



Australian Government

Attorney-General's Department
Emergency Management Australia

AUSTRALIAN GOVERNMENT DISASTER RESPONSE PLAN

COMDISPLAN



'safer sustainable communities'

**Issued by Direction of the
Director General Emergency Management Australia**

September 2008

COMDISPLAN

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ASSOCIATED DOCUMENTS

Australian Contingency Plan for Space Re-entry Debris (AUSCONPLAN SPRED)
Australian Veterinary Emergency Plan (AUSVETPLAN)
Civil Defence Policy for Australia
Guide for Emergency Management Liaison Officers
Emergency Management Australia Incident Management Facility (EMA IMF) Standing
Operating Procedures (IMF SOP)
National Response Plan for Mass Burn Casualty Incidents (AUSBURNPLAN)
Visits by Nuclear Powered Warships to Australian Ports - Procedures (OPSMAN 1)
Overseas Mass Casualty Response (OSMASSCASPLAN)
Commonwealth Plan for the Reception of Australian Citizens and Other Approved Persons from
Overseas (COMRECEPLAN)
Australian Government Overseas Disaster Assistance Plan (AUSASSISTPLAN)
Commonwealth Aviation Disaster Response Plan (CAVDISPLAN)
Australian Government Maritime Radiological Response Plan (COMMARPLAN)
Australian Government Disaster Recovery Arrangements (AGDRA)
Australian Government Emergency Management Policy Statement
National Counter Terrorism Plan (NCTP)
Crisis Advisory Panel of Experts (CAPE)

AUTHORITY

The Australian Government Disaster Response Plan (short title COMDISPLAN) is prepared and maintained by Emergency Management Australia (EMA), a Division of the Attorney-General's Department (AGD), as a contingency plan for the provision of Australian Government physical assistance to the Australian States in an emergency or disaster.

COMDISPLAN 2008 replaces COMDISPLAN 2005, which should be destroyed.

A handwritten signature in black ink, appearing to read 'A. Pearce', written in a cursive style.

TONY PEARCE
Director General
Emergency Management Australia

September 2008

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DISTRIBUTION LIST

Australian Government Departments & Agencies

Air Services Australia	EMLO	1
Agriculture, Fisheries & Forestry	Member, Commonwealth Counter Disaster Task Force	1
	EMLO	1
	Emergency Risk Management Unit	1
	Emergency Animal Disease Response Unit	1
Attorney-General's	Member, Commonwealth Counter Disaster Task Force	1
	Attorney-General	1
	Secretary	1
	Deputy Secretary National Security & Criminal Justice	1
	PSCC	1
	Minister for Justice & Customs Office	1
	Territories East	1
	Territories West	1
Australian Customs Service	EMLO	1
Australian Federal Police	Commissioner	1
	Director Operations, Forensic Services	1
Australian Maritime Safety Authority	AusSAR	1
Centrelink	National Manager, Service Delivery Support	1
Broadband, Communications, and the Digital Economy	Member Australian Government Counter Disaster Task Force	1
	EMLO	1
Defence	Office of the Minister for Defence	1
	Parliamentary Secretary to the Minister for Defence	1
	Chief of the Defence Force	1
	Military Strategic Commitments	1
	HQ Joint Operations Command	1
Department of Innovation, Industry, Science and Research	Manager Risk, Insurance and Business Continuity	1
Families, Housing, Community Services and Indigenous Affairs	Member, Commonwealth Counter Disaster Task Force	1
	EMLO	1
Finance & Deregulation	EMLO	1
Foreign Affairs & Trade	Office of the Minister for Foreign Affairs & Trade	1
	Parliamentary Secretary to the Minister for Foreign Affairs	1
	AS Executive Branch	1
	AS, Consular Branch	1
Health & Ageing	Member, Commonwealth Counter Disaster Task Force	1
	EMLO (Health)	1
	ARPANSA	1
	Office of the Minister for Health & Ageing	1
	Assistant Secretary, Biosecurity & Disease Control	1
	National Incident Room	1

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Immigration & Citizenship	Office of the Minister for Immigration & Citizenship EMLO	1 1
Resources, Energy and Tourism	EMLO Australian Nuclear Science and Technology Organisation (ANSTO) Space Policy Unit Geoscience Australia, Urban Centres and National Mapping	1 1 1
Prime Minister & Cabinet	Member, Commonwealth Counter Disaster Task Force EMLO(PM&C Duty Officer) Deputy Secretary	1 1 1
Infrastructure, Transport Regional Development and Local Government	Member, Commonwealth Counter Disaster Task Force EMLO	1 1
Veterans Affairs	EMLO	1
Other Authorities		
Air Services Australia	EMLO	1
Australian Broadcasting Corporation	EMLO	1
Australian Communications Authority	EMLO	1
Australian Customs Service	EMLO	1
Australian Quarantine and Inspection Service	EMLO	1
Australian Red Cross	National Headquarters Executive Officer NDSAC	1 1
Tourism Australia	EMLO	1
Australian Transport Safety Bureau	EMLO	1
Bureau of Meteorology	Member, Commonwealth Counter Disaster Task Force	1
Telstra	EMLO (Canberra)	1
States and Territories		
Queensland	Chair, State Disaster Management Group Executive Officer, State Disaster Management Group State Recovery Coordinator State Health Coordinator Director, Disaster Management	1 1 1 1 1
New South Wales	Chair, State Emergency Management Committee State Emergency Operations Controller Executive Officer, Emergency Management Committee State Recovery Coordinator State Health Coordinator	1 1 1 1 1
Victoria	Chair, Emergency Management Council Executive Officer, Emergency Management Council	1 1

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	State Emergency Response Coordinator	1
	State Recovery Coordinator	1
	Chief Health Officer	1
South Australia	Chair, State Emergency Management Committee	1
	Executive Officer, State Emergency Management Committee	1
	State Coordinator	1
	State Recovery Coordinator	1
	State Health Coordinator	
Western Australia	Chair, State Emergency Management Advisory Committee	1
	Executive Officer, State Emergency Management Advisory	1
	Director, Emergency Management Unit	1
	State Recovery Coordinator	1
	State Health Coordinator	1
Tasmania	Chair, State Emergency Management Committee	1
	Executive Officer, State Emergency Management Committee	1
	Manager Office of Security and Emergency Management	1
	Director of Public Health	1
	Chief Medical Officer	1
	Chair, State Community Recovery Committee	1
Northern Territory	Chair, Counter Disaster Council	1
	Executive Officer, Counter Disaster Council	1
	State Recovery Coordinator	1
	State Health Coordinator	1
Australian Capital Territory	Chair, ACT Emergency Services Bureau	1
	Executive Officer, ACT Emergency Services Bureau	1
	State Recovery Coordinator	1
	State Health Coordinator	1

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ACRONYMS AND ABBREVIATIONS

AGDCC	Attorney-General's Department Coordination Centre
AGCDTF	Australian Government Counter Disaster Task Force
AGDRC	Australian Government Disaster Recovery Committee
AFAC	Australasian Fire and Emergency Services Authorities Council
AHMPPI	Australian Health Management Plan for Pandemic Influenza
AHPC	Australian Health Policy Committee
AQIS	Australian Quarantine and Inspection Service
ARC	Australian Red Cross
ASCOC	Assistant Secretary Capability and Operational Coordination
AUSCONPLAN SPRED	Australian Contingency Plan for Space Re-entry Debris
AUSVETPLAN	Australian Veterinary Emergency Plan
Bureau	Bureau of Meteorology
CAPE	Crisis Advisory Panel of Experts
CBRN	Chemical Biological Radiological and Nuclear
CMO	Chief Medical Officer
COMDISPLAN	Australian Government Disaster Response Plan
Customs	Australian Customs Service
DACC	Defence Assistance to the Civil Community
DAFF	Department of Agriculture, Fisheries and Forestry
DFACA	Defence Assistance to the Civil Authority
DFAT	Department of Foreign Affairs and Trade
Director General EMA	Director General Emergency Management Australia
DIAC	Department of Immigration and Citizenship
DoHA	Department of Health and Ageing
EMA	Emergency Management Australia
EMA IMF	Emergency Management Australia Incident Management Facility
GA	Geoscience Australia
HQJOC	Defence Headquarters – Joint Operations Centre
JATWC	Joint Australian Tsunami Warning Centre
MLO	Media Liaison Officer (<i>EMA</i>)
NAP	National Action Plan for Human Influenza Pandemic System
PM&C	Department of the Prime Minister and Cabinet
PSCC	Protective Security Coordination Centre
PTWC	Pacific Tsunami Warning Centre
SDA	Service Delivery Agreement
SITREP	Situation Report
SOP	Standing Operating Procedures
UN	United Nations
USAR	Urban Search and Rescue

SECTION 1: INTRODUCTION

1.1 State ⁽¹⁾ Governments have responsibility, within their borders, for coordinating and planning for the response to and recovery from disasters and civil emergencies. When the total resources (government, community and commercial) of an affected State cannot reasonably cope with the needs of the situation, the State Government can seek assistance from the Australian Government. The Australian Government accepts responsibility and prepares plans for providing Australian Government physical assistance in response to such requests. The Australian Government Disaster Response Plan (COMDISPLAN) provides the framework for addressing State requests for Australian Government physical assistance arising from any type of disaster or emergency.

1.2 The Attorney-General is designated as the Cabinet Minister with responsibility for disaster-related matters. Emergency Management Australia (EMA) is nominated as the agency responsible for planning and coordinating Australian Government physical assistance to the States under the Australian Government Emergency Management Policy Statement. Coordination of this assistance is carried out from the Emergency Management Australia Incident Management Facility (EMA IMF).

1.3 COMDISPLAN complements State emergency response arrangements and its effectiveness relies heavily on support from a number of Australian Government agencies. So that all agencies can respond in a timely manner, they should develop arrangements in support of COMDISPLAN, and provide EMA with a copy.

1.4 Unless otherwise specified in the text, the provisions of this plan only apply to emergencies and disasters occurring on Australian land areas above the low water mark (Mean Low Water Springs).

1.5 As Australian States use the terms ‘disaster’ and ‘emergency’ in different ways, COMDISPLAN makes no attempt to define these terms as they are interchangeable.

1.6 COMDISPLAN describes the coordination of physical assistance and recognises that emergency management occurs within a comprehensive framework that encompasses all hazards. This framework recognises that dealing with the risks to community safety requires a range of prevention/mitigation, preparedness, response and recovery activities. COMDISPLAN also recognises the need for an integrated approach that ensures the involvement of governments, all relevant organisations and agencies, private sector and the community.

SECTION 2: AIM

2.1. The aim of COMDISPLAN is to describe the coordination arrangements for the provision of Australian Government physical assistance in the event of a disaster or emergency in Australia or its offshore territories.

¹ For the purpose of this document, the term ‘State’ includes the Northern Territory, and the Australian Capital Territory

SECTION 3: SCOPE

3.1 COMDISPLAN describes the arrangements for centralised coordination of the provision of Australian Government physical assistance within Australia. This plan can be activated for any disaster regardless of the cause.

3.2. Defence Assistance to the Civil Community (DACC) is the provision of Defence resources for the performance of emergency or non-emergency support within Australia and its territories. DACC categories are described at ANNEX A.

3.3 States may seek the assistance and support of other States at any time during a disaster. COMDISPLAN is activated when the provision of Australian Government physical assistance has been approved.

3.4 Australian Government participation in incident specific emergencies (as described at ANNEX B) is the responsibility of designated agencies. Arrangements for responding to these events are described in separate plans and COMDISPLAN does not need to be activated unless an affected State seeks assistance.

SECTION 4: EXECUTION

4.1 Outline

4.1.1 EMA continuously monitors events that may affect Australia through the Attorney-General's Department Coordination Centre (AGDCC). EMA will communicate with and provide advice to stakeholders of these events.

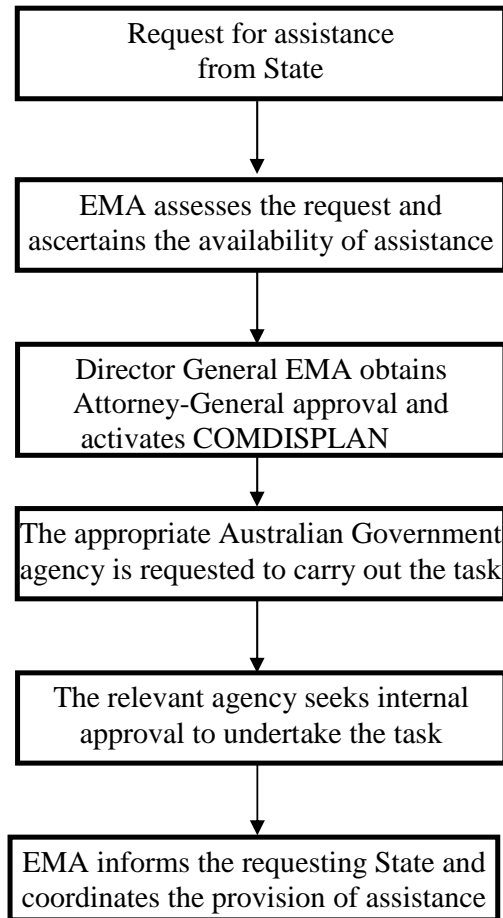
4.2 Authority to Request

4.2.1. State officials authorised to request Australian Government physical assistance through EMA under COMDISPLAN are listed at ANNEX C.

4.2.2 State officials forwarding requests for Australian Government physical assistance are to use the request format at Appendix 1 to Annex C.

4.2.3 Nominated State officials pass requests for Australian Government physical assistance to EMA for consideration by Director General EMA. Following receipt of Ministerial approval for the provision of Australian Government physical assistance for a particular emergency, Director General EMA is authorised to request any appropriate Australian Government agency to undertake the task.

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4.3 Authorisation

4.3.1. Director General EMA is authorised to activate COMDISPLAN. Before physical assistance is provided under COMDISPLAN, the Director General EMA will obtain Attorney-General's approval for the provision of Australian Government physical assistance.

4.3.2 It is the responsibility of the agency requested to undertake a task to obtain internal authorisation for the deployment of resources.

4.3.2 When EMA receives a request for Australian Government physical assistance, the Director General EMA seeks approval from the Attorney-General and activates COMDISPLAN.

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4.3.3 The activation levels are described in the following Table:

Activation Levels

Pro-Word	Definition	IMF Actions	Plan Status & Notifications
ACTIVATED	Request for assistance approved or direction given to respond	Action requests and develop briefings	Plan is activated. Email advice to internal and external stakeholders stating "COMDISPLAN ACTIVATED"
DEACTIVATED	Requests actioned, resources returned, no further action expected	Conduct debrief, conduct post activation "lessons learnt" meeting, close file	Plan not activated. Email advice to internal and external stakeholders stating "COMDISPLAN DEACTIVATED"

4.4 Activation of COMDISPLAN

4.4.2. EMA will activate COMDISPLAN and advise stakeholders. An example of the activation message is at ANNEX C.

4.5 Deactivation of COMDISPLAN

4.5.1 At the completion of the provision of Australian Government physical assistance, Director General EMA will approve the deactivation of COMDISPLAN. An example of the COMDISPLAN deactivation message is at Appendix 1 to Annex D

4.6 Management of Australian Government Resources

4.6.1 The deployed Australian Government resources remain the responsibility of the parent agency. EMA will facilitate liaison and working arrangements with stakeholders.

4.6.2. In certain circumstances, EMA may coordinate the pre-positioning of Australian Government resources in advance of a disaster impact or a formal request for assistance, to reduce response time.

4.7 Provision of Assistance to Island/Offshore Territories

4.7.1 The Australian Government has responsibility for the coordination of support to Island and Offshore Territories during major disasters. When a request for assistance is received from a Territory Controller, EMA will coordinate the provision of assistance.

4.8 Liaison Officers

4.8.1 EMA will liaise with the appropriate Australian Government agencies to coordinate resources to assist State authorities. Australian Government Emergency Management Liaison Officers (EMLOs) are EMA's first point of contact into these agencies for matters relating to disasters. EMLOs' disaster response role is to facilitate the provision of the resources and skills available from their agency.

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4.8.2 Australian Government departments and agencies are responsible for nominating EMLOs and alternatives. When an EMLO is replaced, EMA is to be informed of the name and contact details of the replacement so that briefing and training can be arranged.

4.8.3 During an event EMA may request to deploy EMA Liaison Officers (EMALOs) to a State to assist in the coordination of Australian Government physical assistance.

4.8.4 EMA may request that a Liaison Officer from the affected jurisdiction be sent to EMA to assist in the coordination of Australian Government physical assistance. Jurisdictions may also request that an LO be deployed to EMA.

4.9 Australian Government Counter Disaster Task Force (AGCDTF)

4.9.1 The AGCDTF may be convened at the request of Director General EMA to provide policy guidance in major or more complex emergencies.

4.9.2 The AGCDTF:

- a. is chaired by PM&C but maybe delegated to EMA;
- b. consists of a range of Australian Government agencies that may have a role in managing aspects of the provision of physical assistance; and
- c. coordinates Australian Government agencies participating in the provision of physical assistance.

4.10 Australian Government Disaster Recovery Committee (AGDRC)

4.10.1 While the primary responsibility for disaster recovery rests with state governments, the Australian Government, working within the parameters of the Australian Government Disaster Recovery Arrangements (AGDRA), supports the states and territories through tailored assistance, appropriate to the circumstances.

4.10.2 The AGDRC, chaired by the Department of Families, Housing, Community Services and Indigenous Affairs, provides coordinated advice to enable the Australian Government to effectively prepare for, and respond to, the social and community impacts of disasters or critical incidents. It also coordinates tailored recovery assistance to Australian individuals, families and communities adversely affected by disasters or critical incidents. The AGDRC has a role in providing advice on recovery assistance for offshore disasters or critical incidents, noting that the Australian Government's primary response offshore is led by the Department of Foreign Affairs and Trade

4.11 Offers of Assistance

4.11.1 EMA will act as the clearing house for unsolicited offers of assistance received by Australian Government agencies. Such offers should be acknowledged by the receiving agency then sent to EMA for collation and forwarding to the affected State or the agency that may be able to use the resource.

4.11.2 Offers that appear relevant to particular requests will also be forwarded to the Australian Government agency undertaking a response task. If assessed as suitable, such

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assistance may be used in the response but any related costs are to be met by the responding agency.

4.12 Offers of International Physical Assistance

4.12.1. EMA, in conjunction with the Department of Foreign Affairs and Trade (DFAT) and relevant agencies, is responsible for coordinating information on offers of physical assistance from overseas countries. EMA will acknowledge offers and relay them to the affected State. In cooperation with DFAT and the relevant agencies, EMA will coordinate any action required to accept the offer. Details of international offers of assistance received by States are to be referred to EMA, which will arrange to pass them to DFAT so that they can be acknowledged by the Minister for Foreign Affairs (MFA) if appropriate.

4.13 Requests for International Physical Assistance

4.13.1. Where resources to meet a particular need are not available in Australia, EMA in consultation with the affected State, DFAT and the Department of Prime Minister and Cabinet (PM&C) will seek international assistance as necessary through the appropriate channels.

4.14 Reception of International Physical Assistance

4.14.1 EMA, in consultation with DFAT and border control agencies, is responsible for making arrangements to receive and register international physical assistance. EMA will coordinate with the affected State to facilitate movement of the assistance to the affected area. An outline of these arrangements is given in ANNEX E.

SECTION 5: FINANCE

5.1 Financial Aspects of COMDISPLAN

5.1.1 The Australian Government does not normally seek financial reimbursement from States for assistance provided under COMDISPLAN. However, when Australian Government assistance is provided for tasks not directly related to the safety of life and property or that could be handled by State sources (e.g. clean-up teams), the Australian Government may seek reimbursement from the affected State. Advice that cost recovery may apply will be provided to the requesting authority when the request for assistance is being considered.

5.1.2. Emergency assistance provided under COMDISPLAN is funded from agency funds. Where Australian Government agency resources are inadequate, either because of insufficient funds or lack of a suitable appropriation item on which to call, no financial commitments can be entered into or expenditure incurred unless authorised by the Minister for Finance and Deregulation, or a delegate nominated by the Minister. This authorisation process may include requests for immediate funding through an Advance to the Minister for Finance. Authorisation is to be sought through departmental financial managers.

5.1.3. Agencies should not presume that they will be provided with net budget supplementation.

SECTION 6: COMMUNICATIONS

6.1. General Principles

6.1.1 While initial contact and liaison on matters relating to COMDISPLAN may be made by telephone, the primary means of communication between EMA and other agencies will be by facsimile or email. Alternative communication arrangements will be coordinated by EMA as the situation demands. All telephone requests are to be confirmed by facsimile or email as soon as possible.

6.1.2. Ongoing communications between EMA and relevant agencies should be supported by the provision of regular Situation Reports (SITREPs).

6.1.3 It is the responsibility of agencies to provide EMA with appropriate facsimile and email contact numbers/details and to arrange internal distribution of facsimile/email messages. All correspondence related to requests for physical assistance is documented by EMA.

6.2 Australian Government Media Liaison and Public Information

6.2.1 Australian Government media releases or interaction with the media, relating to the activation and status of COMDISPLAN and to the provision of Australian Government physical assistance will be made by the Attorney-General, the Attorney-General's delegate or Director General EMA. Australian Government agencies drafting media releases relating to assistance provided in response to COMDISPLAN tasking are to copy the releases to EMA Media.

6.2.2 The Attorney-General's Department Public Affairs Branch will provide alternate media liaison services to the EMA Media Unit.

6.2.3 The Attorney-General's Department Public Information Guidelines apply at all times upon activation of COMDISPLAN

6.3 National Registration and Inquiry System

6.3.1 In major emergencies and disasters, the Australian Government can activate the National Registration and Inquiry System (NRIS) to record details of people affected by disasters. Inquiry Centres in each State can access the system to provide answers to requests for information from concerned relatives and friends.

6.3.2 NRIS can be activated at the local and state level without reference to the Australian Government.

6.3.3 Details of NRIS and procedures for its activation are given in ANNEX F.

SECTION 7: REVIEW AND TRAINING

7.1 Review

7.1.1 EMA will advise stakeholders when a review of COMDISPLAN will be conducted.

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7.2 Training and Exercises

7.2.1 Training and or exercises will be conducted for those agencies and individuals with a role under the plan. Exercises will be conducted each year unless COMDISPLAN has been ACTIVATED in the previous 12 months.

ANNEXES:

- A Defence Assistance to the Civil Community (DACC) Categories
- B Emergencies Covered Under Specific Plans
- C State Official Authorised to Request Assistance
- D Example COMDISPLAN Activation Message
- E Reception of International Assistance
- F National Registration and Inquiry System

Appendix:

- 1 to Annex B: Agency Emergency Management Roles and Responsibilities
- 1 to Annex C: Request Format for Australian Government Assistance
- 2 to Annex C: Request Proforma for Australian Government Assistance
- 1 to Annex D: Example COMDISPLAN DEACTIVATION Message

DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY (DACC)

CATEGORIES

Defence Assistance to the Civil Community is the provision of Defence resources for the performance of emergency or non-emergency support within Australia and its territories that are primarily the responsibility of the civil community or other government organisations.

Category 1. DACC Category 1 is assistance where **immediate** action is necessary to save human life, alleviate suffering, prevent extensive loss of animal life or prevent widespread loss of, or damage to, property in a **localised emergency situation**.

- Approved by local commander
- Within local commander's own resources
- Short term, reviewed after 24 hours
- No cost recovery
- No indemnity or insurance required
- Reserves in training can be used
- In theory this support will only be required until State resources can be deployed to the emergency site

Category 2. DACC Category 2 is assistance where action is necessary to save human life or alleviate suffering during a more **extensive or continuing disaster** following initial Category 1 assistance.

- General emergency with direct threat to life and/or property
- Coordinated by Headquarters Joint Operations Command. State authorities approach EMA
- Beyond local resources
- No cost recovery
- No indemnity or insurance required
- Reserves in training can be used

Category 3. DACC Category 3 is assistance associated with recovery from an emergency or disaster, which is **not directly related to the saving of life or property**.

- Ongoing emergency with no direct threat to life and/or property

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- Approved by Headquarters Joint Operations Command (HQJOC). State authorities approach EMA.
- Full cost recovery is normal, but variations can be sought
- Indemnity (and if appropriate, insurance) required
- Formal agreement is necessary
- Reserves in training and Reserve specialists can be used.

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ANNEX B

Australian Government and National Emergency Plans

Plan	Purpose	Responsible Minister(s)
Australian Aquatic Animal Disease Plan (AQUAVETPLAN)	Outlines arrangements for managing the response to an aquatic animal disease emergency.	Minister for Agriculture, Fisheries and Forestry
Australian Contingency Plan for Space Re-entry Debris (AUSCONPLAN SPRED)	Coordination of Commonwealth agencies supporting jurisdictions regarding space debris.	Attorney-General
Australian Emergency Marine Pest Plan (EMPPlan)	Details arrangements to respond to incursions by introduced marine pests and diseases.	Minister for Agriculture, Fisheries and Forestry
Australian Government Action Plan for Human Influenza (CGAP)	A planning resource for all Australian Government agencies.	Prime Minister / Minister for Health and Ageing
Australian Government Aviation Disaster Plan (CAVDISPLAN)	Outlines the arrangement for the provision of Australian Government assistance to states and territories following a major aircraft incident. Also outlines how the Australian Government would coordinate a response to an aircraft incident at sea or Australian offshore territory	Minister for Agriculture, Fisheries and Forestry, Minister for Infrastructure, Transport, Regional Development and Local Government and Attorney-General
Australian Government Overseas Disaster Assistance Plan (AUSASSISTPLAN)	Details the coordination arrangements for Australian emergency assistance to disasters overseas (primarily to developing countries).	Minister for Foreign Affairs
Australian Health Management Plan for Pandemic Influenza (AHMPPI)	Outlines the national (health) arrangements and roles and responsibilities for responding to an influenza pandemic.	Prime Minister / Minister for Health and Ageing
Australian Plant Emergency Response Plan (PLANTPLAN)	Outlines arrangements for managing the response to plant pest and disease emergencies.	Minister for Agriculture, Fisheries and Forestry
Australian Veterinary Emergency Plan (AUSVETPLAN)	Outlines arrangements for managing the response to emergency animal diseases.	Minister for Agriculture, Fisheries and Forestry
Australian Government Disaster Response Plan (COMDISPLAN)	Outlines the arrangements for the provision of physical assistance in response to requests from a state or territory arising from any type of disaster or emergency.	Attorney-General
Commonwealth Government Maritime Radiological Response Plan (COMARRPLAN)	Details the arrangements for the response to a maritime radiation incident in Australia's coastal waters.	Attorney-General
Commonwealth Government Plan for the reception of Australian citizens and other	Details the arrangements for Australian Government and state and territory reception operations for Australians or other Approved Persons evacuated from overseas.	Attorney-General

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Plan	Purpose	Responsible Minister(s)
Approved Persons evacuated to Australia from overseas (COMRECEPLAN)		
Continuity of Government Plan (Plan Mercator)	Details arrangements to minimise disruption to critical Australian Government operations, specifically Cabinet and the Federal Executive Council	Prime Minister
Emergency Animal Disease Response Agreement	Provides guidelines for the establishment of national consultative committees, decision making and cost-sharing in the event of a response to an animal disease.	Minister for Agriculture, Fisheries and Forestry
Emergency Plant Pest Response Deed	Provide guidelines for the establishment of national consultative committees, decision making and cost-sharing in the event of a response to a plant disease.	Minister for Agriculture, Fisheries and Forestry
Framework for the Protection of the National Information Infrastructure (FPNII)	Provides a framework for national consistency in the mechanisms to help prevent and manage an attack, degradation and / or interference of the National Information Infrastructure.	Attorney-General
France, Australia, and New Zealand trilateral cooperation agreement (FRANZ)	Outlines arrangements for disaster response, primarily focused on natural disasters, but can be drawn upon for other crises on a case-by-case basis.	Minister for Foreign Affairs and Trade
International Counter-Terrorism Handbook	Outlines the protocols, procedures and resources to assist in the response to an overseas terrorist incident involving Australians, or Australian interests.	Minister for Foreign Affairs and Trade
Liquid Fuel Emergency Guidelines (LFEG)	Outlines arrangements for the management of a liquid fuel emergency.	Minister for Resources, Energy and Tourism
National Action Plan for Human Influenza Pandemic (NAP)	Outlines how the Australian, state and territory and local governments will cooperate in prevention, preparedness, response and recovery from a human influenza pandemic.	Prime Minister / Minister for Health and Ageing
National Food Safety Incident Response Protocol	Provides the framework for cross-jurisdictional consideration of food safety incidents that pose a public health risk and require a national response.	
National Chemical, Biological, Radiological and Nuclear (CBRN) Security Strategy	The COAG Strategy identifies areas of responsibility for governments, business, industry and the community in relation to CBRN incidents.	Prime Minister
National Counter-Terrorism Plan (NCTP)	Outlines responsibilities, authorities and mechanisms to manage acts of terrorism.	Attorney-General
National Electricity Market Emergency Protocol (NEMEP)	Details arrangements in the event of a national electricity grid emergency.	Minister for Resources and Energy
National Electricity Market Memorandum of Understanding on the Use of Emergency Powers		State and Territory Ministers
National Gas Emergency Response Protocol (NGERP)	Details arrangements in the event of a national gas grid emergency.	State / territory ministers
National Liquid Fuel Emergency Response Plan (NLFERP)	Details arrangements for managing a liquid fuel emergency declared under the LFE Act.	Minister for Resources and Energy
National Pandemic Influenza Airport Border Operations Plan (FLUBORDERPLAN)	Outlines processes to deploy and operate border control measures at designated Australian international airports in response to the threat or actual transmission of pandemic influenza.	
National Plan to Combat Pollution of the Sea by Oil and Other Noxious and Hazardous	Outlines arrangements for response to pollution incidents in the marine environment.	Minister for Agriculture, Fisheries and

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Plan	Purpose	Responsible Minister(s)
Substances (NATOILPLAN)		Forestry
National Response Plan for Mass Burn Casualty Incidents (AUSBURNPLAN)	Arrangements for distribution of burns casualties and the facilitation of specialist burns care for onshore and offshore incidents.	Minister for Health and Ageing
National Response Plan for Mass Casualty Incidents involving Australians Overseas (OSMASSCASPLAN)	Details arrangements for the assessment, repatriation and provision of care for Australians and other approved persons injured or killed overseas in a mass casualty incident.	Attorney-General
SAFEMEAT Incident Response Manual	Describes controls to manage residues, pathogens, toxins or other contaminants affecting the red meat market.	Minister for Agriculture, Fisheries and Forestry
Australian Government Disaster Recovery Arrangements (AGDRC)	Australians are assisted to recover from the social and community impacts from disasters across all-hazards	Minister for Families, Housing, Community Services and Indigenous Affairs

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**APPENDIX 1 TO
ANNEX B**

Agency Emergency Management Roles and Responsibilities

Agency	Resource
Department of Agriculture, Fisheries and Forestry (DAFF)	Advice on animal health and welfare, aquatic animal health, plant pests and diseases, introduced marine pests, food residues, pesticide use and response, and native and pest animal issues. Australian Plague Locust Commission has radio and GPS equipped vehicles in QLD and NSW
Airservices Australia	Advice on aviation traffic management matters. These include air traffic control, aeronautical information services, airport rescue and fire fighting and navigation and communication services. Airservices regards the safety of air navigation as its most important consideration. It is also required to act in a manner that ensures, as far as practicable, that the environment is protected from the effects of aircraft operations.
Attorney-General's Department	Advice on legislation, interpretation and other legal aspects.
Protective Security Coordination Centre (PSCC)	Access to the NCTC network Operations staff assistance and media management. Crisis management.
Attorney-General's Department Coordination Centre (AGDCC)	24/7 monitoring of all hazards and the first point of contact for security and emergency management events.
Emergency Management Australia (EMA)	Centralised coordination of the provision of Australian Government physical assistance within Australia
Australian Bureau of Statistics	Population and other statistical information.
Australian Competition & Consumer Commission	Video conferencing network covering State capitals and Townsville, statutory authority responsible for ensuring compliance with the Trade Practices Act.
Australian Federal Police (AFP)	Access to national Police communications networks for transmission of urgent traffic when other communications are restricted or unavailable.
Australian Transport Safety Bureau (ATSB)	Advice on transport safety matters including, but not limited to, OH & S and site security aspects of accident sites.
Australian Maritime Safety Authority (AMSA)	Marine and aviation search and rescue planning. Marine pollution identification, monitoring and dispersal.
Civil Aviation Safety Authority (CASA)	Approval for use of foreign registered aircraft in Australia.
Centrelink	Satellite linked TV facilities with interactive talkback support to over 400 locations. Advice relating to social security benefits. A Computerised Disaster Payment Recording System.

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Department of Broadband, Communications, and the Digital Economy	Emergency broadcasting arrangements. Provides strategic advice and professional support including: broadcasting, online regulation, information and communications technology, telecommunications and post.
Department of Defence	Air photo analysis, advice on a wide range of operational, engineering, medical, social and other subjects. Regional environmental health threat assessments and disease profiles. Critical Incident Stress Management support, coordination and control. Advice on Chemical, Biological and Radiological defensive and response measures.
Department of Finance and Deregulation	Government financial accountability, governance and financial management frameworks; procurement policy; and fostering the efficient and effective use of Information and Communications Technologies by the Australian Government.
Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA)	Australian Government's principal source of advice on social policy. Works in partnership with other government and non-government organisations in the management of a diverse range of programs and services designed to support and improve the lives of Australians by creating opportunities for economic and social participation by individuals, families and communities. FaHCSIA also has whole-of-government responsibilities in relation to Indigenous affairs and women.
Department of Foreign Affairs and Trade (DFAT)	External Affairs, including: relations and communications with overseas governments; treaties, including trade agreements; bilateral, regional and multilateral trade policy; international trade and commodity negotiations; trade promotion; international development co-operation; diplomatic and consular missions; international security issues, including disarmament, arms control and nuclear non-proliferation; public diplomacy, including information and cultural programs; international expositions; provision of secure travel identification to Australian citizens; provision of consular services to Australian citizens abroad
Department of Health & Ageing (DoHA)	Computer network between capitals and major centres; epidemiologists and communicable disease experts to assist with epidemic prevention and response; Links with State health departments; Network of offices in major centres; Communicable disease expertise; Emergency media response network; Links with aged care providers; Health finance advice.
Australian Radiation Protection and Nuclear Safety Agency (ARPANSA)	Capability to conduct radio analysis of environmental and other samples (food, water etc); facilities for whole body monitoring of people exposed to radiation; national network of radiation fallout monitoring stations supported by computer models for assessment of radiation dose after a radiation release.
Australian Health Disaster Management Policy Committee (AHDMP)	Access to State health departments through Chief Health Officers (CHOs)
Department of Immigration and Citizenship (DIAC)	Radio (except WA) and mobile telecommunications networks in all States; counsellors and interpreters in State capitals and regional centres. 24-hour entry operations centre in Canberra that can expedite entry of overseas experts; nationwide computer network. Liaison with and advice relating to ethnic communities.
Red Cross Australia	National Registration and Inquiry System – internet based database to assist victims in being reunited with family and friends and recovery agencies by providing the emergency addresses of disaster survivors

**STATE OFFICIALS AUTHORISED TO
REQUEST AUSTRALIAN GOVERNMENT PHYSICAL
ASSISTANCE THROUGH EMERGENCY MANAGEMENT AUSTRALIA**

1. The responsibility for requesting Australian Government physical will normally be vested in one authority in each State. This authority is responsible for vetting requests from within the State and for forwarding to EMA those requests that are beyond the resources of the affected State.

2. The current State authorities nominated to initiate requests under COMDISPLAN are:
 - a. New South Wales State Emergency Operations Controller.
 - b. Victoria State Emergency Response Coordinator (Chief Commissioner of Police).
 - c. Queensland Executive Officer State Disaster Management Group.
 - d. South Australia State Coordinator.
 - e. Western Australia State Emergency Coordinator, Chairman State Emergency Management Committee (Commissioner of Police).
 - f. Tasmania Executive Officer, State Emergency Management Committee and Executive.
 - g. Northern Territory Executive Officer, Northern Territory Counter-Disaster Council.
 - h. Australian Capital Territory Chairperson ACT Emergency Management Committee. (Commissioner Emergency Services Agency)
 - i. Norfolk Island Chair, Norfolk Island Emergency Management Committee.
 - j. Cocos (Keeling) Islands The Territory Controller, Cocos (Keeling) Islands.
 - k. Christmas Island The Territory Controller, Christmas Island.
 - l. Jervis Bay The Territory Controller, Jervis Bay

3. **The format for Requests for Physical Assistance is shown in Appendix 1 to Annex C.**

REQUEST FORMAT FOR AUSTRALIAN GOVERNMENT PHYSICAL ASSISTANCE

Requests for physical assistance from the Australian Government may be phoned to EMA in the first instance, but must be confirmed by a formatted hard copy via facsimile or email. The format for requests is as follows:

SUBJECT:	Request for Australian Government physical assistance
DATE:	This must include the date and local time of the request
REQUEST ID:	This should be a State number that can be used for reference (EMA will allocate separate sequential numbers to each incoming request).
SITUATION:	A brief summary of the reason for the request.
OWN RESOURCES:	An explanation why the requirement cannot be met from within the State resources (government, commercial or other).
PRIORITY:	Time in which the request is asked to be fulfilled within e.g. Urgent, within 24hrs.
DELIVERY LOCATION:	Details of when and where the assistance is required.
TASK DESCRIPTION:	A brief description of the need and tasks for the requested resource/s (e.g. move 100 bales of fodder from supply dump to properties within a 20 km radius). Requesting authorities should NOT specify the means for meeting the need or tasks (e.g., by nominating particular types of transport), but should identify constraints that may influence EMA's decision (e.g.. landing area unsuitable for all but rotary wing aircraft).
CONTACT NAME & DETAILS:	Full details of delivery point contact officer/s including name, location and telephone/facsimile numbers as appropriate.
JURISDICTIONAL REQUESTING OFFICER:	Name and contact details
REMARKS:	Any general comments that may contribute to providing the fastest and most effective response to the request.

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**APPENDIX 2 TO
ANNEX C**

**REQUEST PROFORMA FOR AUSTRALIAN GOVERNMENT PHYSICAL
ASSISTANCE**

SUBJECT:

DATE:

REQUEST ID:

SITUATION:

OWN RESOURCES:

PRIORITY:

DELIVERY LOCATION:

TASK DESCRIPTION:

**CONTACT NAME
& DETAILS:**

**JURISDICTIONAL
REQUESTING OFFICER:**

REMARKS:

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ANNEX D

Example COMDISPLAN ACTIVATED Message

SUBJECT: COMDISPLAN ACTIVATED - (Event/Incident Name) E.g. Queensland Flooding

Dear Colleagues

A request (*or 'an additional request'*) for Australian Government physical assistance was received today (*or this morning, this afternoon, overnight*) and approved by the Attorney-General. COMDISPLAN has been ACTIVATED by Director General EMA in relation to (*Event/Incident Name*) E.g.: Queensland Floods.

With any queries, please contact the EMA IMF on 1300 00 4704.

Kind Regards

Incident Management Facility (IMF)
Emergency Management Australia
P 1300 00 4704
F 1300 00 4755
E ema.imf@ema.gov.au

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APPENDIX 1 TO ANNEX D

Example COMDISPLAN DEACTIVATION Message

SUBJECT: (Plan Name & Status) **COMDISPLAN DEACTIVATED** (Event/Incident Name)
E.g.: Queensland Flooding

Dear Colleagues

COMDISPLAN was **ACTIVATED** for the provision of Australian Government physical assistance for (*insert Event/Incident Name*).

All assistance has been provided and as such, COMDISPLAN is **DEACTIVATED**.

Recovery arrangements are ongoing and normal State/Local arrangements continue to apply.

Kind Regards

Incident Management Facility (IMF)
Emergency Management Australia
P 1300 00 4704
F 1300 00 4755
E ema.imf@ema.gov.au

MANAGEMENT OF PHYSICAL ASSISTANCE FROM OVERSEAS COUNTRIES

General

1. When a major disaster occurs, media attention can result in the convergence of assistance from foreign governments and non-government organisations (NGOs), whether or not it has been requested. If the use of international assistance is to be coordinated, arrangements must be made for it to be properly managed. Failure to do so could cause embarrassment to the countries or organisations providing the assistance and to Australia.

Responsibility

2. The Australian Government responsibility for dealing with the international aspects of emergency and disaster relief rests with EMA and DFAT. Department of Immigration and Citizenship (DIAC), Australian Customs Service (Customs) and Department Agriculture, Fisheries and Forestry, Australian Quarantine and Inspection Service (AQIS) will also play a major role in regard to entry arrangements.

3. In-country management of assistance will be the responsibility of the affected State within its jurisdiction. EMA will support the States with coordination arrangements.

Entry Arrangements

4. Arriving personnel and resources will be subject to normal Australian border control arrangements. It is unlikely that the legislative requirements of our stringent border control arrangements will be waived. However, given the urgency of the situation, it is expected that border control agencies will manage the situation to ensure that assistance is able to get to the disaster scene as quickly as possible.

5. To minimise inconvenience to international response teams, it is imperative that information on Australia's border control arrangements be disseminated to these teams either directly or through the United Nations (UN). EMA will apprise the UN, and where possible international teams, of Australia's border control arrangements. A key message is that no one should contemplate travelling to Australia unless assistance has been requested.

Entry Visas

6. With the exception of New Zealand citizens travelling on New Zealand passports, all foreign nationals must obtain a visa/Electronic Travel Authority (ETA) before travelling to Australia. ETA's can be obtained by residents of some countries through the Internet, travel agents or airlines. To ensure consistency and limit the possibility of visa issues, EMA will contact the DIAC Entry Operations Centre (EOC) in relation to any visa matters prior to making any arrangements for travel of foreign nationals to Australia. Special visa arrangements already exist for some military personnel travelling by military aircraft or ship. Details of these arrangements are held by DIAC.

Customs and Quarantine Clearance

7. Under international conventions, relief stores are not dutiable. However, all incoming personnel, animals, equipment and supplies will be subject to customs and quarantine clearance.

Personnel Reception

8. EMA will arrange to meet incoming assistance at first points of arrival (usually airports). Assistance with reception may be sought from Australian Government and State agencies.

9. Reception Centres will be responsible for:

- a. liaison with DIAC, Customs and AQIS staff;
- b. recording details of all arriving assistance (including team numbers, equipment, type and quantity of supplies, contact details, destinations etc);
- c. liaison with emergency management authorities in the affected State on deployment of the assistance; and
- d. facilitating movement to the affected area.

Support for Relief Teams

10. While disaster relief teams are expected to be self-supporting for up to 10 days, this may not always be the case for a number of reasons. There may be a need to arrange additional support to enable them to operate effectively. Such support could include the provision of interpreters, accommodation and rationing. Reception Centre personnel may need to liaise with Australian Government or State authorities to arrange this support.

Departure of Relief Teams

11. In order to ensure that departure of international relief teams takes place in an ordered manner, that the achievements of the teams are recorded and recognised, and that appreciation is expressed for the assistance provided, EMA will liaise with State authorities to arrange debriefing.

THE NATIONAL REGISTRATION AND INQUIRY SYSTEM**Function**

1. The National Registration and Inquiry System (NRIS) is a computerised database, designed to record basic details on the whereabouts and safety of disaster affected people and to store the data for easy access in response to inquiries from relatives and friends. It is capable of either manual or computer operation. NRIS relies on registration of the affected persons at or near the scene of the disaster and entry of the registration data in a nationwide computer network. Persons seeking information on disaster affected people can seek information from Inquiry Centres either in the affected location or elsewhere in the country.
2. If registration of affected persons is required in the early stages of a disaster, the NRIS may be initiated at local or State level without the whole national system being activated. The State concerned may use manual or local computer procedures to record details of disaster-affected persons. When these systems can no longer cope with the registration or inquiry workload (and desirably before that stage is reached) EMA may be requested to activate the national system. NRIS is usually operated by the Australian Red Cross (ARC) in cooperation with EMA and the State emergency management agencies.

Operational Responsibilities

3. EMA is responsible for:
 - a. directing that the NRIS be activated when requested by a State;
 - b. allocation of disaster codes; and
 - c. vetting all requests from other authorities for activation of the system.
4. ARC is responsible for:
 - a. operational maintenance of the NRIS program;
 - b. activation of the NRIS when requested by EMA;
 - c. production and distribution of all associated reports;
 - d. on-line operation of the NRIS; and
 - e. provision to all users of all necessary user documentation to permit easy access to, and use of, the NRIS program.
5. States are responsible for:
 - a. establishment of State centres for registration and inquiry;
 - b. equipping the centres with the communications and terminal facilities needed to permit full use of the NRIS;

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- c. warning EMA when activation of the NRIS may be needed;
- d. advising EMA of contact telephone numbers for registration and inquiry centres;
- e. identifying and maintaining a team of trained NRIS personnel (these are usually from ARC), capable of 24-hour use of the system;
- f. in the disaster affected State, inputting the initial batch of registrations and subsequent updating of these and other registrations as the situation clarifies; and
- g. providing immediate advice to all concerned when the system can be taken off-line.

National Activation Procedure

6. When a State requires national activation of the NRIS, a request is made to EMA by the responsible emergency management authority. The request may be made initially by telephone but is to be authenticated by a facsimile message as soon as possible.

7. EMA is to be advised of:

- a. the approximate number of registrations anticipated;
- b. the expected extent and duration of the operation; and
- c. any factors likely to contribute to subsequent involvement of other States as inquiry nodes.

8. EMA will assess the request and decide whether or not to task ARC to bring the NRIS program on-line. EMA will assign a disaster code at this stage, consisting of the State prefix followed by a two-letter code indicating the type of event and two-number suffix. The numeral suffix will be unique for each State. It will run from 01 to 99 and re-commence on 1 January each year.

9. Once the system has been activated, registrations will be entered on-line. While information is entered, particularly during the first 12 to 24 hours, the database may be of limited value for inquiries. Accordingly, although all States will be advised as soon as the program is activated, EMA will not publicise the activation through the national media until satisfied that a sufficiently useful database has been established. At that point, EMA will promulgate brief details of the activation together with nominated State inquiry centre contact telephone numbers.

10. The system will remain on-line for as long as the disaster-affected State requires. The activation will be continually monitored by EMA, with ARC providing regular advice on program usage.

11. On request, EMA will task ARC to de-activate the national program. ARC will prepare reports for participant agencies.

12. The disaster affected State should submit a post-activation report to EMA, with an information copy to ARC. EMA will decide whether or not a national summary is to be issued.