

NEW SOUTH WALES

**STATE
AGRICULTURAL AND ANIMAL SERVICES
PLAN**

**A Functional Area Supporting Plan
to the New South Wales
STATE DISASTER PLAN**

AUTHORISATION

The New South Wales State Agricultural and Animal Services Functional Area Supporting Plan has been prepared as a supporting plan to the New South Wales State Disaster Plan (Displan) to coordinate Agricultural and Animal Services resources, and provide immediate animal relief services, rehabilitation assistance to primary producers, and advice on animal welfare and veterinary public health, in an agricultural emergency.

The Plan is authorised in accordance with the provision of the State Emergency and Rescue Management Act 1989.


RECOMMENDED


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State Coordinator
Agricultural and Animal Services
Functional Area

Dated:

ENDORSED


.....

Chairperson
State Emergency Management Committee

Dated: 8 December 2005

A Functional Area supporting plan to the
New South Wales STATE DISASTER PLAN

DISTRIBUTION

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Transport, Department of, Sydney		
Treasury, NSW, Sydney		
Volunteer Rescue Marine Council Members, NSW		
WorkCover Authority, Sydney		
OTHER STATES		
Fire Brigade, including ACT		
Police Services, including ACT		
State Emergency Service, including ACT		

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DEFINITIONS

These definitions should be read in conjunction with those contained in Displan.

Agriculture

The cultivation of land, including crop raising, forestry, stock raising, farming.

Agricultural Services

Means Agricultural and Animal Services.

Agricultural Emergency

Means agricultural and animal emergencies.

Animal

Means companion animals, horses, wildlife, livestock and includes aviary birds, poultry and fish.

Animal Welfare

Means the provision of immediate and continuing care of affected animals that may be distressed, as a result of an emergency. Such care to be undertaken by appropriate individuals and groups.

Authorised Volunteer

Means a person who assists an accredited rescue unit in carrying out a rescue operation with the consent of the person in charge of the rescue operation. (Source: SERM Act.)

Casual Volunteer

Means a person who assists, on his or her own initiative, in a rescue operation or otherwise in response to an emergency in circumstances in which the assistance was reasonably given. (Source: SERM Act.)

Combat Agency

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

Command

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

Concept of Operations

In this plan refers to the Agriculture and Animal Services Functional Area Coordinator's general idea or notion, given the anticipated problems of the effects of the event, of how the emergency response and recovery operation is to be conducted. It is a statement of the Agriculture and Animal Services Functional Area Coordinator's operational intentions, and may be expressed in terms of stages / phases of the emergency operation.

Control

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

Coordination

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

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

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

District

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

District Emergency Management Committee

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

District Emergency Operations Controller

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

Emergency

Means an emergency due to an actual or imminent occurrence (such as fire, flood, storm, terrorist act, 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.**

For the purposes of the definition of *emergency*, property in the State includes any part of the environment of the State. Accordingly, a reference in the Act to, (a) threats or danger to property includes a reference to threats or danger to the environment, and (b) the protection of property includes a reference to the protection of the environment.

(Source: SERM Act.)

Emergency Operations Centre

Means a centre established at State, District or Local level as a centre of communication and as a centre for the coordination of operations and support during an emergency.

(Source: SERM Act.)

Emergency Service Organisation

Means the NSW Police, NSW 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

Means a category of services involved in the preparations for an emergency, including the following:

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

Functional Area Coordinator

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

Incident

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

Liaison Officer

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.

Local Emergency Management Committee

Means the committee constituted under the State Emergency and Rescue Management Act, 1989 (as amended), for each local government area, and is responsible for the preparation of plans in relation to the prevention of, preparation for, response to and

recovery from emergencies in the local government area (Local Displan) for which it is constituted. In the exercise of its functions, any such Committee is responsible to the relevant District Emergency Management Committee. (Source: SERM Act.)

Local Emergency Operations Controller

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

Local Government Area

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

Minister

Means the Minister for Emergency Services.

Participating Organisation

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

Plan

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

Plant

Means any member of the vegetable group of living organisms.

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, includes the process of returning an affected community to

its proper level of functioning after an emergency. (Source: SERM Act.)

Response

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

State Disaster Plan (Displan)

Means the State Disaster Plan issued in accordance with Section 12 of the State Rescue and Emergency Management Act 1989.

State Emergency Management Structure

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

State Emergency Operations Controller

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

State of Emergency

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

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.

Supporting Organisation

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

Supporting Plan

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

Victim

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

ABBREVIATIONS

ACMF	Australian Chicken Meat Federation
AQIS	Australian Quarantine and Inspection Service
ASCC	Agricultural Services Coordination Centre
ASFAC	Agricultural Services Functional Area Coordinator
AVA (NSW)	Australian Veterinary Association NSW Division
AWAC	Animal Welfare Advisory Council
AWARE	Animal Wildlife Ambulance Rescue Emergency
CCEAD	Consultative Committee on Emergency Animal Disease
CQOP	Chief Quarantine Officer - Plants
CVO	Chief Veterinary Officer for Animal Disease Emergencies
DASCC	District Agricultural Services Coordination Centre
DASFAC	District Agricultural Services Functional Area Coordinator
DEOC	District Emergency Operations Centre
DEOCON	District Emergency Operations Controller
Displan	State Disaster Plan
LASFALO	Local Agricultural Services Functional Area Liaison Officer
LC	Local Controller for Local Disease Control Centre
LDCC	Local Disease Control Centre for Animal Disease Emergencies
LEOC	Local Emergency Operations Centre
LEOCON	Local Emergency Operations Controller
LO	Liaison Officer
NSW FA	NSW Food Authority
PIJAC	Pet Industry Joint Advisory Council
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SDCHQ	State Disease Control Headquarters for Animal Disease Emergencies (See Annex C)
SEMC	State Emergency Management Committee
SEOC	State Emergency Operations Centre
SEOCON	State Emergency Operations Controller
SOP	Standard Operating Procedure
WIRES	Wildlife Information Rescue Emergency Service

PART 1 - INTRODUCTION

General

- 101 The State Agricultural and Animal Services Functional Area Supporting Plan, developed pursuant to the New South Wales State Emergency and Rescue Management Act, 1989, is to be read in conjunction with the New South Wales State Disaster Plan (Displan).
- 102 In addition to the Agricultural Services Functional Area Supporting Plan the Agricultural and Animal Services Functional Area Coordinator (ASFAC) has developed a specific sub plan “ANIMAL HEALTH EMERGENCY PLAN” to the State Disaster Plan (refer to Annex C).
- 103 ASFAC is a member of the State Emergency Management Committee appointed by the Minister for Emergency Services, on recommendation of the Minister for Primary Industries. ASFAC has the responsibility to plan for the controlled and coordinated use of all agricultural resources available within the State for response to and recovery from the impact and effects of an emergency.

Aim

- 104 This supporting plan details the control and coordination arrangements for the use of all agricultural resources available within the State in response to, and recovery from, the impact and effects of an emergency.

Scope

- 105 The Agricultural Services Functional Area Supporting Plan identifies the control and coordination arrangements to effectively mobilise all agricultural resources available within the State to conduct response and recovery operations during an emergency.
- 106 Response and recovery operations in emergencies are limited to the provision of immediate relief to animals and support to all primary producers during the emergency, and only until such time as the continuing recovery processes can be managed by local authorities or relevant agencies. Information regarding long term recovery is found in Part 6 of Displan.

Role

- 107 Displan allocates the following responsibilities to the Agricultural Services Functional Area:
- (a) Provide immediate animal care services and continuing rehabilitation assistance to primary producers, including:
 - i. Assessment of injured stock;
 - ii. Disposal of carcasses;
 - iii. Assessment of rural property losses and damage to buildings, fences, crops, equipment and fodder;
 - iv. Coordination of the supply and distribution of emergency fodder supplies and other materials;
 - v. Administration of transport subsidies for movement of fodder and stock to

- agistment;
 - vi. Assistance to primary producers suffering emergency induced traumas, in conjunction with the Department of Community Services;
 - vii. With support of Participating and Supporting Organisations, manage the care of companion pets.
- (b) With support of Participating and Supporting Organisations provide animal care services for wildlife, for domestic animals, and for companion pets of victims evacuated from an area affected by an emergency.

Control of operations

- 108 ASFAC, or the appropriate District (or Local if established) Agricultural Services Functional Area Coordinator, may be requested to provide the "animal relief services" (set out in paragraph 107(b) above) in support of emergency operations either controlled by the Emergency Operations Controller or a Combat Agency.
- 109 During emergency operations, as detailed in the relevant Displan, requests for Agricultural Services support are processed by the appropriate Operations Centre, and coordinated at the equivalent Agricultural Services Coordination Centre.
- 110 The Combat Agencies most likely to request Agricultural Services support when controlling operations are:
- (a) NSW Rural Fire Service - during rural fire operations;
 - (b) NSW Fire Brigades - during urban fire operations or land-based hazardous material incident operations; or
 - (c) NSW State Emergency Service - during flood or storm operations.

NOTES:

- 1. Any decision relating to fodder dropping is made at State level by ASFAC.**
- 2. The necessary arrangements for access to Agricultural Services support, including liaison requirements, should be included in those plans requiring this support.**

Planning requirements

- 111 State Agricultural Services management arrangements necessary to control and coordinate the mobilisation of all agricultural resources within the State, as detailed in this Supporting Plan, are to be mirrored at District level by the appointed District Agricultural and Animal Services Functional Area Coordinator (DASFAC).
- 112 DASFAC, in consultation with ASFAC, is to determine the need for local level Agricultural Services Supporting Plans and what level of Agricultural Services representation is required on the Local Emergency Management Committee. The principle to be applied is that no plans will be produced at the local level unless there is an identified need for a specific local plan in a particular local government area. Local requirements for Agricultural Services support can be outlined in a responsibilities

statement in the Local Displan.

- 113 In addition to the Agricultural Services Functional Area Supporting Plan, the following endorsed documents set out procedures to be followed for specific agricultural events:

NSW Department of Primary Industries plans:

- (a) **Livestock Flood Relief – the Flood Operating Plan**
Administered by NSW Department of Primary Industries. Covers procedures to be followed in providing welfare to animals during flood operations and is to be read in conjunction with the NSW State Emergency Service Operations Manual.

- (b) **Livestock Bushfire Relief – the Bushfire Operating Plan**
Administered by NSW Department of Primary Industries. Covers procedures to be followed in providing welfare to animals during bushfires and is to be read in conjunction with the Rural Fire Service Operations Manual.

PART 2 – ROLES AND RESPONSIBILITIES

- 201 The Agriculture and Animal Services Functional Area is the designated Combat Agency for animal, pest and plant disease emergencies. This includes implementing procedures in conjunction with State and National authorities for the eradication or control of exotic animal diseases. It is at the disposal of the State Emergency Operations Controller (SEOCN) or a Combat Agency Controller for the conduct of operations.

State ASFAC

- 202 The State ASFAC is responsible for Agriculture and Animal Services preparation for, response to, and recovery from emergencies in the state. The role of the State ASFAC is to:
- a. Coordinate animal services and implement the Agriculture and Animal Services Functional Area Supporting Plan within the state;
 - b. Represent Animal Services on the State Emergency Management Committee;
 - c. Act as chair of the Agriculture and Animal Services Functional Area Sub-Committee.
 - d. Appoint a deputy who assumes the full responsibilities of the State Agriculture Services Functional Area Coordinator in his or her absence;
 - e. Provide an annual report of Agriculture Services Functional Area activities and preparedness;
 - f. Provide a Departmental Liaison Officer to the appropriate operation centres during operations;
 - g. Maintain the Agriculture Services Coordination Centre (ASCC).

Participating organisations

- 203 ASFAC has arranged and maintains formal resource commitment agreements with the following Participating Organisations:
- a. Department of Primary Industries;
 - b. Department of Environment and Conservation;
 - c. NSW Farmers' Association;
 - d. Royal Society for the Prevention of Cruelty to Animals (RSPCA);
 - e. State Council of Rural Lands Protection Boards;
 - f. Wildlife Information & Rescue Services (WIRES);
 - g. Animal Welfare League;
 - h. Local Government Association of NSW and Shires Association of NSW.

Department of Primary Industries (DPI)

- 204 DPI will:
- a. Provide veterinarian expertise;
 - b. Provide industry liaison;
 - c. Assist with communications;
 - d. Assist with decontamination procedures;
 - e. Assist with evaluation of stock;
 - c. Assist with animal welfare and destruction of stock.

Department of Environment and Conservation (DEC)

205 DEC will:

- a. Provide veterinarian expertise;
- b. Provide industry liaison;
- c. Assist with communications;
- d. Assist earthmoving operations;
- e. Assist with road blocks and security;
- f. Assist with transport of equipment;
- g. Assist with evaluation of stock;
- h. Assist with animal welfare and destruction of stock.

NSW Farmers' Association

206 NSW Farmers Association will:

- a. Provide industry liaison;
- b. Assist earthmoving operations;
- c. Assist with decontamination procedures;
- d. Assist with road blocks and security;
- e. Assist with transport of equipment;
- f. Assist with evaluation of stock;
- g. Assist with transport of large animals and domestic animals;
- h. Assist with animal welfare and destruction of stock.

Royal Society for the Prevention of Cruelty to Animals (RSPCA)

207 RSCPA will:

- a. Provide veterinarian expertise;
- b. Provide industry liaison;
- c. Assist with transport of large animals and domestic animals;
- d. Assist with animal welfare and destruction of stock.

State Council of Rural Lands Protection Boards

208 State Council of Rural Lands Protection board will:

- a. Provide veterinarian expertise;
- b. Provide industry liaison;
- c. Assist with evaluation of stock
- d. Assist with animal welfare and destruction of stock.

Wildlife Information & Rescue Services (WIRES)

209 WIRES will:

- a. Provide veterinarian expertise;
- b. Provide industry liaison;
- c. Assist with transport of large animals and domestic animals;
- d. Assist with animal welfare and destruction of stock.

Animal Welfare League (AWL)

210 AWL will:

- a. Provide veterinarian expertise;
- b. Provide industry liaison;
- c. Assist with transport of large animals and domestic animals;

- d. Assist with animal welfare and destruction of stock.

Local Government Association of NSW and Shires Association of NSW

- 211 Local Government Association of NSW and Shires Association of NSW
 - a. Provide personnel;
 - b. Provide equipment;
 - c. Assist with accommodation for combat agency personnel;
 - d. Provide administrative support;
 - e. Provide professional advice;
 - f. Assist with community liaison.

- 212 Where the services provided by a participating organisation are affected by an emergency, that organisation has an obvious responsibility to restore those services. In addition, each participating organisation commits its resources to assist in any emergency response and/or recovery operation when called on to do so by ASFAC.

- 213 ASFAC intends to only involve the relevant agencies, participating or supporting organisations necessary to efficiently and effectively provide the agricultural services and resources essential to resolve the response and recovery requirements of the emergency operation.

- 214 ASFAC determines the priorities for usage and deployment of resources or services from all participating organisations during the response and recovery stage of an emergency to meet the tasking requirements of SEOCAN or the Combat Agency.

- 215 Annex A indicates the various activities for which each participating organisation has at least some resource capability that may be used by ASFAC. Participating organisations are to maintain a summary list of resources by generic type that they can provide. Participating organisations must update these lists annually.

- 216 Participating organisations should develop and maintain their own operating plans for their internal response to emergencies. A copy of each participating organisation's plan is to be provided to, and retained in the ASCC.

Supporting organisations

- 217 ASFAC has arranged and maintains informal agreements with various supporting organisations who have agreed to provide appropriate resources, technical and specialist advice and animal welfare support during emergencies. The supporting organisations currently include, but are not limited to, the following:
 - Animal Welfare Advisory Council
 - Australian Chicken Meat Federation
 - Australian Egg Corporation Limited
 - Australian Quarantine Inspection Service (AQIS)
 - Australian Veterinary Association (NSW Division)
 - AWARE (Australian Wildlife Ambulance Rescue Emergencies)
 - HANROB Pet Care Centre
 - Hornsby/Ku-Ring-Gai Agricultural and Animal Emergency Group
 - Horse Rescue Australia
 - Manly/Warringah/Pittwater Agricultural and Animal Emergency Group

- Native Animal Trust Fund
- Northern Tablelands Wildlife Carers
- NSW Fauna and Marine Parks Association
- NSW Food Authority
- Pet Industry Australia
- Royal Agricultural Society Cat Control
- Royal NSW Canine Council
- Sydney Metropolitan Wildlife Services

218 Annex B indicates the various activities for which each supporting organisation has some resource capability that may be used by ASFAC. Supporting organisations are to maintain a summary list of the resources they can provide during an emergency. This list is to be reviewed and updated annually by the supporting organisations.

219 Where applicable, supporting organisations should develop and maintain their own Operating Plans for their internal response to emergencies. A copy of each supporting organisation's plan is to be provided to, and retained in the ASCC.

PART 3 – EMERGENCY RESPONSE OPERATIONS

Activation

301. This plan is active at all times.
302. The sequence of events and associated actions relating to the phases of this plan are:

Alert

- 303 ASFAC is usually alerted to an emergency by a DASFAC, an EOCON or a Combat Agency.
- 304 When ASFAC has been Alerted he or she is to:
- (a) Warn nominated contact personnel from the participating and supporting organisations who may become involved in the situation.
 - (b) Activate and staff the Agricultural Services Coordination Centre to alert status.
 - (c) Identify a liaison officer for deployment to the State Emergency Operations Centre or Combat Agency Operations Centre. Sufficient liaison officers to allow for 24 hour per day operations are to be nominated.
 - (d) Establish and maintain the communication links between SEOC, Combat Agency Operations Centre and ASCC as appropriate.
 - (e) Establish and maintain the communication links with the appropriate District Agricultural Services Functional Area Coordinator/District Agricultural Services Coordination Centre.

Call Out

- 305 When advised of Call Out ASFAC is to:
- (a) Coordinate agricultural resource support for assigned tasks.
 - (b) Call on involved participating and supporting organisations to remain on 24 hour per day alert, and if necessary to provide full-time liaison officers to the Agricultural Services Coordination Centre.
 - (c) Ensure the liaison officer assigned to the EOC or Combat Agency Operations Centre is kept fully informed on the status of agricultural resource levels and the assessed capability of resources to sustain operations.
 - (d) Through the liaison officer, ensure that EOCON or Combat Agency Controller is kept fully informed on progress and developments in the area of the emergency, particularly relating to agricultural problems.
 - (e) Maintain direct and continuous communication links with the District Agricultural Services Coordinators in:

- (i) The District(s) in which the emergency is occurring and;
- (ii) The Districts not directly affected by, but adjoining the area of emergency.

Stand Down

306 When advised of Stand Down ASFAC is to:

- (a) Advise involved participating and supporting organisations of the Stand Down declaration and of any ongoing requirements for agricultural resources during the recovery operations.
- (b) Determine the necessary degree of ongoing mobilisation of the ASCC, and inform liaison officers from the participating and supporting organisations accordingly.
- (c) Make arrangements for a formal debrief of all organisations involved in providing Agricultural Services.
- (d) Following the debrief, prepare a post-operation report, highlighting lessons learnt and amendment actions necessary to policies, plans, or SOPs.
- (e) Perform additional tasks assigned, including State debrief requirements.

PART 4 – CONTROL, COORDINATION AND COMMUNICATION ARRANGEMENTS

Control

401 Control of an emergency, whether at Local, District or State level, is always vested with the appropriate level Emergency Operations Controller (See Annex C) or Combat Agency Controller depending of the level of response needed. The roles and responsibilities of the various organisations and personnel involved in controlling emergencies at different levels are described in Displan. Displan also describes the relationships between the agencies involved in the emergency management structure.

Coordination

402 As the effects of an emergency are assessed and emergency operations begin, the requirements to supply and coordinate agricultural services at the State level are advised by:

- (a) DASFAC who commits Agricultural Services support as required by the relevant DEOCON or where DASFAC needs additional resources beyond those available at the district level;
- (b) SEOCON who requires agricultural services resources for a particular emergency response and activates the SEOC/ASFAC Coordination Centre; or
- (c) The Combat Agency.

403 The ASFAC identifies all potential sources of agricultural and animal services support from relevant participating and supporting organisations for the response and recovery operation. ASFAC then:

- (a) Activates the ASCC;
- (b) Calls for liaison officers from relevant participating and/or supporting organisations to report to the ASCC as required;
- (c) Assesses details of support requirements to determine:
 - (i) Resource availability
 - (ii) Equipment size, capability, location, availability and suitability for the purpose;
 - (iii) Deployment requirements, transport, time, availability; and
 - (iv) Costs.

404 The coordination of all agricultural resources is managed by ASFAC through the Agricultural Service Coordination Centre. To ensure appropriate coordination, ASFAC establishes and maintains agricultural and technical communication links to DASFAC, and through them has agricultural technical access to Local Agricultural Services Functional Area Liaison Officers.

Communications within the Agricultural Services Functional Area Participating Organisations

- 405 Each participating organisation is to provide a contact directory to enable 24 hour per day access. The directory is to include, by priority order of contact, the names, phone numbers (work, after hours, mobile phone if available, facsimile numbers and any other emergency contact numbers) and private home addresses of all contact personnel.
- 406 Nominated contact personnel are to be senior employees of the organisation. Deployment/response is to be in accordance with their organisation's prepared operating plans. When required, they coordinate the provision of liaison officers from their organisation to the Agricultural Services Coordination Centre on a 24 hour per day basis.
- 407 The participating organisation's representative on the Agricultural Services Functional Area Sub-Committee may be, but is not necessarily, the first nominated contact person at the time of emergency.

Communications within the Agricultural Services Functional Area Supporting Organisations

- 408 Each supporting organisation is to provide a contact directory to enable 24 hour per day access. The directory is to include, by priority order of contact, the names, phone numbers (work, after hours, mobile phone if available, facsimile numbers and any other emergency contact numbers) and private home addresses of all contact personnel.
- 409 Unlike participating organisations, the supporting organisation may not be required to provide liaison officers to the ASCC on a 24 hour or day basis during the control and initial recovery stages of an emergency. However, the nominated contact person should anticipate that calls for assistance may be received on a 24 hour per day basis.

District Agricultural Services Coordination Centres

- 410 The District ASFACs will establish District Coordination Centres as required.
- 411 Each District Agricultural Services Functional Area Coordinator (DASFAC) provides ASFAC with contact details - home, work and emergency telephone numbers, home and work addresses and accessible facsimile numbers - to enable 24 hour per day contact. ASFAC retains the above information at the State Agricultural Services Coordination Centre. Any changes to the above contact details are to be notified immediately.
- 412 Once the State ASCC has been fully mobilised, communications between ASFAC and DASFAC are via telephone and facsimile. Telephone and facsimile numbers and the addresses of the District ASCC are maintained in the State ASCC. Backup communication links to ordinary telephones will be by mobile telephones where possible.

Communications from SEOC to the ASCC

- 413 The principal communication links between SEOC or Combat Agency Operations Centre and the ASCC are telephone, facsimile and email. The Agricultural Services Liaison

Officer, deployed to the relevant operations centre on a 24 hour per day basis from the Stand By stage through to the Stand-Down stage of an emergency maintains direct communication links between these Centres.

- 414 The principal role of this Liaison Officer is:
- (a) To maintain and operate the communications links with the ASCC;
 - (b) To provide advice to Controller and the operations centre staff on the capabilities and characteristics of the Agricultural Services Functional Area;
 - (c) To keep Controller and the operations centre staff informed of the actions taken by, and the requirements of, the Agricultural Services Functional Area;
 - (d) To convey the Controller's directions/instructions to ASFAC.

General

- 415 The ASCC is provided with ten phone extensions. These extensions comprise two facsimile lines, six limited to outgoing calls and two limited to incoming calls.

District and Local Agricultural Services Emergency Coordination Communications

- 416 The State level communication system should, where practical, be mirrored at District and Local levels. DASFAC's and LASFALO's are to determine the appropriate numbers of telephone/facsimile lines (depending on numbers of participating and supporting organisations at District and Local levels) and develop contingency or backup plans. Continuous communications should be maintained from Local ASCCs to District ASCC, and from the District ASCC to the State ASCC. Annex C shows the required communications links.

Authorisation of Volunteers

- 417 Each organisation is to provide an up-to-date list of volunteers operating in an emergency. Volunteers should use their organisation's volunteer identification card, in conjunction with their drivers licence if required, for identification during an emergency response.

PART 5 - ADMINISTRATION AND TRAINING

Agricultural Services Coordination Centre - Administration

- 501 The ASCC is administered and maintained by NSW Department of Primary Industries. Personnel from the Department are responsible for the cleaning, general upkeep and security of the Centre at all times and for ensuring that all communication links and facilities at the Centre are ready at any time for immediate activation.
- 502 ASFAC is to ensure that sufficient adequately trained personnel are available for immediate mobilisation to service the Centre during an emergency operation. If adequate warning has been given to participating and supporting organisations during the Alert and Standby stages, the Liaison Officers deployed from those organisations to the ASCC at the Standby stage are to be self supporting ie. each participating and supporting organisation is to have organised rostered relief, meals, necessary transport and accommodation etc.
- 503 During activation of the ASCC, secure parking is available for one vehicle per participating and supporting organisation.

Expenditure and Recovery of Funds

- 504 For participating and supporting organisations which are government departments or authorities, expenditure of funds during an emergency response or recovery operation is met in the first instance by the providers from within their normal operating budgets. This applies whether for provision of Liaison Officers at a Coordination Centre or for actual agricultural resources (plant and/or personnel). Sections 705 to 708 of Displan expand on funding arrangements.
- 505 For private sector organisations or personnel, the cost of provision of agricultural resources during emergency response or recovery operations is met by the requesting agency. ASFAC or his or her authorised delegate arranges for any necessary requisitioning and may make subsequent approval to negotiated reimbursement for costs incurred, through SEOCN or authorised officers (see Section 7 of Displan).
- 506 Before NSW Department of Primary Industries commits any resources in an emergency, appropriate liaison needs to be established between all agencies involved to ensure the most appropriate response is provided.

Education and Training

- 507 The Agricultural Services Functional Area is to test its ability to respond effectively to emergencies in three ways:
- (a) As part of major exercises controlled by the State Emergency Management Structure at State, District and Local levels;

- (b) In smaller self-contained exercises within the Agricultural Services Functional Area only; and
 - (c) In conjunction with other states.
- 508 Exercises carried out as per (a) above may be either desktop exercises or full simulations of an actual emergency. Such exercises are organised and controlled by the State Emergency Operations Controller (SEOCN) or their nominee. Participating and supporting organisations should anticipate that testing exercises are to be held at least annually. These exercises test the ability of the various operational arms, including the Agricultural Services Functional Area, to respond to an emergency.
- 509 Exercises carried out as per (b) above may be either desktop exercises or full simulations of an actual emergency. Such exercises are organised and controlled by the Agricultural Services Functional Area Coordinator (ASFAC).
- 510 In addition to the above exercises each participating and supporting organisation should train their personnel in response requirements and should conduct separate exercises to ensure effective response.
- 511 Participating and supporting organisations who handle animals during an emergency are to maintain readily available guidelines for handling animals during an emergency. Some of these guidelines may be found in their operating plans.
- 512 Public education regarding the evacuation of companion animals/pets and other animals should be distributed within the community. The support of the emergency service organisation for the distribution of the information should be encouraged.

Annex A

PARTICIPATING ORGANISATIONS - POSSIBLE PROVISION OF RESOURCES

	Veterinary expertise	Industry liaison	Communications	Earth-moving operations	Decontamination procedures	Road-blocks & security	Stock/plant tracing & movement control	Feral animal control	Transport of equipment	Valuation of stock	Transport of domestic or large animals	Animal welfare & destruction of stock	Transport of personnel	Land
NSW DPI	A, B, C	B, C	B, C		A, B, C		A, B, C	A, B, C		A, B		A, B, C		
NSW Farmers' Assoc		A, B		B, C	B	B	B	B	B, C	B	B, C	B, C	B, C	D
Rural Lands Protection Board Assoc	A, B, C	B					A, B	A, B, C		B, C		A, B		D
RSPCA	A, B, C	A						A, B			B	A, B, C		
WIRES	A, B, C	A						A, B			B, C	A, B, C		
Animal Welfare League	A, B, C	A						A, B			B, C	A, B, C		
Department of Environment and Conservation (DEC)	A	A, B	B, C	A, B, C		B, C	B, C	A, B, C	A, B, C			B, C	B, C	
Local Government and Shires Assoc		A, B		A, B, C				B, C	A, B, C					

A = technical expertise

B = staff

C = equipment

D = land

Annex B

SUPPORTING ORGANISATIONS - POSSIBLE PROVISION OF RESOURCES

	Veterinary expertise	Industry liaison	Comms	Earth-moving operations	De-contamination procedures	Road-blocks & security	Stock/plant tracing & movement control	Feral animal control	Transport of equipment	Valuation of stock	Transport of domestic or large animals	Animal welfare & destruction of stock	Transport of personnel	Land
NSW FA		A, B					A, B							
AVA	A, B, C	A, B, C					A, B, C				A, B, C	A, B, C		
ACMF		A, B, C												
ACEP		A, B, C												
AQIS	A, B, C	A, B, C					A, B, C							
PIJAC		A, B, C									C	C		
AWAC												A		
AWARE												B, C		
Horse Rescue Aust											A, B, C	A, B, C		
Native Animal Trust Fund Incorporated												B, C		
Northern Tablelands Wildlife Carers Inc.												B, C		
RAS Cat Control											B,C	B, C		
Royal NSW Canine Council											B,C	B, C		

A = technical expertise

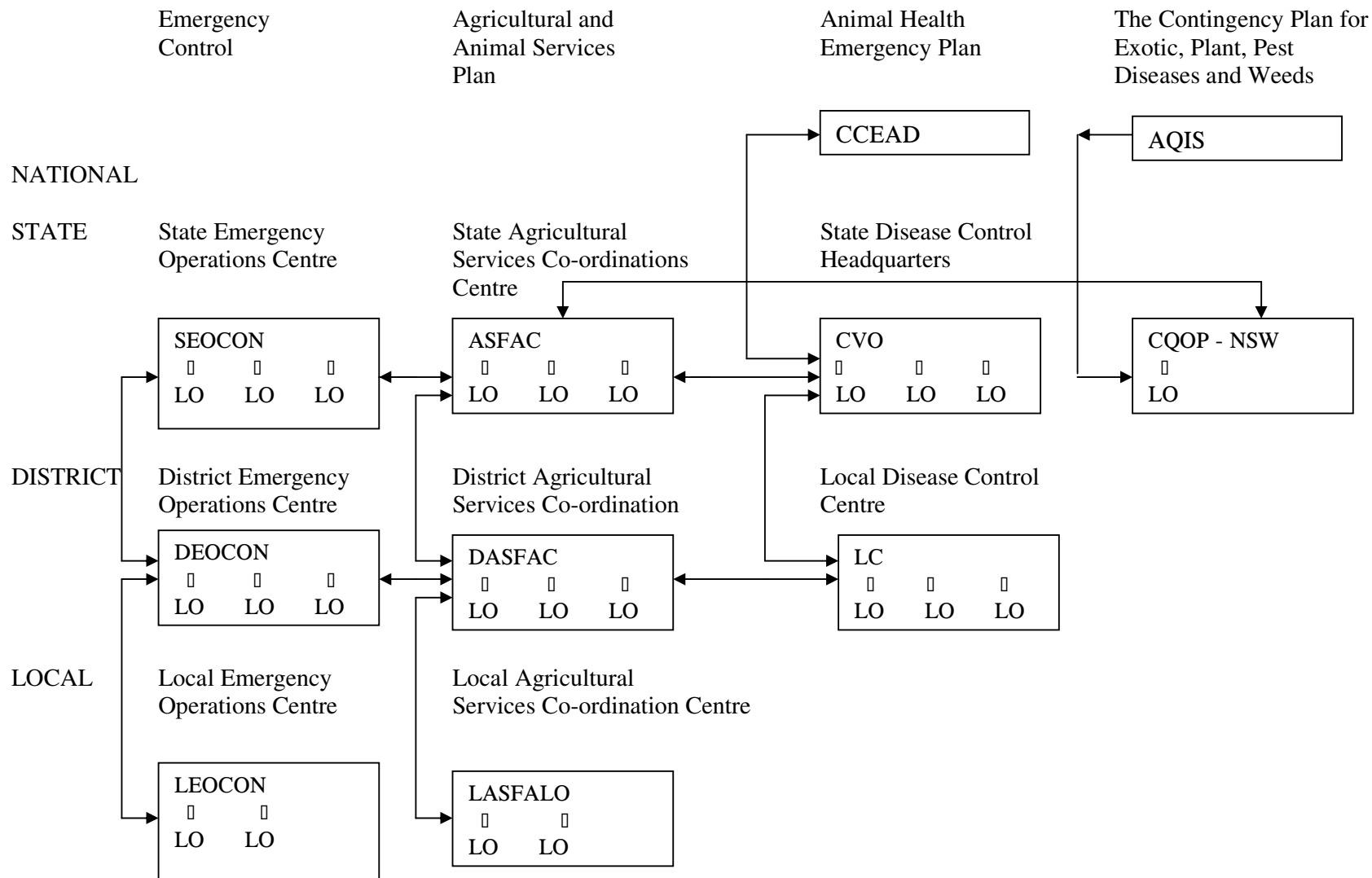
B = staff

C = equipment

D = land

NSW FA: NSW Food Authority, AVA: Australian Veterinary Association, ACMF: Australian Chicken Meat Federation, ACEP: Australian Egg Industry Association, AQIS: Australian Quarantine Inspection Service, PIJAC: Pet Industry Joint Advisory Council, AWAC: Animal Welfare Advisory Council.

COMMUNICATION LINKS



EVACUATING YOUR PET DURING EMERGENCIES

In an emergency, such as flood, bushfire or earthquake, you could be notified that it may be necessary to evacuate your home at very short notice.

This means your family needs to prepare to leave your home immediately when told to do so by Police. This includes your **family pets**.

As soon as you are notified of the possible need to evacuate the area, you should catch and label all pets, confine them, and prepare them for movement.

- * DOGS should be placed on a lead, or into a suitable carrying container, and placed in an easily accessible position.
- * CATS should be placed into a suitable carrying container, and located near your front door.
- * OTHER SMALL ANIMALS (such as birds, guinea pigs and rabbits.) should be placed into a suitable carrying container, and located near the front door.
- * LARGER ANIMALS (such as horses) should be confined. If you cannot move these animals with you when you leave, you should advise your nearest Emergency Operations Centre, Police station or emergency services agency.

WHEN ORDERED TO EVACUATE

When ordered to evacuate, take the dog (lead and muzzled if necessary), and all your labelled pet carrying containers with you and proceed to the designated Evacuation/Welfare Centre. At the Centre there are Agricultural Services Volunteers to assist you with the care of, and temporary accommodation for, your companion pets.

THREE RULES FOR EVACUATION

1. **Take your pet with you!** - Your companion pet is expected at the Evacuation/Welfare Centre with the rest of the family.
2. **Be prepared for evacuation!** - Make sure you have suitable and labelled carrying containers for your companion pets, collars and leads for your dog, and tethers for your larger animals.
3. **If you cannot move your animal** - notify the nearest relevant Emergency Operations Centre, Police station or emergency services agency so arrangements for collection can be organised. **Please tether these larger animals in an easily accessible area - remember to attach an identification tag.**