

## Locust emergency operation centres

<b>Authorised by (DPI)</b>	Deputy Director General Biosecurity & Food Safety	<b>Authorised date (DPI)</b>	16/07/2015
<b>Authorised by (LLS)</b>	Senior Executive Team	<b>Authorised date (LLS)</b>	01/06/2015
<b>Authorisation period</b>		<b>Effective date</b>	27/07/2015

### 1. Application / Scope

- Emergency operations centres (EOCs) that may be required for the control campaign for locusts are initiated according to the *Locust response - Management* policy.
- EOCs will vary in size and function depending on the extent of the control campaign. They will be organised according to the Incident Control System (ICS) which enables the expansion and contraction of the organisational structure depending upon the situation and establishes a supervisory and reporting structure.
- All personnel operating in an EOC must be assigned a role, be inducted into that role, trained in that role and have a copy of their role description. Small campaigns may require personnel to have multiple roles.

### 2. Abbreviations / Definitions

- Command - internal direction of the members and resources of an organisation's roles and tasks. Command operates vertically within the management structure.
- Control - overall direction of activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations usually at the local level.
- Coordination – support incident control through accessing organisations and other resources. It involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation. Relevant to the State Coordination Centre.
- EOC – Emergency Operation Centre
- FCP – Forward Command Post
- LCC – Local Control Centre
- PLMG - Plague Locust Management Group consists of Deputy Director General of NSW Biosecurity and Food Safety, President of NSW Farmers' Association and a representative of the Chair of Chairs of Local Land Services
- SCC – State Coordination Centre
- Span of control – each role should have between four and seven, the ideal is five, other roles reporting to it as this maintains a supervisor's ability to effectively task, monitor and evaluate performance. When the number exceeds seven, a supporting role should be created (not two people in the same role).

### 3. Resources / Equipment

- Refer to *EOC Set up and Resources* procedure for resources.
- Role descriptions – details job tasks, skills and supervisory responsibilities.

### 4. Warnings

- It is important to resource sufficient personnel into an EOC to ensure personnel do not exceed their span of control, thereby enabling health, safety, operational, reporting, and communication functions to remain manageable to avoid stress and fatigue.

## 5. Procedure

### 5.1. Emergency Operation Centres

Location, set up and resourcing of EOCs should be conducted according to the state and regional Concept of Operations, and the following procedures - *Selecting an EOC location*, and *EOC setup and resources*.

### 5.2. Locust Commissioner

The Locust Commissioner has overall responsibility of the plague locust campaign and reports to the Minister via the Plague Locust Management Group (PLMG). Refer to Appendix 1 for the overall State organisational structure.

### 5.3. State Coordination Centre (SCC)

The SCC is responsible for:

- state-wide coordination of all emergency response operations and resources
- developing strategies, policies, procedures and plans to provide overall strategic direction, priorities, objectives and authority
- collating, assessing and summarising complex information coming from various sources
- Informing the Locust Commissioner of significant developments
- communicating with other states and agencies - in cross-border operations, neighbouring or co-located Local Control Centres (LCCs) will liaise and cooperate on operational matters and will notify SCC of communications
- developing and implementing the state-wide communication strategy.

Refer to Appendix 2 for an incident management structure.

#### 5.3.1. State Planning Section

The Planning Section:

- provides strategic planning, including the assessment of the locust spread and development of Incident Action Plans for extended operational periods including forecasting control and resourcing of the response
- maintains information and intelligence on the current and forecast situation
- provides technical and policy advice
- prepares situation reports and PLMG papers
- provides systems
- ensures industry's involvement in planning and communication
- provides legal services.

#### 5.3.2. State Logistics Section

The Logistics Section provides logistical support for the response including:

- responding to or processing task requests from the LCCs
- administrative and finance support to the SCCs operations
- managing WHS and issues
- managing facilities and services for the SCC.

#### 5.3.3. State Finance Section

The Finance Section provides support for the response through the management of:

- contracts and procurement
- account payments and accounting records
- time records for personnel and contractors deployed to the incident.

#### 5.3.4. State Operations Section

The SCC Operations Section is responsible for strategically coordinating operational activities of the LCCs including aviation resources.

## **5.4. Local Control Centres (LCC)**

LCCs operate in a defined area (region). Refer to Appendix 2 for an incident management structure. The LCC is responsible for directing operational activities for the control of locusts (unless delegated to Forward Command Posts (FCPs) when the control operation exceeds the ability of the LCC). The LCC operates under policies and procedures determined by the SCC.

### **5.4.1. Local Planning Section**

The Planning Section collects, evaluates and disseminates information on the current and forecast situation, develops local plans and predicts future resource requirements based on its technical assessments of the size and impact of the outbreak in consultation with the FCPs, other sections and agencies.

### **5.4.2. Local Logistics Section**

The Logistics Section sources, acquires, records and tracks all human and physical resources. The logistics function obtains and maintains human and physical resources, facilities, services and materials.

### **5.4.3. Local Finance Section**

The Finance Section provides support for the response through the management of:

- local contracts and procurement
- LCC account payments and accounting records
- time records for personnel and contractors deployed to the LCC.

### **5.4.4. Local Operations Section**

The Operations Section manages the field operational aspects of the response including coordinating activities of any FCP. The operations function includes:

- management of all activities that are undertaken directly to resolve the incident
- management of all resources (people and equipment) assigned to the Operations Section.

## **5.5. Forward Command Posts**

FCPs are responsible for tactical operational command activities, such as aircraft support, field surveillance and are responsible for providing data to the LCC. Logistics, Finance and Planning functions are limited at the FCP. Support for logistic/finance activities include a stores officer to manage local resources and clerical officer(s) for data management. Refer to Appendix 3 for the FCP organisational chart.

## **6. References**

### Policies

- [TI-O-172 Locust response - Management](#)

### Procedures

- [Selecting an EOC Location](#)
- [EOC Set up and Resources](#)

### [Role Descriptions](#)

### Information

- The Australasian Inter-Service Incident Management System (AIIMS), 4<sup>th</sup> Edition 2013

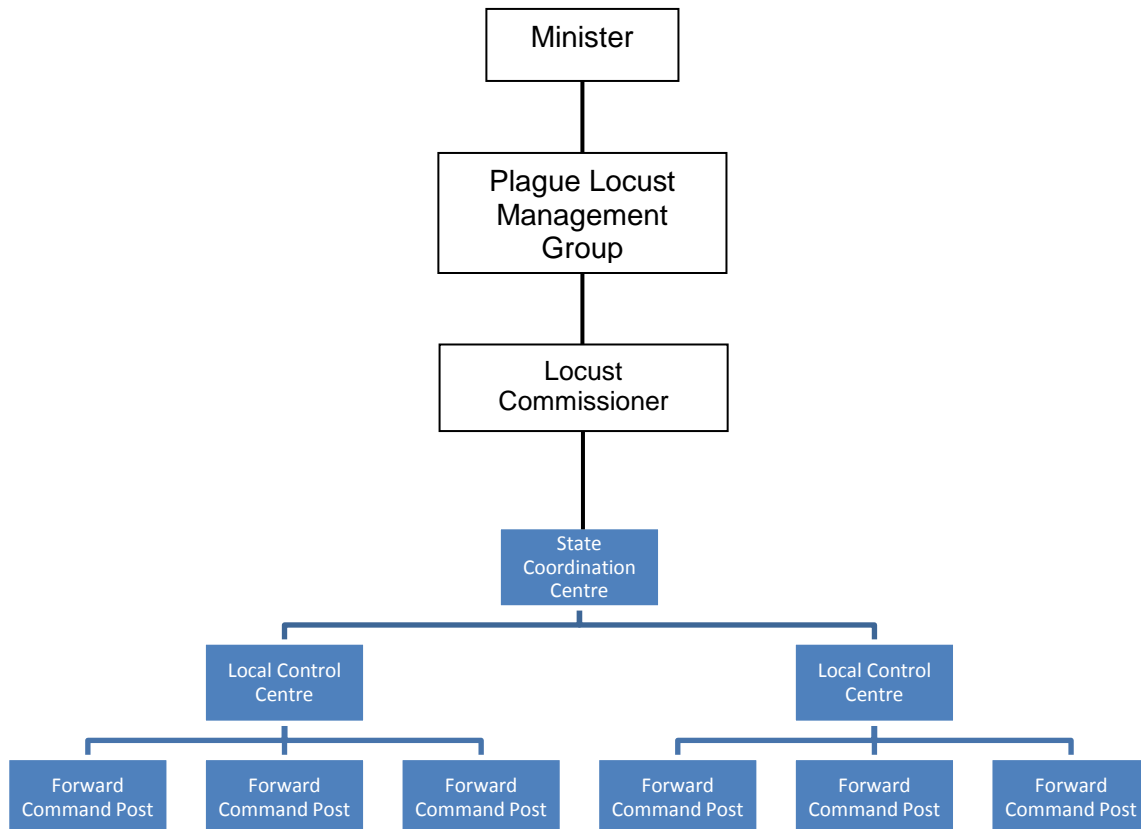
## 7. Revision History

Version	Date	Section	Details
1	31 Oct 2008		For approval
2	18 Aug 09	All	Update NSW DPI to I&I NSW, minor changes
3	14 May 15	All	Reformat and review

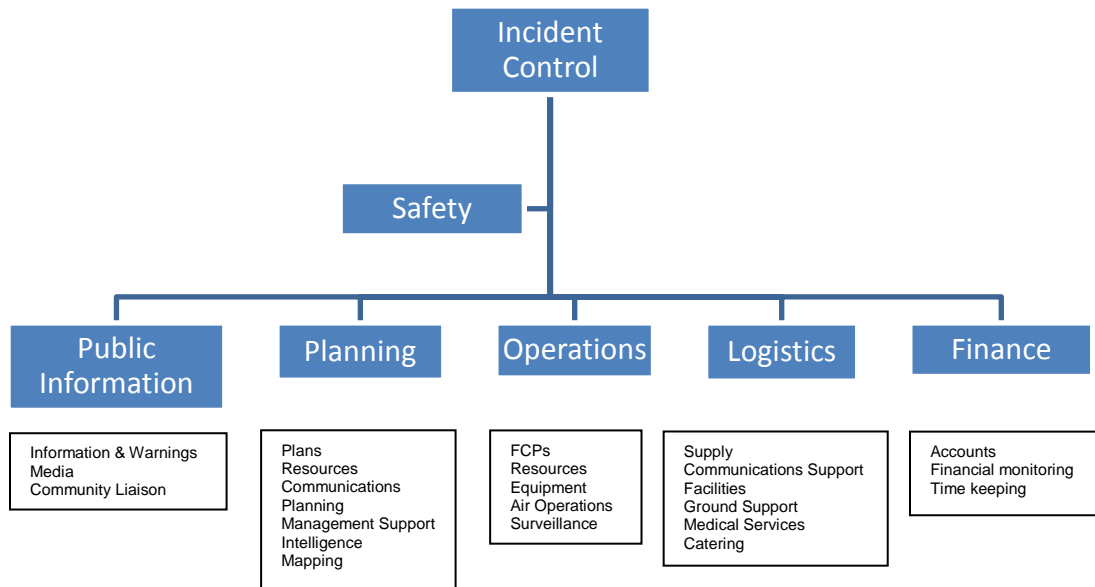
**Contact Officer:** State Emergency Coordinator

## 8. Appendices

### Appendix 1 – State organisational chart



## Appendix 2 – Example of an Incident Management Structure



## Appendix 3 – Forward Command Post (field operations) organisational chart

