

Biosecurity – National Livestock Identification System – Compliance Procedures for Property Identification Codes

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Scope:

This procedure applies to the NSW Department of Primary Industries (NSW DPI), within the Department of Regional NSW, and Local Land Services (LLS) staff, in their roles as authorised officers enforcing the *Biosecurity Act 2015* (the Act) and as District Registrars under the *Biosecurity Regulation (National Livestock Identification System) 2017* (the NLIS Regulation).

Management of the biosecurity risk

The purpose of this procedure is to identify the actions required by the NSW Government to implement and ensure compliance with the mandatory requirements for property identification codes (PICs) in NSW. PIC compliance has the combined objectives of enabling an effective response to emergencies, biosecurity and food safety incidents whilst providing a foundation for the operation of the National Livestock Identification System in NSW.

This procedure is to be read in conjunction with the NSW Department of Regional NSW (DRNSW) Livestock Traceability policy.

Delegations

Biosecurity Instrument of Delegation 2021

[Biosecurity \(NLIS\) Regulation 2017, Schedule 4](#)

Biosecurity legislation summary

Interactions with other Acts

The NLIS is underpinned by State/Territory legislation, which forms its regulatory framework. In NSW the Biosecurity (National Livestock Identification System) Regulation 2017 (the NLIS Regulation) mandates requirements including:

- Identification codes
- The permanent identification of stock
- Information requirements for stock transactions, and
- Registration of goat depot operators

The collection, use and disclosure of information in accordance with this procedure, including any internal or external discussion or distribution of information, must comply with the *Privacy and Personal Information Protection Act 1998* or be exempted by the operation of section 387 of the *Biosecurity Act 2015*.

Section 387 (2) of the Act provides authority for the disclosure of information about a person, without the consent of the person to a public sector agency, or any other person, but only if the disclosure is reasonably necessary for the purpose of exercising a biosecurity risk function.

Work health and safety

The Work Health and Safety Act 2011 places an obligation on the agency (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 procedure 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 procedure.

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Compliance Procedures for Property Identification Codes (PICs)

Background

PICs are an essential element of the NLIS and other traceability and record management systems for livestock and properties:

- PICs allow data on livestock movements to be readily uploaded to the NLIS database, and for properties with stock to be traced and located.
- A person must have a PIC to obtain a National Vendor Declaration (NVD or 'PigPass NVD') and Waybill which in turn is needed to meet traceability and food safety requirements for cattle, sheep, goats and pigs being processed for human consumption domestically or for export.

There is national consensus, supported by all jurisdictions and key industry associations through Animal Health Committee and SAFEMEAT, that all properties with designated livestock must have a PIC.

1. Roles and responsibilities

1.1 NSW DPI

Staff of NSW DPI are specifically responsible for:

- providing support to LLS on policy and operational aspects of PIC compliance,
- monitoring and enforcing PIC compliance for stock and station agents, abattoirs, stock events and goat depots,
- monitoring PIC compliance through the NLIS database, desk and field audits, and field reports, and generating and distributing monitoring reports regularly,
- assisting LLS authorised officers with breach investigation and prosecution action, initiating and leading investigations where appropriate,
- Supporting regulatory users of the NLIS database (LLS, Police, Department of Agriculture and Water Resources), and
- keeping the DPI Executive and Minister informed of important PIC compliance issues and progress.

1.2 NSW Local Land Services

Staff of NSW LLS are primarily responsible for monitoring NLIS compliance in saleyards and travelling stock routes within their region. Certain LLS staff are authorised officers under the *Biosecurity Act 2015* and as District Registrars under the NLIS Regulation. Their specific roles and responsibilities are:

Authorised officers' (District Veterinarians and Biosecurity Officers):

- improving stakeholders' knowledge and understanding of PICs,
- monitoring compliance and providing feedback to producers, saleyard operators, agents, LLS and BFS,
- detecting and investigating breaches, and
- taking enforcement action.

District Registrars' are responsible for:

- assigning and managing the use of PICs and other identification codes, and

- providing advice in response to public enquiries.

2. Principles

A PIC is a unique eight-character code assigned by LLS to properties with livestock and recorded in the district register.

This register holds information identifying land including property names, locations and further details of the trading entity and PIC and provides important information during biosecurity incidents and emergencies.

A PIC allows all movements of cattle, sheep and goats to sale, slaughter or any other property to be recorded and monitored on the NLIS database and traced when required. Traces may be required when chemical or antibiotic residues are detected in meat, if disease is detected in animals and when a response to an emergency is required.

It is vital that individual land owners and occupiers, and owners and persons in charge of stock, comply with PIC and other NLIS requirements.

3. Requirement for PICs

3.1 Livestock

A PIC is required for any property where the following stock are held in captivity (clause 7, NLIS Regulation), meaning the stock are domesticated and are kept, run or reside on the property (farm property), being:

- identifiable stock – cattle (including American Bison and buffalo), pigs, goats and sheep & includes a carcass of any such animal
- small poultry (chickens, turkeys, guinea fowl, ducks, geese, quails, pigeons, pheasants or partridges) – 100 or more
- large poultry (emus or ostriches) – 10 or more
- horses, donkeys, asses, mules and zebras
- alpaca, llama and camels
- deer.

3.2 Properties

In addition to farm properties, the operator must ensure that the property on which the following activity is conducted, has a PIC:

- an abattoir
- a goat depot
- a saleyard
- a cattle scale operation
- a stock event
- a Travelling Stock Reserve, public road or public land (within the meaning of the Local Land Services Act, 2013) which includes national parks and state forests.

A cattle scale operation may have a single property identification code that relates to the primary premises of the cattle scale operation and all business operations of the cattle scale operation may rely on this PIC.

3.3 Responsible persons

The owner or occupier of a property on which any designated stock is held in captivity, and the owner or person in charge of any of those stock, must ensure that the property has a PIC.

This places the onus equally on two parties, being:

- the owner or occupier of the property, and
- the owner or person in charge of animals on that property.

Any person who has or intends moving stock to any land must ensure there is a PIC for that land so they can meet their NLIS and other obligations. The property owner is responsible for obtaining a PIC. However, if a property doesn't have a PIC and the owner is unable or unwilling to do so, then livestock owners may apply, provided they can satisfy the District Registrar that they are entitled to do so, e.g., by providing a copy of a lease-agreement allowing the running of livestock on that property.

3.4 Exceptions and exemptions

Clause 7(1) of the NLIS Regulation applies to stock held in captivity. However, properties from which feral goats are harvested must have a PIC to meet NLIS requirements.

Clause 7(2) exempts certain properties from having a PIC including:

- if the only animals held in captivity on the property are less than 100 small poultry or 10 large poultry.
- veterinary practices where stock may be treated but do not stay overnight, and
- veterinary laboratories receiving live animals and carcasses for post mortem examination.

4. Administration of PICs

PICs are assigned and administered by the District Registrar of each LLS in accordance with clauses 8, 9 and 53 of the NLIS Regulation.

Application and renewal fees for PICs are determined by each LLS in accordance with section 57 of the *Local Land Service Act 2013*.

PICs are assigned and recorded in the district register which is part of a central register managed by LLS (FARMS/MyLLS). For a new PIC, this involves creating the holding and assigning a PIC as per the LLS State Work Instruction.

New PIC data and any changes are automatically received by the State PIC register maintained by NSW DPI (a mirror of the LLS District Register). This data is collated and forwarded to the NLIS PIC register (NLIS database) three times each weekday.

4.1 Application for a PIC

Applicants may apply for a PIC by submitting an application form downloaded from the LLS website and lodging the form at an LLS office during normal business hours.

5. Compliance with PIC Requirements

The onus is on individual property and stock owners to comply with PIC requirements. Other parties also have responsibilities for ensuring that stock come from or are sent to properties with PICs. This includes saleyard operators, stock agents, abattoir operators and show/stock event organisers.

Any person using a service provided by NSW DPI or LLS, which relates to a property on which a PIC is required, must provide the PIC of that property if requested to do so. This includes advisory services, disease and residue investigations, laboratory submissions and market assurance program accreditations.

5.1 Saleyards (cattle, sheep, goats, pigs)

5.1.1 Obligations and Actions

On arrival of cattle, sheep, goats or pigs at a saleyard, the owner or person in charge of the stock at the time of delivery (the vendor/ carrier) must provide the selling agent with the complete delivery information which includes the PIC of the property from which the stock has been consigned (clause 34(1)) by providing:

- National Vendor Declaration (NVD)
- Electronic Livestock Production Assurance (LPA) NVD, or eNVD
- PigPass NVD
- Transported Stock Statement (TSS)

Saleyard operators, agents and cattle scale operators must adopt a '*No PIC, No Sell, No Buy*' policy, in accordance with Parts 2 and 4 of the NLIS Regulation.

Before any stock leave a saleyard, the person who has bought or taken possession of the stock (the buyer) must provide the selling agent with the PIC of the property to which the stock is being sent.

The selling agent must supply the buyer PICs to the saleyard operator and keep records of these PICs for two years.

For cattle, sheep and goats, and pigs the saleyard operator must upload the vendors' and buyers' PICs by the close of business on the day of sale for livestock going to abattoirs, or within two days after the reportable transaction occurs for all other livestock transactions. If buyers don't provide a destination PIC, the agent must advise the buyer how to obtain one.

5.2 Abattoirs including knackereries (cattle, sheep, goats, pigs)

5.2.1 Obligations and Actions

On arrival of cattle, sheep, goats or pigs at an abattoir or knackery, the owner or person in charge of the stock at the time of delivery must provide the operator of the abattoir with the PIC of the property the stock has been consigned from to determine the suitability of the stock for slaughter, and to determine the PIC of the property of consignment by providing a:

- NVD, or eNVD
- PigPass NVD
- Buyer's reconciliation report
- Post-sale summary (PSS),
- TSS.

Abattoir operators must advise all persons consigning stock for slaughter, including for a private kill, that they must have a PIC. They must operate on a '*No PIC, No Kill*' policy,

5.3 Properties (cattle, sheep, goats, pigs)

5.3.1 Obligations and Actions

Property owners and lessees must ensure that their property has a PIC *before* bringing or accepting any stock onto the property. Stock owners must ensure that the property has a PIC *before* bringing their stock onto any property (and ensure the movement is recorded in the NLIS database).

5.4 Shows (cattle, sheep, goats, pigs) and sporting events (cattle, sheep)

5.4.1 Obligations and Actions

Under the NLIS Regulation, a 'stock event' includes an agricultural show and sporting events such as a rodeo, campdraft or sheep dog trial. The show society, or sporting event organiser, as the person occupying a showground/property at the time of their show/event, must ensure that the showground/property has a PIC to ensure that NLIS requirements are met.

Show/stock event organisers must upload reportable transactions to the NLIS database within 2 days of the event occurring. Stock events that are less than 3 days may use the NLIS database 'sighted' function to record cattle attending the event.

5.5 Horses

Any premises on which horses are kept must have a PIC, including stables and training complexes. It may be appropriate for each stable/complex associated with the same racetrack to have its own PIC, depending on their management, degree of interaction with other stables, and biosecurity risk.

A national park, state forest or other public land does not need a PIC if only wild horses are present on the land, or if domestic horses are occasionally ridden there for recreation or mustering.

5.5.1 Obligations and Actions

The owner or person in charge of a horse that is kept on a property, and the owner or occupier of that property, must ensure that the property has a PIC if:

- horses are regularly held on the land at a campsite or set of yards for, say, trail riding or endurance events.
- wild horses are harvested and sent for slaughter and either Department of Agriculture Water and the Environment, or the state food authority requires an NVD and/or PIC.
- an occupational permit or grazing lease is in effect for the national park, state forest or other public land.

Some governing bodies of equestrian activities request that entries for equestrian events, races, shows or sales will only be accepted if the PIC of the property where the horse is normally kept is provided with the entry application form or on arrival of the horse.

There is no legal requirement for horse movements to be recorded on a database, however horse owners and persons in charge of horses should keep a diary, TSS or other records of where their horses have been, for at least two years.

5.6 Poultry

Any premises on which more than the designated number of poultry are kept, must have a PIC. This includes properties, showgrounds, sales and transportation depots. There is no legal requirement for movements of poultry to be recorded on a database. The designated number of poultry includes either:

100 or more chickens, turkeys, guinea fowl, ducks, geese, quails, pigeons (including racing pigeons), pheasants and/or partridge, or

10 or more emus and/or ostriches.

It includes properties with this number of mixed species, e.g., a property that has 50 chickens, 30 turkeys and 25 ducks must have a PIC.

5.6.1 Obligations and Actions

Owners of properties with more than the designated number of poultry must ensure that their property has a PIC.

6. Advisory, compliance, and enforcement activities

DPI and LLS authorised officers are to conduct proportional and graduated enforcement activities where there is non-compliance with PIC obligations by saleyard, abattoir and knackery operators, and other owners or occupiers of properties which are required to have a PIC. Refer to the BFS Compliance Policy and the BFS Enforcement Policy on the DPI website.

Authorised officers are not required to actively check for compliance, although they will be required to take corrective action in certain circumstances, including:

LLS or DPI staff, including authorised officers, can:

- Provide advice on how to obtain a PIC, with the advice recorded in FARMS. (See [Apply for a property identification code - Website - Local Land Services \(nsw.gov.au\)](#)),
- Issue a warning letter when advice is not acted on (see Section 8 for template),
- Issue a warning letter, to saleyard and abattoir operators for any misuse of district codes, and
- Arrange for a property, where no stock is held, to be assigned a PIC but only after consultation with the District Registrar, or delegate, and when the land has a disease or residue history.

Authorised officers can:

- Give an Individual Biosecurity Direction to or accept a Biosecurity Undertaking from a landholder to obtain a PIC within 7 days, if they refuse to obtain a PIC following LLS advice and receipt of a warning letter.
- Investigate significant breaches involving misuse of PICS, in accordance with compliance policies and procedures.
- Issue a Penalty Infringement Notice (PIN) for ongoing PIC non-compliance in accordance with compliance policies and procedures.
- Refer unresolved or significant PIC breaches to BFS Compliance unit for further investigation in accordance with compliance policies and procedures.

6.1 Saleyards

LLS authorised officers in attendance at sales will advise vendors, buyers, stock agents and saleyard operators on how to apply for a PIC or obtain details of an existing PIC.

Saleyards include circuit and on-property sales as well as sales at shows that are conducted by public auction.

NSW DPI receives automated emails from the NLIS database whenever a cancelled (disbanded) PIC is used, which is followed up with LLS. NSW DPI also monitors the use of district codes and overall saleyard compliance quarterly from the NLIS database and provides a report to LLS. LLS authorised officers must take corrective action if the use of district codes compromises the saleyard's overall performance score in any quarter.

6.2 Abattoirs including knackeries

Compliance with the provision of a valid NVD, eNVD or PigPass prior to slaughter, which can only occur if the stock came from a property with a PIC, may be enforced by the NSW Food Authority or the Commonwealth Department of Agriculture, Water and Environment (DAWE) in domestic and export abattoirs, respectively.

NSW DPI monitors the use of district codes and overall compliance with NLIS requirements from the NLIS database and provides a quarterly report to BFS Compliance unit, LLS and the DAWE.

LLS authorised officers are not required to undertake compliance activities for PICs and the NLIS at abattoirs, including knackeries.

6.3 Properties, shows, stock events

There is no active surveillance for or enforcement of PICs for properties on which stock are held, or whether stock entering shows or stock events come from properties with PICs. However, stock events require any exhibited stock to be accompanied by an NVD or TSS and show grounds or other properties where stock events are held must have a PIC.

The BFS Compliance unit follows up those people who have repeatedly not recorded movements of livestock onto their properties. LLS authorised officers follow up PIC owners/occupiers on an advisory basis when they are identified as not recording stock movements onto their property for the first time. These advisory, corrective actions, compliance and enforcement activities are part of the P2P Compliance project.

Corrective and/or compliance action is warranted where:

- it is found that stock have been moved and the movement has not been recorded as required on the NLIS database more than once, and the alleged offence is deemed to be significant, and/or
- the property is under investigation or regulatory control for a disease or residue incident or for feeding swill or restricted animal material.

6.4 Penalties

Penalty Infringement Notices for non-compliance with mandatory PIC requirements apply under the NLIS Regulation.

7. Definitions and acronyms

Buyers Reconciliation Report: provided by saleyard operators to buyers of livestock. Can be used as delivery information to allow for the slaughter of stock at an abattoir.

Cattle scale operation: A business (other than a farming business) that trades in cattle by purchasing the cattle by live weight or price per head directly from farmers (and not by way of a public auction) and then sells the cattle on.

District code: A unique identification code assigned to part or all of a LLS district. District codes end in four zeros, e.g. NA470000.

District registrar: A person appointed in accordance with cl.3 of the Biosecurity (NLIS) Regulation, 2017 to assign PICs and administer district registers.

District register: The register of PICs assigned in that Livestock Health and Pest District.

DPI: NSW Department of Primary Industries

Equines: Members of the family Equidae, including horses, donkeys, asses, mules and zebras.

eNVD: electronic National Vendor Declaration.

Held in captivity: Confined or restrained for sufficient time that the animal should be provided with water and/or feed.

LLS: Local Land Services.

NVD: National vendor declaration.

PIC: Property identification code.

Private kill: is where a single animal is slaughtered at an abattoir and the carcass is returned to the owner of the animal for their personal consumption or use.

Poultry: Chickens, turkeys, guinea fowl, ducks, geese, quails, pigeons, pheasants, partridges, emus, or ostriches.

PSS: Post-sale summary

TSS: Transported stock statement

8. Legislation

- Biosecurity Act 2015
- Biosecurity (NLIS) Regulation 2017

9. Related policies and procedures

- Biosecurity - NLIS Procedures for assigning property identification codes and for managing and accessing registers
- Biosecurity - NLIS Compliance monitoring and enforcement procedure
- BFS Compliance Policy
- BFS Enforcement Policy
- Biosecurity - NLIS Procedures for cattle
- NSW Department of Regional NSW Code of Ethics and Conduct
- Policy - Biosecurity collection, use and disclosure of information
- Procedure - Biosecurity collection, use and disclosure of information
- Policy - Biosecurity collection, use and disclosure of information
- Procedure - Biosecurity Directions
- Procedure – Biosecurity Undertakings

10. Other related documents

- General information and frequently asked questions at: Property Identification Codes (nsw.gov.au)
- Property Identification Codes (nsw.gov.au)
- PIC application form: Apply for a property identification code - Website - Local Land Services (nsw.gov.au)
- LLS contacts: www.lls.org.au/contact
- Shows: *NLIS Cattle – Guidelines for NSW shows and sporting events*
www.dpi.nsw.gov.au/agriculture/livestock/nlis/cattle
- Warning letter (use generic or mandatory measure written warning letter template at Compliance and Enforcement Templates and Signs (nsw.gov.au)

11. Superseded documents

N/A

12. Revision History

Version	Date issued	Notes	By
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1.0	01/07/2017	Substantially updated to align with Biosecurity (NLIS) Regulation 2017	Systems, Intelligence and Traceability
2.0	28/07/2023	Updated by DPI and LLS, removed out of date content.	Animal/Plant Biosecurity, LLS

13. Contact

Leader Traceability

Phone 02 6391 3212, mob: 0428 724705

Email: lisa.burrows@dpi.nsw.gov.au

Biosecurity Intelligence Support

Phone 02 6391 3511

Email olga.ozols@dpi.nsw.gov.au

NSW DPI NLIS Helpline

Phone 1300 720 405

Email enquiries.nlis@dpi.nsw.gov.au

www.dpi.nsw.gov.au/nlis

NLIS Helpdesk

Phone 1800 683 111

Email info@integritysystems.com.au

www.integritysystems.com.au

Appendix 1 – Examples of NLIS database email messages

Information - NLIS Upload ID 19191919 - Mob-Based Kill - Info 126

This PIC has a Disbanded Status on the Central PIC Register. - This message is for information only and requires no further action.

Extra Info: PIC = NA471234

Devices affected:
87654321

Error - NLIS Upload ID 19191919 – Saleyard Sale – Error 139

This PIC has a status of Blocked on the Central PIC Register. This information has not been updated on the database. - Please make any necessary corrections and resubmit this information to the database.

Extra Info: PIC = NA471234

Devices affected:
999 0000012345678

Information - NLIS Upload ID 18080600 - Saleyard Sale - Info 124

This PIC does not exist on the PIC Register. This information has been updated on the database. - For further information please contact your State Department of Primary Industries (DPI) as soon as possible.

Extra Info: PIC = NA471234

Devices affected:
