

# FINAL REPORT



## **Aquatic Animal Health Subprogram: NSW Aquatic Animal Diseases Control Centres Manual**

**Damian Ogburn, Jane Frances and  
Sondi Bootle**

**June 2004**

**Project Number 2003/644**



Australian Government  
Department of Agriculture,  
Fisheries and Forestry



Australian Government  
Fisheries Research and  
Development Corporation



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NSW Aquatic Animal Diseases Control Centres Manual

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<b>2003/644 Aquatic Animal Health Subprogram: "NSW control centres manual (CCM) aquatic diseases"</b>
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**Principal investigator**

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**Objectives**

- 1 Provide a documented framework that will assist to improve awareness and ownership of New South Wales 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 Centre Management Manual.
- 2 Provide a resource to management and operation staff involved in aquatic animal emergency management and response.
- 3 To ensure conformity to the current 'whole of government' approach to public safety risk management and consistency with New South Wales emergency management legislation and arrangements.
- 4 To facilitate effective communication and information management in aquatic animal disease emergency operations.
- 5 To ensure suitability of the product for use in related awareness, training and simulation activities.
- 6 To identify any inconsistencies and or gaps in the existing AQUAVETPLAN control centres management Manual as they relate to New South Wales' situation.

**Non-technical summary**

The AQUAVETPLAN Control Centres Manual provides a basis for the development of the NSW operational/management manual regarding aquatic animal disease emergencies.

NSW has a tiered planning system to address disaster and emergency management and response, namely the overarching NSW State Disaster Plan (DISPLAN) and its supporting plans, including the Agriculture and Animal Services Supporting Plan (AASSP) and the Animal Health Emergency Sub-Plan (AHESP). The NSW Control Centres Manual is the first plan dedicated to aquatic animal disease emergency management and planning, and has been prepared consistent and integrated with the existing emergency management and response plans for NSW.

The management arrangements developed through this project are in three parts: the background to the management arrangements; the management arrangements themselves; and the activation of the arrangements.

Part 1 outlines the legislative framework under which emergency responses are activated in NSW, and the national strategies, plans and coordinating structures. Part 2 outlines the NSW emergency management arrangements and operational responsibilities. It also details the initiation of response and the local, district and State level arrangements and organisation. Part 3 describes the four phases of a response: Investigation, Alert, Operations and Stand-Down, and the procedures relating to those phases. The Appendices provide details of roles, responsibilities and actions to be taken by key staff, and role descriptions (ie job cards) for key State Disaster Control Centre Headquarters personnel.

At the time of writing, the NSW Government had recently declared the establishment of the Department of Primary Industries, which amalgamates NSW Fisheries, NSW Agriculture, Department of Mineral Resources and State Forests. As a consequence, the exact structure of the new Department of Primary Industries is not currently established. The present version of this Manual continues to refer to, for example, Director General NSW Fisheries. This Manual will be reviewed late 2004/early 2005 to reflect the structure and jurisdictional responsibilities within the newly formed NSW Department of Primary Industries.

#### **Outcomes achieved:**

- 1 Increased awareness and ownership of NSW's aquatic animal disease planning and management arrangements within both the public and private sectors.
- 2 Production of a document addressing a broad "whole of government" approach to aquatic animal disease management.
- 3 More effective emergency response procedures for control and eradication of emergency diseases in NSW's waters. This outcome benefits all aquaculture and fisheries industries, as the systems and arrangements developed in this manual, in large part, are generic.
- 4 Conformity with the current "whole of Government" approach to public safety management and consistency with New South Wales emergency management legislation and arrangements.

#### **Keywords**

Aquatic animal health, emergency response, aquaculture, fisheries.

#### **Acknowledgements**

This manual was adapted from the following documents:

- Department of Primary Industries (2003). Victoria's arrangements for the management of aquatic animal disease emergencies. Fisheries Victoria Strategy Report Series;
- Agriculture Fisheries and Forestry - Australia (2001). Control Centres Management Manual (Version 1.0). Australian Aquatic Animal Diseases Emergency Plan (AQUAVETPLAN), Edition 1, Agriculture Fisheries and Forestry - Australia, Canberra, ACT;

- Agriculture and Resource Management Council of Australia and New Zealand (1996). Australian Veterinary Emergency Plan Control Centres Management Manuals (AUSVETPLAN) Edition 2.0.

The NSW writing group gratefully acknowledges the work of the Victorian Department of Primary Industries, the AQUAVETPLAN and the AUSVETPLAN writing teams.

### **Background**

The AQUAVETPLAN Control Centre 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:-

“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

“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”.

NSW Fisheries has statutory responsibility for managing fish health issue in NSW. Over the years a number of fish health emergency issues have arisen, however until now there has been no formal framework in place to deal with emergencies.

The NSW Government has a centralised operational plan addressing disaster and emergency management and response, known as the NSW State Disaster Plan (DISPLAN). Under these overarching plans sits the Agriculture and Animal Services Supporting Plan (AASSP), which deals with agricultural emergency response matters, including animal disease issues. NSW Fisheries will be coordinated with and integrated into these programs.

### **Need**

NSW has the need to adapt the National Control Centres Manual for aquatic animal disease emergencies to suit NSW's conditions and species cultured as well as the statutory and administrative framework within the State.

There is also a need to conform to the national arrangements for Commonwealth/State/Territory communication, liaison and coordination in aquatic animal disease emergencies.

The publication should also be in a form and style that allows for simplicity and ease of use in awareness, training and simulation activities.

## Objectives

- 1 Provide a documented framework that will assist to improve awareness and ownership of New South Wales 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 Centre Management Manual.
- 2 Provide a resource to management and operation staff involved in aquatic animal emergency management and response.
- 3 To ensure conformity to the current 'whole of government' approach to public safety risk management and consistency with New South Wales emergency management legislation and arrangements.
- 4 To facilitate effective communication and information management in aquatic animal disease emergency operations.
- 5 To ensure suitability of the product for use in related awareness, training and simulation activities.
- 6 To identify any inconsistencies and or gaps in the existing AQUAVETPLAN control centres management Manual as they relate to New South Wales' situation.

## Methods

Sondi Bootle of Harper Somers O'Sullivan Consultants undertook the development, testing and production of the manual, with professional guidance from Damian Ogburn, assisted by Jane Frances, Cassandra Nelson, Graeme Bowley, Matt Landos and management and operational staff from across NSW Fisheries. NSW Agriculture, NSW SafeFood and NSW EPA and the NSW State Emergency Control Centre committee were invited to take part in simulation exercises and/or contribute, review and provide comment on the draft final document.

Key documents used in the preparation of this manual include:

- Department of Primary Industries (2003). Victoria's arrangements for the management of aquatic animal disease emergencies. Fisheries Victoria Strategy Report Series;
- Agriculture Fisheries and Forestry – Australia (2001). Control Centres Management Manual (Version 1.0). Australian Aquatic Animal Diseases Emergency Plan (AQUAVETPLAN), Edition 1, Agriculture Fisheries and Forestry – Australia, Canberra, ACT;
- Agriculture and Resource Management Council of Australia and New Zealand (1996). Australian Veterinary Emergency Plan Control Centres Management Manuals (AUSVETPLAN) Edition 2.0;
- NSW State Disaster Plan (DISPLAN) Amendment 5, June 2000;
- NSW State Agricultural and Animal Services Plan 2001;
- NSW Animal Health Emergency Sub-Plan 2001.



The draft was circulated to NSW Agriculture and widely within NSW Fisheries, including regional services, conservation, compliance, veterinary services and aquaculture management.

### **Results/Discussion**

The result of this report is the production of “NSW Aquatic Animal Diseases Control Centres Manual”. These arrangements are attached at the end of this report.

### **Benefits and adoption**

This publication will benefit all fisheries in NSW, including aquaculture, commercial and recreational industries, as well as the marine and fresh water aquatic environments in general, as the arrangements outlined in the manual are generic. The arrangements outline the detection, response mechanisms, monitoring, control and/or eradication of aquatic animal diseases in NSW and therefore have universal benefits for all sectors involved with the aquatic environment.

### **Further development**

The manual will be made available to staff, industry and other stakeholders in either hard copy or electronically via the NSW Fisheries website. The manual will be used in future simulation exercises and refined/reviewed as necessary.

As previously noted, the NSW Government has recently announced the creation of the Department of Primary Industries, which amalgamates NSW Fisheries, NSW Agriculture, Department of Mineral Resources and State Forests. This manual will be reviewed to reflect the legislative and administrative changes which result from the merger.

### **Planned outcomes**

The planned outcomes of the proposed project are:

- 1 Increased awareness and ownership of NSW’s aquatic animal disease planning and management arrangements within both the public and private sectors.
- 2 Development and modification of a publication addressing a broad 'whole of government' approach to aquatic animal disease management.
- 3 More effective emergency response procedures for control and eradication of emergency diseases in NSW’s waters. This outcome will benefit all aquaculture and fisheries industries, as the systems and arrangements developed by NSW Fisheries, in large part, will be generic.
- 4 To ensure conformity to the current “whole of government” approach to public safety risk management and consistency with New South Wales emergency management legislation and arrangements.

### **Conclusion**

This publication outlines a “whole of Government” approach to aquatic animal disease emergency response. This approach is consistent with other emergency arrangements in NSW. The major objectives of this project have been met, namely:

- 1 A documented framework had been developed, tested and prepared which outlines aquatic animal disease planning and management in NSW;
- 2 This manual is being made widely available to management and operational staff involved in aquatic animal emergency management and response;
- 3 Effective communication is supported and interagency linkages outlined to improve communication and information management during aquatic animal disease emergency operations; and
- 4 The AQUAVETPLAN control centres manual has been adapted to the NSW legislative and administrative environment.

### **References**

Agriculture Fisheries and Forestry – Australia (2001). Control Centres Management Manual (Version 1.0). Australian Aquatic Animal Diseases Emergency Plan (AQUAVETPLAN), Edition 1, Agriculture Fisheries and Forestry – Australia, Canberra, ACT.

Agriculture and Resource Management Council of Australia and New Zealand (1996). Australian Veterinary Emergency Plan Control Centres Management Manuals (AUSVETPLAN) Edition 2.0.

Department of Primary Industries (2003). Victoria's arrangements for the management of aquatic animal disease emergencies. Fisheries Victoria Strategy Report Series.

NSW State Agricultural and Animal Services Plan 2001.

NSW Animal Health Emergency Sub-Plan 2001.

NSW State Disaster Plan (DISPLAN) Amendment 5, June 2000.

## **APPENDIX 1**

### **Intellectual property**

No intellectual property has been identified for protection or confidentiality in this document.

## **APPENDIX 2**

### **Staff**

Sondi Bootle of Harper Somers O'Sullivan Consultants undertook the development, testing and production of the manual, with professional guidance from Damian Ogburn, assisted by Jane Frances, Cassandra Nelson, Graeme Bowley, Matt Landos and management and operational staff from across NSW Fisheries.

## **APPENDIX 3**

### **NSW Aquatic Animal Diseases Control Centre Manual**

# Draft NSW Aquatic Animal Diseases Control Centres Manual

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# **1 Introduction and background to the management arrangements**

## **1.1 Introduction/Objective**

In 2001 the Federal Budget Initiative “Building a National Approach to Animal and Plant Health” released the AQUAVETPLAN Control Centre Manual, a document providing a description of the procedures, management structures and roles to be implemented in the event of an aquatic animal disease emergency. This is a general manual to guide all jurisdictions for all emergency aquatic animal diseases. It is intended that each jurisdiction adapt the AQUAVETPLAN Control Centres Manual to their specific requirements for use in operations, in planning, and in training.

The AQUAVETPLAN Control Centres Manual is one in a series of manuals in the AQUAVETPLAN initiative (for further information see Part 1.4 of this Manual). The AQUAVETPLAN series of manuals and operational instruments outline methods and protocols to manage emergency aquatic animal disease outbreaks in Australia. Under the program the Federal Government also offered the states and territories the opportunity to develop State-based emergency procedures manuals. The NSW Aquatic Animal Diseases Control Centres Manual has subsequently been prepared, adapting the National model to the NSW legislative and administrative requirements.

The NSW Aquatic Animal Diseases Control Centres Manual provides a description of the procedures, management structures and roles to be implemented in the event of a suspected or actual aquatic animal disease emergency in NSW. This document will be amended at various stages of the consultation process by persons directly involved with aquatic animal health, animal health, and emergency management in NSW. It aims improve aquatic animal disease planning and management arrangements in NSW, and in doing so improve the detection, monitoring, control and eradication of diseases in NSW.

At the time of writing, the NSW Government had recently declared the establishment of the Department of Primary Industries, which amalgamates NSW Fisheries, NSW Agriculture, Department of Mineral Resources and State Forests. As a consequence, the exact structure of the new Department of Primary Industries is not currently established. The present version of this Manual continues to refer to, for instance, Director General NSW Fisheries. This Manual will be reviewed late 2004/ early 2005 to reflect the structure and jurisdictional responsibilities within the newly formed NSW Department of Primary Industries.

NSW has a number of operational plans addressing disaster and emergency management and response including the NSW State Disaster Plan (DISPLAN), the Agriculture and Animal Services Supporting Plan (AASSP) and the Animal Health Emergency Sub-Plan (AHESP). The NSW Control Centres Manual is the first plan dedicated to aquatic animal disease emergency management and planning, and has



been prepared such that it is consistent with the existing emergency management and response plans for NSW.

## 1.2 Primary and related Legislation

### ***Exotic Diseases of Animals Act 1991 and Regulations 1998***

The legal powers to control exotic diseases in NSW are provided by the *Exotic Diseases of Animals Act 1991*, the *Exotic Diseases of Animals Regulations 1998*, and related subordinate legislation.

This Act facilitates the detection of and response to outbreaks of exotic (foreign) diseases which are capable of serious and widespread effect on animals. As defined by the Act "animal" means any non-human mammal or any bird, amphibian, fish, reptile, arthropod, insect, mollusc, crustacean or other member of the animal kingdom, whether alive or dead, and includes the egg, embryo, ova or sperm of an animal and any other product of an animal from which another animal could be produced.

The main aims of the Act are:

- to identify disease risk areas, with possible prohibitions or restrictions applying to the movement of animals, animal products, or vehicles into, out of, or within the area concerned;
- to require compulsory reporting of disease outbreaks;
- to provide compensation for animals destroyed for the purposes of controlling an exotic disease;
- to establish border barriers, with a ban on the introduction into the State of certain animals; and
- to authorise the giving of destruction orders.

The Act establishes provisions for inspectors to enter and search premises and vehicles; inspect animals, their fodder and fittings; and test or disinfect animals. The provisions of this Act are normally sufficient to cope with animal health emergencies. Under extreme circumstances, the Minister for Agriculture and Fisheries can recommend to the Premier that a *State of Emergency* be declared under the *State Emergency and Rescue Management Act 1989*.

### ***Stock Diseases Act 1923***

The *Stock Diseases Act 1923* contains the legislative provisions for the quarantine of an area for the purpose of disease control or eradication. The aim of this Act is to control and eradicate certain diseases in stock and to prevent the spread of stock diseases to other stock and to humans. "Stock" means horses, cattle, asses, mules, camels, sheep, swine, or goats, or any animals or birds or any eggs of any birds to which the Governor may apply the provisions of this Act.

### ***Fisheries Management Act 1994***

The objectives of the *Fisheries Management Act 1994* are to conserve, develop and share the fishery resources of the State for the benefit of present and future generations. In particular, the objectives of this Act are:

- to conserve fish stocks and protect key fish habitats;
- to conserve threatened species, populations and ecological communities of fish and marine vegetation; and,
- to promote ecologically sustainable development, including the conservation of biological diversity,
- provide social and economic benefits for the wider community of New South Wales.

### ***State Emergency and Rescue Management Act 1989***

The *State Emergency and Rescue Management Act 1989* (SERM Act) provides the basis for emergency management in NSW. In particular, it specifies the responsibilities of the Minister for Emergency Services, the establishment of emergency management committees, the production of Disaster Plans, and arrangements for controlling operations.

The **State Emergency Management Committee** is the principal committee established under the SERM Act for the purposes of emergency management throughout the State, and in particular, is responsible for emergency planning at State level.

The SERM Act establishes the requirement for the State Disaster Plan (DISPLAN). The object of DISPLAN is to ensure the coordinated response to emergencies by all agencies having responsibilities and functions in emergencies.

In extreme animal health emergencies the Minister for Primary Industries can recommend to the NSW Premier that a *State of Emergency* be declared under this Act. A *State of Emergency* applies only to the animal disease for which it has been declared, in those parts of the State in which the emergency exists, and only for a limited period until the extreme circumstances under which the emergency was declared have been overcome.

### **1.3 The Aquatic Animal Disease Emergency Response Division of Responsibilities**

In Australia, each State and Territory has the primary responsibility for the surveillance, monitoring, control and eradication of aquatic animal diseases within its borders and administers its own disease control legislation. The legislation is supported by emergency service arrangements providing adequate powers for all essential emergency eradication measures.

International obligations are the responsibility of the Australian Chief Veterinary Officer (ACVO) and 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). Commonwealth powers under the *Quarantine Act 1908* are available to support, where appropriate, the States and Territories.

#### **1.4 National Strategies and Plans**

AQUAPLAN was launched by the Australian Government in December 1999 as Australia's five year National Strategic Plan for Aquatic Animal Health. AQUAPLAN is a comprehensive document describing a wide range of initiatives from border controls and import certification through to enhanced veterinary education and improved capacity to manage aquatic animal disease incursions. AQUAPLAN lays out eight key programs under which industry and government have identified priority projects.

Program 4 – Preparedness and Response has the following objectives:

- To develop effective institutional arrangements to manage emergency aquatic animal diseases in Australia;
- 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 having been developed from the mid-1970s and introduced nationally in 1990).

Between December 2000 and May 2002, five manuals were published as elements of the “Australian Aquatic Animal Diseases Emergency Plan (AQUAVETPLAN) Edition 1”. These are:

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

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

“AQUAPLAN – A Five Year Review” was released in 2002 which reviewed the achievements of AQUAPLAN and identified remaining areas to be addressed. A new National Aquatic Animal Health Strategy 2005-2010 is currently being prepared which will succeed AQUAPLAN.

#### **1.5 The National Response Coordination Structure** (from “Victoria’s Arrangements for the Management of Aquatic Animal Disease Emergencies” © State of Victoria, Department of Primary Industries, 2003)

In respect of the response to an aquatic animal disease emergency, the responsibilities of the Federal Government include:

- ensuring conformity with international agreements in respect of such emergencies, including notifications as required by 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 Federal 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).

The Consultative Committee on Emergency Animal Diseases (CCEAD) undertakes national coordination of the technical aspects of the response to an aquatic animal disease emergency <sup>1</sup>. The roles and responsibilities of the CCEAD include:

- consulting and advising on emergency terrestrial and aquatic animal health events;
- making judgements and providing advice regarding the 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 emergency animal diseases.

The membership of the CCEAD comprises:

- the Australian Chief Veterinary Officer (ACVO; Chair);
- all State/Territory CVOs (and/or CCEAD representatives for aquatic matters);
- CSIRO Australian Animal Health Laboratory (AAHL);
- AQIS;
- industry representative nominated by livestock industry parties collectively;
- representative nominated by the affected industry; and
- Animal Health Australia (observer).

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<sup>1</sup> 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.

## 2 The NSW Emergency Management Arrangements

### 2.1 Introduction

In Australia, State and Territory Governments have the constitutional responsibility to protect the lives and property of their citizens. This responsibility includes response to emergencies which may threaten lives and/or property. State governments have enacted legislation and regulatory arrangements, and in collaboration with local governments and voluntary organisations have developed effective emergency management arrangements. Emergency management involves a range of programs and plans designed to prevent, prepare for, respond to and recover from the impacts of an emergency.

Three main concepts underpin emergency management in NSW:

- **All hazards approach:** NSW has established a single set of management arrangements which are applicable to emergencies resulting from the full range of hazard impacts.
- **Comprehensive approach:** embracing a continuum of prevention/mitigation, preparation, response and recovery.
- **All agencies approach:** All agencies must be involved, including State and local governments and non-government organisations which play a vital role in emergency management.

Responsibility for emergency response starts at the lowest level of Government possible, and passes up through District to State and ultimately National level as capacities and access to resources are exceeded.

The State Emergency and Rescue Management Act (SERM Act) provides the basis for emergency management in NSW. In particular, it specifies the responsibilities of the Minister for Emergency Services, the establishment of the Emergency Management Committees, the production of Disaster Plans, and arrangements for controlling operations.

The **Minister for Emergency Services** is responsible for overseeing and coordinating government agencies in their role of preventing, preparing for, responding to and recovering from emergencies. The Minister is also responsible for arranging the preparation and review of the **NSW State Disaster Plan (DISPLAN)** and may convene the **State Disasters Council (SDC)** to advise on any emergency management matters.

The **State Emergency Management Committee (SEMC)** is the principal committee established under the SERM Act and is responsible for emergency planning at State level. The SEMC comprises a ministerially appointed chairperson, the State Emergency Operations Controller (SEOCON), representatives of the Emergency Services Organisations, Functional Areas Coordinators, representatives from the NSW Premier's Department, The Treasury, Department of Local Government, and

The Department of Infrastructure, Planning and Natural Resources. In addition, the State Coroner and a representative of the Australian Defence Force attend as invited observers.

Division of the State for emergency management purposes is based on emergency management districts. In each of these districts a **District Emergency Management Committee** (DEMC) has been formed which reflects the composition of the SEMC and which is representative of the emergency management resources in the district. The DEMC is responsible for preparing plans in relation to the prevention of, preparation for, response to and recovery from emergencies within the district. The Police Service is required to provide executive support facilities for each DEMC and the **District Emergency Operations Controller** (DEOCON) in the district concerned. The DEMC is responsible to the SEMC.

The emergency management arrangements are also reflected at a local level, the SERM Act recognising the involvement of local government in all stages of an emergency as critical to the success of the process. The emergency management structure and arrangements at a local level are based on the Local Government Authority areas and where possible reflect the arrangement at District and State level. At this level, a **Local Emergency Management Committee** (LEMC) is formed. The LEMC is responsible to the DEMC.

## 2.2 New South Wales State Disaster Plan (DISPLAN)

The SERM Act provides the legislative basis for DISPLAN and authorises agencies to undertake their responsibilities and functions in the event of an emergency. DISPLAN is the primary NSW disaster plan recording the agreed management arrangements for coordination of emergency preparedness, response and recovery operations. DISPLAN defines those agencies that are primarily responsible for controlling the response to each particular category of emergency. These agencies are collectively termed **Combat Agencies** and comprise the **Emergency Services and Functional Areas** (FA) as listed in DISPLAN. The Combat Agencies form the operational arm of the emergency management structure in NSW. Each FA operates under the authority of a Functional Area Coordinator, appointed by the SEMC, who is responsible for the establishment of a **Functional Area Sub Committee**.

DISPLAN provides for State, District and Local level Controllers and Emergency Operation Centres from which support is coordinated during an emergency. In emergencies for which there is no designated combat agency, at the State level, the **State Emergency Operations Controller** (SEOCON) is responsible for overall direction, control and coordination of emergency response. Additionally, if a **State of Emergency** is declared under the SERM Act, the SEOCON either takes control of operational responsibilities, or appoints a person to control the emergency operations. Alternatively a combat agency may request that a SEOCON take control.

DISPLAN includes the following principles:

- That responsibility for preparedness, response and initial recovery rests initially at Local level. If Local agencies and available resources cannot cope they are augmented by those at District level, followed by the support of State resources and finally those of the Commonwealth and other States and Territories;
- Control/coordination of emergency response and initial recovery operations is conducted at the lowest effective level; and
- A combat agency may request the Emergency Operations Controller to coordinate the provision of support resources through the Emergency Operations Centre. This will usually only occur if the situation requires a change of control to improve matters.

## 2.3 Operational responsibilities

### 2.3.1 NSW Agriculture

The SERM Act legally binds NSW Agriculture to coordinate the response to any agricultural and animal emergency, and DISPLAN formally identifies NSW Agriculture as the Combat Agency regarding animal disease emergencies. The definition of "animal" for the purposes of this Legislation is "companion animal (cats, dogs etc), horse, livestock, wildlife as well as fish". Emergencies include animal diseases.

#### *The Animal Health Emergency Sub-Plan*

The "NSW Animal Health Emergency Sub-Plan" is a sub-plan to DISPLAN. This Sub-Plan details the special arrangements for the control and coordination of the response to and initial recovery from outbreaks of animal diseases in NSW.

The Sub-Plan may be activated on the advice of the CVO, and in consultation with the SEOCON, whenever an animal health emergency occurs which requires the coordinated response of one or more supporting agencies. As prescribed by the Sub-Plan, the overall response by NSW Agriculture is managed by the **Animal Health Emergency Management Team (AHEMT)**. The **Agricultural Services Functional Area Coordinator (ASFAC)** on advice from the AHEMT, notifies SEOCON of the situation and consults with SEOCON on the level of control to be exercised. ASFAC notifies the appropriate District ASFAC of the situation, and directs liaison be established with the District Emergency Operations Centre.

The Sub-Plan also prescribes that the control and coordination of animal disease emergency operations is conducted at the lowest effective level. If local level resources cannot cope, they are augmented by those at District level. Finally, support from the State's resources and possibly resources from the Commonwealth and other States and Territories may be accessed.

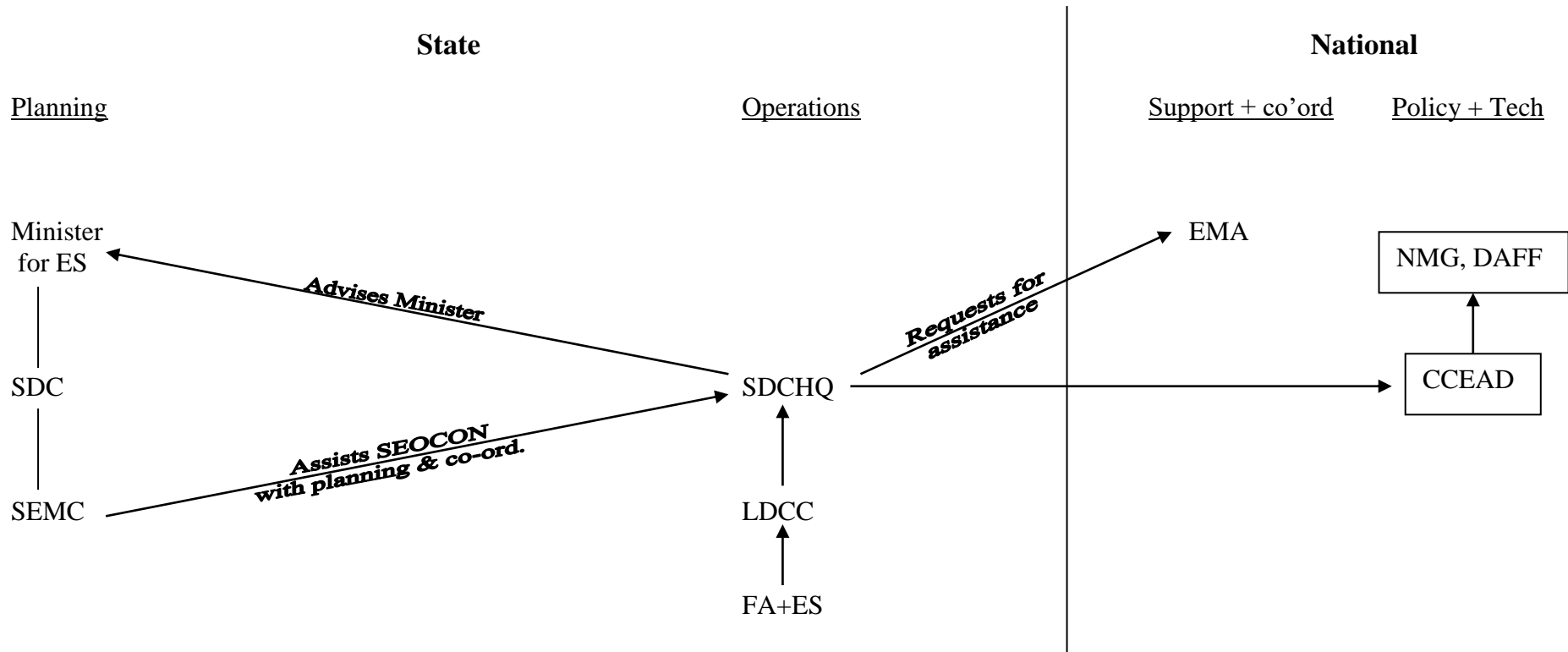
### 2.3.2 NSW Fisheries

The operational role of NSW Fisheries in the response to an aquatic animal disease outbreak has not been defined by any of the existing emergency response manuals for NSW. As the State's leading aquatic conservation agency, NSW Fisheries has responsibility for diseases impacting fish, aquatic invertebrates and marine vegetation and as such is committed to defining operational responsibilities and the NSW management arrangements for an aquatic animal disease emergency.

In response to an aquatic animal disease emergency, NSW Agriculture is the combat agency and NSW Fisheries is a key support agency regarding the impact of an emergency on fish, fish habitat and the fishing and aquaculture industries. NSW Fisheries will also provide assistance in the roles for which the organisation has managerial and/or technical expertise. Roles considered appropriate for NSW Fisheries are indicated in the LDCC and SDCHQ structures shown in Appendices 5 and 6. NSW Fisheries also has responsibilities for liaison with other departments and agencies in respect of aquatic animal disease prevention activities, and has post-emergency monitoring, assessment and advisory responsibilities.

State and national organisational relationships in the management of response to an aquatic animal disease emergency in NSW are shown in Figure 1.





Key: EMA = Emergency Management Australia  
 CCEAD = Consultative Committee on Emergency Animal Disease  
 DAFF = Department of Agriculture, Forestry & Fisheries  
 SEQCON = State Emergency Operations Centre  
 ES = Emergency Services  
 SEMC = State Emergency Management Committee  
 LDCC = Local Disease Control Centre

NMG = National Management Group, DAFF  
 SEQCON = State Emergency Operations Controller  
 SDCHQ = State Disease Control Head Quarters  
 FA = Functional Areas  
 SDC = State Disasters Council  
 LEOCON = Local Emergency Operations Controller

**Figure 1** Organisational relationships in the management of response to an aquatic animal disease emergency in NSW.

## 2.4 Designation of aquatic animal disease management areas

The provisions of the *Exotic Diseases of Animals Act 1991* and its associated Regulations provide for control/eradication measures to be implemented for exotic livestock diseases.

Under the provision of this Act the Minister may:

- declare any animal disease to be an exotic disease for the purposes of the Act (section 6a);
- declare a place or area within the State to be infected with an exotic disease (section 10);
- declare the premises, place or area concerned to be a Restricted Area, and must identify the boundaries and the classes or descriptions of animals, animal products, fodder, fittings or vehicles that are affected by it (section 15); and
- declare any premises, place or area to be a Control Area as is reasonably necessary for the purpose of preventing the spread of an exotic disease. The declaration must identify the boundaries of the Control Area and the classes or descriptions of animal products that are affected by it (section 21).

Similarly, the National AQUAVETPLAN Control Centres Manual provides for the designation of areas as 'infected', 'dangerous contact', 'suspect', 'restricted' or 'control' during an aquatic animal disease emergency.

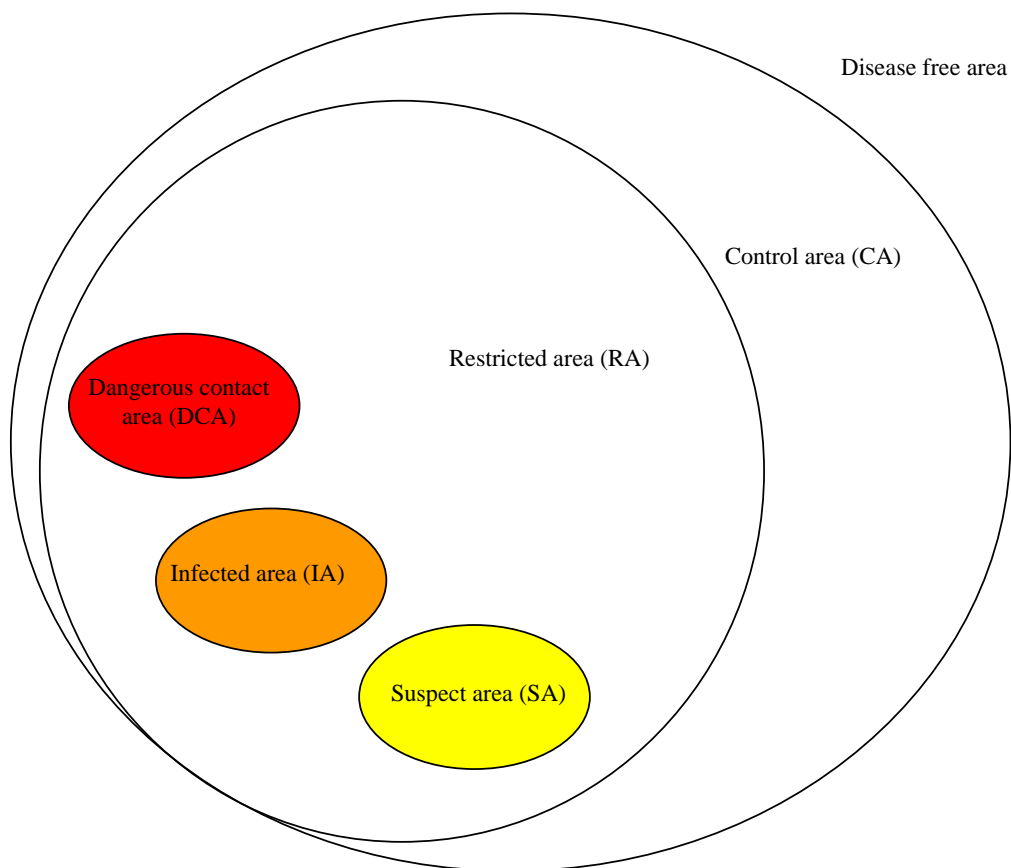
*Infected Area (IA)* or premises: a defined area, which may be all or part of a premises, lease or waterway, in which an aquatic animal disease emergency exists or is believed to exist, or in which the infective agent of the disease exists or is believed to exist. An IA is subject to quarantine served by notice and to eradication or control procedures.

*Dangerous Contact Area (DCA)* or premises: an area containing animals that show no signs of disease but that, because of their probable exposure to the disease agent, will be subject to disease control measures.

*Suspect Area (SA)* or premises: an area containing suspect animals that will be subject to quarantine and intensive surveillance. Suspect animals include those that are likely to have been exposed to a disease agent and those that are not known to have been exposed but that show signs requiring differential diagnosis.

*Restricted Area (RA)*: a declared area (smaller than a control area) around an IA, subject to intensive surveillance and movement controls.

*Control Area (CA)*: a declared area in which defined conditions apply to the entry or exit of specified aquatic animals or fomites. Conditions applying in a CA are less intensive than those in an RA. The limits of a CA and the conditions applying within it may be varied rapidly according to need.



**Figure 2 Disease Management Areas.**

(Source – AQUAVETPLAN Control Centre Manual, AFFA 2001)

## 2.5 Initiating a response

The initial notification of a suspected aquatic animal disease emergency is likely to be received by district staff from NSW Agriculture or NSW Fisheries. A Field/Fisheries Officer should be sent to investigate the report and should collect as much information as possible for reporting to the Biosecurity Manager and Senior Veterinary Officer. The Biosecurity Manager will, if necessary, notify the Chief Veterinary Officer (CVO) and/or the Director-General NSW Fisheries (DGF) and the relevant District Emergency Operations Controller (DEOCON), along with the relevant local government authority and aquaculture industries, service and catchment management authorities and environment agencies. The DEOCON will take the necessary actions to call on other support services as required under the NSW emergency plans (section 2.2).

If the investigations confirm the report as an emergency disease the CVO in consultation with the DGF will determine subsequent action, including the

establishment of a Local Disease Control Centre (LDCC) and/or activation of the State Disease Control Headquarters (SDCHQ).

Linkages between NSW Agriculture, NSW Fisheries and other agencies involved in the response to an emergency aquatic disease incident are depicted in **Appendix 1**. More detailed information on the activation procedures and activities to be undertaken during the activation phases is provided in Part 3 Activating the Arrangements.

## 2.6 Local/district-level management arrangements

The response to an aquatic animal disease outbreak will be conducted at the lowest effective level as per the State's emergency management arrangements (DISPLAN and Animal Health Emergency Sub-Plan). The CVO in consultation with the DGF activates and establishes a Local Disease Control Centre (LDCC) once an emergency has been confirmed. The CVO will appoint a controller of the LDCC (see Appendix 4 for details), also a member of the SDCHQ, to manage field activities.

The local or district arrangements will depend on the level of risk determined during the investigation phase of the operation (section 3.2) and dependent on the nature, scale and likely duration of a suspected or actual aquatic animal disease emergency. The basic options in establishing appropriate local- or district-level management arrangements are:

- supplementation of district staff at a district or appropriately located population centre for small-scale operations; and
- formal establishment of 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 of functions of an LDCC would be undertaken. The decision as to which management arrangements are to be adopted at local/district level in the event of an aquatic animal disease outbreak will be made by the CVO/DGF.

The supplementation of district staff at an appropriate location would generally be the approach taken in response to a small- scale incident. Individual officers would be responsible for several of the functional LDCC tasks, under the direction of an Incident Controller appointed to manage field activities by the CVO/DGF. If the scale of the incident increases, the CVO/DGF may determine that a larger LDCC needs to be formally established.

As determined necessary by the CVO/DGF, the formal establishment of an LDCC may be undertaken. The CVO/DGF will determine the location of the centre, its area of responsibility, and an LDCC Controller will be appointed. The LDCC Controller will be responsible for the management of field operations within the LDCC area of responsibility, the *restricted area (RA)*, and will report to the State Disease Control Headquarters (SDCHQ).

As outlined in the AQUAVETPLAN National Control Centres Manual, the objectives of an LDCC should be:

- 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. This is essential if future compensation payments are to be negotiated. The recorder should be someone who is familiar with the industry; and
- maintaining accurate records of monies expended on the campaign.

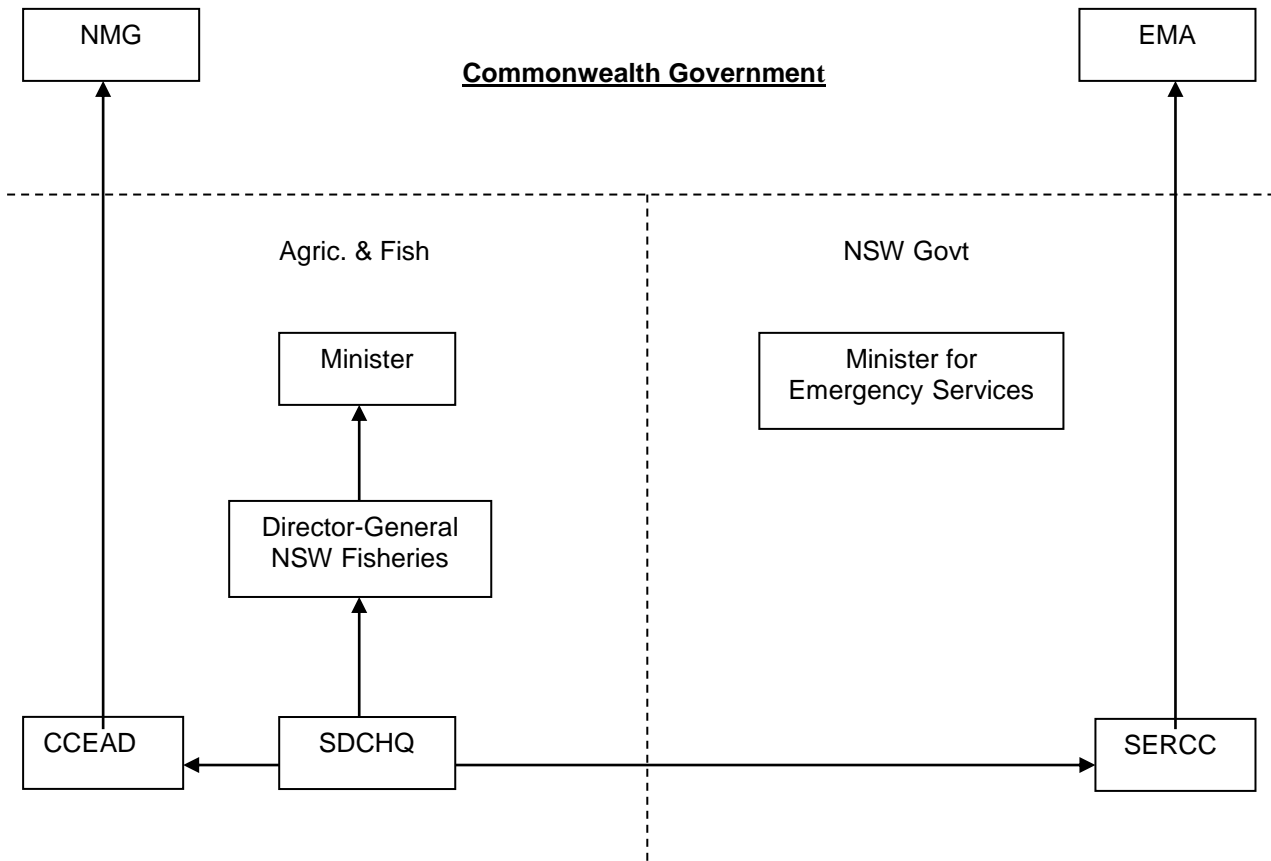
A suggested structure and composition for a (large-scale) model LDCC is shown at **Appendix 5**, which also contains notes on the siting, layout and equipment of such a centre and on the functions, roles and staffing of key elements.

## **2.7 State-level arrangements and organisation**

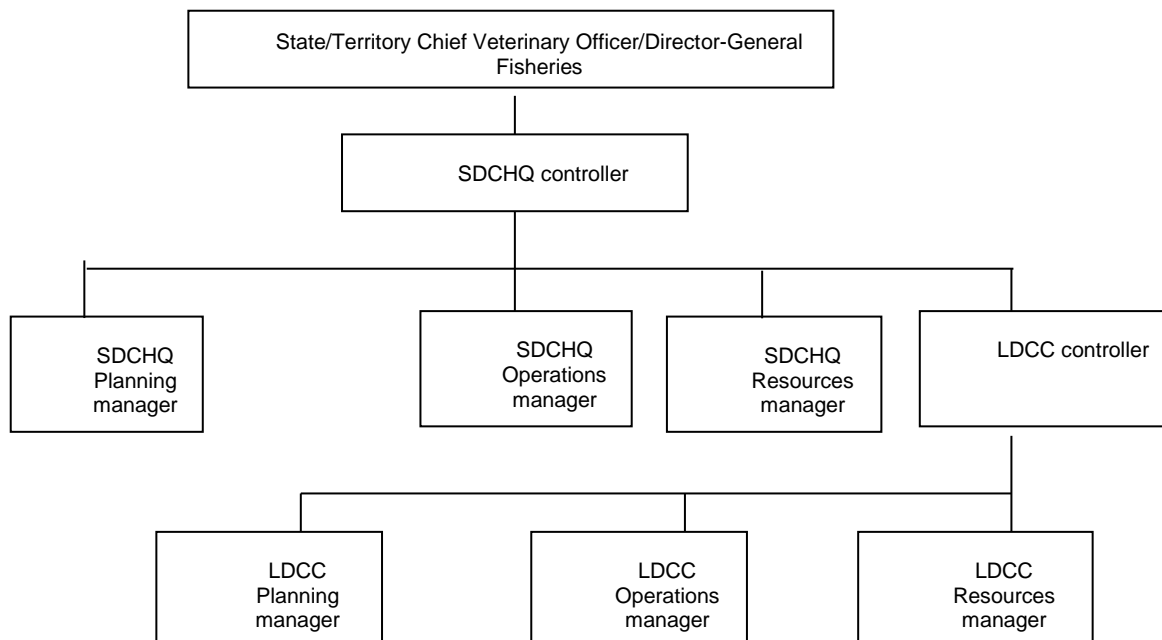
The State-level structure and reporting arrangements for the management of an aquatic animal disease is shown in Figure 3, which also shows connections with the National Management Framework.

### **SDCHQ/LDCC relationships**

The relationship between the State Disease Control Headquarters (SDCHQ) and Local Disease Control Centres (LDCCs) are shown in Figure 4.



**Figure 3** State-level management structure and linkages.



**Figure 4** Relationship between the State Disease Control Headquarters (SDCHQ) and Local Disease Control Centre (LDCC).  
(Source - AQUAVETPLAN Control Centre Manual, AFFA 2001)

## The SDCHQ

The SDCHQ is established at the direction of the CVO/DGF once an aquatic animal disease emergency has been confirmed and the operational phase entered. It evolves from the incident management team established by the CVO/DGF during the *investigation or alert 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 DGF in the development of 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/DGF of significant operational developments, advises on operational strategies, procedures and resource requirements. It also relays policy and operational decisions back to the LDCC or field/regional-level control centres for implementation.

The primary roles of the SDCHQ are to (from “Victoria’s Arrangements for the Management of Aquatic Animal Disease Emergencies” © State of Victoria, Department of Primary Industries, 2003):

- 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 (except in cross-border operations where liaison and co-operation on operational matters will be encouraged between LDCC’s in adjacent States);
- as required, provide briefings to DGF, CVO and ministers;
- coordinate disease investigation, tracing, surveillance and movement controls in the *control area* (CA) and elsewhere throughout the State;
- approve tasks not otherwise delegated to the LDCC, such as confirmation of new *infected places* (IPs) and *dangerous contact areas* (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 6**, which also contains notes on the functions, roles and staffing of key elements. Role descriptions for key SDCHQ appointments are provided in **Appendix 7**.

### **3 Activating the Arrangements**

#### **3.1 Introduction**

As defined by the National Control Centres Management Manual there are four phases of activation in the management of aquatic animal disease emergencies. They are:

- Phase 1 - Investigation
- Phase 2 - Alert
- Phase 3 - Operational
- Phase 4 - Stand-down

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

Details of each phase are described in the following sections, and the actions required by each of the persons involved are presented in appendices 2, 3 and 4.

#### **3.2 Phase 1 - Investigation**

The *investigation phase* exists when a report of a possible aquatic animal disease emergency is being investigated by Field/Fisheries Officers from NSW Agriculture or Fisheries. The Field/Fisheries Officer must collect as much information as possible for the Senior Veterinary Officer, who in consultation with the Biosecurity Manager may, as necessary, notify the NSW CVO and DGF.

During the investigation phase all officers should record all phone calls, messages and contacts in a logbook in order to maintain a complete record of the investigation. The "Protocol for investigating and reporting fish kills" (Appendix 9) should be followed and forms completed for all significant kills of both fish and other aquatic animals. A Laboratory Submission Proforma (Appendix 10) should also be completed and sent with any specimens for testing. Specimens should be sent to the Aquatic Animal Health Unit at NSW Agriculture Veterinary testing laboratory located at Wollongbar. If an exotic disease is suspected the SVO will consult the CSIRO Australian Animal Health Laboratory (AAHL) in Geelong. Results of testing can confirm or exclude disease as the cause of the kill.

The SVO, in consultation with the Biosecurity Manager, will notify the CVO of the initiation of an *investigation phase* and the reasons for doing so. The CVO will in turn inform the DGF of the incident and activation of the *investigation phase*.



Actions to be taken by the Field/Fisheries Officers, the Senior Veterinary Officer and Biosecurity Manager, and the CVO in the *investigation phase* are detailed in **Appendices 2, 3 and 4** respectively.

As soon as the CVO/DGF considers that there is a high probability that an emergency aquatic animal disease is present, but before diagnosis has confirmed its existence, key personnel in NSW Agriculture (as the designated combat agency for the management of aquatic animal disease emergencies) and NSW Fisheries (as the leading support agency) plus other relevant coordination and support agencies should be advised that an emergency is imminent or may exist.

### **3.3 Phase 2 – Alert**

The alert phase exists while the CVO or appointed diagnostic team (section 3.3.1) confirm the diagnosis for the incident management coordinator. During this time the CVO/DGF notifies the SEMC and the SEOCON that an animal disease emergency may be imminent or already exists in another State/Territory.

Additionally, all key people potentially involved in operations must be advised by the incident management coordinator that AQUAVETPLAN is in the alert phase, to ensure that all persons can be contacted in the event that the operation phase is entered. All resources and necessary plans should also be located and prepared at this time. Key personnel should include:

- senior NSW Agriculture and NSW Fisheries staff directing the initial investigations;
- executive management of NSW Agriculture and NSW Fisheries and the Minister for Agriculture and Fisheries;
- the diagnostic team (section 3.3.1);
- the senior legal officer and finance manager from both NSW Agriculture and NSW Fisheries;
- NSW Agriculture and NSW Fisheries senior administrative staff responsible for setting up systems and communications;
- emergency management authorities at the State and District level in accordance with DISPLAN and the Animal Health Emergency Sub-Plan;
- the Australian CVO (chair of CCEAD); and
- where necessary, key industry contacts.

The CVO/DGF or incident management coordinator (when appointed) should:

- as deemed necessary appoint a specialist diagnostic team and direct it to the Suspect Area/Premises;
- oversee the epidemiological investigations and diagnostic procedures of field staff/diagnostic team, ensuring efficient conduct and submission of results to the CVO/DGF;

- notify the appropriate NSW Agriculture Veterinary testing laboratory and the AAHL (Geelong) of arrangements for the dispatch of samples for examination; and
- determine the boundaries of Restricted Areas (RA's) and Control Areas (CA's) and prepare a proclamation in conjunction with the senior legal officer of NSW Agriculture or NSW Fisheries.

### 3.3.1 Diagnostic team

The CVO/DGF or appointed incident management coordinator may arrange for a diagnostic team to be dispatched to the Suspect Area when it is considered that a significant probability of an aquatic animal disease emergency exists. The diagnostic team must consist of at least two officers for legal and occupational health and safety reasons, with an independent laboratory to assist with diagnosis.

The diagnostic team should:

- collect appropriate samples to ensure that a diagnosis can be made as quickly as possible;
- assist with clinical evaluation of affected animals;
- assist with ongoing epidemiological investigations, including risk assessment and determination of the source of the outbreak (including assessment of wild animal vectors); and
- obtain independent diagnoses.

If diagnosis during this phase does not confirm the existence of an aquatic animal disease emergency, the *stand-down phase* will be initiated (as per Section 3.5.1).

## 3.4 Phase 3 – Operational

The *operational phase* exists when the presence of an aquatic animal disease emergency is confirmed and the CVO/DGF notifies the SEMC and SEOCON that an animal disease emergency exists in the State. The operational phase continues until the disease and its related risks are controlled or eradicated, or it is determined that control or eradication is no longer feasible.

During this phase the State Disease Control Headquarters (SDCHQ) will be established and a separate Local Disease Control Centre (LDCC) or equivalent may also be required. The SDCHQ evolves from the incident management team as appointed by the CVO/DGF during the *investigation phase*. This team forms the core of the SDCHQ and manages the response strategy. An LDCC may consist of only a controller and a field operator, but will usually involve more people, and controls the hands-on activities within the Restricted Areas.

Detailed information on the structure and function of the SDCHQ and LDCC is provided in Appendices 5 and 6. Actions to be taken by key personnel during the operational phase are detailed in Appendices 2, 3 and 4.

### 3.5 Phase 4 – Stand down

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

When investigations conducted during the *investigation phase* fail to confirm the existence of an aquatic animal disease emergency, the CVO/DGF, Biosecurity Manager or designated officer will need to notify those individuals and agencies contacted during the *investigation phase*, advising them that the threat of an emergency no longer exists. All personnel involved should be given the opportunity to discuss any issues in a debriefing, as required.

#### 3.5.2 Where the existence of an aquatic animal disease emergency has been confirmed and the operational phase (ie response) is complete

As the *operational phase* progresses to the *stand down phase* fewer resources will generally be required in the field, at the LDCC and at the SDCHQ as outcomes are achieved. Managers at all operational levels should regularly review their staffing, equipment and resource arrangements to ensure that these arrangements remain appropriate to operational requirements. The *stand-down phase* needs to be conducted systematically and as directed by the appointed senior operational manager. This should be declared as soon as operational objectives have been 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 personnel, 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.

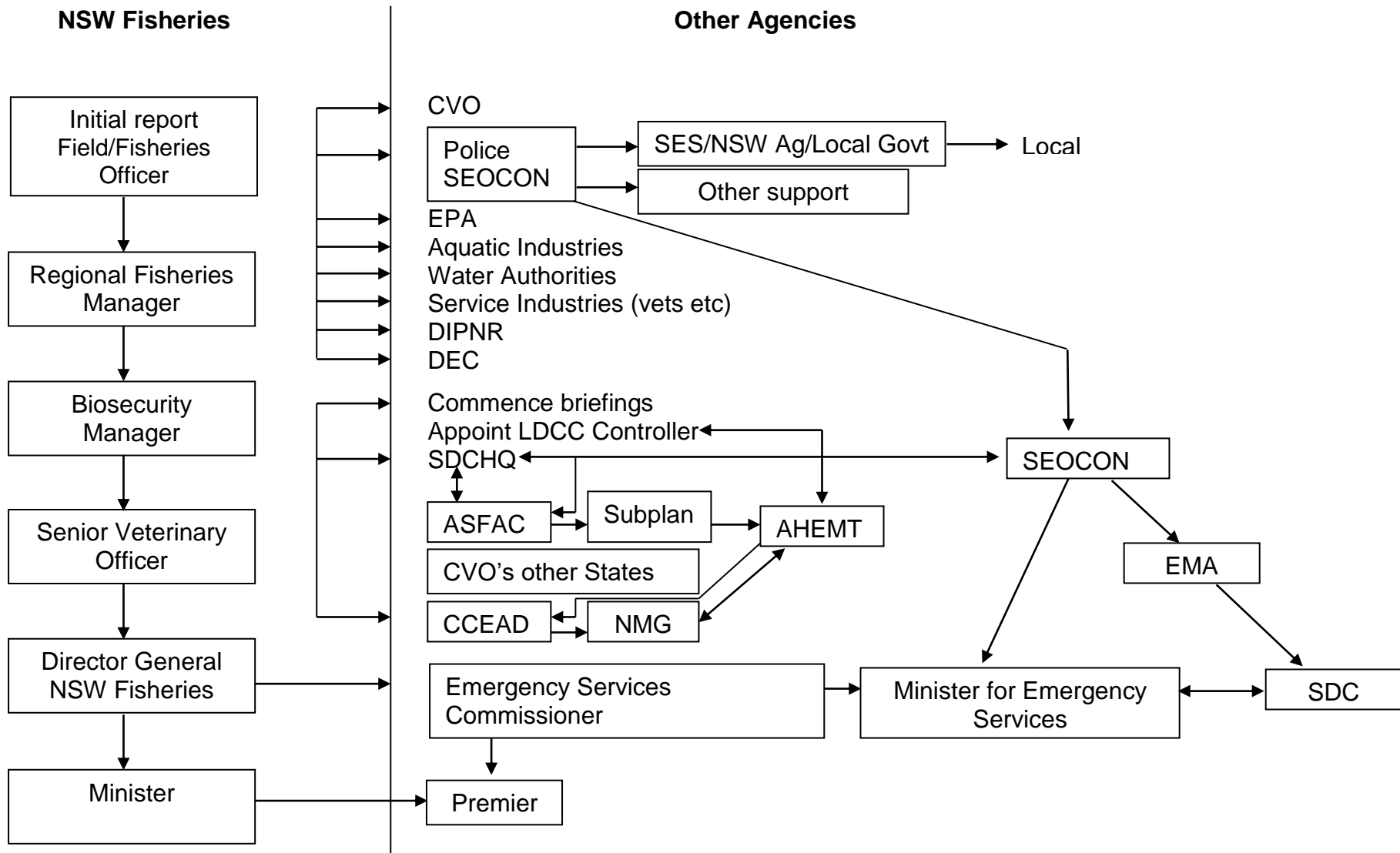
### 3.6 The activation process

NSW agency linkages in the event of an activation of the arrangements for the management of an aquatic animal disease emergency are shown at **Appendix 1 - ‘NSW Agency Links in the Event of an Aquatic Animal Disease Emergency’**.

The diagram does not represent an order of activity in an activation, as many communications occur simultaneously. Attention is drawn to the abbreviations listed in Appendix 11 for the abbreviations used in the diagram.

**Appendix 1** NSW Agency Links in the event of an Aquatic Animal Disease Emergency

**Figure 5** NSW Agency links in the event of an aquatic animal disease emergency.



## Appendix 2 Actions to be taken by Field/Fisheries Officers

### Investigation Phase

Where there are grounds for suspecting a risk of an aquatic animal disease emergency, the Field/Fisheries Officer is to:

- initiate steps to limit the potential spread of disease by quarantine, to stop, where possible, the movement of animals, people, animal product, water and other fomites into and out of a Suspect Area or Suspect Premises;
- collect details of the premises' location and owner/manager, and of affected animals; and
- immediately notify the Senior Veterinary Officer and Biosecurity Manager, including relevant details of:
  - the area or premises location, ownership/management or occupancy;
  - the nature of the suspected disease and the species likely to be affected;
  - specific location of suspected case(s) (e.g. ponds/tanks/cages/rivers/lakes affected);
  - the estimated numbers of affected and at-risk animals;
  - any urgent tracings required;
  - whether assistance is needed (e.g. 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.
- The protocol for investigating and reporting fish kills should be followed. If an Emergency Disease is suspected or is to be excluded as a cause of the kill, then the samples must be submitted to the appropriate laboratory for testing, in consultation with the SVO and/or Biosecurity Manager

### Alert Phase

In most cases, initial diagnostic specimens will have been collected and submitted by Field/Fisheries Officers. The CVO/DGF may, if necessary, deploy a more specialised diagnostic team. The diagnostic team will include an officer with skills not available amongst field officers, for example a fish pathologist or epidemiologist. The actions of this team are listed in section 3.3.1.

### Operational Phase

The Field/Fisheries Officers manage and conduct all activities in the Infected Area (IA) and Dangerous Contact Area (DCA). These activities are coordinated through the infected area operations unit of the LDCC (see Appendix 5). Activities are aimed at:

- the eradication or control of the disease agent on the premises; and
- the prevention of the spread of disease to other premises.

## **Appendix 3**    Actions to be taken by the Senior Veterinary Officer/Biosecurity Manager

### **Investigation Phase**

#### *Senior Veterinary Officer*

On advice of grounds for suspecting a risk of an aquatic animal disease emergency from a Field/Fisheries Officer or from other sources, the Senior Veterinary Officer is to:

- Liaise with the Biosecurity Manager who will, if required, notify the CVO/DGF of the risk and of the available details and advise that the *investigation phase* has been initiated, and
- identify urgent tracings.

#### *Biosecurity Manager*

The Biosecurity Manager liaises with the Senior Veterinary Officer and advises the DGF.

When the SVO advises the Biosecurity Manager that an Emergency Aquatic Animal Disease is highly probable during the *investigation phase*, the Biosecurity Manager, in consultation with the DGF, is to advise the following of the existence, location and nature of the likely disease:

- The relevant District Emergency Operations Controller and District Emergency Management Committee;
- The relevant local government authority or authorities;
- Representatives of relevant State government agencies;
- Regional representatives of:
  - the aquaculture, commercial and recreational fishing industries;
  - service industries; and
  - water authorities.
- In conjunction with the DEOCON and DEMC determine an appropriate location for an LDCC (if one is to be established), and advise the CVO and DGF to this effect.

### **Operational Phase**

See Role Descriptions **Appendix 7**.

## Appendix 4 Actions to be taken by the Chief Veterinary Officer

### Investigation Phase

On advice that an aquatic animal disease emergency may exist, or on advice that the *investigation phase* has been initiated, the CVO, in consultation with the DGF, is to (from “Victoria’s Arrangements for the Management of Aquatic Animal Disease Emergencies” © State of Victoria, Department of Primary Industries, 2003):

- provide appropriate information to the Australian CVO as chairperson of the CCEAD and the CVOs of other States and Territories, and the NSW Agriculture Executive and Minister for Agriculture and Fisheries. Key State-level contacts in the aquaculture, commercial and recreational fishing industries may also be informed, but in confidence.
- if the *investigation phase* has been initiated, determine the initial responses so that 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 suspect area or premises to confirm the existence or the risk of an aquatic animal disease emergency;
- ensure that all necessary epidemiological investigations and diagnostic procedures are carried out efficiently and that results are notified immediately to the CVO by phone and confirmed by facsimile/email message;
- notify the Laboratory Manager at the NSW Agriculture Veterinary testing laboratories located at Orange, Camden or Wollongbar and if deemed necessary, the Director of the Australian Animal Health Laboratory (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),
- hold an initial meeting of the incident management team to:
  - define the incident and confirm the need for NSW Agriculture and NSW Fisheries 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 Infected Places (IPs), Restricted Areas (RAs) and Control Areas (CAs), as appropriate, in consultation with NSW Agriculture and NSW Fisheries 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 that an aquatic animal disease emergency exists and that where necessary the NSW Animal Health Emergency Sub-Plan is activated

by the ASFAC in consultation with SEOCON. The CVO will also ensure that appropriate declarations are made, in the formats required by the *Exotic Diseases of Animals Act 1991*.

The CVO in consultation with the DGF will initially (from “Victoria’s Arrangements for the Management of Aquatic Animal Disease Emergencies” © State of Victoria, Department of Primary Industries, 2003):

- develop the emergency aquatic disease 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 NSW Agriculture and NSW Fisheries Executive and the Minister’s office, and ensure that all legislative requirements are met, including declaration of IPs, RAs and CAs ;
- provide appropriate briefings and situation reports;
- advise the CCEAD and the CVOs of other States and Territories of the existence of the emergency, request a meeting of the CCEAD to initiate action and to 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 approved valuers to be appointed 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 5 The Local Disease Control Centre (LDCC) structure and functions

### Establishment of an LDCC

The Biosecurity Manager should consult with the Senior Veterinary Officer, the District Emergency Operations Controller and District Emergency Management Committee, local government authorities and the regional State Emergency Service representative on a possible site or sites for a proposed LDCC or LDCCs.

**The LDCC Site** (from “Victoria’s Arrangements for the Management of Aquatic Animal Disease Emergencies” © State of Victoria, Department of Primary Industries, 2003)

Factors to be considered in the selection of 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.
- A suitable working environment for staff (heating, cooling, noise control, rest facilities etc.) should be a major consideration.

### LDCC equipment

Equipment needed can be accessed from local departmental sources, local government, NSW SES and private hire firms. Standard departmental ordering and accounting procedures must be used. Appendix 9 lists the relevant administrative forms and a suggested list of office equipment for the LDCC.

**LDCC layout** (from “Victoria’s Arrangements for the Management of Aquatic Animal Disease Emergencies” © State of Victoria, Department of Primary Industries, 2003)

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.
- Briefing areas for staff and media should also be separate.

An LDCC layout of desirable elements is provided in Figure 8 of the National AQUAVETPLAN Control Centres Manual.

The **Veterinary investigation unit** manages all tracing and surveillance activities within the Restricted Area (RA) 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*. 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 unit** controls the movement of animals, animal products, water, vehicles (including watercraft), persons and other items into, within and out of 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 liaison with the 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 issued and unit staff deployed.

The **Infected Area operations unit** manages all activities to eradicate or control infection in IPs and DCAs, and its field activities are conducted by *infected place operations teams* (IPOTs). Its main duties are:

- managing day-to-day activities including preparation of inventories\*, and destruction, disposal, cleaning and disinfection;
- preparation of an inventory of stock (live, stored and in transit) and other materials;
- 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.

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

The duties of *Infected Place operations teams* will vary with the nature of the emergency, but may include any or all of the duties above.

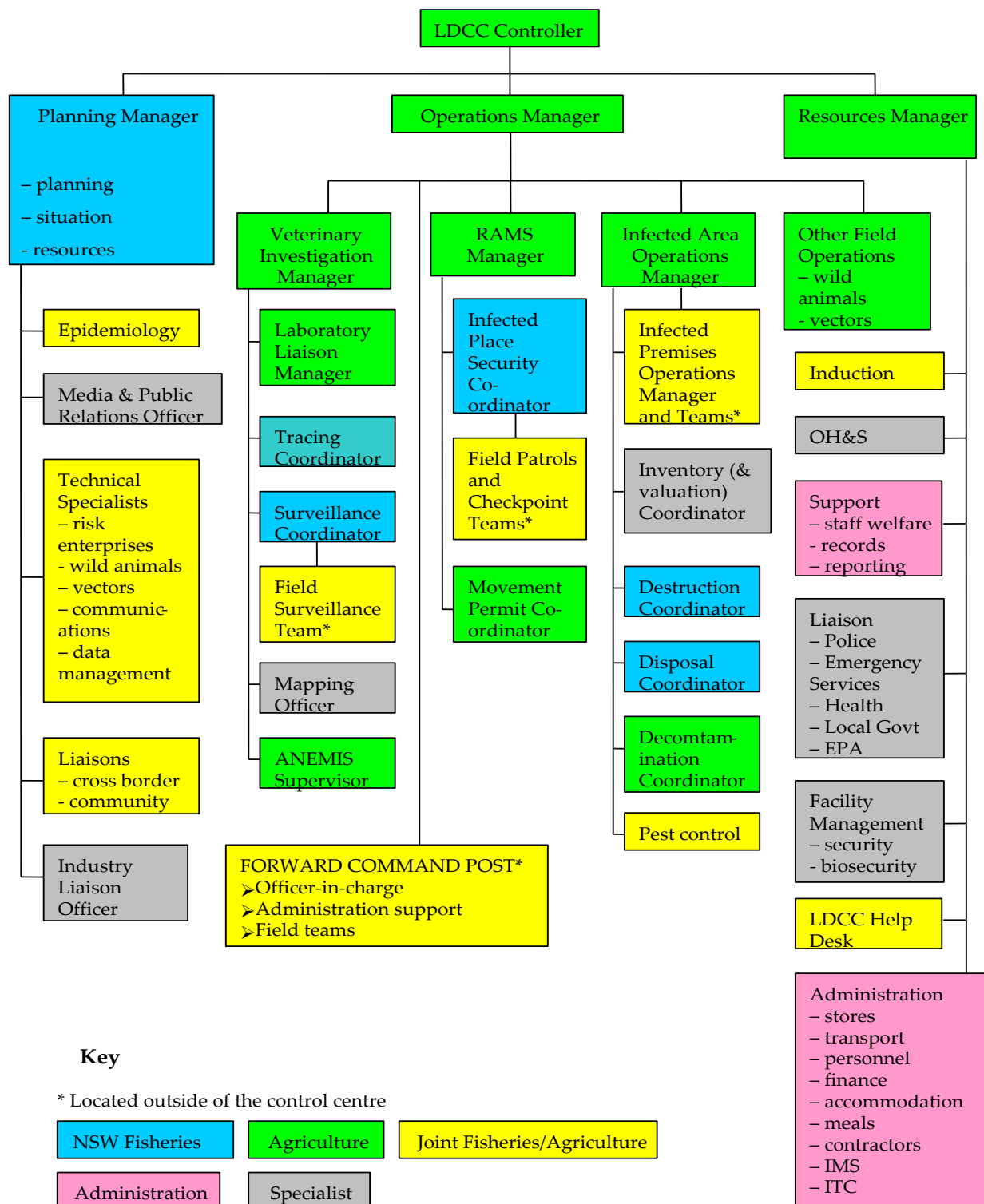
- Appropriate partitioning and signage within the centre is essential.
- Biosecurity arrangements for returning field teams, cleaning equipment, sample preparation and submission, and decontamination.

## **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, DEOCON, DEMC, SES, local government, etc).

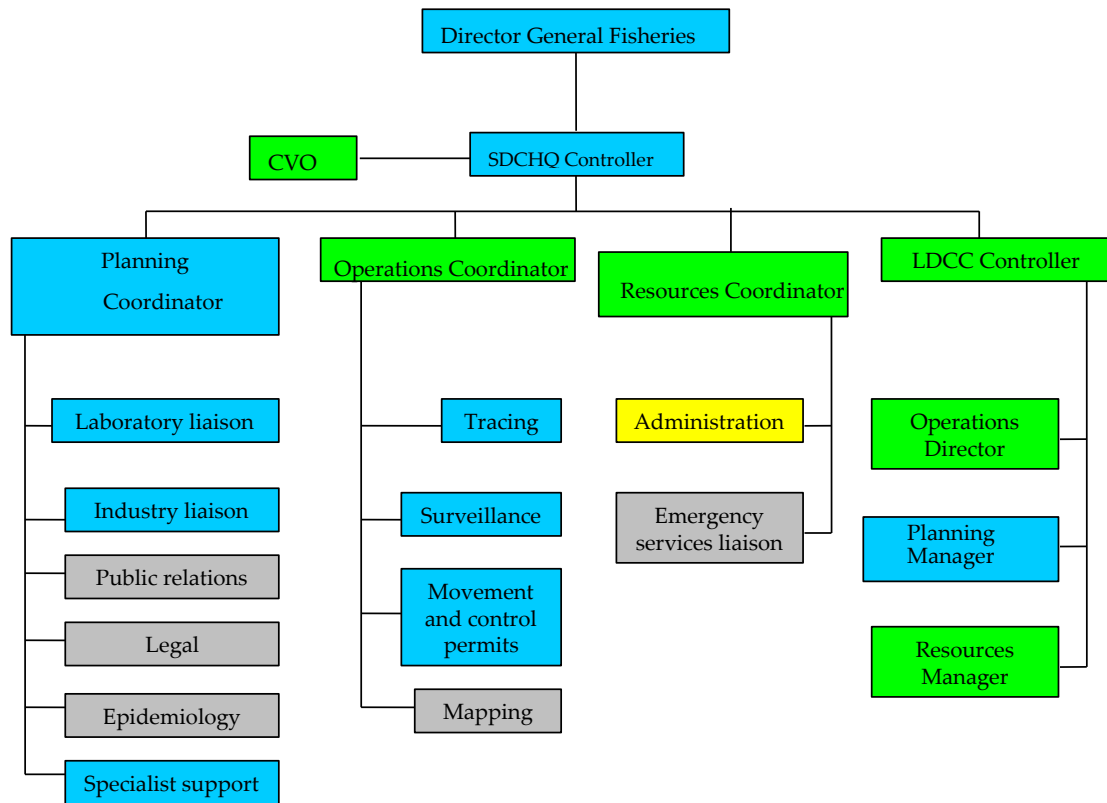
**Figure 6** Outline structure of the LDCC



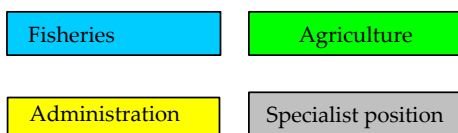
(Adapted from “Victoria’s Arrangements for the Management of Aquatic Animal Disease Emergencies” © State of Victoria, Department of Primary Industries, 2003)

**Appendix 6** The State Disease Control Headquarters (SDCHQ) structure and functions

**Figure 7** Outline structure of the SDCHQ



**Key - Proposed allocation of functions/positions**



(Adapted from “Victoria’s Arrangements for the Management of Aquatic Animal Disease Emergencies” © State of Victoria, Department of Primary Industries, 2003)

**Functions of SDCHQ sections** (from “Victoria’s Arrangements for the Management of Aquatic Animal Disease Emergencies” © State of Victoria, Department of Primary Industries, 2003)

*Planning section*

The Planning 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 Coordinator* will work closely with the technical manager at the LDCC to avoid duplication, matters being overlooked or the provision of conflicting advice.

#### *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 Coordinator* undertakes most of these functions. In larger operations, various tasks may be delegated to appointed coordinators and officers, and a registry clerk can be allocated to assist with mapping, whiteboard displays and the information management system.

#### *Resource section*

The Resources section provides administrative support and expertise for 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 undertakes liaison with the State Emergency Operations Control Centre (SEOC), 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 Controller to liaise with the Australian CVO as chair of the CCEAD.

## Appendix 7 Key SDCHQ appointments role descriptions

### Using role descriptions

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

- *skills required for the position*, which will 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 are a summary of 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 a list of specific tasks that need to be done to fulfil the responsibilities that go with the role.

The SDCHQ role descriptions in this document incorporate key aspects of the LDCC role descriptions contained in the draft document "Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies". These roles were adapted by the writers of the Victorian manual, from the Australian Veterinary Emergency Plan (AUSVETPLAN) 1996, Control Centres Management Manual, Part 2 - Role Descriptions.

The SDCHQ role descriptions have been modified to reflect the NSW emergency management arrangements and will be modified further as required.

#### ***Key role descriptions include:***

SDCHQ CONTROLLER

PLANNING COORDINATOR

OPERATIONS COORDINATOR

RESOURCES COORDINATOR

LABORATORY LIAISON OFFICER

INDUSTRY LIAISON OFFICER

MEDIA/PUBLIC LIAISON OFFICER

EPIDEMIOLOGIST

CONSERVATION OFFICER

TRACING OFFICER

FIELD/FISHERIES OFFICER

INTERAGENCY & EMERGENCY SERVICES LIAISON OFFICER

## NSWF SDCHQ CONTROLLER

### Line Relationships

(refer to Fig 7. Outline structure of the SDCHQ)

- Responsible to the Director-General NSW Fisheries (DGF) and NSW Chief Veterinary Officer (CVO).
- On delegation from the DGF and the CVO, the Controller must liaise closely, through the CCEAD, with the CVO's of all States/Territories and the Commonwealth and, at State level, with the supporting agencies, through emergency management arrangements, and relevant industry leaders.
- Responsible, through delegation, for the management of all persons involved in the campaign within the State.
- Liaises closely with LDCC Controller(s).

### Skills & Knowledge

- Extensive knowledge of the control and eradication of the major aquatic emergency diseases.
- Extensive experience in the management of major aquatic animal disease control and eradication programs.
- Extensive knowledge of the scientific, political, legal, management and industry aspects of a major eradication campaign.
- Ability to accept responsibility for the management of the campaign.
- Highly developed communication and negotiation skills.
- Demonstrated leadership qualities including the ability to delegate effectively.
- Ability to analyse complex problems and develop and implement practical solutions with clear priorities.
- Ability to make technically sound decisions when under pressure for long periods.
- Must be fully familiar with the disease control/eradication strategies as detailed in the relevant AQUAVETPLAN technical response plans, as well as the *International Aquatic Animal Health Code* published by OIE.
- Familiarity with NSW emergency management arrangements (DISPLAN, NSW State Agricultural and Animal Services Plan and NSW Animal Health Emergency Sub-Plan).
- Detailed knowledge of NSW Fisheries Emergency Response Job cards.

### Roles And Responsibilities

- Responsible for coordinating the day to day conduct of the campaign with due consideration to the relevant legislation, policies, emergency-management arrangements and AQUAVETPLAN strategies and procedures, and with due consideration of the economic, commercial and social implications of all actions taken.
- Act as CVO as required.
- Responsible for liaising directly with LDCC controllers and establishing ongoing consultative and reporting arrangements between SDCHQ and the LDCC(s).



- Provide accurate and timely advice to the DGF, NSW CVO, and Australian CVO. Information will in turn be passed on to the NSW Minister for Agriculture and Fisheries, other State CVO's, the National CCEAD, and where appropriate departmental staff, emergency management agencies and industry.

### **Duties**

- Oversee the establishment of the SDCHQ.
- Nominate officers to key section and unit leader positions for approval by the NSW CVO, especially:
  - SDCHQ Operations Coordinator
  - Planning Coordinator
  - Resources Coordinator
  - LDCC Controllers
- Brief the section and unit leaders and assign their duties.
- Ensure that all appropriate personnel and agencies have been advised of the situation and all urgent matters carried out as per the emergency management arrangements for NSW.
- Ensure that staff operate within the financial and decision-making delegations as approved by the DGF.
- Liaise with the departmental legal sections to ensure that all proposed proclamations are lawful and to seek advice on legal matters during the campaign.
- Confirm with the DGF/CVO new Infected Premises (IP's) and Dangerous Contact Premises (DCP's) and authorise destruction of animals and decontamination of premises.
- Manage the eradication campaign, continually assessing and updating strategies and advising the DGF and CVO.
- Ensure effective liaison with LDCC's and specify and monitor reporting requirements and the timing and nature of briefing sessions/situation reports.
- Provide detailed progress reports via the DGF and CVO to the Minister for Agriculture and Fisheries, the CCEAD and other relevant parties.
- Regularly review the boundaries of quarantined areas in consultation with LDCC Controller(s) and the SDCHQ Technical Coordinator.
- Release premises from quarantine on authorisation from the DGF and/or CVO.
- Request the utilisation of departmental staff and resources, through the DGF.
- Brief SDCHQ staff (and important visitors) on campaign progress and significant developments.
- Fully brief new section coordinators and relieving SDCHQ Controller as appropriate.
- In the event that the National Disease Control Headquarters is established: coordinate effective liaison between SDCHQ and The National Disease Control Headquarters (NDCHQ), ensuring that NDCHQ is kept informed of key developments and that requests for information are responded to.

## PLANNING COORDINATOR

### Line Relationships

(refer to Fig 7. Outline structure of the SDCHQ)

- Reports to the SDCHQ Controller.
- Responsible for all staff in the SDCHQ Technical Section.
- Liaises closely with the LDCC Technical Manager.
- Liaises with Operations Coordinator and Resource Coordinator.

### Skills

- Detailed knowledge of aquatic animal diseases, logical and analytical mind, and understanding of epidemiological principles and the diagnosis and control of animal diseases.
- Extensive experience in animal disease control programs.
- Good communication and computing skills.
- Familiarity with AQUAVETPLAN & Aquatic Animal Health Code published by the OIE.
- Familiarity with NSW emergency management procedures (DISPLAN and relevant supporting plans).
- Detailed knowledge of NSW Fisheries Emergency Response Job-cards.

### Roles & Responsibilities

- Oversee the operations of SDCHQ and LDCC Technical Sections and work closely with all technical managers to ensure activities are well coordinated.
- Advise the CCEAD and SDCHQ Coordinator on all technical aspects of the disease and its control.
- Assist the SDCHQ Controller, where appropriate, to plan and implement the control program.
- Act as SDCHQ Controller at the request of DGF, CVO or SDCHQ Controller.
- Liaise with other SDCHQ Coordinators and with the LDCC Operations Manager.
- Responsible for collation of information from all managers in the Planning section to present to the SDCHQ Controller.

### Duties

- Collate and prepare situation reports for all sections within Planning operations.
- Prepare draft CCEAD agenda papers and reports on technical aspects of the disease emergency (forwarded via the SDCHQ Controller).
- Provide advice on:
  - Disease Strategies: strategies and options for disease prevention/control/eradication for the whole State or Territory;
  - Quarantine Implementation: classification of premises as IPs, DCPs, SPs and their subsequent release from quarantine;
  - Boundaries: ongoing assessment of the boundaries of RA's and CA's in light of developments and new information;

- Prioritisation: priorities for tracing and surveillance;
- Surveillance: surveillance methods, including frequency and sample sizes;
- Sampling: samples to be taken for laboratory examination;
- Destruction & Disposal: slaughter, disposal and decontamination techniques, including chemicals;
- Movement Control: movement controls and changes which should be made in light of developments and new information; and
- Vector Control: the need for and nature of wild animal or other vector operations.
- Prepare prompt, accurate and timely situation reports (including any significant facts, observations, trends or predictions) for the DGF/CVO daily or as otherwise directed.
- Prepare draft technical issues papers for CCEAD meetings:
  - Situation reports: current situation report, based on previous situation reports;
  - Collate reports provided by the LDCC and other SDCHQ Sections which detail veterinary disease 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;
  - Ensure all papers and reports are accurate, clear, timely, and are distributed without delay.

**NOTE:** It may be necessary to delegate these following 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 NSW Fisheries staff and veterinary animal health laboratories.
- 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.
- Clearly define and coordinate the activities of technical specialist officers working within the SDCHQ and LDCC Technical Support Sections. Responsibilities, functions and workloads must be clearly defined to avoid duplication of effort, matters being overlooked, or conflicting advice.
- Determine resource requirements for the section.
- Engage or redeploy staff as required to resolve problems. Develop staff rosters which ensure that the section is neither under-, nor over-staffed at any time. Ensure that the physical needs of the section and its staff are met.

- Liaise with departmental 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.
- Thoroughly brief new and relief staff including Coordinator before they commence duty.

## **OPERATIONS COORDINATOR**

### **Line Relationships**

(refer to Fig 7. Outline structure of the SDCHQ)

- Reports to the SDCHQ Controller.
- Responsible for all staff appointed to the section.
- Liaises with the LDCC Operations Manager.
- Liaises with regional management over the provision of movement controls, tracing and regulatory support.
- Liaises with field and laboratory staff over tracing, surveillance.
- 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.

### **Skills & Knowledge**

- Extensive experience in operational programs and a balanced knowledge of the scientific, political, legal, management and industry aspects of a major eradication campaign.
- Highly developed communication and negotiating skills.
- Proven leadership ability.
- Ability to analyse complex problems and produce practical solutions with clear priorities.
- Full familiarity with relevant AQUAVETPLAN Disease Strategy Manuals & Aquatic Animal Health Code published by the OIE.
- Familiarity with NSW emergency management procedures (DISPLAN and relevant supporting plans).
- Detailed knowledge of NSW Fisheries Emergency Response Job-cards.

### **Roles & Responsibilities**

- Responsible for overseeing and coordinating all veterinary and regulatory operations relating to the disease emergency both within the Control Area (CA) and elsewhere throughout the State.
- Manages campaign activities outside the area under the control of the LDCC(s), including all tracing, surveillance, movement controls and (if required) vaccination operations.
- Manage the provision of State-wide veterinary, technical and regulatory support in consultation with regional management.
- Assist the SDCHQ Controller, where appropriate, to plan and implement the control program.
- Responsible for coordinating mapping and information management at the SDCHQ.
- Act as SDCHQ Controller at the request of DGF or Controller.
- Coordinate laboratory diagnostic and surveillance services.

## Duties

- 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.
- Determine, in consultation with the SDCHQ Planning Coordinator, the requirements for disease monitoring and surveillance outside the RA.
- Advise the SDCHQ Controller promptly of any significant findings as advised by Tracing/Movements.
- 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 nor overlooked, and that there are no demarcation problems.
- Provide reports and briefings to the SDCHQ Controller and DGF/CVO as required.
- Liaise with departmental groups or outside agencies on mapping, geographic information systems, spatial information, and fisheries databases.
- Engage or redeploy staff as required to solve problems. Develop staff rosters which ensure that the section is neither under-, nor over-staffed at any time. Ensure that the physical needs of the section and its staff are met.
- Thoroughly brief new and relief staff, including relieving Coordinator, before they commence duty.

## RESOURCES COORDINATOR

### Line Relationships

(refer to Fig 7. Outline structure of the SDCHQ)

- Reports to the SDCHQ Controller.
- 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, other SDCHQ section coordinators, and with the LDCC Resources Manager.
- Liaises with external suppliers and emergency services as required.

### Skills

- Familiarity with State emergency management arrangements and the departmental 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 departmental operations and structures, and detailed knowledge of animal health services and emergency aquatic disease response operations.

### Roles & Responsibilities

- Oversee the section responsible for liaising with emergency services at the State level, and acquiring the resources and providing the administrative support and expertise for the smooth and efficient operation of the campaign and headquarters.
- Oversee the State-wide administrative functions of the campaign through the LDCC Resources Section and departmental head office and regional administrative structures.
- Assist the SDCHQ Controller, 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.
- Act as a focus for liaison with emergency service agencies, ensuring effective support for campaign activities.

### Duties

(NOTE: Some of these duties may be delegated to other officers)

- Advise the SDCHQ Controller of resource requirements for the campaign.
- Assist the SDCHQ Controller 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, email addresses, 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 coordinator.
- Provide reports and briefings to the Controller as required.
- Determine resource requirements for the section. Oversee areas of responsibility and workloads for all staff. Ensure that actions are not duplicated nor 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 over-staffed 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 trouble-shooter 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:
  - a) 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;
  - b) Arrange distribution of these reports by the most appropriate means – fax, internal or external mail. Some officers may be asked to distribute the reports further; and
  - c) Thoroughly brief the relieving Resources Coordinator with the current situation before going off duty.



## LABORATORY LIAISON OFFICER

### Line Relationships

(refer to Fig 7. Outline structure of the SDCHQ)

- Responsible to the SDCHQ Planning Coordinator.
- Liaises with management and staff of Laboratory, Epidemiology and Tracing sections.

### Knowledge & Skills

- Knowledge of and experience in emergency aquatic diseases, their control or eradication, and a balanced knowledge of the scientific, political, legal, management and industry aspects of a major eradication campaign.
- Knowledge and experience of national and international diagnostic resources and tests for aquatic animal diseases, including the approved methods used in the collection, preservation, bio-secure packaging and dispatch of diagnostic specimens.
- Good bibliographic skills, including knowledge and experience in online searching of literature, and knowledge of computerised systems used for retrieving and tracking laboratory results.
- Ability to interpret the results of laboratory findings from both a laboratory and population perspective.
- Good oral and written communication skills, especially the ability to interact with both field surveillance teams and laboratory staff.
- General knowledge of the NSW State Disaster Plan (DISPLAN) and relevant supporting plans.
- Detailed knowledge of AQUAVETPLAN and familiarity with the NSW Fisheries Emergency Fish Disease Response Job Cards.

### Roles & Responsibilities

- Responsible for information flow between the Planning/Technical Coordinator and laboratory staff undertaking the testing of samples vital to the emergency management process.
- Provides technical advice regarding the spread of the disease to the Planning/Technical Coordinator and Operations Coordinator.
- Provides advice to SDCHQ Controller and technical staff on laboratory and testing issues.
- Oversees and coordinates the submission, testing and reporting of all laboratory specimens and results, within the State and to/from Australian Animal Health Laboratory (AAHL).

### Duties

- Provide or oversee training for correct sample collection by field surveillance staff.
- Oversee systems for tracking laboratory results (timeliness, electronic and/or hard copy filing).
- Assist with prioritisation and logistics of testing by the laboratories.
- Responsible for collation and interpretation of laboratory data.

- Brief relieving laboratory staff and other support staff on laboratory issues.

## INDUSTRY LIAISON OFFICER

### Line Relationships

(refer to Fig 7. Outline structure of the SDCHQ)

- Liaises with representatives of affected industries.
- Liaises with the SDCHQ Media/Public Liaisons officer and other SDCHQ section leaders.
- Supervises the activities of all SDCHQ and LDCC Industry Liaison officers.
- Reports to the SDCHQ Planning Coordinator.

### Skills & Knowledge

- Extensive knowledge of the State-wide structure and operations of the relevant industry, and familiarity with many of their key representatives. Recognised by industry as a credible contact.
- Balanced knowledge of the scientific, political, legal and management aspects of the 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.
- Working knowledge of AQUAVETPLAN.
- General knowledge of NSW State Disaster Plan (DISPLAN) and supporting plans.
- General knowledge of NSW Fisheries Emergency Fish Disease Response Job Cards.

### Roles & Responsibilities

- Provide advice on the nature of the industry affected 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 the proposed actions within industry.
- Act as a focus for consultation and advice to industry.

### Duties

- Establish and maintain liaison with all industries and risk enterprises involved in or affected by the outbreak, keep key industry informed of developments in the campaign, and obtain feedback on the progress.
- Keep the SDCHQ Controller informed of industry factors that could affect progress
- Provide advice on actions required to remove the risk of disease transmission via each risk enterprise.
- 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.
- Determine likely methods of disease spread, options for disease control and the effect of policies and programs on industry.
- Oversee liaison with industry seeking endorsement of disease control policies, cooperation with control activities, and dissemination of information to industry organisation members.
- 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.
- Compile comprehensive information and advice on the affected industries, including size, distribution, sources of supply, marketing practices, industry organisations and any other factors which may affect the program (ie. assist with the assessment of risk).
- Develop and maintain industry contact lists (name, position, address, phone, facsimile).
- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving coordinator with the current situation before going off duty.
- Assist media officers to prepare information pertaining to the industry liaison.
- Assist SDCHQ Controller to appoint Industry Liaison Officers to most effectively cater for the necessary industry liaison.

## **MEDIA/PUBLIC LIAISON OFFICER**

### **Line Relationships**

(refer to Fig 7. Outline structure of the SDCHQ)

- Responsible for all journalists and support staff in the public relations units in both SDCHQ and LDCC.
- Liaises with Industry Liaison officers, SDCHQ Planning staff, the Minister's press secretary, emergency services media units, and the Commonwealth Public Relations Coordinator.
- Reports through the SDCHQ Planning Coordinator to the SDCHQ Controller.

### **Knowledge & Skills**

- Extensive experience in dealing with the media and running media campaigns.
- Ability to communicate on complex technical issues.
- Broad knowledge of aquaculture and aquatic animal industries.
- General knowledge of NSW State Disaster Plan (DISPLAN) and supporting documents.
- General knowledge of NSW Fisheries Emergency Fish Disease Response Job Cards.

### **Roles & Responsibilities**

- Keep the media and public informed about the disease concerned, the progress, and the requirements of the campaign through the preparation and dissemination of information.
- If required oversee the staffing and operations of both SDCHQ and LDCC Public Relations Units.
- Provide a focus for media and public contact during the campaign.

### **Duties**

- Establish the Media/Public Liaison Unit ensuring adequate professional and support staff and equipment are available.
- Prepare initial news releases that may be required during the Alert Phase.
- Establish a media conference centre away from the SDCHQ operational area.
- Liaise with LDCC Manager to authorise media contact (including press releases) and media entry onto and coverage of operations on Infected Premises/Dangerous Contact Premises (IP/DCP).
- Identify relevant target groups that need to be kept informed, for example industry organisations and emergency services. Prepare information bulletins for release to target groups.
- 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 DGF/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.

## EPIDEMIOLOGIST

### Line Relationships

(refer Fig 7. Outline structure of the SDCHQ)

- Responsible to the SDCHQ Planning Coordinator and for providing key technical support.
- Has no operational role and does not generally manage any staff unless they are involved solely in epidemiological activities.
- In a large disease outbreak, may manage administrative support staff in the epidemiology group.
- Consults and liaises with other SDCHQ technical staff and the LDCC Epidemiologist.
- Consults with Bureau of Meteorology, National Parks and Wildlife Service and other authorities on technical aspects of the disease.

### Knowledge & Skills

- Extensive experience 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.
- A sound knowledge of the diagnosis, control and eradication of aquatic animal diseases.
- Knowledge and experience in the use of computers for recording and analysing disease data.
- Good bibliographic skills, including knowledge and experience in online searching of relevant literature.
- Ability to analyse complex problems and produce clear, well-argued practical solutions.
- Ability to work under pressure for long periods.

### Roles & 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;
  - provide epidemiological information required by the SDCHQ Technical Coordinator 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 Coordinator and SDCHQ and LDCC staff.
- Instigate a literature search/review for recent relevant research about the disease and establish systems to collate this technical data and disseminate it within the SDCHQ and to the LDCC staff.
- Plan the requirements for State-wide disease monitoring and surveillance.

## Duties

- 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 DGF, CVO, SDCHQ Technical Coordinator and SDCHQ staff including:
  - The incubation period to be used for the operation;
  - 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 risk analyses
  - marketing of products; and
  - recommendations for the release of quarantine;
  - Advice on decontamination procedures;
  - Identification of urgent tracings; and
  - Evaluation of the priorities for surveillance and tracing.
- Establish contact with Field/Fisheries Officers to determine the significance of wild populations of concern to the particular disease outbreak.
- Establish contact with Bureau of Meteorology to determine the climatic conditions, which may be significant in the spread of the disease.
- Prepare epidemiology situation reports for the SDCHQ Planning Coordinator 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.



## CONSERVATION OFFICER

### Line Relationships

(refer to Fig 7. Outline structure of the SDCHQ)

- Reports to the SDCHQ Planning Coordinator.
- Liaises with the Tracing Officer

### Knowledge & Skills

- Extensive knowledge of aquatic conservation policy and management issues.
- Extensive experience in the investigation of aquatic conservation issues.
- Balanced knowledge of the political, legal, management and industry aspects of the fisheries industry.
- Detailed knowledge on techniques to manage threats to native aquatic species including knowledge of fish kill protocols for the state.
- Ability to interpret laboratory reports and implications for native species.
- General knowledge of epidemiology.
- General knowledge of NSW State Disaster Plan (DISPLAN) and supporting documents.
- General Knowledge of NSW Fisheries Emergency Fish Disease Response Job Cards.
- General knowledge of AQUAVETPLAN.

### Roles & Responsibilities

- Oversee and act on issues relating to threats to the conservation of native species during the course of the outbreak.
- Provide advice to the Planning Coordinator on matters relating to conservation.

### Duties

- Provide reports to the SDCHQ Manager through the Planning Coordinator on possible implications of the outbreak for native species.
- Coordinate the surveillance and movement of native species if required.

## TRACING OFFICER

### Line Relationships

(refer to Fig 7. Outline structure of the SDCHQ)

- Responsible to the SDCHQ Operations Coordinator.
- Responsible for functional activities of assigned tracing contact officers and administrative and clerical officers.
- Liaises with the LDCC Tracing Officer.

### Knowledge & Skills

- Experience in disease control programs and an understanding of the epidemiology and principles of control of aquatic diseases.
- Good oral and written communication skills.
- Ability to supervise and direct staff, delegate tasks and encourage commitment from staff who often work alone.
- Ability to assign priorities under pressure.
- Ability to be systematic, orderly and maintain accurate records under pressure.
- General knowledge of NSW State Disaster Plan (DISPLAN) and supporting plans.
- General knowledge of NSW Fisheries Emergency Fish Disease Response Job Cards.
- Good working knowledge of AQUAVETPLAN.

### Roles & Responsibilities

- Process, in priority order, requests (outside those areas controlled by any LDCC) for tracing of animals, persons, products or property that may have had contact with the Infected Premises (IP), Suspected Premises (SP) or other contaminated material.
- Manage the tracing team of investigators and administrative staff.
- Report the location, origin, interim contacts, health, and control of in-contact stock, persons, products and property to the Operations Coordinator.
- Oversee the monitoring and enforcement of movement restrictions applying within the CA or across State/Territory borders.
- Oversee the maintenance of accurate and detailed records of Tracings.

### Duties

- Develop tracing programs, arrange surveillance and coordinate operations outside the area controlled by the LDCCs.
- Establish a functional tracing unit through liaison with the Resources Coordinator.
- 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.
- Advise nominated interstate contacts of relevant movement reports and other tracing information.
- Advise the nominated Commonwealth government contact about movement reports of animals or products leaving or entering Australia.
- Debrief field staff and ensure their reports are complete, clear and accurate.
- Maintain records (diary, log, files, activities board) of tracing activities during the exercise /outbreak.

## FIELD/FISHERIES OFFICER

### Line Relationships

(refer to Fig 7. Outline structure of the SDCHQ)

- Responsible to the Operations Coordinator.

### Skills & Knowledge

- Knowledge of fisheries and aquaculture.
- 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.
- General 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).

### Roles & Responsibilities

- Assist with collection of appropriate samples.
- Assist with clinical evaluation of affected animals.
- Assist with ongoing epidemiological investigations, including risk assessment and determination of the source of the outbreak.
- Discover unreported and undetected foci of infection.
- 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

### Duties

- Initiate steps to limit the spread of disease by voluntary quarantine to stop, where possible, the movement of animals, people, animal product, water and other fomites into, and out of, the suspect premises or suspect area.
- Collect details of the premises’ location and owner/manager, and of affected animals.
- Notify the Senior Veterinary Officer and Biosecurity Manager of the outcome of the investigation and provide details of:
  - the location of the infected premises or area;
  - the nature of the suspected disease;
  - the exact location of the suspected case(s);
  - the numbers of affected and at-risk animals;
  - any recent movements of at-risk animals, people, animal product and other fomites;
  - and any urgent tracings; and
  - whether assistance is needed (eg to retrieve mortalities, sample stock, etc);

- decontamination that might be needed for people, product or fomites that have left the premises recently.
- Record all phone calls, messages and contacts in a logbook to maintain a complete record of the investigation.

## **INTERAGENCY & EMERGENCY SERVICES LIAISON OFFICER**

### **Line Relationships**

(refer to Fig 7. Outline structure of the SDCHQ)

- Responsible to the Resources Coordinator.
- Liaise with the LDCC Resources Coordinator or delegate.

### **Knowledge & Skills**

- Full familiarity with the relevant State/Territory emergency management plans.
- Detailed knowledge of NSW Fisheries Emergency Fish Disease Response Job Cards.
- Detailed knowledge of NSW State Disaster Plan (DISPLAN) and supporting plans.
- General knowledge of AQUAVETPLAN.

### **Roles & Responsibilities**

- Under delegation from the CVO, advise the State Emergency Operations Controller (SEOCN) of the outbreak, the control program, and further developments as they occur.
- Responsible for establishing and maintaining liaison at the State level with supporting agencies, emergency services organisations and where applicable the appointed emergency services liaison officers.
- Ensuring that appropriate operational use is made of emergency services and that the departments and ministers are informed of developments through situation reports.
- Ensure that other key organisations are notified about the outbreak and any disease control measures that might affect their operations.
- Coordinate the acquisition of resources from emergency services.

### **Duties**

- Collect and disseminate updated information on disease and campaign progress to the SEOCN.
- Consult with the SEOCN to obtain feedback from them about campaign progress and any problems, which have occurred or might arise. Evaluate this feedback, and advise the Resources Coordinator 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.
- Production of situation reports for submission to relevant state government departments and ministers such that they are kept informed of developments.

- Invite key emergency services to appoint liaison representatives as required to most effectively cater for interagency liaison.

## Appendix 8 Movement and entry permits

This appendix lists NSW movement forms which may be required:

Quarantine Area - authority to enter  
Quarantine Area - approval to move  
Restricted Area - approval to move  
(Source - National CCM)

Also See Chapter 6 NSW Exotic Animal Diseases Control Manual for the following NSW Agriculture forms:

- Quarantine Order (s35)
- Revocation of Quarantine order (s35)
- Disinfection Order (s39)
- Declaration of an infected place (s10)
- Movement permits (s12, 16, 22(1)(e), 24)
- Notice of Entry and Exit Points for Infected Place (s13)/restricted area (s18)
- importation permit (s28)



## Appendix 9 Administration forms and suggested office equipment to be held at LDCC

### General

- Message forms
- Log forms

### Personnel

- Personal particulars form
- Australian Taxation Office – employment declaration
- State casual employees' superannuation fund
  - member registration form
  - member information book
- Attendance record *or* combined duty report and expense claim form
- Wages sheet
- Injury report form
- Workcover forms
  - employee form
  - employer form
- Salary rates
- Recreation leave form
- Sick leave form *or* personal leave card

### Transport

- Requisition for transport
- Vehicle log form
- Mechanical repair authority
- State/Territory insurance office accident report form
- General claim

### Stores

- Requisition form
- Local purchase order – external ordering
- Request for supplies – internal ordering
- Stores issue voucher
- Stores received voucher
- Contract rates
- Treasury regulations
- Central stationery store stock list

### Equipment

- photocopying machines
- fax machines
- IBM-compatible computers and printer
- whiteboards and marker pens
- felt noticeboards on stands for maps
- filing cabinets and protective sleeves for files

- typist tables, chairs and accessory typing supplies
- office tables and chairs
- AQUAVETPLAN manuals
- required forms, permits for movement etc
- stationery requirements, eg paper, pens

**Note:** Many departments will have a computerised stores system that could be adapted for use in an outbreak.

## Appendix 10 Glossary

(Adapted from "Victoria's Arrangements for the Management of Aquatic Animal Disease Emergencies" © State of Victoria, Department of Primary Industries, 2003)

Alert phase *see* Stages of activation.

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 or Territory and the Commonwealth, plus the head of the Australian Animal Health Laboratory, Geelong and others that recommend national control strategies.

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

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

AQUAVETPLAN - A series of manuals and operational instruments that outline methods and protocols to manage emergency aquatic animal disease outbreaks in Australia.

AUSVETPLAN - A document which outlines 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 would be adopted to control or eradicate an exotic disease. The strategies have been approved by ARMCANZ. (Previously known as Model Control Plans.)

Chief Veterinary Officer - The veterinary officer of each State or Territory animal health authority who has prime responsibility for animal disease control in that State or 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 - The agreement in which all States 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, will be subjected to disease control measures.

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

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

DISPLAN - The NSW State Disaster Plan, which details emergency preparedness, response and recovery arrangements for NSW to ensure the coordinated response to emergencies by all agencies having responsibilities and functions in emergencies.

Disposal - Sanitary removal of animal carcasses and things by burial, burning or some other process so as 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 man) 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 Infected place 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 carried out 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 give effect to a disease control strategy.

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

Owner - Person responsible for a premises (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 Infected place that is subject to intense surveillance and movement controls.

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

Role description - Statement of 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;

*Alert phase* - exists when the CVO notifies the coordinator of State emergency services that an animal disease emergency may be imminent, or *exists in another State*;

*Operational phase* - exists when the CVO notifies the coordinator of State emergency services that an animal disease emergency exists in the State;

*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 having a defined role to assist the lead combat agency to give effect to 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 which is likely to have been exposed to an exotic disease such that its 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 premises - Premises containing suspect animals which will be 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 that appropriate action can be taken.

## Appendix 11 Abbreviations

(Adapted from “Victoria’s Arrangements for the Management of Aquatic Animal Disease Emergencies” © State of Victoria, Department of Primary Industries, 2003)

ANEMIS	Animal Health Emergency Information System
AAHL	CSIRO Australian Animal Health Laboratory, Geelong
AHMET	Animal Health Emergency Management Team
AHO	Animal Health Officer
AQIS	Australian Quarantine and Inspection Service
ASFAC	Agricultural Services Functional Area Coordinator
CA	Control Area
CCEAD	Consultative Committee on Exotic Animal Diseases
CES	Commonwealth Employment Service
CGRC	Central Government Response Committee
CVO	NSW Chief Veterinary Officer
DAFF	Department of Agriculture, Forestry & Fisheries
DCA	Dangerous Contact Area
DCP	Dangerous Contact Premises
DEMC	District Emergency Management Committee
DEOCON	District Emergency Operations Controller
DERC	Divisional Emergency Response Coordinator (Police)
DGF	Director-General NSW Fisheries
DPC	Department of Premier and Cabinet
DPI	Department of Primary Industries
EADRP	Emergency Animal Disease Response Plan
EMA	Emergency Management Australia
EPA	Environmental Protection Agency
FA	Functional Area
FCP	Forward Command Post
IA	Infected Area
IP	Infected Place
IPOP	Infected Place Operations Team
LDCC	Local Disease Control Centre
LEMC	Local Emergency Management Committee
NDCHQ	National Disease Control Headquarters
NMG	National Management Group
OESC	Office of Emergency Services Commissioner
OIC	Officer-in-Charge
OIE	Office International des Epizooties (World Organisation for Animal Health)
PISC	Primary Industries Standing Committee
PR	Public Relations
RA	Restricted Area
RAMS	Restricted Area Movement and Security
SA	Suspect Area
SES	State Emergency Service
SDC	State Disaster Council



SDCHQ	State/Territory Disease Control Headquarters
SECC	Security and Emergency Committee of Cabinet
SEMC	State Emergency Management Committee
SEOCON	State Emergency Operations Controller
SERCC	State Emergency Response Communications Centre
SERO	State Emergency Response Officer
SES	State Emergency Services
SP	Suspect Premises
SVO	Senior Veterinary Officer