



TEN.004.003.0065

Australian Emergency Management Committee
Meeting of 22 April 2008

Agenda Item 6

Title: *AEMC Work Plan and funding of AEMC projects*

Submitted By: *AEMC Strategic Management Group (SMG)*

Purpose: *To recommend to the AEMC a strategic works plan*

Recommendations

That the AEMC:

1. agree to adopt an AEMC work plan (as at attachment 1);
2. direct all working groups to complete, by 30 June 2008, the detailed business planning template for each associated delivery item in the AEMC work plan, and once endorsed by AEMC, thereafter report to each meeting on each delivery item; and
3. task the National Community Safety Working Group with the preparation of a report on a nationally agreed strategy for public education preparedness campaigns including a detailed discussion on the feasibility and implications of a paradigm shift in governments' messages re preparedness in the event of a catastrophic disaster.

Background

In its paper to the 30 August 2007 AEMC meeting, the SMG noted that funding is required to undertake AEMC policy and project work identified as Australia-wide priorities (noting that the issue of funding for national equipment caches, training and exercising is separate to the need for funding to support projects/initiatives arising from AEMC decisions).¹ The AEMC:

1. agreed in principle to an allocated funding model;
2. requested the Strategic Management Group (SMG) to develop a prioritized four year work plan; and
3. agreed to determine the funding amount based on the agreed work plan.

A draft four year work plan is at attachment 1. The plan was developed with reference to:

- the existing terms of reference of the AEMC;
- reports submitted on the reviews of the AEMC working groups (the AEMC directed each working group to undertake a review of its terms of reference and work program); and
- the outstanding recommendations from the *Natural Disasters in Australia, Reforming mitigation, relief and recovery arrangements*, 2002 report and the *National Inquiry on Bushfire Mitigation and Management*, 2004.

¹ The *Operating Guidelines for the Augmented Australasian Police Ministers' Council [now MCPEM-EM] and its associated Australian Emergency Management Committee and Underpinning advisory committees and working groups* state that 'as a general principle, costs related to Council/AEMC activities (eg publications and workshops) are shared by the Australian Government, the States/Territories and ALGA, in an agreed ratio related to the particular initiative.'



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The draft work plan also incorporates the decisions from the Ministerial Council of 26 March 2008 in relation to the Australian Emergency Management Arrangements; the Community Alerting and Warning System and Integrated Public Number Database; attraction, support and retention of emergency service volunteers; and the public education campaigns on community disaster preparedness. In regard to the latter, the SMG recommends that the National Community Safety Working Group be asked to prepare a scoping paper for the AEMC on a nationally agreed strategy for public education preparedness campaigns including a discussion of the feasibility and implications of a “paradigm shift” based on the concept of no or limited government assistance for up to 72 hours in the event of a catastrophic emergency.

A summary of the AEMC Working Group review reports is at [attachment 2](#). Full reports can be obtained from the AEMC Secretariat. Consideration of these reports highlighted:

- some existing and possible future funding requirements (see next point);
- working group members often participate on several AEMC and other emergency management related working groups and have full jurisdictional work loads. Officers have limited capacity to take on substantial AEMC project work as well as needing to find the correct balance between own agency agenda and interest and national agenda and interest;
- need to ensure effort is focussed on AEMC identified priority issues; and
- the need for good performance management and monitoring against a business case which identifies timeframes and key performance indicators.

All working groups were provided with a template (the “dashboard” report) to be completed to enable the SMG to incorporate known projects and funding requirements into the AEMC four year work plan. [Attachment 3](#) summarises the funding requirements identified through the working group reviews, latest working group reports, and the dashboard reports and includes related SMG recommendations.

AEMC Governance

The SMG recommends that once the work plan is endorsed, each delivery item should have a corresponding business case prepared (the “dashboard report”). Project tracking forms will then be used for reporting to the AEMC. This will address the need for enhanced performance management and reporting. It will also address the AEMC August 2007 meeting agreement “that the number of existing AEMC working groups be rationalised where possible, with those retained to be clearly focussed on a project(s), given a fixed time to achieve their objectives and have a sunset clause included in their terms of reference.” The dashboard reports can also be used as a basis for AEMC agreement to funding where required.

The regular reporting currently provided will continue to be submitted as these reports highlight the overall working group activity, significant issues etc.

In summary, should the recommendations in this report be accepted, the AEMC working group reporting requirements will be as follows:



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1. Regular reporting on overall WG activity as per reporting template for each AEMC meeting;
2. An initial “dashboard report” for each delivery item in the AEMC strategic plan; and
3. Once the delivery item “dashboard report” is endorsed by AEMC, an updated dashboard report be completed for each AEMC meeting.

AEMC funding for delivery items in work plan

The SMG considers that until the AEMC endorses the draft work plan it is not possible to make any recommendations in relation to a funding model or funding amount.

Contact

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Attachments

- Attachment 1 – Draft AEMC work plan
- Attachment 2 – Summary of working group reviews
- Attachment 3 – existing identified funding requirements
- Attachment 4 – NFRAG Delivery item – Rainfall and Runoff tables workshop
- Attachment 5 – NRAAG Delivery item - National Risk Assessment Guidelines
- Attachment 6 – NRAAG Dashboard report – Coordinating the implementation of the Risk Assessment framework through NRAAG and TRAAC.



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Draft AEMC Work Plan

GOAL 1. HORIZON SCANNING

Outcomes: emergency managers think strategically and embrace innovation and flexibility, monitor emergent issues and take preventive and preparatory measures to build disaster resistant and resilient communities.

| Delivery Items | Responsibility/Status |
|---|--|
| 1.1 develop a comprehensive understanding of Australia's hazardscape through the development of a national program of systematic and rigorous risk assessment | NRAAG – funding issues to be resolved (noting that the NRAAG work is focussed on natural hazards). |
| . implementation of the National Risk Assessment framework including development of emergency risk assessment guidelines and identification of options for the development of risk assessment tools | |
| 1.2 employment of evidence-based priority setting on the basis of assessed impact and likelihood of occurrence | NRAAG NCSWG |
| 1.3 develop a robust, reliable econometric model of cost of disasters | NRAAG NFRAG (floods) |
| 1.4 influence academic and government research agenda including early engagement with stakeholders | Detailed comprehensive work program yet to be identified As required |
| 1.5 national lessons learned system(s) . communicate EM research and learning in a timely and valuable format(s) for continuous improvement of EM outcomes | Detailed comprehensive work program yet to be identified |
| 1.6 develop and maintain a spatial information capability as an integral component of all operational management and decision making | NSIM |

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GOAL 2. INFLUENCING FUNDING POLICY FOR EMERGENCY MANAGEMENT

Outcomes: capacity to adequately fund AEMC strategic priorities (with continuity of funding agreed at regular intervals)

| Delivery Items | Responsibility/Status |
|--|-----------------------|
| 2.1 AEMC endorsed funding model with fund established for future AEMC projects | SMG/AEMC |
| 2.2 additional funding accessed by AEMC by leveraging off other relevant programs eg. Productivity Commission, Dept of Climate Change's Climate Change Adaptation framework | As identified |
| 2.3 visibility of funding streams/projects arrangements to prompt timely and effective input to any upcoming review process in order to influence future funding of projects | As identified |



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GOAL 3. HARNESS A NATIONAL CAPABILITY

Outcomes: a national, multi-agency approach to development and deployment of capabilities to reduce vulnerability to hazards and ensure capacity to mitigate, prepare, respond and recover from emergencies

| Delivery Items* | Responsibility/Status |
|--|---|
| 3.1 development of Australian Emergency Management Arrangements . publication of the nationally endorsed Australian Emergency Management Arrangements . publication of the nationally endorsed Australian Emergency Management Handbook | SMG Note that March 2008 MCPEM directed the AEMC to identify and address gaps in existing coordination arrangements to deal with a catastrophic disaster including a higher level national EM coordinating committee for those hazards where a hazard-specific national coordinating body is not already prescribed, and that this be ready for the MCPEM Nov 2008 meeting |
| 3.2 development of a nationally agreed approach to an incident management framework to facilitate interoperability between state, territory, and national government Emergency Operations Centres. . adoption of a commonly understood framework and standard terminologies | Time limited Working Group formed. Concept paper circulated to jurisdictions and industry for consultation |
| 3.3 capacity to respond to a large scale structural collapse . purchase USAR equipment and train equipment users . adoption of national USAR arrangements | USAR WG (AEMC to consider possibility of alternative models to ongoing WG after June 2009) |



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| | |
|---|--|
| <p>3.4 enhance volunteer capability across Australia</p> | <p>March 2008 MCPMEM requested AGD to arrange for an analysis of the recent reports on volunteering in order to develop solid, achievable and realistic actions for emergency service volunteer attraction, support and retention and that these recommendations be provided to AEMC for decisions on future action to address identified issues</p> |
| <p>3.5 Community Alerting and Warning System and Integrated Public Number Database</p> | <p>March 2008 MCPMEM requested AEMC to develop a report for the Nov '08 MCPMEM to scope and provide system options for a subsequent report to COAG and agreed that, in order to gain access to the IPND, the WA State Alert System be declared research towards informing national public policy to inform the work to COAG</p> |
| <p>3.6 development of a national rapid impact assessment (RIA) capability</p> <ul style="list-style-type: none"> . national agreement to glossary of terms for RIA . national agreement to a national framework for RIA . national agreement to guiding principles for RIA . standard assessment checklists drafted and circulated . scoping of future technological development and resource development in RIA . working/liaison arrangements with Defence CIMIC agreed. | <p>DG EMA to Chair new WG</p> <p>SMG</p> <p>Workshop to be held by end 2008</p> |
| <p>3.7 national exercise program arranged to test harnessing a national capability</p> | <p>No specific initiatives currently being undertaken by AEMC</p> |


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|---|--|
| 3.8 development of a national coordination system including information flow systems to harness the national capability | No specific initiatives currently being undertaken by AEMC |
| 3.9 development of a self-sustaining response capability framework | No specific initiatives currently being undertaken by AEMC |
| 3.10 updated flood manuals | NFRAG |
| · publication of five revised Australian Emergency Manuals relating to flood | |
| · launch of Flood AEMs by appropriate flood 'champion' individual/group | |
| 3.11 development of CBRN capability | CBRNWG |

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GOAL 4. DEVELOPING COMMUNITY RESILIENCE

Outcomes: less vulnerable individuals and communities with the capacity to cope with emergencies

| Delivery Items | Responsibility/Status |
|---|---|
| 4.1 ensure the appropriate national direction for best practice community engagement, public education, awareness and warnings processes | NCSWG |
| <ul style="list-style-type: none"> . develop national community safety guidelines and principles . promulgation of community safety principles to Australian safety agencies . selection of common EM messages for national broadcast / communication . regular liaison / communications with CALD etc on new initiatives | |
| <ul style="list-style-type: none"> . evaluate the effectiveness of current community awareness programs and adjust them to influence behaviour . exploit opportunities to mainstream EM education into school curricula | |
| <ul style="list-style-type: none"> 4.2 improve the ability to manage a catastrophic disaster . develop and report on a catastrophic multiple bombings scenario . distribution of public version of catastrophic disasters review | CDWG AEMC |
| 4.3 provide advice on implementation of the Australian Tsunami Warning System . tsunami community safety and education program delivered | ATWG (AEMC to review need for ongoing WG) |
| 4.4 provision of advice to MCPREM on a nationally agreed strategy in relation to public education campaigns on preparedness including specifically scoping the feasibility and implications of a message based on the concept of no assistance for up to 72 hours | NCSWG |
| 4.5 increase the level of community awareness and recognition of SEWS | |
| <ul style="list-style-type: none"> . media briefings on SEWS . incorporation of SEWS 'information' into other community warnings programs | NCSWG – subject to resolution of funding |



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| | |
|---|--|
| 4.6 implementation of <i>Keeping our Mob Safe</i> | RICAC |
| 4.7 develop an assessment model for community vulnerability | No specific initiatives currently being undertaken by AEMC |



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GOAL 5. INFLUENCING LAND USE PLANNING AND BUILDING CODES

Outcomes: improved all hazards mitigation, infrastructure hardening and management of residual risk

| Delivery Items | Responsibility/Status |
|---|---|
| 5.1 develop nationally agreed planning options for variable risks | No current work identified to address issue |
| 5.2 develop agreed thresholds - interpretation (threshold decision re development controls) | No current work identified to address issue |
| 5.3 influence the Australian Building Codes Board work program | No current work identified to address issue |



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GOAL 6. REINFORCING / INTEGRATING THE COMPREHENSIVE EM APPROACH

Outcomes: improved understanding and adoption of EM approaches across stakeholders

| Delivery Items | Responsibility/Status |
|---|---|
| 6.1 balance of effort across PPRR | No current work identified to address issue |
| 6.2 develop an emergency management adaptation framework | No current work identified to address issue |
| 6.3 profiling and upholding local delivery points for EM | No current work identified to address issue |
| 6.4 integration of EM into business continuity at local level | No current work identified to address issue |

Key stakeholders for AEMC:

National Counter Terrorism Committee, Local Government and Planning Ministers' Council Joint Committee, Australian Health Protection Committee, Primary Industries Standing Committee, Community and Disability Services Ministerial Advisory Council – Disaster Recovery Sub Committee; Critical Infrastructure Advisory Council and Trusted Information Sharing Network – Industry Assurance Advisory Groups, Australasian Fire Authorities Council, Australian Council State Emergency Services, relevant Cooperative Research Centres, Climate Change Flagship, Insurance Council of Australia, National Forum on Emergency Warnings to the Community, Department of Climate Change, the Bureau of Meteorology, Geoscience Australia, Non Government Organisations etc.



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AEMC Working Group Review Summary (funding issues addressed at attachment 3)

| Working Group details | Objectives and Key deliverables as at Oct. 2007 | Extant WG Recommendations |
|---|---|---|
| Remote Indigenous Communities Advisory Group Chair – David Place (SA); Secretariat – EMA; Members – EM or departments responsible for Indigenous affairs, EMA, FaCSIA - OIPC, CDSMAC – DRSC rep. First met in mid 2003. | Improve the disaster resilience/safety and build community capacity within remote Indigenous communities by the adoption of a coordinated approach to EM risk management within a community development framework. | 1. Endorse revised terms of reference (see recommendation at agenda item 7). 2. Note the development of a reporting framework. |
| National Community Safety Working Group Chair – Gregor Manson (ACT); Secretariat – EMA; Members – EMA, BOM, jurisdictions EM agencies or SES or fire authorities, ALGA. First met in 2003. | To provide advice and support on COAG recommendations re national practices in community awareness and education and warnings – to improve practice in community safety, behaviour change, thinking and attitude developing greater community self reliance. | 1. Endorsement of changes to Terms of Reference (see recommendation at agenda item 7). |
| National Risk Assessment Advisory Group (NRAAG) – the Technical Risk Assessment Advisory Committee (TRAAC) advises NRAAG. Chair – John Anderson (NSW); Secretariat – Geoscience Australia; Members – jurisdictional EM agencies, GA, BOM, EMA (AFAC, Bushfire CRC, AGO occasionally co-opted). First met in Nov. 2006. | Risk management reforms – development and implementation of systematic risk assessment practice as outlined in COAG reports on natural disasters and bushfire and catastrophic report. In accordance with framework: develop emergency risk assessment guidelines, communications strategy, identify knowledge | 1. Note progress made, but that further work required. 2. Endorse NRAAG and TRAAC to continue to implement the National Risk Assessment Framework. 3. Explore funding options for |



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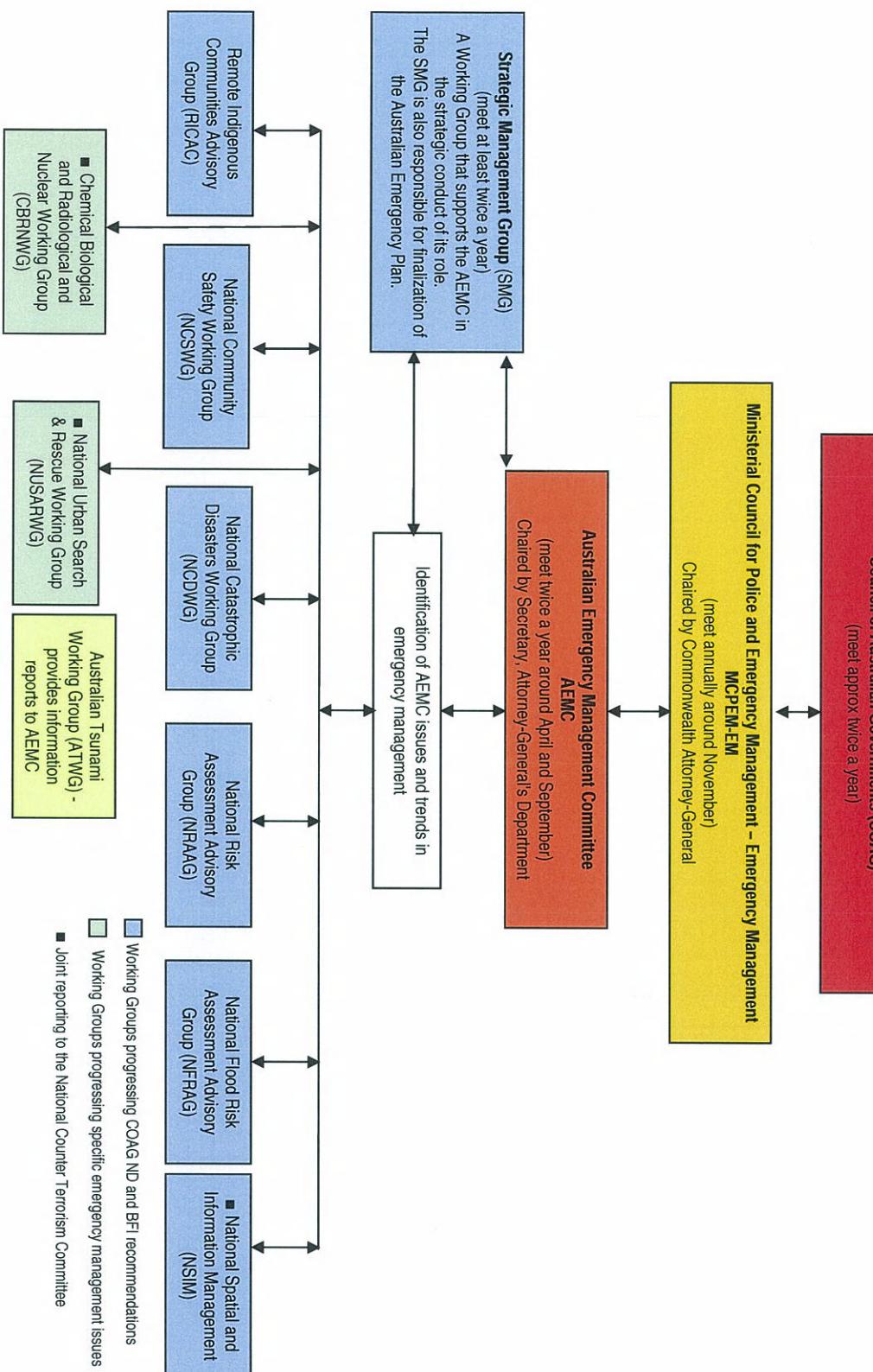
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| Working Group details | Objectives and Key deliverables as at Oct. 2007 | Agenda Item Attachment 2 |
|--|---|--|
| National Flood Risk Advisory Group Chair – Hori Howard; Secretariat – Geoscience Australia and Bureau of Meteorology; Members – jurisdictional flood plain managers or EM staff, EMA, Insurance Council of Australia, Academic, GA, BOM, Australian Building Codes Board. First met in November 2006. | Stronger national focus for flood risk management and advise on implementation of COAG recommendations. | WG's to accelerate progress on agreed national priorities in work plans. Note report. |
| National Urban Search and Rescue Working Group Note group also reports to NCTC. Chair – James Gustus (EMA); Secretariat – EMA; Members – ADF, AFAC, AHPC, CAA, Engineers Australia, jurisdictional fire, police, ambulance or EM agencies. (Predecessor) first met in 2002. | Promote strategic development of USAR capabilities through USAR Capability Development Project (USAR CDP) through provision of specialist equipment, training and development of national arrangements to respond to large scale structural collapse. Due to be completed June 09. | 1. Note likelihood of ongoing activity after 08-09. 2. That a presentation be made to the AEMC on the USAR capability (see agenda item 5). 3. Note strategic planning workshop is planned in 2008. |
| Australian Tsunami Working Group Chair – Andrew Lea (Tas); Secretariat – EMA; Members- state and territory EM agencies; BOM, EMA, Geoscience Australia First met in December 2005. | Consultative and coordinating forum to the Australian Govt. re tsunami risk and implementation of the Australian Tsunami Warning System (ATWS). Due to be completed June 09. | 1. Note report |

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AEMC funding requirements as identified by existing AEMC Working Groups (not in any priority order)

| 2008-09 – 2011-12 | | |
|-------------------|---|---|
| F/Y | Projects | Funding Sought |
| 2008-09 | #1. NFRAG - conduct workshop to prepare business case to seek funding from the National Water Commission to revise the Australian Rainfall and Runoff handbook (NRAAG has also identified the need to update the Rainfall Runoff tables). #2. NCSWG - database of public education programs including details of evaluation and lessons learnt about implementation and effectiveness. | 1. \$10,000 from AEMC (see attach. 4). 2. \$55,000 from AEMC (dashboard report not yet prepared). |
| | #3. NCSWG - support heightened awareness campaigns for SEWS – raise awareness within agencies, media organisations and the general public (2 year program). | 3. \$50,000 first year from AEMC (dashboard report not yet prepared). |
| | #4. NRAAG - National Risk Assessment Guidelines - workshops. | 4. \$273,260 provided through WTTME Local Grants Scheme (see attach. 5) to develop guidelines. \$35,000 is likely to be sought from the AEMC to conduct workshops in all the jurisdictions to familiarise them with the guidelines. |
| | #5. NRAAG - national priorities for risk assessment - develop models, collect and analyse data, develop guidelines etc (4 year program) including ATWG - risk assessment and data/auditing/collection work (bathymetry and nearshore elevation data). | 5. \$100 million over 4 years (aprox. – dashboard reports not yet prepared – includes some of the \$51.5 million over 4 years for Tsunami-related data – sources unclear). |
| | #6. NRAAG - coordinating the implementation of the National Risk Assessment Framework - operation of NRAAG and TRAAC – airfares for members, travel allowance, Secretariat salary and meeting costs. | 6. \$278,000 annually from AEMC (see attachment 3). |
| | #7. RICAC - develop communication plan. | 7. \$100,000 from AEMC (aprox. – dashboard report not yet prepared). |

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| | | |
|----------------|--|---|
| 2009-10 | <p>#2. NCSWG - support heightened awareness campaigns for SEWS – raise awareness within agencies, media organisations and the general public (2 year program). NB. NCSWG - Further funding may be also required to implement research findings from phase two of the RMIT study.</p> <p>#5. NRAAG and ATWG - national priorities for risk assessment - develop models, collect and analyse data, develop guidelines etc (4 year program) including ATWG - risk assessment and data/auditing/collection work (bathymetry and nearshore elevation data).</p> <p>#6. NRAAG - coordinating the implementation of the National Risk Assessment Framework - operation of NRAAG and TRAAC - airfares for members, travel allowance, Secretariat salary and meeting costs.</p> <p>#5. NRAAG and ATWG - risk assessment and data/auditing/collection work.</p> <p>#6. NRAAG - coordinating the implementation of the National Risk Assessment Framework.</p> <p>#5. NRAAG and ATWG - risk assessment and data/auditing/collection work.</p> <p>#6. NRAAG - coordinating the implementation of the National Risk Assessment Framework.</p> | <p>2. \$50,000 final year from AEMC (dashboard report not yet prepared).</p> <p>5. \$100 million over 4 years (approx – dashboard reports not yet prepared – includes some of the \$51.5 million over 4 years for Tsunami related data – source unclear).</p> <p>6. \$278,000 annually from AEMC (see attachment 3).</p> <p>5. \$100 million over 4 years.</p> <p>6. \$278,000 annually from AEMC (see attachment 3).</p> <p>5. \$100 million over 4 years</p> <p>6. \$278,000 annually from AEMC (see attachment 3).</p> |
| 2010-11 | | |
| 2011-12 | | |

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Comments

#1. NFRAG Rainfall and Runoff tables

This suggested delivery item meets the draft AEMC Goal no. 2 - Harnessing a national capability (consistent, portable, accessible, current, quality data) and will contribute to Goal no. 6 - influencing land use planning to mitigate against all hazards objective. Both NFRAG and NRAAG have identified the need to update the Australian Rainfall and Runoff tables. EMA understands that the Adaptation and Science Branch of the Department of Climate Change is currently working with Engineers Australia, CSIRO and BoM to map out an approach to updating the handbook (taking into account the potential impacts of climate change). Further information is therefore required before the AEMC requirement for funding can be considered.

#2. NCSWG - qualitative data base of public education programs

This suggested delivery item meets the draft AEMC Goal no.4 – developing community resilience and AEMC Goal no. 1 Horizon scanning (lessons learned). However funding cannot be recommended for the project until a detailed business case has been prepared and considered. It is therefore recommended that the NCSWG be asked to prepared the detailed business case for further AEMC consideration.

#3. NCSWG – support heightened awareness campaign for the Standard Emergency Warning System

This suggested delivery item meets the draft AEMC Goal no.4 – developing community resilience. However funding cannot be recommended for the project until a detailed business case has been prepared and considered. It is therefore recommended that the NCSWG be asked to prepare the detailed business case for further AEMC consideration.

#4. NRAAG – National risk assessment guidelines - workshops

This suggested delivery item meets a number of the draft AEMC Goals. However funding cannot be recommended for the project until a detailed business case has been prepared and considered. It is therefore recommended that the NRAAG be asked to prepare the detailed business case for further AEMC consideration.

#5. NRAAG – modelling, data collection, analysis, guidelines etc for national risk assessment priorities.

The risk assessment work is considered a high priority, however given the scale of funding identified, this is beyond the current capacity of the AEMC to fund from within existing agency budgets. Further work is required to prioritise and identify funding sources.

#6. NRAAG – coordinating the implementation of the national risk assessment framework

The costs sought from NRAAG for the operation of the committees are considered out-of-scope for AEMC funding by SMG members. The SMG considers that participation in working groups benefits all members (even acknowledging that smaller jurisdictions may find it difficult to attend meetings) and that it would be administratively ineffective to seek funding from all AEMC members, only then to re-distribute those funds back to





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the AEMC members for meeting attendance costs (even acknowledging the advantages of cross subsidisation for the smaller jurisdictions and the greater transparency about the actual costs of the Working Group operation).

However, the SMG acknowledge that the issue of reimbursement of costs associated with attendance at meetings for non-government members of the Committee is not satisfactorily addressed. The SMG also acknowledge that the MoU between DOTARS and Geoscience Australia terminates on 30 June 2008.

#7. RICAC – develop communications plan

This suggested delivery item may meet the draft AEMC Strategic Objective no.4 – developing community resilience. It is recommended that the RICAC be asked to prepare the detailed business case for further AEMC consideration.

Summary

Based on the above recommendations, and subject to dashboard reports confirming a business case, (and excluding the \$100,000 million funding required to address the national priorities for risk assessment), the known funding requirements are approximately:

| | |
|----------------|---|
| 2008-09 | \$140,000 (projects 2, 3,4and 7) |
| 2009-10 | \$ 50,000 (project 2) |
| 2010-11 | - |
| 2011-12 | - |



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| AEMC – Delivery Item Dashboard Report | | | | | | | | |
|---|---|---------------------------------------|--|--|--|--|--|--|
| Delivery Item Name Review and Update of Australian Rainfall and Runoff | | Delivery Date December 2008 | | | | | | |
| Delivery Item Number | | Strategic Priority | | | | | | |
| Deliverables | | | | | | | | |
| What will be delivered by this Item | | | | | | | | |
| A national commitment to fund the revision of Australian Rainfall and Runoff as a matter of strategic priority of great relevance to flood risk assessment, drainage design, stormwater quality management, environmental flow management and catchment yield estimation. | | | | | | | | |
| Instigation | | | | | | | | |
| Scoping Paper Prepared See accompanying memo | AEMC Owner NFRAG | | Delivery Manager Hori Howard | | | | | |
| Accountability | | | | | | | | |
| The AEMC Project Owner and Delivery Manager acknowledge & certify their accountability to AEMC for successful completion of this Delivery Item. | | | | | | | | |
| Resources & Budget | | | | | | | | |
| Resource Requirements | Budget (see table below) | | Expenditure to Date Nil | Consultant Engineers Australia | | | | |
| Milestones | | | | | | | | |
| Date April 08 May 08 | Details NFRAG Submission to AEMC AEMC submission to National Water Commission, with copies for information to the Natural Resources Management Ministerial Council, Prime Minister's Science Council and the Head of the Commonwealth Department of Climate Change. (Note: These targets for copies of the submission are possibilities only. This will need further consideration.) | | | | | | | |
| June 08 | 2-day workshop to prepare the working brief for the work and to finalise cost and administrative arrangements between the various parties | | | | | | | |
| Aug 08 Dec 08 | NWC sends proposal to State Departments, CSIRO and Bureau of Meteorology NWC formalises the allocation of budget for the project, appoints a steering committee and launches the Review Process. | | | | | | | |
| Progress Summary | | | | | | | | |
| Resource Status | Milestone Status | Last Month Status | This Month Status | | | | | |
| | | | | | | | | |
| 6 monthly Progress Report - | | | | | | | | |
| N/A – new proposal | | | | | | | | |
| Request for Amendments to Dashboards &/or Recommendations – To be approved by AEMC | | | | | | | | |
| N/A – new proposal | | | | | | | | |
| AEMC Owner Signature | Date | Delivery Manager Signature | Date | | | | | |



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Budget (endorsed at AEMC Meeting ____/____/____) Total:

| Jurisdictional/Australian governments funding contributions breakdown | | |
|---|---|-----|
| | Percentage of total funding contributed | \$ |
| Australian Government | tba | tba |
| ACT | tba | tba |
| NSW | tba | tba |
| Qld | tba | tba |
| NT | tba | tba |
| WA | tba | tba |
| SA | tba | tba |
| Vic | tba | tba |
| Tas | tba | tba |



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DETAILED SCOPING OF DELIVERY ITEMS

Delivery Item name:

Review and update of Australian Rainfall and Runoff

Describe the trigger or reasons why AEMC need this delivery item

Nationally, there is diminishing confidence in the current content of AR&R because so much of the recent data has not been included.

These concerns are being exacerbated by the additional challenges of incorporating projected changes in rainfall characteristics associated with Climate Change.

Recent discussions among the parties who have been involved in the past have failed to reach agreement on the funding of the review, with the prospect of further delays occurring.

It is both appropriate and opportune for the AEMC to escalate the issue as a matter of national scientific priority with large implications for risk management in the context of urban and riverine flooding.

Scope - what's in and what's out of the scope (include both) – i.e. where are the boundaries?

What is included:

The proposal is that the AEMC make a well-organised submission to the National Water Commission (and other peak bodies) that results in the thorough and well-coordinated review and update of Australian Rainfall and Runoff.

What is not included:

Funding and management of the review process – expected to be provided by the NWC – possibly with contribution from state and territory departments. Engineers Australia has advised that the total cost of the revision is \$11.5 million, including \$3.3 million for upgrading rainfall data and analysis.

Deliverables (describe these in some detail as measurable outcomes)

- Briefing and proposal from AEMC to the National Water Commission (Primary deliverable)
- Briefing to the Natural Resources Management Ministerial Council
- Letters of advice to State and Federal Ministers for Emergency Management, Natural Resources (Water), and Climate Change
- Letter of advice to the Prime Minister's Science Council

Describe how one or more of the items on the AEMC Strategic Works plan (listed below) will be addressed by this Delivery Item

Not listed

Who is the AEMC Project Owner?

Who is the Delivery Manager?

- AEMC Owner: NFRAG

Delivery Manager: Hori Howard

What is the estimated budget and other resources needed to deliver the item?

- The total cost of time and resources for this initiative should not exceed \$10,000
- Most of the costs are expected to be absorbed by existing operating budgets
- There may be some additional material costs involved for travel, attendance at meetings / briefings etc, but these may be minimised by integration with other business of NFRAG / AEMC.
- Costs of the suggested 2-day workshop are expected to be covered by the NWC.

Total Estimate - \$10,000



TEN.004.003.0087

**Australian Emergency Management Committee
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What are the key milestones and timeframes through to final delivery (what and by when)

| (Dates) | (Details) |
|----------------|---|
| Apr 08 | NFRAG proposal lodged with AEMC |
| May 08 | AEMC submission to National Water Commission with copies for information to the Natural Resources Management Ministerial Council, the Prime Minister's Science Council and the Head of the Commonwealth Department of Climate Change. |
| May 08 | Letters sent to State and Federal Ministers for Emergency Management, Water and Climate Change, advising of the actions taken |
| June 08 | NWC convene a 2-day workshop to prepare a brief for the work and proposed scheme of arrangement between the parties. |
| Aug 08 | NWC sends proposal to State and Federal Departments, CSIRO and Bureau of Meteorology |
| Dec 08 | NWC formalises the allocation of budget for the project, appoints a steering committee and launches the Review Process. |

Key Performance Indicators and measures? (2-3 critical indicators)

- Acceptance: Level of Policy Support from NWC & NRMMC (High, Med, Low)
- Effectiveness: Time taken to commence the ARR review (by Dec 08 = High; By Jun 09 = Mod; otherwise = Low

Anticipated benefits of this item when in place

- Removal of doubt about the appropriateness of the design rainfall standards that apply across Australia
- Improved confidence about the science underlying the assessment of flood risk into the future.

Potential risks and key barriers – (also identify initial mitigation strategies)

- The main risk is that other interests may hijack or derail the initiative in order to achieve other, related objectives;
- The best means of mitigating this risk is by good and early communication with all the key players – especially CSIRO, the Bureau of Meteorology and Engineers Australia.

Other critical information needed to ensure successful delivery

- Collaboration with Engineers Australia and stakeholders to closely define (through the workshop) the key outputs and timing.

Which stakeholders will need to be consulted or will have an active interest in this item?

- Engineers Australia – Professor James Ball – University of Technology, Sydney - (02) 9514 2623
- Bureau of Meteorology – Mr Jim Elliott – 03 9669 4522
- CSIRO – Bryson Bates - 02 6246 4569
- National Water Commission – Water Science Group – Matt Kendall? – (02) 6102 6043
- DSE Victoria – Mike Edwards
- DECC, NSW – Duncan McLuckie



**Australian Emergency Management Committee
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Agenda Item
Attachment 5

AEMC – Delivery Item Dashboard Report

| Delivery Item Name | Delivery Date |
|-------------------------------------|---------------------------|
| National Risk Assessment Guidelines | December 2008 |
| Delivery Item Number | Strategic Priority |

Deliverables

What will be delivered by this Item

Risk assessment guidelines for consultants, agencies and multi-user groups to undertake risk assessments
Guidelines will enable production of information consistent at scales in principle from local to national scales

Instigation

| Scoping Paper Prepared | AEMC Owner | Delivery Manager |
|-------------------------------|-------------------|-------------------------|
| Yes | John Anderson | Trevor Jones |

Accountability

The AEMC Project Owner and Delivery Manager acknowledge & certify their accountability to AEMC for successful completion of this Delivery Item.

Resources & Budget

| Resource Requirements | Budget (see table below) | Expenditure to Date | Consultant |
|------------------------------|------------------------------------|----------------------------|-------------------|
| | | | GHD |

Milestones

| Date | Details |
|-------------|---|
| Aug 2007 | EMA Funding approved through Local Grants Scheme |
| 27 Feb 2008 | Steering Committee met with consultant, Melbourne |

Progress Summary

| Resource Status | Milestone Status | Last Month Status | This Month Status |
|------------------------|-------------------------|--------------------------|--------------------------|
| | | | |

6 monthly Progress Report -

(NRAAG report to AEMC February 2008 updated here)

Request for Amendments to Dashboards &/or Recommendations – To be approved by AEMC

| | | | |
|-----------------------------|-------------|-----------------------------------|-------------|
| AEMC Owner Signature | Date | Delivery Manager Signature | Date |
|-----------------------------|-------------|-----------------------------------|-------------|

Budget (endorsed at AEMC Meeting ____/____/____) Total: \$273,260

Jurisdictional/Australian governments funding contributions breakdown

| | Percentage of total funding contributed | \$ |
|-----------------------|---|-----------|
| Australian Government | 100% (local grants scheme of WTTME) | \$273,260 |
| ACT | | |
| NSW | | |
| Qld | | |
| NT | | |
| WA | | |
| SA | | |
| Vic | | |
| Tas | | |



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Attachment 5

DETAILED SCOPING OF DELIVERY ITEMS

Delivery Item name:

National Risk Assessment Guidelines

Describe the trigger or reasons why we need this delivery item

The National Risk Assessment Guidelines will be a tangible, nationally-available tool to assess development of information compatible with the National Risk Assessment Framework

Production and take-up of the guidelines is a key step in implementing the National Risk Assessment Framework. A related NRAAG Dashboard Report on implementing the National Risk Assessment Framework describes why the framework is important to AEMC's strategic program.

Scope - what's in and what's out of the scope (include both) – i.e. where are the boundaries?

What is included:

Preparation of nationally accepted and agreed natural hazard Risk Assessment Guidelines which will be used at the local, regional, state/territory and national levels. The guidelines are to be based on and consistent with AS/NZS 4360:2004 *Risk Management*, and may be published as a companion guide to the Standard.

Development of the guidelines is proceeding with consultants GHD Pty Ltd.

The guidelines aim to, inter alia:

- Be used for qualitative and quantitative risk assessments;
- Be used by consultants, agencies and multi agency groups;
- Provide outputs that are comparable and consistent, so that they are able to be aggregated in principle up to national level;
- Enable focus on risks in municipal or regional/state/national areas;
- Be useable for risk 'from' (eg flood) and risk 'to' (eg infrastructure);
- Provide guidance on the standards for the reporting and recording of data and outcomes.

▪ What is not included:

Not listed

Deliverables (describe these in some detail as measurable outcomes)

Published National Risk Assessment Guidelines. EMA is preferred publisher through its Australian Emergency Manual Series although further discussions need to be held with EMA

Describe how one or more of the AEMC Strategic Works Plan priorities will be addressed by this Delivery Item

Not listed

Who is the AEMC Owner?

Who is the Delivery Manager?

- **AEMC Owner:** John Anderson
- **Delivery Manager:** Trevor Jones (NB the Tasmanian Government is the signatory to the Agreement with EMA's Local Grants Scheme on behalf of NRAAG. Chris Beattie is the Project Team Leader).



TEN.004.003.0090

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DETAILED SCOPING OF DELIVERY ITEMS

What is the estimated budget and other resources needed to deliver the item?

- Total estimated budget \$273,260 excluding GST already allocated by Local Grants Scheme

There is potential for states/territories to seek funding to assist in the delivery of workshops to educate users in jurisdictions

What are the key milestones and timeframes through to final delivery (what and by when)

| (Dates) | (Details below are DRAFT. They will be revised in the Project Business Plan) |
|----------|--|
| April 08 | Literature review of existing guidelines and an assessment of relevant national, state and territory processes |
| May 08 | Stakeholder consultation through at least one workshop and communication with a broader group of stakeholders coordinated by NRAAG/TRAAC |
| Jun 08 | Preparation of draft guidelines based on initial stakeholder consultation |
| Sep 08 | Pilot test(s) of draft guidelines in jurisdictions for several natural hazards |
| Nov 08 | Verification of guidelines and revisions to reach final draft |
| Dec 08 | Publication and launch of final version. Final project report prepared |

Key Performance Indicators and measures? (2-3 critical indicators)

Not listed

Anticipated benefits of this item when in place

The guidelines will be available to all levels of government and use of the guidelines will lead to the production of consistent and comparable information on risk. This information, when compiled and analysed, is a basis for future disaster mitigation decision making.

Potential risks and key barriers – identify initial mitigation strategies

Ineffective communications on the availability, context, uses and benefits of the guidelines could limit effective take-up by stakeholders in all levels of government.

The Communications Plan for the National Risk Assessment Framework has been modified for application to the guidelines. This plan will be activated following the 18 Mar 08 meeting. NRAAG also looks to AEMC members to endorse the guidelines and promote their usage nationally and within members' jurisdictions.

See comment in budget and resources

Other critical information needed to ensure successful delivery

Not listed

Which stakeholders will need to be consulted or will have an active interest in this item?

Extensive list of stakeholders contained in Communications Plan for National Risk Assessment Framework (draft previously forwarded to AEMC).



TEN.004.003.0091

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Attachment 6

| AEMC – Delivery Item Dashboard Report | | | |
|---|---|---|-----------------------------------|
| | Delivery Item Name Implementation of National Risk Assessment Framework – administration by NRAAG and TRAAC | Delivery Date June 2012 | |
| | Delivery Item Number | Strategic Priority | |
| Deliverables | | | |
| What will be delivered by this Item National administration and coordination of the National Risk Assessment Framework | | | |
| Instigation | | | |
| Scoping Paper Prepared Yes | AEMC Owner John Anderson | Delivery Manager Trevor Jones | |
| Accountability | | | |
| The AEMC Project Owner and Delivery Manager acknowledge & certify their accountability to AEMC for successful completion of this Delivery Item. | | | |
| Resources & Budget | | | |
| Resource Requirements TBA | Budget (see table below) | Expenditure to Date | Consultant nil |
| Milestones | | | |
| Date Sep 2006 | Details Framework endorsed by AEMC; NRAAG and TRAAC established | | |
| Date Apr 2007 | Workplan and Framework Implementation Plan endorsed by AEMC | | |
| Date July 2007 | Funding obtained for preparation of National Risk Assessment Guidelines | | |
| Progress Summary | | | |
| Resource Status | Milestone Status | Last Month Status | This Month Status |
| 6 monthly Progress Report - See NRAAG reports to AEMC | | | |
| Request for Amendments to Dashboards &/or Recommendations – To be approved by AEMC | | | |
| AEMC Owner Signature | | Date | Delivery Manager Signature |
| | | | |

Budget (endorsed at AEMC Meeting ____ / ____ / ____) Total: \$1,112,100

| Jurisdictional/Australian governments funding contributions breakdown | | |
|--|--|-------------------------------|
| Australian Government | Percentage of total funding contributed | \$ (2008/09 – 2011/12) |
| ACT | 1.7 | 18.9k |
| NSW | 6.8 | 75.5k |
| Qld | 1.7 | 18.9k |
| NT | 1.7 | 18.9k |
| WA | 3.4 | 37.8k |
| SA | 1.7 | 18.9k |
| Vic | 1.7 | 18.9k |
| Tas | 1.7 | 18.9k |
| ALGA | 1.7 | 18.9k |
| Non-government | 6.8 | 75.5k |



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Attachment 6

Delivery Item name:**Implementation of National Risk Assessment Framework – administration by NRAAG and TRAAC**

Describe the trigger or reasons why we need this delivery item

Understanding ‘all hazards’ risk to our communities is the foundation of effective disaster mitigation (cf. the recommendations on risk assessment /management in the reports to COAG on natural disasters and bushfires)

The National Risk Assessment Framework has been established to deliver consistent, rigorous and comparable information on risk, along with models, user tools and supporting databases. The framework outputs will support better decision making in disaster management and will, over time, deliver on the COAG recommendations. The framework is also adaptable to include the impacts of climate change in the risk assessments. There are currently three key activity areas in implementing the National Risk Assessment Framework. These are:

1. Coordinating the implementation of the framework through NRAAG and TRAAC. This Dashboard Report sets out resources required to operate the two national committees that are coordinating the implementation of the framework. The costs cover NRAAG and TRAAC attendance at meetings, and operating the Secretariat for the two committees. These figures indicate the costs to administer the framework at a national level. Currently, cost of meeting attendance is borne by individual jurisdictions and non government agencies. Geoscience Australia provides Secretariat for NRAAG and TRAAC with support from the (then) DOTARS. A small number of TRAAC members are reimbursed for their travel and accommodation. The current funding model is largely satisfactory with the exceptions that (a) smaller jurisdictions may find it difficult to attend meetings, (b) the Australian Government needs to identify funding for Secretariat and for reimbursing travel and accommodation for several TRAAC members. AEMC may want to consider other funding models such as that operating for NSIM through NCTC.

2. Preparing the National Risk Assessment Guidelines and establishing their effective take-up in the broader community. Preparation of the Guidelines is proceeding in 2007-08 and is expected to be completed in December 2008. A separate Dashboard Report has been prepared on the National Risk Assessment Guidelines.

3. Establishing a set of national principles for risk assessment, setting a multi-year workplan to increase our knowledge in these priority areas, and resourcing this workplan. An order of magnitude of resources required to address the national priorities is at least \$100 million, although some of this resourcing has been flagged by others such as NFRAG (new Rainfall and Runoff tables) and the ATWG (national nearshore elevation and bathymetry). There is no Dashboard Report for this item. However, NRAAG and TRAAC have prepared a draft discussion paper (Annex A in the NRAAG report to AEMC SMG February 2008). NRAAG aims to present to AEMC February 2008). NRAAG aims to present to AEMC in its second meeting in 2008 the final paper on national priorities which will articulate resource implications and timelines.

Scope - what's in and what's out of the scope (include both) – i.e. where are the boundaries?**What is included:**

Costs of operating the two committees NRAAG (15 members) and TRAAC (10 members).

This costs comprise:

- salary (with overheads), travel and accommodation for Secretariat position for both NRAAG and TRAAC (equivalent to one FTE at federal level of Director)
- travel and accommodation for government and non government members to attend meetings
- cost of hosting meetings

What is not included:

- salary costs for members (apart from Secretariat position) for attendance at meetings and out of session sub-group or other work
- consistent, rigorous and comparable information on risk, along with models, user tools and supporting databases to support better decision making in disaster management

Deliverables (describe these in some detail as measurable outcomes)

Not listed



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Describe how one or more of the AEMC Strategic Works Plan priorities will be addressed by this Delivery Item

We are not currently aware of details of the AEMC Strategic Works Plan but anticipate that the Dashboard Reports submitted by the Advisory Groups will give insight into national priority areas. NRAAG advises AEMC to include implementation of the National Risk Assessment Framework in the AEMC four-year Strategic Work Plan because the outcomes from an effectively managed framework will be nationally significant for emergency management.

Who is the AEMC Owner?

Who is the Delivery Manager?

- **AEMC Owner:** John Anderson
- **Delivery Manager:** Trevor Jones

What is the estimated budget and other resources needed to deliver the item?

- Airfares NRAAG and TRAAC members \$400k (\$100k pa) *
- Travel allowance NRAAG and TRAAC members \$56k (\$14k pa) *
- Secretariat salary (1 FTE at Aust. Govt. Director level) \$640k (\$160k pa) *
- Hosting meetings \$16k (\$4k pa) *
- **Total estimate 2008/09 – 2011/12 \$1,112,000 (\$278k pa)**

* Assumptions: NRAAG 15 members, TRAAC 10 members. Three joint meetings per annum. For any meeting, two members are assumed to be in their home city with no travel expenses. Airfare scales used are Qantas fully flexible economy rates correct at November 2007. Airfare per person per meeting (\$1446) is the average return fare from Canberra to each capital city. Travel allowance is based on the per-person rate for non SES federal Attorney-General's Department staff. Secretariat salary based on federal Dept of Finance and Deregulation estimates with numerous overheads for Executive Level 2, February 2008. Cost of hosting individual meeting (food and beverages only) estimated at \$1300 with average cost to be borne by all jurisdictions.

What are the key milestones and timeframes through to final delivery (what and by when)

| (Dates) | (Details below are DRAFT. They will be revised in the Project Business Plan) |
|----------|--|
| Aug 2008 | Delivery to AEMC of discussion paper on National Priorities for Risk Assessment |
| Dec 2008 | Delivery of National Risk Assessment Guidelines |
| TBC | Other milestones are contingent on endorsement and take-up of the Framework in policy and practice by all jurisdictions. In general, earlier years (eg 2008/09 – 2009/10) will focus on implementing the framework, and later years (eg 2010/11 – 2011/12) will increase the focus on maintenance and monitoring of framework performance. Development and application of models, tools and databases will occur throughout 2008/09 – 2011/12. |

Key Performance Indicators and measures? (2-3 critical indicators)

Not listed

Anticipated benefits of this item when in place

Not listed

Potential risks and key barriers – identify initial mitigation strategies

- Risk of non commitment by jurisdictions to National Risk Assessment Framework. This risk is low and there is demonstrated commitment and enthusiasm among NRAAG and TRAAC members from all jurisdictions and non-government sectors.
- Risk of non take-up of the National Risk Assessment Framework in emergency management policy and practice in all jurisdictions (including resourcing the national priorities). This issue needs to be discussed and strategies put in place now to prevent delays in implementing the Framework and to maintain momentum on the effectiveness of the Framework. Discussions have been held in the Australian Government on including the Framework in disaster mitigation programs. Similar discussions may have been held in other jurisdictions. NRAAG seeks the assistance of AEMC to endorse the national risk assessment priorities of the Framework, explore funding options and make recommendations on these to MCPEM-EM, and to facilitate the coordination of the Framework in jurisdictional policy and practice.

Other critical information needed to ensure successful delivery

Not listed



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Which stakeholders will need to be consulted or will have an active interest in this item?

Extensive list of stakeholders contained in Communications Plan for National Risk Assessment Framework (draft previously forwarded to AEMC).