

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).