

**New South Wales
State Emergency Management
Committee**

**ANNUAL REPORT
2004 – 2005**

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INTRODUCTION

This Report has been compiled pursuant to Section 17 of the State Emergency and Rescue Management Act 1989 (as amended). It details the Charter, Functions, Structure and Operations of the State Emergency Management Committee.

The following administrative information is not included in this Report as the State Emergency Management Committee was administratively supported by the NSW Rural Fire Service during the reporting year and that information is included in that Agency's Annual Report:

- Human Resource Management
- Internal Audit
- Consultants
- Code of Conduct and Ethics
- Financial Activities

THE STATE EMERGENCY MANAGEMENT COMMITTEE

Responsibility and Functions

The State Emergency Management Committee (SEMC) is the principal committee established under the State Emergency and Rescue Management Act 1989 (SERM Act) for the purposes of emergency management throughout the State and, in particular, is responsible for emergency planning at a State level.

An 'emergency' is defined in the act as:-

“**emergency** means an emergency due to an actual or imminent occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or warlike action) which:

- (a) endangers, or threatens to endanger, the safety or health of persons or animals in the State, or
- (b) destroys or damages, or threatens to destroy or damage, property in the State,

being an emergency which requires a significant and co-ordinated response.”

For the purposes of the definition of emergency, property in the State includes any part of the environment of the State.

In addition to the above the SEMC was instructed to broaden its responsibilities to include the emergency management aspects of terrorist threats.

In accordance with the Act the SEMC, at State level, is required to:

- a. identify, evaluate and monitor hazards and threats to life and property;
- b. establish and review appropriate emergency management structures at all levels;
- c. identify emergency resources both within and outside the State and make plans for the allocation and co-ordination of the use of those resources;

- d. establish and review systems for use in the control and co-ordination of emergency operations;
- e. review and recommend emergency management legislation (including legislation and proposals for legislation of other agencies);
- f. advise the Minister on the creation of combined local government emergency management arrangements;
- g. establish communication networks within and between functional areas at all levels;
- h. review plans at all levels and within each emergency services organisation and functional area;
- i. produce specific hazard management guidelines;
- j. arrange emergency management training for individuals, including individuals employed in emergency services organisations and functional areas;
- k. produce and disseminate educational material on established emergency management policies and procedures;
- l. arrange the conduct of training exercises to periodically test emergency management plans;
- m. advise the Minister on the declaration of states of emergencies;
- n. advise on the efficient use of local government resources in relation to Displan;
- o. assist in the selection and training of district and local government personnel for appointment to relevant organisations under Part 2 of the SERM Act;
- p. act as the single point of contact for Commonwealth support to emergency operations in New South Wales in the absence of other arrangements;
- q. produce standing orders and instructions and standing operating procedures under Displan;
- r. assist the Minister, as required, in the preparation and review of Displan; and
- s. arrange for graduated warnings of emergencies to the public.

Structure

The SEMC presently comprises the Chairperson, the State Emergency Operations Controller and nineteen (19) representatives of relevant government and non-government agencies, as determined by the Minister.

The following Functional Area Sub Committees co-ordinate the provision of functional area support for emergency operations pursuant to section 16 of the SERM Act.

- Agriculture and Animal Services
- Communication Services
- Energy and Utility Services
- Engineering Services
- Environmental Services
- Health Services
- Public Information Services
- Transport Services
- Welfare Services

In accordance with Schedule 2 of the SERM Act the following sub committees assist the SEMC in the exercise of its functions:-

- Chemical, Biological and Radiological (CBR) Sub Committee
- Standing Committee on Information Management (SCIM)
- Training Advisory Group (TAG)
- Urban Search and Rescue (USAR) Sub Committee

DISTRICT AND LOCAL EMERGENCY MANAGEMENT COMMITTEES

Eighteen (18) District Emergency Management Committees (DEMC's) met regularly. One hundred and thirty nine (139) Local Emergency Management Committees (LEMC's) cover the one hundred and fifty two (152) Local Government Areas and the remote communities in the unincorporated area of the State and Lord Howe Island. A number of Local Government Areas are combined for emergency planning purposes and there are eleven (11) combined local committees involving twenty six (26) Local Government Areas. All committees met regularly.

MEMBERSHIP 2004/2005

CHAIRPERSON: *Major General B.W. Howard, AO, MC, ESM, MAIES*

STATE EMERGENCY OPERATIONS CONTROLLER: *Deputy Commissioner D. Madden, APM*

EMERGENCY SERVICES ORGANISATIONS REPRESENTATIVES

NSW Police: *Assistant Commissioner R. Waites, Deputy State Emergency Operations Controller*

NSW Fire Brigades: *Commissioner G. Mullins AFSM*

Ambulance Service of NSW: *Mr S. Whinfield, MBA*

NSW Rural Fire Service: *Commissioner P.C. Koperberg, AO, AFSM, BEM*

NSW State Emergency Service: *Brigadier P.J. McNamara, CSC, BSc, GrAIM, GrAICD*

Volunteer Rescue Association of NSW: *Mr. R.G. Gill, ESM*

FUNCTIONAL AREA CO-ORDINATORS

Agricultural and Animal Services: *Ms R. Brooks*

Communication Services: *Mr A Gates ESM, B.Sc*

Energy and Utility Services: *Mr. M. Overy*

Engineering Services: *Mr G. Spencer*

Environmental Services: *Mr. J Woodward, BSc. MEng.(Hon)*

Health Services: *Dr. M. Flynn, MB,BS, Dobs, RCOG, Dven, FRACGP, FAFOM*

Public Information Services: *Chief Superintendent M. Corboy*

Transport Services: *Mr. G. Nott*

Welfare Services: *Mr. S. Frost*

MEMBERS:

Premiers Department: *Mr. P. Clark*

Department of Local Government *Ms. M. Squire, B.Soc.Sci(Psych),M.U.R.P.*

Treasury: *Mr. P. Blunden*

**Department of Infrastructure, Planning
And Natural Resources** *Dr. D.P. Mullins, Dip. App. Chem. Th.M.,
Th.D.*

EXECUTIVE OFFICER: *Mr. H. Mueller*

A number of changes to the SEMC occurred during the year:

- Commissioner G. Mullins replaced Assistant Commissioner K. Thompson as the NSW Fire Brigades representative.
- Ms R. Brooks replaced Mr. G. File as the Agricultural and Animal Services representative.
- Chief Superintendent M. Corboy replaced Mr. R. Neilson as Public Information Services Representative.
- Mr P. Clark replaced Mr. W. Parsons as Premier's Department representative.
- A new Energy and Utilities Functional Area was established and the Department of Energy, Utilities and Sustainability representative was appointed the Functional Area Co-ordinator.
- Mr.H. Mueller replaced Mr. R. Brown as the Executive Officer.

Details of current committee members are set out at Annex A (pages 46-53) and members attendance at Annex C (page 57).

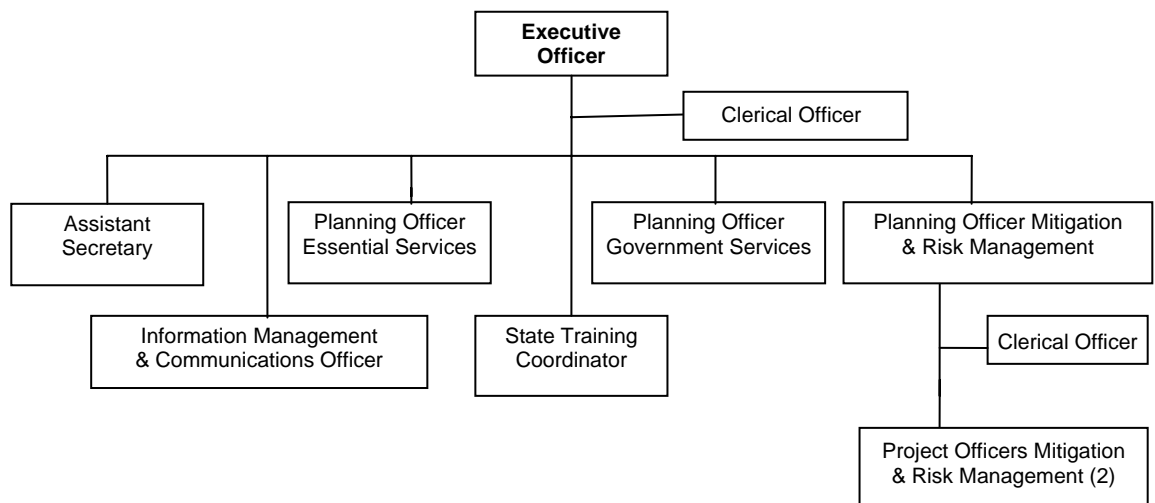
THE STAFF OF THE COMMITTEE

Executive support to the State Emergency Management Committee is provided by a Secretariat.

The role of the Secretariat is to:

- a) provide executive support services to the:
 - Chairperson
 - State Emergency Operations Controller
 - State Emergency Management Committee
 - Functional Area Committees and other Sub Committees
 - Various short term Working Parties
- b) represent the SEMC on committees at District, State and National levels; and
- c) maintain and operate the State Emergency Operations Centre.

Structure of the State Emergency Management Committee Secretariat



Support provided by Staff is set out at Annex B (pages 54-56)

The State Emergency Management Committee Secretariat is located at:

**Level 12
52 Phillip Street
SYDNEY NSW 2000**

**Telephone: (02) 8247 5900
Facsimile: SEMC (02) 9252 9168
Email: semc@oes.nsw.gov.au
Homepage: www.emergency.nsw.gov.au**

Office Hours 8.30am - 5.00pm

The State Emergency Operations Centre is located at:

**Level 4
Sydney Police Centre
151-241 Goulburn Street
SURRY HILLS NSW 2010**

**Telephone: (02) 9265 4361
Facsimile: (02) 9265 4375
Email: stateeoc@oes.nsw.gov.au**

EMERGENCY MANAGEMENT CONCEPTS

Three main concepts underpin emergency management in NSW:

All hazards approach: NSW has established a single set of management arrangements which will be applied to emergencies resulting from the full range of hazard impacts on communities, even though specific counter-measures will vary with different hazards.

Comprehensive approach: NSW embraces a continuum of:

- Prevention/mitigation – to eliminate or reduce the incidence or severity of emergencies.
- Preparation – to enhance the capacity of communities to cope with the consequences of emergencies.
- Response – to ensure the immediate consequences of emergencies on communities are minimised.
- Recovery – measures which support individuals and communities affected by emergencies in the reconstruction of physical infrastructure and restoration of physical, emotional and economic well being.

All agency approach: All agencies must be involved, including state and local governments and non-government organisations which play a vital role in emergency management.

Effective application of these concepts provides the outcome of a **prepared community**, which is the primary focus of prevention, preparation, response and recovery arrangements. The basic requirements are:

- an alert, informed and active community;
- an active and involved local government; and
- agreed and coordinated emergency management arrangements

In implementing the concepts of emergency management, the SEMC utilises the emergency risk management process. This provides a logical and systematic approach that integrates emergency management and agency specific public safety programs within a community.

OVERVIEW

Throughout 2004/2005 the SEMC has continued to monitor and develop the emergency management arrangements in NSW. A summary of the more significant undertakings includes:

- Continued progression of the Council of Australian Governments (COAG) 66 recommendations contained in the report “Natural Disasters in Australia: Reforming Mitigation, Relief and Recovery” including:
 - On-going management of a wide ranging Natural Disaster Mitigation Programme (NDMP);
 - Representation on working groups formed to advise on the implementation of COAG recommendations including Natural Disaster Relief Arrangements, Catastrophic Disasters, Community Safety and Tsunami.
- Continued development of Emergency Management Training Packages including a review of the Emergency Management Arrangements (EMA) Training Package.
- Development of one new State Level Sub-Plan (Sydney CBD Emergency Sub Plan).
- Continued development of the emergency management aspects of the State’s infrastructure protection arrangements including the production of an On-Site Emergency Planning Guide and hosting an emergency infrastructure interdependency exercise.
- Progressing the adoption of a common Emergency Control System (ICS) and developing closer links between the State Emergency Operations Centre (SEOC) and the Police Operations Centre (POC).
- Continuing investigation of interoperable operational management and information management systems.
- Upgrading the emergency NSW public information portal including the integration of the SydneyAlert notification system.
- Managing two new Australian Government emergency funding initiatives (under the Working Together To Manage Emergencies Programme) namely the National Emergency Volunteer Support Fund (NEVSF) and the Local Grant Scheme (LGS).
- Reviewing a number of State Level Sub and Supporting Plans including the NSW Aviation Emergency Sub Plan, Hazmat/CBR Sub Plan, Public Information Services Functional Area Supporting Plan, NSW Health Services Functional Area Supporting Plan and the Energy and Utility Services Functional Area Supporting Plan.
- Representation on the Australian Emergency Management Committee (AEMC).
- Supporting the Augmented Australasian Police Minister’s Council.

PREVENTION

Prevention in relation to an emergency includes the identification of hazards, the assessment of threats to life and property and the taking of measures to reduce the potential loss to life and property.

During the year the SEMC:

- Continued the implementation of recommendations arising from the COAG review into Natural Disaster Mitigation and Relief Arrangements.
- Co-ordinated the State's participation in the Natural Disaster Risk Management Studies Programme.
- Assisted in the management of the State's infrastructure to identify the critical infrastructure and assess the protection arrangements. This involved:
 - Overseeing a Critical Infrastructure Review Group of seconded officers.
 - Developing and publicising the "On-Site Emergency Planning Guide" to assist owners and operators of critical infrastructure and non-critical infrastructure.

PREPARATION

Preparation in relation to an emergency includes arrangements or plans to deal with an emergency or the effects of an emergency.

PLANNING

STATE LEVEL PLANS

➤ **Plans under review:**

- Catchment Authority Dam Plans
- State Health Services Functional Area Supporting Plan
- NSW Aviation Emergency Sub-Plan
- State Welfare Services Functional Area Supporting Plan
- State Engineering Services Functional Area Supporting Plan
- State Public Information Services Functional Area Supporting Plan
- NSW Hazardous Materials Emergency Sub Plan
- State Disaster Plan (Displan)
- NSW State Waters Marine Oil and Chemical Spill Contingency Plan

➤ **Plans reviewed and/or developed during the year:**

- Lucas Heights Emergency Sub Plan
- NSW Food Emergency Sub Plan

➤ **Plans being developed:**

- State Communication Services Functional Area Supporting Plan
- Sydney CBD Evacuation Sub Plan

STATE PLANS AVAILABLE:

➤ **Supporting Plans:**

- State Agriculture and Animal Services Functional Area Supporting Plan.
- State Engineering Services Functional Area Supporting Plan.
- State Environmental Services Functional Area Supporting Plan
- State Health Services Functional Area Supporting Plan
- State Public Information Functional Area Supporting Plan
- State Transport Services Functional Area Supporting Plan
- State Welfare Services Function Area Supporting Plan

➤ **Sub Plans:**

- NSW Animal Health Emergency Sub-Plan
- NSW State Waters Marine Oil and Chemical Spill Contingency Plan
- State Bush Fire Sub-Plan
- State Flood Sub-Plan

- NSW Major Structure Collapse Sub-Plan
- NSW Hazardous Materials Emergency Sub Plan
- Nepean/Hawkesbury Flood Emergency Sub Plan
- State Storm Sub-Plan

DISTRICT LEVEL PLANS

District Disaster Plans are in place for all Emergency Management Districts. The Emergency Management Districts are set out in Annex D (pages 58-59).

LOCAL LEVEL PLANS

Local Disaster Plans are in place for all Local Emergency Management Committees including the Unincorporated Area and Lord Howe Island. The Emergency Risk Management process is being used as a planning tool as local Displans are being reviewed.

COAG REVIEW AND NATURAL DISASTER AND RELIEF AND MITIGATION ARRANGEMENTS

In 2001, the Council of Australian Governments (COAG) directed that a review was to be conducted into natural disaster relief and mitigation arrangements. The Department of Transport and Regional Services (DOTARS) was selected to lead the review and a High Level Group was formed with two representatives from each state and territory and one from the Australian Local Government Association. New South Wales was represented by the Chair of the SEMC, Major General B W Howard and Mr P. Bickerstaff from Treasury.

In December 2003, COAG gave in-principle approval to the 66 recommendations contained in the report "Natural Disasters in Australia: Reforming Mitigation and Relief and Recovery", and work began on implementing the recommendations. SEMC was given the responsibility of coordinating the implementation of the report and a Mitigation and Risk Management section of four staff were added to the Secretariat for this purpose.

The report recommended wide-ranging reforms in the areas of mitigation, relief and recovery, in particular:

- More emphasis to be placed on mitigation by all levels of government;
- Land use reforms;
- Improved public awareness;
- Better warning systems;
- Improvements to the Natural Disaster Relief Arrangements (NDRA);
- Enhanced recovery arrangements;
- The introduction of a Disaster Mitigation Australia package (see separate report);
- New governance and reporting arrangements through an enhanced Australian Emergency Management Committee and an augmented Police Minister's Council.

New South Wales was represented as follows on working groups which have been formed to advise on the implementation of the recommendations:

- Catastrophic Disasters: Mr Matthew Harper, SEMC Secretariat
- Community Safety: Ms Samantha Thomas, SEMC Secretariat

- NDRA Data Collection: Mr Phil Blunden, NSW Treasury
- NDRA Economics & Finance: Mr Phil Blunden, NSW Treasury
- NDRA Robust Infrastructure: Mr Greg Spencer, NSW Department of Commerce
- NDRA Community Recovery Modules: Mr Steve Frost, NSW DOCS.

The Disaster Mitigation Australia Package (DMAP)

The High Level Group recommended the establishment of a Disaster Mitigation Australia Package, which is to operate for five years initially, and to consist of:

- A wide ranging Natural Disaster Mitigation Program (NDMP)
- Integration of the Natural Disaster Risk Management Studies Program (NDRMSP) into the NDMP from 2004-05
- Continuation of the Regional Flood Mitigation Program until 2006-07, after which it is to be integrated into the NDMP.

The NDMP is based generally on shared funding between the three levels of Government on a 1:1:1 basis, although there is provision for an applicant to seek a reduction in contributions if there are exceptional circumstances.

The New South Wales Government has approved funding for the full five years of NDMP, designed to match the Commonwealth Government draft national allocations.

The SEMC has established a State Assessment Committee for NDMP, as follows:

Chair:	Chair, SEMC
Secretary:	Planning Officer, Mitigation and Risk Management, SEMC
Members:	Premier's Department NSW Treasury Department of Local Government State Engineering Services Functional Area Coordinator
Expert Advisors:	Department of Infrastructure, Planning & Natural Resources State Emergency Service Rural Fire Service Roads and Traffic Authority (as required)
Others:	As required.

The State Assessment Committee has, for flood related projects, resolved to use the scoring system which has been used successfully to rate RFMP applications for a number of years. This ensures consistency between NDMP and RFMP.

132 applications were received for NDMP 04/05, totalling over \$40.1 million. In all, 84 new projects were approved worth \$13.6 million. A further \$415,000.00 was provided to progress several 03/04 NDMP Projects to Stage 2.

A breakdown of approved NDMP projects by type from 2003/04 NDRMSP and 2003/04 and 2004/05 NDMP years is as follows:

	NDRMSP 03/04	NDMP 03/04	NDMP 04/05	Project Totals
Flood	3	5	26	34
Bush Fire	8	6	7	21
Studies (Emergency Risk Management, Flood, Fire)	7	Funded under NDRMSP 03/04	27	34
Community Awareness/Education	1	7	10	18
Miscellaneous (includes projects for animal livestock, landslide, mapping, etc)		9	14	23
Studies Total	19	27	84	130

TRAINING

EMERGENCY MANAGEMENT TRAINING ADVISORY GROUP

The Training Advisory Group consists of two representatives from the emergency services organisations, two representatives from the functional areas, and two District Emergency Management Officers. The Manager Emergency Management Training, SEMC Secretariat, chairs the Group.

The terms of reference of the Group were expanded to ensure compliance with the Australian Quality Training Framework (AQTF) standards. They are:

- To conduct training needs analysis for multi-agency emergency management training, and advise the SEMC on training and assessment needs.
- To advise on the development of competency based curricula to meet training needs, and its implementation.
- To advise on the development and implementation of assessment strategies.
- To review all training modules every two years to ensure that accuracy and relevance of content are maintained and that changes in relevant legislation, emergency management structure, and industry work practices are included.
- To validate assessment strategies and results to ensure quality and consistency of assessment.
- To review compliance with AQTF standards, and advise on managing risks of non-compliance.

The Training Advisory Group met on three occasions during the year.

TRAINING POLICY

The expanded SEMC Emergency Management Training Policy, supported by its Code of Practice – Emergency Management Training, is included in the Report at Annex E (pages 60-66) and Annex F (pages 67-69).

Training needs and priorities for year 2004-2005 were determined. They centre around two key areas:

- Completing and implementing the restructure of emergency management training, to align with the emergency management competencies from the National Public Safety Training Package.
- Continuing the delivery of training workshops in Emergency Risk Management throughout the State.

SEMC – REGISTERED TRAINING ORGANISATION (RTO)

The SEMC successfully included additional competencies to its scope of registration. They are VETAB approved until March 2009.

The SEMC has accreditation for the following units of competency within its scope of registration as a Registered Training Organisation:

- PUAEMR008A – Contribute to an emergency risk management process
- PUAEMR012A – Determine treatment options
- PUAEMR009A – Facilitate emergency risk assessment
- PUAEMR013A – Facilitate treatment strategy development and implementation
- PUAEMR011A – Plan and implement a treatment measure
- PUAEMR010A – Undertake emergency planning
- PUASES002A – Work in an emergency operations centre
- PUAOPE006A – Control multi-agency emergency situations
- PUAOPE008A – Coordinate resources within a multi-agency emergency response
- PUAEMR005A – Design and manage activities which exercise elements of emergency management.

EMERGENCY MANAGEMENT SECTOR WORKING GROUP

The SEMC continued its representation at meetings of the Emergency Management Sector Working Group, coordinated by Emergency Management Australia. The Group monitors and reviews the implementation of the emergency management sector competencies in the Public Safety Training Package in accordance with the requirements of the Australian Quality Training Framework.

EMERGENCY MANAGEMENT AUSTRALIA INSTITUTE (EMAI) ACTIVITIES

A number of participants, from a range of NSW agencies, were involved in residential training courses conducted by EMAI during the year.

Instructional support to EMAI, where sought, is provided by NSW for the delivery of EMAI courses.

Two EMAI extension courses were conducted during the year, as follows:

- Managing an Emergency Operation - Liverpool, 14-15 February 2005
- Working in an Emergency Operations Centre - Liverpool, 16-18 February 2005

These courses were funded by EMAI, and delivered by EMAI and NSW instructors.

In addition, representatives of NSW emergency service organisations and functional areas attended a number of emergency management workshops and seminars conducted by EMAI.

EMERGENCY RISK MANAGEMENT TRAINING

A total of eight (8) Districts conducted Implementing Emergency Risk Management Workshops for Local Emergency Management Committee members during the year.

EMERGENCY MANAGEMENT TRAINING WORKBOOKS

The following training workbook was reviewed and distributed to Districts to support local training:

- Emergency Management Arrangements.

LOCAL LEVEL EMERGENCY MANAGEMENT TRAINING

The SEMC Secretariat monitors, and provides funding for, local level emergency management training conducted by District Emergency Management Officers. In 2004-2005, funding was provided for the local delivery of the following courses:

COURSE TITLE	NUMBER OF COURSES
Emergency Management Arrangements	28
Implementing Emergency Risk Management	18
Working in an Emergency Operations Centre	18
Evacuation Management	8
Exercise Management	8
Managing an Emergency Operation	9
TOTAL:	89

EVALUATION AND REVIEW

Reports from participants and instructors were received and evaluated following the conduct of courses. Training packages and other training materials are reviewed every two years by the Training Advisory Group and amended as necessary.

PUBLIC AWARENESS

The development of educational literature on hazard and risk reduction continued in the reporting year in conjunction with Emergency Management Australia's public education programs as well as those of the individual Combat Agencies and Functional Areas.

The SEMC continued to liaise with the various regulatory, manufacturing and transportation agencies to produce specific Hazard Management Guidelines. The SEMC through its representatives is involved in the following committees which prepare specific hazard guidelines.

- Rail Fire and Life Safety Committee
- Hazardous Chemicals Advisory Committee
- Major Hazard Facilities Interdepartmental Advisory Committee
- State Algal Co-ordinating Committee

A new website for emergency management has been developed. The site lists the state level plans, outlines the emergency management arrangements for NSW and provides links to associated emergency service organisations and supporting agencies web sites. The State Emergency Management Committees' Web page is: <http://www.emergency.nsw.gov.au>

PUBLICATIONS

The following publications have been produced and are available from the State Emergency Management Committee:

- State Disaster Plan (Displan)
- State Agriculture and Animal Services Functional Area Supporting Plan
- State Engineering Services Functional Area Supporting Plan
- State Environmental Services Functional Area Supporting Plan (ENVIROPLAN)
- State Public Information Services Functional Area Supporting Plan
- State Transport Services Functional Area Supporting Plan
- State Disaster Welfare Services Functional Area Supporting Plan
- State Health Services Functional Area Supporting Plan (HEALTHPLAN)
- State Animal Health Emergency Sub-Plan
- State Hazardous Materials Emergency Sub-Plan (HAZMATPLAN)
- State Aviation Emergency Sub-Plan
- State Major Structure Collapse Sub-Plan
- State Waters Marine and Chemical Oil Spill Contingency Sub-Plan
- State Flood Sub-Plan
- State Storm Sub-Plan

Briefs/Papers:

- Brief on the Emergency Management Arrangements for NSW (2nd Edition)
- Exercise Management Guide (2nd Edition)
- Booklet - Protecting Your Infrastructure
- Booklet - On-Site Emergency Planning
- Brochure - Natural Disaster Relief Arrangements
- Brochure - An Evacuation Guide for Police and Emergency Services Organisations

RESPONSE

Response in relation to an emergency includes the process of combating an emergency and of providing immediate relief for persons affected by an emergency.

ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Emergency Services Organisations and Functional Areas as well as the coordination arrangements are outlined in the New South Wales State Disaster Plan (Displan).

COMMONWEALTH SUPPORT

The State Emergency Operations Controller through the State Emergency Operations Centre (SEOC) is the single point of contact in the State for requesting Commonwealth assistance.

Liaison is maintained with the National Emergency Management Coordination Centre (NEMCC), which is kept informed of incidents and emergencies in NSW as they occur.

EMERGENCY OPERATIONS CENTRES

State Level

The SEOC is located at the Sydney Police Centre, Goulburn Street, Surry Hills.

Functional Level

Not all Functional Areas require the establishment of a Coordination Centre separate to that of the SEOC. Those Functional Areas that do operate their own Coordination Centres are:-

<i>Service</i>	<i>Location of Centre</i>
Agriculture	- Orange NSW
Environmental	- Goulburn Street, Sydney NSW
Health	- Rozelle NSW
Public Information	- Police HQ, Sydney NSW
Transport	- Elizabeth Street, Sydney NSW
Welfare	- Kamballa, Parramatta NSW

District Level

All Districts have established a District Emergency Operations Centre.

Standing Operating Procedures have been developed for all District Emergency Operations Centres.

A number of District level exercises were held during the year to test the operation of the District Emergency Operations Centres.

Local Level

All Local Emergency Management Committees met on a regular basis during the year and have identified appropriate Local Emergency Operations Centres.

THE STATE EMERGENCY OPERATIONS CENTRE (SEOC)

The State Emergency Operations Centre (SEOC) is maintained at an “information level” by the staff of the SEMC at all times. In 2004-2005 the SEOC monitored eighty nine (89) events.

The SEOC was activated:

- To provide assistance to the Rural Fire Service to support bush fire operations with Section 44 Declarations in place from October 2004 to December 2004.
- To monitor and provide assistance to agencies as required.
- To provide assistance to a number of agencies and liaise with the Commonwealth following the earthquake/tsunami in South East Asia from 26 December 2004 to 17 February 2005.
- Monitor the return of deceased from the earthquake/tsunami in South East Asia and liaise directly with the State Coroner’s office.
- To monitor the response and recovery of a several other operations which included the preparation of reports to the Government, SEMC members and relevant organisations.

THE MORE SIGNIFICANT EVENTS INCLUDED:

Agriculture

- Citrus Canker Disease July 2004.
- Assistance to the Rural Fire Service to support bush fire operations with Section 44 Declarations in place from October 2004 to December 2004.
- Issuing Drought Reports.
- Issuing Australian Plague Locust situation reports.
- Monitoring a FMD threat – New Zealand – May 2005

Bush Fires

Bushfires occurred in the following emergency management districts during the months shown.

- Central West [Dec]
- Hunter [Nov, Dec]
- Illawarra [Oct, Nov, Dec]
- Mid North Coast [Nov, Dec]
- Northern Rivers [Oct, Nov, Dec]
- Sydney North [Nov, Dec]
- Sydney South West [Nov, Dec]
- Western Slopes [Nov, Dec]
- Western Sydney [Nov, Dec]

Fires

- Row of terraces - Rozelle [Jul]
- Vehicle wreckers yard - Revesby [Sep]
- Factory Fire - Mascot [Oct]
- Backpackers hostel - Balmain [Jan]
- Brescia factory fire - Ashfield [Mar]
- Apartment building, Hay Street, City [Jan]

Floods

- Bellinger River [Oct, Jan & Jun]
- Brunswick River [Oct, Dec & Jun]
- Hastings River [Oct & Jun]
- Manning River [Oct & Jun]
- Nambucca River [Oct]
- Orara River [Oct & Jun]
- Barwon/Darling Rivers [Dec & Jan]
- Gwydir/Mehi Rivers [Dec & Jun]
- Peel/Namoi Rivers [Dec & Jun]
- MacIntyre/Severn Rivers [Jan]
- Patterson/Williams Rivers [Mar & Jun]
- Paroo River [Jun]
- Richmond/Wilsons Rivers [Jun]

Hazardous Materials Incidents

- Chemical Incident Penrith Panthers Club [Jul]
- Hazmat Incident – St Vincents Hospital [Aug]
- Leaking Fuel Tanker – Batemans Bay [Sep]
- Gas Explosion - Queanbeyan [Sep]
- Gas Leak – Mt Druitt [Sep]
- Gas Leak - Mosman [Oct]
- Gas Leak - Scone [Nov]
- Weeping Acid Spill – Farm East Gresford [Dec]
- L.P.G. Gas Leak - Kurnell [Dec]
- Gas Leak – Homebush West [Dec]
- Gas Leak - Adamstown [Dec]
- Chemical Spill – Port Botany [Jan]
- Gas Leak – Breakfast Point [Feb]
- Damage and leakage to main Sydney to Newcastle fuel line, 12,000 lt spilt [Feb]
- Tanker overturned, Fuel Spill – Pearces Corner [Feb]

Miscellaneous

- Plane crash – Katoomba Airport [Jul]
- United Airlines – possible bomb on-board [Jul]
- Plane crash – Bankstown Airport [Jul]
- Space Debris, Re-entry [Aug]

- Blackout – Bankstown, Auburn, Chester Hill, Villawood, Bass Hill, Yagoona – 2 sub-stations out [Sep]
- Blackout in nursing homes - Normanhurst [Sep]
- Blackout – Ryde, Hunters Hill [Oct]
- Landslip – Wisemans Ferry [Oct]
- Semi and 34 vehicle accident , F3 Freeway – Calga [Oct]
- Theft of Aircraft – Bankstown Airport [Oct]
- Building Collapse – Bass Hill [Oct]
- Trees and wires down – Beecroft and Moorebank [Oct]
- Awning and part building on vehicles – Gosford [Oct]
- Loss of aircraft - Locust spraying – Trundle [Oct]
- Loss of aircraft – Locust spraying – Mudgee [Nov]
- Loss of Aircraft – Locust spraying, 2 deceased – Dunedoo [Nov]
- Report of light plane down – Bankstown area - [Dec]
- Power outage – Town of Yass - [Dec]
- Air alert – Qantas flight – Sydney Airport [Dec]
- Truck in hotel, USAR team activated – Adelong [Jan]
- Return of 7 deceased ADF personnel [Apr]
- Bus Smash – Yarra near Goulburn [May]

Storms

- Heavy Rain, Strong Winds – Sydney, Illawarra and Hunter [Jul]
- Hail Storm - Sydney & Wollongong [Sep]
- Hail Storm – Newcastle, Gosford & Wyong [Sep]
- Heavy Rain – East Coast [Oct]
- Heavy Rain – North Coast [Oct]
- Hail Storm – Upper Hunter/Oxley [Oct]
- Heavy Rain/Strong Winds – Central West NSW [Dec]
- Hail Storm – Sydney & Northern Rivers [Dec]
- Heavy Rain/Strong Winds – Campbelltown & Lake Macquarie [Dec]
- Wind Storm – Southern NSW [Jan]
- Wind Storms - NSW [Jan]
- Rain Storms – Sydney, North Coast & Nth West NSW [Jan]
- Thunderstorms – Eastern NSW [Feb]
- Thunderstorms – NSW [Feb]
- Thunderstorms – Eastern NSW [Feb]
- Thunderstorms – NSW/VIC border [Mar]
- Wind Storm – Illawarra, Hunter & Sydney [Mar]
- Hail Storm – South Coast, Illawarra [Apr]

RECOVERY

Recovery in relation to an emergency includes the process of returning an affected community to its proper level of functioning after an emergency.

- The relevant Functional Areas provided recovery support to communities affected by bush fires, storms, drought and locust plague.

AGRICULTURE AND ANIMAL SERVICES
Functional Area Sub Committee

**Functional Area Coordinator
and Chairperson:**

Ms Renata Brooks
NSW DPI
(Alternate) Dr Graeme Eggleston
NSW DPI

Executive Officer:

Ms Suzanne Robinson
NSW DPI

Members

Mr J Ver Hoeven
Department of Infrastructure, Planning and Natural Resources

Mr D Robinson
RSPCA

Mr M Keogh
NSW Farmers' Association

Ms C Steffe
NSW Cat Fanciers Association

Mr S Orr
State Council of Rural Lands Protection Boards

Mr T Korn
Dept. of Environment and Conservation

Ms M Dalton
Animal Welfare League

Ms C McDougall
Wildlife and Information Rescue Emergency

Mr P McGregor
Australian Quarantine & Inspection Service

Mr P Grant
Safefood Production NSW

Dr F Doughty
Australian Veterinary Association NSW

Dr V Kite
Australian Chicken Meat Federation

Ms N Komis
Australian Egg Industry Association

Mr A Candish
Royal NSW Canine Council

Dr I Lugton
Animal Welfare Advisory Council

Ms B Frawley
Horse Rescue Australia

Mrs A Saunders
Pet Industry Joint Advisory Council

Ms K Vasington
Australian Wildlife Animal Rescue Emergency

Mr M Davies
Northern Tablelands Wildlife Carers Inc

Ms A Koosman
Native Animal Trust Fund

M. J. Perrin
Hornsby/Ku-ring-gai Agriculture and Animal Emergency Group

Mr B Bell
Hanrob Pet Care Centre

Mr P Metcalfe
Fauna & Marine Parks Association

Ms P Brown
*Manly/Warringah, Pittwater Agriculture
and Animal Emergency Group*

Mr R Verhey
Local Government and Shires Association of NSW

Mr P Buckley
Sydney Metropolitan Wildlife Service

The Agriculture and Animal Services functional area has concentrated on the following activities during the reporting period:

- Responded to bushfires at Alectown where it coordinated the burial of 690 sheep that were burnt in the fire.
- Responded to floods at Wee Waa where in excess of 1000 cattle were saved by mustering them out flood waters.
- Coordinated the largest plague locust campaign in the history of the state. In excess of 1000,000 ha of crops and pasture were treated for locust. Over \$1 billion worth of crops and pastures were saved during this whole of government response.
- Conducted two (2) meetings of the Functional Area Animal Welfare Sub Committee.
- Commenced forming the Functional Area Food Emergency Sub Committee. This sub committee is responsible for preparedness and response activities relating to food industry emergencies under the Food Industry Emergency Sub Plan.
- Commenced coordinating the states preparedness activities for Exercise Eleusis which is an exercise testing Commonwealth and State responses to a strain of Avian Influenza which is highly pathogenic to humans and poultry. (Exercise to be held in late November 2005).
- Contributed as a supporting functional area to a number of exercises conducted by other combat agencies.

COMMUNICATION AND INFORMATION SERVICES
Functional Area Sub Committee

**Functional Area Coordinator
and Chairperson:**

Mr A Gates
Department of Commerce

Members:

Assistant Commissioner R Mahoney
NSW Police

Mr B Jackson
State Rail

Ms C Donnelly
NSW Fire Brigades

Mr G Hammer
Department of Lands (Crown Lands NSW)

Mr R Gray
Ambulance Service of NSW

Mr P Burfitt
Department of Environment and Conservation

Mr B McDonald
Rural Fire Service

Mr P Kelly
Energy Australia

Mr P Clague
State Emergency Service

Mr J Modrouvanos
Argus

Mr K Dray
Premiers Department

Mr M Shenstone
State Forests

Mr P Blunden
NSW Treasury

Mr C Holmes
Independent Transport Safety and Reliability Regulator

The key activities in the reporting year were:

- Continued implementation of the Long Term Radio Strategy, a \$92m 4 year program to upgrade security and resilience in emergency management communications;
- Construction of redundant network control centres for the Police and Government Radio Networks;
- Construction of a mobile data radio network (MDRS) for the greater Sydney Area;
- Implemented the second year of a \$30m upgrade of mobile radio terminals;
- Commenced digitization of radio links for the Government Radio Network;
- Investigation of opportunities to share management and maintenance of radio sites;
- Trialled remote video via high speed wireless data services;
- Trialled roaming between the MDRS, satellite telephone and mobile telephone (CDMA) networks;
- Conducted reviews on the impact on communications arising from the South East Asian Tsunami and Cyclone Katrina.

The Chair represented NSW on the National Committee for Coordinating Government Radio Communications.

ENERGY AND UTILITY SERVICES
Functional Area Sub Committee

**Functional Area Coordinator
and Chairperson:**

Mr. M. Overy
Dept of Energy, Utilities & Sustainability

Executive Officer:

Mr. R. Grimes
Dept of Energy, Utilities & Sustainability

Members:

Mr G. Spencer
Dept of Commerce

Sgt D. Ussher
NSW Police

Mr P. Bowden
Agility Management Pty Ltd

Mr D. Weber
ACTEW AGL

Mr D. Plowman
Alinta Network Services

Mr D. Ingham
AGL Energy Sales and Marketing Ltd

Mr P. McIntyre
TransGrid

Mr T. Benson
Country Energy

Mr J. Nealy
Macquarie Generation

Mr K. Stonestreet
Country Energy

Mr K. Lister
Snowy Hydro Limited

Mr D. Hogg
Delta Electricity

Mr P. Langdon
Integral Energy

Ms A. Akle
Erarina Energy

Mr. C. Dalitz
Country Energy

Mr R. Stewart
Energy Australia

Mr A. Thornton
Hunter Water Corporation

Mr. P. Freeman
Sydney Water

Mr J. Titterton
State Water Corporation

Mr G. Begg
Sydney Catchment Authority

Mr F. Willsdon
Shell Company of Australia Limited

Mr B. McDonnell
Caltex Australia Ltd

Mr E. Macpherson
Australian Institute of Petroleum

Mr R. Cheong
Trafigura Fuels

Mr C. Prebble
ELGAS Limited

Energy and Utility Services Functional Area Committee (EUSFAC)

Establishment

At its 17 June 2004 meeting the SEMC approved the Department of Energy, Utilities and Sustainability (DEUS) to be the lead agency for the establishment of an Energy and Utility Services Functional Areas Committee (EUSFAC).

The Committee's role is to establish, maintain, and implement, when required, an Energy and Utility Functional Area Supporting Plan under the State Disaster Plan which will ensure:

- The provision of energy and utility support to a Combat Agency, and other Functional Areas or organisations involved in an emergency.
- The co-ordination (in conjunction with the Engineering Functional Area) of the establishment of electrical power, water, sewerage, gas services and petroleum either temporarily or permanently as required.
- The co-ordination of the supply of advice to the State Emergency Operations Controller (SEOCN) from Energy and Utility providers in accordance with Energy and Utility Supply continuity plans.

The EUSFAC held its first meeting in August 2004.

EUSPLAN

The Energy and Utility Services Functional Area Supporting Plan (EUSPlan) is a supporting plan to the NSW State Disaster Plan. EUSPlan outlines the co-ordination arrangements for managing severe and sudden disruptions to the supply of energy and utility services. The EUSPlan applies only to those disruptions that require a significant and co-ordinated response. EUSPlan does not apply to temporary supply cuts or disruptions of a minor nature which are managed by a disruption company or service provider.

Priorities

The priorities for EUSFAC during this period have been to establish working groups and to develop new, or revise current, supporting sub plans. Work plans have been developed and a number of working groups have commenced work on various sub plans.

Specific high priority projects include participation in the review of the Commonwealth *Liquid Fuels Emergency Act 1984* and, participation in the Ministerial Council on Energy (MCE) Gas Emergency Protocol Working Group and NSW Gas Demand Management Taskforce.

Supporting Plans, Protocols and MOU's

EUSFAC supporting Plans, Protocols and MOU's include:

- NSW Petroleum Supply Disruption Response Plan
- NSW Natural Gas Supply Disruption Response Plan
- NSW Electricity Emergency Management Plan
- NEMMCO Power Systems Emergency Management Plan
- NEMM MOU on the Use of Emergency Powers

- NEM Emergency Protocol
- NSW ESI Incident Management Plan
- Commonwealth national Liquid Fuel Emergency Response Plan

Exercises

EUSFAC regularly participates in Commonwealth, State Government and industry sponsored exercises to test emergency management capabilities. Throughout the period these included:

Exercise	Sponsor	Date
Medusa	National Electricity Market Management Company (NEMMCO)	Oct 04
Moonlight	SEMC	Feb 05
Tsunami	SEMC	Apr 05
Whiteout	National Counter Terrorism Committee (NCTC)	Sep 05
Mercury 05	National Counter Terrorism Committee (NCTC)	Oct 05
QUOKKA05	National Electricity Market Management Company (NEMMCO)	Nov 05

ENGINEERING SERVICES
Functional Area Sub Committee

**Functional Area Coordinator
and Chairperson:**

Mr G Spencer
NSW Department of Commerce

Executive Officer:

Mr D Wilkins
NSW Department of Commerce

Members:

Mr K Bennett
State Water

Mr D Parsons
Sydney Water

Mr R Webb
Office of Marine Safety & Port Strategy

Mr J Eisenhuth
Energy Australia

Mr A Thornton
Hunter Water Corporation Ltd

Dr D Lowe
Roads & Traffic Authority

Mr K Wright
State Rail Authority

Mr G Begg
Sydney Catchment Authority

Mr P Wood
AGL Gas Co (NSW) Ltd

The 2004/05 year has seen the establishment of the Energy and Utilities Functional Area, a role previously included in the Engineering Functional Area. This break up of the Engineering Functional Area has resulted in the bulk of the Engineering sub committee members moving into the Energy and Utilities Functional Area sub committee.

The creation of this new Functional Area has resulted in the Engineering Functional Area being refocused on engineering response in support of Combat Agencies.

Engineering Emergency Management (EEM) has not been called to any significant emergency over the past 12 months. We have responded to a range of minor incidents, such as the structural assessment of buildings as a consequence of fire damage and a tunnel collapse.

We have participated in a variety of State and District activities, exercises and conferences with the highlights including:-

- Exercise Moonlight
- Exercise Shopping Tremor
- Exercise Mercury
- Exercise Eleusis
- Exercise Pied Piper
- Tsunami Workshops
- Flu Pandemic Workshops
- State Water Cartage Plan
- Urban Search and Rescue Sub Committee
- Critical Infrastructure Sub Committee
- SEMC Standing Mitigation Sub-Committee

- National Working Group for the Council of Australian Governments (COAG) recommended changes to Natural Disaster Relief Arrangements (NDRA)

The contribution of structural engineers to Urban Search and Rescue (USAR) has increased from 4 to 6 over 2004/05.

This year has seen engineer specific training continue with all NSW DESFACs brought together for workshops and desktop exercises.

ENVIRONMENTAL SERVICES
Functional Area Sub Committee

**Functional Area Coordinator
and Chairperson:**

Mr J Woodward
Department of Environment and Conservation

Executive Officer:

Mr G Thomas
Department of Environment and Conservation

Members:

Dr G Eggleston
Department of Primary Industries

Sergeant D. Ussher
NSW Police

Mr G Smith
Ambulance Service of NSW

Mr G. Spencer/Mr D. Wilkins
Department of Commerce

Mr G Begg
Sydney Catchment Authority

Mr M. Johnson/Mr C. Collier
RailCorp

Ms S Kidziak
Australian Business Limited

Mr P. Halton
Roads and Traffic Authority

Superintendent J Bedford/Station Officer P. Sydenham
NSW Fire Brigades

Mr G Douglas / Mr S Heemstra
Rural Fire Service

Dr D Coope/Mr D. Koop
NSW Health

Mr J Pullin/Mr B. Heath
Sydney Ports Corporation

Dr G Bowman
Department of Natural Resources

Mr D. Parsons/Mr B. Angus
Sydney Water Corporation

Mr R Verhey
Local Government Association
of NSW and Shires Association of NSW

Mr R. Lea
NSW Maritime Authority

Mr K Shanahan
National Parks and Wildlife Service
(Department of Environment & Conservation)

Ms J. White
Waste Service NSW

Dr C Koch
Plastics and Chemicals Industries Association

Mr S Morson/Mr S. Robins
WorkCover Authority of NSW

Mr G. Symington
Australian Petroleum Agents & Distributors

Mr S Fernando
Department of Planning

Mr C. Sanders
Independent Transport Safety & Reliability Regulator

Mr E. Makram
Ministry of Transport

Mr H. McMaster
NSW Road Transport Association Inc

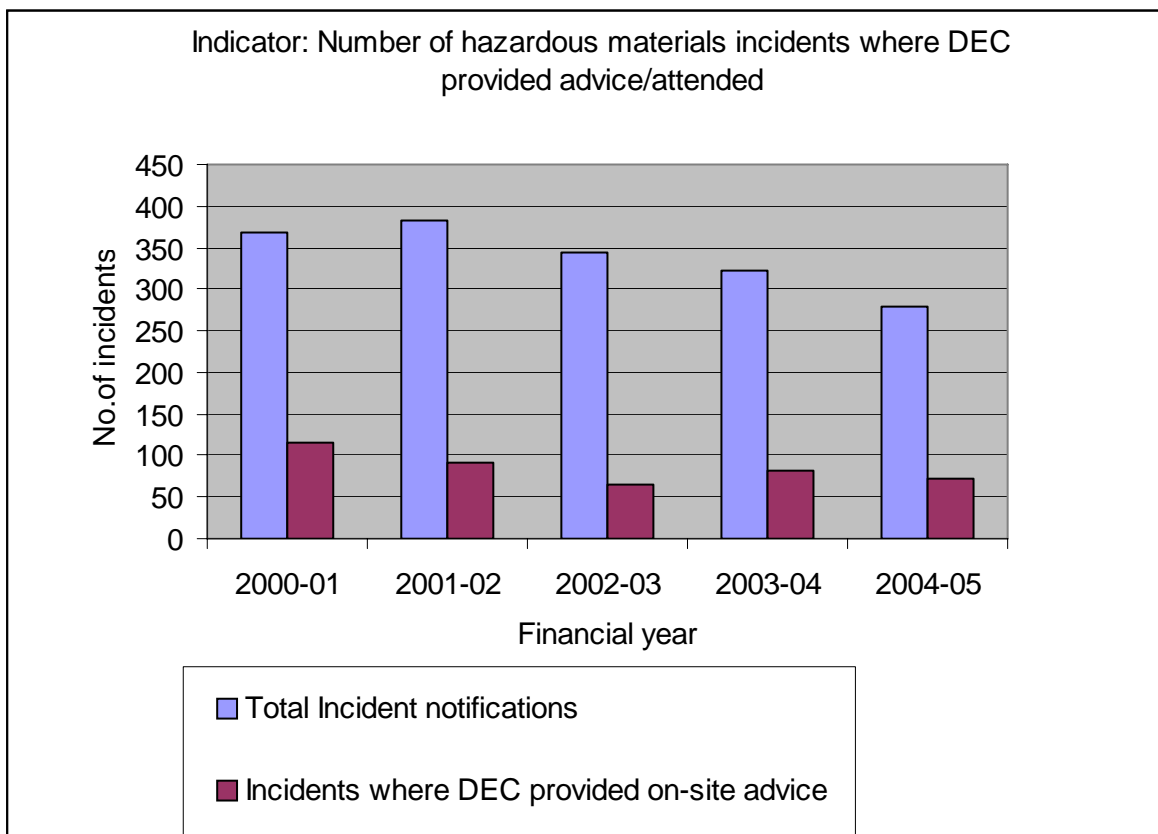
DEC Emergency Management and Response 2004-05

Context

Hazardous substances and articles containing hazardous substances include those substances referred to as dangerous goods. When transported, handled or stored inappropriately or when released as a result of an incident, hazardous substances present a serious risk to people, property and the environment. When incidents or emergencies do occur, the DEC works alongside and advises emergency service organisations and other response agencies. Once an incident has been rendered safe by the NSW Fire Brigades, the DEC oversees the environmental clean-up and the disposal of any spilled or contaminated materials.

The DEC also participates in planning and preparedness activities to protect the environment in the event of pollution/hazardous materials incidents and other types of disasters. This involves the development/review of appropriate disaster plans and ensuring that the DEC is ready and able to respond effectively when disasters do occur. The DEC also regularly participates in multi-agency exercises to test these plans, raise awareness and train appropriate staff.

Program results



Report Period	2000-01	2001-02	2002-03	2003-04	2004-05
No. of incidents where EPA/DEC provided on-site technical or clean-up advice	116	92	65	82	73
Total incident notifications	368	383	344	323	279

In 2004-05 the DEC was notified of 279 hazardous materials incidents and responded to the site on 73 (26.2%). Although the number of onsite responses was lower than the previous year the proportion of onsite responses was marginally higher than the previous year (25.4%). Examples of significant incidents are:

- 10 September 2004 – About 500 L of 12.5% sodium hypochlorite solution accidentally pumped from Birrong Pool, Birrong into a stormwater drain leading to Duck Creek.
- 14 September 2004 – A fuel tanker rolled over on the Kinks Highway, Clyde Mountain losing 20,000 L of fuel into a dry creek bed.
- 11 January 2005 – B double carrying waste oil ran off road at Urana, losing 31,000 L of a 44,000 L load into Urangeline Creek.
- 26 February 2005 – Petrol tanker overturned on Pacific Highway at entrance to Sydney to Newcastle Freeway, Wahroonga resulting in a spill of approximately 34,000 L of fuel into Spring Gully Creek.

The DEC participated in a number of major emergency management exercises. These include:

- Exercise Flashlight (August 2004) and Exercise Moonlight (February 2005) – Infrastructure Interdependency exercises in the “Light” series. Exercises based on a prolonged major power outage in Western Sydney.
- Exercise James Cook (September 2004) – National marine oil spill field and Incident Control Centre Exercise, based on a major crude oil spill from a tanker into Botany Bay.
- Tsunami Effect Workshop (April 2005) – National workshop on affect of tsunami impacting on Eastern Seaboard.
- Food Safety Workshop (May 2005) - DPI ran a food chain safety workshop/exercise to identify and assess risks to the food chain.
- Eastern Seaboard Tsunami Workshop (June 2005) - An exercise and workshop were run to assess the risks, vulnerability and planning for tsunamis in NSW.
- Influenza Pandemic Workshop (June 2005) - A workshop was held to examine the ability of the state to manage a pandemic in Australia and to continue to function during an outbreak.

The Environmental Services Functional Area Committee and the Hazardous Materials Incidents Sub-Committee met in December 2004 and June 2005.

DEC also participated in the following Committees:

- State CBR Committee;
- CEO’s Counter-Terrorism Coordinating Group;
- State Public Health Emergency Management Committee;
- National Plan Executive Committee;
- National Plan Technical Working Group; and
- District Emergency Management Committees.

DEC has been involved in:

- Reviewing and completely redrafting the Environmental Services Functional Area Plan (Enviroplan). The draft plan was submitted for external review during the June 2005 Environmental Services Functional Area Committee meeting.
- Reviewing the NSW State Waters Marine Oil and Chemical Spill Contingency Plan, the Tsunami Plan, the State Lucas Heights Emergency Management Plan, the Animal Health Emergency Sub Plan and the Agriculture and Animal Services Functional Area Supporting Plan;
- Participating in external training such as the Public Health Emergency Training at Brighton in April 2005 and the NSW Police in March 2005;
- Liaising with NSW Police and NSW Fire Brigades regarding the management of radiation incidents; and
- Investigating potential environmental issues involved in an avian influenza outbreak and planning/preparing to respond to such an outbreak.

HEALTH SERVICES
Functional Area Sub Committee

**Functional Area Coordinator
and Chairperson:**

Dr M Flynn
Medical Directorate ASNSW, State HSFAC

**Director
NSW Health Counter Disaster Unit
Executive Officer:**

Dr D Cooper
State Medical Controller

Members:

Professor K Baker
Chief Nurse Officer
Nursing & Midwifery Office
NSW Health

Dr K Chant
Director Population Health and
Deputy Chief Health Officer
NSW Health

Dr M Paton
Deputy Director Clinical Policy
Centre for Mental Health
NSW Health

Ms S. Hayward
Australian Red Cross
(NSW Division)

Mr S Frost
Department of Community Services

Mr W Glenny
Commissioner
St John Ambulance NSW

Mr W Geddes
Director Media and Communications
NSW Health

Ms CLau
Policy Analyst
Nursing and Midwifery Office
NSW Health

Dr R Morris
Medical Retrieval Unit
NSW Health

Mr M Willis
General Manager Operation Services
Ambulance State Controller
Ambulance Service NSW

This is a policy committee for the NSW Health Functional Area.

The Committee will consist of the principle organisations and disciplines that form the planning and working elements of HEALTHPLAN and is chaired by the State HSFAC. Other organisations and individuals will be invited to provide specialist advice as required.

The terms of reference for the NSW Health Disaster Advisory Committee include:

- review HEALTHPLAN;
- make recommendations regarding health aspects of emergency management and accompanying legislation;
- maintain a review of emergency health resources within the State;
- review NSW Health emergency plans at State and Area Health Service level;
- advise on NSW Health emergency training within the State;
- review HEALTHPLAN operational activities;
- review and advise on health service emergency exercises; and
- review Standing Operating Guidelines supporting HEALTHPLAN.

EXECUTIVE SUMMARY

NSW Health amalgamated the number of Area Health Services from 17 to 8.

The NSW State Health Services Functional Area Supporting Plan (HEALTHPLAN) was released. Of significance is the recognition of NSW Health as a combat agency for all Health Emergencies.

NSW Health Interim Influenza Pandemic Action Plan was launched by the Premier.

ACTIVITIES

HEALTHPLAN was activated to provide Health Services support to:

- City to Surf Fun Run – August 2004;
- Bali bombing – October 2005.

NSW Health Counter Disaster Unit (CDU) held a multidisciplinary Disaster Symposium on Operation Tsunami Assist and the lessons learned - May 2005

AWARDS

The National Burns Plan (AUSBURNPLAN) was endorsed at the Australian Health Minister's conference in July 2004. The plan received the EMA State & National Safer Community Award in the pre-disaster category (December 2004)

The Health CDU also developed a CBR Triage and Antidote Treatment Pack that received the EMA State & National Safer Community Award in the post-disaster category (December 2004)

TRAINING AND EXERCISES

NSW Health in conjunction with the NSW Fire Brigades trained an additional 5 medical

officers and 1 registered nurse to provide medical support to the Urban Search and Rescue Taskforce. This has increased the number of medical officers from 6 to 11 from last year.

Two Chemical Biological & Radiological (CBR) courses were conducted in Queanbeyan. These courses included staff from the ACT Ambulance Service in the first multi jurisdiction course conducted by NSW Health Counter Disaster Unit

NSW Health staff participated in the Multi-Jurisdictional Exercise *Mercury 05*

Exercise Eleusis – NSW Health worked very closely with the Department of Primary Industries in the planning and participation of this exercise related to the management of avian flu.

OPERATIONS

NSW Health Disaster Coordination Centre (HSDCC) has been relocated at the Sydney Ambulance Centre - Redfern

NSW Health played a significant role both in the coordination and provision of the first Australian Government Civilian Medical, Surgical and Public Health Teams deployed in response to the Boxing Day Tsunami 2004

NSW Health provided coordination and medical support to the operational response to the terrorist attack in Bali, on the evening of 1 October 2005.

PUBLIC INFORMATION SERVICES
Functional Area Sub Committee

**Functional Area Coordinator
and Chairperson:**

*Chief Superintendent M. Corboy
NSW Police*

Members:

*Ms S Kliendienst
Sydney Airport*

*Mr J. Wilson
NSW Ambulance Service*

*Mr A. Berry
Department of Community Services*

*Ms T Glasgow
NSW Agriculture*

*Mr W Duncan
Community Relations Commission*

*Mr C Wade
NSW Rural Fire Service*

*Mr I Krimmer
NSW Fire Brigades*

*Ms S McKeown
Sydney Water*

*Ms T Abraham
Department of Commerce*

*Mr W Geddes
NSW Health*

*Ms P Charlesworth
Australian Red Cross*

*Mr M Overy
Ministry of Energy & Utilities*

*Mr G. Burg
Premiers Department*

*Mr J Zahra
Transgrid*

*Mr N Patchett
Waterways Authority*

*Ms N Soltszewski
Department of Tourism, Sport & Recreation*

*Mr G. Nott
Department of Transport*

The Public Information Services Functional Area Sub Committee met on three occasions and continued to respond to the Public Information requirements of the SEMC including:

- Finalised the review of the State Public Information Functional Area Supporting Plan.
- Participated in the National Counter terrorist Exercise, “Mercury” .
- Opening of Public Information Coordination Centre.

TRANSPORT SERVICES
Functional Area Sub Committee

**Functional Area Coordinator:
and Chairperson:**

Mr G Nott
Ministry of Transport

Executive Officer

Mr E. Makram
Ministry of Transport

Members:

Mr K Wright
State Rail Authority

Mr R. Creighton
State Rail Authority

Mr D. Job
Roads and Traffic Authority

Mr B Moore
NSW Maritime Authority

Mr V Bowden
Bus and Coach Association (NSW)

Mr D Keenan
Sydney Buses

Mr R Azzi
Rail Infrastructure Corporation

Mr H McMaster
Road Transport Association

Mr H Harrison
Taxi Council of NSW

Mr M. Niemann
Sydney Ferries Corporation

The Transport Services Functional Area Sub Committee participated in the following activities:

- Tsunami workshop and an initial planning meeting for Exercise Eleusis.
- Further development and testing of emergency plans for the CityRail network.
- Development of transport plans in support of the Sydney CBD Emergency Sub Plan
- Development of draft transport plans for the evacuation of the Lucas heights area;
- Exercises Flashlight and Moonlight.

WELFARE SERVICES
Functional Area Sub Committee

Functional Area Coordinator:

Mr S Frost
Department of Community Services

Members:

Major K Hentzschel
The Salvation Army

Mr B Smith
St. Vincent de Paul Society

Mr C Olafson
ADRA Care

Mr P Charlesworth
Australian Red Cross (NSW)

Dr D Cooper
NSW Health

Ms A Souter
Department of School Education & Training

Mr P Reynolds
Community Relations Commission

Mr S Opper
State Emergency Service

Mr T O'Mara
Anglicare

Mr C Henri
Insurance Disaster Response Organisation

Mr G. Stevens
Centre for Mental Health, NSW Health

Dr G Eggleston
Department of Primary Industries

Mr K. Roil
Department of Housing

Mr R. Sullivan
Centrelink

The Welfare Services Functional Area Sub Committee has been involved in providing recovery support to incidents from storms, minor floods, one off unit fire and explosion, hailstorms, factory fire and the ongoing drought.

The main incidents the Committee responded to were the Bellingen and Coffs Harbour storms and flood in October 2004 and also the floods at Tweed Heads, Ballina and Lismore in June 2005.

Continued support has been provided to drought affected families during 2004-2005. Since October 2002, in excess of \$8.5m has been provided to over 3,500 individuals and families affected by the ongoing drought.

The Functional Area also:

- Participated in Emergency management exercises at a National and State level eg the “Light” series and Catastrophic Disasters;
- Participated in the review of State Plans such as the SES Tsunami Plan, HAZMAT Plan and the NSW Health Plan;
- Developed, in conjunction with DoCS Media and Communication Unit, a DoCS Intranet website to provide easy access to disaster recovery policies, processes and information for Departmental staff;
- Applied for, and received, funding under the Natural Disaster Mitigation Programme for development of a public awareness Community Service Announcement for radio and television to advise those affected by a natural disaster of the assistance available through the Department of Community Services and the State Disaster Recovery Centre 1800 number;
- Applied for, and received, funding under the Natural Disaster Mitigation Programme for development of a Disaster Recovery brochure prepared in six key culturally and linguistically diverse languages;
- The Memorandum of Understanding between DoCS and five key community agencies was received and signed by the Minister for Community Services and the respective Agency CEOs on 30 June 05.
- At the invitation of the Office of Emergency Services conducted a presentation to a Sri Lankan delegation on working arrangements with voluntary agencies in an emergency. The Memorandum of Understanding between DoCS and five key community agencies was described and discussed with the delegation.
- The Functional Area Coordinator has been an active participant on the NDRA Working Group for the past 12 months concentrating on Eligible PHD Measures and Community Recovery Modules.
- In preparation for the 2004/05 bushfire season, a series of sixteen information sessions were held throughout NSW for DoCS staff and Community Partners. These sessions were presented by staff from the State Disaster Recovery Centre.
- Participated in the 50th Anniversary of the Maitland Flood.

NSW URBAN SEARCH AND RESCUE (USAR)
SUB COMMITTEE

Committee Chairperson:

*Inspector S. McGilcheist
NSW Police*

Executive Officer:

*Ms T Windsor
State Emergency Management Committee Secretariat*

Members:

*Superintendent G Smith
Ambulance Service of NSW*

*Inspector J Denny
NSW Fire Brigades*

*Dr D Cooper
NSW Health*

*Mr T. Kaine
State Rescue Board*

*Mr D Wilkins
Department of Commerce*

The USAR Sub Committee met four times during the period and has been involved in the following activities:

- Category 2 USAR Course conducted by NSW Fire Brigades has been replaced with a skills maintenance programme;
- Represented NSW on the National USAR Working Group;
- Assisted in facilitating discussion exercises associated with exercise “Explorer”;
- Ongoing USAR training for specialist members of the Task Force such as Engineers, Canine Handlers and Doctors;
- Commenced review of Major Structure Collapse Plan.

STATE CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR)
STEERING SUB COMMITTEE

Committee Chairperson:

*Chief Superintendent J Hamilton
NSW Fire Brigades*

Members:

*Senior Sergeant P Taylor
NSW Police Forensics*

*Sergeant D Ussher
NSW Police*

*Inspector R McNeil
NSW Fire Brigades*

*Superintendent G Smith
Ambulance Service of NSW*

*Dr D Cooper
NSW Health
Protection Authority*

*Mr G Thomas
Department of Environment and
Conservation*

*Mr H Mueller
State Emergency Management Committee*

*Inspector J Stapleton
NSW Police*

*TBA
Australian Defence Force*

*Mr D Parsons
Sydney Water*

The CBR Steering Sub-Committee:

- a. Provides advice to the SEMC on CBR related issues;
- b. Identifies, evaluates and monitors CBR Hazards and related threats to life and property;
- c. Reviews and monitors appropriate CBR emergency management structures at all levels;
- d. Identifies CBR resources both within and outside the State and developing and reviewing plans for the allocation of those resources;
- e. Reviews and monitors CBR related emergency management legislation;
- f. Develops, reviews and monitors plans, guidelines and systems used in the control and co-ordination of CBR emergency operations;
- g. Develops, co-ordinates and conducts CBR multi agency training and exercises; and
- h. Develop, maintain and review a co-ordinated approach for emergency management of CBR incidents and emergencies by liaison with Commonwealth and other States and Territories agencies.

The Sub Committee represents on National Chemical, Biological and Radiological Working Group and has reviewed and provided comments on the following documents:

- National Counter Terrorist Plan and Handbook
- National CBR Strategy
- National Co-ordination Arrangements for Response to the Deliberate use of Biological and Chemical Agents to Cause Harm
- Reviewed State Hazardous Materials Plan
- The committee conducted a rail exercise involving a chemical release at Wynyard Railway Station
- Participated in the National Exercise Mercury 06, as working group enhanced multi-agency incident management teams to deal with the consequences of terrorist activities.
- In conjunction with the Commonwealth Emergency Management Australia, New South Wales CBR Committee hosted the Quadrilateral (UK, USA, Canada & Australia) Consequence Management Group.

The Sub Committee has developed protocols/guidelines for the interaction of Police Bomb Squad and Fire Brigades personnel at potential CBR incidents with an explosive dispersal device and these were validated in a rail exercise on the new Southern Rail Line.

The Sub Committee has also reviewed and enhanced the State's radiological capability.

**STANDING COMMITTEE ON
INFORMATION MANAGEMENT**

Committee Chairperson:

*Mr A Gates
Department of Commerce*

Members:

*Mr R Brown
NSW Ambulance*

*Ms C Donnelly
NSW Fire Brigades*

*Mr P Meredith
NSW Rural Fire Service*

*Mr A Edwards
NSW State Emergency Service*

*Superintendent B Shepherd
NSW Police*

*Mr R Lea
NSW Maritime*

*Mr M Nott
Disaster Welfare Services*

*Mr D Trowbridge
Animal and Agriculture Services*

*Mr D. Wilkins
Engineering Services*

*Dr D. Cooper
Health Services*

*Mr P Blunden
NSW Treasury*

*Mr T Sleigh
Department of Lands*

*Mr G Percival
SEMC Secretariat*

*Mr K Dray
Premiers Department*

The bulk of communications planning in the reporting year was undertaken by the Standing Committee on Information Management.

The key activities in the reporting year were:

- Prepared and submitted to Treasury, a business case for an operational management system for NSW;
- Completed a set of business requirements;
- Prepared a draft set of user requirements.

CURRENT COMMITTEE MEMBERS

CHAIRPERSON

**Major General
B.W. Howard, AO, MC, ESM MAIES**

Major General Howard served in the Australian Regular Army from 1956 until 1989. His final appointment was as Director General of the Natural Disasters Organisation which he held from 1987 to 1989. Major General Howard was the Director General of the NSW State Emergency Service from 18 December, 1989 to July, 2000. He was the Chairperson of the State Emergency Management Committee from its establishment in 1990 to 3rd June 1993 and the State Rescue and Emergency Services Board from its establishment in 1990 to March, 1992. He was reappointed Chairman of the Committee in February 1996

**STATE EMERGENCY
OPERATIONS CONTROLLER
Deputy Commissioner
D. Madden, APM**

Dave Madden joined NSW Police in 1978. Following experience in both rural and suburban environments he worked with Country Special Weapons & Operations Squad and Tactical Response, and under SACPAV arrangements trained as the Police Forward Commander for Counter Terrorist Activities. He has been a Patrol Commander, Local Area Commander, and Commander of Education Services prior to commencing his current appointment in February 2002.

He is a recipient of the National Medal and the Australian Police Medal.

He holds a B Applied Social Science (Mitchell College), M Letters Distinction in Sociology (University of New England) and a Post Grad Certificate Distinction (Macquarie Graduate School of Management).

EMERGENCY SERVICE ORGANISATIONS REPRESENTATIVES

NSW POLICE

**Assistant Commissioner
R Waites**

Since joining NSW Police as a cadet in 1966, Bob Waites has gained operational experience in areas such as investigations, rescue and general duties across the metropolitan area.

During his career, he served as the Commander at Redfern, Campbelltown, Blacktown, Eastern Suburbs, Northern Beaches and Brisbane Water LACs, and Region Commander at North Metropolitan.

In 1982 he was commended for his outstanding courage during the rescue of a boy who fell down a borehole at Palmdale. He was also recognised by the Royal Humane Society as a result of the same incident.

Assistant Commissioner Waites was awarded the National Medal in 1986 and the First Clasp in 1993.

He served on the executive of the Police Association, the Commissioned Police Officers Association and on the board of Police Legacy. Assistant Commissioner Waites now serves on the board of Crime Stoppers.

Master of Public Policy & Administration, Charles Sturt University.
Bachelor of Arts (Criminal Justice), Charles Sturt University
Associate Diploma in Justice Administration, Mitchell College of Advanced Education.
Certificate in Public Sector Management, University of Wollongong.
Graduate Certificate in Strategic Management, Macquarie University School of Business Studies.
Diploma in Company Directorship.
Certificate in Policing Studies, FBI National Academy & University of Virginia.

NSW FIRE BRIGADES

**Commissioner
G. Mullins AFSM**

Commissioner Greg Mullins was appointed as Deputy Chair of the SEMC in May 2005. The Commissioner joined the NSW Fire Brigades (NSWFB) in 1978, having served as a bushfire brigade volunteer since 1972. After working in a variety of operational, training, policy and specialist areas at all ranks, he was appointed as an Assistant Commissioner (Regional Commander) in July 1996, then as Director State Operations in 2000. He was appointed as Commissioner on 4 July 2003, and is the first fire officer in the 121 year history of the NSWFB to be appointed as both Chief Fire Officer and Chief Executive Officer. Commissioner Mullins has represented Australia nationally and internationally in forums such as the UN's International Search & Rescue Advisory Group (INSARAG), and the national urban search and rescue (USAR) capability development project. He has spoken at a range of emergency management conferences in Australia and Overseas.

He holds a Masters Degree in Management, has completed the Oxford executive leadership program, and is a Fellow of the Institution of Fire Engineers, the Australian Institute of Management, and the Winston Churchill Memorial Trust (following a 1995 Churchill Fellowship study into European, British, Canadian and US fire & emergency services). In 1999 he completed a 12 month secondment to the private sector, and in 2002 graduated from the Executive Fire Officer Program at the United States National Fire Academy. Commissioner Mullins has received numerous awards during his career including the Australian Fire Service Medal, National Medal and Clasp, Commendation for Courageous Action, Chief Officer's Commendation, and St Johns Ambulance Emergency Services Award.

AMBULANCE SERVICE OF NSW

**Mr. S. Whinfield. MBA
General Manager
Operations**

Appointed General Manager, Operations in February 2001, Superintendent Whinfield was previously Director of Operational Services for the North East Ambulance Service NHS Trust in the UK. He began his career as an Ambulance Officer in 1980, qualifying as a paramedic in 1986. He held a variety of operational management positions before becoming Director of Operations of the Northumbria Ambulance Service in 1992. He is currently a member of the State Rescue Board of NSW and a Councillor of the Royal Humane Society of NSW.

NSW RURAL FIRE SERVICE

**Commissioner P.C. Koperberg,
AO, AFSM, BEM**

Commissioner Koperberg first became involved with the Service in 1967 as a member of the North Springwood Brigade in the Blue Mountains. In 1970, having progressed through the brigade ranks, Mr Koperberg was appointed full time Fire Control Officer for the Blue Mountains, a position he held until 1982. During this time, he also held the position of Executive Officer to the Blue Mountains Bush Fire Prevention Association.

In 1972 he was elected Chairman of the Fire Control Officers' Association of New South Wales holding the

State Emergency Management Committee

position until 1982. In 1980 through until 1982 he was appointed Member of the Bush Fire Council of NSW representing Fire Control Officers.

In 1982, he was appointed Emergency Services Policy Analyst to the then Minister for Police and Emergency Services.

In 1985 he was appointed Chairman of the Bush Fire Council of NSW and Executive Officer of the then Bush Fires Branch of the Office of the Minister for Police and Emergency Services.

In 1989, he was appointed Director-General, Department of Bush Fire Services and in 1993 he was appointed to the position of Commissioner of Bush Fire Services.

During the major fire fighting campaign of 1994 Commissioner Koperberg was the overall emergency controller when some 800 fires covering in excess of 800,000 hectares were burning in eastern NSW.

On September 1 1997, following the proclamation of the Rural Fires Act 1997, he was appointed Commissioner/ Chief Executive Officer of the NSW Rural Fire Service.

In April 1999, when severe hail storms battered eastern Sydney causing damage to more than 30,000 properties, Commissioner Koperberg was appointed to operationally coordinate the initial recovery effort.

Over Christmas/New Year 2001-2002 Australia saw one of its longest and serious bush firefighting campaigns for which, again, Commissioner Koperberg was the overall emergency controller.

The Commissioner was appointed Chairman of the State Rescue Board of NSW in 1996 and appointed a member of the State Emergency Management Committee from 1989 to 1997 and then again in 1998 to present. The Commissioner is also Chairman of the NSW Rural Fire Service Advisory Council, Bush Fire Co-ordinating Committee, National Aviation (Firefighting) Board and Director of the Australasian Fire Authorities Council.

STATE EMERGENCY SERVICE

**Brigadier P. J. McNamara, CSC,
BSc, Gr AIM Gr AICD
Director General**

Brigadier McNamara was appointed as Director General, State Emergency Service on 27 August 2001. Prior to this appointment, in March 2002 he had been selected by the Premier to be the Regional Recovery Coordinator for the North Coast Floods. He held this position for five months. Prior to March 2002 Brigadier McNamara had served for 35 years in the Australian Army. His last posting in the army was Commander Special Forces, a position he held during the Olympic Games when he commanded the Defence Counter Terrorist Task Force and worked closely with the New South Wales Police. During his military career he focussed mainly on operations and training.

Besides being a member of the SEMC, Brigadier McNamara is also a member of the State Rescue Board and the Treasurer of the Australian Council of SES.

VOLUNTEER RESCUE ASSOCIATION

**Mr. R.G. Gill, ESM
President**

Mr Gill has been a member of the NSW Volunteer Rescue Association Inc for 26 years and was elected President on 8 October 1994. He was appointed a Member of the State Rescue Board on and from 8 October 1994.

Mr Gill has also been involved in major operations with the Volunteer Rescue Association; participating in such operations as Cyclone Tracy in 1974, the Blue Mountains Fires in 1977, the Barrington Tops search, Newcastle Earthquake, the 1994 NSW Bush Fires and the Thredbo Landslip. Mr Gill is also a member of the State Rescue Board.

“Mr Gill recently retired from the Reserve Bank as the Manager, Security Engineering where he was involved in various aspects of security risk management.”

Mr Gill has travelled to Canada, United Kingdom and the United States to study high security and has travelled to several Pacific Region countries to advise on security matters

FUNCTIONAL AREA COORDINATORS

AGRICULTURE AND ANIMAL SERVICES

Ms R. Brooks B.V.Sc. (Hons)

Ms Brooks was awarded a Bachelor of Veterinary Science by the University of Sydney with first class honours in 1982. She worked in veterinary practice for 5 years before joining NSW Department of Local Government as a Veterinary Officer. She obtained a Graduate Certificate in Bioethics from the University of Technology, Sydney, in 1993. In 1989 she joined NSW Agriculture as a Veterinary Officer when the animal welfare function was transferred from the NSW Department of Local Government to NSW Agriculture. Between 1993 and 1999 Ms Brooks held positions of Senior Veterinary Officer Animal Welfare, Manager Animal Welfare and Executive Assistant to the Deputy Director General within NSW Agriculture.

In 1999 Ms Brooks was appointed Program Manager Meat, Dairy and Intensive Livestock Products. In 2002 Ms Brooks was appointed to the position to Chief, Division of Animal Industries. Here she was responsible for managing the department's research and extension functions, animal health programs, laboratory services and emergency disease preparedness and response. In July 2004 Ms Brooks was appointed Executive Director of the Biosecurity Compliance and Mine Safety Division within the newly formed NSW Department of Primary Industries. In this position she is responsible for preparing and responding to threats to Primary Industry posed by emergency situations, biological and chemical agents, safety in the mining industry and maintenance and enforcement of the department's legislation portfolio.

COMMUNICATIONS

Mr. A.C. Gates ES, B.Sc.
Director Operations
Office of Information &
Communications Technology,
NSW Department of Commerce

Tony Gates joined the Rural Fire Service in 1986. Until 1998 he occupied a number of positions in the Service and was involved in a number of operations, including the January 1994 bushfires. In 1997 he managed the writing of the Rural Fires Act. 1997. In 1998 he took responsibility for the NSW Government's Y2K program and from 2000 has worked on a number of communications and information management projects for the SEMC and the Department of Commerce. He has represented on or been the member of the State Emergency Management Committee since 1992. He was appointed Functional Area Coordinator in 1999. In June, 2004, he was awarded the Emergency Services Medal

ENERGY & UTILITY SERVICES

Mr. M. Overy
Executive Director
Energy Systems
Department of Energy Utilities and
Sustainability

Mr Overy is a professional engineer with some 30 years experience in the electricity and petrochemical industries and more lately policy development in the NSW public sector. He spent his early career working in an electricity utility before becoming a consultant on the World Bank project for the phase three electrification of Ghana, West Africa. As executive Director Energy Systems in the Department of Energy, Utilities and Sustainability he is responsible for policies and programs for the sustainable supply and use of energy; performance based regulatory frameworks for electricity and gas networks and for high pressure pipelines; and the management of energy and utility emergencies.

ENGINEERING SERVICES

Mr Greg Spencer
Manager Project Delivery
Sydney Region
NSW Department of Commerce

Mr Spencer was appointed the Engineering Services Functional Area Coordinator in December 2003. He has been involved with the delivery of buildings and infrastructure works for the past 20 years and has a sound knowledge of military processes. In his current position he is responsible for the delivery of a diverse range of capital works throughout the greater Sydney area.

Mr Spencer brings an excellent combination of construction, Government and military engineering skills to this functional area.

ENVIRONMENTAL SERVICES

Mr. J. Woodward, BSc.,
MEng.(Hon)
Executive Director Operations
Department of Environment and
Conservation

Mr Woodward has been with the Environment Protection Authority (now incorporated into the Department of Environment & Conservation – DEC) since its inception in 1992 and prior to that with the former State Pollution Control Commission since 1977. He has held various positions including Director Southern Regions, Executive Director Sydney Regions, Assistant Director General (Operations) and is currently Executive Director Operations with responsibility for regional operations in the DEC.

Prior to joining the State Government Mr Woodward worked in the steel industry, mining and manufacturing.

Mr Woodward has had extensive experience in environment protection including air, water, noise, waste and chemical pollution control. He has also had international experience in the US, UK, Europe, Japan and Indonesia.

He has Bachelor of Science and Master of Engineering

(Honours) Degrees from the University of Wollongong. He has lectured for several years in environmental science and environmental engineering.

HEALTH SERVICES

**Dr. M. Flynn M.B., B.S. DObs
RCOG DVen FRACGP FAFOM
General Manager
Medical Directorate and Health
Counter Disaster Services
NSW Health**

Dr Michael Flynn was appointed as General Manager, Health Services Development and Planning and Medical Director of the Ambulance Service of NSW in January 2001. He also holds the statutory appointment as NSW State Health Services Functional Area Coordination responsible for the deployment of health resources in the event of a disaster.

Dr Flynn graduated in Medicine from the University of Melbourne in 1969, the year that he was commissioned into the Royal Australian Navy.

During his full-time service with the RAN, he served with the Royal Navy, United States Navy and the Papua New Guinea Defence Force. He also served operationally in a number of areas overseas.

Following completion of full-time service in the RAN as Director General Naval Health Services in 1998, he was appointed as the Director of the NSWHEALTH Olympic Planning and Counter Disaster Units in preparation for the Sydney 2000 Olympic and Paralympic Games

PUBLIC INFORMATION

**Chief Supt. M. Corboy
Commander
Public Affairs
NSW Police**

Chief Supt Corboy is the Commander of Public Affairs for NSW Police, a position he has held since November 2004.

The Public Affairs Branch is responsible for managing all issues and relationships connected to news media and reporting of NSW Police and its operations. It contains the Police Media Unit which operates 24 hours, 365 days of the year providing information to journalists and help and advice to police.

The Branch also has responsibility for public education and recruitment campaigns, print design and marketing, film and TV liaison, a weekly magazine for police and a video production unit.

As Commander Chief Supt Corboy, sits on the SEMC as the Public Information Functional Area Co-ordinator, with responsibility to manage dissemination of information to the public and the media during and after emergencies. He also sits on the board of NSW Crime Stoppers.

He previously held various positions in the NSW Police including Commander Communications and Commander St Mary's L.A.C.

TRANSPORT SERVICES

**Mr. G. Nott
Manager, Security and Emergency
Management
Ministry of Transport**

Mr. Nott joined the Ministry of Transport (formally the Department of Transport) in 1996. He has held a number of positions in the regulation of public transport safety and security. His current focus is on the development of nationally consistent transport security strategies and outcomes.

As the Transport Services Functional Area Coordinator he is responsible for coordinating the State's emergency management function since November 2002.

Mr Nott has been actively involved in safety, law enforcement, and emergency management issues in the transport sector for over 20 years.

WELFARE SERVICES

Mr. S Frost
State Disaster Recovery Manager
Department of Community
Services

Mr Frost joined the NSW Public Service in 1963 and has occupied positions in NSW Health and Department of Community Services. He occupies the position of the State Disaster Recovery Manager, Department of Community Services, a position he has held since October 2003.

Mr Frost has been involved in Emergency Management for over 25 years and has been involved in a number of major disasters since that time. This includes Granville Rail Disaster 1977 and major floods 1986, 1988, 1990 (Nyngan & Western Sydney), 2001 (Lismore & Kempsey). 2004 (Bellingen), 2005 (Northern Rivers NSW). Bushfires in 1977 & 1994 (Blue Mountains) 2001,2002. 2003. 1999 hailstorm and 1999 reception of refugees from Kosovar.

Mr Frost is also a member of the NSW Bush Fire Coordinating Committee and the CSMAC Disaster Recovery SubCommittee.

MEMBERS

PREMIER'S DEPARTMENT

Mr. P. Clark ASM
Assistant Director-General
Counter Terrorism & Disaster
Recovery Directorate

Mr Clarke has been with the Premier's Department since 1974, and has had extensive experience in most aspects of the Department's many and varied areas of administration *including a key role in NSW's successful bid for the 2000 Olympic Games.

Mr Clark was appointed Assistant Director General, Counter Terrorism & Disaster Recovery Directorate in July 2004. The Directorate is responsible for advising the Premier and Government on Counter Terrorism issues, in close consultation with NSW Police. Mr Clark is one of two National Counter Terrorism Committee members for NSW. A key responsibility for the Directorate is the running of the NSW State Coordination Centre (SCC). The SCC provides strategic support and policy advice to the Crisis Policy Committee and coordinates communication within Government and with the Australian and State/Territory Governments in the event of an incident. The unit also contributes to the development and implementation of NSW's preparedness to prevent, respond to an recover from natural disasters.

DEPARTMENT OF LOCAL GOVERNMENT

Ms M.D. Squire
B.Soc.Sci (Psych), M.U.R.P.
Director
Relationship Management

Ms Squire joined the Department of Local Government in July 1996 and was appointed Director Relationship Management in September 2003. She has been a member of the NSW Local Government Boundaries Commission since 1999.

She previously held positions with the Commonwealth Government in the Department of Human Services and Health in Canberra and Sydney and was the Executive Officer (Local Government) in the Department of Housing and Regional Development in Sydney.

THE TREASURY

Mr. P. Blunden
Director,
Justice and Emergency Services
Branch, Resource and Crown
Directorate

Mr Blunden joined NSW treasury in 1984. Mr Blunden has been a Branch Director within the Directorate since 2003.

Funding and policy matters relating to a natural disaster relief come within Mr. Blunden's area of responsibility.

**DEPARTMENT OF
INFRASTRUCTURE,
PLANNING AND NATURAL
RESOURCES**

**Dr. D.P. Mullins,
Dip. App.Chem. Th.M. Th. D
Senior Team Leader
Major Hazards Unit**

Dr Mullins joined the NSW State Government in 1992 after a 36 year career in the chemical industry. He has held production and project management positions in a large multi-national company manufacturing heavy and specialty chemicals in which risk management has played a significant part. The responsibilities of the Major Hazards Unit include ensuring that risks from potentially hazardous facilities are appropriately assessed and managed. The unit is currently supporting WorkCover in developing a regulatory framework for the control of Major Hazard Facilities in NSW.

EXECUTIVE

Mr. H.J. Mueller

Mr Mueller joined the NSW Public Service in 2000 as the Assistant Secretary NSW State Rescue Board before being appointed Executive Officer, NSW State Emergency Management Committee in 2004. Prior to joining the NSW Public Service he served 25 years with the Australian Defence Force. His last posting was Commanding Officer, HQ Land Command. His military career focussed mainly on operations and training. He is a graduate of the Army Command and Staff College.

SUPPORT PROVIDED

EXERCISES/COURSES ATTENDED/CONDUCTED

Evacuation Management Courses
Emergency Management Arrangement Courses
Emergency Risk Management Process Courses
Response Management Courses
Introduction to Emergency Risk Management Workshop
EMAI Extension Course Sydney South West District
Exercise Management Course
Camden Airport Field Exercise
Bankstown Airport Exercise
Police Emergency Management Course
Tabletop Exercise, Hazmat Incident, Sydney Airport
CIRG Sector Workshops
Working in an Emergency Operations Centre Course
Public Inquiry/Information Centre Training for Volunteers
Sydney Airport Field Exercise
Exercise "Moonlight"
Risk Based Land Use Planning Course
Emergency Planning Course
Emergency Management for Local Government Course
Exercise "Flashflight" – planning
EICU training in SEOC
Exercise "Flashflight"
Marine Exercise – Balmain
EMA Senior Executive Programme
NSW Food Authority Table Top Exercise
Recovery Exercise Sydney Airport
Emergency Management Arrangements – students – University of Western Sydney – Milperra
Exercise "Outlight"
Exercise James Cook"

SEMINARS/CONFERENCES/DEBRIEFS ATTENDED/CONDUCTED

District Emergency Management Officers Conference
Australian Safer Communities Awards
Australian Disaster Conference
Emergency Management Sector Working Group – EMAI
NSW Food Authority Exercise Debrief
Tsunami Debrief Mt Macedon
Tsunami Workshop
NSW Floodplain Management Authorities Conference
Planning for Natural Hazards – Mitigating the Impacts
National Emergency Volunteer Forum
National Coronial Procedures and Disaster Events Review
United Airlines Incident Debrief
Mass Casualty Management in an Urban Setting
NSW Counter Terrorism Capability Briefing
NCTC Emergency Consequence Management Scenarios
SEMC Staff Workshop
Australian Governments approach to Counter Terrorism

BRIEFINGS/INSPECTIONS CONDUCTED

State Emergency Operations Centre briefings and inspections for personnel of following organisations

Ambulance Service of New South Wales
NSW Police
NSW Fire Brigades
Australian Defence Force
Chinese Delegation
District Emergency Management Officers
District Emergency Management Committees
NZ Ministry of Civil Defence and Emergency Management
EMA Media Officer
SEMC Staff
NSW Department of Transport
Department of Local Government
Standards Australia
A.C.T. Emergency Service
Office for Emergency Services staff
Department of Commerce
EMA Media Officer
Westpac Senior Executive
Gold Coast SES & Council Staff
Australian Reinsurance Pool Corporation
National Geographic, president
NSW Food Authority
Sri Lankan Delegation
Minister of Police

STANDING COMMITTEES SUPPORTED BY THE STAFF

State Emergency Management Committee
Agriculture and Animal Services Functional Area Sub Committee
Communication Services Functional Area Sub Committee
Energy & Utility Services Functional Area Sub Committee
Engineering Services Functional Area Sub Committee
Environmental Services Functional Area Sub Committee
Health Services Functional Area Sub Committee
Public Information Services Functional Area Sub Committee
Transport Services Functional Area Sub Committee
Welfare Services Functional Area Sub Committee
Training Advisory Group
Urban Search and Rescue Sub Committee
State Chemical, Biological and Radiological (CBR) Steering Sub Committee
State Mitigation Sub Committee
State Mitigation Assessment Committee
Standing Sub Committee – Information Management
Welfare Services Training Sub Committee

SHORT TERM COMMITTEES/WORKING PARTIES SUPPORTED BY THE STAFF

Central Sydney Operations Group
Spatial Data Consultative Committee
Exercise “Mercury” Steering Group
Exercise “Mercury” Working Party
Exercise “Eleusis” Writing Group
Exercise “Eleusis” Working Party
Lucas Heights Emergency Evacuation Sub Plan Evacuation Group
Bush Fire Coordination Meetings

Working group to consider COAG recommendations on Natural Disaster Relief and Mitigation Arrangements
Telstra Regional Advisory Group
Public Inquiry Information Centre Meetings
Duty Operations Inspectors Meetings
Emergency Management Australia ERM Review Group
Hazardous Materials Steering Committee
Sydney Area Rescue Committee Meeting
Utilities Mutual Aid Group
Health Department Advisory Committee
Government Web Managers Meeting

STAFF REPRESENTATION ON COMMITTEES

National

Australian Emergency Management Committee
National Emergency Management Executive Group
National Emergency Management Sector Working Group
National Airport Emergency Planning Advisory Committee
National Civil Defence Advisory Group
Emergency Management Officer Professional Development Program Steering Group
HAZMAT Training Working Group
National Plan (Marine Oil Spill) Technical Working Party
National Community Safety Working Group
Catastrophic Disasters Emergency Management Capability Working Group
Remote Indigenous Communities Advisory Committee
National Risk Assessment Framework Working Group
ABS Emergency Management Information Data Project
National Pollution Executive Committee
Natural Disasters Recovery Arrangements Working Group

State

NSW National Oil Spill Plan Executive Committee
State Algal Coordinating Committee
Sydney Airport Emergency Planning Committee
NSW Public Sector Industry Training Advisory Board
Red Cross Disaster Response Advisory Committee
ANSTO Local Liaison Working Party
Sydney Airport Exercise Planning Committee
Bankstown Airport Emergency Planning Committee
Major Hazards Interdepartmental Advisory Committee
Oil Spill Plan Technical Working Group
Sydney Airport Welfare Committee
Critical Infrastructure Steering Group
HAZMAT Training Working Group
Training Advisory Group
District Emergency Management Committee Meetings
CBD Evacuation Planning Group
Recovery Training Sub Committee
State Mitigation Sub Committee
MARDAP Committee
EIMS Project Steering Group
State Assessment Committee
Bushfire Mitigation Programme Assessment Committee
Sutherland L.E.M.C.
Urban Search & Rescue Committee
NSW State Selection Committee – Local Grants Scheme
NSW State Selection Committee – National Emergency Volunteer Support Fund

MEMBERS ATTENDANCE

MEMBER	ATTENDED	REPRESENTED	POSSIBLE
Major General B.W. Howard	3	1	4
Deputy Commissioner D. Madden	3		4
Assistant Commissioner R. Waites	4		4
Commissioner G. Mullins	3	1	4
Mr. S. Whinfield		4	4
Commissioner P. Koperberg		4	4
Brigadier P.J. McNamara	4		4
Mr. R. Gill	1		4
Superintendent A. Clarke	1	1	2
Chief Superintendent M. Corboy	2		2
Mr. G. Spencer	4		4
Mr. J. Woodward	1	3	4
Dr. M. Flynn	2	2	4
Ms R. Brooks	3	1	4
Mr. G Nott	3	1	4
Mr. S. Frost	3	1	4
Mr P. Clark	3	1	4
Ms. M. Squire		2	4
Mr. A. Gates	3	1	4
Mr. P. Blunden	2	1	4
Dr. D. Mullins	3	1	4
Mr. M. Overy	3	1	4

ANNEX D

EMERGENCY MANAGEMENT DISTRICTS

Central West Emergency Management District comprises the areas of Bathurst Regional Council, Blayney Council, Cabonne Council, Cowra Council, Forbes Council, City of Lithgow Council, Lachlan Council, Oberon Council, Orange City Council and Parkes Council.

Far West Emergency Management District comprises the areas of Bogan Council, Bourke Council, Brewarrina Council, Broken Hill City Council, Central Darling Council, Cobar Council and the Unincorporated Area of NSW.

Georges River Emergency Management District comprises the areas of Auburn City Council, Bankstown City Council, Hurstville City Council, Kogarah Municipal Council, Rockdale City Council, Sutherland Council and the waters of Botany Bay and Port Hacking.

Hunter Emergency Management District comprises the areas of Cessnock City Council, Dungog Council, Gosford City Council, Lake Macquarie City Council, Maitland City Council, Merriwa Council, Muswellbrook Council, Newcastle City Council, Port Stephens Council, Scone Council, Singleton Council, Upper Hunter Council, Wyong Council and the waters of Port Stephens, and Port Hunter.

Illawarra Emergency Management District comprises the areas of Council of the Municipality of Kiama, Shellharbour City Council, Shoalhaven City Council, Wollongong City Council and the waters of Jervis Bay.

Mid North Coast Emergency Management District comprises the areas of Bellingen Council, Coffs Harbour City Council, Gloucester Council, Greater Taree City Council, Great Lakes Council, Hastings Council, Kempsey Council, Nambucca Council and Lord Howe Island.

Monaro Emergency Management District comprises the areas of Bega Valley Council, Bombala Council, Cooma-Monaro Council, Eastern Capital City Regional Council, Eurobodalla Council, Greater Queanbeyan City Council and Snowy River Council.

Murray Emergency Management District comprises the areas of City of Albury Council, Balranald Council, Berrigan Council, Conargo Council, Corowa Council, Deniliquin Council, Greater Hume Council, Jerilderie Council, Murray Council, Tumbarumba Council, Urana Council, Council of the Shire of Wakool and Wentworth Council.

Northern Rivers Emergency Management District comprises the areas of Ballina Council, Byron Council, Clarence Valley Council, Kyogle Council, Lismore City Council, Richmond Valley Council and Tweed Council.

Peel Emergency Management District comprises the areas of Armidale Dumaresq Council, Glen Innes Severn Council, Gunnedah Council, Guyra Council, Gwydir Council, Inverell Council, Liverpool Plains Council, Moree Plains Council, Narrabri Council, Tamworth Regional Council, Tenterfield Council, Uralla Council and Walcha Council

Riverina Emergency Management District comprises the areas of Bland Council, Carrathool Council, Coolamon Council, Griffith City Council, Hay Council, Junee Council,

Leeton Council, Lockhart Council, Murrumbidgee Council, Narrandera Council, Temora Council and Wagga Wagga City Council.

Southern Highlands Emergency Management District comprises the areas of Boorowa Council, Cootamundra Council, Goulburn Mulwaree Council, Gundagai Council, Harden Council, Tumut Council, Upper Lachlan Council, Weddin Council, Yass Valley Council and Young Council.

Sydney Eastern Emergency Management District comprises the areas of Council of the City of Botany Bay, Randwick City Council, Council of the City of Sydney, Waverley Council, Woollahra Council and the waters of Port Jackson and Parramatta River up to the Parramatta Weir.

Sydney Mid West Emergency Management District comprises the areas of Council of the Municipality of Ashfield, Burwood Council, Canterbury City Council, City of Canada Bay Council, Leichhardt Municipal Council, Marrickville Council and Strathfield Municipal Council.

Sydney North Emergency Management District comprises the areas of Council of the Shire of Hornsby, Council of the Municipality of Hunters Hill, Ku-ring-gai Council, Council, Lane Cove Municipal Council, Manly Council, Mosman Municipal Council, North Sydney Council, Pittwater Council, Ryde City Council, Warringah Council, Willoughby City Council, and the waters of Brisbane Waters, Broken Bay, Pittwater, and the Hawkesbury River upstream to Wisemans Vehicle Ferry.

Sydney South West Emergency Management District comprises the areas of Camden Council, Campbelltown City Council, Fairfield City Council, Liverpool City Council, Wingecarribee Council and Wollondilly Council.

Western Slopes Emergency Management District comprises the areas of Coonamble Council, Dubbo City Council, Gilgandra Council, Mid Western Regional Council, Narromine Council, Walgett Council, Warren Council, Warrumbungle Council and Wellington Council.

Western Sydney Emergency Management District comprises the areas of Council of the Shire of Baulkham Hills Council, Blacktown City Council, Blue Mountains City Council, Hawkesbury City Council, Holroyd City Council, Parramatta City Council and Penrith City Council.

NSW STATE EMERGENCY MANAGEMENT COMMITTEE TRAINING POLICY

INTRODUCTION

1. The State Emergency Management Committee's functions (Section 15.(2) of the State Emergency and Rescue Management Act 1989) include:

'To arrange emergency management training for individuals, including individuals employed in emergency services organisations and functional areas';

'To assist in the selection and training of district and local government personnel...'

AIMS

2. A. To provide policy for the development and delivery of emergency management training at all levels to emergency services organisations, functional areas, individuals and local government personnel in NSW.
- B. To develop a Code of Practice that establishes the commitment of the Committee to the development of quality emergency management training, and the maintenance of high standards in its delivery throughout NSW.
- C. To ensure that the standards under the Australian Quality Training Framework for Registered Training Organisations are maintained

LEGISLATIVE REQUIREMENTS

3. In the delivery of training and assessment services, the State Emergency Management Committee (SEMC) is governed by certain legislation covering access and equity, discrimination, health safety and welfare issues. From time-to-time, it may be necessary to refer to Federal and State Legislature for guidance or determination of issues.

The SEMC training staff will adhere to the requirements of the following Acts and Regulations when engaged in training or assessment activities:

Federal

- Australian National Training Authority Act (1992)
- Employment, Education and Training Act (1998)
- Equal Employment Opportunity Act (1984)

State

- NSW State Emergency Rescue Management Act (1989)
- VETA Act (1990)
- Occupational Health and Safety Act (2000) – where applicable

NATIONAL AND STATE TRAINING POLICIES AND PRINCIPLES

4. The SEMC and training staff will adhere to the requirements of the following National and State Training Policies and Principles when engaged in training or assessment activities:
 - National Training Framework (NTF)
 - Australian Recognitions Framework (ARF)
 - Australian Qualifications Framework (AQF)
 - National Assessment Principles
 - National Accreditation Principles
 - National Standards for Registration

ACCESS TO EMERGENCY MANAGEMENT TRAINING

NATIONAL-LEVEL TRAINING

5. The Emergency Management Australia Institute [EMAI] conducts a range of Commonwealth funded residential and extension training activities designed to improve Australia's capability to cope with emergencies.
6. Activities conducted by the Institute, as notified in the Institute's annual Handbook, include:
 - training and education courses delivered residentially, or as extension activities at selected locations in the States/Territories;
 - studies conducted as seminars or workshops with awareness, promotional, information sharing or problem-solving goals.

EMAI RESIDENTIAL COURSES.

7. The State Manager Training, Emergency Management [MTEM] processes all NSW nominations for EMAI residential courses, and allocates NSW vacancies for attendance according to the following criteria:
 - a. EMAI attendance criteria
 - b. Emergency management need
 - c. Nominee's emergency management responsibility
 - d. Nominating organisation need
 - e. Nominee's prior attendance at EMAI courses

The basic prerequisite for attendance at any EMAI course is completion of the "Emergency Management Arrangements Course" conducted by accredited trainers.

8. Nominations from district and local level forwarded to the respective District Emergency Management Officer [DEMO]. The DEMO submits the nominations direct to MTEM on the EMAI nomination form with recommendations of priority for attendance. MTEM liaises directly with DEMOs in respect of these nominations. All nominations are endorsed by their respective Agency prior to forwarding to the DEMO.

9. State-level nominations [from the Head Offices of agencies] may be made direct to MTEM.
10. Nominations are to be submitted to MTEM no later than 6 weeks prior to the commencement of a course. MTEM provides EMAI with details of the selected nominees. Joining Instructions are sent to the selected nominees direct by EMAI with details of travel arrangements.

Unsuccessful nominations are held as reserves in case later withdrawals of selected nominees occur.

11. SEMC Secretariat and DEMOs may assist EMAI with the delivery of residential courses, at its request. All requests for State assistance are to be made to MTEM who will determine the requirement and availability of personnel.

EMAI Seminars and Workshops

12. MTEM coordinates NSW representation on EMAI seminars and workshops, in accordance with the EMAI attendance criteria for each activity.

MTEM arranges State-level emergency management representation, where appropriate, to these activities.

13. MTEM maintains records of NSW participants on all EMAI courses.

Emergency Management Australia [EMA] National Consultative Committees

14. SEMC Secretariat arranges emergency management representation, where appropriate, to EMA National Consultative Committees and Working Parties.

STATE-BASED TRAINING

15. MTEM arranges for instructional staff to support requests for EMAI extension courses conducted in NSW. Delivery and evaluation of these courses is co-ordinated by the MTEM.

General Emergency Management Training

16. SEMC Secretariat supports emergency services agencies, functional areas and other agencies in the conduct of emergency management training and exercises.
17. MTEM through consultation with the Training Advisory Group (TAG) designs, conducts and evaluates emergency management and operational training for SEOC staff.

DISTRICT-BASED TRAINING

"Emergency Management Arrangements" and other District Courses

18. DEMOs organise, conduct and evaluate "Emergency Management Arrangements" Courses within their Districts to meet their training need analysis and as a prerequisite to all other multi-agency emergency management training. As a prerequisite to accredited VETAB delivered courses the Emergency Management Arrangements will

be delivered under the direct supervision of accredited trainers as per Annex A paragraph 2.

19. DEMOs will organise, conduct and evaluate such other multi-agency District and Local base courses as endorsed by the SEMC (see paragraphs 24-27). MTEM provides instructional and resource support to Districts in the conduct of these courses as required.
20. DEMOs provide support to Local Emergency Operations Controllers [LEOCONS] in the conduct and evaluation of local emergency management training and exercises. DEMOs maintain records of Local based training.
21. Courses accredited by VETAB are delivered under the direct supervision of SEMC accredited trainers who have completed Certificate IV in Assessment and Workplace Training, have two years emergency management experience in a multi-agency context and have been assessed in the delivery of at least two modules by MTEM or his/her delegate. They may be supported by non-accredited presenters.
22. All nominations for DEMO conducted courses are submitted on the relevant "Course Nomination" form. The nominations are endorsed by their respective agency prior to forwarding to the DEMO.

Training Support to Agencies

23. DEMOs provide support to emergency service organisations, functional areas and other agencies with their single-service emergency management training and exercises. Agencies request the support through their respective DEMO.

Training Resources

24. MTEM coordinates the design and preparation of emergency management training resources and other resource material to support District and Local-level training. The resources incorporate learning outcomes and standards, which are aligned to the Australian National Training Authority – Public Safety Competency Standards.

MTEM evaluates the application and effectiveness of the packages and other resource material, in conjunction with the Training Advisory Group.

TRAINING FUNDS

25. Subject to the allocation of funding, the SEMC Secretariat may fund the delivery of multi-agency training for officials at local government level through the following approved courses:

Emergency Management Arrangements (1 day)
Evacuation Management (2 days)
Exercise Management (1 day)
Introduction to Emergency Risk Management (1 day)
Implementing Emergency Risk Management (2 days)
Managing an Emergency Operation (3 days)
Working in an Emergency Operations Centre (2 days)

26. Other activities, for example LEOCONS/LEMOs Workshop, and exercises forming a planned segment of the District emergency management training program, may be

considered for funding.

27. Districts are invited to bid for funding by first week in May of each year for the forthcoming financial year. Bids are to contain training proposals providing the following detail:
 - a. Copy of detailed District Training Needs Analysis (TNA) as per TNA instrument attached as Annex B.
 - b. Course title
 - c. Proposed dates
 - d. Proposed venue
 - e. Number of participants
 - f. Names of all instructors
 - g. Estimate of:
 - . Cost of venue, including catering
 - . Accommodation cost, if necessary
 - . Instructors travel cost
 - . Course material cost
28. Following receipt of District bids MTEM will inform each District of its approved activities. DEMO will submit “application for training funds” for all approved courses within 14 days of notification from MTEM. MTEM will also produce, and provide to each District, emergency services agency and functional area, a training calendar, also accessible via the web site being www.emergency.nsw.gov.au, detailing the activities to be conducted during the year.
29. The detailed TNA will justify conducting courses and anticipated number of participants. Courses are to have a minimum of 10 participants. If less than 10 participant’s courses are to be cancelled unless prior approval obtained from MTEM.

NSW STATE EMERGENCY MANAGEMENT COMMITTEE

COMPETENCY BASED ASSESSMENT

1. Competency based assessment is available to all participants who complete VETAB accredited training endorsed by the SEMC. This assessment is to meet the principles of validity, reliability, flexibility and fairness.
2. Assessment may be conducted by any person who meets all of the following criteria:
 - a. Is a qualified workplace assessor, having completed Certificate IV in Assessment and Workplace Training;
 - b. Has at least 2 years emergency management experience in a multi-agency context; and
 - c. Has been assessed in the delivery of at least two modules of a VETAB accredited course by the MTEM or his/her delegate.

Persons who do not fully meet the criteria may assist with conducting assessment, under the supervision of a fully qualified SEMC assessor.

3. Once an individual has been deemed competent it is the responsibility of the individual and employer to ensure the competency/ies remain current. This can be achieved through participation in exercises or real life situations.
4. Assessors must ensure that candidates are not placed in unsafe conditions during assessment, and that the assessment procedures do not discriminate against candidates on the basis of factors irrelevant to job performance such as sex, age, gender, race and background. All potential candidates are to have equal opportunity and access to assessment.
5. Assessment is to be conducted in accordance with the following process:
 - a. Outline the assessment requirement in all training information.
 - b. Provide each candidate for assessment with a pre-assessment briefing.
 - c. Conduct the assessment, and document the evidence accurately and completely.
 - d. Evaluate the evidence, and make a judgement of competence.
 - e. Provide post assessment feedback to each candidate.
 - f. Conduct reassessment of candidates as necessary.
 - g. Record the results of assessment.
 - h. Issue statement of attainment to successful candidates.
6. Where a candidate is assessed as being not yet competent at the initial assessment, an opportunity for reassessment is to be offered at a time and place mutually agreeable to both the candidate and assessor. As a general rule, a candidate may be offered the opportunity for a maximum of 2 attempts within a twelve month period, with allowance for special circumstances at the discretion of the assessor.
7. Some candidates may have special needs or other barriers to learning. Special needs of candidates may include physical or intellectual impairments, educational barriers, literacy deficiency or language problems. The assessor is to make reasonable adjustments for the assessment as required in such cases.

8. Results of each assessment must be recorded by the assessor, and retained at the District level and by the SEMC Secretariat. Information recorded should include:
 - a. Units/elements of competency achieved.
 - b. The evidence used to assess competence.
 - c. Date of assessment/s, including reassessment attempts.
 - d. Assessor and candidate names.
 - e. Results of assessment, expressed as competent or not yet competent.
 - f. Assessors comments and recommendation/s.
 - g. Whether a candidate requests a review or appeal.
9. In the case of candidate grievances concerning any aspect of assessment and certification, the candidate can request a review or appeal. In such a case, the assessor is to discuss the situation directly with the candidate, and attempt to reach a mutually acceptable solution. Where a solution cannot be achieved, the matter is to be referred by the District level to the SEMC Secretariat for investigation and further action, and advice to the candidate and assessor.
10. The SEMC Secretariat will provide a general oversight and review of the assessment system, and may conduct random audits of assessment processes and records.
11. Where Recognition of Prior Learning is requested by a candidate, the assessor is to require evidence from the candidate relating to previous training and experience, and make a judgement as to whether the training requirement is met. If so, the candidate can be assessed without further attendance at training.
12. The following certification may be issued as appropriate:

Certificate of Attendance. May be issued, at the discretion of the District Emergency Management Officer, to certify attendance at any emergency management activity.

Certificate of Completion. Issued by the SEMC Secretariat to certify satisfactory completion of an SEMC endorsed training activity. Signed by an SEMC accredited assessor.

Statement of Attainment. Issued by SEMC Secretariat to certify successful completion of formal assessment in a unit or units of competency within the SEMC scope of registration as a Registered Training Organisation. Signed by the Executive Officer SEMC and the Manager Training SEMC Secretariat.

ANNEX F

CODE OF PRACTICE - EMERGENCY MANAGEMENT TRAINING

Preamble.

1. Under Section 15(2) of the State Emergency and Rescue Management Act 1989, the State Emergency Management Committee (SEMC) is required to arrange emergency management training for individuals, including those employed in emergency services and functional areas, as well as assist in the selection and training of district and local government personnel.
2. In performing these functions, the SEMC is conscious of the need to develop quality emergency management training, and to maintain high standards in the delivery of this training throughout NSW.
3. This Code of Practice represents the commitment of the SEMC to meet these outcomes.

Training Standards

4. Emergency management training is developed from a training needs analysis conducted in consultation with District Emergency Management Committees, District Emergency Management Officers (DEMOs), emergency services organisations and functional area co-ordinators. The needs analysis is aligned to National Emergency Management Competency Standards.
5. Training module learning outcomes and assessment criteria are designed under the oversight of a Training Advisory Group comprising representatives of the SEMC Secretariat, emergency services agencies, functional areas and District Emergency Management Committees. Individual modules are specifically aligned to the Competency Standards.
6. Training modules are packaged in a standard format, and supported by participant handouts or workbook and slide show programs to ensure a standard and consistent delivery throughout NSW. Some flexibility is built into the modules, as appropriate, to allow reflection on local hazards, problems and individual participants' roles in emergency management.
7. Training and assessment is delivered under the direct supervision of accredited trainers / assessors who have completed Certificate IV in Assessment & Workplace Training, and who are current emergency management practitioners of at least two (2) years experience.
8. Courses are conducted in training venues which provide a comfortable environment, have adequate capacity for syndicate work, and are conducive to learning and participant success. Where necessary, training venues provide overnight accommodation and meals for participants.

9. The ongoing monitoring and evaluation of emergency management training is conducted under the oversight of the SEMC Secretariat. In particular, course evaluation sheets are completed by participants and responses checked for adverse trends following each course. Course instructors are asked to report any problems with module delivery. All course modules are reviewed by the Training Advisory Group each twelve (12) months to ensure that accuracy and relevance of content are maintained.

Marketing

10. Training is marketed to the emergency management industry by the SEMC Secretariat and Districts with integrity, accuracy and professionalism, and avoiding vague and ambiguous statements. In providing information to individuals, agencies and functional areas, no false or misleading comparisons are drawn with any other training provider or course.

Trainee Information

11. Course Information Sheets are developed for each course which accurately describe the course content and admission criteria, learning outcomes and the participant assessment process. They are provided to course participants as their nominations are accepted, and no later than two (2) weeks prior to the commencing date of a course for all nominations accepted at that time.
12. Information provided to participants includes:
 - a. a copy of the SEMC Code of Practice - Emergency Management Training;
 - b. course admission procedures and criteria;
 - c. venue detail and accommodation / meal arrangements;
 - d. pre-course reading or participant activity;
 - e. course content and learning outcomes, and links with other courses;
 - f. competencies to be fully or partially achieved by participants;
 - g. participant assessment process;
 - h. certification to be issued to participants on completion or partial completion of the course;
 - i. course material and equipment provided;
 - j. participant grievance / appeal procedure, and support services available.

Participant Recruitment

13. Participant recruitment is conducted on a multi-agency basis, in accordance with the admission criteria established for each course. Decisions regarding participant selection are made on an equal opportunity basis and, provided that admission criteria are met, there are no barriers to course entry.
14. Whenever an applicant is unable to be allocated a vacancy on a course, the applicant is advised of the reason for non-selection and, where appropriate, invited to reapply for a future course.

Course Fees

15. For all emergency management courses funded by the SEMC, the cost of the course venue, participant accommodation and meals, and course materials is borne by the SEMC Secretariat. No course fees are payable by participants.

Participant Grievances/Appeals

16. In the case of participant grievances concerning course admission and/or assessment and certification, the District conducting the course discusses the situation directly with the participant and attempts to reach a mutually acceptable solution. Where a solution cannot be achieved, the matter is referred by the District to the SEMC Secretariat for investigation and further action, and advice to the participant.

Recognition of Prior Learning

17. SEMC has procedures for the recognition of prior learning (RPL). RPL is the formal acknowledgement of competencies which has been obtained through learning experiences including formal training or study, work experience, and life experience.
18. Prior learning is measured against the units of competency in the Public Safety Training Package, or the learning outcomes of an accredited course. It is learning from experience that is assessed, not just the experience.
19. It is the responsibility of the candidate to provide evidence to support their claim that prior learning satisfies the units of competency or learning outcomes. The evidence provided must be valid, authentic, current, sufficient and verifiable.
20. The SEMC recognizes the qualifications and Statements of Attainment issued by any other Registered Training Organisation.