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

- Situation report template

- Technical feasibility of eradication criteria

Disclaimer and warranty

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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[1] 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

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[1] Available from 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/)

Biosecurity and reporting

Advice to growers

- Any specific advice to growers about:

  o what they should look out for

  o whether they need to do something differently

  o Advice on how to minimise the spread of the pest

  o who they should contact if they want advice on how to treat for the pest, or if they have any questions

  o 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.

- 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:

  o *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.

  o *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'.*

  o *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).

- 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 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) 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.

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	Click here to enter a date.	
Contact Details	Name: Department: Phone number: Email:	
EPP Category (Schedule 13, EPPRD)	Choose an item. CCEPP Secretariat to complete	
High Priority Pest in Biosecurity Plan(s):	Choose an item. CCEPP Secretariat to complete If yes, list relevant industry(s):	
CCEPP has considered this pest previously:	Choose an item. CCEPP Secretariat to complete If yes, provide details:	

2. Incident details

Detection summary		
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.	
Pest detection		
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.	
Plant host details and impact observed – for pests detected on a plant host		
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	**DisplayText cannot span more than one line!**	
Detection site details		
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"

Diagnostics

Laboratory name	"name of laboratory undertaking the diagnosis"	Accredited for test? Choose an item.
Diagnostic Protocol	**DisplayText cannot span more than one line!**	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.	

Proposed activities to manage the Incident

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

Pest Biology	
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)?" **DisplayText cannot span more than one line!**
Scientific references	"List all scientific references referred to in obtaining information"
Additional information	
Known distribution	
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

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 *Response Plan development* guidelines (version 1.0). Parties endorsed the new template in May 2018 and noted that the original *Response Plan* template (version 1.0, December 2013) will be archived.
1.1	30 Nov 2018	All	Template revised to align with the draft *Response Plan development* guidelines (version 1.1). The following sections were added: • 1.1- Aim • 1.2 - Objectives • 2.3 – Other known hosts in the affected area • 2.6 – Additional impacts • 4.7 – Host free/fallow period • 11.1 – Key performance indicators/program milestones 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

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 *Response Plan development* guideline (version 1.0). Parties endorsed the new template in May 2018 and noted that the original *Response Plan* template (version 1.0, December 2013) will be archived.
1.1	30 Nov 2018	All	Template revised to align with the draft *Response Plan development* guidelines (version 1.1). The following sections were added: • 1.1- Aim • 1.2 - Objectives • 2.3 – Other known hosts in the affected area • 2.7 – Additional impacts • 5 – Social support mechanisms 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

Situation report template

This template provides a standardised situation report structure with the minimum content requirements to support situational awareness during an Incident under the Emergency Plant Pest Response Deed. The specific content and level of detail required in situation reports will depend on the nature, stage and extent of the Incident as well as the situational awareness needs of the Consultative Committee on Emergency Plant Pests and National Management Group.

Revision history

Version	Date issued	Amendment details	
		Section(s)	Details
0.1		All	Drafted by the Department of Agriculture and Water Resources. Draft noted by Parties November 2018.
1.0	8 June 2023		Endorsed by Parties June 2023.

1.   Purpose

The purpose of a situation report (sitrep) is to provide an update on the current Incident status and detail the response activities undertaken since the previous sitrep to support situational awareness. If an approved Response Plan is in place, the sitrep should provide sufficient information to identify the progress made against the response strategy. The sitrep is not intended to provide a detailed chronology of events for the Incident.

2.   Notes for completing a situation report

- Red text is to be used to highlight new information in subsequent sitreps

- Sitreps should be brief and not a narrative (read in 3-5 mins)

- Information should be factual and largely without interpretation and conjecture

- Information should cover the period since the last sitrep

- If a section of the template is not relevant for the Incident or there is nothing to report against it for this period, indicate this by stating "not applicable" or "no actions to report"

- Refer to personnel by their role – do not use their name

- Refer to locations by Infected Premises (IP) number or anonymised reference rather than using specific address details

- It is acceptable for a sitrep to be issued that states "no change since last sitrep (see last sitrep issued on [insert date/time] for information)"

SITUATION REPORT
EMERGENCY PLANT PEST SCIENTIFIC NAME
(common name)
Situation Report No: X
Reporting period covered: dd Month Year to dd Month Year

1.   Current situation overview

Provide a summary of the current situation, including to detail key <u>new developments</u> since the last sitrep and <u>subsequent changes</u> to the current status in red text. After the initial sitrep, remove any information that is no longer relevant to the current situation. Examples of information include:

- Premises status update:
    - Number of new Infected Premises (IP) and the new total number of IPs
    - Details regarding new IPs:
        – location and whether within existing Restricted Areas or Control Areas
        – the species of host detected on
        – the scale of infection/infestation (i.e. symptoms, number of host species infected, number of traps with positives)
        – how the new IP was identified (e.g. through tracing and surveillance or public report)
    - Update on any new Suspect Premises (SPs) and timing for their status to be confirmed/resolved
- Key highlights related to the following, including total numbers/statistics to reflect current status where relevant:
    - Surveillance and monitoring – e.g. delimiting surveillance in area [x] now completed; 30% premises in areas [x] have been surveyed
    - Diagnostics – e.g. number of new samples received, total number of samples pending diagnosis, number confirmed as negative, number confirmed as positive
    - Tracing – e.g. tracing related to IP[x] ongoing, completed trace forward activities related to….., [x] number of traces still to be followed up
    - Treatment and/or destruction – e.g. destruction of all host plants in 75% of premises in Restricted Area now complete
    - Zoning, quarantine and movement restrictions – e.g. new Restricted Area gazetted dd Month Year
    - Public information and engagement – e.g. new hotline number and email for public reporting now established.

- Status of activities related to Owner Reimbursement Costs – e.g. number of new claims received, assessor appointed and on-site undertaking assessments

- Maps and graphs may be attached as appendices to the sitrep to illustrate key points or provide a visual representation of the current situation. Maps should be of appropriate scale and resolution such that locations and legends are legible.

- Cost Shared expenditure (committed and actual) against approved Response Plan budget. A detailed expenditure report in the format required under schedule 10 of the EPPRD should be provided as an appendix in relevant reporting periods (at each relevant meeting of the CCEPP).

2.　Current Incident objectives

Include a brief statement or list of objectives for the Incident, relevant to the stage of the response and timing of the sitrep. This may be in the form of the immediate priorities for the response. For example:
- Complete delimiting surveillance within [x km] of new IP
- Complete destruction of all hosts within the Restricted Area
- Investigate all public or industry generated reports of suspected IPs

3.　Predicted situation over the next operational period

State what the predicted situation is likely to be across the next reporting period. For example:
- Delimiting surveillance in [xx] expected in be completed
- Outstanding tracing investigations from [xx] expected to be completed

4.　Issues

Report any significant detections and/or breaches of triggers under this section.

Identify new and emerging issues that require resolution and propose ways in which they may be resolved. It may be appropriate to differentiate between immediate and medium term issues.

Examples include:
- Areas where assistance is required – e.g. logistics and resourcing/support requirements, industry liaison.
- Present brief description of issue/s that are known/reasonably expected to arise before the next sitrep is issued e.g. a shortage of a given resource, significant WHS issues
- Identify any likely logistical and support required to resolve the identified issues. This will enable providers to prepare for requests, thus reducing response time. Formal requests for support should be made separately and not included in the situation report

5.　Actions undertaken since last sitrep

Include a brief description of the actions completed for the period covered by the sitrep.

Include industry involvement in activities (who, what and where) where relevant.

If appropriate/required the format below should be used, alternatively some or all points could be combined.

5.1 Planning

Examples:
- Gazettal of new Restricted Area and Control Area
- Finalised Standard Operating Procedures (SOPs) for Decontamination, Destruction and Disposal
- Finalised letters for....
- Forward planning for Industry Liaison Officer resourcing

5.2 Operations

Include a brief update on activities undertaken across the following areas where relevant
- Surveillance and monitoring – e.g. number of premises surveillance completed on; organised surveillance for xx number of hotline calls received
- Diagnostics - e.g. number of diagnostic samples processed
- Tracing – e.g. number of trace forwards and back followed up
- Treatment and/or destruction – e.g. number of premises that destruction activities were completed on
- Zoning, movement restrictions and compliance – e.g. number of premises that compliance inspections were completed for; permits issued to....

5.3 Logistics

Examples:
- Number of new staff inducted in planning, operations...
- Recruitment for long term positions commence
- Industry liaison coordinator/officer engagement

5.4 Public information and engagement

Report on activities undertaken or media interest. Examples:
- A summary of proactive media activities, for example, media releases, articles, interviews, social media, public or industry/grower meetings
- Key communication messages
- The number of suspect reports from the public
- Progress on development of communication and engagement strategy
- Industry involvement in activities
- Input from Industry liaison officer and Industry liaison coordinator

5.5 Finance

Example:
- Invoices being finalised, including reimbursement of interstate deployment expenses

5.6   Safety

Examples:
- New incident (WHS) reports and audit information
- [Xx] reportable incidents have occurred with no time lost

5.7   Owner Reimbursement Costs

Report on activities undertaken. Examples:
- Information package completed
- Identified [xx] number of growers that are potentially eligible to submit claims
- Received [xx[new claims
- Assessments completed for xx number of claimants
- Industry involvement in activities

6.   Future actions to be undertaken

Insert a brief description of scheduled, planned, and/or proposed actions for the operational period covered by the sitrep. Include future intentions and resources required i.e. what additional operational requirements are anticipated by the next sitrep reporting period.

If appropriate/required the format below should be used, alternatively all points could be combined.

6.1   Planning

Examples:
- Continue to work on the area freedom concepts
- Complete letters to additional Restricted Area premises
- Finalise longer-term surveillance plan
- Continue to create or update Standard Operating Procedures identified by both planning and operations
- Restricted Movement and Compliance Plan.
- Forward planning for industry liaison officer resourcing.

6.2   Operations

Include a brief description of planned activities across the following areas where relevant:
- Surveillance and monitoring – e.g. number of premises surveillance planned for
- Diagnostics - e.g. number of diagnostic samples expected to be processed
- Tracing – e.g. number of trace forwards and back to be followed up
- Treatment and/or destruction – e.g. number of premises that destruction activities are planned to be completed on
- Zoning, movement restrictions and compliance – e.g. number of premises that compliance inspections are planned for
- Industry activities planned

6.3 Logistics

Examples:
- Number of new staff to be inducted week commencing in planning, operations...
- Industry liaison coordinator/officer engagement

6.4 Public information and engagement

Examples:
- Key messages to be communicated
- Opportunities identified for further public and industry communication/interaction (e.g. local industry meetings, shows)
- Development of material for indigenous communities
- Planned future media
- Input from Industry liaison officer and Industry liaison coordinator

6.5 Finance

Example:
- Expenditure reporting

6.6 Safety

Examples:
- New policies/procedure under development
- Risks continued to be identified and managed

6.7 Owner Reimbursement Costs

Examples:
- [Xx] number of assessments expected to be completed and reviewed
- [Xx] number of valuations to be provided to claimants
- Timing for payments expected to be made...

7. Premises status summary

	Infected Premises (IP)	Suspect Premises (SP)	At Risk Premises (ARP)	Dangerous Contact Premises (DCP)	Trace Premises (TP)	Unknown Status Premises (USP)	Assessed Negative Premises (ANP)	Zero Host Premises (ZHP)	Resolved Premises (RP)	Total
Restricted Area										
Control Area										
Remainder of jurisdiction										
Total										

Table x: Current status all premises

Note: If Trace Premises extend into other jurisdictions this will need to be noted or an additional row added.

8. Destruction and/or treatment summary

The following tables are examples only. Additional or different tables may be required, for example, to demonstrate the status of insect trapping or other response activities.

8.1 Destruction summary

Table x: Destruction status of Infected Premises

IP number	Restricted Area	Number of host plants	Number of host plants destroyed	% destruction completed
IP X				
IP X				
IP X				
Total				

Table x: Host surveillance and destruction status in Restricted Areas

Restricted Area	Number of premises in RA	Number of premises host survey complete	% premises host survey complete	Number of premises in RA with hosts	Number of premises cleared of hosts	% destruction in RA completed#
Total						

Note: this column cannot be compiled until number of premises in RA with hosts is known

8.2   Treatment summary

IP number and location	Area	Number of host plants	Number of host plants treated	Complete %
IP X				
IP X				
IP X				
Total				

Table x: Treatment status of Infected Premises

9.   Tracing summary

Examples:
- Insert a brief summary of tracing activities (including trace forward and trace back). If information is too complex for the sitrep it could be provided as an attachment
- Inclusion of a large-scale map of trace forwards and tracebacks may be more useful.

10.   Surveillance summary

The following tables are examples only. Additional or different tables may be required depending on the specific activities.

	Restricted Areas		Control Areas		Remainder of jurisdiction	
	Surveyed this period	Total number	Surveyed this period	Total number	Surveyed this period	Total number
Surveillance						
Trace (forward/ back)						
Other						
Total						

Table x: Surveillance status

'Other' may refer to non-planned surveillance activities, such as hotline enquiries, staff observations, public reports, industry self-reporting.

11.   Sample and diagnostic summary

Table x: Diagnostics results						
	Specimens submitted	Asymptomatic /not tested	Suspect specimens	Confirmed positive	Confirmed negative	In progress
Previously submitted						
Newly submitted this period						
Total						

12.   Report details

Table X: Situation Report Details	
Issued at:	Time, dd Month Year
Reporting Period:	From dd Month year To dd Month year
Distribution:	
The next sitrep to be issued at:	
Issued by:	
Name	
Title	
Approved by:	
Name	
Title	
Signature	
Date/Time	

Appendix 1

Maps

A map and/or other graphic can be included in a sitrep to demonstrate information visually, for example, locations of IPs, SPs, Restricted Areas and Control Areas. Multiple maps may be required at different resolutions.

Ensure a key is included and date/time of the graphic is displayed. There should also be a reference between the graphic and the sitrep.

Appendix 2

Expenditure report

The expenditure report must show the budgeted, committed and actual expenditure on the approved Response Plan in the format required under schedule 10 of the EPPRD.

Appendix 3

Acronyms and Definitions

Case Status	Definition
Assessed Negative Premises (AN)	A premises (or locality) that has previously been identified as a DCP, SP, ARP or TP that has been cleared of suspicion at the time of designation and is subject to restrictions appropriate to the area in which they are located.
At Risk Premises (ARP)	A premises (or locality) confirmed to be at risk due to presence of susceptible host plant, plant pest suspected based on visual inspection and sampling visit required OR A premises (or locality) confirmed to be at risk of the Emergency Plant Pest (EPP) due to presence of susceptible host plant, access issues to be resolved prior to surveillance visit.
Control Area (CA)	An area around the Restricted Area where movement is controlled but not restricted. The area is intended to reduce likelihood of the EPP spreading beyond the Restricted Area.
Dangerous Contact Premises (DCP)	A premises (or locality) containing susceptible host plants which are known to have been in direct or indirect contact with an Infected Premises.
Infected Premises (IP)	A premises (or locality) at which an EPP is confirmed to exist
Pest Free Area (PFA)	An area which a specific EPP is known not to occur as demonstrated by scientific evidence and in which, where appropriate, this condition is being officially maintained.
Restricted Area (RA)	A relatively small area (compared to a Control Area) around an IP that is subject to intense surveillance and movement controls. Note: Movement out of the area will, in general, be prohibited, while movement into the area would only be by permit. Multiple Restricted Areas may exist within one Control Area.
Resolved Premises (RP)	IP that has had all the host material removed and destroyed. The premises are subject to the procedures and restrictions to the area in which they are located.
Suspect Premises (SP)	A premises (or locality) containing plants which may have been exposed to an EPP and which will be subject to quarantine and intense surveillance.
Trace Premises (TP)	A premises associated with an IP and requiring investigation. Trace maybe through the movement of plant material, people, machinery

	or tools. TP include trace-forward and trace backwards premises linked to an IP. A TP classification will remain until surveillance or other activity has occurred to allow determination of another status.
Unknown Status Premises (USP)	Premises that have not been surveyed and it is unknown if the premises are infected or contain host material.
Zero Host Premises (ZHP)	Premises that have been surveyed and have been confirmed to contain no susceptible host material.

Table 1: Factors to consider regarding the technical feasibility of EPP eradication[1]

Technical feasibility of eradication criteria	Factors to be considered *Note: not all factors listed may be relevant to the EPP or Incident and/or there may be additional factors to consider*	*Supports* or is an *impediment* to successful eradication or is *unknown*
1. Aspects of the species biology that influence the ability to eradicate the EPP		
1.1. Ability of the EPP to establish and spread	• Range of climate/environmental conditions EPP can survive/reproduce in • Extent of natural (e.g. wind, rain, invertebrate vectors) and human assisted (e.g. people, equipment, machinery) pathways of spread • Broad versus narrow host range (including alternate/weed hosts) • Reproduction rate, infectivity/virulence • Lifecycle/ability to rapidly reproduce/generate offspring, ability to infect at low inoculum load	e.g. supports successful eradication
1.2. Ability of the EPP to persist in the environment	• Persistence in soil, water, plant debris, vectors • Dormant stage, latency period and/or asymptomatic infections	
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	• Current EPP prevalence/inoculum load • Likely time from introduction to initial detection • Current extent of EPP distribution • Suitability of climate/environmental conditions in the affected area to establishment and spread • EPP likely to be present and persisting in soil, water, plant debris • Extent of host distribution (how wide and densely distributed) in the affected area (including alternate/weed hosts) • Presence and distribution of natural vectors in the affected area	
2.2. Ability of quarantine and other measures to contain the EPP	• Infected Premises quarantined • Pathways and risk mitigation measures known or can be determined	

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[1] The *Technical feasibility of eradication criteria* are also available within Part 1 of PLANTPLAN.

	• Quarantine areas can be determined and implemented	
3. The ability to accurately diagnose the EPP	• Reliability of diagnostic method/protocol • Sensitivity of diagnostic method/protocol (can detect EPP at low levels) • Resolution of taxonomy • Availability of diagnostic equipment/expertise	
4. The ability to find all sites in which the EPP may be present	• Detectability of the EPP (e.g. symptoms can be visualised or a variant form of an established pest can be easily differentiated) • Reliability of surveillance methodology • Sensitivity of surveillance methodology (e.g. detect at low expression/prevalence) • Extent of host range (wide versus narrow host range) • Extent of host distribution (density/abundance and how widely distributed) • Ability to find and identify hosts • Affected areas accessible • Ability to successfully conduct trace-back and trace-forward investigations • Pathways of movement/spread can be identified • Ability to model natural spread pathways (e.g. wind, water, vector distribution)	
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	• Method effective at destroying/removing EPP • Chemicals, traps etc available and accessible • Control method has been used elsewhere to successfully eradicate • Availability of resistant crop varieties • Ability of EPP to rapidly develop resistance to chemicals/control • Effectiveness of control method at low prevalence levels	
5.2. Control method can be implemented to remove the EPP at a faster rate than it can propagate/spread	• Extent of infestation • Extent of distribution and accessibility of hosts (including alternate/weed hosts • Reproduction rate/virulence/infectivity • Persistence of EPP in plant debris, soil and water • Control effective during dormancy	

	• Limitations to timely manual removal of affected hosts	
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	• Chemicals or cultural controls commonly in use in the affected area are likely to be effective at suppressing or controlling the EPP • 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	
6. The likelihood of repeated introductions	• Ability to identify pathway of entry into Australia or out of a defined area of containment within Australia • Whether likely pathway is regulated or non-regulated (e.g. entry through natural means) • Effectiveness of controls in place to mitigate re-entry	
7. The recommended response strategy is acceptable to stakeholders and the general public	• Direct impacts on industry • Flow on effects to allied /downstream industries • Impacts on health, community and lifestyle (e.g. cultural and social impacts, amenity and landscape impacts) and public acceptability of control methods • Environmental, non-target impacts • Stakeholder consultation and support	
8. Any legislative impediments to undertaking an emergency response	• Impediments to use of control methods e.g. environmental impacts • Ability to effectively apply legislation • Ability to access properties/land	
9. The resources e.g. chemicals, personnel etc. required to undertake an emergency response are accessible or available	• Chemicals/traps etc. available • Permits can be obtained • Expertise available • Work health and safety impediments • Logistical impediments (e.g. sufficient personnel available/accessible)	