available (in English) to the department if requested? ☐ Yes ☐ No

Q25. If approved for a Safeguarding Arrangement, does the company agree to conduct audit(s) during the 2020-21 BMSB season to demonstrate compliance with their Safeguarding Arrangement, and provide these results to the department? ☐ Yes ☐ No*

**Please note: The department will not approve a Safeguarding Arrangement for companies that are unable to conduct and/or provide the results of their Safeguarding Arrangement audit(s) to the department. Please contact the Safeguarding team via email at safeguarding@awe.gov.au if you have any concerns relating to this requirement.*

Q26. If approved for a Safeguarding Arrangement, do you consent to the department publishing the name of the approved entity on the department's website? ☐ Yes ☐ No

IMPORTANT

Please review your application and ensure all questions have been answered appropriately. The submission of incomplete or incorrect information may result in application processing delays.

Before signing and submitting your application, please ensure that you read and understand the privacy notice (Page 5) and [Privacy Policy](#).



Applicant declaration

I declare that the information I have provided to the Australian Government Department of Agriculture, Water and the Environment is true and correct. I understand it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months' imprisonment.

I have read and understood the privacy notice (below) and [Privacy Policy](#).

Signature*

Date

Full name

Position

Company

Time taken to complete application

****Please type or sign your name in the signature field above***

Privacy notice

'Personal information' means information or an opinion about an identified, or reasonably identifiable, individual.

By completing and submitting this form you consent to the collection of all personal information contained in this form.

The Department of Agriculture, Water and the Environment collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form for the purposes of assessing your application and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application.

The department may disclose your personal information to Australian Government agencies, persons or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See our [Privacy Policy](#) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 6272 3933.



TABLE 1 – Individual supply chain information

PLEASE COMPLETE THIS TABLE FOR EACH SUPPLY CHAIN TO BE CONSIDERED FOR A SAFEGUARDING ARRANGEMENT.

** Asterisks in the Question/Title fields below indicate a component which requires documentary evidence to be supplied.*

Supply Chain		
ABF Import Data Report provided for 2019-20 BMSB season?*	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>	
Supplier Name (as per ABF Import Data Report)		
Supplier ID		
Importer ID		
Tariffs to be considered	_____ _____ _____ <i>If additional space for tariffs is required, please include these separately as an attachment</i>	
Import volume during 2019-20 BMSB season*	_____ Twenty-Foot-Equivalent Unit containers (TEUs) / Forty-Foot-Equivalent Unit containers (FEUs), or vehicles/units (Please specify relevant category and total number of units)	
Type of site(s)	<input type="checkbox"/> Manufacture <input type="checkbox"/> Transport <input type="checkbox"/> Warehouse <input type="checkbox"/> Distribution <input type="checkbox"/> Other (please specify) _____	
Location of site(s) <i>Supply chains may include sites located in different countries</i>	_____ _____ _____ City	_____ _____ _____ Country
Are these sites in rural (not urban) locations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" please specify which location(s): _____ _____	
Vegetation within 5 kilometres of site(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" please specify which location(s): _____ _____	
Google Earth image of sites (URL) attached?* <i>(Aerial and street view)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>	
Biosecurity/seasonal hitchhiker pest controls in this supply chain?*	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>	
General security controls present at this supply chain?	<input type="checkbox"/> CCTV <input type="checkbox"/> Security personnel <input type="checkbox"/> Fencing <input type="checkbox"/> Other (specify) _____	
Staff training procedures relating to Safeguarding Arrangement?*	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>	



Third party screening procedures relating to Safeguarding Arrangement?*	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>																						
Does the company outsource any part of this supply chain? If 'Yes', please check all that apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Brokerage <input type="checkbox"/> Transport <input type="checkbox"/> Warehouse <input type="checkbox"/> Logistics <input type="checkbox"/> Manufacture <input type="checkbox"/> Other (please specify) _____																						
Does the company own, rent, or control any of the following physical premise locations in this supply chain?	<table border="0"> <tr> <td>Manufacture</td> <td><input type="checkbox"/> Own</td> <td><input type="checkbox"/> Rent</td> <td><input type="checkbox"/> Control</td> <td><input type="checkbox"/> Other (specify) _____</td> </tr> <tr> <td>Dispatch</td> <td><input type="checkbox"/> Own</td> <td><input type="checkbox"/> Rent</td> <td><input type="checkbox"/> Control</td> <td><input type="checkbox"/> Other (specify) _____</td> </tr> <tr> <td>Receive</td> <td><input type="checkbox"/> Own</td> <td><input type="checkbox"/> Rent</td> <td><input type="checkbox"/> Control</td> <td><input type="checkbox"/> Other (specify) _____</td> </tr> <tr> <td>Storage</td> <td><input type="checkbox"/> Own</td> <td><input type="checkbox"/> Rent</td> <td><input type="checkbox"/> Control</td> <td><input type="checkbox"/> Other (specify) _____</td> </tr> </table>			Manufacture	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	<input type="checkbox"/> Control	<input type="checkbox"/> Other (specify) _____	Dispatch	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	<input type="checkbox"/> Control	<input type="checkbox"/> Other (specify) _____	Receive	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	<input type="checkbox"/> Control	<input type="checkbox"/> Other (specify) _____	Storage	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	<input type="checkbox"/> Control	<input type="checkbox"/> Other (specify) _____
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Storage	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	<input type="checkbox"/> Control	<input type="checkbox"/> Other (specify) _____																			
How are the goods transported in this supply chain?	<input type="checkbox"/> Road <input type="checkbox"/> Train <input type="checkbox"/> Air <input type="checkbox"/> Sea <input type="checkbox"/> Other (please specify) _____ Please describe the process regarding the movement of goods from the initial point of manufacture through intermediate sites/countries to the point at which the goods embark to Australia. In your response, please also provide the transport methods used. 																						
How long are the goods stored for following manufacture?	<table border="0"> <tr> <td>Manufacturing location 1</td> <td>Manufacturing location 2</td> <td>Manufacturing location 3</td> </tr> <tr> <td>Storage time (hours/days)</td> <td>Storage time (hours/days)</td> <td>Storage time (hours/days)</td> </tr> </table>			Manufacturing location 1	Manufacturing location 2	Manufacturing location 3	Storage time (hours/days)	Storage time (hours/days)	Storage time (hours/days)														
Manufacturing location 1	Manufacturing location 2	Manufacturing location 3																					
Storage time (hours/days)	Storage time (hours/days)	Storage time (hours/days)																					
What conditions are the goods stored in following manufacture?	<input type="checkbox"/> Outside (exposed) <input type="checkbox"/> Outside (under cover) <input type="checkbox"/> Enclosed warehouse <input type="checkbox"/> Sealed container <input type="checkbox"/> Other (please specify) _____ Please describe how goods are packaged following manufacture: 																						



Are the goods stored at any intermediate sites between the initial point of manufacture and the point of embarkation to Australia? If 'Yes', how long are the goods stored for?	<div> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A </div> <div> <div> Intermediate site 1 Storage time (hours/days) </div> <div> Intermediate site 2 Storage time (hours/days) </div> </div> <div> <div> Intermediate site 3 Storage time (hours/days) </div> <div> Intermediate site 4 Storage time (hours/days) </div> </div>		
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TABLE 2 – Document/evidence checklist

Refer to this checklist to ensure all relevant information has been submitted. Please ensure all documents provided are in English.

Security procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>
Offshore biosecurity/seasonal hitchhiker pest control procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>
Third party screening procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>
Internal staff training procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>
Contingency plans encompassing all supply chains	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>
Full ABF Import Data Report	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>
All Supplier IDs, Importer IDs, Tariffs to be considered	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>
Certification and accreditations	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>
Site images	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Provide a reason why evidence is not attached</i>

Please note - If you will be sending files that exceed a total of 20MB, please contact the Safeguarding Arrangements team at safeguarding@awe.gov.au prior to submission of your application.