



NSW Energy & Utility Services Functional Area Supporting Plan (EUSPLAN)

A Supporting Plan of the NSW Emergency Management Plan

*NSW emergency management plans are updated regularly and accordingly printed plans may be out of date.
The current Plan is available at www.emergency.nsw.gov.au*

Contents

Authorisation	1
Part 1 – Introduction	2
Introduction	2
Aim	3
Scope	3
Related Legislation and Plans	3
Part 2 – Roles and Responsibilities	3
NSW Department of Planning and Environment.....	4
Energy and Utility Services Functional Area Coordinator (EUSFAC).....	4
Energy and Utility Services Functional Area Sub-Committee.....	4
Energy and Utility Emergency Management Unit (EUEMU)	5
Participating and Supporting Organisations.....	5
Liaison Officer	5
Participating Organisations.....	6
Supporting Organisations	7
Commonwealth	8
Part 3 – EUSFA Prevention.....	8
Part 4 – EUSFA Preparation	9
Planning	9
Training and Exercises	9
Part 5 – EUSFA Response.....	10
Activation.....	10
Concept of Operations.....	10
Coordination and Control	11

Communications	12
Tasks	12
Public Information	13
Part 6 – EUSFA Recovery	13
Part 7 – Administration	14
Finance.....	14
Review.....	14
Amendments to the EUSPLAN.....	15
Part 8 – Annexures	16
Annexure A – Sector Descriptions	16
Annexure B – EUSFA Sub-Committee Membership	19
Annexure C – Interface with National Arrangements	22
Annexure D – Legislation and Plans.....	25
Annexure E – Coordination Process Diagram	28
Annexure F – Sub-Committee processes and procedures.....	29
Annexure G – Terms used in the EUSPLAN.....	32
Annexure H – Table of Abbreviations and Acronyms.....	35

Authorisation

The NSW State Energy & Utility Services Functional Area Supporting Plan has been prepared as a supporting plan to the NSW State Emergency Management Plan (EMPLAN) to coordinate the management of disruptions to energy and utility supply within New South Wales.

The EUSPLAN received out of session endorsement by the State Emergency Management Committee (SEMC) on 31 October 2017.

Part 1 – Introduction

Introduction

1. The NSW Energy and Utility Services Functional Area Supporting Plan (referred to as EUSPLAN or Plan) has been developed pursuant to the *State Emergency and Rescue Management Act 1989* (SERM Act) and is to be read in conjunction with the NSW State Emergency Management Plan (EMPLAN).
2. The NSW Department of Planning and Environment is the agency responsible for coordinating the Energy and Utility Services Functional Area (EUSFA) in an emergency. This functional area covers electricity supply, supply of natural gas, liquid fuels including liquefied petroleum and liquefied natural gas, and water supply and wastewater management (referred to as ‘energy and utility services’) as identified in Annexure A – Sector Descriptions.
3. The EUSPLAN recognises that Participating and Supporting Organisations are responsible for the management of their infrastructure, including their commercial interest in maintaining efficient service delivery. The Plan seeks to coordinate support to Participating and Supporting Organisations, where possible, to assist restoration of their respective services and utilities. The Participating and Supporting Organisations are referred to in this Plan as energy and utility service providers and are identified in Annexure B – EUSFA Sub-Committee Membership.
4. This Plan details and scopes the coordination of information, advice, actions and resources from energy and utility services providers to support emergency management stakeholders in NSW, including Emergency Management Committees at all levels, Combat Agencies, and other Functional Areas, during prevention, preparation, response and recovery (PPRR) phases of the emergency management cycle.

Aim

5. The aim of the EUSPLAN is to detail the arrangements for the coordination of managing severe and sudden disruptions to the supply of energy and/or utility services which require a significant and coordinated response to restore supply.

Scope

6. The EUSPLAN details the coordination of support during emergencies to and from the energy and utility sectors and includes the coordination of response to significant and widespread disruptions to the supply of energy and utility services.
7. This Plan does not apply to temporary supply cuts or disruptions of a minor nature, which are managed by energy and utility service providers as part of their normal operations.
8. In relation to significant and widespread disruptions to the supply of electricity, natural gas and liquid fuels, this Plan interfaces with national emergency management arrangements for each sector. Key points of interface between the communication and reporting responsibilities of the EUSFA arrangements are outlined at Annexure C – Interface with National Arrangements.
9. This Plan applies to emergencies and incidents that require a significant and coordinated response. The EUSFA arrangements will provide representation at the state and regional emergency management levels and engage with local emergency management committees as required.

Related Legislation and Plans

10. The arrangements in this EUSPLAN are relevant to the operation of various legislation and plans (see Annexure D – Legislation and Plans).

Part 2 – Roles and Responsibilities

11. This section details the roles and responsibilities of persons or agencies under this Supporting Plan and may be additional to or variations on those outlined in EMPLAN. For an overview, see Annexure E- Coordination Process Diagram.

NSW Department of Planning and Environment

12. The responsibilities of the NSW Department of Planning and Environment are to:
 - a. Advise the Minister for Energy and Utilities on the appointment of an Energy and Utility Services Functional Area Coordinator,
 - b. Recommend the appointment of a State Emergency Management Committee (SEMC) member for Energy and Utility Services,
 - c. Develop and maintain energy and utility services preparedness, and
 - d. Management of the EUSFA Sub-Committee programme.

Energy and Utility Services Functional Area Coordinator (EUSFAC)

13. The responsibilities of the EUSFAC are to:
 - a. Coordinate EUSFA support and resources for emergency management. By agreement with the EUSFA Participating and Supporting Organisations, the EUSFAC will only request the deployment of those resources necessary to efficiently and effectively meet Functional Area support for response and recovery,
 - b. Manage and Chair the EUSFA Sub-Committee, including determining the attendees at a EUSFA Sub-Committee meeting depending on the nature of the emergency,
 - c. Coordinate and manage actions under Part 7 of this Plan (Administration),
 - d. Manage the EUSFA Duty Officer role 24/7/365,
 - e. Where appropriate, under national arrangements liaise with and report to, for example, for electricity the Jurisdictional System Security Coordinator (JSSC) (as outlined in Annexure C), and
 - f. Manage the Energy and Utility Emergency Management Unit (EUEMU), within the NSW Department of Planning and Environment.

Energy and Utility Services Functional Area Sub-Committee

14. The EUSFA Sub-Committee is chaired by the EUSFAC and operates in accordance with the EUSFA Sub-Committee procedures set out in Annexure F.
15. The members of the EUSFA Sub-Committee are the Coordinating Authority (the Energy and Utility Emergency Management Unit), the Participating Organisations, Supporting Organisations, Combat Agencies and Functional Areas listed in Annexure B.

16. The role of the EUSFA Sub-Committee is to assist the EUSFAC in the planning for Functional Area support and resources to emergency management. The requirement for EUSFA Sub-Committees below State level will be determined by the EUSFAC.

Energy and Utility Emergency Management Unit (EUEMU)

17. The Energy and Utility Emergency Management Unit, within the Department of Planning and Environment coordinates the tasks of the Functional Area across the PPRR phases of emergency management. It is the Coordinating Authority and is overseen by the EUSFAC, or the EUSFAC's nominee.

Participating and Supporting Organisations

Liaison Officer

18. In addition to the responsibilities outlined below, each Participating and Supporting Organisation is to identify a Liaison Officer who can be available when required.
19. A Liaison Officer is a representative from the Participating or Supporting Organisation who has the responsibility to ensure proper coordination and timely flow of information between the organisation they represent and another organisation. A Liaison Officer must be able to supply specialist advice on the roles, functions and capabilities of their organisation and have direct access to functions within their organisation with the authority to commit their agency and its resources.
20. In the context of this Plan a Liaison Officer either:
 - a. Provides the communication link between the member organisations of the EUSFA and the State Emergency Operations Controller (SEOC) at the State Emergency Operations Centre (SEOC), or
 - b. Provides the communication link between the member organisations of the EUSFA and a designated Combat Agency or Emergency Operations Controller (EOCON) responsible for controlling an emergency.

Participating Organisations

21. Participating Organisations ‘...are willing to participate in emergency response and recovery operations ***under the direction*** of the Controller of a Combat Agency, or Coordinator of a Functional Area, or an Emergency Operations Controller (EOCON), and with ***levels of resources or support as appropriate*** to the emergency operation’¹ (emphasis added). ‘...the agreed roles, tasks, responsibilities and access arrangements for the support of Participating Organisations are to be recorded in Combat Agency or relevant Functional Area Supporting Plans.’²
22. The key agreed EUSFA Participating Organisation tasks by emergency management phase include:

Prevention Phase

- a. Maintaining emergency risk management systems for infrastructure,
- b. Participating in the development of prevention and response plans within the EUSFA arrangements, and
- c. Participating in energy and utility service provider infrastructure programs and exercises.

Preparation Phase

- a. Assisting in the development and maintenance of the energy and utility services emergency plans,
- b. Developing and maintaining internal operating procedures and plans for response to emergencies within the organisation,
- c. Providing 24-hour contact information to the EUEMU and immediately advising of any changes to the contact information, and
- d. Participating in emergency management exercises.

Response Phase

- a. Providing the initial assessment of hazard impacts on the Participating Organisation’s infrastructure to EUEMU as far as is reasonable, including information on:
 - i. the cause of impacts,
 - ii. the location of the impact,
 - iii. the geographic footprint of an event,

1 EMPlan paragraph 435

2 EMPlan paragraph 436

- iv. the estimated number of customers affected,
 - v. the estimated time to recover for failed major service provider infrastructure, and
 - vi. whether assistance is required in accessing any sites.
- b. Providing administrative and logistic support to its own personnel when responding to and recovering from an emergency, and
- c. Deploying Liaison Officers to the relevant Emergency Operations Centre (EOC) or relevant Emergency Service Organisation (ESO) State Operations Centre, when requested.

Recovery Phase

- a. Collaborating with the EUSFA and the ESOs to facilitate access to damaged/impacted major service provider infrastructure requiring a protracted effort to restore,
- b. Providing on-going assessment of hazard impacts on the Participating Organisation's infrastructure to EUEMU under the EUSFA arrangements as far as is reasonable, including information on:
- i. the cause of impacts,
 - ii. the location of the impact,
 - iii. the geographic footprint of an event,
 - iv. the estimated number of customers affected,
 - v. the estimated time to recover for failed major service provider infrastructure, and
 - vi. whether assistance is required in accessing the site.
- and
- c. Participating in debriefing with the objective of applying the knowledge into future emergency management operations.

Or, in addition to the above, as otherwise agreed by Participating Organisations.

Supporting Organisations

23. Supporting organisations '***...have indicated a willingness to participate and provide specialist support resources'*** (emphasis added). '***...the agreed roles, tasks and responsibilities of the Supporting Organisations should be recorded in Combat Agency or Functional Area Plans.***^{3'}

³ EMPlan paragraph 437

24. The key agreed EUSFA Supporting Organisation tasks include:

- a. Providing specialist advice under the EUSFA arrangements in all PPRR Phases, as required,
- b. Developing and maintaining their own operating procedures/plans for their internal response when they are called upon to provide support resources in an emergency,
- c. Participating in pre-planning, tests and exercises designed to enhance preparedness under the EUSFA arrangements,
- d. Providing administrative and logistic support to its own personnel and equipment during responding to and recovering from an emergency,
- e. Debriefing all its personnel who were involved in the emergency operation, and
- f. Participating in any post-emergency debriefs conducted under the EUSFA arrangements.

Or, in addition to the above, as otherwise agreed by Supporting Organisations.

Commonwealth

25. The principal Commonwealth stakeholder for the energy and utility sectors is the Commonwealth Department of the Environment and Energy.

Part 3 – EUSFA Prevention

26. The EUEMU coordinates energy and utility services support to State, Regional and Local Emergency Management Committees, Combat Agencies, Functional Areas, Participating and Supporting Organisations in the Prevention Phase. This includes:

- a. Providing input to legislation, codes, standards and guidelines developed at the national and state levels of government and through industry,
- b. Providing input to appropriate government policies, such as infrastructure protection and resilience programs etc. which prevent or mitigate potential loss,
- c. Undertaking appropriate hazard identification,
- d. Providing support to Participating Organisation emergency risk management programs,
- e. Identifying prevention and/or mitigation options, and
- f. Advising on the development of various Emergency Management Plans, working committees, studies and inquiries etc.

Part 4 – EUSFA Preparation

Planning

27. Planning for an emergency in the EUSFA context will be undertaken at a state and regional level and will engage in planning at a local level as required.
28. Preparation and planning for an emergency in the EUSFA context will be achieved through:
 - a. Establishing strong relationships between EUSFA Supporting and Participating Organisations , Combat Agencies, EOCONs, ESOs, and other Functional Areas,
 - b. Maintaining contact information for each Participating and Supporting Organisation,
 - c. Involvement in relevant emergency management committees and working groups,
 - d. Liaising with other jurisdictions,
 - e. Analysing potential hazards and necessary preparation,
 - f. Reviewing past emergency operations for lessons learned and identifying improvements needed in planning and capability,
 - g. Developing operational plans and procedures, including communications, and
 - h. Managing the development, reviewing and testing of EUSPLAN and providing input to the review of other relevant plans.

Training and Exercises

29. Members of the EUSFA Sub-Committee, including Participating and Supporting Organisations will ensure that appropriate personnel within their agency receive familiarisation and training in the EUSPLAN and other aspects of emergency management necessary to effectively implement the EUSPLAN.
30. The EUEMU will, where appropriate, identify and facilitate relevant emergency management training opportunities for Participating and Supporting Organisation personnel involved in emergency management.
31. The EUEMU will participate in national, state and regional exercises as requested by the State Emergency Management Committee (SEMC), EOCON(s), Combat Agencies or Participating and Supporting Organisations.

32. The EUEMU is responsible for coordinating exercises related to the EUSPLAN and conducting a state level energy and utility emergency exercise on an annual basis.

Part 5 – EUSFA Response

Activation

33. As with the EMPLAN, the EUSPLAN is active at all times.
34. The EOCON, Combat Agency, a Regional Emergency Management Officer (REMO), or a Participating Organisation can request the relevant member of the EUSFA Sub-Committee to provide support.
35. The EUSFAC can also trigger participation of the relevant member of the EUSFA Sub-Committee in preparation for an imminent emergency.
36. On being alerted to the potential for an actual significant energy and/or utility impact that may endanger the safety of the community or first responders, the EUEMU will:
 - a. Consult with the energy and utility service providers to determine the nature and extent of the impact,
 - b. Notify both the SEOC Duty Officer and the relevant Combat Agency Duty Officer that there is the potential for a significant energy and/or utility services impact(including the nature and extent of the impact), and
 - c. Notify the relevant Participating and Supporting Organisations that the response phase of the EUSPLAN has been activated to allow for those organisations to identify and task Liaison Officers and other resources as appropriate.

Concept of Operations

37. Concept of Operations may be adopted to address particular hazards, as determined by the EUSFAC. These may be utilised for tactical arrangements.
38. The key actions in the response phase include:
 - a. Initial assessment of actual or potential impact of the emergency upon energy and utility infrastructure and capacity and potential response requirements,
 - b. Implementation of the EUSPLAN,

- c. Appropriately timed deployment of EUSFA assets and human resources, which may include pre-positioning of sufficient resources to meet contingent needs, as resources are available, and
- d. During an emergency, and in order to support an energy or utility service provider to restore services, the EUSFAC may request support, if available and appropriate, from the emergency management sector via an EOCON, to assist the supplier to restore that service, for example, provision of access.

Coordination and Control

- 39. The coordination of resources and communications may be managed by the EUSFAC or a nominee of the Coordinating Authority.
- 40. For emergencies managed at regional level, the EUSFAC or a nominee of the coordinating authority will coordinate the EUSFA response.
- 41. The key operation centres to which EUEMU representatives may be deployed to include:
 - a. State and Regional Emergency Operations Centres (SEOC, REOC(s)) and where necessary Local Emergency Operations Centres (LEOC(s)), and
 - b. Combat Agency Operations Centres.
- 42. The EUEMU Liaison Officers, when appointed by the EUSFAC, will represent EUSFA matters at relevant EOCs.
- 43. Control of an emergency, whether at local, regional or state level, is always vested with a Combat Agency or EOCON at the appropriate level.
- 44. The EUEMU Liaison Officers will report directly to the Combat Agency and/or the EOCON during an emergency response operation.
- 45. The EUSFAC will coordinate with the State Emergency Recovery Controller (SERCON) or an appointed Recovery Coordinator on the recovery activities for critical energy and utility infrastructure where:
 - a. The relevant service provider can accommodate recovery priorities in the restoration of energy and/or utility services, and
 - b. Such activities are significant and protracted and as a consequence cannot be completed in the response phase.

Communications

46. The Department of Planning and Environment will arrange for the EUSFAC and the staff of the EUEMU to be rostered as the EUSFA Duty Officer on a rotating basis. The EUEMU Duty Officer role is the primary point of contact for the relevant members of the EUSFA Sub-Committee on a 24/7/365 basis.
47. During an emergency response, the EUSFAC will establish and maintain communications with either the EOCON, the Combat Agency, the SEOC, other Functional Areas, EUSFA Participating and Supporting Organisations, or JSSC as required.
48. When a EUSFA incident occurs or is likely to occur, the EUSFAC will advise relevant NSW Department of Environment and Planning executive staff, including the Deputy Secretary responsible for Energy and Utilities, and the Secretary.
49. Each Participating and Supporting Organisation is to provide the EUSFAC with current contact details to enable 24/7/365 communications. The EUSFAC will maintain and update this contact list.

Tasks

50. The tasks of the EUSFAC in the response phase include to:
 - a. Coordinate the deployment of the resources of EUSFA,
 - a. Deploy Liaison Officers to the relevant EOCs as reasonably appropriate,
 - b. Coordinate the activities of Participating and Supporting Organisations,
 - c. Establish and maintain communications with the relevant members of EUSFA Sub-Committee,
 - d. Coordinate technical advice and support from relevant members of the EUSFA Sub-Committee,
 - e. Deploy to regions to assist in emergency response or assist with planning and logistic support for emergencies in other regions,
 - f. Coordinate, with the support and assistance of Combat Agencies and ESOs, access for energy and utility service providers to damaged infrastructure in order to restore services,
 - g. Fulfil the jurisdictional communication and reporting responsibilities under national arrangements for responding to significant and widespread disruptions to the supply of electricity, gas and liquid fuel supply services as detailed in Annexure C, and

- h. Ensure the operation of the Coordinating Authority is compliant with Department of Planning and Environment, Work Health and Safety and Fatigue Management Policies.
51. At the end of the emergency the EUSFAC will conduct a post-emergency EUSFA debrief and/or participate in any overall emergency debriefs.

Public Information

- 52. The Participating Organisations are corporations and will maintain appropriate public communications via their websites, social and traditional media sources and platforms.
- 53. Where there is a reasonable request from the Combat Agency or relevant Organisations, then the Public Information Functional Area Coordinator (PIFAC) will be engaged to assist in coordinating NSW Government public information.
- 54. The NSW Department of Planning and Environment Media Unit may provide support and expertise to Participating Organisations and PIFAC, as necessary, using appropriate communication channels and liaising with appropriate agencies.

Part 6 – EUSFA Recovery

55. When formal recovery processes are established and the NSW Recovery Plan is activated, the essential EUEMU tasks include to:
- a. Coordinate communication to and from the SERCON, Combat Agency, SEOCON, and other Functional Area Coordinators,
 - b. With the assistance of ESOs where required, facilitate service providers access to damaged energy and utility infrastructure requiring repair and reconstruction over an extended period of time,
 - c. Facilitate the exchange of estimated supply restoration information for recovery operations,
 - d. Facilitate coordination the recovery of major service provider infrastructure where this cannot be achieved in the response phase, and
 - e. Conduct post-emergency debriefs for relevant service providers once recovery operations have concluded.

Part 7 – Administration

Finance

56. Part 10 of the EMPLAN deals with expenditure and recovery of funds by agencies or Functional Areas during emergency responses, including for the EUSFA.
57. S1003 states: *'expenditure of funds by Agencies or Functional Areas during emergency response or recovery operations is to be met in the first instance by the providers of resources from within their normal operating budgets.'*
58. For those EUSFA Sub-Committee members which are Government Agencies, expenditure of funds during an emergency response or recovery operation is met in the first instance from within their normal operating budgets. This applies to the provision of public sector LOs at the Emergency Operations Centres and the cost of equipment and services used by LOs.
59. Financial arrangements for emergency management are in accordance with the EMPLAN and Participating Organisations and Supporting Organisations are required to meet all legal/regulatory obligations under relevant laws and rules as a cost of doing business, including the cost of providing energy and utility equipment and services during emergency response or recovery operations.

Review

60. The EUSPLAN is to be reviewed:
 - a. Following an exercise designed to practise or test the EUSPLAN,
 - b. Following an incident in which arrangements in the EUSPLAN were activated,
 - c. When the roles or responsibilities of any Agency involved in the EUSPLAN are changed,
 - d. At the direction of the SEOCON, or the SEMC,
 - e. At the request of the NSW Department of Planning and Environment,
 - f. At the request of the majority of members of the Energy and Utility Functional Area or the NSW Department of Planning and Environment,
 - g. Every three years as a minimum,
 - h. Or as otherwise needed.

Amendments to the EUSPLAN

61. Agencies may submit requested amendments to the EUSFAC for consideration and endorsement.

Part 8 – Annexures

Annexure A – Sector Descriptions

General

1. The EUSFA is a diverse group of organisations representing electricity supply chains, natural gas transmission and distribution, potable water and waste water treatment and supply, liquid fuel and liquefied petroleum gas supply chains (sectors). The scope of the functional area does not usually include retail sale of energy and utility services to end users.

Electricity Supply

2. The National Electricity Market (NEM) spans Australia's eastern and south-eastern coasts and comprises five interconnected states that also act as price regions: Queensland, New South Wales (including the Australian Capital Territory), South Australia, Victoria, and Tasmania.
3. The NEM's transmission network carries power from electricity generators to large industrial energy users and local electricity distributors across the five states. These assets are owned and operated by state governments, or private businesses.
4. There are over 100 registered participants in the NEM, including market generators, transmission network service providers, distribution network service providers and market customers.
5. The Australian Energy Market Operator (AEMO) operates the NEM in line with the objectives of maintaining the security and reliability of the national power system.
6. In NSW, transmission and distribution network service providers (TNSP & DNSPs) operate electricity network assets. Currently three distribution networks operate independently of each other and cover defined regions of the State. The transmission network connects the distribution networks to NSW and interstate power sources through a number of intra and interstate connections (interconnectors).

Liquefied Petroleum and Natural Gas sector

7. At a national level, AEMO manages a National Gas Market.

8. The market in NSW includes a 'hub' arrangement known as the Short Term Trading Market (STTM) that provides a market for wholesale trading of natural gas supplied from predominantly interstate sources through large transmission pipelines to the major user centres (networks).
9. NSW is dependent on interstate supplies of natural gas. The gas supply market, network and pipeline operation sectors are appropriately represented in the functional area.
10. Liquefied Petroleum Gas (LPG) is supplied to NSW from interstate and overseas sources via maritime transport.

Liquid Fuels sector

11. The liquid fuels (fuel) supply chain in NSW consists of primary and secondary bulk storage supplied by interstate and overseas shipping. Secondary distribution is by road and pipeline. Liquid fuel pipelines are predominantly buried.
12. The fuel supply market is not subject to economic regulation although some competition rules, environment, product quality and other legislation apply.

Water Supply and Wastewater sector

13. WaterNSW is NSW's major supplier of raw water. It delivers water from 42 large dams, pipelines and the State's rivers to regional towns, irrigators, Sydney Water and other licensed authorities, retail suppliers and councils.
14. Sydney Water and Hunter Water Corporation provide drinking water, wastewater, recycled water and some stormwater services to the Sydney, Illawarra, Blue Mountains and Lower Hunter regions of NSW. In other regions water and wastewater services are generally provided by Local Councils.
15. DPI Water (formerly NSW Office of Water) is the principle water policy agency for NSW Government with regard to water outside of the Sydney metropolitan region. The NSW Department of Planning and Environment is the principle water policy agency for the Sydney metropolitan area.

16. Water supply security may be affected by a range of factors such as floods, droughts, bushfires, algal contamination and other water quality issues.
17. The management of contamination or pollution issues in potable, drinking water and water courses are primarily the responsibility of the water supplier, NSW Health, Environmental Protection Authority (EPA), NSW Department of Planning and Environment and/or NSW Department of Primary Industries as appropriate to the incident.

Retail Energy and Utility Sectors

18. The retail sector for the sale of electricity, gas, liquid fuels and water to the end consumer is not directly represented in the Functional Area. Each of the businesses with a supply chain role in the functional area has the primary relationship with the retailer of that type of energy.
19. The provision of drinking water to end users is usually the responsibility of the operator of the respective supply network in NSW.
20. The EUSFAC and the EUSFA are mainly concerned with the impacts on and continuity of supply chains during and after an emergency event. The degree to which the EUSFAC and the EUSFA are able to provide coordination or information regarding the service to the end user is therefore, by nature of the arrangements, situational and event dependent.

Annexure B – EUSFA Sub-Committee Membership

Coordinating Authority

- The Coordinating Authority is the Energy and Utility Emergency Management Unit, NSW Department of Planning and Environment. Depending on the nature of the incident, the Coordinating Authority can convene the Sub-Committee from any of the following members.

Combat Agency Representatives

- NSW Police Force
- NSW Rural Fire Service (RFS)
- NSW State Emergency Services (SES)
- Fire and Rescue NSW

Functional Areas Representatives

- Telecommunications Services Functional Area (TELCOFA),
- Engineering Services Functional Area (ESFA),
- Health Services Functional Area (HSFA – also a Combat Agency),
- Public Information Services Functional Area (PIFA), and
- Transport Services Functional Area (TFA).

Participating NSW Government Agencies

- Office of Emergency Management
- Dam Safety Committee
- Department of Primary Industries - Water
- Dams Safety NSW
- NSW Office of Water

Participating Organisations

Electricity Generation

- AGL Macquarie
- Delta Electricity
- Energy Australia (Generation)
- Origin Energy
- Snowy Hydro Ltd

Electricity Transmission & Distribution Network Service Providers

- TransGrid
- Ausgrid
- Endeavour Energy
- Essential Energy
- ActewAGL

Liquefied Petroleum and Natural Gas

- APA Group
- Jemena Gas
- Australian Gas Networks (Albury) (operated by APA group)
- Australian Gas Networks (NSW) Ltd (operated by APA group)
- APT Allgas Energy Pty Ltd (operated by APA group)
- ActewAGL

Liquid Fuel Supply

- Caltex Australia
- Viva Energy Australia
- B.P. Australia
- Mobil Oil Australia
- Elgas Ltd
- VOPAK terminals
- JUHI (Shell Aviation) fuels
- Woolworths Ltd

Water Catchment and Distribution

- Water NSW
- Hunter Water Corporation
- Sydney Water Corporation

Supporting Organisations

- The Australian Energy Market Operator (AEMO)

- Bureau of Meteorology (BOM)

Industry Associations

- Australian Institute of Petroleum
- Biofuels Association of Australia

Other jurisdictions

- The Commonwealth Government, Department of Environment and Energy
- Australian Capital Territory Government, the Environment, Planning and Sustainable Development Directorate

Annexure C – Interface with National Arrangements Electricity

1. AEMO emergency arrangements provide a framework for the coordination of electricity emergencies across the NEM. As the market operator, AEMO holds the primary coordination role for widespread electricity emergencies, with the objective of maintaining the security and reliability of the national power system. AEMO's representative in NSW for the purposes of emergency management (known as the Jurisdictional Responsible Officer (RO)) is TransGrid, the NSW transmission network service provider.
2. The NSW Jurisdictional System Security Coordinator (JSSC) /Jurisdictional Designated Officer (JDO) fulfils NSW jurisdictional responsibilities during widespread electricity emergencies. During an emergency this official:
 - Acts as the central point of contact for AEMO and TransGrid,
 - Facilitates the implementation of demand reduction measures including voluntary reductions, load shedding and mandatory restrictions, where necessary to maintain system security,
 - Provides advice to the Minister for Energy & Utilities (Minister),
 - Triggers procedures for issuing public information in relation to the emergency coordinated through the NSW Department of Planning and Environment media team, the Minister's office media team and the PIFAC, and
 - Provides advice and intelligence to the EUSFAC.
3. EUSFAC liaises closely with the JSSC, receiving intelligence and advice on the emergency and actions in response and briefing the JSSC in relation to consequence management. Further, the EUSFAC coordinates, advice and intelligence provision to the SEOCAN and other Functional Areas and consequence management support, in accordance with this plan.

Natural Gas

4. The National Gas Emergency Response Advisory Committee (NGERAC) provides high level advice to government, and coordination of significant natural gas supply emergencies. The NGERAC Interruption to Supply Process outlines arrangements for provision of advice and coordination by NGERAC.
5. EUSFAC is the NSW representative on NGERAC (known as the NSW Jurisdictional Contact Officer (JCO)) and is responsible for :
 - Communicating with the NGERAC chair and other JCO's under the NGERAC communications arrangements,
 - Communicating with NSW gas industry to obtain gas supply and demand status information and advise of proposed government actions, and
 - Coordinating NSW Government intervention and delegation processes and situational information for government.

Liquid Fuels

6. The National Liquid Fuel Emergency Response Plan (NLFERP) outlines operational and communications roles and responsibilities for responding to severe, national liquid fuels emergencies. The National Oil Supplies Emergency Committee (NOSEC) is the main executive channel through which the Commonwealth and the State and Territory Governments, in cooperation with industry, formulate their overall management response to a widespread liquid fuels supply emergency.
7. EUSFAC is the NSW representative on NOSEC (known as the Jurisdictional Coordinator) and is responsible for :
 - Coordinating support for the liquid fuel industry to prevent, prepare for, respond to and recover from a liquid fuel supply chain disruption,
 - Coordinating NSW Government intervention and delegation processes,
 - Coordinating situational information for government and industry, and
 - Facilitating strategic and operational information exchange for situational awareness and intel inputs, between industry, and the NSW State Emergency Management Committee members.

Dual Fuel Emergencies

8. Disruptions to supply in the gas and liquid fuels sectors (specifically diesel supply in relation to the latter) have the potential to affect generation and supply of electricity. As such, state and national arrangements for responding to emergencies in each of these sectors are interoperable and may be activated concurrently.

Annexure D – Legislation and Plans

Legislation and plans relevant to the NSW EUSPLAN are:

Legislation

- National Electricity (New South Wales) Law
- National Electricity Rules
- Electricity Supply Act 1995 (NSW)
- Electricity Supply (Safety & Network Management) Regulation 2014
- Energy and Utilities Administration Act 1987 (NSW)
- Essential Services Act 1988 (NSW)
- National Gas (NSW) Law
- National Gas Rules
- Gas Supply Act 1996 (NSW)
- Gas Supply (Safety & Network Management) Regulation 2013
- Liquid Fuels Emergency Act 1984 (Cth)
- Water Management Act 2000
- Water Management (General) Regulation 2011
- Sydney Water Act 1994
- Sydney Water Regulation 2017
- Hunter Water Act 1991
- Hunter Water Regulation 2015
- Water NSW Act 2014
- Local Government Act 1993
- State Emergency and Rescue Management Act 1989 (NSW)
- Work Health and Safety Act 2011 (NSW) and Regulations
- Public Health Act 2010 (NSW)
- Fire Brigades Act 1989 (NSW)
- Rural Fires Act 1997 (NSW)
- State Emergency Service Act 1989 (NSW)

Key Plans and Agreements

- NSW State Emergency Management Plan (EMPLAN)
- New South Wales Recovery Plan

Other Supporting Plans

- NSW State Transport Services Supporting Plan
- NSW Environmental Services Supporting Plan (EnviroPlan)
- NSW Health Services Supporting Plan (HealthPlan)
- NSW State Agricultural and Animal Services Supporting Plan
- Welfare Services Supporting Plan
- Engineering Services Supporting Plan
- Telecommunications Services Supporting Plan (TELCOPLAN)
- Public Information Services Supporting Plan

Sub Plans

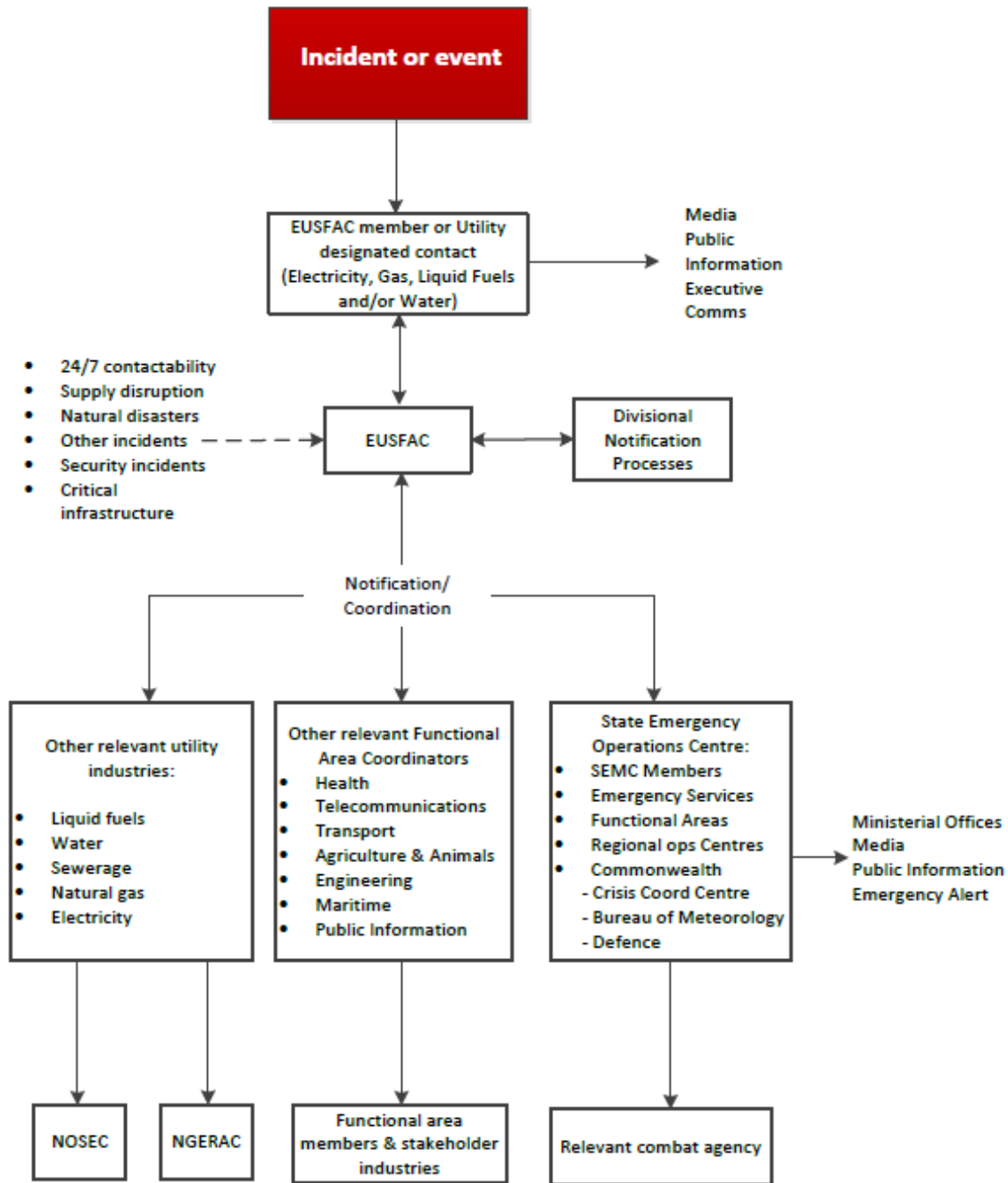
- Major Structure Collapse Sub Plan
- NSW Human Influenza Pandemic Plan
- NSW State Bush Fire Plan
- NSW State Flood Plan
- NSW State Storm Plan
- Sydney CBD Emergency Sub Plan

Other Relevant Sub Plans

- Aviation Emergency Sub Plan
- Biosecurity (Animal and Plant) Emergency Sub Plan
- Botany Bay Precinct Emergency Sub Plan
- Counter Terrorism Plan
- Food Industry Emergency Sub Plan
- Hawkesbury-Nepean Flood Emergency Sub Plan
- Hazardous Materials/Chemical, Biological, Radiological Sub Plan
- Heatwave Sub Plan

- Human Influenza Pandemic Plan
- Lucas Heights Emergency Sub Plan
- Major Structural Collapse Sub Plan
- State Waters Marine Oil and Chemical Spill Contingency Plan
- Tsunami Emergency Sub Plan

Annexure E – Coordination Process Diagram



Abbreviations:
 EUSFAC – Energy & Utility Services Functional Area Coordinator
 SEMC – State Emergency Management Committee
 NOSEC – National Oil Supplies Emergency Committee
 NGERAC – National Gas Emergency Response Advisory Committee

Annexure F – Sub-Committee processes and procedures

1. This Annexure sets out administrative and operating arrangements for meetings of the Energy and Utilities Services Functional Area Sub-Committee (the Sub-Committee).
2. This Sub-Committee is a standing Sub-Committee within the NSW emergency management arrangements, and is established in accordance with section 16 of the *State Emergency and Rescue Management Act 1989* (SERM Act).

Sub-Committee meetings attendees and voting

3. Members of the Sub-Committee required at a Sub-Committee meeting are the Chairperson, Deputy Chairperson and Secretariat.
4. The EUSFAC is appointed Chairperson. The Chairperson presiding at any meeting of the Sub-Committee has a deliberative vote and, in the event of an equality of votes, has a second or casting vote. The Chairperson may veto Sub-Committee decisions where such decisions are inconsistent with or in conflict with law and NSW government policy.
5. The Senior Energy and Utilities Emergency Management Officer is appointed Deputy Chairperson. In the absence of the EUSFAC, the Senior Energy and Utilities Emergency Management Officer shall chair the meeting.
6. The Secretariat shall provide all secretariat services to the Sub-Committee. Responsibilities include but are not restricted to circulating agenda and relevant papers prior to meetings, keeping and circulating minutes of meetings, maintaining the forward calendar, retaining records and liaising with the Chairperson and Deputy Chairperson as required.

Sub-Committee meeting reporting requirements

7. The EUSFAC prepares the SEMC quarterly reports and may provide the report to the Sub-Committee for discussion. The quarterly reports include:
 - Significant Prevention and Preparedness activities,
 - Emergency Response and Recovery activities, and
 - Other matters considered by the Sub-Committee to be relevant to the SEMC.
8. The EUSFAC also provides for discussion its annual contributions to the SEMC through the State Emergency Management Committee Annual Report.

Procedure for calling Sub-Committee quarterly meetings

9. The Sub-Committee will, in general, meet quarterly, one month before each SEMC meeting in order to facilitate communication of Sub-Committee resolutions to the SEMC.
10. The Chairperson may call a meeting of the Sub-Committee for the consideration of business which the Chairperson considers is sector specific to one or more energy and utility service provider, and may only require certain members of the Sub-Committee to attend.
11. The Secretariat shall notify each member of the Sub-Committee of the date, time and place, and agenda for the next meeting of the Sub-Committee and whether such meeting is a meeting of the full Sub-Committee or a part of the Sub-Committee.
12. Such notice shall, except in case of emergency, be given at least fourteen (14) days before the day of the meeting.

Conduct of Sub-Committee quarterly meetings

13. Meetings shall follow the Agenda. The Agenda shall consist of the following items:
 - **Attendance** – apologies are read, called for and recorded.
 - **Previous Minutes** - final corrections or additions are called for by the Chairperson after which the Chairperson declares that the minutes are approved as read, delivered or corrected.
 - **Matters Arising** - from the last minutes are discussed. Discussion should be confined to specific questions arising from the minutes, or the action a member was asked to take.
 - **Correspondence** - is tabled. Discussion will be limited to the essential matters, and a motion put that inward correspondence be received, another that outward correspondence be approved.
 - **Committee Reports** - are presented and discussed. Reports do not need a motion unless specific recommendations are made in which case a motion is required for the specific recommendation(s) only.
 - **Other Reports** - (brief, on specific subjects, with recommendations attached for consideration) are presented. Recommendations are discussed, and approved or declined through a motion.

- **New Business** – New Business of which due notice has been given will be put to the Sub-Committee. Any New Business motions proposed without sufficient notice may be rejected by the Chair and then accepted as notices of motion for the next meeting.
- **General Business** - This is the time for minor items to be raised. Members may provide a 'Members Report' at this point where members are offered the opportunity to provide a report on actions which may be of interest to the Sub-Committee.
- **Forward Calendar Review** – the Sub-Committee shall review the forward calendar
- **Next Meeting** - will be arranged if not already set.
- **Close of meeting**

Sub-Committee notice of draft agenda for quarterly meeting

14. Agenda items will be called for one month (28) days prior to each meeting. The format of the agenda may be changed by resolution of the Sub-Committee. The Agenda shall be structured for each meeting so as to enable each meeting to be completed in one hour where feasible and in no more than two hours.

Sub-Committee quarterly meeting minutes

15. Minutes of the proceedings of every meeting of the Sub-Committee shall be recorded and draft minutes distributed to each Sub-Committee member. Corrections to the minutes shall be called for and incorporated into the draft minutes which shall then be considered correct and awaiting approval at next the next Sub-Committee meeting.

Additional Sub-Committee meetings

16. The EUSFAC may convene other Sub-Committee meetings that are sector or emergency management community specific as required (e.g. liquid fuels, or electricity network service providers, or Functional Areas and Combat Agencies).

Annexure G – Terms used in the EUSPLAN

Terms used in this EUSPLAN have the same meaning as in the *State Emergency and Rescue Management Act 1989* (SERM Act) and the NSW State Emergency Management Plan (EMPLAN) made under that Act.

An explanation of terms used in this EUSPLAN is provided for information.

Control

The overall direction of the activities, agencies or individuals concerned.

Coordination

The bringing together of agencies and individuals to ensure effective emergency management, but does not include the control of agencies or individuals by direction.

Emergency

Under section 4 the SERM Act, an emergency is defined in the following terms:

(1) In this Act:

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.

(2) 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 this 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.

Energy and Utility Services Functional Area (EUSFA)

The Functional Area for the category of energy and utility services, involved in the preparations for an emergency. The EUS functional area covers electricity supply, supply of natural gas, liquid fuels

including liquefied petroleum and liquefied natural gas, and water supply and wastewater management (referred to in the EUSPLAN as 'energy and utility services').

Some descriptions of the energy and utility services are provided in Annexure A.

Energy and Utility Services Functional Area Coordinator (EUSFAC)

The person appointed as a SEMC Member for the Energy and Utilities Functional Area.

The EUSFAC is appointed by Cabinet on the recommendation of the Minister for Energy and Utilities and the Minister for Police and Emergency Services in accordance with s431 of the EMPLAN.

Energy and Utility Service Providers

The Participating Organisations and Supporting Organisations identified in Annexure A are referred to in this Plan as 'energy and utility service providers'.

Preparation

Arrangements or plans to deal with an emergency or the effects of an emergency.

Prevention

Identification of hazards, the assessment of threats to life and property and the taking of measures to reduce potential loss to life or property.

Recovery

The process of returning an affected community to its normal level of functioning after an emergency.

Response

The process of combating an emergency and of providing immediate relief for persons affected by an emergency. The aim of response operations is to save lives, protect property and render an effected area safe.

Sub Plan

A Sub-Plan made under the NSW EMPLAN that is an action plan required for a specific hazard, critical task or special event. It is prepared when the management arrangements necessary to deal with the effects of the hazard, or the critical task or special event differ from the general coordination arrangements set out in the main or supporting plans for the area.

Supporting Plan

A Supporting Plan made under the NSW EMPLAN that is a plan prepared by an organisation, or a group or agencies, which describes the support which is to be provided to a controlling or coordinating body during an emergency. It is an action plan which describes how a single service or function is to be coordinated in order to fulfil the roles and responsibilities allocated.

Annexure H – Table of Abbreviations and Acronyms

AEMO	Australian Energy Market Operator
DNSP	Distribution Network Service Provider
EMPLAN	NSW State Emergency Management Plan
EUEMU	Energy and Utility Emergency Management Unit
EOCON	Emergency Operations Controller
ESO	Emergency Service Organisation
EUSFA	Energy and Utility Services Functional Area
EUSFAC	Energy and Utility Services Functional Area Coordinator
EUSPLAN	Energy and Utility Services Functional Area Supporting Plan
JCO	Jurisdictional Contact Officer
JRO	Jurisdictional Responsible Officer (TransGrid in NSW)
JSSC	Jurisdictional System Security Coordinator
LEOC	Local Emergency Operations Centre
REOC	Regional Emergency Operations Centre
SEMC	State Emergency Management Committee
SEOC	State Emergency Operations Centre
SEOCON	State Emergency Operations Controller
SERCON	State Emergency Recovery Controller
TNSP	Transmission Network Service Provider