

AUSTRALIAN VETERINARY EMERGENCY PLAN

AUSVETPLAN

Management Manual
Control centres management
Part 2: Role descriptions
Version 3.1, 2008

AUSVETPLAN is a series of technical response plans that describe the proposed Australian approach to an emergency animal disease incident. The documents provide guidance based on sound analysis, linking policy, strategies, implementation, coordination and emergency-management plans.

Primary Industries Ministerial Council

This management manual forms part of:

AUSVETPLAN Edition 3

This manual will be reviewed regularly. Suggestions and recommendations for amendments should be forwarded to:

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DISEASE WATCH HOTLINE

1800 675 888

The Disease Watch Hotline is a toll-free telephone number that connects callers to the relevant state or territory officer to report concerns about any potential emergency disease situation. Anyone suspecting an emergency disease outbreak should use this number to get immediate advice and assistance.

Preface

This Control Centres Management Manual is an integral part of the **Australian Veterinary Emergency Plan**, or **AUSVETPLAN (Edition 3.0)**. AUSVETPLAN structures and functions are described in the **AUSVETPLAN Summary Document**.

The manual is in two parts:

- Part 1 describes the chain of command in a disease emergency and the layout and organisation of the local, field and state control centres and on the infected premises itself (infected premises operations team); and
- Part 2 gives job descriptions of all the proposed positions in local/field/state control centres as well as on infected premises.

This version has been upgraded and approved by the Animal Health Committee in This manual has been produced in accordance with the procedures described in the AUSVETPLAN Summary Document and in consultation with Australian national, state and territory governments and the relevant industries. This version of the manual was approved by Primary Industries Ministerial Council out-of-session at meeting 09/48 (2007).

The current version takes into account the provisions of the *Government and Livestock Industry Cost Sharing Deed In Respect of Emergency Animal Disease Responses (EAD Response Agreement)*;¹ for example:

- obligations regarding the reporting of incidents;
- the approval of a response plan by the National Management Group (a peak body of government chief executive officers and industry presidents), developed by the chief veterinary officer of the affected state(s)/territory in consultation with the Consultative Committee on Emergency Animal Diseases;
- financial reporting requirements of lead agencies;
- performance auditing of operations; and
- the participation of industry representatives at control centres.

This manual is central to the implementation of AUSVETPLAN and therefore contains references to other AUSVETPLAN documents, including the Disease Strategies, Operational Procedures Manuals, other Management Manuals and related resources.

In addition, each state or territory will have specific action plans to suit its own needs.

This manual will be reviewed regularly and updated as a result of testing in exercises and workshops or activation of the plan.

¹ Information about the EAD Response Agreement can be found at <http://www.animalhealthaustralia.com.au/programs/eadp/eadra.cfm>

Where in this manual text has been placed in square brackets [xxx], this indicates that that aspect of the manual remains contentious or is under development; such text is not part of the official manual. The issues will be worked on by experts and relevant text included at a future date.

Detailed instructions for the field implementation of AUSVETPLAN are contained in the disease strategies, operational procedures manuals, management manuals and wild animal manual. Industry-specific information is given in the relevant enterprise manuals. The full list of AUSVETPLAN manuals that may need to be accessed in an emergency is shown below.

In addition, *Exotic Diseases of Animals: A Field Guide for Australian Veterinarians* by WA Geering, AJ Forman and MJ Nunn, Australian Government Publishing Service, Canberra, 1995 (to be updated), is a source for information about the aetiology, diagnosis and epidemiology of the disease.

AUSVETPLAN manuals²

Disease strategies

- Individual strategies for each of 30 diseases
- Bee diseases and pests
- Response policy briefs (for diseases not covered by individual manuals)

Operational procedures manuals

- Decontamination
- Destruction of animals
- Disposal
- Public relations
- Valuation and compensation
- Livestock welfare and management

Wild animal manual

- Wild animal response strategy

Enterprise manuals

- Artificial breeding centres
- Dairy processing
- Feedlots
- Meat processing
- Poultry industry
- Saleyards and transport
- Veterinary practices
- Zoos

Management manuals

- Control centres management (Parts 1 and 2)
- Animal Emergency Management Information System
- Laboratory preparedness

Summary document

² The complete series of AUSVETPLAN documents is available on the internet at: http://www.animalhealthaustralia.com.au/programs/eadp/ausvetplan_home.cfm

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1 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 they give people chosen to perform the roles an immediate idea of the functions of their position and the duties expected of them. The descriptions will also aid personnel selection. They have been written in a standard format, describing:

- the skills required for the position, such as managerial, organisational, and specialist veterinary, agricultural or computing abilities and/or knowledge;
- line relationships, which detail exactly to whom the position reports, what personnel the position is responsible for supervising, and with whom they are most likely to liaise;
- roles and responsibilities, which summarise the key aspects of the job and put it into an overall context and which should be sufficient to get most trained personnel started; and
- duties, which are specific tasks that need to be done to fulfil the responsibilities that go with the role (ANEMIS reporting requirements have been highlighted in this section because of their references to AUSVETPLAN operational procedures manuals).

Depending on the size and nature of the emergency animal disease (EAD) outbreak, one person might undertake several roles; in large outbreaks, several people might be responsible for each individual function. Not all roles will necessarily be filled in an outbreak.

In general, these role descriptions have been framed using the principle that less complex positions need more precise descriptions of duties because they are less likely to be filled by experienced personnel. The opposite also applies. For example, the role description for the infected premises site supervisor does not incorporate an exhaustive list of duties. People who perform this role are expected to have good decision-making abilities and are expected to use job cards to assist in the delegation of routine tasks.

More specific checklists of tasks relevant to particular diseases can be found in the job cards for those diseases.

2 Local disease control centre role descriptions

The functional management structure of the local disease control centre (LDCC) and the relations between its sections are shown in Figure 1.

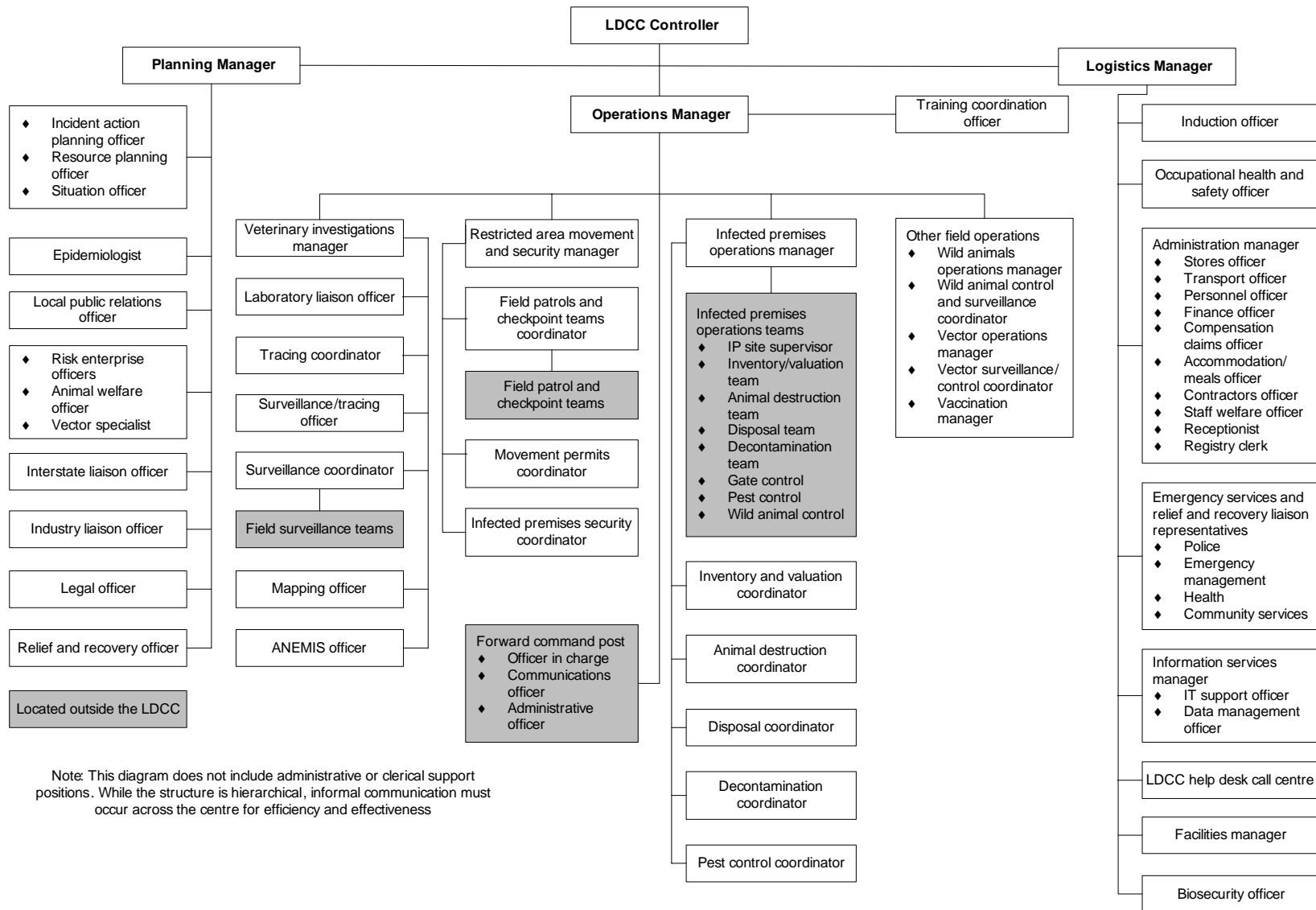


Figure 1 Functional LDCC structure

LRD-C1 LDCC controller

Either the LDCC controller or the operations manager must be a veterinarian.

Skills

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

Line relationships

- Responsible to the state or territory disease control headquarters (SDCHQ) director.
- Responsible (through section and unit heads) for all staff working at and from the LDCC, including on infected premises (IPs) and dangerous contact premises (DCPs).
- Must liaise with officers from other departments and agencies in accordance with state/territory emergency management arrangements.

Roles and responsibilities

- Develop a detailed program for the eradication, control and surveillance activities within the restricted area (RA) and other areas as defined by the chief veterinary officer (CVO), in accordance with AUSVETPLAN and/or plans determined by the CVO.
- On approval by the CVO, implement and manage the campaign in the RA (and other areas as defined), including task analysis, priority setting and resource estimation and allocation.
- Ensure that the SDCHQ is advised of the progress of the program.
- Ensure that activities are technically sound, lawful, safe and cost effective.
- Ensure effective management of staff and resources (physical and financial).
- Monitor the progress of the campaign and obtain authorisation from the SDCHQ for modifications as required.
- Liaise with emergency services organisations, industry, the media and other government departments.

Duties

- Ensure that all appropriate personnel and agencies have been advised of the situation and that all urgent actions have been carried out.
- Oversee the establishment of the LDCC.
- Nominate officers to key section and unit leader positions, for approval by the CVO:
 - operations manager
 - planning manager
 - logistics manager
 - veterinary investigations manager
 - surveillance coordinator
 - tracing coordinator
 - epidemiologist
 - infected premises operations manager
 - restricted area movement and security manager
 - administration manager
 - local public relations officer
 - infected premises site supervisor
 - wild animal control and surveillance coordinator.
- Brief the section and unit leaders and assign their duties.
- If necessary, appoint a management support officer to assist.
- Manage eradication and control procedures within the RA and other areas as defined by the CVO.
- Provide the SDCHQ with accurate situation and statistical reports, especially early in the outbreak.
- Advise the CVO on boundaries for the RA and modifications that may be required during the campaign.
- Maintain an overview of personnel issues.
- Maintain an overview of expenditure to ensure that it is in accordance with Treasury regulations.
- Liaise with other state emergency services agencies to enhance eradication and control activities.
- Plan for and anticipate potential problems (advising the SDCHQ where necessary).
- Thoroughly brief relief officer before going off duty.

LRD-C2 Secretary to the LDCC controller

Skills

- Stenographic and secretarial skills and experience.
- Familiarity with basic computer programs and word processing.
- Ability to operate fax machines and other office equipment.
- An understanding of the roles of staff in each section and unit of the LDCC, and the roles of outside bodies such as state emergency services and police.
- Ability to communicate in a precise manner.

Line relationships

- Responsible to the LDCC controller.
- Must liaise closely with all LDCC section and unit leaders.
- Usually responsible for at least one clerical assistant.

Roles and responsibilities

- Provide secretarial/stenographic assistance to the LDCC controller.
- Control and coordinate all communications to and from the LDCC controller.

Duties

- Attend meetings with the LDCC controller to record proceedings and prepare reports as required.
- Maintain master log of inward and outward messages, eg fax and telephone.
- Prepare rosters to ensure adequate provision of stenographic services, clerical assistance and telephonist (where necessary) to maintain smooth communication flows.
- Process daily reports from section and unit leaders.
- Maintain a diary for the LDCC controller, scheduling appointments, meetings, reporting deadlines, etc.
- Monitor communications between LDCC section and unit leaders and the LDCC controller.

LRD-P1 Planning manager

The planning manager should preferably be a veterinarian.

Skills

- Ability to delegate tasks, consult with section and unit leaders and manage a large operation and organisation.
- Highly developed planning skills and aptitude.
- Extensive knowledge about the major emergency animal diseases (EADs).
- Strong leadership qualities.
- Highly developed interpersonal and communication skills.
- Ability to analyse complex problems and develop and implement practical solutions.
- Knowledge of all functional areas within the LDCC.

Line relationships

- Reports to the LDCC controller.
- Responsible (through unit leaders) for the management of staff, including the epidemiologist, public relations officer, technical specialists, industry liaison officer, and interstate liaison officer at the LDCC.
- Liaises closely with the LDCC operations manager.

Roles and responsibilities

- Help the LDCC controller plan the eradication and control procedures in the RA and other areas as defined by the CVO.
- Oversee and coordinate the operations of the planning officer, situation officer, epidemiologist, media and public relations unit, technical specialists, industry liaison officer and (where appropriate) interstate liaison officer.
- Establish information reporting requirements.
- Oversee the preparation of plans, including the incident action plan.
- Coordinate the preparation of situation reports and resource predictions, and provide other information to the LDCC and the SDCHQ.

Duties

- Develop incident action plans for extended operational periods, including forecasts of resource needs to support operational strategies and tactics.
- Provide wide-ranging specialist technical advice to the LDCC controller, the operations manager and the LDCC sections to support eradication and control activities.
- Advise the LDCC controller promptly of any significant facts, observations, trends or predictions about the nature or course of the outbreak.

- Coordinate the preparation of timely and accurate situation reports covering all aspects of LDCC operations for the SDCHQ, and provide other information as required.
- Liaise with unit managers to:
 - coordinate preparation of daily situation reports and other information as required
 - process requests from sections.
- Brief unit managers regularly (at least daily) to report and review progress and problems. The operations manager and other relevant section managers should participate in these meetings.
- Assist the LDCC controller by:
 - knowing key work areas and assisting and relieving as required (often by acting on instructions and requests intended for the controller)
 - managing access to the controller and assisting in decisions as required.
- Staffing:
 - administer staff rosters and staffing levels for relevant sections
 - assess and forward staff requirements to the LDCC logistics manager
 - check for fatigue at all levels and organise relief as required.
- Liaise with technical specialists to obtain technical information as required.
- Liaise with SDCHQ planning manager to expedite confirmation by CVO (or delegate) of new premises classifications advised by the veterinary investigations manager, and ensure that this information is relayed back to the LDCC controller, operations manager and veterinary investigations manager.
- Arrange for veterinary support for the LDCC media and public relations unit, ensuring that media releases and other documents for public release are technically correct.
- Thoroughly brief new and relief unit managers before they begin duty.
- Familiarise the relieving manager with the current situation before going off duty.

LRD-P2 Planning officer

Skills

- Broad experience in and knowledge of the nature, control and eradication of animal diseases.
- Good knowledge of the structure and operations of an LDCC, and of field operations and emergency management arrangements.
- Good communication and negotiation skills.
- Ability to gather and analyse data to assess the current and future requirements of the EAD response.
- Ability to think laterally.

Line relationships

- Reports to the planning manager.
- Liaises with the SDCHQ planning officer.
- Liaises closely with all section and unit leaders.
- Liaises with other members of the Planning Section.

Roles and responsibilities

- On the basis of risk assessment, predict the future epidemiology of the disease incident and resource requirements in the RA.
- Develop provisional disease response plans for various identified contingencies.

Duties

- Collate information on the animal population at risk.
- Regularly collect and analyse situation reports from all sections and units of the LDCC.
- Develop short-term and long-term disease response plans (incident action plans) with assistance from other members of the Planning Section, particularly the epidemiologist.
- Access the map of current IPs, DCPs and suspect premises (SPs) from the mapping section of the veterinary investigations unit.
- Obtain information on weather patterns and forecasts from the Bureau of Meteorology and distribute the information appropriately.
- Determine possible alternative control strategies (eg vaccination) in conjunction with the Operations Section and specialists within the Planning Section.
- Provide the Logistics Section with information that will help decision making on future resource requirements.

LRD-P3 Resource officer

Skills

- Good knowledge of the structure and operations of an LDCC.
- Good communication and negotiation skills.
- Ability to be systematic and maintain accurate and orderly records.

Line relationships

- Reports to the LDCC planning manager/officer.
- Liaises with SDCHQ resource officer.
- Liaises closely with LDCC and SDCHQ Operations Sections to ensure currency of resources deployments.

Roles and responsibilities

- Identify and plan for resource needs within the LDCC.

Duties

- Prepare and maintain an organisation chart and resource allocation.
- Gather, post and maintain incident resource status through close liaison with the Operations Section.
- Maintain rosters of senior control centre roles in the LDCC.
- Provide resources summary lists to the situation officer.
- Prepare estimates for personnel and equipment requirements and communicate these to the planning manager.
- Liaise with the departmental personnel branch to determine the department's available staff resources.
- Clearly identify staff resource requirements, following liaison with the LDCC logistics manager and SDCHQ resource planning.
- Identify departmental staff availability through negotiation with regional and other relevant managers.
- Thoroughly brief the relieving coordinator before going off duty.

LRD-P4 Situation officer

Skills

- Good knowledge of the structure and operations of an LDCC and of field operations and emergency management arrangements.
- Good communication and negotiation skills.
- Ability to systematically maintain accurate and orderly records.
- Sound knowledge of the Animal Emergency Management Information System (ANEMIS).

Line relationships

- Reports to the planning manager or planning officer.
- Liaises with the SDCHQ situation officer.
- Liaises closely with leaders of operations units to ensure currency of information.

Roles and responsibilities

- Proactively source information from all LDCC sections and field operations units to produce current situation reports covering activities undertaken, milestones reached and actions to be taken in the immediate future.

Duties

- Specify to all section leaders their reporting responsibilities and timelines.
- Collect and organise information through ANEMIS, briefings and specific reports requested from section managers.
- Evaluate, analyse and present the information in the form of situation reports.
- Brief the planning manager as requested.

LRD-P5 Epidemiologist

The LDCC epidemiologist should be a veterinarian with recent training in epidemiology or currency through work experience.

Skills

- Knowledge and experience in the use of computers for recording and analysing disease data.
- Good bibliographic skills (for example, knowledge and experience in online searches of veterinary literature).
- Good knowledge of the diagnosis, control and eradication of EADs.

Line relationships

- Responsible to the LDCC planning manager; provides key technical support to LDCC operations.
- Has no operational role and does not manage any staff unless they are involved solely in epidemiological activities.
- Consults and liaises with all LDCC unit leaders, especially the LDCC veterinary investigations manager.
- Consults and liaises with the SDCHQ epidemiologist.
- In a large disease outbreak, may manage clerical/keyboard support staff in the epidemiology unit.

Roles and responsibilities

- As detailed in the AUSVETPLAN disease strategy for the disease involved.
- Manage the collection of epidemiological data needed to:
 - determine the extent and pattern of infection on the IPs
 - 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 LDCC for daily reporting and assessment of the disease situation.
- Provide continuing assessment of the risks of the spread of infection from IPs, including the identification and urgent tracing of contacts.
- Provide technical advice on the disease and its eradication to the LDCC planning manager, planning officer, controller and section leaders.
- Provide information as required by the SDCHQ epidemiologist.

Duties

- As a member of the diagnostic team, provide an initial epidemiological assessment of the outbreak.

- Collect all relevant technical/epidemiological literature and proceed to the LDCC when directed.
- Establish a system for receiving, tabulating and evaluating field data. This may include information gained from:
 - studying ANEMIS forms and extracting relevant epidemiological information (including age of lesions when the premises were confirmed as infected; the numbers, classes and types of animals infected; movements of animals or animal products onto or off the property; previous history of disease on the property or in the neighbourhood; recent imports of animal products; recent arrivals of people from overseas; presence and movements of wild animals; and garbage disposal in the area)
 - wildlife officers and local experts, about the presence and distribution of wild animals
 - local industry
 - studying the spread of the outbreak
 - studying weather records
 - studying topography, land use, location of infected and in-contact premises, roads, etc
 - studying laboratory reports.
- Provide technical advice and briefings to the LDCC planning manager, controller and section leaders, including:
 - confirmation of the incubation period to be used for the operation and in the ANEMIS program
 - advice on boundaries for the RA and control area (CA)
 - advice on the declaration of IPs and DCPs
 - advice on options for control of the disease
 - advice on options for the disposal of stock and other products
 - advice on decontamination procedures
 - recommendations for the release of quarantine
 - identification of urgent tracings
 - evaluation of the priorities for surveillance and tracing.
- Establish contact with wildlife officers through the LDCC wild animal control and surveillance coordinator to determine the significance of wild animal and other populations.
- Develop methods for prediction of disease spread in consultation with the SDCHQ epidemiologist.
- Prepare daily epidemiology situation reports.
- Thoroughly brief relief officer before going off duty.

LRD-P6 Local public relations officer

Skills

- Sound knowledge of the media and their operations.
- Ability to liaise and communicate with people and organisations involved in emergency operations (the staff of the LDCC, the media and the public).
- Broad knowledge of agriculture and rural communities.
- Ability to be proactive and use opportunities to inform the public about the EAD response and its requirements.

Line relationships

- Responsible to the LDCC planning manager locally, and to the SDCHQ public relations manager professionally.
- Responsible for journalists, technical support, information officers and word processor operators in the unit.
- Must liaise closely with the SDCHQ public relations manager.
- Liaises closely with the LDCC induction officer.

Roles and responsibilities

- Keep the public, operational staff, other departmental staff and local community informed of the background, progress and requirements of the EAD response.
- Prepare and disseminate information for the media, staff and public.
- Coordinate servicing of the media.
- Coordinate arrangements and briefings for visitors to the LDCC.
- Handle requests for information about the emergency, including the local telephone information service.

Duties

- Be familiar with the guidelines, for dealing with the media and public, in the **Public Relations Manual**.
- Prepare and circulate regular bulletins to other departmental units across the state/territory, emergency services agencies, local farmers, primary producer organisations, shire councils, stock agents and any other relevant people or groups. The initial bulletins should include:
 - information on the disease involved
 - details of the outbreak
 - the location of the RA and CA, and the movement restrictions that apply within them
 - the aims of the LDCC operations
 - the need for prompt reporting of any suspicion of disease
 - the need for strict observance of control measures.

- Issue regular progress reports.
- Implement a system to handle general requests from the public for information about the emergency.
- Relay information to SDCHQ public relations manager for release to the media.
- Ensure that there is a separate press area that is isolated from the operations area of the LDCC.
- Facilitate media services for the campaign.
- Organise press conferences as required and prepare and issue news items to disseminate information about the outbreak to the public (see note below).
- Assist with the preparation of media releases and other publicity material and publications about the outbreak, ensuring that the information is accurate.
- Prepare a regular bulletin for LDCC, operational and other departmental staff to keep them informed and maintain morale.
- Prepare material about the disease and the emergency operations, to be used for briefing new staff (via the LDCC induction officer), visitors and the media.
- Attend the regular LDCC briefings to keep up to date with the latest developments.

Note: The public relations unit at the LDCC must work closely with the public relations unit at the SDCHQ. Authorisation to release information on the campaign, especially on sensitive issues (including policy matters), must be obtained from the SDCHQ. Entry of media to the IP must be approved by the SDCHQ director and the property owner.

LRD-P7 Risk enterprise officers

Skills

- Extensive knowledge of the industry involved in the outbreak.
- Well-developed local knowledge of the affected industry.
- Extensive local contacts with the affected industry.
- Well-developed communication and negotiation skills.

Line relationships

- Responsible to the LDCC planning manager.
- Must liaise closely with industry liaison officers at the LDCC and the local industry and its organisations.

Roles and responsibilities

- Advise on the nature of the local industry to assist with disease risk assessment.
- Help develop and implement plans for disease eradication/control.
- Advise on the economic and other consequences of proposed actions.

Duties

- Be familiar with the control/eradication strategies in the AUSVETPLAN disease strategy for the disease involved, and with the relevant AUSVETPLAN enterprise manual.
- Assist with the risk assessment by preparing comprehensive advice on the affected local industry for the LDCC planning manager. This should include advice on the industry's size, distribution, sources of supply, marketing practices (including byproducts), industry organisations and all other factors that might affect the eradication/control program.
- Advise the LDCC planning manager on the practicality and economic and other consequences of proposed eradication/control actions.
- Develop plans to handle potentially contaminated material, identifying steps to pick up, handle, process and transport the material to limit the spread of infection.
- Liaise with local industry contacts to develop and implement these plans.
- Prepare written recommendations and plans as required.

Note: The specific qualifications and duties of risk enterprise officers will vary according to the disease and industry involved. Risk enterprise officers could be needed for the following industries:

- poultry
- pigs
- feedlots and saleyards
- dairy and artificial breeding centres

- abattoirs
- deer and confined wildlife
- horses (thoroughbreds, harness, pony club, etc).

LRD-P8 Animal welfare officer

Skills

- A veterinarian or authorised animal welfare inspector with broad experience and knowledge of animal welfare.
- Good understanding of animal welfare standards and contemporary animal welfare issues, especially those relevant to livestock production.
- Good understanding of EAD response plans and procedures.
- Well-developed interpersonal, communication and negotiation skills.

Line relationships

- Reports to the LDCC planning manager, providing key technical support to LDCC operations.
- Consults and liaises with LDCC risk enterprise officers, industry liaison officer and local public relations officer.
- Consults and liaises closely with LDCC restricted area movement and security manager regarding supervised movements of animals and vehicles.
- Consults and liaises with SDCHQ animal welfare coordinator.
- If circumstances warrant, may report directly to the LDCC controller regarding a particular animal welfare issue.
- Has no operational role and does not manage any staff unless they are involved solely in animal welfare activities.

Roles and responsibilities

- Manages the collection, collation and analysis of information related to animal welfare from all properties within the RA.
- Avoiding any unnecessary duplication, establishes and maintains an inventory of personnel and resources related to animal welfare within the RA.
- Provides a comprehensive assessment of animal welfare priorities, and prepares and maintains an ongoing action plan for high-risk situations, taking into account requirements for disease eradication and control.
- Prepares property plans to address particular potential welfare issues.
- Provides reports on animal welfare matters, including consequences of actions proposed for eradication and control purposes.
- Liaises with relevant personnel within the LDCC to address welfare issues in the RA.

Duties

- Provide advice and guidance on animal welfare matters, as part of the specialist support group.
- Establish a system for receiving, classifying and evaluating field information. This may include information obtained from

- ANEMIS forms
 - field teams
 - reports from property owners
 - contact with local industry
 - meteorological forecasts
 - reports from the public.
- Collate and assess relevant information about premises within the RA, identifying high animal welfare risks, and monitor those risks.
 - Contribute to an action plan to address the welfare risks, according to assessed priorities, and taking into account disease control activities.
 - Prepare individual property plans (not necessarily IPs or DCPs) to address identified animal welfare risks.
 - In close consultation with the LDCC industry liaison officer, risk enterprise officers, infected premises operations manager and restricted area movement and security manager, recommend any supervised movements of animals and/or vehicles to address potential welfare issues.
 - Advise the LDCC planning manager promptly of any significant facts, observations, trends or predictions about animal welfare issues.
 - Maintain contact with the LDCC wild animal control and surveillance coordinator, and provide advice and guidance on any animal welfare issues related to wildlife.
 - Liaise with local animal welfare organisations, as appropriate.
 - Provide daily animal welfare situation reports to the LDCC planning manager.
 - Contribute to media releases and newsletters, as required.

LRD-P9 Interstate liaison officer

This position may be required during cross-border outbreaks. A suitable person might be an inspector who normally works close to or at the border.

Skills

- Good knowledge of the structure and operations of an LDCC and of field operations.
- Understanding of the emergency diseases legislation and state/territory emergency management arrangements.
- Good communication and negotiation skills.

Line relationships

- Liaises closely with the LDCC operations manager and unit managers within LDCCs in other states/territories.
- Reports to the LDCC planning manager.

Roles and responsibilities

- Act as the operational link with interstate LDCCs.

Duties

- Ensure that cross-border issues are addressed by both the home LDCC and the interstate LDCC.
- Communicate cross-border issues to the home LDCC as they arise.
- Help design cross-border operations to make the most effective use of available resources. For example, it might be more practical for surveillance teams from one jurisdiction to inspect properties close to but on either side of the border.
- Advise on the legality of cross-border operations, including the appointment and powers of inspectors.
- Act as a source of knowledge about the disease situation, operations and regulations in the home jurisdiction.
- Provide regular reports as required to the LDCC planning manager, with copies to the interstate operations managers.
- Brief the relieving officer of the current situation before going off duty.

LRD-P10 Industry liaison officer

Skills

- Recognition by local industry as a representative.
- Extensive knowledge of the industry involved in the outbreak, especially at the local level.
- Good communication and negotiation skills.
- Understanding of biosecurity issues relating to the outbreak.

Line relationships

- Liaises with the SDCHQ industry liaison coordinator.
- Responsible to the industry.
- Must liaise closely with LDCC risk enterprise officers and local industry.

Roles and responsibilities

- Advise on the nature of the local industry to aid disease risk assessment.
- Help develop and implement plans for disease eradication/control.
- Advise on the economic and other consequences of proposed actions.
- Act as a focus for consultation and advice to the local industry.
- Advise on resources available from industry.
- Provide feedback from industry to the LDCC.

Duties

- Assist with the risk assessment by preparing comprehensive advice on the affected local industry, including on its size, distribution, sources of supply, marketing practices, industry organisations and all other factors that might affect the eradication/control program.
- Advise on the practicality and economic and other consequences of proposed eradication/control actions.
- Advise on plans for handling potentially contaminated material. Identify the steps required to pick up, handle, process and transport this material and limit the spread of infection.
- Consult with other local industry contacts about the campaign and act as a focus for contact with the local industry.

Note: The specific duties of industry liaison officers will vary according to the disease and industry involved. Industry liaison officers could be needed for the following industries:

- poultry
- pigs
- feedlots and saleyards
- dairy and artificial breeding centres

- abattoirs
- deer and wildlife
- horses (thoroughbred, harness, pony club, etc).

LRD-P11 Legal officer

Skills

- Sound working knowledge of emergency diseases legislation and departmental and state/territory legal procedures.

Line relationships

- Advises the LDCC controller, operations manager, unit managers and field staff on all legal aspects of the EAD response.
- Liaises with the police and other agencies on legal matters, as required.
- Responsible to the LDCC planning manager.

Roles and responsibilities

- Draft orders for SDCHQ approval and action.
- Provide legal advice on request.
- Prepare prosecutions for SDCHQ approval and action.

Duties

- On instruction from the LDCC controller, draft required orders under the relevant Act and refer them to the appropriate officer for signature (after ensuring that the officer possesses delegated authority) or to the SDCHQ for approval and execution. These might relate to:
 - infected places and vehicles
 - declared areas
 - area restriction orders
 - destruction orders
 - appointment of inspectors and valuers
 - powers of inspectors
 - compensation claims
 - signs.
- On advice from CVO or delegate (personnel officer), arrange for gazettal of inspectors with appropriate authorisation.
- On request from the restricted area movement and security manager, inspect all signs that are to be used to ensure that they are consistent with legislation.
- Advise inspectors on their powers under legislation and on the writing and serving of the various orders and notices that they are empowered to make.
- Arrange for warrants, if required.
- Advise inspectors on the collection of evidence for possible prosecutions. Check this evidence before making a recommendation for prosecution to the SDCHQ for approval and follow-up.

- Keep in contact with developments during the EAD response, anticipate new orders or notices that may be required, and advise the LDCC controller accordingly.
- Provide legal advice on strategies and operations. Advise the LDCC controller promptly if any legal anomalies are noticed during operations.
- Ensure that valuation is carried out in accordance with the relevant Act.
- Advise on the confidential handling of sensitive information, and advise the controller promptly if any problems are detected.
- Give general legal advice, on request, to any officer working in or from the LDCC.
- Maintain a log of orders and other instruments and the time and date on which they came into effect.
- Maintain a list of officers, on duty and on call, who are authorised to exercise various powers under the Act.
- Contribute legal information to situation reports.
- Maintain a legal notices clipboard for ready reference by other officers.
- Brief the relieving officer on the current situation before going off duty.

LRD-P12 Relief and recovery officer

Skills

- An understanding of the technical nature of the EAD response.
- An ability to analyse the effect of the technical response on the cooperation and support of affected communities.

Line relationships

- Reports to the planning manager or planning officer.
- Liaises with the LDCC situation officer.
- Liaises with the resources officer.
- Liaises closely with operations units to ensure currency of information.

Roles and responsibilities

- Ensure that those affected by the EAD response are managed appropriately by response staff and are given necessary assistance, to help ensure total community support for the response.
- Ensure that the EAD response is in proportion to the emergency, and that the short-term and long-term recovery of the community is improved by the response (that is, that the response 'builds in' recovery).

Duties

- Liaise with the LDCC situation officer and the operations manager to identify properties affected by the emergency that may need immediate relief.
- Ensure that local businesses are used in the recovery.
- Ensure that those whose businesses are affected are aware of opportunities to assist in the response.
- Where necessary, provide immediate individual assistance to those affected.
- Consult at the community and municipal level to encourage a cooperative approach to local relief and recovery.
- Encourage the formation of local community recovery committees to identify needs and resource requirements.
- Help local government provide information about counselling, financial and other services that may be available.

LRD-O1 Operations manager

Either the operations manager or the LDCC controller must be a veterinarian.

Skills

- Management experience, with the ability to delegate tasks, consult with unit managers and manage a large operation and organisation.
- Extensive knowledge of AUSVETPLAN and the control and eradication of the major EADs.
- Strong leadership qualities.
- Highly developed interpersonal and communication skills.
- Ability to analyse complex problems and develop and implement practical solutions.
- Knowledge of all functional areas within the LDCC.

Line relationships

- Reports to the LDCC controller.
- Responsible (through unit managers) for the management of all staff in the veterinary investigations unit, restricted area movement and security unit, infected premises operations unit and other field operations units of the LDCC, including the forward command post.
- Liaises closely with the LDCC planning manager.

Roles and responsibilities

- Help the LDCC controller plan and implement eradication and control procedures within the RA and other areas as defined by the CVO.
- Oversee and coordinate the operations of the veterinary investigations unit, restricted area movement and security unit, infected premises operations unit and other field operations units, including the forward command post.
- Oversee staffing and resource allocation in the operations units.
- Act as LDCC controller as required.

Duties

- Assist the LDCC controller by:
 - knowing key work areas and assisting and relieving as required (often by acting on instructions and requests addressed to the controller)
 - managing access to the controller and assisting in decisions as required.
- Liaise with unit managers to:
 - coordinate preparation of daily situation reports and other information as required
 - process requests from units.

- Brief unit managers regularly (at least once daily) to report and review progress and problems. The LDCC planning manager and other relevant unit managers should participate in these meetings.
- Staffing:
 - assess the need for administrative and clerical support for each of the section leaders
 - administer staff rosters and staffing levels for relevant units
 - assess and forward staff requirements to the LDCC logistics manager
 - check for staff stress and fatigue at all levels and organise relief as required.
- Oversee the operation of ANEMIS.
- Oversee all LDCC field operations.
- Ensure effective communications between operations sections and to relevant LDCC sections.
- Advise the controller promptly of significant issues during the outbreak.
- Thoroughly brief new/relief unit managers before they begin duty.
- Forecast resource needs for the unit to the planning officer or planning manager.
- Thoroughly brief relief officer before going off duty.

LRD-OV1 Veterinary investigations manager

The veterinary investigations manager must be a veterinarian.

Skills

- Broad experience in the control and eradication of animal diseases.
- Thorough understanding of the nature, control and eradication of EADs.
- Good understanding of epidemiology and disease control principles.
- Highly developed interpersonal and communication skills.

Line relationships

- Responsible to the LDCC operations manager.
- Responsible for the management of:
 - tracing
 - surveillance
 - field surveillance
 - mapping
 - veterinary investigations
 - administrative support staff.
- Liaises closely with the LDCC epidemiologist and other LDCC unit leaders.

Roles and responsibilities

- Manage all activities in the veterinary investigations unit.
- Liaise with the LDCC epidemiologist and other section and unit leaders to develop action priorities.
- Assign tracing and surveillance priorities effectively, to detect any further IPs and DCPs.
- Prepare daily situation and statistical reports.
- Ensure that all health and safety issues are addressed.
- Ensure that biosecurity is addressed by and for field staff.

Duties

- Be fully familiar with the disease control strategies and operational procedures contained in the AUSVETPLAN disease strategy for the disease involved and in the operational procedures manuals, such as the **Decontamination Manual**.
- Direct field surveillance and tracing within the RA and other areas as defined by the LDCC controller to detect and quarantine IPs and DCPs.
- Trace the movements of stock, people and products to and from the IPs and DCPs. Assign priorities and trace the highest-risk material first.

- Maintain large-format records to show the location of all field teams.
- Supervise the processing of all ANEMIS 1 forms and determine the need for and timing of any further action.
- Ensure that the information recorded on ANEMIS form 1 is accurate and logical, and actions arising from form 1 are properly completed.
- Ensure adequate briefing and debriefing of surveillance teams and tracing staff on actions required of them, including techniques for decontamination, sample collection and data collection.
- Review surveillance and tracing reports and recommend IP, DCP and SP premises classifications to the LDCC Planning Section, which will seek endorsement by the SDCHQ Planning Section.
- Notify the ANEMIS officer and LDCC operations manager immediately when new IP, DCP and SP classifications are endorsed by SDCHQ or when other significant events occur.
- Refer requests for tracing outside the RA to the tracing coordinator in the SDCHQ.
- Ensure that quarantine is applied to IPs and DCPs.
- Ensure that information is adequately recorded on a map.
- Prepare staff rosters for the unit to ensure that all staff have adequate meal and rest breaks.
- Forecast unit resource needs to the planning officer or planning manager.
- Ensure appropriate preparation and distribution of ANEMIS forms 1, 2 and 3.
- Prepare daily situation reports.
- Thoroughly brief the relieving manager before completing duty.

LRD-OV2 Laboratory liaison officer

The LDCC laboratory liaison officer must have completed a dangerous goods training course approved by the Civil Aviation Safety Authority.

Skills

- Knowledge of regulations in relation to transportation of biological and infectious specimens.
- Familiarity with laboratory specimen submission and result reporting procedures.
- Broad experience in the control and eradication of animal diseases.
- Good knowledge of the structure and operations of an LDCC, and of field operations.
- Understanding of laboratory operations, systems and processes.
- Good communication and negotiation skills.
- Good knowledge of data processing.

Line relationships

- Responsible to the LDCC veterinary investigations manager.
- Liaises with surveillance and tracing coordinators, field surveillance teams, laboratory staff and the SDCHQ laboratory liaison officer.

Roles and responsibilities

- Monitor and oversee all laboratory submissions from premises within the RA, ensuring that results are recorded on ANEMIS and that they are acted on appropriately.

Duties

- Participate in debriefings of field surveillance teams.
- Obtain copies of all laboratory submission forms and provide summaries of submissions to the officers in charge of laboratories.
- Set up a system for receiving and dispatching samples.
- Advise the surveillance coordinator on collection and submission of appropriate samples.
- Arrange the timely dispatch of all samples.
- Liaise with laboratory staff to address problems.
- Brief the relieving officer before going off duty.

LRD-OV3 Tracing coordinator

The tracing coordinator should be an animal health officer or inspector of stock.

Skills

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

Line relationships

- Responsible to the LDCC veterinary investigations manager.
- Responsible for functional activities of assigned tracing contact officers and administrative and clerical officers.
- Liaises closely with the LDCC surveillance coordinator.

Roles and responsibilities

- Investigate, in priority order, all requests for tracing of stock, people, products or property that may have had contact with an IP or DCP or with contaminated material.
- Report the location, origin, interim contacts, health and control of in-contact stock, people, products and property to the LDCC veterinary investigations manager.
- Manage the tracing team of investigators and administrative staff.
- Maintain accurate records, including of staff movement, property files and daily activity logs.
- Refer requests for tracing outside the RA to the SDCHQ through the LDCC veterinary investigations manager.

Duties

- Ensure familiarity with the disease control strategies described in the AUSVETPLAN disease strategy for the disease involved.
- In consultation with administrative staff, ensure effective paper flow, communication and recording procedures.
- Liaise with the LDCC logistics manager to obtain staff and other resources necessary to maintain operations. Review requirements regularly. Requisition or return staff and resources to match needs.

- Advise the LDCC veterinary investigations manager of information received that is considered to be urgent or critical. Do not allow vital information to be delayed in a backlog of files.
- Analyse ANEMIS forms 2 and 3 for tracing tasks.
- Assign tracing tasks to specific tracing staff; record details for briefing of veterinary investigations manager.
- Assign priorities to traces using the ANEMIS tracing module.
- Send complete tracing information to the veterinary investigations manager.
- Record tracing information in the ANEMIS tracing module.
- Refer requests for tracing to premises outside the RA to the SDCHQ through the LDCC veterinary investigations manager.
- Forecast resource needs for the unit to the manager of the section.
- Thoroughly brief the relieving coordinator before going off duty.

LRD-OV4 Surveillance coordinator

The surveillance coordinator should be an animal health officer or inspector of stock.

Skills

- Broad knowledge of agriculture and good knowledge of the local livestock industries involved, EADs and disease control principles.
- Good oral and written communication skills, especially the ability to brief and debrief staff.
- Ability to supervise and direct staff and to delegate tasks.
- Ability to plan and organise substantial workloads and assign priorities to tasks.
- Good knowledge of manual and electronic information systems, and a good working knowledge of ANEMIS.

Relationships

- Responsible to the LDCC veterinary investigations manager.
- Responsible for all staff assigned to surveillance, including field surveillance teams.
- Liaises closely with the veterinary investigations unit's ANEMIS officer.

Role and responsibilities

- Identify, prioritise, plan and coordinate all surveillance activities within the RA and other areas as defined by the LDCC controller.
- Maintain accurate case records, property files, property indexes, staff lists and staff movement registers using manual and/or computerised systems.
- Provide accurate and timely summary and progress reports.
- Provide details of all premises visited to the mapping officer.

Duties

- Ensure familiarity with the disease control strategies described in the AUSVETPLAN disease strategy for the disease involved, and with operational procedures as presented in the operational procedures manuals, such as the **Decontamination Manual**.
- Manage all surveillance activities within the RA and other areas defined by the LDCC controller, and:
 - identify all premises at risk of disease and the disposition of all susceptible stock within the area
 - assess the surveillance requirements of at-risk premises, and schedule, coordinate and monitor this surveillance
 - organise, direct, brief and debrief staff performing surveillance duties
 - estimate ongoing staffing and vehicle requirements for the unit

- estimate revisit frequencies for at-risk premises
- ensure that reports that come directly from producers to the control centre are assessed and entered into ANEMIS, and that surveillance is begun.
- Ensure ANEMIS 1 forms are generated for all premises due for surveillance on the day.
- Brief surveillance field teams on the range of clinical signs that may occur; the mechanisms of disease spread; procedures for decontamination, stock examination and specimen collection; and reporting requirements to be followed during surveillance operations.
- Assign surveillance teams to properties requiring surveillance visits.
- Ensure that returned ANEMIS forms are complete, accurate and clear, and that information is entered into ANEMIS.
- Ensure that the LDCC veterinary investigations manager is advised immediately of significant findings, especially newly detected or suspected IPs and DCPs.
- Assess the status of premises and consult with or advise the LDCC veterinary investigations manager.
- Ensure adequate frequency of surveillance visits through consultation with the veterinary investigations manager and the LDCC epidemiologist.
- Advise the veterinary investigations manager of future resource requirements.
- Ensure that all premises in the designated area are identified, that the disposition of susceptible stock is known, and that this information is provided to the mapping officer to be properly recorded on maps.
- Thoroughly brief the relieving coordinator before going off duty.

LRD-OV5 Field surveillance teams

Field surveillance team members should be veterinarians or experienced animal health officers, and gazetted under the relevant legislation as inspectors with authority to impose and enforce quarantine.

Skills

- Appropriate clinical skills, and knowledge of gross pathology and field epidemiology.
- Good oral communication skills, with the ability to interview members of the public and convey information to professional colleagues.
- Knowledge of disease control principles and procedures used in an EAD outbreak (this may depend on the particular disease; staff with specialist skills may be required for specific tasks).

Line relationships

- Responsible to the LDCC surveillance coordinator.

Roles and responsibilities

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

Duties

- Refer to the AUSVETPLAN disease strategy for the disease involved and to the **Decontamination Manual**.
- Inspect and examine stock, at the direction of the field surveillance coordinator, on at-risk premises within the RA and other areas as defined by the LDCC controller, collecting appropriate specimens. Assess the risk, importance and priorities for these contacts according to the nature of the disease.
- Report all findings to the surveillance coordinator on ANEMIS form 1.
- Apply quarantine under the appropriate legislation, after consultation with the LDCC veterinary investigations manager, when suspicious clinical signs are detected.
- Ensure that biosecurity procedures are adopted and that property visit intervals are adhered to.
- Report to the LDCC surveillance coordinator for debriefing and reassignment.

LRD-OV6 Surveillance/tracing officer

Skills

- Understanding of the control and eradication of animal diseases.
- Basic understanding of EAD control principles.
- Good oral and written communication skills.
- Ability to be systematic and orderly and maintain accurate records under pressure.

Line relationships

- Responsible to the veterinary investigations unit manager/coordinator.

Roles and responsibilities

- Assist with activities in the veterinary investigations unit.
- Assist with tracing and surveillance.
- Prepare reports.

Duties

- Prepare reports as directed by supervisor.
- Assist supervisor in drafting daily action plans and reports.
- Evaluate field information to identify tracing and/or surveillance priorities.
- Identify and report significant information to supervisor.
- Record information from field teams and forward reports to supervisor.
- Check forms for completeness, accuracy and clarity; seek and record further information as needed.
- Request relevant ANEMIS reports, analyse data and alert supervisor to any issues arising.
- Assist with forward planning and allocation of tracing and surveillance tasks.
- Carry out specific tracing activities as directed.
- Assist with staff allocations/rosters for field teams.
- Brief/debrief field teams.
- Collaborate with induction officer and supervisor to induct new field team personnel.

LRD-OV7 Mapping officer

Skills

- Demonstrated high level of skills in contemporary geographic information system (GIS) practices, including map production, spatial analysis, spatial projections and meta data.
- High level of knowledge in the relevant jurisdiction's GIS software packages.
- Demonstrated ability to provide a high level of service to clients within tight deadlines in an often highly stressed environment.
- Proven ability to acquire necessary spatial datasets.
- Proven ability to spatialise textual datasets by way of spatial views, spatial joins or other methods.
- Ability to analyse information technology and GIS systems and make appropriate recommendations for improvements.

Line relationships

- Responsible to the LDCC veterinary investigations manager.
- Liaises with the LDCC planning officer and surveillance coordinator, and with the SDCHQ mapping officer.
- Liaises with LDCC staff and field teams.

Roles and responsibilities

- Produce or provide maps for relevant staff upon demand, including information as requested (such as RA, IP and DCP boundaries), and displays of sample information, visit information and enterprise information (such as animal type).
- Produce high-quality maps for media release and newspaper publication to notify the general public about such things as movement controls.
- Spatialise necessary data from the emergency response database by way of spatial views, spatial joins or other methods.
- Provide advice on the capture of spatial data and make this data available to relevant staff by way of maps (for example, sample locations or areas of interest, such as a feedlot).
- Perform spatial analysis and provide spatial information to relevant staff.
- Maintain mapping systems, such as web-based systems, for relevant staff to access relevant spatial data.

Duties

- Produce or provide suitable maps of IPs, DCPs and other premises, showing other useful spatial information (roads and road names, property IDs, property visits, checkpoints, decontamination units, susceptible livestock, risk enterprises, wild/feral animal populations, etc).

- Acquire and make recommendations for relevant spatial data required to respond to the incident.
- Accurately spatially define declared areas.

LRD-OV8 ANEMIS officer

Skills

- Comprehensive knowledge of and experience in the operation of the ANEMIS system, which is described in the ANEMIS user manual.
- Good communication skills.
- Good supervisory skills.

Line relationships

- Responsible to the LDCC veterinary investigations manager.
- Responsible for administrative staff in the LDCC veterinary investigations unit.
- Must liaise closely with administrative officers operating the ANEMIS system in the LDCC infected premises operations unit.

Roles and responsibilities

- Supervise all administrative functions in the veterinary investigations unit.
- Oversee the establishment and monitor the effective operation of the ANEMIS system.

Duties

- Ensure that the complete ANEMIS system is available and operational, and identify personnel and other resources required to operate the system.
- Allocate ANEMIS security levels to personnel in consultation with the veterinary investigations manager and as required by the LDCC controller.
- Brief personnel on the operation of the ANEMIS system.
- Oversee the processing and validation of field data into ANEMIS by data entry personnel.
- Oversee the ANEMIS system in the LDCC veterinary investigations unit, including the daily generation of ANEMIS 1 forms for all premises due for surveillance.
- Oversee the entry of data from the LDCC infected premises operations unit into ANEMIS, supervising and briefing staff where required.
- Monitor the performance of ANEMIS, solving problems where they occur.
- Ensure that the information entered into ANEMIS is accurate and logical.
- Ensure the efficient flow and storage of information within the LDCC veterinary investigations unit and to other LDCC sections as required.
- Maintain accurate case records and property files where necessary, and ensure that the central file has originals of all records held in the veterinary investigations file.
- Provide completed daily situation reports to the veterinary investigations manager.

- Advise the veterinary investigations manager of resources required for the next 48 hours.
- Thoroughly brief the relieving officer before going off duty.

LRD-OR1 Restricted area movement and security manager

The restricted area movement and security manager should be a gazetted inspector of stock who is familiar with the relevant stock diseases legislation.

Skills

- Knowledge and experience in the application of regulatory controls under the relevant stock diseases legislation.
- Good understanding of AUSVETPLAN and the disease involved, its implications and control.
- Ability to liaise with police, state emergency services, transport authorities and communication services.
- Ability to implement movement controls.
- Ability to prepare reports and make recommendations.
- Good oral and written communication skills.
- Ability to brief and debrief staff.

Line relationships

- Responsible to the LDCC operations manager.
- Responsible for all technical, administrative and other staff in the restricted area movement and security unit.
- Must liaise closely with the movement controls and permits coordinator in the SDCHQ.

Roles and responsibilities

- Establish movement controls in the RA and other areas as defined by the LDCC controller to prevent or minimise the spread of disease by animals, animal products, people or vehicles (Appendix 2 of each AUSVETPLAN disease strategy gives movement restrictions).
- Arrange for efficient, controlled movements into, out of and within the RA.
- Ensure that all unit staff are briefed on occupational health and safety (OH&S) and biosecurity issues.

Duties

- Confirm the exact boundaries of the RA and the locations of IPs and DCPs.
- Obtain suitable maps of the RA from the mapping officer in the LDCC veterinary investigations unit.
- Liaise with the SDCHQ movement controls and permits coordinator to determine the movement restrictions to apply in the RA and CA and confirm the approved permit system to be used.
- Consult with the police liaison officer in the Logistics Section on the location, establishment, maintenance and staffing of any vehicle checkpoint teams and

security patrols in the RA and the possible need (and legislative powers available) to close some secondary roads.

- Advise liaison officers from affected local government areas and local industry of movement restrictions that apply. Provide similar advice to the LDCC media and public relations unit so that appropriate information is made available to the public.
- Assess the need for movement controls over railways and aircraft. Consult with the police liaison officer and the LDCC operations manager where such controls are necessary.
- Consult with site supervisors on IPs and DCPs to ensure that uniform movement control and security systems are in place.
- Determine immediate and future resource requirements for movement control and security activities.
- Liaise with the decontamination coordinator in the LDCC infected premises operations unit to ensure that consistent decontamination procedures are applied within the RA.
- Coordinate rosters of vehicle checkpoint and security patrol teams.
- Through the Logistics Section, coordinate the supply of food, equipment and communications for all vehicle checkpoint and decontamination operations.
- Implement and supervise the approved permit system for the movement of animals, animal products, people, vehicles and equipment into, out of and through the RA, and maintain appropriate records (see Appendix 13 in Part 1 of this manual for the type of forms required).
- Implement and supervise a system of written permits for entry onto IPs and DCPs (see Appendix 13 in Part 1 of this manual for the type of permit forms required).
- Ensure that all sections are advised of who is authorised to issue permits and how the system will operate; ensure that they inform their field staff.
- Ensure the efficient siting and effectiveness of decontamination facilities at the LDCC and within the RA.
- Prepare daily situation reports for the LDCC operations manager.
- Recommend to the SDCHQ, through the LDCC controller, appropriate changes and refinements to movement controls within the RA.
- Forecast resource needs for the unit to the planning officer or planning manager.
- Thoroughly brief relief manager before going off duty.

LRD-OR2 Field patrols and checkpoint teams coordinator

The field patrols and checkpoint teams coordinator should be gazetted as an inspector under appropriate legislation.

Skills

- Understanding of the disease and its implications.
- Knowledge of the lead agency's role in EAD eradication and control.
- Ability to liaise with other organisations.
- Good communication skills.
- Ability to maintain records and prepare reports.
- Knowledge of the geography and agricultural systems in the RA.
- Ability to coordinate personnel, often in large numbers.

Line relationships

- Responsible to the LDCC restricted area movement and security manager.
- Responsible for personnel in checkpoint teams and field patrols.
- Must liaise closely with the movement permits coordinator in the LDCC restricted area movement and security unit.

Roles and responsibilities

- Control or prevent the spread of disease by controlling the movement of animals, people and things into, within and out of the RA.

Duties

- Obtain a detailed map of the RA, identifying all roads, from the mapping officer in the LDCC veterinary investigations unit.
- In consultation with the police liaison officer in the Logistics Section, determine the number and location of checkpoints and field patrols needed to control movement.
- Determine personnel and equipment (including communications) requirements for the establishment and maintenance of checkpoints and field patrols. Vehicles must be clean and fully equipped.
- Organise teams and prepare rosters to ensure establishment and maintenance of checkpoints and field patrols.
- Ensure that an adequate supply of previously prepared leaflets on the disease and relevant restrictions is available for distribution at checkpoints.
- Ensure that all personnel carry appropriate identification and authorities.
- Brief teams on:
 - their roles, responsibilities and legislative authority
 - movement restrictions that apply within the RA

- decontamination procedures (including setting up decontamination units)
 - the movement permit system in operation
 - OH&S responsibilities
 - other relevant information.
- Ensure that the physical needs of field teams are met.
 - Establish effective communication between field teams and the LDCC.
 - Coordinate the transport and feeding of teams.
 - Oversee the activities of checkpoint and field patrol teams.
 - Through the police liaison officer, advise the state transport authority, local industry and local government of road closures, checkpoints and movement restrictions.
 - Prepare and issue similar advice to all transport operators within the RA and obtain contact details for these operators.
 - Report any unauthorised movements to the restricted area movement and security manager and prepare regular reports as required.
 - Advise the restricted area movement and security manager of resource requirements for the next 48 hours.
 - Forecast resource needs for the unit to the manager of the section.
 - Debrief teams coming off duty.
 - Thoroughly brief the relieving coordinator before going off duty.

LRD-OR3 Field patrol teams

At least one member of each field patrol team must be gazetted as an inspector of stock.

Skills

- Knowledge of the disease involved and its control.
- Local knowledge of the RA and its agricultural systems.
- Ability to maintain records and prepare reports.

Line relationships

- Responsible to the LDCC field patrols and checkpoint teams coordinator.
- Must liaise closely with the movement permits coordinator of the LDCC restricted area movement and security unit.

Roles and responsibilities

- Assess the effectiveness of movement controls within the RA.
- Advise the LDCC restricted area movement and security manager of any unauthorised movement of stock, stock products, people or potentially contaminated material.

Duties

- Be familiar with the AUSVETPLAN disease strategy for the disease involved and the relevant operational guidelines outlined in the **Decontamination Manual**.
- Obtain accurate maps of the RA from the mapping officer in the LDCC veterinary investigations unit.
- Ensure that the issued vehicle is clean and has adequate supplies of protective clothing (rubber boots, overalls, waterproof clothing, gloves, etc), materials for decontamination, and storage for decontaminated clothing.
- Ensure that the vehicle has onboard communications, and that the team has been briefed on the proper use of this equipment and relevant communications methods.
- Ensure that officers possess approved personal identification.
- Identify the area to be patrolled.
- Obtain from the restricted area movement and security manager a list of animals, animal products, people and things that are prohibited from moving, and of any other restrictions that apply.
- Determine the team's authority to take action if unauthorised movements are detected.
- Become familiar with the current movement permit system (see Appendix 13 in Part 1 of this manual).
- Liaise with vehicle checkpoint and other checkpoints within the patrol area.

- Immediately report to the field patrols and checkpoint coordinator:
 - unauthorised movements
 - additional requirements for checkpoints.
- Where appropriate, detain any stock, stock products or other things being moved within the RA in contravention of movement restrictions.
- Prepare a daily report on legal and illegal movements and other significant occurrences for the field patrols and checkpoint teams coordinator.

LRD-OR4 Movement permits coordinator

The movement permits coordinator must be gazetted as an inspector of stock.

Skills

- Knowledge of and experience in administering movement controls under relevant stock diseases legislation.
- Good understanding of the disease and its implications and control.
- Good communication skills.
- Good data management skills.
- Ability to maintain records and prepare reports.

Line relationships

- Responsible to the LDCC restricted area movement and security manager.
- Must liaise closely with gate control officers on IPs and DCPs.

Roles and responsibilities

- Administer the approved permit systems that allow movement of animals, people and vehicles into, through and out of the RA and onto and from IPs and DCPs.

Duties

- Determine from the restricted area movement and security manager details of the RA, IPs, DCPs, vehicle checkpoints, proclaimed movement conditions and the authority to enforce the restrictions that have been applied.
- Obtain movement permit proformas and establish a system for the issuing of permits to allow movement into, through and out of the RA (see Appendix 13 in Part 1 of this manual).
- Establish a written system to allow entry to IPs (see Appendix 13 in Part 1 of this manual).
- In conjunction with the restricted area movement and security manager, develop criteria that define the conditions under which movements will be allowed.
- Prepare advice, for distribution through the LDCC media and public relations unit, on movement restrictions that apply and the conditions and operational procedures of the permit system.
- Maintain records of authorised movements.
- Prepare daily situation reports for the restricted area movement and security manager.
- Prepare recommendations for changes to movement restrictions as the probability of disease spread changes.
- Forecast resource needs for the unit to the manager of the section.
- Thoroughly brief the relieving coordinator before going off duty.

LRD-OR5 Infected premises security coordinator

Skills

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

Line relationships

- Responsible to the LDCC restricted area movement and security manager.
- Liaises closely with gate control officers on IPs and DCPs.

Roles and responsibilities

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

Duties

- Determine the location, size, nature and any peculiarities of all IPs and DCPs.
- Advise gate control officers on IPs and DCPs of the written permit system that will authorise movement onto and off the IPs/DCPs and of any other movement restrictions that may affect operations of infected premises operations teams.
- Identify and arrange the supply of the security resource needs (personnel and equipment) of infected premises operations teams.
- Where necessary, consult with the police liaison officer in the Logistics Section to achieve security.
- Provide the restricted area movement and security manager with estimated resource requirements for the next 48 hours.
- Provide daily situation reports to the restricted area movement and security manager.
- Forecast resource needs for the unit to the manager of the section.
- Thoroughly brief the relief coordinator before going off duty.

LRD-OI1 Infected premises operations manager

Skills

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

Line relationships

- Responsible to the LDCC operations manager.
- Responsible for all technical, administrative and other staff in the infected premises operations unit.
- Responsible for coordination of activities on IPs and DCPs and other premises where destruction, disposal, decontamination or restocking is undertaken.

Roles and responsibilities

- Coordinate valuation, destruction, disposal, decontamination and pest control on IPs and DCPs.
- Coordinate the acquisition and deployment of resources required for IPs and DCPs through the Logistics Section.
- Ensure the collection of required data, and prepare daily situation and statistical reports.
- Ensure the safety of all staff on IPs and DCPs.
- Ensure the quality of operational work and the accountability of contracted staff.
- Resolve operational difficulties in conjunction with the LDCC operations manager.
- Arrange sentinel restocking after cleaning and decontamination are completed.
- Assist in determining the source, behaviour and possible spread of the disease agent.

Duties

- Be familiar with the operational guidelines contained in the **Valuation and Compensation Manual, Destruction of Animals Manual, Disposal Manual and Decontamination Manual**.

- Liaise closely with IP and DCP site supervisors to determine personnel and other resource requirements.
- Before deploying staff to IPs or DCPs, ensure that written approval has been given by the CVO or the CVO's delegate for the destruction of animals.
- Deploy staff and/or require the Logistics Section to deploy resources to IPs and DCPs and other enterprises as required.
- Provide timely operational information and support to infected premises site supervisors.
- Ensure that private contractors, including property owners, are employed within relevant government policy guidelines.
- Ensure that compensation, valuation and other financial activities are conducted appropriately.
- Arrange debriefing sessions with infected premises site supervisors to identify and resolve any operational difficulties, check reports and determine resource requirements.
- Provide reports of activities on IPs and DCPs to the LDCC controller by completing ANEMIS forms 4, 5 and 6.
- Provide copies of ANEMIS forms 4, 5 and 6 to the ANEMIS officer.
- Liaise with other government departments and local government authorities to determine property details and the short-term availability of equipment resources.
- Obtain current information on decontamination protocols, materials and related procedures and provide these to infected premises site supervisors.
- Provide disease information (eg age of lesions and behaviour of the disease) to the LDCC epidemiologist.
- To aid planning, provide a forecast of the resource requirements of the infected premises operations team to the Planning Section.
- Thoroughly brief the relieving manager before going off duty.

LRD-OI2 Inventory and valuation coordinator

Skills

- Knowledge of property and stock values.
- Knowledge of valuation and compensation procedures under AUSVETPLAN.
- Ability to supervise and coordinate staff.
- Highly developed interpersonal skills.
- Ability to work in a stressful environment.

Line relationships

- Responsible to the LDCC infected premises operations manager.
- Must liaise closely with infected premises site supervisors and inventory and valuation team leaders on IPs and DCPs.

Roles and responsibilities

- Responsible for administration and processing of compensation claims.
- Usually responsible for one administrative officer.
- Responsible for ensuring that valuation and compensation are in accordance with AUSVETPLAN guidelines, the EAD Response Agreement and government policy.

Duties

- Be fully familiar with the operational guidelines in the **Valuation and Compensation Manual**.
- Keep the LDCC infected premises operations manager informed of potential compensation costs.
- Obtain a current list of people who are competent in the valuation of stock, plant, equipment, etc, and ensure that enough appropriately qualified valuers are appointed.
- Coordinate the daily activities of valuation teams.
- Brief the field valuation officers to ensure that they are familiar with valuation and compensation procedures and their legal powers and obligations.
- Brief valuation officers to ensure that they are familiar with the requirements for decontamination on and off premises.
- Ensure that valuation officers are aware of OH&S responsibilities.
- Check details of claims and ensure that certification is accurate and correct.
- Arrange for video and/or photographic equipment to be made available when necessary to provide a visual record of stock and property to be valued.
- Liaise with other government agencies and industry where necessary to determine accurate valuation levels for stock and contaminated material.

- Handle resolution of disputed claims and, where necessary, invoke the procedures outlined under the relevant section of the appropriate legislation and/or the procedures outlined in the **Valuation and Compensation Manual**. Advise the LDCC infected premises operations manager where such disputes arise.
- Through the infected premises operations manager, advise the LDCC controller of budget requirements and expenditure.
- Maintain records and summaries for briefing the infected premises operations manager by completing ANEMIS forms 17 and 18.
- Monitor and record staff movements and activities undertaken.
- Forecast resource needs for the unit to the manager of the section.
- Thoroughly brief the relief coordinator before going off duty.

LRD-OI3 Animal destruction coordinator

Skills

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

Line relationships

- Responsible to the LDCC infected premises operations manager.
- Liaises closely with the animal destruction team leaders on IPs, DCPs and other enterprises.

Role and responsibilities

- Through the Logistics Section, coordinate the acquisition and deployment of personnel and other resources to IPs and DCPs for the efficient destruction of animals.
- Coordinate all activities on IPs and DCPs that relate to the destruction of animals.
- Ensure that all personnel are aware of health and safety responsibilities.
- Ensure that all personnel are aware of animal welfare considerations.

Duties

- Be fully familiar with the operational procedures in the **Destruction Manual**.
- After obtaining written approval, determine, in association with the animal destruction team leaders on IPs and DCPs and at other enterprises, the number and type of animals to be destroyed.
- Determine an effective, humane destruction method.
- If firearms are to be used, ensure that all key members of destruction teams are licensed for the type to be used and have been trained to destroy animals humanely.
- Develop a plan for the destruction of stock (including resources required) that ensures that the highest risk animals are destroyed first.
- Brief all personnel on OH&S requirements.
- Brief all personnel on the importance of animal welfare.
- Brief all personnel on the requirements for decontamination on and off premises.
- Assemble personnel and equipment as required.
- Through the transport officer in the Logistics Section, arrange transport to premises.

- Brief and dispatch animal destruction teams to premises as part of infected premises operations teams.
- Advise site supervisors on IPs and DCPs of the dispatch of teams, their expected arrival time and other relevant information.
- Ensure that stock valuation is completed (and, where necessary, written 'orders to destroy' are completed) before destruction begins.
- Debrief team leaders and check destruction reports (ANEMIS form 4).
- Maintain a daily log (ANEMIS form 16).
- Coordinate resource needs through the infected premises operations manager.
- Monitor and record staff movements and activities undertaken.
- Forecast resource needs for the unit to the manager of the section.
- Thoroughly brief the relief coordinator before going off duty.

LRD-OI4 Disposal coordinator

Skills

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

Line relationships

- Responsible to the LDCC infected premises operations manager.
- Liaises closely with disposal team leaders on IPs, DCPs and other premises, and with the LDCC contractors officer.

Roles and responsibilities

- Begin the risk assessment process described in the **Disposal Manual**.
- Through the Logistics Section, coordinate the acquisition and deployment of personnel and other resources to the infected premises operations teams on IPs and DCPs for the disposal of animals and other contaminated material.
- Coordinate activities on IPs and DCPs relating to the disposal of animals and contaminated materials.
- Brief disposal teams on OH&S and biosecurity.

Duties

- Be fully familiar with all operational procedures in the **Disposal Manual**.
- Determine – from ANEMIS and disposal team leaders on IPs, DCPs and other enterprises – the numbers, quantities and types of stock and contaminated material for disposal.
- Activate the disposal risk assessment and planning processes described in the **Disposal Manual**.
- Liaise with local government and the relevant environmental, water and fire authorities to ensure that the method of disposal chosen will have minimal or no environmental impact.
- Determine the most effective means of disposal (incineration, burial, etc).
- Develop a disposal plan that defines resources required and ensures the disposal of highest risk material first, and brief team leaders.
- Assemble personnel and equipment required for disposal.
- Where private contractors are employed, ensure that their employment and payment are in accordance with AUSVETPLAN and appropriate government regulations.
- Brief all personnel on OH&S requirements.

- Brief all personnel on the requirements for decontamination on and off premises and before subsequent visits to noninfected premises.
- Brief personnel on the situation and their task, and dispatch them and their equipment to the premises as part of the infected premises operations team.
- Through the transport officer, arrange transport to the premises.
- Advise site supervisors on IPs, DCPs and other premises of the dispatch of the resources, their arrival time and other relevant information.
- Ensure that valuation of contaminated material is completed before its disposal, or that adequate visual records are made. Advise the infected premises operations manager where there is a dispute over valuation.
- Debrief disposal team leaders and check disposal reports (ANEMIS form 5).
- Maintain daily reports (ANEMIS form 19).
- Coordinate resource needs through the infected premises operations manager.
- Monitor and record staff movements and activities undertaken.
- Forecast resource needs for the unit to the manager of the section.
- Thoroughly brief the relief coordinator before going off duty.

LRD-OI5 Decontamination coordinator

Skills

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

Line relationships

- Responsible to the LDCC infected premises operations manager.
- Liaises closely with infected premises site supervisors, decontamination team leaders on IPs, DCPs and other premises, and the LDCC contractors officer in the Logistics Section.

Roles and responsibilities

- Coordinate the acquisition and deployment of personnel and equipment to IPs and DCPs to ensure efficient decontamination.
- Coordinate decontamination activities on IPs, DCPs and other premises.
- Ensure that decontamination teams are briefed on OH&S and biosecurity.

Duties

- Be fully familiar with the operational guidelines in the **Decontamination Manual**.
- In conjunction with the decontamination team leaders on IPs, DCPs and other premises, develop a plan that takes into account:
 - the size, location and type of area that requires decontamination
 - initial decontamination after stock has been disposed of
 - initial concentration on high-priority areas
 - suitable disinfectants
 - preliminary and final decontamination procedures
 - decontamination of plant and electrical equipment and the identification of technical information requirements
 - resource requirements
 - sources and availability of private equipment and private contractors
 - estimated time and cost to complete decontamination
 - security of areas that have been completely decontaminated.
- Assemble the personnel and equipment required.
- Where private contractors are used, ensure that their employment and payment are in accordance with AUSVETPLAN and government regulations.

- Ensure that contractors' equipment meets specifications for decontamination.
- Brief all personnel on OH&S requirements.
- Brief all personnel on the requirements for decontamination on and off premises and before subsequent visits to noninfected premises.
- Brief personnel on the situation and their task, and dispatch them to IPs and DCPs.
- Through the transport officer in the Logistics Section, arrange transport to premises as required.
- Advise the site supervisors on IPs, DCPs and other premises of the dispatch of resources, their expected time of arrival and other relevant information.
- Debrief decontamination personnel and check ANEMIS form 6 reports for accuracy and completeness.
- Maintain a daily decontamination log (ANEMIS form 20).
- Coordinate resource needs through the infected premises operations manager.
- Monitor and record staff movements and activities undertaken.
- Forecast resource needs for the unit to the manager of the section.
- Thoroughly brief the relief coordinator before going off duty.

LRD-OI6 Pest control coordinator

Skills

- Knowledge of and the ability to assess new data on vertebrate and invertebrate pest control.
- Knowledge of the habitat and means of control of important pests.
- Ability to assess information to determine the need for control of vertebrate and invertebrate pests.
- Ability to advise on the most effective and safe means to control these pests.
- Ability to prepare reports.
- Ability to coordinate and liaise with personnel from other government agencies and private organisations.

Line relationships

- Responsible to the LDCC infected premises operations manager.
- Liaises closely with staff involved in pest control on IPs and other premises.
- Liaises closely with other government agencies and private organisations.

Roles and responsibilities

- Determine the vertebrate and invertebrate pest populations on the IPs and DCPs and elsewhere within the RA, and assess the risk they pose for the spread of the disease involved.
- Determine and implement the most effective means of control and/or eradication.
- Oversee the employment of private pest control contractors.
- Ensure that staff and contractors are aware of OH&S and biosecurity issues.

Duties

- Become familiar with the relevant AUSVETPLAN disease strategy.
- Develop an overall picture of vertebrate and invertebrate pest populations on IPs and DCPs and elsewhere within the RA.
- Develop and implement an immediate plan to 'knock down' important pests on IPs and DCPs.
- Determine, coordinate and implement the most effective and safe means to control pests.
- Determine the personnel and equipment resources required to implement this control/eradication program.
- Arrange, through the LDCC contractors officer, for contracts with other government agencies and/or private contractors to undertake pest control.
- Ensure that private contractors are employed according to relevant government policy.

- Brief contractors and staff on their OH&S responsibilities.
- Brief contractors and staff on requirements for decontamination on and off premises, and restrictions on subsequent visits to noninfected premises.
- Brief and debrief staff before and after tasks.
- Determine the effectiveness of the control and eradication programs undertaken.
- Coordinate the activities of field staff involved in pest control.
- Prepare and maintain daily progress reports, including maps.
- Monitor and record staff movements and activities undertaken.
- Forecast resource needs for the unit to the manager of the section.
- Thoroughly brief the relieving coordinator before going off duty.

LRD-OF1 Wild animal operations manager

This position should only be created if the potential role of wild animals in the outbreak is large.

Skills

- Specialised training and experience in the surveillance and control of wild animals.
- Good managerial, decision-making, communication and interpersonal skills.
- Strong leadership qualities, including the ability to lead teams.

Line relationships

- Reports to the LDCC operations manager.
- Responsible for the management of all wild animal control and surveillance operations.
- Liaises closely with the technical specialists in the Planning Section, the surveillance coordinator in the veterinary investigations unit, and the Logistics Section.
- Liaises closely with the SDCHQ operations manager.
- Liaises, as necessary, with the legal officer, local public relations officer and industry liaison officers.

Roles and responsibilities

- Determine, plan, develop and implement wild animal population surveys, disease surveillance and, if required, control programs (specific objectives will be developed for the circumstances at the time).
- Ensure that biosecurity and OH&S procedures are adopted.

Duties

- Be fully familiar with the operational procedures in the AUSVETPLAN disease strategy for the disease involved and in the **Wild Animal Response Strategy**.
- Obtain suitable maps of the RA from the mapping officer in the veterinary investigations unit.
- Determine the need for and nature of wild animal surveillance or control programs in order to assess or reduce the risk of disease transmission by wild animals.
- Develop and define areas for wild animal surveillance and/or control programs, and submit these to the LDCC controller, through the operations manager, for consultation and approval.
- Coordinate effective, environmentally sound and safe surveillance or control operations.
- Ensure that operations do not endanger nontarget (especially protected) animals.

- Advise the LDCC operations manager on the influence that wild animal control measures may have on the local environment, and about any sensitive issues that might arise.
- Oversee the issuing of contracts with other government agencies and/or private contractors to undertake wild animal control activities.
- Determine and resolve any operational difficulties, and check the operation's progress and resource requirements.
- Determine the effectiveness of programs undertaken.
- Assess the status of wild animal operational areas and advise the LDCC veterinary investigations manager.
- Estimate the frequency of resurveillance or follow-up control. Ensure that the frequency is adequate for disease and carrier detection and control, after consultation with technical support staff.
- Ensure that all ANEMIS forms and other relevant information are passed promptly to the appropriate section.
- Maintain records (diary, activities board) of staff movements.
- Prepare and maintain daily progress reports, including maps.
- Be alert for critical-incident stress in staff and self.
- Thoroughly brief new and relief staff before they begin duty.
- Forecast the wild animal unit's resource needs to the planning officer or planning manager.
- Thoroughly brief the relieving manager before going off duty.

LRD-OF2 Wild animal control and surveillance coordinator

Skills

- Experience in the control and surveillance of wild animals.
- Good communication skills, especially in tasking, briefing and debriefing.
- Ability to be systematic and maintain accurate and orderly records.
- Ability to coordinate and liaise with personnel from government agencies and private organisations.
- Ability to deploy and command personnel and resources.
- Experience in radio communication and the interpretation of maps and aerial photographs.

Line relationships

- Reports to the LDCC wild animal operations manager.
- Responsible for all staff assigned to wild animal control and surveillance, including wild animal control field teams.
- Liaises with other agencies, such as the state/territory wildlife services, and conservation groups.

Roles and responsibilities

- Manage all staff, resources and activities assigned to wild animal control and surveillance.
- Maintain accurate records of resources and activities.
- Coordinate and manage all wild animal control and surveillance activities within the RA and on IPs and DCPs.
- Ensure that staff are briefed on biosecurity and OH&S procedures.

Duties

- Be fully familiar with the operational procedures in the **Wild Animal Response Strategy**.
- Identify all susceptible wild animals within the RA and on IPs and DCPs.
- Schedule, coordinate and monitor control and surveillance operations.
- Estimate ongoing staffing, vehicle and equipment requirements.
- Determine priorities for surveillance, based on:
 - reports of clinical suspicion of disease
 - trace-forward from existing IPs
 - trace-back from new IPs
 - areas adjoining IPs
 - areas considered high risk.

- Brief field surveillance teams on the range of clinical signs that may occur; the mechanisms of disease spread; animal capture, handling and examination; specimen collection; procedures for decontamination; and reporting requirements.
- Allocate areas in which field teams are to work and supervise their activities, ensuring that methods adhere to guidelines designed to protect natural habitats and protected populations of native species.
- Issue contracts with other government agencies and/or private contractors to undertake wild animal control activities.
- Brief field teams on decontamination procedures on and off premises, OH&S responsibilities, and restrictions on contact with livestock after leaving premises.
- Brief and debrief field teams, ensuring that ANEMIS forms are complete, accurate and clear; resolve operational difficulties; and check progress and resource requirements.
- Ensure that the LDCC wild animal operations manager is advised immediately of significant findings, especially of newly detected infected areas and populations.
- Advise the LDCC wild animal operations manager on the influence that operations might have on the local environment, and of any sensitive issues that might arise.
- Ensure that operational information (area of coverage; trap, bait and fence locations) is accurately marked on the main mapping board. This helps to ensure that other teams operating in the area are aware of wild animal operations and that there is no 'conflict of interest'.
- Ensure that operations do not endanger nontarget (especially protected) populations.
- Maintain records (diary, activities board) of staff movements.
- Prepare and maintain daily situation and progress reports, including maps.
- Be alert for critical-incident stress in staff and self.
- Thoroughly brief new and relief staff before they begin duty.
- Forecast resource needs for the unit to the manager of the section.
- Familiarise the relieving coordinator with the current situation before going off duty.

LRD-OF3 Vector operations manager

Skills

- Specialised training and experience in the surveillance and control of insects.
- Good managerial, decision-making, communication and interpersonal skills.
- Strong leadership qualities, including the ability to lead teams.

Line relationships

- Reports to the LDCC operations manager.
- Responsible for the management of all personnel involved in vector control operations.
- Liaises closely with other LDCC unit managers.
- Liaises, as necessary, with the legal officer, local public relations officer and industry liaison officer.
- Liaises closely with the SDCHQ operations manager.

Roles and responsibilities

- Determine, plan, develop and implement effective vector surveillance and, if required, control.

Duties

- Be fully familiar with the role of vectors in the spread of the disease involved; these are contained in the relevant AUSVETPLAN disease strategy.
- Determine the need for and nature of vector surveillance or control programs in order to assess or reduce the risk of disease transmission.
- Determine priorities for surveillance or control, including the development and definition of areas for vector surveillance or control programs.
- Coordinate effective, environmentally sound and safe surveillance or control operations. The use of environmentally sound and safe insecticides is urged.
- Ensure that operations do not endanger nontarget species.
- Oversee the issuing of contracts with other government agencies and/or private contractors to undertake vector control activities.
- Determine and resolve any operational difficulties, and check operational progress and resource requirements.
- Advise the LDCC operations manager on the influence that vector control measures might have on the local environment, and of any sensitive issues that might arise.
- Determine the effectiveness of programs undertaken.
- Assess the status of areas and advise the LDCC veterinary investigations manager.
- Be aware of disease control operations and integrate vector operations with them when this is technically and operationally feasible.

- Estimate the frequency of resurveillance or re-control. Ensure that the frequency is adequate for disease and carrier detection and control.
- Ensure that all ANEMIS forms and other relevant information are passed promptly to the appropriate section.
- Maintain records (diary, activities board) of staff movements.
- Prepare and maintain daily progress reports, including maps.
- Be alert for critical-incident stress in staff and self.
- Thoroughly brief new and relief staff before they begin duty.
- Forecast resource needs for the unit to the planning officer or planning manager.
- Familiarise the relieving manager with the current situation before going off duty.

LRD-OF4 Vector surveillance/control coordinator

Skills

- Experience in the surveillance and control of vectors, especially of the type implicated in the spread of disease involved.
- Good communication skills, especially in tasking, briefing and debriefing.
- Ability to be systematic and maintain accurate and orderly records.

Line relationships

- Reports to the vector operations manager.
- Responsible for all staff assigned to the vector surveillance and control unit, including field vector surveillance and control teams.
- Liaises as required with other groups, such as the departments of health, the Australian Plague Locust Commission, private contractors, amateur entomological societies, the apiary industry and conservation groups.

Roles and responsibilities

- Implement effective and environmentally sound vector surveillance or control in specified vector populations in the RA and on IPs and DCPs.
- Manage all staff, resources and activities in the vector surveillance and control unit.
- Ensure that operations conform with guidelines established to protect the environment and human health.

Duties

- Identify all important vectors within the RA and on IPs and DCPs.
- Schedule, coordinate and monitor surveillance operations.
- Estimate ongoing requirements for staffing, vehicles and equipment.
- Implement approved population surveillance and control programs for specified vectors.
- Maintain accurate records of resources and activities.
- Allocate areas to field teams and supervise their activities.
- Brief field surveillance teams on the mechanisms of disease spread, procedures for decontamination and specimen collection, and reporting requirements.
- Debrief field teams on their return to determine and resolve any operational difficulties, checking the operation's progress and resource requirements and ensuring that ANEMIS forms are complete, accurate and clear.
- Issue contracts with other government agencies and/or private contractors to undertake vector control activities.
- Advise the vector operations manager on the effect that operations might have on the local environment, and of any sensitive issues that might arise.

- Ensure that operations do not endanger nontarget species.
- Ensure that operations are accurately marked on the main mapping board. This helps to ensure that other teams operating in the area are aware of vector control operations and that there is no 'conflict of interest'.
- Prepare and maintain daily progress reports, including maps.
- Maintain records (diary, activities board) of staff movements.
- Be alert for critical-incident stress in staff and self.
- Thoroughly brief new and relief staff before they begin duty.
- Forecast resource needs for the unit to the manager of the section.
- Familiarise the relieving coordinator with the current situation before going off duty.

LRD-OF5 Vaccination manager

Skills

- Knowledge of vaccination techniques in the relevant species.
- Ability to supervise and coordinate staff.
- Knowledge of ANEMIS.

Line relationships

- Reports to the LDCC operations manager.
- Responsible for vaccination teams in the RA.
- Liaises with vaccine suppliers, other government and private organisations, and veterinary practitioners.

Roles and responsibilities

- Develop and implement vaccination programs for susceptible animals within the RA.
- Ensure that all staff are aware of OH&S and biosecurity requirements.

Duties

- Be familiar with the role of vaccines in the control of the disease involved, as detailed in the relevant AUSVETPLAN disease strategy.
- Appoint vaccination supervisors and teams.
- Determine vaccination priorities and resources required.
- Acquire vaccines and vaccination equipment.
- Ensure correct storage of vaccine and maintenance of the 'cold chain' at all times.
- Ensure that staff are trained in OH&S and biosecurity.
- Assign vaccination tasks to teams.
- Advise vaccination teams on vaccine supply, storage, transport, handling, reconstitution and administration, and disposal of unused vaccine and equipment.
- Provide vaccination teams with forms and ensure that they record details of properties and animals vaccinated and vaccine used.
- Debrief vaccination teams, check progress and identify factors affecting operations. Advise the LDCC operations manager of emerging and sensitive issues.
- Provide records to the ANEMIS officer, or enter records directly into ANEMIS, of dates and details of properties and animals vaccinated and vaccine used.
- Provide situation reports daily or as required.
- Be alert for critical-incident stress in staff and self.

- Forecast vaccination resource needs to the planning officer or planning manager.
- Thoroughly brief new and relief staff before they begin duty.
- Familiarise the relieving manager with the current situation before going off duty.

LRD-L1 Logistics manager

Skills

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

Line relationships

- Reports to the LDCC controller.
- Liaises closely with LDCC section and unit leaders, and the SDCHQ logistics manager.
- Responsible for all staff in the Logistics Section, and support staff in all other sections.
- Responsible for liaison with other agencies in accordance with state/territory emergency management arrangements.
- Responsible for the LDCC help desk and call centre.
- Responsible for liaison with external suppliers.

Roles and responsibilities

- On instruction from the controller, assess the LDCC site and then establish the LDCC.
- Provide, coordinate and account for staffing and resource allocation for the LDCC and field operations. Ensure the coordination of support from emergency management agencies. Ensure the smooth operation of the LDCC through the provision of facilities, information systems and administrative and clerical support for all sections.
- Liaise with the Planning Section to provide for future resource requirements.
- Implement financial accounting systems.
- Ensure the orderly stand-down of the LDCC and field operations as the outbreak is controlled.

Duties

- When establishing the LDCC:
 - ensure appropriate location, taking into account the estimated size of the LDCC and the expected duration of operations

- ensure appropriate layout and signposting within the LDCC
- ensure establishment of adequate communications
- ensure the supply of suitable and adequate stores and equipment
- oversee liaison with providers of accommodation, transport, food and supplies.
- Once the LDCC is operational:
 - manage the day-to-day running of the LDCC
 - ensure that copies of role descriptions are provided to Logistics Section staff, and ensure that all staff are fully familiar with their roles and responsibilities
 - attend to daily physical needs of the LDCC (meals, staff welfare, stores, equipment, etc)
 - coordinate staff resources and rosters involving personnel from within the department, other government agencies and employment agencies (liaise with the SDCHQ logistics manager)
 - ensure adequate provision of essential communication equipment for the LDCC controller (eg telephones, fax machines, computers, photocopiers), and authorise repairs or replacement of this equipment
 - oversee LDCC communications
 - advise the SDCHQ logistics manager of the positions and telephone and fax numbers of all key LDCC staff
 - oversee the administrative functions of the LDCC, including infected premises operations teams and forward command posts
 - in accordance with departmental procedures and Treasury regulations, oversee the purchase, acquisition, storage, deployment and security of all stores required by the LDCC and the infected premises operations teams on IPs and DCPs
 - ensure compatibility of administrative functions between the LDCC and the SDCHQ
 - liaise with supporting emergency services agencies to arrange support services to the LDCC
 - provide reports and briefings to the LDCC controller as required
 - ensure appropriate induction of new and relief staff
 - ensure that LDCC staff and visitors are issued with approved identification cards and/or name tags
 - ensure that facilities are available to provide clean protective clothing and clean vehicles for field teams and infected premises operations team personnel
 - handle unusual duties as they arise, and act as a troubleshooter to ensure the smooth operation of the LDCC
 - ensure that Logistics Section staff are informed of developments and the progress of the EAD response

- forecast resource needs for the unit to the planning officer or planning manager
- thoroughly brief the relieving manager on the current situation before going off duty.
- As operations wind down:
 - ensure that personnel resources do not exceed operational requirements
 - provide adequate notice to departmental and other personnel that operations are winding down and advise them of how long their services will be required
 - ensure that physical resources do not exceed operational needs and that unused materials remain secure.

LRD-L2 Induction officer

Skills

- Awareness and knowledge of the disease involved.
- Knowledge of EAD eradication principles.
- Well-developed communication skills.

Line relationships

- Responsible to the LDCC logistics manager.
- Must liaise closely with the local public relations officer, the LDCC personnel officer and the LDCC administration manager.

Roles and responsibilities

- Brief or arrange the briefing of incoming staff on the requirements of their position, powers, LDCC operating procedures, OH&S and biosecurity issues, relevant employment conditions and personal responsibility to report incidents that may affect an individual's ability to perform their role (eg loss of licence, medical condition).
- Brief or arrange the briefing of incoming staff on the nature and progress of the outbreak, especially the technical aspects of the eradication/control campaign.
- Advise staff of disease control operational procedures.

Duties

- Become familiar with the **Summary Document**, the **Decontamination Manual**, and the AUSVETPLAN disease strategy for the disease involved.
- Prepare material to brief staff on the disease and the strategy for the EAD response.
- Liaise with the local public relations officer to develop a concise update on the eradication/control situation and LDCC operations.
- In the initial stages, when many staff are arriving, prepare regular briefing sessions for new arrivals. The frequency of these briefings may lessen as things settle down.
- Prepare concise material for briefing staff who will work in field teams on operational procedures, especially steps for personal decontamination, any restrictions on future contact with livestock after being on an IP, and specimen collection and handling.
- Ensure that new staff are fully aware of the administrative arrangements of the LDCC, employment conditions and staff welfare matters.
- Thoroughly brief the relieving officer before going off duty.

LRD-L3 Occupational health and safety officer

Skills

- Thorough understanding of state/territory health and safety legislation and relevant supporting subplans.
- Good organisational and communication skills.
- Ability to maintain accurate records.
- Ability to undertake risk assessments relating to health and safety.

Line relationships

- Reports to the LDCC logistics manager.
- Liaises with regulatory agencies about health and safety matters.
- Liaises with section and unit managers and coordinators about health and safety matters.
- Liaises with the SDCHQ occupational health and safety manager.
- Works through section and unit managers and coordinators to improve health and safety.

Roles and responsibilities

- Ensure that OH&S guidelines are followed.
- Report incidents or problems immediately to the LDCC controller.
- Establish systems to monitor compliance with health and safety requirements.
- Investigate noncompliance and incidents.

Duties

- Ensure that a medical/evacuation plan is in place for the LDCC and IPs.
- Ensure that unsafe or unhealthy practices are reported by staff to the relevant section or unit manager or coordinator, and that appropriate report forms are available.
- Review the LDCC's incident action plan to ensure that proposed actions take health and safety into account.
- Through appropriate induction mechanisms, ensure that all employees are familiar with OH&S requirements and aware that they need to report incidents and near misses immediately.
- Investigate all reports and make appropriate recommendations to avoid further problems.

LRD-LA1 Administration manager

Skills

- Extensive experience in the management of the department's administrative systems.
- Experience in staff management.
- Extensive knowledge of administrative, financial and statutory procedures.
- Familiarity with procedures for engaging contractors and hiring and leasing equipment.
- Well-developed interpersonal and communication skills.
- The ability to work in a stressful environment.

Line relationships

- Responsible to the LDCC logistics manager.
- Responsible for coordination of administrative staff at the LDCC and in the infected premises operations teams on IPs and DCPs.
- Must liaise closely with the officer in charge of administration at the SDCHQ.

Roles and responsibilities

- Plan, coordinate, manage and review the administrative services at the LDCC and on IPs and DCPs.

Duties

- Refer to Appendix 13 in Part 1 of this manual for the standard administrative forms for use during the campaign.
- Establish appropriate administrative systems within the LDCC and oversee the establishment of systems on IPs and DCPs.
- Establish an appropriate financial system through which payments can be made and in which operational expenditure is clearly identified.
- Appoint an officer to be responsible for overseeing the preparation of all LDCC accounts for payment. Depending on the size of the outbreak, this may require the appointment of a finance officer.
- Determine personnel and other resources needed for administrative functions.
- Manage all administrative functions.
- Provide copies of role descriptions to Logistics Section staff, and ensure that all staff are fully familiar with their roles and responsibilities.
- Develop a system to provide the LDCC logistics manager with daily administration situation reports, including reports on finance.
- Develop staff rosters to ensure that administrative tasks are completed and that staff receive sufficient rest.

- Advise the LDCC logistics manager of resource requirements for the next 48 hours (including any requirements for obtaining personnel to undertake licensed occupations/activities).
- Ensure that all expenditure and arrangements for contracts are in accordance with Treasury regulations.
- Forecast resource needs for the unit to the planning officer or planning manager.
- Thoroughly brief the relief manager before going off duty.

LRD-LA2 Stores officer

The stores officer should preferably be a local departmental officer.

Skills

- Knowledge and experience of departmental stores purchasing procedures and Treasury regulations.
- Ability to supervise a wide range of staff.
- Ability to maintain accurate records.

Line relationships

- Responsible to the LDCC administration manager.
- Responsible for staff within the LDCC stores area, including other administrative and clerical staff and casual staff, such as drivers collecting or delivering stores.
- Liaises with infected premises operations team administrative officer, forward command post administrative officer, LDCC facilities manager, contractors officer, transport officer, emergency services and relief and recovery liaison representatives, other LDCC section and unit leaders, the SDCHQ stores coordinator, and other external agencies as required.

Roles and responsibilities

- In accordance with departmental procedures and Treasury regulations, manage the purchase, acquisition, storage, deployment and security of all stores required by the LDCC, the infected premises operations teams on IPs and DCPs, and the forward command post.

Duties

- Establish and manage a stores requisitioning and purchasing system at the LDCC, in consultation with the SDCHQ stores coordinator.
- Liaise with the LDCC facilities manager to identify the initial stores requirements of the LDCC and infected premises operations team, and arrange for the immediate purchase and deployment of the stores.
- Liaise with the SDCHQ stores coordinator to purchase stores that are not available from local sources.
- Establish a stores control system for the issue and control of stores at the LDCC, IPs, DCPs and forward command post for the duration of the emergency.
- Ensure that all stores requisitions from IPs and DCPs come from the nominated administrative officer at the premises.
- Coordinate the delivery of stores to infected premises operations teams and ensure written receipt acknowledging delivery.
- Arrange for identification for nondepartmental personnel, such as delivery personnel.

- Ensure that all orders received have specific details of the goods required (for example, the type and strength of disinfectant). Establish a code to identify particular products.
- Ensure that normal departmental guidelines and procedures for stores orders and purchases are followed where possible. The LDCC administration manager must authorise any variation of these procedures, on delegation from the SDCHQ administration manager.
- Ensure the security of the stores, usually by using a lock-up storeroom. If only a small secure area is available, it should be used for weapons, restricted drugs and other dangerous items and equipment.
- Maintain accurate records of all stores purchased and of their deployment.
- Thoroughly brief the relief officer before going off duty.

LRD-LA3 Transport officer

Skills

- Knowledge of the operation of the department's transport system (preferably local knowledge).
- Good communication and negotiation skills.
- Ability to maintain accurate records.

Line relationships

- Responsible to the LDCC administration manager.
- Responsible for staff involved in the maintenance of the vehicle fleet.
- Liaises with all departmental staff requiring transportation, the LDCC personnel officer, local transport hire firms, the SDCHQ transport coordinator, local suppliers and the LDCC stores officer.

Roles and responsibilities

- Identify and manage the departmental vehicle fleet available for LDCC operations.
- Arrange for the hire of additional and special-purpose vehicles as required.
- Provide vehicles for staff as required.
- Arrange transport of personnel and equipment to the infected premises operations teams on IPs and DCPs.

Duties

- Refer to the departmental vehicle hire arrangements that will be applied during the EAD response.
- Determine the vehicle requirements of the LDCC, infected premises operations teams and forward command post.
- Identify departmental vehicles that are available for LDCC operations.
- Liaise with the SDCHQ transport coordinator to acquire additional vehicles from the departmental pool or from private hire companies.
- Ensure that vehicles are hired in accordance with departmental guidelines and Treasury regulations.
- Coordinate and record LDCC vehicle use, and ensure that vehicle log sheets are completed by all drivers.
- Ensure that all drivers have current drivers' licences (and endorsed licences where required).
- Coordinate with emergency services for the provision of buses and special purpose vehicles.
- Arrange cleaning, decontamination and refuelling of vehicles.
- Ensure provision of adequate parking and the security of parked vehicles at the LDCC.

- Ensure the availability and correct use of fuel credit cards (eg ShellCard) and repair authorisations. Have spare cards to replace any that are lost.
- Supervise cleaning of cars before their return to their original units.
- Thoroughly brief the relieving officer before going off duty.

LRD-LA4 Personnel officer

Skills

- Knowledge of and experience in departmental personnel functions and instructions.
- Experience in the employment of casual staff, including preparation of wages and the maintenance of records relating to hours worked by staff.
- Good communication and supervisory skills.
- Knowledge of the state/territory workers' compensation system.

Line relationships

- Responsible to the LDCC administration manager.
- Responsible for staff working in the personnel unit of the LDCC.
- Liaises with the LDCC logistics manager and accommodation/meals officer, employment agencies and the SDCHQ personnel coordinator.

Roles and responsibilities

- Manage personnel and payroll functions for departmental staff.
- Coordinate the recruitment, dismissal and payment of casual staff.

Duties

- Refer to the department's personnel system for arrangements that will be used during the EAD response.
- In consultation with the SDCHQ personnel coordinator, establish a registration system for recording the hours of attendance of departmental, interstate and overseas personnel.
- Coordinate the payment of overtime to departmental staff.
- Provide the SDCHQ personnel coordinator with detailed attendance records for interstate and overseas personnel.
- Ensure that all departmental, interstate and overseas personnel complete the required registration and personal particulars form on arrival at the LDCC.
- Ensure that identification cards are provided to all personnel.
- Provide reports to the LDCC administration manager on hours/days departmental staff have worked at the LDCC, to facilitate allocation of time off. Ensure that all departmental staff are paid appropriate incidentals and other allowances from the LDCC advance account.
- Establish and implement a suitable system to register and record hours of attendance of casual staff at the LDCC.
- Arrange and authorise the employment of casual staff in accordance with departmental personnel procedures. Ideally, casual staff should present at the LDCC on the afternoon before beginning duty, in order to complete necessary paperwork.

- Liaise with the LDCC induction officer to provide casual staff with information on conditions of employment and staff welfare matters.
- Ensure that all staff produce a current driver's licence (with at least three months currency) or other form of identification.
- Ensure that all staff have licences (with at least three months currency) as required to perform their roles (eg firearms, forklift, heavy vehicle).
- Ensure that copies of relevant licences are retained on personnel files.
- Ensure that casual staff are paid at the appropriate rate, including overtime payments. Ensure that staff sign off promptly once their duties have been completed.
- Thoroughly brief the relieving officer before going off duty.

LRD-LA5 Finance officer

Skills

- Knowledge of the relevant sections of financial management legislation.
- Ability to exercise initiative, determine priorities and work as part of an administrative team.
- Well-developed interpersonal and communication skills.
- Demonstrated ability to produce computer-generated financial reports.

Line relationships

- Responsible to the LDCC administration manager.
- Liaises with LDCC section and unit managers on financial matters.

Roles and responsibilities

- Responsible for managing all financial and purchasing functions at the LDCC.
- Advise the LDCC administration manager on day-to-day financial costing and budget projections.

Duties

- Monitor expenditure and provide financial reports as required to the LDCC administration manager.
- Ensure that running financial expenditure data is continually updated and available at short notice.
- Maintain appropriate financial databases.
- Prepare and process all purchase orders for the LDCC.
- Prepare and process all accounts for payment.
- Operate the advance account, including petty cash, incidental payments and urgent payments by offline manual cheque.
- Collate all the financial information necessary for jurisdictional and cost-sharing purposes.
- Thoroughly brief the relieving officer before going off duty.

LRD-LA6 Compensation claims officer

Skills

- Knowledge of the relevant sections of financial management legislation.
- Ability to exercise initiative, determine priorities and work as part of an administrative team.
- Well-developed interpersonal and communication skills.
- Knowledge of livestock valuation would be an advantage.

Line relationships

- Responsible to the administration manager.
- Liaises with the LDCC inventory and valuation coordinator and section and unit managers on financial matters at the LDCC and in infected premises operations.

Roles and responsibilities

- Responsible for managing all claims for compensation of buildings, livestock, fodder, etc that are damaged or destroyed for disease control purposes.
- Advise the administration manager on day-to-day compensation payouts and future projections.

Duties

- Assess, confirm and process all claims for compensation resulting from the EAD response.
- Provide financial reports as required to the administration manager.
- Maintain appropriate databases of all claim and compensation details.
- Thoroughly brief the relieving officer before going off duty.

LRD-LA7 Accommodation/meals officer

Skills

- Local knowledge of the LDCC operations area.
- Good organisational and communication skills.
- Ability to maintain accurate records.
- Experience in accounts checking.

Line relationships

- Responsible to the LDCC administration manager.
- Responsible for support staff, if required.
- Liaises with the LDCC administration manager; the LDCC personnel officer; local Red Cross, Salvation Army and other welfare agencies; local motel/hotel operators; LDCC section and unit managers; and the LDCC transport officer.

Roles and responsibilities

- Arrange the provision of meals to all staff working within the LDCC and in infected premises operations teams, and to all field staff.
- Arrange suitable overnight accommodation for all nonlocal staff.

Duties

- Refer to the department's administrative systems for details of the procedures to be used to arrange supply of meals and accommodation.
- In conjunction with the LDCC administration manager and personnel officer, define the meal and accommodation requirements for staff working within and outside the LDCC, and in infected premises operations teams.
- Determine the availability of suitable accommodation within and close to the operations area.
- Organise the provision of accommodation for nonlocal staff.
- Organise the provision of a regular laundry service for personal effects for all nonlocal staff.
- Establish and maintain a system for the allocation of accommodation.
- Ensure that staff sign at motels both for their accommodation and for their breakfasts.
- Identify sources for the provision of meals for staff.
- Organise the provision of meals to staff (with special dietary needs taken into account), including timely delivery to remote locations. A list of staff expected to attend the evening meal should be compiled as early as possible each day and forwarded to the nominated eating establishment. Operators of nominated establishments must ensure that all meals are legibly signed for.
- To facilitate payment of accounts, establish and maintain a system to record all accommodation and meal costs.
- Thoroughly brief the relief officer before going off duty.

LRD-LA8 Contractors officer

Part of this function may not be necessary in some states or territories, where this role will be undertaken by state emergency management authorities.

Skills

- Comprehensive knowledge of departmental and Treasury procedures for the employment of contractors.
- Knowledge (preferably local) of the types, availability and hire rates of operators, plant and equipment.
- Ability to communicate and negotiate with external suppliers and contractors.
- Understanding of the operational requirements for contractors.
- Ability to maintain accurate records.

Line relationships

- Responsible to the administration manager.
- Must liaise closely with the infected premises operations manager, the LDCC administration manager, LDCC section and unit managers, external suppliers and contractors.

Roles and responsibilities

- Coordinate the proper provision of private contractors and their equipment to the LDCC and to the infected premises operations teams on IPs and DCPs.

Duties

- Refer to the department's administrative systems for details of the arrangements that will be used during the campaign.
- Establish a list of contractors available for hire, including specifications of the types of equipment available.
- In conjunction with the LDCC infected premises operations manager and planning manager, identify requirements for private contractors and equipment.
- Coordinate the provision of contractors and equipment for the LDCC and the infected premises operations teams.
- Fully advise private contractors of the nature, duration and other relevant specifications of the tasks allotted.
- Negotiate hire rates for short and/or long terms.
- Through the LDCC administration manager, arrange for contracts to be prepared in accordance with Treasury regulations. Ensure that any contract prepared includes provision for the service provider to use only appropriately licensed personnel.
- Keep all relevant LDCC and infected premises operations team staff advised on the availability and supply of plant and equipment.

- Maintain records of all contractors engaged, including all details that affect their payment. Ensure that systems are in place to record work done and time inputs.
- Prepare situation reports for the LDCC administration manager as required.
- Thoroughly brief the relieving officer before going off duty.

LRD-LA9 Staff welfare officer

Skills

- Communication and recognised counselling skills.

Line relationships

- Reports to the LDCC logistics manager.
- Liaises with managers and coordinators across the LDCC on staff welfare matters.

Roles and responsibilities

- Promote the wellbeing and welfare of staff

Duties

- Be available for the counselling of staff who request it.
- Counsel staff as required.
- Recommend further action as appropriate.

LRD-LA10 Receptionist

A receptionist must be inducted and well briefed if they are unfamiliar with LDCC operations. The receptionist should be assisted for the first few hours until they are familiar with terminology and the roles of various officers, and able to direct inquiries to the appropriate section or unit.

Skills

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

Line relationships

- Responsible to the LDCC administration manager.

Roles and responsibilities

- Act as first point of contact for all telephone and reception inquiries at the LDCC.
- Perform word processing, data entry and general clerical duties, as required.
- Ensure that only authorised personnel are allowed entry to the LDCC operations area.

Duties

- Receive, transfer and log incoming general calls.
- Ensure that all staff sign when entering and leaving the LDCC.
- Ensure that all visitors are welcomed, signed in, issued with approved identification, and attended to by appropriate officers.
- Maintain a list of current LDCC taskforce members with their telephone and extension numbers, and fax updates of this list to the SDCHQ.
- Ensure that appropriate STD access is available on all telephone extensions.
- Program fax machines with one-touch dial for key numbers and groups.
- Assist with typing, word processing, photocopying, faxing, filing and other general clerical duties as required and as time permits.
- Thoroughly brief the relieving receptionist before going off duty.

LRD-LA11 Registry clerk

A registry clerk is appointed to the logistics manager to service the whole LDCC. Section clerks are appointed to service the needs of particular sections or units.

Skills

- Familiarity with the departmental records management system and administrative procedures.
- Ability to carry out tasks on own initiative and with minimal supervision.
- Ability to maintain accurate, orderly and legible records in a well-organised and methodical way.
- Ability to operate and maintain office equipment.

Line relationships

- Liaises with other LDCC staff on information and communication matters.
- Reports to the LDCC logistics manager or, in the case of section clerks, to the managers of the sections or units to which they are assigned.

Roles and responsibilities

- Establish and manage a central registry system to ensure the efficient and effective recording and dissemination of information.
- Maintain close liaison with all section and unit managers to ensure that their information needs are met.
- Liaise with section clerks to ensure that all sectional information is forwarded to the central registry.
- Ensure that all relevant information is promptly and accurately recorded on master display boards.

Duties

- Establish and implement a system to register all incoming and outgoing telephone, fax, radio and mail communications throughout the LDCC and its functional area.
- Establish and maintain a central file registry system at the LDCC. Ensure that all original information (including faxes, messages and emails), is accurately filed and maintained in the registry. Ensure that only copies of file contents are allowed to leave the registry and that movements are recorded.
- Establish a system to maintain a register in hard copy of all emails that are sent and received by personnel in the LDCC.
- Establish and maintain lists for email or fax messages.
- Collect, photocopy, distribute, dispatch and file all incoming and outgoing communications.
- Ensure that incoming messages are quickly delivered to the appropriate personnel.

- Transmit faxes promptly in order of priority, and ensure that transmissions have been successfully completed.
- Maintain all lines of communication. Report problems to service personnel.
- Update whiteboards as required.
- Provide administrative support to LDCC sections.
- Thoroughly brief the relieving clerk before going off duty.

LRD-L4 Information services manager

Skills

- Ability to supervise and coordinate staff.
- Highly developed interpersonal and communication skills.
- Extensive knowledge and experience of computer hardware and software likely to be used in LDCC information systems, including ANEMIS.
- Demonstrated ability to diagnose and resolve computer hardware problems and establish electronic data communications.

Line relationships

- Responsible to the LDCC administration manager.
- Must liaise with the planning manager, operations manager, logistics manager, mapping officer and ANEMIS officer about computer and data storage needs.

Roles and responsibilities

- Manage the activities of the information technology support officer and the data management officer.
- Determine priorities in providing information technology support.
- Ensure that suitable and regular backup systems are in place.
- Ensure that staff are aware of OH&S issues associated with the use of computer equipment.

Duties

- Institute and manage backup procedures, including offsite storage of data.
- Establish and advise on computer communications equipment, and ensure that data communications operate correctly.
- Coordinate assistance to LDCC staff in the use of software packages.
- Coordinate assistance with other information management systems as required.
- Supervise installation of and manage a local area network at the LDCC as required.
- Thoroughly brief the relieving manager before going off duty.

LRD-L5 Information technology support officer

Skills

- Extensive knowledge and experience of computer hardware and software likely to be used in LDCC information systems, including ANEMIS.
- Demonstrated ability to diagnose and resolve computer hardware problems and establish electronic data communications.

Line relationships

- Responsible to the LDCC information services manager.
- Must liaise with the LDCC ANEMIS officer, infected premises operations team administrative officer, forward command post administrative officer and departmental computer services staff.

Roles and responsibilities

- Provide onsite computer support to ensure effective operation of LDCC information systems.
- To avoid loss of information, ensure that suitable and regular backup systems are in place.

Duties

- Install the ANEMIS system as detailed in the ANEMIS user's manual.
- Institute and manage backup procedures to ensure minimal loss of data in case of malfunction. This should include offsite storage of data for backup purposes.
- Establish and advise on computer communications equipment, and ensure that data communications operate correctly.
- Install and manage a local area network at the LDCC as required.
- Thoroughly brief the relieving officer before going off duty.

LRD-L6 Data management officer

Skills

- Extensive knowledge of and experience in using spreadsheet and database packages.

Line relationships

- Responsible to the LDCC information services manager.
- Liaises with the LDCC logistics manager, planning manager, operations manager and ANEMIS officer.

Roles and responsibilities

- Establish and support LDCC databases to ensure that accurate information and reports are available.

Duties

- Install and maintain databases to provide reports as needed.
- Instruct data entry officers on the use of databases other than ANEMIS.
- Assist LDCC staff in the use of database software packages.
- Assist with other LDCC information management systems as required.
- Thoroughly brief the relieving officer before going off duty.

LRD-L7 Emergency services and relief and recovery liaison representatives

Skills

- Extensive knowledge of the structure and operations of the agency they represent (which may be a functional area within an agency or government department).
- Authority to commit and direct the resources of their agency.
- Understanding of state/territory emergency management plans and relevant subplans and supporting plans.
- Understanding of animal health emergency operations.
- Good communication and negotiation skills.

Line relationships

- Liaise with LDCC section and unit managers as required.
- Liaise with people in the emergency services agencies.
- Responsible to their own agency, but operate through the LDCC logistics manager.
- Report to their own agency.

Roles and responsibilities

- Act as a link between the LDCC and their supporting agency.
- Identify the need for agency action and take appropriate action.

Duties

- Refer to the relevant agency support plans.
- On request from the LDCC logistics manager or other authorised person, obtain resources/support from their agency.
- Advise on the practicality, nature and terms of any request for resources.
- Advise when the resources will become available, and of any conditions or limitations.
- Provide regular reports to the LDCC logistics manager and to their own agency, as required.
- Obtain information from section managers to enable their agency to respond appropriately.
- Familiarise relieving officers with the current situation before going off duty.

LRD-L8 Facilities manager

Skills

- Ability to exercise initiative, determine priorities and work as part of the Logistics Section.
- Well-developed interpersonal and communication skills.
- Familiarity with procedures for engaging contractors and hiring or leasing equipment.
- Ability to work in a stressful environment.
- Knowledge of building infrastructure and supporting systems.

Line relationships

- Reports to the LDCC logistics manager.
- Liaises with the logistics manager and section and unit managers to ensure that the LDCC meets their operational requirements.

Roles and responsibilities

- Ensure that LDCC facilities meet operational requirements.

Duties

- Organise the provision of facilities, equipment, furniture, etc to ensure the smooth operation of the LDCC building.
- Identify contractors for required building services.
- Manage tasks that support the operation of the LDCC building, and associated activities such as cleaning, security, waste, traffic, maintenance, heating, cooling and noise reduction.
- Monitor the adequacy of standards of facilities providers to the LDCC.
- In conjunction with the LDCC logistics manager, arrange for identification labels or certificates for staff and authorised visitors to the LDCC.
- Forecast resource needs for the unit to the planning officer or planning manager.

LRD-L9 Biosecurity officer

If the LDCC biosecurity officer is to 'back up' the laboratory liaison officer, they must have completed a dangerous goods training course approved by the Civil Aviation Safety Authority.

Skills

- Thorough understanding of the nature, control and eradication of EADs.
- Good understanding of biosecurity and disease control principles.
- Applied understanding of the facilities necessary to maintain biosecurity.
- Knowledge of the relevant regulatory requirements for biohazardous waste.

Line relationships

- Reports to the facilities manager.
- Liaises closely with the veterinary investigations unit and manager, infected premises operations unit and manager, and restricted area movement and security manager.
- Liaises with relevant contractors.
- Liaises with field surveillance and restricted area movement and security units to ensure compliance with relevant regulatory requirements.

Roles and responsibilities

- Establish biosecurity facilities and systems to support LDCC operations and prevent contamination of the centre, including facilities and systems for the handling of samples, infectious field waste (including personal protective equipment) and laundry.
- Conduct compliance checks for adherence to biosecurity requirements.
- Maintain records of all actions associated with biosecurity at the LDCC.
- In the absence of the LDCC laboratory liaison officer, pack and dispatch specimens and samples according to International Air Transport Association (IATA) specifications.

Duties

- Set up a gate control at the entry to the LDCC.
- Provide facilities for vehicle wash-down and decontamination.
- Ensure that potentially contaminated vehicles are decontaminated.
- Set up a reception facility for packaging and dispatch of samples submitted from IPs or SPs.
- Organise facilities for the collection and removal of contaminated waste brought in from the field.
- Organise facilities for decontamination and laundering of reusable protective clothing.

- Develop a system to conduct compliance checks on all biosecurity systems that are in place.
- Conduct regular compliance checks and make necessary adjustments to improve procedures.

3 Infected premises operations teams role descriptions

IPRD-1 Infected premises site supervisor

Skills

- Expert knowledge of EAD operational procedures, particularly the operational management of IPs and DCPs.
- Previous practical experience or training in IP/DCP operations.
- Highly developed skills in management, leadership, and organisational and interpersonal communications.
- Proven ability to work independently and make responsible decisions in a stressful environment.

Line relationships

- Responsible to the LDCC infected premises operations manager.
- Responsible for all personnel working on the IP/DCP.
- Consults with the property owner or manager.
- Liaises with the epidemiologist, species specialists and other personnel within the LDCC.

Roles and responsibilities

- Plan and effectively and efficiently manage all operations on the IP/DCP to eradicate the EAD agent, while ensuring that appropriate OH&S procedures are implemented, including:
 - quarantine, decontamination and vector control procedures
 - inventory, valuation and compensation of livestock, animal products, feedstuffs and other contaminated materials
 - destruction and disposal of animals and contaminated material
 - decontamination operations
 - restocking the premises with sentinel animals.
- Determine and procure through the LDCC the resources required to conduct these operations.
- Determine, from the infected premises operations manager, the budgetary and time constraints for the various operations, and conduct operations cost effectively.
- Provide an ongoing assessment of progress at all stages of the operations and report to the LDCC as required.

Duties

- Be familiar with the operational procedures in the **Valuation and Compensation, Destruction, Disposal of Animals and Decontamination** manuals and the **Wild Animal Response Strategy**, and with the relevant AUSVETPLAN disease strategy.
- Ensure that the IP/DCP has been quarantined and that ANEMIS forms 1, 2 and 3 have been completed and sent to the LDCC.
- Before a large number of staff arrive, liaise with the infected premises operations team administrative officer to organise the stores and equipment needed to begin operations.
- Ensure that adequate mobile communications are taken to the IP/DCP, including a fax machine if possible.
- Consult with and develop a working relationship with the owner or manager of the property to establish:
 - property layout, facilities and equipment
 - the number, species and location of infected and susceptible stock
 - the nature and location of contaminated material and facilities
 - the welfare needs of the owner and/or staff (refer these to the appropriate officer in the LDCC)
 - any further priorities for tracing animals or contaminated material on or off the IP/DCP.
- Ensure that the IP/DCP is secure and enforce quarantine for physical and biological security.
- Ensure that stock are confined and inventoried.
- Develop a plan for the procedures to be conducted on the IP, including:
 - a priority for each of the planned tasks
 - a timetable for the beginning and completion of the tasks
 - a list of resources required (personnel and equipment)
 - an estimate of expenditure
 - an inventory of animals and material to be destroyed and disposed of
 - acceptable methods for destruction and disposal
 - examination of animals destroyed to collect epidemiological information, such as age of lesions at destruction.
 - decontamination procedures.
- Where necessary and in consultation with the infected premises operations manager, appoint personnel to manage and supervise the various functions of the infected premises operations team, namely:
 - inventory and valuation team leader
 - animal destruction team leader
 - disposal team leader
 - decontamination team leader

- gate control officer
- pest control team leader
- wild animal control team leader
- administrative officer.

Individuals may not be needed for all of these functions on smaller premises. In some cases, people with these responsibilities may move between premises (eg inventory and valuation officers, animal destruction officers, wild animal control officers). If there are many IPs or DCPs, one site supervisor may be required to supervise more than one premises.

- Supervise, coordinate and monitor activities to ensure satisfactory progress of the planned operations.
- Ensure that the owner has been issued with a legal order to destroy animals and property, and that the order specifies exactly which animals, products and property are to be destroyed.
- If there is a dispute over valuation, ensure that photographs are taken and an accurate inventory of stock to be destroyed is established. Have the owner sign the inventory in acknowledgment of its accuracy. Advise the infected premises operations manager of the dispute. Destruction can go ahead on authorisation from the CVO or the CVO's delegate.
- Organise and conduct regular briefing sessions for the infected premises operations team and all other personnel on the IP/DCP to inform them of objectives, standards and progress and to foster teamwork and morale.
- Liaise with the infected premises operations manager for approval of the team plans and to provide progress reports.
- Ensure that daily reports (ANEMIS forms 4, 5 and 6) are completed and dispatched to the LDCC.
- Ensure that the necessary resources are obtained for the infected premises operations team.
- In conjunction with the infected premises operations team administrative officer, ensure that all administrative tasks are being performed.
- Ensure that adequate records are kept by team leaders, including:
 - inventory of animals (alive and destroyed)
 - materials and feedstuffs destroyed
 - damage to equipment and property
 - stores ordered and supplied
 - authorisations for personnel and equipment to enter and leave the IP/DCP
 - personnel employed
 - work done by private contractors.
- Ensure that property damage resulting from the operation is minimised. Any damage should be brought to the attention of the owner or manager and the infected premises operations manager and be recorded.
- Advise the infected premises operations manager of resources required during the next 48 hours.

IPRD-2 Inventory and valuation team leader

The valuation team should include an inspector of stock (or other person) experienced in the administration of the jurisdiction's legislation relating to stock diseases and compensation, and a competent valuer licensed and qualified in the relevant field (livestock, plant, etc).

Skills

- Experience in the industry involved in the outbreak.
- Highly developed interpersonal and negotiating skills.
- Ability to work in a stressful environment.

Line relationships

- Responsible to the infected premises site supervisor.
- Must liaise closely with the LDCC inventory and valuation coordinator.
- Liaises with other government agencies and industry where necessary to ensure accurate valuations.

Role and responsibilities

- Ensure accurate valuations to enable prompt agreement with the IP owner or manager, in order to expedite destruction and disposal of infected stock and contaminated material.
- Prepare claims for efficient processing at the LDCC.
- Ensure that valuation is in accordance with the relevant legislation.
- Liaise with the infected premises site supervisor to provide estimates and updates of the total compensation payout.

Duties

- Be familiar with the operational procedures in the **Valuation and Compensation Manual**.
- Obtain estimates of current value for stock and other property to be assessed.
- Prepare an accurate inventory of animals and products before destruction and disposal, and record this as a written inventory and in photographs and video.
- Have the owner sign acceptance of completed inventory lists. When the CVO has issued the appropriate order, the destruction and disposal of animals, products or property may proceed.
- If a dispute over valuation arises:
 - attempt to negotiate an agreed valuation with the owner, complete the specific compensation forms, and have these signed by the owner
 - if this fails, follow the specified regulatory procedures to resolve the dispute (eg by using approved independent valuers).

- If a dispute over valuation threatens to delay destruction or disposal operations, notify the LDCC infected premises operations manager immediately.
- Advise the infected premises site supervisor or their delegate when the claim is completed so that destruction and/or disposal can proceed.
- Verify claims against the prepared inventory.
- Forward claims to the LDCC inventory and valuation coordinator for processing.
- Provide daily reports to the LDCC inventory and valuation coordinator.
- Advise the infected premises site supervisor of funds required for future compensation claims.

IPRD-3 Animal destruction team leader

Skills

- Practical knowledge of the livestock industry involved.
- Familiarity with techniques for the humane destruction of animals.
- Ability to work independently and to make responsible decisions.
- Well-developed skills in leadership, organisation and interpersonal communication.

Line relationships

- Responsible to the infected premises site supervisor.
- Responsible for destruction teams and other personnel involved in animal destruction.
- Must liaise closely with the LDCC animal destruction coordinator.
- Must liaise closely with the property owner or manager, and the inventory and valuation team leader, the disposal team leader, the decontamination team leader and the gate control officer in the infected premises operations team.

Roles and responsibilities

- Plan and implement a program for the humane and efficient destruction of infected and susceptible animals on the IP. This program must be approved by the infected premises site supervisor and by the LDCC animal destruction coordinator.
- Supervise and coordinate the animal destruction teams.
- Ensure that destruction methods are consistent with personal and biological safety.
- Provide reports as required to the infected premises site supervisor.

Duties

- Be fully familiar with the operational procedures in the **Destruction of Animals Manual**.
- Consult with the infected premises site supervisor and the property owner or manager to establish:
 - property layout, facilities and equipment
 - the number, species and location of animals to be destroyed
 - time estimates for the beginning and completion of animal destruction
 - the order of destruction of the animals.
- Advise the infected premises site supervisor of immediate resources needed to secure and move animals to prepare for their destruction.

- Where practical (and applicable), move animals to the centre of the infected premises or to areas most remote from other susceptible animals, including wild animals.
- Ensure that animals not to be destroyed, including domestic pets, are confined.
- Consult with the disposal team leader to identify centrally located carcass disposal sites, as close as practical to the sites of destruction.
- Select appropriate methods and facilities for the safe, humane and efficient destruction of the animals.
- Provide a concise, written destruction plan for the approval of the infected premises site supervisor. The plan should include:
 - destruction methods
 - destruction sites
 - order of destruction
 - personnel required
 - facilities or equipment required
 - estimated time of start
 - estimated time to completion.
- Confirm that a complete inventory of all animals on the property has been prepared.
- Sight CVO order/authorisation for destruction before beginning.
- Ensure that all animals to be destroyed have first been valued for compensation. Where adequate visual records are available, valuation may be performed after slaughter.
- If there is delay in reaching agreement on valuation, seek authority to proceed with destruction from the LDCC infected premises operations manager (see the **Valuation and Compensation Manual**). In such a case, an accurate inventory list must be made, and acknowledged in writing by the owner or manager.
- Brief the destruction teams and then supervise and coordinate their activities. Ensure that:
 - if possible, destruction takes place away from public view
 - destruction facilities, methods and working conditions are consistent with personal safety
 - destruction is humane, and no animal is removed for disposal until it is dead
 - destruction teams receive adequate rest and meal breaks.
- Ensure that property damage is kept to a minimum. Any damage should be drawn to the attention of the owner or manager, recorded and reported promptly to the infected premises site supervisor.
- Check all destructions against the prepared inventory to ensure that all listed animals have been destroyed. Any variations must be accounted for (eg births and deaths).

- Provide the infected premises site supervisor with a completed destruction report at the end of each day (ANEMIS form 4).
- Advise the infected premises site supervisor of resource requirements for the next 48 hours.

IPRD-4 Disposal team leader

Skills

- Good knowledge of EAD operational procedures, and disposal procedures in particular.
- Familiarity with the operation, capabilities and limitations of earthmoving equipment.
- Ability to work independently and to make responsible decisions.
- Well-developed skills in leadership, organisation and interpersonal communication.

Line relationships

- Responsible to the infected premises site supervisor.
- Responsible for disposal teams and private contractors.
- Must liaise closely with the LDCC disposal coordinator.
- Liaises closely with the property owner or manager, and with the valuation team leader, animal destruction team leader, decontamination team leader and gate control officer in the infected premises operations team.

Roles and responsibilities

- Plan and implement a program for the efficient disposal of carcasses and other contaminated material on the IP. This must be approved through the infected premises site supervisor and the LDCC disposal coordinator.
- Supervise and coordinate the disposal teams and private contractors.
- Ensure that disposal methods are consistent with personal and biological safety.
- Provide reports as required to the infected premises site supervisor.

Duties

- Be fully familiar with the operational procedures in the **Disposal Manual**.
- Consult with the infected premises site supervisor and property owner or manager to establish:
 - property layout, facilities and equipment
 - factors affecting the choice of disposal methods and disposal sites
 - time estimates for the beginning and completion of disposal operations.
- Consult with the animal destruction team leader to:
 - identify centrally located carcass disposal sites as close as practical to the sites of destruction (this may also involve liaison with the government environment protection authority)
 - establish the number and types of stock on the IP and the likely time estimates for destruction.

- Determine appropriate methods, facilities and resources for the safe and efficient disposal of the carcasses.
- Provide a concise, written disposal plan, including diagrams, for the approval of the infected premises site supervisor. The plan should include:
 - disposal methods
 - disposal sites
 - order of disposal
 - personnel required
 - facilities and equipment required
 - estimated time of start
 - estimated time to completion.
- Establish and brief the teams needed for site construction and carcass disposal, and then supervise and coordinate their activities. Ensure that:
 - teams have adequate protective clothing and are briefed on the nature of the disease and any specific hygiene requirements, especially when dealing with zoonotic diseases
 - before removal for disposal, carcasses are sprayed with an approved disinfectant (and, if applicable, that their heads and feet are wrapped in polythene bags)
 - where the disposal site is remote from the destruction site, transport vehicles are appropriately lined and covered to prevent spillage of animal excretions
 - where applicable, rumens are slashed before burning or burial
 - all carcasses are satisfactorily burned or buried.
- Once carcass disposal is proceeding satisfactorily, consult with the infected premises site supervisor and decontamination team leader to establish:
 - the nature, location and volume of other contaminated material for disposal
 - the priority order for disposal of this material
 - appropriate methods of disposal, wherever possible using carcass disposal sites
 - time estimates for the beginning and completion of decontamination.
- Ensure that a complete inventory of all material to be disposed of has been prepared and agreed with the IP owner or manager.
- Ensure that disposal does not begin until there has been agreement on valuation (although an exception could occur where adequate visual records are available). If there is a delay in agreement on valuation, authority to proceed with disposal should be sought from the LDCC disposal coordinator (see **Valuation and Compensation Manual**). In such a case, the accuracy of the inventory list must be agreed in writing by the owner or manager.
- Provide concise, written plans, including diagrams, for the disposal of all other materials to the infected premises site supervisor for approval. The plans should include:

- disposal methods
- disposal sites
- order of disposal
- personnel required
- facilities and equipment required
- estimated time to begin
- estimated time to completion.
- Once carcass disposal is nearing completion, establish and brief the teams needed for site construction and disposal of contaminated material, and then supervise and coordinate their activities. Ensure that:
 - the infected premises site supervisor possesses a complete inventory of all contaminated material and that any variations are accounted for
 - contaminated material is conveyed to the disposal sites in a manner consistent with human and biological safety
 - all contaminated material is satisfactorily burned, buried or otherwise disposed of.
- Ensure that disposal facilities, methods and working conditions are consistent with personal safety and that teams receive adequate rest and meal breaks.
- Ensure that property damage is kept to a minimum. Where damage occurs, it should be drawn to the attention of the owner or manager, recorded and reported promptly to the infected premises site supervisor.
- Provide the infected premises site supervisor with a disposal report at the end of each day (ANEMIS form 5).
- Provide additional reports as required.
- Advise the infected premises site supervisor of resource requirements for the next 48 hours.

IPRD-5 Decontamination team leader

Skills

- Ability to assess technical data on decontamination procedures.
- Practical knowledge of livestock and their management.
- Sound knowledge of EAD operational procedures, and of cleaning and decontamination procedures in particular.
- Ability to work independently and to make responsible decisions.
- Highly developed skills in leadership, organisation and interpersonal communication.

Line relationships

- Responsible to the infected premises site supervisor.
- Responsible for decontamination teams and private contractors.
- Must liaise closely with the LDCC decontamination coordinator (technical queries should be referred to the Planning Section).
- Consults closely with the property owner or manager.
- Liaises with epidemiologists and species specialists in the LDCC, and the animal destruction team leader, disposal team leader and gate control officer in the infected premises operations team.

Roles and responsibilities

- Plan and implement a program for the efficient preliminary decontamination and subsequent cleaning and decontamination of the IP. This must be approved through the infected premises site supervisor and the LDCC decontamination coordinator.
- Supervise and coordinate the decontamination teams and private contractors.
- Ensure that decontamination methods are consistent with personal and biological safety.
- Provide reports as required to the infected premises site supervisor.
- Deputise for the infected premises site supervisor as required.

Duties

- Be fully familiar with the operational procedures in the **Decontamination Manual**.
- Consult with the infected premises site supervisor and the property owner or manager to establish:
 - property layout, facilities and equipment
 - the number, species and location of infected and susceptible stock
 - the nature and location of contaminated material and facilities.

- Consult with the LDCC epidemiologist and industry species specialists to:
 - prioritise areas for decontamination
 - establish materials, facilities and equipment requiring preliminary (and ongoing) decontamination or destruction
 - determine the appropriate chemicals and techniques for preliminary decontamination
 - identify the protective clothing, equipment and precautions necessary to ensure personal safety
 - ensure that items are valued before being destroyed.
- Advise the infected premises site supervisor of resources needed to begin preliminary decontamination.
- Establish and brief the teams needed for preliminary and ongoing decontamination, and then supervise and coordinate their activities. Ensure that:
 - preliminary decontamination proceeds as thoroughly and as quickly as possible, and in the predetermined priority order
 - teams are adequately supplied with chemicals, water and equipment
 - the operation continues until decontamination of the premises is completed.
- Advise the destruction and disposal team leaders on:
 - the appropriate disinfectants and techniques necessary to ensure biological security during the destruction and disposal of stock
 - the protective clothing, equipment and precautions necessary to ensure personal safety.
- Once preliminary decontamination is proceeding satisfactorily and all infected and dangerous contact stock have been disposed of, consult with the infected premises site supervisor and the LDCC epidemiologist and species specialists to determine:
 - the nature, priorities and techniques for the decontamination of other contaminated materials
 - the chemicals needed for the decontamination method
 - at each stage, whether contaminated material has been removed and disposed of before being decontaminated.
- Determine the most cost-efficient and (preferably) least labour-intensive methods for decontamination of the various areas, facilities and equipment.
- Provide the infected premises site supervisor with a concise, written decontamination plan for approval. The plan should outline the stages of decontamination of the property, estimates for time of completion of each stage, and resource requirements.
- Establish and brief the teams needed for decontamination, and then supervise and coordinate their activities. Ensure that:
 - cleaning is done to the required standard and that scrapings, etc are disposed of before final decontamination is begun

- appropriate disinfectants are used and are mixed according to specifications
 - decontamination procedures are performed to the required standard
 - teams are adequately supplied with chemicals, water and equipment
 - special consideration is given to the decontamination of plant and equipment (eg electric motors).
- Ensure that areas are secured once final decontamination is complete.
 - Ensure that decontamination facilities, methods and working conditions are consistent with personal safety and that teams receive adequate rest and meal breaks.
 - Ensure that property damage is kept to a minimum and that all damage is reported promptly to the infected premises site supervisor.
 - Provide the infected premises site supervisor with a completed decontamination report at the end of each day (ANEMIS form 6).
 - Provide additional reports as required.
 - Deputise for the infected premises site supervisor as required.

IPRD-6 Gate control officer

Gate control officers are needed on IPs and DCPs.

Skills

- Good understanding of the disease, its implications and control.
- Good interpersonal skills.
- Knowledge of decontamination procedures.
- Ability to maintain records and prepare reports.
- Ability to implement property movement controls and administer a movement permit system.
- Working knowledge of the communications systems in use.

Line relationships

- Responsible to the infected premises site supervisor.
- Must liaise closely with the LDCC movement permits coordinator, and the LDCC infected premises security coordinator.

Roles and responsibilities

- Secure the IP/DCP to prevent the dissemination of EAD agents.
- Manage the controlled movement of personnel and equipment onto and from the IP/DCP.
- Responsible for entry/exit decontamination of personnel and equipment.
- Responsible for any other security personnel within the infected premises operations team.

Duties

- Liaise with the property owner or manager to develop a detailed property plan, showing roads, neighbours, gates, property access, etc.
- Develop a plan to ensure that all movements on and off the property are controlled. This should include:
 - establishing a permanent guard on one entrance and blocking all other entrances
 - arranging for the boundary fences to be patrolled, and repaired where necessary
 - preventing the entry of unauthorised people (such as neighbours, the media and stock agents), machinery and vehicles to the property; entry must only be allowed where a permit has been issued from the LDCC or on authorisation from the infected premises site supervisor
 - fully briefing and monitoring the performance of the security staff.

- Ensure that all movement of animals and animal products on or off the property is stopped unless a permit has been issued in writing from the LDCC.
- Arrange for the decontamination of all people, machinery, vehicles, etc entering and leaving the IP/DCP.
- As far as possible, restrict the movement of the residents of the IP/DCP within and off the property until preliminary decontamination has been completed and stock have been destroyed and disposed of. Where residents must leave the property, strict attention must be paid to decontamination and the need for them to have no contact with other susceptible stock.
- Ensure that quarantine notices are placed at all entrances.
- Obtain identification labels or certificates for staff and authorised visitors, in consultation with the LDCC movement permits coordinator.
- Maintain an accurate log of all personnel and equipment (including vehicles) entering and leaving the IP/DCP.
- Prepare regular reports and briefings for the infected premises site supervisor. Notify any problems immediately.
- Maintain the communications system within the IP/DCP.
- Advise the infected premises site supervisor of resource requirements for the next 48 hours.

IPRD-7 Pest control team leader

Skills

- Familiarity with the role of vectors in the spread of the disease involved.
- Knowledge of and ability to access further data on pest control.
- Ability to prepare written and verbal reports.
- Ability to liaise with, coordinate and supervise personnel from government and nongovernment organisations.

Line relationships

- Responsible to the infected premises site supervisor.
- Responsible for the activities of personnel and private contractors involved in pest control activities.
- Must liaise closely with the animal destruction and decontamination team leaders.

Roles and responsibilities

- Identify pests on the IP that are capable of spreading the disease.
- Plan and coordinate an effective program to control and/or eradicate these pests.
- Provide information and reports to the infected premises site supervisor as required.

Duties

- Refer to the section on vector control in the relevant AUSVETPLAN disease strategy.
- Identify the important vertebrate and invertebrate pests on the IP, liaising where necessary with the LDCC entomologist.
- Develop and implement a rapid 'knock-down' program against the vectors.
- Determine the personnel and equipment resources required to implement a control and/or eradication program.
- Supervise the implementation of the program, including supervision of private contractors.
- Determine the effectiveness of the program.
- Provide daily progress reports to the infected premises site supervisor.

Note: This function may be undertaken by the wild animal control team leader in the infected premises operations team.

IPRD-8 Wild animal control team leader

Skills

- Familiarity with the role of wild animals in the spread of the disease involved.
- Knowledge of and ability to conduct effective and safe reduction of susceptible wild animal populations.
- Knowledge of the habitat and activity patterns of wild animals that may increase the spread of the disease.
- Knowledge of and ability to conduct effective population surveys and sampling of susceptible wild animals.
- Ability to prepare written and verbal reports.
- Ability to liaise with, coordinate and supervise personnel from a wide range of government and nongovernment organisations.

Line relationships

- Responsible to the infected premises site supervisor.
- Responsible for the activities of staff from other government agencies, especially wildlife and conservation departments, and any private contractors hired.
- Must liaise closely with the LDCC wild animal control and surveillance coordinator.

Roles and responsibilities

- Identify wild animals on the IP/DCP that are capable of spreading the disease.
- In consultation with the LDCC wild animal control and surveillance coordinator and the LDCC epidemiologist, plan a disease surveillance program and population survey of susceptible wild animals.
- In consultation with the LDCC wild animal control and surveillance coordinator, plan an effective population reduction program against important wild animals and then coordinate the program.
- Provide reports for the infected premises site supervisor, the LDCC veterinary investigations manager and the LDCC wild animal control and surveillance coordinator.

Duties

- Refer to the sections on wild animal control in the relevant AUSVETPLAN disease strategy and the **Wild Animal Response Strategy**.
- Identify all important wild animals on the IP/DCP.
- Develop and implement a population reduction and/or disease surveillance population survey program for susceptible wild animals.
- Determine the personnel and equipment resources required to implement the program and advise the LDCC wild animal control and surveillance coordinator.

- Coordinate the activities of field staff involved in wild animal control and ensure that field reports, including maps, are prepared daily.
- Brief and debrief teams daily and ensure that they have a checklist of resources available and procedures to be followed.
- Maintain an activities board to show the location of all field teams.
- Determine the effectiveness of the population reduction and disease surveillance programs.
- Provide daily progress reports, including maps, to the infected premises site supervisor for the LDCC wild animal control and surveillance coordinator.

Note: This position may cover the dual roles of wild animal population control and disease surveillance in the RA. In a large outbreak, two or more people may be required to perform these tasks.

IPRD-9 Administrative officer

Skills

- Experience in the management of the department's administrative systems, including personnel and stores systems.
- Experience in staff management.
- Good knowledge of statutory administrative procedures.
- Good communication and negotiation skills.
- Ability to work for long periods under pressure.
- Ability to maintain complex and rapidly changing records.

Line relationships

- Responsible to the infected premises site supervisor.
- Responsible for all administrative staff on the IP.
- Must liaise closely with the LDCC Logistics Section.

Roles and responsibilities

- Plan, coordinate, manage and review all administrative services on the IP.

Duties

- In conjunction with the infected premises site supervisor, prepare a list of personnel required for the next 48 hours and advise the LDCC infected premises operations manager.
- Establish a stores requisitioning system and control the issue of stores on the IP. This system will need to be in place before operations begin.
- Ensure security of stores held on the IP.
- Ensure that ANEMIS forms 4, 5 and 6 are completed and dispatched to the LDCC by deadline.
- Establish a registration system to record all entries to and departures from the IP, for use by the gate control officer.
- Provide administrative assistance to the gate control officer.
- Advise the LDCC personnel officer of any instances where casual staff are unsuitable.
- Determine the accommodation and meal requirements for staff in the infected premises operations team.
- Advise the LDCC accommodation/meals officer of these requirements and ensure delivery of meals.

Note: This role description covers the functions of general administration, personnel and stores management on the IP. On a large IP, these functions will need to be allocated to separate officers.

4 Forward command post role descriptions

Figure 2 outlines the model staffing structure of a forward command post.

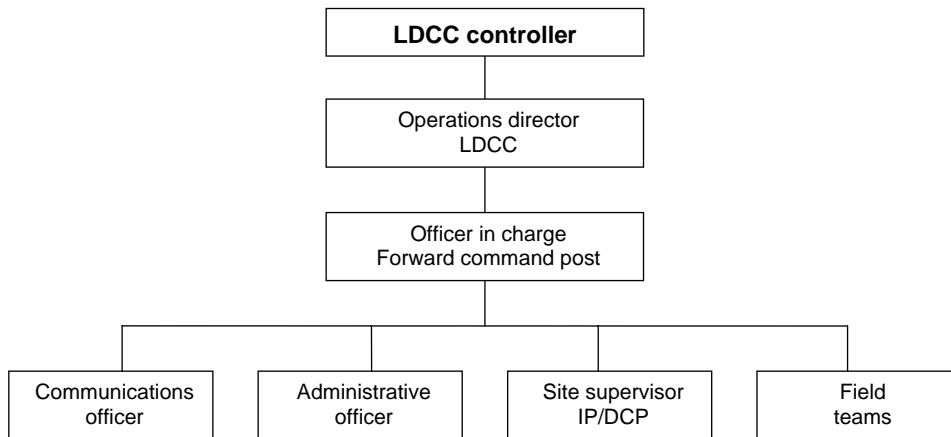


Figure 2 Forward command post line management and staffing structure

FCRD-1 Officer in charge

Skills

- A veterinarian or inspector of stock with experience and/or training in the management of animal disease control and eradication programs.
- Knowledge of the control and eradication of the EAD involved.
- Knowledge of the local industry involved, departmental systems and state/territory emergency management arrangements.
- Strong leadership qualities.
- Highly developed interpersonal and communication skills.
- Ability to analyse complex problems and develop and implement practical solutions.
- Ability to make technically sound decisions while under pressure for long periods.

Line relationships

- Responsible to the LDCC operations manager.
- Responsible for all staff at the forward command post, field teams, and personnel on the remote IPs and DCPs under the control of the post.
- Must liaise with section managers in the LDCC as required.

Roles and responsibilities

- In accordance with plans determined by the LDCC controller, develop a detailed program for eradication, control and surveillance activities in the remote area.
- Implement and manage the campaign in the remote area (and other areas as defined by the LDCC controller), including task analysis, priority setting and resource estimation and allocation.
- Ensure that the LDCC is provided with regular and accurate situation reports of operational progress and other issues that arise.
- Ensure that activities are technically sound, lawful and cost effective.
- Ensure effective management of staff and resources (physical and financial).
- Monitor the progress of the EAD response and obtain authorisation from the LDCC operations manager for modifications as required.
- Maintain liaison with emergency services organisations, industry, and other government departments active in the post's area of operations.

Duties

- Oversee the establishment of the forward command post.
- Brief field surveillance and other teams, and IP/DCP site supervisors, and assign their duties.
- Oversee and coordinate eradication and control procedures in the remote area and other areas, as defined by the LDCC controller.
- Provide the LDCC with accurate situation and statistical reports.
- Advise the LDCC operations manager on boundaries for any remote RA and modifications that may need to be declared during the EAD response.
- Maintain an overview of personnel issues.
- Maintain an overview of expenditure to ensure that it is in accordance with Treasury regulations.
- Liaise with other state/territory emergency services agencies to improve eradication and control activities.
- Anticipate and plan for potential problems, advising the LDCC where necessary.
- Report to the LDCC operations manager daily on operations managed from the forward command post.

FCRD-2 Communications officer

Skills

- Comprehensive knowledge of contemporary communications systems.
- Working knowledge of the communications systems in use, including their maintenance and repair.
- Knowledge of animal disease control operations.
- Highly developed interpersonal and communication skills.
- Knowledge of the operation of the LDCC and forward command post.
- Ability to work independently and to prioritise communications effectively in a stressful environment.

Line relationships

- Responsible to the officer in charge of the forward command post.
- Liaises with field staff and LDCC section managers, and relays messages and requests between them as necessary, under the direction of the officer in charge.

Roles and responsibilities

- Responsible for maintaining a log of all inbound and outbound communications.
- Responsible for relaying important messages to the LDCC promptly and accurately.
- Inform the officer in charge of important communications, and provide an overview as necessary.

Duties

- Oversee the establishment of the communications facilities/network at the forward command post.
- Establish a communications schedule for field teams if necessary.
- Maintain a log of all communications to and from the forward command post.
- Brief field staff in the use of radio communications, including radio frequencies available, emergency procedures and daily 'call in' times.
- Maintain an overview of the location and activities of all field staff operating in the remote area.
- Report important matters to the officer in charge of the forward command post.

FCRD-3 Administrative officer

Skills

- Experience in management of the department's administrative systems.
- Knowledge of administrative financial procedures.
- Familiarity with procedures for purchasing equipment.
- Well-developed interpersonal and communication skills.
- Ability to work in a stressful environment.
- Knowledge of and experience in the operation of the ANEMIS system.
- Knowledge of the functions of the infected premises operations unit.

Line relationships

- Responsible to the officer in charge of the forward command post.
- Responsible for coordination of any other administrative staff at the forward command post and on remote IPs and DCPs.
- Must liaise closely with the LDCC logistics manager.

Roles and responsibilities

- Plans, coordinates, undertakes and reviews the administrative services at the forward command post and on remote IPs and DCPs.
- Liaises closely with the ANEMIS officer in the LDCC veterinary investigations unit.
- Oversees the operation of the ANEMIS system in the forward command post.

Duties

- Refer to and be familiar with the department's standard administrative systems that will be used during the campaign.
- Establish appropriate administrative systems in the forward command post and oversee the establishment of systems on remote IPs/DCPs.
- Prepare, and check for accuracy, all accounts for payment relating to forward command post operations. Send all documents to the LDCC, so that payment can be arranged.
- Determine personnel and other resources required for administrative functions.
- Oversee all administrative functions.
- Develop a system to provide the LDCC logistics manager with daily administration situation reports, especially financial reports.
- Ensure that budgets are expended in accordance with Treasury regulations.
- Refer to the **ANEMIS Manual** for operation of the ANEMIS system.
- Ensure that the ANEMIS system is operational and that ANEMIS forms 4, 5 and 6 and log reports (ANEMIS forms 16, 17, 18, 19 and 20) are completed and recorded properly.

- Brief personnel on the operation of the ANEMIS system as required. Ensure that information entered into the database is clear, logical and accurate.
- Establish and maintain a system to record compensation claims from the remote IPs/DCPs.
- Check that the details of animals and contaminated material that have been valued match the inventories of those destroyed and disposed of.
- Prepare daily situation reports of forward command post operations.
- Advise the LDCC logistics manager of resource requirements for the next 48 hours.

5 State/territory disease control headquarters role descriptions

Figure 3 shows a proposed SDCHQ staffing structure.

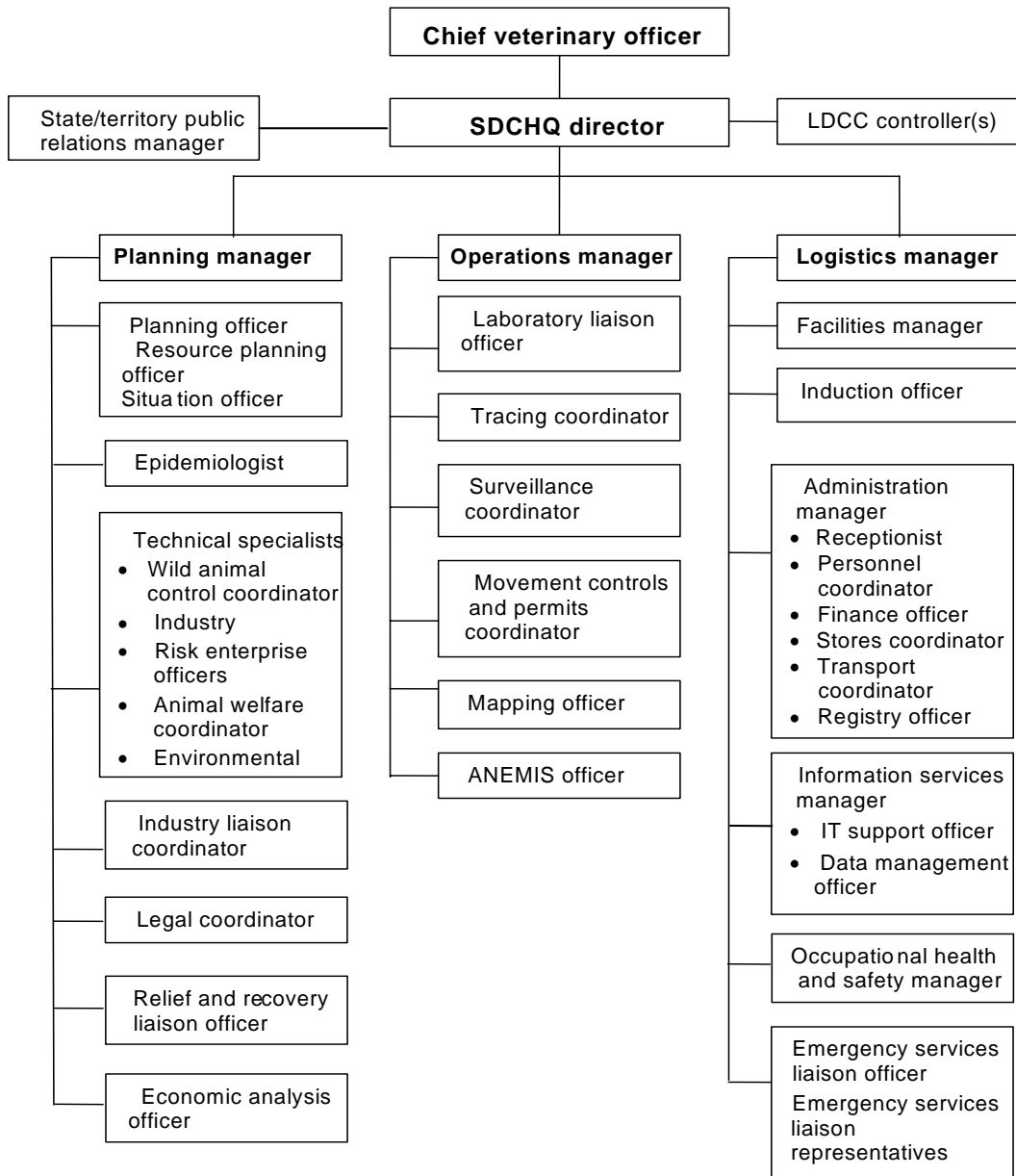


Figure 3 SDCHQ structure

SRD-C1 Chief veterinary officer

The CVO is usually also the chief inspector of stock for the state or territory.

Skills

- A veterinarian with extensive experience in disease control programs and a balanced knowledge of the scientific, political, legal, management and industry aspects of a major eradication campaign.
- Proven ability to accept responsibility for the management of the EAD response.
- Highly developed 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.
- Experience in managing the media.

Line relationships

- Responsible to the minister, through the executive management of the department, for the disease eradication program.
- Must liaise closely, through the Consultative Committee on Emergency Animal Diseases (CCEAD), with the Australian CVO and the CVOs of other states and territories.
- At the state/territory level, must liaise with supporting agencies through emergency management arrangements, and with relevant industry leaders.
- Responsible, through delegations, for the management of all people in the state/territory who are involved in the EAD response.

Roles and responsibilities

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

Duties

- Be fully familiar with the AUSVETPLAN disease strategy for the disease involved and with the *Terrestrial Animal Health Code*, published by the World Organisation for Animal Health (OIE, formerly Office International des Epizooties).

- Appoint the key personnel of the SDCHQ, and LDCC controllers, ensuring that they are adequately briefed and aware of their roles, responsibilities and duties as laid down in this manual, and other operational procedures. Ensure that they are adequately briefed on the outbreak situation, policies and strategies.
- Clearly define financial and decision-making delegations to these staff, including the legal delegations to the SDCHQ director.
- Develop policies for disease control and eradication, in consultation with CCEAD, the executive and the minister.
- Exercise substantive or delegated legal powers, including the declaration of IPs, RAs and CAs, ordering the destruction of infected animals, and appointment of additional inspectors of stock.
- Negotiate with departmental executives the additional delegations or modifications to normal practices that are required to ensure that adequate authority is available for operations to proceed without delay.
- Oversee the eradication campaign, continually assessing and updating strategies.
- Specify and monitor the reporting requirements in operation and the timing and nature of briefing sessions.
- Provide accurate and timely progress reports to the minister, executive, CCEAD and other relevant parties.
- Ask the chairperson of CCEAD to convene teleconferences as required.
- Ensure funding for the campaign.
- Ensure that agreed cost-sharing arrangements are followed.
- Release premises from quarantine on the recommendation of the SDCHQ director.

SRD-C2 Secretary to the chief veterinary officer

Skills

- Stenographic experience and secretarial skills.
- Familiarity with basic computer programs and word processing.
- Ability to operate fax machines and other office equipment.
- An understanding of the roles of staff in the SDCHQ, and the roles of outside bodies such as the state emergency services and police.
- Ability to communicate in a precise manner.

Line relationships

- Responsible to the CVO and, in the absence of the CVO, to the SDCHQ director.
- Must liaise closely with all SDCHQ section and unit leaders.
- Usually responsible for at least one clerical assistant.

Roles and responsibilities

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

Duties

- Keep track of the daily movements of the CVO, key executives and the minister, so that expedient arrangements can be made for the signing of orders.
- Attend meetings at the request of the CVO to record proceedings and prepare reports as required.
- Maintain a master log of inward and outward messages, including fax and telephone messages.
- Ensure adequate provision of essential communication equipment for the CVO (eg telephones, fax machines, computers, photocopiers, typewriter). Authorise repairs or replacement of this equipment.
- Prepare rosters to ensure adequate provision of stenographic, telephonist and clerical services (where necessary) to maintain smooth communication flows.
- Process daily reports from section and unit leaders.
- Maintain a diary for the CVO and the SDCHQ director.
- Monitor communications between SDCHQ section leaders and the CVO.

SRD-C3 SDCHQ director

Skills

- A person with extensive experience in disease control programs and a balanced knowledge of the scientific, political, legal, management and industry aspects of a major eradication campaign.
- Ability to accept responsibility for the management of the eradication campaign.
- Highly developed communication and 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.

Line relationships

- Responsible to the CVO.
- On delegation from the CVO, must liaise closely through CCEAD with the Australian CVO and the CVOs of other states and territories.
- At the state/territory level, must liaise with supporting agencies through emergency management arrangements, and with relevant industry leaders.
- Responsible, through delegation, for the management of all people in the state or territory who are involved in the EAD response.
- Liaises closely with LDCC controllers.

Roles and responsibilities

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

Duties

- Be fully familiar with the AUSVETPLAN disease strategy for the disease involved, and with the *Terrestrial Animal Health Code*, published by the World Organisation for Animal Health (OIE, formerly Office International des Epizooties).
- Ensure that key SDCHQ personnel, LDCC controllers and key section managers are appointed. Adequately brief them on their roles, responsibilities

and duties as laid down in this manual. Brief them adequately on the outbreak situation, policies and operational procedures and strategies.

- Ensure that staff operate within the financial and decision-making delegations from the CVO.
- Liaise with the department's legal section to ensure that all proposed proclamations are lawful and to seek advice on legal matters during the campaign.
- Confirm new IPs and DCPs with the CVO and authorise destruction and decontamination.
- Manage the eradication campaign, continually assessing and updating strategies and advising the CVO, while ensuring that all activities are lawful and in accordance with approved policies and delegations.
- Ensure effective liaison with LDCCs; specify and monitor reporting requirements and the timing and nature of briefing sessions and situation reports.
- Ensure effective liaison between the SDCHQ and the National Coordination Centre, ensuring that the centre is kept informed of key developments and that requests for information are responded to.
- Provide, via the CVO, detailed progress reports to the minister, CCEAD and other relevant parties.
- Manage the campaign in accordance with cost-sharing agreements and Treasury regulations.
- Regularly review the boundaries of proclaimed areas and the relevance of the conditions applying therein, in consultation with LDCC controllers and the SDCHQ planning manager.
- Ensure release of premises from quarantine.
- Negotiate the use of departmental staff and resources with head office and regional management.
- Brief SDCHQ staff and important visitors on significant developments and progress with the campaign.
- Brief new section managers and the relieving director as appropriate.

SRD-PR1 State/territory public relations manager

Skills

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

Line relationships

- Responsible for all journalists and support staff in the SDCHQ and LDCC public relations units.
- Liaises with industry liaison officers, SDCHQ technical staff, the minister's press secretary, emergency services media units, and the national public relations coordinator located in the National Coordination Centre.
- Reports to the SDCHQ director.

Roles and responsibilities

- Keep the media and public informed about the EAD, and the progress and requirements of the eradication/control campaign, by preparation and dissemination of information.
- Oversee the staffing and operations of the SDCHQ and LDCC public relations units.
- Provide a focus for media and public contact during the EAD response.

Duties

- Be fully familiar with the operational guidelines in the **Public Relations Manual**.
- Prepare initial news releases, which may be required during the Alert Phase.
- Establish the SDCHQ public relations unit, ensuring that adequate professional and support staff and equipment are available.
- Establish a media conference centre away from the SDCHQ operational area.
- Liaise with LDCC local public relations officers to authorise media contact (including press releases), and media entry onto and coverage of operations on IPs/DCPs.
- Identify relevant target groups that need to be kept informed, such as industry organisations and emergency services, and prepare information bulletins for release to them.
- Assist the LDCC industry liaison officers to prepare and distribute information for industry.
- Establish systems to handle general inquiries from the public. Information officers may need to be appointed.
- Establish a telephone hotline to update the public on the current situation.

- Liaise with section managers and the CVO to gather accurate and current technical details about the disease and the outbreak.
- Prepare information kits about the disease and campaign.
- Liaise with the minister's press secretary to ensure that the minister and ministerial staff are kept fully briefed, and prepare ministerial releases where appropriate.
- Prepare and distribute media releases, ensuring that:
 - all releases are clear, concise and accurate
 - all releases have CVO clearance
 - the minister's office is advised of releases beforehand.
- Liaise with the media units of emergency services, other states/territories and the Australian Government to ensure the consistency of information released. Comments on issues relating to international trade must be referred to the National Coordination Centre.
- Ensure consultation and clearance with other states/territories and the Australian Government before any information or comment on interstate or international issues is released.
- Ensure that confidential information, such as the names of stock owners, is not released.
- In conjunction with the induction officer, thoroughly brief new and relief public relations staff before they begin duty.
- Prepare letters of thanks or certificates of appreciation for distribution during the stand-down phase.
- Forecast resource needs for the unit to the planning officer or planning manager.
- Brief the relieving manager before going off duty.

SRD-P1 Planning manager

Skills

- Veterinary training, 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.
- Excellent strategic thinking and planning.

Line relationships

- Responsible for all staff in the SDCHQ Planning Section.
- Reports to the SDCHQ director.

Roles and responsibilities

- Advise the operations manager, SDCHQ director and CVO on all technical aspects of the disease and its control.
- Oversee the operations of the SDCHQ Planning Section.
- Coordinate development of strategic plans for control and eradication, and supporting actions.
- Oversee preparation of situation reports.
- Prepare CCEAD agenda papers and reports.
- Assist the SDCHQ director, where appropriate, to plan and implement the control program.
- Act as SDCHQ director or CVO as required.

Duties

- Be fully familiar with the relevant AUSVETPLAN disease strategy.
- Ensure that incident action plans are developed for extended operational periods, including forecasting of resource needs to support strategies.
- Develop/review the EAD response plan.
- Advise on:
 - strategies and options for disease prevention, control and eradication for the whole state or territory
 - boundaries of RAs and CAs, and changes that should be made in the light of developments and new information
 - priorities for tracing and surveillance
 - surveillance methods, including frequency and sample sizes
 - samples to be taken for laboratory examination
 - slaughter, disposal and decontamination techniques, including chemicals used

- movement controls, and changes that should be made in the light of developments and new information
- the need for and nature of wild animal or vector operations.
- Advise the CVO/SDCHQ director on the recommendations for classification of premises as IPs, DCPs or SPs or their release from quarantine, and report the outcome back to the LDCC planning manager.
- Advise the director promptly of any significant facts, observations, trends or predictions about the nature or course of the disease outbreak.
- Prepare accurate and timely situation reports for the CVO, daily or as otherwise directed.
- Prepare papers for CCEAD meetings, ensuring that all papers and reports are accurate, clear and timely, and are distributed without delay (see Part 1, Appendix 2 of this manual). Reports will include:
 - a draft covering situation report, based on recent situation reports
 - a summary of reports provided by LDCCs and by other SDCHQ sections detailing veterinary investigations, epidemiological assessments and other technical matters, wild animal or vector operations, infected premises operations, movement controls, administrative (especially financial) statements, legal arrangements, media activities, and other relevant matters.

It may be necessary to delegate this task 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 regional veterinary managers, field veterinary officers, veterinary laboratories and private veterinarians.
- Ensure that effective industry liaison is established and maintained.
- Check the technical veracity of proposed media releases, industry newsletters and other documents intended for release to the public.
- Ensure that disease signs, reporting procedures and movement controls are publicised.
- Coordinate the activities of specialist officers working within the SDCHQ and LDCC technical support sections. Check that tasks are not being duplicated, and that officers are concentrating on relevant tasks.
- Liaise with department economists to undertake an economic evaluation of the impact of the outbreak on industry and on the state and national economies, and a cost-benefit analysis of the control program.
- Liaise with department or outside agencies on mapping, geographic information systems, spatial information, and property and agricultural databases.

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

SRD-P2 Planning officer

Skills

- Knowledge and broad experience of the control and eradication of animal diseases.
- Good knowledge of the structure and operations of an SDCHQ, field operations and emergency management arrangements.
- Good communication and negotiation skills.
- Ability to gather and analyse data to assess current and future requirements in the EAD response.
- Ability to think laterally.

Line relationships

- Reports to planning manager.
- Liaises closely with all sectional and unit leaders.
- Liaises with other members of the Planning Section.

Roles and responsibilities

- On the basis of risk assessment, predict the future characteristics of the EAD incident and resource requirements in the CA and other areas.
- Develop provisional disease response plans for various identified contingencies.

Duties

- Collate information on the animal population at risk.
- Regularly collect and analyse situation reports from all sections and units of the SDCHQ.
- Develop short-term and long-term disease response plans (incident action plans) with assistance from other members of the Planning Section, particularly the epidemiologist.
- Access the map of current IPs, DCPs and SPs from the mapping section of the veterinary investigations unit.
- Obtain information on weather patterns and forecasts from the Bureau of Meteorology and distribute the information appropriately.
- Determine possible alternative control strategies (eg vaccination) in conjunction with the Operations Section and specialists within the Planning Section.
- Provide the Logistics Section with information that will help with decisions on future resource requirements.

SRD-P3 Resource officer

Skills

- Good knowledge of the structure and operations of an SDCHQ.
- Good communication and negotiation skills.
- Ability to be systematic and maintain accurate and orderly records.

Line relationships

- Reports to the planning manager/officer.
- Liaises with the LDCC resource officer.
- Liaises with the SDCHQ situation officer.
- Liaises closely with LDCC and SDCHQ operations units to ensure currency of resource deployments.

Roles and responsibilities

- Identify and plan for resource needs within the CA.

Duties

- Prepare and maintain an organisation chart of resource allocation.
- Gather, post and maintain information on incident resource status.
- Maintain rosters of senior control centre roles in the LDCCs and the SDCHQ.
- Provide resources summary lists to the situation officer.
- Prepare estimates of personnel and equipment requirements and communicate these to the planning manager.
- Liaise with the departmental personnel branch, and regional and other appropriate managers, to determine the department's available staff resources.
- Clearly identify staff resource requirements, following liaison with the LDCC and SDCHQ logistics managers.
- Plan for assistance from interstate agencies.
- Brief the relieving officer before going off duty.

SRD-P4 Situation officer

Skills

- Good knowledge of the structure and operations of an SDCHQ, field operations and emergency management arrangements.
- Good communication and negotiation skills.
- Ability to systematically maintain accurate and orderly records.
- Sound knowledge of ANEMIS.

Line relationships

- Reports to the planning manager/ officer.
- Liaises with LDCC situation officers.
- Liaises with the SDCHQ logistics manager and resource officer.
- Liaises closely with leaders of operations units to ensure currency of information.

Roles and responsibilities

- Proactively source information from all SDCHQ sections and field operations units to produce current situation reports that cover activities undertaken, milestones reached and actions to be taken in the immediate future.

Duties

- Specify to all section leaders their reporting responsibilities and timelines.
- Collect and organise information through ANEMIS, briefings and specific reports requested from section managers.
- Evaluate, analyse and present the information in the form of situation reports.
- Brief the planning manager as requested.

SRD-P5 Epidemiologist

The SDCHQ epidemiologist will be a veterinarian, preferably with postgraduate qualifications in epidemiology.

Skills

- Extensive experience in epidemiology.
- Balanced knowledge of the scientific, political, legal, management and industry aspects of a major eradication campaign.
- Knowledge and experience in the use of computers for recording and analysis of disease data.
- Good bibliographic skills, including knowledge of and experience in online searching of veterinary literature.
- Ability to analyse complex problems and produce clear, well-argued, practical solutions.
- Ability to work under pressure for long periods.

Line relationships

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

Roles and responsibilities

- Manage the collection of epidemiological data needed to:
 - determine the extent and pattern of infection in the outbreak
 - determine the possible source, method and date of introduction of infection
 - determine the possible mechanisms by which the disease may spread
 - provide epidemiological information required by the SDCHQ planning manager for daily reporting and assessment of the disease situation.
- Provide continuing assessment of the probability of the spread of the infection from IPs.
- Develop methods to detect disease spread, such as surveys, and to prove freedom from disease.
- Provide technical advice on the disease and its eradication to the SDCHQ planning manager and to SDCHQ and LDCC staff.

Duties

- Instigate a literature search/review for recent relevant research about the disease, and establish systems to collate this technical data and disseminate it to SDCHQ and LDCC staff.
- Ensure that appropriate systems are implemented to collect and analyse the information needed for SDCHQ staff to manage the eradication campaign.
- Provide continuing epidemiological assessment of the extent and nature of the outbreak.
- Provide continuing assessment of the probability of spread of the disease from initial foci of infection, and advise on priorities for disease control activities.
- Provide technical advice and briefings to the CVO, the SDCHQ planning manager and SDCHQ staff, including:
 - summary reports on the outbreak situation
 - advice on options for methods to control the disease, including vaccination
 - advice on options for the disposal of stock and other products, including risks of marketing of products
 - recommendations for the release of quarantine.
- Plan the requirements for state-wide disease monitoring and surveillance.
- Establish contact with wildlife officers to determine the significance of wild animals and other animal populations.
- Establish contact with the Bureau of Meteorology to determine which climatic conditions may be significant in the spread of the disease.
- Prepare epidemiology situation reports for the SDCHQ planning manager and assist in the preparation of reports on disease aspects for CCEAD.
- Plan and monitor the program to allow restocking of premises and prove freedom from disease at the end of the campaign.

SRD-P6 Wild animal control coordinator

Skills

- Senior officer experienced in vertebrate pest control, with a balanced knowledge of the scientific, political, legal, conservation and management aspects of wild animal control operations.
- Good communication skills and the ability to communicate with other government departments, particularly wildlife agencies, and with conservation groups.
- Ability to work under pressure for long periods.

Line relationships

- Directly responsible to the SDCHQ planning manager. Must liaise closely with other SDCHQ section leaders, particularly the epidemiologist and public relations manager.
- Must liaise closely with LDCC wild animal control and surveillance coordinator.

Roles and responsibilities

- Liaise with the SDCHQ epidemiologist to determine the role that wild animals could play in disease spread.
- Establish and manages a wild animal control and surveillance operation in conjunction with the operations manager.
- Monitor the progress of the wild animal control and disease surveillance operation.
- Establish effective liaison with wildlife and conservation agencies, and forestry and other agencies.

Duties

- Be fully familiar with the **Wild Animal Response Strategy** and the disease strategy for the disease involved.
- Liaise with the SDCHQ epidemiologist to establish the at-risk wild animal species in the RA and CA.
- Consult current feral and wild animal distribution maps and local control officers to determine whether susceptible wild animals are present or have access to the IP.
- Refer to the wild animal control skills register and select and alert key staff for wild animal operations.
- Identify a wildlife biologist with experience in population reduction and surveys of the target species to liaise with and advise the LDCC wild animal control and surveillance coordinator.
- Oversee the development of plans for wild animal control and disease surveillance operations.
- Monitor the progress of these operations.

- Obtain appropriate maps and aerial photographs of the area.
- Liaise with the legal officer to accurately determine the powers of field teams, and the provisions of legislation that may affect wild animal operations.
- Regularly summarise information from the LDCC wild animal control and surveillance coordinator on the strategy and progress of wild animal control operations.
- Provide a current map of wild animal control operations to the mapping unit and provide an estimate of costs to the SDCHQ logistics manager.
- Regularly liaise with the SDCHQ public relations manager to provide accurate and non-emotive information for media releases.
- Forecast resource needs for the unit to the manager of the section.
- Advise the SDCHQ planning manager on issues relevant to wild animal control, such as conservation, environmental impact, sensitivity, forestry, Aboriginal lands and national defence, and regularly liaise with the appropriate government departments on these matters.

SRD-P7 Risk enterprise officers

Skills

- Extensive knowledge of the industry involved in the outbreak.
- Well-developed local knowledge of the affected industry.
- Extensive local contacts with the affected industry.
- Well-developed communication and negotiation skills.

Line relationships

- Responsible to the SDCHQ planning manager.
- Must liaise closely with the industry liaison coordinator at the SDCHQ and the state industry and its organisations.

Roles and responsibilities

- Advise on the nature of the state industry to assist with disease risk assessment.
- Help develop and implement plans for disease eradication/control.
- Advise on the economic and other consequences of proposed actions.

Duties

- Be familiar with the control/eradication strategies in the AUSVETPLAN disease strategy for the disease involved, and with the relevant AUSVETPLAN enterprise manual.
- Assist with the risk assessment by preparing comprehensive advice on the affected local industry for the SDCHQ planning manager. This should include advice on the industry's size, distribution, sources of supply, marketing practices (including byproducts), industry organisations and all other factors that might affect the eradication/control program.
- Advise the SDCHQ planning manager on the practicality and economic and other consequences of proposed eradication/control actions.
- Develop plans to handle potentially contaminated material, identifying steps to pick up, handle, process and transport the material to limit the spread of infection.
- Liaise with state industry contacts to develop and implement these plans.
- Prepare written recommendations and plans as required.

Note: The specific qualifications and duties of risk enterprise officers will vary according to the disease and industry involved. Risk enterprise officers could be needed for the following industries:

- poultry
- pigs
- feedlots and saleyards
- dairy and artificial breeding centres

- abattoirs
- deer and confined wildlife
- horses (thoroughbreds, harness, pony club, etc).

SRD-P8 Animal welfare coordinator

Skills

- A veterinarian or senior authorised animal welfare inspector with broad experience and knowledge of animal welfare.
- Excellent understanding of animal welfare standards and contemporary animal welfare issues, especially those relevant to livestock production.
- Good understanding of EAD response plans and procedures.
- Well-developed interpersonal, communication and negotiation skills.

Line relationships

- Reports to the SDCHQ planning manager, providing key technical support to SDCHQ operations.
- Consults and liaises closely with the SDCHQ industry liaison coordinator and SDCHQ public relations manager.
- Consults and liaises with the SDCHQ operations manager as required.
- Liaises and provides support to the LDCC animal welfare officer.
- If circumstances warrant, may report directly to the CVO regarding a particular animal welfare issue.
- Has no operational role and does not manage any staff unless they are involved solely in animal welfare activities.

Roles and responsibilities

- Provide support to the LDCC animal welfare officer as required, including input to the Animal Welfare Panel at the LDCC.
- Monitor potential adverse animal welfare situations within the CA and prepare plans for remedial action as necessary.
- Provide an ongoing assessment of animal welfare priorities within the CA and recommend appropriate action, taking into account requirements for disease eradication and control.
- Provide advice and guidance to the CVO and managers on animal welfare matters, including the consequences of actions proposed for eradication and control purposes.
- Assist with media inquiries about animal welfare.
- Liaise with relevant organisations and personnel within the state or territory and interstate, as appropriate.

Duties

- Provide advice and guidance on animal welfare matters, as part of the technical specialist support group.
- Establish a system for receiving, classifying and evaluating field information. This may include information obtained from:

- ANEMIS forms
- field teams
- reports from property owners
- contact with local industry
- meteorological forecasts
- reports from the public.
- Collate and assess relevant information about premises outside the RA, identifying premises of high risk for animal welfare.
- Monitor high-risk animal welfare premises outside the RA.
- In close consultation with the SDCHQ industry liaison officer, epidemiologist, infected premises operations manager and movement controls and permits coordinator, recommend any supervised movements of animals and/or vehicles to address potential animal welfare issues.
- Advise the SDCHQ planning manager promptly of any significant facts, observations, trends or predictions about animal welfare issues.
- Maintain contact with the SDCHQ wild animal control coordinator, and provide advice and guidance on any animal welfare issues related to wildlife.
- Liaise with animal welfare organisations, as appropriate.
- Provide daily animal welfare situation reports to the SDCHQ planning manager.
- Contribute to media releases and newsletters, as required.

SRD-P9 Industry liaison coordinator

Skills

- 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 the emergency management arrangements in AUSVETPLAN.
- Extensive knowledge of the state-wide structure and operations of the relevant livestock industry, and familiarity with many of its key representatives.
- Recognition by industry as a credible contact.

Line relationships

- Liaises with representatives of affected industries.
- Liaises with the SDCHQ public relations manager and other SDCHQ section heads.
- Liaises with LDCC industry liaison officers.
- Reports to the SDCHQ planning manager.

Roles and responsibilities

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

Duties

- Advise on the practicality and economic and other consequences of proposed disease control actions.
- Advise on plans for handling potentially contaminated products, including steps to pick up, transport, process and distribute this material and limit the spread of any infection.

- In conjunction with the public relations unit, prepare and disseminate information about the disease and campaign to industry groups and members.
- Invite the participation of or appoint industry liaison officers to create effective industry liaison.
- Assist with the risk assessment by compiling comprehensive information and advice on the affected industries, including their size, distribution, sources of supply, marketing practices, industry organisations and all other factors that may affect the eradication/control program.
- Develop and maintain industry contact lists (name, position, address, phone, fax).
- Consult with industry contacts about the policies, strategies and progress of the campaign. Evaluate and summarise this feedback.
- Thoroughly brief new and relief staff before they begin duty.
- Forecast resource needs for the unit to the manager of the section.

SRD-P10 Legal coordinator

Skills

- A senior government legal officer with detailed knowledge of relevant state/territory legislation.

Line relationships

- Reports to the planning manager.
- Responsible for legal officers in the SDCHQ and the LDCCs.
- Advises the SDCHQ director and CVO on all legal aspects of the campaign.
- Liaises with SDCHQ section heads as required.

Roles and responsibilities

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

Duties

- Ensure that the relevant stock or emergency diseases legislation applies to the disease involved. If not, and on instruction from the CVO, arrange for it to apply.
- Check whether each LDCC controller and key LDCC and SDCHQ section leaders have appropriate delegated powers. If not, arrange for this.
- On instruction from the CVO, draft orders for signature by an approved person relating to:
 - IPs, DCPs, RAs and CAs
 - destruction orders
 - appointment of inspectors and valuers
 - powers of inspectors
 - compensation claims
 - interstate border movement controls
 - delegations.
- Keep in contact with developments during the campaign, anticipate new orders, notices, etc that might be required, and advise the SDCHQ planning manager accordingly.
- Arrange for necessary gazettal and public advertisement of orders, notices, etc.
- Provide legal advice on strategies and operations. Advise the planning manager promptly if any legal anomalies come to notice during operations.

- Advise on the confidential handling of sensitive information, and advise the director promptly if any problems are detected.
- On request, advise SDCHQ officers, the SDCHQ director, the CVO, the executive and the minister about any other legal matters.
- Maintain a log of orders, notices, etc and the time and date on which they came into effect.
- Maintain a list of officers (on duty and on call) who are authorised to exercise various powers under the relevant legislation.
- Forecast resource needs for the unit to the manager of the section.
- Thoroughly brief new and relief staff before they begin duty.
- Brief the relieving coordinator before going off duty.

SRD-P11 Relief and recovery liaison officer

Skills

- Understanding of the technical nature of the response.
- Ability to analyse the effect of the technical response on the cooperation and support of affected communities.

Line relationships

- Reports to the planning manager/officer.
- Liaises with LDCC relief and recovery officers.
- Liaises with the resources officer.
- Liaises closely with operations units to ensure currency of information.

Roles and responsibilities

- Ensure that those affected by the EAD response are managed appropriately by response staff and are given necessary assistance to help ensure total community support for the response.
- Ensure that the response is in proportion to the emergency and that short-term and long-term recovery of the community is improved by the response (that is, the response 'builds in' recovery).

Duties

- Review the EAD response plan and incident action plans to ensure that relief and recovery activities are incorporated.
- Liaise with the LDCC relief and recovery officers and the SDCHQ situation officer and operations manager to identify properties that have been affected by the emergency and that may need immediate relief.
- Facilitate activation of state-wide relief and recovery agencies where required.
- Ensure that local businesses are used in the recovery.
- Ensure that those whose businesses are affected are aware of opportunities to assist in the response.
- Where necessary, provide immediate individual assistance to those affected.
- Consult at the state/territory level to encourage a cooperative approach to relief and recovery.

SRD-P12 Economic analysis officer

Skills

- Expertise in agricultural economics, economic modelling and accessing relevant resources.
- Experience in working with rural enterprises.
- Ability to think laterally and understand the structure of an EAD response.

Line relationships

- Reports to the SDCHQ planning manager.
- Liaises with economic services units in the jurisdiction.
- Liaises with the Australian Bureau of Agricultural and Resource Economics.

Roles and responsibilities

- Report on the likely economic impact of the EAD and the response.
- Advise on disease control options from an economic point of view.

Duties

- Access published reports on previous economic models for the EAD involved.
- Determine the economic value of at-risk animal populations and of the industries that will be affected in the EAD response.
- Liaise with the resource planning unit to predict future operational costs.
- Study the economic impact of the disease and the response on regional communities.
- Produce reports for the planning manager to ensure that economic issues are appropriately considered in the response, including reports that will be requested by the National Management Group.

SRD-O1 Operations manager

Skills

- Extensive experience in disease control 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.

Line relationships

- Reports to the SDCHQ director.
- Responsible for all staff appointed to the Operations Section.
- Liaises with other SDCHQ managers and with LDCC operations managers.
- Liaises with regional management over the provision of veterinary, technical and regulatory support.
- Liaises with field and laboratory staff about tracing, surveillance and vaccination operations.
- Liaises with the police and other state authorities and with industry contacts about movement controls.
- Liaises with counterparts in other states about interstate tracings and movement controls.

Roles and responsibilities

- Manage campaign activities outside the areas under the control of the LDCCs, 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 director, where appropriate, to implement the control program.
- Responsible for mapping and ANEMIS at the SDCHQ.
- Consult with the SDCHQ laboratory liaison officer to ensure laboratory capacity to test samples collected during surveillance activities.
- Act as SDCHQ director or CVO as required.

Duties

- Be fully familiar with the relevant AUSVETPLAN disease strategy.
- Define the boundaries of the CA and the restrictions applying therein.

- Determine and implement actions such as quarantine, testing, laboratory submission and surveillance for all premises traced, and provisionally classify them as infected, dangerous contact, suspect or clear.
- Liaise with other states/territories on interstate movement controls.
- Where appropriate, implement ANEMIS for use in tracing and surveillance activities in the SDCHQ.
- Determine, in consultation with the SDCHQ planning manager, the requirements for disease monitoring and surveillance outside the RA.
- Advise the SDCHQ director promptly of any significant findings from tracing and surveillance.
- Arrange for the distribution of instructions and forms to all people responsible for implementing tracing, surveillance and movement controls.
- Determine resource requirements for the section. Oversee areas of responsibility and workloads for all staff. Ensure that actions are not duplicated or overlooked, and that there are no demarcation problems. Engage or redeploy staff as required to resolve problems. Develop staff rosters to ensure that the section is neither understaffed nor overstaffed at any time. Ensure that the physical needs of the section and its staff are met.
- Provide reports and briefings to the SDCHQ director and CVO as required.
- Thoroughly brief new and relief staff before they begin duty.
- Familiarise the relieving manager with the current situation before going off duty.

Vaccination

The duties below may be delegated to a vaccination manager. For details of the role description for a vaccination manager, see the equivalent LDCC position (LRD-OF5).

- Liaise with the SDCHQ planning section about vaccination policy.
- Appoint the vaccination coordinator once a decision to vaccinate is made.
- Coordinate vaccination operations outside the RA.
- Determine operational vaccination priorities and resources required.
- Assign vaccination tasks to appropriate regional staff.
- Advise vaccination teams on vaccine supply, storage, transport, handling, reconstitution, administration and disposal.
- Monitor progress of vaccination, and ensure that all tasks are completed in a timely and effective manner.
- Forecast resource needs for the unit to the planning officer or planning manager.

SRD-02 Laboratory liaison officer

The SDCHQ laboratory liaison officer must have completed a dangerous goods training course (with IATA accreditation) approved by the Civil Aviation Safety Authority.

Skills

- Broad experience in the control and eradication of animal diseases.
- Good knowledge of the structure and operations of an SDCHQ and field operations.
- Understanding of laboratory operations, systems and processes.
- Good communication and negotiation skills.
- Good knowledge of data processing.

Line relationships

- Reports to the operations manager.
- Liaises closely with LDCC laboratory liaison officers, SDCHQ surveillance and tracing coordinators, and the SDCHQ planning manager, epidemiologist and technical specialists.
- Liaises with laboratories processing material sent from the LDCCs and the SDCHQ.

Roles and responsibilities

- Ensure that procedures are in place for the collection and submission of laboratory samples from within the RA (oversighting the laboratory liaison officer there) and from within the CA.

Duties

- Liaise with laboratories to facilitate testing of samples in accordance with directions of the CVO.
- Collect and organise information associated with laboratory processing of samples.
- Ensure that laboratory results are processed and brought to the attention of the appropriate people.
- Ensure that laboratory results are handled in accordance with legal and other requirements.

SRD-O3 Tracing coordinator

Skills

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

Line relationships

- Responsible to the SDCHQ operations manager.
- Responsible for functional activities of assigned tracing contact officers and administrative and clerical officers.
- Liaises with the LDCC tracing coordinators.

Roles and responsibilities

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

Duties

- Develop tracing programs and coordinate operations outside the area controlled by the LDCCs.
- Receive tracing information from LDCC and 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 staff.
- Advise nominated interstate contacts of relevant movement reports and other tracing information.
- Advise the nominated Australian Government contact about movement reports of livestock or products leaving or entering Australia.
- Advise the operations manager of completed traces.
- Ensure that completed traces are entered into the ANEMIS tracing module.
- Monitor progress of tracing, and ensure that all tasks are completed in a timely and accurate manner.

- Maintain records (diary, log, files, activities board) of tracing activities.
- Forecast resource needs for the unit to the manager of the section.

SRD-O4 Surveillance coordinator

Skills

- Broad knowledge of agriculture and good knowledge of the local livestock industries involved, emergency diseases and disease control principles.
- Good oral and written communication skills, especially the ability to brief and debrief staff.
- Ability to supervise and direct staff and to delegate tasks.
- Ability to plan and organise substantial workloads and assign priorities to tasks.
- Good knowledge of manual and electronic information systems, and good working knowledge of ANEMIS.

Relationships

- Responsible to the SDCHQ operations manager.
- Responsible for all staff assigned to surveillance.
- Liaises closely with the epidemiologists and the LDCC surveillance coordinators.

Role and responsibilities

- Identify, plan and coordinate all surveillance activities within the state/territory, other than in the areas under the control of LDCCs.
- Maintain accurate case records, property files, property indexes, staff lists and staff movement registers using manual and/or computerised systems.
- Provide accurate and timely summary and progress reports.

Duties

- Develop surveillance programs and coordinate operations outside the RA.
- Assign surveillance tasks to appropriate regional staff.
- Brief assigned staff on their tasks. Ensure that procedures, especially legal, decontamination and reporting requirements, are clearly understood and followed (see the LDCC surveillance coordinator role description, LRD-OV4).
- Advise surveillance officers, based on advice from the Planning Section, on the range of clinical signs that may occur; surveillance methods and frequency; stock examination methods and numbers to be examined; specimen collection methods, including type, number and size of samples required; and specimen handling, packaging (including paperwork) and transport.
- Monitor progress of surveillance, and ensure that all tasks are completed in a timely and effective manner.
- Debrief field staff and ensure that their reports are complete, clear and accurate.
- Maintain records (diary, log, files, activities board) of surveillance activities.
- Forecast resource needs for the unit to the manager of the section.

SRD-05 Movement controls and permits coordinator

The SDCHQ movement controls and permits coordinator will be an inspector of stock.

Skills

- Expertise in the application of animal disease control legislation, with a sound understanding of the special legislative provisions for emergency diseases.
- Understanding of the epidemiological principles of disease control.
- Good understanding of usual movements of livestock, products, waste and people associated with the relevant industries.
- Ability to communicate frequently and effectively with SDCHQ and LDCC staff and liaison officers, especially police and industry representatives.
- Ability to maintain clear maps and charts, prepare reports and make recommendations.
- Ability to manage large amounts of information and manage several tasks simultaneously.
- Ability to brief and debrief staff.

Line relationships

- Responsible to the LDCC operations manager.
- Responsible for the technical and administrative staff of the movement controls and permits unit.
- Must liaise closely with the restricted area movement and security manager at each LDCC.
- Must liaise with police and industry contacts and other state/territory authorities to implement movement controls.
- Liaises with the legal coordinator on validity of permits and authorisation of officers.
- Liaises with the mapping officer to display security points.
- Liaises with the SDCHQ public relations manager to ensure that movement controls and permit systems are publicised and understood.

Roles and responsibilities

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

Duties

- Be familiar with the relevant AUSVETPLAN disease strategy.

- Confirm the details and legislative basis for all movement controls to be applied throughout the state/territory.
- Determine any restrictions that have been applied by other states, territories or countries.
- Advise LDCCs of movement controls to operate in the RA and CA.
- Implement permit systems for intrastate and interstate movements.
- Advise other departmental staff of movement controls that apply throughout the state/territory.
- Arrange for the transmission of maps, instructions and forms to all those responsible for implementing movement controls.
- Determine resource requirements for the movement controls and permits unit.
- Prepare advice, for distribution through the SDCHQ and LDCC public relations units and industry liaison officers, on movement controls and permit systems that are in place.
- Ensure that all officers and agencies know how the systems are to operate and who is authorised to issue permits.
- Prepare situation reports daily or as required by the SDCHQ operations manager.
- Recommend changes to movement control requirements and their management.
- Forecast resource needs for the unit to the manager of the section.

SRD-O6 Mapping officer

Skills

- Good local knowledge of the state, including roads, rivers, Crown land, national parks and intrastate boundaries.
- Experience in reading maps and accurately recording property information.
- Ability to produce electronic copies of appropriate maps and other relevant information.
- Ability to use GIS and mapping software packages.

Line relationships

- Responsible to the SDCHQ operations manager.
- Liaises with the planning officer, the surveillance coordinator and the LDCC mapping officers.

Roles and responsibilities

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

Duties

- Obtain suitable maps, mount using pins or Velcro and cover with plastic overlays, or use digital maps where available.
- Develop a system to display and identify information on a master map.
- Display on the master map:
 - boundaries of the RA and CA
 - SPs and risk enterprises within the CA
 - the location of key regional and emergency services resources
 - the code key.
- Update the information on the master map as soon as new information comes to hand.

SRD-07 ANEMIS officer

Skills

- Comprehensive knowledge of and experience in the operation of the ANEMIS system, which is described in the **ANEMIS Manual**.
- Good communication skills.
- Good supervisory skills.

Line relationships

- Responsible to the SDCHQ operations manager.

Roles and responsibilities

- Oversee the establishment and monitor the effective operation of the ANEMIS system.

Duties

- Ensure that the complete ANEMIS system is available and operational, and identify personnel and other resources required to operate the system.
- Allocate ANEMIS security levels to personnel, in consultation with the operations manager and as required by the SDCHQ director.
- Brief personnel on the operation of the ANEMIS system.
- Oversee the processing and validation of field data into ANEMIS by data entry personnel.
- Oversee the ANEMIS system in the SDCHQ operations section, including the daily generation of ANEMIS 1 forms for all premises outside the RA due for surveillance.
- Monitor the performance of ANEMIS, solving problems where they occur.
- Ensure that the information entered into ANEMIS is accurate and logical.
- Ensure the efficient flow and storage of information within other SDCHQ sections as required.
- Maintain accurate case records and property files where necessary, and ensure that the central file has originals of all records held in the operations section file.
- Provide completed daily situation reports to the operations manager.
- Advise the operations manager of resources required for the next 48 hours.
- Brief the relieving officer before going off duty.

SRD-L1 Logistics manager

Skills

- Familiarity with state/territory emergency management plans and the department's administrative systems.
- Highly developed interpersonal, communication and negotiation skills.
- Proven leadership qualities, including the ability to delegate effectively.
- Ability to analyse complex problems and produce practical solutions with clear priorities.
- Ability to work under pressure for long periods.
- Broad knowledge of the department's operations and structures, and detailed knowledge of its animal health services and EAD response operations.

Line relationships

- Reports to the SDCHQ director.
- Responsible for all staff in the Logistics Section, and support staff in all other sections.
- Responsible for liaison with emergency services liaison officers.
- Liaises closely with other department managers and officers, with other SDCHQ section managers, and with LDCC logistics managers.
- Liaises with external suppliers and emergency services as required.

Roles and responsibilities

- In conjunction with planning, advise the SDCHQ director of resource requirements for the campaign.
- Ensure the smooth day-to-day operation of the SDCHQ, leaving the director free to manage the overall campaign.
- Oversee the state-wide administrative functions of the campaign through the Logistics Section and the department's normal head office and regional administrative structures.
- Act as a focus for liaison with emergency services agencies, ensuring effective support for campaign activities.
- Assist the SDCHQ director, where appropriate, to implement the control program, and help to develop plans.
- 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 acted upon promptly.

Duties

Note: Some of these duties may be delegated to other officers.

- Assist the SDCHQ director to establish the SDCHQ, ensuring that all necessary equipment and systems are in place and that staff are available. The

facilities manager also has a role in getting some support in place and maintaining it.

- Manage the day-to-day operations of the SDCHQ, especially in relation to staffing and other resources, communications, and information flow and display.
- Advise the LDCC logistics managers of the names, positions, telephone numbers and fax numbers of all key SDCHQ staff.
- Establish appropriate administrative systems within the SDCHQ and oversee the establishment and operation of compatible systems in the LDCCs.
- 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 the SDCHQ with the public relations manager.
- Provide reports and briefings to the SDCHQ director as required.
- Determine resource requirements for the section. Oversee areas of responsibility and workloads for all staff. Ensure that actions are not duplicated or overlooked, and that there are no demarcation problems. Engage or redeploy staff as required to resolve problems. Develop staff rosters to ensure that the section is neither understaffed nor overstaffed at any time. Ensure that the physical needs of the section and its staff are met.
- Liaise with senior departmental administration officers to implement and modify administrative procedures as required during the campaign, and as the operation reduces in intensity.
- Ensure prompt payment of compensation claims.
- Handle unusual duties as they arise, acting as a troubleshooter to ensure the smooth operation of the SDCHQ.
- Prepare expenditure information for CCEAD and the National Management Group.
- Forecast resource needs for the unit to the planning officer or planning manager.
- Brief the relieving manager before going off duty.

SRD-L2 Facilities manager

Skills

- Ability to exercise initiative, determine priorities and work as part of the Logistics Section.
- Well-developed interpersonal and communication skills.
- Familiarity with procedures for engaging contractors and hiring or leasing equipment.
- Ability to work in a stressful environment.
- Knowledge of building infrastructure and supporting systems.

Line relationships

- Reports to the SDCHQ logistics manager.
- Liaises with the logistics manager, other section managers and unit managers to ensure that the SDCHQ meets their operational requirements.

Roles and responsibilities

- Ensure that the facilities meet the needs of SDCHQ personnel.

Duties

- Organise the provision of facilities, equipment, furniture, etc to ensure smooth operation of the SDCHQ building.
- Manage the facilities that support the operation of the SDCHQ building and associated activities, such as cleaning, security, waste and traffic management, and maintenance.
- Monitor the adequacy of standards of those providing services to the SDCHQ.
- Forecast resource needs for the unit to the planning officer or planning manager.
- Liaise with facilities contractors.

SRD-L3 Induction officer

Skills

- Awareness and knowledge of the disease involved.
- Knowledge of EAD eradication principles.
- Well-developed communication skills.

Line relationships

- Responsible to the SDCHQ logistics manager.
- Must liaise closely with the SDCHQ public relations manager, personnel coordinator and administration manager.

Roles and responsibilities

- Brief or arrange the briefing of incoming staff on the nature of the outbreak and on the progress of the eradication/control campaign.
- Advise staff who are involved in field activities of disease control operational procedures.

Duties

- Ensure that all incoming staff are briefed on the structure of the taskforce, their role in the operation and to whom they report. Provide copies of role descriptions and AUSVETPLAN manuals as required.
- Advise staff on and provide standing operating procedures for the SDCHQ. Explain the information management system and which reporting forms are to be used. Ensure that staff are familiar with the layout of the centre.
- Liaise with the SDCHQ planning manager and public relations manager to prepare technical material on the disease involved and the strategy for the EAD response.
- Present videos appropriate to the disease.
- Assist section managers to train staff in information management.
- Forecast resource needs for the unit to the planning officer or planning manager.

SRD-LA1 Administration manager

Skills

- Extensive experience in the department's administrative systems and procedures.
- Working knowledge of the special administrative requirements of AUSVETPLAN.
- Sound knowledge of the human and physical administrative resources available within the department and from other sources, and the procedures for obtaining them.
- Experience in the use of computers and communications technology.
- Highly developed leadership and communication skills.
- Ability to manage the administrative function state-wide, and statutory administrative procedures.
- Ability to work under pressure for long periods.

Line relationships

- Responsible to the SDCHQ logistics manager.
- Must liaise closely with the department's manager of administrative services, SDCHQ section managers and LDCC administration managers.
- Consults with the SDCHQ personnel coordinator about meeting needs for administrative resources in all centres.
- Liaises with external suppliers and emergency services agencies as required.

Roles and responsibilities

- Manage administrative functions state-wide. Directly responsible for administrative functions in the SDCHQ, through the department's normal channels for the function (as it relates to the outbreak), and for liaison with LDCC administration managers about administrative functions at the LDCCs.
- Liaise with the department's manager of administrative services to implement and modify administrative procedures as required during the campaign.

Duties

- On direction of the SDCHQ logistics manager, organise the establishment of the SDCHQ, ensuring that all necessary office and communications systems are in place and that staff are available, thoroughly briefed and prepared to work beyond normal hours.
- Establish contact with each LDCC administration manager, and advise each other of telephone and fax numbers for priority access.
- Determine urgent SDCHQ and LDCC administrative and clerical requirements.
- Appoint personnel to key administrative positions.

- Negotiate with executive management to arrange delegation of authority for employment of contractors, employment of casual labour, procurement and use of vehicles and equipment, purchase of stores, and expenditure on general operations.
- Negotiate with the departmental manager of administrative services to modify normal procedures, including financial arrangements, where necessary. Liaison with the department's legal section may be necessary to achieve any modification.
- Implement systems to ensure that the content and frequency of reports on expenditure are in accordance with Treasury regulations, satisfy reporting and auditing requirements of the Australian Government and the state or territory, and provide effective monitoring.
- Implement procedures to satisfy legal and industrial requirements for the payment of overtime and allowances and the employment of casual labour.
- Oversee the operation of all administrative functions during the campaign.
- Develop staff rosters to ensure that administrative tasks are completed and that staff receive sufficient rest.
- Advise the SDCHQ personnel coordinator of resource requirements for the next 48 hours.
- Forecast resource needs for the unit to the planning officer or planning manager.
- Brief the relieving manager before going off duty.

SRD-LA2 Receptionist

Skills

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

Line relationships

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

Roles and responsibilities

- Responsible for reception duties at the SDCHQ.
- Perform word processing and other general clerical and stenographic duties.
- Responsible for receiving, transferring and logging all incoming calls.

Duties

- Ensure that all approved visitors are welcomed, signed in, issued with approved identification, and attended to by relevant officers.
- Maintain a list of current SDCHQ taskforce members and extension numbers, and fax this list and any updates to LDCCs and any operational interstate SDCHQ.
- Ensure that appropriate STD telephone access and speed-dial facilities are available on all extensions.
- Program the outgoing fax machine with one-touch dial for key fax numbers, and ensure that group dial and FaxStream lists for key contacts are correct at the outset and are updated as required.
- Perform word processing, photocopying, faxing, filing and general clerical and stenographic duties as required and as time permits.
- In a suitable location (eg the amenities area), maintain a staff noticeboard that is regularly updated with notices of general interest, such as press clippings, social activities, community facilities and anecdotes.
- Brief the relieving receptionist before going off duty.

SRD-LA3 Personnel coordinator

Skills

- Extensive knowledge and experience with departmental personnel functions and instructions.
- Experience in the employment of casual staff.
- Good communication and supervisory skills.
- Knowledge of the state/territory workers' compensation system.

Line relationships

- Responsible to the SDCHQ administration manager.
- Responsible for staff working in the personnel section of the SDCHQ.
- Liaises with LDCC logistics managers and personnel officers, employment agencies, and the department's manager of personnel.

Roles and responsibilities

- Liaise with the SDCHQ logistics manager to provide required staffing levels.
- Oversee personnel and payroll functions for departmental staff.
- Oversee the recruitment, dismissal and payment of casual staff to ensure consistency between centres.
- Plan the efficient deployment of departmental staff resources.

Duties

- Implement a personnel system to register all departmental staff at the SDCHQ involved in the outbreak, including locations and fax numbers.
- Liaise with LDCC personnel officers to establish a registration system for recording hours of attendance of departmental and interstate personnel at LDCCs.
- Provide interstate agencies with relevant attendance record details for interstate personnel.
- Ensure that identification cards are provided to all personnel at the SDCHQ.
- Liaise with the SDCHQ logistics manager, and advise conditions and arrangements for the payment of overtime or other allowances, if any.
- Provide reports to the SDCHQ administration manager on hours/days departmental staff have worked, in order to facilitate allocation of time off and payment of overtime.
- Ensure that all departmental staff are paid appropriate incidentals and other allowances.
- Arrange for meals and, where necessary, accommodation for staff working in the SDCHQ.
- Oversee the employment of casual staff to ensure consistency between centres.

- Provide information on travel arrangements for staff deployed to LDCCs.
- Maintain records of staff deployed.
- Advise the SDCHQ resource officer and logistics manager if staffing requirements cannot be met from within the department.
- Coordinate assistance from interstate agencies.
- Forecast resource needs for the unit to the manager of the section.
- Brief the relieving coordinator before going off duty.

SRD-LA4 Finance officer

Skills

- Knowledge of the relevant sections of financial management legislation.
- Knowledge of jurisdictional financial management systems.
- Ability to exercise initiative, determine priorities and work as part of an administrative team.
- Well-developed interpersonal and communication skills.
- Keyboard skills would be an advantage.

Line relationships

- Responsible to the SDCHQ administration manager.
- Liaises with SDCHQ section and unit managers on financial matters related to SDCHQ operations, and with LDCC finance officers.

Roles and responsibilities

- Manage all financial and purchasing functions at the SDCHQ and define and oversee financial management policies and procedures used in LDCCs.

Duties

- Ensure that a financial management system is in place that meets response and agency needs.
- Ensure that standard operating procedures are documented for reference by staff in control centres.
- Ensure that sufficient financial management staff are trained.
- Monitor expenditure and provide financial reports as required to the SDCHQ administration manager.
- Ensure that running financial expenditure data is updated continually and available at short notice.
- Maintain appropriate financial databases.
- Prepare and process all purchase orders for the SDCHQ.
- Prepare and process all accounts for payment.
- Operate the advance account, including petty cash, incidental payments and urgent payments by offline manual cheque.
- Collate all the financial information necessary for jurisdictional and cost-sharing purposes.
- Brief the relieving officer before going off duty.

SRD-LA5 Stores coordinator

Skills

- Extensive knowledge and experience with the department's stores purchasing procedures and Treasury regulations.
- Ability to supervise a wide range of staff.
- Ability to maintain accurate records.

Line relationships

- Responsible to the SDCHQ administration manager.
- Responsible for staff located within the SDCHQ stores area, including other administrative and clerical staff and casual staff, such as drivers collecting or delivering stores.
- Liaises with LDCC stores officers on stores matters.

Roles and responsibilities

- Oversee the purchase, acquisition, storage and deployment of stores at LDCCs, IPs and DCPs during the EAD response, ensuring that this function complies with departmental procedures and Treasury regulations.
- Manage the stores purchase, acquisition, and deployment functions at the SDCHQ.
- Manage the purchase, acquisition, storage and deployment to LDCCs of stores that are not available from local sources.

Duties

- Establish and manage a stores requisition and purchase system at the SDCHQ.
- Liaise with LDCC stores officers to establish a standard stores requisition and purchase system at all LDCCs.
- Establish and oversee a stores control system for the issue and control of stores at the SDCHQ, LDCCs and IPs for the duration of the emergency.
- In conjunction with the SDCHQ administration manager, identify the initial SDCHQ stores requirements and arrange for the immediate purchase and delivery of these items.
- Where necessary, coordinate the delivery of stores to LDCCs, ensuring written acknowledgment of receipt.
- Ensure that normal departmental guidelines and procedures for stores ordering and purchasing are followed where possible. Where procedures have to be varied, obtain authorisation from the SDCHQ administration manager.
- Ensure the security of the stores held at the SDCHQ, usually by using a lock-up storeroom. If only a small area is available, use it to securely store items such as weapons, other dangerous equipment, and restricted drugs.
- Maintain accurate records of all stores purchased and their deployment.
- Forecast resource needs for the unit to the manager of the section.
- Brief the relieving coordinator before going off duty.

SRD-LA6 Transport coordinator

Skills

- Extensive knowledge of the operation of the department's transport system.
- Good communication and negotiation skills.
- Ability to maintain accurate records.

Line relationships

- Responsible to the SDCHQ administration manager.
- Responsible for staff involved in maintenance of the vehicle fleet.
- Liaises with all departmental staff requiring transportation, and with LDCC transport officers.

Roles and responsibilities

- Identify vehicles available in the department's vehicle fleet.
- Manage the deployment of vehicles during the campaign.
- Arrange for the hire of additional and special use vehicles as required.
- Arrange transport of personnel and equipment to LDCCs.

Duties

- Identify all departmental vehicles available for EAD response operations.
- Determine the details, including current location and availability, of the department's special-purpose vehicles, such as trucks and tractors.
- Determine the vehicle requirements for the response.
- Liaise with LDCC transport officers to determine whether additional vehicles are required from the departmental pool or from private hire companies.
- Procure additional vehicles for use in the response from departmental units in unaffected areas.
- Establish procedures for hiring additional vehicles where required, and ensure that vehicles are hired in accordance with departmental guidelines and Treasury regulations. Advise LDCC transport officers of these procedures.
- Coordinate and oversee the use of vehicles.
- Establish steps to ensure that all drivers have current drivers' licences and endorsed licences where required.
- Arrange the provision of buses and special-purpose vehicles where required (through emergency services).
- Arrange the cleaning, refuelling, maintenance and repair of vehicles at the SDCHQ.
- Ensure the provision of adequate parking and the security of parked vehicles at the SDCHQ.
- Ensure the availability and correct use of fuel (eg ShellCard) and repair authorisations. Have spare cards to replace any that are lost.

- Oversee the cleaning of cars before their return to original units.
- Forecast resource needs for the unit to the manager of the section.
- Brief the relieving coordinator before going off duty.

SRD-LA7 Registry officer

Skills

- Good knowledge of the department's registry system.
- Well-developed organisational skills.
- Good communication and supervisory skills.
- Ability to maintain accurate records and files.
- Experience in the use of equipment used in the registry.

Line relationships

- Responsible to the SDCHQ administration manager.
- Responsible for staff located in the registry.
- Liaises with all staff located at the SDCHQ on information requirements.
- Liaises with the operators of communications equipment at LDCCs.

Roles and responsibilities

- Manage the registry located at the SDCHQ to ensure efficient and effective recording and dissemination of information.
- Maintain close liaison with all section managers to ensure that their information needs are met.
- Maintain communication between the SDCHQ and LDCCs.

Duties

- Establish and maintain a file registry system at the SDCHQ.
- Ensure that original copies of all documents are appropriately filed.
- Liaise closely with other section leaders to identify their information needs.
- Establish an effective system for the provision of this information.
- Establish and implement a system to register all incoming and outgoing telephone, fax and mail communications.
- Ensure that incoming messages are quickly delivered to the appropriate personnel.
- Maintain effective liaison with operators of communications equipment at LDCCs to ensure quality of transmissions.
- Ensure that communications equipment is in good working order and is adequate for the needs of the SDCHQ. Report problems to service personnel.
- Brief the relieving officer before going off duty.

SRD-L4 Information services manager

Skills

- Ability to supervise and coordinate staff.
- Highly developed interpersonal and communication skills.
- Extensive knowledge and experience of computer hardware and software likely to be used in SDCHQ information systems, including ANEMIS.
- Demonstrated ability to diagnose and resolve computer hardware problems and establish electronic data communications.

Line relationships

- Responsible to the SDCHQ administration manager.
- Must liaise with the planning manager, operations manager, logistics manager, mapping officer and ANEMIS officer about computer and data storage needs.

Roles and responsibilities

- Manage the activities of the information technology support officer and the data management officer.
- Determine priorities in providing information technology support.
- Ensure that suitable and regular backup systems are in place.
- Ensure that staff are aware of OH&S issues associated with use of computer equipment.

Duties

- Institute and manage backup procedures, including offsite storage of data.
- Establish and advise on computer communications equipment, and ensure that data communications operate correctly.
- Coordinate assistance to SDCHQ staff in the use of software packages.
- Coordinate assistance with other information management systems as required.
- Supervise installation of and manage a local area network at the SDCHQ as required.
- Brief the relieving manager before going off duty.

SRD-L5 Information technology support officer

Skills

- Extensive knowledge and experience of computer hardware and software likely to be used in SDCHQ information systems, including ANEMIS.
- Demonstrated ability to diagnose and resolve computer hardware problems and establish electronic data communications.

Line relationships

- Responsible to the SDCHQ information services manager.
- Must liaise with the SDCHQ ANEMIS officer, LDCC information technology support officer and departmental computer services staff.

Roles and responsibilities

- Provide onsite computer support to ensure effective operation of SDCHQ information systems.
- To avoid loss of information, ensure that suitable and regular backup systems are in place.

Duties

- Install the ANEMIS system as detailed in the **ANEMIS Manual**.
- Institute and manage backup procedures to ensure minimal loss of data in case of malfunction. This should include offsite storage of data for backup purposes.
- Establish and advise on computer communications equipment, and ensure that data communications operate correctly.
- Install and manage a local area network at the SDCHQ as required.
- Brief the relieving officer before going off duty.

SRD-L6 Data management officer

Skills

- Extensive knowledge and experience in using spreadsheet and database packages.

Line relationships

- Responsible to the SDCHQ information services manager.
- Liaises with the SDCHQ logistics manager, planning manager, operations manager and ANEMIS officer.

Roles and responsibilities

- Establish and support SDCHQ databases to ensure that accurate information and reports are available.

Duties

- Install and maintain databases to provide reports as needed.
- Instruct data entry officers on use of databases other than ANEMIS.
- Assist SDCHQ staff in the use of database software packages.
- Assist with other SDCHQ information management systems as required.
- Brief the relieving officer before going off duty.

SRD-L7 Occupational health and safety manager

Skills

- Understanding of state/territory health and safety legislation and relevant supporting subplans.
- Good organisational and communication skills.
- Ability to maintain accurate records.
- Ability to undertake risk assessments as they relate to health and safety.

Line relationships

- Reports to the SDCHQ logistics manager.
- Liaises with regulatory agencies about health and safety matters.
- Liaises with SDCHQ managers and coordinators about health and safety matters.
- Liaises with the LDCC safety officer.

Roles and responsibilities

- Ensure that OH&S guidelines are followed.
- If accidents or other problems are reported, immediately notify the SDCHQ director.
- Establish systems to monitor compliance with health and safety requirements.
- Investigate noncompliance and accidents.

Duties

- Ensure that a suitable medical and evacuation plan is in place.
- Identify and report any unsafe or unhealthy practices to the relevant section or unit manager or coordinator.
- Review the incident action plan to ensure that proposed actions take health and safety into account.

SRD-L8 Emergency services liaison officer

Skills

- Full familiarity with the relevant state/territory emergency management plans.

Line relationships

- Responsible to the logistics manager.
- Liaises with LDCC logistics managers.
- Liaises with SDCHQ and LDCC emergency services and relief and recovery liaison representatives

Roles and responsibilities

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

Duties

- Ensure that other key organisations are notified about the outbreak and any disease control measures that might affect their operations.
- Invite key emergency services to appoint liaison representatives as required to most effectively cater for interagency liaison.
- Coordinate the acquisition of resources from emergency services.
- Collect and disseminate updated information on the disease and EAD response progress to emergency services.
- Consult with emergency services to obtain feedback from them about progress and any problems that have occurred or might arise. Evaluate this feedback and advise the logistics manager accordingly.
- Ensure that liaison representatives are provided with adequate work space, clerical support, communications facilities, stationery, meals, etc. They should be provided with an area out of, but near to, the operations area.
- Invite representatives of emergency services to briefings and debriefings.
- Ensure that all new or relief liaison officers are briefed before they begin duty, and that staff are debriefed at intervals and at the completion of their term of duty.

SRD-L9 Emergency services liaison representatives

Skills

- Extensive knowledge of the structure and operations of the agency they represent (which may be a functional area within an agency or government department).
- Authority to commit and direct the resources of the agency.
- Understanding of state/territory emergency management plans and relevant subplans and supporting plans.
- Understanding of animal health emergency operations.
- Good communication and negotiation skills.

Line relationships

- Liaise with SDCHQ section managers as required.
- Liaise with people in the emergency services agencies.
- Responsible to their own agency, but operate through the SDCHQ logistics manager.
- Report to their own agency.

Roles and responsibilities

- Act as the link between the SDCHQ and their own agency.

Duties

- Refer to their own agency's support plans.
- On request from the logistics manager or other authorised person, obtain resources or support from their own agency.
- Advise on the practicality, nature and terms of any request for resources.
- Advise when the resource will become available, and of any conditions or limitations.
- As required, provide regular reports to the logistics manager and to their own agency.
- Brief the relieving officer before going off duty.

Glossary

Activate	A process of deploying personnel to their roles
Alert phase	see <i>Stages of activation</i> .
ANEMIS	<i>Animal Health Emergency Information System</i> . A system for the collection, assimilation, actioning and dissemination of essential disease control information using paper documentation and a computer database.
Animal Health Committee	A committee comprising the CVOs of Australia and New Zealand, Australian state and territory CVOs, Animal Health Australia, and a CSIRO representative. The committee provides advice to PIMC on animal health matters, focusing on technical issues and regulatory policy (formerly called the Veterinary Committee). <i>See also</i> Primary Industries Ministerial Council (PIMC)
Animal products	Meat, meat products and other products of animal origin (eg eggs, milk) for human consumption or for use in animal feedstuff.
Australian Chief Veterinary Officer	The nominated senior veterinarian in the Australian Government Department of Agriculture, Fisheries and Forestry who manages international animal health commitments and the Australian Government's response to an animal disease outbreak. <i>See also</i> Chief veterinary officer
AUSVETPLAN	<i>Australian Veterinary Emergency Plan</i> . A series of technical response plans that describe the proposed Australian approach to an emergency animal disease incident. The documents provide guidance based on sound analysis, linking policy, strategies, implementation, coordination and emergency-management plans.
Chief veterinary officer (CVO)	The senior veterinarian of the animal health authority in each jurisdiction (national, state or territory) who has responsibility for animal disease control in that jurisdiction. <i>See also</i> Australian Chief Veterinary Officer
Compensation	The sum of money paid by government to an owner for stock that are destroyed and property that is compulsorily destroyed because of an emergency animal disease. <i>See also</i> Cost-sharing arrangements, Emergency Animal Disease Response Agreement

Consultative Committee on Emergency Animal Diseases (CCEAD)	A committee of state and territory CVOs, representatives of CSIRO Livestock Industries and the relevant industries, and chaired by the Australian CVO. CCEAD convenes and consults when there is an animal disease emergency due to the introduction of an emergency animal disease of livestock, or other serious epizootic of Australian origin.
Control area	A declared area in which the conditions applying are of lesser intensity than those in a restricted area (the limits of a control area and the conditions applying to it can be varied during an outbreak according to need).
Cost-sharing arrangements	Arrangements agreed between governments (national and states/territories) and livestock industries for sharing the costs of emergency animal disease responses. <i>See also</i> Compensation, Emergency Animal Disease Response Agreement
Dangerous contact animal	A susceptible animal that has been designated as being exposed to other infected animals or potentially infectious products following tracing and epidemiological investigation.
Dangerous contact premises	Premises that contain dangerous contact animals or other serious contacts.
Declared area	A defined tract of land that is subjected to disease control restrictions under emergency animal disease legislation. Types of declared areas include <i>restricted area, control area, infected premises, dangerous contact premises and suspect premises</i> .
Decontamination	Includes all stages of cleaning and disinfection.
Destroy (animals)	To slaughter animals humanely.
Disease agent	A general term for a transmissible organism or other factor that causes an infectious disease.
Disease Watch Hotline	24-hour freecall service for reporting suspected incidences of exotic diseases – 1800 675 888
Disinfectant	A chemical used to destroy disease agents outside a living animal.
Disinfection	The application, after thorough cleansing, of procedures intended to destroy the infectious or parasitic agents of animal diseases, including zoonoses; applies to premises, vehicles and different objects that may have been directly or indirectly contaminated.
Disposal	Sanitary removal of animal carcasses, animal products, materials and wastes by burial, burning or some other process so as to prevent the spread of disease.

Emergency animal disease	A disease that is (a) exotic to Australia or (b) a variant of an endemic disease or (c) a serious infectious disease of unknown or uncertain cause or (d) a severe outbreak of a known endemic disease, and that is considered to be of national significance with serious social or trade implications. <i>See also</i> Endemic animal disease, Exotic animal disease
Emergency Animal Disease Response Agreement	Agreement between the Australian and state/territory governments and livestock industries on the management of emergency animal disease responses. Provisions include funding mechanisms, the use of appropriately trained personnel and existing standards such as AUSVETPLAN. <i>See also</i> Compensation, Cost-sharing arrangements
Endemic animal disease	A disease affecting animals (which may include humans) that is known to occur in Australia. <i>See also</i> Emergency animal disease, Exotic animal disease
Enterprise	<i>See</i> Risk enterprise
Epidemiological investigation	An investigation to identify and qualify the risk factors associated with the disease. <i>See also</i> Veterinary investigation
Exotic animal disease	A disease affecting animals (which may include humans) that does not normally occur in Australia. <i>See also</i> Emergency animal disease, Endemic animal disease
Exotic fauna/feral animals	<i>See</i> Wild animals
Field veterinary officer	Veterinary officer with responsibility for activities within individual districts of a region.
In-contact animals	Animals that have had close contact with infected animals, such as non-infected animals in the same group as infected animals.
Incident action plan	A daily written plan against which situation reports are prepared by the LDCC controller.
Incubation period	The period that elapses between the introduction of the pathogen into the animal and the first clinical signs of the disease.
Infected premises	A defined area (which may be all or part of a property) in which an emergency disease exists or is believed to exist, or in which the infective agent of that emergency disease exists or is believed to exist. An infected premises is subject to quarantine served by notice and to eradication or control procedures.
Investigation phase	<i>See</i> Stages of activation.

Job card	A written list of tasks to be carried out by an individual <i>or group</i> as part of an emergency response.
Lead agency	The agency that controls the disease control operation, having special expertise and legal responsibility in that particular type of emergency. Also called lead combat agency.
Local disease control centre (LDCC)	An emergency operations centre responsible for the command and control of field operations in a defined area.
Logistics	The acquisition and management of resources.
Monitoring	Routine collection of data for assessing the health status of a population. <i>See also</i> Surveillance
Movement control	Restrictions placed on the movement of animals, people and other things to prevent the spread of disease.
National disease control taskforce	An established centre in Canberra, from which national disease control actions are directed and coordinated in an animal disease emergency.
National management group (NMG)	A group established to direct and coordinate an animal disease emergency. NMGs may include the chief executive officers of the Australian Government and state or territory governments where the emergency occurs, industry representatives, the Australian CVO (and chief medical officer, if applicable) and the chairman of Animal Health Australia.
Native wildlife	<i>See</i> Wild animals
OIE Terrestrial Code	<i>OIE Terrestrial Animal Health Code</i> . Reviewed annually at the OIE meeting in May and published on the internet at: http://www.oie.int/eng/normes/mcode/a_summry.htm
OIE Terrestrial Manual	<i>OIE Manual of Standards for Diagnostic Tests and Vaccines for Terrestrial Animals</i> . Describes standards for laboratory diagnostic tests and the production and control of biological products (principally vaccines). The current edition is published on the internet at: http://www.oie.int/eng/normes/mmanual/a_summry.htm
Operational phase	<i>See</i> Stages of activation.
Operational procedures	Detailed instructions for carrying out specific disease control activities, such as disposal, destruction, decontamination and valuation.
Owner	Person responsible for a premises (includes an agent of the owner, such as a manager or other controlling officer).

Premises	A tract of land including its buildings, or a separate farm or facility that is maintained by a single set of services and personnel.
Primary Industries Ministerial Council (PIMC)	The council of Australian national, state and territory and New Zealand ministers of agriculture that sets Australian and New Zealand agricultural policy (formerly the Agriculture and Resource Management Council of Australia and New Zealand). <i>See also</i> Animal Health Committee
Primary Industries Standing Committee	Standing committee of PIMC.
Quarantine	Legal restrictions imposed on a place or a tract of land by the serving of a notice limiting access or egress of specified animals, persons or things.
Rehabilitation	Process of adjustment to circumstances prevailing in the aftermath of an emergency disease outbreak.
Restricted area	A relatively small declared area (compared with a control area) around an infected premises that is subject to intense surveillance and movement controls.
Risk enterprise	A defined livestock or related enterprise, which is potentially a major source of infection for many other premises. Includes intensive piggeries, feedlots, abattoirs, knackeries, saleyards, calf scales, milk factories, tanneries, skin sheds, game meat establishments, cold stores, artificial insemination centres, veterinary laboratories and hospitals, road and rail freight depots, showgrounds, field days, weighbridges, garbage depots.
Senior veterinary officer	A government veterinary officer with regional or state-wide responsibilities for emergency disease management.
Sentinel animal	Animal of known health status that is monitored to detect the presence of a specific disease agent.
State or territory disease control headquarters	The emergency operations centre that directs the disease control operations to be undertaken in that state or territory.

Stages of activation	Investigation, alert, operational, stand-down.
- 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 or territory;
- Alert phase	exists when the CVO notifies the coordinator of the 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 the state emergency services that an animal disease emergency exists in the state;
- Stand-down	exists when the CVO notifies the coordinator of the state emergency services that an animal disease emergency no longer exists.
Support agency	An agency having a defined role to assist the lead agency to give effect to animal disease emergency-management plans.
Surveillance	A systematic program of investigation designed to establish the presence, extent of, or absence of a disease, or of infection or contamination with the causative organism. It includes the examination of animals for clinical signs, antibodies or the causative organism.
Survey	A program of investigation designed to establish the presence, extent of, or absence of disease.
Susceptible animals	Animals that can be infected with a particular disease.
Suspect animal	An animal that may have been exposed to an emergency disease such that its quarantine and intensive surveillance, but not pre-emptive slaughter, is warranted. <i>or</i> An animal not known to have been exposed to a disease agent but showing clinical signs requiring differential diagnosis.
Suspect premises	Temporary classification of premises containing suspect animals. After rapid resolution of the status of the suspect animal(s) contained on it, a suspect premises is reclassified either as an infected premises (and appropriate disease-control measures taken) or as free from disease.
Tracing	The process of locating animals, persons or other items that may be implicated in the spread of disease, so that appropriate action can be taken.
Vaccination	Inoculation of healthy individuals with weakened or attenuated strains of disease-causing agents to provide protection from disease.

Vaccine	Modified strains of disease-causing agents that, when inoculated, stimulate an immune response and provide protection from disease.
Vector	A living organism (frequently an arthropod) that transmits an infectious agent from one host to another. A <i>biological</i> vector is one in which the infectious agent must develop or multiply before becoming infective to a recipient host. A <i>mechanical</i> vector is one that transmits an infectious agent from one host to another but is not essential to the life cycle of the agent.
Veterinary committee	The committee of chief veterinary officers of each state or territory and the Australian Government, plus the head of the Australian Animal Health Laboratory, Geelong, and others, that recommends national control strategies.
Veterinary investigation	An investigation of the diagnosis, pathology and epidemiology of the disease. <i>See also</i> Epidemiological investigation
Wild animals	
- native wildlife	Animals that are indigenous to Australia and may be susceptible to emergency animal diseases (eg bats, dingoes, marsupials).
- feral animals	Domestic animals that have become wild (eg cats, horses, pigs).
- exotic fauna	Nondomestic animal species that are not indigenous to Australia (eg foxes).
Zoonosis	A disease of animals that can be transmitted to humans.

Abbreviations

ANEMIS	Animal Health Emergency Information System
AUSVETPLAN	Australian Veterinary Emergency Plan
CA	control area
CCEAD	Consultative Committee on Emergency Animal Diseases
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CVO	chief veterinary officer
DCP	dangerous contact premises
EAD	emergency animal disease
GIS	geographic information system
IATA	International Air Transport Association
IP	infected premises
LDCC	local disease control centre
OH&S	occupational health and safety
OIE	World Organisation for Animal Health (Office International des Epizooties)
RA	restricted area
SDCHQ	state or territory disease control headquarters
SP	suspect premises

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