



March
2023

Export Meat Operational Guideline

3.1 Provisions for Commonwealth authorised officers at registered establishments (PCORE)



Purpose

The purpose of this document is to provide the management of registered establishments with guidance on the provision of amenities and facilities that are prescribed in the Export Control (Meat and Meat Products) Rules 2021, the Export Control (Wild Game Meat and Wild Game Meat Products) Rules 2021, the Export Control (Poultry Meat and Poultry Meat Products) Rules 2021, and the Export Control (Rabbit and Ratite Meat and Rabbit and Ratite Meat Products) Rules 2021 (collectively the 'Export Control Rules 2021' or 'the Rules').

Scope

This guideline is designed to inform establishment managers of the infrastructure requirements (facilities and equipment) for Departmental Staff perform their regulatory functions in compliance with the *Export Control Act 2020* and Rules.

The topics reviewed in this guideline include the following: general and departmental specific work health and safety requirements, the infrastructure required for Departmental Staff to perform their regulatory duties of ante mortem inspection, post-mortem inspection and verification, product inspection and sampling.

Establishments must be aware of any additional construction and equipment requirements of the importing countries for which they are listed.

Legislative basis

Under the Export Control Rules 2021 (made under the *Export Control Act 2020*), establishments are bound to comply with their approved arrangement, including infrastructure requirements.

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Work health and safety requirements

The *Work Health and Safety Act 2011* (Cth) (WHS Act) and Work Health and Safety Regulations 2011 (Cth) (WHS Regulations), including the relevant state/territory work health and safety (WHS) legislation, places a primary duty of care obligation on 'persons conducting a business or undertaking' (PCBU) to ensure the health, safety, and wellbeing of workers.

The Commonwealth, state and territory governments are responsible for implementing, regulating, and enforcing the WHS laws in their jurisdiction. Establishments should be familiar with the jurisdictional WHS laws of their state or territory.

This guideline identifies the establishment as the primary PCBU. The department has a joint duty to ensure that consultation occurs throughout the construction phase. There will be times where more than one PCBU will be involved (joint duty holders). It is an obligation of the primary PCBU to consult, co-operate and co-ordinate activities with relevant stakeholders (other PCBUs) in accordance with the WHS Act when designing, manufacturing, importing, supplying, installing, and maintaining plant and structures which may affect the health, safety and wellbeing of workers.

This section covers general health, safety, and wellbeing topics that the department deems relevant to Departmental staff situated at third party premises (TPPs). Establishments are expected to have controls in place to manage the risks to health, safety and wellbeing as per relevant state and commonwealth legislation. Hazards to be managed include (but are not limited to):

- chemicals
- airborne contaminants
- noise
- working from heights
- hazardous manual tasks
- falls and falling objects
- biological hazards
- psychosocial hazards.

Specific requirements and practical guidance for managing hazards can be found in the WHS Regulations and relevant codes of practice (see [Related material](#) section).

Key aspects (from the department's perspective) that must be managed as part of the establishment's responsibility to provide a safe working environment include (but are not limited to):

- emergency management (see section: [Emergency management](#))
- traffic management (see section: [Traffic management plan](#))
- ventilation (see section: [Ventilation](#))
- the work environment – heat and cold (see section: [The work environment – heat and cold](#))
- asbestos management (see section: [Asbestos management plan](#))
- Department requirements (see section: [Department requirements](#)).

Emergency management

Emergency management must meet all relevant Commonwealth and state/territory legislative requirements, including the current Australian standard – Planning for emergencies in facilities (Australian standard AS3745).

Suitable emergency exits, evacuation plans, signage, emergency alarms and other emergency evacuation requirements must be installed according to relevant state and Commonwealth legislative requirements.

First aid facilities must be provided in accordance with the WHS Act, WHS Regulations and the [Code of Practice: First aid in the workplace](#).

Traffic management plan

The establishment should have a traffic management plan in place to eliminate the risk of being hit by moving plant or equipment and provide for safe movement of vehicles, animals, and persons within all shared areas of the workplace. This is to be available for department staff on request.

Ventilation

Ventilation within workspaces must allow workers to carry out work without risk to their health and safety. Practical guidance on ventilation requirements can be found in the [Code of Practice: Managing the work environment and facilities](#), and in the current Australian standard for the use of ventilation and air-conditioning in buildings.

The department expects that the Commonwealth authorised officer amenities and office spaces are appropriately ventilated, as required.

The work environment – heat and cold

Commonwealth authorised officers must be able to conduct their duties without risk to health and safety. Under WHS Regulations, duty holders must ensure, so far as reasonably practicable, risk-based systems and processes in place that mitigate risk from environmental conditions (e.g.: temperature, humidity, air movement). Practical guidance can be found in the [Model code of practice: Managing the work environment and facilities](#).

Asbestos management plan

As per the WHS Regulations, a PCBU must eliminate risks arising from managing and controlling asbestos, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.

The [Model code of practice: How to manage and control asbestos in the workplace](#), provides practical guidance on how to achieve the health and safety standards to comply with the legislative requirements prescribed in the WHS Act. As a duty holder, the department must ensure the following:

- that the establishment management must have an asbestos register and a written asbestos management plan if asbestos or asbestos containing material has been identified or assumed present, or is likely to be present from time to time in the workplace, and
- that both the register and plan are readily accessible for department staff.

The person in management or control of a workplace must ensure that the asbestos register and management plan is maintained to ensure the information is up to date. The method by which the management plan must be reviewed is prescribed in WHS Regulations.

If asbestos identification or removal works is undertaken to work areas or amenities designated for use by Commonwealth Department Staff, the establishment should:

- notify the department of the work to be undertaken, and
- schedule work for non-operational days when Commonwealth authorised officers are not on-site, and
- upon completion, have the work checked and authorised by a certified asbestos assessor prior to Commonwealth authorised officers returning to the work area.

Department requirements

The establishment management are required to provide the certificate of occupancy or occupancy permit to the department. Following receipt, the department will undertake a WHS inspection and review hazards and risks in consultation, with the establishment. Hazards identified as part of the assessment will require controls to be implemented before the department will allocate Commonwealth authorised officers at a registered establishment.

Commonwealth authorised officers must be provided with a site induction that includes all emergency procedures, hazard safety disclosures and location of the first aid facilities.

Amenities for Commonwealth authorised officers

Statutory requirements

Under the WHS Regulations, the establishment, as a person conducting a business or undertaking must ensure so far as reasonably practicable, the provision of adequate facilities for workers. This includes toilets, drinking water, washing and eating facilities. These facilities must be in good working order, clean, safe and accessible.

Requirements for Commonwealth authorised officers amenities are prescribed in the relevant Export Control Rules; Chapter 4, Part 1: Requirements for registration.

The construction of the Commonwealth authorised officers amenities and facilities must comply with the [National Construction Code](#), the [Model Code of Practice: Managing the work environment and facilities](#), and relevant state and federal legislation.

Location and access to amenities

Amenities for Commonwealth authorised officers must:

- be within a reasonable distance from the work areas
- in an area free from undue noise and odour
- separate from those provided for company employees and third party authorised officers; but may be in the same building.

Access to the amenities:

- must not result in Commonwealth authorised officers having to move from edible product departments through inedible departments and vice versa; or from 'clean' areas through to 'dirty' areas
- must be clearly delineated and paved
- should be in accordance with the establishment's traffic management plan
- must be safe for Commonwealth authorised officers working different shifts
- must not put workers at risk of other foreseeable WHS hazards.

Where practicable the walkways should be covered.

Construction requirements

The construction of amenities must comply with the legislation, building, and WHS regulations and codes.

Facilities

Car parking

Suitably located parking spaces should be allocated for all permanently headquartered Commonwealth authorised officers in order to allow regulatory functions to commence on time as per the AEMIS agreement.

Office facilities

Must be provided and equipped as per the legislated requirements in the relevant Export Control Rules 2021.

The office space must meet the minimum dimensions, as required by the [National Construction Code](#). The office facilities must be suitably located to the Commonwealth authorised officers' regular work areas and equipped with the following items:

- an ergonomic desk and chair for each Commonwealth authorised officers using the office, and
- a telephone, internet connection and information communication technology (ICT) infrastructure suitable for staff to reliably connect to the department's secure network and reliably access departmental systems required for the performance of their duties, and
- a lockable metal cabinet, and

- an approved locker for each Commonwealth authorised officers using the office, and
- floor covering of an acceptable type. Floor surfaces require enough grip to prevent slipping, be readily cleanable, and non-absorbent.

Office environment

Office spaces provided for Commonwealth authorised officers must be ventilated as per the requirements mentioned previously in the section covering ventilation.

Workplaces inside buildings may have natural ventilation, mechanical ventilation (fans or extraction units) or air-conditioning. A ventilation system should:

- provide a comfortable environment in relation to air temperature, humidity and air movement
- prevent the excessive accumulation of odours, without introducing odours or contaminants from the outside air
- supply an amount of fresh air to the workplace, exhaust some of the stale air as well as filter and recirculate some of the indoor air.

Office temperature (including dining room facilities) should be capable of being maintained between 20°C and 26°C.

Laboratory facilities

Prescribed requirements for laboratory facilities are documented in the relevant Export Control Rules 2021 and in the department document, 'General requirements for on-plant laboratories'. Commonwealth authorised officers must be given sufficient access to establishment laboratory facilities and although these facilities need not be for their exclusive use, Commonwealth authorised officers must be able to complete functions unimpeded. In addition to the prescribed requirements, facilities should be equipped with the following:

- stainless steel sink and drain board
- refrigerator and freezer appliances of adequate capacity that are capable of being secured
- lockers, cupboards or shelving to provide adequate storage
- impervious bench top
- suitable height stool or chair
- adequate power points
- illumination of 600 lux.

Dining rooms.

Dining rooms should have 1m² of clear space for each person likely to use the dining room at any one time plus extra space for meal furniture, appliances, and fittings, as described in the [Model Code of Practice: Managing the work environment and facilities](#). This space allocation may be modified on occasion in accordance with state or territory government public health directives.

Dining rooms must be protected from the weather and separated from work processes, toilet facilities and hazards - including noise, heat, and atmospheric contaminants.

If cooking facilities are provided, adequate exhaust ventilation must be provided.

Dining rooms facilities:

- must have full height doors and privacy screens for entrances if shared with change rooms
- should have tables and seating to accommodate each Commonwealth authorised officer likely to use the eating area at one time
- should have a sink with washing utensils, and hot and cold water
- should have clean storage, including a refrigerator for storing perishable food
- should have vermin-proof rubbish bins.

The floor coverings should be cleanable and resistant to foreign material infiltration. The floor coverings must also prevent slips and trips.

Drinking water

Potable drinking water must always be provided, as described in the [Model Code of Practice: Managing the work environment and facilities](#). The supply of the drinking water should be:

- positioned where it can be easily accessed by workers, and
- supplied at a temperature at or below 24 degrees Celsius, and
- separate from toilet or washing facilities.

Water should be supplied in a hygienic manner so that workers do not drink directly from a shared container.

Toilets

Toilets must be provided as per the prescribed requirements in the Export Control Rules 2021 and the [Model Code of Practice: Managing the work environment and facilities](#).

Separate toilet facilities must be provided within the amenities building for male and female departmental staff.

- Toilets must be accessible for all workers.
- Toilet rooms must not be entered through a shower room.
- Toilet facilities must provide a hand wash basin in close proximity to the toilet cubicle entrance. An adequate supply of hot water must be supplied with the tap operation triggered by a sensor or other non-hand contact method.
- Liquid soap dispensers and approved hand drying systems with receptacles for used towels must be provided.
- Separate toilet rooms for female and male departmental staff, and female toilet rooms must be provided with facilities for the disposal of personal hygiene items.

Shower rooms

The provision of shower facilities should meet the requirements outlined in the [Model Code of Practice: Managing the work environment and facilities](#). The number of shower cubicles required for departmental staff should be calculated based on a calculation of 1 shower to each 10 officers. Separate showers for male and female departmental staff must be provided.

The shower and dressing area should have a floor area of not less than 1.8 m².

The showers should be supplied with:

- hot and cold water
- a slip-resistant surface that is capable of being sanitised
- partitions between each shower that are at least 1650mm high and no more than 300mm above the floor
- a lockable door enclosing the shower and dressing cubicle
- an adjacent dressing area for each shower containing a seat and hooks.

Change rooms

Change rooms must:

- be separate for male and female Departmental staff
- allow at least 0.5m² of unencumbered space for each departmental staff
- have seating, a locker for each departmental staff member, and direct access to showering facilities.

Lockers of sufficient size must be provided to hold each departmental staff member's street clothes and footwear (on-site work clothes must be stored separately). Seating must be provided. Lockers should be flush with the ceiling, or have 45° sloping tops, or be inspected and cleaned regularly to ensure that nothing is stored on top of lockers and the tops of the lockers remain dust free.

Cleaning of Commonwealth authorised officer amenities

Cleaning of all departmental staff member amenities (offices, bathrooms, and dining rooms) must be undertaken daily. The cleaning should be incorporated into the daily schedule performed by the establishment.

Remote locations

Where premises are in a remote area, separate living accommodation may be required for departmental staff.

The accommodation must contain the following:

- be suitably separated from any establishment employees' living accommodation
- be constructed in accordance with relevant state and federal building codes.
- individual bedrooms
- reverse cycle air-conditioning
- private shower and toilet
- potable hot and cold water
- bed
- lounge chair
- curtained window(s)
- wardrobe and desk
- suitable flooring that allows easy cleaning but prevents trips and slips
- food preparation facilities.

Inspection facilities for departmental staff

Ante-mortem inspection facilities

It is required that all animal handling facilities comply with the building codes and relevant Australian standards.

Roadway, ramps and receival areas

All shared areas should be covered by the establishment's traffic management plan. On-site roadways should not pass-through stock handling facilities. Loading ramps should have a non-slip external walkway with safety rail for use by the livestock handlers and departmental staff performing inspections and verification activities.

Raceways and lairage

Raceways leading to the slaughter floor should be designed to include the following:

- non-slip flooring and roof covering, and
- a separate, non-slip walkway (with safety rail) providing view of animals in the race, and
- even lighting to encourage movement and inspection.

Lighting requirements for inspection activities must meet any importing country requirements (where applicable) and/or the requirements detailed in the [Model Code of practice: Managing the work environment and facilities](#).

Lighting in the lairage, ramps, and raceways should be adequate for Commonwealth authorised officers to effectively conduct ante-mortem inspection at any time of the day.

The livestock holding facility must provide effective ventilation as per the WHS regulations.

Areas where ante-mortem inspection is undertaken are required to have lighting capable of providing an intensity of 110 lux at a height of 1m above the ground.

A map of the holding pens and allowable stocking densities should be displayed for departmental staff. The facility should also provide an area for displaying emergency contact information.

Where possible, walkways should be provided for the safe inspection of livestock for slaughter. These must be constructed according to the current Australia standard (Fixed platforms, walkways, stairways, and ladders - design, construction and installation).

Fences and gates

The design and construction of fences and gates within the lairage should:

- not result in injury to departmental staff officers
- provide suitably accessible emergency exits within the lairage
- suit the species being handled and should discourage climbing, escape or entrapment behaviour that could result in injury to the animal, handlers, and departmental staff.

Suspect pens

The suspect pen facilities:

- should be adequately sized and roofed for each class of stock. The area should be clearly identified with signage displaying the words 'insert class of stock' suspect pen, and
- are required to have lighting capable of providing an intensity of 220 lux at a height of 1m above the ground, and
- must provide boot washing facilities, and
- must be separated (adequately shielded) from other holding pens to minimise contamination from a suspect animal's bodily fluids or excreta, and
- must have an effective and well-maintained crush (specific for cattle, buffalo or horses) or squeeze gate/crush suitable for small stock. This crush should provide adequate restraint and allow access and observation to all sides of the animal, and
- must not be encroached on by stock, and
- must provide hot water handwashing facilities: consisting of a wash basin (non-hand operated), a soap dispenser, a paper towel dispenser, and a waste receptacle. The hand washing facility should be in an area from which stock are effectively excluded, and
- should have a lockable cabinet for storing equipment used for ante-mortem inspection.

Flooring

To minimise slips and falls, the flooring should be constructed from suitable materials and designed to provide optimal footing.

Boot wash

Boot washing facilities must be provided and conveniently located to enable the washing of footwear upon exit of the lairage.

Product inspection facilities

Inspection stations

This section is applicable to the various types of product inspection stations that a departmental staff member may be required to use, including (but not limited to) those utilised for:

- post-mortem inspection
- meat hygiene assessments of carcase and carcase parts
- carcase by carcase assessments
- carton meat assessments
- point of entry defect inspections.

Inspection stations with stationary platforms and those utilising rise and fall stands must comply with the relevant WHS Regulations and Australian standards for the type of elevated platform. Risk of fall must be eliminated or mitigated as far as reasonably practicable. Hydraulic systems must be maintained by an appropriate maintenance schedule.

Design of facilities must enable effective inspection for the size and type of carcasses and carcase parts presented. All types of inspection stations should be provided with a minimum of 1.5m of unencumbered space (this space may include the inspection area/stand and unencumbered and

usable space to either side of that area/stand). Where necessary, encroachment barriers should be installed to maintain this area. The Commonwealth authorised officer should not have to cross the path of the moving chain or negotiate around TPP employees or equipment to undertake inspection duties.

An adequate number of easily accessible hand wash and steriliser units must be provided at all inspection stations. These facilities must meet the requirements set out in the relevant Australian standard.

Lighting at a level of no less than 600 lux must be provided evenly over the head, carcase, and viscera surfaces to allow effective inspection. This requirement also applies to retained product inspection facilities.

Where a moving chain system is stopped by a device that simultaneously halts the viscera, carcase and head conveyors, the chain should be capable of being restarted only at the same inspection station by the Commonwealth authorised officer. The device for stopping the chain must be easily accessible.

Appropriate retain (high and low) inspection facilities should be provided at a point beyond the initial inspection station to allow for final dispositions to be made on retained carcasses and carcase parts.

Knife sharpening facilities should be available and readily accessible.

Meat examination facility

The requirements for meat examination facilities are prescribed in the relevant Export Control Rules 2021.

The facility must allow for the following procedures before export:

- collection of required samples for analysis
- re-bagging or re-cartoning meat
- visual examination of meat for compliance with trade descriptions
- defrost inspection.

The facility must allow for procedures to be performed in a manner that complies with the requirements for the hygienic handling of meat.

In addition to the requirements referred to above, the meat examination room should be commensurate in size with the maximum volume of meat that is required for examination. However, this room size should not be less than 3m x 3m.

If there is an existing food examination facility on the registered premises that meets the legislative requirements (in addition to meeting construction codes and hygiene requirements), the room may be used as a meat examination room.

Facilities provided should include:

- racks for thawing product and/or hanging rails
- tables sufficient in size to hold at least 2 cartons or 2 large portions of meat
- a desk or table
- a calibrated thermometer
- an electrical power outlet
- lighting to provide even illumination at a level of no less than 600 lux
- receptacles for storing used cartons and other wrapping material before their removal
- handwashing facilities and a steriliser with water maintained at the required temperature of no less than 82°C.

The examination facility must be capable of securely storing product awaiting inspection and clearance for export by the Commonwealth authorised officer. The facility should not compromise product integrity or wholesomeness.

Product storage and cold store retain facilities

As prescribed in the relevant Export Control Rules 2021. Meat processing establishments must be capable of providing separate and secure storage areas for prescribed goods within the cold storage facilities (freezer stores and chillers).

This may include, secure retain chillers or cages for whole or part carcasses and secure facilities for carton product (note: secure facilities can include electronic lock out facilities under the control of the departmental staff in fully automated storage facilities).

If multiple species are processed at the one establishment, there must be separate areas or retain cages for securely storing the meat and meat product from different species.

Retain areas/secure cages should be identified with the phrase 'Australian Government' when product is under official departmental control.

Related material

The following related material is available on the internet:

Export legislation

- Webpage: [Export Control Act 2020](#)
- Webpage: [Export Control \(Meat and Meat Products\) Rules 2021](#)
- Webpage: [Export Control \(Wild Game Meat and Wild Game Meat Products\) Rules 2021](#)
- Webpage: [Export Control \(Rabbit and Ratite Meat and Rabbit and Ratite Meat Products\) Rules 2021](#)
- Webpage: [Export Control \(Poultry Meat and Poultry Meat Products\) Rules 2021](#)

Australian standards

- Webpage: [Australian standard for the hygienic production and transportation of meat and meat products for human consumption. AS 4696](#)
- Webpage: [Australian standard for the hygienic production of wild game meat for human consumption \(AS 4464:2007\)](#)
- Webpage: [Australian standard for construction of premises and hygienic production of poultry meat for human consumption \(AS 4465:2005\)](#)
- Webpage: [AS 3745-2010 Planning for emergency in facilities AS 3745:2010](#)
- Webpage: [AS 1668.2-2012 The use of ventilation and air conditioning in buildings, Part 2: Mechanical ventilation in buildings](#)
- Webpage: [AS 1657: 2018 Fixed platforms walkways, stairways and ladders - Design, construction and installation](#)

Manual of Importing Country Requirements

- Webpage: [Home | Micor \(agriculture.gov.au\)](#)

Work health and safety

- Webpage: [Work Health and Safety Act 2011](#) (Commonwealth)
- Webpage: [Work Health and Safety Act 2011](#) (NSW)
- Webpage: [Work Health and Safety Regulations 2017](#) (NSW)
- Webpage: [Occupational Health and Safety Act and Regulations](#) (VIC)
- Webpage: [Work Health and Safety Act and Regulations 2011](#) (ACT)
- Webpage: [Work Health and Safety Act and Regulations 2011](#) (QLD)
- Webpage: [Work Health and Safety Act and Regulations 2012](#) (TAS)
- Webpage: [Work Health and Safety \(National Uniform Legislation\) Act 2011](#) (NT)
- Webpage: [Work Health and Safety \(National Uniform Legislation\) Regulations 2011](#) (NT)
- Webpage: [Work Health and Safety Act](#) (WA)

- Webpage: [Work Health and Safety regulations](#) (WA)
- Webpage: [Work Health and Safety Act 2012](#) (SA)
- Webpage: [Work Health and Safety Regulations 2012](#) (SA)
- Webpage: [Model Code of Practice: Construction Work](#)
- Webpage: [Model Code of Practice: First aid in the workplace](#)
- Webpage: [Model Code of Practice: How to manage and control asbestos in the workplace](#)
- Webpage: [Model Code of Practice: How to safely remove asbestos](#)
- Webpage: [Model Code of Practice: How to manage work health and safety risks](#)
- Webpage: [Model Code of Practice: Hazardous manual tasks](#)
- Webpage: [Model Code of Practice: Managing electrical risks in the workplace](#)
- Webpage: [Model Code of Practice: Managing noise and preventing hearing loss at work](#)
- Webpage: [Model Code of Practice: Managing risk of plant in the workplace](#)
- Webpage: [Model Code of Practice: Managing risk of falls in the workplace](#)
- Webpage: [Model Code of Practice: Managing the work environment and facilities](#)
- Webpage: [Model Code of Practice: Safe design of structures](#)
- Webpage: [Model Code of Practice: Work health and safety consultation, cooperation and coordination](#)
- Webpage: [Model Code of Practice: Managing risks of hazardous chemicals in the workplace](#)
- Webpage: [Model Code of Practice: Labelling of workplace hazardous chemicals](#)
- Webpage: [Model Code of Practice: Managing psychosocial hazards at work](#)

Building Code

- Website: [National Construction Code](#)

Attachment 1: Roles and responsibilities

The department

- Consulting with the occupier ('the establishment') on the construction of the establishment's on-plant facilities.
- Approval of significant variations to the approved arrangement.
- Verifying that relevant export legislation, importing country requirements and Australian requirements are met.

The establishment

- Otherwise referred to as 'the establishment'.
- Provide amenities and inspection facilities for Commonwealth authorised officers performing functions on-plant.
- Complying with relevant export legislation, importing country requirements and Australian standards.

Attachment 2: Definitions

Airborne contaminant

A contaminant in the form of a fume, mist, gas, vapour or dust; and includes micro-organisms.

Approved arrangement

An approved arrangement under Chapter 5 of the *Export Control Act 2020*. An arrangement for a kind of export operation in relation to a kind of prescribed goods approved by the secretary.

An approved arrangement documents the controls and processes to be followed when undertaking export operations in relation to prescribed goods for export. It ensures:

- compliance with the requirements of the Export Control Act and relevant Rules in relation to the export operations
- that importing country requirements relating to those export operations are met

The Department of Agriculture, Fisheries and Forestry is required to approve any significant approved arrangement variations such as managing significant operational variations (e.g.: amenities, inspection and meat examination facilities).

Asbestos

A naturally occurring mineral that has heat resistant and insulating properties which was used in various types of building products. A total ban on asbestos came into effect in Australia on the 31st of December 2003. Exposure to asbestos fibres can result in disease.

Australian standard

Means the current Australian standard for:

- the hygienic production and transportation of meat and meat products for human consumption and/or
- construction of premises and hygienic production of poultry meat for human consumption.

Commonwealth authorised officers

A person who is authorised under section 291 to be an authorised officer under the Act. For the purpose of this document, the term authorised officer refers only to departmental staff under the employ of the Commonwealth and includes On-Plant Veterinarians, Food Safety Meat Assessors and Food Safety Auditors.

Carcase

Means the body of a slaughtered animal after bleeding.

Carcase part

Means any tissue or structure removed from a carcass.

Certificate of Occupancy

Evidence that a building complies with the requirements set out by the local governing authority. Authorises the occupation and use of a building or building section. May be known by other names depending on the State issued.

Clean

When used in relation to premises or equipment, means clean to touch and free of extraneous visible matter and objectionable odour.

Duty holders

Refers to any person who owes a work health and safety duty under the WHS Act including: a person conducting a business or undertaking (PCBU), designer, manufacturer, importer, supplier, installer of products or plant used at work (upstream duty holders), an officer and workers. More than one person can concurrently have the same duty in which case the duty is shared. Duties cannot be transferred.

Equipment

Has the same meaning as defined in the Australian standard. A machine, instrument, apparatus, utensil, container, or other thing used or for the use in connection with the production and

transportation of meat and meat products (including any item used or for use for inspection, maintenance, and cleaning), but does not include a meat transport vehicle.

Essential service

The provision of electricity, telecommunications, lighting, water, waste disposal and drainage.

Food Safety Meat Assessor (FSMA) and Food Safety Auditor (FSA)

FSMA and FSA Commonwealth authorised officers who, are defined in the Australian standard:

- are under the employ of the Commonwealth; and
- hold qualifications that are approved by the controlling authority as being qualifications required for the purpose of the inspection of animals, meat and meat products, the making of dispositions and the control of hygiene; and
- have approval by the controlling authority to inspect animals, meat and meat products, and to apply dispositions.

FSAs are Commonwealth authorised officers who undertake verification and audit of export registered independent boning rooms.

Importing country requirements

Requirements set by an importing country that must be met before prescribed goods can be imported from Australia. These requirements are set out in the Manual of Importing Country Requirements database under the relevant commodity.

Must

The word "must" is used in this document to indicate that the associated item is mandatory.

Reasonably practicable

As defined in the *Work Health and Safety Act 2011*.

Registered

As defined in the *Export Control Act 2020* and relevant Rules. In relation to an establishment, means registered under Chapter 4 of the Act.

Registered establishment or registered premises

Means an establishment that is registered for a kind of export operation in relation to prescribed meat or meat products. A property registered under Chapter 4 of the Act.

Remote location

Where premises are located in an area where there is no practicable living accommodation or services.

Potable

When used in relation to water, means water is acceptable for human consumption. For guidance, see the Australian Drinking Water guidelines.

Person conducting a business or undertaking (PCBU)

As defined in the WHS Act 2011. A PCBU has a duty of care to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors.

Personal protective equipment (PPE)

Refers to anything used or worn to minimise the risks to workers' health and safety.

Product integrity

The integrity of export goods and their ability to be identified.

The Act

Means the *Export Control Act 2020*, and includes:

- legislative instruments made under the *Export Control Act 2020*; and
- the Regulatory Power Act as it applies in relation to the *Export Control Act 2020*.

The Department of Agriculture, Fisheries and Forestry.

Third party authorised officer

A person who is authorised under section 291 to be an authorised officer under the Act and, who is under the employment of the export registered establishment or a service provider.

Third party premises (TPPs)

Places controlled by another business where departmental workers are required to undertake duties for the department.

Wholesomeness

As defined in the Australian standard.

Veterinary officer or On-Plant Veterinarian (OPV)

Means a Commonwealth authorised officer:

- who holds a Veterinary qualification recognised in Australia; and
- whose most recent instrument of authorisation under subsection 291(11) of the Act specifies that the person is a veterinary officer.