



## Department of Economic Development, Jobs, Transport and Resources

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Hon Jaala Pulford MP  
Minister for Agriculture  
1 Spring Street  
MELBOURNE VIC 3000

Dear Minister Pulford,

### **MINISTERIAL STATEMENT OF EXPECTATIONS FOR AGRICULTURE VICTORIA**

Thank you for your Statement of Expectations dated 6 January 2018 for Agriculture Victoria's regulation of biosecurity, animal health and welfare, and domestic animals within the Department of Economic Development, Jobs, Transport and Resources (DEDJTR).

This letter confirms our commitment to continuing the improvement of our regulatory performance regarding biosecurity, animal health and welfare, and domestic animals.

#### **Improvements and Targets**

Agriculture Victoria will meet your priorities for improvement through the initiatives outlined below.

#### ***Timeliness***

Agriculture Victoria will prepare principles to guide and improve administrative processes.

Agriculture Victoria is providing advice to regulated parties on expected decision timeframes for an increasing number of licence, permit, certification and registration administrative processes. Approximately 40 types of permits, licences, approvals, certifications and registrations are currently administered by Agriculture Victoria, and seven of these are currently available online to regulated parties and end users.

| <b>Improvement</b>                                                                                                                                                                           | <b>Target</b>    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Develop principles to guide the design and implementation of digital administrative processes for applications and information management, including e-capability and information provision. | 30 June 2018     |
| Prioritise online capability for the remaining 33 licence, permit,                                                                                                                           | 31 December 2018 |

| Improvement                                                                                                                               | Target       |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| certification, and registration application processes by regulated parties.                                                               |              |
| Increase the number of biosecurity application processes that are available online to at least 9, focussing on identified priority areas. | 30 June 2019 |
| 100 per cent of new application processes introduced will be made available online in the first instance.                                 | Ongoing      |

### ***Risk-based strategies***

Risk-based compliance strategies for addressing biosecurity risks and issues are currently in place across all program areas. For example, livestock disease control regulations protect all livestock industries, and risk-assessment of regulated businesses helps protect market access, the environment and production systems. Non-compliance by even one business can compromise these objectives and adversely affect other Victorian producers. These strategies, and their corresponding operational compliance plans and enforcement processes, will be reviewed during the term of this SOE to ensure their ongoing relevance.

As part of the new responsibility for marine pest biosecurity in Victoria, Agriculture Victoria will work collaboratively with the Department of Environment, Land, Water and Planning (DELWP) to develop policy, review legislation and identify where additional data is required to inform risk-based strategies.

| Improvement                                                                                                                | Target           |
|----------------------------------------------------------------------------------------------------------------------------|------------------|
| Review and update all risk based compliance strategies.                                                                    | 31 December 2018 |
| Review and update all risk based compliance operations plans.                                                              | 30 June 2019     |
| Investigate gaps in current legislative powers and provisions to effectively address marine pest biosecurity for Victoria. | 30 June 2019     |
| Develop a marine pest biosecurity policy that includes priority areas for data collection.                                 | 30 June 2019     |

### ***Compliance related assistance and advice***

Agriculture Victoria provides a considerable amount of advisory material to regulated parties via its website. Agriculture Victoria will review the clarity and currency of this material during the term of this SOE.

The transition to electronic identification (EID) of sheep and goats in Victoria is a key area of progression for the traceability of livestock in Victoria. As part of this transition, Agriculture Victoria is working closely with stakeholders in the provision of information about the new regulatory requirements. This includes online information and videos, targeted communications, on-farm workshops and guidance materials. Agriculture Victoria will use existing data collection methods to evaluate and report on the success of these services during the transition period.

| Improvement                                                                                                                                                                                                                                                                | Target           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Prepare a plan to review current website content to ensure advisory material for regulated parties is current, relevant and accessible.                                                                                                                                    | 30 June 2018     |
| Implement first stage of website content review.                                                                                                                                                                                                                           | 30 June 2019     |
| Introduce an ongoing monitoring program of website content to ensure information remains contemporary to legislative requirements and appropriate for use. This will include engagement with end-users to determine their ongoing information requirements as appropriate. | 30 June 2018     |
| Collect stakeholder information and report on the accessibility and effectiveness of available advisory information relating to EID of sheep and goats in Victoria. Report responses to any recommended improvements.                                                      | 31 December 2018 |

### ***Role clarity***

Agriculture Victoria's monitoring and performance assurance regime is managed under the Biosecurity Evidence Framework (BEF) to ensure that our regulatory objectives are being met. The BEF identifies key aspects of performance, including the effectiveness, efficiency, impact, and continuous improvement of regulatory performance and assigns performance indicators to each business area to report against and demonstrate progression against performance goals.

Regulation of new industries sometimes results in new regulators, or new parties entering a regulatory framework. Coordination and accountability will be enhanced by the development and review of agreements for new and existing regulatory activities.

| Improvement                                                                                                                                                                                   | Target       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Review current agreement on operational arrangements between DEDJTR and Victoria Police for regulating poppy and hemp production.                                                             | 30 June 2018 |
| Develop an agreement with Department of Health and Human Services for Agriculture Victoria staff to be authorised under the <i>Drugs, Poisons and Controlled Substances Act 1981</i> .        | 30 June 2018 |
| Clarify roles and responsibilities between DEDJTR and Department of Health and Human Services for primary production related food safety incident management under the <i>Food Act 1984</i> . | 30 June 2018 |
| Document the Victorian enforcement framework for animal welfare in Victoria and identify where greater clarity is required.                                                                   | 30 June 2018 |

### ***Cooperation among regulators***

Agriculture Victoria regularly conducts emergency response exercises for biosecurity related incidents. Recent exercises included attendance from several key agencies such as Victoria Police, the Department of Health and Human Services, and federal agencies including the Department of Agriculture and Water Resources, and Plant Health Australia. All exercises

are evaluated, with a range of recommendations developed for consideration. Agriculture Victoria will continue to run emergency response exercises focusing on coordination between DEDJTR and other emergency response agencies, with an increased focus on implementing lessons learned.

Agriculture Victoria's invasives program will continue to work collaboratively with DELWP to monitor and regulate the illegal trade in exotic pest animals. The invasives program will also work alongside Crime Stoppers Victoria to encourage the community to report any activities or information relating to the illegal trade of high risk invasive animals.

| Improvement                                                                                                                                                                      | Target       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Conduct at least one disease emergency exercise per year in consultation with other state and federal departments as required.                                                   | Annually     |
| Undertake a monitoring and reporting program in association with at least one other regulator to increase community reporting of high risk invasive animal activity in Victoria. | 30 June 2019 |

### ***Stakeholder consultation and engagement***

Agriculture Victoria recognises the importance of proactive engagement with stakeholders and the broader community to support the delivery of policies, programs and information. It is committed to seeking input on legislative reform and regulatory reviews and will look for new opportunities to engage on new regulatory reforms.

| Improvement                                                                                                                                                                                                                                                    | Target            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Identify and plan opportunities to increase consultation and engagement with key stakeholders (including but not limited to consultative committees, representative bodies, product manufacturers, producers, and exporters) regarding new regulatory reforms. | 30 September 2018 |
| Undertake stakeholder consultation on 100 per cent of regulatory reviews.                                                                                                                                                                                      | Ongoing           |
| Provide feedback to all parties making submissions on proposed regulatory reviews within two months of the comment period closing.                                                                                                                             | Ongoing           |
| Engage with stakeholders about reform of Victoria's animal welfare legislation through written documents and face-to-face consultation.                                                                                                                        | 31 December 2019  |

### ***Clear and consistent regulatory activities***

Agriculture Victoria monitors changing external environments and identifies opportunities to increase the efficiency of its operations. Agriculture Victoria will investigate options for a new case management system to enhance data collection and tracking of inspections and investigations.

Regulations provide Agriculture Victoria with emergency response powers to enable swift and effective action when required. Agriculture Victoria evaluates its performance in

biosecurity emergency responses to ensure continuous improvement in biosecurity incident and other emergency management incident preparedness and response. Agriculture Victoria will implement recommendations arising from emergency responses and the evaluation of emergency response exercises.

| Improvement                                                                                                                                       | Target       |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Identify options for a new case management system for animal health and welfare to centralise compliance systems, processes, and data management. | 30 June 2018 |
| Monitor the implementation of changes that have been made in response to evaluation of emergency responses and or exercises.                      | Annually     |

In developing actions to achieve these improvements and targets, Agriculture Victoria will consult with the Red Tape Commissioner, businesses, other regulated parties and the broader community as appropriate.

#### Evaluation

An evaluation of the performance improvements contained in the SOE including reporting against Agriculture Victoria's compliance outcomes will be included in the DEDJTR annual report.

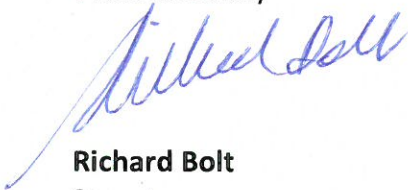
| Improvement                                                             | Target   |
|-------------------------------------------------------------------------|----------|
| Evaluate the performance improvements and targets contained in the SOE. | Annually |

#### Reporting

I confirm that Agriculture Victoria will report on the achievement of these performance targets in the department's 2017-18 and 2018-19 annual reports.

Thank you again for your direction in future regulatory improvement of Agriculture Victoria.

Yours sincerely



**Richard Bolt**  
Secretary

Date: 23/2 / 2018

