

AUSTRALIAN VETERINARY EMERGENCY PLAN

AUSVETPLAN

1996

Management Manual

Control Centres Management

Part 2 Role descriptions

AUSVETPLAN is a series of technical response plans that describe the proposed Australian approach to an exotic animal disease incursion. The documents provide guidance based on sound analysis, linking policy, strategies, implementation, coordination and emergency-management plans.

Agriculture and Resource Management Council of Australia and New Zealand

This Management Manual forms part of:

AUSVETPLAN Edition 2.0, 1996

[AUSVETPLAN Edition 1.0, was published in 1991]

This document will be reviewed regularly. Suggestions and recommendations for amendments should be forwarded to the AUSVETPLAN Coordinator (see Preface).

Record of amendments to this manual:

There are occasional minor differences in the page breaks between the paper and this electronic version which we can unfortunately not avoid.

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PREFACE

This **Control Centres Management Manual** is an integral part of the **Australian Veterinary Emergency Plan**, or AUSVETPLAN (Edition 2.0). AUSVETPLAN structures and functions are described in the **Summary Document**.

This manual sets out the disease control procedures which were approved in February 1991 by the then Australian Agricultural Council, out-of-session at meeting 135, for use in an animal health emergency in Australia. It has been upgraded and approved by the Agriculture and Resource Management Council of Australia and New Zealand (ARMCANZ) out-of-session in January 1996.

The manual is in two parts:

- **Part 1** describes the chain of command in an exotic disease emergency and the layout and organisation of the local, field and State control centres and on the infected premises itself (infected premises operations team); and
- **Part 2** gives job descriptions of all the proposed positions in local/field/State control centres as well as on infected premises.

This manual is central to the implementation of AUSVETPLAN and therefore contains references to other AUSVETPLAN documents such as the **Disease Strategies**, **Operational Procedures Manuals**, other **Management Manuals** and related resources such as the resource book *Exotic Diseases of Animals: A Field Guide for Australian Veterinarians* by W.A. Geering, A.J. Forman and M.J. Nunn, Australian Government Publishing Service, Canberra, 1995 (**Exotic Diseases Field Guide**).

In addition, each State and Territory will need to develop specific action plans to suit their own needs and cross-reference this manual to them.

This manual will be reviewed regularly and as a result of testing in exercises and workshops. Recommendations for amendments should be forwarded to:

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The writing group was responsible for drafting this manual. However, the text may have been amended at various stages of the consultation/approval process and the policies expressed in this version do not necessarily represent the views of all members of the writing group.

Contributions may also have been made by other people not listed above and the assistance of all involved is gratefully acknowledged.

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1 Using role descriptions

The following role descriptions are intended to give a broad outline of key jobs within the control centres and operations teams. They are not intended to be an exhaustive list of duties, but rather they should give people chosen to fill the positions an immediate idea of the functions of their position and the duties expected of them. They have been written in a standard format describing the:

- *skills required for the position*, which will assist with personnel selection, eg the need for managerial, organisational, specialist veterinary, agricultural or computing abilities and/or knowledge.
- *line relationships*, which detail exactly who the position *reports to*, what personnel the position is responsible to *supervise* and who they are most often likely to *liaise* with;
- *roles and responsibilities*, which are a summary of the key aspects of the job using action words to begin each point (these descriptions should be sufficient to get most trained personnel started and help put the job in an overall context);
- *duties*, which are a list of specific tasks that need to be done to fulfil the responsibilities that go with the role. The ANEMIS reporting requirements have been highlighted in this section, as have the references to other AUSVETPLAN **Operational Procedures Manuals**.

It is expected that, depending on the size and nature of the outbreak, one person might undertake several functions, or in large outbreaks, several persons may be responsible for each individual function.

In general, these role descriptions have been written and edited using the principle of ‘the lower the job complexity (hence less discretion required and less likely that experienced personnel will be in the position) the more precise the duties listed need to be’. A more specific check list of tasks relevant to the disease in question is found in the job cards for each particular disease. For example the role description for the *infected premises site supervisor* does not incorporate an exhaustive list of duties. People who fill this position are expected to have good decision-making abilities and are expected to use job cards to assist in the delegation of routine tasks.

2 Local disease control centre role descriptions

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LRD 1: LDCC CONTROLLER**SKILLS**

- A veterinarian with extensive experience in the management of major animal disease control and eradication programs.
- Extensive knowledge of the control and eradication of the major exotic diseases.
- Knowledge of the local industry concerned, departmental systems and State emergency-management arrangements.
- Strong leadership qualities.
- Highly developed interpersonal and communication skills.
- The ability to analyse complex problems and develop and implement practical solutions.
- The ability to make technically sound decisions when under pressure for long periods.

LINE RELATIONSHIPS

- Responsible to the CVO.
- Responsible (through section and unit heads) for all staff working at and from the LDCC, including on IPs and DCPs.
- Must liaise with officers from other departments and agencies in accordance with State/Territory emergency-management arrangements.

ROLES AND RESPONSIBILITIES

- Develop a detailed program for the eradication, control and surveillance activities within the RA and other areas as defined by the CVO, in accordance with AUSVETPLAN and/or with plans determined by the CVO.
- On approval from the CVO, 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 SDCHQ 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 SDCHQ for modifications as required.
- Maintain liaison with emergency service organisations, industry, the media and other government departments.

DUTIES

- Ensure that all appropriate personnel and agencies have been advised of the situation and all urgent matters carried out (see the list of initial tasks to be completed by the RVM in the affected area in Section 2.2 of **Part 1** of this manual).
- Oversee the establishment of the LDCC.

- Nominate officers to key section and unit leader positions for approval by the CVO, especially:
 - Operations Director
 - Technical Manager
 - Resources Manager
 - Veterinary Investigations Manager
 - Surveillance Coordinator
 - Tracing Coordinator
 - Epidemiologist
 - Infected Premises Operations Manager
 - RA Movement and Security Manager
 - OIC Administration
 - Local Public Relations Officer
 - Infected Premises Site Supervisor (IPOT)
 - Wild Animal Control and Surveillance Coordinator (LDCC)
- Brief the section and unit leaders and assign their duties.
- Manage eradication and control procedures within the RA and other areas as defined by the CVO.
- Provide SDCHQ with accurate situation and statistical reports, especially early in the outbreak.
- Advise the CVO on boundaries for the RA and modifications which may be required during the campaign.
- Maintain an overview of personnel issues.
- Maintain an overview on expenditure to ensure it is in accordance with Treasury regulations.
- Liaise with other State emergency services agencies to enhance eradication and control activities.
- Plan and anticipate potential problems (advising SDCHQ where necessary).

LRD 2: SECRETARY TO THE LDCC CONTROLLER**SKILLS**

- An experienced stenographer with secretarial skills.
- Familiarity with basic computer programs and word processing.
- Ability to operate facsimiles and other office equipment.
- An understanding of the roles of staff in each section and unit of an LDCC plus the roles of outside bodies, eg State emergency service, police.
- Ability to communicate in a precise manner.

LINE RELATIONSHIPS

- Responsible to the LDCC Controller.
- Must liaise closely with all LDCC section and unit leaders.
- Usually responsible for at least one clerical assistant.

ROLES AND RESPONSIBILITIES

- Provide secretarial/stenographic assistance to the LDCC Controller.
- Control and coordinate all communications to and from LDCC Controller.
- Provide adequate staffing at all times to ensure communication flow to and from the LDCC Controller.

DUTIES

- Attend meetings with LDCC Controller to record proceedings and prepare reports as required.
- Maintain master log of inward and outward messages, eg facsimile and telephone.
- Ensure adequate provision of essential communication equipment for the LDCC Controller, eg telephones, facsimiles, computers, photocopiers, typewriter; authorise repairs/replacement of this essential equipment.
- Prepare rosters to ensure adequate provision of stenographic service, clerical assistance and telephonist (where necessary) to maintain smooth communication flows.
- Process daily reports from section and unit leaders.
- Maintain a diary for the LDCC Controller, scheduling appointments, meetings, reporting deadlines, etc.
- Monitor communications between LDCC section and unit leaders and the LDCC Controller.

LRD 3: LDCC OPERATIONS DIRECTOR**SKILLS**

- An experienced manager with the ability to delegate tasks, consult with unit managers and manage a large operation and organisation.
- Extensive knowledge of the control and eradication of the major exotic diseases (AUSVETPLAN).
- Strong leadership qualities.
- Highly developed interpersonal and communication skills.
- The ability to analyse complex problems and develop and implement practical solutions.
- Knowledge of all functional areas within the LDCC.

LINE RELATIONSHIPS

- Reports to the LDCC Controller.
- Responsible (through unit managers) for the management of all staff in the Veterinary Investigations, Restricted Area (RA) Movement and Security, Infected Premises Operations and Other Field Operations Units of the LDCC.
- Liaises closely with the LDCC Technical Manager.

ROLES AND RESPONSIBILITIES

- Assist the LDCC Controller to plan and implement eradication and control procedures within the RA and other areas as defined by the CVO.
- Oversee and coordinate the operations of the Veterinary Investigations, RA Movement and Security, Infected Premises Operations and Other Field Operations Units.
- Oversee the staffing and resource allocation in the operations units.

DUTIES

- Assist the LDCC Controller by:
 - knowing key workload areas and assisting and relieving as required (often acting on instructions and requests addressed to the Controller);
 - controlling access to the Controller and assisting in decisions as required.
- Liaise with unit managers to:
 - coordinate preparation of daily situation reports and other information as required;
 - process requests from units.
- Brief unit managers regularly (at least once daily) to report and review progress and problems. The LDCC Technical Manager and other relevant unit managers should participate in these meetings.
- Staffing:
 - administer staff rosters and staffing levels for relevant units;
 - assess and forward staff requirements to the LDCC Resources Manager;
 - check for staff stress and fatigue at all levels and organise relief as required.
- Oversee the operation of ANEMIS.

- Oversee all LDCC field operations.
- Ensure effective communications between operations sections and to relevant LDCC sections.
- Advise the Controller promptly of significant issues during the outbreak.
- Thoroughly brief new/relief unit managers before they commence duty.
- Familiarise relieving Operations Director with the current situation before going off duty.

LRD 100: VETERINARY INVESTIGATIONS MANAGER**SKILLS**

- A veterinarian with broad experience in the control and eradication of animal diseases.
- A thorough understanding of the nature, control and eradication of exotic animal diseases.
- A good understanding of epidemiology and disease control principles.
- Highly developed interpersonal and communication skills.

LINE RELATIONSHIPS

- Responsible to the LDCC Operations Director.
- Responsible for the management of:
 - tracing
 - surveillance
 - field surveillance
 - mapping
 - veterinary investigations
 - administrative support staff
- Liaises closely with LDCC epidemiologist and other LDCC unit leaders.

ROLES AND RESPONSIBILITIES

- Manage all activities in the Veterinary Investigations Unit.
- Liaise with LDCC epidemiologist and other section and unit heads to develop action priorities.
- Assign tracing and surveillance priorities effectively, to detect any further IPs and DCPs.
- Prepare daily situation and statistical reports.

DUTIES

- Disease control strategies and operational procedures are contained in the AUSVETPLAN **Disease Strategy** for the disease concerned, and the **Operational Procedures Manuals**, eg the **Decontamination Manual**. The manager must be fully familiar with these.
- Direct field surveillance and tracing activities within the RA and other areas as defined by the LDCC Controller to detect and quarantine IPs and DCPs.
- Trace the movements of stock, persons and products to and from the IPs and DCPs. Assign priorities and trace the highest risk material first.
- Maintain an activities board to show the location of all field teams.
- Process all ANEMIS 1 forms and determine the need for and timing of any further action. Ensure that actions arising from ANEMIS form 1 are properly completed.
- Ensure that the information recorded on ANEMIS form 1 is accurate and logical.
- Ensure adequate briefing and debriefing of surveillance and tracing teams on actions required of them, including techniques for decontamination, sample collection, and data collection.

- Assign classifications to premises according to surveillance/tracing reports, ie designate IPs and DCPs.
- Notify the LDCC Operations Director immediately new IPs and DCPs are suspected/detected or other significant events occur.
- Ensure quarantine is applied to IPs and DCPs.
- Ensure information is adequately recorded on a map.
- Prepare staff rosters to ensure that all staff have adequate meal and rest breaks.
- Prepare estimates for personnel and equipment requirements and communicate these to the LDCC Resources Manager.
- Ensure appropriate preparation and distribution of ANEMIS forms 1, 2 and 3.
- Prepare daily situation reports.
- Thoroughly brief relieving manager before completing duty.

LRD 101: TRACING COORDINATOR**SKILLS**

- An inspector of stock with experience in disease control programs and an understanding of the epidemiology and principles of control of exotic diseases.
- Good oral and written communication skills, especially the ability to brief and debrief staff.
- Ability to supervise and direct staff, delegate tasks and encourage commitment from staff who often work alone.
- A good working knowledge of ANEMIS (version 4).
- Ability to schedule heavy workloads and assign priorities under pressure.
- Ability to be systematic, orderly and maintain accurate records under pressure.

LINE RELATIONSHIPS

- Responsible to the LDCC Veterinary Investigations Manager.
- Responsible for functional activities of assigned tracing contact officers and administrative and clerical officers.
- Liaises closely with the LDCC Surveillance Coordinator.

ROLES AND RESPONSIBILITIES

- Investigate, in priority order, all requests for tracing of stock, persons, products or property that may have had contact with the IP or other contaminated material.
- Report the location, origin, interim contacts, health, and control of in-contact stock, persons, products and property to the LDCC Veterinary Investigations Manager.
- Manage the tracing team of investigators and administrative staff.
- Maintain accurate records including staff movement, property files and daily activity logs.
- Refer requests for tracing outside the RA to SDCHQ through the LDCC Veterinary Investigations Manager.

DUTIES

- Ensure that you are familiar with the disease control strategy described in the AUSVETPLAN **Disease Strategy** for the disease concerned.
- Establish a functional tracing unit through liaison with LDCC Resources Manager (desks, chairs, white board, filing cabinet, card files, record books, diary, tracing unit forms, pens, pencils, stationery and filing items, telephone, Telephone directories and maps).
- In consultation with administrative staff, ensure effective paper flow, communication and recording procedures.
- Ensure there is a distraction-free environment equipped with table and 3 chairs for briefing and debriefing of field teams/staff.
- Liaise with LDCC Resources Manager to obtain staff and other resources necessary to maintain operations. Review requirements at regular intervals. Requisition or return staff and resources to match needs.

- Ensure all staff are fully briefed, equipped, accounted for, fed, refreshed and rested.
- Advise LDCC Veterinary Investigations Manager of information received that is considered to be of urgent or critical significance (do *not* allow vital information to be delayed in a backlog of files).
- Assign priorities to all requests for tracing in consultation with the Veterinary Investigations Manager.
- Assign tracing tasks to specific tracing staff; record details in diary and on staff activities board.
- Brief assigned staff on mission. Provide ANEMIS form 1. Ensure purpose and procedures are understood and adequate resources are allocated.
- Check forms for completeness, accuracy and clarity. Review operation to identify problems or concerns. Advise staff as to next procedure (eg meal, standby, re-assign).
- Record task completion in diary and update staff control board to show current status and location.
- Make notes of clarification and highlight important matters and new properties on ANEMIS 1 forms.
- Convey ANEMIS form 1 to ANEMIS Officer, Veterinary Investigations Unit, for recording in tracing log and daily statistics.
- Provide daily statistical returns of numbers and types of activities.
- Refer requests for tracing to premises beyond the RA to the SDCHQ through the LDCC Veterinary Investigations Manager.
- Familiarise a relieving coordinator with staff, procedures and current situation before going off duty.

LRD 102: SURVEILLANCE COORDINATOR**SKILLS**

- An inspector of stock with a broad knowledge of agriculture and good knowledge of the local livestock industries involved, exotic diseases and disease control principles.
- Good oral and written communication skills, especially the ability to brief and debrief staff.
- Ability to supervise and direct staff and to delegate tasks.
- Ability to plan and organise substantial workloads and assign priorities to tasks.
- A good knowledge of manual and electronic data processing information systems. A good working knowledge of ANEMIS.

RELATIONSHIPS

- Responsible to the LDCC Veterinary Investigations Manager.
- Responsible for all staff assigned to surveillance, including Field Surveillance Teams.
- Liaises closely with the ANEMIS Officer, Veterinary Investigations Unit.

ROLE AND RESPONSIBILITIES

- Identify, plan and coordinate all surveillance activities within the RA and other areas as defined by the LDCC Controller.
- Maintain accurate case records, property files, property indexes, staff lists and staff movement registers by manual and/or computerised systems.
- Provide accurate and timely summary and progress reports.
- Provide details on all premises visited to the Mapping Officer.

DUTIES

- Ensure familiarity with the disease control strategy as described in the AUSVETPLAN **Disease Strategy** for the disease concerned. Operational procedures are presented in the **Operational Procedures Manuals**, eg the **Decontamination Manual**.
- Manage all surveillance activities within the RA and other areas as defined by the LDCC Controller and to:
 - identify all premises at risk of disease and the disposition of all susceptible stock within the area;
 - assess the surveillance requirements of 'at-risk' premises and schedule, coordinate and monitor this surveillance;
 - organise, direct, brief and debrief staff performing surveillance duties;
 - estimate ongoing staffing and vehicle requirements for the unit;
 - estimate revisit frequencies of 'at-risk' premises.
- Generate ANEMIS 1 forms for all premises due for surveillance on that day.
- Brief surveillance field teams on the range of clinical signs which may occur, the mechanisms of disease spread, procedures for disinfection, stock examination, specimen collection and reporting requirements to be followed during surveillance operations.
- Allocate premises to Field Surveillance Teams for surveillance visits.

- Debrief field teams on their return, ensuring ANEMIS 1 forms are complete, accurate and clear.
- Ensure the LDCC Veterinary Investigations Manager is advised immediately of significant findings, especially newly detected/suspected IPs and DCPs.
- Assess 'status' of premises and consult or advise the Veterinary Investigations Manager, LDCC.
- Ensure that the frequency of surveillance visits is adequate through consultation with the Veterinary Investigations Manager and LDCC Epidemiologist.
- Ensure all premises in the designated area are identified, the disposition of susceptible stock is known and that this information is properly recorded on maps by providing this information to the Mapping Officer.

LRD 103: FIELD SURVEILLANCE TEAMS**SKILLS**

- Veterinarians and/or experienced animal health officers with appropriate clinical skills, knowledge of gross pathology and field epidemiology.
- Gazetted as inspectors under the appropriate legislation, with authority to impose and enforce quarantine.
- Good oral communication skills with the ability to interview members of the public and convey information to professional colleagues.
- Knowledge of disease control principles and procedures used in an exotic disease outbreak (may depend on the particular disease; staff with specialist skills may be required for specific tasks).
- CONSTRAINT — must not have been on an IP or DCP for a period appropriate to the disease and existing ‘political’ sensitivities.

LINE RELATIONSHIPS

- Responsible to LDCC Veterinary Investigations Manager through the LDCC Surveillance Coordinator.

ROLES AND RESPONSIBILITIES

- Discover unreported and undetected foci of infection within the RA and other areas as defined by the LDCC Controller.
- Determine the health status of ‘at-risk’ stock.
- Advise owners of ‘at-risk’ stock about precautions to take to minimise the risk of contracting disease, any restrictions on stock movement and the necessity to promptly report any suspicions of disease.
- Quarantine and secure stock found with suspicious clinical signs, and immediately notify the LDCC Veterinary Investigations Manager.

DUTIES

- Refer to AUSVETPLAN **Disease Strategy** for the disease concerned and the **Decontamination Manual**.
- Inspect stock on ‘at-risk’ premises within the RA and other areas as defined by the LDCC Controller, collecting specimens as appropriate. The inspection frequency will be determined in consultation with the LDCC Veterinary Investigations Manager and Epidemiologist.
- Assess the risk, importance and priorities for these contacts according to the nature of the disease.
- Report all findings to the Surveillance Coordinator on ANEMIS form 1.
- Apply quarantine under the appropriate legislation, following consultation with the LDCC Veterinary Investigations Manager when suspicious clinical signs are detected.

PROCEDURES FOR INSPECTING A PREMISES

- The procedures undertaken in combating exotic diseases will vary according to the nature of the disease. Some disease agents are extremely infectious (eg foot-and-mouth disease) while others (eg screw-worm fly) are quite visible and easy to control on fomites and personnel.

- Prepare before leaving LDCC — ensure adequate briefing, correct paperwork (ANEMIS 1 forms), telephone contacts, etc. Ensure that there is a clean vehicles available with adequate supplies of protective clothing, disinfectant and specimen collecting material.
- **When entering a premises:**
 - leave vehicle outside the premises;
 - put on protective clothing and wash down (leave a set of street clothes in the vehicle);
 - enter premises;
 - inspect premises, and usually stock, interview owners/managers and record all appropriate information on ANEMIS form 1.
- If there is *no suspicion* of disease, leave premises (ie proceed to leave premises, below).
- If there *is suspicion* of disease:
 - quarantine and secure premises to prevent the movement of stock, personnel, pets, animal produce and vehicles *on OR off* the premises;
 - immediately notify the LDCC Veterinary Investigations Manager by telephone;
 - record information on ANEMIS 1;
 - await further instructions;
 - leave premises when the infected property operations team (IPOT) or diagnostic team arrives, or when instructed by the LDCC Veterinary Investigations Manager.
- **HAVE NO CONTACT WITH SUSCEPTIBLE LIVESTOCK ON A DIFFERENT NON-INFECTED PROPERTY FOR A MINIMUM OF 7 DAYS¹.**
- **When leaving a premises:**
 - package specimens according to instructions; disinfect all external surfaces of the container;
 - wash down protective clothing, exposed skin and equipment with an approved disinfectant;
 - place protective clothing in sealed plastic bag for safe laundering; and
 - leave premises.
- Report to LDCC Surveillance Coordinator for debriefing and reassignment.

¹ This is for Foot-and-mouth disease. This may vary with other diseases.

LRD 104: MAPPING OFFICER**SKILLS**

- Good local knowledge of RA (and surrounding areas) including landholders, roads, rivers, Crown land, national parks and shire boundaries.
- Experience in reading maps and accurately recording property information.
- Ability to procure appropriate maps and other relevant information.

LINE RELATIONSHIPS

- Responsible to LDCC Veterinary Investigations Manager.

ROLES AND RESPONSIBILITIES

- Record details on appropriate maps of all relevant information, including RA boundaries, IPs, DCPs and other premises with susceptible stock.
- Map information on wild animal population details and control operations where required.
- Provide maps to field personnel as required showing the locations of IPs, DCPs, roads, etc.

DUTIES

- Guidelines for mapping officers are contained in the AUSVETPLAN **Mapping Manual**. The officer must be fully familiar with this manual.
- Obtain suitable maps, preferably showing road names and property locations.
- Accurately define the RA and other areas of operation and plot the status of premises on the maps (show IPs, DCPs and other premises visited).
- Maintain a rough working map and mark off each property as visited from information on ANEMIS form 1.
- Develop a colour coding of pins, coloured lines and numbers to display and identify information on a master map.
- Identify on a master map (by colour and numbers):
 - IPs;
 - DCPs;
 - RA and CA boundaries;
 - location of check-points and decontamination units;
 - Crown land, rivers/lakes, national parks and urban areas by:
 - a) developing a colour code for each class of property and prominently displaying the key to this code;
 - b) maintaining an operational log book and recording in sequential order the property number, owner, stock numbers and area (from ANEMIS form 1) and crown allotment numbers of IPs and DCPs (through liaison with local government);
 - c) marking the status of premises visited (and altering as information is updated) on the master map;
 - d) developing a colour code for wild animal populations and operations and marking the disease status of wild animals on the master map;
 - premises on which there are no stock or material likely to be contaminated so that these can be eliminated from further surveillance visits; and

- key risk enterprises such as feedlots and abattoirs.
- Update information on the master map as it is received.
- Provide copies of road and other maps for veterinary investigations field teams (RA Movement and Security Unit) and other staff as required:
 - mark route to travel; and
 - give verbal directions to field teams and illustrate the route on the master road map.

LRD 105: ANEMIS OFFICER**SKILLS**

- Comprehensive knowledge of and experience in the operation of the ANEMIS system.
- Good communication skills.
- Good supervisory skills.

LINE RELATIONSHIPS

- Responsible to the LDCC Veterinary Investigations Manager.
- Responsible for administrative staff in the LDCC Veterinary Investigations Unit.
- Must liaise closely with administrative officers operating the ANEMIS system in the LDCC Infected Premises Operations Unit.

ROLES AND RESPONSIBILITIES

- Supervise all administrative functions in the Veterinary Investigations Unit.
- Oversee the establishment and monitor the effective operation of the ANEMIS system.

DUTIES

- Details on the operation of the ANEMIS system are contained in the **ANEMIS Manual**. The officer must be trained in the use and operation of this system.
- Ensure that the complete ANEMIS system is available and operational and identify personnel and other resources required to operate the system.
- Allocate ANEMIS security levels to personnel in consultation with the Veterinary Investigations Manager and as required by the LDCC Controller.
- Brief personnel on the operation of the ANEMIS system.
- Oversee the ANEMIS system in the LDCC Veterinary Investigations Unit, including generation of ANEMIS 1 forms for all premises due for surveillance on a daily basis.
- Oversee the entry of data from the LDCC Infected Premises Operations Unit onto ANEMIS, supervising and briefing staff where required.
- Monitor the performance of ANEMIS, solving problems where they occur.
- Ensure that the information entered on ANEMIS is accurate and logical.
- Ensure the efficient flow and storage of information within LDCC Veterinary Investigations and to other LDCC sections as required.
- Maintain accurate case records and property files.
- Provide completed daily situation reports to the Veterinary Investigations Manager.
- Advise the Veterinary Investigations Manager of resources required for the next 48 hours.

LRD 200: INFECTED PREMISES OPERATIONS MANAGER**SKILLS**

- Ability to efficiently manage substantial volumes of technical data.
- Ability to communicate easily with staff from a wide range of disciplines.
- Ability to assess resource requirements and current scientific knowledge relevant to control of the disease.
- Ability to work under pressure, maintain records and prepare reports.
- Lateral thinking and practical problem-solving skills.
- Ability to liaise with and oversee private contractors.
- Ability to delegate quickly, assess the ability of personnel, coordinate a wide range of personnel and take decisive action.

LINE RELATIONSHIPS

- Responsible to the LDCC Operations Director.
- Responsible for all technical, administrative and other staff in the Infected Premises Operations Unit.
- Responsible for coordination of activities on IPs and DCPs.

ROLES AND RESPONSIBILITIES

- Coordinate the activities of valuation, destruction, disposal, decontamination and pest control on IPs and DCPs.
- Coordinate the acquisition and deployment of resources required for IPs and DCPs.
- Ensure collection of required data and prepare daily situation and statistical reports.
- Ensure the safety of all staff on IPs and DCPs.
- Ensure the operational quality of the work and accountability, of privately contracted staff.
- Resolve operational difficulties in conjunction with the LDCC Operations Director.
- Arrange sentinel restocking after cleaning and disinfection is completed.
- Assist in determining source, behaviour and possible spread of disease agent.

DUTIES

- Operational guidelines are contained in the AUSVETPLAN **Valuation and Compensation Manual, Destruction Manual, Disposal Manual and Decontamination Manual**. The manager must be familiar with these operational guidelines.
- Liaise closely with Infected Premises Site Supervisor(s), including those on DCPs, to determine personnel and other resource requirements.
- Deploy resources to IPs and DCPs as required.
- Provide timely operational information and support to IP Site Supervisors.
- Ensure that private contractors are employed within Treasury regulations.
- Ensure compensation, valuation and other financial activities are conducted appropriately.

- Arrange debriefing sessions with IP Site Supervisors to identify and resolve any operational difficulties, check reports and determine resource requirements.
- Provide reports of activities on IPs and DCPs to the LDCC Controller by completion of ANEMIS forms 4, 5 and 6.
- Liaise with other government departments and local government authorities to determine property details and short-term availability of equipment resources.
- Develop and maintain lists of appropriate private contracting companies.
- Obtain current information on disinfection protocols, materials and related procedures and provide these to IP Site Supervisors.
- Provide disease information (eg age of lesion and behaviour of the disease) to the LDCC epidemiologist.

LRD 201: INVENTORY AND VALUATION COORDINATOR**SKILLS**

- Knowledge of property and stock values.
- Knowledge of departmental valuation and compensation procedures.
- Ability to supervise and coordinate staff.
- Highly developed interpersonal skills.
- Ability to work in a stressful environment.

LINE RELATIONSHIPS

- Responsible to the LDCC Infected Premises Operations (IPO) Manager.
- Usually responsible for one administrative officer.
- Must liaise closely with inventory and valuation team leaders on IPs and DCPs.

ROLES AND RESPONSIBILITIES

- Responsible for administration and processing of compensation claims.
- Keep the LDCC IPO Manager informed of budget requirements (in advance where possible).
- Ensure that appropriately qualified and adequate numbers of valuers are appointed.
- Coordinate daily activities of valuation teams.
- Ensure that valuation and compensation is in accordance with departmental procedures and financial regulations.

DUTIES

- Operational guidelines are contained in the AUSVETPLAN **Valuation and Compensation Manual**. The coordinator must be fully familiar with these guidelines.
- Obtain a current list of people who are competent in the valuation of stock, plant, equipment, etc.
- Brief the field valuation officers to ensure they are familiar with valuation and compensation procedures and their legal powers and obligations.
- Check details of claims and ensure certification is accurate and correct.
- Arrange for video and/or photographic equipment to be made available when necessary to provide a visual record of stock and property to be valued.
- Liaise with other government agencies and industry where necessary to determine accurate valuation levels for stock and other contaminated material.
- Handle resolution of disputed claims and where necessary invoke the procedures outlined under the relevant section of the appropriate legislation. Advise the LDCC IPO Manager, where such disputes arise.
- Through the IPO Manager, advise the LDCC Controller of budget requirements and expenditure.
- Maintain records and summaries for briefing the IPO Manager by completion of ANEMIS forms 17 and 18.

LRD 202: ANIMAL DESTRUCTION COORDINATOR**SKILLS**

- Knowledge of the industry involved.
- Knowledge of humane destruction methods for all animal species.
- Good interpersonal skills.
- Ability to maintain records and prepare reports.

LINE RELATIONSHIPS

- Responsible to the LDCC Infected Premises Operations Manager.
- Close liaison with the animal destruction team leaders on IPs and DCPs.

ROLE AND RESPONSIBILITIES

- Coordinate the acquisition and deployment of personnel and other resources to the IPs and DCPs for the efficient destruction of animals.
- Coordinate all activities on IPs and DCPs that relate to the destruction of animals.

DUTIES

- Operational procedures are contained in the AUSVETPLAN **Destruction Manual**. The coordinator must be fully familiar with these guidelines.
- After obtaining approval, determine, in association with the animal destruction team leaders on each IP and DCP, the number and type of animals to be destroyed.
- Determine an effective, humane destruction method.
- Ensure all key members of destruction teams are licensed for the type of firearms to be used and have been trained to destroy animals humanely.
- Develop a plan for the destruction of stock (including resources required) which ensures that the highest risk animals are destroyed first.
- Assemble personnel and equipment as required.
- Brief and dispatch animal destruction teams to premises as part of the infected premises operations teams (IPOT).
- Through the Transport Officer, arrange transport to premises.
- Advise the site supervisors on IPs and DCPs when teams have been dispatched, their arrival time and other relevant information.
- Ensure stock valuation is completed (and, where necessary, written 'orders to destroy' completed) before destruction commences.
- Debrief team leaders and check destruction report, ANEMIS form 4.
- Maintain daily log, ANEMIS form 16.
- Determine personnel and equipment needs for next 48 hours and advise the LDCC Resources Manager.

LRD 203: DISPOSAL COORDINATOR**SKILLS**

- Knowledge of the local industry concerned.
- Ability to maintain records and prepare reports.
- Good interpersonal skills.
- Knowledge of and preferably experience in the methods of disposal of animal carcasses and other contaminated material.

LINE RELATIONSHIPS

- Responsible to the LDCC Infected Premises Operations (IPO) Manager.
- Close liaison with disposal team leaders on IPs and DCPs and the LDCC Contractors Officer.

ROLES AND RESPONSIBILITIES

- Coordinate the acquisition and deployment of personnel and other resources to the infected premises operations teams (IPOT) on IPs and DCPs for the disposal of animals and other contaminated material.
- Coordinate the activities on IPs and DCPs relating to the disposal of animals and other contaminated materials.

DUTIES

- Operational procedures are contained in the AUSVETPLAN **Disposal Manual**. The coordinator must be fully familiar with these guidelines.
- Determine from disposal team leaders on IPs and DCPs, the numbers and types of stock and contaminated material for disposal.
- Determine the most effective means of disposal, ie incineration, burial, etc.
- Liaise with relevant environmental authorities (and fire authority if cremation is used) to ensure disposal will have minimal or no environmental impact.
- Develop a disposal plan which defines resources required and ensures the disposal of highest risk material first.
- Assemble personnel and equipment required for disposal.
- Where private contractors are employed, ensure that their employment and payment is in accordance with Treasury regulations.
- Brief personnel and dispatch them and their equipment, via the Transport Officer, to the premises as part of the IPOT.
- Advise site supervisors on IPs and DCPs of the dispatch of the resources, their arrival time and other relevant information.
- Ensure that valuation of contaminated material is completed *prior* to its disposal or else adequate visual records have been made. Advise the IPO Manager where there is a dispute over valuation.
- Debrief disposal team leaders and check disposal reports, ANEMIS form 5.
- Maintain daily reports, ANEMIS form 19.
- Determine resource requirements for the next 48 hours and advise the LDCC Resources Manager.

LRD 204: DECONTAMINATION COORDINATOR**SKILLS**

- Knowledge of decontamination procedures used in exotic disease control.
- Ability to access and interpret data on decontamination.
- Preferably, a knowledge of the local industry involved.
- Ability to maintain records and prepare reports.
- Good communication and supervisory skills.

LINE RELATIONSHIPS

- Responsible to the LDCC Infected Premises Operations Manager.
- Close liaison with Decontamination team leader(s) on IPs and DCPs and the LDCC Contractors Officer.

ROLES AND RESPONSIBILITIES

- Coordinate the acquisition and deployment of personnel and equipment to IPs and DCPs to ensure efficient decontamination.
- Coordinate decontamination activities on IPs and DCPs.

DUTIES

- Operational guidelines are contained in the AUSVETPLAN **Decontamination Manual**. The coordinator must be fully familiar with these guidelines.
- In conjunction with the decontamination team leaders on the IPs and DCPs, develop a plan which considers:
 - the size, location and type of area which requires decontamination;
 - initial disinfection once stock has been disposed of;
 - initial concentration on high priority areas;
 - suitable disinfectants;
 - preliminary and final decontamination procedures;
 - decontamination of plant and electrical equipment and the identification of technical information requirements;
 - resource requirements;
 - sources and availability of private equipment and private contractors;
 - estimate of time and cost to complete decontamination;
 - security of areas which have been completely decontaminated.
- Assemble personnel and equipment required.
- Where private contractors are used, ensure that their employment and payment is in accordance with Treasury regulations.
- Brief personnel and dispatch, via the LDCC Transport Officer to IPs and DCPs.
- Advise the Site Supervisors on IPs and DCPs of the dispatch of resources, their expected time of arrival and other relevant information.
- Debrief decontamination personnel and check ANEMIS form 6 reports for accuracy and completeness.
- Maintain daily decontamination log, ANEMIS form 20.
- Advise the LDCC Resources Manager of resource requirements for next 48 hours.

LRD 205: PEST CONTROL COORDINATOR**SKILLS**

- Knowledge of and the ability to assess further data on vertebrate and invertebrate pest control.
- Knowledge of the habitat and means of control of important pests.
- Ability to assess information to determine the need for control of vertebrate and invertebrate pests.
- Ability to advise on the most effective and safe means to control these pests.
- Ability to prepare reports.
- Ability to coordinate and liaise with personnel from other government agencies and private organisations.

LINE RELATIONSHIPS

- Responsible to the LDCC Infected Premises Operations Manager.
- Close liaison with staff involved in pest control on IPs and other premises.
- Close liaison with other government agencies and private organisations.

ROLES AND RESPONSIBILITIES

- Determine the vertebrate and invertebrate pest populations that exist on the IPs, DCPs and within the RA, and assess the risk they pose to the spread of the disease concerned.
- Determine and implement the most effective means of control and/or eradication.
- Oversee the employment of private pest control contractors.

DUTIES

- Refer to relevant AUSVETPLAN **Disease Strategy**.
- Develop an overall picture of vertebrate and invertebrate pest populations on IPs, DCPs and within the RA.
- Develop and implement an immediate plan to 'knock down' important pests on IPs and DCPs.
- Determine, coordinate and implement the most effective and safe means to control pests.
- Determine the personnel and equipment resources required to implement this control/eradication program.
- Arrange, through the LDCC Contractors Officer, for contracts with other government agencies and/or private contractors to undertake pest control activities.
- Ensure that private contractors are employed according to Treasury regulations.
- Determine the effectiveness of control and eradication programs undertaken.
- Coordinate the activities of field staff involved in pest control.
- Prepare and maintain daily progress reports, including maps.

LRD 206: ADMINISTRATIVE OFFICER**SKILLS**

- Comprehensive knowledge of and experience in the operation of the ANEMIS system.
- Knowledge of the functions of the Infected Premises Operations Unit.
- Good communication, negotiation and supervisory skills.

LINE RELATIONSHIPS

- Responsible to the LDCC Infected Premises Operations (IPO) Manager.
- Responsible for ANEMIS computer operators and other administrative staff in the IPO Unit.
- Liaises closely with the ANEMIS Officer (LDCC Veterinary Investigations Unit) and the Information Technology Officer, LRD 609.

ROLES AND RESPONSIBILITIES

- Supervise all administrative functions in the IPO Unit.
- Oversee the operation of the ANEMIS system in the IPO Unit.

DUTIES

- Operational guidelines for the use of ANEMIS are contained in the AUSVETPLAN **ANEMIS Manual**. The Administrative Officer should be familiar with the operation and use of the ANEMIS system.
- Ensure that the ANEMIS system is operational and that ANEMIS forms 4, 5 and 6 and the log reports, ANEMIS forms 16, 17, 18, 19 and 20, are completed and recorded properly.
- Brief personnel on the operation of the ANEMIS system. Ensure that information entered onto the data base is clear, logical and accurate.
- Establish and maintain a system to record compensation claims from the IPs/DCPs.
- Check that the details of the animals and contaminated material which have been valued, agree with the amounts destroyed and disposed of.
- Prepare daily situation reports for each of the IPO subunits.
- Supervise other administrative and clerical staff in the IPO Unit.

LRD 300: RESTRICTED AREA MOVEMENT AND SECURITY MANAGER**SKILLS**

- An inspector of stock with experience in the application of regulatory controls under the relevant stock diseases legislation.
- A good understanding of AUSVETPLAN, including the disease involved, its implications and control.
- The ability to liaise with police, State emergency service (SES), transport authorities, and communication services.
- The ability to implement movement controls.
- The ability to prepare reports and make recommendations.
- Good oral and written communication skills.
- The ability to brief and debrief staff.

LINE RELATIONSHIPS

- Responsible to the LDCC Operations Director.
- Responsible for all technical, administrative and other staff in the RA Movement and Security (RAMS) Unit.
- Must liaise closely with the Movement Control and Permits Coordinator in the SDCHQ.

ROLES AND RESPONSIBILITIES

- Establish movement controls in the RA and other areas as defined by the LDCC Controller to prevent/minimise the spread of disease by animals, animal products, persons, or vehicles. (Note: Appendix 2 of each AUSVETPLAN **Disease Strategy** provides model restricted movement categories.)
- Arrange for efficient, controlled movements into, out of and within the RA.

DUTIES

- Confirm the exact boundaries of the RA and the locations of IPs and DCPs.
- Obtain suitable maps of the RA from the Mapping Officer (Veterinary Investigations Section, LDCC).
- Liaise with the SDCHQ Movement Control and Permits Coordinator to determine the movement restrictions which will apply in the RA and CA and confirm the approved permit system which will be used.
- Consult with the Police Liaison Officer on the location, establishment, maintenance and staffing of any road block teams and security patrols in the RA and the possible need (and legislative powers available) to close some secondary roads.
- Advise liaison officers from affected local government areas and local industry of movement restrictions which apply. Provide similar advice to the LDCC Public Relations Unit so that appropriate information is made available to the public.
- Assess the need for movement controls over railways and aircraft. Consult with the Police Liaison Officer and the LDCC Operations Director where such controls are necessary.

- Consult with site supervisors on IPs and DCPs to ensure that uniform movement control and security systems are in place.
- Determine resource requirements for movement and security activities.
- Liaise with the Decontamination Coordinator (LDCC IPO Unit), to ensure consistent disinfection procedures are applied within the RA.
- Coordinate rosters of roadblock and security patrol teams.
- Coordinate the supply of food, equipment and communications for all roadblock and decontamination operations.
- Implement and supervise the approved permit system for the movement of animals, animal products, persons, vehicles and equipment into, out of and through the RA (and maintain appropriate records) (see **Part 1; Appendix 3** of this manual).
- Implement and supervise a system of written permits for entry onto IPs and DCPs (see **Part 1; Appendix 3** of this manual).
- Ensure that all sections are advised on who is authorised to issue permits and how the system will operate.
- Ensure the efficient siting and effectiveness of disinfection facilities at the LDCC and within the RA.
- Prepare daily situation reports for the LDCC Operations Director.
- Recommend appropriate changes and refinements on movement controls within the RA to SDCHQ through the LDCC Controller.

LRD 301: INFECTED PREMISES SECURITY COORDINATOR**SKILLS**

- Ability to implement movement controls, disinfection and administrative procedures.
- A good understanding of the disease, its implications and control.
- Good communication skills.
- Ability to maintain records and prepare reports.
- Preferably, knowledge of the local area and its agricultural systems.

LINE RELATIONSHIPS

- Responsible to the LDCC RA Movement and Security (RAMS) Manager.
- Close liaison with Gate Control Officers on IPs and DCPs.

ROLES AND RESPONSIBILITIES

- Liaise with officers on IPs and DCPs to ensure the application of uniform movement and security systems.
- Coordinate the provision of adequate resources to ensure security of IPs and DCPs.

DUTIES

- Determine the location, size, nature and any peculiarities of all IPs and DCPs.
- Advise Gate Control Officers on IPs and DCPs of the written permit system which will authorise movement on and off the IPs/DCPs and of any other movement restrictions which may affect IPOT operations.
- Identify IPOT security resource needs, both personnel and equipment and arrange their supply.
- In conjunction with the LDCC Resources Manager, arrange for identification labels/certificates for staff and authorised visitors to the LDCC.
- Where necessary, consult with the Police Liaison Officer to effect security.
- Provide the RAMS Manager with the estimated resource requirements for the next 48 hours.
- Provide daily situation reports to the RAMS Manager.

LRD 302: FIELD PATROLS AND CHECK-POINT TEAMS–COORDINATOR**SKILLS**

- An understanding of the disease and its implications.
- Knowledge of the department's role in exotic disease eradication and control.
- The ability to liaise with external organisations.
- Good communication skills.
- The ability to maintain records and prepare reports.
- Knowledge of the geography and agricultural systems in the RA.
- The ability to coordinate personnel, often large numbers.

LINE RELATIONSHIPS

- Responsible to the LDCC RA Movement and Security (RAMS) Manager.
- Responsible for personnel in check-point teams and field patrols.
- Must liaise closely with the Movement Permits Coordinator (LDCC RA Movement and Security Unit).

ROLES AND RESPONSIBILITIES

- Control/prevent the spread of disease by controlling the movement of animals, persons and things into, within and out of the RA.

DUTIES

- Obtain a detailed map of the RA from the Mapping Officer (LDCC Veterinary Investigations Unit)—it must identify *all* roads.
- In consultation with the Police Liaison Officer, determine the number and location of roadblocks, check-points and field patrols required to effect movement control.
- Determine personnel and equipment (including communications) requirements for the establishment and maintenance of roadblocks, check-points and field patrols. Vehicles must be clean and fully equipped.
- Organise teams and prepare rosters to ensure establishment and maintenance of roadblocks, check-points and field patrols.
- Ensure adequate supply of previously prepared leaflets is available for distribution at check points.
- Ensure all personnel carry appropriate identification.
- Brief teams on:
 - their roles, responsibilities and legislative authority;
 - movement restrictions which apply within the RA;
 - disinfection procedures (including setting up decontamination units);
 - the movement permit system which is in operation;
 - other relevant information.
- Ensure that the physical needs of field teams are met.
- Establish effective communication between field teams and the LDCC.
- Coordinate the transport and feeding of teams.

- Oversee the activities of roadblock, check-point and field patrol teams.
- Through the Police Liaison Officer, advise the State transport authority, local industry and local municipalities of road closures, check-points, roadblocks and movement restrictions which apply.
- Prepare similar advice for issue to all transport operators within the RA (obtain contact details for these operators).
- Report any unauthorised movements to the RAMS Manager and prepare regular reports as required.
- Advise the RAMS Manager of resource requirements for the next 48 hours.

LRD 303: FIELD PATROL TEAMS**SKILLS**

- Knowledge of the disease concerned and its control.
- Local knowledge of the RA and its agricultural systems.
- One member should be gazetted as an inspector of stock.
- The ability to maintain records and prepare reports.

LINE RELATIONSHIPS

- Responsible to the LDCC Field Patrols and Check-Point Teams Coordinator.
- Must liaise closely with the Movement Permits Coordinator (LDCC RA Movement and Security Unit).

ROLES AND RESPONSIBILITIES

- Assess the effectiveness of movement control requirements within the RA.
- Advise the LDCC Movement and Security (RAMS) Manager of any unauthorised movement of stock, stock products, personnel or other potentially contaminated material.

DUTIES

- Field Patrol Teams must be familiar with the AUSVETPLAN **Disease Strategy** for the disease concerned and the operational guidelines outlined in the **Decontamination Manual**.
- Obtain accurate maps of the RA from the Mapping Officer (LDCC Veterinary Investigations Unit).
- Ensure that the issued vehicle is clean and has adequate supplies of protective clothing (rubber boots, overalls, gloves, etc) and materials for decontamination.
- Ensure the vehicle has on-board communications and that the team has been briefed on the proper use of this equipment and relevant communications methods.
- Ensure approved personal identification of officers.
- Identify the area to be patrolled.
- Obtain from the RAMS Manager a list of animals, animal products, persons and other things which are prohibited to move, and any other restrictions which apply.
- Determine the team's authority to take action if unauthorised movements are detected.
- Become familiar with the current movement permit system (see **Part 1; Appendix 3** of this manual).
- Contact roadblock and check-points within the patrol area.
- Immediately report:
 - unauthorised movements;
 - additional requirements for roadblocks and check-points.
- Where appropriate, detain any stock, stock products or other things being moved within the RA in contravention of movement restrictions.
- Prepare a daily report on legal and illegal movements and other significant occurrences for the RAMS Manager.

LRD 304: MOVEMENT PERMITS COORDINATOR**SKILLS**

- An inspector of stock with experience in administering movement controls under relevant stock diseases legislation.
- A good understanding of the disease its implications and control.
- Good communication skills.
- Ability to maintain records and prepare reports.

LINE RELATIONSHIPS

- Responsible to the LDCC RA Movement and Security (RAMS) Manager.
- Must liaise closely with Gate Control Officers on IPs and DCPs.

ROLES AND RESPONSIBILITIES

- Administer the approved permit systems which allow movement of animals, people and vehicles into, through and out of the RA and on IPs and DCPs.

DUTIES

- Determine from the RAMS Manager details of the RA, IPs, DCPs, roadblocks, proclaimed movement conditions and the authority to enforce the restrictions which have been applied.
- Obtain movement permit proformas and establish a system for the issuing of permits to allow movement into, through and out of the RA (see **Part 1; Appendix 3** of this manual).
- Establish a written system to allow entry to IPs (see **Part 1; Appendix 3** of this manual).
- In conjunction with the RAMS Manager develop criteria which define the conditions under which movements will be allowed.
- Prepare advice, for distribution through the LDCC Public Relations Unit on movement restrictions which apply and the conditions and operational procedures of the permit system.
- Maintain records of authorised movements.
- Prepare daily situation reports for the RAMS Manager.
- Prepare recommendations for changes to movement restrictions as the probability of disease spread changes.

LRD 400: WILD ANIMAL OPERATIONS MANAGER

Note: This position should only be created if the potential role of wild animals in the outbreak is extensive.

SKILLS

- Specialised training and experience with the surveillance and control of wild animals.
- Good managerial, decision making, communication and interpersonal skills.
- Strong leadership qualities, including the ability to forge team-work.

LINE RELATIONSHIPS

- Reports to the LDCC Operations Director.
- Responsible for the management of all wild animal control and surveillance operations.
- Liaises closely with the technical specialists in the Technical Section, the surveillance coordinator in the Veterinary Investigations Unit and the Resources Section.
- Liaises closely with SDCHQ Operations Manager.
- Liaises, as necessary, with the Legal Officer, Local Public Relations Officer and Industry Liaison Officers.

ROLES AND RESPONSIBILITIES

- Determine, plan, develop and implement wild animal population survey, disease surveillance and, if required, control programs. Specific objectives will be developed for the circumstances present at the time.

DUTIES

- Operational procedures are contained in the AUSVETPLAN **Disease Strategy** for the disease concerned, and the **Wild Animal Control Manual**. The manager must be fully familiar with these.
- Obtain suitable maps of the RA from the Mapping Officer.
- Determine the need for and nature of wild animal surveillance or control programs in order to assess or to reduce the risk of disease transmission by wild animals.
- Develop and define areas for wild animal surveillance and/or control programs, and submit these to the LDCC Controller, through the Operations Director for consultation and approval.
- Coordinate the implementation of effective, environmentally sound and safe surveillance or control operations.
- Ensure that operations do not endanger non-target (especially protected) populations.
- Advise the LDCC Operations Director on the influence that wild animal control measures may have on the local environment, and about any sensitive issues that might arise.
- Oversee the issuing of contracts with other government agencies and/or private companies to undertake wild animal control activities.
- Determine and resolve any operational difficulties, check the operation progress and resource requirements.

- Determine the effectiveness of wild animal population and disease surveillance and control programs undertaken.
- Assess the status of wild animal operational areas and advise the LDCC Veterinary Investigations Manager.
- Estimate resurveillance or follow-up control frequencies. Ensure that the frequency is adequate for disease and carrier detection and control, after consultation with technical support staff.
- Ensure all ANEMIS forms and other relevant information are passed promptly to the appropriate section.
- Maintain records (diary, activities board) of staff movements.
- Prepare and maintain daily progress reports, including maps.
- Be alert for critical incident stress in staff (including his or herself).
- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving manager with the current situation before going off duty.

**LRD 401: WILD ANIMAL CONTROL AND SURVEILLANCE –
COORDINATOR****SKILLS**

- Experience with the control and surveillance of wild animals.
- Good communication skills, especially in tasking, briefing and debriefing.
- Able to be systematic and maintain accurate and orderly records.

LINE RELATIONSHIPS

- Reports to the LDCC Wild Animal Operations Manager.
- Responsible for all staff assigned to Wild Animal Control and Surveillance, including field wild animal control teams.
- Liaises with other agencies such as the State/Territory wildlife services and conservation groups.

ROLES AND RESPONSIBILITIES

- Manage all staff, resources and activities assigned to Wild Animal Control and Surveillance.
- Maintain accurate records of resources and activities.
- Coordinate and manage all wild animal control and surveillance activities within the RA and on IPs/DCPs.

DUTIES

- Operational procedures are contained in the AUSVETPLAN **Wild Animal Control Manual, in press**. The Coordinator must be fully familiar with these procedures.
- Identify all susceptible wild animals within the RA and on IPs/DCPs.
- Schedule, coordinate and monitor control and surveillance operations.
- Estimate ongoing staffing, vehicle and equipment requirements.
- Determine priorities for surveillance, based on:
 - reports of clinical suspicion of disease;
 - trace-forward from existing IPs;
 - trace-back from new IPs;
 - areas adjoining IPs;
 - areas considered high risk.
- Brief field surveillance teams on the range of clinical signs which may occur, the mechanisms of disease spread, procedures for disinfection, animal capture, handling and examination, specimen collection, and reporting requirements.
- Allocate areas in which field teams are to work and supervise their activities, ensuring that methods adhere to guidelines designed to protect natural habitats and protected populations of native species.
- Issue contracts with other government agencies and/or private companies to undertake wild animal control activities.
- Brief and debrief field teams, ensuring ANEMIS forms are complete, accurate and clear and resolve operational difficulties, check progress and resource requirements.

- Ensure the LDCC Wild Animal Operations Manager is advised immediately of significant findings, especially newly detected infected areas and populations.
- Advise the LDCC Wild Animal Operations Manager on the influence that operations might have on the local environment, and of any sensitive issues that may arise.
- Ensure that operations (area of coverage, trap/bait/fence etc locations) are accurately marked on the main mapping board. This helps to ensure that other teams operating in the area are aware of wild animal operations and that there is no 'conflict of interest'.
- Ensure that operations do not endanger non-target (especially protected) populations.
- Maintain records (diary, activities board) of staff movements.
- Prepare and maintain daily situation and progress reports, including maps.
- Be alert for critical incident stress in staff and yourself.
- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving coordinator with the current situation before going off duty.

LRD 402: VECTOR OPERATIONS MANAGER**SKILLS**

- Specialised training and experience with the surveillance and control of insects.
- Good managerial, decision-making, communication and interpersonal skills.
- Strong leadership qualities, including the ability to forge team-work.

LINE RELATIONSHIPS

- Reports to the LDCC Operations Director.
- Responsible for the management of all personnel involved in vector control operations.
- Liaises closely with other LDCC unit managers.
- Liaises, as necessary, with the Legal Officer, Local Public Relations Officer and Industry Liaison Officer.
- Liaises closely with SDCHQ Operations Manager.

ROLES AND RESPONSIBILITIES

- Determine, plan, develop and implement effective means of vector surveillance and, if required, control.

DUTIES

- Details of the importance of vectors in the spread and control of the disease concerned are contained in the AUSVETPLAN **Disease Strategy** for the disease concerned. The manager must be fully familiar with this.
- Determine the need for and nature of vector surveillance or control programs in order to assess or to reduce the risk of disease transmission by insect or mite vectors.
- Determine priorities for surveillance or control, including developing and defining areas for vector surveillance or control programs.
- Coordinate the implementation of effective, environmentally sound and safe surveillance or control operations. The use of environmentally sound and safe insecticides is urged.
- Ensure that operations do not endanger non-target species.
- Oversee the issuing of contracts with other government agencies and/or private companies to undertake vector control activities.
- Determine and resolve any operational difficulties, check the operation progress and resource requirements.
- Advise the LDCC Operations Director on the influence that vector control measures may have on the local environment, and of any sensitive issues that might arise.
- Determine the effectiveness of vector population surveillance and control programs undertaken.
- Assess the status of areas and advise the LDCC Veterinary Investigations Manager.
- Be aware of disease control operations and integrate vector operations wherever feasible technically and operationally.

- Estimate resurveillance or re-control frequencies. Ensure that the frequency is adequate for disease and carrier detection and control.
- Ensure all ANEMIS forms and other relevant information are passed promptly on to the appropriate section.
- Maintain records (diary, activities board) of staff movements.
- Prepare and maintain daily progress reports, including maps.
- Be alert for critical incident stress in staff and yourself.
- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving manager with the current situation before going off duty.

LRD 403: VECTOR SURVEILLANCE/CONTROL–COORDINATOR**SKILLS**

- Experience with the surveillance/control of vectors, especially of the type involved with the spread of this disease.
- Good communication skills, especially in tasking, briefing and debriefing.
- Able to be systematic and maintain accurate and orderly records.

LINE RELATIONSHIPS

- Reports to the Vector Operations Manager.
- Responsible for all staff assigned to the Vector Surveillance/Control subunit, including field vector surveillance/control teams.
- Liaises with other groups such as the departments of health, Plague Locust Commission, private contractors, amateur entomological societies, apiaries industry and conservation groups as required.

ROLES AND RESPONSIBILITIES

- Implement effective and environmentally sound means of vector surveillance or control in specified vector populations in the RA and on IPs/DCPs.
- Manage all staff, resources and activities in the subunit.
- Ensure operations conform with guidelines established to protect the environment and human health.

DUTIES

- Identify all important vectors within the RA and on IPs/DCPs.
- Schedule, coordinate and monitor surveillance operations.
- Estimate ongoing staffing, vehicle and equipment requirements.
- Implement approved population surveillance/control programs on specified vectors.
- Maintain accurate records of resources and activities.
- Allocate areas to field teams and supervise their activities.
- Advise the Vector Operations Manager on the effect that operations might have on the local environment, and of any sensitive issues that may arise.
- Ensure that operations do not endanger non-target species.
- Ensure that operations are accurately marked on the main mapping board. This helps to ensure that other teams operating in the area are aware of vector operations and that there is no 'conflict of interest'.
- Prepare and maintain daily progress reports, including maps.
- Maintain records (diary, activities board) of staff movements.
- Be alert for critical incident stress in staff (including his or herself).
- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving coordinator with the current situation before going off duty.

Vector surveillance

- Brief field surveillance teams on the mechanisms of disease spread, procedures for disinfection, specimen collection, and reporting requirements.
- Debrief field teams on their return, ensuring ANEMIS forms are complete, accurate and clear.
- Ensure the Vector Operations Manager is advised immediately of significant findings, especially newly detected infected areas and populations.

Vector control

- Issue contracts with other government agencies and/or private companies to undertake vector control activities.
- Debrief field teams on their return to determine and resolve any operational difficulties, checking the operation's progress and resource requirements.

LRD 404: VACCINATION MANAGER**SKILLS**

- Knowledge of vaccination techniques in the relevant species.
- Ability to supervise and coordinate staff.

LINE RELATIONSHIPS

- Reports to the LDCC Operations Director.
- Responsible for vaccination teams in the RA.
- Liaises with vaccine suppliers, other government and private organisations, and veterinary practitioners.

ROLES AND RESPONSIBILITIES

- Develop and implement vaccination programs for susceptible animals within the RA.

DUTIES

- Details of the importance of vaccines in the control of the disease concerned are contained in the AUSVETPLAN **Disease Strategy** for the disease concerned. The manager must be familiar with the strategy.
- Appoint vaccination supervisors and teams.
- Determine vaccination priorities and resources required.
- Assign vaccination tasks to teams.
- Advise vaccination teams on vaccine supply, storage, transport, handling, reconstitution, administration and disposal.
- Acquire vaccines and vaccination equipment.
- Debrief vaccination teams, check progress and identify issues impacting on operations. Advise LDCC Operations Director of emerging and sensitive issues.
- Provide situation reports daily or as required.
- Be alert for critical incident stress in staff and yourself.
- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving manager with the current situation before going off duty.

LRD 500: TECHNICAL MANAGER**SKILLS**

- A veterinarian (or a person with similar technical qualifications) with the ability to delegate tasks, consult with section and unit leaders and manage a large operation and organisation.
- Extensive knowledge about the major exotic animal diseases.
- Strong leadership qualities.
- Highly developed interpersonal and communication skills.
- The ability to analyse complex problems and develop and implement practical solutions.
- Knowledge of all functional areas within the LDCC.

LINE RELATIONSHIPS

- Reports to the LDCC Controller.
- Responsible (through unit leaders) for the management of staff, including the Epidemiologist, Public Relations Officer, Technical specialists, Industry Liaison Officer, and Interstate Liaison Officer at the LDCC.
- Liaises closely with the LDCC Operations Director.

ROLES AND RESPONSIBILITIES

- Assist the LDCC Controller to plan the eradication and control procedures in the RA and other areas as defined by the CVO.
- Oversee and coordinate the operations of the Epidemiologist, Public Relations Unit, Technical specialists, Industry Liaison Officer and (where appropriate) the Interstate Liaison Officer.
- Prepare situation reports and provide other information for the SDCHQ.
- Act as LDCC Controller as required.

DUTIES

- Provide wide ranging specialist technical advice to the LDCC Controller, the Operations Director and sections needed to support the eradication and control activities.
- Advise the LDCC Controller promptly of any significant facts, observations, trends or predictions about the nature or course of the outbreak.
- Prepare timely and accurate situation reports covering all aspects of LDCC operations for SDCHQ and provide other information as required.
- Liaise with unit managers to:
 - coordinate preparation of daily situation reports and other information as required;
 - process requests from sections.
- Brief unit managers regularly (at least once daily) to report and review progress and problems. The Operations Director and other relevant section managers should participate in these meetings.
- Assist the Controller by:

- knowing key workload areas and assisting and relieving as required (often acting on instructions and requests intended for the controller);
- controlling access to the controller and assisting in decisions as required.
- Staffing:
 - administer staff rosters and staffing levels for relevant sections;
 - assess and forward staff requirements to LDCC Resources Manager;
 - check for fatigue at all levels and organise relief as required.
- Liaise with technical specialists to obtain technical information as required.
- Arrange for veterinary support for the LDCC Public Relations Unit, ensuring that media releases and other documents for public release are technically correct.
- Thoroughly brief new/relief unit managers before they commence duty.
- Familiarise relieving manager with the current situation before going off duty.

LRD 501: EPIDEMIOLOGIST**SKILLS**

- A veterinarian with further training in epidemiology, preferably postgraduate qualifications in epidemiology.
- Knowledge and experience in the use of computers for recording and analysing disease data.
- Good bibliographic skills, eg knowledge and experience in on-line search of veterinary literature.
- A good knowledge of the diagnosis, control and eradication of exotic animal diseases.

LINE RELATIONSHIPS

- Responsible to the LDCC Technical Manager providing key technical support to LDCC operations.
- Has no operational role and does not manage any staff unless they are involved solely in epidemiological activities.
- Consults and liaises with all LDCC unit leaders, especially the LDCC Veterinary Investigations Manager.
- Consults and liaises with SDCHQ Epidemiologist.
- In a large disease outbreak, may manage clerical/keyboard support staff in epidemiology group.

ROLES AND RESPONSIBILITIES

- Refer to the AUSVETPLAN **Disease Strategy** for the disease concerned.
- Manage the collection of epidemiological data needed to:
 - determine the extent and pattern of infection on the infected premises;
 - determine the possible source, method and date of introduction of infection;
 - determine the possible mechanisms by which the disease may spread;
 - provide epidemiological information required by the LDCC for daily reporting and assessment of the disease situation.
- Provide continuing assessment of the risks of the spread of the infection from infected premises, including the identification of urgent tracing of contacts.
- Provide technical advice on the disease and its eradication to the LDCC Technical Manager, Controller and section leaders.
- Provide information as required by the SDCHQ Epidemiologist.

DUTIES

- Provide initial epidemiological assessment of the outbreak as a member of the diagnostic team.
- Collect all relevant technical/epidemiological literature and proceed to the LDCC when directed.
- Establish a system for receiving, tabulating and evaluating field data. This may include information gained from:
 - studying ANEMIS forms and extracting relevant epidemiological information including:

- a) age of lesions at time when the premises were confirmed to have the disease;
 - b) the numbers, classes and types of animals affected with the disease;
 - c) animal or animal product movements onto or off the property;
 - d) previous history of disease on the property, or in the neighbourhood;
 - e) recent importation of animal products;
 - f) recent arrivals of people from overseas;
 - g) the presence and movements of wild animals;
 - h) garbage disposal in the area;
- wildlife officers and local experts on the presence and distribution of wild animals;
 - contact with local industry;
 - studying the spread of the outbreak;
 - study of weather records;
 - study of the topography, land use, location of infected and in-contact premises, roads, etc;
 - study of laboratory reports.
- Provide technical advice and briefings to the LDCC Technical Manager, LDCC Controller and section leaders including:
 - confirm the incubation period to be used for the operation and in the ANEMIS program
 - advice on boundaries for RA and CA;
 - advice on declaration of IPs and DCPs;
 - advice on options for methods to control the disease;
 - advice on options for the disposal of stock and other products;
 - advice on decontamination procedures;
 - recommendations for the release of quarantine;
 - identification of urgent tracings;
 - evaluation of the priorities for surveillance and tracing.
 - Establish contact with wildlife officers, through the LDCC Wild Animal Control and Surveillance Coordinator to determine the significance of wild animals and other populations.
 - Develop methods for prediction of disease spread in consultation with the SDCHQ Epidemiologist.
 - Prepare daily epidemiology situation reports.

LRD 502: LOCAL PUBLIC RELATIONS OFFICER**SKILLS**

- A sound knowledge of the media and their operations.
- Ability to liaise and communicate with individuals and organisations involved in emergency operations (the staff of the LDCC, media and public).
- A broad knowledge of agriculture and rural communities.
- Ability to be proactive and use opportunities to inform the public about and the requirements of, the campaign.

LINE RELATIONSHIPS

- Responsible to LDCC Technical Manager locally and to the State/Territory PR Manager professionally.
- Responsible for journalists, technical support, information officers and word processor operators in the unit.
- Must liaise closely with the State/Territory Public Relations Manager.
- Liaise closely with the LDCC Induction Officer.

ROLES AND RESPONSIBILITIES

- Keep the public, operational staff, other departmental staff and local community informed of the background, progress and requirements of the campaign.
- Prepare and disseminate information for the media, staff and the public.
- Coordinate servicing the media.
- Coordinate arrangements and briefings for visitors to the emergency centre.
- Handle requests for information about the emergency, including the local telephone information service.

DUTIES

- Guidelines for dealing with the media and public are contained in the AUSVETPLAN **Public Relations Manual**. The officer must be fully familiar with these.
- Prepare and circulate regular bulletins to other departmental units across the State/Territory, emergency service agencies, local farmers, primary producer organisations, Shire Councils, stock agents and any other relevant people or groups. The initial bulletins should include:
 - information on the disease involved;
 - details of the outbreak;
 - the location of RA and CA, and the movement restrictions that apply within them;
 - the aims of the LDCC operations;
 - the need for prompt reporting of any suspicion of disease;
 - the strict observance of control measures;
 - regular progress reports.
- Implement a system to handle general requests from the public for information about the emergency.
- Relay information to State/Territory Public Relations Manager for release to the media.

- Ensure there is a separate press area that is isolated from the operations area of the LDCC.
- Facilitate media services for the campaign.
- Organise press conferences as required and prepare and issue news items to disseminate information about the outbreak to the public (see note below).
- Assist with the preparation of media releases and other publicity material and publications about the outbreak, ensuring that the information is accurate.
- Prepare a regular bulletin for LDCC, operational and other departmental staff to keep them informed and maintain morale.
- Prepare material about the disease and the emergency operations to be used for briefing new staff (via the LDCC Induction Officer), visitors and the media.
- Attend the regular LDCC briefings to keep up-to-date with the latest developments.

NOTE: The Public Relations Unit at the LDCC must work closely with SDCHQ public relations. Authorisation to release information on the campaign, especially on sensitive issues (including policy matters), must be obtained from the SDCHQ. Entry of media to the IP must be approved by the SDCHQ Director and the property owner.

LRD 503: RISK ENTERPRISE OFFICERS**SKILLS**

- A *government officer* with extensive knowledge of the industry involved in the outbreak.
- Well developed local knowledge of the affected industry.
- Extensive local contacts with the affected industry.
- Well developed communication and negotiation skills.

LINE RELATIONSHIPS

- Responsible to the LDCC Technical Manager.
- Must liaise closely with Industry Liaison Officers at the LDCC and the local industry and its organisations.

ROLES AND RESPONSIBILITIES

- Provide advice on the nature of the local industry to assist with disease risk assessment.
- Assist with developing and implementing plans for disease eradication/control.
- Provide advice on the economic and other consequences of proposed actions.

DUTIES

- Details of the control/eradication strategies are contained in the AUSVETPLAN **Disease Strategy** for the disease concerned. The officers must be familiar with these, and the appropriate AUSVETPLAN enterprise manual.
- Prepare for the LDCC Technical Manager comprehensive advice on the local industry which is affected. This should include advice on its size, distribution, sources of supply, marketing practices (including by-products), industry organisations and all other factors which may affect the eradication/control program (ie assist with the risk assessment).
- Advise the LDCC Technical Manager on the practicality and economic and other consequences of actions proposed for eradication/control purposes.
- Develop plans to handle potentially contaminated material. These plans should identify steps to pick up, handle, process and distribute this material to limit the spread of any infection.
- Liaise with local industry contacts to develop and implement these plans.
- Prepare written recommendations and plans as required.

NOTE: The specific qualifications and duties of Risk Enterprise Officers will vary according to the disease and industry involved. Risk Enterprise Officers could be needed for the following industries:

- poultry
- pigs
- feedlots and saleyards
- dairy and artificial breeding centres
- abattoirs
- deer and confined wildlife
- horses (thoroughbreds, harness, pony club, etc)

LRD 504: WILD ANIMAL CONTROL COORDINATOR**SKILLS**

- Knowledge of and the ability to access further data on susceptible wild animals.
- Knowledge of the habitat and activity patterns of these wild animals.
- Ability to advise on the most effective and safe means to reduce various wild animal populations.
- Ability to prepare reports.
- Ability to coordinate and liaise with personnel from government agencies and private organisations.
- Ability to deploy and command personnel and resources.
- Experience with radio communication, map and aerial photo interpretation.

LINE RELATIONSHIPS

- Responsible to LDCC Technical Manager. Where large wild animal control operations are required, these will come under the management of the LDCC Operations Director.
- Close liaison with staff involved in wild animal population reduction, population survey and disease surveillance on IPs and within the RA and CA (see LRD 400 and LRD 401).
- Close liaison with the LDCC Epidemiologist, IP Site Supervisor and LDCC Veterinary Investigations Manager.
- Close liaison with other government agencies and private organisations.
- Close liaison with SDCHQ Wild Animal Control Coordinator.

ROLES AND RESPONSIBILITIES

- Determine the wild animal populations that exist on the IPs, DCPs and within the RA and CA.
- Assess the risk that wild animals pose to the spread of the disease concerned.
- Determine and implement the most effective means of wild animal population reduction, population survey and disease surveillance.
- May be responsible for the deployment of private pest control operators and other contractors, eg earthmoving contractors (see LRD 205 – LDCC Pest Control Coordinator).

DUTIES

- Operational guidelines are contained in the AUSVETPLAN **Wild Animal Control Manual, in press**. The coordinator should be fully familiar with this manual.
- Examine wild animal distribution maps and consult species experts and officers with local knowledge to develop an overall picture of the distribution, abundance and possible movement of potential vectors on the IPs, DCPs and within the RA and CA.
- Provide advice to and liaise with the LDCC Epidemiologist, Technical Manager and Controller about any effects the predicted wild animal distribution and movements may have on the size of the RA.

- Determine the need for and coordinate the implementation of the most effective and safe means to reduce and monitor wild animal disease transmission.
- Determine the need to conduct disease surveillance operations in the RA and CA and beyond, in consultation with the LDCC Epidemiologist, Technical Manager and Controller.
- Following authorisation from the LDCC Controller or delegate, oversee the issuing of contracts with other government agencies and/or private companies to undertake wild animal control activities.
- Prepare estimates for personnel and equipment requirements and communicate these to the LDCC Resources Manager.
- Arrange debriefing sessions with the IPOT Wild Animal Control Team Leader and other wild animal field teams to determine and resolve any operational difficulties, check the operation progress and resource requirements.
- Advise the LDCC Technical Manager on the effect that wild animal control measures may have on the local environment, especially any sensitive issues that may arise.
- Determine the effectiveness of wild animal population reduction and disease surveillance and monitoring programs undertaken.
- Prepare and maintain daily progress reports, including maps, for the LDCC Controller and SDCHQ Wild Animal Control Coordinator.

LRD 505: LEGAL OFFICER**SKILLS**

- A legal officer with a sound working knowledge of exotic diseases legislation and the department's and State/Territory legal procedures.

[If a departmental legal officer is not available for the LDCC, the services of the clerk of the local court could be sought.]

LINE RELATIONSHIPS

- Advises the LDCC Controller, Operations Director, unit managers and field staff on all legal aspects of the campaign.
- Liaises with the police and other agencies on legal matters as required.
- Responsible jointly to the SDCHQ Legal Coordinator and the LDCC Technical Manager.

ROLES AND RESPONSIBILITIES

- Draft orders for SDCHQ approval and action.
- Provide legal advice on request.
- Prepare prosecutions for SDCHQ approval and action.

DUTIES

- On instruction from the LDCC Controller, draft required orders under the Act and refer them to the appropriate officer for signature (ensuring they have the delegated authority) or to SDCHQ for approval and execution. These might relate to:
 - infected places and vehicles
 - declared areas
 - area restriction orders
 - destruction orders
 - appointment of inspectors and valuers
 - powers of inspectors
 - compensation claims
 - signs
- On advice from the LDCC IPO Manager, arrange for each IP/DCP Site Supervisor to be appointed as an inspector with appropriate authorisation.
- On request from the RA Movement and Security Manager, arrange for all signs for use to be approved.
- Advise inspectors on their powers under legislation and on the writing and serving of the various orders and notices that they are empowered to make.
- Arrange for warrants, if required.
- Advise inspectors on the collection of evidence for possible prosecutions. Check this evidence before making a recommendation for prosecution to SDCHQ for approval and follow-up.
- Keep in contact with developments during the campaign, anticipate new orders etc which may be required, and advise the LDCC Controller accordingly.
- Provide legal advice on strategies and operations. Advise the LDCC Controller promptly if any legal anomalies come to their notice during operations.

- Ensure that valuation is carried out in accordance with the Act.
- Advise on the confidential handling of sensitive information, and advise the Controller promptly if any problems are detected.
- Give general legal advice, on request, to any officer working in or from the LDCC.
- Maintain a log of orders, and other information and the time and date on which they came into effect.
- Maintain a list of officers, on duty and on call, who are authorised to exercise various powers under the Act.
- Contribute to the legal information in situation reports.
- Maintain a legal notices clipboard for ready reference by other officers.
- Brief relieving officer with the current situation before going off duty.

LRD 506: INDUSTRY LIAISON REPRESENTATIVES**SKILLS**

- Recognition (by industry) as *a representative of their local industry*.
- Extensive knowledge of the industry involved in the outbreak, especially the local industry.
- Good communication and negotiation skills.

LINE RELATIONSHIPS

- Responsible to their industry, providing advice to the LDCC Controller through the Technical Manager.
- Must liaise closely with the LDCC Risk Enterprise Officer(s) and local industry.

ROLES AND RESPONSIBILITIES

- Provide advice on the nature of the local industry to assist with disease risk assessment.
- Assist with developing and implementing plans for disease eradication/control.
- Provide advice on the economic and other consequences of proposed actions.
- Act as a focus for consultation and advice to the local industry.

DUTIES

- Prepare comprehensive advice on the local industry which is affected. This should include advice on its size, distribution, sources of supply, marketing practices, industry organisations and all other factors which may affect the eradication/control program (ie assist with the risk assessment).
- Provide advice on the practicality and economic and other consequences of actions proposed for eradication/control purposes.
- Provide advice on plans for handling potentially contaminated material. Identify the steps required to pick up, handle, process and distribute this material and limit the spread of any infection.
- Consult with other local industry contacts about the campaign and act as a focus for contact with the local industry.

NOTE: The specific duties of Industry Liaison Officers will vary according to the disease and industry involved. Industry Liaison Officers could be needed for the following industries:

- poultry
- pigs
- feedlots and saleyards
- dairy and artificial breeding centres
- abattoirs
- deer and wildlife
- horses (thoroughbred, harness, pony club, etc)

LRD 507: INTERSTATE LIAISON OFFICER

[This position may be required during cross-border outbreaks. A suitable person might be an inspector who normally works close to or at the border.]

SKILLS

- Good knowledge of the structure and operations of an LDCC and field operations.
- Understanding of the exotic diseases legislation and State/Territory emergency-management arrangements.
- Good communication and negotiation skills.

LINE RELATIONSHIPS

- Liaises closely with the LDCC Operations Director and unit managers within other State/Territory LDCCs.
- Reports to the LDCC Technical Manager in the home State/Territory.

ROLES AND RESPONSIBILITIES

- Act as the operational link with LDCCs interstate.

DUTIES

- Ensure that cross-border issues are addressed by both LDCCs.
- Communicate cross-border issues back to the officer's base LDCC as they arise.
- Assist with designing cross-border operations which make most effective use of available resources. For example, it might be more practical for surveillance teams from one State/Territory to inspect properties close to but on the other side of the border.
- Advise on the legality of cross-border operations, including the appointment and powers of inspectors.
- Act as a source of knowledge about the disease situation, operations and regulations in the officer's home State/Territory.
- Provide regular reports as required to the LDCC Technical Manager with copies to the other State/Territory Operations Director(s).
- Brief relieving officer of the current situation before going off duty.

LRD 600: RESOURCES MANAGER**SKILLS**

- Familiarity with State/Territory emergency-management arrangements and the departmental administrative systems.
- Proven leadership qualities including the ability to delegate effectively.
- Ability to cope with multiple tasks and implement decisions under pressure (innovation, initiative and flexibility are required).
- Highly developed interpersonal, communication and negotiation skills.
- Broad knowledge of departmental operations and structures, and detailed knowledge of animal health services and exotic disease response operations.

LINE RELATIONSHIPS

- Reports to the LDCC Controller.
- Liaises closely with LDCC section and unit leaders, and SDCHQ Resources Manager.
- Responsible for all staff in the Resources Section, and support staff in all other sections.
- Responsible for liaison with other agencies in accordance with State/Territory emergency-management arrangements.
- Responsible for liaison with external suppliers.

ROLES AND RESPONSIBILITIES

- On instruction from the Controller, establish the LDCC.
- Coordinate staffing and resource allocation for the LDCC and field operations.
- Coordinate the provision of support from emergency service agencies.
- Ensure the smooth operation of the LDCC.
- Ensure the orderly stand down of the LDCC and field operations as the outbreak is controlled

DUTIES

- **When establishing the LDCC:**
 - ensure appropriate location for the estimated size of the LDCC and the expected duration of operations. This will involve liaison with SES, police and local government, and providing recommendations to the LDCC Controller;
 - ensure appropriate layout and signposting within the LDCC;
 - ensure establishment of adequate communications (liaise with Telstra emergency-management officer and the Police Liaison Officer);
 - ensure the supply of suitable and adequate stores and equipment (liaise with SES, local government and SDCHQ);
 - liaise with welfare agencies for the provision of food and supplies.
- **Once the LDCC is operational:**
 - manage the day-to-day running of LDCC;
 - ensure that copies of role descriptions are provided to Resources Section staff, and ensure all staff are fully familiar with their roles and responsibilities;

- attend to daily physical needs of LDCC (meals, staff welfare, stores, equipment, etc);
 - coordinate staff resources and rosters involving personnel from within the department, other government agencies and the CES (liaise with SDCHQ Staff Resources Manager);
 - oversee all operations at and out of the LDCC to ensure that occupational health and safety guidelines are followed. Where accidents or other problems are reported, these must be immediately notified to the LDCC Controller.
 - oversee LDCC communications;
 - advise the SDCHQ Resources Manager of the names, positions, telephone and facsimile numbers for all key LDCC staff;
 - oversee the administrative functions of the LDCC, including IPOT;
 - ensure compatibility of administrative functions between LDCC and SDCHQ;
 - liaise with supporting emergency service agencies to arrange support services to the LDCC;
 - provide reports and briefings to the LDCC Controller as required;
 - ensure appropriate induction of new/relief staff;
 - ensure that LDCC staff and visitors are issued with approved identification cards/name tags;
 - ensure that facilities are available to provide clean protective clothing and clean vehicles for field teams and IPOT personnel;
 - handle unusual duties as they arise, and act as a ‘troubleshooter’ to ensure the smooth operation of the LDCC.
 - ensure that Resources Section staff are informed of developments and progress of the campaign;
 - thoroughly brief relieving manager with the current situation before going off duty.
- **As the operations wind down:**
 - ensure that personnel resources do not exceed operational requirements;
 - provide sufficient notice to Departmental and other personnel that operations are winding down and how long their services will be required;
 - ensure that physical resources do not exceed operational needs and unused materials remain secure

LRD 601: OFFICER-IN-CHARGE OF ADMINISTRATION**SKILLS**

- Extensive experience in the management of the Department's administrative systems.
- Experience with staff management.
- Extensive knowledge of administrative, financial and statutory procedures.
- Familiarity with procedures for engaging contractors and hiring/leasing equipment.
- Well developed interpersonal and communication skills.
- The ability to work in a stressful environment.

LINE RELATIONSHIPS

- Responsible to the LDCC Resources Manager.
- Responsible for coordination of administrative staff at the LDCC and within the Infected Premises Operations Teams (IPOTs) on IPs and DCPs.
- Must liaise closely with the Officer-in-Charge of Administration at the State disease control headquarters (SDCHQ).

ROLES AND RESPONSIBILITIES

- Plan, coordinate, manage and review the administrative services at the LDCC and on IPs and DCPs.

DUTIES

- Refer to **Part 1; Appendix 4** of this manual for the standard administrative forms for use during the campaign.
- Establish appropriate administrative systems within the LDCC and oversee the establishment of systems on IPs/DCPs.
- Establish an appropriate financial system through which payments can be made and operational expenditure is clearly identified.
- Appoint an officer to be responsible for overseeing the preparation of all LDCC accounts for payment. Depending on the size of the outbreak, this may require the appointment of a Finance Officer.
- Determine personnel and other resources required to operate all administrative functions.
- Manage the operation of all administrative functions.
- Provide copies of role descriptions to the Resources Section staff, and ensure all staff are fully familiar with their roles and responsibilities;
- Develop a system to provide the LDCC Resources Manager, with daily administration situation reports, including finance.
- Develop staff rosters to ensure administrative tasks are completed and that staff receive sufficient rest.
- Advise the LDCC Resources Manager, of resource requirements for the next 48 hours.
- Ensure that all expenditure and arrangements for contracts are in accordance with Treasury regulations.
- Thoroughly brief relief officer before going off duty.

LRD 602: INDUCTION OFFICER**SKILLS**

- Awareness and knowledge of the disease concerned.
- Knowledge of exotic disease eradication principles.
- Well developed communication skills.

LINE RELATIONSHIPS

- Responsible to the LDCC Resources Manager.
- Must liaise closely with the Local Public Relations Officer, LDCC Personnel Officer, and LDCC OIC Administration.

ROLES AND RESPONSIBILITIES

- Brief or arrange the briefing of incoming staff on the nature of the outbreak.
- Brief or arrange the briefing of incoming staff on the progress (especially the technical aspects) of the eradication/control campaign.
- Advise staff of disease control operational procedures.

DUTIES

- See the **Decontamination Manual**, and the AUSVETPLAN **Disease Strategy** for the disease concerned.
- Prepare material to brief staff on the disease concerned and the strategy for the campaign.
- Liaise with the Local Public Relations Officer to develop a concise update on the eradication/control situation and LDCC operations.
- In the initial stages where many staff are arriving, prepare regular briefing sessions for new arrivals. The frequency of these briefings may lessen as things settle down.
- Prepare concise material for briefing staff on operational procedures, especially steps for personal disinfection and specimen collection and handling for staff who will work in field teams. Videos may be available which cover this topic, see **Summary Document, Appendix 2**.
- Ensure that new staff are fully aware of the administrative arrangements of the LDCC, employment conditions, and staff welfare matters.
- Thoroughly brief relief officer before going off duty.

LRD 603: STORES OFFICER**SKILLS**

- Knowledge and experience of departmental stores purchasing procedures and Treasury regulations.
- Preferably a local departmental officer.
- Ability to supervise a wide range of staff.
- Ability to maintain accurate records.

LINE RELATIONSHIPS

- Responsible to LDCC OIC of Administration.
- Responsible for staff located within the LDCC stores area, including other administrative and clerical staff and casual staff such as drivers collecting or delivering stores.
- Liaises with IPOT Administrative Officer, LDCC Contractors Officer, SDCHQ Stores Coordinator, LDCC Transport Officer, LDCC Emergency Services Liaison Officer(s), Local Government Liaison Officer, LDCC section and unit leaders, and other external agencies as required.

ROLES AND RESPONSIBILITIES

- Manage the purchase, acquisition, storage, deployment and security of all stores required by the LDCC and the Infected Premises Operations Teams (IPOTs) on IPs and DCPs, within departmental procedures and Treasury regulations.

DUTIES

- Establish and manage a stores requisitioning and purchasing system at the LDCC, in consultation with SDCHQ Stores Coordinator.
- Liaise with LDCC OIC Administration to identify the initial LDCC and IPOT stores requirements and arrange for their immediate purchase and deployment.
- Liaise with SDCHQ Stores Coordinator to purchase stores that are not available from local sources.
- Establish a stores control system for the issue and control of stores at the LDCC and IP for the duration of the emergency.
- Ensure that all stores requisitions from IPs/DCPs come from the nominated administrative officer at the premises.
- Coordinate the delivery of stores to IPOTs and ensure written receipt in acknowledgment of delivery.
- Arrange for identification for non-departmental personnel, eg delivery personnel.
- Ensure that all orders received have specific details of the goods required, eg disinfectant comes in many types and strengths. A code to identify particular products should be established.
- Ensure that normal departmental guidelines and procedures for stores order and purchase are followed where possible. The LDCC OIC Administration *must* authorise any variation of these procedures, on delegation from the SDCHQ OIC Administration.

- Ensure the security of the stores, usually by the provision of a lock-up storeroom. If only a small area is available, items such as weapons, restricted drugs and other dangerous equipment *must* be locked up securely.
- Maintain accurate records of all stores purchased and of their deployment.
- Manage the provision of laundry services for LDCC and IPs/DCPs.
- Thoroughly brief relief officer before going off duty.

Equipment to be taken to LDCC

- calculator, pens, paper etc
- list of local suppliers
- personal computer with associated software
- local purchase orders
- requisition forms
- exercise book with carbon paper
- personal departmental identification
- telephone books, capital city yellow pages and local directory for the area of outbreak
(if possible)

LRD 604: TRANSPORT OFFICER**SKILLS**

- Knowledge of the operation of the department's transport system, preferably local knowledge.
- Good communication/negotiation skills.
- Ability to maintain accurate records.

LINE RELATIONSHIPS

- Responsible to the LDCC OIC Administration.
- Responsible for staff involved in the maintenance of the vehicle fleet.
- Liaises with all departmental staff requiring transportation, LDCC Personnel Officer, local transport hire firms, SDCHQ Transport Coordinator, local suppliers and LDCC Stores Officer.

ROLES AND RESPONSIBILITIES

- Identify and manage the departmental vehicle fleet for LDCC operations.
- Arrange for the hire of additional and special purpose vehicles as required.
- Arrange transport of personnel and equipment to the Infected Premises Operations Teams (IPOTs) on IPs and DCPs.

DUTIES

- The Transport Officer must refer to the departmental vehicle hire arrangements which will be applied during the campaign.
- Determine the LDCC and IPOT vehicle requirements.
- Identify departmental vehicles which are available for LDCC operations.
- Liaise with the Transport Coordinator at SDCHQ to acquire additional vehicles from the departmental pool or from private hire companies.
- Ensure that vehicles are hired in accordance with departmental guidelines and Treasury regulations.
- Coordinate and record LDCC vehicle use, and ensure all vehicle log sheets are completed by drivers.
- Ensure all drivers have a current driver's licence (and endorsed licences where required).
- Coordinate with emergency services for the provision of buses and special purpose vehicles (see LRD 612).
- Arrange cleaning, disinfection and refuelling of vehicles.
- Ensure provision of adequate parking and the security of parked vehicles at the LDCC.
- Ensure the availability and correct use of fuel credit cards (eg ShellCard) and repair authorisations. Have spare cards to replace any lost.
- Supervise cleaning of cars prior to their return to their original units.
- Thoroughly brief relief officer before going off duty.

Equipment to be taken to LDCC

- computer keyboard
- pens, papers, etc
- personal departmental identification

LRD 605: PERSONNEL OFFICER**SKILLS**

- Knowledge and experience with departmental personnel functions and instructions.
- Experience in the employment of casual staff, including wages preparation and the maintenance of records relating to hours worked by staff.
- Good communication and supervisory skills.
- Knowledge of the State/Territory workers compensation system.

LINE RELATIONSHIPS

- Responsible to the LDCC OIC Administration.
- Responsible for staff working in the personnel subunit of LDCC.
- Liaises with the LDCC Resources Manager, Accommodation/Meals Officer, the Commonwealth Employment Service (CES) and the SDCHQ Personnel Coordinator.

ROLES AND RESPONSIBILITIES

- Manage personnel and payroll functions for departmental staff.
- Coordinate the recruitment, dismissal, and payment of casual staff.

DUTIES

- Refer to the department's personnel system for arrangements which will be used during the campaign.
- In consultation with the SDCHQ Personnel Coordinator, establish a registration system for recording the hours of attendance of departmental and interstate personnel, preferably using a time clock which calculates overtime and has a 100-person capacity.
- Coordinate the payment of overtime to departmental staff.
- Provide SDCHQ Personnel Coordinator with detailed attendance records for interstate personnel.
- Ensure all departmental and interstate personnel complete the required registration and personal particulars form on arrival at the LDCC.
- Ensure identification cards are provided to all personnel.
- Provide reports to the LDCC OIC Administration, regarding hours/days departmental staff have worked at the LDCC, to facilitate allocation of time off.
- Ensure all departmental staff are paid appropriate incidentals and other allowances from the LDCC Advance Account.
- Establish and implement a suitable system to register and record hours of attendance of casual staff at LDCC.
- Arrange and authorise the employment of casual staff in accordance with departmental personnel procedures. Ideally, casual staff should present at the LDCC on the afternoon prior to commencing duty in order to complete necessary paperwork.
- Liaise with LDCC Induction Officer to provide casual staff with information on conditions of employment and staff welfare matters.
- Ensure casual staff produce a drivers licence or other form of identification.

- Ensure casual staff are paid at the appropriate rate, including overtime payments, as recorded on the time clock. Ensure staff clock off promptly once their duties have been completed.
- Thoroughly brief relief officer before going off duty.

Equipment initially to be taken to LDCC

- Personal particulars forms.
- Taxation forms.
- Wages sheets.
- Computerised wages package.
- Industrial handbook (including wages rates).
- Personal departmental identification.
- Calculator, pens, paper, etc.
- Notice of injuries forms and workers compensation forms.

LRD 606: ACCOMMODATION/MEALS OFFICER**SKILLS**

- Local knowledge of the LDCC operations area.
- Good organisational and communication skills.
- Ability to maintain accurate records.
- Experience in accounts checking.

LINE RELATIONSHIPS

- Responsible to the LDCC OIC Administration.
- Responsible for support staff, if required.
- Liaises with the LDCC OIC Administration, LDCC Personnel Officer, local Red Cross, Salvation Army and other welfare agencies, local motel/hotel operators, LDCC section and unit managers and the LDCC Transport Officer.

ROLES AND RESPONSIBILITIES

- Arrange the provision of meals to all staff working within the LDCC and IPOT operations.
- Arrange suitable overnight accommodation for non-local staff.

DUTIES

- The officer will need to refer to the department's administrative systems for details of the arrangements that are to be used to arrange supply of meals and accommodation.
- In conjunction with the LDCC OIC Administration, and LDCC Personnel Officer, define the meal and accommodation requirements for staff working within the LDCC and the IPOT operations.
- Identify the availability of suitable accommodation within and close to the operations area.
- Organise the provision of accommodation for non-local staff.
- Establish and maintain a system for the allocation of accommodation.
- Ensure that staff sign at motels for both their accommodation and breakfast.
- Identify sources for the provision of meals for staff.
- Organise the provision of meals to staff (with special dietary needs taken into account), including timely delivery to remote locations. It will be normal practice that breakfast is provided at their motel/hotel, lunch will be provided through the LDCC and evening meals at a nominated eating place.
- A list of staff expected to attend the evening meal should be compiled as early as possible each day and forwarded to the nominated establishment. (Operators of the nominated eating establishments must ensure that all meals are legibly signed for.)
- Establish and maintain a system for the recording of all accommodation and meal costs to facilitate payment of accounts.
- Thoroughly brief relief officer before going off duty.

Equipment to be taken from base location to LDCC

- sign-in book for employees to use at each motel/hotel and meal place
- local street directory/map
- calculator, pens, paper, etc
- personal departmental identification
- local telephone directories

LRD 607: REGISTRY/SECTION CLERK

[A Registry Clerk is appointed to the Resources Manager to service the whole LDCC. Section Clerks are appointed to service the needs of particular sections/units.]

SKILLS

- Familiar with departmental records management system and administrative procedures.
- Able to carry out tasks on their own initiative and with minimal supervision.
- Well organised and methodical, able to maintain accurate, orderly and legible records.
- Ability to operate and maintain office equipment.

LINE RELATIONSHIPS

- Liaises with other LDCC staff on information and communication matters.
- Reports to the LDCC Resources Manager, or manager of the section or unit to which they are assigned.

ROLES AND RESPONSIBILITIES

- Establish and manage a registry system to ensure the efficient and effective recording and dissemination of information.
- Maintain close liaison with all section and unit managers to ensure their information needs are met.
- Ensure that all relevant information is promptly and accurately recorded on master display boards.

DUTIES

- Establish and implement a system to register all incoming and outgoing telephone, facsimile and mail communications.
- Establish and maintain a file registry system at the LDCC. Ensure all information is accurately filed. Ensure that file movements are recorded.
- Establish and maintain lists for facsimile broadcast and FaxStream (if available).
- Collect, photocopy, distribute, dispatch and file all incoming and outgoing communications.
- Ensure that incoming messages are quickly delivered to the appropriate personnel.
- Transmit facsimiles promptly in order of priority, and ensure that transmissions have been successfully completed.
- Maintain all lines of communication. Report problems to service personnel.
- Update whiteboards as required.
- Provide administrative support to LDCC sections.
- Thoroughly brief relief clerk before going off duty.

LRD 608: CONTRACTORS OFFICER

[Part of this function may not be necessary in some States/Territories where this role will be undertaken by State emergency-management authorities]

SKILLS

- Comprehensive knowledge of departmental and Treasury procedures for the employment of contractors.
- Knowledge (preferably local) of the types, availability and hire rates of contracting plant and equipment.
- Ability to communicate and negotiate with external suppliers and contractors.
- Understanding of the operational requirements for contractors.
- Ability to maintain accurate records.

LINE RELATIONSHIPS

- Responsible to the LDCC IPO Manager.
- Must liaise closely with IPO, LDCC OIC Administration, LDCC section and unit managers, external suppliers and contractors.

ROLES AND RESPONSIBILITIES

- Coordinate the proper provision of private contractors and their equipment to the LDCC and to the IPOT on IPs and DCPs.

DUTIES

- Refer to the department's administrative systems for details of the arrangements which will be used during the campaign.
- Establish a list of contractors available for hire including specification of the types of equipment available.
- In conjunction with the LDCC IPO Manager, identify the requirements for private contractors and equipment.
- Coordinate the provision of contractors and equipment for LDCC and the IPOT operations.
- Fully advise private contractors of the nature, duration and other relevant specifications of the tasks allotted.
- Negotiate hire rates for short/long term.
- Through the LDCC OIC Administration, arrange for contracts to be prepared in accordance with Treasury regulations.
- Keep all relevant LDCC and IPOT staff advised on the availability and supply of plant and equipment.
- Maintain records of all contractors engaged including all details which affect their payment by ensuring there are systems in place to record work done and time inputs.
- Prepare situation reports for the LDCC OIC Administration, as required.
- Thoroughly brief relief officer before going off duty.

LRD 609: INFORMATION TECHNOLOGY OFFICER**SKILLS**

- Extensive knowledge and experience of computer hardware and software likely to be used in LDCC information systems including ANEMIS.
- Demonstrated ability to diagnose and resolve computer hardware problems and establish electronic data communications.
- Experience in using spreadsheet and database packages.

LINE RELATIONSHIPS

- Responsible to LDCC OIC Administration.
- Must liaise with the LDCC ANEMIS Officer, IPO Administrative Officer and departmental computer services staff.

ROLES AND RESPONSIBILITIES

- Provide on-site computer support to ensure effective operation of LDCC information systems.
- Support LDCC computer systems to ensure that accurate information and reports are available.

DUTIES

- Operate the ANEMIS system as detailed in the AUSVETPLAN **ANEMIS Manual**.
- Institute and manage backup procedures to ensure minimal loss of data, in case of malfunction. This should include off-site storage of data for backup purposes.
- Establish and provide advice on computer communications equipment and ensure that data communications operate correctly.
- Provide assistance to LDCC staff in the use of software packages.
- Assist with other information management systems as required.
- Install and manage local area network at LDCC, as required.
- Thoroughly brief relief officer before going off duty.

LRD 610: RECEPTIONIST

[A Receptionist who is unfamiliar with LDCC operations must be inducted, well-briefed, and assisted for the first few hours until familiar with terminology, the roles of various officers, and be able to direct inquiries to the appropriate section or unit.]

SKILLS

- Good interpersonal and communication skills.
- General typing, word processing and clerical skills.
- Ability to work under pressure, assess priorities, and meet tight deadlines.
- Understanding of emergency operations.

LINE RELATIONSHIPS

- Responsible to the LDCC OIC Administration.

ROLES AND RESPONSIBILITIES

- Act as first point of contact for all telephone and reception enquiries at the LDCC.
- Perform typing, word processing and general clerical duties, as required.
- Ensure only authorised personnel are allowed entry to LDCC operations area.

DUTIES

- Receive, transfer and log general incoming calls.
- Ensure all staff sign when entering and leaving LDCC.
- Ensure all visitors are welcomed, signed in, issued with approved identification, and attended to by relevant officers.
- Maintain a list of current LDCC taskforce members with their telephone and extension numbers, and fax this list and any updates to the SDCHQ.
- Ensure that appropriate STD access is available on all extensions.
- Program the outgoing fax with one-touch dial for key numbers and groups.
- Assist with typing, word processing, photocopying, faxing, filing and other general clerical duties as required and as time permits.
- Thoroughly brief relief receptionist before going off duty.

LRD 611: FINANCE OFFICER**SKILLS**

- Knowledge of the relevant sections of financial management legislation.
- Ability to exercise initiative, determine priorities and work as part of an administrative team.
- Well developed interpersonal and communication skills.
- Keyboard skill would be an advantage.

LINE RELATIONSHIPS

- Responsible to the LDCC OIC Administration.
- Liaises with LDCC section and unit managers on financial matters at the LDCC and IPO.

ROLES AND RESPONSIBILITIES

- Responsible for managing all financial and purchasing functions at LDCC.
- Advise LDCC OIC Administration on day-to-day financial costing and budget projections.

DUTIES

- Monitor expenditure and provide financial reports as required to LDCC OIC Administration.
- Maintain appropriate financial databases.
- Prepare and process all purchase orders for the LDCC.
- Prepare and process all accounts for payment.
- Operate the Advance Account, including petty cash, incidental payments and urgent payments by off-line manual cheque.
- Thoroughly brief relief officer before going off duty.

LRD 612: EMERGENCY SERVICES LIAISON REPRESENTATIVES**SKILLS**

- Extensive knowledge of the structure and operations of the functional area or agency they represent.
- Authority to commit and direct the functional area's or agency's resources.
- Understanding of State/Territory emergency-management plans and relevant supporting and subplans.
- Understanding of animal health emergency operations.
- Good communication and negotiation skills.

LINE RELATIONSHIPS

- Liaises with LDCC section and unit managers as required.
- Liaises with people within the emergency service agencies.
- Responsible to their own agency but operates through the LDCC Resources Manager.
- Report to their own agency.

ROLES AND RESPONSIBILITIES

- Act as the link between the LDCC and their supporting functional area or agency.

DUTIES

- Refer to the relevant functional area and agency support plans.
- On request from the LDCC Resources Manager or other authorised person, obtain resources/support from their functional area or agency.
- Advise on the practicality, nature and terms of any request for resources.
- Advise when the resource will become available, and of any conditions or limitations.
- Provide regular reports as required to the LDCC Resources Manager and to their own agency as required.
- Familiarise relieving officer with the current situation before going off duty.

3 Infected premises operations teams

Index of IPOT role descriptions

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IP 1: INFECTED PREMISES SITE SUPERVISOR

SKILLS

- Expert knowledge of exotic disease operational procedures, particularly operational management of an IP/DCP.
- Previous practical experience or training in IP/DCP operations.
- Highly developed skills in management, leadership, organisational and interpersonal communications.
- Proven ability to work independently and make responsible decisions in a stressful environment.

LINE RELATIONSHIPS

- Responsible to the LDCC Infected Premises Operations Manager.
- Responsible for all personnel working on the IP/DCP.
- Consults with the property owner/manager.
- Liaises with the epidemiologist, species specialists and other personnel within the LDCC.

ROLES AND RESPONSIBILITIES

- Plan and effectively and efficiently manage all operations on the IP/DCP to eradicate the exotic disease agent, namely:
 - quarantine, decontamination and vector control procedures;
 - inventory, valuation and compensation of livestock, animal products, feedstuffs and other contaminated materials;
 - destruction and disposal of animals and contaminated material;
 - decontamination operations;
 - restocking the premises with sentinel animals.
- Determine and procure through the LDCC the resources required to conduct these operations.
- Determine from the IPO Manager, the budgetary and time constraints for the various operations and conduct operations in a cost-effective manner.
- Provide an ongoing assessment of progress at all stages of the operations and report to the LDCC as required.

DUTIES

- Ensure that the premises has been quarantined and that ANEMIS forms 1, 2 and 3 have been completed and sent to the LDCC.
- Details of operational procedures are contained in the AUSVETPLAN **Operational Procedures Manuals — Valuation and Compensation, Destruction, Disposal, Decontamination and Wild Animal Control, in press**. This officer must be familiar with these procedures. Disease details will be in the appropriate AUSVETPLAN strategy.
- Liaise with IPOT Administrative Officer to organise stores and equipment required to commence operations before a large number of staff arrive.
- Ensure adequate mobile communications are taken to the IPs, including a facsimile if possible.

- Consult with and develop a working relationship with the owner/manager of the property to establish:
 - property layout, facilities and equipment;
 - the number, species and location of infected and susceptible stock;
 - the nature and location of other contaminated material and facilities;
 - welfare needs of the owner and/or staff and refer these to the appropriate officer in the LDCC;
 - any further priorities for tracing animals or contaminated material on or off the IP.
- Ensure IP is secure and enforce quarantine for physical and biological security.
- Ensure stock are confined and inventoried.
- Develop a plan for the procedures required to be conducted on the IP, which includes:
 - a priority assigned to each of the planned tasks;
 - a timetable for the commencement and completion of the tasks;
 - resources required (personnel and equipment);
 - estimate of expenditure;
 - an inventory of animals and material to be destroyed and disposed of;
 - acceptable methods for destruction and disposal;
 - examination of animals destroyed to collect epidemiological information, eg age of lesions at destruction (see **Exotic Diseases of Animals**);
 - decontamination procedures.
- In consultation with the IPO Manager, appoint, where necessary, personnel to manage and supervise the various IPOT functions, namely:
 - Inventory and Valuation Team Leader;
 - Animal Destruction Team Leader;
 - Disposal Team Leader;
 - Decontamination Team Leader;
 - Gate Control Officer;
 - Pest Control Team Leader;
 - Wild Animal Control Team Leader; and
 - Administrative Officer.

NOTE: A separate person may not be required for each of these functions on smaller premises. In some cases, persons with the above responsibility may move between IPs, eg Inventory and Valuation Officers, Animal Destruction Officer, and Wild Animal Control Officer.

- Supervise, coordinate and monitor the various activities to ensure satisfactory progress of the IPOT plans.
- Ensure that the owner has been issued with a legal order to destroy animals and property and that the order specifies exactly which animals, products and property are to be destroyed.
- If there is a dispute over valuation, ensure that an accurate inventory of stock to be destroyed is established. Have the owner sign this inventory in acknowledgment of its accuracy. Advise the IPO Manager of the dispute. Destruction can proceed on authorisation from the CVO or his/her delegate.

- Organise and conduct regular briefing sessions for:
 - the various IPOT;
 - all personnel on the IP to inform them of the objectives, standards and progress (foster team building and morale).
- Report to and liaise with the IPO Manager for approval of the IPOT plans and to provide progress reports.
- Ensure that daily reports, ANEMIS forms 4, 5 and 6, are completed and dispatched to the LDCC.
- Ensure that the necessary resources are obtained for the IPOT.
- In conjunction with the IPOT Administrative Officer, ensure that all administrative tasks are being performed.
- Ensure that adequate records are kept by team leaders, including:
 - inventory of animals, alive/destroyed;
 - materials/feedstuffs destroyed;
 - damage to equipment and property;
 - stores ordered and supplied;
 - authorisations for personnel and equipment to enter and leave the IP;
 - personnel employed;
 - work done by private contractors.
- Ensure property damage resulting from the IP operations is kept to a minimum. Any damage should be brought to the attention of the owner/manager and IPO Manager and recorded.
- Advise the IPO Manager of resources required during the next 48 hours.

IP 2: INVENTORY AND VALUATION TEAM LEADER

SKILLS

- The valuation team may contain one or more people with the following skills:
 - an inspector of stock (or other person) experienced in the administration of the stock diseases and compensation legislation;
 - a competent valuer, licensed/qualified in the relevant field (livestock, plant etc).
- Members of the valuation team should have:
 - experience in the industry involved with the outbreak;
 - highly developed interpersonal and negotiating skills;
 - ability to work in a stressful environment.

LINE RELATIONSHIPS

- Responsible to the Infected Premises Site Supervisor.
- Must liaise closely with the LDCC Inventory and Valuation Coordinator.
- Liaises with other government agencies and industry where necessary to ensure accurate valuations.

ROLE AND RESPONSIBILITIES

- Ensure accurate valuations to enable prompt agreement with the IP owner/manager to expedite destruction and disposal of stock and other contaminated material.
- Prepare claims for efficient processing at the LDCC.
- Ensure valuation is in accordance with the provisions of the relevant legislation and any other relevant legislation.
- Liaise with IP Site Supervisor to provide estimates and updates of the total compensation payout.

DUTIES

- Operational procedures are contained in the AUSVETPLAN **Valuation and Compensation Manual**. The officer *must* be fully familiar with these procedures.
- Obtain estimates of current value for stock and other property to be assessed.
- Prepare an accurate inventory of animals and products prior to destruction and disposal and record this using written inventories, photographs and video.
- Have the owner sign acceptance of completed inventory lists.

NOTE: WHEN THE CVO HAS ISSUED THE APPROPRIATE ORDER THE DESTRUCTION AND DISPOSAL OF ANIMALS, PRODUCTS OR PROPERTY MAY PROCEED.

- IF A DISPUTE OVER VALUATION ARISES:
 - Attempt to negotiate an agreed valuation with the owner then complete the specific compensation forms and have these signed by the owner;
 - If this fails, follow the specified regulatory procedures to resolve this dispute (eg the use of independent, approved valuers);
 - When a dispute over valuation threatens to delay destruction and/or disposal operations, the LDCC IPO Manager must be notified immediately.

- Advise IP Site Supervisor or his/her delegate when the claim is completed so that destruction and/or disposal can proceed.
- Verify claims against the prepared inventory.
- Forward claims to LDCC Inventory and Valuation Coordinator for processing.
- Provide daily reports to LDCC Inventory and Valuation Coordinator.
- Advise IP Site Supervisor on funds required for future compensation claims.

IP 3: ANIMAL DESTRUCTION TEAM LEADER**SKILLS**

- Practical knowledge of the livestock industry in question.
- Familiarity with techniques for the humane destruction of animals.
- Ability to work independently and to make responsible decisions.
- Well developed skills in leadership, organisation and interpersonal communication.

LINE RELATIONSHIPS

- Responsible to the IP Site Supervisor
- Responsible for destruction teams and personnel involved in animal destruction.
- Must liaise closely with the LDCC Animal Destruction Coordinator.
- Must liaise closely with property owner/manager, Inventory and Valuation Team Leader, Disposal Team Leader, Decontamination Team Leader, and the Gate Control Officer within the IPOT.

ROLES AND RESPONSIBILITIES

- Plan and implement a program for the humane and efficient destruction of infected and susceptible animals on the IP. This program must be approved by the IP Site Supervisor and by the LDCC Animal Destruction Coordinator.
- Supervise and coordinate the animal destruction teams.
- Ensure that destruction methods are consistent with personal and biological safety.
- Provide reports as required to the IP Site Supervisor.

DUTIES

- Operational procedures are contained in the AUSVETPLAN **Destruction Manual**. The team leader must be fully familiar with these.
- Consult with the IP Site Supervisor and property owner/manager to establish:
 - property layout, facilities and equipment;
 - the number, species and location of animals to be destroyed;
 - time estimates for the commencement and completion of animal destruction;
 - order of destruction of the animals.
- Advise the IP Site Supervisor of immediate resources needed to secure and move animals to prepare for their destruction.
- Where practical (and applicable), move animals to the centre of the infected premises or areas most remote from other susceptible animals, including wild animals.
- Ensure that animals not to be destroyed, including domestic pets are confined.
- Consult with the Disposal Team Leader to identify centrally located carcass disposal sites, as close as practical to the sites of destruction.
- Select appropriate methods and facilities needed for the safe, humane and efficient destruction of the animals.

- Provide for the approval of the IP Site Supervisor concise written plans which should include:
 - destruction method(s)
 - destruction site(s)
 - order of destruction
 - personnel required
 - facilities/equipment required
 - estimated time of start
 - estimated time of finish.
- Confirm that a complete inventory of all animals on the property has been prepared.
- Sight CVO order/authorisation for destruction before beginning.
- Ensure that all animals to be destroyed have been valued for compensation *prior* to their destruction. Where adequate visual records are available, valuation may be performed after slaughter.
- When there is delay in reaching agreement on valuation, authority to proceed with destruction should be sought from the IP Operations Manager, LDCC (see **Valuation and Compensation Manual, Section 2.10**). In these cases, an accurate inventory list must be made and acknowledged in writing by the owner/manager.
- Brief the destruction teams, then supervise and coordinate their activities. Ensure that:
 - if possible, destruction takes place away from public view;
 - destruction facilities, methods and working conditions are consistent with personal safety;
 - destruction is humane and no animal is removed for disposal until it is dead;
 - destruction teams receive adequate rest and meal breaks.
- Ensure that property damage is kept to a minimum. Any damage should be drawn to the attention of the owner/manager, recorded and reported promptly to the IP Site Supervisor.
- Check all destructions against the prepared inventory to ensure that all animals have been destroyed. Any variations must be accounted for (eg births and deaths).
- Provide the IP Site Supervisor with a completed destruction report at the end of each day (ANEMIS form 4).
- Advise IP Site Supervisor of resource requirements for the next 48 hours.

IP 4: DISPOSAL TEAM LEADER**SKILLS**

- Good knowledge of exotic disease operational procedures and disposal procedures in particular.
- Familiarity with the operation, capabilities and limitations of earthmoving equipment.
- Ability to work independently and to make responsible decisions.
- Well developed skills in leadership, organisation and interpersonal communication.

LINE RELATIONSHIPS

- Responsible to the IP Site Supervisor.
- Responsible for disposal teams and private contractors.
- Must liaise closely with LDCC Disposal Coordinator.
- Liaise closely with property owner/manager, IPOT Valuation Team Leader, Animal Destruction Team Leader, Decontamination Team Leader and the Gate Control Officer within the IPOT.

ROLES AND RESPONSIBILITIES

- Plan and implement a program for the efficient disposal of carcasses and other contaminated material on the IP. This must be approved through the IP Site Supervisor and the LDCC Disposal Coordinator.
- Supervise and coordinate the disposal teams and private contractors.
- Ensure that disposal methods are consistent with personal and biological safety.
- Provide reports as required to the IP Site Supervisor.

DUTIES

- Operational procedures are contained in the AUSVETPLAN **Disposal Manual**. The team leader must be fully familiar with these procedures.
- Consult with the IP Site Supervisor and property owner/manager to establish:
 - property layout, facilities and equipment;
 - factors pertinent to the choice of disposal methods and siting;
 - estimates for the time of commencement and completion of disposal of carcasses.
- Consult with the IPOT Animal Destruction Team Leader to:
 - identify centrally located carcass disposal sites as close as practical to the sites of destruction (this may also involve liaison with the government environment protection authority);
 - establish the number and types of stock on the IP and the likely time estimates for destruction.
- Determine appropriate methods, facilities and resources for the safe and efficient disposal of the carcasses.

- Provide, for the approval of the IP Site Supervisor, concise written plans, including diagrams, for the disposal of carcasses, which should include:
 - disposal method(s)
 - disposal site(s)
 - order of disposal
 - personnel required
 - facilities and equipment required
 - estimated time of start
 - estimated time to completion.
- Establish and brief the teams needed for site construction and carcass disposal, then supervise and coordinate their activities. Ensure that:
 - teams have adequate protective clothing and are briefed on the nature of the disease and any specific hygiene requirements, especially when dealing with zoonotic diseases;
 - before removal for disposal, carcasses are sprayed with an approved disinfectant (and, if applicable, that their heads and feet are wrapped in polythene bags);
 - where the disposal site is remote from the destruction site, that transport vehicles are appropriately lined and covered to prevent spillage of any animal excretions;
 - where applicable, rumens are slashed before burning or burial;
 - all carcasses are satisfactorily burned or buried.
- Once carcass disposal is proceeding satisfactorily, consult with the IP Site Supervisor and IPOT Decontamination Team Leader to establish:
 - the nature, location and volume of other contaminated material for disposal;
 - the priority order for disposal of this material;
 - the appropriate methods of disposal, wherever possible using carcass disposal sites;
 - estimates for time of commencement and completion of decontamination.
- Ensure that a complete inventory of all material to be disposed of has been prepared and agreed with IP owner.
- Disposal should not commence until there has been agreement on valuation (although an exception could occur where adequate visual records are available). When there is a delay in agreement on valuation, authority to proceed with disposal should be sought from the LDCC Disposal Coordinator (see the **Valuation and Compensation Manual, Section 4**). If this occurs, the accurate inventory list must be agreed in writing by the owner/manager.
- Provide the IP Site Supervisor with concise written plans, including diagrams for the disposal of all other materials, for approval which should include:
 - disposal method(s)
 - disposal site(s)
 - order of disposal
 - personnel required
 - facilities and equipment required
 - estimated time of commencement
 - estimated time to completion

- Once carcass disposal is nearing completion, establish and brief the teams needed for site construction and disposal of contaminated material, then supervise and coordinate their activities. Ensure that:
 - the IP Site Supervisor possesses a complete inventory of all contaminated material and that any variations are accounted for;
 - contaminated material is conveyed to the disposal sites in a manner consistent with human and biological safety;
 - all contaminated material is satisfactorily burned, buried or otherwise disposed of.
- Ensure that disposal facilities, methods and working conditions are consistent with personal safety and that teams receive adequate rest and meal breaks.
- Ensure that property damage is kept to a minimum. Where damage occurs, it should be drawn to the attention of the owner/manager, recorded and reported promptly to the IP Site Supervisor.
- Provide the IP Site Supervisor with a disposal report at the end of each day, ANEMIS form 5.
- Provide additional reports as required.
- Advise the IP Site Supervisor of resource requirements for the next 48 hours.

IP 5: DECONTAMINATION TEAM LEADER**SKILLS**

- The ability to assess technical data on disinfection procedures.
- Practical knowledge of livestock and their management.
- Sound knowledge of exotic disease operational procedures and of cleaning and disinfection procedures in particular.
- Ability to work independently and to make responsible decisions.
- Highly developed skills in leadership, organisation and interpersonal communication.

LINE RELATIONSHIPS

- Responsible to the IP Site Supervisor.
- Responsible for decontamination teams and private contractors.
- Must liaise closely with the LDCC Decontamination Coordinator. Technical queries should be referred to the Technical Section.
- Consults closely with property owner/manager;
- Liaises with epidemiologists and species specialists within the LDCC, and the Animal Destruction Team Leader, Disposal Team Leader and the Gate Control Officer within the IPOT.

ROLES AND RESPONSIBILITIES

- Plan and implement a program for the efficient preliminary disinfection and subsequent cleaning and disinfection of the IP. This must be approved through the IP Site Supervisor and the LDCC Decontamination Coordinator.
- Supervise and coordinate the decontamination teams and private contractors.
- Ensure that decontamination methods are consistent with personal and biological safety.
- Provide reports as required to the IP Site Supervisor.
- Deputise for the IP Site Supervisor as required.

DUTIES

- Operational procedures are contained in the AUSVETPLAN **Decontamination Manual**. The team leader must be fully familiar with these procedures.
- Consult with the IP Site Supervisor and property owner/manager to establish:
 - property layout, facilities and equipment;
 - the number, species and location of infected and susceptible stock;
 - the nature and location of other contaminated material and facilities.
- Consult with the LDCC Epidemiologist and industry species specialists to:
 - prioritise areas for disinfection;
 - establish materials, facilities and equipment for preliminary (and ongoing) disinfection or destruction;
 - determine the appropriate chemicals and techniques for preliminary disinfection;
 - identify the protective clothing, equipment and precautions necessary to ensure personal safety;

- ensure items to be destroyed are valued before destruction by the most appropriate method.
- Advise the IP Site Supervisor of resources needed to commence preliminary disinfection.
- Establish and brief the teams needed for preliminary and ongoing decontamination, then supervise and coordinate their activities. Ensure that:
 - preliminary disinfection proceeds as thoroughly and as quickly as possible;
 - it proceeds in the order of the pre-determined priorities;
 - teams are adequately supplied with chemicals, water and equipment;
 - it continues until decontamination of the premises is completed.
- Advise the IPOT Destruction and Disposal Team Leaders on:
 - the appropriate disinfectants and techniques necessary to ensure biological security during the destruction and disposal of stock;
 - the protective clothing, equipment and precautions necessary to ensure personal safety.
- Once preliminary disinfection is proceeding satisfactorily and all infected and dangerous contact stock have been disposed of, consult with the IP Site Supervisor, LDCC Epidemiologist and species specialists to determine:
 - the nature, priorities and techniques for the decontamination of other contaminated materials;
 - the chemicals for decontamination method;
 - at each stage, whether contaminated material has been removed and disposed of before commencing decontamination.
- Determine the most cost-efficient and (preferably) least labour-intensive methods for the decontamination of the various areas, facilities and equipment.
- Provide the IP Site Supervisor with a concise written plan for approval, which outlines the stages of decontamination of the property, estimates for time of completion of each stage, and resource requirements.
- Establish and brief the teams needed for decontamination, then supervise and coordinate their activities. Ensure that:
 - cleaning is done to the required standard and that scrapings etc are disposed of, before commencing final disinfection;
 - appropriate disinfectants are used and are mixed according to specifications;
 - disinfection procedures are performed to the required standard;
 - teams are adequately supplied with chemicals, water and equipment;
 - special consideration is given to the disinfection of plant and equipment eg electric motors, etc.
- Ensure that areas are secured once final decontamination is complete.
- Ensure that decontamination facilities, methods and working conditions are consistent with personal safety and that teams receive adequate rest and meal breaks.
- Ensure that property damage is kept to a minimum and that foreseen or unforeseen damage is reported promptly to the IP Site Supervisor.

- Provide the IP Site Supervisor with a completed decontamination report at the end of each day, ANEMIS form 6.
- Provide additional reports as required.
- Deputise for the IP Site Supervisor as required.

IP 6: GATE CONTROL OFFICER (INCLUDES DCPs)**SKILLS**

- Good understanding of the disease, its implications and control.
- Good interpersonal skills.
- Knowledge of disinfection procedures.
- Ability to maintain records and prepare reports.
- Ability to implement property movement controls and administer a movement permit system.
- Working knowledge of the communications systems in use.

LINE RELATIONSHIPS

- Responsible to the IP Site Supervisor.
- Responsible for entry/exit of disinfection supervisors.
- Must liaise closely with the LDCC Movement Permits Coordinator (LRD 304), and the LDCC Infected Premises Security Coordinator (LRD 301).
- Responsible for any security teams within IPOT.

ROLES AND RESPONSIBILITIES

- Secure the IP/DCP to prevent the dissemination of exotic disease agents.
- Manage the controlled movement of personnel and equipment onto and from the IP/DCP.

DUTIES

- Liaise with the property owner/manager to develop a detailed property plan showing roads, neighbours, gates, property access etc.
- Develop a plan to ensure all movements on and off the property are controlled. This should include:
 - establishing a permanent guard on one entrance and blocking all other entrances;
 - arranging for the boundary fences to be patrolled and repaired where necessary;
 - preventing the entry of unauthorised persons, machinery and vehicles to the property (eg neighbours, the media and stock agents). Entry must only be allowed where a permit has been issued from the LDCC or on authorisation from the IP Site Supervisor;
 - fully brief and monitor the performance of the security staff.
- Ensure all movement of animals and animal products on or off the property is stopped unless a permit has been issued in writing from the LDCC.
- Arrange for the disinfection of all persons, machinery and vehicles etc entering and leaving the IP.
- Restrict the movement of the residents of the IP, as far as possible, both within and off the property until preliminary disinfection has been completed and stock have been destroyed and disposed of. Where residents must leave the property, strict attention must be paid to disinfection and the need to have no contact with other susceptible stock.
- Ensure quarantine notices are placed at all entrances.

- Obtain identification labels/certificates for staff and authorised visitors in consultation with the LDCC Movement Permits Coordinator.
- Maintain an accurate log of all personnel and equipment (including vehicles) entering and leaving the IP.
- Prepare regular reports and briefings for the IP Site Supervisor and in particular, immediately notify any problems.
- Maintain the communications system within the IP.
- Advise the IP Site Supervisor of resource requirements for the next 48 hours.

IP 7: PEST CONTROL TEAM LEADER**SKILLS**

- Knowledge of and the ability to access further data on pest control.
- Ability to prepare written and verbal reports.
- Ability to liaise with, coordinate and supervise personnel from government and non-government organisations.

LINE RELATIONSHIPS

- Responsible to the IP Site Supervisor.
- Responsible for the activities of personnel and private contractors involved in pest control activities.
- Must liaise closely with the IPOT animal destruction and decontamination team leaders.

ROLES AND RESPONSIBILITIES

- Identify pests on the IP which are capable of spreading the disease concerned.
- Plan and coordinate an effective control and/or eradication program against these pests.
- Provide information and reports to the IP Site Supervisor as required.

DUTIES

- The Team Leader must be familiar with the role of vectors in the spread of the disease concerned and should refer to the section on vector control in the relevant AUSVETPLAN **Disease Strategy**.
- Identify the important vertebrate and invertebrate pests on the IP (where necessary this will involve liaison with an entomologist from the Technical Section).
- Develop and implement a rapid 'knock-down' program against these vectors.
- Determine the personnel and equipment resources required to implement a control and/or eradication program against these pests.
- Supervise the implementation of the control and/or eradication program, including supervision of private contractors.
- Determine the effectiveness of the control and/or eradication program.
- Provide daily progress reports to the IP Site Supervisor.

NOTE: This function may be undertaken by the IPOT wild animal control team leader.

IP 8: WILD ANIMAL CONTROL TEAM LEADER

SKILLS

- Knowledge and ability to conduct effective and safe reduction of susceptible wild animal populations.
- Knowledge of the habitat and activity patterns of wild animals which may enhance the spread of the disease concerned.
- Knowledge and ability to conduct effective population survey and sampling of susceptible wild animals.
- Ability to prepare written and verbal reports.
- Ability to liaise with, coordinate and supervise personnel from a wide range of government and non-government organisations.

LINE RELATIONSHIPS

- Responsible to the IP Site Supervisor.
- Responsible for the activities of staff from other government agencies, especially wildlife and conservation departments, and private contractors when they are hired.
- Must liaise closely with the LDCC Wild Animal Control Coordinator.

ROLES AND RESPONSIBILITIES

- Identify wild animals on the IP/DCP which are capable of spreading the disease concerned.
- Plan, in consultation with the LDCC Wild Animal Control Coordinator and coordinate an effective population reduction program against important wild animals.
- Plan, in consultation with the LDCC Wild Animal Control Coordinator and LDCC Epidemiologist, a disease surveillance program and population survey of susceptible wild animals.
- Provide reports for the IP Site Supervisor, LDCC Veterinary Investigations Manager and LDCC Wild Animal Control and Surveillance Coordinator.

DUTIES

- The team leader must be familiar with the role of wild animals in the spread of the disease concerned and should refer to the sections on wild animal control in the relevant AUSVETPLAN **Disease Strategy** and the **Wild Animal Control Manual, in press**.
- Identify all important wild animals on the IP/DCP.
- Develop and implement a population reduction and/or disease surveillance population survey program.
- Determine the personnel and equipment resources required to implement a population reduction and/or disease surveillance population survey program on susceptible wild animals and advise the LDCC Wild Animal Control and Surveillance Coordinator.
- Coordinate the activities of field staff involved in wild animal control activities and ensure that field reports, including maps, are prepared daily.
- Brief and debrief teams daily and ensure that they have a checklist of resources available and procedures to be followed.

- Maintain an activities board to show the location of all field teams.
- Determine the effectiveness of the population reduction and disease surveillance programs.
- Provide daily progress reports, including maps, to the IP Site Supervisor for the LDCC Wild Animal Control and Surveillance Coordinator.

NOTE: This position may cover the dual roles of wild animal population control and disease surveillance in the RA. In a large outbreak these tasks may need to be done by two or more people.

Other roles such as field teams, wildlife biologist, clerks and mapping officer must also be considered. For clerical support it may be worthwhile identifying persons who have experience in wild animal control/vertebrate pest administration work.

IP 9: ADMINISTRATIVE OFFICER**SKILLS**

- Experience in the management of the department's administrative systems including personnel and stores systems.
- Experience in staff management.
- A good knowledge of administrative statutory procedures.
- Good communication and negotiation skills.
- Ability to work for long periods under pressure.
- Ability to maintain complex and rapidly changing records.

LINE RELATIONSHIPS

- Responsible to the IP Site Supervisor.
- Responsible for all administrative staff on the IP.
- Must liaise closely with the LDCC Resources Section.

ROLES AND RESPONSIBILITIES

- Plan, coordinate, manage and review all administrative services on the IP.

DUTIES

- In conjunction with IP Site Supervisor, prepare a list of personnel required for the next 48 hours and advise the LDCC IP Operations Manager.
- Establish a stores requisitioning system and control the issue of stores on the IP. This system will need to be in place before the commencement of operations.
- Ensure security of stores held on the IP.
- Ensure ANEMIS forms 4, 5 and 6 are completed and dispatched to the LDCC by deadline.
- Establish a registration system to record all entries and departures from the IP, for use by the IPOT Gate Control Officer.
- Advise the LDCC Personnel Officer of any instances where casual staff are unsuitable.
- Provide administrative assistance to the IPOT Gate Control Officer.
- Determine the accommodation and meal requirements for staff within the IPOT.
- Advise LDCC Accommodation/Meals Officer, of these requirements and ensure delivery of meals.

NOTE: This role description covers the functions of general administration, personnel and stores management on the IP. On a large IP, these functions will need to be allocated to separate officers.

4 Forward command post

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FCP 1: OFFICER-IN-CHARGE**SKILLS**

- A veterinarian or inspector of stock with experience and/or training in the management of animal disease control and eradication programs.
- Knowledge of the control and eradication of the exotic diseases.
- Knowledge of the local industry concerned, departmental systems and State/Territory emergency-management arrangements.
- Strong leadership qualities.
- Highly developed interpersonal and communication skills.
- The ability to analyse complex problems and develop and implement practical solutions.
- The ability to make technically sound decisions when under pressure for long periods.

LINE RELATIONSHIPS

- Responsible to the LDCC Operations Director.
- Responsible for all staff at the FCP, field teams and personnel on the remote IPs and DCPs.
- Must liaise with section managers in the LDCC as required.

ROLES AND RESPONSIBILITIES

- In accordance with plans determined by the LDCC Controller, develop a detailed program for the eradication, control and surveillance activities in the remote area.
- Implement and manage the campaign in the remote area (and other areas as defined by the LDCC Controller) including task analysis, priority setting and resource estimation and allocation.
- Ensure that the LDCC is provided with regular and accurate situation reports of operational progress and other issues which may arise.
- 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 LDCC Operations Director for modifications as required.
- Maintain liaison with emergency service organisations, industry, and other government departments, involving the area of operations of the FCP.

DUTIES

- Oversee the establishment of the FCP.
- Brief field surveillance and other teams and IP/DCP Site Supervisors and assign their duties.
- Oversee and coordinate eradication and control procedures within the remote area and other areas as defined by the LDCC Controller.
- Provide the LDCC with accurate situation and statistical reports.
- Advise the LDCC Operations Director on boundaries for any remote RA and modifications which may need to be declared during the campaign.

- Maintain an overview of personnel issues.
- Maintain an overview on expenditure to ensure it is in accordance with Treasury regulations.
- Liaise with other State/Territory emergency services agencies to enhance eradication and control activities.
- Plan and anticipate potential problems (advising the LDCC where necessary).
- Report to LDCC Operations Director daily on operations managed from the FCP.

FCP 2: COMMUNICATIONS OFFICER**SKILLS**

- Working knowledge of the communications systems in use. This would also include the ability to maintain and repair the communication systems.
- Knowledge of animal health disease control operations.
- Highly developed interpersonal and communication skills.
- Knowledge of the operation of the LDCC and FCP.
- Ability to work independently and effectively prioritise communications in a stressful environment.

LINE RELATIONSHIPS

- Responsible to the FCP Officer-in-Charge.
- Liaise with, and relay messages/requests from field staff to LDCC section managers, LDCC as necessary (under the direction of the FCP Officer-in-Charge).

ROLES AND RESPONSIBILITIES

- Responsible for maintaining a log of all inbound and outbound communications within the FCP.
- Responsible for relaying important messages to the LDCC promptly and accurately.
- Inform the Officer-in-Charge of important communications and be able to provide an overview as necessary.

DUTIES

- Oversee the establishment of communications facilities/network at the FCP.
- Establish a radio schedule for field teams if necessary.
- Maintain a log of all communications to and from the FCP.
- Brief field staff in the use of radio communications including radio frequencies available, emergency procedures and daily 'call in' times.
- Maintain an overview of the location and activities of all field staff operating in the remote area.
- Report issues of importance to the FCP Officer-in-Charge.

FCP 3: ADMINISTRATIVE OFFICER**SKILLS**

- Experience in the management of the department's administrative systems.
- Knowledge of administrative financial procedures.
- Familiarity with procedures for purchasing equipment.
- Well developed interpersonal and communication skills.
- The ability to work in a stressful environment.
- Knowledge of and experience in the operation of the ANEMIS system.
- Knowledge of the functions of the Infected Premises Operations (IPO) Unit.

LINE RELATIONSHIPS

- Responsible to the Officer-in-Charge, FCP.
- Responsible for coordination of any other administrative staff at the FCP and on remote IPs and DCPs.
- Must liaise closely with the LDCC Resources Manager.

ROLES AND RESPONSIBILITIES

- Plan, coordinate, undertake and review the administrative services at the FCP and on remote IPs and DCPs.
- Liaise closely with the ANEMIS Officer, LDCC Veterinary Investigations Unit.
- Oversee the operation of the ANEMIS system in the FCP.

DUTIES

- Refer to and be familiar with the department's standard administrative systems that will be used during the campaign.
- Establish appropriate administrative systems within the FCP and oversee the establishment of systems on IPs.
- Prepare, and check for accuracy, all accounts for payment relating to FCP operations. Send all documents to the LDCC who will arrange actual payment.
- Determine personnel and other resources required to operate all administrative functions.
- Oversee the operation of all administrative functions.
- Develop a system to provide the LDCC Resources Manager with daily administration situation reports, especially financial reports.
- Ensure that budgets are expended in accordance with Treasury regulations.
- Refer to the **ANEMIS Manual** for operation of that system.
- Ensure that the ANEMIS system is operational and that ANEMIS forms 4, 5 and 6 and the log reports, ANEMIS form 16, 17, 18, 19 and 20 are completed and recorded properly.
- Brief personnel on the operation of the ANEMIS system as required. Ensure that information entered onto the database is clear, logical and accurate.
- Establish and maintain a system to record compensation claims from the remote IPs.

- Check that the details of animals and contaminated material which have been valued, agree with the inventories of those destroyed and disposed of.
- Prepare daily situation reports of FCP operations.
- Advise the LDCC Resources Manager of resource requirements for the next 48 hours.

5 State/Territory disease control headquarters

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SRD 1: CHIEF VETERINARY OFFICER**SKILLS**

- The chief veterinary officer (and usually chief inspector of stock) of the State/Territory.
- A veterinarian with extensive experience in disease control programs and a balanced knowledge of the scientific, political, legal, management and industry aspects of a major eradication campaign.
- Proven ability to accept responsibility for the management of the eradication campaign.
- Highly developed communication and negotiating skills.
- Proven leadership qualities including the ability to delegate effectively.
- Ability to analyse complex problems and produce practical solutions with clear priorities.
- Ability to work under pressure for long periods.
- Experienced at managing the media.

LINE RELATIONSHIPS

- Responsible, through the executive Management of the department, to the minister for the disease eradication program.
- Must liaise closely through CCEAD with the CVOs of all States/Territories and the Commonwealth and, at State level, with supporting agencies, through emergency-management arrangements, and relevant industry leaders.
- Responsible, through delegations, for the management of all persons involved in the campaign in the State.

ROLES AND RESPONSIBILITIES

- Oversee the planning and management of the eradication or control campaign in accordance with the relevant legislation, policies, emergency-management arrangements and AUSVETPLAN strategies and procedures, with due consideration of the economic, commercial and social implications of all actions taken.
- Arrange for urgent animal health matters not connected with the outbreak to be dealt with across the State.
- Ensure that accurate and timely advice is provided to the minister, CCEAD, the public, all departmental staff, emergency-management agencies and industry.

DUTIES

- The CVO should be fully familiar with the AUSVETPLAN **Disease Strategy** for the disease concerned for details of strategies for control and/or eradication as well as the *International Animal Health Code* published by OIE.
- Appoint the key personnel of the SDCHQ, and LDCC Controllers, ensuring that they are adequately briefed and aware of their roles, responsibilities, duties as laid down in this manual and other operational procedures. Ensure that they are adequately briefed on the outbreak situation, policies and strategies.
- Clearly define financial and decision-making delegations to these staff, including the legal delegations to the SDCHQ Director.

- Develop policies for disease control and eradication, in consultation with CCEAD, the executive and the minister.
- Exercise substantive or delegated legal powers, including the declaration of IPs, RAs and CAs, ordering the destruction of infected animals, and appointing additional inspectors of stock.
- Negotiate with department executives the additional delegations or modifications to normal practices that are required to ensure that adequate authority is available for operations to proceed without delay.
- Oversee the eradication campaign, continually assessing and updating strategies.
- Specify and monitor the reporting requirements in operation and the timing and nature of briefing sessions.
- Provide accurate and timely progress reports to the minister, executive, CCEAD and other relevant parties.
- Ask the chairperson of the CCEAD to convene teleconferences as required.
- Ensure funding for the campaign and that agreed cost-sharing arrangements are followed.
- Release premises from quarantine on recommendation of the SDCHQ Director.

SRD 2: SDCHQ DIRECTOR**SKILLS**

- A veterinarian with extensive experience in disease control programs and a balanced knowledge of the scientific, political, legal, management and industry aspects of a major eradication campaign.
- Ability to accept responsibility for the management of the eradication campaign.
- Highly developed communication and negotiating skills.
- Proven leadership qualities including the ability to delegate effectively.
- Ability to analyse complex problems and produce practical solutions with clear priorities.
- Ability to work under pressure for long periods.

LINE RELATIONSHIPS

- Responsible to the CVO.
- On delegation from the CVO, the Director must liaise closely through CCEAD with the CVOs of all States/Territories and the Commonwealth and, at State level, with supporting agencies, through emergency-management arrangements, and relevant industry leaders.
- Responsible, through delegation, for the management of all persons involved in the campaign in the State.
- Liaises closely with LDCC Controller.

ROLES AND RESPONSIBILITIES

- Manage the eradication/control campaign in accordance with the relevant legislation, policies and AUSVETPLAN strategies and procedures, with consideration of the economic, commercial and social implications of all actions taken.
- Manage the SDCHQ.
- Provide accurate and timely advice (often via the CVO) to the minister, CCEAD, the public, all departmental staff, emergency-management agencies and industry.
- Establish ongoing consultative and reporting arrangements between SDCHQ and LDCCs.
- Act as CVO as required.

DUTIES

- The SDCHQ Director must be fully familiar with the disease control/eradication strategies as detailed in the relevant AUSVETPLAN **Disease Strategy**, as well as the *International Animal Health Code* published by OIE.
- Ensure that the key personnel of the SDCHQ, Controllers of LDCCs and key section managers are appointed. Adequately brief them on their roles, responsibilities and duties as laid down in this manual and operational procedures. Also adequately brief them on the outbreak situation, policies and operational procedures/strategies.
- Ensure that staff operate within the financial and decision-making delegations from the CVO.
- Liaise with the department's legal section to ensure that all proposed proclamations are lawful and to seek advice on legal matters during the campaign.

- Confirm with the CVO new IPs and DCPs and authorise destruction and decontamination.
- Manage the eradication campaign, continually assessing and updating strategies and advising the CVO while ensuring that all activities are lawful and in accordance with approved policies and delegations.
- Ensure effective liaison with LDCCs and specify and monitor reporting requirements and the timing and nature of briefing sessions/situation reports.
- Ensure effective liaison between SDCHQ and The National Disease Control Headquarters (NDCHQ), ensuring that NDCHQ is kept informed of key developments and requests for information are responded to.
- Provide, via the CVO, detailed progress reports to the minister, CCEAD and other relevant parties.
- Manage the campaign in accordance with cost-sharing agreements and Treasury regulations.
- Regularly review the boundaries of proclaimed areas and the relevance of the conditions applying therein, in consultation with LDCC Controller(s) and SDCHQ Technical Manager.
- Release premises from quarantine on authorisation from the CVO.
- Negotiate with Head Office and regional management the utilisation of departmental staff and resources.
- Brief SDCHQ staff (and important visitors) on significant developments and progress with the campaign.
- Brief new section managers and relieving director as appropriate.

SRD 3: SECRETARY TO THE CHIEF VETERINARY OFFICER**SKILLS**

- An experienced stenographer with secretarial skills.
- Familiarity with basic computer programs and word processing.
- Ability to operate facsimiles and other office equipment.
- An understanding of the roles of staff in the SDCHQ plus the roles of outside bodies, eg State emergency services, police.
- Ability to communicate in a precise manner.

LINE RELATIONSHIPS

- Responsible to the Chief Veterinary Officer or the SDCHQ director.
- Must liaise closely with all SDCHQ section and unit leaders.
- Usually responsible for at least one clerical assistant.

ROLES AND RESPONSIBILITIES

- Provide secretarial/stenographic assistance to the CVO.
- Control and coordinate all communications to and from the CVO.
- Provide adequate staffing at all times to ensure communication flow to and from the CVO.

DUTIES

- Keep track of the daily movements of the CVO, key executives and the minister so that expedient arrangements can be made for the signing of various orders.
- Attend meetings at the request of the chief veterinary officer to record proceedings and prepare reports as required.
- Maintain master log of inward and outward messages, eg facsimile and telephone.
- Ensure adequate provision of essential communication equipment for the chief veterinary officer, eg telephones, facsimiles, computers, photocopiers, typewriter; authorise repairs/replacement of this essential equipment.
- Prepare rosters to ensure adequate provision of stenographic telephonist and clerical services (where necessary) to maintain smooth communication flows.
- Process daily reports from section and unit leaders.
- Maintain a diary for the chief veterinary officer and the SDCHQ director, scheduling appointments, meetings, reporting deadlines, etc.
- Monitor communications between SDCHQ section leaders and the CVO.

SRD 100: TECHNICAL MANAGER**SKILLS**

- Veterinary training, logical and analytical mind, and understanding of epidemiological principles and the diagnosis and control of animal diseases.
- Extensive experience in animal disease control programs.
- Good communication and computing skills.

LINE RELATIONSHIPS

- Responsible for all staff in the SDCHQ Technical Section.
- Liaises closely with the LDCC Technical Manager.
- Reports to the SDCHQ Director.

ROLES AND RESPONSIBILITIES

- Advise the Operations Manager, Director and CVO on all technical aspects of the disease and its control.
- Oversee the operations of SDCHQ and LDCC Technical Sections.
- Prepare situation reports.
- Prepare CCEAD agenda papers and reports.
- Assist the Director, where appropriate, to plan and implement the control program.
- Act as Director or CVO as required.

DUTIES

- The Technical Manager must be fully familiar with the relevant AUSVETPLAN **Disease Strategy**.
- Provide advice on:
 - strategies and options for disease prevention/control/eradication for the whole State or Territory;
 - boundaries of RA and CA and changes which should be made in light of developments and new information;
 - classification of premises as IPs, DCPs, SPs and their subsequent release from quarantine;
 - priorities for tracing and surveillance;
 - surveillance methods, including frequency and sample sizes;
 - samples to be taken for laboratory examination;
 - slaughter, disposal and decontamination techniques, including chemicals;
 - movement controls, and changes which should be made in light of developments and new information; and
 - the need for and nature of wild animal or vector operations.
- Advise the Director promptly of any significant facts, observations, trends or predictions about the nature or course of the disease outbreak.
- Prepare accurate and timely situation reports for the CVO daily or as otherwise directed.

- Prepare papers for CCEAD meetings:
 - draft covering situation report, based on recent situation reports (see **Part 1; Appendix 2** of this manual);
 - collate reports provided by the LDCC and other SDCHQ Sections which detail veterinary investigations, epidemiological assessments and other technical matters, wild animal or vector operations, infected premises operations, movement controls, administrative (especially financial) statements, legal arrangements, media activities, and other relevant matters; and
 - ensure all papers and reports are accurate, clear, timely, and are distributed without delay.

NOTE: It may be necessary to delegate these tasks to a senior officer dedicated to this function during the run up to CCEAD meetings. This officer must maintain an up-to-date and accurate overview of campaign activities.

- Prepare detailed epidemiological and technical assessments, highlighting key facts, developments and predictions, and making appropriate recommendations.
- Prepare a technical summary of disease signs, lesions, epidemiology and required diagnostic specimens for distribution to Regional veterinary managers (RVMs), FVOs, veterinary laboratories and private veterinarians.
- Ensure that effective industry liaison is established and maintained.
- Check the technical veracity of proposed media releases, industry newsletters, and other documents intended for release to the public.
- Ensure that disease signs, reporting procedures and movement controls are publicised.
- Coordinate the activities of specialist officers working within the SDCHQ and LDCC Technical Support Sections. Check that tasks are not being duplicated, that officers are concentrating on relevant tasks.
- Liaise with department economists to undertake an economic evaluation of the impact of the outbreak on industry and the State and national economies, and a benefit–cost analysis of the control program.
- Liaise with department or outside agencies on mapping, geographic information systems, spatial information, and property and agricultural data bases.
- Ensure that the information and data required by officers in the section is obtained and provided without delay or hindrance.
- Determine resource requirements for the section. Oversee areas of responsibility and workloads for all staff. Ensure that actions are not duplicated or overlooked, and that there are no demarcation problems. Engage or redeploy staff as required to resolve problems. Develop staff rosters which ensure that the section is neither under, nor overstaffed at any time. Ensure that the physical needs of the section and its staff are met.
- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving manager with the current situation before going off duty.

SRD 101: LEGAL COORDINATOR**SKILLS**

- A senior government legal officer with detailed knowledge of relevant State/Territory legislation.

LINE RELATIONSHIPS

- Responsible for legal officers in both the SDCHQ and LDCC.
- Advises the SDCHQ Director and CVO on all legal aspects of the campaign.
- Liaises with SDCHQ section heads as required.
- Reports through the Technical Manager to the Director.

ROLES AND RESPONSIBILITIES

- Prepare and arrange approved proclamations, delegations and orders.
- Ensure that all strategies and operations are legal.
- Provide legal advice on specific issues as they arise.
- Prepare and arrange approved prosecutions.

DUTIES

- Ensure that the relevant stock or exotic diseases legislation applies to the disease of concern. If not, and on instruction from the CVO, arrange for this to apply.
- Check whether each LDCC Controller and key LDCC and SDCHQ section leaders have appropriate delegated powers. If not, arrange for this to occur.
- On instruction from the CVO, draft orders for signature by an approved person relating to:
 - IPs and DCPs
 - RA and CA
 - destruction orders
 - appointment of inspectors and valuers
 - powers of inspectors
 - compensation claims
 - interstate border movement controls
 - delegations
- Keep in contact with developments during the campaign, anticipate new orders etc which may be required, and advise the SDCHQ Technical Manager accordingly.
- Arrange for necessary gazettal and public advertisement of orders etc.
- Provide legal advice on strategies and operations. Advise the Technical Manager promptly if any legal anomalies come to notice during operations.
- Advise on the confidential handling of sensitive information, and advise the Director promptly if any problems are detected.
- Advise SDCHQ officers, the Director, CVO, executive and minister on request about any other legal matters.
- Maintain a log of orders etc and the time and date on which they came into effect.

- Maintain a list of officers (on duty and on call) who are authorised to exercise various powers under the relevant legislation.
- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving coordinator with the current situation before going off duty.

SRD 102: STATE/TERRITORY PUBLIC RELATIONS MANAGER**SKILLS**

- Extensive experience in dealing with the media and running media campaigns.
- Ability to communicate on complex technical issues.
- A broad knowledge of agriculture and agricultural industries.

LINE RELATIONSHIPS

- Responsible for all journalists and support staff in the public relations units in both SDCHQ and LDCC.
- Liaises with industry liaison officers, SDCHQ technical staff, the minister's press secretary, emergency services media units, and Commonwealth Public Relations Coordinator.
- Reports through the SDCHQ Technical Manager to the Director.

ROLES AND RESPONSIBILITIES

- Keep the media and public informed about the disease concerned, the progress, and the requirements of the eradication/control campaign, by preparation and dissemination of information.
- Oversee the staffing and operations of both the SDCHQ and LDCC Public Relations Units.
- Provide a focus for media and public contact during the campaign.

DUTIES

- The State/Territory public relations (PR) Manager must be fully familiar with the operational guidelines contained in the AUSVETPLAN **Public Relations Manual**.
- Prepare initial news releases which may be required during the Alert Phase.
- Establish the Public Relations Unit, ensuring adequate professional and support staff and equipment are available.
- Establish a media conference centre away from the SDCHQ operational area.
- Liaise with LDCC Public Relations Officer to authorise media contact (including press releases) and media entry onto and coverage of operations on IPs/DCPs.
- Identify relevant target groups which need to be kept informed, eg industry organisations, emergency services, and prepare information bulletins for release to them.
- Assist LDCC Industry Liaison Officers to prepare and distribute information for industry.
- Establish systems to handle general inquiries from the public. Information officers may need to be appointed.
- Establish a telephone hotline to update the public on the current situation.
- Liaise with section managers and the CVO to gather accurate and current technical details about the disease and the outbreak.
- Prepare information kits about the disease and campaign.

- Liaise with the minister's press secretary to ensure the Minister and ministerial staff are kept fully briefed, and prepare ministerial releases where appropriate.

- Prepare and distribute media releases, ensuring that:
 - all releases are clear, concise and accurate;
 - all releases have CVO clearance;
 - the minister's office has been advised of the release *beforehand*.
- Liaise with the media units of emergency services, other States/Territories and the Commonwealth, to ensure consistency of information released. Comments on issues relating to international trade must be referred to NDCHQ.
- Ensure consultation and clearance with other States/Territories and the Commonwealth before any information or comment on interstate or international issues is released.
- Ensure that confidential information, eg stock owners names, is not released.
- In conjunction with the induction officer thoroughly brief new/relief public relations staff before they commence duty.
- Familiarise relieving coordinator with the current situation before going off duty.
- Prepare letters of thanks or certificates of appreciation for distribution during the stand-down phase.

SRD 103: EPIDEMIOLOGIST**SKILLS**

- A veterinarian with extensive experience and preferably postgraduate qualifications in epidemiology and with a balanced knowledge of the scientific, political, legal, management and industry aspects of a major eradication campaign.
- Knowledge and experience in the use of computers for recording and analysis of disease data.
- Good bibliographic skills, including knowledge and experience in online searching of veterinary literature.
- Ability to analyse complex problems and produce clear, well-argued practical solutions.
- Ability to work under pressure for long periods.

LINE RELATIONSHIPS

- Responsible to the SDCHQ Technical Manager providing key technical support.
- Has no operational role and does not manage any staff unless they are involved solely in epidemiological activities.
- Consults and liaises with other SDCHQ staff and the LDCC Epidemiologist.
- Consults with bureau of meteorology, wildlife and other authorities on technical aspects of the disease.
- In a large disease outbreak, may manage clerical/keyboard support staff in the epidemiology group (as well as other epidemiologists).

ROLES AND RESPONSIBILITIES

- Manage the collection of epidemiological data needed to:
 - determine the extent and pattern of infection in the outbreak;
 - determine the possible source, method and date of introduction of infection;
 - determine the possible mechanisms by which the disease may spread;
 - provide epidemiological information required by the SDCHQ Technical Manager for daily reporting and assessment of the disease situation.
- Provide continuing assessment of the probability of the spread of the infection from infected premises and develop methods to detect disease spread, such as surveys to prove freedom from disease.
- Provide technical advice on the disease and its eradication to the SDCHQ Technical Manager and SDCHQ and LDCC staff.

DUTIES

- Instigate a literature search/review for recent relevant research about the disease and establish systems to collate this technical data and disseminate it to SDCHQ and LDCC staff.
- Ensure that appropriate systems are implemented to collect and analyse the information needed for SDCHQ staff to manage the eradication campaign.
- Provide continuing epidemiological assessment of the extent and nature of the outbreak.

- Provide continuing assessment of the probability of spread of the disease from initial foci of infection and advise on priorities for disease control activities.
- Provide technical advice and briefings to the CVO, SDCHQ Technical Manager and SDCHQ staff including:
 - summary reports on the outbreak situation;
 - advice on options for methods to control the disease, including vaccination;
 - advice on options for the disposal of stock and other products, including risks of marketing of products; and
 - recommendations for the release of quarantine.
- Plan the requirements for Statewide disease monitoring and surveillance.
- Establish contact with wildlife officers to determine the significance of wild animals and other populations.
- Establish contact with meteorological bureau to determine the climatic conditions which may be significant in the spread of the disease.
- Prepare epidemiology situation reports for the SDCHQ Technical Manager and assist in preparation of reports, on disease aspects, for CCEAD.
- Plan and monitor the program to allow restocking of premises and prove freedom from disease at the end of the campaign.

SRD 104: INDUSTRY LIAISON COORDINATOR**SKILLS**

- A balanced knowledge of the scientific, political, legal and management aspects of the campaign.
- Highly developed communication skills, including the capacity to rapidly produce clear, accurate statements targeted at specific audiences.
- Ability to work under pressure for long periods.
- A working knowledge of the emergency-management arrangements in AUSVETPLAN.
- Extensive knowledge of the Statewide structure and operations of the relevant livestock industry, and familiarity with many of their key representatives. Recognised by industry as a credible contact.

LINE RELATIONSHIPS

- Liaises with representatives of affected industries.
- Liaises with the SDCHQ Public Relations Manager and other SDCHQ section heads.
- Supervises the activities of all SDCHQ and LDCC industry liaison officers.
- Reports to the SDCHQ Technical Manager.

ROLES AND RESPONSIBILITIES

- Act as a focus for consultation with and advice to affected industries.
- Establish and maintain liaison with all livestock industries and risk enterprises involved in or affected by the outbreak.
- Ensure that affected industries are kept informed about policies, operations and the progress of the campaign, and are consulted about the commercial and other implications of operations.
- Ensure that the department is kept informed of industry factors which could affect the progress of the campaign.
- Provide advice on the nature of industries to assist with risk assessment and with developing and implementing plans for disease control and eradication.
- Provide advice on actions required to remove the risk of disease transmission via each risk enterprise.

DUTIES

- Provide advice on the practicality and economic and other consequences of proposed disease control actions.
- Provide advice on plans for handling potentially contaminated products, including steps to pick up, transport, process and distribute this material and limit the spread of any infection.
- In conjunction with the Public Relations Unit, prepare and disseminate information about the disease and campaign to industry groups and members.
- Invite/appoint Industry Liaison Officers to most effectively cater for the necessary industry liaison (see LDCC role description; LRD 506).

- Compile comprehensive information and advice on the affected industries, including size, distribution, sources of supply, marketing practices, industry organisations and all other factors which may affect the eradication/control program (ie assist with the risk assessment).
- Develop and maintain industry contact lists (name, position, address, phone, facsimile).
- Consult with industry contacts about the policies, strategies and progress of the campaign. Evaluate and summarise this feedback.
- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving coordinator with the current situation before going off duty.

SRD 105: WILD ANIMAL CONTROL COORDINATOR**SKILLS**

- A senior officer experienced in vertebrate pest control with a balanced knowledge of the scientific, political, legal, conservation and management aspects of wild animal control operations.
- Good communication skills and the ability to communicate with other government departments particularly wildlife agencies and with conservation groups.
- Ability to work under pressure for long periods.

LINE RELATIONSHIPS

- Directly responsible to the SDCHQ Technical Manager.
- Must liaise closely with other SDCHQ section leaders, particularly the Epidemiologist and Public Relations Manager.
- Must liaise closely with the LDCC Wild Animal Control Coordinator.

ROLES AND RESPONSIBILITIES

- Liaise with the SDCHQ Epidemiologist to determine the role that wild animals could play in disease spread.
- Establish and manage a wild animal control and surveillance operation.
- Monitor the progress of the wild animal control and disease surveillance operation.
- Establish effective liaison with wildlife and conservation agencies, forestry and other agencies.

DUTIES

- The coordinator must be fully familiar with the AUSVETPLAN **Wild Animal Control Manual, in press** and the **Disease Strategy** for the disease concerned.
- Liaise with the SDCHQ Epidemiologist to establish the 'at-risk' wild animal species in the RA and CA.
- Consult current feral and wild animal distribution maps and with local control officers to ascertain whether susceptible wild animals are present or have access to the IP.
- Refer to the wild animal control skills register and select and alert key staff for wild animal operations.
- Identify a wildlife biologist who has experience in population reduction and survey of the target species to liaise with and advise the LDCC wild animal control coordinator.
- Oversee the development of plans for wild animal control and disease surveillance operations.
- Monitor the progress of wild animal control and disease surveillance operations.
- Obtain appropriate maps and aerial photographs of the area.
- Liaise with the legal officers to accurately determine the powers of field teams, and provisions of legislation which may affect wild animal operations.
- Regularly summarise information from the LDCC Wild Animal Control Coordinator on the strategy and progress of wild animal operations.

- Provide a current map of wild animal control operations to the mapping section and provide an estimate of costs to the SDCHQ Resources Manager.
- Regularly liaise with the SDCHQ Public Relations Manager to provide accurate and non-emotive information for media releases.
- Provide advice to the SDCHQ Technical Manager on issues relevant to wild animal control such as, conservation, environmental impact, sensitivity, forestry, aboriginal lands, defence and regularly liaise with the appropriate government departments on these matters.

SRD 200: OPERATIONS MANAGER**SKILLS**

- A veterinarian with extensive experience in disease control programs and a balanced knowledge of the scientific, political, legal, management and industry aspects of a major eradication campaign.
- Highly developed communication and negotiating skills.
- Proven leadership ability.
- Ability to analyse complex problems and produce practical solutions with clear priorities.

LINE RELATIONSHIPS

- Reports to the SDCHQ Director.
- Responsible for all staff appointed to the section.
- Liaises with other SDCHQ managers and with the LDCC Operations Director.
- Liaises with regional management over the provision of veterinary, technical and regulatory support.
- Liaises with field and laboratory staff over tracing, surveillance and vaccination operations.
- Liaises with the police, industry contacts and other State authorities over movement controls.
- Liaises with counterparts in other States over interstate tracings and movement controls.

ROLES AND RESPONSIBILITIES

- Manages campaign activities outside the area under the control of the LDCC(s), including all tracing, surveillance, movement controls and (if required) vaccination operations.
- Manage the provision of Statewide veterinary, technical and regulatory support in consultation with regional management.

Assist the SDCHQ Director, where appropriate, to plan and implement the control program.

- Responsible for mapping and ANEMIS at the SDCHQ.
- Coordinate laboratory diagnostic and surveillance services.
- Act as Director or CVO as required.

DUTIES

[NOTE: those duties shown after the italic headings will usually be delegated to other officers appointed to the Operations Section. Further details of such officers' roles and duties may be found under equivalent LDCC role descriptions.]

- The Operations Manager must be fully familiar with the relevant AUSVETPLAN **Disease Strategy**.
- Define the boundaries of the CA and the restrictions applying therein.

- Determine and implement actions such as quarantine, testing, laboratory submission, and surveillance for all premises traced, and provisionally classify them as infected, dangerous contact, suspect or clear.
- Liaise with other States/Territories on interstate movement controls.
- Where appropriate implement ANEMIS for use in tracing and surveillance activities in the SDCHQ.
- Determine, in consultation with the SDCHQ Technical Manager, the requirements for disease monitoring and surveillance outside the RA.
- Advise the Director promptly of any significant findings from tracing and surveillance.
- Prepare situation reports daily or as required. Ensure that the content and frequency of reports meet the needs of campaign management and the reporting responsibilities of SDCHQ.
- Arrange for the distribution of instructions and forms to all persons responsible for implementing tracing, surveillance and movement controls.
- Determine resource requirements for the section. Oversee areas of responsibility and workloads for all staff. Ensure that actions are not duplicated or overlooked, and that there are no demarcation problems. Engage or redeploy staff as required to resolve problems. Develop staff rosters which ensure that the section is neither under nor overstaffed at any time. Ensure that the physical needs of the section and its staff are met.
- Provide reports and briefings to the Director and CVO as required.
- Thoroughly brief new/relief staff before they commence duty.
- Familiarise relieving manager with the current situation before going off duty.

Laboratory Liaison

- Oversee and coordinate the submission, testing and reporting of all laboratory specimens and results, within the State and to/from AAHL. Collate and interpret laboratory findings.

ANEMIS

- Ensure that the ANEMIS system is operational, monitor its performance and fix problems where they occur.
- Enter data for all premises involved with tracing, surveillance or vaccination outside the RA, ensuring that the information is accurate and logical.
- Provide ANEMIS reports daily or as required.

NOTE: The Registry Clerk can assist with ANEMIS.

Vaccination

- Develop vaccination programs and coordinate operations outside the RA.
- Determine vaccination priorities and resources required.
- Assign vaccination tasks to appropriate regional staff.

- Advise vaccination teams on vaccine supply, storage, transport, handling, reconstitution, administration and disposal.
- Monitor progress with vaccination, and ensure all tasks are completed in a timely and effective manner.

SRD 201: TRACING COORDINATOR**SKILLS**

- Experience in disease control programs and an understanding of the epidemiology and principles of control of exotic diseases.
- Good oral and written communication skills.
- Ability to supervise and direct staff, delegate tasks and encourage commitment from staff who often work alone.
- A good working knowledge of ANEMIS.
- Ability to assign priorities under pressure.
- Ability to be systematic, orderly and maintain accurate records under pressure.

LINE RELATIONSHIPS

- Responsible to the SDCHQ Operations Manager.
- Responsible for functional activities of assigned tracing contact officers and administrative and clerical officers.
- Liaises with the LDCC Tracing Coordinator.

ROLES AND RESPONSIBILITIES

- Process, in priority order, requests (outside those areas controlled by any LDCC) for tracing of stock, persons, products or property that may have had contact with the IP or other contaminated material.
- Report the location, origin, interim contacts, health, and control of in-contact stock, persons, products and property to the Operations Manager.
- Manage the tracing team of investigators and administrative staff.

DUTIES

- Develop tracing programs and coordinate operations outside the area controlled by the LDCCs.
- Receive tracing information from LDCC, regional staff, other States, industry contacts, and other credible sources. Assess the validity of this information, and determine tracing priorities and the resources required.
- Assign tracing tasks to appropriate regional staff.
- Brief assigned staff on their mission. Ensure that procedures, especially legal, disinfection and reporting requirements, are clearly understood and are followed (see the LDCC role description for *Tracing Coordinator*; LRD 102).
- Advise nominated interstate contacts of relevant movement reports and other tracing information.
- Advise the nominated Commonwealth government contact about movement reports of livestock or products leaving or entering Australia.
- Monitor progress with tracing, and ensure all tasks are completed in a timely and accurate manner.
- Debrief field staff and ensure their reports are complete, clear and accurate.
- Maintain records (diary, log, files, activities board) of tracing activities.

SRD 202: SURVEILLANCE COORDINATOR**SKILLS**

- An officer with a broad knowledge of agriculture and good knowledge of the local livestock industries involved, exotic diseases and disease control principles.
- Good oral and written communication skills, especially the ability to brief and debrief staff.
- Ability to supervise and direct staff and to delegate tasks.
- Ability to plan and organise substantial workloads and assign priorities to tasks.
- A good knowledge of manual and electronic data processing information systems. A good working knowledge of ANEMIS.

RELATIONSHIPS

- Responsible to the SDCHQ Operations Manager.
- Responsible for all staff assigned to surveillance.
- Liaises closely with the epidemiologists and the LDCC Surveillance Coordinator.

ROLE AND RESPONSIBILITIES

- Identify, plan and coordinate all surveillance activities within the State other than the areas under control of the LDCC(s).
- Maintain accurate case records, property files, property indexes, staff lists and staff movement registers by manual and/or computerised systems.
- Provide accurate and timely summary and progress reports.

DUTIES

- Develop surveillance programs and coordinate operations outside the RA.
- Assign surveillance tasks to appropriate regional staff.
- Brief assigned staff on their mission. Ensure that procedures, especially legal, disinfection and reporting requirements, are clearly understood and are followed (see the LDCC role Description for *Surveillance Coordinator*; LRD 103).
- Advise surveillance officers, based on advice from the Technical Section, on the range of clinical signs which may occur; surveillance methods and frequency; stock examination methods and numbers to be examined; specimen collection methods, including type, number and size of samples required; and specimen handling, packaging (including paperwork) and transport.
- Monitor progress with surveillance, and ensure all tasks are completed in a timely and effective manner.
- Debrief field staff and ensure their reports are complete, clear and accurate.
- Maintain records (diary, log, files, activities board) of surveillance activities.

SRD 203: MAPPING OFFICER**SKILLS**

- Good local knowledge of the State including, roads, rivers, crown land, national parks and intrastate boundaries.
- Experience in reading maps and accurately recording property information.
- Ability to procure appropriate maps and other relevant information.

LINE RELATIONSHIPS

- Responsible to SDCHQ Operations Manager.

ROLES AND RESPONSIBILITIES

- Record details on appropriate maps of all relevant information, including RA and CA boundaries, IPs, DCPs and other key enterprises.
- May be required to map information on wild animal population details and control operations.
- Provide maps to field personnel as required.

DUTIES

- Refer to the AUSVETPLAN **Mapping Manual**.
- Obtain suitable maps and mount using pins or velcro and cover with plastic overlays.
- Develop a code of coloured lines, pins, stickers, symbols and numbers to display and identify information on a master map.
- Display on the master map:
 - boundaries of the RA and CA;
 - SPs and risk enterprises within the CA;
 - the location of key regional and emergency service resources.
 - the code key.
- Update the information on the master map as soon as new information comes to hand.

NOTE: The Registry Clerk can assist with mapping.

SRD 204: MOVEMENT CONTROLS AND PERMITS COORDINATOR**SKILLS**

- An inspector of stock who is expert in the application of animal disease control legislation and has a sound understanding of the special legislative provisions for exotic diseases.
- An understanding of the epidemiological principles of disease control.
- A good understanding of usual movements of livestock, products, waste and human movements associated with the relevant industries.
- The ability to communicate frequently and effectively with SDCHQ and LDCC staff and liaison officers, especially the police and industry representatives.
- Ability to maintain clear maps and charts, prepare reports and make recommendations.
- Ability to manage large amounts of information and manage several tasks simultaneously.
- Ability to brief and debrief staff.

LINE RELATIONSHIPS

- Responsible to the LDCC Operations Manager.
- Responsible for the technical and administrative staff of the Movement Control and Permits Unit.
- Must liaise closely with the Restricted Area Movement and Security Manager at each LDCC.
- Must liaise with police, industry contacts and other State/Territory authorities to implement movement controls.
- Liaise with the legal coordinator on validity of permits and authorisation of officers.
- Liaise with the mapping Coordinator to display security points.
- Liaise with the SDCHQ Public Relations Manager to ensure that movement controls and permit systems are publicised and understood.

ROLES AND RESPONSIBILITIES

- Establish movement controls throughout the State/Territory and ensure that they are applied to achieve effective disease control without causing unnecessary disruption.
- Oversee the implementation of movement control strategies into and out of the RA and throughout the remainder of the State/Territory.

DUTIES

- Be familiar with the relevant AUSVETPLAN **Disease Strategy**.
- Confirm the details and legislative basis for all movement controls to be applied throughout the State/Territory.
- Determine any restrictions which have been applied by other States, Territories or countries.
- Advise LDCCs of movement controls to operate in the RA and CA.
- Implement permit systems for intrastate and interstate movements.

- Advise other departmental staff of movement controls which apply throughout the State/Territory.
- Arrange for the transmission of maps, instructions and forms to all persons responsible for implementing movement controls.
- Determine resource requirements for the Movement Control and Permits Unit.
- Prepare advice for distribution through the public relations unit and industry liaison officers at SDCHQ and LDCCs on movement controls and permit systems which are in place.
- Ensure that all officers and agencies know how the systems are to operate and who is authorised to issue permits.
- Prepare situation reports daily or as required by the SDCHQ Operations Manager.
- Recommend changes to movement control requirements and their management.

SRD 300: RESOURCES MANAGER**SKILLS**

- Familiarity with State/Territory emergency-management plans and the department's administrative systems.
- Highly developed interpersonal, communication and negotiation skills.
- Proven leadership qualities including the ability to delegate effectively.
- Ability to analyse complex problems and produce practical solutions with clear priorities.
- Ability to work under pressure for long periods.
- Broad knowledge of the department's operations and structures, and detailed knowledge of its animal health services and exotic disease response operations.

LINE RELATIONSHIPS

- Reports to the SDCHQ Director.
- Responsible for all staff in the Resources Section, and support staff in all other sections.
- Responsible for liaison with emergency services liaison officers.
- Liaises closely with other department managers and officers, with other SDCHQ section managers, and with the LDCC Resources Manager.
- Liaises with external suppliers and emergency services as required.

ROLES AND RESPONSIBILITIES

- Advise the SDCHQ Director of resource requirements for the campaign.
- Ensure the smooth day-to-day operation of the SDCHQ, leaving the Director free to manage the overall campaign.
- Oversee the Statewide administrative functions of the campaign through the LDCC Resources Section and the department's normal head office and regional administrative structures.
- Act as a focus for liaison with emergency service agencies, ensuring effective support for campaign activities.
- Assist the SDCHQ Director, where appropriate, to plan and implement the control program.
- Ensure that incoming staff are briefed on the nature of the outbreak and on progress in the campaign.
- Ensure that requests for resources from the LDCC are promptly acted upon.

DUTIES

[NOTE: Some of these duties may be delegated to other officers]

- Assist the SDCHQ Director to establish the SDCHQ, ensuring that all necessary equipment and systems are in place and staff are available.
- Manage the day-to-day operations of SDCHQ, especially in relation to staffing and other resources, communications, and information flow and display.

- Advise the LDCC Resources Manager of the names, positions, telephone and facsimile numbers for all key SDCHQ staff.
- Establish appropriate administrative systems within the SDCHQ and oversee the establishment and operation of compatible systems in the LDCC.
- Ensure that effective emergency services liaison is established and maintained.
- Establish and oversee a system for registration and identification of personnel working within the SDCHQ.
- Establish and oversee procedures for handling official visitors to SDCHQ with the Public Relations Manager.
- Provide reports and briefings to the Director as required.
- Determine resource requirements for the section. Oversee areas of responsibility and workloads for all staff. Ensure that actions are not duplicated or overlooked, and that there are no demarcation problems. Engage or redeploy staff as required to resolve problems. Develop staff rosters which ensure that the section is neither under nor overstaffed at any time. Ensure that the physical needs of the section and its staff are met.
- Liaise with senior department administration officers to implement and modify administrative procedures as required during the campaign, and as the operation reduces in intensity.
- Ensure prompt payment of compensation claims.
- Handle unusual duties as they arise, acting as a troubleshooter to ensure the smooth operation of the SDCHQ.
- Establish and maintain systems for keeping all relevant head office and regional staff informed of developments and progress of the campaign:
 - prepare regular reports for distribution to staff. These may be in the form of a situation report, briefing, memo or newsletter; reports prepared for other purposes (eg public relations) may be used directly, or adapted for this purpose;
 - arrange distribution of these reports by the most appropriate means – FaxStream, broadcast fax, internal or external mail; some officers may be asked to distribute the reports further.
- Thoroughly brief the relieving manager with the current situation before going off duty.

SRD 301: OFFICER-IN-CHARGE OF ADMINISTRATION**SKILLS**

- Extensive experience in the department's administrative systems and procedures and have a working knowledge the special administrative requirements of AUSVETPLAN.
- Sound knowledge of the human and physical administrative resources available within the department and from other sources and the procedures for obtaining them.
- Experience in the use of computers and communications technology.
- Highly developed leadership and communication skills.
- Ability to manage the administrative function Statewide and administrative statutory procedures.
- Ability to work under pressure for long periods.

LINE RELATIONSHIPS

- Responsible to the SDCHQ Resources Manager.
- Must liaise closely with the department's manager of administrative services, SDCHQ section managers and the LDCC OIC Administration.
- Consults with the SDCHQ Staff Resources Coordinator with respect to meeting needs for administrative resources in all centres.
- Liaises with external suppliers and emergency service agencies as required.

ROLES AND RESPONSIBILITIES

- Manage administrative functions Statewide. Directly responsible for administrative functions in the SDCHQ, through the department's normal channels for the function statewide (as it relates to the outbreak), and for liaison with the LDCC OIC Administration regarding administrative functions at the LDCC.
- Liaise with the department's manager of administrative services to implement and modify administrative procedures as required during the campaign.

DUTIES

- On direction of the SDCHQ Resources Manager, organise the establishment of the SDCHQ, ensuring that all necessary office and communications systems are in place and staff are available, thoroughly briefed and prepared to work beyond normal hours.
- Establish contact with the LDCC OIC Administration, and advise each other of telephone and facsimile numbers which will provide priority access.
- Determine urgent SDCHQ and LDCC administrative requirements.
- Appoint personnel to key administrative positions.
- Negotiate with executive management to arrange delegation of authority for employment of contractors, employment of casual labour, procurement and use of vehicles and equipment, purchase of stores and expenditure on general operations.
- Negotiate with the departmental manager of administrative services to modify normal procedures, including financial arrangements, where necessary. Liaison with the department's legal section may be necessary to achieve any modification.

- Implement systems to ensure that the content and frequency of reports on expenditure is in accordance with Treasury regulations, satisfies Commonwealth and State/Territory reporting and auditing requirements and provides effective monitoring.
- Implement procedures to satisfy legal and industrial requirements for the payment of overtime and allowances and the employment of casual labour.
- Oversee the operation of all administrative functions during the campaign.
- Develop staff rosters to ensure that administrative tasks are completed and that staff receive sufficient rest.
- Advise the SDCHQ Staff Resources Coordinator of resource requirements for the next 48 hours.
- Thoroughly brief relieving officer-in-charge before going off duty.

SRD 302: INDUCTION OFFICER**SKILLS**

- Awareness and knowledge of the disease concerned.
- Knowledge of exotic disease eradication principles.
- Well developed communication skills.

LINE RELATIONSHIPS

- Responsible to the SDCHQ Resources Manager.
- Must liaise closely with the SDCHQ Public Relations Manager, SDCHQ Personnel Coordinator, and SDCHQ OIC Administration.

ROLES AND RESPONSIBILITIES

- Brief or arrange the briefing of incoming staff on the nature of the outbreak.
- Brief or arrange the briefing of incoming staff on the progress of the eradication/control campaign.
- Advise staff of disease control operational procedures (if involved in field activities).

DUTIES

- Ensure that all incoming staff are briefed on the structure of the task force, their role in the operation and to whom they report. Provide copies of role descriptions and AUSVETPLAN manuals as required.
- Advise staff on and provide standing operating procedures for SDCHQ. Explain the information management system and what reporting forms are to be used. Ensure staff are familiar with the layout of the centre.
- Liaise with the SDCHQ Technical Manager and Public Relations Manager to prepare technical material on the disease concerned and the strategy for the campaign.
- Present videos appropriate to the disease.
- Assist section managers to train staff in information management.

SRD 303: STAFF RESOURCES COORDINATOR**SKILLS**

- Highly developed interpersonal, communication and negotiation skills.
- Ability to work under pressure and to strict deadlines.
- Good knowledge of departmental units, their functions and staffing levels.
- Ability to maintain accurate records.

LINE RELATIONSHIPS

- Responsible to the SDCHQ Resources Manager.
- Must liaise closely with the officer who has responsibility for managing all other animal health functions not associated with the outbreak, and SDCHQ Transport Coordinator.

ROLES AND RESPONSIBILITIES

- To plan the efficient deployment of departmental staff resources.
- To liaise with the LDCC Controller (usually through the LDCC Resources Manager) to ascertain required staffing levels needs (daily and as required).

DUTIES

- Liaise with the departmental personnel branch to determine the department's available staff resources.
- Clearly identify staff resource requirements, following liaison with LDCC Resources Manager, and SDCHQ Resources Manager.
- Arrange deployment of departmental staff through negotiation with regional and other appropriate managers.
- Coordinate assistance from interstate agencies.
- Provide information on travel arrangements for staff deployed to LDCCs.
- Maintain records of staff deployed.
- Advise the SDCHQ Resources Manager if staffing requirements cannot be met from within the department.
- Thoroughly brief relieving coordinator before going off duty.

SRD 304: PERSONNEL COORDINATOR**SKILLS**

- Extensive knowledge and experience with departmental personnel functions and instructions.
- Experience in the employment of casual staff.
- Good communication and supervisory skills.
- Knowledge of the State/Territory workers compensation system.

LINE RELATIONSHIPS

- Responsible to the SDCHQ OIC Administration.
- Responsible for staff working in the personnel section of SDCHQ.
- Liaises with the LDCC Resources Manager Personnel Officer, Commonwealth Employment Service and the department's manager of personnel.

ROLES AND RESPONSIBILITIES

- Oversee personnel and payroll functions for departmental staff.
- Oversee the recruitment, dismissal, and payment of casual staff to ensure consistency between centres.

DUTIES

- Implement a personnel system to register all departmental staff involved in the outbreak at SDCHQ, including location and fax numbers.
- Liaise with the LDCC Personnel Officer to establish a registration system for recording hours of attendance of departmental and interstate personnel at LDCCs.
- Provide interstate agencies with relevant attendance record details for interstate personnel.
- Ensure identification cards are provided to all personnel at SDCHQ.
- Liaise with the SDCHQ Resources Manager, and advise conditions and arrangements for the payment of overtime or other allowances, if any.
- Provide reports to the SDCHQ OIC Administration, regarding hours/days departmental staff have worked to facilitate allocation of time off and payment of overtime.
- Ensure all departmental staff are paid appropriate incidentals and other allowances.
- Arrange for meals, and where necessary, accommodation for staff working in the SDCHQ.
- Oversee the employment of casual staff to ensure consistency between centres.
- Thoroughly brief relieving coordinator before going off duty.

SRD 305: STORES COORDINATOR**SKILLS**

- Extensive knowledge and experience with the department's stores purchasing procedures and Treasury regulations.
- Ability to supervise a wide range of staff.
- Ability to maintain accurate records.

LINE RELATIONSHIPS

- Responsible to SDCHQ OIC Administration.
- Responsible for staff located within the SDCHQ stores area SDCHQ, including other administrative and clerical staff and casual staff such as drivers collecting or delivering stores.
- Liaises with LDCC Stores Officer on stores matters.

ROLES AND RESPONSIBILITIES

- Oversee the purchase, acquisition, storage and deployment of stores at LDCCs/IPs/DCPs during the campaign ensuring that this function complies with departmental procedures and Treasury regulations.
- Manage the stores purchase, acquisition, and deployment functions at SDCHQ.
- Manage the purchase, acquisition, storage and deployment of stores to LDCCs for stores which are not available from local sources.

DUTIES

- Establish and manage a stores requisition and purchase system at SDCHQ.
- Liaise with the LDCC Stores Officer to establish a standard stores requisition and purchase system at all LDCCs.
- Establish and oversee a stores control system for the issue and control of stores at SDCHQ, LDCCs and IPs for the duration of the emergency.
- In conjunction with the SDCHQ OIC Administration, identify the initial SDCHQ stores requirements and arrange for their immediate purchase and delivery.
- Where necessary, coordinate the delivery of stores to LDCCs, ensuring written acknowledgment of receipt.
- Ensure that normal departmental guidelines and procedures for stores order and purchase are followed where possible. Where it is required to vary stores procedures obtain authorisation from the SDCHQ OIC Administration.
- Ensure the security of the stores held at SDCHQ, usually by the provision of a lock-up storeroom. If only a small area is available, items such as weapons, restricted drugs and other dangerous equipment *must* be locked up securely.
- Maintain accurate records of all stores purchased and of their deployment.
- Thoroughly brief relieving coordinator before going off duty.

SRD 306: TRANSPORT COORDINATOR**SKILLS**

- Extensive knowledge of the operation of the department's transport system.
- Good communication/negotiation skills.
- Ability to maintain accurate records.

LINE RELATIONSHIPS

- Responsible to the SDCHQ OIC Administration.
- Responsible for staff involved in maintenance of the vehicle fleet.
- Liaises with all departmental staff requiring transportation, and the LDCC Transport Officer.

ROLES AND RESPONSIBILITIES

- Identify vehicles available in the department's vehicle fleet.
- Manage the deployment of vehicles during the campaign.
- Arrange for the hire of additional and special use vehicles as required.
- Arrange transport of personnel and equipment to LDCCs.

DUTIES

- Identify all departmental vehicles available for exotic disease operations.
- Identify the details, including current location and availability, of the department's special purpose vehicles, eg trucks and tractors.
- Determine the vehicle requirements for the campaign.
- Liaise with LDCC Transport Officer to determine whether additional vehicles are required from the Departmental pool or from private hire companies.
- Procure additional vehicles for use in the campaign from departmental units in unaffected areas.
- Establish procedures for hiring additional vehicles where required and ensure that vehicles are hired in accordance with Departmental guidelines and Treasury regulations. Advise LDCC Transport Officer of these procedures.
- Coordinate and oversee the use of vehicles.
- Establish steps to ensure that all drivers have a current driver's licence (and endorsed licences where required).
- Arrange the provision of buses and special purpose vehicles where required (through emergency services).
- Arrange cleaning, refuelling, maintenance and repairs of vehicles at SDCHQ.
- Ensure provision of adequate parking and the security of parked vehicles at the SDCHQ.
- Ensure availability and correct use of fuel (eg ShellCard) and repair authorisations. Have spare cards to replace any lost.
- Oversee cleaning of cars before to return to original units.
- Thoroughly brief relieving coordinator before going off duty.

SRD 307: REGISTRY OFFICER**SKILLS**

- A good knowledge of the department's registry system.
- Well developed organisational skills.
- Good communication and supervisory skills.
- Ability to maintain accurate records and files.
- Experience in the use of equipment used in the Registry.

LINE RELATIONSHIPS

- Responsible to the SDCHQ OIC Administration.
- Responsible for staff located in the registry.
- Liaises with all staff located at SDCHQ on information requirements.
- Liaises with the operators of communications equipment at LDCCs.

ROLES AND RESPONSIBILITIES

- Manage the Registry located at SDCHQ to ensure efficient and effective recording and dissemination of information.
- Maintain close liaison with all section managers to ensure their information needs are met.
- Maintain communication between SDCHQ and LDCCs.

DUTIES

- Establish and maintain a file registry system at SDCHQ.
- Liaise closely with other section leaders to ascertain their information needs.
- Establish an effective system for the provision of this information.
- Establish and implement a system to register all incoming and outgoing telephone, facsimile and mail communications.
- Ensure that incoming messages are quickly delivered to the appropriate personnel.
- Maintain effective liaison with operators of communications equipment at LDCCs to ensure quality of transmissions.
- Ensure communications equipment is in good working order and is adequate for the needs of SDCHQ. Report problems to service personnel.
- Thoroughly brief relieving officer before going off duty.

SRD 308: EMERGENCY SERVICES LIAISON OFFICER**SKILLS**

A departmental officer that is fully familiar with the relevant State/Territory emergency-management plans.

LINE RELATIONSHIPS

- Responsible to the Resources Manager.
- Liaise with the LDCC Resources Manager of delegate .

ROLES AND RESPONSIBILITIES

- Under delegation from the CVO, advise the State emergency services controller of the outbreak, the control program, and further developments as they occur.

DUTIES

- Ensure that other key organisations are notified about the outbreak and any disease control measures which might affect their operations.
- Invite key emergency services to appoint liaison representatives (see role description SRD 309) as required to most effectively cater for interagency liaison.
- Coordinate the acquisition of resources from emergency services.
- Collect and disseminate updated information on disease and campaign progress to emergency services.
- Consult with emergency services to obtain feedback from them about campaign progress and any problems which have occurred or might arise, evaluate this feedback, and advise the manager accordingly.
- Ensure that liaison representatives are provided with adequate work space, clerical support, communications facilities, stationery, meals etc. They should be provided with an area out of, but near to the operations room.
- Invite representatives of emergency services to briefings and debriefings.
- Ensure that all new/relief liaison officers are briefed before they commence duty, and staff are debriefed at intervals and at the completion of their term of duty.

SRD 309: EMERGENCY SERVICES LIAISON REPRESENTATIVE**SKILLS**

- Extensive knowledge of the structure and operations of the functional area or agency they represent.
- Authority to commit and direct the functional area's or agency's resources.
- Understanding of State/Territory emergency-management plans and relevant supporting and subplans.
- Understanding of animal health emergency operations.
- Good communication and negotiation skills.

LINE RELATIONSHIPS

- Liaises with SDCHQ section managers as required.
- Liaises with people within the emergency service agencies.
- Responsible to their own agency but operates through the SDCHQ Resources Manager.
- Report to their own agency.

ROLES AND RESPONSIBILITIES

- Act as the link between the SDCHQ and their supporting functional area or agency.

DUTIES

- Refer to the relevant functional area and agency support plans.
- On request from the Resources Manager or other authorised person, obtain resources/support from their functional area or agency.
- Advise on the practicality, nature and terms of any request for resources.
- Advise when the resource will become available, and of any conditions or limitations.
- Provide regular reports as required to the Resources Manager and to their own agency as required.
- Familiarise relieving officer with the current situation before going off duty.

SRD 310: RECEPTIONIST**SKILLS**

- Good interpersonal and communication skills.
- General stenographic, word processing and clerical skills.
- Ability to work under pressure, assess priorities, and meet tight deadlines.
- Understanding of animal health systems and emergency operations.

LINE RELATIONSHIPS

- Responsible to the SDCHQ OIC Administration.
- Liaises closely with and accepts work requests from other SDCHQ staff, under direction of the SDCHQ OIC Administration.

ROLES AND RESPONSIBILITIES

- Responsible for reception duties at the SDCHQ.
- Perform word processing, and other general clerical and stenographic duties.

DUTIES

- Responsible for receiving, transferring and logging all incoming calls.
- Ensure all visitors are welcomed, sign in, issued with approved identification, and attended to by relevant officers.
- Maintain a list of current SDCHQ task force members and extension numbers, and fax this list and any updates to the LDCC and any operational interstate SDCHQ.
- Ensure that appropriate STD telephone access and speed-dial facilities are available on all extensions.
- Program the outgoing fax with one-touch dial for key fax numbers, and ensure that group dial and faxstream lists for key contacts are correct at the outset and are updated as required.
- Perform word processing, photocopying, faxing, filing, general clerical and stenographic duties as required and as time permits.
- Maintain a staff notice board in a suitable location (eg the amenities area) which is regularly updated with notices of general interest, eg press clippings, social activities, community facilities, anecdotes.
- Thoroughly brief relieving receptionist before going off duty.

GLOSSARY

Alert phase	<i>see</i> Stages of activation.
ANEMIS	ANimal Health EMergency Information System. An information system for the collection, assimilation, actioning and dissemination of essential disease control information using paper documentation and computer assistance.
Animal Health Committee	The committee of chief veterinary officers of each State or Territory and the Commonwealth, plus the head of the Australian Animal Health Laboratory, Geelong and others that recommend national control strategies.
Area	A defined tract of land for the time being subject to disease control restrictions under exotic disease legislation.
Australian Agricultural Council	The council of State/Territory and Commonwealth ministers of primary industries (or equivalent) that ratifies national control strategies for exotic diseases as official policy.
AUSVETPLAN	A document which outlines the Australian approach to the eradication/control of the more important animal diseases not presently occurring in this country; linking policy, strategies, implementation, coordination and counter-disaster agency plans.
AUSVETPLAN Disease Strategies	The broad plans that would be adopted to control or eradicate an exotic disease. The strategies have been approved by ARMCANZ. (Previously known as Model Control Plans.)
Chief veterinary officer	The veterinary officer of each State or Territory animal health authority who has prime responsibility for animal disease control in that State or Territory.
Consultative Committee on Exotic Animal Diseases	A committee of State/Territory CVOs, AAHL and CSIRO, chaired by the CVO of Australia (Cwlth DPIE), to consult in emergencies due to the introduction of an exotic disease of livestock, or serious epizootics of Australian origin.
Control area	A declared area in which defined conditions apply to the access or egress of specified animals or things. Conditions applying in a control area are of lesser intensity than those in a restricted area. The limits of a control area and the conditions applying therein may be varied rapidly according to need.
Cost-sharing agreement	The agreement in which all States and the Commonwealth will pay a predetermined proportion of the costs incurred in controlling/eradicating certain exotic animal diseases.
Dangerous contact animal	An animal showing no clinical signs of disease but which, by reason of its probable exposure to disease, will be subjected to disease control measures.

Dangerous contact premises	Premises containing a dangerous contact animal(s).
Disinfectant	Any agent used to destroy microorganisms outside a living animals.
Disposal	Sanitary removal of animal carcasses and things by burial, burning or some other process so as to prevent the spread of disease.
Emergency	A situation requiring an immediate response and highest priority for allocation of resources.
Exotic animal disease	Disease affecting animals (which may include man) not presently occurring in Australia.
Field veterinary officer	Veterinary officer with responsibility for activities within individual districts of a region.
Forward command post	A field operations centre, subsidiary to a local disease control centre, established in remote area operations.
Fomite	Contaminated material or object capable of spreading the disease agent.
Risk enterprise	A livestock or livestock-related enterprise with a high potential for disease spread, eg an abattoir, milk factory, artificial breeding centre or livestock market.
Infected animal	An animal infected with or believed to be infected with an exotic disease.
Infected premises	A defined area (which may be all or part of a property) in which an exotic disease exists, is believed to exist, or in which the infective agent of that exotic disease exists or is believed to exist. An infected premises is subject to quarantine served by notice and to eradication or control procedures.
Investigation phase	<i>see</i> Stages of activation.
Job card	A written list of tasks to be carried out by an individual or group as part of an emergency response.
Lead combat agency	The agency which controls the disease control operation, having special expertise and legal responsibility in that particular type of emergency.
Local disease control centre	An emergency operations centre responsible for the command and control of exotic disease control field operations in a defined area.
Movement control	Restrictions placed on movement of animals, people and things to prevent spread of disease.
National disease control centre	An established centre (in Canberra?) from which national disease control actions are directed and coordinated in an exotic animal disease emergency.
Operational procedure	Detailed instructions for carrying particular tasks in disease control such as valuation, destruction, decontamination etc.

Operational phase	<i>see</i> Stages of activation.
Operations	The activities necessary to give effect to a disease control strategy.
Operations manual	Document containing specific, step-wise instructions on certain operations.
Owner	Person responsible for a premises (includes the agent of the owner eg manager or other controlling officer).
Premises	Includes any land, house or other building or structure.
Quarantine	Legal restrictions imposed on a place, animal, vehicle or other things limiting movement.
Rehabilitation	Process of adjustment to circumstances prevailing in the aftermath of an exotic disease outbreak.
Restricted area	A relatively small declared area (compared to a control area) around an infected premises that is subject to intense surveillance and movement controls.
Roadblock	Road check-point or barricade to maintain compliance with movement control restrictions.
Role description	Statement of responsibilities of an officer within the overall operation.
Regional veterinary manager	Veterinary officer in charge of a designated departmental region.
Section	Major subdivision of a disease control centre responsible for a particular segment of eradication operations.
Sentinel animals	Animals of known health status monitored for the purpose of detecting the presence of a specific exotic disease agent.
Stages of activation	Investigation, alert, operational, stand-down.
– Investigation phase	exists when key members of the Animal health authority are notified that an animal disease emergency may be imminent, or exists in another State;
– Alert phase	exists when the CVO notifies the coordinator of State emergency services that an animal disease emergency may be imminent, or exists in another State;
– Operational phase	exists when the CVO notifies the coordinator of State emergency services that an animal disease emergency exists in the State;
– Stand-down	exists when the CVO notifies the coordinator of State emergency services that an animal disease emergency no longer exists.
State/Territory disease control headquarters	The emergency operations centre that directs the disease control operations to be undertaken in the State/Territory.
Strategy	The principles on which control of a disease is based.

Support agency	An agency having a defined role to assist the lead combat agency to give effect to animal disease emergency-management plans.
Surveillance	A systematic program of inspection and examination of animals or things to determine the presence or absence of an exotic disease.
Survey	A program of investigation designed to establish the presence, extent of, or absence of disease.
Suspect animal	An animal which is likely to have been exposed to an exotic disease such that its quarantine and intensive surveillance, but not pre-emptive destruction, are warranted; OR an animal not known to have been exposed to a disease agent but showing clinical signs requiring differential diagnosis.
Suspect materials or things	Materials or things likely to be contaminated by an exotic disease agent.
Suspect person	A person whose person or property is likely to have been contaminated by an exotic disease agent.
Suspect premises	Premises containing suspect animals which will be subject to quarantine and intensive surveillance.
Tracing	The process of locating animals, persons or things which may be implicated in the spread of disease so that appropriate action can be taken.

Abbreviations

ANEMIS	Animal health <i>emergency information system</i>
AAHL	CSIRO Australian Animal Health Laboratory, Geelong
AHO	Animal health officer
AQIS	Australian Quarantine and Inspection Service
CA	Control area
CCEAD	Consultative Committee on Exotic Animal Diseases
CES	Commonwealth employment service
CVO	Chief veterinary officer
DCP	Dangerous contact premises
FCP	Forward command post
IP	Infected premises
IPOT	Infected premises operations team
LDCC	Local disease control centre
NDCHQ	National Disease Control Headquarters
OIC	Officer-in-Charge
OIE	World Organisation for Animal Health [Office International des Epizooties]
PR	Public relations
RA	Restricted area
RAMS	Restricted area movement and security
SES	State emergency service
SDCHQ	State/Territory disease control headquarters
SP	Suspect premises