

Biosecurity Auditor Appointment

POLICY NUMBER: IND-O-231	VERSION: 1.0
AUTHORISED BY: Director, Biosecurity and Food Safety Compliance	AUTHORISED DATE: 02/06/2017
ISSUED BY: Biosecurity & Food Safety	EFFECTIVE DATE: 01/07/2017
CATEGORY: Operations and Industry	REVIEW DATE: 01/07/2018

1. Purpose

The purpose of this policy is to facilitate the effective appointment of biosecurity auditors to conduct biosecurity audits under the *Biosecurity Act 2015* (the Act).

2. Scope

This policy applies to NSW Department of Primary Industries (DPI), an office within the NSW Department of Industry in its role as an accreditation authority for the appointment of biosecurity auditors.

3. Work Health and Safety

The *Work Health and Safety Act 2011* places an obligation on the agencies (NSW DPI and LLS) as a person conducting a business or undertaking and workers to provide a safe and healthy workplace. Safe Work Method Statements that support activities included in this policy must be used in identifying, assessing and controlling risks.

NSW DPI and LLS will work together to create a safe and supportive work environment when undertaking any activities for this policy.

4. Outcomes

4.1 The accreditation authority will adopt a formal appointment process to ensure biosecurity auditor appointments are conducted in a consistent and transparent manner.

- The biosecurity auditor appointment process is consistent with the provisions of the Act
- NSW DPI will require biosecurity auditors to be trained appropriately
- Biosecurity audits will improve biosecurity management in NSW.

Activities

- NSW DPI will implement a standard process for the approval and renewal of as a biosecurity auditors (4.1a)
- The accreditation authority can vary, suspend or cancel a biosecurity auditor's appointment if the biosecurity auditor has failed to comply with the Act (4.1a)
- NSW DPI will provide training for biosecurity auditors to ensure auditors understand current requirements (4.1b)
- NSW DPI will monitor the audit target's level of compliance with the requirements of the Act (4.1c)
- Biosecurity auditors will be the subject of an internal audit process (4.1c).

4.2 The accreditation authority will specify suitability of a person for appointment as a biosecurity auditor.

- a. Require an applicant to demonstrate that they can fulfil the qualification, knowledge and training requirements necessary for approval as a biosecurity auditor
- b. NSW biosecurity auditor skills and qualifications will comply with national auditor standards where applicable
- c. NSW DPI may limit the biosecurity auditor appointment to a specified class of biosecurity audit based on the auditor's qualifications and experience
- d. The accreditation authority uses the applicants' and any identified individual compliance history to determine grounds for refusal, suspension or cancellation of appointment.

Activities

- NSW DPI is responsible for setting the required qualifications, skills, knowledge and experience required for the appointment of a biosecurity auditor based on a formal process of selection (4.2a)
- NSW DPI must determine whether the applicant has the capacity to properly discharge the functions as a biosecurity auditor (4.2a)
- NSW DPI will participate in national forums to specify the biosecurity auditor qualification and skill requirements (4.2b)
- NSW DPI can limit the scope of an applicant's appointment to ensure the biosecurity auditor is acting within their capabilities (4.2c)
- NSW DPI may refuse the appointment of a biosecurity auditor if the applicant or any identified individual, has been found guilty of an offence under this Act or the regulations, or an offence under any Act or law, unless overridden by the Secretary (4.2d)
- NSW DPI will determine the suitability of an applicant using an accreditation audit (4.2d).

4.3. Biosecurity is a shared responsibility between government, industry and the community.

- a. The conduct of biosecurity audits will improve biosecurity outcomes for NSW
- b. NSW DPI employees and external personnel can be appointed to conduct biosecurity audits consistent with the concept of shared responsibility
- c. The biosecurity auditor appointment policy is transparent
- d. NSW DPI is accountable for the conduct of a biosecurity auditor.

Activities

- NSW DPI will implement an audit frequency policy that rewards compliance with the requirements of the Act (4.3a)
- NSW DPI biosecurity auditor systems allows for the approval of both NSW DPI employees and external personnel to conduct biosecurity audits in NSW (4.3a)(4.3b)
- The NSW DPI biosecurity auditor appointment policy is publically available All appointed biosecurity auditors are listed on an auditor register and provided an identification card (4.3a)(4.3c)
- NSW DPI will oversee the conduct of a biosecurity auditor for the duration of their appointment (4.3d).

5. Related Procedures

Procedure - Biosecurity Audit
Procedure - Biosecurity Auditor Appointment
Procedure - Biosecurity collection, use and disclosure of information

6. Definitions and acronyms

DPI NSW Department of Primary Industries

7. Legislation

Biosecurity Act 2015
Biosecurity Regulation 2017
Privacy and Personal Information Protection Act 1998

8. Other related documents

Policy - Records Management (IND-I-177)
Policy - Information Security (IND-I-197)
Policy - Classified Information (IND-I-196)
Policy - Government Information (Public Access) (IND-I-178)
Policy - Biosecurity collection, use and disclosure of information
NSW Biosecurity Strategy 2013-2021

9. Revision history

Version	Date issued	Notes	By
1.0	01/07/2017	New policy developed in response to the <i>Biosecurity Act 2015</i> .	Compliance Systems Officer

10. Contact

Compliance Systems Coordinator
02 6391 3698