



Department of  
**Education**

# **Incident Management on Department of Education Sites Policy**

Effective date: 1 December 2020

Version: 4.1

Last update date: 24 May 2024

## Table of contents

<b>1. Policy statement</b>	<b>3</b>
<b>2. Policy rules</b>	<b>3</b>
<b>3. Responsibility for implementation and compliance</b>	<b>3</b>
<b>4. Scope</b>	<b>3</b>
<b>5. Definitions</b>	<b>4</b>
<b>6. Related documents</b>	<b>4</b>
<b>7. Contact information</b>	<b>6</b>
<b>8. History of changes</b>	<b>6</b>
<b>9. More information</b>	<b>7</b>
Supporting content	7
Policy review date	7

## 1. Policy statement

The Department of Education manages incidents to reduce the likelihood of occurrence; minimise the impact on students, staff and site activities; and facilitate the return of the site to normal operations as soon as possible

## 2. Policy rules

All employees must comply with the [Incident Management Manual](#) (staff only).

### Guidance

The Incident Management Manual is available from [Ikon](#) (staff only) and a hardcopy will be provided to all Department Sites to assist schools and other sites to develop their plans.

## 3. Responsibility for implementation and compliance

Department of Education site managers are responsible for the implementation and management of the policy on their site.

Line managers are responsible for compliance monitoring.

## 4. Scope

This policy applies to all employees.

## 5. Definitions

### Site Manager

Officers, including Principals, College Managers and Line Managers, who have executive responsibility for overall management and control of any Department of Education site.

## 6. Related documents

### Relevant legislation or authority

[Australian Standard 3745: 2009 Planning for Emergencies in Facilities](#)

[AS ISO 31000: 2018 Risk Management Guidelines](#)

[Disability Discrimination Act, 1992](#)

[Emergency Management Act, 2005](#)

[Emergency Management Regulations, 2006](#)

[Industrial Relations Act, 1979](#)

[Occupational Safety and Health Act, 1984](#)

[Occupational Safety & Health Regulations, 1996](#)

[Public Sector Management Act, 1994](#)

[School Education Act, 1999](#)

[School Education Regulations, 2000](#)

[State Support Plan Emergency Welfare](#)

### Related Department policies

[Child Protection in Department of Education Sites](#)

[Community Use of Public School Facilities](#)

[Duty of Care for Public School Students](#)

[Occupational Safety and Health](#)

[Risk and Business Continuity Management](#)

[School Security in Public Schools](#)

[Student Behaviour in Public Schools](#)

[Student Health Care in Public Schools](#)

[Visitors and Intruders on Public School Premises](#)

### **Other documents**

[Keeping our Workplace Safe](#)

[The Principal's Guide to Bushfires](#)

[School Response and Planning Guidelines for Students with Suicidal Behaviour and Non-Suicidal Self-Injury](#)

[School Response and Planning Template for Students with Suicidal Behaviour and Non-Suicidal Self-Injury](#)

[School Security in Public Schools - Guidelines](#)

[State Emergency Management \(EM\) Glossary](#)

## 7. Contact information

**Policy manager:**

Office of the Deputy Director General, Schools

**Policy contact officer:**

Principal Consultant, Office of the Deputy Director General, Schools

T: 9264 5247

## 8. History of changes

<b>Effective date</b>	1 December 2020
<b>Last update date</b> <b>Policy version no.</b>	4.0
<b>Notes</b>	This new policy replaces the Emergency and Critical Incident Management policy. Endorsed by the Director General on 10 November 2020 D20/0597835.
<hr/>	
<b>Effective date</b>	1 December 2020
<b>Last update date</b>	24 May 2024
<b>Policy version no.</b>	4.1
<b>Notes</b>	Supporting resource names and hyperlinks updated. D24/0367129
<hr/>	

## 9. More information

### Supporting content

No supporting content found.

### Policy review date

1 December 2023

---