



Title	Operation of Emergency Management Teams	Version	1
Policy no.	O-076	Effective date	19/11/2009
Authorised by	Principal Director Biosecurity	Authorisation date	19/11/2009

1. OVERVIEW

This policy defines the management of the Emergency Management Teams (EMTs) that participate in emergency preparedness and response activities.

2. BACKGROUND

NSW Department of Primary Industries (DPI) and Livestock Health and Pest Authority (LHPA) personnel are members of the EMTs. Participation in the preparedness activities requires a commitment of time and expertise to build teamwork and discipline, and develop systems for use during responses. Preparedness activities support an efficient and effective NSW DPI response reducing the risk to personnel, NSW DPI, LHPAs, the community and stakeholders.

The EMTs prepare for and respond to animal, fish and plant biosecurity emergencies and general emergencies which include (but are not limited to) plague locusts, floods, bushfires, storms and marine oil spills. In large-scale emergencies all competent personnel will be expected to respond.

3. SCOPE

This policy applies to personnel involved in emergency preparedness activities either controlled or coordinated by NSW DPI (including LHPA personnel) and are nominated members of the EMTs including those whose day to day role includes emergency management. Management of personnel in response activities will form part of the particular response.

Coordination arrangements for participation of LHPA personnel in the EMTs are supported by the memorandum of understanding (MOU) between NSW DPI and Livestock Health and Pest Authority State Management Council.

4. POLICY

4.1. Emergency Management Teams

It is important that all members of emergency management teams must satisfy the following criteria:

1. Have a personal desire to be part of the team
2. Be geographically located to support a wide distribution across the state/region where possible
3. Participate in training and preparedness activities at least annually
4. Contribute to and support the development and implementation of policies, procedures and safe work practices
5. Not hold a substantive position that impacts on NSW DPI business continuity
6. Be available for emergency responses and be mobile (eg. willingness to travel at short notice and by aircraft)
7. Personnel from NSW DPI must be approved by their Executive Director and Branch Director and supported by their supervisor

8. Personnel from LHPAs must be approved by their General Manager and supported by their supervisor

4.2. Preparedness Activities

EMT members must participate in preparedness activities to develop skills and knowledge, develop and test systems for use during responses as this builds the necessary discipline and team work required to effectively respond. Participation in preparedness activities may result in assessment of skills and awarding of national competency units through a Registered Training Organisation (RTO).

National competency units are assigned to each role in the EMTs and team members are expected to work towards gaining the appropriate units for their assigned roles. However, additional units can be achieved if appropriate.

Preparedness activities are expected to take 10-15 days per year however additional time may be required for some roles and/or the adoption of new systems. That time period may consist of participation in workshops, attending specific training courses (eg working safely around aircraft), exercises and review of systems including policies and procedures (at own work location).

The Division/Branch that a person is normally assigned to will account for normal support costs (eg computers) for their personnel. Costs associated directly with preparedness activities will be supported by the Emergency Preparedness and Response Units. Emergency response financial arrangements will account for direct costs associated with emergencies.

4.3. Activation for a response

EMTs will be activated for a response by the Director responsible for emergency management.

4.4. Qualifications

Mandatory qualifications and training courses may be required for specific roles, eg firearms licenses, chemical application training courses or specific aircraft courses. If personnel maintain these qualifications as part of their substantive position they are required to notify the EMT managers if the qualification lapses. If the qualification is part of the EMT role, members are to participate in initial and refresher training as required.

4.5. Leave of absence

Where a member of the EMT is either likely or is known to be absent from duty for a designated period of time, the member should advise their relevant EMT coordinator so they can be noted as absent from team activities for the appropriate time.

The time period will typically be in periods of six months or greater, and is not applicable to normal periods of leave.

4.6. Resignation

Team members may resign from the EMT by notifying the appropriate team coordinator. The reason for the resignation will be kept confidential but will be used to support the on-going management of the teams.

4.7. Termination

Membership to EMTs may be terminated when members do not perform the following within a 12 month period:

1. Participate in preparedness activities
2. Attain (some) competencies appropriate to the EMT role
3. Make themselves available for responses (if appropriate)

Discussions will be undertaken between the EMT member and the appropriate coordinator and if required the EMT members will be placed 'on notice' for a 12 month period, then terminated if no change in involvement is evident.

5. PROCEDURES

[NSW DPI emergency management procedures](#)

6. DEFINITIONS

- EMT - Emergency management teams – consist of NSW DPI and LHPA personnel who participate in emergency preparedness and response activities
- LHPA – Livestock Health and Pest Authorities

7. RELATED LEGISLATION

- Nil

8. RELATED POLICIES

[NSW DPI emergency management policies](#)

9. RELATED DELEGATIONS

- Nil

10. RELATED DOCUMENTS

- State Agricultural and Animal Services Supporting Plan Memorandum of Understanding – November 2003

11. REVISION HISTORY

Version	Date
1	11 December 2009

12. DATE OF NEXT REVIEW

11 December 2010

13. CONTACT OFFICER

Leader, Animal, Plant and Fish Health Emergency Preparedness and Response