Safer and more resilient communities

Working in conjunction with Communities, Government, Agencies and Business

Banyule Municipal Emergency Management Plan

Version Date: 6 December 2023

Amendment No. 26

Foreward

Emergencies can affect any community at any time causing injury, death, property and environmental damage and/or disruption. The State Government requires every municipality to have a Municipal Emergency Management Plan (MEMP) to cope with such events. The Banyule MEMP has been developed pursuant to Part 6A the *Emergency Management Act 2013*having regard to the *Guidelines for Preparing State, Regional and Municipal Emergency Management Plans*. This plan addresses the prevention of, response to, provision of relief services and the recovery from emergencies affecting the municipality's community. This MEMP has been developed and approved by the Banyule Municipal Emergency Management Planning Committee (MEMPC).

In establishing the Banyule MEMP, the Banyule MEMPC has consulted with Victorian State Emergency Services, Victoria Police, Fire Rescue Victoria, Country Fire Authority, Ambulance Victoria, Red Cross and the Department of Health, Department Families, Fairness and Housing and relevant key stakeholders.

Emergency planning involves identifying hazards and assessing risks so action can be taken to avoid, minimise and deal with them if they happen. With this in mind, the MEMPC has undertaken a Community Emergency Risk Assessment (CERA). The CERA provides Emergency Management Planning Committees 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. 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.

Councils have an important role in emergency management, due to the resources owned or controlled, ability to access other resources within our communities and possession of vital information about our communities and vulnerable groups. Whilst response and recovery agencies are actively involved during and immediately after the emergency, Council has a responsibility for, and commitment to, the ongoing wellbeing of our community all of the time. Banyule City Council considers this MEMP to be an integral part of our strategic planning framework and is detailed in the People Objective of our City Plan - People Objective – Key Direction: *Plan and Prepare for Emergency Events.*

As the closest level of government to our community, we have a responsibility for and commitment to, their ongoing wellbeing and resilience. We have an important role under Victoria's emergency management arrangements as we possess information about our community. We work with emergency services, agencies and the community to facilitate emergency planning, support emergency response and coordinate emergency relief and recovery.

Our municipal emergency planning strives to reduce risk whilst strengthening our community, increasing safety and resilience. Through community engagement we will promote emergency awareness and preparedness amongst our residents. We will continue to maintain our operational readiness and review arrangements in conjunction with business continuity planning, to improve our capacity to respond to emergency events. We will:

Strengthen community resilience
- Continue to implement requirements of the Vulnerable Person in Emergency Policy.
- Develop and implement Council's strategic plan for disaster resilience, including: educate and prepare the community for emergency events such as bush fires, flood/storms, heatwaves and pandemics.

Maintain operational readiness
- Continue to prepare Council for emergency response, relief and recovery;
- Collaborate with other North and West metropolitan municipalities;
- Monitor changes to requirements and advocate in the best interests of the Banyule community.

Banyule City Council acknowledges the contribution of the following agencies who actively contribute to the MEMPC and have provided significant feedback to this development of this MEMP.

- Banyule Municipal Emergency Management Officer [MEMO] (Chairperson)
- Banyule Municipal Recovery Manager [MRM]
- Municipal Emergency Response Coordinator [MERC]- Victoria Police
- Country Fire Authority
- Fire Rescue Victoria
- Ambulance Victoria
- Victoria State Emergency Service
- Australian Red Cross
- Department of Families Fairness and Housing
- Services Australia
- Victorian Council

- Department of Health
- St John Ambulance Vic.
- VCC Emergencies Ministry
- Plenty Valley FM
- Greensborough Plaza
- Austin and Repatriation Hospitals
- Mercy Hospital for Women
- Salvation Army
- Banyule Community Health Services
- Australian Radiation Protection and Nuclear Safety Agency
- Department of Defence

1 Introduction

1.1 Acknowledgement of Country

The Municipal Emergency Management Planning Committee (MEMPC) acknowledges the Wurundjeri people of the Kulin Nation as the Traditional Custodians of the lands that make up local government area. The committee also acknowledges and pays respect to the Elders, past and present and is committed to working with Aboriginal and Torres Strait Islander communities to achieve a shared vision of safer and more resilient communities.

The Municipal Emergency Management Planning Committee (MEMPC) is proud to acknowledge the Wurundjeri Woi-wurrung people as Traditional Custodians of the land that make up municipality of Banyule. The Committee also acknowledges and pays respect to all Aboriginal and Torres Strait Islander Elders, past, present and emerging, who have resided in the area and have been an integral part of the region's history and are committed to achieving a shared vision of safer and more resilient communities.

1.2 Authority, Governance and Administration

In 2020, the *Emergency Management Legislation Amendment Act 2018* amended the *Emergency Management Act 2013 (EM Act 2013)* to provide for new integrated arrangements for emergency management planning in Victoria at the State, regional and municipal levels and create an obligation for a MEMPC to be established in each of the municipality of Victoria, including the alpine resorts which, for the purposes of the *Emergency Management Act 2013*, are taken to be a municipality. Each MEMPC is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of emergency management planning for the municipality.

This Municipal Emergency Management Plan (MEMP) has been prepared in accordance with and complies with the requirements of the *Emergency Management Act 2013* including having regard to the guidelines issued under s77, *Guidelines for Preparing State, Regional and Municipal Emergency Management Plans*. Refer to Appendix F for a full list of reference material used in formulating this MEMP.

This MEMP makes reference to a number of organisations and people by acronym. For a full list of acronyms used in this plan, please refer to Appendix A.

1.3 Plan Assurance and Approval

1.3.1   Assurance[1]

Banyule will undertake self assurance of the MEMP every three years. A Statement of Assurance (including a checklist and certificate) has been prepared and submitted by the MEMPC pursuant to the North West Metropolitan Region Emergency Management Planning Committee (NWMR-REMPC) *Emergency Management Act 2013* (s60AG). Items that require assurance are identified as footnotes.

The MEMP will come into effect on approval by the REMPC and remains in effect until superseded by an updated and published plan.

1.3.2   Approval

This Plan has been prepared by the MEMPC and was approved by the North West Metropolitan - Regional Emergency Management Planning Committee on 13 December 2023. Refer Appendix J.

The MEMP will be published on the Emergency Management Victoria website and Council website and also available on EM-COP and Crisisworks. The MEMP will be deposited with State Library Victoria under section 49 of the *Libraries Act 1988*. Refer Appendix B for a full MEMP distribution list.

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[1] **Assurance General**: Plan has been prepared with regard to the following guidance in Ministerial guidelines issued under the *Emergency Management Act 2013* s77 (*Guidelines for Preparing State, Regional and Municipal Emergency Management Plans*).

1.4 Plan Review[2]

Reviews of the MEMP will be conducted to ensure it remains current, effective, integrated, coordinated and comprehensive in its approach to emergency management. The plan will be reviewed:

- at least every three years in line with the statutory MEMP self-assurance process;
- following After-Action Reviews post a significant emergency or incident;
- after an emergency management exercise where the exercise identifies an opportunity for improvement;
- after change in relevant legislation or developments or changes in the relief and recovery sector;
- MEMPC membership organisational name changes and or membership change;
- organisational change that may affect the plan;
- changes to previously identified hazards or roles and responsibilities; and
- changes to relevant MEMPC membership.

The MEMO on behalf of the MEMPC may engage relevant emergency management stakeholders or specialists and or community representatives to contribute to the review and update.

Amendments to the municipal information and re-issuing this MEMP is the responsibility of the MEMPC Chair after the endorsement of the MEMPC.

Urgent reviews and updates to this MEMP by the Emergency Management Coordination Group (EMCG) are permitted outside regular plan reviews if there is significant risk that life or property will be endangered if the plan is not updated (*Emergency Management Act 2013* s60AM). Urgent updates come into effect when published on the municipal Council website and remain in force for a maximum period of three months at which time a review by the regional Working Group consisting of members of the MEMPC will be conducted.

Refer to Appendix B for a full plan distribution list and Appendix C for a list of restricted information which is excised for versions of this plan for various audiences.

After each major update to the MEMP or associated Sub-Plans, the MEMPC will determine whether to undertake the MEMP assurance process and resubmit a statement of assurance to the REMPC:

https://www.emv.vic.gov.au/publications/statement-of-assurance-template-memp-or-memp-Sub-Plan

This MEMP will be reviewed and updated within three years of MEMP endorsement, or sooner after a significant incident or parts thereof after in changes in MEMPC membership.

This MEMP is current at the time of publication and remains in effect until modified, superseded or withdrawn. Please refer to this MEMP's amendment history located at Appendix H.

1.5 Planning Context

This MEMP, prepared by the MEMPC[3], reflects the shared responsibilities of government, emergency management agencies, key stakeholders and communities for the actions they will take to prepare for, respond to, provide relief for and recovery from emergencies. Banyule City Council plays and important role as a direct participant as well as facilitating the planning process by establishing the Municipal Emergency Management Planning Committee. These arrangements reinforce the multi-agency nature of the planning process and assist the organisational representatives who contribute to the MEMP. They include information on the planning process, risk assessment and provide information on the expected roles and responsibilities for people and organisations involved in developing the plan.

The Banyule MEMP documents the outcomes of the Community Emergency Risk Assessment (CERA) planning process conducted by the MEMPC. It is the overarching emergency management plan for the municipality

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[2] **Assurance #2**: In the case of an updated MEMP or sub-plan, the plan has been reviewed within three years or sooner as required (*Emergency Management Act 2013* s60AN and s6.1).

[3] **Assurance 1**: The MEMP or sub-plan has been prepared by the municipal emergency management planning committee (MEMPC) (Ministerial guidelines issued under the *Emergency Management Act 2013* Sections 59D(a) and 60ADB(1)).

and provides information to emergency services, other organisations and the community on how risks will be dealt with and the management arrangements for emergencies, to promote community safety and resilience.

Emergency management contributes to community safety through the reduction of the impact of emergency related events that can cause death, injury, loss of property and community disruption. The planning for, and the management of, emergencies is a shared responsibility involving many people and organisations in the community. It is not something done by one organisation or sector of the community although some organisations have specialist roles in dealing with emergencies.

Municipal emergency management planning involves the identification and documentation of the overall multi-agency arrangements in place for the prevention of, response to and recovery from emergencies that affect the municipality. The planning process includes the identification of risks that are likely to affect the assets and people in the municipality and the steps to be taken to address those risks. It also allows organisations involved in dealing with emergencies and their impacts the opportunity to discuss and better understand the capabilities of other organisations (including council) that have a role in dealing with emergencies and develop a comprehensive plan.

The MEMP provides the context for the development and integration of risk specific response and recovery plans. The plan identifies what hazards are likely to impact the municipality, what steps are to be taken to prevent, respond to and recover from emergency events and the role of organisations in relation to emergencies. It is a record of the commitment of all of the participating organisations and groups to undertake and complete the tasks assigned to them under the plan, and to cooperate in the delivery of the objectives.

It is important for enhancing resilience that community, emergency services and relief and recovery agencies work together. This Plan is the overarching document for the integrated management of emergencies in the municipality. It is supported by a range of hazard plans as determined by a risk identification process and a number of response-based plans to ensure smooth coordination of service delivery in emergencies.

This Plan is supported by broad ranging of information, including:
- management arrangements that contain general information about emergency planning, response and recovery arrangements; and roles and responsibilities of people and organisations involved in emergency management;
- Sub-Plans, including hazard specific Sub-Plans and Standard Operating Procedures which are to be used during actual emergency events and are designed to be used as stand-alone operational documents; and
- Appendices that contain ancillary information including a contact directory that lists contact details for all persons and organisations that have a role in this plan, administration details and a list of municipal resources.

This MEMP, prepared by the MEMPC, was undertaken applying the following planning principles[456]:

- collaborative gathering of plan feedback from MEMPC members;
- gathering community feedback through key community representatives and stakeholders;
- acknowledgement and reflection of the importance of community emergency management planning;
- principles that underlie the contents of MEMP which includes:
  - reducing the:
    - likelihood of emergencies by planning for risk-based emergencies such as extreme heat, flood and storm and pandemic;
    - effect of emergencies on communities by undertaking community emergency risk assessments;
    - consequences of emergencies for communities through relief and recovery planning;
  - ensuring a comprehensive and integrated approach to emergency management by including input from the MEMPC agencies and community representatives;
  - promoting community resilience in relation to emergencies through community outreach; and
  - promoting appropriate interoperability and integration of emergency management systems through sub-plan development.

1.6 MEMP Aim and Objectives

The MEMP, supported by the Banyule MEMPC reflects the vision statement of Banyule City Council **"Banyule, a green, sustainable and vibrant place for a healthy, connected and inclusive community".**

The aim of this MEMP is to outline the agreed multi-agency and community arrangements for the prevention of, the response to, relief for and the recovery from emergencies that could occur in the municipality as identified in *Emergency Management Act 2013* Part 6A.

The broad objectives of this MEMP are to:

- Implement measures to prevent or reduce the causes and/or effects of emergencies.
- Manage arrangements for requesting and using municipal resources in response to emergencies.
- Manage the process for resource supplementation when resources within the municipal are exhausted.
- Assist the affected communities to recover following an emergency.
- Compliment other Local, Regional and State planning arrangements.

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[4] **Assurance 13**: In developing the MEMP or sub-plan, the following have been consulted and engaged:

- Any sector of the community the MEMPC considers appropriate.
- Had regard to any relevant Community Emergency Management Plan.
- Any body, Department or other agency the MEMPC considers appropriate.

(Ministerial guidelines issued under the *Emergency Management Act 2013* Section 60AFB(1), sections 4.2 and 4.2.3).

[5] **Assurance 5**: The MEMP or sub-plan is consistent with the principles underlying the preparation of emergency management plans.
Principles require that the plan is:

- prepared in a collaborative manner;
- prepared efficiently and effectively;
- prepared in a manner that acknowledges and reflects the importance of community emergency management planning.

(Ministerial guidelines issued under the *Emergency Management Act 2013* s60AA(1), S3.1 and S4.1).

[6] **Assurance 6**: The MEMP or sub-plan is consistent with the principles underlying the contents of emergency management plans. Principles require that the plan:

- aims to reduce the likelihood of emergencies and the effect and consequences they have on communities;
- ensures a comprehensive and integrated approach to emergency management;
- promotes community resilience in relation to emergencies; and
- promotes appropriate interoperability and integration of emergency management systems (Ministerial guidelines issued under the *Emergency Management Act 2013* s60AA(2), s60ADB(1), s3.6.3).

1.6.1 MEMPC objectives

To achieve the vision and objectives of the MEMP, the Banyule MEMPC will promote emergency awareness and preparedness across our community. This will enable appropriate planning for, prevention of, response to, provision of relief services and recovery from emergencies which may affect our community. To achieve our objectives the Banyule MEMPC will implement the following actions:

- Engage the community to assist Council to build resilience, plan for and prevent emergency events that may impact the municipality.
- Document agreed arrangements for the prevention of, response to and recovery from emergencies that could occur in the municipality.
- Identify and assess emergency events that may impact the municipality considering the following aspects: Social, Health & Community Environment; Economic Environment; Natural Environment; and the Built Environment.
- Implement measures to eliminate or minimise the likelihood or consequences of identified emergencies.
- Take action to respond to, and support the community to recover from, emergency events which occur in their municipality and impact:
  o the social, health and community wellbeing of individuals and community resilience;
  o the economic prosperity of the community;
  o the natural environment within the municipality;
  o the physical infrastructure (built environment) that supports and services the community.
- Manage arrangements for the utilisation and implementation of Council's resources in response to emergencies as needed and that may be requested from adjoining municipalities including the NWMR.
- Complement other local, regional and state emergency planning arrangements.
- Assist residents with non-major emergencies wherever possible.

1.6.2 Strategies

To achieve our objectives the Banyule MEMPC will implement the following strategies:

- reference the developed community profile and consult the community in the review of the MEMP;
- undertake the risk analysis and treatment process (CERA) and develop a MEMP;
- identify municipal resources to be used in emergency response and recovery;
- implement, as required, the MEMP, sub-plans and complimentary plans; and
- conduct regular and reactive reviews of the MEMP and sub-plans to ensure their currency and suitability to current arrangements and conditions.

2 Municipality Location and Characteristics

2.1 Municipal Location Map

Banyule is located between 7 and 21 kilometres northeast of central Melbourne and is made up of 21 suburbs. Including all or part of the suburbs of Bundoora, Bellfield, Briar Hill, Eaglemont, Eltham North, Greensborough, Heidelberg, Heidelberg Heights, Heidelberg West, Ivanhoe, Ivanhoe East, Lower Plenty, Macleod, Montmorency, Rosanna, St Helena, Viewbank, Watsonia, Watsonia North and Yallambie.
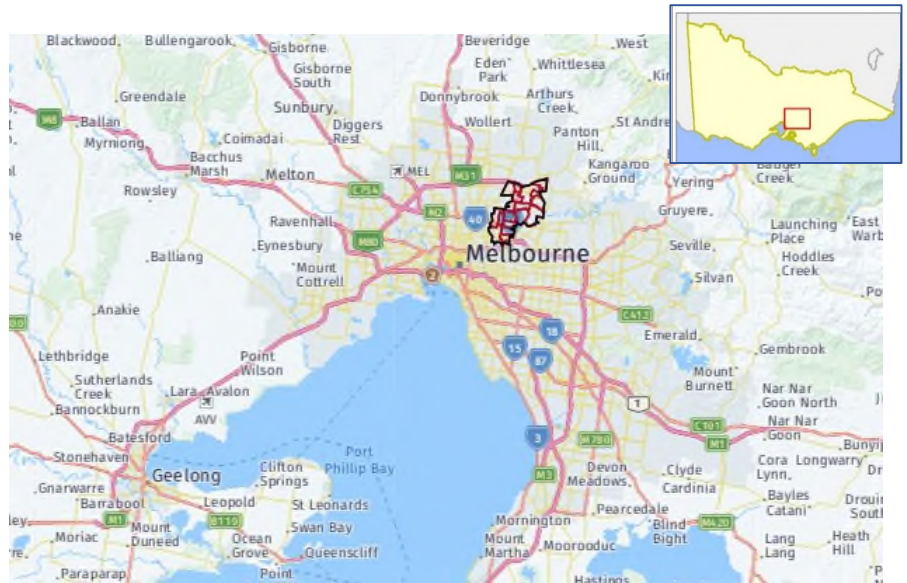
Figure 1 – Municipal location in Greater Melbourne

2.1.1 Municipal Description

The City covers an area of approximately 63 square kilometres. The Yarra River runs along the City's south border while the west is defined by Darebin Creek. Banyule is located on the lands of the Wurundjeri Woi-wurrung and Council recognises the Wurundjeri as the traditional custodians of the lands and waters upon which Banyule is located.

The area is renowned for its open spaces and plentiful parklands, especially along the Yarra and Plenty River valleys. There are 466 hectares of council-owned open space in Banyule, as well as substantial areas of parkland managed by Parks Victoria. These provide a wealth of recreational, environmental and tourism opportunities for the region. There are sites of botanical, zoological, habitat and heritage significance, including aboriginal archaeological sites and scar trees, and points of interest associated with the Heidelberg School of Artists.

Banyule has many community leisure facilities including indoor aquatics and fitness centres at Ivanhoe, West Heidelberg and Watsonia and the facility at Greensborough – WaterMarc. Greensborough also has a synthetic athletics track, while a hockey centre and indoor netball stadium can be found at Bellfield and Macleod respectively. There are other playing fields, tennis and bowling clubs throughout the municipality. Cycling and walking are popular pastimes, made enjoyable by the many kilometres of bicycle and pedestrian trails throughout the City, particularly along the Yarra and Plenty Rivers and the Darebin Creek.

The City is primarily a residential area and retaining the character of individual neighbourhoods is important to the local community. While separate houses dominate, increasing numbers of semi-detached houses, townhouses and units are being built. Over two thirds of homes are privately owned or being purchased, with most of the rest being rented.

Figure 2 – Banyule Municipal Wards

Banyule has a number of commercial centres, the largest being the Greensborough Principal Activity Centre, with Heidelberg and Ivanhoe designated as Major Activity Centres. There are significant industrial areas in Heidelberg West, Greensborough, Briar Hill and Bundoora. The City is home to a number of large institutions such as the Austin Hospital including the Olivia Newton John Cancer Centre, the Mercy Hospital for Women, the Heidelberg

Repatriation Hospital, Australian Radiation Protection and Nuclear Safety Agency and the Simpson Army Barracks.

The MEMPC recognises the habitation of this land by the Traditional Owners, the Wurundjeri Woi-wurrung. Melbourne's north-east was the homeland of the Wurundjeri Woi-wurrung people who belonged to the Woi-worung language group and greater Kulin Nation. The confederacy was made up of allied clans from south-central Victoria.

Today, the Wurundjeri Tribe Land and Cultural Heritage Council, recognised as the Aboriginal custodians of Banyule and Kulin Nations, take care of this powerful cultural heritage. Banyule City Council is committed to protecting Aboriginal heritage sites. Over fifty Aboriginal heritage sites have been identified with most beside major waterways like Darebin Creek and the Yarra and Plenty Rivers.

The City also has a significant European cultural heritage associated with painters of the Australian Impressionists and has close links with the birth of the Australian Art Movement and architects and urban landscapers.

Heidelberg West is an area rich in history and diversity and harbouring strong community spirit. The Olympic Village in Heidelberg West was the home of the Olympic athletes during the 1956 Melbourne Games. The village housed 4,200 athletes representing 67 countries. Shortly after the Olympic Games had finished, some of the Village housing was made available for sale, however the Village was largely converted to public housing and tenanted by the then Housing Commission of Victoria. The Olympic Village today is similar to the original village.

Banyule has a diverse community of more than 127,376 [Census 2021] residents from over 140 countries. A significant number of residents have European ancestry, and there is an increasing population of people with Asian and African ancestry. This diverse population brings a cultural richness to our community. Although the number of people living in Banyule is expected to increase in the next decade, our population is expected to age, with the greatest growth occurring in the 75 years and over age group.

Banyule's main industries are health care, education, construction and professional/scientific/technicial services. A large number of the jobs available in Banyule are filled locally.

For further information refer to
https://en.wikipedia.org/wiki/City_of_Banyule

Figure 3 – Banyule Land Use

2.2   Topography

2.2.1   Boundaries

The municipality is bounded by Nillumbik Shire in the north and north-east, Manningham City in the south-east, the Cities of Boroondara and Yarra in the south, and Darebin City and the City of Whittlesea in the west. The municipal boundaries are the Metropolitan Ring Road, the Greensborough Bypass and its proposed extension in the north, Ryans Road, Progress Road, Weidlich Road, Karingal Drive, Sherbourne Road, Bolton Street and Fitzsimons Lane in the east, the Yarra River in the south, and Darebin Creek, Crissane Road, Kingsbury Drive, Waiora Road, Cherry Street, Broadford Crescent, Highview Crescent, Gresswell Forest Wildlife Reserve, Bendoran Crescent, Moreton Crescent and Plenty Road in the west.

About 75 per cent of the southern boundaries are strongly defined by the Yarra River and the Darebin Creek. The Plenty River runs through the municipality and other water courses include Salt Creek and Banyule Creek.

River courses act as strong topographical delineators and impact heavily on social segmentation and service provision. The 30 kilometres of the city's river boundaries have only eight crossings. This limits interaction between residential areas on either side of the river.

The municipalities of Nillumbik and Whittlesea bound Banyule, generally to the north, Manningham generally to the east, Yarra and Boroondara to the south and Darebin to the west.

2.2.2   Major Waterways & Drains

The municipality contains or is bounded by a large number of waterways ranging in size from the Yarra River to small unnamed creeks. The three largest waterways are: the Yarra River forming the southern boundary with the Cities of Manningham and Boroondara; Darebin Creek forming part of the western boundary with the Cities of Darebin and Yarra; and the Plenty River running north-south through the municipality.

The Yarra River begins its journey approximately 190km upstream in the Yarra Ranges, to the east of Melbourne. It then runs through the Yarra Valley and Melbourne's eastern suburbs before creating the boundary for the Banyule municipality and continuing downstream to Port Phillip Bay.

2.2.3   Transport Linkages

Banyule's location makes it highly accessible to both central Melbourne and the urban fringe and major regional highways. The road network provides good access to the western suburbs and Melbourne Airport, and is set to improve dramatically with the completion of the Outer Ring Road. There are also road links to the southern and eastern suburbs and the CBD is easily accessible via the Eastern Freeway.

The Hurstbridge railway line provides good regional access with station stops at Darebin, Ivanhoe, Eaglemont, Heidelberg, Rosanna, Macleod, Watsonia, Greensborough and Montmorency. Banyule also has a strong network of bus services.

2.2.4   Key Sites within the Municipality

Major features of the City include Simpson Army Barracks, Australian Radiation Protection and Nuclear Safety Agency, Austin Hospital, Mercy Hospital for Women, Heidelberg Repatriation Hospital, Melbourne Polytechnic (Heidelberg Campus), and the Greensborough Principal Activity Centre (including Greensborough Plaza).

SIMPSON ARMY BARRACKS, YALLAMBIE

Simpson Barracks is an Australian Army facility located on Greensborough Road, Yallambie. It is home to the DFSS (Defence Force School of Signals), Financial Services Unit, Defence Force School of Music, Land Warfare Centre and the headquarters of 4th Brigade. It also has depots for 4th/19th Prince of Wales's Light Horse Regiment and 108th Signals Squadron. It is the main workshop for 105th Field Workshop (RAEME) and also houses the Victorian Headquarters for the Australian Army Cadets, and 39th Army Cadet Unit Watsonia.

AUSTRALIAN RADIATION PROTECTION AND NUCLEAR SCIENCE AGENCY, YALLAMBIE

Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is located on Lower Plenty Road, Yallambie. ARPANSA is part of the Commonwealth Health and Aged Care portfolio and is Australia's national authority on radiation protection and nuclear safety. The principal objective of ARPANSA is to protect the health and safety of people, and to protect the environment, from the harmful effects of radiation.

AUSTIN HEALTH AND MERCY HOSPITAL FOR WOMEN, HEIDELBERG

The Austin Hospital is located in Heidelberg, 20 minutes north-east of Melbourne's city centre. The hospital was re-opened in 2005 after a major redevelopment. It is housed in one of two new hospital towers, the other tower occupied by Mercy Hospital for Women.

The Austin Hospital features: 400 acute beds including a 30-bed intensive care unit; one of the state's largest adult emergency units and a specialist six-bed unit for children; a purpose-built, 26-bed high-tech spinal unit to serve all of Victoria and Tasmania; infectious diseases isolation rooms in each ward; an expanded mental health precinct with 55 mental health beds, including 15 adult acute psychiatry beds, nine beds for the Mood and Eating Disorder Unit and six beds for the Parent Infant Unit; and a unique teaching, training and research precinct including a teaching space and laboratory on each level of the Austin Hospital Tower.

Mercy Hospital for Women is a tertiary specialist referral hospital with medical, nursing, midwifery and allied health expertise to provide complex care for obstetric, neonatal and gynaecological needs. Mercy Hospital for Women is home to one of four Neonatal Intensive care units in Melbourne and provides care to Victoria's most unwell babies. For more information see: www.austin.org.au [Austin Health] and https://health-services.mercyhealth.com.au/our-health-services/mercy-hospital-women/ [Mercy Hospital for Women].

HEIDELBERG REPATRIATION HOSPITAL

The third facility that constitutes Austin Health, the Heidelberg Repatriation Hospital has a proud history of caring for Veterans and War Widows. Originally built in 1941, the hospital became part of Austin Health in 1995. Today it continues to treat Veterans and War Widows and also provides services to the wider community including, day surgery, palliative care, mental health services, aged care, and outpatient services such as radiotherapy, nuclear medicine, radiation oncology and radiology.

MELBOURNE POLYTECHNIC (HEIDELBERG CAMPUS)

Melbourne Polytechnic is a respected and popular provider in Melbourne's north. Seven campuses provide increased pathways and choice to higher education and ongoing learning, offering students the unique opportunity to integrate practical learning with traditional theory.

The Heidelberg Campus is situated at the corner of Waterdale Road and Bell Street and the training facilities act like real work environments. The robotics simulation facility provides learning challenges and is popular with students and employers alike, as are the AutoCAD (computer-aided design) training centre and plumbing classrooms, equipped with the latest appliances and tools donated by industry. The 'barn', used for building industry training, has an 8 metre roof and 1450 square metre floor space and can be used to construct full scale relocatable homes.

GREENSBOROUGH PRINCIPAL ACTIVITY CENTRE

The Greensborough Principal Activity Centre is one of three major commercial centres within the North East Region, the others being Doncaster ShoppingTown and Northland. The Greensborough Centre is located at the eastern end of the Western Ring Road and the precinct includes the Greensborough Plaza and WaterMarc site. Greensborough Plaza is home to over 190 business premises attracting over 7 million visitors per year. The centre is not only a thoroughfare for shoppers but has been used for shelter and safety in extreme weather events. WaterMarc is one of the largest aquatic centres in the north and 750,000 people attended the venue in the first year. Visitor numbers to both of these key sites influence pedestrian and traffic movement within the precinct.

In 2017 Council completed the next stage of the extension of WaterMarc by opening the doors of One Flintoff. A combination of accommodation for council and community facilities, as well as a floor of commercially leased office space bringing long term returns to Council, on top of WaterMarc. This project was foreshadowed in 2007 with Council's release of the Greensborough Project, which guides significant revitalisation of the Greensborough town centre and continues to set future planning and development of the Greensborough Activity Centre.

2.2.5   Open Spaces

Banyule has plenty of open spaces and parklands, especially along the Yarra and Plenty River valleys. There are 617 hectares of open space owned by the City, as well as substantial areas of parkland managed by Parks Victoria. These provide a wealth of recreational, environmental and tourism opportunities for the region.

There are sites of botanical, zoological, habitat and heritage significance, including aboriginal archaeological sites and scar trees, and points of interest associated with the Heidelberg School of Artists. Banyule is renowned for native vegetation flourishes in the east and north-east, while exotic trees and shrubs dominate the City's southern and western parts.

2.2.6   Fire hazard profile

Banyule is impacted by declared fire seasons, which occur every year and last on average about four months. The greatest threat of wildfire is from the north and north-west with fire entering Banyule from the Shire of Nillumbik and Whittlesea City Council, which are both on the urban rural interface. Greensborough is located in

the southern most portion of the Plenty Gorge that has one of the highest fire hazard ratings in Victoria. Bushfire prone areas have been identified in Banyule that are subject to or likely to be subject to bushfires. The Minister for Planning has determined that specific areas are designated bushfire prone areas for the purposes of the building control system. Further to this much of the city has identified as having low to moderate fire hazard rating under the Victoria Fire Risk Register (VFRR), however, there are some areas that have a high to extreme rating. Information on the identified fire risk can be found in the Banyule Municipal Management Fire Plan.

2.2.7   Housing

There are 39,274 separate houses in the area, 11,234 medium density dwellings, and 2,338 high density dwellings. Between 2061 and 2021 there was a increase in the number of separate as well as the number of medium and high density dwellings. The average household size is marginally smaller in Banyule than in Greater Melbourne (2.51 persons per household compared to 2.58).

Compared to Greater Melbourne, Banyule has: a higher proportion of households purchasing or fully owning their home (70% compared to 64%); a lower proportion of households renting privately (21% compared to 27%); a higher proportion of households in social housing (3.6% compared to 2.3%).

Between 2016 and 2021, increases were seen across the board in relation to the proportion of households fully owning their houses, proportion of households in social housing and private rentals. The main household type in Banyule is couples with children, making up 33.5% of all households across the municipality.

2.2.8   Mapping

Banyule City Council has extensive mapping and property search criteria which may assist in municipal emergency response. Council staff have access to the GIS system (SSA), however the Land Information Systems Coordinator is the subject matter expert. Other users have also developed expertise and familiarity with Exponare and related information. The MEMO can request specialist mapping from these officers as required.

Specialised plans or maps with specific informational overlays can be obtained from Council's GIS system as required including the high bushfire risk areas.

2.3   Demography

2.3.1   Demography and Community Profile

Overall, Banyule has a higher than average socio-economic profile with a lower unemployment rate, higher median household income, home ownership and education levels compared to Greater Melbourne. However, there are pockets of disadvantage within each of Banyule's seven precincts. The West Precinct has a socio-economic profile that is lower than the state and national averages. Households in the West have the lowest median household income across the municipality and significantly high social housing.

A greater proportion of Banyule residents were born overseas compared to the last Census in 2016. The municipality's cultural and linguistic diversity is changing and becoming more in line with the increasing diversity of Greater Melbourne and subsequently a greater proportion of residents speak a language other than English at home. This has implications for the provision of community services and support such as interpreters and translators particularly in the Mid, North West and West Precincts where the proportion of recent overseas arrivals and low English proficiency is above the Banyule average.

Banyule's overall population growth is relatively low compared to Greater Melbourne. However, the percentage change from 2011 to 2021 in the Mid, South and West Precincts is forecast to be above the average for Banyule.

Banyule has an older age profile than Greater Melbourne and like the rest of Australia, Banyule's population is ageing. Across five of Banyule's seven precincts, the largest population growth is forecast for the senior age group (70-84 years). In the North East Precinct, forecasts indicate the number of seniors will significantly increase by the year 2041. This has implications for the suitability of housing and services related to the aged. For example, the increasing number of lone person households may increase the demand for smaller housing in the area.

There is a clear correlation between the need for assistance and age - as a person ages, the need of assistance with core activities increases.

Compared to Greater Melbourne, Banyule has a similar proportion of residents in need of assistance, likely due to the municipality's older age profile. Since the last Census in 2016, the proportion of volunteers decreased while the proportion of unpaid carers increased. With the increasing older lone person households, the provision of care for those in need of assistance is likely to be a challenge in the future.

The Mid and West Precincts continues to experience the largest number of residents in the 35-49 years age group. The proportion of residents in their early years and youth (aged 0-24 years) is also forecast to increase in both precincts. Furthermore, the emerging household type in the Mid Precinct is couples with children, while the West Precinct along with pockets in the North currently has the highest proportion of disengaged youth and developmentally vulnerable children across municipality.

Important Statistics	Population 127,348 2022 ABS ERP	Land area 62.51 square km	Population density 2,037 persons per square km

Figure 4 – Summary population and land use

In 2021 the total population of the City of Banyule was estimated to be 127,348 people. Compared to Greater Melbourne, Banyule has a higher than average socio-economic profile. However, there are pockets of disadvantage in the municipality, particularly in the West Precinct in the suburbs of Heidelberg West, Bellfield and Heidelberg Heights. Banyule's population forecast for 2026 is 137,523 and is forecast to grow to 160,176 by 2041.

Figure 5: Population Forecast)

The major differences between the age structure of the City of Banyule and Greater Melbourne were:
- A *larger* percentage of 'seniors (70 to 84)' (11% compared to 8.6%)
- A *larger* percentage of 'Empty nesters and retirees (60 to 69)' (11.0% compared to 9.5%)
- A *smaller* percentage of 'Young workforce (25 to 34)' (12.9% compared to 16%)
- A *smaller* percentage of 'Tertiary education and independence (18 to 24)' (7.7% compared to 8.9%)

From 2016 to 2021, City of Banyule's population increased by 4.375 people (3.6%). This represents an average annual population change of 0.72% per year over the period.

The *largest changes in the age structure in this area between 2016 and were in the age groups:*
- *Seniors (70 to 84) (+2,392 people)*
- *Parents and Homebuilders (35 to 49) (+1,184 people)*
- *Secondary Schoolers (12 to 17) (+751 people)*
- *Primary schoolers (5 to 11) (+526 people)*
- *Empty nesters and retirees (60 to 69) (+510 people)*
- *Babies and pre=schoolers (0 to 4) (-695)*
- *Tertiary education and independence* (18 to 24) *(-564 people*)

Figure 6: Age Structure

2.3.2 Cultural Diversity

Banyule is a culturally and linguistically diverse municipality. Residents come from over 140 countries and speak around 100 different languages at home. There are 30,918 people who were living in Banyule in 2021 were born overseas, and 14% arrived in Australia within 5 years prior to 2021.

Analysis of the country of birth of the population in the City of Banyule in 2021 compared to Greater Melbourne shows that there was a smaller proportion of people born overseas. Overall, 24.5% of the population was born overseas, compared with 35.7% for Greater Melbourne.

The largest non-English speaking country of birth in Banyule was China, where 3.3% of the population, or 3,780 people, were born. Between 2016 and 2021, the number of people born overseas increased by 2, 402 or 12.2%. The largest changes in birthplace countries of the population in this area between 2016 and 2021 were for those born in:
- India (+425 persons)
- China (+309 persons)
- Iran (+189 persons)
- Malaysia (+176)
- Sri Lanka (+163)

The number of residents from Asian countries continues to increase while the number from European countries continues to decline. Almost 21.8% of Banyule residents speak a language other than English at home, up from 19% per cent in 2016. The main non-English languages spoken are: Mandarin, Italian, Greek, Cantonese, Arabic and Vietnamese. Between 2016 and 2021, languages that experienced the most growth were Mandarin, Cantonese, Persian/Dari, Hindi and Vietnamese. Of the 79 Local Government Areas in Victoria, Banyule has one of the largest population of residents that speak Somali at home (858 persons).

Banyule remains a predominantly Christian municipality with 44.5% of residents identifying as Christians. Between 2016 and 2021, the number of Christians has continued to decline, while the number of residents that nominated no religion, Islam or Hinduism has continued to increase.

In the 2021 Census, 862 residents identified as Aboriginal and/or Torres Strait Islander. This community is under-represented in Census data so the actual population may be higher.

The Banyule Council website provides detailed data on the diversity throughout the municipality and the Multicultural Profile is available at https://www.banyule.vic.gov.au/Council/About-Banyule/Facts-and-Statistics.

2.3.3   Employment

City of Banyule's employment statistics are an important indicator of socio-economic status. The levels of full or part-time employment, unemployment and labour force participation indicate the strength of the local economy and social characteristics of the population. Employment status is linked to a number of factors including Age Structure, which influences the number of people in the workforce' the economic base and employment opportunities.

The two most important measures are unemployment rate - the number of people looking for work, as a percentage of the labour force (employed and unemployed over 15) and participation rate - the labour force expressed as a percentage of the total population over 15.

In 2021 63,917 people living in the City of Banyule were employed, of which 59% worked full-time and 34% part-time.

An analysis of the jobs held by the resident population in City of Banyule in 2021 shows the three most popular occupations were:

- Professionals (20,961 people or 32.8%);
- Managers (9,738 people or 15.2%); and
- Clerical and Administrative Workers (8,534 people or 13.4%).

Figure 7– Industry sector of Employment

In combination these three occupations accounted for 39,233 people in total or 61.4% of the employed resident population. In comparison, Greater Melbourne employed 26.8% in Professionals; 13.8% in Managers; and 12.9% in Clerical and Administrative Workers.

The major differences between the jobs held by the population of the City of Banyule and Greater Melbourne were:

- *larger* percentage of persons employed as Professionals (32.8% compared to 26.8%);
- *larger* percentage of persons employed as Managers (15.2% compared to 13.8%);
- *smaller* percentage of persons employed as Machinery Operators and Drivers (3.0% compared to 5.8%); and
- *smaller* percentage of persons employed as Labourers (5.4% compared to 7.8%).

2.3.4 Education

In the City of Banyule in 2021 compared to Greater Melbourne there was a lower proportion of people who had left school at an early level (Year 10 or less) and a higher proportion of people who completed Year 12 or equivalent. Overall, 19.6% of the population left school at Year 10 or below, and 66.4% went on to complete Year 12 or equivalent, compared with 20.8% and 64.3% respectively for Greater Melbourne.

Data shows that there are more professionals in the City of Banyule with 37.8% of residents having a Bachelor or Higher degree qualification in 2021, higher than Greater Melbourne. This represents an increase of 7,466 people since 2016.

2.3.5 Access to Motor Vehicles

The ability of the population to access services and employment is strongly influenced by access to transport. The number of motor vehicles per household in the City of Banyule quantifies access to private transport and will be influenced by age structure and household type, which can determine the number of adults present in a household, access to public transport, distance to shops, services, employment and education; and household income. Depending on these factors, car ownership can be seen as a measure of advantage or disadvantage, or a neutral socio-economic measure, which impacts on the environment and quality of life.

Analysis of car ownership in the City of Banyule shows that 91.1% of the households owned at least one car, while 5.7% did not, compared with 87.0% and 8.2% respectively in Greater Melbourne.

Of those that owned at least one vehicle, there was a larger proportion who owned just one car, a larger proportion who owned two cars and a smaller proportion who owned three cars or more.

Overall, 36.4% of the households owned one car; 39.1% owned two cars; and 15.6% owned three cars or more, compared with 35.6%; 35.1% and 16.3% respectively for Greater Melbourne.

2.3.6 Access to Internet

Internet connectivity is now an important utility for most households in Australia. It is increasingly required for accessing essential information i.e. emergency alerts etc and taking part in the digital economy. Australia-wide in 2016, nearly 80% of all households had internet access. However, this decreases with age – seniors are less likely to have internet access at home. The lack of internet access could also indicate a level of disadvantage and could be related to socio-economic factors, age, or geographical isolation.

In 2016 5,232 households in the City of Banyule (11.3%) did not have an internet connection at the dwelling.

2.4 Vulnerable Persons (Community Organisations and Facilities)

Planning for the needs of vulnerable people and undertaking appropriate activities before, during and after an emergency at a municipal level begins with:

- the identification of vulnerability factors;
- the location of vulnerable people and communities; and
- building relationships with local, community-based service providers working with key groups on a day to day basis.

Vulnerability factors may include:

- age (children, youth, older people with or without family of social support);

- disability;
- lack of familiarity with an area or environment (e.g. tourists and seasonal workers);
- language, culture, settlement;
- health (physical and mental);
- social issues (family violence, financial stress, homelessness, poor quality housing); and
- isolation and disconnectedness.

For more information please refer to the Department of Families, Fairness and Housing (DFFH) *Vulnerable People in Emergencies Policy*.

2.4.1 Vulnerable Persons Register (VPR)

The VPR is an online register of the most vulnerable people who meet all the following VPR criteria:
- frail, and/or physically or cognitively impaired;
- unable to comprehend warnings and directions and/or respond in an emergency; and
- cannot identify personal or community support networks to help them in an emergency.

This register is only required to be maintained by municipalities wholly or partly in a CFA district. It is managed by DFFH and hosted in Council's emergency incident management system, Crisisworks. Clients are added or removed from the register based on an assessment by an agency funded to provide practical support and care to a client. The agency will assess clients based on the defined criteria and added to the register if eligible. The register is designed to list only the most extremely vulnerable residents. Council acts as the VPR coordinator and manages agency VPR users, _not_ vulnerable people on the register.

During an emergency, Victoria Police have access to the VPR and can use it in planning for evacuation. Each person is advised before being placed on the register and that there is no guarantee they will be evacuated during an emergency.

2.4.2 Facilities Housing Vulnerable People Listing

Facilities housing vulnerable persons refers to:
- buildings where vulnerable people are likely to be situated, including aged care facilities, hospitals, schools, disability group homes and childcare centres;
- facilities funded or regulated by DFFH and Department of Education (DoE);
- Commonwealth funded residential aged care facilities;
- other locally identified facilities likely to have vulnerable people situated in them.

The facilities housing vulnerable people listing is maintained by Council and may be obtained from the MEMO or MRM.

For more information refer to the DFFH Vulnerable People in Emergencies Policy.

2.5 History of Emergencies

A list of previous significant emergencies is provided below in Table 1. This list does not include non-major emergency events which are generally short term in nature and handled by local resources.

Date	Event	Description
09/1998	Utility failure	An explosion at Longford Gas Plant resulted in a gas supply shortage, devastating Victoria's economy, crippling industry and the commercial sector. Victoria's residents and businesses endured 20 days without gas. Loss to industry during the crisis was estimated at around $1.3 billion.
2000	Structure fire	Ivanhoe Arcade Fire caused structure damage and an immediate effect on businesses damaged.

Date	Event	Description
12/2003	Storm	A severe weather event occurred from 1 December to 6 December 2003. The storm resulted flash flooding, which resulted in flooding in local catchments and extensive damage to property.
02/2005	Storm	Continuous rainfall for about 30 hours caused widespread flooding.
04/2008	Wind Storm	A severe wind storm hit Melbourne that reached speeds of up to 130 km/h, dust storms and rain caused widespread destruction across Victoria and commuter chaos in Melbourne. More than 200,000 houses were left without power, and some without roofs, as suburban and country train services were severely disrupted and traffic chaos in certain areas.
01/2009	Heatwave	A heat wave results in a record three successive days over 43 °C. This was closely followed by Melbourne's hottest day on record on 7 February, when the temperature reached 46.4 °C in the CBD.. Catastrophic Prolong Heat Wave saw 374 deaths across Victoria. This same heat wave triggered the Black Saturday bushfires
07/02/2009	Bushfire	The bushfires of Black Saturday caused the death of 173 people and 2,133 houses were destroyed. The temperature in Melbourne was above 43°C for three consecutive days for the first time since records had been kept.
05/2009	Swine Flu	The swine flu virus appeared in Banyule and the rest of Australia as of April/May 2009. As of 21 October 2009, Australia has 36,991 confirmed cases of H1N1 Influenza 09 (Human Swine Influenza) and 186 confirmed deaths due to the disease. In Victoria there were 2,440 cases. However, the actual numbers were much larger, as only serious cases were being tested and treated.
03/2010	Storm	A severe storm generated thunder, lightning, heavy rain, very large hail and high winds, causing localised flash flooding and extensive property damage. Many residential dwellings were damaged, some estimates suggest around 2,000, primarily due to overloaded guttering causing roofing leaks and collapses; 100,000 houses were without power in Melbourne and 20,000 across the state during the height of the storm. The Hurstbridge line was suspended due to storm damage. More than 40,000 insurance claims were lodged, worth at least 500 million dollars.
4/02/2011	Severe Weather Event	Greater Melbourne Metropolitan Area Severe flooding due to highest February recorded rain fall
2011	House Fire	A house fire in Southern Rd resulted in multiple fatalities. This affected the community including students from a local school where some of the affected student attended.
25/12/2011	Hail Storm	A severe storm caused flash flooding and hailstones, some the size of cricket balls resulting in area across the municipality without power and extensive property damage, including significant damage to some residential areas and Council assets including pre-schools, sports facilities, park land and trails.
4/03/2013 to 11/03/2013	Heatwave	Melbourne experienced 10 consecutive days of high heat. Heat Health Alerts were issued for the 11/13 Mar 2013.
14/01/2014	Heatwave	Four consecutive days of high heat (above 41c) saw 164 deaths attributed to this event, slightly less than Black Saturday Bush Fires in 2009. Heat Health Alerts were issued for the 14/17 Jan 2014.
01/02/2014	Heatwave	Heat Health Alerts were issued for the 01/02 Feb 2014.
08/02/2014	Heatwave	Heat Health Alerts were issued for the 08 Feb 2014.
02/01/2015	Heatwave	Heat Health Alerts were issued for the 02/03 Jan 2015.
07/01/2015	Heatwave	Heat Health Alerts were issued for the 07 Jan 2015.
23/02/2016	Heatwave	Heat Health Alerts were issued for the 23 Feb 2016.

Date	Event	Description
08/03/2016	Heatwave	Heat Health Alerts were issued for the 08 Mar 2016.
21/11/2016	Thunderstorm Asthma	On the hottest day since March, BoM issued a severe thunderstorm warning at 1.58pm for damaging winds, heavy rainfall and large hailstones. The SCC was operating at a Tier 2 readiness level in response to a declaration of a Total Fire Ban, potential heat impacts and the forecast thunderstorm. A line of thunderstorms, which comprised several small cells, and the associated gust front swept through quickly, the BoM stated there was nothing remarkable about this storm. On the evening of 21/11, ESTA, AV and hospital emergency departments across Melbourne experienced an unprecedented surge in people with asthma and respiratory distress. Initially, the cause was unknown. A high number of people with breathing problems continued to present at hospitals and other health providers. DH received reports of deaths that might be attributable to respiratory problems associated with the storm. On 22/11 the Chief Health Officer recognised the event as a public health emergency under the Public Health Control Plan 2012.
25/12/2016	Heatwave	Heat Health Alerts were issued for the 25 Dec 2016.
27/12/2016	Wind Storm	Severe weather pattern with damaging winds and heavy rainfall.
29/12/2016	Storm/Flooding	A severe storm caused flash flooding in areas across the municipality. Many homes were without power and experienced extensive property damage, including significant damage to residents and staff vehicles. Council assets including 14 vehicles and office spaces at Rosanna were heavily impacted.
07/01/2017	Heatwave	Heat Health Alerts were issued for the 07 Jan 2017.
08/02/2017	Heatwave	Heat Health Alerts were issued for the 08/10 Feb 2017.
21/04/2017	Structure Fire	RSL Building in Studley Road, Ivanhoe. Extensive damage to the heritage listed structure. No causalities reported.
Severe Heat Event 25/01/2018 to 30/01/2018	Heatwave	Severe Heat Event 25/01/2018 until 30/01/2018 State-wide High heat event with very high relative humidity provide uncomfortable weather and possible threats for people of vulnerability.
30/12/2019	Bush and Grass Fire	A fire started in Plenty Gorge Park on 30 December 2019 in the Tanunda Wetlands area. Strong winds drove the fire and embers to the south towards properties on Clovemont Way, Bundoora. The three municipalities of Banyule, Nillumbik and Whittlesea were impacted by the fire and large smoke plumes. Victoria Police investigated the cause of the fire and believe it was deliberately lit.
11/03/2020	COVID 19 Pandemic	On 11 March 2020 a State of Emergency was declared for Victoria in response to the COVID 19 Pandemic. The MEMPC was activated and the Committee in activated the Municipal Pandemic Plan and the Municipal Relief and Recovery Plan.
14/10/2022	Storm/Flooding	Severe storm / rain event caused flash flooding across the municipality in locations adjoining major waterways and drains. Several homes were without power due to downed powerlines. Several sporting reserves and parklands and one sporting pavilion in Heidelberg West were inundated by rising water and

Table 1 - History of Significant Emergencies in the Municipality

3   Municipal Planning Arrangements[7]

Emergency management planning at the municipal level is a multi-agency responsibility with Banyule City Council playing an important role as a direct participant as well as facilitating the planning process through the appointment of the Municipal Emergency Management Planning Committee. These arrangements reinforce the multi-agency nature of the planning process and assist the organisational representatives who contribute to the MEMP. They include information on the planning process, risk assessment and provide information on the expected roles and responsibilities for people and organisations involved in developing the plan.

Emergency management contributes to community safety and resilience through the reduction of the impact of emergency related events that can cause death, injury, loss of property and community disruption. The planning for, and the management of, emergencies is a shared responsibility involving many people and organisations in the community. It is not something done by one organisation or sector of the community although some organisations have specialist roles in dealing with emergencies.

Municipal emergency management planning involves the identification and documentation of the overall multi-agency arrangements in place for the prevention of, response to and recovery from emergencies that affect the municipality. The planning process includes the identification of risks that are likely to affect the assets and people in the municipality and the steps to be taken to address those risks. It also allows organisations involved in dealing with emergencies and their impacts, the opportunity to discuss and better understand the capabilities of other organisations (including council) that have a role in dealing with emergencies and to develop a comprehensive plan.
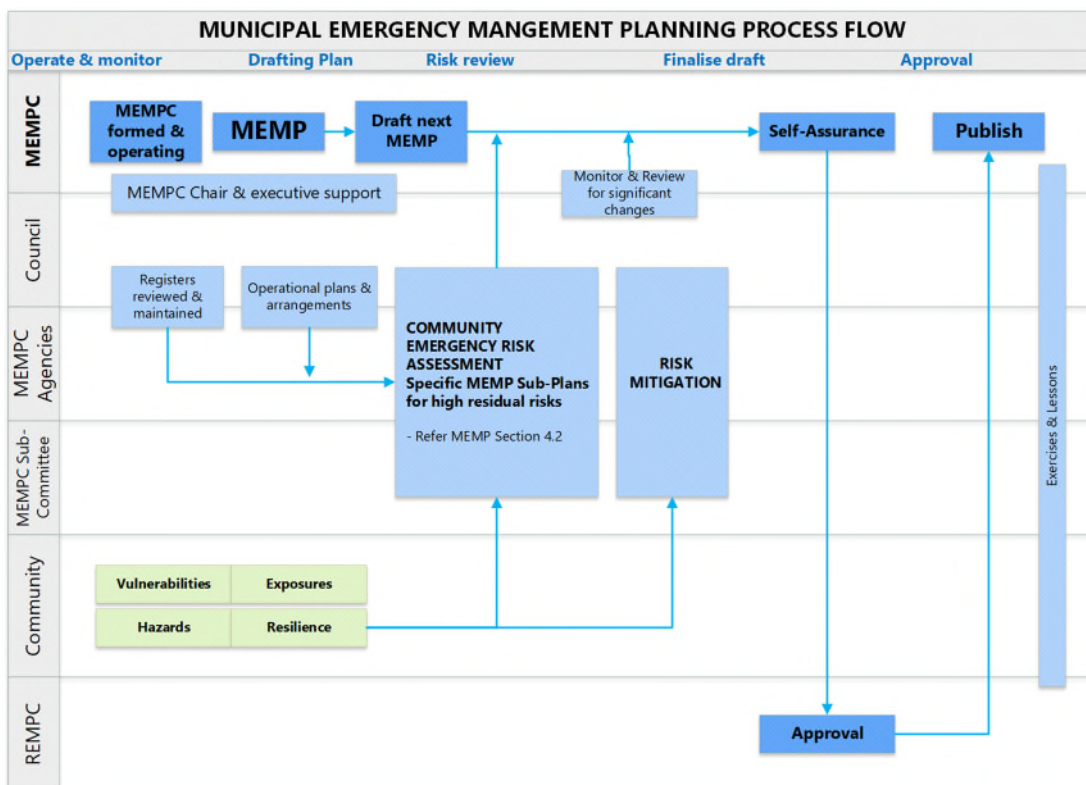
Figure 8 - MEMP Planning Flow Chart

3.1 Victoria's Emergency Management Planning Framework

Each Victorian council is required to prepare a MEMP[8], which must consider each type of potential emergency situation and develop generic principles and holistic and coordinated emergency arrangements that can be activated in any event.

The State has endorsed a set of emergency management priorities to underpin and guide all decisions made during emergencies in Victoria. The priorities focus on the primacy of life and the issuing of community warnings and information, in order to assist people to make informed decisions about their safety. The priorities are:

- Protection and preservation of life is paramount. This includes:
  - safety of emergency response personnel;
  - safety of community members including vulnerable community members and visitors/tourists; and
  - Issuing of community information and community warnings detailing incident information that is timely, relevant and tailored to assist community members make informed decisions about their safety.
- Protection of critical infrastructure and community assets that support community resilience.
- Protection of residential property as a place of primary residence.
- Protection of assets supporting individual livelihoods and economic production that supports individual and community financial sustainability.
- Protection of environmental and conservation assets that considers the cultural, biodiversity, and social values of the environment.

The State emergency management priorities provide a framework for emergency managers to identify the priority roles and actions of agencies in an emergency response, especially where there are concurrent risks or competing priorities.

The Banyule MEMP is consistent with and contextualises the State Emergency Management Plan (SEMP) and the North West Metropolitan Regional Emergency Management Plan (REMP). The REMP is a subordinate plan to the SEMP and this MEMP is a subordinate plan to the REMP.

To the extent possible, this MEMP does not conflict with or duplicate other in-force emergency management plans.

Figure 3 following outlines this MEMP's position in Victorian emergency planning hierarchy. This MEMP should be read in conjunction with the SEMP and the REMP.
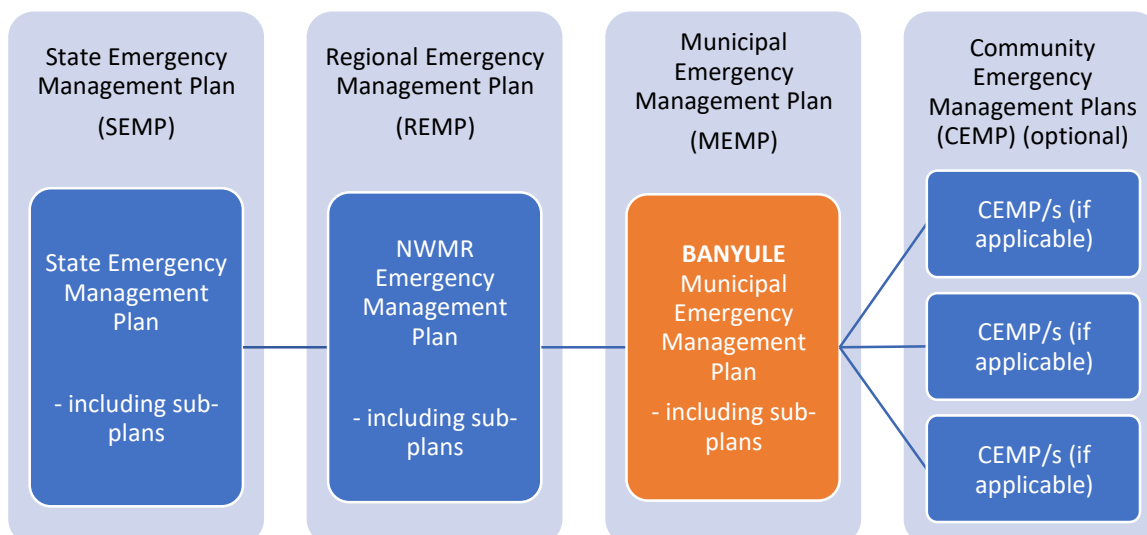
Figure 9 – Victorian Emergency Management Planning Hierarchy

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[8] Emergency Management Act, 1986 and 2013 (Vic) s.20

This MEMP makes reference to a number of organisations and people by acronym. For a full list of acronyms used in this plan, please refer to Appendix A.

3.2 Municipal Emergency Management Roles and Responsibilities

3.2.1 Municipal Emergency Management Planning Committee

The Banyule MEMPC will promote emergency awareness and preparedness across our community in accordance with established emergency management plans. This enables appropriate planning and prevention of, response to, provision of relief services and recovery from emergencies which may affect our community. The MEMPC will implement the following actions:

- Engage the community to assist Council to build resilience, plan for and prevent emergency events that may impact the municipality.
- Document agreed arrangements for the prevention of, response to and recovery from emergencies that could occur in the municipality.
- To manage the municipal risk profiles and support planning, identify and assess emergency events that may impact the municipality considering the following aspects: Social, Health & Community Environment; Economic Environment; Natural Environment; and the Built Environment.
- Implement measures or risk treatment strategies to eliminate or minimise the likelihood or consequences of identified emergencies.
- Take action to respond to, and support the community to recover from, emergency events which occur in their municipality and impact:
  - o the social, health and community wellbeing of individuals and community resilience;
  - o the economic prosperity of the community;
  - o the natural environment within the municipality;
  - o the physical infrastructure (built environment) that supports and services the community.
- Prepare risk specific response and recovery plans for the municipality.
- Manage arrangements for the utilisation and implementation of Council's resources in response to emergencies as needed and that may be requested from adjoining municipalities including the NWMR.
- Complement other local, regional and state emergency planning arrangements.
- Assist residents with non-major emergencies wherever possible.
- Implement mitigation and planning actions which include:
  - o providing reports and recommendations to the region's REMPC in relation to any matter that affects or may affect emergency management planning in their municipality; and
  - o sharing information with the region's REMPC and with other MEMPCs to assist effective Emergency Management planning in accordance with Emergency Management Act 2013 Parts 6 and 6A.
  - o collaborating with any other MEMPC that the MEMPC considers appropriate in relation to Emergency Management planning including preparing MEMPs.

To achieve the objectives detailed above, the Banyule MEMPC will implement the following strategies:

- reference the developed community profile and consult the community in the development and review of the MEMP;
- undertake the risk analysis and treatment process (CERA) as part of developing a MEMP;
- consider community emergency management plans if developed;
- identify municipal resources to be used in emergency response and recovery;
- develop and implement, as required, the MEMP, sub-plans and complimentary plans (refer to Appendix E for a list of sub plans and complementary plans); and
- conduct regular and reactive reviews of the MEMP and sub-plans to ensure their currency and suitability to current arrangements and conditions.

3.2.2 MEMPC Structure[9]

Section 59A of the *Emergency Management Act 2013* specifies the minimum membership requirements of the MEMPC. The committee may invite additional people with key skills or knowledge to join the MEMPC, as necessary.

Current MEMPC membership includes [but is not limited to the following agency and community representatives.

Emergency Agencies/ Stakeholders	Community and key stakeholders	Relief and Recovery agencies
Municipal Emergency Response Coordinator - Victoria Police	Plenty Valley FM	Salvation Army
Country Fire Authority	Austin and Repatriation Hospitals	Victorian Council of Churches – Emergency Ministries
Fire Rescue Victoria	Mercy Health	Banyule Community Health Services
Victoria State Emergency Service	Greensborough Plaza	
Australian Red Cross	Australian Radiation Protection and Nuclear Safety Agency	Department of Families Fairness and Housing
Department of Health	Department of Defence [Simpson Army Barracks]	St John Ambulance Vic.
Ambulance Victoria		
Banyule *Municipal Emergency Management Officer* (Chairperson)		
Banyule *Municipal Recovery Manager*		

Refer to Appendix D – 6.0 for full MEMPC membership details.

The Banyule MEMPC will meet on at least two occasions each year, however four meetings are scheduled each year. The proposed dates of these meetings will in February, May, August and November.

Meeting Agendas and Minutes of Meeting are produced and distributed to the MEMPC members via email by the MEMP Executive Officer/Plan Caretaker (See Section 8.3). Key decisions and meeting outcomes will be recorded in the minutes. The MEMPC will also assist in the periodical review of the MEMP and consult with their organisations regarding the proposed amendments. Feedback will be provided to the MEMPC. The MEMO is responsible for facilitating the MEMPan review with the key community representatives and relevant emergency management stakeholders and coordinating feedback.

The MEMPC may also convene a meeting or sub-committee as required following:
- an incident of significance;
- an organisational change;
- a legislative change; and or
- a new risk being identified in the municipality.

The MEMO or MRM may call a special meeting of the MEMPC or sub-committee as required. Often key members of the MEMPC will be involved in the incident response and recovery efforts. This group, during the time of the incident, is referred to as the Municipal Emergency Management Group (see Section 3.2.6). Members of the Municipal Emergency Management Group will liaise to determine what level of activation is required.

The MEMPC governance arrangements conform to legislation and are detailed in the MEMPC Terms of Reference (available from MEMPC Chair – Council)

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[9] **Assurance 11**: The MEMPC consists of membership from required agencies (Ministerial guidelines issued under the *Emergency Management Act 2013* s59A).

3.2.3 Special Sub Committees and Working Groups

The MEMPC may form, or contribute to, special permanent or temporary sub-committees or Working Groups to plan for the management of hazard specific identified risks or functions which require an additional level of planning. Examples of these include Municipal Fire Management, Flood and Storms, Risk Management and Municipal Relief and Recovery. Refer to Figure 4 for the relationship between the MEMPC and its sub-committees.

Functional Sub Committees, if formed, should meet at least one per year to review and update their arrangements where necessary.

Key decisions of sub committees and working groups should be endorsed by the MEMPC and documented in the minutes.

Figure 10 – MEMPC Committee Hierarchy

3.2.4 Municipal Emergency Response Coordinator (MERC)

The member of Victoria Police appointed as an emergency response coordinator for each municipality is known as a MERC. The MERC is responsible for bringing together agencies and resources within a municipality to support the response to emergencies. The MERC communicates with the Emergency Management Commissioner through the RERC (and subsequently the SPLO).

The role of the MERC is to:
- ensure that the appropriate control and support agencies are in attendance - or have been notified by the controller and are responding to an emergency;
- in the event of uncertainty, determine which agency is to perform its statutory response role in accordance with the requirements of SEMP, where more than one agency is empowered to perform that role;
- ensure the incident controller has formed and is chairing an IEMT or, if the incident controller is unable to attend or there are several disparate emergencies within the municipality, form and chair an IEMT;
- ensure timely warnings and information are provided to the community and support agencies by the control agency;
- arrange for the provision of response resources requested by control and support agencies and escalate unfulfilled requests to the RERC;
- ensure the incident controller has developed and issued an incident action plan (including objectives and strategies for managing the incident);
- ensure the MRM has been notified by the incident controller of the emergency, to ensure relief and recovery measures are in place;

- consider the provision of relief to affected communities where necessary and advise the MRM of requirements;
- consider registration of persons affected by the emergency;
- ensure the MEMO is advised and available to provide access to council owned or controlled resources if required and is receiving information as appropriate;
- consider the need for declaration of an emergency area;
- provide the RERC with information or advice on issues relating the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery; and
- ensure the control agency for the emergency has organised an operational debrief with participating agencies as soon as practicable after cessation of response activities.

3.2.5   Municipal Emergency Management Officer (MEMO)

Banyule City Council has appointed the Coordinator Community Resilience and Health to fulfil the function of MEMO. Council has also appointed other authorised staff as the deputy MEMO's.

Responsibilities

In accordance with the SEMP, the MEMO's *management* roles are to:
- chair the MEMPC;
- lead the development of the MEMP and facilitate the review of the MEMP with the MEMPC to ensure that it is effective and current;
- ensure that municipal resources are utilised effectively in a community emergency for response and recovery activities;
- coordinate the emergency management activities of and liaise closely with the MRM and MFPO;
- ensure that Council can be activated at short notice in event of an emergency;
- establish and operate a Council Emergency Operations Centre (CEOC) (virtually or on-site at council);
- arrange meetings of the MEMPC and the Municipal Emergency Management Group as appropriate (see Section 3.2.5) as appropriate during an emergency;
- maintain effective liaison with all regional, state or commonwealth emergency related agencies servicing the municipality;
- ensure that an effective contact base is maintained so that municipal resources can be accessed on a 24-hour basis;
- ensure that contractual arrangements with contractors to provide response or recovery support during an emergency are agreed to and documented in advance of such events;
- ensure that appropriate operating procedures and processes are developed, documented and tested by those required to use them during an emergency, and that suitable training takes place;
- ensure that appropriate procedures, processes and systems are in place to record and monitor any council expenditure specifically applicable to an emergency; and
- In consultation with the MRM activate the NWMR Collaboration Project if required under the MoU (Section 4.2.1).

The MEMO's *response* roles are to:
- coordinate municipal resources in emergency response;
- maintain effective liaison with emergency agencies within or servicing the municipality;
- maintain an effective contact base so municipal resources can be accessed on a 24-hour basis;
- keep an operations centre prepared to ensure prompt activation if needed;
- liaise with the MRM on the best use of municipal resources;
- organise a response debrief if requested by the MERC or an appointee of Victoria Police; and
- ensure procedures and systems are in place to monitor and record expenditure.

The Municipal Emergency Management Officer is responsible for the coordination of municipal resources in responding to emergencies and has full delegated powers to deploy and manage Council's resources during emergencies.

3.2.6   Municipal Recovery Manager (MRM)

Council has appointed the Manager, Resilient and Connected Communities to fulfil the function of Municipal Recovery Manager (MRM) . Council has also appointed other authorised officers to act as Deputy MRM's.

Responsibilities

In accordance with the SEMP, the MEMO's *management* roles are to:
- engage with the ICC in the transition from response to recovery;
- coordinate municipal and community resources within the municipality during recovery;
- following an emergency, assist with the collation and evaluation of information gathered in the post and secondary impact assessments; and the establishment of priorities for the restoration of community services and needs;
- liaise with the MEMO for the best use of municipal resources to enable the recovery by individuals or the community from the effects of an emergency;
- Establish an Information and Coordination Centre to be located at the Municipal Offices or a location appropriate to the area that the emergency has occurred;
- consider activating the NWMR Collaboration under the MoU. (Section 4.2.1);
- liaise, consult and negotiate with recovery agencies and committees on behalf of the affected area and the council;
- liaise with the Regional Relief and Recovery Committee, or DFFH;
- undertake specific recovery activities as determined by the municipality; and
- liaise with and assist victims of Non Major Emergencies whenever possible.

The MRM may delegate duties to appropriate Council officers to provide for effective management of the recovery functions.

3.2.7   Municipal Fire Prevention Officer (MFPO)

The Country Fire Authority Act 1958 (CFA Act) and the Fire Rescue Victoria Act 1958 require each municipal council to appoint a Municipal Fire Prevention Officer. Council has appointed the Coordinator Municipal Laws and Public Assets to fulfil the function of Municipal Fire Prevention Officer (MFPO). Council has also authorised a number of Municipal Laws officers to the MFPO role.

Responsibilities

The key responsibilities of the role include:
- manage the Municipal Fire Prevention Committee as chairperson with support of the Emergency Management Team as the executive;
- undertake and regularly review Council's fire prevention planning and plans;
- liaise with fire services, brigades, other authorities and council regarding fire prevention planning and implementation;
- advise and assist the MEMPC 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 as required;
- carry our 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 S38 of the CFA Act 1958;
- participate and provide reports to the MEMPC as required; and
- facilitate community fire safety education programs and support community fireguard groups in fire-prone areas.

For more detailed role descriptions including those of the Emergency Management Commissioner, Chief Commissioner of Police, Senior Police Liaison Officer (SPLO) refer to the SEMP – Who's Who.

3.2.8   Emergency Management Coordination Group (EMCG)

Banyule City Council accepts responsibility for management of municipal resources and the response to and recovery from emergencies. This includes:

- provision of emergency relief to controllers and affected persons during the response phase;
- provision of resource supplementation to control and relief agencies during response and recovery;
- municipal assistance to agencies during the response to and recovery from emergencies;
- assessment of the impact of the emergency; and
- recovery activities within the Municipality, in consultation with DH & DFFH.

In order to carry out these management functions, Council will form the EMCG. This group will consist of, at a minimum:

- Municipal Emergency Management Officer (MEMO);
- Municipal Recovery Manager (MRM);
- Municipal Emergency Response Coordinator (MERC);
- Municipal Fire Prevention Officer (MFPO) as required;
- Control Agency representatives;
- Environmental Health Officer [EHO] as required; and
- Chief Executive Officer (CEO) as required.

The functions of the emergency management group will be carried out in consultation with:

- where appropriate, the Municipal RERC, with respect to the coordination and provision of resources; and
- the control agency.

3.3   Sub-Plans and Complementary Plans

3.3.1   Sub-plans

The MEMPC will determine if a Sub-Plan is required to detail more specific or complex arrangements that either enhance or contextualise this MEMP. All Sub-Plans are multi-agency plans and may be hazard-specific where the consequences are likely to be significant, for example a municipal Flood and Storm response Sub-Plan.

All Sub-Plans to this MEMP are subject to the same preparation, consultation, review, assurance, approval and publication requirements as this MEMP, as outlined in the *Emergency Management Act 2013* Part 6A. The maintenance of Sub Plans is the responsibility of the MEMPC and is administered by council's Emergency Management Team

Agencies with roles or responsibilities in a Sub-Plan must act in accordance with the plan (*Emergency Management Act 2013* s60AK).

Sub-Plans to the MEMP are developed to address hazards ranked HIGH or above in the CERA risk assessment process and recognised as emergency services/agencies responsibilities. Sub-Plans are developed and reviewed to also ensure alignment with both state and regional plans. These plans may have been developed by a MEMPC sub-committee or in collaboration with neighbouring municipality

These plans could also be supported by operational documents or complementary plans.

Municipal Fire Management Plan

The Municipal Fire Management Plan (MFMP)is prepared and maintained as a sub-plan to the Municipal Emergency Management Plan to ensure that the linkages across fire prevention, preparedness, response and recovery programs are consistent and holistic.

The primary objective of municipal fire management planning is the protection of life and property. It is a coordinated approach by a range of stakeholders to discuss, plan and manage fire risks in the community by adhering to a key tenet of emergency planning—Prevention, Preparedness, Response and Recovery.

Stakeholders contribute knowledge, experience, resources and capability and aim to achieve measurable fire management outcomes through agreed and achievable risk treatments.

The lead focus of the Banyule MFMP is on the bush and grass fire risk environment using the Victorian Fire Risk Register (VFRR) as an informing tool. The purpose of the MFMP is to address potential fire threats on both public and private land across the prevention, preparedness, response and recovery spectrum. The MFMP will be regularly reviewed to incorporate any new strategies, programs and tools to ensure it meets stakeholder and community needs and expectations. The MFMP is not designed to be a duplication of existing plans; rather it is to consolidate and coordinate the significant range of plans that exist within Banyule municipality that relate to fire.

Municipal Storm and Flood Emergency Plan

This Municipal Storm and Flood Emergency Plan (MSFEP) is prepared by a subcommittee of the Municipal Emergency Management Planning Committee (MEMPC) with the authority of the MEMPC pursuant to Section 20 of the Emergency Management Act 1986 (as amended). The MSFEP is a sub plan to the Banyule Municipal Emergency Management Plan (MEMP).

The MSFEP is consistent with the Regional Flood Emergency Plan, Regional Storm Emergency Plan and the State Flood Emergency Plana and is a result of the cooperative efforts of the Banyule MSFPC and its member agencies.

The purpose of the MSFEP is to detail arrangements agreed for the planning, preparedness/prevention, response and recovery from flood incidents within the municipality. As such, the scope of the Plan is to:
- identify flood risk within the municipality;
- support the implementation of measures to minimise the causes and impacts of flood incidents within the municipality;
- detail response and recovery arrangements including preparedness, incident management, command and control; and
- identify linkages with Local, Regional and State emergency and wider planning arrangements with specific emphasis on those relevant to flood.

To supplement the MSFEP is the Rosanna and MacLeod Local Flood Guide prepared by the SES to provide flood information for Salt Creek and surrounds.

Municipal Heat Health Plan

The Banyule Heat Health Plan highlights priority areas to minimise the incidence of illness and death from extreme temperatures in the Banyule community. The Heat Health Plan identifies the risks associated with heat and heatwaves within an emergency management framework and promotes the integration of heatwave planning within Council plans, policies and processes. The Plan also profiles the vulnerable population and identify strategies to respond to State Government's Heat Health Alerts. The mitigation and prevention aspects of the Banyule Heat Health Plan focuses on raising community awareness to the dangers of extreme temperatures and ensuring a coordinated partnership approach to help the community prepare for extreme heat events. The plan also promotes well designed public places that allow natural cooling and access to 'cool places' during extreme heat.

The purpose of the Banyule Heat Health Plan is to minimise the incidence of illness and death in the Banyule community during an extreme heat event, are:
- *Preparation*: Coordinate a partnership approach to ensure that Banyule is prepared for extreme heat events.
- *Communication*: Ensure effective communication to the community of Banyule in respect to extreme heat.
- *Place*: Promotes public places that are well designed to facilitate natural cooling and access to 'cool places' during extreme heat.

Municipal Pandemic Plan [MPP]

The Banyule Pandemic Plan is in line with State and National Plans for a Human Influenza Pandemic but has been broadened to include health risks other than influzena.

The aim of the Plan is to reduce the impacts of a pandemic on the municipality and to provide support and recovery assistance throughout the duration of a pandemic.

The mitigation and prevention aspects of the Plan focus on the preparedness of the municipality around arrangements to reduce the impact of pandemic, prevention through good personal hygiene and vaccinations and education of the community to prevent the spread of infection.

The key objectives of the MPP are to:
- provide an overview of a pandemic;
- identify and outline the requirement for a pandemic plan;
- provide recommendations for action in planning, preparing and responding to a pandemic;
- identify a trigger matrix for Banyule in the event of a pandemic;
- identify critical service activities of Council in the event of a pandemic;
- detail possible arrangements for a mass vaccination centre;
- communicate the existence of the Pandemic Plan & Guidelines; and
- provide links to further information from a state and national level via web links.

The North West Metropolitan Region Collaboration [NWMR Collaboration], also produces regionally consistent Hazard-Based Sub Plans for hazards that are relevant across the entire region. Sub Plans produced by the NWMR Collaboration will require approval by each MEMPC.

A full list of Sub-Plans that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the municipality are at Appendix E.

3.3.2   Complementary Plans

Complementary plans are prepared by industry/sectors or agencies for emergencies that do not fall within the *Emergency Management Act 2013* Part 6A. They are often prepared under other legislation, governance or statutory requirements for a specific purpose.

Complementary plans do not form part of this MEMP and are not subject to approval, consultation and other requirements under the *Emergency Management Act 2013*.

Examples of complementary plans are:
- a plan prepared by a water corporation under the *Water Act 1989*;
- a responsible entity's emergency risk management plan prepared under the critical infrastructure resilience arrangements in *Emergency Management Act 2013* Part 7A;
- an individual agency's plan for a specific hazard; and or
- councils operational Guidelines and Handbooks to support response to an emergency.

Complementary Plans and supporting documentation are managed by the council's Emergency Management Team as part of the Emergency Management System.

A list of complementary plans that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the municipality are included in Appendix E.

3.3.3   Business Continuity Planning

All MEMPC member organisations are responsible for their own Business Continuity Planning (BCP) and the development of strategies, plans and actions which provide protection or alternative modes of operation for those critical activities which, if they were to be interrupted, might otherwise bring about seriously damaging consequences, from tangible (financial) and intangible aspects (impact on stakeholders).

A BCP is an essential component of Risk Management within organisations to minimise the impact of an emergency. The objectives of the Business Continuity planning process and this MEMP are:

- to identify the critical services of member organisation operations which may be exposed to risk in the case of emergencies;
- to ensure all identified critical services can continue during an emergency and until full recovery of normal operations;
- to minimise adverse effects of an emergency and ensure the wellbeing, health and safety of the public, employees, and stakeholders;
- 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 reputation and legal standing; and
- 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, not duplicated and/or not exceeded.

3.3.4   Other municipal planning arrangements

Vulnerable Persons Register (VPR)

The Vulnerable People in Emergencies Policy [https://providers.dffh.vic.gov.au/sites/default/files/2019-11/vulnerable-people-emergencies-policy-guideline-1-Emergency-planning-screening.docx] outlines funded services and municipal councils' roles in screening and maintaining information on a Vulnerable Persons Register by integrating emergency preparedness planning with the delivery of funded services. The policy also builds on community resilience in the community and assists many agencies in their emergency preparedness.

Under the Policy a vulnerable person is defined as *someone living in the community who is frail, and/or physically or cognitively impaired and unable to comprehend warnings and directions and/or respond in an emergency situation.* A vulnerable person may also be identified for inclusion on the VPR if they *cannot identify personal or community support networks to help them in an emergency.*

The VPR is specifically for people who require support from authorities to evacuate in the event of an emergency. The policy applies to DFFH funded organisations to provide personal care, support and/or case management services to clients living in the community within the 64 municipal council areas wholly or partly covered by the Country Fire Authority districts. The policy also outlines funded services and council's role in screening and maintaining information on a vulnerable persons register. The register is specifically for people who require support from authorities to evacuate in the event of an emergency.

The policy promotes general emergency planning for vulnerable people, which would be beneficial for a range of hazards and emergencies but does not outline hazard specific approaches. It also enables information contained in Vulnerable Persons Registers (VPR) to be used by Victoria Police and other authorised emergency management organisations for consideration in planning for and responding to a range of emergencies, where tailored advice of a recommendation to evacuate may be required. It is acknowledged that some hazards, such as bushfire, may require additional targeted personal emergency planning. The Policy outlines different approaches for vulnerable people in the community and for those residing or staying in facilities. The key elements of the Policy are:
- *Vulnerable persons in the community*: Supporting emergency planning and establishing and maintain Vulnerable Persons Register accessible through Crisisworks.
- *Facilities where vulnerable people may be*: Making information about facilities available for emergency planning (also noted in State Emergency Response Plan under 5.1.3 Information about a Community).

Under the Policy, Council has to:
- monitor and maintain [ensure validation of registered persons] the VPR hosted by Crisisworks;
- develop and maintain a list of local facilities where vulnerable people in the community are likely to be situated; and
- work in partnership with the Australian Red Cross to support inclusion of people not receiving services.

Hazardous Tree Electric Line Clearance

Under the *Electricity Safety Act 1998* Division 2A Municipal Emergency Management plans must specify procedures for the identification of trees that are hazardous to electric lines. Council annually updates the *Electric Line Clearance Management Plan (ELCMP)*.

In the instance where a hazardous tree has been reported to Council either by staff, contractor, or a third party the tree must be inspected by a suitably qualified arborist and confirmed as hazardous. For the purposes of this Plan a hazardous tree may include any tree that may fall into or otherwise come into contact with an electric line. At the time of inspection, the timeframe for action will be determined. Any urgent works undertaken for electric line clearance must not prune greater 1m from the minimum clearance space unless required to meet the standards of AS 4373 and the *Electricity Safety (Electric Line Clearance) Regulations 2020*.

North West Metro Region Emergency Management Collaboration

A regional framework has been developed for building resilience and community capacity during the relief and recovery phases of an emergency. As part of this framework, Banyule City Council has established relationships with thirteen Councils in the North West Metro Region (NWMR) and has formal relief support arrangements in place agreed to by a Memorandum of Understanding (MoU). Under this agreement where any Council exhausts its resources, support may be requested and provided by these partnering Councils. .

The purpose of the NWMR Collaboration MoU is to:
* Formalise the working relationship for the operational arrangements in the delivery of emergency relief services within the municipal areas covered by the parties.
* Outline the functional commitment of the partners in the event of a major emergency affecting one or more NWMR councils.
* Enhance the capability and capacity of the parties by enabling Councils to request extra resources for the provision of relief services, to the maximum extent practicable, mindful of differing Council capacities to respond.

The basic principles on which the MoU is based are:
* The NWMR Councils Emergency Resource Sharing Plan is consistent with and supportive of the Municipal Association of Victoria's (MAV) Resource Sharing Protocol and the emergency management responsibilities as set out in the SEMP.
* The need for a coordinated local government response to major incidents affecting one or more NWMR 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.
* The 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).
* All Councils 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.

MAV Protocol for Inter-Council Resource Sharing

Emergencies sometimes require councils to source additional resources to ensure that the affected community is restored to normal functioning as efficiently as possible. The Municipal Association of Victoria (MAV) and the Municipal Emergency Management Enhancement Group (MEMEG) identified a need to determine an agreed position between councils regarding the provision of council resources to assist other councils with response and recovery tasks during emergencies and a protocol was developed.

Banyule City Council is a signatory to the MAV Resource Sharing Protocol. The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities during an emergency. The protocol applies to requests for human resources, equipment and/or facilities in relation to response or recovery activities associated with an emergency.

Neighbourhood Safer Places (NSP)

Neighbourhood Safer Places (NSP's) are not community fire refuges or emergency relief centres. NSP's are places of last resort during the passage of a bushfire and are intended to be used by persons whose primary bushfire plans have failed. NSP's are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling and seeking access to NSP's during bushfire events. Depending on the direction of a particular fire, it may not be a safer place to assemble than other places within the municipality.

Banyule has undertaken a review of potential NSP's in the municipality and determined that there are no suitable locations within the municipality.

3.4 Plan Exercising[10]

Regular exercises ensure staff are utilising skills and are provided with opportunities to test procedures. It also ensures that Banyule continues to be prepared around staff turnover.

The MEMP and Sub-Plans are to be tested on an annual basis. This will be performed in a manner determined by the MEMPC, examples include:
- through an annual, regional exercise
- participation in other exercises hosted by neighbouring councils, the North West Collaboration and or other agency partners'
- desktop review of a specific hazard or risk from the Community Emergency Risk Assessments (CERA) with relevant members of the MEMPC. For a list of recent exercises refer to Appendix G.

Different scenarios should be implemented to include learning's around the following elements:
- *Social, Health and Community Environment* – the impacts on the health and wellbeing of individual and the community resilience. These functional areas include temporary accommodation, material assistance, financial assistance, personal support, health and medical services and community development.
- *Economic Environment* - the economic impact that an emergency may have on individuals and communities in an affected geographical area. The economic impact of an emergency is often hidden and may require detailed assessment to ascertain immediate and long term needs to ensure that economic wellbeing is re-established and that financial hardships for the affected community are ameliorated.
- Natural Environment - the environmental impacts that an emergency may have on geographical area. These impacts may include air and/or water quality, land degradation and contamination of public lands.
- Built Environment - the impact that an emergency may have on physical infrastructure and the need to ensure assets of the community damaged or destroyed are re-established or replaced as soon as possible following an emergency. These impacts may include, electricity, gas, water, telecommunication, roads, transport and other essential services (schools, hospitals, baking, shops etc.).

Following all exercises, a debrief should be conducted and minuted. An exercise report should be prepared using the MEMP Exercise Report Template or a MEMP Desktop Exercise Summary Report Template and any procedural anomalies or short falls encountered during these exercises, or ensuing operations, must be addressed and rectified at the earliest opportunity.

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[10] **Assurance18**: Exercises have been undertaken during the planning life cycle to test the MEMP or sub-plan (Ministerial guidelines issued under the *Emergency Management Act 2013* S77 and s44 (step 5)).

4 Mitigation Arrangements

4.1 Introduction

Banyule City 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 review of existing policies in land use, building codes and regulations, and urban planning in conjunction with education, promotion and advocacy in emergency management combines to reduce individual and community vulnerability to emergencies and build community resilience.

Some people and communities are particularly vulnerable to emergencies and must receive special attention when addressing community safety and mitigation strategies. Various agencies are responsible for prevention and education activities throughout the community. All these aspects combine to ensure that all measures possible are addressed to reduce the likelihood of an emergency.

The MEMPC has a key role in identifying potential hazard areas, reducing the risks, mitigating the impact of consequences of emergencies that may occur in the municipality. At the municipal level, this is achieved by conducting the CERA process using the Victorian State Emergency Service (VICSES) on-line CERA system, to draw on local and expert knowledge to identify risks and strategies for risk management and create safer and more resilient communities.

4.2 Hazard, Exposure, Vulnerability and Resilience[11]

4.2.1 Hazard

Applying the principles in *AS/NZS ISO 31000 Risk Management Standard*, a hazard can be defined as a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

The hazards of concern to disaster risk reduction are of natural origin and related environmental and technological hazards and risks. Such hazards arise from a variety of geological, meteorological, hydrological, oceanic, biological, and technological sources, sometimes acting in combination. In technical settings, hazards are described quantitatively by the likely frequency of occurrence of different intensities for different areas, as determined from historical data or scientific analysis.

For example, climate change will exacerbate existing stresses and compound pre-existing challenges – this is expected to include lower rainfall, meaning more severe and frequent droughts and bushfires in rural and peri-urban areas. Higher temperatures will result in an increased urban heat island effect in the CBD. Among coastal communities, between 31,000 and 48,000 homes are at risk from sea level rise, along with 3,500 kilometres of roads, 125 kilometres of railways and 2,000 commercial buildings.

This MEMP, informed by the Community Emergency Risk Assessment (CERA), identified hazards which would lead to sources of municipal risks. The history, frequency and nature of identified risks, including community vulnerability were considered by the MEMPC and risk treatment options recommended. Due to ongoing changes of seasonal conditions, community development and public attitudes, the rating of the identified threats may vary over a period of time.

4.2.2 Exposure

Exposure refers to people, property, systems or other elements present in hazardous zones that may be subject to potential losses.

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[11] **Assurance 14**: The MEMP or sub-plan provides a brief municipal level overview and environmental scan that explains the hazard profile and key considerations for emergency management arrangements across the key areas of mitigation, response and recovery. (Ministerial guidelines issued under the *Emergency Management Act 2013* s77, s6.2 and s.3.6.3)

While the literature and common usage often mistakenly combine exposure and vulnerability, they are distinct. Exposure is a necessary, but not sufficient, determinant of risk. It is possible to be exposed but not vulnerable (for example by living in a floodplain but having sufficient means to modify building structure and behaviour to mitigate potential loss). However, to be vulnerable to an extreme event, it is necessary to also be exposed.

Exposure to potential loss for people, property, systems or environment in the municipality includes:
- new residents moving into the municipality;
- expansion of the CALD community and their needs;
- ageing population;
- increased number of multi-level high density developments that may present access issues for emergency services;
- residents/businesses located in treed areas or landslip, flood or grass/bushfire zones;
- heat island effects in urban areas; and
- potential increased environmental impacts due to climate change.

4.2.3 Vulnerability

Vulnerability refers to the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard.

There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors. Examples may include poor design and construction of buildings, inadequate protection of assets, lack of public information and awareness, limited official recognition of risks and preparedness measures, and disregard for wise environmental management. Vulnerability varies significantly within a community and over time.

Vulnerable characteristics and circumstances of communities, systems or assets in the municipality include:
- Zones of low SEIFA[12] rating;
- Homeless people;
- Ageing population;
- People with chronic diseases;
- At-risk community members;
- CALD community not having timely access to appropriate emergency information; and
- Critical infrastructure and facilities.

4.2.4 Resilience

Resilience can be defined as the ability of a system, community or society exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions. It is the capacity of individuals, institutions, businesses and systems within a city to adapt, survive and thrive no matter what kind of chronic stresses and acute shocks they experience.

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[12] SEIFA combines Census data such as income, education, employment, occupation, housing and family structure to summarise the socio-economic characteristics of an area. Each area receives a SEIFA score indicating how relatively advantaged or disadvantaged that area is compared with other areas.
SEIFA is a collection of four indexes, each summarising a different aspect of the socio-economic conditions in an area using different Census data:
- the Index of Relative Socio-economic Advantage and Disadvantage (IRSAD) focuses on both advantage and disadvantage
- the Index of Relative Socio-economic Disadvantage (IRSD) focuses on relative socio-economic disadvantage
- the Index of Education and Occupation (IEO) focuses on relative Education and Occupation advantage and disadvantage
- the Index of Economic Resources (IER) focuses on Economic advantage and disadvantage.
The same area may score differently for each index due to their constituent variables.
(Reference ABS 2023)

Every year Australian communities face devastating losses caused by disasters, such as bushfires, heatwaves, floods and storms. Recent experience of natural disasters in Victoria clearly show the risk environment has changed and research suggests Victoria is likely to see more extreme bushfires, floods, droughts and storm surges as the impacts of climate change result in more extreme weather conditions.

Because resources are more limited in the wake of an emergency, it is increasingly recognised that resilience is critical to a community's ability to respond and reduce long recovery periods after an emergency. Furthermore, it is now more widely recognised that there are many known factors that increase our vulnerability to disasters, with certain members within individual communities being more vulnerable than others, requiring tailored emergency preparedness advice and support.

Building community resilience requires collective action. Individuals, emergency service organisations and governments at all levels, have a significant role in strengthening the nation's resilience to disasters. *'Individuals must determine how to help themselves and each other in ways that best suit their circumstances. Governments can help greatly in bringing communities together. Support requirements will inevitably vary between communities. Government, emergency services organisations, essential services, local businesses and not-for-profit organisations must be ready to work with each community according to its needs.'[13].* It is widely understood that reducing pre-disaster vulnerabilities and conducting pre-event prevention activities will assist in minimising the negative consequences of disaster.

Whilst the MEMPC members are focused on building general community-wide preparedness and resilience, the MEMPC has identified that there are harder-to-reach sections of the community that require more targeted support. These include but are not limited to:
- CALD communities;
- disability sector;
- youth;
- older adults;
- homeless;
- indigenous;
- newly arrived members of the CALD communities; and
- children.

Some of the key strategies to better engage are:
- community emergency planning;
- Council and agency community engagement;
- Council and agency notifications through social and print media;
- Using simple language that is tailored to audiences;
- multiple engagement channels - focus on audience's existing networks;
- greater regular communications and engagement – audiences reminded and updated; and
- outreach preferably in-place – go to where audiences meet.

The Victorian Community Resilience Framework for Emergencies *(Community Resilience Framework for Emergency Management | Emergency Management Victoria (emv.vic.gov.au))* defines seven resilience characteristics:
- connected, inclusive and empowered (networks, social capital);
- sustainable built and natural environment;
- reflective and aware;
- culturally rich and vibrant;
- safe and well;
- dynamic and diverse local economy, and
- democratic and engaged.

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[13] Australian Disaster Resilience Community Recovery Handbook (AIDR 2018)

(References: *Community Resilience Framework for Emergency Management | Emergency Management Victoria (emv.vic.gov.au)* and https://profile.id.com.au/whitehorse.

4.3   Risk Assessment Process and Results[14]

The MEMPC has a responsibility under the *Emergency Management Act 2013* to protect the safety of its community and visitors to the municipality. Furthermore, the MEMPC is committed to engaging the community in the development of strategies which enhance public safety, through effective service delivery and asset management.

Through the use of CERA, the MEMPC implements the *AS/NZS ISO 31000 Risk Management Standard* for the identification, risk and consequence assessment and treatment of risks. This risk process is an all-hazards approach through the CERA system in collaboration with VICSES. The CERA assessment process helps identify hazards and assess impacts and consequences based upon the vulnerability or exposure of the community using:

- the history of municipal emergency events and events in similar and neighbouring municipalities;
- municipal demographics and topography;
- known vulnerable locations and people;
- existing 'single hazard' risk assessments, (e.g., the Victorian Fire Risk Register (VFRR), Strategic Fire Management Planning and Flood studies); and
- subject matter experts and local community representatives.

The MEMPC including Council staff and key stakeholders from the emergency service/support organisations consider emergency risks within the following context:

- whole of community perspective;
- responsibility for the whole municipality;
- consideration of events which require multi-agency responses;
- consideration and acknowledgement of existing controls;
- mitigation activities and their effectiveness, and
- subsequent level of risk.

Risks are assessed and rated according to consequence and likelihood scales and risk matrices in the CERA tool kit.

The risk assessment process comprises:

- identifying the risks that pose the most significant threat to the whole community.
- Identifying, describing and understanding the exposure and vulnerability of key community assets, values and functions essential to the normal functioning of the community.
- Discussing and understanding the consequence and likelihood, causes and impacts for each risk.
- Identifying opportunities for improvement to prevention, control, mitigation measures and collaboration.

The results of the assessment process are used to inform emergency management planning and to develop risk action plans and help inform communities about hazards and the associated emergency risks that may affect them. The process is documented, and the recommended treatment options presented to the MEMPC for consideration and action. The risks are subject to regular review by the MEMPC.

The progress of implemented treatment options is regularly monitored on at least an annual basis by the MEMPC through reports provided by agencies listed as "owners" of the treatment options at MEMPC meetings or after any significant event. The CERA risk assessment process is summarised in Figure 5.

Community Emergency Risk Assessment (CERA)

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[14] **Assurance 16**: An appropriate risk management process (consistent with Australian / New Zealand ISO 31000, such as the Community Emergency Risk Assessment) has been conducted by the MEMPC during the development of the MEMP or sub-plan. (Ministerial guidelines issued under the *Emergency Management Act 2013* s77, s3.2 and s4 (step 1).

The CERA system is an online system maintained by VICSES aligned to ISO 31000:2009 – Risk Management. The MEMPC in collaboration emergency agencies, specialists and community representatives utilise the CERA system to:

- identify broad municipal hazards which have the potential to become emergencies that require action of more than one agency; threaten people; property and environment and could be protracted or impact the fabric of the community,
- analyse and assess the risks; and
- recommend processes to mitigate the risks.

The identified municipal hazards should be reviewed regularly and or after any significant event. Ongoing changes associated with seasonal conditions, community development and public attitudes etc may impact the rating of the identified threats over a period of time.

Refer to CERA Hazard Analysis at Appendix I.
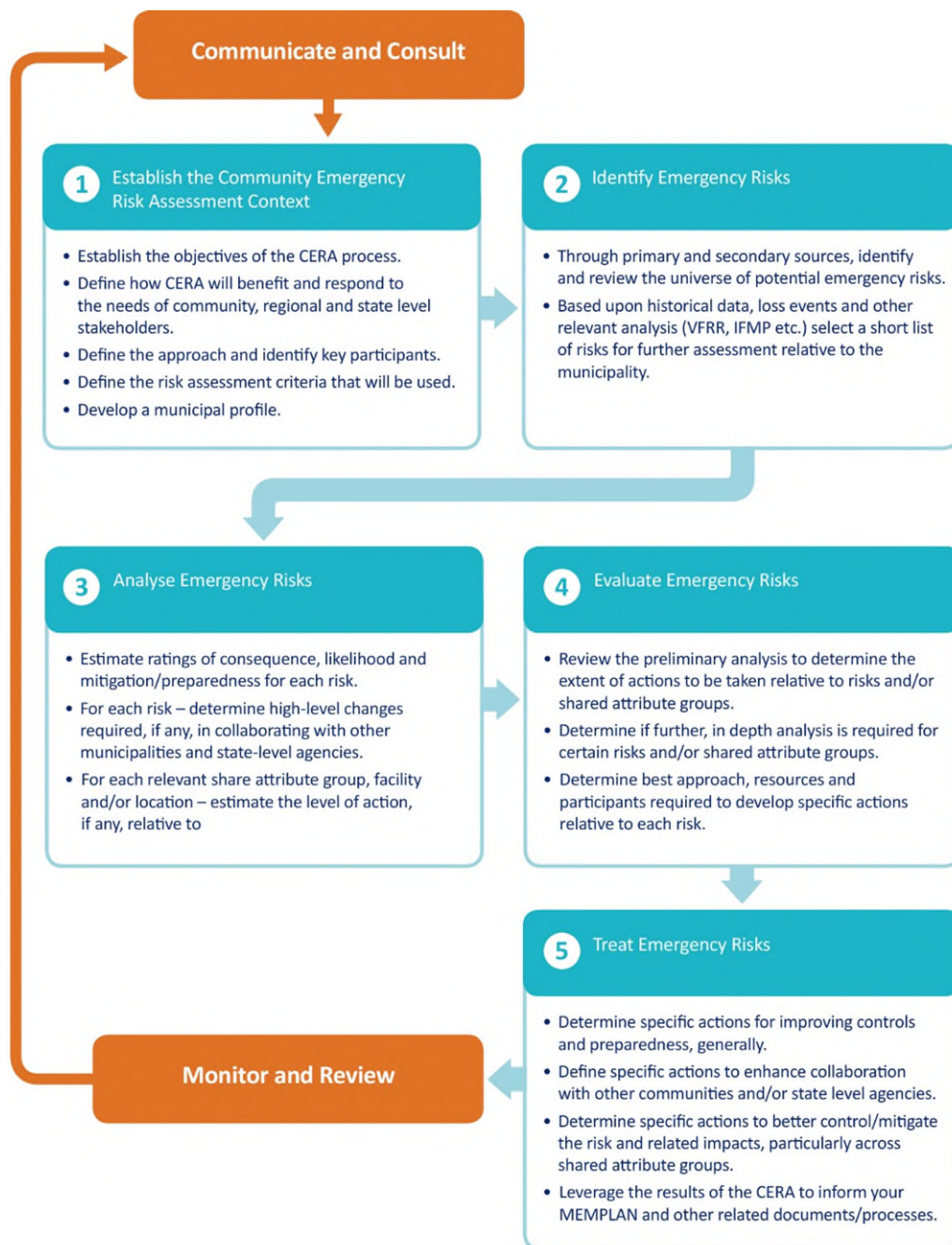
Figure 11 - CERA Risk Assessment Process

The resulting list of risks and heat map for the Banyule Municipal CERA risks are shown in the table below.

Risk	Residual Risk Rating
Human Disease (pandemic)	Medium
Extreme Temperatures (heat and cold)	High
Essential Service Disruption	Medium
Transport Incident	High
Civil Disturbances	Medium
Bushfire/Grass Fires	High
Fire - Structural/Residential	High
Storm and Flood	High

Table 2 – CERA Risks and Ratings

Hazard Category		Hazards
Natural Disasters		Extreme Temperatures (heat and cold)-3
		Storm-3
		Bushfire/ Grassfire-3
Transport		Transport Incident- Road-1
Human-caused		Civil disturbances-1
Infrastructure		Essential Services Disruption-1
Technical		Fire- Structural/ Residential fire-1
Biological		Human disease (pandemic)-1

Figure 12 – Count of Hazard Category – CERA
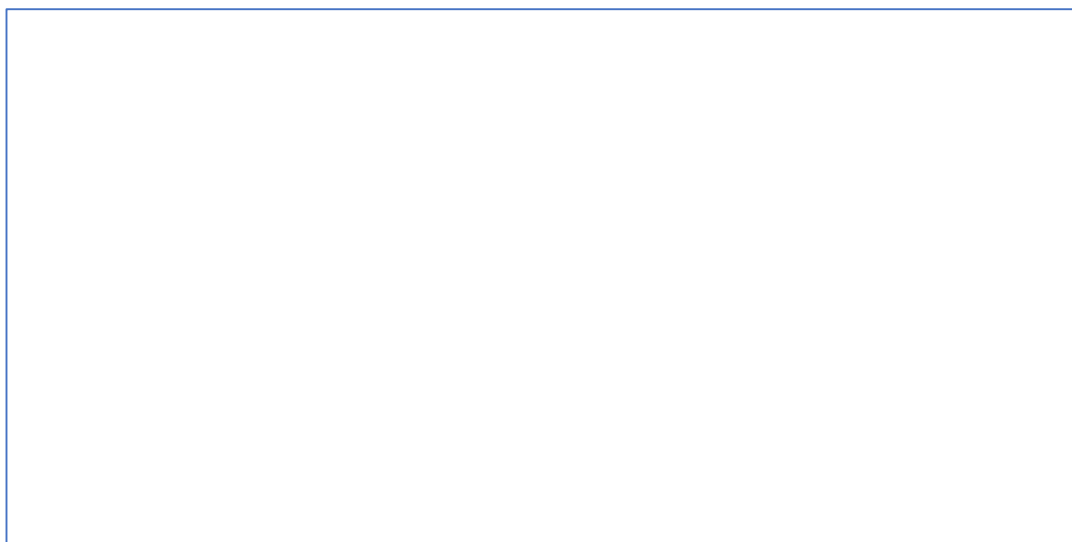
Figure 13 – Consequences and Mitigation Effectiveness - CERA

For more detail about the Municipal CERA data refer to the municipal CERA website or contact the Coordinator Community Resilience and Health or emergency.management@banyule.vic.gov.au.

4.3.1 Victorian Fire Risk Register (VFRR)

The VFRR is a systematic process that identifies assets at risk of bushfire on a consistent state-wide basis using the *Australian/New Zealand Risk Management Standard ISO:31000*.

The aim of the VFRR is to minimise the risk of adverse impact of bushfires on assets and values in human settlement, cultural heritage, economic and environmental contexts for parts of the municipality that lie within the Bushfire Prone Areas (BPA).

The objective of the VFRR is to:
- identify and rate bushfire risks to assets;
- identify current mitigation treatments to manage the risk;
- identify the agencies responsible for implementing mitigation treatments and strategies;
- produce an integrated document and risk register across responsible agencies; and
- support and inform planning at a local level.

The primary outputs of the VFRR-B process are a series of maps displaying assets at risk, plus a municipal bushfire risk register, listing the risk rating for each asset and current risk mitigation treatments. Details of the VFRR outputs for the municipality are available in the appendices of the Municipal Fire Management Plan and as six monthly Action Plan reports (Available from Municipal Fire Prevention Officer (MFPO) appointed by Council).

4.3.2 Victorian Emergency Risk Management System (VERMS)

The VERMS platform provides a sound platform for conducting a structure fire and hazardous material risk assessment (V-BERAP) which is clearly defined by a robust 10 step process. The VERMS tool uses the methodology recognised in NERAG which is underpinned by the *Australian/New Zealand Risk Management Standard ISO:31000*.

4.4 Mitigation and Treatment Plans[15]

The mitigation and treatment of risks are incorporated in MEMP, Sub-Plans, complementary plans and standard operating procedures that have been developed as part of the risk management process and, if required, in the Council and agency strategic plans and sub-plans. Refer Appendix E for a list of Sub-Plans and Complementary Plans linked to this MEMP.

4.5 Monitoring and review

The MEMPC is responsible for reviewing the municipal risks in Table 3 via the CERA process at least once every three years or upon a significant emergency event. Refer to 4.3 Risk Assessment Process and Results and Appendix I.

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[15] **Assurance 7**: The MEMP or sub-plan contains provisions for the mitigation of emergencies (Ministerial guidelines issued under the *Emergency Management Act 2013* s60AE(a), s3.2).

5 Response[16]

5.1 Introduction

Emergency response is the action taken immediately before, during and in the first period after an emergency to reduce the effect and consequences of emergencies on people, their livelihoods and wellbeing, property and the environment and to meet basic human needs.

The Victorian State emergency management priorities underpins and guides all decisions made during emergencies in Victoria. The priorities are:

- Protection and preservation of life is paramount. This includes:
  - safety of emergency response personnel and Safety of community members, including vulnerable community members and visitors/tourists; and
  - issuing of community information and community warnings detailing incident information that is timely, relevant and tailored to assist community members to make informed decisions about their safety.
- Protection of critical infrastructure and community assets that support community resilience.
- Protection of residential property as a place of primary residence.
- Protection of assets supporting individual livelihoods and economic production that supports individual and community financial sustainability.
- Protection of environmental and conservation assets that considers the cultural, biodiversity, and social values of the environment.

The SEMP provides the mechanism for the build-up of appropriate resources to cope with emergencies throughout the State. It also provides for requests for physical assistance from the Commonwealth when State resources have been exhausted.
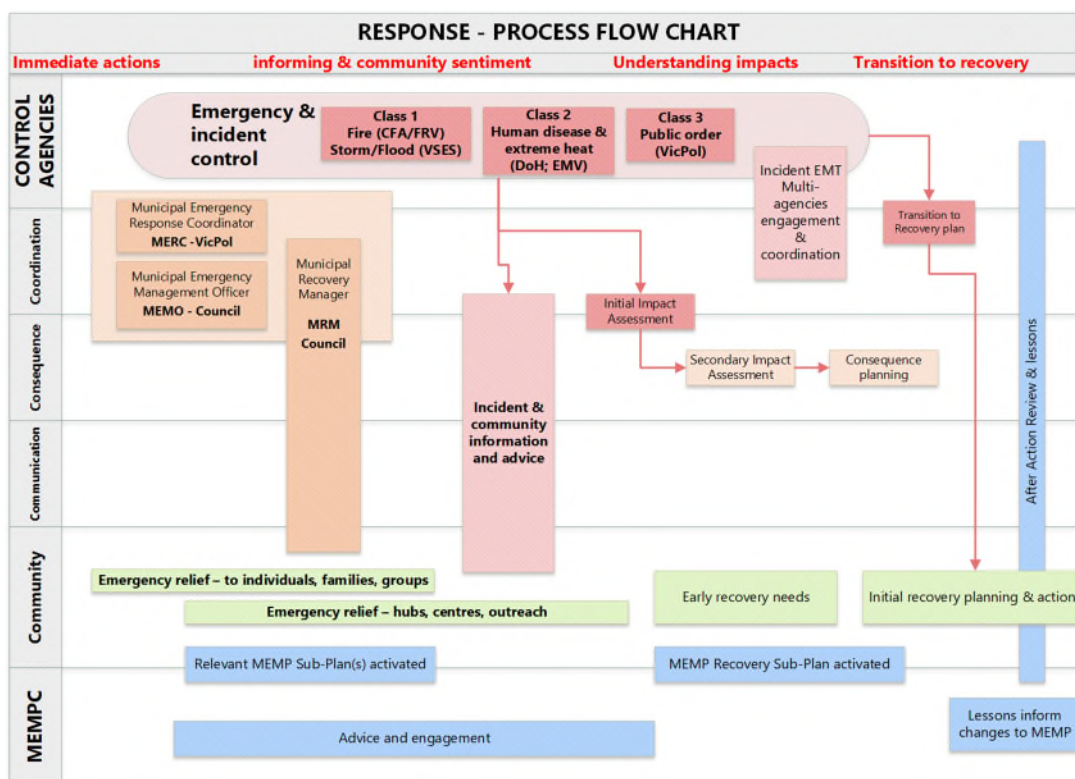
Figure 14 – Emergency Response Flow Chart

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[16] **Assurance 8**: The MEMP or sub-plan contains provisions for the response to emergencies (Ministerial guidelines issued under the *Emergency Management Act 2013* s60AE(b), s3.3, s3.6.2 and s3.6.3).

Emergency response operations are managed via three operational tiers which include state, regional and incident levels. Most incidents are of local concern and can be coordinated from local municipal resources. When those resources are exhausted, however, the Regional Emergency Response arrangements provide for further resources to be made available, firstly from neighbouring regions and then, secondly, on a state-wide basis.

All response arrangements within this document are consistent with the arrangements detailed in the SEMP to ensure the continuity of resources with all levels of government.

Particular effort has been made by agencies and Council within the municipality to ensure that relationships have been formed with neighbouring municipalities and local and regional emergency and support agencies in the event resource support and coordination is needed between the operational tiers.

5.1.1 Definitions of Emergencies

Table 3 below defines the types of emergencies that may occur:

Term	Definition

Major Emergency	Major emergencies are distinguished by their scale, the effort required to respond to them and their consequences to the community and infrastructure. They are defined as:
	a. a large or complex emergency (however caused) which:
	  i. has the potential to cause or is causing loss of life and extensive damage to property, infrastructure or the environment; or
	  ii. has the potential to have or is having significant adverse consequences for the Victorian community or part of the Victorian community; or
	  iii. requires the involvement of two or more agencies to respond to the emergency; or
	b. a Class 1 emergency; or
	c. a Class 2 emergency.

Non-Major Emergency	A non-major emergency is an event that has occurred on a small scale, where individuals or a family may have had their home or possessions severely damaged or destroyed due to an emergency event such as a house fire or storm.
Class 1 Emergency	a. a major fire; or b. any other major emergency for which the Fire Rescue Victoria (FRV), the Country Fire Authority (CFA) or VICSES Authority is the control agency under the SEMP.
Class 2 Emergency	Means a major emergency which is not a: a. Class 1 emergency; or b. warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or any other state or territory of the Commonwealth; or c. hi-jack, siege or riot.
Class 3 Emergency	Also known as security emergencies, Class 3 emergencies are classified as a warlike act or act of terrorism, where directed at Victoria or any other State or Territory or the Commonwealth or a hi-jack, siege or riot

Table 3 - Classification of Emergencies - Emergency Management Act 2013 Section 3

5.2 Control, Command, Coordination, Consequences, Communication and Community Connection

The six Cs of emergency management in the state of Victoria are detailed in Table 4 following:

Six C's of Emergency Management	Description
Control	Control is the overall direction of response activities in an emergency, operating horizontally across agencies. Control of an emergency situation will at all times remain the responsibility of the designated agency or authority for that type of emergency. The control agency is required to appoint an Incident Controller, who will control operations. (A list of the control agencies can be found in the *State Emergency Management Plan*.)
Command	Command is the internal direction of personnel and resources, operating vertically within an agency. Each agency has a 'chain of command', which is the agency's organisational hierarchy that identifies the link between each individual and their supervisor.
Coordination	Coordination is the bringing together of agencies and resources to support the response to and recovery from emergencies. In relation to response, coordination includes ensuring that effective control has been established.
Consequences	Consequence management involves the coordination of the activities of agencies with a role in delivering of services to the community, with the aim of minimising the adverse consequences of emergencies on the community. It is a precursor to relief and recovery activities. During a major emergency all agencies may need to activate their business continuity arrangements in order to manage the adverse consequences of the emergency on their area of responsibility. The Emergency Management Commissioner is responsible for consequence management for major emergencies.
Communication	Communications relates to the engagement and provision of information across agencies, communicating to the public, reporting to government and communicating with stakeholder agencies during emergencies. The Emergency Management Commissioner is responsible for the communication function for major emergencies, but will be supported by the relevant control agency.
Community Connection	The understanding of and connecting with trusted networks, identified leaders of community groups, including multicultural and faith-based leaders and all communities to support resilience and decision-making.

Table 4 - The Six Cs of Victorian Emergency Management (*SEMP*)

Refer Table 5 following for individual agency roles subject the nature of the emergency.

Emergency Class	Command	Control	Community Connection	Communication		Consequence Management	Coordination		
	All Classes	All Classes	All Classes	Class 1 or 2 – Emergency Management Commissioner		All Classes	Response		Relief and Recovery
				Class3 - Chief Commissioner of Police			Class 1 or 2	Class 3	All Classes
State Tier	Agency Chain of Command	State Control Team	Emergency Management Commissioner/ Chief Commissioner of Police State Strategic Comms Cell (SSCC)	Emergency Management Joint Public Information Committee (EMJPIC) Public Information Section (PIS) at SCC	Emergency Management Commissioner/ Chief Commissioner of Police State Strategic Comms Cell (SSCC)	State Emergency Management Team (SEMT)	Emergency Management Commissioner	Chief Commissioner of Police	State Relief and Recovery Team
Regional Tier		Regional Control Team	Regional Joint Public Information Committee (RJPIC) PIS at RCC	Regional Joint Public Information Committee (RJPIC) PIS at RCC	SSCC Representative (If required)	Regional Emergency Management Team (REMT)	RERC		Regional Relief & Recovery Planning Committee (or equivalent)
Incident Tier		Incident Management Team (IMT) (Major Emergencies)	Incident Joint Public Information Committee (IJPIC) PIS at ICC	Incident Joint Public Information Committee (IJPIC) PIS at ICC	SSCC Representative (If required)	Incident Emergency Management Team (IEMT) (Major Emergencies)	MERC / IERC		Municipal Relief & Recovery Planning Committee (or equivalent)
		Incident Emergency Management Team (IEMT) (Non-Major Emergencies)							

Table 5 - Six Cs Roles and Responsibilities for Emergencies (After Emergency Management State Communications Strategic Framework May 2017 and State Emergency Management Plan)

5.3   Phases of Emergencies

While "readiness" is not a formal phase of an emergency, it is nevertheless important that arrangements be formalised for events such as potentially "catastrophic" days.

Phase	Description
Alert	Upon receipt of warning or information that an emergency may occur or affect the relevant area of responsibility, the MEMPC must be alerted to ensure its readiness to act if called upon. Some of the activities that should be considered in this phase are: • establish nature and extent of emergency. • notifications to key personnel; • testing of communications arrangements; and. • establish flow of information between Municipality and control/support agencies.
Standby	As the threat, or the effects of the emergency, become imminent, agencies are placed on standby, thus being ready to move immediately they are required. Some of the activities that should be considered in this phase are: • staff mobilised to attend the ICC and/or the Council Emergency Operations Centre (CEOC); • prepare equipment and personnel for immediate action; and • identify assembly areas.
Action	The operational phase of an emergency when controlling and support agencies are committed to contain or control the emergency. Some operations may necessitate moving to the "Action Phase" immediately without the "Alert" and "Standby" phases being implemented. For this reason, it is mandatory that all agencies having a role in this Plan be in a state of preparedness at all times. Some of the activities that should be considered in this phase are: • mobilise personnel/equipment as requested; • produce situation reports on a regular basis for higher authorities; and • deploy additional resources as required. During emergencies, communication becomes paramount and to assist with the effective flow of information, a Municipal EMLO will be appointed to attend the ICC. This will assist in determining needs in high risk areas and consideration of the Vulnerable Persons Register. Emergency Relief and Recovery usually commences when Response commences. The MRM will work closely with the MEMO to determine the anticipated relief and recovery requirements. Relief and recovery arrangements will commence at the earliest opportunity during an emergency event.
Evacuation	The decision to evacuate rests with the control agency in conjunction with Victoria Police and available specialist advisors. Victoria Police are responsible for evacuation. Consideration must be given to the area which is to be evacuated, the route to be followed, the means of transport and the location evacuees will be asked to attend. Banyule City Council 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). The method of alerting people to the need for evacuation will depend on a number of factors (see also Section 5.4 Public Information and Warning Systems). Consideration should be given to: • the type of emergency; • the number of people affected; • the ethnic origins of the affected people; and • the requirements of vulnerable groups.
Handover	Following Alert, Stand-by and Action phases, the Municipal Emergency Response Coordinator must consider a "Handover" or Transition of coordination from response to recovery. After consultation with the control agency and any other relevant agency, and the Municipal Emergency Response Coordinator is satisfied that the response to the emergency has been completed, he/she will declare advise all participating agencies of Handover. Handover is usually to the MRM and DFFH, where Recovery arrangements will continue to be deployed. The length of recovery is incident dependant and may be required for a short period of time or years following an event.
Escalation	Where Council exhausts its resources or when functional services, or control authorities, exhaust their own avenues of supply and there is a requirement for continued supply, the MEMO may escalate requests to the Regional and/or State level. Functional Service agencies supplying a service and requiring additional resources will put their request to the MEMO in the first instance. The MEMO will endeavour to obtain those resources through existing municipal arrangements. If unsuccessful the request will be passed through the Municipal Emergency Response Coordinator to the Regional Emergency Response Coordinator. Emergency Management Victoria (EMV) will action the request on behalf of the Regional Emergency Response Coordinator. Further escalation options, include activation of NWMR Emergency Management Collaboration and the MAV Resource Sharing Protocol.

Table 6 – Emergency Phases

5.4 Public Information and Warnings

5.4.1 Information Management

During emergency response activities information is needed by all participating agencies, persons affected and the wider community. The following list summarises the principles which should be kept in mind by those responsible for managing the flow of information:

- get information to the people who need it;
- get the right information to the right people; and
- ensure it is consistent, timely, tailored and relevant.

All agencies involved in the response to the incident have a responsibility to collect, analyse, and disseminate relevant information received regarding the incident, as appropriate. Further information regarding Public Information and Warnings is available in the Emergency Management Victoria website.

5.4.2 Warnings

Warnings should be used under specific circumstances where community action is necessary primarily to protect lives, and also for the protection of property or the environment. The warning arrangements are set out in the national Framework for Warnings (https://www.emv.vic.gov.au/).

The control agency has the responsibility to issue warnings to the affected community, and to other agencies.

It is important to ensure public information and warnings are maintained at an optimum level. This will provide the public with the necessary information to develop an understanding and awareness of the issues associated with the prevention of, response to and recovery from emergencies.

5.4.3 Australian Fire Danger Rating System [AFDRS]

The AFDRS system is a national system uses four easy to recognise rating levels each with a message to encourage community to take action for themselves and other in the face of fire risk.

Fire danger ratings are used on days when there's a risk of fires. The higher the fire danger, the more dangerous the conditions and the greater consequences if a fires starts. The fire danger rating levels are:

- **Moderate:** Plan and prepare
- **High:** Prepare to act
- **Extreme:** Take action now to protect your life and property.
- **Catastrophic:** For your survival, leave bush fire risk areas.

The white bar under Moderate indicates No Rating for days where no proactive action is required by a community. This does not mean that fires cannot happen, but that any fires that start are not likely to move or act in a way that threatens the safety of the community.
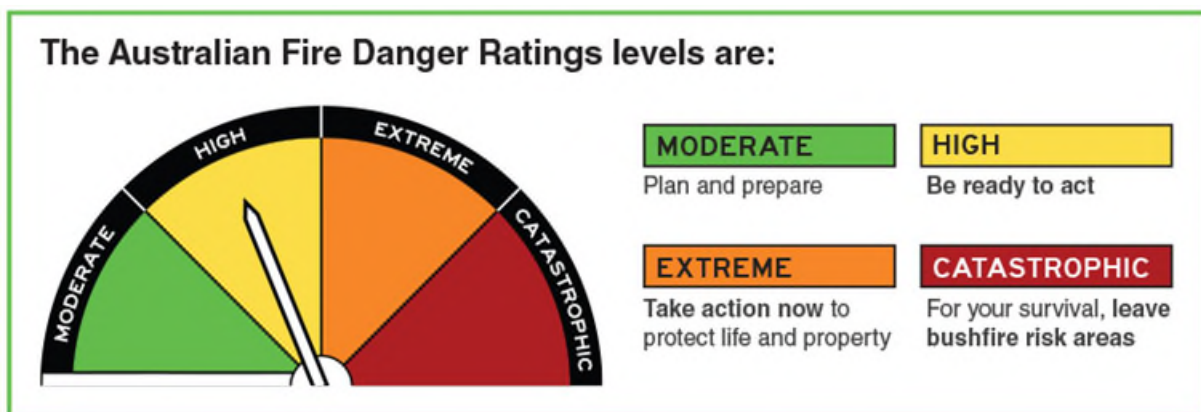
Figure 15 – Australian Fire Danger Rating System

Control agencies will accordingly issue the appropriate communications in response to the assessed fire behaviour index.

Community Engagement (Before Emergencies)

Any information released to the public on behalf of Banyule City Council will be to educate and assist the community to prepare for emergencies.

Response

It is the responsibility of the control agency to issue warnings to the affected communities, and other agencies. Banyule City Council may be asked to assist in the dissemination of this information. During response warnings and the release of other public information should be authorised by the Incident Controller prior to dissemination.

Recovery

Releasing information will be the responsibility of Banyule City Council and this may be done in consultation with the Department of Health, Emergency Recovery Victoria and Department Families, Fairness and Housing. Information and must be approved by the MRM or CEO/Senior Management. Liaison must take place, so duplication and confusion does not occur.

5.4.4 Emergency Alert

Emergency Alert is a telephone warning system that Emergency Services can use to send a voice message to landline telephones and a text message to mobile phones during an emergency. If a person receives an Emergency Alert and they want more information, they can follow the instructions in the message.

Emergency Alert is a community warning system that attempts to provide a message to the vast majority of phones in an area defined by the emergency services. Banyule City Council will support this initiative with community information. Council will inform the community they should not rely solely on receiving this telephone warning. For further information visit www.emergencyalert.gov.au

5.4.5 Dissemination of information and warnings

Use of the media 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. The "Standard Emergency Warning Signal" may be used to assist in the delivery of public warnings and messages for major emergencies. The use of SEWS must be authorised by the Incident Controller.

Some methods of disseminating information include:
- VicEmergency App;
- radio stations;
- television;
- Emergency Alert (Telephone based system);
- Agency Information lines (i.e. Bushfire enquiry, VicSES information line);
- community newsletters;
- information centres (One Stop Shops);
- door knocks;
- vehicle mounted Public Address Systems; and
- local community groups.

Special considerations need to be given to warning people with a disability and culturally and linguistically diverse (CALD) community groups. In the case where information or communication is required with persons unable to speak English an interpreter service such as the Translating and Interpreting Service may be able to assist.

The following systems are an essential part of these arrangements and should be utilised if and when required:
- electronic media;

- Police Media Liaison;
- literature/brochure information; and
- print media.

If required, a public and media information centre may be established. All public and media releases would be issued from this centre. A nominated Council Officer would act as Media Liaison Officer.

5.5 Local Response Arrangements and Responsible Agencies

The objective of the response phase of this plan is to minimise the effects of an emergency on affected persons and property within the municipality.

This is achieved by coordinating municipal resources to assist responding agencies, 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 Council Emergency Operations Centre (CEOC) – facilities and staffing;
- under the direction of the control agency, facilitate the deliver warnings to the community;
- guided by the control agency, provision of information to public and media;
- coordinate the provision and operation of Emergency Relief Centres (ERC) and emergency shelters if required;
- undertake Impact Assessments to inform both response and transition to recovery. This may include Rapid Impact Assessment; Initial Impact Assessment and Secondary Impact Assessments. Impact Assessment processes are defined in various plans and SOPs;
- clear blocked drains and reinstate local roads, including tree removal and other physical works as deemed appropriate and where possible in collaboration with agencies e.g. SES;
- support Victoria Police for partial/full road closures and determination of alternative routes; and or
- repairing or replacing damaged public utilities, services and assets.

Resource support by municipalities occurs when services or control agencies exhaust their own avenues of supply and there is a requirement for continued supply. Council-managed resources available during an emergency include Council staff resources for Emergency Relief Centre and Council Emergency Operations Centre activation and Council equipment that can be used to assist response agencies.

Responding agencies requiring support or additional resources should make their request through the Municipal Emergency Resource Coordinator (MERC), Municipal Emergency Management Officer (MEMO) or Municipal Recovery Manager (MRM). If the request cannot be achieved, the request will be passed to the Regional Emergency Response Coordinator (RERC).

During an emergency activation, the MERC, MEMO and MRM perform a leadership role and provide a link between the Incident Control Centre (ICC), Council and agency Emergency Management Liaison Officers (EMLO) and the CEOC and ERC support staff to ensure that requests for resources and any other related requirements can be addressed. These roles have the responsibility for the coordination of municipal resources during the response phase of an emergency.

The MEMO, MRM and MERC will refer to the MEMP contact directory (Refer Appendix D) if additional resourcing or services are required. Role descriptions for these roles can be found in the CEOC Handbook.

Emergencies may range from small through to large scale and will require different response levels:

Non-Major Emergency (NME) or Single Incident

A small-scale emergencies (including non-major emergencies) that can be resolved using local or initial response resources and is activated by the response agency who is at the incident. Local NME incident response involving contact with impacted residents, may include arranging emergency support i.e. crisis payments and short-term accommodation etc will be coordinated at a municipal level by the MEMO, MRM and or MERC. Council will respond in accordance with the NMWR NME/Single Incident Protocol.

Class 1 – Small Scale Incident

Small-scale emergencies that can be resolved using local or initial response resources. Local small-scale incident response will be coordinated at a municipal level by the MERC. The request usually comes from the coordinator of the response agency who is at the incident. A physical CEOC might not necessarily be activated with the MERC and MEMO in close communication at all times. It may be activated via a "virtual CEOC" (which can be set up using Crisisworks remotely i.e., tablet, iPad etc. to log the event activities or by other means) at the site/scene of the incident. The MERC and MEMO will undertake the planning and logistics functions concurrently. They may direct and authorise the use of physical resources in response to the local incident and activate the MRM to provide relief and recovery support if required. They will also monitor the emergency and its impact on the area, the community, the weather, and other elements/variables which may lead to a higher level of activation. Following the direction of the Incident Controller, the MERC, in consultation with the MEMO, may also formally direct the establishment of a virtual or physical CEOC or a municipal relief centre to be placed on standby.

Class 2- Medium Scale Incident

Class 2 A medium-scale emergency is more complex in size than a small scale emergency. A virtual or physical CEOC may be activated. If activated the function will be the deployment of resources beyond initial response, and multi-agency representation in the CEOC. The emergency may potentially require forward planning to address response issues, and for recovery during the response phase.

Class 3 – Large Scale and Major Incidents

A large-scale emergency is characterised by levels of complexity that require the activation and establishment of all CEOC functions. This level of emergency will require forward planning as the emergency continues and will specifically require recovery planning during the early stages of the response phase of the emergency.

Attendance at ICC by the MERC, MEMO and or EMLO may be sought in conjunction with the above mentioned "virtual CEOC" arrangements.

Emergency events impacting on an area larger than the local region will also involve the activation of the State Control Centre (**SCC**).

These descriptions are in line with the Australasian Inter-Service Incident Management System (AIIMS) Classification of incidents. Further information on accessing supplementary supplies can found in *Practice Note - Sourcing Supplementary Emergency Response Resources from Municipal Councils*.

5.6 Emergency Response - Lead Control Agencies

A single agency is appointed as the lead control agency at each emergency (Refer Table 6). If it is unclear which agency will be in control at any incident the responding agencies should determine the control agency by agreement. Where there is any doubt as to who the control agency is, the Emergency Management Commissioner (EMC), RERC, MERC or Incident Emergency Response Coordinator (IERC) will determine who will exercise control.

During the course of the emergency response the control agency may change depending upon the circumstances. Handover of control must be made to the appropriate agency representative, be formal in nature and the details of the handover must be noted.

It is the control agency's responsibility to plan for the relevant emergency and ensure that adequate resources are in place. Agencies and Council may be support agencies during emergencies. This may be in relation to the agency performing a specific response, relief or recovery function, or to ensuring the continuity of its normal services during a major emergency, as part of consequence management.

Table 6 below contains a list of control agencies and the role that they would undertake during an emergency.

Emergency Category	Emergency Form	Control Agency
Fire and explosion	Bushfire	FRV / CFA / Forest Fire Management Victoria (**FFMV**)
Violence/Terrorism	Threats against persons, property or environment	Victoria Police
Earthquake, flood, windstorm or other natural event	Flood	VICSES
	Storm	VICSES
	Extreme heat	EMV
	Landslide	VICSES
	Earthquake	VICSES
Essential service disruptions	Food supply, critical infrastructure damage or disruption	Victoria Police
	Electricity	Department of Energy, Environment and Climate Action (**DEECA**)
	Natural Gas	Department of Energy, Environment and Climate Action (DEECA)
	Petroleum and liquid fuels	Department of Energy, Environment and Climate Action (DEECA)
	Public transport	Department of Transport and Planning (DTP)
	Roads/bridges/tunnels	Department of Transport and Planning (DTP)
	Water and sewerage	Department of Energy, Environment and Climate Action (DEECA)
	Uncontrolled release of water from dam	Department of Energy, Environment and Climate Action (DEECA)
Road accident or any other accident	Road traffic accident (major)	Victoria Police
	Hazardous materials, high consequence dangerous goods or dangerous goods (including leaks and spills)	CFA / FRV
Search and Rescue	Search – Land and Water	Victoria Police Australian Maritime Safety Authority (AMSA)
	Rescue – Road, Rail, Aircraft and Industrial Accidents	CFA FRV VICSES
Plague or an epidemic or contamination	Human Disease	Department of Health
	Plant disease / pest incursion	Department of Jobs, Skills, Industry and Regions (**DJISR**)
	Radioactive Materials – Incidents	Department of Health
	Water supply contamination	Department of Health
	Exotic animal disease	Department of Jobs, Skills, Industry and Regions (**DJISR**) - Agriculture Victoria

Table 7 - Emergency Control and Support Agencies - Refer to Appendices for Agency Role Descriptions - SEMP Roles and responsibilities - Response - October 2021.pdf (emv.vic.gov.au)

5.7 Emergency Response Coordination Roles

Emergency Response Coordination Roles	Role Description	Supporting Emergency Management Team	Team Description
Incident Emergency Response Coordinator (Victoria Police - **IERC**)	The senior Police Officer present at the site of a non-Major emergency who has the responsibility of coordinating resources to provide the most effective support to the control agency and the functional service agencies.	Incident Emergency Management Team (**IEMT**)	The IEMT supports the incident controller. Their focus is on managing the effects and consequences of an emergency. Agencies may assign an EMLO to assist the Incident Controller as a member of the IEMT. The role of the IERC is to: - maintain a presence at the place where control is being exercised and represent the MERC in their absence; - ensure effective control is established and maintained; - ensure that the appropriate control and support agencies are in attendance, or have been notified by the controller and are responding to an emergency; - in the event of uncertainty, determine which agency is to perform its statutory response role in accordance with the requirements of the SEMP EM Agency Roles, where more than one agency is empowered to perform that role; - ensure the incident controller has formed and is chairing an IEMT and is ensuring effective information sharing; - arrange for the provision and allocation of resources requested by control and support agencies and escalate unfulfilled requests to the MERC or RERC; - ensure timely warnings and information are provided to the community and support agencies by the control agency; - ensure the incident controller has developed and issued an incident action plan (including objectives and strategies for managing the incident); - consider the need for declaration of an emergency area; and - provide the MERC or RERC with information or advice on issues relating to control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.

Emergency Response Coordination Roles	Role Description	Supporting Emergency Management Team	Team Description
Municipal Emergency Response Coordinator (Victoria Police - **MERC**)	A Senior Sergeant at a local police station or his/her deputies and appointed by Victoria Police. Control agencies request support through the MERC, who will pass on the request to the MEMO.	EMCG at the CEOC	The primary role of the CEOC and the EMCG is to coordinate the provision of human and material resources within the Municipality during emergencies. They will also maintain an overall view of the operational activities within this Plan's area of responsibility, for recording, planning and debrief purposes. The role of the MERC is to: • ensure that the appropriate control and support agencies are in attendance - or have been notified by the controller and are responding to an emergency; • in the event of uncertainty, determine which agency is to perform its statutory response role in accordance with the requirements of SEMP, where more than one agency is empowered to perform that role; • ensure the incident controller has formed and is chairing an IEMT or, if the incident controller is unable to attend or there are several disparate emergencies within the municipality, form and chair an IEMT; • ensure timely warnings and information are provided to the community and support agencies by the control agency; • arrange for the provision of response resources requested by control and support agencies and escalate unfulfilled requests to the RERC; • ensure the incident controller has developed and issued an incident action plan (including objectives and strategies for managing the incident); • ensure the MRM has been notified by the incident controller of the emergency, to ensure relief and recovery measures are in place; • consider the provision of relief to affected communities where necessary and advise the MRM of requirements; • consider registration of persons affected by the emergency; • ensure the MEMO is advised and available to provide access to council owned or controlled resources if required and is receiving information as appropriate; • consider the need for declaration of an emergency area; • provide the RERC with information or advice on issues relating the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery; and • ensure the control agency for the emergency has organised an operational debrief with participating agencies as soon as practicable after cessation of response activities.

Emergency Response Coordination Roles	Role Description	Supporting Emergency Management Team	Team Description
Regional Emergency Response Coordinator (Victoria Police - **RERC**)	Will receive and action any requests from the MERC for further assistance when municipal resources are unavailable, have been fully committed or exhausted.	Regional Emergency Management Team (**REMT**)	The REMT supports the RERC and those exercising control at a regional level (Regional Controllers). Their focus is to raise awareness of the emergency across the whole of government, identify and manage strategic tasks and consequences and develop a regional strategic plan outlining high level actions of all agencies. The NWMR assigns a Local Government REMT Representative who acts on behalf of all Councils in the NWMR to assist the Regional Controller as a member of the REMT. The RERC is responsible for bringing together agencies and resources within a region to support the response to emergencies. The role of the RERC is to: • determine the lead control agency for an incident if more than one agency could be the control agency; • coordinate resources or services within the emergency response region, having regard to the provisions of the EM Act 2013; • monitor control arrangements for emergencies across the region to ensure they are effective; • where necessary, ensure the Regional Controller has formed and is chairing the REMT or, where there are multiple disparate emergencies in the Region, form and chair the REMT; • monitor the provision of information and warnings to affected communities; • source resources and services requested by the MERC and escalate requests unable to be fulfilled by the region to the Emergency Management Commissioner through the SPLO; • ensure the Regional Controller/s develop a regional strategic plan for the management of the emergencies within the region; • ensure the Regional Recovery Coordinator has been notified of the emergency to ensure relief and recovery measures are activated and are activated and in place; • monitor the provision of relief across the region, in collaboration with the Regional Recovery Coordinator; • consider registration of persons affected by the emergency; • monitor the need to declare an emergency area; • provide the SPLO with information or advice on issues relating the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery; and • ensure the Regional Control Team and REMT conduct an operational debrief, where necessary, after a period of activation.
Emergency Management Commissioner	Coordination before and during major emergencies including the management of consequences of emergencies.	State Emergency Management Team (**SEMT**)	The SEMT is usually located at the State Control Centre or other location determined by the control agency. If an emergency requires the activation of a state tier response, the SEMT is formed comprising senior representatives from response, recovery and support agencies and relevant departments. The role of the SEMT is to develop consistent situational awareness, identify strategic state risks and consequences and to develop a strategic plan with high level, all agency actions.

Emergency Response Coordination Roles	Role Description	Supporting Emergency Management Team	Team Description

Incident Emergency Management Team	Support the Incident Controller to manage the effects & consequences of the emergency		The Incident Controller establishes the IEMT as they require. The Chair and members vary according to the class and form of emergency.
			 Chair
			 • In the response phase:
			   ○ IC if only one is appointed;
			   ○ MERC or IERC, where there are several classes of emergency with several ICs appointed, or where no IC is appointed;
			 • MRM, in the recovery phase .
			 Members
			 • IC, MERC, IERC or MRM, as above.
			 • Incident-tier functional representatives of agencies delivering services to the public.
			 • MRM or RRC
			 • Representative/s of the municipal council(s) affected by the emergency;
			 • Agency, community and/or business representatives appropriate for the emergency, noting that some may not be able to provide a representative at each tier An IEMT for a major emergency will meet formally and should locate in an incident control centre. Some representatives may need to attend by teleconference. Some agencies will not be able to provide a representative for incident-tier teams.

Table 8 - Emergency Response Coordination Roles and Teams refer to the SEMP

5.8   Control, Coordination and Operations Centres and Areas

5.8.1   Incident and Regional Control Centres

The designated Incident and Regional Control Centres in the NWMR are listed in the North West Metropolitan Emergency Management Plan.

5.8.2   Council Emergency Operations Centre (CEOC)

A CEOC may be activated during emergencies upon the request of the MERC or may be activated at the discretion of the] MEMO and/or MRM to coordinate the large scale provision of human and material resources within the municipality and to provide an administrative and management base for the EMCG (MERC, MEMO and MRM) and its operations. It will also maintain an overall view of the operational activities within this Plan's area of responsibility, for record, planning and debrief purposes. The CEOC may also become operational during support operations to a neighbouring municipality. Administrative staff for the CEOC will be drawn from council staff. Provision of CEOC functions may in the first instance be conducted in a virtual environment by the MERC, MEMO and MRM, or in the event the identified venue is unserviceable. The MERC may request activation of an actual CEOC if required.

Activation and operation of CEOC is detailed in the Complementary Plans: Banyule CEOC Guidelines.

Municipal emergency coordination can be undertaken from a variety of locations which provide flexible options including operating in the designated CEOC, virtually, the emergency site or at an ICC if required.

The designated Municipal Emergency Coordination Centre for the municipality listed below in Table 8:

MECC Type	Address
Primary CEOC	The Council Emergency Operations Centre for Banyule is: *4.06 Griffin Room, 1 Flintoff Street Greensborough (Mel Ref: 20K2).*

Table 9 - Designated CEOC Locations

5.8.3   Crisisworks

Crisisworks is an emergency incident operating system activated by Council that may be used to manage an incident. It comprises a suite of cloud-based tools for Council and emergency agency emergency managers providing enhanced coordination, communication, situational awareness and resilience across all phases including planning, preparedness, response and recovery. It also incorporates Post Impact Assessment and Recovery, Vulnerable Persons Register and Fire Prevention Register.

Crisisworks is used to record the following information and can be used by Council and Agency staff:
- communications between agencies in the ICC, CEOC and ERC;
- requests for assistance;
- a full account of assigned tasks given to Council and agencies;
- telephone logs; and
- emergency management documentation.

5.8.4   Emergency Management Common Operating Picture (EM-COP)

EM-COP is a web-based information gathering, planning and collaboration tool hosted by EMV that runs on any full screen device with a modern browser such as desktop computers, laptops and tablets. It is designed is designed to provide users with a simple way to gather, organise, create and share real time emergency management information between emergency managers at no cost to agencies. It also acts as a portal to state government agency web sites and planning tools.

EM-COP can be used in any control centre, shire council, not-for-profit relief organisation, essential service provider or on the ground. It is used before an emergency (to help plan and prepare), during an emergency to make strategic decisions and after an emergency (to assist with recovery). EM-COP can also be used to manage planned events.

5.8.5   Operations Centres/Staging Areas/Marshalling Points

An Operations Centre is established by an agency for the command / control functions within their own agency. Council will establish an operations centre when it becomes necessary to control its own resources in an emergency.

Staging areas and marshalling points are strategically placed areas where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency. They are predominately managed by the control agency but may be shared with other agencies. They may also be co-located with the Council's operations centre, or alternatively may be established at one of Council's alternative locations (depending upon the nature, size, and location of the event). A detailed list of all of Councils facilities is available via the MEMO.

Table 9 lists the locations of designated operations centres, staging areas and marshalling points.

Location Type	Agency	Address
Council Operations Centre	Council	307-325 Waterdale Rd, Bellfield VIC 3081
Staging Area	TBC	TBA – subject to nature and location of emergency

Table 10 - Operations Centres, Staging Area and Marshalling Points for the Municipality

5.8.6   Council Resources – Plant, Transport and Engineering

A list of plant and resources is detailed in the Banyule Emergency Management Resources Plan. The requesting agency if responsible for the costs of providing municipal resources (owned or under the direct control of council) including:

- equipment such as heavy machinery (even where under existing contract from external suppliers);
- personnel for response and recovery activities: and
- resources recovery activities.

All requests for transport and engineering resources should be directed to the MERC who will place requests with MEMP.

Responsibility for the management of resources shall rest with the MEMO who will maintain a resources database and contact details.

5.9   Financial Considerations

Control Agencies are responsible for all costs involved for that agency to respond to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets. When a control agency requests services and supplies (for example, food and water) on behalf of a number of supporting agencies, the control agency will be responsible for costs incurred.

A requesting agency will be responsible for all associated costs for the provision of resources to support the response to an emergency event. Council can keep track of resources distributed by recording their provision in Councils emergency operating system Crisisworks.

Municipal Councils are responsible for the cost of CEOC setup costs and emergency relief services and provisions however, depending on the magnitude of the emergency, some financial assistance may be available for prevention, response or recovery activities.

All expenditure is to be authorised by the MEMO or MRM in accordance with the normal Council financial arrangements and recorded and logged for potential cost recovery.

Municipal employees from other Councils who volunteer during a municipal emergency are to claim staff costs through their Council finance systems which in turn may be claimed against the affected Council(s).

Depending on the magnitude of the emergency some government financial assistance may be available for prevention, response and recovery activities through the administration of the Victorian DRFA claims process (*Disaster Recovery Funding Arrangements (DRFA) | Emergency Management Victoria (emv.vic.gov.au)* or the *Process for Natural Disaster Financial Assistance Claims | Emergency Management Victoria (emv.vic.gov.au)* (NDRRA) both of which are accessed through emv.vic.gov.au or via email ndfa@emv.vic.gov.au. EMV should be contacted as soon as practicable after an event to register a potential application.

5.9.1 Donations

Council is accountable for any monies donated for an emergency where an appeal is created by Council, and will implement systems to receive and account for all such donations.

Offers for donations of services and material aid during relief and recovery stages will be managed in accordance with the *Municipal Emergency Coordination Sub-Plan* and *Emergency Relief Centre Sub-plan Standard Operating Procedures*.

5.10 Neighbourhood Safer Places (Places of Last Resort) and Community Fire Refuges

Based on the bushfire risk in the municipality, Neighbourhood Safer Places - Places of Last Resort (**NSP**) and Community Fire Refuges (CFR) may be available for the community in some areas as short term, last resort survival options during bushfire in some areas.

Neighbourhood Safer Places (NSP's) are not Community Fire Refuges or Emergency Relief Centres. NSP's are places of last resort during the passage of a bushfire and are intended to be used by persons whose primary bushfire plans have failed. NSP's are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling and seeking access to NSP's during bushfire events. Depending on the direction of a particular fire, it may not be a safer place to assemble than other places within the municipality.

NSPs and CFRs do not replace having a well thought out and practiced survival plan. For more information on bushfire shelter options, as a component of overall bushfire safety, refer to *Emergency Management Victoria's Bushfire Safety Policy Framework*.

Banyule has undertaken a review of potential NSP sites in the municipality and determined that there are no suitable locations within the municipality. Neighbourhood Safer Places are available in neighbouring Councils of Nillumbik and Whittlesea.

5.11 Cross Boundary Events[17]

Planning for both response and recovery at the regional level supports effective incident management when emergencies traverse multiple municipal boundaries. Further, planning for cross boundary events is necessary as services provided by State government agencies are often administered and delivered at a regional level. To support regional planning the following forums operate in the EMR.

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[17] **Assurance 17**: The MEMP or sub-plan assesses existing and future capability and capacity requirements for the municipality utilising the Victorian Preparedness Framework. Through this process the MEMP or sub-plan considers where emergency management capability would be drawn from that cannot be met from within the municipality and mechanisms to escalate requests for emergency management capacity (Ministerial guidelines issued under the *Emergency Management Act 2013* s3.5).

5.11.1 Regional Emergency Management Planning Committee (REMPC)

At least one MEMPC representative is a member of the North West Metro REMPC. The REMPC undertakes planning activities to support capability and capacity across the thirteen municipalities of the NWMR including:

- Assessing existing capability and capacity levels, gap analysis, developing and implementing an improvement strategy.
- Conducting integrated training and exercising activities to support seamless transition from readiness to response to recovery.
- Reviewing previous season effectiveness of the coordination, control, consequence management and communications functions/outcomes/actions/improvements.
- Coordinating pre-season fire and severe weather briefings.
- Preparing and renewing interagency partnership agreements and memorandums of understanding as required.
- Preparing and reviewing joint agency procedures.
- Supporting and encouraging collaborative initiatives and activities such as the North West Metropolitan Region Collaboration.
- Coordinating and integrating actions across the sector and phases of emergencies.

5.12 Resource Supplementation and Sharing Protocols[18]

5.12.1 North West Metropolitan Region (NWMR) Emergency Management Collaboration

Council is a member of the NWMR Emergency Management Collaboration is constituted through a Memorandum of Understanding (MOU) (Available from the MEMO) to manage and coordinate Council activities before, during and after emergencies by promoting consistent practices by Councils across the region as well as facilitating inter-Council collaboration and resource sharing. The NWMR Collaboration meets regularly to collaborate on a range of emergency management issues. It has developed Sub-Plans and standard operating procedures to provide consistent guidance to emergency support teams.

The NWMR Emergency Management Collaboration comprises the following municipal Councils:

- Banyule
- Nillumbik (also an member of the Eastern Metropolitan Region)
- Whittlesea
- Darebin
- Merribek
- Moonee Valley
- Maribyrnong

- Merri-bek
- Brimbank
- Hume
- Melton
- Hobsons Bay
- Wyndham

The members of the NWMR Emergency Management Collaboration have agreed to collaborate in the following areas:

- Developing, reviewing and be guided by a three-year rolling Strategic Plan.
- Effectively collaborating on Emergency Management matters amongst Councils, with existing partners and any new groups identified.
- Advocating on relevant emergency management matters.
- Seeking appropriate funding and resources as enablers to support the collaboration.
- Developing and improving common ways of working for consistency of approach – planning for shared risks.
- Strengthening communities.

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[18] **Assurance 15**: The MEMP or sub-plan identifies and plan for cross-agency/cross boundary/cross-border opportunities (Ministerial guidelines issued under the *Emergency Management Act 2013* s3.6.2 and s3.6.3).

- Building capacity and capability through joint training, exercises and other forms of professional development.
- Developing processes to enable effective activation of the MAV Protocol for Inter-Council Emergency Resource Sharing.

In times of emergencies, requests for support from the NWMR Emergency Management Collaboration partners will be made by the MRM or MEMO of the affected Council with approval from their Chief Executive Officer (CEO) to the CEO (or the officer with the delegated authority to action requests for support) of the assisting Council.

Requests for resources need to be confirmed in writing and, in most cases, will be logged in Crisisworks.

5.12.2 Municipal Association of Victoria (MAV) Protocol for Inter-Council Emergency Resource Sharing

Council is a signatory to the *MAV Protocol for Inter-Council Emergency Resource Sharing*. The Protocol provides an agreed position between Victorian Municipal Councils for the provision of inter-Council assistance for response and recovery activities during an emergency. This Protocol is most commonly enacted for emergency support staff requests to fulfil CEOC and ERC shifts. Requests for resources will be made by the MRM or MEMO of the affected Council with approval from their Chief Executive Officer (CEO) to the CEO (or the officer with the delegated authority to action requests for support) of the assisting Council.

Requests need to be made in writing using the resource request form and, in most cases, will be logged in Crisisworks.

The MERC or RERC of the assisting Council should be contacted before the resources are moved.

Council will initially seek assistance from surrounding Councils so as to reduce travel times and expenses for assisting Councils to respond and return to base.

5.13 Response Escalation

Each agency is expected to maintain the capability to fulfil its emergency response role and responsibilities and must notify the Emergency Management Commissioner of situations that may affect its capability to respond to emergencies.

If resources are required beyond the capacity of the control agency, requests are made through the MERC. If the resources are those owned or under the control of Council, or relate to a responsibility of Council, the request will be directed to the MEMO or MRM.

5.14   All Agencies Debriefing Arrangements

A debrief should take place as soon as practicable after an emergency. The purpose of a debrief is to ensure participating agencies understand what happened during an operation or an emergency and identify problems and highlight areas that operated well and or opportunities to improve the efficiency, effectiveness and safety for future activations.

The MERC or MEMO will convene the meeting, and all agencies, including recovery agencies, who participated should be represented with a view to assessing the adequacy of the response, the effectiveness of the MEMP and sub-plans and to recommend any changes to the relevant agencies and future operational response activities. Such meetings would be chaired by the MEMPC chair or an appropriate facilitator.

It may also be appropriate to conduct a separate recovery debrief to address recovery issues. This should be convened and chaired by the MRM.

Where a CEOC has been activated during an emergency, all emergency support staff that undertook their allocated roles will be debriefed by the MEMO or their delegate as soon as practicable following the cessation of CEOC operations. The CEOC debrief has the aim to assess the adequacy of the CEOC operations and to identify and make recommendations for future planning and operations related to the CEOC.

Agencies and Council are responsible for also ensuring a psychological debriefing is conducted for their agency personnel.

5.15 Transition to Recovery

Effective and smooth transfer of control and coordination responsibilities from response/relief agencies to recovery agencies for all major Class 1, 2 or 3 emergencies is required for all major incidents and may also be required for local level incidents that have resulted in significant impacts on the local community requiring continued provision of relief and/or recovery services.

The MEMO, MRM and MERC will start planning for the transition from response/relief to recovery, as soon as possible following the initial impact of an emergency. Until handover occurs, relief and recovery activities are integrated with response and managed under response arrangements until such time as a transition to recovery is required.

At the response/relief to recovery transition, the responsibilities of Victoria Police as the response coordinator are handed over to local government as the responsible agency for municipal recovery coordination. The conclusion of the response phase of an emergency implies the cessation of Victoria Police as the response co-ordinator, it may be that during the initial phase of recovery and on the request of the Recovery Coordinator, Victoria Police and other response agencies will continue to support recovery activities to affected communities.

It is the responsibility of the MRM to ensure recovery management structures are defined and in place at handover to ensure a smooth transition. It is the responsibility of the MERC to advise all agencies involved in the emergency at the time of the transition from response/relief to recovery and associated transition of responsibilities. However, some response agencies may be required after transition to support recovery.

The decisions relating to the timing of the transition of response to recovery coordination, and whether recovery coordination will be transitioned to local and/or state government, will be impacted by a number of key considerations, including:
- nature of the hazard/threat and whether there is a risk of a recurring threat likely to compounding the impact on the community and need for specialist resources;
- extent of impact on communities, as this may determine if a prolonged transition period needs to be implemented;
- level of loss/damage and the extent to which this has been validated (the stage of impact assessment reached e.g., if phasing for the extent of emergency relief required by affected communities;
- consideration for the into secondary/post impact stages may indicate transition requirements);
- considerations resources required to be stood up for effective recovery arrangements; and
- development of a transition agreement [refer to Emergency Management Victoria (EMV) Transition from Response to Recovery – Emergency Management Template authorising transition from the response agency to Council].

Transition authorisation and other arrangements (transition activities and tasks, information management, communication and signatories) will be documented in a transition agreement developed between the Incident Controller, Emergency Response Coordinator - Victoria Police, the State Recovery Coordinator - EMV, Regional Recovery Coordinator - ERV and the MRM. The level of recovery coordination will depend on the scale of the emergency.

In large scale emergencies, municipal recovery operations will continue to be managed from the CEOC with a consolidated team responsible for the continued coordination and delivery of relief (if required) and recovery operations.

The Banyule Relief and Recovery Sub-Plan provide details on how the coordination of activities, resources and information is managed effectively between the response agencies to the recovery organisations to support this changeover or responsibility.
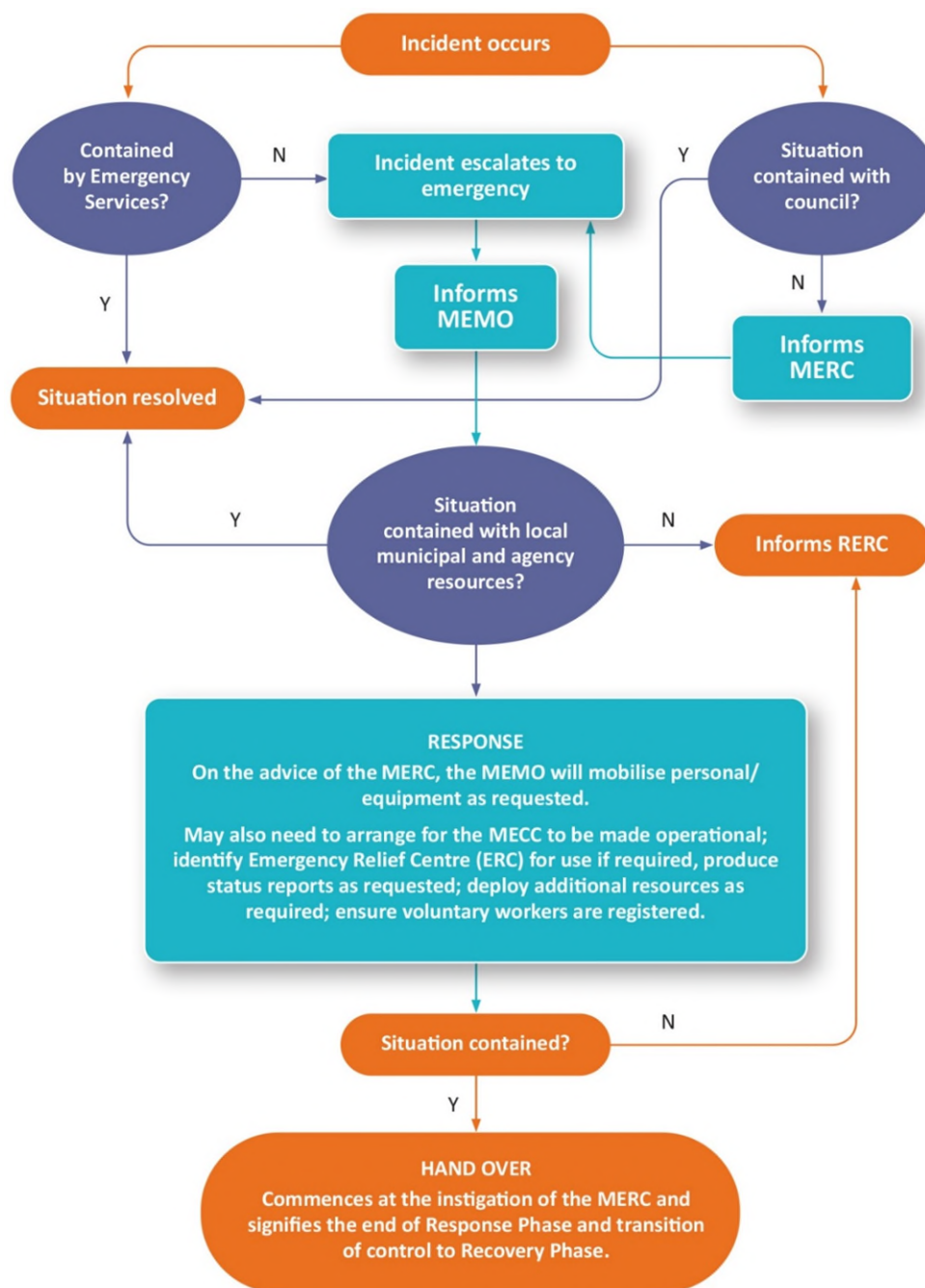
Figure 16 - The Emergency Escalation/De-escalation and Handover Process

The following activities and tasks should be undertaken during transition:
- notification of the Transition Agreement to response and recovery agencies if not already notified during the response phase;
- a briefing report for the Recovery Coordinator from the Incident Controller;
- handover of the immediate media coordination arrangements from the control agency to the Recovery Coordination Agency
- identification of resources for transfer from response to recovery for continuity of services, including logistics and supply contracts;

- provision of initial impact assessment data/information and the status of clean-up projects by the control agency;
- implementation/development of a model for ongoing recovery coordination operations, including identification of additional agencies required for service delivery;
- identification/notification of the hazard/threat and OH&S issues for recovery interests;
- development of a communication strategy, notifying key stakeholders of the coordination changes for the ongoing management of the incident, including community interests – authorised by Incident Controller, Response Coordinator and Recovery Coordinator;
- ongoing management of relief centres and establishment of recovery centres with key contact information by Local Government; and
- consideration to implement initial outreach programs to enable more accurate assessments of impacts and determination of appropriate recovery activities.

After consultation with the control agency and any other relevant agency, and the MEMO and MRM are satisfied that the response to the emergency has been completed, the IC will advise all participating agencies of "hand over" to the MRM.

Response and recovery agencies will work cooperatively during the period of transition and provide each other with appropriate support. At the conclusion of the transition coordination responsibility is passed to the Emergency Recovery Victoria , the recovery coordination agency at the State and Regional level, while Local Government has management responsibility at the municipal level.

Refer to the Relief and Recovery Plan for a copy of the transition form template. A flow chart of the escalation/de-escalation and handover process is shown below.

5.15.1 Handover of Resources

In some circumstances, it may be appropriate for facilities and goods obtained under emergency response arrangements during response to be utilised in recovery activities. In these situations, there would be an actual handover to the Recovery Manager of such facilities and goods and the details should be included in the transition agreement. This handover will occur only after agreement has been reached between response and recovery managers. Payment for goods and services used in the recovery process is the responsibility of the MRM through the MEMP arrangements.

Resources acquired for the response, which are not required for recovery, remain under the control of the requesting response agency which remains responsible for their return or disposal.

6 Relief and Recovery Arrangements[19]
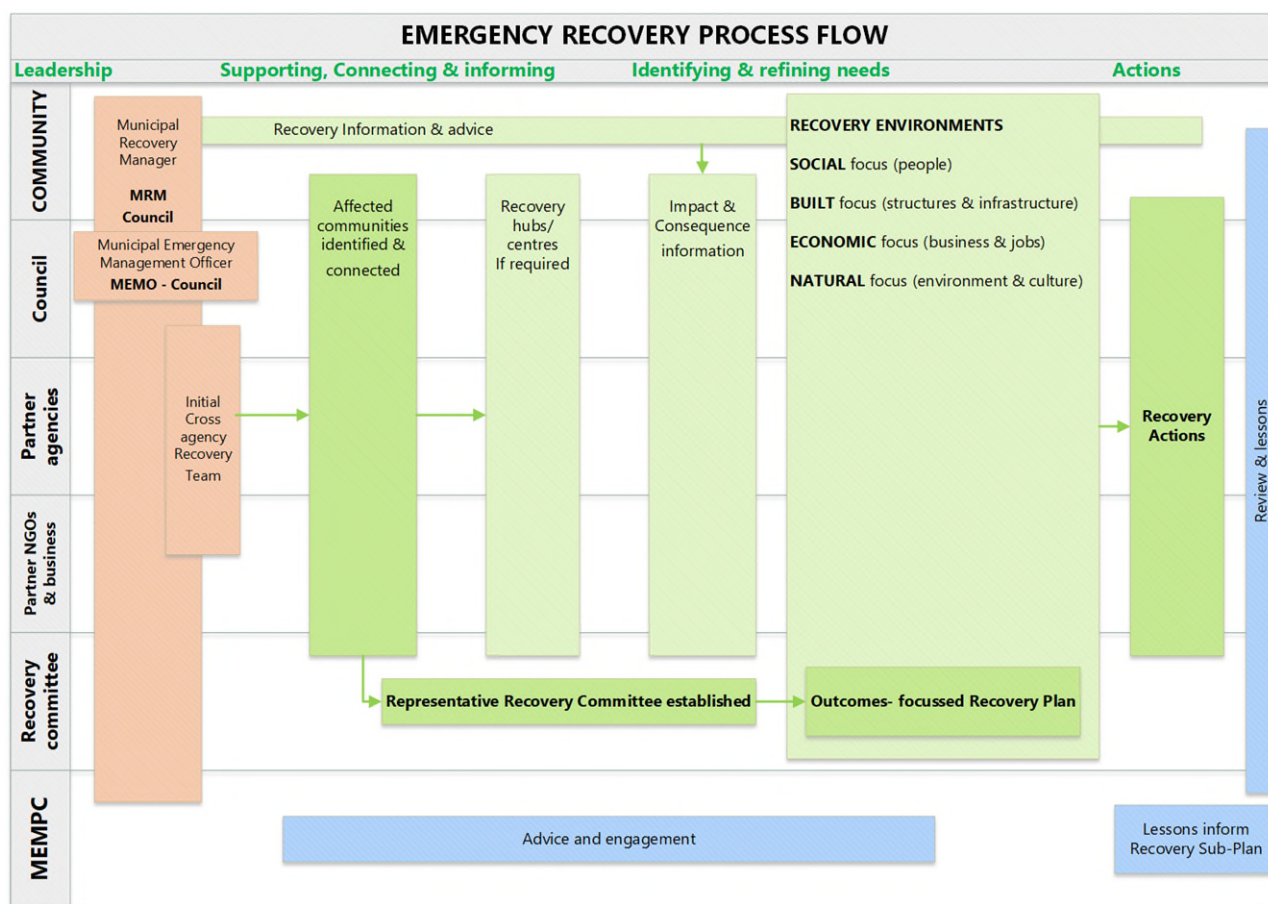
Figure 17 - MEMP Recovery Flow Chart

6.1 Introduction

Relief and recovery are integral aspects of emergency planning and involves cooperation between all levels of government, non-government organisations, community agencies, the private sector, affected communities and emergency organisations.

The SEMP provides directions and processes to enable community recovery from emergencies which impact the State. Most incidents are of local concern and can generally be coordinated from local municipal resources. However, when local resources are exhausted, escalation goes from municipal level (MRM) to region (Regional Recovery Coordinator) to state (Emergency Management Commissioner). This escalation process is enacted though the MRM and ERV.

Relief and recovery responsibilities require collaboration and coordination between individuals and communities, non-government organisations, businesses and government agencies. They occur in the context of clear and agreed arrangements and involves processes of consultation and cooperation through established communication channels. Wherever possible, short (relief) and longer-term recovery activities will become part of core business to ensure they remain responsive to the needs of the affected community.

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[19] **Assurance 9**: The MEMP or sub-plan contains provisions for the recovery from emergencies (*Emergency Management Act 2013* s60AE(c) and s3.4)

Relief operations and recovery planning begin when an emergency occurs and many response, relief and recovery activities are undertaken concurrently. Typically, relief is provided during and in the immediate aftermath of an emergency. Recovery is generally a longer-term process for affected individuals and communities.

Planning for emergency relief and recovery must integrate with the preparation and response phases to provide a seamless transition between each phase. Figure 18 illustrates the integrated prevention, response and recovery model linking emergency activities.

6.1.1 Emergency Relief

Emergency relief is the provision of essential support, shelter, and personal support / needs to individuals, families and communities in the immediate aftermath of an emergency. Emergency relief is the first stage of emergency recovery. In this respect, emergency relief functions are well integrated with early recovery activities. Recovery services such as temporary accommodation may occur in parallel with relief services and may be provided through emergency relief centres.

Relief services could be provided at the site of an emergency, a dedicated relief centre, places of community gathering, to isolated communities, transit sites or other safe locations as appropriate. Relief must be seamlessly integrated with all other early recovery activities.

Relief arrangements may also include contacting the NWMR Collaboration Councils and advising of potential activation, where appropriate. The Municipal Association of Victoria (MAV) also has provision for support as required, under the Resource Sharing Protocol.

6.1.2 Emergency Recovery

Recovery from emergencies is a developmental process of assisting individuals, families, neighbourhoods and communities to achieve an effective level of functioning.

Recovery planning must ensure that there is a clear understanding of the community context (prior to the emergency) and is informed by an initial and continuing assessment of impacts and needs.

Recovery activities should acknowledge the inherent resilient capabilities of individuals, households, neighbourhoods and communities affected by emergencies. Resilience is also promoted through programs that encourage, create and develop resources and connections that can be drawn on in times of crisis.

Figure 18 - Relationship between Preparation, Response, Relief and Recovery

Relief and recovery are responsibilities that require collaboration and coordination between individuals and communities, non-government organisations, businesses and government agencies. They occur in the context of clear and agreed arrangements and involves processes of consultation and cooperation through established communication channels. Wherever possible, short (relief) and longer-term recovery activities will become part of core business to ensure they remain responsive to the needs of the affected community.

6.2 Principles and Scope of Relief

Emergency Management agencies with relief responsibilities incorporate the following principles into their planning, decision-making and delivery of services:

- emergency-affected communities receive essential support to meet their basic and immediate needs;
- relief assistance is delivered in a timely manner, in response to emergencies;
- agencies communicate clear, relevant, timely and tailored information and advice to communities about relief services through multiple, appropriate channels;
- relief promotes community safety and minimises further physical and psychological harm;
- relief services recognise community diversity;
- relief is adaptive, based on continuing assessment of needs;
- relief supports community responsibility and resilience;
- relief is well-coordinated, with clearly defined roles and responsibilities; and
- relief services are integrated into EM coordination efforts.

Relief encompasses some or all of the activities:

- community information;
- emergency Shelter (including Emergency Relief Centres);
- food and water to individuals;
- drinking water for households;
- food supply continuity;
- psychosocial support;
- disbursement of material aid (non-food items);
- reconnecting family and friends;
- health care and first aid;
- emergency financial assistance;
- animal welfare;
- legal aid; and
- coordination of good will (including spontaneous volunteer management).

6.2.1 Basic Services and Providers in Relief Centres

Service	Provider
Animal Management	Banyule City Council - Municipal Laws & Public Assets/RSPCA
Catering	Salvation Army/Local Providers
Assessment and General Community Support Services	Banyule Community Health Service
Interim Accommodation and Personal Hardship Assistance	Department of Families, Fairness and Housing
Facility Coordination and Logistics	Banyule City Council – ERC Manager
First Aid	St John Ambulance Vic.
Material Aid	Salvation Army
Personal Support/Psychological First Aid	VCC Emergencies Ministry Australian Red Cross Banyule Community Health Service
Public Information and Communications	Banyule City Council – Information Management Team

Register.Find.Reunite	Australian Red Cross
Specialist Vulnerable Persons Support	Banyule City Council – Maternal & Child Health, Children's Services, Youth Services, HACC Services Save the Children

Table 11 - Relief Centres Services & Providers

6.2.2   Banyule Emergency Relief Centres

The following Emergency Relief Centres (ERC) in the municipality have been assessed and found to be potentially suitable for use in times of emergency. Careful consideration must be given to the prevailing circumstances and number of people requiring assistance when selecting a site or sites. Contact details and plans for the following Halls/Venues can be found in the Emergency Relief Centre Standard Operating Guidelines. For public safety in emergencies reasons the ERC locations are in the restricted or committee version of the plan but not in the public version.

NAME	LOCATION	CAPACITY	MELWAY MAP REF	CAR PARK	ACCESS	TOILETS	KITCHEN	SHOWER	COMMENTS
			REDACTED						
			for privacy						

Table 12 – Banyule Emergency Relief Centres

6.3   Principles and Scope of Recovery

To ensure successful recovery is delivered to affected communities, recovery at all levels of government is implemented in alignment with the nationally recognised disaster recovery principles:
- understanding the context;
- recognising complexity;
- using community-led approaches;
- coordinating all activities;
- communicating effectively; and
- recognising and building capacity.

Wherever possible, the normal municipal management and administrative structures and practices will be used. Recovery information and recovery services need to be readily accessible to affected individuals, families and communities and be responsive to their needs and expectations.

There are many recovery services that are encompassed within each environment category. The categories will set the direction of the recovery planning process at the municipal level. As per SEMP, the environments and their areas of activity can be adapted to meet the needs of people and communities affected, such as consideration for Aboriginal Culture and Healing. The implementation of recovery requirements in each of the functional environments will be coordinated by the MRM
.

Considerations	Agencies
Considers the impact an emergency may have on the health and wellbeing of individuals, families and communities. Primarily concerned with safety, security and shelter, health and psychosocial wellbeing.	DFFH (lead) DH DE DJSIR DJCS (ERV)

Considers the impacts an emergency may have on essential physical infrastructure including essential services, commercial and industrial facilities, public buildings and assets and housing.	DTP (co-lead) DEECA (co-lead) DJSIR DE DJCS (ERV)
Considers the direct and indirect impacts an emergency may have on business, primary producers and the broader economy.	DJSIR (lead) DJCS (ERV) DEECA
Considers the impact an emergency may have on a healthy and functioning environment, which underpins the economy and society. Components include air and water quality; land degradation and contamination; plant and wildlife damage/loss; and national parks, cultural and heritage sites.	DEECA (lead) DJCS (ERV)
Embedding Aboriginal self-determination into our recovery practices to improve strengthened recovery outcomes, is in line with Victorian Government commitments under the Victorian Aboriginal Affairs Framework 2018- 2023 and Self-Determination Reform Framework.	DJCS (ERV) (lead) DPC DE DEECA DFFH DH

Note: Relief and recovery initiatives may address specific elements of one or multiple aspects of the above recovery environments.

In some circumstances, it may be appropriate for certain facilities and goods obtained under Emergency Response Plan arrangements during the response to be utilised in recovery activities. In these situations there would be an actual hand over to the Recovery Manager of such facilities and goods. This hand over will occur only after agreement has been reached between response and recovery managers.

Payment for goods and services used in the Recovery process is the responsibility of the MRM through the MEMP arrangements.

6.3.1   Banyule Recovery Team

The Banyule Recovery Team will meet regularly to:
- be updated on trends and changes with recovery management;
- participate in skill retention activities and discussion exercises;
- verify contact lists and suppliers;
- review roles and responsibilities;
- review any procedures implemented; and
- modify the arrangements to reflect current needs.

The Banyule Recovery Team will convene in a significant emergency and may expand its membership to include specialists skills and knowledge from the following areas:
- animal and stock welfare;
- communications and media liaison;
- economic development and physical re-instatement of environment;
- interim accommodation and personal support;
- Emergency Relief Centres (Evacuation Centres) and Recovery Centres;
- food & catering;
- material and financial aid;
- health emergency management;
- support for vulnerable people;
- transport; and
- volunteer coordination.

6.4 Impact Assessments and Consequence Management

Good decisions about recovery require timely, accurate and progressively more comprehensive information about the impact of an emergency. This informs the type of relief and recovery services required.

Disaster impacts may be described as *"…….the total effect, including negative effects (e.g., economic losses) and positive effects (e.g., economic gains), of a hazardous event or a disaster. The term includes economic, human and environmental impacts, and may include death, injuries, disease and other negative effects on human physical, mental and social well-being".* (Disaster | UNDRR. United Nations for Disaster Risk Reduction).

In general, impacts are therefore best characterised as most obvious effects immediately and in the very short term.

Impacts lead to Consequences. Consequences may be described as what follows those immediate and very short-term impacts through to the medium and long term. These may not be obvious without consideration of how the whole community and systems handle impacts and changing circumstances over time.

Impact, needs, and loss and damage assessments will be informed by using the following sources of information:
- Initial Impact Assessment (IIA) conducted by the response agency;
- Secondary Impact Assessment (SIA) coordinated by local councils in partnership with DFFH, ERV and other recovery agencies;
- the Victorian Impact Assessment Model developed by Emergency Management Victoria;
- Post impact needs (loss) assessment conducted by local government and Victorian government departments and agencies (EMV Impact Assessment Guidelines for Class 1 Emergencies. http://files.em.vic.gov.au/IMT-Toolbox/Inc/IIA-Guidelines-Class-1.htm); and
- Information provided by relief and recovery agencies.

The initial stage focuses more on response and immediate relief and wellbeing needs but may also inform recovery as time progresses. The *EMV Impact Assessment Guidelines* have been written primarily for government and emergency responders with a responsibility for impact assessment in Victoria. The guidelines support the *Victorian Preparedness Framework* Impact Assessment core capabilities.

The Regional Recovery Coordinator, or delegate, will seek to capture early impact data to inform initial recovery planning. This data will be sought through the Incident Controller unless agreement has been reached and transition to secondary impact assessment has occurred.

6.4.1 Initial Impact Assessment (IIA)

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. IIA captures identifiable impacts across the four key areas of social, built, economic, and natural environment. This information also assists Banyule City Council and agencies by informing decision making processes to ensure the safety of life and property.

The IIA is undertaken by the control agency as they are on scene in their response capacity. Basic impact assessments will be made and information such as, roads damaged, streets impacted, services disrupted, and other collective data will be ascertained. The IIA 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.

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

To facilitate the IIA process the Emergency Management Coordination 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; 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 municipality, the IIA may be merged with that of the other affected municipality(s).

6.4.2 Secondary Impact Assessment (SIA)

A more detailed analysis of loss and damage, and the impact on the affected community, including individuals, will be undertaken by Banyule City Council once the control agency declares the area safe for entry. Banyule City Council has adopted the NWMR Collaboration's SIA guidelines and will use those procedures to undertake any secondary impact assessments. The collaboration SIA guidelines include tools and processes for managing and reporting impact assessment data.

The information collected at this stage, in conjunction with the IIA data, will form the SIA. The SIA captures identifiable impacts across the four key areas of social, built, economic and natural environment. It assists in guiding Relief and Recovery and shall be a program of regular analysis, monitoring and review. Council will resource personnel to attend to the area of impact and collect information regarding the following:
- damaged buildings yet to be evacuated, and evacuation requirements;
- specific information on individual property and/or asset damage, i.e. roads, trees, bridges, community buildings, commercial properties and residential properties. Basic survey of building damage and estimate on re-occupancy capability;
- monitoring and reporting on the progress of recovery; and
- reconciliation of information gathered against ratepayer database.

A template to capture early impact data to inform initial recovery planning is available in the *Regional Recovery Toolkit*.

A recovery web-portal will be made available at the discretion of the State Recovery Coordinator to assist in the collation of data across agencies. The Department of Families Fairness and Housing will coordinate regional level loss and damage reporting in support of the State Recovery Coordinator.

6.5 Management Structure

6.5.1   Relief Management Structure

Relief tier coordination responsibilities are:
- State relief coordination: Emergency Recovery Victoria (ERV);
- Regional relief coordination: Department of Families, Fairness and Housing (DFFH); and
- Municipal relief coordination: Municipal Councils.

Municipal Councils take the lead in delivering on-the-ground relief (and recovery) services, because they are considered to be closest to an affected community. The Victorian government supports municipalities to fulfil these local responsibilities.

Council is responsible for the coordination and provision of relief services for an affected community during times of emergency. Council has adopted the *NWMR ERC Standard Operating Guidelines (SOGs)*. The ERC SOGs detail the arrangements that are in place for the activation, management and deactivation of ERCs for municipal and regional scale events.

6.5.2　Recovery Management Structure

Recovery tier coordination responsibilities are:
- State recovery coordination: Emergency Recovery Victoria;
- Regional recovery coordination: Emergency Recovery Victoria; and
- Municipal recovery coordination: Municipal councils.

(At regional level, DFFH is responsible for relief, ERV responsible for recovery. ERV is responsible for state relief and recovery).

Municipal Councils take the lead in delivering on-the-ground recovery services, because they are considered to be closest to an affected community. The Victorian Government supports municipalities to fulfil these local responsibilities.

The recovery structure operates under four functional areas of recovery (social, economic, built, and natural environments). Affected communities will be appropriately represented through either established Community Recovery Committees or other suitable arrangements set up during or immediately after an event.

A Municipal Recovery Committee and underpinning recovery structures will need to be flexible, scalable and adaptive to the diverse range of community needs.

Emergency Recovery Victoria (ERV) also plays a part in in the emergency recovery process by:
- acting as principal recovery planning and management agency at the regional level;
- assuming a role of facilitation in developing a coordinated response as appropriate to the circumstances e.g. when the event is of a magnitude which is beyond the resources of the municipality or the incident affects only a few people but the affected population is dispersed; and
- being responsible for state-level recovery coordination.

For detailed information on post incident municipal recovery arrangements including triggers for transition from response to recovery to normal business, refer to the Municipal Relief and Recovery Sub-Plan and supporting standard operating procedures and templates.

6.6　Government Assistance Measures

Councils may claim assistance via such programs as the Disaster Recovery Funding Arrangements (DRFA) and Natural Disaster Financial Assistance (NDFA). The Victorian Government subject to specified criteria, provides funding through the Natural Disaster Relief and Recovery Arrangements (NDRRA) Fund to assist the Victorian community through natural disaster relief and recovery payments and infrastructure restoration. Details of these arrangements are contained in the EMCEMP Municipal Emergency Coordination Sub-Plan. Alternatively, information can be located at emv.vic.gov.au.

Individuals, families, business etc. are able to source other government assistance from agencies such as Centrelink, DFFH, Red Cross and Salvation Army etc.

6.7　After Action Review

An After-Action Review should take place as soon as practicable after an emergency. The MERC will convene the meeting, and all agencies who participated should be represented with a view to assessing the adequacy of this MEMP and Sub-Plans and to recommend any changes. Such meetings would be chaired by the MEMPC chair or an appropriate facilitator.

It may also be appropriate to conduct a separate recovery debrief to address recovery issues. This should be convened and chaired by the MRM.

The RERC holds these responsibilities for regional level events, which must include local response agency participation.

Where a CEOC has been activated during an emergency, all emergency support staff that undertook their allocated CEOC roles will be debriefed by the MEMO or their delegate as soon as practicable following the cessation of CEOC operations. The CEOC debrief has the aim to assess the adequacy of the CEOC operations and to identify and make recommendations for future planning and operations related to the CEOC.

Agencies and Council are responsible for staff psychological debriefing.

7   Roles and Responsibilities[20]

7.1   Agency Roles and Responsibilities

An agency that has a role or responsibility under this MEMP must act in accordance with the MEMP.

The SEMP and REMP outline agreed agency roles and responsibilities, noting that existing duties, functions, power, responsibility or obligation conferred on an agency by law, licence, agreement or arrangement prevail to the extent of its inconsistency with this plan (*Emergency Management Act 2013* s.60AK).

The roles and responsibilities outlined in this plan are specific to the region and are in addition to, or variations on, what is outlined in the SEMP and REMP. In the case of municipal-specific modifications or additions, these are clearly identified as modifications/additions.

All agencies with responsibilities under the MEMP should provide written confirmation of their capability and commitment to meet their obligations. This can be evidenced by their endorsement of the draft MEMP, including revisions, before it is presented to the REMPC for consideration.

This Plan details emergency management agency roles and responsibilities for Mitigation, Response, Relief and Recovery. It also maps agency roles for core capabilities and critical tasks under the *Victorian Preparedness Framework (VPF)* for the management of major emergencies.

The table provides links to agency roles and responsibilities as detailed in the SEMP.

Agency	SEMP Roles and Responsibilities Link
Ambulance Victoria (AV)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/ambulance-victoria
Australian Red Cross (ARC)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/aus-red-cross
Country Fire Authority (CFA)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/cfa
Department of Education & Training (DET) o	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/det
Department of Energy, Environment and Climate Action (DEECA)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/delwp
Department of Families Fairness and Housing (DFFH)	https://www.emv.vic.gov.au/responsibilities/state-emergency-management-plan-semp/roles-and-responsibilities/role-statements/department-of-families-fairness-and-housing-role-statement
Department of Health (DoH) - (including regional health services)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/dh
Department of Jobs, Skills, Industry and Regions (DJISR)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/djpr
Department of Transport and Planning (DTP)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/dot

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[20] **Assurance 10**: The MEMP or sub-plan specifies the roles and responsibilities of agencies in relation to emergency management (Ministerial guidelines issued under the *Emergency Management Act 2013* s60AE9d) and S3.3 and S3.5).

Agency	SEMP Roles and Responsibilities Link
Emergency Management Victoria (EMV)	https://www.emv.vic.gov.au/responsibilities/state-emergency-management-plan-semp/roles-and-responsibilities/role-statements/role-statement-emergency-management-victoria
ERV	https://www.emv.vic.gov.au/responsibilities/state-emergency-management-plan-semp/roles-and-responsibilities/erv
Fire Rescue Victoria (FRV)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/frv
Forest Fire Management Victoria	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/delwp
Municipal Councils	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/municipal-councils
Salvation Army – Victorian Emergency Services	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/salvation-army
Services Australia	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/services-australia
St John Ambulance Victoria	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/st-john-ambulance-aus
Victoria Police	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/vicpol
Victoria State Emergency Service (VICSES)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/vicses
VCC Emergencies Ministry (VCCEM)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/vcc-em

Table 13 - Agency Roles and Responsibilities Detailed in the SEMP

7.1.1 Functional Service Agencies

The following is a summary of support tasks, indicates the functional service agency and relevant support agencies. The list is neither exhaustive nor exclusive as many agencies, including control agencies may have a support role and a functional service role, dependent on the nature of the emergency. In the event that local resources cannot be provided to meet support tasks needed, a request should be passed onto the Divisional Emergency Response Coordinator via the MERC. For a more comprehensive listing.

Support Tasks	Primary Support Coordinating Agency	Support Agency
Animals Welfare (Livestock and companion animals)	DELWP	Banyule City Council Veterinary Services RSPCA Victorian Farmers Federation Others as required
Animals Welfare (Wildlife)	DELWP	Banyule City Council Veterinary Services RSPCA Victorian Farmers Federation Others as required
Catering (At community centres/meetings)	Salvation Army	Others as required
Commonwealth Resources	Emergency Management Australia (through MERC)	Commonwealth Departments (as required)
Commonwealth Resources – Defence	Emergency Management Australia (through MEMO)	Department of Defence

Support Tasks	Primary Support Coordinating Agency	Support Agency
Communications	VICPOL	Banyule City Council DFFH
Coronial Services	Coroner's Court Victoria	
Deceased Persons Identification	VICPOL	VICPOL Royal Dental Hospital Australian Funeral Directors Association
Environmental Impact Assessment	EPA	DELWP
Food and Water (Regional/State level: coordinates food and water including support from agencies. Local level: when requested)	Red Cross	Salvation Army Foodbank Victoria
Material Aid (Non-food items)	Salvation Army	Others as required
Personal Support - Psychological First Aid	VCCEM Banyule City Council	Red Cross DFFH
Reconnecting Families and Friends (Register.Find.Reunite)	VICPOL	Red Cross

Table 14 – Functional Service Agencies

7.1.2   Other Functional Areas

Public Health

The Municipal Environmental Health Officer has been delegated the responsibility for the Public Health Emergency Management Sub Plan. The content of this Plan is to instigate preparedness strategies and to contribute to an efficient emergency response in situations of potential, imminent or actual public health risks. In additional to this Sub-Plan specific Banyule plans are also prepared as required to facilitate the emergency management of specific public health issues. These plans should be read in conjunction with the Public Health Sub Plan and other related documents.

The Public Health Emergency Management Plan may also operate in conjunction with the Regional and/or State Public Health Plans.

Through the development and implementation of the Public Health Emergency Management Plan, Council aims to mitigate and manage public health risks in emergencies that affect the municipality. The aim of the plan is to identify the public health and related resources available within the municipality and identify the triggers for activation (where possible).

Purpose

The purpose of the Public Health Emergency Management Plan is to provide for the development and implementation of public health emergency management arrangements. It outlines the municipality's arrangements for the operational management of public health duties.

The Public Health Emergency Plan emergency will be used by Council staff such as Environmental Health Officers to provide public health support to the municipality. The Municipal Environmental Health Officer is responsible for all public health matters in the municipality.

The responsibilities of the Environmental Health Officer in an emergency is the identification of critical public health risks and the application of appropriate actions, which may include:

- support control agency in contaminated food and drinking water incidents;
- support control agency in the investigation of gastrointestinal outbreaks;
- disseminate information regarding other infectious diseases outbreaks;
- support the control agency in the conduct of vaccination sessions;
- support control agencies with dissemination of public health information in incident where hazardous materials, radiological or CBR incidents occur;
- support control agency in investigation of other public health risks;
- monitor food handling and public health issues around emergency relief centres; and
- liaise with the MEMO/MRM around Public Health Issues.

Refer to the Contact Directory in Section 8 for Municipal Environmental Health Coordinator and Environmental Health Officers. The Public Health Emergency Management Plan includes the public health emergency management roles and responsibilities including standard operating procedures (SOP's) on issues such as:

- Post-impact assessment following an emergency;
- Providing safe and adequate water;
- Shelter;
- Food and food related issues;
- Emergency ablution (toilet) facilities;
- Wastewater treatment;
- Refuse collection and disposal;
- Vermin and vector control;

- Infectious disease control;
- Disposal of human bodies;
- Disposal of dead stock/animals;
- Disinfection and cleaning;
- Environmental hazards;
- Assessing emergency affected housing;
- Emergency relief centre venues;
- Activating and managing emergency relief centres.

The Public Health Emergency Management Sub Plan will be activated by the Health Services Coordinator when called upon by the MEMO. The Environmental Health officers will be identified by green striped reflective tabards with Health clearly indicated on them. The Environmental Health Officer is responsible for all public health matters in the municipality.

Medical

The SEMP Health Emergency Sub Plan (SEMP HESP) outlines the arrangements for coordinating the health response to emergency incidents that go beyond day-to-day business arrangements. Emergencies are complex incidents and local resources may not be able to respond effectively to events such as mass casualty incidents, complex trauma events, mass gatherings and other incidents that affect the health of Victorians. It is an all-hazards, scalable plan and now includes detailed arrangements for regional and state health responses. It describes the principles, command and coordination arrangements, and roles and responsibilities for a health emergency response that involves pre-hospital care, patient transport, receiving hospitals and other healthcare facilities. The sub-plan also provides the framework for planning the health response for emergency incidents and mass gatherings, and ensures a safe, effective and coordinated health and medical response to emergencies by:

- clarifying who is accountable for command and coordination of the health response;
- outlining the arrangements for escalating the health response;
- describing how available clinical resources are organised; and
- describing how the health emergency response connects with the broader state and national emergency management response and recovery arrangements.

The SEMP HESP defines the fundamental principles of command, control and coordination. These summaries provide context for the SEMP HESP concept of operations. Health incident responses are structured around the three tiers of control. The tier at which the health response operates will vary according to the impact on the health

system and the tier where control is exercised. Within each tier, the Incident Controller - Health (or Health Coordinator where necessary) will determine the escalation level at which to manage the incident. Decisions to escalate will be based on the complexity of the incident, including factors such as size (for example, number of patients), resources (for example, field resources needed for patient care and management) or risk (for example, political sensitivities, media interest, location).

A health incident management structure may be established to enable coordination and management of the health response at the state, regional or incident tier. The management structure will be supported by an Health Incident Management Team (HIMT). The HIMT will provide the Incident Management System (IMS) functions of planning, operations, logistics, public information, investigation and intelligence to support the health response.

At each tier the Health Commander represents all pre-hospital health agencies and the Health Coordinator represents the Department of Health as members of the EMT supporting the Controller. It is essential that the health representatives contribute to the development of the incident strategy and other priorities to ensure a joint approach to the management of the incident in order to minimise health consequences.

The Health Commander at each tier is a nominated ambulance manager (unless otherwise appointed by the State Health and Medical Commander). They are responsible for directing the pre-hospital response to an emergency at the relevant tier. The Health Coordinator at the relevant tier is a nominated delegate of the Department of Health. They are responsible for coordinating the activities of the Department of Health in response to an emergency.

As necessary, the Incident Controller - Health /Health Coordinator (based on the tier and nature of the health emergency/emergency with health impacts) will determine the health response and scene management strategies, and the requirement for specialised resources or personnel.

7.1.3 Communications

The Emergency Management Commissioner is responsible for public, stakeholder and government communications for Class 1 and 2 emergencies and is supported by the line of control. The Victorian Chief Commissioner of Police is delegated the responsibility for Class 3 emergencies. This includes all warnings and public information; however all agency commanders keep their agency chain of command appraised of the situation.

To ensure all organisations understand the arrangements for communication in the event of an emergency.

All agencies included in these arrangements are responsible for the provision of their own communications systems during emergencies. Any agency requiring communications will put their request to the MERC. Communication equipment made available by Banyule City Council consists of:
- telephone
- mobile telephones
- two-way radio network [generally for specific vehicles only].

Details of other organisations' communication arrangements are not detailed in this document.

The Telstra line network will be the initial and primary means of telephone communication in the event of an emergency, when it is available, and should be utilised to capacity where possible. This was taken into full consideration when the coordination centres and Emergency Relief Centres were chosen. In the event an emergency operations centre is required Banyule City Council's Information Technology unit will source additional telephone points in the identified operations centre and support the use of mobile devices. Telstra can provide additional telephones, upon request to the MERC who will, in turn, submit such requests to the RERC for action. All costs, related to such installations, are the responsibility of the requesting organisation.

Council utilises the mobile phone network extensively. Mobile numbers are listed in the relevant section of the sub-plans.

Council's 24 hour number is listed in the Contact Directory located in Section 8.

Radio and TV broadcasting procedures are outlined in the Communication and Media Liaison sub-plan.

As outlined in Response Arrangements 'Standby Phase' Assembly Areas will identified as required and therefore communication to the site(s) will be established at the time.

All Emergency Relief Centres have telephone communication.

7.2 Community and Business Organisation Roles and Responsibilities

There is no State Emergency Management Plan role/responsibility description for Community/Business Organisation representatives. The role of community and business organisation representatives is to provide advice and feedback; advocate for stakeholder/community views; represent and communicate with communities on behalf of the MEMPC and control agencies; give suggestions for quality improvement; and actively participate in MEMPC decision making before, during and after emergencies and disasters. They bring valuable perspectives but cannot represent all diverse groups, so the MEMPC needs to support these representatives to reach into and draw information and support from their extensive networks.

A full list of Business and Community representative members on the MEMPC is listed in the MEMPC Terms of Reference (Available from MEMPC Chair - Council).

8 Appendices

Appendix A - Acronyms

Acronym	Description
AIIMS	Australasian Inter Service Incident Management System
BOM	Bureau of Meteorology
BPA	Bushfire Prone Area
CEO	Chief Executive Officer
CEOC	Council Emergency Operations Centre
CERA	Community Emergency Risk Assessments
CFA	Country Fire Authority
CFR	Community Fire Refuges
CIG	Community Information Guides
CMT	Crisis Management Team
DEECA	Department of Energy, Environment and Climate Action
DoE	Department of Education
DFFH	Department of Families, Fairness and Housing - formerly Dept of Health & Human Services
DHHS	Department of Health and Human Services – Now Department of Health and Department of Families, Fairness and Housing
DJISR	Department of Jobs, Skills, Industry and Regions
DoH	Department of Health – formerly Dept of Health & Human Services
DPC	Department of Premier and Cabinet
DTP	Department of Transport and planning
EMC	Emergency Management Commissioner
EM-COP	Emergency Management Common Operating Picture
EMCG	Emergency Management Coordination Group
EMLO	Emergency Management Liaison Officer
EMT	Executive Management Team
EMV	Emergency Management Victoria
ERC	Emergency Relief Centres
ERV	Emergency Recovery Victoria
FFMV	Forest Fire Management Victoria
FRV	Fire Rescue Victoria
ICC	Incident Control Centre
IEMT	Incident Emergency Management Team
IERC	Incident Emergency Response Coordinator
IIA	Initial Impact Assessment
JSOP	Joint Standard Operating Procedure
LGEMLO	Local Government Emergency Management Liaison Officer
LGV	Local Government Victoria
MAV	Municipal Association of Victoria
MEC	Municipal Emergency Coordination
MEMO	Municipal Emergency Management Officer
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Resource Coordinator
MFMP	Municipal Fire Management Plan
MFMPC	Municipal Fire Management Planning Committee
MFPO	Municipal Fire Prevention Officer

Acronym	Description
MOU	Memorandum of Understanding
MRM	Municipal Recovery Manager
NERAG	National Emergency Risk Assessment Guidelines
NSP	Neighbourhood Safer Places - Places of Last Resort
NWMR	North West Metro Region
NWMRC	North West Metro Region Collaboration
PENA	Post Emergency Needs Assessment
REMP	Regional Emergency Management Plan
REMPC	Regional Emergency Management Planning Committee
REMT	Regional Emergency Management Team
RERC	Regional Emergency Response Coordinator
SCC	State Control Centre
SEMP	State Emergency Management Plan
SEMT	State Emergency Management Team
SIA	Secondary Impact Assessment
SOP	Standard Operating Procedure
TOR	Terms of Reference
V-BERAP	Victorian Built Environment Risk Assessment Process
VCC EM	VCC Emergencies Ministry
VFRR	Victorian Fire Risk Register
VICSES	Victorian State Emergency Service
VPF	Victorian Preparedness Framework
VPR	Vulnerable Persons Register

Appendix B - Document Distribution List

The most up to date amended versions of this MEMP and Sub-Plans will be distributed by the MEMPC Executive Officer by:
- Loading on to the Council web site
- EMV web site
- Storing in the Council document management system
- Distributing electronically by email with link to the web site
- Legal Deposit with National eDeposit system
- Storing in the Emergency Management Victoria document library
- Sending by Australia Post when requested
- Loading into Crisisworks.

Organisation	Recipient Officer	Contact Email	Distribution Method
EMV	N/A	N/A	• EMV Document Library
Council	MEMO	emergency.management@banyule.vic.gov.au	• Council Website – De-sensitised version only • Council document management system • Council libraries – hard-copy of the de-sensitised version only
REMPC	REMPC Executive Officer		• Email
Regional Municipal Partners	MEMOs and MRMs	Refer contact list- Appendix D - 6.0	• Email with link to Council web-site
Crisisworks	Officers with Crisisworks access	Refer contact list	• Crisisworks document library
MEMPC	Committee Members	Refer contact list -Appendix D - 6.0	• Email • Teams Channel

Appendix C - Restricted Information

A short summary of the restricted information is included here, including who the contact point is should the user of this plan seek access to this information.

Summary of the restricted information (including location within the MEMP, e.g. page or section number)	Restriction Reason	Agency/ies that hold this information in full	Contact point/s
e.g. contact list of XX	either of the three options listed under legislation: related to critical infrastructure OR personal information OR information that is commercially sensitive nature	e.g. Municipal Council	Note: information in this table will be published so make sure contact details are appropriate for publication. You may want to include a position name instead of a person's name or a generic role-based/team email address instead of a personal email.
Contact List	Personal Information	Municipal Council	MEMO
ERC Locations	Locations to be determined at time of emergency	Municipal Council	MEMO
MEMPC TOR	Personal Information	Municipal Council	MEMPC Chair

Appendix D – Contact Information

1.   Key Personnel

Position & Name	Business Hours	Mobile	After Hours
EMERGENCY MANAGEMENT GROUP			
Banyule **AFTER HOURS**		9490 4222	

2.   Key Support Staff

Position & Name	Business Hours	Mobile	After Hours
BANYULE CITY COUNCIL			

Position & Name	Business Hours	Mobile	After Hours

REDACTED

for privacy

3.   Agencies, Authorities and Services

Organisation	Contact	B/H	Mobile	A/H	Email/Website
		REDACTED			
		for privacy			

4.   Media

Organisation	Contact	B/H	Mobile	A/H	Email/Website
		REDACTED			
		for privacy			

5. Neighbouring Municipalities

Organisation	Contact	B/H	Mobile	A/H	Email/Website
NEIGHBOURING EASTERN METRO REGION					
		REDACTED			
		for privacy			
NORTH WEST METRO REGION					
		REDACTED			
		for privacy			

6.   MEMPC Membership

Banyule Municipal Emergency Management Planning (MEMPC) Committee Membership

ORGANISATION	POSITION	REPRESENTATIVE	B/H	MOBILE	A/H
	REDACTED for privacy				

Appendix E – Sub-Plans and Complementary Plans

Complementary/ Sub-Plan Name	Plan Type Complementary/ Sub-Plan	Emergency Type	Plan Revision Date/ Status	Responsible Agency	Link (If exists)
NWMR CEOC Standard Operating Procedures	Sub-Plan	General	2021	EMCEMP	EM-COP
Banyule CEOC Guidelines	Complementary	General	September 2022	Council	Contact MEMO
NWMR ERC Standard Operating Procedures	Sub-Plan	General	July 2021	EMCEMP	EM-COP
Banyule ERC Manual	Complementary	General	January 2022	Council	Contact MEMO
Evacuation Plans	Complementary	General		Victoria Police	Contact MERC
Banyule Emergency Relief and Recovery Plan	Sub-Plan	General	May 2020 – under review	MEMPC	Contact MRM
Council Business Continuity Plan	Complementary	General	various and ongoing	Council	Contact MEMO
CERA	Sub-Plan	General	Various – August to October 2023	SES/MEMPC	Search VICSES Website
Municipal Storm and Flood Emergency Plan	Sub-Plan	Storm and Flood	June 2022	VICSES	Search VICSES Website
Municipal Local Flood Guides	Complementary	Flood		VICSES	https://www.ses.vic.gov.au/plan-and-stay-safe/flood-guides
Municipal Public Health and Wellbeing Plan	Complementary	Health	Integrated into Council Plan – 2021-2025	Council	https://www.banyule.vic.gov.au/About-us/Policies-plans-strategies/Council-Plan-and-Budget
NWMR Pandemic Influenza Plan	Sub-Plan	Health	Under review	EMCEMP	EM-COP
Banyule Pandemic Plan	Complementary	Health	February 2019 – under review	Council	Contact MEMO
NWMR Extreme Heat Plan	Sub-Plan	Health		EMCEMP	EM-COP
Banyule Heat Health Plan	Complementary	Health	Under review	Council	Contact MEMO
Municipal Fire Management Plan	Sub-Plan	General	October 2023 – pending MFMPC endorsement	Council – Municipal Laws	Contact MEMO

Complementary/ Sub-Plan Name	Plan Type Complementary/ Sub-Plan	Emergency Type	Plan Revision Date/ Status	Responsible Agency	Link (If exists)
Banyule Animals in Emergencies Plan	Complementary	General	July 2022	Council	Contact MEMO
Municipal Emergency Coordination Group Handbook	Complementary	General	September 2022	Council	Contact MEMO
Municipal Financial Management in Emergencies Guide	Complementary	General	April 2023	Council	Contact MEMO
Municipal Resources in Emergencies Guide	Complementary	General	July 2022	Council - Operations	Contact MEMO
Municipal After Hours Procedures	Complementary	General	October 2022	Council - Operations	Contact MEMO
Municipal Communications & Engagement Plan	Complementary	General	February 2022 – under review	Council	Contact MEMO
Banyule Environmental Sca n	Complementary	General	September 2022	Council	Contact MEMO
Banyule City Council – City Plan	Other related Plan				
Road Safety Strategy	Other related Plan				
Local Area Traffic Management Strategy	Other related Plan				
Drainage Policy	Other related Plan				
Banyule Council Electrical Line Clearance Management Plan	Other related Plan				
Human Rights Charter	Other related Plan	General			https://content.legislation.vic.gov.au/sites/default/files/2022-06/06-43a015.docx
Community Resilience Framework	Other related Plan	General	In progress	Council	Contact MEMO
Gender Assessment Impact Assessment	Other related Plan	General	In progress	Council	Contact MEMO

A copy of many Sub-Plans and Complimentary Plans can be found on EM-COP - https://files-em.em.vic.gov.au/IEMP/Regions/EMR/Management-Plans/EMR-Management-Plans.htm?v=1626395724410. If you don't have a log-in to this portal a copy may be obtained from the MEMO

Appendix F – References

Does not include Sub-Plans and complementary plans (Refer Appendix F)

Reference Document	Emergency Type	Plan Revision Date	Responsibility	Link (If exists)
Guidelines for Preparing State, Regional and Municipal Emergency Management Plans	General	Sept 2020	Issued by the Minister for Police and Emergency	EMV Website https://www.emv.vic.gov.au/how-we- help/emergency-management-planning/planning-guidelines
Emergency Risks in Victoria Report	General	Feb 2014	Dept of Justice and Community Safety	DJCS Website https://www.justice.vic.gov.au/safer-communities/emergencies/emergency-risks-in- victoria-report
Regional Emergency Risk Profile, NWMR DRAFT	General	April 2015	Emergency Management Victoria	EMCOP
Victoria's Climate Science Report 2019	General	2019	Dept of Energy, Environment and Climate Change	DELWP Website https://www.climatechange.vic.gov.au/data/a ssets/pdf_file/0029/442964/Victorias-Climate- Science-Report-2019.pdf
NWMR Environmental Scan	General	Aug 2020	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/publications/easter n-metro-environmental-scan
Resilient Recovery Strategy Nov 2019	General	Nov 2019	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/how-we- help/resilient-recovery-strategy
Victorian Emergency Operations Handbook	General	Dec 2019	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/publications/victori an-emergency-operations-handbook
Victorian Preparedness Framework	General	May 2018	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/how-we- help/emergency-management-capability-in- victoria/victorian-preparedness-framework
Victorian Emergency Management Strategic Action Plan	General	Apr 2019	Emergency Management Victoria	EMV Website https://files-em.em.vic.gov.au/public/EMV-web/Publications/EMV_Strategic_Action_Plan_ 2018-2021.pdf
Regional Relief and Recovery Plan	General	July 2017	DFFH	EM-COP

Reference Document	Emergency Type	Plan Revision Date	Responsibility	Link (If exists)
Victorian State Emergency Management Plan	General	Sep 2020	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/responsibilities/se mp
Victorian State Emergency Management Plan – Extreme Heat Sub-Plan	Heat	Nov 2022	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/responsibilities/semp-sub-plans/semp-extreme-heat-sub-plan
Victorian State Emergency Management Plan – Bushfire Sub-Plan	Bushfire	Sep 2021	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/responsibilities/semp-sub-plans/semp-bushfire-sub-plan
Victorian State Emergency Management Plan – Energy Sub-Plan	Energy	Mar 2022	Department of Premier and Cabinet (**DPC**)	EMV Website https://www.emv.vic.gov.au/responsibilities/semp-sub-plans/semp-energy-sub-plan
Victorian State Emergency Management Plan – Flood Sub-Plan	Flood	Feb 2022	State Emergency Service	EMV Website https://www.emv.vic.gov.au/responsibilities/semp-sub-plans/semp-flood-sub-plan
Victorian State Emergency Management Plan – Storm Sub-Plan	Storm	Feb 2022	State Emergency Service	EMV Website https://www.emv.vic.gov.au/responsibilities/semp-sub-plans/semp-storm-sub-plan
Victorian State Emergency Management Plan – Earthquake Sub-Plan	Earthquake	Feb 2023	State Emergency Service	EMV Website https://www.emv.vic.gov.au/responsibilities/semp-sub-plans/semp-earthquake-sub-plan
Victorian State Emergency Management Plan – Health Emergencies Sub-Plan	Health	Aug 2022	Department of Health	EMV Website https://www.emv.vic.gov.au/responsibilities/semp-sub-plans/semp-health-emergencies-sub-plan
Victorian State Emergency Management Plan – Viral (Respiratory) Pandemic Sub-Plan	Health	Aug 2022	Department of Health	EMV Website https://www.emv.vic.gov.au/responsibilities/semp-sub-plans/semp-viral-respiratory-pandemic-sub-plan
Victorian State Emergency Management Plan – Public Transport Disruption Sub-Plan	Infrastructure	Aug 2022	Department of Transport and Planning	EMV Website https://www.emv.vic.gov.au/responsibilities/semp-sub-plans/semp-public-transport-disruption-sub-plan
MEMPC Document Template	General	Oct 2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/mempc-document-template

Reference Document	Emergency Type	Plan Revision Date	Responsibility	Link (If exists)
Advisory Material for the Development of a Municipal Emergency Management Plan	General	Dec 2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/advisory-material-for-the-development-of-a-municipal-emergency-management-plan-memp
Advisory Material for the Development of a Municipal Emergency Management Planning Committee Terms of Reference	General	Dec 2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/advisory-material-mempc-terms-of-reference
Fact Sheet: Integrated Emergency Management planning	General	Dec 2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/fact-sheet-integrated-emergency-management-planning
MEMPC Written Reports to REMPC Template	General	Dec 2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/mempc-written-report-to-the-rempc
Statement of Assurance Template for MEMP or MEMP Sub-Plan	General	Dec 2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/statement-of-assurance-template-memp-or-memp-Sub-Plan
Fact Sheet: Municipal Level Planning	General	Dec 2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/fact-sheet-3-empr-municipal-level-planning
Fact Sheet: Changes to Council Functional Roles	General	Dec 2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/fact-sheet-changes-to-council-functional-roles
Transition Guide for Reforming Municipal Emergency Management Planning Arrangements	General	Dec 2020	Emergency Management Victoria	https://www.emv.vic.gov.au/how-we-help/emergency-management-planning-reform-program/resource-library/transition-guide-for
Municipal Risk Assessment (CERA Online)	General	Dec 2020	Emergency Management Victoria	https://www.ses.vic.gov.au/em-sector/community-emergency-risk-assessment-cera

Appendix G - MEMP and Sub-Plan Exercise Record

Date	Exercise Description
01/2005	Banyule Storm Activity and Debrief Conducted
03/2005	Ivanhoe Town Hall Bomb Exercise and Debrief Conducted
09/2005	Warringal Shopping Centre Evacuation
05/2006	Recovery/Relief Centre Training and Exercise
05/2007	Exercise "Partnership" - EM Relief Exercise for City of Banyule, Darebin, Moreland and Nillumbik
08/2008	Desktop Exercise "Hi Octane" and Debrief
12/2009	Emergency Relief and Recovery Training Exercise for Banyule, Darebin, Nillumbik and Hume
26/03/2010	HAZMAT Recovery Focused Discussion Exercise for the Banyule Recovery Team
23/04/2010	MECC Exercise – Timed Set-Up Trial
12/05/2010	Storm & Flood Recovery Focused Discussion Exercise for the Banyule Recovery Team
30/11/2010	MECC Exercise – Documentation Process flow
05/04/2011	Recovery Focused Discussion Exercise "Solo Inferno" for Banyule Recovery Team
30/11/2011	Exercise NorthEx – Northern Region Emergency Management Relief Project – Banyule hosted
16/10/2012	Exercise Lorikeet: NWMR Collaboration – Darebin hosted
12/2012 – 01/2013	MECC set-up in physical readiness

Date	Exercise Description
24/10/2013	Exercise Derrimut – NWMR Collaboration Melton & Wyndham hosted
12/2013 - 01/2014	MECC set-up in physical readiness
26/08/2015	Exercise Jewell – NWMR Collaboration– Moreland and Yarra City hosted
18/05/2016	Exercise Superbug – Banyule Leadership Network Pandemic exercise held internally
12/05/2017	Exercise Elland – MEMPC desktop storm/flood exercise facilitated by VICSES
08/11/2018	Exercise Febrile – MEMPC Pandemic
28/08/2019	Exercise Paen – NWMR Collaboration– Banyule and Whittlesea hosted (Part 1 ICC Activation Component)
30/10/2019	Exercise Paen – NWMR Collaboration– Banyule and Whittlesea hosted (Part 2 ERC Activation Component)
June & November 2022	DJCS/Banyule City Council Community Exercise – a four stage exercise involving three [state, agency, municipal and community to information and warning outputs for a thunderstorm scenario
25 June 2023	Collaboration involving – SES, Banyule, Hume, Darebin, Brimbank & Merri-bek Councils for a storm event to explore triggers and develop protocols between SES and Local government. Targeted training to be delivered to address identified opportunities.

Appendix H – MEMP Document Information and Amendment History

Document Information

Criteria	Details
Document ID	CM9 -
Document Title	Banyule Municipal Emergency Management Plan
Document Owner	Banyule Municipal Emergency Management Planning Committee

Number	Date	Amendments
2	29/07/2003	Contact Directory Pages 1-5, Appendix B Page 1
3	17/10/2003	Introduction Pages 3 & 4, Management Arrangements Pages 1, 2 & 7, Prevention Arrangements Page 1, Response Arrangements Pages 2, 3, 4 & 5, Recovery Arrangements Pages 1, 3, 4 & 6, Contact Directory Pages 1, 4 & 5, Appendix B - Distribution List Page 1
4	12/01/2004	Introduction Pages 3 & 4, Management Arrangements Pages 1 & 2, Response Arrangements Pages 6, 8, 9 & 11, Recovery Arrangements Page 1, Contact Directory Page 4, Appendix B – Distribution List Page 1.
5	14/10/2004	Full Plan Amended
6	16/06/2005	Audited issue of MEMP
7	19/10/2005	Full Plan Amended
8	05/06/2006	Full Plan Amended
9	12/06/2006	Insert CERM Workbook
10	08/02/2007	Full Plan Amended

Number	Date	Amendments
11	01/12/2007	Management Arrangements Page 14 -16
12	01/08/2008	Full Plan – Audited
13	01/10/2009	Emergency Exercise Record Page 13, Management Arrangements Pages 21 & 22, Response Arrangements Page 47, Contact Directory Pages 89, 90, 91 & 93, Appendix C – Distribution List Page 103, Appendix F – Response Arrangements for Emergencies in Banyule Pages 111 & 112, CERM Updated
14	01/11/2010	Contact List updated.
15	01/05/2011	Full plan re-structure and review in accordance with the MEMP Work Book, Audit Tool and Evidence Guide. Authorisation by MEMPC 12/05/2011 and Banyule Council 23/05/2011.
15	07/07/2011	COUNCIL ADOPTION Sealing of Documents register 2011 (date signed by CEO and Councillor)
16	01/08/2012	2.9 MEMP Exercise Record 4.1.3 Sub-Plans and Responsible Council Officers 4.2.3 MEMPC Membership NEW 7.2.1 Northern Region Collaboration Project for Emergency Relief 9.0 Contact Directory 10.5 MEMP Hardcopy Distribution List
17	01/04/2014	Full review in accordance with the MEMP Work Book, Audit Tool and Evidence Guide – Version 2.1 September 2012. Key updates include: Forward– City Plan reference 5.5.3 Municipal Fire Management Plan 6 Response Arrangements 7 Relief and Recovery Arrangements 10.7 CERA
17	01/09/2014	COUNCIL ADOPTION
18	13/11/2014	Review of plan with consideration of audit comments. Section 6 Amended significant, phases of emergencies. MEMPC membership review – inclusion of VCC
19	12/11/2015	Updated contact information for: • VicSES

Number	Date	Amendments
		• Telstra • Brotherhood Community Care General review.
20	11/05/2017	Full review of plan with consideration of upcoming Audit. Sections updated include: • 2.8 Amendment Record • 2.9 Exercise Record • 3.3 Demography and Community Profile • 3.5 History of Emergencies • 4.1.2 Sub-Plans and Special Arrangements • 4.1.4 MEMP Links with other Municipality Plans and Strategies • 4.2.2 Frequency of Meetings and Meeting Outcomes • 4.2.3 MEMPC Membership (moved to 10.2) • 4.2.9 Municipal Emergency Coordination Centre • 4.3.3 Plan Review • Preparedness • 5.5.1 CERA • 6.4.1 Warnings • 7.2.2 Emergency Relief Centres • 7.3.3 Recovery Management • 8.2 Municipal Secondary Impact Assessment • 8.4.3 Communications Infrastructure • 9.1 MECC Communication Telephone Lines • 9.1.2 Alternate MECC Contacts • 9.2 Key Personnel Contact List • 9.3 Key Support Staff Contact List • 9.4 Agencies, Authorities and Service Contacts • 9.5 Media Contact List • 9.6 Neighbouring Municipalities Contact List • 10.2 MEMPC Membership • 10.7 Response Arrangements for Emergencies in Banyule • 10.8 CERA Plan
21	30/01/2018	Incorporation of all recommendations from the 2017 Audit and the inclusion of updated Census Data.
22	20/04/2018	Routine review with general errors rectified.

Number	Date	Amendments
23	01/12/2018	MEMP separated into sections to allow for the introduction of quarterly reviews. Sections 7, 8 and 9 reviewed and following changes made: • Minor changes to some headings to better reflect section content • Contact information checked and updated • Appendices reviewed and minor changes made.
	14/02/2019	Sections 1, 4 and 8 reviewed: • Exercise list updated • Contact details updated
	09/05/2019	MEMPC Quarterly review of: • Section 2 – Profile • Section 5 – Response • Section 8 – Contact Directory
	08/08/2019	MEMPC Quarterly review of: • Section 3 – Planning and Management Arrangements • Section 6 – Relief and Recovery Arrangements • Section 8 – Contact Directory
	21/11/2019	MEMPC Quarterly review of: • Section 7 – Support • Section 8 – Contact Directory • Section 9 – Appendices
24	31/05/2020	Full MEMP endorsed by MEMPC
	30/06/2020	Endorsed by Banyule City Council CEO
	23/03/2023	MEMPC review of: • Section 7 – Support • Section 8 – Contact Directory • Section 9 – Appendices
25	August 2023	General Review and adaptation to MEMP Template
26	6/12/2023	Endorsed by MEMPC

Appendix I - CERA Hazard Analysis

The following hazards have been identified for Banyule using the VicSES Community Emergency Risk Assessment tool (CERA). The process includes identifying any gaps in action taken to mitigate the risk, and also identifying specific areas in the community that may be at risk. (Refer to https://www.ses.vic.gov.au/about-us/emergency-management-training/community-emergency-risk-assessment-cera).

Hazard	Rating	Key stakeholders	Plans	Comments
Civil Disturbance	Medium	VicPol	MEM Plan	Have not yet experienced any significant hazard even in recent years.
Human Disease (Pandemic)	Medium	Dept Health	Banyule Municipal Pandemic Plan	During the 20th Century there were 3 recognised pandemics. All three pandemics were associated with a new or novel influenza virus and resulted in increased mortality rates in Australia.1918-19 Spanish Flu, Attack rate up to 90%, estimated mortality 50 million worldwide 20- 45 age risk group1957-58 Asian Flu, Attack rate up to 70%, mortality between 1-2000 to 1 in 10000 over 65's age risk group1968 Hong Kong Flu, Attack rate 25-30%, mortality 1-2000 to 1 in 10000 over 65's age risk group 37,000 cases of H1N1 in Australia with 191 associated deaths Recent history, Victoria along with globally experienced the coronavirus disease (Covid-19) Pandemic – 2019 – 2022 and Sars-CoV-2 which emerged in 2019 and Swine Flu in 2009. At risk (young, elderly and residents with chronic illness), marginalised and special needs groups are most vulnerable. In Banyule 4.7% of businesses in accommodation, food, arts and recreation were severely impacted.
Transport Incident – Road	High	VicPol	MEM Plan	The municipality has a number of arterial roads that run through the municipality which is used by heavy vehicles. Historically minimal number of incidents.
Fire Residential/ Commercial/ industrial	High	CFA/FRV	Banyule Municipal Fire Management Plan - 2023 Vic Fire Risk Register	There have been on average 9.6 2nd alarm events per year showing a slight increase. 2013 - 5 calls, 2014 - 5 calls, 2015 - 13 calls, 2016 - 11 calls, 2017 - 14 calls. The fires were located as follows-Residences -35 , Manufacturing Processing- 3, Storage Facilities- 3 and Public Assemblies -4 Total structure fires - including smaller 1st alarm fires totalled 431 or on average 1.7 per week 32 sites in Banyule have been identified to have non-compliant combustible cladding

Hazard	Rating	Key stakeholders	Plans	Comments
Storm	**High**	BOM/ VicSES/ Parks Vic/ Melb Water	Municipal Storm and Flood Emergency Sub-plan	August 2009 – Windstorm, March 2010 – Hail Storm Event, December 2011 – Christmas Day Hailstorm and Tornado, September 2012 – Heavy Rain, May 31st 2013 – Extreme rain event, September 2013 Extreme weather event
Bushfire/ Grass fire	**High**	EPA/ BOM/ DELWP/ ParksVic/ CFA/ FRV	Banyule Municipal Fire Management Plan – 2020-2023 Plenty Gorge Fire Prevention Strategy Partington Flats Fire Management Plan NSP Review Vic Fire Risk Register	Bushfire seasons are generally restricted to the summer months during late December– February. The Fire Danger Period (FDP) is therefore introduced to reduce the risk of fire and enforced generally from November to early April depending on weather conditions. Years of significant fires 1963, 1978 (x2), 1980, 2009
Essential Service Disruption	**Medium**	Dept Health	MEM Plan	Longford gas outage 1998 ;Multiple recent 4 to 6 hour power outages in September/October 2013; Warnambool telephone exchange, Telstra Data outages (x 4) in 2016
Extreme Temperatures (heat/cold)	**High**	Dept Health/EMV	Banyule Heatwave Plan	Heatwaves in January 2009 and 2014 resulting in an estimated 374 excess deaths in 2009 and 167 in 2014.

Note: CERA identifies those hazards that require

- a multi agency response excess to normal agency/organisation business;
- threaten people, property and environment; and or
- have potential to be protracted or to escalate so as to affect the fabric of the community.

Appendix J - Authorisation

Plan Preparer: Municipal Emergency Management Planning Committee

I certify that the BANYULE Municipal Emergency Management Plan complies with the requirements of the *Emergency Management Act 2013*, including having regard to any relevant guidelines issued under section 77 of that Act, to the extent outlined in the attached checklist.

The last review of the plan was conducted on 31 May 2020.

On behalf of the Municipal Emergency Management Planning Committee:	On behalf of the North West Metropolitan Regional Emergency Management Planning Committee:
[signature]	*S. Woods*
Benjamin Langan Chair, Municipal Emergency Management Planning Committee 6/12/2023	**Sean Woods** Chair, Regional Emergency Management Planning Committee 13/12/2023

Appendix K – Maps

Hard copy maps are no longer included in this document as there are numerous online mapping systems available.

In respect of an emergency response, Council's Corporate SSA mapping system is accessible to all relevant staff online, (including those operating remotely) and has numerous layers of information, including Retirement villages, Aged care sites, Education facilities, Hospitals, etc. as well as the full range of infrastructure dealt with by Council.

The sub layers under "Community Services" include Accommodation, case management & support, Counselling, Medical Centres, Meeting Spaces, Retirement Villages, Student Accommodation, while "Facilities" has sub layers showing facilities such as Aged activity groups, Aged care centres, Child care centres, Education establishments & Hospitals.

There is a further range of layers relating to physical assets of Council, drainage, contours, catchment areas etc.

This mapping system is also interactive with "street view" aerial images, and Melway overlay.

Other relevant mapping systems are available from member MEMPC agencies, EM-COP and Google maps.