

State and Divisional/Regional Emergency Management Planning

Part 5: Emergency Management Manual Victoria

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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 plans are covered 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 divisional/regional level can meet their specific responsibilities.

As well as contributing to State, divisional/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 Arrangements

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

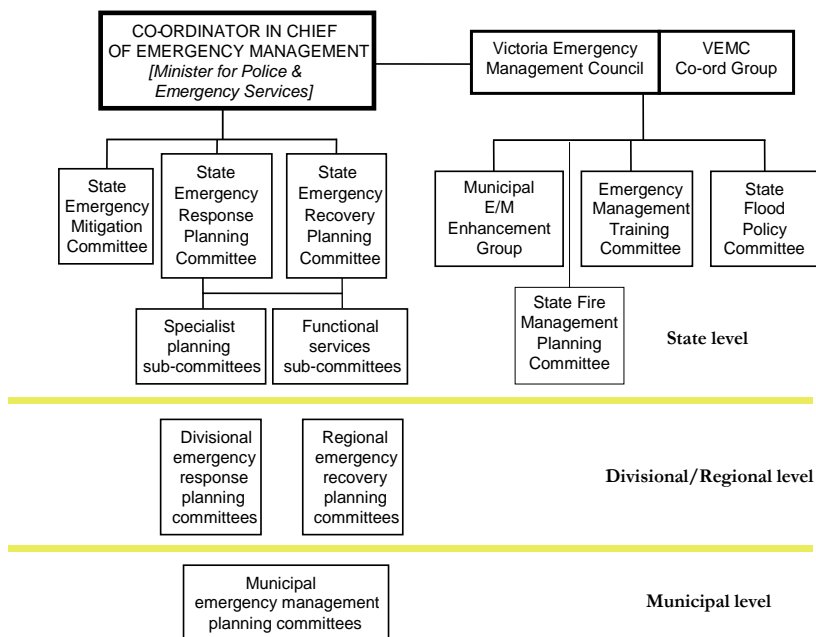


Figure 5.1 Emergency Management Planning Arrangements

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 as Co-ordinator in Chief of Emergency Management. 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 Co-ordinator in Chief 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 Co-ordinator in Chief 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 Emergency Services Telecommunications
- Bureau of Meteorology
- Country Fire Authority
- Department of Defence
- Department of Human Services
- Department of Justice
- Department of Premier and Cabinet
- Department of Primary Industries
- Department of Sustainability and Environment
- Department of Treasury and Finance
- Department for Victorian Communities
- 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
- Chairpersons of State-level emergency management committees (if not present in another capacity)

Contact

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

VEMC Co-ordination Group

Terms of Reference

Under the Chairmanship of the Coordinator in Chief of Emergency Management, the role of the Group is to:

- assist and advise the Coordinator in Chief in ensuring that adequate emergency management measures are taken by government agencies and coordinating the activities of those agencies in carrying out their functions, powers, duties and responsibilities in taking such measures;
- brief the Coordinator in Chief on the activities of key emergency management planning Committees;
- ensure the Coordinator in Chief is fully briefed on any developing situation;
- determine appropriate strategies to ensure resources are optimally and safely deployed to respond to or recover from any current emergency whilst also providing an appropriate level of protection for the remainder of the State;
- provide relevant operational advice to the Security and Emergencies Committee of Cabinet;
- keep under review media and community information strategies and coordination;
- keep under review any need for a declaration of a state of disaster; and
- refer matters to the VEMC as required.

Membership

- Chair: Minister for Police and Emergency Services (Coordinator in Chief of Emergency Management)
- Chief Commissioner of Police (Deputy Coordinator in Chief/State Response Coordinator)
- State Recovery Coordinator (DHS)
- Executive Officer: Emergency Services Commissioner
- Executive Director, Police, Emergency Services and Corrections
- Core Membership: CEO or Chief Officer (or delegate able to commit the organisation) of:
 - Ambulance Victoria
 - Country Fire Authority
 - Department of Human Services (Public Health)
 - Department of Sustainability and Environment (Fire Management)
 - Metropolitan Fire & Emergency Services Board
 - Victoria State Emergency Service
- Other agencies: as required by the specific type of emergency

Contact

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

Sub-Committees of VEMC

Emergency Management Training Committee

Terms of Reference

The Emergency Management Training Committee is required to:

- Assess the level and type of need/demand for emergency management training;
- Determine what shortfalls/gaps exist and recommend corrective action to VEMC;
- Implement the emergency management training strategy for Victoria;
- Manage nominations for national/state, multi-agency training;
- Promote the most effective matching of needs with resources;
- Act as an expert reference group for issues related to emergency management competencies;
- Report annually to VEMC on training and development carried out during the year.

Membership

- Ambulance Victoria
- Department of Justice (Chair)
- Country Fire Authority
- Department of Education and Early Childhood Development
- Department of Human Services
- Local Government
- Department of Sustainability and Environment
- Metropolitan Fire and Emergency Services Board
- Victoria Police
- Victoria State Emergency Service

Contact

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

Municipal Emergency Management Enhancement Group (MEMEG)

Terms of Reference

- Act as a change agent representing the interests and concerns of the broad range of municipal emergency management personnel;
- Contribute to the professional development of municipal personnel in relation to emergency management;
- Contribute to increased knowledge of emergency management within local government;
- Provide links between levels of government, agencies and councils;
- Promote the integration of EM into the business of councils;
- Investigate and promote best practice in municipal EM;
- Form action groups to deal with identified priorities;
- Report annually on to VEMC.

Membership

- Country Fire Authority
- Department of Human Services
- Local government representation from across the state
- 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

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

State Flood Policy Committee

Terms of Reference

The role of the State Flood Policy Committee is to:

- Oversee the development of a State Flood Strategy for consideration by the VEMC;
- Report to the Council on a regular basis on implementation of the Strategy, and on any other matters of significance;
- Provide high-level liaison between government departments and other key agencies on flood-related issues for Victoria.

The State Flood Strategy is to contain:

- Roles and responsibilities of all flood-related agencies in Victoria;
- Co-ordination mechanisms and arrangements;
- Identification of current and recommended improvement programs, their funding arrangements and timing.

Membership

- Department of Human Services
- Department of Justice
- Department of Sustainability & Environment (Chair)
 - Floodplain Management
 - Water Resources
 - Built Environment
- Melbourne Water
- Goulburn Murray Water
- Catchment Management Authorities
- Municipal Association of Victoria
- Bureau of Meteorology
- Victoria State Emergency Service
- Victoria Police

Contact

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

5.5 State Emergency Management Planning

State Emergency Mitigation Committee

Terms of Reference

The role of the State Emergency Mitigation Committee is to:

- Advise the Coordinator in Chief of Emergency Management on all aspects of mitigation of emergencies in Victoria.
- Promote greater awareness among State and Local government bodies, industry and the community, highlighting the social and economic benefits of mitigation.
- Oversee implementation of relevant recommendations of any reports as are referred to it.
- Develop an understanding of the emergency risk profile of Victoria, using nationally agreed methodologies where possible.
- Report at least annually (November) to the Coordinator in Chief on the comparison between the State's risk profile and the mitigation effort each high priority risk is receiving.
- Identify legislation, management structures and policies relevant to mitigation in Victoria, and gaps and deficiencies in them; recommend improvements and monitor implementation.
- Determine criteria for project prioritisation under jointly-funded mitigation programs, consistent with the terms of relevant Commonwealth/State agreements.
- Support municipal/community emergency risk management processes through leadership, guidance, information provision, response to specific queries and other means as appropriate.
- Monitor the results of post-emergency cost analyses, and assessments of the effectiveness of mitigation works and measures.
- Establish such sub-committees or task groups as necessary to pursue specific issues or develop or implement specific mitigation strategies or projects.

Membership

- Country Fire Authority
- Department of Human Services
- Department of Infrastructure
- Department of Innovation Industry and Regional Development
- Department of Premier and Cabinet
- Department of Primary Industries
- Department of Sustainability & Environment:
 - Fire Management, Floodplain Management
- Department of Planning and Community Development
 - Local Government, Planning
- 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

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

Chair

Andy Johnston - Victorian Managed Insurance Authority

Contact

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

State Emergency Response Planning Committee

Terms of Reference

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

- Advise the Co-ordinator in Chief 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 divisional 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 (Chairperson)
- State Emergency Response Officer (Executive Officer)
- Australian Red Cross Victoria
- Bureau of Meteorology
- Country Fire Authority
- Department of Human Services
- Department of Justice
- Department of Sustainability and Environment
- Metropolitan Fire and Emergency Services Board
- St John Ambulance
- State Coroner Victoria
- Victoria State Emergency Service
- Chairpersons of its functional sub-committees (see 5.7)

Contact

State Emergency Response Officer - VicPol

State Emergency Recovery Planning Committee

Terms of Reference

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

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

State Executive Recovery Committee

An executive committee may be called by the State 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 Recovery Planning Committee.

Membership

- State Emergency Recovery Co-ordinator (Chairperson)
- Department of Human Services (Executive Officer)
- Australian Broadcasting Corporation
- Centrelink (Commonwealth)
- Country Fire Authority
- Department of Families, Housing, Community Services and Indigenous Affairs (Commonwealth)
- Department of Human Services (Director, Southern Region)
- Department of Innovation, Industry and Regional Development
- 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
- Insurance Council of Australia
- Municipal Association of Victoria
- Victoria Police (State Emergency Response Co-ordinator)
- Victoria State Emergency Service

Contact

Manager - Policy and Planning Unit, Emergency Management, DHS

5.6 Divisional/Regional Planning

Planning for both response and recovery at the divisional/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 divisional/regional level. Response planning is aligned to Victoria Police geographic divisions as detailed in appendix 8. Recovery planning, also detailed in appendix 8, is aligned to Department of Human Services regions.

Divisional/Regional plans must address inter-agency issues such as co-ordination of activities and programs. Divisional/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.

Divisional/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.

In response planning and coordination, geographic areas are termed ‘emergency response divisions’. Each emergency response division assumes the name of the city at which the emergency response coordinator is located.

Divisional Emergency Response Planning Committee

Terms of Reference

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

- Ensure that a divisional emergency response plan is prepared, maintained and adopted;
- 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 divisional response plan;
- Review and comment on municipal emergency management plans as part of the statutory audit program conducted by the Director, 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
- Divisional emergency response co-ordinator (Chairperson)
- 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 Divisional Emergency Response Plans

Emergency response commences at the local or municipal level, and, if necessary, advances to divisional and state levels. It is vital that divisional 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 divisional emergency response plans are to:

- identify control and support agencies for different types of emergencies;
- coordinate arrangements for the utilisation of divisional resources in support of the emergency response plans of specialist agencies;
- identify support available from adjoining divisions;
- identify support available to adjoining divisions.

Each divisional plan should be specifically tailored to the individual needs of the division, 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
- Wind-storms
- Agriculture (exotic animal diseases, plagues)
- Transportation
- Public utility
- Special: e.g. hospitals, industrial complexes.

Agency Roles

The role of each agency should be clearly identified based on assurances that each has the ability to fulfil its nominated role.

Arrangements

The description of the divisional 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 divisional 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. (refer 3.4.5)

Post Emergency De-briefing

Divisional plans should contain provisions for a de-briefing conference convened by the divisional 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 divisional 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 division.

- provides executive support to the divisional emergency response planning committee, including sending out notices, preparing agenda, distributing minutes and generally supporting the committee, on behalf of the divisional emergency response co-ordinator;
- provides emergency management planning advice in relation to the development and maintenance of the divisional emergency response plan;
- at the request of the divisional emergency response co-ordinator, arranges for debriefings after major operations;
- identifies problems in the implementation of emergency response plans;
- assists the divisional 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 divisional emergency response co-ordinator has requested that the Divisional Emergency Response Co-ordination Centre (DERCC) be at the Victoria State Emergency Service regional headquarters, maintains the DERCC 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, Victoria State Emergency Service.

Membership

Regional emergency recovery planning committees should include representatives of:

- Department of Human Services (Chairperson)
- 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.

Guidelines for the 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. State Functional Sub-Committees

(Refer to Part 6 – Guidelines for Municipal Emergency Management Planning for more detail.)

5.7 State Functional Sub-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, divisional/regional and municipal levels. The sub-committees have specific areas of responsibility.

Operational Role of Chairperson

During emergencies a sub-committee's chairperson 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 Planning Committee one of the meetings should be held shortly before that committee meets for consideration of a contemporary report.

Sub-committees

The sub-committees are:

- Chemical, Biological and Radiological
- Communications
- Emergency Relief
- Emergency Management Public Information
- Registration
- 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

Commander Shane Wright - 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 Emergency Services Telecommunications
- Bureau of Meteorology
- Communications providers
- Country Fire Authority
- Department of Defence
- Department of Sustainability and Environment
- Emergency Services Telecommunications Authority
- Metropolitan Fire and Emergency Services Board
- St. Johns Ambulance
- Victoria Police
- Victoria State Emergency Service
- WICEN

Contact

Inspector Peter Ferguson – VicPol

Emergency Relief Sub-Committee

Co-ordinating Agency

Victoria State Emergency Service

Terms of Reference

- Plan for the co-ordination of emergency relief to persons affected by, or involved in managing an emergency, including:
 - ◆ determining functional areas for emergency relief;
 - ◆ making arrangements for establishment, administration and co-ordination of supplies and services for the reception of evacuated persons;
- Report on at least an annual basis to the State Emergency Response Planning Committee.

Member Agencies

- Australian Red Cross Victoria
- Department of Human Services
- Municipal Association of Victoria
- Salvation Army
- Victorian Relief Committee
- Victoria Police
- Victoria State Emergency Service
- Others as required

Functional Areas

The sub-committee has three functional areas (which may be managed through specific sub-committees):

- Catering
- Emergency relief centres
- Material needs

Contact

Victoria State Emergency Service

Emergency Management Public Information Sub-Committee

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 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
- Emergency Services Telecommunications Authority
- Metropolitan Fire and Emergency Services Board
- Office of the Emergency Services Commissioner
- Victoria Police and the State Emergency Response Office
- Victoria State Emergency Service

Sub-Member Agencies

- Australian Red Cross Victoria
- Bureau of Meteorology
- City of Melbourne
- Department of Transport
- Municipal Association of Victoria
- Melbourne Airport
- St John Ambulance
- VicRoads
- Life Saving Victoria
- Environment Protection Authority

Member and sub-member agencies will act as a link to extended industry contacts as an emergency requires.

Contact

Nicole McKechnie - Victoria Police (Chair)

Registration Sub-Committee

Co-ordinating Agency

Australian Red Cross Victoria

Terms of Reference

- Define the responsibilities and co-ordinate the response of participating organisations in registration and inquiry activities;
- Make recommendations to the State Emergency Response Coordinator on the registration and inquiry process at local, divisional and state levels;
- Provide advice on the relationship between the registration and inquiry system used in Victoria and the national registration and inquiry system;
- Provide advice and information on technical developments relating to the registration and inquiry process;
- Provide advice on the development and review of plans for training and educating the community and supporting organisations in registration and inquiry activities;
- Identify resources required for training, education and operations;
- Provide advice and information relating to registration and inquiry activities in emergencies as requested by the State Emergency Response Co-ordinator;
- Report at least on an annual basis to the State Emergency Response Planning Committee.

Member Agencies

- Australian Red Cross Victoria
- Victoria Police
- Victoria State Emergency Service
- Department of Family and Community Services (Commonwealth)

Agencies which may act as support to the sub-committee include:

- Country Fire Authority
- Department of Education and Early Childhood Development
- Department of Human Services
- Municipal Association of Victoria
- Telstra

Contact

David Redhouse - Australian Red Cross

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

VicRoads

State Health and Medical Sub-Committee

Co-ordinating Agency

Department of Human Services

Terms of Reference

The State Health and Medical Sub 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, it's 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
- Field Emergency Medical Officer Program
- General Practice Victoria
- Hospital representatives (metropolitan & rural)
- Municipal Association of Victoria
- Office of the Emergency Services Commissioner
- State Coroner's Office of Victoria
- 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 Recovery Planning Committee and its role is to:

- Draft policies and procedures for consideration and endorsement by the State Emergency Recovery Planning Committee in relation to:
 - ◆ 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 and other essential services (such as schools, hospitals, banking facilities and shops)
 - ◆ Residential building maintenance and safety
- Undertake any research and report to the State Emergency Recovery Planning Committee on any issues requested to do so by the State Recovery Coordinator.

Member Agencies

- Department of Human Services (Chair & Executive Officer)
- Building Commission
- Department of Human Services – Environmental Health, Quality and Safety
- Department of Education and Early Childhood Development
- Department of Innovation, Industry and Regional Development
- 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
- Marine Safety Victoria
- Municipal Association of Victoria
- Parks Victoria
- VicRoads

Contact

Manager - Policy and Planning Unit, Emergency Management, DHS

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 Recovery Planning Committee and its role is to:

- Draft policies and procedures for consideration and endorsement by the State Emergency Recovery Planning Committee in relation to:
 - ◆ Financial assistance
 - ◆ Temporary accommodation and housing
 - ◆ Material aid
 - ◆ Personal support
 - ◆ Information and communication
 - ◆ Health and wellbeing.
- Undertake any research and report to the State Emergency Recovery Planning Committee on any issues requested to do so by the State Recovery Co-ordinator.

Membership

- Department of Human Services (Chair & Executive Officer)
- Anglicare
- Australian Red Cross (Victoria)
- Brotherhood of St Laurence
- Centrelink
- Department of Human Services – Public Health, Public Housing Community Building, consultant psychologists, Eastern Region Emergency Management Coordinator
- Department of Education and Early Childhood Development
- Department of Planning and Community Development
- Lifeline
- Municipal Association of Victoria
- Rural Finance Corporation
- Salvation Army
- St Vincent de Paul
- VicRelief Foodbank
- Victorian Council of Churches
- Victorian Council of Social Services
- Victoria Police - State Emergency Response Co-ordinator (invited on as required basis)

Contact

Manager - Policy and Planning Unit, Emergency Management, DHS

5.8 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 – VicPol

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 divisional 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 – VicPol