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The Australian Government Disaster Response Plan (COMDISPLAN) is the plan for the provision of Australian Government non-financial assistance to Australian states and territories in an emergency or disaster. The Minister with responsibility for emergency management must authorise approval for the provision of Australian Government non-financial assistance.

COMDISPLAN 2014 was endorsed by Director General Emergency Management Australia (DGEMA) and approved by the Secretary of the Attorney-General’s Department on 12 January 2014.

Director General
Emergency Management Australia

Recommendations for amendments or suggestions for improvement may be forwarded to:

Director General
Emergency Management Australia
Department of Home Affairs
PO Box 25 Belconnen ACT 2616

In December 2017 COMDISPLAN underwent an administrative review to reflect Machinery of Government changes. COMDISPLAN 2017 supersedes all previous versions and was endorsed by DGEMA on 20 December 2017.
SECTION 1 - INTRODUCTION

1.1. AIM

1.1.1. COMDISPLAN outlines the coordination arrangements for the provision of Australian Government non-financial assistance in the event of a disaster or emergency within Australia or its offshore territories.

1.2. SCOPE

1.2.1. The term ‘non-financial assistance’ refers, but is not limited to: planning expertise, provision of mapping services, counselling, advice, management of external resources and physical assistance. Annex A provides an overview of capabilities that Australian Government agencies can typically provide.

1.2.2. Under COMDISPLAN an affected jurisdiction encompasses mainland Australian states and territories and the offshore territories of: Ashmore and Cartier Islands, Australian Antarctic Territory, Christmas Island, Cocos (Keeling) Islands, Coral Sea Islands, Heard and McDonald Islands, Jervis Bay and Norfolk Island.

1.3. BACKGROUND

1.3.1. Australian state and territory governments have responsibility for coordinating and planning for the response to and recovery from a disaster within their borders. When the total resources (government, community and commercial) of an affected jurisdiction cannot reasonably cope with the needs of the situation the nominated official can seek non-financial assistance from the Australian Government under COMDISPLAN. The Australian Government accepts responsibility and prepares plans for providing Australian Government non-financial assistance in response to such requests.

1.3.2. Emergency Management Australia (EMA), through the Australian Government Crisis Coordination Centre (CCC), continuously monitors and informs stakeholders on situations that may affect Australian jurisdictions.

1.3.3. In line with standing plans and arrangements the CCC develops whole of Australian Government response options for disasters or emergencies within Australian jurisdictions.
1.4. GUIDING PRINCIPLES

1.4.1. COMDISPLAN may be used for the provision of approved Australian Government non-financial assistance.

1.4.2. COMDISPLAN can be activated for any disaster or emergency regardless of the cause.

1.4.3. COMDISPLAN acknowledges and complements existing agreements (such as bilateral arrangements) between jurisdictions, and in some instances international agencies.

1.4.4. In some circumstances locally based Australian Government resources may be deployed in support of local authorities for limited periods without the need to activate COMDISPLAN. This may include the provision of Defence Assistance to the Civil Community (DACC) category one, which is activated for a set period of time under local arrangements.

1.4.5. Contingency planning prior to a formal request for Australian Government non-financial assistance is undertaken in the ‘STANDBY’ phase of COMDISPLAN.

1.4.6. Before a request is made under COMDISPLAN a jurisdiction must have exhausted all government, community and commercial options to provide that effect.

1.4.7. The Australian Government will assess all requests for assistance and where approved will provide non-financial assistance.
2.1. AUTHORITY TO REQUEST

2.1.1. The authority to request Australian Government non-financial assistance under COMDISPLAN is vested in one nominated official in each jurisdiction. In their absence, the officer performing their role holds this delegation.

2.1.2. Nominated officials pass requests for Australian Government non-financial assistance to EMA for consideration by the DG EMA. Following receipt of Ministerial approval for the provision of Australian Government non-financial assistance for a particular disaster, the DG EMA is authorised to request any appropriate agency to undertake the task. These nominated officials are:

<table>
<thead>
<tr>
<th>STATE/TERRITORY</th>
<th>NOMINATED OFFICIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>New South Wales</td>
<td>State Emergency Operations Controller</td>
</tr>
<tr>
<td>Victoria</td>
<td>• Emergency Management Commissioner - Victoria and</td>
</tr>
<tr>
<td></td>
<td>• Chief Commissioner of Police</td>
</tr>
<tr>
<td>Queensland</td>
<td>Executive Officer Queensland Disaster Management Committee</td>
</tr>
<tr>
<td>South Australia</td>
<td>State Coordinator</td>
</tr>
<tr>
<td>Western Australia</td>
<td>Chair of the State Emergency Coordination Group</td>
</tr>
<tr>
<td>Tasmania</td>
<td>Executive Officer, State Emergency Management Committee and Executive</td>
</tr>
<tr>
<td>Northern Territory</td>
<td>Executive Officer, Northern Territory Counter-Disaster Council</td>
</tr>
<tr>
<td>Australian Capital</td>
<td>Chair of the Security and Emergency Management Senior Officials Group</td>
</tr>
<tr>
<td>Territory</td>
<td></td>
</tr>
<tr>
<td>Norfolk Island</td>
<td>Chair of the Norfolk Island Emergency Management Committee</td>
</tr>
<tr>
<td>Cocos (Keeling) Islands</td>
<td>The Territory Controller, Cocos (Keeling) Islands</td>
</tr>
<tr>
<td>Christmas Island</td>
<td>The Territory Controller, Christmas Island</td>
</tr>
<tr>
<td>Jervis Bay</td>
<td>The Territory Controller, Jervis Bay</td>
</tr>
</tbody>
</table>
2.2. RESPONSE PHASES AND ACTIVITIES

COMDISPLAN consists of three phases:

- Standby
- Activated
- Deactivated.

**COMDISPLAN is maintained in STANDBY phase as the default status.**

2.2.1 **STANDBY**

Under STANDBY the following activities are undertaken:

- Monitoring of potential situations
- Planning for potential response
- Training and exercising.

2.2.2 **ACTIVATED**

Where an event/disaster is imminent, or has occurred, DGEMA activates COMDISPLAN in line with Section 2.3.

Under ACTIVATED the following activities are undertaken:

- The CCC advises appropriate stakeholders via email that COMDISPLAN has been ACTIVATED
- The CCC Crisis Coordination Team is stood up
- Request/s for assistance received by the Australian Government and approved by the Minister with responsibility for emergency management
- The CCC provides tasking requests to jurisdictions/agencies
- Jurisdictions/agencies in conjunction with the CCC will cooperatively undertake taskings where acceptable
- Jurisdiction/agency situation updates provided to the CCC on the agreed basis
- The CCC provides stakeholders with regular situational awareness.

2.2.3 **DEACTIVATED**

Event has concluded, DGEMA deactivates COMDISPLAN.

Under DEACTIVATED the following activities are undertaken:

- No further requests for Australian Government non-financial assistance are expected
- Resources returned to parent agent
- No further action expected
- CCC advises stakeholders via email on COMDISPLAN DEACTIVATED.

**COMDISPLAN reverts to STANDBY phase as the default condition upon completion of DEACTIVATION phase.**
The following points show a typical activation of COMDISPLAN:

1. An event/disaster occurs, or is imminent.

2. Due to the nature, magnitude or duration of the event, the total resources (government, community and commercial) of the affected jurisdiction cannot reasonably cope with the needs of the situation.

3. The nominated official advises EMA of the intention to request Australian Government non-financial assistance under COMDISPLAN.

4. The DGEMA activates COMDISPLAN.

5. The jurisdiction forwards a signed request for Australian Government non-financial assistance to the CCC.

6. The CCC engages with appropriate agencies that can action the task request.

7. The DGEMA seeks approval of the task request from the Minister with responsibility for emergency management.

8. Once Ministerial approval is gained, CCC advises the jurisdiction that the task request has been approved.

9. The CCC forwards the task request to appropriate agency for action.

10. The tasked agency advises CCC of acceptance of task request and advises actions and timeline. EMA advises the jurisdiction of tasked agency acceptance of the task request and advises actions and timeline.

11. The tasked agency provides regular updates to CCC and relevant jurisdiction on status of task request.

12. The CCC regularly briefs Australian Government agencies and involved jurisdiction(s) on the status of task request.

13. The tasked agency briefs the CCC on the completion of task request.

14. The CCC advises jurisdictions and Australian Government stakeholders on completion of the task request.

15. The CCC advises the DGEMA of completion of all task requests and advises DGEMA to deactivate COMDISPLAN.

16. The DGEMA approves deactivation of COMDISPLAN.
2.4. MANAGEMENT OF AUSTRALIAN GOVERNMENT RESOURCES

2.4.1. The deployed Australian Government resources remain the responsibility of the parent agency. The CCC will facilitate liaison and working arrangements with the requesting jurisdiction.

2.4.2. In certain circumstances, under the direction of the DGEMA, EMA may request the pre-positioning of Australian Government resources in advance of a disaster impact or a formal request for assistance to reduce response time.

2.5. LIAISON OFFICERS

2.5.1. Prior to or during an event the jurisdiction may request, or EMA may offer, to deploy an EMA Liaison Officers (EMALOs) to the jurisdiction to assist in the coordination of Australian Government non-financial assistance.

2.5.2. Prior to or during an event EMA may request liaison officers from Australian Government agencies and/or jurisdictions to be deployed to the CCC to assist in the coordination of Australian Government non-financial assistance.

2.6. COMMUNICATIONS

2.6.1. While initial contact and liaison on matters relating to COMDISPLAN may be made by telephone, the primary means of communication between EMA and stakeholders will be by email. Alternative communication arrangements will be coordinated by EMA as the situation demands. All telephone requests are to be confirmed by email as soon as possible.

2.6.2. Ongoing communications between EMA and relevant agencies should be supported by the provision of regular situation reports.

2.6.3. It is the responsibility of agencies to provide EMA with appropriate contact details and to arrange internal distribution messages. All correspondence related to requests for non-financial assistance is documented by EMA.

2.7. AUSTRALIAN GOVERNMENT MEDIA AND PUBLIC INFORMATION

2.7.1. Australian Government media releases, or interaction with media, about the activation status of COMDISPLAN, and to the provision of Australian Government non-financial assistance, will be made by the Minister with responsibility for emergency management, their delegate or DGEMA. Australian Government agencies drafting media releases relating to assistance provided in response to COMDISPLAN taskings are to copy the releases to Department of Home Affairs media and EMA.
3.1. DOMESTIC

3.1.1. If the CCC receives offers of domestic assistance the CCC will record relevant information and forward these offers onto the appropriate jurisdiction or agency for consideration.

3.2. INTERNATIONAL

3.2.1. During an event where international non-financial assistance is provided EMA will adhere to the Arrangements for International Reception.

3.3. REQUESTS FOR INTERNATIONAL ASSISTANCE

3.3.1. Where resources to meet a particular need are not available in Australia, EMA in consultation with the affected jurisdiction, Department of Foreign Affairs and Trade (DFAT) and Prime Minister and Cabinet (PM&C) will seek international assistance as necessary through the appropriate channels.

3.3.2. EMA will coordinate the movement of non-financial assistance to the affected jurisdiction in line with the Arrangements for International Reception.
4.1. FINANCIAL ARRANGEMENTS

4.1.1. The Australian Government does not normally seek financial reimbursement from jurisdictions for assistance provided under COMDISPLAN. However, when Australian Government assistance is provided for tasks not directly related to the safety of life and property or that could be handled by jurisdiction resources (e.g. clean-up teams) the Australian Government may seek reimbursement from the affected jurisdiction.

4.1.2. Unless the Task Request to the agency clearly states that costs are recoverable, costs incurred to fulfil the request will be absorbed by that agency. Where Australian Government agency resources are inadequate, either because of insufficient funds or lack of a suitable appropriation item on which to call, no financial commitments can be entered into or expenditure incurred unless authorised by the PM&C, in accordance with the current version of the Australian Government Crisis Management Framework (AGCMF).

4.1.3. Where an agency is tasked to provide a response capability, the criteria for cost recovery will be clearly defined within the formal Task Request. Any ambiguity relating to reimbursement should be clarified prior to acceptance of tasking.
## 5.1. ANNEX A – CAPABILITIES OF AUSTRALIAN GOVERNMENT AGENCIES

<table>
<thead>
<tr>
<th>Agency</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airservices</td>
<td>Airservices provides Australian aviation traffic management including air traffic control and aeronautical information services. This includes aviation navigation and communication services and an extensive national footprint and communications network, including terrestrial resources and digital radio communications. Airservices also provides Aviation Rescue and Fire Fighting services at major airports.</td>
</tr>
<tr>
<td>Attorney-General's Department (AGD)</td>
<td>AGD can provide interpretation of legal documentation and matters, and provide legal advice through the Office of Corporate Counsel, Office of International Law and the Australian Government Solicitor.</td>
</tr>
<tr>
<td>Australian Bureau of Statistics (ABS)</td>
<td>ABS provides population and other statistical and reference information.</td>
</tr>
<tr>
<td>Australian Competition &amp; Consumer Commission (ACCC)</td>
<td>ACCC provides a video conferencing network covering state capitals and Townsville and is the statutory authority responsible for ensuring compliance with the Trade Practices Act (1974).</td>
</tr>
<tr>
<td>Australian Federal Police (AFP)</td>
<td>AFP coordinates the Disaster Victim Identification (DVI) capability as per the Australian DVI Activation and Response Plan. AFP also provides general and or specialist policing assistance as agreed through the memorandum of understanding that exists between the signatories of the Police Assistance in Neighbouring States/Territories in Australia.</td>
</tr>
<tr>
<td>Australian Maritime Safety Authority (AMSA)</td>
<td>AMSA maintains a 24/7 Rescue Coordination Centre with an aviation and maritime communication capability and picture for search and rescue planning and response. This includes air drop capability over land and sea and Distress Beacon locating over land, sea, ice and air. AMSA also provides marine pollution identification, monitoring and dispersal, maritime ship casualty response and emergency towage and the promulgation of Maritime Safety Information.</td>
</tr>
<tr>
<td>Australian Radiation Protection and Nuclear Safety Agency (ARPANSA)</td>
<td>ARPANSA is postured 24/7 to provide specialist technical advice and operational field support if requested to assist during a nuclear or radiological incident. This includes operational planning support, deployment of technical assets and the provision of geospatial products across all elements of the prevention, preparedness, response and recovery phases of an event. ARPANSA is the International Atomic Energy Agency (IAEA)-designated national authority for radiation emergencies both domestic and overseas.</td>
</tr>
<tr>
<td>Australian Transport Safety Bureau (ATSB)</td>
<td>ATSB provides advice on transport safety matters including, but not limited to, occupational health and safety and site security aspects of transport accident sites.</td>
</tr>
<tr>
<td>Civil Aviation Safety Authority (CASA)</td>
<td>CASA can provide advice on aviation safety regulatory matters, implement safety-related actions in accordance with CASA’s functions (eg: establishing a temporary restricted area to limit/control aviation activity in the interests of public safety, as required), provide technical advice and support to other agencies (including on the safe transport and carriage of dangerous goods by air), grant permission for the air transport of dangerous goods not usually permitted for carriage by air, and approve the use of foreign registered aircraft in Australia.</td>
</tr>
<tr>
<td>Department of Agriculture</td>
<td>Agriculture provides advice and expertise on biosecurity, animal health and welfare, epidemiology, plant pests and diseases, introduced marine pests, food residues, pesticide use and response, native animal and pest animal issues. The Department can support linkages with state agricultural departments.</td>
</tr>
<tr>
<td>Department of Communications and the Arts</td>
<td>The Department of Communications and the Arts is responsible for policy advice and regulatory frameworks relating to the telecommunications, broadcasting and postal sectors; including spectrum allocation and the National Triple Zero Emergency Call Service. The national broadcasters (the Australian Broadcasting Corporation and SBS) provide emergency broadcasts.</td>
</tr>
<tr>
<td>Department of Defence</td>
<td>Defence has a range of military capabilities that may be called upon to provide assistance to the civil community in emergency situations, as required and as appropriate. In seeking assistance from Defence, the most effective method is to define or outline the outcome or result required (the effect to be achieved) rather than seek assistance of a specific capability. By defining the desired outcome, Defence can consider a broader range of available capabilities and can assign the most suitable and available assets to achieve the required result. Capabilities may include: logistics support including airlift (fixed and rotary wing aircraft), sealift, land transport, engineering and medical support, temporary accommodation, imagery, and communications.</td>
</tr>
<tr>
<td>Department of Finance</td>
<td>Finance is responsible for Government financial accountability, governance and financial management frameworks, procurement policy, and fostering the efficient and effective use of information and communications technologies by the Australian Government.</td>
</tr>
<tr>
<td>Department of Foreign Affairs and Trade (DFAT)</td>
<td>DFAT coordinates international offers of assistance, including liaison with foreign governments. DFAT also provides reverse consular assistance to foreign missions whose nationals are affected and disseminates accurate and timely information to foreign governments about a crisis internationally, through Australian missions abroad.</td>
</tr>
</tbody>
</table>
| Department of Health | Health develops and maintains national health emergency plans, including environmental health, communicable disease, mass casualty and Chemical, Biological, Radiological and Nuclear incident management. Health's tasks and capabilities include:  
- Monitoring emerging communicable disease issues and outbreaks.  
- Providing specialist technical advice and expertise, such as epidemiological information, advice on infection control measures, provision of medical specialists through the AUSMAT system  
- Coordinating multi-jurisdictional public health response measures  
- Managing implementation of human biosecurity and border health measures  
- Supporting communication with health sector partners and stakeholders, including activation of the National Health Emergency Media Response Network  
- Collaborating with the Australian Medical Transport Coordination Group  
- Meeting international health reporting obligations, particularly the International Health Regulations  
- Managing the National Medical Stockpile and coordinating the deployment of items, and  
- Providing information of the location and number of care recipients in aged care facilities and likely vacancies in the event of an evacuation or relocation. |
| Department of Home Affairs – Immigration and Border Protection and the Australian Border Force | Divisions of the Department of Homes Affairs assist with the sourcing of translation and interpretation services and provides liaison and advice relating to ethnic communities and the replacement of immigration documentation to clients. The Australian Border Force provides maritime and aviation search and surveillance support to AMSA as requested and within Maritime Border Command operational capabilities, and border facilitation of international assistance (resources and equipment). The 24/7 Border Operations Centre in Canberra can expedite entry of overseas personnel and equipment, if required. |
| Department of Home Affairs – Office of Transport Security (OTS) | OTS provides advice on transport security matters, assesses airport curfew dispensation requests, processes aviation cabotage (transport of goods and passengers) requests and assists in facilitating additional commercial airline resources or access to airports. |
| Department of Human Services (DHS) | DHS coordinates the provision of the National Emergency Call Centre Surge Capability (NECCSC) to assist States and Territories and other Government agencies as agreed through NECCSC agreements. DHS provides surge assistance in the form of service officers; social workers and other health and allied health professionals; mobile IT capability and support; mobile service centres; and live and interactive webcasting capability. (Note that arrangements involving the department are subject to the Secretary of the Department, or a delegated officer, authorising staff and/or resources to be in the field for a particular event). |
| Department of Social Services (DSS) | DSS can provide advice on available programs to support adversely affected people, families or communities, and works closely with the Department of Human Services (DHS) on the delivery of payments. Some of DSS’ programs include:  
- Emergency Relief Services - provides support to address the immediate needs in a time of crisis e.g food vouchers and parcels, clothing, transport  
- Family Support Program - provides funding to non-government organisations to support families, particularly those who are vulnerable or living in disadvantaged communities, and  
- Humanitarian Settlement Services - provides accommodation and case management services to newly arrived refugees and migrants. Additionally, DSS can assist with the facilitation of open dialogue between multicultural communities and the Government through the Department’s Multicultural Community Liaison Officer (MCLO) network. |
| Emergency Management Australia (EMA) | EMA coordinates the provision of Australian Government non-financial assistance to Australian jurisdictions under COMDISPLAN. EMA maintains 24/7 all-hazards situational awareness and monitoring through the Australian Government Crisis Coordination Centre (CCC). |
| Geoscience Australia | Geoscience Australia can coordinate access to various satellite imagery, including detailed high-resolution imagery of impacted areas through the International Charter for Space and Major Disasters. This includes access to fundamental national mapping capabilities and historical datasets as well as detailed demographic reports (including structural, social and economic characteristics) to support recovery efforts and provide contextual information to jurisdictions regarding an impacted area. |
Requests for Australian Government non-financial assistance may be phoned to EMA in the first instance, but must be confirmed by email from the nominated official. The format for requests is as follows:

<table>
<thead>
<tr>
<th><strong>SUBJECT:</strong></th>
<th>Event and nature of request being made.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE:</strong></td>
<td>This must include the date and local time of the request.</td>
</tr>
<tr>
<td><strong>REQUEST ID:</strong></td>
<td>This should be a jurisdiction number that can be used for reference (EMA will allocate separate sequential numbers to each incoming request).</td>
</tr>
<tr>
<td><strong>SITUATION:</strong></td>
<td>A brief summary of the reason for the request.</td>
</tr>
<tr>
<td><strong>OWN RESOURCES:</strong></td>
<td>An explanation as to why the requirement cannot be met from within the jurisdiction’s existing resources (local, government, commercial or other).</td>
</tr>
<tr>
<td><strong>PRIORITY:</strong></td>
<td>Time in which the request is asked to be fulfilled within e.g. urgent, within 24hrs.</td>
</tr>
<tr>
<td><strong>DELIVERY LOCATION:</strong></td>
<td>Details of when and where the assistance is required.</td>
</tr>
<tr>
<td><strong>TASK DESCRIPTION:</strong></td>
<td>A brief description of the need and effect required. Requesting authorities should NOT specify the means for meeting the effect but should identify constraints that may influence EMA’s decision (e.g. landing area unsuitable for all but rotary wing aircraft).</td>
</tr>
<tr>
<td><strong>CONTACT NAME &amp; DETAILS:</strong></td>
<td>Full details of delivery point contact officer/s including name, location and telephone number as appropriate.</td>
</tr>
<tr>
<td><strong>APPROVED BY JURISDICTIONAL NOMINATED OFFICIAL:</strong></td>
<td>Name, title, contact details and signature.</td>
</tr>
<tr>
<td><strong>COMMENTS:</strong></td>
<td>Any general comments that may contribute to providing the fastest and most effective response to the request.</td>
</tr>
</tbody>
</table>
REQUEST FOR AUSTRALIAN GOVERNMENT NON-FINANCIAL ASSISTANCE

SUBJECT:

DATE:

REQUEST ID:

SITUATION:

OWN RESOURCES:

PRIORITY:

DELIVERY LOCATION:

TASK DESCRIPTION:

CONTACT NAME & DETAILS:

APPROVED BY NOMINATED JURISDICTIONAL OFFICIAL:

COMMENTS: