



# **Agriculture and Animal Services Functional Area Supporting Plan**

**A supporting plan of  
New South Wales State Emergency Management Plan**

## **Version 2**

## **AUTHORISATION**

NSW Agriculture and Animal Services Functional Area Supporting Plan is prepared as a supporting plan to NSW State Emergency Management Plan to detail coordination arrangements for response to, and initial recovery from, events in which Agriculture and Animal Services Functional Area plays a supporting role to a combat agency.

This supporting plan is authorised in accordance with provisions of *State Emergency and Rescue Management Act 1989*.

ENDORSED by State Emergency Management Committee

Dated: 2017

## **VERSION CONTROL**

Proposals for amendments to content of Agriculture and Animal Services Functional Area Supporting Plan are to be forwarded to:

Director Emergency Operations, Intelligence & Programs

NSW Department of Primary Industries

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<b>Version history</b>	
Version	Date
One	1 September 2011
Two – complete review, alignment to EMPLAN.	January 2017

## **DISTRIBUTION**

This plan is not distributed in hard copy. Organisations and individuals should confirm they have the latest copy by checking the current version at [www.emergency.nsw.gov.au](http://www.emergency.nsw.gov.au).

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## Part 1 - Introduction

### General

- 1 *New South Wales State Emergency and Rescue Management Act 1989* (SERM Act) defines a functional area as a category of (emergency) service involved in prevention of, preparation for, response to and recovery from an emergency, and establishes Agriculture and Animal Services Functional Area (AASFA).
- 2 Roles and responsibilities of functional areas are detailed in New South Wales State Emergency Management Plan (EMPLAN).
- 3 New South Wales Department of Primary Industries (NSW DPI), an office of NSW Department of Industry, Skills and Regional Development (NSW Department of Industry), is appointed AASFA under EMPLAN.
- 4 Roles and responsibilities of Functional Area Coordinators are detailed in EMPLAN. AASFA Coordinator is a member of State Emergency Management Committee, appointed by the Minister for Emergency Services, on recommendation of the Minister for Primary Industries.
- 5 AASFA Coordinator has responsibility to plan for coordinated use of AASFA resources available within New South Wales (NSW) for emergency management.
- 6 Agriculture and Animal Services Functional Area Supporting Plan, developed pursuant to SERM Act, is to be read in conjunction with EMPLAN.
- 7 NSW DPI is appointed Combat Agency for biosecurity emergencies in EMPLAN. Refer to Biosecurity (Animal and Plant) Emergency Sub Plan.

### Aim

- 8 This supporting plan details coordination arrangements for use of AASFA resources for prevention of, preparedness for, response to, and recovery from impact and effects of an emergency.

### Scope

- 9 This supporting plan applies to:

- Emergency management for agriculture and animal services in NSW
- Roles and responsibility for prevention, preparedness, response and recovery
- Provision of immediate relief, ensuring animal welfare and support to primary producers during an emergency until such time as continuing recovery processes can be managed by local authorities or relevant agencies (refer to NSW Recovery Plan).

## Part 2 – Roles and responsibilities

### Agriculture and Animal Services Functional Area

10 AASFA is available to assist Emergency Operations Controller(s) or combat agency Incident Controller(s) to conduct emergency response operations.

11 AASFA is appointed the following responsibilities in EMPLAN:

#### Prevention

- a) Build awareness for emergency prevention and preparedness by primary producers, animal holding establishments and the community.

#### Preparedness

- b) Ensure all plans, policies and procedures for AASFA are regularly reviewed.
- c) Engage in emergency management committees.
- d) Engage in and provide emergency management training and exercises.

#### Response

- e) Identify at risk animals and agriculture.
- f) Support warning and preparedness measures.
- g) Coordinate support to primary producers, animal holding establishments and the community in emergencies, including:
  - i. rescue, evacuation and emergency care for animals
  - ii. assessment, humane destruction and disposal of affected animals.

#### Recovery

- h) Support recovery arrangements including:
  - i. Provide impact assessments
  - ii. Contribute to recovery centres and recovery committees
  - iii. Deliver recovery information including workshops.

## **Agriculture and Animal Services Functional Area Coordinator**

- 12 AASFA Coordinator is responsible for ensuring emergency prevention, preparedness, response and recovery including:
- a) Coordinating services and implementing this supporting plan
  - b) Coordinating review of this supporting plan and relevant policies and procedures
  - c) Representing AASFA on State Emergency Management Committee
  - d) Chairing AASFA Sub-Committee
  - e) Appointing a deputy with delegated responsibility of AASFA Coordinator
  - f) Reporting AASFA activities
  - g) Appointing liaison officer(s) to operation centre(s)
  - h) Maintaining AASFA State Coordination Centre (SCC)
  - i) Engaging relevant agencies and organisations
  - j) Commanding AASFA personnel
  - k) Determining priorities and deployment of resources/services during response and recovery.

## **Region Agriculture and Animal Services Functional Area Coordinator(s)**

- 13 AASFA coordination arrangements are replicated at regional level by Region AASFA Coordinators.
- 14 Regions are established in accordance with NSW emergency management regions. In each emergency management region there is a Regional Emergency Management Committee (REMC). Refer to EMPLAN, Annexure 1 – Map – Emergency Management Regions.
- 15 Region AASFA Coordinator is primary representative for AASFA in an emergency management region and represents AASFA on a REMC.
- 16 Region AASFA Coordinator determines need for local and region level AASFA plans and AASFA representation on Emergency Management Committee(s).

- 17 AASFA support at local and region levels can be outlined in a responsibilities statement in a local or region emergency management plan or concept of operations.

## **NSW Department of Industry**

- 18 All divisions within NSW Department of Industry provide resources to support AASFA emergency management activities including hazard identification, risk assessment, risk mitigation, emergency planning, training, exercising and community engagement, operations and incident management, recovery activities and representation on emergency management committees.

### **Executive Emergency Management Committee**

- 19 Executive Emergency Management Committee (EEMC) maintains oversight of emergency control. EEMC consists of relevant members of NSW DPI Executive. EEMC is responsible for policy and resource allocation at State level. Refer to [Annex 1](#).

### **Department of Primary Industries Emergency Management Unit**

- 20 NSW DPI Emergency Management Unit coordinates actions, agencies and individuals and establishes structures, systems and processes to ensure effective control of emergency management activities.

## **Local Land Services**

- 21 Local Land Services (LLS) are principle supporting agency within AASFA.
- 22 Local Land Services enhance the capacity of all landholders to plan and prepare for, respond to, and recover from emergencies and provide resources to organise and coordinate emergency management activities including field operations, incident management and recovery activities.

## **Agriculture and Animal Services Functional Area Liaison Officer(s)**

- 23 The principal role of a Liaison Officer is to:



- a) Maintain and operate communications links with SCC or Local Control Centre (LCC)
- b) Provide advice to relevant Emergency Operations Controller (EOCON) and Emergency Operations Centre (EOC) staff on capabilities and characteristics of AASFA
- c) Keep EOCON and EOC staff informed of actions taken by, and requirements of AASFA
- d) Convey EOCON directions/instructions to the relevant AASFA Coordinator.

## **Agriculture and Animal Services Functional Area Emergency Management Committee Members**

- 24 The role of committee members on emergency management committee is to:
- a) Contribute to communication flow between agencies, organisations, and community stakeholders
  - b) Refer requests for assistance to appropriate areas
  - c) Ensure effective allocation and utilisation of resources
  - d) Provide animal and agricultural advice and expertise to the committee and stakeholders
  - e) Contribute to review and implementation of plans, exercises and training.

## **Participating and Supporting Organisations**

- 25 AASFA Coordinator maintains agreements with Participating and Supporting (P&S) Organisations. Agreements outline terms under which each organisation has agreed to participate.
- 26 P&S Organisations have agreed to provide technical advice, human resources or equipment for agriculture and animal support during emergencies. P&S Organisations are listed in [Annex 2](#).
- 27 AASFA Coordinator with agreement of P&S Organisations has the authority to commit resources of those organisations.

## **Other agencies and functional areas**

- 28 In fulfilling EMPLAN:

- a) Combat agencies and functional areas may request AASFA assistance.
  - i. Requests can be made via an EOCON through an EOC or from a combat agency Incident Controller to Region or State AASFA Coordinator.
- b) AASFA Coordinator may request combat agency and/or functional area assistance in provision of AASFA services.

## Part 3 – Prevention and preparedness

### Risk management

- 29 A risk management approach to emergency management activities is required to ensure hazards are identified and appropriate controls are implemented to reduce/eliminate risk. Risk assessments must be related to and supported by plans, policies and procedures.
- 30 Risk assessments are conducted at various levels to include strategic and tactical risks in emergency management.

### Emergency management committees

- 31 AASFA Coordinator and Region AASFA Coordinators or their representative will attend Emergency Management Committees and contribute to emergency management planning.
- 32 AASFA Coordinator establishes and chairs AASFA Sub-Committee (a sub-committee to State Emergency Management Committee (SEMC)). The sub-committee provides advice to SEMC on AASFA related issues and plans for emergency prevention, preparedness, response and recovery.
- 33 Region AASFA Coordinators may form regional AASFA sub-committees.

### Engagement

- 34 AASFA will build community resilience to hazards and risk by facilitating engagement regarding agriculture and animal emergency prevention, preparedness, response and recovery.

## **Training and exercises**

- 35 AASFA will ensure personnel receive emergency management training and are available for immediate mobilisation for emergency operations.
- 36 AASFA will test response capability via exercises within the emergency management sector spanning combat agencies and functional areas, in self-contained exercises within AASFA and in conjunction with other jurisdictions.

## **Part 4 - Response**

### **Control**

- 37 Control of an emergency is always vested with an EOCON or combat agency Incident Controller.
- 38 Roles and responsibilities of control agencies are described in EMPLAN. EMPLAN also describes relationships between agencies involved in emergency management i.e. command, control and coordination.
- 39 AASFA may be requested to provide agriculture and animal support services (set out in paragraph 11) in support of emergency operations.

### **Command**

- 40 Command of AASFA activities and personnel during response and recovery rests with AASFA Incident Controller(s).
- 41 AASFA Coordinator in collaboration with P&S Organisations coordinate members and resources of AASFA in performance of roles and tasks.

### **Coordination**

- 42 AASFA Coordinator and Region AASFA Coordinators establish structures, systems and processes to coordinate organisations and individuals to ensure effective management of activities to meet the intent of the EOCON or combat agency Incident Controller.

## Communication

- 43 AASFA Coordinator and Region AASFA Coordinators establish communication links through Liaison Officers at EOCs and direct communication with EOCONs and combat agency Incident Controllers.
- 44 AASFA Coordinator and Region AASFA Coordinators establish communication links within AASFA.
- 45 Communications links are shown in [Annex 3](#).

## Emergency response operations

- 46 The sequence of events and associated actions relating to the phases of this supporting plan are;
  - a) Alert
  - b) Activation
  - c) Stand down.

### Alert

- 47 Upon alert from an EOCON or combat agency, AASFA Coordinator, Region AASFA Coordinators and State Emergency Coordinator places on notification sufficient resources to undertake response to the incident.

### Activation

- 48 Upon confirmation from an EOCON or combat agency AASFA support is required; AASFA Coordinator and Region AASFA Coordinators establish structures, systems and processes for command of, and to coordinate response to the incident.

### Stand down

- 49 Upon confirmation from an EOCON or combat agency that requests for AASFA support are complete, AASFA Coordinator and Region AASFA Coordinators systematically stands down AASFA personnel, and establishes any ongoing requirements for AASFA during recovery operations.

- 50 AASFA Coordinator and Region AASFA Coordinators make arrangements for a formal debrief and following the formal debrief, prepare a post-operation report, highlighting lessons learned and any amendment actions necessary.

## Part 5 - Recovery

- 51 Responsibility for coordination of recovery operations in NSW rests with State Emergency Recovery Coordinator (SERCON), or as otherwise specified in specific emergency plans. For more information see Part 9 of EMPLAN.
- 52 A recovery committee may be formed for strategic delivery of services. When a disaster impacts on agriculture and animals, AASFA will be represented on the recovery committee and recovery task groups as appropriate.
- 53 Services delivered through AASFA are available to affected people regardless of whether a recovery committee is established.
- 54 Recovery operations aim to use local capacity first. If agriculture and animal needs cannot be met by existing services and businesses, AASFA can supplement additional resources to increase recovery capacity.

## Part 6 – Administration

### Control centres

- 55 AASFA Coordinator is to ensure a SCC is setup, resourced, and facilities are ready for immediate activation.
- 56 Region AASFA Coordinators with representatives from Local Land Services is to ensure Local Control Centres (LCC) setup, resourced, and facilities are ready for immediate activation.

### Expenditure and recovery of funds

- 57 Expenditure associated with emergency management activities may be reimbursed under State and Commonwealth arrangements.

- 58 Organisations operating on behalf of AASFA must be formally activated to recoup eligible expenditure.

## Annex 1 Executive Emergency Management Committee

NSW Department of Industry, Skills and Regional Development (NSW Department of Industry) establish an Executive Emergency Management Committee (EEMC) to provide oversight of emergency response situations. Members of EEMC will be chaired by Director General NSW Department of Primary Industries and made up of members of NSW Department of Industry Executive. Membership will be determined by size, scale and nature of the emergency.

## Annex 2 Participating and Supporting Organisations

### Principle participating organisation

NSW Local Land Services

### Organisations with agreement

Animal Welfare Advisory Council

Animal Welfare League

Australian Horse Industry Council

Australian Quarantine and Inspection Service

Australian Seabird Rescue

Australian Veterinary Association NSW

The Office of Environment and Heritage (OEH)

Dogs NSW

Equestrian NSW

Fauna and Marine Parks Association

HANROB Pet Care

Hornsby/Kuringgai Animal Services Volunteer Group

Horse Rescue Australia

Native Animals Trust Fund

Northern Tablelands Wildlife Carers

NSW Cat Fanciers Association

NSW Apiarists Association

NSW Farmers' Association

Pet Industry Association of Australia

Royal Agricultural Society of NSW

Royal Society for the Prevention of Cruelty to Animals

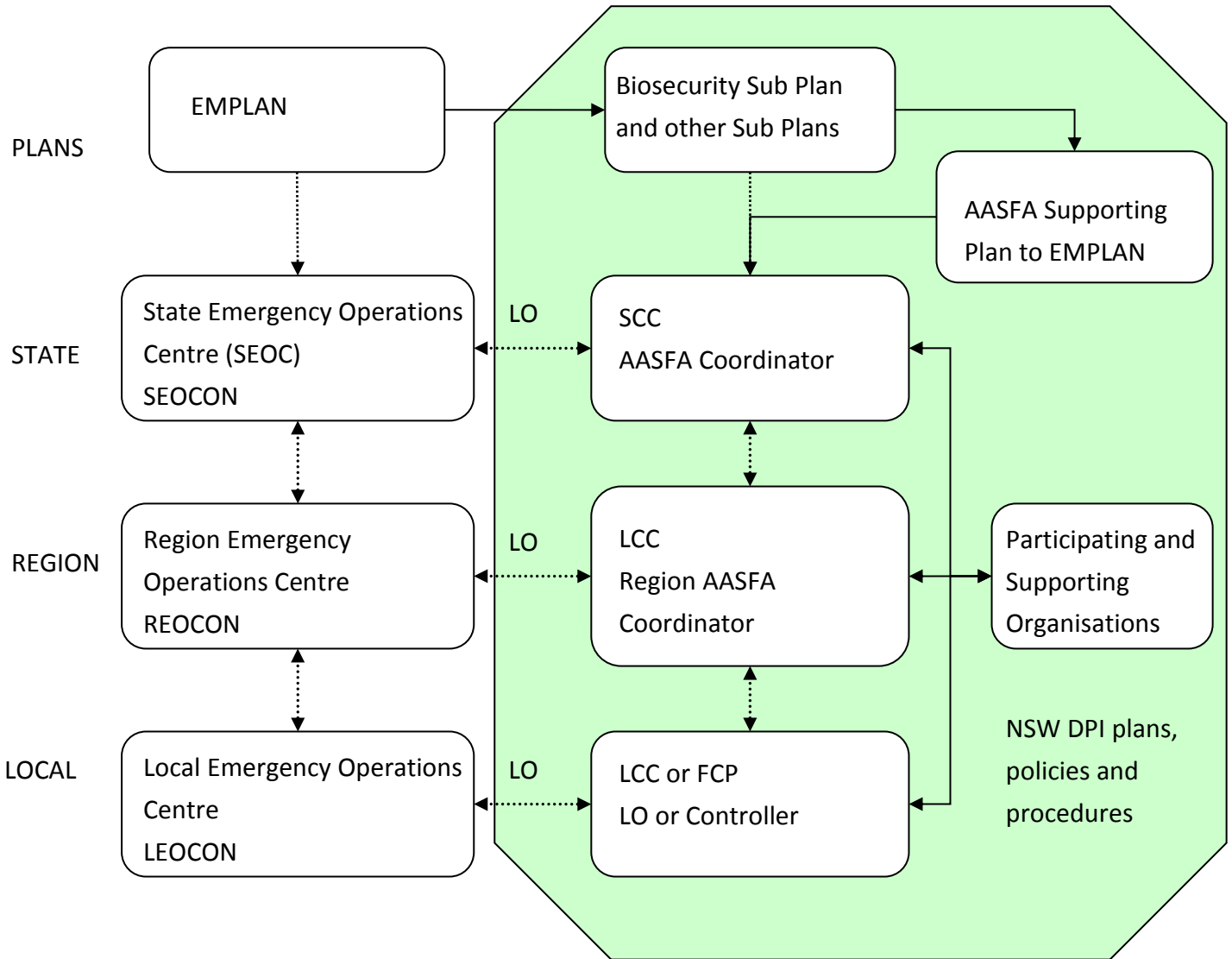
Sydney Metropolitan Wildlife Services

Taronga Conservation Society Australia Board

Wildlife Information Rescue and Education Service



## Annex 3 Plan and communication links



## Annex 4 Definitions

Definitions should be read in conjunction with those contained in EMPLAN.

### *Agriculture*

Agriculture is production and primary processing of foods, fibres and by-products from plants and animals. Agriculture involves cultivation of crops including horticultural products, raising of livestock or aquatic species and planting of trees for wood products. For the purposes of emergency management also includes aquatic/marine systems, like aquaculture and fisheries.

### *Animal*

All animals including livestock (sheep, cattle, goats, pigs, horses etc.), companion animals (dogs, cats, aviary birds etc) and wildlife (terrestrial, aquatic and marine).

### *Animal holding establishment*

Any premises responsible for temporary or permanent housing and welfare of significant numbers of animals including wildlife shelters, pet accommodation facilities, horse stables, livestock sale yards, showgrounds, research facilities, zoos and animal sanctuaries, animal breeding facilities and intensive agriculture businesses such as poultry raising.

### *Animal welfare*

State of acceptable health and well-being in which animals should be maintained according to legislation, industry and social norms.

### *Combat Agency*

The agency identified in EMPLAN as the agency primarily responsible for controlling response to a particular emergency.

### *Command*

Direction of an agency/organisation in performance of 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.

### *Control*

Overall direction of activities, agencies or individuals concerned. Control operates horizontally across all agencies/organisations, functions and individuals. Situations are controlled. (As per SERM Act and EMPLAN)

### *Coordination*

Bringing together of agencies and individuals to ensure effective emergency or rescue management, but does not include control of agencies and individuals by direction. (As per SERM Act and EMPLAN)

### *Disaster*

An occurrence, whether or not due to natural causes, that causes loss of life, injury, distress or danger to persons, agriculture and/or animals, or loss of, or damage to, property.

### *Emergency*

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

- endangers, or threatens to endanger, 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 coordinated response.

For the purposes of the definition of emergency, property in the State includes any part of the environment of the State. (As per SERM Act and EMPLAN)

### *Emergency Operations Centre (EOC)*

A centre established at state, region or local level as a centre of communication and as a centre for coordination of operations and support during an emergency.

### *Emergency Operations Controller (EOCON)*

Police Officer appointed by Commissioner of Police, as the Emergency Operations Controller for state, region or local emergency management area.

## *EMPLAN*

New South Wales State Emergency Management Plan. The objective of EMPLAN is to ensure coordinated response to emergencies by all agencies having responsibilities and functions in emergencies.

### *Functional area*

Categories of services involved in preparations for an emergency, including:

- a. Agriculture and Animal Services
- b. Telecommunications Services
- c. Energy and Utility Services
- d. Engineering Services
- e. Environmental Services
- f. Health Services
- g. Public Information Services
- h. Transport Services
- i. Welfare Services. (As per EMPLAN)

### *Functional Area Coordinator*

Nominated coordinator of a functional area, who is tasked to coordinate provision of specific services support and resources for emergency response and initial recovery operations.

### *Incident*

An event, either accidental or deliberate, that may result in death or injury, or damage to property, which requires response from an agency, or agencies.

### *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 operation centre or coordination centre. A liaison officer maintains communications with and conveys directions/requests, and provides advice on status, capabilities, actions and requirements of their organisation or functional area.

### *Plan*

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.

*Plant*

A species in the taxonomic kingdom Plantae. In this plan means species that are native or introduced, or commercially cultivated species.

*Preparation*

In relation to an emergency includes arrangements or plans to deal with an emergency or the effects of an emergency. (As per SERM Act and EMPLAN)

*Prevention*

In relation to an emergency includes identification of hazards, assessment of threats to life and property, and taking of measures to reduce potential loss to life or property. (As per SERM Act and EMPLAN)

*Primary producer*

An individual, partnership, trust or company operating a primary production business if they undertake: plant or animal cultivation (or both) fishing or pearling (or both).

*Recovery*

In relation to an emergency, includes the process of returning an affected community to its proper level of functioning after an emergency.

*Response*

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

*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.

## Annex 5 Abbreviations

<i>EMPLAN</i>	State Emergency Management Plan
<i>EOC</i>	Emergency Operations Centre
<i>EOCON</i>	Emergency Operations Controller
<i>FCP</i>	Forward Command Post
<i>LCC</i>	Local Control Centre
<i>LLS</i>	Local Land Services
<i>REMC</i>	Region Emergency Management Committee
<i>SCC</i>	State Coordination Centre
<i>SEMC</i>	State Emergency Management Committee
<i>SEOC</i>	State Emergency Operations Centre
<i>SERCON</i>	State Emergency Recovery Coordinator
<i>SITREP</i>	Situation report