**Situation report template**

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| 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**

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| **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. |
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# 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)”

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|  | **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

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| Provide a summary of the current situation, including to detail key new developments since the last sitrep and subsequent changes 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).
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## 2. Current Incident objectives

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| 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
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## 3. Predicted situation over the next operational period

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| 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
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## 4. Issues

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| 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
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## 5. Actions undertaken since last sitrep

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| 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**

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| 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
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**5.2 Operations**

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| 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….
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**5.3 Logistics**

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| Examples:* Number of new staff inducted in planning, operations…
* Recruitment for long term positions commence
* Industry liaison coordinator/officer engagement
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**5.4 Public information and engagement**

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| 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
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**5.5 Finance**

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| Example:* Invoices being finalised, including reimbursement of interstate deployment expenses
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**5.6 Safety**

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| Examples:* New incident (WHS) reports and audit information
* [Xx] reportable incidents have occurred with no time lost
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**5.7 Owner Reimbursement Costs**

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| 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
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## 6. Future actions to be undertaken

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| 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**

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| 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.
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**6.2 Operations**

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| 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
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**6.3 Logistics**

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| Examples:* Number of new staff to be inducted week commencing in planning, operations…
* Industry liaison coordinator/officer engagement
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**6.4 Public information and engagement**

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| 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
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**6.5 Finance**

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| Example:* Expenditure reporting
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**6.6 Safety**

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| Examples:* New policies/procedure under development
* Risks continued to be identified and managed
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**6.7 Owner Reimbursement Costs**

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| 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…
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## 7. Premises status summary

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| Table x: Current status all premises |
|  | 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** |  |  |  |  |  |  |  |  |  |  |

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

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| 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**

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| **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** |  |  |  |  |

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| *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# |
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| **Total** |  |  |  |  |  |  |

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

## 8.2 Treatment summary

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| **Table x: Treatment status of Infected Premises** |
| IP number and location | Area | Number of host plants | Number of host plants treated | Complete % |
| **IP X** |  |  |  |  |
| **IP X** |  |  |  |  |
| **IP X** |  |  |  |  |
| **Total** |  |  |  |  |

## 9. Tracing summary

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| 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.
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## 10. Surveillance summary

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

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| **Table x: Surveillance status** |
|  | **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** |  |  |  |  |  |  |

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

## 11. Sample and diagnostic summary

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| **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

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

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|  | Appendix 1 |

Maps

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| 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. |

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|  | Appendix 2 |

Expenditure report

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| 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. |

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|  | Appendix 3 |

Acronyms and Definitions

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| 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 requiredORA 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.  |