



SECONDARY IMPACT ASSESSMENT FRAMEWORK

PART 1 - GUIDELINES

Document version: 1.0

May 2019



VERSION CONTROL

Version	Date	Author	Brief Description of Changes
0.1	November 2018	Amelia Thamrin	Initial Draft
1.0	May 2019	Amelia Thamrin	Final

ENDORSEMENT

Document Filename	Document version	State MEMEG Endorsement Date
SECONDARY IMPACT ASSESSMENT FRAMEWORK PART 1 - GUIDELINES	1.0	

ACRONYMS

Term	Description
AgVic	Agriculture Victoria
APP	Australian Privacy Principles
CRC	Community Recovery Committee
CFA	Country Fire Authority
DHHS	Department of Health and Human Services
EHO	Environmental Health Officer
EM	Emergency Management
EMCG	Emergency Management Coordination Group
EM-COP	Emergency Management Common Operating Picture
EMLO	Emergency Management Liaison Officer
EMV	Emergency Management Victoria
EMMV	Emergency Management Manual Victoria
ERC	Emergency Recovery/Relief Centre
GIS	Geographic Information System
ICC	Incident Control Centre
IA	Impact Assessment
IIA	Initial Impact Assessment
IMT	Incident Management Team
IPP	Information Privacy Principle



IT	Information Technology
LGA	Local Government Area
MAV	Municipal Association Victoria
MBS	Municipal Building Surveyor
MECC	Municipal Emergency Coordination Centre
MEMEG	Municipal Emergency Management Enhancement Group
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERO	Municipal Emergency Resource Officer
MFB	Metropolitan Fire Brigade
MRC	Municipal Recovery Committee
MRM	Municipal Recovery Manager
MOU	Memorandum of Understanding
PENA	Post Emergency Needs Assessment
PDP	Privacy and Data Protection
RCC	Regional Control Centre
SCC	State Control Centre
SES	State Emergency Services
SD	Supporting Document
SIA	Secondary Impact Assessment
SMEACS-Q	Situation, Mission, Execution, Administration, Command & Communications, Safety, Questions.
SOP	Standard Operating Procedure



TABLE OF CONTENTS

1.	Background	5
2.	Definition of Secondary Impact Assessment	5
3.	The Purpose of Secondary Impact Assessment	6
4.	Legislation & Governance	7
5.	Authority	7
6.	Coordination of Secondary Impact Assessment	8
7.	Secondary Impact Assessment Work Flow	10
7.1.	Initial Impact Assessment Data	11
7.2.	Municipal Emergency Coordination Centre	12
7.3.	Secondary Impact Assessment Activation	12
7.4.	Secondary Impact Assessment Planning	12
7.5.	Secondary Impact Assessment Pre-Deployment Team Briefing	13
7.6.	Safe deployment & Traffic Management Points	14
7.7.	Secondary Impact Assessment Data Collection	15
7.8.	Secondary Impact Assessment Team Debriefing	16
8.	The Secondary Impact Assessment Team	17
8.1.	Secondary Impact Assessment Team Considerations	17
8.2.	Example Field Structure	18
8.3.	Protocol for Inter-Council Resource Sharing	19
9.	Data	20
9.1.	Data Collection Responsibilities	20
9.2.	Sources of Data	21
9.3.	Data Sharing Requirements	22
9.4.	Requests for Data from Local Level	23
10.	Reporting	24
10.1.	Reporting Templates	24
11.	Appendices	25
11.1.	Legislation & the Emmv	25
11.2.	Privacy Legislation	26
11.3.	Traffic Management Points	28



1. BACKGROUND

These guidelines have been developed as part of a State Municipal Emergency Management Enhancement Group (MEMEG) and Emergency Management Victoria (EMV) joint initiative. The overarching framework outlines the delivery of secondary impact assessment (SIA) for the Victorian Local Government sector, to enable the process to be undertaken by municipal councils in a consistent manner.

2. DEFINITION OF SECONDARY IMPACT ASSESSMENT

The EMMV Part 3 states there are three stages of impact assessment:

- **Initial impact assessment (IIA)** is a high level assessment conducted as soon as possible after the impact of the emergency and is managed by controllers during the emergency response.
- **Secondary impact assessment (SIA)** is the subsequent assessment of the impact of the emergency on the natural, built, social and economic environments and is managed by relief and recovery coordinators/managers.
- **Post emergency needs assessment (PENA)** is a longer term, more thorough estimate of the effects and consequences of the emergency on the health and wellbeing of the community, property, the economy and the environment. This is managed by relief and recovery coordinators/managers.

The EMMV Part 4 states that secondary impact assessment should occur within four weeks of the initial impact.

These guidelines focus on secondary impact assessment, which is a process that builds an additional layer of detail and analysis beyond IIA data. Actively collecting secondary impact assessment data from community members, businesses as well as council assets and the environment, is key to building a holistic picture of the impact the emergency.

3. THE PURPOSE OF SECONDARY IMPACT ASSESSMENT

The Emergency Management Manual Victoria (EMMV) Section 7 specifies that Municipal councils are the lead agency at the local level for a number of relief and recovery activities, **including the gathering and processing of information for secondary impact assessment.**

Collecting secondary impact assessment (SIA) data will:

- Will build a more accurate and comprehensive picture on top of IIA data, about the impact of an emergency on affected communities.
- Assist councils to develop evidence based post incident recovery plans in partnership with relevant relief and recovery partners.
- Assist agencies, partners, charities, personal support groups and other organisations with their activities during relief and recovery.

There are four interrelated environments which secondary impact assessment data can assist to inform, under the current arrangements. These environments also provide a framework within which recovery can be planned, reported, monitored and evaluated. It should be acknowledged that the Victorian Government has committed to implementing the Resilient Recovery strategy, which will reform the current arrangements.

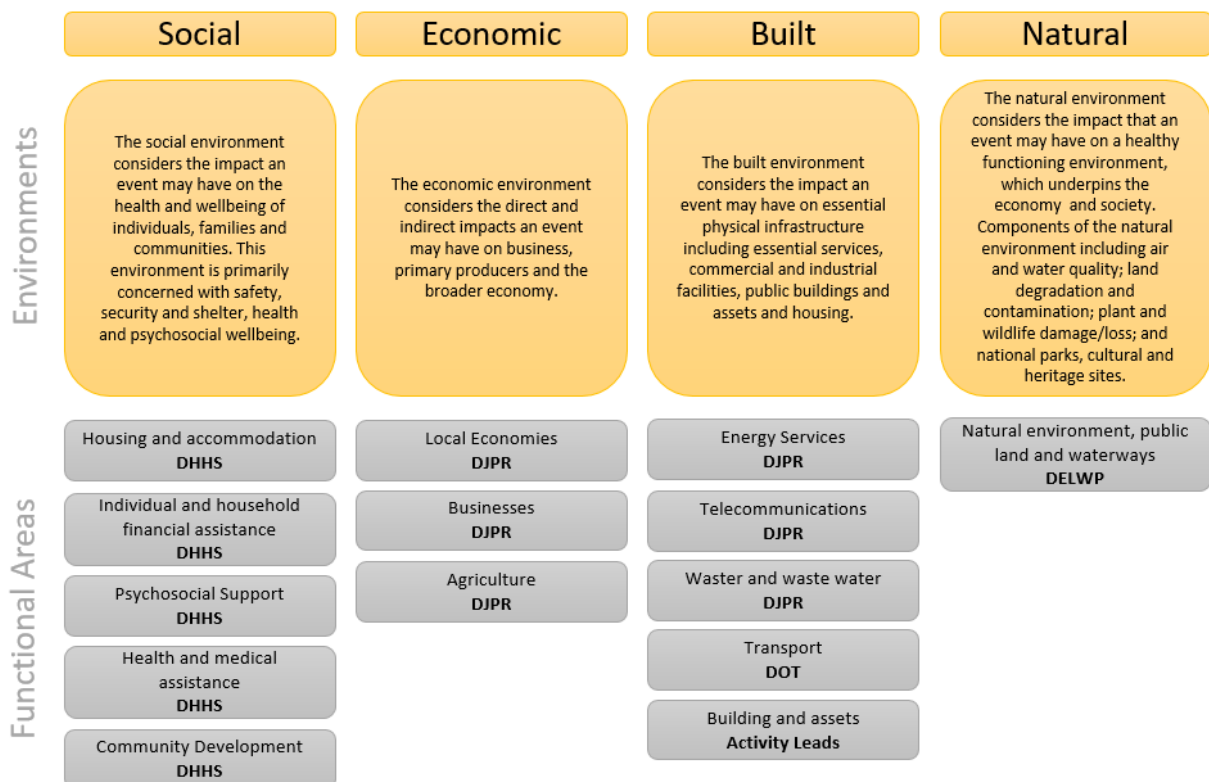


FIGURE 1.0 THE FOUR FUNCTIONAL AREAS AND ACTIVITIES OF RECOVERY (EMMV 7.3.2)



4. LEGISLATION & GOVERNANCE

There are a number of legislative requirements and guidelines that relate to local government emergency management activities. These have been considered or referenced as part of these guidelines where they are specific to secondary impact assessment. For a list, see Appendix 11.1.

At the local level, councils may operate under the governance of a committee such as (but not limited to) a Community, Regional or Municipal Recovery Committee. The MRM is responsible for ensuring governance arrangements are established that are relevant to the needs of the emergency.

5. AUTHORITY

The Municipal Recovery Manager (MRM) is responsible for secondary impact assessment activation. At this time, the MRM may delegate the responsible of data collection, collation, analysis and reporting to an appropriately resourced SIA team.

These guidelines will refer to a SIA Coordinator and SIA Team leader throughout, under the assumption these roles may be absorbed within other roles in the Emergency Management structure.

6. COORDINATION OF SECONDARY IMPACT ASSESSMENT

As councils are the lead agency for **gathering and processing of information for secondary impact assessment**, any agencies, partners and organisations also collecting data (as part of their own impact assessment) are required to do so in a manner that is coordinated centrally by local councils.

A coordinated approach to secondary impact assessment will result more efficient data collection, data sharing and reduce the number of visits to residents and business owners affected by an emergency.

All parties that need to conduct secondary impact assessment are required to liaise with the local council to enable a coordinated approach.

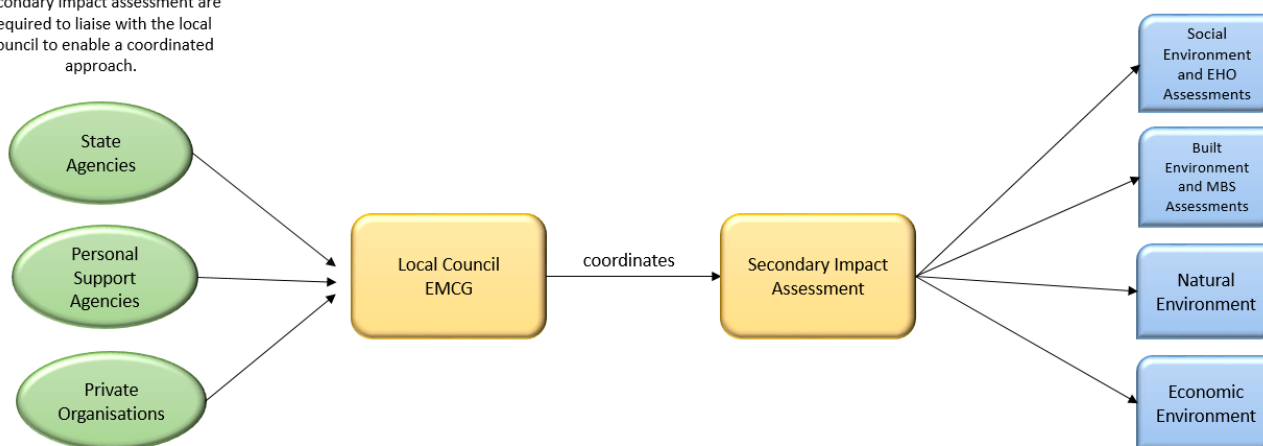


FIGURE 2.0 COORDINATION OF SECONDARY IMPACT ASSESSMENT

Some agencies, partners or charitable organisations may not be aware councils are the lead agency for secondary impact assessment. So it should be recognised that residents and business owners may have had contact with a number of agencies before councils deploy a SIA field team.

It is recommended that councils look to identify and engage with potential agencies and partners who will be collecting impact assessment data after an emergency, in order to develop relationships and outline the coordination process and preferred arrangements.

For example, **personal support agencies** such as the Australian Red Cross, Salvation Army and the Victorian Council of Churches work with municipal councils by providing advice, guidance and connections to individuals and organisations to provide additional support to affected persons (EMMV P7). So the development of prior arrangements will be important to enable personal support agencies to work as part of the SIA field team or provide outreach as coordinated by councils.



Further to this, the **Emergency Management Liaison Officer (EMLO)** is also key to enabling communication between the Emergency Management Coordination Group and the Incident Management Team. This role is also vital in assisting with data sharing (such as IIA data) and finding opportunities to endorse the need for agencies to coordinate with the council’s SIA efforts.

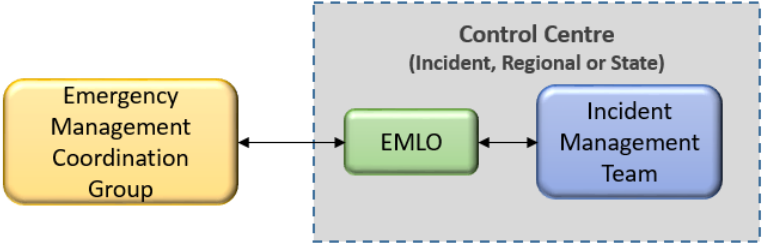


FIGURE 3.0 SECONDARY IMPACT ASSESSMENT WORKFLOW

7. SECONDARY IMPACT ASSESSMENT WORK FLOW

The below workflow summaries the process from the emergency event to the secondary impact assessment process. Each step from receiving IIA data to SIA Team Debriefing is expanded in the section below (7.1 to 7.8).

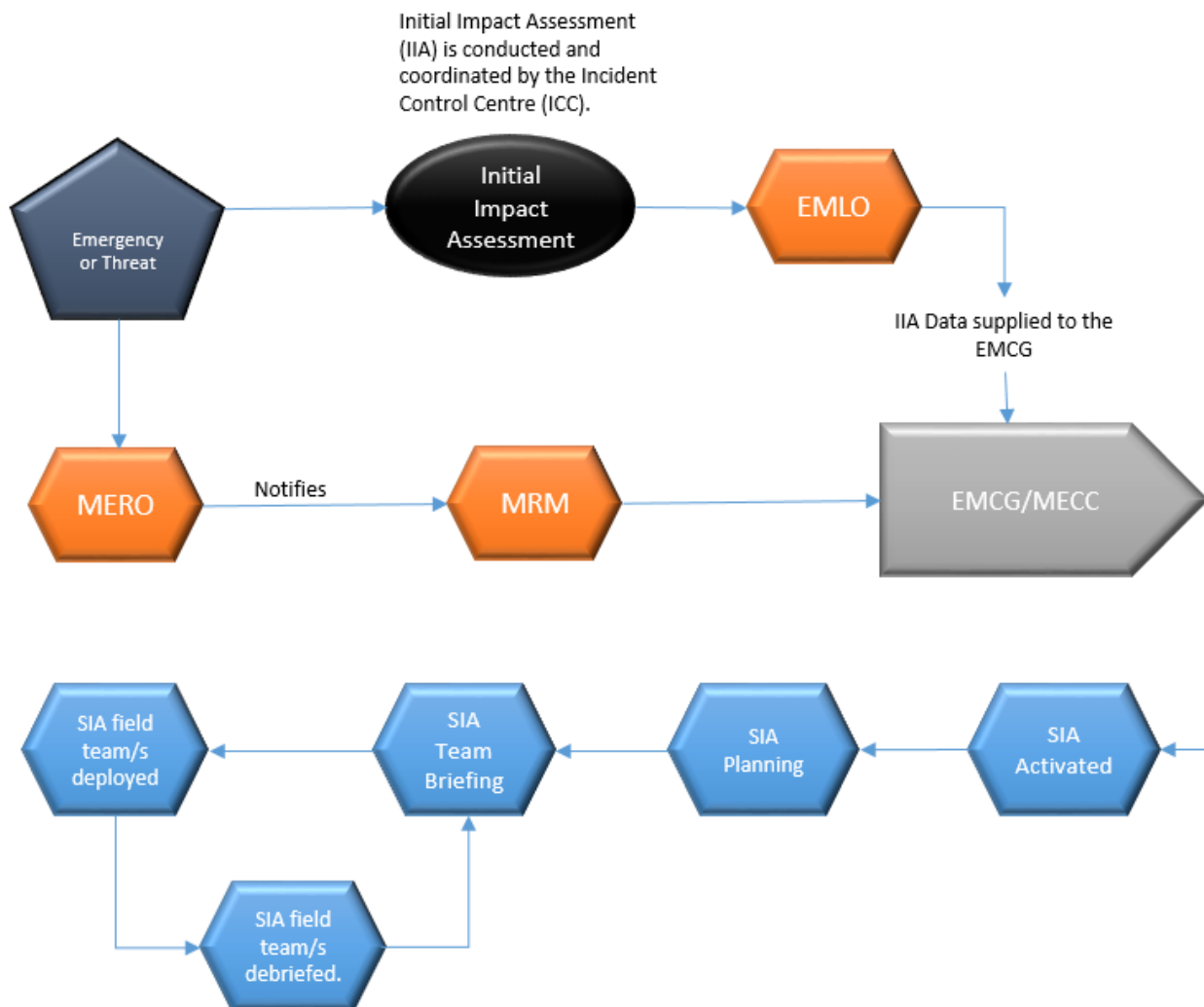


FIGURE 4.0 SECONDARY IMPACT ASSESSMENT WORKFLOW

7.1. INITIAL IMPACT ASSESSMENT DATA

Receiving IIA data from the Control Centre (this could be State, Regional or Incident Level) will contribute positively to SIA planning. Each Incident Controller will collect data in a different manner, so it may be received handwritten, as a data file output, a GIS Shape File or available through the EMV Incident Impact Portal. Ideally **IIA data** should be detailed enough to assist the MRM and SIA Coordinator to prioritise homes, business and council assets for assessment.

A **GIS Shape File** can also be used by Council GIS personnel to extract the details of properties affected, and subsequently this data can then be mapped in the council database to determine rate payer contact details.

It should be noted that secondary impact assessment planning may need to go ahead without initial impact data. This could occur in circumstances in which IIA is not available or received within a timely manner due external roadblocks. Refer to Appendix 11.2 for details on data sharing and privacy legislation during an emergency.

If appropriate, consideration should be given to using response agency sectors, particularly if the response is still underway. This may assist with communication with response personnel as well as planning sectors for SIA field team deployment.



FIGURE 5.0 EXAMPLE OF SECTORS, HIGHLIGHTED IN YELLOW (Thomson Catchment Complex Fire, near Mount Baw Baw, January 2019. EM-COP data).



7.2. MUNICIPAL EMERGENCY COORDINATION CENTRE

As the setup of a Municipal Emergency Coordination Centre (MECC) is no longer a requirement, many councils will choose to operate in a manner that suits the circumstances of the event and resources required. Coordination may occur from the ICC or other operational location such as a Municipal Emergency Operations Centre or in some instances in a decentralised manner.

These guidelines will however refer to this coordination point as a Municipal Emergency Coordination Centre (MECC) throughout.

7.3. SECONDARY IMPACT ASSESSMENT ACTIVATION

The MRM is responsible for the activation of secondary impact assessment, during the early phases of an emergency event impacting on the local community. For the activation process refer to the below Standard Operating Procedures (SOP's) as part of these guidelines:

Standard Operating Procedures
SOP SIA01 - SECONDARY IMPACT ASSESSMENT ACTIVATION
SOP SIA02 - ACTIVATION OF THE SIA COORDINATOR

Once SIA is activated, the MRM will determine the makeup of an SIA team and resource accordingly.

7.4. SECONDARY IMPACT ASSESSMENT PLANNING

To ensure the capture of secondary impact assessment data is efficient, coordinated and consistent, SIA planning should occur prior to the deployment of the SIA Field Teams. For the SIA planning process, refer to the below Standard Operating Procedure and Supporting Documents as part of these guidelines:

Standard Operating Procedures
SOP SIA03 - SECONDARY IMPACT ASSESSMENT PLANNING
Supporting Documents
SDXX - SMEACS-Q REPORT
SDXX - SECONDARY IMPACT ASSESSMENT FIELD DEPLOYMENT CHECKLIST

These documents will assist with planning of the structure of the SIA Field Team(s) and all ensure safety measures have been considered, enabling the team to be deployed fully prepared.

7.5. SECONDARY IMPACT ASSESSMENT PRE-DEPLOYMENT TEAM BRIEFING

A secondary impact assessment pre-deployment team briefing should be conducted before any personnel enters the field to collect data. The below Standard Operating Procedure and Supporting Documents as part of these guidelines outlines how and what should be considered as part of the briefing:

Standard Operating Procedures
SOP SIA04 – SECONDARY IMPACT ASSESSMENT PRE-DEPLOYMENT TEAM BRIEFING
Supporting Documents
SDXX - SMEACS-Q REPORT
SDXX - SECONDARY IMPACT ASSESSMENT FIELD DEPLOYMENT CHECKLIST
SDXX - PHOTOGRAPHY



7.6. SAFE DEPLOYMENT & TRAFFIC MANAGEMENT POINTS

The MRM is to approve the deployment of secondary impact assessment teams into the field, based on the team's readiness and information that the incident controller has authorised access. However it should be noted that there may be pressure on the MRM to deploy the SIA field team members early. This may come from many sources, internally and externally to the council, however it must be understood that:

The Incident Controller needs to authorise the entry of Secondary Impact Assessment (SIA) personnel before secondary impact assessment in the field can commence.

Further to this, to protect the safety of personnel travelling into an affected areas after an emergency, traffic management points (TMPs) are likely to still be place.

Council staff are given access through a traffic management point once Level C has been declared. However the Incident Controller may authorise entry before Level C is in place, in order to facilitate the entry of council personnel to conduct SIA. This authorisation may be under the stipulation that additional support and/or safety measures are facilitated for the SIA team.

Refer to Appendix 11.3 for details of traffic management point access levels from the EMV Joint Standard Operation Procedure J03.10.

7.7. SECONDARY IMPACT ASSESSMENT DATA COLLECTION

To ensure the collection and collation of secondary impact assessment data is conducted in a consistent and accurate manner, personnel should follow the steps outlined in the below Standard Operating Procedures as part of these guidelines:

Standard Operating Procedures
SOP SIA05 – SECONDARY IMPACT ASSESSMENT DATA COLLECTION
SOP SIA06 – SECONDARY IMPACT ASSESSMENT DATA COLLATION

SOP SIA05 and SOP SIA06 **applies** to the collection data from the community, including residents and business owners as well as municipal assets and infrastructure and the environment. This data may be collected via the field, phone and ERC.

When collecting any data directly from residents and business owners, it's important to avoid contributing to 'assessment fatigue', by collecting as much as appropriate during initial visits.

Assessment Fatigue is a term used to describe the negative affect on community members when they are visited by multiple agencies following an emergency and are:

- Asked to repeat their story.
- Asked the same assessment questions and are subsequently required to repeat themselves.

Council coordination of all agencies conducting SIA is the best way to mitigate 'assessment fatigue' on the community.

Assessors should also ensure the assessment the process is conducted in a professional, compassionate and respectful manner, prioritising the person's wellbeing over the data collection where necessary. Feedback from community members who have experienced secondary impact assessment, has indicated that assessors who adopt a clinical approach will negatively contribute to their recovery experience.

Tip - if not all data can be collected on the first visit, many councils will use phone calls, recovery centre visits and outreach to complete data sets at times that are more appropriate. If a second visit is necessary, communication with the community member is vital in regards to when, how and why. Further to this, those completing the next assessment should be fully briefed so that the resident does not need to repeat their story.



7.8. SECONDARY IMPACT ASSESSMENT TEAM DEBRIEFING

It's important to ensure all personnel on return from collecting data in the field attend a 'hot' debrief. A hot debrief is generally shorter and aims to capture all immediate thoughts, needs and issues from the day. A final 'cold' debrief is conducted once SIA is concluded, which allows personnel to reflect on their experience further, and will normally have a longer timeframe.

For the SIA Team debriefing process refer to the below Standard Operating Procedures as part of these guidelines:

Standard Operating Procedures
SOP SIA04 – SECONDARY IMPACT ASSESSMENT TEAM DEBRIEFING
Supporting Documents
SIA DAILY TEAM DEBRIEF (SD SIA09)
SIA POST OPERATIONS DEBRIEF (SD SIA10)

The general purpose debriefing is to give the SIA team the opportunity to reflect on their experiences, obtain information on personal assistance e.g. the Employee Assistance Program and to discuss lessons learnt that can be imbedded into future processes.

8. THE SECONDARY IMPACT ASSESSMENT TEAM

8.1. SECONDARY IMPACT ASSESSMENT TEAM CONSIDERATIONS

These guidelines inform the make-up and responsibilities of a secondary impact assessment team which is based on the appointment of the following roles:

- SIA Coordinator - who will then be responsible for the management of SIA Team Leader(s), SIA Field Team members, coordination of data collection and the production of SIA reports.
- SIA Team Leader
- SIA Field Team Member

The SIA Coordinator and SIA Team leader roles should be considered scalable, as an MRM (or other role) may also act in these roles as necessary.

An example team structure is outlined for secondary impact assessment, again this structure should be considered scalable and developed in line with local arrangements, **council capacity/available resourcing** and business continuity requirements.

The SIA team should also be chosen in line with the needs the community and the type of emergency.

Example – if a home has been completely destroyed by a bushfire and the resident is onsite sifting through the rubble trying to salvage personal items, they are unlikely to be in the frame of mind to welcome a large SIA field team. Their immediate needs should be considered in these circumstances, e.g. personal support & relief. EHO or MBS's may need to consider the safety of the resident onsite, however if appropriate, the assessment team should ask if there is a more suitable time to conduct an assessment.

The combination and type of personnel will depend on council capacity and capability as well as resourcing available through the MAV inter-council protocol (or local arrangements such as MOUs). However it is recommended that the team consists of at least one person who can bring excellent listening skills and display a level of compassion. This member may also fulfil another role in the team e.g. an EHO.

Example – in the same scenario, if a home has been completely destroyed by a bushfire, it's not likely to be a suitable time to discuss the requirements to replace a septic tank or the minimum construction standards they must adhere in order to rebuild in a bushfire prone area. Common sense and treating the community with compassion should be paramount during secondary Impact assessment.

8.2. EXAMPLE FIELD STRUCTURE

An example field team structure is outlined below in order to conduct secondary impact assessment.

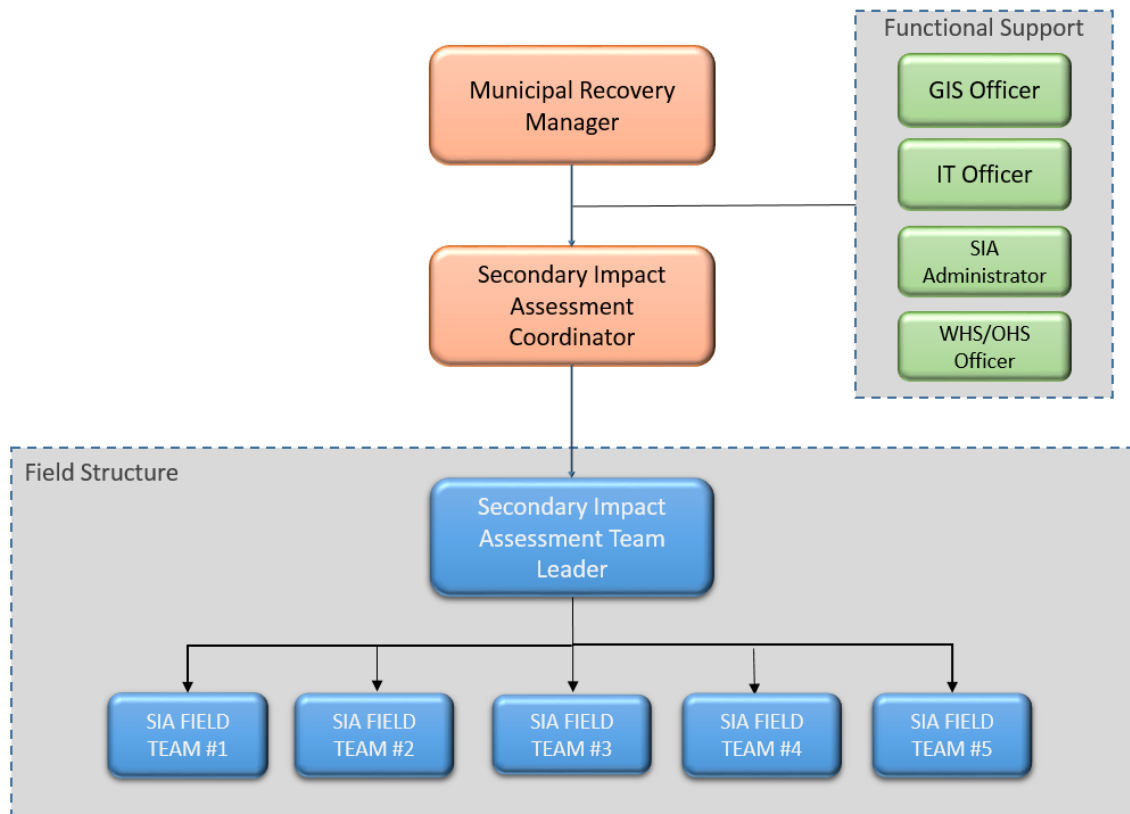


FIGURE 6.0 COMMAND STRUCTURE

SIA FIELD TEAM LEADER

The appointment of a team leader position will be up to the discretion of the MRM as part of SIA planning. However, where more than three teams are in deployed, it's recommended that a SIA Team leader is put in place. Each Team Leader should support no more than between 5-7 teams as part of their span of control. The Team Leader should work where possible, from either a fixed position within the field or rove between teams, as opposed to operating from within one of the SIA Field teams.

SIA FIELD TEAM STRUCTURE

Below are the roles within the example field team structure. It is recommend that each SIA Field Team consists of at least two of these roles, with a maximum of five.

• SIA Team Member
• Environmental Health Officer
• Municipal Building Surveyor
• Personal Support Agency Officer
• External partners and agencies personnel

**The 'SIA Team Member' is a position that applies to a staff member that has been trained to conduct Secondary Impact Assessments as detailed in the corresponding role statement. This role may also be fulfilled concurrently by an Environmental Health Officer or Municipal Building Surveyor.*

FUNCTIONAL SUPPORT

Functional support personnel are likely to sit within the MECC to assist the MRM and SIA Coordinator operationally. It should be noted that the staff fulfilling these roles may also be engaged to assist other teams/personnel within the MECC.

• GIS Officer
• SIA Administrator
• IT Officer
• OHS Officer

8.3. PROTOCOL FOR INTER-COUNCIL RESOURCE SHARING

During SIA, the MRM and SIA coordinator may request to activate the **'Protocol for inter-council resource sharing'** to assist to fill SIA team needs, as well as other functions as part relief, recovery or business continuity.

Further information on the signatories of the agreement and the protocol itself can be found on the Municipal Associate Victoria website or [here](#).



9. DATA

9.1. DATA COLLECTION RESPONSIBILITIES

The collection of initial impact data after an emergency is the responsibility of the Control Agency managing the response.

Timely sharing of this IIA data by the control agency with councils will enable efficient planning of secondary impact assessment.

Local Council then has a responsibility of building an additional layer of detail and analysis beyond IIA data, which is achieved through the SIA process. **Councils are specifically responsible for data collection on private and municipal property**, defined as per below:

- Private property is specific to homes and industry and/or businesses in urban and rural living zones.
- Municipal infrastructure is defined as council owned local roads, bridges, buildings, sporting facilities, environmental and community assets within the municipal boundaries.

To ensure data collection is consistent across municipalities, councils should only use the data collection forms developed as part of these guidelines.

9.2. SOURCES OF DATA

During the secondary impact assessment the MRM is required to ensure, normally with the assistance of the SIA Coordinator, that secondary impact assessment data is collected and consolidated from all available sources, including other agencies.

Data will not only be obtained through secondary impact assessments in the field but via phone, through the community, emergency recovery centres, partners and agencies and the ICC.

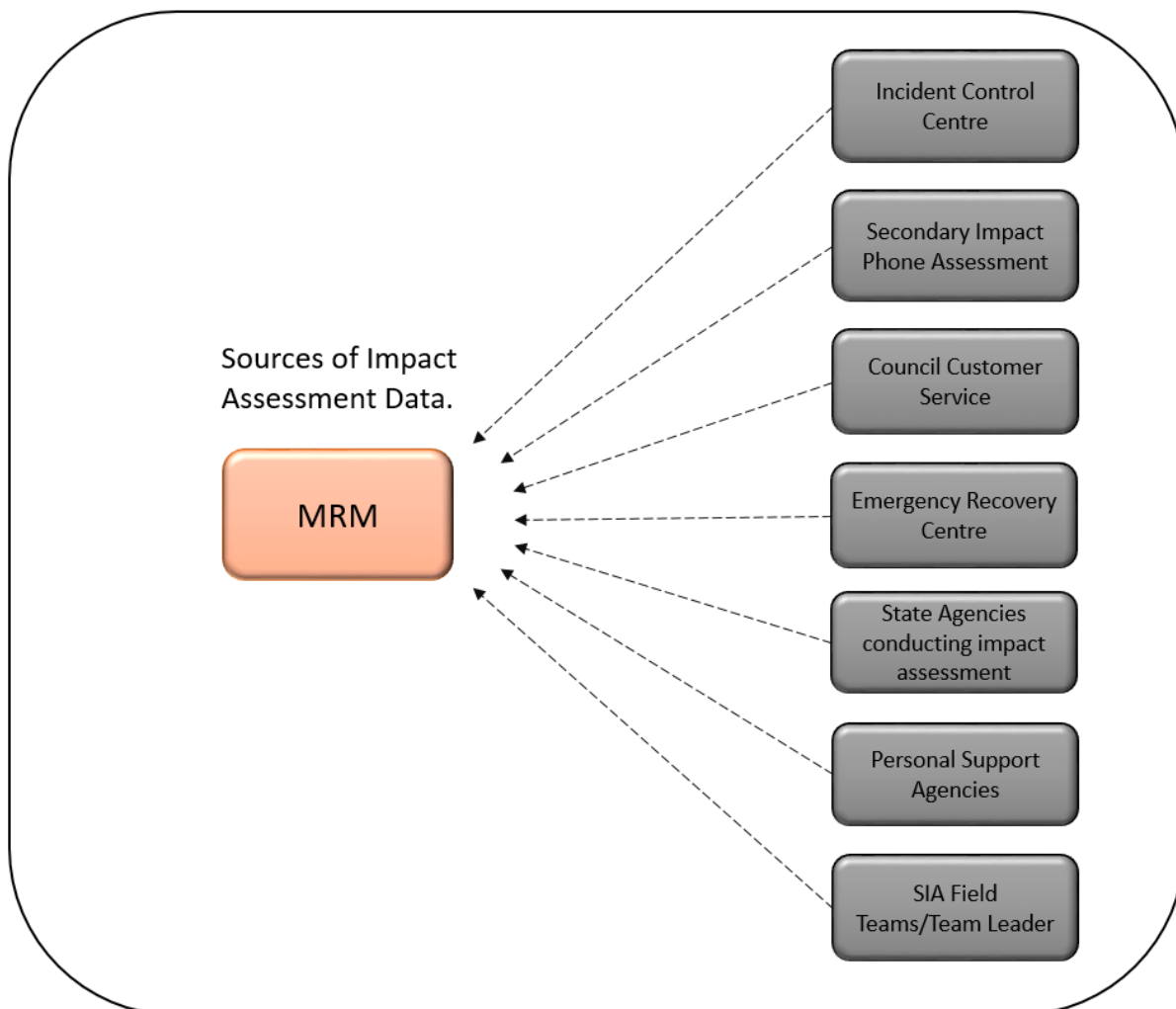


FIGURE 7.0 SOURCES OF IMPACT ASSESSMENT DATA



9.3. DATA SHARING REQUIREMENTS

The EMMV P4 also outlines that all levels of relief and recovery coordination are required to share information with each other at all times.

This is also supported by the legislation in Part VIA of the Privacy Act 1988 and the Privacy and Data Protection Act 2004. Refer to Appendix 11.2 for detailed information of how this act should be interpreted during an emergency.

The Victorian Commissioner for Privacy and Data Protection 'Guidelines for sharing personal information' v.01, March 2016, also outlines the following observed barriers to sharing information:

'Privacy is often named as the primary impediment to information sharing – that is simply not the case. Privacy legislation – rather than preventing the sharing of personal information– places important limitations around the circumstances under which it can be shared, and with whom it can be shared. Instead, information sharing is often hampered by a general reluctance to disclose personal information due to misunderstandings of privacy law, confidentiality clauses, poor governance, interoperability issues and a persistent risk averse culture.'

Therefore sharing of data from regional and state agencies should flow promptly down to the local level during the emergency event.

9.4. REQUESTS FOR DATA FROM LOCAL LEVEL

Data collected by councils during SIA informs immediate actions needed to support individuals, however there will also demand on councils for data very early in the relief and recovery phase from partners and agencies. Where requests to collect additional data falls outside informing relief and recovery, the MRM should consider the community before fulfilling each request.

The EMMV part 4 also outlines that the regional tier acts as a communication conduit between local and State Government. Therefore the DHHS Regional representative should also act as a channel for data and reports to be made available to Regional and State level agencies.

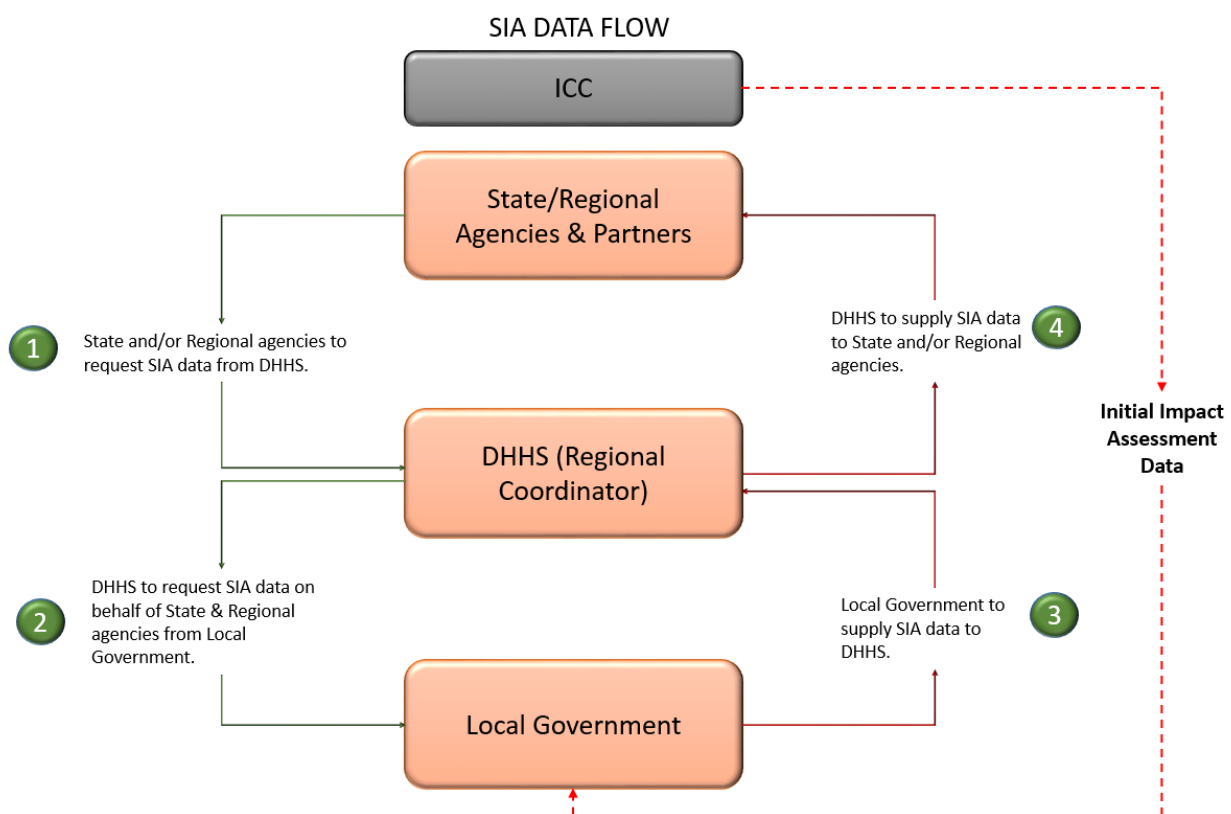


FIGURE 8.0 SECONDARY IMPACT ASSESSMENT DATA FLOWCHART

DHHS should request secondary impact assessment directly from the MRM, who should assist to proactively provide it in a timely manner. Councils should also work closely DHHS to assist with mitigating data requests coming straight to council from the State level or other partners and agencies.



10. REPORTING

10.1. REPORTING TEMPLATES

The MRM will be responsible for the development or coordination of reporting products. There SMEACS-Q report will most likely be produced multiple times over the course of secondary impact assessment.

The final secondary impact assessment report should be produced at the conclusion of SIA, or at the discretion of the MRM.

The reporting templates as part of these guidelines and their intended purpose are outlined below:

TEMPLATE	PURPOSE
SDXX - SMEACS-Q REPORT	<p>This report should be used during the Pre-Deployment briefing to communicate:</p> <ul style="list-style-type: none"> • The situation and what to expect. • What has to be done? • How to do it and the expectations from the team. • Key administration details including contact details. • The command structure in the MECC and out in the field. • Safety measures and potential hazards and risks. • Questions and ensure everything is understood.



11. APPENDICES

11.1. LEGISLATION & THE EMMV

Emergency Management Manual Victoria (EMMV)

Municipal Recovery Manager (MRM)

While not having a legislative basis, additional managerial roles such as an MRM may assist in the planning for, and the delivery of council's emergency management roles and responsibilities. The EMMV part 4.6.1 does however outline that each municipal council must appoint a staff member as its MRM. MRMs are responsible for recovery coordination for non-major emergencies. They are assisted by regional recovery coordinators as required

Municipal Recovery Committee (MRC)/Community Recovery Committee (CRC)

The **EMMV Part 7.4.5.2** refers to the formation, leadership and support of Municipal/Community Recovery Committees. CRC's are the primary method for supporting community recovery after an emergency.

- Municipal councils are responsible for establishing and leading a MRC/CRC as soon as possible
- It is critical that municipal councils consult closely with affected communities about the nature and type of committee that suits each community – this needs to be a community-led or directed activity as much as possible
- DHHS can advise municipal councils on community recovery committee matters.

Victoria State Emergency Service (VICSES) - (MEMPC) Audit Guide 1st Edition Version 1.1, 1 June 2017

The Victoria State Emergency Service (VICSES) is required to audit every Municipal Emergency Management Plan (MEMPC) at least once every three years, in accordance with the Emergency Management **EM Act 1986 Section 21A(1)**. **Question 23 of the VICSES Audit** will determine if the MEMPC outlines the process for collating and managing impact data and procedures **for conducting post-impact assessments, which are used to inform the development of a recovery plans for specific incidents.**

Emergency Management Act 1986 (Vic Government)

Municipal Emergency Management Planning Committee (MEMPC)

The 1986 Emergency Management (**EM**) **Act 21(3)** requires the appointment of a planning committee. A municipal council must appoint a MEMPC constituted by persons appointed by the municipal council being members and employees of the municipal council, response and recovery agencies and local community groups involved in emergency management issues.

Emergency Management Legislation Amendment Bill 2018

Until the new framework is rolled out (expected to be by December 2020), the existing arrangements for that level remain in place. At the municipal level, this includes the existing emergency management planning and audit arrangements under the Emergency Management Act 1986, and the fire prevention planning arrangements under the Country Fire Authority Act 1958.

Refer <https://author.emv.vic.gov.au/news/progress-of-emergency-management-planning-reforms> for changes.

11.2. PRIVACY LEGISLATION

The Privacy Act 1998

The Office of the Australian Information Commissioner states: **The Privacy Act 1998 is not a barrier to necessary information sharing in a declared emergency or disaster.**

Special privacy provisions in **Part VIA of the Privacy Act 1998** take effect if the Prime Minister or the Minister responsible for the Privacy Act (the Minister) declares an emergency or disaster that affects Australian citizens or permanent residents, either in Australia or overseas.

Entities that collect, use or disclose personal information about individuals affected by the declared emergency or disaster need to comply with Part VIA. Entities will not be in breach of the Australian Privacy Principles (APPs) if they have complied with Part VIA, refer to <https://www.oaic.gov.au/privacy-law/>

Agencies should also refer to the Information Sheet that relates to Emergencies and disasters.

This aim of this resource is to **assist organisations understand their obligations** under Part VIA of the Privacy Act 1988 (Privacy Act) when handling personal information in declared emergencies or disasters.

Some key points of the Information Sheet include (please refer to the sheet for full details):

- **The Privacy Act is not a barrier to necessary information sharing in a declared emergency or disaster.**
- When a declaration is in force, Part VIA **enhances and enables** the collection, use and **disclosure** of personal information between Australian Government agencies and **State and Territory authorities, private sector organisations, non-government organisations and others.**
- If an agency reasonably believes that an individual may be involved in the declared emergency or disaster and the disclosure is for a permitted purpose, then the agency may disclose personal information to:
 - **Another agency**
 - **A State or Territory authority**
 - An organisation
 - **An entity involved or likely to be involved in managing or assisting in managing the emergency or disaster, or**
 - A person who is responsible for the individual.
- Disclosures to media organisations (s 80P(1)(e)) Part VIA does not authorise an entity to disclose personal information to a media organisation (s 80P(1)(e)). If any disclosures need to be made to the media, they should be made in accordance with the entity's obligations under APP 6.
- While Part VIA enables personal information to be disclosed to State and Territory agencies, Part VIA does not override State and Territory laws that may apply to the handling of personal information.



Please refer to the Information Sheet for a detailed summary here:

https://www.oaic.gov.au/resources/agencies-and-organisations/business-resources/privacy-business_resource_14_Emergencies_and_Disasters.pdf

Local governments in Victoria should also refer to the Privacy and Data Protection Act 2014, when handling any personal information.

Privacy and Data Protections Act 2014

The Privacy and Data Protections (PDP) Act 2014 applies to local governments in Victoria. There are 10 Information Privacy Principles (IPPs) in the PDP Act that govern how public sector organisations should handle personal information. As Secondary Impact Assessment relates to sharing personal information, the most relevant IPP's are the Collection principle (IPP 1) and Use and Disclosure principle (IPP 2).

- IPP 1 states that an organisation can only collect personal information that is necessary for one, or more, of its functions or activities.
- IPP 2 states that an organisation can only use and disclose personal information for the primary purpose for which it was collected or for a permitted secondary purpose.

Further guidance can be found by referring to the Office of the Victorian Information Commissioner Guidelines for sharing personal information here: https://ovic.vic.gov.au/wp-content/uploads/2018/07/Information_sharing_guidelines.pdf

The above outlines the overarching legislature, however each local government should also refer to their own privacy policies or personal information handling plan.

11.3. TRAFFIC MANAGEMENT POINTS


Responsibility and authority	Access Level	Emergency status and risk assessment	Access (Incident Controller may authorise access for specific person or groups and impose restrictions).	Identification or authorisation
Control Agency	 Emergency Services Only Access	<ul style="list-style-type: none"> • Going/New • Designated area likely to be impacted by emergency • Access route blocked and/or danger of hazardous trees 	<ul style="list-style-type: none"> • Emergency services or emergency contractors • Other emergency or essential services authorised by Incident Controller or delegate • Any person authorised by Incident Controller or delegate (this may include residents, accredited media, etc.) 	<ul style="list-style-type: none"> • Emergency unit • Emergency agency ID • Emergency agency contractor ID • Escort by fire unit (e.g. wet escort) • Authority of Incident Controller or delegate (e.g. Private/temporary vehicle pass) • Agency Media Accreditation
	Restricted Access B Essential Services Assessment	<ul style="list-style-type: none"> • Contained/Assessed • Emergency Impact no longer occurring • Access route cleared and danger of hazardous trees removed 	<ul style="list-style-type: none"> • Access Safety Assessment Vehicle/s (to consist of Council, VicRoads, essential services, to conduct road and infrastructure assessment as required) • Emergency services, as authorised by the Incident Controller or delegate • People other than emergency agency staff for the purposes of urgent care and management of land, or other reasons as deemed appropriate by the Incident Controller 	<ul style="list-style-type: none"> • Designated Access Safety Assessment Team Vehicle – details to be advised by ICC • Agency identification • Appropriate wristband and/or authorisation by IC via the TMM
	Authorised Access C Residents, Media, Recovery Services, B Access	<ul style="list-style-type: none"> • Controlled • Infrastructure, road integrity, essential services do not present hazard 	<ul style="list-style-type: none"> • Residents returning to their homes • People providing recovery and relief services • Council or VicRoads employees or sub-contractors • Accredited Media • Business owners in immediate area • DJPR or DELWP staff or vets facilitating the treatment and humane destruction of injured animals • Individuals or groups delivering relief and aid to residents and animals 	<ul style="list-style-type: none"> • Resident – drivers licences, authorising wristband • Organisation ID • Agency Media Accreditation • Business owner – suitable identification
Road Authority <i>Road Management Act s78</i>	Authorised Access D B Access, others authorised e.g. employees	<ul style="list-style-type: none"> • Agency no longer requires TMP • Road owner requires TMP to address road-related issues 	<ul style="list-style-type: none"> • Employees working in specified area • People bringing food and supplies for people and animals 	<ul style="list-style-type: none"> • Organisation ID • Authorising wristband
	Open	<ul style="list-style-type: none"> • Road owner satisfied that road-related issues no longer impact on road users 	<ul style="list-style-type: none"> • Open to all • TMP removed and signed off by road owner 	<ul style="list-style-type: none"> • Not applicable
Coroners Act 2008 Section 38 Restriction of access to fire area 1) A coroner of the Chief Commissioner of Police may take responsible steps to restrict access to (a) the place where a fire occurred or (b) a place reasonably connected to the place where the fire occurred. 2) The coroner or Chief Commissioner of Police may cause a notice in the prescribed form stating that access is restricted to a place to be put up at that place or near as possible to that place.				

FIGURE 9.0
TRAFFIC
MANAGEMENT
POINT ACCESS
LEVELS, EMV
JOINT STANDARD
OPERATION
PROCEDURE
J03.10