MUNICIPAL EMERGENCY MANAGEMENT PLAN

2022 - 2025

City of DAREBIN

the place to live

Acknowledgment of Country

Darebin acknowledges the Wurundjeri Woi wurrung people as the Traditional Owners and custodians of the land and waters and pays respect to Elders, past, present and emerging. Darebin is committed to working with Aboriginal communities to achieve a shared vision of safer and more resilient community.

Aboriginal and Torres Strait Islander people

Darebin City Council acknowledges the Wurundjeri Woi-wurrung people as the traditional owners and custodians of the land and waters we now call Darebin and affirms that Wurundjeri Woi-wurrung people have lived on this land for millennia, practising their customs and ceremonies of celebration, initiation and renewal. Council acknowledges that Elders, past, present and emerging are central to the cohesion, intergenerational wellbeing and ongoing self-determination of Aboriginal communities. They have played and continue to play a pivotal role in maintaining and transmitting culture, history and language. Council respects and recognises Aboriginal and Torres Strait Islander communities' values, living culture and practices, including their continuing spiritual connection to the land and waters and their right to self-determination. Council also recognises the diversity within Aboriginal and Torres Strait Islander communities. Aboriginal and Torres Strait Islander people and communities have had and continue to play a unique role in the life of the Darebin municipality. Council recognises and values this ongoing contribution and its significant value for our city and Australian society more broadly.

Extract from Darebin City Council's Statement of commitment to Traditional Owners and Aboriginal and Torres Strait Islander people 2019.

Darebin's Diversity Statement

Situated on the traditional lands of the Wurundjeri Woi-wurrung people, the City of Darebin is now home to a diverse community of people with different socio-economic status, gender, age, ability, race, culture, ethnicity, language, sexuality, sex characteristics, gender identity, beliefs, occupations, income, education, carer status and household type. The Darebin community cherishes this diversity and values it as an important civic asset. Darebin City Council acknowledges the history and contributions of the various communities, migrants and refugees who have made the municipality their home. Their endeavours have enriched the economic, social, cultural, artistic, community and civic character of the city and created a cosmopolitan locality where variety and difference are welcomed and encouraged. Council also acknowledges that who we are today as a municipality rests on the history of loss and dispossession inflicted upon Aboriginal people, past and present, despite their strengths, resilience and continued contributions to our city.

CITY OF DAREBIN EMERGENCY CONTACTS

MUNICIPAL EMERGENCY MANAGEMENT OFFICER
24 HOUR EMERGENCY CONTACT NUMBER

AFTER HOURS
03 8470 8889

Municipal Emergency Manager   mem@darebin.vic.gov.au

Municipal Emergency Management Officer memo@darebin.vic.gov.au

Municipal Recovery Manager   mrm@darebin.vic.gov.au

Municipal Fire Prevention Officer   mfpo@darebin.vic.gov.au

Municipal Emergency Coordination Centre mecc@darebin.vic.gov.au

AMENDMENT RECORD

AMNDT. NO	Date of Issue	Reference	Amended By
1	August 2019	Full Plan	MEMPC
2	January 2021	Full Plan	Acting MEMC
3	January 2021	Full Plan	Acting MEMC
4	January 2021	Full Plan	Acting MEMC
5	January 2021	Full Plan	Acting MEMC
6	February 2021	Full Plan	Acting MEMC
7	February 2021	Full Plan	Acting MEMC
8	March 2022	Full Plan	MEMO
9	July 2022	Full Plan	MEMO
10	September 2022	Full Plan	MEMPC
11	January 2023	Full Plan	MEMO/MEMPC

REMPC ENDORSEMENT

ASSURANCE

APPROVAL

CERTIFICATE OF AUDIT

COUNCIL NOTING

The Municipal Emergency Management Plan was presented at a meeting of Council on <date to be confirmed>

Contents

1. Introduction

1.1. AUTHORITY

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 Municipal Emergency Management Planning Committee (MEMPC) to be established in each of the municipal districts of Victoria, including the alpine resorts which, for the purposes of the EM Act 2013, are taken to be a municipal district. 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 municipal district.

The plan has been prepared in accordance with and complies with the requirements of the EM Act 2013 including having regard to the guidelines issued under section 77, *Guidelines for Preparing State, Regional and Municipal Emergency Management Plans*.

1.2. SHARED RESPONSIBILITIES

The State Emergency Management Plan (SEMP) recognises that building safer and more resilient communities is the shared responsibility of all Victorians, not just the Emergency Management sector.

In Emergency Management, shared responsibility refers to the collective obligations and accountabilities held by a range of actors. A commitment to shared responsibility recognises that no single actor can be responsible for emergency mitigation, preparedness, response or recovery. Individuals, communities, businesses, all levels of government and the not-for-profit sector all have a role to play (Victorian SEMP Page 10).

1.3. EMERGENCIES

The Emergency Management Acts 1986 and 2013 define "emergency" as;

"...the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria, including, without limiting the generality of the foregoing:

   a) An earthquake, flood, wind storm or other natural event; and
   b) A fire
   c) An explosion
   d) A road accident or any other accident
   e) A plague or an epidemic or contamination
   f) A warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth
   g) A hi-jack, siege or riot, and disruption to an essential service"

The *EM Act 2018* defines the two classes emergency events are classified into for Control arrangements in Victoria. Class 1 emergency as:
   • *A major fire, or*

- *Any other major emergency for which the control agency is Fire Rescue Victoria (FRV), Country Fire Authority (CFA) or Victoria State Emergency Service (VICSES).*

The control agency for Class 1 emergencies are detailed in Part 7 of the SEMP. Class 2 emergency as a major emergency that is not:
- *a Class 1 emergency or;*
- *a warlike act or act of terrorism, whether directed at Victoria or at any other State or Territory of the Commonwealth; or*
- *a hi-jack, siege or riot.*

As per the State Emergency Management Plan (SEMP) 'although the term 'Class 3 emergency' is not recognised in legislation, Victoria Police has agreed for the term to be used to improve the readability and use ability of this plan.

A Class 3 emergency means a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth, or a hi-jack, siege or riot. Class 3 emergencies may also be referred to as security emergencies

Control and coordination responsibilities and arrangements of Class 1 and Class 2 emergencies in the State of Victoria are outlined in the *SEMP*.

Emergencies, both large and small, are part of everyday existence in all societies. Experience indicates that good planning for the use of resources in prevention (risk mitigation) activities, in the response to emergencies and during the relief and recovery of affected communities and environment, can significantly lessen the harmful impacts and effects of the consequences of emergencies.

Councils are uniquely positioned to provide a focus for localised planning, integrating the needs and values of the local community, whilst incorporating the expertise and related planning of emergency services and a wide range of other government, private and voluntary organisations, that achieves a coordinated approach to emergency management.

1.4. AIM

The aim of this MEMP is to ensue and document the collaborative and coordinated arrangements for the prevention of, the response to, and the recovery from emergencies that may occur in the City of Darebin as identified in the *Emergency Management Act 1986*, the *Emergency Management Act* 2013 and the *State Emergency Management Plan* (SEMP). A multi-agency Municipal Emergency Management Planning Committee (MEMPC) shares the responsibility and oversight of the Plan.

1.5. OBJECTIVES

The broad objectives of this MEMP are to:
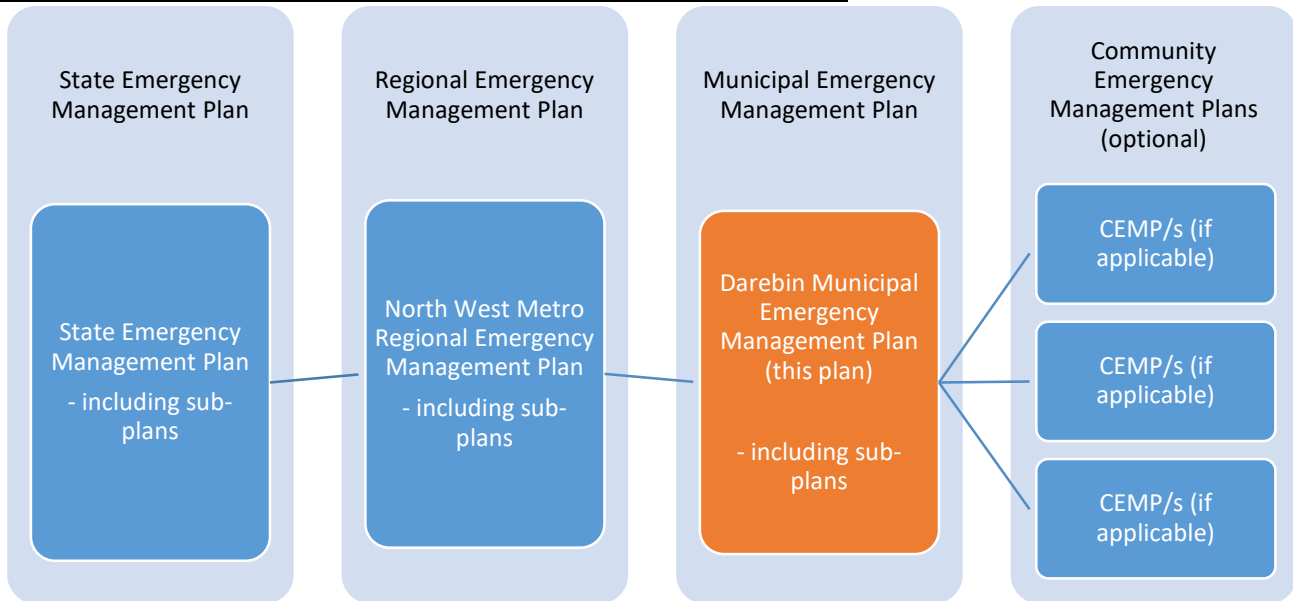- Implement measures to prevent or reduce the causes or effects of emergencies.
- Manage arrangements for the utilisation and implementation of municipal resources in response to emergencies.
- Manage support that may be provided to or from adjoining municipalities.
- Assist the affected community to recover following an emergency.
- Complement other Local, Regional and State planning arrangements.

1.6. THIS PLAN WITHIN VICTORIA'S PLANNING EMERGENCY PLANNING FRAMEWORK

This plan supports holistic and coordinated emergency management arrangements within the region. It is consistent with and contextualises the State Emergency Management Plan (SEMP) and Regional Emergency Management Plan (REMP) for the North West metropolitan region. The REMP is a subordinate plan to the SEMP and the MEMP is a subordinate plan to the REMP.

To the extent possible, this Plan does not conflict with or duplicate other in-force emergency management plans that exist. Figure 1 outlines this Plan's hierarchy. This Plan should be read in conjunction with the SEMP and the North West Metro REMP.

Figure 1: Municipal Emergency Management Plan Hierarchy

State Emergency Management Plan	Regional Emergency Management Plan	Municipal Emergency Management Plan	Community Emergency Management Plans (optional)
State Emergency Management Plan - including sub-plans	North West Metro Regional Emergency Management Plan - including sub-plans	Darebin Municipal Emergency Management Plan (this plan) - including sub-plans	CEMP/s (if applicable) CEMP/s (if applicable) CEMP/s (if applicable)

1.7. REFERENCE TO STATE EMERGENCY MANAGEMENT PLAN

The MEMP assumes that users of this document have access to, or good working knowledge of, the State Emergency Management Plan (SEMP). The SEMP is available at: www.emv.vic.gov.au/responsibilities/semp Unless locally important, this document does not duplicate information contained in the SEMP.

1.8. PUBLIC ACCESSIBILITY

A public version of the MEMP can be accessed via the:
- Darebin City Council Website *http://www.darebin.vic.gov.au/*

Emergency management agencies and organisations can access a full copy of the MEMP through the MEMPC representative for their organisation, or by contacting the Municipal Emergency Management Officer (MEMO) or if they have access, through Crisisworks, a copy is kept there. Crisisworks is a complete system for managing emergencies, risk and recovery across the full lifecycle of an Emergency on any device.

1.9. PUBLICATION OF THE MEMP (Section 60A1)

The REMPC must supply the City of Darebin with a copy of the approved MEMP in a format suitable for publication. The approved MEMP will be published with any information identified

as sensitive or restricted removed. The City of Darebin is then required to publish the approved plan on their website on behalf of the MEMPC.

1.10. STRATEGIES

To achieve the objectives the Darebin Municipal Emergency Management Planning Committee will implement the following:
- Develop an accurate community profile and consult our community in the review of relevant sections of the MEMP.
- Review and update the Community Emergency Risk Assessment (CERA) and maintain risk mitigation strategies.
- Maintain the register of Council's resources to be used in emergency response and recovery.
- Implement the MEMP and subordinate plans (sub-plans) as required.
- Conduct regular and reactive reviews of the MEMP and sub-plans to ensure currency and suitability to current arrangements and conditions.

2. AREA DESCRIPTION

2.1. LOCATION

The City of Darebin is an established urban municipality of 53 square kilometres across the inner to middle northern suburbs of Melbourne, extending from 4kms north of Melbourne's Central Business District (CBD) at Northcote and Fairfield, through to Reservoir, Bundoora and Macleod a further 10kms to the north. The municipality is bordered by the City of Yarra to the south, City of Whittlesea to the north, City of Moreland and Merri Creek to the west and City of Banyule and Darebin Creek to the east.

Access to Geographical Information System: Darebin Geographical Information System (GIS) resource can be used in conjunction with hard copy maps and has two main applications, via:
- Council intranet – Intramaps links to internal council databases and contains municipal locations, places of interest, Council assets and resident information.
- Public website - Darebin Guide which is an external GIS showing municipal locations, places of interest, planning layers and parking

2.2. MAPS

Figure 2. Map of the City of Darebin in relation to the Melbourne metropolitan area

Figure 3. City of Darebin Suburb Boundaries
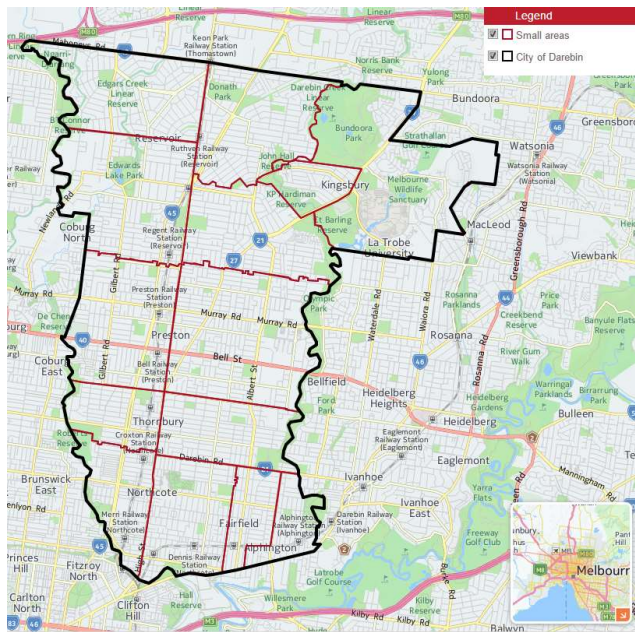
2.3. CULTURE AND COMMUNITY

Our diverse and multicultural community is one of the City's key assets. Council run festivals and events currently scheduled for the 2022/2023 financial year include:

Table 1: Major Events in the City of Darebin

Event Name	Date held	Location
Ganbu Gulin: Imagining	Spring yearly	Ray Bramham Gardens, Preston
Block Party	On a nominated week in September	Newman Reserve, 3 Newman Street, Preston
Associated Catholic Colleges cross country running event	On a nominated week in September	Bundoora Park. Opposite Bundoora Farm

Darebin also has an extensive social infrastructure of clubs, sporting bodies, community and special interest groups, many of whom mount their own events Darebin's live music venues also represent a vibrant aspect of its culture.

2.4. FIRST NATIONS HISTORY

Council recognises and pays tribute to the diverse culture, resilience and heritage of Aboriginal and Torres Strait Islander people. The place now called Darebin has been inhabited by the Wurundjeri people for thousands of years prior to colonisation. The Darebin region is acknowledged as a heartland of Melbourne's First Nations Community. According to the 2021 Census, of the 66,000 people who identified as Aboriginal and Torres Strait Islander in Victoria, 1,441 (2.2%) are residing within the City of Darebin Local Government Authority (LGA), making it the second largest Aboriginal and Torres Strait Islander population of the 31 municipalities in the Greater Melbourne region.

Aboriginal and Torres Strait Islander peoples have maintained a strong physical and cultural presence in Darebin in the face of displacement, exclusion and policies of assimilation. There is a long and continuing connection of Aboriginal and Torres Strait Islander peoples to the City of Darebin, as referenced in the Darebin Council Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander peoples in 1998. Updated in 2019, the Statement renews, strengthens and formalises Council's longstanding commitment and relationship with the diverse Aboriginal and Torres Strait Islander communities of Darebin.

Seventeen of the most significant Victorian Aboriginal community-controlled organisations established in the late 1950's continue to be located in Darebin. These peak bodies and associations advocate and lobby on behalf of the interests of their communities on matters such as health, employment, legal services, housing, childcare and education. Darebin is home to the Fitzroy Stars and 3KND (Kool-and-Deadly) radio station.

2.5. SETTLEMENT HISTORY

European settlement dates from the late 1830s, with land used mainly for farming and market gardening. Population was minimal until the 1850s. Residential growth took place from the 1880s into the 1920s, spurred by the opening of railway lines and industrial expansion. Significant development occurred during the post-war years, with rapid growth during the 1950s and 1960s, reaching a population of over 150,000 in 1971. The population declined steadily during the 1970s and 1980s, falling to under 124,000 in 1991. The population was relatively stable during the 1990s, and then increased gradually between 2001 and 2011.

2.6. TRANSPORT

The City of Darebin is served by four major VicRoads arterial roads in Mahoneys Road, St Georges Road, Plenty Road and Bell Street. It is also served by the South Morang and Hurstbridge railway lines and Tram Route 86 (High Street and Plenty Road) and Route 112 (St Georges Road and into West Preston). There are also extensive pedestrian and bike pathways throughout the municipality and significant bus routes.

2.7. SIGNIFICANT NATURAL AND MAN-MADE FEATURES

Major retail areas include Northland Shopping Centre and Northland Homemaker Centre, Preston Central and Preston Market, Northcote Plaza, and a retail main street (High Street) which

stretches from Westgarth, Northcote and Thornbury to Reservoir. There are also major industrial areas located in Fairfield, East Preston and Reservoir.

Darebin has two tertiary institutions, La Trobe University and Melbourne Polytechnic, and major health facilities at Bundoora Extended Care, Reservoir Private Hospital and Your Community Health.

Darebin has over 900 acres of open space and accommodates regionally significant open space areas at Bundoora Park Farm and Darebin Parklands, and important habitat areas at Central Creek Grasslands and Gresswell Wildlife Reserve. Substantial parklands and pockets of remnant natural areas along Merri and Darebin creek borders are significant ecological and Aboriginal cultural heritage areas.

Edwardes Lake Park in Reservoir and All Nations Park in Northcote are popular urban parkland destinations for leisure and recreation and are complemented by a network of local and neighbourhood parks. There are also numerous sports stadia and recreation complexes such as the Darebin International Sports Centre, Narrandjeri Stadium the Darebin Community Sports Stadium, and the Northcote Aquatic and Recreation Centre, and public golf courses at Bundoora and Northcote. Mt Cooper located in Bundoora Park is the highest point in the northern suburbs. Darebin also hosts three Melbourne Water reservoirs which supply water to the northern suburbs. There are numerous places of worship including and Mosques and churches of many different denominations.

Darebin is serviced by over 120 social and community service agencies, including government and non - government agencies, such as Medicare and Centrelink.

2.8. RESIDENTS

The City of Darebin is one of Melbourne's largest and most populous municipalities with the Official population of 148,578 as of the 30 June 2021. It is as diverse as any community in Australia, including an Aboriginal and Torres Strait Islander population of 1,167, which is one of the largest indigenous populations of the 31 local government areas in Greater Melbourne.

2.8.1. Age Structure

Table 2: City of Darebin Age Structure

City of Darebin Age Structure 2021		
Service age group (years)	**Number**	**%**
Babies and pre-schoolers (0 to 4)	7,896	5.3
Primary schoolers (5 to 11)	10,231	6.9
Secondary schoolers (12 to 17)	8,229	5.5
Tertiary education and independence (18 to 24)	12,160	8.2
Young workforce (25 to 34)	28,587	19.2
Parents and homebuilders (35 to 49)	34,168	23
Older workers and pre-retirees (50 to 59)	18,376	12.4
Empty nesters and retirees (60 to 69)	12,762	8.6
Seniors (70 to 84)	12,220	8.2
Elderly aged (85 and over)	3,949	2.7
Total	**148,578**	**100**

Source: Australian Bureau of Statistics, Census of Population and Housing 2021. Compiled and presented by .id, the population experts, accessed 21 July 2020 https://profile.id.com.au/darebin/service-age-groups

2.8.2. Household Type

Household types in Darebin are shown below in the graph as a percentage of the total 58,417 households in 2021.

Figure 4. City of Darebin Percentage Household by type
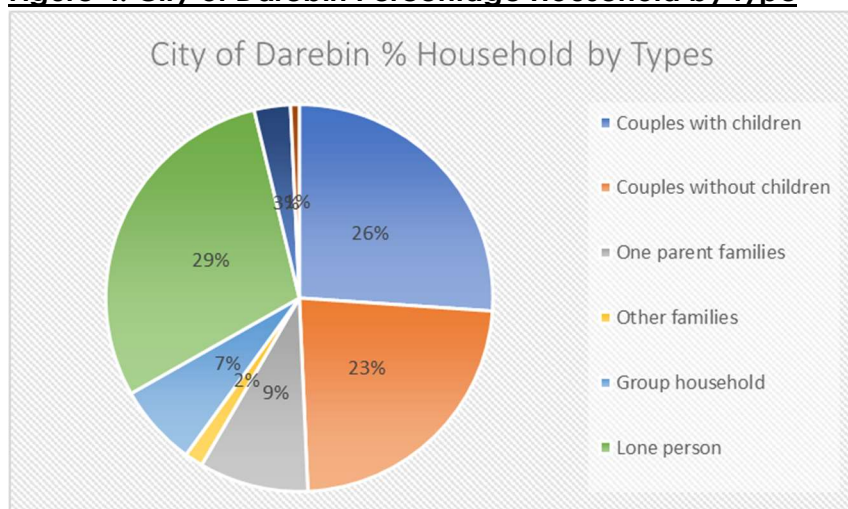
City of Darebin % Household by Types

- Couples with children
- Couples without children
- One parent families
- Other families
- Group household
- Lone person

26%, 23%, 9%, 2%, 7%, 29%, 3%, 1%, 1%

Source: Australian Bureau of Statistics, Census of Population and Housing 2016 and 2021. Compiled and presented by .id, the population experts, accessed 21 July 2022, https://profile.id.com.u/darebin/households.

2.8.3. Country of birth and language spoken

Our diverse and multicultural community is considered to be one of the City's key assets. Festivals and events in Darebin include the Darebin Fuse Festival, Darebin also has an extensive social infrastructure of clubs, sporting bodies, community and special interest groups.

Darebin is a highly culturally and linguistically diverse municipality. Over 30% of male and female residents were born overseas and approximately 37% reported speaking a language other than English at home. Over 35% of residents were born overseas (ABS Census, 2016a). The top most commonly spoken languages in Darebin are English (56.3%), Italian (6.6%), Greek (6.3) and Mandarin (3.6%).

In more recent times, emerging migrants' communities from India and China, the Middle East and South-East Asia are arriving in Darebin. In 2016, India had the highest proportion of recent overseas arrivals, making up 17.4% of the total recent overseas arrivals in the City of Darebin. Approximately 33% or 48,700 of Darebin residents have migrated to Australia from a non-English speaking country and just over half of the migrants living in Darebin are women.

Table 3: Birthplace of Darebin Residents (Top 8)

Birthplace - Ranked by size (top 8)	
City of Darebin - Overseas born (Usual residence)	**2021**
Birthplace	**Number**
Italy	5,220
Greece	4,240
United Kingdom	3,981
China	3,868
India	3,726
Vietnam	2,517
New Zealand	2,488
Lebanon	1,166
Macedonia	1,153

Table 4: Language Spoken at Home (Top 8)

Language spoken at home - Ranked by size (Top 8)	
City of Darebin - Total persons (Usual residence) 2021	
Language (excludes English)	Number
Greek	8510
Italian	7,806
Mandarin	4,603
Arabic	3,634
Vietnamese	3,067
Macedonian	1,971
Cantonese	1,636
Spanish	1,475
Nepali	1,071

Figure 5. Population density

The below table shows Darebin's population density.

Accessed 6 September 2022, https://atlas.id.com.au/darebin
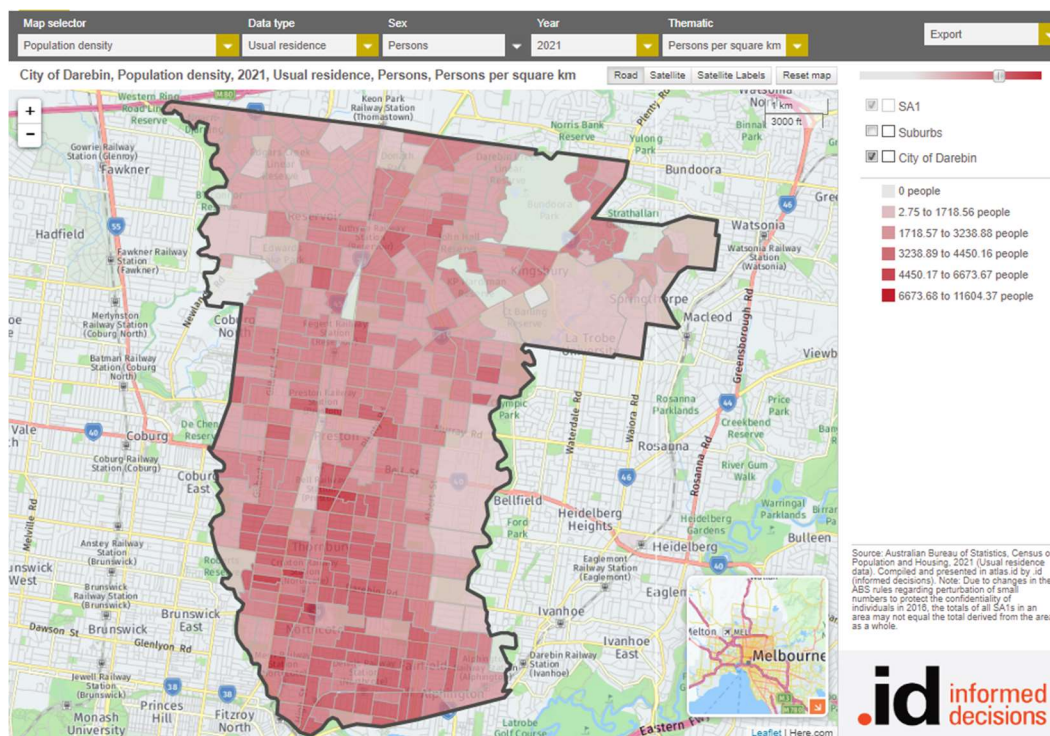
2.8.4. Disadvantaged vulnerable groups

Darebin has a range of disadvantaged vulnerable groups many of which are identified through our sub plan, in particular the Municipal Emergency Recovery Plan. In 2021 there were 9,855 Darebin residents who reported having a severe or profound disability and according to the 2021 Darebin Household Survey, one in five residents are affected by a disability of some kind, including physical disabilities and medical conditions, psychological and intellectual conditions or learning disabilities.

Table 5: Persons needing assistance due to age or disability

Need for assistance with core activities by age - 2021	
Assistance needed by age group (years)	Number
0 to 4	83
5 to 9	267
10 to 19	462
20 to 59	2,250
60 to 64	544
65 to 69	600
70 to 74	774
75 to 79	1,073
80 to 84	1,439
85 and over	2,341
Total persons needing assistance	9,855

Source: Australian Bureau of Statistics, Census of Population and Housing 2021. Compiled and presented by .id , the population experts, accessed 25 July 2022, https://profile.id.com.au/darebin/assistance)

Within an emergency management and recovery context there are a number of vulnerable communities residing in, visiting or travelling through Darebin. These include:

- Refugees, newly arrived groups and international students
- Residents with a disability
- First Nations people
- Isolated senior residents over 65 years of age
- Children under 5 years
- Those experiencing chronic health issues including mental illness
- Those experiencing Homelessness and housing stress
- Women and children experiencing family violence

The City of Darebin does not sit within a CFA district therefore is not required to maintain the Vulnerable Persons Register. However, information about facilities where vulnerable people are likely to be located has been collated and is available on Crisisworks or via the MEMO or MRM.

In 2016, the City of Darebin scored 1004.0 on the SEIFA index of disadvantage. The City of Darebin SEIFA Index of Disadvantage measures the relative level of socio-economic disadvantage based on a range of Census characteristics. The index is derived from attributes that reflect disadvantage such as low income, low educational attainment, high unemployment, and jobs in relatively unskilled occupations. When targeting services to disadvantaged communities, it is important to also look at these underlying characteristics as they can differ markedly between areas with similar SEIFA scores and shed light on the type of disadvantage being experienced. A higher score on the index means a lower level of disadvantage. A lower score on the index means a higher level of disadvantage.

The percentile indicates the approximate position of this small area in a ranked list of Australia's suburbs and localities. It gives an indication of where the area sits within the whole nation. A higher number indicates a higher socio-economic status. Darebin sits at the 47 percentile, indicating that approximately 47% of Australia's suburbs have a SEIFA index lower than this area (more disadvantaged), while 53% are higher

Source: Australian Bureau of Statistics, Census of Population and Housing 2016. Compiled and presented in profile.id by .id , the population experts, accessed21 July 2022, https://profile.id.com.au/darebin/seifa-disadvantage-small-area.). (NB: Excludes lone persons and group households.

The following map shows smaller areas within Darebin that are most disadvantaged. The darker areas show the most disadvantaged areas.

Figure 6. Index of Relative Socio-economic disadvantage

City of Darebin, Index of Relative Socio-economic Disadvantage, 2021, Usual residence, Number

Accessed 6 September 2022, https://atlas.id.com.au/darebin
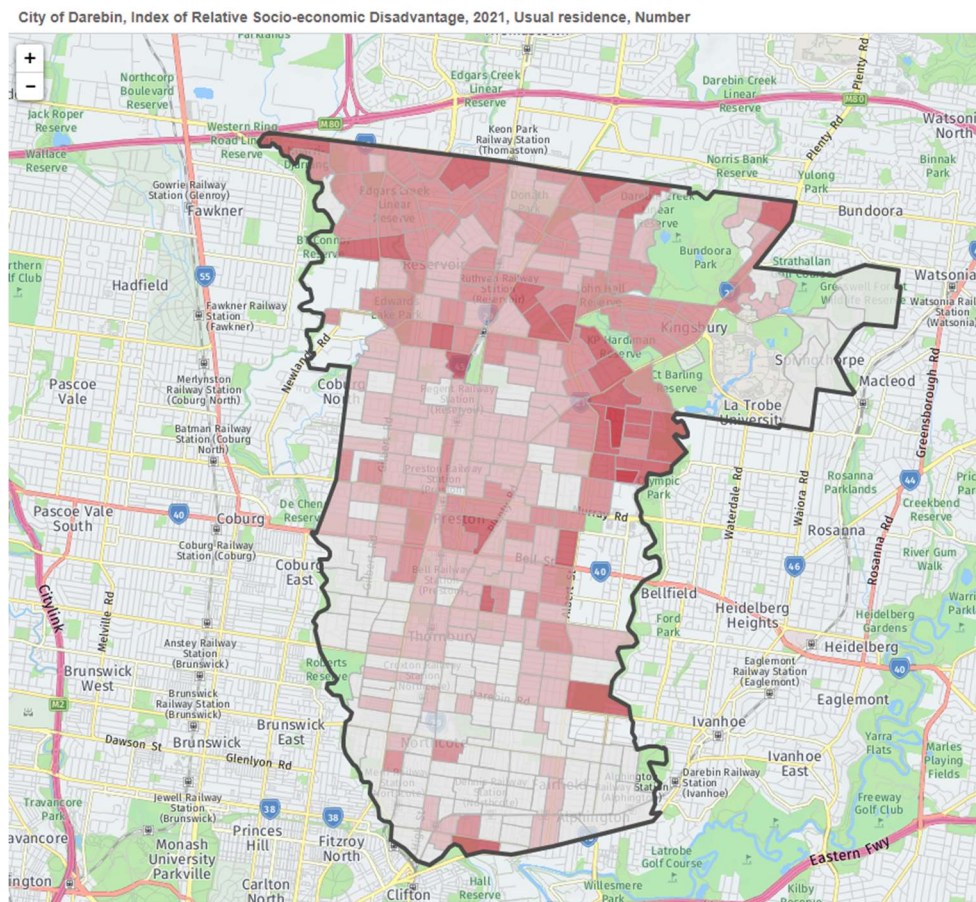
2.8.5. Housing Tenure

Over a third of Darebin households were rented in 2021 which has increased since 2016 and which is a higher proportion compared to Greater Melbourne average (28.8%). The proportion of Darebin households that are fully owned is 28.7%.

Table 6. Housing tenure in City of Darebin

Housing tenure					
City of Darebin - Households	2021		2016		Change
Tenure type	Number	%	Number	%	2016 to 2021
Fully owned	17,587	28.5	16,733	28.7	854
Mortgage	17,655	28.6	15,160	35.6	2,495
Renting - Total	22,890	37	20,732	29.2	2,158
Renting - Social housing	2,534	4.1	2,472	2.3	62
Renting - Private	20,255	32.8	18,143	26.8	*2112*
Renting - Not stated	101	0.2	117	0.1	-16
Other tenure type	854	1.4	825	1.6	29
Not stated	2,824	4.6	4,970	4.8	-2,146
Total households	**61,810**	**100**	**58,420**	**100**	**3,390**

Source: Australian Bureau of Statistics, Census of Population and Housing 2016 and 2021. Compiled and presented by .id, the population experts, accessed 25 July 2022, https://profile.id.com.au/darebin/tenure .

2.8.6. Internet connection

In 2016 the majority of households in Darebin had internet connection, with 16% having no internet connection. The below figure shows the percentage of households per area with internet connection.

Figure 7. Percentage households with internet connection.

Type of internet connection

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City of Darebin - Households		2016			2011			Change
Connection type	⇕	Number⇕	%⇕	Greater Melbourne %⇕	Number⇕	%⇕	Greater Melbourne %⇕	2011 to 2016⇕
a Internet connection		44,213	75.7	81.7	37,645	69.4	76.4	+6,568
No internet connection		9,330	16.0	11.3	12,312	22.7	16.8	-2,982
Not stated		4,868	8.3	7.1	4,249	7.8	6.8	+619
Total households		58,411	100.0	100.0	54,206	100.0	100.0	+4,205

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016. Compiled and presented by .id (informed decisions).
Please refer to specific data notes for more information

Accessed 6 September 2022, https://atlas.id.com.au/darebin

2.9. EMPLOYMENT AND INDUSTRY IN DAREBIN

Three quarters of the City of Darebin's working residents travel outside of the area to work which is 52,807, or 75.1%

Figure 8. Employment location of Darebin residents

Employment location of resident workers, 2016
City of Darebin

■ Live and work in the area: 21.0%
■ Live in the area, but work outside: 75.1%
■ No fixed place of work: 3.9%

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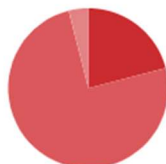
Source: Australian Bureau of Statistics, Census of Population and Housing, 2016 (Usual residence data). Compiled and presented in profile.id by .id (informed decisions).

Accessed 22 July 2022, https://profile.id.com.au/darebin/residents. City of Darebin's Gross Regional Product was $7.64 billion in the year ending June 2021, growing -2.3% since the previous year

Headline Gross Regional Product (GRP) is a measure of size or net wealth generated by the local economy. Changes in this figure over time can represent changes in employment, productivity or the types of industries in the area.

Local Industry GRP shows the value of the local economy, generated by the local workers within the area regardless of where they live, after taxes and dividends leave the area. It is best thought of as GRP produced by local industries

Source: National Institute of Economic and Industry Research (NIEIR) Compiled and presented in economy.id by .id the population experts, accessed 22 July 2022 https://economy.id.com.au/darebin/gross-regional-product

Employment in Darebin is primarily Retail Trade, Education and training and Healthcare and Social Assistance. The Graph below provides information on the industry sector in Darebin employing almost 60,000 people in 2020/2021.

<u>Figure 9. Employment by industry in the City of Darebin</u>

Accessed 22 July 2022, https://economy.id.com.au/darebin/employment-by-industry

2.10. VISITORS

City of Darebin - Visitors by reason

In the 5 years up to 2021/22, International visitors to the City of Darebin were more likely to be visiting friends and relatives, accounting for 42.4% of all visitors.

Source: .id , the population experts, accessed 22 July 2022, https://economy.id.com.au/darebin/tourism-visitors-reason

2.11. FACILITIES, SERVICES AND INFRASTRUCTURE

The City of Darebin has a wide range of facilities catering for people's health, recreation and leisure, educational, cultural and religious activities. Services provided by Darebin City Council range from the immunisation of babies to providing senior citizens' centres.

To provide this multitude of services, the City of Darebin owns controls, manages and maintains an extensive range of physical assets, this includes 509km of roads, 78.5km of rights-of-way, 30.6km of shared paths, 1,035km of footpaths, 333 buildings, 13 road bridges, 52 foot bridges, 30 gross pollutant traps (structures that trap solid waste such as litter), 23,370 stormwater pits, 614km of stormwater pipe drains and 930 hectares of open space (including parks and gardens).

The City of Darebin also hosts a number of primary schools, secondary schools, colleges and universities, child care centres and aged care facilities within the municipality.

The suburb of Reservoir is the location of two Melbourne Water main storages reservoirs, located on High Street Reservoir, and surrounded by Thackeray Road, East Street and Northernhay Street. Reservoir No.1 is no longer on line but Reservoirs No. 2 and 3, which were built in 1909 and 1913, and hold 112 million litres and 120 million litres respectively are still operational, they hold the metropolitan water supply from the Yan Yean reservoir. Though recognised by Melbourne Water as a required water storage reservoirs, they are not considered as Primary Reservoirs, hence they are only moderately critical Infrastructure.

2.12. INTERNATIONAL VISITORS

Over a 5-year period from 2014, Darebin has hosted almost 150,000 international visitors who came for a variety of reasons as seen below in the graph.

Table 7: International visitors to City of Darebin and reason for trip

International visitors to Darebin – 2014/15 to 2019/20				
Main reason for trip	**Visitors**	**Visitor nights**	**%**	**Av. length of stay (days)**
Visiting friends and relatives	56,993	1,223,635	41.0	21.5
Holiday	51,206	976,711	36.8	819.1
Business	--	--	--	7--
Education	14,700	1,723,893	10.6	85.1
Employment	--	--	--	--
Other reason				--
Total	**139,012**	**4,697,201**	**100.0**	**33.8**

Source: Tourism Research Australia , Unpublished data from the *International Visitor Survey* 2017/2018 Note: "--" represents unavailable data or data that has been suppressed due to a sample size of 40 or less. A 5 year aggregate is used here to minimize the figures which need to be suppressed, but sample sizes may still be too small for some categories, accessed 4 August 2022, https://economy.id.com.au/darebin/tourism-visitors-reason

2.13. HISTORY OF MAJOR EMERGENCIES

Table 8: History of Major Emergencies for past 10 years

Date	Emergency	Description/Consequence
6 August 2022	Factory fire 218 High Street Preston	Severe fire, the building was an abandoned blind factory, vacant for many years, it has now been demolished. VicPol made the site a crime scene as there were suspicious circumstances. High rise building next door severely affected by smoke and was evacuated. 14 displaced persons with no accommodation were relocated to the Preston City Hall until 09.30 am

13 March 2022	Death in Reservoir	Death of a 16-year-old Reservoir teen in Reservoir, Darebin Council provided outreach and counselling from VCCEM, removed relevant graffiti at the appropriate time, provided support to VicPol
29 October 2021	Severe Storm	SES received 400 requests for assistance
9 June 2021	Severe Storm	SES received 75 requests for assistance
February 2020 ongoing	Pandemic	Global COVID 19 Pandemic. Council provided, testing centre, vaccination clinics and Emergency Food relief.
13 January 2019	Death in Bundoora	Murder of an international University Student which impacted residents, businesses and students in the area
29 -31 December 2017	Severe Storm	A number of homes impact and residents displaced
26 August 2016	Gas Main punctured	Excavator cut a gas main on southern side of Broadway near Lindsay St, Reservoir. Approximately 30 people were evacuated to assembly points beyond the exclusion zone of 100mtrs. Some businesses were also affected by the loss of gas supply. A relief centre was set up at the Reservoir Community and Learning Centre.
April 2016	Death of Infant at Darebin Creek	The death of an infant at Darebin Creek. Counselling was offered by Banyule Community Health community 'Compassion Gathering' in West Heidelberg on Thursday 14 April.
13 February 2016	Siege and assault on Preston High St	An incident occurred opposite the Preston Town Hall in High Street, Preston. Members of the public were physically assaulted, and one business owner was held up in their premise. This was witnessed by a crowd who were celebrating Chinese New Year at the Preston Central event. Council prepared information and provided this to the surrounding area in Preston informing them of the available counselling services
25 March 2015	Road Accident- Power Lines Damaged	An incident occurred when a recycle truck brought down power lines in Roseberry Avenue Preston. Power was affected to residents & business in the grid. With the assistance of Vic Police, Electricity provider, MFB, the area was blocked until the vehicle was safely removed and power was restored mid to late morning.
October 2014	Road Accident	An elderly woman was seriously injured near the Preston Council Offices involving a truck. High street was closed for a period and re-opened. The Darebin Emergency Management team prepared information for neighbouring residents & traders pointing them to available counselling services.

2.14 HAZARD PROFILE

A Community Emergency Risk Assessment (CERA) process was undertaken by the MEMPC in May 2022.

Figure 10. Risk analysis map

This image was produced through the VicSES CERA report delivered to Council in June 2022

Table 9: Darebin Community Emergency Risk Assessment

This table provides details on the City of Darebin risks and residual risk ratings extracted from the CERA review in 2022, the next review date is in May 2025.

DAREBIN CERA REVIEW – SUMMARY:

HAZARD DESCRIPTION:	DATE REVIEWED:	RISK RATING:	MITIGATION STATUS:	REVIEW DUE DATE:
Storm	16/05/2022	Medium	accepted	1/05/2025
Extreme Temperatures (heat and cold)	16/05/2022	High	accepted	1/05/2025
Fire-Structural/ Residential fire	16/05/2022	High	accepted	1/05/2025
Human disease (pandemic)	16/05/2022	Medium	accepted	1/05/2025
Civil disturbances	16/05/2022	Medium	accepted	1/05/2025
Essential Services Disruption	16/05/2022	Medium	accepted	1/05/2025

Figure 11. Risk analysis map

Legend:
- ◣ Human disease (pandemic)
- ● Storm
- ⬡ Fire- Structural/ Residential fire
- ▲ Essential Services Disruption
- ● Extreme Temperatures (heat and cold)
- ◆ Civil disturbances

Chart: X-axis "Mitigation / Control Effectiveness", Y-axis "Maximum Foreseeable Consequence"

3. PLANNING ARRANGEMENTS

3.1. MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

The Municipal emergency Management Planning Committee (MEMPC) is responsible for consultation of the MEMP.

3.1.1. MEMPC Consultation

Extensive consultation with stakeholders at the municipal tier is extremely important as the MEMPCs have a direct interface with the communities they represent. Broad consultation and engagement with key stakeholders will make a notable difference when an emergency plan is required to be implemented.

To meet these consultation obligations, the MEMPC should actively engage with any sector of the community and any Department or agency that they deem appropriate including targeted consultation with community groups considered relevant or vulnerable by the MEMPC. Consideration should be given to targeted consultation with vulnerable groups, or sectors of the community that may be more heavily impacted during an emergency.

MEMPCs will also consider any relevant emergency management plan developed by the community, or a sector of the community, which has application in the municipal district or a part thereof. If the MEMPC is aware that at least one other MEMPC within its emergency

management region is updating an EMP at a similar time, those MEMPCs are to coordinate consultation with common stakeholders.

3.1.2. Terms of Reference

Section 21 of the *Emergency Management Act 1986 and the Emergency Management Legislation Amendment Act 2018 (EMLA Act)* and various other acts to establish a new integrated and coordinated framework for emergency management planning at state, region and municipal levels.

These are supplemented by the following practices:
- Membership is reviewed every time the Terms of Reference is reviewed, and members are confirmed in writing by the Darebin CEO or council officer nominated by the CEO as Chair
- Proxies assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.
- If an agency requested to form a presence at the MEMP committee does not attend two consecutive meetings a letter may be sent from the MEMPC Chair to senior management of the agency requesting an alternative representative be assigned to attend committee meetings
- The Committee can elect new members onto the committee and can elect to have other persons attend particular meetings should it be required.

Committee members will cease to be a member of the MEMPC if they:
- Resign from the Committee
- End employment with the agency they represent.

3.1.3. Membership

The MEMPC Core Membership must include and be nominated by:

Agency	Agency Nomination Confirmed by
Darebin Council- Chair	Darebin CEO
Victoria Police	Chief Commissioner of Police
Fire Rescue Victoria	Agency
Ambulance Victoria	Secretary, Department of Health Victoria
Victoria State Emergency Service	Agency
Australian Red Cross	Agency
Department of Families, Fairness and Housing	Secretary, Department of Families, Fairness and Housing

The MEMPCs wider membership includes recovery agencies representatives, community and industry representative, and one business representative.

- Municipal Emergency Manager (MEM)
- Municipal Emergency Management Officer (MEMO) and deputies
- Municipal Recovery Manager (MRM) and deputies
- Municipal Emergency Management Coordinator (MEMC)
- Municipal Fire Prevention Officer (MFPO) and deputies
- Emergency Management Planning Officer
- MEMPC Executive Officer
- Victorian Council of Churches Emergencies Ministry representative

- Community members including representatives from: Northland Shopping Centre, La Trobe University,
- Equity & Diversity Group CALD Industry representatives
- BOC Ltd
- Darebin Council staff responsible for functional areas, as required
- Relief agencies
- Health and service providers

3.1.4. MEMPC – Governance

A quorum of members must be present before a meeting can proceed. At least 5 of member agencies and (2) Council representatives. Decisions will be made by a consensus of the Committee members present at the meeting.

3.1.5. Membership Responsibility

The agencies prescribed in the EM Act 2013 and additional invited committee members will provide representation at the appropriate level and with the authority to commit resources and make decisions on behalf of their organisation or community.

Members are asked to participate in the MEMPC as a partnership and provide advice or make decisions in the best interest of the citizens of Darebin. The MEMPC acknowledges and respects members existing responsibilities, accountabilities and associated levels of resourcing.

3.1.6. Terms of Reference

All MEMPC members will act in accordance with the Terms of Reference, and:

- Prepare for, prioritise and attend scheduled meetings
- Proactively contribute to the work of the MEMPC
- Provide meeting papers to the chair at least one week prior to a meeting
- Respect confidential and privileged information
- Represent all areas of their agencies and associated entities
- Report on recent relevant agency activity relating to emergency management mitigation, response or recovery activities, with a focus on emerging risks or opportunities
- Where a decision or action is outside the authority of the member, engage with relevant personnel within their agency to obtain approval to commit resources and undertake tasks
- Identify and liaise with subject matter experts or key representatives from within their agencies to participate in the MEMPC, its sub-committees or working groups
- Advocate for and report back to their agencies on MEMPC outcomes and decisions.

[Municipal Emergency Management Planning Committee Terms of Reference](#)

3.1.7. Review of Terms of Reference

These terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority of representatives.

3.1.8. Frequency of Meetings

The MEMPC meets on at least four occasions per year in February, May, August and November. Membership of this Committee is discussed and reviewed annually.

The MEMPC may be convened following an incident or the identification of any significant new risk that could impact the municipality. The MEMPC may also meet in the event of a significant organisational or legislative change.

Minutes of all meetings are recorded, and copies distributed electronically to all MEMPC members not later than 2 weeks following the meeting.

Risk based, and Functional Sub Committees/working groups are scheduled to meet at least once per year to review and amend their arrangements as necessary and support the preparedness of the municipality and relevant agencies.

3.1.9. MEMPC Administrative Support

The City of Darebin will provide administrative support to the MEMPC and be responsible for administration of the MEMP.

3.1.10. Function

The MEMPC is the peak planning body for emergency management within the Darebin municipal district. It is the forum for government and non-government agencies to develop policies, procedures, strategies and frameworks to support coordinated emergency management planning for the municipality.

In line with section 59D of the EM Act 2013 the functions of the MEMPC are to:

- be responsible for the preparation and review of its MEMP
- ensure that its MEMP is consistent with the state emergency management plan and the relevant REMP
- provide reports of recommendation to its REMPC in relation to any matter that affects, or may affect, emergency management planning in the municipality
- share information with the REMPC and other MEMPCs to assist effective emergency management planning
- collaborate (having regard to the Guidelines) with any other MEMPC that the MEMPC considerers appropriate in relation to emergency management planning, including preparing MEMPs
- perform any other function conferred on the MEMPC by the EM Act 2013, or any other act.

The MEMPC has the power to do all things necessary or convenient in connection with the performance of its functions, however it cannot direct any member agency or other group.

The MEMPC may establish ongoing sub-committees or time-limited working groups to investigate or address specific issues or undertake key tasks.

3.1.11. Sub Committees/Working Groups

The MEMPC can, on an as needs basis, form relevant sub committees or working groups for the purposes of undertaking specific work of the MEMPC or work on any of the related sub plans and/or in response to any emergency management events.

The sub committees/working groups will have defined terms of reference relating to their tasks resource allocation and timeframe. We have a Relief Committee that meets twice a year

The sub committees reports to the MEMPC via written reports as agreed.

Figure 12. MEMPC Sub Committee/Working group structure
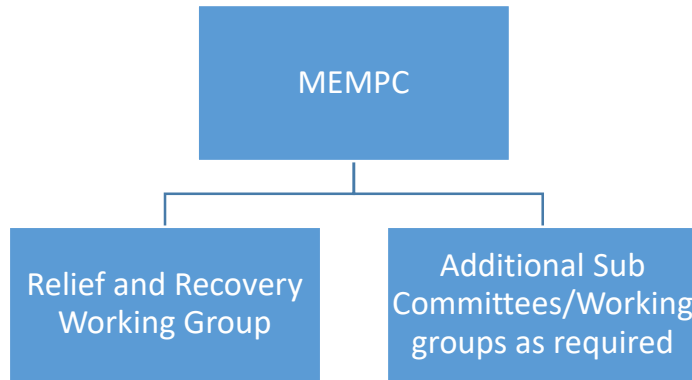
3.2. PLAN REVIEW

To ensure the Plan provides for a current integrated, coordinated and comprehensive approach to emergency management and is effective, it is to be reviewed at least every three years or as required.

Urgent updates of this Plan are permitted if there is significant risk that life or property will be endangered if the plan is not updated (EM 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.

This Plan will be reviewed not later than August 2025. This Plan is current at the time of publication and remains in effect until modified, superseded or withdrawn.

3.3. DISTRIBUTION

Amendments are to be produced and distributed by the City of Darebin to MEMPC members. The MEMP is available via the Darebin website, Crisisworks, and State Library of Victoria website.

3.4. TESTING AND EXERCISING

Arrangements detailed in this MEMP will be tested annually. This will be undertaken in a form determined by the MEMPC. Any procedural anomalies or short falls encountered during these exercises or ensuing operations must be addressed and rectified at the earliest opportunity by the MEMPC and recorded in the minutes. Wherever necessary, this MEMP will be revised to incorporate lessons from such exercises.

3.5. EXERCISES

Table 10: History of exercises

Date	Exercise	Description
12 April 2019	Relief and Recovery Procedure exercise	Relief and recovery procedure desktop exercise testing the new protocol with key MEMPC members
17 December 2018	Exercise Zeus	Flood and Storm Desktop exercise with MEMPC utilising ICC, MECC and ERC staff areas and various injects for each
14 May 2018	Exercise Iron Horse	Regional NWMR Emergency Relief Centre exercise
1 December 2016	Exercise Nosoi	Pandemic Influenza exercise
September 2015	Exercise Black Swan - Heatwave	DHHS sponsored desktop exercise involving agencies, leisure providers and Councils
August 2015	Exercise Jewell - Hazardous Materials event	Multi Council exercise to test collaboration arrangements
August 2015	Council Exercise- MECC	Desktop/Discussion exercise on establishing the MECC
August 2015	Council Exercise – MECC & ERC	Practice set-up of MECC and ERC. test communication with an ERC
July 2015	Crisisworks test	Review functions and train new staff
November 2014	Exercise Noah (Flood event)	Multi Council exercise to test collaboration arrangements

Table 11: Future Exercises

Date scheduled	Style of Exercise	Exercise name	Scenario
19 April, 2023	Discussion exercise	Exercise Thor	Heavy storm with large hail stones, a large number of displaced persons
11 October, 2023	Functional exercise – ERC opening	Exercise Groot	Functional exercise of the response to a Heavy storm with large hail stones, 300 homes impacted, 20 houses with 30 displaced persons are uninhabitable. Requires the establishment of an ERC

3.6. MEMP SUB PLANS

Subordinate to the MEMP are risk based sub-plans and functional sub-plans. These provide additional details for the arrangements and guidelines for specific areas of emergency management in Darebin.

The MEMPC will determine if a sub-plan is required to detail more specific or complex arrangements that either enhance or contextualise this Plan. 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 response sub-plan.

All sub-plans to this Plan are subject to the same preparation, consultation, assurance, approval and publication requirements as this Plan, as outlined in Part 6A of the EM Act 2013.

Agencies with roles or responsibilities in a sub-plan must act in accordance with the plan (EM Act 2013 60AK).

3.6.1. Risk based sub-plans

Risk based Sub-plans have been developed by the MEMPC for those hazards identified through the Community Emergency Risk Assessment (CERA) planning process. High and Medium residual risks have been determined by the MEMPC, triggering the development of a Risk Based sub-plan. The sub-plans listed below are held separately to this MEMP and can be accessed by contacting the responsible agency.

Table 12: Risk Based Sub-plans

Risk based sub-plan	Responsible for managing	Risk Rating

Extreme Temperatures (heat and cold)	Emergency Management Commissioner	High
Civil Disturbances	Victoria Police	Medium
Storm	Victoria State Emergency Service	Medium
Fire-Structural/ Residential fire	Fire Rescue Victoria	High
Human disease (pandemic)	Department of Health	Medium
Essential Services Disruption	Department of Environment, Land, Water and Planning	Medium

3.6.2. Functional Sub-plans

Functional Sub-plans have been developed to plan the delivery of functional services to support the management of emergencies during response and recovery. These include:
- Public Health
- Technical Resources
- Relief and Recovery

3.6.3. Operational procedures and plans

Each agency or organisation (including Council) with responsibilities in this MEMP or its Sub-plans, are expected to maintain their own operational arrangements for management and command of their own resources in responding to or supporting emergency management operations.

3.6.4. Complementary Plans

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

Complementary plans do not form part of this Plan and are not subject to approval, consultation and other requirements under the EM Act 2013. A list of complementary plans that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the Darebin district are included.

3.7. EMERGENCY PLANNING STRUCTURE

Figure 13. MEMP Planning Structure

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                          ┌─────────────────┐
                          │   Darebin MEMP  │
                          └────────┬────────┘
         ┌──────────────────┬──────┴──────┬──────────────────────┐
┌────────────────┐ ┌────────────────┐ ┌────────────────┐ ┌────────────────┐
│ Risk Based     │ │ Functional     │ │ Operational    │ │ NWMR           │
│ Sub-plans      │ │ Sub-plans      │ │ Procedures     │ │ Collaboration  │
│                │ │                │ │ (held by       │ │ guides         │
│                │ │                │ │ individual     │ │                │
│                │ │                │ │ agencies)      │ │                │
└───────┬────────┘ └───────┬────────┘ └────────────────┘ └───────┬────────┘
        │                  │                                     │
   ┌────────────┐    ┌──────────────┐                    ┌────────────────┐
   │ Human      │    │ Technical    │                    │ Emergency      │
   │ disease    │    │ Resources    │                    │ Relief Centre  │
   │ (pandemic) │    │              │                    │ Standard       │
   └────────────┘    └──────────────┘                    │ Operating Guide│
        │                  │                             └────────────────┘
   ┌────────────┐    ┌──────────────┐                    ┌────────────────┐
   │ Extreme    │    │ Public Health│                    │ Secondary      │
   │ Temperatures│   │              │                    │ Impact         │
   │ (heat and  │    │              │                    │ Assessment     │
   │ cold)      │    │              │                    │ Guidelines     │
   └────────────┘    └──────────────┘                    └────────────────┘
        │                  │                             ┌────────────────┐
   ┌────────────┐    ┌──────────────┐                    │ Municipal      │
   │ Storm      │    │ Relief and   │                    │ Emergency      │
   │            │    │ Recovery     │                    │ Recovery Guide │
   └────────────┘    └──────────────┘                    └────────────────┘
        │
   ┌────────────┐
   │ Essential  │
   │ Services   │
   │ Disruption │
   └────────────┘
        │
   ┌────────────┐
   │ Fire-      │
   │ Structural/│
   │ Residential│
   │ fire       │
   └────────────┘
        │
   ┌────────────┐
   │ Civil      │
   │ disturbances│
   └────────────┘
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3.8. LINKAGES TO OTHER PLANS

The MEMP integrates with the following plans:

State Emergency Management Plans

SEMP: Roles and Responsibilities https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities
All State Sub-plans under the State Emergency Management Plan

Regional Emergency Management Plans

https://www.emv.vic.gov.au/responsibilities/emergency-management-planning/remps/north-west-metro-remp

- Sub Plans
- North West Metro Regional Strategic Fire Management Plan
- Complementary plans
- Municipal Emergency Management Plans

Darebin City Council:

- Darebin City Council Plan 2021 - 2025 (which incorporates the Municipal Health and Wellbeing Plan)
- Climate Emergency Plan 2017-2022 (in development)

3.9. NORTH WEST METRO EMERGENCY MANAGEMENT COLLABORATION

Darebin City Council is a partner in the North West Metro Emergency Management Collaboration (the Collaboration). This group enables collaborative planning, advocacy and support amongst 14 Councils in the north west metropolitan region and includes an MOU for the sharing of resources.

The Collaboration has developed a number of guidelines, resources and training courses that support the MEMP including:

- Emergency Relief Centre Standard Operating Guidelines 2021
- Municipal Emergency Recovery Guidelines 2019
- Municipal Secondary Impact Assessment Guidelines
- Training opportunities for:
- Working in an Emergency Relief Centre
- Leadership training in an Emergency Management role
- Introduction to Personal Support
- Secondary Impact Assessment
- Regional Exercises

Darebin City Council has an MOU for resource sharing with the Collaboration (Located in Crisisworks).

3.10. MUNICIPAL ASSOCIATION OF VICTORIA - INTER COUNCIL RESOURCES SHARING PROTOCOL

Darebin City Council is a signatory to the Municipal Association of Victoria (MAV) Inter-Council Resources Sharing Protocol. The purpose of this Protocol is to establish arrangements for the sharing of resources, (particularly personnel) across Councils to support each other during extended emergency events. This is found on the MAV website at https://www.mav.asn.au/what-we-do/policy-advocacy/emergency-management/protocol-for-inter-council-resource-sharing

4. Management Arrangements

4.1. The 6 C's

Command, Control and Coordination have been key components of emergency management for many years. Over the past few years, additional focus has been placed on Consequence, Communication and Community Connection, leading to a shift in the way emergency management is approached.

This approach is more inclusive to the community needs in planning for, responding to and recovering from emergencies, and puts the community in the center of Emergency Management whist embracing the "All Communities, All Emergencies" state priority. 'Understanding the impact of an emergency, the consequences of the impact and how we reach in and acknowledge the community connections before during and after an emergency is vital to building a sustainable emergency management system'.

Below provides an overview of each of the 6 C's and visual representations:

- **Control:** The overall direction of response activities in an emergency, operating horizontally across agencies.
- **Command:** The internal direction of personnel and resources of an agency, operating vertically within the agency.
- **Coordination:** The bringing together of agencies and resources to ensure effective preparation for, response to and recovery from emergencies.
- **Consequences:** The management of the effect of emergencies on individuals, the community, infrastructure and the environment.
- **Communication:** The engagement and provision of information across agencies and proactively with the community to prepare for, respond to and recover from emergencies.
- **Community Connection**: The understanding of and connecting with trusted networks, trusted leaders and all communities to support resilience and decision making.

Source Emergency Management Victoria https://www.emv.vic.gov.au/about-us/what-we-do/the-six-cs

4.2. State Emergency Management Priorities

This Plan acknowledges and commits to the State Emergency Management Priorities as detailed below. The priorities are:
- Protection and preservation of life and relief of suffering is paramount. This includes: - Safety of emergency response personnel; and - Safety of community members including vulnerable community members including students; and visitors/tourists
- 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 guiding principles for mitigation outlined in policy are based on risk and on improving the resilience of governments, businesses and the community to respond to acute shocks and evolving stresses. The National Principles for Disaster Recovery and the Resilient Recovery Strategy guide our efforts, approach, planning and decision making
for community focused recovery. (SEMP page 7)

Figure 14. Consequence Management
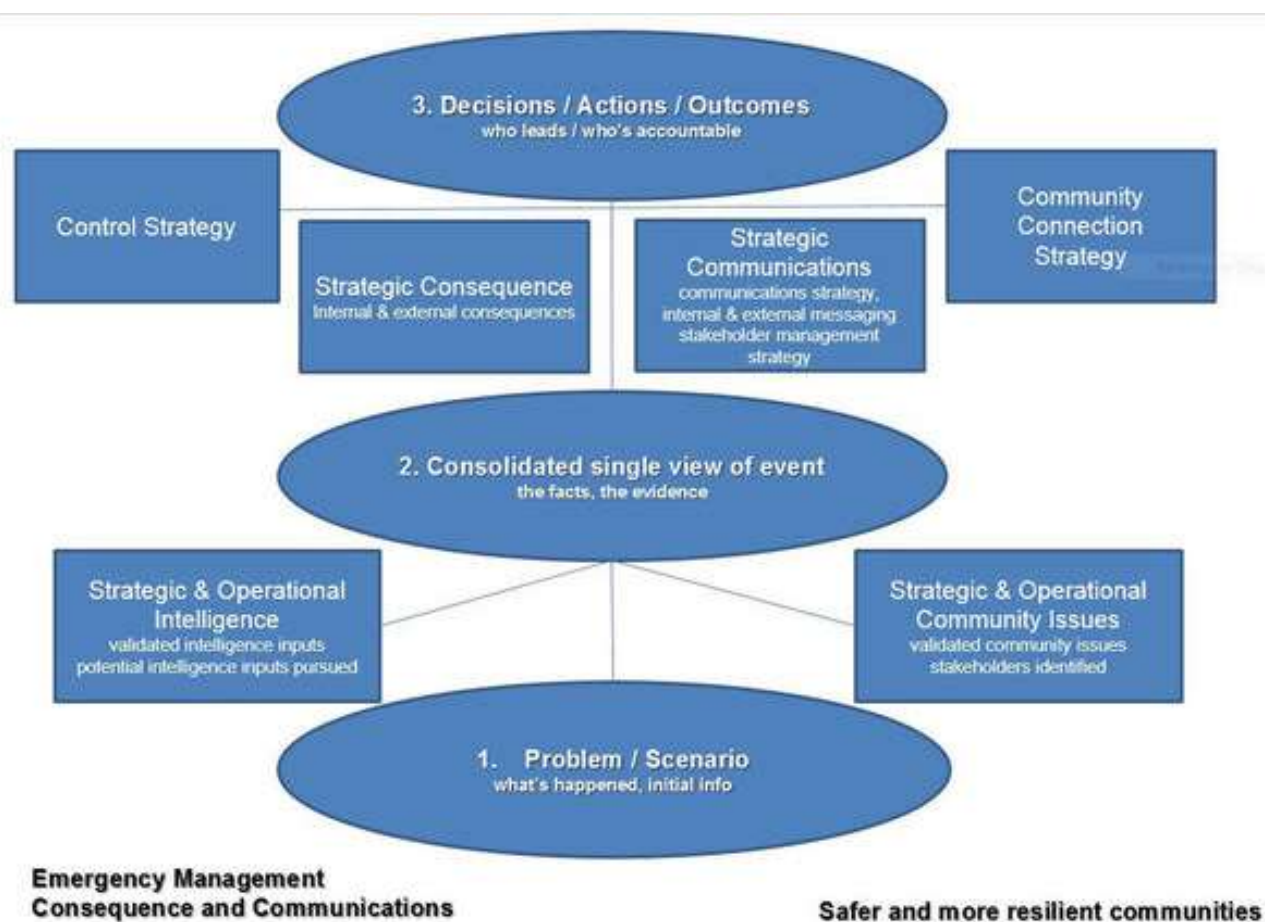
Source (reproduced from) Emergency Management Victoria https://www.emv.vic.gov.au/news/the-six-cs

4.3. COUNCIL OPERATIONS

The Darebin Emergency Management Planning Committee (DEMPC) meets on a quarterly basis as a minimum to manage the internal council actions and arrangements associated with the MEMP. The Group are responsible for ensuring council complies with its role under the *EM Act* 2013, the Emergency Management Legislation Amendment Act 2018 and the SEMP.

The Darebin Emergency Management Planning Committee or part thereof will convene when the scale of the emergency dictates the requirement for the provision of any of the functions outlined above.

4.4. MUNICIPAL EMERGENCY MANAGEMENT FUNCTIONS

Darebin City Council accepts its responsibilities under the Emergency Management Act 1986 and 2013, and functional requirements under the SEMP for the appointment of staff, management of municipal resources and the coordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies that may occur within the municipal boundaries. This includes management of:
- Risk management, prevention and mitigation
- Community Preparedness
- Provision of emergency relief to affected persons
- Provision of municipal resources to control and relief agencies during response and recovery
- Secondary assessment of the impact of the emergency
- Recovery coordination within the municipality.

4.5. MUNICIPAL RESOURCES

Municipal resources are resources that are owned or under the direct control of the municipal council. The MEMO is authorised and responsible for activating and coordinating provision of municipal resources in support of response and recovery activities.

The MEMO, after discussion with the requesting agency and the Municipal Emergency Response Coordinator (MERC), may establish conditions or limits to the provision of municipal resources.

Where resources are not owned or under direct control of Council, the MEMO may act as an acquisition agent. In this instance, the requesting organisation will remain responsible for any costs associated with the resources and arrange for delivery and return of resources.

It is expected that Response Agencies (based on their risk assessment of the municipality) will identify to Council any resources that they require Council to hold for emergency management purposes. Details can be found in the Technical Resources Sub-plan. Additionally, Council will support agencies in the provision of facilities and other resources for staging areas, assistance for Victoria Police with evacuations. The MEMO will authorize resources to provide for the clearance of blocks drains, local road, tree removals and road closures and alternative routes (refer to Council's 2017-2021 Road Management Plan).

Under the Emergency Management Acts (1986 and 2018), a number of appointed municipal roles are required. Full details of the responsibilities of each role is contained in Appendix A.

4.6. KEY MUNICIPAL ROLES

Table 13: Abbreviations table

Title	Abbreviation	Position in organisation
Municipal Emergency Manager	MEM	General Manager Community
MEMPC Executive Officer	MEMPC EO	GM Community EA
Municipal Emergency Management Officer	MEMO	Coordinator Emergency Management
Deputy Emergency Management Officer	DMEMO	
Municipal Recovery Manager	MRM	Coordinator Climate Emergency
Municipal Fire Prevention Officer	MFPO	
Municipal Emergency Response Coordinator	MERC	Vic Pol
Municipal Emergency Coordination Centre Manager	MECC	Coordinator Health Protection
Emergency Management Liaison Officer	EMLO	EA to GM, Operations & Capital
Emergency Relief Centre Manager	ERC	Facilities Resource Planner

4.6.1. Municipal Emergency Manager (MEM)

The City of Darebin has appointed a MEM to oversee councils emergency management responsibilities, including the policies, governance, operational readiness required at the municipal level.

4.6.2. MEMPC Executive Officer

An MEMPC Executive Officer has been appointed to perform the secretariat function for Darebin MEMPC. This is a support role to all formal emergency management roles.

4.6.3. Municipal Emergency Management Officer (MEMO)

The Municipal Emergency Management Officer (MEMO). The MEMO function is on call 24/7 and has access to Council buildings, infrastructure, information services and communications. The MEMO is authorised to activate any of the Plans, required personnel and resources for the emergency. The MEMO advises the MEM who liaises with the other Emergency Management personnel at Council and the REMPC The MEMO advises the MEM who liaises with the other Emergency Management personnel at Council and the REMPC, The MEMO activates the involvement of the MRM and/or deputy in the management of the emergency. The MEMO has at least two deputies.

4.6.4. Municipal Recovery Manager (MRM)

In line with Section 59H of the *Emergency Management Legislation Amendment Act 2018*, Darebin City Council must appoint Municipal Recovery Manager (MRM). The MRM may delegate duties to provide for effective management of the recovery functions.

4.6.5. Municipal Fire Prevention Officer (MFPO)

The role of the municipal fire prevention officer (MFPO) is appointed pursuant to Section 5A of the *Fire Rescue Victoria Act 1958*. Darebin City Council is currently recruiting a Municipal Fire Prevention Officer (MFPO) and this is supported by a relevant Deputy position.

4.6.6. Municipal Emergency Response Coordinator (MERC)

The Municipal Emergency Response Coordinator (MERC) role is undertaken by VicPol and is responsible for bringing together agencies and resources within a municipal district to support

the response to emergencies. The Officer in Charge at the Northcote Police Station is the appointed MERC for the City of Darebin.

The City of Darebin has appointed personnel to fulfil the following additional operational roles:
- Municipal Emergency Coordination Centre (MECC) Manager
- Emergency Management Liaison Officer (EMLO)
- Emergency Relief Centre (ERC) Manager

Note: Appendix A provides further information on the duties/responsibilities of the above roles.

4.7. OPERATIONAL AND RESOURCE MANAGEMENT

The MERC, in consultation with the MEMO and MRM, may request that the Municipal Emergency Coordination Centre be opened. At the same time, it is recognised that the municipality may already have many requests from the community being managed at Council level through what is known as an Operation Centre. The MERC, MEMO or MRM may operate from an Incident Control Centre to support multiagency coordination. For large scale or complex emergencies, the MEMO or MRM may activate an EMLO into the Incident Control Centre, to maintain oversight over both multi-agency and council operations.

4.8. MUNICIPAL EMERGENCY CO-ORDINATION CENTRES (MECC)

When activated, the MECC will coordinate council operations during response, to support the Incident Control Centre. The MECC may also activate to support a neighbouring municipality. Administrative staff for the MECC will be drawn from municipal employees.

Provision of MECC functions may in the first instance be conducted remotely. The MERC may request activation of an identified MECC if required or continue with a virtual MECC. The MECC supports response, relief and recovery activities.

The PRIMARY MECC for Darebin City Council is:
Darebin Municipal Offices Conference room, 350 High Street, Preston.

The ALTERNATIVE MECC within Darebin Council are:
- Reservoir Depot Training Room 1, 15 Carawa Drive, Reservoir
- Northcote Town Hall, 189 High Street, Northcote. (If not used as an ERC at the time of the Emergency)

4.9. DEBRIEFING ARRANGEMENTS

Agency and multiagency debriefs should take place as soon as practicable after any significant emergency as deemed appropriate. For local level emergencies, the MERC is responsible for ensuring the control agency organises an operational debrief with all participating agencies as soon as practical after the cessation of response activities. The aim of the debrief is to assess the adequacy of the response activities and recommend changes to relevant agency plans and future operational response activities.

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

4.10. FINANCIAL CONSIDERATIONS

Financial accounting for municipal resources utilised in emergencies must be authorised by the MEMO and/or MEM and shall be in accordance with the normal financial arrangements of Darebin City Council. Control agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets.

Depending on the magnitude of the emergency some government financial assistance may be available for mitigation (including preparedness), Response (including readiness and relief) and recovery activities.

Darebin City Council is accountable for any monies donated as a result of any emergency event and will implement systems to receive and account for all such donations. Control agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets.

Depending on the type and magnitude of the emergency, some government financial assistance may be available for mitigation (including preparedness), Response (including readiness and relief) and recovery activities.

Financial accounting for municipal resources utilised in emergencies must be authorised by the MEMO or the MRM. Darebin City Council may establish a process for managing monies donated as a result of any emergency event and will implement systems to receive and account for all such donations.

Crisisworks will be utilised to detail council's financial costs during an emergency. If required, a financial team will be established to ensure all costs relating to an emergency are managed in accordance with Darebin City Council requirements.

4.11. PUBLIC INFORMATION AND WARNINGS

Emergency warnings and information assist the community to make informed decisions about their safety. Warnings are used under specific circumstances where community action is necessary primarily to protect lives and also for the protection of property and the environment. The warning arrangements are set out in Communications in the SEMP Page 26.

Sections 42 and 43 of the EM Act 2013 provides for warnings and information in relation to fires in Victoria. The provisions of the warning and information must be consistent with any guidelines, procedures and protocols developed by the Emergency Management Commissioner. For all other emergencies the incident controller is responsible for issuing warnings and community information during an emergency and prior to the transition to recovery. Following this, municipal councils coordinate local relief and recovery public information and messaging, in connection with regional or incident joint public information committees as required.

Considerations should be made for the community to be able to access consistent information from a variety of sources. Within the municipality, warning systems and information used include:
- Emergency services websites
- Radio and television
- Voice and SMS phone messaging
- Email

- Social media
- Targeted print media

The use of targeted and general wide-reaching information should be considered dependent on the emergency. Details of information and warning systems used for specific emergencies can be found in the sub-plans to the MEMP.

5. PREVENTION ARRANGEMENTS

5.1. THE ROLE OF AGENCIES, COUNCIL AND COMMUNITY

The prevention and mitigation of emergency events impacting the City of Darebin, which pose a significant threat to the people and communities of the City of Darebin is a shared responsibility between community members, agencies, and all levels of government.

The MEMPC plays a lead role in prevention and Sub plans by identifying potential hazards and risks. The MEMPC will nominate agencies (including those represented on the MEMPC) to investigate, report and make recommendations on managing the most significant and likely threats to the health and wellbeing of the people of Darebin.

Agencies are listed as participating agencies for these mitigation activities, which are undertaken within the context of additional legislation, regulation and government policy that sits outside the EM sector.

Together with participating agencies and the MEMPC, Darebin City Council has a key role in prevention and mitigation activities. Council's development and enforcement of policies in land use, building codes and regulations, urban planning, community development, economic development and environmental management, combine to ensure the likelihood and impact of emergencies on Darebin communities is reduced.

The Climate Emergency is considered to be a driver of more frequent and harsh weather contributing to an increase in expected emergencies due to the increase in heatwaves and extreme weather events.

5.2. PREPAREDNESS

It is expected that all agencies and organisations, identified in this MEMP, will have adequate planning and resourcing to ensure they are able to meet their identified roles and responsibilities. This includes personnel, resources, training and exercising, command structures, communications capacity and operating guidelines appropriate to their identified role.

As part of mitigation and preparedness, it is important to build the capacity of individuals, communities and businesses to make their own decisions and to work with agencies. Some of the examples of expectations include:
- community members being self-sufficient for a defined period (e.g. up to 72 hours) after an emergency event,
- the expectation that community members have a home emergency kit, or
- the expectation that community members moving houses proactively inform themselves of the emergency risks in their new neighbourhood.

Agency planning for communities
Department of Families Fairness and Housing: Preparing for Emergencies Reference Guide

Australian Red Cross: [Resources to help you | Australian Red Cross.](#)
                         [Culturally and Linguistically Diverse Communities](#)

5.3. COMMUNITY EMERGENCY RISK ASSESSMENT

The all hazards risk tool, (CERA) Online has been developed to assist municipalities with their risk assessments. CERA Online provides a platform to record, review and track risks, mitigations, causes and impacts of municipal risks across the state.

During the preparation of this MEMP, a CERA process was undertaken to review potential natural and manmade hazards within the municipality and the risk they pose on the community. The history of their occurrence, the nature of each hazard and potential impact to the community, especially community vulnerability, have been considered during the analysis process.

The MEMPC has the responsibility for undertaking the CERA and for ensuring that the most significant risks are managed in a coordinated way. As part of an ongoing process of risk identification, mitigation and management, the MEMPC will create opportunities for Darebin community members to contribute to the development of the MEMP. The CERA document is available via the Crisisworks platform.

Table 14: CERA Residual Risks

Hazard	Residual Risk	Control Agency	MEMPC Action
Pandemic (Human disease)	Medium	Department of Health	Sub-plan
Essential Services Disruption	Medium	Department of Environment, Land, Water and Planning	Maintain current readiness
Storm and Flood	Medium	Victoria State Emergency Service	Sub-Plan
Fire- Structural/ Residential fire	High	Fire Rescue Victoria	Maintain current readiness
Extreme Temperatures (heat and cold)	High	Emergency Management Commissioner	Sub-plan
Civil disturbance	Medium	Victoria Police	Sub-plan

5.4. THE ROLE OF COUNCIL

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

5.5. COMMUNITY EDUCATION STRATEGIES

Community education is undertaken individually by responsible agencies and jointly with MEMPC agencies to develop community resilience and ensure that there is a greater understanding of potential emergencies in Darebin. Education is undertaken in a variety of ways for various communities such as school presentations, targeted communication specifically for vulnerable groups, more generally via the Darebin Leader and via social media in the form of Facebook, Twitter and on agency websites. Communication and education

supports community resilience and the preparedness of communities to plan for, respond to and recovery from emergencies.

Targeted programs to support the most vulnerable communities from extreme weather such as extreme heat has been undertaken in conjunction with the Urban Heat Island Effect Action Plan, which is a Council priority.

5.5.1. Community Education

Table 15: Community Education Strategies and actions

Hazard	Description
Fire	Public information is delivered in a variety of ways to residents living in the Gresswell Grange and Lancaster Gate areas of the municipality, bordering La Trobe University and grasslands.
Extreme Heat	Targeted information and education to vulnerable populations and general population
Flood and Storm	Local VicSES Unit undertakes door knocking education and information for at risk properties as identified in the Flood and Storm Plan and Local Flood Guides.
Other/General	Council provides regular messaging regarding current emergencies via social media and print media and at council facilities. Information available on council website and other MEMPC agency websites for emergency preparedness. Resilience and Emergency Planning Forum held for Community Council provide information and updates to local community groups/agencies via the Darebin Emergency Relief Network

6. Recovery

6.1. INTRODUCTION

The objective of emergency response activities in Victoria is to reduce the impact and consequences of emergencies on people, communities, essential and community infrastructure, industry, the economy, and the environment. Response arrangements in the City of Darebin are consistent with those laid out in the SEMP.

6.2. CONTROL AND SUPPORT AGENCIES

The SEMP identifies Control agencies and support agencies in the State of Victoria. These arrangements apply in the City of Darebin, unless otherwise specified. Further information can be found in the SEMP Roles and Responsibilities document. Incident management systems can be applied across all phases of emergency management, from mitigation through to recovery and extend beyond response command.

Council as a support agency in response, can be contacted by the control agency or Victoria Police via the 24-hour emergency contact number (detailed in appendix B) to support the emergency needs. This call will be directed to the MEMO who has the authority to activate resources to respond to an emergency.

6.3. SOURCING SUPPLEMENTARY RESPONSE RESOURCES

Agencies should exhaust all resources owned or directly within their control before requesting assistance from elsewhere.

The Control Agency is able to request the use of council-managed (or contracted) resources to supplement emergency response within the city of Darebin, if such resources cannot be

reasonably sourced by other means. The Sourcing Supplementary Response Resources Practice Note in the SEMP clarifies the policy and procedures governing the sourcing of supplementary emergency resources by Control Agencies.

The requesting agency is responsible for making appropriate arrangements for the delivery and return of supplementary resources.

Council is expected to provide resources owned or directly under its control at no cost, however Council may set limits on this supply. If resources are needed that are not in Councils control, then Council may act as an acquisition agent, but the requesting agency will be responsible for all arrangements, costs, and liabilities.

Agencies that, based on the Community Emergency Risk Assessment, identify resources that might be required for response activities which are additional to Councils usual holdings, must identify this requirement to Council via the MEMPC.

The NWMR EM Collaboration Municipal Emergency Recovery Guidelines is a key document for the use of Darebin City Council in recovery. These Guidelines can be found in Crisisworks.

6.4. IMPACT ASSESSMENT

Impact assessment is the collection and reporting of information on the impact of emergencies in order to inform priorities in consequence management and the provision of relief and recovery services. There are three stages of impact assessment:

- **Initial impact assessment** (24-48 hours after access to the area): Response agencies undertake initial impact assessments which can help inform relief activities.
- **Secondary impact assessment** (within four weeks): Impact assessment for relief and recovery requires an additional layer beyond the initial impact assessment, which includes a comparison with base-line information. Those responsible for recovery coordination at each tier are responsible for coordinating the secondary impact assessment, which is a subsequent progressive and more holistic assessment of the impact of the event on the community. It takes into account built and natural environments, social and economic impacts and resulting community needs.
- **Post-emergency needs assessment** (can take up to twelve months or more depending on the scale *of the event*): Those responsible for recovery coordination at each tier are also responsible for coordinating the post-emergency needs assessment. This assessment estimates the longer term psychosocial impacts on a community, displacement of people, the cost of destroyed assets, and the impact that the destruction of assets and business disruption has on how members of a community live and connect with one another. This assessment informs the medium to longer term recovery process, options for development, and builds the knowledge base of the total cost of emergencies that informs risk management.

The NWMR EM Collaboration has developed a Municipal Secondary Impact Assessment Guide that will be utilised in undertaking Council's required impact assessments. The document can be found on Crisisworks.

Figure 15: Diagram of the impact assessment process
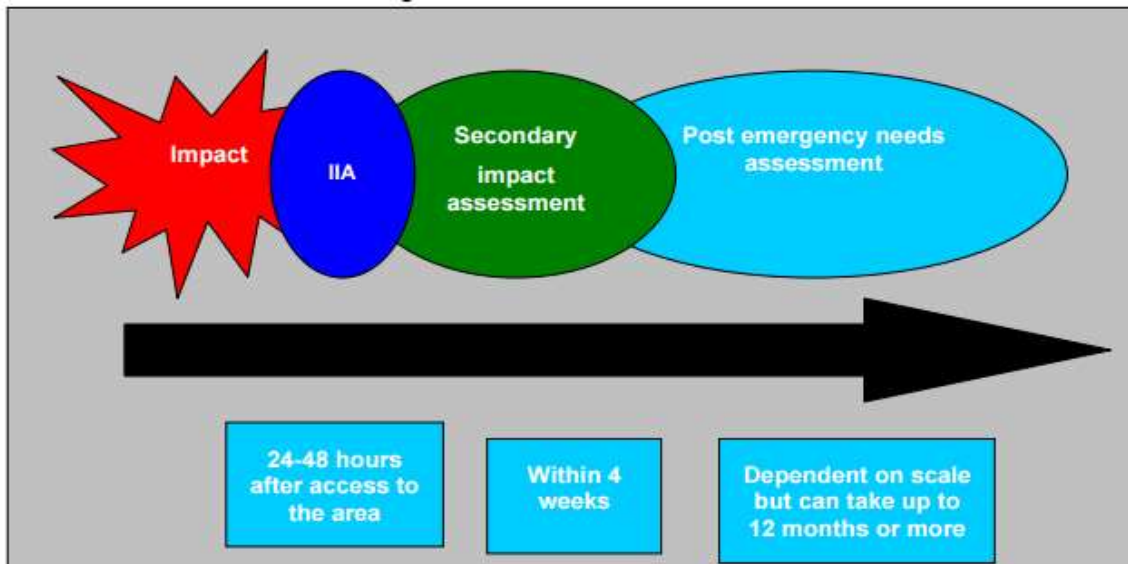
7. RELIEF AND RECOVERY ARANGEMENTS

7.1. BACKGROUND

Under Victoria's Emergency Management Arrangements, councils are responsible for the coordination of relief and recovery at the local level. To meet these responsibilities and detail the municipal arrangements, the MEMPC has developed the City of Darebin Relief and Recovery Plan, and adjunct to this MEMP, which can be accessed through the Municipal Recovery Manager (MRM) and is available on Crisisworks.

The Relief and Recovery Plan is enacted by the MRM or one of several designated deputies. It includes detailed information regarding the main relief and recovery arrangements.

7.2. CONTEXT OF EMERGENCY RELIEF AND RECOVERY

Relief and recovery are integral aspects of emergency management, which also includes preparedness and response. As shown below (figure 15), emergency response, relief and recovery activities are often undertaken concurrently.

Figure 16. Emergency Relief and Recovery Activities Over Time
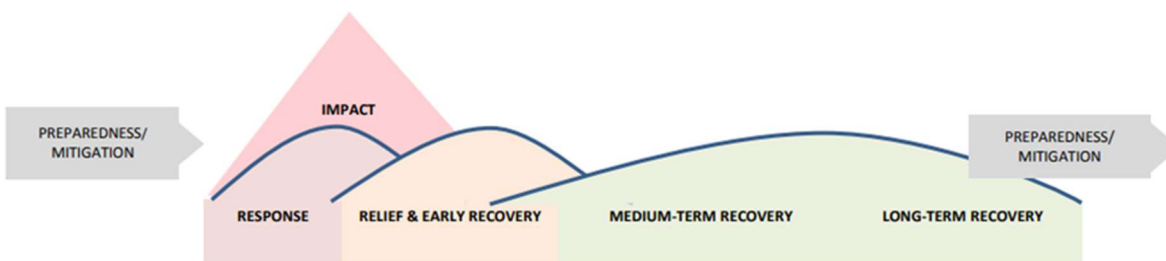
Emergency relief and recovery is a consequence driven process, which allows individuals, families and communities to access information, specialist services and resources.

The provision of support and essential needs to people affected by an emergency is the first stage of emergency recovery. In this respect, emergency relief functions are well integrated within early recovery activities.

Whilst an emergency is likely to cause disruption, it is important to recognise that relief and recovery activities do not begin with a blank canvas. Activities should be delivered in context of the existing community aspirations and building on community development work (including emergency preparedness) already undertaken. This will include maximising use of existing local community services, community leaders and representative structures where possible.

7.3. EMERGENCY RELIEF SERVICES AND COORDINATION

Emergency relief as defined in the SEMP *"as the provision of assistance to meet the essential needs of individuals, families and communities during and in the immediate aftermath of an emergency".*

Responsibilities for relief activation rests with the Incident, Regional and State Response Controllers, in collaboration Darebin City Council as the municipal coordination lead. Relief may be required for major and non-major emergencies This includes Emergency Food relief in Pandemic Emergencies. It also includes the following services and activities:

Table 16: Relief Coordination

The [SEMP Roles and Responsibilities](#) provides further details relating to relief functions.

Relief Function	Responsible Agency
Animal Welfare	City of Darebin
Community relief information	City of Darebin
Disbursement of material aid	The Salvation Army
Drinking water for households in no-reticulated areas	Melbourne Water
Emergency financial assistance	Department of Families, Fairness and Housing
Emergency shelter	City of Darebin
Food and grocery supply continuity	Department of Jobs, Precincts and Regions
Food and water	Australian Red Cross
Health and medical assistance and first aid	Ambulance Victoria
Psychosocial support	Australian Red Cross/ Victorian Council of Churches Emergencies Ministry
Reconnecting family and friends	Australian Red Cross

7.4. EMERGENCY RELIEF CENTRES

Emergency Relief Centers (ERCs) are established to meet the essential support needs of people displaced by emergency events. Darebin City Council is responsible for planning, preparing and managing ERCs. Details of Council premises identified to be used as ERCs within the City of Darebin can be found in the Relief and Recovery Plan and Relief Sub-plan.

Relief support agencies will provide specified services in a relief center including security, psychological support, financial assistance, first aid and reconnecting family and friends. The Collaboration has developed Emergency Relief Centre Standard Operating Guidelines which will be utilised in conjunction with the Relief Sub-plan. Both documents are available through the MRM and via Crisisworks.

7.5. RELIEF AND RECOVERY INTERFACE

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

Recovery focuses on the longer-term needs of the community. A Recovery Centre may be established to provide support, information and services to meet community needs at a single point at the local level.

7.6. TRANSITION TO RECOVERY

During the response phase, a plan will be developed to transition from response to recovery. The Incident Controller will take a lead role in facilitating transition to recovery, working with the MRM, as it marks the end of the response phase which the Incident Controller leads and manages. The MRM must be involved early in the process to gain a clear understanding about activities to be transitioned, along with associated information requirements. An important component of transition is a seamless transition of communications where relief and recovery messaging should be integrated with response information as early as possible.

Initiation of recovery coordination, planning and delivery of recovery activities should not rely on formal transition and can be undertaken alongside response and relief. This applies to Class 1, 2 or 3 recovery arrangements. Pre-event recovery planning should be undertaken as part of emergency preparedness.

In major emergency events where there is significant impact on communities, recovery planning and management should be integrated into the Incident Control System. Transition from response

to recovery should be based on the needs of the impacted community and be a phased change reflecting shifts in priorities. Agencies involved in the response may also make significant contribution to the recovery effort.

The Incident Controller, MERC and MRM, along with other relevant agencies should start planning for the transition to municipal level recovery as soon as possible following the initial impact of a major emergency (noting some emergency recovery may be coordinated at state or regional level). In some situations, the Incident Controller may physically hand over to the MRM, response facilities and/or resources to be utilised in recovery activities. This will only occur after agreement has been reached, and after any necessary documentation has been completed to the mutual satisfaction of the response and recovery coordinators. The Transition to Recovery Template found in EM-COP* should be utilised by the incident controller to enable transition.

Resources acquired for the response, which are not required for recovery, remain under control of the requesting response agency. That agency is responsible for their return or disposal. EMV's *An Agreement for Transition of Coordination Arrangements from Response to Recovery* includes a schedule of transition arrangements

* EM-COP is a web-based information gathering, planning and collaboration tool that runs on any full screen device with a modern browser such as desktop computers, laptops and tablets. It is provided and managed by the State Government to all agencies who may work in Emergency Management.

7.7. RECOVERY

Recovery from emergencies is a developmental process of assisting individuals, families, neighbourhoods and communities to manage the re-establishment of those elements of society necessary for their wellbeing.

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.

Wherever possible, the existing municipal services will be implemented as a first response to a recovery need. Recovery information and recovery services need to be readily accessible to affected individuals, families and communities and be responsive to their needs and expectations.

Recovery is defined in the Emergency Management Act 2013 as *the assisting of persons and communities affected by emergencies to achieve an effective level of functioning"*

Recovery operations involve cooperation between all levels of government, non-government organisations, community agencies, the private sector, affected communities and emergency organisations.

In the City of Darebin, recovery management will be based on the Four Environments of Recovery model.

- **Social Environment** – the emotional social, spiritual, financial and physical wellbeing of individuals and communities
- **Economic Environment** – the revitalisation of the economy of the community to ensure as far as possible that the wellbeing of a community is restored
- **Built Environment** – the restoration of essential and community infrastructure
- **Natural Environment** – the rehabilitation of the environment

Figure 17. Recovery Environments

The four environments are interrelated and co-dependent and should not be considered as functions, but as environments in which to identify needs, coordinate activities and focus recovery activities. They must not be treated independently or managed separately. The SEMP provides further details on the relevant state government agencies and departments responsible for coordinating recovery across each environment.

The four environments and their functional areas as described in the SEMP can be adapted to meet the needs of people and communities affected, such as consideration for Aboriginal Culture and Healing.

Functional services and arrangements will be determined based on the four environments and community need and may include:

- Food and water
- Material needs
- Personal support and psychological first aid
- Shelter and accommodation
- Financial aid
- Animal Welfare
- Public Health
- Legal Aid
- Information
- Other functions as required by the community

There are a number of services that occur across all recovery environments that are outlined in Table 16: Recovery coordination for services across all environments.

7.8. RELIEF AND RECOVERY PLAN

The City of Darebin Relief and Recovery Plan is an adjunct to the MEMP and details the arrangements and operational roles and responsibilities for coordinating and managing the provision of relief and recovery affected people and communities.

The Relief and Recovery Plan is maintained by the MRM and is available through the MRM and via Crisisworks. Council's MRM in consultation with the MEMPC determines the need for and establishes a Municipal Recovery Committee

7.9. COMMUNITY RECOVERY COMMITTEE

Where the impact and consequence of an emergency requires community input into the recovery process, one or more Community Recovery Committees (CRC's) may be established.

A CRC should consist of a variety of representatives within the community impacted by the emergency. This may be local leaders, community groups, business groups and others and should be representative of the community profile and cover the four recovery environments as detailed above. It is important to ensure that the community is enabled to make choices and decisions for their own recovery. This is also important in improving community resilience.

The Darebin Relief and Recovery Plan provides further information about the community recovery committee including draft terms of reference for the committee.

Council will facilitate and resource the establishment of Community Recovery Committee(s) and provide administrative support.

7.10. NATURAL DISASTER FINANCIAL ASSISTANCE (NDFA)

Victoria's Natural Disaster Financial Assistance (NDFA) scheme is available to relieve some of the financial burden that may be experienced following an eligible disaster (such as a bushfire or flood) or terrorist act, in accordance with the Australian Government's Disaster Recovery Funding Arrangements (DRFA).

The arrangements help to support relief and recovery efforts undertaken immediately before, during and after an eligible event. The arrangements are intended to complement other strategies including insurance and are only available to eligible undertakings including municipal councils.

If agreed to in advance, NGOs, Volunteer Groups and private organisations are able to be reimbursed by a Control Agency or Council for services or costs incurred.

8. ADDITIONAL FUNCTIONAL ARRANGEMENTS

There are a range of functions and services required to support the management of emergencies in the City of Darebin. For many of the functions or services there will be Functional Sub-plan (a subordinate plan of the MEMP), developed by the City of Darebin with support from relevant agencies. These sub-plans will be endorsed by the MEMPC. A number of functions will also be supported by standard operating guides and guidelines developed by the NWMR EM Collaboration and utilised by the City of Darebin and relevant agencies. These are found in Crisisworks and include:

- Emergency Relief Centre Standard Operating Guide
- Municipal Secondary Impact Assessment Guide
- Municipal Emergency Recovery Guide

Below provides an overview of each Functional Sub-plan. Where deemed necessary, the "Functional Chair" for each function will prepare and maintain a Functional Sub-plan in association with nominated support agencies. The Functional Sub-plan will be provided to the MEMPC consideration and endorsement. The Functional Sub-plan can be accessed through the contact person listed below or via Crisisworks.

Table 17: Functional Sub-plan

Function	Description	Functional Chair
Relief	This Sub-plan provides operational and functional arrangements of stakeholders to ensure relief for non-major emergencies and Emergency Relief Centres for larger emergencies are established to provide the essential life support needs of people displaced by emergencies. This Sub-plan should be read in conjunction with the NWMR EM Collaboration Emergency Relief Centre Standard Operating Guide	Municipal Recovery Manager
Public Health	Emergencies may be caused by or result in environmental health hazards such as smoke, waste disposal, sewage, air and water quality, food safety, asbestos, etc. This does not replace but supports the Pandemic Influenza Sub-plan.	Coordinator Health Protection
Technical Resources	Resources to support emergency operations are available through Council and from the broader community. A range of resources are available including plant and equipment, facilities and mapping services. Council is expected to provide its resources and those under its direct control (including contracted resources).	Municipal Emergency Management Officer

9. Appendix A Municipal Emergency Roles and Responsibilities

Note- additional information relating to the roles and responsibilities of specific staff can be found in relevant functional sub-plans and guidelines

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

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 (EM Act 2013 s60AK).

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, these are clearly identified as modifications.

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.

Table 18: Council appointed roles and responsibilities

Role and deputy	Responsibilities
Municipal Emergency Manager (MEM)	The suggested roles and responsibilities for the MEM are: • chair the Risk Management Group; • coordinate a range of risk reduction activities to ensure maximum efficiency and synergy is obtained; • liaise with the community on all safety matters and support staff and groups designated to deal with specific risks; • track the progress of risk treatment programs. • chair the MEMPC; • ensure the MEMP 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 MEMO, MRM and MFPO; • ensure that an MECC can be activated at short notice in event of an emergency; • arrange meetings of the MEMPC or the Municipal Emergency Coordination Group as appropriate during an emergency; • maintain effective liaison with all regional, state or Commonwealth emergency related agencies servicing the municipal district; • 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; • ensure that applications for expenditures eligible for assistance from State sources are submitted to appropriate agencies; • ensure that debriefing sessions are held for any response and recovery operation after an emergency to examine effectiveness of the MEMP, and upgrade it as necessary;

Role and deputy	Responsibilities
	• keep the Council and Chief Executive informed on emergency management activities, including the presentation of an annual report on activities that includes expenditure incurred by the council during the previous 12 months.
MEMPC Executive Officer	The Executive Officer plays is a secretariat role of the MEMC and performs the following tasks: • arrange meetings • minute meetings • distribute agendas, minutes and correspondence to members • distribute amendments to the MEMP
Municipal Emergency Management Officer (MEMO)	Council must appoint a Municipal Emergency Management Officer/s (MEMO), the role of the MEMO is to: • coordinate municipal resources in emergency response • provide council resources when requested by emergency services or police during response activities; • maintain effective liaison with emergency agencies within or servicing the municipal district; • maintain an effective contact base so municipal resources can be accessed on a twenty-four hour basis; • keep the municipal emergency coordination centre(s) prepared to ensure prompt activation if needed; • liaise with the MEM and the MRM on the best use of municipal resources; • organise a response debrief if requested by the Municipal Emergency Response Coordinator (MERC), an appointee of Victoria Police; • ensure procedures and systems are in place to monitor and record expenditure by the council in relation to emergencies; and • perform other duties as determined. (SEMP Page 63)
Municipal Recovery Manager (MRM)	The MRM should be a senior officer, as the recovery process can involve many aspects of council's activities over a considerable period. If the MEMO is also the MRM, special planning is needed to minimise a clash of priorities in the early stages of dealing with emergencies, as response and recovery activities will be operating simultaneously. The role of the MRM to: • coordinate municipal and community resources for recovery; • assist with collating and evaluate information gathered in the post impact assessment; • establish priorities for the restoration of community services and needs; • liaise with the MEM and MEMO on the best use of municipal resources; • establish an information and coordination centre at the municipal offices or a location more appropriate to the affected area; • liaise, consult and negotiate with recovery agencies and council on behalf of the affected area and community recovery committees; • liaise with the regional recovery committee and Department of Families Fairness and Housing; • undertake other specific recovery activities as determined. (SEMP Page 66)
Emergency Management Liaison Officer (EMLO)	Support agencies may provide or may be requested by an emergency response coordinator or controller to provide an emergency management liaison officer(s) (EMLO) to the State Control Centre, Regional Control Centre or Incident Control Centre. An EMLO: • represents the agency in the relevant control centre • may represent the agency at the IEMT or REMT, if the relevant agency commander is unable to attend (not the SEMT, where a senior agency representative is required to attend) • should be empowered to commit, or to arrange to commit, the resources of the agency to respond to an emergency • provides advice in relation to the role and activities of the agency • should maintain ongoing communications with the agency. Where an EMLO cannot be deployed to a particular location, the EMLO may perform the role from a remote location, for example through a teleconference or video conferencing link.
Municipal Emergency Coordination Centre (MECC) Manager	MECC Manager ensures that all systems relating to the running of the MECC are operating in a manner that supports the emergency response and recovery effort. Duties include (or may be delegated to MECC staff): • Set up of the MECC, ensuring that the MECC is adequately resourced with personnel and equipment to operate for the duration of the response and recovery operations • Registration of personnel arriving/departing the MECC • Recording and updating the message or request handling system, and whiteboard information • Operation of information technology and communications • Provide support staff within the MECC with information and advice to ensure that they can perform operational functions as requested • Ensure that catering arrangements are in place

Role and deputy	Responsibilities
	• Ensure all attendees are provided with appropriate breaks including meal breaks to maintain operational effectiveness • Ensure all council staff at the MECC operate in accordance with Occupational Health and Safety (OHS) and Workplace Agreement guidelines in relation to shift times • Welcome people entering the MECC, provide orientation, introductions and familiarisation with procedures. This may include providing appropriate identification for personnel within the MECC, such as nametags • Ensure appropriate security and privacy within a MECC facility. In particular, ensure that only authorised personnel enter. Those who are unauthorised (media, staff without MECC roles and councillors) should not be within a MECC facility. (MAV, Local Government emergency management handbook, 2015)
Municipal Fire Prevention Officer (MFPO)	The Country Fire Authority Act and the Metropolitan Fire Brigades Act 1958 require each municipal council to appoint a fire prevention officer (generally known as a Municipal Fire Prevention Officer) and any number of assistant fire prevention officers. With the introduction of the Integrated Fire Management Planning framework, a Municipal Fire Management Plan may be developed as a sub-plan to the MEMP or the risk may be dealt with by the MEMP. The role of the MFPO is to: • undertake and regularly review council's fire prevention planning and plans (together with the Municipal Fire Management Planning Committee (MFMPC), if one exists); • liaise with fire services, brigades, other authorities and councils regarding fire prevention planning and implementation; • advise and assist the Municipal Emergency Management Planning Committee (or MFMPC) on fire prevention and related matters; • ensure the MEMP contains reference to the Municipal Fire Management Plan; • report to council on fire prevention and related matters; • carry out statutory tasks related to fire prevention notices and infringement notices; • investigate and act on complaints regarding potential fire hazards; • advise, assist and make recommendations to the general public on fire prevention and related matters; • issue permits to burn (under s. 38 of the Country Fire Authority Act); and • facilitate community fire safety education programs and support Community Fireguard groups in fire-prone areas. Support fire services in the delivery of community fire safety education programs.
Emergency Relief Centre (ERC) Manager	The ERC Manager manages the relief operations at the ERC. They are responsible for providing a safe and healthy environment for all council staff, contractors, agency staff and volunteers working in the ERC, and members of the public attending the ERC. Duties include: • Manage the relief operations at the ERC • Provide the necessary approval for and support to agencies to operate in the ERC • Ensure robust communications are maintained with the MRM, organisational management, team leaders and agencies on site • Provide a safe and healthy working environment for all council staff, contractors and volunteers in the ERC • Provide an environment in which members of the public have access to relief requirements and a safe environment.

10. Reference list/Bibliography

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