

**SHOALHAVEN CITY**

**LOCAL DISASTER PLAN  
(DISPLAN)**

**July 2011**

**TITLE:**

Shoalhaven City Local Disaster Plan (DISPLAN)

**AUTHORITY:**

The Shoalhaven City Local Disaster Plan (DISPLAN) has been prepared by the Shoalhaven City Local Emergency Management Committee in compliance with the State Emergency and Rescue Management Act, 1989 (as amended).

**REPRINT APPROVED**

.....

Chairperson  
Shoalhaven City Local Emergency Management Committee.

Dated:

# CONTENTS

Title: .....	1
Authority:.....	1
Amendments:.....	6
Distribution:.....	7
Definitions .....	9
Abbreviations .....	15
Part 1 .....	16
Introduction .....	16
Purpose .....	16
Objectives.....	16
Scope 16	
Planning Assumptions .....	17
Principles .....	17
Area Covered .....	18
Transport Routes.....	19
Waterways / Water Storage / Harbours / Lakes .....	19
Airports .....	19
Hazards .....	20
Part 2 .....	21
Roles And Responsibilities .....	21
Local Emergency Operations Controller (DEOCON) .....	21
Local Emergency Management Officer (DEMO).....	22
Agriculture And Animal Services .....	22
Ambulance Service .....	23
Australian Aerial Patrol.....	23
Communication Services.....	23
Engineering Services .....	24
Environmental Services.....	24
Health Services .....	25
Lifesaver Rescue Helicopter Service .....	25
Local Councils .....	25
Fire & Rescue NSW .....	26
N.S.W. Police Service .....	26
N.S.W. Rural Fire Service .....	27
N.S.W. State Emergency Service .....	28
Port Kembla Port Corporation .....	28
Public Information Services.....	29
Marine Rescue NSW .....	29
Transport Services .....	30
Welfare Services .....	30
Part 3 .....	32
Prevention.....	32
Responsibilities And Strategies.....	32

<b>Part 4</b>	<b>34</b>
Preparation	34
Local Level Planning Structure	34
Local Emergency Management Committee	34
Local Displan	35
Supporting Plans	35
Sub Plans	35
Arrangements For Reviewing, Testing, Evaluating And Maintaining This Plan	35
Resource And Contact Directories	35
Warning Arrangements	36
Standard Emergency Warning Signal (S.E.W.S.)	37
Public Education	37
<b>Part 5</b>	<b>38</b>
Control & Coordination Arrangements	38
Types Of Operations	38
Combat Agency Managed Operations	38
Operations Controlled By Emergency Operations Controller	38
Operational Control / Coordination Relationships	38
District Emergency Operations Centre (DEOC)	38
Agency & Functional Area Control & Coordination	39
Agency & Functional Area Control / Coordination Centres	39
Liaison Arrangements	40
Communications	40
Information And Intelligence	40
<b>Part 6</b>	<b>42</b>
Response	42
Activation Of Plan	42
Stages Of Activation	42
Action At Each Stage	43
Resource Deployment	44
Assistance From Other Local Areas	44
Assistance To Other Local Area	45
Defence Assistance to the Civil Community	45
Evacuation	45
Decision	45
Authority	46
Warning	47
Withdrawal	47
Shelter	48
Return	48
Road Closures	49
Advice Of Road Closures	49
Advice To The Public	49
Advice To Other Agencies	50
Logistic Support	50
Emergency Funding	50
Stand Down And Debrief	50

Part 7 .....	52
Recovery.....	52
Arrangements For Transition To Recovery .....	52
Recovery Coordination Arrangements .....	52
Local Emergency Operations Controller .....	52
Local Recovery Coordinating Committee .....	52
Disaster Relief Funding Measures .....	53
List Of Annexes .....	54
Annex 'A' .....	55
Annex 'B' .....	56
Annex 'C' .....	57
Annex 'D' .....	58
Annex 'E' .....	60

## AMENDMENTS

Suggested amendments or additions to the contents of this plan are to be forwarded in writing to:

Local Emergency Management Officer  
Shoalhaven City Council  
PO Box 42  
NOWRA NSW 2541

Suggested amendments or additions received must be endorsed by the Shoalhaven City Local Emergency Management Committee prior to inclusion.

Issued amendments are to be recorded in the following table when entered.

AMENDMENT		ENTERED	
NUMBER	DATE	SIGNATURE	DATE
1 Complete Reprint	June 2008		
1 Complete Reprint	March 2011		

## DISTRIBUTION

<b>ORGANISATION / APPOINTMENT</b>
<b>Local Emergency Operations Controller</b>
<b>District Emergency Management Officer</b>
<b>Alternate Local Emergency Operations Controller</b>
<b>Local Emergency Management Officer</b>
<b>Ambulance Service of N.S.W.</b>
District Inspector
Coordination Centre, Illawarra
Station Officer, Bomaderry
Station Officer, Ulladulla
Station Officer, Huskisson
<b>Communications Services Functional Area</b>
Coordinator
<b>Engineering Services Functional Area</b>
Coordinator
<b>Environmental Services Functional Area</b>
Coordinator
<b>Health Services Functional Area</b>
Coordinator
<b>Public Information Services Functional Area</b>
Coordinator
<b>Fire &amp; Rescue NSW</b>
Station Officer, Nowra
Station Officer, Ulladulla
Coordination Centre (Wollongong)
<b>NSW Police Service</b>
Shoalhaven Local Area Command
Ulladulla Police Station
Sussex Inlet Police Station
Huskisson Police Station
Senior Operations Officer (VKG Warilla)
Port Kembla Water Police
<b>NSW Rural Fire Service</b>
Fire Control Officer, Shoalhaven
Fire Control Centre

<b>NSW State Emergency Service</b>
Controller, Shoalhaven North
Controller, Shoalhaven South
<b>Port Kembla Ports Corporation</b>
<b>Marine Rescue NSW</b>
<b>Transport Services Functional Area</b>
Coordinator
<b>Welfare Services Functional Area</b>
Co-ordinator
<b>Emergency Operations Centres</b>
Shoalhaven City Local (Primary)
Shoalhaven City Local (Alternate)
Kiama Local
Eurobodalla Local
Illawarra District
<b>Commonwealth</b>
Australian Federal Police (Jervis Bay)
Defence - Royal Australian Navy, HMAS Albatross
Defence - Royal Australian Navy, HMAS Creswell
Department of Regional Australia, Regional Development & Local Government (Jervis Bay Territory Office)
<b>Other</b>
Endeavour Energy
National Parks & Wildlife Service
NSW Marine Park Authority (Jervis Bay)
Department of Sustainability, Environment, Water, Population & Communities (SEWPAC) Parks Australia - Booderee National Park (Jervis Bay Territory)
Roads and Traffic Authority
Shoalhaven Water
Telstra
Mary Manley Administrative Officer (Control Copy) 44293224
Russ Pigg (General Manager SCC)



## 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).

### Bushfires

#### Class 2

A fire which, by necessity, involves more than one agency and where the Rural Fire Management Executive have appointed a person to take charge of fire fighting operations.

#### Class 3

A major bush fire or fires where an appointment has been made or is imminent under the provisions of Section 44 of the Rural Fires Act, 1997.

### 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 Controller

in this plan means the statutory head of the organisation, who has operational control of the resources of the particular combat agency.

### 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.

### Control

means the overall direction of activities, agencies or individuals concerned. (Source: SERM Act).

### 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).

**DISPLAN**

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

**District**

in this plan means the Illawarra South Coast Emergency Management District, incorporating the local government areas of Kiama, Shellharbour, Shoalhaven and Wollongong, contained within the Southern Police Region.

**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 South Coast Emergency Management District.

**Emergency**

means an emergency due to an actual or imminent occurrence (such as a fire, flood, storm, earthquake, explosion, 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).

In this plan a reference to property also includes 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 SES or a person appointed as an emergency officer under S.15 of the SES Act even if that person is a member of the NSW State Emergency Service. (Source: State Emergency Service Act 1989 (as amended)).

Note: The Director-General has appointed SES Unit Controllers, Local Controllers, Division Controllers, Division Executive Officers and the Director, Operations, as emergency officers.

**Emergency Operations Centre (EOC)**

in this plan means a centre established at State, District or Local level, from which the control of emergency operations and coordination of resources is effected.

**Emergency Services Officer**

means any of the following: a police officer, an officer of 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 bush fire brigade of or above the position of deputy captain, a District Emergency Management Officer.

(Source: SERM Act)

**Emergency Services Organisation**

means the Police force, Fire & Rescue NSW, Bush Fire Brigades, Ambulance Service, State Emergency Service, Marine Rescue NSW or any other agency which manages or controls an accredited rescue unit. (Source: SERM Act).

**Functional Area**

in this plan means a category of services involved in preparations for an emergency, including:

- a. agriculture and animal services;
- b. communication services;
- c. engineering services;
- d. environmental services;
- e. health services;
- f. public information (media) services;
- g. energy and utility services
- h. transport services; and
- i. welfare services.

**Functional Area Co-ordinator**

in this plan means the nominated co-ordinator of a functional area, tasked to co-ordinate the provision of Functional Area support and resources to incidents and/or emergencies, who, by agreement of participating organisations within the functional area, has the authority to commit the resources of those organisations.

**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 & Rescue NSW (Hazardous Materials) Amendment Act , 1993 and HAZMATPLAN); and

Material which, without adequate safeguards, may contaminate the environment to the immediate or subsequent detriment of that environment or human society, and includes all dangerous goods and many industrial chemicals and wastes. (Source: HAZMATPLAN and ENVIROPLAN).

**Hazardous Material Incident**

means an actual or impending land-based spillage or other escape of hazardous material that causes or threatens to cause injury or death or damage to property. (Source: Fire Brigades (Hazardous Materials) Amendment Act , 1993 and ENVIROPLAN); and

A spillage or escape, or potential spillage or escape, of hazardous material during its manufacture, use, handling, transport or storage in sufficient quantity to endanger, or threaten to endanger, the health or safety of any person, or damage or destroy any property or the environment, including fires that involve, or may involve hazardous materials, and fires that have the potential to, or are causing pollution. Such incidents may be land based, or occur on or in inland waters of New South Wales. (Source: HAZMATPLAN and ENVIROPLAN)

**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 a combat agency or agencies. An incident becomes an emergency when the resources of the combat agency are insufficient to deal with the incident and outside resources are desirable or required. Those resources now require coordination. (Source: State DISPLAN)

**Liaison Officer (LO)**

in this plan means a person, nominated or appointed by an organisation or functional area, to represent that organisation or functional area at a control centre, emergency operations centre 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**

in this plan means the Shoalhaven City local government area.

**Local Emergency Management Committee (LEMC)**

means the Committee, constituted under the Act 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, for which it is constituted (Local DISPLAN). The committee is chaired by a senior representative of the local council. 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)**

in this plan 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)**

in this plan 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**

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

**Participating Organisation**

in this plan means the Government Departments, statutory authorities, volunteer organisations and other agencies who have either given formal notice to Agency Controllers, 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.

**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).

**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.

**Rescue**

means the safe removal of persons or domestic animals from actual or threatened danger of physical harm. (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).

**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)).

**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 Fire & Rescue NSW 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 bush fire brigade of or above the position of deputy captain, a District Emergency Management Officer. (Source: State Emergency Service Act).

**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.

**Sub Plan**

In this 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 coordination arrangements set out in the DISPLAN or Supporting Plans for the area referred to in the Sub Plan.

**Supporting Plan**

In this plan means a plan prepared by a 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 assume the roles and responsibilities allocated.

**Welfare Centre**

in this plan 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.

## ABBREVIATIONS

<b>ADF</b>	Australian Defence Forces
<b>DEMC</b>	District Emergency Management Committee
<b>DEMO</b>	District Emergency Management Officer
<b>DEOC</b>	District Emergency Operations Centre
<b>DEOCON</b>	District Emergency Operations Controller
<b>DISPLAN</b>	State, District or Local Disaster Plan
<b>EPA</b>	Environment Protection Authority
<b>SESIAHS</b>	South East Sydney/Illawarra Area Health Service
<b>LEMC</b>	Local Emergency Management Committee
<b>LEMO</b>	Local Emergency Management Officer
<b>LEOC</b>	Local Emergency Operations Centre
<b>LEOCON</b>	Local Emergency Operations Controller
<b>LO</b>	Liaison Officer
<b>RFS</b>	Rural Fire Service
<b>MRN</b>	Marine Rescue NSW
<b>SERM ACT</b>	State Emergency and Rescue Management Act, 1989 (as amended).
<b>SES</b>	NSW State Emergency Service
<b>SITREP</b>	Situation Report
<b>SOP</b>	Standing Operating Procedures

# **PART 1**

## **INTRODUCTION**

### **PURPOSE**

1. This Plan details arrangements for:
  - 1.1 Identifying prevention and mitigation strategies;
  - 1.2 Coordinating support to Local level combat agency managed operations;
  - 1.3 Controlling emergency operations at Local level; and
  - 1.4 Providing assistance to other Local areas either on a pre-planned basis or as directed by DEOCON.

### **OBJECTIVES**

2. The objectives of this plan are to:
  - 2.1. Detail responsibilities for the identification, development and implementation of prevention and mitigation strategies;
  - 2.2. Define Agency & Functional Area roles and responsibilities in preparation for, response to and recovery from emergencies;
  - 2.3. Set out the control, coordination and liaison arrangements;
  - 2.4. Detail activation and alerting arrangements for involved agencies;
  - 2.5. Detail arrangements for the acquisition and coordination of resources;
  - 2.6. Detail public warning systems and responsibility for implementation;
  - 2.7. Detail public information arrangements and public education responsibilities;
  - 2.8. Detail arrangements for the review, testing, evaluation and maintenance of this plan; and
  - 2.9. Detail reporting and information flow arrangements.

### **SCOPE**

3. The plan describes the arrangements at Local level to effectively and efficiently prevent, prepare for, respond to and recover from emergencies.

### **PLANNING ASSUMPTIONS**

4. Arrangements detailed in this plan are based on the assumption that the resources upon which the plan relies are available when required.
5. The effectiveness of arrangements detailed in this plan are dependant upon all involved agencies preparing, testing and maintaining appropriate internal instructions and standing operating procedures.



## PRINCIPLES

6. The following principles are applied in this plan:

- 6.1. **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, co-ordinated from the State, and/or resources provided from the Commonwealth and other States and Territories may be used.
- 6.2. **Control/ coordination** of emergency response and recovery operations **is conducted at the lowest effective level.**
- 6.3. **A Combat Agency may deploy additional resources from their own service** from outside the affected Local Area or District if needed to conduct operations.
- 6.4. 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 co-ordinate 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 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.**
- 6.5. Emergency preparation, response and recovery operations should be conducted with all agencies carrying out their normal functions wherever possible.

## AREA COVERED

7. The following areas are covered:

- 7.1. The area covered by the Plan is the City of Shoalhaven. Map 1 – Annex A shows the boundaries and major features of the City. A list of the topographic and other relevant maps is provided in Annexes.
- 7.2. The City of Shoalhaven is, on a regional basis, a large Local government area covering 4.660 square kilometers. It has forth nine (49) towns and villages located along the coast and nearby areas, while most of the hinterland is either vacant Crown Land, State Forest or National Park.
- 7.3. The main commercial/residential areas of the City are Nowra/Bomaderry and Milton/Ulladulla. However significant growth is occurring in a number of other centres and a large population centre will develop in the St. Georges Basin area.
- 7.4. It takes almost two hours to drive the length of the Shoalhaven. The population spread and the distances involved coupled with the poor public transport have resulted in the Shoalhaven being divided into a number of distinct communities rather than one cohesive unit.

- 7.5. The City is a rapidly growing area with a population of 92,880 and a compound growth rate of 1.02% (2001-2006).
- 7.6. The hinterland in the north of the City is typically forested, sandstone plateau dissected by steep-sided watercourses dominated by the Shoalhaven River and its tributaries. In the southern most areas of the City the hinterland is equally rugged and forested but its landform is determined by Ordovician sediments.
- 7.7. The coastal areas are dominated by the Shoalhaven River plain and numerous lakes and lagoons. Jervis Bay and St. Georges Basin are major marine incursions along the coastline. Forested and hilly terrain extends to the coastline in many parts of the southern area of the City.
8. Jervis Bay Territory is also located within the Local area, however, as a Commonwealth Territory, is not subject to the State Emergency & Rescue Management Act.
9. Whilst not subject to the Act, the Territory has developed its own DISPLAN, reflecting NSW arrangements & including arrangements for support to/from the Shoalhaven Local Area.
10. A map of the Shoalhaven City is shown at Annex 'A'.

## **TRANSPORT ROUTES**

11. The main transport routes (orientation in brackets) through the Local Area are:

### **11.1. ROAD**

- |         |  |               |
|---------|--|---------------|
| 11.1.1. | Princes Highway                            | (North/South) |
| 11.1.2. | Nowra to Kangaroo Valley to Moss Vale road | (East/West)   |
| 11.1.3. | Nowra to Braidwood road                    | (East/West)   |

### **11.2. RAIL**

- |         |  |               |
|---------|--|---------------|
| 11.2.1. | Illawarra Rail Line  | (North/South) |
|         | (Dual track electrified to Kiama, then single, electrified track to Kiama, then single non-electrified track to Bomaderry) |               |

## **WATERWAYS/WATER STORAGE/HARBOURS/LAKES**

12. The main bodies of water in the Local are:

### **12.1. RIVERS**

- |         |                  |               |
|---------|------------------|---------------|
| 12.1.1. | Shoalhaven River | (East/West)   |
| 12.1.2. | Kangaroo River   | (East/West)   |
| 12.1.3. | Clyde River      | (North/South) |

### **12.2. WATER STORAGE**

- |         |  |
|---------|--|
| 12.2.1. | Lake Yarrunga – Burrier 8928-11-N Map Ref 498550 |
| 12.2.2. | Danjera Dam – Yalwal 8928-11-S Map Ref 326611    |
| 12.2.3. | Porters Creek Dam – Craigies Shoalhaven Map 4 K1 |
| 12.2.4. | Storage reservoirs located:                      |
| -       | Bendeela Pondage – Craigies Shoalhaven Map 1 C2  |
| -       | Bamerang Dam – Craigies Shoalhaven Map 1 L6      |
| -       | Tallawa Dam Burrier 8628-11-N Map Ref 485538     |

12.3. **HARBOURS & LAKES**

- 12.3.1. Jervis Bay
- 12.3.2. St. Georges Basin
- 12.3.3. Swan Lake
- 12.3.4. Burrill Lake
- 12.3.5. Lake Conjola
- 12.3.6. Ulladulla Harbour

**AIRPORTS**

13. The airports located within the Local Area are:

- |  |   |
|--|---|
| 13.1. <b>Naval Air Station, Nowra</b>      | Location: HMAS Albatross<br>Albatross Rd, Nowra Hill<br>Owner: Royal Australian Navy<br>Capacity: C – 130 |
| 13.2. <b>Naval Air Station, Jervis Bay</b> | Location: Jervis Bay Rd, Jervis Bay<br>Owner: Royal Australian Navy<br>Capacity: C – 130                  |

## HAZARDS

14. The hazards identified within the Local Area include:

HAZARD	THREAT LEVEL		CONTROL/COORDINATION ARRANGEMENTS
	Probability	Consequence	
Animal And Plant Diseases	Moderate	Moderate	Combat Agency – NSW Department of Primary Industries in accordance with State Agriculture and Animal Services Plan
Pandemic/Avian Influenza	Low	High	NSW Health
Aviation Emergency	Moderate	High	Local Emergency Operations Controller to control, with District or State support and/or control if necessary, in accordance with the State Aviation Sub Plan.
Earthquake	Moderate	High	Local Emergency Operations Controller to control with District support and/or control if necessary.
Environmental Emergency	Moderate	Moderate	Combat Agency – Environment Protection Authority in accordance with State Enviroplan
Fires, Including Bush, Grass And Rural	High	Moderate	Combat Agency: In Rural Fire Districts – NSW Rural Fire Service. Refer to Local Bush Fire Plan for details. - In Fire & Rescue NSW.
Flood	High	High	Combat Agency - NSW State Emergency Service. Refer Flood Plans
Hazardous Materials Emergency Land based	Moderate	Moderate	Combat Agency: Render Safe - NSW Fire Brigades in accordance with State HAZMAT Plan. - Clean Up - EPA in accordance with State ENVIROPLAN
Hazardous Materials Emergency - Marine	Moderate	Moderate	Combat Agency: Render Safe - Fire & Rescue NSW in accordance with State HAZMAT Plan. - Clean Up - EPA in accordance with State ENVIROPLAN
Land Slip	Moderate	Moderate	Local Emergency Operations Controller to control with District support and/or control if necessary.
Major Transportation Accident - Road/rail	Moderate	Moderate	Local Emergency Operations Controller to control
Marine Oil or Chemical Spill	Low	Moderate	Combat Agency: Australian Territorial Sea & High Sea (outside 3 nautical mile State limit) - Australian Maritime Safety Authority; NSW State Waters & Foreshores adjacent to State Waters - Port Kembla Ports Corporation; Declared Naval Waters – Royal Australian Navy; - All other waters within NSW - Fire & Rescue NSW in accordance with HAZMATPLAN.
Shipping Accident or Emergency	Moderate	Moderate	Port Kembla Ports Corporation Harbourmaster. In fire situation, NSW Fire Brigades in consultation with Harbourmaster.
Storm And Tempest	High	High	Combat Agency - NSW State Emergency Service.
Tsunami	Low	High	Local Emergency Operations Controller to control with support and/or control from District if necessary.

## PART 2

### ROLES AND RESPONSIBILITIES

1. This part deals with response and recovery roles and responsibilities only. Roles and responsibilities relating to Prevention are dealt with in Part 3 and those dealing with Preparation are in Part 4.
2. Details of participating organisations within each Functional Area are included in the Functional Area supporting plans.
3. Details of Agency & Functional Area control / coordination centre's are at Annex 'B'.
4. **LOCAL EMERGENCY OPERATIONS CONTROLLER (LEOCON)**
  - 4.1. Monitor Local level Combat Agency managed operations.
  - 4.2. Co-ordinate support and control the allocation of resources to Local level combat agency managed operations when requested by the combat agency.
  - 4.3. In consultation with the combat agency and DEOCON, assume control of Local level operations from the combat agency if the situation can no longer be contained.
  - 4.4. Control Local level operations when there is no designated combat agency.
  - 4.5. Establish, maintain and control a Local Emergency Operations Centre (LEOC).
  - 4.6. Activate and staff the Local Emergency Operations Centre in accordance with LEOC Standing Operating Procedures.
  - 4.7. Ensure the District Emergency Operations Controller and Local Emergency Operations Controllers from adjoining Local Areas are kept apprised of the situation.
  - 4.8. As necessary, request additional resources from the District Emergency Operations Controller.
  - 4.9. Ensure that another senior Police Officer is delegated responsibility for and authority to act as LEOCON in his/her absence and that the DEOCON and DEMO are advised.
  - 4.10. Ensure recovery operations are initiated during the earliest stages of response operations.
  - 4.11. Undertake tasks as directed by the DEOCON.

## **5. LOCAL EMERGENCY MANAGEMENT OFFICER (LEMO)**

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

## **6. AGRICULTURE AND ANIMAL SERVICES**

**This function is coordinated at the District level.**

**CO-ORDINATOR N.S.W. Department of Primary Industries**

- 6.1. Act as the combat agency for exotic plant and animal diseases operations and other animal health emergencies. This means implementing procedures in conjunction with national authorities for the eradication or control of exotic animal and plant diseases, including:
  - 6.1.1. detection, diagnosis, risk assessment and surveillance of the disease;
  - 6.1.2. destruction and disposal of infected animals and products as required;
  - 6.1.3. disinfection of contaminated areas, buildings and vehicles;
  - 6.1.4. programs for vector control, for example, insect and feral animal control;
  - 6.1.5. quarantine controls for the movement of persons, animals and plants; and
  - 6.1.6. provision of adequate trained staff to ensure quarantine requirements are observed.
- 6.2. Provide immediate animal care services and continuing rehabilitation assistance to primary producers, including:
  - 6.2.1. assessment of injured stock and disposal of carcasses;
  - 6.2.2. assessment of rural property losses and damage to buildings, fences, crops, equipment and fodder;
  - 6.2.3. Coordination of the supply and distribution of emergency fodder supplies and other materials;
  - 6.2.4. administration of financial assistance to victims as required;
  - 6.2.5. assistance to primary producers suffering emergency induced traumas; and
  - 6.2.6. management of the care of companion animals.
- 6.3. Co-ordinate the collection, movement, care & destruction/disposal of companion pets, domestic animals & wildlife, when necessary during emergency response &/or recovery operations.
- 6.4. Planning for agricultural emergencies, and advising on animal care, veterinary public health, and plant disease control measures.
- 6.5. Provide a Liaison Officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

## **7. AMBULANCE SERVICE OF N.S.W.**

### **COMMANDER Illawarra Sector Manager**

- 7.1. Provide pre hospital care and transport of casualties.
- 7.2. Provide and/or assume responsibility for transport for designated medical teams, mental health teams and public health teams and their equipment to the site of emergencies, receiving hospitals or emergency medical facilities.
- 7.3. Provide and/or assume responsibility for transport to transfer patients evacuated from hospitals.
- 7.4. Provide co-ordinated communications for all health systems involved in emergency responses.
- 7.5. 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.
- 7.6. Provide, when necessary, a Liaison Officer to the forward Police Commander.
- 7.7. As determined by the State Rescue Board, provide accredited rescue units.

## **8. AUSTRALIAN AERIAL PATROL**

### **CO-ORDINATOR Director of Operations**

- 8.1. As determined by the State Rescue Board, provide support to the Emergency Services as an accredited search and rescue group (air observation only).
- 8.2. 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.
- 8.3. Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

## **9. COMMUNICATION SERVICES**

### **CO-ORDINATOR Communication Services Manager, Shoalhaven City Council**

- 9.1. Advise on the establishment and maintenance of reliable communications for the control and co-ordination of emergency response and recovery operations.
- 9.2. Arrange for alternate communications links in the event of overloading, the need for greater capacity, or in the event of failure of the normal telephone system.
- 9.3. Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

## 10. **ENGINEERING SERVICES**

### **CO-ORDINATOR Works & Services Manager, Shoalhaven City Council**

- 10.1. Provide engineering support to combat agencies, other Functional Areas, or organisations involved in combat agency managed operations or emergency operations, including:
  - 10.1.1. coordination of resources, which may be specific items, specialist equipment or personnel;
  - 10.1.2. technical advice or expertise; and
  - 10.1.3. planning for anticipated needs.
- 10.2. Co-ordinate all engineering resources associated with emergency response and recovery operations, including:
  - 10.2.1. clearance and re-establishment of roads and bridges;
  - 10.2.2. demolition and shoring up of buildings;
  - 10.2.3. removal of debris;
  - 10.2.4. establishment of electrical power, water, sewerage, and gas services, either temporarily or permanently as required;
  - 10.2.5. construction of levees to control flooding;
  - 10.2.6. maintenance of essential services; and
  - 10.2.7. other related engineering matters.
- 10.3. Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

## 11. **DEPARTMENT OF ENVIRONMENT AND CONSERVATION (NSW)** **This function is coordinated at the District level**

### **CO-ORDINATOR Environment Protection Authority, Wollongong**

- 11.1. Act as the combat agency to co-ordinate clean up and rehabilitation operations in areas affected by hazardous materials emergencies.
- 11.2. Protect the environment during emergency response and recovery operations.
- 11.3. Co-ordinate scientific support for the on scene Controller during operations to combat the pollution of the sea and inland waters within New South Wales.
- 11.4. Advise and co-ordinate scientific support to the New South Wales Fire Brigades during land based hazardous materials emergency operations.
- 11.5. Advise the combat agency and other Functional Areas or organisations on environmentally sound and legal practices for the disposal of wastes or contaminated materials resulting from an emergency.
- 11.6. Conduct post response operations investigations following incidents or emergencies involving hazardous materials.
- 11.7. Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.



**12. HEALTH SERVICES**

**This function is coordinated at the District level.**

**CO-ORDINATOR South East Sydney/Illawarra Area Health Service**

12.1. Coordinate and control the mobilisation of all health responses to emergencies when this plan is activated. This includes ambulance, medical, mental and public health services, and involves:

- 12.1.1. the mobilisation of health resources to the emergency site(s) and the initiation of prioritised patient management;
- 12.1.2. the provision of coordinated hospital and medical responses;
- 12.1.3. the provision of mental health services to victims, emergency workers and the communities affected by emergencies;
- 12.1.4. the provision of public health services to prevent, prepare for, respond to and recover from emergencies.

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

**13. LIFESAVER RESCUE HELICOPTER SERVICE**

**COORDINATOR Base Manager, Wollongong Base**

13.1. As determined by the State Rescue Board, provide an accredited rotary wing rescue resource.

13.2. At the request of either the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operations for which the Service's training and equipment is suitable.

13.3. Provide a liaison officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

**14. LOCAL COUNCIL**

14.1. Provide personnel, plant, equipment, services and materials as available and required to assist in dealing with a combat agency managed or emergency operation.

14.2. Provide expertise and support as requested to the following Functional Areas, whether established at Local, Local or State level:

- 14.2.1. Agriculture and Animal Services;
- 14.2.2. Communications Services;
- 14.2.3. Engineering Services;
- 14.2.4. Environmental Services;
- 14.2.5. Health Services;
- 14.2.6. Public Information Services;
- 14.2.7. Transport Services; and
- 14.2.8. Welfare Services.

14.3. Assume a lead role in and support recovery operations.

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

15. **FIRE & RESCUE NSW**

**COMMANDER      Commander, South Coast Region**

- 15.1. In relation to Fire Districts, prescribed in the New South Wales Fire Brigades, 1919 (as amended), 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.
- 15.2. Act as the combat agency for land based hazardous materials incidents and emergencies within New South Wales, specifically for taking all practicable measures:
  - 15.2.1. for protecting and saving life and property endangered by hazardous materials incidents and emergencies;
  - 15.2.2. for confining or ending such an incident or emergency;
  - 15.2.3. for rendering the site of such an incident or emergency safe; and.
  - 15.2.4. for the rescue of trapped persons or domestic animals within the combat area.
- 15.3. Provide fire control services by:
  - 15.3.1. dealing with outbreaks of fire and the rescue of persons in fire endangered areas;
  - 15.3.2. taking such measures as may be practicable to prevent the outbreak of fire; and
  - 15.3.3. on land, dealing with the escape of hazardous materials or a situation which involves the imminent danger of such an escape.
- 15.4. As determined by the State Rescue Board, provide accredited rescue units.
- 15.5. At the request of either the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operations for which the Fire & Rescue NSW training and equipment is suitable.
- 15.6. Provide a liaison officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

16. **N.S.W. POLICE SERVICE**

**COMMANDER      Commander, Shoalhaven Local Area Command**

- 16.1. Act as the combat agency for law enforcement emergencies.
- 16.2. Act as the combat agency for search operations.
- 16.3. As necessary, control the evacuation of victims from the area affected by an emergency.

- 16.4. Maintain law and order, protect life and property, and provide assistance and support to a combat agency, Functional Areas, and other organisations as required. This may include:
  - 16.4.1. reconnaissance of the area affected by an emergency;
  - 16.4.2. Crowd control and traffic control, including access and egress route security and control;
  - 16.4.3. Recovery and identification of the dead and injured and notifying next of kin;
  - 16.4.4. Security of evacuated areas and personal property of the dead and injured;
  - 16.4.5. Establishing temporary mortuaries; and
  - 16.4.6. Statutory investigative requirements.
- 16.5. Manage a disaster victim registration and enquiry system.
- 16.6. Operation of a public enquiry centre capable of providing general information on emergency operations to members of the public.
- 16.7. Respond accredited rescue units and control and co-ordinate rescue operations, except where control is vested by law in another agency.
- 16.8. Provide a liaison officer to the Local Emergency Operations Centre.

## **17. NSW RURAL FIRE SERVICE**

### **COORDINATOR    Fire Control Officer**

- 17.1. In relation to Rural Fire Districts, prescribed in the Rural Fires Act, 1997, act as the combat agency for emergencies due to fires occurring in a Rural Fire District.
- 17.2. Provide rural fire control services including:
  - 17.2.1. services for the prevention, mitigation and suppression of fires in Rural Fire District; and
  - 17.2.2. the protection of persons from dangers to their safety and health, and property from destruction or damage, arising from fires in Rural Fire Districts.
- 17.3. At the request of the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operation for which the Rural Fire Service's training and equipment is suitable.
- 17.4. Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

## **18. NSW STATE EMERGENCY SERVICE**

### **COMMANDER      Unit Controller**

- 18.1. Act as the combat agency for dealing with floods and to co-ordinate the rescue, evacuation and welfare of affected communities.
- 18.2. Act as the combat agency for damage control for storm and tempest and to co-ordinate the evacuation and welfare of affected communities.
- 18.3. Assist, at their request, members of the Police Service, NSW Fire Brigade, Rural Fire Service, Ambulance Service, relevant combat agency or Emergency Operations Controller in any other response or recovery operation for which the State Emergency Service's training and equipment is suitable.
- 18.4. As determined by the State Rescue Board, provide accredited rescue units.
- 18.5. Maintain and operate a road condition/closure advisory service to Agencies & Functional Areas and members of the public.
- 18.6. Provide a liaison officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

## **19. PORT KEMBLA PORT CORPORATION**

### **COORDINATOR      Harbourmaster**

- 19.1. The NSW Far South Coast Marine Oil or Chemical Spill Contingency Plan aims to:
- 19.2. Provide an effective system of reporting, assessing and responding to an oil or chemical pollution incident or a potential incident;
- 19.3. Institute procedures to minimise the impact on the natural, commercial and socio-economic environment of the area;
- 19.4. Through the NSW Marine Oil or Chemical Spill Contingency Plan, ensure that the State's emergency resources can be integrated with the National Plan and effectively mobilised to help in the event of a major oil or chemical spill in southern NSW State waters.
- 19.5. Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

## **20. PUBLIC INFORMATION SERVICES**

### **CO-ORDINATOR**

- 20.1. 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:
  - 20.1.1. 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;
  - 20.1.2. preparing media releases on behalf of the Local Emergency Operations Controller and Local Emergency Management Committee;
  - 20.1.3. preparing, for approval and issuing by the LEOCON, official warnings and messages for broadcast to the public by the electronic media; and
  - 20.1.4. establishing and maintaining a register of available public relations support personnel.
- 20.2. Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

## **21. MARINE RESCUE NSW**

### **COMMANDER                      Executive Officer**

- 21.1. As determined by the State Rescue Board, provide accredited marine rescue units, marine radio bases and/or search and rescue coordination centres.
- 21.2. At the request of the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operation for which the Marine Rescue NSW's training and equipment is suitable.
- 21.3. Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

## **22. TRANSPORT SERVICES**

### **LOCAL COORDINATOR                      Traffic & Transport Manager, Shoalhaven City Council**

- 22.1. Coordinate the provision of transport support as required by Combat Agencies and other functional Areas within the scope of its capability and in particular to rescue groups, 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:
  - 22.1.1. Assist the Engineering Coordinator with Movement of emergency supplies and goods including water, fuel and food, if required.
  - 22.1.2. Evacuation of people, and
  - 22.1.3. Assistance for medical transport.
- 22.2. Maintain and operate a road condition/closure advisory service to Combat Agencies and other Functional Areas and members of the public.

- 22.3. Co-ordinate the provision of transport support as required by Combat Agencies, other Agencies & Functional Areas, whilst maintaining as far as practicable, the normal operations and activities of public and commercial transport services. Tasks may include
- 22.3.1. movement of emergency equipment and personnel;
  - 22.3.2. movement of emergency supplies & goods including water, fuel & food;
  - 22.3.3. evacuation of people; and
  - 22.3.4. assistance for medical transport.
- 22.4. Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

## **23. WELFARE SERVICES**

### **CO-ORDINATOR Co-ordinated at District Level**

- 23.1. During response and/or recovery operations, provide relief services to victims of emergencies. This may require:
- 23.1.1. establishing Evacuation and Welfare/Recovery Centres to manage the provision of short term emergency accommodation, essential material needs, and the delivery of welfare services to victims of emergencies;
  - 23.1.2. providing welfare information and advisory services to victims;
  - 23.1.3. providing personal welfare support, and referral services;
  - 23.1.4. Providing immediate financial aid;
  - 23.1.5. establishing a support unit to co-ordinate and distribute offers of donated relief aid;
  - 23.1.6. providing mobile welfare services teams;
  - 23.1.7. ensuring, in conjunction with Agriculture and Animal Services, the provision of companion animal care; and
  - 23.1.8. ensuring, in conjunction with Health Services, the provision of medical and mental health (counselling ) services.
- 23.2. Mobilise and co-ordinate catering facilities and services to provide:
- 23.2.1. feeding of victims of emergencies, including evacuees in transit or in Evacuation and Welfare/Recovery Centres, and displaced or homeless people in short term emergency accommodation centres; and

- 23.2.2. by arrangement, meals for personnel engaged in emergency response and recovery operations; and
- 23.3. Establishing Recovery Centres to manage the welfare needs of victims;
- 23.4. Co-ordinate emergency accommodation for homeless victims of emergencies.
- 23.5. Arrange for the acquisition, reception, storage, issue and disposal of material needs including clothing, bedding and personal requisites.
- 23.6. Provide emergency financial assistance to victims of emergencies.
- 23.7. Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

## PART 3

### PREVENTION

#### RESPONSIBILITIES AND STRATEGIES

1. Local and District Emergency Management Committees are responsible, using a risk management process, to identify prevention or mitigation options, to refer these options and recommendations to the appropriate agency, and to monitor the outcomes.
2. 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.

HAZARD	AGENCY/COMMITTEE RESPONSIBLE	MITIGATION / PREVENTION STRATEGIES
FIRES - BUSH & GRASS	Local Council  Bush Fire Management Committee  Fire Agencies - Rural Fire Brigades, Fire & Rescue NSW, State Forests of NSW, and National Parks and Wildlife Service.	<ul style="list-style-type: none"><li>- Require landowners to clear firebreaks &amp; remove fire hazards.</li><li>- Regulate burning off.</li><li>- Regulate property development &amp; building construction through Local Environment Plans &amp; Development Control Plans.</li><li>- Preparation of bush fire plan of operations and bush fire management plan.</li><li>- Implement bush fire risk management plans.</li></ul>
EARTH-QUAKE & LANDSLIP	Local Council	<ul style="list-style-type: none"><li>- Regulate property development &amp; building construction through Land Environment Plans &amp; Development Control Plans.</li></ul>
AGRICULTURE AND ANIMAL EMERGENCIES	NSW Department of Primary Industries	<ul style="list-style-type: none"><li>- Surveillance by NSW Department of Primary Industries, especially through Australian Quarantine Inspection Service.</li><li>- State &amp; District Department of Primary Industries Agriculture and Animal Services Plan</li><li>- AUSTVET PLAN</li><li>- Training of NSW Department of Primary Industries staff in detection of diseases.</li></ul>





## PART 4

### PREPARATION

#### LOCAL LEVEL PLANNING STRUCTURE

##### LOCAL EMERGENCY MANAGEMENT COMMITTEE

1. Local Emergency Management Committees are chaired by a senior representative of the local council with executive support provided principally by the Local Emergency Management Officer (LEMO).
2. The committees are subject to the direction of the District Emergency Management Committee and are responsible 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 Co-ordinator if they are required.
3. By agreement the Local Emergency Management Committee (LEMC) has the following mission and functions:
  - 3.1. **Mission:**
    - 3.1.1. To develop, maintain and co-ordinate comprehensive all agency emergency management arrangements for the community.
  - 3.2. **Functions:**
    - 3.2.1. To prepare, maintain and review the Local Disaster Plan (DISPLAN);
    - 3.2.2. Review Local Supporting Plans and Sub Plans;
    - 3.2.3. To identify, evaluate and monitor hazards and threats to life and property within the Local Area and where appropriate recommend specific hazard management guidelines;
    - 3.2.4. To establish and review appropriate emergency management structures at Local level;
    - 3.2.5. To identify resources within the Local Area and make plans for the allocation & coordination of those resources during incidents and emergencies;
    - 3.2.6. To establish and review systems for use in the control and coordination of emergency operations;
    - 3.2.7. To review and recommend emergency management arrangements to the District Emergency Management Committee;
    - 3.2.8. To establish and maintain communication networks between Agencies & Functional Areas within the Local Area, including an up to date contact directory;
    - 3.2.9. To recommend emergency management training for individuals and groups in Agencies & Functional Areas within the Local Area;
    - 3.2.10. To disseminate educational material on established emergency management policies and procedures within the Local Area;
    - 3.2.11. To arrange the conduct of exercises to periodically test emergency management plans and procedures;
    - 3.2.12. To produce standing orders, instructions and standing operating procedures relative to emergency management plans and arrangements;
    - 3.2.13. To arrange for graduated warnings of emergencies to the public;

- 3.2.14. To assist the District Emergency Management Committee and District Emergency Operations Controller as required; and
- 3.2.15. To establish and co-ordinate functional area and other sub committees as required within the Local Area.

## **LOCAL DISPLAN**

- 4. The Local DISPLAN recognises:
  - 4.1. the roles and responsibilities for each Agency & Functional Area.
  - 4.2. designated Combat Agencies.
  - 4.3. activation procedures, stages, sequence of actions and coordination, response and recovery arrangements.
  - 4.4. The Local 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**

- 5. Supporting Plans describe the arrangements for the provision of support to the controlling or co-ordinating body by Functional Areas during operations. The development and maintenance of these plans is the responsibility of the respective Functional Area Coordinator.
- 6. Supporting plans to this DISPLAN are listed in Annex 'B', together with responsibilities for preparation, maintenance and implementation.

## **SUB PLANS**

- 7. Sub Plans describe the arrangements necessary to deal with a specific hazard, 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 or event or the owner / operator of the facility.

Sub plans of this DISPLAN are listed in Annex 'B'.

## **ARRANGEMENTS FOR REVIEWING, TESTING, EVALUATING AND MAINTAINING THIS PLAN**

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

The plan should be reviewed:

After each exercise or actual operation;  
In the event that deficiencies are identified;  
As roles & responsibilities of agencies change;  
In the event of legislative changes; or  
At least every two years.

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

## **RESOURCE AND CONTACT DIRECTORIES**

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

## WARNING ARRANGEMENTS

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

- require support at either a Local or District level.
- escalate to a Local or District level emergency operation.

9. The LEOCON notifies the District Emergency Operations Controller and DEOCONs from adjoining Local Areas of the potential and developing situation.

Agencies and Functional Areas, wherever possible, are warned and placed on stand by. These organisations must be prepared to respond a Liaison Officer to the Local Emergency Operations Centre when requested to do so.

Responsibilities for providing warnings to the community, the LEOCON, Agencies & Functional Areas and other agencies in relation to the hazards or threats are detailed below:

HAZARD OR THREAT	AGENCY/POSITION RESPONSIBLE	WARNING PROVIDED
BUSH & GRASS FIRE	Bureau of Meteorology  State Operations - NSW Rural Fire Service	General fire weather advice to the community.  Specific warnings & Total Fire Ban advices to the Community, LEOCON & relevant Agencies & Functional Areas.
AGRICULTURE & ANIMAL EMERGENCIES	Regional Director, NSW Department of Primary Industries	Warnings to the community, LEOCON, and relevant agencies specific to exotic disease outbreaks & controlled / restricted areas.
FLOODING	Bureau of Meteorology  State Emergency Service	General weather advice to the community and specific flood warnings and predictions to SES.  Pump & Stock Warnings, Local Flood Advices, Flood Bulletins, Flood Height Broadcasts & Evacuation Warnings to:- <ul style="list-style-type: none"><li>- flood affected communities;</li><li>- the LEOCON; and</li><li>- relevant Agencies &amp; Functional Areas.</li></ul>
HAZARDOUS MATERIALS	Site Controller, LEOCON or DEOCON, acting on the advice of the Fire & Rescue NSW in accordance with NSW HAZMATPLAN	Evacuation warnings, public safety directions and warnings relating to spillages into waterways.
SEVERE STORMS	Bureau of Meteorology  State Emergency Service	Severe storm advices and warnings to the wider community, which include SES public safety messages.  General advice and warnings to the LEOCON and relevant Agencies & Functional Areas.
TSUNAMI	DEOCON State Emergency Service (SES)	General and Evacuation Warnings to affected communities and relevant Agencies & Functional Areas.
OTHER WARNINGS	DEOCON	General and Evacuation Warnings to affected communities and relevant Agencies & Functional Areas.

## STANDARD EMERGENCY WARNING SIGNAL (S.E.W.S)

The Standard Emergency Warning Signal is a nationally adopted distinctive sound which, may be broadcast over radio or television immediately before an urgent public safety message. The S.E.W.S. is designed to attract the attention of the public to the following urgent safety message.

10. Authority to use the S.E.W.S. is restricted to:

- State Emergency Operations Controller (SEOCN) or Deputy;
- Combat Agency Controller at State level;
- District Emergency Operations Controller (DEOCN); and
- Local Emergency Operations Controller (LEOCN)
- Head of Combat Agency following liaison with LEOCN
- Combat Agency Controller at Region / District level.

11. Full instructions for the use of the S.E.W.S. are included in the Standing Operating Procedures for the Local Emergency Operations Centre.

## PUBLIC EDUCATION

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

HAZARD	AGENCY AND RESPONSIBILITY
BUSH & GRASS FIRES	The NSW Rural Fire Service coordinates public education programs relating to the bush and grass fire threat throughout the Local Area.
AGRICULTURE & ANIMAL EMERGENCIES	The Regional Director, NSW Department of Primary Industries, is responsible for public awareness concerning the implications of animal and plant disease and appropriate strategies for its prevention and detection.
FLOODING	The State Emergency Service Regional and Local Controllers are responsible for ensuring, as detailed in SES Region 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.
SEVERE STORM AND TEMPEST	The State Emergency Service Regional Controller is responsible for ensuring that the residents of the division are aware of the likely effects of storm and tempest impact and how to protect themselves against it.
ENVIRONMENTAL	The Head, Regional Operations Unit, ensures that the Environment Protection Authority conducts general public education programs on environmental matters and addresses various groups/organisations on request.
HAZARDOUS MATERIALS	The Chemical Industry Council undertakes public education and awareness through the Responsible Care Program.  Workcover issue information in relation to handling and safety.

13. Responsible combat agencies are to ensure that public education activities in the appropriate behaviours and actions before, during and after a hazard impact are undertaken. Such activities are to include “evacuation” where it is seen as an appropriate strategy.

## **PART 5**

### **CONTROL & COORDINATION ARRANGEMENTS**

#### **TYPES OF OPERATIONS**

##### **COMBAT AGENCY MANAGED OPERATIONS**

1. In combat agency managed operations, the responsible Combat Agency Controller controls the operation and may request other agencies to assist, or request the Local Emergency Operations Controller to coordinate support. The LEOCON monitors these operations.

##### **OPERATIONS CONTROLLED BY EMERGENCY OPERATIONS CONTROLLER**

2. This applies when:
  - 2.1. The Local Emergency Operations Controller is designated in plans as the controller;
  - 2.2. There is no designated combat agency; or
  - 2.3. The Local Emergency Operations Controller is requested by the combat agency to assume control, with the approval of the State Controller of the combat agency and SEOCON.
3. 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. This should only occur after consultation with, and the agreement of, the combat agency and the District Emergency Operations Controller.

##### **OPERATIONAL CONTROL / COORDINATION RELATIONSHIPS**

4. Operational control and coordination relationships are shown at Annex 'C'.

##### **LOCAL EMERGENCY OPERATIONS CENTRE (LEOC)**

5. The Local Emergency Operations Centre is located at:

92 Albatross Road  
NOWRA NSW 2541
6. In the event the LEOC becomes inoperable or is inappropriate, an alternate LEOC is to be established at a location to be determined and advised by LEOCON.
  - 6.1. With the broad geographical areas involved within the Shoalhaven, two alternative Emergency Operation Centres have been identified.
    - Booderee Control Centre, Village Rd, Jervis Bay
    - Shoalhaven City Council, Administration Centre, Deering St, Ulladulla
7. The Standing Operating Procedures for Emergency Operations in the Shoalhaven City Local complement this plan.

8. The LEOC is activated by the Local Emergency Operations Controller to:
  - 8.1. Control Local level emergency operations.
  - 8.2. Co-ordinate support to combat agency managed operations as required.
  - 8.3. Co-ordinate support to other Local Areas either on a pre-planned basis or as directed by DEOCON.
9. The LEOCON is responsible for:-
  - 9.1. Establishing, maintaining and controlling the LEOC.
  - 9.2. Preparing and maintaining Standing Operating Procedures for Emergency Operations.
  - 9.3. Ensuring that sufficient trained personnel are available to staff the LEOC when required.
  - 9.4. Maintaining a contact directory of LEOC staff.
  - 9.5. Providing appropriate training for LEOC staff.
10. Personnel to staff the LEOC, except for Liaison Officers and their assistants, are drawn from the Police, other Agencies & Functional Areas as required.
11. The Local Emergency Management Officer (LEMO), as executive officer to the LEOCON, is responsible for the preparedness of the LEOC including:
  - 11.1. Development and maintenance of the contact directory.
  - 11.2. Development and review of Standing Operating Procedures.
  - 11.3. Staff training.

## **AGENCY & FUNCTIONAL AREA CONTROL & COORDINATION**

12. Agencies & Functional Areas are controlled/co-ordinated at the following levels:

<b>AGENCY/FUNCTIONAL AREA</b>	<b>LEVEL</b>	<b>AREA COVERED</b>
Agriculture and Animal Services	Regional	Illawarra/Southern Highlands/Monaro
Ambulance Service	Sector	Illawarra
Communication Services	Local	Shoalhaven
Engineering Services	Local	Shoalhaven
Environmental Services	District	Illawarra
Fire & Rescue NSW	Regional	Illawarra
Health Services	Area	South East Sydney/Illawarra
Public Information Services	Local	Shoalhaven
Police Service	Local	Shoalhaven
Rural Fire Service	Local	Shoalhaven
State Emergency Service	Local	Shoalhaven
Transport Services	District	Illawarra
Welfare Services	Local	Shoalhaven

## **AGENCY & FUNCTIONAL AREA CONTROL/COORDINATION CENTRES**

13. The locations of Agency & Functional Area Control / Coordination Centres are detailed in Annex 'D'.

## **LIAISON ARRANGEMENTS**

14. During Local level combat agency managed operations the LEOCON would normally provide a liaison officer to the combat agency control centre.
15. At the request of the LEOCON, Agencies & 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.
16. Liaison Officers must have the authority to commit the resources of their organisation.
17. Liaison Officers are to:
  - 17.1. Maintain a communications link between the LEOC and their Organisation's control or co-ordination Centre and/or their counterparts at any operational District or State Emergency Operations Centre.
  - 17.2. Provide advice to the LEOCON and LEOC staff on the capabilities and status of their Organisation.
  - 17.3. Keep the LEOCON and LEOC staff informed of the actions taken by and requirements of their Organisation.
  - 17.4. Brief their own Organisation on the progress and likely requirements of operations.
  - 17.5. Convey the LEOCON's directions / requests to their commander, controller or co-ordinator as appropriate.

## **COMMUNICATIONS**

18. The public switched telephone network is the primary means of communication for control and coordination of emergency management operations.
19. Alternate means of communications, should the primary means fail or be unable to provide sufficient flexibility, are mobile telephones or radio communication systems. Emergency services, functional areas and other agencies unable to provide their own alternate communications systems are responsible for advising the Local Communications Functional Area Co-ordinator of their requirements.
20. The Local Communications Functional Area Supporting Plan details the availability, allocation and coordination of communication resources within the District.



## INFORMATION AND INTELLIGENCE

21. 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 activation.
22. 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 between the LEOCON and all involved agencies.
23. 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 involved agencies.
24. During operations controlled by the LEOCON, the LEOCON is responsible for:-
  - 24.1. The passage of operational information and intelligence between all involved agencies, using the LEOC as the collection and distribution point.
  - 24.2. the passage of public information to the community.
  - 24.3. the release of regular media releases.
  - 24.4. ensuring the DEOCON is kept informed of developments and forecast support needs.
25. The LEOCON is responsible for the passage of operational information and intelligence to the DEOCON during all types of operations and stages of activation at the Local level.

## **PART 6**

### **RESPONSE**

#### **ACTIVATION OF PLAN**

1. This plan is activated by the Local Emergency Operations Controller, (LEOCON).
2. The LEOCON is responsible to activate the Local DISPLAN:
  - 2.1. Whenever support may be required by a combat agency;
  - 2.2. When a combat agency requests support;
  - 2.3. To control an emergency for which there is no designated combat agency;
  - 2.4. When a combat agency requests the LEOCON to assume control;
  - 2.5. When support to an adjoining Local Area is requested;
  - 2.6. When directed by the District Emergency Operations Controller.
3. The LEOCON automatically activates this plan whenever:
  - 3.1. An emergency is declared and a person appointed to take charge of fire fighting operations, under the provisions of Section 44 of the Rural Fires Act 1997 within the Local Area; or
  - 3.2. The State Emergency Service is conducting flood or storm and tempest operations, including the coordination of evacuation and welfare of affected communities, under the provisions of the State Emergency Service Act, 1989.
4. In either case, the LEOCON is to be prepared to provide support as requested by the person appointed by the Commissioner, Rural Fire Service in the case of bush fires, or the SES Unit Controller in the case of floods or storm and tempest.
5. During activation of this plan for bush fires, floods, storm and tempest, 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. This should only occur after consultation with, and the agreement of, the combat agency head and the District Emergency Operations Controller (DEOCON).

## STAGES OF ACTIVATION

6. The recognised stages of activation are:
- 6.1. ALERT
  - 6.2. STANDBY
  - 6.3. CALL OUT
  - 6.4. STAND DOWN and DEBRIEF
7. 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

PHASE	ACTION
<b>ALERT</b>	<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"><li>* Relevant Agency Controllers &amp; Functional Area Co-ordinators.</li><li>* District Emergency Operations Controller.</li><li>• District Emergency Management Officer (DEMO)</li><li>* Local Emergency Operations Controller(s) from adjoining Local Area(s)</li><li>* Local Emergency Management Officer (LEMO)</li></ul> <p>LEOCON activates LEOC to appropriate state of readiness, if necessary.</p>
<b>STAND BY</b>	<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"><li>* continues to monitor the situation.</li><li>* activates the arrangements in DISPLAN if required.</li><li>* activates LEOC to appropriate state of readiness.</li><li>* advises relevant Agencies &amp; Functional Areas to standby.</li><li>* briefs LEOC staff, and the DEOCON and DEMO on the situation.</li><li>* briefs adjoining LEOCONs as appropriate.</li></ul> <p>LIAISON OFFICERS report to LEOC or Combat Agency control centre as appropriate and if requested.</p>



## **ASSISTANCE FROM OTHER LOCAL AREAS**

10. An Agency may obtain their own organisation's resources from outside the Local Area.
11. All other requests for out of area support are to be directed to the LEOCON who then requests such support from the DEOCON, or in accordance with the appropriate plan.

## **ASSISTANCE TO OTHER LOCAL AREAS**

12. Agencies may deploy their own organisation's resources outside the Local Area.
13. Functional Areas may deploy their own functional area resources outside the Local Area in accordance with their respective Supporting Plans.

## **DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY**

14. Australian Defence Force assistance may be sought to perform emergency tasks which are primarily the responsibility of civil authorities or organisations, and for which the civil community 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 Annex 'E' of this Plan.

## **EVACUATION**

15. 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**

16. The decision to evacuate persons or animals is not one which should be taken lightly. During evacuations, there are many tasks which need to be done by a number of different organisations. This necessitates a co-ordinated approach to ensure that all of the evacuee's needs are met. In some circumstances, it may be more appropriate for people to remain in their homes and take other measures to ensure their safety.
17. The requirement to evacuate or stay put should ideally be identified during the planning process and be included in organisation's sub plans or standing operating procedures as necessary.
18. The organisation with the authority to order an evacuation is to ensure that the community is informed, through a public education program, of the proposed evacuation strategies. Appropriate leaflets should also be provided, if appropriate.
19. The controller of the operation (Combat Agency Controller, Section 44 Appointee, or LEOCON) will determine the need for evacuation.
20. If evacuation is the preferred option, the Controller is to consult with the Welfare Services Functional Area Co-ordinator to identify a safe and suitable Welfare Centre from those identified in Local DISPLANS.

## AUTHORITY

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

INDIVIDUAL/ ORGANISATION	CIRCUMSTANCES
The Minister, or an “emergency services officer” (as defined) when authorised by the Minister.	During a declared State of Emergency, direct a person to leave premises and move out of an emergency area or part thereof, taking any persons in their care with them, and/or not to enter an emergency area or part thereof (S.37 - SERM Act)
A senior Police officer (ie. of or above the rank of Sergeant)	If satisfied that there are reasonable grounds for doing so for the purpose of protecting persons from injury or death threatened by an actual or imminent emergency. (S.60L - SERM Act)
A Police Officer	In support of the authority of a member of the Fire & Rescue NSW acting under the Chief Officer's orders and to assist him or her where the persons are or property is endangered by fire or a hazardous materials incident. (S.25 - Fire Brigades Act)
	In support of the authority of and in compliance with directions given by the Commissioner or his appointee, Fire Control Officers, other Rural Fire Service officers in connection with the prevention, control and suppression of any fire. (S. 41, S44 - Rural Fires Act 1997).
	As an authorised officer, power to control persons and vehicles in the forest estate and direct persons and vehicles to leave an area if the activities being undertaken or conditions constitute a danger or potential danger to the safety of persons or property. (S. 15 - Forestry Act)
A Police officer, and All other members of emergency service organisations	In recognition of the authority of the Director-General and emergency officers, provide assistance in connection with flood or storm and tempest operations. (S. 21 - State Emergency Service Act)
The Fire Brigade officer in charge at a fire or hazardous materials incident	Take such measures as the officer thinks fit to protect life and property and to remove any person, vehicle, vessel or thing which might interfere with the work of the Fire Brigades. (S. 13; 19 - Fire Brigades Act)
The Director General, State Emergency Service, or an “Emergency Officer” (as defined) when authorised by the Director General.	Direct a person to leave premises and move out of an emergency area or part thereof, taking any persons in their care with them, and/or not to enter an emergency area or part thereof. (S.22 - State Emergency Service Act)
State Emergency Service	Authority is limited to the evacuation of people during flood, storm and tempest, or at the direction of the State Emergency Operations Controller. (S. 19; 22 - State Emergency Service Act)
Ambulance Service	The Ambulance Service may be directed by the Police Service to assist in the conduct of evacuations, or, during a declared State of Emergency, by any authorised officer as determined under Section 37 of the SERM Act. Evacuation of medical facilities such as hospitals or nursing homes will be at the direction of the Medical Controller.
Local Government Authorities	In connection with fire safety related to buildings, the issue of orders to cease the use of premises, evacuate premises, to leave premises or not to enter premises. (S. 124 - Local Government Act)

## **WARNING**

22. Evacuation warnings to the public, or advice not to evacuate, are to be authorised and released by the person or agency in control of the event, in accordance with normal operating procedures.
23. The normal means of disseminating warnings and advice to the public is via the electronic media. In some circumstances, particularly if there is a need for urgent evacuations or other actions, evacuation warnings will be reinforced by:
  - 23.1. Use of public address systems fitted to emergency services vehicles; and
  - 23.2. Evacuation teams, made up of emergency services personnel and others as necessary, to carry out door knocks of the affected area.
24. The Standard Emergency Warning Signal (SEWS) may be used to precede an emergency warning message over the electronic media. Refer to “Part 4 - Preparation - Warning Arrangements”.
25. Warnings to evacuate, whether disseminated via the media or by door knocks, should contain:
  - 25.1. Instruction to evacuate;
  - 25.2. Location of assembly areas for transport to Welfare Centres;
  - 25.3. Location of Welfare Centres, for those using private transport;
  - 25.4. Authorised route(s) to evacuation centres;
  - 25.5. Arrangements for children in schools and pre - schools;
  - 25.6. Arrangements for elderly or infirm residents unable to self evacuate; and
  - 25.7. Likely duration of the evacuation.
26. 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**

27. Provided it is within their capabilities, Combat Agencies may conduct evacuations but must liaise with Police to ensure security of the evacuated area. Consultation must also occur with the necessary supporting services, eg. Welfare Services Co-ordinator and the Transport Services Co-ordinator.
28. Police, if requested by the Combat Agency Controller, Section 44 Appointee, or LEOCON, will coordinate the evacuation of persons to the selected Welfare Centre, secure the affected area and co-ordinate Disaster Victim Registration.
29. Transport requirements are to be organised by the Transport Services Functional Area Co-ordinator.
30. Buildings which have been evacuated are to be identified as directed (eg. with a towel or similar item securely tied to the front door handle or nearby fixture) so as to be visible from the street. This obviates the need to revisit individual premises to ensure they have been evacuated.
31. The Combat Agency Controller, Appointee, or LEOCON is to arrange for a check of the area to ensure that the evacuation has been effective.
32. If the evacuation is necessary to an adjoining Local Government Area, arrangements are to be coordinated at Local level.

## SHELTER

33. The Local Welfare Services Functional Area Co-ordinator is to:
- 33.1. Arrange for staffing of the identified Welfare Centre(s) in time to receive the evacuees;
  - 33.2. Provide welfare support services to evacuees in accordance with the Welfare Services Supporting Plan; and
  - 33.3. Address longer term accommodation requirements.

## RETURN

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

## ROAD CLOSURES

36. Those individuals or organisations which have authority to close roads, and under which circumstances, are detailed in the table below.

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) & 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. 14 Fire Brigades Act)
Officer in charge of a Rural Fire Brigade or Group of Rural Fire Brigades. Fire Control Officers. The Commissioner or his Appointee.	Close a street or public place in the vicinity of a bush fire to traffic except Defence Force traffic. This does not apply to State rail Authority land unless SRA gives permission. (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	Close any road or authorise the erection of fencing and gates across any road within a quarantine or protected area to prevent or regulate the movement of stock or vehicles. (S. 12, 15B, 23 - Stock Diseases Act)
Department of Primary Industries Inspectors	Declaration of entry and exit points during an exotic disease outbreak. (S. 13 - Exotic Diseases of Animals Act)
A Roads Authority (as defined)	Regulate traffic on a public road to protect the public from hazards on the road or to protect vehicles and other property on road and to protect the road from damage. (S. 115 - Roads Act)

## **ADVICE OF ROAD CLOSURES**

37. When major transport routes are either closed by an authorised organisation or individual or found to be closed as a result of the hazard impact during a Local level operation, advice of that closure is to be passed by that authorised organisation or individual to the Local Emergency Operations Centre, where the information will be collated and disseminated.
38. During Local level major incidents or emergencies, Local Emergency Operations Centres are responsible for collection, collation and dissemination of information on road condition and closure.

## **ADVICE TO THE PUBLIC**

39. The Local Emergency Operations Centre will disseminate advice to the State Emergency Service Illawarra South Coast Division, who have accepted responsibility for the operation of a road condition and closure advice service to the public.

## **ADVICE TO OTHER AGENCIES**

40. The LEOCON is responsible for the dissemination of information, when received, through Liaison Officers to each agency and functional area involved, and to other Emergency Operations Centres/Controllers.
41. If the closure of major transport routes affect or are likely to affect neighbouring Local Areas or Districts, those Local Emergency Operations Controllers and the District Emergency Operations Controller will be informed.

## **LOGISTIC SUPPORT**

42. Responding agencies and organisations are responsible for providing their own logistic support, including re-supply and relief of their own personnel.
43. Responding agencies and organisations are responsible for advising the LEOCON of any specific requirements which cannot be met from their own resources.

## **EMERGENCY FUNDING**

- 44. Combat Agencies and the Department of Community Services use their own systems for emergency funding.
- 45. For Agencies & Functional Areas which are Government Departments or Authorities, the cost of providing resources, including Liaison Officers, during emergency response or recovery operations is to be met in the first instance by the providers from their normal operating budgets.
- 46. For private sector organisations or personnel, the cost of providing resources during emergency response or recovery operations is to be met by the requesting agency, which would usually be the agency/organisation responsible for meeting the cost during normal circumstances.

## **STAND DOWN AND DEBRIEF**

- 47. The relevant Combat Agency Controller is responsible for issuing the Stand Down and conducting a debrief of all agencies involved in Combat Agency managed operations. The Combat Agency Controller is also to provide the LEOCON with a report on the operation and debrief, for presentation to the DEMC.
- 48. The LEOCON, in consultation with the relevant Combat Agency if appropriate, is responsible for issuing the Stand Down and conducting a debrief of all agencies during operations controlled by the LEOCON .
- 49. Following operations controlled by the LEOCON :
  - 49.1. The LEOCON debriefs LEOC staff before closing the LEOC.
  - 49.2. 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.
  - 49.3. The LEOCON conducts a combined agencies debrief within twenty one days of the issue of the Stand Down.
  - 49.4. The LEOCON reports to the DEMC on lessons learned from the operation and matters highlighted during the debrief. A copy of the report is to be forwarded to the SEOCON.
- 50. Following operations controlled by the LEOCON:
  - 50.1. The LEOCON is to debrief LEOC staff before closing the LEOC.
  - 50.2. Each agency involved in an operation is to conduct a debrief of its own personnel and report to the LEOCON within seven days of the issue of the Stand Down.
  - 50.3. The LEOCON conducts a combined agencies debrief within fourteen days of the issue of the Stand Down.
  - 50.4. The LEOCON reports to the LEMC on lessons learned from the operation and matters highlighted during the debrief. A copy of the report is to be forwarded to the DEOCON.

## PART 7

### RECOVERY

#### EMERGENCY RECOVERY OPERATIONS

1. Emergency Recovery Operations in NSW will be conducted in accordance with the NSW Recovery Plan [click here](#) and the National Disaster Recovery Principles.
2. As soon as possible following an emergency, the Local Emergency Management Committee (LEMC) will meet to discuss recovery implications including the need for a Local Recovery Committee. The LEMC will consider any impact assessment in determining the need for recovery arrangements. This is conveyed in the first instance to the SEOCon for confirmation with the SERCon.
3. 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 may be a requirement for external technical, physical and financial assistance.

#### PRINCIPLES

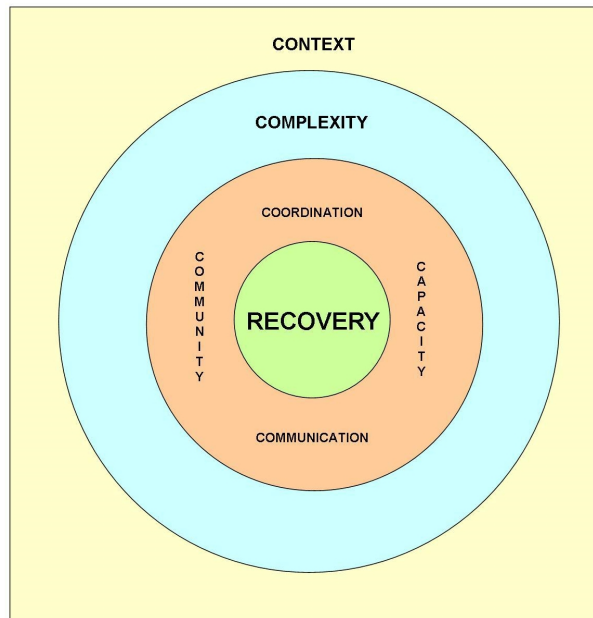
4. Disaster recovery is most effective when the following nationally recognised principles are applied:

Disaster recovery is part of emergency management, which includes the broader components of prevention, preparedness and response. Planning for recovery is integral to emergency preparation and mitigation actions may often be initiated as part of recovery.

Disaster recovery includes physical, environmental and economic elements, as well as psychosocial wellbeing. Recovery can provide an opportunity to improve these aspects beyond previous conditions, by enhancing social and natural environments, infrastructure and economies – contributing to a more resilient community.

Successful recovery relies on:

- understanding the **context**;
- recognising **complexity**;
- using **community**-led approaches;
- ensuring **coordination** of all activities;
- employing effective **communication**; and
- acknowledging and building **capacity**.



**Figure 1: The national principles for disaster recovery**

The relationship between the six principles is provided in Figure 1. Whilst all are equally part of ensuring effective recovery, the understanding of complexity and context are seen as foundation factors. The following paragraphs describe all six principles in more detail.

### **Understanding the context**

Successful recovery is based on an understanding of the community context. Recovery should:

- appreciate the risks faced by communities;
- acknowledge existing strengths and capacity, including past experiences;
- be culturally sensitive and free from discrimination;
- recognise and respect differences; and
- support those who may be more vulnerable; such as people with disabilities, the elderly, children and those directly affected.

### **Recognising complexity**

Successful recovery acknowledges the complex and dynamic nature of emergencies and communities. Recovery should recognise that:

- information on impacts is limited at first and changes over time;
- affected individuals and communities have diverse needs, wants and expectations, which are immediate and evolve rapidly;
- quick action to address immediate needs is both crucial and expected;
- disasters lead to a range of effects and impacts that require a variety of approaches; they can also leave long-term legacies;
- conflicting knowledge, values and priorities among individuals, communities and organisations may create tensions;
- emergencies create stressful environments where grief or blame may also affect those involved;
- the achievement of recovery is often long and challenging and
- existing community knowledge and values may challenge the assumptions of those outside the community.

## **Using community-led approaches**

Successful recovery is responsive and flexible, engaging communities and empowering them to move forward. Recovery should:

- centre on the community, to enable those affected by a disaster to actively participate in their own recovery;
- seek to address the needs of all affected communities;
- allow individuals, families and communities to manage their own recovery;
- consider the values, culture and priorities of all affected communities;
- use and develop community knowledge, leadership and resilience;
- recognise that communities may choose different paths to recovery;
- ensure that the specific and changing needs of affected communities are met with flexible and adaptable policies, plans, and services; and
- build strong partnerships between communities and those involved in the recovery process.

## **Ensuring coordination of all activities**

Successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs. Recovery should:

- be guided by those with experience and expertise, using skilled and trusted leadership;
- reflect well-developed planning and information gathering;
- demonstrate an understanding of the roles, responsibilities and authority of other organisations and coordinate across agencies to ensure minimal service disruption;
- be part of an emergency management approach that integrates with response and contributes to future prevention and preparedness;
- be inclusive, using relationships created before and after the emergency;
- have clearly articulated and shared goals based on desired outcomes;
- have clear decision-making and reporting structures;
- be flexible, take into account changes in community needs or stakeholder expectations;
- incorporate the planned introduction to and transition from recovery-specific actions and services; and
- focus on all dimensions; seeking to collaborate and reconcile different interests and time frames.

## **Employing effective communication**

Successful recovery is built on effective communication with affected communities and other stakeholders. Recovery should:

- ensure that all communication is relevant, timely, clear, accurate, targeted, credible and consistent;
- recognise that communication with a community should be two-way, and that input and feedback should be sought and considered over an extended time;
- ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs, and is provided through a range of media and channels;
- establish mechanisms for coordinated and consistent communication with all organisations and individuals; and

- repeat key recovery messages because information is more likely to reach community members when they are receptive.

### **Acknowledging and building capacity**

Successful recovery recognises, supports and builds on community, individual and organisational capacity. Recovery should:

- assess gaps between existing and required capability and capacity;
  - support the development of self-reliance;
  - quickly identify and mobilise community skills and resources;
  - acknowledge that existing resources will be stretched, and that additional resources may be required;
  - recognise that resources can be provided by a range of stakeholders;
  - understand that additional resources may only be available for a limited period, and that sustainability may need to be addressed;
  - provide opportunities to share, transfer and develop knowledge, skills and training; understand when and how to disengage; and develop networks and partnerships
5. The recovery process begins at impact and every effort will be made to ensure that individuals from the affected communities are actively involved in their own recovery.
  6. Management of recovery services should, whenever possible, occur at local level, although District and, on occasions, State support will be required.
  7. Recovery services are most effective when managed by either a Recovery Committee or a Recovery Coordinator. Depending on the scale of the recovery, a Recovery Coordinator may be appointed by the SERCon to oversee the recovery process.

### **PLANNING FOR RECOVERY**

8. 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 State level supporting plans & sub plans.
9. The main roles of Recovery Committees are:
  - a) Coordinate the assessment of the impacts of an emergency;
  - b) Establish priorities;
  - c) Identify shortfalls in resources;
  - d) Coordinate the activities of agencies with responsibility for the delivery of services; and
  - e) Keep the community informed of recovery strategies.

### **RECOVERY AT LOCAL LEVEL**

10. As soon as possible following an emergency, the LEMC is to meet in order to consider the need to form a Local Recovery Committee. The advice is then forwarded to SEOCON who then consults with SERCON over the Recovery requirements

11. The LEMC provides a good basis for a Local Recovery Committee, but local community groups such as the local Chamber of Commerce, other government agencies and non-government agencies should be added as required. The Combat Agency should attend the early meetings to provide an overview of the situation.
12. Coordination of the recovery operation may occur from local or district level.
13. 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**

14. A Local Recovery Coordinator may be appointed to oversee the recovery operations. This can be discussed by the LEMC when it meets to consider forming a Local Recovery Committee. The SERCon, in consultation with the SEOCon, is responsible for the appointment of a Local Recovery Coordinator and nominating the appropriate candidate to the Minister for Emergency Services.
15. In the event that there is likely to be the need for significant outside resources, the SERCON on the advice of the LEMC/DEMC may recommend the appointment of a higher level Recovery Coordinator.

## **HIGHER LEVEL RECOVERY COORDINATORS**

16. The DEMC may recommend appointment of a higher level Recovery Coordinator. The SERCon, in consultation with the SEOCon, may also recommend the appointment of a District Recovery Coordinator and nominate an appropriate candidate to the Minister for Emergency Services.

## **RECOVERY AT DISTRICT LEVEL**

17. In the event that an emergency affects several local areas, a District Emergency Management Committee (DEMC) will meet to discuss recovery implications including the need for a District Recovery Committee. This is conveyed in the first instance to the SEOCon for confirmation with the SERCon.
18. Once the need for recovery has been identified, the SERCon, in consultation with the SEOCon, may recommend the appointment of a District Recovery Coordinator and nominate an appropriate candidate to the Minister for Emergency Services.
19. The SERCon may send a representative to the DEMC and subsequent recovery meetings to provide expert recovery advice and guidance.
20. The Combat Agency Controller and District Emergency Operations Controller (DEOCON) attend recovery meetings to provide an overview of the situation.
21. Where a District Recovery Committee is established and local recovery committees have not been established, a key consideration may be the need to establish Local Recovery Committees to coordinate the recovery at the local level.

## RECOVERY CENTRES

22. Delivery of recovery services can be undertaken from Recovery Centres, which brings together all service providers within one location.
23. Recovery Centres will be established in cooperation with local government.
24. The SERCon is responsible for authorising the establishment of a Recovery Centre. The Recovery Committee may recommend the need for a Recovery Centre to the SERCon.
25. The agencies providing services in the centre may include:
  - a) Community Services;
  - b) Community Partners and Agencies (non government organisations);
  - c) Public Works;
  - d) Industry and Investment NSW;
  - e) NSW Rural Assistance Authority;
  - f) NSW Health Department;
  - g) Dept of Housing;
  - h) Centrelink;
  - i) Utility service providers;
  - j) Office of Fair Trading; and
  - k) Telecommunications providers.
  - l) Local Government
26. A Recovery Centre may include the following facilities:
  - m) Security for access – separating clients from the general office;
  - n) Reception area;
  - o) Interview rooms;
  - p) Meeting room;
  - q) Staff room;
  - r) Storage area; and
  - s) Administration area and offices.

## EMERGENCY FINANCIAL ASSISTANCE

27. Community Services coordinates immediate assistance to persons affected by emergencies.
28. If a Natural Disaster Declaration is made, a number of assistance measures are available under the NSW Disaster Assistance Guidelines Arrangements. See Annex 4 NSW Recovery Plan. [Click here](#) and the EMNSW website for the NSW Disaster Assistance Guidelines
29. The types of assistance measures available address impacts on:
  - individuals and households
  - small businesses
  - primary producers
  - Local Government
  - community organisations

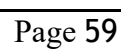


## **PUBLIC APPEALS AND DONATIONS**

30. Any appeal should always be based on the identified needs of those impacted through a needs assessment.
31. Monetary donations are usually the most efficient and effective means for members of the public to support recovery efforts. Monetary donations allow goods to be purchased locally where possible, to ensure appropriateness of the goods for the community and to assist the local economy.
32. It is recommended that recovery committees actively discourage individual material donations. The logistics of transporting and distributing material donations can often be very expensive and time consuming and may not best meet the needs of the community. They reduce the capacity of persons affected by emergencies to manage their own recovery.
33. If a public appeal is to be run, a separate group independent of the Recovery Committee should be established to manage any appeals and donations.

## **LIST OF ANNEXES**

- A** Map of the Shoalhaven City Local Area
- B** Supporting Plans and Sub Plans
- C** Operational Control and Coordination Relationships
- D** Agency & Functional Area Control / Coordination Centres
- E** Defence Assistance to the Civil Community



**SUPPORTING PLANS & SUB PLANS**

<b>PLAN</b>	<b>RESPONSIBILITY for coordinating development of the plan</b>	<b>STATUS</b>
<b>SUPPORTING PLANS</b>		
Illawarra Department of Primary Industries Agriculture and Animal Services Plan	N.S.W. Department of Primary Industries.	
Communications Services Plan	Shoalhaven City Council	Approved
Illawarra Health Services Plan	Dept. of Health	Approved
Public Information Services Plan	Public Information System Committee	Approved
Illawarra Transport Services Plan	Dept. Of Transport	Approved
Illawarra Southern Region Welfare Plan	Dept. Of Community Services	Draft
Engineering Services Plan	Shoalhaven City Council	Approved
NSW State Environmental Services Functional Area Supporting Plan (ENVIROPLAN) Note: whilst not, strictly speaking, a supporting plan to this DISPLAN, the arrangements therein apply equally, negating the need for a Local ENVIROPLAN.	Department of Environment & Conservation (NSW)	Issued
<b>SUB PLANS</b>		
S.E.S. Flood Plan	State Emergency Service	Issued
Shoalhaven Region Marine Oil & Chemical Spill Contingency Plan	Port Kembla Ports Corporation	Issued

## OPERATIONAL CONTROL AND COORDINATION RELATIONSHIPS

### ANNEX 'C'

Type of Operation	Control	Planning	Information/Liaison
<b>Combat Agency Managed</b>	<p>Combat Agency controls operation and may request other agencies or Emergency Operations Controller to coordinate support.</p> <p>Supporting agencies command own elements and carry out support tasks as directed by combat agency, other agency or Emergency Operations Controller</p>	<p>Support tasks which can be foreseen are agreed and reflected in combat agency plans, DISPLANS, sub plans or supporting plans where applicable.</p> <p>Unforeseen support can be coordinated by the Emergency Operations Controller or the combat agency can deal direct with supporting agencies. In the latter case the Emergency Operations Controller must be kept informed.</p>	<p>It is the responsibility of the combat agency to ensure that the Emergency Operations Controller, supporting Emergency Service organisations and Functional Area Coordinators are kept informed of the situation.</p> <p>Emergency Operations Controllers, and supporting agencies under the control of the combat agency, provide liaison to combat agency control centre as required.</p> <p>Supporting agencies carrying out tasks under the coordination of an Emergency Operations Controller provide liaison to the emergency operations centre as required.</p>
<b>Operations Controlled by Emergency Operations Controller</b> <p>This applies when:</p> <ul style="list-style-type: none"> <li>Emergency Operations Controllers are designated in plans as controllers.</li> <li>There is no designated combat agency.</li> <li>Emergency Operations Controllers are requested by the combat agency to assume control, with the approval of the combat agency head.</li> </ul>	<p>Emergency Operations Controls operations and coordinate sresources. Individual agencies command own resources and carry out tasks as directed.</p>		<p>It is the responsibility of the Emergency Operations Controller to ensure that Emergency Service organisations and Functional Area Coordinators are kept informed of the situation.</p> <p>Agencies provide liaison to the Emergency Operations Centre as required.</p>

## AGENCY & FUNCTIONAL AREA CONTROL/COORDINATION CENTRES

<b>AGRICULTURE AND ANIMAL SERVICES:</b> Industries	NSW Department of Primary
<b>AMBULANCE SERVICE OF NSW:</b>	Ambulance Service of NSW Illawarra Section Office
<b>AUSTRALIAN AERIAL PATROL</b>	Hangar 4 Illawarra Regional Airport
<b>COMMUNICATIONS SERVICES:</b>	C/ - Shoalhaven City Council
<b>ENGINEERING SERVICES:</b>	C/ - Shoalhaven City Council
<b>ENVIRONMENTAL SERVICES:</b>	Environment Protection Authority
<b>HEALTH SERVICES:</b>	Illawarra Area Health Service
<b>FIRE &amp; RESCUE NSW:</b>	Fire & Rescue NSW
<b>NSW RURAL FIRE SERVICE:</b>	Shoalhaven Fire Control Centre
<b>LIFESAVER RESCUE HELICOPTER SERVICE</b>	Wollongong Heli Port
<b>NSW POLICE SERVICE:</b>	Shoalhaven Local Area Command
<b>NSW STATE EMERGENCY SERVICE:</b>	State Emergency Services Local HQ
<b>PORT KEMBLA PORTS CORPORATION:</b>	PKPC
<b>PUBLIC INFORMATION SERVICES</b>	
<b>MARINE RESCUE:</b>	Marine Rescue NSW
<b>TRANSPORT SERVICES:</b>	Department of Transport
<b>WELFARE SERVICES:</b>	Community Services Department of Human Services

**DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY**

1. 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**

2. 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**

3. This is immediate assistance by a local area ADF Service Commander where:
  - 3.1. Immediate action is necessary to save human life or alleviate suffering, or prevent extensive loss of animal life, or loss or damage to property;
  - 3.2. Local resources are inadequate, not available or cannot be mobilised in time; and
  - 3.3. Immediate assistance can be provided from within the resources available.
4. Category 1 assistance requests are passed directly by the LEOCON 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**

5. 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.
6. These emergency assistance requests are to be passed through Local Emergency Operations Controllers to the Local 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**

7. Requests for ADF support are to be made to perform a specific task(s), **NOT** for specific resources.
8. 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.
9. The ADF provides deployed elements with administrative support.
10. 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).