



Emergency management - response and recovery

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Policy statement

NSW Department of Primary Industries (DPI) is required under the State Emergency Management Plan (EMPLAN) to provide response and recovery services for emergencies in NSW. Local Land Services (LLS) are required to deliver emergency management under the *Local Land Services Act 2013*. DPI and LLS are responsible for combating biosecurity and food safety emergencies and providing support services to combat agencies to assist animals and agriculture in emergencies. This policy sets out the arrangements and financial expenditure for response and recovery activities.

Scope

This policy applies to personnel of Department of Regional NSW (DRNSW), other government agencies, and participating and supporting organisations (including volunteers) engaged in emergency management activities on behalf of DPI under the *State Emergency and Rescue Management Act 1989* and the NSW State Emergency Management Plan (EMPLAN).

Requirements

- *Arrangements*

- Under [NSW State Emergency Management Plan \(EMPLAN\)](#) DPI is the appointed:
 - Combat agency for biosecurity (animal and plant) emergencies as outlined in the [Biosecurity \(Animal and Plant\) Emergency Sub Plan](#)
 - Combat agency for food safety emergencies as outlined in [Food Industry Emergency Sub Plan](#)
 - Support agency as the Agriculture and Animal Services Functional Area (AASFA) in natural disasters and other emergencies such as marine pollution emergencies as outlined in the [Agriculture and Animal Services Functional Area Supporting Plan](#).
- Participating/supporting organisations as defined in the NSW EMPLAN operate under agreement to conduct emergency management activities on behalf of DPI.
- Local Land Services (LLS) is the principle participating organisation and operates in conjunction with DPI according to Schedule 5 of the memorandum of understanding between DPI and LLS.
- NSW recovery arrangements are detailed in the [NSW Recovery Plan](#).
- Following consultation, DPI may delegate responsibility to a participating and supporting organisation. In delegating responsibility, DPI retains accountability.
- The [Emergency Response and Recovery Manual](#) outlines:
 - the responsibility of the DPI Hazard Owners
 - the activation and deactivation of response operations
 - the activation and deactivation of recovery activities.

- *Finance arrangements*

- DPI is signatory to State and national agreements for natural disaster activities:
 - National [Disaster Recovery Funding Arrangements](#) (DRFA)
 - [NSW Disaster Assistance Guidelines](#) (DAG) for response activities only

8. DPI is signatory to national agreements for biosecurity emergencies:
 - a. [Emergency Animal Disease Response Agreement](#) (EADRA)
 - b. [Emergency Plant Pest Response Deed](#) (EPPRD)
 - c. [National Environmental Biosecurity Response Agreement](#) (NEBRA)
9. Approved costs incurred by DPI and LLS for locust control can be recovered from the NSW Pest Management Fund. Capital in this fund is collected by the LLS through a levy on land holders. DPI administers the fund on behalf of the Minister.
10. Response eligible expenses are recovered as part of the NSW and national emergency management arrangements.
11. Response approved expenses deemed ineligible for reimbursement will be borne by DPI.
12. Recovery approved expenses are the responsibility of the agency and business unit incurring the cost.
- *Finance governance*
13. NSW Government and DRNSW procurement policy, including use of purchase cards, must be followed.
14. Participating/supporting organisations activated in emergencies remain accountable for financial compliance functions within their agency/organisation.
15. The Rural Assistance Authority (RAA) manages assistance measures for primary producers under DRFA and DAGs.
16. Organisations operating on behalf of DPI must be formally activated to recoup approved expenditure and comply with the finance guide for the hazard.
17. All response expenditure including travel arrangements must be approved by a person with appropriate emergency financial delegation.
- *Response - Personnel working arrangements*
18. Personnel working on behalf of DPI must comply with DRNSW policies including [Work Health and Safety](#) and [Code of Ethics and Conduct](#). A person must comply with their own organisation's policies and procedures when more restrictive.
19. Government agency personnel continue to be employed and paid by their substantive employer under their award conditions. Some expenses are eligible for reimbursement e.g. overtime.
20. Non-government organisation personnel (from a participating/supporting organisation) continue to be engaged (as an employee or volunteer) under their engaging organisation award conditions.
21. Only volunteers working with emergency services agencies and existing DPI participating/supporting organisations will be used. 'Spontaneous volunteers' will not be recruited.
22. Working arrangements of response personnel are in accordance with:
 - a. their own award
 - b. their organisation's policies and arrangements
 - c. the [Logistics emergency response guide](#)
 - d. [Emergency management worksheets guide](#).
23. Accommodation for response personnel will be provided when working away from home and for locally based personnel where operational requirements make it more efficient and safer.
24. Personnel are entitled to meals where they are accommodated away from their normal work location or where it is impracticable and detrimental to operational efficiency. Where meals are not supplied, they may be purchased and reimbursed in accordance with their Award and Treasury Circular – Review of Meal, Travelling and other Allowances.
25. Personnel who are accommodated at home and working overtime will be compensated for meals in accordance with the overtime provisions of their award or other industrial agreement.

- *Recovery – Personnel working arrangements*
26. Personnel will be working according to normal business arrangements. Any costs borne are the responsibility of the agency/business unit conducting recovery unless arrangements are made otherwise.

Procedures

- [Emergency management procedures](#)
- [Emergency management worksheets guide](#)
- [Logistics emergency response guide](#)
- [Managing locusts in NSW guide](#)
- [Emergency Response and Recovery Manual](#)

Roles and responsibilities

- Director General DPI and Hazard Owners responsibilities are listed in the [Emergency Response and Recovery Manual](#)
- Response roles are listed in the [DPI Emergency response roles](#) manual

Safety considerations

Safety and wellbeing are enhanced by the requirement for personnel to comply with the emergency management supporting documents, have defined working conditions and be required to attend training and exercises to maintain skills.

Delegations

- Emergency response financial delegations are outlined in Schedule 2 Part 2 Special Expenditure delegations for emergencies of the *Government Sector Finance Act 2018* Instrument of delegation.

Definitions

- **Accountability:** means acknowledgment and assumption of responsibility for actions, products, decisions, and policies, and to be answerable for resulting consequences.
- **Biosecurity emergency:** means an emergency due to an actual or imminent occurrence, affecting or threatening to affect the economy, environment and public health, and associated with pests (including insects), animal (not human) and plant diseases and weeds.
- **Combat agency:** means the agency identified in NSW State Emergency Management Plan (EMPLAN) as the agency primarily responsible for controlling the response to a particular emergency.
- **Eligible expenses:** includes costs associated with fodder relief, aerial support, humane care of animals, managing carcasses, and maintaining production grounds. It does not include costs associated with preparedness, recovery or capital items.
- **Emergency:** means an emergency due to an actual or imminent occurrence which:
 - Endangers, or threatens to endanger, the safety or health of persons or animals in the State; or
 - 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.
- **Emergency management activities:** means organisation and management of resources for dealing with all aspects of emergencies.
- **Food safety emergency:** means an emergency due to an actual or imminent occurrence, affecting or threatening to affect food, food commodities or industry sectors, resulting from deliberate action, an accident or natural causes that impact on public health and safety.
- **Natural disaster:** means a serious disruption to a community or region caused by the impact of a naturally occurring rapid onset event that threatens or causes death, injury or damage to property or the environment and which requires a significant and coordinated multi-agency response. Examples include bushfires, cyclones, earthquakes, floods and storms including hail (Drought is excluded from this definition).
- **Participating organisation:** Government department, statutory department, volunteer organisation and other agencies who have given formal notice to combat agency Controllers or Functional Area Coordinators that they are willing to participate in response and recovery operations under the direction of the Controller of a combat agency or Functional Area Coordinator, with the levels of resources or support appropriate to the emergency (EMPLAN definition).

- Personnel: means contingent workers, and personnel of a government agency and participating/supporting organisation, including paid, volunteer and student. 'Spontaneous volunteers' will not be used.
- Recovery: process of returning an affected community to its proper level of functioning after an emergency. It will generally commence simultaneously with the Response phase. (EMPLAN definition)
- Response: encompasses actions to reduce the threat to life, property and the environment following the onset of an emergency. Usually based on pre-existing sub and supporting plans which are scalable and flexible. (EMPLAN definition)
- Supporting organisation: Government department, statutory department, volunteer organisation and other agencies who have indicated a willingness to participate and provide specialist support resources to a combat agency Controller or Functional Area Coordinator, during emergencies.

Legislation

- [Government Sector Finance Act 2018](#)
- [Local Land Services Act 2013](#)
- [State Emergency and Rescue Management Act 1989](#)

Related policies

- [NSW Department of Industry Travel Policy](#)
- [NSW Department of Industry Work Health and Safety policy](#)
- [NSW Department of Planning Industry & Environment Code of Ethics and Conduct](#)

Other related documents

- [Crown Employees \(Public Service Conditions of Employment\) Reviewed Award 2009](#)
- [Disaster Recovery Funding Arrangements \(DRFA\)](#)
- [Emergency Animal Disease Response Agreement \(EADRA\)](#)
- [Emergency Plant Pest Response Deed \(EPPRD\)](#)
- [Food Industry emergency sub plan](#)
- Memorandum of Understanding between DPI and LLS and supporting schedules including Schedule 5 emergency management
- Memorandum of Understanding: Biosecurity Data and Service Sharing between NSW DPI and NSWLLS
- [National Environmental Biosecurity Response Agreement \(NEBRA\)](#)
- Natural Disaster Funding Arrangements - Memorandum of Understanding - NSW DPI and Department of Justice 2015-16
- [NSW Biosecurity \(Animal and Plant\) Emergency Sub Plan](#)
- [NSW Disaster Assistance Guidelines \(DAG\)](#)
- [NSW Recovery Plan](#)
- [NSW State Agriculture and Animal Services Functional Area Supporting Plan](#)
- [NSW State Emergency Management Plan \(EMPLAN\)](#)
- [Treasury Circular - Review of Meal, Travelling and other Allowances](#)

Superseded documents

This policy replaces:

- Emergency management – Finance arrangements IND-O-202
- Emergency management – DPI/LLS alliance IND-O-201
- Emergency management – Disaster assessment and declaration IND-O-198
- Emergency management – Recruiting personnel IND-O-203
- Emergency management – Working arrangements IND-O-204
- Emergency management – Accommodation TI-O-169
- Emergency management – Catering and meals TI-O-170
- Locust response – Control TI-O-171
- Locust response – Management TI-O-172
- Locust control – Insecticides TI-O-173
- Managing biosecurity and natural disaster emergencies IND-O-205
- Oil and Chemical Spill Wildlife Response – Cost recovery TI-O-115
- Oil and Chemical Spill Wildlife Response - Notification and Command Structure TI-O-114

Revision history

Version	Date issued	Notes	By
1	7 Aug 2020	Emergency policies consolidated	Emergency Operations
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Contact

DPI Director Emergency Operations