Joint Standard Operating Procedure

Title

Incident Management Team Readiness Arrangements

Version

v19.0

Intent

The intent of this Joint Standard Operating Procedure (JSOP) is to ensure State Response Controllers (SRCs) and Regional Controllers (RCs) have appropriate incident management capability established to provide effective command and control arrangements for forecast Class 1 emergencies. These resources are established to supplement existing agency arrangements.

Purpose

The purpose of this JSOP is to outline the process to establish the baseline predetermined level of readiness for Incident Management Teams (IMTs) based on the forecast of potential risk and consequence for bushfire, flood, storm and landslides.

Scope

This JSOP describes arrangements for establishing IMTs for readiness in anticipation of a Class 1 emergency.

The arrangements described in this JSOP are to support decision making to ensure a consistent approach for readiness and processes to follow for variations to predetermined levels.

This JSOP outlines the hazard considerations and associated IMT functions in determining readiness. The readiness that Support Agencies may provide to an Incident Controller is not within the scope of this JSOP.

IMTs operating in Response are not covered by this JSOP but may be considered as a Readiness IMT if capacity exists to provide readiness arrangements.

This JSOP recognises control agencies' arrangements that may be put in place to manage day to day activities, such as non-major emergency response.

For bushfire emergencies, all Local Mutual Aid Plans in a region should reflect the intent of this JSOP.

Applicable Agencies

The following agencies will apply this JSOP due to legislative responsibilities or agency role defined within the State Emergency Management Plan:

- CFA
- DEECA (FFMVic)
- EMV
- FRV
- VICSES

Other agencies may apply this doctrine as applicable.

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Contents

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1. Considering readiness need
2. Determining readiness level
3. IMT configuration
4. IMT resources
5. Mobile IMT
6. Readiness footprints
7. Reporting readiness
8. Deactivating an IMT

The Schedules in this JSOP are:
Schedule 1 Readiness Level Considerations
Schedule 2 Baseline IMT Readiness Levels
Schedule 3 IMT Functional Composition (Readiness)
Schedule 4 ICC Locations and Footprints

Responsibilities

The following personnel have responsibilities within this procedure:
- Emergency Management Commissioner
- State Response Controller
- Regional Controllers
- Agency Commanders (SACs, RACs)
- State Response Controller Executive Support
- Responder Agencies

Definitions

Common Emergency Management terms and definitions can be found in the State Emergency Management Plan (SEMP) and/or EM-COP under Library > Definitions.

Note: When reference is made to 'Regional Controller' in this JSOP, this applies to 'Zone Controller' when in place.

Within this document, the following definitions apply:

Fire Behaviour Index (FBI)
The Fire Behaviour Index (FBI) provides a scale of potential fire behaviour based on fuel and weather conditions. It consists of steps which describe the potential fire danger (should a fire start).

Incident Control Centre Footprint
A predetermined area of coverage assigned to an ICC for response.

Incident Management Team (IMT)
An Incident Controller, supported by a team of people who undertake functional roles to manage an incident.

Formed IMT
All IMT roles are to present to a specified location within 60 minutes of being notified by the RC, IC or delegate.

Positioned IMT
All IMT roles to be in attendance at a facility by a specified start time.

Mobile IMT
All IMT roles identified to be available for the SRC/RC to mobilise for first or next shift within a pre-determined deployment footprint to provide surge capacity. A Mobile IMT may be established at regional or state tier.

Procedure

1. Considering readiness need

1.1.   Regional Controllers are to commence planning for the establishment of IMT readiness at the earliest opportunity.

1.2.   Based on the forecast or actual conditions Regional Controllers, in consultation with the Regional Control Team, will identify priority areas for resourcing across the Region, assessing the operational activity, risk and consequence.

1.3.   The Emergency Management Commissioner or State Response Controller (SRC) may determine priority areas for resourcing across the state and will communicate this to Regions at the earliest opportunity.

2. Determining readiness level

2.1.   Readiness levels are described in a five (5) level scale.

   2.1.1.   Levels one (1) and two (2) are considered to be within control agency arrangements.

   2.1.2.   Levels three (3) to five (5) are levels where there is an increased likelihood that response will require multi-agency involvement to supplement control agency resources to manage, mitigate and control a potential major emergency and/or its consequences.

2.2.   Typical readiness levels for IMT have been established on forecast weather hazard triggers and potential consequences, which are described in Schedule 1 Readiness Level Considerations for Fire, Severe Weather and Thunderstorms, Flood and Landslide.

2.3. The Regional Controller, in consultation with the Regional Control Team, will determine the readiness level (3-5) as indicated in Schedule 2 Baseline IMT Readiness Levels assessing the actual number, distribution and location of IMT personnel, considering relevant hazards where appropriate. The RC will then confirm these arrangements with the SRC.

2.4. The physical location of a readiness IMT may differ from a response IMT. Considerations for determining the placement of Readiness IMT may include location of potential or actual hazard, risk and consequences in landscape, hazard plans and arrangements, availability of suitably accredited personnel to form teams and whether the locations can effectively support initial response.

2.5. Where multiple hazards (fire, storm, flood or landslide) are forecast, taking into account concurrent emergencies, the regional readiness level is to be set for the highest risk or potential consequence expected on the readiness day.

2.6. Where an IMT is active and has the capacity to manage new events, the RC may consider utilising that active IMT for readiness.

2.7. In considering the forecast and actual regional situation, a Regional Controller, may vary the readiness level from the recommended baseline to a higher or lower level of readiness and will confirm the arrangements with the SRC.

2.8. The SRC will review and confirm the incident management readiness levels across the state to ensure effective control arrangements are in place.

3. IMT configuration

3.1. The IMT functional composition has been categorised as either core or full.

    3.1.1. If a Core IMT (Positioned) and a Full IMT (Formed) is listed in Table 6, only the additional roles above the Core IMT need to be resourced for the Full IMT (Formed).

3.2. An IMT can be identified to be one of the following;

    3.2.1. Positioned – all IMT roles to be attendance at a facility by a specified start time.

    3.2.2. Formed – all IMT roles are to present to a specified location within 60 minutes of being notified by the RC, IC or delegate.

        3.2.2.1. The request for the IMT personnel to attend an agreed specified location can be initiated by the RC. This decision will be made based on change in risk or in response to an incident.

    3.2.3. Mobile IMT – All IMT roles identified to be available for the SRC/RC to mobilise for first or next shift within a pre-determined deployment footprint to provide surge capacity. A Mobile IMT may be established at regional or state tier.

3.3. The Regional Controller is required to indicate the time in which the IMT is to start and planned to be finished, be that either Positioned or Formed. This decision will be based on the risk and potential consequence across the region.

4. IMT resources

4.1. For workforce planning purposes guidance has been provided to support a consistent approach in Schedule 3 IMT Functional composition (readiness).

4.2. Agency Commanders are required to support IMT in readiness resourcing.

4.3. The functional roles specified have been determined as the recommended composition for the initial management of an emergency. This composition can be varied based on the assessment of hazard, risk and the potential consequences.

4.4. The IMT needs to include the appropriate hazard functional expertise to support the management of forecast hazards and include personnel with local knowledge where practicable.

4.5. An IMT may be required to provide functional or specialist assistance to other IMTs. Specialist roles, for example Safety Officer, Aircraft Officer, Intelligence Officer, or Modelling and Predictions, may be shared across multiple IMTs, operating from the local, regional or state tier, as required.

4.6. Generally, personnel within an IMT will be co-located, however, for operational purposes, resources may be located in different facilities. The location, positions and number of personnel supporting multiple IMTs will be determined by the RC in consultation with the RCT.

4.7. Regional Controllers are required to raise resource shortfalls and issues with the State Response Controller as soon as identified. The Regional Controller will work with the SRC to resolve identified issues.

5. Mobile IMT

5.1. The SRC may request Regional Controllers or Agency Commanders to provide resources through the formation of a Mobile IMT to assist another region in readiness, or to provide the next shift capability in response to an incident.

5.2. For each Mobile IMT, a RC or SRC will be clearly identified as the responsible controller. All Mobile IMT personnel are under the control of this responsible controller until the IMT arrives at its deployment location.

5.3. The formation of a Mobile IMT may be a single agency, multi-agency or across regions.

   5.3.1. The responsible controller will determine the composition of the Mobile IMT as either a Core or Full IMT.

   5.3.2. The personnel in the Mobile IMT are required to be available to respond to a nominated location within 60 minutes of being advised of a deployment. The IMT may then be required to onward travel to a deployment location.

   5.3.3. To support the rapid response of a Mobile IMT, the responsible controller may pre-position the team together.

   5.3.4. Generally, the deployment of a Mobile IMT will be the whole team and not individual personnel from the team.

5.4. A Mobile IMT will be formed and managed through normal resourcing arrangements, as outlined in JSOP 03.09 - Resource Request Process.

5.5. The responsible controller is required to ensure the readiness of any Mobile IMT is entered into the appropriate record management system (e.g. Fireweb).

5.6. The responsible controller is to provide the details of all personnel who are part of the Mobile IMT to the appointed Incident Controller including names and contact details.

5.7. The appointed Incident Controller has the responsibility for the management, deployment or stand down of the Mobile IMT, regardless of the agency of the personnel.

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6. Readiness footprints

6.1. An IMT placed in readiness will generally manage the hazard(s) within a predetermined readiness footprint area, following the transfer of control from initial or field-based Incident Controller or Duty Officer as per JSOP 03.15 - Transfer of Control at Class 1 Emergencies.

6.2. Predetermined readiness footprints may be a response ICC footprint or several ICC. As a reference, the map of the response ICC footprints is available in Schedule 4 ICC Locations and Footprints.

    6.2.1. Readiness footprints will be designated by the Regional Controller in consultation with RCT, based on the hazard, plans, risk and consequences and should align with the ICC footprints where possible.

6.3. Where an ICC facility is unserviceable the host agency command is required to notify the Regional Controller immediately once they become aware.

    6.3.1. The Regional Controller will then notify the State Response Controller and advise of the alternative arrangements after considering the facility's Business Continuity Plan.

7. Reporting readiness

7.1. Regional Controllers need to advise the SRC of any potential issues with readiness resourcing as soon as possible.

7.2. Regional Controllers will record their resources in the appropriate record management system (e.g. Fireweb - Readiness Tab) by 17:00 on the day prior to the readiness day, unless advised otherwise by the State Response Controller.

    7.2.1. The weather details available prior to 17:00 should be used to define the readiness levels. Readiness can be updated if subsequent weather forecasts indicate risks are significantly different to the risks previously forecast.

    7.2.2. Regional Controllers will record and communicate to the SRC and Regional Control Team their decisions on variations from this JSOP including considerations of the risks and potential consequences that have informed this decision making.

7.3. Once readiness arrangements have been confirmed, the Regional Controller needs to communicate the arrangements to the Regional Control Team (RCT), and the Regional Emergency Management Team (REMT).

7.4. The State Response Controller Executive Support will summarise the state's readiness arrangements and provide a summary to the State Response Controller by 18:00 on the day prior to the readiness day.

7.5. The RC needs to regularly monitor forecast against observed conditions and adjust their decisions on readiness accordingly. Any adjustments need to be communicated and confirmed with the SRC.

8. Deactivating an IMT

8.1. After an assessment of the actual risk, the Regional Controller can authorise the deactivation of an IMT in readiness. This should be in consultation with the State Response Controller and the RCT.

8.2. To deactivate an IMT, the Regional Controller should give consideration to a gradual scale down to the level of resources according to the reduction in the risk.

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Related Documents

Emergency Management Act 2013

Victoria State Emergency Management Plan

Business Rule - Local Mutual Aid Plans – Fire agencies

JSOP 02.04 Local Knowledge

JSOP 02.06 – Aviation Resources Readiness (Bushfire)

JSOP 03.09 - Resource Request Process

JSOP 03.15 - Transfer of Control at Class 1 Emergencies

ICC Management Arrangements (EM-COP > Library > Incident Control (ICC))

VICSES Flood Readiness and Activation Levels

VICSES Storm Readiness and Activation Levels

VICSES Landslide Readiness and Activation Levels

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Safety

Protection and preservation of life is paramount. This includes:

- Safety of emergency response personnel
- Safety of community members including visitors/tourists

In the application of this JSOP the following safety considerations apply:

- Personnel need to operate within the fatigue management policies and/ or procedures of their own agency.

Review

Date Approved	23 August 2024
Date Effective	01 November 2024
Date to be Reviewed	August 2025
Date to Cease	N/A

Authority

The Emergency Management Commissioner has issued this JSOP under section 50 of the *Emergency Management Act 2013.*

Approved by

Rick Nugent
Emergency Management Commissioner
Date: 23/08/2024

Endorsed by

Jason Heffernan
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Date: 22/08/2024

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Date: 23/08/2024

[Signed copy kept on file at the SCC]

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Schedule 1 Readiness Level Considerations

Regional Controllers are responsible for ensuring that the appropriate readiness level is applied giving due consideration to the risk and consequences of a major emergency occurring. Where there are several factors spread across different readiness levels, consideration should be given to adjusting up or down based on the greater risk or consequence.

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Table 1: Bushfire

Factor	Readiness Level 3	Readiness Level 4	Readiness Level 5
Fire Behaviour Index (FBI) $^\Omega$	40-69*	70-99	100+
	Consider: time of day, duration of forecast FBI, extent of forecast area and likely consequences of risk landscape The Australian Fire Danger Rating System triggers an Extreme rating for community action at FBI 50, agencies may stand up in readiness below FBI 50 in order to ensure appropriate and timely response based on risk and consequence.		
Potential Fire Behaviour & Implications for Suppression Success	Fires will challenge first attack suppression limits. Rapidly spreading fires with the potential for development into large burn areas. Offensive strategies likely to become unsuccessful overtime. Spotting and potential for fire behaviour to become erratic and plume driven. Potential fire-line intensity and spotting activity will pose an increasing risk to firefighter safety and the community.	Fires will generally be beyond first attack suppression limits. First attack unlikely to succeed. Fires in forested areas are likely to quickly transition to crowning. Possibility for fire behaviour to become erratic and plume driven. Potential fire-line intensity and spotting activity will pose a serious risk to firefighter safety and the community. Suppression will be largely based on defensive strategies, ensuring firefighter and community preparedness and safety. Conditions may prevent / limit aviation resource effectiveness	Fires will be beyond first attack suppression limits First attack highly unlikely to succeed. Fires likely to quickly transition to crowning Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Fire-line intensity and spotting activity will pose a critical risk to firefighter safety and the community Conditions will limit strategic firefighting options. Suppression will be based on defensive strategies, ensuring firefighter and community preparedness and safety. Conditions will limit / prevent aviation resource effectiveness
Likely Impacts and Consequences	Increasing risk to life and property. Fire control is likely to be difficult and require increased resourcing. Increased potential for widespread pasture/crop/stock losses as well as rural assets Evacuation and / or shelter in place actions with emergency warnings are likely. Critical infrastructure maybe impacted resulting in disruptions and outages.	High levels of risk to life and safety. High levels of community disruption are likely. High levels of resourcing will be required. Community, residential and property impacts are probable. High likelihood of significant pasture/crop/stock loss together with loss of rural assets including buildings. Evacuation and / or shelter in place actions with emergency warnings are likely. Critical infrastructure is likely to be impacted resulting in disruptions and widespread outages possible.	
Weather Conditions ∞	Change in Weather Conditions • timing, • location and severity • Wind strength & direction • Forecast conditions and observed conditions • Atmospheric stability, including thunderstorms, lightning and cHaines Severe weather warnings issued (or expected to be issued), including heatwave		
Concurrent Emergencies	Fires in the landscape Resources already allocated to response activities		
Ignition sources	Harvest activities Burn off and planned burn operations Lightning in last 3 days (day or night)/Lightning Forecast Other human ignition (holiday season, camping, arson trends, etc)		
Other conditions	Fire Behaviour Advice (e.g. minutes to hectares, spread models, fuel type) Landscape dryness & fuel availability ∞ TFB declaration(s) Status of Fire Danger Period declarations		
Other factors	Location of risk and proximity to populated areas or critical areas and infrastructure of value Change in movement or placement of people in area Capacity to undertake first attack (agency readiness) Incident Management Capacity of agencies		

$^\Omega$ Indicative range for FBI not to be considered as a threshold.

∞ Some of these factors are already incorporated in FBI calculation

Table 2: Severe Weather and Severe Thunderstorm

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Factor	Readiness Level 3	Readiness Level 4	Readiness Level 5
Severe Weather Intelligence Briefing (SWIB) *Issued Monday, Wednesday, and Friday.*	Coloured yellow for winds and/or rainfall.	Coloured orange for winds and/or rainfall.	Coloured red for winds and/or rainfall.
Thunderstorm Forecast Chart (TFC) *Issued daily.*	Consider: time of day, location, extent of forecast impact area for EM Region, other concurrent emergencies (e.g. fire, epidemic thunderstorm asthma), previous impacts.		
	Severe thunderstorms likely for majority of state. Consider: • Extent of district. • Central weather district may have increased consequences. Detail from BoM discussion and/or issued severe thunderstorm warning to determine readiness level.	Severe thunderstorms likely for majority/whole of state. Consider: • Extent of district. • Central weather district may have increased consequences. Key words to consider in forecast: Supercells. Organised storm cells. Tornados / microbursts. Detail from BoM discussion and/or issued severe thunderstorm warning to determine readiness level.	
Severe Weather Warning (SWW) or Severe Thunderstorm Warning (STW) *Issued up to 24hrs in advance of the forecast event.*	Consider: time of day, location, extent of forecast impact area for EM Region, previous impacts, other concurrent emergencies (e.g. fire, epidemic thunderstorm asthma), Annual Exceedance Probability. Add 10km/hr to Alpine areas.		
	Possible for: • Average winds (60 - 80 km/hr) with wind gusts (101-115 km/hr). • Heavy rainfall. • Hail (3-5cm). • Flash flooding.	Likely for: • Average winds (60 - 80 km/hr) with wind gusts (101-115 km/hr). • Heavy rainfall. • Hail (3-5cm). • Flash flooding. • Possible for: • Average winds (80+ km/hr) with wind gusts (115+ km/hr). • Intense rainfall. • Giant hail (5cm+). • Flash flooding. • Tornado. • Microburst.	Likely for: • Average winds (80+ km/hr) with wind gusts (115+ km/hr). • Intense rainfall. • Giant hail (5cm+). • Flash flooding. • Tornado. • Microburst.

Table 3: Flood

Factor	Readiness Level 3	Readiness Level 4	Readiness Level 5
Severe Weather Intelligence Briefing (SWIB) *Issued Monday, Wednesday, and Friday.*	Coloured yellow for riverine flood: • Forecast heavy rain. • Catchments are saturated and unable to absorb continued rain.	Coloured orange for riverine flood: • Forecast heavy/intense rain. • Catchments are saturated and unable to absorb continued rain.	Coloured red for riverine flood: • Forecast heavy/intense rain. • Catchments are saturated and unable to absorb continued rain.
Riverine flood warning(s)^ *Issued up to 24hrs before forecast flooding.* **Flood Scenario Product*** *Issued ahead of forecast RL3 or higher in consultation with the Flood team.*	Flood warning (minor, lower end of moderate) with expected impacts. Flood warning (major) with low or nil consequence.	Flood warning (multiple upper end moderate, major) with expected impacts.	Flood warning (multiple moderate and/or multiple major) with significant consequence.
Expected impacts	Areas of inundation are more substantial with increased consequence.	Extensive rural areas and/or urban areas are inundated.	Extensive rural areas and/or urban areas are inundated.
	Properties may be isolated, and a small number affected above the floor level.	Many properties affected above floor level.	Significant number of properties affected above floor level.
	No isolation of communities.	One to two communities isolated.	Three or more communities isolated.
	Small number of transport routes may be affected.	Number of transport routes may be affected, some closed.	Major transport routes closed.
	Planning for possible evacuation.	Evacuation of flood affected areas likely.	Evacuation of large number of people/communities required.
	No impact to utility services.	Utility services may be impacted.	Utility services will be impacted.
	No expected dam failure.	Dam failure possible.	Dam failure considered very likely.
	Low number of relocation of stock and/or equipment.	Medium number of relocation of stock and/or equipment.	Large number of relocation of stock and/or equipment.

^Issued up to 24hrs before forecast flooding.

* Issued ahead of forecast RL3 or higher in consultation with the Flood team

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Table 4: Landslide

Factor	Readiness Level 3	Readiness Level 4	Readiness Level 5
Category/scale	S3	S2	S1
Size	Medium 200 to 2000 Tonnes 10m (L) x 25m (W) x 4m (D) House	Large 2,000 to 20,000 Tonnes 25m (L) x 60m (W) x 7m (D) Country football oval	Very Large >20,000 tonnes 50m (L) x 100m (W) x 10m (D) Large stadium or greater
Landscape observation	Potential or observed land movement that will impact community. Isolation or impact to dwellings. Rock and/or debris on road closing the road for up to 2 hours. Cracks in roadways that require traffic management. Sink hole that is over 3m wide and increasing, debris flow in creeks.	Potential or observed land movement with direct community impact including people trapped. Significant rock and/or debris on road closing the road for 12 - 48 hours. Road damage that requires road closure. Sink hole that is over 7m wide and increasing, multiple debris flows impacting communities.	Potential or observed land movement with direct community impact in multiple locations and possible multiple trapped people. Rock and/or debris on road closing the road for 48 hours or more. Road damage that requires road rebuilding. Sink hole that is consuming infrastructure and increasing, multiple debris flows impacting communities.
Susceptibility with weather *Areas identified as known risks are:* *Grampians* *Halls Gap* *Otway National Park* *Great Ocean Road* *Wye River* *Great Alpine Road* *Great Alpine National Park* *Snowy River National Park*	Severe Weather Warning - Heavy rainfall leading to flash and/or riverine flooding across districts considered very likely. Thunderstorms and hail likely. Flash flooding likely. Predicted rainfall of up to 80mm in an hour. Catchment areas already saturated with little initial losses. Particular interest should be taken in recent fire damaged areas.	Severe Weather Warning - Heavy rainfall leading to flash and/or riverine flooding across districts considered very likely. Thunderstorms and hail likely. Predicted rainfall of up to 150mm in 6 hours. Catchment areas already identified at capacity, unable to retain further moisture. Particular interest should be taken in recent fire damaged and known mapped landslide risk areas.	Severe Weather Warning - Heavy rainfall leading to flash and/or riverine flooding across districts considered very likely. Potential dangerous thunderstorm warnings issued. Thunderstorms and hail certain. Predicted rainfall of 200mm or more in 6 hours. Catchment areas already identified at capacity, unable to retain further moisture. Particular interest should be taken in recent fire damaged and known mapped landslide risk areas.

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Schedule 2 Baseline IMT Readiness Levels

In line with section 4.3 in the procedure, the category of IMT (Positioned) or (Formed) is flexible based on risk and can be altered by the RC in consultation with the SRC.

At Readiness Level 3 -5, these positions are supplementary to agency arrangements.

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Table 5: Baseline Resource Guidance for Readiness in Regions (Bushfire)

Region	Readiness Level 1	Readiness Level 2	Readiness Level 3	Readiness Level 4	Readiness Level 5
Barwon South West	Note: Readiness levels as per control agency arrangements	Note: Enhanced Regional Agency Command arrangements in place.	Core (Positioned)	Core (Positioned) Core (Formed)	Full (Positioned) 2 x Core (Formed)
Grampians			Core (Positioned)	Core (Positioned) Core (Formed)	Full (Positioned) 2 x Core (Formed)
Loddon Mallee			Core (Positioned)	Core (Positioned Core (Formed)	Full (Positioned) 2 x Core (Formed)
Hume			Core (Positioned)	Core (Positioned) Core (Formed)	Full (Positioned) 3 x Core (Formed)
North West Metro			Core (Positioned)	Core (Positioned)	Full (Positioned)
Eastern Metro			Core (Positioned)	Core (Positioned) Core (Formed)	Full (Positioned) Core (Formed)
Southern Metro			Core (Positioned)	Core (Positioned)	Full (Positioned)
Gippsland			Core (Positioned)	Core (Positioned) Core (Formed)	Full (Positioned) 2 x Core (Formed)

Table 6: Baseline Resource Guidance for Readiness in Regions (Severe Weather, Severe Thunderstorm, Flood and Landslide)

Region	Readiness Level 1	Readiness Level 2	Readiness Level 3	Readiness Level 4	Readiness Level 5
Barwon South West	Note: Readiness levels as per control agency arrangements	Note: Enhanced Regional Agency Command arrangements in place	1 x Core (Positioned)	1 x Core (Positioned) with Full (Formed*) 1 x Core (Mobile)	1 x Full (Positioned) 1 x Core (Mobile)
Grampians			1 x Core (Positioned)	1 x Core (Positioned) 1 x Full (Formed*)	1 x Full (Positioned)
Loddon Mallee			1 x Core (Positioned)	1 x Core (Positioned) with Full (Formed*)	1 x Full (Positioned) 1 x Core (Mobile)
Hume			1 x Core (Positioned)	1 x Core (Positioned) with Full (Formed*) 1 x Core (Mobile)	1 x Full (Positioned) 1 x Core (Mobile)
North West Metro			1 x Core (Positioned)	1 x Core (Positioned) with Full (Formed*)	1 x Full (Positioned)
Eastern Metro			1 x Core (Positioned)	1 x Core (Positioned) with Full (Formed*)	1 x Full (Positioned)
Southern Metro			1 x Core (Positioned)	1 x Core (Positioned) with Full (Formed*)	1 x Full (Positioned)
Gippsland			1 x Core (Positioned)	1 x Core (Positioned) with Full (Formed*) 1 x Core (Mobile)	1 x Full (Positioned) 1 x Core (Mobile)

(Formed*) - In line with 3.1.1 in this procedure, if a Core IMT (Positioned) and a Full IMT (Formed*) is listed, only the additional roles above the Core need to be resourced for the Full IMT (Formed*)

Table 7: Baseline Mobile IMT (State Tier) Guidance for SRC

SRC to determine whether the Mobile IMT (State Tier) will be either a Core or Full IMT

Number of regions at Readiness Level	Readiness Level 1	Readiness Level 2	Readiness Level 3	Readiness Level 4	Readiness Level 5
2	Note: Readiness levels as per control agency arrangements	Note: Enhanced Regional Agency Command arrangements in place	0	0	1
3			0	1	1
4			1	1	2
5 or more			1	2	2

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Table 8: Level 3 ICCs by Region

Region	Level 3 ICCs
Barwon South West	Colac Geelong Heywood Warrnambool
Grampians	Ararat Ballarat Horsham
Loddon Mallee	Bendigo Gisborne Mildura Swan Hill
Hume	Alexandra Benalla Corryong Mansfield Ovens Seymour Shepparton Tallangatta Wangaratta Wodonga
North West Metro	Sunshine
Eastern Metro	Ferntree Gully Woori Yallock
Southern Metro	Dandenong
Gippsland	Bairnsdale Bendoc Erica Heyfield Noojee Orbost Swifts Creek Warragul

Schedule 3 IMT Functional Composition (Readiness)

Table 9 IMT Functional Composition

	Core IMT (13)	Full IMT (22)
Control	• Incident Controller (Level 2 or 3) • Deputy Incident Controller (recommended)	• Incident Controller (Level 3) • Deputy Incident Controller • Safety Officer
Operations	• Operations • Aircraft Officer as per JSOP 02.06 – Aircraft Readiness • Radio Operator	• Operations • Deputy Operations Officer (recommended) • Aircraft Officer • Radio Operator
Planning	• Planning • Resources • Management support	• Planning • Resources • Communications Planner • Management support
Intelligence	• Intelligence (recommended) • Situation and Analysis	• Intelligence • Situation and Analysis • Mapping • Modelling and Predictions (i.e. flood intelligence, FBAN, Geotech)
Public Information	• Public Information • Warnings and Advice	• Public Information • Warnings and Advice • Community Liaison Officer • Media
Logistics	• Logistics	• Logistics • Facilities • Supply

Note: The IMT composition listed above can be varied by the RC based on the hazard, risk or availability some specialist role/ capabilities can be shared across multiple IMTs where necessary.

Readiness Level 3, the role can be performed by either an L2 or L3 endorsed member.

Readiness Level 4 and 5, the role Level to be determined by the RCT based on forecast hazard risk.

Schedule 4 ICC Locations and Footprints

Notes:

- French Island is part of Southern Metro EM Region (Dandenong ICC)
- Phillip Island is part of Gippsland EM Region (Warragul ICC)

Level 3 ICC Locations and Footprints
Data prepared: 02-Aug-2024