



Australian Government
Department of Defence

DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY

The *Defence Assistance to the Civil Community Manual* (DACC) is issued for use by Defence personnel and is effective from the date of publication.

A handwritten signature in black ink, appearing to read 'Dennis Richardson'.

Dennis Richardson
Secretary

A handwritten signature in black ink, appearing to read 'DJ Hurley'.

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19 December 2012

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FOREWORD

1. *Defence Assistance to the Civil Community* (DACC) provides the means through which Defence can assist government and non-government organisations or agencies to deliver an outcome at a time when their resources are not sufficient or have been overwhelmed. The purpose of the DACC Manual is to formalise the provision of domestic emergency and non-emergency Defence assistance within Australia and its Territories.

2. The DACC Manual describes the concepts, processes and principles to achieve effective and efficient management of Defence assistance to the civil community. Whether assisting emergency service agencies respond to natural disasters, emergencies or helping communities enjoy improved services, the DACC arrangements articulated in this manual exist to guide Defence personnel in the application of Defence resources to tasks outside the core business of military operations.

AMENDMENT CERTIFICATE

Amendment number	Chapter(s)	Amendment	Effected date
AL1			22 July 2014
AL2	Ch 5 Managing Safety. Legal and Financial Risks	Annex 5C – editorial correction	18 March 2015
AL3	Ch 4 Non-Emergency Assistance	Paragraph 4.79 – editorial correction	17 April 2015

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CHAPTER 1

DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY

INTRODUCTION

1.1 The demands of the Australian Defence Force's (ADF) core business, defending Australia and its national interests, have always governed Defence's capacity to provide assistance to the Australian community. Historically, in times of high operational tempo, the ADF has consistently assessed its capacity to provide assistance to the civilian community against priorities for force generation and the sustainment of deployed forces. This is particularly relevant in relation to non-emergency Defence assistance to the community. The diverse demands of the contemporary Defence environment, both operational and fiscal, require that Defence's resource expenditure continues to remain firmly focussed on ensuring Defence is able to respond to the Australian Government's military strategic priorities.

1.2 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)¹.

1.3 DACC provides the means through which Defence can assist other organisations or agencies to deliver an outcome or effect at a time when their own resources are not sufficient or have been overwhelmed. Defence support to civilian agencies in times of major disasters and emergencies has been a feature of successive strategic guidance and a consistent policy of Commonwealth assistance to affected States or Territories which have primary responsibility for domestic disaster response. Whether assisting emergency service agencies to respond to natural disasters, emergencies or helping communities enjoy improved services, the DACC arrangements exist to guide commanders in the application of Defence resources to supports outside the core business of military operations.

1.4 The provision of DACC requires a continuous evaluation of the readiness of the Defence resources necessary to achieve Government's expected Defence outcomes against the capacity to make those same resources available in an emergency, or to lend support in non-emergency situations. Defence is committed to supporting the whole-of-government response to emergencies and recognises its unique capabilities may be critical components of coordinated Commonwealth assistance to States and Territories.

¹ This manual addresses the policy and procedures applicable to DACC. Policy on DFACA is contained in [DI\(G\) OPS 01-1—Defence Force Aid to the Civil Authority](http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GO01_01.pdf) (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GO01_01.pdf).

POLICY STATEMENT

1.5 In accordance with Commonwealth Government expectations, Defence is committed to assisting the civil community in both emergency and non-emergency situations. DACC is the mechanism by which Defence provides this support. DACC support is not to involve the use, or potential use, of force by Defence members.

1.6 DACC means the provision of Defence resources, within Australia and its territories, in response to a request for assistance for the performance of support that is primarily the responsibility of the civil community or other Government/ non-Government organisations.

1.7 **Emergency DACC.** 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 (government, community and/or commercial) of the State or Territory or where resources cannot be mobilised in sufficient time, they may seek Commonwealth assistance, including from Defence.

1.8 **Non-emergency DACC.** Defence should only provide non-emergency assistance to the civil community both government and non-government (including individuals or commercial entity's), where there are no alternatives for gaining this support.

1.9 As a general principle, the provision of DACC should be regarded as the exception rather than the rule. Defence resources are intended to be primarily used for Defence purposes only. Before DACC is provided, it is to be formally requested, agreed to, and accepted by Defence. 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.

1.10 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.

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

a. **Emergency Assistance:**

- (1) Category 1—local emergency assistance (DACC 1);
- (2) Category 2—significant emergency assistance (DACC 2); and
- (3) Category 3—emergency recovery assistance (DACC 3).

b. **Non-emergency Assistance:**

- (1) Category 4—significant non-emergency assistance (DACC 4);
- (2) Category 5—local non-emergency assistance of a minor nature (DACC 5); and
- (3) Category 6—law enforcement non-emergency assistance (DACC 6).

1.12 Defence is to provide the appropriate level of response in both emergency and non-emergency situations based on Government direction and in accordance with the policy and procedures outlined in this manual.

SCOPE

1.13 This manual applies to all Defence personnel responsible for approving, directing, controlling and executing DACC support.

DEFINITIONS

1.14 A list of definitions that apply to this manual is in [Annex A](#).

SPONSORSHIP

1.15 The chapters within this manual are sponsored by Groups/Services as follows:

- | | | |
|----|----------------------------------|---|
| a. | Vice Chief of the Defence Force | Chapter 1 and 2 |
| b. | Chief of Joint Operations | Chapter 3 |
| c. | Head Defence Legal | Chapter 5 |
| d. | Chief Finance Officer | Chapter 6 |
| e. | Deputy Secretary Defence Support | Chapter 7 |

AUTHORISATIONS

1.16 The following personnel are authorised to approve chapters of this manual:

- | | | |
|----|----------------------------------|-------------|
| a. | Vice Chief of the Defence Force | Chapter 2–7 |
| b. | Chief of Joint Operations | Chapter 3 |
| c. | Head Defence Legal | Chapter 5 |
| d. | Chief Finance Officer | Chapter 6 |
| e. | Deputy Secretary Defence Support | Chapter 7 |

1.17 On behalf of VCDF, Director-General Military Strategic Commitments is authorised to annotate and promulgate minor amendments to this manual without reference to the chapter sponsors.

ROLES AND RESPONSIBILITIES

1.18 Defence responsibilities for authorising, directing, controlling and executing DACC are provided in [Annex B](#).

STRUCTURE

1.19 The chapters have been grouped according to subject matter with the structure of the manual as follows:

- (1) Introduction;
- (2) Overview of DACC policy and procedures;
- (3) Emergency DACC arrangements;
- (4) Non-emergency DACC arrangements;
- (5) Managing safety, legal and financial risks;
- (6) Financial arrangements and accounting procedures; and
- (7) Registration, information capture and reporting requirements.

IMPLEMENTATION

1.20 This revised edition of the DACC Manual implements a number of process changes, and clarifies the intent of DACC policy. It also incorporates the main recommendation of the [Australian National Audit Officer Audit Report on Emergency DACC ANAO Audit Report No. 24, 2013–14 on Emergency DACC](#) dated 16 April 2014, being to improve DACC reporting requirements. (<http://www.anao.gov.au/Publications/Audit-Reports/2013-2014/Emergency-Defence-Assistance-to-the-Civil-Community>)

1.21 All Groups and Services responsible for management of DACC support are to ensure that all processes and procedures required for the effective implementation of the manual are clearly promulgated appropriately within 12 months of this manual being issued.

1.22 Chief of Joint Operations (CJOPS) is to review operational standing plans within 12 months of this manual being issued, and where a rewrite is a Defence agreed priority, amend these plans with the DACC policy and procedures contained in this manual.

MONITORING AND REPORTING

1.23 Military Strategic Commitments Branch manages DACC policy and procedure and will monitor and routinely report on the status of the manual.

RELATED POLICY

1.24 Additional policy documents which should be read in conjunction with this manual are:

- a. [Accountable Authority Instruction 10—Managing Relevant Property](http://intranet.defence.gov.au/find/policies/FINMAN5/index.html)
(<http://intranet.defence.gov.au/find/policies/FINMAN5/index.html>)
- b. [FINMAN 2—Financial Delegations Manual](http://intranet.defence.gov.au/find/policies/FINMAN2/index.html)
(<http://intranet.defence.gov.au/find/policies/FINMAN2/index.html>)
- c. [FINMAN 2—Financial Delegations Manual—Schedule 18](http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf)
(<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>)
- d. [FINMAN 4—Resource Costing Manual—Usage Costs for Defence Resources and Assets](http://intranet.defence.gov.au/find/policies/FINMAN4/index.html)
(<http://intranet.defence.gov.au/find/policies/FINMAN4/index.html>)
- e. [FINMAN 5—Financial Management Manual, Chapter 10—Managing Relevant Property](http://intranet.defence.gov.au/find/policies/FINMAN5/index.html)
(<http://intranet.defence.gov.au/find/policies/FINMAN5/index.html>)
- f. [DI\(G\) FIN 12–1 —The Control of Fraud in Defence and the Recovery of Public Monies](http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GF12_01.PDF)
(http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GF12_01.PDF)
- g. [DI\(G\) ADMIN 35–1—Procedures for the Use of Defence Estate Assets by non-Defence organisations or individuals including commercial contractors](http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GA35_01.PDF)
(http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GA35_01.PDF) [DI(G) ADMIN 35–1 is being reviewed and to be superseded as the *Civil Use of the Defence Estate Manual* late in 2014]
- h. [DI\(G\) ADMIN 63–1—Management of land affected by unexploded ordnance](http://intranet.defence.gov.au/home/documents/data/ADFPUBS/DIG/ga63_01.pdf)
(http://intranet.defence.gov.au/home/documents/data/ADFPUBS/DIG/ga63_01.pdf)
- i. [DI\(G\) PERS 28–1—Work Experience in Defence](http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GP28_01.PDF)
(http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GP28_01.PDF)
- j. [DI\(G\) PERS 42–4 —Philanthropic Organisations Within the Australian Defence Force—Policy and Administration](http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GP42_04.PDF)
(http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GP42_04.PDF)
- k. [DI\(G\) PERS 46–1—Tri-Service Ceremonial—Guards of Honour](http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GP46_01.PDF)
(http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GP46_01.PDF)
- l. [AC SI\(OPS\) 03–08—Flypasts and Flying Displays](http://intranet.defence.gov.au/raafweb/sites/HQACSI/docs/130320-AC_SI%28OPS%29_03-08_Flypasts_and_Flying_Displays-DRAFT.pdf)
(http://intranet.defence.gov.au/raafweb/sites/HQACSI/docs/130320-AC_SI%28OPS%29_03-08_Flypasts_and_Flying_Displays-DRAFT.pdf)
- m. [DI\(G\) OPS 31–1—Provision of ADF Support to Commemorative Activities Associated with Past Wars](http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/DIO31_1.PDF)
(http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/DIO31_1.PDF)

- n. [DI\(G\) OPS 47–1—Australian Defence Force Search and Rescue Operations—Command and Control Arrangements](http://intranet.defence.gov.au/home/documents/data/ADFPUBS/DIG/go47_01.pdf)
(http://intranet.defence.gov.au/home/documents/data/ADFPUBS/DIG/go47_01.pdf)
- o. [DI\(G\) LOG 4–3–012—Hire and Loan of Stores and Equipment to and from sources outside Defence](http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GL4_3_012.PDF0)
(http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GL4_3_012.PDF0)
- p. DI(N) PERS 31–22—*Health screening of civilian personnel embarking in HMA ships and submarines*
- q. DI(A) ADMIN 66–2—*Army Bands*
- r. [DI\(AF\) OPS 1–17—Air Force Bands](http://intranet.defence.gov.au/home/documents/DATA/RAAFPUBS/DIAF/RO01_17.PDF)
(http://intranet.defence.gov.au/home/documents/DATA/RAAFPUBS/DIAF/RO01_17.PDF)
- s. [DI\(AF\) OPS 4–5—Joint Personnel Recovery](http://intranet.defence.gov.au/home/documents/DATA/RAAFPUBS/DIAF/ro04_05.PDF0)
(http://intranet.defence.gov.au/home/documents/DATA/RAAFPUBS/DIAF/ro04_05.PDF0)
- t. [DI\(G\) PERS 25–7—Gifts, Hospitality and Sponsorship](http://intranet.defence.gov.au/home/documents/data/ADFPUBS/DIG/GP25_7.pdf)
(http://intranet.defence.gov.au/home/documents/data/ADFPUBS/DIG/GP25_7.pdf)
- u. [Defence WHS Manual](http://intranet.defence.gov.au/home/documents/departmental/manuals/whsman.htm)
(http://intranet.defence.gov.au/home/documents/departmental/manuals/whsman.htm)
- v. [Health Bulletin 1/2014—Provision of emergency health support to civilians.](http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DHB/HB01_14.PDF)
(http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DHB/HB01_14.PDF)

Related Instruments

1.25 Related instruments include:

- a. [Joint Directive 04/08 of 3 Nov 2008—Control, Management and Accountability at Defence Bases and Establishments](http://intranet.defence.gov.au/dsa/DSM/chm/scr/forms/JDR_04_2008.pdf)
(http://intranet.defence.gov.au/dsa/DSM/chm/scr/forms/JDR_04_2008.pdf).
- b. [Memorandum of Arrangements](http://intranet.defence.gov.au/dsg/sites/bam/comweb.asp?page=51319&Title=Memorandum%20of%20Arrangement) between the Defence Support and Reform Group (DSRG), the Services, other Defence Groups and the Defence Materiel Organisation (DMO) for the provision of base support management and services by the DSRG dated 22 September 2008
(http://intranet.defence.gov.au/dsg/sites/bam/comweb.asp?page=51319&Title=Memorandum%20of%20Arrangement).

Related Documents, publications and legislation

1.26 Related documents, publications and legislation include:

- a. [Operation Plan CHARLEMAGNE](http://intranet.defence.gov.au/DRMS/uN201%5CAM1392290.pdf) dated 05 November 2013
(http://intranet.defence.gov.au/DRMS/uN201%5CAM1392290.pdf)
- b. [Australian Government Crisis Management Framework](http://intranet.defence.gov.au/DRMS/uN201%5CAM1151603.pdf)—Version 1.1 dated 10 December 2013
(http://intranet.defence.gov.au/DRMS/uN201%5CAM1151603.pdf)

- c. [COMDISPLAN 2013—Australian Government Disaster Plan—Version 2013](http://intranet.defence.gov.au/DRMS/uA920%5CR15611711.pdf)
(<http://intranet.defence.gov.au/DRMS/uA920%5CR15611711.pdf>)
- d. [National Search and Rescue Manual](http://natsar.amsa.gov.au/Manuals/Search_and_Rescue_Manual/Index.asp)
(http://natsar.amsa.gov.au/Manuals/Search_and_Rescue_Manual/Index.asp)
- e. [Australian Government's Competitive Neutrality Guidelines for Managers](http://www.finance.gov.au/publications/finance-circulars/2004/01.html),
February 2004 (<http://www.finance.gov.au/publications/finance-circulars/2004/01.html>)
- f. *Defence Act 1903*
- g. Defence Force Regulations 1952
- h. *Defence Force Discipline Act 1982*
- i. *Work Health and Safety Act 2011*
- j. *Public Governance, Performance and Accountability Act 2013* (PGPA Act)
- k. Public Governance, Performance and Accountability Rule 2014 (PGPA Rule)
- l. Defence (Personnel) Regulations 2002

Annexes:

- 1A [Definitions](#)
- 1B [Defence Assistance to the Civil Community roles and responsibilities](#)

DEFINITIONS

Aero-medical evacuation (AME) means the movement of patients to and between medical treatment facilities by air transportation.

Australian Defence Force (ADF) means the armed services: the Royal Australian Navy, the Australian Army and the Royal Australian Air Force.

Base Support Manager (BSM) at each Defence base has authority, responsibility and accountability, through Defence Support and Reform Group (DSRG) line management, for base support management and services, including the integrated delivery of agreed support services. The BSM 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 activities include occasions of National or State significance such as Australia Day, ANZAC Day, the Bombing of Darwin, opening of parliament, official honour guards and 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 found within the ceremonial activities outlined in the Army Ceremonial Manual or is a formally recognised ceremonial/commemorative activity it cannot be considered DACC.

Commemorative means a commemorative event or element of a larger event is intended to make people 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 community includes Commonwealth and Local, State or Territory 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 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.

Coordination means liaison, passing information, providing situation awareness to a commander, consultation between agencies involved but not authority to compel agreement.

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

Commander Joint Support Force (CJTf) is appointed by the Chief of Joint Operations (CJOPS) on behalf of CDF for a coordinated response to significant DACC support that is where the anticipated scale of support, span of control, use of multi-Service assets, complexity, and expected duration of support is substantial.

Cost recovery refers to the recovery of cost of Defence goods or/and services provided to external parties to Defence.

DACC Commander is appointed by the Chief of Joint Operations (CJOPS) on behalf of CDF 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 or 3 category.

Defence Assistance to the Civil Community (DACC) means the provision of Defence resources, within Australia and its territories, in response to a request for assistance for the performance of support that is primarily the responsibility of the civil community or other Government organisations.

Defence means the Department of Defence, Australian Defence Force (ADF) and the Defence Materiel Organisation (DMO).

Defence civilian, as defined in section 3 of the *Defence Force Discipline Act 1982* (DFDA), means a person (other than a Defence member) who:

- (a) with the authority of an authorised officer as defined in the DFDA, accompanies a part of the ADF that is: outside Australia, or on operations against the enemy, and
- (b) has consented, in writing, to subject themselves to ADF discipline while so accompanying that part of the ADF.

Defence employee means a person employed in the Department of Defence under the *Public Service Act 1999* (the Public Service Act).

Defence member, as defined in section 3 of the DFDA, means:

- (a) a member of the permanent Navy, the regular Army or the permanent Air Force; or
- (b) a member of the reserves who is rendering continuous full-time service; or is on duty or in uniform.

Defence personnel means all Defence employees, Defence locally engaged employees overseas, Defence civilians, Defence members and the equivalents from other Defence organisations on exchange to Defence.

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 FINMAN 4, Part 2, Page 8). 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 community life that threatens or causes death or injury in that community and/or damage to property, the environment and/or economic activity that is beyond the day to day capacity of the prescribed statutory authorities and which requires special mobilisation and organisation of resources other than those normally available to those authorities.

Emergency means a situation where immediate action is necessary to save human life, alleviate suffering, prevent extensive loss of animal life or prevent widespread loss/damage to property.

Full cost means the total cost of producing a Defence product or activity. It is calculated by adding both direct and indirect costs together.

Gifts in kind are donations from other government agencies, 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.

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

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

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, depreciation of building assets, 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.

[Joint Operations Support Staff](http://intranet.defence.gov.au/dsg/sites/JOSS/ComWeb.asp?page=39831) (JOSS) provides coordination of requests from the community for Defence assistance for the performance of support which is primarily the responsibility of the civil community, or other government organisations that do not involve the use of force (<http://intranet.defence.gov.au/dsg/sites/JOSS/ComWeb.asp?page=39831>).

MJOSS means Manager Joint Operations Support Staff.

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 means a situation where human life or widespread loss or damage to property is not threatened, but where Defence assistance has been sought.

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 his/her primary operational or capability support role, be responsible for coordinating and leading designated whole of base matters.

Special aero-medical evacuation (S-AME) means a flight provided specifically for the conduct of an AME of Defence personnel or civilians when an opportunity AME or scheduled AME is unavailable or inappropriate.

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, and manager of a Defence Support and Reform Group (DSRG) business unit and Defence Science and Technology Organisation (DSTO) laboratory, although noting that 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.

Use of force includes the restriction of freedom of movement of the civil community whether there is physical contact or not.

DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY ROLES AND RESPONSIBILITIES

Chief of the Defence Force (CDF) will:

- a. direct Chief of Joint Operations to execute designated emergency Defence Assistance to the Civil Community (DACC) Operations;
- b. direct Vice Chief of the Defence Force to execute non-emergency DACC support involving two or more Services;
- c. approve the execution of DACC support where the direct cost of assistance does not exceed \$100 000; and
- d. exercise financial delegation for the waiver of cost recovery for DACC support in accordance with [Delegation Schedule 18 of FINMAN 2](http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf).
(<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>)

Vice Chief of the Defence Force (VCDF) will:

- a. sponsor the DACC policy and procedures contained within this manual;
- b. coordinate the provision of non-emergency DACC where more than one Service is committed to provide support unless otherwise directed by CDF;
- c. approve single or multi-Service DACC 4 and 6 where the direct cost of the support does not exceed \$100 000;
- d. exercise financial delegation for the waiver of cost recovery for DACC support in accordance with delegations detailed in [Delegation Schedule 18 of FINMAN 2](#); and
- e. coordinate the preparation of ministerial level documentation pertaining to non-emergency DACC.

Chief of Joint Operations (CJOPS) will:

- a. command and control designated emergency DACC support;
- b. command and control emergency DACC operations;
- c. manage emergency DACC in accordance with this manual;
- d. initiate action for the allocation of a Work Breakdown Structure (WBS), in addition to the DACC fund number, for coding significant DACC supports; and
- e. ensure that a Post Activity Report is completed for all DACC 2 and 3 support and provided to the relevant Joint Operations Support Staff (JOSS) within 4 weeks (28 days) of the cessation of the DACC support.

Service Chiefs will:

- a. execute single Service non-emergency DACC supports;
- b. as directed, assign single Service capabilities to CJOPS for engagement on emergency DACC support and DACC operations;

- c. as directed, provide single Service capabilities to support VCDF coordination and execution of non-emergency DACC support;
- d. approve single Service DACC 4 and 6 where the direct cost of support does not exceed \$100 000;
- e. exercise financial delegation for the waiver of cost recovery for DACC activities in accordance with [Delegation Schedule 18 of FINMAN 2](http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf); (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>)
- f. ensure all requests for Defence assistance from the community-at-large for single Service DACC supports are recorded and processed in accordance with the policy and procedures detailed in this manual; and
- g. ensure that a Post Activity Report is completed for all DACC 1, 4, 5 and 6 support and provided to the relevant JOSS within 4 weeks (28 days) of the cessation of the DACC support.

Deputy Service Chiefs will:

- a. execute single Service non-emergency DACC 1 support;
- b. as directed, assign single Service capabilities to CJOPS for engagement on emergency DACC supports and DACC operations;
- c. as directed, provide single Service capabilities to support VCDF coordination and execution of non-emergency DACC support;
- d. approve single Service DACC 4 and 6 where the direct cost of support does not exceed \$50 000;
- e. exercise financial delegation for the waiver of cost recovery for DACC support in accordance with [Delegation Schedule 18 of FINMAN 2](http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf);
- f. ensure all requests for Defence assistance from the community-at-large for single Service DACC support are recorded and processed in accordance with the policy and procedures detailed in this manual; and
- g. ensure a Post Activity Report is completed for all DACC 1, 4, 5 and 6 support and provided to the relevant JOSS within 4 weeks (28 days) of the cessation of the DACC support.

Chief Finance Officer (CFO) will:

- a. through the Directorate of Budget and Strategic Analysis (DBSA);
 - (1) review cost estimates for DACC support and provide resource implication comments or advice for First Assistant Secretary Resource and Analysis (FASRA) to clear financial aspects of DACC cost waivers where two or more Services are committed to the support (e.g Public Events of Significance (PES) program) or a single Service is committed to the support and direct cost exceeds \$50 000; and
 - (2) review cost estimates for DACC support and provide resource implications comments or advice for FASRA to clear ministerial and cabinet submissions requesting DACC cost waivers in accordance with [Delegation Schedule 18 of FINMAN 2](http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf).
- b. exercise financial delegation for the waiver of cost recovery for DACC activities, in accordance with [Delegation Schedule 18 of FINMAN 2](http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf); and

- c. submit Outcome 3 information to Ministerial and Executive Coordination and Communication Division for inclusion in the Portfolio Budget Statements, Portfolio Additional Estimates Statements and in the Defence Annual Report.

Head Military Strategic Commitments (HMSC) on behalf of CDF and/or VCDF will:

- a. ensure the strategic policy settings for DACC are commensurate with Government direction for Defence support in times of domestic emergency;
- b. prepare the strategy to support emergency DACC support and DACC operations for CDF and Minister of Defence (MINDEF) approval;
- c. implement the non-emergency DACC (categories 4, 5, and 6) policy and procedures contained within this manual;
- d. coordinate the provision of non-emergency DACC where more than one Service is committed to providing support;
- e. approve single or multi-Service DACC 4 and 6 where the direct cost of support does not exceed \$100 000;
- f. exercise financial delegation for the waiver of cost recovery for DACC support in accordance with [Delegation Schedule 18 of FINMAN 2](http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf); (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>)
- g. represent Defence policy interests in interdepartmental committee meetings;
- h. coordinate ADF representation and liaison at strategic level interdepartmental event focused committee meetings;
- i. coordinate the preparation of ministerial level documentation pertaining to designated non-emergency DACC;
- j. prepare, submit for MINDEF approval and manage the annual Public Events of Significance (PES) program in accordance with this manual; and
- k. prepare a report for MINDEF on all DACC support on a biannual basis.

First Assistant Secretary Strategic Policy (FASSP) on behalf of Deputy Secretary Strategy (DEPSEC S) will:

- a. ensure the strategic policy settings for DACC are commensurate with Government direction for Defence support in times of domestic emergency.

Head Defence Support Operations (HDSO), Defence Support and Reform Group (DSRG) will:

- a. execute regional/base non-emergency DACC support;
- b. approve DACC pertaining to DSRG where the direct cost of support does not exceed \$50 000;
- c. exercise financial delegation for the waiver of cost recovery for DACC support, in accordance with [Delegation Schedule 18 of FINMAN 2](#);
- d. as directed, assign Group capabilities to CJOPS for engagement on emergency DACC support and DACC operations;
- e. as directed, provide Group capabilities to support VCDF coordination and execution of non-emergency DACC supports; and

- f. oversee maintenance of accurate records regarding Defence support to all DACC supports.

Director Operations and Training Area Management (DOTAM), DSRG will:

- a. command and control regional Manager Joint Operations Support Staff (MJOSS) through the Deputy DOTAM;
- b. as directed, assign relevant DOTAM capability to CJOPS for engagement as Liaison Officers (LO) on activation of emergency DACC support and DACC operations;
- c. maintain an appropriate record of all DACC activities by category;
- d. interrogate the DACC Database to ensure Services and Groups have complied requirements set out in [Chapter 7](#) of the DACC Manual; and
- e. collect and maintain reporting data of DACC activity for annual, biannual and periodic reporting as required.

Group Chief Finance Officers (GCFOs) will:

- a. review DACC cost recovery waivers and provide resource implication comments or advice for the financial delegate in accordance with [Delegation Schedule 18 of FINMAN 2](#):
(<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>)
- b. review all DACC 4, 5 and 6 Post Activity Reports for the group to ensure that the financial components are correct and in accordance with relevant policy; and
- c. initiate action for the allocation of a WBS, in addition to the DACC fund number, for DACC 1, 4, 5, and 6 support as required;

Senior Australian Defence Force Officer (SADFO): acting in accordance with the Base Accountability Model (BAM) and CDF/SEC and single Service SADFO directives, will:

- a. approve whole of base DACC 1 support as appropriate;
- b. coordinate the provision of DACC assistance in consultation with the regional MJOSS and in accordance with this manual;
- c. exercise the financial delegation for the waiver of cost recovery for DACC support, in accordance with [Delegation Schedule 18 of FINMAN 2](#);
- d. maintain situational awareness of DACC support and issues pertaining to relevant resident units and base responsibilities;
- e. ensure that the Post Activity Report provided in [Annex B](#) of Chapter 7 is completed and provided to the relevant JOSS within 4 weeks (28 days) of the cessation of DACC support; and
- f. ensure relevant reporting to Service or Group Headquarters.

Base Support Manager (BSM): has authority, responsibility and accountability, through DSRG line management, for base support management and services, including the integrated delivery of agreed support services. The BSM will:

- a. support the primary Defence representative (SADFO) at the local Municipal Emergency Management Planning Committee, and provide liaison and communication as required, on behalf of the SADFO to the local government and local community points of contact;
- b. action approved requests from JOSS for the use of the Defence estate, garrison support, and non-ADF DACC assistance in consultation with the SADFO, and in accordance with this manual;
- c. refer to local JOSS for action any requests for Defence assistance from the community-at-large for recording and processing in accordance with the policy and procedures detailed in this manual; and
- d. as directed, provide local coordination of non-emergency DACC use of the Defence estate and garrison support, facilitating the passage of information between DOTAM, Regional Director, HDSO, SADFO and the requesting organisation or individual.

Unit Commanders will:

- a. approve, command and control DACC 1 and 5 support;
- b. be prepared to contribute to, or execute, CJOPS directed emergency DACC support and DACC operations;
- c. be prepared to contribute to, or execute, VCDF coordinated non-emergency DACC support;
- d. be prepared to contribute to, or execute, single Service non-emergency DACC;
- e. exercise financial delegation for the waiver of cost recovery for DACC 5, in accordance with [Delegation Schedule 18 of FINMAN 2](http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf); (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>)
- f. when the estimated net additional cost of a potential DACC 5 support exceeds \$2500, seek Deputy Service Chief/HDSO authority to execute the support as DACC 4;
- g. redirect all approaches from the community-at-large for non-emergency support to the relevant MJOSS in the first instance;
- h. ensure all DACC support are registered with, and reported to, the relevant regional MJOSS;
- i. ensure all financial expenditure is correctly captured against a fund number or internal order number as appropriate;
- j. ensure that the Post Activity Report provided in [Annex B](#) of Chapter 7 is completed and provided to the relevant JOSS within four weeks (28 days) of the cessation of DACC support; and
- k. ensure relevant reporting to Service or Group headquarters.

Manager Joint Operations Support Staff (MJOSS) will:

- a. act as the primary State/Territory/local government and local community point of contact, and representative, for all DACC requests;
- b. establish and maintain a working relationship with relevant Government authorities and key officials responsible for civil emergency and Government sponsored event management;
- c. provide DACC subject matter expert advice to all elements of the Defence organisation;
- d. conduct liaison with requesting organisations and individuals within the community-at-large;
- e. conduct direct liaison with the Defence chain of command in order to facilitate DACC situational awareness;
- f. ensure all requests for Defence assistance from the community-at-large are recorded and processed in accordance with the policy and procedures detailed in this manual;
- g. as directed, provide Liaison Officers (LO) at relevant Local, State or Territory Emergency Management Control Centre (EMCC)/Emergency Operations Centre (EOC) to represent CJOPS for emergency DACC supports and DACC operations;
- h. as directed, provide tactical level/local coordination of non-emergency DACC supports, facilitating the passage of information between the supporting unit and the requesting organisation or individual;
- i. conduct initial assessment as to the suitability of activities nominated as PES;
- j. log and register all approved DACC support;
- k. maintain accurate records of DACC support;
- l. draft relevant agreements and deeds regarding indemnity and insurance and seek legal approval where appropriate;
- m. update the DACC database for all categories of DACC from the Post Activity Reports to be provided by Services and Groups; and
- n. comply with relevant Operational Plans, such as OPLAN CHARLEMAGNE.

CHAPTER 2

OVERVIEW OF DACC POLICY AND PROCEDURE

INTRODUCTION

2.1 Defence is committed to assisting the civil community within Australia in both emergency and non-emergency situations. Defence Assistance to the Civil Community (DACC) is the mechanism by which Defence provides this support. DACC support includes assistance to State and Territory Governments, other Federal Government departments, commercial enterprises, welfare and charitable organisations, community groups and the Australian population at large.

2.2 DACC is the means through which Defence can assist other organisations or agencies to deliver an outcome at a time when their resources are not sufficient or have been overwhelmed. Whether assisting emergency service agencies respond to natural disasters, emergencies or helping communities enjoy improved services, the DACC arrangements articulated in this manual exist to guide Defence personnel in the application of Defence resources to support outside the core business of military operations.

2.3 DACC support must not involve the use, or potential use, of force by Defence members. Force includes the restriction of freedom of movement of the civil community whether there is physical contact or not. Please see [DI\(G\) 01-1— Defence Force Aid to the Civil Authority](#) for further information. (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GO01_01.pdf)

2.4 **Emergency DACC.** State and Territory Governments have primary responsibility for the protection of life, property and the environment; and for coordinating and planning an emergency response or recovery within their individual jurisdictions.

2.5 Emergency Management Australia (EMA) is responsible for planning and coordinating Commonwealth emergency physical assistance to the States and Territories under the Commonwealth Emergency Management Policy. The Australian Government Disaster Response Plan (COMDISPLAN) provides the framework for addressing State and Territory requests for Commonwealth physical assistance arising from any type of emergency or disaster.

2.6 **Non-emergency DACC.** Defence should only provide non-emergency assistance to the civil community both government and non-government (including individuals or commercial entity's), where there are no alternatives for support.

2.7 As a general principle, the provision of DACC should be regarded as the exception rather than the rule. Defence resources are primarily intended to be used for Defence purposes.

2.8 The provision of DACC is a continuous evaluation of the readiness of Defence resources to achieve Government's expected defence outcomes against the capacity to make those same resources available in an emergency or to lend support in non-emergency situations.

2.9 Requests for DACC may receive favourable consideration if there is no suitable alternative source of assistance particularly in instances of emergency and for other requests where worthwhile training or strategic communication/public relations benefits will accrue to Defence as a result of the provision of the assistance.

2.10 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. The duration of DACC support, particularly non-emergency DACC should generally be limited to a period of up to seven days and should not generally exceed a month.

CATEGORIES OF DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY ASSISTANCE

2.11 DACC is divided into two classes, emergency and non-emergency, and comprises six categories. All requests for or enquiries about DACC, regardless of class or category, are to be directed to the regional Manager Joint Operations Support Staff (MJOSS) in the first instance. A table summarising the DACC policy framework is shown in [Annex A](#).

2.12 The six categories of DACC assistance are as follows:

a. Emergency assistance

- (1) **Category 1—local emergency assistance** for a specific support provided by the Senior ADF Officer (SADFO) or Unit Commander, from within their own resources, in localised emergency situations where immediate action is necessary to save human life, alleviate suffering, prevent extensive loss of animal life or prevent widespread loss and damage to property. Duration of assistance shall normally not exceed 48 hours (DACC 1).
- (2) **Category 2—significant emergency assistance**, beyond that provided under DACC 1, during a more extensive or continuing disaster response directly related to saving human life or alleviating human suffering or preventing the loss or damage to property when State/Territory resources are inadequate. This may include short term recovery activities during the transfer of support to local and state recovery agencies in the immediate aftermath of an emergency. Duration of assistance shall depend on nature, scope of emergency and available resources (DACC 2).
- (3) **Category 3—emergency recovery assistance** is associated with recovery from a civil emergency or disaster, which is not directly related to the saving of life or property that involves longer term significant recovery support, such as reconstruction of the physical infrastructure and the restoration of emotional, social, economic and physical wellbeing. Duration of assistance shall depend on nature, scope of recovery effort and available resources (DACC 3).

b. **Non-emergency assistance**

- (1) **Category 4—significant non-emergency assistance** provided to other Government departments or authorities, to Local, State or Territory Government or other authorities or organisations, commercial enterprises, not-for-profit organisations, individuals or bodies in the general community (DACC 4).
- (2) **Category 5—local non-emergency assistance of a minor nature** which can be provided to local organisations from within the resources and authority of the Senior ADF Officer or Unit Commander and which does not compromise unit effectiveness or readiness. Assistance under this category is limited to support which do not attract a net additional cost greater than \$2500. Excludes requests for support to commercial activities/events (DACC 5).
- (3) **Category 6—law enforcement non-emergency assistance to civil authorities** in the performance of law enforcement related support. As is the case with all DACC categories, there must be no likelihood that Defence personnel will be required to use force (DACC 6).

2.13 **Guidance on categorisation.** The types of assistance mentioned specifically in this manual do not constitute a definitive list of DACC support. If doubt exists as to the categorisation of a request for assistance seek guidance from:

- a. the regional Joint Operations Support Staff (JOSS) in the first instance;
- b. for assistance in emergency situations (DACC 1, 2, and 3) Headquarters Joint Operations Command (HQ JOC), SO2 Regional Domestic 02 6128 4373;
- c. for assistance in non-emergency situations (DACC 4, 5, and 6) Military Strategic Commitments (MSC) on 02 6265 3990 or email MSC.Domestic@defence.gov.au.
- d. If the assistance relates to a single Group or Service, the relevant headquarters coordination points are to be contacted.

2.14 A flow chart to determine the correct DACC category is in [Annex B](#).

2.15 Further information regarding DACC 1, 2 and 3 are provided in [Chapter 3](#) and for DACC 4, 5 and 6 in [Chapter 4](#) of this manual.

DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY APPROVING AUTHORITIES

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

DACC	Approving Authority
1	SADFO or Unit Commander
2	Minister for Defence (MINDEF) or Chief of Defence Force (CDF) as appropriate
3	MINDEF or CDF as appropriate

DACC	Approving Authority
4	MINDEF, CDF, VCDF, Service Chiefs, Deputy Service Chiefs, Head Military Strategic Commitments (HMSC) or Head Defence Support Operations (HDSO)
5	SADFO or Unit Commander depending on type of support requested. – where the net additional cost of support does not exceed \$2500
6	MINDEF, CDF, VCDF, Service Chiefs, Deputy Service Chiefs or HMSC

2.17 DACC approving authorities should note delegations to waive charges for DACC assistance under [Delegation Schedule 18 of FINMAN 2](http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf) (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>). See [paragraphs 2.30](#) to 2.35 below for further information regarding cost waivers for DACC assistance.

2.18 **DACC decision making considerations.** The following factors are to be considered by DACC Approving Authorities when deciding to support or not to support a DACC request:

- a. the responsibility of the Local, State or Territory governments to provide an emergency response and/or resources in the first instance;
- b. the effect on Defence operations, force generation and force preparation commitments and other associated core programs, such as maintenance and supply;
- c. the nature of assistance qualifying as DACC, or an alternate type of assistance such as ceremonial activities or Defence Force Recruiting (DFR) which are funded from Service and Group budgets;
- d. the direct cost, net additional cost and the budgetary effect of providing the support;
- e. the costs incurred for all DACC support will be funded from Service and Group budgets;
- f. 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. the protection of the Commonwealth by the provision of indemnity and or insurance against liability for personal injury, death, property loss or damage and or third party claims arising from the execution of the support;
- h. the availability of commercial alternatives and the implications of competing with the private sector;
- i. the availability of alternative support that may be provided by other Commonwealth, State, Territory or Local Governments;
- j. the possibility that 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;
- k. the potential for criticism by other civil entities that might perceive Defence has favoured one entity over another;

- l. the possibility of establishing a precedence of Defence assistance, which may lead to additional requests for DACC or an expectation of future support;
- m. the possibility that the provision of DACC may provide unacceptable risk to the safety of Defence personnel or risk that support cannot be completed;
- n. the time and resources required, in the circumstances, to adequately prepare ADF force elements to accomplish DACC support safely with the lowest risk reasonable practicable;
- o. the merit of the request for assistance in terms of issues such as community need, urgency, risk to life, limb and property and the risk to Defence's reputation if no action is taken; and
- p. the request is compliant with Commonwealth policy, regulations and policy principles.

2.19 The motive of not-for-profit or charitable organisations is not in itself a sufficient reason for Defence to provide assistance.

2.20 Failure of a proposed event to adequately meet the intent of the considerations in [paragraph 2.18](#) may be used as justification for refusing to support a DACC request.

COMMAND AND CONTROL

2.21 Command and control of DACC 1, 2, and 3 will be initiated using the HQJOC/Service/Group chain of command. Command and control of DACC 4, 5, and 6 will be initiated using the Service/supporting unit or formation chain of command.

COORDINATION

2.22 All DACC activities are to be managed and coordinated through the relevant JOSS, Services and Groups Headquarters, HQJOC or MSC as appropriate.

2.23 Specific categories of DACC are to be coordinated as follows:

DACC	Coordinating Authority
1	<ul style="list-style-type: none"> • SADFO or Unit Commander in consultation with JOSS (Director Operations and Training Management (DOTAM) <ul style="list-style-type: none"> – HQJOC is to be informed of ADF commitment to DACC 1 support ASAP through the most expedient means possible. – HQJOC to consider elevation to DACC 2 if required.
2	<ul style="list-style-type: none"> • HQJOC assume coordination when EMA/Crisis Coordinate Centre (CCC) activate COMDISPLAN and formally request Defence assistance. <ul style="list-style-type: none"> – HQJOC will engage MSC to seek MINDEF/CDF approval.
3	<ul style="list-style-type: none"> • HQJOC to assume coordination when EMA/CCC activate COMDISPLAN and formally request Defence assistance. <ul style="list-style-type: none"> – HQJOC will engage MSC to seek MINDEF/CDF approval.
4	<ul style="list-style-type: none"> • Single Service/Group—Service HQ/Group lead with JOSS.

	<ul style="list-style-type: none"> • Multi-Service—MSC lead with Service HQ's/Group and JOSS.
5	<ul style="list-style-type: none"> • JOSS or SADFO or Unit Commander depending on request for assistance.
6	<ul style="list-style-type: none"> • Single Service/Group—Service HQ/Group lead with JOSS. • Multi service—MSC lead with Service HQ/Group and JOSS. • Sensitive or high profile DACC 6 request—MSC lead.

2.24 Further information regarding approval authorities and coordination are provided in [Chapter 3](#) for DACC 1, 2 and 3 and [Chapter 4](#) for DACC 4, 5 and 6 of this manual.

MANAGING SAFETY, LEGAL AND FINANCIAL RISKS

2.25 As part of the DACC decision making process and before DACC support is approved, safety risks associated with accepting and undertaking DACC support must be identified and dealt with by the decision maker and in writing. The *Work Health and Safety Act 2011* (WHS Act) imposes obligations on the Commonwealth and on all Officers and Workers of Defence that must be complied with in carrying out DACC activities.

2.26 Defence is not exempt from the objectives of the WHS Act, accordingly the duty of care and due diligence are fundamental requirements for the protection of Defence personnel engaged in the provision of assistance described in this manual. 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.

2.27 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 as 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 lead to loss of life, Defence personnel must not be required to perform DACC support without all the proper training and resources to accomplish the support.

2.28 There are also legal and financial risks associated with the Commonwealth providing DACC. These are managed by requiring recipients, in appropriate circumstances, to provide an indemnity to the Commonwealth and to hold appropriate insurance. Before Defence assistance is provided, the party requesting assistance must meet indemnity and insurance requirements specified in this manual. There are limited circumstances where a waiver of indemnity and insurance requirements may be appropriate.

2.29 Further information regarding managing safety, legal and financial risks in relation to DACC support are detailed in [Chapter 5](#) of this manual.

FINANCIAL AND ACCOUNTING REQUIREMENTS

2.30 Financial and budgetary management within Commonwealth departments and agencies reflects the Government's commitment to apply a more commercial approach in that costs incurred in supporting certain DACC activities should be recovered.

2.31 All approved DACC support, regardless of category and cost recovery classification, must be costed. The Service and/or Group undertaking DACC support is responsible for costing the use of Defence resources.

2.32 The policy for cost recovery is as follows:

- a. **DACC 1 and 2**—no cost recovery (unless DACC recipient agrees to pay costs of support);
- b. **DACC 3, 4 and 6**—direct cost recovery (unless a cost waiver/variation is approved);
- c. **DACC 5**—no cost recovery for community or charitable groups up to a net additional cost of \$2500, if amount exceeds the net additional costs of \$2500 then the support must be categorised and processed as DACC 4.

2.33 DACC category 3, 4 and 6 activities are normally provided on a cost recovery basis. The direct cost and the net additional cost of all activities are to be calculated and then, depending on how Defence plans to support the activities for example as part of continuation training, the direct cost is to be recovered from the entity being supported or alternatively a cost waiver/variation is to be sought from a financial delegate as listed in [Schedule 18 FINMAN 2](http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf) (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>).

2.34 The primary reference document for the costing of DACC activities is FINMAN 4—*Resource Costing Manual*, Usage Costs for Defence Resources and Assets. A cost recovery waiver/variation approval must be approved by [Delegation Schedule 18 delegate of FINMAN 2](#).

2.35 Further information regarding financial and accounting procedures for DACC are detailed in [Chapter 6](#) of this manual.

DACC REGISTRATION, INFORMATION CAPTURE AND REPORTING

2.36 All DACC requests must be reported to the relevant JOSS (DOTAM) and registered in the DACC Database in accordance with requirements outlined in [Chapter 7](#) of this manual.

EXCLUSIONS

2.37 For the purposes of this policy, the following Defence functions do not constitute DACC:

- a. Defence assistance to domestic Australian law enforcement agencies which may involve the use of force by Defence members. See [DI\(G\) OPS 01-1—Defence Force Aid to the Civil Authority](#)

- (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GO01_01.pdf).
- b. Defence assistance to domestic military ceremonial or commemorative activities. The latter subject is covered in [DI\(G\) OPS 31–1 *Provision of ADF Support to Commemorative Activities Associated with Past Wars*](#) (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/DIO31_1.PDF).
 - c. Defence assistance to domestic advertising campaigns or media productions such as commercials, television programs, documentaries and motion pictures. These tasks are coordinated by Defence Communication and Media Branch.
 - d. Defence assistance to school aged work experience programs. See [DI\(G\) PERS 28–1, *Work Experience in Defence*](#) (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GP28_01.PDF).
 - e. Ship visits to domestic ports and related Sea Day Activities. These are core maritime tasks coordinated by Navy Fleet Command and Navy Strategic Command.
 - f. Defence assistance to off-shore goodwill activities to developing nations.
 - g. Defence assistance in transporting and distributing goods and material, deemed as ‘Gifts in Kind’, to destinations in foreign countries.
 - h. ADF joint operations outside Australian territorial waters, including but not limited to:
 - (1) International humanitarian assistance (HA);
 - (2) non-combatant evacuation operations (NEO); and
 - (3) international disaster relief.
 - i. 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*](#) (http://intranet.defence.gov.au/home/documents/data/ADFPUBS/DIG/ga63_01.pdf).
 - j. Defence ceremonial support to Royal and Vice Regal appointments and to Local, State, Territory and Federal Governments.
 - k. All flypasts and flying displays conducted by Air Force that are not authorised as part of the Public Events of Significance Program—in accordance with [AC SI\(OPS\) 03–08 *Flypasts and Flying Display*](#) (<http://intranet.defence.gov.au/raafweb/sites/ACGPortal/docs/G4901959.pdf>).
 - l. 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. This includes activities initiated by Defence Force Recruiting. Events initiated by Defence are not categorised as DACC support. For example: Navy community engagement program assets and Air Force public relations assets (including the Red Berets, Team Army (Armygeddon), the Roulettes, RAAF Museum historic aircraft, RAAF Band and the RAAF balloon) are costed, funded and approved by respective

Groups. Those significant community engagement/public relation activities which support DACC 4 'Public Events of Significance' (PES) are to be included in the ministerial advice prepared by MSC to provide oversight of all the Defence commitment to an event.

- m. Use of the Defence estate authorised under [DI\(G\) ADMIN 35–1—Procedures for the Use of Defence Estate Assets by non-Defence Organisations or Individuals Including Commercial Contractors](#) (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GA35_01.PDF). [Note: DI(G) ADMIN 35–1 is being reviewed and to be superseded by the *Civil Use of the Defence Estate Manual* in late 2014].
- n. 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 ([Health Bulletin 1/2014—Provision of Health Support to Civilians](#) dated 6 January 2014) (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DHB/HB01_14.PDF).
- o. Ceremonial activities.
- p. Service Band support.

Annexes:

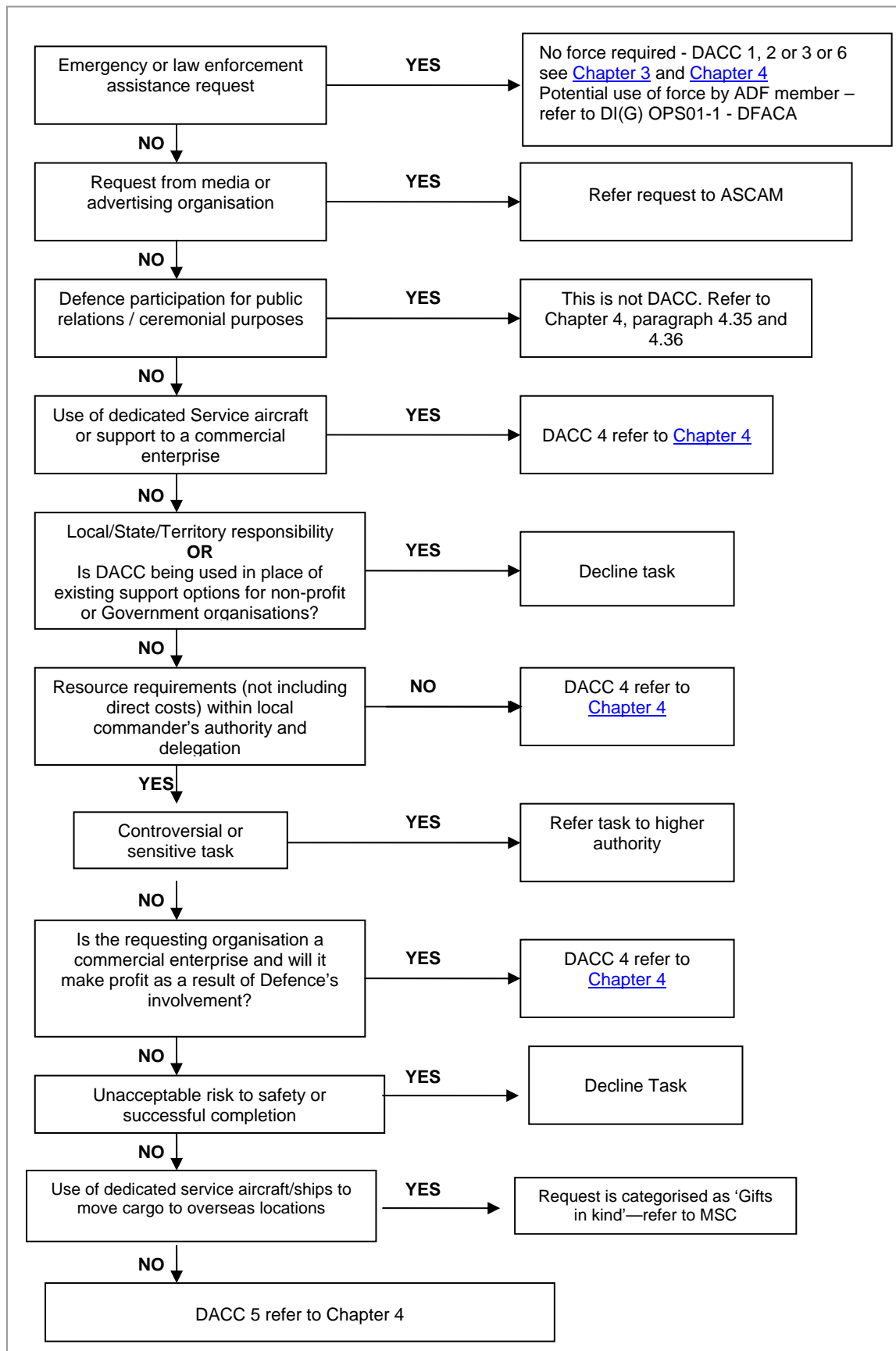
- 2A [Defence Assistance to the Civil Community Policy and Procedure Framework](#)
- 2B [Flow Chart—Defence Assistance to the Civil Community](#)

DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY POLICY AND PROCEDURE FRAMEWORK

	EMERGENCY ASSISTANCE			NON-EMERGENCY ASSISTANCE		
	Category 1—Local emergency assistance	Category 2—Significant emergency assistance	Category 3—Emergency recovery assistance	Category 4—Significant non-emergency assistance	Category 5—Local non-emergency assistances	Category 6—Law enforcement non-emergency assistance
Definition	Assistance provided by the SADFO or Unit Commander, from within their own resources, in localised emergency situations directly relating to saving of life or property and environment. Duration of DACC 1 assistance shall normally not exceed 48 hours . HQJOC, in consultation with Service HQ's and JOSS to review DACC 1 support <u>before</u> expiration of 48 hours	Assistance, beyond that provided under DACC 1, during a more extensive or continuing disaster response directly related to saving human life or alleviating human suffering or preventing the loss or damage to property when local or State/Territory resources are inadequate. This may include short term recovery activities during the transfer of support to local and state/territory recovery agencies in the immediate aftermath of an emergency. The duration of DACC 2 assistance shall depend on nature, scope of emergency and available resources.	Assistance associated with recovery from a civil emergency or disaster, which is not directly related to the saving of life or property . Assistance that involves longer term significant recovery support, such as reconstruction of the physical infrastructure and the restoration of emotional, social, economic and physical wellbeing. Duration of DACC 3 assistance shall depend on nature, scope of recovery effort and available resources.	Assistance provided to other Government departments or authorities, to Local, State or Territory Government or other authorities or organisations, commercial enterprises, non-profit organisations, individuals or bodies in the general community. <i>Public Events of Significance</i> are categorised as DACC 4 activities.	Assistance of a minor nature which can be provided to local organisations from within the resources and authority of the SADFO or Unit Commander, and which does not compromise unit effectiveness or readiness. Assistance under this category is limited to support which do not attract a net additional cost greater than \$2500. If over—categorise as DACC 4.	Assistance to civil authorities in the performance of law enforcement related support where there is no likelihood that Defence personnel will be required to use force. Training assistance to Police Forces and other civil authorities is to be provided as DACC 4.
Coordinating authority	SADFO or Unit Commander in consultation with JOSS. HQJOC and MSC is to be informed of ADF commitment to DACC 1 support ASAP through the most expedient means possible.	DGEMA has activated COMDISPLAN and affected jurisdiction has formally requested support. HQJOC to assume coordination and may activate OPLAN CHARLEGMAGNE. HQJOC to engage MSC to seek CDF/MINDEF approval. HQJOC will advise EMA/CCC and coordinate subsequent support in consultation with CJTF, DACC COMD, JOSS or SADFO or Unit Commander.	DGEMA has activated COMDISPLAN and affected jurisdiction has formally requested support. HQJOC to assume coordination and may activate OPLAN CHARLEGMAGNE. HQJOC to engage MSC to seek MINDEF/CDF approval. HQJOC will advise EMA/CCC and coordinate subsequent support in consultation with the CJTF, DACC COMD, JOSS or SADFO or Unit Commander.	Single Service/Group—Service HQ/Group lead with JOSS. Multi-Service—MSC lead with Service HQ/Group and JOSS.	JOSS. SADFO or Unit Commander depending on request for assistance.	Single Service/Group—Service HQ/Group lead with JOSS. Multi service—MSC lead with Service HQ/Group and JOSS. Sensitive or high profile DACC 6 request—MSC lead.
Approval authority	SADFO or Unit Commander. For support that continue beyond 48 hours —HQJOC in consultation with Service HQ/Group, SADFO, Unit Commander, JOSS and MSC are to coordinate approval.	CDF or MINDEF as appropriate.	MINDEF or CDF as appropriate.	MINDEF, CDF, VCDF, Service Chiefs, Deputy Service Chiefs, HMSC or HDSO. Will depend on type of assistance requested, whether multi or single service/group and cost of support.	JOSS, SADFO or Unit Commander depending on request for assistance.	MINDEF, CDF, VCDF, Service Chiefs, Deputy Service Chiefs or HMSC. Will depend on type of assistance requested, whether multi or single service/group and cost of support.
Cost estimate	Cost estimate is not required. Costs to be included in DACC Database after support finalised as described in Annex A of Chapter 7 (see DACC Database below).	Cost estimate is not required. Costs to be included in DACC Database after support finalised as described in Annex A of Chapter 7 (see DACC Database below).	Cost estimate must be completed by provider of the support to the approving authority prior assistance is provided. Cost estimate to be completed by HQJOC.	Cost estimate must be completed for prior to provision of assistance. Single Service assistance—Service HQ/Group with JOSS. Multi-Service assistance—Service HQ's with JOSS. MSC to coordinate.	Cost estimate must be completed prior to provision of assistance. Cost estimate to be prepared by the unit providing the assistance.	Cost estimate must be completed prior to the provision of assistance. Single Service assistance—Service HQ/Group. Multi-Service assistance—Service HQ with JOSS. MSC to coordinate.
Cost recovery policy	No Cost Recovery (unless requestor agrees)	No Cost Recovery (unless requestor agrees)	Direct cost recovery (unless a cost recovery waiver/ variation is approved by a FINMAN 2 Delegation Schedule 18 delegate).	Direct cost recovery (unless a cost recovery waiver/ variation is approved by a FINMAN 2 Delegation Schedule 18 delegate).	No cost recovery for amounts up to \$2500 net additional cost. If amount exceeds this then support must be categorised as DACC 4.	Direct cost recovery (unless a cost recovery waiver/variation is approved by a FINMAN 2 Delegation Schedule 18 delegate).
Insurance and Indemnity	Not required.	Not required.	Prior to assistance, the recipient requesting assistance (excluding State/Territory and Local Govt) must meet indemnity and insurance requirements. All aspects of the provision of assistance must be formalised in a memorandum or agreement, as appropriate. HQJOC to coordinate indemnity and insurance requirements in consultation with JOSS.	Prior to assistance, the recipient requesting assistance must meet indemnity and insurance requirements. All aspects of the provision of assistance must be formalised in a memorandum or agreement, as appropriate. Service HQ/Group with majority of assets utilised to coordinate indemnity and insurance requirements in consultation with JOSS/MS.	Prior to assistance, the recipient requesting assistance must meet indemnity and insurance requirements. All aspects of the provision of assistance must be formalised in an MOU or a Deed as appropriate. HQJOC to coordinate indemnity and insurance requirements in consultation with JOSS.	Not required.
Special Requirements	<ul style="list-style-type: none"> Work Health Safety Act and WH&S issues to be considered in prior to agreeing to provide support. Training requirements of Defence personnel to complete support. Impact on Defence training and preparedness. 					

	EMERGENCY ASSISTANCE			NON EMERGENCY ASSISTANCE		
	Category 1—Local emergency assistance	Category 2—Significant emergency assistance	Category 3—Emergency recovery assistance	Category 4—Significant non-emergency assistance	Category 5—Local non-emergency assistances	Category 6—Law enforcement non-emergency assistance
REGISTRATION AND REPORTING REQUIREMENTS						
DACC Registration	Approving authority is required to notify the relevant JOSS for registration. JOSS to register on DACC Database and issue a registration number. Can be completed post-support	HQJOC to liaise with JOSS to ensure DACC request is registered on DACC Database. JOSS to coordinate registration and issue a registration number. Can be completed post support.	HQJOC to liaise with JOSS to ensure DACC request is registered on DACC Database. JOSS to coordinate registration of request and issue a registration number.	Once the approving officer has approved the support and cost estimate, the relevant JOSS registers the request on the DACC Database and issues a registration number.	Relevant JOSS to register on the DACC Database and issue a registration number. Once the approving officer has approved the support and cost estimate, the coordinating officer is required to notify the relevant JOSS to update the DACC spreadsheet.	Relevant JOSS to register on the DACC Database and issue a registration number. Once the approving officer has approved the support and cost estimate, the coordinating officer is required to notify the relevant JOSS to update the DACC spreadsheet.
Situation Reports	SITREP and/or Operational Summaries are to be forwarded to HQJOC, MSC, Service HQ and applicable JOSS on an as required/as requested basis through the most expedient means available.	SITREP and/or Operational Summaries to be forwarded to HQJOC, MSC, Service HQ and applicable JOSS every 24 hours or as stipulated by HQJOC/MS. HQJOC will provide daily SITREP to CDF and MSC.	SITREP and/or Operational Summaries to be forwarded to HQJOC, Service HQ and applicable JOSS as stipulated by HQJOC/MS. HQJOC will provide daily SITREP to CDF and MSC.	Not required unless requested by approving authority.	Not required unless requested by approving authority.	SITREP to be forwarded to MSC, Service HQ and applicable JOSS every 24 hours or as stipulated by MSC.
Post Activity Report	Within four weeks of the completion of the support, SADFO/Unit Commanders are to provide a completed PAR to the relevant JOSS, and their HQ. This requirement does not negate normal chain of command reporting requirements.	Within four weeks of the completion of the support, SADFO/Unit Commanders are to provide a completed PAR to the relevant JOSS, HQJOC and HQ. This requirement does not negate normal chain of command reporting requirements.	Within four weeks of the completion of the support, SADFO/Unit Commanders are to provide a completed PAR to the relevant JOSS, HQJOC and their HQ. This requirement does not negate normal chain of command reporting requirements.	Within four weeks of the completion of the support SADFO/Unit Commanders are to provide a completed PAR to the relevant JOSS and their HQ. This requirement does not negate normal chain of command reporting requirements.	Within four weeks of the completion of the support, SADFO/Unit Commanders are to provide a completed PAR to the relevant JOSS and their HQ. This requirement does not negate normal chain of command reporting requirements.	Within four weeks of the completion of the support, SADFO/Unit Commanders are to provide a completed PAR to the relevant JOSS, MSC and their HQ. This requirement does not negate normal chain of command reporting requirements.
Biannual DACC Reporting	DOTAM to provide a download of DACC Database information (obtained from Post Activity Reports) of ALL DACC activities/support in September and April of each year to MSC. MSC to prepare a biannual report for MINDEF on DACC activities undertaken by Defence.					
FINANCE REPORTING AND RECORDING REQUIREMENTS						
Mandatory Fund Number for activities undertaken as Operations	If the support is to be undertaken as an operation then a fund number is required from CFOG.	If the support is to be undertaken as an operation then a fund number is required from CFOG.	If the support is to be undertaken as an operation then a fund number is required from CFOG.	If the support is to be undertaken as an operation then a fund number is required from CFOG.	If the support is to be undertaken as an operation then a fund number is required from CFOG.	If the support is to be undertaken as an operation then a fund number is required from CFOG.
Mandatory Fund Number for DACC activities	Fund number 70768 must be used to record the cost of DACC 1 in ROMAN. DACC 1 support may also require WBS initiated by GCFO.	Fund number 70769 must be used to record the cost of DACC 2 in ROMAN. DACC 2 support may also require WBS initiated by HQJOC.	Fund number 70770 must be used to record the cost of DACC 3 in ROMAN. DACC 3 support may also require WBS initiated by HQJOC.	Fund number 70771 must be used to record the cost of DACC 4 in ROMAN. DACC 4 support may also require WBS initiated by relevant GCFO.	Fund number 70772 must be used to record the cost of DACC 5 in ROMAN.	Fund number 70773 must be used to record the cost of DACC 6 in ROMAN. DACC 6 support may also require WBS initiated by GCFO.
Revenue account number for any other cost recovery that is not DACC or Operations	For cost recovery support that is not DACC or Operations an appropriate revenue account number should be used.	For cost recovery support that is not DACC or Operations an appropriate revenue account number should be used.	For cost recovery support that is not DACC or Operations an appropriate revenue account number should be used.	For cost recovery support that is not DACC or Operations an appropriate revenue account number should be used.	For cost recovery support that is not DACC or Operations an appropriate revenue account number should be used.	For cost recovery support that is not DACC or Operations an appropriate revenue account number should be used.

FLOW CHART—DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY



CHAPTER 3

EMERGENCY ASSISTANCE

INTRODUCTION

3.1 Emergency Defence Assistance to the Civil Community (DACC) is support provided to the civil community where immediate action is necessary to save human life or alleviate suffering, prevent extensive loss of animal life, prevent widespread loss/damage to property or to prevent environmental damage, and when State/Territory resources are inadequate. It also encompasses assistance associated with the recovery from an emergency or disaster.

3.2 Emergency DACC is provided as part of Commonwealth whole-of-government assistance described in the Australian Government Crisis Management Framework. Strategic oversight of the Commonwealth response to complex domestic emergencies is achieved through the Australian Government Crisis Committee (AGCC). Head Military Strategic Commitments (HMSC) is the principal Defence representative to the AGCC. The lead agency for the coordination of Commonwealth emergency assistance is Emergency Management Australia (EMA), Attorney General's Department.

ROLES AND RESPONSIBILITIES

3.3 **Primacy of States and Territories.** State and Territory authorities have a constitutional responsibility for coordinating and planning the response to disasters and civil emergencies. When the total resources (State or Territory government, community and/or commercial) of an affected State or Territory cannot reasonably cope with the needs of the emergency situation, the State or Territory Government can seek assistance from the Commonwealth Government. Upon receipt and acceptance of a request the Commonwealth Government accepts responsibility and prepares plans for providing Commonwealth resources in response to such requests. Within each State and Territory there are legally appointed individuals who have the delegation to request emergency Commonwealth assistance on behalf of the State or Territory.

3.4 **Role of the Commonwealth.** EMA is responsible for planning and coordinating Commonwealth physical assistance to the States and Territories under the Commonwealth Emergency Management Policy. The Australian Government Disaster Response Plan (COMDISPLAN) provides the framework for addressing State and Territory requests for Commonwealth physical assistance arising from any type of emergency or disaster. COMDISPLAN is normally activated by the Director General EMA (DGEMA) when Commonwealth assistance for emergency response or short-term recovery is requested, or likely to be requested. Any Commonwealth non-financial assistance in support of an emergency or disaster will normally be undertaken through EMA activating COMDISPLAN regardless of the extent of support required. This does not apply to DACC 1 support provided by Defence.

3.5 COMDISPLAN must be activated by DGEMA before Defence can action a DACC 2 and/or 3 request for support by an affected jurisdiction. This requirement does not apply to DACC provided under other Commonwealth Government

responses such as responding to a domestic terrorist incident and complex Civilian Search and Rescue (CIVSAR) activities.

CATEGORIES OF EMERGENCY ASSISTANCE

3.6 **DACC 1—Local emergency assistance** is emergency assistance for support provided by the Senior Australian Defence Force Officer (SADFO) or Unit CO (Unit CO), from within their own resources, in localised emergency situations directly relating to saving of life or property and environment and generally involves no cost recovery. Provision of DACC 1 assistance should not normally exceed 48 hours.

3.7 **DACC 2—Significant emergency assistance** is emergency assistance beyond that provided under DACC 1, during a more extensive or continuing disaster and generally involves no cost recovery.

3.8 **DACC 3—Emergency recovery assistance** is assistance associated with immediate recovery from an emergency or disaster, which is not directly related to the saving of life or property. Unless a waiver is approved, this category involves direct cost recovery.

3.9 **Civilian search and rescue (CivSAR)**. Requests by civilian agencies for Defence assistance in CivSAR are a special form of DACC emergency tasking. ADF Commanders who are on-scene or in the immediate vicinity may be requested by State or Territory search and rescue authorities to provide assistance and can do so under DACC 1 provisions.

3.10 In the event of a more complex, extensive or continuing CivSAR incident that requires Defence assistance greater than that provided under DACC 1, the Australian Maritime Safety Authority's (AMSA) Rescue Coordination Centre (RCC) will make a request directly to Headquarter Joint Operations Command (HQJOC) Joint Control Centre (JCC). Such requests will be categorised as a DACC 2 support and will be managed within Defence by the JCC and the designated HQJOC Search and Rescue Officer (SARO). Specific arrangements for participation in search and rescue activities are detailed in [DI\(G\) OPS 47–1—Australian Defence Force Search and Rescue Operations—command and control arrangements](http://intranet.defence.gov.au/home/documents/data/ADFPUBS/DIG/go47_01.pdf) (http://intranet.defence.gov.au/home/documents/data/ADFPUBS/DIG/go47_01.pdf).

3.11 **Aero-Medical Evacuation (AME) of civilians**. Emergency AME flights for Australian citizens normally fall within DACC 1 or 2 and cost recovery will not normally be sought. AME of foreign nationals to Australia is not considered to be DACC and would normally be undertaken on a direct cost recovery basis.

3.12 Defence assistance to overseas disasters. Defence assistance following overseas natural disasters or civil emergencies is not DACC.

3.13 **Joint Task Force/DACC Commander**. The decision to form a Joint Task Force (JTF) or appoint a DACC Commander rests with CDF as advised by Chief of Joint Operations (CJOPS.) As part of a coordinated response to considerable DACC support, an extraordinary Strategic Command Group (SCG) meeting would be called by CDF and the decision to form a JTF/DACC Commander would be promulgated by CDF EXECUTO from Military Strategic Commitments (MSC). HQJOC would then coordinate the formation of a JTF/DACC Commander.

3.14 The formation of a JTF/DACC Commander would typically depend on the anticipated scale of the support, the level of Defence support requested and the expected duration of the support requirement. If Services provide more than a minor contribution to a DACC support, strong consideration would be given to the formation of a JTF or creation of a DACC Commander.

3.15 **Engagement of Reserves.** With important local knowledge and a range of skills outside that normally found in the full-time element of the ADF, Reserve personnel can make a valuable contribution to DACC support particularly in emergency circumstances. Nevertheless, Unit COs must ensure that Reserve personnel are appropriately authorised, qualified and trained prior to undertaking DACC support. In emergency situations, Reserve personnel should notify their chain of command of their availability for activation to support any Defence response or recovery and they may be activated if the need arises.

PROCEDURES FOR THE PROVISION OF DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY 1

3.16 **Definition.** DACC 1 is the provision of emergency assistance for support, that should not normally exceed 48 hours, provided by the SADFO or Unit CO from within their own resources, when:

- a. immediate action is necessary to save human life, alleviate suffering, prevent extensive loss of animal life or prevent widespread loss/damage to property, and environmental damage; and
- b. local civilian resources are inadequate, unavailable or cannot be mobilised in time.

3.17 Examples of DACC 1 include: assist the local State Emergency Service (SES) during a crisis with sandbagging, door knocking for evacuations; provision of temporary accommodation including access to Defence facilities and tents; transportation for evacuation of civilians from crisis; and transportation of SES officers into and out of crisis areas and basing support for fire fighting aircraft.

3.18 This category also includes the provision of emergency assistance to law enforcement agencies for support such as the rendering safe of non-military explosive devices that immediately threaten life and/or property (if no immediate threat to life or property then assistance which would normally be considered under DACC 6).

3.19 Rendering safe of military explosive ordnance which is a core Defence task (actioned by the Regional Explosive Ordnance Services and Senior Ammunition Technical Officer) is not DACC 1 support. See [DI\(G\) ADMIN 63–1—Management of land affected by unexploded ordnance](http://intranet.defence.gov.au/home/documents/data/ADFPUBS/DIG/ga63_01.pdf) (http://intranet.defence.gov.au/home/documents/data/ADFPUBS/DIG/ga63_01.pdf).

3.20 CivSAR requested through AMSA, local SAR requested by local police and the Aero Medical Evacuation (AME) of civilians is also included as DACC 1 support.

3.21 **Approval.** SADFO and Unit CO may authorise DACC 1 from within their own resources, in response to requests from local authorities. DACC 1 support may be approved on a SADFO's or Unit CO's own initiative without seeking prior approval from a higher authority. DACC 1 is intended to be short-term in nature and all support is to be reviewed by Headquarters Joint Operations Command (HQJOC) within 48 hours of the assistance commencing. If the support is likely to:

- a. continue for an extended period of time; and/or
- b. exceed the capacity of the local commander to support / coordinate; or
- c. if the need for immediate emergency assistance no longer exists, then the support is to be re-categorised.

3.22 When a SADFO or Unit CO authorises a DACC 1 whole of base response, the costs to implement the response are borne by the individual units. Where Defence Support and Reform Group (DSRG) support (ie use of facilities), including contracted support, is required or requested in order to undertake the support, the costs associated with DSRG support is borne by the unit, unless prior approval is organised with the DSRG base representative (BSM) for the support provided. If agreed, costs incurred by DSRG and its contractors providing base support functions are borne by DSRG.

3.23 **Transition to DACC 2 or 3.** Upon review, DACC 1 may transition to DACC 2 or 3 if and when EMA has activated COMDISPLAN. If a SADFO or Unit CO form the view that the support to be provided is likely to exceed 48 hours and / or beyond their ability to support / coordinate in the near term then the task should transition to DACC 2 or 3 under HQJOC. The fact that DACC 2 or 3 is being provided does not affect the SADFO or Unit CO's authority to respond to any new DACC 1 requests.

3.24 **Initial Report of DACC 1 support.** Whenever Defence resources are committed to a DACC 1 support, the SADFO or Unit CO as applicable is to inform the HQJOC JCC Watch Keeper as well as their Service Headquarters and regional Joint Operations Support Staff (JOSS) via the most expedient communication medium available. Information required includes:

- a. organisation seeking assistance (name of person and appointment/organisation);
- b. details of the request;
- c. whether request was met, or is being met;
- d. brief reasons if request was not met;
- e. request for a DACC number from local JOSS;
- f. unit actioning the request;
- g. outline of any significant issues/problems encountered in meeting the request;
- h. Defence resources provided to date and an estimate of the resources required to complete the support; and
- i. an assessment of whether the support is likely to extend beyond 48 hours.

3.25 Telephone advice is to be followed up by message through the normal chain of command as soon as possible. The relevant MJOSS, Defence Media Operations (within Communication and Media Branch) and EMA are to be included as information addressees.

3.26 **Registration.** The SADFO or Unit CO is to engage with the regional MJOSS who will register the request and provide an identifying registration number.

3.27 **Coordination.** Assistance would be coordinated by the SADFO or Unit CO in consultation with the relevant MJOSS. HQJOC and MSC are to be informed of any ADF commitments to DACC 1 support as soon as possible through the most expedient means possible. HQJOC, in consultation with the relevant Service HQ/Groups and JOSS is to review DACC 1 task before the expiration of 48 hours.

3.28 **Costing.** After DACC 1 support has been provided, the SADFO or Unit CO must calculate the direct costs incurred, including net additional costs. These costs are to be provided to the relevant Group Chief Finance Officer (GCFO) as soon as practicable but by no later than four weeks of completion of the support. [FINMAN 4—Resource Costing Manual](#) is the Department's primary source for resource and asset costs and is to be used for costing DACC activities (<http://intranet.defence.gov.au/find/policies/FINMAN4/index.html>).

3.29 **Cost Estimate.** A cost estimate for DACC 1 activities is not required. Costs to be included in DACC Database after support is finalised as described in [Annex A](#) of Chapter 7. [FINMAN 4—Resource Costing Manual](#) is the Department's primary source for resource and asset costs and is to be used for costing DACC support.

3.30 Recording DACC 1 in Resource Output Management and Accounting Network (ROMAN). All direct costs associated with DACC 1 support are to be recorded in ROMAN using **fund number 70768**. In some circumstances, where the DACC 1 support is extensive (eg recovery from a major flood or bush fire) there may also be a requirement to create a Work Breakdown Structure (WBS) to track associated expenses. If required, HQJOC will arrange for the WBS to be created.

3.31 **Cost Recovery.** DACC 1 is provided without recovery of costs unless the DACC recipient agrees to pay costs. Agreement by the DACC recipient is to be reached prior to DACC support being agreed to. An example of when recovery of costs might be applicable is when Defence is requested to provide fuel for aircraft or fire fighters by virtue of location or capability but the State/Territory will pay the cost of the fuel provided.

3.32 **Recovery of Non-Consumable Defence Resources.** Every reasonable effort is to be made by the unit providing the assistance to recover all non-consumable Defence resources deployed. Unrecovered resources are to be accounted for in accordance with extant instructions.

3.33 **Indemnity/Insurance.** Indemnity/insurance is not required to be taken out by DACC 1 recipients.

3.34 Relevant JOSS or HQJOC will advise MSC of any DACC 1 assistance that should be drawn to the attention of CDF and/or the Minister for Defence (MINDEF).

3.35 **Situation Reports (SITREP).** SITREP's for DACC 1 are to be forwarded to HQJOC, MSC, Service HQ and the applicable regional MJOSS every 24 hours or as stipulated by either HQJOC or MSC. MSC will use these SITREPS to provide ongoing advice to CDF, MINDEF and EMA as required. The SITREP template provided in [Annex A](#) of Chapter 7 of this manual must be used.

3.36 **Post Activity Report (PAR).** Within four weeks of the completion of the DACC 1 support, the responsible Service and/or Group is to ensure that the JTF/SADFO/DACC Commander or individual units providing DACC support complete a PAR and provide to the relevant JOSS. The preparation and provision of the PAR is a mandatory requirement and the PAR template provided in [Annex B](#) of Chapter 7 of this manual must be used. This requirement does not negate normal chain of command reporting procedures.

PROCEDURES FOR THE PROVISION OF DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY 2

3.37 **Definition.** DACC 2 is emergency assistance in a more extensive or continuing disaster, beyond that provided by DACC 1, when:

- a. action, or continuing action, is necessary to save human life or alleviate suffering, prevent extensive loss of animal life or prevent widespread loss/damage to property, including environmental damage;
- b. Local, State or Territory resources, including commercially available resources, are exhausted, inadequate, not available or cannot be mobilised in time;
- c. the support to be provided exceeds the DACC 1 resources of SADFO or Unit COs; and
- d. COMDISPLAN has been activated.

3.38 Examples of DACC 2 support include: transporting a significant load of emergency supplies (for example a load over 5000kg); rotary wing support for night operations; and aero-medical evacuations of nursing home residents from flood affected areas. For example, Defence support to the Queensland floods in 2011 was provided under DACC 2 and included rescue of civilians from rising flood waters.

3.39 DACC 2 may also include short term activities during the transfer of support to local and/or State/Territory recovery agencies in the immediate aftermath of an emergency. This type of support includes clearing roads of debris to allow emergency vehicles access to a disaster area.

3.40 **Approval.** CDF or MINDEF are the approving authorities for DACC 2. Once an affected jurisdiction (Local, State or Territory) determines that due to the nature, magnitude or duration of an event, their total resources (government, community and commercial), cannot reasonably cope with the needs of the situation the jurisdiction may advise EMA (Crisis Coordination Centre) of its intention to seek non-financial Commonwealth support. Once this occurs DGEMA activates COMDISPLAN. The affected jurisdiction then must forward a signed request for Defence support to the EMA.

3.41 MJOSS are to provide early warning of potential requests for Commonwealth assistance to HQJOC and MSC. Once a potential request becomes known or a formal signed request is received, EMA staff are to liaise directly with HQJOC to determine what resources are required and their availability. Concurrently EMA are to advise MSC of the potential request for support and send the signed request upon its receipt. HQJOC will liaise with MSC to seek the approval of CDF or MINDEF, as appropriate, for Defence assistance. CJOPS will direct and coordinate the subsequent support and will be responsible for ensuring that the DACC 2 support requested is registered with the regional MJOSS. Regional MJOSS or Australian Defence Force Liaison Officers (ADFLO) are to deploy to appropriate civil organisations to support the Defence effort. HQJOC Public Affairs will be advised of DACC support to be provided at an early stage.

3.42 CJOPS Operation Plan (OPLAN) CHARLEMAGNE is the Defence supporting plan to a disaster/emergency. Preparation and execution activities are specified in the OPLAN, allowing for detailed orders to be developed depending on the nature of the disaster/emergency and Defence's anticipated levels of support. Conversely, CDF/CJOPS may issue orders simply as a method of bringing Defence personnel to a level of readiness in anticipation of a disaster occurring, eg, the approach of an intense cyclone.

3.43 **Coordination.** Agencies or persons making a request directly to SADFOs or Unit COs for DACC 2 assistance are to be redirected to their appropriate Local, State or Territory Emergency Services in the first instance who should then make any request through the relevant JOSS. The Local, State or Territory emergency arrangements will then be employed to resolve the request or approved Local State or Territory officers may request Commonwealth assistance via EMA.

3.44 Defence support in most instances is likely to be initially coordinated by the SADFO or Unit CO in consultation with the relevant JOSS as DACC 1.

3.45 EMA coordinates the provision of Commonwealth assistance to the States and Territories following a disaster or civil emergency. As soon as an emergency occurs, or the decision is made to elevate DACC 1 assistance to DACC 2 or 3 support, EMA staff would liaise directly with HQJOC to ascertain whether the ADF is able to provide assistance. EMA is to formally request Defence assistance through HQJOC and MSC concurrently.

3.46 Once EMA activates COMDISPLAN and formally requests Defence assistance, HQJOC would assume coordination of the assistance and may activate OPLAN CHARLEMAGNE. HQJOC would engage with the Services and Groups and the appropriate MJOSS, SADFO or Unit CO as appropriate. MJOSS would continue to liaise with State/Territory authorities.

3.47 HQJOC would also liaise with MSC who would seek MINDEF and/or CDF approval for the assistance sought. HQJOC would coordinate subsequent support with EMA in consultation with MJOSS; SADFO or Unit CO; Service HQ/Groups; MSC and if appointed the Commander JTF or the DACC Commander.

3.48 **Reserve Personnel.** Reserve personnel engaged in training may be used in DACC 2 activities. In addition, dependant on the number of reserve training days available, Reservists may be asked if they are available to work on a DACC 2 support.

- 3.49 **Registration.** HQJOC should engage with regional MJOSS as appropriate who will register the request, if this is a new DACC request, and provide an identifying registration number. Where a request is originated from another Commonwealth Department and not as a regionally based request, HQJOC is to have the DACC requested registered with MJOSS ACT as the default MJOSS for registration purposes.
- 3.50 **Costing.** After DACC 2 support has been provided, the HQJOC coordinating officer must calculate the direct costs incurred, including net additional costs. FINMAN 4—Resource Costing Manual is the Department’s primary source for resource and asset costs and is to be used for costing DACC activities. These costs are to be provided to the relevant GCFOs as soon as practicable but by no later than four weeks after completion of the support.
- 3.51 **Cost Estimate.** A cost estimate for DACC 2 support is not required. Costs to be included in DACC Database after support is finalised as described in [Annex A](#) of Chapter 7.
- 3.52 **Recording DACC 2 in ROMAN.** All direct costs associated with DACC 2 support are to be recorded in ROMAN using **fund number 70769**. In some circumstances, where the DACC 2 support is extensive (eg recovery from a major flood or bush fire) there may also be a requirement to create a WBS to track associated expenses. If required, HQJOC will arrange for the WBS to be created. If required, HQJOC will arrange for the WBS to be created.
- 3.53 **Cost Recovery.** DACC 2 assistance is provided without recovery of costs unless the requestor agrees to pay costs. An example of when recovery of costs might be applicable is when Defence is requested to provide fuel for aircraft or fire fighters by virtue of location or capability but the State/Territory will pay the cost of the fuel provided.
- 3.54 **Recovery of Non-Consumable Defence resources.** Every reasonable effort is to be made by the element(s) providing the assistance to recover all non-consumable Defence resources deployed. Unrecovered resources are to be accounted for in accordance with extant instructions.
- 3.55 **Indemnity and Insurance.** Indemnity and insurance is not required to be taken out by recipients of DACC 2 assistance.
- 3.56 **Situation Reports (SITREP).** SITREP’s for DACC 2 are to be forwarded to HQJOC. The submission time will be specified through CJOPS orders and directives to the relevant Commander JTF or DACC Commander. HQJOC is responsible for providing a consolidated report to MSC for ongoing advice to CDF, MINDEF and EMA as required. The consolidated SITREP is to also be forwarded to Service HQ and applicable MJOSS by HQJOC. The SITREP template provided in [Annex A](#) of Chapter 7 of this manual is to be used.

3.57 **Post Activity Report (PAR).** Within four weeks of the completion of the DACC 2 support, the responsible Service and/or Group is to ensure that the SADFO/JTF/DACC Commander or individual units providing DACC support complete a PAR and provide to relevant MJOSS and HQJOC J8 lessons branch. The preparation and provision of the PAR is a mandatory requirement and the PAR template provided in [Annex B](#) of Chapter 7 of this manual must be used. This requirement does not negate normal chain of command reporting procedures.

PROCEDURES FOR THE PROVISION OF DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY 3

3.58 **Definition.** DACC 3 is the provision of Defence assistance in the recovery from a civil emergency or disaster which is not directly related to the saving of life or property. Examples include provision of temporary bridging, shelter and power supplies, restoration of roads and clean up of oil pollution. COMDISPLAN must be activated for DACC 3 to apply.

3.59 **Approval.** Requests for DACC 3 assistance following emergencies or disasters are managed by EMA from Local, State or Territory authorised officers. Agencies or persons making a request directly to SADFOs or Unit COs for DACC 3 assistance are to be redirected to their appropriate Local, State or Territory Emergency Services in the first instance. The Local, State or Territory emergency arrangements will then be employed to resolve the request or approved State or Territory officers may request Commonwealth assistance via EMA. On receipt of a request for assistance, EMA staff must assess whether the support requires support from Defence before liaising directly with HQJOC to determine the resource requirements, the availability of required resources and agreement on cost recovery procedure. HQJOC will liaise with MSC to seek the approval of MINDEF. CJOPS will direct and coordinate the subsequent support.

3.60 **Coordination.** Once EMA activates COMDISPLAN and formally requests Defence assistance, HQJOC would assume coordination of the assistance as specified in OPLAN CHARLEMAGNE. HQJOC would engage with the Services and Groups and the appropriate MJOSS, SADFO or Unit CO as appropriate. MJOSS would continue to liaise with State/Territory authorities.

3.61 HQJOC would also liaise with MSC who would seek MINDEF and/or CDF approval for the assistance sought. HQJOC would coordinate subsequent support with EMA in consultation with MJOSS; SADFO or Unit CO; Service HQ/Groups; MSC; and if appointed the Commander JTF or the DACC Commander.

3.62 **Registration.** HQJOC should engage with regional JOSS as appropriate who will register the request and provide an identifying registration number. Where a request is originated from another Commonwealth department or agency and not as a regionally based request, HQJOC is to have the DACC request registered with JOSS ACT/SNSW as the default JOSS for registration purposes.

3.63 **Costing.** DACC 3 is provided on a direct cost recovery basis. The direct cost and net additional cost of all activities are to be calculated by HQJOC after the support has been provided, and then, depending on how Defence plans to support the activities eg, as part of continuation training, the direct cost is to be recovered from the entity being supported or alternatively a cost waiver is to be sought from a financial delegate as listed in [Schedule 18 of FINMAN 2](#) (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>).

3.64 **Cost Estimate.** A direct cost estimate, including the net additional cost, must be completed prior to Defence's participation in the support and initially approved by SADFO or Unit CO. FINMAN 4—Resource Costing Manual is the primary source for resource and asset costs and is to be used for costing DACC activities. To assist in the calculation of estimated costs for DACC/PES activities, Directorate of Budget and Strategic Analysis, Chief Finance Officer Group (CFOG) has developed a DACC Costing Calculator. A copy of this calculator is available on the Finance in Defence website.

3.65 **Recording DACC 3 in ROMAN.** All direct costs associated with DACC 3 support, whether cost recovery is sought or not, are to be recorded in ROMAN using **fund number 70770**. In some circumstances, where the DACC 3 support is extensive (eg recovery from a major flood or bush fire) there may also be a requirement to create a WBS to track associated expenses. If required, HQJOC will arrange for the WBS to be created.

3.66 **Cost Recovery.** Where cost recovery is to be initiated, form [AC978](#)—*Request for Raising an Accounts Receivable Invoice (ARI)* must be completed as soon as possible after the provision of assistance in consultation with the relevant GCFO and Resources and Assurance Division, CFOG. All ARIs must be completed using the mandatory **fund number 70770** (and appropriate WBS as required) to enable the direct cost recovery amount to be correctly recorded in ROMAN. The relevant GCFO will advise the cost centre code to which recovered costs are to be credited.

3.67 **Cost Recovery Waiver/Variation.** Requests for cost recovery waivers/variations to direct cost are to be sent to a [FINMAN 2, Delegation Schedule 18](#) delegate for approval. (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>) Prior to the request being sent for approval, confirmation of costs is to be obtained from the relevant GCFO. In cases where the cost recovery waiver/variation submission involves more than one Service, exceeds \$50 000 direct cost or is referred to MINDEF for clearance and confirmation of resource costing estimates must be obtained from First Assistant Secretary Resource and Assurance (FASRA), CFOG. Further details on cost recovery waivers/variations can be found in [Chapter 6](#) of this manual.

3.68 Details of approved cost recovery waivers/variations must be provided to the kept by the [FINMAN 2, Delegation Schedule 18](#) delegates as this information is not recorded in ROMAN.

3.69 **Loan and hire of stores and equipment.** When the provision of DACC 3 involves the loan or hire of Defence stores or equipment, policy and procedures for such loan or hire are to be in accordance with [DI\(G\) LOG 4-3-012—Defence Policy for the Hire and Loan/Borrowing of Stores and Equipment to and from Sources outside Defence](http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GL4_3_012.PDF) and appropriate Service/Group instructions (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GL4_3_012.PDF).

3.70 **Recovery of non-consumable Defence resources.** Every reasonable effort is to be made by the element(s) providing the assistance to recover all non-consumable Defence resources deployed. Unrecovered resources are to be accounted for in accordance with extant instructions.

3.71 **Indemnity and Insurance.** Before Defence assistance is provided, the party requesting assistance must meet indemnity and insurance requirements as detailed in [Chapter 5](#) of this manual. All aspects of the provision of assistance must be formalised in a memorandum or agreement, as appropriate.

3.72 **Situation Reports (SITREP).** SITREP's for DACC 3 are to be forwarded to HQJOC. The submission times will be specified through CJOPS orders and directives to the relevant Commander JTF or DACC Commander. HQJOC is responsible for providing a consolidated report to MSC for ongoing advice to CDF, MINDEF and EMA as required. The consolidated SITREP is to also be forwarded to Service HQ and applicable MJOSS by HQJOC. The SITREP template provided in [Annex A](#) of Chapter 7 of this manual is to be used.

3.73 **Post Activity Report (PAR).** Within four weeks of the completion of the DACC 3 support, the responsible Service and/or Group is to ensure that the JTF/SADFO/DACC Commander or individual units providing DACC support complete a PAR and provide to the relevant JOSS. The preparation and provision of the PAR is a mandatory requirement and the PAR template provided in [Annex B](#) of Chapter 7 of this manual must be used. This requirement does not negate normal chain of command reporting procedures.

CHAPTER 4

NON-EMERGENCY ASSISTANCE

INTRODUCTION

4.1 Non-emergency Defence Assistance to the Civil Community (DACC) involves Defence assistance, of a non-emergency nature to the Australian community. This type of assistance covers a broad range of requests and the scale and scope of assistance may therefore be varied. However, the provision of Defence assistance to the civil community should be regarded as the exception rather than the rule, and in accordance with the considerations in [paragraph 2.18](#) of Chapter 2.

ACRONYMS AND ABBREVIATIONS

4.2 Categories of non-emergency assistance:

- a. **DACC 4—significant non-emergency assistance** provided to other Government departments or authorities, to Local, State or Territory Government or other authorities or organisations, commercial enterprises, not-for-profit organisations, individuals or bodies in the general community (**DACC 4**).
- b. **DACC 5—local non-emergency assistance** of a minor nature which can be provided to local organisations from within the resources and authority of the Senior ADF Officer (SADFO) or Unit Commander (Unit CO) and which does not compromise unit effectiveness or readiness. Assistance under this category is limited to support which does not attract a net additional cost greater than \$2500. Excluding requests for support to commercial activities/events. (**DACC 5**).
- c. **DACC 6—law enforcement non-emergency assistance** to civil authorities in the performance of **law enforcement** related support. As is the case with all DACC categories, there must be no likelihood that Defence personnel will be required to use force (**DACC 6**).

PROCEDURES FOR THE PROVISION OF DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY 4

4.3 **Definition. DACC 4 is significant non-emergency assistance provided by Defence in response to requests from the civil community. The type, scale and scope of support can be varied** and may involve the use of a range of Defence resources. DACC 4 support can be categorised as follows:

- a. Support provided to Government and non-government agencies including:
 - (1) providing strategic lift to Commonwealth agencies to transport items that cannot be moved by commercial entities;
 - (2) disposal of dangerous materials, other than explosive devices; and
 - (3) providing training to individual police forces.

- b. Support to significant events that may be best categorised as public relations type activities; such as commercial, charitable or non-profit entertainment and sporting events, including:
- (1) support to commercial events such as the F1 Grand Prix in VIC, V8 Supercars across Australia, and National Rugby League and Australian Football League ANZAC Day matches and Grand Finals in NSW and VIC; and
 - (2) support to major community events such as Wings Over Illawarra in NSW and 104.7 Skyfire in ACT.

4.4 **The Public Events of Significance Program (PES Program).** The PES Program is a consolidated schedule/list of DACC 4 support to be provided to civilian organised events that is submitted annually to the Minister for Defence (MINDEF) for the period 1 July to 30 June inclusive.

4.5 The management of PES Program is in accordance with this manual with additional processing steps and guidance regarding support to DACC 4 events addressed in detail in [paragraphs 4.31](#) to 4.44 of this chapter.

4.6 **Difference between DACC 4 and DACC 5.** The distinction between DACC 4 and DACC 5 lies in the scope of resources involved; the type and duration of the support to be provided and the rate of effort that is required. If the support is of a significant nature that attracts net additional costs less than \$2500 it may still be treated as DACC 4. In this context factors in determining whether DACC support should be considered significant also includes support that may attract political attention or is likely to attract the attention of national or state media. Further, requests for support for commercial activities/events are not to be treated as DACC 5 and must be treated as DACC 4.

4.7 Where doubt exists, requests are to be treated as DACC 4 and additional advice is to be sought from the Joint Operations Support Staff (JOSS) or Military Strategic Commitments (MSC).

4.8 **DACC 4 Requests.** DACC 4 requests, including for the PES Program, are to be submitted to the relevant JOSS using the format provided in [Annex A](#).

4.9 **Registration.** All DACC 4 requests, including for the PES Program are to be registered by the relevant JOSS before on-forwarding to the relevant approving and/or coordinating authority.

4.10 **Approval.** The approving authority would depend on the type of support requested, the scale of the assistance, whether the request involves a single or multi-Service or Group and the cost of the support to be provided. Of particular relevance is the application of [FINMAN 2 Delegation Schedule 18](#) (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>) which provides the delegations to waive or vary costs associated with DACC activities. As a general guide, approving authorities for most DACC 4 support would be as follows:

- a. Deputy Service Chief, or Head Defence Support Operations (HDSO) as appropriate—if the DACC 4 support relates to a single Service or Group and the direct cost of the support does not exceed \$50 000;

- b. Service Chief—if the DACC 4 support relates to a single Service and the direct cost of the support does not exceed \$100 000;
- c. Chief of Defence Force (CDF), Vice Chief of Defence Force (VCDF) or Head Military Strategic Commitments (HMSC)—if the DACC 4 support relates to more than one Service or Group and the cost of the support does not exceed \$100 000; and
- d. MINDEF—if the DACC 4 support is either a single or multi-Service support (including the PES Program) and the direct cost of the support exceeds \$100 000.

4.11 DACC 4 support may be approved provided that:

- a. the support falls within the policy guidelines of this manual;
- b. Defence capability is not reduced or significant resources diverted from primary tasks;
- c. provision of the assistance is neither potentially politically sensitive nor likely to draw negative media attention; and
- d. factors in paragraph 2.18 are taken into account.

4.12 **Additional support.** Once an Approving Authority has approved the provision of Defence personnel and equipment assets in support of DACC 4 support (including the PES Program), additional assets are not to be made available without the consent of the original approving authority. SADFO and Unit CO's are not to supplement Defence assets already approved as DACC 4 support (including support under the PES Program) by deploying additional support to the same activity as DACC 5.

4.13 **DACC 4 approval timeline.** As DACC 4 is provided in **non-emergency circumstances**, sufficient time should always be allowed for the necessary authorisations and approvals to be obtained before any assistance is provided. Where possible, to allow sufficient time for the required approvals to be obtained a minimum of three months should be allowed for DACC requests to be processed. Of note, all PES Program requests are to be submitted to MSC no later than 30 November of each calendar year.

4.14 **Coordination.** Single Service/Group support would be coordinated by the Service/Group in consultation with JOSS. Multi-service assistance would be coordinated by MSC in consultation with relevant Service HQ and JOSS. If the provision of assistance is conducted under the auspices of another formal arrangement for example, the conduct of flying displays and flypasts as covered in [AC SI\(OPS\) 03-08 Flypasts and Flying Displays](#), the Service involved is only required to advise the relevant JOSS of the event (http://intranet.defence.gov.au/raafweb/sites/HQACSI/docs/130320-AC_SI%28OPS%29_03-08_Flypasts_and_Flying_Displays-DRAFT.pdf).

4.15 **Costing DACC 4.** DACC 4 is provided on a direct cost recovery basis. The direct cost and the net additional cost of all activities are to be calculated and then the direct cost is to be recovered from the entity being supported or alternatively a cost variation or waiver is to be sought from a financial delegate as listed in [FINMAN 2 Schedule 18](#) (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>).

4.16 **Cost Estimate.** An estimate of the direct cost including the net additional cost, for Defence assistance must be completed **prior** to Defence's approval of and participation in the support and initially approved by the SADFO or Unit CO. [FINMAN 4—Resource Costing Manual](#)

(<http://intranet.defence.gov.au/find/policies/FINMAN4/index.html>) is the primary source for resource and asset costs and is to be used for costing DACC activities. To assist in the calculation of estimated costs for DACC/PES activities, Director Budget and Strategic Analysis (DBSA) in CFOG has developed a DACC Costing calculator. A copy of the DACC [calculator](#) is available on the [Finance in Defence](#) website (http://intranet.defence.gov.au/find/support_templates/index.html).

4.17 Cost estimates for DACC 4 support are to be coordinated as follows:

- a. **Single Service/Group support**—unit/s providing support will prepare initial cost estimate and the subsequent coordination and finalisation would be undertaken by the relevant Service HQ as appropriate in consultation with First Assistant Secretary Resource and Assurance (FASRA); and
- b. **Multi-Service/Group support**—Service HQ/Groups would prepare cost estimate and MSC would consolidate and coordinate in conjunction with relevant Service/Group HQ's and FASRA.

4.18 For single Service activities, the cost estimate must be agreed to by the relevant Deputy Service Chief and Service Group Chief Finance Officer (GCFO), and if the **total direct cost** exceeds \$50 000, the cost estimate must be cleared through First Assistant Secretary Resource and Assurance (FASRA CFOG).

4.19 Support involving more than one Service must be cleared through the Deputy Service Chief, Service GCFO, FASRA, and HMSC or VCDF **prior to** the event occurring.

4.20 **Recording DACC 4 in Resource Output Management and Accounting Network (ROMAN).** All direct costs associated with support provided for DACC 4 support, whether cost recovery is sought or not, are to be recorded in ROMAN using the **fund number 70711**. In some circumstances DACC 4 support may also require a creation of a Work Breakdown Structure (WBS) to track associated expenses.

4.21 **Cost Recovery.** Where cost recovery is to be initiated, a '*Request for Raising an Accounts Receivable Invoice (ARI)*' (form [AC978](#)) must be completed as soon as practicable after the provision of assistance. All ARIs must be completed using the mandatory **fund number 70771** (and appropriate WBS as required) to enable a recovery of the direct cost amount to be correctly recorded in ROMAN. The relevant Service GCFO will advise the cost centre code to which recovered costs are to be credited.

4.22 **Cost Recovery Waiver/Variation.** Requests for cost recovery waivers/variations to the direct cost are to be sent to a [FINMAN 2, Delegation Schedule 18](#) delegate for approval (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>). Prior to the request being sent for approval, advice and confirmation of costs is to be obtained for the relevant GCFO. In the cases where the cost recovery submission involves more than one Service, exceeds \$50 000 direct cost, or is referred to MINDEF, clearance and confirmation of resource costing estimates must be obtained from FASRA, CFOG. Further details on cost recovery waivers/variations can be found [Chapter 6](#) of this manual.

4.23 If a cost recovery waiver or variation is to be sought, the Service or Group responsible for the providing the support must detail as part of the approval process clear written reasons for not seeking recovery of costs. Details of approved cost recovery waivers/variations must be kept by the approving Defence delegate.

4.24 **Indemnity and Insurance.** Before DACC 4 is provided, the party requesting assistance must meet indemnity and insurance requirements as detailed in [Chapter 5](#) of this manual. The provision of assistance must be formalised in a memorandum or agreement, as appropriate.

4.25 State/Territory and Local Government recipients are excluded from meeting indemnity requirements nor are they required to hold insurance for DACC support.

4.26 **Hire and loan of Defence stores or equipment.** Where the provision of DACC 4 includes the loan or hire of Defence stores or equipment, policy and procedures for such loan or hire are to be in conjunction with [DI\(G\) LOG 4–3–012 — Defence Policy for the Hire and Loan/Borrowing of Stores and Equipment to and from Sources outside Defence](#) and appropriate Service/Group Instructions (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GL4_3_012.PDF).

4.27 **Use of Defence estate and facilities.** Where DACC 4 requests involve the use of Defence facilities and property, applications are to be passed by the relevant JOSS to the Manager Property Services working in each Defence Support and Reform Group (DSRG) region for processing. If approved, support is to be provided on a cost recovery basis in accordance with FINMAN 4—Resource Costing Manual. Details on procedures for the use of Defence estate assets by non-Defence organisations or individuals, including commercial contractors, are available in [DI\(G\) ADMIN 35–1—Procedures for the Use of Defence Estate Assets by non-Defence Organisations or Individuals Including Commercial Contractors](#). Where DACC requests involve the use of Defence estate assets; the DACC request will require approval in accordance with this manual and the use of Defence estate assets will require authorisation in accordance DI(G) ADMIN35–1² (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GA35_01.PDF).

1. DI(G) ADMIN 35–1 is currently under review and it is proposed that it will be superseded by the *Civil Use of the Defence Estate Manual* in late 2014 (when approved and published).

4.28 **Undermining commercial interests.** On occasions, the use of Defence resources for DACC 4 support could lead to criticism that Defence is in competition with the private sector. Accordingly, requesting authorities should provide adequate documentation to counter possible criticism and/or provide justification why use of commercial means is not a viable option. In accordance with the [Australian Government's Competitive Neutrality Guidelines for Managers](http://www.finance.gov.au/publications/finance-circulars/2004/01.html), (http://www.finance.gov.au/publications/finance-circulars/2004/01.html) Defence is not to provide a service to the detriment of a private company that could be employed to provide the same service or resource.

4.29 **Creating a precedent.** When considering DACC 4 requests, Defence needs to be cognisant of the requirement to not create precedent that would lead to a public expectation of Defence support for other like requests. This consideration would include precedents that may engender an argument of preferential treatment or discrimination. To mitigate the risk of establishing such a precedent, Defence will continue to assess each request against the criteria contained within this manual regardless of the nature of support previously provided or the basis for not previously supporting such an event.

4.30 **Post Activity Report (PAR).** Within four weeks of the completion of the DACC 4 support (including the PES Program) the responsible Service and/or Group is to ensure that individual units providing the support complete a PAR and provide to the relevant JOSS. The preparation and provision of the PAR is a mandatory requirement and the PAR template provided in [Annex B](#) of Chapter 7 of this manual must be used. This requirement does not negate normal chain of command reporting procedures.

THE PUBLIC EVENTS OF SIGNIFICANCE PROGRAM

4.31 The PES Program is a list of DACC 4 support to be provided to civilian organised events. The PES Program is submitted annually to MINDEF for approval, with a request to waive cost recovery (if appropriate), for the period 01 July to 30 June inclusive.

4.32 A key focus of participation in the PES Program is to serve to highlight Defence's public profile and the key position the ADF has in the Australian community. ADF participation in these events should enhance the image and reputation of Defence and demonstrate the capabilities, discipline and professionalism of the men and women who serve the Nation. Additionally, Defence participation in these events helps to maintain links with the community it serves and provides substantial public affairs and/or recruiting opportunities for Defence.

4.33 Events included in the PES Program are categorised as DACC 4 activities and should be treated as such. If an event is included in the PES Program it does not obtain special status. Once approved by MINDEF it is to be treated by the Service and/or providing the support as DACC 4.

4.34 **Defence support to Australia Day activities.** Although ceremonial in nature, Defence support to Australia Day activities are to be included in the annual PES Program submission to MINDEF for situational awareness only.

4.35 Events not selected for the PES Program/DACC 4 requests outside the PES Program. Those events not selected for the PES Program or where an event arises at comparatively short notice which is considered to be a significant public event may still be supported by Defence. These events may be considered as stand alone DACC 4 support and dealt with in accordance with the DACC Manual. Of note, the fact that an event is not selected in the PES Program is not a determining factor in deciding to support or not support the event under DACC 4.

4.36 Selection process and criteria. To be considered for inclusion the annual PES Program, organisers are to use the request form provided at [Annex A](#). Request forms are to be submitted to the applicable regional JOSS for registration and initial assessment before on-forwarding them to MSC. The relevant JOSS are the point of contact for event organisers and during the initial assessment process are to ensure that the mandatory information is provided in the request form.

4.37 Once all PES Program requests are received, MSC will convene a PES Program Working Group meeting, comprising representatives from the three Services, DSRG, CFO (FASRA), Defence Force Recruiting (DFR), Australia's Federation Guard (AFG) and the relevant JOSS to consider the events for inclusion in the PES Program.

4.38 The draft PES Program ministerial submission is prepared by MSC and cleared by stakeholders. HMSC is to forward the final PES Program submission to CDF for on forwarding to MINDEF for approval of the PES Program and the related cost recovery waiver.

4.39 Defence participation in civilian sponsored events is to be carefully considered in respect of the policy guidelines detailed in this manual and the following criteria:

- a. national significance of the event (an event or occasion that is significant to the Australian community at large);
- b. potential for significant public and media (print and electronic) interest;
- c. the event is not to be dependent on Defence to be successful (that is Defence's unexpected inability to participate in an event should not cause significant impact on the success of that event, nor should it result in a negative impact on Defence's reputation);
- d. ability of the civilian organisation making the request to successfully and directly manage the event;
- e. the possibility for the recovery of the direct cost or part of the costs, especially from profit making organisations; and
- f. the event organiser's acceptance of Defence indemnity and insurance requirements.

4.40 **Withdrawal of commitment.** The level of ADF assistance allocated against the PES Program should be viewed as the maximum commitment to the program. Commitments to the PES Program are not withdrawn unless efforts to provide a substitute platform, or effect, are exhausted. Event organisers are informed of the possibility of late withdrawals due to operational or unforeseen reasons. Organisers are notified as early as possible should the withdrawal of a previously committed capability be required. This also applies to DACC 4 support to events that are processed outside the PES Program.

4.41 **Resources (cost estimate, cost recovery and waiver).** Defence commitment to the PES Program is to be calculated on direct cost and net additional cost basis. Cost estimates, cost recording and cost recovery for PES Program events are to be undertaken in accordance with [paragraphs 4.16](#) to 4.23 of this chapter.

4.42 **Insurance and Indemnity.** Insurance, indemnity and MOU/agreement correspondence requirements for PES Program events are the same as for DACC 4 and other DACC events/activities—see [paragraph 4.29](#) above and [Chapter 5](#) of this manual. In addition, organisers of commercial events are to provide Defence with appropriate insurance cover for any aircraft support (eg air displays, flypasts, parachute displays etc).

4.43 DACC 4 recipients must provide Defence with a written undertaking that they will enter into the indemnity detailed in [Chapter 5](#) of this manual and provide evidence of appropriate insurance cover at least four weeks before the event. Failure to provide this undertaking will mean that the event will not be supported by Defence. Template correspondence addressing this issue is in [Annex A](#) of Chapter 5.

4.44 **Public Affairs and Recruiting.** Defence will liaise directly with event organisers to maximise public affairs opportunities arising from the PES Program and DACC 4 events. Public access to ADF personnel, in conjunction with visual displays, is expected to generate increased interest and understanding of Defence's role and employment opportunities. As a result, DFR may utilise the PES Program to maximise Career Promotion Team (CPT) activities.

USE OF AVIATION ASSETS FOR THE PUBLIC EVENT OF SIGNIFICANCE PROGRAM AND STAND-ALONE SIGNIFICANT DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY 4 EVENTS

4.45 **Aircraft.** As a high profile and popular asset, the management of aviation support to the PES Program and significant stand alone DACC 4 events is continually measured against the operational and maintenance needs of each Service.

4.46 In response to requests for air support, Defence may commit to providing generic air support under the provision that the type and number of aircraft will be confirmed subject to availability and applicable flying restrictions. Event organisers are to be advised of the aircraft type when the PES Program/DACC 4 support is approved and are to be advised of any subsequent change in platform or numbers where necessary. If the aircraft type has not been specified, cost estimates will be based on the most expensive platform to ensure initial estimates are not undervalued.

4.47 **DACC flypasts incorporated into training.** A flypast provided in support of a community activity that is assessed as having reasonable public relations benefit and which can be accomplished as part of a planned training sortie, should generally be provided without cost recovery with the relevant [FINMAN 2 Delegation Schedule 18](#) cost recovery waiver delegate approval. It is still however, to be registered as a DACC 4 support

(http://intranet.defence.gov.au/find/policies/FINMAN2/documents/FINMAN2_F7_3_ToWaiveChargesForDefenceAssistanceToTheCivilCommunity.pdf).

4.48 **Flypasts at semi-enclosed stadiums.** Flypasts over semi-enclosed sporting arenas have limited effect due to the reduced capacity of spectators to view the aircraft. Therefore, Defence would not conduct flypasts at sporting events unless the event can guarantee an open and sustained view of aircraft.

4.49 **Rotary—wing support.** The decision to provide rotary wing support to events such as the NRL and AFL events rests with Navy and Army respectively and is dependant on range of factors. The most common type of rotary-wing support requested is for an aircraft to deliver the match ball. Both Navy and Army now assess that there is an associated reputational risk with this type of support that is no longer acceptable. This risk is essentially related to the possibility of late notice unavailability of the aircraft or it becoming unserviceable within the stadium which could adversely impact the conduct of the game.

EXCEPTIONS TO DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY 4 (INCLUDING THE PUBLIC EVENTS OF SIGNIFICANCE PROGRAM)

4.50 **Community engagement/public relations/assets.** Navy community engagement program assets and Air Force public relations assets (including the Roulettes, RAAF Museum historic aircraft, RAAF Band and the RAAF balloon) are costed, funded and approved by respective Services and Groups. When these assets are used as part of DACC 4 support (including the PES Program) they are not subject to costing requirements and cost recovery is not sought.

4.51 **Ceremonial.** Defence support to ceremonial / commemorative events such as ANZAC Day, the Bombing of Darwin and other activities that are commemorative in nature, provide local or regional communities the opportunity to commemorate Australia's achievements during time of conflict **are not to be treated as DACC** (either DACC 4 or 5). Participation of AFG, military bands and aircraft flypasts in these events is regarded as a symbol of official Government participation in a national commemoration.

4.52 Similarly, Australia Day activities, opening ceremonies for Local Councils, State, Territory or Federal Parliaments, and the provision of official honour guards are not DACC activities. When requesting approval to hold or support ceremonial events, organisations, units and formations are to notify the state based JOSS of the proposed activities, because of their involvement with civilian authorities and ex-service organisations, the state based JOSS is best suited to provide comment, advice and staff assistance on local matters of ceremony, protocol and conduct of the activity. Importantly units and formations are to direct external organisations to the local JOSS for any support requested, ceremonial or otherwise in the first instance.

4.53 With the exception of Navy, Army and Air Force air assets, approval for Defence support to ceremonial events is delegated to SADFOs and Unit CO's as appropriate. Approval for the participation of air assets in ceremonial activities is vested with the Deputy Chief of Navy, the Deputy Chief of Army and the Deputy Chief of Air Force dependant on the Service supplying the asset. VCDF or VCDF authorised officer's approval is required for AFG tasking.

4.54 **Participation in advertising campaigns and entertainment media activities.** As a general rule, Defence is not to participate in commercial advertising campaigns or entertainment media activities, either by providing Defence members or unique Service venues. Sponsorship by commercial enterprises may be acceptable in some instances for special public relations activities and events, excluding those associated with alcoholic beverages or tobacco products. All requests for DACC that include involvement in advertising campaigns or entertainment media activities are to be referred to MSC who will consult with the Inspector General and the Director General Strategic Communication (DGStratCom). In all cases, requests for assistance from entertainment media organisations, including producers of commercials, television and radio programs, social media, documentaries and films, must be referred to DGStratCom.

4.55 **Ship visits and related Sea Day activities.** The unique nature of ship operations provides the ability to assist third parties with indirect support during the conduct of normal ship transits or deployments. Such assistance can take the form of sea-rides and familiarisation, representational or ceremonial tasks which, given flexibility within the Fleet Activity Schedule, can be accommodated within the ship's program. Such tasks entail minor net additional costs as they are undertaken on an opportunity basis and subject to operational priorities. These are not to be treated as DACC but recognised as standard maritime activities and subject to the discretion of the Commander Australian Fleet. Where doubt exists over the extent of this type of support, MSC is to be consulted.

4.56 **Gifts in kind.** Assistance to overseas communities, other than Australia's external territories, following military conflict, a natural disaster, or civil disturbance must not be treated as DACC. As such, Defence assets are not to be used to transport *Gifts in Kind* to overseas destinations as DACC.

PROCEDURES FOR THE PROVISION OF DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY 5

4.57 **Definition.** DACC 5 is **non-emergency assistance of a minor nature** which can be provided to local organisations of very short duration from within the resources and under the authority of the SADFO or Unit CO. The provision of assistance under DACC 5 should not compromise unit effectiveness or readiness. If a potential DACC 5 support is likely to exceed a net additional cost of \$2500, **it must be processed as DACC 4.** Cost of personnel currently employed by Defence is not to be included in the net additional cost estimation. Where Defence is to employ additional staff eg contractors or reservists for the sole purpose of supporting DACC events, cost of these staff are to be included in the net additional cost estimation. DACC 5 may be provided at the SADFO's or Unit Commander's discretion in response to requests from local authorities/organisations.

4.58 Of note, support that attracts net additional costs less than \$2500, may still be treated as DACC 4, if the support to be provided is of a significant nature, see [paragraph 4.8](#) to 4.9 above for further information. Under no circumstances should a request be deliberately categorised as DACC 5 to avoid the need to raise an application for cost recovery waiver or variation.

4.59 A low level of resource use however, does not remove the obligation to consider all non-emergency DACC requests in accordance with the following general principles:

- a. DACC is an exception, not a rule;
- b. Defence resources are intended to be used for Defence purposes only;
- c. no suitable alternative assistance is available;
- d. benefits to Defence can be demonstrated;
- e. provision of assistance does not compete with the private sector;
- f. DACC is not a substitute for service responsibilities of other Government authorities;
- g. assistance does not establish a precedent to support further requests; and
- h. the aims of the requesting organisation are identified and it is appropriate for Defence assistance to be provided.

4.60 The following support is **prohibited** under DACC 5:

- a. Requests where net additional costs exceed \$2500. These requests must be treated as DACC 4;
- b. Requests for support to commercial activities/events. These requests must be treated as DACC 4;
- c. Where the support is of some consequence, may attract political attention or is likely to attract the attention of national or state media. These requests must be treated as DACC 4;
- d. Requests for assistance to media organisations, including producers of commercials, television programs, documentaries and films, are not to be approved as DACC 5. Any request for support from a media organisation is to be referred to DGStratCom, VCDF Group;
- e. Requests which might be considered controversial or at variance with stated Government policy are not to be approved as DACC 5; and
- f. Requests for the use of aircraft, except that air cargo may be carried on scheduled flights in accordance with the following criteria:
 - (1) support is limited to recognised charity or community organisations;
 - (2) load limit of 500 kilograms per request is applied;
 - (3) support does not involve the carriage of personnel, animals or dangerous cargo;
 - (4) support is on a space available basis on a scheduled flight;
 - (5) all off-airfield handling (transport, customs etc) arranged by assisted party; and

- (6) support does not involve the movement of cargo to foreign countries. Requests to move cargo overseas is categorised as *Gifts in kind* are not DACC and are to be forwarded to MSC in the first instance.

4.61 **Registration.** It is the responsibility of the unit or organisation receiving the request for assistance to ensure that the DACC request is registered with the regional JOSS and that a registration number is assigned.

4.62 **Approval.** The support and cost estimates must be approved and authorised by the SADFO or Unit Commanders for DACC 5 from their own resources, in response to requests from local authorities or civilian organisations, without seeking prior approval from higher authority. DACC 5 is intended to be short term in nature and all support with the potential of involving prolonged support should be referred to relevant JOSS or MSC for category verification.

4.63 **Coordination.** Requests for assistance would normally be coordinated through the JOSS in consultation with the approving authority including, the SADFO or Unit Commander. Coordination lead would depend on the type of assistance requested.

4.64 **Cost estimate.** An estimate of the direct and net additional costs of Defence assistance must be calculated and authorised by the SADFO or Unit Commander to ensure that the cost falls within the DACC 5 approval limitation (ie \$2500 net additional cost). To assist in the calculation of estimated costs for DACC support (including the PES Program), Director Budget and Strategic Analysis (DBSA) in CFOG has developed a DACC Costing Calculator. A copy of this calculator is available on the [Finance in Defence](#) website (http://intranet.defence.gov.au/find/support_templates/index.html#5). [FINMAN 4—Resource Costing Manual](#) is Defence's primary source for resource and asset costs and is to be used for costing DACC support (<http://intranet.defence.gov.au/find/policies/FINMAN4/index.html>).

4.65 **Recording DACC 5 in ROMAN.** All costs associated with DACC 5 must be recorded in ROMAN using **fund number 70772**.

4.66 Normally, there is no cost recovery for DACC 5 assistance for community or charitable groups up to a net additional cost of \$2500, if amount exceeds the net additional costs of \$2500 then the support should be categorised as DACC 4.

4.67 **Indemnity and insurance.** Before Defence support is provided, the agency requesting assistance must meet Defence indemnity and insurance requirements as detailed in [Chapter 5](#) of this manual. All aspects of the provision of assistance must be formalised in a Memorandum of Understanding or Deed for the provision of Defence assistance, as appropriate, as detailed in this manual and set out in [Chapter 5](#).

4.68 Notwithstanding [paragraph 4.67](#), some latitude may be applied to the insurance requirements for DACC 5. The decision to insist on insurance coverage to support indemnity for DACC 5 is a risk management decision to be made at the local level on a case by case basis. The SADFO, Unit Commander or approving authority should consider a range of factors including reducing the exposure of the Commonwealth to financial risk and the ability of the requesting party to afford insurance coverage.

4.69 State/Territory and Local Government recipients are excluded from meeting indemnity requirements nor are they required to hold insurance for all DACC support.

4.70 If the insurance requirement is waived, the SADFO, Unit Commander or approving authority must still ensure that an indemnity form is signed by the requesting party relieving the Commonwealth from ultimate liability for claims made by recipients of DACC 5 assistance.

4.71 **Hire and loan of Defence stores or equipment.** When the provision of DACC 5 involves the loan or hire of Defence stores or equipment, policy and procedures for such loan or hire are to be in conjunction with [DI\(G\) LOG 4-3-012 — Defence Policy for the Hire and Loan/Borrowing of Stores and Equipment to and from Sources outside Defence](http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GL4_3_012) and appropriate Service/Group Instructions (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GL4_3_012.PDF).

4.72 **Use of Defence estate and facilities.** Where DACC 5 requests involve the use of Defence facilities and property, applications are to be passed by the relevant JOSS to the Manager Property Services working in each DSRG region for processing. If approved, support will be provided on a cost recovery basis in accordance with FINMAN 4—Resource Costing Manual. Details on procedures for the use of Defence estate assets by non-Defence organisations or individuals including commercial contractors are available in [DI\(G\) ADMIN 35-1—Procedures for the Use of Defence Estate Assets by non-Defence Organisations or Individuals Including Commercial Contractors](http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GA35_01.PDF) (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GA35_01.PDF). Where DACC requests involve the use of Defence estate assets; the DACC request will require approval in accordance with this manual and the use of Defence estate assets will require authorisation in accordance with DI(G) ADMIN 35-1.

4.73 **Post Activity Report (PAR).** Within four weeks of the completion of the DACC 5 support (including the PES Program) the responsible Service and/or Group is to ensure that individual units providing the support complete a PAR and provide to the relevant JOSS. The preparation and provision of the PAR is a mandatory requirement and the PAR template provided in [Annex B](#) of Chapter 7 of this manual must be used. This requirement does not negate normal chain of command reporting procedures.

PROCEDURES FOR THE PROVISION OF DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY 6

4.74 **Definition.** DACC 6 is limited to the provision of Defence support to civil authorities in the performance of non-emergency law enforcement related support where there is no likelihood that Defence personnel will be required to use force. If there is any possibility that force may be required to be used by Defence personnel, the support is to be deemed as Defence Force Aid to the Civilian Authority (DFACA), which is outside the scope of this manual. DFACA procedures are addressed in [DI\(G\) OPS 01-1—Defence Force Aid to the Civil Authority](http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GO01_01.pdf) (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GO01_01.pdf).

4.75 The following should be noted:

- a. Emergency assistance to law enforcement agencies, not involving the use of force, is to be treated as DACC 1 or 2.
- b. Force includes the restriction of freedom of movement of the civil community whether there is physical contact or not.
- c. ADF support to the Civil Surveillance Program is a Cabinet directed national task that is routine Defence activity. Support to Border Protection Command and its client agencies under the Civil Surveillance Program is not DACC 6 or DFACA.
- d. Training assistance to Police Forces and other civil authorities is to be provided as DACC 4.

4.76 DACC 6 assistance may take the following forms:

- a. Non-emergency explosive ordnance disposal relating to commercial explosives and chemicals (disposal of explosive ordnance of military origin is a military responsibility and should not be treated as DACC);
- b. assistance in post-blast analysis;
- c. surveillance (including helicopter or aircraft);
- d. searches for hidden materials (including the use of Defence members, equipment and/or dogs);
- e. provision of communications and control facilities;
- f. provision of interpreters, translators and/or linguists;
- g. transportation;
- h. administrative support; and
- i. use of Defence estate/facilities in order to support the conduct of law enforcement operations.

4.77 **Requests for support.** DACC 6 requests are to be submitted in writing and by an appropriate authority in the requesting organisation. In regard to the Australian Federal Police and State/Territory Police the minimum level of authority is Superintendent or their equivalent. For non police law enforcement agencies the minimum level of authority is a senior officer equivalent to a Commonwealth Senior Executive Service Level 1 officer.

4.78 **Registration.** It is the responsibility of the Service or Group receiving the request for assistance to ensure that the DACC 6 request is registered with the regional JOSS and that a task registration number is assigned.

4.79 **Approval.** All DACC 6 requests are to be made in writing and meet the conditions outlined in paragraphs 4.77 and 4.83. The use of Defence resources for DACC 6 support is to be authorised by CDF, VCDF or HMSC, Service Chiefs, Group Heads or Deputy Service Chiefs.

4.80 The approving authority for DACC 6 support would depend on the type of assistance requested, the scale of the assistance, whether the request involves a single or multi-Service or Group and the cost of the support to be provided. Of particular relevance is the application of [FINMAN 2 Delegation Schedule 18](http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf) (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>) which provides the delegations to waive costs associated with DACC support. As a general guide, approving authorities for most DACC 6 support would be as follows:

- a. Deputy Service Chief or Group Head where support relates to a single Service or Group and the cost of the support does not exceed \$50 000;
- b. Service Chief where support relates to a single Service and the cost of the support does not exceed \$100 000;
- c. CDF, VCDF or HMSC—where the support relates to more than one Service or Group and the direct cost of the support does not exceed \$100 000; and
- d. MINDEF—if the support is either a single or multi-service activity and the direct cost of the support exceeds \$100 000.

4.81 Where there is political sensitivity surrounding the DACC 6 support, significant Defence resources are required or performance of the support is likely to attract adverse publicity, MINDEF's and CDF's concurrence are to be sought through MSC. DGStratCom is to be advised, at an early stage, of the support.

4.82 It can be expected that there will generally be reasonable lead times for DACC 6 support to be authorised within normal arrangements and normal working hours. However, should the requirement for a short notice DACC 6 support arise outside of normal working hours, the request should be passed to the Headquarters Joint Operations Command (HQJOC) Joint Control Centre (primary points of contact, in order, are the Watch Commander, on 02 6128 4331, or the Watch Supervisor, on 02 6128 4333) who will facilitate MSC liaison and approval for the support, through MSC, on 02 6265 3990 or MSC.Domestic@defence.gov.au.

4.83 The following conditions must be satisfied before DACC 6 is being provided:

- a. An assurance is given by the requesting authority that the assets available to that authority (Local, State, Territory and Commonwealth) have been utilised to the maximum possible extent and that the only other suitable resource is available from Defence.
- b. The civil authority accepts responsibility for the provision of access to the area where the support is to be provided and for the physical protection of Defence personnel.
- c. Defence Members providing support are not to carry arms.
- d. Defence Members must wear approved military uniform with identification.
- e. Defence Members are to remain subject to the military chain of command.

4.84 **Coordination.** Single Service/Group assistance would be coordinated by the relevant Service/Group in consultation with JOSS. Multi-Service/Group assistance or where single Service/Group assistance is sensitive or high profile, MSC would coordinate in consultation with relevant Service HQ and JOSS.

4.85 **Costing.** DACC 6 is provided on a direct cost recovery basis. The direct cost and the net additional cost of all support is to be calculated and then the direct cost is to be recovered from the entity being supported or alternatively a cost variation or waiver is to be sought from a financial delegate as listed in [FINMAN 2 Schedule 18](http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf) (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>).

4.86 **Cost Estimate.** A direct cost estimate, including the net additional cost, must be completed **prior** to Defence's participation in the support and initially approved by SADFO or Unit Commander. [FINMAN 4—Resource Costing Manual](http://intranet.defence.gov.au/find/policies/FINMAN4/index.html) (<http://intranet.defence.gov.au/find/policies/FINMAN4/index.html>) is the primary source for resource and asset costs and is to be used for costing DACC support. To assist in the calculation of estimated costs for DACC support, Directorate of Budget and Strategic Analysis, CFO Group has developed a DACC Costing Calculator. A copy of this calculator is available on the [Finance in Defence](http://intranet.defence.gov.au/find/support_templates/index.html#5) website (http://intranet.defence.gov.au/find/support_templates/index.html#5).

4.87 Pre-task estimates for DACC 6 are to be coordinated as follows:

- a. **Single Service/Group support**—unit/s providing support are to prepare a cost estimate and the subsequent coordination and finalisation would be undertaken by the relevant Service HQ as appropriate in consultation with FASRA; and
- b. **Multi-Service/Group support**—Service HQ/Groups would prepare a cost estimate and MSC would consolidate and coordinate in conjunction with relevant Service/Group HQ and FASRA.

4.88 **Recording DACC 6 in ROMAN.** All direct costs associated with DACC 6 support, whether cost recovery is sought or not, are to be recorded in ROMAN using the mandatory fund number 70773. In some circumstances, DACC 6 support may also require creation of a Work Breakdown Structure (WBS) to track associated expenses.

4.89 **Cost Recovery.** Where cost recovery action is to be taken, a 'Request for Raising an Accounts Receivable Invoice (ARI)' (form [AC978](#)) must be logged. All ARIs must be completed using the mandatory fund number 70773 (and appropriate WBS as required) to enable a recovery of the direct cost amount to be correctly recorded in ROMAN. The relevant Service GCFO will advise the cost centre code to which recovered costs are to be credited.

4.90 **Cost Recovery Waiver/Variation.** Requests for cost recovery waivers/variations to the direct cost are to be sent to a [FINMAN 2, Delegation Schedule 18](#) delegate for approval (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>). Prior to the request being sent for approval, advice and confirmation of costs is to be obtained for the relevant GCFOs. In the cases where the cost recovery submission involves more than one Service, exceeds \$50 000 direct cost, or is referred to MINDEF, clearance and confirmation of resource costing estimates must be obtained from FASRA, CFOG. Further details on cost recovery waivers/variations can be found in [Chapter 6](#) of this manual.

4.91 Details of approved cost recovery waivers/variations must be kept by the DACC approving authority.

4.92 **Indemnity and insurance.** Before Defence assistance is provided, the agency requesting assistance must meet Defence indemnity and insurance requirements as detailed in [Chapter 5](#) of this manual. All aspects of the provision of assistance must be formalised in a Memorandum of Understanding or Deed for the provision of Defence assistance, as appropriate, as detailed in this manual and set out in [Chapter 5](#).

4.93 State/Territory and Local Government recipients are excluded from meeting indemnity requirements nor are they required to hold insurance for all DACC support. Subsequently, there is no requirement for law enforcement agencies to hold insurance or to indemnify the Commonwealth for DACC 6.

4.94 **Hire and loan of Defence stores or equipment.** When the provision of DACC 6 involves the loan or hire of Defence stores or equipment, policy and procedures for such loan or hire are to be in conjunction with [DI\(G\) LOG 4-3-012 — Defence Policy for the Hire and Loan/Borrowing of Stores and Equipment to and from Sources outside Defence](#) and appropriate Service/Group Instructions (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GL4_3_012.PDF).

4.95 **Use of Defence estate and facilities.** Where DACC 6 requests involve the use of Defence facilities and property, applications are to be processed through the relevant JOSS to the regional DSRG Manager Property Services. If approved, support will be provided on a commercial basis. Details on procedures for the use of Defence estate assets by non-Defence organisations or individuals including commercial contractors are available in [DI\(G\) ADMIN 35-1—Procedures for the use of Defence Estate assets by non-Defence organisations or individuals including commercial contractors](#) (http://intranet.defence.gov.au/home/documents/DATA/ADFPUBS/DIG/GA35_01.PDF). Although the request is processed using the DI(G) ADMIN 35-1 procedure it is still registered as DACC for reporting purposes.

4.96 **Situation Reports (SITREP).** SITREP's for DACC 6 are to be forwarded to MSC, Service HQ and the applicable regional JOSS every 24 hours or as stipulated by either Service HQ or MSC. MSC will use these SITREPS to provide ongoing advice to CDF and MINDEF as required. The SITREP template provided in [Annex A](#) of Chapter 7 of this manual must be used.

4.97 **Post Activity Report (PAR).** Within four weeks of the completion of the DACC 6 support (including the PES Program) the responsible Service and/or Group is to ensure that individual units providing the support complete a PAR and provide to the relevant JOSS. The preparation and provision of the PAR is a mandatory requirement and the PAR template provided in [Annex B](#) of Chapter 7 of this manual must be used. This requirement does not negate normal chain of command reporting procedures.

Annex:

4A [Defence Assistance to the Civil Community 4—Request Form](#) (Section 1 and Section 2)

DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY 4 REQUEST FORM

SECTION 1

[All DACC 4 requestors must fill out this section]

Recipient Organisation Details

Name of Organisation:		
Organisation's ABN:	<i>(go to: www.abr.business.gov.au to search for an Australian ABN)</i>	
Organisation Type:	<input type="checkbox"/> Federal Government Agency <input type="checkbox"/> Government Business Enterprise/Statutory Authority <input type="checkbox"/> State/Territory Government Agency <input type="checkbox"/> Non-Profit Organisation/ Community Group/ Charity <input type="checkbox"/> School/Educational Institution <input type="checkbox"/> Commercial Enterprise [profit making]	
	<input type="checkbox"/> Other:	
Organisation's Address:		
Contact Officer Name:		
Contact Officer Details:	BH Ph	
	Mob:	
	Email:	
	Fax:	
Organisation's Internet Address:		

Your Activity/ Event Details

Event Name:			
Date(s) of Event:		Time From-To:	
Activity or Event Type:	<input type="checkbox"/> Training Activity <input type="checkbox"/> Commercial Spectator Event (eg V8 supercars) <input type="checkbox"/> Community Event (eg fete) <input type="checkbox"/> Private event (eg school camp) <input type="checkbox"/> Other:		
Purpose of the Event:			
Description of event:			
No. of Participants:			
Expected No. of Spectators:			
Will There Be Media Coverage?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<i>If yes, please detail</i>

Details of Defence Support to the Activity or Event

DACC Support Description:	<i>Please describe what effect you are seeking from Defence for your activity.</i>		
Conditions/ Requirement:	<i>Please include any relevant conditions or requirements that you have for the DACC support.</i>		
Location(s) of DACC Assistance:			
Date(s) and Times of DACC Assistance:	From:		To:
Other Avenues of Support Pursued Prior to this Request:	<i>Please provide advice on what other avenues of support that you followed before this request.</i>		
Reason(s) for Seeking Defence Support:	<i>Why are you seeking Defence assistance?</i>		

Other Documents

As well as this document, you must also submit the following:

Proof of Insurance:	<input type="checkbox"/> A Certificate of Currency for your organisation’s coverage <ul style="list-style-type: none"> • With a minimum of \$20 million coverage • That will be valid on the date of the activity <p><i>Note: Other Government agencies that are covered by Comcover do not need to provide proof of insurance.</i></p>
Activity Risk Management Plan	<input type="checkbox"/> Activity-specific and in accordance ISO31000

Submitting DACC 4 Requests

- All sections are to be completed before submitting your application to your regional JOSS.
- Failure to do so will result in your application being returned to you for further explanation/comments and may result in your application being submitted without sufficient lead time to complete the approval/authorisation process which may lead to your application being NOT APPROVED.
- Please submit your DACC Request to the relevant JOSS office (contact details for all JOSS offices can be located on the final page of this form).

DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY 4 REQUEST FORM

SECTION 2

Public Events of Significance Program/Support to a stand-alone Major Events

Additional Guidance:

- Section 1 must be completed. All information in this Section must be completed.
- As is the case for all DACC support—operational circumstances may cause withdrawal of part or all Defence support to your event at short notice:

In submitting this request, I agree that:

3. I will organise and pay associated costs to notify the public of any scheduled rehearsals of Defence assets including aircraft participating in my event.
4. I am prepared to pay for or contribute to costs associated with Defence providing support to my event *[applies to commercial enterprises in particular]*.

Event Themes and Audience

What is the overall theme of the event?	
How is your major event of national significance?	
How will Defence participation support the event theme/major activity?	
What is the estimated size of the audience for the event?	<i>Please provide details for daily and overall: Television: Attendance:</i>
Provide a brief background on your organisation and its previous experience in delivering similar events.	
Please list event sponsors, if any.	

Promotion and Publicity

Publicity Manager Details	<i>Name:</i> <i>Phone:</i> <i>Mobile:</i> <i>Email:</i>
What pre and event publicity will be undertaken to highlight and generate community interest in Defence's participation in the events? Please list type and channels.	
Do you agree to convey Defence key messages to media and other outlets? If yes, how?	
What media coverage is planned during the event and will Defence participation be highlighted?	
Has Defence participated at this event in the Past? If so, what media coverage was received in connection with its participation?	
Will Defence members attending the event be able to meet members of the public during or after their participation?	
How will you measure the event's success? Does this include information / questions about the impact of the Defence participation? Do you agree to provide this information to Defence and if so, within what time frame?	

Aerial Displays

If the request is for an aerial display, will there be other aerial displays during the event?	
What events will be occurring on the ground during the requested aerial display?	

Defence Benefits

<p>Do you agree provide a cost-free space for a static Defence and/or Recruiting display?</p> <p>If so, please provide detail's on Defence's input as to the location and duration of the display?</p>	
<p>Please provide details of any hospitality arrangements that may be provided for Defence members.</p>	
<p>Please outline in some detail extra support that will be provided at no cost to Defence in relation to its participation, eg, advertisements in programs, newspapers/magazines, editorials, television/radio commercials, venue broadcasts, etc.</p>	
<p>What estimated \$ value would you place on publicity or media coverage supporting Defence's participation in the event?</p>	

CHAPTER 5

MANAGING SAFETY, LEGAL AND FINANCIAL RISKS

INTRODUCTION

5.1 The provision of Defence Assistance to the Civil Community (DACC) often involves balancing a number of risks and benefits. Defence personnel approving and conducting DACC must be cognisant of the risks involved and should balance risks and benefits in a manner that takes into account the mandatory requirements of relevant legislation and the best interests of the Commonwealth. The risks involved in DACC include safety risks to Defence personnel and to the community but also include risks to the legal and financial interests of the Commonwealth.

RISK ASSESSMENT AND DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY DECISION MAKING

5.2 As part of the DACC decision making process and before DACC support is approved, the responsible DACC approving authority (see [paragraph 2.16](#), Chapter 2)] must be satisfied that a formal risk assessment has been undertaken in accordance with AS/NZ ISO 31000: 2009, 'Risk Management—Principles and Guidelines' dated Nov 09. This will assist the Commander in assessing the risks associated with accepting to provide DACC support and determining additional controls to either eliminate the risk or where this is not possible to reduce risk to as low as is reasonably practicable. Safety risks must also be assessed and managed according to the requirements of the *Work Health and Safety Act 2011* (WHS Act) and Work Health Safety Regulations 2011 and the Code of Practice 'How to manage health and safety risks.' Hazards, risk assessment results and risk controls are required to be included in a risk register maintained by the Service or Group providing the support and the risks are to be monitored by the Commander or specified Defence members on a regular basis throughout the DACC support.

5.3 The Commander of the force elements assigned to DACC support must exercise due diligence to ensure that to the extent reasonably practicable in the circumstances, his/her force elements are properly qualified, prepared and resourced to undertake DACC support safely. The short time frame often available to provide an effective Defence response to requests for emergency DACC support may preclude the allocation of the necessary time and additional resources to complete the normal pre-deployment collective mission training and certification process. DACC support should therefore be limited to that which can be accomplished within the standing core qualifications, skills and resources of the available Defence elements at the time as augmented by any reasonable additional mission training and resources that can be provided within the available time frame.

5.4 DACC Approved Authorities should not ordinarily approve DACC support that would require training beyond core competencies, lengthy mission rehearsal periods and/or the acquisition of additional equipment not ordinarily organic to Defence. Except in the most extreme life threatening situation, where any further delay may lead to loss of life, Defence personnel must not be required to perform DACC support without all the appropriate training and resources to accomplish the support. This is especially pertinent during recovery phase. At all times, Commanders are to assess

and confirm whether Defence personnel have the skills necessary to undertake the mission before they deploy. Services or Groups may make it a condition to providing DACC support that external agencies provide a risk plan. This risk plan should address the scope and nature of the proposed support.

WORK HEALTH AND SAFETY

5.5 Like any other activity conducted by Defence, DACC support is subject to work, health and safety requirements. The WHS Act became effective from 01 January 2012 and places obligations on the Commonwealth for the safety of its workers that may limit the range of DACC support that can be undertaken by Defence personnel. Whilst the WHS Act defines a Defence Member as an emergency services worker when engaged in civil or disaster relief operations, this does not exempt Defence members from its application.

5.6 Irrespective of the nature of the assistance provided to the civil community under this manual, the Primary Duty of Care under section 19 of the WHS Act for Defence members resides with the Commonwealth as a Person Conducting a Business or Undertaking (PCBU). Section 7 (2A) of the WHS Act defines an ADF member as a worker, including when they are to be considered to be lawfully performing work activities, while section 4 of the WHS Act defines a Defence member as an emergency services worker when engaged in civil emergency or disaster relief operations. For the purposes of this manual, Defence members engaged in providing assistance to the civil community are deemed to be engaged in carrying out work as part of the undertaking of the Commonwealth.

5.7 Detailed guidance on the application of the WHS Act is set out in policy requirements of the Defence WHS Manual. For the purposes of DACC support it is important to note that all Officers and Workers of Defence have obligations with respect to safety that may be enforced through individual criminal penalties.

5.8 All DACC WHS Plans will include as a minimum:

- a. Consultation and communication arrangements;
- b. Responsibilities (Command, specialist WHS personnel, workers);
- c. Emergency procedures (including injury management and incident reporting);
- d. Hazard/Risk Management;
- e. Lessons learnt; and
- f. Governance.

5.9 The DACC commander, in order to exercise his/her due diligence requirements under the WHS legislation, may make it a condition of providing DACC support to an external agency that the agency supply a safety risk plan to the Commonwealth, in cases where the recipient has the capacity to produce such a plan.

5.10 WHS Reporting Requirements are to be in accordance with Chapter 7, [paragraph 7.8](#) of this manual.

MANAGING LEGAL AND FINANCIAL RISKS THROUGH INSURANCE AND INDEMNITY AGREEMENTS

5.11 Defence manages legal and financial risks associated with DACC support through the terms of agreements entered into with the DACC recipient. Such agreements typically apportion risk and liability between the parties, and are also important to clarify the practical arrangements for the support (including, for example, clearly specifying the required Defence assets). Defence would generally seek to enter into an agreement with the recipient of DACC 3, 4, 5 or 6. The correspondence template at [Annex 5A](#) may be used to alert recipients to this requirement.

5.12 To ensure that DACC is provided to a broad range of organisations in a fair and consistent manner across Australia, Defence has a set of standard agreements that have been developed to apply in a wide range of circumstances. In general, DACC support must be formalised in a Memorandum of Understanding (MoU) or Deed of Agreement (Deed) as appropriate.

5.13 These standard agreements are intended to reflect the standard terms which are agreed by Defence for the provision of DACC. The MoU and Deed templates must only be modified to reflect the particular details of each specific DACC request. These standard agreements outline matters including the specific assistance that is to be provided, the ability of Defence to cancel or reduce the assistance due to operational or other requirements, and an agreed way that claims for loss or damage will be handled (in the case of Annex C this is in the form of an indemnity clause). The standard agreements contain instructions for the completion of the document by Defence personnel. These instructions do not affect the substance of the agreement and should be deleted from the agreement prior to it being provided to the recipient of DACC.

5.14 In order to determine which template agreement should be used, it will be necessary for Defence personnel to assess the nature of the body seeking assistance, ie what kind of body or organisation it is. If the body is another Commonwealth agency or department, the MoU (Annex B) will apply. If the DACC recipient is another type of organisation, entity, or individual, the Deed (Annex C) must be used. If there is any query or ambiguity in relation to the terms and conditions of a template agreement, or the broader legal aspects of a DACC support, Defence Legal should be consulted.

5.15 The DACC MoU is a non-legally binding arrangement whereas the Deed is intended to be a legally binding agreement. Whether a DACC MoU or Deed is required will depend on the DACC support itself and the nature of the DACC recipient that is being assisted. Regardless of which template agreement is selected, the MoU or Deed must be documented and signed by both the appropriate Defence authority and the recipient of the support.

5.16 Also of note, in completing a Deed, it is important to ensure that the person signing the agreement on behalf of the recipient is empowered and authorised to do so. If a company seal must be affixed to the Deed, ensure that this is done in addition to the signature of the authorised person or persons. It is also important to ensure that the person signing the Deed on behalf of Defence is authorised in accordance with FINMAN 2 schedule 2 PGPA Act Section 23 Delegation. Two identical originals of the Deed should be prepared and executed: one should be retained by Defence and the other should be retained by the DACC recipient. The relevant Joint

Operations Support Staff (JOSS) office is responsible for completing the MOU or Deed template.

5.17 Should the recipient of DACC seek to vary or amend the standard terms, the request must be provided to Military Strategic Commitments (MSC) or the relevant Service Headquarters (as appropriate), who may consult with Defence Legal.

INDEMNITY AND INSURANCE

5.18 The nature of DACC activities means that Defence may be exposed to claims for loss or damage as a result of participating in DACC. DACC support often involves Defence interacting with members of the public, sometimes in potentially dangerous situations. DACC may also involve members of the public entering onto Defence land or using Defence facilities where Defence has legal responsibilities as the owner and occupier. In order to clarify the responsibilities of each party should any claim arise, the DACC recipient assistance must meet the indemnity and insurance requirements before DACC is provided.

5.19 Defence may require the DACC recipient to hold insurance to cover the risks of loss or damage associated with the support. This helps to protect the financial interests of the Commonwealth as there is an insurance policy in place to cover the support. The type of insurance that is required is usually referred to as public liability insurance.

5.20 Defence may also require the DACC recipient to indemnify the Commonwealth—as defined in [Annex A](#) to Chapter 1—for loss or damage that occurs in the course of the DACC support which is not caused or contributed to by Defence. The indemnity agreement helps to protect the legal and financial interests of the Commonwealth by clarifying that the Commonwealth will only be responsible for loss or damage where the Commonwealth was at fault, ie where the loss or damage was caused by, or arose out of, any act or omission by the Commonwealth, its officers, employees or agents.

5.21 Insurance and indemnity are separate issues and should not be confused. For some events, the Commonwealth may require the DACC recipient to indemnify the Commonwealth but may not require the recipient to hold insurance. Using the example of ADF flying displays provided as assistance to organisers of public events, the Commonwealth does not need to insist on public liability insurance as it is cost prohibitive and Defence members and assets are insured by the Commonwealth. However, the organisers do need to indemnify the Commonwealth as this covers a range of other risks. For example, the indemnity would waive the right to redress or any legal action if the ADF are unable to participate for what ever reason (equipment failure, bad weather, higher priorities etc).

5.22 The general insurance requirements imposed by Defence for DACC activities are detailed in the Reference Schedule to [Annex C](#). As a minimum Defence will require the DACC recipient to hold appropriate public liability and worker's compensation insurance policies. This is to ensure that the DACC recipient is protected from the risk of financial loss or damage arising as a result of the DACC support. If there is any query or ambiguity in relation to the insurance requirements for a particular DACC support, Defence Insurance can provide assistance and guidance.

INDEMNITY

5.23 Defence does not require DACC recipients to indemnify the Commonwealth for provision of DACC 1 and 2 support. This is because DACC 1 and 2 are categories of emergency assistance directly related to saving life, property or the environment. It would not be appropriate for the Commonwealth to seek indemnity in these circumstances.

5.24 Defence policy, in relation to DACC 3 and 4, is that the DACC recipient shall be solely responsible for personal injury, public risk and property loss or damage and that non-Commonwealth DACC recipients shall indemnify the Commonwealth against all liability arising out of the assistance, except for liability caused by, or arising out of, any act or omission by the Commonwealth, its officers, employees or agents in providing assistance.

5.25 State/Territory and Local Government recipients are specifically excluded from meeting indemnity requirements and nor are they required to hold insurance for all DACC support. Similarly, there is no requirement for law enforcement agencies to hold insurance or to indemnify the Commonwealth for DACC 6 support.

INSURANCE

5.26 Defence does not generally require DACC recipients assisted to hold insurance for provision of DACC 1 and 2 support. This is because DACC 1 and 2 are categories of emergency assistance directly related to saving life, property or environment. It would not be appropriate for the Commonwealth to seek indemnity or require the holding of public liability and worker's compensation insurance in these circumstances.

5.27 State/Territory and Local Government DACC recipients are generally excluded from meeting insurance requirements. However, a risk analysis may determine under special circumstances, that insurance cover from State/Territory and Local Government DACC recipients may be required for DACC 3, 4 and 6 support.

5.28 Non-government DACC recipients of DACC 3 and 4 support must produce Defence copies of documentary evidence of current insurance cover for the assistance requested.

DEFENCE ASSISTANCE OF THE CIVIL COMMUNITY 5—INSURANCE AND INDEMNITY

5.29 It is strongly advisable, but not mandatory, for the recipient of DACC 5 support to hold appropriate insurance. The decision on whether to insist on such insurance is a risk management decision. The SADFO or Unit Commander should be mindful that both the Commonwealth and the DACC recipient will be exposed to greater financial risk without insurance, while balancing the ability of the DACC recipient to afford insurance. If the insurance requirement is waived, the SADFO or Unit Commander must still ensure that an indemnity form is signed by the DACC recipient. This ensures that the Commonwealth will not be responsible for any claims for loss or damage except for loss or damage caused by, or arising out of, any act or omission by the Commonwealth, its officers, employees or agents in providing DACC support.

SUMMARY OF WAIVER OF INSURANCE AND INDEMNITY REQUIREMENTS

5.30 Defence does not require DACC recipients assisted to hold insurance or to indemnify the Commonwealth for provision of DACC 1 and 2 support.

5.31 State/Territory and Local Government DACC recipients (including law enforcement bodies) are specifically excluded from meeting indemnity requirements related to all DACC activities.

5.32 Insurance requirements for DACC 5 support is strongly advisable but not mandatory and is a risk management decision for the approver.

5.33 Specific variations to the indemnity/insurance requirements are as follows:

a. Where it has been decided not to insist on insurance, paragraph 8 of Appendix 1, Annex A is to be deleted.

5.34 **Defence procedures** for arranging indemnity and insurance are detailed in [Appendix 1](#) of Annex A of this chapter.

Annexes:

5A [Pro Forma Correspondence](#)

5B [Template—Memorandum of Understanding Between Defence and other Commonwealth Department of Agency under Commonwealth Direction](#)

5C [Template—Deed for the provision of Defence Assistance](#)

PRO FORMA CORRESPONDENCE LETTER TO PARTY TO BE ASSISTED

[Name and address of party to be assisted (must be a legal entity)]

[Date]

Dear [.....]

[Heading—'DEFENCE ASSISTANCE FOR (title of assistance requested)']

1. I refer to your request for the provision of Defence assistance for [title of assistance requested].
2. The requested assistance detailed in the Appendix to this letter will be provided by Defence to [name of party to be assisted] for * 'the costs detailed in Attachment One' (for Categories Three, Four, and Six)* 'without charge on this occasion' (for DACC 5) [*delete whichever is inapplicable], subject to the requirements outlined in this letter.
3. Prior to providing any assistance, Defence requires you to enter into an agreement in the form attached at Appendix one. In addition, you will be required to provide evidence of relevant insurance cover as outlined in Appendix 1 (as applicable).
4. If these requirements are acceptable to [name of party to be assisted], would you kindly attend to the execution of the attached copy of this letter and return that copy.

Yours faithfully

[Officer responsible]

Appendix:

- A. [Defence Assistance to the Civil Community Indemnity and Insurance Arrangements—Defence Procedures](#)

DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY—INDEMNITY AND INSURANCE ARRANGEMENTS

DEFENCE PROCEDURE

1. Complete Annex A of Chapter 4 of this manual, paragraphs 1. to 10., detailing requesting organisation, nature of assistance required and resources needed.
2. Assess the nature of the prospective recipient seeking assistance, ie, what kind of body or organisation it is. This is important in assessing whether or not the prospective recipient is a 'self insurer', or whether it will be required to obtain commercial insurance.
3. Accepted 'self insurers' would include the following:
 - a. Commonwealth Department or Agency; or
 - b. State/Territorial/Local Government department or Agency.
4. Bodies required to obtain commercial insurance would include the following:
 - a. Commonwealth Government Business Enterprise (GBE) or Statutory Authority;
 - b. State/Territorial GBE or Statutory Authority;
 - c. private company, firm/partnership, incorporated association; and
 - d. civilian unincorporated association (such as a community group).
5. Assess the potential liability in terms of dollars in the event of misadventure, accident, loss of resources, equipment etc. The assessment may involve replacement valuation of Defence resources committed to DACC support, or it may involve assessment of 'worst case scenario' damages to which the ADF might be exposed as a consequence of undertaking the DACC support. This might require consideration of the amounts commonly addressed in standard public liability coverage (eg a common figure for public liability insurance is \$20 million). Keep in mind that it might be more appropriate to undertake the support as 'hire or loan' of stores, rather than as DACC.
6. Ask whether indemnity and insurance is appropriate in the circumstances (this requires a degree of risk management and subjective assessment). This may entail consideration of the following issues:
 - a. the level of financial risk to the Commonwealth,
 - b. the ability of the requesting body to obtain or pay for insurance cover, and
 - c. whether it is reasonable to apply the indemnity and insurance requirement.

7. For any organisation receiving assistance, the insurance cover for the organisation must be assessed against the provided assistance to determine whether the assistance is covered by the organisation's insurance policy. Depending on the level of assistance, it may be necessary for the organisation to obtain a separate insurance policy, or the organisation may be requested to arrange with its insurer to endorse the interest of the Commonwealth as a loss payee.
8. Always apply the indemnity requirement to all DACC agreements.³
9. Ensure that the person executing the agreement on behalf of the civilian body is empowered and authorised to do so. If a company seal must be affixed to the agreement, ensure that this is done in addition to the signature of the authorised person or persons.
10. Ensure that the person signing the MOU or the Deed on behalf of the ADF is authorised to do so (ie, the properly authorised person).
11. Ensure that two identical originals of the agreement are prepared and executed. One is retained by the ADF and the other is retained by the body receiving the assistance and providing the indemnity to the ADF.
12. If in doubt about any of the steps outlined above, consult Director Budget Policy in CFO Group and/or Defence Legal.

³ An Agreement (and hence Indemnity) is not required for DACC 1 or 2.

TEMPLATE

MEMORANDUM OF UNDERSTANDING BETWEEN DEFENCE AND OTHER COMMONWEALTH DEPARTMENT OR AGENCY UNDER COMMONWEALTH DIRECTION

1. The Recipient noted at **Item One** of the Schedule ('the Recipient') has requested the provision of Defence assistance ('the Assistance') noted at **Item Two** of the Schedule.
2. Defence has agreed to provide the Assistance in accordance with the terms and conditions of this Memorandum of Understanding (MOU).
3. The Recipient agrees to pay the costs (if any) noted at **Item Three** of the Schedule.
4. The Assistance will be provided during the Term noted at **Item Four** of the Schedule.
5. The Defence Representative noted at **Item Five** of the Schedule has the right to cancel, or decline to provide, the Assistance to the Recipient if circumstances arise where the Assistance cannot be provided due to Defence operational requirements or training activities. The cancellation of the Assistance will be notified to the Recipient Representative noted at **Item Six** of the Schedule in writing at the earliest opportunity.
6. The Assistance will be provided on the basis that:
7. where the Recipient causes or contributes to, in relation to this MOU, any loss or damage, including to Defence property, or any injury or death to persons, the Recipient agrees to bear responsibility to the extent of its contribution; and
8. whenever the Recipient uses Defence property and/or assets the Recipient agrees to ensure that such Defence property and/or assets remains in the same condition as found by the Recipient, fair wear and tear excepted.

SIGNED for and on behalf of:

THE DEPARTMENT OF DEFENCE:

[INSERT NAME OF RECIPIENT]:

By:.....
(Signature)

By:.....
(Signature)

.....
(Print Name)

.....
(Print Name)

.....
(Position)

.....
(Position)

.....
(Date)

.....
(Date)

SCHEDULE

Item One	The Recipient	
Item Two	The Assistance	
Item Three	Costs	
Item Four	The Term	
Item Five	Defence Representative	
Item Six	Recipient Representative	

TEMPLATE

DEED FOR THE PROVISION OF DEFENCE ASSISTANCE FOR THE [insert name of event]

THIS DEED is made on theday of [month] [year]

BETWEEN

COMMONWEALTH OF AUSTRALIA (represented in this Deed by the Department of Defence)

AND

[insert name of recipient—must be a person or legal entity], the Recipient.

RECITALS

- A. The Commonwealth has been asked by the Recipient to provide the Assistance
- B. In providing Assistance to the Recipient any Commonwealth capabilities and assets utilised to assist the Recipient always remain subject to the command and control of the Department
- C. The Commonwealth has agreed to provide Assistance to the Recipient on the terms and conditions detailed in this Deed

NOW THIS DEED WITNESSES AS FOLLOWS:

1. **Definitions** In these terms and conditions, unless the contrary appears:
 - a. 'Assistance' means the assistance described in Item 2;
 - b. 'Recipient' means the party identified in Item 1 to whom the assistance is provided;
 - c. 'Commonwealth' means the Commonwealth of Australia and includes the Department of Defence and the Australian Defence Force;
 - d. 'Department' means the Department of Defence and includes the Australian Defence Force;
 - e. 'Commonwealth officers, employees and agents' includes members of the Australian Defence Force;
 - f. 'Item' means the relevant item number as set out in the Reference Schedule; and
 - g. 'Third Party' means persons other than the Commonwealth, its officers, employees and agents.

2. [(A) Use this clause when costs are to be waived. If costs are to be recovered delete this clause 2 and use clause 2(B) below.] **Costs.** The costs at Item 3 for provision of the Assistance referred to in Item 2 are waived by the Commonwealth. In

accordance with clause 21 the Assistance may be varied by agreement in writing between the Commonwealth and the Recipient.

[(B) Use this clause when costs are to be recovered. If costs are to be waived delete this clause 2 and use clause 2(A) above.] **Costs.** Unless otherwise mutually agreed, the Recipient shall pay to the Department the costs detailed in Item 3, prior to the provision of the Assistance. In accordance with clause 21 the Assistance may be varied by agreement in writing between the Commonwealth and the Recipient. If so varied, at the conclusion of the provision of assistance the Department shall calculate the costs of Assistance actually provided and adjust the sum calculated against the costs paid by the Recipient. Any costs that then remain unpaid by the Assisted Party shall be due and payable on notification to the Recipient by the Department. Any costs paid by the Recipient in excess of the costs calculated by the Department shall be repaid by the Department.

3. Assistance may not be provided:

- a. The Assistance shall be provided only if it or any part of it is not required by the Department for other activities. Any Commonwealth capabilities and assets utilised by the Department in providing assistance to the Recipient under this Deed are subject to the operational requirements of the Department. The Department reserves the right to assign its capabilities and assets, and in particular military elements, at its absolute discretion and to withdraw capabilities and assets utilised in providing assistance to the Recipient if the Department considers this to be necessary.
- b. The Department retains absolute discretion to not provide assistance to the Recipient under this Deed if the Department considers that it is not safe to conduct the support constituting the Assistance. In the event that the Department does not, for whatever reason, provide all or any part of, the Assistance, the Commonwealth shall not be liable for any loss or damage suffered by the Recipient as a result of any reduction in assistance.

4. No assurance The Commonwealth does not give any assurance as to suitability for any purpose of the assistance provided by the Commonwealth to the Recipient.

5. Indemnity:

- a. Subject to clause 5c, the Recipient shall release and indemnify the Commonwealth, its officers, employees or agents (the indemnified) from and against all claims, action, proceedings, demands, liabilities, costs and expenses arising from or relating to the death of or injury to any person (including Commonwealth officers and employees), or loss of or damage to property (including Commonwealth property) in connection with the provision of the Assistance:

- (1) to the extent caused by or arising out of any unlawful or negligent act or omission of the Recipient, its employees or agents; or
 - (2) to the extent of the Recipient's insurance,
- whichever is greater.

- b. For the purposes of subclause 5.1 (a)(ii) the words "to the extent of the Recipient's insurance" means a legal liability for which the Recipient or its

employees is or would be entitled to be paid or indemnified under the relevant insurance policy held by the Recipient (subject the terms and conditions of the policy and any exclusions therein) if:

- (1) there had been no excess under the policy;
 - (2) the party had complied with the terms of the policy;
 - (3) the party had submitted a claim where there was a legitimate entitlement to claim under the policy; and
 - (4) the party had taken reasonable steps to pursue such a claim once it had been submitted.
- c. The release and indemnity in clause 5a and 5b do not apply to the extent any injury, death, loss or damage was caused by, or arose out of any negligent act or omission by the Commonwealth, its officers, employees or agents.
- d. The Commonwealth shall hold the benefit of the indemnity in this clause 5 on trust for the benefit of the indemnified and may enforce this indemnity on their behalf.
- e. For the avoidance of doubt, nothing in this clause 5 places any obligation on the Recipient to maintain any insurance other than as required by clauses 6 and 7.
6. **Obligation to insure** The Recipient shall, at its own cost, effect and maintain the insurance polices detailed at Item 4.
7. **Obligation to maintain insurance** The Recipient must ensure that each insurance in Item 4 is in force during the period of the Assistance.
8. **Evidence of insurance** The Recipient must, in respect of each insurance referred to in Item, provide the Commonwealth with copies of insurance polices so effected and a certificate of currency and evidence of the financial security rating of the insurers, on or before the execution of this Deed.
9. **Provisions in policies** The Recipient must ensure that each insurance referred to in Item 4 is:
- a. at the time of placement, effected with APRA approved insurers or, in respect of non-APRA approved insurers, effected with reputable, solvent insurers with a financial security rating of [A] or better by a recognised rating agency;
 - b. in a form approved in writing by the Commonwealth, which approval by the Commonwealth must not be unreasonably withheld; and
 - c. once approved by the Commonwealth, the terms of the insurance is not changed without the Commonwealth's prior written approval (not to be unreasonably withheld). The Recipient must indemnify the Commonwealth for its reasonable legal and other costs (if any) associated with determining whether or not to approve any such requested change.
10. **Notice of cancellation** The Recipient must immediately give notice to the Commonwealth whenever an insurer of the insurances effected in compliance with clause 7 gives the Recipient a notice of cancellation or any other notice in respect of

the relevant policy of insurance or the Recipient serves a notice of cancellation on the insurer or fails to renew a policy.

11. **Punctually pay premiums** The Recipient must punctually pay all premiums in respect of all insurances referred to in Item 4.

12. **Notification of claims required** The Recipient must immediately inform the Commonwealth when it becomes aware of any actual, threatened or likely claims under any of the insurances referred to in Item 4 which could materially reduce the available limit of indemnity or which may involve the Commonwealth.

13. **Subcontractors, agents and consultants** The Recipient shall ensure that its subcontractors, agents and consultants are insured as required by clause 7 and Item 4, as is appropriate given the nature of services of work to be performed by them, as if they were the Recipient.

14. **Personal injury or property damage to be notified to Commonwealth** If, in the provision of the Assistance, any personal injury, illness or death or damage to property occurs which may give rise to a claim, including a claim from a third party, as a result of any act or omission of the Commonwealth, its officers, employees or agents, whether such act or omission is negligent or otherwise, the Recipient shall as soon as reasonably practicable:

- a. inform the Commonwealth of such injury or illness (including death) or damage to property, and
- b. if requested by the Commonwealth, provide all documentation and other information to the Commonwealth concerning such injury or illness (including death) or damage to property.

15. **Recipient to assist the Commonwealth** The Recipient shall provide all assistance to the Commonwealth as may be necessary or reasonably required by the Commonwealth for the purpose of enforcing any rights and remedies, or of obtaining relief or indemnity from other parties to which the Commonwealth may be subrogated, whether such assistance be required before or after the indemnification of the Commonwealth by the Recipient.

16. **Admission of liability requires consent** The Recipient must obtain the written consent of the Commonwealth prior to any admission of liability on behalf of the Commonwealth in connection with any proceedings or settlement in relation to a claim arising in connection with this Deed.

[Instructions: Insert clauses 17 and 18 if the Assistance includes the provision of Commonwealth equipment or stores, otherwise delete]

17. If the assistance includes the provision of Commonwealth equipment stores, the assisted party shall nominate a person or persons, who may be a Commonwealth officer, employee or agent, as being authorised on behalf of the assisted party to collect the equipment or stores from the sites on which they are located, and to return hired equipment or hired stores to the sites from which they were collected, or other sites agreed between the parties. The assisted party shall be responsible for all equipment and stores from the time of collection of the equipment or stores. The responsibility of the assisted party for hired equipment or hired stores shall cease when the hired equipment or hired stores are returned.

18. Hired equipment and hired stores shall be returned in a clean condition to sites from where they were collected, or other sites agreed between the parties. The assisted party shall be liable for the cost of any cleaning assessed by the Department to be required for the equipment or stores and for any loss of, or damage to, the equipment or stores which is assessed by the Department to be in excess of fair wear and tear. Such assessments by the Department shall be final and binding on the parties.

[Instructions for clauses 19: choose the State or Territory in which the largest part of the Assistance is provided from a costing perspective. If a State, use option a (delete b), if a Territory, use option b (delete a).]

19. **Governing law** This Deed shall be governed by and construed in accordance with the laws of the [a State of [insert name of State]] or [b [insert name of Territory] Territory] and the Recipient shall submit to the non exclusive jurisdiction of the courts of that [a State] [b Territory].

20. **No waiver** The failure by the Commonwealth at any time to enforce a provision of this Deed shall not be construed as a waiver of that provision by the Commonwealth or in any way affect the validity of this Deed or any part of it.

21. **Entire Agreement** This Deed constitutes the entire agreement between the parties and supersedes all prior communications, negotiations, arrangements and deeds whether oral or written between the parties with respect to the subject matter hereof and shall not be varied unless agreed in writing and signed by the parties hereto.

22. **Service of notices** The address for service of notices on the Commonwealth is set out in Item 4. The address for service of notices on the Recipient is set out in Item 5.

IN WITNESS WHEREOF the parties have executed this Deed on the date first written.

SIGNED SEALED AND DELIVERED)

for and on behalf of the)

COMMONWEALTH OF AUSTRALIA)

by)

Authorised to act for and on behalf of the

Minister for Defence

Full Title of Position:.....⁴

.....

⁴ Ministerial authorisation allows holders of particular positions to exercise the Minister's power on his behalf. Accordingly, authorised officers are required to provide the full title of their positions in the Deed as an evidence of their authority. (Please note that authorisations must be re-issued by successive Ministers). See also [FINMAN 2 Schedule 2](#).

The Common Seal of **[insert name of recipient]**⁵

[])

ACN **[insert ACN of recipient]**)

Was hereunto affixed in accordance with its)

Articles of Association)⁶

Secretary Director

⁵ The Recipient can insert its own signature block or alternatively, the standard signature block provided below can be used.

⁶ This is a standard signature block. The Recipient can provide its own signature block as required by its Articles or Memorandum of Association – such as for a Common Seal to be affixed.

Reference Schedule

Item 1 *The Recipient is: [insert name of Recipient, same as for signature block]*

(refer to Clause 1)

Item 2 *The following assistance will be provided: [insert full description of support provided, including dates and times where relevant]*

(refer to Recital A)

Item 3 *The costs are: [A waived] [B insert details of costs]*

(refer to Clause 2)

Item 4 *(refer to Clause 6)*

Notes:

In most cases the insurance in (a) and (b) represent the minimum requirement. The insurance in (a) and (b) may not be required however, if for example, the assistance is the transit of the recipient's goods and the recipient will not be entering Commonwealth premises and has signed a release with respect to loss or damage to the goods. Prior to approving any DACC assistance, Defence units are required to carry out detailed documented risk assessments in order to identify all risks, including insurable risks, associated with the DACC support.

THIS BOX SHOULD BE DELETED PRIOR TO PROVIDING TO THE ASSISTED PARTY

The Recipient must effect or cause to be effected:

- (a) **(Public and Products Liability)** broad form public **[and products]** liability insurance written on an occurrence basis for not less than \$10 million for any one occurrence **[(and also in the aggregate for all occurrences in any one 12 month policy period with respect to products liability)]** which covers the Recipient's legal liability (including to the Commonwealth) in respect of:
- (i) loss of, damage to, or loss of use of, any real or personal property; and
 - (ii) the personal injury of, disease or illness (including mental illness) to, or death of, any person,
- arising out of or relating to the Assistance. **[The insurance must include cover for:]**
- (iii) **[(insert where Commonwealth property in care, custody or control of the Recipient) [the Commonwealth's property in the care, custody or control of the Recipient with a sub-limit of liability of not less than [insert value of property]]];**

- (b) (Workers compensation)** insurance which insures any injury, damage, expense, loss or liability suffered or incurred by any person engaged by the Recipient in the performance of the Assistance (or their dependants) giving rise to a claim:
- (i) under any statute relating to workers' or accident compensation in **[insert States and Territories where Commonwealth employees are working with the Recipient]**; and
 - (ii) **[insert (ii) if assistance is to be provided in WA]** at common law in Western Australia, with a limit of indemnity each occurrence of not less than **[\$50]** million;

Item 5 *Address for service of notices on the commonwealth: [insert address for service]*

Item 6 *Address for service of notices on the recipient: [insert address for service]*

CHAPTER 6

FINANCIAL ARRANGEMENTS AND ACCOUNTING PROCEDURES

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

6.2 As any Defence Assistance to the Civil Community (DACC) support requires the diversion of resources from core Defence activities, the following issues need to be addressed when considering requests:

- a. the effect on Defence operational and training commitments and programs;
- b. the budgetary effects on providing DACC;
- c. the basis and application of cost recovery;
- d. the circumstances in which a cost recovery variation or waiver may apply; and
- e. the financial risk and liabilities (indemnity/insurance).

6.3 There is no additional funding nor a central fund for DACC support. All costs incurred for DACC support are to be funded from Service and Group budgets.

6.4 All DACC support including emergency and non-emergency are to be costed, regardless of whether costs are planned to be recovered or not. These costs should include direct costs and net additional costs. [FINMAN 4—Resource Costing Manual](#) is Defence's primary source for resource and asset costs and is to be used for costing DACC support (<http://intranet.defence.gov.au/find/policies/FINMAN4/index.html>).

6.5 To assist in the calculation of estimated costs for DACC (including the Public Events of Significance Program) activities, Directorate of Budget and Strategic Analysis (DBSA) Chief Finance Officer Group (CFOG) has developed a DACC Costing Calculator which is available on the CFOG Finance in Defence (FinD) intranet website. Furthermore, advice on how to estimate costs may be sought from Group/Service GCFOs or from the FINMAN 4 Help Desk by emailing queries to FINMAN4HelpDesk@drn.mil.au email.

6.6 The definitions of terms used in this manual, such as cost recovery, full, direct, indirect and net additional costs, can be found in [Annex A](#) of Chapter 1.

6.7 It is the responsibility of the Service Chiefs/Head Defence Support Operations (HDSO) to ensure that their personnel are aware of, and adhere, to the requirements of this manual.

COST ESTIMATE PRIOR TO DEFENCE COMMITMENT

6.8 A cost estimate of the direct and net additional costs for Defence assistance must be completed prior to Defence committing any resources in support of DACC 3, 4, 5 and 6. The cost estimate is not required for DACC 1 and 2.

- 6.9 Cost estimates are to be completed by the following authorities:
- a. DACC 3—Headquarters Joint Operations Command (HQJOC);
 - b. Multi Service/Group DACC 4 and 6—Coordinated by Military Strategic Commitments (MSC) in consultation with Deputy Service Chiefs and First Assistant Secretary Resource and Assurance (FASRA);
 - c. Single Service DACC 4 and 6—Undertaken by the relevant Service Headquarters in consultation with Group Chief Finance Officer (GCFO) and/or FASRA; or
 - d. DACC 5—is costed by staff supporting the Senior Australian Defence Force Officer (SADFO) or Unit Commander.
- 6.10 For support involving more than one Service the cost estimate must be cleared by each respective Service Chief or Deputy Service Chief and their GCFO, and FASRA (CFOG), prior to the commitment of Defence resources.
- 6.11 For single Service activities, the cost estimate must be agreed to by the relevant Service Chief or Deputy Service Chief and their GCFO and, where appropriate, Defence Support and Reform Group (DSRG) GCFO prior to the commitment of Defence resources. If the total direct cost exceeds \$50 000 the cost estimate must be cleared through FASRA in CFOG before committing resources.
- 6.12 In the case of DACC 5, the cost estimate must be calculated by the supporting unit's/organisation's staff and agreed to by the Senior Australian Defence Force Officer (SADFO) or Unit Commander, as appropriate, prior to committing Defence resources. Provided that the net additional cost is no more than \$2500 then the support may be authorised by the SADFO or Unit Commander as this is the limit of their delegation under [FINMAN 2 Delegation Schedule 18](#). If the net additional cost exceeds \$2500 then the support should be categorised as DACC 4 (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>).

RECORDING DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY IN RESOURCE AND OUTPUT MANAGEMENT AND ACCOUNTING NETWORK (ROMAN)

- 6.13 All direct costs associated with DACC activities, regardless whether a cost recovery was sought or not, must be recorded in ROMAN against the following fund numbers:
- a. DACC 1 – 70768
 - b. DACC 2 – 70769
 - c. DACC 3 – 70770
 - d. DACC 4 – 70771
 - e. DACC 5 – 70772
 - f. DACC 6 – 70773
- 6.14 Work Breakdown Structure (WBS). In addition to the DACC Fund number, allocation of a WBS number may also be required to track associated expenses. SADFO's, Unit Commanders or Base Support Managers (BSM's) should consult with the relevant Service or Group, Chief Finance Officers (GCFOs) regarding WBS requirements for DACC 1, 4, 5 and 6 support and with HQJOC for DACC 2 and 3.

COST RECOVERY

6.15 The overarching Government policy framework under which Defence cost recovery policies operate is *Public Governance, Performance and Accountability Act 2013* (PGPA Act), section 74 and section 27 of the Public Governance, Performance and Accountability Rule 2014 that requires Defence to recover, as a general rule, the cost of goods or services provided to outside organisations or individuals. The PGPA Act mandates that Defence can only retain money that was obtained from the cost recovery process if Defence was not appropriated in relation to that amount. Otherwise, the money must be returned to the Consolidated Revenue Account. If the costs are associated with DACC 1 or 2 support, then costs may only be recovered if the Government recipient agrees to pay costs prior to the support being provided. Defence should consult with Government recipient prior to Defence agreeing to provide the requested, on whether the Government recipient can pay costs associated with the support to be provided.

6.16 The policy for DACC cost recovery is:

- a. **DACC 1 and 2**—Emergency Assistance. No cost recovery, unless the requestor agrees to pay costs prior to the provision of Defence support.
- b. **DACC 3**—Emergency Assistance. Direct cost recovery, unless a cost recovery waiver or variation has been approved by a [FINMAN 2 Delegation Schedule 18 delegate](http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf) (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>).
- c. **DACC 4**—Non-emergency assistance. Direct cost recovery, unless a cost recovery waiver/variation is approved by a [FINMAN 2 Delegation Schedule 18 delegate](#).
- d. **DACC 5**—Non-emergency assistance. No cost recovery for amounts up to \$2500 net additional cost. If amount exceeds the net additional cost of \$2500, then support should be categorised as DACC 4.
- e. **DACC 6**—Non-emergency assistance. Direct cost recovery, unless a cost recovery waiver/variation is approved by a [FINMAN 2 Delegation Schedule 18 delegate](#).

COST RECOVERY PROCESS

6.17 When direct costs are to be recovered from the requesting organisation the SADFO, or Unit Commander is to provide an approved (refer to responsibilities in [Annex B](#) to Chapter 1 of this manual) DACC cost estimate to the requesting organisation, prior to the DACC support being approved and is to ensure that an invoice is raised as soon as practicable after the provision of assistance.

6.18 To invoice the requesting organisation a Request for Raising an Accounts Receivable Invoice (ARI) (form [AC978](#)) must be completed.

6.19 Guidance on raising an invoice, including standard payment terms, is provided in the *Accounts Receivable Procedure and Training Guidance for Requesting Officers Manual* available on [the CFOG Finance in Defence \(FinD\)](http://intranet.defence.gov.au/find/index.html) intranet website (<http://intranet.defence.gov.au/find/index.html>).

6.20 The relevant Service/Group GCFO will advise the relevant cost centre code to which recovered costs are to be credited.

6.21 All Accounts Receivable Invoices must identify the DACC category through the relevant fund number:

- a. DACC 3 – 70770
- b. DACC 4 – 70771
- c. DACC 6 – 70773

6.22 Please also refer to [Chapter 5](#) of this manual for information regarding managing financial risks associated with DACC support.

6.23 Assistance with accounting data should be sought from unit or local Business Management support staff.

VARIATION/WAIVER OF COST RECOVERY

6.24 Cost variation, or waiver of cost recovery, for DACC 3, 4 and 6 may only be sought where there are special circumstances. 'Special circumstances' may include support with significant public affairs, recruiting or training value to Defence or support that is one-off in nature involving only a minor cost.

6.25 Submissions for cost variation or waiver of cost recovery (in accordance with [FINMAN 2](http://intranet.defence.gov.au/find/policies/FINMAN2/index.html)) (<http://intranet.defence.gov.au/find/policies/FINMAN2/index.html>) are to be raised by:

- a. HQJOC for DACC 3;
- b. the appropriate Service Chief, Deputy Service Chief or Group Head for Single Service/Group DACC 4 and 6; or
- c. MSC or VCDF for DACC 4 and 6 involving more than one Service or Group.

6.26 Prior to a cost variation or cost recovery waiver being submitted for approval, concurrence/advice, as appropriate, must be obtained from:

- a. DACC 3: J05 HQJOC (Director Business Management);
- b. DACC 4 and 6 (for single Service or joint support):
 - (1) Navy—Director-General Navy Business and Governance (DGNBG);
 - (2) Army—Director-General Resource Management—Army (DGRM-A);
 - (3) Air Force—Assistant Secretary Resource Planning—Air Force (ASRP-AF); and
 - (4) Chief Operating Officer Organisation—Chief Financial Officer—CFO-COO for all personnel, ICT and Estate costs.

6.27 FASRA is to provide a cost assurance of the resource estimates of any DACC when the cost waiver or variation:

- a. is being referred to the Minister;
- b. involves more than one Service; or
- c. exceeds \$50 000 direct cost.

6.28 Upon confirmation of resource estimates by FASRA, submissions are then to be sent to the relevant [FINMAN 2 Delegation Schedule 18 delegate](#) for approval (<http://intranet.defence.gov.au/DRMS/uAB1529%5CAB18478992.pdf>).

6.29 Details of any cost recovery waivers or variations approved by a [FINMAN2 Delegation Schedule 18 delegate](#) must be kept by the delegate.

CHAPTER 7

REGISTRATION, INFORMATION CAPTURE AND REPORTING

REGISTRATION OF ALL DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY TASKS

7.1 All Defence Assistance to the Civil Community (DACC) tasks are to be reported to the relevant state Joint Operations Support Staff (JOSS) office for registration and inclusion in the DACC database. The DACC database will be maintained and updated by the relevant JOSS. The JOSS will register the request and issue a registration number. This number will be used in all future correspondence.

7.2 Once a DACC task has been approved, the approving officer is to update the relevant JOSS with the details of the task to ensure the DACC database is complete. The JOSS will confirm with the approving authority that a cost estimate has been undertaken for DACC 4, 5 and 6.

REPORTING OF ALL DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY TASKS

7.3 **Situation report (SITREP).** A SITREP for all DACC 1 and 6 are to be forwarded to HQJOC, MSC, and the applicable Service HQ and regional MJOSS every 24 hours or as stipulated by either HQJOC or MSC. MSC will use these SITREPS to provide ongoing advice to Chief of the Defence Force (CDF) and the Minister for Defence (MINDEF) as required.

7.4 SITREP's for DACC 2 and 3 are to be forwarded to HQJOC. The SITREP submission time will be specified through CJOPS orders and directives to the relevant Commander JTF or DACC Commander. HQJOC is responsible for providing a consolidated report to MSC for ongoing advice to CDF, MINDEF and EMA as required. The consolidated SITREP is to also be forwarded to Service HQ and applicable MJOSS by HQJOC. HQJOC JCC Watch Supervisor will maintain electronic copies SITREPS for DACC 2 and 3.

7.5 The SITREP template to be used is provided at [Annex A](#).

7.6 **Post activity reports (PAR).** The responsible Service or Group is to ensure that individual units, the Joint Taskforce or DACC Commander providing any category of DACC support complete a PAR and provide it to the relevant JOSS within 4 weeks (28 days) of the cessation of the DACC support.

7.7 The preparation and provision of the PAR is a mandatory requirement and the PAR template provided at [Annex B](#) must be used. A PAR must be prepared and provided to the relevant JOSS for **all** DACC support. PARs for DACC 1, 2, 3 and 6 are also to be forwarded to HQJOC J8 for lesson learnt / identified purposes.

7.8 The PAR must include lessons learnt / identified including any safety incidents/lessons. Reporting on the number and type of form [AE527](#)—*Sentinel Event Report* raised in relation to the task is to be included.

7.9 **DACC Database.** The DACC database is managed and maintained by Director Operations and Training Area Management (DOTAM), Defence Support and Reform Group (DSRG) and is the Defence tool for registering and recording all DACC activities.

7.10 Relevant JOSS are to update the DACC database for all categories of DACC from the PAR submitted by Services and Groups.

7.11 On a biannual basis, DOTAM will interrogate the DACC Database to ensure Service and Groups have complied with the PAR requirements. This information is to be provided to MSC for the preparation of a biannual report to MINDEF.

7.12 **DACC Biannual reporting.** MSC is to prepare a report for CDF and Secretary outlining DACC support on a biannual basis. MSC will seek a DACC database report from DOTAM in April and October each year for all DACC support provided to the civil community in the preceding six months as follows:

- a. **September/October Report**—A consolidated summary of DACC support conducted in the preceding six months. In addition the report is to outline Defence preparedness for potential disaster relief operations during the forthcoming disaster season.
- b. **March/April Report**—A consolidated summary of DACC support conducted in the preceding six months. An emphasis will be placed on reporting DACC support provided as part of any disaster response.

7.13 **Work Health and Safety Branch (WHSB) reporting.** Services and Groups are to ensure that form [AE527](#) is completed in accordance with legislative requirements for all notifiable and reportable WHS incidents, exposures, and/or near misses.

7.14 Additionally, Services and Groups are required to capture and compile a WHS Incident Report Summary to be forwarded to WHSB after a DACC operation. The report shall not contain any sensitive information of personal particulars, but shall represent a true and accurate summary of the number and types of incidents, geographical locations, and a description of incidents that occurred whilst on DACC operations. This report will assist WHSB in undertaking trend analysis and compiling statistical information for future preventative safety measures, and will inform planning for future DACC tasks. These reports, when compiled, will be included in the WHS Annual Assurance Report.

7.15 **Defence Annual Report (DAR).** Outcome 3 of the DAR advises MINDEF on the support Defence has provided to the Australian community and civilian authorities during the preceding twelve months. CFOG is responsible for submission of Outcome 3 information to Ministerial and Executive Coordination and Communication Division for inclusion in the DAR.

LESSONS IDENTIFIED

7.16 **HQJOC Lessons Board.** HQJOC will run an annual Lessons Board following the end of the annual disaster season. The Lessons Board considers analysis of key themes arising from PARs, and recommends improvements to DACC procedures and activities.

Annexes:

7A [Defence Assistance to the Civil Community SITREP Template](#)

7B [Defence Assistance to the Civil Community PAR Template](#)

DEFENCE ASSISTANCE TO THE CIVILIAN COMMUNITY

SITUATION REPORT NO:

[INSERT TITLE—Op name or other descriptor and DACC Registration No:]

PART 1—COMMAND AND CONTROL

COMD Comments:

1. (U) xxxx.
2. () xxxxx
3. () xxxxx

Items Recommended for higher HQ Attention

1. (U) xx.

CCIRs

2. (U) Higher HQ CCIRs activated in last 24h:

Ser	CCIR	Activity
1		

Major Incidents/ Activities in the Reporting Period (Last 24 hrs)

3. (U) Major: xx.
4. (U) Significant: xx.
5. (U) Minor: xx.

Major Activities planned in the next Reporting Period (Next 24 hrs)

6. (U) Major: xx.
7. (U) Significant: xx.
8. (U) Minor: xx.

RFI State

9. (U) RFI in/out:

INCOMING FROM	Higher HQ REF	SUBJECT	RX'D	DUE	FOR ACTION
OUTGOING FROM	HQ TF REF	SUBJECT	SENT	DUE	FOR ACTION

Orders and Directives Issued

10. (U) xx.

Senior Staff Locations

11. (U) Commander and senior staff locations:

Ser	Position	Previous 24 hours	Next 24 hours
1	CJTF6XX / DACC CDR		
2	DCJTF6XX / DACC CDR		
	SADFO/ UNIT COMD		

Personnel Status

12. (U) Personnel Numbers(to include all civilian support (permanent or contractor):

Ser	Element and Location	Force Assigned	In AO	Outside AO
1				
2				
3				
	Total			

13. (U) Personnel Incident reporting. < To include details on any significant personnel management or safety incident / issues identified (ie number and type of AC563 submitted) for inclusion in subsequent PAR.>

PART 2—SUMMARY OF OPERATIONS

TG X.x—Maritime

- 14. (U) Last 24h. xx.
- 15. (U) Next 24h. xx.
- 16. (U) CTG Comments. (Comment on key issues/ activities)

TG X.x—Land

- 17. (U) Last 24h. xx.
- 18. (U) Next 24h. xx.
- 19. (U) CTG Comments. (Comment on key issues/ activities)

TG X.x—Air

- 20. (U) Last 24h.

Ser	TU	Aircraft	Activities (No./ Type)	Sorties (No.)	Hours Flown (No.)	Hours on task (No.)	Cumulative Hours (No.)	PAX (No.) Cargo Carried (Kgs)
1	C-130J	3 (No.)						
2	C-17	1						
Total for day								
Total (cumulative)								

- 21. (U) Next 24h.

Ser	TU	Aircraft	Activities planned (No. / Type)	No. Sorties planned
1	C-130J	3 (No.)		
2	C-17	1		
	Total for day			

22. (FOUO) Aircraft Serviceability.

Aircraft	Airframe	Mission Capability	Remarks	ETR

23. (U) CTG Comments. (Comment on key issues/ activities)

TG X.x—Support

24. (U) Last 24h. xxx.

25. (U) Next 24h. xxx.

26. (U) CTG Comments. (Comment on key issues/ activities)

Public Affairs/ Media

27. (?) Last 24h:

(a)

(b)

28. (?) **Media inquiries—completed last 24h:**

(a)

29. (?) Media inquiries—live / pending/ next 24h:

(a)

30. (?) Matters of interest:

(a)

31. (?) General:

(a)

PART 3—CUMULATIVE

32. Since commencing the operation, SADFO / UNIT CO / TF6XX / DACC CDR has achieved the following.

33. **Maritime domain**

- (a) Tasks conducted.
- (b) FE assigned on station.

34. **Land domain**

- (a) Include statistics for the immediate response and recovery effort..
 - (i) Tasks conducted (incl type and total no.).
 - (ii) Total ADF members deployed.
 - (iii) Major equipment/ vehicles used (incl type and total no.).

35. **Air domain**

- (a) Fixed wing (RAAF).
 - (i) Type of aircraft and numbers.
 - (ii) Total aircraft hours.
 - (iii) Total personnel deployed.
 - (iv) Mission / Task types.
 - (v) Total sorties flown.
 - (vi) Cargo moved. (kg).
 - (vii) PAX moved (No.).
- (b) Rotary wing (RAN / ARA).
 - (i) Type of aircraft and numbers.
 - (ii) Total aircraft hours.
 - (iii) Total personnel deployed.
 - (iv) Mission / Task types.
 - (v) Total sorties flown.
 - (vi) Cargo moved. (kg).
 - (vii) PAX moved (No.).

36. **(U) ESSENTIAL POINTS OF CONTACT:**

- (a) tel: ; and
- (b) email:

Released by: SADFO / UNIT CO / JTF6XX / DACC CDR

Authenticated by: XXXXX

Distribution: SADFO / UNIT CO / JOSS/ HQJOC JCC WK

DEFENCE ASSISTANCE TO THE CIVILIAN COMMUNITY

[INSERT TITLE—Op name or other descriptor and DACC Registration]

POST ACTIVITY REPORT

Main part of PAR should be no more than 8 pages and focussed on the Commander's key point and must be provided to JOSS within 4 weeks (28 days) of cessation of support.

Executive Summary

< An Executive Summary should be included for long reports. ⁷ >

Part 1—Commander's Overview *(Mandatory requirement)*

< In this section the Commander must give an overview of the operation / activity and make an assessment of the unit's mission accomplishment, any immediate operational issues and a statement as to the efficiency and effectiveness of the support provided. >

Part 2—Activity Overview *(Mandatory requirement)*

1. DACC activity scope.

- a. DACC registration number. *<Provided by local JOSS>*
- b. DACC category.
- c. Location for activity. *<The scope is to include details about each of the topics cited below. >*
- d. Date(s) event support.
- e. Type of support requested.
- f. Contact details of organisation provided with assistance.
- g. Approving authority. *<This varies based on the type of DACC support>*
- h. Units performing task. *<Down to Regiment/ Battalion/ Air Force Squadron/ Ship level>*

⁷ Information in blue text is provided for guidance.

2. **Cost capture.** *(Mandatory requirement) <Cost analysis, for all DACC activities, is to be conducted in accordance with CFO guidelines and the promulgated CFO template. The items below are costing data based on the CFO DACC cost template>*
 - a. Net Additional Cost
 - b. Direct cost.
3. **Cost recovery.**
 - a. Amount (\$). *<Details and amount (\$) of any variation or waiver of cost recovery approved. >*
 - b. Approving authority. *<Details of authority approving cost recovery variation/waiver (rank, name, position, date) >*
 - c. Basis for not seeking cost recovery *<Details of reasons for not seeking cost recovery>*
4. **Indemnity / insurance agreements.** *<Confirmation that indemnity, insurance and pro forma agreements were addressed—this could include under specific DACC that no indemnity was required>*
5. **Resources supplied** *<place N/A next to those items not used>*
 - a. Personnel.
 - (1) Number personnel—Regular.
 - (2) Number of personnel—Reserve forces.
 - (3) Number of personnel—Australian Public Servants
 - (4) Number of personnel—Contractors/External Service Providers
 - (5) Total days worked.
 - b. Type and number ships/vehicles/aircraft used.
 - c. Plant equipment used (type and hours/km operated).
 - d. Total flying hours (by aircraft type).
 - e. Type and quantity of stores consumed.
 - f. Stores hire/loan to assist organisation.
 - g. Discrepancies with store/equip.

Part 3—Summary of Significant Observations / Issues / Incidents / Lessons Identified *(Mandatory requirement)*

<Other Benefits Achieved And/Or Any Identified Negatives. Full details of observations and Lessons learnt / Identified>

<This section is to include any safety incidents reported including number of AC563 (by category) submitted and outcomes of any investigation/ corrective actions taken. Any WHS lessons identified are to also be included>

Part 4—Other General Comments. (Only required if considered that it is required and value adds to the report)

<This section should be used for any other information that is felt will value add to the PAR, for example: General Remarks, Public Relations aspects, Other Benefits Achieved>

Part 5—Summary *(Mandatory requirement)*

<This section should include the key points and lessons from the list given above >

[SIGNATURE BLOCK]

Date