

Standard operating procedure

Accessing Third Party professional development activities

Prepared by: National Biosecurity Response Team Advisory Group

Date: May 2025

PURPOSE AND SCOPE

Each year, the National Biosecurity Response Team (NBRT) Advisory Group delivers a comprehensive workplan of professional development (PD) activities (e.g. accredited and non-accredited workshops and exercises) to enhance members' knowledge, expertise and biosecurity response capabilities.

The NBRT Advisory Group also invites members to identify and nominate PD opportunities that are not already included in the workplan (i.e. organised external to the Program). Opportunities include, but are not limited to events, conferences and training activities run by jurisdictions, industry and/or third parties. All nominations will be considered so long as the benefit is demonstrable and in line with the objectives of the Program, and members' attendance to these PD opportunities may be sponsored either in part or entirety by the Program.¹

The present standard operating procedure (SOP) outlines the process for members of the NBRT accessing PD activities external to the Program.

RESPONSIBILITIES

In the context of this SOP and nomination form:

- The **NBRT Advisory Group** is responsible for:
 - communicating upcoming PD opportunities to NBRT members.²
 - considering all PD nominations and communicating its outcome to nominees.
 - facilitating the participation of NBRT members in PD opportunities.
 - recording participation and maintaining a training register of NBRT members to capture training currency, participation rates and knowledge/experience/skills gaps.
- **NBRT members** are responsible for:
 - communicating PD opportunities or areas of interest to the NBRT Advisory Group.
 - submitting their nominations and liaising with the NBRT Advisory Group/relevant Parties in a timely manner.
 - completing any prerequisites prior to participating in PD opportunities.
 - ensuring that they have their manager's approval to participate.
 - referring and adhering to their jurisdictional travel policies.
 - adhering to a professional code of conduct in alignment with their respective workplace when participating in Program activities (incl. PD opportunities)³ and acting as program ambassadors.
 - maintaining appropriate records of enrolment, training and/or participation for their own information.

¹ Subject to consideration by the NBRT Advisory Group - submission of a nomination form does not guarantee sponsored attendance at a nominated event.

² These may be identified by members of the NBRT Advisory Group, the NBRT, or jurisdictional executives.

³ The NBRT Advisory Group reserves the right to withdraw NBRT members' enrolment should this expectation (or for other reason/s at their discretion) not be met.

PROCESS FOR NBRT MEMBERS

1. View the register of PD opportunities (circulated via email) that have been pre-approved by the NBRT Advisory Group and identify any of interest.
2. Complete and submit a copy of the nomination form attached to this SOP for the relevant activity/ies.
 - a. If nominating to participate in more than one activity, copy, paste and complete the “Activity details” section per activity.
 - b. All nomination forms must be supported by NBRT members’ line managers, as indicated under the “Approvals” section of the nomination form.
3. Submit the completed form to NBRT@animalhealthaustralia.com.au for consideration (and approval, if appropriate) by the NBRT Advisory Group.
4. Should the nomination be accepted, the NBRT Advisory Group will communicate this to the relevant NBRT member/s. Where appropriate, the NBRT Advisory Group will forward contact details (as captured in the nomination form) to the training provider who will directly liaise with the NBRT member to complete the registration and enrolment process.

Requirements (incl. WHS) for additional resources and/or equipment needed to participate in the relevant PD opportunities should be considered and captured as necessary in the nomination form.

NBRT members are welcome to identify and nominate for PD opportunities not listed on the register. In such cases, the NBRT member will be required to complete steps 2–4 of the above, noting that the shaded elements of the “Activity details” section in the nomination form must also be completed.

Where PD opportunities such as those offered by Third Parties do not have an existing workshop schedule, the nomination form will act as an expression of interest until reasonable participant numbers are reached for workshop delivery.

RECORDS MANAGEMENT

Where applicable, NBRT members are to provide the NBRT Advisory Group with evidence of participation/completion (e.g. a course certificate). NBRT members’ nomination, participation and completion records (incl. feedback on the relevant activity) will be collected and maintained by the NBRT Advisory Group to inform future PD opportunities and the tenure re-application process.

FUNDING

All nominations and reasonable associated costs⁴ for participation will be considered by the NBRT Advisory Group. It is up to the discretion of the NBRT Advisory Group as to whether the associated costs for participation will be funded in part or entirety by the Program. Where only partial funding is offered, this will be communicated to the relevant NBRT member with any justification/s.

MORE INFORMATION

Contact NBRT@animalhealthaustralia.com.au or refer to the relevant NBRT Arrangements for more information.

⁴ Reasonable expenses for travel, accommodation, meals and incidentals should be guided by NBRT members’ departmental policies and guidelines.

National Biosecurity Response Team Professional development nomination form

Please submit your completed application to NBRT@animalhealthaustralia.com.au.

PERSONAL DETAILS

Name			
Email			
Work position and organisation			
Contact numbers	Work:	Mobile:	
Emergency contact	Name:	Relation:	Phone:

ACTIVITY DETAILS^{5, 6}

Activity name			
Host organisation			
Date/s and timings			
Location			
Expected costs (AUD) <i>[please provide an estimate for each category]</i>	Travel		
	Accommodation		
	Entry/enrolment fee		
	Incidentals and meals		
	Other (please specify)		
Supporting statement			
Supporting documents			
Comments/notes			

⁵ Complete the shaded sections should the nominated activity **not** be located in the provided PD register.

⁶ Copy, paste and complete this section as necessary should you be nominating to attend multiple activities within the single form. If this is the case, please also indicate your priority ranking of the nominated activity within the comments section (e.g. 1 → activity you would most like to attend).

COMMITMENTS AND ACKNOWLEDGEMENTS

<p>I am prepared to share my learnings and experiences with my colleagues and other NBRT members through a written report or presentation at an NBRT event.</p>	
<p>My management and I are clear on our jurisdictional travel policies and:</p> <ul style="list-style-type: none"> • Acknowledge and accept the current health risks associated with travel and event attendance. • Acknowledge that neither Animal Health Australia nor the Program will be responsible for covering costs outside of what has been agreed to in writing as part of the present nomination form (e.g. costs associated with quarantine). 	

APPROVALS

Line manager name	
Signature	
Date	