

# LOCAL DISASTER PLAN

SHIRE OF BEGA VALLEY

Bega Valley Local Emergency  
Management Committee

State Emergency and Rescue Management Act, 1989  
Section 29 (1)



Bega Valley Shire Council

## AUTHORISATION

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

APPROVED

.....  
Doug Mein

CHAIRPERSON

**Bega Valley Local Emergency  
Management Committee**

DATED

27 / 7 / 2003

ENDORSED

.....  
CHAIRPERSON

**Monaro District Emergency  
Management Committee**

DATED

/ /

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# Amendments

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

**The Chairperson  
Bega Valley Local Emergency Management Committee  
Bega Valley Shire Council  
PO Box 492  
BEGA NSW 2550**

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

Amendments promulgated are to be certified in the following table when entered.

AMENDMENT		ENTERED	
NUMBER	DATE	SIGNATURE	DATE

## Distribution

APPOINTMENT/ORGANISATION	COPY NUMBER
<b>MONARO DISTRICT</b>	
District Emergency Operations Controller	1
District Emergency Management Officer	2
District Emergency Operations Centre	3
<b>BEGA VALLEY LOCAL EMERGENCY MANAGEMENT COMMITTEE</b>	
Local Emergency Operations Controller (2 copies)	4 & 5
Local Emergency Operations Centre (2 copies)	6 & 7
Local Emergency Operations Centre - Alternative	8
Local Emergency Management Officer	9
Local Emergency Management Committee	10
Ambulance Service of NSW	11
Australian Volunteer Coast Guard Association	12
Bega Valley Rural Fire Service	13
Bega Valley State Emergency Service (3 copies)	14 to 16
NSW Agriculture	17
NSW Fire Brigades (3 copies)	18 to 20
NSW Police Service (10 copies)	21 to 30
Royal Volunteer Coastal Patrol (2 copies)	31 & 32
Bega Rescue Squad Inc (VRA)	33
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Bega Valley Council Libraries (4 copies) – <i>(With Annexure A &amp; B Only)</i>	43 to 46

## Definitions

### Note

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

### Act

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

### Agency

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

### Clean-up Phase

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

### Combat Agency

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

### Combat Agency Controller

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

### Combat Agency Managed Operation

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

### Control

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

### Coordination

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

### Disaster

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

### DISPLAN

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



**District**

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

**District Emergency Management Committee (DEMC)**

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

**District Emergency Operations Centre (DEOC)**

in this plan means a facility, established at District level, from which the control of District level emergency operations and coordination of operations and support is effected.

**District Emergency Operations Controller (DEOCON)**

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

**Emergency**

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

- a endangers or threatens to endanger the safety or health of persons or animals in the State; or
- b destroys or damages, or threatens to destroy or damage, any property in the State;

**BEING AN EMERGENCY WHICH REQUIRES A SIGNIFICANT AND CO-ORDINATED RESPONSE.** (Source: SERM Act).

In this plan this also includes an emergency which damages or threatens to damage the environment.

**Emergency Area**

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

**Emergency Officer**

means the Director-General of the NSW State Emergency Service or a person appointed as an Emergency Officer under Section 15 of the State Emergency Service Act. A person may be appointed as an Emergency Officer even if not a member of the State Emergency Service. [Source: *State Emergency Service Act 1989* (as amended)].

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

**Emergency Operations Centre (EOC)**

in this plan means a centre established at State, District or Local level, from which the control of emergency operations and coordination of operations and support is effected. (Source: SERM Act).

**Emergency Risk Management**

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

**Emergency Services Officer**

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

**Emergency Services Organisation**

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

**Functional Area**

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

- a agriculture and animal services;
- b communication services;
- c engineering services;
- d environmental services;
- e health services;
- f media services;
- g transport services; and
- h welfare services.

**Functional Area Co-ordinator**

in this plan means the nominated coordinator of a functional area, tasked to coordinate the provision of Functional Area support and resources for emergency response and initial recovery operations, who, by agreement of participating and supporting organisations within the functional area, has the authority to commit the resources of those organisations.

**Government Agency**

means:

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

(Source: SERM Act)

**Hazard**

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

**Hazard Analysis**

in this plan means that part of the planning process which identifies and describes hazards and their effects upon the community.

**Hazardous Material**

In this plan:

means anything that, when produced, stored, moved, used or otherwise dealt with without adequate safeguards to prevent it from escaping, may cause injury or death or damage to property. (Source: *Fire Brigades (Hazardous Materials) Amendment Act, 1993*), and

material which, without adequate safeguards, may contaminate the environment to the immediate or subsequent detriment of that environment or human society, and includes all dangerous goods and many industrial chemicals and wastes.

**Hazardous Material Incident**

In this plan:

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

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

**Incident**

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

**Liaison Officer (LO)**

in this plan means a person, nominated or appointed by an organisation or functional area, to represent that organisation or functional area at a control centre, emergency operations centre or coordination centre. A liaison officer maintains communications with and conveys directions/requests to their organisation or functional area and provides advice on the status, capabilities, actions and requirements of their organisation or functional area. A liaison officer should have the authority to commit the resources of their organisation or functional area.

**Local Government Area**

in this plan means the City of Wollongong local government area.

**Local Emergency Management Committee (LEMC)**

means the Committee, constituted under the Act for each local government area, which is responsible for the preparation of plans in relation to the preparation for, response to and recovery from emergencies in the local government area, for which it is constituted (Local DISPLAN). The committee is chaired by a senior representative of the local council. In the exercise of its functions, any such committee is responsible to the relevant District Emergency Management Committee. (Source: SERM Act).

**Local Emergency Management Officer (LEMO)**

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

**Local Emergency Operations Controller (LEOCON)**

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

**Marshalling Area**

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

**Participating Organisation**

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

**Preparation**

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

**Prevention**

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

**Recovery**

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

**Rescue**

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

**Response**

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

**Roads Authority**

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

**Senior Emergency Officer**

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

**State Emergency Operations Controller (SEOCN)**

means the person appointed by the Governor, on the recommendation of the Minister, responsible, in the event of an emergency which affects more than one District, or, for which the State Emergency Operations Controller assumes responsibility, for controlling the allocation of resources in response to the emergency. (Source: SERM Act).

**State of Emergency**

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

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

**State Waters**

means:

- a the territorial sea adjacent to the State;
- b the sea on the landward side of the territorial sea adjacent to the State that is not within the limits of the State;
- c other waters within the limits of the State prescribed by the regulations for the purposes of this definition:

The Act provides that State waters consist of the territorial sea from the low water mark seaward for 3 nautical miles as well as those waters prescribed by the Marine Pollution Regulation. The Regulation prescribes Eden as being one of the ports which are State waters.

**Sub Plan**

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

**Supporting Organisation**

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

**Supporting Plan**

in this plan means a plan prepared by a functional area, which describes the support which is to be provided to the controlling or coordinating authority during emergency operations, together with how the functional area is to be coordinated in order to fulfil the roles and responsibilities allocated.

**Victim**

means a sufferer from any destructive, injurious, or adverse action or agency. In this plan it means a person adversely affected by an emergency.

**Welfare Centre**

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

## Abbreviations

<b>ADF</b>	Australian Defence Forces
<b>DEMC</b>	District Emergency Management Committee
<b>DEMO</b>	District Emergency Management Officer
<b>DEOC</b>	District Emergency Operations Centre
<b>DEOCON</b>	District Emergency Operations Controller
<b>DISPLAN</b>	State, District or Local Disaster Plan
<b>EPA</b>	Environment Protection Authority
<b>LEMC</b>	Local Emergency Management Committee
<b>LEMO</b>	Local Emergency Management Officer
<b>LEOC</b>	Local Emergency Operations Centre
<b>LEOCON</b>	Local Emergency Operations Controller
<b>LO</b>	Liaison Officer
<b>RVCP</b>	Royal Volunteer Coastal Patrol
<b>SAHS</b>	Southern Area Health Service
<b>SERM ACT</b>	State Emergency and Rescue Management Act, 1989 (as amended).
<b>SES</b>	NSW State Emergency Service
<b>SITREP</b>	Situation Report
<b>SOP</b>	Standing Operating Procedures
<b>VRA</b>	Volunteer Rescue Association

# Part 1 Introduction

## Legislative basis

The Government of New South Wales acknowledges the inevitable nature of emergencies and disasters and their potentially significant social, economic and environmental consequences. Accordingly, the Government has enacted the State Emergency and Rescue Management Act, 1989.

Whenever the resources of a combat agency are insufficient to effectively deal with the response to or recovery from an incident, the event is classified as an emergency. The Act recognises the need for a coordinated reaction by all agencies having roles or responsibilities for such emergencies. It provides the legislative basis for the preparation of a Local Disaster Plan (DISPLAN) to record the agreed management arrangements for coordination of emergency preparedness, response to, and recovery operations.

## Aim

The aim of the Local Disaster Plan (DISPLAN) is to detail emergency preparedness, response to, and recovery arrangements for the Bega Valley Local Government area and to ensure the coordinated response to emergencies by all agencies having responsibilities and functions in emergencies.

## Purpose

The Local DISPLAN has been prepared to coordinate the extraordinary measures necessary when an emergency occurs. Although the plan may be activated at the discretion of the Local Emergency Operations Controller for any incident or emergency, this would not normally be done for:

- a commonly occurring incidents which are within the capacity of individual Emergency Service Organisations or Functional Areas to deal with, or
- b emergencies for which an Emergency Service Organisation or Functional Area has been nominated in this plan as combat agency with a role to coordinate the actions of supporting agencies.

## Objectives

The objectives of this plan are to:

- a Detail responsibilities for the identification, development and implementation of prevention and mitigation strategies;
- b Define Agency and Functional Area roles and responsibilities in preparation for, response to and recovery from emergencies;
- c Set out the control, coordination and liaison arrangements;
- d Detail activation and alerting arrangements for involved agencies;
- e Detail arrangements for the acquisition and coordination of resources;
- f Detail public warning systems and responsibility for implementation;

- g Detail public information arrangements and public education responsibilities;
- h Detail arrangements for the review, testing, evaluation and maintenance of this plan; and;
- i Detail reporting and information flow arrangements.

## Scope

This plan is concerned with the preparation for, response to and recovery from those natural disasters and man made emergencies, which require a significant and coordinated response.

## Planning assumptions

Arrangements detailed in this plan are based on the assumption that the resources upon which the plan relies are available when required.

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

## Principles

The following principles are applied in this plan:

- a **Responsibility for preparation, response and recovery rests initially at Local level.** If Local agencies and available resources cannot cope they are augmented by those at District level. If necessary, resources and support, coordinated from the State, and/or resources provided from the Commonwealth and other States and Territories may be used.
- b **Control/ coordination of emergency response and recovery operations is conducted at the lowest effective level.**
- c **A Combat Agency may deploy additional resources from their own service** from outside the affected Local Area or District if needed to conduct operations.
- d During an operation which is the legal responsibility of a combat agency, the Emergency Operations Controller is responsible, when so requested by that combat agency, to coordinate the provision of support resources. The Emergency Operations Controller is responsive to the requirements of the Controller/Co-ordinator of the combat agency. **Emergency Operations Controllers would not normally assume control from the combat agency unless the situation can no longer be contained.** Where necessary, **this should only be done after consultation with and agreement of the combat agency and the next higher level of control.**
- e Emergency preparation, response and recovery operations should be conducted with all agencies carrying out their normal functions wherever possible.

## Area covered

The boundaries of the Shire of Bega Valley are as per the attached plan (Fig. 1) and represent an area of around 6,000 sq kms. The area extends from south of Eurobodalla Shire in the north and includes the coastal catchments through to the Victorian border in the south.



## Population

Based on the 2001 Census figures, the total population of the Shire of Bega Valley is 30,524 which represents a 5.8% growth rate between 1996 and 2001.

National Parks and State Forests cover 73% of the Shire area and the population tends to be gathered in and around the towns. Although there is no dominant town Merimbula, Bega, Eden and the areas surrounding them together represent 66% of the population of the Shire.

## Transport routes

The Shire of Bega Valley is located on the NSW South Coast and has both the Princes and Snowy Mountains Highways passing through it. The Princes Highway links the Shire to the rest of the South Coast and Sydney to the north and Gippsland and Melbourne to the south and west. The Snowy Mountains Highway passes up the escarpment at Brown Mountain and links the Shire to the Monaro and Canberra. Other roads which cross the escarpment further south are the Tantawanglo Mountain Road, Mt Darragh Road, Big Jack Mountain Road and Imlay Road. These roads provide links from the Princes Highway to the Monaro.

There is also a coastal alternative to the Princes Highway in the northern part of the Shire. This road connects to the Highway at Tilba in the north and Pambula in the south. At the northern end it is known as Wallaga Lake Road and at the southern end Sapphire Coast Drive. Most towns and villages are on the roads already mentioned but there are some areas such as Pambula Beach and Yowrie which have specific access roads.

## Waterways/water storage/harbours/lakes

The main bodies of water in the Shire of Bega Valley are:

**a Rivers:**

- i Bega River
- ii Towamba River
- iii. Murrah River

**b Water Storage:**

- i Brogo Dam
- ii Yellow Pinch Dam
- iii Cochrane Dam
- iv Ben Boyd Dam

**c Harbours and Lakes:**

- i Wallaga Lake
- ii Bermagui Harbour
- iii Barragoot Lake
- iv Cuttagee Lake
- v Wapengo Lake
- vi Middle Lagoon
- vii Nelson Lake
- viii Wallagoot Lake
- ix Merimbula Lake
- x Pambula Lake
- xi Snug Cove (Twofold Bay)
- xii Quarantine Bay (Twofold Bay)
- xiii Wonboyn Lake

## Airports

Merimbula has the only commercial airport in the Shire and it is situated south of the town between the lake and coast road. There is also a private grass strip at Frogs Hollow south of Bega which is used by flying enthusiasts.

## Hazards

The four major hazards, that were identified by the Bega Valley Local Emergency Management Committee as those that could have the most serious impact within the Shire of Bega Valley are as follows:-

- a Bushfire
- b Flooding
- c Storm and Tempest
- d Earthquake

There are a large number of other hazards identified that could impact on the Shire of Bega Valley. These have been included with the above major hazards in the following table:

HAZARD	THREAT LEVEL		CONTROL/COORDINATION ARRANGEMENTS
	Probability	Consequence	
<b>Bushfire</b>	High	High	Combat Agency – NSW Rural Fire Service. Refer to Bega Valley RFS Operations Plan.
<b>Flooding</b>	High	High	Combat Agency – NSW State Emergency Service.
<b>Storm and Tempest</b>	High	High	Combat Agency – NSW State Emergency Service
<b>Earthquake</b>	Moderate	High	Local Emergency Operations Controller to control with District support and/or control if necessary.
<b>Fires other than bushfires</b>	High	Moderate	Combat Agency: <ul style="list-style-type: none"> <li>In Rural Fire Districts - NSW Rural Fire Service. Refer to Local Bush Fire Plan for details.</li> <li>In NSW Fire Brigades Districts – NSW Fire Brigades</li> </ul>
<b>Animal and Plant Diseases</b>	Moderate	Moderate	Combat Agency - NSW Agriculture in accordance with State Agriculture and Animal Services Plan
<b>Environmental Emergency</b>	Moderate	Moderate	Combat Agency - Environment Protection Authority in accordance with State Enviroplan  State DisPlan (which identifies combat agencies as per SERM Act, 1989( does not designate a combat agency for 'Environmental Emergency')/ The new Dept of Environment & Conservation (the old EPA) is a participating organisation and the Assistant Director General (Operations) is the State Coordinator, Environmental Services Functional Area Coordinator.
<b>Hazardous Materials Emergency - Land based</b>	Moderate	Moderate	Combat Agency: <ul style="list-style-type: none"> <li>Render Safe - NSW Fire Brigades in accordance with State HAZMAT Plan.</li> <li>Clean Up - EPA in accordance with State ENVIROPLAN</li> </ul>
<b>Major Transportation Accident - Road/Rail</b>	Moderate	Moderate	Local Emergency Operations Controller to control
<b>Shipping Accident or Emergency</b>	Moderate	Moderate	Port Kembla Ports Corporation Harbourmaster. In fire situation, NSW Fire Brigades in consultation with

HAZARD	THREAT LEVEL		CONTROL/COORDINATION ARRANGEMENTS
	Probability	Consequence	
			Harbourmaster.
<b>Water Supply Failure (Quantity and Quality)</b>	Low	High	Bega Valley Shire Council
<b>Tsunami</b>	Low	High	Local Emergency Operations Controller to control with support and/or control from District if necessary.
<b>Power Failure</b>	Low	High	Transgrid and Country Energy with support from LEOCON if necessary.
<b>Terrorism</b>	Low	High	NSW Police Service
<b>Landslips</b>	Low	Moderate	Local Emergency Operations Controller
<b>Hazardous materials Emergency</b> <ul style="list-style-type: none"> <li>• <b>Marine Oil &amp; Chemical Spills</b></li> </ul>	Low	Moderate	Combat Agency: Australian Territorial Sea and High Sea (outside 3 nautical mile State limit) – Australian Maritime Safety Authority NSW State Waters and Foreshores adjacent to State waters – Port Kembla Ports Authority Declared Naval Waters – Royal Australian Navy All other waters within NSW NSW Fire Brigades in accordance with HAZMATPLAN.
Import of Disease	Low	Moderate	Department of Health

### Vulnerable community groups

Vulnerable community groups within the Bega Valley area were addressed by the Committee, and the following vulnerable community groups have been identified for the Bega Valley:

- a Older people
- b Children
- c People with a Disability
- d Low Income Households
- e Tourists
- f Flood Plain Residents

## Part 2 Roles and responsibilities

### General

This Part describes the primary roles of each of the Emergency Services, Combat Agencies, Functional Areas and other organisations, and also outlines the composition of each Functional Area. Unless otherwise stated, the roles detailed in this Part apply equally to the management of incidents and emergencies.

With regard to Functional Areas, the Committee has agreed to each of these roles and groupings on the basis that they are likely to be the most effective for emergency management operations within the Bega Valley. This does not preclude the flexibility to adjust roles and groupings if circumstances demand it.

### Combat agencies

Each Combat Agency operates under the authority of a Combat Agency Controller, who is the operational head of that organisation. The roles and details of participating and supporting organisations are shown on **Pages 10-19** of this Plan.

### Functional support

Each Functional Area operates under the authority of a Functional Area Co-Ordinator appointed by the Local Committee. The roles and detailed structure of each of the Functional Areas are shown on **20-27** of this Plan.

Functional Areas which are not coordinated at Local level include the following:

- Environmental Services
- Health Services

### Participating organisations

The combat agencies listed as participating organisations have either given formal notice, or have acknowledged to the Committee, that they are willing to participate in emergency management operations under the direction of the Controller of the combat agency, and with levels of resources or support as appropriate to the emergency.

The Government departments, statutory authorities, volunteer organisations and other agencies allocated to Functional Areas have either given formal notice, or have acknowledged to the Functional Co-Ordinators, that they are willing to participate in emergency management operations under the direction of the Functional Co-Ordinator, and with levels of resources of support as appropriate to the emergency.

### Supporting organisations

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

In some cases, individual Functional Areas have been nominated for specific emergencies with a role to coordinate the actions of supporting organisations. The supporting organisations are listed in this Part in relation to those specific types of emergency.

### **Local Emergency Operations Controller (LEOCON)**

The District Emergency Operations Controller is to appoint a Local Emergency Operations Controller for each Local Government Area or combination of Local Government Areas.

The functions of the Local Emergency Operations Controller (LEOCON) are as follows:

- a Monitor Local level combat agency managed operations.
- b Co-ordinate support and control the allocation of resources to Local level combat agency managed operations when requested by the combat agency.
- c In consultation with the combat agency and DEOCON, assume control of Local level operations from the combat agency if the situation can no longer be contained.
- d Control Local level operations when there is no designated combat agency.
- e Establish, maintain and control a Local Emergency Operations Centre (LEOC).
- f Activate and staff the Local Emergency Operations Centre in accordance with LEOC Standing Operating Procedures.
- g Ensure the District Emergency Operations Controller and Local Emergency Operations Controllers from adjoining Local Areas are kept apprised of the situation.
- h As necessary, request additional resources from the District Emergency Operations Controller.
- i Ensure that another senior Police officer is delegated responsibility for and authority to act as LEOCON in his/her absence and that the DEOCON and DEMO are advised.
- j Ensure recovery operations are initiated during the earliest stages of response operations.
- k Undertake tasks as directed by the DEOCON.

### **Local Emergency Management Officer (LEMO)**

Council is to provide executive support facilities for the Local Emergency Management Committee and the Local Emergency Operations Controller in its area.

The principal executive officer is to be known as the Local Emergency Management Officer (LEMO).

The functions of the Local Emergency Management Officer (LEMO) are as follows:

- a Advise, assist and support the Local Emergency Operations Controller during response and recovery operations.
- b Ensure the preparedness of the Local Emergency Operations Centre (LEOC).

- c      Ensure that other Officers are available to provide support, either in the absence of the LEMO or for extra duty in the LEOC, and that the LEOCON is advised accordingly.

## AGRICULTURAL & ANIMAL SERVICES

**CO-ORDINATOR:**

Regional Co-ordinator  
NSW Agriculture

**CO-ORDINATION CENTRE:**

### Roles

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

### Participating organisations

### Supporting organisations

## AMBULANCE SERVICE OF NSW

**CONTROLLER:**

Sector Manager

**CO-ORDINATION CENTRE:**

### Roles

- a Provide pre hospital care and transport of casualties;
- b Provide and/or assume the responsibility for transport of designated medical teams, mental health teams and public health teams and their equipment to the site of emergencies, receiving hospitals or emergency medical facilities;
- c Provide and/or assume responsibility for transport to transfer patients evacuated from hospitals;
- d Provide coordinated communications for all health systems involved in emergency responses;
- e Provide a Liaison Officer with communications to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller, or alternatively, to the combat agency control centre;
- f Provide, when necessary, an Ambulance Liaison Officer to the forward Police Commander.
- g As determined by the State Rescue Board, provide accredited rescue units.

### Note

During an emergency for which this Plan is activated, the Southern Area Health Service's Regional Medical Controller will operate from the \_\_\_\_\_, in conjunction with the Ambulance Controller to coordinate medical and ambulance activities in the field as well as monitor and support hospital activities.

### Participating organisations

Air Ambulance  
Lifesaver Helicopters  
Care Flight Helicopter  
SouthCare Helicopter

### Supporting organisations

NSW Health  
St Johns Ambulance Australia (NSW Division)



## AUSTRALIAN VOLUNTEER COAST GUARD ASSOCIATION INC

**CO-ORDINATOR:** *Commodore – Southern NSW Squadron*

**CO-ORDINATION CENTRE:** Coast Guard Bermagui  
Bermagui Harbour  
BERMAGUI

### **Roles**

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

### **Participating organisations**

## NSW FIRE BRIGADES

**CONTROLLER:**

Zone Commander

**CONTROL CENTRE:**

**Combat agency role:**

- a In relation to Fire Districts, prescribed in the New South Wales Fire Brigades Act, 1989, act as the combat agency for fires.
- b Act as the combat agency for land based and inland waterways hazardous materials incidents and emergencies in NSW.

**OTHER ROLES:**

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

**Participating organisations**

NSW Rural Fire Service  
National Parks and Wildlife Service  
State Forests

## NSW POLICE SERVICE

**CONTROLLER:** Commander –

**OPERATIONS CENTRE:** Bega Police Station  
Auckland Street  
BEGA

### Combat agency role

- a Act as the combat agency for law enforcement emergencies and for search operations.

### Other roles

- a Maintain law and order, protect life and property and provide support to other Combat Agencies, other Organisations and Functional Areas as required. This may include:
  - i initial reconnaissance of the area affected by the emergency;
  - ii traffic and crowd control, including the control of evacuations if required;
  - iii identifying the dead and injured and notifying next of kin;
  - iv establishing temporary mortuaries;
  - v maintaining the security of property;
  - vi statutory investigative requirements; and
  - vii operation of an inquiry centre capable of providing general information on incidents and emergencies to members of the public.
- b Call out accredited rescue units to respond to general rescue incidents and coordinate rescue operations.
- c Perform primary and secondary rescue tasks allotted by the State Rescue Board.
- d Provide overall control and coordination for emergency response operations. the NSW Police do not provide overall control or coordination for emergency response operations. The LEOCon may control or coordinate an emergency response but does so in a multi agency capacity, not as a police officer.
- e Operate a registration and inquiry system capable of:
  - i providing a registration system for victims of emergencies;
  - ii providing an inquiry centre capable of furnishing relatives and close friends with basic details on the whereabouts and safety of victims of emergencies.
- f Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

## **Supporting organisations**

### **General Emergency Operations**

Coroner  
Morgue  
Funeral Directors

### **Search and Rescue Operations**

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

### **Registration and Inquiry System Operations**

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

### **Disaster Victim Identification**

Southern Area Health Service (Public Health Unit)  
Bega Valley Shire Council

## **Notes**

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

## NSW RURAL FIRE SERVICE

**CONTROLLER:** Fire Control Officer

**CONTROL CENTRE:** Phil Collins Fire Control Centre  
Maher Street  
BEGA

### Combat agency role

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

### Other roles

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

### Participating organisations

NSW Fire Brigades  
National Parks and Wildlife Service  
State Forests

## NSW STATE EMERGENCY SERVICE

**CONTROLLER:** Local Controller – Bega Valley

**CONTROL CENTRE:** SES Headquarters  
Minyama Parade  
BEGA

### Combat agency role

- a Act as the combat agency for dealing with floods and to coordinate the rescue, evacuation and welfare of affected communities.
- b Act as the combat agency for damage control for storm and tempest and to coordinate the evacuation and welfare of affected communities.

### Other roles

- a Assist, at their request, members of the Police Service, NSW Fire Brigades, Rural Fire Service, Ambulance Service, relevant combat agency or Emergency Operations Controller in any other response or recovery operation for which the State Emergency Service's training and equipment is suitable.
- b As determined by the State Rescue Board, provide accredited rescue units.
- c Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

## ROYAL VOLUNTEER COASTAL PATROL

**CO-ORDINATOR:** *Divisional Commander*

**CO-ORDINATION CENTRES:**

RVCP Centre  
Bramble Street  
EDEN

RVCP Centre  
Spencer Park  
Main Street  
MERIMBULA

### **Roles**

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

### **Participating organisations**

### **Supporting organisations**

## BEGA RESCUE SQUAD INC (VRA)

**CO-ORDINATOR:**

*Squad Captain*

**CO-ORDINATION CENTRE:**

Bega Rescue Squad Inc (VRA)  
Tarraganda Lane  
BEGA NSW 2550

### **Role**

- a As determined by the State Rescue Board, provide support to the emergency services as an accredited search and rescue group.
- b At the request of the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operation for which the Volunteer Rescue Association's training and equipment is suitable.
- c Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.



## COMMUNICATIONS

**CO-ORDINATOR:** Centre Manager - Warilla  
Police Station  
WARILLA

**CO-ORDINATION CENTRE:** Warilla Police Station  
Lake Entrance Road  
WARILLA

### Note

The Communications Co-ordinator is not required to provide communications links between the EOC (or Control Room of the Combat Agency), their coordination centre and the personnel in the field. The provision and maintenance of such facilities is the responsibility of the relevant Controller of the Combat Agency, the Commander of the Emergency Service or the Functional Area Co-ordinator.

### Roles

- a In collaboration with the communications representative from the relevant emergency response or recovery organisations, identify those potential control and coordination communications needs which are likely to emerge within a higher area of responsibility.
- b Determine the most appropriate means of satisfying those needs.
- c During operational periods:
  - i Provide the Controller of the event, advice and/or assistance on emergency communications matters.
  - ii Provide to other emergency helpers, advice and practical assistance in adapting or adopting current resources to resolve unanticipated communications needs.
  - iii Co-ordinate the deployment of supplementary communications resources.
- d During non-operational periods:
  - i Provide advice to members of the Emergency Management Committee on communications when requested and available.
  - ii Negotiate the temporary provisions of additional communications facilities for those organisations who anticipate an over-extension of their normal operating facilities as a result of an emergency.
- e Identify and integrate such resources as he/she deems necessary, including those of other services if and when offered, to achieve and maintain a reliable communications system capable of ensuring an effective communications for the control and coordination of emergency response and recovery operations.

## **Participating organisations**

### **Rural Fire Service**

State Emergency Service

Wireless Institute Citizens' Emergency Network (WICEN)

Australian Citizens' Radio Monitors (ACRM)

## **Supporting organisations**

NSW Ambulance Service

NSW Fire Brigades

Telstra

Bega Rescue Squad Inc (VRA)

Australian Volunteer Coast Guard

Port Kembla Ports Authority

## **WATERWAYS AUTHORITY**

<b>CO-ORDINATOR:</b>	Harbourmaster Port of Eden
<b>CO-ORDINATION CENTRE:</b>	Port of Eden Office Snug Cove Imlay Street EDEN NSW 2550

### **Roles**

- a The safe conduct of shipping. Combat and coordination for marine emergency operations within its area of responsibility in conjunction with other organisations as required.
- b To coordinate the available resources required.
- c To provide a forward marine command post.
- d To undertake the combat and coordination role during a marine pollution incident.
- e To support other functional counter disaster plans as required.
- f Provide a Liaison Officer to the Local Emergency Operations Centre at the request of the Local Emergency Operations Controller.

### **Participating organisations**

Port of Eden Waterways Authority  
NSW Police Service (Land and Water Based)  
NSW Fire Brigades

### **Supporting organisations**

Australian Customs Service

## **MEDIA SERVICES**

**CO-ORDINATOR:**

Media Relations Officer  
Bega Valley Shire Council

**CO-ORDINATION CENTRE:**

### **Roles**

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

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

### **Participating organisations**

Bega Valley Shire Council  
NSW Police Service

### **Supporting organisations**

ABC Radio  
Radio 2EC  
WIN Television  
Power FM

## TRANSPORT SERVICES/ENGINEERING SERVICES

**CO-ORDINATOR – TRANSPORT/ENGINEERING SERVICES** Works Manager,  
Engineering Services  
Bega Valley Shire Council

**CO-ORDINATION CENTRE -** Works Depot  
Bega Valley Shire Council  
Maher Street  
BEGA NSW 2550

### Roles

#### Transport Services

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

#### Engineering Services

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

### Participating organisations

#### Transport Services

NSW Transport  
Roads and Traffic Authority of NSW  
Bus and Coach Association  
Bega Valley Shire Council

### **Engineering Services**

Country Energy  
Bega Valley Shire Council  
Telstra  
Roads and Traffic Authority of NSW

## **Supporting organisations**

### **Transport Services**

Deanes Bus Co  
Bega Valley Coaches  
National Roads and Motorists Association

## WELFARE SERVICES

**CO-ORDINATOR:**

Bega Valley Disaster Welfare Manager  
NSW Department of Community Services

**CO-ORDINATION CENTRE:**

### Roles

- a During response and/or recovery operations, provide relief services to victims of incidents and emergencies. This may require:
  - i establishing Evacuation and Welfare/Recovery Centres to manage the provision of short-term emergency accommodation, essential material needs, and the delivery of personal services to victims of emergencies;
  - ii providing welfare information and advisory services to victims of emergencies;
  - iii providing personal welfare support, counselling and referral services;
  - iv providing immediate financial aid;
  - v establishing a support unit to coordinate and distribute offers of donated relief aid;
  - vi providing mobile welfare teams to operate within the area affected by the emergency;
  - vii ensuring, in conjunction with District Agriculture and Animal Services, the provision of companion animal care; and
  - viii ensuring, in conjunction with District Health Services, the provision of medical and mental health (counselling) services.
- b Mobilise and coordinate catering facilities and services to provide:
  - i feeding of victims of emergencies, including evacuees in transit or in Evacuation and Welfare/Recovery Centres, and displaced or homeless people in short term emergency accommodation centres; and
  - ii by arrangement, meals for Combat Agency or other Functional Area personnel engaged in response and/or recovery operations;
- c Establishing Recovery Centres to manage the welfare needs of victims.
- d Co-ordinate short-term emergency accommodation for homeless victims of emergencies.
- e Arrange for the acquisition, reception, storage, issue and disposal of material needs including clothing, bedding and personal requisites.
- f Provide emergency financial assistance to victims of emergencies.
- g Administer the Community Disaster Relief Fund.

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

## **Supporting organisations**

### **Catering**

The Salvation Army

### **Accommodation**

Seventh Day Adventist Church

### **Clothing**

St Vincent De Paul Society

### **Personal Services and Welfare Information**

Red Cross Society



## Part 3 Prevention

### Responsibilities and strategies

The Local Emergency Management Committee is responsible, using a process of hazard analysis, to identify prevention or mitigation options, to refer these options and recommendations to the appropriate agency, and to monitor the outcomes.

Responsibility for the development and implementation of prevention and mitigation strategies rests with the agencies, organisations and/or committees detailed in the table below and are not subject to DISPLAN arrangements. Strategies implemented are also listed.

HAZARD	AGENCY/COMMITTEE RESPONSIBLE	MITIGATION/PREVENTION STRATEGIES
<b>Fires – Bush, Grass or Rural</b>	Local Government Councils  Bush Fire Management Committee  Fire Agencies – Rural Fire Brigades, NSW Fire Brigades (in their Fire District) and National Parks and Wildlife Service	<ul style="list-style-type: none"> <li>Landowner required to clear firebreaks and remove fire hazards.</li> <li>Regulate burning off.</li> <li>Regulate property development and building construction through Local Environment Plans and Development Control Plans.</li> <li>Preparation of Bega Valley Shire Bush Fire Management Plan of Operation and Bush Fire Risk Management Plan.</li> </ul>
<b>Earthquake and landslip</b>	Local Government Councils	<ul style="list-style-type: none"> <li>Regulate property development and building construction through LEPs and DCPs.</li> </ul>
<b>Exotic animal and plant disease</b>	NSW Agriculture	<ul style="list-style-type: none"> <li>Surveillance by NSW Agriculture, especially through Australian Quarantine Inspection Service.</li> <li>State and District Agriculture and Animal Services Plan.</li> <li>AUSTVET Plan.</li> <li>Training of NSW Agriculture staff in detection of diseases.</li> </ul>
<b>Flood</b>	Local Government Councils  Department of Infrastructure, Planning and Natural Resources	<ul style="list-style-type: none"> <li>Regulate property development and building construction through LEPs and DCPs.</li> <li>Development and maintenance of flood mitigation works.</li> <li>Preparation of floodplain management plans, with the assistance of the State Emergency Service.</li> <li>Technical and financial assistance to Local Government in the preparation of mitigation schemes and floodplain management plans.</li> <li>Technical assistance to the State Emergency Service in the development of flood plans.</li> </ul>
<b>Hazardous materials incidents</b>	Environment Protection Authority  WorkCover Authority	<ul style="list-style-type: none"> <li>Regulate transport of dangerous goods.</li> <li>Assists industry with the development of safe procedures.</li> <li>Regulate the production and storage of dangerous</li> </ul>

HAZARD	AGENCY/COMMITTEE RESPONSIBLE	MITIGATION/PREVENTION STRATEGIES
		goods.

## Part 4 Preparation

### Local Emergency Management Committee

The Local Emergency Management Committee is chaired by a senior representative of Bega Valley Shire Council with executive support provided principally by the Local Emergency Management Officer (LEMO).

The committee is subject to the direction of the District Emergency Management Committee and is responsible to develop and maintain a Local Disaster Plan (DISPLAN) and Sub Plans relating to specific hazards or emergencies. Supporting Plans for Functional Areas are to be developed and maintained by the relevant Functional Area Coordinator if they are required.

By agreement, the Bega Valley Local Emergency Management Committee (LEMC) has the following mission and functions:

- a     **Mission:**
  - i       To develop, maintain and coordinate comprehensive all agency emergency management arrangements for the community.
- b     **Functions:**
  - i       Prepare, maintain and review the Local Disaster Plan (DISPLAN);
  - ii      Review Local Supporting Plans and Sub Plans;
  - iii     Implement the NSW Emergency Risk Management process to identify sources of risks, elements at risk and treatment strategies;
  - iv      Establish and review appropriate emergency management structures at Local level;
  - v       Identify resources within the Local Area and make plans for the allocation and coordination of those resources during incidents and emergencies;
  - vi      Establish and review systems for use in the control and coordination of emergency operations;
  - vii     Review and recommend emergency management arrangements to the District Emergency Management Committee;
  - viii    Establish and maintain communication networks between Agencies and Functional Areas within the Local Area, including an up to date contact directory;
  - ix      Recommend emergency management training for individuals and groups in Agencies and Functional Areas within the Local Area;
  - x       Disseminate educational material on established emergency management policies and procedures within the Local Area;
  - xi      Arrange the conduct of exercises to periodically test emergency management plans and procedures;

- xii Produce standing orders, instructions and standing operating procedures relative to emergency management plans and arrangements;
- xii Arrange for graduated warnings of emergencies to the public;
- xiv Assist the District Emergency Management Committee and District Emergency Operations Controller as required; and
- xv Establish and coordinate functional area and other sub committees as required within the Local Area.

## **Local DISPLAN**

The Local DISPLAN recognises:

- a designated Combat Agencies;
- b designated Emergency Service Agencies;
- c designated Functional Areas;
- d the roles and responsibilities of both Participating and Supporting Organisations detailed in this plan for each Combat Agency and Emergency Service Agency;
- e the roles and responsibilities of both Participating and Supporting Organisations detailed in this plan for each of the Functional Areas; and
- f the response and initial recovery procedures detailed in this Plan.

This Plan also includes arrangements if appropriate for the coordination of support resources to a Combat Agency conducting single service managed operations, and for the handover of responsibility for emergency response and initial recovery operations between Local and District levels of the emergency management structure.

## **Supporting plans**

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

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

## **Sub plans**

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

Sub plans of this DISPLAN are listed in Annexure A.

### **Arrangements for reviewing, testing, evaluating and maintaining this plan**

Responsibility for reviewing, testing, evaluating and maintaining this plan rests with the Shire of Bega Valley Local Emergency Management Committee.

The plan should be reviewed:

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

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

### **Resource and contact directories**

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

### **Warning arrangements**

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

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

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

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

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

HAZARD OR THREAT	AGENCY/POSITION RESPONSIBLE	WARNING PROVIDED
<b>Bush and grass fire</b>	Bureau of Meteorology	General fire weather advice to the community.
	State Operations - NSW Rural Fire Service	Specific warnings and Total Fire Ban advices to the Community, LEOCON and relevant Agencies and Functional Areas.
<b>Agriculture and animal emergencies</b>	Regional Director, NSW Agriculture	Warnings to the community, LEOCON, and relevant agencies specific to exotic disease outbreaks and controlled / restricted areas.
<b>Flooding</b>	Bureau of Meteorology	General weather advice to the community and specific flood warnings and predictions to SES.
	State Emergency Service	<p>Pump and Stock Warnings, Local Flood Advices, Flood Bulletins, Flood Height Broadcasts and Evacuation Warnings to:</p> <ul style="list-style-type: none"> <li>• flood affected communities;</li> <li>• the LEOCON; and</li> <li>• relevant Agencies and Functional Areas.</li> </ul>
<b>Hazardous materials</b>	Site Controller, LEOCON or DEOCON, acting on the advice of the NSW Fire Brigades in accordance with NSW HAZMATPLAN	Evacuation warnings, public safety directions and warnings relating to spillages into waterways.
<b>Severe storms</b>	Bureau of Meteorology	Severe storm advices and warnings to the wider community, which include SES public safety messages.
	State Emergency Service	General advice and warnings to the LEOCON and relevant Agencies and Functional Areas.
<b>Tsunami</b>	LEOCON	General and Evacuation Warnings to affected communities and relevant Agencies and Functional Areas.
<b>Other warnings</b>	LEOCON	General and Evacuation Warnings to affected communities and relevant Agencies and Functional Areas.

### Standard Emergency Warning Signal (SEWS)

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

Authority to use the SEWS is restricted to:

- a State Emergency Operations Controller (SEOCON) or Deputy;
- b Combat Agency Controller at State level;
- c District Emergency Operations Controller (DEOCON);
- d Combat Agency Controller at Region/District level;
- e Local Emergency Operations Controller (LEOCON); and
- f Combat Agency Controller at Local level.

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

## Public education

Public Education in relation to specific hazards is the responsibility of the Combat Agency.

Public Education in relation to general emergency management and preparedness measures is the responsibility of the Local Emergency Management Committee.

Public Education in relation to hazards where there is no Combat Agency is the responsibility of the Local Emergency Management Committee.

The relevant Combat Agency is to ensure that the specific needs of those vulnerable groups identified above are capable of being satisfied.

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

HAZARD	AGENCY AND RESPONSIBILITY
<b>Bush and grass fires</b>	The NSW Rural Fire Service coordinates public education programs relating to the bush and grass fire threat throughout the Local Area.
<b>Agriculture and animal emergencies</b>	The Regional Director, NSW Agriculture, is responsible for public awareness concerning the implications of animal and plant disease and appropriate strategies for its prevention and detection.
<b>Flooding</b>	The State Emergency Service Division and Local Controllers are responsible for ensuring, as detailed in SES Division and Local Flood Plans, that the residents of the division and local areas are aware of the flood threat and how to protect themselves against it.
<b>Severe storm and tempest</b>	The State Emergency Service Division Controller is responsible for ensuring that the residents of the division are aware of the likely effects of storm and tempest impact and how to protect themselves against it.
<b>Environmental</b>	The Head, Regional Operations Unit, ensures that the Environment Protection Authority conducts general public education programs on environmental matters and addresses various groups / organisations on request.
<b>Hazardous materials</b>	The Chemical Industry Council undertakes public education and awareness through the Responsible Care Program.  WorkCover issue information in relation to handling and safety.

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

## Part 5 Control and coordination arrangements

### Types of operations

#### Combat Agency Managed Operations

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

#### Operations Controlled by Emergency Operations Controller

This applies when:

- a The Local Emergency Operations Controller is designated in plans as the Controller;
- b There is no designated combat agency; or
- c The Local Emergency Operations Controller is requested by the combat agency to assume control, with the approval of the combat agency head.

The LEOCON would not normally assume control from a combat agency unless the situation can no longer be contained. This should only occur after consultation with, and the agreement of, the combat agency and the District Emergency Operations Controller.

### Operational control/coordination relationships

Operational control and coordination relationships are shown in Annexure B.

#### Local Emergency Operations Centre (LEOC)

The Local Emergency Operations Centre is the centre from which the Local Emergency Operations Controller either controls a Local level emergency operation; coordinates support to a Combat Agency or Functional Area conducting an emergency operation for which it has been designated as the combat agency; or coordinates support to other Local areas either on a pre-planned basis or as directed by the DEOCON.

The Local Emergency Operations Centre is located at:

**Maher Street  
Bega**

In the event of the Local Emergency Operations Centre becoming inoperable, alternative Centres are located at:

Council Chambers  
Zingel Place  
Bega

NPWS Office  
Sapphire Coast Drive  
Merimbula

State Forests Office  
Bass Street  
Eden



The Standing Operating Procedures for Emergency Operations in the Shire of Bega Valley complement this plan.

The LEOCON is responsible for:

- a Establishing, maintaining and controlling the LEOC.
- b Preparing and maintaining Standing Operating Procedures for Emergency Operations.
- c Ensuring that sufficient trained personnel are available to staff the LEOC when required.
- d Maintaining a contact directory of LEOC staff.
- e Providing appropriate training for LEOC staff.

Personnel to staff the LEOC, except for Liaison Officers and their assistants, are to be drawn from the Police Service, other Agencies and Functional Areas as required.

The Local Emergency Management Officer (LEMO), as executive officer to the LEOCON, provides assistance to the LEOCON.

### **Agency and functional area control and coordination**

To ensure proper coordination and the timely flow of information between the Local Emergency Operations Controller and the Combat Agency Controllers and Functional Area Co-Ordinators at all levels, Controllers/Co-Ordinators are to appoint Liaison Officers to represent them in the Local Emergency Operations Centre.

These Liaison Officers are to be capable of providing immediate advice to the Local Emergency Operations Controller on the capabilities and current status of resources of their Combat Agency or Functional Area, and must have the authority to commit resources from their respective organisations.

Combat Agencies and Functional Areas may need to establish a control/coordination centre from which to conduct operations. The liaison arrangements between officers are detailed below.

### **Liaison arrangements**

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

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

Liaison Officers must have the authority to commit the resources of their organisation.

Liaison Officers are to:

- a Maintain a communications link between the LEOC and their organisation's control or coordination centre and/or their counterparts at any operational District or State Emergency Operations Centre.
- b Provide advice to the LEOCON and LEOC staff on the capabilities and status of their organisation.
- c Keep the LEOCON and LEOC staff informed of the actions taken by and requirements of their organisation.

- d Brief their own organisation on the progress and likely requirements of operations.
- e Convey the LEOCON's directions/requests to their commander, controller or coordinator as appropriate.

## **Communications**

The landline (telephone and facsimile) services currently provided by Telstra are the primary means of communication for the control and coordination of emergency management operations.

Should the primary communications means not be available, or be unable to provide the flexibility required, radio communications and mobile phones are to be the alternative means, using established networks.

To counter the possibility of a communications (landline and radio) failure between Emergency Operations Centres and Combat Agencies and Functional Area Control/Co-ordination Centres, Controllers/Co-ordinators are to include in their organisational planning the need for personnel and transport specifically to provide a courier service.

## **Information and intelligence**

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

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

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

During operations controlled by the LEOCON, the LEOCON is responsible for:

- a The passage of operational information and intelligence between all involved agencies, using the LEOC as the collection and distribution point.
- b The passage of public information to the community.
- c The release of regular media releases.
- d Ensuring the DEOCON is kept informed of developments and forecast support needs.

The LEOCON is responsible for the passage of operational information and intelligence to the DEOCON during all types of operations and stages of activation at the Local level.

## Part 6 Response

### Activation of plan

If considered necessary, the Local Emergency Operations Centre located in the Phil Collins Fire Control Centre in Maher St Bega, may be opened. In the event of this Centre becoming inoperable or unavailable because it is being used as a Fire Control Centre, an alternative Centre will be located at the nearby Telstra building in Minyama Parade, the Council chambers in Zingel Place Bega or another suitable site.

This plan is activated by the Local Emergency Operations Controller (LEOCON).

The LEOCON is responsible to activate the Local DISPLAN:

- a Whenever support may be required by a combat agency;
- b When a combat agency requests support;
- c To control an emergency for which there is no designated combat agency;
- d When a combat agency requests the LEOCON to assume control;
- e When support to an adjoining Local is requested;
- f When directed by the District Emergency Operations Controller.

The LEOCON automatically activates this plan whenever:

- a An emergency is declared and a person appointed to take charge of fire fighting operations, under the provisions of Section 44 of the Rural Fires Act 1997 within the Local Area; or
- b The State Emergency Service is conducting flood or storm and tempest operations, including the coordination of evacuation and welfare of affected communities, under the provisions of the State Emergency Service Act, 1989.

In either case, the LEOCON is to be prepared to provide support as requested by the person appointed by the Commissioner, Rural Fire Service in the case of bush fires, or the SES Unit Controller in the case of floods or storm and tempest.

During activation of this plan for bush fires, floods, storm and tempest, hazardous materials operations, animal health emergencies or other combat agency operations, control remains with the designated combat agency. The LEOCON would not normally assume control from a combat agency unless the situation can no longer be contained. This should only occur after consultation with, and the agreement of, the combat agency head and the District Emergency Operations Controller (DEOCON).

### Stages of activation

The recognised stages of activation are:

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

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

### Action at each stage

PHASE	ACTION
<b>Alert</b>	<p>LEOCON receives advice on operations which could escalate to an emergency, or which could require coordination of support.</p> <p>LEOCON monitors the situation.</p> <p>LEOCON informs, as appropriate:</p> <ul style="list-style-type: none"> <li>• Relevant Agency Controllers and Functional Area Co-ordinators.</li> <li>• District Emergency Operations Controller.</li> <li>• Local Emergency Operations Controller(s) from adjoining Local Area(s).</li> <li>• Local Emergency Management Officer (LEMO).</li> </ul> <p>LEOCON activates LEOC to appropriate state of readiness, if necessary.</p>
<b>Stand-by</b>	<p>Combat Agency, or DEOCON advises LEOCON that assistance under DISPLAN arrangements may be required, or LEOCON determines that a Local level emergency operation is likely to be required.</p> <p>LEOCON:</p> <ul style="list-style-type: none"> <li>• Continues to monitor the situation.</li> <li>• Activates the arrangements in DISPLAN if required.</li> <li>• Activates LEOC to appropriate state of readiness.</li> <li>• Advises relevant Agencies and Functional Areas to standby.</li> <li>• Briefs LEOC staff, and the DEOCON on the situation.</li> <li>• Briefs adjoining LEOCON(s) as appropriate.</li> </ul> <p>LIAISON OFFICERS report to LEOC or Combat Agency control centre as appropriate and if requested.</p>
<b>Call out</b>	<p>Impact emergency occurs, or Combat Agency, or DEOCON advises LEOCON that support is required.</p> <p>LEOCON:</p> <ul style="list-style-type: none"> <li>• Escalates LEOC to required state of readiness.</li> <li>• Activates relevant Agencies and Functional Areas and requests Liaison Officers to report to LEOC or combat agency control centre as appropriate.</li> <li>• Liaises with the DEOCON and adjoining LEOCON(s) as required.</li> </ul> <p>LIAISON OFFICERS maintain contact with their respective agencies and respond resources as directed by the LEOCON, in accordance with the appropriate plan.</p>
<b>Stand down</b>	<p>Combat Agency, or DEOCON advises LEOCON that support is no longer required, or the LEOCON determines that Local level operations are no longer required.</p> <p>LEOCON:</p> <ul style="list-style-type: none"> <li>• Hands control to Combat Agency.</li> <li>• Advises Liaison Officers.</li> <li>• Advises adjoining LEOCON(s) and DEOCON as appropriate.</li> <li>• Arranges time and location for debriefing.</li> </ul>
<b>and</b>	
<b>Debrief</b>	<p>Agency and Functional Area personnel are debriefed and stood down on completion of their final tasks.</p> <p>Final reports are completed and distributed by Agencies in accordance with Standing Operating Procedures.</p>

## **Resource deployment**

Priorities for deployment of resources being coordinated by the LEOCON will be determined by the LEOCON.

Each Agency and Functional Area is to develop and maintain up to date resource registers relevant to their operational requirements.

## **Urban Search and Rescue (USAR)**

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

## **Assistance from other districts**

An Agency may obtain their own organisation's resources from outside the District.

All other requests for out of area support are to be directed to the LEOCON who then requests such support from the DEOCON, or in accordance with the appropriate plan.

## **Assistance to other districts**

Agencies may deploy their own organisation's resources outside the District.

Functional Areas may deploy their own functional area resources outside the Local area in accordance with their respective Supporting Plans.

## **Defence assistance to the civil community**

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

## **Evacuation**

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

### **Evacuation Centres**

The Shire Local Disaster Welfare Plan contains details of evacuation centres and open area assembly locations across the Shire.

## Decision

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

The requirement to evacuate or stay put should ideally be identified during the planning process and be included in the organisation's sub plans or standing operating procedures as necessary.

The organisation with the authority to order an evacuation is to ensure that the community is informed, through a public education program, of the proposed evacuation strategies. Appropriate leaflets should also be provided, if appropriate.

The Controller of the major incident/emergency (Combat Agency Controller, Section 44 Appointee - Rural Fires Act or LEOCON) will determine the need for evacuation.

If evacuation is the preferred option, the Controller is to consult with the Welfare Services Functional Area Co-ordinator to identify a safe and suitable Welfare Centre from those identified in the Local Disaster Welfare Plan.

## Authority

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

INDIVIDUAL/ORGANISATION	CIRCUMSTANCES
<b>The Minister, or an "emergency services officer" (as defined) when authorised by the Minister.</b>	During a declared State of Emergency, direct a person to leave premises and move out of an emergency area or part thereof, taking any persons in their care with them, and/or not to enter an emergency area or part thereof. (S.37 – <i>SERM Act</i> )
<b>A senior Police officer (i.e. of or above the rank of Sergeant)</b>	If satisfied that there are reasonable grounds for doing so for the purpose of protecting persons from injury or death threatened by an actual or imminent emergency. (S.60L – <i>SERM Act</i> )
<b>A Police officer</b>	In support of the authority of a member of the Fire Brigade acting under the Chief Officer's orders and to assist him or her where the persons are or property is endangered by fire or a hazardous materials incident. (S.25 – <i>Fire Brigades Act</i> )
	In support of the authority of an in compliance with directions given by the Chief Co-ordinator, Fire Controllers or other Rural Fire Service officers in connection with the prevention, control and suppression of any fire. (S.17; 44AB, 55 – <i>Rural Fires Act, 1997</i> )
	As an authorised officer, power to control persons and vehicles in the forest estate and direct persons and vehicles to leave an area if the activities being undertaken or conditions constitute a danger or potential danger to the safety of persons or property. (S.15 – <i>Forestry Act</i> )
<b>A Police officer, and all other members of emergency service organisations</b>	In recognition of the authority of the Director-General and emergency officers, provide assistance in connection with flood or storm and tempest operations. (S.21 – <i>State Emergency Service Act</i> )

  

INDIVIDUAL/ORGANISATION	CIRCUMSTANCES
<b>The Fire Brigade Officer-in-Charge at a fire or hazardous</b>	Take such measures as the officer thinks fit to protect life and

<b>materials incident</b>	property and to remove any person, vehicle, vessel or thing which might interfere with the work of the Fire Brigades. (S.13, 19 – <i>Fire Brigades Act</i> )
<b>The Director General, State Emergency Service, or an “Emergency Officer” (as defined) when authorised by the Director General</b>	Direct a person to leave premises and move out of an emergency area or part thereof, taking any persons in their care with them, and/or not to enter an emergency area or part thereof. (S.22 – <i>State Emergency Service Act</i> )
<b>Rural Fire Brigade Group Captains or their Deputies in their absence</b> <b>Fire Control Officers</b> <b>The Chief Co-ordinator or his Appointee</b>	Do any act, matter or thing (including evacuation) necessary for or incidental to the protection of life or property from any existing or imminent bush fire danger, except in relation to land or property vested in or under the control of the State Rail Authority, unless SRA grants permission. (S.22, 27, 44 – <i>Rural Fires Act, 1997</i> )
<b>State Emergency Service</b>	Authority is limited to the evacuation of people during flood, storm and tempest, or at the direction of the State Emergency Operations Controller. (S.19, 22 – <i>State Emergency Service Act</i> )
<b>Ambulance Service</b>	The Ambulance Service may be directed by the Police Service to assist in the conduct of evacuations, or, during a declared State of Emergency, by any authorised officer as determined under Section 37 of the <i>SERM Act</i> . Evacuation of medical facilities such as hospitals or nursing homes will be at the direction of the Medical Controller.
<b>Local Government Authorities</b>	In connection with fire safety related to buildings, the issue of orders to cease the use of premises, evacuate premises, to leave premises or not to enter premises. (S.124 – <i>Local Government Act</i> )

## Warning

Evacuation warnings to the public, or advice not to evacuate, are to be authorised and released by the person or agency in control of the event, in accordance with normal operating procedures.

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

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

The Standard Emergency Warning Signal (SEWS) may be used to precede an emergency warning message over the electronic media. Refer to “Part 4 – Preparation – Warning Arrangements”.

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

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

A media contact directory is to be maintained at the Combat Agency Operations Centre and Local Emergency Operations Centre for warnings to the public.

## Withdrawal

Provided it is within their capabilities, Combat Agencies may conduct evacuations but must liaise with Police to ensure security of the evacuated area. Consultation must also occur with the necessary supporting services, eg Welfare Services Co-ordinator and the Transport/Engineering Services Co-ordinator.

Police, if requested by the Combat Agency Controller, Section 44 Appointee (Rural Fires Act, 1997) or LEOCON, will conduct the evacuation or persons to the selected Welfare Centre, secure the affected area and coordinate Disaster Victim Registration.

Transport requirements are to be organised by the Transport Services Functional Area Co-ordinator.

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

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

The DEOCON should be notified if evacuation is necessary to an adjoining Local Government Area.

## Shelter

The Local Welfare Services Functional Area Co-ordinator is to:

- a Arrange for staffing of the identified Welfare Centre(s) in time to receive the evacuees;
- b Provide welfare support services to evacuees in accordance with the Welfare Services Supporting Plan; and
- c Address longer-term accommodation requirements.

## Return

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

Transport is to be arranged by the Transport/Engineering Services Functional Area Co-ordinator.

## Road closures

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



INDIVIDUAL/ORGANISATION	CIRCUMSTANCES
<b>Police</b>	Close any public street to traffic during any temporary obstruction or danger. (S.23 <i>Traffic Act</i> ). Close off the whole or any part of a "park" (as defined) and its roads to the public. (S.155 <i>National Parks and Wildlife Act</i> ).
<b>The Minister, or an "Emergency Services Officer" (as defined) when authorised by the Minister.</b>	During a declared State of Emergency, direct a person not to enter an emergency area or part thereof. (S.37 – <i>SERM Act</i> ).
<b>The Officer-in-Charge at a fire or hazardous materials incident.</b>	Close any street in the vicinity of a fire or hazardous materials incident. (S.14 <i>Fire Brigades Act</i> ).
<b>Rural Fire Brigade officers of the rank of Deputy Captain or above</b> <b>The Chief Co-ordinator or his Appointee.</b>	Close a street or public place in the vicinity of a fire, incident or other emergency to traffic. This does not apply to State Rail Authority land unless SRA gives permission. (S.22 – <i>Rural Fires Act, 1997</i>
<b>The Director General, State Emergency Service, or an "Emergency Officer" (as defined) when authorised by the Director General.</b>	Direct a person not to enter an emergency area or part thereof. (S.22 – <i>State Emergency Service Act</i> ).
<b>Ambulance Service</b>	Close a road for the protection of persons from injury or death, whether or not those persons are sick or injured. (S.12 – <i>Ambulance Service Act</i> ).
<b>Minister for Agriculture</b>	Close any road or authorise the erection of fencing and gates across any road within a quarantine or protected area to prevent or regulate the movement of stock or vehicles. (S.12, 15B, 23 – <i>Stock Diseases Act</i> ).
<b>Department of Agriculture Inspectors</b>	Declaration of entry and exit points during an exotic disease outbreak. (S.13 – <i>Exotic Diseases of Animals Act</i> ).
<b>A Roads Authority (as defined)</b>	Regulate traffic on a public road to protect the public from hazards on the road or to protect vehicles and other property on road and to protect the road from damage. (S.115 – <i>Roads Act</i> ).

### Advice of Road Closures

When major transport routes are either closed by an authorised organisation or individual or found to be closed as a result of the hazard impact during a major incident or emergency, advice of that closure is to be passed by that authorised organisation or individual to the Local Emergency Operations Centre where the information will be collated and disseminated.

During Local level major incidents or emergencies, Local Emergency Operations Centres are responsible for collection, collation and dissemination of information on road condition and closure.

### Advice to the Public

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

### Advice to Other Agencies

The LEOCON is responsible for the dissemination of information, when received, through Liaison Officers to each agency and functional area involved, and to other Emergency Operations Centres/Controllers.

If the closure of major transport routes affect or are likely to affect neighbouring Local Areas or Districts, those Local Emergency Operations Controllers and the District Emergency Operations Controller will be informed.

## **Logistic support**

Functional Area Co-ordinators are responsible for advising the Local Emergency Operations Controller of any requirements which cannot be met from within their own resources.

Liaison officers from participating or supporting organisations will be responsible for providing logistic support, including re-supply and relief, of their own personnel.

## **Emergency funding**

Combat Agencies and the Department of Community Services use their own systems for emergency funding.

For Agencies and Functional Areas which are Government Departments or Authorities, the cost of providing resources, including Liaison Officers, during emergency response or recovery operations is to be met in the first instance by the providers from their normal operating budgets.

For private sector organisations or personnel, the cost of providing resources during emergency response or recovery operations is to be met by the requesting agency, which would usually be the agency/organisation responsible for meeting the cost during normal circumstances.

## **Stand down and debrief**

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

The LEOCON, in consultation with the relevant Combat Agency if appropriate, is responsible for issuing the Stand Down and conducting a debrief of all agencies during operations controlled by the LEOCON.

The following operations are controlled by the LEOCON:

- a The LEOCON debriefs LEOC staff before closing the LEOC.
- b Each agency involved in an operation is to conduct a debrief of its own personnel and report to the LEOCON within seven (7) days of the issue of the Stand Down.
- c The LEOCON conducts a combined agencies debrief within fourteen (14) days of the issue of the Stand Down.
- d The LEOCON reports to the LEMC on lessons learned from the operation and matters highlighted during the debrief. A copy of the report is to be forwarded to the DEOCON.

## Part 7 Recovery

### General

Following any significant emergency, a recovery operation will be necessary to assist victims and restore community services.

Assessment and planning for recovery operations should commence during the response phase. The Local Emergency Operations Controller is responsible for ensuring that this occurs.

### Arrangements for transition to recovery

Recovery operations should initially commence at the Local level with significant responsibility for the well being of local communities being retained by Local Government Authorities.

LEOCONs are responsible for ensuring that the need for Local level recovery operations is assessed and planned during the earliest stages of response operations. This includes the establishment of a Local Recovery Co-ordinating Committee if considered appropriate, and for requesting Local level support from the LEOCON.

The LEOCON is responsible for ensuring that the need for Local level coordination of recovery operations is assessed and planned during the earliest stages of response operations.

The LEOCON may convene an extraordinary meeting of the LEMC as early as possible during Local level response operations to assist with the development of recovery arrangements.

Agency and Functional Area Controllers and Co-ordinators are to determine the requirements for recovery operations within their respective areas of responsibility, assist the LEOCON in determining overall organisation or area requirements, and be prepared to take a lead role in recovery operations when appropriate.

### Recovery coordination arrangements

Prior to the establishment of a Local Recovery Co-ordinating Committee the LEOCON is responsible for the overall coordination of Local level recovery operations.

### Local Recovery Co-Ordinating Committee

If recovery operations are necessary, the Local Emergency Operations Controller is responsible for the formation of a Recovery Co-ordinating Committee of all appropriate combat agencies, functional areas and other agencies to meet at least daily.

The Chairman of the Local Recovery Co-ordinating Committee will be the Chairman of the Local Emergency Management Committee.

The Recovery Co-ordinating Committee is to establish:

- a The scope of recovery measures required including the requirement for Government funding;

- b The need for a "state of emergency" to be declared, continued or extended;
- c Arrangements for establishment of public appeal funds;
- d Methods to obtain additional information, and
- e The potential capability of the community to implement recovery measures themselves, and the need for subsequent support to and coordination of these measures.

Based on this information, the Recovery Co-ordinating Committee is to prepare a plan for recovery operations which is to include:

- a Tasks and responsibilities of participating organisations;
- b Co-ordination and control arrangements;
- c Procedures for informing the Government, media and the public;
- d An assessment of the resources required, including Government funding and external assistance;
- e Emergency relief funding measures; and
- f Any special requirements, for example, large scale emergency accommodation.

This plan is to be implemented at the direction of the Chairman of the Recovery Co-ordinating Committee.

Subsequent meetings of the Recovery Co-ordinating Committee held during the recovery period are to monitor the adequacy of the plan and recommend changes if necessary.

When the Chairman of the Recovery Co-ordinating Committee is satisfied that recovery from the emergency has been substantially effected, he/she is to liaise with the Local Emergency Operations Controller who is to:

- a Inform the District Emergency Operations Controller requesting that he recommend to the State Emergency Operations Controller the cancellation of the "state of emergency" if one is in force. If the recommendation is approved, then the time of cancellation is to be advised to all appropriate organisations;
- b Direct appropriate Controllers and Co-ordinators to cease recovery operations and activities;
- c Arrange for the media and public to be informed; and
- d Advise the procedures for a debrief to occur.

At the conclusion of the recovery period, the Chairman of the Recovery Co-ordinating Committee (with the assistance of the Local Emergency Operations Controller) is to prepare for the Chairman of the District Emergency Management Committee (or the District Recovery Co-ordinating Committee if established), a recommendation on the need for longer-term reconstruction operations, if necessary. This includes a statement of outstanding relief measures that need to continue or be implemented by Government departments or statutory authorities.

### **Appointment of a special recovery coordinator**

In the event that a Local Recovery Co-ordinating Committee needs significant assistance to be able to coordinate appropriate recovery operations, the State Disasters Council may recommend the appointment of a Special Recovery Co-ordinator.

### **Disaster relief funding measures**

Emergency financial assistance to victims of emergencies is coordinated by the Department of Community Services. Details are contained in the State Disaster Welfare Sub-Plan.

## List of annexures

- A** Supporting Plans and Sub Plans of the Bega Valley Local DISPLAN
- B** Operational Control/Co-Ordination Relationships
- C** Contact List
- D** Defence Assistance to the Civil Community

## ANNEX A Supporting plans & sub plans of the Bega Valley Local DISPLAN

The following Supporting and Sub Plans, relating to specific hazards or incident types, have been authorised for issue as part of and relating to this Plan.

Clarify status of Sub Plans

Plan	Agency Responsible	Status
<b>Supporting Plans</b>		
Transport Services/Engineering Services Supporting Plan	Bega Valley Shire Council	Yet to be done
Bega Valley Local Disaster Welfare Plan	Dept. of Community Services	
<b>Sub Plans</b>		
Bega Valley Bushfire District Operations Plan	Bega Valley Bush Fire Management Committee	
Bushfire Risk Management Plan	Bega Valley Bush Fire Management Committee	
Bega Valley Shire Local Flood Plan	State Emergency Service	Being reviewed
Merimbula Airport Emergency Plan	Airport Agencies P/L	
Twofold Bay Marine Oil and Chemical Spill Contingency Plan	Port of Eden	Approved
	Waterways Authority	
Country Energy Emergency Response Plan	Country Energy	

## ANNEX B Operational control/coordination relationships

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