

## PART 5 Forms and templates

Forms and templates provide a consistent and agreed format for response personnel to use for a specific task and ensure that the required minimum information or data is collected in a consistent and harmonised manner. The following forms and templates are included in PLANTPLAN individually as word documents:

- National talking points
- Preliminary Information Data Sheet
- Response Plan for eradication
- Response Plan for Transition to Management
- Technical feasibility of eradication criteria

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## National talking points template

The information provided in this template should be used as a guide only, and is based on standard content commonly presented in national talking points for Incidents under the Emergency Plant Pest Response Deed (EPPRD) as well as the generic template available in the Biosecurity Incident Public Information Manual. The specific headings, content and level of detail required in national talking points will depend on the nature, extent and stage of the Incident as well as the specific messages that Affected Parties need to communicate. This template should be read in conjunction with the *National talking points* guidelines<sup>1</sup> which provide information on the purpose, use and process for development of national talking points during a response to an Incident under the EPPRD.

### Document revision history

Version	Date issued	Amendment details	
		Section(s)	Details
1.0	30 Nov 2017	All	New document developed by Plant Health Australia in collaboration with Biosecurity Incident National Communication Network Chair/Secretariat. Endorsed by Parties November 2017.
1.1	30 Nov 2018	All	Minor update to reference inclusion of relevant situational information, response strategy details and information on counselling and support services available. Endorsed by Parties November 2018.

### Pest name – location (state/territory)

### National Talking Points – date (of draft/approval) DRAFT/APPROVED

### Current Situation

This section should include up to date details about the Incident. It may be brief or contain as much detail as required to meet the communication needs of Affected Parties. This section will cover information such as:

- The identity of the pest that has been found (scientific and common name), if suspect or confirmed identity through diagnosis. The common name must be used throughout the talking points.
- Date of detection(s) (i.e. month)
- Broad location of the detection(s) (i.e. suburb or region)
- The specific commodity/commodities it has been found on
- The number of Infected Premises

<sup>1</sup> Available from [planthealthaustralia.com.au/plantplan](http://planthealthaustralia.com.au/plantplan)

- Other specific situational details as considered appropriate and necessary to support stakeholder engagement and other communication needs
- Immediate response activities that are underway (e.g. whether quarantine actions are in place, that surveillance is being undertaken) and/or have been completed. If required, a summary of data may be included to reflect more detail on the activities (e.g. data on the number of samples collected, traces completed, surveillance events conducted, plants destroyed etc).
- The significance and impact of the pest (what other plants/commodities it could affect)
- Whether there is or is not any potential impact on human health
- That the detection is being considered by national committees (Consultative Committee on Emergency Plant Pests (CCEPP) and National Management Group (NMG))
- Whether there is a nationally agreed Response Plan in place or being developed
- The response strategy being implemented under the agreed Response Plan
- What activities are being undertaken or planned (long term) in implementing the Response Plan
- Where more information can be found

## Background

- Information that provides context about why the pest is significant. This could include impacts observed internationally, to crops, the economy or wider.
- Any decisions previously made by the CCEPP or NMG about this pest. e.g. decision that the pest is feasible to eradicate, and/or Response Plan approved
- Where to go for further information ([outbreak.gov.au/](http://outbreak.gov.au/))

## Biosecurity and reporting

### *Advice to growers*

- Any specific advice to growers about:
  - what they should look out for
  - whether they need to do something differently
  - Advice on how to minimise the spread of the pest
  - who they should contact if they want advice on how to treat for the pest, or if they have any questions
  - where they can get additional information.
- Messages highlighting the importance of on-farm biosecurity; e.g. *Good on-farm biosecurity practices minimise the risk of pests entering and exiting your property, as well as spreading within your crops. Information about how to put biosecurity measure in place on your farm is available at [farmbiosecurity.com.au](http://farmbiosecurity.com.au).*
- If there is a specific need for the public to look for and report the pest, this section will include messages targeted for the public in relation to what they should look out for, and where as well as any other information that is relevant to finding the pest.

- Include the following statements where relevant:
  - *All commercial growers and home gardeners, need to be vigilant for new plant pests or disease symptoms. Reporting suspect symptoms can prevent serious and long-term damage to Australia's food production industries.*
    - This statement should be tailored to the appropriate audience such as groups like bush walkers.
  - *If you think you have seen the 'pest name' or that it may be present on your plants, you need to report this to the Exotic Plant Pest Hotline on 1800 084 881 or to the 'insert details of the relevant state or territory government'.*
  - *Everyone has a role in Australia's biosecurity. It is important that importers and others who work around imported goods be vigilant for exotic pests and pest activity. Some pests may not be visible to the human eye and it may take certain environmental conditions for some pests to emerge from imported goods.*
    - This statement is specific for pests that may have arrived in imported cargo.

## Counselling and support services

- Information on the availability of counselling and support services provided by the relevant jurisdiction and available nationally (if relevant), and where to go to find information on these services.

## About 'pest name'

- Description of the pest, both immature and adult forms, and/or what the symptoms look like. Do not use scientific terminology, but rather describe in lay terms for example small white insects, approximately 0.5 mm in diameter, appearing on the underside of leaves.
- Host list for the pest
- Description of how the plants are impacted including where on the plant symptoms may first be observed and how the symptoms progress.
- How the pest can be spread
- Global distribution of the pest
- Clarification of the name or any synonyms if appropriate
- Where to access further information about the pest and images

## Trade

### *International trade*

This section should be included if the presence of the plant pest or response activities have an impact on domestic or international trade.

- The information in this section could be as simple as 'There are no trade impacts as a result of the detection of this pest.'

- If there are international trade implications, include the Department of Agriculture and Water Resources website ([agriculture.gov.au](http://agriculture.gov.au)).
- Any media enquiries related to overseas trade issues are handled by the Department of Agriculture and Water Resources, and should be directed to [media@agriculture.gov.au](mailto:media@agriculture.gov.au) or (02) 6272 3232.

#### Domestic trade

This section should be included if movement restrictions have been put in place for one or more jurisdictions.

- If there are different restrictions for each jurisdiction, these should be outlined and directed to the Australian interstate quarantine website ([interstate.quarantine.org.au](http://interstate.quarantine.org.au)) for further information.
- Include the information for industry/growers and if there are any restrictions that may impact or be relevant to the general public.

### Response arrangements

Standard wording has been developed to explain the EPPRD, the CCEPP and the NMG, and their role in the national biosecurity emergency management.

- *The Consultative Committee on Emergency Plant Pests provides technical and scientific advice in response to exotic plant pest and disease outbreaks. The committee is chaired by Australia's Chief Plant Protection Officer and comprises the Chief Plant Health Managers and specialists from government, Plant Health Australia, and representatives from affected industries. In this incident, this includes (insert Affected Industry Party names).*
- *The National Management Group consists of Chief Executive Officers from government agencies responsible for agriculture, and representatives from affected industry organisations. It is chaired by the Secretary of the Australian Government Department of Agriculture and Water Resources. Plant Health Australia is a non-voting member.*
- *The National Management Group makes decisions on whether or not to support national eradication programs for pest or disease outbreaks under the Emergency Plant Pest Response Deed. The National Management Group considers recommendations provided by the Consultative Committee before making decisions on whether or not a pest or disease is technically feasible to eradicate.*
- *The Consultative Committee and National Management Group operate in accordance with the deed. The deed is a formal legally binding agreement between Plant Health Australia, the Australian, state and territory governments, and national plant industry bodies that represent specific cropping sectors. It covers the management and funding of nationally agreed responses to Emergency Plant Pests.*

#### If asked

- This section includes information that the CCEPP do not want to promote but agree to release if members are asked specifically.
- The information listed under 'Response arrangements' is sometimes listed in this section.

# PRELIMINARY INFORMATION DATA SHEET (PIDS)

**SCIENTIFIC NAME**

PIDS REFERENCE NUMBER: **CCEPP SECRETARIAT TO ADD**

## 1. PIDS Details

Pest details	
Scientific name	"Scientific name"
	Synonyms:
Common name(s)	"common name"
Pest grouping	Choose an item Other:
Reporting details	
PIDS type	Choose an item
Jurisdiction	Choose an item
Date of PIDS submission	<a href="#">Click here to enter a date</a>
Contact Details	Name: Department: Phone number: Email:
EPP Category (Schedule 13, EPPRD)	Choose an item. <b>CCEPP Secretariat to complete</b>
High Priority Pest in Biosecurity Plan(s):	Choose an item. <b>CCEPP Secretariat to complete</b> If yes, list relevant industry(s):
CCEPP has considered this pest previously:	Choose an item. <b>CCEPP Secretariat to complete</b> If yes, provide details:

## 2. Incident details

<b>Detection summary</b>	
Summary	" Brief outline of detection and current situation "
Date of detection in the field/sample collected	Click here to enter a date
Date initial diagnosis	Click here to enter a date
Date of notification to ACPPO	Click here to enter a date
Pest reported by?	Choose an item Other:
Pest detected through	Choose an item Other:
Photographs	Choose an item
<b>Pest detection</b>	
Pest detected on/in/associated with?	"where was pest found eg on bee, in the environment, on plant, on fungi"
Describe	"for pest not found associated with a plant host provide information." Include information on the species or object it was detection on, impacts observed and other relevant information specific to what the pest was detection on or associated with.
<b>Plant host details and impact observed – for pests detected on a plant host</b>	
Host name	" scientific name, common name, variety"
Host age	"if applicable add details of the age of the host"
Host development stage	"if applicable add the development stage e.g seedling, mature"
Damage symptoms and severity	"detail what symptoms have been observed on the host and the severity"
Incidence of infection/infestation	<b>DisplayText cannot span more than one line!</b>
<b>Detection site details</b>	
Land use at detection site	Choose an item Other:
Land ownership	Choose an item Other:

Location of detection site	"Suburb, nearest town, district"	
Map coordinates	"map name, scale and coordinates; latitude and longitude using WGS84 "	
Location of the pest on site	"additional information to assist in locating the pest or and/or map"	
Recent activities at the site	"e.g. Pruning, harvesting, grafting, moving etc"	
<b>Diagnostics</b>		
Laboratory name	"name of laboratory undertaking the diagnosis"	Accredited for test? Choose an item.
Diagnostic Protocol	<b>DisplayText cannot span more than one line!</b>	Endorsed NDP? Choose an item.
Confirmatory laboratory name	"provide details of laboratory undertaking confirmatory diagnosis"	
Specimen lodged with:	"name of herbarium/collection"	
Collection accession number(s)	"insert accession number"	
Upload to the Australian Plant Pest Database (APPD)?	Choose an item	
<b>Proposed activities to manage the Incident</b>		
Proposed course of action	"What action is being proposed to manage/contain the pest"	
Potential spread	" how far the pest has or may have spread from the detection site"	
Trace back/trace forward	"Been or being undertaken? Outcomes? Recent introductions of host material"	
Surveillance	"Provide details of any surveillance activities planned or being undertaken"	
Additional information required?	"Identify information required to inform what action will be taken?"	

### 3. Additional Pest Information

<b>Pest Biology</b>	
Known or suspected hosts	"Provide details of known and suspected hosts, include references"
Potential economic impact	"list possible economic impacts if pest established"
Potential environmental impact	"are there potential environmental impacts from the pest"
Vector(s)	"is the pest a vector or associated with a vector(s)?" <b>DisplayText cannot span more than one line!</b>
Scientific references	"List all scientific references referred to in obtaining information"
Additional information	
<b>Known distribution</b>	
Occurrence in Australia	"Where pest is currently known to occur within Australia. Include references"
Occurrence overseas	"Where is the plant pest known to occur overseas"

Submit to the Australian Chief Plant Protection Officer via the **CCEPP Secretariat** by email to [CCEPP@agriculture.gov.au](mailto:CCEPP@agriculture.gov.au)

## Response Plan for eradication

### Revision history

Version	Date issued	Amendment Details	
		Section(s)	Details
1.0	1 June 2018	All	New template developed to align with the <i>Response Plan development</i> guidelines (version 1.0). Parties endorsed the new template in May 2018 and noted that the original <i>Response Plan</i> template (version 1.0, December 2013) will be archived.
1.1	30 Nov 2018	All	Template revised to align with the draft <i>Response Plan development</i> guidelines (version 1.1). The following sections were added: <ul style="list-style-type: none"> <li>• 1.1- Aim</li> <li>• 1.2 - Objectives</li> <li>• 2.3 – Other known hosts in the affected area</li> <li>• 2.6 – Additional impacts</li> <li>• 4.7 – Host free/fallow period</li> <li>• 11.1 – Key performance indicators/program milestones</li> </ul> Endorsed by Parties November 2018.

This template should be used in conjunction with the *Response Plan development* guidelines which has been developed to assist Parties in developing and revising a Response Plan for a response to an Emergency Plant Pest (EPP) under the Emergency Plant Pest Response Deed (EPPRD). The guideline includes specific instructions on the appropriate structure and content of a Response Plan developed at various stages of a response. The following headings are consistent with the guideline document.

### 1. Aim and objectives of the Response Plan

- 1.1 Aim
- 1.2 Objectives

### 2. Current status of the Incident

- 2.1 EPP details
- 2.2 Affected host(s)
- 2.3 Other known hosts in the affected area
- 2.3 Diagnostic details
- 2.4 Description and affect
- 2.5 Extent of Incident
- 2.6 Additional impacts

### **3. Feasibility of eradication**

- 3.1 Technical feasibility of eradication
- 3.2 Economic feasibility of eradication

### **4. Response activities for Emergency Containment and eradication**

- 4.1 Overall response strategy
- 4.2 Zoning, quarantine and movement controls
- 4.3 Diagnostics and scientific support
- 4.4 Trace forward and traceback
- 4.5 Surveillance and monitoring
- 4.6 Decontamination, destruction and disposal
- 4.7 Host free/fallow period
- 4.8 Owner Reimbursement Costs

### **5. Proof of freedom activities**

### **6. Public relations and communications activities**

### **7. Social support mechanisms**

### **8. Response Plan management and governance**

### **9. Information systems and services**

### **10. Reporting**

- 10.1 CCEPP and NMG reporting
- 10.2 International notifications

### **11. Response Plan review**

- 11.1 Key performance indicators/program milestones
- 11.2 Trigger points to review the Response Plan
- 11.3 Efficiency audit

### **12. Financial management of Response Plan**

- 12.1 Indicative budget
  - 12.1.2 Salary and wages

- 12.1.3 Operational costs
- 12.1.4 Capital items
- 12.1.5 Owner Reimbursement Costs
- 12.2 Accounting and reporting expenditure
  - 12.2.1 Response Plan expenditure report
  - 12.2.2 Accounting and cost claims processes
- 12.3 Financial audit

### **13. Appendices**

# Response Plan for Transition to Management

## Revision history

Version	Date issued	Amendment Details	
		Section(s)	Details
1.0	1 June 2018	All	New template developed to align with the <i>Response Plan development</i> guideline (version 1.0). Parties endorsed the new template in May 2018 and noted that the original <i>Response Plan</i> template (version 1.0, December 2013) will be archived.
1.1	30 Nov 2018	All	Template revised to align with the draft <i>Response Plan development</i> guidelines (version 1.1). The following sections were added: <ul style="list-style-type: none"> <li>• 1.1- Aim</li> <li>• 1.2 - Objectives</li> <li>• 2.3 – Other known hosts in the affected area</li> <li>• 2.7 – Additional impacts</li> <li>• 5 – Social support mechanisms</li> </ul> Endorsed by Parties November 2018.

This template should be used in conjunction with the *Response Plan development* guideline which has been developed to assist Parties in developing and revising a Response Plan for a response to an Emergency Plant Pest (EPP) under the Emergency Plant Pest Response Deed (EPPRD). The guideline includes specific instructions on the appropriate structure and content of a Response Plan that is being revised to incorporate Transition to Management activities. The following headings are consistent with the guideline document.

## 1. Aim and objectives of the Response Plan

- 1.1 Aim
- 1.2 Objectives

## 2. Current status of the Incident

- 2.1 EPP details
- 2.2 Affected host(s)
- 2.3 Other known hosts in the affected area
- 2.4 Diagnostic details
- 2.5 Description and affect
- 2.6 Extent of Incident
- 2.7 Additional impacts
- 2.8 Decision on feasibility of eradication

- 3. Transition to Management activities**
- 4. Public relations and communication activities**
- 5. Social support mechanisms**
- 6. Response Plan management and governance**
- 7. Information systems and services**
- 8. Reporting**
  - 8.1 CCEPP and NMG reporting
  - 8.2 International notifications
- 9. Trigger points for Response Plan review**
- 10. Financial management of Response Plan**
  - 10.1 Indicative budget
    - 10.1.1 Salary and wages
    - 10.1.2 Operational costs
  - 10.2 Accounting and reporting expenditure
    - 10.2.1 Response Plan expenditure report
    - 10.2.2 Accounting and cost claims processes
    - 10.2.3 Financial audit
- 11. Appendices**

**Table 1: Factors to consider regarding the technical feasibility of EPP eradication<sup>1</sup>**

Technical feasibility of eradication criteria	Factors to be considered <i>Note: not all factors listed may be relevant to the EPP or Incident and/or there may be additional factors to consider</i>	<b>Supports or is an impediment to successful eradication or is unknown</b>
1. Aspects of the species biology that influence the ability to eradicate the EPP		
1.1. Ability of the EPP to establish and spread	<ul style="list-style-type: none"> <li>• Range of climate/environmental conditions EPP can survive/reproduce in</li> <li>• Extent of natural (e.g. wind, rain, invertebrate vectors) and human assisted (e.g. people, equipment, machinery) pathways of spread</li> <li>• Broad versus narrow host range (including alternate/weed hosts)</li> <li>• Reproduction rate, infectivity/virulence</li> <li>• Lifecycle/ability to rapidly reproduce/generate offspring, ability to infect at low inoculum load</li> </ul>	e.g. supports successful eradication
1.2. Ability of the EPP to persist in the environment	<ul style="list-style-type: none"> <li>• Persistence in soil, water, plant debris, vectors</li> <li>• Dormant stage, latency period and/or asymptomatic infections</li> </ul>	
2. The current circumstances of the Incident that influence the ability to eradicate the EPP		
2.1. Suitability of current circumstances to establishment and spread	<ul style="list-style-type: none"> <li>• Current EPP prevalence/inoculum load</li> <li>• Likely time from introduction to initial detection</li> <li>• Current extent of EPP distribution</li> <li>• Suitability of climate/environmental conditions in the affected area to establishment and spread</li> <li>• EPP likely to be present and persisting in soil, water, plant debris</li> <li>• Extent of host distribution (how wide and densely distributed) in the affected area (including alternate/weed hosts)</li> <li>• Presence and distribution of natural vectors in the affected area</li> </ul>	
2.2. Ability of quarantine and other measures to contain the EPP	<ul style="list-style-type: none"> <li>• Infected Premises quarantined</li> <li>• Pathways and risk mitigation measures known or can be determined</li> </ul>	

<sup>1</sup> The [Technical feasibility of eradication criteria](#) are also available within Part 1 of PLANTPLAN.

	<ul style="list-style-type: none"> <li>Quarantine areas can be determined and implemented</li> </ul>	
3. The ability to accurately diagnose the EPP	<ul style="list-style-type: none"> <li>Reliability of diagnostic method/protocol</li> <li>Sensitivity of diagnostic method/protocol (can detect EPP at low levels)</li> <li>Resolution of taxonomy</li> <li>Availability of diagnostic equipment/expertise</li> </ul>	
4. The ability to find all sites in which the EPP may be present	<ul style="list-style-type: none"> <li>Detectability of the EPP (e.g. symptoms can be visualised or a variant form of an established pest can be easily differentiated)</li> <li>Reliability of surveillance methodology</li> <li>Sensitivity of surveillance methodology (e.g. detect at low expression/prevalence)</li> <li>Extent of host range (wide versus narrow host range)</li> <li>Extent of host distribution (density/abundance and how widely distributed)</li> <li>Ability to find and identify hosts</li> <li>Affected areas accessible</li> <li>Ability to successfully conduct trace-back and trace-forward investigations</li> <li>Pathways of movement/spread can be identified</li> <li>Ability to model natural spread pathways (e.g. wind, water, vector distribution)</li> </ul>	
5. The presence of an effective control method that will remove or destroy all EPPs present		
5.1. An effective control method is available/accessible	<ul style="list-style-type: none"> <li>Method effective at destroying/removing EPP</li> <li>Chemicals, traps etc available and accessible</li> <li>Control method has been used elsewhere to successfully eradicate</li> <li>Availability of resistant crop varieties</li> <li>Ability of EPP to rapidly develop resistance to chemicals/control</li> <li>Effectiveness of control method at low prevalence levels</li> </ul>	
5.2. Control method can be implemented to remove the EPP at a faster rate than it can propagate/spread	<ul style="list-style-type: none"> <li>Extent of infestation</li> <li>Extent of distribution and accessibility of hosts (including alternate/weed hosts)</li> <li>Reproduction rate/virulence/infectivity</li> <li>Persistence of EPP in plant debris, soil and water</li> <li>Control effective during dormancy</li> </ul>	

	<ul style="list-style-type: none"> <li>• Limitations to timely manual removal of affected hosts</li> </ul>	
5.3. Whether there are control methods commonly employed for endemic pests and diseases, that may limit the establishment, spread and/or impact of the EPP	<ul style="list-style-type: none"> <li>• Chemicals or cultural controls commonly in use in the affected area are likely to be effective at suppressing or controlling the EPP</li> <li>• Extent to which establishment, spread and/or impact of the EPP may be limited through common use of control methods for endemic pests and diseases</li> </ul>	
6. The likelihood of repeated introductions	<ul style="list-style-type: none"> <li>• Ability to identify pathway of entry into Australia or out of a defined area of containment within Australia</li> <li>• Whether likely pathway is regulated or non-regulated (e.g. entry through natural means)</li> <li>• Effectiveness of controls in place to mitigate re-entry</li> </ul>	
7. The recommended response strategy is acceptable to stakeholders and the general public	<ul style="list-style-type: none"> <li>• Direct impacts on industry</li> <li>• Flow on effects to allied /downstream industries</li> <li>• Impacts on health, community and lifestyle (e.g. cultural and social impacts, amenity and landscape impacts) and public acceptability of control methods</li> <li>• Environmental, non-target impacts</li> <li>• Stakeholder consultation and support</li> </ul>	
8. Any legislative impediments to undertaking an emergency response	<ul style="list-style-type: none"> <li>• Impediments to use of control methods e.g. environmental impacts</li> <li>• Ability to effectively apply legislation</li> <li>• Ability to access properties/land</li> </ul>	
9. The resources e.g. chemicals, personnel etc. required to undertake an emergency response are accessible or available	<ul style="list-style-type: none"> <li>• Chemicals/traps etc. available</li> <li>• Permits can be obtained</li> <li>• Expertise available</li> <li>• Work health and safety impediments</li> <li>• Logistical impediments (e.g. sufficient personnel available/accessible)</li> </ul>	