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)**
Emergency Management Arrangements 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.	**Agency Role Statements** The Agency Role Statements document the roles and responsibilities each agency undertakes during mitigation, response (including relief) and recovery phases of emergency management.
Emergency Management Phase – Mitigation 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.	**Participating Agencies for Mitigation Activities** Based on the Emergency Risks in Victoria report, Table 8 outlines participating agencies for mitigation activities against each of the 15 emergency risks
Emergency Management Phase – Planning The EM phase for planning as described in this section, includes the requirement to prepare	

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.	**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.
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.	**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.
Emergency Management Phases - Recovery	**Recovery Coordination Arrangements**

State Emergency Management Plan	
Interactive and functional PDF	**SEMP Roles and Responsibilities (web-based)**
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.	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).	

Response

Response is the action taken immediately before, during and in the first period after an emergency to reduce the effects and consequences of the emergency on people, their livelihoods, wellbeing and property; on the environment; and to meet basic human needs.

When viewing the control agencies for response (table 9) and support agencies for response (table 10) tables, two response sections of the interactive and functional SEMP PDF should also be considered:

1. the Response section under Emergency Management Phases

2. the Response section under Emergency Management Arrangements.

Users (including response planners) should use the control agencies for response (table 9) and support agencies for response (table 10) tables to identify agencies and functional areas that should be considered and/or included in response plans. The tables do not list all agencies that may be involved in any particular emergency, nor do they list all potential emergencies.

Control agencies for response

Control agencies for response are primarily responsible for managing the response to a specified form of emergency, and responsible for establishing the management arrangements for an integrated response to the emergency. Control agencies for response (table 9), which the *EM Act 2013* requires, identifies control agencies for response in a specified form of emergency, with s*ub-plans also listed for some emergencies, where applicable, but there are exceptions to the listing in certain circumstances.* Where multiple control agencies are listed for the same emergency type, the control agency responsibility is delineated through legislation or administrative arrangements.

Support agencies for response

Response support agencies provide services, personnel or material to support or assist a control and/or a coordination agency and/or members of the public. Support agencies for response (table 10), which the *EM Act 2013* requires, identifies key functional support areas for consideration during the response to an emergency, and the corresponding Lead Response Support Agencies. The Lead Response Support Agency is the agency that is generally the most closely aligned to the function, with other agencies also having the potential to be response support agencies, if they have the skills, expertise or resources to contribute to the response to an emergency.

Where there is a key functional area required to manage an emergency but is not listed or there is uncertainty as to which agency may potentially support this function, the EMC or relevant emergency response coordinator may request any agency to lead this function.

Table 1: Control agencies for response

Emergency: A disruption to an essential service

Form of emergency	Control agency	Class of major emergency
critical infrastructure damage or disruption	VicPol	2
Electricity (see State Electricity and Gas Supply Sub-Plan)	DELWP	2
Natural gas (see State Electricity and Gas Supply Sub-Plan)	DELWP	2
Petroleum and liquid fuels	DELWP	2
Public transport (see SEMP Public Transport Disruption Sub-Plan)	DoT	2
Roads/bridges/tunnels/rail network	DoT	2
Dam safety	DELWP	2
Reticulated water and wastewater (sewerage) services	DELWP	2
Cyber security	DPC	2

Emergency: A warlike act or act of terrorism, hijack, siege or riot

Form of emergency	Control agency	Class of major emergency
A warlike act or act of terrorism, hijack, siege or riot	VicPol	3
Other threats against persons, property or environment	VicPol	2

Emergency: Fire and explosion

Form of emergency	Control agency	Class of major emergency
Aircraft	CFA/FRV	1
Aircraft (designated airports)	ARFFS	2
Boilers and pressure vessels	CFA/FRV	1
Explosion	CFA/FRV	1
Explosive device	VicPol	3
Fire (see SEMP Bushfire Sub-Plan)	CFA/FRV/DELWP	1
Fire (designated airports)	ARFFS	2

Emergency: Natural event

Form of emergency	Control agency	Class of major emergency
Earthquake (see State Earthquake Sub-Plan)	VICSES	1
Flood (see State Flood Sub-Plan)	VICSES	1
Heat (see State Extreme Heat Sub-Plan)	EMC	2

Form of emergency	Control agency	Class of major emergency
Storm (see State Storm Sub-Plan)	VICSES	1
Tsunami (see State Tsunami Sub-Plan)	VICSES	1
Landslide	VICSES	1

Emergency: Plague or an epidemic or contamination

(see SEMP Animal, Plant, Marine and Environmental Biosecurity Sub-Plan and State Health Emergency Response Plan)

Form of emergency	Control agency	Class of major emergency
Emergency animal disease (includes bees and aquaculture)	DJPR	2
Plant pest or disease	DJPR	2
Marine pollution oil spills in Victorian coastal waters up to three nautical miles	DoT/Port manager[1]	2
Wildlife affected by marine and fresh water pollution	DELWP	2
Exotic marine pest incursion	DJPR	2
Vertebrate pest/plagues	DJPR	2
Retail food contamination	DH	2
Food contamination (potential to cause harm to health)	DH	2
Drinking water contamination	DH	2
Human disease	DH	2
Blue-green algae	DELWP	2
Wildlife welfare arising from an emergency event	DELWP	2
Non-hazardous pollution of inland waters	DELWP	2
Shark hazard	VFA	2

Emergency: Rescue

(in some instances, this could be a support function)

Form of emergency	Control agency	Class of major emergency
Building, structure	CFA/FRV/VICSES	1
Cave	VicPol	2
Land	VicPol	2
Lift, crane, scaffolding or amusement structure	CFA (exc. cranes)/FRV	1

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[1]*Port manager for the purpose of the control table are the Port of Hastings Development Authority, Port of Portland, Gippsland Ports and Ports Victoria.*

Form of emergency	Control agency	Class of major emergency
Mine/quarry	VicPol	2
Trench or tunnel	FRV	1
Water	VicPol	2

Emergency: Road or other accident

Form of emergency	Control agency	Class of major emergency
Aircraft	VicPol	2
Aircraft (designated airports)	ARFFS	2
Biological releases (including leaks and spills)	DH	2
Gas leakage	CFA/FRV	1
Hazardous materials, high consequence dangerous goods or dangerous goods (including leaks and spills)	CFA/FRV	1
Lifts, cranes or scaffolding and amusement structures	CFA (exc. cranes)/FRV	1
Building collapse	CFA/FRV/VICSES	1
Marine (not including marine pollution, cetaceans or wildlife)	VicPol	2
Military aircraft and ships	ADF	2
Radioactive materials (including leaks and spills)	DH	2
Road, rail, tram and industrial	VicPol	2
Aircraft – inflight emergency	Airservices	2
Maritime casualty – non SAR (all vessels) in commercial and local port waters	Commercial or local port manager[2]/TSV	2
Maritime casualty – non SAR (all vessels in coastal waters) not in commercial and local port waters	TSV	2
Cetacean (whale and dolphin) stranding, entanglement and vessel strike	DELWP	2

Emergency: Search

(in some instances, this could be a support function)

Form of emergency	Control agency	Class of major emergency
Land	VicPol	2

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[2]*Commercial port manager for the purpose of the control table are the: Port of Portland, Gippsland Ports, Ports Victoria.*

Form of emergency	Control agency	Class of major emergency
Water	VicPol/AMSA	2
Overdue aircraft	AMSA	2
Distress beacon detection	AMSA	2

Table 2: Support agencies for response

Functional area	Lead response support agency (RSA)
Agriculture	DJPR
Animal welfare (livestock and companion animals)	DJPR
Ambulance services/first aid/pre-hospital care	AV
Business and industry	DJPR
Coronial services	Coroners Court of Victoria
Corrections and consumer affairs	DJCS
Courts	Courts Services Victoria
Deceased person identification	VicPol
Earth resources (mines)	DJPR
Education	DET
Emergency services telecommunications	ESTA
Environmental impact (air, land and water quality)	EPA
Fisheries (in Victorian waters)	VFA
Food and grocery supply continuity	DJPR
Health services	DH
Health protection – public health	DH
Health command	AV
Human services and community wellbeing	DFFH
Insurance and risk advice	VMIA
Local government	DJPR
Media/communications	EMV
Public land	DELWP
Public telecommunications	DJPR
Public transport	DoT
Rail	DoT
Rescue (aircraft, road, rail, tram, industrial)	CFA, FRV, VICSES, Volunteer Search and Rescue Organisations
Responder agencies	CFA, FRV, DELWP, VICSES
Roads	DoT

Functional area	Lead response support agency (RSA)
Spatial data	DELWP
Specific facilities (including secure facilities)	Owner or manager
Threatened ecosystems and species	DELWP
Tourism	DJPR
Transport (including ports and access to airports)	DoT
Reticulated water and wastewater (sewerage)	Water corporations
Weather	BoM
WorkSafe	Victorian WorkCover Authority