

# National Emergency Management Training Officers' Conference

*'Leading Improvement  
& Change'*

October 6-8, 2010  
Brisbane & Whyte Island, QLD

REGISTRATION BROCHURE





## INVITATION TO ATTEND

An invitation is extended to you and your colleagues to join us in Queensland in October for the 2010 National Emergency Management Training Officers' Conference (NEMTOC). NEMTOC 2010 focuses on providing opportunities for training personnel working within Australian and New Zealand Emergency Services agencies, contexts and industry to update their skills, knowledge and understanding of quality training and development outcomes. It also provides the opportunity for participants to create professional networks across trans-Tasman Emergency Services and Management sectors, to be exposed to current government initiatives in the area of vocational education and training and best practice training and assessment initiatives.

## ABOUT THE CONFERENCE

The ongoing training and professional development of emergency services personnel is vital. So too is the ongoing development, maintenance and currency of the skills and knowledge of personnel involved in providing high quality training and professional development within the Emergency Services Sector. By ensuring training and learning practices and systems are focused on best practice and providing quality outcomes to operations, benefits are generated to enhance public value.

National Emergency Management Training Officers' Conference 2010 is the 3<sup>rd</sup> conference of its type held in Australia and follows on from last year's held in New Zealand by FRSITO. NEMTOC continues to provide professional development, showcasing and networking opportunities for Emergency Service sector training personnel.

The Conference will focus on continuing to up-skill and update the knowledge of Emergency Services training and professional development personnel, as well as the creation and maintenance of networks.

The Conference will focus on the following areas:

- Professional development of Operational Training Officers
- Providing continuous improvement outcomes for organisations
- Quality systems and processes
- Showcasing current best practices training and assessment initiatives

We look forward to welcoming you to Queensland for this informative and exciting event.

## CONFERENCE VENUES

NEMTOC 2010 will be held in Brisbane, Queensland. The **Mercure Hotel Brisbane**, located at 85-87 North Quay, will host the Conference Welcome Reception on Tuesday 5<sup>th</sup> October, and the Conference Opening Session on Wednesday 6<sup>th</sup> October. The Mercure Brisbane has an enviable location in Brisbane's CBD, and is a short walk to numerous dining, entertainment and shopping options. The hotel has views of Brisbane River and is approximately 30 minutes drive from Brisbane Airport.

The remaining Conference sessions on Wednesday, Thursday and Friday will be held at the **Queensland Combined Emergency Services Academy** at Whyte Island. This venue incorporates an education centre, live fire campus, technical rescue cell and commercial training facilities. The venue offers world-class training to firefighters, other emergency service agencies, community and industry. Whyte Island is approximately 45 minutes drive from the centre of Brisbane, and bus transport will be provided for delegates. Buses will depart and return to the Mercure Brisbane.

## DRAFT CONFERENCE PROGRAM

Please check the Conference website, [www.alloccasionsgroup.com/NEMTOC2010](http://www.alloccasionsgroup.com/NEMTOC2010), for announcements regarding Conference speakers and topics.

### Tuesday 5th October

5.00pm - 7.00pm	Registration Open	Legends Room, Mezzanine Level, Mercure Brisbane
6.30pm - 8.00pm	Welcome Reception	Legends Room, Mezzanine Level, Mercure Brisbane

### Wednesday 6th October

8.00am- 11.00am	Registration Open	Pre Function Room, Mezzanine Level, Mercure Brisbane
9.00am- 11.30am	Conference Opening Session	Hopewell & Taldora Rooms, Mezzanine Level, Mercure Brisbane
11.30am	Transport to Whyte Island	Coaches depart Mercure Brisbane
12.00pm- 4.30pm	Registration Open	Queensland Combined Emergency Services Academy, Whyte Island
12.00pm- 1.00pm	Lunch	Queensland Combined Emergency Services Academy, Whyte Island
1.00pm- 3.00pm	Conference Sessions	Queensland Combined Emergency Services Academy, Whyte Island
3.00pm- 3.30pm	Afternoon Tea	Queensland Combined Emergency Services Academy, Whyte Island
3.30pm- 4.30pm	Conference Sessions	Queensland Combined Emergency Services Academy, Whyte Island
4.30pm	Transport to Mercure Brisbane	Coaches depart Queensland Combined Emergency Services Academy, Whyte Island
7.00pm- 10.00pm	Conference Dinner	Fix Restaurant, The Port Office Hotel, 40 Edward Street, Brisbane

### Disclaimer

The speakers, topics and times are correct at the time of printing. In the event of unforeseen circumstances, the Organising Committee reserves the right to delete or alter items in the Conference Program.



## DRAFT CONFERENCE PROGRAM (CONTINUED)

Please check the Conference website, [www.alloccasionsgroup.com/NEMTOC2010](http://www.alloccasionsgroup.com/NEMTOC2010), for announcements regarding Conference speakers and topics.

### Thursday 7th October

8.30am	Transport to Whyte Island	Coaches depart Mercure Brisbane
9.30am-4.30pm	Registration Open	Queensland Combined Emergency Services Academy, Whyte Island
9.30am-10.30am	Conference Sessions	Queensland Combined Emergency Services Academy, Whyte Island
10.30am-11.00am	Morning Tea	Queensland Combined Emergency Services Academy, Whyte Island
11.00am-12.00pm	Conference Sessions	Queensland Combined Emergency Services Academy, Whyte Island
12.00pm-1.00pm	Lunch	Queensland Combined Emergency Services Academy, Whyte Island
1.00pm-3.00pm	Conference Sessions	Queensland Combined Emergency Services Academy, Whyte Island
3.00pm-3.30pm	Afternoon Tea	Queensland Combined Emergency Services Academy, Whyte Island
3.30pm-4.30pm	Conference Sessions	Queensland Combined Emergency Services Academy, Whyte Island
4.30pm	Transport to Mercure Brisbane	Coaches depart Queensland Combined Emergency Services Academy, Whyte Island
Evening	Casual Dinner	Various Locations

### Friday 8th October

8.30am	Transport to Whyte Island	Coaches depart Mercure Brisbane
9.30am-3.00pm	Registration Open	Queensland Combined Emergency Services Academy, Whyte Island
9.30am-12.00pm	Conference Sessions	Queensland Combined Emergency Services Academy, Whyte Island
12.00pm-1.00pm	Lunch	Queensland Combined Emergency Services Academy, Whyte Island
1.00pm-3.00pm	Conference Sessions	Queensland Combined Emergency Services Academy, Whyte Island
3.00pm	Transport to Mercure Brisbane or Brisbane Airport	Coaches Depart Queensland Combined Emergency Services Academy, Whyte Island

#### Disclaimer

The speakers, topics and times are correct at the time of printing. In the event of unforeseen circumstances, the Organising Committee reserves the right to delete or alter items in the Conference Program.



## SOCIAL PROGRAM

Delegates are encouraged to network during the Conference, and an exciting social program has been developed to complement the Conference sessions. Please indicate when registering if you will be attending the social functions.

### Conference Welcome Reception

Tuesday 5th October, 6.30pm-8.00pm

Legends Room, Mezzanine Level, Mercure Brisbane

Included in registration fee. \$35 per person for guests.

*Meet other Conference delegates, pick up your registration materials and network prior to the start of the Conference.*

### Conference Dinner

Wednesday 6th October, 7.00pm-10.00pm

Fix Restaurant, The Port Office Hotel

40 Edward Street, Brisbane

\$80 per person

*Wind down with other conference delegates at this local watering hole, and enjoy a 3 course meal with selected beverages. Music from party band Hard Yakka will ensure this is a great night out!*

### Casual Dinner

Thursday 7th October

*If you are interested in joining a group of delegates at a local restaurant, the Conference Organisers will provide a number of options for you to book during the Conference. Please indicate on the registration form if you would be interested in attending. Food and drink will be at delegates own expense.*

## REGISTRATION DESK

All delegates must register to attend the Conference. Please visit the registration and information desk during opening hours.

<b>Tuesday 5th October:</b>	Legends Room, Mezzanine Floor, Mercure Brisbane	5.00pm-7.00pm
<b>Wednesday 6th October:</b>	Pre Function Room, Mezzanine Floor, Mercure Brisbane	8:00am-11:00am
<b>Wednesday 6th October:</b>	Queensland Combined Emergency Services Academy, Whyte Island	12.00pm-4:30pm
<b>Thursday 7th October:</b>	Queensland Combined Emergency Services Academy, Whyte Island	9:30am-4:30pm
<b>Friday 8th October:</b>	Queensland Combined Emergency Services Academy, Whyte Island	9:00am-3:00pm

### Name Badges & Tickets

All delegates will be issued with a name badge at the registration desk. Admittance into Conference sessions and onto coaches for transport to Whyte Island will require presentation of your badge. Delegates will be provided with tickets for the Conference Dinner. Please ensure you have your tickets to gain entry to this function.



## REGISTRATION

Conference registration is available to all interested parties in the emergency management training industry. To register, please complete the form at the end of this brochure, or visit [www.alloccasionsgroup.com/NEMTOC2010](http://www.alloccasionsgroup.com/NEMTOC2010) to register instantly and securely online.

**Early Bird Registration**                      \$495 (up to 31/08/2010)

**Regular Registration**                        \$550 (after 31/08/2010)

*Fees are in AUD and include GST*

Conference registration includes attendance at the Conference Welcome Reception, all Conference sessions (6-8 October), morning and afternoon teas and lunches, name badge and Conference materials.

Your registration will be acknowledged in writing with confirmation of your requirements according to your registration form. You will also receive a Tax Invoice for payment.

### Payment Policy

It is a condition of registration that full payment is received prior to the commencement of the Conference. Admission to the Conference and all social functions may be refused if payment has not been received. Payment for Early Bird registrations must be received by August 31st 2010, or the Regular registration rate will automatically be applied to your registration.

### Cancellation Policy

Registration cancellations must be sent in writing, either mailed, faxed or emailed, to All Occasions Management. Registration cancellations received on or before Friday 3rd September will receive a full refund, less a \$100.00 handling fee. Registration cancellations received after Friday 3rd September and on or before Tuesday 28th September will receive a 50% refund. No refunds will be given for registration cancellations received after Tuesday 28th September; however a substitute delegate may be nominated.

### Conference Organisers

For any queries regarding the Conference, please contact:

All Occasions Management

41 Anderson Street

Thebarton, SA 5031

Phone: 08 8125 2200

Fax: 08 8125 2233

Email: [conference@aomevents.com](mailto:conference@aomevents.com)

[www.alloccasionsgroup.com/NEMTOC2010](http://www.alloccasionsgroup.com/NEMTOC2010)





## ACCOMMODATION

The Conference Organisers have reserved rooms at local properties for delegates to access. Special Conference rates are available to delegates who book through the Conference Organisers. A credit card guarantee will be required to secure your booking, and may be charged prior to arrival at the discretion of the hotel.

### **Mercure Hotel Brisbane**

85-87 North Quay, Brisbane  
[www.mercurebrisbane.com.au](http://www.mercurebrisbane.com.au)

Conference Opening Session venue and coach pick up & drop off location  
River View Room - \$189 per night (double or twin)

Buffet breakfast - \$18 per person

*These rooms offer all the comforts of a modern hotel room with generous views over the spectacular Brisbane River. Payments made on credit cards will incur a 1.5% processing fee. Cancellations made within 30-8 days of arrival will incur a cancellation fee of 1 night's accommodation. Cancellations made within 7 days of arrival and for non arrival will incur a cancellation fee equal to 100% of the total value of the accommodation.*

### **Hotel Ibis**

27-35 Turbot Street, Brisbane  
[www.ibishotel.com](http://www.ibishotel.com)

Connected to Mercure Hotel Brisbane by undercover walkway  
Standard Room - \$159 per night (double or twin)

Buffet Breakfast - \$15 per person

*Ibis Brisbane is conveniently located in the centre of the city, within easy walking distance of the Queen Street Mall shopping precinct, Treasury Casino and South Bank Parklands, Payments made on credit cards will incur a 1.5% processing fee. Cancellations made within 30-8 days of arrival will incur a cancellation fee of 1 night's accommodation. Cancellations made within 7 days of arrival and for non arrival will incur a cancellation fee equal to 100% of the total value of the accommodation.*

### **Oaks Casino Towers**

151 George Street, Brisbane  
<http://www.oakshotelsresorts.com/oaks-casino-towers/>  
5 minute walk from Mercure Hotel Brisbane

One Bedroom Apartment - \$189 per night (double or twin, up to 2 people per apartment)

Two Bedroom Apartment - \$279 per night (double or twin, up to 4 people per apartment)

*Brisbane accommodation located in the hub of the city's historic CBD, The Oaks Casino Towers is a 4.5 star apartment hotel boasting spectacular views over the city or River. Cancellations made within 30 days of arrival will incur a cancellation fee of 100% of the total value of the accommodation.*

## TRAVEL

Do you need assistance with flights, car hire or pre and post touring options? If you would like assistance with any travel options don't hesitate to contact Travelscene at All Occasions. We are a member of the Travelscene American Express network, so you can be sure that you are getting the best possible deals.

Travelscene at All Occasions  
16 Stirling Street  
Thebarton, SA 5031  
Phone: 08 8125 2222  
Fax: 08 81252233  
Email: [travel@aomevents.com](mailto:travel@aomevents.com)





## GENERAL INFORMATION

### Host City

Brisbane, Queensland's capital city, is a diverse, green city with a great climate. Brisbane is Australia's third largest city, and boasts a unique relaxed lifestyle. Visitors to Brisbane can enjoy galleries, museums, great nightlife, markets and festivals in the city or head further afield to explore the river, mountains, beaches and forests. Brisbane operates on Eastern Standard Time, and does not observe Daylight Saving Time.

### Temperature

The weather in Brisbane is comfortable and sub-tropical. In Brisbane in October the average maximum temperature is 26 degrees Celsius, and the average minimum temperature is 16 degrees Celsius. Brisbane experiences an average of 59% humidity for the month of October.

### Local Transport

Brisbane's Airtrain travels from Brisbane Airport to the CBD in 22 minutes, and operates from 5.00am - 8.00pm daily. Fares are approximately \$15.00 one way, and can be purchased at the airport, at stations or online at [www.airtrain.com.au](http://www.airtrain.com.au). The Mercure Hotel Brisbane is approximately 10 minutes walk from the Airtrain's CBD stop, Central Station.

Taxi ranks are located in front of the Domestic Terminal at Brisbane Airport, and near most major hotels in the CBD. A taxi from the airport to the CBD is approximately \$40.00, and can be more during peak times.

Black & White Cabs: 133 222

Yellow Cabs: 131 924

The public transport system in Brisbane consists of buses, trains and ferries. A one zone ticket is approximately \$3.40. The Loop is a free and convenient bus service travelling in both directions around the CBD. The Loop operates every ten minutes from any red CBD bus stop, Monday to Friday from 7.00am to 5.50pm. For further information and timetables, visit [www.translink.com.au](http://www.translink.com.au).

### Dress Standards

The recommended dress standard for Conference sessions and social functions is smart casual.



## GENERAL INFORMATION (CONTINUED)

### Liability/Insurance

In the event of industrial disruptions, war, terrorism, or natural disasters, Learning Business Management, the Organising Committee and All Occasions Group cannot accept responsibility for any financial or other losses incurred by the delegates. Nor can the Learning Business Management, the Organising Committee and All Occasions Group take responsibility for injury or damage to persons or property occurring during the Conference. Insurance is the responsibility of the individual delegates.

### Privacy

In accordance with the requirements of the Australian Privacy Act 2000, the All Occasions Group (encompassing All Occasions Management and Travelscene at All Occasions) complies with such legislation which is designed to protect the rights of the individual to privacy of their information. All information collected with respect to your registration for participation in this Conference will only be used for the purposes of planning, conduct of the event or communication regarding future events. These details may be made available to parties directly related to the Conference including but not limited to the All Occasions Group, venues, accommodation and travel providers (for the purposes of room/travel bookings and Conference options), key sponsors (subject to strict conditions) and other related parties as deemed necessary. It is also usual to produce a 'Delegate List' of attendees at the Conference and to include the individual's details in such a list. By completing this registration form, you acknowledge that the details supplied by you may be used for the above purposes. It is your responsibility to ensure that all information provided to the All Occasions Group is accurate and kept up to date. To access or update your information, please email or fax the All Occasions Group.

### Disclaimer

Learning Business Management, the Conference Organising Committee and All Occasions Group have taken all reasonable steps to ensure the accuracy of the information in this brochure. However we can give no warranty regarding the accuracy or completeness of the content of this brochure/program. Hence we accept no liability for any losses or damages (whether direct, indirect, special, consequential or otherwise) arising out of errors or omissions contained in this brochure/program.

Learning Business Management, the Conference Organising Committee and All Occasions Group reserve the right to update, add, amend, remove, replace or change any part of the brochure/program content at any time without prior notice.

## REGISTRATION FORM

All amounts are in Australian Dollars and include GST. Please accept this form as a tax invoice from Learning - Business - Management, ABN 90 094 701 147

### Delegate Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_

Preferred Name for Badge \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email\* \_\_\_\_\_

\* all correspondence will be forwarded to this address

Special Requirements (e.g. dietary, wheelchair access) \_\_\_\_\_

### Privacy

In registering for this Conference, relevant details will be incorporated into a Delegate List. Delegate Lists will be provided within the Conference Satchel.

I do not consent to have my details on the delegate list.

### Registration

Please select your registration type:

Early Bird  \$495 (up to 31/08/2010)

Regular  \$550 (after 31/08/2010)

### Social Program

Please indicate your attendance:

Welcome Reception  Yes, I will attend the Welcome Reception (included in registration fee)

Welcome Reception (guest ticket) \_\_\_\_\_ (number required) @ \$35 per person

Conference Dinner \_\_\_\_\_ (number required) @ \$80 per person

Casual Dinner

I would be interested in joining a group of delegates for a casual dinner on Thursday 7th October. (Further details will be provided during the Conference)

### Accommodation

Please indicate your accommodation requirements:

Check in date \_\_\_\_\_ ETA \_\_\_\_\_ Check out date \_\_\_\_\_ ETD \_\_\_\_\_

Double |  Twin |  Smoking |  Non Smoking

Sharing with: \_\_\_\_\_

### Credit Card Guarantee\*

\* Accommodation cannot be booked for you without a credit card guarantee. Your card details will be passed onto the hotel and may be charged prior to arrival.

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Card Holder Signature \_\_\_\_\_





## CONFERENCE ORGANISING COMMITTEE

Greg Butters – Tasmania Fire Service  
Liz Hamilton – Fire and Rescue Service ITO  
Dave Owen – New South Wales State Emergency Service & NETC  
Bill Robertson – Fire and Rescue Service ITO  
Heather Stuart – Department of Environment, Climate Change and Water  
Deb Taylor - Queensland Fire & Rescue  
Jason Tennent – Australian Federal Police  
Annette Turner Duggan – Learning - Business - Management



Queensland Government



Environment,  
Climate Change  
& Water

