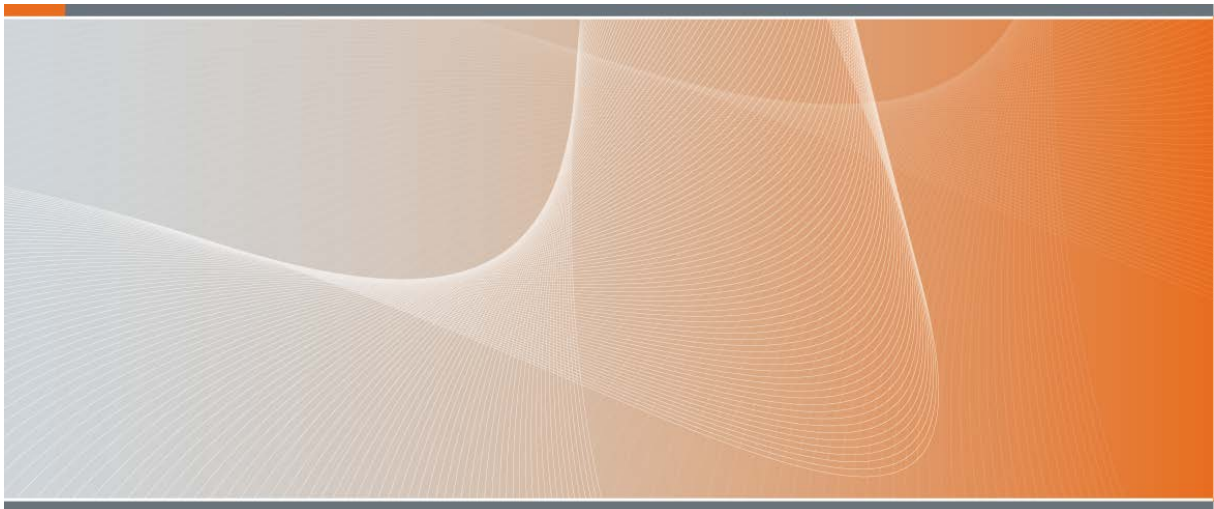


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Australian Government
Department of Defence

DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY POLICY



A handwritten signature in black ink, appearing to read 'DL Johnston'.

DL Johnston, AO
Vice Admiral, Royal Australian Navy
Vice Chief of the Defence Force

Department of Defence
CANBERRA ACT 2600

17 August 2020

OFFICIAL

DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY POLICY

Issued by:	The Defence Assistance to the Civil Community Policy (this policy) has been issued by the Vice Chief of the Defence Force (VCDF).
Purpose:	<p>This policy describes the agreed approach to providing Defence assistance to the civil community (DACC). It covers emergency and non-emergency assistance within Australia and its territories. This policy includes concepts and principles to be applied by Defence personnel to effectively and efficiently manage Defence assistance to the civil community where use of force, or potential use, of force (including intrusive or coercive acts) is not involved.</p> <p>This policy is supported by the Defence Assistance to the Civil Community Manual. The DACC manual provides support for Defence personnel to enable them to meet the intended outcomes of this policy. It should be read in conjunction with this policy document.</p>
Scope and applicability:	<p>This policy is an administrative policy framework document. It applies to all Defence personnel.</p> <p>The terms of a relevant contract may extend the application of this policy to a person/s engaged under a contract.</p> <p>Defence Instruction – Administrative policy should be read in conjunction with this policy. In accordance with Defence Instruction – Administrative Policy, the Secretary and the Chief of the Defence Force (CDF) require Defence personnel to comply with this policy.</p> <p>Defence personnel who award or manage contracts should consider whether there is a specific and documented reason to include the requirement to comply. If so, include such terms in the contract.</p>
Management:	This policy will be reviewed within two years from its date of issue. A review may occur sooner to ensure it continues to meet the intended policy outcome/s.
Availability:	The latest version of this policy is only available from DPLIS Defence Documents web site . Its currency cannot be guaranteed if sourced from other locations.
Policy domain:	Military Command Support domain
Accountable officer:	Vice Chief of the Defence Force
Policy owner:	Head Military Strategic Commitments
Policy contact:	Director General Military Strategic Commitments
Definitions:	Definitions that apply to this policy are at Annex A .

DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY POLICY

POLICY STATEMENT

1.1 Defence recognises the importance of supporting the Australian community and the re-assurance Defence Assistance to the Civil Community (DACC) can provide to the people of Australia in times of crisis.

1.2 The Defence Assistance to the Civil Community Policy (this policy) establishes the Defence Assistance to the Civil Community (DACC) framework and provides the arrangements by which Defence makes decisions regarding the provision of assistance to the civil community. This policy includes concepts and principles to inform Defence personnel who are making decisions about the provision of DACC. The application of these concepts and principles enables Defence personnel to meet the intended outcomes of this policy. Head Military Strategic Commitments is responsible for ensuring the alignment of DACC policy with Australian Government crisis management arrangements and providing the interface between Defence and whole of government stakeholders. Defence personnel are further supported by guidance, information and procedures described in the [DACC Manual](#) which is managed by Military Strategic Commitments Branch.

1.3 Defence provides support to the community under a range of different frameworks. The two main forms of assistance provided by Defence to civil authorities and organisations within Australia are:

- a. Defence Assistance to the Civil Community (DACC); and
- b. Defence Force Aid to the Civil Authority (DFACA)—not covered in this policy.

1.4 In accordance with Australian Government expectations, Defence is committed to assisting the civil community in both emergency and non-emergency situations. DACC is the mechanism by which Defence achieves this effect. DACC support is not to involve the use, or potential use, of force (including intrusive or coercive acts) by Defence members.

RATIONALE

1.5 DACC provides a highly responsive and agile policy framework through which Defence can assist other organisations or agencies. This assistance delivers an outcome or effect at a time when the recipient's own resources are not sufficient and have been overwhelmed. It can also include an activity of significance where there is a mutually beneficial outcome for Defence in providing assistance. Although states and territories have primary responsibility for domestic disaster response within their jurisdiction, Defence support to civilian agencies in times of major disasters and emergencies has been a consistent policy of Australian Government material assistance. The DACC arrangements exist to guide commanders in the application of Defence resources to provide support outside the core business of military operations to defend Australia.

OUTCOMES

1.6 Defence is to provide the appropriate level of response in both emergency and non-emergency situations based on Australian Government direction, requests for non-financial assistance from state and territory governments, and in accordance with the direction contained within this policy and procedures outlined in the [DACC Manual](#).

1.7 The provision of DACC requires a continuous evaluation of the readiness of the Defence resources necessary to achieve the Australian Government's expected Defence outcomes. Specifically, the CDF Preparedness Directive (CPD) and Defence Requirements Management Module (DRMM) provides the preparedness requirements that will allow Defence to meet the expectations of the Australian Government in times of emergency under Defence Response Options 5 and 6¹.

KEY PRINCIPLE ONE – DACC PROVISIONS

1.8 Historically, in times of national crisis or large scale disaster, Defence has provided assistance to the Australian civilian community when in need, to save human life, alleviate human suffering or prevent loss or damage to property. The diverse demands of the contemporary strategic environment require Defence capabilities which are able to respond to the Australian Government's requirements, both in terms of defending Australia and meeting domestic essential community support requirements.

1.9 The provision of DACC is based on a number of factors and deliberate consideration is required to ensure Defence resources are used to deliver the core business of Defence. Before DACC is provided, assistance is to be formally requested, agreed to, and formal acceptance notified by Defence². The decision to provide DACC support and commit Defence assets will depend on each circumstance and is to be made in full consideration of prevailing operational, fiscal and policy conditions. DACC support is normally short-term in nature, provided on a non-enduring basis and does not grant any rights to the organisation or individual receiving assistance.

¹ The CPD and DRMM reside on the DSN.

² Requests for Australian Government non-financial government assistance, categorised as DACC 2 or 3, is to be formally requested through Emergency Management Australia.

KEY PRINCIPLE TWO – DACC CATEGORISATION

1.10 DACC is divided into two classes, emergency and non-emergency, and comprises 'six categories'³ as follows:

- a. Emergency Assistance:
 - (1) Category 1 – local emergency assistance (DACC 1)
 - (2) Category 2 – significant emergency assistance (DACC 2)
 - (3) Category 3 – emergency recovery assistance (DACC 3).
- b. Non-emergency Assistance:
 - (1) Category 4 – local non-emergency assistance of a minor nature (DACC 4)
 - (2) Category 5 – significant non-emergency assistance (DACC 5)
 - (3) Category 6 – law enforcement assistance (DACC 6).

KEY PRINCIPLE THREE – DACC SUITABILITY

1.11 The following examples of Defence functions are not to be considered DACC:

- a. Defence assistance to domestic Australian law enforcement agencies where the use, or potential use, of force (including intrusive or coercive acts) by Defence members. This is categorised as DFACA, is initiated under Part IIIAAA of the *Defence Act 1903*, and is excluded from DACC provisions.
- b. Defence assistance to recognised domestic military ceremonial or military commemorative activities, including ANZAC Day and Australia Day.
- c. Defence ceremonial support to Royal and Vice Regal appointments and to local, state, territory and federal governments.
- d. Service Band support.
- e. All flypasts and flying displays conducted by Navy, Army and Air Force that are not authorised as part of the Public Events of Significance Program—in accordance with [SI\(AVN\)OPS 3-104: Flying and Static Displays, AC SI\(OPS\) 03–08 Flypasts and Flying Display](#) and [SI \(NA\) OPS 03-03 - Flypasts, Flying Displays and Handling Demonstrations - DASR SPA 30](#), respectively.

³ The Australian Government Crisis Management Framework, managed by the Department of Prime Minister and Cabinet, reflects the emergency DACC provisions.

- f. Defence assistance to media, entertainment or non-news media activities, including print, broadcast and online media; television and radio programs; films; documentaries; commercials; music videos; corporate videos; social media; and books. Requests for support of this nature should be directed to [Defence Media](#)⁴ in Media and Communication Branch for consideration in accordance with the [Media and Communication Policy](#).
- g. Defence assistance to school aged work experience programs. Refer to the Defence [Youth Policy Manual](#).
- h. Defence ship visits to domestic ports and related Sea Day Activities. These are core maritime tasks coordinated by Navy Fleet Command and Navy Headquarters.
- i. Any activities conducted or support provided outside of Australian territory or beyond Australian maritime jurisdiction.
- j. Rendering safe of military explosive ordnance (actioned by the Regional Explosive Ordnance Services and Senior Ammunitions Technical Officer). See [DI\(G\) ADMIN 63–1 Management of land affected by unexploded ordnance](#)⁵.
- k. Those activities initiated by Defence to provide a viable and recognisable service and raises Defence's public profile in the community are considered Community Engagement and are not categorised as DACC support. This includes activities initiated by Defence Force Recruiting. For example: Navy community engagement program assets, Army public affairs assets (including the Red Berets, Team Army (Armygeddon), and the Air Force public affairs assets including the Roulettes, RAAF Museum historic aircraft, RAAF Band and the RAAF balloon) are costed, funded and approved by respective Groups and Services.
- l. Use of the Defence Estate authorised under the [Civil Use Policy](#)⁶.
- m. The provision of emergency health care to civilians by Defence health personnel to save life and relieve suffering when civilian health resources are not readily available. Refer to the Defence Health Manual.

⁴ media@defence.gov.au

⁵ http://intranet.defence.gov.au/home/documents/data/ARMYPUBS/SI/OPS/1_201.pdf and http://intranet.defence.gov.au/home/documents/data/ADFPUBS/DIG/ga63_01.pdf

⁶ <http://intranet.defence.gov.au/home/documents/data/publications/policy-documents/Defence-Estate-Civil-Use-Policy.pdf>

KEY PRINCIPLE FOUR – DACC APPROVING AUTHORITIES

1.12 DACC support cannot be undertaken by Defence without correct approvals. The following table details the approving authority for DACC support.

Table–1: Approving authority for DACC support

DACC	Approving Authority^{7,8}
1	SADFO/BM, Unit Commander or designated JTF or DACC Commander
2	CDF or as delegated
3	CDF or as delegated
4	SADFO or Unit Commander depending on type of support requested – where the net additional cost of support does not exceed \$10,000.
5	MINDEF – support requests greater than \$500,000; CDF – support requests \$500,000 or less; VCDF, Head Military Strategic Commitments (HMSC) – multi-Service or Group support \$250,000 or less; Service Chiefs – single Service support \$250,000 or less; Deputy Service Chiefs, First Assistant Secretary Service Delivery (FASSD), First Assistant Secretary Infrastructure (FASI) – support \$100,000 or less; or Service environmental Director General (Maritime, Land, Air), Director General Service Delivery – single Service or Group \$50,000 or less.
6	MINDEF – support requests greater than \$500,000; CDF – support requests \$500,000 or less; VCDF, Head Military Strategic Commitments (HMSC) – multi-Service or Group support \$250,000 or less; Service Chiefs – single Service support \$250,000 or less; Deputy Service Chiefs, First Assistant Secretary Service Delivery (FASSD), First Assistant Secretary Infrastructure (FASI) – support \$100,000 or less; or Service environmental Director General (Maritime, Land, Air), Director General Service Delivery – single Service or Group \$50,000 or less.

1.13 DACC approving authorities should note approval to waive charges for DACC assistance under [Accountable Authority Instruction 6](#). See paragraphs 19–21 for further information regarding financial policy requirements for DACC.

⁷ Single Service or Group authorities are authorised to commit resources within their remit unless there will be an impact on CPD and DRMM requirements. In these cases, DACC approvals need to be elevated to HMSC for approval coordination.

⁸ Approving authorities are limited to approving the use of capabilities and resources held within their responsibilities and delegations.

KEY PRINCIPLE FIVE – DACC CONSIDERATIONS

1.14 Activities being considered for Defence support need to complement Defence's values, standards, priorities and goals. DACC Approving Authorities inform their decisions to support or not support DACC requests by considering the following aspects:

- a. Context. The nature and urgency of civilian requests for assistance need to be measured against the ability and capacity of the ADF to respond.
- b. Classification.
 - (1) The nature of assistance qualifying as DACC, or an alternative type of non-DACC assistance such as ceremonial activities or Defence Force Recruiting (DFR).
 - (2) Public Events of Significance (PES) are not to be reliant on Defence to be successful and the civilian organisation must be deemed able to manage the event successfully.
 - (3) Non-Defence alternatives. The responsibility of the local, state or territory governments to provide an emergency response and/or resources in the first instance. The availability of other government agency or commercial alternatives and the implications and perceptions of Defence competing with the private sector (the availability of commercial alternatives should not, by itself, exclude Defence providing the support).
- c. Capacity.
 - (1) The effect on Defence operations, force generation and force preparation commitments and other associated core programs, such as maintenance and supply.
 - (2) The capacity to provide goods and services (diversion of resources) and the potential impacts this could have on Defence meeting its Government directed requirements.
- d. Reputation.
 - (1) The reputational benefit to Defence, the ADF or the Service(s) in return for the assistance or the reputational risk if no action is taken or if the support cannot be completed.
 - (2) The potential for criticism by other civil entities who might perceive Defence has favoured one entity over another.
 - (3) The possibility the provision of DACC may be seen as a substitute for the usual avenues of funding or assistance available to non-profit organisations or government agencies and the provision of support will establish a precedence.

- (4) The request is to complement Defence policies and programs such as, but not limited to: the [Defence White Paper](#); [Pathway to Change: Evolving Defence Culture](#); [Defence Strategic Update](#) and the [First Principles Review – Creating One Defence](#).
- e. Return on Investment.
- (1) The assistance raises the awareness and increase community understanding of Defence.
 - (2) Assists in meeting the communication priorities/objectives as outlined in Defence Communication Strategy.
 - (3) Allows Defence to maximise public affairs return on investment and consider Defence Force Recruiting priorities such as, but not limited to, the Australian Defence Force Recruiting Strategic Plan 2011-22.
 - (4) Consider other programs such as the recruitment and retention of women ([Australian National Action Plan on Women, Peace and Security 2019-2029](#)), Indigenous Australians ([Defence Indigenous Employment Strategy](#) and the [Defence Reconciliation Action Plan](#)), multicultural Australians ([Multicultural Recruitment & Retention Strategy](#)) and Generations Y and Z.
- f. Finance.
- (1) The costs incurred for all DACC support will be funded from Service and Group budgets and associated financial risks and liabilities.
 - (2) The basis and application of cost recovery including the circumstances in which a cost recovery variation or a cost recovery waiver may apply (reasons for not recovering costs are to be fully articulated in writing as part of the approval process for all DACC categories).
- g. Legal.
- (1) The requirement for recipients to provide an indemnity and or hold and maintain insurance to protect the Australian Government against liability for personal injury, death, property loss or damage and or third party claims arising from the execution of the support.
 - (2) Prior to acceptance of a DACC request, Joint Operations Support Staff (JOSS) are to ensure an agreement or MOU applicable to the activity is executed to cover the support being requested.
 - (3) The request/support should be compliant with Australian Government policy, regulations and policy principles.
- h. Safety.
- (1) It should be noted the provision of DACC may provide unacceptable risk to the safety of Defence personnel. Consider the time and

resources required, in the circumstances, to adequately prepare ADF force elements to accomplish DACC support safely with the lowest risk reasonably practicable.

- (2) [Work Health and Safety Act 2011](#)⁹ (WHS Act) obligations.

KEY PRINCIPLE SIX – DACC COMMAND AND CONTROL

1.15 CDF will appoint a Joint Task Force (JTF), subordinate Joint Task Group (JTG), or a DACC Commander based on Chief of Joint Operations (CJOPS) recommendations, and should consider the scale, complexity and/or duration of support required, including whether it is in support of a national, multi-jurisdiction or single jurisdiction civil emergency. Where a DACC Commander has not been appointed, the approving authority or delegate will assume the responsibilities in accordance with Table-1.

1.16 All Defence personnel assigned or attached in support of a DACC tasking will remain under the command of the ADF.

1.17 Federal, state and territory civil emergency management authorities are responsible for the management of civil emergencies within their jurisdiction. Any Defence support that is provided through DACC provisions is to be directed, prioritised and managed by the appropriate civil authority or community organisation. Defence personnel, however, are to remain within the Defence chain of command at all times.

KEY PRINCIPLE SEVEN – MANAGING RISKS

1.18 The [Work Health and Safety Act 2011](#)¹⁰ (WHS Act) imposes obligations on the Australian Government and on all Officers and Workers of Defence and applies to all DACC activities. In accordance with the [WHS Act](#), the duty of care and due diligence requirements are fundamental for the protection of Defence personnel engaged in the provision of assistance described in this policy. Undertaking all reasonably practicable measures to eliminate, or at least minimise, the risk to the health and safety of Defence personnel and others engaged in DACC support is mandatory. Extant WHS reporting remains mandatory for Defence personnel engaged in DACC activities.

1.19 DACC support should, therefore, be limited to that which can be accomplished within the standing core qualifications, skills and resources available to ADF elements at the time, which are then augmented by what reasonable additional mission training and resources can be provided within the available time frame. Except in the most extreme life threatening situation, where any further delay may

⁹ <https://www.legislation.gov.au/Details/C2017C00305>

¹⁰ <https://www.legislation.gov.au/Details/C2017C00305>

lead to loss of life, Defence personnel should be provided task appropriate training and resources required to accomplish the DACC task.

1.20 There are also legal and financial risks associated with the Australian Government providing DACC. Requesting organisations, in appropriate circumstances, are required to provide an indemnity to the Australian Government and to hold appropriate insurance before Defence assistance is provided. There are limited circumstances where a waiver of indemnity and insurance requirements may be appropriate.

KEY PRINCIPLE EIGHT – FINANCIAL REQUIREMENTS

1.21 The overall approach to financial and budgetary management within Australian Government departments and agencies reflects the Government's commitment to a more commercial approach through recovery of costs for the provision of Government services.

1.22 All DACC support is to have a cost estimate using the [DFG cost estimate calculator](#). DACC 1 and 2 cost estimates are to be completed as part of the DACC administration requirements and DACC 3, 4, 5 and 6 cost estimates should be completed prior to Defence committing any resources.

1.23 The rationale to recommend a cost waiver must be documented and provided to the Delegate prior to the decision being made and Defence assistance accepted. DACC cost recovery and waiver requirements are detailed in the [DACC Manual](#).

KEY PRINCIPLE NINE – HIGH RISK WEATHER SEASON (HRWS) PREPARATIONS

1.24 Preparations for the HRWS are key to ensuring Defence is suitably postured to support the whole of government response to natural disasters and emergencies, where Defence unique capabilities may be critical components of coordinated Australian Government assistance to states and territories.

1.25 Both external and internal to Defence engagement activities are crucial to maintaining alignment with the Australian Government Crisis Management Framework and a continuous understanding between key stakeholders on the provisions of DACC. Detailed HRWS preparations are provided in the [DACC Manual](#).

KEY PRINCIPLE TEN – IMPLEMENTATION

1.26 All Groups and Services responsible for the management of DACC support are to ensure that all processes and procedures required for the effective implementation of the DACC policy are clearly promulgated appropriately within 12 months of any re-issue of this policy.

Annex:

A Definitions

DEFINITIONS

The following list of terms are defined in [Defence Instruction – Administrative policy](#). The definitions are intended to apply to their use in administrative policy framework documents:

Accountable officer

Administrative policy

Australian Public Service employee

Commander

A person/s engaged under a contract

Defence

Defence civilian

Defence locally engaged employee

Defence member

Defence personnel

Defence-wide administrative policy framework document

Framework documents

Manager

Period of effect

Policy domain

Policy owner

Supervisor

For the purpose of the policies described in this document, the following definitions apply:

Aero-medical evacuation (AME). An air activity conducted to transport ill or injured personnel under medical supervision to appropriate medical treatment facilities.

Australian Defence Force (ADF). The Royal Australian Navy, the Australian Army, and the Royal Australian Air Force.

ADFLO means an Australian Defence Force Liaison Officer who is a member of Joint Operations Support Staff (JOSS). When activated, the ADFLO is situated within a state or territory emergency management agency or organisation with a role to facilitate DACC support. They also provide strategic advice to MSC and HQJOC on potential emergency requests for assistance and act as the working level Defence representative within the state or territory emergency management agency.

Base Manager (BM). A public servant of the Estate & Infrastructure Group (E&IG) appointed as the BM with authority, responsibility and accountability, through E&IG line management, for base support management and services including security support services. The BM will, in consultation with the Senior ADF Officer (SADFO) and Head Resident Units (HRUs), coordinate and administer whole-of-base support functions such as security, work health safety and emergency management planning.

Ceremonial. Ceremonial activities include occasions of national, state or territory significance such as Australia Day, ANZAC Day, the Bombing of Darwin, opening of parliaments, official honour guards and occasions where Defence has an obligation, or is directed, to support such activities. Ceremonial is something that is used or done as part of a ceremony or commemorative event which is official and formal in nature. In this context consideration must be given to not only the type of event but the effect that is being requested. If the type of event requests any ceremonial type support or elements the enquiry is to be directed to [ADF Ceremonial](#)¹¹ in the first instance, who will then engage Service ceremonial representatives as appropriate.

Commemorative. Means a commemorative event or element of a larger event which is intended to allow people to remember / honour a particular historical person or event. Whilst not every commemorative event is ceremonial in nature, they will often have a ceremonial element to them.

Civil Authority. Civil authority refers to a civilian agency within an Australian government (Australian Government, state or territory government) that is responsible for and authorised to maintain law and order within their respective jurisdictions

Civil Community. Civil community includes Australian Government and state or territory or local government departments, agencies and authorities, including law enforcement agencies and emergency services, and the Australian community at large, including clubs, social organisations and commercial enterprises.

Community Engagement. Community engagement means those activities initiated by Defence to provide a viable and recognisable service to a community activity. Community engagement includes Defence recruiting activities. Community engagement activities are not managed under DACC.

Coordinating Authority. Means the authority granted to a commander or individual assigned responsibility for coordinating specific functions or activities involving forces of two or more countries or commands, or two or more Services, or two or more forces of the same Service. The commander has the authority to require consultation between the agencies involved or their representatives, but does not have the authority to compel agreement. In case of disagreement between the agencies involved, the commander should attempt to obtain essential agreement by discussion. In the event essential agreement cannot be obtained the matter will be referred to the appropriate authority.

Commercial. Commercial for the purposes of DACC, means those organisations or individuals undertaking an activity or event for profit making purposes.

¹¹ <https://www.defence.gov.au/ceremonial/Default.asp>

Commander Joint Task Force (CJTF) is appointed by the CDF, following CJOPS recommendation, to deliver joint effect(s) with consideration of scale, complexity and/or duration in support of national, multi-jurisdiction or single jurisdiction civil emergency authority's emergency or non-emergency response and recovery assistance.

Cost Recovery. Refers to the recovery of the cost when Defence provides goods or/and services to external parties to Defence.

DACC Commander. Is appointed by the CDF, following CJOPS recommendation, where the scale of the support spans the jurisdiction of multiple responding units or where the initial DACC response is likely to migrate to a DACC 2, 3 or 5 category.

Direct Costs. Direct costs are costs that can be specifically attributed to the production of a specific Defence product or activity. Direct costs include the cost of wages of personnel allocated specifically to producing the product/activity, related allowances, travel, fuel, ammunition, spares, stores, repairs, etc (further examples are provided in [Cost Recovery Guidance Document](#)). Direct costs for the use of Defence's military platforms are usually presented as a per-day or per-hour cost.

Disaster means a serious disruption to the functioning of society which poses a significant, widespread threat to human life, health, property or the environment, whether arising from accident, nature or human activity, whether developing suddenly or as the result of long-term processes, but excluding armed conflict.

DOTAM is the Director of Operations & Training Area Management. DOTAM is directly responsible for managing the regional Joint Operations Support Staff (JOSS) roles and responsibilities.

Emergency. The definition of what constitutes an 'emergency' or a 'disaster' differs in each state and territory. Generally, an 'emergency' is defined as an actual or imminent event that requires a significant and coordinated response, and represents a threat to life, persons, animals, property or the functioning of an essential service.¹²

¹² *Emergencies Act 2004 (ACT) s 4 (definition of 'emergency');* *State Emergency and Rescue Management Act 1989 (NSW) s 4(1); Emergency Management Act 2013 (NT) s 8 (definition of 'emergency');* *Public Safety Preservation Act 1986 (Qld) s 4 (definition of 'emergency situation');* *Disaster Management Act 2003 (Qld) ss 13 (meaning of 'disaster'), 16 (meaning of 'event');* *Emergency Management Act 2004 (SA) s 3; Emergency Management Act 2006 (Tas) s 3 (definition of 'emergency');* *Emergency Management Act 1986 (Vic) s 4 (definition of 'emergency');* *Emergency Management Act 2005 (WA) s 3 (definition of 'emergency');*

Emergency Assistance. Assistance which is immediate, urgent and for the purpose of responding to or mitigating an emergency. State and territory governments have primary responsibility for the protection of life, property and the environment; this includes coordinating and planning an emergency response or recovery within their individual jurisdictions. Where the scale of the emergency or disaster exceeds or exhausts the response capacity and capabilities of the state or territory (government, community and/or commercial) or where resources cannot be mobilised in sufficient time, they may seek Australian Government non-financial assistance, including from Defence.

Evacuation means the removal of persons or things from a disaster or danger area, etc., to a place of greater safety.

Full Cost. Full cost means the total cost of producing a Defence product or activity. It is calculated by adding both direct and indirect costs together. Further information is provided in the [Cost Recovery Guidance Document](#).

Gifts in Kind. Gifts in kind are donations from government departments, non-government organisations and members of the public to recipients in areas where the ADF is operating. Gifts in kind may include goods and equipment such as food, clothing, toys, medical equipment, sporting equipment, stationery and books.

Note: Donations intended for countries/areas outside Australian territory are not managed under DACC policy.

Hazard means an existing or potential condition that may cause harm to people, or damage to property or the environment.

Indemnity means a legally binding promise by which one party undertakes to accept the legal and financial risk of loss or damage another party may suffer.

Indirect Costs. Indirect costs are costs that cannot be specifically attributed to the production of a specific Defence product or activity. Indirect costs typically benefit multiple Defence products or activities. Examples include wages for management and administrative support, utility costs, general stores, etc.

Insurance means the act, system, or business of insuring property, life, the person, etc., against loss or harm arising in specified contingencies, as fire, accident, death, disablement, or the like, in consideration of a payment proportionate to the risk involved.

Interagency Training are training activities and exercises that Defence undertakes with external civil emergency management and law enforcement agencies that are designed to promote interoperability between Defence and external government agencies and groups and enhance joint operations, such as emergency DACC, DACC Category 6, DFACA tasking and/or civil emergency response capabilities on Defence bases.

Joint Operations Support Staff (JOSS). [JOSS](#) provide coordination of requests from the community for Defence assistance for the conduct of support which is primarily the responsibility of the civil community, or other government organisations.

JTF/JTG LO means a Joint Task Force or Joint Task Group designated liaison officer, who will be situated within a state or territory-agency or coordinating body at the tactical level to conduct liaison functions specific to their parent organisation. The LO is to ensure situational awareness is maintained between the parent organisation and the supported agency or body. This complements the role of the ADFLO; however, on appointment of the JTF/JTG LO, the ADFLO may be required to re-posture to support wider organisational requirements at a strategic level. The JTF/JTG LO is not assigned for strategic level advice to MSC and HQJOC on potential emergency support, instead, the JTF/JTG LO provide tactical and operational level advice for effects based planning.

Law Enforcement Agency. Australian Federal, State and Territory Police, when operating within their respective jurisdictions, and the Australian Border Force when operating in the maritime environment, are considered law enforcement agencies for the purposes of DACC.

MJOSS means Manager Joint Operations Support Staff.

Net Additional Costs. Net additional costs (NAC) are those direct costs incurred by Defence in the production of a specific Defence product or activity for which Defence has not been appropriated for (in other words, for which Defence has not received funding from Government).

Non-emergency Assistance. Assistance which is not immediate, urgent and for the purpose of responding to or mitigating an emergency. Defence should only provide non-emergency assistance to the civil community both government and non-government (including individuals or commercial entities), where there are no alternatives for gaining this support.

Record. A record in the Defence context is any document or artefact, regardless of form or format that preserves the memory or knowledge of information related to Defence events, activities, decisions and personnel. Records are a Defence asset and need to be maintained, protected and used appropriately. Defence has a legal obligation to retain all records from the conduct of Defence operations and those records may then be required for future purposes such as evidence in enquiries or lessons learnt. Defence must be able to demonstrate what and why decisions were made and actions taken and how they were carried out.

Recovery support is 'the coordinated process of supporting affected communities in the re-construction of the built environment and the restoration of emotional, social, economic, built and natural environment wellbeing.'¹³

Public event of significance (PES). This is a request for Defence assistance (DACC 5) where the activity, due to its size and/or public profile where Defence reputation may be affected, is managed via PES criteria and a selective program that is authorised by the Minister for Defence.

¹³ As described in the Australian Emergency Management Glossary.

Resources includes personnel, equipment, stores, supplies and Defence Estate (land, buildings and infrastructure), plus expenditure from the Defence budget on training, administration, personnel support, equipment operation, repair, maintenance and supply.

Senior ADF Officer (SADFO) is a senior military officer of a Defence base or bases. In cases where the base supports predominately one Service, the relevant Service Chief will appoint the SADFO. Where there is more even representation from different Services on the base, the appointment will be made in consultation between the relevant Service Chiefs. The SADFO will, in addition to their primary operational or capability support role, be responsible for coordinating and leading designated whole of base matters.

Unit means any military element whose structure is prescribed by competent authority, such as a table of organisation and equipment; specifically, part of an organisation.

Unit Commander means an officer appointed as the commander of an ADF unit, ship, base, joint unit and joint support force, manager of a Defence Estate and Infrastructure Group (E&IG) business unit, Base Manager (BM) or a Defence Science and Technology Group (DSTG) laboratory, although noting civilians cannot exercise command powers as such. In the context of DACC, the term Unit Commander also applies to an officer appointed as a formation commander (equivalent) belonging to one of the three Services.