

South Australian Marine Spill Contingency Action Plan (SAMSCAP)

November 2022



Government of South Australia
Department for Infrastructure
and Transport

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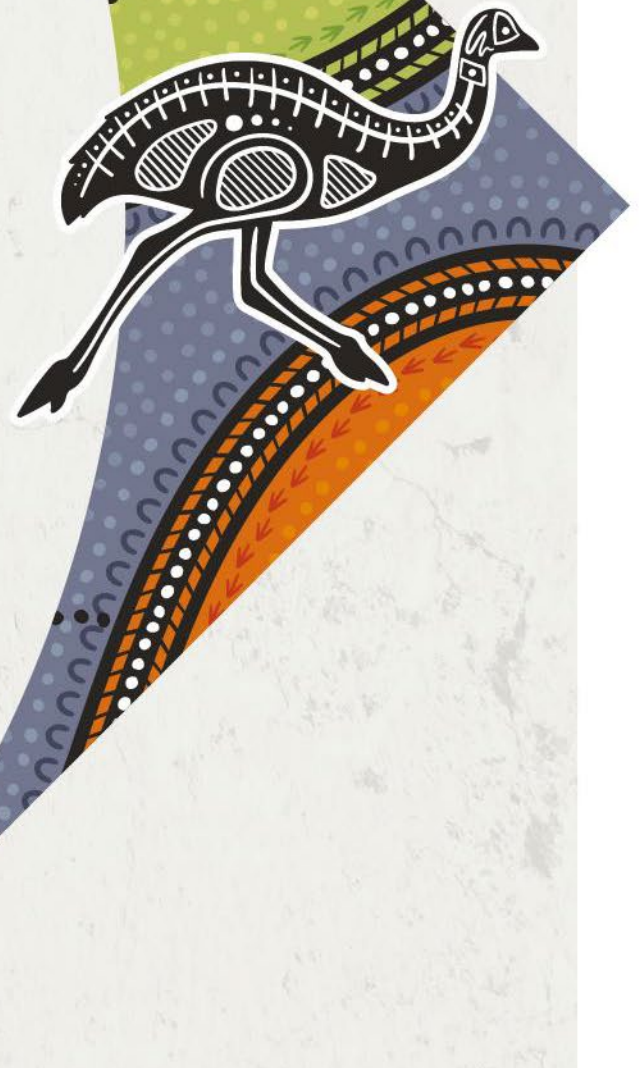
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We acknowledge the Traditional Custodians of the Country throughout South Australia and recognise their continuing connection to land and waters. We pay our respects to the diversity of cultures, significance of contributions and to Elders past, present and emerging.



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1. INTRODUCTION

The South Australian Emergency Management arrangements provide a comprehensive and coordinated approach to emergencies across all sectors of the community, including State and local government, non-government sector and individuals.

These arrangements are governed by the *Emergency Management Act 2004* and the State Emergency Management Plan (SEMP).

Under these arrangements, the Department for Infrastructure and Transport (DIT) is the Control Agency for Marine Pollution (Coastal) and is responsible for the management of marine pollution incidents in coastal waters. Arrangements in relation to this are outlined further in this document.

1.1 Aim

The South Australian Marine Spill Capability Action Plan (SAMSCAP) is written pursuant to Section 28A of the *Protection of Marine Waters (Prevention of Pollution from Ships) Act 1987* for the purpose of outlining the arrangements for responding to oil spills that impact, or are likely to impact, South Australia's coastal waters.

SAMSCAP is the guiding plan that provides strategic guidance and sets out principles for response. In a marine spill incident, an incident management team will be deployed as a function of control to develop a detailed response plan.

1.2 Scope and Definition

This Plan covers marine pollution events that occur within South Australia's coastal waters and/or events that occur beyond coastal waters but are likely to impact the South Australian shoreline or enter State waters.

It provides directions for **strategic coordination** of a Marine Spill response only; operational guidance is contained within operational agency response plans and manuals.

Pursuant to Section 7 of the *Offshore Petroleum and Greenhouse Gas Storage Act 2006*, 'Coastal Waters' refers to the area between the territorial sea baseline and three nautical miles seaward. For South Australia, this also includes the waters between the mainland and an island. The geographical coastal area covered by the SAMSCAP is shown in Figure 1.

As per the Australian Maritime Safety Authority (AMSA) National Plan for Environmental Emergencies, marine pollution is defined as "any occurrence or series of events with the same origin, including fire and explosion, which results or may result in discharge, release or emission of oil or a hazardous and noxious substance, which poses or may pose a threat to the marine environment, the coastline, animals or other resource, and which required an emergency action or immediate response". Accidents, groundings, accidental and purposeful discharges of oil from ships and holes in the hull are the most common occurrence of oil spills in Australia.

Under the SEM, the South Australian Country Fire Service (CFS) and the South Australian Metropolitan Fire Service (SAMFS) are the Control Agencies for hazardous materials

emergencies.

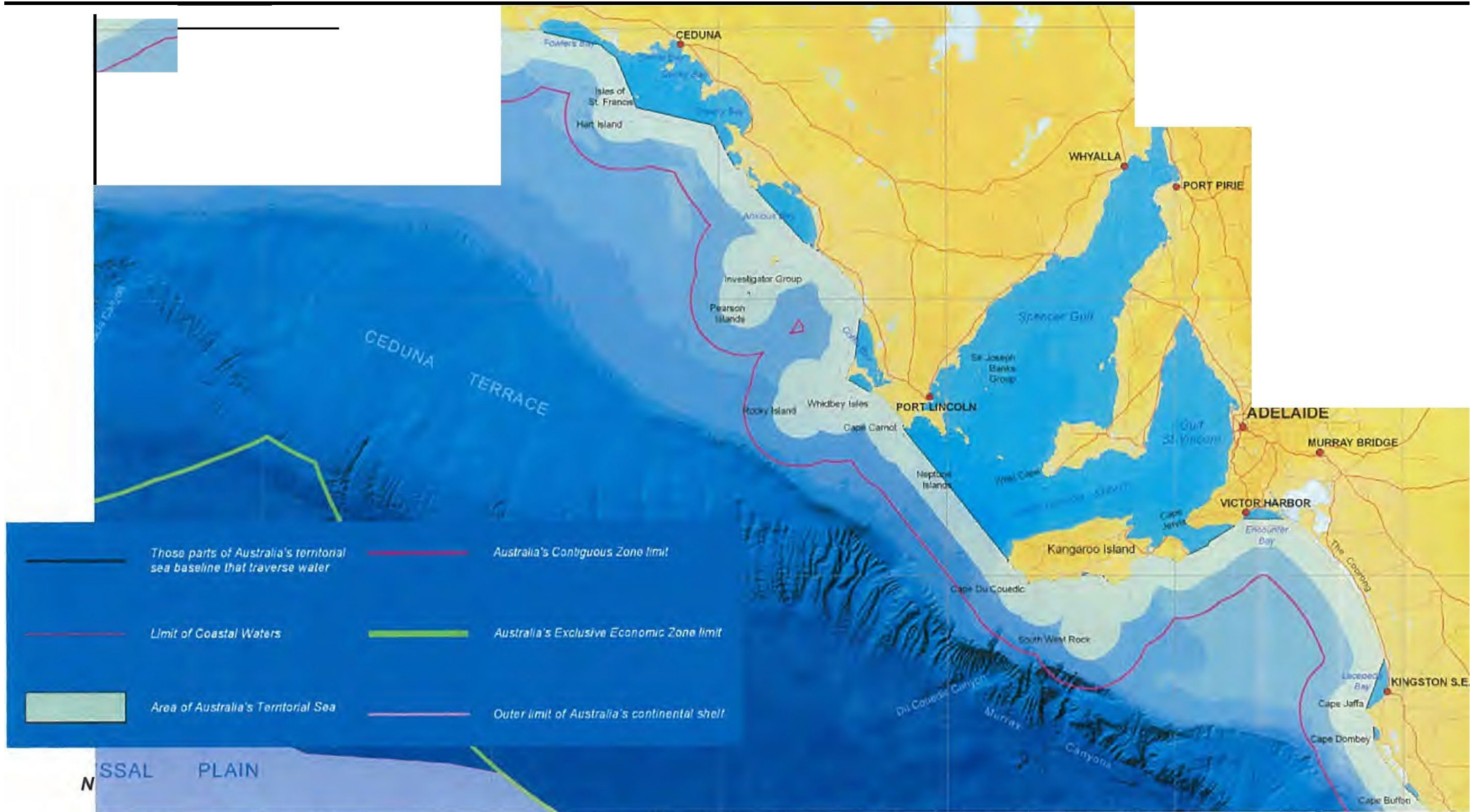
Guidance for types of marine spill not covered in this plan can be found at *International Convention for the Prevention of Pollution from Ships* (MARPOL):

- Annex II: Regulations for the control of pollution by noxious liquid substances in bulk
- Annex III: Regulations for the prevention of pollution by harmful substances carried by sea in packaged form
- Annex IV: Regulations for the prevention of pollution by sewage from ships
- Annex V: Regulations for the prevention of pollution by garbage from ships
- Annex VI: Regulations for the prevention of air pollution from ships.

1.3 Purpose

The purpose of this Plan is to:

- Describe the responsibilities and overarching arrangements for the prevention of, preparation for, response to and recovery from marine pollution events;
- Establish a basis for coordination between State and Commonwealth agencies, industry and non-government organisations; and
- Integrate the Australian Maritime Safety Authority National Plan for Environmental Emergencies, industry plans and arrangements with the SEMP and State arrangements.



South Australia relies heavily on commercial shipping for import / export with over 2,000 ships visiting South Australia ports every year. These ships include around 150 port visits by tankers and other product carriers; carrying in excess of 2 million tonnes of refined and crude oil cargo.

2. GOVERNANCE AND LEGISLATIVE

2.1 State Arrangements

The State approaches emergency management in a coordinated manner and has arrangements in place to maintain an effective approach to preventing, preparing for, responding to and recovering from emergencies. These arrangements use the 'all-hazards approach' which recognises that a large range of hazards can have similar impacts and therefore, similar provisions can be utilised to manage them.

The State's emergency management arrangements are set out in the State Emergency Management Plan (SEMP). This document draws together the processes in place for dealing with emergencies and sets out the roles and responsibilities of government and non-government organisations when supporting the Control Agency during an incident.

Where additional assistance is required, the State Controller may request the State Coordinator (South Australia Police) activate the State Emergency Centre (SEC) for an initial briefing. At this initial briefing, the State Controller will outline the current situation and the type of assistance that may be required from the Supporting Agencies.

2.2 Control Agency Marine Pollution (Coastal)

The relevant Control Agency for emergencies within South Australia is determined by legislation (see Section 20(1)(a) of the *Emergency Management Act 2004*) and is set out in Section 5.4 of Part 2 of the SEMP.

The Department for Infrastructure and Transport (DIT) is the Control Agency for Marine Pollution (Coastal). Under the State emergency management arrangements, the Control Agency takes charge of the emergency and provides leadership to all other agencies responding.

The SEMP outlines 10 responsibilities of the Control Agency in resolving an incident (see table below).

	Responsibility	Role
1	Command and Control	Take control of the response to the emergency (including the appointment of an incident controller and incident management structure)
2	Safety	Ensure a safe working environment and safe systems of work
3	Communications	Ensure effective liaison, communication and cooperation with all involved

4	Intelligence	Continually assess the situation, identify risks and share information with all involved
5	Planning	Develop and share plans and strategies that meet the requirements of all agencies responding to the emergency (an incident action plan)
6	Operations	Implement and monitor the incident action plan
7	Logistics	Ensure the effective allocation and use of available resources
8	Public Information	Ensure the public is adequately informed and warned to enhance community safety
9	Investigation	Facilitate the investigation of the emergency and review of response activities
10	Recovery	Ensure transition from response to recovery, including and coordinated handover to the state recovery arrangements

Each of these responsibilities and the way in which the Department will deliver these is detailed within this Plan.

2.3 National Arrangements

The Australian Maritime Safety Authority (AMSA) is a statutory authority established under the *Australian Maritime Safety Authority Act 1990*, responsible for maritime safety and protection of the marine environment.

The National Plan for Maritime Environmental Emergencies (the National Plan) sets out national marine pollution response arrangements which are supported by legislation and intergovernmental agreements. South Australia is a signatory to the intergovernmental agreement, which is available to view on the AMSA website at: [Intergovernmental agreement on the National Maritime Emergency Response Arrangement \(amsa.gov.au\)](https://www.amsa.gov.au/intergovernmental-agreement-on-the-national-maritime-emergency-response-arrangement)

The National Plan is managed by AMSA who also coordinate national resources in support of the responding Control Agency.

The SAMSCAP supports the National Plan and draws on resources available under the National Plan arrangements when necessary. The process to be followed to request assistance from AMSA is detailed later in this Plan.

3. RESPONSIBILITIES OF A CONTROL AGENCY

As discussed in section 2.2, the SEMP outlines the ten responsibilities of a Control Agency in resolving an incident. Each of those responsibilities and how the department will meet those responsibilities is outlined below:

3.1 COMMAND AND CONTROL

1	Command and Control	Take control of the response to the emergency (including the appointment of an incident controller and incident management structure)
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The Department is the Control Agency for Marine Pollution (Coastal) and has overall responsibility for ensuring that there is an adequate response to any relevant incident including the appointment of an Incident Controller and implementation of an incident management structure. Details of these arrangements are outlined in the departmental Emergency Management Plan, operational procedures and summarised below.

3.1.1 Notification

Reports of marine pollution events may come from industry, vessel operators or members of the public and may be made to:

- Flinders Ports Adelaide VTS, Port Adelaide on (08) 8248 3505 (24/7 number) or call on radio channel 12;
- EPA pollution hotline on (08) 8204 2004 or 1800 623 445 (non-metropolitan callers);
- AMSA Rescue Coordination Centre on 1800 641 792 (24/7 number);
- South Australia Police on 131 444 or 000 in the event of life threatening or time critical situations;
- Other Emergency Service organisation;
- Marina Operators.

Once received, all reports should be forwarded to the Flinders Ports Signal Station who will contact the Department's Duty Officer (Road and Marine Services) who will make appropriate enquiries and/or arrange attendance at the reported location to validate the spill and provide a report to the State Controller.

Notification of inland spills should be through the Adelaide Fire COMCEN (8204 3600) who will manage the response in accordance with Hazardous Materials Control Agency arrangements.

3.1.2 Levels of Response

Oil and chemical spills and the responses they require are categorised into 'Levels'. The

National Plan has adopted the concept of three Levels to ensure that as an incident increases in size and/or complexity, the management system can adapt to meet additional demands.

This is further supported using the Australasian Inter-Service Incident Management

Systems (AIIMS) that is designed to be adaptable to the individual circumstances of the incident.

The National Plan identifies three levels of incidents as follows:

- **Level 1** Incidents are generally able to be resolved through the application of local or initial resources only;
- **Level 2** Incidents are more complex in size, duration, resource management and risk and may require deployment of jurisdiction resources beyond the initial response; and
- **Level 3** Incidents are generally characterised by a degree of complexity that requires the Incident Controller to delegate all incident management functions to focus on strategic leadership and response coordination and may be supported by national and international resources.

3.1.3 State Controller

The State Controller provides overall control to the operations required to resolve an incident. Upon being notified of an incident occurring, the State Controller may activate this plan depending on the severity of the incident. If the event can be managed internally, the State Controller may choose to form an internal incident response team.

Under the *Protection of Marine Waters (Prevention of Pollution from Ships) Act 1987*, the State Controller has authority to initiate and maintain a response and has been delegated the Minister's powers under this Act.

The key responsibilities of the State Controller include:

- Fulfilling their responsibilities under the SEMP and associated arrangements, supported by Deputy Controllers;
- Overall management and resolution of Marine Pollution (Coastal) emergency incidents;
- Appointing an Incident Controller if required;
- Providing information to the State Coordinator and the State Emergency Centre;
- Liaising with AMSA; and
- Providing support, information and strategic advice to the State Emergency Management Committee through the Chief Executive and to the Emergency Management Council Cabinet Committee through the Minister.

A detailed checklist which includes all response/recovery activities, responsibilities and considerations can be found within Departmental standard operating procedures.

3.1.4 Incident Controller

The Incident Controller is the person nominated by the State Controller to lead and manage incident response activities. The key responsibilities of the Incident Controller include:

- Control of the Incident Management Team over all phases of response and recovery;
- Liaising with the State Controller to ensure the response is managed and coordinated within the State emergency management arrangements;
- Ensuring systems and procedures are in place for the work health and safety of all response personnel and members of the public who may be involved in the incident; and
- Ensuring that situation reporting of the emergency to relevant staff and line management occurs.

A detailed checklist which includes all response/recovery activities, responsibilities and considerations can be found within Departmental standard operating procedures.

3.1.5 Incident Management Team

SEMP requires that when managing incidents, agencies use an incident management system. As mentioned in 3.1.2, the department uses the principles of AIMS, a functional based system that draws on principles of management and is utilised to manage the incident in a consistent manner.

Depending on the size and complexity of an incident, the Incident Controller may delegate one or more incident management functions to other operational staff. As soon as any incident management function is delegated, an Incident Management Team (IMT) is formed. The nature of the emergency/incident drives the size of the IMT.

Incident management tasks are like traditional management practices and are grouped into functions as shown below.

CONTROL / COMMAND						
The management of all activities necessary for the resolution of an incident						
PLANNING	INTELLIGENCE	PUBLIC INFORMATION	OPERATIONS	INVESTIGATION	LOGISTICS	FINANCE
The development of objectives, strategies and plans for the resolution of an incident based on the outcomes of collection and analysis of information.	The task of collecting and analysing information or data, which is recorded and disseminated as intelligence to support decision making and planning.	Provision of warnings, information, and advice to the public and liaison with the media and affected communities.	The tasking and application of resources to achieve resolution of an incident.	The task of conducting investigations to determine the cause of an incident and/or to determine factors that contributed to the impact of the incident or specific events.	The acquisition and provision of human and physical resources, facilities, services, and materials to support achievement of incident objectives.	The task of managing: accounts for purchase of supplies and hire of equipment; Insurance and compensation for personnel, property and vehicles; and The collection of cost data and provision of cost-effective analyses and providing cost estimates for the incident

3.1.6 Incident Control Centre

If the Incident Controller activates an Incident Management Team, there may be a need to establish an Incident Control Centre. An Incident Control Centre is the location where the Incident Controller and Incident Management Team provide overall direction of response activities.

The Department has pre-identified locations for an Incident Control Centre that are located in Regency Park and Adelaide. The establishment of any Incident Control Centre should be communicated to relevant personnel and agencies.

It is noted that initially the Incident Control may operate from a field location however, for larger scale or complex incidents, an Incident Control Centre will be used.

3.1.7 State Marine Pollution Committee

The State Marine Pollution Committee supports the Department for Infrastructure and Transport (as the Control Agency) in providing expert advice, guidance and interagency coordination to meet its Control Agency obligations under the SEMP. The Committee contributes to this by:

- Providing representation from appropriate Government, non-Government, and Industry members; and
- Ensuring marine pollution (coastal) is considered across the spectrum of prevention, preparedness, response and recovery activities.

The membership of the committee consists of representatives from a number of government agencies (State and Commonwealth) as well as other relevant industry representatives (e.g. port operators, licence holders).

3.1.8 State Emergency Management Arrangements

As previously set out in Section 2.1, where additional assistance is required, the State Controller may request the State Coordinator (South Australia Police) activate the State Emergency Centre for an initial briefing. At this initial briefing, the State Controller will outline the current situation and the type of assistance that may be required from the Supporting Agencies.

The State Emergency Centre (SEC) supports the State Coordinator (Commissioner of Police or delegate) with their responsibility to implement the SEMP pursuant to the *Emergency Management Act 2004*.

The SEC is located in the Adelaide CBD and is used to coordinate agencies at a State level and combines the resources of the Coordinating Agency (SAPOL), the Control Agency, Support Agencies and Functional Support Groups.

The SEC Operations Manual describes the operating processes of the SEC and is made available to those staff operating within it.

3.1.9 Australian Maritime Safety Authority (AMSA)

As set out in Section 2.3, this plan supports the AMSA's National Plan and draws on resources available under the National Plan arrangements when necessary. On activation of the National Plan, the Control Agency may submit a request to AMSA for additional resources (such as supplementary personnel or equipment) to be provided. This request should be made by the State Controller, directly to AMSA.

The Commonwealth, States and Territories (including South Australia) have signed an Inter-Governmental Agreement that commits them to mutual assistance which is coordinated through AMSA.

3.1.10 Australian Marine Oil Spill Centre (AMOSC)

The Australian Marine Oil Spill Centre (AMOSC) manages and facilitates the Australian Marine Oil Spill Plan, an industry cooperative plan which outlines response arrangements for the Australian oil (and associated) industries. AMOSC owns oil spill response equipment and manages a trained team of oil spill response personnel and makes these resources available to the National Plan. For these resources to be accessed, the State Controller will make a request through the appropriate AMSA representative.

3.1.11 Ports

The Manager of a Port is responsible for ensuring that the Port has a marine spill response plan, trained first responders and first response equipment. Port facilities are expected to have the capacity and capability to manage Level 1 spills within their facility.

Port and facility contingency plans are important components of the SAMSCAP and associated response arrangements. The procedures and support mechanisms under the SAMSCAP may be initiated to provide additional assistance not available locally when a marine pollution incident exceeds the capacity of the port or facility operator to effectively contain or clean up the spill.

3.2 SAFETY

2	Safety	Ensure a safe working environment and safe systems of work
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As a Control Agency, the Department has a responsibility to ensure a safe working environment and safe systems of work. During emergency incidents, normal organisational workplace and contractor Work Health and Safety systems, processes and procedures apply and are summarised below.

3.2.1 Work Health and Safety Act 2012 (and Regulations 2012)

The Work Health and Safety Act 2012 details key principles of the laws consistent with long established workplace safety standards. This Act has a number of legislative objectives including:

Protecting the health and safety of workers and other people by eliminating or minimising risks arising from work or workplaces;

- Assisting agencies and employees to achieve a healthier and safer working environment; and
- Delivering continuous improvement and progressively higher standards of work health and safety.

The Act and principles enable compliance and enforcement through SafeWork SA and the Regulator.

3.2.2 DIT Work Health and Safety Management System

The Department has developed a Work Health and Safety Management System, the purpose of which is to:

- Ensure compliance with Work Health and Safety legislation;
- Facilitate the identification and minimisation of WHS risks in order to maintain safe and healthy workplaces;
- Achieve a consistent approach to safety across all our core businesses and operations; and
- Facilitate learning opportunities and foster a positive safety culture.

The Departmental Work Health and Safety Management System provides a guide to how safety is managed across the department by setting out requirements for all managers and workers, providing access to related documentation (e.g. policies and procedures) and all applicable legislation and codes of practice.

3.2.3 Safety during an incident

During emergency incidents, normal organisational workplace and contractor Work Health and Safety systems, processes and procedures apply (e.g. personal protective equipment, fatigue management). Upon an incident occurring, the role of Safety Advisor is undertaken by the Incident Controller who has the overall responsibility for maintaining the safety and welfare of

operational crews and supporting personnel.

During large scale or complex incidents, a Safety Advisor will be appointed to operate within the Incident Management Team. The Safety Advisor ensures that the IMT Operations and personnel are kept safe. A detailed checklist which includes all response/recovery activities, responsibilities and considerations can be found within departmental standard operating procedures. All personnel involved in responding to an incident will need to complete a registration process and appropriate inductions.

The departmental registration form requests personal and medical information and should be completed by all personnel involved in the emergency response. A copy of this document can be found on the DIT Work Health and Safety Management System.

All personnel involved in responding to a marine pollution incident are required to complete inductions relevant to the activities and functions that they will perform. Inductions may consist of:

- Communication arrangements;
- Important contact information;
- Site control and procedures;
- Operational conduct; and
- Occupational health and safety requirements.

In addition to standard inductions, additional inductions may be required when working in specific environments including:

- Port security;
- Vessel;
- Aircraft; and
- Culturally significant areas.

3.3 COMMUNICATIONS

3	Communications	Ensure effective liaison, communication and cooperation with all involved
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As a Control Agency, the Department is responsible for ensuring effective liaison, communication, and cooperation with all stakeholders during the management of an emergency incident. The following outlines the arrangements in place to facilitate this.

3.3.1 Incident Management Team

When an Incident Management Team is activated, all personnel within the incident management structure are provided with information in a number of ways including:

- Regular meetings within the IMT;
- Common Operating Picture;
- Briefings and debriefings of personnel within the IMT, as well as at crew changeovers; and
- Liaison Officers to and from other agencies.

Incident Management Team meetings are attended by members of the IMT (as well as any other personnel requested by the Incident Controller) and are held at regular intervals throughout the incident. These meetings ensure that all members have current situational information and are working towards a common objective. These meetings also determine the strategies for the incident and inform components of the Incident Action Plan, which will be discussed further in Section 3.5.2.

3.3.2 Tools and Processes

Incident Action Plan

The purpose of the Incident Action Plan is to define and communicate the incident objectives, strategies and resources and other information relevant to the control of an incident. Every incident requires an Incident Action Plan, which needs to be communicated and be suitable for the complexity of the incident.

An Incident Action Plan summarises the incident situation, incident objective, strategies adopted, incident structure and communications plan, and is supported with a map. It may also include resources deployed and key information regarding administration, logistics, command and communication and safety.

Common Operating Picture

The purpose of the Common Operating Picture is to build and maintain common situational awareness among all involved in the response to and resolution of an incident and to support decision making and planning. It is an overall picture of the information communicated to the Incident Management Team from various sources (including operational staff, the State Emergency Centre, media team) and provides an accurate picture of what has happened, what is happening now and what may happen in the future.

A Common Operating Picture may include:

- Timeline;
- Relevant maps;
- Objectives and Strategy;
- Situation Reports;
- Current Situation;
- Resources Deployed;
- Resources Available;
- Public Information; and
- Risks (using PESTEL analysis).

Situation Reports

During an incident, regular Situation Reports (SITREPs) are required to convey any relevant information about the incident and to assist in incident response planning and reporting.

These reports ensure that key internal stakeholders and relevant agencies are kept advised of any significant developments. Information about the incident to be incorporated into the SITREP includes:

Information about the incident;

- Actions being undertaken;
- Status update on actions; and
- Key risks and potential impacts

A SITREP proforma is contained within Department standard operating procedures.

Briefing and Debriefing

Briefings and debriefings are an important part of the communication process, aiding flow and consistency of information throughout response and recovery activities. During an incident, leaders (such as Incident Controller, Functional Leader) should conduct briefings at the beginning of each shift to provide personnel with relevant information such as the current situation, progress, objectives and safety concerns.

Briefings should be given using the standard SMEACS, representing the key information components of a briefing, as set out below:

Situation: Overview of the current situation (what the incident is, what is currently happening, what resources are committed and what the potential impacts are)

Mission: The single purpose statement for overall incident management
Execution: The intent (objective, strategies and tactics).

Administration and Logistics: Supporting information and resources to allow the operation to be implemented.

Command and Communication: Incident management structure and communication methods
Safety: Safety and welfare considerations for personnel and community

A proforma which details all information to be included using SMEACS can be found within Departmental standard operating procedures.

3.3.3 Internal Communications

The State Controller and/or Incident Controller will establish a reporting schedule, including the tasking of staff to prepare Situation Reports for dissemination. The frequency of this reporting will be determined by the State Controller and will depend on the scale and complexity of the incident.

3.4 INTELLIGENCE

4	Intelligence	Continually assess the situation, identify risks and share information with all involved
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As a Control Agency, the Department is responsible for continually assessing the situation, identifying risks and sharing information with all involved. The following outlines the arrangements in place to facilitate this.

3.4.1 Intelligence Capability

During an incident, intelligence is critical to decision making and planning. The Department has a number of intelligence capabilities including:

- Air and ground observation
- Shoreline assessments;
- GIS special mapping data;
- Modelling and Predictions;
- Common Operating Picture; and
- Situation and Intelligence Officers within Incident Management Teams.

During large scale or complex incidents, an Intelligence function may be initiated within the Incident Management Team to:

- Collect, analyse and organise information on the current and forecast situation;
- Create and maintain the Common Operating Picture (see Section 3.3.2); and
- Provide information to the Planning function including predictions, situation reports, mapping and weather services.

Depending on the nature and scale of the incident, specialist and technical advice may be required and technical specialists may be brought into the Incident Control Centre to support the intelligence function.

3.4.2 National Environmental Maritime Operations (NEMO) System

The National Environmental Maritime Operations (NEMO) System is an electronic incident management system used by the Department to manage and monitor national maritime environmental emergencies. The system is designed to allow for incidents to be managed and monitored and also allows information to be captured from multiple sources, providing a real-time common operating picture during incidents.

The system is maintained by AMSA and utilised by the Department, as well as many other States and Territories across Australia. As NEMO is accessed by the internet, any response personnel assisting in South Australia (regardless of their jurisdiction) will have access and an understanding of the system as it is used Australia wide.

3.5 PLANNING

5	Planning	Develop and share plans and strategies that meet the requirements of all agencies responding to the emergency (an incident action plan)
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As a Control Agency, the Department is responsible for developing and sharing plans and strategies that meet the requirements of all agencies responding to an emergency. The following outlines the arrangements in place to facilitate this.

3.5.1 Planning Capability

During large scale or complex incidents, an Intelligence function may be initiated within the Incident Management Team to

- Collect, analyse and organise information on the current and forecast situation;
- Create and maintain the Common Operating Picture; and
- Provide information to the Planning function including predictions, situation reports, mapping and weather services.

Depending on the nature and scale of the incident, specialist and technical advice may be required and technical specialists may be brought into the Incident Control Centre to support the intelligence function.

3.5.2 Key planning documentation

There are a number of plans that support the activities of the Department in responding to an incident. These types of plans are outlined below and may be referred to throughout this document if applicable.

State Emergency Management Plan (SEMP)

The SEMP is prepared under Section 9(1)(b) of the *Emergency Management Act* and sets out the state's emergency management arrangements and draws together the strategies and systems in place to deal with emergencies. As mentioned in Section 2.1, this document draws together the processes in place for dealing with emergencies and sets out the roles and responsibilities of government and non-government organisations when supporting the Control Agency during an incident.

The SEMP is available on the Department of the Premier and Cabinet website at [State Emergency Management Plan | Department of the Premier and Cabinet \(dpc.sa.gov.au\)](https://dpc.sa.gov.au/state-emergency-management-plan)

O/T Emergency Management Plan

The DIT Emergency Management Plan outlines the department's emergency management arrangements and provides guidance for all staff and Service Delivery Providers to implement emergency management functions with a consistent and integrated approach.

The DIT Emergency Management Plan is available on the DIT Intranet page.

Incident Action Plan (/AP)

The Incident Action Plan (See s.3.3.2) is a tool used to define and communicate the incident objectives, strategies and resources and other information relevant to the control of an incident. It is designed to ensure all incident personnel are working towards a common objective. The planning team within the IMT will prepare and disseminated to relevant stakeholders on a regular basis.

3.6 OPERATIONS

6	Operations	Implement and monitor the incident action plan
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As a Control Agency, the Department is responsible for ensuring appropriate and timely response to incidents and for implementing and monitoring the incident action plan. The following outlines the arrangements in place to facilitate this.

3.6.1 Initial response

Upon being notified of an oil spill occurring, the Departmental Duty Officer on call will make appropriate enquiries and/or attend the reported location to validate the spill and provide a report to the State Controller.

Depending on the severity of the incident, the State Controller may either choose to form a response team from within the Department or if more complex, activate this plan and mobilise an Incident Management Team.

The Manager of a Port is responsible for ensuring that the Port has a marine spill response plan, trained first responders and first response equipment. These Managers are delegated under the *Protection of Marine Waters Act (Prevention of Pollution from Ships) Act 1987* and ensure that Port Authorities have arrangements in place to undertake first response to any spill occurring in port waters.

3.6.2 Response options

As mentioned in Section 3.1.4, the Incident Controller should approve plans and strategies to control the incident. During spills, there are a number of response options available for the treatment of oil, including:

- Monitoring;
- Containment and Recovery of Oil;
- Protection of Sensitive Resources; and
- Application of Dispersants.

Advantages and disadvantages of response options should be considered in conjunction with safety, social, environmental, and economic factors. All technical information in relation to these response options are contained within Departmental Standard Operating Procedures.

Under the State Emergency Management Plan, the South Australian Fire Services (SAMFS and CFS) are the Control Agency for all hazardous materials emergencies and therefore, advice will be sought when considering response options to materials that are unknown in nature or potentially hazardous.

3.6.3 Shoreline Response

Shoreline Response can be split into three key areas: Shoreline Assessment, Shoreline

Protection and Shoreline Clean-Up and are outlined below.

Shoreline Assessment

Shoreline Assessment includes surveying shoreline to provide information to assist in planning, strategies and decision making.

Shoreline Protection

Shoreline Protection involves the use of booming strategies to control the impact of oil onto shorelines. Protection priorities to be considered include the importance of the shoreline, possible clean-up methods, availability of resources and accessibility.

Shoreline Clean-Up

Shoreline Clean-Up is the operational component of Shoreline Response. Shoreline Clean- Up techniques include:

- Natural Recovery;
- Manual or Mechanical collection and removal of contaminant;
- Use of sorbents; and
- Flushing.

All technical information in relation to the various areas of Shoreline Response are contained within Departmental Standard Operating Procedures.

3.6.4 Priorities

The primary focus of South Australia's emergency management arrangements are to preserve and save lives, as well as protect the environment, property and infrastructure wherever possible. For coastal marine pollution, priorities are expanded to consider the following:

- Safety of people, including members of the public and responders;
- Private and public property and infrastructure;
- Marine, estuarine and shoreline habitat;
- Commercial and recreational fisheries resources;
- Rare and endangered plant and animal species;
- Indigenous and other heritage and cultural resources; and
- Visual and recreational amenity.

3.6.5 Use of dispersant

Dispersants must not be used in South Australian State waters without the authorisation of the State Controller who will first seek all available advice from the Environmental Scientific Coordinator from the Environmental Protection Authority (EPA). Expert advice may also be provided by the AMSA Scientific Advisor.

Technical and operational information in relation to the use of dispersant is contained within Departmental Standard Operating Procedures.

3.6.6 Disposal of waste

During response, it is likely that waste generated will be classified waste and will need to be managed in accordance with relevant environmental regulations. Given this, waste disposal is arranged in consultation with the EPA and relevant Regulations.

Under the State Emergency Management arrangements, the Disaster Waste Management Capability Plan (lead by Green Industries South Australia) can be activated to provide advisory and operational support to the Department, as a Control Agency. Further information in relation to the current Disaster Waste Management Capability Plan can be found on the Green Industries SA at [Disaster-Waste-Management-Capability-Plan.pdf \(greenindustries.sa.gov.au\)](https://greenindustries.sa.gov.au/Disaster-Waste-Management-Capability-Plan.pdf)

3.6.7 Wildlife Response

The South Australian Response Plan for Oiled Wildlife has been developed and is administered by the Department for Environment and Water (DEW). In the event of an oil spill incident occurring in State waters, DEW officers will be mobilised to manage this component of the response. The South Australian Response Plan for Oiled Wildlife can be located at

3.6.8 Resource Availability

Within South Australia, each port and facility is required by licence, lease or agreement conditions to have sufficient response equipment to deal with a Level 1 incident. This equipment must be stored and maintained to ensure it is ready for immediate deployment if required.

State and National Plan response equipment is stored at:

- Port Adelaide
- Walkey Heights
- Port Lincoln
- Port Pirie
- Wallaroo
- Thevenard

Equipment is stored as per the Department's State-wide shipping risk assessment. Current storage locations of all equipment can be accessed by departmental staff via AMSA's National Equipment Database within the National Environmental Maritime Operations (NEMO) application.

South Australian Fire Services have possession of an amount of specialised equipment for the response to hazardous and noxious substance spill incidents and other emergency situations. Specially trained personnel are available to operate the equipment and/or provide advice to the Control Agency on the most effective response strategy.

3.6.9 Place of Refuge

A vessel in distress or requiring assistance may request a Place of Refuge so that it can carry out repairs or regain stability. These vessels may seek permission to enter a port or more

sheltered and calmer waters in order to protect human life and the environment and to reduce the hazards to navigation.

Vessels seeking a Place of Refuge within State waters are the responsibility of the Department and approval will be undertaken in consultation with AMSA and relevant port authorities. South Australia has adopted the National Maritime Places of Refuge Risk Assessment Guidance, an arrangement for the management of requests for (or circumstances that require) a place of refuge.

3.7 LOGISTICS

7	Logistics	Ensure the effective allocation and use of available resources
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As a Control Agency, the Department is responsible for ensuring the effective allocation and use of available resources during incidents. The following outlines the arrangements in place to facilitate this.

3.7.1 Logistics Function

Depending on the nature and scale of an incident, the Incident Controller may perform the logistics function however, during large scale or complex incidents, a Logistics function may be initiated within the Incident Management Team to obtain and maintain:

- Human and physical resources;
- Facilities;
- Services; and
- Materials.

The acquisition and management of these resources will support the overall incident objectives of the Incident Management Team. The appointed Logistics Officer will manage those activities necessary to provide logistical support during the incident, as well as take responsibility for managing the staff appointed to the Logistics Section of the Incident Management Team.

3.7.2 Financial Arrangements

The *Oil Pollution Act (1990)* as well as the *International Convention for the Prevention of Pollution from Ships (MARPOL 73/78)* observes the 'polluter pays' principle - that is, whichever vessel (or rig) that caused the spill, is responsible for paying for the clean-up. The wording is such that legal teams have determined it is the vessel from which the oil came that is responsible to pay for the clean-up.

This is important, because the vessel from which the oil came may not be the vessel that caused the accident to occur. This has legal and liability implications which the 'polluter pays' principle of strict liability was meant to resolve.

While the polluter may be responsible for paying for the clean-up, response agencies, including the South Australian government and industry resources such as the Australian Marine Oil Spill Company (AMOSOC), must first fund the response and recover costs from the polluter (and their insurance company) later.

Good records are to be kept regarding the type of response, who attended, what their tasks were, what resources were used and other associated costs. Situation Reports are useful documents, as are asset lists, deployment plans and other documents that show what information was available to the decision makers at the time a decision was made.

3.7.3 Logistics Functional Support Group (SAFECOM)

As previously mentioned, during large scale or complex incidents, the State Emergency Centre

and/or AMSA may be activated. In this instance, the Logistics Functional Support Group (SAFECON) are able to coordinate the non-specialist supply and catering support when existing capabilities have been exhausted during an emergency.

Under the Logistics Functional Support Group plan, agencies are able to request assistance and support acquiring equipment, goods, and services via the on-call Logistical Functional Support Group Manager and completing an 'Agency Request for Service' form (available electronically from the Functional Support Group). It is noted that any costs involved are borne by the requesting agency.

3.7.4 Information Technology Support

The Department's Information Services Directorate will provide assistance with any technical issues that may arise during an incident via the 24/7 ICT Duty Officer whose contact details are contained within the Departmental Contact Book.

3.8 PUBLIC INFORMATION

8	Public Information	Ensure the public is adequately informed and warned so as to enhance community safety
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As a Control Agency, the Department is responsible for ensuring the public is adequately informed and warned so as to enhance community safety. The following outlines the arrangements in place to facilitate this.

3.8.1 Public Information and Media Arrangement

During an incident, ensuring that the general public have access to timely and relevant information is essential. The sharing of information becomes even more critical when there is a risk or a potential risk to the public identified and in this event, public information must be released as promptly as possible to reduce that risk by informing and reassuring the public.

When responding to low level or 'business as usual' incidents, the Department's Public Affairs Division will activate its External Integrated Communications, Engagement and Media Plan in order to keep the media and public informed of incident details and any response activity being undertaken. The Department's External Integrated Communications, Engagement and Media Plan can be located at on the Intranet.

For more large scale or complex incidents, the State Controller may appoint a Public Information Officer within the Incident Management Team. During these large scale incidents, the State Emergency Centre and/or AMSA may be activated. In this instance, public information and media arrangements will be coordinated through the Public Information Functional Support Group. This Functional Support Group provides strategic oversight of public information promulgated to the community by:

- Ensuring timely information to protect life is distributed by the Control Agency.
- Reviewing all public information supplied to the public to ensure consistence and timeliness (with a focus on public safety); and
- Providing advice to the Control Agency and Support Agencies of any gaps in the overall public information distributed.

Until such time as incident specific arrangements are put in place, media should be directed to the DIT Media call line on 1300 856 933.

3.8.2 Community Liaison

During incidents, particularly those that are large scale or complex, there may be a need for a Community Liaison Officer to be appointed within the Incident Management Team. This officer (or officers) will work together with the community (including individuals, special interest groups or local agencies) by providing face-to-face communication and obtaining valuable local knowledge and information.

The Community Liaison Officer's tasks may include:

- Establishing a link between the Incident Management Team and affected communities;

- Organising and facilitating community meetings;
- Liaising with the community to obtain local knowledge; and
- Production of community newsletters.

Community meetings provide an opportunity to provide the community with timely, tailored and relevant incident information, identify risks in the community that may have been overlooked and provide an opportunity for community and stakeholder feedback.

3.8.3 Volunteers

The 'Guidelines for Managing Spontaneous Volunteers in South Australia' provides information on the registration, deployment and management of spontaneous volunteers. These guidelines and the management of volunteers during an emergency event in South Australia are managed by Security, Emergency and Recovery Management (SERM), Department of the Premier and Cabinet and can be located at [Microsoft Word - Guidelines for Managing Spontaneous Volunteers in SA \(A5655695\) \(dpc.sa.gov.au\)](#)

When managing volunteers during an incident, the following should be considered in the first instance:

- Tasks for management of emerging volunteer groups;
- Requesting that SERM activate their agreement with Volunteering SA&NT to coordinate spontaneous volunteers; and
- Requesting that SERM put recovery volunteer agencies on stand-by for potential deployment.

3.9 INVESTIGATION

9	Investigation	Facilitate the investigation of the emergency and review of response activities
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As a Control Agency, the Department is responsible for facilitating the investigation of the emergency and conducting a review of response activities. The following outlines the arrangements in place to facilitate this.

3.9.1 Investigation

If an investigation of the incident is warranted, the investigation may be carried out by the Department (as the Control Agency), the Australian Transport Safety Board's Marine Investigation Unit, the South Australian Water Police, Safework SA, Environment Protection Authority or Investigators from the Australian Maritime Safety Authority. The Incident Controller will ensure that the investigators are able to conduct their investigation in a timely manner and concurrently with the response and recovery activities if safe to do so.

3.10 RECOVERY

10	Recovery	Ensure transition from response to recovery, including and coordinated handover to the state recovery arrangements
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Recovery is a complex social process which assists a community in the restructure of emotional, social, economic, and physical wellbeing and restoration of the environment as a result of an emergency incident. The State Controller together with the Incident Controller will ensure that the requirements of recovery are considered during phases of response, investigation and run down.

Recovery is characterised by a complex array of issues and involves a broad range of organisations and stakeholders. Recovery programs and processes can have a lasting impact on the community and are often time consuming and costly in terms of financial and other resources. Recovery operations will focus on the following three tenets:

- recovery of costs for organisations involved in response arrangements or communities that suffer loss resulting from pollution
- rehabilitation of the environment
- return of an affected socio-economic community to its pre-incident level of functioning.

3.10.1 Salvage Operations

Often in large spills, the cause of the spill is a vessel that has grounded or collided with another vessel that necessitates a salvage operation of that vessel. The Incident Controller must work with the salvors as there will be competition for the same resources. The salvors will need to consult the Incident Controller to determine the priorities and allocation of resources.

3.10.2 Run Down

The response phase ends when the State Controller, in consultation with the Incident Controller and other advisors, determines that the spill has been collected and/or cleaned with respect to the Net Environmental Benefit Analysis (NEBA).

It may not be possible to clean every beach, rock, cliff face, or area that has been affected by a spill due to inaccessibility, high energy coastline, or sensitivity of the area. Pursuing further cleaning of the area may affect the bathymetry of the area, plant life or otherwise be of little benefit in pursuing.

3.10.3 Rundown Action Plan

Just as an incident action plan is developed at the beginning and during a response, so a rundown action plan should be developed to ensure that all equipment is cleaned, repaired and sent back to where it came from, sites are appropriately cleaned and handed back to the owner and staff are back to their regular work safely.

3.10.4 Triggers for ending response phase

The State Controller and Incident Controller should give consideration to ending the response phase when one or more of these elements are noted:

- The source of the spill has been identified and contained e.g. no more substance is being leaked into the water
- Most (if not all) of the existing substance in the water has been collected
- Most (if not all) of the existing substance on the shoreline has been collected
- There is little or no re-oiling of the water or shoreline observed
- There is no environmental benefit in continuing a response
- The affected area is inaccessible, environmentally sensitive (e.g. it would do more damage to clean the area than to let the oil/noxious substance weather naturally) or otherwise unsuitable for response activities
- Supporting agencies, environmental advisors and/or the marine spill committee recommends the response phase ends.

3.10.5 Transition to Recovery

Security, Emergency and Recovery Management, Department of the Premier and Cabinet, will be embedded in the Incident Management Team to facilitate and coordinate recovery activities, during the Response phase of the incident. The Department reports on activities relating to recovery from very early in events to ensure that recovery is considered and planned for throughout the incident. Environmental, Economic and Community recovery programs may continue beyond the clean-up response.

3.10.6 Final Debrief

As per the requirements of the SEMP, within 3 weeks of the completion of a marine spill response, a debrief will be convened by the Control Agency to capture any lessons learned. A summary of the debrief including recommendations and actions will be supplied to the State Recovery Coordinator and/or the State Recovery Operations Group.

The debrief should address but not be limited to:

- Spill causes (if known);
- Spill response:
- Speed,
- Operation, and
- Effectiveness;
- Equipment accessibility, deployment and suitability;
- Health, safety and welfare issues (if any);
- Integration of plan and procedures with other response agencies;
- Communication/coordination effectiveness.

Please see Annex E of the SEMP for guidelines on conducting a debrief.

4. ACRONYMS AND ABBREVIATIONS

AIIMS	Australasian Inter-Service Incident Management System
AMOSC	Australian Marine Oil Spill Centre
AMSA	Australian Maritime Safety Authority
CFS	Country Fire Service
DEW	Department for Environment and Water
DIT	Department for Infrastructure and Transport
EPA	Environmental Protection Authority
ESC	Environmental and Scientific Coordinator
GIS	Geographic Information System
IAP	Incident Action Plan
IC	Incident Controller
ICC	Incident Control Centre
IMT	Incident Management Team
NATPLAN	National Plan for Environmental Emergencies
NEB	Net Environmental Benefit
NEMO	National Environmental Maritime Operations System
PESTEL	Political, Economic, Safety, Technology, Environmental, Legal
SAFECOM	South Australian Fire and Emergency Services Commission
SAMFS	South Australian Metropolitan Fire Service
SAMSCAP	South Australian Marine Spill Capability Action Plan
SAPOL	South Australia Police
SEMP	State Emergency Management Plan
SEC	State Emergency Centre
SITREP	Situation Report
WHS	Work Health and Safety

5. DEFINITIONS

Coastal Waters	'Coastal Waters' refers to the area between the territorial sea baseline and three nautical miles seaward.
Control Agency	The agency exercising control at an emergency.
Coordination	The bringing together of organisations and elements to ensure effective response and recovery operations.
Hazardous and noxious substances	<i>As per the National Plan</i> Any substance which, if introduced to the marine environment, is likely to create hazards to human health, to harm living resources and marine life, to damage amenities or to interfere with other legitimate uses of the sea.
Incident Action Plan	The plan used to describe the incident objectives, strategies, resources and other information relevant to the control of an incident.
Incident Controller	The person designated by the Control Agency to lead field response operations.
Incident Management Team	The group of incident management personnel comprised of the Incident Controller and personnel appointed by the Incident Controller to be responsible for the overall control of the response to an incident.
Marine Pollution	<i>As per the National Plan</i> Refers to any occurrence or series of events with the same origin, including fire and explosion, which results or may result in discharge, release or emission of oil or a hazardous and noxious substance, which poses or may pose a threat to the marine environment, the coastline, animals or other resource, and which requires an emergency action or immediate response.
National Plan	<i>As per the National Plan</i> The National Plan for Maritime Environmental Emergencies, and all policy, guidance and advisory documents produced and published in support.
Place of Refuge	A place where a ship in need of assistance can take action to enable it to stabilise its condition and reduce hazards to navigation, and to protect human life and the environment.
Support Agency	An agency that provides services, personnel or material to support or assist a Control Agency or affected persons.