

Biosecurity Emergency Management

Interstate Deployment Arrangements for Biosecurity Responses



Version Control

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V1	27/04/2017	Resource Management Specialist Task Group	First issue of arrangements, developed over September 2015-January 2017.
V2	4/03/2019	Resource Management Specialist Task Group	Updated arrangements based on the evaluation conducted during biosecurity responses over 2017-18.

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- Department of Primary Industries, New South Wales
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- Department of Primary Industry and Resources, Northern Territory
- Environment Planning Directorate, Australia Capital Territory.

Associated documents

These documents have been referenced in the development of these arrangements to support consistency where possible and provide for optimum interoperability. The authors acknowledges the contribution made by the custodians of these documents:

- ‘Arrangement for Interstate Assistance: Fire and Emergency Services’; Australasian Fire and Emergency Service Authorities Council
- ‘Biosecurity Incident Management System’; Department of Agriculture and Water Resources
- ‘Deployment of the National Plan Response Team’; Australia Maritime Safety Authority
- ‘Emergency Management Assistance Team Capability Guide 2015’; Emergency Management Australia Attorney General’s Department
- ‘International Animal Health Emergency Reserve Operations Manual’; Department of Agriculture and Water Resources
- ‘National AUSMAT Manual’; Australian Health Protection Principal Committee
- ‘National Biosecurity Response Team Arrangements 2017-2019’, Department of Agriculture and Water Resources
- ‘State Emergency Services Deployment and Concept of Operations’; Queensland Fire and Emergency Services
- ‘State Special Emergency Management Plan: Interoperability Arrangements for the Sharing of Skilled Resources in Tasmania’; Department of Premier and Cabinet.

Contents

1.	Introduction	1
1.1	Authority	1
1.2	Purpose	1
1.3	Scope and application	1
2.	Guiding principles	2
2.1	Accountability.....	2
2.2	Resource sharing	2
2.3	Priority.....	2
2.4	Scalability.....	2
2.5	Work Health and Safety	3
2.6	Coordination.....	3
2.7	Recovery of deployment costs	4
2.8	Dispute resolution	4
2.9	Fit for purpose	5
2.10	Existing industrial provisions apply	6
2.11	Part of the team	6
2.12	Deployment Liaison Officers	7
2.13	Records.....	7
3.	Governance	8
3.1	Review	8
3.2	Reporting lines	8
4.	Roles and responsibilities.....	11
4.1	Requesting Jurisdictions.....	11
4.2	Supporting Jurisdictions	11
4.3	National Biosecurity Deployment Coordinator	13
4.4	National Biosecurity Committee/National Management Group members.....	14
4.5	Deployed personnel	15
4.6	Safety responsibilities	15
5.	Arrangements.....	17
5.1	Summary	17
5.2	Alert-stand-by	18
5.3	Activation-operational phase	19
5.4	Demobilisation–stand-down	27
6.	Glossary	29
7.	Templates	32

Template 1: Request for Jurisdictional Deployment Coordinators	33
Template 3: Personnel resource request	35
Template 4: Physical resource request	37
Template 5: Personnel resource request register	39
Template 6: Standing agenda: Jurisdictional Deployment Coordinators	40
Template 7: Meeting notes: Jurisdictional Deployment Coordinators	42
Template 8: Deployment plan	44
Template 9: Personnel nomination	46
Template 10: Nominated personnel details	48
Template 11: Joining instructions	50
Template 12: Deployee debrief questionnaire	55
Template 13: Jurisdictional Deployment Coordinators debrief agenda	60
Template 14: Debrief report	61
Template 15: Feedback on contribution to the response	62
8. Associated documents	63
Jurisdictional Deployment Coordinator (Requesting Jurisdiction) Job Card	64
Jurisdictional Deployment Coordinator (Supporting Jurisdiction) Job Card	66
National Biosecurity Deployment Coordinator Job Card	68

1. Introduction

1.1 Authority

These arrangements were developed by the Resource Management Specialist Task Group, established under the National Biosecurity Committee (NBC) in 2015 after a recommendation from the Intergovernmental Agreement on Biosecurity Implementation Taskforce. The NBC endorsed the first version of the arrangements on 27 April 2017.

1.2 Purpose

To describe the arrangements for coordinating the deployment of interstate resources, primarily personnel, to assist affected jurisdictions to resolve biosecurity incidents as soon as possible.

A summary of the arrangements is shown at Section 5.1.

1.3 Scope and application

These arrangements:

- describe processes for coordinating the deployment of personnel for biosecurity responses, between Australian jurisdictions, including requesting, deploying and demobilising personnel
- are mainly intended for personnel employed by agriculture departments including members of the National Biosecurity Response Team (NBRT), however they could also provide a pathway for the deployment of other state or territory government personnel
- can be used to request and coordinate the deployment of a capability that includes physical resources such as specific biosecurity response equipment
- are intended for responses to biosecurity incidents. They do not alter other procedures which provide for routine biosecurity activities across jurisdictional borders; nor do they prevent other bilateral support arrangements being applied simultaneously
- can be applied whether national cost sharing (as described in any of the Deeds) is occurring or not
- recognise that deployment coordination arrangements may alter during a response e.g. may start with a Requesting Jurisdiction coordinating deployments for their response, and then evolve into deployments being coordinated by the National Biosecurity Deployment Coordinator (NBDC).

These arrangements do not address:

- professional development of personnel during responses, for example deploying staff to be mentored or to act as observers
- international deployment arrangements.

2. Guiding principles

The guiding principles that underpin these arrangements is described below and how they are applied during deployments is described in Section 5.

2.1 Accountability

Jurisdictions will develop and maintain their own response capability, including trained personnel for biosecurity responses, and allocate them to the response effort prior to seeking additional personnel from other jurisdictions.

2.2 Resource sharing

Jurisdictions will, where possible, share available personnel for biosecurity responses.

Whilst these arrangements have been developed to share biosecurity emergency response personnel between jurisdictions they can be adapted to request a capability or physical resources from another jurisdiction (e.g. specialised destruction, decontamination and disposal equipment).

2.3 Priority

Participating jurisdictions accept deployment coordination as a new and high priority for all stakeholders.

Target deadlines will be as reasonable as possible, whilst reflecting the risk posed by personnel shortages, and they will be reviewed and adjusted as needed. If deadlines can't be met, timely updates on progress are provided in the interim.

2.4 Scalability

Coordinating deployments and sharing resources is a negotiated and cyclical process, undertaken in good faith for shared benefit.

These arrangements are intended to be scalable and flexible. They outline the anticipated processes to manage two main coordination scenarios (see Section 2.6). However by agreement, and on a risk basis, any process may be modified as needed to suit the circumstances at the time.

2.4.1 Sourcing personnel beyond agriculture departments

These arrangements can be adapted to source personnel from other organisations (e.g. other government departments, emergency management organisations, research facilities and non-government organisations). However, they do not seek to replace other arrangements that might already be in place to source personnel from other organisations e.g. International Animal Health Emergency Reserve or Emergency Management Assistance Team arrangements. Jurisdictions are encouraged to use their best judgement about the use of these arrangements to source personnel beyond agriculture departments.

2.5 Work Health and Safety

Work Health and Safety (WHS) is a shared responsibility between the Requesting Jurisdictions, Supporting Jurisdictions and deployed personnel. The Requesting Jurisdiction's WHS policies and procedures are to be followed by deployed personnel, unless they contradict their own industrial provisions. A summary of safety responsibilities for Requesting and Supporting Jurisdictions is shown in Section 4.5.

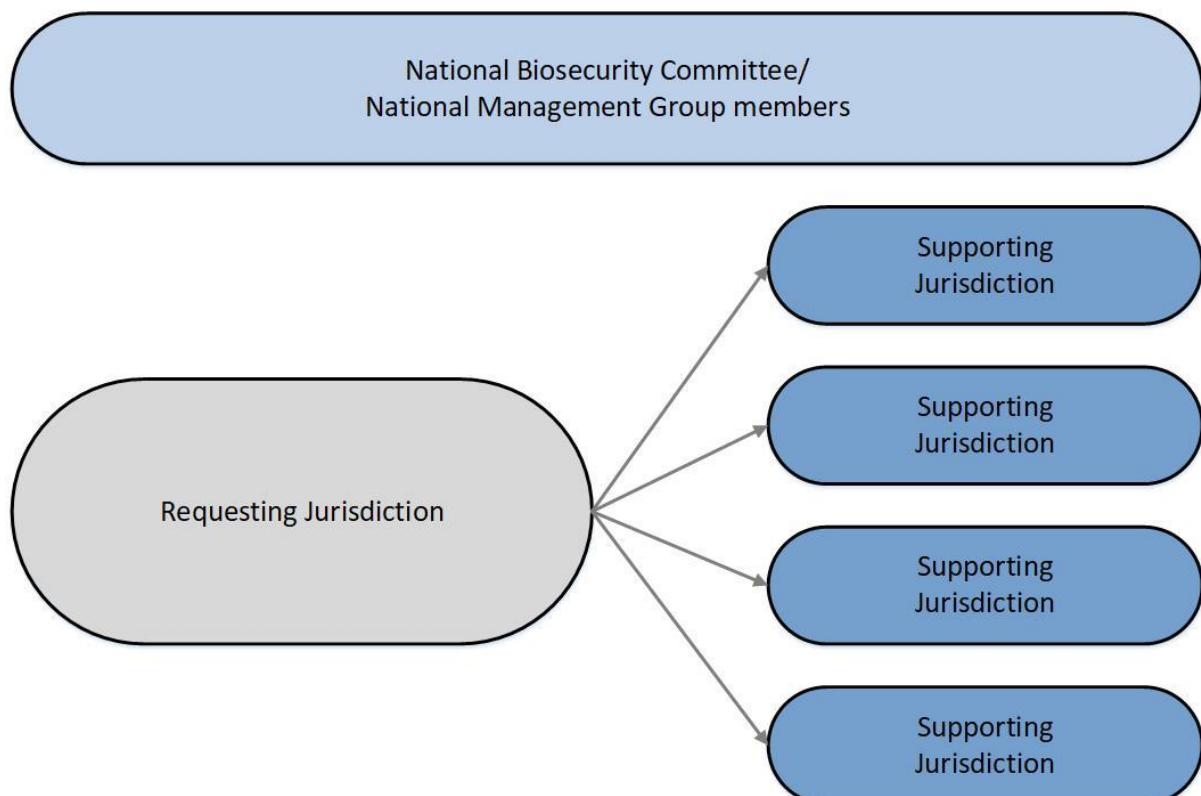
2.6 Coordination

Deployments are managed through a network of Jurisdictional Deployment Coordinators (JDCs) that act as single points of contact for their jurisdiction. The JDCs are authorised to undertake this function on behalf of their jurisdiction's NBC or National Management Group (NMG) member. It is recommended that jurisdictions nominate deployment coordinators for defined periods e.g. two years, rather than authorising them specifically for a response.

2.6.1 Direct Coordination

When there is a single affected jurisdiction (typically with only a single biosecurity response), they work directly with non-affected jurisdictions (Supporting Jurisdictions) to coordinate deployments, shown in Figure 1.

Figure 1. Direct Coordination by the Requesting Jurisdiction

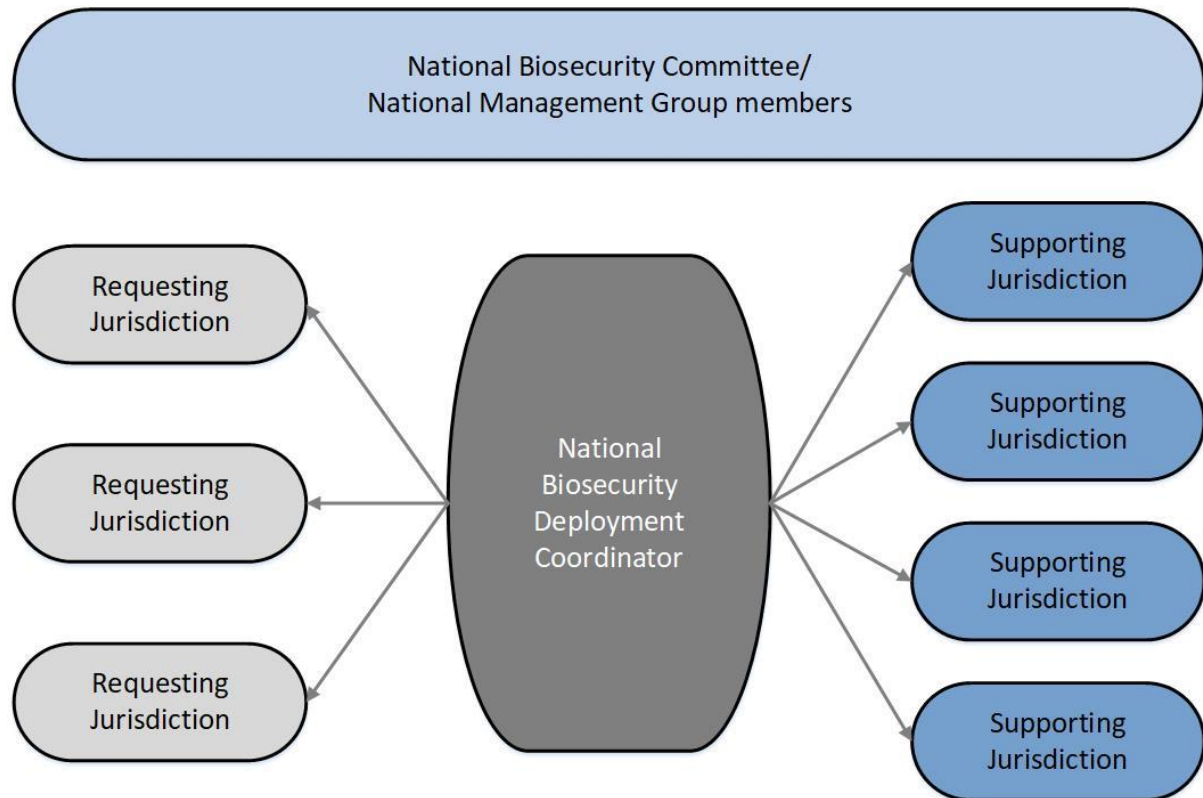


2.6.2 Centralised Coordination

When there are two or more Requesting Jurisdictions, or if a single Requesting Jurisdiction has multiple responses running simultaneously then the functions of 'Requesting Jurisdiction', and 'NBDC' may be separated, and the NBDC works with participating jurisdictions to source and deploy personnel for the Requesting Jurisdictions (Figure 2).

By agreement with the Requesting Jurisdiction's, the Australian Government agriculture agency may undertake the NBDC function. However, the NBDC function could also be undertaken by a Requesting Jurisdiction, or by a Supporting Jurisdiction. In these scenarios the jurisdiction would have the roles and responsibilities of both the NBDC and either the Requesting Jurisdiction, or Supporting Jurisdiction, respectively, as outlined in in Section 4.

Figure 2. Centralised Coordination by the National Biosecurity Deployment Coordinator



2.7 Recovery of deployment costs

Deployment costs are recoverable by Supporting Jurisdictions and the NBDC (if activated), by invoicing the relevant Requesting Jurisdiction, regardless of the status of cost sharing as described by the Deeds. Where a Requesting Jurisdiction seeks to alter the deployment costs that are reimbursable, this must be discussed and agreed between JDCs, before it takes effect. Supporting Jurisdictions should not ultimately be responsible for additional expenses resulting from deployments, and likewise, they should not profit from supporting deployment requests.

2.8 Dispute resolution

Differences of opinion and/or interpretation of these arrangements should be discussed in good faith by the affected JDCs in the first instance. This applies to both financial and human relation based disputes. If the issue is not resolved to both party's satisfaction in 10 business days, it can be escalated to the NBDC (if activated) and/or relevant members of the NMG for nationally cost shared responses; or the NBC for other responses. If the dispute remains unresolved for a further 10 business days, the matter can be referred by any party of the dispute to the chair of the NMG or the NBC. The NMG or NBC chair shall provide direction to resolve the matter as soon as possible, in up to 10 business days. The direction provided should be considered binding, with no further appeal process.

2.9 Fit for purpose

2.9.1 Personnel for deployment

Personnel should only be nominated for deployment where they:

- have approval to be deployed by their employer
- are agreeable to being deployed
- have demonstrated they have:
 - relevant knowledge and/or experience (sectoral/technical and/or functional-incident management)
 - health and well-being appropriate to the response role and environment, including meeting dangerous contact/biosecurity provisions related to the deployment (e.g. self-declaration)
 - teamwork skills that are effective in the incident management context
 - the capacity to adapt safely and effectively to the dynamic nature of biosecurity responses
 - access to equipment as/if specified.

2.9.2 Jurisdictional Deployment Coordinators

Personnel should only be authorised for JDC duties if they can demonstrate these skills, knowledge and attributes, or the capacity to rapidly acquire and apply them:

- knowledge of personnel who are likely to be suitable for deployment and the relevant authority to liaise across their department to identify personnel for deployment and arrange approval for their release
- high level coordination skills (arranging, tracking, monitoring), written and verbal communication, and records management skills
- attention to detail with regard to the practical aspects of arranging travel and work in other jurisdictions
- sound knowledge of industrial provisions, privacy management practices, safety management requirements
- knowledge of incident management functions, roles and responsibilities.

2.9.3 Deployment Liaison Officer

Personnel may be authorised for Deployment Liaison Officer (DLO) duties who can demonstrate these skills, knowledge and attributes, or have the capacity to rapidly acquire and apply them:

- well-developed knowledge of their jurisdiction's deployment arrangements
- knowledge of the relevant under-pinning organisational policies and industrial provisions, privacy management practices, safety management and WHS requirements
- knowledge of incident management functions, roles and responsibilities
- well-developed interpersonal, representative, networking and negotiation skills
- sound personal organisational practices (a self-reliant, well organised individual)

- high level of evaluation and analysis skills, in the context of biosecurity responses
- ability to exercise initiative and determine priorities that support both their organisation and the response objectives, within the scope of the deployment liaison function
- sound skills in providing concise and accurate advice in oral and written forms targeted at specific audiences, in a time-pressured environment.

2.10 Existing industrial provisions apply

Personnel who deploy will operate under their existing industrial provisions, workplace agreement or other instrument of appointment. This means, personnel may work alongside, or handover to, another individual performing the same or similar functions, although operating at differing rates of pay and/or under different conditions. These arrangements do not provide for personnel to seek payment at a level higher than their substantive position, unless their own organisation has such arrangements in place and manages them internally.

Deployed personnel may be required to adopt alternative work practices for the response that are within existing industrial provisions, but may not be typical for their usual workplace.

2.11 Part of the team

2.11.1 Authority to conduct operations

Requesting Jurisdictions are responsible for arranging appropriate legal protections, authorisations and briefings so deployed personnel can operate safely, effectively and efficiently, specifically during duty periods. It is also the Requesting Jurisdiction's responsibility to brief deployed personnel on the functions, powers, responsibilities, and related limitations or constraints of the legislation and authorisations being conferred for the response.

Where powers and protections cannot be conferred to Supporting Jurisdiction personnel, it is the responsibility of the Requesting Jurisdiction to manage the situation so that the skills of the nominated personnel will be put to good use. If this is unachievable, the deployment may be shortened or cancelled.

2.11.2 Deployment support

Requesting Jurisdictions are responsible for the safety, welfare and administration of deployed personnel to an equitable standard provided to their own employees. This recognises that deployed personnel may need some additional support so they can be safe and comfortable.

When a conflict occurs that includes interstate personnel, the Requesting Jurisdiction takes the lead in conflict resolution and the Requesting Jurisdiction's policies and procedures take precedent.

2.11.3 Adaptability

Deployed personnel will comply with the response policies and procedures of the Requesting Jurisdiction, as well as uphold their own employers expectations related to their code of conduct, or equivalent.

2.12 Deployment Liaison Officers

A DLO can provide vital support to JDCs and deployed personnel. It is the Supporting Jurisdiction's NBC/NMG member's discretion to authorise DLOs and must be discussed with the Requesting Jurisdictions prior to arranging their deployment.

2.13 Records

These documents are recommended to be developed and maintained during all deployments:

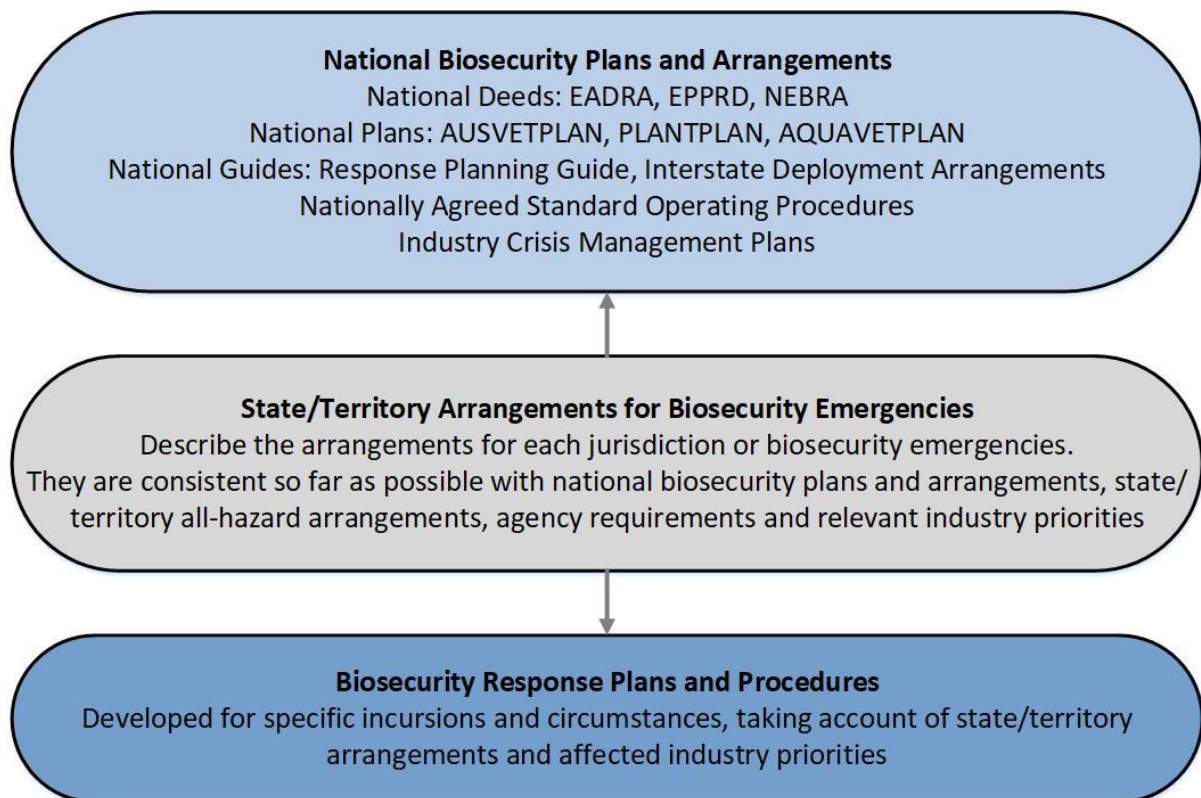
- resource requests
- a register of all staff nominated and deployed
- rosters
- invoices and agreements related to deployment costs
- any safety reports (incident, accident), loss, damage or other incident reports
- deployment plan
- meeting notes from JDC meetings
- inputs to deployment Situation Report
- in-kind costs of each deployed person
- debrief report.

3. Governance

These arrangements will operate as part of established governance arrangements, providing national guidance which can be adopted and implemented by all Australian jurisdictions as needed.

An illustration of the planning framework applicable in biosecurity emergency management in Australia is shown in Figure 3.

Figure 3. The biosecurity response planning framework



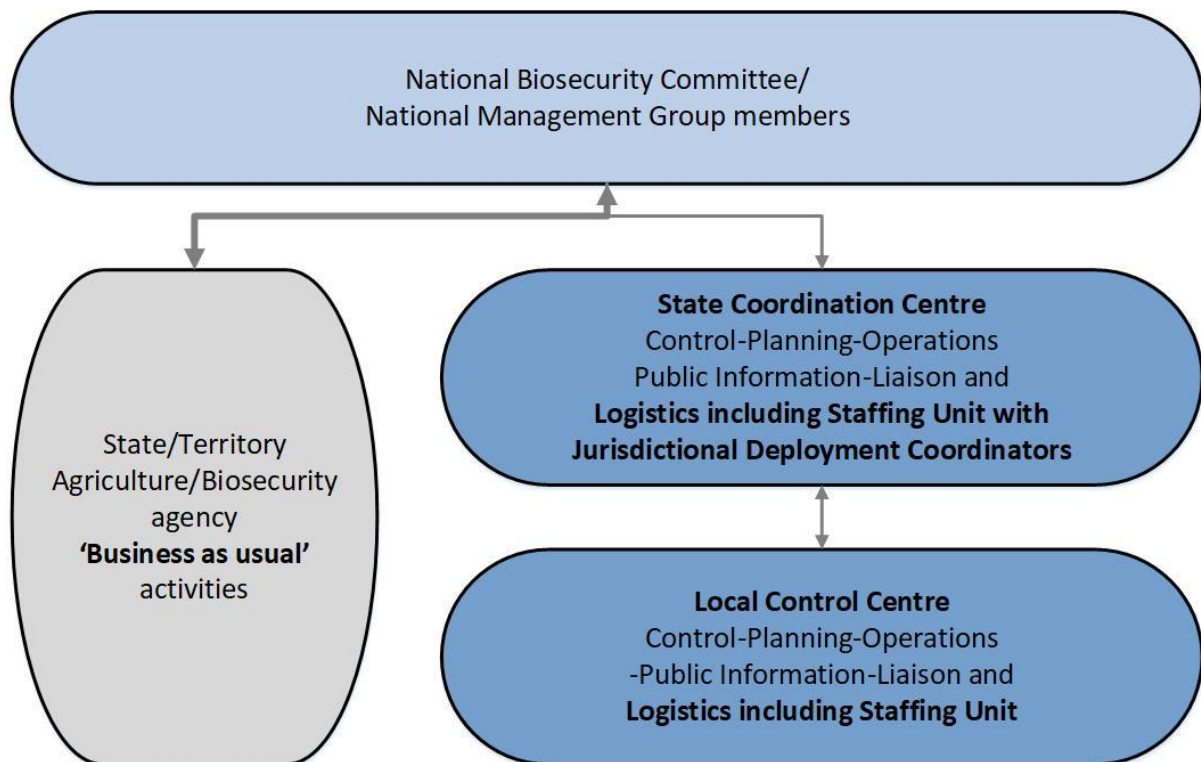
3.1 Review

The NBC or their appointed delegate is responsible for arranging the review of this document, at least every three years. The frequency may be adapted as needed (e.g. extended due to responses; or shortened due to significant changes in processes or lessons identified). The NBC will nominate a delegate to coordinate the review in consultation with relevant jurisdictional representatives.

3.2 Reporting lines

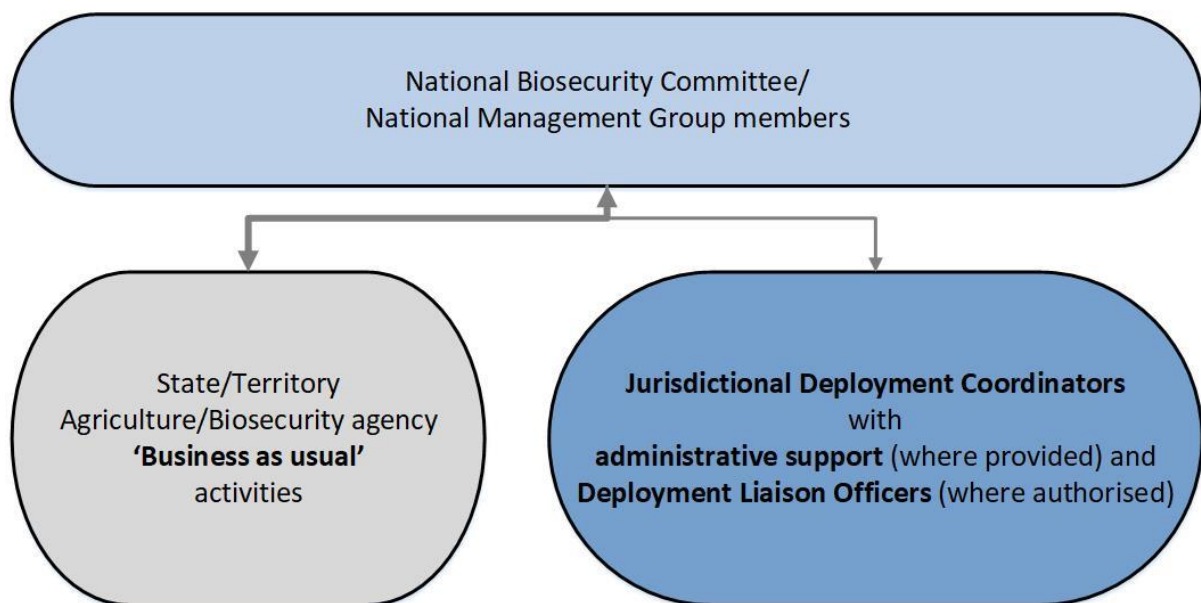
3.2.1 Requesting Jurisdictions

Requesting Jurisdictions will establish Incident Management Teams (IMTs) to manage the response to the biosecurity incident. Ideally their JDCs are to be included in the State Coordination Centre (SCC) Logistics team in the Staffing unit. The JDCs should work closely with the Local Control Centre's Staffing unit as shown in Figure 4. This is recommended where there is only one Requesting Jurisdiction coordinating deployments directly with Supporting Jurisdictions (Direct Coordination); or where there are two or more Requesting Jurisdictions and the NBDC is activated (Centralised Coordination).

Figure 4. Reporting lines: Requesting Jurisdictions

3.2.2 Supporting Jurisdictions

Supporting Jurisdictions are not responding to the biosecurity incident directly and therefore an incident management structure will not be typically in place. In practical terms, the JDCs from Supporting Jurisdictions are personnel authorised by their respective NBC/NMG representative. Therefore, unless otherwise agreed, JDCs for Supporting Jurisdictions report directly to their NBC/NMG representative, manage any administrative resource provided and coordinate activity with DLO (where authorised) (Figure 5).

Figure 5. Reporting Lines: Supporting Jurisdictions

3.2.3 National Biosecurity Deployment Coordinator

Biosecurity incidents can vary in scale, complexity, duration and the number of individuals, groups, agencies and resources involved. Typically the function of NBDC is activated when:

- a jurisdiction requests assistance as it has been responding to one or more level three biosecurity incidents over a period of time. The need for assistance will vary between jurisdictions due to inherent differences in their capability and capacity
- the biosecurity incident reaches a level four or five where one or more jurisdiction is involved in managing a response, national coordination is required and additional national or international resources is requested.

In most cases the Australian Government agriculture agency would be the NBDC, however, the function could also be undertaken by one Requesting Jurisdiction on behalf of other Requesting Jurisdictions, or by another Supporting Jurisdiction.

4. Roles and responsibilities

4.1 Requesting Jurisdictions

Jurisdictional Deployment Coordinators

- Chair JDC meetings and keep meeting notes (Direct Coordination)
- Arrange and chair the JDC debrief (Direct Coordination) including collation of feedback from NBC/NMG members

Requesting resources from other jurisdictions

- Identify the required skill sets and develop personnel resource requests for interstate personnel to join its biosecurity response
- As needed, provide advice to Supporting Jurisdictions regarding the value of seeking personnel from other (non-agriculture) state/territory departments or agencies
- Maintain a response roster (recommended to be kept two weeks in advance) and coordinate the placement of interstate personnel into the roster
- Register details of individual nominations and deployments

Deployment logistics

- Arrange travel, accommodation and catering where agreed
- Arrange for the development of Joining Instructions where agreed
- Provide a safe working environment for deployed personnel
- Arrange for deployed personnel to join, contribute to and exit from the response safely, effectively and efficiently
- Assist any DLOs as needed
- Include JDC's from Supporting Jurisdictions on the correspondence to their staff

Reporting and administration

- Keep deployment records
- Record the current deployment arrangements in the relevant response plans e.g. the Incident Action Plan and/or Logistics sub-plan
- Provide inputs to Situation Reports on the status of deployments
- Provide copies of all current resource requests to the NBDC, when transitioning to Centralised Coordination i.e. handing over deployment coordination
- Arrange feedback on deployed personnel, when requested by Supporting Jurisdictions
- Develop a debrief report for their NBC/NMG member
- Track deployment costs and coordinate reimbursements to Supporting Jurisdictions

4.2 Supporting Jurisdictions

Jurisdictional Deployment Coordinators

- Participate in JDC meetings

- Participate in the JDC's debrief and discuss findings as needed with their jurisdictional colleagues

Nominating personnel for deployment

- Register personnel resource requests from the Requesting Jurisdiction
- Develop an expression of interest to source personnel that meet the Requesting Jurisdiction's requirements
- Register details of individual nominations and maintain deployment records including associated costs
- Communicate internally with affected managers about deployments

Deploying staff

- Monitor travel, accommodation and catering arrangements, as well as the working environment of deployed personnel and address issues as needed, especially with regard to safety and fatigue management
- Develop and maintain a jurisdiction-specific deployment plan
- Authorise and support DLO's as needed
- Coordinate the recall of personnel, if required
- Assist with demobilisation of deployed personnel
- Advise JDC of hourly rates (including overheads) so in-kind records can be kept

Reporting and administration

- As needed, provide advice to Requesting Jurisdiction's and the Supporting Jurisdiction's NBC/NMG member regarding the possibility of providing additional personnel from other (non-agriculture) state/territory departments and agencies
- Provide Situation Reports on the status of deployments
- Coordinate handover of deployment coordination duties, as agreed with the jurisdiction's NBC/NMG member
- Manage administrative support, coordinate activities with DLO (when active) and monitor their well-being
- Seek advice from NBC/NMG member as required about relief arrangements for coordination duties
- Seek feedback from:
 - deployed personnel about the deployment arrangements
 - Requesting Jurisdiction's response peers about deployee's contribution to the response (optional)
 - DLO about the deployment arrangements.
- Prepare a debrief report for their NBC/NMG member
- Arrange for/coordinate reimbursement of deployment costs in a timely manner
- Advise Supporting Jurisdictions of final in-kind costs of deployed staff

Deployment Liaison Officers

- Arrange for own communications equipment, travel, accommodation and catering
- Act as the on-site liaison for their jurisdiction's deployed personnel
- Monitor the safety management of deployed personnel
- On request, assist the Requesting Jurisdiction to:
 - prepare new resource requests (noting that all requests should continue to be lodged with the authorised JDCs)
 - match skills/knowledge sets to response roles for deployed personnel
 - provide updates to the Supporting and Requesting Jurisdictions about deployment matters.
- On request, assist their Supporting Jurisdiction to:
 - maintain the deployment plan
 - develop Situation Report inputs
 - provide updates about any relevant deployment matters.
- Manage, or assist with the management of any other matters related to their deployed personnel, including those that arise out of working hours e.g. disciplinary action or incidents
- Gather feedback from deployees about the deployment arrangements and its execution
- Contribute to the debrief report

4.3 National Biosecurity Deployment Coordinator

When activated, the NBDC will coordinate the deployment of personnel between jurisdictions (Centralised Coordination).

National Biosecurity Deployment Coordinator

- Chair JDC meetings and keep the meeting notes
- Provide details of current and previous NBRT/Rapid Response Team members to JDCs
- Arrange and chair the JDC debrief including collation feedback from NBC or NMG members
- Develop a debrief report for the NBC or NMG members
- Where the NBDC also provides personnel for deployment as a Supporting Jurisdiction and/or requests personnel as a Requesting Jurisdictions, those responsibilities also apply

Resource request management

- Maintain a register of resource requests and coordinate their distribution on behalf of the Requesting Jurisdictions
- Collate and register nominations for deployment from Supporting Jurisdictions, distribute them to the relevant Requesting Jurisdictions, and maintain a deployment planning roster (recommended to be kept two weeks in advance)

- Provide copies of all current resource requests to Requesting Jurisdictions, when transitioning to Direct Coordination i.e. handing over deployment coordination

Deployment logistics

- Arrange travel when agreed with the Requesting Jurisdiction
- Review the Joining Instructions developed by the Requesting Jurisdiction
- Support safety management of deployed personnel
- Assist as required with the demobilisation of deployed personnel
- Record the current national deployment arrangements in the deployment plan
- Keep deployment records including a register of all deployed personnel
- Coordinate the development and issue of Situation Reports on the status of deployments
- Monitor DLO authorisations from Supporting Jurisdictions

4.4 National Biosecurity Committee/National Management Group members

- On request and where able, authorise JDCs to manage deployments for biosecurity responses on behalf of their jurisdiction
- When authorising a JDC, allocate administrative support to assist them
- Provide management support for authorised JDCs
- On request and where able, authorise NBDC to help nationally coordinate interstate deployments (Centralised Coordination)
- As needed, authorise personnel to undertake the role of DLO
- Communicate authorisations for incidents to affected management/colleagues about JDCs, administrative support, NBDC and DLO
- Monitor health and well-being of the JDCs and arrange their relief as required
- Decide if intra-jurisdictional resource sharing arrangements are to be pursued on advice from JDCs
- Provide direction regarding prioritisation of resource requests and disputes about arrangements as needed
- Give the direction to recall staff from deployments and/or cancel authorisations of JDCs if needed
- Review deployment Situation Reports and assist the authorised JDC to resolve issues
- Handover deployment coordination duties to their NBC/NMG counterpart as required (due to changes in the status of national cost sharing)
- Provide feedback about the deployment arrangements and their implementation
- Receive the jurisdictional debrief report and give directions for the accepted recommendations/action plan, including cost recovery aspects

4.5 Deployed personnel

- Follow the procedures of the Requesting Jurisdiction
- Uphold employer's code of conduct at all times
- Provide a valuable contribution to the response

4.6 Safety responsibilities

4.6.1 Requesting Jurisdictions

- Provide a safe working environment, as far as reasonably practical
- Develop and maintain a safety management plan for all response personnel which includes, but is not limited to:
 - providing for personal care of the response team, including deployed personnel- describing the arrangements for travel, accommodation, catering and rostering to manage fatigue
 - providing for induction, handover and on-the-job training which includes communicating the known hazards, risks and controls/treatments in place
 - arrangements for the provision of personal protective equipment and clothing
 - chemical handling training where needed, including provision of Safety Data Sheets for chemicals used
 - arrangements for confirming plant/equipment is appropriate for the task and safe for use
 - arrangements for the provision of emergency medical care, and an appropriate level of support/care for deployed personnel and their immediate family in the event of a serious injury/death
 - procedures for meeting compliance requirements for reporting workplace incidents within their jurisdiction.
- Provide copies of all workplace incident reports to relevant JDCs
- Support investigations into workplace incident/accidents in accordance with legislative provisions
- In the case of WHS investigations concerning personnel from interstate:
 - notifying the Supporting Jurisdiction of investigations and providing the opportunity to participate in the investigation
 - providing copies of associated reports and documentation to the Supporting Jurisdiction.
- Provide timely advice to the Supporting Jurisdiction, so they can assist in the management of serious injury/death with deployed personnel's families and co-workers.

4.6.2 Supporting Jurisdictions

- Seek feedback from deployed personnel on any issues relating to WHS and address these with the Requesting Jurisdiction.
- Work constructively with the Requesting Jurisdiction to identify reasonable alternatives where the response safety arrangements do not meet the typical standards of the Supporting Jurisdiction
- Support investigations into workplace incident/accidents in accordance with legislative provisions
- Manage workers compensation arrangements for affected deployed personnel
- Assist in the management of serious injury/deaths of deployed personnel with families and co-workers.

4.6.3 National Biosecurity Deployment Coordinator

- The NBDC is to coordinate deployments in a way that upholds both the Requesting Jurisdiction's and Supporting Jurisdiction's safety responsibilities
- Where the NBDC is also operating as a Supporting Jurisdiction i.e. providing staff for Requesting Jurisdictions; or as a Requesting Jurisdiction i.e. seeking personnel to support their own operation, they assume the safety responsibility of that relevant function

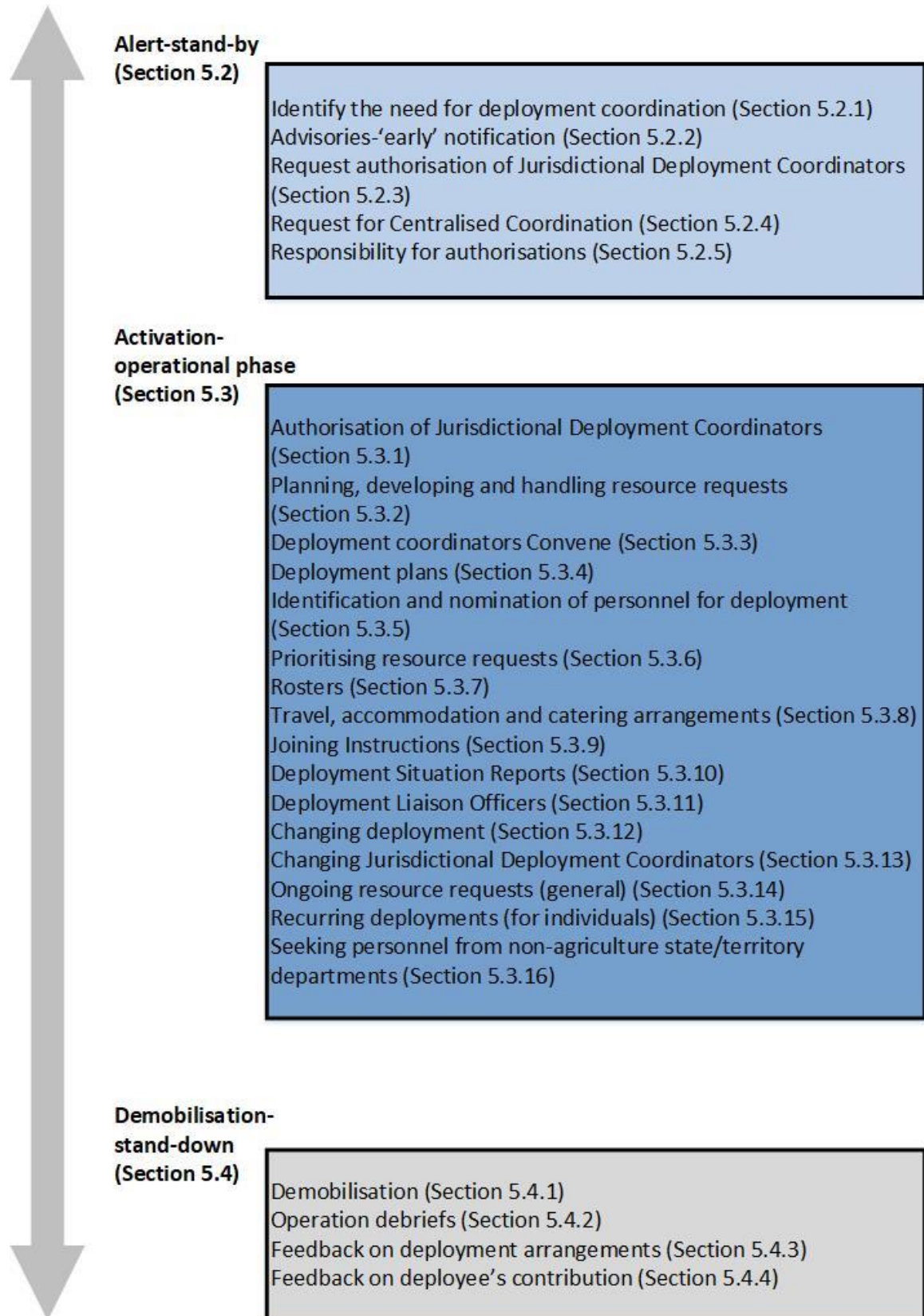
4.6.4 Deployed personnel

- Deployed personnel are responsible for complying with reasonable instructions regarding safety and work protocols for the Requesting Jurisdiction
- Deployed personnel should follow any workplace incident/accident procedures of both the Requesting Jurisdiction and their Supporting Jurisdiction in accordance with legislative provisions

5. Arrangements

5.1 Summary

Figure 6. A summary of the process to coordinate interstate deployments



5.2 Alert-stand-by

5.2.1 Identify the need for deployment coordination

During response resource planning, jurisdictions may identify the need for additional personnel. Indicators that additional personnel may be needed include, but are not limited to:

- fortnightly roster planning indicating significant gaps are anticipated and are likely to remain unfilled, especially for technical specialists and IMT roles
- fatigue management is identified as a significant issue
- when multiple jurisdictions are affected at similar times i.e. there is a high likelihood of multiple Requesting Jurisdictions emerging.

5.2.2 Advisories-‘early’ notification

Should the NBC/NMG members become aware that requests to authorise JDCs are pending, they may provide informal advice to other jurisdictions. The purpose of providing early informal advice is to support the rapid mobilisation of deployment coordination efforts, if formal requests are subsequently made and approved. This is a support action and is optional.

If early notification is provided, care must be taken so that it is unambiguous in its informal preliminary status and cannot be confused as a request to deploy personnel. On receipt, jurisdictional members may choose to circulate the advisory with relevant stakeholders, again taking care that its status is clear.

5.2.3 Request authorisation of Jurisdictional Deployment Coordinators

Direct Coordination: When there is a single affected jurisdiction, Direct Coordination (as described in Section 2.6) is typically the most effective approach. The Requesting Jurisdiction uses Template 1 to request that deployment coordinators are ‘stood up’ (i.e. authorised to coordinate deployments) by the relevant members of the NMG for nationally cost shared responses; or the NBC for other responses.

Centralised Coordination: When there are multiple Requesting Jurisdictions, experience shows Centralised Coordination is the most effective approach. Where the Requesting Jurisdictions and the Australian Government agriculture agency agree to adopt the Centralised Coordination approach, the Australian Government agriculture agency typically assumes the NBDC function. The NBDC adapts Template 1 to make the request to the relevant NBC or NMG members for deployment coordinators to be stood up, on behalf of the Requesting Jurisdictions.

5.2.4 Request for Centralised Coordination

A Requesting Jurisdiction requests another jurisdiction to take on the NBDC function on their behalf (Centralised Coordination). Given the jurisdiction agrees and authorises a NBDC, the NBDC then advises JDC’s that Centralised Coordination is in effect (Template 2).

5.2.5 Responsibility for authorisations

The status of national cost sharing determines how the authorisation of JDCs for the response are handled. This means that authorisations made at different times during a response may be handled by different people, and therefore NMG and NBC members (if different) provide handovers to their counterparts as needed.

Example 1: If a response is agreed to be nationally cost shared, then authorisations are handled by NMG members.

Example 2: If a response is underway, but national cost sharing has not yet been agreed, then authorisations are handled by NBC members. If the response becomes cost shared, then NBC members handover their deployment coordination responsibilities to their NMG counterparts.

Example 3: If a response is underway and national cost sharing has been agreed, then authorisations are handled by NMG members. If the cost sharing decision is revoked at a later stage, NMG members handover deployment coordination responsibilities to their NBC counterparts.

5.3 Activation-operational phase

5.3.1 Authorisation of Jurisdictional Deployment Coordinators

- **NBC/NMG decision:** Once a written request is received to stand up (authorise) JDCs, NBC or NMG members provide a response as soon as possible, noting the 'Accountability' and 'Resource Sharing' principles of these arrangements.
- **Authorisation:** Ideally personnel will already be nominated for the JDC role, and their relative availability, skills and knowledge will inform the decision related to their authorisation and tasking.
- **Written authorisation and internal communication:** Individuals must receive authorisation in writing from the relevant NBC/NMG members (or their delegates) to act as the JDC.
- **Administration support:** The relevant NBC/NMG member should also consider allocating some administrative support for their JDC, to assist with contacting personnel, records management, cost centre management and provide some redundancy to the role.

Staff who are to provide administrative assistance should also receive written notification of their tasking. It is also recommended that the NBC/NMG member or their delegate:

- arranges for the substantive duties of the authorised personnel to be adjusted, so they are able to provide the necessary support to the response and deployed personnel
- communicates the authorisation of the JDC to other management and staff (particularly managers of staff who are likely to be considered for deployment).
- **Provide advice of authorisation:** Once authorised, JDCs, advise the Requesting Jurisdiction or the NBDC of their contact details.

5.3.2 Planning, developing and handling resource requests

Once Supporting Jurisdictions agree to resource sharing, resource requests are progressively developed by the Requesting Jurisdictions identifying the roles using Template 3. This includes identifying roles, duty periods and work locations required.

Requesting Jurisdictions use Template 4 to request physical resources from Supporting Jurisdictions. This template can be used to request a range of physical resources including response specific equipment or stores of disposable materials. It's important that both the Requesting Jurisdiction and Supporting Jurisdictions work through the details of each request to ensure both parties are clear on the conditions of sharing the physical resources. This includes discussing the handover of resources, insurance and any details of the planned return of the resource (if relevant).

- **Role identification:** When developing resource requests, the Requesting Jurisdiction will identify the roles where they have or anticipate gaps to occur which interstate personnel would be likely to be able to fill. In particular, where roles have specific biosecurity, registration, licencing or qualification requirements, these should be specified as part of the request.
- **Planning deployment and duty periods:** The dates for the requested deployment period and duty periods including handovers should be planned. Rest days should also be factored in to duty periods, but actual dates may not be specified.

While deployment periods may vary they all must allow sufficient time to:

- travel to and from the response which should occur on a normal working day wherever possible
- be inducted to the response
- receive a handover from outgoing personnel
- provide a valuable contribution to the response
- provide a handover to incoming personnel
- have rest breaks (during deployment and before returning to substantive duties).

Experience in biosecurity responses shows that interstate deployments should be for a minimum duration of fourteen consecutive calendar days, and include rest days (noting that industrial provisions apply and may vary these timings). An example is shown in Table 1 and this may be used to guide alternative durations, for example for three or four week periods.

- **Handling resources requests:** Resources requests are handled by:
 - **Direct Coordination:** Resource requests are sent by the Requesting Jurisdiction directly to all Supporting Jurisdictions.
 - **Centralised Coordination:** Resource requests are sent by the Requesting Jurisdictions to the NBDC. The NBDC collates requests and sends them to Supporting Jurisdictions.

If a Requesting Jurisdiction hands over responsibility for coordinating deployments to the NBDC, then copies of all resource requests currently in circulation are provided as part of the handover process.

All participating jurisdictions should register and monitor the resource requests sent by or to them using Template 5.

Table 1. Example of planning deployment periods

Day	Example activities
Day 1	Travel (deployment period starts)
Day 2	Induction and hand-over (duty period starts)
Day 3-12	Assumes response role. As a guide only, aim to provide 2 rest days prior to handover, over the 14 day deployment period
Day 13	Handover, stand down and exit (duty period ends)
Day 14	Travel (deployment period ends)
Fatigue Management	Additional non-work days (also known as 'rest days') are at the discretion of the Supporting Jurisdiction and should be consistent with their industrial provisions and fatigue management practices. As a guide only, they should be considered if deployment periods are scheduled to start halfway or later in the scheduled work period e.g. Wednesday or later in a standard business week. The transport mode and distances travelled may also be useful to consider. Adjustments may need to be settled by negotiation and on a case-by-case basis, so supporting travel, accommodation and work schedules can be established.

5.3.3 Deployment coordinators convene

- **Calling the meeting:** The Requesting Jurisdiction (Direct Coordination) or the NBDC (Centralised Coordination) convenes a meeting (typically a teleconference) of JDCs, and any invited observers.
- **Meeting invitees:** Authorised JDCs are requested to participate in the meeting. Representatives from Animal Health Australia, Plant Health Australia and any jurisdictions who are not able to provide a deployment coordinator at that point in time, are also invited to attend these meetings as observers.
- **Meeting administration:** The jurisdiction which chairs the meeting is responsible for recording the meeting attendees, outcomes, decisions and follow-up on the actions arising from the meeting. Templates 6 and 7 include templates for a 'standing' agenda and meeting notes.
- **Meeting frequency:** It is recommended that deployment coordinators, convene frequently (daily in the first phase of deployments) and reduce the frequency as working arrangements become more established. Where deployment coordinators handover, the chairing jurisdiction should consider increasing the frequency of meetings to assist new deployment coordinators assimilate into the working arrangements.
- **Important matters for the first meeting:** All matters in Template 6 should be discussed at meetings, even where details of resourcing needs are still under development. In particular, this includes:
 - specific qualification, accreditation requirements of roles e.g. registration with professional associations, education standards, licencing or accreditation
 - proposed duty periods and timing of handovers
 - how transport, accommodation, catering and Joining Instructions will be handled

- availability of NBRT members within Supporting Jurisdictions
- the anticipated need for, and opportunity to, identify other personnel for deployment under these arrangements from non-agriculture departments (using state/territory arrangements).

5.3.4 Deployment plans

As soon as possible, all deployment coordinators should develop a deployment plan (Template 8) that describes the current, jurisdiction-specific arrangements for deployments. This plan should be reviewed regularly and is a core resource that is handed over when deployment coordinators are changed.

5.3.5 Identification and nomination of personnel for deployment

- **Identification:** Supporting Jurisdictions are responsible for nominating personnel that are anticipated to be 'fit for purpose' for the roles and duties outlined in the resource request, in a timely manner (see Section 2.9).

To assist, the Australian Government agriculture agency will provide details of past and present members of Rapid Response Team/NBRT to JDCs during deployment coordination.
- **Actions by Supporting Jurisdictions:**
 - Identify personnel that are agreed to be 'fit for purpose'. It is the Supporting Jurisdiction's responsibility to establish the records they believe are appropriate to indicate 'fit for purpose', noting they may be different between response roles
 - Verify management's approval for their deployment
 - Confirm their agreement to deploy. Typically the agreement to deploy occurs after a brief discussion to clarify details about the resource request, and specifically:
 - the roles to be filled along with any qualification or accreditation requirements specified by the Requesting Jurisdiction
 - proposed deployment timings, with a specific focus on participating in handovers at the start and end of the duty period.
- **Nomination:** Personnel who have approval to, and are agreeable to deploying, are nominated for deployment using Template 9, as follows:
 - **Direct Coordination:** Nominations are provided to the Requesting Jurisdiction by the Supporting Jurisdiction
 - **Centralised Coordination:** Nominations are provided to the Requesting Jurisdiction by the Supporting Jurisdictions via the NBDC.

The details of nominated and deployed personnel (including DLOs) should be maintained on a central register including their contact details (individual and emergency contacts for work and 'after hours'), deployment periods and relevant medical information (e.g. allergies, specific dietary requirements, current medication).

- **Confirmation:** Advice that the nomination has been accepted is provided as soon as possible, as follows:
 - **Direct Coordination:** Advice is provided to the Supporting Jurisdiction by the Requesting Jurisdiction
 - **Centralised Coordination:** Advice is provided to the Supporting Jurisdiction by the NBDC (following confirmation from the relevant Requesting Jurisdiction).

Once the nomination has been accepted the Requesting Jurisdiction liaises with the deploying personnel to confirm the details of their deployment including travel logistics, accommodation details, deployment periods and other particulars (Template 10).

5.3.6 Prioritising resource requests

When the requirement for assistance exceeds the capacity of Supporting Jurisdictions, personnel will be allocated on a priority basis to the Requesting Jurisdictions. The factors outlined may be used, or others that are agreed to at the time:

- urgency of requests balanced by the 'opportunity cost' to other Requesting Jurisdictions of filling the most urgent requests first
- number of personnel requested and sharing available resources
- best 'fit' of personnel for requests
- factors which may limit supply of personnel e.g. registration or licensing needed in some jurisdictions for specific roles
- risks from pest/disease spread considering jurisdictional, regional and national scenarios over time.

Guidance related to prioritisation should, in the first instance, be provided by the JDCs forum and the Incident Controllers or similar. Should prioritisation become problematic amongst the JDCs, NBC/NMG members may need to provide direction.

5.3.7 Rosters

Rosters should be developed as soon as possible and maintained while deployments are occurring.

- **Direct Coordination:** Rosters for the response team are maintained by the response's Logistics section (fortnightly is recommended). They should be routinely shared with Supporting Jurisdictions and/or the NBDC for planning and reconciliation purposes, but are not recommended for distribution to nominated personnel.
- **Centralised Coordination:** A deployment planning roster should be developed and maintained by the NBDC to monitor placements and resource requests. It is a planning tool and does not supplant response rosters of the Requesting Jurisdictions. It may be beneficial to share the deployment planning roster with JDCs, but it is not recommended for distribution to nominated personnel.

5.3.8 Travel, accommodation and catering arrangements

- The Requesting Jurisdiction will typically make all travel, accommodation and catering arrangements for nominated personnel via the SCC Logistics section. Logistics personnel will liaise directly with the nominated personnel to make these arrangements.
- By arrangement during Direct Coordination, the NBDC may assist the Requesting Jurisdiction with booking travel, accommodation and catering.

5.3.9 Joining Instructions

Once rosters are updated and travel, accommodation and relevant catering arrangements are made, the details are collated into Joining Instructions (Template 11). Joining Instructions should provide sufficient information to nominated personnel to support their safe and effective entry into the response. Typically they comprise a covering letter (the 'Joining Instructions') and supporting references ('the Joining Instructions package') typically including:

- the most recent Situation Report
- the response team's current organisational chart
- response fact sheets or similar
- response induction guides and any relevant background information.

It's important that Joining Instructions are provided in a timely manner to assist personnel to prepare for their deployment. If Joining Instruction packages are issued more than a week prior to deployment occurring, an updated Situation Report should be provided 2-3 days before the scheduled departure/deployment date.

Joining Instructions are customised to the circumstances of the nominated personnel, addressing their departure and arrival times for flights, accommodation and response duties. More information may need to be included when arrival or departure times are outside of business hours.

The development and distribution of the Joining Instruction package is the responsibility of the Requesting Jurisdiction. Feedback should be sought about the content of the Joining Instructions from Supporting Jurisdictions and the NBDC. JDC's from Supporting Jurisdictions should be copied into any correspondence with their personnel from the Requesting Jurisdiction, including the issue of Joining Instructions.

5.3.10 Deployment Situation Reports

JDCs should provide Situation Reports on the status of deployment coordination.

- **Content:** Typically they cover:
 - event summary
 - jurisdictions participating in deployment coordination
 - total number and roles requested from interstate
 - total number and roles of personnel received from interstate
 - key deployment issues or risks
 - other potential sources of personnel being explored (where relevant).
- **Coordination Arrangements:**
 - **Direct Coordination:** The Requesting Jurisdiction provides updates for the Situation Report as part of the response's Logistics section's inputs. Supporting Jurisdictions provide updates to their relevant NBC/NMG member.
 - **Centralised Coordination:** The NBDC would typically coordinate the development of the deployment situation report, with input from the Requesting Jurisdiction and Supporting Jurisdictions. Distribution would be managed by the relevant JDCs.

- **Frequency of updates:** Frequency will be determined by agreement, but notionally it is recommended they are provided weekly.

5.3.11 Deployment Liaison Officers

Due to the nature and scale of the response, it may be appropriate for Supporting Jurisdictions to provide a DLO with their deployed personnel. This is a decision for each Supporting Jurisdiction and is to be discussed at JDC meetings, and reviewed as required.

Authorisation of DLOs should be considered:

- in the first one to two months of a response
- when six or more personnel from any one jurisdiction will be deployed for four or more consecutive days
- when ongoing deployments are occurring.

Typically deployment coordinators for Supporting Jurisdictions would make a recommendation to their NBC/NMG member about authorising a DLO, and the NBC/NMG member is responsible for confirming/approving the authorisation. Once authorised, courtesy advice is provided to the Requesting Jurisdiction so the necessary arrangements can be made. This advice should be separate to any personnel nominations by Supporting Jurisdictions or resource requests by Requesting Jurisdictions.

Typically the DLOs make their own travel and accommodation arrangements because they usually have different schedules to the response team, but this can be negotiated at the time with the Requesting Jurisdiction. They also typically arrange for their own communications equipment i.e. phone, computer. Their recommended contact point is the Requesting Jurisdiction's JDC within the SCC. Requesting Jurisdictions are to arrange for a work station at control centres (recommended to be in the response's Logistics section), and for inductions to the IMTs at the State and/or Local control centres.

5.3.12 Changing deployments

- **Changing duty periods:** Duty periods should be specified before deployment, but the Requesting Jurisdiction may request changes as needed, in consultation the relevant JDC and the deployed personnel.
- **Recall of Personnel:** If necessary, a Supporting Jurisdiction may recall its deployed personnel, ideally providing a minimum of two business days' notice. If this occurs, the Supporting Jurisdiction is responsible for making new travel arrangements, and would be expected to meet additional costs incurred due to the changes.

5.3.13 Changing Jurisdictional Deployment Coordinators

- **Handovers:** If it becomes necessary to change JDCs for the Supporting Jurisdiction or the NBDC, then new personnel should be authorised in writing by the relevant NBC/NMG members. JDCs should coordinate their handover in a timely manner and include:
 - advice to the Requesting Jurisdiction or the NBDC, and any allocated administrative support personnel
 - a written handover using their jurisdiction's procedures and templates
 - copies of the current resource requests and deployment plan.

Typically, the Requesting Jurisdiction's JDC is embedded in the response's SCC Logistics section, so their coverage is maintained using the response's staffing procedures.

- **Cancelling coordinator authorisations:** While noting the 'Resource Sharing' principle, these arrangements acknowledge that a jurisdiction's capacity to support deployment requests can alter during a response.

If necessary, Supporting Jurisdictions may cancel the authorisation of their JDCs for the specific response, if their personnel become unavailable for deployments. Cancellation advice is provided by the relevant NBC/NMG member to the Requesting Jurisdiction or the NBDC, ideally with at least one week's notice.

5.3.14 Ongoing resource requests (general)

Biosecurity responses typically run for at least six weeks, so it is anticipated that requests for personnel will be lodged progressively using the processes described in these arrangements, and adapted as agreed for the circumstances.

5.3.15 Recurring deployments (for individuals)

Requests to establish a recurring arrangement for identified individuals should be addressed between the relevant NBC/NMG members of the Requesting Jurisdiction and Supporting Jurisdictions. Where a recurring deployment arrangement is agreed, JDCs can recommend that rostering is negotiated directly by the individual's relevant supervisor in the Supporting Jurisdiction, and the Requesting Jurisdiction's JDC. Where this occurs, copies of the rosters should be provided to the JDC of the Supporting Jurisdiction, as they retain the responsibility to record deployment data and collate deployment costs, however overall responsibility for overseeing recurring deployments rests with the deployed individual's supervisor.

5.3.16 Seeking personnel from non-agriculture state/territory departments

While these arrangements are intended for coordinating deployments of personnel from agriculture departments, some Supporting Jurisdictions also have other intra-jurisdictional arrangements for resource sharing that could supplement the number of potential personnel for deployment.

Activating state or territory based arrangements are at the discretion of each Supporting Jurisdiction, and should only be pursued with agreement from the Requesting Jurisdiction. Typically the relevant Supporting Jurisdiction's JDC would make a recommendation to their relevant NBC/NMG member, to seek agreement within their jurisdiction to use those arrangements. The JDC then coordinates the arrangements within their jurisdiction, to identify and source other personnel for the Requesting Jurisdiction.

Deployments of personnel sourced from the state or territory arrangements should be managed in line with these arrangements.

5.4 Demobilisation–stand-down

5.4.1 Demobilisation

- **Supporting Jurisdictions** monitor the demobilisation and return to work of deployed personnel. This includes:
 - liaising with the direct supervisor’s of deployed personnel to confirm return to normal work dates and any other agency provisions (e.g. additional recommended rest days)
 - collating information on the claim of deployment costs, coordination of the submission of other claims or reports (e.g. incident reports)
 - seeking feedback from deployed personnel on the deployment arrangements
 - updating personnel training records.
- **Requesting Jurisdictions** manage the stand-down process and arrange for deployed personnel to exit the response in a coordinated manner using the response team’s usual procedures. This can include:
 - administrative matters e.g. returning assets, completing handovers, ground transport arrangements, settling accounts at accommodation venues etc.
 - advice about biosecurity restrictions (i.e. ‘dangerous contact’) when returning to the Supporting Jurisdiction
 - formal recognition of the contribution of deployed personnel e.g. certificate, thank you letters.

5.4.2 Operational debriefs

It is recommended that Requesting Jurisdictions conduct a hot debrief with interstate staff as they depart the response. This debrief provides an opportunity for deployed personnel to contribute to the evaluation of the operational activities and current priorities within the response. This debrief could be informal or formal, and could be conducted with a group of departing employees when required.

5.4.3 Feedback on deployment arrangements

Employees departing the response can be asked to complete the questionnaire at Template 12 at the discretion of the Requesting Jurisdiction and Supporting Jurisdiction. The questionnaire is used to gather ‘real time’ feedback on the deployee’s experience and to evaluate the systems and processes used during their deployment.

It is recommended that a JDC’s debrief is held at the cessation of interstate deployments and the stand down of these arrangements (see Template 13 for JDC debrief agenda). The Requesting Jurisdiction will typically arrange the JDC’s debrief when Direct Coordination is place or the NBDC will arrange during Centralised Coordination, usually by teleconference. It’s important to identify who will chair the debrief with an independent facilitator preferred.

It is important that feedback is also sought from the participating NBC/NMG members, ideally prior to the JDC's debrief. JDC's should be notified of the intent to hold a debrief and encouraged to prepare their contribution in advance. JDC's should reflect on what worked well, what didn't and how the arrangements may be improved.

Meeting notes from the JDC debrief should be recorded and circulated to JDCs soon after the debrief. The observations and lessons identified from the JDC debrief, the NBC/NMG members feedback and the collated data from the deployee questionnaires can then be used in the develop of a debrief report (Template 14).

5.4.4 Feedback on deployee's contribution

To promote continuous improvement, Supporting Jurisdictions may seek feedback on their personnel's contribution to the response. Staff should be advised when there is an intention to seek feedback about their work during the deployment, and provided with a copy of the collated report.

Where feedback is sought, it should be collected from the deployee's response peers:

- response supervisor ('one up')
- one (or more) direct reports in the response ('one down')
- one other response team member 'at level' ('one across').

For example, if deployed as the Operations Manager feedback would be sought from the Incident Controller ('one up'), the Investigations Coordinator (or similar) ('one down'), and one other member from the IMT ('one across'). Templates for gathering feedback is provided at Template 15 and it can be adjusted as needed. Supporting Jurisdictions seek assistance from the Requesting Jurisdictions to distribute feedback surveys to the relevant personnel.

Supporting Jurisdictions collate the feedback results and provide a copy of the report to the relevant individual and any other relevant position in the jurisdiction (e.g. training coordinator). If the staff member is also a member of a relevant, specialist program (e.g. NBRT), or their deployment was funded by a specific funding program or similar, then those program managers are also provided with a copy of the report. Reports should be saved as part of the response records with restricted access, as for any other documents holding personal information.

6. Glossary

Term–Acronym	Meaning
Agreement to deploy	Means an individual who agrees to deploy. This personal engagement element is considered a critical part of a deployment nomination.
Approval to deploy	Means an individual who is approved to deploy by relevant jurisdictional management, subject to the individual's agreement.
Australian Government agriculture agency	The Australian Government agency responsible for managing various aspects related to biosecurity incidents that reports to the Australian Government Minister of Agriculture.
'Dangerous contact' or dangerous contact provisions	Means a description provided by the response team to deployees to minimise further spread of the pest or disease. The 'provisions' identify animals, plants and premises which are susceptible to being infected or affected by the pest or disease and relevant timeframes that deployees are not to have contact with before or after the deployment.
Deed(s)	Refers to the formal cost sharing agreements in place between governments and industry, including the Emergency Animal Disease Response Agreement, Emergency Plant Pest Response Deed and National Environmental Biosecurity Response Agreement.
Deployment	The engagement of personnel from Supporting Jurisdictions into a Requesting Jurisdiction's biosecurity response under these arrangements.
Deployment costs	Means the costs as specified by the national cost sharing deeds described as 'salaries and wages' and/or 'operating expenses'. They may also include any other costs related to deployments as agreed between the Requesting and Supporting Jurisdictions.
Deployment Liaison Officer-DLO	An individual authorised by a Supporting Jurisdiction, primarily to support their deployed personnel at the deployment location.
Deployed personnel <i>May also be referred to as 'deployees'</i>	Personnel deployed to a Requesting Jurisdiction.

Term–Acronym	Meaning
Deployment period	<p>Means the duty period and travel dates for the deployment. Typically the deployment period starts when nominated personnel commence travel for deployment and ends when the corresponding return travel concludes. Typically this means when they arrive home after their deployment and/or return to their normal working duties (depending on the time of their return and rest day arrangements). It would not include recreation leave taken in between the deployment duty period and returning home/to work.</p> <p>Deployment periods will vary in duration and indicate a defined period of time when the Requesting Jurisdiction, Supporting Jurisdictions and the employee need to work together for a safe, effective and efficient deployment.</p>
Duty period	<p>Means the days worked in the biosecurity response, during the deployment period. For example a duty period may be ten days within a deployment period, with additional days for travel to and from the deployment location.</p> <p>Duty periods include receiving and giving handovers, and participating in induction. It may also include rest days, depending on the length of the deployment.</p>
Incident Management Team- IMT	<p>The group of incident management personnel comprising of the incident controller and other personnel appointed to be responsible for the functions of operations, planning, public information, logistics and finance and administration as described by the Biosecurity Incident Management System.</p>
Jurisdiction	<p>Refers to state, territory or the Australian Government and their respective area of responsibility. In these arrangements, it is typically referring to agriculture departments or biosecurity agencies.</p>
Jurisdictional Deployment Coordinator-JDC	<p>Means the individual/s authorised by their agency's NBC or NMG member to coordinate personnel deployments on their behalf of the Requesting Jurisdiction and Supporting Jurisdictions.</p>
National Biosecurity Deployment Coordinator- NBDC	<p>By agreement, the NBDC coordinates deployment requests for one or more jurisdictions. Typically the NBDC is based in the Australian Government agriculture agency, unless otherwise agreed by the relevant NBC or NMG members.</p>
National Biosecurity Response Team-NBRT	<p>A pool of response ready personnel, across Australia, which can be accessed by a jurisdiction's biosecurity agency when responding to a biosecurity incident.</p>

Term–Acronym	Meaning
Nominated personnel	Personnel identified for deployment but have not yet deployed from their home jurisdiction.
Requesting Jurisdiction <i>In other arrangements, equivalent terms include ‘Recipient Country’, ‘Host Agency’ or ‘Receiving Participant’.</i>	A jurisdiction that makes a request for deployment of personnel, via their nominated JDC. Requesting Jurisdictions are typically ‘affected jurisdictions’ and are represented by their authorised JDC. For brevity in this document, they may simply be referred to as the ‘Requesting Jurisdiction’, rather than the ‘Requesting Jurisdiction’s JDC’, or similar.
Supporting Jurisdiction <i>In other arrangements, equivalent terms include ‘Donor Country’, ‘Parent Agency’ or ‘Sending Participant’.</i>	A jurisdiction that supplies personnel for deployment, via their authorised JDC. As for Requesting Jurisdictions, Supporting Jurisdictions are typically ‘non-affected jurisdictions’, represented by their authorised JDCs. For brevity in this document, they may simply be referred to as the ‘Supporting Jurisdiction’, rather than the ‘Supporting Jurisdiction’s JDC’, or similar.

7. Templates

Templates included are designed for electronic use, however they can be easily adapted for paper based use. They are provide to provide a consistent starting point, and jurisdictions can adapt them as required.

- Template 1: Request for Jurisdictional Deployment Coordinators
- Template 2: Notification of National Biosecurity Deployment Coordinator
- Template 3: Personnel resource request
- Template 4: Physical resource request
- Template 5: Personnel resource request register
- Template 6: Standing agenda: Jurisdictional Deployment Coordinators
- Template 7: Meeting notes: Jurisdictional Deployment Coordinators
- Template 8: Deployment plan
- Template 9: Personnel nomination
- Template 10: Nominated personnel details
- Template 11: Joining instructions
- Template 12: Deployee debrief questionnaire
- Template 13: Jurisdictional Deployment Coordinators debrief agenda
- Template 14: Debrief report
- Template 15: Feedback on contribution to the response

Template 1: Request for Jurisdictional Deployment Coordinators

Template instructions: *This template is used to request the authorisation of JDCs. Once completed, it should be emailed by the Requesting Jurisdiction (Direct Coordination) or the NBDC (Centralised Coordination) to the relevant jurisdictional National Biosecurity Committee (NBC)/National Management Group (NMG) members.*

Request for JDC template

Subject: REQUEST: Jurisdictional Deployment Coordinators <incident name>

Body of email

Dear <insert NBC/NMG member's name>

In accordance with the *Interstate Deployment Arrangements for Biosecurity Responses*, <insert Requesting Jurisdiction> is seeking the authorisation of Jurisdictional Deployment Coordinators (JDCs) to assist with resource sharing with the response to <incident name> in <insert jurisdiction>.

<Insert agency name> is managing a <insert pest/disease> incursion involving <insert number> of <insert status e.g. infected, suspect etc.> premises so far, in <insert suburb/area> in <insert region>.

The list shown below summarises the response roles we have already identified that we expect to have difficulties filling. We anticipate this list will evolve over the coming weeks but this provides an indication of our current needs.

In broad terms, we are seeking deployments to commence <insert target start date> for <insert number of weeks>.

The first meeting of JDCs will be held <insert day date time> by teleconference to discuss the deployment arrangements, so your reply at your earliest convenience would be appreciated.

The current version of the arrangements can be found on the Department of Agriculture and Water Resources website at : <insert hyperlink to the current version of the arrangements>.

Please send your reply to <insert email address> by <insert target day date month and time am/pm>.

Enquiries can be directed to <insert name> and <contact phone number/email address>.

Summary of anticipated resource requests as at <DD.MM.YY>

Role	Functional Area	# Needed at LCC <insert Location>	# Needed at SCC <insert Location>	Comments
1.	-	-	-	-
2.	-	-	-	-

<Sign-off: insert signature block>

Template 2: Notification of National Biosecurity Deployment Coordinator

Template instructions: This template is used to request Centralised Coordination from another jurisdiction, typically the Australian Government agriculture agency. Once completed, it should be emailed by the Requesting Jurisdiction to the relevant jurisdiction and its National Biosecurity Committee (NBC)/National Management Group (NMG) members.

Request for JDC template

Subject: Notification: National Biosecurity Deployment Coordinator authorised <incident name>

Body of email

Dear <insert NBC/NMG member's names and Jurisdictional Deployment Coordinator names>

As you are aware <insert agency name> is managing a <insert pest/disease> incursion involving <insert number> of <insert status e.g. infected, suspect etc.> premises so far, in <insert suburb/area> in <insert region>. <Insert justification for requesting Centralised Coordination>.

In accordance with the *Interstate Deployment Arrangements for Biosecurity Responses*, <insert Requesting Jurisdiction> requests the support from <insert jurisdiction> to authorise a National Biosecurity Deployment Coordinator (NBDC) to help with the national coordination of interstate deployments into the response to <incident name> in <insert jurisdiction>.

The current version of the arrangements can be found on the Department of Agriculture and Water Resources website at: <insert hyperlink to the current version of the arrangements>.

If <insert jurisdiction> is willing to assist <Requesting Jurisdiction> we would like to organise a meeting to discuss the Centralised Coordination arrangements.

Please send your reply to <insert email address> by <insert target day date month and time am/pm> along with the contact details of your authorised NBDC.

Enquiries can be directed to <insert name> and <contact phone number/email address>.

<Sign-off: insert signature block>

Template 3: Personnel resource request

Template instructions: This form is used by the Requesting Jurisdiction seeking personnel from Supporting Jurisdictions. It may need to be adapted when requesting multiple positions by adding extra columns to Section 2 and 3 of this template. It must be authorised by an appropriate representative of the Requesting Jurisdiction. If 'Direct Coordination', it is sent to the Jurisdiction Deployment Coordinators of Supporting Jurisdictions. If 'Centralised Coordination', it is sent to the National Biosecurity Deployment Coordinator.

Personnel resource request template

Section 1: Response details

Requesting Jurisdiction:	-			
Event:	<event type><location><start month year>			
Contact officer:	Name:	-		
	Phone:	-		
	Email:	-		
Request details:	Date request made:	-	Time:	-
	Reply requested by:	-	Time:	-
	Request Number: (Optional-Requesting Jurisdiction use only):		-	
Deployment cost recovery statement	Deployment costs, as described in the national cost sharing deeds, will be met by the Requesting Jurisdiction, irrespective of whether the response is nationally cost shared or not.			

Section 2: Personnel request

Response role:	-					
Quantity/requested:	-					
Response section:	Control	Planning	Operations	Logistics	Public Information	Liaison
Work Location:	State Coordination Centre			Local Control Centre		
	<insert formal street address of centre>					
Starting details:	Travel dates are not finalised yet, but typically are the day BEFORE the date shown next.					
First 'work' day:	<insert start of 'duty period' including day date month year>					
Time:	<insert start time 24 hrs clock or am/pm>					
First activity:	Induction		Handover		Other	
Anticipated hours/day:	<insert number of hours anticipated to be worked on most days and the typical time span e.g. 10 hr days, usually 0700-1700 hours>					

Intended stand down details:	<insert anticipated finish day date month year and time> Note: Return travel typically occurs on the day following this date.
-------------------------------------	---

Section 3: Supporting information

Note for Requesting Jurisdictions: The information in this section should be based on current agreements made between Jurisdictional Deployment Coordinators, sourced from the meeting notes and/or the current deployment plan. It is provided to assist planning for each deployment.

Accommodation:	<insert a statement about accommodation arrangements or the likely accommodation venue, with street address if possible>
Meals:	<insert a statement that describes the likely arrangements for breakfast, lunch, dinner and snacks>
Transport:	<insert a statement that describes the likely arrangements for travel to/from the Requesting Jurisdiction; airport transfers; transport for response duties>
'Dangerous contact':	<insert a statement about any dangerous contact/biosecurity provisions that are relevant to the role, or insert 'Nil'>
Required accreditation/registration:	<insert a statement about any mandatory accreditation or professional registrations relevant to the role, or insert 'Nil relevant to the role.'>
Equipment:	<mobile phone and charger, laptop or iPad with connectivity and charger, contact registers. Summarise any additional specific equipment that deployed personnel need to supply themselves>
Clothing:	<insert a summary about climate and clothing recommendations>
Notes:	<other notes as required>

Section 4: Authorisation for resource request (Requesting Jurisdiction)

This resource request is authorised by:

Name:	-
Response role:	-
Signature:	-
Date:	-

Requesting Jurisdiction's checklist:

- Job cards attached (where available)
- Information in Section 3 is current/in accordance with the most recent meeting of Jurisdiction Deployment Coordinators
- Resource Request registered.

Template 4: Physical resource request

Template instructions: This form is used by the Requesting Jurisdiction requesting physical resources from a Supporting Jurisdiction. This template can be adapted as needed and is designed to capture all relevant information. It must be authorised by an appropriate representative of the Requesting Jurisdiction. If 'Direct Coordination', it is sent to the Jurisdiction Deployment Coordinators of Supporting Jurisdictions. If 'Centralised Coordination', it is sent to the National Biosecurity Deployment Coordinator.

Physical resource request template

Section 1: Response details

Requesting Jurisdiction:	-			
Event:	<event type><location><start month year>			
Contact officer:	Name:	-		
	Function:	-		
	Phone:	-		
	Email:	-		
Request details:	Date request made:	-	Time:	-
	Reply requested by:	-	Time:	-
	Request Number: (Optional-Requesting Jurisdiction use only):		-	
Deployment cost recovery statement	Deployment costs, as described in the national cost sharing deeds, will be met by the Requesting Jurisdiction, irrespective of whether the response is nationally cost shared or not.			

Section 2: Physical resource request

Physical resources requested:	<describe the physical resources being requested>
Quantity requested:	-
Purpose:	<describe the purpose or outcome being sought through the use of physical resources>
Delivery location:	-
Date required:	-
Intended stand down details (if relevant):	<insert anticipated finish day date month year and time>

Section 3: Supporting information

Please adapt and add any information that is relevant to the physical resources being requested. This section may require input from the Supporting Jurisdiction to complete all sections.

Make, model, serial number:	<include details of the plant or equipment being requested>
Condition:	<describe the condition of the resource and attach a condition report where required>
Insurance:	<include any relevant insurance information>
Warranty:	<include any relevant warren information>
Maintenance required:	<include any planned or necessary maintenance requirements>
Operator requirements:	<is there any operator requirements including insurance, licencing or training>
Other:	<other notes as required>

Section 4: Authorisation for resource request (Requesting Jurisdiction)

This resource request is authorised by:

Name:	-
Response role:	-
Signature:	-
Date:	-

Template 5: Personnel resource request register

Template instructions: This form is provided for use by Jurisdictional Deployment Coordinators to log personnel resource requests sent and received. It is recommended for use within spreadsheet software e.g. Excel or similar, to support reporting, and can be adjusted as needed by each jurisdiction.

Resource request register template

Date request sent/received	Request number	Requesting Jurisdiction	Requested role	Quantity requested	Deployment location	Duty period start	Duty period end	Request open or closed (filled)?	Notes	Request closed by (name)
-	-	-	-	-	-	-	-	-	-	-
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<Add other rows/columns as required>

Template 6: Standing agenda: Jurisdictional Deployment Coordinators

Template instructions: *This template is to guide discussions of Jurisdictional Deployment Coordinators (JDCs) to manage the application of arrangements for a biosecurity response. It can be adapted as needed.*

Standing agenda-JDC template

Jurisdictional Deployment Coordinators	Meeting No	xx
	Location	Teleconference
MEETING AGENDA	Date	DD MM YYYY
	Time	x.xx am-x.xx pm

Dial in Teleconference:

Dial in: <insert phone number>

Conference code: <insert conference code>

Item 1 Opening

1.1 Welcome and introduction

Use the invitees-attendees checklist at the end of this agenda

1.2 Actions from previous meeting

Item 2 Situation update

2.1 Overview: Current and anticipated operational situation, as it relates to personnel needs and timings, especially over the next two weeks to-month.

2.2 Personnel status and role needs:

- existing personnel-number of, work locations and anticipated changes
- anticipated or actual key gaps, timings, preferred duty periods and handover arrangements
- specific registration, accreditation requirements of roles (not including 'Authorised Officer, Inspector' authorisations). 'Dangerous contact' or biosecurity provisions for potential deployees (before departure and after return to home jurisdiction)
- environmental conditions of work-typical weather, climate, temperatures and terrain
- general discussion about jurisdictions capacity to assist

Item 3 Deployment coordination arrangements

Even where these matters are evolving, they should be discussed at the meeting

3.1 Deployment process and coordination arrangements: Confirm the process being used (Direct Coordination or Centralised Coordination), key contacts, identify actions that have caused confusion since the last meeting and resolve how to manage it going forward

3.2 Deployment conditions:

- deployment and duty periods-number of days and rest days within duty periods
- confirm who is arranging flights, ground transport, accommodation and what catering is provided

- confirm the deployment costs which will be reimbursed by the Requesting Jurisdiction
- confirm arrangements for developing Joining Instructions and issuing the Joining Instructions package (Direct Coordination or Centralised Coordination)
- confirm key records to be kept by JDCs e.g. requests for personnel, nomination of personnel, rosters, invoices
- discuss other matters about deployment conditions and coordination arrangements (see the Joining Instructions template for prompts)

Item 4 Other deployment matters

4.1 Deployment Liaison Officers

4.2 Awareness of Rapid Response Team/National Biosecurity Response Team members (present and past)

4.3 Opportunities for access to additional personnel resources e.g. a jurisdiction may have arrangements for providing personnel from other Government departments in their department or jurisdiction

4.4 Confirm key deployment contacts for the next period (i.e. until the next meeting)-names and contact details, including alternates and proxies as needed

4.5 Other business

Item 5 Next meeting

5.1 Confirm actions agreed

5.2 Next meeting

5.3 Thanks and meeting close

Invitees-Attendees Checklist

Record attendee roles and the names for each meeting. 'Roles' include: Requesting Jurisdiction, Supporting Jurisdiction, National Biosecurity Deployment Coordinator, guest-observer, apology (not participating):

AHA	Animal Health Australia	-
PHA	Plant Health Australia	-
ACT	Territory and Municipal Services	-
AUS GOV	Australian Government Department of Agriculture and Water Resources	-
NSW	Department of Primary Industries	-
NT	Department of Primary Industry and Fisheries	-
QLD	Biosecurity Queensland, Department of Agriculture and Fisheries	-
SA	Department of Primary Industries and Regions	-
TAS	Biosecurity Tasmania, Department of Primary Industries, Parks, Water and Environment	-
VIC	Department of Economic Development, Jobs, Transport and Resources	-
WA	Department of Primary Industries and Regional Development	-

Template 7: Meeting notes: Jurisdictional Deployment Coordinators

Template instructions: *This template is set up to complement Template 2 (Standing Agenda) for the Jurisdictional Deployment Coordinators (JDC) meeting and can be adapted as needed.*

Meeting notes-Jurisdictional Deployment Coordinator template

Jurisdictional Deployment Coordinators	Meeting No	xx
	Location	Teleconference
MEETING NOTES	Date	DD MM YYYY
	Time	x.xx am–x.xx pm

Item 1 Meeting open

The meeting was opened at <insert time> by <insert name>, <insert deployment coordinator role> for the <insert incident e.g. type, location, start month and year>.

1.1 Attendees

Acronym	Organisation	Deployment Coordination Role	Attendee Name
AHA	Animal Health Australia	-	-
PHA	Plant Health Australia	-	-
ACT	Territory & Municipal Services	-	-
AUS GOV	Australian Government Department of Agriculture and Water Resources	-	-
NSW	Department of Primary Industries	-	-
NT	Department of Primary Industry and Fisheries	-	-
QLD	Biosecurity Queensland, Department of Agriculture and Fisheries	-	-
SA	Department of Primary Industries and Regions	-	-
TAS	Biosecurity Tasmania, Department of Primary Industries, Parks, Water and Environment	-	-
VIC	Department of Economic Development, Jobs, Transport and Resources	-	-
WA	Department of Primary Industries and Regional Development	-	-

1.2 Actions summary review (open actions from previous meetings)

Only open actions from previous meetings are shown here. New actions are shown in Section 2 of these notes. NOTE: It is recommended that closed actions from previous meetings are held on a separate register.

Meeting date	Action (responsible)	Status
DD.MM.YY	<Jurisdiction> to <describe agreed action which is concise, unambiguous and targeted> by <include due dates where critical>.	Open
DD.MM.YY		-
DD.MM.YY		-

Item 2 Discussion points and agreed actions

Discussion point	Agreed action
Resourcing situation (general comments):	<Jurisdiction> to <describe agreed action which is concise, unambiguous and targeted> by <include due dates where critical>.
Personnel Status and Role Needs:	-
Deployment coordination arrangements:	-
Deployment process/cycle and coordination arrangements:	-
Deployment conditions:	-
Deployment Liaison Officer:	-
National response team members:	-
Opportunities for access to additional personnel resources:	-
Key deployment contacts for the next period:	-
Other business:	-

Item 3 Next meeting

The next meeting is scheduled for <insert day date month year and start time> via teleconference.

Template 8: Deployment plan

Template instructions: *This template provides a recommended structure for deployment coordinators to record current deployment arrangements for their jurisdiction. It can be adapted by jurisdictions as needed; it should be reviewed regularly and handed over at handovers of Jurisdictional Deployment Coordinators (JDCs). This plan should be concise (cross-referencing where possible) and current. It is intended to describe the arrangements in place to manage deployments, but should not describe related procedures.*

Deployment plan template

Deployment plan <insert jurisdiction>

Event:	<insert event type, start month and year and location/jurisdiction>
Jurisdiction's deployment role:	<Requesting Jurisdiction or Supporting Jurisdiction or National Biosecurity Deployment Coordinator>
Prepared by:	<insert name of JDC>
Date:	<insert date of issue>
OPTIONAL: Distribution list:	This plan is distributed to the individuals/roles listed in this cell when it is updated: <insert names/positions as needed>

Contents

<insert table of contents>

Current deployment arrangements for <insert Jurisdiction>

Suggested deployment plan contents	Suggested Content:
Situation-event synopsis:	<briefly describe the biosecurity incident, affected location start month and year, summarise the current response strategy and structure, and current states participating in deployment coordination noting key roles including Requesting Jurisdictions, Supporting Jurisdictions and the National Biosecurity Deployment Coordination agency where relevant>
Deployment authority:	<describe which position/individuals have authorised the authorisation of the JDCs>
Deployment aim:	<insert agreed aim of the deployment coordination>
Jurisdiction's objectives:	<insert the jurisdictions objectives as they relate to deployments. These should reflect the 'Guiding Principles' in these Arrangements and could include jurisdiction specific notes related to: compliant practices e.g. finances and approval to deploy staff; safety of personnel; and supporting the Requesting Jurisdiction to meet its response objectives>
Key deployment contacts:	<insert names, positions that support deployment coordination for the JDC>

Suggested deployment plan contents	Suggested Content:
Deployment records:	<summarise which records are criteria and where/how they are being saved (and secured)>
Deployment coordinator meetings:	<summarise arrangements for coordinator meetings-the 'who, what, when, where, how'>
Personnel options:	<summarise the main groups where personnel are being sourced/requested from and any notes about request protocols (especially for Support Jurisdictions)>
Deployment logistics:	<summarise how jurisdictions are typically organising flights, ground transport, accommodation, catering, Joining Instructions etc.>
Deployment Liaison Officers (DLO):	<describe current policy on providing/supporting DLO and any specific arrangements for them>
Issues summary:	<summarise here any issues specific to the jurisdictions and current methods of dealing with them>
Routine tasks (coordinator):	<insert a list of routine tasks for deployment coordination, including review of this plan, reporting on deployments etc.>
Safety management:	<describe how the JDC is supporting safety management of deployed personnel, including their duties for incident/accident reporting and serious injury/death situations>
Behavioural/disciplinary matters:	<describe the actions to be taken by the JDCs, when dealing with reports of behavioural/disciplinary matters of personnel>
Deployment costs:	<describe which costs have been agreed to and how they will be paid and reimbursed for the jurisdiction; include any dedicated cost codes in use etc.>
Demobilisation:	<describe the arrangements for managing the stand-down and return of staff from deployment>
Recognition:	<describe the arrangements for recognition of deployees and/or any policy's elated to recognition>
Deployee feedback:	<describe the policy and/or arrangements for seeking feedback on deployee's performance>

Template 9: Personnel nomination

Template instructions: *This form is used by the Supporting Jurisdiction when initially nominating personnel for deployment to the Requesting Jurisdiction. The information contained within the form provides a summary of an individual's skills, experience and qualifications relevant to a personnel resource request.*

Personnel nomination form template

NOMINATION STATEMENT: The individual identified in this form is nominated for deployment as detailed. The individual is considered 'fit for purpose', has management support to deploy, and is willing and able to deploy.

REQUEST TO REQUESTING JURISDICTION: Please confirm in writing if this nomination is accepted.

Section 1: Nomination details:

Supporting Jurisdiction:	<jurisdiction>			
Event:	<event type><location><start month year>			
Jurisdictional Deployment Coordinator:	Name:	<insert first and last name>		
	Phone:	<insert best contact number>		
	Email:	<email address>		
Nomination details:	Date nomination made:	-	Time:	-
	Resource Request Number:		-	

Section 2: Nominated personnel details:

Nominated personnel:	<insert full name as per drivers licence or similar>		
Employer:	<insert name of agency or organisation>		
Position:	-		
Nominated for:	Deployment Role:	<insert response role to be performed>	
	Deployment Location:	<insert deployment location they will work from>	
Proposed deployment period:	<DD MM YYYY> to <DD MM YYYY>		
Home airport:	-		

Section 3: Skills, experience and qualifications:

Skills:	<insert relevant work skills>
Response experience:	<insert relevant biosecurity or emergency/incident management experience>
Other relevant experience:	<insert any other relevant experience including exercises>
Qualifications:	<insert any relevant qualifications including training and education>

Template 10: Nominated personnel details

Template instructions: This form is used by the Supporting Jurisdictions to confirm the deployment details for an individual after the Requesting Jurisdiction has accepted their initial nomination in writing (see Template 9). The Requesting Jurisdiction is responsible for sourcing additional details as required.

Nominated personnel details template

Section 1: Nomination details:

Supporting Jurisdiction:	<jurisdiction>			
Event:	<event type><location><start month year>			
Jurisdictional Deployment Coordinator:	Name:	<insert first and last name>		
	Phone:	<insert best contact number>		
	Email:	<email address>		
Nomination details:	Date nomination made:	-	Time:	-
	Resource Request Number: (Optional-Only complete if the original request was numbered):			-

Section 2: Nominated personnel:

Nominated personnel:	<insert full name as per drivers or similar>	
Employer:	<insert name of agency or organisation>	
Nominated for:	Deployment Role:	<insert response role to be performed>
	Deployment Location:	<insert deployment location they will work from>
Planned deployment timings:	Travel date (TO):	<DD MM YYYY>
	First 'work' day:	< DD MM YYYY >
	Last 'work' day:	< DD MM YYYY >
	Travel date (HOME):	< DD MM YYYY >
Nominated airport and preferred flight times:	Depart from:	<insert preferred airport and departure time>
	Return to:	<insert preferred airport and arrival time>
Transport Needs: If travelling from a regional centre please indicate	To/from deployment:	<adjust statement as needed: Transport to and from the deployment does/does not need to be organised by the Requesting Jurisdiction>
	During deployment:	< Adjust statement as needed: Transport during the deployment for after-hours transport does/does not need to be organised by the Requesting Jurisdiction>

Accommodation Notes:	<adjust statement as needed: Accommodation does/does not need to be organised by the Requesting Jurisdiction>
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Section 3: Officer's Contacts and interim safety details

Work phone:	<insert area code and phone number>	
After hours phone:	<insert area code and phone number>	
Work email:	<insert email address>	
After hours email:	<insert email address>	
Emergency contact:	Name:	<insert first and last name>
	Phone:	<insert phone number nominated by deployed personnel>
	Relationship:	<insert relationship e.g. spouse, sibling, friend>
Other notes for the Requesting Jurisdiction:	<insert notes where relevant, or leave blank if 'nil'>	

Template 11: Joining instructions

Template instructions: *The points in this template are recommended to be included in Joining Instructions provided by the Requesting Jurisdiction (Direct Coordination) or the NBDC (Centralised Coordination) to nominated personnel. A checklist is included at the end of this template that can be used to review joining instructions that may have a different format to this template.*

Joining instructions template (set up for email)

Subject: Deployment Joining Instructions <SURNAME (Jurisdiction)>
To: <insert nominated personnel>
CC: <Supporting Jurisdiction's deployment coordinator; the supervisor of the nominated personnel (if known)>
BCC: <optional: nominated personnel's 'after hours' email address>

Greetings

Thank you for agreeing to assist <insert Requesting Jurisdiction> in the response to <insert the name of the biosecurity incident>.

The current arrangements described here are accurate at this point in time. Please note that these may change and if that occurs you should be contacted and updated.

Arrangements

1. Summary of arrangements

In summary, you have been nominated to work at <insert name of the work location e.g. Local Control Centre> in the role of <insert nominated role> from <insert commencement date> to <insert end date>, inclusive. Full details of the deployment are provided.

Attached are supporting documents for your perusal to support your deployment.

We have made number of booking for your transport, accommodation and meals etc. for the deployment. Costs for those expenses will be managed as described previously.

Your wages will continue to be paid by your own organisation and any overtime or additional related expenses incurred during the deployment will be paid using your usual organisational arrangements, and will be in line with your current industrial conditions. In due course, agreed additional costs e.g. overtime will be reimbursed to your jurisdiction. This aspect will be handled by other authorised personnel. To assist, please follow the procedures explained to you and keep copies of any authorised expenditure.

Planned deployment schedule:

Activity	Location	Day & Date	Start & End time
Pre-deployment briefing:	<e.g. meeting venue/ teleconference dial in details>	<DD MM YYYY>	<xx.x am-xx.x pm>
Travel to deployment:	-	-	-
Duty period starts (induction, handover):	-	-	-
Rest days during duty period:	N/A	-	N/A
Duty period ends (handover, exit/sign out):	-	-	-
Travel from deployment:	-	-	-

Any additional rest days provided by your jurisdiction will not be shown in this schedule.

2. Transport**2.1 To the deployment:**

Your flights have been booked, scheduled to leave <insert airport> airport. Your itinerary is attached.

Please arrange your own transport to the airport and keep records of the costs incurred. Where they are reimbursable under your own industrial conditions, please claim them through your own organisation.

On arrival at <insert arriving airport>, please <insert details of travel arrangements from airport to <insert relevant location i.e. deployment location or accommodation> by <insert transport mode e.g. taxi, train, bus, hire car>. Associated costs for this ground transport will be <insert how costs for this transport will be met>.

<If they are arriving 'out of hours', include any details needed for how to access their accommodation/work location. If they are driving a vehicle, include any relevant parking arrangements>.

2.2 From the deployment:

Your flights have been booked, scheduled to leave <insert airport> airport. Your itinerary is attached.

Please arrange your own transport to the airport in this jurisdiction and your arriving jurisdiction.

or adjust this statement:

To go to the airport at <insert departing airport>, please <insert details of travel arrangements to get to the airport> by <insert transport mode e.g. taxi, train, bus, hire car>. Associated costs for this ground transport will be <insert how costs for this transport will be met>.

3. Accommodation and meals

Arrangements have been made as follows:

3.1 Accommodation: <insert full name of accommodation, formal street address and contact number for arrival>.

To check in: <insert instructions for how to check in, relevant to the time they are likely to be arriving>.

Your booking includes <insert what is included e.g. breakfast, parking etc.>. It does not include <insert what is excluded e.g. mini-bar, alcohol>. If you incur any other costs, and they are reimbursable under your own industrial conditions, please claim them through your own organisation.

3.2 Meals: These meals are being provided: <insert a summary of the meals being provided e.g. breakfast, lunch, dinner and snacks>. The costs of other meals are your responsibility. Please keep records of the costs incurred. Where they are reimbursable under your own industrial conditions, claim them through your own organisation.

4. Working arrangements

4.1 Work location: <insert full name of work location, formal street address, parking details, arrival/sign in arrangements (relevant to their likely arrival time) and contact number for arrival>.

4.2 Expectations: During this deployment, you are ultimately responsible to the <Chief Veterinary Officer/Chief Plant Health Manager>.

You will be expected to work in an established response team structure reporting on a day to day basis to <insert response supervisor role>.

You will operate under your existing industrial provisions, although they may be different to your day to day work practices.

It's also expected that you will follow relevant procedures and uphold the code of conduct of both the <insert Requesting Jurisdiction> Government, as well as your own organisation.

4.3 Induction: When you arrive at your work location you will be provided with an induction into the response.

4.4 Overtime

The anticipated working hours/day are <XX hrs>, typically between <insert start time> and <insert finish times>.

You are required to keep records of your working hours. A timesheet will be provided by the response team. This should be completed during your deployment and you should arrange to take a copy of it at the end of your duty period, to support any claim for overtime payments that you are eligible for under your own industrial provisions. You are responsible for submitting any overtime claims to your own organisation's payroll group/unit.

4.5 Other expenses: Should you incur other authorised expenses for the response, records must be kept. Where they are reimbursable under your own industrial conditions, claim them through your own organisation.

5. What to bring and other notes

5.1 Bring: <insert guidance on the prevailing climatic/weather conditions, suitable clothing and anything else they should pack including staff identification, name tags, jurisdictional authorisations or specific clothing/equipment>.

5.2 Biosecurity: <insert guidance on 'dangerous contact'/biosecurity provisions-before and after deployment>.

5.3 Other notes: <insert any other notes e.g.> policy on use of personal mobile devices in the response (e.g. mobile phones): reimbursement for calls, replacement if damaged; policy on use of personal or work vehicles-managing fuel costs, servicing, repairs damaged; luggage policy/allowances>.

6. Enquiries

6.1 Until you commence duty: Please call <insert contact number (include area code where needed)> during <insert times the phone will be answered> if you have any questions about the information provided in these instructions.

Alternatively you can email your enquiries to <insert email address>. If you do not get a reply within 2 working days please, call the number given.

6.2 On your first day of duty: Please call <insert contact number (include area code where needed)> on your first day of duty if you have any difficulty locating the work location described in these instructions.

7. What to do now?

- Complete the <insert name of form> and email it back to <insert email address> as soon as possible and at least three working days before you deploy.
- Two-three business days before you deploy, call the 'Enquiries' number given in these instructions to confirm all details, especially start date, time and location for your first day of duty, and your accommodation booking.
- Read the other attachments in this package and make ready to deploy.

Review checklist for Joining Instructions

This checklist can be used to review Joining Instructions that may have a different format to this template.

- Confirms nomination for deployment and the responsible Requesting Jurisdiction
- Job cards attached (where available)
- Nominated response role and section, work location (including formal street address) and access details relative to the expected time of arrival
- Travel dates and times: flights and ground transport. May need to include parking information
- Work dates (inclusive)
- Work times: start time on first day, expected finish time on last day, anticipated working hours, timesheets and managing overtime claims
- Accommodation: dates booked, formal street address, check-in details relative to the time of expected arrival
- Catering arrangements: what meals will be provided or are their own responsibility

- Cost management for each relevant element
- 'What to do now' list-collate any actions needed by nominated personnel and any relevant due dates
- Details of any pre-deployment briefing
- Description of dangerous contact/biosecurity requirements for before and after deployment duty periods.
- A point of contact for enquiries leading up to the deployment and the first day of work (avoid giving more than two points of contact points in the instructions and if giving multiple contact points, clearly delineate the difference between them)
- Anything that nominated personnel need to bring including staff identification/name tags, copies of professional registrations, national accreditations/jurisdictional authorisations or specific equipment if needed
- Guidance on suitable clothing or other policies e.g. BYO devices etc.
- Privacy statement related sharing the nominated individuals details to support safety and the response objectives
- Include short statements related to:
 - privacy and required sharing of personal details to support safety and the response objectives
 - expectations-who they are ultimately responsible to; working arrangements, safety and code of conduct
- Attach supporting information including job cards, Situation Reports, response organisational chart, any relevant fact sheets, flights itinerary, accommodation booking. Also attach any forms needed to be completed e.g. site entry advice/team member details.
- Double check the section numbering is sequential (this supports cross-referencing during phone calls etc.)

Template 12: Deployee debrief questionnaire

Template Instructions: *The use of this form is at the discretion of the Requesting and Supporting Jurisdiction. Its intent is to gather feedback on the deployees experience in the response and to evaluate the systems and processes used for deployment as consistent with the 'Interstate Deployment Arrangements for Biosecurity Responses'.*

Deployee debrief questionnaire template

Response details:

Response name:	
Location:	
Deployment dates:	

Deployee details:

Name (optional):	
Location:	
Deployment dates:	

The purpose of this form is to provide you with an opportunity to give feedback on your experience while participating in this response. The information provided within this questionnaire will assist in supporting future responses and will be used to support further evaluation and reporting on the response. The information provided will be treated in confidence, it will be aggregated with others and not identified with an individual in any subsequent communications or reports.

General questions:

How would you describe your overall experience during this response?

--

What are your observations about this response? What worked well or could be addressed for future responses?

--

As an individual, what did you learn by participating in this responses?

--

Deployment specific questions:

In completing this part of the questionnaire, please tick the appropriate response to each question, where 0 = not at all; 3 = completely; or NA = not applicable.

Predeployment	Score				
	NA	0	1	2	3
Was the information provided regarding your travel and accommodation arrangements sufficient for you to prepare for deployment?					
Was the information provided to you about the current response situation sufficient for you to prepare for performing the function/s you were assigned during the response?					
Was the written and verbal communication provide by your home agency sufficient for you to prepare for the function/s you were assigned during the response?					
Was the written and verbal communication provided by the Requesting Jurisdiction sufficient for you to prepare for the function/s you were assigned during the response?					

Comments (e.g. what worked well or what may need to be addressed?)

--

Arrival, induction and handover	Score				
	NA	0	1	2	3
Upon arrival, did you find that the information provided in pre-deployment was accurate i.e. did the written information meet reality?					
Upon arrival, did you receive an appropriate induction from the Requesting Jurisdiction and did this assist in taking up your assigned function/s?					
Upon arrival at your work location, did you receive an appropriate handover from the current/outgoing staff?					

Comments (e.g. what worked well or what may need to be addressed?)

During the deployment (working in the response)	Score				
	NA	0	1	2	3
During your deployment, were the accommodation, meal and travel arrangements appropriate for the situation?					
During your deployment, were the working conditions at your work location appropriate for the situation?					

Comments (e.g. what worked well or what may need to be addressed?)

Returning home	Score				
	NA	0	1	2	3
Were the arrangements for your return to your home location clearly articulated and appropriate for your situation?					
Were you able to claim your travel allowances, out of pocket expenses and overtime (where appropriate)?					

Comments (e.g. what worked well or what may need to be addressed?)

Workplace Health and Safety	Score				
	NA	0	1	2	3
Was the workplace health and safety information provided to you by the Requesting Jurisdiction appropriate for the conditions you were working in?					
Was the workplace health and safety information provided to you by your home jurisdiction appropriate for the conditions you were working in?					
If you witnessed or were involved in a workplace health and safety incident, were the appropriate actions taken to address the situation?					

Comments (e.g. what worked well or what may need to be addressed?)

Your jurisdictional processes	Score				
	NA	0	1	2	3
Was your jurisdiction's nomination process easy to understand?					
Was sufficient information provided to you to nominate?					
Were you supported as required by your Jurisdictional Deployment Coordinator?					

Comments (e.g. what worked well or what may need to be addressed?)

Do you have any other comments about this response and the role you played during deployment?

Template 13: Jurisdictional Deployment Coordinators debrief agenda

Template Instructions *This template provides a recommended structure for the Jurisdictional Deployment Coordinators (JDCs) debrief at the end of the response, and it can be adapted as needed.*

JDC debrief agenda template

Jurisdictional Deployment Coordinators	Location	Teleconference
	Date	DD MM YYYY
DEBRIEF AGENDA	Time	x.xx am-x.xx pm
	Facilitator	<insert name and organisation>

Dial in Teleconference:

Dial in: <insert phone number>

Conference code: <insert conference code>

Item 1 Debrief Welcome

- 1.1 Introductions
- 1.2 Debrief aim
- 1.3 Agenda overview
- 1.4 'Rules of Engagement'

Item 2 Setting the Scene

- 2.1 Chronology of events
- 2.2 Event artefacts-identify factors that impacted deployments which were specific to the response
- 2.3 Deployment data summary e.g. how many people deployed, locations, roles etc.

Item 3 Interstate Deployment Arrangements for Biosecurity Responses

- 3.1 What worked well?
- 3.2 What didn't?
- 3.3 Which arrangements were adapted and why?
- 3.4 Were roles and responsibilities appropriate?

Item 4 Deployment Lessons

- 4.1 Are changes needed to strengthen the arrangements?
- 4.2 Has other feedback indicated any other 'lessons' (consider NBC/NMG feedback, deployee feedback, feedback on deployee's contributions)?
- 4.3 Is training or other awareness raising needed?
- 4.4 Implementation Plan

Item 5 Debrief Close

- 5.1 Arrangements for finalising the debrief findings
- 5.2 Update on managing deployment costs (if relevant)
- 5.3 Other business

Template 14: Debrief report

Template Instructions: *This template provides a recommended structure for deployment coordinators to report on deployments for their jurisdiction for the relevant NBC/NMG member. It can be adapted by jurisdictions as needed. It is intended to provide a summary of the key data about the deployment for future reference.*

Debrief report template

Debrief Report <insert jurisdiction>

Event:	<insert event type, start month and year and location/jurisdiction>
Jurisdiction's deployment role:	Requesting Jurisdiction or Supporting Jurisdiction or National Biosecurity Deployment Coordinator
Prepared by:	<insert name of JDC>
Date:	<insert date of issue>

Contents

<insert table of contents>

Current Deployment Arrangements for <insert jurisdiction>

Suggested Debrief Report Contents:	Suggested Content:
Executive Summary	<insert key data about the event, deployment coordination and issues/opportunities identified>
Event Background	<briefly describe the chronology of the biosecurity incident, start-end month/year, affected locations. Summarise the jurisdiction's deployment role, start and end dates for deployment coordination, other states involved in deployment coordination>
Deployment Summary	<insert summary of roles/tasking's completed by deployed personnel, duty period and locations, costs incurred due to deployments, significant events during the response e.g. significant achievements or losses; include main corporate record files numbers; deployment cost centres/codes>
Issues/Lessons Identified	<insert summary of issues/observations identified from feedback about deployed personnel, deployment coordinator/s, DLO as needed, root cause analysis>
Action Plan	<action plan to finalise demobilise, acquittal/reconciliation to manage any outstanding matters e.g. recommendations for changes to deployment arrangements or procedures, reconciling recovery of costs, managing workers compensation claims.>
Appendices	<optional/as needed: could include: list of staff who deployed; duty periods, deployment locations; collated list of deployment costs; JDCs roles: other references as appropriate>

Template 15: Feedback on contribution to the response

Template Instructions: *The use of this form is at the discretion of the Supporting Jurisdiction. Its intent is to gather feedback on how the deployed personnel's contribution was viewed by others in the response team. Section 1 should be completed by the relevant Support Jurisdiction. Section 2 and 3 should be completed by response personnel, arranged by the Requesting Jurisdiction.*

Feedback on contribution to the response template

Section 1: Request for Feedback (completed by the Supporting Jurisdiction)

Deployed Person:	-	
Deployment Role:	-	
Event:	-	
Deployment Location:	-	
Duty Period:	-	
Total # deployment days:	-	
Supporting Jurisdiction:	-	
Return completed surveys to: Please return surveys,<XX> working weeks of receipt.	Name:	-
	Email:	-
	Phone:	-

Section 2: Feedback (completed by identified peers from the response)

Name:	-				
Organisation:	-	Jurisdiction:	-		
Response role:	-				
Date survey completed:	-				
Criteria	Insufficient observation to comment	0 Unsatisfactory	1 Marginal/ Inconsistent	2 Satisfactory	3 High
Leadership:	-	-	-	-	-
Team work:	-	-	-	-	-
Knowledge and skills for response role:	-	-	-	-	-
Overall value to the response:	-	-	-	-	-
Comments/suggestions:	-				

8. Associated documents

Jurisdictional Deployment Coordinators (Requesting Jurisdiction) Job Card

Jurisdictional Deployment Coordinators (Supporting Jurisdiction) Job Card

National Biosecurity Deployment Coordinator Job Card

Jurisdictional Deployment Coordinator (Requesting Jurisdiction) Job Card

Note: This function description must be used in conjunction with the State Coordination Centre (SCC) Logistics section description, SCC Staffing function and the Jurisdiction Deployment Coordinator (JDC) (Supporting Jurisdiction) job card.

Responsibilities

The JDC function is responsible for sourcing interstate personnel from Supporting Jurisdictions to support its biosecurity emergency response in accordance with the *Interstate Deployment Arrangements for Biosecurity Responses*. This function is responsible for maintaining effective working relationships with other SCC functions, especially SCC Planning and SCC Logistics functions (including SCC Staffing, SCC Finance and Administration).

Appointment

Personnel performing the JDC function are appointed by their jurisdiction's National Management Group (NMG) or National Biosecurity Committee (NBC) member, and report to, the SCC Logistics Management function.

Skills and knowledge

- Sound knowledge of the *Interstate Deployment Arrangements for Biosecurity Responses*.
- Sound knowledge of their jurisdiction's biosecurity emergency arrangements particularly arrangements to access suitable response personnel.
- Knowledge of the Biosecurity Incident Management System functions and analytical skills for procuring appropriately skilled staff for deployment.
- Knowledge of Workplace Health and Safety (WHS) including incident/accident reporting, anti-discrimination and privacy legislation, codes of practice for employment and workplace wellbeing (e.g. anti-bullying).
- Well-developed analytical, briefing, debriefing and negotiation skills.

Tasks

Initial tasks

- Provide SCC Incident Management Team (IMT) with advice on the process to acquire interstate personnel under the interstate deployment arrangements.
- Provide preliminary advice to Supporting Jurisdictions that a request for personnel may be forth coming.
- Develop personnel resource requests and disseminate to the Supporting Jurisdictions and the NBDC (when authorised).
- Chair JDC meetings and keep the meeting notes (Direct Coordination)
- Lead or participate in briefings with Supporting Jurisdictions.
- Develop and disseminate a deployment plan to JDCs (Supporting Jurisdictions).

- Work with SCC functions to prepare to bring in interstate personnel into the response e.g. deployment logistics, joining instructions, induction, Information Technology access, resource planning and administration.
- Provide SCC Staffing function with the names and skill sets of interstate personnel for the development of the response roster.
- Develop exit/departures arrangements for interstate personnel departing the response including debriefing processes.

Ongoing tasks

- Provide regular reports on the deployment of interstate personnel to the SCC IMT, Supporting Jurisdictions and NBDC (when authorised).
- Update the personnel resource requests as required sent to the Supporting Jurisdictions and NBDC (when authorised).
- Receives personnel nominated by Supporting Jurisdictions for interstate deployment and accepts 'fit for purpose' personnel.
- Address any issues with travel, accommodation, catering, work tasks and environment for interstate personnel in conjunction with key SCC functions.
- Maintain policies and procedures for SCC and Local Control Centre sections in relation to interstate personnel.
- Work with the SCC Staffing function on managing systems applicable to interstate personnel, including:
 - incident/accident reporting and other systems established by the SCC WHS function
 - performance management, with support from the SCC Human and Industrial Relations function
 - personnel files, with support from SCC Records Management
 - SCC job card maintenance/updating
 - reconcile the roster with actual days worked so a complete record of interstate personnel who worked in the response is maintained.
- Maintain records of interstate personnel nominations and deployments.
- Provide Supporting Jurisdictions with advice on any onsite changes to their staff deployment arrangements e.g. requests for extension or reductions, overtime approvals and timesheets
- Assist in the financial reconciliation and payment of claims for reimbursement of costs.
- Coordinate exit procedures for personnel leaving the response in conjunction with the Staffing function (unless undertaken by the SCC Induction function).
- Conduct debriefs with the SCC, interstate personnel, JDCs (Supporting Jurisdictions) and the NBDC (when authorised).
- Develop a debrief report for their NBC or NMG member.

Jurisdictional Deployment Coordinator (Supporting Jurisdiction) Job Card

Note: This function description should be used in conjunction with the Jurisdictional Deployment Coordinator (JDC) (Requesting Jurisdiction) job card.

Responsibilities

The JDC (Supporting Jurisdiction) function is responsible for actioning personnel requests to support the biosecurity emergency operations of a Requesting Jurisdiction in accordance with the *Interstate Deployment Arrangements for Biosecurity Responses*. This function is responsible for maintaining effective working relationships with other JDCs including the JDC (Requesting Jurisdiction) and the National Biosecurity Deployment Coordinator (NBDC), when a NBDC is in place.

Appointment

Personnel performing the JDC (Supporting Jurisdiction) function are appointed by their jurisdiction's National Biosecurity Committee or National Management Group member.

Skills and knowledge

- Sound knowledge of *the Interstate Deployment Arrangements for Biosecurity Responses*.
- Sound knowledge of their jurisdiction's emergency operational arrangements, particularly arrangements to access suitable response personnel.
- Knowledge of the Biosecurity Incident Management System functions and analytical skills for procuring appropriately skilled staff for deployment.
- Knowledge of Workplace Health and Safety (WHS) including incident/accident reporting, anti-discrimination and privacy legislation, codes of practice for employment and workplace wellbeing (e.g. anti-bullying).
- Well-developed analytical, briefing, debriefing and negotiation skills.

Tasks

Initial tasks

- Make contact with the Requesting Jurisdiction to provide details of their JDC. This initial discussion should include seeking information on the current response situation, initial personnel resource requests, deployment logistics and working conditions.
- Participate in briefings with other JDCs and the NBDC (when authorised) on the personnel resource requests.
- Identify suitable personnel within its jurisdictions that are 'fit for purpose' and submit nominations to the Requesting Jurisdiction's JDC.
- Work with the Requesting Jurisdiction to prepare personnel for deployment.
- Review Joining Instructions from the Requesting Jurisdiction and provide feedback to the Requesting Jurisdiction
- Confirm resources to be deployed with personnel have been requested and/or are available.

- Consider the need to deploy a Deployment Liaison Officer to support staff. A key consideration is the number of personnel being deployed from the jurisdiction.

Ongoing tasks

- Maintain contact with the JDC (Requesting Jurisdiction), NBDC (when authorised) and deployed personnel.
- Receive and action any personnel resource requests from the JDC (Requesting Jurisdiction) or NBDC (when authorised).
- Monitor travel, accommodation, catering, WHS, work tasks and environment for deploying personnel and address issues as needed in conjunction with the Requesting Jurisdiction's JDC.
- Support the demobilisation and debriefing of personnel returning from deployment.
- Monitor WHS issues raised by deployed personnel if not addressed by the Requesting Jurisdiction.
- Maintain deployment records for all personnel including dates of deployment, function undertaken and timesheets.
- Coordinate financial reconciliation and submission of claims for reimbursement of costs.
- Conduct and participate in debriefs with deployed personnel and requesting JDC and NBDC (when authorised).

National Biosecurity Deployment Coordinator Job Card

Note: This function description must be used in conjunction with the Jurisdiction Deployment Coordinator (JDC) (Supporting Jurisdiction) and the JDC (Requesting Jurisdiction) job cards.

Responsibilities

When activated, the National Biosecurity Deployment Coordinator (NBDC) function will coordinate the deployment of personnel between jurisdictions (Centralised Coordination). This function is responsible for maintaining effective working relationships between the Requesting Jurisdiction/s and Supporting Jurisdictions.

Appointment

The NBDC is established when a Requesting Jurisdiction requests assistance coordinating interstate deployments from another jurisdiction, typically the Australian Government agricultural agency. Personnel performing the NBDC function are authorised by their jurisdiction's National Biosecurity Committee (NBC) or National Management Group (NMG) member.

Skills and knowledge

- Sound knowledge of the *Interstate Deployment Arrangements for Biosecurity Responses* and the responsibilities of Requesting and Supporting Jurisdictions.
- Knowledge of the biosecurity incident management system functions and analytical skills for procuring appropriately skilled staff for deployment.
- Knowledge of Workplace Health and Safety (WHS) including incident/accident reporting, anti-discrimination and privacy legislation, codes of practice for employment and workplace wellbeing (e.g. anti-bullying).
- Well-developed analytical, briefing, debriefing, facilitation and negotiation skills.

Tasks

Initial tasks

- Advise Requesting and Supporting Jurisdictions that a NBDC has been authorised and Centralised Coordination of interstate deployments is in place.
- Receive handover of existing deployment information including personnel resource requests, accepted nominations and personnel deployment records from Requesting Jurisdiction/s.
- Develop a register of resource requests, nominations, personnel deployment records and monitor authorisations of Deployment Liaison Officers.
- Establish the deployment arrangements for the specific response including the roles and responsibilities of the NBDC and Requesting Jurisdiction.
- Lead or participate in briefings with Requesting and Supporting Jurisdictions.
- Update the deployment plan with the current deployment arrangements.

Ongoing tasks

- Chair JDC meetings and keep record of meeting notes.
- Maintain a register of resource requests and coordinate their distribution on behalf of the Requesting Jurisdictions.
- Collate and register nominations for deployment from Supporting Jurisdictions, distribute them to the relevant Requesting Jurisdictions and maintain a deployment planning roster.
- When agreed, arrange travel for interstate personnel with the Requesting Jurisdiction.
- Ensures the safe and effective incorporation of interstate personnel into the response and assists as
- Conduct debriefs with the Requesting Jurisdiction, JDCs (Supporting Jurisdictions) and the NBC/NMG members.
- Develop a debrief report for their NBC or NMG member.
- Where the NBDC also provides personnel for deployment as a Supporting Jurisdiction and/or requests personnel as Requesting Jurisdiction, those tasks also apply.