Appendix 1A

Concept – discussion exercise

[cover sheet]

Spontaneous Volunteering

Discussion Exercise

*Exercise name*

Contents

[Background 4](#_Toc141173638)

[Need 4](#_Toc141173639)

[Overview 4](#_Toc141173640)

[Aim 5](#_Toc141173641)

[Exercise objectives 5](#_Toc141173642)

[Exercise scope 5](#_Toc141173643)

[Exercise outline 6](#_Toc141173644)

[Proposed delivery 6](#_Toc141173645)

[Governance and management structure 6](#_Toc141173646)

[Public information 7](#_Toc141173647)

[Evaluation 7](#_Toc141173648)

[Budget 7](#_Toc141173649)

[Timeline 7](#_Toc141173650)

[Points of contact 7](#_Toc141173651)

[Concept approval 8](#_Toc141173652)

Exercise [name] – concept

This template is designed to help with developing the exercise concept. Some sections include draft wording for the exercise (in black) which you may choose to use or amend. Simply use the headings and delete or update guidance text in purple once complete.

# Background

A summary to provide background and context of where and how this exercise has come about.

# Need

Provide an answer to the question ‘Why conduct an exercise?’

This need may be influenced by:

* past exercise evaluation outcomes
* operational observations and/or lessons
* review or change of arrangements, policy and/or plans
* new equipment, procedures or practices
* personnel requirements (i.e., training, practise and/or assessment)
* legislative or regulatory requirements.

Spontaneous volunteering is a consistent feature of community response to disaster. Engaging with, and effectively coordinating this community effort will build social capital and support recovery.

This discussion exercise (DISCEX) is being developed as an opportunity to explore issues around spontaneous volunteering in-depth. Specific areas of focus include:

* roles, activities and opportunities for spontaneous volunteers
* established community groups and emergent or transient groups
* coordination considerations over time (following warnings, during response and after combat agencies withdraw; including short-, medium- and longer-term recovery)
* risk management issues
* [insert any local focus areas].

# Overview

Include a short paragraph about what the exercise is to achieve.

This exercise will develop insights into the complexities of engaging and coordinating spontaneous volunteers following a bushfire/severe storm/flood/oil spill/other selected hazard type. It will assist in identifying issues for further development to support ongoing recovery planning and improve recovery capability.

Identify the target audience.

The target audience is government and non-government agencies that would normally be part of an EOC or recovery committee.

# Aim

The exercise aim needs:

* a purpose – to test/validate/practice /etc the concept/procedure/etc …
* an outcome – …in order to…
* a context – when or in what situation/s.

To explore approaches for engaging and coordinating spontaneous volunteers, inform recovery planning, and strengthen networks between recovery stakeholders in local area, in order to review/validate/demonstrate the local emergency management/recovery plan.

## Exercise objectives

Outline the objectives of the exercise. They must be clear, concise and begin with a verb.

Remember to keep your objectives SMART:

* Specific
* Measurable
* Achievable
* Relevant
* Task-related

The objectives of the exercise are to:

1. outline local arrangements and plans for spontaneous volunteering
2. identify opportunities and constraints offered by spontaneous volunteers
3. explore the roles and responsibilities of government, non-government and local community stakeholders in engaging and coordinating spontaneous volunteers
4. strengthen collaboration and coordination at the local level
5. identify areas for further development to inform planning for spontaneous volunteers.

# Exercise scope

The exercise scope should:

* be broad enough to achieve the objectives
* consider the level of commitment of key participating agencies, inclusive of the private sector
* not be beyond the capability of the participants (test but not break)
* consider the level of involvement or participants.

The exercise will begin when a relevant type warning has been received and progress through impact to short- medium- and longer-term recovery. [modify to focus on different aspects of PPRR if desired]

In scope:

* Community preparedness
* Impact assessment, consequences and identification of community need
* Coordination considerations over time, from warning through impact to recovery
* Identifying community capacity and building connections.

Out of scope:

* Identify any areas that are out of scope.

# Exercise outline

Type, styles, phases etc. No need for scenario at this point, but it should include the theme that is proposed to use to meet the objectives.

This is a discussion exercise. A hazard type scenario will be developed based on the local risk profile and planning priorities and informed by the emergency management committee.

## Proposed delivery

The exercise is proposed for delivery on DATE at VENUE.

Attach Appendix 1C as a draft project plan.

Allow a minimum of eight weeks to develop the exercise. This will provide time to identify a suitable venue, issue diary invitations and consult with subject matter experts and participating agencies.

# Governance and management structure

An exercise planning group will be established that includes:

* emergency management committee representatives
* the combat agency with responsibility for the scenario hazard
* council representatives with a lead role in recovery arrangements
* other key stakeholders as appropriate.

The planning group will be chaired by NAME from AGENCY.

Include the agencies who will be participating in the exercise.

The exercise is targeted at stakeholders that would normally staff an EOC or be members of a recovery committee, including councils, state agencies and non-government organisations.

Proposed agencies/participants:

* local council representatives with a lead role in preparedness and recovery arrangements
* community sector organisations with a formal or demonstrated role in recovery arrangements
* peak business, industry and tourism groups (e.g., Chamber of Commerce and Industry).

# Public information

Strategic direction and responsibility for real and simulated media. Always inform your organisations media representatives that the exercise is planned. Determine whether any public messaging will coincide with the exercise.

The media/public information team may be engaged to assist developing any simulated media injects for the exercise. Where simulated media is included, it is important that an organisation media representative participates in the exercise.

# Evaluation

Identify the focus areas and approach. Evaluation methods can include:

* participant feedback / evaluation forms
* appointing official observers utilising an observation guide that defines measures for success against objectives

# Budget

Outline any expenses that may be associated with the exercise (e.g., venue hire and catering) and expectations for who will be responsible for costs.

# Timeline

Outline the proposed timeline for the exercise.

|  |  |  |
| --- | --- | --- |
| Category | Responsible | Due by |
| Concept |  |  |
| Planning |  |  |
| Conduct |  |  |
| Evaluation and reporting |  |  |

# Points of contact

Include person’s name, work area, phone and email.

|  |  |  |
| --- | --- | --- |
| Name | Position | Contact Details |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Concept approval

|  |  |
| --- | --- |
| Approved / Not Approved | Approved / Not Approved |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| NameTitle | NameTitle |
| Date | Date |