

Biosecurity Portal Terms and Definitions

Purpose of this document

This document provides a list of common terms and definitions used in the Biosecurity Portal and their meaning.

Term	Definition
Agriculture Import Management System (AIMS)	The departments import management system to manage risk and record biosecurity actions for individual <i>Full Import Declaration</i> cargo consignments.
Approved Arrangements	An arrangement that allows operators to manage biosecurity risk and/or perform the documentary assessment of goods in accordance with department's requirements, using their own sites, facilities, equipment and people, without constant supervision by the department and with occasional compliance monitoring or auditing.
Approved Arrangement Management Product	Provides an easy online way for Biosecurity Industry Participants (BIPs) to view and update the details of their Approved Arrangements. It will minimise the need for BIPs to email the department with requests to update their Approved Arrangement details, simplifying and modernising Approved Arrangement administration.
Biosecurity Portal	An authenticated online portal for digital services offered by the department.
Biosecurity Portal Administrator (Authorised Administrator)	A role assigned to an individual in the Biosecurity Portal enabling them to perform the following actions: <ul style="list-style-type: none"> • View and manage their individual profile. • View and manage a business profile. • View and manage Users and access to services. • Access secure services
Biosecurity Portal User	A role assigned to an individual in the Biosecurity Portal enabling them to perform the following actions: <ul style="list-style-type: none"> • View and manage their individual profile. • View linked business profile/s. • Access and perform services approved by the Biosecurity Portal Administrator for the business they are representing.
Booking	The date, time and location of an inspection scheduled by the department in response to a 'request for inspection' lodged by a client, and any relevant information related specifically to the booking.
Booking modification	A request for a new date / time window or the 'To meet' requirements of an existing booking. This function is only available via the digital (myGovID) channel.
Broker	Representative of a brokerage, a licensed customs broker that is an independent person or a company, that organises and executes import related transactions on behalf of an importer.
Business Profile	An organisation's details including organisation type and contact information, as recorded in the Biosecurity Portal.

Term	Definition
Commodity	A product or products imported into Australia. The importation of some products is, by law, subject to certain biosecurity import conditions.
Consignment	A batch of goods being imported, destined for or delivered to someone.
Digital Identity	A secure way to prove who you are online.
Direction	A direction to comply with a measure under the Biosecurity Act 2015 and the Imported Food Control Act 1992
Entry ID	A unique identifier assigned in AIMS to identify an import lodgement through the Integrated Cargo System (ICS).
Goods availability	The earliest day / time that goods will be available for inspection by the department.
Historical bookings	A list of all cancelled and completed bookings via the Biosecurity Portal.
Import Brokerage	A person / business licensed by the Comptroller-General of Customs for the Department of Home Affairs to submit an import declaration to enter goods for home consumption in connection with the importation of those goods.
Inspection location	The physical location where an import related inspection will be conducted.
Inspection requests	A list of all inspection requests lodged via the Biosecurity Portal but not yet booked by the department.
Inspection Type	Describes the commodity and is used by the department to allocate the correct competency of the inspector and calculate the correct duration for the inspection.
Integrated Cargo System (ICS)	Electronic system used to lodge import declarations with the Department of Home Affairs.
Multi-day booking	An inspection that needs to be conducted over multiple days / times.
myGovID	Your Digital Identity used for accessing government online services like the Biosecurity Portal. The Digital identity registration method used to register to access the Biosecurity Portal.
Non-commodity	Any matter that is not directly related to the actual goods within a consignment. For example: container origin, packaging, transportation and unpack destination among other factors, in determining the level of biosecurity risk posed
Organisation	Defined in RAM and represented by an ABN to access online services through the Biosecurity Portal.
Organisation Type	The type of organisation interacting with the Biosecurity Portal, including: <ul style="list-style-type: none"> • Broker • Importer • Approved Arrangement
Other User	A registration method available in the Biosecurity Portal that uses Email address and password to verify a user's identity and allow secure access to the Biosecurity Portal, with limited access to services.
Personal Profile	An individual's details including name and contact information as recorded in the Biosecurity Portal.

Term	Definition
Preferred inspection period	AM for next available AM booking slot. PM for next available PM booking slot. Anytime (0630-1830) for next available booking slot – closest to (after) your specified “Goods availability” date/time.
Principal Authority	<p>The principal authority is a person responsible for the business, such as:</p> <ul style="list-style-type: none"> • a sole trader • an eligible individual associate listed on an Australian business number (ABN) in the Australian Business Register (ABR), for example. <ul style="list-style-type: none"> ○ a trustee ○ a director ○ a public officer ○ a partner ○ an office bearer of a club or association • a primary person (no individual associates listed in the ABR) who holds one of the following roles. <ul style="list-style-type: none"> ○ director or public officer for the corporate trustee or subsidiary company ○ authorised contact of a government entity ○ director or public officer of the corporate trustee or subsidiary company or the responsible person of an Australian charity or not-for-profit organisation ○ executor after probate is granted of a deceased estate. ○ office holder of an unincorporated association.
Relationship Authorisation Manager (RAM)	An authorisation service that allows you to act on behalf of a business online when linked to your Digital Identity.
To Meet	To Meet – a booking which provides clients with the exact time of the booking in advance. A To Meet booking is used when clients need to coordinate other dependencies for the booking e.g., third parties may need to attend the booking at the same time.
Upcoming bookings	A list of upcoming bookings, made by the department against requests for inspection via the Biosecurity Portal. This may include inspections in progress.
User	A person (either a Biosecurity Portal Administrator or Biosecurity Portal User) who utilises the Biosecurity Portal.