

Introduction

Welcome to the web-based section of the State Emergency Management Plan (SEMP). The SEMP is a hybrid document consisting of the following:

- an interactive and functional PDF (optimised for Adobe Acrobat Reader)
- a detailed Roles and Responsibilities section
- SEMP Sub-Plans

Combined, these provide details of arrangements for an integrated, coordinated and comprehensive approach to emergency management (EM) at a state level. The SEMP is authorised through the *Emergency Management Act 2013* (EM Act 2013) which contains provisions providing for the mitigation of, response to and recovery from emergencies, and specifies the roles and responsibilities of agencies in relation to EM.

It is important to note 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.

Guide to using the SEMP Roles and Responsibilities

This Roles and Responsibilities section can be leveraged to understand the roles and responsibilities of agencies in relation to EM. A high-level overview of arrangements undertaken in EM are outlined in the interactive and functional PDF (including tables 1–7), with specific details of agency roles and responsibilities outlined in this section (including tables 8–20). The relationship between the interactive and functional PDF and the Roles and Responsibilities (web-based) is described in Figure 3.

Figure 3: Interrelationship of interactive and functional PDF and Roles and Responsibilities (web-based)

State Emergency Management Plan	
Interactive and functional PDF	SEMP Roles and Responsibilities (web-based)
<p>Emergency Management Arrangements</p> <p>The EM Arrangements section outlines the structural arrangements between agencies for mitigation, planning, preparedness, response (including relief) and recovery activities at a state, regional and municipal level.</p>	<p>Agency Role Statements</p> <p>The Agency Role Statements document the roles and responsibilities each agency undertakes during mitigation, response (including relief) and recovery phases of emergency management.</p>
<p>Emergency Management Phase – Mitigation</p> <p>The EM phase for mitigation, as described in this section, encompasses activities that eliminate or reduce incidents or the severity of incidents to minimise their effect. Mitigation activities are primarily included in Business-as-Usual processes of agencies working in the sector.</p>	<p>Participating Agencies for Mitigation Activities</p> <p>Based on the Emergency Risks in Victoria report, Table 8 outlines participating agencies for mitigation activities against each of the 15 emergency risks</p>
<p>Emergency Management Phase – Planning</p> <p>The EM phase for planning as described in this section, includes the requirement to prepare</p>	

State Emergency Management Plan

Interactive and functional PDF

SEMP Roles and Responsibilities (web-based)

state, regional and municipal EM plans to provide for an integrated, coordinated and comprehensive approach to EM.

Emergency Management Phase – Preparedness

The EM phase for preparedness, as described in this section, includes the activities of EM sector agencies to prepare for and reduce the effects of emergencies by having plans, capability and capacity for response and recovery.

Emergency Management Phase – Response for Class 1, 2 & 3 emergencies

The EM phase for response, as described in this section, constitutes actions which are taken immediately before, during and in the first period after an emergency. This phase includes command, control, and coordination arrangements for Class 1, 2 and 3 emergencies. Table 4, provides high level information on response control, coordination, and consequence management responsibilities for each class of emergency.

Emergency Management Arrangements - Response

The EM arrangements for response, as described in this section, illustrates command, control and coordination arrangements for Class 1, 2 and 3 emergencies. This section highlights general arrangements around roles, governance and relationships for control and coordination during the response phase.

Emergency Management Phases – Response - Relief

The EM phase for relief, as described in this section, describes relief as the provisioning of assistance to meet the essential needs of individuals, families and communities during and in the immediate aftermath of an emergency. This section further outlines relief activation responsibilities and principles for coordination and delivery of relief which need to be incorporated into planning, decision-making and delivery of services by emergency management agencies.

Emergency Management Phases - Recovery

Control and Support Agencies for Response

Table 9 names the control agencies that lead response activities against a specific form of emergency. Control agencies are responsible for coordinating actions against a specific emergency and establishing management arrangements for an integrated response to the emergency.

Table 10 names the agencies that participate in a supporting role in response activities. Support agencies for response are the leads in a dedicated functional area. When a specific emergency falls in their functional area, they provide services, personnel, and materials to assist with control activities.

Relief Coordination Arrangements

Tables 11 and 12 provides a guide for agencies involved in relief efforts that details responsibilities for relief services and coordinating agencies, relief lead agencies and relief support agencies.

Recovery Coordination Arrangements

State Emergency Management Plan

Interactive and functional PDF

The EM phase for recovery, as described in this section, follows the National Principles or Disaster Recovery.

Table 7 shows the four environments into which recovery assistance is arranged. These consist of social, economic, built, and natural environments.

SEMP Roles and Responsibilities (web-based)

Tables 13–18 each provide a guide for agencies involved in recovery efforts detailing agency recovery coordination responsibilities for social, economic, built, and natural environment.

Emergency Management Arrangements - Recovery

The EM arrangements for recovery, as described in this section, details roles, governance and relationships for assistance and coordination during Class 1, 2 and 3 emergencies.

Victorian Preparedness Framework

The Victorian Preparedness Framework (VPF) identifies 21 core capabilities, and subsequent critical tasks that set the foundation for how Victoria effectively prepares for, responds to and recovers from major emergencies. These core capabilities are interdependent, coordinated and overlap across the different phases of emergency management.

Within the interactive and functional PDF the VPF is described as the sector's planning tool to prepare for emergencies. The Roles and Responsibilities section provides a comprehensive overview detailing agency roles and responsibilities, whilst demonstrating their alignment with the VPF core capabilities and critical tasks (Table 20 and critical task tables).

Mitigation

Mitigation encompasses activities needed to eliminate or reduce the incidents or severity of emergencies, and the minimisation of their effects.

The participating agencies for mitigation table (table 8) lists the 15 emergency risks, identified in the Emergency Risks in Victoria Report, assessed as significant for the State. Under each emergency risk type, relevant mitigation activities are listed along with the agencies that could be involved in any aspect of each activity as a participating agency.

When viewing the participating agencies for mitigation table, two mitigation sections of the interactive and functional SEMP should also be considered:

- the Mitigation section under Emergency Management Phases
- the Mitigation section under Emergency Management Arrangements.

When reviewing table 8, it should be noted that preparedness and mitigation are closely interrelated as they both seek to reduce the severity of an emergency, and that mitigation activities for emergencies not identified in the Emergency Risks in Victoria report are detailed in the *Agency roles and responsibilities alignment to the Victorian Preparedness Framework* section.

Table 8: Participating agencies for mitigation

Activities and participating agencies for managing Victoria's significant emergency risks, by emergency risk

Emergency Risk: Bushfire

Activity	Participating agencies
Land use planning	CFA
	DELWP
	FRV
	Municipal councils
Building regulations, standards and codes	FRV
	DELWP
	Municipal councils
	VBA
Landscape fuel management including legislative requirements	CFA
	DELWP
	DoT
	FRV
	Municipal councils
Fire ignition controls including total fire ban days, arson programs	PV
	CFA
	DELWP
	FRV
	VicPol

Activity	Participating agencies
Community education, awareness and engagement to prevent and respond to bushfire and bushfire smoke	CFA
	DELWP
	DH (bushfire smoke)
	EPA
	FRV
Seasonal arrangements to ensure capability	CFA
	DELWP
	EMV
	FRV
Restricted access to public land	DELWP
	PV

Emergency Risk: Earthquake

Activity	Participating agencies
Building standards/regulations and enforcement (post 1989, 1993, 2007 standards)	ABCB
	ABCC
	DELWP
	FRV
	HIA
	Municipal councils
	VBA
Critical infrastructure (engineering) vulnerability assessments and maintenance regimes (essential services, dams/levees, buildings, roads, bridges, tunnels)	Critical infrastructure owners/operators
	DoT
	Municipal councils
	Public and private infrastructure owners/operators
List of vulnerable (e.g. pre- 1989) buildings in CBD to inform response planning	DELWP Melbourne City Council
Community engagement, education and awareness	VICSES

Emergency Risk: Electricity supply disruption

Activity	Participating agencies
Legislative framework, e.g. <i>Electricity Industry Act, Electricity Safety Act</i> , national electricity laws and rules	AEMO
	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
Public awareness	AEMO
	DELWP
	Electricity companies
	ESV
Maintenance inspections	Electricity companies
	ESV
Supervisory control and data acquisition and automated protection scheme	Electricity companies
System modelling	AEMO
Market mechanisms	
Load management strategies including segmented customers to minimise community impacts	AEMO
	DELWP
	Electricity companies
Public communication and engagement	AEMO
	DELWP
	EMV
	FRV
Industry forums, including regular emergency exercises	AEMO
	DELWP
	ESV
	Electricity companies

Emergency Risk: Emergency animal disease

Activity	Participating agencies
Customs and quarantine infrastructure and services	Australian Border Force
International standards and conventions	World Organisation for Animal Health (OIE)
Australian border controls policy and operations	Australian Border Force

Activity	Participating agencies
Regulated control of certain risk activities associated with animal feeding	DJPR
Regulated control of farm biosecurity practices	
Disease surveillance activities - epidemiological information (data and analysis) to meet trading partner needs	DJPR
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

Emergency Risk: Emergency pest plant

Activity	Participating agencies
Preparedness and contingency plans	DJPR
Surveillance programs	
Diagnostic testing	
National border control	Australian Border Force
State border control	DJPR VicPol
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
Legislative policy framework including floodplain management strategy, reform (lessons learnt)	CMAs
	DELWP
	Melbourne Water
Land use planning (Strategic and statutory) and building regulations	CMAs
	DELWP
	Municipal councils
Flood mitigation infrastructure e.g. levees, retarding basins	Melbourne Water
	Municipal councils
Vegetation/waterway management	CMAs
	Melbourne Water
Property modifications	Property owners
Community engagement, education and awareness	Municipal councils
	VICSES
Flood emergency planning including readiness	BoM
	CMAs
	DELWP
	EMV
	Melbourne Water
	Municipal councils
	VICSES
Flood data/intelligence and mapping	DELWP
Total Flood Warning System	DELWP
	Municipal councils
	VICSES

Emergency Risk: Gas supply disruption

Activity	Participating agencies
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
Buried pipelines, signage and fencing	Gas companies
Security controls and surveillance including patrol and inspection	Gas companies

Activity	Participating agencies
Public awareness	AEMO
	DELWP
	EMV
	ESV
	Gas companies
Maintenance inspections	Gas companies
System modelling	AEMO
	Gas companies
AEMO maintenance coordination and direction powers, including 24x7 control room and gas duty system	AEMO
Industry forums, including regular emergency exercises	AEMO
	DELWP
	Gas companies
Annual Victorian Gas Planning Report	AEMO

Emergency Risk: Hazardous materials (including industrial waste) incident

Activity	Participating agencies
Reduction/substitution of HAZMAT use (including inventory minimisation)	CFA
	DH (radioactive materials)
	EPA
	FRV
	WorkSafe Victoria
Land use planning and regulation, and process facility/residential/commercial development designs	DELWP
	FRV
	Municipal councils
HAZMAT storage design and maintenance (including transport design)	CFA
	DH (radioactive materials)
	EPA
	FRV
	NHVR
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
	DH (radioactive materials)
	DoT
	EPA
	FRV

Activity	Participating agencies
	Transport companies
	WorkSafe Victoria
Pre-transport consequence modelling and readiness - plume modelling, etc.	CFA
	DH (radioactive materials)
	DoT (oil spills only)
	EPA
	FRV
Dangerous Goods transporter maintenance, training, licensing, inspection etc. (road/rail/marine, pipeline)	DH (radioactive materials)
	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	DH (radioactive materials)
	EPA
	FRV
	WorkSafe Victoria

Emergency Risk: Heatwave

Activity	Participating agencies
Education and community resilience – Survive the Heat campaign	DH
Weather forecasting	BoM
Planning (state, local and agency preparedness)	DELWP
	DH
	DoT
	EMV
	MEMPC (local)
Heat Health Alert System to alert subscribers of forecast extreme heat	BoM
	DH
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
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
Security controls and surveillance including patrol and inspection	Fuel companies
	Pipeline operators
Public awareness	DELWP
	Fuel companies
	Pipeline operators
Maintenance inspections	Fuel companies
	Pipeline operators
System modelling	Fuel companies
Industry forums, including regular emergency exercises	DELWP
	Fuel companies
	Pipeline operators

Emergency Risk: Maritime emergency (non SAR)

Activity	Participating agencies
Condition surveys for vessel class, commercial charter, and insurance requirements	AMSA
International Maritime Organisation licensing requirements and audits for vessel crews	
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
	Ports Victoria WorkSafe Victoria
State and national audits and inspection of commercial vessels, port infrastructure, offshore facilities (note vessel condition monitoring done by Commonwealth)	AMSA
	DoT
Licensed, current and competent pilots	Pilotage service providers
	TSV
Navigational systems including charts, Vessel Tracking Service, Dynamic Under Keel Clearance	AMSA
	Pilotage service providers

Activity	Participating agencies
system, marks, aids to navigation (wave, wind, tide, swell etc.), personal pilotage units etc.	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
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 Health & Safety Act 2004</i> , <i>EM Act 2013</i> , EM (Critical Infrastructure Resilience) Regulations 2015, <i>Country Fire Authority Act 1958</i> and Regulations 2014, <i>Energy Safe Victoria Act 2005</i>	CFA
	DJPR
	EMV
	ESV
	FRV
	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
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
	Relevant Minister

Emergency Risk: Viral pandemic

Activity	Participating agencies
Vaccination	DH
	Health services
Health guidelines and relevant standards and codes	DH

Activity	Participating agencies
Community education	
Health sector pandemic planning, surge capacity planning and exercises	DH Health services
Surveillance and modelling data from outbreaks, research of historic events	DH

Emergency Risk: Storm

Activity	Participating agencies
Drainage systems (drainage standards and strategy)	Melbourne Water Municipal councils
Buildings compliant to engineering standards (building standards/regulations)	ABCB ABCC DELWP HIA Municipal councils VBA
BoM weather and warning network and systems	BoM
Equipped, trained and prepared essential services including power, water, gas and transport	DoT Electricity companies Gas companies Water corporations
Community engagement, education and awareness	VICSES

Emergency Risk: Water supply disruption

Activity	Participating agencies
System resilience e.g. desal plant and grid connectivity	DELWP Water corporations
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>) DH (<i>Safe Drinking Water Act 2003</i>)