

LOCAL DISASTER PLAN

Displan

covering Cessnock, Dungog, Maitland and
Port Stephens Local Government Areas



PART 0 PRELIMINARIES

0.1 Authorisation

The Local Disaster Plan (Displan) has been prepared by the Lower Hunter Emergency Management Coordinating Committee in compliance with the State Emergency and Rescue Management Act, 1989 Section 29(1).

0.2 Approved

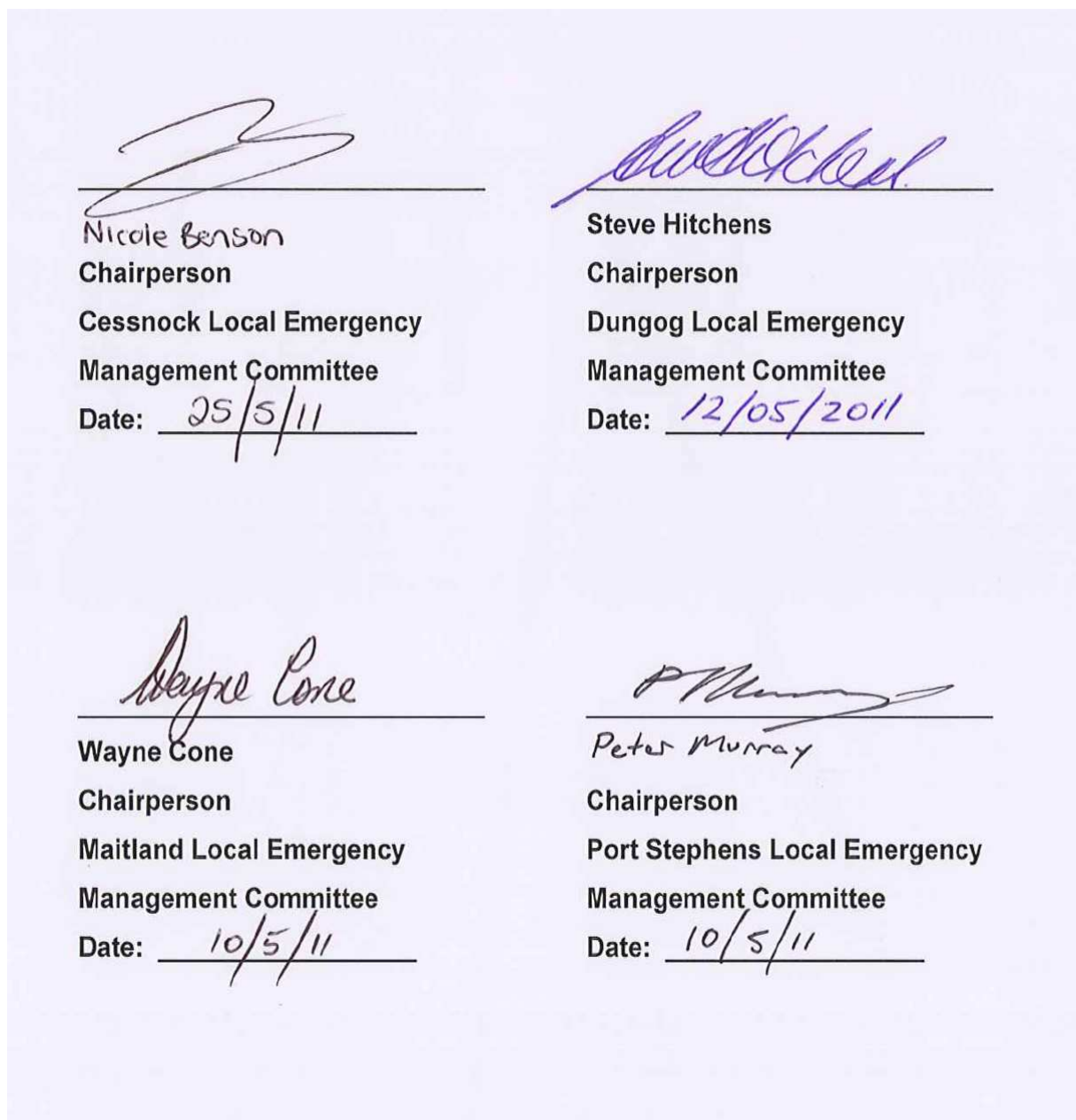


Table of Contents

PART 0 PRELIMINARIES	3
0.1 Authorisation	3
0.2 Approved	3
PART 1 INTRODUCTION.....	7
1.1 Purpose	7
1.2 Objectives.....	7
1.3 Scope	7
1.4 Planning principles.....	7
1.5 Area covered by this plan	8
PART 2 ROLES AND RESPONSIBILITIES	13
2.1 Local responsibility	13
2.2 State Emergency Recovery Controller and Deputy State Emergency Recovery Controller (SERCon / DSERCon).....	14
2.3 Participating organisations	14
2.4 Supporting organisations.....	17
PART 3 PREVENTION.....	18
3.1 Local Emergency Management Committee (LEMC) responsibility	18
3.2 Responsibilities and strategies.....	18
PART 4 PREPARATION	19
4.1 Planning.....	19
4.2 Resource and contact directories.....	19
4.3 Public education	19
PART 5 CONTROL, COORDINATION AND COMMUNICATION ARRANGEMENTS	20
5.1 Control, coordination and communication relationships	20
5.2 Specific operational control	20
5.3 Liaison	21
5.4 Information management and intelligence -- Combat agency managed operations....	21
5.5 Rescue arrangements	21
PART 6 EMERGENCY RESPONSE OPERATIONS.....	23
6.1 Activation of plan.....	23
6.2 Mobilisation of resources	23
6.3 Operation centres	23
6.4 Warning arrangements.....	23
6.5 Controlled area	23
6.6 Evacuation arrangements.....	23
6.7 Out-of-area assistance.....	23
6.8 Logistic support.....	24

6.9 Emergency funding 24

6.10 Commonwealth and Defence assistance 24

PART 7 EMERGENCY RECOVERY OPERATIONS 26

7.1 General 26

7.2 Recovery Principles 26

7.3 Planning for recovery operations 26

7.4 Recovery operations 28

7.5 Registration 28

7.6 Disaster relief funding arrangements 29

PART 8 ANNEXURES 31

8.1 Amendments and Amendment List 33

8.2 Distribution 37

8.3 Definitions 41

8.4 Abbreviations 49

8.5 Roles and Responsibilities 53

8.6 Strategies, sub-plans and supporting plans 92

8.7 Public Education 96

8.8 Road Closure Authority 100

8.9 Evacuation arrangements 104

PART 1 INTRODUCTION

1.1 Purpose

This plan details arrangements that prevent or mitigate, prepare for, respond to, and recover from emergencies within the Local Government Areas. It covers arrangements where:

- a) a combat agency is in control;
- b) a combat agency is in control and support is coordinated by the Local Emergency Operations Controller;
- c) emergency operations where there is no combat agency;
- d) operations where a combat agency has passed control to the Local Emergency Operations Controller;
- e) operations at District or State level where the Local Emergency Operations Controller continues to co-ordinate local level operations.

The arrangements detailed in this plan apply to emergency operations conducted by the local emergency operations controller or the relevant combat agency.

Amendments to this Displan will be made as necessary following reviews of the document. Amendments are listed in Annexure 8.1.

The distribution of this Displan is listed in Annexure 8.2. Definitions and abbreviations included in the document are contained in Annexures 8.3 and 8.4 respectively.

1.2 Objectives

The objectives of the Local Disaster Plan are to detail:

- a) responsibilities for prevention and mitigation strategies;
- b) roles and responsibilities in preparation for, response to and recovery from emergencies;
- c) Set out of the control, coordination and liaison arrangements at the Local level;
- d) activation and alerting arrangements;
- e) arrangements for the acquisition and coordination of resources;
- f) public warning systems and responsibility for implementation;
- g) public information arrangements and public education responsibilities;
- h) arrangements for the review, testing, evaluation and maintenance of this plan; and
- i) reporting and information flow arrangements.

1.3 Scope

The plan describes the arrangements at the local level to prevent, prepare for, respond to and recover from emergencies. The plan also provides policy direction for the preparation of Sub-plans and Supporting Plans.

Arrangements detailed in this plan assume resources are available when required.

The effectiveness of arrangements detailed in this plan are dependent upon all involved agencies preparing, testing, and maintaining appropriate internal instructions and/or standing operating procedures.

1.4 Planning principles

The Local Displan is based on the following principles:

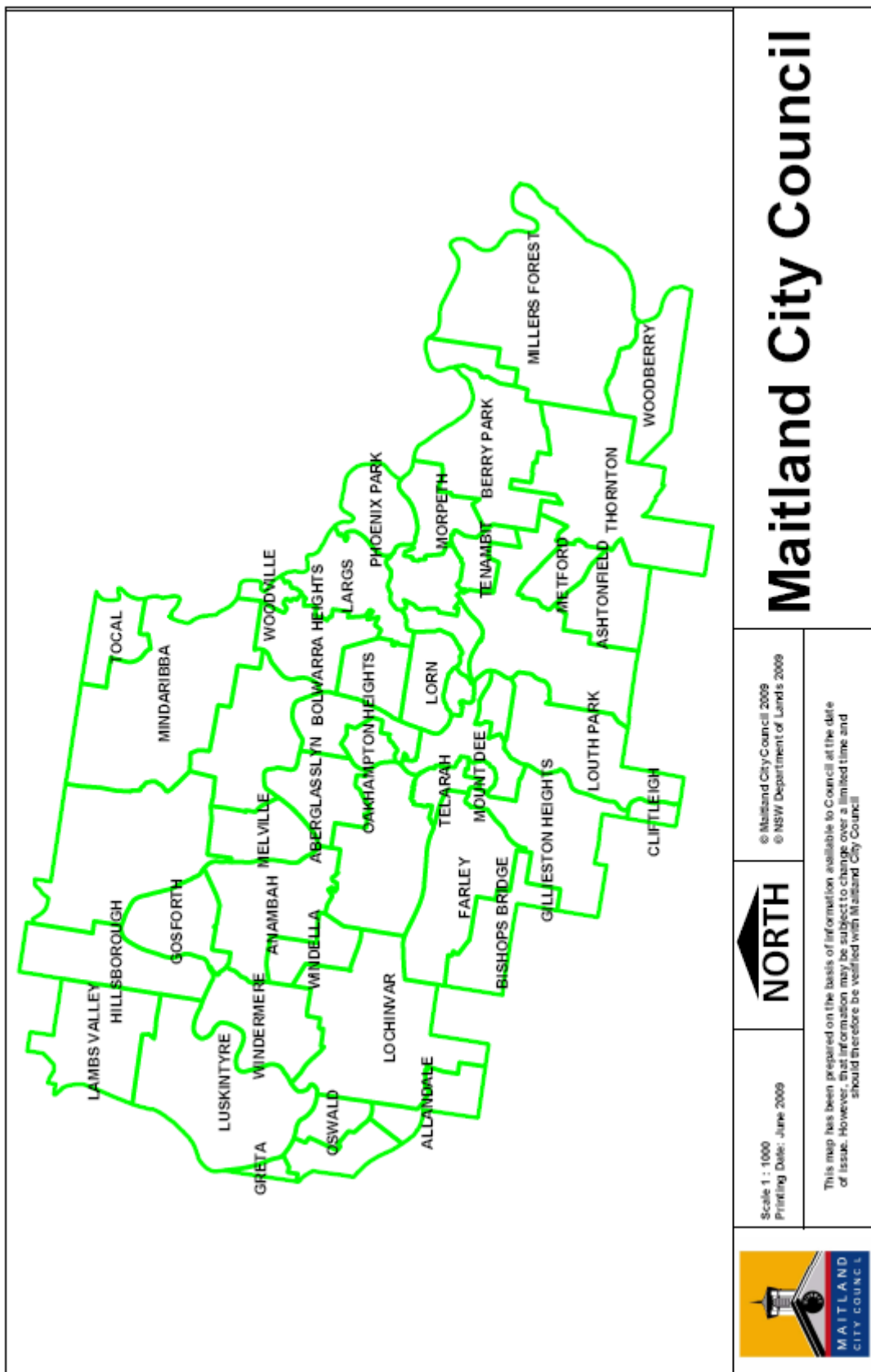
- a) Responsibility for preparation, response and recovery rests initially at the local level. If local agencies and available resources cannot cope they are augmented by those at District, State, or Commonwealth levels.

- b) Control of emergency response and recovery is conducted at the lowest effective level.
- c) Combat agencies may deploy their own resources from outside the affected local area or district if they are needed.
- d) The Local Emergency Operations Controller is responsible, when requested by a combat agency, to co-ordinate all or part of the support resources needed.
- e) The Local Emergency Operations Controller would not normally assume control from a combat agency unless the situation can no longer be contained. Where necessary, this should only be done after consultation with the DEOCON and agreement of the combat agency and the appropriate level of control.
- f) Emergency preparation, response and recovery should be conducted with all agencies carrying out their normal functions wherever possible.

1.5 Area covered by this plan

The area covered by the plan is the whole of the local government areas of Cessnock City, Dungog Shire, Maitland City and Port Stephens.





Maitland City Council

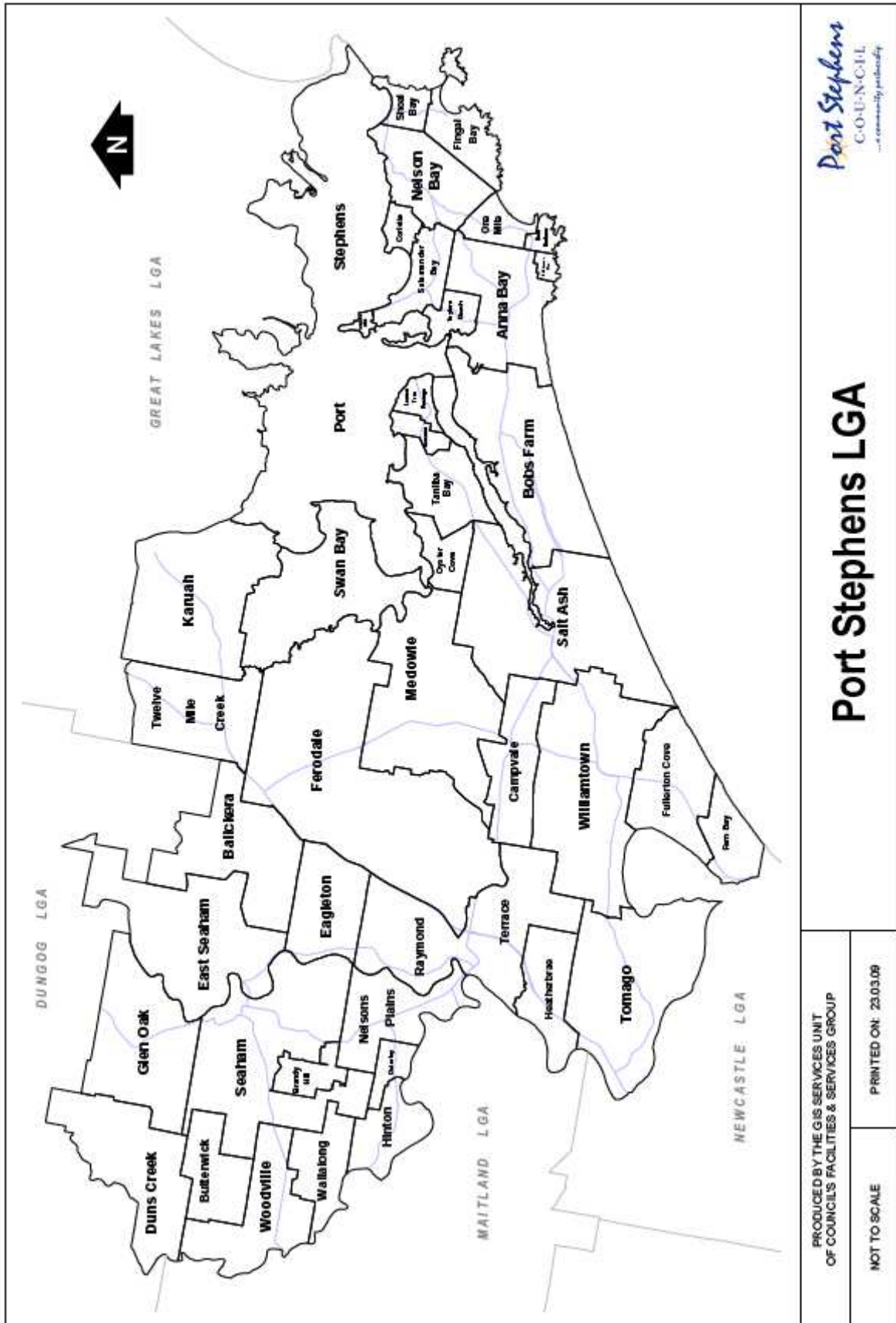
© Maitland City Council 2009
© NSW Department of Lands 2009



Scale 1 : 1000
Printing Date: June 2009

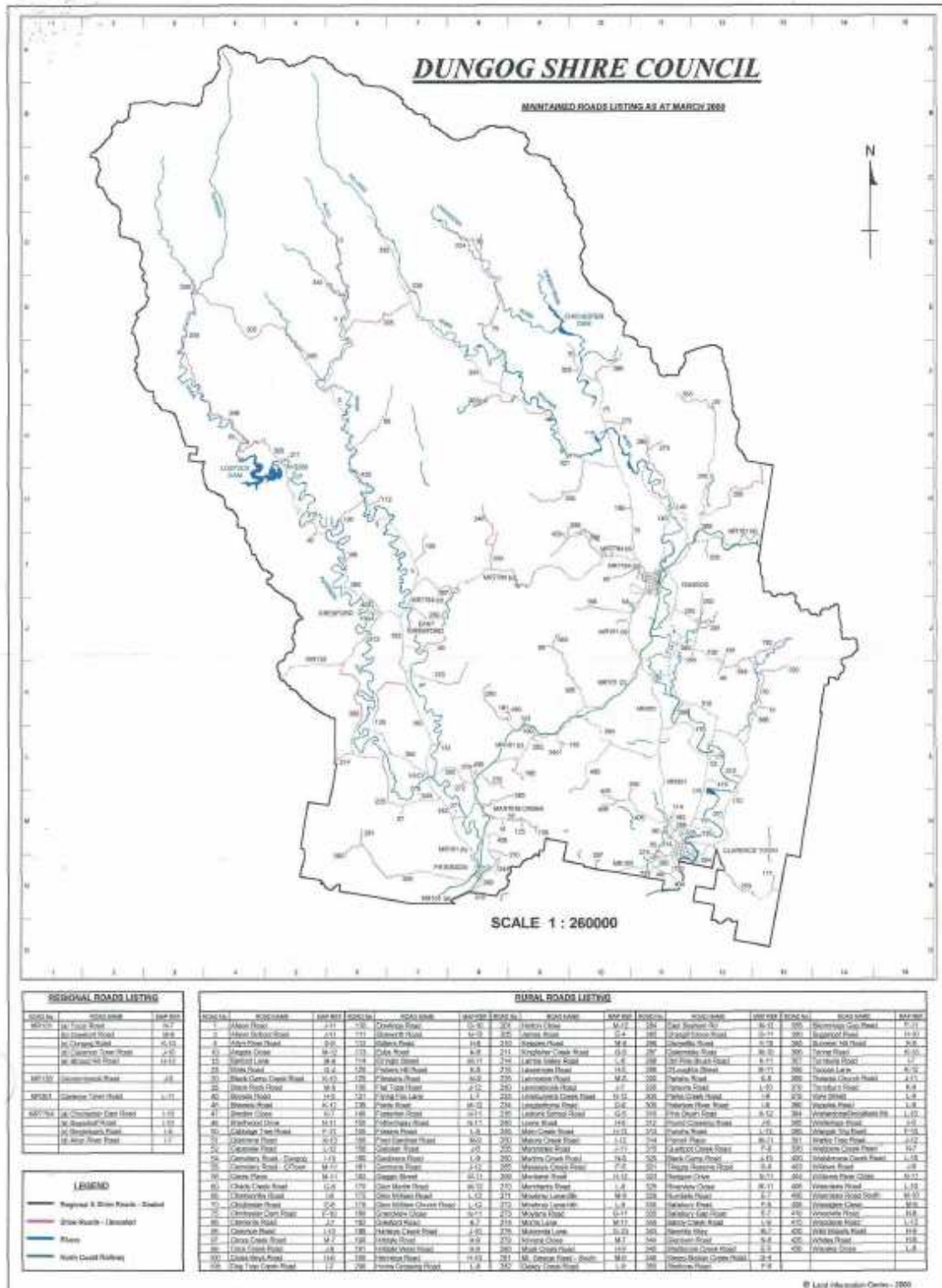
This map has been prepared on the basis of information available to Council at the date of issue. However, that information may be subject to change over a limited time and should therefore be verified with Maitland City Council





Port Stephens LGA

PRODUCED BY THE GIS SERVICES UNIT OF COUNCIL'S FACILITIES & SERVICES GROUP	
NOT TO SCALE	PRINTED ON: 23.03.09



PART 2 ROLES AND RESPONSIBILITIES**2.1 Local responsibility****2.1.1 Local Emergency Operations Controller (LEOCON)**

The NSW Police Force have appointed a LEOCON who is to;

- a) Monitor operations controlled by combat agencies.
- b) Maintain liaison with combat agency and support organisations.
- c) Coordinate support and control the allocation of resources to combat agency controlled operations when required by the combat agency.
- d) Control operations when there is no designated combat agency.
- e) In consultation with the DEOCON and combat agency, assume control of the operation from the combat agency if the situation can no longer be contained.
- f) Advise and activate appropriate emergency service organisations and Functional Areas.
- g) Activate, control and staff the Local Emergency Operations Centre in accordance with EOC Standing Operating Procedures.
- h) Prepare and maintain Standard Operating Procedures in conjunction with LEMO and LEMC.
- i) Ensure the District Emergency Operations Controller is kept apprised of the situation.
- j) Prepare an "Impact Assessment Sitrep", in consultation with the District Emergency Management Officer (DEMO) and submit to the DEOCON when an emergency event impacts upon the local area.
- k) As necessary, request "out of local area" resources through the District Emergency Operations Controller.

2.1.2 Local Emergency Management Officer (LEMO)

The council has designated a LEMO who is to;

- a) Provide executive support to the LEMC.
- b) Act as Executive Officer to the LEOCON.
- c) Act as liaison officer of the Council.
- d) Assist the LEOCON to establish and maintain the LEOC.
- e) Maintain a directory of contacts within the Council.
- f) Co-ordinate emergency management public education programs which are not the responsibility of a combat agency.
- g) Collate a comprehensive resource register and media directory (Councils, Emergency Service and Functional Areas).
- h) Provide executive support at the LEOC when activated.
- i) Co-ordinate arrangements for a central debrief following operations and prepare a consolidated report on the operation, in consultation with the Local Emergency Operations Controller.
- j) Ensure that adequate contingency arrangements are made to cover any period of absence and that the LEOCON is advised of the absence or intended absence of the LEMO.
- k) Establish and maintain a Local Emergency Operations Centre for its local community.
- l) Ensure that sufficient adequately trained Council personnel are available to staff the LEOC.
- m) Support, or act as, the Recovery Officer.

2.2 State Emergency Recovery Controller and Deputy State Emergency Recovery Controller (SERCon / DSERCon)

The Minister for Emergency Services has appointed a SERCon and DSERCon who has responsibility for the overall coordination of recovery operations at State level.

The SERCon and DSERCon will support, guide and direct Recovery Coordinators and / or Recovery Committees in the exercise of their responsibilities.

- Liaise closely with the DEOCon and / or LEOCon during the response phase on an emergency.
- Coordinate comprehensive assessments of the extent of damage (in consultation with DEOCon and / or LEOCon if the response is still ongoing) and evaluate the need for recovery operations.
- In consultation with the DEOCon and / or the LEOCon recommend the appointment of a “Recovery Coordinator” to the Minister for Emergency Services.
- Oversee and support the “Recovery Coordinator”, if appointed.
- In consultation with the DEOCon and / or LEOCon coordinate recovery activities at the local level if a “Recovery Coordinator” is not appointed.
- Monitor and report to the Minister for Emergency services on the progress of recovery operations.

2.3 Participating organisations

The Government Departments, statutory authorities, volunteer organisations and other agencies listed as Participating Organisations have either given formal notice to Agency Controllers or Functional Area Coordinators, or have acknowledged to the State Emergency Management Committee, that they are willing to participate in emergency response and recovery operations under the direction of the Controller of a Combat Agency, or Coordinator of a Functional Area, and with levels of resources or support as appropriate to the emergency operation.

Where such resource coordination arrangements exist, the agreed roles, tasks, responsibilities and access arrangements for the support of Participating Organisations are to be recorded in Combat Agency or relevant Functional Area plans.

The roles and responsibilities of the participating organisations are contained in Annexure 8.5.

The table below indicates the responsible agency for the identified hazards.

Hazards	Responsible Agency
Natural	
Avalanche	Police
Snowstorm	Department of Environment & Heritage
Cyclone	State Emergency Service
Tornado	State Emergency Service
Earthquake	Police
Coastal erosion	Port Stephens Council / State Emergency Service
Fire—bush	Rural Fire Service / Fire & Rescue NSW /

Hazards	Responsible Agency
	Department of Environment & Heritage
Fire—grass	Rural Fire Service / NSW Fire & Rescue / Department of Environment & Heritage
Flood	State Emergency Service
Fog	Police / Road and Traffic Authority / Council / Aviation
Land slip/rock fall/mudflow	Police / Department of Environment & Heritage
Infestation—animal	Department of Primary Industries
Infestation—insect	Department of Primary Industries
Infestation—plant	Department of Primary Industries
Severe storm—electrical	State Emergency Service
Severe storm—wind	State Emergency Service
Severe storm—rain	State Emergency Service
Severe storm—hail	State Emergency Service
Storm surge	State Emergency Service
Tsunami	State Emergency Service
Dust storm	State Emergency Service
Civil disorder	Police
Technological	
Aeronautical	Police
Space debris re-entry	Police
Bridge collapse	Road and Traffic Authority / Council
Building collapse	Police / Fire & Rescue NSW USAR
Dam failure	State Emergency Service / Dam Safety Committee / Owner
Hazardous materials	Fire & Rescue NSW
Industrial accident	Police
Infrastructure failure—power	Electricity Providers
Infrastructure failure—water	Hunter Water
Infrastructure failure—sewerage	Hunter Water
Infrastructure failure— communication	NSW Public Works / Telstra / Owners
Infrastructure failure—gas	Jemena
Infrastructure failure—road	Road and Traffic Authority / Council
Infrastructure failure—rail	State Rail / Australian Rail Track Corporation
Mine accident	Police
Radiological hazards	Fire & Rescue NSW (HAZMAT)
Pollution—chemical	Fire & Rescue NSW (HAZMAT)
Pollution—oil/fuel	Fire & Rescue NSW (HAZMAT)

Hazards	Responsible Agency
Pollution—hazardous waste	Fire & Rescue NSW (HAZMAT)
Land subsidence	Fire & Rescue NSW (USAR) / Mines Rescue Service / NSW Public Works
Transport accident—air	Police
Transport accident—rail	State Rail / Australian Rail Track Corporation
Transport accident—road	Police
Transport accident—sea	Maritime Authority / Newcastle Port Corporation
Explosion	Fire & Rescue NSW
Fire—residential	Fire & Rescue NSW
Fire—industrial	Fire & Rescue NSW
Biological	
Pathogens	Hunter New England Area Health Service
Communicable disease— affecting humans	Hunter New England Area Health Service
Communicable disease— affecting animals	Department of Primary Industries
Communicable disease— affecting plants	Department of Primary Industries

Table 2.2 – Responsible Agencies
(Source: LHEMCC Emergency Risk Management Report 2007)

2.4 Supporting organisations

Supporting Organisations have indicated a willingness to participate and provide specialist support resources.

Where coordination arrangements are required for the conduct of emergency response and recovery operations, the agreed roles, tasks and responsibilities of the Supporting Organisations should be recorded in Combat Agency or Functional Area Plans.

The roles and responsibilities of the supporting organisations are contained in Annexure 8.5.

PART 3 PREVENTION**3.1 Local Emergency Management Committee (LEMC) responsibility**

The LEMC is responsible (using the Emergency Risk Management Implementation Guide) for the identification of hazards, assessment of the risks and identification of an agency for management of the risks. (Refer to the LHEMCC Emergency Risk Management Report 2007).

Where an agency is not identified, it is the LEMC's responsibility for the preparation of treatment plans that include prevention and mitigation options.

Where an agency is identified, it is the agency's responsibility to develop strategies, including prevention and mitigation options. These strategies are not subject to Displan arrangements except as detailed below in Section 3.2.

3.2 Responsibilities and strategies

To facilitate coordination of prevention and mitigation strategies, the agencies, organisations and/or committees with responsibilities have provided details of the strategies they implement within the local area. These are detailed in Annexure 8.6.

PART 4 PREPARATION

4.1 Planning

4.1.1 Emergency Risk Management (ERM) process

The LEMC is responsible (using the Emergency Risk Management Implementation Guide) for the identification of hazards, assessment of the risks and identification of an agency for management of the risks. (Refer to the LHEMCC Emergency Risk Management Report 2007).

The LHERMCC ERM Report includes;

- Hazard checklist (Form 1).
- Hazard description matrix (Form 2).
- Community and environment description (Form 3) including vulnerable communities.
- Elements at risk (Form 4) (contained in Part 1).
- Vulnerability factors (Form 5) (contained in Part 1).
- Risk analysis, evaluation and priority (Form 6).
- Treatment options evaluation (Form 7).
- Risk treatment plans (Form 8).
- Risk referral (Form 9).

4.1.2 Sub-plans, Supporting Plans and Procedures

The following are included in Annexure 8.6.

- a) Sub-plans for specific hazards prepared by Participating Organisations,
- b) Supporting plans prepared by Supporting Organisations, and
- c) Procedures prepared by the LEMC.

4.1.3 Reviewing, testing, evaluating and maintaining the Local Displan

The LEOCON is responsible for ensuring the Displan is;

- a) Reviewed by the LEMC;
 - After each local operation or exercise,
 - When deficiencies are identified,
 - As roles and responsibilities of organisations change, and
 - At least once every five (5) years.
- b) Tested (through an exercise at least every two (2) years) to;
 - Ensure organisations are familiar with the Displan,
 - Test specific aspects of the Displan, and
 - Practice procedures associated with the Displan.

All sub-plans are to be tested and reviewed by their organisations annually and the results reported to the LEMC and LHEMCC.

4.2 Resource and contact directories

Each participating organisation is to maintain an up-to-date resource and contact directory.

4.3 Public education

The organisations responsible for public education are detailed in Annexure 8.7.

PART 5 CONTROL, COORDINATION AND COMMUNICATION ARRANGEMENTS

The arrangements detailed in this Part of the Displan are aimed at ensuring that control and coordination of emergencies are effective, no matter what the nature of the emergency.

5.1 Control, coordination and communication relationships

Combat Agency Controlled Operation

Control	Co-ordination	Communication
The relevant Combat Agency controls the operation and may request other agencies or the LEOCON to coordinate support.	Support tasks, which can be foreseen, are agreed to and reflected in Combat Agency Plans, Displans, Sub Plans or Supporting Plans where applicable.	The Combat Agency is responsible for ensuring the LEOCON, participating and supporting organisations' coordinators are kept informed of the situation.
Supporting agencies control their own elements and carry out support tasks as directed by the Combat Agency, other agency or LEOCON.	Support tasks that are unforeseen can be coordinated by the LEOCON, or the Combat Agency can deal direct with the supporting agencies. In the latter case the LEOCON must be kept informed.	The LEOCON, participating and supporting agencies, under the control of the Combat Agency, provide resources to the Combat Agency Control Centre as required.
		Participating and supporting agencies carrying out tasks under the coordination of an LEOCON provide liaison to the EOC as required.

LEOCON Controlled Operation

Control	Co-ordination	Communication
The LEOCON controls operations and coordinates resources.		The LEOCON is responsible for ensuring the participating and support organisations' coordinators are kept informed of the situation.
Participating and support organisations control their resources and carry out tasks as directed.		Agencies provide liaison to EOC as required.

5.2 Specific operational control

5.2.1 Storm and flood operations

Overall control and the coordination of support resources for flood and storm operations and flood rescue is the responsibility of the SES.

5.2.2 Bushfire operations

Overall control and the coordination of support resources for bush fire operations is the responsibility of an Incident Controller selected, or appointed by the Commissioner of the Rural Fire Service, from the RFS, NPWS, State Forests or Fire & Rescue NSW. During a section 44-bush fire emergency, a LEOCON may be requested to coordinate non-fire fighting support to an Incident controller.

5.2.3 HAZMAT and Urban Fire Operations

Control of "Fire Ground" operations and coordination of fire fighting and/or HAZMAT support resources is the responsibility of a Fire & Rescue NSW Incident Controller. Usually Police would be requested by the Incident Controller to control and coordinate all other non-fire fighting and/or HAZMAT support resources and activities (eg Evacuation, perimeter control, road closures).

5.2.4 Other (Support organisations)

Support services provided by supporting organisations are co-ordinated by the local supporting organisation area co-ordinator.

5.3 Liaison

Participating organisations are responsible for providing liaison officers to the EOC. Liaison officers are to be able to provide up-to-the-moment advice on capability and resource status and authority to commit their agency resources.

5.4 Information management and intelligence -- Combat agency managed operations

The combat agency controller (for combat agency manager operations) or the LEOCON (for LEOCON managed operations) is also responsible for:-

- the passage of operational information and intelligence to and from all involved agencies, using the combat agency control centre (or EOC) as the collection and distribution point.
- the passage of public information to the community.
- the release of regular media releases.
- ensuring the LEOCON (or DEOCON) is kept informed of developments and forecast support needs.

5.5 Rescue arrangements

Rescue arrangements detailed in this Plan are subject to the provisions of the State Rescue Policy and the command structure of the NSW Police Service, except when an operation is controlled by an Emergency Operations Controller.

Initial response to rescue operations is coordinated by Police Operations Staff at VKG3 Newcastle (Police Communications). Coordination of a rescue operation passes to the senior officer or the first Police vehicle to arrive at the scene.

The general areas of operation of the accredited rescue units operating within the local area are described, in general terms, in the Roles and Responsibility section of this Displan (Annexure 8.5).

Rescue arrangements are managed by the relevant Police Local Area Commander (or delegate), assisted by the Local Rescue Committee. The Local Rescue Committee is responsible to the Hunter District Rescue Committee which in turn is responsible to the State Rescue Board for the implementation of State Rescue Policy.

Marine rescue management arrangements are developed and coordinated by the relevant Police Local Area Commanders assisted by Newcastle or Port Stephens Water Police and Marine Rescue Committee at local or district level.

Rescue related matters, involving local rescue resources, that are raised at Committee meetings, particularly Emergency Management Committees and Control Room Committees, are to be referred, as soon as practical, to the relevant Police Local Area Commander.

PART 6 EMERGENCY RESPONSE OPERATIONS

6.1 Activation of plan

This part describes the sequence of actions required to mobilise the emergency management structure for the conduct of response operations. The provisions of Displan apply without the need for any activation of this plan or the declaration of a state of emergency.

6.2 Mobilisation of resources

Mobilisation of resources follows the following stages (circumstances permitting);

- **Alert** — the relevant Combat or Warning Agency advises the LEOCON an operation has the potential to escalate to where activation of the Displan will be required.
- **Standby** — the relevant Combat Agency advises the LEOCON the need to activate the Displan is imminent.
- **Callout Alert** — the relevant Combat advises the LEOCON activation of the Displan is required. The LEOCON activates the Displan.
- **Stand down and debrief** – the requirement for Displan arrangements has passed and control of the operation passes to the relevant Combat Agency(ies).

The roles and responsibilities in relation to the mobilisation of resources are detailed in the Standard Operating Procedures.

6.3 Operation centres

The locations of Local Emergency Operations Centres and alternate locations are detailed in the Standard Operating Procedures. The locations of operation, control and co-ordination centres for participating and support organisations are detailed in the Standard Operating Procedures.

6.4 Warning arrangements

Warning arrangements (including Standard Emergency Warning Signal (SEWS)) are detailed in the Standard Operating Procedures.

6.5 Controlled area

During a disaster it may be considered necessary to control general access to and from the whole or part of the area affected to facilitate operation, public safety etc.

The area to be controlled will be identified by the LEOCON and managed by the NSW Police Force.

Road closures as a result of the disaster or for area control are authorised in accordance with the legislation detailed in Annexure 8.8.

6.6 Evacuation arrangements

Evacuation of persons or animals from an area of danger or potential danger is a possible strategy in combating any particular hazard impact. Evacuation procedures and arrangements are detailed in Annexure 8.9. Possible evacuation centres are detailed in the Standard Operating Procedures.

6.7 Out-of-area assistance

Combat agencies may obtain additional resources from outside the local area or deploy their own resources outside the local area.

All other requests for out of area resources under this Displan are to be notified to the Hunter-Central Coast Emergency Operations Controller.

Areas identified for assembling resources from outside the local area are included in the Standard Operating Procedures.

6.8 Logistic support

Generally each organisation is responsible for its own personnel.

6.9 Emergency funding

Combat agencies, emergency services and functional areas should have their own systems for emergency funding.

Participating and supporting organisations fund their operation through their own funding arrangements.

The cost for engagement of private sector organisations or personnel are to be met by the engaging organisation under their normal arrangements.

Local Government Authorities, if involved in recovery operations and programs, are to keep a record of financial expenditure associated with their recovery services. The recoupment of financial expenditures are to be actioned after approval by the SERCon through Emergency Management NSW.

All provided Recovery program services are to be approved by the Recovery Coordinator, and / or the SERCon before implementation.

The appointed Recovery Coordinator will use commercial contract arrangements for operations associated with the Recovery Centre. These expenditures will be controlled by approved delegations of authority and operating procedures as determined by the SERCon.

6.10 Commonwealth and Defence assistance

Access to Commonwealth support: is arranged by the Local Emergency Operations Controller, with the concurrence of the District Emergency Operations Controller and the State Emergency Operations Controller through Emergency Management Australia (EMA).

Defence Assistance to the Civil Community (DACC). During major emergencies when the State has officially requested Commonwealth assistance the Australian Defence Force may provide specialist personnel, equipment, facilities or capabilities which are either not available to, or have been exhausted from, State resources.

There are three categories of emergency DACC:

DACC Category One: is support to a local emergency with direct threat to life and/or property. A local Defence commander, utilising local resources, may approve this type of support.

DACC Category Two: is support to a general emergency with direct threat to life and/or property. ADF Headquarters (ADFHQ) approves this category of support after State Authorities approach EMA. Defence resources for DACC Cat Two tasks are deployed on the Authority of HCAST and would generally lead to the deployment of an ADF Liaison Officer at the Local, District and State Emergency Operation Centre.

DACC Category Three: is support provided to an ongoing emergency with no direct threat to life and/or property. Bids for DACC Cat Three are usually submitted as an extension of Cat Two arrangements enabling a quick and efficient resolution to the initial response. This category is approved by ADFHQ after State Authorities approach EMA. Defence resources for DACC Cat Three tasks are deployed on the authority of HQAST and would generally lead to the deployment of an ADF Liaison Officer at the Local, District and State Emergency Operation Centre.

PART 7 EMERGENCY RECOVERY OPERATIONS

7.1 General

When an emergency has been contained, the emergency management structure continues to conduct recovery operations to satisfy personal and community needs, and to restore services to the level where the continuing process can be managed by local government and the normal responsible agencies.

It is essential that the requirements of recovery operations are assessed and planned during the earliest stages of an emergency operation. Although an overlap will occur between the commencement of the recovery and the completion of the response, the handover of responsibilities between the response organisations and the recovery organisations needs to be considered carefully. The LEOCon is responsible for ensuring recovery planning occurs.

NOTE:

A comprehensive overview of the recovery process and the structures that manage recovery in NSW are detailed in the "NSW State Recovery Plan" – a sub plan to the State DISPLAN.

7.2 Recovery Principles

Disaster recovery is most effective when the following nationally recognised principles are applied:

- a) management arrangements recognise that disaster recovery is a complex, dynamic and protracted process;
- b) agreed plans and management arrangements are well understood by the community and disaster management agencies;
- c) recovery agencies are properly integrated into disaster management arrangements;
- d) community service and reconstruction agencies have input into key decision-making;
- e) recovery services are conducted with the active participation of the affected community;
- f) recovery managers are involved from the initial briefing on the operation;
- g) recovery services are provided in a timely, fair, equitable and flexible manner; and
- h) recovery personnel are supported by training programs and exercises.

(Source: National Standing Committee of Community Services and Income Security Administrators).

The recovery process will commence as soon as possible during and following the impact and every effort will be made to ensure that individuals from the affected communities are actively involved in their own recovery.

7.3 Planning for recovery operations

The Local Emergency Management Committee (or Local Recovery Co-ordinating Committee, if established) is responsible for co-ordinating recovery operations through the preparation of a recovery plan and monitoring the response operations. This is undertaken by briefings from the LEOCON, the Combat Agency Controller and members of the community it may invite.

The main role of the Recovery Committee is:

- a) coordinate arrangements to make an initial assessment of the impact;
- b) establish priorities;

- c) identify shortfalls in resources;
- d) Monitor grants and forms of assistance available;
- e) coordinate provision of services;
- f) Establish a Local Community Consultation Group to enable members of the local community to provide input and guidance to the recovery committee;
- g) Report to, and provide information on a needs basis to any District or State Level Recovery Committee(s) that may be established in association with an emergency event; and
- h) keep the community informed of recovery strategies.

The DEMO and appropriate District level emergency service controllers and functional area coordinators are to be invited to the initial local meeting and to subsequent meetings as required.

If deemed necessary; following assessment of the LEOCON provided Impact Assessment Report, and / or consideration of the LEMC recommendations, the SERCon may nominate an appropriate candidate to the Minister for Emergency Services for appointment as a Local Recovery Coordinator.

NOTE:

The Chair of the Local Emergency Management Committee or local government authority is often appointed as the Local Recovery Coordinator, but this appointment will be determined by the SERCon. A Local Recovery Coordinator will normally be appointed by the SERCon when there is a need for a structured recovery operation.

The Local Recovery Coordinator is the face of the recovery operation, providing leadership to the Recovery Committee and coordinating the recovery effort in accordance with the agreed recovery plans.

The Recovery Coordinator will establish and maintain liaison with the Combat Agency Controller and / or LEOCon.

The Recovery Coordinators specific functions are:

- Chair the Local Recovery Committee.
- Facilitate and coordinate recovery operations, including needs assessment, priority setting and resource allocations.
- Establish communications with key stakeholders, which includes: DEOCon; LEOCon, SERCon and the General Manager of the Local Government Authority; to ensure their participation in, and awareness of, intended recovery process.
- Establish and maintain effective communication links with the community and stakeholders.
- Manage release of information to the local media during the recovery phase, acknowledging the high level of community and political interest that will be associated with the emergency event.
- Assist with facilitation and coordination of organisations' services involved in the recovery process.
- Mediate where conflicts emerge during the recovery process.
- Ensure that financial commitments and account of financial monies are in-place and regularly reviewed to ensure that recovery priorities and the overall recovery process are being carried out.
- Report regularly to the SERCon; DEOCon and LEOCon on the progress of the recovery operation.

- Advise the SERCon / DSERCon of issues that cannot be resolved at the Local or District Level.
- At the conclusion of the recovery phase, provide a report to the SERCon; LEOCon and Local Emergency Management Committee detailing actions taken; monies expended, predicted further expenditure required, lessons identified and recommended reduction measures to prevent or mitigate future emergencies.

NOTE:

- (1) *The SERCon may recommend the appointment of a District level Recovery Coordinator for complex emergency events; and / or for an emergency event that has impacted upon one or more Local Emergency Management Areas.*
- (2) *If a District Recovery Coordinator is appointed, and a District Recovery Committee established, the SERCon will ensure that the Local area is adequately represented on that committee.*

The membership of the committee is detailed in the Standard Operating Procedures.

7.4 Recovery operations

Only the Local Recovery Co-ordinating Committee may request assistance from the Hunter-Central Coast Recovery Co-ordinating Committee or any Special Recovery Co-ordinator appointed by the State Government.

At the conclusion of the recovery period the Chairman of the Local Recovery Co-ordinating Committee, in conjunction with the LEOCon, is to recommend to the Hunter-Central Coast Recovery Co-ordinating Committee (or the Special Recovery Co-ordinator if one is appointed by the State Government) the type of longer term reconstruction operations, which may be required. This includes a statement of outstanding relief measures (including continuing support matters) that need to continue or be implemented by Government Departments or statutory authorities.

The SERCon may send a representative to the LEMC and subsequent recovery meetings to provide expert recovery advice and guidance.

NOTE:

Depending on the size and complexity of the recovery operation, the Local Recovery Committee may establish task-groups to manage each of the four (4) components of recovery, with sub-groups as required or identified by the SERCon; DEOCon and / or LEOCon.

The components of recovery are:

- Social Environment.
- Built Environment.
- Economic Environment.
- Natural Environment.

Agencies with core responsibilities in recovery are listed in the standard operating procedures.

7.5 Registration

The NSW Police Force is to ensure that all disaster victims (including evacuees) are registered and details forwarded to the Local Emergency Operations Centre in accordance with Police Force instructions.

7.6 Disaster relief funding arrangements

A range of disaster relief assistance schemes are in place. Details can be obtained from www.emergency.nsw.gov.au/content.php/501.html

(Blank)

PART 8 ANNEXURES

(Blank)

8.1 Amendments and Amendment List

(Blank)

(Blank)

8.2 Distribution

(Blank)

Displan Distribution

This Displan document is to be distributed electronically in PDF format. The following organisations / representatives will be sent an updated PDF file whenever amendments are made to the DISPLAN.

ELECTRONIC COPY AND ONE (1) HARD COPY OF DISPLAN SENT TO:**Hunter-Central Coast District Emergency Management Committee:**

District Emergency Operations Controller (DEOCon)
District Emergency Management Officer (DEMO)
District Emergency Operations Centre (DEOC)

Local Emergency Management Committees:

Local Emergency Operations Controller (LEOCon)
Cessnock
Dungog
Maitland
Port Stephens
Local Emergency Operations Centre (LEOC)
Cessnock
Dungog
Maitland
Port Stephens
Local Emergency Management Officer (LEMO)
Cessnock
Dungog
Maitland
Port Stephens

Adjoining Local Emergency Management Committees:

Gloucester LEMC
Gosford LEMC
Great Lakes LEMC
Hawkesbury LEMC
Lake Macquarie LEMC
Newcastle LEMC
Wyong LEMC

Mayors:

Cessnock City Council
Dungog Shire Council
Maitland City Council
Port Stephens Council

General Managers:

Cessnock City Council
Dungog Shire Council
Maitland City Council
Port Stephens Council

Participating Organisations:

NSW Police Force
 Central Hunter Local Area Command
 Port Stephens Local Area Command
Ambulance Service of NSW
Fire & Rescue NSW
State Emergency Service
 Hunter Region Division
NSW Rural Fire Service
 Lower Hunter Zone
Hunter New England Area Health Service
Department of Primary Industries
Department of Services, Technology and Administration (NSW Public Works)
Department of Family & Community Services
VRA -- Cessnock

Supporting Organisations:

Department of Environment, Climate Change & Water
Maritime Authority of NSW
Ministry of Transport
National Parks
Defence Forces (RAAF)
Roads & Traffic Authority
Forests NSW
Australian Rail Track Corporation
Essential Energy
Ausgrid
Hunter Region Westpac Helicopter Service
Hunter Water Corporation
Jemena
Railcorp
Telstra
Dams Safety Committee
State Water Corporation
Newcastle Port Corporation
Police & Emergency Services (Marine area command)
Land & Property Management Authority (Department of Lands)
Australian Volunteer Coast Guard
Royal Volunteer Coastal Patrol

Others:

Cessnock Aerodrome
Newcastle Airport
Rutherford Aerodrome

8.3 Definitions

(Blank)

Definitions

NOTE: The definitions used in this plan are sourced from The State Emergency & Rescue Management Act, 1989 (as amended), other New South Wales legislation, and The Macquarie Dictionary (Second Edition, 1991). Where possible, the reference source is identified as part of the definition (e.g. the State Emergency and Rescue Management Act, 1989 (as amended), is identified as SERM Act).

Agency means a government agency or a non-government agency. (Source: SERM Act).

Agency Controller in this plan means the operational head of the agency, identified in this plan as the combat agency, who has command of the resources of the particular agency.

Casual Volunteer means a person who:

- a. assists an accredited rescue unit in carrying out a rescue operation with the consent of the person in charge of the rescue operation; or
- b. assists, on his or her own initiative, in a rescue operation or otherwise in response to an emergency in circumstances in which the assistance was reasonably given. (Source: SERM Act).

Civil Defence means the performance of some or all of the 15 humanitarian tasks intended to protect the civilian population against the dangers and to help it recover from the immediate effects of hostilities, and also to provide the necessary conditions for its survival. (Source: Contained in Article 61 of Protocol 1 (1977) additional to the 1949 Geneva Convention).

Combat Agency means the agency identified in Displan as the agency primarily responsible for controlling the response to a particular emergency. (Source: SERM Act).

Command in this plan means the direction of members and resources of an agency / organisation in the performance of the agency / organisation's roles and tasks. Authority to command is established by legislation or by agreement with the agency / organisation. Command relates to agencies / organisations only, and operates vertically within the agency / organisation.

Community Relations Crisis incidents or emergencies affecting community relations as determined by the Chairperson of the Community Relations Commission in consultation with Community Leaders and Chief Executive Officers of the Community Relations Crisis Management Standing Committee, or as directed by the Premier.

Concept of Operations in this plan refers to the Controller's general idea or notion, given the anticipated problems of the effects of the event, of how the emergency response and recovery operation is to be conducted. It is a statement of the Controller's operational intentions, and may be

expressed in terms of stages / phases of the emergency operation

Control means the overall direction of the activities, agencies or individuals concerned. (Source: SERM Act). Control operates horizontally across all agencies / organisations, functions and individuals. Situations are controlled.

Coordination means the bringing together of agencies and individuals to ensure effective emergency or rescue management, but does not include the control of agencies and individuals by direction. (Source: SERM Act)

Disaster means an occurrence, whether or not due to natural causes, that causes loss of life, injury, distress or danger to persons, or loss of, or damage to, property. (Source: Community Welfare Act, 1987).

Displans means the New South Wales State Disaster Plan. The object of Displans is to ensure the coordinated response to emergencies by all agencies having responsibilities and functions in emergencies. (Source: SERM Act).

District the State is divided into such districts as the Minister may determine by order published in the Gazette. Any such order may describe the boundaries of a district by reference to local government areas, maps or otherwise. (Source: SERM Act).

District Emergency Management

Committee means the committee constituted under the State Emergency and Rescue Management Act, 1989 (as amended), which at District level is responsible for preparing plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the District (District Displan) for which it is constituted. In the exercise of its functions, any such Committee is responsible to the State Emergency Management Committee. (Source: SERM Act).

District Emergency Operations Controller means the Region Commander of Police appointed by the Commissioner of Police, as the District Emergency Operations Controller for the Emergency Management District.

Emergency means an emergency due to an actual or imminent occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or warlike action) which:

(a) endangers, or threatens to endanger, the safety or health of persons or animals in the State; or
 (b) destroys or damages, or threatens to destroy or damage, any property in the State, being an emergency which requires a significant and co-ordinated response.

For the purposes of the definition of emergency, property in the State includes any part of the environment of the State. Accordingly, a reference in the Act to:

- (a) threats or danger to property includes a reference to threats or danger to the environment, and
 (b) the protection of property includes a reference to the protection of the environment.
 (Source: SERM Act).

Emergency Officer means the Commissioner of SES or a person appointed as an Emergency Officer under Section 15 of the State Emergency Service Act. A person may be appointed as an Emergency Officer even if not a member of the State Emergency Service. (Source: SES Act).

Emergency Operations Centre means a centre established at State, District or Local level as a centre of communication and as a centre for the coordination of operations and support during an emergency. (Source: SERM Act).

Emergency Risk Management in this plan means the process approved by the State Emergency Management committee and published in the NSW Implementation Guide for Emergency Management Committees.

Emergency Services Officer means a Police Officer, an officer of Fire & Rescue NSW or of above the position of station commander, an officer of the State Emergency Service or of above the position of unit controller, a member of the Rural Fire Service or of above the position of deputy captain, or a District Emergency Management Officer. (Source: SERM Act).

Emergency Services Organisation means the NSW Police, Fire & Rescue NSW, Rural Fire Service, Ambulance Service, State Emergency Service, Volunteer Rescue Association or any other agency which manages or controls an accredited rescue unit (Source: SERM Act).

Essential services for the purposes of the Essential Services Act, 1988, a service is an essential service if it consists of any of the following:

- a. the production, supply or distribution of any form of energy, power or fuel or of energy, power or fuel resources;
- b. the public transportation of persons or freight;
- c. the provision of fire-fighting services;
- d. the provision of public health services (including hospital or medical services);
- e. the provision of ambulance services;
- f. the production, supply or distribution of pharmaceutical products;

- g. the provision of garbage, sanitary cleaning or sewerage services;
- h. the supply or distribution of water;
- i. the conduct of a welfare institution;
- j. the conduct of a prison;
- k. a service declared to be an essential service under subsection (2);
- l. a service comprising the supply of goods or services necessary for providing any service referred to in paragraphs (a) - (k).

Functional Area means a category of services involved in the preparations for an emergency, including the following:

- a. Agriculture and Animal Services;
- b. Communication Services;
- c. Energy and Utility Services;
- d. Engineering Services;
- e. Environmental Services;
- f. Health Services;
- g. Public Information Services;
- h. Transport Services; and
- i. Welfare Services.

Functional Area Coordinator in this plan means the nominated coordinator of a Functional Area, tasked to coordinate the provision of Functional Area support and resources for emergency response and recovery operations, who, by agreement of Participating and Supporting Organisations within the Functional Area, has the authority to commit the resources of those organisations.

Government Agency means:

- a. a government department or administrative office as defined in the Public Sector Management Act 1988;
- b. a public authority, being a body (whether incorporated or not) established by or under an Act for a public purpose, other than:
 - (i) the Legislative Council or Legislative Assembly or a committee of either or both of those bodies; or
 - (ii) a court or other judicial tribunal;
- c. the NSW Police;
- d. a local government council or other local authority; or
- e. a member or officer of an agency referred to in paragraphs (a) – (d) or any other person in the service of the Crown who has statutory functions, other than:
 - (i) the Governor, the Lieutenant-Governor or the Administrator of the State;
 - (ii) a Minister of the Crown;
 - (iii) a Member of the Legislative Council or Legislative Assembly or an officer of that Council or Assembly; or
 - (iv) a judicial officer.

(Source: SERM Act).

Hazard in this plan means a potential or existing condition that may cause harm to people or damage to property or the environment.

Hazardous Material means anything that, when produced, stored, moved, used or otherwise dealt with without adequate safeguards to prevent it from escaping, may cause injury or death or damage to property. [Source: Fire Brigades Act, 1989 (as amended)].

Hazardous Material Incident means an actual or impending land-based spillage or other escape of hazardous material that causes or threatens to cause injury or death or damage to property. [Source: Fire Brigades Act, 1989 (as amended)].

Incident in this plan means a localised event, either accidental or deliberate, which may result in death or injury, or damage to property, which requires a normal response from an agency, or agencies.

Incident Control System (ICS) means an operations management system using common language and procedures that allows agencies to retain their own command structure. The key principles are management by objectives and span of control using key functions of Control, Operations, Planning and Logistics.

Liaison Officer (LO) in this plan means a person, nominated or appointed by an organisation or functional area, to represent that organisation or functional area at a control centre, emergency operations centre, coordination centre or site control point, a liaison officer maintains communications with and conveys directions/requests to their organisation or functional area, and provides advice on the status, capabilities, actions and requirements of their organisation or functional area.

Local Emergency Management Committee means the committee constituted under the State Emergency and Rescue Management Act, 1989 (as amended), for each local government area, and is responsible for the preparation of plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the local government area (Local DISPLAN) for which it is constituted. In the exercise of its functions, any such Committee is responsible to the relevant District Emergency Management Committee. (Source: SERM Act).

Local Emergency Operations Controller means a Police Officer appointed by the District Emergency Operations Controller as the Local Emergency Operations Controller for the Local Government Area.

Local Government Area means an area within the meaning of the Local Government Act 1993 and includes a combined local government area as referred to in section 27 of the State Emergency and Rescue Management Act, 1989 (as amended).

Logistics in this plan means the range of operational activities concerned with supply, handling, transportation, and distribution of materials. Also applicable to the transportation of people.

Minister means the Minister for Emergency Services.

Mitigation means measures taken in advance of, or after, a disaster aimed at decreasing or eliminating its impact on society and environment. (Source: COAG Review into Natural Disasters in Australia, August 2002).

Natural Disaster a natural disaster is a serious disruption to a community or region caused by the impact of a naturally occurring rapid onset event that threatens or causes death, injury or damage to property or the environment and which requires significant and coordinated multi-agency and community response. Such serious disruption can be caused by any one, or a combination, of the following natural hazards: bushfire; earthquake; flood; storm; cyclone; storm surge; landslide; tsunami; meteorite strike; or tornado. (Source: COAG Review into Natural Disasters in Australia, August 2002).

Non Government Agency means a voluntary organisation or any other private individual or body, other than a government agency. (Source: SERM Act).

Participating Organisation in this plan means the Government Departments, statutory authorities, volunteer organisations and other agencies who have either given formal notice to Agency Controllers or Functional Area Coordinators, or have acknowledged to the State Emergency Management Committee, that they are willing to participate in emergency management response and recovery operations under the direction of the Controller of a combat agency, or Coordinator of a Functional Area, with the levels of resources or support as appropriate to the emergency operation.

Plan in this plan means a step by step sequence for the conduct of a single or series of connected emergency operations to be carried out simultaneously or in succession. It is usually based upon stated assumptions, and is a promulgated record of a previously agreed set of roles, responsibilities, functions, actions and management arrangements. The designation 'plan' is usually used in preparing for emergency operations well in advance. A plan may be put into effect at a prescribed time, or on signal, and then becomes the basis of the emergency operation order for that emergency operation.

Preparation in relation to an emergency includes arrangements or plans to deal with an emergency or the effects of an emergency. (Source: SERM Act).

Prevention in relation to an emergency includes the identification of hazards, the assessment of threats to life and property and the taking of measures to reduce potential loss to life or property. (Source: SERM Act).

Public Awareness The process of informing the community as to the nature of the hazard and actions needed to save lives and property prior to and in the event of disaster. (Source: COAG Review into Natural Disasters in Australia, August 2002).

Recovery in relation to an emergency includes the process of returning an affected community to its proper level of functioning after an emergency. (Source: SERM Act).

Relief the provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency. It includes the establishment, management and provision of services to emergency relief or recovery centres. (Source: COAG Review into Natural Disasters in Australia, August 2002).

Rescue means the safe removal of persons or domestic animals from actual or threatened danger of physical harm. (Source: SERM Act).

Rescue Unit means a unit (comprising a group of persons) which carries out rescue operations for the protection of the public or a section of the public. (Source: SERM Act).

Response in relation to an emergency includes the process of combating an emergency and of providing immediate relief for persons affected by an emergency. (Source: SERM Act).

Risk a concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment. . (Source: COAG Review into Natural Disasters in Australia, August 2002).

Risk Assessment the process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria. . (Source: COAG Review into Natural Disasters in Australia, August 2002).

Risk Management the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk. (Source: COAG Review into Natural Disaster in Australia, August 2002).

Roads Authority means officers of the Roads and Traffic Authority and Council authorised under the Roads Act 1993.

Site Control the location from which the Site Controller, agency commanders and functional

areas coordinate the emergency. It usually includes the relevant Emergency Service Commanders and Functional Area Coordinators and other advisers as required.

Site Controller a police officer appointed by and subject to the direction of an emergency operations controller to be responsible for determining the site, establishing site control and controlling on the ground response to an emergency. Until the Emergency Operations Controller appoints a Site Controller, the Senior Police Officer will assume control

State Disasters Council means the council established by the State Emergency and Rescue Management Act, 1989 (as amended), to advise the Minister on all matters relating to the prevention of, preparation for, response to and recovery from emergencies (including the coordination of the activities of government and non-government agencies in connection with those matters).

State Emergency Management Committee means the committee constituted under the State Emergency and Rescue Management Act, 1989 (as amended), as the principal committee established under this Act for the purposes of emergency management throughout the State, and, in particular, is responsible for emergency planning at State level.

State Emergency Management Structure In this plan the emergency management structure of New South Wales consists of the State, District and Local Emergency Management Committees, and established emergency operations centres at State, District and Local levels, which provides for the control and coordination of emergency response and recovery operations by all agencies having responsibilities and functions in emergencies.

State Emergency Operations Controller means the person appointed by the Governor, on the recommendation of the Minister, responsible, in the event of an emergency which affects more than one District, for controlling the allocation of resources in response to the emergency. The State Emergency Operations Controller is to establish and control a State Emergency Operations Centre. (Source: SERM Act).

State of Emergency means a state of emergency declared by the Premier under Section 33(1) of the State Emergency & Rescue Management Act, 1989 (as amended).

NOTE: Other New South Wales legislation also provides for a declaration of an emergency which has different meanings and different authorities within that specific legislation - that is: Essential Services Act, 1988; Dam Safety Act, 1978; and Rural Fires Act, 1997 (as amended)

State Waters means:
(a) the territorial sea adjacent to the State;

(b) the sea on the landward side of the territorial sea adjacent to the State that is not within the limits of the State;

(c) other waters within the limits of the State prescribed by the regulations for the purposes of this definition:

The Act provides that State waters consist of the territorial sea from the low water mark seaward for 3 nautical miles as well as those waters prescribed by the Marine Pollution Regulation. The Regulation prescribes the following ports as being State waters (north to south):

- Yamba
- Newcastle
- Sydney
- Botany Bay
- Port Kembla
- Eden

Sub Plan in this plan means an action plan required for a specific hazard, critical task or special event. It is prepared when the management arrangements necessary to deal with the effects of the hazard, or the critical task or special event differ from the general coordination arrangements set out in the main or supporting plans for the area.

Supporting Organisation in this plan means the Government Departments, statutory authorities, volunteer organisations and other specialist agencies who have indicated a willingness to participate and provide specialist support resources to a combat agency Controller or Functional Area Coordinator during emergency operations.

Supporting Plan in this plan means a plan prepared by an agency / organisation or functional area, which describes the support which is to be provided to the controlling or coordinating authority during emergency operations. It is an action plan which describes how the agency / organisation or functional area is to be coordinated in order to fulfil the roles and responsibilities allocated.

Terrorist Act is an act or threat, intended to advance a political, ideological or religious cause by coercing or intimidating an Australian or foreign government or the public, by causing serious harm to people or property, creating a serious risk of health and safety to the public, disrupting trade, critical infrastructure or electronic systems. (Source: Criminal Code Act 1995 [Commonwealth]).

Victim means a sufferer from any destructive, injurious, or adverse action or agency. [Macquarie Dictionary - Second Edition]. In this plan it means a person adversely affected by an emergency.

Vulnerability the degree of susceptibility and resilience of the community and environment to hazards. (Source: COAG Review into Natural Disasters in Australia, August 2002).

Welfare Services means the services provided to assist in the relief of personal hardship and distress to individuals, families and communities who are the victims of an emergency. (Source: Community Welfare Act 1987).

(Blank)

8.4 Abbreviations

(Blank)

Abbreviations

ADF -- Australian Defence Forces	LHEMCC -- Lower Hunter Emergency Management Coordinating Committee (represents LG areas of Dungog Shire, Cessnock City, Maitland City and Port Stephens)
ADFLO -- Australian Defence Force Liaison Officers	LO -- Liaison Officer
AVCG -- Australian Volunteer Coast Guard	MAG -- Mutual Aid Group
CCC -- Cessnock City Council	MCC -- Maitland City Council
CREST -- Citizen's Radio Emergency Service Teams	NATF -- Native Animal Trust Fund
DACC -- Defence Assistance to the Civil Community	NEMCC -- National Emergency Management Coordination Centre
DEMCC -- District Emergency Management Committee	NRIS -- National Registration Inquiry System
DEMO -- District Emergency Management Officer	NSWFB -- Fire & Rescue NSW (NSW Fire Brigades)
DEOC -- District Emergency Operations Centre	PSC -- Port Stephens Council
DEOCON -- District Emergency Operations Controller	RFS -- NSW Rural Fire Service
DESFAC -- District Engineering Services Functional Area Coordinator	RTA -- Roads and Traffic Authority
DISPLAN -- Disaster Plan	RVCP -- Royal Volunteer Coastal Patrol
DOCS -- Department of Family & Human Services	SCAT -- Special Casualty Access Team
DSC -- Dungog Shire Council	SEMC -- State Emergency Management Committee
EMA -- Ministry for Police & Emergency Services	SEOC -- State Emergency Operations Centre
EO -- Explosive ordnance	SEOCON -- State Emergency Operations Controller
EOC -- Emergency Operations Centre	SES -- NSW State Emergency Service
EOCON -- Emergency Operations Controller	SITREP -- Situation Report
ERM -- Emergency Risk Management	SO -- Standing Order
HAZMAT -- Hazardous Material	SOP -- Standing Operating Procedure
HEMAN -- Hunter Emergency Mutual Aid Network	UBD -- Universal Business Directory - Street Directory
HS FAC -- Health Services Functional Area Co-ordinator	USAR -- Urban Search and Rescue
LEMC -- Local Emergency Management Committee	VRA -- Volunteer Rescue Association
LEMO -- Local Emergency Management Officer	WICEN -- Wireless Institute Civil Emergency Network
LEOC -- Local Emergency Operations Centre	WIRES -- Wildlife Information and Rescue Service
LEOCON -- Local Emergency Operations Controller	
LESFAC -- Local Engineering Services Functional Area Co-ordinator	

(Blank)

8.5 Roles and Responsibilities

(Blank)

Roles and Responsibilities

Index to Organisations

Participating Organisations

DEPARTMENT OF PRIMARY INDUSTRIES.....	58
DEPARTMENT OF FAMILY & COMMUNITY SERVICES.....	59
NSW PUBLIC WORKS.....	60
HUNTER NEW ENGLAND AREA HEALTH SERVICE.....	61
POLICE & EMERGENCY SERVICES (AMBULANCE SERVICE OF NSW).....	62
POLICE & EMERGENCY SERVICES (FIRE & RESCUE NSW - FIRE BRIGADES)	63
POLICE AND EMERGENCY SERVICES NSW (POLICE FORCE).....	64
POLICE AND EMERGENCY SERVICES NSW (RURAL FIRE SERVICE).....	65
POLICE AND EMERGENCY SERVICES NSW (STATE EMERGENCY SERVICE).....	66
VRA – BASED AT CESSNOCK AND KURRI KURRI.....	67
AUSTRALIAN RAIL TRACK CORPORATION.....	69
AUSTRALIAN VOLUNTEER COAST GUARD – VOLUNTEER MARINE RESCUE NSW.....	70
ESSENTIAL ENERGY.....	71
DEFENCE FORCES.....	72
OFFICE OF ENVIRONMENT & HERITAGE.....	73
DEPARTMENT OF ENVIRONMENT & HERITAGE (DAMS SAFETY COMMITTEE)	74
DEPARTMENT OF ENVIRONMENT & HERITAGE (STATE WATER CORPORATION).....	75
DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE (MARITIME AUTHORITY OF NSW).....	76
DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE (MINISTRY OF TRANSPORT).....	77
DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE (NEWCASTLE PORT CORPORATION).....	78
DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE (RAILCORP).....	79
DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE (ROADS AND TRAFFIC AUTHORITY DIVISION).....	80
AUSGRID.....	81
FORESTS NSW.....	82

HUNTER REGION WESTPAC HELICOPTER RESCUE SERVICES.....	83
HUNTER WATER CORPORATION.....	84
JEMENA.....	85
LAND AND PROPERTY MANAGEMENT AUTHORITY (DEPARTMENT OF LANDS)	86
NATIONAL PARKS.....	87
POLICE AND EMERGENCY SERVICES NSW (MARINE AREA COMMAND).....	88
ROYAL VOLUNTEER COASTAL PATROL – PORT STEPHENS DIVISION - VOLUNTEER MARINE RESCUE NSW	89
TELSTRA	90

Participating Organisations

Organisation **Department of Primary Industries**

Areas Covered All

Controller Regional Director Hunter

Roles

- a. Act as the Combat Agency for exotic animal disease operations. This means implementing procedures in conjunction with national authorities for the eradication or control of exotic animal disease including:
 - detection, diagnosis, risk assessment and surveillance of the disease;
 - destruction and disposal of infected animals, plants and related material as required;
 - disinfection of infected animals and produces as required;
 - programs for vector control, for example, insect and feral animal control;
 - quarantine controls for the movement of persons and animals; and
 - provision of adequately trained staff to ensure quarantine requirements are observed.

- b. Co-ordinate immediate animal relief services and rehabilitation assistance to primary producers including:
 - Co-ordination of support agencies
 - assessment of injured stock and initial disposal of carcasses as required;
 - assessment of rural property losses and damage to buildings, fences, crops, equipment and fodder;
 - assessment of damage to aquatic habitat and species resulting from emergencies;
 - co-ordination of the supply and distribution of emergency fodder supplies and other materials;
 - administration of financial assistance to primary producers;
 - assistance to primary producers suffering emergency induced trauma.

- c. Responsible and initial recovery operations also include animal welfare aspects during any emergency. This may include the evacuation of pets from the threat of flood or fire, or the provision of fodder for stranded stock and native fauna in the event of a major flood or fire.

Organisation **Department of Family & Community Services**

Areas Covered All

Controller Local Welfare Services Functional Area Co-ordinator (Local WeIFAC)

Roles

- a. During response and or recovery operations, provide relief services to victims of incidents and emergencies. This may require:
 - establishing Welfare Centres through which the provision of emergency accommodation, essential material needs, and the delivery of personal services to victims of emergencies can be made;
 - providing information and advisory services to victims of emergencies;
 - providing personal support, counselling and referral services, including financial aid and Child Care services;
 - establishing a support unit to co-ordinate offers of donated relief aid; and
 - providing mobile welfare teams to operate within the area affected by the emergency.
- b. Mobilise and co-ordinate catering facilities and services in accordance with the established catering protocol.
- c. Provide short term emergency accommodation for homeless victims of emergencies.
- d. Arrange for the acquisition, reception, storage, issue and disposal of material needs including clothing, bedding and personal requisites.
- e. Provide emergency financial assistance to victims of emergencies.
- f. Provide a liaison officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.

Organisation **NSW Public Works**

Areas Covered All

Controller DESFAC and Deputy DESFAC

Roles

- Provide Engineering Services support (including activation of a District Engineering Services Control Centre where required) to combat agencies and other functional areas or organisations involved in emergencies when engineering co-ordination is required that is beyond the capability of existing Engineering Emergency Management resources operating in the LEOC, through:
- a. Direction of the State's engineering resources for emergency response and recovery operations.
 - b. Co-ordination of the supply of goods and services in response to an emergency.
 - c. Provision of a liaison officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.

Organisation **Hunter New England Area Health Service**

Areas Covered All

Controller Health Services Functional Area Co-ordinator (HSFAC)

Roles

- a. Coordinate and control the mobilisation of all health responses to emergencies when this Plan's arrangements are activated. This will be undertaken in association with Hunter New England HEALTHPLAN inclusive of Medical, Mental and Public Health Services and involves:
 - i. The mobilisation of health response teams (as required) to the emergency site/sites and the implementation of prioritised patient management;
 - ii. The provision of co-ordinated hospital and medical response;
 - iii. The provision of mental health services to victims, emergency workers and communities affected by emergencies;
 - iv. The provision of public health services to prevent, prepare for, respond to and recover from emergencies; and
 - v. A co-ordinated health communications response.
- b. Co-ordinate and control the mobilisation of public health responses to emergencies including:
 - public health units and scientific specialists; and
 - control of sanitation and communicable diseases.
- c. Provide a liaison officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.

Hunter New England Health should be notified and/or included (via the HNEH LEMC representative or the HNEH Disaster Management Unit) with regard to any planning of local mass gathering events which may require Public Health input or hospital emergency preparedness ie music festivals, large sporting events, New Years Eve events, etc. These events may be the subject of separate management plans.

Sub plans for specific local emergencies ie floods and earthquakes shall provide for the public health impacts that could be expected.

Organisation **Police & Emergency Services (Ambulance Service of NSW)**

Areas Covered All

Controller Station Manager

Roles

- a. Provide Ambulance transport and pre-hospital care of all injured persons, as detailed in the Ambulance Service Major Incident/Disaster Plan.
- b. Provide and/or assume the responsibilities for transport of designated medical teams and their equipment to the sites of emergencies as detailed in the MEDPLAN.
- c. Provide co-ordinated communications for all health systems involved in emergency responses, as detailed in the MEDPLAN.
- d. Provide, when called for, an Ambulance Liaison Officer with communications to the Local Emergency Operations Centre.
- e. Provide, when necessary an Ambulance Liaison Officer to the Police Site Controller.
- f. As determined by the State Rescue Board, provide accredited rescue units.

Organisation **Police & Emergency Services (Fire & Rescue NSW - Fire Brigades)**

Areas Covered All

Controller Zone Commander (or Acting)

Roles

- a. In relation to Fire Districts, prescribed in the Fire Brigades Act, 1989 (as amended), is the designated Combat Agency for taking all practicable measures for preventing and extinguishing fires and protecting and saving life and property in case of fire in any fire district.
 - i. Provide assistance to the NSW Rural Fire Service in accordance with Local Mutual Aid Agreement and Memorandum of Understanding.
- b. Is the designated Combat Agency for hazardous materials incidents and emergencies on all land and inland waterways in NSW, except State Waters, specifically for taking all practicable measures:
 - i. For protecting and saving life and property endangered by hazardous material incidents; and
 - ii. For confirming or ending such an incident; and
 - iii. For rendering the site of such an incident safe.
 - iv. Provide fire control services by:
 - Dealing with outbreaks of fire and the rescue of persons in fire endangered areas;
 - Taking such measures as may be practicable to prevent the outbreak of fires; and
 - On land and inland waterways, dealing with the escape of hazardous materials or a situation which involves the imminent danger of such an escape.
- c. Provide Primary and Secondary Accredited General Land Rescue Units as determined by the State Rescue Board.
- d. In accordance with Major Structure Collapse Sub Plan provided, control and deploy USAR Task Force(s) as directed by SEOCON or Deputy SEOCON.
- e. Assist in any other response or recovery operations, for which the Fire Brigades training and equipment is suitable, for example, the provision of emergency water supplies and pumping equipment.
- f. During flood, storm and tempest provide assistance to the State Emergency Service (SES) in accordance with the Memorandum of Understanding between the NSWFB and SES.
- g. Provide a liaison officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.
- h. Inform the LEOCON of the existence of incidents.

Organisation **Police and Emergency Services NSW (Police Force)**

Areas Covered All

Controller Local Emergency Operations Controller

Roles

- a. Is the designated Combat Agency for law enforcement.
- b. Is the designated Combat Agency for search and rescue.
- c. As necessary, control and co-ordinate the evacuation of victims from the area affected by the emergency.
- d. Provide overall control and co-ordination for emergency response and short term recovery operations.
- e. Maintain law and order, protect life and property and provide support to other combat agencies, other organisations and functional areas as required. This may include:
 - initial reconnaissance of the area affected by the emergency;
 - traffic and crowd control, including the control of evacuations if required;
 - identifying the dead and injured and notifying next of kin;
 - establishing temporary mortuaries;
 - maintaining the security of property;
 - statutory investigative requirements; and
 - operation of an inquiry centre capable of providing general information on incidents and emergencies to members of the public.
- f. Call out accredited rescue units to respond to general rescue incidents and co-ordinate rescue operations.
- g. Operate a registration and inquiry system capable of:
 - Providing a registration system for victims of emergencies;
 - Providing an inquiry centre capable of furnishing relatives and close friends with basic details on the whereabouts and safety of victims of emergencies.
- h. Provide a liaison officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.

Organisation **Police and Emergency Services NSW (Rural Fire Service)**

**Areas
Covered** All

Controller Zone Manager

Roles

- a. In relation to the Rural Fire Districts, (as defined in the Rural Fires Act 1997), or in accordance with Mutual Aid Agreements, is the designated combat agency for fire incidents and emergencies and for taking all practical measures for preventing and extinguishing fires and for protecting and saving life and property.
- b. Dealing with outbreaks of fire in Rural Fire Districts and assisting the Fire & Rescue NSW when requested.
- c. Takes such measures as may be practicable to prevent the outbreak of bush fires by working closely with the four (4) Councils and other land managers.
- d. At the request of, and under the control of either the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operations for which the Rural Fire Services' training and equipment is suitable.
- e. Provides a liaison officer to the Local Emergency Operations Centre when requested by the Local Emergency Operations Controller.

Organisation **Police and Emergency Services NSW (State Emergency Service)**

Areas Covered All

Controller Local Controller

Roles

- a. To act as the Combat Agency for dealing with floods to protect from dangers to their safety and to protect property from destruction and damage (including the establishment of flood warning systems) and to coordinate the evacuation and welfare of affected communities (see note below). Floods including dam failure; storm induced coastal erosion, and tsunami.
- b. To act as the Combat Agency for damage control for storms to protect property from destruction or damage (including coastal erosion) and to coordinate the evacuation and welfare of affected communities (see note below).
- c. To arrange for the collation, assessment and public information (including warnings) relating to floods and storms.
- d. To assist, at their request, members of the NSW Police, Fire & Rescue NSW, NSW Rural Fire Service or Ambulance Service NSW in with dealing any incident or emergency.
- e. To maintain effective liaison with all emergency services organisations
- f. To undertake planning and make preparation for the purpose of enabling the Services functions under the State Emergency Service Act 1989 to be exercised in the most effective manner.

Note: Responsibility for evacuees related to flood, storm and tempest emergencies is to be handed over to the Welfare Services as soon as possible.

Organisation **VRA – based at Cessnock and Kurri Kurri**

Areas Covered Cessnock

Controller Captain and VRA Region Co-ordinator

Roles

- a. The primary land response in the City of Cessnock is the Cessnock VRA.
- b. The Cessnock VRA Squad's are the primary land accredited rescue units for Cessnock City, including vertical rescue and structural collapse.
- c. The primary water rescue group is the VRA Cessnock.
- d. The Cessnock VRA units provide cliff, industrial, domestic CAT 1 USAR, inland waterways recover capabilities.
- e. The Cessnock VRA units provide animal rescue response, including both domestic and native animals.
- f. The Cessnock VRA to assist Police with evacuations, land and water searches, road closure operations and traffic control during incidents and emergency operations.
- g. The Cessnock VRA to assist the local controller SES with conduct of flood and storm damage response operations
- h. The Cessnock VRA to assist Rural Fire Service with logistic support during bush fires.
- i. A search for lost persons is the responsibility of Police assisted by Cessnock VRA. Search operations may be mounted locally at the discretion of the LEOCON.

Supporting Organisations

Organisation **Australian Rail Track Corporation**

Areas Covered Dungog Shire and Maitland City

Controller Assistant National Rules Manager

Roles

ARTC manages the Rail Network in this area.

Organisation **Australian Volunteer Coast Guard – Volunteer Marine Rescue NSW**

Areas Covered Port Stephens

Controller Commander / Deputy Commander

Roles

- a. Act as accredited back up maritime rescue unit for 15NM seaward 30Nm Laterally in partially smooth water and smooth water search and rescue operations.
- b. Provide marine transport assistance to the Police Service, NSW Fire Brigade, Bush Fire Brigades and Ambulance Service.
- c. Assist the Police with inland waterway search and recovery operations on the waters of Port Stephens and the Karuah, Branch and Myall Rivers.
- d. Operate an accredited maritime SARCC at Lemon Tree Passage.

Organisation **Essential Energy**

Areas Covered Dungog Shire

Controller Area Manager

Roles

Restoration of electricity supply under emergency conditions within the scope of its business, provide support to the LEOCON, combat agencies, Council and functional areas. (In particular when normal systems require enhancement or fail).

Organisation **Defence Forces**

**Areas
Covered** All

Controller As advised by relevant defence forces employed.

Roles

- a. Provides support in accordance with policy and procedures contained in Defence Assistance to the Civil Community (DACC) procedures.
- b. Assistance from the Australian Defence Force will be arranged based on the DACC category of support required.

Organisation **Office of Environment & Heritage**

Areas Covered All

Controller DECCW Manager Operations

Roles

- a. Protect the environment during emergency response and recovery operations.
- b. Co-ordinate scientific support for the on-site controller during operations to combat the pollution of the sea and inland waters within NSW.
- c. Advise and co-ordinate scientific support to Fire & Rescue NSW during land base hazardous materials incidents and emergency response operations.
- d. Advise other combat agencies on environmentally sound and legal practices for the disposal of wastes or contaminated materials resulting from an emergency.
- e. Act as the co-ordinating agency for hazardous materials clean up operations.
- f. Conduct post response operations investigations following incidents or emergencies involving hazardous materials.
- g. Provide a liaison officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.

Organisation **Department of Environment & Heritage (Dams Safety Committee)**

Areas Covered All

Controller Executive Engineer

Roles

- a. Oversight the responses of prescribed dam owners to emergencies at their dams.
- b. Ensure / administer dam owners have undertaken plans / documentation in accordance with DSC requirements.

Organisation **Department of Environment & Heritage (State Water Corporation)**

Areas Covered All

Controller Water Delivery Co-ordinator

Roles

- a. Capture, store and release water from State Water dams for delivery to customers
- b. Maintain large storage dams, including surveillance and flood management (including early warning systems).

Organisation **Department of Transport and Infrastructure (Maritime Authority of NSW)**

Areas Covered Port Stephens

Controller Regional Manager / Senior BSO

Roles

- a. Act as lead agency for maritime oil spillage containment and mop up operations offshore, between Morna Point and Seal Rocks.
- b. Provide marine transport assistance to the Police Service, NSW Fire Brigade, Bush Fire Brigades and Ambulance Service.
- c. Assist the Police with inland waterway search and recovery operations on the waters of Port Stephens and the Karuah, Branch and Myall Rivers.

Organisation **Department of Transport and Infrastructure (Ministry of Transport)**

Areas Covered All

Controller Transport Services Functional Area Co-ordinator, Ministry of Transport

Roles

- a. Mobilise co-ordinate facilities and services to provide plant & equipment:
 - provide and maintain testing of transport related resources;
 - acquisition, reception, storage, issue and disposal of material needs including clothing, bedding, personal requisites and other goods as required by the LEOCON;
 - Maintain and operate a road condition/closed advisory service and emergency services, other functional areas and members of the public.
- b. Co-ordinate the provision of transport support as required by other Combat Agencies and other Functional Area Agencies, whilst maintaining, as far as practicable, the normal operations and activities of public and commercial transport services, including:
 - movement of emergency equipment and personnel;
 - movement of emergency supplies and goods including water, fuel and food;
 - evacuation of people;
 - assistance for medical transport; and
 - transport of animals and stock.
- c. Provide a liaison officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.

Organisation **Department of Transport and Infrastructure (Newcastle Port Corporation)**

Areas Covered Port Stephens

Controller General Manager Operations

Roles

Combat agency for marine oil and chemical spills in State water.

Organisation **Department of Transport and Infrastructure (RailCorp)**

**Areas
Covered** All

Controller Duty Security Controller

Roles

Manage the RailCorp Security Control Centre dealing with incident management and liaison with emergency services.

Organisation **Department of Transport and Infrastructure (Roads and Traffic Authority Division)**

Areas Covered All

Controller Traffic Operations Manager

Roles

Provision of traffic control, management and maintenance for Freeways and State Roads (ie RTA managed roads), dissemination of traffic information via the RTA's Transport Management Centre.

Organisation **Ausgrid**

Areas Covered Cessnock City, Maitland City and Port Stephens

Controller Supervising Engineering Officer

Roles

Within the scope of its business, provide support to the LEOCON, combat agencies, Council and functional areas. (In particular when normal systems require enhancement or fail).

Organisation **Forests NSW**

**Areas
Covered** All

Controller Regional Manager

Roles

Fire and storm / wet weather management of State Forests.

Organisation **Hunter Region Westpac Helicopter Rescue Services**

Areas Covered All

Controller Pilot In Command (Dispatched by Ambulance)

Roles

- a. Under the coordination of the Ambulance Service, provides a medical evacuation, transport and retrieval service for sick and injured persons.
- b. At the request of the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operations for which the Services' training and equipment is suitable.

Organisation **Hunter Water Corporation**

Areas Covered All

Controller General Manager System Operations

Roles

- a. Within the scope of its business, provide support to the LEOCON, combat agencies, Council and functional areas. (In particular when normal systems require enhancement or fail).
- b. Ensures ongoing operation of water and wastewater services in all areas covered.
- c. Able to provide limited engineering support to other agencies, if required.

Organisation **Jemena**

Areas Covered Maitland, Port Stephens, Cessnock

Controller Jemena Incident Controller
Jemena Response Centre – 9397 9033

Roles

To make safe any gas hazard where an incident has been declared and the gas distribution network is owned or managed by Jemena

Organisation **Land and Property Management Authority (Department of Lands)**

Areas Covered Maitland, Port Stephens and Dungog

Controller Hunter Riverworks Engineer

Roles

Maintenance of flood readiness of Hunter Valley Flood Mitigation Scheme (HVFMS) assets, ie Maintenance of 245 floodgates, 200km levees, 120km drains and numerous bank structures.

Note:

Riverworks does the maintenance in the capacity of a contractor to Department of Environment, Climate Change & Water (DECC).

DECCW owns and controls the HVFMS assets.

DECCW Contacts include Greg Bernard: greg.bernard@environment.nsw.gov.au
and Ian Jackson: ian.jackson@environment.nsw.gov.au

Organisation **National Parks**

**Areas
Covered** All

Controller Regional Manager National Parks & Wildlife – Hunter Region

Roles

Co-ordinate rescue operations involving native fauna, whales and other marine life.

Organisation **Police and Emergency Services NSW (Marine Area Command)**

Areas Covered Port Stephens

Controller Regional Controller

Roles

- a. Provide police services, including:-
 - Maintain law and order.
 - Protect life and property.
 - Control and co-ordinate maritime search and rescue operations.
 - Ensure all disaster victims are registered.
 - Recover bodies.
- b. Act as primary maritime rescue unit for offshore, inshore, close inshore and partially smooth water and smooth water search and rescue operations.
- c. Provide a Search Co-ordinator to control maritime search scene operations.
- d. Provide marine transport assistance to Fire & Rescue NSW, Bush Fire Brigades and the Ambulance Service.

Organisation **Royal Volunteer Coastal Patrol – Port Stephens Division -
Volunteer Marine Rescue NSW**

**Areas
Covered** Port Stephens

Controller Division Commander

Roles

- a. Act as accredited back up maritime rescue unit for inshore, close inshore and partially smooth water and smooth water search and rescue operations.
- b. Provide marine transport assistance to the Police Service, Fire & Rescue NSW, Rural Fire Service and Ambulance Service.
- c. Assist the Police with inland waterway search and recovery operations on the waters of Port Stephens and the Karuah, Branch and Myall Rivers.
- d. Operate an accredited maritime Search and Rescue Co-ordination Centre (SARCC) at Nelson Bay.

Organisation **Telstra**

**Areas
Covered** All

Controller Area Manager Central North FSA

Roles

- a. Co-ordinate communications support to the LEOCON, Combat Agencies, Council and Functional Areas. In particular, back up communications in the event that normal systems require enhancement or fail.
- b. Maintain a list of all available communications resources/networks in the Local Area.
- c. Provide a Liaison Officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.

(Blank)

8.6 Strategies, sub-plans and supporting plans

(Blank)

Strategies, sub-plans and supporting plans

During disasters all the following plans are available at the relevant EOC.

General

- NSW Emergency Management Arrangements

Standard Operating Procedures

- LHEMCC Standard Operating Procedures

Displans

- NSW State Disaster Plan (State DISPLAN)
 - Sub-plans of NSW DISPLAN
 - Hunter District Displan
- LHEMCC Local Displan

Flood, Storm and Tsunami Plans

- NSW State Storm Plan (attached with State Displan)
- NSW State Flood Plan
- NSW State Tsunami Plan
- SES Hunter Region Floodplan – Sub Plan of Displan
- Cessnock Flood Plan
- Dungog Flood Plan
- Maitland Flood Plan
 - List of Floodgates / Flaps – Maitland LGA
 - Standing Orders – Maitland Railway Station Floodgates
- Port Stephens Flood Plan

Bush Fire Plans

- NSW State Bushfire Plan
 - NSW State Assistance Plan (An Operational Bushfire Management Plan)
- Department of Bushfire Services State Tactical Assistance Response Group
- Hunter Regional Bushfire Plan
- Newcastle District Bushfire Management Plan Operations
- Dungog Bush Fire Operations Plan
- Cessnock Bush Fire Operations Plan
- Maitland Bushfire Operations Plan
- Port Stephens Bush Fire Operations Plan

Public Health

- NSW Multiple Casualty, Emergency & Disaster Medical Response Plan (Medplan)

Agriculture and Animal Health

- NSW Agriculture – Local Disease Control Centre
- Sub-plan Hunter Agricultural & Animal Services

Other

- State Major Structure Collapse Sub Plan
- EPA Hazardous Materials Emergency Telephone Contact Directory
- Hunter District Marine Oil Spill Contingency Plan
- Hunter Valley Engineering Services Plan
- Transport Services Functional Area Supporting Plan
- Cessnock Aviation Accident Plan

Evacuation

(Blank)

8.7 Public Education

(Blank)

Public Education

THREAT	AGENCY AND RESPONSIBILITY
Communicable Diseases Affecting Humans	Hunter New England Health Service has prepared a plan for the area of Hunter New England, including advice to the community.
Exotic Animal & Plant Disease	Department of Primary Industries is responsible for public awareness concerning the implications of exotic animal and plant disease and appropriate strategies for its prevention and detection.
Flooding (Riverine & Dam Failure)	State Emergency Service and Local Controller is responsible for ensuring, as detailed in SES and Local Flood Plans, that the residents are aware of the flood threat and how to protect themselves against it.
Rural Fires (Bush, Grass & Other Fires)	Rural Fire Service co-ordinates public education programs relating to the bush and grass fire threat throughout the Local Area.
Severe Storm	NSW State Emergency Service Local Controller is responsible for ensuring that the residents of their Local Areas are aware of the likely effects of storm impact and how to protect themselves against it.
Tsunami	The State Emergency Service will develop and deliver tsunami education programs in partnership with the Bureau of Meteorology (BoM), Geoscience Australia, Emergency Management Australia, Agriculture and Animal Services Functional Area, Welfare Services Functional Area, Local Government Councils of coastal areas, NSW Fire Brigades, NSW Maritime Authority, NSW Police Force, NSW Rural Fire Service, Surf Life Saving NSW, Volunteer Marine Rescue Agencies and the Volunteer Rescue Association.
Urban Fire	Fire & Rescue NSW Conduct Community Safety programs.

(Blank)

8.8 Road Closure Authority

(Blank)

Road Closure Authority

ACT	SECTION	SITUATION	AUTHORISED PERSON	PROVISO
Law Enforcement Powers & Responsibilities Act 2002 No. 103	186	Close any public street to traffic during any temporary obstruction or danger	Police	Non emergency situations
State Emergency and Rescue Management Act 1989	37	Persons not to enter the emergency area	The Minister or authorised Emergency Services Officer	A State of Emergency must be declared
Fire Brigades Act 1989	13	Close any street in the vicinity of a fire or HAZMAT incident	OIC at a fire or HAZMAT incident	
Rural Fires Act 1997	24	Close any street or public place in the vicinity of a fire, incident or other emergency	OIC at a Fire Incident or other emergency	
State Emergency Service Act 1989	22(1)(c)	Persons not to enter the Emergency Area	Commissioner SES or authorised Emergency Officer	
Ambulance Services Act 1990	12	Close a road for the protection of persons from injury or death	Ambulance Service	
Stock Diseases Act 1923	12 & 15	Restriction of entry to and exit from a quarantined area and closure of roads which pass through a restricted area to vehicles and stock	Minister for Primary Industries, Trade & Investment	Notification in Gazette and newspaper
Exotic Diseases of Animals Act 1991	13	Declaration of entry and exit points during an exotic disease outbreak	Department of Primary Industries, Trade & Investment Inspector	
Roads Act 1993	115	Close roads to protect the public from any hazards on the public road	Roads Authority	This power is rarely used in emergencies as the powers of Emergency Services Officers generally suffice. Relates only to those roads for which Council is deemed to be the "Roads Authority".
Roads Act 1993	116	Roads Authority applies to RTA for consent to regulate traffic	Roads Authority	
Roads Act 1993	120	Minister may direct Roads Authority to exercise traffic regulation powers	The Minister	
Roads Act 1993	121	Minister may regulate traffic in certain circumstances	The Minister	
Roads Act 1993	122	Roads Authority may temporarily regulate traffic including prohibiting vehicles to pass	Roads Authority	
Roads (General) Regulation 1994	Clause 56	Roads Authority may temporarily close ferries	Roads Authority	

(Blank)

8.9 Evacuation arrangements

(Blank)

Evacuation arrangements

EVACUATION ARRANGEMENTS

Evacuation of persons or animals from an area of danger or potential danger is a possible strategy in combating any particular hazard impact.

DECISION

The decision to evacuate persons or animals is not one, which should be taken lightly. During evacuations there are many tasks, which need to be carried out by a number of different organisations. This necessitates a coordinated approach to ensure that all the evacuee's needs are met. In some circumstances, it may be more appropriate for people to remain in their homes and take other measures to ensure their safety.

The requirement to evacuate or stay put will ideally be identified during the planning process and be included in organisation's sub plans or standing operating procedures as necessary. The organisation with the authority to order an evacuation is to ensure that the community is informed, through a public education program, of the proposed evacuation strategies. Information leaflets should also be provided, if appropriate.

The controller of the major incident/emergency (Combat Agency Controller, Section 44 Appointee/Incident Controller, LEOCON or DEOCON) will determine the need for evacuation. Early identification of evacuation as a possible strategy during a response operation may allow time for the controller to brief the LEOCON/Local Emergency Management Committee allowing for more specific preparedness measures to be taken. At the first available opportunity the LEOCON will also advise the DEOCON in order that District Functional Areas may be alerted.

If evacuation is the preferred option, the Controller is to consult with the Welfare Services Functional Area Coordinator to identify a safe and suitable Evacuation Centre from those identified in Local DISPLANS and Welfare Supporting Plans.

AUTHORITY

The Authority to order an evacuation must also be clear. The following table indicates which individuals and organisations have authority to order an evacuation of persons or animals and under which circumstances.

INDIVIDUAL OR ORGANISATION	CIRCUMSTANCES
The Minister, or an "emergency services officer" (as defined) when authorised by the Minister.	During a declared State of Emergency, direct a person to leave premises and move out of an emergency area or part thereof, taking any persons in their care with them, and/or not to enter an emergency area or part thereof. (S.37 - SERM Act)
A senior Police Officer (i.e. of or above the rank of Sergeant)	If satisfied that there are reasonable grounds for doing so for the purpose of protecting persons from injury or death threatened by an actual or imminent emergency. (S.60L - SERM Act)
A Police Officer	In support of the authority of a member of the Fire Brigade acting under the Chief Officer's orders and to assist him or her where the persons are or property is endangered by fire or a hazardous materials incident. (S. 25 Fire Brigades) In support of the authority of and in compliance with directions given by the RFS Commissioner, other RFS Officers or Incident Controller in connection with the prevention, control and suppression of any rural fire. (S. 44 and 41 Rural Fires Act) Act) As an authorised officer, power to control persons

INDIVIDUAL OR ORGANISATION	CIRCUMSTANCES
	and vehicles in the forest estate and direct persons and vehicles to leave an area if the activities being undertaken or conditions constitute a danger or potential danger to the safety of persons or property. (S. 15 Forestry Act)
A Police officer and all other members of emergency service organisations	In recognition of the authority of the Director General and emergency officers, provide assistance in connection with flood or storm and tempest operations. (S.21 - State Emergency Service Act)
The Fire Brigade officer in charge at a fire or hazardous materials incident.	Take such measures as the officer thinks fit to protect life and property and to remove any person, vehicle, vessel or thing that might interfere with the work of the Fire Brigades. (S.13; 19- Fire Brigade Act)
The Commissioner State Emergency Service or an "Emergency Officer"(as defined) when authorised by the Commissioner.	Direct a person to leave premises and move out of an emergency area or part thereof, taking any persons in their care with them, and/or not to enter an emergency area or part thereof. (S. 22 State Emergency Service Act)
Rural Fire Brigade Captains, Group Captains, Fire Control Officers, the Commissioner Rural Fire Service, or their respective deputies or appointees.	Do any act, matter or thing (including evacuation) necessary for or incidental to the protection of life or property from any existing or imminent bush fire danger, except in relation to land or property vested in or under the Control of the State Rail Authority, unless SRA grants permission. (S. 22, 38, 44-Rural Fires Act)
State Emergency Service	Authority is limited to the evacuation of people during flood, including tsunami, and storm, or at the direction of the State Emergency Operations Controller (S. 19; 22 State Emergency Service Act and State Displan)
Ambulance Service	The Ambulance Service may be directed by the Police Service to assist in the conduct of evacuations, or, during a declared State of Emergency, by any authorised officer as determined under Section 37 of the State Emergency and Rescue Management Act 1989 (as amended). Evacuation of medical facilities such as hospitals or nursing homes will be at the direction of the Medical Controller.
Local Government Authorities	In connection with fire safety related to buildings, the issue of orders to cease the use of premises, evacuate premises, to leave premises, or not to enter premises. (S 124 to S 152 - Local Government Act)

WARNING

Evacuation warnings to the public, or advice not to evacuate, are to be authorised and released by the person or agency nominated in Part 4 of this plan in accordance with the agency's normal operating procedures and the Hunter District SOPs for the Dissemination of Warnings via the Electronic Media.

The normal means of disseminating warnings and advice to the public is via the electronic media. In some circumstances, particularly if there is a need for urgent evacuations or other actions, evacuation warnings will be reinforced by:

- a) Use of public address systems fitted to emergency services vehicles.
- b) Evacuation teams, made up of emergency services personnel and others as necessary, to carry out door knocks of the affected area.

Warnings to evacuate, whether disseminated via the media or by door knocks, should contain:

- a) Instruction to evacuate;
- b) Location of assembly areas for transport to welfare centres;
- c) Location of Evacuation Centres, for those using private transport;
- d) Authorised route(s) to evacuations centres;
- e) Arrangements for children in schools and pre-schools;
- f) Arrangements for elderly or infirm residents unable to self evacuate; and
- g) Likely duration of the evacuation.
- h) Arrangements for pets / animals.

WITHDRAWAL

The Combat Agency may initiate and conduct evacuations if it is within its capability but must liaise with Police to ensure security of the evacuated area. Consultation must also occur with the necessary supporting services, e.g. Welfare Service Coordinator and the Transport Services Coordinator.

Police, if requested by the Combat Agency Controller, Section 44 (Rural Fires Act) Incident Controller, LEOCON or DEOCON, will conduct the evacuations of persons to the selected Evacuation Centre, secure the affected area and coordinate Disaster Victim Registration. Police are to advise the Welfare Functional Area Coordinator of the activation of the selected Evacuation Centres.

Transport requirements are to be organised by the Transport Services Functional Area Coordinator.

Buildings, which have been evacuated, are identified as directed (e.g. with a towel, similar item or emergency service barrier tape securely tied to the front door handle or nearby fixture) so as to be visible from the street. This obviates the need to revisit individual premises to ensure they have been evacuated.

The Combat Agency Controller, Incident Controller or LEOCON is to arrange for a check of the area to ensure the evacuation has been effective.

Response to some hazard impacts may require the partial or complete evacuation of some smaller town and village areas to larger centres in adjoining local areas and/or districts. If evacuation to an adjoining local area or district is necessary, operations may be controlled at District Level.

SHELTER

Assembly areas and Evacuation Centres that may be used in an emergency are detailed in the Local Standard Operating Procedures and Local Disaster Welfare Plans. The Local Standard Operating Procedures and Local Disaster Welfare Supporting Plan are to detail the same evacuation centre information.

Police and the Local Disaster Welfare Coordinator are to maintain up to date details of Key Holders of evacuation centres.

The District Disaster Welfare Service Coordinator is to ensure that nominated evacuation centres are assessed, on a regular basis, as to their suitability for use.

The District Welfare Services Functional Area Coordinator is to:

- a) Arrange for staffing of the identified Evacuation Centre(s) in time to receive evacuees;

- b) Provide welfare support services to evacuees in accordance with the Welfare Services Supporting Plan; and
- c) Address longer-term accommodation arrangements.

RETURN

The Agency/Authority who initiated the evacuation determines, in consultation with the Combat Agency, Recovery Coordinating Committee (if established), and the Coordinators of the Engineering Services, Health Services and Welfare Services Functional Areas, when it is safe for evacuees to return to their homes, and arranges for the evacuees to be advised accordingly.

Transport is to be arranged by the Transport Services Functional Area Coordinator.