

FUNCTIONAL AREA SUPPORTING PLAN  
TO  
NEW SOUTH WALES STATE DISASTER PLAN (DISPLAN)

**ENGINEERING SERVICES**

**“ENGPLAN”**



Endorsed SEMC No. 69  
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## **AUTHORISATION**

The New South Wales State Engineering Services Functional Area (ESFA) Supporting Plan (EngPlan) has been prepared as a supporting plan to the State Disaster Plan (Displan) to coordinate engineering activities during emergencies.

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

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This State Engineering Services Functional Area Supporting Plan was endorsed by the State Emergency Management Committee at its 69<sup>th</sup> Meeting on 5 June 2008.



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## **DEFINITIONS**

**NOTE:** The definitions used in this plan are sourced from the NSW State Emergency and Rescue Management Act (1989), as amended, the NSW State Disaster Plan (Displan), various Sub Plans and Functional Area Supporting Plans. Where possible, the reference source is identified as part of the definition e.g., the State Emergency and Rescue Management Act (1989), as amended, is identified as SERM Act.

### **Agency**

A government agency or a non-government agency (SERM Act)

### **Combat Agency**

The agency identified in Displan as the agency primarily responsible for controlling the response to a particular emergency. (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. (SERM Act, 1989)

### **Control**

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

### **Concept of Operations**

Given the anticipated problems of the effects of the emergency, it is a statement of the Engineering Services Functional Area Coordinator's intentions of how the operation is to be conducted. It is normally expressed in terms of phases of the emergency operation. (Displan)

### **Coordination**

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

### **Deputy DESFAC**

Deputy DESFAC is the person(s) nominated by Commerce to represent and exercise the authority of the relevant DESFAC in their absence.

### **Deputy ESFAC**

Deputy ESFAC is the person(s) nominated by Commerce to represent and exercise the authority of the ESFAC in their absence.

### **Displan**

The NSW State Disaster Plan. The object of Displan is to ensure the coordinated response to emergencies by all agencies and organisations having responsibilities and functions in emergencies. (Displan)

### **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 Police regions, local government areas, maps or otherwise. (SERM Act)

### **District Engineering Services Functional Area Coordinator**

The nominated coordinator of a Functional Area, within a nominated Emergency Management District, tasked to coordinate the provision of Functional Area support and resources for emergency response and initial recovery operations, for district and local level operations who, by agreement of Participating and Supporting Organisations within the Functional Area, has the authority to commit the resources of those organisations. (Displan)

### **Emergency**

An 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, 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.

### **Emergency Operations Centre (EOC)**

A location established at State, District and Local level as a centre for control, coordination and communication during an emergency. (SERM Act)

### **Engineering Services Coordination Centre (ESCC)**

The coordination centre established by the Engineering Services Functional Area to coordinate the Engineering Services support to an emergency. It may be near or remote to the emergency.

### **Engineering Services Functional Area Coordinator (ESFAC)**

The nominated coordinator of the Engineering Services 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.

**Engineering Services Functional Area Committee (ESFA Committee)**

The committee established to coordinate the Engineering Services Functional Area pursuant to Section 16 of the SERM Act.

**Engineering Operation Commander**

The person appointed by the ESFAC or DESFAC to control the engineering operation of a particular emergency or incident.

**Engineering Services Site Co-ordinator**

The person appointed by the ESFAC or DESFAC or Engineering Operation Commander to lead engineering response at the forward control centre.

**Functional Area**

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

- Agriculture and Animal Services;
- Communication Services;
- Energy and Utility Services;
- Engineering Services;
- Environmental Services;
- Health Services;
- Public Information Services;
- Transport Services; and
- Welfare Services. (Displan)

**Incident**

A localised event, either accidental or deliberate, which may result in death, injury or damage to property that requires normal response by 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 require coordination at that point. (Displan)

**Liaison Officer**

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. (Displan).

**Organisation**

A government organisation or a non-government organisation. (Displan)

**Participating Organisation**

A Government Agency, statutory authority, volunteer organisation or other agency that has either given formal notice, or has acknowledged to the ESFA, that it is willing to participate in emergency management operations under the

direction of the ESFA, and with levels of support resources as appropriate to the emergency.

### **Preparation**

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

### **Prevention**

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 of life or property. (SERM Act)

### **Recovery**

Recovery in relation to an emergency includes the process of returning an affected community to its proper level of functioning after an emergency. (SERM Act)

In Displan this process is divided into “recovery” and “long term recovery / reconstruction’.

**Recovery** – The aim of recovery operations is to satisfy personal and community needs, and to restore services to the level where the continuing process can be managed by local government and the normal responsible agencies. (Displan)

**Long term recovery / reconstruction** – long term recovery, reconstruction or rehabilitation measures are the subject of separate Displan arrangements. (Displan)

### **Recovery Committee**

A Recovery Committee may be established by the Multi Agency Emergency Management Team as required.

### **Response**

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

### **State Emergency Management Committee**

The committee constituted under the SERM Act (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 management planning at State level. (Displan)

### **Sub Plan**

A plan prepared by an agency / organisation or Functional Area for a specific hazard, critical task or special event. It is prepared when management arrangements necessary to deal with the effects of the hazard, or the critical task, or the special event differ from the general coordination arrangements set out in the main or supporting plans for the area. (Displan)

### **Supporting Organisation**

A Government Agency, volunteer organisation, or other agency that has either given formal notice, or has acknowledged to the ESFA, that it is willing to be called upon to provide assistance or resources to a Combat Agency in the event of an emergency. It will be subject to coordination by the Combat Agency or the ESFA.

### **Supporting Plan**

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.

## **TABLE OF ENGINEERING PLAN ACRONYMS**

<b>Commerce</b>	Department of Commerce, NSW
<b>DECC</b>	Department of Environment and Climate Change
<b>DisPlan</b>	NSW State Disaster Plan
<b>DPI</b>	Department of Primary Industries
<b>DWE</b>	Department of Water and Energy
<b>EngPlan</b>	NSW Engineering Services Functional Area Supporting Plan
<b>ECom</b>	Engineering Operation Commander
<b>ESCC</b>	Engineering Services Coordination Centre
<b>ESFA</b>	Engineering Services Functional Area
<b>ESFAC</b>	Engineering Services Functional Area Coordinator
<b>EOC</b>	Emergency Operations Centre
<b>NSWFBs</b>	NSW Fire Brigades
<b>RFS</b>	Rural Fire Service
<b>RTA</b>	Roads and Traffic Authority
<b>SEMC</b>	State Emergency Management Committee
<b>SEOC</b>	State Emergency Operations Centre
<b>SEOCON</b>	State Emergency Operations Controller
<b>SERM Act</b>	State Emergency and Rescue Management Act, 1989 (as amended)
<b>SOP</b>	Standard Operating Procedures
<b>USAR</b>	Urban Search and Rescue
<b>ESSC</b>	Engineering Services Site Co-ordinator

## **PART ONE – INTRODUCTION**

### **GENERAL**

#### **Authority**

- 101 This plan is the *NSW Engineering Services Functional Area Supporting Plan* (referred to as *EngPlan*) to the *NSW State Disaster Plan (Displan)* developed pursuant to the *State Emergency and Rescue Management Act, 1989* (as amended).

#### **Aim**

- 102 The aim of this plan is to identify the NSW arrangements for Engineering Services for the planning, preparation, response to, and recovery from an emergency in NSW.

#### **Operating Environment**

- 103 This plan has been updated to reflect the change in operating environment this decade. Engineering's role has changed from a response to natural disasters to a broader focus on the emerging threats of terrorism, exotic animal disease, pandemic, tsunami and climate change. There is also a much higher focus on planning and preparation. This has occurred due to a number of recent incidents and emergencies overseas which has influenced government and community expectation requiring an increase in the State's level of preparedness and response capability.

The Engineering Functional Area now has more direct involvement in operations to assist Combat Agencies.

#### **Structure**

- 104 Displan nominates the Engineering Services Functional Area (ESFA) as having the primary role for engineering input required for the prevention of, preparation for, response to, and recovery from emergencies within NSW. The Department of Commerce Office of Public Works and Services has responsibility to coordinate and control mobilisation of this response.

Displan allocates the following roles to the ESFA:

1. Provide Engineering Services support to combat agencies and other functional areas or organisations involved in emergencies.
2. Direct the State's engineering resources for emergency response and recovery operations. <sup>(1)</sup>
3. Coordinate the supply of goods and services in response to an emergency.

NOTE <sup>(1)</sup>: Includes: clearance and re-establishment of roads and bridges; structural assessments, demolition and shoring up of buildings; removal of debris, construction of levees to control flooding; maintenance of essential services to facilities; re-establishment of water and sewerage services outside Sydney Water and Hunter Water areas; and other related matters; and tasks as requested by Combat Agencies or other Agencies.

- 105 The ESFA Coordinator (ESFAC) has the responsibility to plan for the coordinated use of the necessary resources during emergency response and recovery operations. The ESFA Committee, formed in accordance with the requirements of the *State Emergency and Rescue Management Act, 1989*, assists in planning and response.

### **Scope**

- 106 This plan applies to Commerce, as the co-ordinating agency for Engineering and its Participating and Supporting Organisations.

### **Boundaries**

- 107 This Supporting Plan applies to all NSW land, inland and State Waters
- 108 The Engineering Functional Area only operates at State and District Level Emergencies. Local councils provide the engineering support at local level emergencies.

### **Related Legislation and Plans**

- 109 Standing operating procedures should include the adoption of best management and control practices and periodic audits. In particular, special care should be taken to comply with the requirements of relevant Acts and Regulations including but not limited to those listed in Annex A.
- 110 In addition, the NSWFBs and Commerce have an agreement to provide emergency engineering support to building fire operations and the USAR Taskforce.
- 111 A list of the State level plans to be read in conjunction with this plan is included in Annex A.

### **Principles**

- 112 The following principles apply to this plan:
- a. when this plan is implemented, Displan, NSW Major Structural Collapse Sub-Plan and if appropriate other key plans will be cross referenced as appropriate;
  - b. planning and preparation, and control and coordination of the emergency response and initial recovery operations will be conducted at the District or State Level as appropriate;

- c. emergencies requiring a response by the ESFA are primarily, but not solely, related to public and private infrastructure and public safety.
- d. each organisation within the ESFA is responsible for the development of effective internal standing operating procedures to ensure that they are able to respond in accordance with this plan;
- e. each Participating Organisation within ESFA is responsible for the safety, protection, training and management of its own personnel, and should consider their responsibility under the Occupational Health and Safety Act; and
- f. each Participating Organisation within the ESFA is responsible for advising if it cannot meet its obligations under this plan.

## **CONCEPT OF OPERATIONS**

### **Prevention Phase**

- 113 Prevention (mitigation) measures are designed to minimise the consequences of emergencies. Engineering's role in the Prevention Phase is to support the SEMC in contributing to State, regional and local infrastructure development and assist combat agencies and functional areas to:
- a. undertake appropriate emergency risk management;
  - b. identify prevention and/or mitigation options; and
  - c. develop, prevention, response and recovery plans.

### **Preparation Phase**

- 114 This phase addresses the preparation and planning arrangements with the main focus in establishing a framework for ESFA Participating and Supporting Organisations to mobilise their structures and resources in order to support response to and recovery from an emergency. This will be achieved through:
- a. establishing strong organisational and personal networks between member organisations and agencies in the ESFA, the emergency services, and other functional areas at State and District level;
  - b. establishing and maintaining memorandums of understanding with other appropriate agencies;
  - c. reviewing and testing of EngPlan and SOPs and providing input to the review of other relevant plans; and
  - d. identifying and undertaking relevant specialist engineering and emergency management training for personnel responsible for the emergency response and recovery management.

## **Response Phase**

- 115 This phase addresses the ESFA's response for all emergencies in order to minimise impacts to individuals, the community and property. The key actions in this phase include:
- a. initial assessment of the impact or potential impact of the emergency;
  - b. activation of EngPlan;
  - c. deployment of liaison staff to the relevant Emergency Operation Centre(s) (EOC) as required.
  - d. assessment of need and activation of the Engineering Services Coordination Centre if required (ESCC); and
  - e. appointment of engineering and support staff to the emergency as required;
  - f. Timely and appropriate development of ESFA resources;
- 116 The broad principles of deployment on an emergency or incident are to:
- a. Deploy liaison officers (SOP minimum 2 persons) to the EOC as required.
  - b. Nominate the Engineering Operation Commander (if required) and Engineering Site Controller and establish the central point of response co-ordination.
  - c. Activate the Engineering Communications Network – phone, GRN, Internet, Displan Lines.
  - d. Deploy an engineering team to the Forward Emergency Controller (SOP: minimum 2 persons) if appropriate.
  - e. Deploy engineering resources as required in response including necessary specialist engineers, contractors and plant.
  - f. Draw Engineering DESFACs from all Districts to support the response as required.
- 117 When there is no further ESFA response required at the emergency site for this phase then the services will be realigned to support the Recovery Phase.

## **Recovery Phase**

- 118 This phase addresses the process of normalising the area affected by the emergency be it community or property (including the environment). This phase will usually commence concurrently with the Response Phase. The essential ESFA tasks include:
- a. providing staff support to the Recovery Committee;

- b. conducting and assisting in post emergency investigations as required, noting that these may commence during the response phase;
- c. the deactivation of response teams;
- d. activation of recovery teams; and
- e. participating in debriefing with one objective being the application of this knowledge into future prevention, planning, response and recovery operations.

## **Response and Recovery Tasks**

- 119 The likely tasks of the Engineering Services Functional Area during the response and initial recovery phases of an emergency include:
- a. Provide technical assistance to the Combat Agency and other Agencies and Functional Areas.
  - b. Plan and undertake engineering works as required for the response phase and initial recovery phase.
  - c. Acquire and/or provide specialist technical engineering expertise.
  - d. Undertake damage assessments.
  - e. Clearance and re-establishment of roads and bridges.
  - f. Structural assessments.
  - g. Demolition and shoring up of buildings.
  - h. Removal of debris.
  - i. Acquire plant, equipment and stores.
  - j. Maintenance of essential services to facilities.
  - k. Provision of emergency water and sewerage services.
  - l. Assessment of landslips and land stability.
  - m. Construction of temporary levees to control flooding.
  - n. Other related matters and tasks as required by Combat Agencies.

## **PART TWO – ROLES AND RESPONSIBILITIES**

### **COMBAT AGENCIES**

201 The designated Combat Agency for an emergency that may require the assistance of Engineering Services is dependent upon the character of the emergency. The most relevant Combat Agencies for Engineering are:

- NSW Police Force
- NSW Fire Brigades
- State Emergency Service
- NSW Rural Fire Service
- Department of Primary Industries
- NSW Health

202 Other Agencies and Functional Areas may also require assistance of Engineering Services in response to an emergency.

### **COORDINATING AGENCY – COMMERCE**

203 The coordinating agency for Engineering Services in DisPlan is the NSW Department of Commerce, and during emergencies requiring Engineering Services, Commerce is to:

- a. Maintain an overview of engineering activities within the emergency area and arrange the provision of specialist advice and technical assistance as required.
- b. Provide engineering resources and logistic support in response to the emergency.

### **Engineering Services Functional Area Co-ordinator (ESFAC) Role**

204 When this plan is activated, the role of the ESFAC is to coordinate the activities of Participating and Supporting Organisations by carrying out the following functions:

- a. appoint an Engineering Services Operating Commander if required;
- b. establish and maintain communications with the State Emergency Operations Centre (SEOC) and/or Police Operations Centre;
- c. deploy Liaison Officers to the SEOC and/or POC as requested;
- d. activate the ESCC if necessary;
- e. establish and maintain communications with the relevant Engineering Services Functional Area Participating Organisations, Supporting Organisations and other Functional Area Coordinators;

- f. coordinate all Engineering Services technical / regulatory advice / support;
  - g. coordinate post emergency investigation(s) into engineering issues as required; and
  - h. conduct a post-emergency debrief and participate in any overall incident/emergency debriefs.
- 205 The ESFAC shall appoint a deputy to act with his authority in accordance with the SERM Act.
- 206 The positions of Regional Managers in Commerce (various) are also appointed as Alternate ESFAC, as a backup to, deputise for, and exercise the authority of the ESFAC within Emergency Management Districts in their Region where the ESFAC is unable, by virtue of extenuating circumstances, to exercise the necessary control.

### **Engineering Services Operation Commander**

- 207 The Engineering Services Operation Commander ECom when appointed, shall exercise tactical control over response and recovery of an emergency operation. The ECom will normally be a serving DESFAC or Deputy DESFAC.

### **Engineering Services Site Co-ordination (ESSC)**

- 208 The ESSC is to manage engineering response at forward control and is to:
- a. provide technical advice to the relevant Combat Site Controller or Agency or Functional Area site co-ordinator;
  - b. manage onsite engineering works.
  - c. support the Combat Agency in managing the Engineering monitoring of the operation;
  - d. support the recovery coordinator in managing recovery operations; and

## **PARTICIPATING ORGANISATIONS**

### **General Considerations**

- 209 When requested by the ESFAC, the Participating Organisation will provide the following resources to support the emergency operation:
- a. deploy a Liaison Officer to the ESSC, if required;
  - b. deploy staff and equipment to the emergency area as requested by the ESFAC;

- c. provide technical assistance to the Combat Agency and others in the emergency area as requested by the ESCC or ESFAC;
- d. provide administrative and logistic support to its own personnel and equipment in the emergency area;
- e. maintain flexibility to adjust roles and responsibilities if circumstances demand;
- f. identify, maintain and provide details of current available resources that may be utilised in an emergency; and
- g. assist the ESFAC initiate and maintain recovery activities and assistance as required.
- h. debrief all its personnel who were involved in the emergency operation;
- i. participate in any post emergency debrief conducted by the ESFA.

### **Department of Water and Energy**

210 The Department of Water and Energy will:

- a. Assist the ESFA in the operation by providing advice on Energy And Utility Services (EUS).
- b. Coordinate support from EUS Participating Organizations in line with the roles and responsibilities of the EUS Functional Area Coordinator.

### **Department of Environment & Climate Change (incorporating Parks and Wildlife Service)**

211 The Department of Environment and Climate Change will:

- a. Provide specialist advice on environment issues.
- b. Provide assistance in line with its roles and responsibilities as Environmental Services Functional Area as outlined in Displan.
- c. Provide construction plant and equipment – in-house and on line.
- d. Provide general engineering technical assistance.
- e. Provide field construction labourers.

### **State Forests**

213 State Forests of NSW will:

- a. Provide construction plant and equipment – in-house and on line.
- b. Provide general engineering technical assistance.

- c. Provide field construction labourers.

### **Hunter Water Corporation**

214 The Hunter Water Corporation will:

- a. Provide construction plant and equipment – in-house and on line.
- b. Provide general engineering technical assistance.
- c. Provide specialist assistance with Water Supply and Wastewater matters.

### **RailCorp**

215 RailCorp will:

- a. provide general engineering assistance;
- b. provide plant and equipment;
- c. provide specialist engineering advice – structures, bridges, rail infrastructure;
- d. provide structural engineers to USAR task force.

### **Roads and Traffic Authority**

216 The Roads and Traffic Authority (RTA) will:

- a. provide general engineering assistance;
- b. provide plant and equipment – in house or contract;
- c. provide specialist engineering advice – structures, bridges, roads;
- d. activate specific traffic control plans in the support of the operation
- e. provide structural engineers to USAR task force

### **Sydney Water Corporation**

217 Sydney Water will:

- a. Provide construction plant and equipment – in-house and on line.
- b. Provide general engineering technical assistance.
- a. Provide specialist assistance with Water Supply and Wastewater Infrastructure.

### **City of Sydney**

218 The City of Sydney will:

- a. Provide construction plant and equipment – in-house and on line.
- b. Provide general engineering technical assistance.

### **SUPPORTING ORGANISATIONS**

#### **General Considerations**

219 When requested in response to an emergency by the ESCC, the Supporting Organisation will:

- a. provide specialist advice to the ESCC;

## **PART THREE – COORDINATION AND CONTROL**

### **CONTROL STRUCTURE**

#### **General**

301 The control and coordination for emergencies is designed to provide the most effective mechanism, which is applicable to all situations. The control of the engineering response for emergencies in NSW is achieved through the provision of appointments to key roles and the establishment of a number of controls or command structures and communications systems.

#### **Key Appointments**

302 The key appointments to deal with an emergency include:

- a **State ESFAC.** The State ESFAC is appointed by the Minister for Emergency Services on the recommendation of the Director General of Commerce and is responsible for the command and control of all ESFA tasks in all phases of the NSW Emergency Management Arrangements outlined in Displan;
- b **DESFAC.** The DESFAC is appointed by the ESFAC and is responsible for ESFA tasks as outlined in this Plan related to their District;
- c **ECOM.** The Engineering Services Operations/Commander if/when appointed by the ESFAC or DESFAC, will manage a particular emergency operation; and
- c **ESSC.** Site Engineering Co-ordinator is appointed by the ESFAC, DESFAC or ECOMM to represent Engineering Services at relevant forward site control centres.

#### **Operation Centres**

303 The key operation centres include:

- a **Engineering Services Control Centre (ESCC).** When EngPlan is activated this centre will be activated if appropriate by the ESFAC and supported by relevant Participating Organisation staff;
- b **EOC.** During the response phase of the emergency ESFA Liaison Officers will report to the relevant EOC at both State and/or District level; and
- c **Site Control.** Site Control for the purposes of this Plan rests with the Combat Agency and the Site Controller. The Engineering Site Controller will establish site operations at this location.

## **COORDINATION**

### **Authority**

- 304 The State ESFAC coordinates strategic response, with the EOC and ESSC coordinating local and on-site responses.
- 305 The ESFAC, DESFACs and Commerce Regional Managers have, under EngPlan, the authority to commit engineering resources and expenditure for emergency response .

### **Liaison**

- 306 Liaison and cooperation between the response emergency services organisations and the NSW Engineering Services Functional Area is essential. This is achieved through:
- a involvement in the relevant State / District Emergency Management Committees;
  - b involvement in the Engineering Services Functional Area Committee;
  - c liaison with adjacent States and Territories organisations as relevant; and
  - d appointment of Liaison Officers to the emergency operations centres at the request of the relevant Agency.
- 306 Each Participating Organisation needs to identify a Liaison Officer who can be deployed to the State ESCC when the Participating or Supporting Organisation is contacted and requested to provide a Liaison Officer.
- 307 Should the Participating Organisation Liaison Officer be called for, he / she is to report to the State ESCC. The Liaison Officer must be able to supply specialist advice on the roles, functions and capabilities of his / her organisation and to commit agency resources to the emergency.

### **Planning**

- 308 Preparation and planning for NSW Engineering Services will be undertaken on a Statewide basis. Commence has responsibility for maintaining preparedness at the State level, as well as the maintenance of State based contingency plans and management of the ESFA Committee programme.
- 309 District Engineering Plans are also required due to the de-centralised control and command procedures employed by emergency services organisations and Functional Areas.

### **Activation**

- 310 EngPlan can only be activated by the ESFAC, or their nominated Deputy.
- 311 Activation may be in response to:

- a ensuring adequate response to and recovery from an engineering related emergency; or
- b a request from any member agency on the State Emergency Management Committee for Engineering services support; or
- c a request from any agency within the Engineering Services Functional Area Committee for Engineering services support.

### **Communications**

- 312 The ESFAC or relevant DESFAC acts as a first contact for all emergencies and are contactable 24 hours.
- 313 The State ESCC is to maintain telephone Internet and facsimile communications with the State Emergency Operations Centre at all times during a major emergency. Each Participating and Supporting Organisation is to maintain telephone and facsimile communications with the State ESCC and/or alternative centre during the operation.
- 314 In the Sydney/Newcastle/Wollongong Area the GRN radio network engineering channels will be activated at the onset of an emergency.

### **Contact Details**

- 315 The ESFAC is to maintain a current contacts directory. Each Participating and Supporting Organisation is to provide to the ESFA current contact details to enable 24 hours access. Nominated contact persons are to be senior employees of the organisation who will coordinate the provision of Liaison Officers from their organisation to the State ESCC who is responsible for maintaining the register.

### **ESFA Committee**

- 317 The NSW ESFA Committee (chaired by the ESFAC) is a policy and co-ordination committee for the NSW ESFA, and it consists of the principle organisations and disciplines that form the planning and working elements of EngPlan. The Committee membership is listed in Annex B.
- 318 The terms of reference for the NSW ESFA Committee are:
  - a. To provide advice to the State Emergency Management Committee (SEMC) on the Engineering Services Functional Area.
  - b. To prepare, review and maintain the Engineering Services Functional Area Supporting Plan (EngPlan) to the State Disaster Plan (Displan).
  - c. To contribute to the preparation and maintenance of Sub Plans to the State Disaster Plan (Displan).
  - d. To coordinate planning for the provision of Engineering Services Functional Area support for emergency operations.

## **PART FOUR – ADMINISTRATION, FINANCE AND TRAINING**

### **Review of Plan**

- 401 The Plan is to be reviewed:
- a following activation as the result of a major emergency;
  - b following an exercise designed to practice or test the plan;
  - c when the roles or responsibilities of any Agency involved in the plan are changed;
  - d at the direction of the State Emergency Operations Controller (SEOCN), or the SEMC;
  - e at the request of Commerce; or the ESFA Committee.
  - f every three years as a minimum.

### **Amendments to the Plan**

- 402 Agencies should submit amendment to the ESFAC for consideration and endorsement. Distribution of the EngPlan will be in accordance with the SEMC Distribution Policy.

### **Financial Responsibilities – Expenditure and Recovery of Funds**

- 403 Under Displan (Part 7), expenditure of funds by Agencies or Functional Areas during emergency response or initial recovery operations is to be met in the first instance by the providers of resources from within their normal operating budgets.
- 404 Should the expenditure be of such a magnitude as to prevent the providing Agencies / Functional Areas from continuing their normal operations for the remainder of the financial year, Treasury may provide supplementation, but Departments cannot be guaranteed that funding will be provided.
- 405 Certain expenditure incurred during emergency response or initial recovery operations following natural disasters may be included under the Commonwealth / State funding arrangements. However, expenditure on internal costs, such as personnel costs other than overtime, is in general not reimbursable.
- 406 Under Rural Fires Act for declared “Section 44” fires, certain expenditure may be reimbursed through Rural Fire Services.

### **Expenditure Authority**

- 407 Whenever possible, normal procedures for the acquisition of construction work, goods and services are to be utilised.

- 408 Should assistance be required in an emergency situation where it is considered necessary, due to for example, imminent risk to life and property and/or response is required to meet urgent Combat Agency requests, delegation is given by the Director General of Commerce to the ESFAC and DESFACs and their deputies to bypass normal expenditure authority levels and procurement procedures (refer Public Sector Management [Goods and Services] Regulation 2000 Part 35).

### **Training**

- 409 The SEMC is responsible for the conduct of exercises to rehearse the multi-agency arrangements outlined in this and other NSW emergency management plans (Displan).
- 410 The ESFAC will be responsible for coordinating EngPlan exercises.
- 411 The ESFA Participating Organisations may be required to participate in National, State and District exercises, which are relevant to those agencies.
- 412 Each Participating Organisation is responsible for training on its internal procedures that are implemented to fulfil the roles and responsibilities assigned in this EngPlan.

## **ANNEX A – LEGISLATION AND PLANS**

Legislation and plans most relevant to the Engineering Plan are:

### **Legislation**

- State Emergency and Rescue Management Act, 1989 (as amended);
- Occupational Health and Safety Act, 2000 and Regulations;
- Public Health Act, 1991;
- Rural Fires Act, 1997;
- State Emergency Service Act 1989;
- Essential Services Act 1988

### **Key Plans and Agreements**

- NSW State Disaster Plan (Displan);
- Major Structure Collapse Sub Plan;
- NSW State Transport Services Supporting Plan
- NSW Animal Health Emergency Sub Plan;
- NSW Environmental Services Supporting Plan (EnviroPlan);
- Energy and Utility Services Functional Area Supporting Plan;
- State Disaster Recovery – Human Services Supporting Plan;
- NSW Health Plan;
- NSW State Agricultural and Animal Services Supporting Plan;
- NSW Human Influenza Pandemic Plan;
- NSW State Bush Fire Plan;
- NSW State Flood Plan;
- NSW State Storm Plan; and
- Sydney CBD Emergency Sub Plan;

## **ANNEX B – ENGINEERING SERVICES FUNCTIONAL AREA**

Listed below are the agencies which constitute the Engineering Services Functional Area.

### **Coordinating Agency**

Department of Commerce Office of Public Works and Services (Commerce).

### **Participating Organisations**

Department of Commerce

Department of Energy, Utilities and Sustainability

Department of Environment and Climate Change including Parks and Wildlife Service

Hunter Water Corporation

Rail Corp

Roads and Traffic Authority of New South Wales

State Forests of NSW

City of Sydney

Sydney Water Corporation

### **Supporting Organisations**

Association of Consulting Engineers Australia

### **Associated Emergency Management Arrangements**

NSW Fire Brigades (NSWFB) - assistance with fire damaged structures; and provide specialists to USAR Task Force.

NSW Police Service – assistance with damaged structures and advice on blast engineering.