



MELTON MUNICIPAL
EMERGENCY MANAGEMENT
PLAN

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Municipal Emergency Management Plan

Foreword

The economic and social effects of emergencies including loss of life, destruction of property, and dislocation of communities are inevitable. Coping with risks gives our reason and focus for planning. Risks exist within all communities whether they are recognized or not.

Melton City Council's adopted Municipal Emergency Management Plan (MEMP) is the primary planning document in case of a Municipal Emergency and is implemented by the independent Municipal Emergency Management Planning Committee, which is composed of representatives from Victoria Police, Country Fire Authority (CFA), State Emergency Service (SES), Department of Health and Human Service (DHHS), Victorian Council of Churches, Red Cross, Council and a range of other State Government and non government agencies.

Under the Emergency Management Act 1986 (Vic), Council has a statutory obligation to prepare a MEMP and be able to implement the plan in an emergency. Consequently, Council must be able to implement the establishment and operations of a MECC for the purpose of providing Response and Recovery activities to support the emergency services agencies and to assist community recovery.

The Melton Municipal Emergency Management Plan has been produced pursuant to Section 20(2) of the Emergency Management Act 1986. This plan addresses the prevention of, response to and recovery from emergencies within the Municipality and is the result of the cooperative efforts of the Emergency Management Planning Committee and assistance from Victoria State Emergency Service Central Region and recognizes the previous planning activities of the municipal area.

The information contained in the Contact Directory of the Melton Municipal Emergency Management Plan shall only be used for essential emergency management purposes and shall be managed in accordance with the Privacy and Data Protection Act 2014.

Municipal Emergency Management Plan

Document Version

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Authorised by:	Peter Doyle - EMC	19 Feb 2017	Next Review

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v.2017.1.1	7/02/2017	15/02/2017	MEMPC review	Peter Doyle

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One Number Contact
MELTON CITY COUNCIL

MUNICIPAL EMERGENCY RESOURCE OFFICER

24 HOUR EMERGENCY CONTACT NUMBER

8393 8801

**MUNICIPAL RECOVERY ON CALL
24 HOUR EMERGENCY CONTACT**

0409 565 427

MELTON CITY COUNCIL 24 HR CONTACT PROTOCOL

For Advice or Requests for Assistance Contact:

Melton City Council - Phone: 8393 8801

Ask for the Municipal Emergency Resource Officer (MERO) and leave a verbal message (advice or request) with the paging service operator.

If Council assistance is required and a response has not been received within 10 minutes.

Call:

During Business Hours (8.30 AM - 5.00 PM) PH: 9747 7200 & leave verbal message with the customer service operator for "MERO".

Or

After Hours (After 5.00 PM) PH: 9483 7837 & leave verbal message with paging service operator after requesting the "MERO".

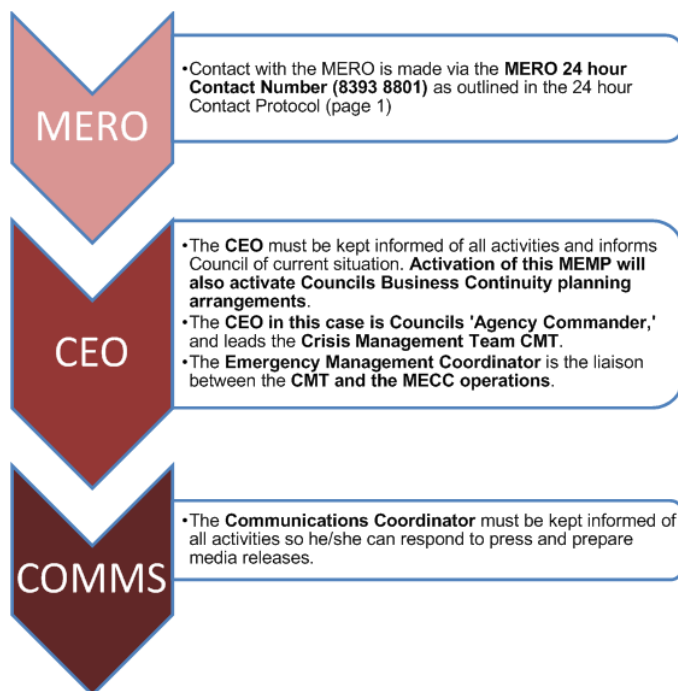
To forward either hard copy or electronic versions of Media Releases/Information Updates:

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Fax: 9747 7213
or

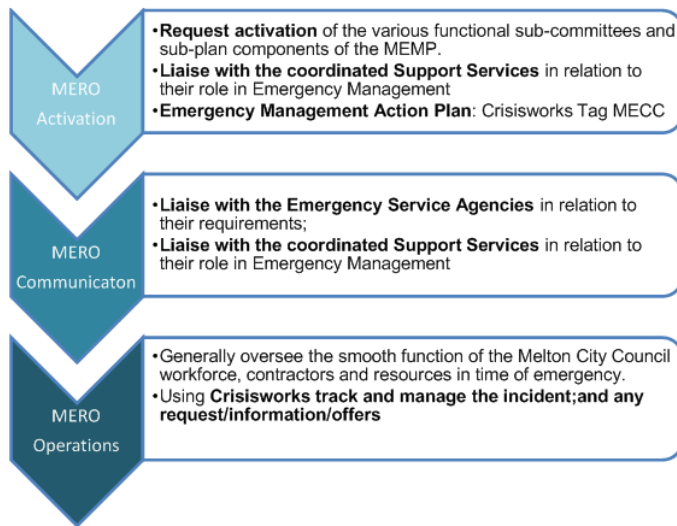
BCC Email: mero@melton.vic.gov.au

Marked: "To urgent attention of Municipal Emergency Resource Officer (MERO)"



In implementing the Emergency Management Plan or parts thereof, it shall be the duty of the Municipal Emergency Resource Officer (MERO) to:

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Municipal Emergency Management Plan

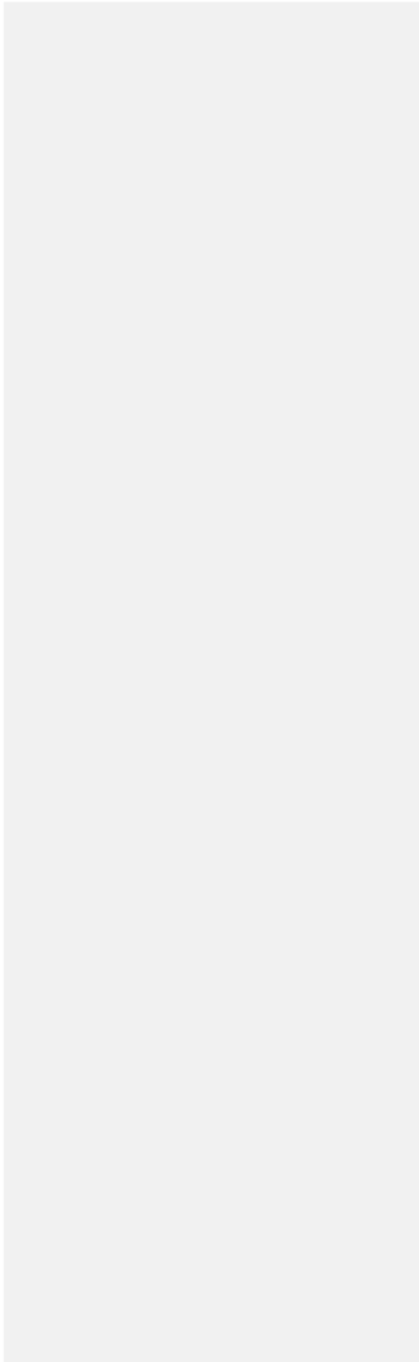
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PART ONE: INTRODUCTION

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Municipal Emergency Management Plan

PART ONE - INTRODUCTION

1.1 Municipal Endorsement

This Municipal Emergency Management Plan has been produced by and with the authority of Melton City Council (the entire area of the municipal district created by Order of the Governor in Council on Thursday, 15 December, 1994) pursuant to Section 20 of the Emergency Management Act 1986 and in compliance with Part 6 of the Emergency Management Manual Victoria Guidelines for Municipal Emergency Management Planning.

Council understands and accepts its roles and responsibilities as in Part 4 of the Emergency Management Act 1986, sections 6, 7 and 8 of the Local Government Act 1989 and the Country Fire Authority Act 1958.

This Municipal Emergency Management Plan is not a Council Plan. It is a result of the co-operative efforts of the Municipal Emergency Management Planning Committee; after consultation with those agencies and organizations identified herein in accordance with Section 21(3) of the Emergency Management Act 1986.

The Common Seal of
The City of Melton
Was hereunto affixed this

..... Day of

.....

Approving and adopting this plan.

In the presence of

..... Chief Executive Officer

..... Councillor



1.2 Aim

The aim of this Plan is to detail the agreed arrangements for the prevention or mitigation of, the response to, and the recovery from, emergencies that could occur in the City of Melton.

1.3 Objectives

The Melton Municipal Emergency Management Committee is committed to working in partnership with the community, emergency services, and other agencies and management authorities, and neighbouring municipalities to prevent and minimise the occurrence of emergency events and their impact on community wellbeing, including social, economic, and the natural and built environments.

The broad objectives of Municipal Emergency Management planning are to:

- Implement measures to prevent or reduce the causes or effects of emergencies to our community;
- Develop and administer programs that reduce the community's vulnerability to emergencies and increase its capacity for resilience and self reliance;
- Identify the municipal resources (being resources owned by or under the direct control of the municipal council) and other resources available for use in the municipal district for prevention, response and recovery;
- Manage support that may be provided to or from adjoining municipalities;
- Assist the affected community to recover following an emergency; and
- Identify and record any Neighbourhood Safer Places and Community Fire Refuges within the municipal district (as required by Section 20B of the Emergency Management Act 1986).

1.4 General Principals and Context

Local government plays an important role in emergency management, both in partnership with others, and through its own legislated emergency management obligations. Councils are not emergency response agencies; the responsibility of agencies is nominated in part six of the State Emergency Response Plan.

Council does however have the following roles:

- developing emergency management plans
- undertaking mitigation activities
- assess and review hazards and risks facing the community within the Community Emergency Risk Assessment (CERA) plan
- providing support to response agencies, and
- co-ordinating relief and recovery for local residents

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*This plan has been prepared in accordance with relevant legislation and the Council Plan.

* Currently two emergency management Acts are operating in tandem: • the Emergency Management Act 1986 • the Emergency Management Act 2013. In mid-2016, submissions on the exposure draft of the Emergency Management Legislation Amendment (Planning) Bill 2016 closed. The exposure draft proposes amendments to the 2013 Act to underpin new emergency management planning arrangements for Victoria. It envisages the Emergency Management Act 1986 will be gradually repealed and new arrangements prescribed in the Emergency Management Act 2013.

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PART TWO: AREA DESCRIPTION

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PART TWO - AREA DESCRIPTION**2.1 Topography****Key Features**

Djerriwarrh Creek (forming the western boundary of City of Melton) runs north south.

Toolern Creek runs north south forming the current eastern boundary of the Melton Township.

Mount Cottrell approx. 204 metres above sea level (south east of the Melton Township)

Mount Atkinson approx. 140 metres above sea level (east – south east of Melton Township)

Mount Kororoit approx. 237 metres above sea level (north east of Melton Township)

Kororoit Creek runs in a south-easterly direction through the central and eastern portions of the City of Melton.

Arnolds Creek and Little Blind Creek run directly through the Melton Township in a southerly direction.

Black Hills in excess of 300 metres above sea level (north of Toolern Vale)

Melton Reservoir south west of the Melton Township

Upper reaches of the Werribee River – south of the Melton Township

Boundaries

North – North of Green Hill and The Gap and south of Millett Road.

South – Springhill Road and Boundary Road.

West – Djerriwarrh Creek and Nortons Road/Bucklers Road

East – Calder Freeway, Calder Park Drive, Melbourne Water Drainage Reserve, Hume Drive, Kororoit Creek and Robinsons Road.

Adjoining Municipalities

Macedon Ranges Shire (Northern Boundary)

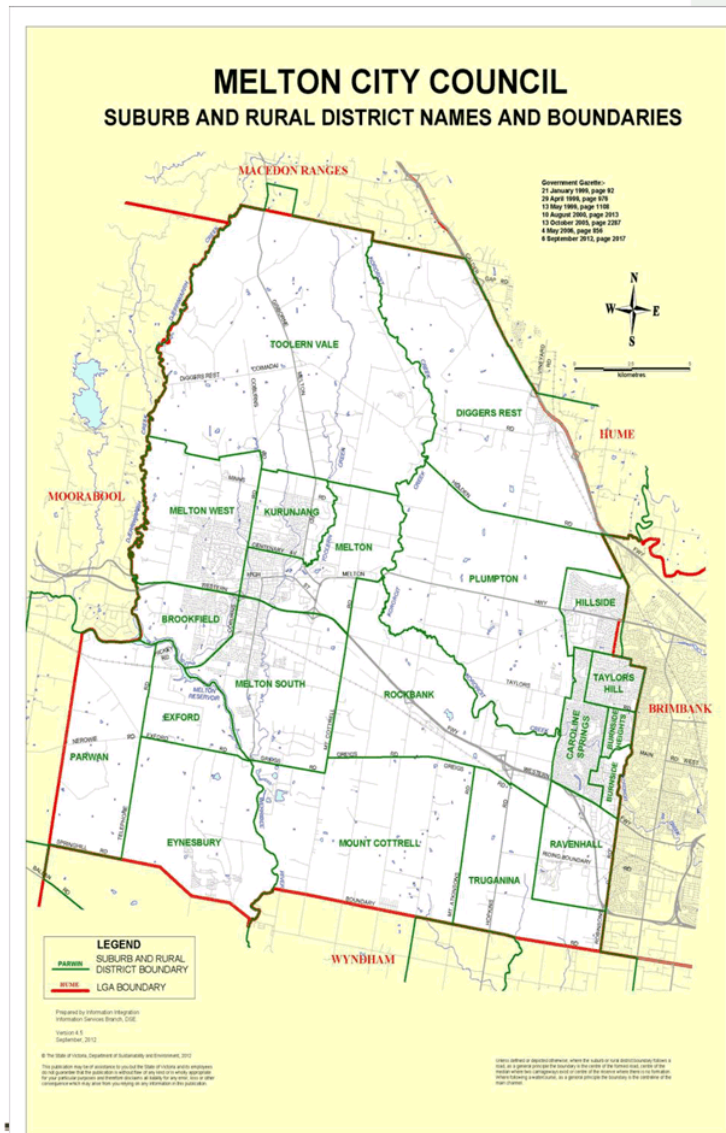
Moorabool Shire (Western Boundary)

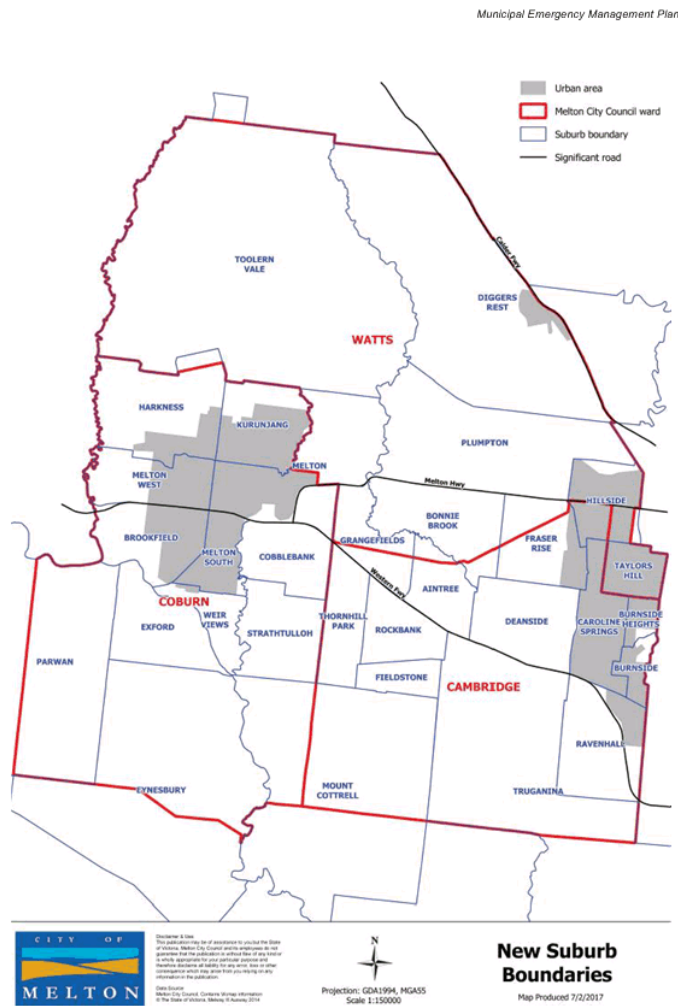
City of Wyndham (Southern Boundary)

City of Brimbank (Eastern Boundary)

City of Hume (North Eastern Boundary)

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Main Roads

- Melton - Gisborne Road
- Melton Highway
- Western Freeway
- High Street

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Hopkins Road
Diggers Rest - Coimadai Road
Deer Park Bypass

Rail

Melbourne – Ballarat Railway Line (Includes fast rail services)
Melbourne – Bendigo Railway Line (Includes fast rail services and electrified suburban services)

Airport

Melton Airfield (private)
Melway Map reference 330 G3

Airports – Flight Paths

North of Melton Highway – East – West flight path Melbourne Airport

Climate

Dominated by north / north westerly winds during summer.
Dominated by south / south westerly winds during winter.
Characterized by low rainfall patterns.

Projected changes in Australian climate include (Whetton, 2011):

- Annual average warming by 2030 (above 1990 temperatures) of approximately 1oC across Australia, with warming of 0.7 - 0.9oC in coastal areas and 1 - 1.2oC inland.
- Intense rainfall events in most locations will become more extreme, driven by a warmer, wetter atmosphere. Drying plus increased evaporation means soil moisture is likely to decline over much of southern Australia. An increase in fire-weather risk is likely.

Average Rainfall

Varies from approximately 400ml per annum at Mount Cottrell (basaltic plains) to approximately 650 ml per annum at the northern municipal boundary (Black Hills region).

2.2 Demography

Population

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The City of Melton is one of the fastest growing municipalities in Australia. New townships and new suburbs are being rapidly created or expanded. This will create new Emergency Management demands for agencies. Growth is fragmented and occurring along major transport corridors around Melton; Caroline Springs and Diggers Rest.

In 2011, the total population of Council was estimated to be 112,645 people. It is expected to increase by over 98,200 people to 210,883 by 2026, at an average annual growth rate of 4.27%. This is based on an increase of over 34,000 households during the period, with the average number of persons per household falling from 2.98 to 2.91 by 2026.

The City of Melton embraces a series of townships and communities including Caroline Springs (19 kilometres west of Melbourne's CBD) and Melton (35 kilometres west of Melbourne's CBD). As of April 2016, the City of Melton total population is 133,010.

The City of Melton is ranked 20th of 30 Melbourne local government areas on the SEIFA index of disadvantage (ABS 2011). Levels of disadvantage vary throughout the City, but are generally higher in the older areas around Melton Township and lower in the new suburbs around Caroline Springs (Eastern Growth Corridor).

With the develop of growth areas both in the eastern corridor and surrounding the Melton township the population is projected to rise to 210,883 by 2026, and 315,022 by the year 2036.

Rockbank is a major future growth area within the City. Located southeast of Melton Township, Rockbank will ultimately have approximately 50,000 people living in around 20,000 households.

Initial population growth and residential development in City of Melton will increase the number of people and houses that may need assistance during emergencies.

The City of Melton is a young, vibrant community with almost 80% of the population aged less than 49 years.

Forecast population, households and dwellings

City of Melton	Forecast year					
Summary	2011	2016	2021	2026	2031	2036
Population	112,645	133,010	167,022	210,883	261,626	315,022
Change in population (5yrs)		20,365	34,012	43,861	50,744	53,396
Average annual change		3.38%	4.66%	4.77%	4.41%	3.78%
Households	37,290	44,411	55,971	71,382	89,136	107,151

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Average household size	2.98	2.95	2.93	2.91	2.89	2.90
Population in non private dwellings	1,459	2,034	2,958	3,349	3,792	4,156
Dwellings	39,104	46,441	58,552	74,649	92,944	111,153
Dwelling occupancy rate	95.36	95.63	95.59	95.62	95.90	96.40

The City of Melton has two main population centres:

- Melton Township which includes the suburbs of Melton, Melton South, Brookfield, Melton West and Kurunjang
- Eastern Corridor which comprises of the suburbs of Burnside, Caroline Springs, Hillside, Taylors Hill and Burnside Heights
- Current growth is fragmented and occurring along major transport corridors around Melton; Caroline Springs and Diggers Rest
-

<http://forecast.id.com.au/melton>

Emergency Management Challenges in the City of Melton

Socio-economic trends in peri-urban areas like the City of Melton also represent a significant challenge for emergency management.

As noted, average incomes and levels of education attainment tend to be lower in the City of Melton than inner metropolitan areas, resulting in a degree of social and economic disadvantage. Household holders with low incomes and other financial strains (such as mortgage stress), may find it difficult to allocate resources to risk reduction measures, such as modifying or retrofitting their house. They may also be less able to afford insurance, thus impeding their capacity to recover from emergencies and disasters (Priest, Clark & Treby 2005, and Booth & Williams 2012). Underinsurance may also lead to increased expectations and dependence on government and emergency services organisations in terms of response, relief and recovery.

Priest, S.J. Clark, M.I. & Treby, E.J. 2005. Flood insurance: the challenge of the underinsured. Area 37, pp. 295-302.

Residents may need to travel relatively long distances to access infrastructure, services and employment.

The lack of local employment opportunities across the municipality has several major implications for emergency services organisations. Long commute times to places of

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employment outside the local area reduce the amount of time that City of Melton residents spend at home with family and community. This reduces the amount of time available for tasks related to household mitigation and preparedness or volunteering for community-based emergency services agencies such as the Country Fire Authority and the SES. Residents working outside their local area find it more difficult to return in times of emergency to protect their home and assets from the impacts of fast onset events, such as flash floods and fast moving grass fires. Emergency service organisations will need to consider the specific needs of families with dependents, especially when both parents work outside the area. In the City of Melton, where numbers of children and young people are forecast to dramatically increase, the needs of families facing these circumstances must be considered.

Inadequate transport infrastructure across the City of Melton has serious implications for emergency services organisations. Traffic congestion is likely to be a major issue affecting these areas due to the lag in investment in road infrastructure. In the event of an emergency, this congestion would be further exacerbated by increased numbers of people seeking to either evacuate or return home to protect household assets. Congestion may also place residents in danger and restrict the response capabilities of emergency services organisations. As such, careful consideration will need to be paid to levels of congestion and road infrastructure in emergency evacuation plans for the municipality. Public transport is inadequate across the municipality and could potentially impede the emergency response capacity of residents with limited access to private vehicles. This is most likely to affect the elderly, the disabled, newly arrived immigrants, children and young people, and one vehicle households where the use of that vehicle is dedicated to commuting to employment outside the area.

The suburb of Ravenhall is home to several large industrial warehouses and refrigerated logistics services and as such will continue to present hazardous materials challenges.

In 2017 the municipality will have three correction facilities operating. Metropolitan Remand Centre is a maximum security facility with a capacity of 950 male prisoners. Dame Phyllis Frost Centre will see capacity increasing from 300 to around 500. Ravenhall Private Prison is currently under construction between the Remand centre and Dame Phyllis Frost, and is expected to house 1300 male prisoners. All three facilities are being built, or renovated to continue to meet the standards of maximum security facilities.

Representatives from each facility attend MEMPC meetings. EM arrangements are continuously improving at all of the centres and the centres continue to grow a relationship with the MEMPC; and to link in to resources available within the community.

For further information about City of Melton demographics, please visit the demographic pages of the Council website [here](http://www.melton.vic.gov.au/Council/About%20the%20City/Demographics):
[http://www.melton.vic.gov.au/Council/About the City/Demographics](http://www.melton.vic.gov.au/Council/About%20the%20City/Demographics)

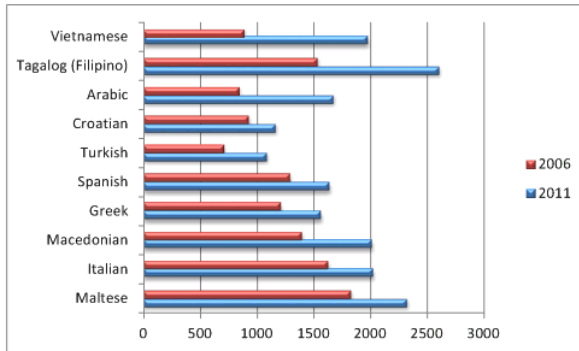
Cultural and Linguistic Diversity

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Affordable housing will continue to draw young families and recent immigrants to the City of Melton, which will increase the cultural and linguistic diversity of the area. Such diversity requires a capacity to communicate information on prevention and preparedness, as well as warnings, using a range of media and engagement strategies.

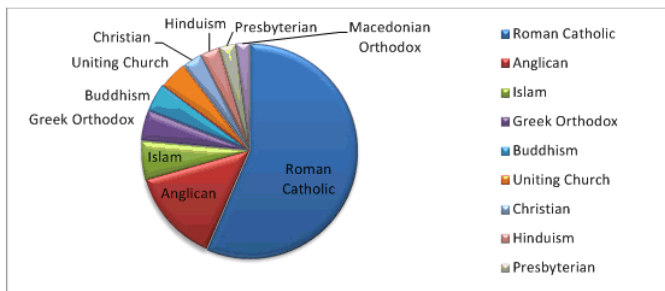
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The overseas born population makes up approximately 30.4% of the City of Melton's population. English is the main language spoken by 71890 people in the municipality. The top 10 languages spoken after English are Maltese, Italian, Macedonian, Greek, Spanish, Turkish, Croatian, Arabic, Tagalog (Filipino) and Vietnamese.



Religion

In the 2011 Census, the most common responses for religious affiliation for persons usually residing in the City of Melton were Catholic 36.8%, No Religion 17.1%, Anglican 9.1%, Eastern Orthodox 6.1% and Uniting Church 2.7%.



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Vulnerable Communities

Melton has a very high proportion of residents aged 0-9 years (17.4%) and 10-19 years (13.9%).

There are a number of isolated communities located in fire prone locations in the Toolern Vale Hills. A large proportion of these properties have limited access via unsealed roads with one way in and one way out. The Be Ready Toolern campaign was a recent initiative targeting residents of limited access roads.

The Eynesbury Estate within the Exford area is a community that is isolated and access to this development is limited to two roads, one through the grey box woodland (high fire risk area) the other via an unsealed haul road. Access to this township will improve in the

future through formal construction of the haul road and construction of another access road from the south of the development to Ballan Road. The level of isolation has improved as the township develops and services are implemented.

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2.3 History of events

Bush fires	February 1952 - bushfire on Blackhill Road, Toolern Vale- 1 deceased.	January 1974 - Wombat State Forest fire – Toolern Vale area – House and stock losses	February 1952 - bushfire on Blackhill Road, Toolern Vale- 1 deceased.	
Structural Fire	31 March 1994 - Melton Court Nursing Home – 5 deceased.			
Floods and Storms	From the end of October 1995 to the beginning of November 1995	02 February 2005 – Large number of road closures and diversions in place for 2 to 3 months particularly on the unsealed road network. Extensive bridge damage at Toolern Creek Bridge Exford; causing the bridge to be closed for three months. Property damage in Troups Road North, Rockbank.	13-14 January 2011– A significant rain event impacted western parts of Victoria including the municipality of Melton. Rainfall totals in the range of 130mm-150mm occurred across the municipality over this two day period. Throughout the event the Melton SES responded to approximately 100 requests for assistance. The majority of requests for assistance related to flash flooding and building damage.	25 December 2011– North east corner of the municipality in and around the Taylors Hill area worst affected. Taylors Hill Retirement Village badly damaged with the complex operators coordinating the recovery effort within the village. Brimbank significantly impacted. Recovery centre established in Brimbank.
Vehicle Accident	12 February 1997- Fuel tanker			

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	overturning – Western Highway			
Heatwave	26 January 2009 - 01 February 2009 – Unprecedented temperatures and extended duration of heatwave period. Maximum temperatures were 12-15 c above average. Three consecutive days of temperatures above 43 c. widespread load shedding across electricity network causing long periods of power outages within the municipality. No specific statistics relating to Melton in relation to heatwave associated deaths, however across the state there was a 77% increase in reported deaths, a 2.5 fold increase in reported deaths in the 65-74 year old age group and a 3 fold increase in reported deaths in the 75+ age group.	January – 2014 No specific statistics relating to Melton in relation to heatwave associated deaths, however across the state more than 203 deaths were reported to the coroner, more than twice the average. Later analysis found there were 167 excess deaths in Victoria over the four-day period from 14 to 17 January		
H1N1 (Swine Flu)	May – August 2009 - Outbreak across state. 20+ confirmed cases within municipality			

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	quarantined with assistance provided by Council and DHHS staff. State-wide, there were 26 confirmed deaths associated with Swine Flu (no figures available for Melton).			
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Recording and Tracking Incidents on Crisisworks

From 2013 onwards Council uses Crisisworks, a web based platform to record and track the use of resources during any incident. A full list of all recent exercises and MECC activations can be found in Crisisworks through the "Manage Incidents" drop down box and at:

https://melton.mecccentral.com/agency_workspaces/melton_shire_council

In February 2011, the Council of Australian Governments (COAG) released the National Strategy for Disaster Resilience which states that 'Australia has recently experienced a number of large scale and devastating natural disasters, including catastrophic bushfires, far reaching floods, and damaging storms. Natural disasters are a feature of the Australian climate and landscape and this threat will continue, not least because climate change is making weather patterns less predictable and more extreme.

2.4 Risk Register

Following completion of the Community Emergency Risk Assessment process in 2016 the following key risks were reviewed and considered under the CERA process:

Melton City Council			
18 May 2016			
Code	Risk	Ratings Confidence	Residual Risk Rating
BF-L	Bushfire - large, regional	High	Medium
N-O2	Flood/Storm	Med	Medium
ET-HW	Extreme Temperatures - Heatwav	Med	High
T-RDL	Road Transport Incident - large ca	Med	Medium
F- R	Fire - Residential	High	Medium
HM-T	Hazardous Materials Release - in	High	Medium
HE	Human Epidemic / Pandemic	Med	Medium
I-O1	Service Disruption - Utilities Exten	Med	Medium

Other lesser risks were considered by the MEMPC and determined to be of lesser order and could be managed under normal operating arrangements. Other higher order risks such as terrorism and aircraft accident were considered beyond the

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MEMPC realm of influence and beyond the reasonable scope of Municipal Emergency Management Planning.

To engage the relevant emergency management stakeholders the following matrix lists the current identified risks and tables the relevant stakeholders required to be members of the MEMPC.

Contact details for the above MEMPC Members are found in Part 8 – MEMP.

Flood Management Plan for Melton City Council and Melbourne Water, May 2016 and Flood Emergency Plan.

The Melton Flood Management Plan (FMP) has been developed in partnership between the Melton City Council, VICSES and Melbourne Water as part of a joint focus on managing existing, residual and future flood risks within the Melton municipality. The FMP has been developed in response to an identified need to improve collaboration between flood management agencies.

Planning Controls and Building Controls

Planning controls such as the Bushfire Management Overlay and Flood Management Overlays are used to mitigate the risk of building in areas that present an unacceptable level of risk to occupants.

Building controls are in place to ensure that when planning permission is granted, buildings are erected to appropriate standards.

2.5 List of Public events that may affect emergency management in the municipality

Melton City Council delivers a number of events and festivals annually such as Australia Day and Summersault which attract significant attendance.

An updated list of broader community events is available via the council website: <http://www.melton.vic.gov.au/Out-n-About/Events/Events-Calendar>

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PART THREE: MUNICIPAL MANAGEMENT ARRANGEMENTS

3.1 [Municipal Emergency Management Planning Committee](#)

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3.3 [Municipal Emergency Management Functions](#)

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Municipal Emergency Management Plan

PART THREE - MUNICIPAL MANAGEMENT ARRANGEMENTS

3.1 Municipal Emergency Management Planning Committee

This Committee is formed pursuant to Section 21(3) & (4) of the Emergency Management Act 1986, to formulate a plan for the Council's consideration in relation to the prevention of, response to and the recovery from emergencies within the Melton municipality.

The following persons shall make up the Municipal Emergency Management Planning Committee:

Chairperson -Councillor
Municipal Emergency Management Coordinator – Executive Officer
Municipal Emergency Coordination Centre Manager
Municipal Emergency Resource Officer (appointed by council)
Municipal Emergency Resource Officer Deputy(s)
Municipal Recovery Manager (appointed by council)
Municipal Recovery Manager Deputy(s)
Municipal Emergency Response Co-ordinator(s) (appointed by Victoria Police)
Local & Regional Fire Service Representative
Local & Regional VICSES Representative
Local & Regional Police Representative
Victorian Department of Health and Human Services Representative
Federal Department of Human Services, Centrelink Representative
Victorian Council of Churches Emergency Management Representative
Medical / Ambulance Representative
Australian Red Cross Representative
Vic Roads Representative
SP Aus Net Representative
St John Ambulance Australia
Department of Justice Correctional Facilities
WoodGrove Shopping Centre Representative

Each organisation has the responsibility to ensure that they are represented by the appropriate delegate or delegates.

Community representation occurs via the Chairperson –Councillor; the Community Safety Committee; and in the practice of basing MEMPC meetings at varying community locations.

Over the next three years the MEMPC will continue to meet at varying times and in varied facilities such as: Emergency Relief Centre; Corrections Facilities; Incident Control Centres; CFA Brigades and SES units.

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3.2 Linked Plans

Members of the Municipal Emergency Management Planning Committee have been involved in the development of various sub plans and linked plans; thereby linking these plans to the Municipal Emergency Management Plan copies of which are available from the Civic Centre.

Linked Plans	Linkages / Members of MEMPC									
	Council or	MER O	EM C	MR M	MFP O	SE S	CF A	VICPOL	DHHS	Red Cross
City of Melton Council Plan,	Yes	Yes		Yes						
Melton Municipal Fire Management Plan,		Yes	Yes	Yes	Yes		Yes	Yes		
Melton Flood Emergency Plan,		Yes	Yes			Yes				
Melton Heatwave Plan,			Yes	Yes					Yes	Yes
Melton Pandemic Plan,			Yes	Yes					Yes	Yes
Melton Municipal Recovery Plan,			Yes	Yes					Yes	Yes
Melton Municipal NSP Plan		Yes	Yes		Yes		Yes	Yes		
Community Emergency Risk Assessment,	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Community Information Guides		Yes			Yes		Yes			

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Municipal Emergency Management Plan

(Prepared by the CFA for Toolern Vale and Eynesbury)														
Melton Municipal Community Safety Plan,	Yes									Yes				
Melton Municipal Road Safety Plan,	Yes									Yes				
Melton Municipal Public Health & Well Being Plan,	Yes									Yes				
Melton City Council Business Continuity Plans		Yes	Yes											

Public event plans are generated for specific events and make reference to EM arrangements contained within the MEMP.

3.3 Municipal Emergency Management Functions

Council shall identify the resources or services it provides within Victoria's emergency management arrangements, and shall set out key operational management requirements.

Council accepts responsibility for managing and coordinating its resources for responding to, and recovering from emergencies. Council acknowledges that Municipal resources include those owned by Council and those under its control if sourced from other agencies. Council acknowledges that local and regional planning ensures that agencies' expectations of council services are based on a realistic assessment of council capability.

Council accepts that it may obtain part or all of these services or resources from outside contractors. In such cases, Council is responsible for providing the agreed resources on time.

Where activities are contracted out, Council accepts its responsibility for ensuring a continuous year-round emergency capacity is maintained. This involvement shall be built in to every relevant contract.

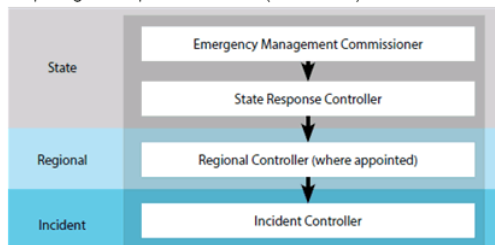
Municipal Emergency Management Plan

So that contractors can meet these responsibilities, Council shall:

- include response and recovery aspects of emergency management, as appropriate, in tender specifications and contracts;
- ensure contractors and their staff understand their emergency management obligations and operational requirements in emergency situations; and where possible provide CFA fire ground training to appropriate contractors;
- establish communications links with contractors and their vehicles for use during emergencies;
- take remedial action to assist if contractors lack local knowledge.

Response

Preparing for response activities (Prevention)



Council shall prepare for response activities as per the requirements of the EMMV – Part 6

Council shall prepare for its response activities by:

- organising local resource provision through the MERO;
- identifying specialist personnel (e.g. building surveyor, environmental health officer);
- maintaining and providing specialist information and maps, including:
 - drainage
 - underground services
 - flood/inundation
 - bushfire-prone areas;
 - coordinating community support and catering functions;
 - providing information about individuals or groups with special needs (location, targeted protection/evacuation strategies);
 - providing community awareness, information services and warning systems;
 - developing Standard Operating Guidelines for the most probable activities; and
 - developing sub plans for probable events.

Recovery

Preparing for Recovery activities

Council shall prepare for recovery activities as per the requirements of the EMMV – Part 6

Council shall prepare for its recovery roles by:

- planning, resourcing, testing and exercising for recovery; and
- ensuring recovery arrangements are in place as set out in Part 4 the State Emergency Recovery Plan of the Emergency Management Manual Victoria.

Council may also:

- use post-impact reviews to set priorities for reconstruction and restoration strategies;
- increase staff numbers through short-term employment of community development officers and other essential personnel; and
- implement pre-planning enhanced prevention strategies as part of a recovery process, such as changes in land usage.

3.4 Crisis Management Team

Melton City Council will activate the Crisis Management Team to manage Council's critical business functions during a disruption that would adversely affect Council Business Continuity. It will convene when the scale of an emergency or disruption calls for a significant effort in maintaining critical municipal functions or resources detailed in the Crisis Management Plan and Corporate Business Continuity Plan.

These plans are stored off site on Crisisworks: Melton City Council Agency Workspace documents:

<https://melton.meccentral.com/public>

3.5 Emergency Management Coordination Group (EMCG)

The Emergency Management Coordination Group (EMCG) is a key municipal decision making group which includes the MERC, MERO and MRM and operates within the functionality of the Municipal Emergency Coordination Centre. It is recognised that each of these positions are legislatively empowered. There should be constant/regular consultation between these positions.

The EMCG may also consider the establishment of a Planning Unit to support the EMCG in undertaken strategic planning considerations. The Planning Unit, if established, would primarily consist of council staff (and co-opt others as required) and would report to the EMCG.

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Further detailed information on roles and functions can be found at <https://melton.mecccentral.com/public> tagged under MECC.

Appendix Three - MECC STANDARD OPERATING PROCEDURES

3.6 Municipal Emergency Resource Officer

The Emergency Management Act 1986 requires each council to appoint a Municipal Emergency Resource Officer/s (MERO).

EMMV
Appendix 3,
Pages 6-26
March 2015

Appointed	Operations Manager
Location	Civic Centre – Melton City Council Municipal Emergency Coordination Centre during an emergency
Overview Statement	The MERO is responsible for the coordination of municipal resources to enable emergency response.
Duties (EMMV 6-26 Jan 2011)	<ul style="list-style-type: none"> • Coordinate municipal resources in emergency response; • Provide council resources when requested by emergency services or police during response activities; • Maintain effective liaison with emergency agencies within or servicing the municipal district; • Maintain an effective contact base so municipal resources can be accessed on a twenty-four hour basis; • Keep the municipal emergency coordination centre(s) prepared to ensure prompt activation if needed; • Liaise with the Municipal Recovery Manager on the best use of municipal resources; • Organise a response debrief if requested by the Municipal Emergency Response Coordinator (MERC), an appointee of Victoria Police; • Ensure procedures and systems are in place to monitor and record expenditure by the Council in relation to emergencies; and • Perform other duties as determined
Line Relationship	<p>Reports to:</p> <ul style="list-style-type: none"> • Council <p>Liases with:</p> <ul style="list-style-type: none"> • MERC • MRM & Deputies • Deputy MERO • MECC Facility Manager • Media & Public Relations Officer
	External Relationships:

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	<ul style="list-style-type: none"> • Emergency services • Agency staff • Contractors • Other municipalities
--	---

3.7 Municipal Recovery Manager

The second role under the general title of municipal emergency resource officer/s is that of the Municipal Recovery Manager (MRM).

*EMMP
Appendix 3,
Pages 6-27
March 2015*

Appointed	Manager Community Planning
Location	Civic Centre – Melton City Council Municipal Emergency Coordination Centre during an emergency
Overview Statement	The MRM is required to take an active role in emergency recovery planning, and has responsibility for the coordination of municipal resources to assist emergency relief and emergency recovery activities. The MRM may delegate duties to provide for effective management of recovery functions.
Duties (EMMV 6-27 Jan 2011)	<ul style="list-style-type: none"> • Coordinate municipal and community resources for recovery; • Assist with collating and evaluating information gathered in the post-impact assessment; • Establish priorities for the restoration of community services and needs; • Liaise with the MERO on the best use of municipal resources; • Establish an information and coordination centre at the municipal offices or a location more appropriate to the affected area; • Liaise, consult and negotiate with recovery agencies and Council on behalf of the affected area and community recovery committees; • Liaise with the regional recovery committee and Department of Health and Human Services; • Undertake other specific recovery activities as determined.
Line Relationship	Reports to: <ul style="list-style-type: none"> • Council Liaises with: <ul style="list-style-type: none"> • MERC • MERO & Deputies • Deputy MRMs • MECC Facility Manager • Media & Public Relations Officer • Relief & Recovery Centre Staff

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	External Relationships: <ul style="list-style-type: none"> • DHHS • Red Cross • Other municipalities • Community Recovery Committees • Regional Recovery Committee
--	--

3.8 Municipal Fire Prevention Officer

The Country Fire Authority Act 1958 and the Metropolitan Fire Brigades Act 1958 require each municipal council to appoint a fire prevention officer (generally known as a Municipal Fire Prevention Officer) and any number of assistant fire prevention officers.

Appointed	MFPO
Location	Civic Centre – Melton City Council
Overview Statement	To ensure Council’s obligations under the Country Fire Authority Act 1958 are met.
Duties (EMMV 6-28-29 Jan 2011)	<ul style="list-style-type: none"> • Manage the Municipal Fire Prevention Committee (MFPC) (if formed under the Country Fire Authority Act 1958) as chairperson and executive officer; • Undertake and regularly review Council’s fire prevention planning and plans (together with the MFPC, if one exists); • Liaise with fire services, brigades, other authorities and councils regarding fire prevention planning and implementation; • Advise and assist the Municipal Emergency Management Planning Committee on fire prevention and related matters; • Ensure the MEMP contains reference to the Municipal Fire Prevention Plan; • Report to Council on fire prevention and related matters; • Carry out statutory tasks related to fire prevention notices and infringement notices; • Investigate and act on complaints regarding potential fire hazards; • Advise, assist and make recommendations to the general public on fire prevention and related matters; • Issue permits to burn (under s. 38 of the Country Fire Authority Act 1958); and • Facilitate community fire safety education programs and support Community Fireguard groups in fire-prone areas. Support fire services in the delivery of community fire safety education programs.
Line Relationship	Liases with: <ul style="list-style-type: none"> • MERO • EMC

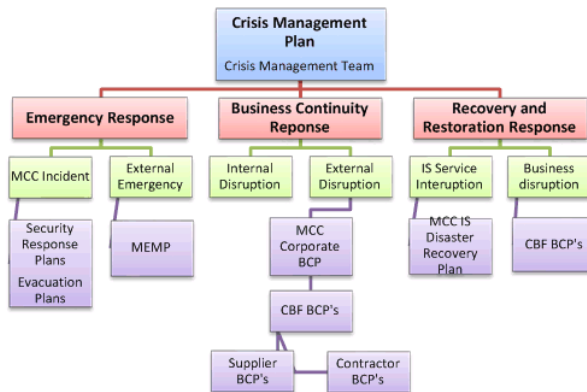
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	<ul style="list-style-type: none"> • Environment department
	External Relationships: <ul style="list-style-type: none"> • CFA • MFB • DELWP

Contact details for these roles and functions can be found in Part 8 – MEMP.

3.9 Council Crisis Management

The Melton City Council Crisis Management Plan (CMP) is part of a suite of Business Continuity Management arrangements for control and coordination of critical business function -business continuity plans (CBF-BCPs).



The BCP is an essential component of Council's Risk Management process to minimise the impact of an emergency on Council.

The objectives of the Melton Business Continuity planning process align to this MEMPlan and are:

- To identify the critical services of Council's operations which may be exposed to risk in the case of emergencies;
- To ensure all identified critical services of Council can continue during an emergency and until full recovery of Council's normal operations;
- To minimise adverse effects of an emergency and ensure the well being, health and safety of the public, employees, Council and business partners;
- To develop and implement appropriate plans and procedures that will minimise costs, so that the identified critical services can continue in the case of an emergency;
- To protect and minimise the impact of an emergency to Council's reputation and legal standing;

Municipal Emergency Management Plan

- To develop links between all levels of emergency planning across Council and establish clear roles and responsibilities of officers so that resources are appropriately allocated, and not duplicated and/or not stretched.

Council may establish the Crisis Management Team, if necessary, to control its own resources in an emergency and or Business Continuity purposes at:

City of Melton,

Civic Centre – Conference Room

232 High Street, Melton 3337

Melway Reference: Map 337 C 8

Alternative Operation Centre is:

Caroline Springs Civic Centre

193-201 Caroline Springs Blvd, Caroline Springs 3023

Melway Reference: Map 356 G10

3.10 Maintenance of Plan

The most current version of this MEMPC will always be found at:

<https://melton.mccccentral.com>

See Appendix 5 - PLAN DISTRIBUTION LIST for details. The date of the last amendment is on the Title page and on the footer of any page amended.

The Melton MEMPC has been prepared, and is managed as an electronic document.

If a party elects to print a hard copy it is the sole responsibility of that party to ensure that they retain the latest version at all times.

MEMPC Executive Officer

The Municipal Emergency Resource Officer (MERO) shall be the MEMPC Executive Officer responsible for the development and maintenance of this plan, however the MERO may delegate duties to provide for effective management of development and maintenance functions.

Frequency of Meetings

City of Melton MEMPC meets on four occasions each year on the third Wednesday in the months of February, May, August, and November. Additional meetings will also be convened after any significant event. A request can also be made by any committee member to the MEMPC Executive Officer to arrange additional meetings if required.

Each meeting will be held by rotation variously at Council, SES Melton, Melton Police Station and the Melton CFA respectively.

Each meeting will allow time for a short desktop exercise to test and review components of the MEMPC.

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At least half of the meetings will be held outside of normal business hours to accommodate volunteer attendance.

The Agenda of the MEMP Committee will be distributed electronically to all members of the MEMP Committee prior to the meeting. Minutes of all meetings must be taken and are accessible to committee members via the executive officer of the MEMP Committee.

Committee members receive automatic notifications of any significant amendments to this Plan. Functional Sub Committees, if formed, should meet at least once per year to review and amend their arrangements where necessary.

From 2015 representatives of Melton MEMPC will attend the Combined MEMPC (Melton City Council /Hobsons Bay City Council/Wyndham City Council) – held in December each year.

From 2014 representatives of Melton Recovery Partners will attend the Combined Recovery Partners (Hosted in rotation by City of Melton/Hobsons Bay City Council/Wyndham City Council)

Plan Review

Content of this Plan is to be reviewed throughout the year and immediately following an emergency which has utilised part of this plan. If a significant new risk is identified, committee members can request through the executive officer for an additional meeting to be held. Organisations delegated with responsibilities in this Plan are required to notify the MERO of any changes of detail (e.g. Contact information), as they occur.

Review of the plan will include the risks in the Melton municipality and the Contact Directory of the plan. MEMPC meeting minutes shall confirm plan review, Contact Directory updates and distribution. At each quarterly MEMPC meeting a portion of the plan is tested and reviewed and any changes distributed with the minutes.

Significant amendments are to be produced and distributed electronically by Council as required via Crisis works at <https://melton.mecccentral.com>

Testing

Upon completion of development of this Plan, and thereafter on an annual basis, arrangements pertaining to this plan shall be tested. This will be done in a form determined by the MEMPC. Any procedural anomalies or short falls encountered during these exercises, or ensuing operations, must be addressed and rectified at the earliest opportunity by the MEMPC and recorded in the minutes.

An annual Calendar of Events will be adopted by the MEMPC at the November meeting for each proceeding year.

Audit

Council, pursuant to section 21 A of the Emergency Management Act 1986 shall submit the Municipal Emergency Management Plan to the Victoria State Emergency Service for audit. This audit will assess whether the plan complies with guidelines issued by the Minister.

The plan will be submitted for audit at least once every three years.

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3.11 MEMP EXERCISE RECORD

A full list of all exercises and events is found in Crisisworks through the "Manage Incidents" drop down box and at:

<https://melton.mecccentral.com>

Exercise Schedule 2014 - 2016

Date Scheduled	Actual Date	Description	Comments / Details
Feb 2014	19/02/2014	MEMPC Exercise: MECC, hosted by Melton City Council	MECC Exercise conducted
May 2014	21/05/2014	MEMPC Exercise: Flood, hosted by Vic SES	MECC Exercise conducted
Aug 2014	20/08/2014	MEMPC Exercise: Evacuation, hosted by Victoria Police	MECC Exercise conducted
Nov 2014	20/11/2011	NWMR Operation NOAH – Regional Exercise	MCC council officers in various roles
Nov 2014	19/11/14	MEMPC Exercise: Fire, hosted by CFA	Virtual MECC Exercise conducted
Feb 2015	18/02/15	MEMPC Exercise: MECC, hosted by Melton City Council	MECC room tested
April 2015	14/04/15	Annual Exercise – Taylors Hill Youth and Community Centre (ERC)	Virtual MECC Exercise conducted Evaluation plan discussed MEMPC
May 2015	20/05/15	MEMPC Exercise: Flood, hosted by Vic SES	Replaced by a MEMPlan review
Aug 2015		MEMPC Exercise: Evacuation, hosted by Victoria Police	Desktop Exercise conducted around the VPR
Nov 2015		MEMPC Exercise: Fire, hosted by CFA	Desktop Exercise conducted
Feb 2016		MEMPC Exercise: MECC, hosted by Wyndham City Council	Rescheduled, Aug 2016 and held in conjunctions with Recovery
April 2015		Annual Exercise – Barries Road Community Centre (ERC)	Rescheduled, July 2016 and held in conjunctions with Recovery Partners Evaluation plan discussed MEMPC
May 2016		MEMPC Exercise: Flood, hosted by Vic SES-	Cancelled

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Aug 2016		MEMPC Exercise: Evacuation, hosted by Victoria Police	Cancelled
Nov 2016		MEMPC Exercise: Fire, hosted by CFA	Replaced by a Heat activation exercise.

Regional Exercises are conducted throughout each year by North West Metro Region Collaboration. Melton City Council Emergency Management Staff will attend each Regional Exercise.

Community Education Schedule 2014 - 2016

Date Scheduled	Actual Date	Description	Comments / Details
Sept 2014	03/10/2014	Sri Durga: Community Engagement – Community CERA and Education	Ongoing Community CERA and Education scheduled
Nov 2014	Sept 2015	Business Associations and Industry Groups: Community Engagement – Community CERA and Education	
Dec 2014	Dec 2014	Residents Associations: Community Engagement – Community CERA and Education	
Dec 2014	Dec 2014	Toolern Vale – Fire Ready Community Meetings with CFA	
Dec 2014	Dec 2014	Eynesbury – Fire Ready Community Meetings with CFA	
March 2015	March 2015	CALD Groups / Associations: Community Engagement – Community CERA and Education	
April 2015	14/04/15	Annual Exercise – Taylors Hill Youth and Community Centre	Building Blocks participants attended

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		(ERC)	
Sept 2015	Sept 2015	Community Resilience Forum – Preparedness and Consequence Management	Held at Westwaters: Building Blocks participants attended; ESO reps
Sept 2015	Sept 2015	MCC Business Breakfast	Business Continuity Presentation “Are you ready”
Dec 2015	Jan 2016	Toolern Vale – Fire Ready Community Meetings with CFA	
Dec 2015	Jan 2016	Eynesbury – Fire Ready Community Meetings with CFA	
March 2016	April 2016	Rockbank	My City My Say
March 2016	May 2016	Eynesbury	My City My Say
April 2016	May 2016	Toolern Vale –Be Ready	My City My Say
May 2016	May 2016	Diggers Rest	My City My Say
July 2016	July 2016	Annual Exercise – Barries Road Community Centre (ERC)	Toolern Vale P.S.
Dec 2016	Dec 2016	Toolern Vale – Fire Ready Community Meetings with CFA	Part of Be Ready Toolern Vale
Dec 2016	n/a	Eynesbury – Fire Ready Community Meetings with CFA	Not scheduled
Dec 2016	Dec 2016	Combined MEMPC	Sri Durga

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PART FOUR: PREVENTION ARRANGEMENTS

4.1 [The Role of the Municipality](#)

4.2 [Preparedness](#)

4.3 [Community Awareness](#)

4.4 [Community Emergency Risk Assessment \(CERA\)](#)

Municipal Emergency Management Plan

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PART FOUR - PREVENTION ARRANGEMENTS**4.1 The Role of the Municipality**

Council recognises it has a key role in prevention and mitigation activities to reduce the risk, or minimise the effects, of emergencies that may occur in the area. Council's enforcement and continued reviewing of existing policies in land use, building codes and regulations, and urban planning, along with the various agencies responsible for prevention activities throughout the community, combine to ensure that all measures possible are addressed to reduce the likelihood of emergency. The Municipal Emergency Management Planning Committee also plays a role in prevention by identifying potential risk areas.

4.2 Preparedness

Part Five - RESPONSE ARRANGEMENTS identifies the roles and responsibilities of the various organisations and agencies that exist in the municipality. Each agency's ability to cope with the identified threats was considered during this process.

A Municipal Emergency Co-ordination Centre has been identified, along with an alternative in the event that the primary MECC should become unserviceable. Likewise, Emergency Relief Centres and Recovery Centres have been determined for use during emergencies.

4.3 Community Awareness

The ability of a community to respond to an emergency situation and in turn recover from the effects of an emergency will depend on the attitude of the people affected. Obtaining the preferred response from people during emergencies will require community education and awareness programs to be implemented for this purpose. Council and the Municipal Emergency Management Planning Committee will support and promote appropriate prevention and awareness programs within the municipality. Methods of warning the community of an impending emergency are addressed in Part Three – MUNICIPAL MANAGEMENT ARRANGEMENTS.

4.4 Community Emergency Risk Assessment

The Municipal Emergency Management Planning Committee has conducted a Community Emergency Risk Assessment (CERA) of all perceived risks to the municipality. This process is not intended to exclude any form of emergency and, to this end; this document has adopted a flexible "all hazards approach".

The CERA process has evolved from the Community Emergency Risk Management (CERM) process. CERM has been used in the development of previous iterations of the Melton Municipal Emergency Management Plans. CERA is consistent with ISO 31000:2009 Risk Management- Principles and Guidelines. It has been developed to align to the National Emergency Risk Assessment Guidelines (NERAG). Further information can be found at: ses.vic.gov.au.

The Community Emergency Risk Assessment (CERA), developed by Victoria State Emergency Service (SES), provides Municipal Emergency Management Planning

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Committees (MEMPC) with a framework for considering and improving the safety and resilience of their community from hazards and emergencies. The CERA approach aims to understand the likely impacts of a range of emergency scenarios upon community assets, values and functions. As such, CERA provides an opportunity for multiple community impacts and consequences to be considered enabling collaborative risk treatment plans and emergency preparedness measure to be described.

CERA provides a robust framework for a 'community of interest' to identify and prioritise those emergency risks that are likely to create the most disruption. The assessment helps users to identify and describe hazards and assess impacts and consequences based upon the vulnerability or exposure of the community or its functions. The outputs of the assessment process can be used to inform emergency management planning, introduce risk action plans and ensure that communities are aware of and better informed about hazards and the associated emergency risks that may affect them.

CERA was reviewed in 2016.

Current Risks as identified through the CERA process	Emergency Management Stakeholders	
	Control Agency Members	Support Agency Members (under changes to the EMMV any agency may now be called upon to support)
Bushfire – Large, regional	CFA / DELWP	Typically: CFA / DELWP/ Victoria Police / AV
Flood / Storm	Vic SES	Typically: CFA / Victoria Police
Extreme Temperatures – Heatwave	EMC	Typically: DHHS / AV / Victoria Police / DELWP / Council
Road Transport Incident – Large Commercial Vehicle	Victoria Police	Typically: CFA / Vic SES / Vic Roads / Council / PTV / AV
Fire Residential	CFA/ DELWP	Typically: DHHS / Victoria Police / Red Cross / AV
Hazardous Materials Release – in transport	CFA/ DELWP	Typically: Victoria Police / Vic SES / Vic Roads / Council / DELWP / PTV / AV
Human Epidemic / Pandemic	DHHS	Typically: AV / DHHS / Victoria Police / DELWP / Council
Service Disruption – Utilities	Victoria Police	Typically: Telstra / Jemena / Powercor / Melbourne Water / Western Water

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Hazard Specific Sub Plans

Treatment plans are developed at municipal and agency level to mitigate identified risk. Where the risk is of sufficient magnitude, hazard specific sub plans are developed.

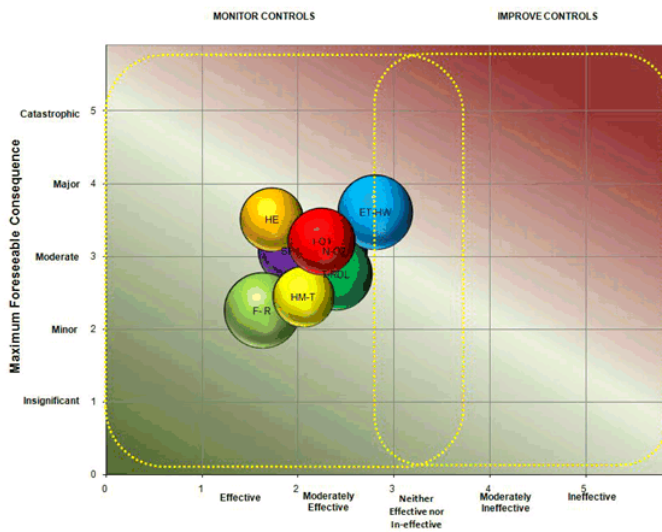
Sub Plans	Control Agency Members	Support Agency Members (under changes to the EMMV any agency may be called upon to support)
Municipal Fire Management Plan	CFA / DELWP	CFA / DELWP / Victoria Police / AV / Council / Vic Roads / CMAs
Flood Emergency Plan	Vic SES	CFA / Victoria Police / Council/CMAs
Heatwave Plan	EMC	DHHS / AV / Victoria Police / DELWP / Council
Pandemic Plan	DHHS	AV / Victoria Police / DELWP / Council

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Melton City Council			
18 May 2016			
Code	Risk	Ratings Confidence	Residual Risk Rating
BF-L	Bushfire - large, regional	High	Medium
N-O2	Flood/Storm	Med	Medium
ET-HW	Extreme Temperatures - Heatwave	Med	High
T-RDL	Road Transport Incident - large capacity	Med	Medium
F-R	Fire - Residential	High	Medium
HM-T	Hazardous Materials Release - in	High	Medium
HE	Human Epidemic / Pandemic	Med	Medium
I-O1	Service Disruption - Utilities Extension	Med	Medium

Municipal Government:	Melton City Council
EM Region:	Central Region (Melbourne Metropolitan)
Last Review:	18/05/2016

Community Emergency Risk Assessment (CERA) Heat Map



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PART FIVE: RESPONSE ARRANGEMENTS

- 5.1 [Introduction](#)
- 5.2 [Activation of the Plan](#)
- 5.3 [Briefings \(SMEACS\)](#)
- 5.4 [Financial Considerations](#)
- 5.5 [Resources](#)
- 5.6 [Municipal level Coordination](#)
- 5.7 [Municipal Emergency Coordination Centre \(MECC\)](#)
- 5.8 [Impact Assessment](#)
- 5.9 [Evacuation](#)
[Neighbourhood Safer Places \(Places of Last Resort\)](#)
- 5.12 [Transition from emergency response to relief and recovery](#)
- 5.13 [Volunteer Compensation Arrangements](#)

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PART FIVE - RESPONSE ARRANGEMENTS

5.1 Introduction

The three municipal councils of Hobsons Bay, Melton & Wyndham are a part of the North West Metropolitan Region Collaboration (NWMRC) a group of 14 councils who collaborate on Emergency Management, training, planning, response & recovery.

As bordering municipalities Hobsons Bay, Melton & Wyndham operate as a cluster within the NWMRC. The three municipalities share common risks and such have developed exercises and plans as treatments to these risks.



Figure 5-1 North West Metropolitan Region Collaboration & Hobsons Bay, Melton & Wyndham Cluster

5.2 Activation of the Plan

The objective of the response phase of this plan is to minimise the effects of an emergency on affected persons and property within the three councils by coordinating municipal resources to assist responding emergency service authorities, and in providing community support, as requested, or as the situation requires.

The basic functions at a local level can include all or any of the following:

- Provision of resources as available and needed by the community and response agencies;
- Establishment of Municipal Emergency Coordination Centre – facilities and staffing;
- Under the direction of the control agency assist in the distribution of warnings to the community;
- Guided by the control agency provision of information to public and media;
- Coordination of the provision and operation of emergency relief centres and emergency shelters;

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- Clearance of blocked drains and reinstatement of local roads, including tree removal and other physical works as deemed appropriate and where possible;
- Support to Victoria Police for partial/full road closures and determination of alternative routes;
- Repairing or replacing damaged public utilities, services and assets.

Activation of the Plan or parts of the Plan shall normally be at the request of the Municipal Emergency Response Coordinator (MERC). The Municipal Emergency Resource Officer (MERO) or their deputy, or the Municipal Recovery Manager (MRM) or their deputy, shall activate the plan after due consultation with relevant Council staff who will be utilised during the Response and Recovery Stage of the emergency.

Response arrangements should be implemented at the earliest possible opportunity if the effects of emergencies are to be minimised.

Municipal Emergency Management Plan

5.3 Briefings (SMEACS)

Notification (Alert)	<p>Council receives a warning or information that an emergency may occur via internal or external sources.</p> <p>Some of the activities that should be considered in this phase are:</p> <ul style="list-style-type: none"> • Establishing nature and extent of emergency • Warning key personnel; • Testing of communications arrangements; and • Establish flow of information between the municipality and Control/Support agencies
On call	<p>As the threat or the effects of the emergency become imminent, members of the Municipal Emergency Coordination Group are placed on call, thus ready to move immediately if and when they are required.</p> <p>Some of the activities that should be considered in this phase are:</p> <ul style="list-style-type: none"> • Contact key personnel in relevant organisations to be ready EMCG, CEO, Communications • Prepare equipment and personnel for immediate action (e.g. ERC personnel); and ERC Agencies – See part 06 Relief and Recovery arrangements Emergency Relief Centre Responsibilities for details of placing listed agencies of Standby • Prepare for activation of the MECC • Creating an incident on Crisisworks & having the EMCG log on and go 'On Duty'
Confirmation/Verification	<p>During emergencies, communication becomes paramount and to assist with the effective flow of information, a Municipal EMLO can be appointed to attend the ICC. This will assist in determining needs in high risk areas and consideration of the Vulnerable Facility Contact list.</p> <p>This is the operational stage of an emergency when resources are deployed, facilities are opened. Some operations may necessitate moving to the 'Activation' phase immediately without the 'Alert' and 'Standby' phases being implemented.</p> <p>Some of the activities that should be considered in the 'Action' phase are:</p> <ul style="list-style-type: none"> • Mobilise personnel/equipment as requested; • Establish the MECC (personnel, phone lines and personal computers); • Produce situation reports on a regular basis for higher authorities; • Deploy additional resources as required; and
Ongoing Situation Reports	
Activation	

Commented [p2]: check with TOC re language, "stand by" etc

Municipal Emergency Management Plan

	<ul style="list-style-type: none"> Ensure volunteer emergency workers are registered
Stand Down	Once 'Alert', 'Standby' or 'Activation' has been implemented, and actions in response to the emergency have finished, the MERC declares a 'Stand Down'. This is done after consultation with the Control agency and any other relevant agency, and the MERC is satisfied that the emergency response has been completed.
Hot Debrief	<p>The MERO should ensure that a hot debrief is conducted immediately following the Stand Down</p> <ul style="list-style-type: none"> Ensure debrief is documented Ensure peer support is available
Operational Debrief	<p>The MERC should ensure a debrief is scheduled by the lead agency as soon as practicable after an emergency</p> <ul style="list-style-type: none"> Ensure the information from the Hot Debrief is feed into this process Ensure debrief is documented Ensure feedback relating to the MEMP is provided to the MEMP committee <p>The MEMP will then be reviewed and amended to reflect any recommended changes.</p>

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5.4 Financial Considerations

Financial accounting for municipal resources utilised in emergencies must be authorised by the MERO or the MRM and shall be in accordance with the normal financial arrangements of the three councils.

The following is an extract from the EMMV – Appendix 1 Financial Arrangements Pg 8-2 Dec 2012

Municipal Councils

Municipal councils are expected to use their resources for emergency operations within the municipal district. Municipal resources are those used to perform municipal functions, even if the resources are privately owned (contracted to council). Generally, councils are expected to provide municipal resources without charge, however some resources may be subject to limits and/or constraints, (e.g. the use of some equipment may be limited to a timeframe due to the expense of operation). Council will generally supply these resources at no cost to the requesting agency. However, where costs are unrecoverable and are likely to have significant impact on council budget council may require the requesting agency to pay for or share the cost of the resource. Also, if council consider that redeploying a resource is having more of a negative impact than a positive impact then they may withdraw the provision of that resource.

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Some reimbursement is available. Extraordinary expenditure incurred, (e.g. for overtime, or equipment hire used in emergency protection works, restoration of publicly owned assets or relief provided to emergency-affected people) may qualify for reimbursement by the Department of Treasury and Finance according to a sharing formula.

State Agencies

State agencies involved in emergency response and recovery activities as part of their normal activities will initially fund them from within their budgets, including supplies (e.g. catering) purchased from contractors or volunteer agencies. For major emergencies, some funding supplementation may be required from the Department of Treasury and Finance.

Commonwealth Agencies

Local resources, including those privately owned, must be fully committed prior to Commonwealth assistance being sought. There is no charge for Australian Defence Force resources used to save human life, alleviate suffering or prevent extensive loss of animals or property.

Private Organisations

Private organisations that provide resources for emergency response or recovery activities would expect to be paid by the agency using the resources. (This is why all effort must be taken to record details of who has ordered what)

Depending on circumstances, the three Councils may be accountable for any monies donated as a result of any emergency event and will implement systems to receive and account for all such donations.

5.5 Resources

Management of Resources

Resources owned or directly controlled by Council will be used to supplement those of the control and support agencies. As the needs and effects of the emergency escalate, or outstrip the resources available locally resources may be requested from the region, state, interstate, Commonwealth or internationally.

Resource Supplementation

Resources will be provided following the method and principals described in "Practice note: Sourcing supplementary Emergency Response Resources from Municipal Councils."

The meaning of resources under these arrangements includes but is not limited to:

- Equipment - (e.g. Plant, vehicles).
- Personnel – (e.g. Agency support & industry technicians).
- Services – (e.g. Phone lines, expert technical advice).

A resource is essentially any function or item which a responding agency requires to perform its response roles.

Council staff deployed will report to their supervisor, when deployed in a supporting role they do not come under the command of the supporting agency.

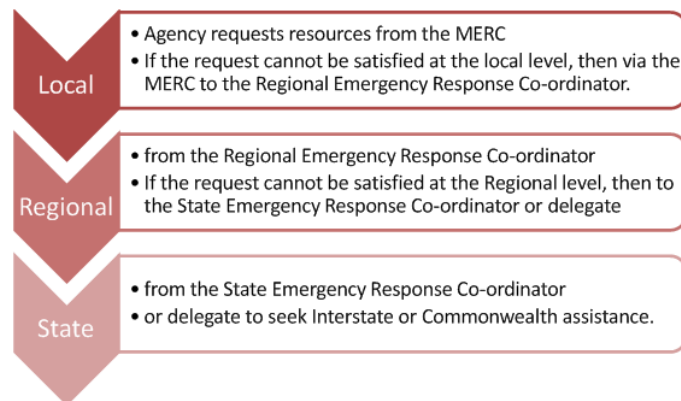
Municipal Emergency Management Plan

Council will also maintain a list of resources that are available within the municipality. As these resources are not under council control, their availability and availability of suitably trained operators cannot be guaranteed. Owners may impose conditions on the use of their equipment which should be complied with, at all times.

At the municipal level, resources owned or under the control of Council are used to supplement those of the control and support agencies. As the effects of the emergency escalate, or the resource requirements outstrip what is available locally, Regional, State and Commonwealth resources may be activated.

At Regional level, the interagency response management structure involves the co-ordination of resources to support operations which cannot be resourced locally, or which extend over more than one municipal district.

Where an agency requires resources beyond its own capacity to satisfactorily complete a task, it should request assistance as appropriate:



In all instances, the requesting agency should make appropriate arrangements for delivery, and whichever agency requests the resource will be responsible for all costs incurred. Requests for resources should be provided in hard copy ideally via Crisisworks and include the name and position of the person requesting the resources and comprehensive details of the tasks to undertaken.

1. Activation:

Emergency Resource Sharing Plan is activated, if the:
<input type="checkbox"/> impact has or could spread across municipal boundaries;
<input type="checkbox"/> event would be for a prolonged period of time; and
<input type="checkbox"/> community impacts are exceeding the capacity and the resources of one or more councils.

Should these criteria be reasonably satisfied, then a whole of Northern West Metro Region Council response should be considered.

2. Initiating Actions

The initiating Municipal Emergency Resource Officer will:

- Notify the relevant Municipal Emergency Resource Officers by phone, according to the MAV Emergency Contact Protocol, to advise of the event and to ask them to make their CEO aware of the event.

3. Purpose:

The basic principles on which the Northern West Metro Collaboration MOU is based are:

- Northern West Metro Region Councils Emergency Resource Sharing Plan is consistent with and supportive of the Municipal Association of Victoria Resource Sharing Protocol and is consistent with councils' emergency management responsibilities as set out in Part 6 of the Emergency Management Manual Victoria.
- Need for a co-ordinated local government response to major incidents affecting one or more Northern West Metro Region Councils, particularly where one council cannot meet the reasonable relief and recovery needs of an affected community. This principle extends from a council requesting staff and physical resources to assist in its relief efforts to requesting another council to activate resources e.g. open an Emergency Relief Centre (ERC) on its behalf.
- Recognition that the prime concern of the individual councils will be for their own community, stakeholders and employees, and that in some cases the Northern West Metro Council Emergency Cooperation Team may be operating in parallel with the activated council Municipal Emergency Coordination Centre (MECC), Relief and Recovery teams.
- Emphasis is on the coordination of support and resources from across the councils, rather than direct control of the response which remains with the requesting council(s).
- Council party to this understanding are committed to supporting and releasing staff to participate, not only in an emergency incident, but also in emergency training and shared emergency exercises.
- Send faxes or E-mails to confirm the request, providing details of the event, brief assessment of issues and implications, suggested activation of the Northern West Metro Emergency Cooperation Plan.

The CEO of the affected council will:

- Conduct a Chief Executive Officer conference call to agree on the plan for activation, appointments, and team location.

Once the CEOs have confirmed the activation of the Northern West Metro Region Councils Emergency Resource Sharing Plan, if necessary, each organisation committing resources to the response event shall:

- Allocate a representative to the initiating council to act as the Emergency Cooperation Team and as liaison with their home council.

Requesting Procedure

All requests for Council owned resources should be directed to the Municipal Emergency Response Coordinator, who will request them through the MERO.

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Municipal owned resources should be used in the first instance, prior to engaging private contractors.
When resources cannot be sourced locally the request will be escalated to the MERC
Responsibility for the management of resources shall rest with the MERO.
All request for resources are to be logged in Crisisworks regardless of whether a MECC has been opened.

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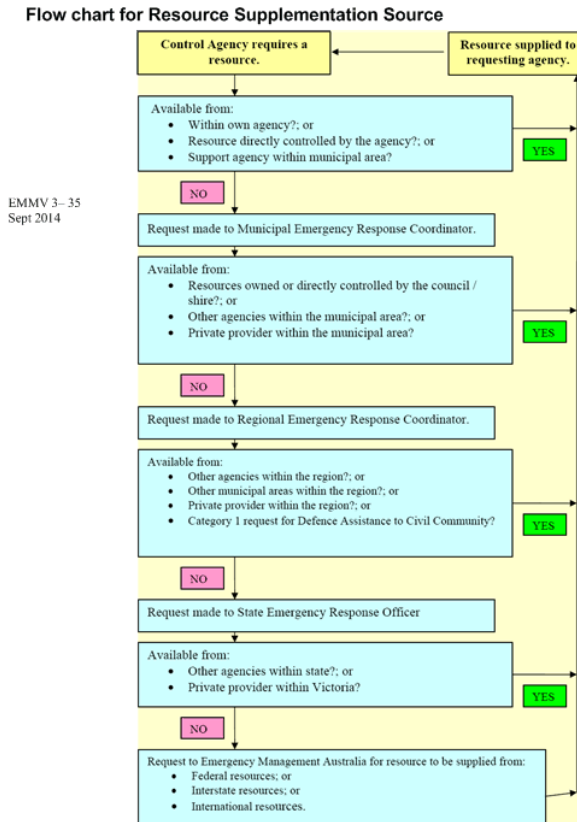


Figure 5-1:-Flow Chart for Resource Supplementation Source

Cross Boundary Events

Emergency events may cross municipal boundaries, requiring Response, Relief and Recovery resources from two or more local governments. Victoria Police Emergency Response Coordinators will request the MERO to contact the neighbouring MEROs when resources are required from outside the municipality. DHHS is the coordinating agency for Relief and Recovery at a regional level and will work in collaboration with the Councils who have local responsibilities.

Resource sharing Protocols

Most incidents are of local concern and can be co-ordinated from local Municipal resources.

However, when local resources are exhausted, the State Emergency Response Plan provides for further resources to be made available, firstly from neighbouring municipalities (on a Regional basis) and then, on a state-wide basis. This escalation process is enacted through the Incident Controller to the MERC and the MERO or MRM.

The three councils are signatory to the MAV Inter Council Resource Sharing Protocol and can source or provide additional council staff through this process from/ to other participating councils.

The three councils are also a signatory to the North West Metropolitan Region (NWMRC) Collaboration Memorandum of Understanding (MOU) August 2014 – Version 5 an agreement between the 14 councils in the North West metropolitan region to build the capability and capacity of participating Councils in responding to an emergency events.

See MAV Practice Note Sourcing Supplementary Emergency Response

Resources from Municipal Councils <http://www.mav.asn.au/>

Part 10 Appendix 5 the North West Metropolitan Region (NWMR) Collaboration Memorandum of Understanding (MOU) August 2014 – Version 5 for more details on these arrangements

5.6 Municipal level Coordination**Emergency Management Team EMT (Incident Control Level)**

The EMT arrangements provide a scalable and flexible set of arrangements catering for the range of emergencies Victoria is likely to experience while allowing agencies to use their own operating systems, within a whole-of-government framework, to meet their emergency management obligations.

The three tiers of EMT are:

- Incident EMT (IEMT) at the incident scene or in an Incident Control Centre;
- Regional EMT (REMT) or Area of Operations EMT (where established);
- State EMT (SEMT).

The IEMT will usually comprise:

- Incident Controller;
- Support agency commanders (or their representatives);
- Health Commander (functional commander of supporting health agencies);

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- Recovery Commander (if appointed) or the recovery co-ordinator or representative;
- Emergency Response Co-ordinator (Victoria Police) or representative;
- Other specialist people, such as representatives of affected local industry groups.

Where an emergency has the potential for impact on the community, the chair will notify and invite local government into the IEMT.

Full details of these arrangements can be viewed at: <http://www.emv.vic.gov.au/>

[Council will support an IEMT upon request.](#)

[A Council EMLO can be deployed to any IEMT if required/by request. The Council EMLO will normally be the Council MERO or MRM or delegate.](#)

Emergency Management Coordination Group (EMCG)

The Municipal Emergency Response Coordinator (MERC), Municipal Emergency Resource Officer (MERO) and Municipal Recovery Manager (MRM) form the Emergency Management Coordination Group (EMCG).

There is a constant information flow and regular consultation between these positions.

The Group provides a link between the Incident Control Centre/Emergency Operation Centre, Emergency Management Liaison Officers and council staff to ensure that requests for resources and any other related requirements can be addressed.'

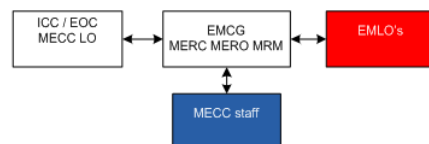


Figure 5.3: Emergency Management Coordination Group

Response coordination

Emergency response coordinators bring together agencies and resources to support the response to emergencies. Broadly, their functions are to ensure:

- effective control arrangements have been established and are maintained to manage the response to emergencies
- effective information sharing
- the necessary resources are accessed to support the response to emergencies.

Victoria Police is responsible for the effective coordination of emergency response within regions and/or municipal areas. At a municipal level the role of Municipal Emergency Response Coordinator (MERC) or at a regional level the Regional Emergency Response Coordinator (RERC)

Recovery coordination

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Emergency recovery coordinators/managers bring together agencies and resources to support the provision of relief and recovery from emergencies.

DHHS is responsible for regional relief and recovery coordination across the four recovery environments

Municipal Councils are responsible for the coordination of local relief and recovery activities

5.7 Municipal Emergency Coordination Centre (MECC)

Activation The MECC can only be activated at the request of the MERC in consultation with the MERO and/or the MRM

The MECC may either be virtual – The EMCG meeting via some sort of technology such as Teleconference, Skype, Crisisworks, EMCop etc or physically, where the EMCG meet in person or a combination.
The Melton MECC Standard Operating Procedures are on Crisisworks.

MECCs function to coordinate the provision of human and material resources within the municipality, during emergencies.
The MECC may also become operational during support operations to a neighbouring municipality. Administrative staff for the MECC will be drawn from municipal employees, and in the event that the scale of an emergency requires the MECC to be open for a protracted period of time, staff from other municipalities will be utilised via the MAV's Inter Council Resource Sharing Protocols and MOUs with neighbouring municipalities.

	Hobsons Bay	Melton	Wyndham
Primary MECC		Civic Room 2 Melton City Council 232 High Street Melton	Conference Room Wyndham City Council Depot 241-253 Old Geelong Road, Hoppers Crossing (Melway Ref 207 B1)
Secondary MECC		Meeting Room 2 Melton City Council Caroline Springs Library Caroline Springs Blvd.	Staff Facilities Room Wyndham City Council Civic Centre 45 Princes Highway, Werribee(Melway Ref 206 B7)

The choice of MECC to be used will be the decision of the MERC and may be based on proximity to the emergency.

5.8 Impact Assessment

There are three stages of impact assessment:

- Initial impact assessment is a high level assessment conducted as soon as possible after the impact of the emergency and is managed by controllers during the emergency response.
- Secondary impact assessment is the subsequent assessment of the impact of the emergency on the natural, built, social and economic environments and is managed by relief and recovery coordinators/managers.
- Post emergency needs assessment is a longer term, more thorough estimate of the effects and consequences of the emergency on the health and wellbeing of the community, property, the economy and the environment. This is managed by relief and recovery coordinators/managers.

NWMetro Municipal Secondary Impact Assessment Guidelines will be used at a municipal level. They are available on Crisisworks.

5.9 Relocation & Evacuation

The Victoria Police Evacuation Manager (under direction from the Incident Controller) is responsible for planning and managing the return of evacuated people with the assistance of other agencies where required.

Commented [JG4]: In conjunction with IC – seek clarification from MERC/REMI

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Special consideration must be given to the evacuation of vulnerable people in the community. (A list of vulnerable facilities is available from the Municipal Recovery Manager)

Relocation

On the basis of warnings or other information received, members of the public may voluntarily choose to remove themselves from the potential area of the emergency and to relocate to a safer area.

Evacuation

In order to protect people from the risks of an emergency, the incident controller may recommend the evacuation of people from a specific locality such as an institution (educational or hospital), a town or an area of the state.

Vulnerable People

A list of Vulnerable People who meet the assessment guidelines as set out in the DHHS - Vulnerable People in Emergencies Policy, November 2012 can be found on the Vulnerable Persons Register located at:
<https://vpr.meccentral.com>

These records are validated every 6 months unless a client notifies the appropriate agency earlier.

Vulnerable Facilities

Melton City Council has compiled a Vulnerable Facilities Register that contains the contact information for vulnerable facilities such as schools, hospitals and childcare centres.

This register can be located on Crisisworks tagged under Vulnerable Lists
<https://melton.meccentral.com>

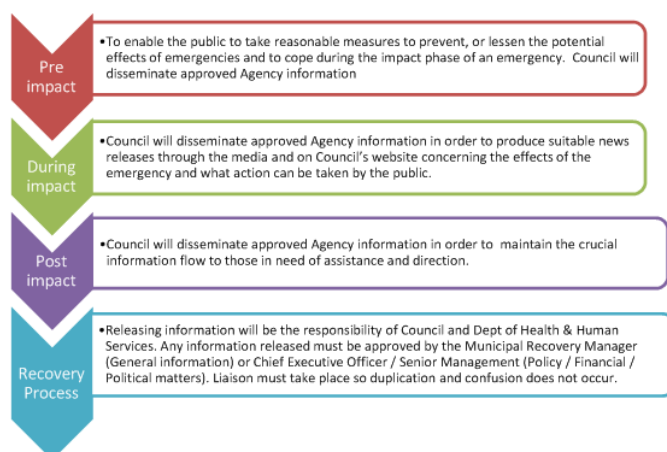
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5.10 Warning and information

Emergency warnings and information assist the community to make informed decisions about their safety. The Control Agency is charged with the function of public information and warning during an emergency.

In practice, the Incident Controller is responsible for issuing warnings and community information. The warning arrangements are set out in the Victorian Warning Protocol – referenced in Part 8 Appendix 10 of the EMMV. <https://www.emv.vic.gov.au/responsibilities/victorias-warning-system/victorian-warning-protocol>

Councils Information flow can be categorised under the following headings:



Distribution of warnings by councils

Council may choose to distribute public information and warnings issued by the control agency via Council's social media outlets. The warnings must be repeated as issued by the control agency or a direct link to the original warning on the VicEmergency website must be used. <https://emergency.vic.gov.au/respond/>

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Council's Communications Coordinator in consultation with the Control Agency and Incident Controller may prepare information released to the community on behalf of Melton City Council.

Dissemination/ Communications Strategy

An EM Communications Strategy has been prepared by Council.

Further information can be found at <https://melton.mecccentral.com> tagged under, Communications.

Immediate use of the media and Council's website should be made to avoid phone congestion. The public should be advised to direct calls to appropriate agencies and centres with adequate facilities, staff and knowledge to answer questions or disseminate information.

Methods

All methods of disseminating information should be considered including:

- Relaying information from VicEmergency website www.emergency.vic.gov.au
- Relaying information from VicEmergency or relevant agency social media feeds
- Relaying information from voice and SMS phone messaging through the use of the Emergency Alert tool
- Referring residents to relevant emergency information phone lines
- Referring residents to emergency broadcasters, using the standard emergency warning signal [SEWS] where relevant
- face to face contacts such as door knocks, community meetings

Radio Stations (Particularly ABC 774 AM and Community Radio 97.9)

Internet – Council Website; Social Media (Council has the capacity to activate Social Media accounts in response to an incident)

Newspapers (particularly in extended response and recovery phases)

Ethnic groups, radio stations, newspapers

Community Newsletters

Information Centres and/or Recovery Centres ("One Stop Shop")

Public address system mounted on vehicle

People living with a disability or Non – English Speaking Persons

Special Considerations need to be given to warning people living with a disability and non English speaking groups. In the case where information or communication is required with persons unable to speak English or where English is not their primary language an interpreter service such as the Telephone Interpreter Service may be able to assist. All agencies representatives dealing with this situation should carry a language indicator card which is used to establish the language in question. Copies of this card are available from the Commonwealth Interpreter Services and the Councils offices.

Information Centre and/or Recovery Centre

If required, a Public and Media Information Centre will be established. All public and media releases shall be issued from this centre.

Further information can be found at <https://melton.mecccentral.com>

Commented [JG5]: Refer to 3.25 of SERP for information on distribution methods

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tagged under Communications.

Recovery Information

During the response phase of an incident any information relating to Recovery is the responsibility of Local Government, the control agency and DHHS.

During the recovery phase of an incident, any information relating to Recovery is the responsibility of Local Government and DHHS.

Liaison must take place so duplication and confusion does not occur. Guidance is available at:

http://www.redcross.org.au/files/Communicating_in_recovery_resource.pdf

Any information released to the public in the name of the three councils must be approved by the Chief Executive Officer or Delegated Officer (Recovery Phase only).

5.11 Neighbourhood Safer Places (Places of Last Resort)

Hobsons Bay City Council	No requirement due to not being in the CFA region
Melton City Council	Macpherson Park Oval no.1, Coburns Road, Toolern Vale
Wyndham City Council	There are no Neighbourhood Safer Places in the Municipality See Part 10 – Appendix 11 Neighbourhood Safer Places Risk assessment for details

Neighbourhood Safer Places (NSP)

NSPs are locations of last resort and are intended to provide sanctuary for people from the immediate life threatening effects of a bushfire. They are places or buildings designated and signposted by the municipal council, and that meet guidelines issued by the Country Fire Authority.

Note: There are no designated Community Fire Refuges in Melton.

The municipal NSP plan can be found in Appendix 9.
The plan can be located on Crisisworks, tagged under MEMP
<https://melton.mecccentral.com>

Community Information Guides (Fire)

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Community Information Guides are a CFA produced document. They contain important fire and emergency information to support residents before and during a fire. This includes Neighbourhood Safer Places - where people can shelter from fire as a last resort, and fire safety information.

Community Information Guides – Bushfire help residents identify and reduce their fire risk and can be used when writing Bushfire Survival Plans.

The following Community Information Guides have been established within the City of Melton:

Toolern Vale

Eynesbury

Further information is available from:

<http://www.cfa.vic.gov.au/plan-prepare/community-information-guides/>

5.12 Transition from response to recovery

Relief and recovery activities should be integrated with response activities. The early notification of recovery agencies involved in the emergency will ensure a smooth transition of ongoing activities from response to recovery.

The teams at the relevant incident, regional and state tiers should discuss and agree the timing of the transition.

The recovery manager at Council must be ready to assume responsibility and have the appropriate resources assembled prior to the transition. The community must receive continuous services during the transition and a phased transition may be appropriate.

Considerations regarding the timing of the transition should include:

- the extent to which any emergency risks remain
- the extent to which the powers available to response agency personnel (which may be available only during an emergency response) are still required
- the extent to which the effect and consequences of the emergency are known
- the extent to which the affected community continues to require relief services
- the extent to which the recovery resources have assembled and are ready to manage their responsibilities.

Response agencies may be required to continue working at the emergency following the transition, but as support resources for recovery managers and coordinators.

A schedule of transition actions is included in the document 'An Agreement for the Transition of Coordination Arrangements from Response to Recovery', which can be obtained from the State or regional recovery coordinators.

5.13 Volunteer Compensation Arrangements

Part 6 of the Act 1986 makes provision for compensation for volunteer emergency workers who suffer personal injury, death and/or loss or damage to property while engaged in an emergency activity. Emergency activity includes, training for, standing by to perform, or travelling to or from, duties performed for agencies under the response plan or the relief and recovery plan.

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Feb 2015

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Volunteers covered are those who are members of voluntary organisations that do not have statutory compensation schemes, and cover also applies to those people who, on a casual basis, assist an agency under the response plan or the recovery plan to deal with an emergency

See also EMMV [Appendix 7](#) (Part 8).

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PART SIX: RELIEF & RECOVERY

- [6.1 Introduction to Relief & Recovery](#)
- [6.2 Emergency Relief & Recovery overview](#)
- [6.3 Principles of Relief & Recovery](#)
- [6.4 Transition from relief to recovery](#)
- [6.5 Functional Areas of Recovery](#)
- [6.6 Emergency Relief & Recovery Centre](#)

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6.1 Introduction to Relief and Recovery

Emergency Management is an important function for local government with growing expectations from the local community. This section is aimed to assist staff understand what emergency relief and recovery entails and who should be involved.

The Emergency Relief Handbook 2013 can be used as a guide in helping to explain relief processes:

<http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/emergency-relief-handbook>

Municipal Emergency Recovery Guide (MERG)

A guideline has been developed to assist Municipal Recovery Managers (MRMs) with guidance for considerations relating to the recovery process using a 'quick reference' method and checklists for the level of recovery required. This is usually determined by the scale of the event, the areas of impact and the number of affected community members (directly or indirectly).

The guide can be located on Crisisworks: <https://melton.mecccentral.com>

6.2 Emergency Relief & Recovery Overview

Definition of Emergency Relief and Recovery

The Emergency Management Manual Victoria defines Relief as;

"The provision of essential needs to individuals, families and communities during and in the immediate aftermath of an emergency"

The Emergency Management Manual Victoria defines Recovery as;

"The assisting of persons and communities affected by emergencies to achieve an effective level of functioning."

Relief and recovery operations begin when an emergency occurs and response, relief and recovery tasks should be undertaken concurrently. Relief is provided during and immediately after the emergency and has a defined life span. Recovery may be a longer process for affected individuals and communities.

Relief and recovery activities require collaboration and coordination between affected individuals and communities, non-government organisations, businesses and government agencies.

6.3 Principles of Relief and Recovery

The objectives of relief and recovery are to support communities dealing with the impacts of an emergency and will entail the social, built, economic, and natural environment.

The principles of relief and recovery include:

- Management and service provision will be provided as much as possible at Municipal level. State and Regional recovery strategies, services and resources will supplement and complement the municipality's initiatives rather than replace local endeavours.
- Emergency recovery is a supporting and enabling process that allows individuals, families and communities to regain an effective level of functioning through the provision of information, specialist services and resources. Emphasis will be given to supporting and maintaining the integrity, dignity and autonomy of affected individuals, families and the community.
- Effective recovery requires the establishment of planning and management arrangements that are understood and accepted by recovery agencies, control agencies and the community
- Recovery management arrangements are most effective with the recognition of the complex, dynamic and protracted nature of recovery processes and the changing needs of affected individuals, families and community groups over time
- The management of emergency recovery is best approached from a community development perspective and is most effective when conducted at a local level with the active participation of the affected communities and a maximum reliance on local capacities and expertise.
- Recovery management is most effective when human service agencies play a major role in all levels of key decision-making. Wherever possible the normal municipal management and administrative structures and practices will be used, ensuring that these structures and practices will be responsive to the special needs and circumstances of the affected community.
- Emergency recovery is best achieved where the recovery process begins immediately. Recovery information and recovery services

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need to be readily available to affected individuals, families and communities and responsive to their needs and expectations.

- Planning and management arrangements are more effective when training programs and exercises have prepared agencies and personnel for their roles; and
- Emergency recovery is most effective where management provides a comprehensive and integrated framework. Assistance measures should be provided in a timely, fair and equitable manner and be sufficiently flexible to respond to diverse community needs. Management of recovery will involve consultation and collaboration through established communication channels

6.4 Planning for the transition from Relief to Recovery

Planning for recovery should occur during the response phase. When planning recovery operations the following considerations should be examined:

- the nature of the hazard and whether there is a possibility of recurrence
- the size of the impact on the community
- the needs associated with the event
- the emergency relief required by communities
- the resources required

The transition from Relief to Recovery is a formal process instigated by the incident management team.

6.5 Functional Areas of Recovery

During the recovery process there are four key functional areas that must be considered when assessing the impact of an emergency on the community.

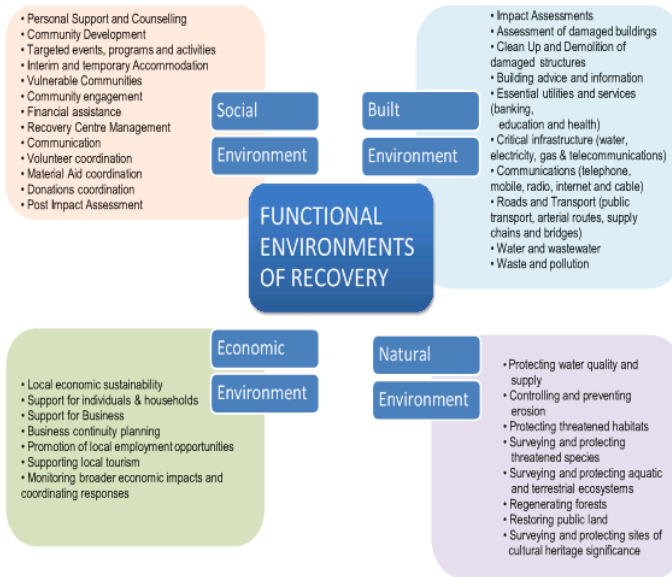
The four functional areas are:
* Social Environment
* Economic Environment
* Natural Environment
* Built Environment

(Functional areas may overlap which should be taken into consideration when conducting assessments)

Recovery planning at municipal level, as well as at regional and state level, should address each of these functional areas.

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Recovery Environments



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Social Environment refers to the impact that an emergency may have on the health and wellbeing of individuals and the community. Recovery activities should recognise inherent resilience and bring individuals and the community to a position where they are able to take responsibility for themselves

State Coordinator: Department of Health and Human Services (DHHS)

Economic Environment refers to the economic impact an emergency may have on individuals and communities in the affected area. The economic impact is often hidden, and may need a detailed assessment to ascertain both immediate and long term effects. The goal is to re-establish economic well-being and that financial hardships for the communities are decreased. Whenever possible endeavour to utilise local services and businesses to support the local economy during and after the emergency.

State Coordinator: Department of Development, Jobs, Transport and Resources (DEDJTR)

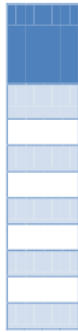
Natural Environment refers to the environmental impacts that an emergency may have on the affected area.

State Coordinator: Department of Development, Jobs, Transport and Resources (DEDJTR)

Built Environment refers to the impact on the physical infrastructure. This is to ensure damaged or destroyed community assets are re-established or replaced as soon as possible after the emergency. Infrastructure assists individuals and communities in the conduct of their daily lives. It also helps to form part of the community identity. Some public buildings have an important symbolic or cultural role, and their loss can have a severe negative impact on community morale. It is important that agencies engage with affected communities to understand their priorities and keep them informed during the recovery process. The establishment and restoration of critical infrastructure must be undertaken with an awareness of the needs of the vulnerable individuals and communities.

State Coordinator: Department of Environment, Land, Water and Planning (DELWP)

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Recovery Coordination

The MRM is responsible for the coordination of tasks and activities in relation to municipal recovery. Municipal recovery will require the coordination of multiple local government departments, agencies and organisations in the provision of services to assist the affected communities and individuals to recover from an emergency. Recovery coordination should consider the following:

- Impact assessment
- Collaboration with affected community
- Coordination of service provision
- Communication strategies

State Coordinator: Emergency Management Victoria (EMV)

6.6 Emergency Relief Centre and Recovery Centre Facilities

Emergency Relief Centre (ERC)

An ERC is a building or location that has been activated temporarily to provide refuge and support to individuals and families being affected by an ongoing emergency. The decision to activate an ERC is made in consultation between the MERC and the MRM.

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ERCs are identified in the Relief and Recovery Plan and are audited to ensure that they are suitable for the provision of emergency relief to a community. Audits are carried out in consultation with support agencies and using the NW Metro collaboration template.

Coordination of emergency relief provision:

The provision of emergency relief in an ERC may include the following:

Food & Water
Australian Red Cross is responsible for the provision of food & water to affected communities and individuals in relief centres. Council generally provides food & water at this level using local resources and/or the Salvation Army emergency catering.
Material Needs
Salvation Army will be tasked with the provision of material needs to affected individuals and families
Emergency accommodation
Most people choose to stay with friends or relatives; grants may be available for hotel accommodation and/or the ERC used as overnight accommodation.
Personal and Psychosocial support
Victorian Council of Churches EM and Australian Red Cross are able to provide personal and psychosocial support to affected individuals and families.
Registration
Victoria Police are the lead agency for Registration of people affected by emergencies. Australian Red Cross operates Register.Find.Reunite on behalf of Victoria Police.

Emergency Relief Centres Services

Both emergency relief and specific recovery services may be provided at an emergency relief centre. Thus, the provision by relevant agencies of any of the relief or recovery services such as catering, material needs, emergency shelter, grants, temporary accommodation and counselling may occur concurrently at such centres. Irrespective of the emergency relief or recovery services offered or the level of coordination being provided, the overall management responsibility for the centres remains with the municipal council.

Relief and Recovery Centres

A Relief Centre (sometimes referred to as an Evacuation Centre) is a building or place established to provide life support and essential needs to persons affected by (including evacuees), or involved in the management of, an emergency. This Centre would normally be established on a temporary basis to cope with the immediate needs of those affected during the initial response to the emergency.

Tier 1 Emergency Relief Centres ERCs:

Caroline Springs Leisure Centre

Taylors Hill Youth and Community Centre

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Melton Community Hall

Barries Road Youth and Community Centre

Recovery Centres

A Recovery Centre is a building in which a coordinated process of support to affected communities in the restoration of their emotional, social, economic and physical well-being is provided. This support will include provision of psychological (e.g. counselling), infrastructural (e.g. temporary accommodation), environmental (e.g. public health), and economic (e.g. financial assistance) services. As a "One-Stop-Shop" the Recovery Centre will ensure that all agencies and stakeholders are properly integrated into the recovery process, at a single point of entry.

Recovery Centre (tier 2 and 3 ERCs have been identified as possible Recovery Centres and are detailed in the Recovery Plan)

In large or prolonged emergencies, a relief centre may evolve into a recovery centre when the emergency response has concluded. This transition should be seamless, as the municipal council will continue to assume the responsibility for the management of these centres. Coordination responsibility will pass from the Response Coordinator (Victoria Police) to the Recovery Coordinator (Local Government or Department of Health and Human Services, depending on the scale of the recovery). This handover will occur only after agreement has been reached between the response and recovery coordinators, and after any necessary documentation has been completed to the mutual satisfaction of both coordinators.

Recovery Centres

A recovery centre may be in the same location as the ERC and operates to provide affected individuals and families access to information and services to assist in their emotional, social, economic and physical well being.
If the ERC is not a suitable location the MRM may choose another location for the recovery centre.

Refer to Council Recovery Plan for detailed information pertaining to Relief and Recovery arrangements, roles and responsibilities.

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PART SEVEN: ANCILLARY ARRANGEMENTS

7.1 [Support Services & Primary Service Agencies](#)

7.2 [Emergency Relief](#)

7.3 [Catering Arrangements](#)

7.4 [Financial Arrangements](#)

7.5 [Evacuation](#)

7.6 [Post Impact Assessment](#)

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PART SEVEN - ANCILLARY ARRANGEMENTS

7.1 Support Services & Primary Service Agencies

EMERGENCY/THREAT	CONTROL AGENCY IN MELTON	KEY SUPPORT AGENCIES IN MELTON <i>(all agencies can be called upon to support)</i>
ACCIDENT / INCIDENT		
Bushfire	Country Fire Authority for private land **Parks Victoria **Department of Environment, Land, Water and Planning for Public land	**Fire agencies that are not the nominated control agency. <ul style="list-style-type: none"> ▪ Vic SES ▪ Bureau of Meteorology ▪ Australia Red Cross ▪ Salvation Army ▪ Victoria Council of Churches EM ▪ Department of Health & Human Services ▪ Service Clubs
Structural Fire	Country Fire Authority for CFA response area	<ul style="list-style-type: none"> ▪ CFA/MFB ▪ Vic SES ▪ Australia Red Cross ▪ Salvation Army ▪ Victoria Council of Churches EM ▪ Department of Health & Human Services ▪ Service Clubs
Flood/Storm	Victoria State Emergency Service	<ul style="list-style-type: none"> ▪ Bureau of Meteorology ▪ CFA ▪ MFB ▪ Melton City Council ▪ Australia Red Cross ▪ Salvation Army ▪ Victoria Council of Churches EM

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		<ul style="list-style-type: none"> ▪ Department of Health & Human Services ▪ Service Clubs
Heatwave	EMC	<ul style="list-style-type: none"> ▪ Melton City Council ▪ Department of Health & Human Services ▪ Australia Red Cross ▪ Salvation Army ▪ Victoria Council of Churches EM ▪ Service Clubs
Hazardous Material Release	Country Fire Authority for CFA response area	<p>**Fire agencies that are not the nominated control agency</p> <ul style="list-style-type: none"> ▪ Victoria Police ▪ Australia Red Cross ▪ Salvation Army ▪ Victoria Council of Churches EM ▪ Melton City Council ▪ Department of Health & Human Services ▪ Service Clubs

7.2 Emergency Relief

Further information is available at:
<http://www.emv.vic.gov.au/policies/emmv/>

This section covers the provision of emergency relief to persons affected by, or involved in the management of, an emergency.

Requesting Emergency Relief:

(a)Control and Support Agencies

Control and support agencies that have the capacity to provide emergency relief functions for their own personnel (for example, catering) are to use their internal

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organisational resources before requesting emergency relief from the emergency relief system. Extreme care must be taken to ensure that an individual organisation's emergency relief arrangements do not compromise agreed State, Regional or Municipal emergency management arrangements. This particularly applies where agencies contract relief providers who are part of the existing emergency management arrangements. Any such proposed contractual arrangements should be discussed with the relevant Regional Emergency Response Coordinator (RERC) prior to the arrangements being formalised, and be regularly reviewed.

(b)Support to the Community

Requests for emergency relief should, in the first instance, be directed to the municipal council via the Municipal Emergency Response Coordinator (MERC).

To ensure a smooth transition of responsibility, a Council should notify DHHS as soon as it becomes apparent an event will exceed its capacity. This does not replace the requirement for the RERC to monitor the emergency relief situation.

Requesting Emergency Relief:

Regional Level: (Coordinator – Department of Health and Human Services)

The organisations responsible for ensuring the relief functions are carried out at regional level are:

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Relief Function	Responsible Organisation
Catering	Red Cross/ Salvation Army
Emergency Relief Centres – Management	Melton City Council
Material Needs	Salvation Army
Emergency Shelter	Melton City Council

Similar arrangements apply for recovery using appropriate coordinators.

Emergency Relief Costs

The responsibility for payment of emergency relief costs are detailed below:

Agencies requesting emergency relief should be familiar with these arrangements.

- Municipal Councils are responsible for the cost of emergency relief measures provided to emergency-affected persons.
- If emergency relief is requested by an agency for its own personnel, that agency will be responsible for costs incurred.
- When a control agency requests emergency relief (for example, catering) on behalf of a number of supporting agencies, the control agency will be responsible for costs incurred.

These arrangements will apply regardless of the level of coordination of emergency relief.

7.3 Catering Arrangements

Coordinating Agencies

For further information refer to the DHHS Emergency relief handbook 2013:
http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies_-guidelines-and-legislation/emergency-relief-handbook

Red Cross Victoria will provide food and water in emergency relief and recovery centres. Responding agencies will be required to source food and water requirements for their members utilising their own resources.

At municipal level, the Australian Red Cross is responsible for food and water arrangements, and will coordinate the provision of food and water services into an emergency relief and/or recovery centre. They will be activated via the MERO and can be supported by the Salvation Army and the Melton Fire Brigade Auxiliary if required.

Coordination of food and water involves the management of available resources to ensure the needs of people affected by the emergency are met. This could be through the use of Australian Red Cross Victoria, other volunteer agencies (such as the Salvation Army, CFA Auxiliaries and other community groups), State resources or commercial enterprises.

Local arrangements are that Council will provide food and water services into an emergency relief and/or recovery centre.

Regional Level

Should resources at a municipal level be exhausted, or the event becomes more extensive, catering coordination escalates to the regional level where it is carried out by Red Cross.

A Checklist for the MERC when notifying MERO/MECC is available on Crisisworks tagged under MECC and MERC.

7.4 Financial Arrangements

Council will use Crisisworks for tracking requests and resultant costs of requests made by agencies.

As soon as practical, council will inform the Department of Treasury and Finance that an event is likely to incur significant costs.

When possible, council will seek reimbursement of costs through the "Natural Disaster Financial Assistance" and "Natural Disaster Relief and Recovery Arrangements".

For further information refer MAV publication: A Council Guide to the Financial Management of Emergencies.

A Checklist for the MERO/MRM when notifying the Department of Treasury and Finance is available on Crisisworks tagged under Finance.

<https://melton.mecccentral.com>

Response and Recovery

The following summarizes financial responsibilities for expenditure on response and recovery activities. As a general rule, whichever agency originates the request for the resources will be responsible for all costs.

Emergency Payment Responsibilities

- Where an agency's expenditure is in order to fulfil its own responsibilities, that agency is responsible for the cost.
- Where one agency requests services and supplies in order to fulfil its own responsibilities as articulated in plans, that agency is responsible for costs incurred.
- When a control agency requests services and supplies (for example, catering) on behalf of a number of supporting agencies, the control agency will be responsible for costs incurred.
- Municipal councils are responsible for the cost of emergency relief measures provided to emergency-affected people.

Voluntary Agencies

Agencies are called upon to provide resources within the limit of their means.

Municipal Councils

Councils are expected to use their resources in an emergency situation within the municipal district. Where equipment and/or personnel are sourced from external providers, the municipal council is responsible for providing those providers.

Some reimbursement is available. Extraordinary expenditure incurred, (e.g. for overtime, or equipment hire used in emergency protection works, restoration of publicly owned assets or relief provided to emergency-affected people) may qualify for reimbursement by the Department of Treasury and Finance according to a sharing formula. See Chapter 2 of Part 6 and the next section of this Appendix.

State Agencies

State agencies involved in emergency response and recovery activities as part of their normal activities will initially fund them from within their budgets, including supplies (e.g. catering) purchased from contractors or volunteer agencies. For major emergencies some funding supplementation may be required. This would be the subject of a Government decision at the time, in the context of the agency's budget position.

Private Organizations

Private organizations meet their own expenses incurred in emergency activities.

7.5 Evacuation**Definition**

Evacuation is the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return. It is a safety strategy which uses distance to separate the people from the danger created by the emergency.

Legal and Operational Considerations

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Except in specific circumstances described below, the decision to evacuate is made by the person who leaves the dangerous area. The role of the response agencies is to recommend evacuation and to assist affected people through a safe and efficient evacuation process.

The decision to recommend that people evacuate rests with the control agency, in conjunction with police and other expert advice, unless time constraints prevent this consultation. Once the decision is made, police are responsible for carrying out the evacuation process.

Both the Metropolitan Fire Brigades Act 1958 and the Country Fire Authority Act 1958 contain provisions which empower fire-fighters and police to remove persons from buildings on fire or threatened by fire. However, a person with a pecuniary interest in the land, buildings or goods or valuables therein cannot legally be removed. The state of disaster provisions of the Emergency Management Act 1986 also contains a power to require evacuation from the disaster area. Again, this power may not be exercised where there is a pecuniary interest.

There are instances when evacuation may not be the best strategy to adopt.

Evacuation Process

The Victorian Police are responsible for evacuation. The decision to evacuate rests with the control agency in conjunction with Police and coopted experts as required. Consideration must be given to the area that is to be evacuated, the route to be followed, the means of transport and location to which evacuees will be asked to attend.

Once the decision to evacuate has been made, the Melton MERO and MRM should be contacted to assist in the implementation of the evacuation. They will provide advice regarding the most suitable Emergency Relief Centre and other resources that may be required (e.g. Public health, emergency relief considerations or requirements and special needs groups).

Assistance in an evacuation may be provided by the following agencies:

Victorian State Emergency Service

Melton City Council

7.6 Initial, Secondary and Post Impact Assessment

Initial Impact Assessment

An initial impact assessment gathers critical impact information concerning the extent of damage, disruption and breakdown to the community and its infrastructure as a result of the emergency. INITIAL IMPACT captures identifiable impacts across the four key areas of social/people, economic, built and natural environment. This information also assists Council and agencies by informing decision making processes to ensure the safety of life and property.

The INITIAL IMPACT is coordinated by the control agency. Basic impact assessments will be made and information such as, roads damaged, streets impacted, services disrupted and other collective data will be ascertained. The process aims to gather critical information to provide a snapshot of impact to the area. It is not intended to be specific information on individual impacts, but community based.

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Information that the control agency gathers through the Initial Impact Assessment process during the response to the emergency will be made available to the municipality.

To facilitate the process the Municipal Emergency Management Group, shall as early as practicable, perform the following tasks:

- Survey the extent of damage and provide an early estimate of anticipated financial and material aid required
- Provide a priority listing for restoration of community needs to assist agencies in the performance of their functions
- Monitor the acquisition and application of financial and material aid needed or made available in the restoration period

The Emergency Management Group may co-opt persons within the community with the appropriate expertise to assist with the above tasks. Should the emergency extend beyond the boundaries of the municipality, the initial and secondary assessment may be merged with that of the other affected municipality(s). Information that the control agency gathers through the Initial and Secondary Assessment process during the response to the emergency will be made available to the municipality.

Municipal Secondary Impact Assessment (MSIA)

<http://www.ifmp.vic.gov.au/northern-western-metropolitan-region/documents/file:///C:/Users/peterdo/Downloads/Municipal%20Secondary%20Impact%20Assessment%20V3.0%20-%20May%202016.pdf>

The information collected at this stage, in conjunction with any secondary assessment data, will form the Municipal Secondary Impact Assessment (MSIA). The MSIA captures identifiable impacts across the four key areas of social/people, economic, built and natural environment. It assists in Relief and Recovery Planning and shall be a program of regular analysis, monitoring and review.

A MSIA will be conducted with Council facilitating the process through the Emergency Management Coordination Group. As early as practicable the following tasks will be performed:

- Survey the extent of damage indicating evaluation of financial and material aid needed;
- Cross check information against other council databases (i.e. Names and Address Register);
- Provide a priority listing for restoration of community needs to assist agencies in performance of their functions; and
- Monitor the acquisition and application of financial and material aid needed or made available in the restoration period.

The Emergency Management Coordination Group may co-opt persons within the community with the appropriate expertise to assist with the above tasks.

Should the emergency extend beyond the boundaries of the Melton municipality the secondary impact assessment may be merged with that of the other affected municipalities.

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7.7 Response / Recovery Transition

It is essential to ensure a smooth transition from the response phase to the recovery process in any emergency at municipal level. While it is accepted that recovery activities should start as soon as possible after impact, there are a number of issues which require the formal cessation of response activities. This will occur when the MERC, in conjunction with the response agency and MERO, declares 'Stand Down' of response. The early notification of recovery agencies involved in the emergency will ensure a smooth transition of ongoing activities from response to recovery.

Council utilises the DHHS developed document, "An Agreement for Transition of Co-ordination Arrangements from Response to Recovery".

Electronic copy on Crisisworks tagged, MRM.

<https://melton.mecccentral.com>

This transition agreement is endorsed by the following agencies in consultation with the local government areas affected, and reflects the state, regional and local levels of interest in emergency response and recovery:

- Victoria Police delegated Emergency Response Co-ordinator;
- Control Agency;
- Department of Health and Human Services Regional Recovery Co-ordinator;
- Affected municipalities.

This is pursuant to the roles and responsibilities detailed in the Emergency Management Act 1986, the Emergency Management Act 2013* and the Emergency Management Manual Victoria.

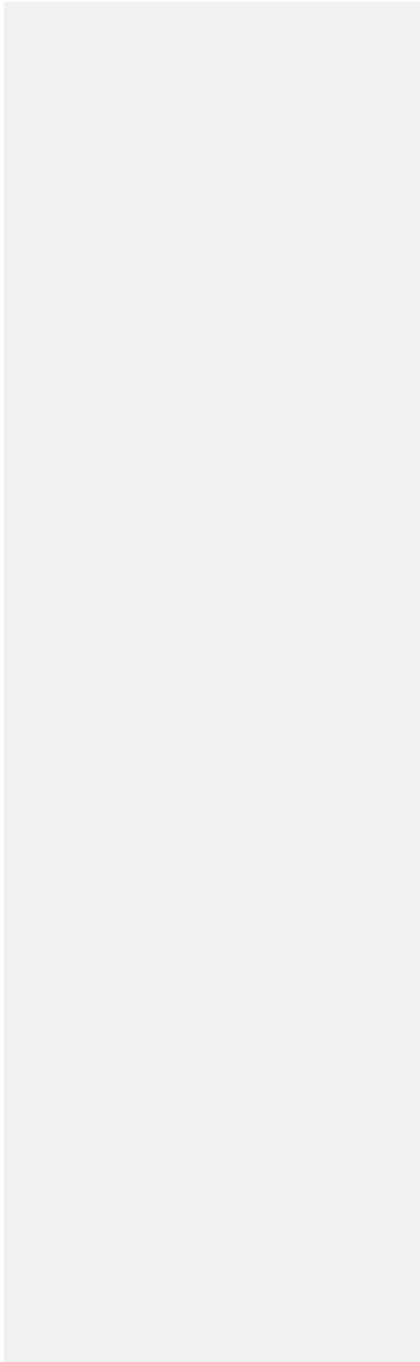
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* Emergency Management Act 2013 will provide clarity and definition to:

Command, Control and Coordination arrangements; more detail is available at:

[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/81C9131F342CA6E0CA257C36000F8125/\\$FILE/13-073abookmarked.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/81C9131F342CA6E0CA257C36000F8125/$FILE/13-073abookmarked.pdf)

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PART EIGHT: CONTACT DIRECTORY

The most current version of this
CONTACT DIRECTORY will always be found at:
<https://melton.mecccentral.com/documents#search>

<p>MERO ONE CONTACT NUMBER 03 8393 8801</p>

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PART EIGHT - CONTACT DIRECTORY

Listed therein are the contact phone (business, mobile and after hours) and fax numbers of all agencies that have a role in the plan. Operational (response and recovery) directories are maintained on Crisisworks. Administrative directories are maintained on Govdex.

Operational**One Number Contact****MECC Contact Directory****Agencies (local)****Emergency MECC EMLO's Agency Contacts****Melton City Council Directory****Municipalities MERO's****City of Melton Council Resources**

Hard copy is available in the MECC Cupboard, and at the Operations Centre. Electronic copy on Crisisworks; (in the dropdown box under resources when adding a new activity)
<https://melton.mecccentral.com>

Neighbouring Municipalities

Hard copy is available in the MECC Cupboard, and at the Operations Centre. Electronic copy on Crisisworks tagged, Contact Directories.
<https://melton.mecccentral.com>

Agencies including Emergency Management Contact Directory**Part 10: Emergency Management Manual Victoria**

Hard copy is available in the MECC Cupboard, and at the Operations Centre. Electronic copy on Crisisworks tagged, Contact Directories.
<https://melton.mecccentral.com>

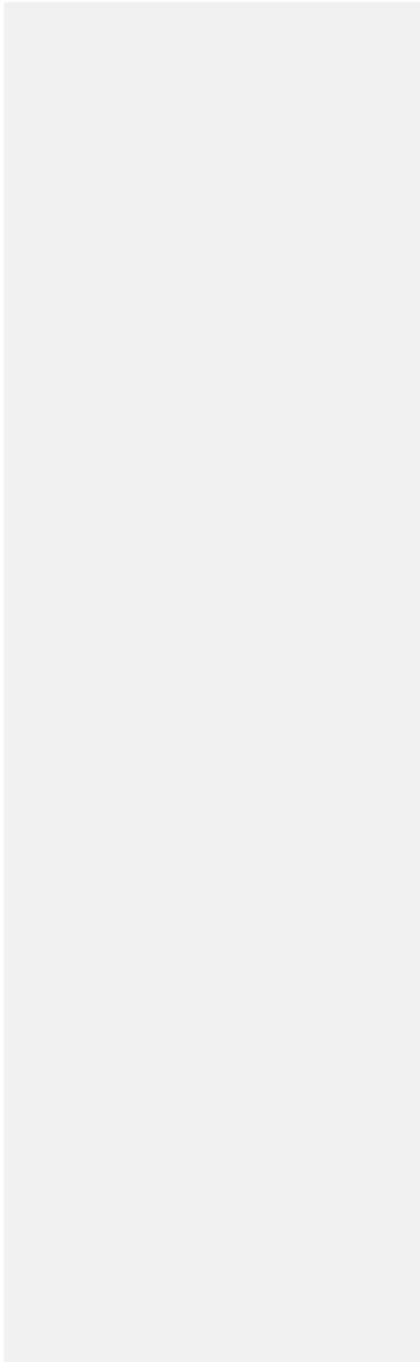
Administrative**MEMP Committee Contact List**

Held separately, please contact the Emergency Management Coordinator at Council.

MFMP Committee Contact List

Held separately, please contact the Emergency Management Coordinator at Council.

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APPENDICES

Hard copies of all APPENDICES are available in the MECC Cupboard, and at the Operations Centre.

Electronic copy on Crisisworks:

<https://melton.mecccentral.com>

- Appendix 1 MAPS
Larger hard copy is available in the MECC Cupboard, and at the Operations Centre.
Maps are available <http://mel-gis/intramaps75/> and Electronic copy on Crisisworks:
<https://melton.mecccentral.com>
- Appendix 2 MECC Standard Operating Procedures
Electronic copy on Crisisworks tagged, MEMP, MECC
- Appendix 3 Emergency Relief Standard Operating Guidelines
Electronic copy on Crisisworks tagged, MEMP, Relief
- Appendix 4 CERA Workbook Action Plans
Electronic copy on Crisisworks Melton Council Agency space tagged, MEMPC, CERA
- Appendix 5 Heat Plan
Electronic copy on Crisisworks tagged, MEMP, Heatwave
- Appendix 6 Municipal Neighbourhood Safer Places Plan
Electronic copy on Crisisworks Melton Council Agency space tagged, MEMPC
- Appendix 7 Pandemic Plan
Electronic copy on Crisisworks tagged, MEMP, Pandemic
- Appendix 8 Municipal Fire Management Plan
Electronic copy on Council Website
<http://www.melton.vic.gov.au>
Electronic copy on Crisisworks tagged, MEMP
- Appendix 9 Municipal Flood Emergency Plan and Municipal Flood Maps
Electronic copy on Crisisworks tagged, Flood
- Appendix 10 Municipal Recovery Plan
Electronic copy on Crisisworks tagged, MEMP, Recovery
- Appendix 11 Plan Distribution List
Electronic copy on Crisisworks Melton Council Agency space tagged, MEMPC
- Appendix 12 Committee Structures & Terms of Reference
Electronic copy on Crisisworks Melton Council Agency space tagged, MEMP

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Attachment 1

Glossary of Acronyms and Abbreviations

EMMV Part, 8, Contains a full Glossary of Acronyms and Abbreviations is available online via <http://fire-com-live-wp.s3.amazonaws.com/wp-content/uploads/Part-8-EMMV.pdf> and on Crisisworks, tagged under MEMP.

Attachment 2

Legal Deposit of MEMPlans

Under the Victorian Libraries Act 1988, Council is required to provide a copy of the MEMPlan to the State Library of Victoria. The Act requires the deposit, within two months of every new or amended publication published in Victoria.

State Library of Victoria

An electronic copy of this MEMPlan shall be sent to State Library of Victoria
Legal Deposit acknowledgement will be issued and held with the Master copy.
Email: vgp@slv.vic.gov.au