State and Regional Emergency Management Planning

Part 5: Emergency Management Manual Victoria

Contents

Emergency Management Manual Victoria

5.1 Introduction

This part of the manual sets out the structure of emergency management planning at regional and state levels. Guidelines for municipal emergency management planning are in Part 6.

5.2 Planning for Emergency Management

Planning is an essential contributor to efficient, cost-effective and comprehensive emergency management. Without planning, management of response and recovery operations is more difficult, more time consuming, more expensive and less effective. Planning does not, however, guarantee that the process of managing emergencies will inevitably proceed smoothly and without difficulties or complications.

The Planning Process

Production of a written plan is only part of the planning process. The process of planning is both educative and developmental. Production of a plan through a consultative process promotes a sense of involvement without which the document will be of less practical value to its users.

The planning process works best if it is:
- inclusive, bringing together all relevant personnel and agencies;
- educational, informing people and agencies of all participants' roles and responsibilities;
- committing, ensuring agencies can deliver what they agree to provide.

A well-managed planning process develops trust between agencies and individual officers, commits agencies to particular roles and helps develop shared goals.

The Preparedness Process

Planning documents are rarely referred to during an emergency. In fact, the need to refer to plans may indicate a lack of familiarity with the arrangements. If arrangements, protocols, roles and responsibilities are not understood thoroughly before an emergency, the potential benefits of the planning process will not be realised.

A plan should be used as a means for training and exercising. These are often neglected elements of planning, but they are essential for properly 'bedding down' the plan. Workshops, seminars, desktop exercises, role plays, hypotheticals and exercises are among the tools for testing plans and arrangements and for developing skills and understanding in people and organisations.

The Planning Cycle

Planning is a dynamic and continuing process that works to reduce uncertainty and improve reactions to the unexpected. The planning cycle involves a review and appraisal process that assesses activities conducted according to the particular plan to continuously improve both plans and their execution.

Responsibility for Detailed Planning

This manual does not describe in detail the arrangements for managing the response to or recovery from specific emergencies. It is the responsibility of individual agencies or groups of agencies to make plans for their own specific areas. This part of the manual describes the general arrangements and provides a framework within which agencies, at State and regional levels can meet their specific responsibilities.

As well as contributing to State, regional and local emergency management plans, each agency is expected to maintain its own plan for managing the activities it carries out and the services it administers.

To ensure the individual agencies' management systems are complementary, and to optimise co-ordination and effectiveness in inter-agency management, each agency's plan should take account of the programs, goals and methods of other relevant agencies.

5.3 Emergency Management Planning Framework

Figure 5.1 shows the principal planning committees for emergency management in Victoria at the State, regional and municipal levels.
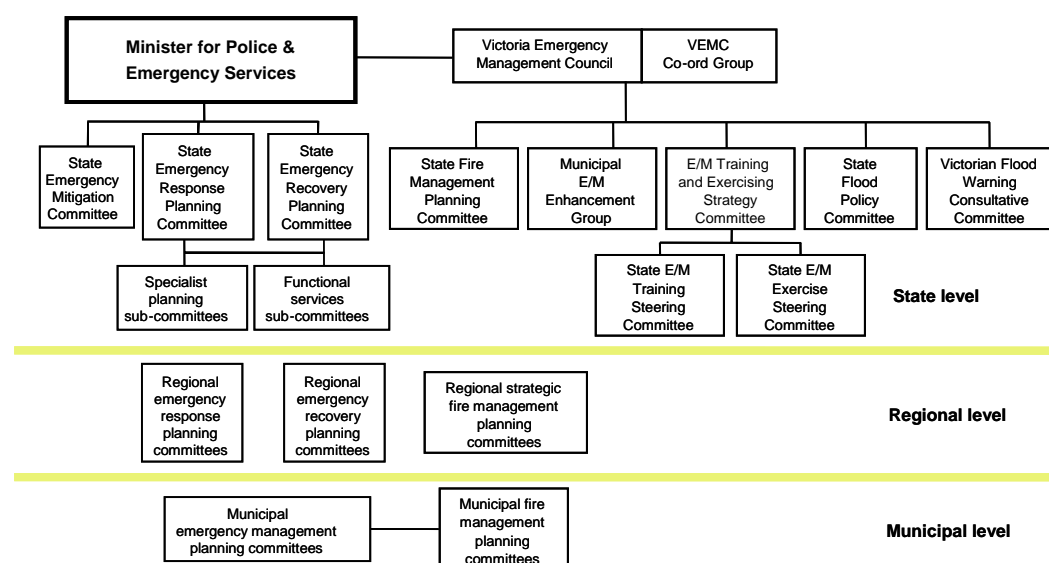

Figure 5.1 Emergency Management Planning Arrangements

5.4 Victoria Emergency Management Council (VEMC)

At State level the statutory Victoria Emergency Management Council is chaired by the Minister for Police and Emergency Services. The Council's field of interest is not limited to planning concerns, but covers all aspects of emergency management. The VEMC meets at least annually, or more often if circumstances require (e.g. after a major emergency).

The role of the council is 'to advise the Minister on all matters, including the coordination of activities of government and non-government agencies, relating to the prevention of, response to and recovery from emergencies'. (*Emergency Management Act* 1986 s. 8(1))

Membership of the council is specified in the Act as being the Minister as chairman, and representatives of government and non-government agencies.

Agencies invited to participate in meetings may vary according to the subject matter under consideration. Organisations involved include:

- Ambulance Victoria
- Bureau of Meteorology
- Country Fire Authority
- Department of Defence
- Department of Human Services
- Department of Justice
- Department of Planning and Community Development
- Department of Premier and Cabinet
- Department of Primary Industries
- Department of Sustainability and Environment
- Department of Transport
- Department of Treasury and Finance
- Emergency Services Telecommunications Authority
- Metropolitan Fire and Emergency Services Board
- Municipal Association of Victoria
- Parks Victoria
- State Recovery Co-ordinator
- Victoria Police
- Victoria State Emergency Service
- Chairs of State-level emergency management committees (if not present in another capacity)

Contact

Emergency Services Commissioner -	Office of the Emergency Services Commissioner, Department of Justice

5.5 VEMC Co-ordination Group

Terms of Reference

- Provide policy and strategic advice to the Minister for Police and Emergency Services to ensure adequate emergency management measures including planning, preparedness, response and recovery are taken by government agencies;
- Brief the Minister on developing situations including any current emergency situation including associated risks , strategic issues relating to incident management, resourcing multi agency response, likely consequences and; the impact on the Victorian community;
- Assist and advise the Minister to ensure emergency management measures taken by government agencies are adequate and that there is conformance/compliance across agencies in accordance with the Emergency Management Act and Emergency Management Manual Victoria (EMMV);
- Coordinate government agencies in carrying out their respective emergency management:
  - functions
  - powers
  - duties
  - responsibilities
- Provide a forum for emergency service organisations to discuss key emergency management issues and directions from a whole of government, all hazards multi agency perspective.

Membership

- Minister for Police and Emergency Services (Chair)
- Chief Commissioner of Police (State Emergency Response Coordinator)
- State Recovery Coordinator (DHS)
- Emergency Services Commissioner
- Core membership is the Operational Head/Chief Officer of the following organisations:
  - Country Fire Authority
  - Department of Human Services
  - Department of Premier and Cabinet
  - Department of Primary Industries
  - Department of Sustainability and Environment
  - Department of Transport
  - Emergency Services Telecommunications Authority
  - Ambulance Victoria
  - Metropolitan Fire & Emergency Services Board
  - Victoria State Emergency Service
  - Other Agencies/Departments will be invited as required by the specific emergency.

Contact

Emergency Services Commissioner -   Office of the Emergency Services Commissioner, Department of Justice

5.6 Sub-Committees of VEMC

State Fire Management Planning Committee

Terms of Reference

- The role of the State Fire Management Planning Committee is to implement the government approved Integrated Fire Management Planning framework; and for approving and endorsing an implementation strategy in line with the budget and time line established by government
- The Committee will report annually to the Victoria Emergency Management Council on matters of audit and performance monitoring, and as required on issues of significance. The Committee will:
  - Lead the State in planning for fire management challenges for now and the future
  - Establish the structural arrangements to support fire management planning for Victoria
  - Develop the appropriate direction, tools and planning processes to provide consistent fire management planning for Victoria
  - Monitor and evaluate the implementation of IFMP through a program of continuous improvement that is evidence based, auditable with performance measures that reflect contribution to the safety and sustainability of Victoria's communities and environment
  - Establish sub-committees as required.

Member Agencies

- Country Fire Authority
- Department of Human Services
- Department of Transport
- Department of Planning and Community Development
- Department of Primary Industries
- Department of Sustainability and Environment
- Energy Safe Victoria
- Metropolitan Fire and Emergency Services Board
- Municipal Association of Victoria
- Office of the Emergency Services Commissioner
- Parks Victoria
- Regional Development Victoria
- Tourism Victoria
- VicRoads
- Victoria Police
- Victoria State Emergency Service
- Other members as nominated by the Chair

Contact

Norman Free -   Manager, State Fire Management Planning Support Team

Municipal Emergency Management Enhancement Group (MEMEG)

Terms of Reference

- Identify, articulate and support the needs of local government emergency management practitioners, through such means as professional development, leadership and mentoring
- Raise awareness of local government roles, capabilities and capacities in municipal emergency management across all relevant agencies
- Promote good practice in municipal emergency management
- Contribute to increased knowledge and awareness of emergency management within local government
- Promote the integration of emergency management into the normal business of councils
- Encourage and enhance sharing of emergency management knowledge and skills
- Provide links between levels of government, agencies and councils
- Foster the regional local government emergency management forums, including representation on MEMEG
- Provide advice to Municipal Association Victoria
- Report to Victorian Emergency Management Council as sub-committee.

Membership

- Municipal Councils
- Regional MEMEG Forums
- Country Fire Authority
- Department of Human Services
- Metropolitan Fire Brigade
- Municipal Association of Victoria
- Office of the Emergency Services Commissioner
- Victoria Police
- Victoria State Emergency Service

Contact

Joe Buffone -   Office of the Emergency Services Commissioner, Department of Justice

Emergency Management Training and Exercising Strategy Committee

Terms of Reference

The role of the Emergency Management Training and Exercising Strategy Committee is to:

- Establish the State level strategic emergency management training and exercising priorities for Victoria
- Ensure that training and exercising that is conducted meets community and government expectations
- Set State emergency management training and exercising priorities and endorse the emergency management training strategy for Victoria
- Provide a report to VEMC on training and exercises conducted throughout the year by all agencies
- Endorse the level and type of emergency management training required
- Determine shortfalls/gaps that exist and recommend corrective action and resource requirements
- Review and endorse joint/common course material including strategic partnerships with the private and public sector
- Ensure a whole of government, all hazard approach is adopted for emergency management training and exercising
- Conduct a review of the terms of reference every two years (facilitated by OESC)

Membership

- Ambulance Victoria
- Country Fire Authority
- Department of Human Services
- Department of Transport
- Department of Premier and Cabinet
- Department of Primary Industries
- Department of Sustainability and Environment
- Municipal Association of Victoria
- Metropolitan Fire and Emergency Services Board
- Office of the Emergency Services Commissioner (Chair and Executive Support)
- Victoria Police
- Victoria State Emergency Service

Sub Committees

See pages 5-26 and 5-27

Contact

Joe Buffone -   Office of the Emergency Services Commissioner, Department of Justice

State Flood Policy Committee

Terms of Reference

The role of the State Flood Policy Committee is to:

- Provide high level liaison and coordination of flood management in Victoria
- Oversee the development and implementation of the State Flood Strategy
- Provide an interface with statutory planning.

Membership

- Department of Sustainability & Environment (Chair & Executive Support)
- Department of Human Services
- Department of Justice
- Melbourne Water
- Regional Water Authorities
- Catchment Management Authorities
- Municipal Association of Victoria
- Bureau of Meteorology
- Victoria State Emergency Service
- Victoria Police
- Department of Planning and Community Development

Contact

Mike Edwards -   Floodplain Management Unit,
Department of Sustainability & Environment

Victorian Flood Warning Consultative Committee

Terms of Reference

The Terms of Reference of the Committee are to:

- Identify requirements for new and upgraded flood warning systems
- Establish the priorities of the requirements that have been identified
- Coordinate the development of a flood warning system plan to meet the requirements and submit the plan to the Bureau of Meteorology and participating State Government agencies for consideration and approval within budgetary and other constraints
- Coordinate the implementation of flood warning systems in accordance with the approved plan
- Promote effective means of communication of flood warnings information to the affected communities
- Monitor and review the performance of flood warning services.

Membership

- Bureau of Meteorology
  - Regional Director for Victoria (Chair)
  - Victorian representative(s)
  - Head Office representative(s)
- Catchment Management Authorities
- Department of Sustainability and Environment
- Melbourne Water
- Municipal Councils
- Office of the Emergency Services Commissioner
- Rural Water Authorities
- Victoria State Emergency Service
- Other State Government agencies as required

Contact

Elma Kazazic - Bureau of Meteorology

5.7 State Emergency Management Planning

State Emergency Mitigation Committee

Terms of Reference

The role of the State Emergency Mitigation Committee (SEMC) is to:

- Advise the Minister for Police and Emergency Services on all aspects of mitigation of emergencies in Victoria.
- Develop an understanding of the emergency risk profile of Victoria, using nationally agreed methodologies where possible.
- Report at least annually to the Minister on key SEMC activities, including:
  - Identification of the State's significant emergency risks
  - The comparison of the mitigation effort being applied across those risks
  - The findings of reviews on any other matters.
- Review legislation, management structures and policies relevant to mitigation in Victoria, and identify deficiencies and gaps in them; recommend improvements and monitor implementation.
- Recommend or comment on criteria for project prioritisation under jointly-funded mitigation programs, consistent with the terms of relevant Commonwealth/State agreements.
- Monitor implementation of any relevant report recommendations as are referred to it.
- Support municipal/community emergency risk management processes through leadership and other means as appropriate.

Membership

- Country Fire Authority
- Department of Human Services
- Department of Innovation, Industry and Regional Development
- Department of Planning and Community Development:
  - Local Government
  - Planning
- Department of Premier and Cabinet
- Department of Primary Industries
- Department of Sustainability & Environment:
  - Fire Management
  - Water Management
- Department of Transport
- Environment Protection Authority
- Metropolitan Fire Brigade
- Municipal Association of Victoria
- Office of the Emergency Services Commissioner
- Victorian Managed Insurance Authority
- Victoria Police
- Victoria State Emergency Service
- Victorian WorkCover Authority

State Emergency Mitigation Committee (cont'd)

Other members may be co-opted by the Committee, especially for task groups.

Chair

Vacant -

Contact

Paul Gabriel -   Department of Justice

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State Emergency Response Planning Committee

Terms of Reference

The role of the State Emergency Response Planning Committee is to:

- Advise the Minister for Police and Emergency Services regarding the level of response preparedness.
- Assist and advise the State Emergency Response Co-ordinator in regard to:
  - issues affecting emergency response, including response arrangements;
  - issues raised by the Victoria Emergency Management Council;
  - issues raised by the State prevention, recovery and community awareness committees;
- Develop and maintain the State Emergency Response Plan, and resolve urgent matters regarding the plan.
- Approve functional sub-committees' plans and co-ordination arrangements.
- Approve policy guidance for regional emergency response planning committees.
- Undertake tasks as directed by the State Emergency Response Co-ordinator.

Membership

The committee is composed of at least the following members:

- State Emergency Response Co-ordinator (Chair)
- State Emergency Response Officer (Executive Officer)
- Australian Red Cross Victoria
- Bureau of Meteorology
- Coroners Court of Victoria
- Country Fire Authority
- Department of Human Services
- Department of Justice
- Department of Sustainability and Environment
- Metropolitan Fire and Emergency Services Board
- St John Ambulance
- Victoria State Emergency Service
- Chairs of its functional sub-committees (see 5.8)

Contact

State Emergency Response Officer -   Victoria Police

State Emergency Relief and Recovery Planning Committee

Terms of Reference

The role of the State Emergency Relief and Recovery Planning Committee is to:

- Advise the Minister for Police and Emergency Services on policy and planning aspects of relief and recovery management, prior to, during and after an emergency.
- Develop and maintain policies and procedures to ensure effective inter-agency co-ordination in relation to relief and recovery matters (across the four environments of recovery).
- Develop and maintain the State Emergency Relief and Recovery Arrangements, with particular reference to the:
    - Systems and procedures for the delivery of relief and recovery services to affected people and communities
    - Presentation of roles and responsibilities of all agencies contributing to the relief and recovery process
    - Identification of agencies responsible for the co-ordination of particular aspects of the relief and recovery process
- Investigate and report on any relief and recovery matters referred by the Minister.

The Committee will meet four times a year.

State Executive Recovery Committee

An executive committee may be called by the State Relief and Recovery Co-ordinator on a needs basis and membership will reflect the item/issue for discussion. All executive committee issues will be reported to the State Emergency Relief and Recovery Planning Committee.

Sub-committees

Membership

- State Emergency Recovery Co-ordinator (Chair)
- Department of Human Services (Executive Officer)
- Attorney General's Department (Commonwealth)
- Australian Government Department of Human Services (Centrelink)
- Department of Business and Innovation
- Department of Health
- Department of Justice
- Department of Planning and Community Development
- Department of Premier and Cabinet
- Department of Primary Industries
- Department of Sustainability and Environment
- Department of Transport
- Department of Treasury and Finance
- Fire Services Commissioner
- Insurance Council of Australia
- Metropolitan Fire and Emergency Services Board

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- Municipal Association of Victoria
- Red Cross (support agency to DH/DHS in relief co-ordination)
- VicRoads
- Victoria Police (State Emergency Response Co-ordinator)
- Victoria State Emergency Service

Contact

Director - Health and Human Services Emergency Management, Department of Human Services

5.8 Functional Sub Committees of State Emergency Response and Recovery Planning Committees

Functional sub-committees are established at State level to provide advice, plans and guidance as required for the effective planning for response to and recovery from emergencies at State, regional and municipal levels. The sub-committees have specific areas of responsibility.

Operational Role of Chair

During emergencies a sub-committee's Chair may be required to provide advice or to arrange co-ordination of resources relevant to the committee's function. This may involve attendance at a co-ordination centre.

Meeting Frequency

Sub-committees should meet at least twice per year. Bearing in mind the need to report to the State Emergency Response Committee or the State Emergency Recovery Planning Committee, one of the meetings should be held shortly before the relevant committee meets for consideration of a contemporary report.

Sub-committees

The sub-committees are:
- Chemical, Biological and Radiological
- Communications
- State Emergency Relief Planning
- Emergency Management Joint Public Information
- Transport, Engineering and Services Support
- State Health and Medical
- State Natural and Built Recovery Planning
- State Social, Health and Community Recovery Planning.

Chemical, Biological and Radiological Sub-Committee

Co-ordinating Agency

Metropolitan Fire and Emergency Services Board

Terms of Reference

- Consider the State as a whole (consider State Emergency Response and Commonwealth support arrangements);
- Include both response and recovery agencies
- Determine the State's emergency agencies capability to respond to and manage CBRIE emergencies
- Develop a State CBRIE response and management plan
- Develop an awareness and communications strategy for response and recovery agencies
- Where a shortfall is identified, provide improvement strategy and costings to Victoria Emergency Management Council.

Member Agencies

- Ambulance Victoria
- Country Fire Authority
- Department of Defence
- Department of Human Services
  - Acute Health
  - Medical Displan
- Department of Justice
- Environment Protection Authority
- Metropolitan Fire and Emergency Services Board
- Victorian WorkCover Authority
- Victoria Police.

Contact

Deputy Chief Fire Officer Keith Adamson -   Metropolitan Fire and Emergency Services Board

Communications Sub-Committee

Co-ordinating Agency

Victoria Police

Terms of Reference

- Assist and advise each agency to maintain an optimum level of communications capability necessary in times of emergency
- Ensure plans are in place for effective and efficient communications systems to be established and maintained during emergencies
- Ensure that communication problems referred by the State Emergency Response Planning Committee are resolved
- Report on at least an annual basis to the State Emergency Response Planning Committee.

Member Agencies

- Ambulance Victoria
- Bureau of Meteorology
- Communications providers
- Country Fire Authority
- Department of Defence
- Department of Sustainability and Environment
- Emergency Services Telecommunications Authority
- Major Procurement Program Office
- Metropolitan Fire and Emergency Services Board
- St. John Ambulance
- Victoria Police
- Victoria State Emergency Service
- WICEN

Contact

Inspector Peter Ferguson – Victoria Police

State Emergency Relief Planning Sub-Committee

Co-ordinating Agency

Department of Human Services

Terms of Reference

The Sub-committee reports to the State Emergency Relief and Recovery Committee. The Sub-committee's role is to:

- Assist and advise on issues raised by the State Relief and Recovery Planning Committee
- Provide expert advice and recommendations on planning and preparedness for the management of emergency relief in Victoria
- Oversee and review state emergency relief plans, policies and procedures to ensure effective inter-agency co-ordination at state, regional and local levels
- Ensure effective interconnection, communication and co-ordination between emergency response and recovery plans and emergency relief plans and functional areas
- Report on at least an annual basis to the State Emergency Relief and Recovery Planning Committee
- Establish working groups as required on key functional areas of relief.

Member Agencies

- Department of Human Services (Chair and Executive Officer)
- Australian Red Cross (Victoria)
- Department of Health
- Department of Primary Industries
- Department of Transport
- Foodbank Victoria
- Municipal Association of Victoria
- Salvation Army
- Victoria Police – State Emergency Response Co-ordinator
- Victoria State Emergency Service
- Other agencies as required

Contact

Director -   Health and Human Services Emergency Management, Department of Human Services

Emergency Management Joint Public Information Sub-Committee (EMJPIC)

Co-ordinating agency

Victoria Police

Terms of Reference

- To facilitate the provision of co-ordinated accurate, timely, factual authoritative and where appropriate, multi-lingual, information and warnings to the public during major emergencies;
- To facilitate the development of multi-agency public information strategies where required;
- To ensure media officers from other agencies understand each others role and responsibilities in the multi-agency environment of emergency planning, response and recovery;
- To develop procedures to ensure an information centre can be established swiftly to handle media matters, issue media releases, co-ordinate conferences and, where appropriate, assist in the establishment of information 'hotlines';
- To provide a forum to explore ways to educate the media and others about the aims and operation of emergency planning, response plans and recovery plans, the Victorian emergency management arrangements and the roles of the emergency management agencies.

Member Agencies

- Ambulance Victoria
- Country Fire Authority
- Department of Human Services
- Department of Justice
- Department of Premier and Cabinet
- Department of Sustainability & Environment
- Department of Primary Industries
- Emergency Services Telecommunications Authority
- Environment Protection Authority
- Metropolitan Fire and Emergency Services Board
- Office of the Emergency Services Commissioner
- Victoria Police:
- Media Liaison
- State Emergency Response Office
- Victoria State Emergency Service

Member agencies will act as a link to extended industry contacts as an emergency requires.

Contact

Nicole McKechnie -   Victoria Police (Chair)

Operations

Refer to Appendix 12 in Part 8 - Public Information via Media During Emergencies: The role of EMJPIC

Transport, Engineering and Services Support Sub-Committee

Co-ordinating Agency

VicRoads

Terms of Reference

- Provide advice on engineering and transport matters for planning and response and/or recovery operations.
- Mobilise, deploy and coordinate member agency resources undertaking engineering and transport tasks beyond the capability of local resources.
- Provide any other assistance as required under legislation or agreed arrangements.
- Report on at least an annual basis to the State Emergency Response Committee and the State Emergency Recovery Planning Committee.

Member Agencies

- Association of Consulting Engineers Australia
- Australian Search and Rescue
- Bus Association of Victoria
- Civil Contractors Federation
- Department of Defence Corporate Services and Infrastructure Group
- Department of Human Services – Public Health
- Department of Infrastructure – Public Transport Division
- Department of Sustainability and Environment
- Electricity Distribution and Transmission Industry
- Gas Distribution and Transmission Industry
- Municipal Association of Victoria
- Ports and Marine Authorities (Victorian Regional Channels Authority, Port of Melbourne Corporation and Marine Safety Victoria)
- VicRoads
- Victoria Police
- Victorian Crane Association
- Victorian Taxi Directorate and Victorian Taxi Association
- Victorian Transport Association
- Victorian Water Industry Association

Contact

Manager Traffic and Incident Management - VicRoads

State Health and Medical Sub-Committee

Co-ordinating Agency

Department of Human Services

Terms of Reference

The Committee reports to the State Emergency Response Planning Committee and other key government bodies. The Sub Committee:

- provides expert advice and recommendations about planning and preparedness for Victoria's health and medical emergency management arrangements
- oversees reviews and evaluation, ensuring the currency of State Health Emergency Response Plan, its subplans and policies including:
  - establishing goals, strategies and priorities to achieve a co-ordinated health and medical emergency response
  - establishing principles and guidelines for the operations of health and medical emergency management arrangements
- identifies new and emerging threats and develops strategies to address them
- identifies changes to agency roles that may impact health and medical emergency preparedness and response
- identifies good practice in pre-hospital and hospital emergency management and strategies and apply it to the Victorian context
- fosters partnerships and determine the distribution of responsibility between agencies that contribute to the SHERP and SHERP sub plan arrangements
- Ensures linkages between relevant emergency management plans and arrangements to ensure functions are complementary and duplication is avoided
- Establishes sub groups as required to work on key specialist areas.

Member Agencies

- Department of Human Services (Chair)
- Ambulance Victoria
- Chair of First Aid Sub Plan Committee
- Coroners Court of Victoria
- Field Emergency Medical Officer Program
- General Practice Victoria
- Hospital representatives (metropolitan & rural)
- Municipal Association of Victoria
- Office of the Emergency Services Commissioner
- Victoria Police
- Victoria State Emergency Service

Contact

Director Emergency Management -   Department of Human Services

State Natural and Built Recovery Planning Sub-Committee

Co-ordinating Agency

Department of Human Services

Terms of Reference

The State Natural and Built Recovery Planning Sub-Committee is a sub-committee of the State Emergency Relief and Recovery Planning Committee (SERRPC). The role of this Sub-committee is to:

- Draft policies and procedures and oversee plans and planning frameworks for consideration and endorsement by SERRPC in relation to:
    - Co-ordinated recovery activities for air and water quality
    - Degradation or contamination of public/private land and/or marine environments
    - Restoration of essential services, including:
        – Electricity, gas, water, telecommunications, transport, roads waste management and sewerage
        – Other essential services (such as schools, hospitals, banking facilities and shops)
    - Rapid impact assessments and loss and damage assessments
    - Reconstruction and rehabilitation
- Oversee and report to the State Emergency Relief and Recovery Planning Committee on any issues requested to do so by the State Recovery Co-ordinator
- Act as a consultative forum in:
    - The development of plans and planning frameworks
    - Recovery co-ordination of long protracted incidents.

Member Agencies

- Department of Human Services (Chair & Executive Officer)
- Department of Business and Innovation
- Department of Education and Early Childhood Development
- Department of Health - Environmental Health, Quality and Safety
- Department of Planning and Community Development
- Department of Primary Industries - Energy & Earth Resources Policy Division
- Department of Sustainability and Environment
- Department of Transport
- Environment Protection Authority
- Municipal Association of Victoria
- Office of the Emergency Services Commissioner
- Parks Victoria
- VicRoads

As required

- Building Commission
- Sustainability Victoria

Contact

Director - Health and Human Services Emergency Management ,
Department of Human Services

State Social, Health and Community Recovery Planning Sub-Committee

Co-ordinating Agency

Department of Human Services

Terms of Reference

The State Social, Health and Community Recovery Planning Sub-Committee is a sub-committee of the State Emergency Relief and Recovery Planning Committee (SERRPC). The role of this Sub-committee is to:

- Draft policies and procedures, for consideration and endorsement by SERRPC, which guide recovery activities of a social, health and community nature, including:
  - Safety and wellbeing
  - Health and medical
  - Psychosocial support
  - Targeted programs for children, youth, men and women
  - Individualised support programs
  - Community recovery and support programs
- Where requested by the State Recovery Co-ordinator, undertake research on social, health and community recovery, and report findings to the SERRPC.

Membership

- Department of Human Services (Chair and Executive Officer)
- Anglicare
- Australian Red Cross (Victoria)
- Brotherhood of St Laurence
- Department of Education and Early Childhood Development
- Department of Human Services (Commonwealth)
- Department of Human Services (Housing and Community Building, consultant psychologists, Region Emergency Management Co-ordinator)
- Department of Health (Public Health)
- Department of Planning and Community Development
- Foodbank Victoria
- Lifeline
- Municipal Association of Victoria
- Rural Finance Corporation Victoria
- Salvation Army
- St Vincent de Paul
- Victorian Council of Churches
- Victorian Council of Social Services

As required

- Victoria Police - State Emergency Response Co-ordinator

Contact

Director - Health and Human Services Emergency Management, Department of Human Services

5.9 State Specialist Planning Sub-Committees

Purpose

Specialist planning sub-committees are established at State level to provide advice, plans and guidance as required for the effective planning for response to and recovery from emergencies. They differ from functional sub-committees in that they are purely planning committees and do not provide functional services during emergencies. They report to the State Emergency Response Co-ordinator.

Nuclear Powered Warships Visits Committee – Victoria

Co-ordinating Agency

Victoria Police

Terms of Reference

- Oversee the preparation and maintenance of the Special Plan for Visits of Nuclear Powered Warships to Melbourne;
- Approve amendments to the plan and its procedures;
- Approve the Visit Operation Order;
- Provide advice to the State Government;
- Carry out such other functions as may be determined from time to time.

Membership

- Department of Defence
- Department of Human Services, Radiation Safety Section
- Department of Justice
- Department of Premier and Cabinet
- Port of Melbourne Corporation
- Victoria Police

Contact

State Emergency Response Officer – Victoria Police

Road Rescue Committee

Co-ordinating Agency

Victoria Police

Terms of Reference

The role of the committee is to:

- monitor the policy aspects of the road rescue system, in particular:
    - approval procedures
    - location criteria
    - operational accreditation standards
    - standard basic equipment list;
- monitor and review operational and other standards for road rescue units, for incorporation into training programs;
- consider reports and recommendations, where appropriate, from regional emergency response co-ordinators;
- ensure the training of sufficient road rescue training co-ordinators for the combined emergency services and assist with the management of training courses;
- appoint course directors for training courses;
- obtain budget approval for training courses;
- implement the standards for road rescue training and practice;
- report and make recommendations on relevant matters to the State Emergency Response Planning Committee.

Member Agencies

- Ambulance Victoria
- Country Fire Authority
- Emergency Services Telecommunications Authority
- Metropolitan Fire and Emergency Services Board
- Victoria Police
- Victoria State Emergency Service

Contact

State Emergency Response Officer – Victoria Police

5.10 Sub Committees of the Emergency Management Training and Exercising Strategy Committee

State Emergency Management Training Steering Committee

Role

The role of the Emergency Management Training Steering Committee (EMTSC) is to develop a multi-agency emergency management training strategy and implement development programs, in line with strategic operational direction provided by the Emergency Management Training and Exercising Strategy Committee (EMTESC).

Terms of Reference

- Develop, drive the implementation of and maintain the State Emergency Management Training Strategy
- Determine the level and type of need/demand for emergency management training
- Identify shortfalls, gaps and corrective actions
- Provide recommendations to EMTESC to overcome training skill gaps
- Promote strategic partnerships with the private and public sectors and directions that encourage an effective use of resources and learning and development opportunities
- Report to EMTESC on emergency management learning and development activities in Victoria
- Review the Terms of Reference annually

Membership

- Office of the Emergency Services Commissioner (Chair)
- Ambulance Victoria
- Country Fire Authority
- Department of Education and Early Childhood Development
- Department of Human Services
- Department of Premier and Cabinet
- Department of Primary Industries
- Department of Sustainability and Environment
- Department of Transport
- Environmental Protection Authority
- Metropolitan Fire and Emergency Services Board
- Municipal Emergency Management Enhancement Group
- Victoria Police
- Victoria State Emergency Service

Contact

Joe Buffone -   Office of the Emergency Services Commissioner, Department of Justice

State Emergency Management Exercising Steering Committee

Role

The role of the steering committee is to develop a multi-agency emergency management exercise strategy and oversee the implementation of development exercise programs, in line with strategic operational direction provided by EMTESC.

Terms of Reference

- Oversight the development of the State multi-agency exercises strategy and programs
- Drive the implementation of the state emergency management exercising strategy
- Determine the level and type of need/demand for emergency management exercises in conjunction with agency specific requirements
- Identify shortfalls, gaps and corrective actions and report on "lessons learnt"
- Provide recommendations to EMTESC to overcome exercising gaps
- Report to EMTESC on Emergency Management Multi-Agency Exercises conducted within Victoria
- Review the Terms of Reference conducted annually and facilitated by OESC

Membership

- Office of the Emergency Services Commissioner (Chair)
- Ambulance Victoria
- Country Fire Authority
- Department of Human Services
- Department of Premier and Cabinet
- Department of Sustainability and Environment
- Department of Transport
- Metropolitan Fire and Emergency Services Board
- Victoria Police
- Victoria State Emergency Service

Support

The Office of the Emergency Services Commissioner will facilitate logistical and administrative support services to the exercise steering committee. The Emergency Management Exercise Group (EMEG) will provide a secretariat and support role to the committee. Additionally the EMEG will maintain a program of exercises and database of lessons learnt.

Contact

Joe Buffone -   Office of the Emergency Services Commissioner, Department of Justice

5.11 Regional Planning

Planning for both response and recovery at the regional level is required because many emergencies traverse municipal boundaries, and because many services provided by State government agencies are administered and delivered at a regional level. Both response planning and recovery planning are aligned to the State's geographic regions as detailed in Appendix 8.

Regional plans must address inter-agency issues such as co-ordination of activities and programs. Regional plans may also address in detail, if considered appropriate, the provision of particular services and programs, and will also include details of contact arrangements and resource availability. Regional planning should identify resources and services:

- which can be made available from local resources, in accordance with municipal plans; and
- which must be obtained from elsewhere.

Regional Emergency Response Planning Committee

Terms of Reference

The role of each regional emergency response planning committee is to:

- Ensure that a regional emergency response plan is prepared, maintained and adopted;
- Ensure that all relevant control and support agencies are consulted as the plan is developed and maintained;
- Advise the State Emergency Response Co-ordinator regarding the division's response capability;
- Ensure that planning and co-ordination arrangements are regularly exercised and reviewed to ensure the effectiveness of the regional response plan;
- Review and comment on municipal emergency management plans as part of the statutory audit program conducted by the Director of Operations, Victoria State Emergency Service.
- Participate in the process for the approval and audit of Road Rescue Units, determination of service area boundaries and the resolution of disputes and grievances under the Victorian Road Rescue Arrangements.

Membership

Agencies represented include the following:

- Communications provider
- Department of Human Services
- Fire Services
- Medical Services
- Regional emergency response co-ordinator (Chair)
- VicRoads
- Victoria Police
- VICSES permanent staff officer (Executive Officer)
- Victoria State Emergency Service
- Water Authorities

Meeting Frequency

Each committee should meet at least twice yearly and following debriefs of major incidents. Minutes of meetings are forwarded to the State Emergency Response Co-ordinator.

Preparation of Regional Emergency Response Plans

Emergency response commences at the local or municipal level, and, if necessary, advances to regional and state levels. It is vital that regional emergency response plans be frequently exercised, amended and re-tested to ensure effective response to emergencies.

The activities of the designated control and support agencies are not necessarily concurrent, nor of equal emphasis throughout an emergency. These activities must be effectively co-ordinated irrespective of the degree of input of the various agencies. The responsibility for co-ordination will always rest with the emergency response co-ordinator (with the exception of emergencies involving Defence Force aircraft or vessels).

The broad objectives of regional emergency response plans are to:
- identify control and support agencies for different types of emergencies;
- coordinate arrangements for the utilisation of regional resources in support of the emergency response plans of specialist agencies;
- identify support available from adjoining regions;
- identify support available to adjoining regions.

Each regional plan should be specifically tailored to the individual needs of the region, and should address the subjects below.

Emergency Risk Assessment

A brief description of the risks to the community. History and existing municipal risk assessments conducted by Municipal Emergency Management Planning Committees will often indicate them. Typical headings are:
- Bushfires
- Floods
- Windstorms
- Agriculture (exotic animal diseases, plagues)
- Transportation
- Public utility
- Special: e.g. hospitals, industrial complexes.

Agency Roles

The roles of each agency should be clearly identified based on agency role statements in Part 7, State plans and assurances that each agency has the capacity to fulfil roles within the region.

Arrangements

The description of the regional emergency response arrangements should include a chart that clearly identifies control agencies for different emergencies and their areas of operation. Information in the plan should also include details of telephone numbers and contact points.

Communications Arrangements

Reliable communications are essential, and must be clearly described in the plan. Information should include:

- primary and alternative means of communications to co-ordinate the response to the emergency;
- primary and alternative means of communication for command and control of field operations. (Many municipal councils, businesses and public authorities have radio communications that may be utilised in emergencies.);
- means of communications with adjoining municipal councils and regional headquarters.

Information Arrangements

To enable information to be disseminated, plans should give details of centres where the media and public can obtain official information. It should be made clear who is authorised to release information.

Post Emergency De-briefing

Regional plans should contain provisions for a de-briefing conference convened by the regional co-ordinator as soon as practicable after the emergency is contained. All agencies that participated in the emergency response should be represented to enable assessment of the adequacy of the response and the regional plan, and to improve future responses.

Special Information

Plans should include any special information relevant to the region, such as:

- reference to any other specific plans, e.g. industrial complexes, hospitals, airports;
- any special instructions, e.g. special procedures to be followed for a specific threat like a flood on a given stream.

Emergency Response Planning Development

A permanent staff officer of VICSES performs the emergency response planning development functions listed below for each response region.

- provides executive support to the regional emergency response planning committee, including sending out notices, preparing agenda, distributing minutes and generally supporting the committee, on behalf of the regional emergency response co-ordinator;
- provides emergency management planning advice in relation to the development and maintenance of the regional emergency response plan;
- at the request of the regional emergency response co-ordinator, arranges for debriefings after major operations;
- identifies problems in the implementation of emergency response plans;
- assists the regional emergency response co-ordinator with the preparation of public information, public education, and emergency response training programs and exercises;
- monitors the training of voluntary community groups, and their planning arrangements in support of emergency response;
- where the regional emergency response co-ordinator has requested that the Regional Emergency Response Co-ordination Centre (RERCC) be at the Victoria State Emergency Service regional headquarters, maintains the RERCC at a level of readiness for immediate activation.

Regional Emergency Recovery Planning Committee

Terms of Reference

The role of each regional emergency recovery planning committee is to:

- develop and maintain a regional recovery plan;
- plan for the establishment and support of community recovery committees when required;
- provide a regional forum to ensure that the plans of individual agencies complement each other;
- monitor and review recovery operations and the effectiveness of the regional recovery plan;
- make recommendations to the State Emergency Recovery Planning Committee, through the Department of Human Services, on matters of recovery policy and planning;
- review and comment on municipal emergency management plans as part of the statutory audit program conducted by the Director of Operations, Victoria State Emergency Service.

Membership

Regional emergency recovery planning committees should include representatives of:

- Department of Human Services (Chair)
- Victoria State Emergency Service;
- Government, private and voluntary agencies with a significant recovery role;
- Municipal councils in the region;
- Representatives of appropriate regional response planning committees.

Meeting Frequency

Regional emergency recovery planning committees should meet at least twice a year.

Preparation of Regional Emergency Recovery Plans

The format and content of each regional emergency recovery plan depends on local conditions, and is decided by the regional recovery planning committee. The plan should take account of regional emergency response plans, municipal emergency management plans and the plans of individual agencies. Relevant community groups should be involved in the plan's preparation, testing and review.

The Department of Human Services provides detailed guidance on the preparation of regional emergency recovery plans.

Community Recovery Committees

The plan should cover the establishment and purpose of community recovery committees, including their role, composition and support. (Refer to Part 6 – Guidelines for Municipal Emergency Management Planning.)

Regional Strategic Fire Management Planning Committee

The role of the Committee is to plan for fire management, considering preparation, prevention, response and recovery and the use of fire as a tool across boundaries, including legal, land tenure and use, administrative and municipal borders. The Committee provides a critical communication link between Municipal and State Fire Management Planning Committees.

The functions of the Committee will satisfy the obligations for regional fire prevention committees specified in Section 53 of the *Country Fire Authority Act* 1958.

Terms of Reference

In addition to its role in facilitating fire management planning within the region, the Committee will have the responsibility for a number of activities. These activities are listed below:

- Produce the integrated Regional Strategic Fire Management Plan.
- Identify and promote the priorities and possible treatments for fire risk within the region.
- Provide a regional forum to build and sustain organisational partnerships, generate a common understanding and shared purpose with regard to fire management and ensure that the plans of individual agencies are linked and complement each other.
- Oversee municipal fire management planning within the region.
- Monitor and review the implementation of fire management plans and treatments within each of the municipal districts within the region.
- To ensure risk environments that cross regional boundaries are treated in a seamless manner with regard to risk and treatments.
- Advocate and monitor to ensure that a consistent community engagement process is in place during planning at the regional and municipal level.
- Advocate to the State Fire Management Planning Committee for municipal and regional fire management needs.
- Report to the State Fire Management Planning Committee on fire planning issues affecting that region.
- Provide advice and support to municipal fire management planning.

The Committee will provide fire management planning advice to the Regional Emergency Response and Regional Recovery Committees.

Membership

- Local municipal councils
- Country Fire Authority
- Department of Sustainability and Environment
- Metropolitan Fire and Emergency Services Board (for the metropolitan fire district only)
- Department of Human Services

- Department of Primary Industry
- Parks Victoria
- Rail Authority/ies
- Utilities
- VicRoads
- Victoria Police
- Victoria State Emergency Service
- Other members required.

Structure

The Committee will be chaired by a member of the committee elected by the Committee.

The organisations listed above will provide representation at the appropriate level to enable decisions and commitment to be made on behalf of their organisations. The Committee may appoint new members as required.

Report

The Chair on behalf of the Regional Strategic Fire Management Planning Committee will report quarterly to the State Fire Management Planning Committee which will in turn report relevant information to the Chair.

Support

Executive support to the Committee will be provided by the State Fire Management Planning Support Team and the Chair will arrange administrative support.

A number of the activities outlined in the Role of the Committee will be co-ordinated by the State Fire Management Planning Support Team for endorsement by the Committee.

Schedule of Meetings:

The Committee will meet at least once every quarter unless otherwise required.