

State Emergency Management Plan Roles and Responsibilities

September 2020

The State Emergency Management Plan (SEMP) provides arrangements for an integrated, co-ordinated and comprehensive approach to emergency management (EM) at the state level. The *Emergency Management Act 2013 (EM Act 2013)* requires the SEMP to contain provisions for the mitigation of, response to and recovery from emergencies, and to specify the roles and responsibilities of agencies in relation to EM.

This section details EM agency roles and responsibilities for: Mitigation, Response (including Relief), and Recovery. It also maps agency roles for core capabilities and critical tasks under the *Victorian Preparedness Framework (VPF)* for the management of major emergencies. The VPF identifies 21 core capabilities, and subsequent critical tasks for each, that Victoria requires to effectively prepare for, respond to and recover from major emergencies. To be effective, the core capabilities are interdependent, co-ordinated and overlap across mitigation, response and recovery.

The organisations listed in this document are those with either broad or state-wide presence, Government organisations, those with a statutory EM involvement and some private corporations with specific roles. The Victorian community receives significant benefit from the EM contributions of a wide range of volunteer groups and organisations whose operations are either quite specialised and/or available mainly in a specific locality. These groups should be identified in relevant municipal and/or regional EM plans, as appropriate.

The tables for the Roles and Responsibilities commence at table 8 (tables 1 to 7 are found in the SEMP PDF) and provide reference for agency roles and responsibilities for specific emergencies, functions or activities, and indicate the VPF's core capability alignment. See section: Agency roles and responsibilities alignment to the Victorian Preparedness Framework for more information.

Participating agencies for mitigation

The following table lists the 15 emergency risks assessed as significant for the State and relevant mitigation activities - participating agencies could be involved in any aspect of the mitigation activity, including regulatory oversight and policy development.

Mitigation activities for other emergencies (not listed in this table) are detailed in the section: *Agency roles and responsibilities alignment to the Victorian Preparedness Framework*. Investment in mitigation activities for all emergencies is important to achieve effective risk reduction.

Table 8: Mitigation activities and agencies for managing Victoria’s significant emergency risks, by emergency risk

Emergency Risk: Bushfire

| Activity | Participating agencies | VPF core capability |
|----------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Land use planning | CFA | <ul style="list-style-type: none"> • Planning |
| | DELWP | |
| | FRV | |
| | Municipal councils | |
| Building regulations, standards and codes | Municipal councils | |
| | VBA | |
| Landscape fuel management including legislative requirements | CFA | <ul style="list-style-type: none"> • Planning • Fire Management & Suppression |
| | DELWP | |
| | FRV | |
| | Municipal councils | |
| | PV | |
| Fire ignition controls including total fire ban days, arson programs | CFA | |
| | DELWP | |
| | FRV | |
| | VicPol | |
| Community education, awareness and engagement to prevent and respond to bushfire | CFA | <ul style="list-style-type: none"> • Planning • Community Information & Warnings • Fire Management & Suppression |
| | DELWP | |
| | FRV | |
| Seasonal arrangements to ensure capability | CFA | <ul style="list-style-type: none"> • Planning |
| | DELWP | |
| | EMV | |
| | FRV | |
| Restricted access to public land | DELWP | <ul style="list-style-type: none"> • Fire Management & Suppression |
| | PV | |

Emergency Risk: Earthquake

| Activity | Participating agencies | VPF core capability |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------|
| Building standards/regulations and enforcement (post 1989, 1993, 2007 standards) | FRV | • Planning |
| | Municipal councils | |
| | VBA | |
| Critical infrastructure (engineering) vulnerability assessments and maintenance regimes (essential services, dams/levees, buildings, roads, bridges, tunnels) | Critical infrastructure owners/operators | |
| | DELWP | |
| | DoT | |
| | Municipal councils | |
| Land use planning | DELWP | |
| | FRV | |
| | Municipal councils | |
| List of vulnerable (e.g. pre- 1989) buildings in CBD to inform response planning | DELWP | |
| | Melbourne City Council | |
| Community engagement, education and awareness | VICSES | • Community Information & Warnings |

Emergency Risk: Electricity supply disruption

| Activity | Participating agencies | VPF core capability |
|---------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------|
| Legislative framework, e.g. <i>Electricity Industry Act, Electricity Safety Act</i> , national electricity laws and rules | AEMO | • Planning |
| | DELWP | |
| | ESV | |
| System redundancy (N-1) | Electricity companies | |
| | EMV | |
| Urban development and planning | DELWP | |
| Tower barriers, signage and fencing | Electricity companies | |
| Security controls and surveillance | Electricity companies | • Intelligence & Information Sharing • Public Order & Community Safety |
| Public awareness | DELWP | • Community Information & Warnings |
| | Electricity companies | |
| | ESV | |
| Maintenance inspections | Electricity companies | • Planning |
| | ESV | |
| Supervisory control and data acquisition and automated protection scheme | Electricity companies | |
| System modelling | AEMO | • Planning |

| Activity | Participating agencies | VPF core capability |
|----------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------|
| Market mechanisms | | • Intelligence & Information Sharing |
| Load management strategies including segmented customers to minimise community impacts | AEMO DELWP Electricity companies | |
| Public communication and engagement | AEMO DELWP EMV FRV | • Community Information & Warnings |
| Industry forums, including regular emergency exercises | DELWP Electricity companies | • Planning • Operational Management • Intelligence & Information Sharing |

Emergency Risk: Emergency animal disease

| Activity | Participating agencies | VPF core capability |
|-----------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------|
| Customs and quarantine infrastructure and services | Australian Border Force | • Planning |
| International standards and conventions | World Organisation for Animal Health (OIE) | |
| Australian border controls policy and operations | Australian Border Force | |
| Regulated control of risk activities associated with animal feeding | DJPR | |
| Regulated control of vaccinations and therapeutics | | |
| Regulated control of farm biosecurity practices | | |
| Disease surveillance activities - epidemiological information (data and analysis) | DJPR | • Planning • Intelligence & Information Sharing |
| International surveillance/intelligence | DJPR | |
| Regulated control of native wildlife rehabilitation and licensing | DELWP | |
| Farming industry supply chain best practice and accreditation | DJPR VFF | |
| Specialist training of staff and industry | DJPR | |
| Awareness raising, education, information dissemination | DJPR | • Community Information & Warnings |

Emergency Risk: Emergency pest plant

| Activity | Participating agencies | VPF core capability |
|-------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preparedness and contingency plans | DJPR | <ul style="list-style-type: none"> • Planning • Community Information & Warnings • Intelligence & Information Sharing |
| Surveillance programs | | |
| Diagnostic testing | | |
| National border control | Australian Border Force | |
| State border control | DJPR | |
| Education and stakeholder engagement | DJPR | |
| Conditions on movement (e.g. insecticide requirements for red imported fire ant host materials) | | |
| Pest and disease alerts | | |
| Farm biosecurity/awareness | | |
| Public awareness campaigns | | |
| Plant health certification and auditing | | |
| Chemical control | | |

Emergency Risk: Flood

| Activity | Participating agencies | VPF core capability | |
|------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Legislative policy framework including floodplain management strategy, reform (lessons learnt) | DELWP Melbourne Water | <ul style="list-style-type: none"> • Planning | |
| Land use planning (Strategic and statutory) | DELWP Municipal councils | | |
| Flood mitigation infrastructure e.g. levees, retarding basins | Melbourne Water Municipal councils | | |
| Vegetation/waterway management | CMAA Melbourne Water | | |
| Property modifications | Property owners | | |
| Community engagement, education and awareness | Municipal councils VICSES | | |
| Flood emergency planning including readiness | DELWP EMV Melbourne Water VICSES | | |
| Flood data/intelligence and mapping | DELWP | | <ul style="list-style-type: none"> • Community Information & Warnings |
| Total Flood Warning System | | | |

| Activity | Participating agencies | VPF core capability |
|----------|------------------------|--------------------------------------------------------------------------------------------|
| | | <ul style="list-style-type: none"> • Intelligence & Information Sharing |

Emergency Risk: Gas supply disruption

| Activity | Participating agencies | VPF core capability |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Legislative and regulatory framework, including Gas Industry Act 2001, <i>Gas Safety Act 1997</i> and associated Gas Safety Cases, National Gas Law and National Gas Regulations, critical infrastructure resilience requirements under the <i>EM Act 2013</i> | AEMO DELWP ESV Gas companies WorkSafe Victoria | <ul style="list-style-type: none"> • Planning |
| Buried pipelines, signage and fencing | Gas companies | |
| Security controls and surveillance including patrol and inspection | Gas companies | <ul style="list-style-type: none"> • Public Order & Community Safety |
| Public awareness | DELWP EMV ESV Gas companies | <ul style="list-style-type: none"> • Community Information & Warnings • Intelligence & Information Sharing |
| Maintenance inspections | Gas companies | <ul style="list-style-type: none"> • Planning |
| System modelling | Gas companies | <ul style="list-style-type: none"> • Operational Management • Intelligence & Information Sharing |
| AEMO maintenance co-ordination and direction powers, including 24x7 control room and gas duty system | AEMO | |
| Industry forums, including regular emergency exercises | DELWP Gas companies | |
| Annual Victorian Gas Planning Report | AEMO | |

Emergency Risk: Hazardous materials (including hazardous materials/industrial waste) incident

| Activity | Participating agencies | VPF core capability |
|---------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|
| Reduction/substitution of HAZMAT use (including inventory minimisation) | EPA FRV WorkSafe Victoria | <ul style="list-style-type: none"> • Planning • Operational Management |
| Land use planning and regulation, and process facility/residential/commercial development designs | DELWP FRV Municipal councils | |

| Activity | Participating agencies | VPF core capability |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| HAZMAT storage design and maintenance (including transport design) | EPA FRV WorkSafe Victoria | |
| HAZMAT transport requirements (e.g. prohibitions, material volume and selection, route and timing selection, transport mode, stakeholder engagement (e.g. WorkSafe Victoria, FRV, DoT, transporter, receiver) | CFA DoT EPA FRV Transport companies WorkSafe Victoria | |
| Pre-transport consequence modelling and readiness - plume modelling, etc. | CFA DoT (oil spills only) EPA FRV | • Planning |
| Dangerous Goods transporter maintenance, training, licensing, inspection etc. (road/rail/marine, pipeline) | EPA (licence for transport of hazardous waste) FRV National Heavy Vehicle Regulator WorkSafe Victoria (management of dangerous goods in transport, storage and handling) | |
| Legislation/regulation and enforcement (e.g. Major Hazard Facilities, Dangerous Goods Code preventative requirements), supported by audits and inspection | EPA WorkSafe Victoria | |

Emergency Risk: Heatwave

| Activity | Participating agencies | VPF core capability |
|----------------------------------------------------------------|----------------------------------------------|--------------------------------------------------|
| Education and community resilience – Survive the Heat campaign | DHHS | • Planning • Community Information & warnings |
| Weather forecasting | BoM | • Intelligence & Information Sharing |
| Planning (state, local and agency preparedness) | DELWP DHHS DoT EMV MEMPC (local) | |

| Activity | Participating agencies | VPF core capability |
|-----------------------------------------------------------------------------------|-----------------------------|---------------------|
| Heat Health Alert System to alert subscribers of forecast extreme heat | BoM DHHS | |
| Urban planning (water fountains, cool places – parks, air-conditioned facilities) | DELWP Municipal councils | |
| Rescheduling public events | Event organisers | |
| Well designed and maintained (resilient) infrastructure. | Infrastructure asset owners | |

Emergency Risk: Liquid fuel disruption

| Activity | Participating agencies | VPF core capability |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Legislative and regulatory framework, including <i>Fuel Emergency Act 1977</i> , critical infrastructure resilience requirements under the <i>EM Act 2013</i> | DELWP Fuel companies | <ul style="list-style-type: none"> • Planning • Operational Management |
| Security controls and surveillance including patrol and inspection | Fuel companies Pipeline operators | <ul style="list-style-type: none"> • Public Order & Community Safety |
| Public awareness | DELWP Fuel companies Pipeline operators | <ul style="list-style-type: none"> • Community Information & Warnings • Intelligence & Information Sharing |
| Maintenance inspections | Fuel companies Pipeline operators | <ul style="list-style-type: none"> • Planning • Operational Management • Intelligence & Information Sharing |
| System modelling | Fuel companies | <ul style="list-style-type: none"> • Intelligence & Information Sharing |
| Industry forums, including regular emergency exercises | DELWP Fuel companies Pipeline operators | |

Emergency Risk: Maritime emergency (non SAR)

| Activity | Participating agencies | VPF core capability |
|----------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------|
| Condition surveys for vessel class, commercial charter, and insurance requirements | AMSA | <ul style="list-style-type: none"> • Planning |
| International Maritime Organisation licensing requirements and audits for vessel crews | | |

| Activity | Participating agencies | VPF core capability |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Implementation of International Safety Management code requirements (e.g. safety management system) | | |
| Legislation and enforcement (e.g. compulsory marine pilotage/exempt masters, Harbour master directions, safety duty (So Far As Is Reasonably Practicable) obligations of port manager, port operator, vessel operators, offshore facility operators etc.) | DoT Port owners/operators TSV VRCA WorkSafe Victoria | <ul style="list-style-type: none"> • Planning • Operational Management |
| State and national audits and inspection of commercial vessels, port infrastructure, offshore facilities (note vessel condition monitoring done by Commonwealth) | AMSA DoT | <ul style="list-style-type: none"> • Planning • Operational Management • Assurance & Learning |
| Licensed, current and competent pilots | Pilotage service providers TSV | |
| Navigational systems including charts, Vessel Tracking Service, Dynamic Under Keel Clearance system, marks, aids to navigation (wave, wind, tide, swell etc.), personal pilotage units etc. | AMSA Pilotage service providers Port owners/operators | |
| Melbourne and Geelong harbour tug fleet capacity and redundancy for normal operations (limited capacity for coastal operations) | Port owners/operators | |

Emergency Risk: Mine emergency

| Activity | Participating agencies | VPF core capability |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------|
| Legislation/regulation and enforcement of <i>Mineral Resources Sustainable Development Act 1990</i> and regulations (licensing and approvals process for operators of declared mines), <i>Occupational</i> | CFA DJPR EMV ESV FRV | <ul style="list-style-type: none"> • Planning |

| Activity | Participating agencies | VPF core capability |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------|
| <i>Health & Safety Act 2004, EM Act 2013, EM (Critical Infrastructure Resilience) Regulations 2015, Country Fire Authority Act 1958 and Regulations 2014, Energy Safe Victoria Act 2005</i> | WorkSafe Victoria | |
| Operator implementation of Triggered Action Response Plan (including consultation with government agencies) and monitoring/maintenance | Mine owners/operators | |
| Implementation of risk-based mine work plans and Risk Management Plans (formerly Risk Assessment and Management Plans), addressing specific mine stability, fire, explosion, flooding etc. controls | DJPR Mine owners/operators | <ul style="list-style-type: none"> • Planning • Assurance & Learning |
| Audits and inspection | DJPR | |
| Planning consent and work plan approvals (initial and on-going) | | |
| Implementing licensee and work plan conditions for mine operators to manage identified risks | | |
| Technical review board (provides independent advice to DJPR and the Minister on mine stability). | DJPR Minister for Resources | <ul style="list-style-type: none"> • Intelligence & Information Sharing |

Emergency Risk: Pandemic influenza

| Activity | Participating agencies | VPF core capability |
|-----------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------|
| Influenza vaccination | DHHS Health services | <ul style="list-style-type: none"> • Planning • Community Information & Warnings |
| Health guidelines and relevant standards and codes | DHHS | <ul style="list-style-type: none"> • Intelligence & Information Sharing |
| Community education | | |
| Health sector pandemic planning, surge capacity planning and exercises | DHHS Health services | |
| Surveillance and modelling data from outbreaks, research of historic events | DHHS | |

Emergency Risk: Storm

| Activity | Participating agencies | VPF core capability |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------|
| Drainage systems (drainage standards and strategy) | Melbourne Water Municipal councils | • Planning |
| Buildings compliant to engineering standards (planning and building standards/regulations) | Municipal councils VBA | |
| BoM weather and warning network and systems | BoM | • Community Information & Warnings |
| Equipped, trained and prepared essential services including power, water, gas and transport | Electricity companies Gas companies Water corporations | • Intelligence & Information Sharing |
| Community engagement, education and awareness | VICSES | |

Emergency Risk: Water supply disruption

| Activity | Participating agencies | VPF core capability |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------|
| System resilience e.g. desal plant and grid connectivity | DELWP Water corporations | • Planning • Assurance & Learning |
| Critical infrastructure resilience | Critical infrastructure operators DELWP EMV | |
| Legislative framework and regulations including <i>Water Act 1989</i> , <i>Water Industry Act 1994</i> and <i>Safe Drinking Water Act 2003</i> (risk management plans and audits) | DELWP (<i>Water Act 1989</i>) DHHS (<i>Safe Drinking Water Act 2003</i>) | |

Acronyms

| Acronym | Explanation |
|---------------|------------------------------------------------------------------|
| ADF | Australian Defence Force |
| AEMO | Australian Energy Market Operator |
| AFP | Australian Federal Police |
| AMSA | Australian Maritime Safety Authority |
| AQUAPLAN | Australian National Strategic Plan for Aquatic Animal Health |
| ARC | Australian Red Cross |
| ARFFS | Aviation Rescue Fire Fighting Services |
| ATSB | Australian Transport Safety Bureau |
| AUSASSISTPLAN | Australian Government Overseas Assistance Plan |
| AUSVETPLAN | Australian Veterinary Emergency Plan |
| AV | Ambulance Victoria |
| BoM | Bureau of Meteorology |
| BRV | Bushfire Recovery Victoria |
| CA | Control agency |
| CFA | Country Fire Authority |
| CMA | Catchment Management Authority |
| COAG | Council of Australian Governments |
| COMDISPLAN | Australian Government Disaster Response Plan |
| CPR | Cardiopulmonary Resuscitation |
| CSIRO | Commonwealth Scientific and Industrial Research Organisation |
| DACC | Defence Aid to the Civil Community |
| DELWP | Department of Environment, Land, Water and Planning |
| DET | Department of Education and Training |
| DFAT | Department of Foreign Affairs and Trade |
| DHHS | Department of Health and Human Services |
| DJCS | Department of Justice and Community Safety |
| DJPR | Department of Jobs, Precincts and Regions |
| DoT | Department of Transport (including Head, Transport for Victoria) |
| DPC | Department of Premier and Cabinet |
| DRFA | Disaster Recovery Funding Arrangements |
| DTF | Department of Treasury and Finance |
| EM | Emergency Management |

| Acronym | Explanation |
|----------------|---------------------------------------------------------------------------|
| EMA | Emergency Management Australia |
| EMC | Emergency Management Commissioner |
| EMLO | Emergency Management Liaison Officer |
| EMR | Emergency Medical Response |
| EMV | Emergency Management Victoria |
| EPA | Environment Protection Authority |
| ESTA | Emergency Services Telecommunications Authority |
| ESV | Energy Safe Victoria |
| FFMVic | Forest Fire Management Victoria |
| FRV | Fire Rescue Victoria |
| ICA | Insurance Council of Australia Ltd |
| ICC | Incident Control Centre |
| JOSS | Joint Operations Support Staff |
| LSV | Life Saving Victoria |
| MEMPC | Municipal Emergency Management Planning Committee |
| NBN Co | National Broadband Network Company |
| Non SAR | Non Search and Rescue |
| NOPSEMA | National Offshore Petroleum Safety and Environmental Management Authority |
| OIE | World Organisation for Animal Health |
| PLANTPLAN | Australian Emergency Plant Pest Response Plan |
| PV | Parks Victoria |
| RAC | Rural Assistance Commissioner |
| RCC | Regional Control Centre |
| RecCA | Recovery Co-ordinating Agency |
| RecLA | Recovery Lead Agency |
| RecSA | Recovery Support Agencies |
| RelCA | Relief Co-ordinating Agency |
| RelLA | Relief Lead Agency |
| RelSA | Relief Support Agency |
| RSA | Response Support Agency |
| RSPCA | Royal Society for the Prevention of Cruelty to Animals |
| Salvation Army | Salvation Army – Victorian Emergency Services |
| SCC | State Control Centre |
| SCM | State Consequence Manager |
| SCRC | State Crisis and Resilience Council |

| Acronym | Explanation |
|---------|----------------------------------------------------|
| SEMP | State Emergency Management Plan |
| SERC | State Emergency Relief Co-ordinator |
| SHERP | State Health Emergency Response Plan |
| SRC | State Response Controller |
| SReC | State Recovery Co-ordinator |
| Telstra | Telstra Corporation Limited |
| TfV | Transport for Victoria |
| TSV | Transport Safety Victoria |
| USAR | Urban Search and Rescue |
| VBA | Victorian Building Authority |
| VCC EM | Victorian Council of Churches Emergencies Ministry |
| VFA | Victorian Fisheries Authority |
| VFF | Victorian Farmers Federation |
| VicPol | Victoria Police |
| VICSES | Victoria State Emergency Service |
| VIFM | Victorian Institute of Forensic Medicine |
| VMIA | Victorian Managed Insurance Authority |
| VPC(M) | Victorian Ports Corporation (Melbourne) |
| VPF | Victorian Preparedness Framework |
| VRCA | Victorian Regional Channels Authority |
| WICEN | Wireless Institute Civil Emergency Network |