

## Chief Plant Health Manager

This job card outlines the responsibilities of the Chief Plant Health Manager (CPHM) during all phases of a response to an Emergency Plant Pest under the EPPRD.

This checklist is provided as a guide and does not contain every action that may be required in responding to an emergency/incident. The checklist is not in any particular order.

### Revision history

Version	Date issued	Amendment Details	
		Section(s)	Details
1.0	5 Dec 2013	All	Reformatted from Appendix 1 of PLANTPLAN (V1 Nov 2011). SPCHQ/LPCC changed to SCC/LCC, and Internal references to Appendices in PLANTPLAN removed.

## 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 PLANTPLAN strategies and procedures, with due consideration of the economic, commercial and social implications of all actions taken.
- Arrange for urgent plant health matters not connected with the incursion to be dealt with across the state/territory.
- Ensure that accurate and timely advice is provided to the minister, Consultative Committee on Emergency Plant Pests (CCEPP), the public, all departmental staff, emergency management agencies and industry.
- Assume the role of State Coordination Centre (SCC) Director in some emergency responses.

## Specific tasks through PLANTPLAN phases

### Investigation and Alert Phase

Initiate procedures to achieve confirmation of the Incident. Specific tasks include:

- Developing a strategy for the disease investigation.
- Appointing a SCC Director.
- Arranging the collection and submission of samples to the relevant laboratory.
- Meeting with senior staff to
  - define the Incident and confirm investigation response
  - assess the Incident to determine appropriate resource allocations.
- Ensuring the Incident is registered on an appropriate Information Management System.
- Briefing stakeholders as appropriate, including
  - Chief Executive Officer
  - Minister
  - Executive

- CPPO
  - property owner(s).
- Allocating resources and assigning a project code.
- Assessing legislative options and legal powers required to institute the controls seen as necessary.
- Planning for field activities.
- Maintaining a suitable response until the Incident is fully defined and categorised.
- Continuing to provide reports from diagnostic tests to senior management and minister.
- Providing advice, together with the plant health specialist(s), to senior management and minister on when the identity of the causal agent can be confirmed and at what point interim quarantine action should be considered.
- Seeking endorsement from CCEPP to proceed with the establishment of quarantine areas.
- Putting the SCC staff on standby.
- Putting the Local Control Centre (LCC) Controller on standby.
- Activating the SCC.
- Requesting a meeting of the CCEPP.
- Consulting with the Communications Manager in appointing an interim media spokesperson.
- Briefing industry, police, emergency services and local governments as well as those listed in the Investigation Phase to inform them that PLANTPLAN has entered the Alert Phase.
- Coordinating chemical control, including
  - advising the Manager of Chemical Standards (MCS) of the incursion and the requirement for emergency use of non-approved pesticides (if required)
  - providing the MCS with documentation on approved overseas use of actives, application rates and application methods, residues and any offsite issues
  - coordinating a submission to the APVMA including details of the pest alert, relevant overseas data on treatment, and the request for specific pesticide and specific pattern of use
  - negotiating directly with the APVMA to resolve outstanding issues and communicating proposed guidelines on control of use
  - under the guidance of the MCS developing the necessary approvals required by state/territory legislation and the associated audit requirements.
- Directing the SCC Director and LCC Controller to assess personnel and resources required should the response be elevated to the Operational Phase.
- Notifying the CPPO within 24 hours of confirmation of an EPP.
- Arranging preparation of a draft media release by the media unit.
- Ensuring the Incursion Incident Report is regularly updated.
- Providing regular reports to the CCEPP with all relevant information on the detection.
- Directing the Planning Manager to begin preparation of the Response Plan in accordance with the EPPRD.
- Ensure that professionally photographed images of the pest/disease/damage are taken.

## Operational Phase

If the presence of an EPP is confirmed and an EPP Response Plan approved, the CPHM will:

- Direct that the Operational Phase of PLANTPLAN be implemented.
- Advise the relevant minister's office and departmental executive management and arrange all necessary legislative matters to initiate the eradication campaign, including
  - invoking any necessary regulations
  - proclaiming a Restricted Area (RA) and/or a Control Area (CA)
  - invoking necessary funding arrangements through the treasury department.
- Arrange for supply of chemicals for use in the emergency response by liaising with
  - other states/territories (as necessary) to identify initial quantity of pesticide required
  - relevant companies to arrange import within specified timeframes
  - the Department of Agriculture to allow importation of the chemical.
- Ramp up control centres.
- Ensure state employment conditions are satisfied.
- Brief persons and organisations notified under previous phases to advise them that the Operational Phase has been entered and to discuss any further actions required of them.

## Stand Down Phase

The CPHM will consult with the SCC Director to arrange a debrief of all staff who worked in the SCC. Depending on the scale of the response, this may include senior Department Managers and/or LCC operational staff.