

FINAL REPORT



2002/652 Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies

**Peter Appleford, Kit Button, John Galvin,
Roger T Jones, Peter Lawson**

December 2003



Australian Government
Department of Agriculture,
Fisheries and Forestry



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Enhancement of the emergency management capability in Victoria – developing a Victorian Control Centres Management Manual

Principal investigator

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Background

The AQUAVETPLAN Control Centres Manual 2001 was prepared under the Federal Budget Initiative 'Building a National Approach to Animal and Plant Health' announced in May 2000. The Manual's Preface states, *inter alia*:

'this manual must be adapted to local legislative and administrative requirements by each State/Territory jurisdiction responsible for the management of aquatic animal disease emergencies', and

'a State/Territory disease control headquarters, with responsibility for strategic management of the disease outbreak, must be established, and it must ensure that appropriate interdepartmental and interstate relations and communications are in place.'

In response to FRDC Aquatic Animal Health Subprogram correspondence of 6 December 2001, the Department of Primary Industries (DPI, then the Department of Natural Resources and Environment) Victoria identified the development of a Victorian adaptation of the 'AQUAVETPLAN Control Centres Management Manual' as a priority under the Subprogram's Emergency Management Planning element. Subsequently, that development was approved to be undertaken under Victorian arrangements (correspondence on AFFA File No. 02/4711 dated 30th April 2002). The development of a Victorian adaptation of the AQUAVETPLAN Control Centres Management Manual must be undertaken within the context of the State's legislative and administrative arrangements for the management of all types of emergencies. The relevant legislation is the State's *Emergency Management Act 1986* (as amended) and the arrangements are detailed in the 'Emergency Management Manual Victoria' (EMMV, republished in 2001).

The State Emergency Response Plan (earlier known as DISPLAN) is integrated into the EMMV and formally designates control and support agencies for preparedness and response to all types of emergencies (Department of Primary Industries (DPI) being designated as the control agency in respect to animal and plant emergencies as well as to other hazards/risks within its portfolio). This plan identifies the Victoria Police as the response coordination authority, and all emergency preparedness and response plans and activities are conducted within the provisions of these arrangements and such other legislation relevant to the situation. Both the legislation and the arrangements are grounded in the emergency management preparedness concepts stated in Attachment 2, Program Activity: Emergency Management Planning - Program Activity Plan to the December 2001 correspondence, in encompassing the all hazards, comprehensive, integrated and prepared community approaches. They are consistent with the more recent COAG 'whole of government' approach, in that mechanisms exist to ensure effective activation of interdepartmental and ministerial consultative and coordination arrangements on the outbreak of any major emergency (a high-level Central Government Response Committee and a Major Incidents Committee of Cabinet). Similar models are understood to be under consideration at Commonwealth level and in other States and Territories.

The comprehensiveness of these arrangements has rendered unnecessary the maintenance of the wide range of State-level 'special to hazard' plans (often referred to as 'sub-plans'), with their attendant difficulties in ensuring effective inter-plan coordination and regular plan review and amendment. The

arrangements allow the designated control authorities to focus on their primary management tasks and their direct technical support.

Need

AQUAVETPLAN and its associated manuals, and in particular the AQUAVETPLAN Control Centres Management Manual (CCMM), provide a necessary framework for the development of a Victorian management/operational manual which will meet the State's emergency management planning needs in relation to aquatic animal diseases. As with CCMM itself, such a manual is needed to '*describe the roles of personnel in the initial stages of activation of a ... disease emergency ... and then describe the development and management of disease control centres at infected areas*' (CCMM 2001, Preface). The proposed manual, while using the CCMM framework, will not duplicate that publication as the arrangements established must have application within the Victorian emergency management context as well as conform to the national arrangements for Commonwealth/State/Territory communication, liaison and coordination in aquatic animal disease emergencies.

The need is for a publication which takes the broad, 'whole of government' approach to aquatic animal disease management required under both Commonwealth and Victorian arrangements but which is potentially adaptable to the needs of other States and Territories. The publication should also be in a form and style that allows for simplicity and ease of use in awareness, training and simulation activities. DPI has requested the development of a publication which addresses the above and actively supports the proposal.

Objectives

1. To improve awareness and ownership of the Victoria's aquatic animal disease planning and management arrangements among participants, in both the public and private sectors, through development, testing and production of an appropriate derivation of the AQUAVETPLAN Control Centres Management Manual
2. To ensure conformity to the current 'whole of government' approach to public safety risk management and consistency with the Victoria's emergency management legislation and arrangements.
3. To establish and gain participant commitment to practical systems and arrangements for planning for and managing aquatic animal disease emergencies.
4. To develop systems and arrangements which are potentially adaptable to the needs of other jurisdictions.
5. To facilitate effective communication and information management in aquatic animal disease emergency operations.
6. To ensure suitability of the product for use in related awareness, training and simulation activities.
7. To identify any inconsistencies and or gaps in the existing AQUAVETPLAN control centres management Manual as they relate to the Victorian situation.

Non-technical summary

AQUAVETPLAN and its associated manuals, and in particular the '*AQUAVETPLAN Control Centres Management Manual*' provide the necessary framework for the development of a Victorian management/operational manual that would meet the planning needs in relation to aquatic animal diseases. The Victorian Department of Primary Industries identified the adaptation of the '*AQUAVETPLAN Control Centres Management Manual*' as a priority. The Victorian adaptation of the '*AQUAVETPLAN Control Centres Management Manual*' was undertaken within the context of the State's legislative and administrative arrangements for the management of emergencies. The '*State Emergency Response Plan*' is formally integrated into the Victorian Emergency Management Arrangements and formally designates DPI as the control agency in respect to animal emergencies (including aquatic animals).

The DPI manages aquatic animal disease emergencies under the *Livestock Disease Control Act 1994* and the *Fisheries Act 1995*. To effectively administer a control response under these legalisations and within the broader State emergency response framework, DPI has developed the '*Victorian Arrangements for the Management of Aquatic Animal Disease Emergencies (VAMAADE)*'. The arrangements build on existing mechanisms that ensure the effective activation of interdepartmental and ministerial consultation and coordination on the outbreak of any major emergency. Using these mechanisms the Victorian 'arrangements' allow the designated control authorities to focus on their primary management tasks and their direct technical support. The 'arrangements' are also in a form and style that allows for simplicity of use and ease of awareness, training and simulation activities.

The development, testing and production of the VAMAADE were undertaken by Roger Jones of TEM Consultants Pty Ltd. Initial consultation was undertaken with a high level working group comprising selected senior Fisheries, Agriculture and Regional Services staff of the DPI. The working group decided on the form, structure and broad content of the arrangements. Following several rounds of drafting and comment from the working group, a draft was provided to a broader 'intra-agency' stakeholder group comprising senior and operational DPI staff involved in animal disease response and fisheries management. After consideration of comment a final draft was prepared and forwarded for departmental consideration and approval.

The management arrangements developed as a result of this project have three parts: the background to the management arrangements; the management arrangements themselves and the activation of the arrangements.

Part 1 provides the background to the arrangements and details of the legislative framework for the control of aquatic animal disease emergencies in Victoria, the State and national division of responsibilities, national aquatic animal health strategies and plans, and the State and national response structures.

Part 2 provides the management arrangements and details the aquatic animal health operational responsibilities, designation of aquatic animal disease management areas, initiation of a response, and local/regional-level and state-level organisation and arrangements including the establishment of a Local Disease Control Centre (LDCC) and State Disease Control Headquarters (SDCHQ). This part is supported by appendices detailing the linkages between the DPI and other agencies in initiating a response to a suspected aquatic animal disease emergency, the structure and composition of the LDCC and SDCHQ, and role descriptors for key LDCC appointments.

Part 3 provides a description of the three phases of activation of the arrangement; these being investigation (includes the investigation and alert phases recognised under the AUSVETPLAN), operations and stand-down. Appendices detailing actions to be taken by field officers, the Senior Veterinary Officer, the Regional Fisheries Manager and the Chief Veterinary Officer support this Part. A 'Fish Kill Report Form' and 'Laboratory Submission Proforma' are also provided in appendices.

The VAMAADE provide a practical system for planning for and managing aquatic animal disease emergencies, that conforms to the 'whole of government' approach to risk management and consistency with the Victoria's emergency management legislation and arrangements. The development of the VAMAADE has improved awareness and ownership of Victoria's aquatic animal disease planning and management arrangements among participants, and provides for training and simulation activities.

Methods

Roger Jones of TEM Consultants Pty Ltd, undertook the development, testing and production of a draft manual, with professional assistance from Dr Grant Rawlin of Anadis Ltd.

Initial discussions were held with a 'high-level working group' comprising:

- the Senior Policy Officer of the Office of the Chief Veterinary Officer,
- the Senior Manager Animal Quality Assurance,
- the Manager of Exotic Diseases,
- two Senior Veterinary Officers,
- the Senior Policy Officer Fisheries Victoria,
- the Manager Aquaculture Policy,

- the Aquaculture Planning Officer, and
- two Regional Fisheries Managers.

Following these discussions, the investigators developed a preliminary draft of the '*Victorian Arrangements for the Management of Aquatic Animal Disease Emergencies*'; to meet the requirements indicated in 'Background' above. The preliminary draft was circulated to the 'high-level working group' for comment. Following consolidation of comment a working draft was produced and again circulated to the 'high-level working group' for comment. The working draft was amended and circulated to a broader 'intra-agency stakeholder group' comprising:

- all Senior Veterinary Officers,
- all District Veterinary Officers,
- all Regional Fisheries Managers,
- two regional animal health quality assurance field staff,
- all Regional Aquaculture Development Officers,
- four regional fisheries field staff,
- the Marine Aquaculture Extension Officer, and
- the Inland Aquaculture Extension Officer.

A meeting of the 'intra-agency stakeholder group' was convened by DPI and the working draft workshopped and approved prior to detailed development into an advanced draft. Upon satisfactory completion, the advanced draft was circulated to the "inter-agency stakeholder group" for comment as to any necessary consequential amendments and variations for the final draft. On completion, the final draft was circulated to the "High-level Working Group" who agreed on the final draft that was forwarded for departmental consideration and approval.

Results/Discussion

The results of this report is the production of '*Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies*'. These arrangements have been approved and are attached at the end of this report.

Benefits and adoption

This publication will benefit all Victorian aquaculture, and commercial and recreational fisheries as the systems and arrangements developed by DPI are generic. These outcomes have addressed the issues and needs identified by DPI in the specifications prepared for this exercise. The arrangements ensure the detection, monitoring, control and/or eradication of aquatic animal diseases in Victoria, and will enable the management of disease outbreaks benefiting the recreational and commercial fishing industries, the aquaculture industry, governing agencies, communities and the health of the general public at large.

Conclusions

This project has produced a publication that prescribes a 'whole of Government' approach to aquatic animal disease emergency management that is consistent with Victoria's emergency management legislation and arrangements. The publication meets the objectives of the project, in particular it:

- provides for effective emergency response procedures for control and or eradication of aquatic animal disease emergencies in Victorian waters;
- describes adaptable practical systems and arrangements for planning for and managing aquatic animal disease emergencies with departmental commitment;
- provides for effective communication and information management in aquatic animal disease emergency operations and improves awareness and ownership of Victoria's aquatic animal disease planning and management arrangements within both the public and private sectors;
- provides for the promotion of Government and public awareness of aquatic animal disease response; and
- provides for training and simulation exercises.

Further Development

The '*Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies*' describes adaptable practical systems and arrangements for planning for and managing aquatic animal disease emergencies. The publication describes a series of arrangements and provides role descriptors for key staff. The arrangements need to be communicated and made readily accessible to all responsible staff. The

arrangements should be made available to staff in both electronic format (DPI web site) and hard copy. The arrangements should be provided in an accessible and easy to use format. To ensure effective implementation of the arrangements training and simulation exercises are required. DPI should commit to a training program aimed at familiarising DPI and other agency staff with the arrangements, and their potential roles within any response. Subsequent to training, simulation exercises should be undertaken within the first twelve months to train staff and 'test' the arrangements. These exercises should be conducted at both State and local incident levels. A program of on-going staff training and simulation exercises should then be developed. A system of on-going review for the arrangements should also be developed.

Planned Outcomes

The project has provided a detailed set of arrangements for the management of aquatic animal disease within Victoria. During the development of the manual the Office of the Chief Veterinary officer, Animal Health Operations Unit and Fisheries Victoria developed a shared awareness and ownership of Victoria's aquatic animal disease planning and management arrangements. Further, the arrangements provided a publication that addresses a broad 'whole of Government' approach to aquatic animal disease management. As a result there are more effective emergency response procedures for control and eradication of emergency diseases in Victorian waters.

Acknowledgments

Dr Peter Appleford and the other authors are grateful to the many people and organisations for their contribution toward the development of this document. Special thanks is extended to Grant Rawlin, and staff of the Office of Chief Veterinary Officer, the Animal Health Operations Unit, and Fisheries Victoria who provided technical input and participated in workshops during the completion of the project.

Intellectual property

The FRDC believes that making project results publicly available is in the best interests of the Australian fishing industry and community. No intellectual property has been identified for protection or confidentiality in this project.

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Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies

November 2003

Fisheries Victoria

Department of Primary Industries

Part 1 The background to the management arrangements

The objective of these arrangements is to ensure the detection, monitoring, control and/or eradication of aquatic animal diseases in Victoria.

Primary and related legislation

Livestock Disease Control Act 1994

The main purposes of the *Livestock Disease Control Act 1984* are to monitor and control livestock diseases and provide compensation for losses caused by certain livestock diseases.

Under section 3 of the Act, 'livestock' is defined as meaning "any non-human animal, and any fish or bird, whether wild or domesticated, egg intended for hatching or bee".

The Act is within the portfolio of the Minister for Agriculture, and administered by the Agriculture Division of the Department of Primary Industries.

Regulations and orders made under the Act provide for matters including:

- The notification of livestock diseases (notifiable diseases including those of fin fish, crustaceans and molluscs);
- Testing for diseases; and
- Compensation.

Fisheries Act 1995

The purposes of the *Fisheries Act 1995* are to regulate, manage and conserve fisheries and aquatic habitats, and reform the law relating to fisheries. Objectives of the Act relevant to Victoria's arrangements for managing aquatic animal disease emergencies are:

- Providing for the effective and ecologically sustainable management and development of fisheries, aquaculture and aquatic biological resources; and
- Protecting and conserving ecological processes and genetic diversity.

The Act is within the portfolio of the Minister for Agriculture, and administered by Fisheries Victoria of the Department of Primary Industries.

Regulations under the Act provide for matters including:

- Conditions of licensing (including notification of an outbreak of any notifiable disease in an aquaculture crop); and
- Notifiable diseases of fin fish, crustaceans and molluscs.

Environment Protection Act 1970

This *Environment Protection Act 1970* establishes the Environment Protection Authority (EPA), which is dedicated to protecting and improving the quality of the environment and regulating all activities relating to the discharge or deposit of wastes, the generation, storage, treatment, transport and disposal of industrial and chemical waste, the prevention or control of pollution and noise, and the recovery and recycling of waste.

The Act is within the portfolio of the Minister for Environment and Water, and administered by the Environment Protection Agency (this agency reports directly to the Minister).

Provisions under the Act for the control of wastes include specifications for the maximum quantities and qualities of waste permitted for discharge to the environment, and for measures designed to minimise the possibility of pollution.

Emergency Management Act 1986

The purpose of the *Emergency Management Act 1986* is to provide for the organisation of emergency management in Victoria. The Act defines the State's emergency management structure, assigns roles and responsibilities, and provides for special needs concerned with managing emergencies. The Act describes its objective as: "to ensure that [prevention, response and recovery] are organised within a structure which facilitates planning, preparedness, operational coordination and community participation".

The Act is within the portfolio of the Minister for Police and Emergency Services, the Minister being designated under the Act as Coordinator in Chief of Emergency Management, with the Chief Commissioner of Police as deputy.

The 'Emergency Management Manual Victoria' (EMMV) is issued by the Coordinator in Chief of Emergency Management pursuant to the provisions of the Act. Part 4 of the Manual details

the 'State Emergency Response Plan', which fulfils the functions of DISPLAN as required by the Act. 'Part 6' details the roles and responsibilities of emergency management agencies.

Related legislation:

Other legislation relating to the control of aquatic animal disease emergencies includes:

- *Agriculture and Veterinary Chemicals (Control of Use) Act 1992*;
- *Prevention of Cruelty to Animals Act 1986*;
- *Veterinary Practice Act 1997*; and
- *Wildlife Act 1975*.

The aquatic animal disease emergency response structure

The division of responsibilities

Each State/Territory has primary operational responsibility for detecting, monitoring, controlling and/or eradicating aquatic animal disease within its borders.

The Commonwealth has constitutional responsibilities and exercises powers which bear specifically on the potential sources of risk of aquatic animal disease, in respect of "trade and commerce with other countries, and among the States" (Section 51.i of *The Commonwealth of Australia Constitution Act 1900* and "quarantine" (section 51.ix).

National strategies and plans

Australia's national strategic plan for aquatic animal health, the 'Australian Aquatic Animal Diseases Emergency Plan' (AQUAPLAN) 1998-2002, was endorsed by the Ministerial Council on Forestry, Fisheries and Aquaculture in April 1999. 'Program 4 – Preparedness and Response' of the five-year plan has the following objectives:

- To develop effective institutional arrangements to manage aquatic animal disease emergencies in Australia; and
- To develop a series of manuals and operational instruments which outline methods and protocols to manage emergency aquatic animal disease outbreaks in Australia ('AQUAVETPLAN') based on the existing 'AUSVETPLAN' arrangements (the latter were developed from the mid-1970s and introduced nationally in 1990).

Between December 2000 and May 2002, five manuals were published as elements of AQUAVETPLAN Edition 1. These are:

- The 'Enterprise Manual';
- The 'Furunculosis Disease Strategy Manual';
- The 'Control Centres Management Manual';
- The 'Operational Procedures – Destruction; Manual'; and
- The 'Operational Procedures – Disposal Manual'.

Other disease strategy manuals and operational procedures documents will be produced over time and added to AQUAVETPLAN.

Each State/Territory must adapt AQUAVETPLAN and its components to suit its specific legislation, operational needs and emergency management arrangements.

The national response coordination structure

In regard to the response to an aquatic animal disease emergency, the responsibilities of the Commonwealth include:

- Ensuring conformity with international agreements in respect of such emergencies, including notifications as required by Office International Des Epizooties (OIE, World Organisation for Animal Health);
- Advising relevant government and non-government instrumentalities and agencies of the existence of the emergency and of the nature and implications of control measures adopted by State/Territory authorities;
- Providing appropriate public information and advice on the national level as required; and
- Coordinating the activities of all relevant Commonwealth agencies in support of State/Territory control operations as requested, or as necessary in the national interest (in the latter case, generally in respect of national industry, trade and public health issues associated with the emergency).

National coordination of the technical aspects of the response to an aquatic animal disease emergency is by the Consultative Committee on Emergency Animal Diseases (CCEAD)¹. The roles and responsibilities of the CCEAD include:

¹ In August 2002, the Primary Industries Standing Committee (PISC) endorsed new operating guidelines for the CCEAD clearly assigning and detailing the role of the CCEAD as the coordinating body providing the technical link between the Commonwealth, States, Territories and industry for the national technical response to terrestrial and aquatic animal health emergencies

- Consulting and advising on emergency terrestrial and aquatic animal health events;
- Making judgements and advising on presumptive and confirmatory diagnosis of outbreaks of exotic diseases of terrestrial and aquatic animals;
- Advising on eradication or control methods for presumptive or confirmed emergencies; and
- Facilitating Australia meeting its international reporting obligations in respect of animal disease emergencies.

The membership of the CCEAD comprises:

- The Australian Chief Veterinary Officer (CVO) (Chair);
- All State/Territory CVOs (and/or CCEAD representatives for aquatic matters);
- CSIRO Australian Animal Health Laboratory (AAHL);
- Australian Quarantine Inspection Service (AQIS);
- Industry representative nominated by livestock industry parties collectively;
- Representative nominated by the affected industry/ies; and
- Animal Health Australia (observer).

The Victorian response management framework

The Victorian arrangements for the management of the potential and actual emergencies and disasters are based on:

- An 'all hazards, all agencies' approach;
- The need for a coordinated 'whole-of-government' involvement; and
- The application of comprehensive and integrated risk management practices.

At government level, coordination is exercised through:

- The Security and Emergency Committee of Cabinet (SECC), a ministerial-level committee which can be activated by the Premier on the advice of any member of the Committee or of the Secretary of the Department of Premier and Cabinet; and
- The Central Government Response Committee (CGRC) which coordinates government departments and advises the SECC. The CGRC is convened and chaired by the Secretary of the Department of Premier and Cabinet and has membership at Deputy Secretary level from each department. It

includes the Deputy Commissioner of Police and the Emergency Services Commissioner.

The response management framework for managing all types of emergencies, whatever the source of risk and elements at risk, is provided by the *Emergency Management Act 1986* (as amended) and by the 'State Emergency Response Plan' arrangements detailed under that Act in the EMMV, republished in 2002. In 'EMMV Part 6 – Emergency Management Agency Roles', the Agriculture Division of the Department of Primary Industries is designated as the control agency for eradicating or controlling animal or plant diseases.

In addition to its control roles under the Victorian arrangements, the Victoria Police is designated as the coordinating authority, responsible for coordinating resources and services required for effectively responding to all emergencies. The Victoria Police maintains the State Emergency Response Coordination Centre (SERCC) for this purpose. The SERCC has communication links with Emergency Management Australia, through which access can be gained to Commonwealth and other State/Territory resources once a request for this assistance is authorised.

Organisational relationships in managing the response to an aquatic animal disease emergency in Victoria are shown in **Figure 1**.

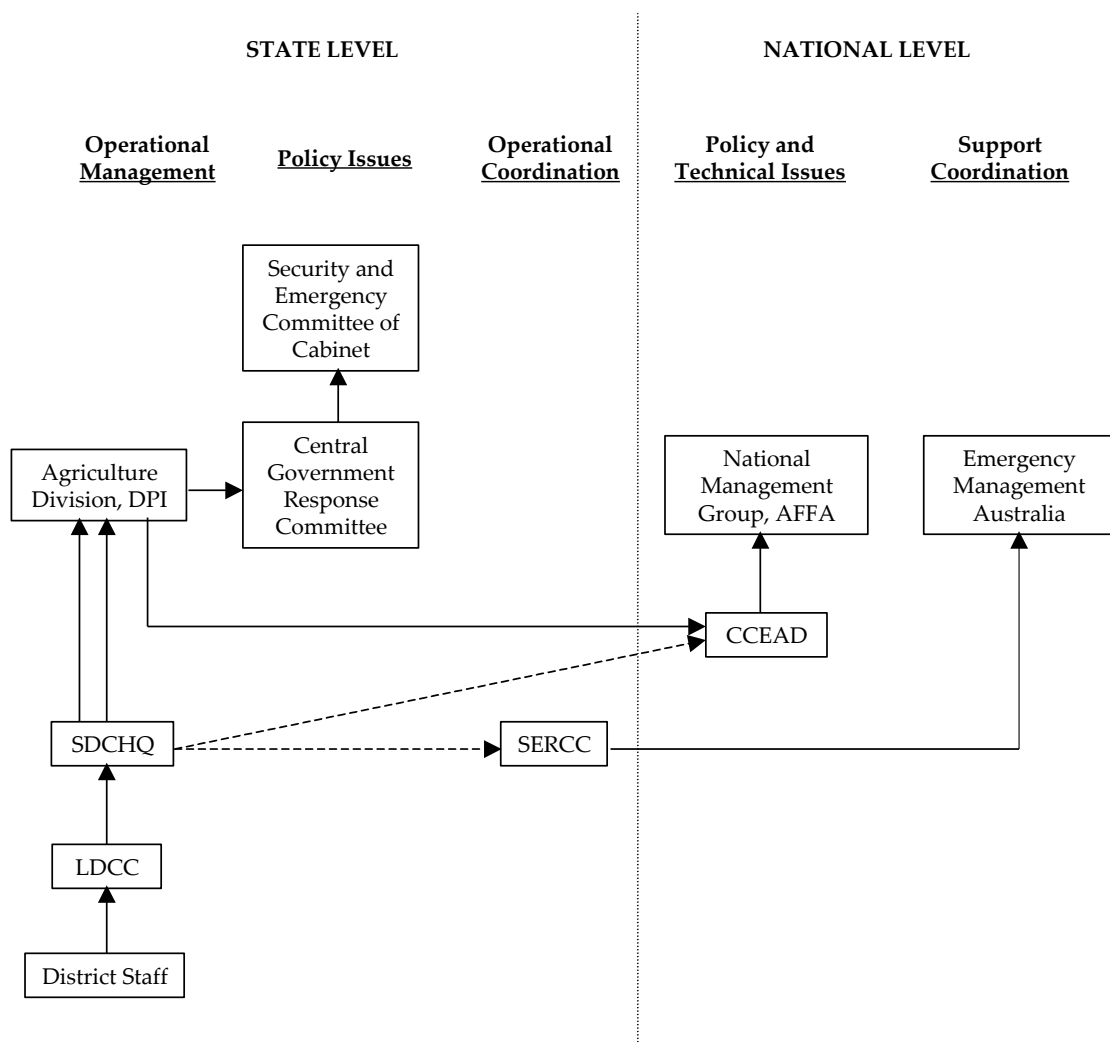


Figure 1

Organisational Relationships in the Response to an Aquatic Animal Disease Emergency in Victoria

Part 2 The management arrangements

An outline of the arrangements

Aquatic animal health operational responsibilities

The Agriculture Division, Department of Primary Industries.

Within the Agriculture Division, the Director of the Quality Assurance Group reports directly to the Deputy Secretary Agriculture and Regional Services on State-level policy and operational issues relating to quality assurance and standards. The Quality Assurance Group has five functional areas:

- Chief Veterinary Officer's Unit;
- Bureau of Animal Welfare;
- Animal Health Operations Branch;
- Chemical Standards Branch; and
- Plant Standards Branch.

The Chief Veterinary Officer's Unit is responsible for policy, legislation, industry policy and liaising with Commonwealth, other State/Territory and international veterinary authorities.

The Bureau of Animal Welfare deals with animal welfare policy and legislation.

The Animal Health Operations Branch is responsible for coordinating animal health staff located throughout Victoria in implementing disease prevention, detection, monitoring, control and eradication programs for both exotic and endemic diseases, monitoring and controlling chemical residues in livestock and livestock products, and promoting the welfare of farmed animals.

Together, these three Quality Assurance Group components, plus animal health staff based in regions and in the veterinary diagnostic section of the Victorian Institute of Animal Science (VIAS), comprise Victoria's Animal Health and Welfare Services.

Fisheries Victoria, Department of Primary Industries

Fisheries Victoria is a key response agency to an aquatic animal disease emergency, advising on its impact on fish, fish habitat and the fishing and aquaculture industries. Fisheries Victoria also provides assistance in the roles for which it has managerial and/or technical expertise. Fisheries

Victoria also has responsibilities for liaising with other departments and agencies about aquatic animal disease prevention activities, and has post-emergency monitoring, assessment and advisory responsibilities.

Designation of aquatic animal disease management areas

The provisions of the *Livestock Disease Control Act 1994* and its associated Regulations provide for control/eradication measures to be implemented for endemic and exotic livestock diseases. The legislation provides additional provisions and powers for exotic diseases.

Under section 6(1), the Governor in Council may make Orders that include:

- Declaring any contagious or infectious disease of livestock to be a disease for the purposes of the Act (section 6(2)(a));
- Declaring any contagious or infectious disease of livestock to be an exotic disease for the purpose of the Act (section 6(2)(b));
- Declaring the whole or any portion of Victoria to be an area for the control of diseases other than exotic diseases and specify the requirements that are to operate in the area (section 6(2)(c)). Requirements may include prohibiting transport, selling or handling livestock, livestock products or fittings within or from the declared area and may impose requirements in relation to testing, transportation, sale or handling within the declared area (section 6(3)); and
- Prohibiting or restricting the entry into Victoria of any livestock, livestock product, fodder or fittings for any disease declared for the purpose of the Act (section 6(2)(d)).

During an aquatic animal disease emergency involving a declared exotic disease, areas may be declared under the Act for disease control/eradication purposes:

- Infected Place (section 21);
- Restricted Area (section 26); and
- Control Area (section 29).

An **Infected Place** (IP) is a declared area and can be any land, premises, waterway or area the CVO reasonably suspects is infected with an exotic aquatic disease. An IP is subject to quarantine served by a notice (section 110), movement controls and control/eradication procedures.

A **Restricted Area** (RA) can be declared by the Minister and may include one or more IPs. Within the RA, intensive surveillance is conducted and movement controls implemented. For control purposes, premises/areas within the RA may be designated:

- A **Dangerous Contact Area** (DCA), which is an area or premises containing livestock showing no signs of disease but which, because of their probable exposure to the disease agent, are subject to surveillance and movement controls; and
- A **Suspect Area** (SA), which is an area or premises containing suspect livestock that are subject to quarantine and intensive surveillance. Suspect livestock include those likely to have been exposed to a disease agent and those not known to have been so exposed, but showing signs requiring differential diagnosis.

A **Control Area** (CA) can be declared by the Minister for the purposes of preventing, controlling or eradicating a declared exotic disease and will specify the requirements to apply, including conditions for entry or exit of specified aquatic animals and/or fomites. Movement restrictions applying to the CA are generally less intensive than those applying to the RA.

The boundaries and conditions applying to RAs and CAs can be varied according to need, and changed by revoking and declaring new Orders.

The relationship between such areas is shown in **Figure 2**.

Initiating a response

The initial notification of a suspected aquatic animal disease emergency is likely to be received by district staff, who collect as much information as possible for the Senior Veterinary Officer (SVO) at regional level. The SVO, if necessary, notifies the CVO and the relevant Police District Emergency Response Coordinator (DERC), Regional Fisheries Manager, local government authority and relevant aquaculture, service and catchment management industries and authorities.

Fisheries field staff also report to the Regional Fisheries Manager. The Regional Fisheries Manager notifies the SVO at the regional level and the Executive Director Fisheries Victoria.

Subsequent action, including the possible location and opening of a Local Disease Control Centre (LDCC) and activation of the State Disease Control Headquarters (SDCHQ), is determined by the CVO.

Linkages between DPI and other agencies in initiating a response to a suspected aquatic animal disease emergency are shown in **Appendix 1**.

'Part 3 – Activating the Arrangements' provides more detail on the activation process and activities to be undertaken during the activation phases.

Local/regional-level organisation and arrangements

Options in establishing local/regional level arrangements

Depending on assessments about the nature, scale and likely duration of a suspected or actual aquatic animal disease emergency, the basic options in establishing appropriate local or regional-level management arrangements are:

- Supplementing district staff at a district or appropriately located population centre for small-scale operations; and
- Formally establishing an LDCC at an appropriate centre with the staff, administrative and logistic capacity to support such an establishment, in large-scale events.

In either case, all functions of an LDCC are undertaken. The decision as to which management arrangements are adopted at local/regional level in the event of an aquatic animal disease outbreak is made by the CVO.

Supplementing district staff at an appropriate location

This is generally the approach taken in responding to a small-scale incident. Individual officers are responsible for several of the functional LDCC tasks, under the direction of an Incident Controller. If the scale of the incident increases, the CVO may determine a larger LDCC needs to be established.

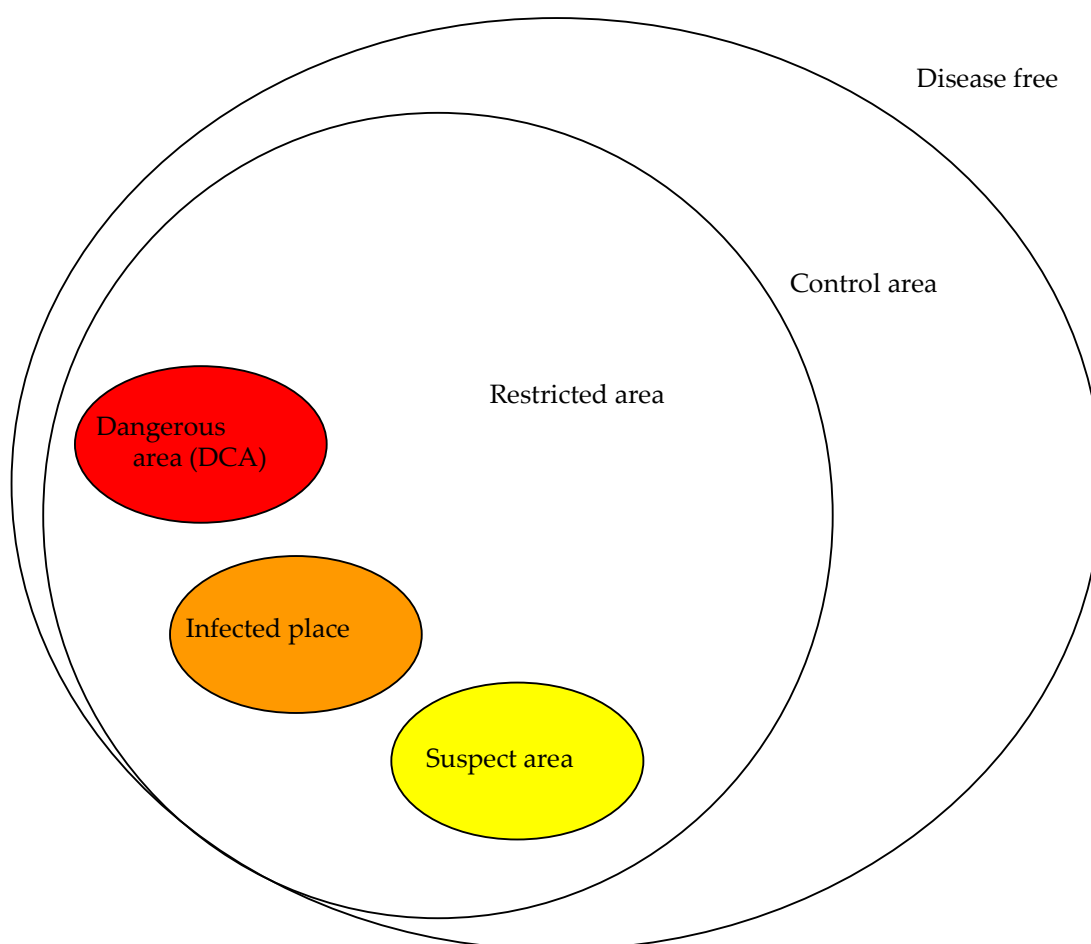


Figure 2 Disease management areas

Formally establishing an LDCC

On a decision to establish a LDCC for eradicating or controlling an aquatic animal disease outbreak, the CVO determines the location of the centre and its area of responsibility, and appoints an LDCC Controller.

The LDCC Controller is responsible for managing field operations within the LDCC area of responsibility, and reports to the SDCHQ. The LDCC's area of responsibility is the RA, with the SDCHQ having responsibility for the CA.

Within policy determinations advised by the SDCHQ, the objectives of the LDCC include:

- Determining the source of the outbreak by tracing movements of suspect animals, fomites, vehicles or persons into the area during the incubation period;
- Defining the extent of the outbreak by detecting all foci of infection;
- Eradicating or controlling all outbreaks of the disease;
- Controlling the spread of the disease;
- Accurately recording all stock or premises destroyed or damaged;
- Retaining receipts and keeping accurate records of all monies expended; and
- Maintaining accurate timesheets for all personnel employed.

The functions and size of the LDCC will vary according to the nature, size, location and possible duration of the disease outbreak. Its initial structure and composition is determined by the SDCHQ and regularly monitored and reviewed.

A suggested structure and composition for a (large-scale) model LDCC is shown in **Appendix 2**, which also contains notes on its location, layout and equipment; and the functions, roles and staffing of key elements. Role descriptors for key LDCC appointments are shown in **Appendix 3**.

State-level arrangements and organisation

Structure and reporting arrangements

The State-level structure and reporting arrangements for managing an aquatic animal disease emergency are shown in **Figure 3**, which also shows connections with the National Management Framework.

SDCHQ/LDCC relationships

The relationship between the SDCHQ and LDCCs are shown in **Figure 4**.

The SDCHQ

The SDCHQ is established at the direction of the CVO once an aquatic animal disease emergency is confirmed, and evolves from the incident management team established by the CVO during the *investigation phase* and usually involves members of that team.

The SDCHQ is responsible for the State-wide coordination of all animal disease eradication or control operations during the *operational phase* of an aquatic animal disease emergency. It assists the CVO and Executive Director Fisheries Victoria in developing disease control strategies and policies during such an emergency and supports the activities of field/regional-level animal disease management control centres. It collates, analyses and summarises information from all relevant sources, informs the CVO of significant operational developments, and advises on operational strategies, procedures and resource requirements. It also relays policy and operational decisions back to field/regional-level control centres.

Within policy and operational determinations in respect of the emergency, the primary roles of the SDCHQ are to:

- Secure necessary financial approvals and ensure that the necessary administrative support is provided;
- Define financial and other delegations;
- Determine, implement and coordinate State-wide disease control plans and operations;
- Develop the strategic plan for emergency operations;
- Liaise with CCEAD and Commonwealth, State and Territory animal health and fisheries authorities and ensure that all communications with such jurisdictions on operational matters go through the SDCHQ;

- As required, provide briefings to DPI Executive Management and ministers;
- Coordinate disease investigation, tracing, surveillance and movement controls in the CA and elsewhere throughout the State;
- Approve tasks not otherwise delegated to local/regional-level control centres, such as confirmation of new IPs and DCAs and approvals to destroy animals within them;
- Provide information to the public (through departmental media arrangements), and to groups with special information needs related to the emergency across the State;
- Implement legal arrangements and ensure that all legal requirements are met;
- Ensure technical support is provided;
- Ensure effective information flows upwards and outwards;
- Liaise with State-level emergency services; and
- Determine criteria for diagnosis, quarantine, destocking, movement controls, monitoring, surveillance and restocking.

A suggested structure and composition for the SDCHQ is shown at **Appendix 4**, which also contains notes on the functions, roles and staffing of key elements.

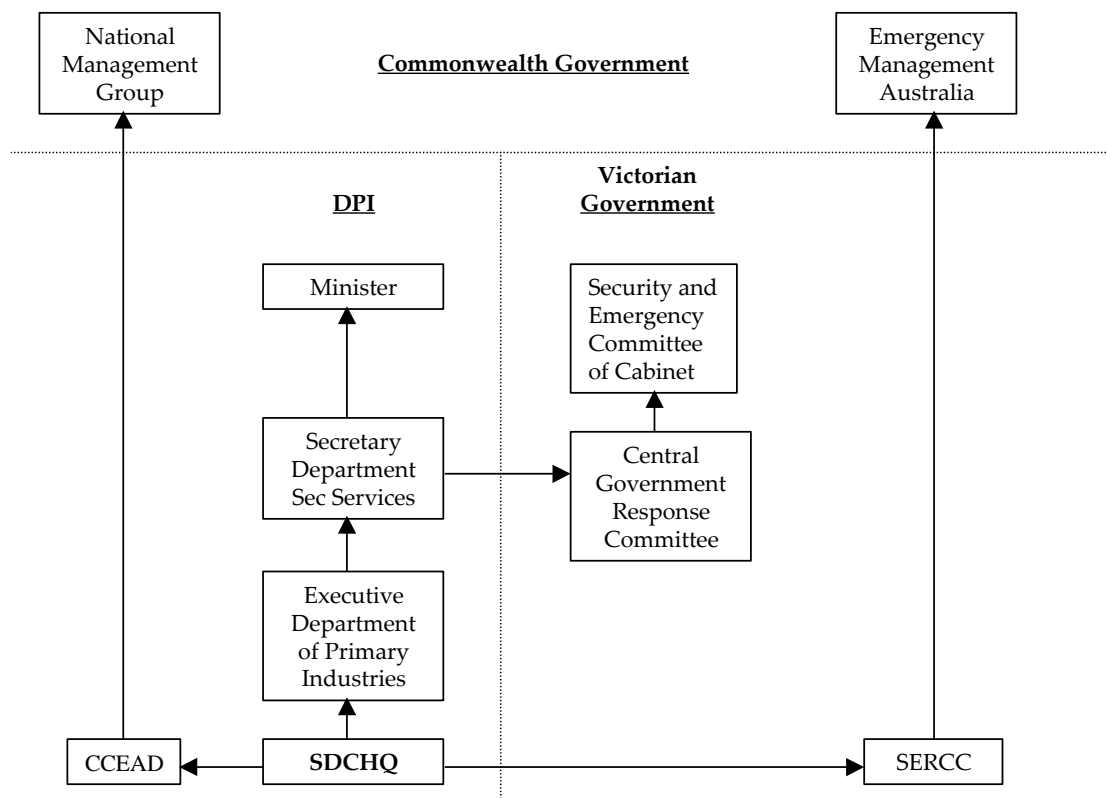


Figure 3 State-level management structure and linkages

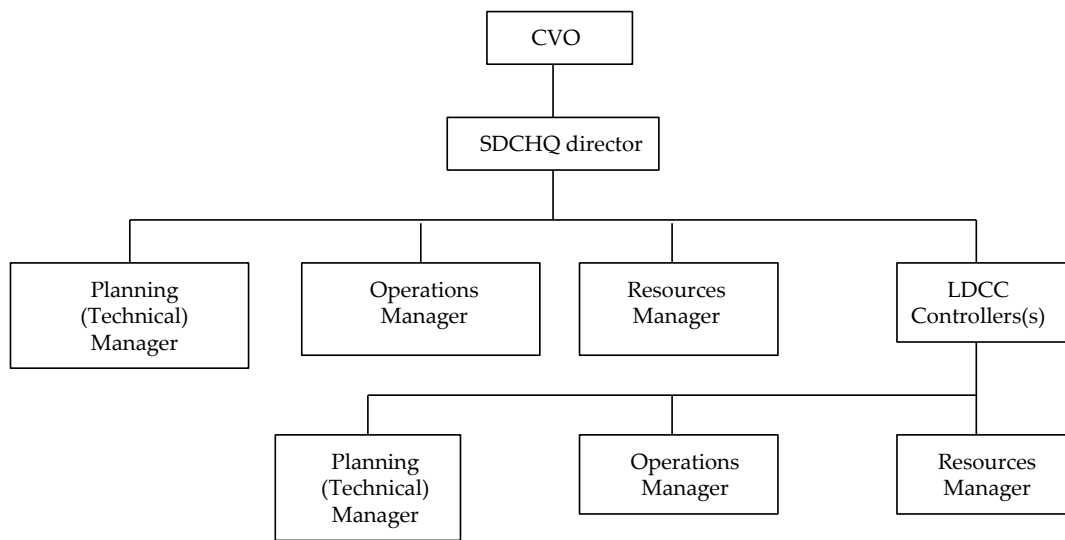


Figure 4 SDCHQ/LDCC Relationships

Part 3 Activating the arrangements

The phases of activation

There are three phases of activation in managing aquatic animal disease emergencies². They are:

- Phase 1 – Investigation;
- Phase 2 – Operations; and
- Phase 3 – Stand-down.

Progression from one phase to the next depends upon the risk an emergency disease is present, the nature of the emergency and how much information is available. Activities being undertaken in one phase, however, may need to be continued in later phases.

Details of the phases and the actions required in each are described in the following sections and **Appendices 5, 6 and 7**.

Phase 1 - Investigation

The *investigation phase* is initiated when a report of a possible aquatic animal disease emergency is being investigated by aquatic animal health authorities. The initial notification of a suspected emergency is likely to be received by a field officer. The field officer must collect as much information as possible for the regional SVO, who is responsible for, in consultation with the Regional Fisheries Manager, initiating the *investigation phase* if this is considered warranted.

A Fish Kill Field Report must be completed for all significant kills of both fish and other aquatic animals. If an Emergency Disease is suspected or is to be excluded as a cause of the kill, then a 'Laboratory Submission Proforma' must also be completed. Proformas for a 'Fish Kill Field Report' and a 'Laboratory Submission' are shown in **Appendices 10 and 11**.

The SVO notifies the CVO of the initiation of the *investigation phase* and the reasons for doing so. If the SVO is unavailable, the field officer following advice from the Regional Fisheries Manager can advise the CVO direct, who may then initiate the investigation phase. The CVO in turn informs the Executive Director Fisheries Victoria of the incident and activation of the *investigation phase*.

² The *investigation* and *alert phases* are separated in AUSVETPLAN. For Aquatic Animal Disease Emergencies the decision was made to merge the Investigation and Alert Phases.

Once the *investigation phase* is initiated, all officers involved should log all phone calls, messages and contacts in order to maintain a complete record of the investigation.

Actions to be taken by the field officer, the SVO, the Regional Fisheries Manager and the CVO in the *investigation phase* are shown in **Appendices 5, 6 and 7**.

As soon as the CVO considers there is a high probability an aquatic animal disease emergency is present, but before diagnosis has confirmed its existence (see section 3.2.6 below and Annex B), key personnel in the Agriculture Division (as the designated control agency for managing of aquatic animal disease emergencies) and Fisheries Victoria (as the leading support agency), plus other relevant coordination and support agencies must be advised an emergency is imminent or may exist.

Actions to be taken by the incident controller appointed by the CVO and key staff and by the diagnostic team during this phase are detailed in **Appendices 6, 7, and 8**.

If diagnosis during this phase does not confirm the existence of an aquatic animal disease emergency, the *stand-down phase* is initiated (see below).

Phase 2 - Operations

The *operational phase* exists when the existence of an aquatic animal disease emergency is confirmed, and continues until the disease and its related risks are controlled or eradicated, or it is determined control or eradication is no longer feasible.

During this phase the SDCHQ is established, and one or more LDCCs may be established (see Part 2).

The SDCHQ evolves from the incident management team appointed by the CVO in the *investigation phase*, which forms the core of the SDCHQ and manages the response strategy. An LDCC controls response activities in a designated RA (see Part 2).

Actions to be taken by key staff during this phase are shown in **Appendices 5, 6 and 7**.

Phase 3 – Stand down

Where diagnosis has not confirmed the existence of an aquatic animal disease emergency

Individuals and agencies contacted during the *investigation phase* must be formally advised that the threat of the suspected emergency no longer exists and actions taken are to be terminated. The formal advice should seek information on any issues or lessons resulting from actions taken which recipients believe should be recorded, and opportunity should be given for discussing such issues and lessons in a subsequent debriefing session.

Where the existence of an aquatic animal disease emergency has been confirmed

As the *operational phase* winds down, managers at all operational levels should regularly review their staffing, equipment and resource arrangements to ensure they remain appropriate to operational requirements. The *stand-down phase* needs to be directed by a senior manager, and should be declared as soon as operational objectives are achieved.

During this phase, provision needs to be made for:

- An early ‘hot debrief’ of senior managers of control, coordination and support agencies to ensure that broad outcomes and lessons from the operation are identified, and a subsequent and larger-scale review (post-mortem) at an appropriate time of the entire operation involving all relevant managers and key operatives, industry and support agencies;
- Completion of entry of data into the information management system, and
- Collection, sorting, filing and securing of all documents relating to the incident.

The activation process

Victorian agency linkages in the event of an activation of the arrangements for the management of an aquatic animal disease emergency are shown in **Appendix 1**.

Appendix 1 does not represent an order of activity in an activation, as many communications are occurring simultaneously.

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Victorian **Fisheries Act 1995**

Victorian **Environment Protection Act 1970**

Victorian **Agriculture and Veterinary Chemicals (Control of Use) Act 1992**

Victorian **Prevention of Cruelty to Animals Act 1986**

Victorian **Veterinary Practice Act 1997**

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Glossary

ANEMIS - Animal Health Emergency Information System. An information system for the collection, assimilation, actioning and dissemination of essential disease control information using paper documentation and computer assistance.

Animal Health Committee - The committee of chief veterinary officers of each State/Territory and the Commonwealth, plus the head of the Australian Animal Health Laboratory, Geelong and others that recommend national control strategies.

Area A - A defined tract of land subject to disease control restrictions under exotic disease legislation.

AQUAPLAN Australian Aquatic Animal Diseases Emergency Plan (1998-2002).

AQUAVETPLAN Australian Aquatic Animal Diseases Veterinary Emergency Plan (2001-2002). Series of five manuals – refer References.

Australian Agricultural Council - The council of State/Territory and Commonwealth ministers of primary industries (or equivalent) which ratifies national control strategies for exotic diseases as official policy.

AUSVETPLAN - A document outlining the Australian approach to the eradication/control of the more important animal diseases not presently occurring in this country, linking policy, strategies, implementation, coordination and counter-disaster agency plans.

AUSVETPLAN Disease Strategies - The broad plans that are adopted to control or eradicate an exotic disease. The strategies are approved by ARMCANZ (previously known as Model Control Plans).

Chief Veterinary Officer - The veterinary officer of each State/Territory animal health authority who has prime responsibility for animal disease control in that State/Territory.

Consultative Committee on Exotic Animal Diseases - A committee of State/Territory CVOs, AAHL and CSIRO, chaired by the Commonwealth CVO, to consult in emergencies due to the introduction of an exotic disease of livestock, or serious epizootics of Australian origin.

Control Area - A declared area in which defined conditions apply to the access or egress of specified animals or things. Conditions applying in a control area are of lesser intensity than those in a restricted area. The limits of a Control Area and the conditions applying therein may be varied rapidly according to need.

Cost-sharing agreement - An agreement in which all States/Territories and the Commonwealth will pay a predetermined proportion of the costs incurred in controlling/eradicating certain exotic animal diseases.

Dangerous contact animal - An animal showing no clinical signs of disease but which, by reason of its probable exposure to disease, is subject to disease control measures.

Dangerous contact area - Premises containing a dangerous contact animal(s).

Disinfectant - Any agent used to destroy micro-organisms outside a living animal.

DISPLAN State Emergency Response Plan as referred to in section 10 of the Emergency Management Act 1986.

Disposal - Sanitary removal of animal carcasses and things by burial, burning or some other process to prevent the spread of disease.

Emergency - A situation requiring an immediate response and highest priority for allocation of resources.

Exotic animal disease - Disease affecting animals (which may include humans) not presently occurring in Australia.

Field veterinary officer - Veterinary officer with responsibility for activities within individual districts of a region.

Forward command post - A field operations centre, subsidiary to a local disease control centre, established in remote area operations.

Fomite - Contaminated material or object capable of spreading the disease agent.

Risk enterprise - A livestock or livestock-related enterprise with a high potential for disease spread (eg. an abattoir, milk factory, artificial breeding centre or livestock market).

Infected animal - An animal infected with or believed to be infected with an exotic disease.

Infected Place - A defined area (which may be all or part of a property) in which an exotic disease exists, is believed to exist, or in which the infective agent of that exotic disease exists or is believed to exist. An IP is subject to quarantine served by notice and to eradication or control procedures.

Investigation phase *see* Stages of activation.

Job card - A written list of tasks to be undertaken by an individual or group as part of an emergency response.

Lead combat agency - The agency which controls the disease control operation, having special expertise and legal responsibility in that particular type of emergency.

Local disease control centre - An emergency operations centre responsible for the command and control of exotic disease control field operations in a defined area.

Movement control - Restrictions placed on movement of animals, people and things to prevent spread of disease.

National disease control centre - An established centre from which national disease control actions are directed and coordinated in an exotic animal disease emergency.

Operational procedure - Detailed instructions for carrying particular tasks in disease control such as valuation, destruction, decontamination etc.

Operational phase *see* Stages of activation.

Operations - The activities necessary to implement a disease control strategy.

Operations manual - Document containing specific, step-wise instructions on certain operations.

Owner - Person responsible for a premises, which includes the agent of the owner (eg. manager or other controlling officer).

Premises - Includes any land, house or other building or structure.

Quarantine - Legal restrictions imposed on a place, animal, vehicle or other things limiting movement.

Rehabilitation - Process of adjustment to circumstances prevailing in the aftermath of an exotic disease outbreak.

Restricted Area - A relatively small declared area (compared to a Control Area) around an IP that is subject to intense surveillance and movement controls.

Roadblock - Road check-point or barricade to maintain compliance with movement control restrictions.

Role description - A statement which outlines the responsibilities of an officer within the overall operation.

Regional veterinary manager - Veterinary officer in charge of a designated departmental region.

Section - Major subdivision of a disease control centre responsible for a particular segment of eradication operations.

Sentinel animals - Animals of known health status monitored for the purpose of detecting the presence of a specific exotic disease agent.

Stages of activation

- *Investigation phase* - exists when key members of the animal health authority are notified that an animal disease emergency may be imminent, or exists in another State/Territory;
- *Operational phase* - exists when the CVO notifies the coordinator of State emergency services that an animal disease emergency exists in the State; and
- *Stand-down* - exists when the CVO notifies the coordinator of State emergency services that an animal disease emergency no longer exists.

State/Territory disease control headquarters - The emergency operations centre that directs the disease control operations to be undertaken in the State/Territory.

Strategy - The principles on which control of a disease is based.

Support agency - An agency with a defined role to assist the lead combat agency to implement animal disease emergency management plans.

Surveillance - A systematic program of inspection and examination of animals or things to determine the presence or absence of an exotic disease.

Survey - A program of investigation designed to establish the presence, extent of, or absence of disease.

Suspect animal - An animal likely to have been exposed to an exotic disease so that quarantine and intensive surveillance, but not pre-emptive destruction, are warranted; OR an animal not

known to have been exposed to a disease agent but showing clinical signs requiring differential diagnosis.

Suspect materials or things - Materials or things likely to be contaminated by an exotic disease agent.

Suspect person – A person whose person or property is likely to have been contaminated by an exotic disease agent.

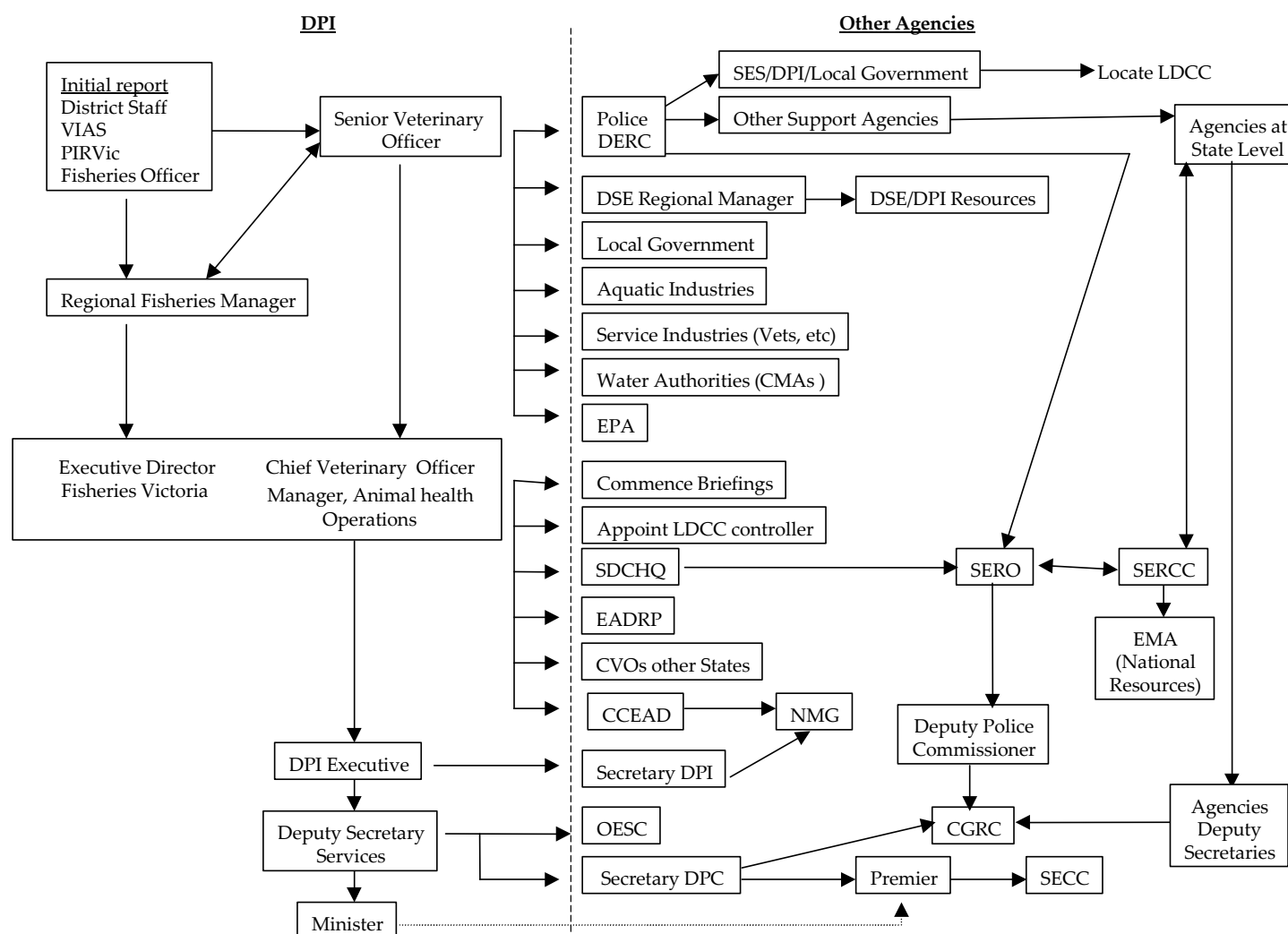
Suspect area – Premises containing suspect animals which are subject to quarantine and intensive surveillance.

Tracing - The process of locating animals, persons or things, which may be implicated in the spread of disease so appropriate action can be taken.

Abbreviations

ANEMIS	Animal Health Emergency Information System	MSDS	Material Safety Data Sheet
AAHL	CSIRO Australian Animal Health Laboratory, Geelong	NATA	National Association of Testing Authorities
AHO	Animal Health Officer	NDCHQ	National Disease Control Headquarters
AQIS	Australian Quarantine and Inspection Service	NMG	National Management Group
CA	Control Area	OESC	Office of Emergency Services Commissioner
CCEAD	Consultative Committee on Exotic Animal Diseases	OH&S	Occupational health and safety
CES	Commonwealth Employment Service	OIC	Officer-in-Charge
CGRC	Central Government Response Committee	OIE	Office International des Epizooties (World Organisation for Animal Health)
CMA	Catchment Management Authority	PIRVic	Primary Industries Research Victoria (formerly Marine and Freshwater Research Institute, MAFRI)
CSIRO	Commonwealth Scientific Industrial Research Organisation	PISC	Primary Industries Standing Committee
CVO	Chief Veterinary Officer	PR	Public Relations
DCA	Dangerous Contact Area	QA	Quality Assurance Group
DERC	Divisional Emergency Response Coordinator (Police)	SVO	Senior Veterinary Officer
DPC	Department of Premier and Cabinet	RA	Restricted Area
DPI	Department of Primary Industries	RAMS	Restricted Area Movement and Security
DSE	Department of Sustainability and Environment	SA	Suspect Area
DVO	District Veterinary Officer	SDCHQ	State/Territory Disease Control Headquarters
EADRP	Emergency Animal Disease Response Plan	SECC	Security and Emergency Committee of Cabinet
EPA	Environmental Protection Agency	SERCC	State Emergency Response Communications Centre
EMMV	Emergency Management Manual Victoria	SERO	State Emergency Response Officer
FCP	Forward Command Post	VIAS	Victorian Institute of Animal Science
GIS	Geographical Information System	VicSES	State Emergency Service
ID	Identification		
IMS	Information Management Systems		
IP	Infected Place		
IPOT	Infected Place Operations Team		
ITC	Information Technology Coordinator		
LDCC	Local Disease Control Centre		

Appendix 1: The management arrangements: Victorian agency links in the event of an aquatic animal disease emergency



CCEAD	Consultative Committee on Emergency Animal Disease
CGRC	Central Government Response Committee
CVO	Chief Veterinary Officer State or Territory
DERC	Divisional Emergency Response Coordinator (Police)
DPC	Department of Premier and Cabinet
DPI	Department of Primary Industries
DSE	Department of Sustainability and Environment
EADRP	Emergency Animal Disease Response Plan
EPA	Environmental Protection Agency
LDCC	Local Disease Control Centre
NMG	National Management Group
OESC	Office of Emergency Services Commissioner
SDCHQ	State Disease Control Headquarters
SECC	Security and Emergency Committee of Cabinet
SERO	State Emergency Response Officer
SERCC	State Emergency Response Communications Centre
SES	State Emergency Service

Appendix 2: The Local Disease Control Centre (LDCC) structure and functions

Establishing an LDCC

The SVO should consult with the Regional Fisheries Manager, the Victoria Police District Emergency Response Coordinator, local government authorities and the regional Victorian State Emergency Service (VicSES) representative on a possible site or sites for a proposed LDCC(s).

The LDCC Site

Factors to be considered in selecting an LDCC site include:

- A large hall will usually be required (initial underestimation of the size required is common and causes difficulties if later enlargement proves necessary);
- Proximity to both the identified IPs and a location which can provide the staff services necessary (accommodation, meals, stores and supplies etc.);
- Good communications (an adequate number of phone/fax lines, computer operating facilities etc.) are essential, and can often be sourced from local facilities;
- Long-term operation (months on occasion) can be necessary and may require the understanding and agreement of premises owners/caretakers. Moving an LDCC during operations is to be avoided;
- External and internal security of the site is necessary, and access to operational areas needs to be controlled. External areas for parking and decontamination need to be considered; and
- A suitable working environment for staff (eg. heating, cooling, noise control, rest facilities etc.) should be a major consideration.

LDCC equipment

Required equipment can be accessed from local departmental sources, local government, VicSES and private hiring. Standard departmental ordering and accounting procedures must be used.

LDCC layout

Layout will depend on availability of an appropriate site. The following needs to be considered:

- The security of the main operations area is critical, and the area must not be accessible to the public or media;
- Staff reception and support facilities may be separately but conveniently located; and
- Briefing areas for staff and media should also be separate.

The Veterinary Investigation Unit manages all tracing and surveillance activities within the RA area controlled by the LDCC. The unit is responsible for identifying any undetected foci of infection but does not become involved in the work of the Infected Place Operations Teams (IPOTs). Its main duties are:

- Dispatching field teams to systematically visit and inspect all premises that may have susceptible animals or contaminated materials;
- Tracing the movement of relevant animals and other potentially contaminated materials from the IPs and DCAs;
- Advising SDCHQ of tracings required outside the RA; and
- Maintaining a detailed map of all IPs, DCAs and other premises with susceptible animals or contaminated materials.

The Restricted Area Movement and Security (RAMS) Unit controls the movement of animals, animal products, water, vehicles (including watercraft), persons and other items into, from and within the RA as appropriate (some of its operational functions such as road/water checkpoints and property security may be contracted to security firms). Its main duties are:

- Issuing movement permits to the public;
- Establishing and operating road/water checkpoints in the RA, including liaising with State transport authorities, water authorities, police and local government;
- Coordinating movement and security activities across the IP; and
- Maintaining registers of all RA and IP movement permits issues and unit staff deployed.

The Infected Place Operations Unit manages all activities to eradicate or control infection in IPs and DCAs, and its field activities are conducted by IPOTs. Its main duties are:

- Managing day-to-day activities including destruction, disposal, cleaning and disinfection;
- Preparing an inventory of stock, (live, stored and in transit) and other materials ³;
- Enforcing quarantine for physical and biological security;
- Planning and conducting efficient and approved animal destruction and disposal; and
- Other duties in the RA as directed by the LDCC operations director.

The duties of IPOTs will vary with the nature of the emergency, but may include any or all of the duties above.

It is essential to provide the LDCC with appropriate partitioning and signage; and biosecurity arrangements for returning field teams including areas for cleaning equipment, sample preparation and submission, and decontamination.

Operational support elements of the LDCC

In addition to the operational units outlined above, the LDCC will need all or some of the following operational support elements:

- A planning section, with elements dealing with:
 - epidemiology;
 - media and public relations;
 - technical specialists in such areas as industry, risk enterprise, vectors, communications and data management; and
 - industry and community liaison.
- A resource management section, with elements dealing with:
 - induction of incoming staff;
 - administration, including stores transport, personnel, finance, staff welfare, OH&S, accommodation and meals, contractors and section support; and

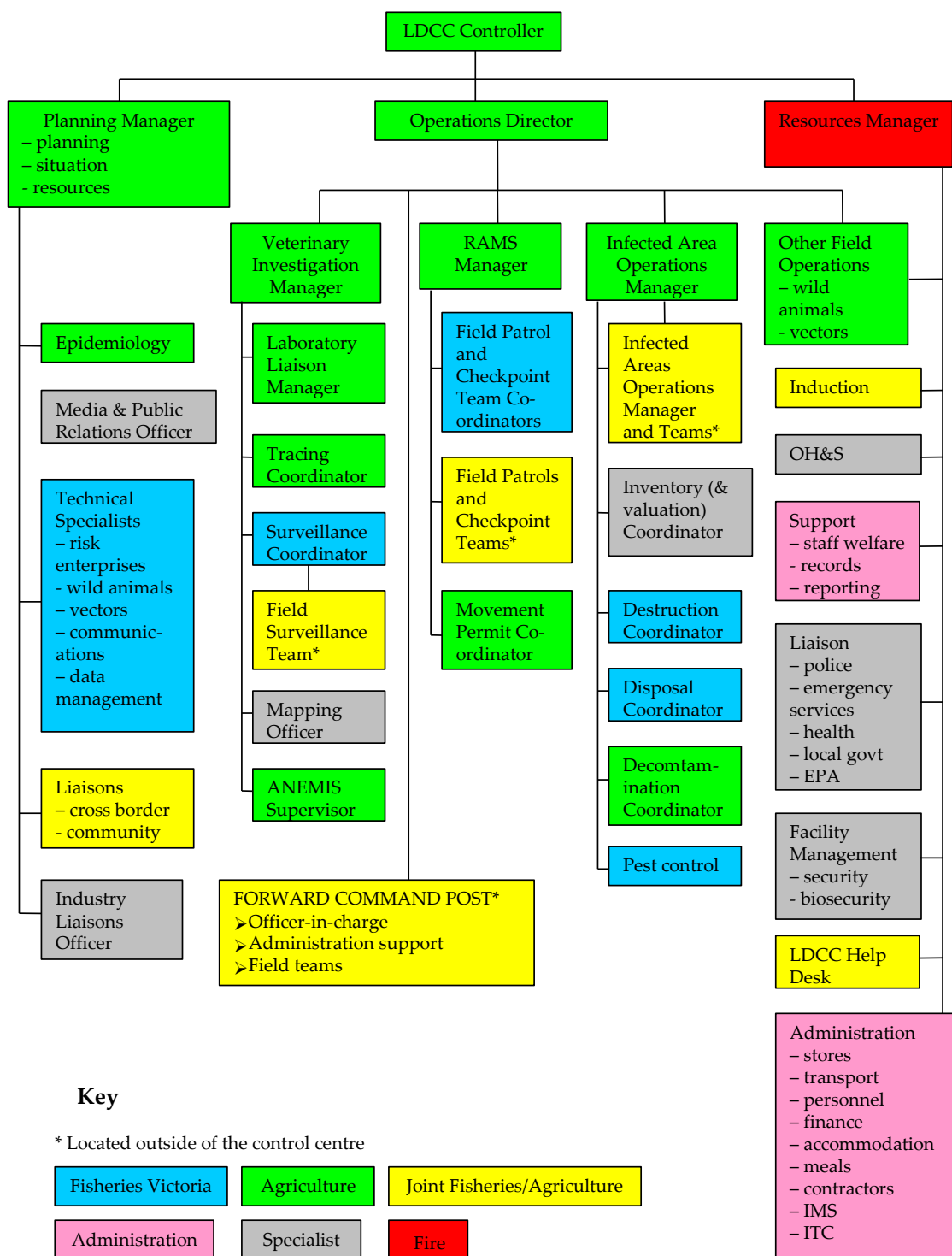
- emergency service liaison (police, DHS, VicSES, local government, etc.).

Key LDCC appointments – role descriptions

Role descriptions for selection of key LDCC appointments are detailed in **Appendix 3**.

Potential users of these role descriptions should read the 'Using role descriptions' and 'Local disease control centre role descriptions' sections in this Appendix, dealing with the use of these role descriptions and the process employed by the writing group in selecting and modifying them from primary source documents.

³ Inventories of stock and other materials may be used for valuation and compensation purposes.



Outline structure of Local Disease Control Centre

Appendix 3: Key LDCC appointments role descriptors

LRD 1:	LDCC CONTROLLER
LRD 3:	OPERATIONS DIRECTOR
LRD 100:	VETERINARY INVESTIGATION MANAGER
LRD 101:	TRACING COORDINATOR
LRD 102:	SURVEILLANCE COORDINATOR
LRD 103:	FIELD SURVEILLANCE TEAMS
LRD 104:	MAPPING OFFICER
LRD 105:	LABORATORY LIAISON OFFICER
LRD 200:	INFECTED PLACE OPERATIONS MANAGER
LRD 201:	INVENTORY AND VALUATION COORDINATOR
LRD 202:	DESTRUCTION COORDINATOR
LRD 203:	DISPOSAL COORDINATOR
LRD 204:	DECONTAMINATION COORDINATOR
LRD 300:	RESTRICTED AREA MOVEMENT AND SECURITY (RAMS) MANAGER
LRD 301:	INFECTED PLACE SECURITY COORDINATOR
LRD 304:	MOVEMENT PERMIT COORDINATOR
LRD 500:	PLANNING (TECHNICAL) MANAGER
LRD 501:	EPIDEMIOLOGIST
LRD 506:	INDUSTRY LIAISON REPRESENTATIVES
LRD 600:	LDCC RESOURCES MANAGER

Using role descriptions

The following role descriptions are intended to provide a broad outline of key jobs within the LDCCs and operations teams. They are not intended as an exhaustive list of duties, but rather should give people chosen to fill the positions an immediate idea of the functions of their position and the duties expected of them. They are written in a standard format describing the:

- *Skills required for the position*, which assist with personnel selection (eg. the need for managerial, organisational, specialist veterinary, agricultural or computing abilities and/or knowledge);
- *Line relationships*, which detail exactly who the position reports to, what personnel the position is responsible to supervise and with whom they are most often likely to liaise;
- *Roles and responsibilities*, which summarise the key aspects of the job using action words to begin each point (these descriptions should be sufficient to get most trained personnel

started and help put the job in an overall context); and

- *Duties*, which are specific tasks that need to be done to fulfill the responsibilities that accompany the role.

Local disease control centre role descriptions

The roles descriptions in this document are based on the role descriptions contained in the 'Australian Veterinary Emergency Plan (AUSVETPLAN) 1996, Control Centres Management Manual, Part 2 - Role Descriptions'.

The group responsible for drafting this manual selected the LDCC roles described in AUSVETPLAN as appropriate for possible application in an LDCC established under the arrangements prescribed for managing aquatic animal disease emergencies in Victoria, and modified them to conform to Victorian system and appointments. These role descriptions may be further amended and additional role descriptions may need to be developed in the course of the consultative process.

LRD 1: LDCC CONTROLLER

Skills

- An officer with extensive experience in managing major animal disease control and eradication programs.
- Extensive knowledge of the control and eradication of the major emergency diseases.
- Knowledge of the local industry concerned, departmental systems and State emergency-management arrangements.
- Strong leadership qualities.
- Highly developed interpersonal and communication skills.
- The ability to analyse complex problems and develop and implement practical solutions.
- The ability to make technically sound decisions when under pressure for long periods.

Line relationships

- Responsible to the CVO.
- Responsible (through section and unit heads) for all staff working at and from the LDCC, including on IPs and DCAs.
- Close liaison with officers from other departments and agencies in accordance with State emergency-management arrangements.

Roles and responsibilities

- Develop a detailed program for eradication, control and surveillance activities within the RA and other areas as defined by the CVO, in accordance with 'Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies', AQUAVETPLAN and/or with plans determined by the CVO.
- On approval from the CVO, implement and manage the campaign in the RA (and other areas as defined) including task analysis, priority setting and resource estimation and allocation.
- Ensure the SDCHQ is advised of the progress of the program.
- Ensure activities are technically sound, lawful and cost-effective.
- Ensure effective management of staff and resources (physical and financial).
- Monitor the progress of the campaign and obtain authorisation from SDCHQ for modifications as required.

- Maintain liaison with emergency service organisations, industry, the media and other government departments.

Duties

- Ensure all appropriate personnel and agencies are advised of the situation and all urgent matters undertaken (see Part 3 of 'Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies', the list of initial tasks to be completed by the RVM in the affected area).
- Oversee the establishment of the LDCC.
- Nominate officers to key section and unit leader positions for approval by the CVO, especially:
 - LDCC Operations Director;
 - Planning (Technical) Manager;
 - LDCC Resources Manager;
 - Veterinary Investigation Manager;
 - Surveillance Coordinator;
 - Tracing Coordinator;
 - Epidemiologist;
 - Infected Place Operations Manager;
 - RAMS Manager;
 - OIC Administration;
 - Media and Public Relations Officer;
 - Infected Premises Operations Manager (IPOT); and
 - Other Field Operations Manager (LDCC).
- Brief the section and unit leaders and assign their duties.
- Manage eradication and control procedures within the RA and other areas as defined by the CVO.
- Provide SDCHQ with accurate situation and statistical reports, especially early in the outbreak.
- Advise the CVO on boundaries for the RA and modifications which may be required during the campaign.
- Maintain an overview of personnel issues.
- Maintain an overview on expenditure to ensure it is in accordance with Treasury regulations.
- Liaise with other State emergency services agencies to enhance eradication and control activities.
- Plan and anticipate potential problems (advising SDCHQ where necessary).

LRD 3: LDCC OPERATIONS DIRECTOR

Skills

- An experienced manager with the ability to delegate tasks, consult with unit managers and manage a large operation and organisation.
- Extensive knowledge of the control and eradication of the major aquatic disease emergencies.
- Strong leadership qualities.
- Highly developed interpersonal and communication skills.
- The ability to analyse complex problems and develop and implement practical solutions.
- Knowledge of all functional areas within the LDCC.

Line relationships

- Reports to the LDCC Controller.
- Responsible (through unit managers) for managing all staff in the Veterinary Investigation, RAMS, Infected Place Operations and Other Field Operations Units of the LDCC.
- Close liaison with the LDCC Planning (Technical) Manager.

Roles and responsibilities

- Assist the LDCC Controller to plan and implement eradication and control procedures within the RA and other areas as defined by the CVO.
- Oversee and coordinate the operations of the Veterinary Investigation, RAMS, Infected Place Operations and Other Field Operations Units.
- Oversee the staffing and resource allocation in the operations units.

Duties

- Appoint staff to all vacant positions within area of responsibility.
- Act as LDCC Controller if required.
- Assist the LDCC Controller by:
 - knowing key workload areas and assisting and relieving as required; and
 - controlling access to the Controller and assisting in decisions as required.
- Liaise with unit managers to:

- coordinate preparation of daily situation reports and other information as required; and
- process requests from units.
- Brief unit managers regularly (at least once daily) to report and review progress and problems. The LDCC Planning (Technical) Manager and other relevant unit managers should participate in these meetings.
- Staffing:
 - administer staff rosters and staffing levels for relevant units;
 - assess and forward staff requirements to the LDCC Resources Manager; and
 - check for staff stress and fatigue at all levels and organise relief as required.
- Oversee the operation of ANEMIS.
- Oversee all LDCC field operations.
- Ensure effective communications between operations sections and to relevant LDCC sections.
- Advise the Controller promptly of significant issues during the incident.
- Thoroughly brief new/relief unit managers before they commence duty.
- Familiarise relieving LDCC Operations Director with the current situation before going off duty.

LRD 100: VETERINARY INVESTIGATION MANAGER

Skills

- A veterinarian with broad experience in controlling and eradicating aquatic animal diseases.
- A thorough understanding of the nature, control and eradication of emergency aquatic animal diseases.
- A good understanding of epidemiology and disease control principles.
- Highly developed interpersonal and communication skills.

Line relationships

- Responsible to the LDCC Operations Director.
- Responsible for managing:
 - Tracing;
 - Surveillance;
 - field surveillance;
 - laboratory liaison;

- mapping;
- veterinary investigations; and
- administrative support staff including ANEMIS staff.
- Close liaison with LDCC epidemiologist and other LDCC unit leaders.

Roles and responsibilities

- Manage all activities in the Veterinary Investigation Unit.
- Liaise with Epidemiologist and other section and unit heads to develop action priorities.
- Assign tracing and surveillance priorities effectively, to detect any further IPs and DCAs.
- Prepare daily situation and statistical reports.

Duties

- Appoint staff to any vacant positions within area of responsibility.
- Familiarity with disease control strategies and operational procedures contained in 'Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies' and 'AQUAVETPLAN'.
- Direct field surveillance and tracing activities within the RA and other areas as defined by the LDCC Controller to detect and quarantine IPs and DCAs.
- Trace the movements of stock, persons and products to and from the IPs and DCAs.
- Assign priorities and trace the highest risk material first.
- Maintain an activities board to show the location of all field teams.
- Process all ANEMIS 1 forms and determine the need for and timing of any further action.
- Ensure actions arising from ANEMIS form 1 are properly completed.
- Ensure information recorded on ANEMIS form 1 is accurate and logical.
- Ensure adequate briefing and debriefing of surveillance and tracing teams on actions required of them, including techniques for decontamination, sample collection, and data collection.
- Assign classifications to premises according to surveillance/tracing reports (ie. designate IPs and DCAs).
- Notify the LDCC Operations Director immediately new IPs and DCAs are suspected/detected or other significant events occur.

- Ensure quarantine is applied to IPs and DCAs.
- Ensure information is adequately recorded on a map.
- Prepare staff rosters to ensure all staff have adequate meal and rest breaks.
- Prepare estimates for personnel and equipment requirements and communicate these to the LDCC Resources Manager.
- Ensure appropriate preparation and distribution of ANEMIS forms 1, 2 and 3.
- Prepare daily situation reports.
- Oversee the laboratory liaison function.
- Thoroughly brief relieving manager before completing duty.

LRD 101: TRACING COORDINATOR

Skills

- An officer with experience in disease control programs and an understanding of the epidemiology and principles of controlling emergency aquatic diseases.
- Good oral and written communication skills, especially the ability to brief and debrief staff.
- Ability to supervise and direct staff, delegate tasks and encourage commitment from staff who often work alone.
- A good working knowledge of ANEMIS (latest version).
- Ability to schedule heavy workloads and assign priorities under pressure.
- Ability to be systematic, orderly and maintain accurate records under pressure.

Line relationships

- Responsible to the Veterinary Investigation Manager.
- Responsible for functional activities of assigned tracing contact officers and administrative and clerical officers.
- Close liaison with the Surveillance Coordinator.

Roles and responsibilities

- Investigate, in priority order, all requests for tracing of stock, persons, products or property that may have had contact with the IP or other contaminated material.
- Report the location, origin, interim contacts, health, and control of in-contact stock,

persons, products and property to the Veterinary Investigation Manager.

- Manage the tracing team of investigators and administrative staff.
- Maintain accurate records including staff movement, property files and daily activity logs.
- Refer requests for tracing outside the RA to SDCHQ through the Veterinary Investigations Manager.

Duties

- Appoint staff to all vacant positions within area of responsibility.
- Familiarity with disease control strategies and operational procedures contained in 'Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies' and 'AQUAVETPLAN'.
- Establish a functional tracing unit through liaising with LDCC Resources Manager.
- In consultation with administrative staff, ensure effective paper flow, communication and recording procedures.
- Ensure a distraction-free environment for briefing and debriefing of field teams/staff.
- Liaise with LDCC Resources Manager to obtain staff and other resources necessary to maintain operations. Review requirements at regular intervals. Requisition or return staff and resources to match needs.
- Ensure all staff are fully briefed, equipped, accounted for, fed, refreshed and rested.
- Advise Veterinary Investigation Manager of information received considered urgent or critical (do not allow vital information to be delayed in a backlog of files).
- Assign priorities to all requests for tracing in consultation with the Veterinary Investigation Manager.
- Assign tracing tasks to specific tracing staff; record details in diary and on staff activities board.
- Brief assigned staff on mission. Provide ANEMIS form 1. Ensure purpose and procedures are understood and adequate resources are allocated.
- Check forms for completeness, accuracy and clarity. Review operation to identify problems or concerns. Advise staff as to next procedure (eg. meal, standby, re-assign).
- Record task completion in diary and update staff control board to show current status and location.

- Make notes of clarification and highlight important matters and new properties on ANEMIS 1 forms.
- Convey ANEMIS form 1 to ANEMIS Supervisor, Veterinary Investigation Unit, for recording in tracing log and daily statistics.
- Provide daily statistical returns of numbers and types of activities.
- Refer requests for tracing to premises beyond the RA to the SDCHQ through the Veterinary Investigation Manager.
- Familiarise the relieving coordinator with staff, procedures and current situation before going off duty.

LRD 102: SURVEILLANCE COORDINATOR

Skills

- An officer with a broad knowledge of fisheries and aquaculture, the local aquaculture industries involved, emergency aquatic diseases and disease control principles.
- Good oral and written communication skills, especially the ability to brief and debrief staff.
- Ability to supervise and direct staff and to delegate tasks.
- Ability to plan and organise substantial workloads and assign priorities to tasks.
- A good knowledge of manual and electronic data processing information systems. A good working knowledge of ANEMIS.

Relationships

- Responsible to the Veterinary Investigation Manager.
- Responsible for all staff assigned to surveillance, including Field Surveillance Teams.
- Close liaison with the ANEMIS Supervisor, Veterinary Investigation Unit.

Role and responsibilities

- Identify, plan and coordinate all surveillance activities within the RA and other areas as defined by the LDCC Controller.
- Maintain accurate case records, property files, property indexes, staff lists and staff movement registers by manual and/or computerised systems.
- Provide accurate and timely summary and progress reports.

- Provide details on all premises visited to the Mapping Officer.

Duties

- Appoint staff to any vacant positions in area of responsibility.
- Familiarity with disease control strategies and operational procedures contained in 'Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies' and 'AQUAVETPLAN'.
- Manage all surveillance activities within the RA and other areas as defined by the LDCC Controller and:
 - identify all premises at risk of disease and the disposition of all susceptible stock within the area;
 - assess the surveillance requirements of 'at-risk' premises and schedule, coordinate and monitor this surveillance;
 - organise, direct, brief and debrief staff performing surveillance duties;
 - estimate ongoing staffing and vehicle requirements for the unit; and
 - estimate revisit frequencies of 'at-risk' premises.
- Generate ANEMIS 1 forms for all premises due for surveillance on that day.
- Brief surveillance field teams on the range of clinical signs which may occur, the mechanisms of disease spread, procedures for disinfection, stock examination, specimen collection and reporting requirements to be followed during surveillance operations.
- Allocate premises to Field Surveillance Teams for surveillance visits.
- Debrief field teams on their return, ensuring ANEMIS 1 forms are complete, accurate and clear.
- Ensure the Veterinary Investigation Manager is advised immediately of significant findings, especially newly detected/suspected IPs and DCAs.
- Assess 'status' of premises and consult or advise the Veterinary Investigation Manager.
- Ensure the frequency of surveillance visits is adequate by consulting with the Veterinary Investigation Manager and Epidemiologist.
- Ensure all premises in the designated area are identified, the disposition of susceptible stock is known and that this information is properly recorded on maps by providing this information to the Mapping Officer.

LRD 103: FIELD SURVEILLANCE TEAMS

Skills

- Officers with appropriate clinical skills, knowledge of fisheries and aquaculture and/or gross pathology and field epidemiology.
- Authorised under the appropriate legislation, with authority to enter, inspect, sample and to impose and enforce quarantine.
- Good oral communication skills with the ability to interview members of the public and convey information to professional colleagues.
- Knowledge of disease control principles and procedures used in an emergency aquatic disease outbreak (may depend on the particular disease; staff with specialist skills may be required for specific tasks).

CONSTRAINT — must not have been on an IP or DCA for a period appropriate to the disease and existing 'political' sensitivities.

Line relationships

- Responsible to Veterinary Investigation Manager through the Surveillance Coordinator.

Roles and responsibilities

- Discover unreported and undetected foci of infection within the RA and other areas as defined by the LDCC Controller.
- Determine the health status of 'at-risk' stock.
- Advise owners of 'at-risk' stock about precautions to take to minimise the risk of contracting disease, any restrictions on stock movement and the necessity to promptly report any suspicions of disease.
- Quarantine and secure stock found with suspicious clinical signs, and immediately notify the Veterinary Investigation Manager.

Duties

- Familiarity with disease control strategies and operational procedures contained in 'Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies' and 'AQUAVETPLAN'.
- Inspect stock on 'at-risk' premises within the RA and other areas as defined by the LDCC Controller, collecting specimens as appropriate. The inspection frequency will be determined in consultation with the LDCC

Veterinary Investigations Manager and Epidemiologist.

- Assess the risk, importance and priorities for these contacts according to the nature of the disease.
- Report all findings to the Surveillance Coordinator on ANEMIS form 1.
- Apply quarantine under the appropriate legislation, following consultation with the Veterinary Investigation Manager when suspicious clinical signs are detected.

Procedures for inspecting a premises

The procedures undertaken in combating emergency aquatic diseases will vary according to the nature of the disease. Some disease agents are extremely infectious while others are quite visible and easy to control on fomites and personnel.

Prepare before leaving LDCC:

- Ensure adequate briefing, correct paperwork (ANEMIS 1 forms), telephone contacts, etc.
- Ensure a clean vehicle is available with adequate supplies of protective clothing, disinfectant and specimen collecting material.

When entering a premises:

- Leave vehicle outside the premises;
- Put on protective clothing and wash down (leave a set of street clothes in the vehicle);
- Enter premises;
- Inspect premises, and usually stock, interview owners/managers and record all appropriate information on ANEMIS form 1;
- If there is *no suspicion* of disease, leave premises (ie. proceed to leave premises, below).

If there is suspicion of disease:

- Quarantine and secure premises to prevent the movement of stock, personnel, pets, animal produce and vehicles on OR off the premises;
- Immediately notify the Veterinary Investigation Manager by telephone;
- Record information on ANEMIS 1;
- Await further instructions;
- Leave premises when the IPOT or diagnostic team arrives, or when instructed by the Veterinary Investigation Manager; and
- HAVE NO CONTACT WITH SUSCEPTIBLE STOCK ON A DIFFERENT NON-INFECTED

PLACE FOR A MINIMUM NUMBER OF DAYS SPECIFIED FOR EACH DISEASE.

When leaving a premises:

- Package specimens according to instructions; disinfect all external surfaces of the container;
- Wash down protective clothing, exposed skin and equipment with an approved disinfectant;
- Place protective clothing in sealed plastic bag for safe laundering; and leave premises; and
- Report to the Surveillance Coordinator for debriefing and reassignment.

LRD 104: MAPPING OFFICER

Skills

- Specialist knowledge, experience and abilities in hand-on use of GIS systems.
- Experience in creating maps and accurately recording property information.

Line relationships

- Responsible to Veterinary Investigation Manager.

Roles and responsibilities

- Record details on appropriate maps of all relevant information, including RA boundaries, IPs, DCAs and other premises with susceptible stock.
- Map information on wild animal population details and control operations where required.
- Provide maps to field personnel as required showing the locations of IPs, DCAs, roads, etc.

Duties

- Familiarity with guidelines for mapping officers contained in the 'AUSVETPLAN Mapping Manual'.
- Create suitable maps, preferably showing road names and property locations.
- Accurately define the RA and other areas of operation and plot the status of premises on the maps (show IPs, DCAs and other areas/premises visited).
- Maintain a rough working map and mark off each property as visited from information on ANEMIS form 1.

- Develop a colour coding of pins, coloured lines and numbers to display and identify information on a master map.
- Identify on a master map (by colour and numbers):
 - IPs;
 - DCAs;
 - RA and CA boundaries;
 - location of check-points and decontamination units;
 - Crown land, rivers/lakes, national parks and urban areas by:
 - a) developing a colour code for each class of property and prominently displaying the key to this code;
 - b) maintaining an operational log book and recording in sequential order the property number, owner, stock numbers and area (from ANEMIS form 1) and crown allotment numbers of IPs and DCAs (through liaising with local government);
 - c) marking the status of premises visited (and altering as information is updated) on the master map; and
 - d) developing a colour code for wild animal populations and operations and marking the disease status of wild animals on the master map;
 - premises where there are no stock or material likely to be contaminated so these can be eliminated from further surveillance visits; and key risk enterprises such as feedlots and abattoirs.
- update information on the master map as it is received;
- provide copies of road and other maps for veterinary investigations field teams (RA movement and Security Unit) and other staff as required;
- mark route to travel; and
- give verbal directions to field teams and illustrate the route on the master road map.

LRD 105: LABORATORY LIAISON OFFICER

Skills

- An officer with knowledge of and/or experience in the control or eradication of emergency aquatic diseases.
- Knowledge and understanding of the range of tests used to diagnose aquatic animal diseases.

- Knowledge of the approved methods used in the collection, preservation, bio-secure packaging and dispatch of diagnostic specimens.
- Knowledge of computerised systems used for retrieving and tracking laboratory results.
- Good oral and written communication skills, especially the ability to interact with both field surveillance teams and laboratory staff.

Line relationships

- Responsible to the Veterinary Investigation Manager.
- Close liaison with field surveillance staff and laboratory staff.

Roles and responsibilities

- Ensure the correct number of the most appropriate samples is collected by the correct methods and dispatched to the correct laboratory in a bio-secure manner.
- Ensure results from laboratories are received in appropriate turn around times.
- Ensure laboratory results are communicated to those who need to know and that the relevance/importance of the results is also communicated to them.
- Ensure electronic and hard copy systems are in place for filing and easy retrieval of results.

Duties

- Provide or oversee training for correct sample collection by field surveillance staff.
- Oversee dispatch of samples to the appropriate laboratory under appropriate bio-security precautions.
- Consult Veterinary Investigations Manager to assign priorities to requests for laboratory tests.
- Oversee systems for tracking laboratory results (eg. timeliness, electronic and/or hard copy filing).
- Provide daily statistical returns or reports of numbers and types of results.

LRD 200: INFECTED PLACE OPERATIONS MANAGER

Skills

- Ability to efficiently manage substantial volumes of technical data.

- Ability to communicate easily with staff from a wide range of disciplines.
- Ability to assess resource requirements and current scientific knowledge relevant to control of the disease.
- Ability to work under pressure, maintain records and prepare reports.
- Lateral thinking and practical problem-solving skills.
- Ability to liaise with and oversee private contractors.
- Ability to delegate quickly, assess the ability of personnel, coordinate a wide range of personnel and take decisive action.

Line relationships

- Responsible to the LDCC Operations Director.
- Responsible for all technical, administrative and other staff in the Infected Place Operations Unit.
- Responsible for coordinating activities on IPs and DCAs.

Roles and responsibilities

- Coordinate the activities of valuation, destruction, disposal, decontamination and pest control on IPs and DCAs.
- Coordinate the acquisition and deployment of resources required for IPs and DCAs.
- Ensure collection of required data and prepare daily situation and statistical reports.
- Ensure the safety of all staff on IPs and DCAs.
- Ensure the operational quality of the work and accountability of privately contracted staff.
- Resolve operational difficulties in conjunction with the LDCC Operations Director.
- If appropriate, arrange sentinel restocking after cleaning and disinfection is completed.
- Assist in determining source, behaviour and possible spread of disease agent.

Duties

- Familiarity with disease control strategies and operational procedures contained in 'Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies' and 'AQUAVETPLAN'.
- Close liaison with Infected Place Site Supervisor(s), including those on DCAs, to determine personnel and other resource requirements.

- Deploy resources to IPs and DCAs as required.
- Provide timely operational information and support to IP Site Supervisors.
- Ensure private contractors are employed within Treasury regulations.
- Ensure compensation, valuation and other financial activities are conducted appropriately.
- Arrange debriefing sessions with IP Site Supervisors to identify and resolve any operational difficulties, check reports and determine resource requirements.
- Provide reports of activities on IPs and DCAs to the LDCC Controller by completing ANEMIS forms 4, 5 and 6.
- Liaise with other government departments and local government authorities to determine property details and short-term availability of equipment resources.
- Develop and maintain lists of appropriate private contracting companies.
- Obtain current information on disinfection protocols, materials and related procedures and provide these to IP Site Supervisors.
- Provide disease information (eg. age of lesion and behaviour of the disease) to the Epidemiologist.

LRD 201: INVENTORY (AND VALUATION⁴) COORDINATOR

Skills

- Knowledge of the aquaculture industry.
- Knowledge of equipment and stock values.
- Knowledge of departmental valuation and compensation procedures.
- Ability to supervise and coordinate staff.
- Highly developed interpersonal skills.
- Ability to work in a stressful environment.

Line relationships

- Responsible to the Infected Place Operations Manager.

⁴ Note – At the time of writing no levy or compensation arrangements exist in Victoria for the aquaculture industry. Therefore compensation is not available for emergency aquatic diseases and the emphasis in this section is on proper inventory recording.

- Close liaison with inventory and valuation team leaders on IPs and DCAs.

Roles and responsibilities

- Responsible for recording an accurate inventory of stock, products, equipment, feed etc on IPs and DCAs in case later claims are made or in case compensation becomes available.
- Responsible for administrating and processing compensation claims.
- Keep the Infected Place Operations Manager informed of budget requirements (in advance where possible).
- Ensure that appropriately qualified and adequate numbers of valuers are appointed.
- Coordinate daily activities of valuation teams.
- Ensure valuation and compensation is in accordance with departmental procedures and financial regulations.

Duties

- Arrange for video and/or photographic equipment to be made available when necessary to provide a visual record of stock and property to be valued.
- Obtain a current list of people competent in the valuation of stock, plant, equipment, etc.
- Brief field valuation officers to ensure they are familiar with valuation and compensation procedures and their legal powers and obligations.
- Checks detail of claims and ensure certification is accurate and correct.
- Liaise with other government agencies and industry where necessary to determine accurate valuation levels for stock and other contaminated material.
- Handle resolution of disputed claims and where necessary invokes the procedures outlined under the relevant section of the appropriate legislation.
- Advise the Infected Place Operations Manager when such disputes arise.
- Through the Infected Place Operations Manager, advise the LDCC Controller of budget requirements and expenditure.
- Maintain records and summaries for briefing the Infected Place Operations Manager by completing ANEMIS forms 17 and 18.

LRD 02: DESTRUCTION COORDINATOR

Skills

- Knowledge of the industry involved.
- Knowledge of humane destruction methods for aquatic animal species.
- Good interpersonal skills.
- Ability to maintain records and prepare reports.

Line relationships

- Responsible to the Infected Place Operations Manager.
- Close liaison with the aquatic animal destruction and disposal team leaders on IPs and DCAs.

Role and responsibilities

- Coordinate the acquisition and deployment of personnel and other resources to the on IPs and DCAs for the efficient destruction of animals.
- Coordinate all activities on IPs and DCAs relating to the destruction of aquatic animals.

Duties

- Familiarity with operational procedures contained in the 'AQUAVETPLAN Destruction Manual'.
- After obtaining approval, determine, in association with the animal destruction team leaders on each IP and DCA, the number and type of animals to be destroyed.
- Determine an effective, humane destruction method.
- Ensure all key members of destruction teams are trained to destroy aquatic animals humanely.
- Ensure written approvals are obtained for use of chemical agents in water (if needed) from the appropriate authority.
- Develop a plan for the destruction of stock (including resources required) which ensures highest risk animals are destroyed first.
- Assemble personnel and equipment as required.
- Brief and dispatch animal destruction teams to premises as part of the Infected Premises Operations Teams (IPOT).
- Through the Transport Officer, arrange transport to premises.

- Advise the site supervisors on IPs and DCAs when teams are dispatched, their arrival time and other relevant information.
- Ensure stock valuation is completed (and, where necessary, written 'orders to destroy' completed) before destruction commences.
- Debrief team leaders and check destruction report - ANEMIS form 4.
- Maintain daily log - ANEMIS form 16.
- Determine personnel and equipment needs for next 48 hours and advise the LDCC Resources Manager.

LRD 203: DISPOSAL COORDINATOR

Skills

- Knowledge of the local industry concerned.
- Ability to maintain records and prepare reports.
- Good interpersonal skills.
- Knowledge of and preferably experience in the methods of disposal of aquatic animal carcasses and other contaminated material.

Line relationships

- Responsible to the Infected Place Operations Manager.
- Close liaison with destruction and disposal team leaders on IPs and DCAs and the LDCC Contractors Officer.

Roles and responsibilities

- Coordinate the acquisition and deployment of personnel and other resources to the IPOTs on IPs and DCAs for disposing animals and other contaminated material.
- Coordinate the activities on IPs and DCAs relating to the disposal of animals and other contaminated materials.

Duties

- Familiarity with operational procedures contained in the 'AQUAVETPLAN Disposal Manual'.
- Determine from disposal team leaders on IPs and DCAs, the numbers and types of stock and contaminated material for disposal.
- Determine the most effective means of disposal (ie. incineration, burial, etc.).
- Liaise with relevant environmental authorities (and fire authority if cremation is used) to

ensure disposal has minimal or no environmental impact.

- Develop a disposal plan that defines resources required and ensures the disposal of highest risk material first.
- With direct assistance from the Resources Manager, assemble personnel and equipment required for disposal.
- Ensure private contractors are employed within Treasury regulations.
- Brief personnel and dispatch them and their equipment, via the Transport Officer, to the premises as part of the IPOT.
- Advise site supervisors on IPs and DCAs of the dispatch of the resources, their arrival time and other relevant information.
- Ensure valuation of contaminated material is completed prior to its disposal or else adequate visual records are made. Advise the Infected Place Operations Manager when a dispute over valuation arises.
- Debrief disposal team leaders and check disposal reports - ANEMIS form 5.
- Maintain daily reports - ANEMIS form 19.
- Determine resource requirements for the next 48 hours and advise the LDCC Resources Manager.

LRD 204: DECONTAMINATION COORDINATOR

Skills

- Knowledge of decontamination procedures used in emergency aquatic disease control.
- Ability to access and interpret data on decontamination.
- Preferably, a knowledge of the local industry involved.
- Ability to maintain records and prepare reports.
- Good communication and supervisory skills.

Line relationships

- Responsible to the Infected Place Operations Manager.
- Close liaison with decontamination team leader(s) on IPs and DCAs and the LDCC Contractors Officer.

Roles and responsibilities

- In collaboration with LDCC Resources Manager, coordinate the acquisition and deployment of personnel and equipment to IPs and DCAs to ensure efficient decontamination.
- Coordinate decontamination activities on IPs and DCAs.

Duties

- Familiarity with general guidelines contained in the 'AUSVETPLAN Decontamination Manual'.
- In conjunction with the decontamination team leaders on the IPs and DCAs, develop a plan which considers:
 - the size, location and type of area which requires decontamination;
 - initial disinfection once stock has been disposed of initial concentration on high priority areas;
 - suitable disinfectants;
 - preliminary and final decontamination procedures;
 - decontamination of plant and electrical equipment and identification of technical information requirements;
 - resource requirements;
 - sources and availability of private equipment and private contractors;

- estimate of time and cost to complete decontamination; and
- security of areas which have been completely decontaminated.

- Assemble personnel and equipment required.
- Ensure private contractors are employed within Treasury regulations.
- Brief personnel and dispatch, via the Transport Officer to IPs and DCAs.
- Advise the Site Supervisors on IPs and DCAs of the dispatch of resources, their expected time of arrival and other relevant information.
- Debrief decontamination personnel and check ANEMIS form 6 reports for accuracy and completeness.
- Maintain daily decontamination log - ANEMIS form 20.
- Advise the LDCC Resources Manager of resource requirements for next 48 hours.

LRD 300: RESTRICTED AREA MOVEMENT AND SECURITY (RAMS) MANAGER

Skills

- An officer with experience in applying regulatory controls under the relevant stock diseases legislation.
- A good understanding of 'Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies' and 'AQUAVETPLAN', including the aquatic disease involved, its implications and control.
- The ability to liaise with Police, State Emergency Service (SES), transport authorities, and communication services.
- The ability to implement movement controls.
- The ability to prepare reports and make recommendations.
- Good oral and written communication skills.
- The ability to brief and debrief staff.

Line relationships

- Responsible to the LDCC Operations Director.
- Responsible for all technical, administrative and other staff in the RAMS Unit.
- Close liaison with the Movement Control and Permits Coordinator in the SDCHQ.

Roles and responsibilities

- Establish movement controls in the RA and other areas as defined by the LDCC Controller to prevent/minimise the spread of disease by animals, animal products, persons, or vehicles (See the 'AQUAVETPLAN Furunculosis Disease Strategy').
- Arrange for efficient, controlled movements into, from and within the RA.

Duties

- Confirm the exact boundaries of the RA and the locations of IPs and DCAs.
- Obtain suitable maps of the RA from the Mapping Officer, Veterinary Investigation Unit.
- Liaise with the SDCHQ Movement Control and Permits Coordinator to determine the movement restrictions to apply in the RA and CA and confirm the approved permit system to be used.
- Consult with the Police Liaison Officer on the location, establishment, maintenance and staffing of any road block teams and security patrols in the RA and the possible need (and legislative powers available) to close some secondary roads.
- Advise Liaison Officers from affected local government areas and local industry of movement restrictions to apply. Provide similar advice to the LDCC Media and Public Relations Unit so appropriate information is made available to the public.
- Assess the need for movement controls over railways and aircraft. Consult with the Police Liaison Officer and the LDCC Operations Director where such controls are necessary.
- Consult with site supervisors on IPs and DCAs to ensure uniform movement control and security systems are in place.
- Determine resource requirements for movement and security activities.
- Liaise with the Decontamination Coordinator, Veterinary Investigation Unit, to ensure consistent disinfection procedures are applied within the RA.
- Coordinate rosters of roadblock and security patrol teams.
- Coordinate the supply of food, equipment and communications for all roadblock and decontamination operations.
- Implement and supervise the approved permit system for the movement of animals, animal products, persons, vehicles and

equipment into, from and within the RA (and maintain appropriate records).

- Implement and supervise a system of written permits for entry into IPs and DCAs.
- Ensure all sections are advised on who is authorised to issue permits and how the system will operate.
- Ensure the efficient siting and effectiveness of disinfection facilities at the LDCC and within the RA.
- Prepare daily situation reports for the LDCC Operations Director.
- Recommend appropriate changes and refinements on movement controls within the RA to SDCHQ through the LDCC Controller.

LRD 301: INFECTED PLACE SECURITY COORDINATOR

Skills

- Ability to implement movement controls, disinfection and administrative procedures.
- A good understanding of the disease, its implications and control.
- Good communication skills.
- Ability to maintain records and prepare reports.
- Preferably, knowledge of the local area and its agricultural systems.

Line relationships

- Responsible to the RAMS Manager.
- Close liaison with Gate Control Officers on IPs and DCAs.

Roles and responsibilities

- Liaise with officers on IPs and DCAs to ensure uniform movement and security systems are applied.
- Coordinate the provision of adequate resources to ensure security of IPs and DCAs.

Duties

- Determine the location, size, nature and any peculiarities of all IPs and DCAs.
- Advise Gate Control Officers on IPs and DCAs of the written permit system which will authorise movement into and from the IPs/DCAs and of any other movement restrictions which may affect IPOT operations.

- Identify IPOT security resource needs, both personnel and equipment, and arrange their supply.
- In conjunction with the LDCC Resources Manager, arrange for identification labels/certificates for staff and authorised visitors to the LDCC.
- Where necessary, consult with the Police Liaison Officer to effect security.
- Provide the RAMS Manager with the estimated resource requirements for the next 48 hours.
- Provide daily situation reports to the RAMS Manager.

LRD 304: MOVEMENT PERMIT COORDINATOR

Skills

- An inspector of stock with experience in administering movement controls under relevant stock diseases legislation.
- A good understanding of the disease, its implications and control.
- Good communication skills.
- Ability to maintain records and prepare reports.

Line relationships

- Responsible to the LDCC RAMS Manager.
- Close liaison with Checkpoint and Control Team Coordinator and with Gate Control Officers on IPs and DCAs.

Roles and responsibilities

- Administer the approved permit systems which allow movement of animals, people and vehicles into, from and within the RA and on IPs and DCAs.

Duties

- Determine from the RAMS Manager details of the RA, IPs, DCAs, roadblocks, proclaimed movement conditions and the authority to enforce the restrictions which are applied.
- Obtain movement permit proformas and establish a system for issuing permits to allow movement into, from and within the RA.
- Establish a written system to allow entry to IPs.

- In conjunction with the RAMS Manager, develop criteria which define the conditions under which movements are allowed.
- Prepare advice, for distribution through the Media and Public Relations Officer, on movement restrictions which apply and the conditions and operational procedures of the permit system.
- Maintain records of authorised movements.
- Prepare daily situation reports for the RAMS Manager.
- Prepare recommendations for changes to movement restrictions as the probability of disease spread changes.

LRD 500: PLANNING (TECHNICAL) MANAGER

Skills

- An officer (or a person with similar technical qualifications) with the ability to delegate tasks, consult with section and unit leaders and manage a large operation and organisation.
- Extensive knowledge on major exotic diseases of aquatic animals.
- Strong leadership qualities.
- Highly developed interpersonal and communication skills.
- The ability to analyse complex problems and develop and implement practical solutions.
- Knowledge of all functional areas within the LDCC.

Line relationships

- Reports to the LDCC Controller.
- Responsible (through unit leaders) for managing staff, including the Epidemiologist, Media and Public Relations Officer, Technical Specialists, Industry Liaisons Officer, and (where appropriate) the Interstate Liaison Officer at the LDCC.
- Close liaison with the LDCC Operations Director.

Roles and responsibilities

- Assist the LDCC Controller to plan the eradication and control procedures in the RA and other areas as defined by the CVO.
- Oversee and coordinate the operations of the Epidemiologist, Media and Public Relations Officer, Technical Specialists, Industry Liaison

Officer and (where appropriate) the Interstate Liaison Officer.

- Prepare situation reports and provide other information for the SDCHQ.

Duties

- Appoint staff to vacant positions within area of responsibility.
- Provide wide ranging specialist technical advice to the LDCC Controller, the LDCC Operations Director and sections needed to support the eradication and control activities.
- Advise the LDCC Controller promptly of any significant facts, observations, trends or predictions about the nature or course of the outbreak.
- Prepare timely and accurate situation reports covering all aspects of LDCC operations for SDCHQ and provide other information as required.
- Liaise with unit managers to:
 - coordinate preparation of daily situation reports and other information as required; and
 - process requests from sections.
- Brief unit managers regularly (at least once daily) to report and review progress and problems. The Operations Director and other relevant section managers should participate in these meetings.
- Staffing:
 - administer staff rosters and staffing levels for relevant sections;
 - assess and forward staff requirements to LDCC Resources Manager; and
 - check for fatigue at all levels and organise relief as required.
- Liaise with technical specialists to obtain technical information as required.
- Arrange for technical support for the Media and Public Relations Officer, ensuring that media releases and other documents for public release are technically correct.
- Thoroughly brief new/relief unit managers before they commence duty.
- Familiarise relieving manager with the current situation before going off duty.

LRD 501: EPIDEMIOLOGIST

Skills

- A veterinarian with further training in epidemiology, preferably postgraduate qualifications in epidemiology.
- Knowledge and experience in using computers for recording and analysing disease data.
- Good bibliographic skills (eg. knowledge and experience in on-line search of veterinary literature).
- A good knowledge of diagnosing, controlling and eradicating emergency aquatic animal diseases.

Line relationships

- Responsible to the Planning (Technical) Manager providing key technical support to LDCC operations.
- Has no operational role and does not manage any staff unless they are involved solely in epidemiological activities.
- Consults and liaises with all LDCC unit leaders, especially the Veterinary Investigation Manager.
- Consults and liaises with SDCHQ Epidemiologist.
- In a large disease outbreak, may manage clerical/keyboarding support staff in epidemiology group.

Roles and responsibilities

- Refer to the relevant literature for the disease concerned.
- Manage the collection of epidemiological data needed to:
 - determine the extent and pattern of infection on the IP;
 - determine the possible source, method and date of introduction of infection;
 - determine the possible mechanisms by which the disease may spread; and
 - provide epidemiological information required by the LDCC for daily reporting and assessing of the disease situation.
- Provide continuing assessment of the risks of the spread of the infection from infected premises, including identifying urgent tracing of contacts.
- Provide technical advice on the disease and its eradication to the Planning Manager, Controller and section leaders.

- Provide information as required by the SDCHQ Epidemiologist.

Duties

- Provide initial epidemiological assessment of the outbreak as a member of the diagnostic team
- Define type of aquaculture operation (ie. static water, enclosed recirculation system or flow-through system).
- Collect all relevant technical/epidemiological literature and proceed to the LDCC when directed
- Establish a system for receiving, tabulating and evaluating field data. This may include information gained from:
 - studying ANEMIS forms and extracting relevant epidemiological information including:
 - a) age of lesions at time when the premises were confirmed to have the disease;
 - b) the numbers, classes and types of aquatic animals affected with the disease;
 - c) aquatic animal or animal product movements onto or from the property;
 - d) previous history of disease on the property, or in the neighbourhood;
 - e) recent importation of aquatic animal products;
 - f) recent arrivals of people from overseas;
 - g) the presence and movements of wild animals and domestic pets; and
 - h) garbage disposal in the area including processing wastes
 - fisheries field staff and local experts on the presence and distribution of wild animals;
 - contact with local industry;
 - studying the spread of the outbreak;
 - study of weather records;
 - study of the topography, hydrology, land use, location of infected and in-contact premises, roads, etc; and
 - study of laboratory reports.
- Provide technical advice and briefings to the LDCC Planning (Technical) Manager, Operations Director, LDCC Controller and section leaders including:
 - Confirmation of the incubation period to be used for the operation and in the ANEMIS program;
 - advice on boundaries for RA and CA;
 - advice on declaration of IPs and DCAs;
 - advice on options for methods to control the disease;
 - advice on options for disposing of stock and other products;
 - advice on decontamination procedures;
 - recommendations for the release of quarantine;
 - identification of urgent tracings; and
 - evaluation of the priorities for surveillance and tracing.
- Establish contact with fisheries and wildlife officers, through the LDCC Wild Animal Control and Surveillance Coordinator to determine the significance of wild animals and other populations.
- Develop methods for predicting disease spread in consultation with the SDCHQ Epidemiologist.
- Prepare daily epidemiology situation reports.

LRD 506: INDUSTRY LIAISON REPRESENTATIVES

Skills

- Recognition (by industry) as a representative of their local industry.
- Extensive knowledge of the industry involved in the outbreak, especially the local industry.
- Good communication and negotiation skills.

Line relationships

- Responsible to their industry, providing advice to the LDCC Controller through the Planning (Technical) Manager.
- Must liaise closely with the LDCC Risk Enterprises Officer(s) and local industry.

Roles and responsibilities

- Provide advice on the nature of the local industry to assist with disease risk assessment.
- Assist with developing and implementing plans for disease eradication/control.
- Provide advice on the economic and other consequences of proposed actions.

- Act as a focus for consultation and advice to the local industry.

Duties

- Prepare comprehensive advice on the local industry which is affected. This should include advice on its size, distribution, sources of supply, marketing practices, industry organisations and all other factors which may affect the eradication/control program (ie. assist with the risk assessment).
- Advise on the practicality and economic and other consequences of actions proposed for eradication/control purposes.
- Advise on plans for handling potentially contaminated material. Identify the steps required to pick up, handle, process and distribute this material and limit the spread of any infection.
- Consult with other local industry contacts about the campaign and act as a focus for contact with the local industry.

NOTE: The specific duties of Industry Liaison Officers will vary according to the disease and industry involved. Industry Liaison Officers could be needed for the following industries:

- Salmonids;
- Abalone;
- warm water finfish;
- eels;
- yabbies;
- mussels and bivalve shellfish; and
- ornamental fish.

LRD 600: LDCC RESOURCES MANAGER

Skills

- Familiarity with State emergency-management arrangements and departmental administrative systems.
- Proven leadership qualities, including the ability to delegate effectively.
- Ability to cope with multiple tasks and implement decisions under pressure (innovation, initiative and flexibility are required).
- Highly developed interpersonal, communication and negotiation skills.
- Broad knowledge of departmental operations and structures, and detailed knowledge of animal health services and emergency aquatic disease response operations.

Line relationships

- Reports to the LDCC Controller.
- Close liaison with LDCC section and unit leaders, and SDCHQ Resources Manager.
- Responsible for all staff in the Resources Section, and support staff in all other sections.
- Liaison with other agencies in accordance with State emergency management arrangements.
- Liaison with external suppliers.

Roles and responsibilities

- On instruction from the Controller, establish the LDCC.
- Coordinate staffing and resource allocation for the LDCC and field operations.
- Coordinate the provision of support from emergency service agencies.
- Ensure the smooth operation of the LDCC.
- Ensure the orderly stand down of the LDCC and field operations as the incident is controlled.

DUTIES

When establishing the LDCC:

- ensure appropriate location for the estimated size of the LDCC and the expected duration of operations. This may involve liaising with SES, police and local government, and providing recommendations to the LDCC Controller;
- ensure appropriate layout and signposting within the LDCC;
- ensure establishment of adequate communications (liaise with Telstra emergency management officer and the Police Liaison Officer);
- ensure the supply of suitable and adequate stores and equipment (liaise with SES, local government and SDCHQ); and
- liaise with contractors and/or welfare agencies for the provision of food and supplies.

Once the LDCC is operational:

- manage the day-to-day running of LDCC;
- ensure copies of role descriptions are provided to Resources Section staff, and ensure all staff are fully familiar with their roles and responsibilities;
- attend to daily physical needs of LDCC (meals, staff welfare, stores, equipment, etc.);

- coordinate staff resources and rosters involving personnel from within the department, other government agencies (liaise with SDCHQ Staff Resources Manager);
- oversee all operations within and external to the LDCC to ensure occupational health and safety guidelines are followed. Where accidents or other problems are reported, immediately notify the LDCC Controller;
- oversee LDCC communications;
- advise the SDCHQ Resources Manager of the names, positions, telephone and facsimile numbers for all key LDCC staff;
- oversee the administrative functions of the LDCC, including IPOT;
- ensure compatibility of administrative functions between LDCC and SDCHQ;
- liaise with supporting emergency service agencies to arrange support services to the LDCC;
- provide reports and briefings to the LDCC Controller as required;
- ensure appropriate induction of new/relief staff
- ensure LDCC staff and visitors are issued with approved identification cards/name tags;

- ensure facilities are available to provide clean protective clothing and clean vehicles for field teams and IPOT personnel;
- handle unusual duties as they arise, and act as a 'troubleshooter' to ensure the smooth operation of the LDCC;
- ensure Resources Section staff are informed of developments and progress of the campaign; and
- thoroughly brief relieving manager with the current situation before going off duty.

As the operations wind down:

- ensure personnel resources do not exceed operational requirements;
- provide sufficient notice to Departmental and other personnel that operations are winding down and advise how long their services will be required; and
- ensure physical resources do not exceed operational needs and unused materials remain secure.

Appendix 4: The State Disease Control Headquarters (SDCHQ) structure and functions

Functions of SDCHQ sections

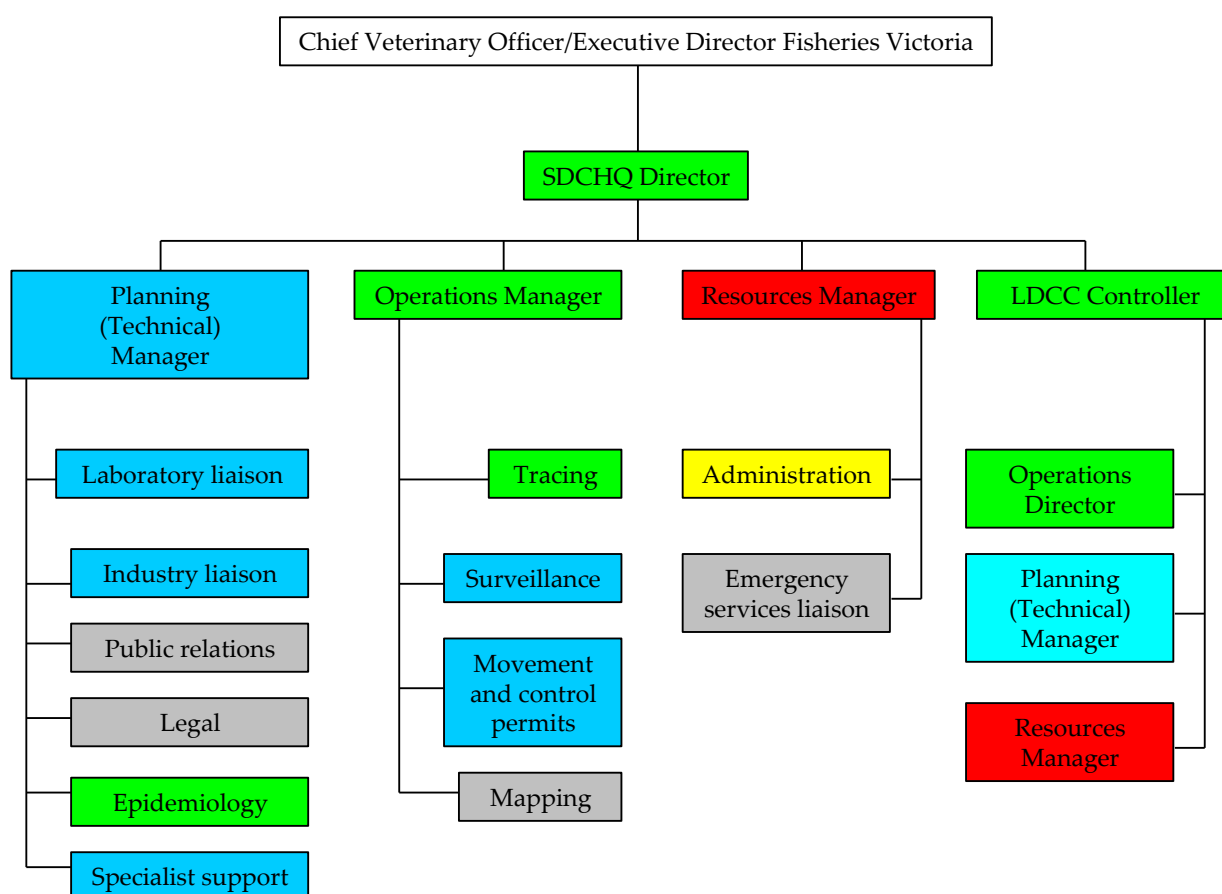
Planning (Technical) Section

The Planning (Technical) Section is responsible for:

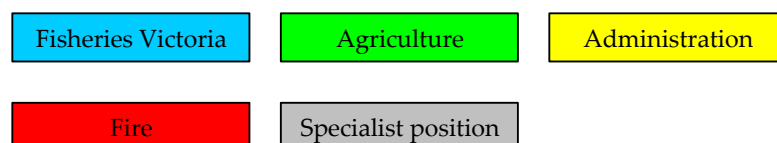
- Laboratory liaison;
- Assessing the disease outbreak and its control;

- Providing policy and technical advice;
- Industry liaison;
- Media and Public Relations; and
- Legal services.

The planning (technical) manager works closely with the technical manager at the LDCC to avoid duplication, matters being overlooked or the provision of conflicting advice.



Key - Proposed allocation of functions/positions



Outline structure of the State Disease Control Headquarters

Operations section

The Operations section is responsible for coordinating all veterinary and regulatory operations relating to the disease emergency, both within the CA and elsewhere throughout the State. It is responsible for:

- Tracing and surveillance;
- Movement controls;
- Vaccination;
- Mapping; and
- Information systems.

In a small operation, the operations manager undertakes most of these functions. In larger operations, various tasks may be delegated to appointed coordinators and officers, and a registry (section) clerk can be allocated to assist with mapping, whiteboard displays and the information management system.

Resources section

The Resources section provides administrative support and expertise to the SDCHQ during its emergency management involvement, oversees administrative functions at the LDCC and elsewhere in the State as they relate to the disease control campaign, and liaises with the SERCC, the Office of the Emergency Services Commissioner and other emergency service and support organisations as required.

In a small and localised campaign, many administrative and liaison tasks can be undertaken satisfactorily at local/regional level control centres, with appropriate oversight and supervision at the SDCHQ level.

It is the responsibility of the CVO and the SDCHQ to liaise with the Australian CVO as chair of the CCEAD.

Key SDCHQ appointments – role descriptions

Role descriptions for selection of key SDCHQ appointments are detailed in **Appendix 5**.

Appendix 5: Key SDCHQ appointments role descriptors

SRD 1	CHIEF VETERINARY OFFICER
SRD 2	SDCHQ DIRECTOR
SRD 3	SECRETARY TO THE CHIEF VETERINARY OFFICER
SRD 100	PLANNING (TECHNICAL) MANAGER
SRD 101	LEGAL COORDINATOR
SRD 102	STATE PUBLIC RELATIONS MANAGER
SRD 103	EPIDEMIOLOGIST
SRD 104	INDUSTRY LIAISON COORDINATOR
SRD 200	OPERATIONS MANAGER
SRD 201	TRACING COORDINATOR
SRD 202	SURVEILLANCE COORDINATOR
SRD 203	MAPPING OFFICER
SRD 204	MOVEMENT CONTROLS AND PERMITS COORDINATOR
SRD 300	RESOURCES MANAGER
SRD 301	OFFICER-IN-CHARGE, ADMINISTRATION
SRD 302	EMERGENCY SERVICES LIAISON OFFICER
SRD303	EMERGENCY SERVICES LIAISON REPRESENTATIVE
SRD 304	RECEPTIONIST

Using role descriptions

The following role descriptions are intended to provide a broad outline of key jobs within the SDCHQ and operations teams. They are not intended as an exhaustive list of duties, but rather should give people chosen to fill the positions an immediate idea of the functions of their position and the duties expected of them. They are written in a standard format describing the:

- *Skills required for the position*, which assist with personnel selection;
- *Line relationships*, which detail exactly who the position reports to, what personnel the position is responsible to supervise and with whom they are most often likely to liaise;
- *Roles and responsibilities*, which summarise the key aspects of the job using action words to begin each point (these descriptions should be sufficient to get most trained personnel started and help put the job in an overall context); and
- *Duties*, which are specific tasks that need to be done to fulfill the responsibilities that accompany the role.

SDCHQ role descriptions

The roles descriptions in this document are based on the role descriptions contained in the 'Australian Veterinary Emergency Plan (AUSVETPLAN) 1996, Control Centres Management Manual, Part 2 - Role Descriptions'.

The group responsible for drafting this manual selected the SDCHQ roles described in AUSVETPLAN as appropriate for possible application in an SDCHQ established under the arrangements prescribed for managing aquatic animal disease emergencies in Victoria, and modified them to conform to Victorian system and appointments. These role descriptions may be further amended and additional role descriptions may need to be developed in the course of the consultative process.

SRD 1: CHIEF VETERINARY OFFICER

Skills

- The Chief Veterinary Officer of the State.

- A veterinarian with extensive experience in disease control programs and a balanced knowledge of the scientific, political, legal, management and industry aspects of a major eradication campaign.
- Proven ability to accept responsibility for the management of the eradication campaign.
- Highly developed communication and negotiating skills.
- Proven leadership qualities including the ability to delegate effectively.
- Ability to analyse complex problems and produce practical solutions with clear priorities.
- Ability to work under pressure for long periods.
- Experienced at managing the media.

Line relationships

- Responsible, through the Executive Management of the Department, to the Minister for the disease eradication program.
- Must liaise closely through CCEAD with the CVOs of all States/Territories and the Commonwealth and, at State level, with supporting agencies, through emergency-management arrangements, and relevant industry leaders.
- Responsible, through delegations, for the management of all persons involved in the campaign in the State.

Roles and responsibilities

- Oversee the planning and management of the eradication or control campaign in accordance with the relevant legislation, policies, emergency-management arrangements and OIE / AQUAVETPLAN strategies and procedures, with due consideration of the economic, commercial and social implications of all actions taken.
- Arrange for urgent animal health matters not connected with the outbreak to be dealt with across the State.
- Ensure that accurate and timely advice is provided to the Minister, CCEAD, the public, all departmental staff, emergency-management agencies and industry.

Duties

- The CVO should be fully familiar with the 'AQUAVETPLAN Disease Strategy' for the disease concerned for details of strategies for control and/or eradication as well as the 'International Aquatic Animal Health Code' published by OIE.
- Appoint the key personnel of the SDCHQ and LDCC Controllers, ensuring that they are adequately briefed and aware of their roles, responsibilities, duties as laid down in the Victoria's Manual of Arrangement for the Management of Aquatic Animal Disease Emergencies and other operational procedures. Ensure that they are adequately briefed on the outbreak situation, policies and strategies.
- Clearly define financial and decision-making delegations to these staff, including the legal delegations to the SDCHQ Director.
- Develop policies for disease control and eradication, in consultation with CCEAD, the Executive Directors and the Minister.
- Exercise substantive or delegated legal powers, including the declaration of IPs, RAs and CAs, ordering the destruction of infected animals, and appointing additional inspectors of stock.
- Negotiate with department executives the additional delegations or modifications to normal practices that are required to ensure that adequate authority is available for operations to proceed without delay.
- Oversee the eradication campaign, continually assessing and updating strategies.
- Specify and monitor the reporting requirements in operation and the timing and nature of briefing sessions.
- Provide accurate and timely progress reports to the Minister, Executive, CCEAD and other relevant parties.
- Ask the chairperson of the CCEAD to convene teleconferences as required.
- Ensure funding for the campaign and that agreed cost-sharing arrangements are followed.
- Release premises from quarantine on recommendation of the SDCHQ Director.

SRD 2: SDCHQ DIRECTOR

Skills

- A veterinarian with extensive experience in disease control programs and a balanced knowledge of the scientific, political, legal, management and industry aspects of a major eradication campaign.
- Ability to accept responsibility for the management of the eradication campaign.
- Highly developed communication and negotiating skills.
- Proven leadership qualities including the ability to delegate effectively.
- Ability to analyse complex problems and produce practical solutions with clear priorities.
- Ability to work under pressure for long periods.

Line relationships

- Responsible to the CVO.
- On delegation from the CVO, the Director must liaise closely through CCEAD with the CVOs of all States/Territories and the Commonwealth and, at State level, with supporting agencies, through emergency-management arrangements, and relevant industry leaders.
- Responsible, through delegation, for the management of all persons involved in the campaign in the State.
- Liaises closely with LDCC Controller.

Roles and responsibilities

- Manage the eradication/control campaign in accordance with the relevant legislation, policies and AQUAVETPLAN strategies and procedures, with consideration of the economic, commercial and social implications of all actions taken.
- Manage the SDCHQ.
- Provide accurate and timely advice (often via the CVO) to the Minister, CCEAD, the public, all departmental staff, emergency-management agencies and industry.
- Establish ongoing consultative and reporting arrangements between SDCHQ and LDCCs.

- Act as CVO as required.

Duties

- The SDCHQ Director must be fully familiar with the disease control/eradication strategies as detailed in the relevant 'AQUAVETPLAN Disease Strategy', as well as the 'International Aquatic Animal Health Code' published by OIE.
- Ensure that the key personnel of the SDCHQ, Controllers of LDCCs and key section Managers are appointed. Adequately brief them on their roles, responsibilities and duties as laid down in this manual and operational procedures. Also adequately brief them on the outbreak situation, policies and operational procedures/strategies.
- Ensure that staff operate within the financial and decision-making delegations from the CVO.
- Liaise with the Department's legal section to ensure that all proposed proclamations are lawful and to seek advice on legal matters during the campaign.
- Confirm with the CVO new IPs and DCAs and authorise destruction and decontamination.
- Manage the eradication campaign, continually assessing and updating strategies and advising the CVO while ensuring that all activities are lawful and in accordance with approved policies and delegations.
- Ensure effective liaison with LDCCs and specify and monitor reporting requirements and the timing and nature of briefing sessions/situation reports.
- Ensure effective liaison between SDCHQ and The National Disease Control Headquarters (NDCHQ), ensuring that NDCHQ is kept informed of key developments and requests for information are responded to.
- Provide, via the CVO, detailed progress reports to the Minister, CCEAD and other relevant parties.
- Manage the campaign in accordance with cost-sharing agreements and Treasury regulations.
- Regularly review the boundaries of proclaimed areas and the relevance of the conditions applying therein, in consultation

with LDCC Controller(s) and SDCHQ Planning (Technical) Manager.

- Release premises from quarantine on authorisation from the CVO.
- Negotiate with Head Office and regional management the utilisation of departmental staff and resources.
- Brief SDCHQ staff (and important visitors) on significant developments and progress with the campaign.
- Brief new section managers and relieving director as appropriate.

SRD 3: SECRETARY TO THE CHIEF VETERINARY OFFICER

Skills

- An experienced stenographer with secretarial skills.
- Familiarity with basic computer programs and word processing.
- Ability to operate facsimiles and other office equipment.
- An understanding of the roles of staff in the SDCHQ plus the roles of outside bodies, eg State emergency services, police.
- Ability to communicate in a precise manner.

Line relationships

- Responsible to the Chief Veterinary Officer or the SDCHQ Director.
- Must liaise closely with all SDCHQ section and unit leaders.
- Usually responsible for at least one clerical assistant.

Roles and responsibilities

- Provide secretarial/stenographic assistance to the CVO.
- Control and coordinate all communications to and from the CVO.
- Provide adequate staffing at all times to ensure communication flow to and from the CVO.

Duties

- Keep track of the daily movements of the CVO, key Executives and the Minister so that expedient arrangements can be made for the signing of various orders.
- Attend meetings at the request of CVO to record proceedings and prepare reports as required.
- Maintain master log of inward and outward messages, eg facsimile and telephone.
- Ensure adequate provision of essential communication equipment for the chief veterinary officer, eg telephones, facsimiles, computers, photocopiers, typewriter; authorise repairs/replacement of this essential equipment.
- Prepare rosters to ensure adequate provision of stenographic telephonist and clerical services (where necessary) to maintain smooth communication flows.
- Process daily reports from section and unit leaders.
- Maintain a diary for the CVO and the SDCHQ Director, scheduling appointments, meetings, reporting deadlines, etc.
- Monitor communications between SDCHQ section leaders and the CVO.

SRD 100: PLANNING (TECHNICAL) MANAGER

Skills

- Veterinary training, logical and analytical mind, and understanding of epidemiological principles and the diagnosis and control of aquatic animal diseases.
- Experience in aquatic animal disease control programs.
- Good communication and computing skills.

Line relationships

- Responsible for all staff in the SDCHQ Planning (Technical) Section.
- Liaises closely with the LDCC Planning (Technical) Manager.
- Reports to the SDCHQ Director.

Roles and responsibilities

- Advise the Operations Manager, Director and CVO on all technical aspects of the disease and its control.
- Oversee the operations of SDCHQ and LDCC Technical Sections.
- Prepare situation reports.
- Prepare CCEAD agenda papers and reports.
- Assist the SDCHQ Director, where appropriate, to plan and implement the control program.
- Act as SDCHQ Director or CVO as required.

Duties

- The Planning (Technical) Manager must be fully familiar with the relevant 'AQUAVETPLAN Disease Strategy', as well as the 'International Aquatic Animal Health Code' published by OIE.
- Provide advice on:
 - strategies and options for aquatic animal disease prevention / control or eradication for the whole State;
 - boundaries of RAs and CAs and changes which should be made in light of developments and new information;
 - classification of premises as IPs, DCAs, SAs and their subsequent release from quarantine;
 - priorities for tracing and surveillance;
 - surveillance methods, including frequency and sample sizes;
 - samples to be taken for laboratory examination;
 - slaughter, disposal and decontamination techniques, including chemicals;
 - movement controls, and changes which should be made in light of developments and new information; and
 - the need for and nature of wild animal or vector operations.
- Advise the SDCHQ Director promptly of any significant facts, observations, trends or predictions about the nature or course of the disease outbreak.
- Prepare accurate and timely situation reports for the CVO daily or as otherwise directed.

- Prepare papers for CCEAD meetings:
 - draft covering situation report, based on recent situation reports
 - collate reports provided by the LDCC and other SDCHQ Sections which detail veterinary investigations, epidemiological assessments and other technical matters, wild animal or vector operations, infected premises operations, movement controls, administrative (especially financial) statements, legal arrangements, media activities, and other relevant matters; and
 - ensure all papers and reports are accurate, clear, timely, and are distributed without delay.

NOTE: It may be necessary to delegate these tasks to a senior officer dedicated to this function during the run up to CCEAD meetings. This officer must maintain an up-to-date and accurate overview of campaign activities.

- Prepare detailed epidemiological and technical assessments, highlighting key facts, developments and predictions, and making appropriate recommendations.
- Prepare a technical summary of disease signs, lesions, epidemiology and required diagnostic specimens for distribution to SVOs, DVOs, Regional fisheries Managers, veterinary laboratories and private veterinarians.
- Ensure that effective industry liaison is established and maintained.
- Check the technical veracity of proposed media releases, industry newsletters, and other documents intended for release to the public.
- Ensure that disease signs, reporting procedures and movement controls are publicised.
- Coordinate the activities of specialist officers working within the SDCHQ and LDCC Technical Support Sections. Check that tasks are not being duplicated, that officers are concentrating on relevant tasks.
- Liaise with department economists to undertake an economic evaluation of the impact of the outbreak on industry and the State and national economies, and a benefit-cost analysis of the control program.
- Liaise with department or outside agencies on mapping, geographic information systems,

spatial information, and property and aquaculture data bases.

- Ensure that the information and data required by officers in the section is obtained and provided without delay or hindrance.
- Determine resource requirements for the section. Oversee areas of responsibility and workloads for all staff. Ensure that actions are not duplicated or overlooked, and that there are no demarcation problems. Engage or redeploy staff as required to resolve problems. Develop staff rosters which ensure that the section is neither under, nor overstaffed at any time. Ensure that the physical needs of the section and its staff are met.
- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving manager with the current situation before going off duty.

SRD 101: LEGAL COORDINATOR

Skills

- A senior government legal officer with detailed knowledge of relevant State legislation.

Line relationships

- Responsible for legal officers in both the SDCHQ and LDCC.
- Advises the SDCHQ Director and CVO on all legal aspects of the campaign.
- Liaises with SDCHQ section heads as required.
- Reports through the Planning (Technical) Manager to the Director.

Roles and responsibilities

- Prepare and arrange approved proclamations, delegations and orders.
- Ensure that all strategies and operations are legal.
- Provide legal advice on specific issues as they arise.
- Prepare and arrange approved prosecutions.

Duties

- Ensure that the relevant notifiable or exotic diseases legislation applies to the disease of concern. If not, and on instruction from the CVO, arrange for this to apply.
- Check whether each LDCC Controller and key LDCC and SDCHQ section leaders have appropriate delegated powers. If not, arrange for this to occur.
- On instruction from the CVO, draft orders for signature by an approved person relating to:
 - IPs and DCAs
 - RA and CA
 - destruction orders
 - appointment of inspectors and valuers
 - powers of inspectors
 - compensation claims
 - interstate border movement controls
 - delegations
- Keep in contact with developments during the campaign, anticipate new orders etc which may be required, and advise the SDCHQ Planning (Technical) Manager accordingly.
- Arrange for necessary gazettal and public advertisement of orders etc.
- Provide legal advice on strategies and operations. Advise the Planning (Technical) Manager promptly if any legal anomalies come to notice during operations.
- Advise on the confidential handling of sensitive information, and advise the Director promptly if any problems are detected.
- Advise SDCHQ Officers, the SDCHQ Director, CVO, Executive Directors and Minister on request about any other legal matters.
- Maintain a log of orders etc and the time and date on which they came into effect.
- Maintain a list of Officers (on duty and on call) who are authorised to exercise various powers under the relevant legislation.
- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving coordinator with the current situation before going off duty.

SRD 102: STATE PUBLIC RELATIONS MANAGER

Skills

- Extensive experience in dealing with the media and running media campaigns.
- Ability to communicate on complex technical issues.
- A broad knowledge of agriculture and agricultural industries.

Line relationships

- Responsible for all journalists and support staff in the public relations units in both SDCHQ and LDCC.
- Liaises with Industry Liaison Officers, SDCHQ Technical Staff, the Minister's press Secretary, Emergency Services Media Units, and Commonwealth Public Relations Coordinator.
- Reports through the SDCHQ Planning (Technical) Manager to the Director.

Roles and responsibilities

- Keep the media and public informed about the disease concerned, the progress, and the requirements of the eradication/control campaign, by preparation and dissemination of information.
- Oversee the staffing and operations of both the SDCHQ and LDCC Public Relations Units.
- Provide a focus for media and public contact during the campaign.

Duties

- The State Public Relations Manager must be fully familiar with the operational guidelines contained in the 'AQUAVETPLAN Public Relations Manual' or equivalent AUSVETPLAN manual.
- Prepare initial news releases that may be required during the Investigation Phase.
- Establish the Public Relations Unit, ensuring adequate professional and support staff and equipment are available.
- Establish a media conference centre away from the SDCHQ operational area.

- Liaise with LDCC Public Relations Officer to authorise media contact (including press releases) and media entry onto and coverage of operations on IPs/DCAs.
- Identify relevant target groups which need to be kept informed, eg industry organisations, emergency services, and prepare information bulletins for release to them.
- Assist LDCC Industry Liaison Officers to prepare and distribute information for industry.
- Establish systems to handle general inquiries from the public. Information officers may need to be appointed.
- Establish a telephone hotline to update the public on the current situation.
- Liaise with section Managers and the CVO to gather accurate and current technical details about the disease and the outbreak.
- Prepare information kits about the disease and campaign.
- Liaise with the Minister's Press Secretary to ensure the Minister and Ministerial Staff are kept fully briefed, and prepare ministerial releases where appropriate.
- Prepare and distribute media releases, ensuring that:
 - all releases are clear, concise and accurate;
 - all releases have CVO clearance;
 - the Minister's office has been advised of the release beforehand.
- Liaise with the media units of emergency services, other States/Territories and the Commonwealth, to ensure consistency of information released. Comments on issues relating to international trade must be referred to NDCHQ.
- Ensure consultation and clearance with other States/Territories and the Commonwealth before any information or comment on interstate or international issues is released.
- Ensure that confidential information, eg stock owners names, is not released.
- In conjunction with the induction officer thoroughly brief new/relief public relations staff before they commence duty.
- Familiarise relieving coordinator with the current situation before going off duty.

- Prepare letters of thanks or certificates of appreciation for distribution during the stand-down phase.

SRD 103: EPIDEMIOLOGIST

Skills

- A veterinarian with extensive experience in aquatic animal health and preferably postgraduate qualifications in epidemiology and with a balanced knowledge of the scientific, political, legal, management and industry aspects of a major eradication campaign.
- Knowledge and experience in the use of computers for recording and analysis of disease data.
- Good bibliographic skills, including knowledge and experience in on line searching of aquatic animal diseases literature.
- Ability to analyse complex problems and produce clear, well-argued practical solutions.
- Ability to work under pressure for long periods.

Line relationships

- Responsible to the SDCHQ Planning (Technical) Manager providing key technical support.
- Has no operational role and does not manage any staff unless they are involved solely in epidemiological activities.
- Consults and liaises with other SDCHQ staff and the LDCC Epidemiologist.
- Consults with bureau of meteorology, wildlife and other authorities on technical aspects of the disease.
- In a large disease outbreak, may manage clerical/keyboard support staff in the epidemiology group (as well as other epidemiologists).

Roles and responsibilities

- Manage the collection of epidemiological data needed to:
 - determine the extent and pattern of infection in the outbreak;

- determine the possible source, method and date of introduction of infection;
- determine the possible mechanisms by which the disease may spread; and
- provide epidemiological information required by the SDCHQ Planning (Technical) Manager for daily reporting and assessment of the disease situation.

- Provide continuing assessment of the probability of the spread of the infection from infected premises and develop methods to detect disease spread, such as surveys to prove freedom from disease.
- Provide technical advice on the disease and its eradication to the SDCHQ Planning (Technical) Manager and SDCHQ and LDCC staff.

Duties

- Instigate a literature search/review for recent relevant research about the disease and establish systems to collate this technical data and disseminate it to SDCHQ and LDCC staff.
- Ensure that appropriate systems are implemented to collect and analyse the information needed for SDCHQ staff to manage the eradication campaign.
- Provide continuing epidemiological assessment of the extent and nature of the outbreak.
- Provide continuing assessment of the probability of spread of the disease from initial foci of infection and advise on priorities for disease control activities.
- Provide technical advice and briefings to the CVO, SDCHQ Planning (Technical) Manager and SDCHQ staff including:
 - summary reports on the outbreak situation;
 - advice on options for methods to control the disease, including vaccination;
 - advice on options for the disposal of stock and other products, including risks of marketing of products; and
 - recommendations for the release of quarantine.
- Plan the requirements for State-wide disease monitoring and surveillance.

- Establish contact with Wildlife Officers to determine the significance of wild animals and other populations.
- Establish contact with meteorological bureau to determine the climatic conditions which may be significant in the spread of the disease.
- Prepare epidemiology situation reports for the SDCHQ Planning (Technical) Manager and assist in preparation of reports, on disease aspects, for CCEAD.
- Plan and monitor the program to allow restocking of premises and prove freedom from disease at the end of the campaign.

SRD 104: INDUSTRY LIAISON COORDINATOR

Skills

- A Fisheries Officer with a balanced knowledge of the scientific, political, legal and management aspects of the emergency campaign.
- Highly developed communication skills, including the capacity to rapidly produce clear, accurate statements targeted at specific audiences.
- Ability to work under pressure for long periods.
- A working knowledge of the emergency-management arrangements in AQUAVETPLAN.
- Extensive knowledge of the Statewide structure and operations of the aquaculture industry, and familiarity with many of their key representatives. Recognised by industry as a credible contact.

Line relationships

- Liaises with representatives of affected industries.
- Liaises with the SDCHQ Public Relations Manager and other SDCHQ Section Heads.
- Supervises the activities of all SDCHQ and LDCC Industry Liaison Officers.
- Reports to the SDCHQ Planning (Technical) Manager.

Roles and responsibilities

- Act as a focus for consultation with and advice to affected industries.
- Establish and maintain liaison with all livestock industries and risk enterprises involved in or affected by the outbreak.
- Ensure that affected industries are kept informed about policies, operations and the progress of the campaign, and are consulted about the commercial and other implications of operations.
- Ensure that the Department is kept informed of industry factors which could affect the progress of the campaign.
- Provide advice on the nature of industries to assist with risk assessment and with developing and implementing plans for disease control and eradication.
- Provide advice on actions required to remove the risk of disease transmission via each risk enterprise.

Duties

- Provide advice on the practicality and economic and other consequences of proposed disease control actions.
- Provide advice on plans for handling potentially contaminated products, including steps to pick up, transport, process and distribute this material and limit the spread of any infection.
- In conjunction with the Public Relations Unit, prepare and disseminate information about the disease and campaign to industry groups and members.
- Invite/appoint Industry Liaison Officers to most effectively cater for the necessary industry liaison.
- Compile comprehensive information and advice on the affected industries, including size, distribution, sources of supply, marketing practices, industry organisations and all other factors which may affect the eradication/control program (ie assist with the risk assessment).
- Develop and maintain industry contact lists (name, position, address, phone, facsimile).
- Consult with industry contacts about the policies, strategies and progress of the

campaign. Evaluate and summarise this feedback.

- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving coordinator with the current situation before going off duty.

SRD 200: OPERATIONS MANAGER

Skills

- A Senior Officer with extensive experience in disease control programs and a balanced knowledge of the scientific, political, legal, management and industry aspects of aquatic animal diseases.
- Highly developed communication and negotiating skills.
- Proven leadership ability.
- Ability to analyse complex problems and produce practical solutions with clear priorities.

Line relationships

- Reports to the SDCHQ Director.
- Responsible for all staff appointed to the section.
- Liaises with other SDCHQ Managers and with the LDCC Operations Director.
- Liaises with regional management over the provision of veterinary, technical and regulatory support.
- Liaises with field and laboratory staff over tracing, surveillance and vaccination operations.
- Liaises with the police, industry contacts and other State authorities over movement controls.
- Liaises with counterparts in other States over interstate tracings and movement controls.

Roles and responsibilities

- Manages campaign activities outside the area under the control of the LDCC(s), including all tracing, surveillance, movement controls and (if applicable) vaccination operations.

- Manage the provision of Statewide veterinary, technical and regulatory support in consultation with regional management.
- Assist the SDCHQ Director, where appropriate, to plan and implement the control program.
- Responsible for mapping and ANEMIS at the SDCHQ.
- Coordinate laboratory diagnostic and surveillance services.
- Act as Director or CVO as required.

Duties

[NOTE: those duties shown after the *italic* headings will usually be delegated to other officers appointed to the Operations Section. Further details of such officers' roles and duties may be found under equivalent LDCC role descriptions.]

- The Operations Manager must be fully familiar with the relevant 'AQUAVETPLAN Disease Strategy'.
- Define the boundaries of the CA and the restrictions applying therein.
- Determine and implement actions such as quarantine, testing, laboratory submission, and surveillance for all premises traced, and provisionally classify them as infected, dangerous contact, suspect or clear.
- Liaise with other States/Territories on interstate movement controls.
- Where appropriate implement ANEMIS for use in tracing and surveillance activities in the SDCHQ.
- Determine, in consultation with the SDCHQ Planning (Technical) Manager, the requirements for disease monitoring and surveillance outside the RA.
- Advise the SDCHQ Director promptly of any significant findings from tracing and surveillance.
- Prepare situation reports daily or as required. Ensure that the content and frequency of reports meet the needs of campaign management and the reporting responsibilities of SDCHQ.
- Arrange for the distribution of instructions and forms to all persons responsible for

implementing tracing, surveillance and movement controls.

- Determine resource requirements for the section. Oversee areas of responsibility and workloads for all staff. Ensure that actions are not duplicated or overlooked, and that there are no demarcation problems. Engage or redeploy staff as required to resolve problems. Develop staff rosters which ensure that the section is neither under nor overstaffed at any time. Ensure that the physical needs of the section and its staff are met.
- Provide reports and briefings to the Director and CVO as required.
- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving manager with the current situation before going off duty.

Laboratory Liaison

- Oversee and coordinate the submission, testing and reporting of all laboratory specimens and results, within the State and to/from AAHL. Collate and interpret laboratory findings.

ANEMIS

- Ensure that the ANEMIS system is operational, monitor its performance and fix problems where they occur.
- Enter data for all premises involved with tracing, surveillance or vaccination outside the RA, ensuring that the information is accurate and logical.
- Provide ANEMIS reports daily or as required.

NOTE: The Registry Clerk can assist with ANEMIS.

Vaccination (if applicable)

- Develop vaccination programs and coordinate operations outside the RA.
- Determine vaccination priorities and resources required.
- Assign vaccination tasks to appropriate regional staff.
- Advise vaccination teams on vaccine supply, storage, transport, handling, reconstitution, administration and disposal.

- Monitor progress with vaccination, and ensure all tasks are completed in a timely and effective manner.

SRD 201: TRACING COORDINATOR

Skills

- Experience in disease control programs and an understanding of the epidemiology and principles of control of exotic diseases.
- Good oral and written communication skills.
- Ability to supervise and direct staff, delegate tasks and encourage commitment from staff who often work alone.
- A good working knowledge of ANEMIS.
- Ability to assign priorities under pressure.
- Ability to be systematic, orderly and maintain accurate records under pressure.

Line relationships

- Responsible to the SDCHQ Operations Manager.
- Responsible for functional activities of assigned tracing contact Officers, Administrative and Clerical Officers.
- Liaises with the LDCC Tracing Coordinator.

Roles and responsibilities

- Process, in priority order, requests (outside those areas controlled by any LDCC) for tracing of stock, persons, products or property that may have had contact with the IP or other contaminated material.
- Report the location, origin, interim contacts, health, and control of in-contact stock, persons, products and property to the Operations Manager.
- Manage the tracing team of investigators and administrative staff.

Duties

- Develop tracing programs and coordinate operations outside the area controlled by the LDCCs.
- Receive tracing information from LDCC, regional staff, other States, industry contacts, and other credible sources. Assess the validity

of this information, and determine tracing priorities and the resources required.

- Assign tracing tasks to appropriate regional staff.
- Brief assigned staff on their mission. Ensure that procedures, especially legal, disinfection and reporting requirements, are clearly understood and are followed (see the LDCC role description for Tracing Coordinator).
- Advise nominated interstate contacts of relevant movement reports and other tracing information.
- Advise the nominated Commonwealth government contact about movement reports of aquatic animals or products leaving or entering Australia.
- Monitor progress with tracing, and ensure all tasks are completed in a timely and accurate manner.
- Debrief field staff and ensure their reports are complete, clear and accurate.
- Maintain records (diary, log, files, activities board) of tracing activities.

SRD 202: SURVEILLANCE COORDINATOR

Skills

- An officer with a broad knowledge of aquaculture and good knowledge of the local aquaculture industries involved, aquatic animal diseases and disease control principles.
- Good oral and written communication skills, especially the ability to brief and debrief staff.
- Ability to supervise and direct staff and to delegate tasks.
- Ability to plan and organise substantial workloads and assign priorities to tasks.
- A good knowledge of manual and electronic data processing information systems. A good working knowledge of ANEMIS.

Relationships

- Responsible to the SDCHQ Operations Manager.
- Responsible for all staff assigned to surveillance.

- Liaises closely with the Epidemiologists and the LDCC Surveillance Coordinator.

Role and responsibilities

- Identify, plan and coordinate all surveillance activities within the State other than the areas under control of the LDCC(s).
- Maintain accurate case records, property files, property indexes, staff lists and staff movement registers by manual and/or computerised systems.
- Provide accurate and timely summary and progress reports.

Duties

- Develop surveillance programs and coordinate operations outside the RA.
- Assign surveillance tasks to appropriate regional staff.
- Brief assigned staff on their mission. Ensure that procedures, especially legal, disinfection and reporting requirements, are clearly understood and are followed (see the LDCC role Description for Surveillance Coordinator).
- Advise Surveillance Officers, based on advice from the Planning Section, on the range of clinical signs which may occur; surveillance methods and frequency; stock examination methods and numbers to be examined; specimen collection methods, including type, number and size of samples required; and specimen handling, packaging (including paperwork) and transport.
- Monitor progress with surveillance, and ensure all tasks are completed in a timely and effective manner.
- Debrief field staff and ensure their reports are complete, clear and accurate.
- Maintain records (diary, log, files, activities board) of surveillance activities.

SRD 203: MAPPING OFFICER

Skills

- Good local knowledge of the State including, roads, rivers, crown land, national parks and intrastate boundaries.

- Experience in reading maps and accurately recording property information.
- Ability to procure appropriate maps and other relevant information.

Line relationships

- Responsible to SDCHQ Operations Manager.

Roles and responsibilities

- Record details on appropriate maps of all relevant information, including RA and CA boundaries, IPs, DCAs and other key enterprises.
- May be required to map information on wild animal population details and control operations.
- Provide maps to field personnel as required.

Duties

- Refer to the AUSVETPLAN Mapping Manual.
- Obtain suitable maps and mount using pins or velcro and cover with plastic overlays.
- Develop a code of coloured lines, pins, stickers, symbols and numbers to display and identify information on a master map.
- Display on the master map:
 - boundaries of the RA and CA;
 - SAs and risk enterprises within the CA;
 - the location of key regional and emergency service resources.
 - the code key.
- Update the information on the master map as soon as new information comes to hand.

NOTE: The Registry Clerk can assist with mapping.

SRD 204: MOVEMENT CONTROLS AND PERMITS COORDINATOR

Skills

- An inspector of stock who is expert in the application of animal disease control legislation and has a sound understanding of the special legislative provisions for exotic diseases.

- An understanding of the epidemiological principles of disease control.
- A good understanding of usual movements of livestock, products, waste and human movements associated with the relevant industries.
- The ability to communicate frequently and effectively with SDCHQ and LDCC staff and Liaison Officers, especially the police and industry representatives.
- Ability to maintain clear maps and charts, prepare reports and make recommendations.
- Ability to manage large amounts of information and manage several tasks simultaneously.
- Ability to brief and debrief staff.

Line relationships

- Responsible to the LDCC Operations Manager.
- Responsible for the technical and administrative staff of the Movement Control and Permits Unit.
- Must liaise closely with the Restricted Area Movement and Security Manager at each LDCC.
- Must liaise with police, industry contacts and other State authorities to implement movement controls.
- Liaise with the Legal Coordinator on validity of permits and authorisation of officers.
- Liaise with the Mapping Coordinator to display security points.
- Liaise with the SDCHQ Public Relations Manager to ensure that movement controls and permit systems are publicised and understood.

Roles and responsibilities

- Establish movement controls throughout the State and ensure that they are applied to achieve effective disease control without causing unnecessary disruption.
- Oversee the implementation of movement control strategies into and out of the RA and throughout the remainder of the State.

Duties

- Be familiar with the relevant 'AQUAVETPLAN Disease Strategy'.
- Confirm the details and legislative basis for all movement controls to be applied throughout the State.
- Determine any restrictions which have been applied by other States, Territories or countries.
- Advise LDCCs of movement controls to operate in the RA and CA.
- Implement permit systems for intrastate and interstate movements.
- Advise other departmental staff of movement controls which apply throughout the State.
- Arrange for the transmission of maps, instructions and forms to all persons responsible for implementing movement controls.
- Determine resource requirements for the Movement Control and Permits Unit.
- Prepare advice for distribution through the public relations unit and Industry Liaison Officers at SDCHQ and LDCCs on movement controls and permit systems which are in place.
- Ensure that all officers and agencies know how the systems are to operate and who is authorised to issue permits.
- Prepare situation reports daily or as required by the SDCHQ Operations Manager.
- Recommend changes to movement control requirements and their management.

SRD 300: RESOURCES MANAGER

Skills

- Familiarity with State emergency-management plans and the Department's administrative systems.
- Highly developed interpersonal, communication and negotiation skills.
- Proven leadership qualities including the ability to delegate effectively.
- Ability to analyse complex problems and produce practical solutions with clear priorities.

- Ability to work under pressure for long periods.
- Broad knowledge of the Department's operations and structures, and detailed knowledge of its aquatic animal health services and exotic disease response operations.

Line relationships

- Reports to the SDCHQ Director.
- Responsible for all staff in the Resources Section, and support staff in all other sections.
- Responsible for liaison with Emergency Services Liaison Officers.
- Liaises closely with other Department Managers and Officers, with other SDCHQ Section Managers, and with the LDCC Resources Manager.
- Liaises with external suppliers and emergency services as required.

Roles and responsibilities

- Advise the SDCHQ Director of resource requirements for the campaign.
- Ensure the smooth day-to-day operation of the SDCHQ, leaving the Director free to manage the overall campaign.
- Oversee the Statewide administrative functions of the campaign through the LDCC Resources Section and the Department's normal head office and regional administrative structures.
- Act as a focus for liaison with emergency service agencies, ensuring effective support for campaign activities.
- Assist the SDCHQ Director, where appropriate, to plan and implement the control program.
- Ensure that incoming staff are briefed on the nature of the outbreak and on progress in the campaign.
- Ensure that requests for resources from the LDCC are promptly acted upon.

Duties

[NOTE: Some of these duties may be delegated to other officers]

- Assist the SDCHQ Director to establish the SDCHQ, ensuring that all necessary equipment and systems are in place and staff are available.
 - Manage the day-to-day operations of SDCHQ, especially in relation to staffing and other resources, communications, and information flow and display.
 - Advise the LDCC Resources Manager of the names, positions, telephone and facsimile numbers for all key SDCHQ staff.
 - Establish appropriate administrative systems within the SDCHQ and oversee the establishment and operation of compatible systems in the LDCC.
 - Ensure that effective emergency services liaison is established and maintained.
 - Establish and oversee a system for registration and identification of personnel working within the SDCHQ.
 - Establish and oversee procedures for handling official visitors to SDCHQ with the Public Relations Manager.
 - Provide reports and briefings to the Director as required.
 - Determine resource requirements for the section. Oversee areas of responsibility and workloads for all staff. Ensure that actions are not duplicated or overlooked, and that there are no demarcation problems. Engage or redeploy staff as required to resolve problems. Develop staff rosters which ensure that the section is neither under nor overstaffed at any time. Ensure that the physical needs of the section and its staff are met.
 - Liaise with Senior Department Administration Officers to implement and modify administrative procedures as required during the campaign, and as the operation reduces in intensity.
 - Ensure prompt payment of compensation claims.
 - Handle unusual duties as they arise, acting as a troubleshooter to ensure the smooth operation of the SDCHQ.
 - Establish and maintain systems for keeping all relevant head office and regional staff informed of developments and progress of the campaign:
 - prepare regular reports for distribution to staff. These may be in the form of a situation report, briefing, memo or newsletter; reports prepared for other purposes (eg public relations) may be used directly, or adapted for this purpose;
 - arrange distribution of these reports by the most appropriate means – FaxStream, broadcast fax, internal or external mail; some Officers may be asked to distribute the reports further.
 - Thoroughly brief the relieving Manager with the current situation before going off duty.
- SRD 301: OFFICER-IN-CHARGE OF ADMINISTRATION**
- Extensive experience in the Department's administrative systems and procedures.
 - Sound knowledge of the human and physical administrative resources available within the department and from other sources and the procedures for obtaining them.
 - Experience in the use of computers and communications technology.
 - Highly developed leadership and communication skills.
 - Ability to manage the administrative function Statewide and administrative statutory procedures.
 - Ability to work under pressure for long periods.
- Line relationships**
- Responsible to the SDCHQ Resources Manager.
 - Must liaise closely with the Department's Manager of administrative services, SDCHQ section Managers and the LDCC OIC Administration.
 - Consults with the SDCHQ Staff Resources Coordinator with respect to meeting needs for administrative resources in all centres.
 - Liaises with external suppliers and emergency service agencies as required.
- Roles and responsibilities**
- Manage administrative functions Statewide. Directly responsible for administrative

functions in the SDCHQ, through the Department's normal channels for the function statewide (as it relates to the outbreak), and for liaison with the LDCC OIC Administration regarding administrative functions at the LDCC.

- Liaise with the Department's Manager of administrative services to implement and modify administrative procedures as required during the campaign.

Duties

- On direction of the SDCHQ Resources Manager, organise the establishment of the SDCHQ, ensuring that all necessary office and communications systems are in place and staff are available, thoroughly briefed and prepared to work beyond normal hours.
- Establish contact with the LDCC OIC Administration, and advise each other of telephone and facsimile numbers which will provide priority access.
- Determine urgent SDCHQ and LDCC administrative requirements.
- Appoint personnel to key administrative positions.
- Negotiate with executive management to arrange delegation of authority for employment of contractors, employment of casual labour, procurement and use of vehicles and equipment, purchase of stores and expenditure on general operations.
- Negotiate with the Departmental Manager of administrative services to modify normal procedures, including financial arrangements, where necessary. Liaison with the Department's legal section may be necessary to achieve any modification.
- Implement systems to ensure that the content and frequency of reports on expenditure is in accordance with Treasury regulations, satisfies Commonwealth and State reporting and auditing requirements and provides effective monitoring.
- Implement procedures to satisfy legal and industrial requirements for the payment of overtime and allowances and the employment of casual labour.
- Oversee the operation of all administrative functions during the campaign.

- Develop staff rosters to ensure that administrative tasks are completed and that staff receive sufficient rest.
- Advise the SDCHQ Staff Resources Coordinator of resource requirements for the next 48 hours.
- Thoroughly brief relieving officer-in-charge before going off duty.

SRD 302: EMERGENCY SERVICES LIAISON OFFICER

Skills

- A Departmental Officer that is fully familiar with the relevant State emergency-management plans.

Line relationships

- Responsible to the Resources Manager.
- Liaise with the LDCC Resources Manager of delegate.

Roles and responsibilities

- Under delegation from the CVO, advise the State emergency services controller of the outbreak, the control program, and further developments as they occur.

Duties

- Ensure that other key organisations are notified about the outbreak and any disease control measures which might affect their operations.
- Invite key emergency services to appoint liaison representatives (see role description SRD 303) as required to most effectively cater for interagency liaison.
- Coordinate the acquisition of resources from emergency services.
- Collect and disseminate updated information on disease and campaign progress to emergency services.
- Consult with emergency services to obtain feedback from them about campaign progress and any problems which have occurred or might arise, evaluate this feedback, and advise the manager accordingly.

- Ensure that liaison representatives are provided with adequate work space, clerical support, communications facilities, stationery, meals etc. They should be provided with an area out of, but near to the operations room.
- Invite representatives of emergency services to briefings and debriefings.
- Ensure that all new/relief liaison officers are briefed before they commence duty, and staff are debriefed at intervals and at the completion of their term of duty.

SRD 303: EMERGENCY SERVICES LIAISON REPRESENTATIVE

Skills

- Extensive knowledge of the structure and operations of the functional area or agency they represent.
- Authority to commit and direct the functional area's or agency's resources.
- Understanding of State emergency-management plans and relevant supporting and subplans.
- Understanding of animal health emergency operations.
- Good communication and negotiation skills.

Line relationships

- Liaises with SDCHQ Section Managers as required.
- Liaises with people within the emergency service agencies.
- Responsible to their own agency but operates through the SDCHQ Resources Manager.
- Report to their own agency.

Roles and responsibilities

- Act as the link between the SDCHQ and their supporting functional area or agency.

Duties

- Refer to the relevant functional area and agency support plans.
- On request from the Resources Manager or other authorised person, obtain

resources/support from their functional area or agency.

- Advise on the practicality, nature and terms of any request for resources.
- Advise when the resource will become available, and of any conditions or limitations.
- Provide regular reports as required to the Resources Manager and to their own agency as required.
- Familiarise relieving officer with the current situation before going off duty.

SRD 304: RECEPTIONIST

Skills

- Good interpersonal and communication skills.
- General stenographic, word processing and clerical skills.
- Ability to work under pressure, assess priorities, and meet tight deadlines.
- Understanding of animal health systems and emergency operations.

Line relationships

- Responsible to the SDCHQ OIC Administration.
- Liaises closely with and accepts work requests from other SDCHQ staff, under direction of the SDCHQ OIC Administration.

Roles and responsibilities

- Responsible for reception duties at the SDCHQ.
- Perform word processing, and other general clerical and stenographic duties.

Duties

- Responsible for receiving, transferring and logging all incoming calls.
- Ensure all visitors are welcomed, sign in, issued with approved identification, and attended to by relevant officers.
- Maintain a list of current SDCHQ task force members and extension numbers, and fax this list and any updates to the LDCC and any operational interstate SDCHQ.

- Ensure that appropriate STD telephone access and speed-dial facilities are available on all extensions.
- Program the outgoing fax with one-touch dial for key fax numbers, and ensure that group dial and faxstream lists for key contacts are correct at the outset and are updated as required.
- Perform word processing, photocopying, faxing, filing, general clerical and stenographic duties as required and as time permits.
- Maintain a staff notice board in a suitable location (eg the amenities area) which is regularly updated with notices of general interest, eg press clippings, social activities, community facilities, anecdotes.
- Thoroughly brief relieving receptionist before going off duty.

Appendix 6: Actions to be taken by field staff

Field staff includes the District Animal Health Staff, Fisheries Field Staff, and Aquaculture Extension Officers.

Investigation phase

Where there are grounds for suspecting a risk of an aquatic animal disease emergency, the field officer must:

- Initiate steps to limit the potential spread of disease by quarantine, to stop the movement of animals, people, animal product, water and other fomites into and out of a SA or premises; and
- Collect and advise the regional SVO and the Regional Fisheries Manager relevant details of:
 - the area or premises location, ownership/management or occupancy;
 - the nature of the suspected disease and the animals likely to be affected;
 - specific location of suspected case(s) (eg. ponds/tanks/cages/rivers/ lakes affected);
 - the estimated numbers of affected and at-risk animals;
 - any urgent tracings required;
 - whether assistance is needed (eg. to retrieve mortalities or to sample stock); and
 - decontamination that might be needed for people, product or fomites that have left the area or premises recently.

A Fish Kill Field Report must be completed for all significant kills of both fish and other aquatic animals. If a disease emergency is suspected or is to be excluded as a cause of the kill, then a Laboratory Submission Proforma must also be completed. Proformas for a 'Fish Kill Field Report' and a 'Laboratory Submission' are shown in **Appendices 9** and **10** respectively.

The diagnostic team

In most cases, initial diagnostic specimens are collected and submitted by field officers. The CVO may, if necessary, deploy a more specialised diagnostic team. The diagnostic team will include an officer with skills not available amongst field officers (eg. a fish pathologist or epidemiologist). The diagnostic team must include at least two officers for legal and OH&S reasons.

Where deployed, the diagnostic team must:

- Collect appropriate samples and complete associated paperwork to ensure a diagnosis is made as quickly as possible;
- Assist with the clinical evaluation of affected animals; and
- Assist with ongoing epidemiological investigations, including risk assessment and determination of the source of the outbreak (including assessment of wild animal vectors).

Operational phase

Field staff will take a role in the LDCC.

Appendix 7: Actions to be taken by the Senior Veterinary Officer/Regional Fisheries Manager

Investigation phase

Regional Fisheries Manager

The Regional Fisheries Manager advises the Executive Director Fisheries Victoria.

Senior Veterinary Officer (SVO)

On advice of grounds for suspecting the risk of an aquatic animal disease emergency from a field officer or from other sources, the SVO must:

- Notify the CVO (copy to the Regional DSE Manager, the Executive Director Fisheries Victoria and the Manager Animal Health Operations) of the risk and the available details;
- Advise, if warranted, that the *investigation phase* has been initiated; and
- Identify urgent tracings.

When the SVO considers an aquatic animal disease emergency is highly probable during the *investigation phase*, they must advise the following of the existence, location and nature of the likely disease:

- Victoria Police DERC;
- The relevant local government authority or authorities; and
- Regional representatives of:
 - the aquaculture and commercial fishing industries;
 - service industries; and
 - water authorities.

In conjunction with the regional representatives of State Emergency Response Plan agencies, the SVO will determine an appropriate location for an LDCC (if one is to be established), and advise the CVO to this effect.

The CVO will advise appropriate members of the DPI Executive, the Australian CVO as chairperson of the CCEAD and the CVOs of other States and Territories. Key State-level contacts in the aquaculture and commercial fishing industries may also be informed, but in confidence.

Operational phase

See Role Descriptors **Appendix 3**.

Appendix 8: Actions to be taken by the Chief Veterinary Officer (CVO)

Investigation phase

On advice from a regional SVO that an aquatic animal disease emergency may exist, or on advice that the *investigation phase* has been initiated, the CVO, in consultation with the Executive Director Fisheries Victoria, must:

- Provide appropriate information to the Australian CVO as chairperson of the CCEAD and the CVOs of other States/ Territories, and the DPI Executive and Minister. Key State-level contacts in the aquaculture and commercial fishing industries may also be informed, but in confidence; and
- If the *investigation phase* has been initiated, determine the initial responses so necessary actions can be taken if the existence of an aquatic animal disease is subsequently confirmed.

The initial responses may include actions to:

- Appoint a diagnostic team and deploy it to the SA or premises to confirm the existence or the risk of an aquatic animal disease emergency;
- Ensure all necessary epidemiological investigations and diagnostic procedures are undertaken efficiently and results are notified immediately to the CVO by phone and confirmed by facsimile message;
- Notify the Laboratory Manager at the VIAS, Attwood and if deemed necessary, the Director of the AAHL, Geelong. If samples are to be sent interstate, notify the appropriate reference laboratory (and relevant CVO) of arrangements for the dispatch of samples for examination;
- Appoint an incident controller (potentially the controller of the LDCC) and incident management team (potentially key staff of the SDCHQ or LDCC); and
- Hold an initial meeting of the incident management team to:
 - define the incident and confirm the need for DPI to undertake an appropriate response;
 - assess the incident to determine resource requirements and allocation;
 - define and determine the agency's response, including assessing legislative and administrative actions such as imposition of quarantine;

- prepare legal instruments for the declaration of IPs, RAs and CAs, as appropriate, in consultation with DPI legal officers;
- identify funding required and sources of funding;
- prepare initial and ongoing situation reports; and
- maintain a suitable response until the incident is defined.

Operational phase

The CVO is responsible for declaring an aquatic animal disease emergency exists and that the Victorian EADRP is activated. They will also ensure appropriate declarations are made, in the formats required by the *Livestock Disease Control Act 1994*.

The CVO and Executive Director Fisheries Victoria will initially:

- Develop the emergency aquatic disease emergency response plan applicable to the incident;
- Arrange for the establishment and management of the SDCHQ and the appointment of an SCDHQ director and LDCC controller(s) (if required);
- Advise the DPI Executive and the Minister's office, and ensure all legislative requirements are met, including declaring IPs, RAs and CAs ;
- Provide appropriate briefings and situation reports;
- Advise the CCEAD and the CVOs of other States /Territories of the existence of the emergency, request a meeting of the CCEAD to initiate action and invoke the Commonwealth-State cost sharing arrangements, if applicable, and prepare the brief on the situation and proposed response plan for the CCEAD;
- Instruct the LDCC controller (or incident controller for small-scale operations) to establish the LDCC and take charge of the eradication or control campaign in the RA;
- Advise all key departmental staff of the emergency situation, of the controls and restrictions on animals, water, vehicles, people, fomites and animal products, and of the potential need to provide support staff for the SDCHQ/LDCC(s);

- Prepare media releases, including technical information as necessary, and initiate or participate in media conferences;
- Arrange for the appointment/gazettal of interstate and other appropriate personnel as officers with powers under the relevant legislation;
- Arrange for the appointment of approved valuers under the relevant legislation, if required;
- Arrange for all urgent tracings outside the RA to be followed up appropriately; and
- Arrange for the notification of relevant industry and other contacts of the emergency situation, details of measures taken and expected to be taken, and the actions required of them.

Appendix 9: Fish Kill Field Report

When a field officer is notified and/or identifies a potential fish disease event, the officer should initially contact the aquatic animal health specialist, the SVO or the DVO for advice on sampling.

Depending on the event, sampling requirements may vary, while some tests undertaken by the specialists may need prior notification.

At this stage, make preliminary observations on the disease situation which can be discussed with the specialist. These observations should include:

- Species of fish and number of fish affected;
- Symptoms observed (fish behaviour, external signs of disease etc);
- Prevailing environmental conditions (water quality etc); and
- Previous treatments undertaken (if relevant).

If samples are to be sent for examination, request information on what samples/specimens should be collected and how the samples should be prepared for dispatch.

All specimens should be clearly labelled with the following information:

- Name, address and contact details of person requesting the examination;
- Description of contents of the consignment including species, numbers, and method of preservation; and
- Description of other relevant observations.

Sample collection

Accurate diagnosis of a disease largely depends on the quality of the specimens submitted for examination, and the accompanying documentation describing the event. The type of examination and tests that can be undertaken will depend on the way specimens are submitted. Preferably a number of specimens should be submitted including moribund fish and fish exhibiting different stages of the disease.

Live/freshly killed on ice specimens should reach the laboratory within 24 hours of dispatch. Parasites are more easily isolated and identified when living.

Live specimens

Live specimens are preferred as they allow for greater flexibility in diagnosis options. Place the

fish in a strong plastic bag (or two). Ensure sufficient packaging procedures are used so the fish will survive the transport period (24 hours).

Consideration should be given to the time in transit, the number of fish, and the volume of water and air/oxygen.

No more than half the volume of the container should be water to ensure a sufficient amount of air/oxygen above the water to maintain dissolved oxygen levels.

Bags should be sealed to prevent air and water leakage and containers should be insulated to reduce temperature changes.

Dead specimens – fresh chilled

Dead specimens are less useful as the rapid post-mortem invasion of bacteria and degeneration of tissues reduce the usefulness of sample for virology, bacteriology and pathology. Some external parasites may quickly leave the fish soon after death.

Dead fish should be placed in clean sealed plastic bags and placed in an insulated container containing crushed ice. Ensure water leakage cannot occur.

Dead specimens – frozen

Frozen samples are the least preferred sample types. The ability to detect viruses, bacteria and parasites in these samples is greatly reduced or impossible in many cases. Further, subsequent thawing of samples causes cellular disruption that makes histopathology ineffective.

Samples should be sealed in clean plastic bags and snap frozen. These samples can then be sent in an insulated container with crushed ice. Ensure samples will reach their destination before thawing occurs, and leakage cannot occur.

Dead specimens – preserved

Preserved samples may also be submitted. (A description of one type of preservative, formalin, is provided below). To ensure rapid preservation of internal organs, slit open the body cavity of larger fish before placing into the preservative. Care should be taken to avoid damage to internal organs. Ensure that excess preserving solution is applied. The biomass of fish being preserved should take up less than 25% of the volume of the preserving agent.

Diagnosis procedure	Method of submission			
	Live	Freshly killed on ice	Frozen	Preserved in a fixative
Gross examination	YES	YES	YES	YES
Toxicology	YES	YES	YES	
Parasitology	YES	YES	Limited	Limited
Bacteriology	YES	YES		
Virology	YES	YES		
Pathology	YES			YES

It is prudent to preserve some fish even if live samples are being submitted to insure against sample loss due to delays in transport resulting in death and/or deterioration of live fish or samples sent on ice.

The DVOs will advise field staff on sampling procedures and equipment required. They may be able to provide sampling kits to field staff.

The DVOs will be able to provide smaller volumes of correctly diluted 10% formalin (formaldehyde) solution for preservation of samples. If field staff require large volumes, ready-to-use solutions are available through commercial suppliers.

Mixing of concentrated formalin should not be attempted unless operators have been trained and have access to the correct facilities (eg. a fume hood, protective clothing, goggles and gloves).

Formalin solution should always be handled with care to avoid inhaling fumes or splashing. Protective clothing (eg. overalls, goggles and gloves must be used in a well-ventilated space, and preferably outdoors). Users must ensure a Material Safety Data Sheet (MSDS) is supplied with any solutions acquired or stored.

Preservative containers must be leak-proof and ideally made of non-brittle plastic to avoid breakage during transit. As a precaution, seal the containers in bottles in plastic bags and ensure adequate package is used to prevent damage.

Further information

In Victoria, field staff can consult the Duty Pathologist at the Victorian Institute of Animal Science, Attwood for more specialised advice – phone 03-9217 4200

Field staff likely to have a field sampling role should have access to, and familiarise themselves with the following text:

Herfort and Rawlin (1999). The Australian Aquatic Animal Disease Identification Guide. Agriculture Fisheries and Forestry, Canberra, 91pp.

Appendix 10: Laboratory submission proforma

Victorian Institute of Animal Science
VETERINARY DIAGNOSTIC SERVICES - ATTWOOD
 Phone: (03) 9217 4300 Fax: (03) 9217 4399
 475 Mickleham Road Attwood VIC 3049



Number:



NATA Accredited Laboratory

Request for laboratory examination

Owner	Lab Only Specimen No. Date Duty Path
Property	
Postal Address	
..... Postcode	
Phone () Fax ()	

Name and address for return posting Sender Postal Address Postcode Phone () Fax ()	Copies	Senders Ref	
		Date of Collection	

Animal Species	Age	Sex	Name or ID No. PTO for additional space

History, PM findings, etc			

No. and nature of specimens	Investigation required
	Signature:

Lab Only	No.	Sample	Tests		Interim/Final
Bacto					
Histo					Fee
Paras					
P.M.					
Sero					-----
Viro					Copies to
JD					
EM					-----
Other					Photocopies

Tube No.	Name or ID no.	Brand		Tube No.	Name or ID No.	Brand
1				51		
2				52		
3				53		
4				54		
5				55		
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