

## PART 2 Job cards

Job cards provide a written list of responsibilities for a specific role or function and describe the tasks to be carried out under that role or function during an EPP response. The following job cards are included in PLANTPLAN<sup>1</sup>:

- Consultative Committee on Emergency Plant Pests
- Industry Liaison functions
- Local Control Centre Controller
- National Management Group
- Scientific Advisory Panel
- State Coordination Centre Director

### Disclaimer and warranty

This publication is not legal or professional advice and should not be taken as a substitute for obtaining proper legal or other professional advice. This publication is not intended for use by any person who does not have appropriate expertise in the subject matter of the work. Before using this publication, you should read it in full, consider its effect and determine whether it is appropriate for your needs. This publication was created in December 2021. Laws, practices and regulations may have changed since that time. You should make your own inquiries as to the currency of any relevant laws, practices and regulations that may have changed since publication of this work.

No warranty is given as to the correctness of the information contained in this work, or of its suitability for use by you. To the fullest extent permitted by law, Plant Health Australia and the other contributing parties to the work:

- are not liable for any statement or opinion, or for any error or omission, contained in this work;
- disclaim all warranties with regard to the information contained in this work including, without limitation, all implied warranties of merchantability and fitness for a particular purpose; and
- are not liable for any direct, indirect, special or consequential losses or damages of any kind, or loss of profit, loss or corruption of data, business interruption or indirect costs, arising out of or in connection with the use of this work or the information contained in it, whether such loss or damage arises in contract, negligence, tort, under statute, or otherwise.

---

<sup>1</sup> Job cards are available individually from [planthealthaustralia.com.au/plantplan](http://planthealthaustralia.com.au/plantplan)

## Consultative Committee on Emergency Plant Pests

This job card outlines the roles and responsibilities of the Consultative Committee on Emergency Plant Pests (CCEPP) during all phases of a response to an Emergency Plant Pest (EPP) under the Emergency Plant Pest Response Deed (EPPRD). Specific details on the roles and responsibilities of individual CCEPP Representatives are also provided.

This document is provided as a guide and does not contain every action that may be required in responding to an Incident<sup>1</sup>. Information is not presented in any particular order. Capitalised words and terms (excluding names) are a reference to the defined words/terms within the EPPRD.

### Document revision history

Version	Date issued	Amendment Details	
		Section(s)	Details
1.0	22 May 2015	All	Developed by Job Cards Working Group. Approved by Job Cards Working Group 22 April 2015. Endorsed by Parties May 2015.
2.0	29 Nov 2016	All	Details relating to Transition to Management Phase and phased responses incorporated. Addition of CCEPP responsibility in respect of financial matters relating to a Response Plan and role of PHA in preparing NMG papers related to Cost Sharing of a Response Plan. Clarification of the role of the CCEPP in the development of national talking points. Minor editorial changes for clarity and consistency with PLANTPLAN. Endorsed by Parties November 2016.
2.1	30 Nov 2017	Investigation and alert phase; Operational phase	Update on talking points endorsement and clarification regarding Transition to Management, consistent with changes to PLANTPLAN. Endorsed by Parties November 2017.
2.2	26 Nov 2019	All	Clarification of the role of CCEPP in development and review of the response strategy and Response Plan. Clarification of the processes for seeking of advice through SAPs and other means. Reflection of the agreed process that the ACPPO approves the national talking points.

<sup>1</sup> Where the term 'Incident' is used throughout this document, it refers to the occurrence of a confirmed or reasonably held suspicion of an EPP or of an unclassified Plant Pest which is reasonably believed to be an EPP (not including a Plant Pest investigation where the provisional finding or diagnosis is that the Plant Pest is established).

			<p>Addition of the role to determine when the response should enter the Proof of Freedom Phase.</p> <p>Clarification of requirement for all CCEPP members and other participants to complete a Confidentiality Deed Poll.</p> <p>Clarification of the distinction between Transition to Management and the Transition to Management Phase and the role of the CCEPP at this stage of the response.</p> <p>Reference to completion of introductory training courses (BOLT) before participation in CCEPP activities.</p> <p>Minor editorial changes for clarity and consistency with PLANTPLAN.</p> <p>Endorsed by Parties November 2019.</p>
2.3	8 Dec 2021	All	<p>Addition of CCEPP responsibility to establish clear expectations on the frequency of situation reporting and expenditure reporting, establish appropriate governance for working groups formed and consider the trigger points required for Response Plan review.</p> <p>Addition of Lead Agency responsibility to provide a situation report as a standing paper prior to each in session CCEPP meeting.</p> <p>Clarification of the role of the CCEPP to scrutinise/critique the indicative budget.</p> <p>Removal on unnecessary detail related to national talking points process.</p> <p>Addition of CCEPP secretariat role to maintain a consolidated actions list for CCEPP meetings.</p> <p>Removal of the relief and recovery phase in line with PLANTPLAN (version 4.0).</p> <p>Endorsed by Parties November 2021.</p>

## Introduction

The CCEPP is responsible for the efficient and effective coordination of the technical aspects of a response to an Incident and is the key advisor to the National Management Group (NMG). A CCEPP is formed when an EPP is detected or suspected to be present and has no responsibilities outside of the EPPRD.

Each CCEPP is unique, and representation is based on the specific pest being considered, though all CCEPPs consist of the Australian Chief Plant Protection Officer (ACPPPO; Chair), all state and territory Chief Plant Health Managers (CPHM), nominated representatives from each Affected Industry Party, two representatives with expertise in biosecurity policy and biosecurity operations from the Department of Agriculture and Water Resources and a representative from Plant Health Australia (PHA). Meetings of the CCEPP may take place face to face, by teleconference, by video link or by email and decisions must be made by Consensus<sup>2</sup>. The Commonwealth provides secretariat support to the CCEPP.

<sup>2</sup> Refer to EPPRD clause 1.1 for definition of Consensus.

## Roles and responsibilities of the CCEPP as a committee

The CCEPP's role is to effectively and efficiently coordinate the national technical response to Incidents, and to provide the advice needed for the NMG to make decisions in accordance with the EPPRD. This includes providing advice to the NMG on the technical and economic feasibility of eradication and technical issues relating to a Response Plan. Detailed information on the operations of the CCEPP can be found in the [Consultative Committee on Emergency Plant Pests operating guideline](#).

The CCEPP has specific responsibilities under the EPPRD (schedule 8, part 2.2), including to:

- receive formal notifications from government Parties on Incidents;
- determine if the Incident concerns an EPP;
- advise the NMG if a Response Plan is required;
- make recommendations to the NMG in respect of the detail of a Response Plan;
- consider regular reports on progress of a Response Plan and develop a Consensus on further actions required;
- having regard to any baselines agreed pursuant to clause 14.1.2, advise the NMG in respect of clause 9.1.1(b) as to the investigation and diagnostic costs that are relevant and reasonable in the circumstances of the Incident Definition Phase of the Response Plan;
- provide regular consolidated reports to the Affected Parties, and to the NMG, on the status of a Response Plan;
- in circumstances in which the CCEPP determines that eradication of an EPP is no longer feasible, to provide advice and recommendations to the NMG on:
  - whether a Transition to Management Phase is appropriate and if so, the scope of the Transition to Management Phase and the proposed amendments to the Response Plan for inclusion of the Transition to Management Phase; or
  - whether the NMG should determine that an emergency response should cease and on options for alternative arrangements outside of the EPPRD.
- determine and advise the NMG when an EPP has been eradicated under a Response Plan; and
- recommend to the NMG when proof of freedom has been achieved following the successful implementation of a Response Plan.

## Specific tasks through PLANTPLAN phases

Specific responsibilities of the CCEPP during phases of a response to an EPP are described below. The actions described in these phases are not a definitive list and the course of an EPP response may require fewer or additional actions to be performed.

### Investigation and alert phase

- The CCEPP is formed when an EPP is detected or suspected to be present. Following notification of a suspect EPP, a meeting of the CCEPP will be convened as soon as possible to address urgent information or action requirements relating to the Incident. The primary focus of these meetings is

the review and analysis of technical, policy, regulatory and industry information to construct recommendations on feasibility and implementation of a response.

- One of the first considerations of the CCEPP is whether the Plant Pest is reasonably believed to be an EPP as defined under the EPPRD (clause 1.1)<sup>3</sup>. The CCEPP may also assist in determining the most appropriate laboratory for confirmatory diagnosis where required.
- Following confirmation and declaration of the Incident as relating to an EPP, the CCEPP will determine whether the EPP is capable of being eradicated and the technical feasibility and cost effectiveness of eradication.
- The CCEPP will participate in the preparation of a Response Plan by the Lead Agency(s)<sup>4</sup> if required and will review to ensure that the Response Plan is technically appropriate. This includes the following.
  - Providing input into development of the response strategy including to consider whether the strategy requires validation through formation of a Scientific Advisory Panel (SAP) or engagement of other expertise.
  - Consideration (in collaboration with the Lead Agency) if the formation of a concise working group of skilled members is required to support development of the response strategy and/or specific elements of the plan. Where a working group is formed, the CCEPP will establish appropriate governance for the group (clear terms of reference, membership and reporting timeframes).
  - Assessment of the budget and whether it contains an appropriate level of detail and transparency to enable the figures to be effectively critiqued/scrutinised and inclusions determined as relevant and reasonable, and above normal commitments benchmarks.
  - The establishment of transparent and robust trigger points for review of the Response Plan.
- If required, the CCEPP may agree to the formation of a SAP to provide advice on specific technical matters. A SAP will be formed as the default for seeking advice unless another existing government or industry mechanism is available that can adequately address the matter. The CCEPP is responsible for providing the SAP with clear, well defined terms of reference. The SAP will form recommendations for consideration by the CCEPP. For information on the general responsibilities of the SAP refer to the [Scientific Advisory Panel](#) job card.
- The CCEPP should also consider early in the Incident whether engagement of international expertise is required to inform aspects of the response. This consideration must address the management of confidentiality and market access sensitivities.
- The CCEPP should establish (in collaboration with the Lead Agency) clear expectations on the frequency of situation reporting. Where a Response Plan is being prepared for NMG consideration, expectations should also be established on the frequency at which expenditure reports will be provided following Response Plan endorsement and these details captured in the Response Plan.
- The CCEPP may also provide:

---

<sup>3</sup> Note that the Categorisation Group is responsible for formally determining if a Plant Pest meets the definition of an EPP.

<sup>4</sup> Lead Agency(s) are the government Parties/jurisdictions in which the Incident has been detected, and are combating the pest.

- Assistance to the Lead Agency with advice on aspects of diagnostics, delimiting surveillance, the distribution/location and impacts on Affected Industry Parties, and quarantine.
- Assurance to other Parties that any necessary actions are occurring while diagnostics and other information are finalised and collated.
- Advice to Affected Parties on international and interstate trade implications.
- Advice to Affected Industry Parties on actions and information that can be discussed with their members.
- The CCEPP may provide input into the development of communications (for example national talking points, factsheets etc.) as necessary for the Lead Agency and the Affected Industry Parties to enable agreed and consistent messages to be communicated to industry and the media. This includes engagement through the National Biosecurity Communication and Engagement Network (NBCEN) through which national talking points will be drafted in coordination with the Lead Agency prior to distribution to the NBCEN and Affected Industry Parties for comment.
- Following considerations by the CCEPP, a recommendation will be made to the NMG regarding the most appropriate course of action for responding to the Incident. The CCEPP may make the recommendation:
  - That it is both technically feasible and cost-beneficial to eradicate the EPP.
    - The CCEPP will present a Response Plan to the NMG for approval, which will include an indicative budget (approximation by the CCEPP of the costs of the Response Plan including a breakdown of the Shared Costs and normal commitments).
    - The CCEPP must propose a Trigger Point for review of the Agreed Limit (The Trigger Point is a predetermined amount which, if reached, will prompt a review of the Response Plan by the NMG. The amount must be proposed by CCEPP and approved by NMG under clause 9.5.6 and 9.5.7 to ensure that the Agreed Limit for a response is not exceeded. The Trigger Point must not be more than 90% of the Agreed Limit<sup>5</sup>).
  - To continue with current quarantine controls pending further information being obtained. A short term or phased Response Plan may be recommended while this activity is being conducted. An indicative budget may be included for the first phase of the response only. Once further information has been gathered to fully determine the extent (and therefore cost) of activities that will be required throughout the response, a revised Response Plan may be proposed to the NMG that includes an indicative budget for subsequent phases of the response.
  - That the Incident does not relate to an EPP or the Incident does relate to an EPP but it is not feasible to eradicate the EPP and therefore no further action will be taken under the EPPRD. Note that Plant Pests for which the CCEPP recommends no further action will typically be notified to NMG in a biannual out of session paper in January and July (refer to the [Consultative Committee on Emergency Plant Pests operating guideline](#)).

---

<sup>5</sup> Note that the Agreed Limit is a predetermined amount which may be eligible for Cost Sharing under an NMG approved Response Plan. The amount is determined using the mechanism set out at clauses 9.5.1, 9.5.2 and 9.5.3 of the EPPRD. The Agreed Limit for a response cannot be exceeded unless otherwise agreed in writing by all of the Affected Parties.

- The initial matters for the CCEPP to address in its advice to NMG are the diagnosis and impacts of the Plant Pest, its delimitation, technical feasibility and cost effectiveness of eradication.
  - Recommendations from the CCEPP to the NMG must contain sufficient evidence and analysis to allow the NMG to reach an informed decision.
- To comply with reporting requirements, the CCEPP will consider draft notifications to the International Plant Protection Convention (IPPC) during the course of an Incident. These reports will include details of the immediate or potential danger of occurrences, outbreaks or the spread of pests. Timing of posting is decided on a case-by-case basis.

## Operational phase

Due to the potential urgency and evolving timeline of an Incident and response, the operational phase may be commenced prior to all activities in the investigation and alert phase being completed.

- If the NMG decides to proceed with eradication and approves the Response Plan and national Cost Sharing arrangements to fund the response, the CCEPP will provide direction to the Lead Agency(s) on the implementation of a Response Plan.
- The CCEPP will be convened as required during the implementation of the Response Plan and will review and monitor the progress of the response, approve and update communications (like talking points etc.) where necessary and prepare updates and reports for NMG.
- The Lead Agency will provide regular situation reports to enable the CCEPP fulfil its role to monitor progress on implementation, including as a standing paper prior to each in session CCEPP meeting.
- The Lead Agency(s) will provide a written expenditure report at each relevant meeting of the CCEPP, which sets out the budgeted, committed and actual expenditure on the Response Plan. Regular expenditure reports will also be provided at a frequency described in the Response Plan. These will be reviewed by the CCEPP and provided to the NMG.
- As part of a Response Plan the CCEPP may identify research needs and may initiate, facilitate and monitor to completion appropriate research projects.
- The CCEPP may provide input into the revision of communication materials (including revised national talking points and communication plans).
- If trigger points for review (as agreed by the NMG and outlined in the Response Plan) are met, the CCEPP will review the Response Plan and consider implications on the response. The CCEPP should consider if the response strategy should be reviewed through formation of a SAP or other expertise to determine if it is still appropriate. Depending on the outcome of review of the strategy and feasibility of eradication, the Response Plan may be amended and resubmitted to the NMG for approval, or alternatively a recommendation made to the NMG that the EPP is no longer feasible to eradicate.
- In accordance with clause 5.3.3 of the EPPRD, the CCEPP will determine when the emergency response activities set out in the Response Plan have been successfully completed and if the response should enter the Proof of Freedom Phase.
- If during the course of an eradication program the CCEPP concludes that the EPP is no longer technically feasible and/or cost beneficial to eradicate, the CCEPP will make a recommendation to

the NMG that it is no longer considered feasible to eradicate the EPP and provide advice on whether:

- The EPP Response should cease and the Response plan be terminated (as a Transition to Management Phase is not considered appropriate); or
  - A Transition to Management Phase is appropriate and if so, the scope and objectives of Transition to Management and the proposed amendments to the Response Plan including the resources required and indicative budget for proposed activities. If the CCEPP is to make the recommendation for a Transition to management Phase, it must advise the NMG that it considers the Transition to Management is achievable within a defined and reasonable timeframe not exceeding 12 months. An end date for activities must therefore be identified that is no later than 12 months from the date of endorsement of the revised Response Plan by the NMG.
- Alternatively, if the CCEPP has evidence that the EPP has been successfully eradicated, a report will be provided to NMG recommending that the criteria for successful eradication of the EPP have been met, and requesting that NMG formally determine that the Response Plan has been successful and the EPP has been eradicated.

*\* At any stage of an EPP response, the CCEPP may determine that eradication is not technically and/or economically feasible and will recommend to NMG that eradication should either not be attempted or should cease.*

## Stand down phase

There are no defined stand down actions or responsibilities for the CCEPP outlined in PLANTPLAN or the EPPRD. However, CCEPP Representatives may be engaged in certain activities that occur during this phase, such as Incident debriefing.

Further information on debriefing can be found in the [EPPRD debriefing](#) guideline.

## Transition to Management Phase

- The CCEPP will contribute to the revision of the Response Plan to incorporate Transition to Management. Development of the plan will be led by the Lead Agency(s) in collaboration with the Affected Industry Parties with the CCEPP providing input. This includes input to ensure proposed activities will address the objectives of Transition to Management, assessment of the budget as relevant and reasonable and whether trigger points are sufficient.
- The CCEPP will be convened as required during the Transition to Management Phase and will review and monitor the progress of the response, approve and update communications (like national talking points etc.) where necessary and prepare updates and reports for the NMG.
- The Lead Agency will provide regular situation reports to enable the CCEPP fulfil its role to monitor progress on implementation.
- The Lead Agency(s) will provide a written expenditure report at each relevant meeting of the CCEPP, which sets out the budgeted, committed and actual expenditure on the Response Plan. This will be reviewed by the CCEPP and provided to the NMG. Regular expenditure reports will also be provided at a frequency described in the Response Plan.

- If trigger points for review (as agreed by the NMG and outlined in the Response Plan) are met, the CCEPP will provide recommendations to the NMG regarding whether the Transition to Management Phase is still appropriate and depending on the outcome:
  - possible amendments to the Response Plan; or
  - that the Transition to Management Phase should end.
- On completion of the Transition to Management activities in the Response Plan, the Lead Agency will present a report to the CCEPP and the CCEPP will formally advise the NMG that Transition to Management is completed. If the NMG agrees to this recommendation, the Transition to Management Phase will end.
- An additional Incident debrief should be held to capture information from implementation of Transition to Management. It may be most effective to hold the debrief prior to finalisation of Transition to Management to capture observations from all participants before dispersing after the stand down and CCEPP representatives will be engaged in the process. Further information on debriefing can be found in the [EPPRD debriefing](#) guideline.

## Roles and responsibilities of CCEPP Representatives (as individuals)

Specific responsibilities of CCEPP Representatives/members are described below. Note that these actions are not a definitive list and the course of an Incident may require fewer or additional actions to be performed.

It is the responsibility of every CCEPP Representative to:

- Complete a Confidentiality Deed Poll<sup>6</sup> and return to PHA before participating in any CCEPP activities.
- Treat information discussed at the meeting in a confidential manner.
- Be available to meet at short notice.
- Consult within their organisation to gather the required information to provide informed input.
- Prepare for meetings through reading agenda papers, situation reports, Response Plan drafts (if applicable) and other relevant information provided.
- Provide assistance to the Lead Agency in developing the draft Response Plan and other documents where required.
- Provide input into the development and review of national talking points.
- Review and endorse the minutes, action items, Response Plan, financial reports and other relevant documents.
- Respond to action items and email requests from the CCEPP by the date stated.

---

<sup>6</sup> All CCEPP members, observers, technical experts and other participants must sign a Confidentiality Deed Poll ([planthealthaustralia.com.au/wp-content/uploads/2012/12/Confidentiality-Deed-poll.pdf](http://planthealthaustralia.com.au/wp-content/uploads/2012/12/Confidentiality-Deed-poll.pdf)) prior to participation in any activities relating to the EPPRD. Government representatives may be bound by privacy provisions under their respective public service/government employment Acts; however in accordance with clause 11.6.2 must sign an appropriate form of Confidentiality Deed Poll (which may be in the form of the current available Deed Poll contained in schedule 9 and available through the above link).

- Ensure they have the appropriate expertise, authority and training<sup>7</sup> to participate fully in the CCEPP. This includes ensuring they are appropriately authorised to make decisions on behalf of their Party including the endorsement of budgets, Response Plan, judgements on technical feasibility, cost benefit of eradication and other technical matters. CCEPP members should complete introductory Biosecurity Online Training (BOLT) courses before participation in any CCEPP activities.
- Ensure any personnel from their Party who participate in CCEPP activities are adequately trained (EPPRD clause 15) and abide by the requirements of the [Consultative Committee on Emergency Plant Pests operating guideline](#). This includes ensuring staff complete the introductory BOLT courses.
- If a delegation of authority is required, provide the delegate to the CCEPP Secretariat prior to meetings of the CCEPP.
- Provide relevant and appropriately skilled nominee(s) for SAPs as required and brief their SAP nominees appropriately.
- Maintain adequate records of time spent engaged in activities relating to Cost Shared responses (normal commitments and any Cost Shared expenditure) to enable reporting of wider costs at the end of an Incident.

Additional key responsibilities of CCEPP Representatives and observers attending CCEPP meetings are summarised in the table below.

Representative/ Other	Role/Responsibility
Chair (ACPPO)	<p>Receive formal notification of Incidents from state and territory CPHMs.</p> <p>Notify CCEPP (via the Secretariat) of the suspected Incident immediately after receiving notification from the Lead Agency and advice from PHA on Affected Industry Parties.</p> <p>Following consultation with the CCEPP, formally declare the detection at a national level concurrently with the Lead Agency.</p> <p>Liaise with the CCEPP Secretariat to ensure appropriate information, situation updates and documents are distributed to the CCEPP.</p> <p>Monitor and progress Incidents through the Secretariat from the point of notification through to formal closing out by NMG.</p> <p>Convene and Chair CCEPP meetings.</p> <p>Communicate recommendations of CCEPP at NMG meetings.</p> <p>Present the position of the Commonwealth<sup>8</sup>.</p> <p>Make decisions on behalf of the Commonwealth<sup>9</sup>.</p>

<sup>7</sup> EPPRD clause 11.4.2, 11.6.2 and 15.

<sup>8</sup> Note that this may be presented through a representative from the Commonwealth

<sup>9</sup> Note that this may be presented through a representative from the Commonwealth

CPHM (Lead Agency)	<p>Receive notification of Incidents in the relevant jurisdiction.</p> <p>Notify the ACPPO of the Incident within 24 hrs of receiving notification and include accurate and relevant information about the suspect EPP and its detection. Note that notification may initially be provided verbally, however any verbal advice must be confirmed in writing using the Preliminary Information Data Sheet (PIDS).</p> <p>Provide accurate and timely advice to the CCEPP.</p> <p>Provide situation reports, Response Plan drafts, expenditure reports and other relevant information to the CCEPP Secretariat for distribution to the CCEPP.</p> <p>Present the position of the Party they represent.</p> <p>Make decisions on behalf of the Party they represent.</p>
CPHM	<p>Present the position of the Party they represent.</p> <p>Make decisions on behalf of the Party they represent.</p> <p>Provide expertise and laboratory facilities for confirmatory diagnostics if required.</p> <p>Notify the CCEPP Secretariat if interstate movement restrictions are enacted<sup>10</sup>.</p>
Affected Industry Party(s) <sup>11</sup>	<p>Present the position of the Party they represent.</p> <p>Provide advice on industry specifics such as distribution/location, cropping system details and other relevant industry facts pertinent to the response.</p> <p>Make decisions on behalf of the Party they represent.</p>
Australian Government <sup>12</sup>	<p>Provide specific expertise and advice on international trade impacts as required.</p>
PHA <sup>13</sup>	<p>Provide advice to the Secretariat on potentially Affected Industry Parties and provide Secretariat with up to date contact details of Industry Party representatives.</p> <p>Present the view of PHA.</p> <p>Support compliance with the provisions of the EPPRD and provide advice to members on actions in relation to the EPPRD.</p> <p>Draft the NMG paper relating to Cost Sharing the Response Plan.</p> <p>Chair SAP meetings.</p>
Secretariat	<p>Liaise with PHA to identify potentially Affected Industry Party(s) for Incidents.</p> <p>Liaise with the ACPPO to ensure notification of Incidents is provided to the CCEPP immediately after the ACPPO receives notification from the Lead Agency and</p>

<sup>10</sup> The CCEPP may make a decision to refer issues relating to interstate movement restrictions and quarantine to the Subcommittee on Domestic Quarantine and Market Access. This will occur through referral of the matter directly to Plant Health Committee.

<sup>11</sup> For other roles and responsibilities of Affected Industry Party Representatives during a response to an Incident refer to the [Industry Liaison functions](#) job card.

<sup>12</sup> Non-voting Standing Representatives (two) with expertise in biosecurity policy and biosecurity operations.

<sup>13</sup> Non-voting Standing Representative. Note that a more detailed description of the roles and responsibilities of PHA during an Incident are provided in the [Normal Commitments for Parties to the EPPRD](#) guideline available on the PHA website.

	<p>advice from PHA on Affected Industry Parties is provided. This includes distribution of the PIDS immediately upon receipt from the Lead Agency.</p> <p>Work with the ACPPO to monitor and progress Incidents from the point of notification through to formal closing out by NMG.</p> <p>In conjunction with PHA ensure all participants (members and observers) have signed appropriate documentation regarding confidentiality prior to participation in meetings.</p> <p>Inform the CCEPP of relevant delegations of authority received.</p> <p>Inform the CCEPP of notification of enactment of interstate movement restrictions by a jurisdiction.</p> <p>Organise meetings of the CCEPP and ensure all are convened in accordance with the terms specified in the EPPRD and PLANTPLAN.</p> <p>Inform CCEPP of any delays in processes, delivery of Action Items and reasons for any postponements or re-scheduling in a timely fashion.</p> <p>Ensure the efficient operation of CCEPP business including progression and maintenance of relevant documentation including but not limited to the following:</p> <ul style="list-style-type: none"><li>• Circulate situation updates, expenditure reports, draft Response Plans, NMG papers and other relevant information to the CCEPP at least 48 hours prior to scheduled meeting date where possible.</li><li>• Draft and circulate action items/outcomes, minutes, talking points, NMG papers and other information items arising from meetings to all CCEPP members.</li><li>• Coordinate the completion of action items through liaison with CCEPP members, including where relevant, through maintenance of a consolidated CCEPP meetings action list.</li><li>• Coordinate and collate responses to out of session meetings of the CCEPP.</li><li>• Collate responses to CCEPP emails and tabulate member responses for distribution to CCEPP members.</li></ul>
--	---

## Further information

Further information on the roles and responsibilities of the CCEPP as a committee and its representatives can be found through the Biosecurity Online Training (BOLT) [planthealthaustralia.com.au/resources/training/biosecurity-online-training/](http://planthealthaustralia.com.au/resources/training/biosecurity-online-training/).

## Industry Liaison functions

This job card outlines the responsibilities, skills and knowledge requirements of the Industry Liaison functions during all phases of a response to an Emergency Plant Pest (EPP) under the Emergency Plant Pest Response Deed (EPPRD).

This document is provided as a guide and does not contain every action that may be required in responding to the detection of an EPP. Information is not presented in any particular order. Capitalised words and terms (excluding names) are a reference to the defined words/terms within the EPPRD.

### Document revision history

Version	Date issued	Amendment details	
		Section(s)	Details
1.0	26 Nov 2019	All	New document developed by Plant Health Australia. Parties endorsed the new job card in November 2019 and noted that the <i>Industry representatives</i> job card (Version 1.0, 5 Dec 2013) would be archived.

## Contents

<b>1. Purpose of the Industry Liaison functions.....</b>	<b>2</b>
<b>2. Appointment and attendance in the response centres .....</b>	<b>2</b>
<b>3. Skills, knowledge and other requirements .....</b>	<b>2</b>
3.1. Skills and knowledge.....	2
3.2. Other requirements .....	3
<b>4. Responsibilities and tasks .....</b>	<b>3</b>
4.1. Industry Liaison Coordinator.....	4
4.2. Industry Liaison Officer.....	5
<b>5. Integration into the response centre structure .....</b>	<b>6</b>
<b>6. Incident classification/level and organisational structures.....</b>	<b>6</b>
<b>7. Abbreviations.....</b>	<b>9</b>
<b>8. Terms and definitions.....</b>	<b>10</b>

## 1. Purpose of the Industry Liaison functions

The Industry Liaison functions are vital to the EPP response and include delegates at the following levels:

- State/territory and national levels – Industry Liaison Coordinator (ILC) in the State Coordinator Centre (SCC)
- Local level – Industry Liaison Officer (ILO) in the Local Control Centre (LCC) and potentially the Forward Command Post(s) (FCP).

The primary purpose of these functions is to provide the link between the Incident Management Team (IMT) in the SCC or LCC and the affected industry Cropping Sector. Key outcomes to be achieved include:

- Contributing to decision making in the response centre(s) through providing the affected industry position on aspects of the response
- Informing the response strategy and actions through providing advice on the industry sector and potential impacts of response actions
- Supporting industry communication and engagement activities.

## 2. Appointment and attendance in the response centres

The Lead Agency Chief Plant Health Manager (CPHM) must invite the Affected Industry Party(s) to provide one or more Industry Liaison delegates to participate in the response centres (clause 11.4.3 of the EPPRD). The Affected Industry Party has the responsibility of identifying the delegates and appointing them to the ILC and/or ILO functions. Appointed delegates are responsible to the Affected Industry Party and ideally will be employed under the employment conditions of that organisation.

The scale, complexity and specific needs of the response will inform the resourcing requirements and whether one or more delegates are appointed to fulfil the ILC and/or ILO functions (refer section 6). Once appointed, the Lead Agency will arrange their attendance in the response centres as soon as practically possible, and ensure they receive an induction.

In some circumstances the Lead Agency and Affected Industry Party may discuss and determine that the responsibilities of the function can be fulfilled remotely (e.g. a small scale response with limited industry impact). Ideally however the Industry Liaison delegates will be physically present in the response centres from early in the response. This will facilitate the establishment of ongoing mechanisms of communication with the Incident Manager, IMT and other relevant staff. As the response advances it may then be more efficient for the ILC and/or ILO to fulfil their responsibilities remotely. In all cases it will be critical for the Lead Agency to work with the Industry Liaison delegates to identify and establish the mechanisms for regular engagement between the ILC/ILO and key response centre staff (refer to section 5).

## 3. Skills, knowledge and other requirements

### 3.1. Skills and knowledge

The ILC and ILO delegates must have the skills and knowledge required to effectively perform the ILC or ILO function or the ability to quickly attain them.

The following key skills and knowledge requirements relate to both the ILC and ILO functions unless specified otherwise:

- Extensive knowledge and understanding of the structure and operations of the industry nationally and in the relevant state/territory (ILC) or locally/regionally (ILO), including for example; size, distribution, cropping cycle, business practices, supply chain operations, sources of supply, marketing practices, industry capacity
- Strong leadership skills and recognition within the relevant industry groups/organisations as their appointee
- Well established networks within the industry
- Well developed interpersonal, networking and negotiation skills
- Well developed written and verbal communication and engagement skills
- Understanding of the policy making structures and processes of the industry
- Awareness of the EPPRD and PLANTPLAN
- Ability to exercise initiative and determine priorities that support national and state/territory (ILC) or local/regional (ILO) industry objectives
- Where possible, basic knowledge of emergency response structures and operations and/or experience in previous responses.

### 3.2. Other requirements

In addition to the relevant skills and knowledge, other requirements of the delegates appointed to the ILC and ILO functions include:

- Authority to present the position/view of the Industry Party (or the ability to rapidly gain the authority or position/view from the Party)
- Availability at short notice
- Appreciation and awareness of confidentiality in a response
- Have completed the following Biosecurity Online Training (BOLT) courses:
  - PHA Foundation Course
  - National EPP Response Management
- Where possible, have completed Industry Liaison training

## 4. Responsibilities and tasks

The key responsibilities and tasks of the ILC and ILO functions are similar to each other, with the key difference being that the ILC is more strategically and nationally/state/territory focussed compared to the operational and local/regional focus of the ILO. This is due to the specific roles of the response centres that each function is situated in - ILC in the SCC and ILO in the LCC/FCP. Whilst the SCC sets the strategic direction of the response at the state/territory and national level, the LCC manages operational aspects at the local/regional level and the FCP manages local field activities.

The following are the key responsibilities and tasks of the Industry Liaison functions, noting that the specific activities may differ from one response to another due to variations in scale and complexity.

#### 4.1. Industry Liaison Coordinator

The following are key responsibilities and tasks of the ILC:

- Provide information and knowledge on the industry to inform decisions on the response strategy. This may involve seeking input from industry experts. Tasks may include:
  - Provide information on the size and distribution of the industry, production systems, business practices, supply chain operations and sources of supply; locally, regionally and nationally
  - Assist with the identification of options for EPP control, methods to mitigate risk of spread, protocols to enable product movement, surveillance and tracing methods and decontamination protocols and advise on their practicality and potential resulting impacts on the industry
- Consult with industry stakeholders on the response strategy, operations/actions and progress of the response including to:
  - Identify impacts and consequences of response operations/actions (e.g. impact of control measures, movement restrictions)
  - Inform of the status and progress of the response
  - Gather feedback on the progress of the response
  - Identify emerging issues relevant to the SCC
- Present the position/view of the relevant Affected Industry Party to inform decisions on response strategy
- Participate in the development and review of the Response Plan
- Participate in implementation of aspects the Response Plan as appropriate
- Assist in the identification of operational resources nationally and at the state/territory level
- Assist with and guide national and state/territory wide communication and engagement activities to keep industry stakeholders informed and help promote support for the response and cooperation with operations/actions. Tasks may include:
  - Participate in meetings with industry stakeholders
  - Input into/advice on strategies/methods for communication and dissemination of communication materials
  - Input into/advice on communication materials
  - Advice to property owners
  - Engagement with and dissemination of information to industry stakeholders
- Work effectively with and maintain two-way information flow with the following key personnel. Note, engagement should be regular and where required structured through face to face and/or teleconference meetings.

- ILO and other ILC in a multi-jurisdictional response
- Industry Party representatives (e.g. CCEPP, NMG representatives, media spokesperson)
- SCC Incident Manager
- SCC Liaison Manager
- Other members of the IMT in the SCC (e.g. Planning Manager, Public Information Manager)
- Supporting recovery aspects throughout the response as considered relevant. This may include providing advice on industry recovery/support services available.

## 4.2. Industry Liaison Officer

The following are key responsibilities and tasks of the ILO:

- Provide information and knowledge on the industry to inform decisions response operations/actions. This may involve seeking input from industry experts. Tasks may include:
  - Provide information on the size and distribution of the industry, production systems, business practices, supply chain operations and sources of supply at the local/regional level
  - Assist with the identification of options for EPP control, methods to mitigate risk of spread, protocols to enable product movement, surveillance and tracing methods and decontamination protocols and advise on their practicality and potential resulting impacts on the industry
- Consult with industry stakeholders on the response strategy, operations/actions and progress of the response including to:
  - Identify impacts and consequences of response operations/actions (e.g. impact of control measures, movement restrictions)
  - Inform of the status and progress of the response
  - Gather feedback on the progress of the response
  - Identify emerging issues relevant to the LCC and/or FCP
- Present the position/view of the relevant Affected Industry Party to inform decisions on response operations/actions
- Participate in operational implementation of the Response Plan as appropriate
- Assist in the identification of operational resources at the regional/local level
- Assist with and guide local/regional communication and engagement activities to keep industry stakeholders informed, and promote support for the response and cooperation with operations/actions. Tasks may include:
  - Participate in meetings with industry stakeholders
  - Input into/advice on strategies/methods for communication and dissemination of communication materials
  - Input into/advice on communication materials

- Advice to property owners
  - Engagement with and dissemination of information to industry stakeholders
- Work effectively with and maintain two-way information flow with the following key personnel.
  - ILC and other ILOs (e.g. in FCP)
  - Industry Party CCEPP representative and media spokesperson
  - LCC Incident Manager
  - LCC Liaison Manager
  - Other members of the IMT in the LCC (e.g. Planning Manager, Public Information Manager)
- Supporting recovery aspects throughout the response as considered relevant. This may include providing advice on industry recovery/support services available.

## 5. Integration into the response centre structure

To effectively fulfil its responsibilities the Industry Liaison functions will be fully integrated into response centre structure and operations, including to liaise across the functional areas to provide input and receive relevant information. This will occur through working directly with the Incident Manager and Liaison Manager (if appointed) as part of the IMT and additional mechanisms established to facilitate:

- Regular communication with the IMT, either through attendance at IMT meetings or an alternative, dedicated meeting mechanism established; and
- Situational updates being provided; for example, through attendance at response centre briefings.

In addition, where both ILC and ILO delegates are appointed they must work closely together. Regular contact and clear lines of communication with the Affected Industry Party will also be critical for the ILC and ILO to effectively fulfil their responsibilities.

A potential model for liaison and engagement is dedicated scheduled meetings (teleconference, videoconference or face or face) between the Industry Liaison delegates (ILC, ILO), Affected Industry Party representatives, agency executive, the CPHM, Incident Manager and other relevant members of the IMT. This model can also be implemented for situations where the Industry Liaison functions fulfil their responsibilities remotely, for instance when the response has transitioned to a longer-term dedicated eradication program or in small scale responses.

## 6. Incident classification/level and organisational structures

The incident management system used for managing the national response to biosecurity incidents is flexible and accommodates variations in scale, complexity and degree of delegations, numbers and duration of individuals and resources required. To reflect the scale and complexity of the Incident and help to ensure effective coordination, resourcing and support, the classification or level of the Incident will be identified by the Lead Agency. These levels are described in the Biosecurity Incident Management System (BIMS)<sup>1</sup>.

---

<sup>1</sup> Available from the Department of Agriculture website ([agriculture.gov.au](http://agriculture.gov.au))

The Incident level and specific needs of the response will inform the resourcing requirements for the Industry Liaison functions. For small scale responses only one delegate may be appointed to fulfil the responsibilities of both ILC and ILO functions, for example, if situated in a combined SCC/LCC (refer Figure 1). For large scale responses in which a fully functional SCC and LCC(s) are established, delegates will ideally be appointed to each of the ILC and ILO functions (refer Figure 2).

The Incident level will also inform the resourcing requirements for the Liaison function. This function is a member of the IMT and is responsible for facilitating access of the Industry Liaison functions and other support agencies to IMT members and promoting engagement with the response centre functional areas. In most responses this function is undertaken by the Incident Manager or Deputy Incident Manager (refer Figure 1); however in a large scale response dedicated personnel may be appointed to this function (refer Figure 2).

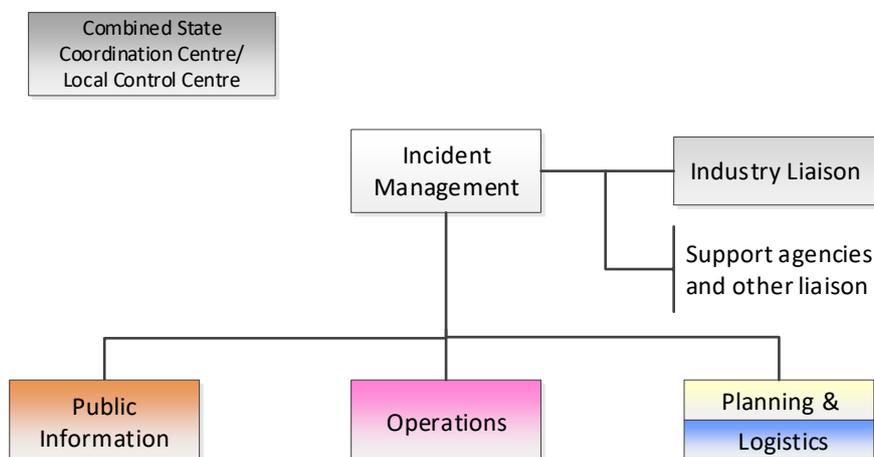


Figure 1: Potential organisational structure for a small scale (level 1) Incident (adapted from BIMS). In this example all activities are managed from a combined SCC/LCC. Only one delegate is required for the Industry Liaison function and undertakes the relevant responsibilities of both the ILC and ILO. The Incident Manager undertakes all other functions (including Liaison) except for the Public Information, Operations, Planning and Logistics functions which have been delegated to three individuals to manage, supported by additional personnel (not depicted in the Figure).

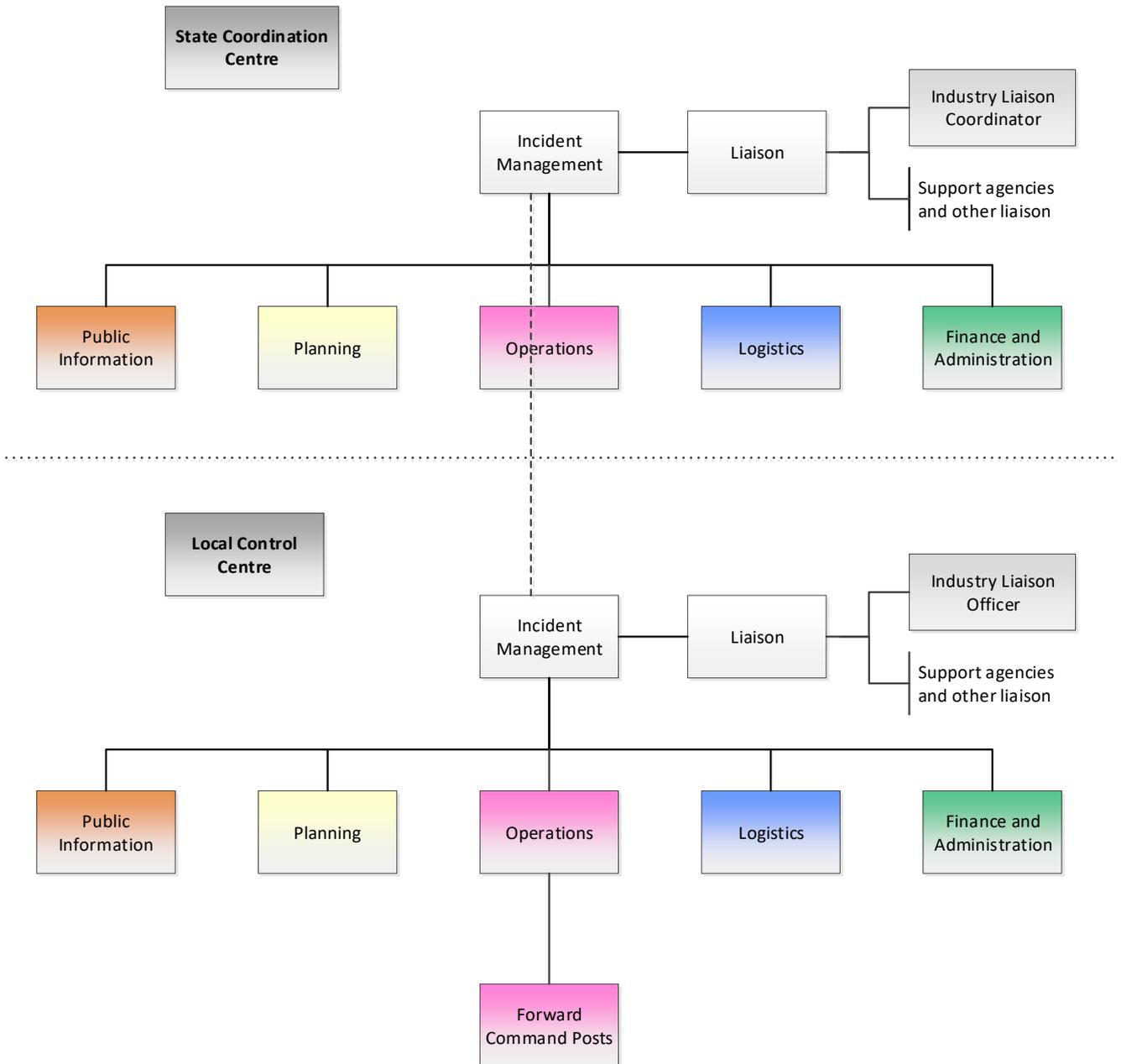


Figure 2: Potential organisational structure for a large scale (level 3) Incident (adapted from BIMS). In this example all functional areas are fully resourced with dedicated personnel in a fully operational SCC, one or more LCCs and FCPs. Dedicated staff are appointed to the Liaison function and serve to coordinate the access of the ILC and ILO to the functional areas in the SCC and LCC respectively.

## 7. Abbreviations

<b>Term</b>	<b>Acronym</b>
BIMS	Biosecurity Incident Management System
BOLT	Biosecurity Online Training
CCEPP	Consultative Committee on Emergency Plant Pests
CPHM	Chief Plant Health Manager
EPP	Emergency Plant Pest
EPPRD	Emergency Plant Pest Response Deed
FCP	Forward Command Post
IMT	Incident Management Team
ILC	Industry Liaison Coordinator
ILO	Industry Liaison Officer
LCC	Local Control Centre
NMG	National Emergency Plant Pest Management Group
PHA	Plant Health Australia
SCC	State Coordination Centre

## 8. Terms and definitions

EPPRD defined terms and proper nouns have been capitalised.

<b>Term</b>	<b>Definition</b>
Chief Plant Health Manager	Individual holding the position of Chief Plant Health Manager, or his/her equivalent, of a State or Territory.
Consultative Committee on Emergency Plant Pests	A committee of technical representatives of the EPPRD Parties established in accordance with clause 11.2 of the EPPRD.
Emergency Plant Pest	As defined in the EPPRD.
Emergency Plant Pest Response Deed	Government and Plant Industry Cost Sharing Deed in respect of Emergency Plant Pest Responses.
Forward Command Post	A field operations centre, subsidiary to a Local Control Centre.
Incident	The occurrence of a confirmed or reasonably held suspicion of an EPP or of an uncategorised Plant Pest which is reasonably believed to be an EPP (not including a Plant Pest investigation where the provisional finding or diagnosis is that the Plant Pest is established).
Incident Management Team	Normally comprises the Incident Manager, Operations Manager, Planning Manager, Logistics Manager and Public Information Manager however other specialists may be included when necessary.  Ensures that a response to an Incident is properly planned, adequately resourced, suitably implemented, effective and efficient.
Industry Party	Any member of Plant Health Australia which represents a Cropping Sector and which is a signatory to the EPPRD. Any Cropping Sector represented by an Industry Party is deemed to be a national Cropping Sector.
Lead Agency	The agency(s) of the state(s) or territory(s) which are responsible for leading the conduct of a Response Plan (because of the occurrence of an Incident within their state(s) or territory(s)).
Local Control Centre	The operations centre from which all field operations aimed at containing and eradicating the EPP are managed in a defined area.
National Emergency Plant Pest Management Group	The group which will approve or not approve a Response Plan and the consequent application of Cost Sharing (following advice from the CCEPP) and which will manage the national policy and resourcing needs of a Response Plan, on behalf of Affected Parties.
Response Plan	An integrated plan for undertaking a response to an EPP that is developed by one or more state or territory CPHM(s), endorsed by the CCEPP and approved by the NMG and which is subject to Cost Sharing in accordance with the EPPRD. The Response Plan may include Emergency Containment actions so as to enable the payment of Owner

Term	Definition
	Reimbursement Costs and Cost Sharing if considered appropriate by CCEPP and approved by the NMG.
State Coordination Centre	The emergency operations centre established at a state level, that coordinates the EPP control operations to be undertaken in that state or territory.

## Local Control Centre Controller

This job card outlines the responsibilities of the Local Control Centre (LCC) Controller 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

- Develop a detailed program for eradication, control and surveillance activities within the Restricted Area (RA) and other areas as defined by the Chief Plant Health Manager (CPHM), in accordance with PLANTPLAN and/or with plans determined by the CPHM.
- On approval from the CPHM, 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 State Coordination Centre (SCC) is advised of the progress of the program.
- 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 campaign and obtain authorisation from the SCC for modifications as required.
- Maintain contact with emergency service organisations, industry, the local media and relevant government departments.

## Specific tasks through PLANTPLAN phases

### Investigation and Alert Phase

The LCC Controller is activated by the CPHM early in the Alert Phase. Specific tasks include:

- Coordinating the identification of likely LCC sites.
- Determining likely personnel requirements.
- Ensuring relevant personnel are put on standby and the LCC is scaled up to a level commensurate with the level of suspicion regarding the EPP detection.

### Operational Phase

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

- Coordinate establishment of the LCC.
- Ensure an incident action plan is developed for field operations (both short term and longer term).
- Ensure SCC is kept up-to-date on field operations.
- Ensure an initial briefing is given to
  - other local managers within the department that have responsibilities inside the RA
  - local government (Shire Secretary)
  - police (emergency management) coordinator for the district(s)/regions(s) of the RA
  - regional emergency services officer for the RA (they should be provided with a list of preliminary resources required)
  - appropriate industry contacts for those in the RA
  - risk enterprise managers.
- Ensure plant health consultants, departmental district staff and key industry contacts in the affected area are advised
  - that PLANTPLAN is in the Operational Phase
  - of the nature of the EPP
  - of the location(s) of the IP(s)
  - of the boundaries of the RA and Control Area (CA) and conditions that apply therein
  - of the contact details for the LCC
  - that no visits are to be carried out on properties with susceptible species within the RA unless permission has been granted by the LCC Controller
  - that any suspicions of the EPP must be reported immediately to the LCC and the person reporting must remain on the premises until permission is given by the LCC Controller or Operations Manager or Plant Health Investigations Manager to leave
  - of the contacts for all media enquiries.

The LCC Controller will also need to liaise with the SCC regarding:

- The declaration of the RA and CA and conditions, including produce standstill arrangements that apply in these areas.
- The contact details of the LCC and SCC.
- Resource requirements and their supply (personnel and equipment).
- Any urgent tracings on and off the IP that need to be referred to the SCC.

### **Stand Down Phase**

Key tasks are to:

- Close the LCC.
- Ensure all records relating to the EPP Response are held securely so they are available for future retrieval.
- In consultation with the Chief Plant Protection Officer (CPPO) arrange for a debrief of all staff who worked in the LCC (depending on the scale of the response this may include senior department managers and/or staff from the SCC).

## National Management Group

This job card outlines the roles and responsibilities of the National Management Group (NMG) during all phases of a response to an Emergency Plant Pest (EPP) under the Emergency Plant Pest Response Deed (EPPRD). Specific detail on the roles and responsibilities of NMG Representatives is also provided.

This document is provided as a guide and does not contain every action that may be required in responding to an Incident<sup>1</sup>. Information is not presented in any particular order. Capitalised words and terms (excluding names) are a reference to the defined words/terms within the EPPRD.

### Document revision history

Version	Date issued	Amendment details	
		Section(s)	Details
1.0	22 May 2015	All	Developed by Job Cards Working Group. Approved by the Job Cards Working Group 22 April 2015. Endorsed by Parties May 2015.
2.0	29 Nov 2016	All	Details relating to Transition to Management Phase and phased responses incorporated. Minor editorial changes for clarity and consistency with PLANTPLAN. Endorsed by Parties November 2016
2.1	30 Nov 2018	All	Clarification of requirement for all NMG members and other participants to complete a Confidentiality Deed Poll. Reference to requirement for NMG members to be trained including completion of introductory training courses (BOLT) before participation in NMG. Reference to NMG members maintaining records of time spent engaged in Cost Shared Incidents for the purpose of determining wider costs. Reference to NMG considering the terms of reference for the Financial Audit. Clarification of distinction between Transition to Management and the Transition to Management Phase and the role of the NMG at this stage of the response. Minor editorial changes for clarity and consistency with PLANTPLAN. Endorsed by Parties November 2018.

## Introduction

The NMG is responsible for making key decisions on national biosecurity policy and resourcing in a response to an Incident under the EPPRD.

<sup>1</sup> Where the term 'Incident' is used throughout this document, it refers to the occurrence of a confirmed or reasonably held suspicion of an EPP or of an unclassified Plant Pest which is reasonably believed to be an EPP (not including a Plant Pest investigation where the provisional finding or diagnosis is that the Plant Pest is established).

The NMG consists of representatives from all Affected Parties for a particular Incident, who are authorised to bind that Party under the EPPRD, and Plant Health Australia (PHA) as a non-voting member. The NMG is formed when an EPP is detected or suspected to be present and is responsible for approving (or not approving) a Response Plan, including the budget, and the application of Cost Sharing between Affected Parties where it is agreed that eradication is technically feasible and cost beneficial. The Commonwealth provides the Chair and secretariat support to the NMG. The NMG is advised on technical matters by the Consultative Committee on Emergency Plant Pests (CCEPP). In determining the policy and financial issues associated with a response, the NMG can seek further advice from its members, the CCEPP and/or PHA on matters of EPPRD policy.

The NMG generally meets by teleconference, which can be on short notice in the event of an Incident, and reaches its decision by Consensus<sup>2</sup>, except on matters of Cost Sharing which must be Unanimous.

## Roles and responsibilities of NMG as a committee

The NMG is primarily responsible for decisions with regards to responses to Incidents. Under the EPPRD (schedule 8, part 1.2), the NMG has specific responsibilities, including to:

- (a) receive advice from the CCEPP on technical issues relating to an EPP or a Response Plan;
- (b) receive regular reports from the CCEPP, including budgeted, committed and actual expenditure on a Response Plan;
- (c) have responsibility for the key decisions relating to a Response Plan, including:
  - (i) the approval of a Response Plan, which includes an indicative budget;
  - (ii) the review of a Response Plan where the NMG believes the cost may exceed the Agreed Limit;
  - (iii) having regard to the advice of the CCEPP and pursuant to clause 9.1.1 (b), the determination of the relevant and reasonable investigation and diagnostic costs of the Incident Definition Phase;
  - (iv) the setting of an upper limit on expenditure from time to time, at a level less than the Agreed Limit, below which Response Plan expenditure may be committed by the Lead Agency(s) without reference to the NMG;
  - (v) the determination of whether a Party or other person has acted appropriately in the matter of reporting of an EPP;
  - (vi) a determination that an EPP has been eradicated (acting on advice from the CCEPP);
  - (vii) a determination (on advice from the CCEPP) that eradication of an EPP by means of a Response Plan is not feasible;
  - (viii) the consideration of efficiency audit reports and the Financial Audit report; and
  - (ix) a determination (on advice from the CCEPP) that an emergency response should enter a Transition to Management Phase and approval of amendments to the Response Plan to incorporate the Transition to Management Phase;

---

<sup>2</sup> Refer to EPPRD clause 1.1 for definition of Consensus

- (d) refer relevant issues arising out of a Response Plan to members of PHA for consideration;
- (e) report as necessary to Ministers who are signatories to the EPPRD in regard to a Response Plan; and
- (f) where NMG rejects the advice of the CCEPP on matters under sub-paragraphs (i) to (ix) of (c) above, report its reasons in writing to Ministers who are signatories to the EPPRD.

## Specific tasks through PLANTPLAN phases

Specific responsibilities of the NMG during phases of a response to an EPP are described below. Note that the actions described in these phases are not a definitive list and the course of an EPP response may require fewer or additional actions to be performed.

### Investigation and alert phase

The NMG will meet as required to:

- Consider recommendations from the CCEPP regarding:
  - Whether the Incident relates to an EPP,
  - Whether eradication of the EPP is feasible. This is informed through CCEPP recommendations on the technical feasibility and cost effectiveness of eradication for an EPP (note that at any point during an Incident, the NMG can request that a formal cost-benefit analysis be completed by a recognised provider of economic analysis services, such as the Australian Bureau of Agricultural and Resource Economics and Sciences (ABARES)).
- Determine whether appropriate reporting of the EPP has occurred in accordance with clause 4 of the EPPRD.
- Determine whether an eradication response under the EPPRD should commence.
- Consider and approve or reject the Response Plan proposed by the CCEPP (within 30 days of its receipt).
  - The Response Plan will detail the resources required for eradication to be achieved, including the indicative budget for response activities (the indicative budget is an approximation by the CCEPP, of the cost of the Response Plan, including a breakdown of the Shared Costs and normal commitments).
  - The Response Plan proposed by the CCEPP may include a phased approach to response activities and therefore the NMG may be required to approve (or reject) a Response Plan that in the first instance includes an indicative budget for the first phase of the response only. Once further information has been gathered to fully determine the extent (and therefore cost) of activities that will be required throughout the response a Response Plan will be proposed to the NMG by the CCEPP that includes an indicative budget for subsequent phases of the response.
- Approve the national Cost Sharing arrangements for the Shared Costs component of the indicative budget.
- Approve the upper limit on expenditure (The upper limit is the limit determined by reference to the indicative budget and is the amount Affected Parties are willing to commit to Cost Share for the response. This amount can be equal to the Cost Shared component of the indicative budget

amount or another specified amount, so long as it does not exceed the Agreed Limit<sup>3</sup> for the response. The Lead Agency and the CCEPP may commit expenditure without reference to the NMG whilst the budgeted and actual expenditure reported to NMG is less than the upper limit and within the conditions set by the approved Response Plan. The NMG are required to specify an upper limit on expenditure under part 2.1 of schedule 10 of the EPPRD).

- Approve the Trigger Point for review of the Agreed Limit (The Trigger Point is a predetermined amount which, if reached, will prompt a review of the Response Plan and budget by the NMG. The amount must be proposed by CCEPP and approved by NMG under clause 9.5.6 and 9.5.7 to ensure that the Agreed Limit for a response is not exceeded. The Trigger Point must not be more than 90% of the Agreed Limit).
- Advise the CCEPP of its determinations - this must include relevant reasons for not supporting commencement of an eradication response, and/or a proposed Response Plan. If the NMG rejects the advice of the CCEPP (see Roles and responsibilities above), it must report the reasons in writing to Ministers who are signatories to the EPPRD.

## Operational phase

- The NMG will meet as necessary to consider policy and financial issues associated with the implementation of a Response Plan and to ensure its effective management.
- If expenditure on an EPP response reaches 90% of the Agreed Limit, the NMG will meet to review funding arrangements and the continuation of the EPP response.
- The NMG may appoint an Efficiency Advocate to assess the efficiency and effectiveness of a Response Plan at any point during its implementation (note the NMG may agree to an Efficiency Audit at the early stage of a response, when it first approves a Response Plan).
  - The NMG will consider the findings reported by the Efficiency Advocate and advise the CCEPP and combatant jurisdiction(s) whether the recommendations have been accepted to be implemented.
- The NMG will consider reports provided by the CCEPP during the progress of a response, such as Financial Audit reports, annual reports, and other progress reports, and provide advice on decisions relating to responses.
- The NMG may report as necessary to Ministers who are signatories to the EPPRD in regard to a Response Plan. Where the NMG rejects the advice of the CCEPP it must report its reasons in writing to Ministers who are signatories to the EPPRD.
- If trigger points for review (as previously agreed by the NMG and outlined in the Response Plan) are met, the NMG will consider recommendations from the CCEPP regarding:
  - potential amendments to the Response Plan; or
  - that it is no longer feasible to eradicate the EPP.
- An emergency response under an agreed Response Plan will be finalised when the NMG declares (on advice from the CCEPP) that:

---

<sup>3</sup> Note that the Agreed Limit is a predetermined amount which may be eligible for Cost Sharing under an NMG approved Response Plan. The amount is determined using the mechanism set out at clauses 9.5.1, 9.5.2 and 9.5.3 of the EPPRD. The Agreed Limit for a response cannot be exceeded unless otherwise agreed in writing by all of the Affected Parties.

- the EPP has been eradicated and proof of freedom has been demonstrated (where the Response Plan is successful); or
- eradication of the EPP is no longer feasible (not technically feasible and/or cost-beneficial) and either that the Response Plan will be terminated (as a Transition to Management Phase is not considered appropriate) or that the emergency response should enter a Transition to Management Phase in which case the Response Plan will be modified.
- To make the determination that the emergency response should enter a Transition to Management Phase, the NMG must consider and agree (on advice from the CCEPP) that a Transition to Management Phase is appropriate (as a gap has been identified) and that Transition to Management activities are achievable within a defined and reasonable timeframe (not exceeding 12 months). For Transition to Management (and the maximum 12 month timeframe) to commence the NMG must consider and approve amendments to the Response Plan that incorporate Transition to Management activities.
- In approving the revised Response Plan incorporating Transition to Management activities, the NMG must approve the indicative budget, the upper limit on expenditure and (if required) a revised Trigger Point for review of the Agreed Limit (as proposed by the CCEPP). As Transition to Management will be part of an existing Response Plan there will be no changes to the national Cost Sharing arrangements.

### Stand down phase

Once the NMG agrees that the Incident is over (closed), the stand down phase will commence.

- The NMG is to provide the outcomes of the Efficiency Advocate's report to all Parties.
- The NMG is to receive and assess the final Financial Audit report<sup>4</sup>. Note that the NMG may consider the Terms of Reference for the Financial Audit prior to its commencement and advise of any specific requirements to be addressed.
- NMG Representatives may be engaged in Incident debriefing. Further information on debriefing can be found in the *EPPRD debriefing* guidelines and *PLANTPLAN*.

### Relief and recovery phase

There are no defined relief and recovery actions or responsibilities outlined in PLANTPLAN and activities are not subject to Cost Sharing under the EPPRD. These occur outside of an EPP Response Plan and are the responsibility of jurisdictions, industry and local communities – not the NMG.

### Transition to Management Phase

The responsibilities of the NMG during the Transition to Management Phase will be similar to those in the operational phase with a few notable differences as identified below.

- If trigger points for review (as agreed by the NMG and outlined in the Response Plan) are met, the NMG will consider recommendations from the CCEPP regarding whether the Transition to Management Phase is still appropriate and depending on the outcome:

---

<sup>4</sup> An external audit of the Response Plan ledger account is required following completion of the Response Plan where the total Cost Shared amount is equal to or exceeds \$500,000 (as at 2011/2012 to be indexed annually using the Consumer Price Index at 30 June each year and applying from 1 July each year – EPPRD part 2 of schedule 11).

- possible amendments to the Response Plan; or
- that the Transition to Management Phase should end.
- When all the activities of the Response Plan are completed the NMG will determine (on advice from the CCEPP) that Transition to Management has been completed and the Transition to Management Phase will end.

## Roles and responsibilities of NMG Representatives

Specific responsibilities of NMG Representatives are described below. Note that these actions are not a definitive list and the course of an EPP response may require fewer or additional actions to be performed.

It is the responsibility of every NMG Representative to:

- Be appropriately authorised to bind the Party they represent to decisions (supported by governance systems in place) including the commitment of funds for a Response Plan in a timely manner.
- If a delegation of authority is required, provide the delegate to the Chair prior to meetings of the NMG.
- Complete a Confidentiality Deed Poll and return to PHA before participating in any NMG activities<sup>5</sup>.
- Treat information discussed at the meeting in a confidential manner.
- Be available to meet at short notice in an emergency situation (24 hours).
- Prepare for meetings through reading agenda papers and other relevant information provided.
- Review and endorse the minutes, action items, communiqués and other relevant documents in the required time frame.
- Respond to action items and email requests from the NMG Secretariat by the date stated.
- Ensure they are appropriately trained to meet requirements of the EPPRD<sup>6</sup>. This includes the completion of introductory Biosecurity Online Training (BOLT) courses before participation in NMG activities.

Maintain adequate records of time spent engaged in activities relating to Cost Shared responses (normal commitments and any Cost Shared expenditure) to enable reporting of wider costs at the end of an Incident.

Additional key responsibilities of NMG Representatives and other individuals attending NMG meetings are summarised in the table below.

---

<sup>5</sup> All NMG members, observers, technical experts and other participants must sign a Confidentiality Deed Poll ([planthealthaustralia.com.au/wp-content/uploads/2012/12/Confidentiality-Deed-poll.pdf](http://planthealthaustralia.com.au/wp-content/uploads/2012/12/Confidentiality-Deed-poll.pdf)) prior to participation in any activities relating to the EPPRD. Government representatives may be bound by privacy provisions under their respective public service/government employment Acts; however in accordance with clause 11.6.2 must sign an appropriate form of Confidentiality Deed Poll (which may be in the form of the current available Deed Poll contained in schedule 9 and available through the above link).

<sup>6</sup> EPPRD clause 15, clause 11.4.2 and 11.6.2.

Representative/ other	Role/Responsibility
Chair	<p>Present the position of the Commonwealth to the other NMG members.</p> <p>Make decisions on behalf of the Commonwealth.</p> <p>Effectively chair NMG meetings.</p>
Government	<p>Present the position of the Party they represent to the other NMG members.</p> <p>Make decisions on behalf of the Party they represent.</p> <p>Ensure they are appropriately trained and authorised to bind the Party they represent to decisions including the commitment of funds for a Response Plan.</p>
Affected Industry Party(s)	<p>Present the position of the Party they represent to the other NMG members.</p> <p>Make decisions on behalf of the Party they represent.</p> <p>Ensure they are appropriately trained and authorised to bind the Party they represent to decisions including the commitment of funds for a Response Plan.</p>
PHA	<p>Present the view of PHA.</p> <p>Provide advice on the EPPRD in session where possible and in writing where necessary.</p> <p>PHA is a non-voting member of NMG.</p>
Secretariat	<p>Finalise NMG resolutions in session where possible or out of session where required.</p> <p>Prepare and circulate draft minutes to all NMG members promptly following the NMG meeting.</p> <p>Prepare and circulate draft action items to all NMG members promptly following the NMG meeting.</p> <p>Circulate final minutes to all NMG members promptly following the receipt of all responses from members on the draft minutes and final endorsement of the Chair.</p> <p>Coordinate the presentation and circulation to members of any communications material in conjunction with the National Biosecurity Communications Network.</p>
Advisors	<p>May accompany Members if their specific expertise and advice is required.</p> <p>Not involved in decision making or voting.</p> <p>Not required to endorse the resolutions, minutes, action items and communiques of the NMG meetings.</p>

## Further information

Further information on the roles and responsibilities of the NMG as a committee and its representatives can be found through the Biosecurity Online Training (BOLT) [planthealthaustralia.com.au/resources/training/biosecurity-online-training/](http://planthealthaustralia.com.au/resources/training/biosecurity-online-training/).

## Scientific Advisory Panel

This job card outlines the roles and responsibilities of a scientific advisory panel (SAP) during all phases of a response to an Emergency Plant Pest (EPP) under the Emergency Plant Pest Response Deed (EPPRD). Specific detail on the roles and responsibilities of SAP members is also provided.

This document is provided as a guide and does not contain every action that may be required in responding to an Incident<sup>1</sup>. Information is not presented in any particular order. Capitalised words and terms (excluding names) are a reference to the defined words/terms within the EPPRD.

### Document revision history

Version	Date issued	Amendment details	
		Section(s)	Details
1.0	22 May 2015	All	Developed by Job Cards Working Group. Approved by Job Cards Working Group 22 April 2015. Endorsed by Parties May 2015.
2.0	29 Nov 2016	All	Addition of Transition to Management Phase. Minor editorial changes for clarity and consistency with PLANTPLAN. Endorsed by Parties November 2016.
2.1	30 Nov 2018	All	Addition of reference that a SAP may be engaged to provide validation of the current response strategy or advice on key elements proposed for revision. Clarification that the SAP membership is skills based and not representative. Addition of reference that expertise for a SAP may be drawn from a variety of sources. Clarification of requirement for all SAP members to complete a Confidentiality Deed Poll. Minor editorial changes for clarity and consistency with PLANTPLAN. Endorsed by Parties November 2018.

<sup>1</sup> Where the term 'Incident' is used throughout this document, it refers to the occurrence of a confirmed or reasonably held suspicion of an EPP or of an unclassified Plant Pest which is reasonably believed to be an EPP (not including a Plant Pest investigation where the provisional finding or diagnosis is that the Plant Pest is established).

## Introduction

A SAP is a technical group which may be convened by the Consultative Committee on Emergency Plant Pests (CCEPP) on a needs basis to review and provide advice on specific technical matters relating to an Incident. Representation and resourcing of the SAP is the responsibility of Affected Parties and terms of reference will be provided by the CCEPP to inform the activities of the SAP, its composition (of appropriately skilled nominees) and its contribution to the Incident response.

## Roles and responsibilities of the SAP as a committee

The role of the SAP is to provide expert advice on specific aspects of an Incident as requested by the CCEPP through the agreed terms of reference, such as pest biology, diagnostic methods, surveillance systems, pest epidemiology, destruction methods and management options that could be incorporated in a Response Plan. The SAP may also be engaged to provide validation of the current response strategy or to provide advice when key aspects of the response strategy are proposed for revision.

The SAP membership is not representative but rather based on skills and expertise, with each member engaged to provide their individual expertise and knowledge rather than presenting a view of their Party. The skills and expertise of nominated SAP members must be relevant to the terms of reference set by the CCEPP. Roles may include:

- diagnostician/s
- surveillance person/s with local knowledge, preferably with experience in designing statistically sound surveillance strategies
- a biometrician or special modeller
- a local and/or international pest expert(s) with knowledge in identification, biology, genetics and epidemiology of the pest or other similar pests
- an agronomist who knows the host
- an emergency response expert
- an economic expert.

This list of experts can be added to as appropriate (e.g. chemical experts).

Nominees for the SAP may be drawn from a variety of sources including government (state/territory or Australian government), Industry Parties, Plant Health Australia (PHA), non-EPPRD scientific organisations (e.g. CSIRO) and/or international expertise.

The SAP is chaired by Plant Health Australia (PHA) and comprises specialists with expertise from the required field. Representation from all Affected Parties is by self-nomination and not obligatory. The Commonwealth provides the secretariat services through the CCEPP Secretariat.

The SAP is not a decision making body and will only provide technical advice on matters as defined in the terms of reference set by the CCEPP. The recommendations of the SAP are provided to the CCEPP which will then consider these in conjunction with other aspects of the response such as policy, financial and

other technical information. Once the CCEPP has reached a decision on the matter in question, the Chair of the SAP will inform the SAP through the Secretariat what that decision is and the reasons behind it.

The SAP may establish a working group, at the Chair's discretion, to progress a specific task for which some members of the SAP have the specific expertise and to report back recommendations and information to the SAP.

## Specific tasks through PLANTPLAN phases

### Investigation and alert phase

The CCEPP may appoint a SAP when complex technical issues arise or additional information or advice is required by the CCEPP to assist them in their initial deliberations.

During the investigation and alert phase, the SAP would likely be convened to:

- Consider complex technical issues, as identified in a list of key priority questions from the CCEPP. These phase-specific questions may include (but are not limited to) pest biology, potential pathways, the biology and distribution of hosts, establishment potential, field and laboratory diagnostics, surveillance methodologies and efficiencies, technical feasibility of eradication, impacts of environmental factors and/or destruction.
- Evaluate available pest/disease data (e.g. effectiveness of control measures) from other jurisdictions and or countries.
- Consider if the proposed response strategy is technically appropriate and will achieve eradication.

### Operational phase

If required, the CCEPP may agree to the formation of a SAP to evaluate the effectiveness of a response and its implementation, and provide advice on specific technical matters.

The SAP would likely be convened to consider:

- Complex technical issues, as identified in a list of key priority questions from the CCEPP. These phase-specific questions may include (but are not limited to) to pest biology, the biology and distribution of hosts, field and laboratory diagnostics, surveillance methodologies and efficiencies, specific evaluation of the proof of freedom surveillance operations and data, requirements for fallow, impacts of environmental factors, biological or chemical control, and/or destruction.

Whether the current response strategy being implemented under the Response Plan will achieve the outcome of eradication and/or whether proposed revisions to the response strategy (or specific elements thereof) are technically appropriate.

### Stand down phase

There are no defined stand down actions or responsibilities for the SAP identified in PLANTPLAN.

## Relief and recovery phase

There are no defined relief and recovery actions or responsibilities outlined in PLANTPLAN and activities are not subject to Cost Sharing under the EPPRD. These occur outside of an EPP Response Plan and are the responsibility of jurisdictions, industry and local communities – not the SAP.

## Transition to Management Phase

Although it is unlikely to be required, the CCEPP may agree to request that a SAP be convened to provide technical advice during a Transition to Management Phase. The SAP would likely be convened to consider similar technical matters to those in the operational phase.

## Roles and responsibilities of SAP members

It is the responsibility of SAP members to:

- Complete a Confidentiality Deed Poll and return to PHA before participating in any SAP activities<sup>2</sup>.
- Treat information discussed at the meeting in a confidential manner.
- Prepare for meetings through reading agenda papers and other relevant information provided.
- Prepare for meetings by accessing relevant information to be able to provide scientific input to the meeting.
- Share relevant technical information with other members of the SAP to enable informed recommendations to the CCEPP.
- Review and endorse the minutes, action items and reports to the CCEPP.
- Respond to action items and email requests from the Secretariat by the date stated.

---

<sup>2</sup> All SAP members and other participants must sign a Confidentiality Deed Poll ([www.planthealthaustralia.com.au/wp-content/uploads/2012/12/Confidentiality-Deed-poll.pdf](http://www.planthealthaustralia.com.au/wp-content/uploads/2012/12/Confidentiality-Deed-poll.pdf)) prior to participation in any activities relating to the EPPRD. SAP members from Government agencies may be bound by privacy provisions under their respective public service/government employment Acts; however in accordance with clause 11.6.2 must sign an appropriate form of Confidentiality Deed Poll (which may be in the form of the current available Deed Poll contained in schedule 9 and available through the above link).

## State Coordination Centre Director

This job card outlines the responsibilities of the State Coordination Centre (SCC) Director 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

The SCC Director is responsible for coordinating the response to the EPP incursion by the Lead Agency, including all day to day operational matters. The SCC Director reports to the Chief Plant Health manager (CPHM).

- Manage the eradication/control campaign in accordance with the relevant legislation, policies and PLANTPLAN strategies and procedures with due consideration of the economic, commercial and social implications of all actions taken.
- Manage the SCC.
- Provide accurate and timely advice (often via the CPHM) to the minister, Consultative Committee on Emergency Plant Pests (CCEPP), the public, all departmental staff, emergency management agencies and industry.
- Establish ongoing consultative and reporting arrangements between SCC and the Local Control Centres (LCCs).
- Act as CPHM as required.

## Specific tasks through PLANTPLAN phases

### Investigation and Alert Phase

Key tasks in this phase include:

- Evaluating initial reports from the Plant Health Officer (PHO).
- Sending the diagnostic team to the Suspect Premises (SP).
- Immediately notifying the CPHM, both verbally and in writing, of results from all investigations.
- Advising departmental management and relevant laboratory(s)
  - that PLANTPLAN is in the Investigation Phase
  - of the nature of the suspected EPP

- of the location(s) of the SP(s)
  - of any actions required of them.
- Ensuring field staff have taken all necessary steps to limit the spread of the suspected EPP such as
  - stopping product movements into and out of the SP by the imposition of quarantine measures
  - controlling the movement of people in and out of the SP or areas
  - arranging for decontamination of people, vehicles, machinery that have already left the premises
  - quarantine risk enterprises or locations where traces have been identified
- Activating the SCC section managers.
- Analysing and evaluating information collected by the PHOs and ensuring this information is entered into the Information Management System.
- Beginning the preparation of an Incursion Incident Report for submission by the CPHM to the CCEPP.
- Initial development of the EPP Response Plan.
- Developing proposals for personnel and other resource requirements for LCC operations.
- Overseeing coordination of survey teams to:
  - conduct initial inspections and surveys of the area to determine the extent of the outbreak
  - conduct trace backs to determine where the pest might have come from and trace forward exercises to identify where the pest might have spread (pest findings outside the affected site are to be referred to the CCEPP)
  - undertaking relevant consultation to determine the boundaries for any Restricted Areas (RA) or Control Areas (CA) which may need to be proclaimed if the diagnosis proves positive.
- Preparing documentation/forms for the proclamation of quarantine areas in conjunction with the agencies senior legal officer.
- Assisting, as required, the LCC Controller and state/territory emergency services in selecting a suitable site for the LCC.

## Operational Phase

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

- Expand the management of the SCC and appoint personnel to key positions.
- Instruct the LCC Controller to establish the LCC and take charge of eradication or control activities in the RA.
- Advise key departmental staff of the EPP situation, the controls and movement restrictions on plants and plant products, vehicles and people and the potential need to provide staff to the LCC and SCC
- Work with the Public Information Section to arrange preparation of media releases, including technical information, and initiate press conferences. In some cases joint state/territory and Australian Government media releases may need to be issued.
- Ensure key contacts (as above) are advised:
  - that PLANTPLAN is in the Operational Phase
  - of the nature of the EPP
  - of the location of the Infected Premises (IPs)
  - of the boundaries of the RA and CA and conditions that apply therein

- of the location and contact details of the LCC and SCC
  - that no visits are to be carried out on premises with susceptible species within the RA unless permission has been granted by the LCC Controller
  - that urgent premises visits may be carried out in the CA only by taking full decontamination procedures on entering and leaving all premises (dependent on the specific threat)
  - that any suspicions of the target pest must be reported immediately to the LCC
  - of any actions required of them
  - of the name of media contacts and key spokespersons
- Arrange for the appointment (gazettal) of interstate and other appropriate personnel as inspectors under the relevant legislation
  - Arrange for approved valuers to be appointed under the relevant legislation.

### **Stand Down Phase**

Key tasks are to:

- Close the SCC.
- Ensure all records relating to the EPP response are held securely so they are available for future retrieval.
- In consultation with the Chief PLANT Protection Officer (CPPO) arrange for 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 staff from the LCC).