



**Working in a control centre**

# **LIAISON – LIVESTOCK INDUSTRY**





## WORKING TOGETHER FOR ANIMAL HEALTH

### 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 2020. Some information may have changed after this was created; please refer to the latest version of the Emergency Animal Disease Response Agreement (EADRA), and the Australian Veterinary Emergency Plan (AUSVETPLAN) Control Centre Management Manuals.

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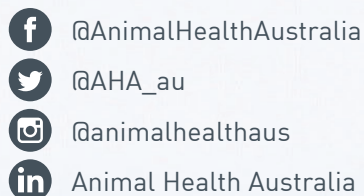
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# Executive summary

Industry representatives play a critical role during an emergency animal disease (EAD) response by providing industry perspective, essential advice and guidance on response matters. This booklet has been developed as an aid to industry personnel assisting in EAD incidents within Australia.

The contents of this booklet have been derived from the Australian Veterinary Emergency Plan (AUSVETPLAN) and Working in a control centre during a biosecurity response: Industry Personnel, produced by the Western Australian Government Department of Primary Industries and Regional Development, and provides a range of reference information that can be used by all response personnel. Due to the generic nature of this guide, be mindful of incident-specific arrangements – every response is different.

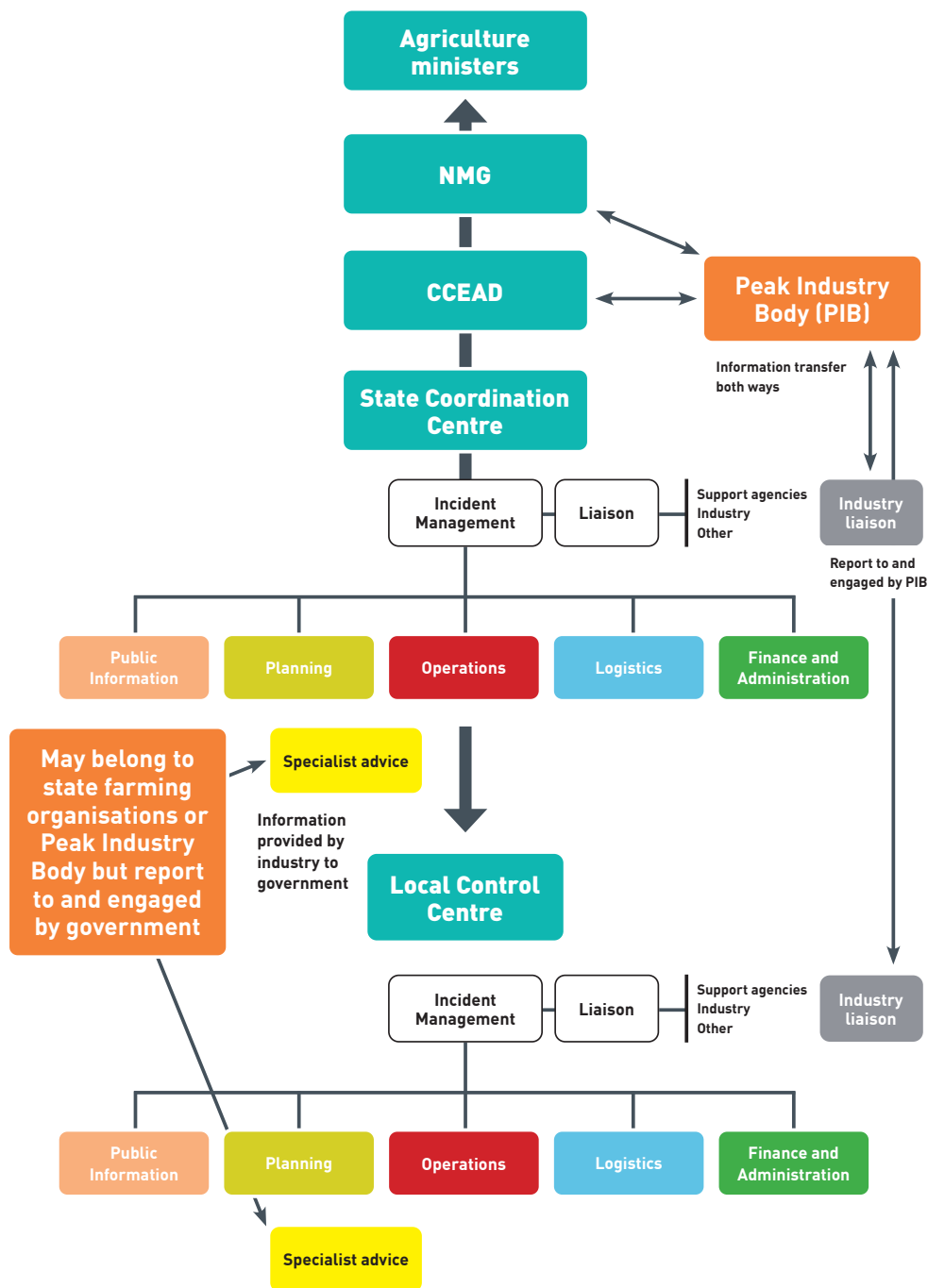
Key messages from the booklet have been summarised below.

- As an industry representative, you may be invited to carry out a variety of functions\* within the control centre; the main functions covered in this booklet are Liaison – Livestock Industry and Specialist Advice.
- Have the authority to act on behalf of your industry (e.g. during decision-making processes).
- Maintain an appropriate level of confidentiality, communicate clearly and manage working relationships.
- Support control centre operations and other response personnel by contributing to briefings, handovers, reports and plans.
- Keep thorough and updated records, such as events logs and records of conversations.
- Be prepared for your role, know who you're reporting to and look after yourself.

\* For the purposes of delineating between definitions of "functions" in this document, functional sections (i.e. Incident Management, Liaison, Public Information, Planning, Operations, Logistics, and Finance and Administration) are referred to "Functions". with a capital. Functional roles (e.g. Liaison - Livestock Industry, Specialist Advice, Media Liaison, Tracing, Records Management etc.) are referred to "functions" in lower case.

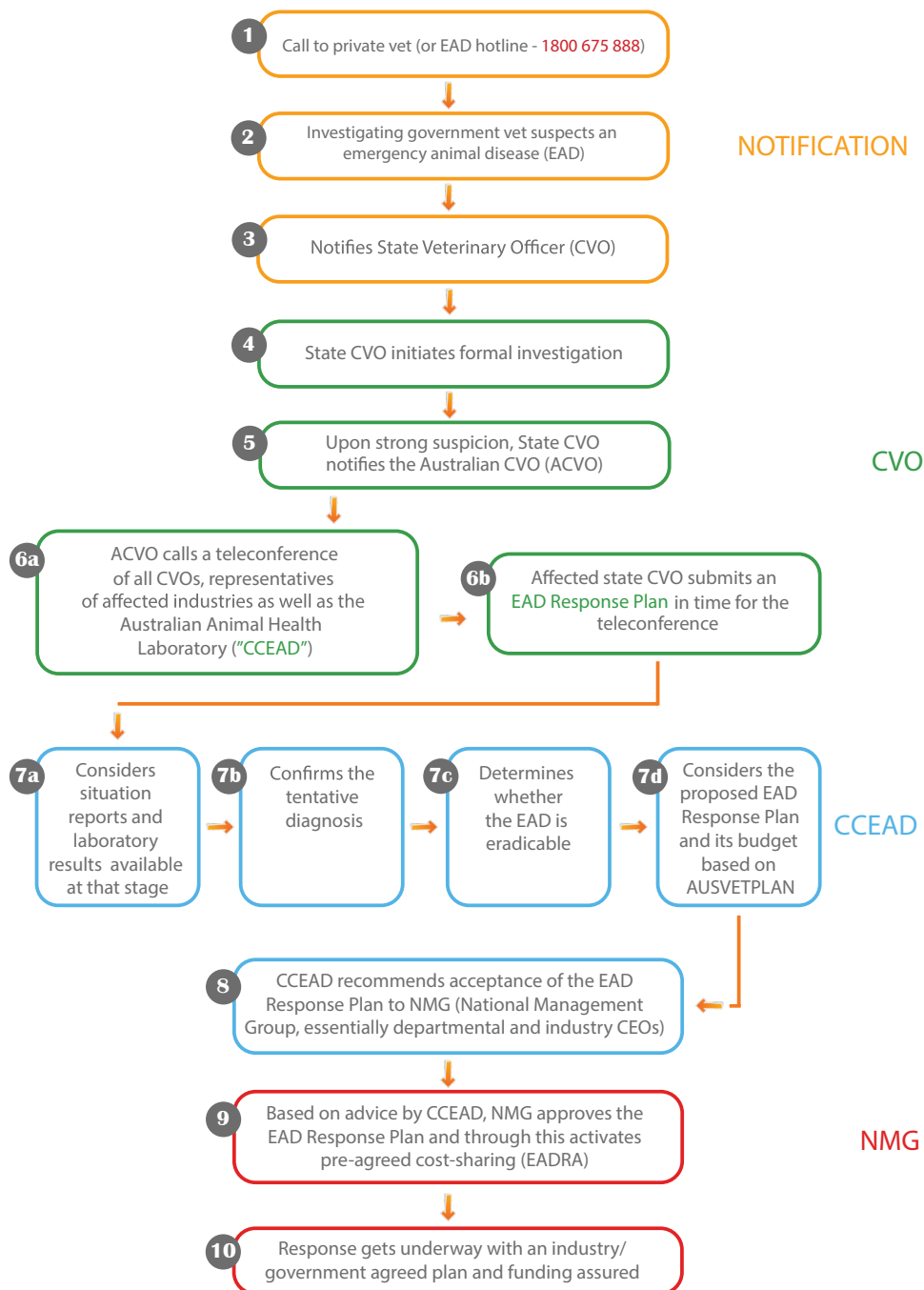
# Where does industry fit into a response?

## WHERE DOES INDUSTRY FIT INTO A RESPONSE?



# What happens in an emergency animal disease event?

WHAT HAPPENS IN A MAJOR EAD EVENT  
Someone (e.g. farmer notices unusual disease signs, increased mortality, etc.)



# The control centre

Control centres are set up so that personnel can operate within an organised structure. You may be working at the State Coordination Centre (SCC) or Local Control Centre (LCC).

Your industry will also share in the high-level decision-making by having representatives on the National Management Group (NMG) and Consultative Committees on Emergency Animal Diseases (CCEAD).

## ACTIVITIES IN THE CONTROL CENTRE

There are many activities that occur in the control centre. These include:

- developing daily plans and forecasting resources
- investigating pest or disease spread
- organising activities for field operations, such as surveillance and disease eradication on infected properties
- collecting, sharing and reporting information
- allocating resources and people
- logging of data in information systems
- liaising with the SCC/LCC, industry and other emergency agencies.

## THE CONTROL CENTRE STRUCTURE

The Incident Coordinator and the Incident Controller (IC) have the overall responsibility for the activities in the SCC and LCC, respectively. They are supported by other Functions (e.g. Planning and Operations), each having an area of responsibility and certain tasks to perform.

## Coordination and Incident Management Team (CMT/IMT)

The SCC CMT and LCC IMT manage the state and local response, respectively; they provide the command and control infrastructure that is required. It is made up of the IC plus the manager of each Function. Each Function has a number of personnel involved in carrying out the duties of that team; this number may vary depending on the size and nature of the response.

Industry personnel are generally situated in the Liaison or Planning Functions but may be invited to fill other functions depending on the response.

Liaison personnel may also be appointed from other stakeholder organisations and supporting agencies such as police, military, jurisdictional departments and veterinary practitioners.

## The control centre Functions

### FINANCE AND ADMINISTRATION

Responsible for records management, finance, human and industrial relations and procurement.

### LOGISTICS

Provides and maintains resources needed for the response. Resources include human and physical resources, facilities, services, supplies and systems. The Logistics Function ensures everyone is fed, clothed and trained.

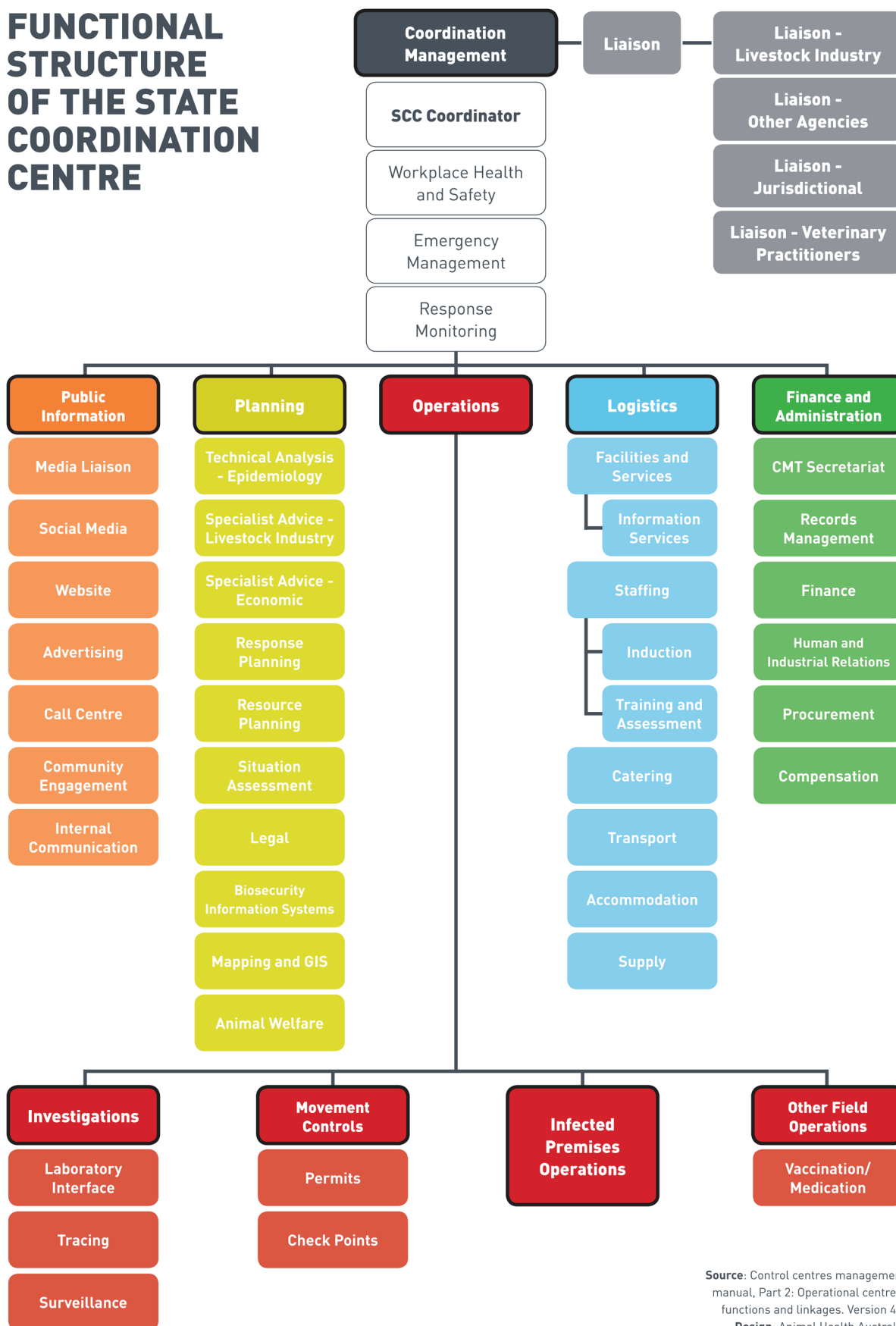
### OPERATIONS

Implements disease control measures and conducts operational activities. Is responsible for:

- investigations, surveillance and tracing for pest or disease spread



# FUNCTIONAL STRUCTURE OF THE STATE COORDINATION CENTRE



Source: Control centres management manual, Part 2: Operational centres: functions and linkages. Version 4.0  
Design: Animal Health Australia

- movement controls of animals and products
- operations on Infected Premises, including destruction (if applicable), disposal and decontamination
- other field operations such as vaccination and wild animal or vector control
- Forward Command Post(s), if established.

## PLANNING

Collects, collates, analyses and shares information within the control centre. The Planning Function translates the strategies and policies into operational plans.

## PUBLIC INFORMATION

Prepares and communicates information to the media, personnel and the public, and deals with requests for information about the response.

## INDUCTIONS

### General induction

All personnel should receive an induction before starting work in the control centre. It will cover:

- general overview of the response
- administration (contact details, work hours, rosters, meals and accommodation)
- control centre layout, amenities, biosecurity, entry/exit and parking

***This is a good time to introduce yourself and explain what skills you can bring to the function.***



- Workplace Health and Safety (WHS), emergency procedures and first aid
- confidentiality and media policies
- legislation and state arrangements.

### Function-specific induction

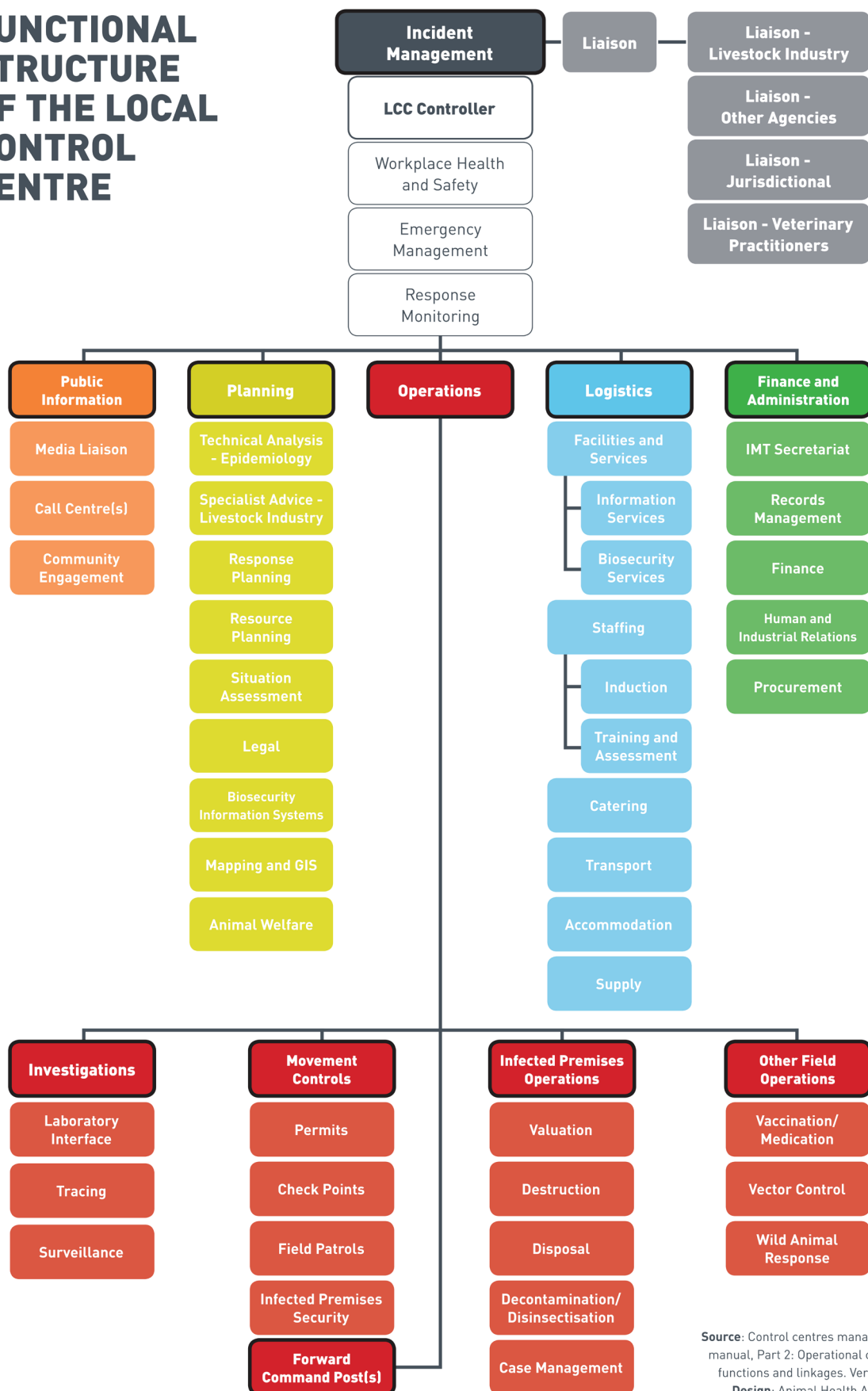
An introduction to your Function and personnel that you will be working with. It will cover:

- your responsibilities
- current situation
- meeting managers/supervisors and key staff
- structure/layout of the section
- communication and data systems
- daily schedule for meetings and briefings etc.
- Function-specific safety risks
- reporting, recording and sharing information.

This is a good time to introduce yourself and explain what skills you can bring to the Function.

The general and Function-specific inductions may be combined where the Function manager is also your immediate supervisor.

# FUNCTIONAL STRUCTURE OF THE LOCAL CONTROL CENTRE



Source: Control centres management manual, Part 2: Operational centres: functions and linkages. Version 4.0  
Design: Animal Health Australia

# Liaison – Livestock Industry

The LLI function is responsible for being the official conduit between the response and your industry. Industry will be invited to nominate representatives to carry out the LLI function and will be responsible for those personnel. In turn, LLI personnel report to their industry. LLI personnel are required to submit a signed Confidentiality Deed Poll to Animal Health Australia before participating in a response.

LLI sits above and across all of the Functions. Depending on whether you are located in the SCC or LCC, you will be working closely with either the SCC Incident Coordinator and the Coordination Management Team (CMT), or the LCC Incident Controller and the Incident Management Team (IMT).

## Tasks of an LLI representative<sup>1</sup>

- Provide regular feedback and timely updates to your industry about the current situation and control measures (actual and planned).
- Have the authority to act on behalf of your industry (or have the ability to obtain it quickly).
- Comment and contribute to decision-making where matters affect industry.
- Provide timely advice to the CMT/IMT from industry's perspective to support the response, including size, distribution and available resources.
- Provide feedback to the CMT/IMT of concerns or suggestions from the industry to support the response.
- Establish and maintain contact with corresponding control centre Liaison personnel.
- Maintain an events log, noting any briefings, handovers, and debriefs conducted and attended.

<sup>1</sup> Refer to Australian Veterinary Emergency Plan (AUSVETPLAN): Control centres management manual, Part 2 – Operational centres: functions and linkages on Animal Health Australia' website for more detail on the roles and responsibilities of LLI and SA personnel.

- Use response documents and templates only for their intended purpose
- Contribute to the development of IAPs and SitReps, and if in the SCC, the Emergency Animal Disease Response Plan (EADRP).

Remember that all personnel in the control centre must also:

- comply with Workplace Health and Safety (WHS) requirements
- manage and record information correctly
- maintain an appropriate level of information security and confidentiality
- provide input into reports and plans, which may include Situation Reports (SitReps) and Incident Action Plans (IAPs) as required
- conduct and record briefings/debriefings and handovers as required.

## LLI working in the SCC vs LCC

At all levels, the role of LLI personnel is to facilitate the flow of information between industry and the response. The role varies between the SCC and LCC and will largely depend on the scale of the response and the industry you represent (see Table 1).

## OTHER ROLES OF INDUSTRY – SPECIALIST ADVICE

Industry representatives may also be asked to fill other functions within the control centre – for example, Specialist Advice (SA). SA personnel are responsible for providing advice and guidance from the relevant industry perspective about matters relating to the response. They are appointed by and report to the control centre — Planning Function.



## Tasks of SA

- Provide technical advice from industry's perspective on the disease response to inform policy and appropriate control measures.
- Work effectively with primary stakeholders: Planning, Technical Analysis, LLI at the SCC/LCC and any other industry functions.
- Contribute to the development of disease response plans (e.g. surveillance plans), IAPs, SitReps and alternative control strategies.
- Maintain 100% confidentiality as they are employed by the jurisdiction to provide timely advice to the control centre.

Advice may include:

- strategies and options for disease control that will minimise the impact on industry

- boundaries of Declared Areas, and changes that should be made in light of developments and new information
- priorities for tracing and surveillance and surveillance methods
- destruction, disposal and decontamination techniques
- movement controls and changes that should be made in light of developments and new information
- the need for, and nature of, additional operational activities, such as wild animal or vector operations.

## SA working in the SCC VS LCC

The role of SA also varies between the SCC and LCC levels (see Table 1).

**TABLE 1 KEY RESPONSIBILITIES OF AND DIFFERENCES BETWEEN THE LLI AND SA FUNCTIONS IN THE SCC AND LCC**

SCC LLI	LCC LLI
<ul style="list-style-type: none"> <li>• Operates at the state level.</li> <li>• Holds balanced, state-wide knowledge of the scientific, political, legal and management aspects of the response.</li> <li>• Provides industry's view on the strategic direction of the response.</li> <li>• Monitors the implementation of the assistance policies.</li> <li>• Contribute to the maintenance and development of the EADRP.</li> </ul>	<ul style="list-style-type: none"> <li>• Operates at the local level.</li> <li>• Liaises with local industry, provides feedback to assist the LCC IMT with local decisions.</li> <li>• Raises policy issues to the SCC LLI to be addressed and promptly resolved at a higher level.</li> <li>• Plays a critical role in the recovery process by assisting local industry in returning to normal production and regaining market access.</li> <li>• Monitors requests for assistance and compensation in a way that supports individual recovery.</li> </ul>
SCC SA	LCC SA
<ul style="list-style-type: none"> <li>• Has state-wide knowledge of the industry makeup, practices, leaders and key stakeholders.</li> <li>• Contributes to response policies and plans at a state-wide level.</li> <li>• Assists in developing overall priorities for tracing and surveillance, movement controls etc.</li> <li>• Addresses matters raised by LCC SA.</li> </ul>	<ul style="list-style-type: none"> <li>• Operates at the local level.</li> <li>• Provides input on local resource availability, boundaries, movement control and strategies to minimise the impact on local industry.</li> <li>• Provides advice and guidance regarding their industry within the Restricted Area (RA).</li> </ul>

# Communications

Communication and reporting are the key elements to a functional control centre. It is critical that you know who you will be communicating with and reporting to and how this fits in with the daily activities in the control centre.

## BRIEFING STRUCTURE - SMEACS

Briefings in the control centre are usually conducted face-to-face so that information can be delivered, questions asked, and feedback collected. A control centre may have an IMT briefing and then a Function manager may conduct a smaller brief with his or her team members. So, it's possible you may attend two briefings at the start of the day.

A format known as known as SMEACS (Situation, Mission, Execution, Administration, Command and Control and Safety) is used for briefings. This format ensures that all relevant and important information is covered.



### SITUATION

What has happened to date?



### MISSION

What do we need to achieve?



### EXECUTION

How are we going to do it?



### ADMINISTRATION

What do we need to get the job done? Equipment, supplies, transport etc.



### COMMAND AND CONTROL

Who do we take orders from and who do we report to?



### SAFETY

Workplace Health and Safety (WHS) issues e.g. personal protective equipment (PPE)

# Debriefings

Debriefings are usually scheduled at the end of each day for everyone in the control centre, but each Function may also have their own debrief session. Debriefs are held to analyse the activities that have occurred in the past operational period or at the end of a response operation.

Debriefs can be formal or informal; however, written records should be kept of the discussion and outcomes of any debriefing activity.



# Handovers

If you are taking over a function within the control centre, it is critical that you receive sufficient information from the person you are replacing. This will enable you to carry out the tasks required by that function with minimal interruption.

Both parties are equally responsible for the information provided and received. So, it is important to ask questions and receive clarification on what is required during the handover.

The handover should be conducted in SMEACS format by the person handing over the role.

***The handover should be conducted in SMEACS format by the person handing over the role.***

# Plans and reports

## INCIDENT ACTION PLAN (IAP)

An IAP is a plan written for actions within a particular timeframe. There are templates available to write up IAPs and they will usually be set in the SMEACS format. This format ensures that all aspects needed to complete an action is captured such as tasks and how they will be executed, required resources, admin support, communications and safety measures in place during execution.

## SITUATION REPORT (SITREP)

A SitRep is a structured report used to keep staff and relevant stakeholders involved informed of the current situation of an incident.

You should access the current SitRep on your arrival into the control centre. This will enable you to gain a

shared situational awareness of how the incident is progressing.

Staff are usually asked to report short points of important information towards the SitRep by a certain timeframe in the day (e.g. 2:00 pm).

All the information is collected and combined into a single SitRep which provides everyone with relevant information on the progress of the incident.

Whilst working in a control centre it is important that you maintain records of your communication and activities during the day, for audit purposes as well as for you to be able to refer back to if required.

*...maintain records of your communication and activities during the day...*





# Keeping track

## TASK REQUESTS

Task request forms are used to obtain resources, services or to have a task completed. They may be completed on a hardcopy or through an electronic system.

Requests for resources should be completed on the task request form and forwarded to Logistics.

Requests should be specific and/or where possible, describe the task that the resource will be used for so that Logistics can source exactly what is required.

## EVENTS LOGS

In most jurisdictions, everyone who is working in the control centre is required to complete an events log, a record of events as they happen.

You may be given an events logbook or alternatively asked to use an electronic version. Each entry should describe the particular action or event (who, what, why and where), the date and time it occurred and where applicable, any outcome/s. The more detail the better.

Events logs are to stay in the control centre and then handed to Finance and Administration for records management and filing at the end of an incident.

Event logs stay in the control centre.

*Event logs stay in the control centre.*

## RECORD OF CONVERSATION

Any important conversations (i.e. phone, face-to-face) regarding the incident needs to be recorded either manually or electronically.

Most control centres should have a form referred to as a “record of conversation” that you can use. Scribbling on a notepad is not advisable as you may find it difficult to retrace information if required.

As with the events log, these records are to remain in the control centre and filed by Finance and Administration as part of records management at the conclusion of the incident.

# Resources

## THE EMERGENCY ANIMAL DISEASE RESPONSE AGREEMENT (EADRA)

Animal Health Australia (AHA) manages the EADRA (also known as 'the Deed'), a unique contractual arrangement between Australia's governments and industry groups. It collectively and significantly increases Australia's capacity to prepare for — and respond to — emergency animal disease (EAD) incursions and minimises uncertainty over management and funding arrangements of cost-shared responses.

The EADRA commits its Signatories to work collectively to reduce the risk of EAD incursions and share the approved costs of EAD responses. This involves:

- taking all reasonable steps to minimise the risk of an EAD incursion
- where relevant, participating in the response through informed and empowered representatives who cooperate to support and direct the response
- where relevant, sharing the approved and eligible costs of EAD responses.

The unique framework facilitates effective participation across state and territory boundaries and gives each participating industry a 'real voice'.

Download the latest version from the AHA website.

## AUSTRALIAN VETERINARY EMERGENCY PLAN (AUSVETPLAN)

AUSVETPLAN is the national plan for responding to an EAD. It is used as a guide and documents the nationally agreed roles, responsibilities, coordination arrangements, policies, strategies and

procedures for the response to EAD incidents in Australia. AHA manages the development and review of AUSVETPLAN on behalf of its members.

Access AUSVETPLAN documents from the AHA website (see Table 2).

## STANDARD OPERATING PROCEDURES (SOPS)

An SOP is a set of step-by-step instructions compiled by an organisation to help staff carry out specific tasks or operations. SOPs are used to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with industry regulations.

All SOPs which are relevant to the management and operation of a particular incident should be accessible either in hardcopy or on the incident management system used in the control centre.

Some SOPs have been developed and are used only by one jurisdiction; however, there are some SOPs that have been nationally agreed upon and are used across multiple jurisdictions. These are known as Nationally Agreed Standard Operating Procedures (NASOPs).

Access the full list of NASOPs from the AHA website.

## OUTBREAK WEBSITE

[outbreak.gov.au](https://outbreak.gov.au)

Developed by the Australian, state and territory government agricultural agencies, this website provides information about emergency responses to animal and plant pest and disease incursions that affect Australia's agriculture industries and environment.

TABLE 2 TYPES OF DOCUMENTS DEVELOPED UNDER AUSVETPLAN

Document	Description
Summary documents	Describes the components of AUSVETPLAN.
Disease strategies	These manuals contain supporting technical information and guidance for the response to an incident of a specific animal disease in Australia. Foot-and-mouth disease (FMD) and African Swine Fever (ASF) are two examples.
Operational manuals	Describe in detail the recommended procedures for activities which are undertaken in most EAD responses such as destruction or decontamination.
Enterprise manuals	Provide information and guidance on specific types of enterprises within the livestock industry, for example "Poultry Industry" and "Meat processing".
<b>MANAGEMENT MANUALS</b>	
Control Centres 1	Gives guidance on managing information and resources during an EAD. It also describes the phases of an EAD.
Control Centres 2	Contains information on the specific functions and linkages which operate during an EAD. This manual defines the skills, responsibilities, tasks and knowledge required for each function. <b>Refer to this manual for a job description of the LLI function.</b>
Laboratory preparedness manual	Aimed specifically to assist veterinary laboratories to prepare a contingency plan for an EAD.

## AHA WEBSITE

[animalhealthaustralia.com.au](http://animalhealthaustralia.com.au)

AHA acts as a conduit which facilitates trust and cooperation between industry and government on animal health matters to improve animal and human health, biosecurity, food safety and quality, market access, animal welfare and livestock productivity.

The AHA model supports negotiation and discussions between its members to generate

sustainable change while maintaining goodwill by allowing members to share ideas, develop joint positions and policies and providing a forum for different perspectives that result in a common voice.

Information on projects and programs AHA is involved in and its resources are available on the AHA website.

# Stress

Stress occurs when perceived demands (stressors) exceed perceived resources to cope with these demands.

Working in a control centre involves long hours, continuous demands for information from multiple areas and more often than not, cramped working areas.

## FIGHT OR FLIGHT RESPONSE

When we are threatened or feel we are in danger our body responds with a series of biochemical changes aimed at preparing us to fight or escape (flight).

Our brain cannot distinguish the difference between what is 'real danger' to what we perceive as threatening such as managing a Function in a control centre.

## IMPACTS OF STRESS

- Alertness
- Risk of blood clots increases
- Increased heart rate and blood pressure
- Decreased digestion and saliva production
- Sweating
- Increased breathing rate
- More glucose released by the liver
- Contraction of sphincter muscles
- Reduced immune response
- Hot flushes
- Nausea
- Trembling/shaking
- Fear and apprehension

***If you are taking over someone's role, ensure you receive a sufficient handover.***

## WORKING TO AVOID STRESS

- Do some research on your Function, role and the incident if time permits before you arrive at the control centre.
- Make sure you are well informed of what is expected of you.
- Ensure you are up to date with the business rules used in the control centre and that you have been sufficiently inducted in both the centre and the Function you are working with.
- If you are taking over someone's role, ensure you receive a sufficient handover.
- Know which staff you will be working with and reporting to and ensure you are given a contact list.
- Make sure you are provided with an adequate work station/area and communication equipment.
- Try to prioritise your work; don't get bogged down with lower priority tasks.
- Don't be afraid to ask for help.
- Look out for those around you and support or ask for assistance if required.



## STRESS RELIEF

- Take regular breaks and ensure you have a lunch break away from the work station/area.
- Talk to a colleague.
- If you have a relaxation method (e.g. meditation/ mindfulness techniques) that works for you, take five minutes to do it.
- Don't work longer than a 12-hour shift.
- Do some form of physical exercise before or after work.
- Seek counselling if required.
- Drink plenty of water.
- Get plenty of sleep, eight hours is ideal.
- Don't drink excessive amounts of alcohol.



# Acronyms, abbreviations and terms

<b>AAHL</b>	Australian Animal Health Laboratory
<b>ACVO</b>	Australian Chief Veterinary Officer
<b>AGMIN</b>	Agriculture Ministers' Forum
<b>AGSOC</b>	Agriculture Senior Officials Committee
<b>AHA</b>	Animal Health Australia
<b>AHC</b>	Animal Health Committee
<b>AN</b>	Assessed negative
<b>AUSVETPLAN</b>	Australian Veterinary Emergency Plan
<b>BIMS</b>	Biosecurity Incident Management System
<b>CCEAD</b>	Consultative Committee on Emergency Animal Disease
<b>CCMM</b>	Control Centre Management Manual
<b>CEO</b>	Chief Executive Officer
<b>CMT</b>	Coordination Management Team
<b>CSIRO</b>	Commonwealth Scientific and Industrial Research Organisation
<b>CVO</b>	Chief Veterinary Officer
<b>EAD</b>	Emergency animal disease
<b>EADRA</b>	Emergency Animal Disease Response Agreement
<b>EADRP</b>	Emergency Animal Disease Response Plan
<b>FCP</b>	Forward Command Post
<b>FMD</b>	Foot-and-mouth disease
<b>FMDV</b>	Foot-and-mouth disease virus
<b>GOVT.</b>	Government

<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Coordinator/Controller
<b>IMT</b>	Incident Management Team
<b>LCC</b>	Local Control Centre
<b>NASOP</b>	Nationally Agreed Standard Operating Procedure
<b>NBC</b>	National Biosecurity Committee
<b>NCC</b>	National Coordination Centre
<b>NMG</b>	National Management Group
<b>OIE</b>	World Organisation for Animal Health
<b>PIB</b>	Peak Industry Body
<b>PIC</b>	Property Identification Code
<b>PPE</b>	Personal protective equipment
<b>SA-LI</b>	Specialist Advice – Livestock Industry
<b>SCC</b>	State Coordination Centre
<b>SEMP</b>	State Emergency Management Plan
<b>SITREP</b>	Situation Report
<b>SMEACS</b>	Situation, Mission, Execution, Administration, Command and Control and Safety
<b>SOP</b>	Standard Operating Procedure
<b>WHS</b>	Workplace Health and Safety
<b>WTO</b>	World Trade Organisation

# Premise classifications

	Expansion	Definition
<b>APF</b>	Approved Processing Facility	An abattoir, knackery, milk processing plant or other facility that could have animals/animal products introduced from lower risk premises for processing.
<b>ARP</b>	At Risk Premises	Premises in a Restricted Area (RA) that contain a susceptible animal but are not considered to be a DCP, IP, SP or TP at the time of designation.
<b>CA</b>	Control Area	Legally declared area where disease controls, surveillance and movement controls are less intense than of the Restricted Area
<b>DCP</b>	Dangerous Contact Premises	Premises that contain a susceptible animal(s) not showing clinical signs but that, following a risk assessment, are considered highly likely to contain an infected animal(s) or contaminated animal products, wastes or things that present an unacceptable risk to the response if not addressed.
<b>DCPF</b>	Dangerous Contact Processing Facility	An abattoir, knackery, milk processing plant or other facility that appears likely to have received infected animals or contaminated animal products, waste etc.
<b>IP</b>	Infected Premises	A defined area (which may be all or part of a property) in which an emergency disease exists (or is believed to exist), or in which the causative agent exists (or is believed to exist).
<b>POR</b>	Premises of Relevance	A premise in the Control Area (CA) that contains live susceptible animals but is not classified as DCP, DCPF, IP, SP or TP.



	Expansion	Definition
<b>RA</b>	Restricted Area	Legally declared area around Infected Premises (IPs) and Dangerous Contact Premises (DCPs) subject to movement controls and surveillance.
<b>RP</b>	Resolved Premises	Infected Premises (IP) that have completed the required control measures and are subject to the procedures and restrictions appropriate to the area in which they are located.
<b>SP</b>	Suspect Premises	Temporary classification of premises that contain a susceptible animal(s) not known to have been exposed to the disease agent but showing clinical signs that require investigation(s).
<b>TP</b>	Trace Premises	Temporary classification of premises that contain a susceptible animal species where tracing indicates possible exposure to an infected animal(s), or contaminated products, wastes or things, and that require investigation.
<b>UP</b>	Unknown Status Premises	A premise within a Declared Area (DA) where the current presence of susceptible animals, risk products and waste is unknown.
<b>ZP</b>	Zero Susceptible Stock Premises	Premises that contains no susceptible species of animal risk products, waste etc.

# Checklist: Liaison – Livestock Industry

## Before attending the SCC/LCC

- ☐ Determine length of involvement (start/finish dates)
- ☐ Determine your employment, insurance and indemnity arrangements
- ☐ Determine the authority to commit resources and delegations provided by industry
- ☐ Read the Liaison function descriptions in AUSVETPLAN
- ☐ Attain the latest version of the relevant AUSVETPLAN manuals
- ☐ Identify who you report to in your peak industry body and how frequently
- ☐ Create/attain a list of key industry contacts, noting who is cleared to receive confidential information
- ☐ Attain information/briefing on your peak industries' policies relating to disease response
- ☐ Attain any previous correspondence and media releases issued by your peak industry body
- ☐ Attain and receive the most recent Situation Report/s from the SCC/LCC
- ☐ Confirm name and contact details for point of contact in the SCC/LCC
- ☐ Identify industry spokes person/s for media enquiries
- ☐ Complete the confidentiality deed poll (from EADRA) and take a copy with you to your induction
- ☐ Identify if you are replacing someone (contact them and arrange a handover)
- ☐ Attain communication equipment (mobile phone, laptop, chargers and power supplies)
- ☐ Attain stationery that may be required (pens, notebook, event log)

## During your time in the SCC/LCC

- ☐ Participate in SCC/LCC induction, which will include information on:
  - SCC/LCC access arrangements (opening/closing times and security requirements)
  - communication protocols within the SCC/LCC (e.g. email addresses)
  - information and records management requirements within the SCC/LCC

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- ☐ Complete relevant documentation required at the induction

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- ☐ Receive handover from outgoing personnel (if appropriate)

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- ☐ Establish and maintain contact with your peak industry body and key industry contacts

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- ☐ Consult with industry about policies and strategies progress of the response

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- ☐ Participate in SCC/LCC meetings – representing industry views on the response

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- ☐ Contribute to the maintenance of response plans and situation reports, ensuring accuracy of industry specific information

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- ☐ Identify industry specific issues and work with relevant parties and within chain of command to resolve these issues

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- ☐ Prior to leaving the SCC/LCC ensure documentation and records have been dealt with in accordance with the SCC/LCC requirements

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- ☐ Provide handover to incoming personnel (if appropriate)

## After your time in the SCC/LCC

- ☐ Report to your relevant industry body

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- ☐ Finalise employment arrangements, acquitting any travel, accommodation or other expenses incurred (if appropriate)

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- ☐ Participate in debriefing activities relevant to your role in the SCC/LCC

## Useful contacts and numbers

**Use this page for recording your own contacts, numbers etc.**

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# Notes

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## Notes

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## Notes

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