



Emergency management - Recruiting personnel

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Policy statement

Provision of biosecurity, agriculture and animal emergency management activities is contingent on recruiting sufficient personnel.

Scope

This policy applies to recruitment of personnel into emergency management roles controlled or commanded by NSW Department of Primary Industries (DPI). This policy applies to personnel of NSW Department of Industry, government agencies, participating/supporting organisations and contracted personnel engaged in emergency management activities under NSW State Emergency Management Plan (EMPLAN).

This policy does not apply to recruitment of personnel into emergency management roles controlled or commanded by an agency/organisation other than DPI. This policy does not apply to visitors or contractors hired to provide an emergency management service.

Requirements

Governance

1. The State Coordination Centre (SCC) is responsible for sourcing personnel outside the area of operation of a Local Control Centre (LCC) and interstate and international personnel.
2. Personnel are recruited through the incident control system or DPI Emergency Management Unit.
3. Personnel recruited from key substantive positions may be replaced and associated costs may be recovered.
4. NSW Department of Industry and other government personnel continue to be employed and paid by their substantive employer under their relevant award conditions. Some expenses are eligible for reimbursement eg overtime.
5. Non-government organisation personnel continue to be engaged under their organisation award conditions.
6. Director General DPI can direct release of DPI personnel for emergency management activities.
7. Director General DPI, under *Local Land Services Act 2013*, can require Local Land Services (LLS) Chair of the Board of Chairs to ensure that LLS and the staff of LLS comply with any directions that the Director General issues to LLS and the staff.
8. Secretary, NSW Department of Industry, can direct release of department personnel into emergency management activities.
9. Personnel records including recruitment are secure and restricted to protect the privacy and confidentiality of individuals.

Volunteers

10. 'Spontaneous volunteers' will not be recruited.
11. Only volunteers working with emergency services agencies and existing DPI participating/supporting organisations will be used.
12. Volunteers in supporting organisations are covered by insurance through their own agency/organisation.

- a. If volunteers are not covered by their own organisation they may be covered by DPI through the Treasury Managed Fund.
 - b. Estimated numbers of volunteers, the organisation they are from, and the tasks they are to perform are provided to TMF, by DPI SCC, prior to engagement.
13. Supporting agency/organisations volunteer personnel may seek to become “employed” through contracted employment agencies.
- a. Transition of responsibility from their agency to employment agency must be provided to the Logistics Section.
 - b. Joining an employment agency does not guarantee employment by DPI.

Recruitment

14. Logistics Section will ensure:
- a. Personnel have sufficient skills/competencies, and/or validated qualifications/licences to fulfil assigned roles.
 - b. Personnel are assigned a role that is necessary to fulfil the objectives of the emergency operations plan and are part of the incident control system structure.
 - c. A task request is completed for all emergency management related recruitment.
 - d. All recruitment requests are approved in accordance with emergency response financial delegation, and includes role, days on duty required, number of shifts and any special requirements.
 - e. Personnel are inducted into emergency management activities. All information is provided to the agency/organisation responsible for releasing the personnel to ensure any biosecurity, health and safety, business continuity, and operational risks are considered and monitored by that jurisdiction.
15. Duty times of personnel, rostering, and arrangement of travel and accommodation (where required) must be recorded by Logistics at an emergency operations centre (EOC) where the roles report.
16. People may be recruited through NSW Government contracted employment agencies as contingent workers. No non-contracted employment agencies can be used to recruit personnel.
17. Personnel recruited must declare any relevant criminal record that may impact on their suitability to fulfil a role.
- a. Personnel working with children must have a current Working With Children Check.
 - b. Any suspected criminal activity must be reported to NSW Police Force.

Procedures

- [Emergency management worksheets guide](#)
- Rosters user guide

Roles and responsibilities

- Agriculture and Animal Services Functional Area Coordinator (AASFA) (DPI):
 - Recommends Secretary, Department of Industry directs recruitment of NSW Department of Industry personnel to emergency management activities.
 - Engages agencies and participating/supporting organisations
- Deputy Secretaries, Director Generals, Deputy Director Generals, Executive Directors, Directors and line managers:
 - Contingent on impact to services to the community and department disruption, comply with requests from Secretary NSW Department of Industry to release personnel for emergency management activities.
- Director General DPI:
 - Upon recommendation from AASFA Coordinator, CVO or CPPO directs release of DPI and LLS personnel for recruitment into emergency management activities having consideration for and consulted in regard to business continuity needs.
- LLS Chair of the Board of Chairs:
 - Release LLS personnel to participate in emergency management activities.

- Comply with direction from Director General DPI to release personnel for emergency management activities.
- NSW Chief Veterinary Officer (NSW CVO):
 - Recommends Secretary, Department of Industry requests release of NSW Department of Industry personnel for emergency management activities.
- NSW Chief Plant Protection Officer (NSW CPPO):
 - Recommends Secretary, Department of Industry requests release of NSW Department of Industry personnel to emergency management activities.
- DPI Executive Emergency Management Committee:
 - Maintains oversight of State level emergency policy, response and resource allocation.
- DPI State Emergency Coordinator:
 - Coordinates resources (human and physical) to conduct emergency management activities.
- Secretary, Department of Industry:
 - Upon recommendation from AASFA Coordinator, CVO or CPPO requests release of personnel for recruitment into emergency management activities.

Safety considerations

Recruiting suitably qualified, experienced and competent/trained personnel to emergency operations will improve the safety and well-being of all workers and the affected community.

Delegations

- Financial delegations – emergency response delegations

Legislation

- [Government Sector Employment Act 2013](#)
- [Government Sector Employment Regulation 2014](#)
- [Local Land Services Act 2013](#)
- [State Emergency and Rescue Management Act 1989](#)
- [Work Health and Safety Act 2011](#)

Related policies

- [Emergency management – Accommodation](#)
- [Emergency management – Catering and meals](#)
- Emergency management - Working arrangements
- Emergency management - DPI/LLS alliance
- [NSW Department of Industry Code of Conduct](#)
- [NSW Department of Industry Travel Policy](#)

Other related documents

- [Crown Employees \(Public Service Conditions of Employment\) Reviewed Award 2009](#)
- [Local Land Services Award 2013](#)
- [NSW State Emergency Management Plan \(EMPLAN\)](#)
- [Treasury Circular - Review of Meal, Travelling and other Allowances](#)

Definitions

- Biosecurity emergency: means an emergency due to an actual or imminent occurrence, affecting or threatening to affect, the economy, environment and public health, and associated with pests, animal and plant diseases (not human) and weeds.
- Control: means the overall direction of the activities, agencies or individuals concerned.
- Emergency: means an emergency due to an actual or imminent occurrence which:
 - Endangers, or threatens to endanger, the safety or health of persons or animals in the State; or
 - Destroys or damages, or threatens to destroy or damage, any property in the State, being an emergency which requires a significant and co-ordinated response.
- Emergency management activities: means organisation and management of resources for dealing with all aspects of emergencies.
- Government agency: means agencies from NSW, other Australian states and territories, Commonwealth Government, and other countries.

- Natural disaster: means bushfires, cyclones, earthquakes, floods and storms including hail. For the purposes of this policy, natural disaster also incorporates technological or human caused emergencies, controlled by a combat agency or emergency operations controller e.g. oil spills.
- Non-government organisation: means any non-profit, voluntary citizens' group which is organized on a local, national or international level.
- Participating and supporting organisation: means government agencies, statutory authorities, volunteer organisations and other agencies that have indicated a willingness to participate or provide specialist support resources to a combat agency, Controller or Functional Area Coordinator during emergency operations.
- Personnel: means contingent workers, and personnel of a government agency and participating/supporting organisation, including paid, volunteer and student.
- Spontaneous volunteer: means an individual who comes forward following a disaster to assist a government agency, emergency service and/or volunteer organisation with disaster-related activities during response or recovery. They are not affiliated or registered with a response or relief agency or non-government organisation (NGO).

Superseded documents

- Nil

Revision history

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1	22/08/2016	For approval	Emergency Management Officer

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