

**Energy and Utility
Services
Functional Area Supporting Plan**


**A SUPPORTING PLAN
TO THE
NEW SOUTH WALES
STATE DISASTER PLAN
(Displan)**

AUTHORISATION

The New South Wales Energy and Utility Services Plan has been prepared as a supporting plan to the New South Wales State Disaster Plan (Displan) to co-ordinate the management for disruptions to energy and utility supply within New South Wales

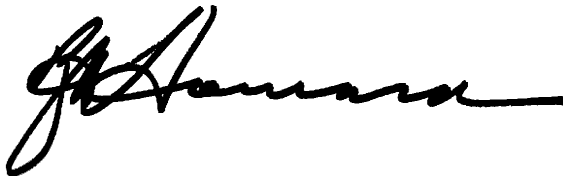
The Plan is authorised in accordance with the provisions of the State Emergency and Rescue Management Act 1989.

Recommended



Maurice Overy
State Energy and Utility Services Co-ordinator

Endorsed



Brian Howard AO MC ESM
Chairman
State Emergency Management Committee
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DEFINITIONS AND ABBREVIATIONS

Agency

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

District – refers to a District Emergency Management Committee

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).

EUSPlan – Energy and Utility Services Plan (ie this plan)

EUSCC – Energy and Utility Services Coordination Centre

EUSFAC – Energy and Utility Services Functional Area Controller

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 (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.

Minister

means the Minister for Emergency Services.

State Emergency Operations Controller (SEOCON)

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 Emergency Management Committee (SEMC)

means the committee constituted under the State Emergency and Rescue Management Act, 1989 (as amended), as the principal committee established under this Act for the purposes of emergency management throughout the State, and, in particular, is responsible for emergency planning at State level.

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.

PART 1. - INTRODUCTION

General

101. The Energy and Utility Services Plan (EUSPlan) is a supporting plan to the NSW State Disaster Plan (Displan) and should be read in conjunction with that plan.
102. EUSPlan outlines the co-ordination arrangements for managing severe and sudden disruptions to the supply of energy and utility services due to:

- Severe, widespread or unexpected disruptions which result in circumstances resulting in an emergency in line with the definition of emergency in the State Rescue and Emergency Management Act (1989 as amended):

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

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

being an emergency which requires a significant and co-ordinated response.

Note: Under the State Emergency and Rescue Management Act references to property includes the environment.

OR

- In response to an emergency which results in energy and/or supply disruption which requires a significant and co-ordinated response to restore the supply.
103. EUSPlan does not apply to temporary supply cuts or disruptions of a minor nature.
104. EUSPlan encompasses but does not override the arrangements set out in those plans protocols and MOU's as listed in Appendix B of this plan:

Scope

105. This plan is for the restoration of energy and/or utility supplies resulting from or causing an emergency.

Planning Assumptions

Assumption 1:

106. It is assumed that responses under this plan are to a severe and significant disruption, which results in the loss of energy and/or utility services to a widespread area. These disruptions may result in consequences which are best managed through the emergency management arrangements until the situation is brought under control.

Assumption 2:

107. It is assumed that this plan does not deal with slow impact emergencies such as drought.

Assumption 3:

108. This plan is prepared to co-ordinate the State response to a loss of supply situation, and not to necessarily manage the consequences of the event on communities.

District and Local Emergency Risk Management Studies should consider the effect of the prolonged loss of an energy or utility supply and may need to consider a local response. Responses at a District level are most likely to be managed as a State event.

PART 2 – PLANNING AND PREPARATION

General

201. The Energy and Utility Services Functional Area Coordinator (EUSFAC) has the responsibility to:
- Manage the provision of information relating to a loss of supply in accordance with this plan to the SEOCON.
 - Seek support from the SEOCON to gain assistance (where applicable) to manage the consequence to an energy or utility supply loss.
 - Co-ordinate resources for the restoration of supply (where applicable).
 - Co-ordinate resources for the management of low supply situations.
202. The State Emergency Management Committee has approved the formation of a Utility and Energy Functional Area to provide a forum for energy and utility distributors and suppliers to assist with carrying out this planning. Membership of the Functional Area is listed at Appendix A.

Planning - State Level

203. This is the State Energy and Utility Services Plan. This plan is a co-ordination plan to define the roles and responsibilities of participating and supporting organisations.

Planning - District and Local Level Planning

204. There is no requirement for plans to be prepared at District or Local level.
205. Where a Local Emergency Risk Management Study identifies a need for planning to an local loss of energy or utilities, then local arrangements for dealing with the consequences may need to be considered.

Planning - Participating and Supporting Organisation Plans

206. All organisations with responsibilities under this plan are to prepare their own internal plans and procedures to allow for the timely and effective management of resources and support to the EUSFAC.
207. No part of this plan or its supporting plans suggests that this or supporting plans overrides or in any way reduces, the need for organisations to plan for the safety or restoration of their own networks and systems.

PART 3 – ROLES AND RESPONSIBILITIES

General

301. This part describes the primary roles and responsibilities of the Co-ordinator, Executive Officer, Participating and Support Organisations under this plan.
302. Due to the dynamic nature of the industry, participating and supporting organisations are listed in Appendix A.

Energy and Utility Services Functional Area Co-ordinator

303. The EUSFAC will:
- Maintain the EUSPlan
 - Co-ordinate and manage the actions under parts 4 and 5 of this plan
 - Chair the Energy and Utility Services Functional Area Committee
 - Organise for the provision of awareness training

Energy and Utility Services Functional Area Executive Officer

304. The Executive Officer will:
- Carry out functions and activities under this plan in accordance with delegations and directions from the EUSFAC.

Participating and Supporting Organisations

305. *Participating organisation* to the EUSPlan will:
- Provide appropriate Liaison Officers to the EUSCC when requested,
 - Commit to the provision of timely advice regarding potential or actual supply disruptions to the EUSFAC.
 - Coordinate and arrange for resources to the resolution of an emergency under this plan
306. *Supporting organisation* to the EUSPlan will:
- Commit to the provision of timely advice regarding potential or actual supply disruptions to the EUSFAC.
 - Respond as able to the resolution of an emergency in conjunction with the Functional Area.

PART 4 – CONTROL, CO-ORDINATION AND COMMUNICATION ARRANGEMENTS.

General

401. The arrangements detailed in this part of EUSPlan are aimed at ensuring that all actions that can be taken before, during or after an emergency are implemented efficiently and effectively to minimise the effects of the emergency on life and property.

Energy and Utility Services Co-ordination Centre (EUSCC)

402. In the event of this plan being mobilised, the EUSCC will be established at a location chosen from a list of appropriate locations. The EUSFAC will advise organisations and SEOC on the location of the EUSCC as appropriate.
403. The list of possible EUSCC locations is maintained by the EUSFAC and is distributed to participating and supporting organisations on a regular basis.
404. The EUSCC will be maintained and tested as appropriate.
405. When established, the EUSCC has access to the internet based SEOC operational website.

Liaison Officers

406. All participating organisations are required to have liaison officers who can be deployed to the EUSCC at the request of the EUSFAC.
407. All Liaison Officers are required to provide a liaison role between the EUSCC and their organisation. In this role Liaison Officers must:
- be able to convey specialist advice on the roles, functions and capabilities of their organisations.
 - be in a position to obtain firm advice from their organisations on a range of technical and supply matters during their mobilisation.
 - be able to organise the deployment of equipment and/or supplies following consultation with their organisation.
408. When requested to do so, the EUSFAC will provide a Liaison Officer to the SEOC to facilitate communication between the SEOC and the EUSCC.

Communication

409. The EUSFAC is to maintain appropriate communications with the State Emergency Operations Centre at all times.
410. The EUSFAC is to maintain a list of contacts of all participating and supporting organisations. The information to be provided by the organisations is to include:
- Name
 - Phone Numbers
 - Pager
 - Fax
 - Email
- and other details as determined between the Organisation and the EUSFAC. The list should provide a cascading ability in the event of a primary contact being unavailable.

PART 5 – EMERGENCY RESPONSE OPERATIONS

General

501. This part describes the sequence of actions undertaken in response to an emergency.

Mobilisation

502. The response under this plan is signified in four phases

- Normal
- Alert
- Operational
- Stand Down and Debrief

These phases may not be consecutive and will be carried out as the situation dictates.

Actions under this plan

Normal

503. This is the everyday level of mobilisation for this plan. Under “normal” the Department of Energy, Utilities and Sustainability monitors the supply and demand requirements for energy and utility supplies. This is carried out as a standard work practice.

Alert

504. On being alerted of a potential for the loss of energy or utility supplies the EUSFAC will:

- Bring resources for the management of a potential loss to a higher state of readiness in accordance with the applicable plans.
- Identify and prepare the EUSCC for use.
- When appropriate EUSFAC will:
 - Notify the SEOC that there is the potential for an energy/utility supply deficit, the nature of the deficit and the level of distribution allowed on the advice. The EUSFAC will specifically advise on the breadth of the advice that is permitted (the SEOC Duty Officer will advise the SEOCON).
 - Notify appropriate organisations of a “Alert” condition and advise them of any need to identify and task Liaison Officers and/or resources.

Operational

505. If considered necessary by the EUSFAC or following consultation with the SEOCON, the EUSFAC will:
- Activate and staff the EUSCC.
 - Request Liaison Officers from the appropriate participating and support organisations. Liaison Officer may be required to attend the EUSCC or may only be required to maintain communications with the EUSCC.
 - Staff the SEOC with a Liaison Officer. The Liaison Officer will be the primary point of contact between the SEOCON, EUSCC and energy and utility providers concerned with the emergency.
Note: If the situation dictates, the SEOCON may request a Liaison Officer from the directly affected utility to attend the SEOC.
 - Implement the appropriate sub-plan, procedure or action for the emergency.
 - Manage the flow of information, requests and tasking between the SEOC and the Energy and Utility Service providers.

Stand Down and Debrief

506. Once a situation returns to a position where industry plans are sufficient for the management of the situation, the EUSFAC will:
- Advise SEOCON of the intention to return to normal operations.
 - Organise to stand-down the EUSCC.
507. Following all mobilisations of the arrangements under this plan other than “normal”, a debrief will be held as soon as possible, with the performance of this plan and procedures reviewed.

PART 6 – EMERGENCY RECOVERY OPERATIONS

General

601. Where a recovery operation requires assistance from the Energy and Utility Services Functional Area, a Liaison Officer will be appointed to facilitate the supply of equipment and expertise as required.
602. Recovery operations under this plan will typically be carried out in conjunction with the Engineering Services Functional Area.

PART 7 – TRAINING & REVIEW

701. The EUSFAC will organise for regular training and testing of this plan to ensure that a high state of readiness and capability are achieved.

Training

702. The EUSFAC will organise a Training Needs Analysis on a regular basis to ensure that all organisations and Energy and Utility Services Committee members involved in this plan are trained to an appropriate standard.
703. Training identified in this analysis may include – liaison, control and command, communication, exercise management etc.
704. Training will be arranged and managed through the Executive Officer.

Review

705. This plan will be reviewed:
 - Following every operational activity resulting in actions under this plan through the provision of a debrief.
 - Following every exercise.
 - Every 5 years.

APPENDIX A – PARTICIPATING AND SUPPORTING ORGANISATIONS

PARTICIPATING ORGANISATIONS

NSW Government

NSW Department of Energy, Utilities and Sustainability
NSW Department of Commerce
NSW Police

Electricity

Delta Electricity
Eraring Energy
Macquarie Generation
Snowy Hydro Ltd
TransGrid
Country Energy
EnergyAustralia
Integral Energy

Water Authorities

Sydney Water
Hunter Water
Sydney Catchment Authority
State Water NSW

Natural Gas

ActewAGL
Agility Management (representing AGL Gas Networks & Australian Pipeline Trust)
AGL Wholesale
Country Energy Gas Networks
Alinta Network Services

Petroleum & LPG

Caltex Australia
The Shell Company of Australia Limited
Trafigura Fuels
Elgas Limited

SUPPORTING ORGANISATIONS

Australian Institute of Petroleum
Water Directorate

OBSERVERS

ACT Emergency Services Authority
Department of Defence

APPENDIX B – PLANS, PROTOCOLS AND MOU’S

- NSW Petroleum Supply Disruption Response Plan (DEUS)
- NSW Natural Gas Supply Disruption Response Plan (DEUS)
- NSW Electricity Emergency Management Plan (DEUS)
- NEMMCO Power Systems Emergency Management Plan
- NEMM MOU on the Use of Emergency Powers
- NEM Emergency Protocol

APPENDIX C – TYPICAL COMMUNICATIONS DIAGRAM - EUSCC OPERATING

