



NSW DEPARTMENT OF
PRIMARY INDUSTRIES

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Procedure – Information Management in Plague Locust Response

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| Authorised by | Director, Emergencies and Animal Welfare | Authorisation date | 24/08/2009 |
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REVISION HISTORY

| Version | Date | Amendments | |
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| | | Section | Details |
| 1 | 13 Nov 08 | | For approval |
| 2 | 18 Aug 09 | All | Update NSW DPI to I&I NSW; update Plague locust report form reference |

1. Application / Scope

This procedure is issued with the concurrence of the Director-General of Industry & Investment NSW (I&I NSW) under Clause 6.2 of the Memorandum of Understanding between the Director-General of I&I NSW and State Management Council of the Livestock Health and Pest Authorities.

- Systematic handling of information using standard procedures and forms, regimented pathways and feedback mechanisms will improve efficiency and allow timely and appropriate decisions
- Information is to be managed according to the procedure Information Collection Movement and Storage in an Emergency Operation Centre (EOC).
- Timely management of information improves efficiency and reduces risks to the operation and personnel.

2. Abbreviations / Definitions

- APLC – Australian Plague Locust Commission
- EOC – Emergency Operation Centre
- FCP – Forward Command Post
- GPS – Global Positioning System
- LCC – Local Coordination Centre
- LHPA – Livestock Health and Pest Authority
- I&I NSW – Industry & Investment NSW (formerly NSW Department of Primary Industries)
- SCC - State Coordination Centre

3. Resources / Equipment

- Computer
- Access to Citrix
- Access to appropriate Locust file/directory structure within Citrix
- Access to Locust Webmail accounts (either through I&I NSW Lotus Notes or LHPA Exchange)
- Access to Front Gate v2
- Intranet access at <http://intranet.dpi.nsw.gov.au/>
- Access to I&I NSW password protected extranet pages – [Emergency management extranet](#) and [LHPA/DPI Biosecurity Extranet](#)
- Internet access for relevant plans, procedures, risk assessments, forms and templates at [Emergency Management](#) and [general plague locust information](#) .

4. Warnings

- Refer to Information Collection Movement and Storage in an EOC procedure for office related warnings.
- GPS units to be used by competent personnel with care taken to supply data in the correct format.

5. Procedure

5.1 Livestock Health and Pest Authority (LHPA) Information

- A LHPA may be required to operate as a Forward Command Post (FCP). Refer to the relevant policies and procedures for EOC, aerial control, ground control and insecticide information management.
- Complete the Plague Locust Report Form and fax to Industry and Investment NSW – Primary Industries (02 6391 3388). Reports must be made whenever there are details of any type of locust activity. File the original at the LHPA.

- Landholders being consulted and provided information prior to insecticides being supplied for spraying or lent spray/mister units. Rangers must complete the Landholder Consultation Record and file the original at the LHPA. Information is to be entered into the Summary of Locust Report Forms spreadsheet in the Citrix system.
- Any miscellaneous locust information should be recorded in the appropriate area of the file server available through Citrix. FCP information should be recorded under the appropriate FCP area on the server, which is set up with folders/sub-directories in a similar format to the organisational structures used for Locust control (ie Control/Coordination, Planning, Operations and Logistics). Security levels within the structure are established so that FCP information is available to the Local Coordination Centres and State Coordination Centre (SCC).
- A Resources folder/sub-directory will be made available within the structure and accessible to all. This will include a range of information, such as Front Gate training documentation and workflow instructions for internet, extranet, Citrix and email systems.
- SCC will map locust activity during the locust campaign and make it available to assist the LHPAs, I&I NSW and the APLC in their activities. Additionally, printed maps may be supplied on request.
- Front Gate has layers that can be viewed by personnel with access to Citrix and Front Gate. Layers include indications of where biological control nursery sites and protected environmental habitats are located. Any changes to the information require the relevant agency (e.g. Department of Environment, Climate Change and Water for protected environmental habitats) to notify I&I NSW so that data can be updated. Other sensitive (e.g. organic, aquaculture) sites may be available in Front Gate. If not, records of these areas should be kept by the relevant LHPA, APLC and FCP.
- A register of insecticide receipt, storage, distribution and use must be kept. Refer to the procedure for Insecticide Management for Plague Locusts for requirements and links to forms.
- Record any feedback on the plague locust control program, resolve if possible or forward to the next level (according to the organisational structure). Record reasons for all decisions and resulting recommendations or actions. Any resolution that may affect policy and procedures must be communicated to State to allow an appropriate state-wide approach.
- Records must be kept for a period of at least three years and be retained in accordance with the [State Records Act 1998](#).

5.2 I&I NSW Information

- Monitor for each LHPA/FCP the Plague Locust Report Form from faxed copies and any APLC database information.
- Monitor information entered into the Summary of Report Forms database by the LHPAs and FCPs from the Landholder Consultation Form and Plague Locust Report Form.
- Monitor insecticide distribution using a central register, information from the contractor and the task request system that includes quantities and location.
- Maintain mapping of locust activity throughout the region using relevant tools. FrontGate to be maintained as a reference for environmental sensitive areas.
- Manage insecticide, EOC and contractor information according to relevant procedures.

5.3 Photos

- Digital photos should be taken as a record of events in the field and EOCs (e.g. records of whiteboards)

- Load the photos in the photos directory in Citrix in an appropriate folder for the location (e.g. FCP Wagga), section (e.g. Operations) and then the topic or area of activity (e.g. aerial spraying) which may include a date/period of time (e.g. Dec 08)
- Filenames of photos should be modified to include a short descriptor

5.3 Mapping

Topographic Maps

- Become familiar with the specific characteristics of the map or maps that are being used. Establish the following:
 - covers the places of interest
 - map scale
 - orient to north
 - symbols used in the legend
 - coordinate system and datum. Note: Maps on the new Geocentric Datum of Australia system are compatible with GPS

GPS Receiver

- **Set to WGS84 or GDA/GDA 94 datum**
- Personnel using GPS receivers must be trained and competent, or supervised by an experienced, competent operator
- GPS receivers can be used to store positions of properties, locusts and to determine speed.

6. References

Procedures

- [Aerial control of plague locusts](#)
- [EOC Set up and Resources](#)
- [Ground control of plague locusts](#)
- [Information collection movement and storage in an EOC](#)
- [Insecticides management for plague locusts](#)
- [Selecting an EOC Location](#)

Forms

- [Landholder Consultation Record](#)
- [Plague Locust Report form](#)

Information

- Extranet pages (password protected) – [Emergency management](#) and [LHPA/DPI Biosecurity Extranet](#)
- NSW DPI [Emergency Management](#)
- NSW DPI [general plague locust information](#)
- Resources information in Citrix
- Coordinate Conversion Calculator
- GPS Quick Reference Sheets
- GPS Set up and Use Sheets

Legislative Acts and Regulations

- [State Records Act 1998](#)

7. Appendices

Nil