

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).