

Biosecurity Emergency Management

National Biosecurity Response Team Arrangements

2024 to 2028



Version control

Version	Date of issue	Author	Comments
1.0	11/02/2025	NBRT Advisory Group	Arrangements updated following a review of the 2020-2024 program. Endorsed by the NBRT Advisory Group.

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Cover: photographs courtesy of New South Wales Department of Primary Industries and Australian Government Department of Agriculture, Water and the Environment

ACKNOWLEDGEMENTS

The National Biosecurity Response Team (NBRT) Arrangements 2024 – 2028 (the Arrangements) were developed by the Australian Government Department of Agriculture, Fisheries and Forestry in consultation with Animal Health Australia, Plant Health Australia and the following state and territory biosecurity agencies:

- Australian Capital Territory Biosecurity and Rural Services
- Department of Primary Industries, Queensland
- Department of Energy, Environment and Climate Action, Victoria
- Department of Agriculture and Fisheries, Northern Territory
- Department of Natural Resources and Environment, Tasmania
- Department of Primary Industries and Regional Development, New South Wales
- Department of Primary Industries and Regional Development, Western Australia
- Department of Primary Industries and Regions, South Australia

The Arrangements were reviewed by the NBRT Advisory Group (NBRT-AG) following the conclusion of the 2020-2024 NBRT program. The Biosecurity and Agricultural Network (BAEN) endorsed the recommendations which were presented to National Biosecurity Committee (NBC #40) in March 2024. In July 2024, the BAEN Chair commissioned NBRT-AG Chair to amend the Arrangements to incorporate the NBC and BAEN endorsed recommendations.

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1. INTRODUCTION

1.1. AUTHORITY

This document was initially prepared by the Australian Government Department of Agriculture, Fisheries and Forestry (DAFF) in consultation with state and territory biosecurity agencies, Animal Health Australia (AHA) and Plant Health Australia (PHA).

The arrangements described in the document were endorsed by the NBRT Advisory Group on 11 February 2025.

1.2. STATEMENT OF STRATEGIC INTENT

The National Biosecurity Response Team (NBRT) is a pivotal component of Australia's biosecurity preparedness and response framework. The program's efforts align with several national strategic objectives. This statement of strategic intent serves to articulate the NBRT's commitment to bolstering national biosecurity preparedness and its interconnectedness with broader strategic efforts.

Mission: To strengthen the preparedness of Australia's national biosecurity system.

Purpose and Contribution: The NBRT program is designed to provide its participating members with a range of professional development opportunities across a range of biosecurity response functions and roles with the opportunity to learn new skills and practice them in a safe environment. It is expected that the individual will cascade their knowledge and experiences in their home jurisdiction, to further promote biosecurity/incident response best practice.

In the event of an outbreak or incursion warranting a response, NBRT members *may* be called upon to directly support the response (usually drawing from the affected jurisdiction in the first instance). On occasion, further support may be requested by the affected jurisdiction – this may be physical support, where a member is deployed as per the process set out in the Interstate Deployment Arrangements – or it may be virtual/remote support.

Connectivity to National Efforts: The NBRT program is intrinsically linked to key national plans and strategies, including the [National Biosecurity Strategy \(NBS\)](#) and the recommendations arising from the [Joint Interagency Taskforce: Exotic Animal Disease Preparedness](#) – in particular recommendation 12 that relates to 'government consider working with jurisdictions to develop a system-wide strategy for national animal disease response workforce capacity and training'.

These connections ensure that the NBRT's activities are aligned with the national vision and strategic priorities, fostering a shared biosecurity culture and a coordinated approach to biosecurity emergency preparedness and response.

Strategic Priorities: In accordance with the NBS, the NBRT's strategic priorities include:

- Fostering stronger partnerships and collaboration to strengthen national and jurisdictional emergency preparedness and response capabilities
- Building, maintaining and providing access to a skilled national workforce for biosecurity emergencies
- Developing a continuous learning culture across jurisdictions to improve, innovate and modernise biosecurity preparedness and response arrangements

1.3. BACKGROUND

A national Rapid Response Team (RRT) was established in 2003 to assist smaller jurisdictions such as the Northern Territory, South Australia and Tasmania in the initial establishment of a State Coordination Centre (SCC) and Local Control Centre (LCC) during the response to an emergency animal disease (EAD). However, it soon became evident that a national RRT was a significant national asset that should be made available to all states and territories.

Over time, the national RRT developed into a pool of response personnel that could be called upon to assist with biosecurity responses. It comprised of personnel with diverse skillsets, knowledge and experiences across a range of biosecurity sectors that could be called upon to perform functions in a biosecurity response.

In January 2015, the NBC agreed to formally broaden the scope of the EAD-focussed national RRT program to encompass animal, plant, aquatic and environment sectors. For the purpose of this document, this cross-sectoral resource is referred to as the NBRT program.

In 2021, the NBC agreed that due to pandemic related impacts, the 2020 – 2023 NBRT program would be extended by 12 months. An independent review of the 2020-2024 NBRT program was undertaken. 15 recommendations were made relating to the delivery of the program and the role of the NBRT Advisory Group (NBRT-AG). The Biosecurity and Agricultural Emergency Network (BAEN) endorsed 14 of these recommendations, which were provided to the National Biosecurity Committee (NBC) meeting (NBC-40 - March 2024) and to the NBC virtual meeting in April 2024. In July 2024, the chair of the BAEN commissioned the NBRT-AG Chair to begin implementation of the BAEN and NBC endorsed recommendations.

1.4. REVIEW

The Arrangements outlined in this document will be reviewed in the last six months of the arrangement period (January-June 2028) - or as directed by the chair of the NBRT Advisory Group to ensure that the NBRT program continues to meet the needs of biosecurity agencies in preparing for and responding to biosecurity incidents.

The decision to install a new NBRT program from 30 June 2028 lays with the NBC. Should this decision be enacted, in the transition period between arrangements periods, the existing Arrangements and NBRT-AG Terms of Reference will take precedence unless directed otherwise by the NBC or the NBRT-AG Chair.

2. PURPOSE OF THE NBRT PROGRAM

The primary purpose of the NBRT program is to build national biosecurity emergency response capabilities through collaborative partnerships, professional development activities and exercises.

The secondary objective of the program relates to the sharing of expertise and resources via interstate deployment arrangements, which may be able to be accessed by a jurisdiction's biosecurity agency when responding to a biosecurity incident.

In fulfilling this purpose, the NBRT program will provide jurisdictions with potential access to 70 personnel. It is expected that NBRT members will have a diverse range of skills, experiences and personal attributes and that they will willingly share their skills and knowledge to support the program.

2.1. SCOPE OF THE NBRT PROGRAM

Membership to the NBRT provides opportunities for biosecurity response personnel to participate in activities that would not normally be available within their own jurisdiction.

The NBRT program provides a mechanism for Funding Parties to contribute to the maintenance of a national pool of highly capable response personnel who are provided professional development activities, experiences and exercises.

The NBRT Alumni provides access to previous NBRT members that have been upskilled in prior NBRT programs. By the third quarter of 2025, the scope of the Alumni will be added to this document which will further set out their role in the program.

The success of the NBRT Program relies on the ongoing support of all jurisdictions and their ongoing engagement in the program. In the event of a response, combat jurisdictions should seek to engage their existing intrastate deployment resources. Should a jurisdiction require additional support, the [Interstate Deployment Arrangements for Biosecurity Responses](#) can be activated, triggering the potential deployment of NBRT members who should be released without delay unless:

- they are unavailable due to personal reasons (e.g. health or family commitments).
- work commitments that are of a higher priority than the biosecurity incident.
- the risk of the biosecurity incident to a supporting jurisdiction is such that the NBRT member cannot be released.

The NBRT program is **NOT** a replacement for jurisdictional responsibilities to develop and train its own response personnel. However, it provides opportunities for jurisdictions to enhance their capabilities and capacity to manage biosecurity incident responses by upskilling their NBRT candidates and providing them access to a national cohort of trained personnel.

3. VALUE OF THE NBRT PROGRAM

3.1. PREPARING FOR RESPONSE TO BIOSECURITY INCIDENTS

The role of the NBRT program is to maintain and enhance the skills and knowledge of a national pool of response-ready personnel. This is achieved through:

- participating in a suite of professional development activities.
- establishing and maintaining networks with other NBRT members across Australia.
- advising or mentoring response personnel from their own or other jurisdictions during exercises and responses to biosecurity incidents.
- sharing of knowledge, experiences, procedures and work products that are relevant to their response role or function to their peers
- maintaining the engagement of past NBRT members through an Alumni, so that their experience gained through the program can be accessed by new members and by the NBRT-AG as part of designing and delivering training and exercise activities.

Since NBRT members are drawn from each jurisdiction, the NBRT program builds on preparedness work already undertaken by jurisdictions as part of their 'normal commitments', thus enhancing their ability to respond to biosecurity incidents.

3.2. SUPPORTING RESPONSES TO BIOSECURITY INCIDENTS

The NBRT program supports jurisdictions during their response to biosecurity incidents by:

- providing access to highly trained and experienced members at the initial stage of a response to establish arrangements and provide guidance to less experienced response personnel.
- providing access to additional response personnel for incident management functions within a State Coordination Centre (SCC) or Local Control Centre (LCC).
- providing support at any stage of the response (remote or in person) or conducting real time evaluations.

Deployment to biosecurity incidents:

- Within the home jurisdiction, NBRT members should be identified as a priority resource that can be made available to support the local response. The responsibility for recording the use of “internal use” of NBRT assets lays with the responding jurisdiction. Accurate records should be maintained and provided to the NBRT Advisory Group.
- Where a larger response is required, NBRT deployments will be managed using the arrangements described in the Interstate Deployment Arrangements for Biosecurity Responses (IDA).

Deployment to non-biosecurity incidents:

- The NBRT may also serve as a deployment resource for supporting non-biosecurity responses (e.g. environmental and natural disaster responses such as bushfires and floods) if requested by the lead agency of the affected jurisdiction. Such deployments will be managed by the relevant jurisdictional deployment coordinator (JDC) and will seek to follow the processes outlined in the IDA.

4. STRUCTURE OF THE NBRT

The NBRT includes two distinct cohorts of personnel:

- NBRT Cohort: a pool of up to 70 personnel* that can be used to support local response operations, or that could possibly be (physically or remotely) deployed to another jurisdiction to:
 - assist in establishing the initial response structure and to provide guidance to less experienced response personnel
 - perform one or more incident management functions within an SCC or LCC.
- Alumni Cohort: a pool of former members* that have undertaken professional development and participated in previous NBRT programs that could be called upon to:
 - act as ambassadors of the NBRT program
 - contribute to the induction and mentoring of new members
 - contribute to the design and delivery of program activities
 - bolster capability of a response, provide real time evaluations or after-action reviews.

*based on availability and release from jurisdictional commitments.

5. GOVERNANCE ARRANGEMENTS

The governance structure of the NBRT program and the associated arrangements will include the:

- National Biosecurity Committee (NBC)
- Biosecurity and Agricultural Emergency Network (BAEN) Chair
- NBRT Advisory Group.

The NBC provides high level governance and strategic intent for the NBRT program. In doing this, the NBC will consider and agree on the arrangements described in this document. In particular, it will approve the financial investment required to support the ongoing delivery of the NBRT program. The NBRT Advisory Group will manage the program within the NBC pre-agreed funding envelope.

The BAEN supports the NBRT Advisory Group with communications via the BAEN Chair and reports to the NBC on activities undertaken in the NBRT program. In doing this the BAEN will:

- nominate representatives for the NBRT Advisory Group to ensure that there is equitable representation across biosecurity sectors and jurisdictions (note that this may also be achieved through the support of the NBC)
- ensure coordination of effort between the NBRT Advisory Group and task groups established by the BAEN or NBC
- report to the NBC on activities undertaken in the NBRT program.

The National Biosecurity Response Team Advisory Group (NBRT-AG) provides the NBRT program strategic and operational direction, ensuring that objectives are achieved, while managing risks and determining that resources are used responsibly and with accountability. This is done in alignment with the relevant NBRT Arrangements and any NBC or BAEN requirements.

The Advisory Group's key responsibilities include:

- providing leadership and strategic oversight of program governance
- undertake the necessary approval measures within their department for approval of the annual budget
- ensuring program alignment to the needs of contributing members
- ensuring appropriate systems are in place to measure and report on the program's performance, including financial sustainability and performance
- providing oversight and direction to program management, including on workplans
- reviewing, monitoring, and empowering any sub-committees or task/work groups to assist them achieve their set objectives
- ensuring the program operates in accordance with its administrative obligations, including meeting any NBC requirements
- providing an endorsed annual workplan and financial reports to the BAEN Chair for presenting to the NBC
- provide assistance to their nominated Jurisdictional Deployment Coordinator as required and reporting deployment contributions (intrastate and interstate) from the NBRT members back to the AG

- nominate a point of contact in each jurisdiction to coordinate relevant aspects of the management of the NBRT, in particular, identifying and nominating recruitment panel members potential NBRT candidates
- overseeing the recruitment activities in association with the recruitment panel and program managers
- maintaining this document and progressively developing policies to manage the NBRT.

The NBRT Advisory Group will be chaired by DAFF, with program management and administrative and logistical support provided by AHA and PHA. At the NBRT-AG Chair's discretion, AG members may be asked to act as Deputy Chair in instances when the DAFF Chair cannot attend.

Membership of the NBRT Advisory Group will include representatives from DAFF, AHA, PHA and all states and territories. The NBRT-AG secretariat function is provided by AHA. It is best practice for NBRT Advisory Group members to provide a proxy if unavailable to attend meetings.

6. PROGRAM MANAGEMENT ARRANGEMENTS

The program management and administration of the NBRT program is delivered by Animal Health Australia and Plant Health Australia, funded and supported by DAFF, and the states and territories.

The division of responsibilities is detailed in Appendix 1. It recognises the need for continued jurisdictional support through financial contribution, and a joint approach involving shared responsibilities, and provision of human resources for the development, conduct and evaluation of NBRT-related activities.

7. RESOURCING THE NBRT

7.1. RECRUITMENT PROCESSES

A nomination, recruitment and exit/demobilisation process for NBRT members is coordinated and executed through the NBRT-AG appointed recruitment panel.

In selecting members of the NBRT, consideration will be given to ensuring there is an equitable spread across jurisdictions and biosecurity sectors. As part of the recruitment process, NBRT-AG members are asked to self-assess and advise of their jurisdictional needs. Selection processes will clearly articulate the requirements of NBRT membership.

While top-up recruitment may occur within the first 12 months to fill vacancies, a formal recruitment program will typically be conducted every four years to align with the relevant NBRT Arrangements. The written application will be based on criteria for nomination and selection that includes support from the nominee's jurisdiction and demonstration of relevant response experience (incl. exercises), skills, knowledge, training and personal attributes.

The recruitment process will allow sufficient time for new NBRT members to be inducted and participate in an NBRT professional development activity in their first year. Each May, a weeklong professional development activity will be delivered. This provides opportunity for newly recruited and more experienced members to form introductions with other members of the program and to develop personal networks.

By accepting an NBRT role, jurisdictional personnel and their management commit to:

- participating in relevant induction, professional development activities, webinars and exercises conducted for the NBRT
- cascading learnings obtained through professional development opportunities to others in their home jurisdictions
- identifying best practice and advocating for improvements to their home system
- being available to be deployed to support a response in the home jurisdiction
- consider opportunities to deploy to another jurisdiction, nominally for two weeks in duration (generally via the Interstate Deployment Arrangements).

It is the responsibility of NBRT Advisory Group members to monitor their cohort and inform AHA when NBRT members leave the program/organisation. Should the total number of NBRT members drop below 62, the Advisory Group will consider whether top up recruitment is required.

7.2. SKILLS, KNOWLEDGE AND ATTRIBUTES

7.2.1 NBRT MEMBERS

Upon completion of the NBRT program, the expectation is that NBRT members will possess the confidence to lead and support response teams, including by:

- being able to perform the incident management functions consistent with their NBRT training
- applying their experience and understanding of incident management systems and their use in a biosecurity context
- applying the leadership and management attributes required to work effectively with others in a response, often in a high-pressure response environment.

7.2.2 RESPONSE FUNCTIONS

Response functions that an NBRT member may support in an SCC or LCC include:

- Incident Management (Coordination/Control)
- Liaison Management
- Logistics
- Operations
- Planning
- Public Information

7.2.3 TENURES

Whilst the 2024-28 NBRT Program runs for four years, the tenure period for NBRT membership is three years. This decision was approved by the NBC in their virtual meeting in April 2024. The new arrangement effectively provides a six-month lead in/lead out period for the program's administration, planning and evaluation.

Tenures will align with the period of the relevant NBRT Arrangements, such that members recruited during the:

- **Major recruitment round** (first year of the NBRT Arrangements) whereby members will have an initial tenure of 3 years.
- **Top-up recruitment in the second year if required** will result in new members having an initial tenure of 2 years.

At the end of their initial tenure period and if the NBC has approved the installation of a new NBRT program (from 01 July 2028), NBRT members will be required to re-apply should they wish to remain in the NBRT program for an additional tenure of three years. Where possible, top-up appointments will be sourced from the reserve merit list created at the time of the major recruitment round.

Members that complete a tenure period are encouraged to become part of the NBRT Alumni.

8. NBRT PROGRAM ACTIVITIES

The continued success of the NBRT program is underpinned by a regular schedule of activities that are designed to support and develop the skills and knowledge of NBRT members. As a minimum¹, these activities will include:

- annual professional development week in May
- an annual program of professional development activities, which may include workshops, small-scale exercises and/or training
- a triennial professional development activity for the entire NBRT (e.g. a large-scale functional exercise specifically for the NBRT, or one that is jurisdiction-based into which the NBRT can participate).²
- opportunities for NBRT members to participate in other professional development activities in their home or another jurisdiction.

Based on a three-year tenure, NBRT members can expect to participate in the following:

Table 1 *General professional development and activities schedule of NBRT members.*

Year	Activities	# days
1	Virtual Induction of new NBRT members	1-2
	All of member professional development (PD) activity	5
1	Additional virtual webinar or networking (3x half day)	1.5
2	All of member PD activity	5
2	Additional virtual webinar or networking (3x half day)	1.5
3	All of member PD activity	5
3	Additional virtual webinar or networking (3x half day)	1.5
3	All of member exercise	5

¹ Program activities and their delivery are subject to the operating environment at that time (e.g. a major event or response) and its impacts on the availability of NBRT Advisory Group and/or NBRT members.

² The value of NBRT member participation in large-scale functional exercises is recognised by all jurisdictions; however, they are costly, time-consuming and require significant contributions from a host jurisdiction. As such, they are to be held every three years with smaller professional development activities conducted in alternate years.

In addition to the above commitments, NBRT members may:

- be nominated to participate in the review or development of resources specific to their function within the NBRT (e.g. procedures, training materials).
- nominate to attend professional development opportunities external to the program. These will be subject to discussions had between the NBRT member and their manager, and an approvals process managed by the NBRT Advisory Group.

8.1 INDUCTION OF NEW MEMBERS

Where possible, new members of the NBRT will participate in an induction activity designed to prepare them for participating in the NBRT program and any upcoming professional development activity or exercise.

The induction activity will provide opportunities for new members to:

- understand the purpose and value of the NBRT program
- establish expectations and their responsibilities as part of the program
- understand the role NBRT and the jurisdictions play in preparing for and responding to biosecurity incidents
- develop networks within the NBRT program.

The induction activity will also provide opportunities for one or more existing (or Alumni) NBRT member/s to share their experiences with new members. It is anticipated that inductions will take one to two days. If required, NBRT-specific professional development activities may adjoin the induction which could extend this commitment to four days (held over one working week). Where an induction activity is not practical, new recruits may be inducted virtually and with the support of an existing NBRT alumni member where possible.

8.2 PROFESSIONAL DEVELOPMENT ACTIVITIES

Professional development activities are designed to enhance NBRT members' capabilities. These will take many forms and could include:

- NBRT program activities, workshops, webinars or exercises, which may be:
 - specific to an NBRT function (i.e. specific activities to strengthen NBRT members' capabilities in a specific function)
 - not specific to an NBRT function (e.g. general upskilling of NBRT members in the Liaison function, Deed awareness, evaluation, soft skills such as leadership skills etc.)
 - a whole-of-NBRT activity (e.g. a large-scale functional or discussion exercise)
- Non-program activities, such as sponsored attendance to:
 - events being conducted by emergency management organisations (e.g. conferences) as an ambassador of the NBRT program
 - training/workshops specific to their function that have been developed external to the NBRT program.

It is anticipated that the length of the major annual professional development activity could range from three to five days and be conducted in one block within a single working week.

The NBRT Advisory Group will work with the program managers to coordinate communications around attending additional professional development opportunities to NBRT members. These may include opportunities to attend symposiums, conferences, trade shows or conventions. NBRT members are encouraged to act as ambassadors and where possible, present on behalf of the NBRT program. Attendance at these professional development opportunities will be additional to the professional development activities that NBRT members are expected to commit to throughout their tenure, and subject to approvals from their management and the NBRT Advisory Group.

8.3 COMMUNICATION STRATEGY

The objectives of the NBRT Communications Strategy are to:

- inform stakeholders of ongoing activities and communicate the success of program activities in meeting their goals.
- empower NBRT members to actively participate in professional development activities and exercises by:
 - actively promoting new opportunities
 - assisting their transition into activities and deployments
 - enabling them to feel like part of the wider team
- communicate the benefits of active participation to NBRT members' managers
- address barriers to deployment and encourage jurisdictions to make use of NBRT members (both internal and external to their jurisdiction)
- aid connection and accessibility to the NBRT Alumni (previous membership)
- build upon the public profile and reputation of the NBRT by raising awareness of the NBRT program among AHA and PHA members and stakeholders
- enhance the reputation of the NBRT and promote the NBRT's role with stakeholders.

The outcomes of the NBRT Communications Strategy are:

1. NBRT members are ambassadors for the program.
2. NBRT members participate in professional development activities.
3. Stakeholders see value in NBRT.

These objectives and outcomes mirror those of the NBRT program and are integral to its success. They will be measured and evaluated alongside other activities in the program.

9. FUNDING ARRANGEMENTS

9.1 INDICATIVE BUDGET

An indicative four-year budget (\$574,520 p.a., totalling \$2,298,080 over four years) for the management and maintenance of the NBRT and the program has been prepared (Table 2).

The indicative budget has been aligned to the four-year period of the program arrangements and includes estimated costs for NBRT Advisory Group meetings, recruitment activities (e.g.

induction of new members), professional development and funding for staff time required to manage and administer the NBRT program and its activities.³

The rationale and calculation for each of the various costs are outlined in [Appendix 2](#). All monetary values are exclusive of GST.

Where inflationary pressures are predicted to impact the ability of program managers to achieve the program deliverables, the NBRT-AG will have the responsibility to seek the relevant approvals from their NBC member as part of the review and endorsement of the programs indicative four year budget.

9.1.1 ANNUAL VARIATIONS AND RESERVE

The quadrennial nature of the activities under the NBRT program will result in variances in expenditure across a four-year cycle. For consistency of invoicing Funding Parties, the average annual cost of \$574,520 will be collected each year. Program management will aim to avoid over or underspends, however if factors beyond the control of budget managers result in underspends, the NBRT- AG will consider and agree options for application of funds which may include:

- reallocation to other items in the approved annual workplan.
- being held in reserve and carried over to the following financial year to be reallocated to agreed workplan items (e.g. towards the triennial exercise).

*The expenditure and reserve level will be reported to the NBRT-AG as part of the six-monthly and annual program workplan and budget report. **Table 2 Indicative annual NBRT AG budget categories 2024-2028**⁴.*

ANNUAL INDICATIVE BUDGET CATEGORY	\$ p.a. (excl. GST)
NBRT Advisory Group, meetings	38,000
Annual Program activities (e.g. Membership, recruitment, induction, professional development, 3 rd party PD, resource development etc.)	299,000
Communications and engagement	15,000
Program management and administration (AHA and PHA)	222,520
Annual total	574,520
Total over four years	\$2,298,080

³ As seen in Table 2, a baseline figure of \$222,520 p.a. has been allocated to program management and administration. This value covers AHA/PHA staff costs (incl. overheads) in managing the program and associated logistical and administrative costs. Should costs associated with program management and administration exceed this figure, these additional costs will be captured in the annual budget and be subject to approval from the NBRT-AG.

⁴ The NBRT-AG will approve an annual workplan based on these indicative cost estimates. This recognises that in each year, there may be a minor variation in program expenditure based on the nature of the program deliverables and other external factors (e.g. member attendance).

9.2 JURISDICTIONAL CONTRIBUTIONS

9.2.1 FINANCIAL CONTRIBUTIONS

Financial contributions for maintaining the NBRT will be made by each jurisdiction. The calculation of each jurisdiction's contribution is based on the NBC's population-based funding model. The estimated contribution for each jurisdiction, by percentage and amount is outlined in Table 3.

Table 3 Estimated annual contribution (NBC Population Funding Model - ABS population data, June 2016)

Jurisdiction	% contribution	\$ contribution (excl. GST)
Australian Government	50.000	287,260
New South Wales	16.015	92,009
Victoria	12.575	72,246
Queensland	10.040	57,682
Western Australia	5.425	31,168
South Australia	3.540	20,338
Tasmania	1.075	6,176
Australian Capital Territory	0.820	4,711
Northern Territory	0.510	2,930
Total contributions	100.000	574,520

9.2.2 IN-KIND CONTRIBUTIONS

To ensure the successful maintenance of the NBRT and delivery of relevant activities, all jurisdictions should, as far as possible, make available trainers and training resources to assist with the development and delivery of NBRT-related activities.

Jurisdictions are encouraged to:

- provide staff for participation in jurisdiction-specific exercises
- assist with identifying appropriate venues for exercises (noting that some costs may be covered by the relevant NBRT planning or working group budget)
- assist with the (technical and logistical) development of exercises and workshops.

GLOSSARY

Term	Definition
Animal Health Australia (AHA)	A not-for-profit public company that facilitates innovative partnerships between governments, major livestock industries and other stakeholders to protect animal health and the sustainability of Australia's livestock industry.
Australian Government Department of Agriculture, Fisheries and Forestry (DAFF)	The agency under the Commonwealth government responsible for representing national interests across agriculture, fisheries and forestry. As per the Australian Government Crisis Management Framework, DAFF is designated as the Australian Government Coordinating Agency for domestic biosecurity crises.
Biosecurity and Agricultural Emergency Network (BAEN)	A network of jurisdictional representatives that provides national leadership, strategic and policy direction and collaboration to deliver key initiatives for enhancing Australia's biosecurity emergency preparedness and initial response and recovery arrangements.
Emergency animal disease (EAD)	A disease that is (a) exotic to Australia; (b) a variant of an endemic disease; (c) a serious infectious disease of unknown or uncertain cause; or (d) a severe outbreak of a known endemic disease, and that is considered to be of national significance with serious social or trade implications.
Incident Management Team (IMT)	Normally comprises the Controller (Incident Manager), the Operations Manager, Planning Manager and Logistics Manager; however, other specialists may be included when necessary, such as a species expert and legal services unit representative.
Interstate Deployment Arrangements for Biosecurity Responses (IDA)	A nationally agreed document that describes the arrangements for coordinating the deployment of personnel between jurisdictions for biosecurity responses.
Jurisdiction	A state, territory or Australian government and their respective area of responsibility.
Jurisdictional Deployment Coordinator (JDC)	A jurisdictional representative that coordinates deployment requests to/from their jurisdiction, following the procedures outlined in the IDA.
Local Control Centre (LCC)	The operations centre from which all field operations aimed at containing and eradicating the pest or disease are managed in a defined area.
National Biosecurity Response Team (NBRT)	A pool of experienced, response-ready personnel able to provide remote support or be deployed to support interstate to biosecurity responses.
National Biosecurity Committee (NBC)	A national committee of state, territory and Australian government members that provide advice to the Agriculture Senior Officials Committee (AGSOC) on national biosecurity and

Term	Definition
	progress in implementing the Intergovernmental Agreement on Biosecurity (IGAB).
NBRT Advisory Group (NBRT-AG)	The group responsible for providing operational direction for the NBRT program. This group is chaired by DAFF and includes representatives from AHA, PHA and each state and territory biosecurity agency.
Plant Health Australia (PHA)	A not-for-profit public company that facilitates government and industry biosecurity partnerships to minimise pest impacts on Australia, to enhance market access and contribute to industry and community sustainability.
State Coordination Centre (SCC)	The emergency operations centre established at a state level that coordinates the disease or pest control operations to be undertaken in that state or territory.

APPENDICES

APPENDIX 1: DIVISION OF RESPONSIBILITIES

This appendix provides an outline of responsibilities for the ongoing management and maintenance of the NBRT program and its associated activities. Responsibilities shared between NBRT Advisory Group members have been listed below. Responsibilities in addition to these that are specific to a member have been stipulated separately under the respective heading. As part of the ongoing management and maintenance of the NBRT and the program, NBRT Advisory Group members will:

- participate in NBRT Advisory Group meetings.
- participate in the NBRT recruitment panel⁵, including:
 - contributing to the development, conduct and review of processes for nomination, recruitment and exit/demobilisation of NBRT members.
 - seeking, receiving, reviewing, ranking and commenting on nominations.
 - participating in the design, planning and conduct of induction activities.
- identify opportunities for NBRT members to maintain and/or enhance skills and knowledge relevant to their NBRT function.
- participate in the design, planning and conduct of professional development activities (incl. the triennial NBRT exercise).
- support the host jurisdiction/s to design, plan, conduct and evaluate jurisdiction-based professional development activities (e.g. the triennial NBRT exercise).

AUSTRALIAN GOVERNMENT DEPARTMENT OF AGRICULTURE, FISHERIES AND FORESTRY (DAFF)

DAFF is responsible for providing strategic support in the management of the NBRT, and will:

- chair the NBRT Advisory Group meetings
- work with the JDC, in accordance with the IDA, to assist with accessing and ensuring appropriate use of NBRT members during the response to a biosecurity incident.
- chair the recruitment panel meetings.

DAFF's resource commitment to the NBRT Advisory Group will be provided as an in-kind contribution and as such is not included in the NBRT program budget. Notwithstanding this, costs associated with participating in activities (e.g. travel, accommodation etc.) will be covered and are included within the NBRT program annual budget.

ANIMAL HEALTH AUSTRALIA (AHA)

AHA is responsible for leading the management and maintenance of the NBRT and the program with the support of PHA. In fulfilling these responsibilities, AHA will:

- provide administrative and secretariat support to the NBRT Advisory Group.
- provide administrative and secretariat support to the NBRT recruitment panel, including:
 - initiating and managing the recruitment process
 - managing communications with the recruitment panel and the NBRT-AG
- communicating with successful and unsuccessful applicants via the NBRT-AG. leading and managing the development of processes for nomination, recruiting and exit/demobilisation for NBRT members

⁵ Responsibilities of the recruitment panel will be shared equitably between its members. Refer to the NBRT recruitment policy and its attachment for further details.

- establish and maintain a method for NBRT members to share information and stay informed about NBRT activities
- lead the design, planning and conduct of an annual induction activity
- lead the design, planning and conduct of professional development activities
- maintain a register of relevant professional development activities
- evaluate and report on professional development activities
- develop and provide an annual report to the NBRT-AG on activities undertaken by the NBRT.

As an extension of managing and maintaining the NBRT and the program, AHA is also responsible for leading and managing the logistics and administration of program activities (with the support of PHA). This includes managing the administrative and logistical requirements⁶ for:

- NBRT Advisory Group meetings
- NBRT recruitment panel meetings
- recruitment-related activities (e.g. inductions)
- professional development activities (incl. the triennial NBRT exercise and ad hoc training and professional development opportunities).

As reflected in the four-year indicative budget, a baseline figure of \$222,520 p.a. has been allocated to program management and administration. This value covers AHA/PHA staff costs (incl. overheads) in managing the program and associated logistical and administrative costs. Should costs associated with program management and administration exceed this figure, these additional costs will be captured in the annual budget and be subject to approval from the NBRT-AG.

PLANT HEALTH AUSTRALIA

In addition to supporting AHA with the management and maintenance of the NBRT and the program, PHA will:

- Attend and provide strategic input into NBRT-AG quarterly meetings and associated meeting papers Collaborate with AHA and the NBRT-AG to identify and scope professional development opportunity for NBRT members
- Support AHA in the design and evaluation of professional development activities (incl. the triennial exercise and ad hoc training and professional development opportunities).
- Lead the development and delivery of professional development activity as agreed in the NBRT-AG workplan (e.g. webinars and workshops).

Participate in professional development activities as an observer and evaluator.

STATE AND TERRITORY BIOSECURITY AGENCIES

To ensure that the NBRT continues to meet the needs of all jurisdictions, state and territory representatives on the NBRT Advisory Group will:

- communicate and liaise within their agencies to identify jurisdictional priorities

Jurisdictions' resource commitment to the NBRT Advisory Group will be provided as an in-kind contribution and as such is not included in the NBRT program budget. Notwithstanding this, costs associated with participating in activities (e.g. travel, accommodation etc.) will be covered and are included within the NBRT program annual budget.

⁶ Logistical requirements include arranging travel, accommodation, venue hire and catering.

Appendix 2: EXPLANATION OF ANNUAL BUDGET

This appendix shows the calculations used to develop the annual program budget for the NBRT. The values are only estimates and indicative of anticipated expenditure. All monetary values are exclusive of GST. Consultants will be assessed and selected based on AHA's procurement guidelines and entered into AHA's consultants register for future consideration.

Table 1 NBRT AG Indicative workplan and budget (all figures excl. GST)

	Jul-Dec 2024	Jan-Jun 2025	Jul-Dec 2025	Jan-Jun 2026	Jul-Dec 2026	Jan-Jun 2027	Jul-Dec 2027	Jan-Jun 2028	Year 1 Total	Year 2 Total	Year 3 Total	Year 4 Total
NBRT Advisory Group and planning meetings <ul style="list-style-type: none"> • Induction of new NBRT-AG Members • 2 x in person 2 x virtual 	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	38,000	38,000	38,000	38,000
Program design and implementation; <ul style="list-style-type: none"> • Convene recruitment panel. • Perform major recruitment round. • Perform analysis of new membership to inform design of activities across new member tenure period. 	49,000								299,000	299,000	299,000	299,000
Program evaluation and review; <ul style="list-style-type: none"> • implementation of recommendations, • document review, end of tenure processes. 							35,000					
Induction and Professional development activity(s) <ul style="list-style-type: none"> • National Induction and Professional Development Workshop • Program design, development and planning • All cohort, in person, 4 days 	90,000	160,000										
Professional development, networking and engagement activities. <ul style="list-style-type: none"> • National Professional Development Workshops 			90,000	160,000	90,000	160,000						

	Jul-Dec 2024	Jan-Jun 2025	Jul-Dec 2025	Jan-Jun 2026	Jul-Dec 2026	Jan-Jun 2027	Jul-Dec 2027	Jan-Jun 2028	Year 1 Total	Year 2 Total	Year 3 Total	Year 4 Total
<ul style="list-style-type: none"> Program design, development and planning All cohort, in person, 4 days 												
Professional development, networking and engagement activities. <ul style="list-style-type: none"> National Professional Development Exercise Program design, development and planning All cohort, in person, 4 days 							260,000					
Jurisdictional Webinars x9 <ul style="list-style-type: none"> build understanding of jurisdictional specific response arrangements, legislation, agency specific systems and processes, support development of interstate deployment networks. 												
Professional development, networking and engagement activities. <ul style="list-style-type: none"> Additional 3rd party PD (e.g. national conferences) Resource development (e.g. functional or National) 			24,500	24,500	24,500	24,500	4,000					
Communications and marketing <ul style="list-style-type: none"> IT, Portal management, Collateral 	10,000	5,000	7,500	7,500	7,500	7,500	7,500	7,500	15,000	15,000	15,000	15,000
Program Management (AHA/ PHA)	111,260	111,260	111,260	111,260	111,260	111,260	111,260	111,260	222,520	222,520	222,520	222,520
	279,260	295,260	252,260	322,260	252,260	322,260	401,260	173,260	574,520	574,520	574,520	574,520
Cost p.a. (excel GST)	\$574,520		\$574,520		\$574,520		\$574,520		Total 4-year cost \$2,298,080			

Table 2 Estimated costs per person for planning, conducting and/or participating in program activities.

Item	\$/person
Return flights	700
Taxis and transfers	100
Accommodation (per night)	250
Incidentals	100
Delegate package (incl. catering and room hire)	100
Site visit/additional activity/guest speaker	2,000
Consultant (per day)	2,000

Table 3 Estimated costs for NBRT Advisory Group and recruitment panel meetings, based on 12 participants and x2 two-day face-to-face meetings, x2 virtual meetings per year. Additional OOS correspondence and meetings may be conducted as needed via tele/videoconference.

NBRT Advisory Group meetings	
Item	Total (\$)
Return flights	4,200
Taxis and transfers	600
Accommodation (2 nights)	2,400
Incidentals (3 days)	1,800
Delegate package (2 days)	480
Total per meeting	9,480
Total per annum	37,920

Table 4 Estimated costs for induction activity, professional development activities, or exercise based on whole of membership, in each arrangement period, based on 80 participants (70 participants plus NBRT Advisory Group representatives) attending x1 four-day activities.

Functional activity (whole-of-NBRT)	
Item	Total (\$)
Return flights	56,000
Taxis and transfers	8,000
Accommodation (5 nights)	80,000
Incidentals (6 days)	48,000
Delegate package (4 days)	25,600
Consultant (15 days)	30,000
Total per activity	247,600

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Table 5 Program management and communications costs.

Program management and communications	
Item	Total (\$)
Program management and administration (AHA and PHA) ⁷	222,520
Total per annum	222,520

⁷ \$222,520 p.a. is an agreed base-level figure to cover AHA and PHA’s program management and administration costs. This value covers AHA/PHA staff costs (incl. overheads) in managing the program and associated logistical and administrative costs. Should costs associated with program management and administration exceed this figure, these additional costs will be captured in the annual budget and subject to approval from the NBRT-AG. Jurisdictional staff costs associated with the management and administration of the NBRT will be provided as in-kind contributions by the relevant jurisdiction.