



## **European Union (EU) Operating Procedures for the Naracoorte Regional Livestock Exchange (NRLE)**

**EUSY5271**

**PIC: SK900234**

**374 Carters Road**

**PO Box 555, Naracoorte SA 5271**

**Manager – Lyndon Harper**

**0459 565 169 - (08) 8760 1100**

**[lyndon.harper@nlc.sa.gov.au](mailto:lyndon.harper@nlc.sa.gov.au)**

The Naracoorte Regional Livestock Exchange (NRLE) is a Quality Assurance and EU Accredited Saleyard. The following document sets out Procedures for the Inward Delivery, EU Accreditation Status Checking, Movement and Penning, Buyer Notification and the Outward Delivery of EU Accredited Cattle. These procedures are to be strictly adhered to at all times in respect of EU Accredited Cattle. Any variations to this operating procedure will be submitted to EUCAS for approval before implementing any changes.

The Livestock Exchange Manager is responsible for ensuring compliance with EU Accreditation requirements. All persons involved in handling EU Accredited Cattle shall follow any direction given by the Livestock Exchange Manager or their nominated representative.

Any issue that cannot be resolved through consultation with the Livestock Exchange Manager should be immediately referred to Council's Director responsible for the NRLE. Only agents who have signed an Agents Agreement for the selling of EU Accredited Cattle at the NRLE will be eligible to participate in EU Accredited Cattle Sales.

## 1) Transport

EU Accredited Cattle and Non-EU cattle may be transported to and from the saleyards in the one vehicle provided they are separated by a divider while being transported and they are sorted on arrival into EU and non-EU pens.

Eligible and ineligible cattle are permitted to be transported in the same compartment if loading them any other way would lead to animal welfare problems due to under or overloading. However ineligible cattle must be drafted and separated from the eligible cattle.

## 2) Delivery

### a) General Requirements

All EU accredited cattle must be delivered into the NRLE at any loading ramp (signed EU Loading Ramp) or where directed by Council staff.

Trucks with the inward delivery of EU Accredited cattle take precedence over trucks with the inward delivery of non-EU Accredited Cattle at the EU loading ramps. EU Accredited Cattle must be delivered to the NRLE on the day prior to the sale by 12 midnight.

### b) EU Accredited Cattle arriving after curfew.

In instances where EU Accredited Cattle arrive after curfew due to transport breakdowns or in other unforeseen circumstances, these cattle may be accepted for inclusion in the EU Sale at the discretion of the Livestock Exchange Manager or their nominated representative.

EU Accredited Cattle arriving after curfew are still to be unloaded via the EU designated loading ramps and held in the allocated EU identified pens overnight.

The EU Accredited status of these cattle will be determined prior to the EU sale the next morning and all other EU procedures observed in respect of these cattle.

### c) Agents/Duty Agents

To improve animal welfare and reduce handling, store cattle/weaner cattle will be scanned the morning of the sale either at the weighbridge, or in their allocated sale pen. A high percentage of Store/Weanercattle are weighed prior to sale so it is more practical to scan at this point to reduce handling.

Cattle that arrive without an EU vendor declaration will be held in isolated pens until a current original EU vendor declaration is delivered to the yards. An EU vendor declaration must be available prior to processing.

At the point of delivery agents must carry out a physical check of EU Accredited Cattle to ensure the EU NVD is properly completed (it must be provided when the cattle are delivered, and ear devices are applied). If EU and non-EU cattle are accidentally mixed on transport, they must be drafted immediately on unloading. Any anomalies are to be recorded for audit purposes and these details along with details of the EU NVD number accompanying the EU Cattle are to be immediately provided to the saleyards staff undertaking the scanning and operating the NLIS database. The information will be recorded on a file conducted at this facility, allowing all relevant information from each sale to be held on the one file.

The Livestock Exchange Manager or their nominated representative will monitor compliance with this requirement. All agents and their nominated representatives must provide all necessary documentation/records to the Livestock Exchange Manager or their nominated representative on request.

Any animal deemed non-eligible must be separated from the scheme cattle and moved to the non-scheme section of the saleyards prior to sale of the scheme cattle.

### **d)** Dead Animals

In instances where EU Accredited Cattle die while in the NRLE or on transport to the NRLE the RFID ear tag is to be removed by the Livestock Exchange Manager or nominated representative. The tag is then to be scanned and removed from the NLIS database within 24 hours of discovering a dead animal.

After the RFID tag is removed from the NLIS database the tag is to be disposed of in an appropriate manner in accordance with NLIS procedures.

## **3) Penning**

### **a)** EU Status Confirmed

EU eligible cattle are to be moved to the overnight holding pens or EU selling pens. EU Accredited Cattle must not come in contact with non-EU Accredited Cattle (they must not be moved or penned together). A lime green EU eligible placard must be placed on the holding yard.

EU Accredited Cattle are to be penned for sale in pens allocated to EU Accredited Cattle (which may vary with each sale). Once penned, EU Accredited Cattle are to be identified by lime green pen cards being affixed to the pen

directly adjacent to the pen number. The lime green pen cards are to be provided and affixed by agents once the EU Accredited status of the cattle has been verified with the NLIS database.

Immediately prior to each EU Sale, Saleyards staff will undertake a visual check of the EU selling pens to ensure that the lime green pen cards are in place.

**b) EU Status not confirmed or Missing NLIS RFID**

Following scanning any cattle not confirmed as being EU Accredited along with any cattle without NLIS RFID will not be eligible to participate in the EU sale. These cattle are to be penned in the non-EU section of the saleyards and cannot be presented for sale as EU Accredited Cattle.

**c) EU Accredited Cattle with faulty RFID**

In instances where an RFID device will not read it will be necessary to draft the cattle involved out and take them to the cattle crush, for the tag to be read manually.

The NLIS tag number can then be manually checked for accreditation on the NLIS database. If an eligible result is returned from the NLIS database these cattle are to be penned in the EU Accredited selling pens and be identified by a green paint marking on the head of the beast. This is required to enable ongoing identification of any cattle with a faulty RFID both in and after they leave the saleyards.

Any animal that loses its tag while in the saleyards will be branded with two green dots, this shows that the animal while being eligible for EU Sale will need to be retagged. If a replacement tag is not available the animal will be ineligible for EU Sale.

Documentation of the manual check must be printed out of the NLIS database and included in the EU procedures - Corrective Action Manual.

**d) EU Accredited Cattle delivered for inclusion in a non-EU Accredited sale.**

Cattle, which are leaving the EU system, the producer is responsible for notifying the NLIS database. The saleyards are able to offer this service by prior arrangement.

**e) Audit trail checking**

Following the scanning of cattle and the check of their EU status by saleyard staff, a visual check of the computer-generated eligibility 'EU Pre Sale Check' report is to be conducted by the Livestock Exchange Manager or a nominated representative. The purpose of this check is to ensure that the PIC Number on

the EU NVD match the NLIS data base. Circumstances where a full match is not made, the cattle whose PIC Numbers do not match are to be drafted and these cattle are not able to be included in the EU Sale. These cattle are considered to have lost their EU Accredited Status prior to entering the saleyards.

The Livestock Exchange Manager is to advise the agent submitting the cattle for sale and the NLIS database that these cattle have lost their EU Accredited Status. All details in respect of these cattle are to be recorded and these details must be immediately advised to Department of Agriculture, Water and the Environment. Audit reports will be kept, documenting corrective actions and a date these outcomes are to be implemented.

#### 4) EU Sales

##### a) EU Prime Cattle Sales

The sale will be conducted on a weekly basis at the advertised time. Cattle will be sold in order of the draw. EU eligible cattle may be sold in their drafted categories at any stage of the agents run. At no time are EU Accredited Cattle to be mixed with Non-EU Accredited Cattle either before, during or after an EU Sale.

Prior to the EU Sale agents will produce a pre-sale catalogue listing all EU Accredited Cattle. This catalogue will be available from the agent involved.

EU eligible cattle sold in prime markets may be auctioned in cents per kilo or dollars per head in the open auction section of the yards.

##### b) EU Store Cattle Sales

The EU store cattle sale will be conducted on selected days commencing at the advertised time. Cattle will be sold in order of the draw.

#### 5) EU Weighing & Ownership Transfer Procedure

##### a) Prime Cattle Sales

Once sold EU Accredited Cattle are to be taken to the weighbridge for weighing, the cattle will be scanned as they walk onto the weighbridge and through the multi scanner.

Saleyards staff will advise the NLIS database of all EU transaction details immediately after the sale is concluded.

##### b) EU Store Cattle Sales

For EU Store Cattle Sales, change of ownership occurs at the fall of the hammer. Buyers are required to indicate at the fall of the hammer whether

the cattle are staying within the EU Accredited System or leaving the EU Accredited System. If the buyer indicates that the cattle are leaving the EU Accredited System the lime green pen card is removed.

All EU Accredited Store Cattle must be scanned. Due to improved saleyards infrastructure cattle may be scanned prior to sale provided they have been drafted into their pen lots. Saleyards staff will advise the NLIS database of those cattle remaining in the EU Accredited System and those cattle leaving the EU Accredited System. All cattle will be scanned and the new property identification code will be recorded. A file will be sent to the NLIS database with all transactions at the completion of the sale.

**c) Documentation**

When delivery out/dispatching EU Accredited Cattle from the saleyards the agent involved must provide the following information to accompany the cattle:-

- An amended copy of the original EU NVD, providing details of the number of cattle travelling in the consignment,
- Signed EU NVD
- Attach a copy of the post-sale summary to the back on the copy of the EU NVD.
- Fax copies of EU NVD's are not acceptable.

**6) EU After Sales Penning**

**a) EU Accredited Cattle going to EU Accredited Processors or Producers.**

Prior to outward delivery to EU Accredited Processors or Producers, (the number of pens allocated to EU Accredited Cattle may vary with each sale). As with the EU selling pens the EU holding pens will be identified with a "Lime Green Pen Card" which must be fixed by the principal contractor responsible for the outward delivery of the cattle or saleyards staff. A separate pen will be allocated for each EU Buyer. In instances where small lot sizes/numbers or EU Accredited cattle determine that they would best be held in smaller pens.

**b) EU Cattle sold to non- EU Accredited Properties**

These cattle will lose their EU Accredited status once all cattle going to EU accredited properties have been scanned and their file is sent to the NLIS database. The residual numbers will automatically be delisted, as the pie number on these cattle is not a registered EU property.

All standard saleyard procedures/QA requirements are to be applied in respect of feeding, watering and the general handling of EU Cattle.

**7) After Sales Penning**

**a) Cattle Staying in the EU System**

Post sale the outward delivery of EU Accredited Cattle which are staying in the EU Accredited System may only be given by an agent or their nominated representative to a transport operator who supplies a correctly completed and signed Outward Delivery Docket. (See QA Manual)

All EU Accredited Cattle must be separated from non-EU Accredited Cattle by a divider if both types of cattle are to be transported on the same vehicle. Eligible and ineligible cattle are permitted to be transported in the same compartment if loading them any other way would lead to animal welfare problems due to overloading or under loading.

**b) Cattle Leaving the EU system**

Post sale the outward delivery of cattle leaving the EU Accredited System may be given on completion of the documentation required under Quality Assurance Accreditation Procedures. It is not necessary for the buyers of cattle leaving the EU Accredited System to complete the buyer delivery instructions form for EU Accredited Cattle.

**c) Records**

Agents must keep EUCAS records for a period of two (2) years as per the agent's code of practice. This includes the original EU NVD.

The Saleyards Manager will also keep all EUCAS records for two (2) years to allow full traceability. This is kept in electronic and hard copy format as a sale file which includes EU NVD, RFID's and all EU transactions.

**8) Fail safe system of accounting for all EU Accredited Cattle submitted for Sale**

**a)** Saleyards staff will maintain a hard copy record of all EU Accredited Cattle submitted for sale as a backup to the Livestock Exchange Program. Details of each lot of EU Accredited cattle (including the EU NVD number, Property Identification Number, RFID Number, Producer Details and all buyer details) submitted for sale must be recorded in the EU Sale folder provided for this purpose.

Should the Computer System fail or should access not be available to the NLIS database, EU Accredited Cattle are to be held in the EU designated pens until such time as the Computer System is brought back online or access to the NLIS database is restored.

In instances where a failure occurs with the fixed scanners resulting in the scanner not reading tags a hand-held scanner is available for reading the RFID tags and NLIS Database Checking. Alternatively, it will be necessary to manually read the tags by utilising the cattle crush facilities for NLIS database checking. These details are to be recorded in the "EU Procedures - Corrective Actions" Manual.

All normal EU Procedures are to apply and immediate action is to be taken by the Livestock Exchange Manager or his representative to ensure the fault/s are repaired at the earliest possible time.

**9) Casual use of the saleyards for the scanning or scanning and weighing of non- sale EU Accredited Cattle**

- a) Cattle Requiring scanning only
- b) Cattle Requiring scanning and weighing
- c) General requirements in respect of non-sale EU Accredited cattle

The EU Accredited cattle should not be mixed with non-EU Accredited Cattle while they are in the Saleyards.

The responsibility for EU Accredited Cattle delivered into the Naracoorte Regional Livestock Exchange for scanning or weighing and scanning, outside scheduled sales, rests solely with the buyer and seller of the cattle or their nominated representative.

All Quality Assurance Accreditation and EU Accreditation requirements must be strictly adhered to at all times, as must the directions of the Livestock Exchange Manager.

**10) Training**

- a) Agents

All agents operating at the NRLE are to acquaint themselves and their staff/contractors with the EU Accreditation Requirements.

Naracoorte Lucindale Council will provide each agent with a copy of the EU procedures and all other Saleyards Procedures.

All agents operating at the NRLE have read, understood and signed off on the EU Code of Practice for Agents (*refer to appendix A for template*) before being able to sell at the facility.

- b) Saleyards Staff

Adequate training will be provided to Saleyards staff in respect to EU Accreditation requirements and EU procedures.

A manual containing these EU Procedures and all other Saleyard Procedures



is to be made available at the Saleyards office and copies of this are to be made available to all interested persons. A training log is to be maintained in the NRLE Manual detailing all persons who have been trained in these EU Procedures, the organization they work for and the date on which the training occurred. Saleyards staff responsible for EU procedures include:

Lyndon Harper, Manager – 0459 565 169

Dianne Schubert, Supervisor – 0459 700 375

Natalie McRostie, Administration – 0429 621 881

Michael McPhail, Team Member – 0457 482 213

Craig Richards, Team Member – 0437 665 572

Cameron Smith, Team Member

### **11) Audit**

Regular random audits will be conducted by the Livestock Exchange manager to ensure that all EU Procedures are being strictly adhered to. Department of Agriculture, Water and the Environment and Representatives from EUCAS may also conduct audits.

All saleyards staff, agents or their nominated representatives, producers and transport operators must provide full cooperation at all times to Council staff, Department of Agriculture, Water and the Environment and EU Representatives conducting an EU Audit. It is noted that any breach of these EU procedures or any other EU requirement occurring at the NRLE will result in disciplinary actions and possibly legal action being taken by Naracoorte Lucindale Council against the person or persons responsible.

Records are to be kept of all audits, including the audit report, corrective actions and outcomes of the audit. Electronic audit records will be kept on the Naracoorte Lucindale Council Server, but also Council's third party recording program.

### **12) Disciplinary Procedures**

#### **a) Agents**

Where it is evident that an agent or their nominated representative has failed to comply with the EU code of practice for agents and subsequently the agreement they have signed with Naracoorte Lucindale Council in this matter the following actions will be taken:-

Minor Breaches; A minor breach is defined as being a non-deliberate action taken by an agent or their nominated representative or another person with which the agent has dealings in respect of EU accredited cattle, that does not compromise the EU Accredited status of the NRLE or the integrity of the EU Accreditation Program.

Action taken: the agents selling licence will be immediately placed on probation for a period of three months. Council will immediately advise the

agent in writing of the breach and that the agents selling licence has been placed on probation.

Council at its discretion may suspend or terminate an agents selling licence, if further minor breaches of these EU Procedures or any other EU requirement occur as a result of "their actions or their nominated representatives actions", at or in respect of EU Accredited cattle delivered into, held or delivered out of the NRLE. Council will provide written advice to the agent in respect of this matter.

**Major Breaches:** A major breach is defined as being a deliberate action taken by the agent or their nominated representative or an action that is taken by another person with which the agent has dealing with in respect of EU Accredited cattle, that the agent is aware of and which compromises the EU accredited cattle, that the agent is aware of and which compromises the EU Accredited status of the NRLE.

**Action Taken:** Council will advise the agent in writing of the immediate permanent suspension of their agents selling licence for the NRLE. Council may also take legal action against the agent and will refer all available information to the Department of Agriculture, Water and the Environment.

**b) Saleyards Staff**

Where it becomes evident the saleyards staff are not complying with their obligations in respect of EU Accreditation, the following action will be taken:

Disciplinary action will be taken against the employee as detailed in the current EB agreement. Legal action may also be taken against a staff member in circumstances where Naracoorte Lucindale Council suffers embarrassment or financial damage as a result of a staff members actions.

**c) Producers and Transport Operators**

Where it is evident that a producer or transport operator or their nominated representative has failed to comply with the EU Accredited requirements in respect of cattle delivered into, held in, or delivered out of the NRLE the following action will be taken.

All relevant details and documentation will be provided to the department. In circumstances where the EU Accredited status of the NRLE is compromised, Naracoorte Lucinda le Council may take legal action against the person or persons responsible

**13) Other Matters**

These EU procedures should be read in conjunction with the NRLE NSQA Manual.

A copy of these procedures are to be supplied to each agent participating in EU sales along with a copy of the completed EU code of practice agreement they have signed with Naracoorte Lucindale Council in this matter, copies are also to be made available for all other persons or organisations involved in the operations of the NRLE.

A copy of the current Animal Welfare Code of Practice and Animal Welfare Standards and Guidelines for Livestock at Saleyards and Depots (Saleyards Welfare Standards) is kept on site with the Livestock Exchange Manager and available to view upon request.

**EU Code of Practice for Agents at****Naracoorte Regional Livestock Exchange**

- 1) Agents will acquaint themselves and their staff with the management, identification, tagging and documentation requirements which apply to EU eligible cattle. This includes placing a Lime Green placard on all pens containing EU eligible cattle under their control.
- 2) Agents will pay particular attention to ensure EU eligible cattle submitted for sale-comply with EU tagging and documentation requirements.
  - a) Only properly completed original EUVD's will be accepted.
  - b) All cattle will have a NLIS RFID Breeder or post-Breeder device applied.
- 3) Agents must confirm, by accessing the NLIS database, on arrival of cattle, that they are covered by an EU NVD and designated as EU eligible. The operator of the computer terminal at the saleyard may do this on the agent's behalf; however the responsibility for the process rests with the agent.
- 4) On the day the cattle leave the saleyard the Agent is to ensure the NLIS database is notified immediately of the new owner/s. Again, this may be done on behalf of the agents by saleyard computer staff. Again the responsibility for the process rests with the agent.
- 5) Agents are to maintain separation of EU eligible and non-eligible cattle before, during and after the sale:
- 6) When delivering out/dispatching EU accredited cattle from the saleyards, the agent involved must provide the following information to accompany the cattle:-
  - a) An amended copy of the original EUVD including details of the number of cattle travelling in the consignment.
  - b) Signed EU NVD.
  - c) The agent will use blue ink for the above; black ink makes it difficult to establish whether the copy of the EU NVD is the original copy of the EU NVD.
  - d) The agent may attach a copy of the Post Sale summary to the back of the copy of the EU NVD.
  - e) Fax copies of EU NVD's are not acceptable.

- 7) Agents are to maintain full transaction records of all EU cattle traded for two years after each sale, and must make these records available for audit purposes.
  
- 8) Agents undertake not to engage in any practice or behaviour, which might bring the requirements of the European Union Cattle Accreditation System into disrepute (e.g. It must be stressed that EU accredited properties cannot introduce unapproved non-EU eligible cattle onto an accredited property. Neither is it permissible for EU eligible cattle to be agisted on a non- accredited property.

I confirm I have received appropriate training and understand my obligations under the European Union Cattle Accreditation Scheme with regard to the management of cattle at the saleyard.

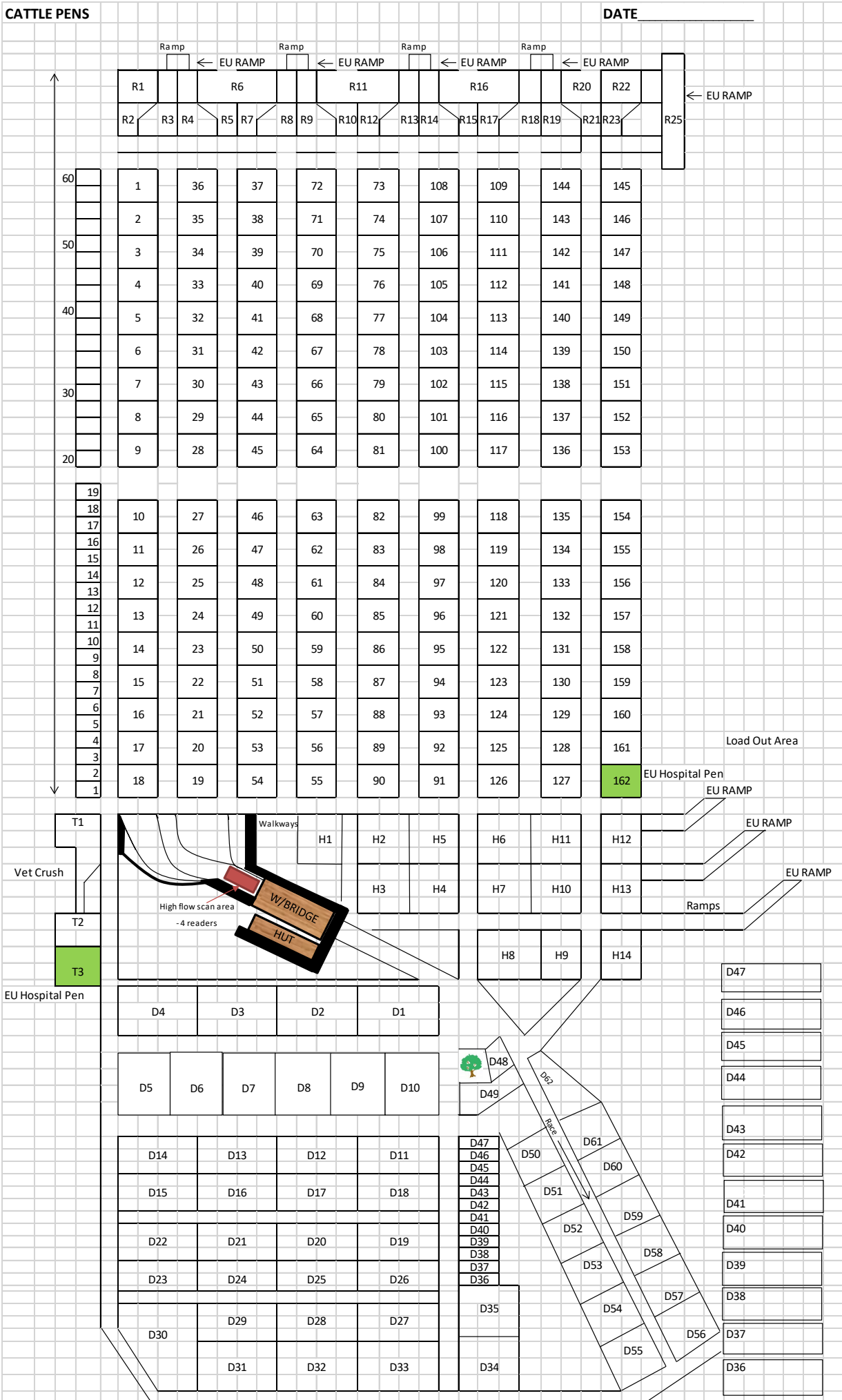
**Agent Manager Name:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Appendix B - NRLE Cattle Pens**

# NARACOORTE REGIONAL LIVESTOCK EXCHANGE - EU OPERATING PROCEDURES



**Appendix C – Responsible Personnel at the NRLE**

**Naracoorte Regional Livestock Exchange**

Lyndon Harper, Manager – 0459 565 169  
Dianne Schubert, Supervisor – 0459 700 375  
Natalie McRostie, Administration – 0429 621 881  
Michael McPhail, Team Member – 0457 482 213  
Craig Richards, Team Member – 0437 665 572  
Cameron Smith, Team Member

Pete Edmonds, Drover – 0429 123 789  
Lucy Edmonds, Drover – 0477 593 414

**Elders**

Tom Dennis, Branch Manager  
Josh Reeves  
Callum Somerville  
Susan Cother  
Nick Livingston  
Carly Gogel  
Declan Tozer  
Alan Thompson  
Nathan McCarthy  
Aaron Dix

**Thomas DeGaris Clarkson Livestock and Property**

Rob Handbury, Director  
Hayden Lambert  
Brooke Green  
Darren Maney  
Jamie Gray  
Sam Hill  
Steven Hill  
Murray Jones

**Nutrien Ag Solutions**

Richard Jennings, Branch Manager  
Nicki Munro  
Richard Smith  
Amanda Findlay  
Digby Schinkel  
Brendan Fitzgerald  
Jessica Aumann  
Malcolm Graetz  
Leanne Graetz  
Jack Guy  
Nick Heffernan



Southern Australian Livestock Pty Ltd (SAL)

Will Nolan, Livestock Manager

Craig Lewis

Roland Day

Luke Crossling

Mat MacDonald

Josh Pahl

Hamish Jurgs

Alistair Haynes

PPHS Pty Ltd

Robin Steen, CEO

Richard Harvie, Director

Jason Mahney

Simon Mulraney

Shaun Minge

Ashley Braun

Craig Gill

Ray Jaensch

Josh Manser

Scott Bittner

Jack Schulz

Tom Moyle-Read