



**Government of South Australia**

Primary Industries and Resources SA

# **AGRICULTURE AND ANIMAL SERVICES (AAS) FUNCTIONAL SERVICE PLAN**

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AAS Functional Service Plan

**Author(s)**

Name	Function
Biosecurity SA	Emergency Management

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## **AUTHORITY**

### **AAS Functional Service Plan**

This plan has been prepared pursuant to the provisions of the Emergency Management Act and State Emergency Management Plan.

DISTRIBUTION: Electronic  
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## PREFACE

1. The Agriculture and Animal Services (AAS) Functional Service Plan is written pursuant to the requirements of the *Emergency Management Act 2004* and the State Emergency Management Plan (SEMP). It outlines the means by which the AAS Functional Service will fulfil its role under the State Emergency Management Plan.
2. The AAS Functional Service Plan will be updated and approved by 30 June each year in line with the requirements of the SEMP.
3. The AAS Functional Service Plan relies on strong cooperative, coordinated and consultative relationships among Local, State and Australian Government agencies. This plan details the role of Primary Industries and Resources SA (PIRSA) as a Control Agency under the State's emergency management arrangements.
4. This plan does not assume a particular incident or event, and is based on the "Comprehensive" and "All Hazards" principles as endorsed by the Emergency Management Council and Emergency Management Australia.

## REVIEW OF THE AAS FUNCTIONAL SERVICE PLAN

5. The State Controller (AAS) is responsible for the preparation and review of the AAS Functional Service Plan. The AAS Functional Service Plan will be reviewed annually and reported on in the State Emergency Management Committee's Annual Report.
6. Biosecurity SA - Emergency Management will coordinate the maintenance and distribution of amendments to the AAS Functional Service Plan.

Inquiries should be directed to:

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Biosecurity SA - Emergency Management  
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## PURPOSE OF PLAN

7. This AAS Functional Service Plan establishes guidelines for staff responding to an emergency under the AAS Functional Service area.
8. The plan describes the roles and responsibilities of the AAS Functional Service and its participating agencies. This plan becomes effective upon the occurrence of an emergency incident that falls under the command of the AAS Functional Service. This includes all emergency animal disease, emergency plant pest, emergency aquatic animal disease or emergency marine pest incidents.
9. This is not an operational plan, however, it allows for the activation of the appropriate plan by the State Controller (AAS). Several supporting plans have been compiled within Biosecurity SA and PIRSA to deal with the diverse range of incidents under its responsibility, including an AAS Recovery Plan. The appropriate operational plan will be activated in the event of an incident, identified major incident, major emergency or disaster.

## LEGAL AND ADMINISTRATIVE FRAMEWORK

10. This plan is prepared in accordance with the provisions outlined in the *Emergency Management Act 2004* and the SEMP. The SEMP is a general contingency plan in accordance with the directions set out in the *Emergency Management Act 2004* and is maintained by the State Emergency Management Committee (SEMC).
11. The State Emergency Management Arrangements in South Australia are separated into Functional Service groups. These are:
  - Agriculture and Animal Services (AAS)**
  - Ambulance and First Aid
  - Bushfire
  - Communications
  - Community Services
  - Defence
  - Engineering
  - Fire
  - Health and Medical
  - Logistics (Supply and Catering)
  - Media
  - Police
  - State Emergency Service
  - Transport
12. The State Controller or Deputy State Controllers for the AAS Functional Service are the officers responsible for activating this plan. The State Controller (AAS) will ensure that the State Coordinator (SAPOL) is notified of the predicted, impending, or actual incident.
13. There are several national disaster response plans that have an impact on the AAS Functional Service. These require that each State / Territory compile state specific sub-plans that compliment the national plans. These national

plans include:

- AUSVETPLAN (Animal Health)
- PLANTPLAN (Plant Health)
- AQUAVETPLAN (Aquatic Animal Health)
- AusBIOSEC (Australian Biosecurity System)

14. The following arrangements are in place to allocate financial responsibilities for the costs of responses to emergency incidents:
  - Natural Disaster Relief and Recovery Arrangements (NDRRA)
  - Emergency Animal Disease (EAD) Response Agreement.
  - Emergency Plant Pest (EPP) Response Deed.
  - Council of Australian Governments (COAG) mechanism for agreement between the States/Territories and Federal Governments on cost sharing arrangements relating to outbreaks not covered under other agreements, negotiated on a case-by-case basis
15. Under the State Emergency Management Arrangements, PIRSA is also the nominated Hazard Leader for the Animal and Plant Disease Hazard. The requirements of PIRSA as Hazard Leader are detailed in the Animal and Plant Disease Hazard Plan.
16. PIRSA is supported in its AAS Functional Service role by various participating agencies. The participating agencies are:
  - Royal Society for the Prevention of Cruelty to Animals (RSPCA)
  - Local Government Association (LGA)
  - Australian Veterinary Association (AVA)
  - Animal Welfare League of South Australia
  - Bureau of Meteorology (BoM)
  - South Australian Farmers' Federation (SAFF)

## **CONTROL AGENCY RESPONSIBILITIES**

17. PIRSA is the Control Agency for animal, plant and marine disease.
18. Control is defined as the overall direction of emergency management activities in an emergency situation. The authority for the control role is established under the Emergency Management Act and SEMP and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. It does not include command of other agencies' staff.
19. As the Control Agency, PIRSA will exercise control of persons and agencies involved in the response operations relating to animal, plant and marine disease.

### **ANIMAL RELIEF SERVICES (generally following bushfires)**

20. The AAS Functional Service is responsible for providing immediate animal relief services and on-going rehabilitation assistance to primary producers, including:
  - Location, inspection and assessment of injured livestock as quickly and efficiently as possible.
  - Determination and supervision of a strategy for the humane treatment of injured livestock, including euthanasia as appropriate.
  - Supervision and liaison with relevant authorities on carcass disposal and clean up.
  - Estimation of rural property losses and damage including buildings, fences, crops and fodder, to be reported in incident updates to the Minister for Agriculture, Food and Fisheries and the State Coordinator (SAPOL).
  - Coordination of the supply and distribution of emergency fodder, water, fencing and other materials.
  - Assisting individuals in obtaining potential financial assistance under the provisions of the Natural Disaster Relief and Recovery Arrangements (NDRRA) and/or any other arrangements agreed upon by Cabinet.
  - Coordination of recovery measures relative to primary producers, as required.

### **EMERGENCY ANIMAL DISEASES (for example Foot and Mouth Disease)**

21. The AAS Functional Service is responsible for implementing procedures in conjunction with national authorities for the eradication or control of emergency animal diseases (which are identified in AUSVETPLAN), including:
  - Detection, diagnosis, risk assessment and surveillance of the disease.
  - Assessment and destruction of infected animals and products as required.
  - Supervision and liaison with relevant authorities on carcass disposal and clean up.
  - Disinfection of contaminated areas, buildings and vehicles.
  - Vaccination of stock and domestic animals.
  - Programs for vector control, e.g. insect and feral animal control.
  - Quarantine controls for the movement of people and animals.

- Implementation of recovery measures, as required.

### **EMERGENCY PLANT PESTS / DISEASES (for example Fireblight)**

22. The AAS Functional Service is responsible for implementing procedures in conjunction with national authorities for the eradication or control of emergency plant pests / diseases (which are identified in PLANTPLAN), including:
- Detection, diagnosis, risk assessment and surveillance of the pest/disease.
  - Destruction and disposal of infected plants and plant products as required.
  - Decontamination of affected areas.
  - Programs for plant disease vector control.
  - Quarantine controls for the movement of people, plants, soil, produce, equipment and vehicles.
  - Implementation of recovery measures, as required.

### **EMERGENCY MARINE PESTS / DISEASES (for example *Caulerpa taxifolia*)**

23. The AAS Functional Service is responsible for responding to fish kills, aquatic pest incursions, fish disease outbreaks and other emergency responses affecting marine and aquatic fish populations, including:
- Detection, diagnosis, risk assessment and surveillance of the pest or disease.
  - Assessment and destruction of infected organisms and materials as required.
  - Supervision and liaison with relevant authorities on carcass disposal and clean up.
  - Disinfection of contaminated areas, buildings and vehicles.
  - Quarantine controls for the movement of people and organisms.
  - Implementation of recovery measures, as required.
  - Fisheries compliance response for fish kills, at sea rescue and shark attack.
  - Marine mammal strandings and environmental disasters requiring a fish response.

### **EMERGENCY AQUACULTURE PESTS / DISEASES (for example Red Sea bream iridovirus)**

24. The AAS Functional Service is responsible for implementing the guidelines set out by PIRSA Aquaculture, in conjunction with national and interstate authorities as required for the eradication or control of the causative agents of disease emergency in aquaculture establishments (as defined in AQUAVETPLAN), including:
- Institution of quarantine measures, including movement restrictions.
  - Detection, diagnosis, risk assessment and surveillance of the infection.
  - Destruction of the infected animals and products.
  - Supervision and liaison with relevant authorities on carcass disposal and clean up.
  - Disinfection of contaminated equipment and premises.

- Development of control strategies, vaccination programs and zoning as required.
- Implementation of recovery measures, as required.

## **STATE CONTROLLER (AAS)**

25. The State Controller (AAS) and Deputy State Controllers (AAS) are appointed by the SEMC and are responsible for managing the AAS Functional Service. The State Controller (AAS) is also responsible for appointing an Incident Controller to manage the operational response to the incident and an AAS Recovery Manager to manage recovery activities.

## **AAS STATE CONTROL CENTRE**

26. The purpose of an AAS State Control Centre (SCC) is to provide a facility for the Incident Controller to maintain an overview of an emergency situation and to implement the appropriate operational plan, to the extent required.
27. There is no dedicated AAS SCC facility and the location will be determined by the type and scale of the incident. Until contact details of an SCC are provided, contact with the AAS Functional Service should be made through the State Controller (AAS).
28. In the event of an emergency animal disease outbreak the SCC will be known as the State Disease Control Head Quarters (SDCHQ). If it is a plant pest incident the SCC will be known as the State Pest Control Headquarters (SPCHQ).

## **AAS LOCAL CONTROL CENTRE**

29. The AAS Local Control Centre (LCC) is the facility in which the LCC Controller will be located during an emergency situation. The location, functions and size of the LCC will depend on the type of emergency situation.
30. During an animal disease incident the LCC will be known as the Local Disease Control Centre (LDCC) and during a plant pest incident it will be known as the Local Pest Control Centre (LPCC).

## **PARTICIPATING AGENCIES**

31. A number of relevant organisations have been designated as Participating Agencies to the AAS Functional Service.

### **Royal Society for the Prevention of Cruelty to Animals (RSPCA)**

The RSPCA Control of Animals in Disaster Situations: Directive VIII, section 1.c states that, on the declaration of an emergency incident under the terms of the Act, the RSPCA is to act in support of the AAS Functional Service, with the following tasks:

- Initial reconnaissance of disaster areas.
- Establishment of one static operational headquarters (RSPCA MAIN) and one command vehicle (RSPCA CV) in the field.
- Provision of rescue/destruction teams for the relief of animals.
- Provision of first aid (animal), food, water, accommodation and disposal of animals as directed by the State Controller (AAS).

- Positioning one liaison officer with radio at the AAS State Control Centre (SCC).
- Provision of liaison radio equipment and the maintenance of such communications.

### **Local Government Association (LGA)**

The Local Government Association (LGA) has agreed to liaise with relevant local governments regarding the provision of equipment and logistic support.

### **Australian Veterinary Association (AVA)**

The role of the Australian Veterinary Association (AVA) will be under the direction of PIRSA officers within the AAS Functional Service. AVA members will undertake such activities as; animal assessment, treatment, destruction and surveillance.

### **Animal Welfare League of South Australia**

The Animal Welfare League's role, as agreed, is 'to assist the community with animal rescues, pickups, euthanasia and accommodation in times of Local, State or National emergency.'

### **Bureau of Meteorology (BoM)**

The Bureau's role, as agreed, is to provide:

- Specified meteorological information upon request to State authorities.
- Plume modelling, as requested.
- Advice to State authorities in relation to the location and operation of meteorological observing equipment.
- If practicable, in the event of an outbreak, staff and/or equipment to complement State authorities with meteorological observations and assessments of dispersions of the virus or insect vectors.

### **South Australian Farmers' Federation (SAFF)**

The South Australian Farmers' Federation (SAFF) has agreed to provide assistance in the determination of stock and property damage, welfare requirements, fodder and material requirements, and its distribution to the farming community following an emergency.

## **SUPPORT AGENCY RESPONSIBILITIES**

32. When PIRSA is not the Control Agency it may be asked to undertake a role as a support agency to the Control Agency.

## **PREVENTION**

33. The specific type of mitigation activities undertaken depend on the technical area of concern (i.e. animal health, plant health, aquatic animal health or marine health). These include surveillance, participation on relevant boards, research and awareness campaigns, among other things.

## **HAZARD LEADER - ANIMAL AND PLANT DISEASE**

34. PIRSA is the Hazard Leader for Animal and Plant Disease. The Animal and Plant Disease Hazard Plan is prepared by PIRSA in line with the requirements of the SEMC and will be reviewed annually on or before 30 June each year.

## **ADVISORY GROUPS**

35. PIRSA representatives form part of the following advisory groups established by the SEMC;
- State Mitigation Advisory Group
  - State Response Advisory Group
  - State Recovery Advisory Group (referred to as the State Recovery Committee)
  - State Pandemic Influenza Working Group
  - Bushfire Taskforce

## **ZONE EMERGENCY MANAGEMENT COMMITTEES**

36. Each Zone will have a Zone Emergency Management Committee (ZEMC). The ZEMC is responsible for the local planning to support the SEMP. The ZEMC will take into account local issues, the nature and level of risk to the local Zone and local resources available to deal with the risk. The AAS Functional Service may be asked to provide information or advice to the ZEMC.

## **BIOSECURITY SA - EMERGENCY MANAGEMENT**

37. Biosecurity SA - Emergency Management has responsibility for meeting the emergency management objectives of PIRSA.
38. The primary role of Biosecurity SA - Emergency Management is to support PIRSA and the AAS Functional Service through the preparation and implementation of State wide emergency management policies, procedures, strategies and plans. This is achieved by establishing and maintaining effective liaison, provision of training opportunities and quality control measures in emergency management issues.

## PREPAREDNESS

39. This phase ensures that the AAS Functional Service is ready to respond to any incident and to initiate recovery measures. This phase includes:
- Pro-active risk assessments and quality assurance.
  - Engaging industry/other stakeholders in planning.
  - Setting up and maintaining inter-group arrangements.
  - Providing skills development for staff eg by carrying out training exercises.
  - Maintaining relevant standing structures and appointments.

## RELATIONSHIPS WITH OTHER FUNCTIONAL SERVICES

40. The AAS Functional Service maintains relationships with the other Functional Services to ensure an awareness of the role and capabilities of each Functional Service.
41. The AAS Functional Service works particularly closely with the Engineering Functional Service (EFS) due to their role in carcass disposal and the Health and Medical Functional Service due to their role in a zoonotic disease outbreak.

## COMMITTEES

42. PIRSA is represented on, or chairs, the following committees which support its emergency management and Functional Service role (listed alphabetically).

### **Emergency Management Executive Officers Group**

43. The Emergency Management Executive Officers Group (EMEEOG) has the role to enhance emergency management planning and preparedness across PIRSA. The Group is chaired by the Deputy Chief Executive, Primary Industries and Biosecurity in their role as State Controller (AAS) and involves PIRSA personnel only.

### **State Biosecurity Committee**

44. The State Biosecurity Committee (SBC) has the role to enhance biosecurity planning and preparedness across all relevant agencies of Government. PIRSA has a number of representatives, including providing a joint chair and a joint executive officer.

### **State Chemical Biological, Radiological and Nuclear Committee**

45. The State Chemical Biological, Radiological and Nuclear Committee (SCBRNC) has the role of coordinating the preparedness to any hazardous material incident which is deemed suspicious from a terrorism perspective. The PIRSA representative is the Emergency Management Planning Officer. The chair is provided by the Metropolitan Fire Service.

### **State Emergency Management Committee**

46. The State Emergency Management Committee (SEMC) is a strategic planning committee that reports to the Emergency Management Council (EMC) on matters relating to the State's preparedness. The PIRSA representative is the Chief Executive or their delegate. The chair is the Chief Executive, Department of Premier and Cabinet.

**State Mitigation Advisory Group**

47. The State Mitigation Advisory Group (SMAG) has the role of advising the SEMC on policy and planning aspects of disaster or major emergency mitigation. The PIRSA representative is the Manager Emergency Management.

**State Protective Security Advisory Group**

48. The State Protective Security Advisory Group (SPSAG) has the role to enhance the protective security of the South Australian community by supporting the Terrorism Hazard Leader. The PIRSA representative is the Deputy Chief Executive, Governance and Performance. The chair is the Assistant Commissioner, Protective Security Service.

**State Pandemic Influenza Working Group**

49. The State Pandemic Influenza Working Group (SPIWG) has the role to enhance pandemic planning across all agencies of Government by supporting the Human Disease Hazard Leader in all aspects of the states approach to Pandemic Influenza planning. The PIRSA representative is the Manager Emergency Management.

**State Recovery Committee**

50. The State Recovery Committee (SRC) is an advisory group to the SEMC. Its role is to advise SEMC on policy and planning aspects of recovery management including the preparation and delivery of recovery services during and following an event. The PIRSA representative is the Manager Emergency Management. The chair is the Chief Executive, Department for Families and Communities.

**State Response Advisory Group**

51. The State Response Advisory Group (SRAG) has the role of advising the SEMC on policy and planning aspects of disaster or major event response. The PIRSA representative is the Manager Emergency Management. The chair is the Assistant Commissioner Protective Security Service.

**PIRSA EMERGENCY MANAGEMENT DOCUMENTS**

52. The PIRSA Emergency Management Document Set collects all the PIRSA emergency plans and key associated documents in one place to ensure the ability of PIRSA staff nominated in emergency roles to find the appropriate plan. All the plans contained in the Emergency Management Document Set are reviewed and republished every 12 months. See Annex B for a complete list of the documents included in the set.

**Hazard Plan**

53. PIRSA is responsible for the preparation of the State Animal and Plant Disease Hazard Plan. This plan is reviewed for submission to the SEMC by 30 June each year, as required under the SEMP. Biosecurity SA - Emergency Management prepares and maintains the Animal and Plant Disease Hazard Plan.

### **AAS Functional Service Plan**

54. PIRSA is responsible for the delivery of the AAS Functional Service and this AAS Functional Service Plan. Biosecurity SA - Emergency Management prepares and maintains this plan as required under the SEMP. Enquiries are to be directed to the Emergency Management Planning Officer at Biosecurity SA - Emergency Management. This plan is updated by 30 June each year and is located on the PIRSA Intranet.

### **Overarching Plans**

55. The PIRSA Emergency Management Document Set contains a number of other overarching plans, in addition to the Animal and Plant Disease Hazard Plan and this AAS Functional Service Plan. These cover areas such as Communications, Control Centre Management, PIRSA Emergency Arrangements and the AAS Recovery Plan. Biosecurity SA - Emergency Management is responsible for the annual review and update of the overarching plans contained in the PIRSA Emergency Management Document Set.

### **Operational Plans**

56. PIRSA prepares operational plans for responding to emergency incidents, including animal diseases, plant pests, aquatic animal diseases, bushfires, locusts and fruit fly. Biosecurity SA - Emergency Management is responsible for the annual review and update of the operational plans contained in the PIRSA Emergency Management Document Set, in conjunction with the relevant technical owners of the plans.

### **Associated Documents**

57. The PIRSA Emergency Management Document Set contains a number of associated documents and plans. These include forms and proformas, relevant plans from other agencies and cost-sharing arrangements. Biosecurity SA - Emergency Management is responsible for the annual review and update of the PIRSA-owned associated documents and for ensuring the most recent versions of other documents are obtained.

### **PIRSA Business Continuity Plans**

58. PIRSA's business continuity plans are included in the PIRSA Emergency Management Document Set and use the same structure as used in the operational plans. PIRSA Corporate is responsible for the annual review and update of these plans.

## **STATE FUNCTIONAL SERVICE LIAISON OFFICERS**

59. PIRSA has nominated a number of State Functional Service Liaison Officers (FSLOs), who are trained and available to represent the AAS Functional Service in the State Emergency Centre (SEC) during emergency incidents.

## **ZONE FUNCTIONAL SERVICE LIAISON OFFICERS**

60. Each country Zone has a location designated as the Zone Emergency Centre (ZEC). The role of the ZEC is to provide coordination of local resources to support the Control Agency in resolving an emergency.
61. PIRSA has nominated at least two FSLOs for each zone. The Zone FSLOs,

when appropriate, are to represent the AAS Functional Service in the ZEC during emergency situations.

### **AUTHORISED OFFICERS**

62. The State Controller (AAS) and Deputy State Controllers (AAS) are Authorised Officers under the Emergency Management Act. SAPOL issues photographic identity cards to these Authorised Officers. A full list of the powers, and their application, is included in the Act.

### **EMERGENCY MANAGEMENT TRAINING / EXERCISES**

63. The State Controller (AAS), through Biosecurity SA - Emergency Management, is responsible for ensuring that appropriate emergency management training is developed and delivered to nominated PIRSA staff members. This includes assist with and participating in multi-agency exercises as required.

## STANDBY / ALERT

64. A report of any incident may come directly from, or via, a Biosecurity SA field officer, a member of the public, a primary producer, the State Emergency Service or the State Emergency Management Organisation.
65. In the event of a substantial earthquake in metropolitan Adelaide and the resultant possibility of damage to telecommunication systems, SEC and Functional Service personnel are not to await telephone contact but are to regard the earthquake itself as the signal for full activation of the SEC.
66. The State Controller (AAS) is responsible for placing the AAS Functional Service on Standby / Alert during the management of this phase, which may involve:
  - Evaluating the report and assessing the scope/scale of the issue.
  - Assessing the time and resources required to respond effectively.
  - Advising the PIRSA Chief Executive of the situation.
  - Appointing an Incident Controller.
  - Assessing the time and resources required to provide recovery assistance effectively.
  - Setting up both response and recovery management structures, including industry and other stakeholders.
  - Liaising with other agencies, committees and centres, as appropriate.
  - Informing PIRSA staff of the situation (in particular those who may be required to be part of the response or recovery operations).
  - Initiating a meeting of the Emergency Management Executive Officers Group (EMEEOG), as appropriate.
  - Communicating with the Minister, community and industry.
  - Advising the State Coordinator (SAPOL), if the incident is an AAS issue, and requesting a SEC briefing be convened
  - Managing the development of response and recovery strategies, including determining the need to escalate or scale it down.

## RESPONSE

67. Recovery commences at the same time as this phase.
68. This phase includes staging the actual incident response. The Incident Controller is responsible for organising the specific actions and required resources. This includes:
  - Activating the appropriate operational response plan.
  - Monitoring and reporting on the response to the State Controller (AAS).
  - Setting up the AAS SCC, including appointing the Incident Management Team (IMT) for that centre.
  - Setting up the appropriate number of AAS LCCs, including appointing IMT(s) for each.
  - Managing the response at the state level.
  - Ensuring the health and safety of staff involved.
  - Briefing staff at the SCC on a regular basis.
  - Liaising with the AAS Recovery Manager (appointed by the State Controller (AAS)).

## USE OF OTHER AGENCIES TO SUPPORT PIRSA AS CONTROL AGENCY

69. Where PIRSA is the Control Agency for an emergency then other agencies are able to provide support. The contact point for those agencies is their respective State Controllers who will then task their staff appropriately.

## EMERGENCY MANAGEMENT STRUCTURE

70. PIRSA emergency management plans use the Australasian Inter-service Incident Management System (AIIMS).

## CONTROL CENTRE PROCEDURES

71. Procedures for the establishment and running of AAS SCCs and LCCs can be found in the AAS Control Centres Management document.

## EMERGENCY MANAGEMENT ACT DECLARATIONS

72. If it is determined that the incident is of such a nature that it is appropriate for a Declaration to be made under the Emergency Management Act, the State Controller (AAS) may request that the State Coordinator make such a declaration. The State Coordinator will consider the guidelines contained in the State Emergency Management Plan when making the decision as to the declaration and those same guidelines should be referred to when making the request.

## COMMUNICATIONS

73. During any incident timely and accurate communications and information sharing with all stakeholders is vital, as detailed in the AAS Communications Plan.

## RECOVERY

74. This phase begins at the same time as the Response but may continue for some time after.
75. Under the Terms of Reference of the State Recovery Committee, Recovery is defined as:  
'The conduct of human, economic and environmental measures necessary to re-establish the normal pattern of life of individuals, families and communities affected by an emergency, including:
- (a) the restoration of essential facilities and services
  - (b) the restoration of other facilities, services and social networks necessary for the normal functioning of a community
  - (c) the provision of information, material and personal needs
  - (d) the provision of means of emotional support
  - (e) the recovery of the natural environment
  - (f) support to assist the recovery of business
76. This phase includes all the short-term and ongoing activities required to assist in the return to a stable and sustainable pattern of life for individuals, families and communities affected by an incident, major emergency or disaster. This may include financial, environmental and social rehabilitation and in most cases this phase will involve significant input from other agencies to provide relevant expertise.
77. The AAS Recovery Manager is responsible for organising the specific recovery actions and required resources. This includes:
- Working closely with the State Recovery Committee (SRC), State Recovery Office, State Recovery Centre (if activated) and any Local Recovery Centre(s) established to ensure a coordinated approach.
  - Providing personnel for the State Recovery Centre (if activated) and any Local Recovery Centre(s) established
  - Monitoring and reporting on the recovery activities to the State Controller (AAS).
  - Setting up an AAS State Recovery Centre (AAS SRC), if required, including appointing the IMT for that centre.
  - Setting up the appropriate number of AAS Local Recovery Centres (AAS LRCs), if required, including appointing the IMT(s) for each.
  - Managing the AAS recovery activities at the state level.
  - Ensuring the health and safety of staff involved.
  - Liaising with the Incident Controller.
78. PIRSA is a member of the State Recovery Committee (SRC), an Advisory Group as per the Emergency Management Arrangements. This committee has the role of preparing for and implementing recovery operations throughout the State.
79. Within PIRSA, Business Continuity Plans are to be activated upon any incident that affects PIRSA staff, facilities or systems, and appropriate persons and resources tasked to ensure a smooth implementation of those plans.

## **STAND DOWN**

### **HOT DEBRIEF AND STAND DOWN**

80. After the incident response/recovery is completed, the Incident Controller / AAS Recovery Manager will manage this phase, including:
  - Conducting a Hot Debrief just prior to staff being told to stand down.
  - Decommissioning equipment etc.
  - Completing documentation including reports.
  - Sharing lessons learned with others.

### **FINAL DEBRIEF AND RECOMMENDATIONS**

81. The State Controller (AAS) is responsible for managing this phase. The final debrief needs to be held several weeks after the incident response/recovery has been completed.
82. Final reports must be sent to the State Planning Officer as well as circulated to EMEOG and other relevant PIRSA staff.
83. Recommendations contained in the final report must be assessed and implemented as appropriate.
84. Within 3 weeks of the completion of the response to a multi-agency event, a formal multi-agency debrief will be convened in order to ensure that any lessons learnt are captured.

## GLOSSARY AND ACRONYMS

**AAS:** Agriculture and Animal Services Functional Service

**AIIMS:** Australasian Inter-service Incident Management System

**AQUAVETPLAN:** The national plan for emergency aquatic animal diseases

**AusBIOSEC:** Australian Biosecurity System

**AUSVETPLAN:** The national plan for emergency animal diseases

**Authorised Officer:** A person appointed by the State Coordinator who, on the declaration of an identified major incident, a major emergency or a disaster has powers identified by the Act to assist the State Coordinator implement the State Emergency Management Plan and cause response and recovery operations to be carried out to resolve the emergency (s.17 and s.25)

**AVA:** Australian Veterinary Association. An AAS Functional Service participating agency

**BoM:** Bureau of Meteorology. An AAS Functional Service participating agency

**COAG:** Council of Australian Governments

**Control Agency:** The agency with responsibility for overall direction of emergency management activities in an emergency situation. Authority for control carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation

**EAD:** Emergency animal disease

**EFS:** Engineering Functional Service

**EMC:** Emergency Management Council

**EMEEOG:** Emergency Management Executive Officers Group

**Emergency:** An event that causes or threatens to cause-

- (a) the death of, or injury or other damage to the health of, any person; or
- (b) the destruction of, or damage to, any property; or
- (c) a disruption to essential services or to services usually enjoyed by the community; or
- (d) harm to the environment, or to flora or fauna

**EPP:** Emergency plant pest (term includes plant diseases)

**FSLO:** Functional Service Liaison Officer

**Hazard:** A potential or existing condition that may cause harm to people or damage to property or the environment.

**Hazard Leader:** The agency which, because of its legislative responsibility or specialised knowledge, expertise and resources, undertakes a leadership role for planning emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard. The role is to lead a multi-agency approach to planning for the identified hazard

**IMT:** Incident Management Team

**LCC:** Local Control Centre

**LDCC:** Local Disease Control Centre, as the LCC is known during an emergency animal disease outbreak

**LGA:** Local Government Association. An AAS Functional Service participating agency

**LPCC:** Local Pest Control Centre, as the LCC is known during an emergency plant pest outbreak

**LRC:** Local Recovery Centre

**Mitigation:** Measures taken in advance of, during, or after a disaster aimed at decreasing or eliminating its impact on society and environment.

**NDRRA:** Natural Disaster Relief and Recovery Arrangements

**PIRSA:** Primary Industries and Resources South Australia

**PLANTPLAN:** The national plan for emergency plant pests

**PPRR:** Prevention, preparedness, response and recovery.

**Recovery:** The conduct of human, economic and environmental measures necessary to re-establish the normal pattern of life of individuals, families and communities affected by an emergency, including:

- (a) the restoration of essential facilities and services
- (b) the restoration of other facilities, services and social networks necessary for the normal functioning of a community
- (c) the provision of information, material and personal needs
- (d) the provision of means of emotional support
- (e) the recovery of the natural environment
- (f) support to assist the recovery of business

**Response:** Activities that combat the adverse effects of the event, provide emergency assistance for casualties, and help reduce further injury or damage and facilitate effective recovery operations for and in the local community

**RSPCA:** Royal Society for the Prevention of Cruelty to Animals. An AAS Functional Service participating agency

**SAFF:** South Australian Farmers' Federation. An AAS Functional Service participating agency

**SAPOL:** South Australian Police

**SBC:** State Biosecurity Committee

**SCBRNC:** State Chemical, Biological, Radiological and Nuclear Committee

**SCC:** State Control Centre

**SDCHQ:** State Disease Control Headquarters, as the SCC is known during an emergency animal disease outbreak

**SEC:** State Emergency Centre. The location where the Functional Services under the State Emergency Management Act come together to coordinate response and recovery activities

**SEMC:** State Emergency Management Committee

**SEMP:** State Emergency Management Plan

**SMAG:** State Mitigation Advisory Group

**SPCHQ:** State Pest Control Headquarters, as the SCC is known during an emergency plant pest outbreak

**SPIWG:** State Pandemic Influenza Working Group

**SPSAG:** State Protective Security Advisory Group

**SRAG:** State Response Advisory Group

**SRC:** State Recovery Committee

**SRC:** State Recovery Centre

**State Controller:** The person designated by the Control Agency to be the Controller for a particular agency

**Support Agency:** An agency which provides essential services, personnel or material to support or assist a control agency or affected persons

**ZEC:** Zone Emergency Centre

**ZEMC:** Zone Emergency Management Committee

**Zoonotic:** An animal disease that can be transmitted to humans.

# ANNEXURES

## Annex A

### AAS FUNCTIONAL SERVICE

**Functional Service:**        **AGRICULTURE AND ANIMAL SERVICES**

**Role:** To provide immediate animal relief services, rehabilitation assistance to primary producers and as the lead authority, implement procedures in conjunction with national arrangements for dealing with an outbreak of emergency animal disease or emergency plant disease.

**State Controller:**

Deputy Chief Executive, Primary Industries and Biosecurity  
Primary Industries and Resources South Australia (PIRSA).

**During Disasters/Major Emergencies, State Controller is located in:**

Between the office of the Deputy Chief Executive, Primary Industries and Biosecurity and the State Control Centre (if established)

**Location of State Control Centre:**

Dependent on the type of incident (animal, plant or aquatic animal)

**Participating Organisations:**

PIRSA  
Local Government Association  
Australian Veterinary Association  
South Australian Farmers' Federation  
Royal Society for the Prevention of Cruelty to Animals  
Animal Welfare League  
Bureau of Meteorology

## Annex B

### PIRSA EMERGENCY MANAGEMENT DOCUMENT SET

The following is a list of all the plans that are included in the 2010 PIRSA Emergency Management Document Set:

- Foreword from the Chief Executive

#### Overarching Plans

- Emergency Management Act 2004
- State Emergency Management Plan
- PIRSA Emergency Management Arrangements
- State Animal and Plant Disease Hazard Plan
- Agriculture and Animal Services Functional Service Plan
- Agriculture and Animal Services Communications Plan
- Agriculture and Animal Services Recovery Plan
- Agriculture and Animal Services Control Centres Management
- State Control Centre Establishment Procedures

#### Operational Plans

- Animal Health - SA Emergency Animal Disease Action Plan
- Animal Health - Bushfire Plan
- Animal Health - Guidelines for the Assessment of Burnt Stock
- Animal Health - Livestock Transport Accidents
- Animal Health - Post Disaster Management of Livestock
- Aquatic Animal Health Plan
- Aquatic Health - SA Emergency Freshwater Pest Plan
- Aquatic Health - SA Emergency Marine Pest Plan
- Corporate Response Plan
- Food Safety - Incident Response
- Food Safety - MOU Between PIRSA and Dept of Health
- Food Safety - Agreement Between Dept of Health and PIRSA
- Generic Incident Response Plan
- PIRSA Extreme Heat Plan
- Plant Health - Emergency Plant Pests
- Plant Health - Fruit Fly Contingency Plan
- Plant Health - Phylloxera Outbreak Management Plan
- Plant Health - Plague Locust Control Plan

#### Associated Documents

- Agriculture and Animal Services Participating Agencies
- Bureau of Meteorology HAZMAT Directive
- Emergency Animal Disease Response Agreement
- Emergency Plant Pest Response Deed
- Government Radio Network (SA-GRN): Operational Arrangements
- SAPOL Exotic Animal Disease Emergency Response Plan
- SEC Operations Manual