

PRIMARY
INDUSTRIES
& REGIONS SA
PIRSA

AAS Participating Agency Development Workshop

17 & 20th May 2015

Atco Hut,
33 Flemington Street,
Glenside
South Australia

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1. Introduction

Welcome to the PIRSA emergency response training program.

An important aspect of the biosecurity emergency response training program is the development of a cohesive team, with well-developed skills and knowledge, capable of performing effectively under the dynamic environment of an emergency response.

Through this workshop we will provide the opportunity for AAS participating agencies personnel to build on knowledge and develop further skills for emergency responses

This workshop is also designed to provide an opportunity for developing relationships and understanding of the role of all AAS agencies

Taking the time to improve your skills and develop interagency spirit will help to ensure you are prepared to undertake your role during an emergency incident.

1.1. Aim

AAS participating agency personnel to develop skills and knowledge of emergency response concepts

1.2. Objectives

- To understand the significance of the Commander's Intent
- To identify the information sharing and communication that needs to occur in an emergency response
- To build knowledge of the concept of a common operating picture and how it contributes to effective information flow
- To build awareness of the interactions between the AAS participating agencies that may occur during an emergency response

1.3. Target Audience

PIRSA First Response Team experienced members and AAS participating agency personnel.

1.4. Pre workshop tasks

Prior to attending the workshop, personnel attending should have reflected on any emergency response experience from the last two bushfire seasons.

2. Workshop

2.1. Participants

This workshop is targeted at supporting the improved efficiency and effectiveness of AAS participating agencies during emergencies.

2.2. Workshop Location

The AAS Participating agencies development workshop will be conducted in the Atco Hut, 33 Flemington Street, Glenside SA 5065 TBA, Adelaide, South Australia 5000

2.3. Format

The workshop will consist of presentations, group discussions and report backs, desktop activities and practical exercises.

09:30	Registration
10:00	Workshop starts
12:30	Lunch
13:15	Workshop resumes
15:45	Close and evaluation

2.4. Presenters

Sessions for the Participating Agencies Development Workshop will be delivered by Robert (Bob) Kearney and David Campbell.

Robert Kearney JP:

Robert (Bob) Kearney served in the Australian Regular Army for 20 years during which time he completed two tours of duty in Vietnam. Following his period in the regular army, he served for another 10 years in the reserves. Following this he had a role as a manager in the SA Prison Service. Recently retired, he was employed by the South Australian Country Fire Service as the Senior Leadership Consultant. He is the author of five published books and is currently working as a volunteer with the RSL.

David Campbell:

David is a member of the SA CFS and is a professional educator. He is responsible for developing and delivering training for incident management teams. He is based at Brukunga, the CFS state training centre.

2.5. What to bring with you

- Notebook and pens
- Positive attitude and good humour.

2.6. Reference materials

2.6.1 Internet web links to reference materials

If participants wish to view the plans and agreements that PIRSA uses during emergency responses these can be found using the links below.

State emergency management Plan

http://www.safecom.sa.gov.au/site/emergency_management/emergency_management_arrangements/state_emergency_management_arrangements.jsp

AUSVETPLAN

<http://www.animalhealthaustralia.com.au/programs/emergency-animal-disease-preparedness/ausvetplan/ausvetplan-manuals-and-supporting-documents/>

PLANTPLAN

<http://www.planthealthaustralia.com.au/biosecurity/incursion-management/plantplan/>

AQUAVETPLAN

<http://www.daff.gov.au/animal-plant-health/aquatic/aquavetplan>

BIMS

<http://www.daff.gov.au/animal-plant-health/pihc/bepwg/documents/bims>

2.7. Administration

2.8. Travel

Travel is to be arranged and funded by the participants. For cost efficiency please check if there is another person from your area who will be coming to the workshop with whom you may be able to share transport.

2.9. Accommodation

Accommodation is to be arranged and funded by the participants

PIRSA staff only: To allow flexibility with remaining accommodation, meals and traveling expenses participants are to pay for these and then claim through normal departmental process. Cost of meals, are to be within the guidelines as per the Commissions determinations.

Participants staying in booked accommodation are responsible for the cost of mini bar snacks and alcohol is the responsibility of the individual and will not be met by Biosecurity SA.

2.10. Catering

Morning tea, lunch and afternoon tea will be provided at the venue as outlined in the workshop session plan.

If you have special dietary requirements, please advise Nancy Bombardieri via email.

2.11. Dress

The dress code for the duration of the workshop is neat casual attire.

2.12. Costs

All participating agencies are expected to meet their own costs.

PIRSA staff only: A debit code is available from Nancy Bombardieri for any associated travel expenses that are advised in advance and approved.

2.13. Mobile phones/mobile devices

During the workshop you are asked to either turn your mobile devices OFF or to SILENT and to refrain from accessing these devices during presentations and discussions.

2.14. Safety

Safety during the course is paramount. It is the responsibility of all participants to adhere to any safety procedures given and raise any unsafe practices or conditions with the facilitator as soon as they become apparent. All injuries are to be reported to the facilitator and injury documentation is to be completed within 24 hours

2.15. Questions

If you have any questions about any of these arrangements please contact:

Nancy Bombardieri
Phone: 08 8207 7948
Mobile 0409 914 575
Nancy.Bombardieri@sa.gov.au

Attachment 1 Agenda

Time	Topic	
09:30	Arrival, Registration and Tea/Coffee	
10:00	Welcome	State Controller
10:05	Housekeeping Aim and Objectives Conduct Introductions	NyB/RW
10:15	Commanders Intent What is it & what is its purpose? Where does it come from? What are the elements?	Facilitator
12:30	Lunch	
13:15	Common Operating Picture What is it? How do we create it? How do we effectively share across agencies?	Facilitator
15:45	Evaluation and Close	NyB/RW