

**New South Wales  
State Emergency Management  
Committee**

**ANNUAL REPORT  
2003 – 2004**

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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
- Critical Infrastructure Steering 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 ten (10) combined local committees involving twenty four (24) Local Government Areas. All committees met regularly.

## MEMBERSHIP 2003/2004

**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:** *Commander R. Adams, APM, RFD  
Deputy State Emergency Operations  
Controller*

*Assistant Commissioner R. Waites,  
Deputy State Emergency Operations  
Controller (From 26.3.04)*

**NSW Fire Brigades:** *Assistant Commissioner K. Thompson 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. McNamara, CSC, BSc, GrAIM,  
GrAICD*

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

### FUNCTIONAL AREA CO-ORDINATORS

**Agricultural and Animal Services:** *Mr. G. File, HDA.(Hons), B.RurSc.(Hons),  
M.RurSc, JP, PSM*

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

**Engineering Services:** *Mr. M. N. Cush  
Mr G. Spencer (From 10.5.04)*

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

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

**Public Information Services:** *Mr. R Neilson*

<b>Transport Services:</b>	<i>Mr. G. Nott</i>
<b>Welfare Services:</b>	<i>Mr. P. Olney, PSM</i> <i>Mr S. Frost (From 15.3.04)</i>
<b>MEMBERS:</b>	
<b>Premiers Department:</b>	<i>Mr. W.J. Parsons</i>
<b>Department of Local Government</b>	<i>Ms. M. Carnegie, B.Soc.Sci(Psych),M.U.R.P.</i>
<b>Treasury:</b>	<i>Mr. P. Bickerstaff</i> <i>Mr. P. Blunden (From 15.2.04)</i>
<b>Department of Infrastructure, Planning And Natural Resources</b>	<i>Dr. D.P. Mullins, Dip. App. Chem. Th.M., Th.D.</i>
<b>Department of Energy, Utilities And Sustainability</b>	<i>Mr. M. Overy (From 15.2.04).</i>
<b>SECRETARY:</b>	<i>Mr. R.F. Brown, B.Bus</i>

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

- Assistant Commissioner R Waites replaced Commander R. Adams as the Deputy State Emergency Operations Controller.
- Mr G Spencer replaced Mr M Cush as the Engineering Services Functional Area Coordinator.
- Mr S. Frost replaced Mr P. Olney as the Welfare Services Functional Area Coordinator.
- Mr P Blunden replaced Mr. P. Bickerstaff as the Treasury representative.
- Mr. M. Overy was appointed as the representative for the Department of Energy, Utilities and Sustainability.

*Details of current committee members are set out at Annex A (pages 45-53) and members attendance at Annex C (page 57).*

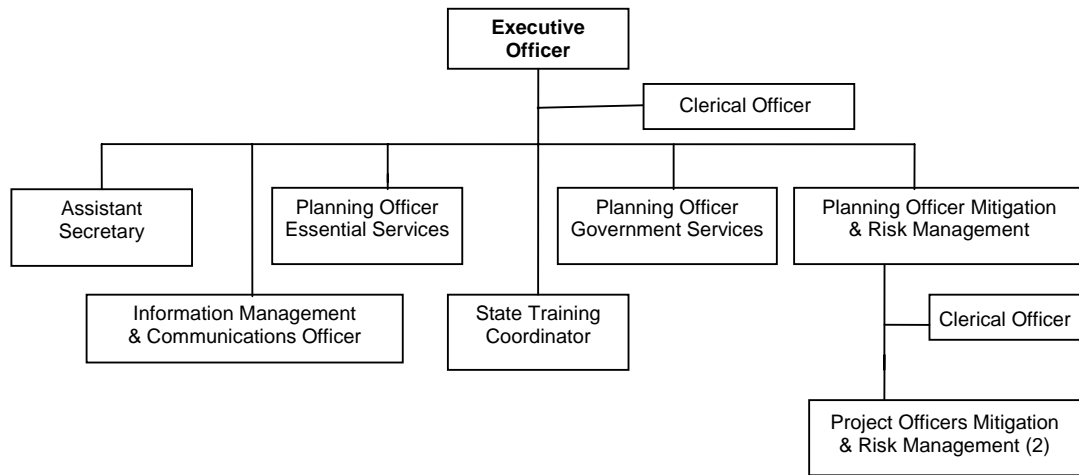
## THE STAFF OF THE COMMITTEE

Executive support to the State Emergency Management Committee is provided by a secretariat from the Office for Emergency Services.

The role of staff 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;
- 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)*

For the period 1 July 2003 to October 2003 the Secretariat was located at Level 12, 307 Pitt Street, Sydney. In October 2003 the Secretariat moved to its present location at:

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

**Telephone: (02) 8247 5900  
Facsimile: SEMC (02) 9252 9168  
Email: [semc@oes.nsw.gov.au](mailto:semc@oes.nsw.gov.au)  
Homepage: [www.emergency.nsw.gov.au](http://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](mailto: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 2003/2004 the SEMC has continued to monitor and develop the emergency management arrangements in NSW. A summary of the more significant undertakings include:

- Progressive implementation of the Council of Australian Governments (COAG) 66 recommendations contained in the report “Natural Disasters in Australia: Reforming Mitigation, Relief and Recovery” including:
  - The introduction of a wide ranging Natural Disaster Mitigation Programme (NDMP), including the integration of the Natural Disaster Risk Management Studies Program (NDRMSP);
  - Representation on working groups formed to advise on the implementation of COAG recommendations including Natural Disaster Relief Arrangements, Catastrophic Disasters and Community Safety.
  
- Continued development and roll out of Emergency Management Training Packages including Emergency Management Arrangements (EMA), Emergency Risk Management (ERM) and Emergency Management Planning.
  
- Development of two new State Level Sub-Plans (Food Industry Emergency Sub Plan and Lucas Heights Emergency Sub Plan).
  
- Continued development of the State’s critical infrastructure protection arrangements including hosting a State level critical infrastructure interdependency exercise.
  
- Reviewing the emergency management arrangements for dealing with an exotic animal disease outbreak.
  
- Forming a new Food Industry Sub-Committee.
  
- Participation in a National Counter Terrorist exercise (Exercise Explorer).
  
- Investigating the feasibility of adopting a common Emergency Control System (ICS).
  
- Investigating operational management and information management systems including the use of spatial information, through SCIM.
  
- Supporting the Australian Emergency Management Committee (AEMC) review into Interstate Co-operation.
  
- Developed and brought on-line the emergency NSW public information portal.

## 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.
- Continued a review 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.
  - Continued development of a security risk assessment template for owners and operators of critical infrastructure and assisting them to carry out the identification and assessment of their facilities
  - Developing and publicising a guide "Protecting your Infrastructure" to assist owners and operators of non-critical infrastructure.

### **Local Government in Emergency Management Conference**

As part of the Emergency Management Australia and Australian Local Government Associations "Local Government Emergency Management Capability Development Project" the SEMC held a two day conference and workshop over the 20<sup>th</sup> and 21<sup>st</sup> of May 2004.

The 2004, Local Government in Emergency Management Conference was the first time that those directly responsible for emergency management in local government were brought together with those responsible at a state and federal level to discuss issues pertinent to local government.

With the theme "Every Emergency is a Local Emergency" speakers from all levels of emergency management presented interesting and sometimes diverse perspectives on the management of emergencies across NSW.

Workshops and Forum sessions during the conference gave attendees the opportunity to explore issues and pose questions with policy makers, trainers, planners and senior emergency managers from organisations involved in emergency management.

## The Management of Critical Infrastructure

The management of critical infrastructure continued to be a joint project between the SEMC and the Police Counter Terrorist Coordination Command.

The overall direction was set by a Critical Infrastructure Steering Group as follows:

### Critical Infrastructure Steering Group

Chair: Chair SEMC  
Police: Counter Terrorist Coordination Command  
Members: Communications Functional Area  
Health Functional Area  
Transport Functional Area  
Utilities (Engineering Services Functional Area)  
Premiers Department  
Treasury  
Critical Infrastructure Review Group

The Steering Group met monthly following the meetings of the Cabinet Standing Sub-Committee on Counter Terrorism.

Implementation of the policy set by the Critical Infrastructure Steering Group was vested in a Critical Infrastructure Review Group as follows:

Group Leader: Assistant Commissioner Ken Thompson AFSM, NSWFB  
Clerical Officer: Ms Andrea Vicic  
Members: Inspector Gordon Dojcinovic, NSW Police  
Superintendent Glenn Sheedy, NSWFB  
Mr Peter Garland, Department of Commerce,  
(Engineering Services).

Sector Coordinators/Functional Area Coordinators made themselves available as required from the following sectors:

Communications  
Emergency Services  
Food Industry  
Health  
Major Hazard Facilities  
Utilities

The Steering Group decided that the management of critical infrastructure should include the following:

- A terrorism based risk assessment
- A security plan
- An on-site emergency plan; and
- A business continuity plan.

The potential difficulties in conducting terrorism based risk assessments, and the need for consistency led the Steering Group to facilitate the development of a specialist risk assessment tool to assist the owners and operators of critical infrastructure to conduct the risk assessments. The assistance of Mr Geoff Verrell from State Rail in developing the tender specifications is most appreciated.

The successful tender was a partnership between Intelligent Outcomes Group and GHD Pty Ltd, both from the A.C.T. Almost all critical infrastructure owners/operators chose to use it as did several in the other States and Territories.

Due to the large number of enquiries from the owners/operators of major organisations which were not necessarily critical infrastructure the Steering Group decided to produce a handbook "Protecting Your Infrastructure" which was designed to assist other infrastructure operators.

Between June and December the owners/operators of most of the critical infrastructure completed their terrorism based risk assessments. A number were assisted by members of the Review Group and Police Counter Terrorist Coordination Command.

A comprehensive progress report was provided to the Cabinet Standing Sub Committee on Counter Terrorism in October 2003 and the Critical Infrastructure Review Group ceased operation in December. We acknowledge the efforts of those seconded to the group and their parent departments and offer thanks to the Department of Lands for their considerable support by providing accommodation.

An excellent reference was located for business continuity management in the form of Standards Australia HB221:2003 'Business Continuity Management' which was recommended to all owners/operators of critical infrastructure. However a search of equivalent guides for security and on-site emergency planning proved fruitless. It was therefore decided to use the expertise within the critical infrastructure sector to develop Guides to Best Practice for both security and on-site emergency planning.

When the CIRG ceased operation in December 2003 and the responsibility for the on going management reverted to SEMC, capability was severely restricted until funding and then recruiting to replace the CIRG secondees could be completed.

At the request of the Commonwealth a list of NSW Critical Infrastructure was provided in February 2004. This was to be used in the compilation of a National Database of critical infrastructure. Further information was requested and provided at the beginning of April 2004 and another update incorporating some minor changes was provided in June 2004.

Following preliminary analysis by the Commonwealth the NSW Police and the SEMC met with representatives of the Commonwealth in Sydney on 16 April to discuss and clarify some questions. As the majority of the Commonwealth inquiries were specific to the different sectors we needed to consult with these sectors and in some cases we spoke direct with the owners/operators, particularly those in the Utilities and Icon Sectors.

Shortly before this the definition of Critical Infrastructure was amended to include "supply chains" so the definition of Critical Infrastructure is now:

*'Those physical facilities, supply chains, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended period, would significantly impact on the social or economic well-being*

*of the nation, or affect Australia's ability to conduct national defence and ensure national security.'*

The SEMC used the opportunity when discussing Commonwealth assessments to ask all sectors to review their critical infrastructure in view of the changed definition. This did not cause any changes as "raw materials" and "linear assets" were considered initially when compiling the NSW list.

SEMC was involved in developing a National Strategy for the Protection of Critical Infrastructure from an "all hazards" point of view and also National Guidelines for Protecting Critical Infrastructure from Terrorism.

Planning for a series of discussion exercises was commenced to examine interdependencies. Four in all are planned with the first Exercise Twilight held on 23 March 2004.

The level of cooperation from all the owners/operators of critical infrastructure has been high, and they are to be commended. They have reacted positively to the challenges and have taken the task seriously. There is no doubt that the level of security and general preparedness has improved considerably due to the comprehensive approach by SEMC.

In June 2003, the Commonwealth established a Critical Infrastructure Advisory Council (CIAC), which was designed to provide a secure forum for all the Critical Infrastructure sectors to share information on threats, vulnerabilities, treatments etc.

The forums are called Infrastructure Assurance Advisory Groups (IAAGs). They are as follows:

- Banking and Finance;
- Communications;
- Emergency Services;
- Energy;
- Food;
- Health; and
- Water Services.

The inaugural meeting of the Critical Infrastructure Advisory Council was held on 27 August, 2003. Subsequent meetings were held on:

- 4 December 2003; and
- 12 March 2004,

At a Critical Infrastructure Advisory Council Meeting in March, it was agreed to form an Iconic and Public Gatherings IAAG to provide a focus for the ICON Sector and other places of mass gathering. The membership was drawn from peak bodies representing major public buildings, including government buildings, cultural centres and sporting and tourist venues.

NSW was represented by the Chair of the SEMC at each of the CIAC meetings.

Prior to recruitment of additional staff into the SEMC to work on the critical infrastructure programme a decision was made for a change in the management of critical infrastructure from the SEMC to the Premiers Department. We acknowledge the appropriateness of the move, thank everyone for their cooperation and guarantee our full support.

## 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
  
- Plans reviewed and/or developed during the year:
  - State Disaster Plan (Displan) – Part 6 - Recovery
  - NSW State Waters Marine Oil and Chemical Spill Contingency Plan
  - Lucas Heights Emergency Sub Plan
  - NSW Flood Emergency Sub Plan
  
- Plans being developed:
  - State Communication Services Functional Area Supporting Plan

### STATE PLANS AVAILABLE:

#### Supporting Plans:

State Agriculture and Animal Services Functional Area Supporting Plan.  
State Engineering 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 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 is 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
Member:	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 needed

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.

Sixty-five applications were received for the 2003-2004 NDMP, totalling nearly \$22 million. There was one application for a reduction in the total contribution to 10% and this was recommended. In all, 27 recommendations totalling \$4.6 million were forwarded to the Commonwealth Government for approval. All were approved, representing a 100% take up of available funds.

Thirty-one applications were received for the 2003-04 NDRMSP, totalling \$3 million. Nineteen non-flood related applications were recommended totalling just over \$1.6 million. An additional \$0.5 million of Commonwealth Government funds was provided to the Department

of Infrastructure, Planning & Natural Resources to assist with the funding of flood studies. All recommendations except one were approved by the Commonwealth, representing a 100% take up of funds.

A break down of approved 2003-04 NDMP and NDRMSP projects by type is as follows:

➤ Flood Mitigation	2
➤ Bush Fire	6
➤ Flood Warning	1
➤ Studies	20
➤ Coastal	1
➤ Landslide	1
➤ Public Education	7
➤ Hazard and Other Mapping	3
➤ Miscellaneous	5

## 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 State Training Coordinator, 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 each twelve months 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 60-65) and Annex F (pages 66-68 ).

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

- Completing and implementing the restructure of emergency management training, as aligned 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 was subject to an audit by Vocational Education & Training Accreditation Board (VETAB), against the AQTF standards, as part of the process of renewal of its registration as an RTO. As a result of the audit, VETAB approved the registration of the SEMC for five years to March 2009.

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

PUAEMR001A	Establish context and develop risk evaluation criteria
PUAEMR002A	Identify, analyse and evaluate risk
PUAEMR003A	Determine treatment strategies
PUAEMR004A	Manage treatment strategy implementation
PUAEMR005A	Design and manage activities which exercise elements of emergency management
PUAOPE006A	Control multi-agency emergency situations
PUAOPE008A	Coordinate resources within a multi-agency emergency response

## EMERGENCY MANAGEMENT SECTOR WORKING GROUP

The SEMC continued its representation at meetings of the Emergency Management Sector Working Group, conducted 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 total of fifty five (55) 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.

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

- Managing an Emergency Operation - Campbelltown 10-14 November 2003
- Risk Based Land Use Planning - Rooty Hill 10-11 February 2004
- Managing an Emergency Operation - Nowra 3-7 May 2004

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

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

**EMERGENCY RISK MANAGEMENT TRAINING**

A total of nine (9) Districts conducted Implementing Emergency Risk Management Workshops for members of Local Emergency Management Committees, during the year.

**EMERGENCY MANAGEMENT TRAINING WORKBOOKS**

The following new training workbooks were printed and distributed to Districts to support local training:

- Managing Emergency Operations.
- Emergency Management Planning.

**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 2003-2004, funding was provided for the local delivery of the following courses:

<b>COURSE TITLE</b>	<b>NUMBER OF COURSES</b>
Emergency Management Arrangements	29
Introduction to Emergency Risk Management (changed to distance learning delivery from August 2003)	2
Implementing Emergency Risk Management	23
Working in an Emergency Operations Centre	17
Evacuation Management	6
Exercise Management	3
Managing an Emergency Operation	3
<b>TOTAL:</b>	<b>83</b>

## **HAZARDOUS MATERIALS EMERGENCY RESPONSE AWARENESS**

A total of four (4) Hazmat Emergency Response Seminars were conducted at Ballina, Port Macquarie, Orange and Dubbo. The seminars were conducted to increase the awareness of hazmat response procedures among representatives of the wide variety of support agencies that would be involved in a hazmat emergency event. Each seminar was facilitated by representatives of the Department of Environment & Conservation, NSW Fire Brigades, NSW Police, NSW Health, and the SEMC Secretariat.

## **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 annually by the Training Advisory Group and amended as necessary.

## PUBLIC AWARENESS

The development of educational literature on hazard and risk reduction is being met in conjunction with Emergency Management Australia's public education programs and respective Combat Agencies and Functional Areas.

Liaison is also maintained with various regulatory, manufacturing and transportation agencies with a view to producing specific Hazard Management Guidelines. The SEMC through its representatives is involved in the following groups 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 is being redeveloped. 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 will be: <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 Animal Health Emergency Sub-Plan
- State Engineering Services Functional Area Supporting Plan
- State Environmental Services Functional Area Supporting Plan (ENVIROPLAN)
- State Hazardous Materials Emergency Sub-Plan (HAZMATPLAN)
- State Public Information Services Functional Area Supporting Plan
- State Transport Services Functional Area Supporting Plan
- State Aviation Emergency Sub-Plan
- State Disaster Welfare Services Functional Area Supporting Plan
- State Major Structure Collapse Sub-Plan
- State Waters Marine and Chemical Oil Spill Contingency Sub-Plan
- State Health Services Functional Area Supporting Plan (HEALTHPLAN)
- State Flood Sub-Plan
- State Storm Sub-Plan

### **Briefs/Papers:**

- Brief on the Emergency Management Arrangements for NSW
- Exercise Management Guide (2nd ed)
- Booklet – Protecting Your Infrastructure
- 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 a separate Coordination Centre to that of the SEOC. The Functional Areas 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, and monitored ninety one (91) 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 September 2003 to April 2004.
- To monitor and provide assistance to agencies.
- Following the smelly train incident at Town Hall Railway Station in February 2004.
- The SEOC monitored both the response operation and recovery from a number of operations and issued various Situation Reports and other reports to the Government, SEMC members and relevant organisations.

## **THE MORE SIGNIFICANT EVENTS INCLUDED:**

### **AGRICULTURE**

- To provide assistance to the Rural Fire Service to support bush fire operations with Section 44 Declarations in place from September 2003 to April 2004.
- To monitor and provide assistance to agencies.

### **BUSH FIRES**

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

- Central West [Jan, Feb]
- Hunter [Sept, Oct]
- Illawarra [Dec]
- Mid North Coast [Sep]
- Northern Rivers [ Sep]
- Peel [Sept]
- Sydney North [Sep, Jan, Apr]
- Western Slopes [Jan, Feb]

### **EARTHQUAKE**

- Earth Tremor – between Bowral & Mittagong

### **FIRE**

- Factory - Arncliffe [Jul]
- Sub Station Explosion - Milperra [Jul]
- Sub Station Fire – Darling Harbour [Sep]
- Block of Units - Parramatta [Dec]
- Loading Dock – Little Hay St, City [Jan]
- Explosion & Fire – Port Kembla [Jan]



- Rear Caltex Refinery - Kurnell [Mar]
- Building – Crown Nest [Apr]
- Explosion/Fire – Silo - Rozelle [Apr]

## **FLOODS**

- MacIntyre River [Dec & Jan]
- Gwydir River [Jan]
- Severn River [Jan]
- Bellinger River [Jan, Feb & Mar]
- Paroo River [Jan & Feb]
- Macleay River [Jan]
- Peel River [Jan]
- Namoi River [Jan]
- Mehi River ([Jan]
- Warrego River [Jan, Feb & Mar]
- Barwon River [Jan, Feb & Mar]
- Culgoa River [Jan]
- Bokhara River [Jan]
- Narran River [Jan, Feb & Mar]
- Tweed River [Feb & Mar]
- Brunswick River [Feb]
- Hastings River [Feb & Mar]
- Richmond/Wilsons Rivers [Feb & Mar]
- William River [Mar]

## **HAZARDOUS MATERIALS**

- Gas leak – Bonnyrigg Heights [Aug]
- Bore Water Contamination - Botany [Aug]
- Gas leak – Dubbo [Oct]
- Gas leak – Peakhurst [Oct]
- Explosion & Fire – Moomba Gas Supply [Jan]
- SARS like symptoms (2 people), Town Hall Railway Station [Jan]
- Gas Main Explosion – West Pennant Hills [Jan]
- Gas Leak – Nursing Home Campsie [Jan]
- Smelly Train Incident – City Rail Network [Feb]
- Chemical Incident - Murrurundi [Feb]
- Gas Leak - Petersham [Feb]
- Gas/Chemical Spill – University of NSW [Feb]
- Truck Accident/Chemical Spill – Blue Mountains [Feb]
- Gas leak – Baulkham Hills [Mar]
- Chemical/Fertiliser Spill – Blue Mountains [Mar]
- Hydrofluoric Acid Spill – Shell Refinery, Rose Hill [Apr]

## **MISCELLANEOUS**

- Fire in wheels 747 Aircraft – Sydney Airport [Jul]
- Ferry crash near Shark Island [Jul]
- Plane crash – Mullengandea near Albury [Aug]
- Search for missing skier – Perisher Valley [Aug]

- Threat to Sydney Rail System [Aug]
- Plane crash - Camden [Aug]
- Explosive compound found and detonated at Kingsgrove [Nov]
- Disappearance of Bulldozer and driver in Ash Pit – Mount Piper Power Station [Jan]
- Power loss – Rooty Hill Grid - Integral Energy [Jan]
- Search for missing woman - Auburn [Jan]
- Plane crash - Bankstown [Jan]
- Qantas Dash 8 – possible engine fire [Feb]
- Leaking oil tanker “Eurydice” [Feb]
- Volunteers for search – Mt Druitt [Feb]
- Canisters attached to Iron Cove Bridge [Mar]
- Plane with nose wheel problems – Dubbo [Mar]
- Suspected Bomb – Beverley Hills Railway Station [Apr]
- Suspected Bomb – outside St Lukes Hospital, Darlinghurst [Apr]
- Bomb threat – Sydney Harbour Bridge [Apr]
- Plane with wheel problems – Bankstown Airport [Jun]
- Monitor Avian Influenza Sitreps [Jan to June 2004]

## **RAIL**

- Train/Motor vehicle Accident – Baan Baa near Narrabri [May]

## **STORMS**

- Windstorm – South Coast, Wollongong, Sydney & Newcastle [Aug]
- Sydney [Sep]
- Windstorm – Northern Tablelands & Dubbo [Oct]
- Windstorm – Eastern NSW [Oct]
- Windstorm/Rain – 120 requests [Nov]
- Windstorm – Sydney, Newcastle 189 requests Dec]
- Wind/Rain – Lake Macquarie – 52 requests [Dec]
- Windstorm – New South Wales [Jan]
- Sydney/Illawarra [Feb]
- Rain Storm – Nth & Central West NSW [Feb]
- Sydney Illawarra South Coast [Apr]
- Sydney, Illawarra, South Coast [Jun]
- Windstorm – Wollongong & Kiama [Jun]

## 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 and drought.

**AGRICULTURE AND ANIMAL SERVICES**  
**Functional Area Sub Committee**

**Functional Area Coordinator  
and Chairperson:**

*Mr G File  
NSW Agriculture*

**Executive Officer:**

*Dr G Eggleston  
NSW Agriculture*

**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  
National Parks & Wildlife Service*

*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 Emergencies*

*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*

The Agriculture and Animal Services Functional Area Sub Committee during the reporting period focussed on the following activities:-

### **Incidents**

➤ Avian Influenza (AI)

The widespread occurrence of AI in Asia and other parts of the world signalled an increase in Australia and especially in areas with intensive poultry. Plans and procedures have been reviewed to ensure their appropriateness for the widespread presence of the high pathogenic zoonotic form of AI.

➤ Citrus Canker in Queensland

NSW DPI provided around 50 staff to Queensland DPI&F to support their effort to control the outbreak of Citrus Canker at Emerald in Central Queensland. Many of the NSW staff are part of the NSW Emergency Animal Disease First Response Team that is being transformed to be capable of responding to plant and fish disease emergencies as well as those of animals.

➤ QX Disease in Hawkesbury Oysters

The systems and staff in place for responding to an animal health emergency were activated at a low level for QX (Queensland Unknown Disease) Hawkesbury estuary.

### **Training and systems development**

➤ NSW continues to lead Australia with the accreditation of staff with the relevant national competencies for responding to an emergency animal disease. Significant training included:

- Industry Liaison Officers – almost 100 of these non government people including producers have completed this course.
- National first courses have included the Local Disease Control Centre Veterinary Investigations Course that has been adopted by 3 other states/territories, and the Epidemiologists in Control Centres that attracted participants from all Australian states and the Commonwealth.
- Surveillance for private veterinary practitioners.  
This course develops the competencies in private practitioners that will allow them to operate as surveillance veterinarians during an animal health emergency.

➤ National Rapid Response Team

NSW played a key part in facilitating the development of this team of 38 personnel. The personnel are drawn from all states and territories and their primary role is to support the smaller jurisdictions.

- The Team includes 10 staff from NSW who were credited with making significant contributions to the success of the Team in its first year. The NSW personnel were standout performers during the week long exercises of the Team (Exercise Noonambah - Northern Territory, Exercise Sarcophilus – Tasmania).

➤ Local & District Emergency Management Committees

A number of activities have been initiated with LEMCs and DEMCs to enhance the awareness of emergency animal diseases and facilitate their preparedness for such an emergency. Some activities have been specifically targeted at risk areas such as some local government areas with high concentrations of poultry.

**Exercises**

➤ Exercise Crucible – NSW DPI

This Australian first demonstrated the importance of the preparedness for an animal health emergency by the NSW Animal Health Laboratory network working in cooperation with the Australian Animal Health Laboratory.

➤ Exercise Warning Shot – NSW Health flu pandemic

The department worked closely with NSW Health in the planning and roll out of this important exercise.

➤ Exercise Tythes – NSW Fisheries

NSW Agriculture made a major contribution to this exercise that was designed to test our preparedness for a major aquatic disease in NSW. The exercise reinforced the need for all the primary industry agencies to work closely during a whole government response to a significant disease emergency.

**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 Jim Modrouvanos*  
*Argus*

*Mr K Dray*  
*Premiers Department*

*Mr Mark Shenstone*  
*State Forests*

*Mr P Blunden*  
*NSW Treasury*

*Mr David Thomson*  
*Department of Commerce (Secretary)*

The bulk of communications planning in the reporting year was undertaken by the Senior Officers (Radio/Wireless) Working Party. The functional area coordinator also held 2 meetings with the key telecommunications suppliers (specifically in relation to telecommunications planning issues and Exercise Explorer) and represented the NSW Government at the National Coordinating Committee on Government Radio Communications.

**Activities:**

- Finalisation of Long Term Radio Strategy, which includes additional redundancy and resilience for the two major networks in NSW (Police and GRN).
- Obtained Cabinet endorsement of the Strategy.
- Obtained Budget Committee approval for funding the Strategy (approx \$92m over 4 years).
- Trials of commercial service providers to provide data communications in rural NSW (trial conducted in Tamworth).
- Connected the GRN with VKG (Police).
- Undertook a number of projects to share agency costs on radio site management and maintenance.

**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*

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

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

- Exercise Twilight
- Exercise Explorer
- 2004 NSW Local Government in Emergency Management Conference
- Urban Search and Rescue Sub Committee
- Critical Infrastructure Sub Committee
- SEMC Standing Mitigation Sub Committee Meeting
- National Working Group for the Council of Australian Government (COAG) recommended changes to Natural Disaster Relief Arrangement (NDRA).

The contribution of structural engineers to Urban Search and Rescue (USAR) has increased from 2 to 4 over 2004 with the aim being to achieve 6 by the end of 2005.

2004 has seen a range of changes to the way Engineering Emergency Management (EEM) delivers its service to the State. These changes have focused on pooling engineering resources and applying them collectively to incidents. The other important change was the increase of staff within the Sydney Emergency Management Districts with the addition of a District Engineering Services Functional Area Coordinator,

The combination of these changes has resulted in a significant change to the way EEM operates and a major increase in capability.



**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*

*Superintendent G Smith  
Ambulance Service of NSW*

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

*Mr G Begg  
Sydney Catchment Authority*

*Mr M. Johnson  
Rail Infrastructure Corporation*

*Ms S Kidziak  
Australian Business Limited*

*Roads and Traffic Authority*

*Mr J Bedford / Mr M. Brown / Mr P. Sydenham  
NSW Fire Brigades*

*Mr G Douglas / Mr S Heemstra  
Rural Fire Service*

*Dr D Cooper  
NSW Health*

*Mr J Pullin  
Sydney Ports Corporation*

*Dr G Bowman / Dr D Mullins / Mr S Fernando  
Department of Infrastructure Planning &  
Natural Resources*

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

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

*Ms J. Wall / 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*

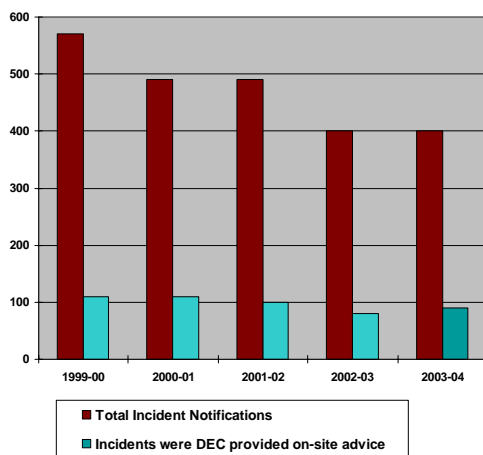
*Mr S Morson / Mr S. Robins  
WorkCover Authority of NSW*

*Mr G. Symington  
Australian Petroleum Agents & Distributors*

## DEC and Emergency Management 2003-4

The DEC responds to incidents and emergencies with potential environment-related consequences and provides advice on environmental issues to 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 Hazmat Advice Unit of the DEC maintains a 24-hour emergency response and hazardous materials advice service, linked to Pollution Line (the DEC's incident reporting service) and the DEC's regional After Hours Incident Response service.

In 2003-04 the DEC was notified of 323 hazardous materials incidents, more than 6% fewer than last year. Incidents that occurred during the year included fuel spills from motor vehicle accidents, accidents involving trucks carrying hazardous materials, premises-based incidents, marine-based incidents and orphan waste incidents (where the person causing the waste is unidentified).



DEC attendance was required at 82 (25%) of the incidents, up from 65 (19%) last financial year but consistent with previous years. In many cases where on-site attendance by the DEC was not requested or necessary, the DEC provided advice by phone. Major incidents that the DEC attended include:

### *Marine*

- Toluene di-isocyanate leak on board a ship at Botany (8 December 2003);
- Suspected reaction of sodium cyanide on board a ship at Botany (23 December 2003);
- Leaking tanker "MT Eurydice" carrying 85,000 tonnes of crude oil (14 February 2004);
- Herbicide leak from a container on a ship between Melbourne and Sydney (6 March 2004); and
- Grounding of a 2,500 tonne barge in rough seas at Coffs Harbour (6 March 2004).

### ***Land-Based***

- Fatal truck accident involving a mixed load of hazardous materials at Mount Victoria (26 February 2004);
- Loss of 3,000 litres of herbicide from bulk storage at Walgett (29 May 2004);
- Truck crash involving heavy bunker oil in a road tanker at Sylvanis (8 June 2004); and
- Spill of 4,000 litres of caustic soda from a road tanker at Dubbo (10 June 2004).

As well as routine enforcement of the transport industry, DEC undertook several enforcement campaigns targeting the transport of dangerous goods by road. These activities resulted in 10 convictions and the issue of 12 penalty infringement notices. Overall, compliance rates for the dangerous goods transport industry have improved, showing that the DEC's program of education and enforcement has been successful in minimising the risk from the carriage of dangerous goods.

The Environmental Services Functional Area Committee and the Hazardous Materials Incidents Sub-Committee met in November 2003.

The State Hazmat Training Working Group (chaired by the DEC) held four Hazmat Awareness Seminars for the Emergency Management Districts of Central West, Mid North Coast, Northern Rivers and Western Slopes.

DEC has also participated in the following Committees:

- State CBR Committee;
- CEO's Counter-Terrorism Coordinating Group;
- State Public Health Emergency Management Committee;
- State Natural Disaster Mitigation Steering Committee;
- National Plan Technical Working Group; and
- District Emergency Management Committees.

DEC has been involved in:

- Reviewing the Hazmat plan;
- Providing comment on the State Lucas Heights Emergency Management Plan and the related District Evacuation Plan;
- Liaising with NSW Police regarding the management of radiation incidents;
- Liaising with Commonwealth and State agencies regarding the potential visit of nuclear powered warships to Jervis Bay;
- Providing input to the investigation into the controls for the management of ammonium nitrate;
- Investigating potential environmental issues involved in an avian influenza outbreak; and
- Development of procedures for the management of fires involving asbestos materials.

DEC Officers have participated in a number of major exercises including:

- Exercise "Hesperus" – "Place of Refuge" – a Transport Services Functional Area maritime based incident (July 2003);
- Exercise "White Cloud" – a Gosford Council Emergency Management exercise (July 2003);
- Enviroplan Exercise – A consequence management exercise examining the

repercussions of a major hazmat incident upon the environment and emergency response (November 2003);

- Exercise “Jervis Bay” – A marine oil pollution deployment/control/coordination exercise (December 2003);
- Exercise “Twilight” – A consequence management exercise examining the repercussions of a critical infrastructure failure (March 2004); and
- Exercise “Explorer” A test of response to a major structure collapse following a bombing in the Sydney CBD (May/June 2004).

**HEALTH SERVICES**  
**Functional Area Sub Committee**

**Functional Area Coordinator  
and Chairperson:**

*Dr M Flynn  
NSW Health*

**Director  
Counter Disaster Unit**

*Dr D Cooper  
NSW Health*

**Executive Officer:**

**Members:**

*Superintendent G Smith  
Ambulance Service of NSW*

*Dr R Morris  
Deputy Health Services Functional  
Area Co-ordinator*

*Prof B Raphael  
Centre for Mental Health  
NSW Health*

*Ms S. Howard  
Australian Red Cross  
(NSW Division)*

*Mr S Frost  
Department of Community Services*

*Ms C Purdie  
St John Ambulance Australia  
(NSW Division)*

*Mr R O'Donoghue  
Public Health Controller  
NSW Health*

Health Services Functional Area Sub Committee participated in the following planning activities:

- Standing Committee on Information Management
- Chemical Biological and Radiological Sub Committee
- Urban Search and Rescue Sub Committee
- Chair working group reviewing the National Burns Plan
- Participated in workshop convened at AEMI Mount Macedon looking at the lessons learned from the Bali bombings and subsequent evacuations of victims
- Participated in Exercise "Warning Shot", Exercise "Shield" and Exercise "Explorer"
- Review of Healthplan commenced.

Health Plan was activated to provide Health Services support to:

- New Years Eve Celebrations and the City to Surf Fun Run
- Rugby World Cup

➤ **PUBLIC INFORMATION SERVICES**  
**Functional Area Sub Committee**

**Functional Area Coordinator  
and Chairperson:**

*Mr R Neilson  
NSW Police*

**Members:**

*Ms S Kliendienst  
Sydney Airport*

*Mr I Johns  
NSW Ambulance Service*

*Ms L Goodin  
NSW State Emergency Service*

*Ms L Webster  
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 M Jones  
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:

- Commenced review of the State Public Information Functional Area Supporting Plan.
- Participated in the National Counter terrorist Exercise, “Exercise Explorer” from 31 May to 2 June.

**TRANSPORT SERVICES**  
**Functional Area Sub Committee**

**Functional Area Coordinator:  
and Chairperson:**

*Mr G Nott  
Ministry of Transport*

**Executive Officer**

*Mr A Lidbetter  
Ministry of Transport*

**Members:**

*Mr K Wright  
State Rail Authority*

*Mr G McLeod  
State Rail Authority*

*Mr D Lowe  
Roads and Traffic Authority*

*Mr B Moore  
Waterways Authority*

*Mr V Bowden  
Bus and Coach Association (NSW)*

*Mr D Keenan  
State Transit Authority*

*Mr R Azzi  
Rail Infrastructure Corporation*

*Mr H McMaster  
Road Transport Association*

*Mr H Harrison  
Taxi Council of NSW*

*Mr A Terrell  
Regional Airlines Association*

*Mr J Boyd  
State Mail Service*

*Mr D. Twist  
Shipping Australia*

*Mr D Edwards  
National Pacific*

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

- SEMC Steering Committee on Critical Infrastructure Protection
- Critical Infrastructure Review Group
- Further development and testing of site emergency plans for specific parts of the underground rail network
- Development of draft transport plans for the evacuation of the Sydney CBD;
- Development of draft transport plans for the evacuation of the Lucas Heights area;
- Exercises
  - Explorer
  - Discovery
  - Shield
  - Twilight

**Operations**

The Transport Services Functional Areas was not activated during the 2003-04 financial year.

**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*

*Prof B Raphael*  
*Centre for Mental Health, NSW Health*

*Dr G Eggleston*  
*Department of Primary Industries*

*Mr S Scarlett*  
*Department of Commerce –*  
*Office of Fair Trading*



The Welfare Services Functional Area Sub Committee has been heavily involved in providing recovery support to incidents from storms, minor floods, gas leaks, one off unit and guest house fires, sieges and the ongoing drought.

The main operations that the Functional Area responded to were the windstorm that covered Southern NSW, Metro Sydney and Hunter areas as well as the floods at Tamworth/Moree.

As a result of these events, the Functional Area assisted over 176 families and individuals that were affected by an emergency during the 2003-2004 financial year. In addition, continued support has been provided to over 3200 families and individuals affected by the ongoing drought.

The Functional Area also:

- Reviewed and updated the Welfare Services Functional Area Supporting Plan;
- Participated in Emergency Management exercises at a National and State level;
- Participated in the review of State and National Plans;
- Participated as visiting lecturers to disaster recovery national training programs at the Emergency Management Australia Institute;
- Participated in the development and review of the National Recovery & Planning Course at the Emergency Management Australia Institute;
- Participated in the review of the DoCS Internet website and took an active role in the provision and editing of the Disaster Recovery Page.

**NSW URBAN SEARCH AND RESCUE (USAR)**  
**SUB COMMITTEE**

**Committee Chairperson:**

*Inspector G Smith  
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 H Mueller  
State Rescue Board*

*Mr D Wilkins  
Department of Commerce*

The USAR Sub Committee met 5 times during the period and has been involved in the following activities:

- Category 2 USAR Course conducted by NSW Fire Brigades.
- Represented NSW on the National USAR Working Group
- Assisted in facilitating discussion exercises associated with exercise “Explorer”
- Conducted ‘Exercise Fall Down’ at Newcastle – the objective was to raise the awareness of the USAR minor cache resource.
- Conducted exercise “Illawarra” at Wollongong to assess the awareness of the USAR minor cache resources located at Wollongong.
- Ongoing USAR training for specialist members of the Task Force such as Engineers, Canine Handlers and Doctors.

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

**Committee Chairperson:**

*Chief Superintendent J Hamilton*  
*NSW Fire Brigades*

**Members:**

*Chief Inspector M Edwards*  
*NSW Police*

*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 R Brown*  
*State Emergency Management Committee*

*Assistant Commissioner N Hazzard*  
*NSW Police*

*Major P Murphy*  
*Australian Defence Force*

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 coordination of CBR emergency operations;
- g. Develops, coordinates and conducts CBR multi agency training and exercises; and
- h. Develop, maintain and review a coordinated 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 Coordination Arrangements for Response to the Deliberate use of CBR Materials
- World Health Organisation – Preparedness for the Possible 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 Sydney Olympic Park railway station.

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.

Agency specific and multi agency training is ongoing and a training/exercise program for the next 12 months is being developed.

**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*

*Ms K McCall  
NSW State Emergency Service*

*Mr T Rooke  
NSW Police*

*Mr R Lea  
Transport Services*

*Mr M Nott  
Disaster Welfare Services*

*Mr D Trowbridge  
Animal and Agriculture Services*

*Mr D. Wilkins  
Engineering Services*

*Dr D. Cooper  
Health Services*

*Mr K Morris  
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.

- Development of user specifications for an Emergency Information Management System.
- Further development of the Automated Notification System for Police.
- Represented the State Emergency Management Committee on the AUSDIN (Australian Disaster Information Management) Project.
- Training of ES Net, a secure inter-agency communication channel for the distribution of data, primarily spatial data.
- Coordinated Emergency Management input in to a range of spatial data activities.

## **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. Adams, APM, RFD**

Assistant Commissioner Adams is the Commander of the Inner Metropolitan Region.

He has 34 years policing experience and prior to his current appointment was Commander of the City East Region.

He holds an undergraduate degree in Adult Education and a postgraduate degree in Management.

His current appointments include Deputy State Emergency Operations Controller; Member, State Emergency Management Committee and Member; State Rescue Board. He is the NSW Police corporate sponsor for Emergency Management.

Since joining NSW Police as a cadet in 1966, Bob Waites

**Assistant Commissioner  
R Waites**

**State Emergency Management Committee**

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**

**Assistant Commissioner  
K Thompson, AFSM**

Ken Thompson is an Assistant Commissioner with the NSW Fire Brigades and holds the position of Director Risk Management. His portfolio includes the Fire Safety Division; Fire Investigation and Research Unit; Community Risk Management Unit, and corporate risk management. Prior to his current appointment, he was the Regional Commander for North Region and then the Director of State Operations, during which time he was Australia's representative on a United Nations Urban Search and Rescue Advisory Group. Ken holds graduate and post-graduate qualifications in planning and management. He is an Associate of the Australian College of Defence and Strategic Studies; a Graduate of the United States National Fire Academy, and an Associate Fellow of the Australian Institute of Management. In 2000, he was awarded the Australian Fire Service Medal.

**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**

Commissioner Koperberg first became involved with the Service in 1967 as a member of the North Springwood

## SERVICE

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

#### State Emergency Management Committee

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 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. McNamara, CSC,  
BSc, Gr AIM Gr AICD  
Director General**

### **State Emergency Management Committee**

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.

He has been an officer of the Reserve Bank of Australia for 38 years and is presently the Manager Security Engineering, Facilities Management Department.

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

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## **FUNCTIONAL AREA COORDINATORS**

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### **AGRICULTURE AND ANIMAL SERVICES**

**Mr. G. File, HDA (Hons),  
B.Rur Sc (Hons), M.Rur Sc, JP,  
PSM  
Executive Director  
(Regulatory)  
NSW Agriculture**

Mr File joined NSW Agriculture in 1967. He has been an Extension Officer; a Research Officer; Director of Agricultural Research Institute, Wagga Wagga; Chief, Division of Animal Production; Executive Director, Research Advisory & Education; and Executive Director, Regulatory in 1994. He is now responsible for industry development, quality assurance, legislation and regulatory activities, including exotic disease outbreaks, export and import controls and natural disaster relief arrangements. From October 1994 to June 1995 he was seconded to Premier's Department as the State's Drought Relief Coordinator, and again for four months in 1998. Since July 2002 he has again taken on the role of Drought Coordinator. In addition he has become Director on NSW Agriculture's export unit, Agsell.

## **COMMUNICATIONS**

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

### **State Emergency Management Committee**

Tony Gates began his professional career as a town planner before joining the Rural Fire Service in 1986. Between 1986 & 1998, he was involved in a number of emergency management operations, including the January 1994 Bush fires. He managed the writing of the Rural Fires Act, in 1997 and he represented on or was a member of the SEMC since 1992.

In 1998, he took responsibility for the NSW Government's Y2K project and, from 2000, has worked in communications and information technology for the Department of Information Technology and Management and then the Department of Commerce. He has continued as a member of the SEMC and took the role of Communications and Information Management Functional Area Coordinator in 1999.

## **ENGINEERING SERVICES**

**Mr. M.N. Cush**  
**General Manager**  
**State Projects and Regional**  
**Services**  
**Department of Commerce**

Mr Cush joined the Department of Public Works and Services in 1995 after 23 years with the Roads and Traffic Authority. Initially working in the Department's Policy Division, Mike became the Regional Manager at MetSouth in late September 1996. In April 1998 he became the Regional Manager for the Sydney Region created by the amalgamation of the two former Metropolitan Regions. He was also then nominated as the Engineering Services Functional Area Coordinator. Mike transferred from Sydney Region in 2001 to take up the position of Operations Director, Project Management Group. In 2003, following the creation of the Department of Commerce, Mike secured his current position.

**Mr. Greg Spencer**  
**Manager Project Delivery**  
**Sydney Region**  
**NSW Department of Health**

Mr Spencer was nominated as 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 good knowledge of military processes. In his current position he is responsible for the delivery of a diverse range of capital works throughout the great 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 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  
Director  
Counter Disaster Unit  
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**

**Mr. R. Neilson**  
**Director**  
**Public Affairs**  
**NSW Police**

Ross Neilson is the Director of Public Affairs for NSW Police, a position he has held since June 2002.

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 Director, Mr Neilson 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 media and issues management in government and the private sector, serving as the senior media adviser to two ministers.

## **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 has been 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. P. Olney**  
**Manager**  
**Emergency Services**  
**Department of Community**  
**Services**

Mr Olney joined the NSW Public Service in 1957 and has occupied positions in Forestry Commission, Bush Fire Council and State Emergency Services. He occupies the position of Manager, Emergency Services, Department of Community Services, a position he has held since 1986.

Mr Olney has been involved in Emergency Management for 37 years and has been involved in all major disasters since that time. This includes Cyclone Tracy 1974, Major floods of 1971, 1974, 1983, 1984, 1986, 1988, 1989, 1990 (Nyngan), 1991, and 1998 (North West rivers and Wollongong), Granville Rail Disaster 1977, Newcastle Earthquake 1989.

Bush fires 1968, 1976, 1994, 1997, 2000, 2001, 2002, 1999 hailstorm, 1999 reception of refugees from Kosovar and the flooding of 2000/2001.

He is a founding member of the Australian Institute of Emergency Services and holds the Disaster Services Administration Certificate.

He is also a member of the NSW Bush Fire Coordinating Committee

**Mr. S Frost**  
**A/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).

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.

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## MEMBERS

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### PREMIER'S DEPARTMENT

**Mr. W.J. Parsons**  
**Director,**  
**Disaster Response and**  
**Special Services**

Mr. Parsons 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. He has served overseas in the United States and London where he was involved in both government administration and investment promotion. His early career was with the Housing Commission and the Department of Local Government and he is currently involved in aspects of security planning, special initiatives, emergency liaison and co-ordination and honours and awards. Mr Parsons is a member of a number of committees and boards

### DEPARTMENT OF LOCAL GOVERNMENT

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

Ms Carnegie 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. Bickerstaff**  
**Director,**  
**Justice and Emergency Services**  
**Branch, Resources Allocation**  
**Directorate**

Mr Bickerstaff joined NSW Treasury 1976 after working for the Public Service Board. Mr. Bickerstaff has been a Branch Director within the Resource Allocation Directorate since 1989. Funding and policy matters relating to natural disaster relief come within Mr Bickerstaff's area of responsibility. During 2001/2002 Mr Bickerstaff was a State representative on the high level group established by the Council of Australian Governments to review natural disaster mitigation, relief and recovery arrangements

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

#### **State Emergency Management Committee**

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.

### **DEPARTMENT OF ENERGY, UTILITIES AND SUSTAINABILITY**

**Mr M Overy**  
**Executive Director**  
**Energy Systems**

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 with responsibilities 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.

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## **SECRETARY**

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**Mr. R.F. Brown, B.Bus**

Mr Brown joined the NSW Public Service in 1963, and has worked in the counter disaster/emergency management and civil defence areas since 1970. He specialised in emergency planning and operations. His responsibilities have included the coordination, at District and State levels, of planning, training and the conduct of operations.

He is a member of a number of interdepartmental and national planning and coordinating committees.

**SUPPORT PROVIDED****EXERCISES/COURSES ATTENDED/CONDUCTED**

Marine Exercise - "Place of Refuge"  
 Evacuation Management Courses  
 Emergency Management Arrangement Courses  
 Mid North Coast – DEMC Courses  
 Implementing Emergency Risk Management Courses  
 Response Management Course  
 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  
 Transport Exercise "Shield"  
 Hunter DEMC - USAR District Exercise at Newcastle  
 Marine Oil Spill Exercise – NPTWG  
 Exercise "Enviroplan" – Environmental Services  
 Exercise "Black Start" – Rail System  
 Exercise "Line Out" – Energy Australia  
 Exercise "Warning Shot" – Influenza Pandemic  
 USAR Cat 2 Exercise – Nortel Networks  
 GIS training for agency personnel  
 Risk Based Land Use Planning Course  
 Emergency Planning Course  
 Emergency Management for Local Government Course  
 Exercise "Explorer" – planning  
 Exercise "Twilight" – planning  
 Exercise "Shield" – debrief  
 Exercise "Hydra" (Hunter District) – planning  
 Exercise "Newcastle" – P & O  
 Assessment & Validation Workshop  
 EICU training in SEOC  
 Exercise "Twilight"  
 Marine Exercise - Balmain

**SEMINARS/CONFERENCES/DEBRIEFS ATTENDED/CONDUCTED**

District Emergency Management Officers Conference  
 Australian Safer Communities Awards  
 Hazmat Seminar  
 Emergency Management Australia Conference  
 Homeland Security Conference  
 Mass Casualty Evacuation Workshop  
 Engineers Australia Terrorism Threat update  
 Australian Disaster Conference  
 ALGA/Local Government – Enhancement of Local Government Capabilities Program  
 Emergency Management Sector Working Group – EMAI  
 "Eurydice" Debrief

## **BRIEFINGS/INSPECTIONS CONDUCTED**

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

Minister for Emergency Services  
Ambulance Service of New South Wales  
NSW Police – Western Region, Mapping Unit, VKG, Chaplains  
NSW Fire Brigades  
Australian Defence Force  
Chinese Delegation  
District Emergency Management Officers  
NZ Ministry of Civil Defence and Emergency Management  
Singapore Home Team Senior Command and Staff  
Web Site developers  
SEMC Staff  
NSW Department of Transport  
Department of Local Government  
Community Relations Commission  
Standards Australia  
A.C.T. Emergency Service  
South African Study Tour Group  
NSW Fauna & Marine Parks Association  
Office for Emergency Services staff  
South Australian Emergency Management Team  
Queensland Department of Emergency Services  
New Zealand Consul General and Police Officer  
SEOC Website to Duty Operations Inspector's  
Department of Commerce  
Commissioner for Emergency Services. Canberra

### **STANDING COMMITTEES SUPPORTED BY THE STAFF**

State Emergency Management Committee  
Agriculture and Animal Services Functional Area Sub Committee  
Communication 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  
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 "Explorer" Steering Group  
Exercise "Explorer" Writing Group  
Exercise "Explorer" Logistics Group  
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



Police Region Operations Managers Meeting  
Emergency Management Australia ERM Review Group  
Hazardous Materials Steering Committee  
Sydney Area Rescue Committee Meeting  
Civil Defence Plan 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

### *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  
Mitigation Sub Committee  
MARDAP Committee  
EIMS Project Steering Group

**MEMBERS ATTENDANCE**

<b>MEMBER</b>	<b>ATTENDED</b>	<b>REPRESENTED</b>	<b>POSSIBLE</b>
Major General B.W. Howard	4		4
Deputy Commissioner D. Madden	1		4
Assistant Commissioner R. Waites	1		1
Commander R. Adams	3		3
Assistant Commissioner K. Thompson	1	3	4
Mr. S. Whinfield		3	4
Commissioner P. Koperberg		3	4
Brigadier P. McNamara	4		4
Mr. R. Gill	3		4
Mr. G. File		4	4
Mr. M. Cush	1	1	2
Mr. G. Spencer	2		2
Mr. J. Woodward	2	2	4
Dr. M. Flynn	2	2	4
Mr. R. Neilson		1	4
Mr. G Nott	3	1	4
Mr. P. Olney	1	1	2
Mr. S. Frost	1	1	2
Mr. W. Parsons	4		4
Ms. M. Carnegie	1		4
Mr. A. Gates	3	1	4
Mr. P. Bickerstaff	1		2
Mr. P. Blunden	1		1
Dr. D. Mullins	2		2
Mr. M. Overy	2		2

## **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.

## **EMERGENCY MANAGEMENT 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 which 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.

## **TRAINING RESPONSIBILITIES**

### **NATIONAL-LEVEL TRAINING**

3. 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.
4. 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**

5. The State Training Co-ordinator, Emergency Management [TCEM] 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 EAMI courses

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

- 6. District nominations are made to the respective District Emergency Management Officer [DEMO], who submits them direct to TCEM on the EMAI nomination form with recommendations of priority for attendance. TCEM liaises directly with DEMOs in respect of these nominations.
- 7. State-level nominations [from the Head Offices of agencies] may be made direct to TCEM.
- 8. Nominations are to be submitted to TCEM no later than 10 weeks prior to the commencement of a course. TCEM provides EMAI with details of the selected nominees 8 weeks prior to the commencement date. 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.

- 9. SEMC Secretariat and DEMOs may assist EMAI with the delivery of residential courses, at its request.

#### **EMAI SEMINARS AND WORKSHOPS**

- 10. TCEM coordinates NSW representation on EMAI seminars and workshops, in accordance with the EMAI attendance criteria for each activity.

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

#### **Records**

- 11. TCEM maintains records of NSW participants on all EMAI courses. DEMOs maintain similar records for their District.

#### **Emergency Management Australia [EMA] National Consultative Committees**

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

#### **STATE-LEVEL TRAINING**

- 13. SEMC Secretariat arranges for instructional staff to support EMAI extension courses conducted in NSW. Delivery and evaluation of these courses is co-ordinated by the TCEM.

#### **General Emergency Management Training**

- 14. SEMC Secretariat supports emergency services agencies, functional areas and other agencies in the conduct of emergency management training and exercises.
- 15. TCEM designs, conducts and evaluates emergency management and operational

control training for SEOC staff.

## **DISTRICT-LEVEL TRAINING**

### **"Emergency Management Arrangements" and other District Courses**

16. DEMOs organise, conduct and evaluate "Emergency Management Arrangements" Courses within their Districts to meet their assessed training need and as a prerequisite to all other multi-agency emergency management training.
17. DEMOs will organise, conduct and evaluate such other multi-agency District and Local level courses as endorsed by the SEMC (see paragraphs 22-25). TCEM provides instructional and resource support to Districts in the conduct of these courses as required.
18. Courses accredited by VETAB are delivered under the direct supervision of accredited trainers who have completed Certificate IV in Assessment and Workplace Training. They may be supported by non-accredited presenters.

### **Training Support to Agencies**

- 19 DEMOs provide support to emergency services organisations, functional areas and other agencies with their single-service emergency management training and exercises.

### **Training Resources**

20. TCEM co-ordinates the design and preparation of emergency management training packages and other resource material to support District and Local level training. The packages incorporate learning outcomes and standards, which are aligned to the National Emergency Management Competency Standards.

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

## **LOCAL-LEVEL TRAINING**

21. 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 level training.

## **TRAINING FUNDS**

22. 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 (3 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)

23. Other activities, for example LEOCONs/LEMOs Workshop, and exercises forming a planned segment of the District emergency management training program, may also be considered for funding.
24. Districts are invited to bid for funding by 30 May of each year for the forthcoming financial year. Bids are to contain training proposals providing the following detail:
  - a. Course title
  - b. Proposed dates
  - c. Proposed venue
  - d. Number of participants
  - e. Names of all instructors
  - f. Estimate of:
    - . Cost of venue, including catering
    - . Accommodation cost, if necessary
    - . Instructors travel cost
    - . Course material cost
25. Following receipt of District bids TCEM will inform each District of its approved activities. TCEM will also produce, and provide to each District, emergency services agency and functional area, a training calendar detailing the activities to be conducted during the year.



**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 both of the following criteria:
  - a. is a qualified workplace assessor, having completed Certificate IV in Assessment and Workplace Training; and
  - b. has at least 2 years emergency management experience in a multi-agency context.

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

3. 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.
4. 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 certificates to successful candidates.
5. 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.
6. 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 alternative arrangements for the assessment as required in such cases.
7. 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.
8. 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.
  9. The SEMC Secretariat will provide a general oversight and review of the assessment system, and may conduct random audits of assessment processes and records.
  10. 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.
  11. 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 District Emergency Management Officer/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 Secretary SEMC and the Training Coordinator SEMC Secretariat .

## **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.