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**CONSULTATIVE COMMITTEE ON**  
**EMERGENCY ANIMAL DISEASES AND**  
**NATIONAL MANAGEMENT GROUP –**  
**INFORMATION GUIDE FOR A COST-**  
**SHARED RESPONSE**

DRAFT

## 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 2020 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. A significant component of this is understanding the current response framework in Australia which facilitates information flow between the strategic, tactical and operational elements of a response to emergency animal disease (EAD) incidents. Ultimately, 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 training<sup>1</sup>, or as a just-in-time resource for new representatives called upon to work in a response.

The contents of this booklet have been derived from the 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 (i), shaded yellow and hyperlinked where possible.

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<sup>1</sup> 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).



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>2</sup>
  - Clause 2.1: Definitions
  - Clause 8: Categories of emergency animal diseases
  - Schedule 3: Categories of emergency animal diseases

## 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.

#### **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.

#### **The Chief Veterinary Officer (CVO) is informed**

The CVO of the affected jurisdiction<sup>3</sup> is informed of the unusual signs and suspected cause of the disease and an **Emergency Animal Disease Response Plan (EADRP)** is prepared.

While this is happening, samples are sent to the state or territory animal health laboratory for testing. Duplicate samples may be sent to the CSIRO Australian Centre for Disease Preparedness (ACDP)<sup>4</sup> for confirmatory testing.

#### **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**

<sup>2</sup> [www.animalhealthaustralia.com.au/eadra/](http://www.animalhealthaustralia.com.au/eadra/)

<sup>3</sup> State or territory of Australia. More than one jurisdiction may be affected by an EAD simultaneously.

<sup>4</sup> Formerly the CSIRO Australian Animal Health Laboratory.

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 for containing and 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, Water and the Environment (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.

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



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>5</sup>
  - Clause 5: Reporting of emergency animal diseases

## **WHY RESPOND TO EMERGENCY ANIMAL DISEASES?**

An EAD incident can result in serious and widespread animal health, social, economic, human health and 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 (Figure 2) 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

<sup>5</sup> [www.animalhealthaustralia.com.au/eadra/](http://www.animalhealthaustralia.com.au/eadra/)

reflected through the integration of industry in the response structure at national, state and local levels (see Figure 2).

Agricultural Ministers	
National Management Group (NMG)	Key decision-making body during cost-shared responses to animal health emergencies in Australia.
Consultative Committee on Emergency Animal Diseases (CCEAD)	Key technical body responsible for coordinating the national response to animal health emergencies in Australia.
State Coordination Centre (SCC)	The SCC coordinates activities within the affected jurisdiction in accordance with strategic direction from the CVO, CCEAD and NMG.
Local Control Centre (LCC)	The LCC manages the operational aspects of the response.

Figure 2 General response structure for emergency animal diseases.

The control centres, led by the affected jurisdiction, are responsible for managing the response in accordance with relevant EAD response arrangements (incl. legislation, EADRA and AUSVETPLAN). Control centres provide a link between what is happening strategically and operationally to the key national technical and decision-making 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 as directed by their emergency management framework. These activities may involve a range of other government agencies and be coordinated by the office of the relevant CVO.



- [Biosecurity Incident Management System \(BIMS\)](#)<sup>6</sup>
- [Australian Veterinary Emergency Plan \(AUSVETPLAN\)](#)<sup>7</sup>

<sup>6</sup> 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: [www.agriculture.gov.au/biosecurity/partnerships/nbc/nbepeg/bims](http://www.agriculture.gov.au/biosecurity/partnerships/nbc/nbepeg/bims)

<sup>7</sup> [www.animalhealthaustralia.com.au/ausvetplan/](http://www.animalhealthaustralia.com.au/ausvetplan/)

# ARRANGEMENTS

## LEGISLATION AND PLANS

### **BIOSECURITY LEGISLATION AND STATE EMERGENCY MANAGEMENT PLAN**

The Australian Government and state and territory governments each have their own **legislation** covering: biosecurity; livestock diseases; exotic diseases of animals; animal welfare and other aspects of emergency animal disease (EAD) response (e.g. reporting requirements, regulation of treatment, movement controls, destruction, disposal, compensation etc.). This legislation provides the government department of agriculture or primary industries (or equivalent), as directed by the Chief Veterinary Officer, the authority to control animal diseases within their borders. **Other government agencies may provide support** in their areas of responsibility and expertise where appropriate (e.g. emergency services, police, human services etc.).

Each jurisdiction also manages their own State Emergency Management Plan (or similar title) which contains a **hierarchy of subplans**. These subplans define the lead and supporting agencies for different types of emergencies; there is often a subplan for biosecurity incidents. Depending on the jurisdiction, some or all agricultural animal and plant pests and diseases and environmental pests may be covered in the single subplan.

Refer to the relevant government department of agriculture or primary industries (or equivalent) for more information.

### **EMERGENCY ANIMAL DISEASE RESPONSE PLAN**

The Emergency Animal Disease Response Plan (EADRP) is a document that **outlines the affected jurisdiction's strategy 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 must **follow the relevant Australian Veterinary Emergency Plan (AUSVETPLAN) response strategy** and 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. It is important to note that 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 EAD incidents are cost-shared; the affected jurisdiction 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 a requirement in such instances where 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.

Refer to the EADRA and the [guidance document](#)<sup>8</sup> 'Guide to developing an Emergency Animal Disease Response Plan' for more information, available on the Animal Health Australia website.



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>8</sup>
  - Clause 7: Developing an EADRP
  - Clause 11: Funding an EADRP
  - Clause 13: Accounting for an EADRP
  - Schedule 4: Development and management of an EADRP
- EADRA guidance document: [Guide to developing an Emergency Animal Disease Response Plan](#)<sup>8</sup>

## 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)<sup>9</sup> relating to the **sharing of decision-making and response costs during an EAD response**. In addition, it 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**
- 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.

If you benefit, you pay.

If you pay, you have a say.

As its name suggests, the EADRA is **specific to animal diseases**; however, it contains no technical detail (e.g. relating to disease control). Plant and environmental pests and diseases are covered under the Emergency Plant Pest Response Deed (EPPRD) and the National Environmental Biosecurity

<sup>8</sup> [www.animalhealthaustralia.com.au/eadra/](http://www.animalhealthaustralia.com.au/eadra/)

<sup>9</sup> 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 a livestock industry sector or a part of a 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 accessed on the Animal Health Australia website.

Response Agreement (NEBRA), respectively. 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. Clause 6 of the EADRA details each of the phases.

The EADRA is formally reviewed every five (5) years, and a workshop facilitated by Animal Health Australia is also conducted annually. The workshop provides Parties to the EADRA an opportunity to discuss issues and make amendments, and also consider variations to and/or the development of guidance documents and business rules.



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>10</sup>
  - Clause 1: Recitals
  - Clause 6: Phases of an emergency animal disease response

## **NORMAL COMMITMENTS**

Normal Commitments for all Parties to the EADRA are the **business-as-usual activities and resource commitments** for EAD management. They may be seen as the acceptable minimum level of activities and resource commitments that all Parties have agreed to undertake in meeting their obligations and responsibilities under the EADRA for preparing and responding effectively to an EAD – and it is important to note that **Normal Commitments are not cost-shared**. Normal Commitments are framed by overarching principles (below) which define the context, scope and assumptions and are identical for all Parties of the EADRA.

### **Principles of Normal Commitment:**

- Scope of Normal Commitments
- Costs of Normal Commitments
- Obligation to maintain capability and capacity
- Response in the national interest
- Obligation for personnel to meet EADRA requirements
- Obligation to have access to necessary resources
- Incident definition phase
- Normal Commitments throughout a response
- Transparency to other Parties.



- EADRA guidance document: [Normal Commitments for Parties to the Emergency Animal Disease Response Agreement](#)<sup>10</sup>

<sup>10</sup> [www.animalhealthaustralia.com.au/eadra/](http://www.animalhealthaustralia.com.au/eadra/)

## **COST-SHARING**

### **What is cost-sharing?**

Cost-sharing is the process of government and industry Parties' proportional funding of an EADRP as described in the EADRA. The calculation of shared costs is covered in detail in Clause 10 and Schedule 6 of the EADRA and is largely determined by the EAD category. The EAD category indicates the proportion of the EADRP budget NMG are committing their industry organisation or government department to paying.

Response funding proportions are determined by the category of the disease and formulas which calculate how much each party has to pay, based on the disease. The EADRA classifies EAD's into four categories, based on their likely impacts. The eligible costs of a response are shared proportionally between the government and Affected Industry Parties according to the category of the EAD. These eligible costs are detailed in the indicative budget of the EADRP put forward by the Affected Jurisdiction.

Additionally, NMG are responsible for setting response funding limits, including the Agreed Limit and an Upper Limit on expenditure.



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>11</sup>
  - Schedule 6: Cost Sharing
  - Schedule 7: Funding of Cost Sharing Obligations
  - Clause 10: Principles of Cost Sharing
  - Clause 11: Funding an EADRP
- EADRA guidance document: [Business Rules for Accounting and Cost under the EADRA](#)

## **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 and comprises 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 (see Table 5) can be accessed on the Animal Health Australia website.

<sup>11</sup> [www.animalhealthaustralia.com.au/eadra/](http://www.animalhealthaustralia.com.au/eadra/)

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 documents <sup>12</sup>	Provide information on particular technical issues relevant to managing an EAD outbreak.

AHA manages the ongoing 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.



- [Australian Veterinary Emergency Plan \(AUSVETPLAN\)](#)<sup>13</sup>

### HOW IS IT USED?

In a **cost-shared response**, the affected jurisdiction is to follow the relevant AUSVETPLAN disease strategy **when preparing their EADRP**. Where they choose not to do so, they must justify any significant variations. The EADRP will then be considered by the CCEAD for endorsement.

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. Similarly, the affected jurisdiction may also choose to use the AUSVETPLAN manuals when developing their response plan for a non-cost-shared response. In these cases, the affected jurisdiction is not required to follow or justify variances from the relevant AUSVETPLAN disease strategy. The CCEAD will proceed to 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. However, not being a cost-shared response, the NMG will not be convened.

<sup>12</sup> Resource documents are not endorsed AUSVETPLAN manuals.

<sup>13</sup> [www.animalhealthaustralia.com.au/ausvetplan/](http://www.animalhealthaustralia.com.au/ausvetplan/)

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.



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>14</sup>
  - Clause 7: Developing an EADRP
  - Clause 9: Management of an EADRP
  - Clause 13: Accounting for an EADRP
  - Schedule 4: Development and management of an EADRP
- EADRA guidance document: [Guide to developing an Emergency Animal Disease Response Plan](#)<sup>14</sup>

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<sup>14</sup> [www.animalhealthaustralia.com.au/eadra/](http://www.animalhealthaustralia.com.au/eadra/)

# 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 EAD incidents<sup>15</sup>, 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)**<sup>16</sup> 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 when **cost-sharing should be terminated** (and alternative options applied) to the NMG
  - determining when an **EAD as been contained or eradicated**
  - determining if containment or eradication is **no longer financially or practically feasible** (e.g. advise NMG whether a Transition to Management Phase is appropriate)
  - recommend when **proof of freedom** has been achieved.

Membership of the CCEAD comprises of:

- Australian Chief Veterinary Officer (CVO, Chair)
- all state and territory CVOs

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<sup>15</sup> The EAD response does not have to be cost-shared for the CCEAD to convene.

<sup>16</sup> In a **cost-shared response**, the affected jurisdiction is required to follow the relevant Australian Veterinary Emergency Plan (AUSVETPLAN) disease strategy when preparing their EADRP. Where they choose not to do so, they must justify any significant variations.

- two (2) other members from the Australian Government Department of Agriculture, Water and the Environment (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)<sup>17</sup>
- 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.



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>18</sup>
  - Schedule 8: Consultation
- CCEAD operating guidelines, which may be accessed via the CCEAD Secretariat

## 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, Water and the Environment (or equivalent) and is responsible for **reporting to the NMG**. As the Australian delegate to the World Organisation for Animal Health (OIE), 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** (and consulting 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.

<sup>17</sup> Each Affected Industry Party is entitled to having a representative on the CCEAD. Additional representation is subject to approval from the Chair.

<sup>18</sup> [www.animalhealthaustralia.com.au/eadra/](http://www.animalhealthaustralia.com.au/eadra/)

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 aid 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.



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>19</sup>
  - Clause 31: Confidentiality
  - Schedule 9: Confidentiality Deed Poll
- CCEAD operating guidelines, which may be accessed via the CCEAD Secretariat

### 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**.



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>20</sup>
  - Clause 2.1: Definitions
  - Schedule 8: Consultation
- CCEAD operating guidelines, which may be accessed via the CCEAD Secretariat

### 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 communiques) to allow as much time as possible for the NMG to consider them.

<sup>19</sup> [www.animalhealthaustralia.com.au/eadra/](http://www.animalhealthaustralia.com.au/eadra/)



### *Before the meeting*

CCEAD meetings will be organised by the CCEAD Secretariat (provided by the Australian Government Department of Agriculture, Water and the Environment (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.



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>20</sup>
  - Schedule 8: Consultation
- CCEAD operating guidelines, which may be accessed via the CCEAD Secretariat

## **INDUSTRY REPRESENTATION**

Industry Representatives will be involved in all CCEAD meetings and consultation between Affected Parties concerning their Industry.

Nominated and trained industry representatives are ranked and recorded on a EAD Contacts database maintained by Animal Health Australia. It is the responsibility of the relevant peak industry body to ensure that they nominate appropriate representatives to participate in the training, rank these trained representatives and update Animal Health Australia with their current contact details.

In convening the CCEAD, the Commonwealth Secretariat may request Animal Health Australia to provide the contact details for the industry representatives.

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<sup>20</sup> [www.animalhealthaustralia.com.au/eadra/](http://www.animalhealthaustralia.com.au/eadra/)

# 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 Limit
  - Upper Limit on expenditure
  - 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
  - an emergency response should enter a Transition to Management Phase and approval of amendments to the EADRP to incorporate the Transition to Management Phase
- reviewing the efficiency assessment and financial audit reports.

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 Parties
- Animal Health Australia (observer).



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>21</sup>
  - Clause 6: Phases of an emergency animal disease response

<sup>21</sup> [www.animalhealthaustralia.com.au/eadra/](http://www.animalhealthaustralia.com.au/eadra/)

- Clause 10: Principles of cost-sharing
- Clause 11: Funding an EADRP
- Clause 12: Consultation
- Clause 13: Accounting for an EADRP
- Schedule 7: Funding of cost-sharing obligations
- Schedule 8: Consultation
- Schedule 10: Accounting and reporting
- Schedule 11: Financial auditing and efficiency assessment
- NMG operating guidelines, which may be accessed via the NMG Secretariat

## 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.

**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 aided 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.



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>22</sup>
  - Clause 31: Confidentiality
  - Schedule 9: Confidentiality Deed Poll
- NMG operating guidelines, which may be accessed via the NMG Secretariat

## 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**.



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>23</sup>
  - Clause 2.1: Definitions
  - Schedule 8: Consultation
- NMG operating guidelines, which may be accessed via the NMG Secretariat

## 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 Parties 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, Water and the Environment (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

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<sup>22</sup> [www.animalhealthaustralia.com.au/eadra/](http://www.animalhealthaustralia.com.au/eadra/)

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.



- [Emergency Animal Disease Response Agreement \(EADRA\)](#)<sup>23</sup>
  - Schedule 8: Consultation
- NMG operating guidelines, which may be accessed via the NMG Secretariat

### **INDUSTRY REPRESENTATION**

Industry Representatives will be involved in all NMG meetings and consultation between Affected Parties concerning their Industry.

Nominated and trained industry representatives are ranked and recorded on a EAD Contacts database maintained by Animal Health Australia. It is the responsibility of the relevant peak industry body to ensure that they nominate appropriate representatives to participate in the training, rank these trained representatives and update Animal Health Australia with their current contact details.

In convening the NMG, the Commonwealth Secretariat may request Animal Health Australia to provide the contact details for the industry representatives.

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<sup>23</sup> [www.animalhealthaustralia.com.au/eadra/](http://www.animalhealthaustralia.com.au/eadra/)

## APPENDIX

### ACRONYMS AND TERMS

Term	Expansion
ACDP	Australian Centre for Disease Preparedness <sup>24</sup>
ACVO	Australian Chief Veterinary Officer
AGMIN	Agriculture Ministers' Forum
AGSOC	Agriculture Senior Officials Committee
AHA	Animal Health Australia
AHC	Animal Health Committee
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
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CVO	Chief Veterinary Officer
EAD	Emergency animal disease
EADRA	Emergency Animal Disease Response Agreement
EADRP	Emergency Animal Disease Response Plan
IAP	Incident Action Plan
IMT	Incident Management Team
LCC	Local Control Centre
NASOP	Nationally Agreed Standard Operating Procedure
NBC	National Biosecurity Committee
NCC	National Coordination Centre
NMG	National Management Group
OIE	World Organisation for Animal Health
PIB	Peak Industry Body
PIC	Property Identification Code
PPE	Personal protective equipment

<sup>24</sup> Previously Australian Animal Health Laboratory (AAHL)



SCC	State Coordination Centre
SEMP	State Emergency Management Plan
SITREP	Situation Report
SOP	Standard Operating Procedure
WHS	Workplace Health and Safety
WTO	World Trade Organisation

## 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 Figure 3. There are details specific to Parties in addition to those captured in Figure 3; refer to the EADRA, its guidance documents and business rules for more information.

Obligations and responsibilities	Activities
Core obligations and responsibilities	<ul style="list-style-type: none"> <li>• Report suspect EADs within 24 hours</li> <li>• Ensure an early and comprehensive response</li> <li>• Participate in decision-making by consensus</li> <li>• Meet funding responsibilities for cost-sharing response costs</li> <li>• Be accountable to all other Parties for response preparedness, capability, capacity and funding</li> <li>• Acknowledge:               <ul style="list-style-type: none"> <li>○ the responsibilities of jurisdictions in managing responses</li> <li>○ the need for goodwill and cooperation between all Parties</li> <li>○ that cost-sharing principles are not intended to apply to consequential loss.</li> </ul> </li> </ul>
Administration of the EADRA	<ul style="list-style-type: none"> <li>• Participate in administrative processes within the EADRA, including:               <ul style="list-style-type: none"> <li>○ admission, withdrawal, replacement and removal of Parties</li> <li>○ maintenance of membership to Animal Health Australia (and meeting obligations and responsibilities as members)</li> <li>○ participation in relevant workshops, working groups and the categorisation panel</li> <li>○ facilitation of formal approval processes</li> <li>○ a review of the EADRA every five (5) years.</li> </ul> </li> </ul>
Biosecurity obligations	<ul style="list-style-type: none"> <li>• Acknowledge and develop a program of risk reduction measures, including:               <ul style="list-style-type: none"> <li>○ biosecurity measures (at national, regional and individual farm levels)</li> <li>○ risk mitigation processes</li> </ul>               for government, this involves               <ul style="list-style-type: none"> <li>▪ developing biosecurity statements/strategies</li> <li>▪ regularly reviewing statements/strategies</li> <li>▪ developing and implementing legislation to support biosecurity measures</li> <li>▪ reporting annually to all Parties on status, changes and implementation of biosecurity statements/strategies and biosecurity plans</li> </ul>               for industry, this involves               <ul style="list-style-type: none"> <li>▪ developing industry biosecurity plans</li> <li>▪ regularly reviewing industry biosecurity plans</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>▪ reporting annually to all Parties on status, changes and implementation of biosecurity statements/strategies and biosecurity plans</li> <li>○ development of and participation in a national communications program.</li> </ul>
Normal Commitments	<ul style="list-style-type: none"> <li>• Develop and document Normal Commitments for approval by all Parties</li> <li>• Review Normal Commitments every five years or more often if required</li> <li>• Assess the status and implementation of Normal Commitments</li> <li>• Report the status and progress of implementation of Normal Commitments to all Parties.</li> </ul>
National animal health performance standards (NAHPS)	<ul style="list-style-type: none"> <li>• Develop and document NAHPS for approval by all Parties</li> <li>• Review NAHPS regularly, at least every five years or more often if required</li> <li>• Assess the status and implementation of NAHPS</li> <li>• Report the status and progress of implementation of NAHPS to all Parties.</li> </ul>
Training	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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.</li> </ul>
Repayment of response costs	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Response	<ul style="list-style-type: none"> <li>• 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</li> <li>• The Affected Government Party(s): <ul style="list-style-type: none"> <li>○ is required to report an EAD incident to the CCEAD within 24 hours of becoming aware of the incident</li> <li>○ is required to conduct an investigation to delimit the EAD and determine if it can be contained or eradicated</li> <li>○ develops an EADRP in consultation with affected industry/s</li> <li>○ implements the EADRP in consultation with and participation of Affected Industry Parties</li> <li>○ participate in CCEAD and NMG</li> <li>○ must invite the Affected Industry Party(s) to provide personnel to perform the LLI function</li> </ul> </li> <li>• The Affected Industry Party(s): <ul style="list-style-type: none"> <li>○ participate in CCEAD and NMG</li> </ul> </li> </ul>



	<ul style="list-style-type: none"><li>○ must provide personnel to perform the LLI function</li><li>○ may provide personnel for other response functions, as requested by affected jurisdiction(s)</li></ul>
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*Figure 3 Key obligations and responsibilities of Parties to the Emergency Animal Disease Response Agreement.*

## USEFUL RESOURCES

Resource	Link
Animal Health Australia website	<a href="http://www.animalhealthaustralia.com.au/">www.animalhealthaustralia.com.au/</a>
EADRA (incl. EADRA guidance documents and business rules)	<a href="http://www.animalhealthaustralia.com.au/eadra/">www.animalhealthaustralia.com.au/eadra/</a>
AUSVETPLAN manuals and documents	<a href="http://www.animalhealthaustralia.com.au/ausvetplan/">www.animalhealthaustralia.com.au/ausvetplan/</a>
CCEAD operating guidelines	Accessed via the CCEAD Secretariat
NMG operating guidelines	Accessed via the NMG Secretariat
BIMS	<a href="http://www.agriculture.gov.au/biosecurity/partnerships/nbc/nbepeg/bims">www.agriculture.gov.au/biosecurity/partnerships/nbc/nbepeg/bims</a>