

Australian Capital Territory

Emergencies (support to Access Canberra) Commissioner's Guidelines 2016

Notifiable Instrument NI2016–358

made under the

Emergencies Act 2004, s 11 (Commissioner may make guidelines).

1. Name of Instrument

This instrument is the *Emergencies (support to Access Canberra) Commissioner's Guidelines 2016*.

2. Commencement

This instrument commences on the day after it is notified.

3. Commissioner's Guidelines

- a. I make the Commissioner's Guidelines relating to *the provision of timely and coordinated advice from the ACT Emergency Services Agency to Access Canberra in support of the planning and execution of events in the ACT*.

at Schedule 1 to this instrument.

4. Revocation

Not applicable

Mark Brown AFSM
A/g Emergency Services Commissioner

13 July 2016

Schedule 1

ACT EMERGENCY SERVICES AGENCY

COMMISSIONER'S GUIDELINES

relating to

Provision of timely and coordinated advice to Access Canberra by the
ACT Emergency Services Agency in support of the planning and
execution of events in the ACT.

May 2016

1. PURPOSE

- a. To provide Commissioner's guidelines for the provision of timely and coordinated advice to Access Canberra by the ACT Emergency Services Agency (ESA) in support of the planning and execution of events in the ACT.
- b. These guidelines are made in accordance with the *Emergencies Act 2004*.

2. BACKGROUND

- c. Under the *Emergencies Act 2004*, the ESA Commissioner has the responsibility to oversee and coordinate strategic and operational planning for emergencies.
- d. Community events have the potential to concentrate large numbers of people in circumstances where, in the event of natural or human caused hazards, significant impacts on life, property or the environment may occur.
- e. Access Canberra provides for whole of government coordination of advice and support to event organisers in the ACT.
- f. The ACT Emergency Services and Enabling Business Units, through Access Canberra and where necessary in liaison with event organisers, provide advice and support to events in the ACT in the context of their operational role in planning for and responding to emergencies. This may include:
 - i. advice on risks and exposures and risk mitigation;
 - ii. requested deployment of ESA resources in a stand-by capacity to events in the Territory as part of the organiser's risk mitigation strategy;
 - iii. emergency preparedness and training for organisers;
 - iv. any other matter deemed as necessary and appropriate by the ESA in relation to safety of the community as it relates to a public event.
- g. These guidelines direct the means by which the ESA will provide timely and coordinated advice to Access Canberra to support events.

3. GUIDING PRINCIPLES

3.1 Single Point of contact for Access Canberra

- a. The Territory Emergency Management Officer (TEMO), in the Emergency Services Agency (ESA) Risk and Planning Business Unit will be the single point of contact for Access Canberra to notify ESA when seeking advice and support in relation to events. The ESA and Access Canberra will agree upon the most appropriate notification pathway.
- b. The TEMO will acknowledge receipt of the request from Access Canberra by way of return email within 2 working days. In the event of the TEMO being absent or request not acknowledged within 2 working days, Access Canberra will forward the request direct to the ESA Manager – Emergency Management, Risk and Spatial Services.

3.2 ESA Distribution of Event Information

- c. The TEMO will distribute event information to nominated service contact officers in ESA services. Services are required to identify an appropriate point of contact for delivery of event information.
- d. Distribution to nominated ESA officers may be facilitated by the establishment of a central information storage point to which nominated service officers have access.

3.3 Provision of advice

- e. Service contact officers will review requests from Access Canberra and provide advice (including nil response) to the TEMO, who will consolidate the ESA response to Access Canberra.
- f. Unless otherwise agreed between the TEMO and Access Canberra, the ESA will respond to a request from Access Canberra within fourteen (14) working days of the request being received.
- g. Where there is conflicting or inconsistent advice between services or the ESA and external agencies, the TEMO will liaise with the relevant contact officers to resolve any issues. If required, any unresolved matters will be escalated to the Director Risk and Planning for consideration through the ESA Executive.
- h. The TEMO or ESA contact officers may request a meeting with Access Canberra and /or Event Organisers to discuss event plans. E.g. Large or complex events or events exposed to specific risks.
- i. Requests by ESA contact officers to meet with Event Organisers are to be notified to the TEMO who will liaise with Access Canberra.

3.4 Risk Managed Approach

- j. Advice provided to Access Canberra from the ESA is to be developed against a risk based template that ESA and Access Canberra will agree upon. An 'evidenced based approach' should be taken when developing and providing advice on events within the Territory.

3.5 Record Management

The TEMO will maintain appropriate records of requests made by Access Canberra and advice provided. This will include documenting the discussions and outcomes of meetings with Access Canberra and /or Event Organisers.

3.6 Financial Implications

- k. Support from ESA Services or Enabling Services Business units including Risk and Planning, Governance and Logistics and People and Culture may include advice only, or the deployment of human and material resources for event support.
- l. Fees levied on Event Organisers are to be consistent with the *Emergencies (Fees) Determination 2015*. Any request from an Event Organiser or ACT Government Directorate to set aside fees payable for event support must be approved by the ESA Commissioner or their nominated Delegate.

3.7 Exercise of Chief Officers Powers under s34 of the *Emergencies Act 2004*

- m. Under Section 34(k) of the *Emergencies Act 2004*, a Chief Officer may give direction to regulate or prohibit the movement of people, animals or vehicles,

and under S34(m), close any premises, for the protection or preservation of life, property or the environment.

- n. In circumstances where these powers are required to be exercised in relation to an event, the responsible Chief Officer is to notify the ESA Commissioner of the issued direction and circumstances.

3.8 Provider Approval

- o. Under Section 61 of the *Emergencies Act 2004*, the Minister may approve a person to provide ambulance, emergency, fire fighting or rescue services. The Minister must consult with the Commissioner before deciding an application.
- p. As Event Organisers will commonly use third party providers of ambulance, emergency, fire fighting or rescue services to support events, Provider Approvals assessed by ESA services should recommend Provider Approval terms for not less than 1 year and preferably 2 years.
- q. Conditions imposed upon Approved Providers must require the Provider to immediately notify the ESA Commissioner and /or responsible Chief Officer of any changes to their approved services.

3.9 Operational analysis and lessons learned

- r. The TEMO, ESA service contact officers, Event Organiser or Access Canberra may request that a debriefing be conducted following a community event. Discussions and agreed outcomes from any debrief are to be recorded by the TEMO and distributed to debrief attendees.

Dictionary:

Note 1 The *Emergencies Act 2004* and the *Legislation Act 2001* contain definitions and other provisions relevant to this Commissioners Guideline.