



WOLLONGONG
City of Innovation

CITY OF WOLLONGONG LOCAL DISASTER PLAN (DISPLAN)

(AMENDMENT 3- AS AT 15 MARCH 2006)

TITLE

City of Wollongong Local Disaster Plan (DISPLAN)

AUTHORISATION

The City of Wollongong Local Disaster Plan (DISPLAN) has been prepared by the Wollongong Local Emergency Management Committee in compliance with the State Emergency and Rescue Management Act, 1989 Section 29 (1).

APPROVED

.....

CHAIRPERSON

Wollongong Local Emergency Management Committee

Dated: / 03/2006

ENDORSED

.....

CHAIRPERSON

Illawarra District Emergency Management Committee

Dated: /03/2006

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PART 1 - INTRODUCTION

LEGISLATIVE BASIS

- 101 The Government of New South Wales enacted the State Emergency Management Act, 1989 (as amended) in recognition of the need for effective control and coordination of emergency response and recovery operations.
- 102 Section 29 of the Act provides the legislative basis for the preparation of this Local Disaster Plan (DISPLAN) to record the agreed local arrangements in regard to the prevention of, preparation for, response to and recovery from emergencies in the Wollongong Local Government Area.

AIM

- 103 The aim of this DISPLAN is to ensure controlled and coordinated response and initial recovery to emergencies by all agencies having responsibilities and functions in the Wollongong Local Government Area. (Section 12 (2) of the SERM Act).

OBJECTIVES

- 104 The objectives of this DISPLAN are to detail:
- a responsibilities for the identification, development and implementation of prevention and mitigation strategies;
 - b functional area roles and responsibilities in preparation for, response to and recovery from emergencies;
 - c the control, coordination and liaison arrangements within the Wollongong Local Government Area;
 - 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 reporting before, during and after an operation, including:
 - i) information and intelligence flow during an incident or emergency;
 - ii) arrangements for LEOCON reporting to the DEOCON;
 - iii) responsibilities for the preparation of post emergency reports; and

- i arrangements for the review, testing, evaluation and maintenance of this DISPLAN.

PURPOSE

- 105 This plan details arrangements for the prevention of, preparation for, response to and recovery from emergencies within the Wollongong Local Government Area. It is active at all times, and the arrangements herein apply permanently.
- 106 It covers arrangements where:
 - a A combat agency is in control, and no support is required;
 - b A combat agency is in control and supported by the LEOCON;
 - c There is no combat agency; and
 - d A combat agency has handed control over to the LEOCON.

SCOPE

- 107 This DISPLAN provides for mobilisation of all agencies and all resources in the emergency management structure within the Wollongong Local Government Area, for the conduct of emergency prevention, preparation, response and initial recovery operations only, no matter what the cause, including emergencies caused as a result of a terrorist act.
- 108 Long term recovery, reconstruction and rehabilitation measures are the subject of separate arrangements. However, the LEOCON is responsible for advising the DEOCON on appropriate measures from initial recovery operations to long term recovery/reconstruction operations, and for subsequent liaison with any appointed Recovery Coordinator or reconstruction authority.

PLANNING ASSUMPTIONS

- 109 The effectiveness of this DISPLAN is dependent upon all involved agencies preparing, testing and maintaining their own appropriate internal instructions and/or Standing Operating Procedures.
- 110 Arrangements in this DISPLAN are based on the assumption that the resources, upon which the DISPLAN relies, are available when required.

PRINCIPLES

- 111 The following principles apply to this DISPLAN:
 - a **Responsibility for preparation, response and recovery rests initially at Local level.** If Local agencies and available resources cannot cope they are augmented by those at District level. If necessary, resources and support, coordinated from the State, and/or resources provided from the Commonwealth and other States and Territories may be used.

- b **Control** of emergency response and recovery operations **is conducted at the lowest effective level.**
- c **Agencies may deploy additional resources** from their own agency from outside the affected local area, to meet the requirements of the designated combat agency or Emergency Operations Controller.
- d During an operation which is the legal responsibility of a combat agency, the Emergency Operations Controller is responsible, when so requested by that combat agency, to coordinate the provision of support resources. The Emergency Operations Controller is responsive to the requirements of the Controller/Coordinator of the combat agency. **Emergency Operations Controllers would not normally assume control from the combat agency unless the situation can no longer be contained and a change of control is likely to improve matters. In any case, a change of control at any level can only occur after consultation between the SEOCON and the State Controller of the combat agency, and agreement from the latter, or at the direction of the Minister.**
- e Combat Agency Controllers are required to keep Emergency Operations Controllers advised of the situation during emergency operations which are their responsibility.
- f In the event that an Emergency Operations Controller has assumed control of an operation which would normally be the responsibility of a combat agency, control should be passed back to the combat agency as soon as the situation has been stabilised and when change of control will not adversely affect operations.
- g Emergency preparation, response and recovery operations should be conducted with all agencies carrying out their normal functions wherever possible.
- h Prevention measures remain the responsibility of authorities/agencies charged by statute with the responsibility.

ACTIVATION FOR BUSHFIRES EMERGENCIES

- 112 Under the provisions of the Rural Fires Act, 1997, a “bush fire emergency” may be declared and a person appointed to take charge of fire fighting operations and fire prevention measures by the Commissioner, under the provisions of Section 44 of the Act, as the “Commissioner’s delegate”.
- 113 In the above case, the DISPLAN for the Local Area or District to which the declaration applies is automatically active and Police, the other Emergency Services and Functional Areas are to provide support as required by the Combat Agency Controller. The Local or District Emergency Operations Controller is then to be prepared to coordinate support if requested by the “Commissioners delegate”.

ACTIVATION FOR FLOOD AND STORM EMERGENCIES

- 114 Subject to the requirements and provisions of the SERM Act, and under the provisions of the SES Act, for the emergencies of flood and damage control for storms, including the coordination of evacuation and welfare of affected communities, the overall control of operations in response to these emergencies is vested in the Director General of the State Emergency Service.
- 115 In both flood or storm emergencies, the DISPLAN for the District and/or any Local Area to which the emergency applies is automatically active and Police, the other Emergency Services and Functional Areas are to provide support as required by the Combat Agency Controller. The Local or District Emergency Operations Controller is then to be prepared to coordinate support if requested by the appointed Local/Division State Emergency Service Controller.

AREA COVERED BY THIS PLAN

- 116 The boundaries of the City of Wollongong are as per the attached plan (Figure 1) and represent an area of 714 sq kilometres. The area extends from south of Waterfall in the north to a line from Windang Bridge to Yallah in the south.

POPULATION DENSITIES

- 117 Based on the 2001 Census figures, the total population of the City of Wollongong is 181,612 which represents a 2.6% growth rate since 1996. The population densities are shown on the attached plan (Figure 2) and as can be seen the largest area of persons exceeding 40 per hectare is in the Smiths Hill/Wollongong area.

TRANSPORT ROUTES

- 118 The City of Wollongong is located on the NSW coast and has both rail and road transport passing through it. Wollongong links Sydney and all centres further north and west to the south coast. The major arterial route into and out of the City servicing this link is Mt Ousley Road which transcends the escarpment joining the F6 Freeway to Sydney, Picton (F5 Freeway) and Appin (Campbelltown) roads to the Princes Highway through Wollongong to the south coast and on to Melbourne. Many industries and transportation companies rely heavily on Mt Ousley Road to link the coal mines, Sydney and interstate to Port Kembla and the rest of the City.
- 119 Minor arterial roads into and out of the City extending from north to south include Lawrence Hargrave Drive, Bulli Pass, Macquarie Pass and the Princes Highway at the southern end of the City at Yallah. Shellharbour Road, Five Islands Road and Springhill Road also provide a minor arterial road link into the City from the southern boundary of the Local Government Area. Harry Graham Drive also provides a minor arterial road link from the top of the escarpment at Mt Keira through Mt Kembla via Cordeaux Road to the Princes Highway at Unanderra.

- 120 The major rail link into the City is the Sydney to Bomaderry line which is primarily a commuters' line with some freight to and from Sydney. A minor line connects the City to Moss Vale in the Southern Highlands but is mainly a freight and tourist line. There are other lines within the City that service the coal and manufacturing industries.

WATERWAYS/WATER STORAGE/HARBOURS/LAKES

- 121 The main bodies of water in the local area are:

a **Rivers/Creeks:**

- i) Hacking River
- ii) Loddon River
- iii) Northern Catchment Area - including Horse Creek, Reeces Creek, Denmark Creek, Bartons Gully, Hyde Creek, Wards Creek, Falces Creek, Pinecourt Creek, Hicks Creek, LB Kelly Creek and Flanagan's Creek
- iv) Hewitts Creek Catchment Area - including Thomas Gibson Creek, Hewitts Creek, Tramway Creek, Woodlands Creek and Slacky Creek
- v) Collins Creek Catchment Area - including Wharton's Creek, Collins Creek, Farrahars Creek, Bellambi Gully, and Bellambi Lake
- vi) Towradgi Creek Catchment Area
- vii) Fairy Creek and Cabbage Tree Creek Catchment Area
- viii) Allans Creek Catchment Area - including Allans Creek, Branch Creek, Byarong Creek, Brandy and Water Creek and American Creek
- ix) Mullet Creek and Brooks Creek Catchment Area - including Mullet Creek, Brooks Creek and Hooker Creek
- x) Duck Creek
- xi) Minnegang Creek
- xii) Budjong Creek
- xiii) Harbour Creek
- xiv) Kully Bay Creek
- xv) Hospital Creek
- xvi) JJ Kelly Creek
- xvii) Springhill Creek

b **Water Storage:**

- i) Woronora Dam
- ii) Cataract Dam
- iii) Cordeaux Dam
- iv) Upper Cordeaux No. 1
- v) Upper Cordeaux No. 2
- vi) Avon Dam
- vii) Helensburgh Dam
- viii) Stanwell Dam
- ix) Coalcliff Dam
- x) Sandhurst Street Bulli Dam
- xi) Sydney Water Storage reservoirs located throughout the City

c **Harbours and Lakes:**

- i) Stanwell Park Lagoon
- ii) Bellambi Lagoon

- iii) Fairy Creek Lagoon
- iv) Port Kembla Inner Harbour
- v) Port Kembla Outer Harbour
- vi) Lake Illawarra
- vii) Coomaditchy Lagoon

AIRPORTS

- 122 There are no airports in the Wollongong Local Government Area. The closest is Albion Park Airport approximately 22 kilometres south of the Wollongong CBD.

SOURCES OF RISK

- 123 The five major sources of risk, that were identified by the Wollongong Local Emergency Management Committee as those which could have the most serious impact within the City of Wollongong are as follows:

- a Bushfire
- b Flooding
- c Storm
- d Earthquake
- e Landslip/Mudslides/

- 124 Further sources of risk have been identified that could impact on the City of Wollongong. These have been included together with the above major sources of risk in the following table:

SOURCE OF RISK	# RISK RATING ESTIMATES		COMMENTS
Animal and Plant Diseases	Moderate/Low	Major/High	Refer to the NSW Animal Health Emergency Plan for details.
Bush and/or Grass Fires	High	Major/High	Combat Agency - Rural Fire Service Refer to City of Wollongong Rural Fire Service Operations Plan. The NSWFB have strategies in place for bushfires within declared Fire Districts.
Earthquake	Moderate/Low	Major/High	LEOCON to control Significant damage from seismic activity is considered to be a remote threat throughout the City and no severe earthquakes have been recorded.
Environmental Emergency	Moderate	Moderate	General threat throughout the City.
Fires other than bush or grass fires	High	Moderate	Combat Agency - NSWFB within declared Fire Districts General threat throughout the City.
Flooding	High	Major/High	Combat Agency - NSW State Emergency Service Refer to Local Flood Plan.

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SOURCE OF RISK	# RISK RATING ESTIMATES		COMMENTS
Hazardous Materials and CBR Emergency	High/Moderate	Major/High	Combat Agency - NSW Fire Brigades Refer to NSW Hazmat Sub-Plan. General threat, but particularly involving transport of hazardous materials through urban areas on the Princes Highway and the South Coast rail line. Also involving spillages/escape in industrial areas and near inland waterways and CBR impacts on population centres.
Landslip/Mudslide	High/Moderate	Moderate	LEOCON to control General threat along the escarpment particularly at the urban interface.
Mine Explosion/Collapse	Low	Moderate	General threat within the coal mines throughout the Local Government Area.
Severe Storm and/or Strong Winds and/or Storm Surge	High	High	Combat Agency - NSW State Emergency Service General threat occurs throughout the City.
Significant Infrastructure/Utility Failure for an extended period (Water, Sewerage, Power)	Moderate	Major	LEOCON in control of operations and coordination of resource support. Support may be required from DEOCON.
Terrorism	Low	High	General threat throughout the City.
Transport Accident - Aircraft Related	Low	High	LEOCON in control supported by, or handing control to DEOCON in accordance with State Aviation Sub Plan. Mainly confined to light / medium passenger aircraft in the vicinity of Illawarra Regional Airport at Albion Park. Commercial aircraft also utilise airspace above the Royal National Park as a holding pattern area for Kingsford Smith Airport.
Transport Accident - Marine Related	Moderate/Low	Major/High	Refer to Marine Oil Spill Contingency Plan.
Transport Accident - Road/Rail	Moderate/Low	Moderate	Police to control initially. If required LEOCON to control with District support. General threat along Princes Highway and South Coast rail line.
Tsunami	Low	High	Combat Agency - NSW State Emergency Service up to Level 3 and SEOCON above Level 3 Many low lying coastal areas would be at risk from tsunamis which are usually caused by seismic activity.
# Indicates that ratings are estimates only and are yet to be confirmed by an emergency risk management study.			

PART 2 - PREVENTION

RESPONSIBILITIES AND STRATEGIES

- 201 The City of Wollongong Local Emergency Management Committee uses the Emergency Risk Management process to identify prevention and mitigation options, refers these options and recommendations to the appropriate agency, and monitors outcomes.
- 202 Responsibility for the development and implementation of prevention and mitigation strategies rests with the agencies, organisations and/or committees (detailed below) and is NOT subject to DISPLAN arrangements. Strategies implemented are also listed.

SOURCES OF RISK	AGENCY/COMMITTEE RESPONSIBLE	MITIGATION/PREVENTION STRATEGIES
FIRES – Bush, Grass or Rural	Wollongong City Council District Bush Fire Management Committee Fire Agencies – Rural Fire Brigades, NSW Fire Brigades, National Parks and Wildlife Service and Sydney Catchment Authority	<ul style="list-style-type: none"> Landowner required to clear firebreaks and remove fire hazards. Regulate burning off. Regulate property development and building construction through Local Environment Plans and Development Control Plans. Preparation of City of Wollongong Bush Fire Management Plan of Operation and Bush Fire Risk Management Plan.
EARTHQUAKE AND LANDSLIP	Wollongong City Council	<ul style="list-style-type: none"> Regulate property development and building construction through Local Environment and Development Control Plans.
ANIMAL AND PLANT DISEASE	NSW Department of Primary Industry	<ul style="list-style-type: none"> Surveillance by NSW Agriculture, especially through Australian Quarantine Inspection Service. State and District Agriculture and Animal Services Plan. AUSTVET PLAN. Training of NSW Agriculture staff in detection of diseases.

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SOURCES OF RISK	AGENCY/COMMITTEE RESPONSIBLE	MITIGATION/PREVENTION STRATEGIES
FLOOD	<p>Wollongong City Council</p> <p>Department of Infrastructure, Planning & Natural Resources (DIPNR)</p>	<ul style="list-style-type: none"> • Regulate property development and building construction through LEP's and DCP's. • Development and maintenance of flood mitigation works. • Preparation of floodplain management plans, in consultation with DIPNR. • Preparation of floodplain management plans, in consultation with Wollongong City Council • Technical and financial assistance to Local Government in the preparation of mitigation schemes and floodplain management plans. • Technical assistance to the State Emergency Service in the development of flood plans
HAZARDOUS MATERIALS & CBR EMERGENCY	<p>Environment Protection Authority</p> <p>WorkCover Authority</p> <p>Wollongong City Council</p>	<ul style="list-style-type: none"> • Regulate transport of dangerous goods. • Assists industry with the development of safe handling and response procedures. • Regulate the production and storage of dangerous goods. • Assists industries that do not require a DEC licence with the development of safe handling and response procedures.

PART 3 - PLANNING AND PREPARATION

EMERGENCY MANAGEMENT PLANNING

Emergency Risk Management Process

301 The State Emergency Management Committee requires the Local Emergency Management Committee to conduct emergency risk management studies and reviews that identify, analyse, evaluate and treat community risks. The outputs and outcomes of this process are to form the basis for all emergency management plans developed, reviewed and updated by Local Emergency Management Committees.

Risk Identification, Analysis, Evaluation and Treatment

302 Only those risks which may require a **significant and coordinated multi agency response** are processed by Local Emergency Management Committees.

Community Vulnerability

303 Vulnerable community groups within the Wollongong City area were addressed by the Committee, and information contained within the "Wollongong Social/Community Plan – 2002-2006 published by Wollongong City Council was also utilised to identify the various groups.

The following vulnerable community groups have been identified for the City of Wollongong:

- a Older people
- b Children
- c People with a Disability
- d Low Income Households
- e People from Non English Speaking Backgrounds^(Note 1)
- f Tourists
- g Flood Plain Residents

Note 1: In regard to Non-English speaking background residents, there are approximately 5,500 Wollongong residents that speak little or no English. This figure represents approximately 3% of Wollongong's total population.

More than one-third of all Non-English speaking residents live in the suburbs around the Port Kembla Steelworks. The Corrimal area and the central suburbs of Wollongong also have high levels of Non-English speaking residents.

LOCAL PLANNING

Local Emergency Management Committee (LEMC)

- 304 The City of Wollongong Local Emergency Management Committee is chaired by a senior representative of the local council with executive support provided by the Local Emergency Management Officer (LEMO).
- 305 The LEMC is subject to the direction of the District Emergency Management Committee and is to develop and maintain a Local Disaster Plan (Displan) and Sub Plans relating to specific hazards or emergencies. Supporting Plans for Functional Areas are to be developed and maintained by the relevant Functional Area Coordinator if they are required.
- 306 The mission and functions of the City of Wollongong Local Emergency Management Committees are:
- a **Mission:**
 - i Develop, maintain and coordinate comprehensive all agency emergency management arrangements for the communities within the Wollongong Local Government Area and to provide assistance and advice to the District Emergency Management Committee.
 - b **Functions:**
 - i Prepare, maintain and review the Local Disaster Plan (DISPLAN);
 - ii Review any Local Supporting Plans and Sub Plans;
 - iii Identify, evaluate and monitor hazards and threats to life and property within the Wollongong LGA, and where appropriate recommend specific hazard management guidelines;
 - iv Establish and review the emergency management structure for the City of Wollongong;
 - v Identify resources within the Wollongong LGA and make plans for the allocation and coordination of those resources during emergencies;
 - vi Establish and review systems for use in the control and coordination of emergency operations within the Wollongong LGA;
 - vii Review and recommend emergency management arrangements to the Illawarra District Emergency Management Committee;
 - viii Establish and maintain communication networks between Agencies & Functional Areas within the LGA, including an up to date contact directory;
 - ix Recommend emergency management training for individuals and groups in Agencies & Functional Areas within the local area;
 - x Disseminate educational material on established emergency management policies and procedures within the LGA;
 - xi Arrange the conduct of exercises to periodically test emergency management plans and procedures within the LGA;
 - xii Produce standing orders, instructions and SOPs relative to local emergency management plans and arrangements;
 - xiii Arrange for graduated warnings of emergencies to the public;

- xiv Assist the District Emergency Management Committee and District Emergency Operations Controller as required;
- xv Establish and coordinate functional area and other sub committees as required within the LGA; and
- xvi Implement emergency risk management and provide advice and assistance as necessary.

Local DISPLAN

307 This DISPLAN includes:

- a the roles detailed in this Plan for each Agency & Functional Area;
- b the Combat Agencies designated in this Plan; and
- c the activation procedures, stages, sequence of actions and coordination, response and recovery arrangements detailed in this Plan.

308 This DISPLAN also includes arrangements for handover of responsibility for emergency response and recovery operations between a Combat Agency and the Local Emergency Operations Controller and from the LEOCON to the DEOCON.

Supporting Plans

309 Supporting Plans describe the arrangements for the provision of support to the controlling or coordinating body by Functional Areas during operations. The development and maintenance of these plans is the responsibility of the respective Functional Area Coordinator.

310 Supporting plans to this DISPLAN are listed in Annexure A, together with responsibilities for preparation, maintenance and implementation.

Sub Plans

311 Sub Plans describe the arrangements necessary to deal with a specific hazard/source of risk, event or facility, where those arrangements are outside the scope of those in DISPLAN. Responsibility for development of sub plans rests with the combat agency responsible for the hazard/source of risk or event or the owner/operator of the facility.

312 Sub plans of this DISPLAN are listed in Annexure A.

Arrangements for Reviewing, Testing, Evaluating and Maintaining this Plan

313 Responsibility for reviewing, testing, evaluating and maintaining this plan rests with the City of Wollongong Local Emergency Management Committee.

314 The plan should be reviewed:

- a After each exercise or actual operation;
- b In the event that deficiencies are identified;
- c As roles and responsibilities of agencies change;
- d In the event of legislative changes; or
- e At least every five (5) years.

315 The frequency and method of testing and evaluation are determined by the LEMC.

Resource and Contact Directories

316 Each Agency and Functional Area is to develop and maintain up-to-date resource and contact directories, relevant to their operational requirements.

WARNING ARRANGEMENTS

317 Relevant Combat Agency Controllers are to advise the LEOCON whenever an event occurs which does or may:

- a require support at either a local level; or
- b escalate to a local level emergency operation.

318 The LEOCON will then notify the District Emergency Operations Controller and LEOCONs from adjoining local areas of the potential and developing situation.

319 Agencies and Functional Areas, wherever possible, will be warned and placed on stand by. All agencies must be prepared to provide a Liaison Officer to the Local Emergency Operations Centre when requested to do so by the LEOCON.

320 Public warnings may be communicated by the LEOCON and/or the responsible agency using any media considered appropriate.

321 If time permits, emergency and evacuation warnings are to be delivered by appropriate personnel using a door knock operation and/or mobile public address system.

322 Responsibilities for providing warnings to the community by the LEOCON, Agencies and Functional Areas and other agencies in relation to local sources of risk are detailed below.

SOURCE OF RISK	RESPONSIBILITY	WARNING PROVIDED
ANIMAL & PLANT DISEASE	NSW Dept of Primary Industry	Warnings to the community, LEOCON, and relevant agencies specific to exotic disease outbreaks and controlled/restricted areas.
BUSH AND GRASS FIRE	Bureau of Meteorology State Operations - NSW Rural Fire Service	General fire weather advice to the community. Specific warnings and Total Fire Ban advice to the Community, LEOCON and relevant Agencies and Functional Areas.
EARTHQUAKE AND LANDSLIP	DEOCON/LEOCON	General and Evacuation Warnings to affected communities, relevant agencies and functional areas.

SOURCE OF RISK	RESPONSIBILITY	WARNING PROVIDED
FLOOD	Bureau of Meteorology NSW State Emergency Service	General weather advice to the community and specific flood warnings and predictions to SES. Pump and Stock Warnings, Local Flood Advice, Flood Bulletins, Flood Height Broadcasts and Evacuation Warnings to:- - flood affected communities; - the LEOCON; and - relevant Agencies and Functional Areas.
HAZARDOUS MATERIALS & CBR EMERGENCY	Police, Site Controller, LEOCON or DEOCON, acting on the advice of the NSW Fire Brigades Hazmat Controller. South Eastern Sydney and Illawarra Area Health Service - Public Health Unit	Evacuation warnings, public safety directions and warnings relating to spillages. Provide health warnings in the event of persons being affected by hazardous materials.
SEVERE STORMS AND/OR STRONG WINDS AND/OR STORM SURGE	Bureau of Meteorology NSW State Emergency Service	Severe storm advice and warnings to the wider community, which include SES public safety messages. General advice and warnings to the LEOCON and relevant Agencies and Functional Areas as well as to the public.
SIGNIFICANT INFRASTRUCTURE FAILURE/DAMAGE	Agency responsible for the infrastructure affected.	General advice and warnings to the LEOCON and relevant agencies and functional areas.
TSUNAMI	NSW State Emergency Service up to Level 3 SEOCN above Level 3	General and Evacuation Warnings to affected communities and relevant Agencies and Functional Areas.
OTHER WARNINGS	DEOCON	General and Evacuation Warnings to affected communities and relevant Agencies and Functional Areas.

STANDARD EMERGENCY WARNING SIGNAL (SEWS)

- 323 The broadcast of safety information to the public in an emergency will enable the community to take appropriate action to protect life and property. The Standard Emergency Warning Signal (SEWS) is a nationally adopted distinctive sound which may be broadcast over radio or television immediately before an urgent public safety message to alert the public to messages about the things they can do to reduce potential loss of life or damage to property.
- 324 The signal is only to be used to warn the community when they need to take some urgent and immediate action in order to reduce the potential for loss of life or property from emergency events such as:

- a Severe thunderstorms
- b Gale force winds
- c Severe floods
- d Hazardous materials emergencies
- e Biological hazards
- f Earthquake aftershocks
- g Tsunamis
- h Dam failure
- i Bushfires

325 The purpose of SEWS is to:

- a Alert listeners of radio/viewers of television that an official emergency announcement, concerning an actual or potential emergency, is about to be made.
- b Alert the community at large, via a public address system, to an important official emergency announcement.

AUTHORITY TO USE SEWS

326 Combat Agency Commanders/Controllers and Emergency Operations Controllers at Local, District and State levels are authorised to use SEWS for the above purposes.

327 Full instructions for the use of SEWS are included in the Standing Operating Procedures for the Local Emergency Operations Centre.

PUBLIC EDUCATION

328 Responsibilities for the conduct and coordination of public education relating to the identified hazards/threats are detailed below.

SOURCE OF RISK	AGENCY AND RESPONSIBILITY
ANIMAL AND PLANT DISEASE	The NSW Department of Primary Industry is responsible for public awareness concerning the implications of animal and plant disease and appropriate strategies for its prevention and detection.
BUSH AND GRASS FIRES	The NSW Rural Fire Service coordinates public education programs relating to the bush and grass fire threat throughout the Local Area.
ENVIRONMENTAL	The Department of Environment & Conservation (DEC) ensures that general public education programs on environmental matters and addresses various groups/ organisations are undertaken on request.
FLOOD	The NSW State Emergency Service Division and Local Controllers are responsible for ensuring, as detailed in SES Division and Local Flood Plans, that the residents of the division and local areas are aware of the flood threat and how to protect themselves against it.

SOURCE OF RISK	AGENCY AND RESPONSIBILITY
HAZARDOUS MATERIALS & CBR EMERGENCIES	<p>WorkCover issue information in relation to handling and safety.</p> <p>DEC conducts Hazmat incident and emergency training seminars.</p> <p>NSW Fire Brigades issues information relating to safe storage and transport practices.</p> <p>South Eastern Sydney and Illawarra Area Health Service - Public Health Unit provides advice and warnings in the event of persons being affected by hazardous materials.</p>
SEVERE STORM AND/OR STRONG WINDS AND/OR STORM SURGE	<p>The State Emergency Service Division Controller is responsible for ensuring that the residents of the division are aware of the likely effects of storm impact and how to protect themselves against it.</p>
TSUMANI	<p>The State Emergency Service Division Controller is responsible for all public education.</p>

PART 4 - CONTROL, COORDINATION AND COMMUNICATION ARRANGEMENTS

GENERAL

- 401 The arrangements detailed in this Part are aimed at ensuring that control and coordination of emergencies are effective, no matter what the nature of the emergency.
- 402 Control and coordination are to be managed using the principles of ICS - Incident Control System adapted to suit individual agency requirements.

LOCAL EMERGENCY OPERATIONS CONTROLLER (LEOCON)

- 403 The DEOCON appoints a Police Officer as the Local Emergency Operation Controller (LEOCON) for the Wollongong LGA.
- 404 The functions of the LEOCON may be exercised without the need for the declaration of a "State of Emergency".
- 405 The LEOCON is subject to the direction of the DEOCON.
- 406 The roles and responsibilities of the LEOCON are detailed in Part 5 of this plan.

TYPES OF EMERGENCY OPERATIONS

Combat Agency Managed Operations

- 407 Without limiting the authority of Combat Agency Controllers, Combat Agency operations may be managed in the following ways:
- a The responsible Combat Agency Controller controls the operation which requires no support resources other than the Combat Agency resources; or
 - b The responsible Combat Agency Controller:
 - i controls the operation;
 - ii coordinates pre-planned support from other agencies; and
 - iii ensures that the LEOCON is kept aware of these operations; or
 - c The responsible Combat Agency Controller retains overall control of the operation and requests the LEOCON to:
 - i coordinate the support services specified by the Combat Agency Controller; or
 - ii manage part of the operation to meet the requirements of the Combat Agency Controller (eg evacuation and welfare operations).

Operations Controlled by the Local Emergency Operations Controller (LEOCON)

- 408** Operations controlled by the LEOCON are those where:
- a The LEOCON is designated in a plan as the controller of a specific operation;
 - b There is no designated combat agency; or
 - c The LEOCON is requested by the combat agency to assume control, with the approval of the combat agency head and SEOCON.
- 409** The LEOCON would not normally assume control from the Combat Agency unless the situation can no longer be contained and a change of control is likely to improve matters. This can only occur after consultation between SEOCON and the State Controller of the Combat Agency and agreement from the latter or at the direction of the Minister.
- 410** If the LEOCON has assumed control of an operation from the Combat Agency control should revert to the combat agency as soon as possible.

OPERATIONAL CONTROL/COORDINATION RELATIONSHIPS

- 411** Operational control and co-ordination relationships are shown in Annexure F.

LOCAL EMERGENCY OPERATIONS CENTRE (LEOC)

- 412** The Local Emergency Operations Centre is the centre from which the Local Emergency Operations Controller either controls a Local level emergency operation; co-ordinates support to a Combat Agency or Functional Area conducting an emergency operation for which it has been designated as the combat agency; or co-ordinates support to other Local areas either on a pre-planned basis or as directed by the DEOCON.
- 413** The location and contact details of the Local Emergency Operations Centre (LEOC) can be found in the Wollongong Local Emergency Management Committee Contact Directory.
- 414** The event the LEOC becomes inoperable or is inappropriate, an alternate LEOC will be established at a location to be determined and advised by LEOCON at the time of the operation.
- 415** The LEOC is activated by the LEOCON to:
- a control local level emergency operations.
 - b coordinate support to local level emergency operations.
 - c coordinate support to combat agency managed operations as required.
 - d coordinate support to other LGA areas either on a pre-planned basis or as directed by the DEOCON.

- 416 The LEOCON is responsible for:
- a establishing, maintaining and controlling the LEOC.
 - b preparing and maintaining Standing Operating Procedures for Emergency Operations.
 - c ensuring that sufficient trained personnel are available to staff the LEOC when required.
 - d maintaining a contact directory of LEOC staff.
 - e providing appropriate training for LEOC staff.
- 417 Personnel to staff the LEOC, except for Liaison Officers and their assistants, are drawn from other Agencies & Functional Areas as required.
- 418 The Local Emergency Management Officer (LEMO), as executive officer to the LEOCON, is responsible for:
- a the development and maintenance of the contact directory.
 - b assisting with the development and review of Standing Operating Procedures.
 - c staff training for LEOC staff.

AGENCY AND FUNCTIONAL AREA CONTROL AND CO-ORDINATION

- 419 To ensure proper co-ordination and the timely flow of information between the Local Emergency Operations Controller and the Combat Agency Controllers and Functional Area Coordinators at all levels, Controllers/Coordinators are to appoint Liaison Officers to represent them in the Local Emergency Operations Centre.
- 420 These Liaison Officers are to be capable of providing immediate advice to the Local Emergency Operations Controller on the capabilities and current status of resources of their Combat Agency or Functional Area, and must have the authority to commit resources from their respective organisations.

421 Agencies and Functional Areas are controlled/coordinated at the following levels:

AGENCY/FUNCTIONAL AREA	LEVEL	AREA COVERED
Agriculture & Animal Services	Region	Illawarra
Ambulance Service	Sector	Illawarra
Communication Services	State	State
Engineering Services	Local	Wollongong
Energy & Utility Services	State	State
Environmental Services	State	State
NSW Fire Brigades	Region	Illawarra
Health Services	Area	Illawarra
Local Government	Local	Local Government Area
Police Service	Region	Illawarra
Public Information Services	Local	Wollongong
Rural Fire Service	District	Illawarra
State Emergency Service	Region	Illawarra/South Coast Region
Transport Services	District	Illawarra
Welfare Services	Area	Illawarra

AGENCY & FUNCTIONAL AREA CONTROL/COORDINATION CENTRES

422 The locations and contact details of agency and functional area control/coordination centres can be found in the Wollongong Local Emergency Management Committee Contact Directory.

LIAISON OFFICER ARRANGEMENTS

423 During Local level combat agency managed operations the LEOCON would normally provide a liaison officer to the combat agency control centre.

424 At the request of the LEOCON, Agencies and Functional Areas are to provide a Liaison Officer to represent them at the LEOC, if necessary, on a continuous basis for the duration of the operation.

425 Liaison Officers are to be capable of providing immediate advice to the LEOCON on the capabilities and status of their organisation, agency or functional area and must have the authority to commit the resources of their organisation, agency or functional area.

426 Liaison Officers are to:

- a Maintain a communications link between the LEOC and their organisation's control or coordination centre and/or their counterparts at any operational District Emergency Operations Centre.
- b Provide advice to the LEOCON and LEOC staff on the capabilities and status of their organisation.
- c Keep the LEOCON and LEOC staff informed of the actions taken by and requirements of their organisation.
- d Brief their own organisation on the progress and likely requirements of operations.
- e Convey the LEOCON's directions/requests to their commander, controller or coordinator as appropriate.

COMMUNICATIONS

427 The public switched telephone network is the primary means of communication to and from the LEOC.

428 Alternative means of communication, should the primary means fail or be unable to provide sufficient flexibility, are mobile telephones, email, facsimile or radio communication systems.

429 Thirty-seven (37) DISPLAN telephone lines are available for use within the LEOC.

430 Emergency Services, Functional Areas and other agencies are responsible to ensure they identify their own alternative communications systems and, if necessary, to request the assistance of the State Communications Functional Area Coordinator through their head of service.

INFORMATION AND INTELLIGENCE

431 The LEOCON is responsible for the passage of operational information and intelligence to the DEOCON and adjoining LEOCONs during all types of operations and stages of response.

432 During combat agency managed operations the relevant Combat Agency Controller is responsible for the passage of public information to the community and the media, and for operational information and intelligence to the LEOCON and all involved agencies.

433 During combat agency managed operations the relevant Combat Agency Controller may request the LEOCON to assume responsibility for the passage of all or certain classes of operational information and intelligence between agencies.

- 434 During operations controlled by the LEOCON, the LEOCON is responsible for:
- a The passage of operational information and intelligence between all involved agencies, using the LEOC as the collection, processing and distribution point.
 - b The passage of public information to the community.
 - c The release of regular media releases.
 - d Ensuring the DEOCON is kept informed of developments and forecast support needs.
- 435 The LEOCON is responsible for the passage of operational information and intelligence to the DEOCON during all types of emergency operations and stages of response at the Local level.

MEDIA ARRANGEMENTS

- 436 During operations controlled by a combat agency, whether or not supported by the LEOCON, media liaison, including the coordination of media briefings and releases, will be the responsibility of the combat agency.
- 437 During emergencies where there is no combat agency, or the combat agency has passed control to the LEOCON, media liaison, including the coordination of media briefings and liaison, will be the responsibility of the LEOCON.
- 438 Arrangements will be made in accordance with the NSW Public Information Services Functional Area Plan.
- 439 Where necessary a Joint Media Information Centre (JMIC) will be established to provide media with a facility which will provide the media with:
- a centralised point of contact
 - media liaison arrangements and the names of Media Liaison Officers
 - verification of information
 - timely, accurate and consistent information
 - Public Information contact arrangements
- 440 If the Local Emergency Operations Centre is activated a Public Information Liaison Officer will be appointed.

Release of Information

- 441 NO information is to be released to the Media, outside organisations or individuals, without the authorisation of the appropriate Controller or Public Information Liaison Officer.

- 442 The following are some details in regards to the media coverage in the Wollongong Local Government Area:

Television Stations

Location of Broadcast Facilities	Channel	Local Area Covered
Wollongong	WIN Television	All of the Wollongong LGA
Wollongong/ Canberra	Prime Television	All of the Wollongong LGA
Sydney	ABC	All of the Wollongong LGA
Canberra	Southern Cross Television	All of the Wollongong LGA
Sydney	SBS	All of the Wollongong LGA

Radio Stations (FM Band)

Location of Radio Stations (FM Band)	Call sign	Local Area Covered
Warrawong	WAVE FM	Wollongong LGA
Mt St Thomas	I98 FM	Wollongong LGA
Wollongong CBD	ABC	Wollongong LGA
Coniston	94.1 FM	Wollongong LGA
Wollongong CBD	VOX-FM	Wollongong LGA
Nowra	POWER FM	Wollongong LGA

Road Information

- 443 The NSW Road and Transport Authority's Transport Management Centre will manage information to the public regarding road closures and road conditions during emergency situations.

PART 5 - ROLES AND RESPONSIBILITIES

GENERAL

- 501 The primary operational role of each of the agencies, functional areas and other organisations described in this part of the plan do not preclude the flexibility to adjust roles or responsibilities if circumstances require such action.
- 502 Unless otherwise stated, the roles of the emergency service organisations detailed in this part apply equally to the management of incidents and emergencies.
- 503 The agreed roles and responsibilities of functional area participating and supporting organisations are detailed in supporting plans.
- 504 The organisations detailed in the following table have been identified in the Illawarra District Disaster Plan, or by agreement at the local level, as the agencies primarily responsible for controlling the response to the particular emergency.

RESPONSIBILITY FOR CONTROLLING PARTICULAR EMERGENCIES

- 505 Responsibilities for controlling particular emergencies are detailed below:

SOURCE OF RISK/EMERGENCY	COMBAT AGENCY/RESPONSIBILITY
Animal, Pest and Plant Disease	NSW Dept of Primary Industry.
Earthquake	Appropriate Emergency Operations Controller (EOCON) under DISPLAN arrangements.
Fires - Rural (Bush, grass and other fires within Rural Fire Districts as prescribed in the Rural Fires Act 1997)	Incident Controller or Officer appointed by the Commissioner, Rural Fire Service, or in accordance with a Bush Fire Management Committee Plan of Operations or Mutual Aid Agreement.
Fires - Urban (Fires within Fire Districts proclaimed under the provisions of the Fire Brigades Act)	NSW Fire Brigades Incident Controller, or in accordance with a Bush Fire Management Committee Plan of Operations or Mutual Aid Agreement.
Flood - Riverine or Flash	NSW State Emergency Service.

SOURCE OF RISK/EMERGENCY	COMBAT AGENCY/RESPONSIBILITY
Hazardous Materials and/or CBR Emergency (including transport related Hazmat emergencies)	<p>NSW Fire Brigades - rendering safe land based incidents and emergencies, including those on inland and coastal waterways other than State waters.</p> <p>Port Kembla Port Corporation - rendering safe and clean up State waters based operations.</p> <p>Environment Protection Authority - clean up operations, scientific support, enforcement and legislative requirements.</p> <p>South East Sydney and Illawarra Area Health Service Public Health Unit - provide advice and health warnings in the event of persons being affected by the hazardous material.</p>
Landslip	Appropriate Emergency Operations Controller (EOCON) under DISPLAN arrangements.
Major Structure Collapse (USAR)	<p>District Emergency Operations Controller (DEOCON) - control the operation in accordance with the NSW Major Structure Collapse Sub Plan.</p> <p>NSW Fire Brigades - provide and control USAR Task Force including Recon Team, and deploy the USAR Task Force at the direction of SEOCON or Deputy SEOCON.</p>
Mine Explosion or Collapse	Mines Rescue Service NSW.
Severe Storm and/or Strong Winds and/or Storm Surge and/or Coastal Erosion	NSW State Emergency Service.
Significant Infrastructure Failure or Damage	Appropriate Emergency Operations Controller (EOCON) under DISPLAN arrangements.
Transport Emergency - Aircraft, Road/Rail or Marine	Appropriate Emergency Operations Controller (EOCON) under DISPLAN arrangements.
Tsunami	NSW State Emergency Service up to Level 3 then SEOCON

506 The Local Emergency Operations Controller has control responsibility for all other emergency situations where a Combat Agency is not designated, including an aviation emergency.

LOCAL EMERGENCY OPERATIONS CONTROLLER (LEOCON)

507 Roles:

- a Member of the City of Wollongong Local Emergency Management Committee.
- b Chairperson of the City of Wollongong Rescue Committee.
- c Activate the arrangements in this DISPLAN as required.
- d Request the Local Area Commander to allocate a Police Officer to perform the Police duties normally performed by the LEOCON.
- e Activate and staff the Local Emergency Operations Centre (LEOC) in accordance with LEOC Standing Operating Procedures.
- f Ensure the District Emergency Operations Controller (DEOC) and Local Emergency Operations Controllers (LEOCON's) from adjoining Local areas are kept apprised of the situation.
- g Monitor Local level combat agency managed operations.
- h Coordinate support and the allocation of resources to Local level combat agency managed operations when requested by the combat agency.
- i Control emergency response and initial recovery operations, when there is no combat agency or where control has been handed over from a combat agency.
- j Ensure that another Senior Police officer is delegated responsibility and authority to act as LEOCON in his/her absence and that the DEOCON and LEMO are advised.
- k Ensure that the District Emergency Operations Controller is kept informed of the situation.
- l As necessary, request additional resources from the District Emergency Operations Controller (DEOC).
- m Ensure recovery operations are initiated during the earliest stages of response operations and that the Local Recovery Coordinating Committee for the City of Wollongong is established (where required) to manage long term recovery issues.

LOCAL EMERGENCY MANAGEMENT OFFICER (LEMO)

508 Roles:

- a Advise, assist and support the Local Emergency Operations Controller during response and recovery operations.
- b Ensure the preparedness of the Local Emergency Operations Centre (LEOC).
- c Ensure that other officers are available to provide support, either in the absence of the LEMO or for extra duty in the LEOC, and that the LEOCON is advised accordingly.

SITE CONTROLLERS

509 Roles:

- a Establish a Site Control Point, notify all relevant agencies of its location and request Liaison Officers from agencies at the site as necessary.
- b Control the overall situation and coordinate activities and resources of all agencies at the site.
- c Determine the priority of actions of the individuals or agencies concerned at the site.
- d Ensure that perimeters are established and access to the site is controlled.
- e In consultation with Ambulance and Medical authorities, designate a treatment/triage area and ambulance loading area, if required.
- f Designate equipment/personnel assembly areas, marshalling areas, rest areas, media assembly/briefing area and evacuation assembly areas, as required.
- g Designate a helicopter landing area if required.
- h Arrange through the LEOCON additional support resources as required.
- i Provide Situation Reports (SITREPS) to the LEOCON if requested.
- j Through agency commanders, coordinate the provision of catering and other support to agency personnel at the site.
- k Determine and plan resource needs.

LIAISON OFFICERS

510 Roles:

- a It is preferable for any Liaison Officer to have the authority or capacity to commit the resources of the agency or functional area they represent/coordinate.
- b Maintain communication links with their own control/coordination centres and/or their counterparts at any other involved Local Emergency Operations Centre(s) (LEOC's) and at the District Emergency Operations Centre (DEOC).
- c Provide accurate and timely advice to the LEOCON, and other LEOC staff, on the situation, capabilities, status, actions of their agency or functional area, and any forecast requirements.
- d Keep the LEOCON and the LEOC staff informed of the actions taken, and the requirements of their organisation or functional area.
- e Convey the LEOCON's directions, instructions or requests to their agency or functional area, **as soon as possible**.

FUNCTIONAL AREA COORDINATION AT LOCAL LEVEL

- 511 At State level, certain Agencies have been appointed as Functional Area Coordinators by the State Emergency Management Committee (at the Minister's direction). Their role is to control the activities and coordinate the resources associated with their respective Functional Areas. The person appointed by each agency to coordinate this role is called the State Functional Area Coordinator.
- 512 In most cases, unless there is a specific delegation, there are no Functional Area coordinators at local level. Indeed, Functional Area Liaison Officers at local level can only represent their Agency on a Local Emergency Management Committee, or during emergency operations.
- 513 If it is considered necessary for emergency operations, a request can be made through either a District or State Functional level Coordinator to place an appropriate Functional Area Coordinator within a local emergency operations centre.

PARTICIPATING ORGANISATIONS

- 514 The combat agencies listed as participating organisations have either given formal notice, or have acknowledged to the Committee, that they are willing to participate in emergency management operations under the direction of the Controller of the combat agency, and with levels of resources or support as appropriate to the emergency.
- 515 The Government departments, statutory authorities, volunteer organisations and other agencies allocated to Functional Areas have either given formal notice, or have acknowledged to the Functional Coordinators, that they are willing to participate in emergency management operations under the direction of the Functional Coordinator, and with levels of resources of support as appropriate to the emergency.

SUPPORTING ORGANISATIONS

- 516 In some cases, individual emergency service organisations have been nominated as combat agencies for specific emergencies with a role to co-ordinate the actions of supporting organisations. The supporting organisations are listed in this Part in relation to those specific types of emergency.
- 517 In some cases, individual Functional Areas have been nominated for specific emergencies with a role to co-ordinate the actions of supporting organisations. The supporting organisations are listed in this Part in relation to those specific types of emergency.

AGRICULTURAL & ANIMAL SERVICES

CO-ORDINATOR:

Regional Coordinator
Department of Primary Industries

ROLES:

- a Plan for the controlled and coordinated use of all available agricultural resources for any emergency management operation within the State.
- b Act as the combat agency for animal, pest and plant disease emergencies. This includes implementing procedures in conjunction with state and national authorities for the eradication or control of exotic animal diseases, including:
 - i detection, diagnosis, risk assessment and surveillance of the disease;
 - ii destruction and disposal of infected animals and products as required;
 - iii disinfection of contaminated areas, buildings and vehicles;
 - iv programs for vector control, for example, insect and feral animal control;
 - v quarantine controls for the movement of persons and animals; and
 - vi provision of adequate trained staff to ensure quarantine requirements are observed.
- c Provide immediate animal care services and continuing rehabilitation assistance to primary producers, including:
 - i assessment of injured stock and disposal of carcasses;
 - ii assessment of rural property losses and damage to buildings, fences, crops, equipment and fodder;
 - iii co-ordination of the supply and distribution of emergency fodder supplies and other materials;
 - iv administration of financial assistance to victims; and
 - v assistance to primary producers suffering emergency induced traumas, in conjunction with the Department of Community Services; and
 - vi with support of Participating and Supporting Organisations, manage the care of companion pets.
- d Co-ordinate the collection, movement, care and destruction/disposal of companion pets, domestic animals and wildlife, when necessary during emergency response and/or recovery operations.
- e Planning for response and initial recovery operations for agricultural emergencies, and advice on animal care, veterinary public health, and plant disease control measures.
- f Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

PARTICIPATING ORGANISATIONS

These organisations have given formal notice that they are willing to assist the Department of Primary Industries in undertaking its role in all emergency management operations throughout the State with levels of resources of support as appropriate to the emergency.

Department of Primary Industries
Conservation and Land Management
RSPCA
NSW Farmers' Association
Rural Lands Protection Board Association
National Parks & Wildlife Service
Animal Welfare League
WIRES

SUPPORTING ORGANISATIONS

These organisations have acknowledged that they are willing to assist the Department of Primary Industries in undertaking its role in specific emergencies where they have particular expertise. They will not be involved in all emergencies.

SafeFood
Australian Veterinary Association
Australian Chicken Meat Federation
Australian Council of Egg Producers
AQIS
Sydney Metropolitan Wildlife Services
Royal NSW Canine Council
RAS Cat Control
Horse Rescue Australia
Animal Welfare Advisory Council
Pet Industry Joint Advisory Council
Wildlife Information Rescue & Care
Manly/Warringah/Pittwater Local Animal Emergency Committee

AMBULANCE SERVICE OF NSW

CONTROLLER:

Operations Manager
Illawarra Sector

ROLES:

- a Provide pre hospital care and transport of casualties;
- b Establish command and control infrastructure utilising ICS principles.
- cb Provide and/or assume the responsibility for transport of designated medical teams, mental health teams and public health teams and their equipment to the sites of incidents or emergencies, receiving hospitals or emergency medical facilities;
- d Provide and/or assume responsibility for transport to transfer patients evacuated from hospitals;
- e Provide co-ordinated communications for all health systems involved in emergency responses;
- f Provide a Liaison Officer with communications to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller, or alternatively, to the combat agency control centre;
- g Provide, when necessary, an Ambulance Liaison Officer to the forward Police Commander.
- h Develop, maintain and review a response plan to major incidents/disasters and appropriate SOP's.
- i Provide a structured site command and organise the site with clearly defined triage and treatment areas.
- j Provide, if available, a safety/welfare officer to ensure safe practices and well being of all health personnel on site.
- k Provide notification to the State and Area Health HSFAC when required of the incident.
- l As determined by the State Rescue Board, provide accredited rescue units.

PARTICIPATING ORGANISATIONS

Contracted helicopter services

NSW Red Cross Blood Transfusions Service, Australian Red Cross (NSW Division)

SUPPORTING ORGANISATIONS

Department of Health, NSW

St Johns Ambulance Australia (NSW Division)

Local private hospitals

Local nursing homes

AUSTRALIAN AERIAL PATROL

CO-ORDINATOR:

Duty Officer

ROLES:

- a As determined by the State Rescue Board, provide fixed wing support to the Emergency Services as an accredited search and rescue group (air observation, supply and liferaft dropping platform).
- b An accredited Civil Search and Rescue Unit providing a fixed wing platform for Observation and Helibox/Liferaft drop capabilities at request for:
 - i AusSAR
 - ii NSW Police Service.
- c Conduct regular Beach Patrol and Fire Spotting operations covering between Palm Beach, Batemans Bay and the Southern Highlands.
- d At the request of the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operation for which the Aerial Patrol's training and equipment are suitable.
- e Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

AUSTRALIAN VOLUNTEER COAST GUARD ASSOCIATION INC

CO-ORDINATOR: Commodore – Southern NSW Squadron

ROLES:

- a As determined by the State Rescue Board, provide accredited Marine Rescue Units, Marine Radio Bases and Search and Rescue Co-ordination Centres.
- b At the request of the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operation for which the Australian Volunteer Coast Guard Association training and equipment is suitable.
- c Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

INDUSTRIES

CO-ORDINATOR:

Risk and Security Manager
BlueScope Steel

Note: Roles have yet to be confirmed

ROLES:

PARTICIPATING ORGANISATIONS:

SUPPORTING ORGANISATIONS:

LANDSLIP

CO-ORDINATOR:

Geotechnical Engineer
Wollongong City Council

ROLES:

- a Assist Emergency Services by the visual assessment of reported sites of slope instability and known past problem sites.
- b Coordinate monitoring of geotechnical instrumentation by other authorities as appropriate.
- c Determine action plans including referral to authorities as appropriate.
- d Prepare a risk management plan to determine and prioritise problem sites.
- e Update database for future reference.
- f Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

PARTICIPATING ORGANISATIONS

Wollongong City Council Geotechnical Services
Roads and Traffic Authority
Rail Access Corporation
National Parks and Wildlife Service

SUPPORTING ORGANISATIONS

University of Wollongong
GHD-Longmac Associates
Douglas Partners
Coffey Geosciences
BHP Collieries
Fluor Daniel
Allied Coal
Sydney Water
Integral Energy

MINES RESCUE SERVICE NSW

CO-ORDINATOR:

Manager – Mines Rescue Service NSW
Southern Region

ROLES:

- a To provide for rescue operations in mines, including equipment and personnel as prescribed by the Mines Rescue Act, 1925 as amended.
- b To provide backup to other primary combat agencies in regard to equipment and personnel as requested.
- c Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

NSW FIRE BRIGADES

CONTROLLER:

Area Commander Illawarra

COMBAT AGENCY ROLE:

- a In relation to Fire Districts, prescribed in the New South Wales Fire Brigades Act, 1989, act as the 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.
- b Act as the combat agency for land based and inland waterways hazardous materials incidents and emergencies in NSW, specifically for taking all practicable measures:
 - i for protecting and saving life and property endangered by hazardous materials incidents; and
 - ii for confining or ending such an incident; and
 - iii for rendering the site of such an incident safe.

OTHER ROLES:

- a Provide fire control services by:
 - i Dealing with outbreaks of fire and the rescue of persons in fire endangered areas;
 - ii Taking such measures as may be practicable to prevent the outbreak of fires; and
 - iii On land and inland waterways, dealing with the escape of hazardous materials or a situation which involves the imminent danger of such an escape.
- b As determined by the State Rescue Board, provide accredited rescue units.
- c Assist in any other response or recovery operations for which the Fire Services' training and equipment is suitable, for example, the provision of emergency water supplies and pumping equipment.
- d Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

PARTICIPATING ORGANISATIONS

NSW Rural Fire Service
National Parks and Wildlife Service
Rail Access Corporation

NSW POLICE SERVICE

CONTROLLER: Commander – Wollongong Local Area Command

COMBAT AGENCY ROLE:

- a Act as the combat agency responsible for law enforcement.
- b Act as the combat agency responsible for search and rescue.
- c As necessary, control and coordinate the evacuation of victims from the area affected by the emergency.

OTHER ROLES:

- a 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:
 - i reconnaissance of the area affected by the emergency;
 - ii traffic and crowd control;
 - iii access and egress route security and control;
 - iv identifying the dead and injured and notifying next of kin;
 - v establishing temporary mortuaries;
 - vi maintaining the security of property;
 - vii statutory investigative requirements; and
 - viii operation of an inquiry centre capable of providing general information on incidents and emergencies to members of the public.
- b Respond accredited rescue units to general and specialist rescue incidents and control and co-ordinate rescue operations.
- c As determined by the State Rescue Board, provide accredited rescue units.
- d Manage Disaster Victim Registration, and a disaster victim enquiry system capable of:
 - i providing a Disaster Victim Registration system for victims of emergencies;
 - ii managing a disaster victim enquiry centre capable of providing relatives and close friends with basic details on the location and safety of victims of emergencies; and

- e Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

SUPPORTING ORGANISATIONS

General Emergency Operations

Coroner
City Morgue
Funeral Directors

Search and Rescue Operations

State Emergency Service (on request)
Volunteer and other Rescue Service Organisations (on request)

Registration and Inquiry System Operations

Australian Red Cross Society (Illawarra Division)
Support Agencies from the Functional Area - Welfare Services, as appropriate

Disaster Victim Identification

Illawarra Area Health Service (Public Health Unit)
Wollongong City Council

NOTES:

- 1 The senior member of the Police Service present at the scene of a rescue operation is responsible for co-ordinating and determining the priorities of action of the persons engaged in the rescue operation. This applies whether those persons are members of a permanent or volunteer agency except when control is vested by law in another agency (such as when the person or property is endangered by an actual fire at which a member of the Fire Brigade is in charge of the fire ground, or when the operation results from an emergency which is subject to the control of another person or combat agency). This applies despite anything to the contrary in any other Act.
- 2 A senior Police officer appointed by the District Emergency Operations Controller and stationed within the Wollongong Local Government area will act as the Local Emergency Operations Controller as appointed under the State Emergency and Rescue Management Act.

NSW RURAL FIRE SERVICE

CONTROLLER:

Team Leader Illawarra

COMBAT AGENCY ROLE:

- a In relation to Rural Fire Districts prescribed in the Rural Fires Act, 1997, act as the combat agency for any fire incident and emergency.

OTHER ROLES:

- a Provide fire control services by:
 - i dealing with outbreaks of fire and the rescue of persons in fire endangered areas; and
 - ii taking such measures as may be practicable to prevent the outbreak of fires.
- b Assist in any other response or recovery operations for which the Rural Fire Services' training and equipment is suitable, for example: the provision of non potable emergency water supplies and pumping equipment; provision of vehicles and cutting equipment following storm events; provision of vehicles and breathing apparatus equipment during evacuations.
- c Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

PARTICIPATING ORGANISATIONS

NSW Fire Brigades
National Parks and Wildlife Service
Wollongong City Council
Sydney Catchment Authority

NSW STATE EMERGENCY SERVICE

CONTROLLER: Local Controller - Wollongong

COMBAT AGENCY ROLE:

- a Act as the combat agency for dealing with floods and to co-ordinate the rescue, evacuation and welfare of affected communities (see Note 1 below). This includes planning for and responding to tsunamis, particularly for the warning and evacuation (see Note 2 below).
- b Act as the combat agency for damage control for storms and to co-ordinate the evacuation and welfare of affected communities (see Note 1 below). This includes damage control for coastal erosion and inundation from storm activity, specifically the protection of life and the coordination of the protection of readily moveable household goods and commercial stock and equipment (see Note 3 below).

OTHER ROLES:

- a As determined by the State Rescue Board, provide accredited rescue units.
- b On request, assist the NSW Police, NSW Fire Brigades, Rural Fire Service or Ambulance Service in dealing with incidents or emergencies.
- c Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

NOTES:

- 1 Responsibility for evacuees related to flood and storm emergencies is to be handed over to the Welfare Services as soon as possible.
- 2 The potential for an extremely high scale of impact of a single tsunami episode means that in some circumstances (as agreed at the time between the Director General of the SES and the SEOCON) control of the rescue and recovery will pass to SEOCON (see NSW Tsunami Emergency Management Sub Plan).
- 3 Planning for and construction of physical mitigation works required for the protection of coastal property during storm events is the responsibility of local government councils as per section 55B(1) and 55C(b) of the Coastal Protection Act, 1979 (as amended).

PORT KEMBLA PORT CORPORATION

CO-ORDINATOR:

General Manager Marine & Port Operations
Port Kembla Port Corporation

COMBAT AGENCY ROLE:

- a Act as Combat Agency for hazardous materials and marine oil and chemical spill incidents and emergencies occurring within State Waters (as defined) and specifically for taking all practicable measures for:
 - i confining or ending such an incident;
 - ii rendering the site of such an incident safe; and
 - iii site clean up operations.

OTHER ROLES:

- a Act as Marine Coordinator for marine casualties, eg stranding, fire, collision, sinking, etc.
- b Assist in any other response or recovery operation for which the Port Kembla Port Corporation's training and equipment is suitable.
- c Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

PARTICIPATING ORGANISATIONS

Port Kembla Port Corporation
NSW Police Service (Land and Water Based)
NSW Fire Brigades
Adsteam Harbour Pty Ltd
BHP(Transport) Fleet Operations

SUPPORTING ORGANISATIONS

Australian Customs Service

PUBLIC INFORMATION SERVICES

CO-ORDINATOR:

Manager Communications and Public Relations
Wollongong City Council

ROLES:

Assist the effective conduct of emergency response and recovery operations by co-ordinating the release of official and current information to the media and the public about the emergency, including measures being undertaken or planned. This may require:

- a Establishing a Joint Media Information Centre, arranging media conferences on behalf of the Local Emergency Operations Controller and, when appropriate, arranging access by the media to the area affected by the emergency;
- b Preparing media releases on behalf of the Local Emergency Operations Controller and Local Emergency Management Committee;
- c Establishing an Information Centre for the dissemination of information to the public, but excluding enquiries regarding victims; and
- d Preparing for approval and issuing by the Local Emergency Operations Controller, official warnings and messages for broadcast to the public by the media (preceded by the Standard Emergency Warning Signal [SEWS]).
- e Establishing and maintaining a register of available public relations support personnel.
- f Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

PARTICIPATING ORGANISATIONS

Wollongong City Council
BHP Steel
NSW Police Service

SUPPORTING ORGANISATIONS

Illawarra Mercury
ABC Radio
I98 FM
Wave FM
WIN Television
Power FM
Prime Television
Southern Cross Television
VOX-FM

ROYAL VOLUNTEER COASTAL PATROL

CO-ORDINATOR:

Divisional Commander

ROLES:

- a As determined by the State Rescue Board, provide accredited marine rescue units and marine radio communication bases.
- b At the request of the Emergency Operations Controller or relevant combat agency, assist in any response or recovery operation for which the Royal Volunteer Coastal Patrol's equipment and training is deemed suitable.
- c Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

SOUTH COAST RESCUE SQUAD INC (VRA)

CO-ORDINATOR:

Squad Captain

ROLE:

- a At the request of the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operation for which the Volunteer Rescue Association's training and equipment is suitable.
- b Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

TRANSPORT SERVICES/ENGINEERING SERVICES

CO-ORDINATOR – TRANSPORT SERVICES/ENGINEERING SERVICES

Operations Manager Engineering Services
Wollongong City Council for Council-owned resources only.

District Transport Coordinator and District Engineering Services Coordinator for all other resources.

ROLES:

Transport Services

- a Co-ordinate the provision of transport support as required by Combat Agencies and other Functional Areas, whilst maintaining as far as practicable, the normal operations and activities of public and commercial transport services. Tasks for providing transport to other Services or Areas might include:
 - i movement of emergency equipment and personnel;
 - ii movement of emergency supplies and goods including water, fuel and food;
 - iii evacuation of people, and
 - iv assistance for medical transport.
- b Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

Engineering Services

- a Co-ordinate with all engineering resources associated with emergency response and recovery including clearance and re-establishment of roads and bridges, demolition and shoring up of buildings, removal of debris and establishment of electrical power, water sewerage, and gas services, either temporarily or permanently as required, construction of levees to control flooding, maintenance of essential services and other related matters.
- b Provide support to Combat Agencies and other Functional Areas within the scope of its capability, and in particular to rescue groups.
- c Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

PARTICIPATING ORGANISATIONS

Transport Services

NSW Transport
Rail Access Corporation
Roads and Traffic Authority of NSW
Transport Workers' Union
Maritime Service Board of NSW
Bus and Coach Association - Illawarra Branch
Wollongong City Council

Engineering Services

Integral Energy

AGL Gas Company

Sydney Water

Telstra

Roads and Traffic Authority of NSW

Wollongong City Council

SUPPORTING ORGANISATIONS

Transport Services

Wollongong Radio Taxi Cab Co-Operative

Premier Illawarra Bus Co

Greens Northern Coaches

Seapost Pty Ltd (Dions Bus Service)

National Roads and Motorists Association

WOLLONGONG CITY COUNCIL

CONTROLLER:

Local Emergency Management Officer

ROLES:

- a Provide human, plant, equipment and material resources, as available and as required, to assist during an emergency.
- b Provide expertise and technical support.
- c Provide executive support and other assistance to maintain the Wollongong LEOC.
- d Support local recovery operations.
- e Appoint a Local Emergency Management Officer (LEMO) to provide executive and operational support to the LEOCON for the City of Wollongong Local Government Area and the LEOC for the City of Wollongong Local Government Area.
- f Provide a liaison officer to the LEOC when requested by the LEOCON.

WOLLONGONG CITY COUNCIL LIFEGUARDS

CO-ORDINATOR:

Lifeguard Coordinator
Wollongong City Council

ROLES:

- a Provide a beach safety/rescue service to beach users within the City of Wollongong.
- b At the request of the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operation for which the Council's Lifeguards training and equipment are suitable.
- c Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

PART 6 - RESPONSE

ACTIVATION AT LOCAL LEVEL

- 601 This Plan is always active.
- 602 The arrangements of this DISPLAN are activated by the Local Emergency Operations Controller (LEOCON).
- 603 These arrangements are activated for emergency situations when:
- a a combat agency is in control and the LEOCON is monitoring the situation;
 - b a combat agency is in control and requires support from the LEOCON;
 - c a combat agency has passed control to the LEOCON;
 - d when support to an adjoining local area is requested;
 - e when directed by the District Operations Emergency Controller; or
 - f there is NO combat agency
- 604 The LEOCON will **automatically** activate the arrangements in this DISPLAN whenever:
- a a “bush fire emergency” is declared and a person is appointed to take charge of fire fighting operations and fire prevention measures by the Commissioner, NSW Rural Fire Service, as “Commissioner’s delegate”; or
 - b The Local Controller of the State Emergency Service is conducting flood or storm operations, including the coordination of evacuation and welfare of affected communities, under the provisions of the State Emergency Service Act, 1989.
- 605 In either case, the LEOCON is to be prepared to coordinate support if requested by the person appointed by the Commissioner, Rural Fire Service in the case of bush fires, or the SES Local Controller in the case of floods or storm.
- 606 During response actions for bush fires, floods, storm, hazardous materials operations, animal health emergencies or other combat agency operations, control remains with the designated combat agency. The LEOCON would not normally assume control from a combat agency unless the situation can no longer be contained and a change of control is likely to improve matters. In any case, a change in control can only occur after consultation between the DEOCON and the combat agency head and agreement from the latter or at the direction of the Minister.

STAGES OF ACTIVATION

607 If time permits, resources will be mobilised in the following stages:

- a ALERT
- b STANDBY
- c CALL OUT
- d STAND DOWN

However, due to the nature of the event and time constraints, the ALERT and/or STANDBY stages may be by-passed.

ACTION AT EACH STAGE

608 **ALERT**

PHASE	ACTION
ALERT	<p>LEOCON receives advice on operations which could escalate to an emergency, or which could require coordination of support.</p> <p>LEOCON monitors the situation.</p> <p>LEOCON informs, as appropriate:</p> <ul style="list-style-type: none"> * Relevant Agency Controllers and Functional Area Co-ordinators. * District Emergency Operations Controller. * Local Emergency Operations Controller(s) from adjoining Local Area(s). * Local Emergency Management Officer (LEMO). <p>LEOCON activates LEOC to appropriate state of readiness, if necessary.</p>

609 STAND BY

STAND BY	<p>Combat Agency, or DEOCON advises LEOCON that assistance under DISPLAN arrangements may be required, or LEOCON determines that a Local level emergency operation is likely to be required.</p> <p>LEOCON:</p> <ul style="list-style-type: none"> * Continues to monitor the situation. * Activates LEOC to appropriate state of readiness. * Advises relevant Agencies and Functional Areas to standby. * Briefs LEOC staff, and the DEOCON on the situation. * Briefs adjoining LEOCON(s) as appropriate. <p>LIAISON OFFICERS report to LEOC or Combat Agency control centre as appropriate and if requested.</p>
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610 CALL OUT

CALL OUT	<p>Local emergency operation, or Combat Agency, or DEOCON advises LEOCON that support is required.</p> <p>LEOCON:</p> <ul style="list-style-type: none"> * Escalates LEOC to required state of readiness. * Activates relevant Agencies and Functional Areas and requests Liaison Officers to report to LEOC or combat agency control centre as appropriate. * Liaises with the DEOCON and adjoining LEOCON(s) as required. <p>LIAISON OFFICERS maintain contact with their respective agencies and respond resources as directed by the LEOCON, in accordance with the appropriate plan.</p>
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611 STAND DOWN AND DEBRIEF

STAND DOWN	<p>Combat Agency, or DEOCON advises LEOCON that support is no longer required, or the LEOCON determines that Local level operations are no longer required.</p> <p>LEOCON:</p> <ul style="list-style-type: none"> * Hands control to Combat Agency. * Advises Liaison Officers. * Advises adjoining LEOCON(s) and DEOCON as appropriate. * Arranges time and location for debriefing. <p>Agency and Functional Area personnel are debriefed and stood down on completion of their final tasks.</p> <p>Final reports are completed and distributed by Agencies in accordance with Standing Operating Procedures.</p>
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RESOURCE DEPLOYMENT

- 612 Priorities for deployment of resources being co-ordinated by the LEOCON will be determined by the LEOCON.
- 613 Each Agency and Functional Area is to develop and maintain up-to-date resource registers relevant to their operational requirements.

LOGISTIC SUPPORT (SUPPLY OF GOODS AND SERVICES)

- 614 Agencies will be responsible for providing their own logistic support, including re-supply and relief of their own personnel.
- 615 Agencies will also be responsible for advising the LEOCON of any specific requirements which cannot be met from their own resources.
- 616 Where practicable, normal procedures within existing delegations should be used for the acquisition and supply of goods/services.
- 617 Any request for the supply of goods and services is to be made through the appropriate agency or functional area, which has the responsibility for provision of those goods and services, and the capacity to fund the request.
- 618 A resource support group may be established in the LEOC to assist in the coordination of logistic support.
- 619 The tasks of the resource support group may include:
 - a coordinate and process requests for logistic support from Agencies and Functional Areas;

- b monitor operations and planning, to identify logistic implications and to forecast logistic requirements; and
- c provide advice on logistic matters to the LEOCON.

620 When emergency response and initial recovery operations are being conducted by a combat agency and the arrangements in this DISPLAN have NOT been activated, any request for emergency management support is to be referred to the LEOCON.

EXPENDITURE AND RECOVERY OF FUNDS

621 Expenditure of funds by Agencies, Participating Organisations and Supporting Organisations, during emergency response and recovery operations, is to be met in the first instance from within their normal operating budgets or any special emergency financial arrangements.

622 Should the level of expenditure prevent the providing Agency/Functional Area from continuing normal operations for the remainder of the financial year, Treasury may provide supplementation, but there is no guarantee that funding will be provided.

623 The cost of providing goods and services from the private sector, during emergency response and recovery operations, is to be met by the requesting agency or functional area.

624 Certain expenditure incurred during natural disasters may be included under Commonwealth/State funding arrangements.

625 In view of the above, all Liaison Officers in the EOC must be aware of their Agency/Organisational or Functional Area financial delegations and procedures and fully document commitments and expenditure relating to the emergency operation.

AUSTRALIAN DEFENCE FORCE ASSISTANCE

626 Australian Defence Force assistance may be sought **to perform emergency tasks** which are primarily the responsibility of State authorities or organisations, and for which the State lacks the necessary equipment or resources. Details of the emergency categories of Defence Assistance to the Civil Community and arrangements for obtaining such assistance are detailed at Annexure "G" of this Plan.

URBAN SEARCH AND RESCUE (USAR)

627 NSW has developed extensive Urban Search and Rescue (USAR) resources. Although developed specifically for USAR operations, these resources may be useful in emergencies other than major structural collapse. The resources, including technical advice, personnel or equipment, can be accessed utilising the normal Emergency Management Arrangements without the need to activate the Major Structural Collapse Plan.

EVACUATION

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

Decision to Evacuate

629 Any decision to evacuate persons or animals should only be made after considerable planning and looking at all possible options and strategies. There are many tasks which will need to be done that will affect the operational capabilities for ongoing operations and may require considerable resources.

630 Evacuations require many tasks to be completed by various agencies and this necessitates a controlled and coordinated approach to ensure that evacuation is timely, efficient and that evacuees' needs are met.

631 In some circumstances it may be appropriate for people/animals to remain in their homes and take other measures to ensure their safety. Be guided by the Combat Agency (if any).

632 The Agency with the authority to order an evacuation is to ensure that the affected community is informed, through a Public Education programme, of the proposed evacuation strategies.

633 The Controller responsible at the time (either combat agency or LEOCON/DEOCON) will determine the need for evacuation. Ideally, the decision should only be made after liaison with all agencies likely to be involved or affected.

634 If evacuation is the preferred option, the Controller will consult with:

- a The Local Welfare Services Functional Area Coordinator to identify a safe and suitable Evacuation Assembly Area or Welfare Centre.
- b The Local Transport Services Functional Area Coordinator to arrange suitable transport from and return to the affected area.
- c The Agricultural and Animal Services Functional Area Coordinator to arrange safe and suitable animal evacuation areas/centres.

Authority to Evacuate

635 The authority to order an evacuation should also be made clear. The following table indicates which individuals and agencies have authority to order the evacuation of people and/or animals.

INDIVIDUAL/AGENCY	CIRCUMSTANCES
The Minister for Emergency Services, 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 - State Emergency & Rescue Management Act)
A senior Police Officer (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 actual or imminent emergency (S.60L - State Emergency & Rescue Management Act)
A Police Officer	In support of the authority of a member of the Fire Brigade acting under the Chief Officers orders and to assist him or her where the persons are or the property is endangered by fire or hazardous materials. S.25 - Fire Brigades Act
A Police Officer and all other members of emergency service organisations	In recognition of the authority of the Director General and emergency officers (as defined) provide assistance in connection with flood or storm operations. S.21 - State Emergency Service Act
The fire brigade officer in charge at a fire or a 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 which might interfere with the work of the Fire Brigades. S.13,19 - Fire Brigades Act
The Director General of the State Emergency Service or an “emergency officer (as defined) when authorised by the Director-General.	Direct a person to leave a 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
State Emergency Service	Authority is limited to the evacuation of people during flood and storm events, or at the direction of the State Emergency Operations Controller S.19,20 – State Emergency Service Act

INDIVIDUAL/AGENCY	CIRCUMSTANCES
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 an authorised officer as determined under S37 of the State Emergency & Rescue Management Act. Evacuation of medical facilities such as hospitals or nursing homes will be at the discretion of the Medical Controller.
Local Government Authorities	In connection with fire safety related to buildings, the issue of orders to cease use of the premises, evacuate premises, to leave premises and not to enter premises. S.124 - Local Government Act

Evacuation Warnings

- 636 Evacuation warnings to the public, or any advice not to evacuate, will be authorised and released by a person or agency responsible for controlling the situation (refer Part 5 – Responsibilities and Roles).
- 637 The controlling agency will determine the most appropriate and effective method to disseminate warnings. This may include:
- a Electronic media;
 - b Public address systems;
 - c Evacuation teams using door knocks, etc.
- 638 Any warning message should contain (if possible):
- a A clear instruction to evacuate and the location of assembly areas and transport arrangements to/from Welfare Centres.
 - b The location of Welfare Centres (for self evacuees).
 - c Authorised safe route/s to Welfare Centres.
 - d Arrangements for children in schools.
 - e Arrangements for elderly or infirm persons.
 - f Arrangements for animals.
 - g What people should bring with them.
 - h Likely duration of the evacuation.
 - i Phone number or contact point for further details.
- 639 The Standard Emergency Warning Signal (SEWS) may be used to precede an emergency warning message over the electronic media. Refer to Part 3 - Planning and Preparation.
- 640 A Media contact directory is to be maintained at the Combat Agency Operations Centre and Local Emergency Operations Centre for warnings to the public.

Withdrawal

- 641 Provided it is within their capabilities, authorised agencies may conduct evacuations but MUST liaise with the Police with regard to security of the evacuated area, or the area to be evacuated. Consultation must also occur with any necessary supporting organisations.
- 642 If requested by a Combat Agency Controller/Commander, the Police will control and coordinate the evacuation of people to an appropriate/identified evacuation centre, secure the evacuated area and supervise Disaster Victim Registration.
- 643 Transport arrangements required will be arranged through the Transport Services Functional Area Coordinator.
- 644 Buildings which have been evacuated are to be identified as directed by the controlling authority and appropriate records maintained for reference and checking purposes.
- 645 The Combat Agency Controller or EOCON is to arrange for a check of the area to ensure that the evacuation has been effective.
- 646 The DEOCON is to be notified if evacuation is necessary to an adjoining Local Government Area.

Shelter

- 647 The Welfare Services Coordinator is to:
- a Arrange for staffing of the identified Welfare Centres in time to receive evacuees;
 - b Provide welfare support services to evacuees in accordance with the Welfare Services Functional Area Supporting Plan; and
 - c Address longer term welfare requirements.

Return

- 648 The Agency/Authority which authorised the evacuation will determine, in consultation with:
- a the Recovery Coordinating Committee (if established);
 - b the Welfare Services Functional Area Coordinator;
 - c the Local Transport/Engineering Services Functional Area Coordinator; and
 - d the Health Services Functional Area Coordinator
- when it is/will be safe for evacuees to return to their homes and also make arrangements for evacuees to be advised as soon as possible.
- 649 Transport of evacuees (if required) is to be arranged by the local Transport/Engineering Services Functional Area Coordinator.

ROAD CLOSURES

650 The authority to close roads is vested in many Agencies. The following table indicates those Agencies which have that authority and the circumstances when that authority can be exercised.

AUTHORITY TO CLOSE ROADS

INDIVIDUAL/ ORGANISATION	CIRCUMSTANCES
Police	Close any public street to traffic during any temporary obstruction or danger. (S. 23 Traffic Act)
	Close off the whole or any part of a “park” (as defined) and its roads to the public. (S. 155 National Parks & Wildlife Act)
The Minister, or an “Emergency Services Officer” (as defined) when authorised by the Minister.	During a declared State of Emergency , direct a person not to enter an emergency area or part thereof. (S.37 - SERM Act)
The Officer in Charge at a fire or hazardous materials incident.	Close any street in the vicinity of a fire or hazardous materials incident. (S. 13 Fire Brigades Act)
Officer in charge of a Rural Fire incident or other emergency.	Close any street or public place in the vicinity of a fire, incident or other emergency. (S. 24 - Rural Fires Act)
The Director General, State Emergency Service, or an “Emergency Officer” (as defined) when authorised by the Director General.	Direct a person not to enter an emergency area or part thereof. (S.22 - State Emergency Service Act)
The Ambulance Service	Close a road for the protection of persons from injury or death, whether or not those persons are sick or injured. (S. 12 - Ambulance Service Act)
The Minister for Primary Industries	Restriction of entry to and exit from a quarantined area and closure of roads which pass through a restricted area to vehicles and stock. (S. 12 &15 - Stock Diseases Act)
Department of Primary Industries	Declaration of entry and exit points during an exotic disease outbreak. (S. 13 - Exotic Diseases of Animals Act)

INDIVIDUAL/ ORGANISATION	CIRCUMSTANCES
A Roads Authority (as defined)	<p>Close roads to protect the public from hazards on the public road (S 115 - Roads Act). Note: This power is rarely used in emergencies as the powers of emergency service officers generally suffice. It relates only to those roads for which Council is deemed to be the “Roads Authority”.</p> <p>Roads Authority applies to RTA for consent to regulate traffic (S116 - Roads Act).</p> <p>Roads Authority may temporarily regulate traffic including prohibiting vehicles to pass (S122 - Roads Act). Note: This does not apply to emergency vehicles.</p> <p>Roads Authority may temporarily close ferries. (Clause 56 - Roads [General] Regulation).</p>
Minister	<p>Minister may direct Roads Authority to exercise traffic regulation powers. (S. 120 – Roads Act)</p> <p>Minister may regulate traffic in certain circumstances. (S. 121 – Roads Act)</p>

Advice of Road Closures

- 651 When an authorised person closes or opens or regulates traffic flow on a major road the RTA Transport Management Centre (TMC) is to be notified, together with any other appropriate organisations, including Police.
- 652 The RTA Transport Management Centre will:
 - a Deploy RTA Traffic Commanders to major unplanned incidents and emergencies.
 - b Accept responsibility for traffic management from the incident perimeter into the rest of the road network.
 - c Take the lead role in communicating traffic management arrangements/issues to the media.
 - d Provide close support to the Police Incident Commander for traffic control within an incident perimeter.
 - e Develop and deploy Maintenance and Traffic Emergency Services (MATES) teams for specific routes.
 - f Provide a comprehensive and timely response of specialized resources to support traffic management.
- 653 Unless otherwise advised by the LEOCON, when any major road within the local area is closed for any reason during a local level operation, the LEOC and DEOC (if operational) is to be advised.

- 654 During local level emergencies, the LEOCON is responsible for collection, collation and dissemination of information on road condition and closure.

STAND DOWN AND OPERATIONAL DEBRIEFS

- 655 The relevant Combat Agency Controller is responsible for issuing the Stand Down and conducting a Debrief of all agencies involved in local level Combat Agency managed operations. The Controller is also to provide the LEOCON with a report on the operation and debrief, for presentation to the LEMC.

- 656 The LEOCON, in consultation with the relevant Combat Agency, if appropriate, is responsible for issuing the LEOC Stand Down and conducting a debrief of all agencies that were controlled or coordinated by the LEOCON during:

- a Local level supported operations; or
- b LEOCON controlled Local level emergency operations.

- 657 Following ALL emergency operations:

- a The LEOCON will debrief LEOC staff before closing the LEOC;
- b Each agency involved in an operation is to conduct a debrief of its own personnel and report to the LEOCON within fourteen days of the issue of the Stand Down;
- c The LEOCON will conduct a combined agencies debrief within twenty one days of the issue of the Stand Down;
- d The LEOCON will report to the DEOCON on lessons learned from the operation and matters highlighted during the debrief; and
- e The LEOCON will also report to the LEMC on lessons learned from the operation and matters highlighted during the debrief.

PART 7 - RECOVERY

EMERGENCY RECOVERY OPERATIONS

- 701 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. While local government authorities have significant responsibility for the well-being of local communities, and play a major role in recovery operations, they may require significant resource support, particularly with respect to the overall coordination of recovery operations.
- 702 It is essential that the requirements of recovery operations are assessed and planned during the earliest stages of emergency response operations. Although an overlap will occur between the commencement of the recovery phase and completion of the response phase, the handover of responsibilities between the response agencies and the recovery agencies needs to be considered carefully. The Local Emergency Operations Controller is responsible for ensuring recovery planning occurs.
- 703 Those involved in contributing to recovery operations should keep in mind that the whole purpose of such operations is to assist the affected community to manage its own recovery, while recognising that there will invariably be a requirement for external technical, physical and financial assistance.

PRINCIPLES

- 704 Disaster recovery is most effective when the following nationally recognised principles are applied ^{Note 1:}
- 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 emergency management agencies.
 - c Recovery agencies are properly integrated into emergency 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.
 - h Recovery personnel are supported by training programs and exercises.

(^{Note 1:} Source: National Standing Committee of Community Services and Income Security Administrators)

- 705 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.

- 706 Management of recovery services should, whenever possible, occur at Local level, although District, and on occasions State support, will be required.
- 707 Recovery services are most effective when managed by an identified recovery coordinator.
- 708 There are a number of coordination options available, including:
- a EOCON appointments/Recovery Coordinator/EOCON established Committee.
 - b Welfare Services Functional Area Coordinator/Welfare Services Committee and key representatives advise.
 - c Engineering Services Functional Area Coordinator/Engineering Services Functional Area committee and key representatives advise.
 - d Minister appointments/Recovery Coordinator/Appointee established committee or task force.

PLANNING FOR RECOVERY

- 709 Emergency Management Committees at all levels are responsible for recovery planning, which is to be undertaken in accordance with the principles contained herein and the relevant supporting plans and sub plans.
- 710 The main roles of Recovery Committees are:
- a Coordinate arrangements to make an initial assessment of the impact;
 - b Establish priorities;
 - c Identify shortfalls in resources;
 - d Coordinate provision of services; and
 - e Keep the community informed of recovery strategies.

RECOVERY AT LOCAL LEVEL

- 711 As soon as possible following an emergency, the LEMC is to meet in order to form a Local Recovery Committee. The LEMC provides a good basis for a Local Recovery Committee, but local community groups such as the local Chamber of Commerce and non-government agencies should be added. The relevant Combat Agency/s will need to attend the early meetings to provide an overview of the situation.
- 712 Coordination of the recovery operation may occur from Local, District or State level.
- 713 The DEMO and appropriate District Functional Area Coordinators (eg Health, Welfare, Engineering and Agriculture) are to be invited to the initial meeting and to subsequent meetings as required.

LOCAL RECOVERY COORDINATORS

- 714 The appointment of a Local Recovery Coordinator is critical to the success of recovery operations. This should be discussed by the LEMC when it meets to form the Local Recovery Coordination Committee. The appointment of the coordinator should occur in consultation with the DEOCON, on the recommendation of the LEOCON.
- 715 In the event that there is likely to be the need for significant outside resources, the LEOCON, on the advice of the LEMC, may recommend the appointment of a higher level Recovery Coordinator.

HIGHER LEVEL RECOVERY COORDINATORS

- 716 In the event that the need is identified for a higher level Recovery Coordinator to be appointed, the DEOCON, as Chair of the District Emergency Management Committee, will consult with the SEOCON who will appoint a coordinator in liaison with appropriate State level agencies.

RECOVERY AT DISTRICT LEVEL

- 717 In the event that an emergency impacts on several local government areas within an emergency management district, it will be necessary to form a District Recovery Coordination Committee.
- 718 In such circumstances the DEMC will meet to determine the composition of the committee and nominate a Coordinator to the SEOCON for approval. Local Recovery Coordination Committees will be required, but will act as sub-committees to the District Recovery Coordination Committee.

RECOVERY AT STATE LEVEL

- 719 When an emergency impacts on several adjoining emergency management districts, or in the event of a major emergency, it may be necessary to establish a State level Recovery Coordination Committee.
- 720 When there is likelihood that this may be required, the SEOCON will meet with the SEMC and make a decision on an appropriate structure, including the appointment of a State Recovery Coordinator.

LONG TERM RECOVERY

- 721 In the event that long term recovery and reconstruction are going to be needed, SEOCON and the SEMC may recommend to the Minister or Premier the formation of a Special Recovery Coordinating Committee to coordinate long term recovery planning and coordination.
- 722 The Minister or Premier may appoint a Special Recovery Coordinator, who if so appointed is to be the Chairperson of the Special Recovery Coordination Committee, and will normally report directly to the Government.

RECOVERY CENTRES

- 723 Delivery of recovery services is undertaken from Recovery Centres, which brings together all service providers within one location.
- 724 Recovery Centres will be established in cooperation with local government.
- 725 The need to establish Recovery Centres will be considered whenever there is an emergency.
- 726 The decision to establish a Recovery Centre is made by the Department of Community Services Disaster Recovery – Human Services Manager in consultation with the relevant Emergency Service organisation.
- 727 The agencies providing services in the centre may include:
- a Department of Community Services;
 - b Community Partners and Agencies (non-government organisations);
 - c Department of Commerce;
 - d NSW Department of Primary Industries;
 - e NSW Rural Assistance Authority;
 - f NSW Health Department;
 - g Department of Housing;
 - h Centrelink;
 - i Electricity service providers;
 - j Office of Fair Trading; and
 - k Telecommunications providers.
- 728 A Recovery Centre may include the following facilities:
- a Security for access – separating clients from the general office;
 - b Reception area;
 - c Interview rooms;
 - d Meeting room;
 - e Staff room;
 - f Storage area; and
 - g Administration area and offices.

EMERGENCY FINANCIAL ASSISTANCE

- 729 The Welfare Services Functional Area coordinates emergency financial assistance to persons affected by emergencies.
- 730 Emergency financial assistance to victims of emergencies is coordinated by the Department of Community Services.
- 731 The Rural Assistance Authority administers some assistance programs to farmers and small business.

PART 8 - LIST OF ANNEXURES

- A** Distribution
- B** Definitions
- C** Abbreviations
- D** Maps of the City of Wollongong Local Government Area
- E** Supporting Plans and Sub Plans of the City of Wollongong Local DISPLAN
- F** Operational Control and Coordination Relationships
- G** Defence Assistance to the Civil Community

ANNEXURE A - DISTRIBUTION

APPOINTMENT/ORGANISATION	NUMBER OF CD'S ISSUED
ILLAWARRA DISTRICT	
District Emergency Operations Controller	1
District Emergency Management Officer	1
District Emergency Operations Centre	1
WOLLONGONG LOCAL EMERGENCY MANAGEMENT COMMITTEE	
Local Emergency Operations Controller (2 copies)	2
Local Emergency Operations Centre (2 copies)	2
Local Emergency Operations Centre - Alternative	1
Local Emergency Management Officer	1
Local Emergency Management Committee	1
Ambulance Service of NSW	1
Australian Aerial Patrol	1
Australian Volunteer Coast Guard Association	1
City of Wollongong Rural Fire Service	1
City of Wollongong State Emergency Service (2 copies)	2
Mines Rescue Service NSW (Southern Region)	1
Department of Primary Industries	1
NSW Fire Brigades (6 copies)	6
NSW Police Service (10 copies)	10
Royal Volunteer Coastal Patrol	1
South Coast Rescue Squad Inc (VRA)	1
Wollongong City Council Lifeguard Services	1
Industries Sub Committee	1
Landslip Sub Committee	1
Public Information Services Sub Committee	1
Port Kembla Harbour Sub Committee	1
Transport/Engineering Services Sub Committee	2
Welfare Services Sub Committee	2
OTHER ORGANISATIONS	
Shellharbour Local Emergency Management Committee	1
Kiama Local Emergency Management Committee	1
Sutherland Local Emergency Management Committee	1
Campbelltown Local Emergency Management Committee	1
Wingecarribee Local Emergency Management Committee	1
Wollondilly Local Emergency Management Committee	1
Wollongong City Council Reference Library (2 copies)	2

ANNEXURE B - DEFINITIONS

NOTE:

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

Act

means the State Emergency and Rescue Management Act, 1989 (as amended) (SERM Act).

Agency

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

Agency Controller

in this plan means the operation head of the agency, identified in this plan as the combat agencies who has command of the resources of the particular agency.

Casual Volunteer

means a person who:

assists an accredited rescue unit in carrying out a rescue operation with the consent of the person in charge of the rescue operation; or

assists, on his or her own initiatives, 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 fifteen (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).

Clean-up Phase

means that stage of a hazardous materials incident or emergency operation managed by the Clean-Up Controller, undertaken after the Combat Area has been declared safe with respect to public health and property by the Hazmat Controller, and involves clean-up and environmental stabilisation. (Source: State HAZMATPLAN).

Combat Agency

means the agency identified in the State Disaster Plan as the agency primarily responsible for controlling the response to a particular emergency. (Source: SERM Act).

Combat Agency Managed Operation

in this plan means an emergency operation controlled by the combat agency, with support coordinated either by the combat agency or by an Emergency Operations Controller.

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.

Control

means the overall direction of 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). In this plan, the term "disaster" is synonymous with the term "emergency".

DISPLAN

in this plan means State, District or Local Disaster Plan. The object of DISPLAN is to ensure the coordinated preparation for, response to and recovery from emergencies by all agencies having responsibilities and functions in emergencies.

District

in this plan means the Illawarra Emergency Management District, incorporating the Local Government areas of Kiama, Shellharbour, Shoalhaven and Wollongong.

District Emergency Management Committee (DEMC)

means the committee, constituted under the SERM Act, 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 for which it is constituted. In the exercise of its functions, this Committee is responsible to the State Emergency Management Committee. (Source: SERM Act).

District Emergency Management Officer (DEMO)

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

District Emergency Operations Controller (DEOCON)

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

Emergency

means an emergency due to an actual or imminent occurrence (such as a 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 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.
(Source: SERM Act).

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

- a threats or danger to property includes a reference to threats or danger to the environment, and
- a the protection of property includes a reference to protection of the environment.

Emergency Area

means the area in which a state of emergency is declared to exist. (Source: SERM Act).

Emergency Officer

means the Director-General of the NSW State Emergency Service 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 NSW State Emergency Service. [Source: State Emergency Service Act 1989 (as amended)].

Emergency Operations Centre (EOC)

in this plan means a centre established at State, District or Local level, as a centre of communication and as a centre for the control of operations and co-ordination of support during an emergency.

Emergency Operations Controller (EOCON)

in this plan means the Emergency Operations Controller (State, District or Local).

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 New South Wales Fire Brigades of or above the position of station commander, an officer of the State Emergency Service of or above the position of unit controller, or a divisional executive officer or the Director Operations of that Service, a member of a Rural Fire Service of or above the position of deputy captain, or a District Emergency Management Officer. (Source: SERM Act)

Emergency Services Organisation

means the Police Service, Fire Brigades, 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 preparations for an emergency, including:

- 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. (Source: SERM Act)

Functional Area Co-ordinator

means the nominated co-ordinator of a functional area, tasked to co-ordinate 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 Police Service;
- 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

means a situation or condition with potential for loss or harm to people, property or the environment and has the same meaning as “source of risk”.

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 Materials 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

means a localised event, either accidental or deliberate, which may result in injury or death or damage to property which requires normal response from an agency or agencies. An incident becomes an emergency when the resources of the agency are insufficient to deal with the incident and outside resources are desirable or required. Those resources now require co-ordination.

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.

Joint Media Information Centre

location which provides the media with:

- a. a centralised point of contact
- b. media liaison arrangements and the names of Media Liaison Officers
- c. verification of information
- d. timely, accurate and consistent information
- e. public information contact arrangements

Liaison Officer (LO)

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 or coordination centre. 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. A liaison officer must have the authority to commit the resources of their organisation or functional area.

Local 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, 1999 as amended.

Local Emergency Management Committee (LEMC)

means the Committee, constituted under the State Emergency and Rescue Management Act, 1989 (as amended) for each local government area, which is responsible for the preparation of plans in relation to the 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 Management Officer (LEMO)

means the person, appointed by Council under the Act to act as principal executive officer to the LEMC and the LEOCON for emergencies affecting that particular local area. The LEMO and the Chairperson of the LEMC need not be the same officer.

Local Emergency Operations Controller (LEOCON)

means a Police Officer appointed by the District Emergency Operations Controller as the Local Emergency Operations Controller for the relevant local government area.

Marshalling Area

means an area in which resources from outside the District may congregate prior to allocation of tasks.

Minister

means the Minister for Emergency Services, unless otherwise stated.

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 agency or any other private individual or body, other than a government agency (Source: SERM Act).

Participating Organisation

means the Government Departments, statutory authorities, volunteer organisations and other agencies who have either given formal notice to Agency Controllers, Functional Area Co-ordinators, or have acknowledged to the State, District or Local 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 Co-ordinator of a Functional Area, with the levels of resources or support as appropriate to the emergency operation.

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 plan, 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 means the process of returning an affected community to its normal level of functioning after an emergency. (Source: SERM Act). This includes the welfare of affected persons as well as the physical reconstruction/restoration of the community.

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 means 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 the Roads and Traffic Authority for all freeways, the Minister for all Crown roads, the Council of a local government area for all public roads within the area, other than any freeway or Crown road and any public road for which some other public authority is declared to be the roads authority. (Source: Roads Act 1993 (as amended)).

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 to 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.

Senior Emergency Officer

means any of the following: a police officer of or above the rank of sergeant or a police officer for the time being in charge of a police station, an officer of the New South Wales Fire Brigades of or above the rank of station officer, an officer of the State Emergency Service of or above the rank of unit controller, or a divisional executive officer or the Director, Operations of that Service, a member of a rural fire service of or above the position of deputy captain, a District Emergency Management Officer. (Source: State Emergency Service Act).

Source of Risk

Means a situation or condition with potential for loss or harm to people, property or the environment and has the same meaning as “hazard”.

State Emergency Operations Controller (SEOCN)

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. (Source: SERM Act).

State of Emergency

means a state of emergency declared by the Premier under Section 33(1) of the State Emergency and 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 tide 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

means an action plan required for a specific hazard, facility, critical task or special event. It is prepared when the management arrangements necessary to deal with the effects of the hazard, facility, critical task or special event differ from the general co-ordination arrangements set out in the DISPLAN or Supporting Plans for the area.

Supporting Organisation

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 Co-ordinator during emergency operations.

Supporting 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, together with how the 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) 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 Centre

means any centre established to provide welfare services to victims of an emergency. It may be an Evacuation Centre, Disaster Relief/Recovery Centre, Welfare Assembly Centre, One -Stop Relief Centre or Accommodation Centre.

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).

ANNEXURE C - ABBREVIATIONS

ABS	Australian Bureau of Statistics
ADF	Australian Defence Forces
AVCG	Australian Volunteer Coast Guard
CBR	Chemical, Biological or Radiological emergencies
DACC	Defence Assistance to the Civil Community
DEC	Department of Environment and Conservation
DEMC	District Emergency Management Committee
DEMO	District Emergency Management Officer
DEOC	District Emergency Operations Centre
DEOCON	District Emergency Operations Controller
DISPLAN	State, District or Local Disaster Plan
DOCS	Department of Community Services
EOC	Emergency Operations Centre
EOCON	Emergency Operations Controller
EPA	Environment Protection Authority
HAZMAT	Hazardous materials
JMIC	Joint Media Information Centre
LEMC	Local Emergency Management Committee
LEMO	Local Emergency Management Officer
LEOC	Local Emergency Operations Centre
LEOCON	Local Emergency Operations Controller
LEP	Local Environmental Plan
LO	Liaison Officer
NSWFB	New South Wales Fire Brigade
RFS	New South Wales Rural Fire Service
RTA	Roads and Traffic Authority
RVCP	Royal Volunteer Coastal Patrol
SEMC	State Emergency Management Committee
SEOC	State Emergency Operations Centre
SEOCON	State Emergency Operations Controller
SERM Act	State Emergency & Rescue Management Act 1989 (as amended)
SES	NSW State Emergency Service
SESAHS	South Eastern Sydney & Illawarra Area Health Service
SEWS	Standard Emergency Warning Signal

SITREP	Situation report
SOP	Standing Operating Procedures
TOC	Transport Operations Centre
USAR	Urban Search and Rescue
VRA	Volunteer Rescue Association

FIGURE 2 - WOLLONGONG LOCAL GOVERNMENT POPULATION DENSITIES

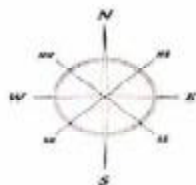
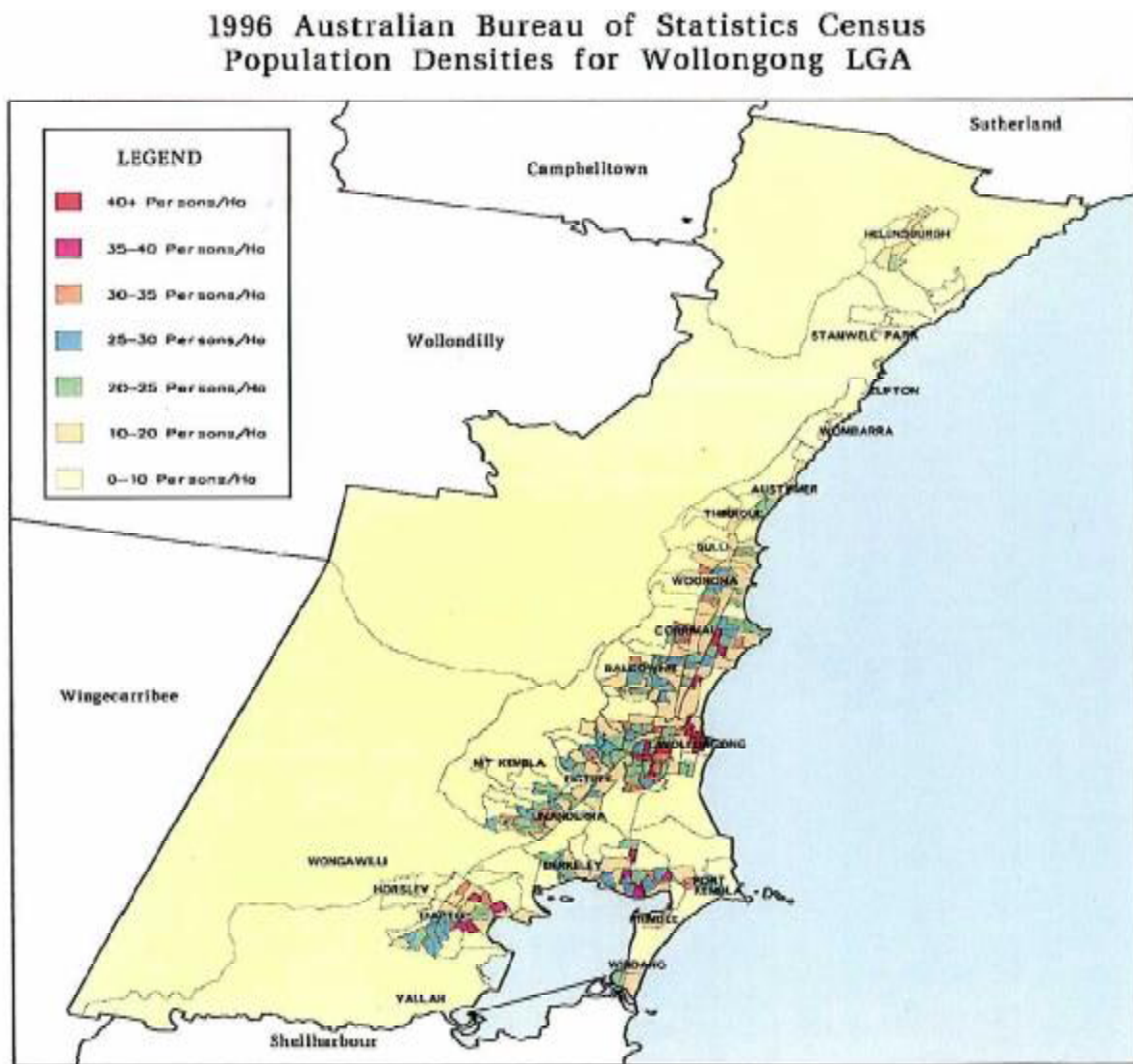


Figure 2



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**ANNEXURE E - SUPPORTING PLANS & SUB PLANS OF
THE WOLLONGONG LOCAL DISPLAN**

PLAN	RESPONSIBILITY for coordinating development of the plan	STATUS
SUPPORTING PLANS		
Transport Services/Engineering Services Supporting Plan	Wollongong City Council	Approved
Landslip Action Plan	Wollongong City Council	Approved
SUB PLANS		
Illawarra District Bushfire Operations Plan	Illawarra District Bush Fire Management Committee	Approved
Illawarra District Bushfire Risk Management Plan	Illawarra District Bush Fire Management Committee	Approved
Wollongong City Local Flood Plan	State Emergency Service	Approved
Port Kembla Marine Oil and Chemical Spill Contingency Plan	Port Kembla Port Corporation	Approved

ANNEXURE F - OPERATIONAL CONTROL/CO-ORDINATION RELATIONSHIPS

TYPE OF EMERGENCY OPERATION	SITUATION	CONTROL STRUCTURE	PLANNING	INFORMATION / LIAISON
<p>OPERATIONS CONTROLLED BY A COMBAT AGENCY</p>	<p>1 Combat Agency alone or with other emergency service and/or functional area support.</p> <p>2 Combat Agency supported by emergency management arrangements.</p>	<p>Combat agency controls ALL aspects of the operation including all resource support.</p> <p>Combat Agency controls the operation and requests the LEOCON\ DEOCON to coordinate resource support and/or undertake certain tasks.</p> <p>The DEOC/LEOC may become a resource coordination centre and/or a control centre if necessary to manage allocated tasks.</p>	<p>Support tasks which can be foreseen are agreed and reflected in Combat Agency Plans (Sub Plans) or Functional Area Plans (Supporting Plans) where applicable.</p> <p>Support tasks which can be foreseen are agreed to and reflected in DISPLAN, Combat Agency Plans (Sub Plans) or Functional Area Plans (Supporting Plans) where applicable.</p> <p>Unforeseen support can be :</p> <p>a Coordinated by LEOCON/ DEOCON, or</p> <p>b The combat agency can deal direct with supporting agencies. (In this case the LEOCON/DEOCON MUST be kept informed by the Combat Agency).</p>	<p>Liaison Officers at combat agency centre. It is the responsibility of the combat agency to ensure that the LEOCON\DEOCON and any involved Agency Commanders or Functional Area Coordinators are kept informed of the situation The LEOCON\DEOCON monitors the situation in case support is required.</p> <p>Liaison Officers at LEOC/DEOC in accordance with DISPLAN arrangements and LEOC/DEOC SOP's. It is the responsibility of the combat agency to ensure that the LEOCON\DEOCON and any involved Agency Commanders or Functional Area Coordinators are kept informed of the situation and advised of the support that is required.</p> <p>LEOCON\DEOCON, and supporting agencies under the control of the Combat Agency and provide resources as required by the Combat Agency.</p> <p>Agencies and Functional Areas providing support under the coordination of the LEOCON/DEOCON provide a liaison officer to the DEOC/LEOC.</p>
<p>OPERATIONS CONTROLLED BY A DISTRICT/LOCAL EMERGENCY OPERATIONS CONTROLLER</p>	<p>3 When there is NO combat agency.</p> <p>4 When LEOCON/DEOCON designated as Controller in DISPLAN.</p> <p>5 Combat Agency hands total control over to LEOCON/DEOCON (with the approval of the combat agency head and SEOCON).</p>	<p>The LEOCON/DEOCON controls ALL aspects of the operation and coordinates resources</p> <p>Agencies command their own resources but carry out tasks as directed by LEOCON/DEOCON.</p>	<p>As detailed in the DISPLAN, Sub Plans and/or Supporting Plans.</p>	<p>Liaison Officers at LEOC/DEOC in accordance with DISPLAN arrangements and LEOC/DEOC SOP's.</p> <p>It is the responsibility of the LEOCON/DEOCON to ensure that Agencies and Functional Areas are kept informed of the situation..</p> <p>Agencies and Functional Areas will provide a liaison officer to the DEOC/LEOC.</p>

ANNEXURE G - DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY

This is the provision of Australian Defence Force personnel, equipment, facilities or capabilities to perform emergency tasks which are primarily the responsibility of civil authorities or organisations, and for which the civilian community lacks the necessary equipment or resources.

ADF POLICY

State agencies are responsible for combating emergencies in the first instance. The ADF is available to support in areas which State authorities are unable to resource. Details of the emergency categories of DACC are as follows:

CATEGORY 1

This is immediate assistance by a local area ADF Service Commander where:

- a. Immediate action is necessary to save human life or alleviate suffering, or prevent extensive loss of animal life, or loss or damage to property;
- b. Local resources are inadequate, not available or cannot be mobilised in time; and
- c. Immediate assistance can be provided from within the resources available.

This assistance normally should not exceed 24 hours.

Category 1 assistance requests are passed directly by the LEOCON or DEOCON to the ADF Service Commander in the particular Local Area, who has the authority to provide support if the resources are available. The DEOCON is to be informed whenever the LEOCON makes such a request.

OTHER CATEGORIES

There are two other categories of assistance, which apply to emergencies but where the immediate and local nature of Category 1 assistance does not apply.

These emergency assistance requests are to be passed through the Local Emergency Operations Controller to the District Emergency Operations Controller for referral to the State Emergency Operations Controller, who is authorised to request assistance from the Commonwealth through Emergency Management Australia (EMA).

GENERAL

Requests for ADF support are to be made to perform a specific task(s), **NOT** for specific resources.

ADF resources made available for operations remain under the command of Defence Force Commanders who are responsive to the Operations Controller to whom they are providing support.

The ADF provides deployed elements with administrative support.

ADF resources are made available for specific tasks, and their tasking is not to be changed except as arranged between the State Emergency Operations Controller and Emergency Management Australia (EMA).