

Australian Disaster Resilience Handbook Collection

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Australian Institute for
Disaster Resilience



**Australian
Emergency Management
Arrangements**

AUSTRALIAN EMERGENCY MANUALS SERIES

PART I

The Fundamentals

Manual 2

AUSTRALIAN EMERGENCY MANAGEMENT ARRANGEMENTS

Sixth Edition

EMERGENCY MANAGEMENT AUSTRALIA

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THE AUSTRALIAN EMERGENCY MANUALS SERIES

The first publication in the original AEM Series of mainly skills reference manuals was produced in 1989. In August 1996, on advice from the National Emergency Management Principles and Practice Advisory Group, EMA agreed to expand the AEM Series to include a more comprehensive range of emergency management principles and practice reference publications. The Series is now structured in five parts as set out below.

Parts I to III are issued as bound booklets to State and Territory emergency management organisations and appropriate government departments for further dissemination to approved users including local government. Parts IV and V (skills and training management topics) are issued in loose-leaf (amendable) form to all relevant State agencies through each State and Territory Emergency Service who maintain State distribution/amendment registers. All private and commercial enquiries are referred to EMA as noted at the end of the Foreword on page v.

AUSTRALIAN EMERGENCY MANUALS SERIES STRUCTURE AND CONTENT

PART I—THE FUNDAMENTALS

Publishing Status—

Mar 2000

Manual 1	Emergency Management Concepts and Principles (3 rd edn)	U/R
Manual 2	Australian Emergency Management Arrangements (6 th edn)	A
Manual 3	Australian Emergency Management Glossary	A
Manual 4	Australian Emergency Management Terms Thesaurus	A

PART II—APPROACHES TO EMERGENCY MANAGEMENT

Volume 1—Risk Management

Manual 1	Emergency Risk Management - Applications Guide	A
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Volume 2—Mitigation Planning

	Titles to be advised (covering PPRR)	P
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Volume 3—Implementation of Emergency Management Plans

	Titles to be advised	P
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PART III—EMERGENCY MANAGEMENT PRACTICE

Volume 1—Service Provision

Manual 1	Emergency Catering	A
Manual 2	Disaster Medicine (2 nd edn)	A
Manual 3	Disaster Recovery (2 nd edn)	U/R

Volume 2—Specific Issues

Manual 1	Evacuation Planning	A
Manual 2	Safe and Healthy Mass Gatherings	A
Manual 3	Health Aspects of Chemical, Biological and Radiological Hazards	A
Manual	Civil Defence	D
Manual	Community Emergency Planning (3 rd edn)	A/R
Manual	Urban Search and Rescue (Management)	D
Manual	Lifelines	D
Manual	Disaster Assessment and Survey	D

PART III—EMERGENCY MANAGEMENT PRACTICE (cont)

Publishing Status—

Mar 2000

Volume 3—Guidelines

Guide 1	Multi-Agency Incident Management	A
Guide 2	Community and Personal Support Services	A
Guide 3	Managing the Floodplain	A
Guide 4	Flood Preparedness	A
Guide 5	Flood Warning	A
Guide 6	Flood Response	A
Guide 7	Gathering Community Information	D
Guide	Psychological Services	D
Guide	Community Development	P
Guide	Managing Landslips	P
Guide	Managing Dambreaks	P
Guide	Disaster Victim Identification	U/R

PART IV—SKILLS FOR EMERGENCY SERVICES PERSONNEL

Manual 1	Storm Damage Operations (2 nd edn)	A
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Manual 3	Leadership	A
Manual 4	Land Search Operations (2 nd edn—Amdt 1)	A
Manual 5	Road Accident Rescue (2 nd edn)	A
Manual 6	General Rescue (4th edn—formerly Disaster Rescue)	A
Manual 7	Map Reading and Navigation (Amdt 1)	A
Manual 8	Four-Wheel-Drive Vehicle Operation (Amdt 1)	A
Manual 9	Communications (2 nd edn)	A
Manual 10	Flood Rescue Boat Operation (2 nd edn)	A
Manual 11	Vertical Rescue (2 nd edn)	A/R
Manual	Structural Collapse Search and Rescue	P

PART V—THE MANAGEMENT OF TRAINING

Manual 1	Small Group Training Management (2 nd edn)	A
Manual 2	Exercise Management	D

Key to status: A = Available A/R = original version Available/under Review;
D = under Development; P= Planned; U/ R = original version Unavailable/ under Review/Revision

FOREWORD

The purpose of this Manual is to provide a basic reference to the arrangements which the Commonwealth and State and Territory Governments have in place to manage disasters and emergencies. It has been prepared for use by individuals, agencies and institutions involved in emergency management practice, education and training.

The Manual had been prepared by Emergency Management Australia in consultation with State and Territory emergency management organisations and Commonwealth agencies which have a role in emergency management. It reflects the arrangements in place at the time of publishing. However, as the emergency management industry is constantly undergoing change, the Manual is expected to only have a life of one to two years. Users should therefore check with the appropriate Commonwealth, State or Territory emergency management organisation before quoting the Manual as an authoritative source.

Proposed changes to the document should be forwarded to the Director General, Emergency Management Australia, at the address shown below, through the relevant State/Territory emergency management organisation.

This publication is provided free of charge to approved Australian organisations which may obtain copies through their State or Territory emergency management organisations.

Manuals may be supplied to other Australian or overseas requesters upon payment of cost recovery charges. Consideration is given to requests from developing countries for copies without charges.

Overseas enquiries (for free copies) and all others regarding purchase of this Manual should be sent to the Director General, Emergency Management Australia, PO Box 1020, DICKSON ACT 2602, AUSTRALIA, (facsimile +61 (0)2 6257 7665, email: EMA@ema.gov.au).

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CHAPTER 1

NATIONAL OVERVIEW

THE NEED FOR AN EMERGENCY MANAGEMENT SYSTEM

1. Australia's climate, physical geography, geology and vegetation expose the country to the risk of emergencies and disasters from such natural hazards as severe storms, floods, droughts, heatwaves, cyclones, earthquakes, landslides and bushfires. Because Australia is an industrialised and resource-rich nation, it is also at risk from a variety of other emergencies and disasters resulting from human-caused and technological hazards which include transport and industrial accidents, major urban fires, and accidents involving hazardous materials. Less commonly, other emergencies and disasters might be caused by major escalations of environmental, human and animal health, and crop pest and disease problems that are handled on a daily basis by a wide range of agencies. Ultimately, there is also a small risk of emergencies and disasters caused by such human actions as carelessness, sabotage, terrorism or even hostilities.
2. Australia has a large number of agencies that respond to events that might threaten lives or property. There are occasions however, when the scale or unusual nature of an event is such that resolving the problem requires the participation of a large number of these agencies and the assistance of others with special skills and resources. If the actions of these agencies are to be applied as effectively as possible, the activities of responding organisations need to be coordinated.
3. This manual outlines the Australian coordination arrangements established to prepare for, respond to and assist recovery from, major emergencies and disasters. It is one of a series of manuals published by Emergency Management Australia relating to different aspects of emergency management.
4. Future editions of the manual will include more information on disaster prevention and mitigation activities. These activities have been taking place over many years in Australia but have not been well coordinated. Recent studies have confirmed that, as well as reducing the suffering and damage caused by disasters, prevention and mitigation measures have other benefits for the community. It seems clear that significant savings can be made in the overall cost of disasters if resources are committed to timely, coordinated and effective prevention and mitigation activities. Work is in progress on the development of a national framework for disaster prevention and mitigation. The focus of this project is ultimately the reduction of community vulnerability to disasters in Australia.
5. Identification and appreciation of improved prevention and mitigation activities is one result of the growing adoption of risk management as a basic approach to improving emergency management. By following this approach, managers, communities and organisations can explore the available treatment options

then select the most appropriate suite of prevention, mitigation, preparedness and response measures to deal with their particular needs.

GOVERNMENT RESPONSIBILITIES FOR EMERGENCY AND DISASTER MANAGEMENT

States and Territories

6. Australia's emergency management and counter-disaster arrangements are founded on the premise that, when the Australian Constitution was prepared, **State and Territory Governments** retained responsibility for those matters not addressed. This includes protection and preservation of the lives and property of their citizens. To achieve this, they exercise control over most of the functions essential for effective disaster **prevention, preparedness, response** and **recovery** through:
 - legislative and regulatory arrangements within which the community and various agencies operate;
 - provision of police, fire, ambulance, emergency services, medical and hospital services; and
 - government and statutory agencies that provide services to the community.
7. **Local government** plays a major role, as do the many community and voluntary organisations, because of their intimate links with the communities they serve.
8. Under arrangements agreed with the States and Territories, the **Commonwealth Government** provides guidance and support to States and Territories in developing their capacity for dealing with emergencies and disasters, and provides physical assistance to requesting States or Territories when they cannot reasonably cope during an emergency. Under the Australian Constitution, the Commonwealth Government is allocated responsibility for external affairs matters including the provision of humanitarian assistance for emergency and refugee relief overseas.

NATIONAL ARRANGEMENTS

9. The basis of the national system for managing major emergencies and combating disasters is a partnership between Commonwealth, State or Territory and local governments, and the community. The goals of this partnership are to:
 - minimise vulnerability to hazards;
 - protect life, property, and minimise suffering during emergencies and disasters; and
 - facilitate rehabilitation and recovery.

National System Elements

10. The elements of this national system are as follows:

- **National Emergency Management Committee (AEMC)** □ The AEMC promotes emergency management as a critical community safety issue on the national strategic policy agenda. It also promotes a national approach to the development of emergency management capabilities. The AEMC is chaired by the Director General, Emergency Management Australia (DGEMA) and comprises representatives of State and Territory emergency / disaster management organisations. The AEMC meets twice yearly.
- **State/Territory Emergency/Disaster Management Organisations** □ Each State and Territory has established a peak committee of senior members of appropriate departments and agencies to consider emergency management matters. The names and functions of these organisations differ, but they are basically responsible for ensuring that proper plans and arrangements are made at State or Territory and local government level to deal with emergencies and disasters. Details of the organisations are given in the relevant sections of this manual.
- **Commonwealth Government Emergency Management Organisation** - The Commonwealth Government Minister responsible for disaster and emergency management matters is the Minister for Defence. The agency through which the Minister exercises this responsibility is Emergency Management Australia (EMA). The senior interdepartmental body responsible for providing policy advice and for overseeing interdepartmental arrangements for providing recovery assistance to the States and Territories is the Commonwealth Counter-Disaster Task Force (CCDTF). Details of these organisations are given in the relevant section of this manual
- **Commonwealth Government Financial Assistance** — Through a Commonwealth - States agreement for financial relief called the Natural Disaster Relief Arrangements (NDRA), the Commonwealth Government reimburses States and Territories in accordance with a funding formula for expenditure on agreed eligible measures. More information on these arrangements is given in the section on the Department of Finance and Administration. Commonwealth Government financial assistance may also be provided directly to individuals affected by emergencies and disasters through the Department of Family and Community Services and Centrelink. These agencies are able to provide eligible people affected by disasters with Income Support payments or Special Benefits payments as appropriate. More information on these payments is included in the sections on the Departments of Finance and Administration, Family and Community Services, and Centrelink.

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CHAPTER 2

COMMONWEALTH GOVERNMENT EMERGENCY MANAGEMENT ARRANGEMENTS

COMMONWEALTH EMERGENCY MANAGEMENT POLICY

1. In 1995 the Commonwealth Government released a statement of its policy on emergency management. The text of the statement is as follows:

Commonwealth Government Emergency Management Policy Statement

While recognising that the Constitutional responsibility for the protection of lives and property of Australian citizens lies predominantly with the States and Territories, the Commonwealth accepts that it has a broad responsibility to support the States in developing emergency management capabilities. The Minister for Defence will exercise Commonwealth responsibility for emergency management matters through Emergency Management Australia.

Comprehensive and integrated emergency management is based on a partnership between the Commonwealth and the States and Territories. In the development of Commonwealth capabilities the principles of the All Hazards Approach, the Comprehensive Approach, the All Agencies Approach, and the Prepared Community will be followed.

On request, the Commonwealth will provide and coordinate physical assistance to the States in the event of a major natural, technological or civil defence emergency. Such physical assistance will be provided when State and Territory resources are inappropriate, exhausted or unavailable.

The Commonwealth recognises that the effects of emergencies last long after the immediate effects of the physical impact have been relieved. Through the Commonwealth Counter-Disaster Task Force and the multiplicity of Commonwealth agencies, it will support State and Territory measures to facilitate the recovery of communities from these effects. It will also provide financial assistance to the States and to individuals to assist in the recovery from disasters under arrangements that will be determined from time to time.

The Commonwealth will continue to provide support to the States and Territories with the development of emergency preparedness and mitigation activities. In particular it will facilitate education, training, research, public awareness, information collection and dissemination activities. It will also provide specialised warning and monitoring services for meteorological and geological hazards as appropriate.

The Commonwealth recognises the necessity of cooperating with the States and Territories to encourage further standardisation of emergency management procedures and equipment. Through Emergency Management Australia and other organisations the Commonwealth will encourage and facilitate such standardisation.

The Commonwealth acknowledges that there is a need for development of policy coordination and support programs to facilitate expansion of existing State and Territory emergency management capabilities to provide an effective civil defence organisation. Planning for the transition to a war footing needs to be undertaken during peacetime. Functions associated with continuity of government and civilian support for the war effort will be the subject of separate Commonwealth and State consideration and consultation.

The Commonwealth will provide physical and financial assistance to other countries in the event of a major emergency. It will also assist in the development of emergency management capabilities, especially to countries in Australia's region of interest.

The Commonwealth will ensure that appropriate measures are taken to comply with Australia's emergency management obligations under international law.

COMMONWEALTH GOVERNMENT EMERGENCY MANAGEMENT ORGANISATIONS

2. The following organisations have a role to play in implementing the Commonwealth policy:

Commonwealth Counter-Disaster Task Force

3. The Commonwealth Counter-Disaster Task Force (CCDTF) is a senior interdepartmental committee, chaired by the Department of the Prime Minister and Cabinet, comprised of representatives of Commonwealth Government departments and agencies with a significant role to play in the provision of disaster relief or rehabilitation assistance. It is responsible to the Minister for Defence. On the advice of the Director General EMA, the Chair may activate the CCDTF during the response and recovery phase of a disaster in support of EMA activities.
4. The role of the CCDTF is to:
- coordinate policy advice and oversight inter-departmental arrangements for the provision of Commonwealth Government assistance;
 - ensure that well-based and integrated advice is provided to responsible ministers; and
 - recommend any special inter-governmental arrangements that might be required.

Emergency Management Australia

5. Emergency Management Australia (EMA) is the Commonwealth agency responsible for reducing the impact of natural and human caused disasters on the Australian community. It is also the lead agency for coordinating Commonwealth disaster response.

Functions

6. EMA's continuing functional responsibilities are as follows:
- To enhance national emergency management capabilities by:
 - developing emergency management policies and strategies which improve capabilities and effectiveness;
 - facilitating a national learning program for public safety agencies and others involved in emergency management;
 - providing emergency management information and advice for all levels of government, industry and the community; and
 - fostering coordinated and accessible national emergency management research.
 - To reduce community vulnerability to disasters and emergencies by:
 - coordinating Commonwealth Government physical and technical support to States and Territories and Australia's region during disasters;

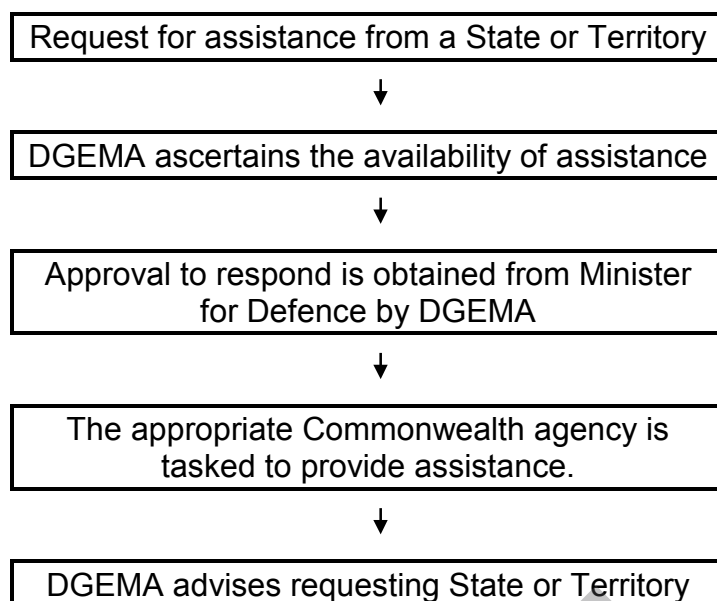
- providing emergency management information for the community; and
- developing policies and strategies which contribute to vulnerability reduction.
- To improve emergency management capabilities and awareness in Australia's region by:
 - providing emergency management training and development support for regional nations; and
 - providing information, advice and technical assistance appropriate to regional needs.

Organisation

7. To achieve its mission and goals, EMA is organised functionally with an office in Canberra where policy development, disaster reduction, disaster awareness, and emergency planning and coordination are undertaken. Education and training and emergency management information functions are undertaken at the Australian Emergency Management Institute (AEMI) at Mount Macedon in Victoria.

National Emergency Management Coordination Centre

8. EMA operations and coordination tasks are conducted from the National Emergency Management Coordination Centre (NEMCC) in Canberra. The small EMA permanent staff in the NEMCC is assisted in its duties by Emergency Management Liaison Officers (EMLOs) nominated by appropriate Commonwealth departments, agencies and statutory authorities to act as points of contact and facilitate departmental response to tasking by EMA.
9. Requests for Commonwealth Government assistance after disasters are channelled from nominated State and Territory Government contact points through the NEMCC to the Director General, EMA (DGEMA). When a response is approved, the NEMCC is responsible to the Director General for coordinating the arrangements for the effective provision of the agreed level of assistance. In the early stage of an emergency, requests are passed by telephone to reduce response times and the response is arranged on the same basis. Confirmatory written messages follow at a later stage. The request process is shown in diagrammatic form overleaf.



Emergency Response Plans

10. To provide a framework for its operations, EMA maintains and uses four Commonwealth Government emergency response plans. These plans, which guide the response to disasters and emergencies in Australia and overseas, are designed to cover most major natural, human-caused and technological emergencies and disasters. The Plans are as follows:
- **COMDISPLAN** For the provision of Commonwealth Government assistance following a disaster within Australia including the offshore territories.
 - **AUSASSISTPLAN** For the provision of Australian assistance to overseas disasters.
 - **COMRECEPLAN** For the reception of persons evacuated to Australia following an overseas disaster or civil emergency.
 - **AUSCONPLAN** For the response to the re-entry of radioactive
SPRED space debris.
11. A number of specialised national hazard-related plans are maintained by appropriate Commonwealth Government agencies, on behalf of the Commonwealth Government and States and Territories. These plans cover national search and rescue arrangements (Australian Maritime Safety Authority), pollution of the sea by oil (Australian Maritime Safety Authority), management of communicable diseases in Australia (Department of Health and Aged Care) and major outbreaks of exotic animal, crop and aquaculture diseases (Department of Agriculture, Fisheries and Forestry-Australia).

Emergency Response Funding Arrangements

12. Emergency and immediate post-disaster assistance coordinated by EMA is usually provided at no cost to States and Territories. Commonwealth Government departments are required to respond to the limit of their operating budgets before approaching the Department of Finance and Administration for further allocation of funds if necessary.

National Registration and Inquiry System

13. To facilitate a rapid response to inquiries from Australia and overseas about people affected by a disaster in Australia, EMA sponsors a computer-based national disaster victim registration and inquiry system known as the National Registration and Inquiry System (NRIS). The System may be activated locally or nationally. When NRIS is activated nationally, victim information registered by the disaster-affected State or Territory is entered on the national database which is managed by the Commonwealth Department of Health and Aged Care. Information may be accessed from any inquiry centre in Australia.

Civil Defence

14. Civil Defence is an integral part of national security. The Commonwealth Government has a civil defence policy coordination and support responsibility, which is exercised through EMA. Support provided includes assistance with civil defence training.
15. The Commonwealth Government's position is that the Australian civil defence capability is based on existing emergency/disaster management organisations that would be expanded to meet the threat as the need arises. Civil defence planning must be carried out during peacetime in conjunction with the Australian Defence Force.
16. The functions of civil defence are:
- to protect the civilian population against the dangers of hostilities;
 - to help the civilian population to recover from the immediate effects of hostilities; and
 - to provide conditions necessary for survival of the civilian population.
17. Australia has ratified the 1977 Protocols Additional to the Geneva Conventions which provide an internationally-accepted definition of civil defence which is based on the following 15 humanitarian tasks, which are:
- warning;
 - evacuation;
 - management of shelters;
 - management of blackout measures;
 - rescue;
 - medical services, including first aid, and religious assistance;
 - fire-fighting;
 - detection and marking of danger areas;

- decontamination and similar protective measures;
- provision of emergency accommodation and supplies;
- emergency assistance in the restoration and maintenance of order in distressed areas;
- emergency repair of indispensable public utilities;
- emergency disposal of the dead;
- assistance in the preservation of objects essential for survival; and
- complementary activities necessary to carry out any of the tasks mentioned above, including, but not limited to, planning and organisation.

Australian Emergency Management Institute

18. The Australian Emergency Management Institute (AEMI) at Mount Macedon, Victoria, is the training, education, studies and research arm of EMA. The charter of AEMI is to strengthen Australian emergency management capabilities by providing education and training; by conducting activities that foster national cooperation and understanding; by undertaking research into selected aspects of emergency management; and by facilitating the exchange of emergency management information.
19. Activities conducted by the Institute may include:
 - training and education courses delivered residentially or externally;
 - promotional, awareness and problem-solving activities conducted as workshops or seminars;
 - post-disaster impact studies and other forms of applied research; and
 - consultancies in selected aspects of emergency management.
20. Each year, the Institute conducts a range of Commonwealth-funded activities designed to improve national capacity for coping with major emergencies and disasters. These activities are directed at either:
 - developing particular knowledge, skills and attitudes in individuals and groups who contribute to emergency management and counter-disaster arrangements; or
 - stimulating action that will result in an improvement in a specific aspect of the national emergency management capability.
21. Details of AEMI activities are available from the EMA Web Site (www.ema.gov.au) and are also given in the Institute Handbook which can be obtained by writing to:

The Assistant Director Education Delivery
 Australian Emergency Management Institute
 Mt Macedon Rd
 MOUNT MACEDON VIC 3441

22. Information Centre ☐ The Australian Emergency Management Information Centre at AEMI is a national resource which, through its collection and various services, promotes and supports all aspects of emergency management. The primary focus of the Centre is to provide national and international emergency management information for EMA staff, participants in AEMI activities, researchers, and the Australian emergency management community. Members of its staff maintain a comprehensive collection of multi-disciplinary emergency management material, which is supported by extensive information networks. Most of the collection is catalogued on a computer database and is fully searchable by subject, keyword, author, title and date. Further information can be obtained by contacting the Centre at the address shown above or:

Phone: (03) 5421 5224
 Fax: (03) 5421 5273
 Internet: www.ema.gov.au/libraryf.htm

OTHER COMMONWEALTH GOVERNMENT DEPARTMENTS AND AGENCIES WITH EMERGENCY MANAGEMENT ROLES

Department of Finance and Administration

23. Under the Natural Disaster Relief Arrangements (NDRA) administered by the Department of Finance and Administration, the Commonwealth Government provides funding assistance to States and Territories aimed at alleviating the financial burden associated with provision of natural disaster relief and infrastructure restoration. Through these arrangements, the Commonwealth Government undertakes to reimburse the States and Territories for expenditure in accordance with the NDRA formula, for a range of eligible relief measures.
24. While Commonwealth Government financial assistance is not normally provided until after a natural disaster has occurred, the NDRA framework effectively guarantees that a proportion of the expenditure incurred by States and Territories for the provision of disaster relief will be reimbursed by the Commonwealth Government, subject to the NDRA criteria being met.
25. Eligible relief measures provided by the States and Territories that qualify for Commonwealth Government assistance under NDRA are:
- ☐ grants for relief of 'personal hardship and distress' (PHD), such as the provision of emergency food, clothing and accommodation - conditions for which may vary between States and Territories;
 - ☐ concessional loans to farmers or operators of small businesses, individuals and voluntary non-profit bodies to replace assets that have been significantly damaged and where the person/s have no reasonable access to commercial finance but, in the case of farmers and small businesses, have reasonable prospects of long-term viability;
 - ☐ restoration or replacement by a State or Territory of essential public assets damaged as a direct result of an eligible disaster to pre-disaster standard; and

- certain costs incurred by States or Territories for the provision of financial and psychological counselling in the event of an eligible disaster.
26. Under the NDRA framework, the Commonwealth Government will meet half of all State or Territory outlays incurred in providing PHD relief where State or Territory disaster expenditure exceeds the small disaster threshold (\$200,000). In respect of the other eligible relief measures, Commonwealth Government assistance is on a \$1 for \$1 basis for outlays by a State or Territory above a threshold (based on a certain percentage of State or Territory revenue) and increases to 75% or \$3 for \$1 outlaid by a State or Territory for relief expenditure, when the outlays exceed 1.75 times the threshold. Disasters covered by this arrangement include bushfires, cyclones, earthquakes, floods and storms.
 27. The objective of the NDRA is to ensure that disaster relief assistance does not supplant or operate as a disincentive for self-help or appropriate strategies of disaster mitigation and that, wherever possible, assistance should seek to achieve an efficient allocation of resources.

Department of Family and Community Services and Centrelink

28. The Commonwealth Government provides direct financial assistance to individuals affected by emergency situations. The Department of Family and Community Services, through Centrelink, the Commonwealth Services Delivery Agency, maintains existing payments to clients, provides income support payments under the usual conditions of eligibility to persons whose income has been affected by the emergency and also provides information, counselling and referral services. Disaster Relief Payment, Crisis Payment and Special Benefit are three payments that can be made to those people who ordinarily would not qualify for income support. Additionally, the Commonwealth Government may provide *ex gratia* payments on a case-by-case basis.

Disaster Relief Payment

29. The Disaster Relief Payment is a specific-purpose payment available under the Social Security Act 1991 to assist victims of natural disasters. It is currently payable only after a disaster has been declared a 'major disaster' by the Minister for Family and Community Services. Before such a declaration can be made, the disaster must have caused a significant number of deaths, serious illness or serious injuries, and have caused severe and widespread damage to property. To be eligible for Disaster Relief Payment, a person's principal residence must have been severely damaged or there must have been a significant interruption to a person's source of livelihood.
30. Disaster Relief Payment is a one-off payment equivalent to two weeks pension plus Family Allowance and Rent Assistance at the maximum rate appropriate to the claimant's family circumstances, disregarding income and assets testing.

Crisis Payment

31. Crisis Payment is a one-off payment equal to one week of the social security pension or benefit the person is qualified to receive. It provides immediate assistance to people in financial hardship who are forced to leave their home and establish a new home due to domestic violence or an extreme circumstance such as flood or house fire, that renders their home uninhabitable.
32. A Crisis Payment cannot be paid if the person is qualified for a State or Commonwealth Government disaster relief payment for the same extreme circumstance.

Special Benefit

33. Special Benefit is a discretionary payment available under the Social Security Act 1991 which provides a safety net for persons unable to qualify under the conditions of eligibility for any other Social Security income support payments.
34. Special Benefit can be paid following a disaster, with some relaxation of short term funds and assets tests.

Department of Health and Aged Care

35. The Department of Health and Aged Care is the lead Commonwealth Government agency with responsibility for communicable disease outbreaks. Agriculture, Fisheries and Forestry - Australia (AFF-A) is responsible for the operational aspects of human quarantine at points of entry to Australia, based on policy advice from the Department of Health and Aged Care. The Department collaborates with AFF-A and the States and Territories in coordinating national responsibilities on the Commonwealth's behalf, with the cost borne by the Commonwealth Government.

Agriculture, Fisheries and Forestry - Australia

36. Agriculture, Fisheries and Forestry - Australia (AFF-A) is the lead Commonwealth Government agency for animal, crop and aquaculture disease emergencies. The Department coordinates the national response to these emergencies, with the States/Territories and Commonwealth supporting agencies, and manages export trade policy issues. The primary responsibility for the emergency response rests with the government of the affected State or Territory.
37. The Commonwealth/States Cost Sharing Agreement for certain exotic animal disease provides for assistance to a State/Territory affected by one of 12 specific exotic animal diseases that have major implications for Australia's trade in livestock and animal products covered by this agreement. The Commonwealth Government contributes 50 per cent of the cost of the eradication campaign and the States/Territories collectively contribute the remaining 50 per cent on an agreed pro-rata basis.
38. AFF-A may also provide specified physical and specialist skills during the initial response and the recovery phases of a Commonwealth Government emergency response/recovery operation.

Australian Defence Force

39. Although the Australian Defence Force (ADF) has no designated role in providing a physical response to disasters, it controls a wide range of personnel and resources that are ideally suited to respond to emergencies and disasters. For this reason it is frequently called upon by EMA to deploy these resources when State or Territory authorities seek Commonwealth Government assistance.
40. The ADF resources most frequently activated are personnel, air transport, equipment, supplies and facilities. The Commonwealth Government may deploy these resources when action is needed to preserve human life, alleviate suffering, prevent extensive loss of animal life or prevent loss or damage to property, and State or Territory resources cannot meet the need. Resources may also be made available for disaster recovery not directly related to the saving of life and property. In this circumstance, cost recovery is normally sought as State or Territory or commercial resources should be available to perform such tasks.

Australian Geological Survey Organisation

41. The Australian Geological Survey Organisation (AGSO) is part of the Department of Industry, Science and Resources. Its role includes identifying natural geological hazards and advising on mitigating the risk in the Australian region.
42. AGSO can provide rapid information on the parameters of local and regional earthquakes. Permanent networks of seismographs and accelerographs are maintained throughout the continent to provide information on the ground response to earthquakes. In addition to maintaining the National Earthquake Database, AGSO undertakes special studies on hazard assessment.
43. Active links are maintained with international facilities to enable information on large significant global earthquakes to be provided when required.

Bureau of Meteorology

44. The Bureau of Meteorology is the national meteorological authority for Australia and is an agency of the Department of the Environment and Heritage (Environment Australia). It is responsible for the provision of meteorological and related services in support of the safety, security and general welfare of the community; for maintaining the basic meteorological infrastructure necessary to ensure the continuity and integrity of the national climate record; and for observing and researching the behaviour of Australia's weather and climate.
45. A key element of the Bureau's role is to provide weather, hydrological, climate and consultative services that monitor, warn of and advise on the potential impacts of natural hazards. These include tropical cyclones, weather conducive to extreme fire risk, severe local storms, gales, floods, drought and seismic sea waves.

46. Services are coordinated by the Head Office in Melbourne and provided by Regional Offices (in each State capital city, Darwin and Canberra) which are responsible for all of the operational and service activities of the Bureau in the State or Territory concerned. The Regional Offices include Regional Forecasting Centres, Tropical Cyclone Warning Centres (Brisbane, Darwin and Perth) and Flood Warning Centres. Many monitoring and warning activities are carried out in partnership with other Commonwealth, State and Local Government agencies and media and community groups.

Australian Maritime Safety Authority

47. The Australian Maritime Safety Authority (AMSA) is responsible for aviation and maritime search and rescue operations in the Australian jurisdiction and for the protection of Australia's marine environment from ship sourced pollution. Search and rescue activities are undertaken by Australian Search and Rescue (AusSAR), while Maritime Operations undertakes AMSA's operational survey and environmental protection responsibilities.

Australian Search and Rescue

48. The major functions of Australian Search and Rescue (AusSAR) are to:
- coordinate search and rescue activities for vessels in distress;
 - coordinate search and rescue activities in aviation distress incidents;
 - manage the acquisition, deployment and maintenance of air-droppable emergency supplies;
 - manage the civil SAR unit program under which aircraft operators are engaged on a commercial basis to undertake aerial searches and to deliver air-droppable emergency supplies;
 - manage the Australian ground segment of the Cospas-Sarsat satellite system which is used for the detection of distress beacons;
 - operate the Australian ship reporting system; and
 - manage maritime distress and safety communications including arrangements for the Coast Radio Station network and the Inmarsat maritime communications system.

Marine Environment Protection

49. The Maritime Operations Environmental Protection Group is responsible for planning and responding to marine pollution including managing Australia's Plan to Combat Pollution of the Sea by Oil.

Australian Agency for International Development (AusAID)

50. The Australian Agency for International Development (AusAID) is the agency responsible for administering Australia's overseas development assistance program. An integral part of this program is the humanitarian relief program,

administered by AusAID's Humanitarian and Emergency Services (HES) Section, that provides emergency and refugee relief assistance.

51. The scale and nature of humanitarian crises around the world makes it impossible for Australia to respond to every emergency. In seeking to determine the most effective use of available resources, decisions to provide assistance are influenced by: the scale and nature of the emergency; the likely impact of the emergency on the long-term development efforts; the local capacity to cope with the crises; Australia's capacity to assist; the response of other donors; and the level of community interest.
52. The humanitarian relief program not only provides contributions to relieve the impact of overseas disasters and emergencies, but also enhances the preparedness of developing countries in the Pacific and South East Asia to deal with the impact of the disasters to which they may be prone. These programs are instrumental in strengthening the institutional capacity of local authorities in responding to emergencies and disasters.
53. AusAID uses EMA as its operational agent for the coordination of physical disaster and emergency relief and for the coordination of preparedness programs.

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CHAPTER 3

STATE AND TERRITORY EMERGENCY MANAGEMENT / COUNTER-DISASTER ARRANGEMENTS

INTRODUCTION

1. The governments of the States and Territories which make up the Commonwealth of Australia have direct responsibility for the protection of life and property of their populations from the effects of natural, human-caused and technological emergencies and disasters. They raise and maintain the emergency services tasked with discharging this responsibility, and can call upon a wide range of other resources to support them. Within each State or Territory there are local government authorities that also have roles to play in emergency management.

Similar Systems

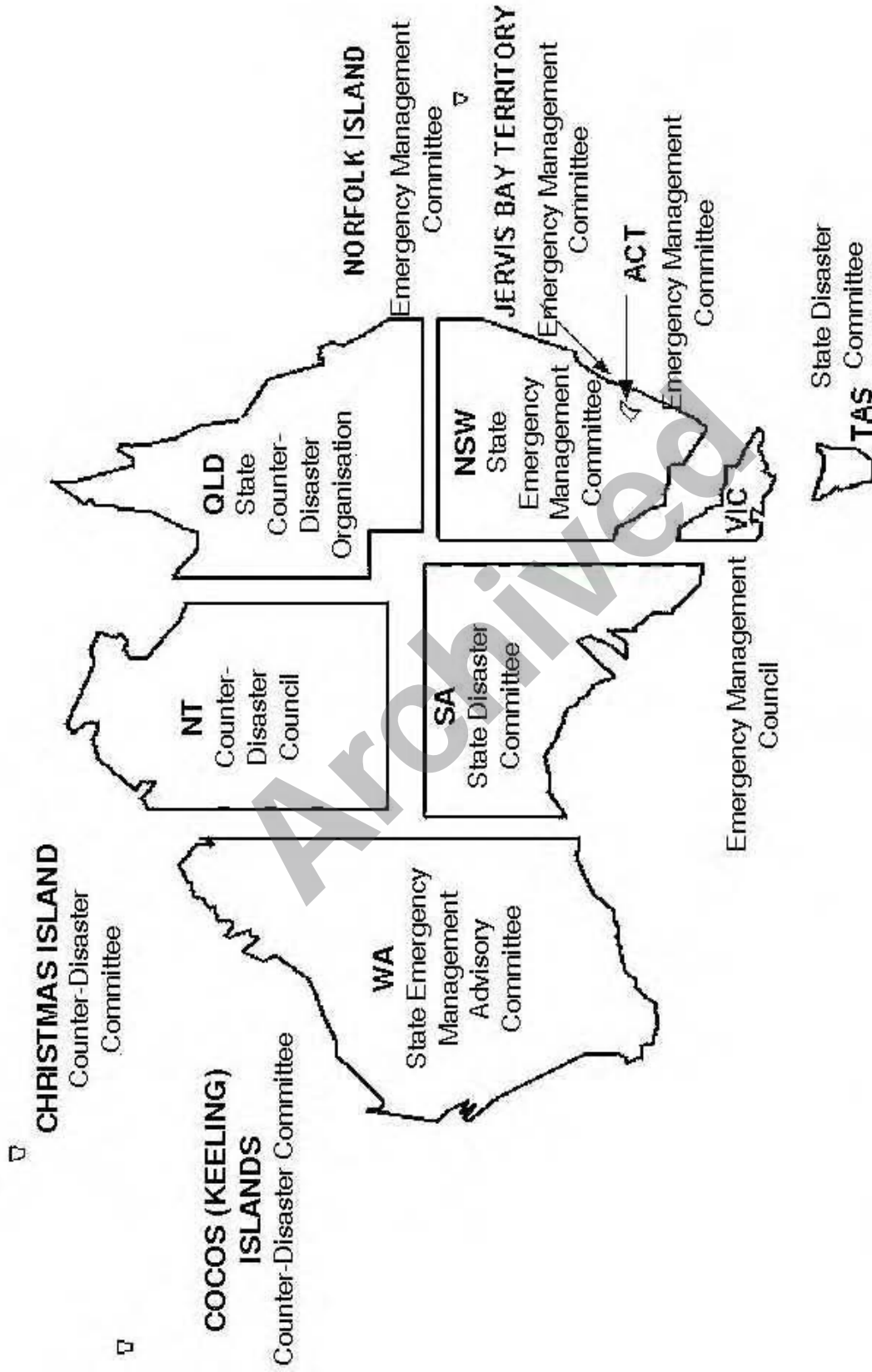
2. Each of the States and Territories has its own emergency management system. Most have laws and regulations relating to emergency management and these are supported by emergency or disaster plans and procedures. Although government administrative arrangements differ between States and Territories and emergency management systems, titles and procedures vary to reflect those differences, the roles of these systems are very similar.

STATE/TERRITORY EMERGENCY MANAGEMENT ORGANISATIONS

3. The map overleaf shows the titles of the peak State and Territory emergency management committees. State and Territory emergency and disaster management systems are described in the following section.

Interstate Disaster Assistance

4. During disasters and emergencies, States and Territories may seek physical assistance from the Commonwealth for dealing with the disaster or emergency under arrangements previously outlined. Alternatively, they may seek assistance from a neighbouring State or Territory. To facilitate this process, Guidelines for Interstate Disaster Assistance have been agreed and are reproduced at Annex A.



Peak State and Territory Emergency Management Organisations

QUEENSLAND ARRANGEMENTS

Legislation

5. The State Counter-Disaster Organisation Act 1975 provides for the establishment of a State counter-disaster organisation and a State Emergency Service and their powers, authorities, functions and duties and for matters incidental to and consequent upon their establishment. The Act provides for the:
 - State Counter-Disaster Organisation (SCDO);
 - Central Control Group (CCG); and
 - State Emergency Service (SES).

Disaster Management - State Level

6. The SCDO Act is administered by the Minister for Emergency Services and is subject to the Minister's control and direction by the Executive Director Counter-Disaster and Rescue Services, and other officers appointed pursuant to the Act.
7. **State Counter-Disaster Organisation** The SCDO comprises the following members:
 - Director-General, State Development (Chair);
 - Executive Director, Counter-Disaster and Rescue Services, Department of Emergency Services (Executive Officer);
 - Commissioner, Queensland Police Service;
 - Director-General, Department of Communication and Information, Local Government and Planning;
 - Director-General, Department of Equity and Fair Trading;
 - Director-General, Department of Emergency Services;
 - Director-General, Department of Families, Youth and Community Care;
 - Director-General, Department of Health;
 - Director-General, Department of Main Roads;
 - Director-General, Department of Mines and Energy;
 - Director-General, Department of Natural Resources;
 - Director-General, Department of Premier and Cabinet;
 - Director-General, Department of Primary Industries;
 - Director-General, Department of Public Works and Housing;
 - Director-General, Department of Tourism, Sport and Racing;
 - Director-General, Department of Transport;
 - Director-General, Environmental Protection Authority;

- Director-General, Queensland Treasury;
- Executive Liaison Officer, Counter-Disaster and Rescue Services, Department of Emergency Services;
- Representative, Local Government Association of Queensland; and
- Manager, Corporate Support Office, or Representative, Department of Defence, Brisbane.

Other persons, as required, are appointed by the Governor-in-Council.

8. The functions of the SCDO are to:
 - Coordinate the resources necessary to ensure that all steps are taken to plan for and counter the effects of a disaster; and
 - Give advice and assistance to the Minister on all matters with respect to counter-disaster.
9. **Central Control Group** □ The CCG is the policy and operational arm of the State Counter-Disaster Organisation and comprises the following members:
 - Director-General, Department of State Development (Chair);
 - Director-General, Department of Emergency Services;
 - Commissioner, Queensland Police Service; and
 - Executive Director, Counter-Disaster and Rescue Services (Executive Officer).
10. **Counter-Disaster and Rescue Services (CDRS)** □ This is a division of the Department of Emergency Services and its functions, with respect to counter-disaster matters, are to:
 - develop counter-disaster plans and arrangements, advise and assist local authorities, government departments, statutory organisations, voluntary groups and other bodies;
 - operate the State Disaster Coordination Centre;
 - educate and train members of the public (including volunteers and members of voluntary groups);
 - coordinate, direct and control members of the public (including volunteers and members of voluntary groups), material and resources; and
 - maintain the base of knowledge and expertise for civil defence.

Disaster Management - Below State Level

11. For disaster management purposes, Queensland is divided geographically into 23 Disaster Districts. Each Disaster District has a Disaster District Coordinator, appointed by the Governor-in-Council, and a Disaster District Control Group.
12. The State is further divided into 125 Local Government areas and 34 Aboriginal & Torres Strait Islander Councils, one or more of which make up a

Disaster District. Each Local Government area establishes a Counter-Disaster Committee, which is responsible for preparing a local counter-disaster plan, establishing and maintaining a local emergency service and making resources available for counter-disaster purposes.

Disaster Plans

13. Each Disaster District Control Group is required to prepare counter-disaster plans for the District and keep and maintain standing orders for counter-disaster purposes within the District. Each Local Government is required to prepare counter-disaster plans for its area. Local plans become part of the District Plan.

Control and Coordination of Operations

14. Local level operations are coordinated through Local Government disaster management arrangements, and depending on the scale of the event, at Disaster District and State levels.
15. A 'state of disaster' may be declared when the magnitude or threatened magnitude of a disaster or impending disaster is, or is likely to be, so great in extent or severity, that the counter-disaster measures necessary or desirable are either beyond the capacity of the District's statutory services, or are beyond the resources of a Disaster District Coordinator.

Authority to Request Commonwealth Assistance

16. The person authorised as the single point of contact for requesting Commonwealth assistance for disaster operations in Queensland is the Executive Officer, Central Control Group, State Counter-Disaster Organisation (Executive Director, Counter-Disaster and Rescue Services, Department of Emergency Services).

NEW SOUTH WALES ARRANGEMENTS

Legislation

17. The State Emergency and Rescue Management Act 1989 establishes the legislative base for emergency/disaster management in New South Wales. Specifically, the Act provides for:
 - the responsibilities of the Minister;
 - the State Disasters Council;
 - the State Emergency Management Committee (SEMC);
 - the State Disaster Plan (Displan);
 - a State Emergency Operations Controller (SEOCON); and
 - a State Emergency Operations Centre (SEOC).
18. At emergency management district and local levels the Act also requires that emergency management committees be established. Emergency

Management Operations Controllers are also appointed at district and local levels and operate from established Emergency Operations Centres.

Emergency Management - State Level

19. **The Minister for Emergency Services** □ The Minister has overall responsibility for ensuring that arrangements are made at State level to prevent, prepare for, respond to, and assist recovery from emergencies.
20. **State Disasters Council** □ The function of the Council is to advise the Minister on all aspects of prevention of, preparation for, response to and recovery from emergencies, including coordination. It comprises the Minister as Chairperson, the SEOCON, and any other person determined by the Minister.
21. **State Emergency Management Committee** □ The principal committee established under the Act for the purposes of emergency management throughout the State. It is responsible for emergency planning at State level, and comprises a Chairperson, SEOCON, and senior members of the emergency services and other agencies as determined by the Minister. The resources of the State (both government and non-government) are grouped into functional areas for emergency management purposes, and the appointed State coordinator for each functional area is a member of the SEMC.
22. The SEMC is serviced by a Secretary and a small permanent staff whose mission is to provide functional and support services to the Minister, the SEOCON, the State Disasters Council, the SEMC and functional areas, and to provide the staff required to maintain and operate the SEOC.

Emergency Management - Below State Level

23. For emergency management purposes, NSW is divided into emergency management districts. Each District has an Emergency Management Committee reflecting, where appropriate and possible, the membership of the SEMC but which is representative of the emergency management resources available in the District. The Committee is chaired by the District Emergency Operations Controller (DEOCON), assisted by the District Emergency Management Officer (DEMO). The DEMO is also responsible for assisting local committees and communities within the relevant District on management matters.
24. Each Local Government area has a Local Emergency Management Committee reflecting, where possible and appropriate, the membership of the DEMC. This committee is chaired by a senior representative of the Council for the area, and is supported by a Council appointed Local Emergency Management Officer (LEMO). A Local Emergency Operations Controller (LEOCON) is appointed for a Local Government area by the Commissioner of Police.

Emergency Plans

25. There is a State Disaster Plan (Displan), which is designed to ensure a coordinated response to emergencies. The Minister may activate Displan at any time. Functional Area plans in support of Displan are endorsed by the SEMC, and approved by the Minister. Disaster Plans are also required at Emergency Management District and Local Government levels. State-level Sub-Plans are also produced for some specific hazards to ensure that special emergency management arrangements additional to those in Displan are pre-planned.

Control and Coordination of Operations

26. Displan details the roles and responsibilities of agencies for emergency operations and identifies the combat agency for designated hazards. Emergency Operations Centres are activated to coordinate resource support to the combat agency. Where there is no identified combat agency, the appropriate Emergency Operations Controller will control the operation directly.
27. LEOCONs operate from a Local EOC. Resource support for emergency operations that involve more than one Local Government area is coordinated at District level. DEOCONs operate from a District EOC.

Authority to Request Commonwealth Assistance

28. The person authorised as the single point of contact for requesting Commonwealth assistance to emergency operations in NSW is the SEOCN, who exercises this authority through his operational staff at the SEOC.

AUSTRALIAN CAPITAL TERRITORY ARRANGEMENTS

Legislation

29. The Emergency Management Act 1999 (the Act) provides the legislative basis for emergency management within the Australian Capital Territory. The Act outlines the provisions for ensuring effective emergency management arrangements including preparedness, response and recovery aspects. The Act also provides a legislative basis for the establishment and operations of the ACT Ambulance Service and the ACT Emergency Service.

Emergency/Disaster Management - Territory Level

30. Under the Act, the Executive Director, ACT Emergency Services Bureau, operating with the ACT Emergency Management Committee facilitates the arrangements and plans for prevention, preparedness, response to, and recovery from emergencies.
31. **ACT Emergency Management Committee** The Committee comprises the Chief Police Officer, Australian Federal Police (Chair); Executive Director, ACT Emergency Services Bureau; Chief Health Officer; agency heads from the ACT Fire Brigade, ACT Bushfire Service, ACT Ambulance Service and

ACT Emergency Service; and representatives from appropriate government and other agencies. The Director, Bushfire and Emergency Services, is the Executive Officer and provides administrative assistance to the Committee through the Emergency Management Officer.

32. The ACT Emergency Management Committee is responsible for enhancing emergency management capabilities, reducing community vulnerability to the effects of emergencies, and improving community awareness and training to deal with emergency management matters. The Committee is also responsible for preparing and updating the ACT Emergency Plan, directing the activities of planning sub-committees, preparing and conducting exercises to test the ACT Emergency Plan and Sub-Plans, and advising the Minister for Justice and Community Safety on emergency management matters.
33. Unlike other States and the Northern Territory, there are no separate Local Government arrangements. The ACT Emergency Plan includes operations normally undertaken by Local Government agencies.

Emergency/Disaster Plans

34. The ACT Emergency Plan formalises and explains management arrangements for handling emergencies in the ACT. The Plan also provides the framework for Civil Defence arrangements through an 'all hazards' approach to planning.
35. The Plan is supported by sub-plans for People Recovery, Medical and Health, Flood, Hazardous Materials, Major Systemic Technology Failure, Media Liaison and Exotic Animal Diseases. Additional sub-plans currently being developed or considered for future development by the Committee are – Infrastructure Recovery and Earthquake. The existing interim ACT Disaster Plan will be revised in line with the legislation and retitled the ACT Emergency Plan.

Control and Coordination of Operations

36. The Territory Controller (Chief Police Officer for the ACT, Australian Federal Police) is responsible to the Minister for Justice and Community Safety for controlling emergency operations and is assisted by a Management Executive.
37. The Management Executive comprises the Territory Controller (Chairperson), members of the ACT Emergency Management Committee, and other advisers as appropriate.
38. Because of the uniqueness of the ACT ('city state' and 'seat of Federal Government'), almost all emergencies in the Territory are multi-agency and multi-jurisdictional. The continuum of the emergency/disaster will determine activation of the Emergency Plan and the necessary advice will be given to the Chief Minister. Once the Chief Minister declares a State of Emergency, the Territory Controller, under the Emergency Plan, assisted by the Management Executive, is responsible for taking all action necessary to cope with the emergency/disaster.

39. Emergency response is coordinated from an Emergency Operations Centre (EOC), located in the Winchester Police Centre. An alternative centre is located in the ACT Emergency Services Bureau.
40. Participants in the Emergency Plan are grouped into Functional Services, each under the control of a Functional Coordinator (eg Medical and Health, People Recovery, Public Relations etc).
41. A Field Controller is appointed by the Territory Controller to take charge of a nominated emergency area and is allocated resources from the various Functional Services to manage the emergency.

Authority to Request Commonwealth Assistance

42. The person authorised as the single point of contact for requesting Commonwealth assistance to emergency /disaster operations in the ACT is the Executive Officer, ACT Emergency Management Committee (Director, Bushfire and Emergency Services).

VICTORIAN ARRANGEMENTS

Legislation

43. The Emergency Management Act 1986 sets out arrangements to provide for the management and organisation of the **prevention** of, **response** to and **recovery** from emergencies, involving all relevant government and non-government agencies. The Act defines **emergency** as the actual or imminent occurrence of an event which endangers the safety of health of persons, or which destroys, damages or threatens property or endangers or threatens the environment in Victoria. Victoria's arrangements are, accordingly, operative for a wide range of incidents.
44. The Act also:
 - creates the position of Coordinator-in-Chief of Emergency Management - the Minister for Police and Emergency Services;
 - creates the Victoria Emergency Management Council - to advise the Coordinator-in-Chief on all matters;
 - creates planning and management arrangements for response and recovery;
 - specifies certain duties of municipal councils related to emergency management;
 - provides for declaration of a State of Disaster and certain special powers;
 - sets up a compensation scheme for volunteer emergency workers not otherwise covered by such schemes; and
 - provides for the declaration of an Emergency Area – and the power to exclude the public.

Emergency Management - State Level

45. **Coordinator-in-Chief** □ This appointment:
- ensures that adequate emergency management measures are taken by government agencies; and
 - coordinates the activities of government agencies carrying out their statutory functions, powers, duties and responsibilities in taking such measures.
46. **Victoria Emergency Management Council** ▭ This body supports the Coordinator-in-Chief in these roles. The Department of Justice provides executive support to the Council and the Coordinator in Chief.

Emergency/Disaster Management - Below State Level

47. Municipal councils perform vital roles in emergency management, including:
- prevention, through such activities as enforcement of land use planning, building control, etc;
 - response by providing resource and information support to emergency services; and
 - recovery by taking a lead role in assisting and enabling their communities.
48. Above municipal level, Victoria is divided into regions for response and recovery. Within each response region there is a Regional Emergency Response Coordinator (Victoria Police) who is supported by a Regional Response Planning Committee.
49. Recovery management is devolved to the lowest level possible – the affected community – which may or may not fall within a single municipal district. Management may be carried out through community recovery committees. These contain representatives of councils, government and voluntary agencies, special interest groups and the affected community.
50. The Department of Human Services (DHS) coordinates recovery and each recovery region has a Recovery Planning Committee and Regional Recovery Coordinators to manage and resource local recovery processes.

Emergency/Disaster Plans

51. Four State-level multi-agency committees (Prevention, Response Planning, Recovery Planning and Community Awareness), reporting to the Coordinator-in-Chief, develop integrated and coordinated plans and strategies involving all responsible agencies.
52. The State Emergency Response Plan provides the framework for integrated management of the response to emergencies. The Plan identifies lead and support agencies and sets up the coordination system that obtains resources not available from the agencies' own systems.

53. Regional Response Planning Committees prepare Regional Response Plans, identify regional resources for emergency response, and exercise and review regional response arrangements.
54. Recovery activities are managed according to the State Emergency Recovery Plan, which sets out management arrangements and the responsibilities of the various government and non-government agencies involved.
55. Regional Recovery Planning Committees prepare Regional Recovery Plans, identify regional resources for recovery, and plan for the establishment and support of community recovery committees when required.
56. The Emergency Management Act requires councils to appoint committees to plan municipal involvement in emergency management, to prepare plans in accordance with Ministerial guidelines and to appoint officers to manage the provision of council resources in response and recovery.
57. Regional personnel of the Victoria State Emergency Service assist municipal emergency management planning committees in the planning process.

Control and Coordination of Emergency Operations

58. Victoria Police coordinates emergency response. The State Emergency Response Plan is operative at all times, and does not need to be invoked or specially activated. The Field Emergency Response Coordinator, generally the most senior Police officer attending, coordinates local response activities.
59. When required by the scale of an event, the State Emergency Response Coordination Centre is activated and operated by Police with liaison officers from functional services. The Centre provides a central coordination, emergency and support agency liaison, and media liaison facility.
60. Regional Emergency Response Coordinators coordinate regional response operations that transcend municipal boundaries.

Authority to Request Commonwealth Assistance

61. The person authorised to be the single point of contact for requesting Commonwealth assistance for emergency operations in Victoria is the State Coordinator of Emergency Response (Chief Commissioner of Police), or his delegated Deputy Commissioner or Duty Commissioner.

TASMANIAN ARRANGEMENTS

Legislation

62. The Emergency Services Act 1976 provides for establishment of an emergency/disaster management organisation at State, Regional, and Local levels. Specifically the Act provides for a:
 - State Disaster Committee;
 - State Disaster Executive;
 - Tasmanian Emergency Management Plan; and

- State Emergency Service.
63. At Region level the Act requires a Region Disaster Controller, a Region Disaster Planning Group, and Region emergency management plans. At Local level the Act requires a Local Coordinator of the State Emergency Service and municipal emergency management plans.

Emergency Management - State Level

64. The Minister responsible is the Minister for Police and Public Safety. The responsibilities are laid down in the Act and the Minister operates through the following:
65. **State Disaster Committee** The Committee comprises the Commissioner of Police (Chair), the Head of the Department of Premier and Cabinet, a senior official of the Department of Premier and Cabinet and the Director of the State Emergency Service (Executive Officer). The function of the Committee is to oversee all emergency management policy.
66. **State Disaster Executive** The Executive comprises the same membership as the State Disaster Committee and is activated upon declaration of a 'state of disaster or emergency'. The executive is responsible for the coordination of emergency operations.
67. **State Emergency Service** The main functions of the Service are to carry out the directions of the State Disaster Committee/Executive, provide executive support to the State Disaster Committee, administer the Emergency Services Act, coordinate operational support, oversight emergency planning and provide emergency management education and training.
68. **Committees** The following committees perform emergency management functions:
- State Disaster Committee/Executive
 - Nuclear Powered Warship Visits Committee
 - State Community and Personal Support Committee
 - State Disaster Media Committee
 - State Disaster Medical Committee
 - State Marine Pollution Committee
 - Tasmanian Colonial Services Committee
 - Tasmanian Hazardous Materials Management Committee
 - Tasmanian Petroleum Products Emergency Management Committee
 - Tasmanian Radio Communications Plan Committee
 - Tasmanian Search and Rescue Committee
 - Regional Disaster Planning Groups
 - Regional Community and Personal Support Committees

- Regional Search and Rescue Committees
- Council Emergency Management Committees

Emergency Management - Below State Level

69. For emergency/disaster management purposes, Tasmania is divided into three Regions. Their boundaries correspond with those used by all Commonwealth and State authorities. Each Region has a Region Disaster Controller (a Superintendent of Police) and a Region Disaster Planning Committee. This Committee comprises senior representatives of all emergency services, major government organisations and other voluntary organisations and private bodies. The Committee meets every two months and is responsible for emergency/disaster management within its Region. The Chairperson of the Committee is the Superintendent of Police for that Region. The Executive Officer is the Regional Emergency Management Officer of the State Emergency Service.
70. Below Region level, each Council or group of Councils has an Emergency Planning Committee chaired by the Mayor or senior councillor and comprises senior officers of local organisations. These Committees are responsible for the preparedness of their Council Area including the preparation of the Emergency Plan. Each Council has a person appointed as Local Coordinator who assists the Committee in the planning process and acts as Executive Officer and adviser on emergency management.

Emergency Plans

71. The Tasmanian Emergency Management Plan, regional plans and local council plans are prepared by various committees and updated at intervals not exceeding two years.

Control and Coordination of Emergency Operations

72. All emergency services, and those departments involved in emergencies, independently carry out their normal roles on a daily basis, except when a disaster or emergency is declared. Then, overall coordination is carried out by the State Disaster Executive.

Authority to Request Commonwealth Assistance

73. The person authorised as the single point of contact for requesting Commonwealth assistance during emergency/disaster operations in Tasmania is the Executive Officer, State Disaster Committee.

SOUTH AUSTRALIAN ARRANGEMENTS

Legislation

74. The State Disaster Act 1980 (amended 1995) provides for establishment of an emergency/disaster management organisation at State level and at Police Divisional level. Specifically, the Act provides for establishment of the:

- State Disaster Committee;
 - State Disaster Plan;
 - State Coordinator;
 - State Emergency Operations Centre; and
 - State Controllers.
75. The Act provides for a declaration of a 'state of disaster' to be made by the Minister (12 hours) or the Governor (96 hours), during which time the State Disaster Organisation is authorised to conduct response and recovery operations under the direction of the State Coordinator. The State Coordinator may also declare a 'state of emergency' to implement the State Disaster Plan on the advice of the authority dealing with a major emergency. This declaration is for 48 hours and also authorises the conduct of response and recovery operations.
76. At Divisional level, the Act requires establishment of Divisional Coordinators (Police Division Commanders), Divisional Disaster Committees, and Divisional Emergency Operations Centres. The Act also distinguishes between counter-disaster and post-disaster arrangements.
77. Amendments to the Act are under consideration.

Emergency/Disaster Management - State Level

78. The Minister has overall responsibility for ensuring that arrangements are made at State level to prevent, prepare for, respond to and assist recovery from major emergencies and disasters. The Minister operates through the following bodies, known collectively as the State Disaster Organisation:
79. **Emergency Management Council** ▯ The Council is chaired by the Minister for Justice and includes appropriate Ministers and Chief Executive Officers of key Departments as well as the State Coordinator, the Chair of the State Disaster Recovery Committee and an Executive Officer.
80. **State Disaster Committee** ▯ This Committee reports to the Emergency Management Council. It has an appointed independent chairperson and the Executive Officer is the Director of the State Emergency Service (SASES). The Committee includes the State Coordinator, senior executives of the emergency services, representatives of the Departments of Premier and Cabinet, and Administrative and Information Services, a representative of the Local Government Association, and the Chair of the State Disaster Recovery Committee. The Committee is responsible for formulating and implementing disaster management policy and for ensuring that adequate arrangements are made to deal with disasters and major emergencies and their after-effects. These arrangements include preparation and maintenance of disaster plans, supervision of training related to those plans, and evaluation of the effectiveness of the State Disaster Plan when it is implemented for a 'disaster' or a 'major emergency'.

81. **State Disaster Recovery Committee** □ The State Disaster Recovery Committee reports to the State Disaster Committee for its day-to-day activities but during an emergency is directly responsible to the Emergency Management Council. The Committee is chaired by the Deputy Executive General Manager, Family and Youth Services of the Department of Human Services and includes representatives of government, community, business and other agencies with roles to play in the recovery process. The Recovery Committee is responsible for managing those functions of the State Disaster Plan that deal with recovery from disasters or major emergencies, for overseeing and evaluating recovery operations and programs and for ensuring that recovery planning is carried out in the divisions.
82. **Disaster Mitigation Sub-Committee** □ The Disaster Mitigation Sub-Committee is a sub-committee of the State Disaster Committee and includes representatives of government and non-government agencies with roles to play in disaster mitigation. Its roles are to: develop and consolidate partnerships; develop a mitigation strategy and action plans; monitor vulnerability and exposure to risk; and promote public awareness and awareness of disaster mitigation.
83. **State Coordinator/State Emergency Operations Centre** □ Under the Act, the Commissioner of Police is the State Disaster Coordinator and there is provision for appointment of a Deputy by the Governor. The Coordinator establishes, maintains and operates the State Emergency Operations Centre. Under a declaration of a 'state of emergency' or 'state of disaster', the Coordinator takes any such action necessary to enable counter-disaster operations to be conducted.
84. **State Controllers** □ These persons head each Functional Service and are responsible for coordinating all aspects of that Service in relation to its role under the State Disaster Plan. They are appointed by the State Disaster Committee.
85. Each Functional Service has prepared a response plan which is implemented from a State Control Centre (SCC) established for each Functional Service. SCCs are either located in Government Departments or in the State Emergency Operations Centre.

Emergency/Disaster Management - Below State Level

86. **Divisional Disaster Committees** □ For emergency purposes, South Australia is divided into Emergency Management Divisions. These correspond to Police Local Service Areas (LSA). Each Division has a Divisional Disaster Committee chaired by the Officer in Charge of the Police LSA who is also the Divisional Coordinator. The Executive Officer of the Committee is the SASES Divisional Officer.

Emergency/Disaster Plans

87. The Act provides for the preparation of a State Disaster Plan that mobilises the State Disaster Organisation for response and recovery measures to deal with major emergencies and disasters. Functional Plans to support the State

Disaster Plan are prepared by each Functional Service. Disaster Plans are also required to be prepared at Divisional level.

Exercise of Special Powers

88. The Act allows the State Coordinator or a State Controller to appoint persons individually or by class to be Authorised Officers. In a declared geographical area, these Authorised Officers have powers including:
- taking possession of things;
 - evacuation and removal of persons or animals;
 - right of entry;
 - removal, demolition and destruction;
 - shutting off and cutting off supply; and
 - direction of persons whose responsibilities require their involvement.

Authority to Request Commonwealth Assistance

89. The person authorised as the single point of contact for requesting Commonwealth assistance to emergency/disaster operations in SA is the State Coordinator (Commissioner of Police).

WESTERN AUSTRALIAN ARRANGEMENTS

Legislation

90. In Western Australia there is currently no specific emergency/disaster management legislation. Emergency/disaster management arrangements are administered at State, District and Local (Municipal) levels, all ultimately responsible to State Government.

Emergency/Disaster Management - State Level

91. The responsible Minister is the Minister for Emergency Services. The Commissioner of Police is the State Emergency Coordinator (SEC) and is responsible to the Minister for overall coordination of emergency management arrangements in WA, operating through the:
92. **State Emergency Management Advisory Committee (SEMAC)** The Committee is chaired by the Commissioner of Police, with the Chief Executive Officer, Fire and Emergency Services Authority (FESA) of WA as Deputy Chair. Membership includes those organisations that have emergency management responsibilities or special expertise essential to the State's emergency management arrangements. The Executive Director, Emergency Management Services, FESA, is the Executive Officer, and administrative and secretariat support to the Committee is provided by Emergency Management Services.
93. The role of the SEMAC is to develop emergency management policy and provide direction, advice and support to government agencies, industry,

commerce and the community so as to ensure an efficient emergency management capability for the State of Western Australia.

94. **Hazard Management Agencies (HMAs)** □ Organisations which because of their legislative responsibility or specialised knowledge, expertise and resources, are responsible for ensuring that all emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. This includes the preparation of the 'hazard' emergency management plan to cope with the particular hazard.
95. **'Function' Support Organisations** □ Organisations whose response in an emergency is to provide support functions such as welfare, medical and health services and communications to either the designated Controller or Emergency Coordinator as appropriate to the situation, and are responsible for the preparation of the respective emergency management support plan.

Emergency/Disaster Management - Below State Level

96. For emergency management purposes, Western Australia has been divided into Emergency Management Districts (based on Police District boundaries), with the Perth Metropolitan area being considered one district for emergency management purposes. Each district has an Emergency Management Advisory Committee (DEMAC), chaired by the Police District Officer (except for the Metropolitan District which is chaired by the Police Commander Metropolitan), with the Deputy Chair and Executive Officer provided by FESA. Their membership mirrors but is not limited to those agencies which are members of SEMAC.
97. At Municipal level, each Local Government is encouraged to establish a Local Emergency Management Advisory Committee (LEMAC), chaired by the Shire President/Town or City Mayor (or nominee).
98. The function of these committees is essentially the development and implementation of emergency management policy. They also provide and advisory service to the control and coordinating authorities.
99. Local emergency management plans are prepared by Local Emergency Management Advisory Committees for the coordination of available services and resources in multi-agency emergencies. Emergency management plans prepared at District level cover the coordination of assistance to local communities using the resources available within the District.

Control and Coordination of Operations

100. **Control** □ The designated Hazard Management Agency has responsibility for activating and managing the response to a particular hazard through a designated Controller, at the appropriate level.
101. **Operations Coordination Groups** □ The Hazard Management Agency is supported by an Operations Coordination Group (OCG), at the appropriate level. OCGs are the operational arm of the respective Advisory Committees at

State, District and Local level. They will be activated for the duration of an operation to provide an integrated approach to managing the emergency. The composition of the OCG will vary according to the nature and magnitude of the emergency, however, its core composition will include the Emergency Coordinator (chair), Chair and/or Deputy Chair and Executive Officer of the Advisory Committee, the relevant Hazard Management Agency, Recovery Coordinator, Support and other organisations as appropriate.

Authority to Request Commonwealth Assistance

102. The person authorised as the single point of contact for requesting Commonwealth to emergency operations in Western Australia is the State Emergency Coordinator (Commissioner of Police). The Action Officer is the Executive Officer SEMAC (Executive Director, Emergency Management Services)

NORTHERN TERRITORY ARRANGEMENTS

Legislation

103. The Northern Territory Disaster Act 1982 provides for the establishment of an emergency/disaster management organisation at Territory, Regional, and Local level. Specifically the Act provides for a:
- Northern Territory Counter-Disaster Council;
 - Northern Territory Counter-Disaster Controller; and
 - Northern Territory Emergency Service (NTES).
104. At Regional and, where necessary, Local level, the Act requires Controllers and Counter-Disaster Planning Committees. The Act also establishes the functions and responsibilities of the Northern Territory Emergency Service and its Director.

Emergency/Disaster Management - Territory Level

105. The Minister for Police, Fire and Emergency Services has overall responsibility for the Disasters Act and operates through the Territory counter-disaster organisation which comprises the following key elements:
106. **Northern Territory Counter-Disaster Council** □ The Council comprises the Territory Controller (Commissioner of Police), Director Northern Territory Emergency Service (NTES) as Executive Officer, and at least three other members appointed by the Minister. The Council advises the Minister on counter-disaster policy and issues, approves all counter-disaster plans and where necessary, advises and directs the Territory Controller and Director NTES with regard to implementation of counter-disaster measures.
107. **Northern Territory Counter-Disaster Controller** □ Under the Act, the Territory Controller is the Commissioner of Police. The Territory Controller exercises control and direction of counter-disaster operations, and carries out such other functions as directed by the Northern Territory Counter-Disaster Council.

108. **Northern Territory Emergency Service** ▯ This organisation, and the position of the Director NTES, are established under the Act and have primary responsibility for counter-disaster planning, training and operational support coordination.

Emergency/Disaster Management - Below Territory Level

109. For disaster and emergency management purposes, the Northern Territory is divided into Regions, each with a Regional Controller (the senior Police Officer in the Region) and a Counter-Disaster Planning Committee.
110. Each Region is further divided into localities with the officer in charge of the local police station appointed to carry out the functions of Local Counter-Disaster Controller and Chairperson of the Local Counter-Disaster Planning Committee.
111. The NTES is responsible for counter-disaster organisation structures and for training, communications and public awareness programs at all levels. NTES provides the Executive Officer for all Regional and Local Counter-Disaster Planning Committees.

Emergency/Disaster Plans

112. The Act provides for preparation of Territory, regional and local counter-disaster plans under which the Territory counter-disaster organisation is mobilised for the conduct of counter-disaster operations. Representatives of all primary response and support agencies within each community are encouraged to participate in the development of their local counter-disaster plan.
113. The actual production and dissemination of plans is carried out by permanent staff of the NTES. They are submitted by the Director NTES to the Northern Territory Counter-Disaster Council for approval on behalf of the Northern Territory Government. Once approved by the Council, plans may be activated at the discretion of the relevant Counter-Disaster Controller and do not require any declaration of a state of emergency or disaster.

Control and Coordination of Operations

114. Whenever the emergency response required by a lead combat authority exceeds the scope of routine procedures, the relevant Controller activates the applicable counter-disaster plan and exercises overall control and coordination of resources mobilised from both within and outside of the community.

Role and Involvement of Local Government

115. The Northern Territory Local Government Act has established four Municipal Councils to serve the larger population centres. Legislation does not require these councils to undertake counter-disaster planning but they play an active part in local community Counter-Disaster Planning Committees and the provision of resources during response operations.

Authority to Request Commonwealth Assistance

116. The person authorised as the single point of contact for requesting Commonwealth assistance with emergency/disaster operations in the Northern Territory is the Executive Officer, Northern Territory Counter-Disaster Council (Director Northern Territory Emergency Service).

NORFOLK ISLAND ARRANGEMENTS

Legislation

117. The Norfolk Island Government is responsible for emergency/disaster arrangements within Norfolk Island. The Norfolk Island Emergency/Disaster Plan is not supported by legislation.

Emergency/Disaster Management

118. The Norfolk Island Minister for Health, Immigration and Emergency Services ensures that arrangements are made to prevent, prepare for, respond to, and assist recovery from disasters. The Minister operates through the Norfolk Island Emergency Management Committee.
119. **Norfolk Island Emergency Management Committee** □ The Committee comprises the Chairperson, the Controller, and six functional coordinators responsible for the following:
- Health
 - Communications
 - Police
 - Welfare
 - Resources
 - Emergency Services
120. The Committee is responsible for advising the Minister, and for effective coordination of response resources and tasks. The Committee is also responsible for recovery coordination.

Emergency/Disaster Plan

121. The Norfolk Island Emergency/Disaster Plan provides for the provision of effective control, advice and assistance during emergency/disaster response and recovery, and includes provisions to return community life to normal as soon as possible. Functional Service sub-plans are maintained by each Functional Service to support the Disaster Plan.

Control and Coordination of Operations

122. The Norfolk Island Emergency Management Committee is responsible to the Minister, for control and coordination of operations. Functional Coordinators are responsible to the Controller for specific responses within areas of their responsibility.

Authority to Request Commonwealth Assistance

123. The person authorised as the single point of contact for requesting Commonwealth assistance with emergency/disaster operations in Norfolk Island is the Chairperson, Norfolk Island Emergency Management Committee.

CHRISTMAS ISLAND ARRANGEMENTS

Legislation

124. The Christmas Island Administration is responsible for emergency/disaster arrangements within Christmas Island. The Christmas Island Disaster Plan is not supported by legislation.

Emergency/Disaster Management

125. The Administrator of Christmas Island ensures that arrangements are made to prevent, prepare for, respond to, and assist recovery from disasters. The Administrator operates through the Christmas Island Counter-Disaster Committee.

126. **Christmas Island Counter-Disaster Committee** ¶ The Committee comprises the Chairperson (the Administrator), the Controller (Officer in Charge, Christmas Island Police), and functional coordinators responsible for the following:

Fire and Rescue	Health
Police	Resources
Marine Services	Public Relations
Environment	Meteorology
Coordination of Schools	Transport
Quarantine	

Disaster Plan

127. The Christmas Island Disaster Plan explains the responsibilities for handling incidents and emergencies and details the arrangements for countering disasters in the Territory.

Control and Coordination of Operations

128. The Territory Controller is responsible for the control and overall coordination of counter-disaster operations. The Territory Controller is directly responsible to the Administrator for planning, directing, controlling and coordinating all counter-disaster measures.

Authority to Request Commonwealth Assistance

129. The Administrator, Christmas Island is the single point of contact for requesting Commonwealth assistance in emergency/disaster operations.

COCOS (KEELING) ISLANDS ARRANGEMENTS

Legislation

130. The Cocos (Keeling) Islands Administration is responsible for emergency/disaster arrangements within the Cocos Islands. The Cocos (Keeling) Islands Disaster Plan is not supported by legislation.

Emergency/Disaster Management

131. The Administrator of Cocos (Keeling) Islands ensures that arrangements are made to prevent, prepare for, respond to, and assist recovery from disasters. The Administrator operates through the Cocos (Keeling) Islands Counter-Disaster Committee.
132. **Cocos (Keeling) Islands Counter-Disaster Committee** ▯ The Committee comprises the Chairperson (the Administrator), the Controller (Officer in Charge, Cocos (Keeling) Islands Police), and functional coordinators responsible for the following:

Fire and Rescue	Health
Police	Resources
Marine Services	Public Relations
Environment	Meteorology
Coordination of Schools	Transport
Quarantine	

Disaster Plan

133. The Cocos (Keeling) Islands Disaster Plan explains the responsibilities for handling incidents and emergencies and details the arrangements for countering disasters in the Territory.

Control and Coordination of Operations

134. The Territory Controller is responsible for the control and overall coordination of counter-disaster operations. The Territory Controller is directly responsible to the Administrator for planning, directing, controlling and coordinating all counter-disaster measures.

Authority to Request Commonwealth Assistance

135. The Administrator, Cocos (Keeling) Islands is the single point of contact for requesting Commonwealth assistance in emergency/disaster operations.

JERVIS BAY TERRITORY ARRANGEMENTS

Legislation

136. There is currently no specific emergency management legislation in the Jervis Bay Territory (JBT). The Commonwealth Minister for Regional Services, Territories and Local Government is responsible for emergency/disaster arrangements within JBT.

Emergency/Disaster Management

137. **Jervis Bay Territory Emergency Management Committee** The Committee comprises the Chairperson, the Controller, The Fire Control Officer and one representative from each of the following:

- Royal Australian Navy
- Wreck Bay Aboriginal Community Council
- Booderee National Park
- Private lease holders
- Shoalhaven Local Emergency Management Committee

The Committee ensures that arrangements are made to prevent, prepare for, respond to and assist recovery from disasters.

138. If the magnitude or nature of an operation warrants, assistance may be sought from the Shoalhaven Local Emergency Management Committee.
139. **Mutual Aid Agreement** A draft agreement details arrangements for mobilisation and coordination of resources between the JBT and the Shoalhaven district in response to disasters or emergency incidents where resources from either jurisdiction are required to respond across the border.

Emergency Plan

140. The draft Jervis Bay Territory Disaster Plan details the agreed emergency arrangements. It also provides for the recovery phase and includes provision for returning community life to normal as quickly as possible.

Control and Coordination of Operations

141. Whenever the emergency response required by a lead combat authority exceeds the scope of routine procedures, the Officer in Charge at the Jervis Bay Police Station, as JBT Counter-Disaster Controller, activates the Territory Counter-Disaster Plan and exercises overall control and coordination of resources.

Authority to Request Commonwealth Assistance

142. The person authorised as the single point of contact for requesting Commonwealth assistance with emergency/disaster operations in the Jervis

Bay Territory is the Chairperson, Jervis Bay Territory Emergency Management Committee.

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GUIDELINES FOR INTERSTATE DISASTER ASSISTANCE

1. Principal Purpose

- 1.1 These Guidelines have been developed on the basis that many emergencies and disasters can require a response which is beyond the immediate capabilities of a State. The prompt, full and effective use of the resources of an Assisting State for the safety, care and welfare of people, property and the environment of a Requesting State in the event of any emergency or disaster is the underlying principle on which these Guidelines are based.
- 1.2 The principal purpose of these Guidelines is to provide a basis for arrangements for the provision of mutual assistance between States in managing an emergency or disaster.

2. Interpretation

- 2.1 Assisting State - A State which provides resources to a Requesting State to manage an emergency or a disaster.
- 2.2 Designated Officer - An officer of a State who is authorised under national emergency management arrangements to request disaster assistance from the Commonwealth Government.
- 2.3 Disaster - Includes a natural disaster, a disaster arising from technological hazards and a human-caused disaster.
- 2.4 Participating State - A State which makes arrangements with another State on the basis of these Guidelines.
- 2.5 Requesting State - A State which requests resources of another State to assist in managing an emergency or disaster.
- 2.6 State - Includes the Australian Capital Territory, Northern Territory, and Norfolk, Christmas and Cocos (Keeling) Islands.

3. Scope

- 3.1 These Guidelines do not bind a State to use the approach set out herein in preference to other agreements or arrangements the State may have with another State or States. However, they provide a template which can be readily adopted in whole or in part by Assisting and Requesting States. The Guidelines are not intended to be restrictive, but to be adaptable and flexible to meet the particular requirements of managing an emergency or disaster. Nor are they intended to create any legal relations or to have any legal consequences; and those legal consequences that arise out of or in the course of anything done as a result of these Guidelines should be dealt with on a case-by-case basis independently of these Guidelines.

- 3.2 These Guidelines do not apply to assistance provided in accordance with extant inter-state cross-border contingency arrangements or for the provision of Commonwealth Government assistance to States under national emergency management arrangements other than coordination assistance referred to in clause 15.1.

4. Nature of Assistance

- 4.1 Assistance may include but is not limited to fire services, emergency medical care, transportation, communications, public works and engineering assistance, recovery services, health and medical services, and search and rescue.

5. Requests for Assistance

- 5.1 No one but a Designated Officer, or his or her authorised representative, may request assistance on behalf of a Requesting State, unless the Requesting State and the proposed Assisting State otherwise agree.
- 5.2 Requests for assistance may be oral or in writing. If oral, the request must be subsequently confirmed in writing (facsimile and electronic mail are acceptable), but acceptance or implementation must not be withheld until receipt of a written request or confirmation.
- 5.3 Requests for assistance should provide the following information:
- 5.3.1 A description of the emergency or disaster for which assistance is needed.
- 5.3.2 The desired outcome of assistance (to enable the Assisting State to assess the type of resources to be provided) or the amount and type of personnel, equipment, materials and supplies needed, and an estimate of how long they will be needed.
- 5.3.3 The location and time for staging of the resources of the Assisting State response and a point of contact at that location.

6. Limitations

- 6.1 A State requested to provide assistance shall endeavour to make available the resources requested. However, an Assisting State may withhold resources to the extent necessary to provide for its own needs and purposes or for any other reason.
- 6.2 An Assisting State has the right to withdraw any assistance provided to a Requesting State at any time.

7. Powers

- 7.1 Each Requesting State shall endeavour to afford to members of an Assisting State the same powers, duties, rights and privileges as are afforded to members of the Requesting State performing equivalent roles or functions.

8. Command, Control and Coordination

- 8.1 The Requesting State shall have primary responsibility for control and coordination of organisational units provided by an Assisting State but personnel from the Assisting State shall continue under their own command arrangements.
- 8.2 Where appropriate, the Assisting State shall assign a liaison officer to the headquarters, agency or operations centre as specified by the Requesting State.

9. Cost Recovery

- 9.1 Expenditure incurred in responding and providing assistance is to be met initially by the Assisting State.
- 9.2 Reimbursement of salaries of personnel provided by an Assisting State shall not be sought from the Requesting State, except for over-time and penalties which shall be calculated at the rates applicable in the Assisting State. The Requesting State shall meet other reasonable additional costs incurred by the Assisting State and for any loss, damage, costs or expense incurred in providing assistance. However, the Assisting State may lend equipment or provide services to the requesting State without charge or cost as it sees fit.
- 9.3 Where cost recovery is sought, the Assisting State shall provide the Requesting State with a detailed account of costs claimed.
- 9.4 If there is a dispute as to the account or the costs being claimed, the disputing States shall each appoint appropriate officers to resolve the dispute.

10. Liability

- 10.1 Except to the extent that a relevant law including the common law of the Requesting State or the Assisting State or a separate agreement or any indemnity otherwise provides, the Requesting State shall be solely responsible for liability incurred by the Assisting State or its personnel arising from personal injuries, death, public risk, property loss, damage, litigation and associated expenses including legal representation arising during the course of providing assistance to the Requesting State.

11. Third Party Claims

- 11.1 The Requesting State and the Assisting State will consult concerning the handling of any third party claims that may arise out of the provisions of assistance based on these Guidelines.

12. Settlement of Disputes

- 12.1 The States concerned will endeavour to resolve any disputes arising from the interpretation or implementation of arrangements based on these Guidelines by consultation or negotiation.

13. Media

- 13.1 During the provision of assistance, the Requesting State shall be responsible for provision of information to the media.
- 13.2 It is recognised that there will normally be significant interest by the media in activities of personnel from an Assisting State. Comments to the media by Assisting State personnel should be restricted to administrative matters as far as possible with questions on operational matters, in particular, being referred to the Requesting State unless there is prior agreement from the Requesting State to the contrary.

14. Communication

- 14.1 The Assisting State is responsible for providing communication facilities for use within its own organisational units, and for providing any link required to networks in its own State.
- 14.2 The Requesting State is responsible for providing communications from the organisational units of an Assisting State to headquarters, agencies or operations centres of the Requesting State.

15. Commonwealth Government Involvement

- 15.1 These Guidelines do not envisage involvement of the Commonwealth Government. However, a Requesting State, through a Designated Officer, may seek assistance from the Commonwealth, through Emergency Management Australia, for coordination of resources to be provided by an Assisting State or States.
- 15.2 Where the inter-state provision of resources is likely to require use of Commonwealth assets, such as military aircraft, prior approval is to be obtained for such Commonwealth assistance through Emergency Management Australia.

16. Variation and Review of Arrangement

- 16.1 Arrangements resulting from use of these Guidelines may be reviewed at any time by the Participating States at the request of a Participating State.

17. Withdrawal from Arrangement

- 17.1 A Participating State may, by written notice to Participating States, withdraw at any time from arrangements based on these Guidelines.

18. Commencement Date

- 18.1 An arrangement based on these Guidelines shall come into operation immediately it is endorsed by any two States, either by their peak emergency management body or by any other means to secure endorsement as may be determined by the State concerned. Thereafter, it shall be inclusive of other States on their endorsement.

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AUSTRALIAN EMERGENCY MANAGEMENT WEB SITES

The following Worldwide Web sites provide access to more information on emergency management in Australia. There are also a large number of sites established by individual emergency services and other agencies. Many of these can be accessed through the sites listed. Spaces are provided for entry of sites that are not yet available or for other sites that may be found by the reader.

COMMONWEALTH

AusAID	www.ausaid.gov.au
Australian Geological Survey Organisation	www.agso.gov.au
Australian Maritime Safety Authority	www.amsa.gov.au
Australian Search and Rescue	www.amsa.gov.au/aussar/aussar1.htm
Australian Transport Safety Bureau	www.atsb.gov.au
Bureau of Meteorology	www.bom.gov.au
Centrelink	www.centrelink.gov.au
Department of Agriculture, Fisheries and Forestry	www.affa.gov.au
Department of Defence	www.defence.gov.au
Department of Family and Community Services	www.dfcs.gov.au
Department of Finance and Administration	www.dofa.gov.au
Department of Health and Aged Care	www.health.gov.au
Emergency Management Australia	www.ema.gov.au

STATES AND TERRITORIES

Australian Capital Territory	www.esb.act.gov.au/
New South Wales	www.nsw.gov.au
Northern Territory	www.nt.gov.au
Queensland	www.emergency.qld.gov.au
South Australia	www.emsa.asn.au
Tasmania	www.police.tas.gov.au
Victoria	www.justice.vic.gov.au
Western Australia	www.fesa.wa.gov.au

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AUSTRALIAN EMERGENCY MANAGEMENT INFORMATION CONTACT POINTS

COMMONWEALTH

EMERGENCY MANAGEMENT AUSTRALIA

The Director General	Phone:	+61 (0)2 6266 5402
Emergency Management Australia	Fax:	+61 (0)2 6257 7665
PO Box 1020		
DICKSON ACT 2602	E-mail:	ema@ema.gov.au

Australian Emergency Management Institute

Training Matters

The Director
Australian Emergency Management
Institute
Mount Macedon Road
Mount Macedon VIC 3441

Phone: +61 (0)3 5421 5100
Fax: +61 (0)3 5421 5272
Email: aemi@ema.gov.au

Information Matters

The Information Centre
Australian Emergency Management
Institute
Mount Macedon Road
Mount Macedon VIC 3441

Phone: +61 (0)3 5421 5100
Fax: +61 (0)3 5421 5273
E-mail: icmail@ema.gov.au

STATES AND TERRITORIES

QUEENSLAND

The Executive Officer
State Counter-Disaster
Organisation
GPO Box 1425
BRISBANE QLD 4001

Phone: +61 (0)7 3247 8485
Fax: +61 (0)7 3247 8505

NEW SOUTH WALES

The Secretary
NSW State Emergency Management
Committee
PO Box A792
SYDNEY SOUTH NSW 1235

Phone: +61 (0)2 9264 7277
Fax: +61 (0)2 9264 5853
E-mail: semc@oes.nsw.gov.au

AUSTRALIAN CAPITAL TERRITORY

Executive Officer
ACT Emergency Management
Committee
PO Box 104
CURTIN ACT 2605

Phone: +61 (0)2 6207 8606
Fax: +61 (0)2 6207 8367

VICTORIA

Executive Officer
Victoria Emergency Management
Council
C/- Department of Justice
GPO Box 4356QQ
MELBOURNE VIC 3001

Phone: +61 (0)3 9651 0351
Fax: +61 (0)3 9651 0356
E-mail: fesd@vdoj.vic.gov.au

TASMANIA

Executive Officer
 State Disaster Committee
 GPO Box 1290N
 HOBART TAS 7001

Phone: +61 (0)3 6230 2702
 Fax: +61 (0)3 6230 2718

WESTERN AUSTRALIA

The Executive Officer
 State Emergency Management Advisory
 Committee
 480 Hay Street
 PERTH WA 6000

Phone: +61 (0)8 9323 9306
 Fax: +61 (0)8 9323 9462

NORFOLK ISLAND

The Chairperson
 Norfolk Island Emergency Management
 Committee
 The Administration of Norfolk Island
 Administration Offices
 KINGSTON NORFOLK ISLAND 2899

Phone: +672 3 22001
 Fax: +672 3 23177

CHRISTMAS ISLAND

The Territory Controller
 PO Box AAA
 CHRISTMAS ISLAND
 INDIAN OCEAN WA 6798

Phone: +61 (0)8 9164 8444
 Fax: +61 (0)8 9164 8440

SOUTH AUSTRALIA

The Executive Officer
 State Disaster Committee
 GPO Box 2076
 ADELAIDE SA 5001

Phone: +61 (0)8 8463 4170
 Fax: +61 (0)8 8410 3115
 E-mail: state-hq@sessa.asn.au

NORTHERN TERRITORY

The Executive Officer
 Northern Territory Counter-Disaster
 Council
 PO Box 39764
 WINNELLIE NT 0821

Phone: +61 (0)8 8946 4124
 Fax: +61 (0)8 8946 4123

JERVIS BAY TERRITORY

The Chairperson
 Jervis Bay Territory Emergency
 Management Committee
 The Jervis Bay Territory Administration
 Village Road
 JERVIS BAY NSW 2540

Phone: +61 (0)2 4442 1006
 Fax: +61 (0)2 4442 1063

COCOS (KEELING) ISLANDS

The Territory Controller
 PO Box 41600
 COCOS (KEELING) ISLANDS
 INDIAN OCEAN. WA 6799

Phone: +61 (0)8 9162 6600
 Fax: +61 (0)8 9162 6601

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www.ema.gov.au