



**Summary changes to Common Doctrine**  
**17 November 2023**

Joint SOP		Version	Changes	Review
J02.02	Incident Communications Planning	8.0	<ul style="list-style-type: none"> <li>• JSOP updated to include FRV.</li> <li>• Now includes reference to State Communications Planning Unit at SCC &amp; the Communications Officer is required to coordinate any changes to communications channels with this unit</li> <li>• Removed “Joint” from Default Communications Plans</li> <li>• Default Communications plans are required to be developed in conjunction with all relevant agencies</li> <li>• Inserted that the IC is required to modify the effectiveness of communications at an incident</li> </ul>	October 2026
J02.03	Incident Management Team – Readiness Arrangements	18.1	<p>***All changes described in State Advisory Bulletin 2 2023 – 2024 in EM-COP V17.0 – V18.0</p> <ul style="list-style-type: none"> <li>• Highlighted flexibility of JSOP</li> <li>• Removed the concept of Primary ICCs</li> <li>• Updated mapping and readiness levels tables in schedules</li> <li>• Additional schedule providing overview of responsibilities</li> </ul> <p>V18.0 – V18.1</p> <ul style="list-style-type: none"> <li>• Removal of Traralgon ICC</li> <li>• Addition of Warragul ICC</li> </ul>	October 2026
J02.04	Local Knowledge	4.0	<ul style="list-style-type: none"> <li>• No change</li> </ul>	August 2016
J02.06	Aviation Resources Readiness (Bushfire)	12.0	<ul style="list-style-type: none"> <li>• Addition of section 1 to note agreed minimum readiness arrangements have been established base on forecast FBI for each Nominated Operational Base or Pre Determined Dispatch area</li> <li>• Addition of section 10 noting the RCs may vary the location of Air Observer aircraft following discussions with SAOC</li> <li>• Addition to section 13 noting that RCs shall ensure flight following and flight notification procedures are strictly observed</li> <li>• Updated reference to State Advisory Bulletin 1</li> <li>• Updates of readiness tables</li> <li>• Change of Braeside to Knoxfield in Schedule 6</li> </ul>	November 2026

Joint SOP		Version	Changes	Review
J03.02	Incident Naming	9.0	<ul style="list-style-type: none"> <li>Updated name of document from 'Incident Naming' to 'Incident Naming – Class 1 Emergencies'</li> <li>Clarification of Scope</li> <li>Additional definitions for Emergency Type and Widely Known Location</li> <li>Updates to the list of people the SRC is responsible for notifying of an incident name change.</li> <li>Updated references</li> </ul>	October 2026
J03.03	Incident Action Planning	11.0	<ul style="list-style-type: none"> <li>Update of definition of Incident Action Plan</li> <li>Update of definition of Incident Shift Plan</li> <li>Update of definition of Options Analysis</li> <li>Removal of the term "Initial Incident Action Plan"</li> <li>Clarified that an IAP is still required within first four hours for complex emergencies, and the minimum requirements for an IAP within the first four hours.</li> <li>These first IAPs may be less detailed than a full IAP for an ongoing complex or long running emergency.</li> <li>Updated the list of plans and arrangements that IAPs are required to be developed in reference to.</li> </ul>	September 2025
J03.04	Incident Safety Management Functions	9.0	<ul style="list-style-type: none"> <li>Scope now only applies to Class 1 emergencies; however, the principles may be applied to all emergencies if appropriate</li> <li>Updated role definitions</li> <li>Updated all roles to current practice</li> <li>SCDT have identified that this JSOP may not be required in the future, as the information is in other documentation. This will be reviewed again in the 2023 SCDT workplan</li> </ul>	September 2025
J03.05			<ul style="list-style-type: none"> <li>Withdrawn</li> </ul>	
J03.06	Incident Briefings	9.0	<ul style="list-style-type: none"> <li>Specifies it applies to all emergencies, not just Class 1</li> <li>Highlights JSOP is applicable to all agencies, not just emergency responders</li> </ul>	September 2024
J03.08	Appointment of Class 1 Regional Incident Controllers	9.0	<ul style="list-style-type: none"> <li>Additional roles included in <i>Purpose</i></li> <li>The above is reflected &amp; defined through the <i>Content, Definitions &amp; Procedure</i></li> <li>New inclusions cover considerations at night shifts and fatigue management</li> <li>Additional detail included to each role defined within <i>Procedure</i></li> <li>Reference's updated</li> </ul>	September 2024

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J03.09	Resource Request Process	7.0	<ul style="list-style-type: none"> <li>• Minor changes to include “ROSE”</li> <li>• Clarified requesting and amendment processes</li> </ul>	October 2025
J03.10	Traffic Management at Major Emergencies	10.0	<ul style="list-style-type: none"> <li>• Updated title of JSOP to specify Major Emergencies</li> <li>• Clarified Purpose and Scope.</li> <li>• Updated definitions</li> <li>• Updated ‘Responsibilities’ with a list of all named personnel with actions to complete within the procedure.</li> <li>• New section outlining key considerations for a Traffic Management Plan</li> <li>• Section 5 changed from ‘Lifting of TMPs’ to ‘Changing Traffic Management Access Level’</li> <li>• Schedule 2: Municipal Reconnaissance (RIA) changed to Secondary Impact Assessment</li> <li>• Simplification of Schedule 3 – detail within Guidelines.</li> </ul>	October 2026
J03.11	Red Flag Warnings	9.0	<ul style="list-style-type: none"> <li>• Details the two-way process of receiving and confirming receipt of Red Flag Warnings before taking appropriate action</li> <li>• Reference’s updated</li> </ul>	September 2024
J03.12	Planned Evacuation at Major Emergencies	9.0	<ul style="list-style-type: none"> <li>• Change of title to specify the nature of evacuations being planned</li> <li>• Addition of ERV and AV to applicable agencies</li> <li>• Highlighting Evacuation Management Team abbreviation</li> <li>• Reinforcement of Health Commander involvement</li> <li>• Update of list of people with responsibilities in the procedure</li> <li>• Update terms in line with communications guidelines i.e. ‘recommendation to evacuate’ becomes ‘evacuation recommendation’</li> <li>• Update of Schedule 1 and 3 to have recommendations highlighted at the top of the form.</li> <li>• Update of agency names in Schedule 5</li> </ul>	October 2026

Joint SOP		Version	Changes	Review
J03.15	Transfer of Control at Major Emergencies	5.0	<ul style="list-style-type: none"> <li>• Updated name from Transfer of Control and IMT Relocation to Transfer of Control at Major Emergencies</li> <li>• Clarification of purpose</li> <li>• Clarification of scope</li> <li>• Addition of information about a pre-panned IMT</li> <li>• Addition of De-escalation process</li> <li>• Addition of safety consideration</li> <li>• Update of references</li> <li>• Additional Schedule of considerations for Initial/Field to ICC Transfer form</li> </ul>	October 2026
J03.16	Significant event notification	4.0	<ul style="list-style-type: none"> <li>• Changes now reflect the 24/7 capability and processes of the SCC</li> <li>• Removal of the EMV State Duty Officer from the notification process considering above</li> <li>• Section 2.4 provide clarity around notifying Responder Agency Chief or Officer</li> <li>• SCC details updated</li> <li>• Reference's updated</li> </ul>	September 2024
J03.17	Regional Operations Plan	6.0	<ul style="list-style-type: none"> <li>• Clarified that Regional Operations Plans (ROPs) are only developed upon request of RC,ZC or SRC</li> <li>• Updated triggers for consideration of developing ROPs</li> <li>• Introduced the term "Agreed Geographical Area" to define the scope of a ROP particularly if the emergency crosses multiple EM boundaries</li> <li>• Updated content guidance</li> <li>• Clarified authorisation and dissemination</li> </ul>	September 2025

Joint SOP		Version	Changes	Review
J03.18	Incident Air Monitoring and <i>Advice</i> for Community Health	5.0	<ul style="list-style-type: none"> <li>• Incorporated Advice into the title</li> <li>• Is inclusive of smoke and emissions from fires, hazardous material incidents or other sources</li> <li>• Removed reference to planned burnings, will be considered elsewhere between EPA and DELWP</li> <li>• Focus is on IC and not RAC or SAC</li> <li>• Key roles and agency names, responsibilities and actions updated</li> <li>• Expanded scope to, and defined procedures for requesting, assessing need for monitoring, sharing and interpreting information and providing advice</li> <li>• Updated procedure for ICs re; preliminary assessment of requirements including anticipated issues</li> <li>• EPA Initial Air Quality Intelligence Report in Schedule 2 has been updated and simplified</li> <li>• Reference's updated</li> </ul>	October 2024
J03.19	Managing significant community exposures to fine particles and Carbon monoxide in smoke from fires	7.0	<ul style="list-style-type: none"> <li>• JSOP updated in line with enHealth Guidance for public health emergencies – managing prolonged smoke events from landscape fires</li> <li>• Clarified agency roles and responsibilities</li> <li>• Updated CO and PM<sub>2.5</sub> categories inline with national standards</li> <li>• Clarified that CHO, Chief Environmental Scientist, SRC, SERC and other roles may recommend stronger health protection measures if the event is going longer than few days</li> </ul>	September 2025
J03.20			<ul style="list-style-type: none"> <li>• Withdrawn</li> </ul>	

Joint SOP		Version	Changes	Review
J04.01	Public Information and Warnings for Class 1 Emergencies	15.0	<ul style="list-style-type: none"> <li>• JSOP now applies to Class 1 Emergencies only</li> <li>• Applicable Agencies updated</li> <li>• Inserts and defines the role of State Communication Manager</li> <li>• Update's aspects and correct names of some new and existing roles, units</li> <li>• Simplifies Community Information messages to just Incident Notifications, removing Newsletters</li> <li>• Increased definition of social media tools and capabilities</li> <li>• Provides definition to different levels of warnings as per the agreed National Standard</li> <li>• Reference's updated</li> <li>• Revised references in Schedule 1 Protocol for broadcasting frequency and SEWS, removing Evacuation Warnings</li> <li>• Removed the 'I' from Incident Joint Public Information Committee so that it can be used at either Incident or Region level (throughout document)</li> </ul>	September 2024
J04.02	Public Information & Warnings for Class 2 Emergencies	1.0	<ul style="list-style-type: none"> <li>• New doctrine</li> <li>• Provides guidance to personnel of control and support agencies, in relation to the provision of timely, relevant and tailored public information and warnings to the community before, during, and after emergencies for the primary purpose of protecting life and property in Class 2 Emergencies.</li> </ul>	September 2025

Joint SOP		Version	Changes	Review
J08.01	OH&S Incident Reporting and Investigation	10.0	<ul style="list-style-type: none"> <li>• Updated title to include “Hazard”</li> <li>• Updated purpose to clarify that reporting includes OHS hazards, incidents and near misses</li> <li>• Updated roles and responsibilities</li> <li>• Clarified that all personnel are required to report OHS incidents to their supervisor utilising either OHS incident reporting cards, agency systems or system set up at particular emergencies for reporting OHS incidents.</li> <li>• Clarified that IC is to ensure that OHS incidents are also recorded in home agency hazard and reporting systems</li> <li>• Removed term “Minor OHS Incident” and “Serious” OHS incident and replaced with “OHS Incident”. IC will determine the process on how OHS incidents are managed based on the incident and agency processes</li> <li>• Clarified that it is the responsibility of the agency/employer involved in a Worksafe notifiable incident to notify Worksafe</li> <li>• Clarified who the IC may consult when determining the appropriate level of OHS incident management</li> <li>• Clarified the levels of OHS incident investigation</li> <li>• Updated the list of Worksafe notifiable incidents inline with current legislation</li> </ul>	September 2025
J08.02	Dynamic Risk Assessment	5.0	<ul style="list-style-type: none"> <li>• Scope highlights greater clarity in what situations and how the DRA should be utilised</li> <li>• Responsibilities and definitions updated</li> <li>• Key risk terminology has been updated and applied through the document which aligns with OHS Act</li> <li>• Additional input and clarity provided to the tasks within the DRA six step process</li> <li>• Reaffirms safety as an overarching priority</li> <li>• Reference to AV Special Patient (SPPT) in section 1.1 expanded for better clarity</li> <li>• Reference’s updated</li> </ul>	September 2024

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J08.03	Tree Hazard - Fire	5.0	<ul style="list-style-type: none"> <li>• Title change from bushfire response to fire to cover planned burnings as well</li> <li>• Hazard Tree Marking System updated with national standard</li> <li>• Acknowledges concepts detailed within JSOP can be applied in other emergencies when appropriate</li> <li>• Replaces access to incidents and planning burnings, to travel to and from...</li> <li>• Focusing on 'endorsement' as opposed to 'experience' when appropriate</li> <li>• Qualification &amp; endorsement for tree hazard assessment updated with national standard</li> <li>• Hazard Tree Treatment Options updated</li> <li>• Visual Tree Hazard Mitigation Matrix included</li> <li>• Numerous new definitions added or amended and detailed in Procedure</li> <li>• References heavy plant/machinery with appropriate safety guarding as resources</li> <li>• Update's guidance and references documents inclusive or Tree Hazard Pictorial Guide</li> <li>• Reaffirms safety as an overarching priority</li> <li>• Additional comments in Schedule 1 to clarify qualified or endorsed personnel</li> <li>• Definition updated on backburning</li> <li>• Definition updated for timeframe of operations</li> <li>• Further guidance on work area</li> <li>• Updated Schedule, hazard tree matrix visual to include Hanger and Indicator trees</li> <li>• FYI - Hyperlinks to EMV for high resolution hazard tree matrix and hazard tree pictorial guide will be inserted once JSOP approved</li> <li>• Stipulates Clear &amp; Present Danger Trees along roadsides are to be treated before handing back roads to responsible road authority</li> <li>• Reference's updated</li> </ul>	September 2024



Joint SOP		Version	Changes	Review
J08.04	Managing Potential Asbestos Exposure	4.0	<ul style="list-style-type: none"> <li>• Clarified purpose and scope</li> <li>• Updated inline with current OHS legislation and regulations</li> <li>• Updated roles and responsibilities</li> <li>• Updated definitions</li> <li>• Updated that emergency responders should refer to agency procedures regarding identify the potential for Asbestos Containing Materials and that if ACM is assumed to be present, then it is considered identified</li> <li>• If ACM is assumed to be present, IC is required to be notified</li> <li>• IC is require to notify all personnel and other relevant agencies</li> <li>• Updated site management process</li> <li>• Updated decontamination requirements</li> </ul>	October 2025
J08.05	Health Monitoring - Emergency Personnel	3.0	<ul style="list-style-type: none"> <li>• Change of title and scope to cover emergency personnel, not just emergency response personnel</li> <li>• Acknowledges principles and their application can be utilised for non-major emergencies when appropriate</li> <li>• Revised detail in Responsibilities and Definitions</li> <li>• Provided additional clarity to health monitoring standards and operations</li> <li>• Provided additional clarity to the roles and expectations of private providers</li> <li>• Provided additional clarity to data and reporting requirements for health monitoring data</li> <li>• The implementation of the JSOP will see a new online process for the collection and analysis of health monitoring data, replacing previous schedules</li> <li>• Reference's updated</li> </ul>	September 2024
J08.06	Multi-Agency Complaints Escalation Process	1.0	<ul style="list-style-type: none"> <li>• <a href="#">New Doctrine</a></li> </ul>	<a href="#">October 2024</a>
J12.01	Activation and Deployment of Real Time Monitoring and Evaluation (RTM&E)	11.0	<ul style="list-style-type: none"> <li>• <a href="#">Updated title</a></li> <li>• <a href="#">No significant updates – will be reviewed when the accompanying guidelines have been updated.</a></li> </ul>	<a href="#">October 2026</a>