



Audit report lead sheet—approved arrangements (AA)

Biosecurity Act 2015

Audit reference number: V2427/V2653/2017/1

Biosecurity industry participant	Landfill Operations CC Containers Pty Ltd			
AA site number	V2427/V2653			
Physical address	1100-1152 Christies Rd Ravenhall Vic 3023			
Telephone number(s)	03 9363 8833			
Contact name	Jake Morrell			
Contact email	jake.morrell@cleanaway.com.au			
Audit date	2 February 2017			
Class(es)	8.2 Deep Burial, 10.3 Deep Burial - Treatment			

Audit reference number	Type of audit	Previous audit date	Previous audit ref.	
V2427/V2653/2017/1	Announced Standard	10/02/2016	V2427/V2653/2016/1	

Number of non-conformities	Non-rated	Minor	Major	Critical
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Note: Documentary evidence may be sent to the department, but must be accompanied by a statement indicating which non-conformity the documentary evidence relates to and that the action indicated by the documentation has been implemented.

Previous audit level	Probation Audit Rate - Audit 2	New audit level	Low Audit Rate		
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Audit result (please circle)	Pass	Continued <input checked="" type="checkbox"/>	Increased <input type="checkbox"/>	Reduced <input type="checkbox"/>	Suspended <input type="checkbox"/>
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If an AA fails an audit, it will be placed on a 180-day probation period. This period commences from the date of completion of the failed audit. If two consecutive probation audits are passed during this probation period, the AA will resume the low audit rate on the completion date of the second probation audit. If a probation audit is failed, the 180-day probation period will recommence. If two probation audits are failed, the department may invite the operator to show cause as to why the AA should not be suspended or revoked (see AA *General Policies* document).

Lead auditor

Diane Baker

Diane Baker

6/02/2017

Entry and exit meeting attendance record


[illegible]

Persons interviewed

Nominate any persons not available that may require interviewing.

Name	Position	Interviewed?
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No

The collection of personal information by the department in relation to this form is authorised under the *Privacy Act 1988* for the purposes of documenting the details of the person/s present at the audit and related purposes. If the relevant personal information requested in this form is not provided by you, the department may refuse, suspend or revoke approval of the approved arrangement in accordance with the *Biosecurity Act 2015*. Personal information means any information or opinion about an identified, or reasonably identifiable, individual.

 Australian Government Department of Agriculture	Quarantine Premises Register	
	Audit Results Report	
	2/02/2017	Audit Reference: V2427/2653/2017/1

QUARANTINE APPROVED PREMISES AUDIT RESULTS REPORT

Premises Name	Landfill Operations Pty Limited
Postal Address	PO Box 287 DEER PARK Vic 3023
Premises Address	1100-1152 Christies Rd RAVENHALL Vic 3023
Telephone Number	03 9363 8833
Facsimile Number	
Contact Name	Jake Morrell
Audit Date	2/02/2017
Premises Class(es)	8.2 Deep Burial, 10.3 Deep Burial - Treatment

Premises Location


RefNo	Criteria	Result
2192	AA sites must generally be located within the metropolitan area of a declared port that has a permanently based Biosecurity Officer. Applications are subject to approval by the Director of Biosecurity and will be considered on their individual merits with consideration being given to the biosecurity risk and serviceability associated with the location of each AA site.	Criteria Satisfied

Security/Inspection Area

RefNo	Criteria	Result
1333	The AA site must demonstrate the appropriate level of security is maintained	Criteria Satisfied
2929	Biosecurity signs must: * be securely affixed * be durable * be prominently displayed and able to be clearly read by persons approaching the area at all times * have black lettering on yellow background * contain the words 'Biosecurity Area - No unauthorised entry or removal of goods, Penalties Apply' or 'Quarantine Area - No unauthorised entry or removal of goods, Penalties Apply' or words to similar effect. Note: Where new signs are being produced, they should use biosecurity not quarantine.	Criteria Satisfied
830	The biosecurity and inspection areas must allow for Biosecurity Officers to easily inspect goods without work health and safety risks.	Criteria Satisfied

Operating Requirements

RefNo	Criteria	Result
1335	Waste is to be dumped in an excavated pit where it must be immediately covered with 2 m of fill.	Criteria Satisfied
1336	Machinery must be available for immediate excavation and covering of the trench and compacting of the area.	Criteria Satisfied
1337	Excavated burials of biosecurity waste will be performed under the department's supervision, if the sites are not under an Approved Arrangement with the department.	Criteria Satisfied Premises operates under compliance agreement.
1338	Equipment must be available to wash down and decontaminate the waste transport vehicle or receptacle at the actual burial location immediately after dumping. This must consist of an initial wash down with water, followed by rinsing with a department approved disinfectant.	Criteria Satisfied
1339	The disposal site must remain undisturbed after burial of biosecurity waste. Recordkeeping must be sufficient so as to locate exactly each load of buried biosecurity waste	Criteria Satisfied GPS co-ordinates are used to locate quarantine loads.

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1340	The deep burial pit shall then be surveyed. The survey data shall be recorded and kept on file. This information shall be included in any three dimensional mapping of the landfill cell.	Criteria Satisfied
1341	Waste is to be placed directly into the excavated pit.	Criteria Satisfied
1343	At least 2 m of cover material shall then be placed over the biosecurity waste and compacted.	Criteria Satisfied

Wash Bays


RefNo	Criteria	Result
233	There must be adequate equipment available in order to carry out cleaning (steam/high pressure) and chemical disinfection spraying operations as directed by Biosecurity Officers.	Criteria Satisfied Automatic system sprays wheels of vehicles using disinfectant
1386	Wash down areas must be located at the AA site for the cleaning of transport vehicles, biosecurity waste bins or compactors. The wash down area must be commensurate with the size of proposed cleaning handled by the AA site.	Criteria Satisfied Wash bay is located on site for the cleaning of transport vehicles leaving the site.

Waste PMS - 4. Prerequisites

RefNo	Criteria	Result
2570	4.1 The Other Party must be licensed, approved and operating in accordance with either the requirements of the Environmental Protection Agency (EPA) and/or appropriate State/Territory and local authorities' requirements with regard to the burial of Quarantine Waste.	Criteria Satisfied
2575	4.2 The landfill facility that the Other Party intends to use for the burial of Quarantine Waste must be a Class 8.2 Quarantine Approved Premises (Deep and Controlled Burial Waste Facility) unless otherwise agreed with the department.	Criteria Satisfied

Waste PMS - 5. Management Responsibilities

RefNo	Criteria	Result
2581	The Other Party must ensure that only department Approved Persons undertake activities relating to Quarantine Waste as detailed in this Process Management System (PMS), and are fully aware of the requirements of this agreement.	Criteria Satisfied
2582	The * (insert position) is responsible for ensuring the implementation of and compliance with the requirements of the PMS, including department approved training of staff (see 6 'Training').	Criteria Satisfied

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2585	In order to become a department Approved Person under this Burial of Quarantine Waste Scheme, employees of the Other Party must undertake appropriate training	Criteria Satisfied
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Waste PMS - 6. Training

RefNo	Criteria	Result
2585	In order to become a department Approved Person under this Burial of Quarantine Waste Scheme, employees of the Other Party must undertake appropriate training	Criteria Satisfied Powerpoint Toolbox training is conducted for each tip operator. Forms are updated and staff trained in new procedures. Training matrix is maintained for all staff.
2589	Persons undertaking biosecurity activities must be trained in the operational requirements specific to the BIP's AA	Criteria Satisfied
2590	Persons undertaking biosecurity waste activities must be trained in biosecurity awareness covering potential risks with biosecurity waste	Criteria Satisfied

Waste PMS - 8. Requirements

RefNo	Criteria	Result
2617	8.1i Waste Receival – The * (insert position) is responsible for ensuring the following: Quarantine Waste can only be accepted from transport companies approved by the department conducting Quarantine Waste deliveries, except in circumstances where the Quarantine Waste is accompanied by a department direction. The department will provide a list of approved transport companies.	Criteria Satisfied
2618	8.1ii Waste Receival – The * (insert position) is responsible for ensuring the following: the department must be advised if Quarantine Waste is received from a transport company not approved by the department, prior to any action being taken.	Criteria Satisfied
2619	8.1iii Waste Receival – The * (insert position) is responsible for ensuring the following: A Burial Quarantine Waste Log Sheet (as per Attachment 1) as a minimum must be kept for every consignment of Quarantine Waste received.	Criteria Satisfied
2640	A site for burial must be prepared prior to delivery of biosecurity waste to the AA site.	Criteria Satisfied
2641	Biosecurity waste must be directly discharged into the burial site within the AA site.	Criteria Satisfied
2642	Tipped biosecurity waste must be immediately covered with non-biosecurity waste material, prior to compaction, to either of the following depths: * deep burial - minimum of 2 m depth of cover * controlled burial - minimum of 1 m depth of cover (for aircraft galley waste only).	Criteria Satisfied


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2643	Compaction must not commence until the minimum cover has been placed over the discharged biosecurity waste.	Criteria Satisfied
2644	AA site machinery must not be directly driven over uncovered biosecurity waste.	Criteria Satisfied
2645	8.2avi Burial – The * (insert position) is responsible for ensuring all Quarantine Waste is buried as per the following requirements: All waste which comes into contact with Quarantine Waste must be treated as Quarantine Waste.	Criteria Satisfied
2646	The site of biosecurity waste must never be re-exposed, moved or altered in any way that could lead to the exposure of biosecurity waste to the environment.	Criteria Satisfied
2647	Measures must be in place to prevent the loss of biosecurity waste at the time of burial (by wind, birds, vermin, feral animals, etc.).	Criteria Satisfied
2648	Active bird deterrent measures must be operational during the tipping, covering and compaction of biosecurity waste.	Criteria Satisfied Deep burial is covered to deter bird activity
2649	A process for the control of leachate and gas formation must be maintained and operating.	Criteria Satisfied
2650	The department must be contacted in any instance where the above requirements for the burial of biosecurity waste cannot be met, prior to any action being taken.	Criteria Satisfied
2651	8.2axii Burial – The * (insert position) is responsible for ensuring all Quarantine Waste is buried as per the following requirements: A Burial Quarantine Waste Log Sheet (as per Attachment 1) as a minimum must be kept for every consignment of Quarantine Waste buried.	Criteria Satisfied
2652	Biosecurity waste must be disposed of by deep burial as follows: biosecurity waste must be immediately covered by at least 2 m of non-biosecurity waste material, prior to any compaction.	Criteria Satisfied

Waste PMS - 8. Requirements

RefNo	Criteria	Result
2617	8.1i Waste Receival – The * (insert position) is responsible for ensuring the following: Quarantine Waste can only be accepted from transport companies approved by the department conducting Quarantine Waste deliveries, except in circumstances where the Quarantine Waste is accompanied by a department direction. The department will provide a list of approved transport companies.	Criteria Satisfied
2618	8.1ii Waste Receival – The * (insert position) is responsible for ensuring the following: the department must be advised if Quarantine Waste is received from a transport company not approved by the department, prior to any action being taken.	Criteria Satisfied

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2619	8.1iii Waste Reveal – The * (insert position) is responsible for ensuring the following: A Burial Quarantine Waste Log Sheet (as per Attachment 1) as a minimum must be kept for every consignment of Quarantine Waste received	Criteria Satisfied	
2640	A site for burial must be prepared prior to delivery of biosecurity waste to the AA site.	Criteria Satisfied	
2641	Biosecurity waste must be directly discharged into the burial site within the AA site.	Criteria Satisfied	
2642	Tipped biosecurity waste must be immediately covered with non-biosecurity waste material, prior to compaction, to either of the following depths: * deep burial - minimum of 2 m depth of cover * controlled burial - minimum of 1 m depth of cover (for aircraft galley waste only).	Criteria Satisfied	
2643	Compaction must not commence until the minimum cover has been placed over the discharged biosecurity waste.	Criteria Satisfied	
2644	AA site machinery must not be directly driven over uncovered biosecurity waste.	Criteria Satisfied	
2645	8.2avi Burial – The * (insert position) is responsible for ensuring all Quarantine Waste is buried as per the following requirements: All waste which comes into contact with Quarantine Waste must be treated as Quarantine Waste.	Criteria Satisfied	
2646	The site of biosecurity waste must never be re-exposed, moved or altered in any way that could lead to the exposure of biosecurity waste to the environment.	Criteria Satisfied	
2647	Measures must be in place to prevent the loss of biosecurity waste at the time of burial (by wind, birds, vermin, feral animals, etc.).	Criteria Satisfied	
2648	Active bird deterrent measures must be operational during the tipping, covering and compaction of biosecurity waste.	Criteria Satisfied	
2649	A process for the control of leachate and gas formation must be maintained and operating.	Criteria Satisfied	
2650	The department must be contacted in any instance where the above requirements for the burial of biosecurity waste cannot be met, prior to any action being taken.	Criteria Satisfied	
2651	8.2axii Burial – The * (insert position) is responsible for ensuring all Quarantine Waste is buried as per the following requirements: A Burial Quarantine Waste Log Sheet (as per Attachment 1) as a minimum must be kept for every consignment of Quarantine Waste buried.	Criteria Satisfied	
2652	Biosecurity waste must be disposed of by deep burial as follows: biosecurity waste must be immediately covered by at least 2 m of non-biosecurity waste material, prior to any compaction.	Criteria Satisfied	
2653	Aircraft galley waste for controlled burial can only be delivered prior to 12:00 noon.	Criteria Satisfied Mainly ports waste is controlled	

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2654	Aircraft galley waste may be disposed of by controlled burial as follows: aircraft galley waste must be immediately covered by at least 1 m of non biosecurity waste material prior to compaction, and covered to a depth of at least 150mm by close of business each day with compacted non domestic (i.e. non household) waste material.	Criteria Satisfied
2692	Spillage of biosecurity waste must be immediately and thoroughly collected and the area of the spillage disinfected by a thorough application of a department-approved disinfectant that is effective against fungi, bacteria and viruses including foot and mouth disease virus.	Criteria Satisfied Virkon disinfectant is used on the tip face.
2694	8.3ii Spillage or Loss – Any major spillage or loss of Quarantine Waste is to be immediately reported to DAFF. A major spillage is classified as a spillage of Quarantine Waste outside the confines of a Quarantine Approved Premises, which can be accessed by the general public, which cannot be readily cleaned up within fifteen (15) minutes.	Criteria Satisfied

Office and Record Requirements

RefNo	Criteria	Result
8	Records are to be made available, within a reasonable time, for inspection by Biosecurity Officers. In addition, these records must be retained at the AA site for a minimum period of 18 months during which time they will, upon request, be made available to a Biosecurity Officer.	Criteria Satisfied
1082	Records (electronic or manual) of goods subject to biosecurity control imported through the AA site must be maintained (these can be commercial documents). - physical location of burial site (this can be recorded using GPS coordinates or by marking burial plots on the site plan. Where GPS coordinates of burial site boundaries are not taken operators should stake plot perimeters to enable measurement to site boundaries and adjacent burial plots. Measured distances should be identified on site plans.)	Criteria Satisfied GPS units are serviced by the tip contractors. Once a month surveys are conducted to ensure data is accurate
2098	Office and general AA site requirements must provide the department with the confidence that applicable work health and safety standards have been met, this is achieved by: providing 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)- providing vehicle parking for visiting Biosecurity Officers (Note: This may require department identified parking or providing a parking permit)- ensuring adequate security for any departmental technical equipment left on the site- providing access and the availability of: a desk, chair and a telephone with direct outside call access toilet facilities hand washing facilities and a hygienic means of drying handso suitable arrangements to ensure amenities are clean.	Criteria Satisfied First aid kits are located around the site. Vehicles operating around the site carry first aid kits that are maintained by Alasco.

Administration

RefNo	Criteria	Result
36	AA sites must be securely locked when unattended and after hour access to the site must be limited to authorised persons only.	Criteria Satisfied Between the hours of 12 am – 5 pm the premises is operational. Security cameras operate on the weighbridge and at the tip face. Mobile security patrols operate after hours.
81	Control and security of the biosecurity area is the responsibility of the nominated senior person of the company. The name, designation/position	Criteria Satisfied

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	title and contact details of the nominated person must be supplied with the application and at each renewal.	
263	Sites to be approved are to be structurally separated from any other operations so as to form a separate operational entity.	Criteria Satisfied
525	Department instructions and relevant department Import Permit conditions must be complied with. Where goods are handled for a third party, it is a requirement of approval that the BIP have an arrangement in place that ensures they are aware of any relevant permit conditions.	N/A
680	Applications are to be accompanied by scale drawings of the proposed area and biosecurity storage, treatment/processing facilities including parking for Biosecurity Officers. In the case of new constructions these plans must be approved before any construction is undertaken.	Criteria Satisfied
683	To ensure conformance to the AA site requirements, the department must be notified in writing, at least 15 working days prior to any: * alterations to AA site management arrangements* modification to, or closure of, biosecurity areas where goods subject to biosecurity control are stored or treated/processed or otherwise dealt with.	Criteria Satisfied
1088	It is a factor in approving 406 that management of the site be willing to enter into an AA with the department including training courses and/or electronic initiatives as required. Failure to comply with the approval requirements or any breach of the Biosecurity ACT 2015 may result in approval of the site being withdrawn or suspended and legal action instigated.	Criteria Satisfied


Biosecurity Conditions of Approval - SECTION C Conditions for Items Subject to Biosecurity

RefNo	Criteria	Result
2405	Items subject to quarantine (items belonging to any of the 4 categories in SECTION B) must be maintained and processed at a QAP appropriate for the items (see relevant QAP Class Criteria) according to the following: 1. These Conditions of Approval (this document)	Criteria Satisfied
2406	2. The conditions in the relevant QAP Class Criteria	Criteria Satisfied
2407	3. Import conditions specified on the department's Import Conditions Database (ICON) (see the department's website)	Criteria Satisfied
2408	4. Import conditions on departmental Import Permit (if an Import Permit is required)	Criteria Satisfied
2409	5. Any other directions from the department	Criteria Satisfied
2410	6. The Quarantine Act 1908 and subordinate legislation.	Criteria Satisfied

Biosecurity Conditions of Approval - SECTION D High Priority Conditions for Management of Items Subject to Biosecurity

RefNo	Criteria	Result
2411	Further to the requirements of SECTION C, the conditions in SECTION D are mandatory and have been identified as requiring particular attention from QAP operators. 1. Isolation - Procedures must be implemented to ensure that items subject to quarantine are, at times, kept physically separated from other goods (including during transport), to ensure negligible risk of cross contamination from: (a) imported items that have been released from quarantine; (b) domestic items; and (c) the Australian environment. Isolation can be achieved through the use of distance or physical barriers. The amount of distance or type of physical barriers required will depend on the nature of the items subject to quarantine. Refer to the relevant Class Criteria, Import Permits, ICON or department directions for specific requirements.	Criteria Satisfied

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2412	2. Hygiene - Procedures must be implemented to ensure that the standard of hygiene at the QAP is appropriate for the nature of the items subject to quarantine held at the QAP. Procedures must be implemented to ensure that any equipment that has been used or in contact with imported items subject to quarantine or could have been potentially contaminated by the imported items (see point 4 in SECTION B) does not leave the quarantine area until it has been processed (cleaned, disinfested, decontaminated) or disposed of in accordance with requirements of sources of conditions listed in SECTION C.	Criteria Satisfied	
2413	3. Movement between QAPs - Procedures must be implemented to ensure that no items subject to quarantine move outside a QAP except for the purpose of (a) moving directly and securely to another QAP (of the appropriate QAP Class) with prior written approval from the department; or (b) moving directly and securely to a QAP of the same class (or of the same class but a higher quarantine containment level sub-class) that is co-located with this QAP; or (c) collection of quarantine waste by a department-approved waste collection and transport company (operating under a compliance agreement for quarantine waste collection and transport). If the items are being transported by a non-QAP Accredited Person (e.g. a truck driver), procedures must be implemented at the forwarding QAP to ensure that this person is made aware of the conditions relating to the transport of the items. Note: This requirement does not apply to quarantine waste being collected by a department-approved waste collection and transport company (operating under a compliance agreement for quarantine waste collection and transport).	Criteria Satisfied	
2414	4. Release from quarantine - Procedures must be implemented to ensure that no item subject to quarantine is permitted to leave the quarantine area, inadvertently or deliberately, without prior written direction or approval from the department.	Criteria Satisfied	
2415	5. Waste management - Procedures must be implemented to ensure that quarantine waste is disposed of in accordance with the sources of conditions listed in SECTION C. Note: Any conditions specified on Import Permits for the treatment and disposal of waste take precedence over general waste disposal requirements in QAP Class Criteria.	Criteria Satisfied	
2416	6. Quarantine Approved Premises (QAP) Accredited Persons - A QAP Accredited Person must personally conduct or directly supervise activities involving physical contact with or handling of items subject to quarantine at the QAP. Directly supervise means that the QAP Accredited Person must be present in the area where the items subject to quarantine are being handled and must be able to (a) visually verify for themselves that the items are being handled in accordance with the department's requirements and (b) communicate immediately and effectively with the persons being supervised. The QAP operator must ensure that persons performing the function of a QAP Accredited Person have successfully completed the department's approved QAP training to obtain and maintain QAP Accredited Person status. The QAP operator must maintain auditable records of QAP Accredited Persons utilised at the QAP.	Criteria Partly Satisfied Jake Morrell has completed the Biosecurity Awareness training in January 2017. The Department does not have a record of the completion of the Class 1-8 Approved Arrangements Accreditation for AA Accredited Persons. Jake will follow up on this matter.	
2417	7. Identification - Procedures must be implemented to ensure that items subject to quarantine are clearly and visibly identified as being under quarantine to persons who can physically access the items or the containers holding the items. The measures taken must ensure that persons having physical access to items subject to quarantine can differentiate between items subject to quarantine and items that are not subject to quarantine.	Criteria Satisfied	

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2418	8. Traceability - Procedures must be implemented to ensure that records are kept for a minimum of 18 months for items subject to quarantine at the QAP and that these items are traceable in terms of (where applicable): (a) Quarantine Entry number (b) Import Permit number (c) Air Waybill or Bill of Lading number (d) date of receipt (e) processing (including inspection, treatment, testing) details (f) Quarantine Release (g) disposal details (h) storage location (i) QAP Accredited Person responsible for the items Additional details may be required by the relevant QAP Class Criteria.	Criteria Satisfied
2419	9. Awareness - Procedures must be implemented to ensure that persons having physical access to items subject to quarantine are aware that such items must only be handled by a QAP Accredited Person or under the direct supervision of a QAP Accredited Person.	Criteria Satisfied
2420	10. Contingency plan - Procedures must be implemented to manage unexpected events that threaten to compromise quarantine integrity of the QAP. Unexpected events include: (a) Appearance of pests or symptoms of disease (b) Structural damage (due to storms etc.) c) Unauthorised removal of quarantine material (d) Spillages of quarantine material (e) Sudden unavailability of a QAP Accredited Person A procedure for notifying the department immediately of these situations must be included.	Criteria Satisfied
2421	11. Ceasing or transferring operations - the department must be informed, in writing, at least 15 working days prior to intended: (a) closure of its current QAP site; (b) relocation of the business including the QAP function; or (c) ceasing of operation as a QAP. Any items subject to quarantine that remain at the premises must be treated or destroyed according to a department-approved method or transferred to another QAP with prior approval from the department. The QAP operator will be liable for associated costs.	Criteria Satisfied
2422	12. Clarification - If a QAP operator has any doubt as to whether a particular item: (a) is subject to quarantine; (b) remains subject to quarantine; or (c) has become subject to quarantine; then the item must be regarded as subject to quarantine pending clarification from the department. If a QAP operator believes that there is an inconsistency or error in the conditions specified in SECTIONS C and D, clarification must be sought from the department at the earliest opportunity.	Criteria Satisfied