

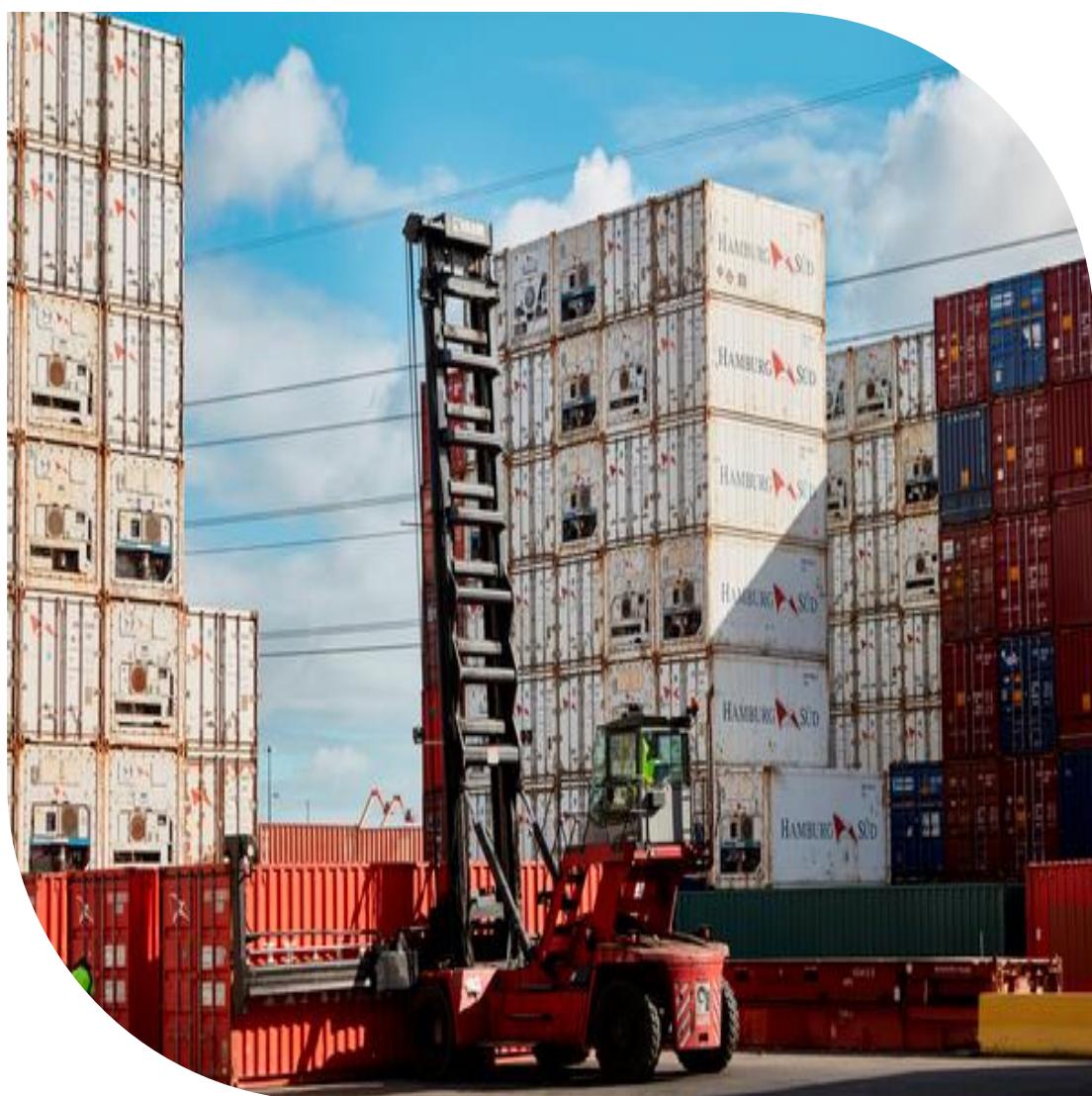
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Class 1.3: sea and air freight depot (restricted) approved arrangement

# Class 1.3: sea and air freight depot (restricted) approved arrangement

Approved Arrangements Program

Version 7.0 December 2025



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### Class 1.3: sea and air freight depot (restricted) approved arrangement

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Department of Agriculture, Fisheries and Forestry

GPO Box 858 Canberra ACT 2601

Telephone 1800 900 090

Web [agriculture.gov.au](http://agriculture.gov.au)

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#### Acknowledgement of Country

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

#### Version control

Updated versions of this document will be published on the department's website.

Date	Version	Amendments	Approved by
9 May 2011	1.0	Revised document.	Co-regulation and support program
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: <ul style="list-style-type: none"><li>• Wash bay</li><li>• Waste water recycling</li><li>• Separation/security</li></ul>	Approved Arrangements section
16 Jun 2016	3.0	Updated references to the department and the Biosecurity Act 2015.	Approved Arrangements section

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Date	Version	Amendments	Approved by
9 January 2017	4.0	<p>Added requirement to attach a site map to new applications and submit one for new construction projects.</p> <p>Changes to the following criteria:</p> <ul style="list-style-type: none"> <li>• Biosecurity/inspection areas</li> <li>• Fumigation</li> <li>• Waste water recycling (optional)</li> <li>• Hypochlorite treatment of waste water (optional)</li> </ul> <p>Removed:</p> <ul style="list-style-type: none"> <li>• duplication with general conditions</li> </ul>	Approved Arrangements section
June 2018	5.0	<p>Updated to web accessible template.</p> <p>Updated:</p> <ul style="list-style-type: none"> <li>• 2.1 – site conditions</li> <li>• 5.1 – security</li> <li>• 7.2 – biosecurity area</li> <li>• Amalgamated inspection and storage area conditions into biosecurity area (table 7)</li> <li>• 9.1 and 9.2 – container inspection</li> <li>• 10.6 – dunnage and waste disposal</li> <li>• 14.13, 14.23 and 14.24 (general conditions)</li> </ul> <p>Added:</p> <ul style="list-style-type: none"> <li>• Prerequisite requirement to be approved under class 4.3 (table 3)</li> <li>• Prerequisite requirement for conducting rural container inspections (table 3)</li> <li>• 6.2 insect traps for surveillance (hygiene)</li> <li>• 13.2 site map (operations)</li> <li>• 14.27 (general conditions)</li> </ul> <p>Removed:</p> <ul style="list-style-type: none"> <li>• Wash bay conditions</li> </ul>	Approved Arrangements section
May 2021	6	Removal of reference to products associated with khapra beetle from the purpose statement in Table 1.	Approved Arrangements section
18 November 2021	6.0	Added biosecurity risk information to the purpose statement in Table 1	Approved Arrangements section
December 2025	7.0	<p>Added:</p> <ul style="list-style-type: none"> <li>• Informative text</li> <li>• Conditions for verifying goods subject to biosecurity control against department direction</li> <li>• Conditions for managing animal and invertebrate risks and contamination</li> </ul> <p>Updated:</p> <ul style="list-style-type: none"> <li>• Web accessible template</li> <li>• Purpose, site location and prerequisite information</li> <li>• Conditions for site personnel</li> <li>• Conditions for security</li> <li>• Conditions for isolation</li> <li>• Conditions for biosecurity areas</li> <li>• Conditions for site hygiene</li> </ul>	Approved Arrangements Program

Date	Version	Amendments	Approved by
		<ul style="list-style-type: none"> <li>• Conditions for site hygiene monitoring activities</li> <li>• Conditions for managing timber and bamboo packaging and dunnage</li> <li>• Conditions for biosecurity waste</li> <li>• Conditions for biosecurity records</li> <li>• Conditions for biosecurity compliance</li> <li>• Correct minor administrative errors to text and format</li> <li>• Departmental branding and contact details.</li> </ul>	

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# Guide to using this document

This document sets out the 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 conditions to be met for the approval, operation and audit of this class of approved arrangement. Compliance with the conditions will be assessed by audit.

In the event of any inconsistency between these conditions 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.

Further information on approved arrangements, department contact details and copies of relevant approved arrangement documentation is available at [Approved Arrangements](#).

## Definitions

Definitions that are not contained within the [Approved arrangements glossary](#) can be found in the [Biosecurity Act 2015](#), the relevant treatment methodology or the [Macquarie Dictionary](#).

## Other documents

The [Approved arrangements general policies](#) should be read in conjunction with these conditions. They will assist in understanding and complying with the obligations and conditions for the establishment and operation of an approved arrangement.

## Conditions table headings

### Noncompliance guide

The noncompliance classification against each condition is provided as a guide only. If more than one noncompliance is listed against a condition, the actual noncompliance applied will correspond to the gravity of the issue. The noncompliance recorded against any condition remains at the discretion of the biosecurity officer. Noncompliance classifications are detailed in the [Approved arrangements general policies](#).

### Key arrangement outcomes

Key arrangement outcomes (KAOs) are high-level outcomes the biosecurity industry participant is responsible for meeting under an approved arrangement. Each class condition for an approved arrangement is assigned a key arrangement outcome. Key arrangement outcomes are met by complying with the class conditions. The key arrangement outcomes appearing in the conditions tables of this document are described in the [Approved arrangements general policies](#) document.

### Reference

The 'reference: [number]' contained within the Conditions Tables of this document are for internal (departmental) use only.

# Operating a class 1.3 approved arrangement

## Objective

Class 1.3 approved arrangement manages biosecurity risks associated with a range of cargo subject to biosecurity control.

## Scope

Class 1.3 approved arrangement sites are utilised for the receipt, deconsolidation, storage, inspection, and treatment of goods subject to biosecurity control which are imported:

- as containerised sea cargo or as air cargo,
- with compliant commodity documentation, and
- with or without compliant non-commodity documentation.

Examples of goods subject to biosecurity control that may be handled at a class 1.3 approved arrangement site include:

- personal and household effects
- military cargo and vehicles
- commodity verification tailgates
- cleaning and re-inspection of break bulk machinery at sites with wash bays (after initial inspection on wharf), providing the site holds approval for class 4.3 – Cleaning
- containerised machinery inspections
- holding and/or treatment of dunnage and non ISPM 15 compliant packing.

Class 1.3 approved arrangement sites are not approved for non-containerised machinery inspections, fresh fruit and vegetable inspections, cut flower inspections, external container inspections, or the receipt, holding, inspection of live animals.

Examples of biosecurity risks associated with goods subject to biosecurity control handled at a class 1.3 approved arrangement site include:

- infestation of insects in or on the goods, packaging material or containers – for example, timber pests (e.g. termites, ants and larvae), stored product pests (e.g. beetles and larvae), insects seeking refuge (e.g. ants, bees, wasps, moths and spiders), and hitchhiker pests (e.g. brown marmorated stink bug)
- animals such as rodents, reptiles, frogs and toads, birds, and cats that can inadvertently travel in containers
- Giant African Snails and other snails that can attach to containers and machinery

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- contamination of soil or plant material in or on goods, packaging material or containers – for example, soil can contain seeds of exotic plants or weeds, plant diseases, insects and insect eggs, and soil-borne animal diseases such as foot and mouth disease
- contamination of water – for example, water can contain mosquito larvae and algae, and watermarks can indicate the presence of viable mosquito eggs. Mosquitos are vectors for various diseases
- packaging material of biosecurity concern – for example, dunnage, untreated timber or bamboo packaging, bark on timber which can contain plant diseases and fungal spores
- plant diseases associated with goods that are made of or contain plant material – for example, Karnal bunt of wheat, citrus greening, leaf blight.
- animal diseases associated with goods that are made of or contain animal material – for example, foot and mouth disease.

## Site requirements

Class 1.3 approved arrangement sites must:

- be located within close proximity to a [first point of entry](#) for goods (from vessels) where a permanently based biosecurity officer is stationed.

Note: For the Australian Capital Territory, only approved arrangement sites located in postcodes 2609 or 2620 are able to be approved under this class. See the department's [postcode delivery classifications](#).

- have buildings/structures to enable the storage and inspection of goods within an indoor biosecurity area.

External container inspections (including [rural tailgate inspections](#)) will only be approved for sites that:

- have a wash bay approved under 'class 4.3 – Cleaning' that is a minimum size of 16 m x 5 m to accommodate a 40 foot container
- have a department approved sea container inspection stand that is certified according to the standards in the department's [Specifications for Sea Freight Container Inspection Stands](#).
- comply with the requirements in [Table 12 - Container inspections](#).

## Information required for application

The department requires the following information when applying to conduct biosecurity activities under class 1.3:

- A site map which complies with conditions for approved arrangement site plans prescribed for this approved arrangement class.

See [Applying for an approved arrangement](#) and [Changes and variations to approved arrangements](#) for more information.

# Conditions for operating a class 1.3 approved arrangement

## Site personnel

Table 1 Conditions for site personnel

No.	Condition	Noncompliance guide	KAO	Reference
1.1	The biosecurity industry participant 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	Awareness	3008
1.2	An accredited person must personally conduct or directly supervise biosecurity activities involving physical contact with, handling or treatment of goods subject to biosecurity control.	Major	Awareness	3988
1.3	Accredited persons must have successfully completed accreditation training for the relevant approved arrangement class as specified on the department's website.	Major	Awareness	3003
1.4	Accredited persons must be able to demonstrate an understanding of conditions applicable to the biosecurity activities performed under this approved arrangement.	Major	Awareness	3989
1.5	Persons having physical access to goods subject to biosecurity control must be able to differentiate between goods subject to biosecurity control and goods that are not subject to biosecurity control.	Major	Awareness	4347
1.6	Arrangements must be in place to ensure persons handling goods subject to biosecurity control (including goods owned and handled for other parties) are aware of the biosecurity conditions that apply to that handling, as prescribed in the conditions for this arrangement, as well as conditions that may be prescribed in any import permit or biosecurity direction relevant to the goods.	Major	Awareness	3532
1.7	Records must be maintained of accredited persons.	Minor	Traceability	3004

## More information

- Learn about accreditation training requirements at [Training and accreditation for approved arrangements](#).
- The definition of directly supervise is contained in the [Approved arrangements glossary](#).
- Accredited persons need to have the understanding/skill/ability to deal with the biosecurity risks associated with their role/function.
- Personnel include employees and others working (paid or unpaid) for the biosecurity industry participant.
- Accredited person records can be:

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- copies of training certificates
- a register containing the information required in the [Conditions for records](#) Table of this document.

## Security

**Table 2 Conditions for security**

No.	Condition	Noncompliance guide	KAO	Reference
2.1	Security measures must be in place to prevent access to and removal of goods subject to biosecurity control by unauthorised persons.	Major	Security	5137
2.2	The department must be notified immediately following the detection that there is a loss of goods subject to biosecurity control.	Critical	Notification	4451
2.3	Buildings housing indoor biosecurity areas must be: a. fitted with functional locks on all access points, or b. surrounded by a security fence with lockable gates that prevents unauthorised access to the biosecurity area, or c. located within an approved arrangement site that holds a current 77G Depot licence issued by the Department of Home Affairs.	Major or critical	Security	5181
2.4	Outdoor biosecurity areas must be located within either an: a. area surrounded by a security fence with lockable gates that prevents unauthorised access to the biosecurity area or b. approved arrangement site that holds a current 77G Depot licence issued by the Department of Home Affairs.	Major or critical	Security	5180

## More information

- ‘Unauthorised persons’ are people not authorised by the biosecurity industry participant and the conditions of this arrangement or biosecurity directions to access, handle or remove goods subject to biosecurity control.
- Loss of goods subject to biosecurity control, in relation to security at the approved arrangement site includes:
  - theft
  - misplaced
  - unauthorised removal
  - unauthorised use.
- Security measures generally apply to the approved arrangement site boundary but may be at the boundary of biosecurity areas or buildings that house biosecurity areas.

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- Security measures can include both infrastructure (fences, locks, electronic monitoring) and procedures (including training) to prevent unauthorised persons from accessing goods subject to biosecurity control.
- Unauthorised removal of goods subject to biosecurity control is a security and containment issue.

## Isolation

**Table 3 Conditions for isolation**

No.	Condition	Noncompliance guide	KAO	Reference
3.1	Goods subject to biosecurity control must be kept in the biosecurity area.	Major or critical	Isolation	2038
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.	Major	Isolation	2943
3.3	Goods subject to biosecurity control must be immediately moved to a biosecurity area at the time of receipt or at unpack from the container in which the goods arrived.	Major or critical	Isolation	3905
3.4	Goods subject to biosecurity control must be kept physically separated from other goods (including during transport), including: a. imported goods that have been released from biosecurity control b. domestic goods c. goods for export d. other goods subject to biosecurity control e. the Australian environment.	Major or critical	Isolation	2997
3.5	If there is any doubt as to whether goods: a. are subject to biosecurity control b. remain subject to biosecurity control c. become subject to biosecurity control then the goods must be handled in accordance with conditions for goods subject to biosecurity control.	Major	Identification	5182
3.6	Any equipment detected with contamination from goods subject to biosecurity control, must not leave the biosecurity area until it has been: a. cleaned to remove any contamination, or b. disposed of in accordance with relevant approved arrangement conditions, import conditions and biosecurity directions.	Major or critical	Treatment	2999

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## More information

- Goods subject to biosecurity control includes biosecurity waste.
- Contamination may be physically removed from equipment that has come in contact with goods subject to biosecurity control using, as an example, a brush, with residues collected and placed in a biosecurity waste container.
- Equipment includes but is not limited to:
  - trolleys, pallet jacks and other equipment used to transport goods subject to biosecurity control
  - dustpan and brush and other equipment (including bagged or bagless vacuums) used for the general hygiene purposes (spills and residues in biosecurity areas) or for removing low level soil/plant/seed contamination from goods subject to biosecurity control.
  - personal protective equipment – for example, footwear, gloves, coveralls
  - receptacles used to hold and store goods
  - other equipment used to treat or process goods subject to biosecurity control.
- Disinfection of equipment following the removal of any contamination may be required by relevant approved arrangement conditions, import conditions and biosecurity directions. Refer to the department's website for information on [department approved disinfectants](#).
- Impervious barriers include but are not limited to building/structure walls and six-sided shrink wrapping (which can also be achieved through use of top and tail pallet liners, in conjunction with a 4-sided wrap).
- The Australian standard pallet width is 1165mm.

## Construction

**Table 4 Conditions for construction**

No.	Condition	Noncompliance guide	KAO	Reference
4.1	Areas used for the storage, treatment, handling or processing of goods subject to biosecurity control, are biosecurity areas and must be approved for use as biosecurity areas by the department.	Major	Containment	5091
4.2	The approved arrangement site must have a biosecurity area located within a building, to enable the storage and inspection of goods subject to biosecurity control within an indoor biosecurity area.	Major	Containment	5183

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No.	Condition	Noncompliance guide	KAO	Reference
4.3	Buildings and structures where goods subject to biosecurity control are stored/handled, including wall and floor junctions must be weatherproof and sealed.	Major	Containment	322
4.4	Biosecurity areas must be free of vegetation.	Major	Hygiene	5092
4.5	Biosecurity area floors must be free from defects.	Major	Containment	3901
4.6	Biosecurity areas must have floor surfaces finished with materials that are:	Major	Containment	5093
	a. smooth			
	b. impervious			
	c. durable			
	d. easy to clean.			

**More information**

- Vegetation includes but is not limited to any weeds, grasses or shrubbery growing from or through the biosecurity area floor. Vegetation does not include goods that are or contain or are made of plant material.

**Biosecurity area****Table 5 Conditions for the biosecurity area**

No.	Condition	Noncompliance guide	KAO	Reference
5.1	Where goods subject to biosecurity control are directed by the department for treatment at the approved arrangement site, the:	Major or critical	Arrangement compliance	4457
	a. approved arrangement for that site must be approved to carry out that type of treatment activity (e.g. irradiation, cleaning, fumigation, heat treatment, specific processing), and the			
	b. treatment must only be performed in the biosecurity area approved under the approved arrangement class for that type of treatment activity.			
5.2	Goods subject to biosecurity control that are unpacked from the container or arrive at the approved arrangement site not in a container must be stored in a biosecurity area that is located within a building.	Major or critical	Isolation	5246
<p>Note: Applies to all goods unless a biosecurity direction, import permit or conditions of the approved arrangement authorises the storage of goods in an outdoor biosecurity area or authority to conduct alternate activities is provided under the relevant approved arrangement class e.g. secure unpack activity for treatment of seasonal hitchhiker biosecurity pests.</p>				

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No.	Condition	Noncompliance guide	KAO	Reference
5.3	Goods subject to biosecurity control that cannot be stored within the indoor biosecurity area, including goods subject to biosecurity control waiting to be treated in a department approved wash bay must: <ul style="list-style-type: none"> <li>a. remain in the container, if imported in a container, or</li> <li>b. be stored in a biosecurity area that is under cover, or</li> <li>c. be securely tarped and stored in a biosecurity area, or</li> <li>d. be stored in a biosecurity area that drains directly to municipal sewer until such time as the goods can be moved to the wash bay for cleaning.</li> </ul> Note: Goods subject to biosecurity control that can be difficult to place within a building include but are not limited to oversized tyres, oversized vehicles and machinery, timber imported as breakbulk and goods directed for cleaning. The department may direct additional biosecurity measures on a case-by-case-basis for certain goods that are unable to be stored in a building.	Major or critical	Isolation	5184
5.4	Biosecurity areas must not be used as a thoroughfare or access point to non-control areas or other non-related biosecurity areas. Note: this includes but is not limited to, access to the site office, kitchen or toilets via the biosecurity area.	Major	Isolation	5108
5.5	Biosecurity areas must be clearly identified as biosecurity areas to all persons with physical access to the approved arrangement site.	Major	Identification	4234
5.6	The boundaries of biosecurity areas must be: <ul style="list-style-type: none"> <li>a. clearly defined</li> <li>b. highly visible</li> <li>c. permanently constructed or affixed</li> <li>d. durable.</li> </ul>	Major	Isolation	4278
5.7	Biosecurity areas must display a biosecurity sign/s.	Major	Identification	3919
5.8	Biosecurity signs must: <ul style="list-style-type: none"> <li>a. be securely affixed</li> <li>b. be durable</li> <li>c. be visible and be clearly read by persons always approaching the area</li> <li>d. state 'Biosecurity area - No unauthorised entry or removal of goods', or words to similar effect.</li> <li>e. have black lettering on yellow background</li> <li>f. have wording that is legible</li> </ul> Note: signs produced/installed under former legislation that state "Quarantine Area - Authorised Persons Only" will be accepted. New signs must comply with points a to f.	Minor	Identification	5185

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No.	Condition	Noncompliance guide	KAO	Reference
5.9	The biosecurity area must allow for biosecurity officers to easily perform their duties without work health and safety risks.	Major	Supporting functions	830
5.10	An inspection table must be provided that: <ol style="list-style-type: none"> <li>has a non-absorbent white top, or where the top is not white, is covered with clean white disposable paper during inspections</li> <li>measures at least 1 m wide x 2 m long, with a height between 0.9 m and 1 m</li> <li>is located within a biosecurity area</li> <li>has a power point in close proximity</li> <li>is illuminated by artificial light of not less than 600 lux intensity within 1 metre of the table.</li> </ol> Disposable paper used under point (a) must be replaced after each inspection session, or when directed by a biosecurity officer, and disposed of as biosecurity waste using a department-approved method.	Major	Inspection	5186
5.11	Goods subject to biosecurity control being moved off site for treatment (including fumigation, cleaning, heat, and irradiation) must be: <ol style="list-style-type: none"> <li>secured to prevent the potential escape and/or spread of biosecurity risk material</li> <li>transported directly to an approved arrangement site, in accordance with the applicable biosecurity direction or approval from the department.</li> </ol>	Major	Movement	3949
5.12	Goods subject to biosecurity control must not leave the biosecurity area of an approved arrangement site, inadvertently or deliberately, without prior biosecurity direction or approval from the department.	Critical	Movement	4236
5.13	Biosecurity areas must be managed to provide for biosecurity officers to conduct inspections in an effective manner. At a minimum, this must include: <ol style="list-style-type: none"> <li>illumination within a building               <ol style="list-style-type: none"> <li>storage areas - minimum 400 lux</li> <li>inspection areas - minimum 600 lux</li> </ol> </li> <li>goods accessible for inspection (this will require that goods be stored no more than 2.5 m high unless racks are used).</li> </ol> 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.	Major	Inspection	5187

## More information

- Goods subject to biosecurity control includes biosecurity waste.
- Biosecurity areas include areas used for treatment, inspection, and storage of goods subject to biosecurity control.
- Biosecurity areas used for storage of goods subject to biosecurity control under this class can be in a temperature-controlled area.

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- These areas are established to prevent goods subject to biosecurity control and their contaminants from accidental or deliberate release or escape into the Australian environment.
- It should be immediately obvious that the goods are subject to biosecurity control and the area the goods are held in are subject to biosecurity control.
- Identification of biosecurity areas and goods subject to biosecurity control can be through infrastructure (signs and labels) and procedures (including colour coding and training) and must support the traceability of the goods.
- Biosecurity areas with more than one entry point may need more than one sign.
- Australian Standard AS/NZS 1680.2.1:2008 has been referenced for illumination levels in biosecurity areas.

## **Site hygiene**

**Table 6 Conditions for site hygiene**

No.	Condition	Noncompliance guide	KAO	Reference
6.1	The approved arrangement site, including buildings and biosecurity areas must be kept free of: a. cargo and packaging residues, spillages b. ponding water, and the c. accumulation of any other materials that favour infestation by vertebrates (e.g. rodents, reptiles, birds) or invertebrates (e.g. insects, snails).	Major	Hygiene	4462
6.2	The approved arrangement site must be maintained free of unkempt vegetation, dropped fruit, and leaf litter build-up.	Minor or major	Hygiene	5188
6.3	Vegetation (e.g., pot plants) must not be located within the same structurally enclosed space that contains a biosecurity area.  Note: <ol style="list-style-type: none"><li>1. Pot plants may be permitted in a structurally separate office or reception area, provided these areas do not share the same enclosed space with a biosecurity area.</li><li>2. Consignments of live domestic plants may be delivered and unloaded in a receival area within the same enclosed space as the biosecurity area, provided they are not stored in this space and are immediately removed after unloading.</li></ol>	Major	Hygiene	5189
6.4	The following areas must be surrounded by a minimum of a 3 metre wide buffer that is free of vegetation: a. outdoor biosecurity areas (storage, inspection, treatment and processing) b. unpack areas c. container storage areas.	Major	Hygiene	5190

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No.	Condition	Noncompliance guide	KAO	Reference
6.5	Cargo and packaging residues and spillages: a. from goods subject to biosecurity control, or that are b. detected in areas where goods subject to biosecurity control are, or have been handled must be cleaned up immediately and disposed of as biosecurity waste.	Major or critical	Hygiene	4467
6.6	The department must be notified immediately where cargo and packaging residues and spillages from goods subject to biosecurity control cannot be cleaned up immediately and/or disposed of as biosecurity waste.	Major	Notification	4468
6.7	Buildings within which biosecurity areas are located must be maintained free of: a. resident animals (e.g. rodents, reptiles, nesting birds), and b. resident or migratory breeding populations (e.g. swarms, hives, colonies, nests) of invertebrates (e.g. mosquitoes, ants, insects, spiders, snails). Note: Resident animals also include any pets. Exceptions are service animals such as assistance dogs etc.	Major	Hygiene	5191
6.8	Outdoor biosecurity areas must be maintained free of resident or migratory breeding populations (e.g. swarms, hives, colonies, nests) of invertebrates (e.g. mosquitoes, insects, spiders, snails, ants).	Major	Hygiene	5192
6.9	Measures must be in place to remove resident animals (e.g. rodents, reptiles, nesting birds) from the approved arrangement site except for animals detected on, in or that emerge from goods subject to biosecurity control that require containment. Note: The approved arrangement holder may also need to consider their obligation to comply with local, state, or federal regulations concerning the disturbance or removal of protected or endangered animals and any active nests/habitats belonging to protected or endangered animals.	Major	Hygiene	5193
6.10	The department must be notified immediately following the detection of resident or migratory breeding populations (e.g. swarms, hives, colonies, nests) of invertebrates (e.g. insects, spiders, snails, ants) at the approved arrangement site.	Major	Notification	4472

**More information**

- Standard of hygiene will vary for each approved arrangement site dependant on the biosecurity activities that occur at that site.
- Unkempt vegetation is defined as uncared for or neglected or in an untidy state.
- Vegetation includes but is not limited to any weeds, grasses or shrubbery growing from or through the biosecurity area floor, or vegetation contained in pots and planters. Vegetation does not include goods that are or contain or are made of plant material.

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- Buildings and structures that house biosecurity areas may also house or adjoin to office, reception areas where vegetation (e.g. potted plants) may be present in. Vegetation is permitted in office/receptions areas providing these areas are structurally segregated, by walls, doors, ceiling from the enclosed building space within which the biosecurity area is located.
- Ponding water is standing (or pooled) water generated from a rain event or a tap/hose that has not drained away or evaporated within 5 days. Rainfall that has settled across the surface of hardstand (concrete/asphalt) is not considered to be 'Ponding water' and is not required to be addressed.
- Vegetation and ponding water provide ideal living conditions for invertebrates, including mosquitoes. In addition to vegetation being a food source for invertebrates, certain plants and weeds may be susceptible to plant related diseases of concern.
- Preventative measures should be considered when implementing site hygiene controls, particularly in relation to the prevention of resident animals. While prevention is critical, if a significant biosecurity risk is identified, the department may provide additional guidance and will direct the approved arrangement as necessary.
- Measures to remove resident animals from the approved arrangement site, other than animals detected on, in or which emerge from goods subject to biosecurity control that require containment, may include trapping or physical removal. Consideration should be given to Work, Health and Safety and the potential risk of injury to persons attempting to contain animals through physical capture.
- Upon notification to the department of resident or migratory breeding populations of invertebrates at the approved arrangement site, the department may direct the biosecurity industry participant to implement certain measures to manage the population.

## **Site hygiene monitoring activities**

**Table 7 Conditions for site hygiene monitoring activities**

No.	Condition	Noncompliance KAO guide	Reference
7.1	An accredited person must monitor for the presence of animals, invertebrates and evidence of animal or invertebrate activity on or in goods subject to biosecurity control in the biosecurity area a minimum of once per day.	Major or critical	Arrangement compliance
7.2	Where live animals are detected on, in or emerge from goods subject to biosecurity control, the accredited person must immediately contain the animal to prevent its escape.	Major or critical	Containment
7.3	Where invertebrates and evidence of invertebrate activity is detected on, in or emerging from goods subject to biosecurity control, the following must occur immediately: a. where safe to do so, invertebrates must be contained and goods must remain in the biosecurity area.	Major or critical	Containment

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No.	Condition	Noncompliance guide	KAO	Reference
	<ul style="list-style-type: none"> <li>b. where invertebrates cannot be contained (e.g. invertebrates are detected on external surfaces of the goods or on floor surfaces of the biosecurity area under or near the goods), if safe to do so apply knockdown spray directly to the invertebrate immediately to prevent its escape.</li> <li>c. if safe to do so collect the invertebrates following the application of knockdown spray and secure them in a sealed plastic bag or container (e.g. vial) at the approved arrangement site.</li> <li>d. maintain constant observation of the invertebrate's location pending further advice by the department.</li> </ul> <p>Note: sub-point d. is relevant if it is not safe to attempt to contain or apply knockdown spray or if attempting to contain or apply knockdown spray is likely cause the invertebrates to escape (e.g. bee swarms).</p>			
7.4	<p>The department must be notified immediately following the detection of:</p> <ul style="list-style-type: none"> <li>a. live animals on, in or emerge from goods subject to biosecurity control</li> <li>b. invertebrates and evidence of invertebrate activity is detected on or in goods subject to biosecurity control.</li> </ul>		Major	Notification 4477
7.5	<p>The accredited person must monitor the following areas:</p> <ul style="list-style-type: none"> <li>a. building and structures that house biosecurity areas,</li> <li>b. outdoor biosecurity areas (including the surrounding minimum 3 metre buffer),</li> <li>c. unpack areas (including the surrounding minimum 3 metre buffer),</li> <li>d. container storage areas (including the surrounding minimum 3 metre buffer) and</li> <li>e. areas where non-containerised goods subject to biosecurity control move through the site</li> </ul> <p>for presence of vegetation a minimum of:</p> <ul style="list-style-type: none"> <li>f. once per week when there are goods subject to biosecurity control at the approved arrangement site, and</li> <li>g. once every week for three continuous weeks, commencing from the date the last consignment of goods subject to biosecurity control is either:</li> <ul style="list-style-type: none"> <li>i. released from biosecurity control, or</li> <li>ii. removed from the site (i.e. moved under direction to another approved arrangement site).</li> </ul> </ul>	Major or critical	Arrangement compliance 5196	
7.6	<p>The accredited person must immediately collect and dispose of vegetation as biosecurity waste if they detect it during site monitoring in:</p> <ul style="list-style-type: none"> <li>a. buildings and structures that house biosecurity areas</li> <li>b. outdoor biosecurity areas (including the surrounding minimum 3 metre buffer),</li> <li>c. unpack areas (including the surrounding minimum 3 metre buffer),</li> <li>d. container storage areas (including the surrounding minimum 3 metre buffer) and</li> <li>e. areas where non-containerised goods subject to biosecurity control move through the site.</li> </ul>		Major	Treatment 5198

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No.	Condition	Noncompliance guide	KAO	Reference
7.7	The accredited person must create and maintain a complete and accurate record for each monitoring activity specified at Condition 7.1 and 7.5 of this document.	Minor	Traceability	5197
7.8	Records must be kept of any detections identified during the monitoring activity specified at Condition 7.1 and 7.5 of this document.	Minor	Traceability	5199
7.9	The biosecurity industry participant must provide the department access to the approved arrangement site for biosecurity surveillance purposes including the installation and monitoring of insect traps.	Major	Arrangement compliance	5200
7.10	Insect traps installed by the department must not be interfered with or damaged.	Major	Arrangement compliance	4482

## More information

- Site monitoring is used to identify animals, invertebrates and vegetation and minimise the potential for biosecurity risks to escape into the Australian environment.
- Evidence of animals, invertebrates and evidence of animal or invertebrate activity includes:
  - mosquito “wrigglers” in ponding and other water sources (puddles, blocked drains, tyres etc)
  - ant nests within the site
  - termite tracks on timber surfaces
  - birds nesting or sleeping within the site
  - accumulations of bird droppings on surfaces as well as around the perimeter of buildings
  - rodent droppings on and around ledges and building perimeters
  - food scraps dragged behind into nesting areas
  - visible sightings of reptiles such as geckos on walls/windows
  - snail trails or excrement on concrete pathways
  - frass on or under timber items.
- Information on reporting biosecurity incidents is available at [Reportable biosecurity incidents](#). Incidents that must be reported includes where the goods are infested with a live pest – for example, an insect, invertebrate or other animal.
- Measures outlined in these conditions are intended to:
  - isolate goods subject to biosecurity from any animals, insects or other invertebrates

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- prevent potential spread of biosecurity risk from the approved arrangement site
- monitor for animals, insect or invertebrates on, in, or emerging from goods subject to biosecurity control.
- Where a 3 metre buffer cannot be achieved, the department encourages approved arrangement holders to first consider relocation of any affected biosecurity area in the first instance, creating a 3 metre buffer that is completely contained within the approved arrangement site boundary. Where relocation of the affected area is not possible an application to vary the approved arrangement may be submitted and considered by the department, noting alternative risk mitigation measures must also be provided by the biosecurity industry participant.

## Verification of goods subject to biosecurity control against the biosecurity direction

**Table 8 Conditions for verifying goods subject to biosecurity control against the biosecurity direction**

No.	Condition	Noncompliance guide	KAO	Reference
8.1	Prior to opening the FCL/X container doors the accredited person must: <ol style="list-style-type: none"> <li>physically verify the container number matches the container number listed on the biosecurity direction, and</li> <li>where the biosecurity direction specifies a container seal number, the accredited person must also verify that the:               <ol style="list-style-type: none"> <li>container seal is intact, and</li> <li>seal number matches the seal number detailed on the biosecurity direction.</li> </ol> </li> </ol>	Major	Arrangement compliance	4484
8.2	FCL/X containers must be secured onsite and doors must not be opened where one or more of the following is detected: <ol style="list-style-type: none"> <li>the container number does not match the biosecurity direction</li> <li>the container seal is broken or missing, where the direction specifies a seal number</li> <li>the seal number does not match the biosecurity direction, where the direction specifies a seal number.</li> </ol>	Major	Isolation	4485
8.3	The department must be notified immediately where one or more of the following is detected: <ol style="list-style-type: none"> <li>the container number does not match the biosecurity direction</li> <li>the container seal is broken or missing, where the direction specifies a seal number</li> <li>the seal number does not match the biosecurity direction, where the direction specifies a seal number.</li> <li>expected goods fail to arrive at the approved arrangement site.</li> </ol>	Major	Notification	5201
8.4	When unpacking the FCL/X container, the accredited person must physically verify the goods description on the product labelling for goods subject to biosecurity control to confirm the goods match the line description listed on the biosecurity direction.	Major	Traceability	5202

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No.	Condition	Noncompliance guide	KAO	Reference
8.5	Where the goods description detailed on product labelling for goods subject to biosecurity control does not match the biosecurity direction, the FCL/X container must: a. not be unpacked b. be secured onsite with the container doors closed.	Major or critical	Isolation	4487
8.6	When unpacking the FCL/X container or on receipt of other shipment types (e.g. LCL, air cargo), the accredited person must physically verify goods subject to biosecurity control to confirm the: a. total quantity of goods (cartons, packages and/or containers) received matches that listed on the biosecurity direction b. goods description on the product labelling matches the line description listed on the biosecurity direction.	Major	Traceability	5203
8.7	The department must be notified immediately where one or more of the following is detected: a. the total quantity of goods subject to biosecurity control received does not match the biosecurity direction b. the goods description on the product labelling does not match the line description listed on the biosecurity direction.	Major	Notification	4491

### More information

- The accredited person is required to visually verify the physical goods subject to biosecurity control to confirm they match and are traceable to the goods directed for biosecurity intervention, whether inspection, processing etc., on the biosecurity direction.
- Upon notification the department will provide further instruction or direction to resolve instances where the accredited person finds discrepancies between the goods and the biosecurity direction.

## Managing animals, invertebrates and contamination at receipt of goods

**Table 9 Conditions for managing animals, invertebrates and contamination at receipt of goods**

No.	Condition	Noncompliance guide	KAO	Reference
9.1	Knockdown spray must be located in the immediate area to where the accredited person is physically handling goods subject to biosecurity control.	Major	Containment	4492
9.2	Persons handling goods subject to biosecurity control must prevent the escape of any biosecurity risks into the Australian environment. This includes but is not limited to: a. immediately moving goods once unpacked from the container to an indoor biosecurity area, or where goods arrive at the site not in a container, ensure the goods are moved immediately to an indoor biosecurity area	Major or critical	Isolation	5204

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No.	Condition	Noncompliance guide	KAO	Reference
	<ul style="list-style-type: none"> <li>b. monitoring for animals and invertebrates, and evidence of animal and invertebrate activity at all times when handling goods subject to biosecurity control</li> <li>c. taking immediate action to contain any animals, invertebrates and contamination and prevent their escape, in accordance with the conditions specified in this arrangement.</li> </ul>			
9.3	<p>The accredited person must visually verify the goods subject to biosecurity control (including the associated container, packaging and dunnage) for the presence of:</p> <ul style="list-style-type: none"> <li>a. contamination</li> <li>b. live or dead animals and evidence of animal activity</li> <li>c. invertebrates and evidence of invertebrate activity</li> </ul> <p>at the time goods subject to biosecurity control are received by the biosecurity industry participant at the approved arrangement site.</p>	Major	Containment	5205
9.4	Where live or dead animals, invertebrates or evidence of animal or invertebrate activity are detected in the container, at the time the container is opened or during unpack, the accredited person must immediately close the container doors.	Major	Containment	5206
9.5	<p>Where live or dead animals, invertebrates or evidence of animal or invertebrate activity are detected in the container, at the time the container is opened or during unpack, the accredited person must immediately:</p> <ul style="list-style-type: none"> <li>a. close the container doors if unpacking has not commenced, or</li> <li>b. repack and close the container if unpacking has commenced.</li> </ul>	Major	Containment	5207
9.6	<p>Where live or dead animals are detected:</p> <ul style="list-style-type: none"> <li>a. to have left the container, at time the container is opened or during unpack, or</li> <li>b. on, in, or emerging from goods subject to biosecurity control following unpack or that arrive at the approved arrangement site not in a container</li> </ul> <p>the accredited person must immediately contain the animals by:</p> <ul style="list-style-type: none"> <li>c. capturing and containing the animals in a cage, container or receptacle, if safe to do so,</li> <li>d. containing the animals in a building or other structure at the approved arrangement site, or</li> <li>e. maintaining constant observation of the location that the animals escaped to pending further advice by the department.</li> </ul> <p>Note: sub-point e. is relevant if it is not safe to attempt to physically secure or contain the animals.</p>	Major or critical	Containment	5208
9.7	<p>Where live invertebrates are detected:</p> <ul style="list-style-type: none"> <li>a. leaving the container at the time it is opened or during unpack, or</li> <li>b. on goods subject to biosecurity control following unpack, or on goods arriving at the approved arrangement site not in a container</li> </ul> <p>the accredited person must:</p> <ul style="list-style-type: none"> <li>c. apply knockdown spray to the invertebrate to prevent its escape where safe to do so, and</li> </ul>	Major or critical	Containment	5209

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No.	Condition	Noncompliance guide	KAO	Reference
	<p>d. where safe to do so, collect the invertebrate and secure it in a sealed plastic bag or container (e.g. vial) at the approved arrangement site.</p> <p>If it is not safe to attempt containment or apply knockdown spray, or if doing so may cause the invertebrates to escape (e.g. bee swarms), the accredited person must:</p> <p>e. not apply knockdown spray, and</p> <p>f. maintain constant observation of the location of the invertebrates pending further advice by the department.</p>			
9.8	<p>The department must be notified immediately where live or dead animals or invertebrates or evidence of animal or invertebrate activity are detected:</p> <p>a. in the container, at time the container is opened or during unpack, or</p> <p>b. to have left the container, at time the container is opened or during unpack, or</p> <p>c. on, in or emerge from goods subject to biosecurity control following unpack or that arrive at the approved arrangement site not in a container.</p>	Major	Notification	4498
9.9	<p>Where water or mould contamination is detected on:</p> <p>a. an internal surface of the container, or</p> <p>b. goods within, or unpacked from the container, or</p> <p>c. goods that arrive at the approved arrangement site not in a container</p> <p>the accredited person must immediately contain the goods by:</p> <p>d. closing the container doors, where the contamination is detected within the container, or</p> <p>e. moving the goods, those already unpacked from the container or arrive at the site not in a container, to an indoor biosecurity area.</p>	Major	Containment	5210
9.10	<p>Where water or mould is detected on goods subject to biosecurity control which are too large to be moved to an indoor biosecurity area, the goods must be either:</p> <p>a. moved to a sufficiently large outdoor biosecurity area which is under cover, or</p> <p>b. moved to an outdoor biosecurity area and secured under a tarp.</p>	Major	Containment	5211
9.11	<p>The department must be notified immediately where water and/or mould contamination is detected on:</p> <p>a. an internal surface of the container, or</p> <p>b. goods within or unpacked from the container, or</p> <p>c. goods that arrive at the approved arrangement site not in a container.</p>	Major	Notification	5212
9.12	<p>Where contamination, other than water and/or mould, is detected:</p> <p>a. to have fallen from the external container surface, or</p> <p>b. on an internal surface of the container, but not on the goods, or</p>	Major	Containment	5213

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No.	Condition	Noncompliance guide	KAO	Reference
	<p>c. to have fallen from the goods during unpack, or</p> <p>d. fallen from the interior of the container</p> <p>the accredited person must immediately:</p> <p>e. collect (sweep up) the contamination, and</p> <p>f. place the contamination in a biosecurity waste container.</p>			
9.13	Where contamination is detected inside the container and cannot be removed, the container doors must be closed and the department contacted.	Major	Notification	5214

**More information**

- The accredited person should consider the weather prior to opening and unpacking containers carrying goods subject to biosecurity control. Weather such as high winds may increase the likelihood for some invertebrates to escape into the Australian environment and allow for some contamination (for example, spores) to spread easily.
- A variety of methods may be adopted to contain or secure animals that have escaped from the goods. Consideration should be given to work, health and safety and the potential risk of injury to persons attempting to contain animals through physical capture. For animals like cats that could cause significant harm from a bite or scratch, alternative methods to contain the animal may include securing the animal in a building. Constant visual monitoring for other animals like snakes may provide effective means for containment pending a departmental response.
- Contamination is defined in the approved arrangements glossary and includes contaminants such as soil, seeds or other plant material, water and mould. The department must be notified where water and mould contamination are detected, as the department may direct the goods for treatment to manage any potential biosecurity risk.

**Managing timber or bamboo packaging/dunnage****Table 10 Conditions for managing timber or bamboo packaging/dunnage**

No.	Condition	Noncompliance guide	KAO	Reference
10.1	Accredited persons must inspect the timber or bamboo packaging/dunnage associated with goods subject to biosecurity control for the presence of: <ul style="list-style-type: none"> <li>a. live invertebrates and/or evidence of invertebrate activity (e.g. holes and frass)</li> <li>b. bark.</li> </ul>	Major	Inspection	5215

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No.	Condition	Noncompliance guide	KAO	Reference
10.2	If live invertebrates and/or invertebrate damage (including holes with frass) are detected on timber or bamboo packaging/dunnage of goods subject to biosecurity, the accredited person must:	Major	Containment	5216
	a. close the container doors immediately to prevent the escape of any pests for non-containerised detections (flat racks, unit load device):			
	b. apply a knockdown spray immediately to invertebrates and then			
	c. move the goods and packaging/dunnage to the biosecurity area and isolate from all other goods.			
10.3	If bark is detected on timber packaging/dunnage and exceeds the bark tolerance accepted by the department, the accredited person must either:	Major	Containment	5217
	a. remove and dispose of the bark using a department approved method, or			
	b. if removal or disposal is not possible, secure the timber packaging/dunnage in the biosecurity area.			
10.4	The department must be notified where one or more of the following occurs:	Major	Notification	5218
	a. live invertebrates and invertebrate damage (including holes with frass) is detected on timber or bamboo packaging/dunnage associated with goods subject to biosecurity control			
	b. bark detected on timber packaging/dunnage exceeds the bark tolerance accepted by the department and if removal or disposal by a department approved method is not possible.			

### More information

- Packaging and dunnage containing solid timber is required to be treated in accordance with [ISPM 15](#) treatment measures or have undergone an acceptable offshore treatment in accordance with the import conditions outlined in [BICON](#).
- Bark detected that is within the department's bark tolerance for dunnage and timber packaging does not require any further action.
- The department's website contains information on [Timber and bamboo packaging](#) and [Bark on timber packaging and dunnage](#).

## Completing the biosecurity risk material record

**Table 11** Conditions for completing the biosecurity risk material record

No.	Condition	Noncompliance guide	KAO	Reference
11.1	Where any of the following biosecurity risk material is detected on goods subject to biosecurity control, including the associated container, dunnage and packaging, the detection must be recorded on the Biosecurity Risk Material Record sheet:	Major	Traceability	5219

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No.	Condition	Noncompliance guide	KAO	Reference
a.	animals (live or dead) including evidence of animal activity (such as faeces)			
b.	live invertebrates including evidence of invertebrate activity (such as holes and frass)			
c.	plants/plant material (such as seeds and leaves)			
d.	soil			
e.	water			
f.	mould			
g.	bark on timber packaging/dunnage which exceeds the bark tolerance accepted by the department.			
Note: if a biosecurity officer is present at the time of the detection and can record the detection in a department system, the detection is not required to be recorded on the Biosecurity Risk Material Record.				

**More information**

- Find the [Biosecurity risk material record](#) form listed under the class 1 category heading.

**Container inspection****Table 12 Conditions for container inspection performed by the department**

No.	Condition	Noncompliance guide	KAO	Reference
12.1	When conducting internal container inspections, either of the following must be used: <ul style="list-style-type: none"> <li>equipment to place the container on the ground on an impervious surface within a biosecurity area, or</li> <li>a raised container inspection platform if the internal of the container is to be accessed while on a container inspection stand or on the back of a truck.</li> </ul> Note: Stairs, ladders and platforms construction must comply with AS1657-2018: Fixed platforms, walkways, stairways and ladders - Design, construction and installation.	Major or critical	Inspection	5220
12.2	Fully laden containers must be capable of being inspected on the underside by using a sea container inspection stand. The stand must be: <ul style="list-style-type: none"> <li>suitable for the types of containers being inspected</li> <li>certified according to the requirements outlined in the department's Specifications for Sea Freight Container Inspection Stands available on the department's website.</li> </ul>	Major or critical	Inspection	5221
12.3	Labour and equipment required to open the container doors must be supplied by the biosecurity industry participant.	Critical	Supporting functions	5222

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## More information

- Condition 12.2 regarding container inspection stands only applies to sites approved to host rural tailgate inspection.
- See [Specifications for sea freight container inspection stands](#) for department requirements for inspection stands.

## Facilities for departmental officers

**Table 13 Conditions for facilities for departmental officers**

No.	Condition	Noncompliance guide	KAO	Reference
13.1	<p>The biosecurity industry participant must:</p> <ol style="list-style-type: none"><li>provide 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)</li><li>provide vehicle parking for visiting biosecurity officers (Note: This may require department identified parking or providing a parking permit)</li><li>ensure adequate security for any departmental technical equipment left on the site</li><li>provide access and the availability of:<ol style="list-style-type: none"><li>a desk, chair, and a telephone with direct outside call access</li><li>toilet facilities</li><li>handwashing facilities and a hygienic means of drying hands</li><li>clean amenities.</li></ol></li></ol>	Minor or major	Supporting functions	2098
13.2	<p>Where an approved arrangement site has a permanent departmental officer onsite, the biosecurity industry participant must provide:</p> <ol style="list-style-type: none"><li>one lockable filing cabinet for each officer</li><li>9 m<sup>2</sup> of space for the first officer, and</li><li>an additional 4 m<sup>2</sup> for each additional officer or departmental detector dog based at the site.</li></ol> <p>Note: The additional 4 m<sup>2</sup> allocated for detector dogs must not be located within work areas or thoroughfares.</p>	Minor or major	Supporting functions	5223

## Waste

**Table 14 Conditions for waste**

No.	Condition	Noncompliance guide	KAO	Reference
14.1	Waste containers must be provided for loose items, contamination, residues, spillages, or material from goods subject to biosecurity control.	Major	Containment	5224
14.2	The biosecurity waste container must:	Major or critical	Isolation	3943
	a. be leak and pest-proof			
	b. have a secure lid.			
14.3	The biosecurity waste container must be labelled 'Biosecurity waste'.	Minor	Identification	4260
14.4	Lids of biosecurity waste containers must remain closed except when opened to add or remove biosecurity waste.  Note: Biosecurity waste may be removed from biosecurity waste containers for the purpose of consolidating biosecurity waste for collection by an approved biosecurity waste provider.	Major or critical	Containment	5225
14.5	Loose goods of biosecurity concern that do not form part of the documented consignment (including soil, seeds, hessian bags, fruit cartons, plant or animal contamination) as well as any spilled goods that are of biosecurity concern must be placed in the biosecurity waste container.	Major	Treatment	5226
14.6	Solid biosecurity waste disposal must only be undertaken at an approved arrangement site that is approved for waste disposal.	Major or critical	Movement	4340
14.7	Biosecurity waste must be transported by a department approved waste transporter.	Major	Movement	2097
14.8	Biosecurity waste must be identified as such to the waste disposal company and waste transporter.	Major or critical	Treatment	1091

## More information

- For any dunnage, packing material and waste inspected and found to contain pests or disease agents, the department will direct for the biosecurity risk to be managed using a department approved treatment.
- Department approved methods for disposal of solid biosecurity waste include:
  - Incineration (class 8.1)
  - Deep burial (class 8.2)
  - Autoclave (class 8.3)
  - other approved methods prescribed in the import permit or other biosecurity direction, or applicable approved arrangement conditions.

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- Department approved methods for disposal of liquid biosecurity waste include:
  - discharge to Municipal sewer
  - other approved methods prescribed in the import permit or other biosecurity direction, or applicable approved arrangement conditions.
- A list of department approved arrangements related to waste management can be found at the [Approved arrangement search tool](#).

## Records

**Table 15 Conditions for records**

No.	Condition	Noncompliance guide	KAO	Reference
15.1	Goods subject to biosecurity control must be traceable in terms of (where applicable): <ol style="list-style-type: none"><li>biosecurity direction number</li><li>import permit number</li><li>Air Waybill or Bill of Lading number</li><li>date of receipt</li><li>processing (including inspection, treatment, testing) details</li><li>release from biosecurity control</li><li>disposal details</li><li>storage location.</li></ol>	Minor or major	Traceability	3517
15.2	Records for each consignment of goods subject to biosecurity control must include: <ol style="list-style-type: none"><li>biosecurity direction</li><li>Import permit number (if applicable)</li><li>description of the goods subject to biosecurity control (including scientific names and quantities, if applicable)</li><li>date of receipt of goods</li><li>country of origin</li><li>details of any treatments</li><li>method and date of disposal/destruction of goods subject to biosecurity control and/or biosecurity waste</li><li>the date of movement and the movement direction issued by the department for any movement of goods subject to biosecurity control</li><li>evidence of release from biosecurity control (biosecurity direction)</li><li>comprehensive details of any breaches of goods subject to biosecurity control from the approved arrangement site.</li></ol>	Minor, major or critical	Traceability	5227

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No.	Condition	Noncompliance guide	KAO	Reference
15.3	Accredited persons records must include: <ol style="list-style-type: none"> <li>name of accredited person</li> <li>date accreditation training completed</li> <li>method of accreditation training (online or in-house)</li> <li>copy of online training accreditation certificate – if applicable</li> <li>copy of in-house training attendance record – if applicable.</li> </ol>	Major	Traceability	4275
15.4	Monitoring records for the presence of animal and invertebrate activity must include: <ol style="list-style-type: none"> <li>date and time of monitoring</li> <li>name of accredited person conducting the monitoring</li> <li>location within the approved arrangement site where animal/invertebrate is detected (if detected)</li> <li>description of area where animal/invertebrate is detected</li> <li>description of level of infestation (i.e. animal/invertebrate density or numbers),</li> <li>identification of biosecurity direction numbers of any imported consignments that detections are associated with</li> <li>details of notification to the department, including date and reason for the contact.</li> </ol>	Minor, major or critical	Traceability	5247
15.5	Monitoring records for the presence of vegetation activity must include: <ol style="list-style-type: none"> <li>date and time of monitoring</li> <li>name of accredited person conducting the monitoring</li> <li>location within the approved arrangement site where vegetation is detected (if detected)</li> <li>description of the level of vegetation (i.e. vegetation density or numbers), including common and scientific name if known</li> <li>detail of action taken to remove the vegetation.</li> </ol>	Minor, major or critical	Traceability	5248
15.6	The biosecurity industry participant must ensure records are kept for a minimum of 2 years for goods subject to biosecurity control.	Minor or major	Traceability	5228
15.7	Records must be made available to the department upon request.	Minor or major	Traceability	3944

**More information**

- Records and systems maintained by the biosecurity industry participant enable goods subject to biosecurity control to be tracked through the stages of the biosecurity goods pathway they are responsible for. This includes receipt, handling, treatment, disposal, and release.
- Record keeping conditions should provide for 2-way traceability, from:
  - the records to the physical goods

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- the physical goods to the records.
- The biosecurity risk material record must be maintained.

## Ceasing operations

**Table 16 Conditions for ceasing operations**

No.	Condition	Noncompliance guide	KAO	Reference
16.1	The department must be notified by email to <a href="mailto:aa.canberra@aff.gov.au">aa.canberra@aff.gov.au</a> , at least 15 business days prior to intended: a. closure of a current approved arrangement site b. relocation of the business, including the approved arrangement class function c. ceasing of operation as an approved arrangement site.	Major	Notification	5229
16.2	Any goods subject to biosecurity control that remain at the approved arrangement site must be: a. treated or destroyed in accordance with a department approved method, or b. transferred to another approved arrangement site with prior approval from the department.	Major	Treatment	5230

## More information

- The biosecurity industry participant is liable for all costs associated with closing and ceasing operations as an approved arrangement site.

## Site maps

**Table 17 Conditions for site maps**

No.	Condition	Noncompliance guide	KAO	Reference
17.1	Current site plans must be provided to the department.	Minor or major	Identification	5102
17.2	Site plans provided to the department must: a. be to scale b. clearly define and identify: i. all biosecurity areas (e.g. storage, inspection, treatment and processing) ii. unpack areas iii. container storage areas	Major	Identification	5249

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No.	Condition	Noncompliance guide	KAO	Reference
iv.	the location of designated parking for biosecurity officers.			

**More information**

- Biosecurity areas are areas approved under the approved arrangement and include areas used for the storage, inspection, treatment and processing of goods subject to biosecurity control.
- The type of biosecurity area/s required for an approved arrangement and the conditions that a biosecurity area must comply with, is determined by the biosecurity activities prescribed in the relevant class or classes that the arrangement is approved for.

**Compliance****Table 18 Conditions for compliance**

No.	Condition	Noncompliance guide	KAO	Reference
18.1	The biosecurity industry participant must: <ol style="list-style-type: none"> <li>carry out the biosecurity activities in accordance with the arrangement</li> <li>comply with any conditions specified in the arrangement</li> <li>comply with any requirements to which the arrangement is subject</li> <li>comply with any biosecurity direction from the department</li> <li>comply with any biosecurity control notice from the department</li> <li>comply with any biosecurity control order from the department.</li> </ol>	Major or critical	Arrangement compliance	4316
18.2	Goods subject to biosecurity control must be maintained and processed in accordance with the conditions of the relevant approved arrangement class.	Major or critical	Arrangement compliance	2992
18.3	Goods subject to biosecurity control must be maintained and processed at an approved arrangement site appropriate for the biosecurity risk associated with the goods.	Minor, major or critical	Arrangement compliance	3535
18.4	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	Arrangement compliance	2993
18.5	Goods subject to biosecurity control must be maintained and processed in accordance with any applicable import permit.	Major or critical	Arrangement compliance	3536

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No.	Condition	Noncompliance guide	KAO	Reference
18.6	Goods subject to biosecurity control must be maintained and processed in accordance with any biosecurity direction from the department.	Minor, major or critical	Arrangement compliance	2995
18.7	Goods subject to biosecurity control must be handled and maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation.	Minor, major or critical	Arrangement compliance	2996
18.8	Goods subject to biosecurity control are not permitted to be moved outside an approved arrangement site except for the purpose of: <ol style="list-style-type: none"> <li>moving directly and securely to another approved arrangement site, of the appropriate approved arrangement class, with prior written approval from the department</li> <li>moving directly and securely to an approved arrangement 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 approved arrangement site</li> <li>transport of biosecurity waste by a department approved waste transport company (operating under an approved arrangement for biosecurity waste transport).</li> </ol>	Critical	Arrangement compliance	5109
18.9	The department must be notified immediately following detection of any of the following: <ol style="list-style-type: none"> <li>goods subject to biosecurity control have left the approved arrangement site, inadvertently or deliberately, without prior written direction or approval from the department</li> <li>goods subject to biosecurity control were not maintained and processed in accordance with the conditions of the relevant approved arrangement class</li> <li>goods subject to biosecurity control were not maintained and processed in accordance with import conditions specified in the department's Biosecurity Import Conditions Database (BICON) and/or import permit</li> <li>goods subject to biosecurity control were not maintained and processed in accordance with any other direction from the department</li> <li>goods subject to biosecurity control were not maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation</li> <li>the approved arrangement site is not appropriate to manage the biosecurity risk associated with the goods subject to biosecurity control.</li> </ol>	Major or critical	Notification	4517
18.10	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.	Major	Notification	3015
18.11	Departmental officers and department approved auditors, must be provided access to the approved arrangement site to perform the functions and exercise the powers conferred on them by the Biosecurity Act or another law of the Commonwealth.	Critical	Arrangement compliance	5148
18.12	Biosecurity officers must be provided with all reasonable facilities, assistance, and information necessary for the effective performance of their functions or duties or the exercise of their powers under the Biosecurity Act.	Major or critical	Arrangement compliance	5231

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No.	Condition	Noncompliance guide	KAO	Reference
Assistance includes but is not limited to moving, lifting and sampling goods subject to biosecurity control, as directed by a biosecurity officer to enable inspection or other biosecurity activities to be performed.				
18.13	Information (verbal, electronic or hard copy) provided to the department must be accurate. Note: Civil, criminal, and regulatory penalties apply to giving false or misleading information.	Major or critical	Arrangement compliance	4519
18.14	Department approved auditors must be permitted to collect evidence of compliance and noncompliance with approved arrangement conditions through actions including the copying of documents and taking of photographs.	Major or critical	Arrangement compliance	3016
18.15	A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the approved arrangement site. Unexpected events include: <ul style="list-style-type: none"> <li>a. appearance of pests or symptoms of disease</li> <li>b. structural damage (due to storms etc.)</li> <li>c. accident during transit</li> <li>d. unauthorised removal of goods subject to biosecurity control</li> <li>e. spillages of goods subject to biosecurity control</li> <li>f. sudden unavailability of an accredited person.</li> </ul>	Major	Arrangement compliance	3009
18.16	The department must be notified, by email to <a href="mailto:aa.canberra@aff.gov.au">aa.canberra@aff.gov.au</a> , at least 15 business days prior to any modification to, or closure of, biosecurity areas where goods subject to biosecurity control are stored or treated/processed or otherwise dealt with.	Major or critical	Notification	5232
18.17	Departmental approval must be obtained prior to implementing changes to the location and/or construction of the approved arrangement site or biosecurity area boundaries.	Major	Arrangement compliance	4024
18.18	The department must be notified by email to <a href="mailto:aa.canberra@aff.gov.au">aa.canberra@aff.gov.au</a> of any proposed changes to any of the following: <ul style="list-style-type: none"> <li>a. The location and/or construction of any part of the approved arrangement site boundary</li> <li>b. The location and/or construction of any part of a biosecurity area boundary</li> <li>c. The location and/or construction of any part of the boundary of any areas within the approved arrangement site boundary that are under the:               <ul style="list-style-type: none"> <li>i. occupancy or control, or</li> <li>ii. shared occupancy or control of any other entities (note that this includes subleasing arrangements)</li> </ul> </li> <li>d. The identity of any other entities that:               <ul style="list-style-type: none"> <li>i. occupy or control, or</li> <li>ii. share occupancy or control of any areas within the approved arrangement site boundary (note that this includes subleasing arrangements).</li> </ul> </li> </ul>	Major or critical	Notification	5105

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No.	Condition	Noncompliance guide	KAO	Reference
18.19	<p>The biosecurity industry participant must notify the department, by email to <a href="mailto:aa.canberra@aff.gov.au">aa.canberra@aff.gov.au</a> within 15 business days of becoming aware of any change of status, not previously notified to the department, of the biosecurity industry participant or their associates relevant to the operation of the approved arrangement in relation to any of the following matters:</p> <ol style="list-style-type: none"><li>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></li><li>debt 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></li><li>refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an import permit, quarantine approved premises, compliance agreement or approved arrangement under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>.</li></ol>	Critical	Notification	5233
18.20	<p>The biosecurity industry participant must notify the department, by email to <a href="mailto:aa.canberra@aff.gov.au">aa.canberra@aff.gov.au</a>, within 15 business days of any change in:</p> <ol style="list-style-type: none"><li>persons in positions responsible for controlling, directing, enforcing, or monitoring people performing biosecurity activities associated with the approved arrangement</li><li>biosecurity industry participant details, including:<ol style="list-style-type: none"><li>entity name</li><li>Australian business number or Australian company number</li><li>postal address</li><li>email address</li><li>telephone number.</li></ol></li></ol>	Major or critical	Notification	5090

Note: where functionality exists, the biosecurity industry participant may notify the department using the [Approved Arrangement Management Product \(AAMP\)](#).

## More information

- Release from biosecurity control includes release by a biosecurity industry participant subject to s162 *Biosecurity Act 2015* only if expressly authorised in the approved arrangement and in accordance with the conditions of the approved arrangement.
- Required treatments will be advised on import permits, directions, class conditions, non-standard conditions (variations), process management systems (PMS) and standard operating procedures (SOPs).
- Those events to be notified are advised on import permits, directions, class conditions, non-standard conditions (variations), PMS and SOPs.
- SOPs are only required in those classes where there is a specific condition for a SOP to be in place.