



NSW Engineering Services Functional Area Supporting Plan (EngPLAN)

A Supporting Plan of the NSW Emergency Management Plan

Approved by the State Emergency Management Committee

September 2014

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AUTHORISATION

The New South Wales (NSW) State Engineering Services Functional Area (ESFA) Supporting Plan (EngPLAN) has been prepared as a supporting plan to the State Emergency Management Plan (EMPLAN) to coordinate engineering activities during emergencies.

The EngPLAN is authorised in accordance with the provisions of the *State Emergency and Rescue Management Act, 1989* (the SERM Act).

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Section 1 - Introduction

Purpose

1. The NSW Engineering Services Functional Area Supporting Plan (referred to as EngPLAN) developed pursuant to the *State Emergency and Rescue Management Act 1989* is to be read in conjunction with the NSW State Emergency Management Plan (EMPLAN) and regional and hazard specific sub plans.
2. *“Functional Areas represent key sectors and provide support to Combat Agencies. They conduct planning and preparation on their own initiative in addition to providing support during operations. During operations, their specialist support assists the combat agency to coordinate core activities”* – EMPLAN s136.
3. The Engineering Services Functional Area (ESFA) *“Identifies the necessary arrangements at State level to effectively and efficiently coordinate the mobilisation of all engineering resources available within the State for emergency response and initial recovery operations.”* - Annexure 4 EMPLAN.
4. NSW Public Works (NSWPW), within the Office of Finance and Services, is the designated Responsible Agency in EMPLAN for delivering the requirements of the EngPLAN.

Aim

5. The aim of the EngPLAN is to identify the NSW Engineering Services Functional Area arrangements for the prevention, preparation, response, and recovery (PPRR) phases for an emergency in NSW.

Scope

6. The EngPLAN reflects the diverse operating environments where Engineering Services assistance may be required. These include:
 - common natural disasters such as storm, flood, landslide and bushfire
 - rare natural disasters such as tsunami and earthquake
 - man-made disasters such as structure fires, structural collapse, hazardous materials contamination and major transport related incidents.
 - exotic animal disease
 - human pandemic
 - terrorism
7. Recovery Phase operations represent a significant part of the ESFA's role.

8. Due to the very diverse range of emergencies which have potential to involve the ESFA, there is a focus on planning and preparedness.
9. Planning and preparation for, and control and coordination of emergency response and initial recovery operations will be conducted by ESFA at the Region or State level as appropriate.
10. The ESFA will not normally provide a response at local level, however engineering support will be provided to Local Councils or other agencies, at the direction of the State Emergency Operations Controller (SECON) or State Emergency Recovery Controller (SERCON) (or their delegates), where local engineering resources are not available or unable to deal with an emergency or incident and additional resources are required.
11. Each Participating Organisation within the ESFA is responsible for the development of effective internal standing operating procedures to ensure that they are able to respond in accordance with the EngPLAN.
12. The following principles apply to this plan:
 - each Participating Organisation (listed in page 6) is responsible for the basic work health and safety training and management of its own personnel under Workplace Health and Safety legislation;
 - when a Participating Organisation is deployed in circumstances where it is NOT operating under the control of an Engineering Services Incident Controller, the organisation will be fully responsible for Work Health and Safety on the site; and
 - each Participating Organisation within the ESFA is responsible for advising the Engineering Services Functional Area Coordinator (ESFAC) if it cannot meet its obligations under the EngPLAN

Section 2 – Roles and responsibilities

Appointments

13. The key appointments include:

- *“A **Functional Area Coordinator** is a State Emergency Management Committee (SEMC) Member who is appointed by Cabinet on the recommendation of the Minister for the sponsoring agency and the Minister for Police and Emergency Services.” - EMPLAN s431.*

The Engineering Services Functional Area Co-ordinator (ESFAC) is a position in NSW Public Works, Office of Finance and Services, recommended by the Minister for Finance and Services.

- **A Deputy Engineering Services Functional Area Co-Ordinator** is appointed by the ESFAC as an alternate member of the SEMC - SERM Act Schedule 2(2): *“In the absence of a member, the member’s deputy may act in the place of the member and while so acting, has all the functions of the member and is to be taken to be as a member.”*
- **Regional Engineering Services Functional Area Coordinators (RESFACs)** and their Deputies are appointed by the ESFAC to be responsible for ESFA in their Emergency Management Region.
- An **Engineering Services Incident Controller** can be appointed by the ESFAC for tactical control of a specific emergency.

ESFAC

14. The EMPLAN s432-434 set out the responsibilities of the Functional Area Coordinator as:

- *“A Functional Area Coordinator is responsible for the establishment of the respective Functional Area Sub Committee. The role of the Functional Area Sub Committee is to assist the Functional Area Coordinator in the planning for Functional Area support and resources to emergency response and recovery operations. The requirement for Functional Area Sub Committees below State level will be determined by the State Functional Area Coordinator.*
- *The Functional Area Coordinator is also responsible for developing and maintaining appropriate risk management measures across the Prevention, Preparation, Response and Recovery (PPRR) spectrum for hazards relevant to their responsibilities, and for engaging in relevant intergovernmental forums that address emergencies arising from specific hazards and risks.*
- *A Functional Area Coordinator is responsible for the coordination of Functional Area support and resources for emergency response and recovery operations. By agreement with Participating and Supporting Organisations within the Functional Area, the*

Functional Area Coordinator has the authority to commit the resources of those organisations or to coordinate their response.”

Engineering Services Roles

15. ESFA PPRR roles and responsibilities are (EMPLAN Annexure 10):

- *“Maintain an Engineering Emergency Management capability to support Combat Agencies, other Functional Areas and asset owners to prevent, prepare for, respond to and recover from any event.*
- *Provide engineers in support of Combat Agencies in first response*
- *Coordinate and direct the provision of engineering resources in response to and recovery from emergencies, including:*
 - *provision of specialist advice, including for dams, levees, building structures, coastal structures, roads, bridges, water and wastewater systems, embankments & retaining walls, and earthquakes*
 - *undertake emergency works including protection, make safe and temporary repair works as requested by Combat Agencies and other Functional Areas*
 - *undertake infrastructure damage assessments*
 - *coordinate, monitor and report on repair, reconstruction and relocation of public buildings and infrastructure as requested by Combat Agencies, other Functional Areas and Agencies*
 - *coordinate clean up, make safe, tarpaulin maintenance and other such items as requested by Combat Agencies and other Functional Areas*
 - *provision of advice to Combat Agencies and other Functional Areas on issues such as household structural repair grants, clean up assistance programs and other items under the NSW Disaster Relief and Recovery Guidelines including managing the engineering aspects of those grants*
 - *temporary re-establishment of failed water and wastewater systems in regional NSW*
 - *coordinate asbestos cleanup*
 - *establishment of Community Recovery Centres*
- *Provide engineers to support Urban Search and Rescue Task Forces*
- *Coordinate the supply of goods and services in response to and recovery from an emergency”*

16. NSW Public Works is the *Responsible Agency* (EMPLAN Annexure 4) to coordinate and deliver these roles.
17. Under a MoU with the Ministry of Police and Emergency Services, NSW Public Works provides project management services for sustained recovery operations, such as asbestos clean-up, engineering stabilisation works and establishment of community recovery centres.
18. The ESFAC is accountable for the delivery of ESFA roles and responsibilities in all phases of the NSW Emergency Management Arrangements.

Engineering Emergency (Services) Management (EEM) Team Structure

19. The ESFA has a team of core personnel within NSW Public Works to perform its role:
 - The ESFAC and Deputy ESFAC are based in Sydney and have overall responsibility for the ESFA
 - One or more RESFACs are located in each Emergency Management Region to be responsible for ESFA activities in all phases of the NSW emergency management arrangements in their region, and to support operations in other regions as part of the EEM Team
 - An Engineering Services Incident Controller, when appointed for a specific emergency, will exercise tactical control on site of the response and recovery of engineering aspects of an emergency operation. The appointed Engineering Services Incident Controller will normally be a serving RESFAC or Deputy RESFAC
 - Nominated specialist engineers with particular expertise, such as structural, geotechnical, water and wastewater, dams, levees, mechanical and electrical, etc
 - Additional personnel for response and recovery who can be sourced when needed from within NSW Public Works
20. The EEM Team is also assisted by the Participating and Supporting Organisations.

Engineering Services Functional Area Committee (ESFA Committee)

21. The ESFA Committee is formed in accordance with the requirements of the *SERM Act 1989* and assists in the prevention and preparedness phases.
22. The NSW ESFA Committee (chaired by the ESFAC) is a policy committee for the NSW ESFA, and consists of the representatives of organisations and disciplines contributing to the planning and working elements of EngPLAN. The Committee includes members from the Participating and Supporting Organisations and other organisations as considered appropriate by the committee and the ESFAC.

23. The terms of reference for the ESFA Committee include:
- to provide strategic advice to the ESFAC
 - to review the State's engineering capability
 - to advise on engineering aspects across the PPRR spectrum of emergency management
 - to provide input to the EngPLAN
 - to contribute to the preparation and maintenance of Sub Plans as appropriate
 - to coordinate the planning for ESFA support for emergency operations.

Participating and Supporting Organisations

24. Engineering input is also provided by various Government Agencies, Statutory Authorities, and other organisations listed below as Participating or Supporting Organisations that are willing to participate in emergency response and recovery operations under the direction of the ESFAC (or RESFAC), with levels of resources or support appropriate to their capability and the emergency operation.
25. Listed below are the **Participating Organisations** which, together with NSW Public Works as the Responsible Organisation, constitute the Engineering Services Functional Area:
- **Transport for NSW – Transport Services Functional Area**
Co-ordinate the provision of transport for supplies, equipment and personnel in emergency response and recovery.
 - **NSW Environmental Protection Authority – Environmental Services Functional Area**
Provide advice on hazardous materials, including asbestos.
 - **NSW Telecommunications Authority, Telecommunication Services Functional Area**
Provide advice on telecommunications matters in an emergency context
 - **NSW Land and Housing Corporation**
Provide specialist structural engineers.

- **Roads and Maritime Services**

Provide engineering specialists for roads, bridges and other structures, geotechnical engineers for emergency response.

Assist with re-establishment of access to communities.

- **NSW Trade & Investment – Resources & Energy Division (Compliance and Enforcement Branch) - Energy and Utility Services Functional Area**

Assist within the scope of the Energy and Utility Services Functional Area.

- **NSW Procurement**

Arrange for the provision of goods and services for emergency response and recovery

26. There are no Supporting Organisations at the time of this Plan.
27. Each Participating and Supporting Organisation needs to identify a Liaison Officer who can be deployed to the ESCC when needed. The Liaison Officer must be able to supply specialist advice on the roles, functions and capabilities of their organisation.
28. When deployed to an emergency by the ESFAC, the Participating and Supporting Organisation will:
 - deploy a Liaison Officer to the Engineering Services Coordinating Centre (ESCC) or relevant Emergency Operations Centre (EOC) if required
 - deploy staff and equipment to the emergency area as requested by the ESFAC
 - provide technical assistance to the Combat Agency and others in the emergency area as requested by the ESFAC
 - debrief all its personnel who were involved in the emergency operation
 - participate in any post emergency debrief
29. When deployed to an emergency by the ESFAC, a Supporting Organisation will:
 - provide specialist advice to the ESFA
 - deploy specialist advisors to the emergency area as requested by the ESFAC
 - debrief all its personnel who were involved in the emergency operation
 - participate in any post emergency debrief
30. Each Organisation will be responsible for training their staff on internal procedures implemented to fulfil the roles and responsibilities assigned in this Plan.

Engineering Support To Other Organisations

31. ESFA is listed as a Supporting Organisation to the following Functional Areas (refer also to their Supporting Area Plans):

- **Environmental Services Functional Area**
Assist with clean up operations.
- **Energy and Utility Services Functional Area (EUSFA)**
Assist with recovery operations.
- **Telecommunications Services Functional Area (TELCO)**
Assist with the establishment of communications for Community Recovery Centres.

32. Support is also provided to a number of Combat and other agencies. The Engineering needs of an agency for an emergency are dependent upon the character of the emergency. Typical types of assistance given are:

- **NSW Police Force / State Emergency Operations Controller (SEOCN)**
Assess the safety of buildings and other structures which may impact on public safety. Assist with criminal investigations requiring engineering assessment of damaged structures. Assist with failure of water and wastewater systems in regional NSW. Provide support for counter terrorism activities.

Particular responsibilities are also listed under the Sydney CBD Sub Plan and the State Heatwave Sub Plan.
- **Fire & Rescue NSW**
Assess the safety of buildings and other structures damaged by fire which may impact on public safety. Advise on structural stability to assist firefighting. Provide engineering support to the Urban Search and Rescue (USAR) Task Force.
- **NSW Rural Fire Service**
Provide engineering assistance in the areas of plant and equipment and goods and services supply. Provide engineering assistance with air quality testing for damaged properties potentially containing asbestos building materials.
- **Department of Primary Industries (DPI)**
Provide post flood clean-up of dead stock, assist with animal carcass disposal from animal disease. Provide engineering advice and assistance in the areas of plant and equipment supply, procurement of portable buildings and the supply of goods and services.

- **NSW State Emergency Service**

Provide engineering advice and assistance for flood, storm or tsunami emergencies in the areas of reconnaissance and damage assessments, integrity of damaged structures, re-establishing access to properties, 'make safe' of damaged structures, assessment and operation of flood protection levees, protection of property, construction and repair of levees, dam stability, water supply and sewerage operation, tarpaulin maintenance, supply of plant and equipment, and the supply of goods and services, and restoration of critical infrastructure.

Particular responsibilities are also listed under the NSW State Flood Sub-Plan, Storm Emergency Sub-Plan and NSW Tsunami Sub Plan.

- **Ministry of Police and Emergency Services/ SERCON**

Project manage recovery operations including asbestos and debris clean-up operations and establishment of community recovery centres.

Section 3 – Prevention

33. *“The prevention phase in relation to the PRR phases of emergency management includes the identification of hazards, the assessment of threats to life and property and the taking of measures to reduce potential loss to life or property. Prevention is the reduction, elimination or mitigation of emergency risks using an all-hazards approach, before an emergency event occurs.”* – EMPLAN s501& 502.
34. The ESFA provides leadership and support to SEMC, Regional and Local Emergency Management Committees, Combat Agencies, Functional Areas and organisations with responsibilities under the SERM Act. This includes:
- providing input to legislation, codes, standards and guidelines developed at the National and State Levels of government and through industry
 - providing input to appropriate government policies, such as climate change adaptation, infrastructure management, etc. which prevent or mitigate potential loss
 - undertaking appropriate hazard identification and emergency risk management
 - identifying prevention and/or mitigation options
 - advising on the development of various Emergency Management Plans, working committees, studies and inquiries, etc.

Section 4 –Preparation

35. *“The preparation phase in relation to the PPRR phases of emergency management includes arrangements or plans to deal with an emergency or the effects of an emergency.”* - EMPLAN s601.
36. Key elements of preparation include – EMPLAN s603:
- planning
 - capability development
 - training
 - exercises
 - building community resilience
 - risk communication.

Planning

37. Planning for Emergency Engineering Services will be undertaken on a state-wide basis. NSW Public Works, as the responsible agency for ESFA, has responsibility for policy development and maintaining preparedness at the state and regional level, as well as the maintenance of state based contingency plans and management of the ESFA Committee programme.
38. Preparation and planning for ESFA will be achieved through:
- establishing strong networks between Participating Organisations in the ESFA, the emergency services, other functional areas
 - involvement in relevant emergency management committees and working groups
 - liaison with adjacent states and territories
 - liaison with international engineering emergency organisations
 - analysing potential hazards and necessary preparation
 - reviewing past emergency operations for lessons learned and identifying improvements needed in planning and capability
 - developing operational plans and procedures
 - managing the development of emergency plans by reviewing and testing of EngPLAN and providing input to the review of other relevant plans

- identifying and undertaking relevant Engineering and emergency management training for personnel responsible for the emergency response and recovery management
- ensuring EEM team members are properly equipped with appropriate PPE, and communication and technical equipment to ensure a high degree of self-sufficiency and resilience during deployment to an incident site, Emergency Services Coordination Centre (ESCC) or Emergency Operations Centre (EOC)
- ensuring engineering emergency management team members are prepared to deploy at short notice to overseas deployments in support of the NSW USAR team.

Capability Development

39. *“Agencies maintain capability assessment and development processes to meet the requirements identified in their plans. Capabilities may be based on personnel, equipment or systems. Capabilities are tested and evaluated in exercises.”* – EMPLAN s609.
40. ESFA capability will be based on the following:
- having a core of experienced and trained Engineering Emergency Management (EEM) officers
 - development of trainee EEM officers for succession
 - identification of specialist engineers available for deployment to emergencies
 - guidelines and procedures for response to various emergencies
 - a development program for individual team members
 - whole of team training and development
 - resilient IT and Communications equipment
 - emergency response equipment
 - leveraging the capabilities in all the Functional Area Participating and Supporting Organisations.

Training and exercises

41. The ESFA will participate in national, state and regional exercises as requested by the State Emergency Management Committee (SEMC) or Combat Agencies.
42. The ESFA is responsible for conducting engineering based exercises to rehearse responses and test capability.

43. The ESFA will undertake whole of EEM Team training which will broadly include:
- EEM team building
 - Inter-operability with Combat Agencies
 - coordination of engineering response
 - response to various types emergencies
 - EEM operating protocols and procedures
 - competency and familiarity with the use of communication and technical equipment
 - work health and safety management
44. The ESFA will develop a training program for EEM Team members to equip them with the skills necessary to undertake their role as EEM officers.
45. The ESFA will assist with the training of other staff who may be involved in emergency management in engineering aspects of emergencies and ESFA capabilities.

Community Resilience and Risk Communication

46. The ESFA does not have a significant role in these areas. The ESFA's activity would be limited to advising other agencies on engineering related risks expressed in layperson's terms.

Section 5 – Response

47. *“Response encompasses actions to reduce the threat to life, property and the environment following the onset of an emergency. This can include the pre-onset mobilisation and related activity.”* – EMPLAN s701

Activation

48. Activation may be as a consequence of a request for Engineering Services support from any member of the SEMC or their delegates, or a Regional Emergency Management Officer (REMO).
49. The ESFAC or a RESFAC can also determine that ESFA will self-activate as a precautionary measure.

Engineering Concept of Operations

50. The key actions for ESFA in this phase include:
- initial assessment of impact or potential impact of the emergency upon infrastructure and essential community assets and potential engineering response
 - development of concept of operations for the engineering aspects of the emergency
 - development and execution of an engineering plan
 - appropriately timed deployment of ESFA assets and human resources, which may include pre-positioning sufficient to meet contingent needs
 - appointment and deployment of the Engineering Services Incident Controller and support staff, if required
 - assessment of need and activation of the Engineering Services Coordination Centre (ESCC)
 - deployment of liaison staff to the relevant Emergency Operation Centre(s) (EOC) if required.
51. ESFA may, when requested, also provide specialist Engineering Services and advice to Combat Agencies (eg. NSW Fire & Rescue, NSW Police Force and NSW State Emergency Services) for emergency incidents which may not fall within the strict definition of an ‘Emergency’ under the SERM Act (ie. “requiring a significant and co-ordinated response”). Examples are structural advice at factory and warehouse fires and/or localised structural collapses.

52. Requests for such emergency incident assistance (as above) will be actioned only on request from SEOCON, REOCON, SERCON, or a REMO.

Control and Coordination of Operations

53. The ESFAC and Deputy ESFAC have the authority to commit NSW Public Works resources through EngPLAN, and also, by agreement, the resources of Participating Organisations.
54. The ESFAC and Deputy ESFAC control and coordinate strategic ESFA response, with the Engineering Services Incident Controller coordinating tactical on-site response, including Workplace Health and Safety (WHS), management of engineering work and managing contractors.
55. For regional emergencies, the RESFAC or Deputy RESFAC will control and co-ordinate ESFA response.
56. Management of an operation will be undertaken under the principles of ICS (Incident Control System) and will include the following functions:
- Control
 - Planning
 - Operations
 - Logistics
57. The key operation centres which may involve ESFA representatives include:
- State and Regional Emergency Operations Centres (SEOC and REOCs)
 - Local Emergency Operations Centres (LEOC)
 - Various Combat Agency EOCs eg. NSW SES, NSW RFS, Agriculture
 - Engineering Services Coordination Centre (ESCC)
 - Site Control.
58. Site Control for the purposes of this Plan normally rests with the Combat Agency and its appointed Site Controller. The Engineering Services Incident Controller (ESIC) will establish ESFA site operations at the site.
59. In the event that an ESCC is activated, the relevant RESFAC (or delegate) will manage the establishment, resourcing and logistics arrangements.
60. ESFA Liaison Officers when appointed by the ESFAC will represent the ESFA at all relevant EOCs.

61. Whenever possible, normal procedures for the acquisition of Engineering goods and services are to be utilised. However during an emergency situation where time does not permit this, the ESFAC and Deputy ESFAC have authority for emergency procurement - see Section 7 – Administration.

Communications

62. The ESFAC or appropriate RESFAC is the first contact point for ESFA 24 hours a day 7 days a week. The Deputy ESFAC and Deputy RESFAC act as back-up for all emergencies and are also contactable 24 hours a day, 7 days a week.
63. During an Emergency Response, the ESFAC will establish and maintain communications with either the SEOCON or the Combat Agency for the emergency, the State Emergency Operations Centre, other Functional Areas, and ESFA Participating and Supporting Organisations as required.
64. The ESFAC will advise the Public Works Executive when ESFA is deployed.
65. Each Participating and Supporting Organisation provides the ESFAC with current contact details to enable 24 hours access. Nominated contact persons are to be senior employees of the organisation who will coordinate the provision of assistance from their organisation.

Tasks

66. The tasks of the ESFAC include:
- deploy the resources of ESFA
 - deploy Liaison Officers to the relevant EOCs as requested
 - activate where necessary an Engineering Services Coordination Centre (ESCC) and assist the RESFAC and Engineering Services Incident Controller
 - coordinate the activities of Participating and Supporting Agencies
 - arrange psychological support to ESFA staff, if required.
67. The tasks of the Regional Engineering Services Functional Area Coordinator (RESFAC) is to coordinate the activities of ESFA at a regional level by carrying out or delegating the functions outlined:
- establish and maintain communications with the ESFAC
 - establish and maintain communications with the REOCON and Regional Combat Agency controller
 - establish and maintain communications with the Regional Emergency Operations Centre (REOC) and/or local Emergency Operations Centre(LEOC) and other EOCs

- deploy Liaison Officers to the relevant EOCs as requested
- activate where necessary the Engineering Services Coordination Centre (ESCC)
- undertake the Engineering Services Incident Controller role if required for a specific emergency
- coordinate all Regional Emergency Engineering Services technical / support
- deploy to other regions to assist in emergency response or assist with planning and logistic support for emergencies in other regions
- conduct a post-emergency debrief and participate in any overall incident/emergency debriefs.

68. The tasks of an Engineering Services Incident Controller when appointed could include:

- advising on public safety including exclusion zones
- advising on Combat Agency personnel safety during operations
- undertaking immediate make safe work such as fencing, shoring and demolition
- procurement of plant and equipment
- procurement of contractors to undertake work.

Review

69. At the end of the emergency the ESFAC will conduct a post-emergency engineering debrief and participate in any overall incident/emergency debriefs.

Section 6 – Recovery

70. *“This phase addresses the process of returning an affected community to its proper level of functioning after an emergency. This phase will usually commence simultaneously with the Response Phase.”* – EMPLAN s901
71. The essential ESFA tasks include:
- establish and maintain communications with the State Emergency Recovery Controller
 - assist the State Emergency Recovery Controller with the management of recovery projects as requested
 - establish Recovery Centres at locations to be negotiated with the SERCON
 - conduct and assist in post emergency make safe operations as required, noting that these may commence during the response phase
 - manage and/or coordinate the cleanup in significantly affected communities when requested by the SERCON on behalf of Government (including liaison with insurance industry)
 - assist with assessment of recovery assistance grants to individuals and Local Government, such as Natural Disaster Relief and Recovery Arrangements (NDRRA).
 - assisting Ministry of Police and Emergency Services (MPES) and/or the affected Local Government Area (LGA) to collect and disseminate relevant recovery related data in conjunction with the Emergency Information Coordination Unit (EICU)
72. Under an agreement with the Ministry for Police and Emergency Services, the SERCON will engage NSW Public Works as project manager for recovery work on a commercial basis and provide funding for authorised recovery work.

Section 7 – Administration

Review of the EngPLAN

73. The Plan is to be reviewed:
- at least every two years,
 - following activation for a major emergency,
 - following a multi-agency exercise designed to practise or test the EngPLAN,
 - when the roles or responsibilities of any agency involved in the EngPLAN are changed,
 - at the direction of the State Emergency Operations Controller (SECON), ESFAC or the SEMC, and
 - at the request of:
 - NSW Public Works
 - a designated Combat Agency
 - the ESFA Committee

Amendments to the EngPLAN

74. Agencies may submit requested amendments to the ESFAC for consideration and endorsement.

Financial responsibilities – expenditure and recovery of funds

75. Under EMPLAN Part 10 s1003: *“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.”*
76. As NSW Public Works is a commercial operation within Government, NSW Treasury provides NSW Public Works with a specific funding allocation, under Government Funded Programs, for meeting its responsibilities under EMPLAN. This covers Prevention, Preparation, minor Response and Recovery operations (PPRR).
77. Significant expenditure on response and recovery is recovered from the Combat Agency requesting the assistance or from NSW Treasury. Approval needs to be sought in advance of expenditure.
78. Certain expenditure incurred during emergency response or recovery operations following natural disasters may be included under the Commonwealth / State funding arrangements. However, expenditure on internal costs, such as personnel costs other than overtime, is in general not reimbursable.
79. Under the *Rural Fires Act 1997* for declared “Section 44” fires, certain expenditure may be reimbursed through Rural Fire Services.

Expenditure Authority

80. Whenever reasonable, normal procurement procedures for the acquisition of goods and services, including construction work, are to be utilised.
81. During emergency response and recovery operations, there may be circumstances where it will not be feasible to use normal procurement procedures to meet immediate needs. Such needs may be to address an imminent risk to life or property, to meet urgent requests by Combat Agencies responding to emergencies, to mitigate significant public and economic disruption, to comply with a requirement for specialist services or to minimise risk exposure.
82. The Chief Executive Officer of Office of Finance and Services has appointed the ESFAC and Deputy ESFAC as the authorised officers in NSW Public Works pursuant to the Public Works and Procurement Regulations 2014 [NSW] Part 2 Clause 4 Procurement for Emergencies. This Part of the regulation authorises them for:
 - *“the procurement of goods and services to a value sufficient to meet that particular emergency”*
 - procurement which does not comply with Section 176 (Obligations of Government Agencies) of the Public Works and Procurement Act 1912.

Definitions

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

Agency

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

Combat Agency

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

Command

In this Plan means the direction of members and resources of an agency / organisation in the performance of the agency / organisation's roles and tasks. Authority to command is established by legislation or by agreement with the agency / organisation. **Command relates to agencies / organisations only, and operates vertically within the agency / organisation.** (SERM Act 1989)

Concept of Operations (Incident)

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

Control

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

Coordination

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

Emergency

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

- (a) endangers, or threatens to endanger, the safety or health of persons or animals in the State;
or
- (b) destroys or damages, or threatens to destroy or damage, any property in the State,
And
- (c) being an emergency which requires a significant and coordinated response.

For the purposes of the definition of emergency, property in the State includes any part of the environment of the State. Accordingly, a reference 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.
(SERM Act)

Emergency Operations Centre (EOC)

A centre established at State, Region or Local level as a centre of communication and for the coordination of operations and support during an emergency. (SERM Act)

Engineering Services Incident Controller (ESIC)

The nominated officer in tactical control of engineering response on site.

Engineering Services Coordination Centre (ESCC)

The coordination centre established by NSW Public Works (NSWPW) to coordinate the Engineering Services support to an emergency. It may be near or remote to the emergency.

Engineering Services Functional Area Coordinator (ESFAC)

The nominated coordinator of the Engineering Services Functional Area tasked to coordinate the provision of Functional Area support and resources for emergency response and recovery operations, who, by agreement of Participating and Supporting Organisations within the Functional Area, has the authority to commit the resources of those organisations.

Engineering Services Functional Area Committee (ESFA Committee)

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

EMPLAN

The NSW State Emergency Management Plan. The object of the EMPLAN is to ensure coordinated responses to emergencies by all agencies having responsibilities and functions in emergencies.

EngPLAN

The NSW State Engineering Emergency Management Plan. The object of the EngPLAN is to ensure coordinated responses to emergencies requiring ESFA input, by all agencies and organisations having responsibilities and functions in emergencies.

Functional Area

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

- Agriculture and Animal Services
- Telecommunications Services
- Energy and Utility Services
- Engineering Services
- Environmental Services
- Health Services
- Public Information Services
- Transport Services
- Welfare Services.

Functional Area Coordinator

In this Plan means the nominated coordinator of a Functional Area, tasked to coordinate the provision of Functional Area support and resources for emergency response and recovery operations, who, by agreement of Participating and Supporting Organisations within the Functional Area, has the authority to commit the resources of those organisations or to coordinate their response.

Liaison Officer (LO)

A person nominated or appointed by an organisation or Functional Area, to represent that organisation or Functional Area at a control centre, emergency operations centre, coordination centre or site control point. Liaison Officers maintain communications with and convey directions / requests to their organisation or Functional Area, and provide advice on the status, capabilities, actions and requirements of their organisation or Functional Area.

Organisation

A government organisation or a non-government organisation.

Participating Organisation

Government agencies, statutory authorities, volunteer organisations and other agencies who have either given formal notice to Agency Controllers or Functional Area Coordinators, or have acknowledged to the ESFAC, that they are willing to participate in emergency management response and recovery operations under the direction of the ESFAC, and will provide levels of resources or support as appropriate to the emergency operation.

Preparation

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

Prevention

Prevention in relation to an emergency includes the identification of hazards, the assessment of threats to life and property and the taking of measures to reduce potential loss of life or property. (SERM Act)

Recovery

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

Recovery Committee

A Multi Agency Recovery Committee will be established as required.

Region

The State is divided into such Regions as the Minister may determine by order published in the Gazette. Any such order may describe the boundaries of a region by reference to local government areas, maps or otherwise. (SERM Act)

Response

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

State Emergency Management Committee

The committee constituted under the SERM Act (as amended), as the principal committee established under this Act for the purposes of emergency management throughout the State and is responsible for emergency management planning at State level. (EngPLAN)

Sub Plan

A plan means 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. (EMPLAN)

Supporting Organisation

A Government Agency, statutory authority, volunteer organisation, or other specialist agency that has indicated a willingness to participate and provide specialist support resources to a Combat Agency Controller or Functional Area Coordinator during emergency operations.

Supporting Plan

A plan prepared by an agency / organisation or Functional Area, which describes the support which is to be provided to the controlling or coordinating authority during emergency operations. It is an action plan which describes how the agency / organisation or Functional Area is to be coordinated in order to fulfil the roles and responsibilities allocated.

Acronyms

DPI	Department of Primary Industries
EEM	Engineering Emergency (Services) Management
ESIC	Engineering Services Incident Controller
EICU	Emergency Information Coordination Unit (NSW Land and Property Information)
EMPLAN	NSW State Emergency Management Plan
EngPLAN	NSW Engineering Services Functional Area Supporting Plan
EOC	Emergency Operations Centre (also includes the Combat Agency's State or Regional Headquarters when activated)
EPA	Environment Protection Authority, NSW
ESCC	Engineering Services Coordination Centre
ESFA	Engineering Services Functional Area
ESFAC	Engineering Services Functional Area Coordinator
FRNSW	Fire and Rescue NSW
ICS	Incident Control System
LEOCON	Local Emergency Operations Controller
MPES	Ministry of Police and Emergency Services
NDRRA	Natural Disaster Relief and Recovery Arrangements
PPRR	Prevention, Preparation, Response, Recovery
REMO	Regional Emergency Management Officer
REOCON	Regional Emergency Operations Controller
RESFAC	Regional Engineering Services Functional Area Coordinator
RFS	Rural Fire Service
RMS	Roads and Maritime Services
SEMC	State Emergency Management Committee
SEOC	State Emergency Operations Centre
SEOCON	State Emergency Operations Controller
SERCON	State Emergency Recovery Controller
SERM Act	State Emergency and Rescue Management Act 1989 (as amended)
USAR	Urban Search and Rescue

