

*New South Wales
State Emergency Management Committee*

**ANNUAL REPORT
2002 - 2003**

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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) and in accordance with the Annual Reports (Statutory Bodies) Act 1984 (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 year in question 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 (as amended) 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, 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

- d. 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 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 Act.

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

In accordance with Schedule 2 of the 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
- Training Advisory Group
- 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 fifty (150) Local Emergency Management Committees (LEMC's) cover the one hundred and seventy-two (172) 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 eighteen (18) combined local committees involving forty-two (42) Local Government Areas. All committees met regularly.

MEMBERSHIP 2002/2003

CHAIRPERSON:	<i>Major General B.W. Howard, AO, MC, ESM, MAIES</i>
STATE EMERGENCY OPERATIONS CONTROLLER:	<i>Deputy Commissioner K.E. Moroney, APM [to Sep 2002] Deputy Commissioner D. Madden, APM [from Sep 2002]</i>

EMERGENCY SERVICES ORGANISATIONS REPRESENTATIVES

NSW Police:	<i>Commander R. Adams, APM, RFD Deputy State Emergency Operations Controller</i>
NSW Fire Brigades:	<i>Assistant Commissioner K. Thompson AFSM</i>
Ambulance Service of NSW:	<i>Mr S. Whinfield, MBA</i>
NSW Rural Fire Service:	<i>Commissioner P.C. Koperberg, AO, AFSM, BEM</i>
NSW State Emergency Service:	<i>Brigadier P. McNamara, CSC, BSc, GrAIM, GrAICD</i>
Volunteer Rescue Association of NSW:	<i>Mr. R.G. Gill, ESM</i>

FUNCTIONAL AREA CO-ORDINATORS

Agricultural and Animal Services:	<i>Mr. G. File, HDA.(Hons), B.RurSc.(Hons), M.RurSc, JP, PSM</i>
Communication Services:	<i>Mr A Gates B.Sc</i>
Engineering Services:	<i>Mr. M. N. Cush</i>
Environmental Services:	<i>Mr. J Woodward, BSc. MEng.(Hon)</i>
Health Services:	<i>Dr. M. Flynn, MB,BS, Dobs, RCOG, Dven, FRACGP, FAFOM</i>
Public Information Services:	<i>Mr. R Neilson</i>

Transport Services: *Mr. C. Holmes* [to Nov 2002]
Mr. G. Nott [from Nov 2002]

Welfare Services: *Mr. P. Olney, PSM*

MEMBERS:

Premiers Department: *Mr. W.J. Parsons*

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

Treasury: *Mr. P. Bickerstaff*

Planning NSW: *Dr. D.P. Mullins, Dip.App.Chem. Th.M.,
Th.D.*

Ministry of Energy and Utilities: *Vacant.*

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

Current Committee Members details are set out at Annex A (pages 38-46).

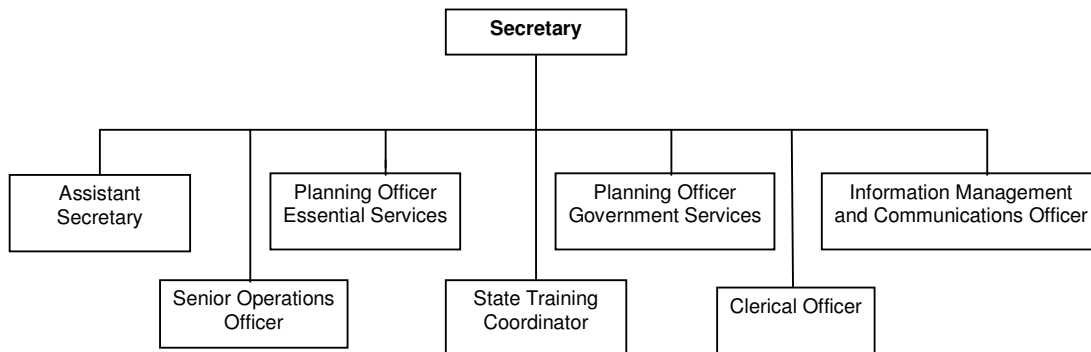
THE STAFF OF THE COMMITTEE

Executive support to the State Emergency Management Committee is provided by a small staff from the Office for Emergency Services which is administered by the NSW Rural Fire Service.

The role of staff is to:

- a) provide executive support services to the:
 - State Emergency Operations Controller;
 - State Emergency Management Committee;
 - Functional Area Sub Committees;
 - Various short term Working Parties;
- b) represent the SEMC on committees at District, State and National levels;
- b) 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 47-49)

The Secretariat is located at:

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

Office Hours 8.30am - 5.00pm

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

The State Emergency Operations Centre is located at:

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

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

EMERGENCY MANAGEMENT CONCEPTS

Three main concepts underpin emergency management in NSW:

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

Comprehensive approach: NSW embraces a continuum of:

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

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

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

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

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

OVERVIEW

This year the SEMC whilst continuing to implement the emergency risk management process across the State, faced a number of new challenges:

- Participation in the Council of Australian Government's Review (COAG) into Natural Disaster Relief and Mitigation.
- Continued participation in the Council of Australian Government's Foot and Mouth Disease Task Force resulting in a National Exercise.
- The identification of and review of the State's critical infrastructure protection arrangements.
- Supporting the Bush Fire Emergency response and recovery operations.

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

- Deputy Commissioner D Madden APM replaced Deputy Commissioner K E Moroney APM as the State Emergency Operations Controller.
- Ms M Carnegie was appointed as the Department of Local Government representative.
- Mr R Neilson was appointed as the Functional Area Coordinator for Public Information.
- Mr G Nott replaced Mr C Holmes as the Transport Services Functional Area Coordinator.

Details of current committee members are set out at Annex A (pages 38-46) and members attendance at Annex C (page 50).

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:

- Participated in the COAG National Review of Natural Disaster Mitigation and Relief Arrangements. The Chairman of the SEMC and the Treasury Member represented NSW on the High Level Group. The Review report 'Natural Disasters in Australia – Reforming Mitigation, Relief and Recovery Arrangements' has been submitted to COAG for its consideration
- Introduced the emergency risk management process and conducted training and workshops for local emergency management committees.
- Participated in the management of the Australian Safer Communities Award Scheme. The Australian Safer Communities Awards is an initiative to recognise excellence in Emergency Management across Australia.

There were 5 entries received from NSW, belonging to both pre-disaster and post disaster categories.

Pre Disaster

Federal/State Government Agencies Stream – Winner
NSW State Emergency Service – “Floodsafe Program”.

Post Disaster

Federal/State Government Agencies Stream - Winner
NSW Fire Brigades – “East Maitland Fire Station”.
Local Government Stream - Winner
Blue Mountains City Council – “Our Christmas Video”.

- Co-ordinated the State’s participation in the Natural Disaster Risk Management Studies Programme.
- Commenced a review of the State’s infrastructure to identify the critical infrastructure and assess the protection arrangements. This involved:
 - . establishing and overseeing a Critical Infrastructure Review Group of seconded officers.
 - . Developing 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 critical infrastructure.

PREPAREDNESS

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

PLANNING

Section 6 of the State Displan – Recovery – was reviewed and amended during the year following the North Coast Flood Operations.

STATE LEVEL PLANS:

- Plans reviewed and/or developed during the year:
 - NSW State Disaster Plan (Displan) – Part 6 - Recovery
 - State Bush Fire Sub Plan
 - State Marine Oil and Chemical Spill Sub Plan
 - NSW State Waters Marine Oil and Chemical Contingency Plan
- Plans being developed:
 - State Communication Services Functional Area Supporting Plan
- Plans under review:
 - Sydney Catchment Authority Dam Plan
 - Health Services Functional Area Supporting Plan
 - NSW Aviation Emergency Sub-Plan
 - Engineering Services Functional Area Supporting Plan
 - NSW Petroleum Supply Disruption Response Plan
 - Commonwealth Liquid Fuel Emergency Response Plan
 - State Welfare Services Functional Area Supporting Plan

STATE PLANS AVAILABLE:

Supporting Plans:

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

Sub Plans:

NSW Animal Health Emergency Sub-Plan
NSW State Waters Marine Oil and Chemical Spill Contingency Plan
NSW Aviation Emergency Sub-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 District Emergency Management Committees. The Emergency Management Districts are set out in Annex D (pages 51-52).

LOCAL LEVEL PLANS

Local Disaster Plans are in place for all Local Emergency Management Committees including Unincorporated Area and Lord Howe Island.

TRAINING

EMERGENCY MANAGEMENT TRAINING ADVISORY GROUP

The Training Advisory Group consists of two representatives from the emergency services organizations, 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 are:

- To conduct training needs analysis for multi-agency emergency management training, and advise the SEMC on training needs.
- To advise on the development of competency based curricula to meet training needs, and its implementation.
- To advise on assessment requirements and processes.
- To review all course 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.

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

TRAINING POLICY

The SEMC Emergency Management Training Policy, supported by its Code of Practice – Emergency Management Training, is included in the Report at Annex E (pages 53-58) and Annex F (pages 59-61).

Training needs and priorities for the year 2003/2004 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.
- Extending the delivery training workshops in Emergency Risk Management.

SEMC – REGISTERED TRAINING ORGANISATION

The SEMC has accreditation covering 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 forty five (45) 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 Evacuation - Coraki 12-14 November 02
- Managing an Emergency Operation - Balmoral 10-14 February 03
- Managing an Emergency Operation - Coraki 12-16 May 03

These courses are 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 seven (7) 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:

- Exercise Management
- Working in an Emergency Operations Centre.

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 2001/2002, funding was provided for the local delivery of the following courses:

COURSE TITLE	NUMBER OF COURSES
Emergency Management Arrangements	31
Introduction to Emergency Risk Management	16
Implementing Emergency Risk Management	9
Working in an Emergency Operations Centre	13
Evacuation Management	4
Exercise Management	3
Managing an Emergency Operation	5
TOTAL:	81

HAZARDOUS MATERIALS EMERGENCY RESPONSE AWARENESS

A total of four (4) Hazmat Emergency Response Seminars were conducted at Mascot, Carlton, Barrack Heights (Wollongong), and Goulburn. 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 EPA, NSW Fire Brigades, NSW Police, NSW Health, and the SEMC Secretariat.

EVALUATION AND REVIEW

Reports from participants and instructors are 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 types and reduction of risks is being met in conjunction with Emergency Management Australia's public educational programs and respective emergency service organisations. The State is represented on the National Emergency Management School Education Working Party.

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.

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

The website for emergency management is currently under review. The site lists the state level plans, outlines the emergency management arrangements for NSW and provides links to associated emergency service organisations and supporting agencies web sites. The State Emergency Management Committees' Web page is at: <http://www.oes.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 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)
- Brochure - Emergency Management Arrangements
- 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). It 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 Co-ordination Centre to that of the SEOC. The Functional Areas Co-ordination 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 have identified appropriate Local Emergency Operations Centres and met on a regular basis during the year.

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 some one hundred and sixty eight incidents (168).

The SEOC was activated

- from 13 October 2002 to 1 November 2002 to monitor and provide assistance to agencies following the terrorist bombing in Bali.
- to provide assistance to the Rural Fire Service to support bush fire operations with Section 44 Declarations in place from 27 September 2002 to 24 February 2003 inclusive.
- a total of thirty four (34) requests for Commonwealth Assistance were processed by the SEOC on behalf of the Rural Fire Service which included refuelling, airfield services, parking of helicopters , accommodation and meals at Defence Establishments in NSW, and the use of fuel and fire tankers off base.
- the Public Inquiry and Information Centre (PIIC) was activated for the periods 5 December 2002 to 10 December 2002 and from 18 January 2003 to 1 February 2003 in support of bush fire operations. It was staffed by supervisors from the Police Sydney Communications Centre and State Emergency Service, Australian Volunteer Coast Guard and Royal Volunteer Coastal Patrol volunteers. The PICC was also used for public inquiries following the Waterfall train crash which occurred on 31 January 2003.
- The SEOC monitored both the response and recovery operations and issued various Sitreps and other reports to the Government, SEMC members and relevant organisations.

THE MORE SIGNIFICANT EVENTS INCLUDED:

AGRICULTURE

- Monitor possible foot and mouth disease, Wilcannia [Sep]
- Newcastle Disease in Chickens [Oct-Nov]
- Small Hive Beetle Disease in Honey Bees [Oct-Nov]

BUSH FIRES

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

- Central West [Nov Dec Jan Feb]
- Georges River [Oct Nov Dec]
- Hunter [Oct Nov Dec Jan Feb]
- Illawarra [Nov Dec]
- Mid North Coast [Sep Oct Nov Dec]
- Monaro [Nov Dec Jan Feb]
- Murray [Nov Dec Jan Feb]
- Northern Rivers [Sep Oct Nov Dec]
- Peel [Oct Nov Dec]

- Southern Highlands [Nov Dec Jan Feb]
- Sydney Mid West [Oct]
- Sydney North [Sep Nov Dec Jan]
- Sydney South West [Sep Oct Nov Dec Jan Feb]
- Western Slopes [Oct Nov Jan Feb]
- Western Sydney [Jul Oct Nov Dec Jan Feb]

EARTHQUAKE

- Katoomba [Aug]

FIRE

- Factory – Weatherall Park [Jul]
- Sub Station – Wollongong [Jul]
- Sub Station – Sussex Street Sydney [Aug]
- Building – Pitt Street, Sydney [Sep]
- Switchboard, Prospect [Sep]
- Hotel, cnr Pitt & Liverpool Streets, Sydney [Nov]
- Nursing Home, Bass Hill [Dec]
- Retirement Village, Winston Hills [Dec]
- Block of units – Bondi [May]

FLOODS

- Wynyard Rail Tunnel [Oct]
- Gwydir River [Feb]
- Severn River [Feb]
- Macintyre River [Feb]
- Bellinger River [Feb]
- Orara River [Feb]
- Richmond/Wilsons Rivers [Jun]
- Brunswick River [Jun]

HAZARDOUS MATERIALS

- Closure of road and rail access – Linden Blue Mountains following explosives being found [Jul]
- Overturned Petrol Tanker and fire – Rockdale [Aug]
- Gas leak – Victoria Road, Rozelle [Aug]
- Gas leak – Allambie [Sep]
- Gas leak – Ashfield [Sep]
- Gas leak – Casula [Sep]
- Chemical Spill – Kurnell [Oct]
- Monitor Smell – Banksmeadow [Oct]
- Monitor Theft of Highly toxic gas cylinder – Quakers Hill [Oct]
- Gas leak – Waterloo [Nov]
- Chemical Spill – Camden [Dec]
- Gas leak – Bondi [Mar]
- Gas leak – Darlinghurst [Apr]
- Gas leak – Forbes [Apr Mar]
- Leaking LPG Gas Tanker – South Grafton [May]
- Major Gas leak – Dubbo [May]
- Gas leak – Villawood [Jun]
- Gas leak – Rosemeadow [Jun]

MISCELLANEOUS

- Grounding HMS Nottingham – Lord Howe Island [Jul – Aug]
- Air alert – Sydney Airport – Fire Alarm 747 [Aug]
- Evacuation of Sydney International Airport Terminal [Sep]
- Hoax May Day call – Aircraft Western NSW [Sep]
- Building Collapse – Mayfield [Sep]

- Space Debris Re-entry [Sep]
- Water Tower Collapse – Lake Cargellico [Oct]
- Air Alert – Temora Airport [Nov]
- Ceiling Collapse – Nightclub – Darlinghurst [Nov]
- Burst Water Main – Building, Bridge Street Sydney [Jan]
- Light Plane Crash – Nowra [Jan]
- Monitor SARS outbreak [Mar]
- Plane Crash – Warragamba Dam [Jun]
- Plane Crash – Wedderburn [Jun]

RAIL

- Train Accident – Hexham [Jul]
- Train Accident – Yanderra [Aug]
- Train Accident – Waterfall [Jan Feb]

ROAD

- Motor Vehicle Accident/Fire – Hurlstone Park [Apr]
- Overturned LPG Tanker – Fairfield [Jun]
- LPG Tanker Accident – Arncliffe [Jun]

STORMS

- Windstorm – Southern NSW [Jul]
- Sydney and surrounding areas [Aug]
- Sydney [Sep]
- Shoalhaven, Sydney, Hunter, Wollongong, Wyong [Sep]
- Windstorm – Snowy Mountains [Sep]
- Windstorm – Sydney and surrounds - 2079 requests [Sep]
- Windstorm – North NSW and Sydney [Sep]
- Windstorm – Taree/Wingham [Dec]
- Lismore and Casino [Dec]
- Illawarra, Hunter, Sydney – 1657 requests [Jan]
- Bathurst and Muswellbrook [Feb]
- Rain Storm – Sydney [Mar]
- Tumut, Lismore, Mullumbimby, Ballina, Woodburn, Coraki, [Mar]
- Sydney Illawarra South Coast [May]
- Strong Winds NSW [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 SEMC established a Recovery policy and structure through Displan following the lessons learnt from the North Coast Floods of 2001.
- 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 Co-ordinator
and Chairperson:**

Mr G File
NSW Agriculture

Executive Officer:

Dr G Eggleston
NSW Agriculture

Members

Mr L Blanch
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

Mr B Wilton
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

Ms S Fry
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 D Clark
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:-

- in conjunction with the District Emergency Management Committees identification of possible sites and facilities for activation as Local Disease Control Centres and carcass disposal sites.
- assisting various saleyards with their Foot and Mouth Disease Response Plans and conducting planning workshops.
- conducted Emergency Management Awareness Courses for NSW Agriculture and the participating agencies.
- provided support to drought affected areas with NSW having some of the driest periods on record with no significant runoff since November 2002 and farmers facing severe lack of water, together with some small villages around the State.
- support the Rural Fire Service during bush fires by providing care for companion animals, burial of deceased animals and provision of emergency fodder to 146,000 sheep and water to 50-60 properties affected by drought.
- Provided support to outbreak of Newcastle Disease in chickens at Horsley Park.
- provided support and assistance to an outbreak of Small Hive Beetle Disease in beehives in which approximately 120 apiaries were infected.
- monitored Wheat Streak Mosaic Virus declared endemic in the wheat crop.

The Functional Area Co-ordinator represented NSW on the Council of Australian Government's Foot and Mouth Disease Task Force.

COMMUNICATION SERVICES
Functional Area Sub Committee

**Functional Area Co-ordinator
and Chairperson:**

Mr A Gates
*Department of Information
Technology and Management*

Members:

Ms C Donnelly
NSW Fire Brigades

Mr P Payne
Ambulance Service of NSW

Mr M Croweller
Rural Fire Service

A/Assistant Commissioner R Mahoney
NSW Police

Mr D Gescke
State Emergency Service

Mr M Nott
Department of Community Services

Dr D Cooper
NSW Health

Mr G Davidson
Department of Commerce

Communication Services Functional Area Sub Committee supported the SEMC by:

- Providing advice on radio communications and the capabilities of the Government Radio Network, which included a software upgrade. User numbers have increased from 12,600 to over 17,000.
- Convened the Standing Committee of Information Management, which developed a strategic plan and sought funding for the connect interagency program.
- Represented the State Emergency Management Committee on the Ausdin Project.
- Coordinated Emergency Management input for Australian & New Zealand Land Information Council (ANZLIC).
- Review technical requirements for a web service during emergency operations and the increasing use of the Internet.
- Small group working on a prototype mapping project.

ENGINEERING SERVICES
Functional Area Sub Committee

**Functional Area Co-ordinator
and Chairperson:**

Mr M N Cush
Department of Commerce

Executive Officer:

Mr P Garland
Department of Commerce

Members:

Mr K Bennett
State Water

Mr D Parsons
Sydney Water

Mr R Webb
Office of Marine Safety & Port Strategy

Mr J Eisenhuth
Energy Australia

Mr A Thornton
Hunter Water Corporation Ltd

Dr D Lowe
Roads & Traffic Authority

Mr K Wright
State Rail Authority

Mr G Begg
Sydney Catchment Authority

Mr P Wood
AGL Gas Co (NSW) Ltd

The Engineering Services Functional Area Sub Committee did not have a formal meeting during the year. However, agencies participated in numerous joint meetings throughout the year on a range of matters.

- Provided support to the Rural Fire service and State Emergency Service during the Christmas 2002 bush fires and various storm activities throughout the year.
- Continued to provide assistance to local government under the Natural Disaster Relief arrangements for the 12 declared natural disasters.
- Provided advice on the draft Council of Australian Governments report.
- Provided engineering support to the NSW Fire Brigades with respect to a building collapse at BHP/Billiton, Newcastle, reservoir roof collapse at Lake Cargellico and an overturned fuel tanker at Rockdale.
- Two engineers participated in the category 1 and category 2 Urban Search and Rescue training courses held by the NSW Fire Brigades.
- Support to Critical Infrastructure Review Group.

ENVIRONMENTAL SERVICES
Functional Area Sub Committee

**Functional Area Co-ordinator
and Chairperson:**

Mr J Woodward
Environment Protection Authority

Executive Officer:

Mr G Thomas
Environment Protection Authority

Members:

Dr G Eggleston
NSW Agriculture

Mr M Johnson
Rail Infrastructure Corporation

Superintendent G Smith
Ambulance Service of NSW

Mr B Piggott
Roads & Traffic Authority

Mr G Begg
Sydney Catchment Authority

Mr G Douglas/Mr S Hoemstra
Rural Fire Service

Ms S Kidziak
Australian Business Limited

Mr J Pullin
Sydney Ports Corporation

Mr J Bedford
NSW Fire Brigades

Mr D Parsons / Mr B Angus
Sydney Water Corporation

Dr D Cooper / Mr L van Lien
NSW Health

Ms J Wall / Mr R Lea
Ministry of Transport

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

Ms J White
Waste Service NSW

Mr R Verhey
Local Government and Shires Associations
of NSW

Dr U St George /Mr P Butt / Mr S Morson
WorkCover

Ms K Waples
National Parks and Wildlife Service

Sgt D Ussher
NSW Police

Dr C Koch
Plastics and Chemicals Industries Association

Mr P Garland
Department of Commerce

The Environmental Services Functional Area Sub Committee met in November 2002 and May 2003.

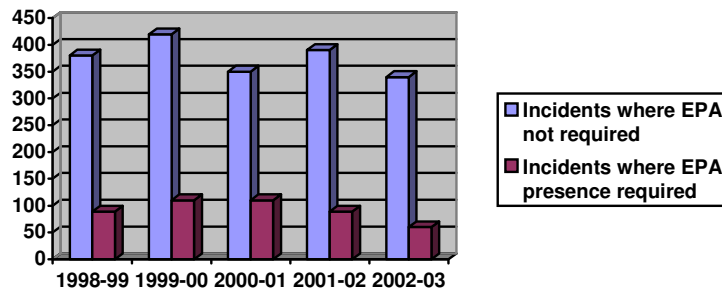
The State Hazmat Training Working Group (Chaired by the EPA) held four Hazmat Awareness Seminars for Sydney Eastern, Georges River, Illawarra and Southern Highlands Emergency Management Districts.

EPA Officers have participated in a number of major exercises including Foot and Mouth Disease Exercises (State level – ‘Mithra’, August; National level – ‘Minotaur’, September) Counter Terrorism Exercise (Apollo I’, December; ‘Apollo II’, February; ‘New Deal, May) and NSW Oyster Disease Emergency Simulation.

The successful interaction and cooperation between the NSW Fire Brigades and the EPA has facilitated the efficient and effective resolution of HAZMAT incidents. The NSW Fire Brigades and EPA were awarded the 2002 NSW Premier’s Public Sector Awards gold medal for ‘Economy and Environment’ for protecting the environment.

In 2002-03 the EPA was notified of 344 hazardous materials incidents, nearly 10% 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 and orphan waste incidents (where the person causing the waste is unidentified).

**Hazardous materials incidents with potential environmental
Significance reported to the EPA**



EPA attendance was required at 65 (19%) of the incidents, down from 92 (24%) last year. The decrease is partly attributable to the awareness raising and capacity building between the EPA and NSW Fire Brigades.

Incidents that the EPA attended include:

- In August 2002, a full petrol tanker travelling through Rockdale in Sydney overturned and collided with two parked vehicles.
- In February 2003, a quantity of powder was intentionally spread around buildings at Peak Hill Central School.
- In February 2003, a truck carrying a mixed load of dangerous goods including flammables, corrosives and toxic substances, overturned on the Hume Highway near Mittagong resulting in the closure of Highway for over two days.
- In April 2003, fumes emanating from ground level at the rear of a shopping premises in Forbes, affected a number of people working in shops.

HEALTH SERVICES
Functional Area Sub Committee

**Functional Area Co-ordinator
and Chairperson:**

*Dr M Flynn
NSW Health*

**Director
Counter Disaster Unit**

*Dr D Cooper
NSW Health*

Executive Officer:

*Mrs S Lown
NSW Health*

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*

*Mr P Charlesworth
Australian Red Cross
(NSW Division)*

*Mr D Elliott
St John Ambulance Australia (NSW District)*

*Mr P Olney
Department of Community Services*

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

Health Services Functional Area Sub Committee underwent a number of changes to key personnel during the year and participated in the following planning activities:

- Standing Committee on Information Management
- Chemical Biological and Radiological Sub Committee
- Urban Search and Rescue Sub Committee
- Carcass Disposal project
- Australian Disaster Medicine Course

Health Plan was activated to provide Health Services support to:

- Bush fire operations over the September/February period
- Support to New Years Eve Celebrations and the City to Surf Fun Run

PUBLIC INFORMATION SERVICES
Functional Area Sub Committee

**Functional Area Co-ordinator
and Chairperson:**

*Mr R Neilson
NSW Police*

Members:

*Mr P Gibbs
Sydney Airport*

*Mr G Field
NSW Ambulance Service*

*Ms L Goodin
NSW State Emergency Service*

*Ms M Jeuken
Department of Community Services*

*Mr B Muldrew
NSW Agriculture*

*Mr W Duncan
Community Relations Commission*

*Mr C Perkins
National Parks & Wildlife Service*

*Mr I Krimmer
NSW Fire Brigades*

*Mr J Winter
NSW Rural Fire Service*

*Ms T Abraham
Department of Commerce*

*Ms A Chadwick
Sydney Water*

*Ms M Hillman
Australian Red Cross*

*Ms S Paintin
NSW Health*

*Mr G Burg
Premiers Department*

*Mr A Vickery
Rail Infrastructure Corporation*

*Mr N Patchett
Waterways Authority*

*Mr M Overy
Ministry of Energy & Utilities*

*Mr S Snell
Department of Transport*

*Mr J Zahra
Transgrid*

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

- Conduct of a desk top exercise to test the Joint Media Information Centre arrangements, lead agency and supporting agency arrangements and the activation of the public information arrangements.
- Work commenced on the preparation of posters, pamphlets, CD's and a media release for a relaunch of the Standard Emergency Warning Signal.
- Contact made with the main radio networks to discuss with them the issue of public information and warnings during emergencies.
- Identification of Public Information Coordinators at District level from other agencies/organisations to assist during emergencies.
- Involved in the dissemination of information to the public during the bush fires, storms and Waterfall Train Smash.

TRANSPORT SERVICES
Functional Area Sub Committee

**Functional Area Co-ordinator:
and Chairperson:**

*Mr G Nott
Transport NSW*

Executive Officer

*Mr A Lidbetter
Transport NSW*

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 R Wheatley
Bus and Coach Association (NSW)*

*Mr D Keenan
State Transit Authority*

*Mr R Azzi
Rail Infrastructure Corporation*

*Mr H McMaster
Road Transport Association*

*Mr J Bowe
Taxi Council of NSW*

*Mr A Terrell
Regional Airlines Association*

*Mr J Boyd
State Mail Service*

The Transport Services Functional Area Sub Committee did not have a formal meeting during the year. However, agencies participated in numerous joint meetings throughout the year on a range of matters.

The Sub Committee participated in:

- 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
- Assisted the State's Drought Water Committee
- Exercises
 - FMD - 'Mithra' (State) and 'Minotaur' (National)
 - Security - 'New Deal' and 'Discovery'
 - Rail - City Underground Desktop

Operations

Transport had been activated on several occasions in response to the following:

- Bush fires
 - Southern Highlands – bulk water tankers
 - Blue Mountains – bulk water tankers and pumps
 - Sandy Point – buses for evacuations
 - Queanbeyan/ACT – buses for transportation of fire fighters
- Police Operations – buses for police personnel and community
- Rail accident – Waterfall – vehicles to transport rail carriages

WELFARE SERVICES
Functional Area Sub Committee

Functional Area Co-ordinator:

Mr P Olney
Department of Community Services

Members:

Major K Hentzschel
The Salvation Army

Mr B Smith
St. Vincent de Paul Society

Mr C Olafson
Seventh-day Adventist Church

Mr P Charlesworth
Australian Red Cross (NSW)

Dr D Cooper
NSW Health

Mr G McKay
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
NSW Agriculture

Ms S Pandaram
Department of Fair Trading

The Welfare Services Functional Area Sub Committee was heavily involved in providing recovery support to incidents from bush fires (September 02 – February 03), storms, gas leaks, one off unit and hotel fires, sieges and the ongoing drought.

A list of the major incidents that the Committee responded to is:

- . Engadine Bush Fire
- . Copmanhurst/Waterview Heights Bush Fire
- . Cessnock Bush Fire
- . Ewingar Bush Fire
- . Glenorie/Maroota Bush Fire
- . Yass/Jindabyne Bush Fire
- . Lake Macquarie Bush Fire
- . Sutherland Storm
- . Mudgee Storm
- . Drought Relief

As a result of these events, the Functional Area assisted over 3000 families and individuals in Evacuation Centres, 90 families who lost their homes as a result of bush fires and over 2500 families that were affected by the ongoing drought.

In addition, the Functional Area:

- Provided operational support to the ACT following the Canberra 2003 bush fires.
- Participated as visiting lecturers to disaster recovery national training programs at the Emergency Management Australian Institute.
- Developed and delivered an across agency Disaster Recovery Team Leader training course in 8 rural and 4 metropolitan locations, attracting a total of 435 participants.
- Development of an Internet Disaster Recovery database for the management of disaster affected victim cases.

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:

Mr G Smith
Ambulance Service of NSW

Inspector John Denny
NSW Fire Brigades

Dr D Cooper
NSW Health

Mr H Mueller
State Rescue Board

Mr P Garland
Department of Commerce

The USAR Sub Committee met 6 times during the period and has been involved in the following activities:

- 1 Category 2 USAR Course conducted by NSW Fire Brigades.
- Represented NSW on the National USAR Working Group
- Conducted ‘Exercise Fall Down’ at Newcastle – the objective was to raise the awareness of the USAR minor cache resource.
- Development of USAR training for specialist members of the Task Force such as Engineers, Canine Handlers and Doctors.
- Liaison of the Police Canine Unit to develop and progress the Canine Handler role in the Task Force.
- Presented at the unsponsored INSARAG (International Search and Rescue Advisory Group) USAR Team Leaders in Johannesburg.

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*

*Station Officer R McNeil
NSW Fire Brigades*

*Superintendent G Smith
Ambulance Service of NSW*

*Dr D Cooper
NSW Health*

*Mr G Thomas
Environmental Protection Authority*

*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

The Sub Committee is developing 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.

NSW STANDING COMMITTEE ON INFORMATION MANAGEMENT

Committee Chairperson:

*Mr T 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 P Garland
Engineering Services*

*Dr D Cooper
Health Services*

*Mr K Morris
NSW Treasury*

*Mr T Sleigh
Land and Property Information*

*Ms T Windsor
State Emergency Management Committee Secretariat*

The Standing Committee on Information Management met on numerous occasions during the year, usually monthly.

In addition the Committee members were actively involved in:

- Development of a Local Area Network in the SEOC
- Development of a website for the SEOC
- The review of CAD requirements has been completed. A recommended way forward is with the agencies consideration.
- A prototype alert system is in final stages of development and will form the generic basis for a range of notification systems.
- The principles for mapping Triple 0 calls have been determined
- Commerce has almost completed the business case for a \$3m emergency management sector enterprise architecture system that will facilitate the transfer of data between organizations without the need to change existing systems.

ANNEX A

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

**Commissioner
K. Maroney, APM**

Commissioner Ken Moroney joined the NSW Police in 1965 and has served throughout New South Wales in a number of regional and metropolitan police stations. In 1987 Ken Moroney was appointed as the first director of police recruit education at the Police Academy, Goulburn. In 1990, he became the Chief of Staff to then Commissioner, Tony Lauer. Thereafter, he has held positions as Region Commander, Deputy Commissioner, and Senior Deputy Commissioner. Operationally, Ken Moroney has been recognised for his service during the Strathfield Massacre, the Thredbo landslide, the Sydney 2000 Olympic Games and the 2001 Christmas Bush fires. He holds a Master of Arts degree, Diploma of Justice Administration, a Graduate Diploma in Management and a certificate in personnel management. On 19 May 2002 was sworn as the 19th Commissioner of the NSW Police.

**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 33 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.

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 SERVICE

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

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

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

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.

VOLUNTEER RESCUE ASSOCIATION

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

Mr Gill has been a member of the NSW Volunteer Rescue Association Inc for 25 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 37 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

FUNCTIONAL AREA COORDINATORS

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 became 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 Technology,
NSW Department of Information
Technology and Management

Tony Gates began his professional career as a town planner before joining the Rural Fire Service in 1986. In the following 12 years, he was involved in a number of emergency management operations, including the January 1994 Bush fires, he wrote the Rural fires Act, 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.

ENVIRONMENTAL SERVICES

Mr. J. Woodward, BSc.MEng.(Hon)
Assistant Director-General
Operations
Environment Protection Authority

Mr Woodward has been with the Environment Protection Authority 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 Region and is currently Assistant Director General with responsibility for the Operations Division of the EPA.

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 chemicals 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 and is currently a member of the Science Faculty visiting committee at the University of Wollongong.

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. C. Holmes
A/Director,
Rail Safety
Transport Safety Bureau
Department of Transport
[to Nov 02]

Mr. Homes is the A/Director Rail Safety, Transport Safety Bureau for the Department of Transport. He has been involved in the transport industry for nineteen years, holding a number of management positions within the Operations area and Industrial Relations.

His duties with the Department, while including Emergency Management, also includes responsibility to ensure that appropriate performance standards are in place for all aspects of rail based public transport operations.

He has performed the role of Transport Services Functional Area Coordinator since February 1999. Colin was previously the State Liaison Officer/Executive Officer for the Transport Functional Area and while employed by the State Transit Authority was the Transport Services representative on the North Sydney Local Emergency Management Committee.

Mr. G. Nott
Director
Passenger Safety and
Emergency Management
Transport Safety and Rail Safety
Regulation
Transport NSW
[from Nov 02]

Mr Nott joined the then Department of Transport in 1996 and currently holds the position of Director Passenger Safety and Emergency Management within the Transport Safety Division. He is responsible for leading the public transport passenger safety function of the Division, to promote continuous improvement in the safety and security of rail, bus, taxi and ferry passengers and employees across New South Wales.

As the Transport Services Functional Area Coordinator he is responsible for coordinating the State's emergency management transport function, a position he has held 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, 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

MEMBERS

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

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 developing proposals for the control of Major Hazards Facilities in NSW.

SECRETARY

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.

ANNEX B

SUPPORT PROVIDED

EXERCISES/COURSES ATTENDED/CONDUCTED

Commonwealth Secure Communications Training
Sydney Opera House Exercise
Casino Saleyards FMD Workshop
Evacuation Management Courses
Emergency Management Arrangement Courses
Exercise 'Mithra'
Implementing Emergency Risk Management Courses
Response Management Course
Introduction to Emergency Risk Management Workshop
EMAI Extension Course Northern Rivers District
Exercise 'Discovery'
Exercise 'Apollo'
Exercise Management Course
Camden Airport Field Exercise
Exercise 'New Deal' Disaster Medicine Course
Exercise 'Minotaur'
Bankstown Airport Exercise
NSW Agriculture – Functional Area Training
Police Emergency Management Course
Tabletop Exercise, Hazmat Incident, Sydney Airport
Operation 'Murphy' Red Cross House
Tabletop Exercise Bankstown Airport
Senior Police Officers on requirements of LO's working at RFS EOC
Public Information Functional Area Exercise
CIRG Sector Workshops
Working in an Emergency Operations Centre Course
Public Inquiry/Information Centre Training for Volunteers

SEMINARS/CONFERENCES/DEBRIEFS ATTENDED/CONDUCTED

District Emergency Management Officers Conference
Grounding of HMS Nottingham Briefing
Planning meeting for filming of 'Matrix 2'
Australian Safer Communities Awards
Hazmat Seminar, Mascot
Homeland Security Conference
FBI/CBR Seminar
AFFAC Conference
Information Systems – Communications Functional Area Committee
Health Services Functional Area Coordinators
Operation 'Tomo' Debrief
EMA Lessons Learnt Workshop
ASIO Security Enhancement Briefing
Emergency Services Briefing RAAF Richmond

BRIEFINGS/INSPECTIONS CONDUCTED

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

Minister for Police
Ambulance Service of New South Wales
NSW Police
NSW Fire Brigades
Australian Defence Force
NSW Health
Doll Martin & Associates (Consultants working on EIMS)
District Emergency Management Officer
NZ Ministry of Civil Defence and Emergency Management

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
Chemical Biological Radiological Sub Committee
State Chemical, Biological and Radiological (CBR) Steering Sub Committee
Standing Sub Committee – Information Management

SHORT TERM COMMITTEES/WORKING PARTIES SUPPORTED BY THE STAFF

Fire and Life Safety Meeting for the Parramatta Rail Link
Central Sydney Operations Group
New Years Eve/Centenary of Federation Group
Emergency Risk Management Implementation Working Group
Professional Development Program for Emergency Managers
State/Territory Emergency Management Training Officer
Emergency Risk Management Implementation Working Party
Liaison Officer's SOP at Rural Fire Service Review Group
AEM Planning Guide Workshop
Road Accident Working Group
State Bush Fire Sub Plan Review Group
FMD relief and Recovery Working Group
ACT FMD Workshop on cross border arrangements
Emergency Management Sector Critical Infrastructure Working Group
Emergency Management Units of Competency Workshops
Exercise writing team 'Opnex 3'
Sententia Workshops
Bush Fire Coordination Meetings
Working group to consider COAG recommendations on Natural Disaster Relief and Mitigation Arrangements
Axis – Website Architecture
Telstra Regional Advisory Group

STAFF REPRESENTATION ON COMMITTEES

National

National Emergency Management Committee
National Emergency Management Executive Group
National Emergency Management Sector Working Group
National Mitigation Working Party
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
Railway Fire & Life Safety Steering 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
Critical Infrastructure Review Group
HAZMAT Training Working Group

ANNEX C**MEMBERS ATTENDANCE**

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

ANNEX D

EMERGENCY MANAGEMENT DISTRICTS

Central West Emergency Management District comprises the areas of Bathurst City Council, Blayney Council, Cabonne Council, Cowra Council, Evans Council, Forbes Council, Greater Lithgow City 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 Council, Rockdale Council, Sutherland Council, 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, Murrurundi Council, Muswellbrook Council, Newcastle City Council, Port Stephens Council, Scone Council, Singleton Council, Wyong Council, Port Stephens, and Port Hunter.

Illawarra Emergency Management District comprises the areas of Kiama Council, Shellharbour Council, Shoalhaven City Council, Wollongong City Council and 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, Eurobodalla Council, Queanbeyan City Council, Snowy River Council, Tallanganda Council and Yarrowlumla Council.

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

Northern Rivers Emergency Management District comprises the areas of Ballina Council, Byron Council, Copmanhurst Council, Grafton City Council, Kyogle Council, Lismore City Council, Maclean Council, Pristine Waters Council, Richmond Valley Council, and Tweed Council.

Peel Emergency Management District comprises the areas of Armidale Dumaresq Council, Barraba Council, Bingara Council, Glen Innes Council, Gunnedah Council, Guyra Council, Inverell Council, Manilla Council, Moree Plains Council, Narrabri Council, Nundle Council, Parry Council, Quirindi Council, Severn Council, Tamworth City Council, Tenterfield Council, Uralla Council, Walcha Council and Yallaro 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, Crookwell Council, Goulburn City Council, Gundagai Council, Gunning Council, Harden Council, Mulwaree Council, Tumut Council, Weddin Council, Yass Council and Young Council.

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

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

Sydney North Emergency Management District comprises the areas of, Hornsby Council, Hunters Hill Council, Ku-ring-gai Council, Lane Cove Council, Manly Council, Mosman Council, North Sydney Council, Pittwater Council, Ryde Council, Warringah Council, Willoughby City Council, and all navigable waters of Brisbane Waters, Broken Bay, The Pittwater, Cowan Waters 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 Coolah Council, Coonabarabran Council, Coonamble Council, Dubbo City Council, Gilgandra Council, Mudgee Council, Narromine Council, Rylstone Council, Walgett Council, Warren Council and Wellington Council.

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

ANNEX E

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.

AEMI 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.

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 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 .

ANNEX F

CODE OF PRACTICE - EMERGENCY MANAGEMENT TRAINING

Preamble.

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

Training Standards

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

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

Marketing

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

Trainee Information

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

Participant Recruitment

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

Course Fees

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

Participant Grievances/Appeals

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