



# Explanatory Notes for Schedule One: Application for Additional Co-located Place for the Performance of Quarantine

## Co-location Background

### What is Co-location for QAPs?

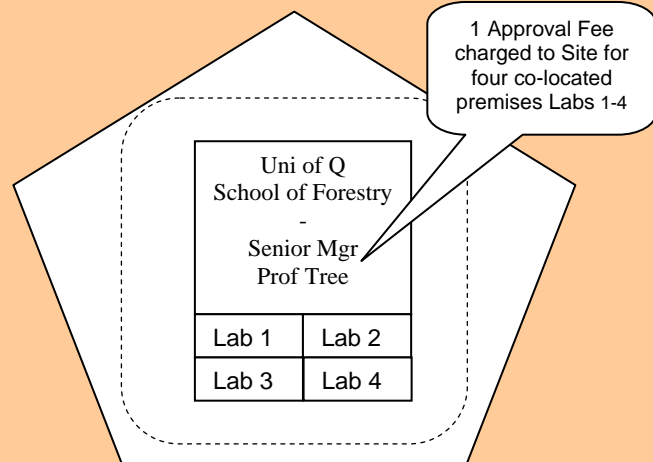
The need for a co-location policy originated when large organisations such as universities and CSIRO raised concerns with AQIS over the high annual renewal fees being applied to their organisations. Organisations such as universities may have numerous laboratories (i.e. over 30+) located at one physical site. In the past, each of these individual laboratories, large and small, would have incurred an annual registration fee.

AQIS considered options for application of fees and developed a policy to register co-located premises, that is multiple laboratories within one physical site, with one Senior Manager responsible for liaising with AQIS on quarantine management and associated issues as they arise.

This policy can be applied to organisations with one or more classes of QAP within the one physical site. Many organisations may have various QAP classes depending on their business. For more information contact an Approved Premises Officer in your Region.

### Advantages

- Cost savings to your organisation
- Easy for AQIS to arrange and carry out the bi-annual inspections.



### Disadvantages

- If one co-located premises is issued a non-conformity (doesn't follow the AQIS specified criteria), this affects all co-located premises. For example, if one premise is suspended, all co-located premises are suspended.
- The one Senior Manager is responsible for compliance with AQIS requirements across all QAPs. The Senior Manager will be called to explain any non-compliance with AQIS requirements across all co-located QAPs.

## Applicant Details

Section A

### Applicant Details

1 → Quarantine Approval Number of parent place

3 → Nominated Senior Manager of parent place

Postal/Business address of applicant ← 2

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone number: ( ) \_\_\_\_\_

Facsimile number: ( ) \_\_\_\_\_

**1.** The parent place is the first QAP approved with AQIS, or if you had multiple approved, the one you elected to be the parent premises. If you are unsure of the approval number contact an Approved Premises Officer in your region.

**2.** Provide the applicant's postal address. This may be a PO box or street address. Ensure all contact details provided are general details and not specific to a person.

**3.** The Nominated Senior manager **must be** the same person as listed on the parent premises application. The person listed here must also sign the declaration at the end of this form. If the Senior Manager is not the same person, you will need to fill in *Application for Approval of a Place for Performance of Quarantine* form.

# Proposed Place

## Section B

### Proposed Place

Physical address of proposed approved place/premises		Deposited Plan and Folio Number:	
State:                      Postcode:		If the place/premises is AQIS export registered, please list export registered:	
Phone number: (    )		Name:	
Facsimile number: (    )		Number:	
Mobile number:		<b>If applicable answer the below (in metres):</b>	
Email address:		Fumigation pad size (L x W)	
What are the proposed imports/treatments /dealings with quarantine goods? (Attach a separate sheet if insufficient room)		Wash bay size (L x W)	
		Inspection area dimensions (L x W)	
		Quarantine Approval Number (if previously approved)	

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**1.** Provide the actual address location of the place to be approved, including room numbers or area names if applicable. This cannot be a PO box number. If possible ensure all contact details provided are general details, not specific to a person.

**2.** This is the material you plan to import to the QAP. Please list full scientific names and/or details of goods to be imported. If you currently hold permits and plan to import the material listed on those permits to this proposed QAP please list the permit numbers.

**3.** Deposited Plan/Folio Number is the number provided by the lands department in your State. It shows the exact size and location of your property in relation to other properties.

**4.** If the premises is already AQIS approved for export please provide the details here.  
**(For more info: [www.aqis.gov.au/export](http://www.aqis.gov.au/export))**

**5.** The questions in this section only apply to certain classes of Quarantine Approved Premises, usually classes 1 and 2. Please ensure dimensions are stated in metres.

**6.** If the premises has ever been approved by AQIS in the past as a Quarantine Approved Premise, please locate the old approval number and include it here. The number would be structured as state letter followed by 4 digits, eg NSW=N0000, QLD=Q0000, NT=C0000.

# Management Details

## Section C

### Management Details

Please list the primary two persons who manage or control the day to day operations of the place/premises, or a substantial part of the operations.  
(If there are additional accredited persons please attach a separate sheet)

**Name in full – Accredited/Contact Person One**

Mr/Mrs/Miss/Ms:

Accreditation number:

Position:

Phone number: (    )

Facsimile number: (    )

Mobile number:

Email address:

**Name in full – Accredited/Contact Person Two**

Mr/Mrs/Miss/Ms:

Accreditation number:

Position:

Phone number: (    )

Facsimile number: (    )

Mobile number:

Email address:

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**1.** Accredited/Contact persons are people AQIS can contact to discuss issues or day to day needs. There should be two or more people and they should be aware of AQIS requirements. The Accredited/Contact persons names must be proper names. Nicknames, abbreviations, and aliases will not be accepted. In the case of co-located premises it is advisable that Contact Person one and the Senior Manager are not the same, person, but this can be acceptable depending on the type of co-location and the number of premises co-located. Please contact your Approved Premise Officer (APO) in your region for advice.

**Accreditation number:** This is the number you receive once you have completed the AQIS approved training. There must be **at least one** Accredited person per QAP.

# Personnel History Questions

## Section D

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### Personnel History Questions

Have any persons nominated in Section C been convicted of any offence against:		c) any other Act listed on Attachment A?
	Yes/No	<input type="checkbox"/>
a) the <i>Quarantine Act 1908</i> ?	Yes/No	<input type="checkbox"/>
b) the <i>Customs Act 1901</i> in relation to the importation, movement of, or interference with goods?	Yes/No	<input type="checkbox"/>
If the answer to any part of Section D is YES, then please attach a separate sheet which specifies the offence, penalty, date and place of conviction for the applicant or any person nominated in section C.		
AQIS may approach the applicant or other persons for information or documents relevant to section 46A(3)(a) & 46A(4)(f) of the <i>Quarantine Act 1908</i> , subject to Part VIIC of the <i>Crimes Act 1914</i> .		

1. When deciding whether to approve a place as a QAP, AQIS is required to take into account whether any person nominated in Section C has been convicted of certain offences. Please ensure you answer each question for each person nominated in Section C.

## Declaration

## Section E

The declaration must be signed by the Senior Manager of the parent premises listed in Section A.

If the Senior Manager makes a false declaration the Senior Manager/applicant maybe subject to the following:

- Quarantine Approved Premises cancelled
- Subject to criminal prosecution under Section 136.1 of the *Criminal Code Act 1995*

It is important that the Senior Manager completes the application as accurately as possible, as well as ensuring the people who are listed in Section C have been asked the questions in Section D.