

CCEAD AND NMG

**INFORMATION GUIDE FOR A
COST-SHARED RESPONSE**



Working together for animal health

ANIMAL HEALTH AUSTRALIA

Animal Health Australia acts as an intermediary to facilitate trust and cooperation between industry and government on animal health matters. The organisation aims to improve animal and human health, biosecurity, food safety and quality, market access, animal welfare and livestock productivity. This is achieved by supporting open and frank discussions between its members to generate sustainable change and maintaining goodwill by enabling members to share ideas, develop joint positions and policies and providing a forum for different perspectives that result in a common understanding and purpose.

DISCLAIMER





The material included in this booklet is provided for general use and information purposes only. This booklet was developed by Animal Health Australia in 2022 and some information may have changed since its development. Please refer to the latest versions of the Emergency Animal Disease Response Agreement (EADRA) and the Australian Veterinary Emergency Plan (AUSVETPLAN), available on the Animal Health Australia website, for the most up to date information.

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EXECUTIVE SUMMARY

Supporting, maintaining and protecting the Australian animal health system is a shared responsibility between government, industry, animal health professionals and the public. Understanding the current response framework in Australia facilitates information flow between the strategic, tactical and operational elements of a response to emergency animal disease (EAD) incidents. This enables rapid decision-making and the response to take place efficiently and effectively.

This booklet is intended as an educational resource for government and industry personnel identified by their agency or peak industry body (respectively) to represent their Party on the Consultative Committee on Emergency Animal Diseases (CCEAD) or National Management Group (NMG) during a cost-shared response to an EAD. Information covered in this booklet may serve as refresher material for individuals who have received training¹, or as a just-in-time resource for new representatives called upon to work in a response. It is important to also note that training and resources provided by Animal Health Australia, such as the present information guide, are designed to complement activities and resources delivered by government and industry that seek to enhance capability and capacity in preventing, preparing for and responding to EAD incidents.

The contents of this booklet have been derived from the Emergency Animal Disease Response Agreement (EADRA), Australian Veterinary Emergency Plan (AUSVETPLAN) and supporting documents. Some information may have changed since the development of this booklet. Please refer to the latest versions of the EADRA, AUSVETPLAN and their supporting documents for the most up to date information.

References to relevant resources have also been made throughout the contents should further information be sought. These references have been marked with an icon ⓘ, shaded orange and hyperlinked where possible.

¹ Face-to-face or virtual CCEAD and NMG workshops delivered to nominated government and industry personnel by Animal Health Australia.

EMERGENCY ANIMAL DISEASES

What is an emergency animal disease?

An emergency animal disease (EAD) is a disease of animals considered to be of **national significance** because of the impacts it may have on animal health, human health, the environment and/or the economy. Not all diseases of livestock are considered to be an EAD and not all EAD outbreaks will be cost-shared. EAD is further defined in the Emergency Animal Disease Response Agreement (EADRA).



EADRA² CLAUSE 2.1: DEFINITIONS

What happens during a response to emergency animal diseases?

SEQUENCE OF EVENTS

The **principle aim** for responding to EADs is to **limit the consequences** on our agricultural industries, communities and nation as a whole. This is achieved by early detection and reporting of suspect EADs, a rapid and effective response to ensure containment and eradication of the EAD, and a swift return to business as usual, market access and trade.

The general sequence of events for a **cost-shared EAD response** (in accordance with the EADRA) is shown in Figure 1. This is a simplified representation, and activities within and outside of Figure 1 can and often do occur concurrently in a non-linear manner.

Remember that **not all EAD incidents will be cost-shared**; the affected jurisdiction and affected industry may choose to manage the response using their own resources.



EADRA CLAUSE 5: REPORTING OF EMERGENCY ANIMAL DISEASES

² animalhealthaustralia.com.au/eadra

REPORT OF UNUSUAL SIGNS

The state or territory animal health laboratory, a veterinarian and/or the EAD Watch Hotline is notified of suspicious or unusual signs of disease in an animal(s).

THE CHIEF VETERINARY OFFICER (CVO) IS INFORMED

The CVO of the affected jurisdiction is informed of the unusual signs and suspected cause of the disease. Steps are taken to contain, trace and stand up a response and an Emergency Animal Disease Response Plan (EADRP) is prepared, usually in consultation with the affected industry(s).

While this is happening, samples are sent to the state or territory animal health laboratory for testing. The samples or duplicate samples are sent to the CSIRO Australian Centre for Disease Preparedness (ACDP) for confirmatory testing. More than one jurisdiction may be affected by an EAD simultaneously.

THE AUSTRALIAN CVO IS INFORMED

The CVO of the affected jurisdiction informs the Australian CVO of the unusual signs and suspected cause of the disease.

THE CONSULTATIVE COMMITTEE ON EMERGENCY ANIMAL DISEASES (CCEAD) IS CONVENED

The Australian CVO convenes the CCEAD depending on the level of suspicion that it is an EAD.

Only once the laboratory testing from the CSIRO ACDP returns a positive result (which is supported by clinical signs of disease in the affected livestock) can the CCEAD confirm the case definition of the EAD.

The CCEAD will then consider and endorse (or not) the EADRP prepared by the affected jurisdiction(s). For a cost-shared response, the EADRP will include a request to cost-share the eligible costs of the response, in addition to outlining the proposed key strategies and a related draft budget for containing and/or eradicating the EAD.

If/when the CCEAD endorses an EADRP requesting cost-sharing, the CCEAD will then recommend the EADRP to the National Management Group (NMG). The EADRP will also include information on whether the EAD is eradicable and the indicative costs of the proposed response.

THE NMG IS CONVENED

The NMG Secretariat (provided by the Australian Government Department of Agriculture, Fisheries and Forestry (or equivalent)) convenes the NMG. Based on the recommended EADRP from the CCEAD, the NMG decides to approve (or not approve) the EADRP and whether to activate (or not activate) cost-sharing in accordance with the EADRA.

Figure 1. General sequence of events for a cost-shared emergency animal disease response.

WHY RESPOND TO EMERGENCY ANIMAL DISEASES?

An EAD incident can result in serious and widespread animal health, social, economic, human health and/or environmental impacts. For example, depending on the disease, it could spread to other species (incl. humans) and/or thousands of animals may die or need to be destroyed. Some EADs (e.g. foot-and-mouth disease or African swine fever) have the potential to **devastate the affected industry(s) and have long-term impacts** on Australia's market access and international trade.

WHO IS INVOLVED?

Responses to EAD incidents are **led by the department of agriculture or primary industries** (or equivalent) of the affected jurisdiction and will vary in size and complexity depending on the nature of the outbreak. The response structure for EAD incidents is established by the affected jurisdiction(s). This may be reflective of the response structure found in the Biosecurity Incident Management System (BIMS) which also aligns with the Australian Veterinary Emergency Plan (AUSVETPLAN) Control Centre Management Manuals.

Although government is responsible for leading an EAD response, the **involvement of industry from the onset of the response is critical** for providing both **strategic and operational input**. This is reflected through the integration of industry in the response structure at national, state and local levels (Figure 2 and 3).

The control centres of the affected jurisdiction are responsible for managing the response in accordance with relevant EAD response arrangements (incl. legislation, the EADRA, AUSVETPLAN and the EADRP). Control centres are responsible for implementing the key technical and strategic decisions made by the national bodies. The arrangements and the response structure provide a mechanism for national agreement, consistency in response, and cost-sharing.

The affected jurisdiction will also be conducting business-as-usual activities concurrent to the response, and potentially additional activities as directed by their emergency management framework. EAD response activities may involve a range of other government agencies and will be coordinated by the relevant Office of the CVO.



AUSVETPLAN DOCUMENTS AND MANUALS³

BIOSECURITY INCIDENT MANAGEMENT SYSTEM (BIMS)⁴

³ animalhealthaustralia.com.au/ausvetplan

⁴ The BIMS is an adaptation of the Australian Inter-service Incident Management System (AIIMS) which was developed for emergency service agencies in Australia. Using a similar structure to AIIMS facilitates staff from emergency services and other services to enter and assist responses to biosecurity (incl. EAD) incidents. The BIMS can be accessed here: agriculture.gov.au/biosecurity/partnerships/nbc/nbepeg/bims

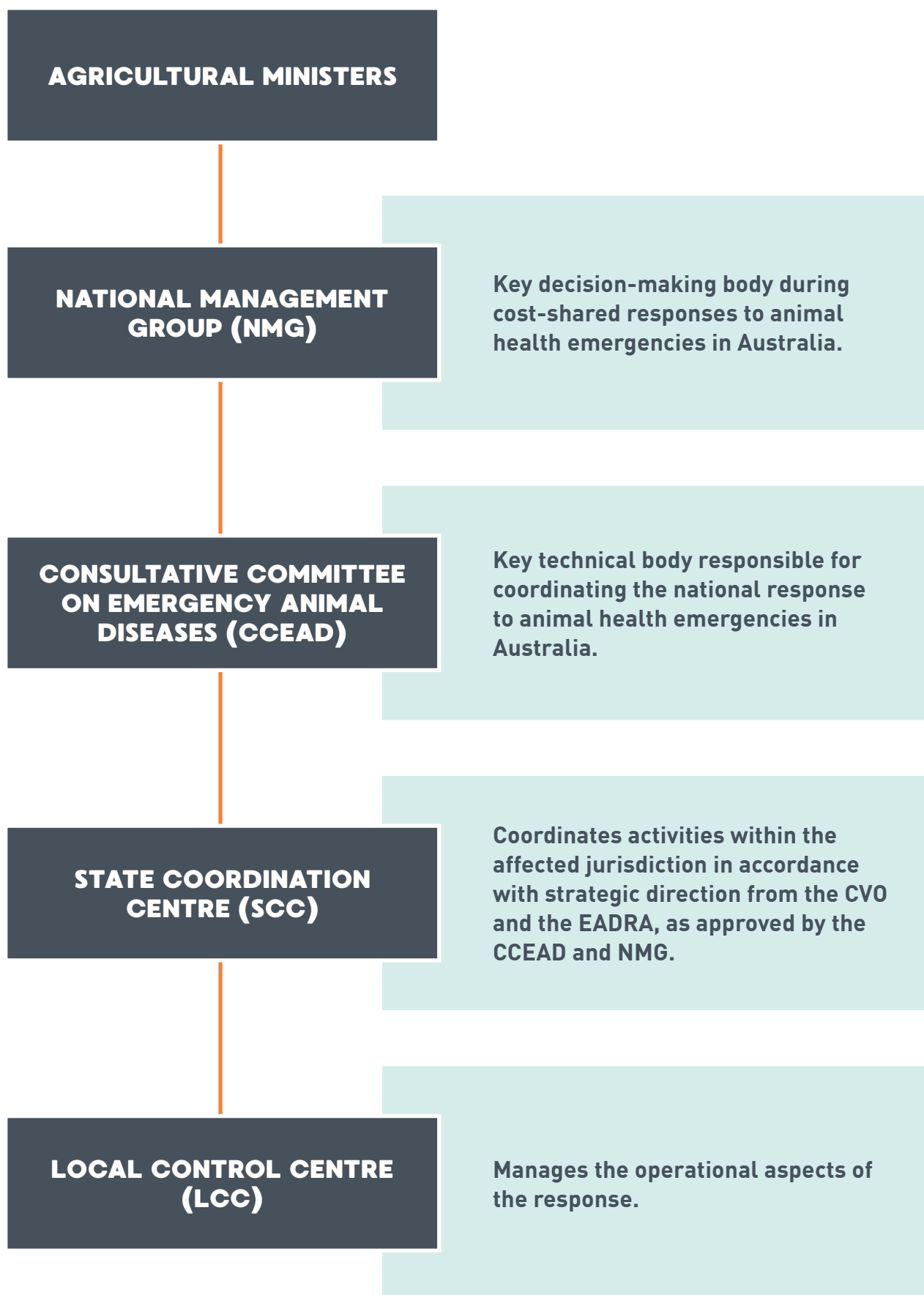


Figure 2. Overarching response framework for cost-shared responses to emergency animal disease incidents. The SCC and LCC form the response structure and are established by the affected jurisdiction where as NMG and CCEAD operate at a national level.

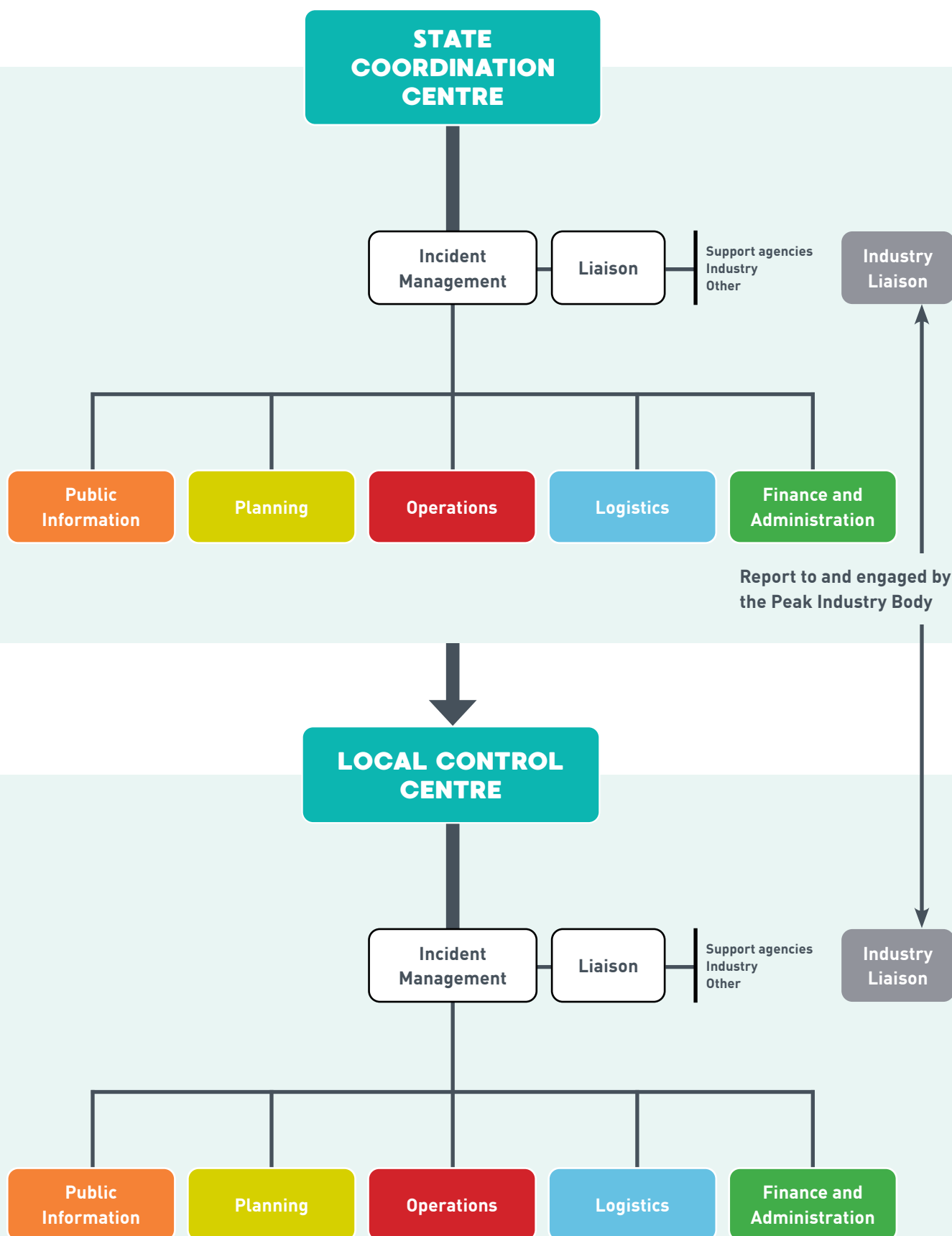


Figure 3. Typical structure of the State Coordination Centre and Local Control Centres established by the affected jurisdiction during a response to an emergency animal disease incident. Each functional area comprises of various functional roles.



Photo credit: Taryn Mokotupu

ARRANGEMENTS

Legislations and plans

BIOSECURITY AND EMERGENCY LEGISLATION

The Australian Government and state and territory governments each have their own **legislation** that regulates biosecurity; endemic and exotic diseases of livestock or other animals; animal welfare; and emergency management. The biosecurity legislation provides the government department of agriculture or primary industries (or equivalent), as directed by the Chief Veterinary Officer (CVO), the authority to control animal diseases within their borders. This may include reporting requirements for animal diseases and the regulation of treatment, vaccination, movement controls, destruction, disposal, decontamination, valuation and compensation.

STATE EMERGENCY MANAGEMENT PLANS AND SUBPLANS

Each jurisdiction also manages their own State Emergency Management Plan (or similar title) which contains a **hierarchy of subplans**. There is often a subplan for biosecurity incidents. Depending on the jurisdiction, some or all animal and plant pests and diseases and environmental pests may be covered in the single subplan. These subplans outline which agency will lead the emergency response and how other agencies with different areas of responsibility and expertise will support the lead agency (e.g. police may assist with implementing movement controls on vehicles; emergency services may assist in the event of flooding or bushfires; human services may assist with community welfare issues etc.).

Refer to the relevant government department of agriculture or primary industries (or equivalent) for more information about their legislation and emergency plan and subplans.


EMERGENCY ANIMAL DISEASE RESPONSE PLAN

The Emergency Animal Disease Response Plan (EADRP) **documents the affected jurisdiction's strategy and related budget to control an EAD outbreak**. Where an affected jurisdiction is anticipating or requesting that cost-sharing be invoked under the Emergency Animal Disease Response Agreement (EADRA), the jurisdiction **must prepare an EADRP** for consideration and endorsement by the Consultative Committee on Emergency Animal Diseases (CCEAD) and approval by the National Management Group (NMG). In a cost-shared response, the EADRP **outlines how the relevant Australian Veterinary Emergency Plan (AUSVETPLAN) response strategy will be implemented** or explain any significant variations (if any).

The initial EADRP is prepared in the early stages of the response and its details may be rudimentary. However, decisions still need to be made and often this initially has to be done using preliminary information before the

extent of the outbreak is fully known. The **EADRP will be updated** and refined as the response goes on and more information becomes available. In some instances, the strategies and the predicted costs might change to adapt to the current situation.

Not all emergency animal disease (EAD) incidents are cost-shared; the affected jurisdiction and industry may choose to manage the EAD response using their own resources. In these instances, the NMG would not be convened and the CCEAD would only meet to offer guidance and advice if there are broader impacts from the response (such as impacts on human health or trade). Although a formal EADRP is not required when cost-sharing has not been invoked, jurisdictions often still develop and maintain a response plan detailing the current situation and how the response will be managed strategically and operationally.

	AUSVETPLAN DOCUMENTS AND MANUALS⁵
	BIOSECURITY INCIDENT MANAGEMENT SYSTEM (BIMS)⁶
	EADRA⁷ CLAUSE 7: DEVELOPING AN EADRP
	EADRA CLAUSE 11: FUNDING AN EADRP
	EADRA CLAUSE 13: ACCOUNTING FOR AN EADRP
	EADRA GUIDANCE DOCUMENT: <i>GUIDE TO DEVELOPING AN EMERGENCY ANIMAL DISEASE RESPONSE PLAN</i>
	EADRA SCHEDULE 4: DEVELOPMENT AND MANAGEMENT OF AN EADRP

⁵ animalhealthaustralia.com.au/ausvetplan

⁶ agriculture.gov.au/biosecurity-trade/policy/partnerships/nbc/nbepeg/bims

⁷ animalhealthaustralia.com.au/eadra

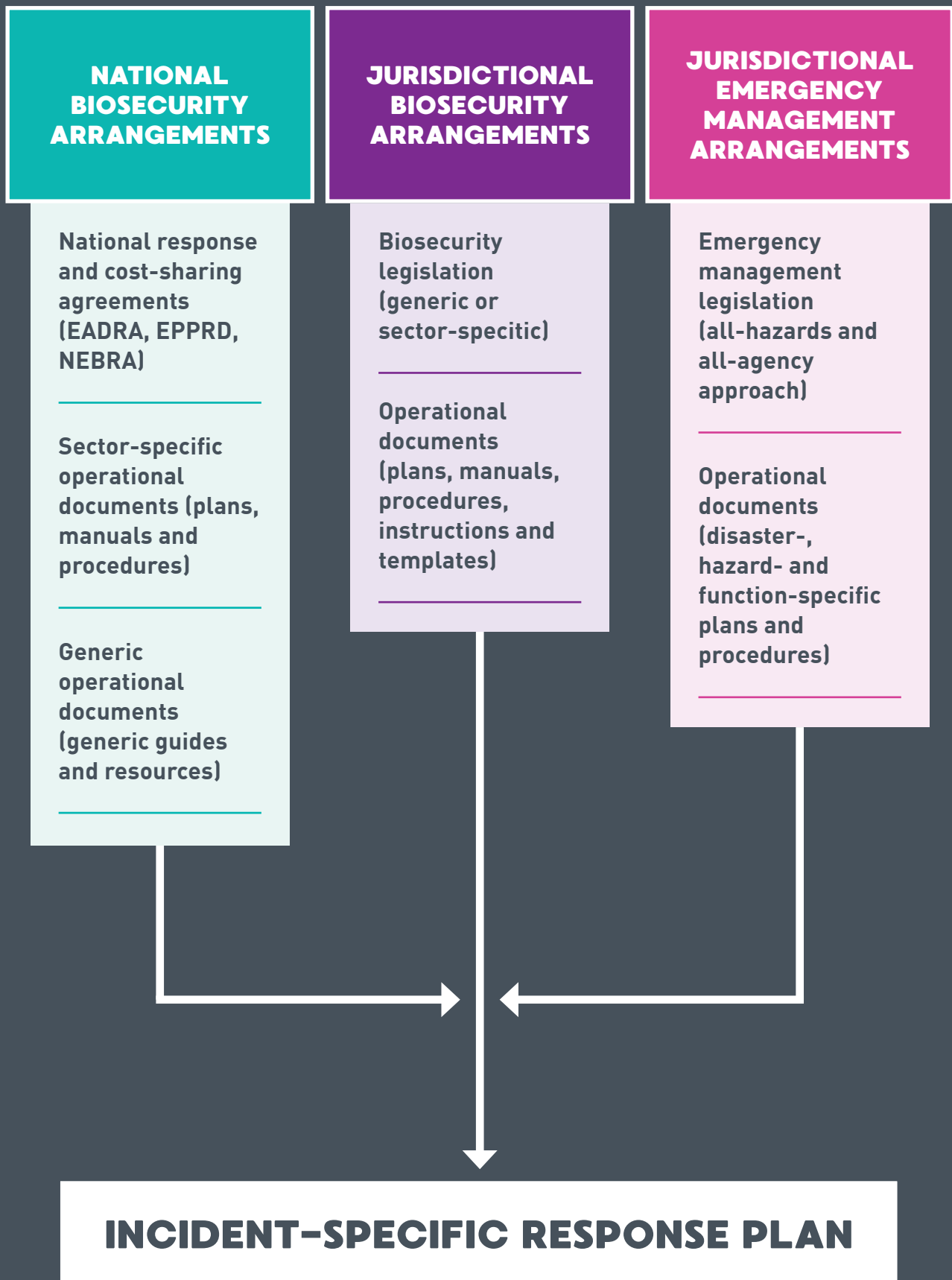


Figure 4. Documentation framework of biosecurity responses, adapted from the Biosecurity Incident Management System (BIMS, 2012).

Emergency Animal Disease Response Agreement

WHAT IS THE EMERGENCY ANIMAL DISEASE RESPONSE AGREEMENT?

The EADRA ("The Deed") is a **legally binding agreement** between the Australian Government, state and territory governments and peak industry bodies (Parties to the EADRA)⁸ to collectively and significantly increase Australia's capacity to prepare for, and respond to, EAD incursions. This includes the **sharing of decision-making and response costs during an EAD response**. It also describes the responsibilities of all Parties to the EADRA and the roles of the CCEAD and NMG. Animal Health Australia is the Custodian of the EADRA.

The purpose of the EADRA is to:

- **facilitate rapid responses** to control, eradicate or contain EAD incidents by having a pre-agreed framework for how response costs will be shared.
- ensure that all Funding Parties, including the affected industry(s), **have a say when making decisions**.

If you benefit, you pay. If you pay, you have a say.

- **provide certainty for funding** and support **financial accountability and transparency**.
- assist the affected industry to **return to business as usual** in the shortest possible time.

As its name suggests, the EADRA is **specific to animal diseases**. Plant and environmental pests and diseases are covered under the Emergency Plant Pest Response Deed (EPPRD) and the National Environmental Biosecurity Response Agreement (NEBRA), respectively. Technical information on disease control is found in AUSVETPLAN, **not** the EADRA.

An overview of the key obligations and responsibilities of Parties to the EADRA can be found in the Appendix.

The EADRA also defines specific phases during a response to an EAD. The CCEAD and NMG each have various decision-making requirements during these phases, and it is important that representatives are familiar with such requirements prior to participating in a meeting.

The EADRA is formally reviewed every five (5) years. Animal Health Australia also conducts workshops to provide Parties to the EADRA with an opportunity to discuss issues and consider variations to the EADRA and/or the development of guidance documents and business rules.



**EADRA CLAUSE 1:
RECITALS**

**EADRA CLAUSE 6:
PHASES OF AN EMERGENCY ANIMAL DISEASE RESPONSE**

⁸ Not all industry bodies are Parties to the EADRA. An industry body must be a member of Animal Health Australia and be a national representative of (or a part of) a livestock industry sector to become a Party. Parties to the EADRA are also referred to as Signatories to the EADRA. The full list of Parties to the EADRA can be found within the EADRA.

NORMAL COMMITMENTS

Normal Commitments are the **business-as-usual activities and resource commitments** of all Parties to the EADRA to prevent, prepare for and manage EAD incursions. They are the minimum acceptable level of activities and resource commitments for all Parties to undertake to meet their obligations and responsibilities under the EADRA. **Normal Commitments are not cost-shared.** The principles of Normal Commitments (below) are identical for all Parties of the EADRA.

PRINCIPLES OF NORMAL COMMITMENT:

- All Parties will maintain the capability and capacity to detect and respond to a suspect or confirmed EAD in a manner and extent consistent with the EADRA and AUSVETPLAN.
- Normal Commitments are not cost-shared.
- All Parties will respond to EAD incidents in the national interest, recognising that Government Parties cannot contravene their responsibilities under their own legislation and/or the Australian Constitution.
- All Parties will ensure their personnel and stakeholders understand and meet their responsibilities under the EADRA and AUSVETPLAN.
- All Parties will take reasonable steps that enable them to access any resource necessary in implementing their obligations under an EADRP. Therefore, Parties should have arrangements that enable them to draw upon key resources within or beyond their direct control when necessary. Activities required during the Incident Definition Phase, prior to endorsement of an EADRP, are to be treated as Normal Commitments unless specified as exempt in the EADRA.
- All Parties will endeavour to move the response from an Incident Definition Phase to the Emergency Response Phase in a timely manner.
- All Parties will continue to meet and fund their own Normal Commitments throughout an EAD response.
- All Parties will provide transparency to other Parties on their ability to meet their agreed Normal Commitments.



EADRA GUIDANCE DOCUMENT: NORMAL COMMITMENTS FOR PARTIES TO THE EMERGENCY ANIMAL DISEASE RESPONSE AGREEMENT

COST-SHARING

Cost-sharing is the process of government and industry funding an EADRP as described in the EADRA. EADs are classified into four (4) categories under the EADRA based on their likely impacts (Figure 5). These categories determine the proportion of the EADRP budget that the NMG representatives are committing their respective industry organisation or government agency to pay in a cost-shared response. The NMG is responsible for setting the response funding limits, including the Agreed Limit and an Upper Limit on expenditure.

Specific formulas are used to calculate how much each Party has to pay for each disease. The calculation of shared costs is covered in Clause 10 and Schedule 6 of the EADRA.



Figure 5. Funding proportions between affected government and industry parties for cost-shared responses with respect to the category of emergency animal disease as listed within the Emergency Animal Disease Response Agreement.

i	EADRA CLAUSE 10: PRINCIPLES OF COST SHARING
	EADRA CLAUSE 11: FUNDING AN EADRP
	EADRA GUIDANCE DOCUMENT: <i>BUSINESS RULES FOR ACCOUNTING AND COST UNDER THE EADRA</i>
	EADRA SCHEDULE 3: CATEGORIES OF EMERGENCY ANIMAL DISEASES
	EADRA SCHEDULE 6: COST SHARING
	EADRA SCHEDULE 7: FUNDING OF COST SHARING OBLIGATIONS

PHASES OF AN EMERGENCY ANIMAL DISEASE RESPONSE

The EADRA defines four (4) distinct phases during a response to an EAD incident (Figure 6).

The **Incident Definition Phase** describes the investigation period following formal notification to the CCEAD. This phase continues until i) the EAD is considered capable of being eradicated or contained and an EADRP is agreed to by the NMG; or ii) the NMG determines the EAD of not being capable or being eradicated or contained, or that the incident is not related to an EAD. NMG determinations are based on advice and recommendations from the CCEAD.

The **Emergency Response Phase** describes the point from which the NMG has agreed to an EADRP, until a time that the NMG determines the EAD to have been eradicated or contained or that the EAD is no longer considered capable of being eradicated or contained. It is during this period that containment and eradication measures are implemented. The EADRP is also implemented during this phase and will continue to be rolled out in the Proof of Freedom Phase or Transition to Management Phase, until the response ends. NMG determinations are based on advice and recommendations from the CCEAD.

Thereafter, the emergency response may:

- Enter a Proof of Freedom Phase;
- Be concluded and the EADRP terminated; or
- Enter a Transition to Management Phase.

The **Proof of Freedom Phase** results from the NMG determining (based on advice and recommendations from the CCEAD) for the EAD to have been eradicated or contained. Research and/or surveillance activities may proceed until such a time that the NMG has deemed the EADRP to have been successful.

Transition to management (T2M) describes the process and activities in transitioning the management of an EAD from a cost-shared emergency response to its management outside of the EADRA. The **T2M Phase** commences if/when the NMG (based on advice, recommendations and an updated EADRP inclusive of the necessary provisions from the CCEAD) determines that eradication of the EAD is not feasible and the emergency response should enter a T2M Phase. The T2M must be considered to be achievable within 12 months, and will continue until the NMG determines (on advice from the CCEAD) that either the T2M has been completed or that it should come to an end.

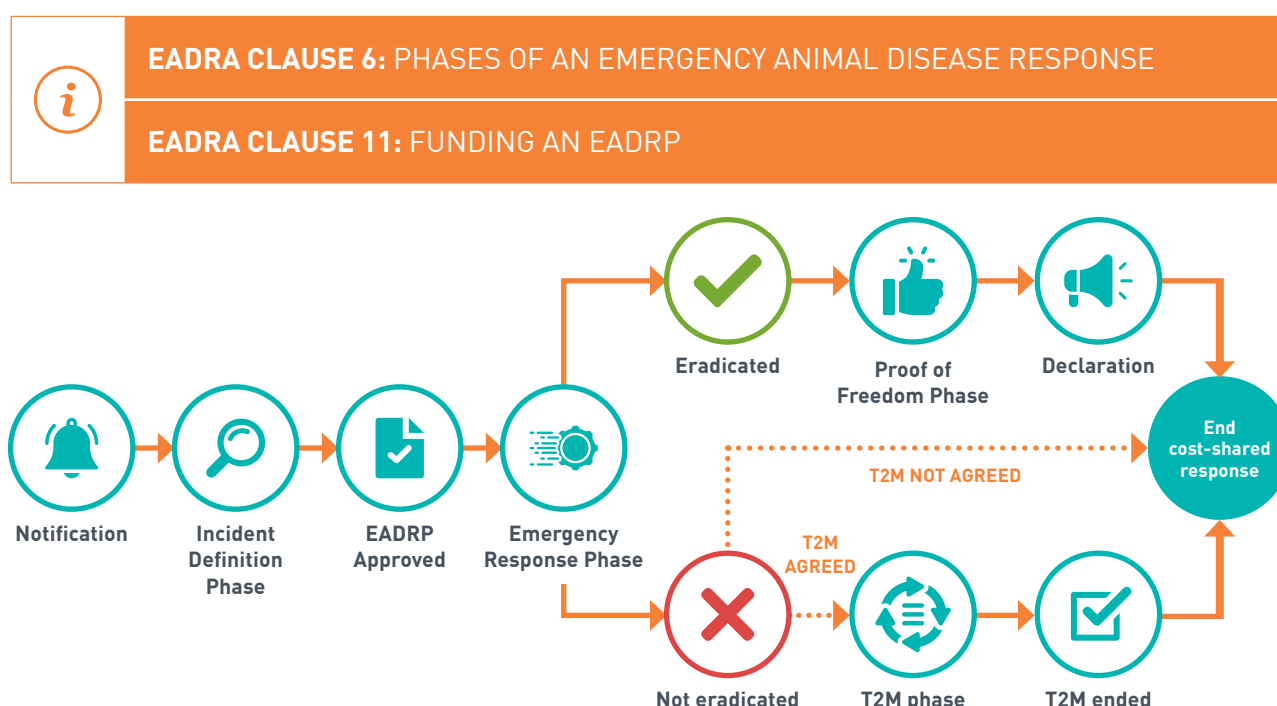


Figure 6. Overview of EAD response progression, including phases of an EAD response.

Australian Veterinary Emergency Plan

WHAT IS THE AUSTRALIAN VETERINARY EMERGENCY PLAN?

The AUSVETPLAN is the national contingency plan for the management of EAD incidents in Australia. It is made up of a series of technical manuals and documents that describe the **nationally agreed and preferred approach to responding to EADs of national significance**, including those listed under the EADRA. The core purpose of AUSVETPLAN is to **facilitate effective responses** to an EAD by providing a consistent, pre-agreed approach.

The full set of AUSVETPLAN manuals and documents (Table 1) can be accessed on the Animal Health Australia website.

Table 1. Types of documents developed under the AUSVETPLAN.

DOCUMENT	DESCRIPTION
Disease-specific documents	Provide supporting technical information and guidance for the response to an incident of a specific animal disease in Australia.
Operational manuals	Describe in detail the recommended procedures for activities which are undertaken in most EAD responses.
Enterprise manuals	Provide information and guidance on specific types of enterprises within the livestock industry.
Management manuals	Collectively outline how information and resources are managed during an EAD response, the phases of an EAD response, and detailed information on the specific functions and linkages which operate during an EAD response.
Guidance documents	Provide general guidance to personnel involved in an EAD response to assist with understanding relevant policies and procedures.
Resource documents⁹	Provide information on particular technical issues relevant to managing an EAD outbreak.

AHA manages the maintenance and review of AUSVETPLAN manuals to keep them current, accurate and fit-for-purpose. AHA actively engages all of its government and industry members and other stakeholders in the maintenance, review and ongoing development of AUSVETPLAN to ensure they all have an adequate say in the development and approvals process for manuals relevant to them.



AUSVETPLAN DOCUMENTS AND MANUALS

⁹ Resource documents are not endorsed AUSVETPLAN manuals.


HOW IS IT USED?

In a **cost-shared response**, the affected jurisdiction uses the relevant AUSVETPLAN disease strategy **when preparing their EADRP**. Where they choose to use alternative control measures, they must outline this in their EADRP. The EADRP will then be considered by the CCEAD for endorsement and subsequently by the NMG for approval where cost-sharing is involved. **Cost-sharing cannot and will not be considered (nor approved by the NMG) if there is no EADRP.**

Although the development of a formal EADRP is not a legal requirement for non-cost-shared responses, it is considered best practice for jurisdictions to develop and maintain a response plan. The CCEAD will convene if there is a strong suspicion of an EAD (cost-shared or not), and in some instances, where there is an incident of public health concern or trade significance. As the nationally agreed and preferred approach to responding to EADs, AUSVETPLAN should still be considered when developing a response plan during a non-cost-shared response. Similar to cost-shared responses, the affected jurisdiction(s) may be asked to justify deviations from the relevant AUSVETPLAN disease strategy.

Where a response to an EAD is not cost-shared, the NMG will not be convened.

Together, the AUSVETPLAN and the EADRA aim to **facilitate rapid response, effective disease control and a quick return to business as usual**. This is achieved by providing clarity about who is in charge, certainty about what to do, who does it and who pays and ensuring that both government and industry have a seat at the table.

	EADRA CLAUSE 7: DEVELOPING AN EADRP
	EADRA CLAUSE 9: MANAGEMENT OF AN EADRP
	EADRA CLAUSE 13: ACCOUNTING FOR AN EADRP
	EADRA GUIDANCE DOCUMENT: GUIDE TO DEVELOPING AN EMERGENCY ANIMAL DISEASE RESPONSE PLAN
	EADRA SCHEDULE 4: DEVELOPMENT AND MANAGEMENT OF AN EADRP

AUSVETPLAN

RESPONSE STRATEGY

Screw-worm fly

AUSTRALIAN VETERINARY EMERGENCY PLAN

VERSION 5.0, 2020

CONSULTATIVE COMMITTEE ON EMERGENCY ANIMAL DISEASES

What is the Consultative Committee on Emergency Animal Diseases?

The Consultative Committee on Emergency Animal Diseases (CCEAD) is the **key technical body** responsible for **coordinating the national response to animal health emergencies in Australia**. The CCEAD is convened upon notification of suspected emergency animal disease (EAD) incidents¹⁰, and in some instances, where there is an incident of public health or trade significance.

Its key role in an EAD response is to ensure that:

- i. **international and domestic policy and legal obligations** concerning the management of animal health emergencies are met.
- ii. problems of public health or trade significance in animals are approached in a **nationally coordinated manner**.
- iii. there is a link between the Australian Government, state and territory governments, industry bodies, Animal Health Australia and (in a cost-shared response) the National Management Group (NMG) to **facilitate national consensus on the management of an EAD response**.

The CCEAD is responsible for:

- **receiving formal notifications** from government Parties on suspected EAD incidents.
- considering and **endorsing (or not) the Emergency Animal Disease Response Plan (EADRP)**¹¹ prepared by the affected jurisdiction.
- regularly **updating the affected Parties and the NMG** on the status and progress of implementation of the EADRP.
- **reaching consensus** on further actions required, including:
 - » recommending the EADRP to the NMG, including a request for cost-sharing.
 - » advising the NMG when **cost-sharing should be terminated** and of alternative options that could be implemented
 - » determining when an **EAD has been contained or eradicated**
 - » determining if containment or eradication is **no longer financially or practically feasible** (e.g. advise the NMG whether a Transition to Management (T2M) Phase is appropriate)
 - » advising the NMG when **proof of freedom** has been achieved.

¹⁰ The emergency animal disease response does not have to be cost-shared for the CCEAD to convene.

¹¹ In a **cost-shared response**, the affected jurisdiction(s) uses the relevant Australian Veterinary Emergency Plan (AUSVETPLAN) disease strategy when preparing their EADRP. Where they choose to use alternative control measures, they must outline and justify this in their EADRP.

A simplified representation of information flow during an EAD response between the affected jurisdiction, CCEAD and NMG has been provided in Figure 7.

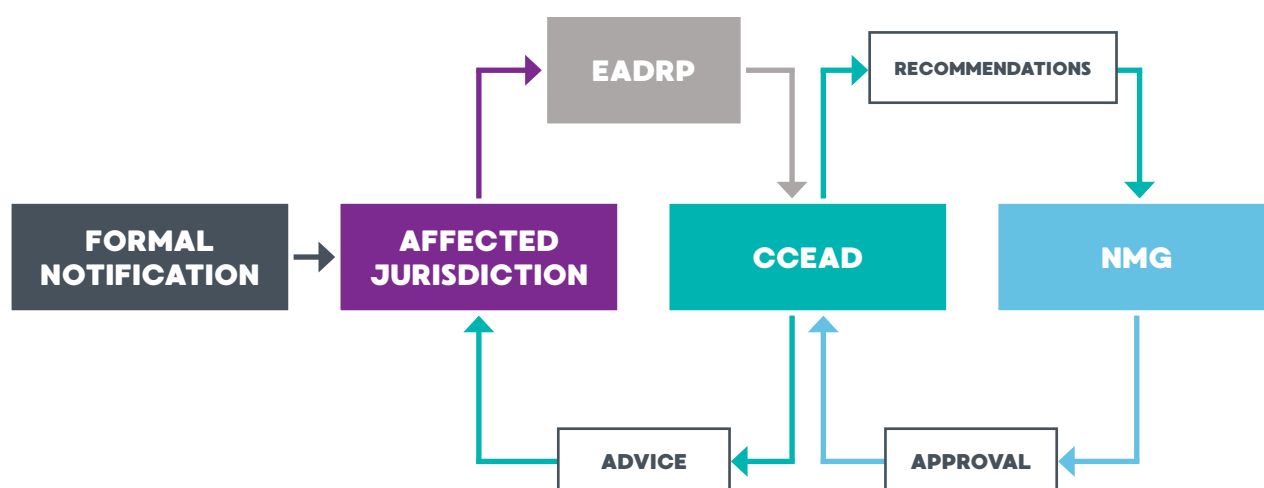


Figure 7. Overview of information flow between the affected jurisdiction, CCEAD and NMG during an EAD response.

Membership of the CCEAD comprises of:

- Australian Chief Veterinary Officer (CVO, Chair)
- all state and territory CVOs
- two (2) other members from the Australian Government Department of Agriculture, Fisheries and Forestry (or equivalent)
- one (1) representative from the CSIRO Australian Centre for Disease Preparedness (ACDP)
- one (1) representative nominated by each of the affected industry Party(s)¹²
- one (1) representative from an unaffected industry Party representing industry Parties collectively (as an observer)
- Animal Health Australia (as an observer).

Additional individuals may be invited to attend CCEAD meetings as observers or subject matter experts, subject to approval from the Chair.

¹² Each affected industry Party is entitled to having a representative on the CCEAD. Additional representation is subject to approval from the Chair.



Responsibilities of Consultative Committee on Emergency Animal Diseases members

The **Australian CVO** (or delegate) chairs the CCEAD as the representative of the Australian Government Department of Agriculture, Fisheries and Forestry (or equivalent) and is responsible for **reporting to the NMG**. As the Australian delegate to the World Organisation for Animal Health (WOAH), the Australian CVO is responsible for meeting international reporting obligations and maintaining international market access.

The CVO of the **affected jurisdiction(s)** is responsible for preparing and submitting an **EADRP** (in consultation with the affected industry(s) in doing so) and providing all relevant information on the incident to the CCEAD as soon as possible.

The representative of the **affected industry(s)** is responsible for contributing **technical advice** during the meeting and regularly **reporting to and consulting with their industry**. The **unaffected industry representative** is responsible for providing an **unbiased and independent perspective** on the EADRP.

It is important to note that the nominated industry representatives may not be an employee of the peak industry body but must be briefed and fully authorised by the peak industry body to represent its view. **All industry representatives** are required to submit a signed **Confidentiality Deed Poll** to Animal Health Australia prior to their attendance.

As part of meeting their Normal Commitments, Parties to the EADRA should nominate individuals likely to sit on the CCEAD to attend **CCEAD training** and complete the online **EAD Foundation Course** delivered by Animal Health Australia.

Expenses associated with the work of the CCEAD are expected to be covered by the parent agencies of affected industry Party(s) and observers.

Processes

CONFIDENTIALITY

Members of the CCEAD may be required to discuss and share **sensitive information** during meetings. To enable **open and frank conversations and facilitate pre-meeting consultations that aide decision-making**, members must understand and abide by confidentiality guidelines. Industry representatives are required to have submitted a signed Confidentiality Deed Poll to Animal Health Australia prior to their attendance to ensure that sensitive information is managed appropriately (e.g. information that is commercially sensitive and/or could affect trade and market access). Confidentiality requirements for government representatives are covered by the application of the relevant Public Service Act.

¹³ animalhealthaustralia.com.au/eadra

¹⁴ May be accessed via the CCEAD Secretariat.

	EADRA CLAUSE 31: CONFIDENTIALITY
	EADRA SCHEDULE 9: CONFIDENTIALITY DEED POLL
	CCEAD OPERATING GUIDELINES

CONSENSUS

All decisions must be reached by consensus; that is, the act of making decisions by **general agreement** and that none of the Parties to the EADRA that are actively participating in the decision-making process opposes the decision. This may require representatives to **compromise** to reach a workable outcome. Members are to attend meetings as prepared as the situation allows (including understanding the position of their respective agency(s) or organisation(s)), and also have the **authority to be flexible, negotiate and demonstrate goodwill and cooperation**.

All affected Parties are given an opportunity to **contribute to consensus on any decision that affects them**.

	EADRA CLAUSE 2.1: DEFINITIONS
	EADRA SCHEDULE 8: CONSULTATION
	CCEAD OPERATING GUIDELINES

MEETING PROCESSES

The general approach to CCEAD meetings is described below. Also keep in mind that:

- the **CCEAD meets shortly before the NMG** so that outcomes and recommendations from CCEAD meetings can be provided to the NMG for consideration.
- an **extremely quick turnaround time** is required on CCEAD documents (e.g. resolutions and communiqués) to allow as much time as possible for the NMG to consider them.

BEFORE THE MEETING

CCEAD meetings will be organised by the CCEAD Secretariat (provided by the Australian Government Department of Agriculture, Fisheries and Forestry (or equivalent)) and will often be at **very short notice**. As part of convening the meeting, the CCEAD Secretariat will provide CCEAD members with the meeting papers and the EADRP via email. Although meeting papers will be circulated as promptly as possible, there may not be enough time to read and analyse them in detail due to the short notice.

DURING THE MEETING

CCEAD meetings will routinely be run as **video- or teleconference**; however, face-to-face consultation may be organised early in the response for larger incidents. As such, it is important that all individuals and agencies present in the meeting (incl. observers and advisors) are introduced. The CCEAD Chair should also confirm that all members have received the meeting papers prior to starting the meeting.

The **EADRP development and approval process must not impede the initiation of a rapid response** to an outbreak of an EAD. There may be circumstances where decisions will need to be made on information available at the time. However, if key information is unavailable at the time of the meeting, it may be necessary for the CCEAD to reconvene and revise such decisions once additional information becomes available.

Meeting resolutions are recorded in-session and should be reviewed by the Chair before concluding the meeting while everyone is still on the line, so that the wording is agreed by all members.

AFTER THE MEETING

The CCEAD Secretariat will circulate the meeting resolutions post-meeting and facilitate out-of-session items and correspondence via email.



EADRA SCHEDULE 8: CONSULTATION

CCEAD OPERATING GUIDELINES

INDUSTRY REPRESENTATION

Industry representatives will be involved in all CCEAD meetings and consultation between affected Parties concerning their industry.

It is the responsibility of the relevant peak industry body to ensure that they nominate appropriate representatives to participate in the training and advise Animal Health Australia of changes to their contact details.

In convening the CCEAD, the Secretariat may request Animal Health Australia to provide the contact details for each industry member. Industry must be ready when contacted by the Secretariat to advise the name and contact details of their nominated CCEAD representative.



NATIONAL MANAGEMENT GROUP

What is the National Management Group?

The National Management Group (NMG) is the **key decision-making body during cost-shared responses** to animal health emergencies in Australia.

Its role in a cost-shared response to emergency animal disease (EAD) is to:

- i. consider technical advice from the Consultative Committee on Emergency Animal Diseases (CCEAD) on technical issues relating to an EAD.
- ii. approve (or not) cost-sharing as described in the Emergency Animal Disease Response Plan (EADRP) recommended by the CCEAD.
- iii. decide on the technical feasibility and cost-benefit for eradicating an EAD in accordance with the EADRP and Emergency Animal Disease Response Agreement (EADRA).
- iv. manage the national policy and resourcing needs of the EADRP.
- v. receive regular updates from the CCEAD on the EADRP.

Important decisions related to the above include (but are not limited to):

- approving (the)
 - » cost-sharing of response costs
 - » cost-sharing of compensation
 - » indicative budget
 - » Agreed Limit¹⁵
 - » Upper Limit on expenditure¹⁶
 - » appointment of an Efficiency Advocate.
- determining whether
 - » the level of reporting is appropriate to enable their decision-making
 - » to continue/cease eradication or containment efforts
 - » to cease cost-sharing

15 The Agreed Limit is the maximum amount eligible for cost-sharing for a response to a specific EAD. Set by the EADRA, it is calculated based on the gross value of production (GVP) of industry and any increase to it must be agreed to in writing by affected Parties.

16 The Upper Limit is set by the NMG based on the proposed budget(s) in the EADRP. Its value matches the circumstances of the incident and must be lower than the Agreed Limit.

- » an emergency response should enter a Transition to Management (T2M) Phase and approval of amendments to the EADRP to incorporate the T2M Phase.
- reviewing the efficiency assessment and financial audit reports.

A simplified sequence for setting and finalising response finances has been provided in Figure 8.

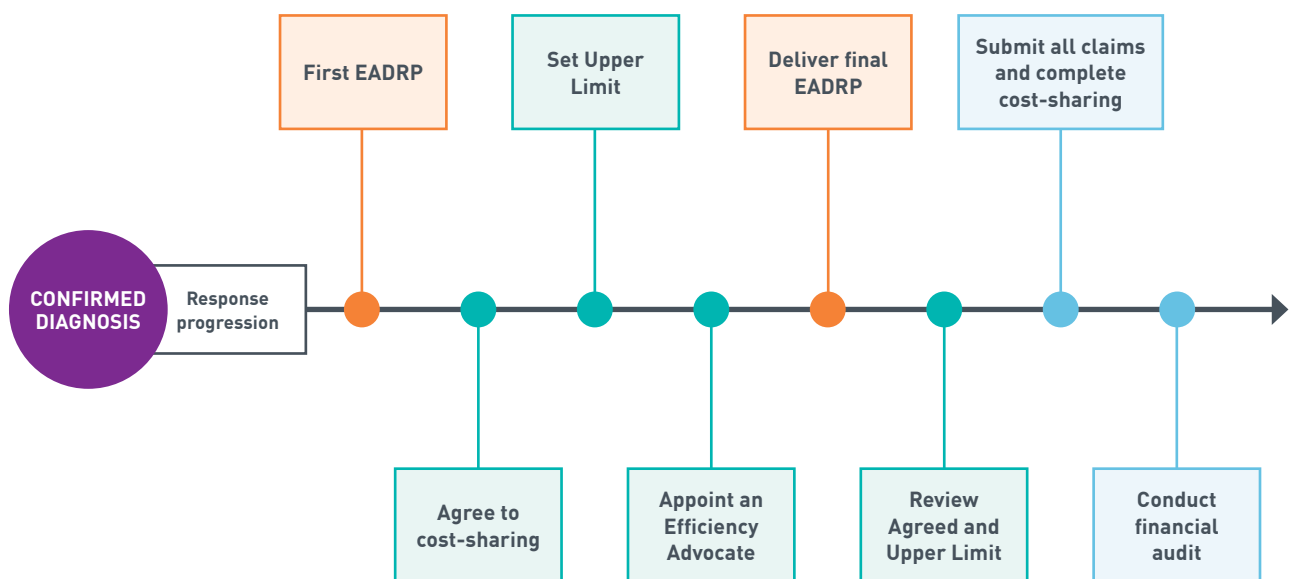



Figure 8. Overview of accounting processes for a cost-shared response to an EAD.

Membership of the NMG for an EAD comprises of:

- Secretary of the Australian Government agricultural department (Chair)
- Chief executive officers of the state and territory government Parties
- President (or equivalent) of the affected industry Party(s)
- Animal Health Australia (observer).

	EADRA¹⁷ CLAUSE 6: PHASES OF AN EMERGENCY ANIMAL DISEASE RESPONSE
	EADRA CLAUSE 10: PRINCIPLES OF COST-SHARING
	EADRA CLAUSE 11: FUNDING AN EADRP
	EADRA CLAUSE 12: CONSULTATION
	EADRA CLAUSE 13: ACCOUNTING FOR AN EADRP
	EADRA SCHEDULE 7: FUNDING OF COST-SHARING OBLIGATIONS
	EADRA SCHEDULE 8: CONSULTATION
	EADRA SCHEDULE 10: ACCOUNTING AND REPORTING
	EADRA SCHEDULE 11: FINANCIAL AUDITING AND EFFICIENCY ASSESSMENT
	NMG OPERATING GUIDELINES¹⁸

Responsibilities of National Management Group members

It is important to keep in mind that the NMG is the key decision-making body. This being the case, representatives of each member agency must have the **authority to make decisions and financial commitments** on behalf of their organisation; this includes the commitment of financial and human resources and agreement to compromise.

Having appropriate representatives for the NMG is a responsibility of each agency as part of their **Normal Commitments**. Although NMG members may be represented by a delegate, the delegate must understand their responsibilities and have the appropriate level of authority.

As part of meeting their Normal Commitments, Parties to the EADRA should nominate individuals likely to sit on the NMG to attend **NMG training** and complete the online **EAD Foundation Course** delivered by Animal Health Australia.

¹⁷ animalhealthaustralia.com.au/eadra

¹⁸ May be accessed via the NMG Secretariat.

All industry representatives are required to submit a signed **Confidentiality Deed Poll** to Animal Health Australia prior to their attendance.

It is the responsibility of the Chair of the NMG to report, as necessary, to the Agricultural Ministers’ Forum (AGMIN).

Animal Health Australia attends NMG meetings as an observer, as custodian of the EADRA and to deliver their obligation for cost-sharing and financial accountability.

PROCESSES

CONFIDENTIALITY

Members of the NMG may be required to discuss and share **sensitive information** during meetings. To enable **open and frank conversations and facilitate pre-meeting consultations that aide decision-making**, members must understand and abide by confidentiality guidelines. Industry representatives are required to have submitted a signed **Confidentiality Deed Poll** to Animal Health Australia prior to their attendance to ensure that sensitive information is managed appropriately (e.g. information that is commercially sensitive and/or could affect trade and market access). Confidentiality requirements for government representatives are covered by the application of a relevant Public Service Act.

	EADRA CLAUSE 31: CONFIDENTIALITY
	EADRA SCHEDULE 9: CONFIDENTIALITY DEED POLL
	NMG OPERATING GUIDELINES

CONSENSUS

All decisions must be reached by consensus; that is, the act of making decisions by **general agreement** and that none of the Parties to the EADRA that are actively participating in the decision-making process opposes the decision. This may require representatives to **compromise** to reach a workable outcome. Members are to attend meetings as prepared as the situation allows (including understanding the position of their respective agency(s) or organisation(s)), and also have the **authority to be flexible, negotiate and demonstrate goodwill and cooperation**.

All affected Parties are given an opportunity to **contribute to consensus on any decision that affects them**.

	EADRA CLAUSE 2.1: DEFINITIONS
	EADRA SCHEDULE 8: CONSULTATION
	NMG OPERATING GUIDELINES

MEETING PROCESSES

The general approach to NMG meetings is described below. Also keep in mind that:

- the NMG only **meets if the EADRP recommended by the CCEAD includes cost-sharing** (and therefore requires approval).
- these meetings are an opportunity for members to **clarify any uncertainties or issues**.
- unaffected industry Party(s) are not represented on the NMG (but are on the CCEAD).

BEFORE THE MEETING

NMG meetings will be organised by the NMG Secretariat (provided by the Australian Government Department of Agriculture, Fisheries and Forestry (or equivalent)) and will often be at **very short notice**; however, representatives on the NMG will often be briefed prior to the meeting by their respective CCEAD representatives. As part of convening the meeting, the NMG Secretariat will provide NMG members with the meeting papers and the EADRP via email. Although meeting papers will be circulated as promptly as possible, there may not be enough time to read and analyse them in detail due to the short notice; therefore, the briefing from their CCEAD representative on the current situation is important.

DURING THE MEETING

NMG meetings will routinely be run as **video- or teleconference**; because of this, it is important that all representatives of affected Parties, as well as observers and advisors, attending the meeting are introduced and recorded. The NMG Chair should also confirm that all members have received the meeting papers prior to starting the meeting.

Meeting resolutions are recorded in-session and should be reviewed by the Chair before concluding the meeting, while everyone is still on the line, so that the wording is agreed by all members.

AFTER THE MEETING

The NMG Secretariat will circulate the meeting resolutions post-meetings and facilitate out-of-session items and correspondence via email. Should the NMG have decided to develop communications (e.g. communiques) at the meeting, its contents must be agreed on by members prior to its distribution.



EADRA SCHEDULE 8: CONSULTATION

NMG OPERATING GUIDELINES

INDUSTRY REPRESENTATION

Industry representatives will be involved in all NMG meetings and consultation between affected Parties concerning their industry. It is the responsibility of the relevant peak industry body to ensure that they nominate appropriate representatives to participate in the training and update Animal Health Australia with their current contact details.

In convening the NMG, the Secretariat may request Animal Health Australia to provide the contact details for each industry member. Industry must be ready when contacted by the Secretariat to advise the name and contact details of their nominated NMG representative.



APPENDIX

Acronyms and abbreviations¹⁹

ACDP	Australian Centre for Disease Preparedness
ACVO	Australian Chief Veterinary Officer
AGMIN	Agriculture Ministers' Forum
AGSOC	Agriculture Senior Officials Committee
AHA	Animal Health Australia
AHC	Animal Health Committee
AIIMS	Australasian Inter-services Incident Management System
AUSVETPLAN	Australian Veterinary Emergency Plan
BIMS	Biosecurity Incident Management System
CCEAD	Consultative Committee on Emergency Animal Disease
CCMM	Control Centre Management Manual
CEO	Chief Executive Officer
CMT	Coordination Management Team
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CVO	Chief Veterinary Officer
DDD	Destruction, Disposal and Decontamination
EAD	Emergency Animal Disease
EADRA	Emergency Animal Disease Response Agreement
EADRP	Emergency Animal Disease Response Plan
FAO	Food and Agriculture Organisation of the United Nations
FCP	Forward Command Post

¹⁹ The acronyms and abbreviations listed are broadly relevant to the Australian animal health system. For definitions of acronyms, abbreviations and terminology used within the EADRA (e.g. 'consensus'; 'Efficiency Advocate' etc.), refer to EADRA Clause 2 (Interpretation).

GVP	Gross Value of Production
IAP	Incident Action Plan
IC	Incident Coordinator/Controller
IMT	Incident Management Team
LCC	Local Control Centre
NASOP	Nationally Agreed Standard Operating Procedure
NBC	National Biosecurity Committee
NCC	National Coordination Centre
NLSS	National Livestock Standstill
NMG	National Management Group
PIB	Peak Industry Body
PIC	Property Identification Code
PPE	Personal Protective Equipment
SA-LI	Specialist Advice – Livestock Industry
SCC	State Coordination Centre
SEMP	State Emergency Management Plan
SITREP	Situation Report
SMEACS	Situation; Mission; Execution; Administration; Command, control and communication; Safety
SOP	Standard Operating Procedure
WHS	Workplace Health and Safety
WOAH	World Organisation for Animal Health
WTO	World Trade Organisation

Premises classifications

Approved disposal site (ADS)	A premises that has zero susceptible livestock that has been approved as a disposal site for animal carcasses or potentially contaminated animal products, wastes or materials.
Approved processing facility (APF)	An abattoir, knackery, milk processing plant or other such facility that maintains increased biosecurity standards. Such a facility could have animals or animal products introduced from lower risk premises under a permit for processing to an approved standard.
Assessed negative (AN)	A qualifier that may be applied to at-risk premises, premises of relevance and premises previously defined as suspect premises, trace premises, dangerous contact premises or dangerous contact processing facilities that have undergone an epidemiological and/or laboratory assessment and have been cleared of suspicion at the time of classification, and can progress to another status.
At-risk premises (ARP)	A premises in a restricted area that contains a live susceptible animal(s) but is not considered at the time of classification to be an infected premises, dangerous contact premises, dangerous contact processing facility, suspect premises or trace premises. See also restricted area.
Control area (CA)	A legally declared area where the disease controls, including surveillance and movement controls, applied are of lesser intensity than those in a restricted area (the limits of a control area and the conditions applying to it can be varied during an incident according to need)
Dangerous contact premises (DCP)	A premises, apart from an abattoir, knackery or milk processing plant (or other such facility) that, after investigation and based on a risk assessment, is considered to contain a susceptible animal(s) not showing clinical signs, but considered highly likely to contain an infected animal(s) and/or contaminated animal products, wastes or things that present an unacceptable risk to the response if the risk is not addressed, and that therefore requires action to address the risk.
Dangerous contact processing facility (DCPF)	An abattoir, knackery, milk processing plant or other such facility that, based on a risk assessment, appears highly likely to have received infected animals, or contaminated animal products, wastes or things, and that requires action to address the risk.
Declared area	A defined tract of land is subjected to disease control restrictions under emergency animal disease legislation. There are two types of declared areas: restricted area and control area.
Infected premises (IP)	A defined area (which may be all or part of a property) on which animals meeting the case definition are or were present, or the causative agent of the emergency animal disease is present, or there is a reasonable suspicion that either is present, and that the relevant chief veterinary officer or their delegate has declared to be an infected premises.
Outside area (OA)	The area of Australia outside the declared (control and restricted) areas

Premises of relevance (POR)	A premises in a control area that contains a live susceptible animal(s) but is not considered at the time of classification to be an infected premises, suspect premises, trace premises, dangerous contact premises or dangerous contact processing facility.
Resolved premises (RP)	An infected premises, dangerous contact premises or dangerous contact processing facility that has completed the required control measures and is subject to the procedures and restrictions appropriate to the area in which it is located.
Restricted area (RA)	A relatively small legally declared area around infected premises and dangerous contact premises that is subject to disease controls, including intense surveillance and movement controls
Sentinels on site (SN)	A qualifier that may be applied to infected premises to indicate that sentinel animals are present on the premises as part of response activities
Suspect premises (SP)	Temporary classification of a premises that contains a susceptible animal(s) not known to have been exposed to the disease agent but showing clinical signs similar to the case definition, and that therefore requires investigation(s).
Trace premises (TP)	Temporary classification of a premises that contains susceptible animal(s) that tracing indicates may have been exposed to the disease agent, or contains contaminated animal products, wastes or things, and that requires investigation(s).
Transmission area (TA)	An area, not legally declared, that is used for vector-borne diseases for epidemiological purposes, recognising that vectors are not confined by property boundaries. It includes IPs and, where possible, SPs, TPs, DCPs and DCPFs. A transmission area is subject to an increased level of surveillance, and has movement controls appropriate to its associated restricted area.
Unknown status premises (UP)	A premises within a declared area where the current presence of susceptible animals and/or risk products, wastes or things is unknown.
Vaccinated (VN)	A qualifier that may be used to identify premises that contain susceptible animals that have been vaccinated against the emergency animal disease in question.
Zero susceptible species premises (ZP)	A premises that does not contain any susceptible animals or risk products, wastes or things.

Obligations and responsibilities of Parties

The Australian Government, state and territory governments, industry and Animal Health Australia all have a **shared responsibility** to support, maintain and protect the national animal health system. The legal obligations and responsibilities of the Parties to the Emergency Animal Disease Response Agreement (EADRA) and its supporting documents have been summarised in Table 2. There are details specific to Parties in addition to those captured in Table 2; refer to the EADRA, its guidance documents and business rules for more information.²⁰

Table 2. Key obligations and responsibilities of Parties to the EADRA.

OBLIGATIONS AND RESPONSIBILITIES	ACTIVITIES
Core obligations and responsibilities	<ul style="list-style-type: none"> • Report suspect EADs within 24 hours • Ensure an early and comprehensive response • Participate in decision-making by consensus • Meet funding responsibilities for cost-sharing response costs • Be accountable to all other Parties for response preparedness, capability, capacity and funding • Acknowledge: <ul style="list-style-type: none"> » the responsibilities of jurisdictions in managing responses » the need for goodwill and cooperation between all Parties » that cost-sharing principles are not intended to apply to consequential loss.
Administration of the EADRA	<ul style="list-style-type: none"> • Participate in administrative processes within the EADRA, including: <ul style="list-style-type: none"> » admission, withdrawal, replacement and removal of Parties » maintenance of membership to Animal Health Australia (and meeting obligations and responsibilities as members) » participation in relevant workshops, working groups and categorisation panels » facilitation of formal approval processes » a review of the EADRA every five (5) years.

²⁰ animalhealthaustralia.com.au/eadra

Biosecurity obligations

- Acknowledge and develop a program of risk reduction measures, including:
 - » biosecurity measures (at national, regional and individual farm levels)
 - » risk mitigation processes for government, this involves
 - developing biosecurity statements/strategies
 - regularly reviewing statements/strategies
 - developing and implementing legislation to support biosecurity measures
 - reporting annually to all Parties on status, changes and implementation of biosecurity statements/strategies and biosecurity plans
 - » for industry, this involves
 - developing industry biosecurity plans
 - regularly reviewing industry biosecurity plans
 - reporting annually to all Parties on status, changes and implementation of biosecurity statements/strategies and biosecurity plans
 - » development of and participation in a national communications program.

Normal Commitments

- Develop and document Normal Commitments for approval by all Parties
- Review Normal Commitments every five years or more often if required
- Assess the status and implementation of Normal Commitments
- Report the status and progress of implementation of Normal Commitments to all Parties.

National animal health performance standards (NAHPS)

- Develop and document NAHPS for approval by all Parties
 - Review NAHPS regularly, at least every five years or more often if required
 - Assess the status and implementation of NAHPS
 - Report the status and progress of implementation of NAHPS to all Parties.
-

Training

- Where possible, i) government and industry representatives on the CCEAD and NMG; and ii) personnel performing the Liaison – Livestock Industry function in a control centre will complete a training program conducted by AHA in respect of their responsibilities and the principles of EAD responses
- All Parties must use personnel who have received appropriate training in respect of their responsibilities and the principles of EAD responses and/or provide just-in-time training in implementing a response to an EAD
- All Parties must have sufficient numbers of personnel with appropriate training in respect of their responsibilities and the principles of EAD responses to participate in implementing a response.

Repayment of response costs

- Industry Parties are required to have a mechanism (as agreed with by the Australian Government) in place to repay the costs of a response that have been paid by the Australian Government on their behalf.

Response

- Ensure that persons within their jurisdiction/industry notify the relevant Government Party (as the applicable authority) within 24 hours of becoming aware of an EAD incident
 - The affected government Party(s):
 - » is required to report an EAD incident to the CCEAD within 24 hours of becoming aware of the incident
 - » is required to conduct an investigation to delimit the EAD and determine if it can be contained or eradicated
 - » develops an EADRP in consultation with affected industry(s)
 - » implements the EADRP in consultation with and participation of affected industry Parties
 - » participate in CCEAD and NMG
 - » must invite the affected industry Party(s) to provide personnel to perform the LLI function
 - The affected industry Party(s):
 - » participate in CCEAD and NMG
 - » must provide personnel to perform the LLI function
 - » may provide personnel for other response functions, as requested by affected jurisdiction(s)
-

Useful resources

Animal Health Australia website	animalhealthaustralia.com.au
AUSVETPLAN documents and manuals	animalhealthaustralia.com.au/ausvetplan
Biosecurity Incident Management System	agriculture.gov.au/biosecurity/partnerships/nbc/nbepeg/bims
CCEAD operating guidelines	Accessed via the CCEAD Secretariat
EADRA (incl. EADRA guidance documents and business rules)	animalhealthaustralia.com.au/eadra
National pest and disease outbreaks website	outbreak.gov.au/how-we-respond-to-outbreaks
NMG operating guidelines	Accessed via the NMG Secretariat

Checklist for CCEAD representatives

The checklist below has been developed to assist industry and government personnel preparing for their technically focussed role as a CCEAD representative or advisor. Please be mindful that there may be additional considerations and activities unique to each incident.

Before entering the first CCEAD meeting:

- ☐ Submit a completed Confidentiality Deed Poll to the CCEAD Secretariat and Animal Health Australia (trainingsupport@animalhealthaustralia.com.au) – industry members only.
- ☐ If you are representing your industry, confirm the length of your involvement and contractual and insurance/indemnity arrangements with your national peak industry body.
- ☐ Familiarise yourself with the latest CCEAD Operating Guidelines.²¹
- ☐ Access just-in-time training materials and Animal Health Australia's Emergency Animal Disease (EAD) Foundation online course.
- ☐ Ensure you have the appropriate expertise, authority and training²² to participate fully in the CCEAD.²³
- ☐ Ensure any personnel from your Party who participates in CCEAD activities are adequately trained and abide by the requirements of the CCEAD Operating Guidelines.
- ☐ Seek and familiarise yourself and your key stakeholders with the meeting documents from the CCEAD Secretariat (noting confidentiality requirements) such as agenda papers, situation reports, draft emergency animal disease response plans (EADRP) and other relevant information provided.
- ☐ Make arrangements to meet at short notice.
- ☐ Consult within your organisation or agency around EAD response policy issues, and access and familiarise yourself with relevant plans and resources where available (e.g. the relevant AUSVETPLAN disease management strategy).
- ☐ Understand the consensus decision-making process – know your level of authority to be able to compromise. Know the position of your organisation/agency on certain issues and be prepared to provide technical input and advice at meetings.
- ☐ If a delegation of authority is required, communicate details of the delegate to the CCEAD Secretariat prior to meetings of the CCEAD.

During meetings:

- ☐ Know your roles, responsibilities and level of authority and participate in discussions and decision-making.
- ☐ Announce who is in attendance (incl. observers) if it has not been done so already, or individuals have been missed, by the Chair.

²¹ To be requested from the CCEAD Secretariat.

²² Refer to the EADRA Schedule 8, Section 4.2 and 4.3.

²³ This includes ensuring you are appropriately authorised to make decisions on behalf of your Party (e.g. the endorsement of budgets; the EADRP; judgements on technical feasibility; cost-benefit of eradication; and other technical matters).

-
- ☐ Understand and abide by confidentiality guidelines and ensure sensitive information is managed appropriately.
-
- ☐ Communicate the position of your organisation on certain matters (e.g. on draft proposals, such as the EADRP).
-
- ☐ Contribute technical advice to assist in making sound risk-based decisions and developing national talking points.
-
- ☐ Review and advise whether you endorse (or otherwise) the minutes, action items, EADRP, financial reports and other relevant documents.
-

Post-meetings:

-
- ☐ Maintain adequate records of time spent engaged in activities relating to the cost-shared response(s) (Normal Commitments and any cost-shared expenditure) to enable reporting of costs at the end of an incident.
-
- ☐ Provide out-of-session input as required and in a timely manner so that meetings and discussions can take place effectively (e.g. providing feedback into the draft EADRP; reviewing meeting minutes and responding to action items and email requests from the CCEAD Secretariat by the date stated).
-
- ☐ Understand and abide by confidentiality guidelines and ensure sensitive information is managed appropriately.
-

Checklist for NMG representatives

The checklist below has been developed to assist industry and government personnel preparing for their role on the NMG, which is the key national decision-making body. Please be mindful that there may be additional considerations and activities unique to each incident.

Before entering the first NMG meeting:

- ☐ Submit a completed Confidentiality Deed Poll to the NMG Secretariat and Animal Health Australia (trainingsupport@animalhealthaustralia.com.au) – industry members only.
- ☐ If you are representing your industry, confirm the length of your involvement and contractual arrangements with your national peak industry body.
- ☐ Familiarise yourself with the latest NMG Operating Guidelines.²⁴
- ☐ Access just-in-time training materials and Animal Health Australia's emergency animal disease (EAD) Foundation online course.
- ☐ Be appropriately authorised to bind the Party you represent to decisions (supported by governance systems in place) including the commitment of funds for an emergency animal disease response plan (EADRP) in a timely manner.
- ☐ Ensure you have the appropriate expertise, authority and training²⁵ to participate fully in the NMG.
- ☐ Ensure any personnel from your Party who participates in NMG activities are adequately trained and abide by the requirements of the NMG Operating Guidelines.
- ☐ Seek and familiarise yourself and your key stakeholders with the meeting documents from the NMG Secretariat (noting confidentiality requirements) such as agenda papers, situation reports, draft EADRP and other relevant information provided.
- ☐ Make arrangements to meet at short notice.
- ☐ Consult within your organisation or agency around EAD response policy issues.
- ☐ Understand the consensus decision-making process – know your level of authority to be able to compromise. Know the position of your organisation/agency on certain issues, and be prepared to provide input and advice at meetings.
- ☐ If a delegation of authority is required, communicate details of the delegate to the NMG Secretariat prior to meetings of the NMG.

During meetings:

- ☐ Know your roles, responsibilities, level of authority and position of your organisation on certain matters and participate in discussions and decision-making.

²⁴ To be requested from the NMG Secretariat.

²⁵ Refer to the EADRA Schedule 8, Section 1.

-
- ☐ Announce who is in attendance (incl. observers) if it has not been done so already, or individuals have been missed, by the Chair.
-
- ☐ Understand and abide by confidentiality guidelines and ensure sensitive information is managed appropriately.
-
- ☐ Review and advise whether you endorse (or otherwise) the minutes, action items, CCEAD recommendations and other relevant documents (e.g. plans, reports and communiques).
-

Post-meetings:

-
- ☐ Maintain adequate records of time spent engaged in activities relating to the cost-shared response (Normal Commitments and any cost-shared expenditure) to enable reporting of costs at the end of an incident.
-
- ☐ Provide out-of-session input as required and in a timely manner so that meetings and discussions can take place effectively (e.g. reviewing meeting minutes and responding to action items and email requests from the NMG Secretariat by the date stated, such as approving the national talking points).
-
- ☐ Understand and abide by confidentiality guidelines and ensure sensitive information is managed appropriately.
-

Notes

[illegible]

Notes

[illegible]



02 6232 5522

trainingsupport@animalhealthaustralia.com.au

animalhealthaustralia.com.au