



Municipal Emergency Management Plan

A153713

29 JULY 2010

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AMENDMENT RECORD

AMENDMENT NO	DATE OF ISSUE	REFERENCE	AMENDED BY
1	August 1999	Full Plan	MERO
2	June 2000	Full Plan	MERO
3	June 2005	Full Plan	MEMPC
4	February 2006	Amendment Record - Page 1 Area Description - Pages 5-8 Contact Numbers - Pages 49-57 Appendices - Pages 58-80	MERO
5	June 2006	Table of Contents – Page i, ii Amendment Record - Page 1 Contact Numbers - Pages 49-59 Appendices: Pages 60-87 Insert New Appendix H - Victorian Public Transp Maps – Page 88	MERO
6	February 2007	Amendment Record – Page 1 Contact Numbers – Pages 49-59 Appendices - Appendix E - Distribution List - Pages 79-81 Maps – New Map No. 3 – Centres for Management & Community Evacuation	MERO
7	July 2007	Full Plan with the exception of Maps 1, 2 & 3	MERO
8	April 2008	Amendment Record – Page 1 Insert Certificate of Audit – Page 3A Management Arrangements – Pages 9-27 Prevention Arrangements – Pages 28-35 Contact Numbers – Pages 48-58 Appendices – Page 59 Appendix E Distribution List – Pages 78-80	MERO
9	September 2009	Table of Contents – Pages (i) and (ii) Amendment Record – Page 1 Area Description – Pages 5-8 Management Arrangements – Pages 9-27 Response Arrangements – Pages 36-37 Recovery Arrangements – Pages 38-40 Support Arrangements – Pages 41-47 Contact Numbers – Pages 48-58 Appendices – Page 59 Appendix A – Pages 60-64 Distribution List – Pages 78-80 Appendix L – Page 90 and attachment titled “Protocol for Inter-Council EM Resource Sharing” Maps – Page 91 Retain Maps and all section dividers	MEMPC
10	April 2010	Front Page Table of Contents – Pages (i) and (ii) Amendment Record – Page 1 Area Description – Pages 5-8 Management Arrangements – Pages 9-27 Prevention Arrangements – Pages 28-35 Contact Numbers – Pages 48-58 Appendix E Distribution List – Pages 78-80 Appendix J – CERM – All pages	MERO
11	July 2010	Full Plan. Retain all section dividers and Maps (3)	MERO

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FOREWORD

Hazards exist in every community whether they are recognised or not. Coping with hazards gives reason and focus for planning.

The economic and social effects of emergencies including loss of life, destruction of property and dislocation of communities are inevitable. However, our society actively seeks to reduce the incidence and effects of emergencies by using all available resources in a coordinated way.

Municipal Councils have an important role in emergency management as they have resources of their own, have access to many other resources within their communities and have vital information about their communities.

How well a community handles emergencies can be strongly influenced by its Council's attitudes, preparedness and involvement.

While response and recovery agencies are actively involved during and immediately after the emergency for a finite period of time, Councils have a responsibility for and commitment to the wellbeing of their communities all the time.

People will look to their Council, those with whom they deal with every day and whom they see as being their link with sources of assistance beyond the local community, for the information, advice and help they need to manage emergencies.

The City of Darebin Municipal Emergency Management Plan (MEMP) has been produced pursuant to Section 20(2) of the Emergency Management Act 1986. This Plan addresses the prevention of, response to and recovery from emergencies within the City of Darebin and is the result of the cooperative efforts of the Municipal Emergency Management Planning Committee (MEMPC) with assistance from Victoria State Emergency Service (Central) Regional Headquarters and recognises the previous planning activities of the municipal area.

Victoria's emergency management arrangements encourage an alert and informed community, an active and involved local government, agreed and coordinated arrangements for the utilisation of local resources and the resources of specialist agencies.

Note of Appreciation

Council officers wish to thank the staff at VICSES for their valuable assistance in the compilation and updating of this document.

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1. INTRODUCTION

1.1 MUNICIPAL ENDORSEMENT

This Plan has been produced by, and with the authority of, the City of Darebin pursuant to Section 20 (1) & (2) of the Emergency Management Act 1986.

The City of Darebin understands and accepts its roles and responsibilities as described in Part 4 of the Emergency Management Act 1986.

This Plan is a result of the cooperative efforts of the Municipal Emergency Management Planning Committee (MEMPC) after consultation with those agencies and organisations identified therein.

Certificate of Audit

A Certificate of Audit was issued to Darebin City Council on **29 August 2007** advising that the Council was audited in accordance with the Guidelines issued by the Coordinator in Chief of Emergency Management and has been assessed as "Complying with the Guidelines". The Council will be re-audited on 12 August 2010.

1.2 AIM

The aim of this Municipal Emergency Management Plan is to detail the agreed arrangements for the prevention of, the response to, and the recovery from emergencies that could occur in the City of Darebin as identified in Part 4 of the Emergency Management Act, 1986.

1.3 OBJECTIVES

The broad objectives of this Plan 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.

1.4 THREATS

A hazard analysis of all perceived threats to the municipality has been conducted by the MEMPC. This process is not intended to exclude any form of emergency and, to this end, this document has adopted a flexible "all hazards" approach.

A summary of the hazard analysis and its findings can be found in the "Prevention Arrangements" section of this Plan.

2. AREA DESCRIPTION

2.1 PROFILE OF THE CITY OF DAREBIN

The City of Darebin is located to the north of Melbourne within the inner and middle metropolitan area, and is home to approximately 135,000 people.

The municipality covers an area of 53 square kilometres and extends from Heidelberg Road in the south, to Mahoneys Road in the north, bounded by the Darebin Creek in the east and Merri Creek in the west. It includes the suburbs of Kingsbury, Bundoora, Reservoir, Preston, Thornbury, Northcote, Fairfield and parts of Macleod and Alphington.

Darebin is characterised by a diverse population of a mature age community, with over one third speaking a language other than English at home. The information in this section has been updated from the Council Plan 2009-2013.



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2.2 TOPOGRAPHY

Boundaries

The City of Darebin is located 3km north-east of Melbourne's Central Business District and is 53 square kilometres in area, stretching from Heidelberg Road in the south to Mahoney's Road in the north, the Merri Creek in the west and Darebin Creek in the east. The City includes the suburbs of Northcote, Fairfield, Alphington, Thornbury, Preston, Kingsbury, Oakhill and Reservoir. Darebin's immediate neighbouring Councils include Banyule, Moreland, Whittlesea and Yarra.

2.3 DEMOGRAPHY

Our Municipality

- The City of Darebin was formed on 22 June 1994 as part of Local Government amalgamations.
- Darebin has over 63,000 properties, including over 57,000 homes.
- Council has a Geographic Information System (GIS) that maps the municipality residents' details and precincts. It can also provide simulations based on information provided. This can be accessed via Council's GIS Officer who is located in the Information Technology unit based at Preston.

Maps

A detailed map of the area covered by this Plan can be found in the "Maps" section. See **Map 1**.


Access to Geographical Information System (GIS)

Darebin Geographical Information System (GIS) resource can be used in conjunction with hard copy maps and has two main applications:

1. Via Council intranet – **Intramaps** links to Pathway and CAMS databases and contains municipal locations, places of interest, Council assets and resident information - <http://prs-gis-01.darebin.vic.gov.au/IntraMaps60/>
2. If via Council website <http://gis.darebin.org/> - **DarebinGuide** is an external GIS showing municipal locations, places of interest, planning layers and parking.

Culture and Community

- Our diverse and multicultural community is considered to be one of the City's key assets. The Darebin Ethnic Communities Council (DECC) and Darebin Aboriginal Torres Strait Islanders Council (DATSIC) have been set up to enrich the cultural life of Darebin.
- Festivals and events in Darebin include the Darebin Festival, the Darebin Music Feast and the Darebin Festival of Kites.
- Darebin also has an extensive social infrastructure of clubs, sporting bodies, community and special interest groups.

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Attractions/Places of Interest

- Tourist attractions include Bundoora Park, where you can reach the highest peak above sea level in Melbourne by driving to the top of Mt Cooper, the Darebin Arts and Entertainment Centre where you can enjoy the arts and the ornamental Ray Bramham Garden, the Darebin Parklands and the Mausoleum at the Preston General Cemetery.
- Other varied attractions include Edwardes Park Lake, All Nations Park, Darebin International Sports Centre and La Trobe University.

People

- The City of Darebin is one of Melbourne's largest and most populous municipalities with approximately 135,000 residents.
- The City of Darebin is as diverse as any community in Australia, including an Aboriginal and Torres Strait Islander population of more than 1,100.
- Almost one third of Darebin residents were born overseas. The major contributing countries are Italy, Greece, China, the United Kingdom and India.
- Darebin residents speak a wide range of languages with 39% speaking a language other than English at home. The most common languages are Italian, Greek, Arabic, Mandarin and Macedonian.
- Darebin has a range of disadvantaged vulnerable groups many of which are identified through our sub plans.
- Over 25,000 Darebin residents are affected by a disability of some kind including physical disabilities and medical conditions, psychological and intellectual conditions or learning disabilities.
- One fifth of Darebin's population is aged 60 years and over and the population's average age continues to climb.

Employment and Industry

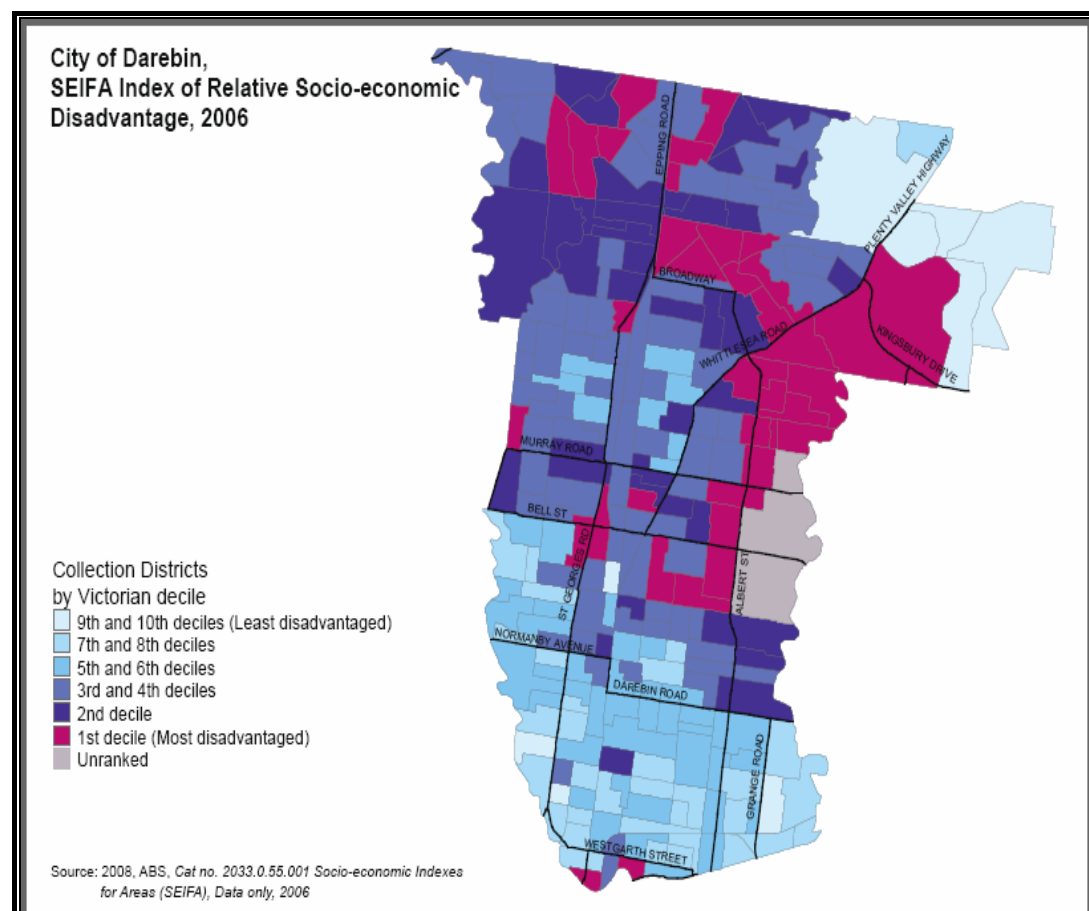
- Approximately 56,000 Darebin residents are employed in a wide range of industries. Employment is split roughly equally between four main industry sectors – retail, property and business services, health and community services and manufacturing. Together these four industries employ half of Darebin's working population.
- The City of Darebin is one of the municipality's largest employers with over 800 permanent staff on full or part time basis and many more in casual positions.

Facilities, Services and Infrastructure

- The City of Darebin has a wide range of facilities catering for people's health, recreation, 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. These include in excess of 600km of roads, 2,000kms of drains, 300 buildings, 450 hectares of parkland and over 65,000 street trees.
- The City of Darebin has a number of primary schools, secondary schools, colleges and universities, child care centres and aged care facilities.

Disadvantaged

Darebin has been identified as the fifth most disadvantaged municipality in the metropolitan area of Melbourne as reported by the SEIFA index of disadvantage. East Preston and East Reservoir are two areas of Darebin that have been ranked under the 'most disadvantaged' category within the SEIFA index. In December 2008 Darebin was also ranked along with five other municipalities in metropolitan Melbourne as having the highest (5.5%-8.2%) unemployment rate per population. Police data in June 2008 on assaults in Melbourne CBD identified Reservoir as the top postcode for charges laid over the assaults. Such data indicates the relationship between disadvantage, poverty and anti social behaviour.



Vulnerable Communities within Darebin

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
- People from Aboriginal or Torres Strait Islander background
- Isolated senior residents over 65 yrs of age
- Children under 5yrs

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- Chronic health issues including mental illness
- Homeless and housing stress
- Women and children experiencing family violence

2.4 HISTORY OF MAJOR EMERGENCIES / EVENTS

Homicide in an Aged Care Housing Estate – December 2009

In December 2009, an aged resident at Holme Street Housing Estate in Northcote was murdered. Council coordinated a community recovery committee.

Chemical Spill

A chemical spill at Visy packaging centre in Reservoir in December 2008. Council supported police and the Department of Education with evacuation and material aid.

Northcote Shooting

Death of a young man at the skate park in December 2008.. Council provided support and assistance to the family and affected community members.

Youth Homicide

In December 2008, a young man was killed at a social gathering in Reservoir. Council provided extensive support including a formalised recovery process.

Industrial Worksite Fatality

In May 2008, there was a public witnessed death of a worker on a Northcote building site. Council provided support to residents and ongoing recovery presence.

Boarding House Fire - December 2007

In December 2007, sixty-one residents of a local boarding house in Preston were rendered homeless. Council provided a relief and recovery centre, legal and housing advice, material aid and re-housing support.

Storm (1 in 500 years)

In December 2003, over 100mm of rain fell in many parts of Darebin. One of the worst hit areas was that of the Station Street shops.

Storm (1 in 100 years)

Each year Darebin receives around 600mm of rainfall. This equates to approximately 83.5 trillion litres or 7,700 Olympic size swimming pools.

The rain that fell on 27 December 1999 was about 60mm over a one hour period at Preston. This is roughly 10% of our average yearly rainfall in one hour. Council received over 300 calls from residents following the flooding from 27 December 1999.

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BOC Gas - Bell Street & Chifley Drive

A large gas explosion in approximately 1992-1993 blew the roof off part of the cylinder storage area and caused the closure of many roads including Bell, Chifley, Murray and Raglan Streets. Northland was sealed off with shoppers being forced to stay in the Centre for more than 2½ hours. The possibility of fumes, flying debris and further explosions were of concern.

Schools in the immediate area, including Northland Secondary College, Reservoir Secondary College, and Preston East Primary School were forced to keep students indoors.

Legionnaire Outbreaks

In November 1998, health authorities identified an outbreak of Legionnaire's Disease in Thomastown and Reservoir. In March 2006 an outbreak was identified in the East Preston area which resulted in one death.

Gas Crisis

In September 1998 there was an explosion at Esso's gas processing plant at Longford, Victoria, resulting in a prolonged interruption to Victoria's gas supplies. Council, through its Emergency Management Plan, put in place recovery aspects of the Plan.

Water Mains

Yan Yean Water Mains - Runs down Cheddar Road Reservoir, High Street Preston, and St Georges Road Northcote.

In 1994 the main burst near Shaftsbury Parade Northcote causing flooding to homes and properties in the water's path down to the Merri Creek. The day-long closure of St Georges Road and various side streets caused dislocation to traffic and public transport.

Merri Creek Mitigation Area

Sumner Avenue, Traill Street, Creek Parade Northcote and Anderson Avenue Thornbury.

Melbourne Water spent approximately \$11,000,000 in 1992-93 constructing holding dams in parks along the creek in Thornbury and Northcote. The low area now is not meant to be flood prone but the water authority refuses to remove the flooding encumbrance from the many properties until such time as nature proves that the system works. Flooding in the early 1980's caused massive property damage and the evacuation of most residents in the flood area. See **Map 2**.

3. MANAGEMENT ARRANGEMENTS

3.1 LINKAGES TO OTHER PLANS

The City of Darebin recovery plan relates to the Victorian State-wide Recovery Arrangements 2004 and forms a part of the Department of Human Services recovery plans for the Northern Region.

Darebin has compiled the MEMP plans of the neighbouring councils of Yarra, Whittlesea, Moreland and Banyule, to ensure a close inter-relationship in the case of larger scale emergencies. Darebin is also linked with larger response and recovery agencies such as the Red Cross and Salvation Army who provide material aid.

Internally, the recovery plans are formed by a variety of Council processes, policies and initiatives including the Darebin Council Plan 2009-2013, Asset Management Strategy and local Safety Committee, and relate to individual service unit work plans such as the Family Services team who provide counselling and support in recovery for single incidents.

The City of Darebin has access to the following management plans process via its participation in the following networks:

- North and West Metropolitan Region Emergency Recovery Planning Committee. This is chaired by the Department of Human Services (DHS) Regional Director and provides for the interface of all Councils in the region. This meeting is held quarterly at various locations and all recovery managers attend. A representative from the State head office of DHS recovery management also attends these meetings and provides information and obtains feedback on the recovery plans and issues.
- Darebin is also a member of the Municipal Emergency Management Enhancement Group (MEMEG) which is a peer group of MEROs/MRMs which meets on a quarterly basis to exchange ideas and experiences on recovery and emergency management issues.
- At the local level, Darebin is a member of the local emergency relief network which consists of many of the local service providers who distribute material aid to residents in Darebin. This has participation of local agencies and while they may not have a plan as such, it is important to be appraised of their issues.
- The Municipal Emergency Management Planning Committee (MEMPC) meetings are held every quarter and hosted by Darebin Council. The meetings provide an interface of the local state-wide agencies where updates and information is provided on the current policies and practices for each agency.
- Darebin Emergency Management Group (DEMG) consists of Council officers and meets regularly to discuss planning and implementation issues. This group is led by the Municipal Emergency Manager (MEM).
- Darebin has several sub-plans including Technical Resources, Public Health, Fire Management, Pandemic and Heatwave. The documents are stored in Objective (Council's electronic filing system) and a hard copy is located in the MEM's office.

Access to Plans

The abovementioned plans form part of Council's overall Municipal Emergency Management Plan and these are available via an internet link via the web based plan. This is to ensure that the plans remain current.

3.2 MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (MEMPC)

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

The following operatives and representatives make up the Municipal Emergency Management Planning Committee. The meetings are chaired by a Councillor of the City of Darebin.

Operatives:

- Chairperson – Councillor
- Municipal Emergency Manager (MEM)
- Municipal Emergency Resource Officer (MERO)
- Deputy Municipal Emergency Resource Officer (D/MERO) x 2
- Municipal Recovery Manager (MRM)
- Municipal Community Safety Manager (MCSM)
- Municipal Fire Prevention Officer (MFPO)
- Municipal Emergency Response Co-ordinator (MERC)
- MEMPC Executive Officer (PA to Director Corporate Services)

Representatives:

- MFESB
- VICSES
- DHS
- Police
- Medical / Ambulance
- Persons responsible for functional areas, as required
- Community members
- Industry representatives
- Red Cross

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

Committee membership is considered in reviewing the risk profiles and CERM. The Plan is reviewed annually in light of any organisational changes or emergencies which have occurred and to ensure the Plan's continued relevance and currency. This Plan is tested by having all interested parties participate in an exercise at least once per calendar year.

A MEMPC timetable / service delivery plan has been developed and approved by the MEMPC. This is a schedule of meetings and tasks for the years 2007-2010. A timetable / service delivery plan has been prepared for the years 2011-2013.

3.3 MUNICIPAL EMERGENCY MANAGEMENT FUNCTIONS

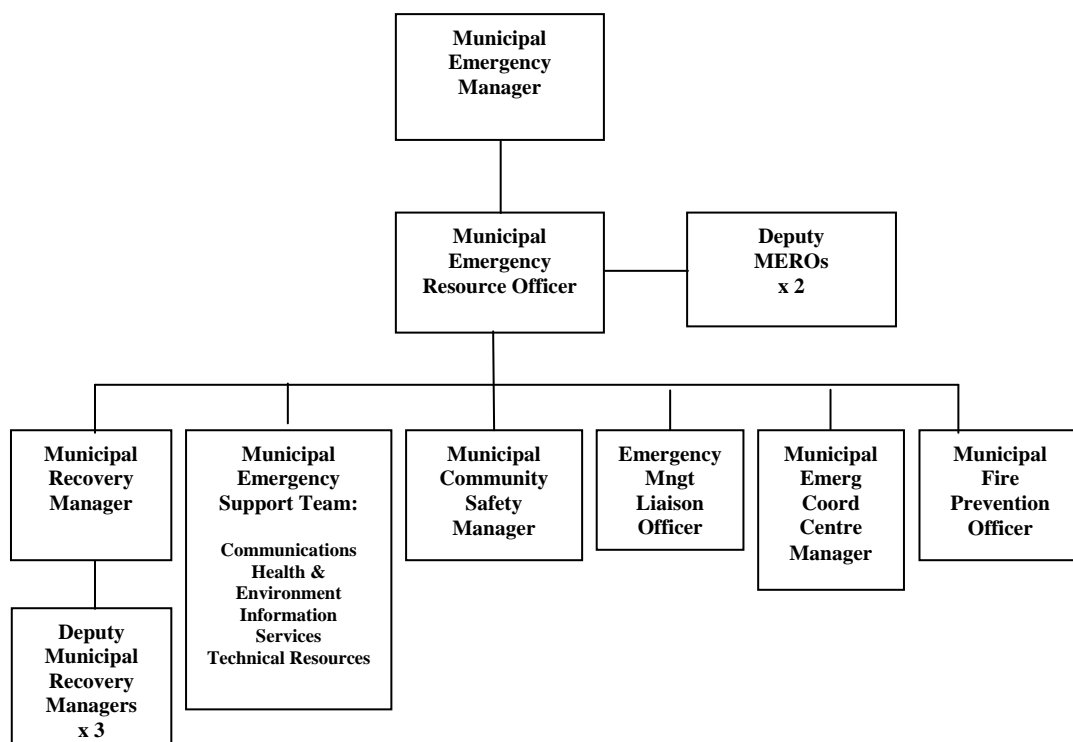
The City of Darebin accepts responsibility for management of municipal resources and the coordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies that may occur within the municipality.

This includes the management of:

- The provision of emergency relief to Control and support agencies and affected persons during the response phase.
- The provision of resources to control and relief agencies during response and recovery.
- Municipal assistance to agencies during the response to and recovery from emergencies.
- The assessment of the impact of the emergency.
- Recovery activities within the municipality, in consultation with Department of Human Services.

3.4 DAREBIN EMERGENCY MANAGEMENT GROUP (DEMG)

(Refer to “Contact Numbers” section for contact details)



The City of Darebin manages routine emergency management issues through the MERO and as necessary through other appointed Council officers.

The DEMG consists of:

- Municipal Emergency Manager (MEM)
- Municipal Emergency Resource Officer (MERO)
- Municipal Emergency Coordination Centre (MECC) Manager
- Deputy MERO
- Emergency Management Liaison Officer (EMLO)
- Municipal Recovery Manager (MRM) and Deputy Municipal Recovery Managers
- Municipal Emergency Support Team including Communications, Customer Services, Health & Environment, Information Services and Technical Resources
- Municipal Community Safety Manager (MCSM)
- Municipal Fire Prevention Officer (MFPO)

The Darebin Emergency Management Group or part thereof will convene when the scale of the emergency dictates the requirement for the provision of any of the functions outlined above. Members of the Emergency Management Group will liaise to determine what level of activation is required, including a rapid impact assessment. Where appropriate the functions of the Emergency Management Group will be carried out in consultation with the Municipal Emergency Response Coordinator (MERC), with respect to the coordination and provision of resources, and the control agency.

The DEMG meets monthly to review their area of responsibility to the Plan in light of any organisational changes or emergencies which have occurred, to ensure the Plan's continued relevance and currency. All current members of the DEMG have attended the two day accredited course "Introduction to Emergency Management", conducted by the Victorian SES.

Sub Committees

The Manager of each functional area within the DEMG may be asked to establish and coordinate a sub committee. Typical roles are described below.

- Co-ordinate the activities of all organisations represented on the functional committee and those persons co-opted to the committee.
- Maintain a complete record of the activities of the committee during activation, particularly with regard to goods or services obtained for which payment must subsequently be made.
- Ensure any individual person who may be engaged as a Volunteer Emergency Worker for the duration of the activation is formally registered as such.
- Act in support of any member(s) of the MEMPC when requested to do so.
- Undertake other specific activities as required.
- Review, maintain and keep current their area of responsibility to the plan.
- Review, maintain and keep current their sub-plan.
- Provide the MERO with an up to date copy at least twice per year.

3.5 EMERGENCY MANAGEMENT ROLES AND RESPONSIBILITIES

3.5.1 Municipal Emergency Manager (MEM)

Council has appointed the Director Corporate Services to fulfil the function of MEM and is responsible for:

- Ensure the MEMPlan is effective and current.
- Ensure that municipal resources are utilised effectively in a community emergency for response and recovery activities.
- Co-ordinate the emergency management activities of, and liaise closely with the MERO, MRM and MFPO.
- Ensure that a MECC can be activated at short notice in event of an emergency.
- Arrange meetings of the MEMPC or the Emergency Management Group as appropriate during an emergency.
- Maintain effective liaison with all regional, State or Commonwealth emergency related agencies servicing the municipality.
- Ensure that an effective contact base is maintained so that municipal resources can be accessed on a 24-hour basis.
- Ensure that contractual arrangements with contractors to provide response or recovery support during an emergency are agreed to and documented in advance of such events.
- Ensure that appropriate operating procedures and processes are developed, documented and tested by those required to use them during an emergency, and that suitable training takes place.
- Ensure that appropriate procedures, processes and systems are in place to record and monitor any council expenditure specifically applicable to an emergency.

3.5.2 Municipal Emergency Resource Officer (MERO)

The City of Darebin Council has appointed the Coordinator Youth Services to fulfil the function of the MERO pursuant to Section 21(1) of the Emergency Management Act 1986. Council has also appointed the Manager Facilities Maintenance and Manager City Works as Deputy MEROs. The MERO, or deputy, is on call 24/7 and has access to Council buildings, infrastructure, information services and communications. The MERO is able to activate any of the Plans and relevant personnel. The MERO advises the MEM who liaises with the Councillors, CEO and management.

Municipal Authority

The MERO is responsible for the coordination of municipal resources in responding to emergencies, and has full delegated powers to deploy and manage Council's resources during emergencies to ensure full compliance with the requirements of the Emergency Management Act 1986.

Responsibilities

- Be responsible for the coordination of municipal resources in recovering and responding to emergencies.
- Establish and maintain an effective infrastructure of personnel whereby municipal resources can be accessed on a 24 hour basis.
- Establish and maintain effective liaison with emergency management agencies within or servicing the municipal district and the MRM.
- Maintain the Municipal Emergency Coordination Centre(s) (MECC) at a level of preparedness to ensure prompt activation when necessary.
- Facilitate the arrangement of a post emergency debrief as requested by the Municipal Emergency Response Coordinator.
- Ensure procedures and systems are in place to monitor and record all expenditure by the municipality in relation to emergencies.
- Be caretaker of the detailed Community Emergency Risk Management (CERM) material.

3.5.3 Municipal Recovery Manager (MRM)

The City of Darebin has adopted the position of MRM as recommended in the Emergency Management Manual Victoria and will be supported by three Deputy positions. The Family Services Coordinator has been appointed by Council as the MRM. The MERO activates the involvement of the MRM and/or deputy in the management of the emergency and is on call 24/7.

Responsibilities

- Coordinate municipal and community resources within the municipality during recovery.
- Immediately following an emergency, assist with:
 - the collation and evaluation of information gathered in the post impact assessment; and
 - the establishment of priorities for the restoration of community services and needs.
- The MRM is to liaise with the MERO for the best use of municipal resources to enable the recovery by individuals or the community from the effects of an emergency.

- Liaise, consult and negotiate with recovery agencies and Council on behalf of the affected area and any community recovery committees.
- Liaise with the Regional Recovery Management Committee, and/or Department of Human Services.
- Establish an Information and Coordination Centre at the municipal offices or a location more appropriate to the affected area.
- Undertake specific recovery activities as determined by the municipality.

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

Municipal Recovery Team

Recovery Management includes

- Counselling;
- Aged Services;
- Children's Services; and
- Material aid Services.

The recovery management arrangements are activated at the discretion of the MERO who, in conjunction with the MRM, will establish a sub committee relevant to the event. This sub-committee will liaise with internal Council Officers and a range of external agencies such as the Salvation Army and Red Cross. Generally, the recovery process involves providing support and assistance to affected residents.

The MRM and Deputies attend recovery management / emergency management training conducted by authorised agencies such as Department of Human Services / Victoria State Emergency Service / Emergency Management Australia.

Municipal Emergency Support Team

The areas covered include, but not limited to:

- Media/Communications;
- Community Services;
- Health & Environment;
- Information Services (network);
- Organisation Development/Human Resources/Personnel;
- Customer Services; and
- Technical Resources.

3.5.4 Municipal Community Safety Manager (MCSM)

The City of Darebin has adopted a position of MCSM as recommended in the Emergency Management Manual Victoria and will be supported by a relevant Deputy position.

The functions of the MCSM include:

- Chair the Broad Risk Identification Group.

- Co-ordinate 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.

3.5.5 Emergency Management Liaison Officer (EMLO)

The City of Darebin has appointed the position of Emergency Management Liaison Officer (EMLO).

The role of an EMLO includes:


- Providing appropriate representation and expertise, based on authority to speak on behalf of agency.
- Establishing a suitable line of communication between the MECC and their agency including the ability to ascertain the availability and location of resources, both for and from their agency.
- Notify agency of MECC contact details, advise of any immediate requirements by EMCG and be aware of the current availability of agency resources.
- Ensuring regular Sitreps are provided to and from their agency operations centre.
- Providing specialist advice to the EMCG on the roles and capabilities and any limitations of their agency resources.
- Being familiar with the current situation, maintaining ongoing awareness and ensuring that liaison position is occupied at all times.
- Maintaining a running log of all actions taken and requests or information received by the EMLO.
- Ensuring that appropriate documentation is maintained, utilised and updated.
- Ensuring that adequate handover briefing is provided to incoming EMLOs.
- Planning for relief staff and handover briefing.

3.5.6 Municipal Emergency Coordination Centre (MECC) Manager

The City of Darebin has appointed the position of MECC Manager and will be supported by a relevant Deputy position.

Responsibilities:

- Identify the resources necessary to meet the evacuation needs of control and support agencies and the affected community including transportation, shelter and food, first aid assistance as required, and access to all other services necessary for their immediate day-to-day needs.

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- Liaise with other functional committees or organisations that may be required to provide facilities to support an evacuation operation. For example Technical Resources for transport, Recovery for catering, Police for registration of evacuees.
- Arrange access to selected emergency accommodation and ensure that representatives are on site to assist on arrival of evacuees. Maintain an accurate list of accommodation centres with site information, contact list with keys, assembly areas and other information as required.

The MERO may delegate duties to provide for effective management of the evacuation functions.

See **Map 3** for more information on MECC Centres.

3.5.7 Municipal Communications Coordinator (MCC)

The City of Darebin has appointed the position of MCC and will be supported by a relevant Deputy position.

Responsibilities:

- Create and maintain community awareness during all stages of the development and utilisation of the Municipal Emergency Management Plan.
- The MCC is to liaise with the MERO for the best use of municipal resources in disseminating information in the passive and active phases of the Plan, including the post-emergency period.
- Be the Media Liaison Officer for the Plan by producing periodic press releases and contacting the various community networks and their members during the development of emergency management as well as the utilisation stage.
- Encourage members of the community to cooperate to meet the goals and objectives of the MEMP.

The MCC may delegate duties to provide for effective management of the information functions.

More information is provided in the MCC's sub-plans not included in this Plan. A copy of the Plan is stored in Objective and a hard copy is located in the MEM's office.

3.5.8 Municipal Information Coordinator (MIC)

The City of Darebin has appointed the position of MIC and will be supported by a relevant Deputy position.

Responsibilities:

- Identify all communication facilities within the municipality that could be used to supplement or replace existing communication networks in the event of the failure or diminishment of such networks and arrange for their procurement if required.

- Arrange for suitably trained personnel to operate the contingency communications network, including relief operators as required.
- Ensure maintenance facilities are available to support the continued operation of the contingency communications networks.
- The MIC is to liaise with the MERO for the identification of suitable emergency co-ordination centres that can be utilised, ensuring all the necessary resources are available for instant operation.
- Ensure municipal technical plans are created and maintained showing all appropriate information that may be required in an emergency situation.

The MIC may delegate duties to provide for effective management of the communication and plans functions.

3.5.9 Municipal Health and Environment Coordinator (MHEC)

The City of Darebin has appointed the position of MHEC to aid the emergency management process and will be supported by a relevant Deputy position.

Responsibilities:

- Identify all municipal and community based public health facilities and agencies.
- Identify all municipal and community based facilities which may be used to supplement or replace existing public health facilities and arrange for their procurement if required.
- Identify and, where applicable, coordinate all organisations and individuals within the municipality of Darebin who are able and have agreed to provide material and/or service aid to support those persons affected by an emergency. This aid will be in the nature of public health assistance and will include, without limiting infectious disease control, safety of water supplies, safety of sewage disposal, safety of refuse disposal, safety of food including storage and production, safety of emergency catering, suitability of emergency housing and insect and pest control.

The MHEC may delegate duties to provide for effective management of the Health and Environment functions. More information is provided in the City of Darebin Public Health Emergency Management Sub-plan which is stored in Objective and a hard copy is located in the MEM's office.

3.5.10 Municipal Technical Resources Manager (MTRM)

The City of Darebin has appointed the position of MTRM and will be supported by a relevant Deputy position.

**Responsibilities:
(Technical Resources)**

- Identify all municipal and community based technical equipment and services (including manpower) which may be required to supplement or replace existing facilities and arrange for their procurement if required.
- Ensure maintenance facilities are available to support the continued operation of such technical equipment used in these circumstances.
- Collate details of outside agencies within the municipality, capable of supplementing the resources that may be required.

**Responsibilities:
(Hazard Analysis)**

- Identify, analyse and assess potential hazards to life and property within the Municipality.
- Determine whether it is practical to eliminate the hazards through the due processes of consultation or legislation.
- Participate in the Community Emergency Risk Management (CERM) process and keep the MCSM informed of changing risk status.
- Constantly update the Threat Map as hazards occur or are removed from the City.

The MTRM may delegate duties to provide for effective management of the Technical Resources and Hazard Analysis functions.

A Technical Resources folder is maintained by the MTRM and is updated twice a year. Copies are held by each DEMG member and are located in the emergency management cabinets at each of the MECC locations. A hard copy is also located in the MEM's Office.

3.5.11 Municipal Community Fire Prevention Officer (MFPO)

The City of Darebin has appointed a MFPO pursuant to Section 21(1) of the Emergency Management Act 1986 and will be supported by a relevant Deputy position.

In the metropolitan district of which Darebin is part of, under the Metropolitan Fire Brigades Act 1958, it is the duty of every municipal Council and public authority to take all practical steps (including burning) to prevent the occurrences of fires on, and minimise the danger of the spread of fires on and from -

- (a) any land vested in it or under its control or management; and
- (b) any road under its care and management.

Each municipal Council, the municipal district or part of the municipal district of which is in the metropolitan district, must appoint a person to be the fire prevention officer for that Council for the purposes of this Act.

A draft Fire Management Plan was prepared in May 2007 and each member of the DEMG has a copy.

The role of the MFPO is to:

- Liaise with fire services, brigades, other authorities and councils regarding fire prevention planning and implementation.
- Undertake and regularly review council's Fire Prevention Planning and plans.
- Advise and assist the MEMPC on fire protection and related matters.
- Ensure the MEMPlan contains reference to the Municipal Fire Prevention Plan (MFPP).
- Report to Council on fire prevention and related matters.
- Carry out statutory tasks related to fire prevention notices and infringement notices.

Life and Property Protection

There are two overarching pieces of legislation which are relevant to fire management in Victoria. These are the Country Fire Authority Act and the Metropolitan Fire Brigades Act. The CFA sets wide reaching planning requirements on Councils in relation to fire management in these rural areas.

Darebin is governed by the Metropolitan Fire Brigades Act which, despite being less requiring of large scale planning, still sets the requirement of avoiding the occurrence and minimising damage potentially caused by fire.

Possible Fire Ignition Sources

Darebin is a predominantly urban municipality with no large tracts of unmaintained land. The majority of this public open space is maintained with fire management in mind. It should also be noted however that this is balanced with the ecological significance of some of these areas.

These public areas are also largely run by management committees who are responsible for identifying, preparing and carrying out controlled burns in these areas annually.

Council responsibility therefore falls largely on ensuring that residential properties and public open space are appropriately maintained to avoid excess fuel build up which may lead to an uncontrolled fire.

Strategies for Fire Management

Council's strategy falls in two main categories of management. The first is public open space. As previously mentioned, all of these areas are maintained currently with fire management in mind.

Where significant tracts of bushland are encountered fire breaks exist between them and any property lines. Where under the control of a management committee, controlled burns are undertaken to ensure a stockpile of fuel is not allowed to build up.

The second action Council undertakes is to use fire hazard notices as allowed under the MFB Act to ensure that private properties do not pose a fire risk to the community. A municipality wide audit is undertaken annually after which any properties which pose a potential fire risk are sent a notice to clear the property of these materials.

Failure to undertake the required work results in Council undertaking the clearance work and the relevant enforcement action following where non-compliance is encountered. This is continuing to improve the way which owners of private land manage fire risk. Council is experiencing considerably higher levels of compliance with Fire Hazard Notices than has been experienced in previous years.

While this does not negate all of the potential fire hazards in the municipality it does manage the issues which Council has some control over. Council will continue also to work with the Metropolitan Fire Brigade and other key stakeholders to ensure fire risks are managed in the municipality.

Guiding Legislation

Council is delegated a number of responsibilities and powers under the Metropolitan Fire Brigades Act 1958. The relevant areas of the legislation have been transposed for reference.

“Metropolitan Fire brigades Act – 1958

5. Duties and powers of Councils and Public Authorities in relation to fire

(1) In the metropolitan district it is the duty of every municipal Council and public authority to take all practicable steps (including burning) to prevent the occurrence of fires on, and minimise the danger of the spread of fires on and from

- (a) and land vested in it or under its control or management and*
- (b) any road under it's care and management*

(2) A municipal Council or public authority may

- (a) acquire any equipment*
- (b) do an thing*
- (c) expend from its funds any amount*

that is necessary or expedient for the purpose of fulfilling its duty under sub section (1)

5A. Municipal Fire Prevention Officers (MFPO) and assistants

(1) Each municipal council, the municipal district or part of the municipal district of which is in the metropolitan district-

- (a) must appoint a person to be the fire prevention officer for that council for the purposes of this act*
- (b) may appoint any number of persons it thinks fit to be assistant fire prevention officers*

(2) A fire prevention Officer may by written instrument delegate to an assistant fire prevention officer either generally or otherwise provided in the instrument, any power or duty of the fire prevention officer under this Act or the regulations except this power of delegation

*See also Section 87 – Fire Prevention Notices
Section 92 – Fire Prevention Infringement Notices.”*

3.5.12 Emergency Relief and Recovery Centre (ERC) Coordinator

Council has established the position of Emergency Relief and Recovery Centre (ERC) Coordinator. Three staff members have been designated the role of ERC.

The ERC will liaise with the MECC to:

- Provide reporting to activities at the ERC.
- Request support or additional services for the ERC.

3.6 COMMAND, CONTROL, COORDINATION (EMERGENCY RESPONSE)

Command

Refers to the direction of personnel and resources of an agency in the performance of that organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency. Command relates to agencies and operates vertically within an agency.

Control

The overall direction of response activities in an emergency. Authority for control is established in legislation or in an emergency response plan, and carries with it the responsibility for tasking other agencies in accordance with the needs of the situation.

Control relates to situations and operates horizontally across agencies.

Coordination (Emergency Response)

The bringing together of agencies and resources to ensure effective response to and recovery from emergencies. In relation to response, coordination includes ensuring that effective control has been established.

3.6.1 Principal Role of Emergency Response Coordinators (All levels)

- Ensure that the appropriate control and support agencies are in attendance, or have been notified by the incident controller and are responding to an emergency.
- Ensure that effective control has been established by the control agency in responding to an emergency.
- In consultation with the incident controller, ensure an emergency management team has been formed.

- Ensure the effective co-ordination of resources and services having regard to the provision of section 13(2) of the Emergency Management Act 1986.
- Arrange for the provision of resources requested by control and support agencies.
- Ensure allocation of resources on a priority basis.
- In the event of uncertainty, determine which agency is to perform its statutory response role within the region or specified area, where more than one agency is empowered to perform that role.
- Ensure recovery agencies are in attendance, or have been notified by the incident controller of the emergency.
- Consider registration of persons evacuated or otherwise affected.
- Consider provision of relief needs to evacuees and agency personnel where necessary.
- In consultation with the control agency, consider the need for the declaration of an emergency area.
- Cooperate with all participating agencies and authorities.

3.6.2 Field Emergency Response Co-ordinator

This is usually the senior member of the Victoria Police present at the initial scene of an emergency. Primary duties listed in 3.6.1

3.6.3 Municipal Emergency Response Coordinator

The Officer In Charge of the Reservoir Police Station Police Station, or his/her deputy is known as the Municipal Emergency Response Co-ordinator (MERC) for the City of Darebin.

In addition to the roles listed under Section 3.6.1, undertake the following:

- Take on active role in planning at a local level including representation on the MEMPC.

During an emergency:

- Ensure that the Municipal Emergency Resource Officer is advised of the emergency, and available to provide access to municipal resources as required.
- Ensure the Municipal Emergency Resource Officer is receiving information as appropriate.
- Attend at the Municipal Emergency Co-ordination Centre, if activated.
- Advise the Regional Emergency Response Co-ordinator regarding emergencies which have the potential to require supplementary resources from outside the municipal district.

Any Control Agency requiring municipal support will request that support through the MERC who will pass on all the requirements to the MERO

3.6.4 Regional Emergency Response Coordinator

In addition to the roles listed under Section 3.6.1, the response roles, responsibilities and duties of the Regional Emergency Response Coordinator are:

- Responsible to the State Emergency Response Coordinator for the effective coordination of resources or services within the emergency response region,

having regard to the provisions of section 13 (2) of the Emergency Management Act 1986.

- In an emergency, arrange to provide regional resources requested by a Municipal Emergency Response Coordinator, to response of recovery agencies.
- In circumstances where requested resources are not available within the region, to request the resource through the State Emergency Response Coordinator.
- Monitor the provision of emergency relief and supply.

3.6.5 Emergency Management Team (Incident Control level)

The function of the Emergency Management Team is to support the Incident Controller in determining and implementing appropriate Incident Management strategies for the emergency.

If an emergency requires a response by more than one agency, the Incident Controller is responsible for forming the Emergency Management Team.

The Emergency Management Team consists of:

- Incident Controller.
- Support and Recovery functional agency commanders (or their representatives).
- The Emergency Response Coordinator (or representative)
- Other specialist persons as required.

For detailed information in relation to roles and responsibilities of the Emergency Management Team see EMMV Part 3, Page 11 and Practice Note *Emergency Management Team* (available on OESC website – www.oesc.vic.gov.au – under publications).

3.7 OPERATIONAL AND RESOURCE MANAGEMENT

In order to manage municipal resources in response to direct community requests and resource requests from other agencies, the MERC 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.

3.8 MUNICIPAL EMERGENCY CO-ORDINATION CENTRES (MECC)

The MECC will coordinate the provision of human and material resources within the municipality, during emergencies. It will also maintain an overall view of the operational activities within this Plan's area of responsibility, for record, planning and debrief purposes. The MECC may also become operational during support operations to 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 from an appropriate Police Station. The MERC may request activation of an identified MECC if required.

The **PRIMARY MECC** for the City of Darebin is the Darebin Municipal Offices Chambers, 350 High Street, Preston.

The **ALTERNATIVE MECCs** are the Reservoir Depot, Carawa Drive, Reservoir, and Northcote Town Hall, High Street, Northcote.

3.9 EMERGENCY OPERATIONS CENTRE (EOC)

The centre established by an agency for the command / control functions within their own agency. The City of Darebin may establish a Municipal Operations Centre, if necessary, to control its own resources in an emergency. The EOCs can be located in the same venues as the MECCs, if required.

3.10 DEBRIEFING ARRANGEMENTS

A debrief should take place as soon as practicable after an emergency. The MERC will convene the meeting and all agencies who participated should be represented with a view to assessing the adequacy of the Plan and to recommend any changes. Such meetings should be chaired by the Chairperson of the MEMPC or the MERC.

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

3.11 FINANCIAL CONSIDERATIONS

Financial accounting for municipal resources utilised in emergencies must be authorised by the MERO and/or MEM and shall be in accordance with the normal financial arrangements of the City of Darebin.

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 prevention, response and recovery activities.

The City of Darebin 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.

3.12 PUBLIC INFORMATION AND WARNING

It is important to ensure that public information and warning is maintained at an optimum level. This provides the public with the necessary information to develop an understanding and awareness of the issues associated with the prevention of, response to and recovery from emergencies. The Plan is on council's internet and intranet website – <http://www.darebin.vic.gov.au>

3.13 RESPONSE/RECOVERY HAND OVER

It is essential to ensure a smooth transition from the response phase to the recovery process, in any emergency at municipal level. While it is recognised that recovery activities will have commenced shortly after impact, there will be a cessation of response activities and a hand over to recovery agencies. This will occur when the MERC in conjunction with the control agency and MERO declares 'stand down' of

response. The early notification of recovery agencies involved in the emergency will ensure a smooth transition of on going activities from response to recovery.

Accounts and financial commitments made during the response phase are the responsibility of the MERO through the Municipal Emergency Management Plan arrangements.

Also refer to sections “Response Arrangements” and “Recovery Arrangements”.

Termination of Response Activities and Hand Over of Goods/Facilities

When response activities are nearing completion the MERC in conjunction with the control agency will call together relevant relief and recovery agencies including the MERO and the MRM, to consult and agree on the timing and process of the response stand down.

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

Payment for goods and services used in the Recovery process is the responsibility of the MRM through the Municipal Emergency Management Plan arrangements.

3.14 COMPENSATION OF VOLUNTEER EMERGENCY WORKERS

Compensation for all Emergency Workers will be as laid down in Part 6 of the Emergency Management Act, 1986. This includes both Registered Emergency Workers and Volunteer Emergency Workers. It is the responsibility of the Organisation utilising the Volunteer Emergency Workers to ensure that all of the Volunteer Emergency Workers are registered.

3.15 MAINTENANCE OF PLAN

3.15.1 Frequency of Meetings

The MEMPC is required under Emergency Management Act to meet on at least two occasions each year. The dates of these meetings will be determined by the MERO and give members at least 4 weeks notification of such a meeting to be held.

Minutes of all meetings must be taken and a copy sent to the DERC functional sub-committees, should meet at least twice per year or when required by the MERO to review and amend their arrangements where necessary.

The frequency of the meetings was determined by the committee to be four times per year in February, May, August and November.

3.15.2 Plan Review

Content of this Plan is reviewed twice a year or after an emergency which has utilised part of this plan. Organisations delegated with responsibilities in this Plan are required to notify the MERO of any changes of detail (eg. contact information), as they occur.

Review of the Plan will specifically focus on the hazards in the City of Darebin and the Contact Directory of the plan. Amendments are to be produced and distributed by the City of Darebin as required.

3.15.3 Plan Caretaker

The Personal Assistant to the Director Corporate Services is the MEMPC Executive Officer and has been delegated the responsibility of ensuring that all facets of the Plan, including terminology, are updated on a regular basis. Minutes of meetings will be taken and kept on record. The Plan is available for viewing by the public at Council's Customer Service Centres and on Council's website and feedback is encouraged.

3.15.4 Exercising

Upon completion of development of this Plan, and thereafter on at least an annual basis, arrangements pertaining to this plan should be exercised. This will be done in a form determined by the MEMPC. Following all exercises, a debrief should be conducted and minuted and any procedural anomalies or short falls encountered during these exercises, or ensuing operations, must be addressed and rectified at the earliest opportunity.

3.15.5 Auditing

The City of Darebin, pursuant to Section 21A of the Emergency Management Act 1986, will submit the MEMPC to the Director of the Victorian State Emergency Service for auditing. The auditing frequency is based on the Plan complying adequately or more than adequately with audit guidelines. This means that a plan complying adequately will be audited two years from the date of audit and if complying more than adequately, three years from the date of that audit.

3.15.6 Linkages

There are several plans that form part of Council's overall emergency and recovery management plan. For a list of all relevant emergency management plans.

3.15.7 Community Feedback

Municipal Emergency Management Plans are available at Darebin Customer Services Centres and can be viewed on Council's website via www.darebin.vic.gov.au. Feedback sheets are available with each Plan.

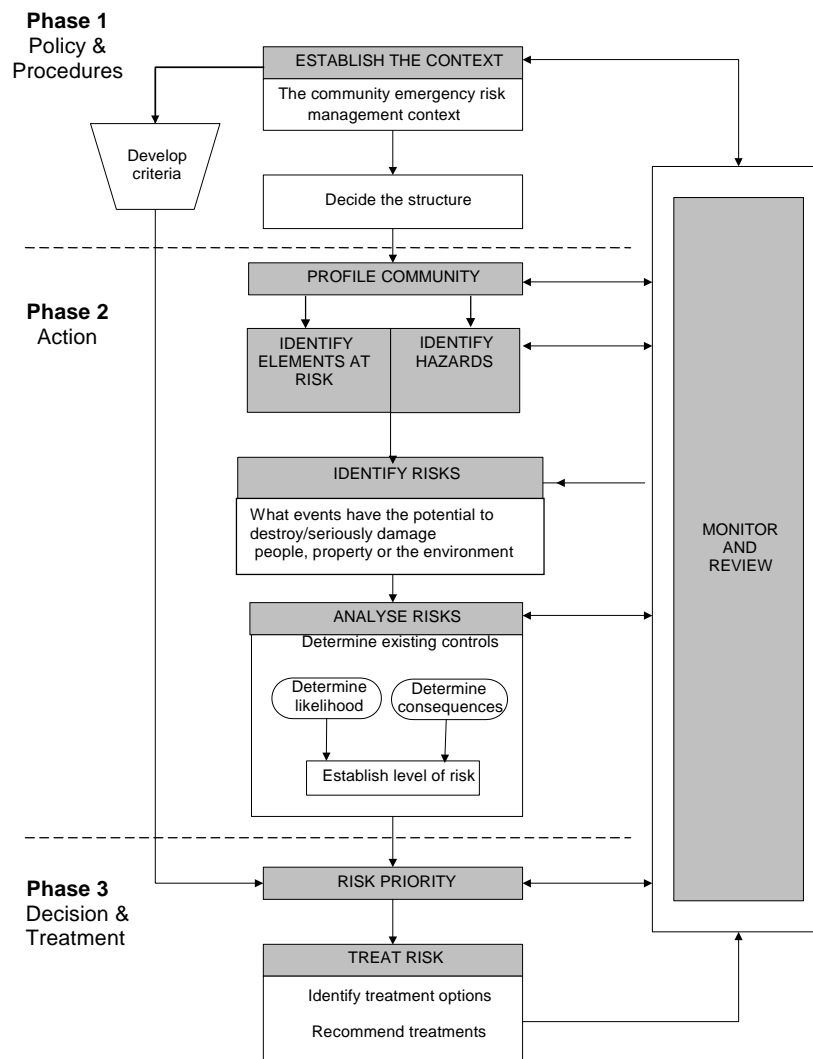
4. PREVENTION ARRANGEMENTS

4.1 INTRODUCTION

This part records the outcomes of the Community Emergency Risk Management (CERM) process conducted by the City of Darebin.

It is accepted that the treatments recommended during this process will be addressed at the appropriate management level and that a process for monitoring the effectiveness of their implementation will be established. Regular reports will be provided to the MEMPC and other parts of council as necessary.

The Community Emergency Risk Management process, as facilitated by VICSES, uses the model as indicated below.



This model shows the phases and steps in use for the review of the risk management process and includes specific reference to:

- AS/NZS 4360;
- EMA Emergency Risk Management Applications Guide;
- VICSES Emergency Management Planning Manual.

The collation and management of CERM material is the responsibility of the MERO.

4.2 COMMUNITY EMERGENCY RISK MANAGEMENT (CERM)

The CERM process (shown below) was adopted in 2005 to review and maintain the risk management program. The CERM Plan is appended.

<p>Phase 1: Policy and procedures</p>	<p>Develop policies, procedures and terms of reference.</p>
<p>Phase 2: Action</p>	<ul style="list-style-type: none"> • Data collection on the community's elements at risk and hazards. • Identification of risks (the events that have potential to destroy / seriously damage people, property or the environment.) • Analyse risks on the basis of consequence and likelihood. • The prioritisation of risks for appropriate treatments.
<p>Phase 3: Decision and treatment</p>	<p>Decisions made on what can be done and how to prevent, mitigate, avoid, accept (tolerate). The recommendation of treatment options to senior management for implementation.</p>

4.2.1 CERM Review Mechanism

On an annual basis, the MERO will call a meeting of the CERM Sub-Committee and stakeholders to review and check risks identified.

4.3 CONTEXT STATEMENT

The City of Darebin Municipal Emergency Management Planning Committee (MEMPC) CERM Sub Committee has been established to plan for the management of emergency related risks by identifying, analysing and assessing all risks that are likely to impact on the City along with planning strategies that will recommend treatment options.

The CERM Sub Committee will use the Emergency Management Act 1986, AS/NZ 4360 and the EMA Emergency Risk Management Applications Guide to support the process.

The CERM Sub Committee uses a consultative and multidisciplinary approach to most efficiently utilise the skills, expertise and local knowledge of all the participants involved. Specialists may be co-opted into the CERM Sub Committee if their prior knowledge, experience and skills are required at any stage. Through the emergency

risk management process, communications with all stakeholders will be enhanced through appropriate consultation.

The City of Darebin recognises that this process may lead to suggested risk treatments that may affect or be affected by social, cultural, political, economic and / or the environmental aspects of the community. All risk treatment options will be considered irrespective of perceived constraints.

The terms of reference for the MEMPC are to identify and consider treatments for risks that have the potential to become emergencies that:

- Require action of more than one Agency;
- Threaten people, property and/or the environment; and
- Have the potential to be protracted or to escalate, so as to seriously affect the community.

The emergency risk management process will be continually reviewed by the MEMPC.

Caretaker

The CERM process and CERM Plan is developed and managed by the Darebin Municipal Emergency Resource Officer (MERO). Responsibility for reviewing and updating the CERM Plan may be delegated to the Community Safety Manager.

The CERM Plan is appended and a copy of the CERM Plan is on Council's electronic storage system as Objective A153486 and is available via Council's website.

4.4 THE ROLE OF THE MUNICIPALITY

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 Municipal Emergency Management Planning Committee also plays a role in prevention by identifying potential hazard areas.

4.4.1 Partnerships with Neighbouring Councils

Darebin has been proactive in working with neighbouring Councils over the past three years.

- In 2007, there was a CALD Relief & Recovery Centres Project with Moreland, Banyule and Whittlesea.
- In 2008, there was a joint exercise with Banyule and BOC Gases.
- In 2009, there was a formation of a sub-regional MEMEG with Moreland, Banyule, Yarra and Darebin.
- In 2010, the development of a Northern Region Collaboration Relief and Recovery Project.
- Council is a signatory to the MAV Protocol for inter-Council Emergency Management Resource Sharing.

4.5 RISK ANALYSIS

During the preparation of this Plan, a risk analysis was carried out to identify potential natural and man made risk within the municipality. The history of their occurrence and the nature of each risk, especially community vulnerability, have been considered during the analysis process. Due to ongoing changes of seasonal conditions, community development and public attitudes, the rating of the identified threats may vary over a period of time. The Municipal Community Safety Manager is tasked as a member of the Emergency Management Planning Committee with the maintenance of the Community Emergency Risk Management (CERM) program and has the following responsibilities:

- To identify, analyse and assess potential risks to life and property within the Municipality;
- To determine whether it is practical to eliminate the risks through the due processes of consultation or legislation;
- To make known to the MEMPC those hazards which remain following the procedure referred to above;
- To liaise with the control agencies; and
- To constantly update information as risks occur or are removed from the City.

4.6 COMMUNITY AWARENESS

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

4.6.1 Community Consultation Processes

The range of and scope of the CERM treatments require varying forms of community consultation; these will be addressed in the following ways to enable community input and awareness:

- The MEMPC is chaired by a community member who is a presiding City of Darebin Councillor;
- Some agencies on the MEMPC are community volunteers including the Red Cross and SES Northcote Unit;
- Publishing the CERM Plan at Council's internet for comment by members of the community; and
- Hard copies are available at Council's four Customer Services Centres for viewing by the public.

4.6.2 Community Education

The IFMP has a series of public information sessions. These are focussed on residents living in the Gresswell Grange and Lancaster Gate areas of the municipality, bordering LaTrobe University and grasslands. These forums are held annually at the commencement of each fire season so that residents can put their fire safety and evacuation plans in place.

The Heatwave Plan involves conducting a forum for Aged Care providers at the beginning of each summer. The Community Education and Support Programs were put in place following the death of two teenagers in 2008.

Our Communications and After Hours sub plan identifies a process for informing our local community of state-wide warnings and stages of alert. These are usually communicated through Customer Services staff and Council's website.

In 2010, a FloodSmart Community Education program was developed with SES and Melbourne Water for people living in identified flood prone areas.

4.7 RISK MEASUREMENT

To ensure a clear and appropriate level of measuring risk is attained, the Emergency Management Group of Darebin has determined the criteria against which the risks can be measured uniformly.

4.7.1 Risk and Vulnerability

When assessing risks, the City of Darebin takes into account the nature of the event that constitutes a risk, the probability of its occurrence and the seriousness of its potential consequences. Determining who is at risk comes down to determining who is most susceptible to a particular danger so as to be able to anticipate and take preventive action.

Darebin identifies vulnerable people so that, after assessing a given situation and the problems involved, it can focus on giving help to those who need it most. In order to assess vulnerability, it must consider how exposed people are to specific risk, then take into account their coping mechanisms and resilience. The vulnerability of various groups (men, women children and the elderly) will vary according to the nature of the problem and its consequences, the extent to which these groups are exposed to it, its impact on these groups and their ability to overcome it.

The identification of vulnerable groups is detailed in Darebin's Community Health and Wellbeing Plan 2009-2013. It is guided by planning principles to ensure that our actions are based on consideration of evidence based on best practice and consideration of the needs of our most vulnerable and diverse populations who typically experience the poorest health and wellbeing outcomes.

In the event of an emergency, data and information can be sourced from:

- Council's ratepayer database,
- Geographic Information System (GIS),
- Sharikat Khoo (for Aged Care),
- Council's Gambling Strategy and
- Darebin's Disability and Inclusion Plan 2009-2013.
- Council's website contains a community directory including youth services, sports clubs, multicultural services, schools.

Council would approach relevant government departments who may be able to assist with their own client registers for example, CentreLink, Department of Health, and Department of Human Services, all of whom are members of the MEMPC.

4.8 MEASURES OF LIKELIHOOD

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances; and/or High level of recorded incidents; and/or Strong anecdotal evidence; and/or A strong likelihood event will recur; and/or Great opportunity, reason, or means to occur; May occur once every year or more.
B	Likely	Will probably occur in most circumstance; and/or Regular recorded incidents and strong anecdotal evidence; and/or Considerable opportunity, reason or means to occur; May occur once every five years
C	Possible	Might occur at some time; and/or Few infrequent, random recorded incidents or little anecdotal evidence; and/or Very few incidents in associated organisations or comparable organizations, facilities or communities; and/or Some opportunity, reason or means to occur; May occur once every 20 years.
D	Unlikely	Is not expected to occur; and/or No recorded incidents or any anecdotal evidence; and/or No recent incidents in associated organizations, facilities or communities; and/or Little opportunity, reason or means to occur; May occur once every 100 years.
E	Rare	May occur only in exceptional circumstances; May occur sometime in excess of 100 years.

4.9 MEASURES OF CONSEQUENCE

Level	Descriptor	Description
5	Catastrophic	<ul style="list-style-type: none"> • General and widespread displacement for extended duration • Extensive personal support • Extensive damage • Community unable to function without significant support
4	Major	<ul style="list-style-type: none"> • Large number of displaced (more than 24 hours duration) • External resources required for personal support • Significant damage that requires external resources • Community only partially functioning, some services unavailable • Some impact on environment with long-term effects
3	Moderate	<ul style="list-style-type: none"> • Localised displacement of people who return within 24 hours • Personal support satisfied through local arrangements • Localised damage which is rectified by routine arrangements • Normal community functioning with some inconvenience
2	Minor	<ul style="list-style-type: none"> • Some displacement of people (less than 24 hours) • Some personal support required • Some damage. Some disruption (less than 24 hours) • Small impact on environment with no lasting effects
1	Insignificant	<ul style="list-style-type: none"> • No displacement of people or displacement of only a small number of people for short duration • Little or no personal support required (support not monetary or material) • Inconsequential or no damage. Little or no disruption to community • No measurable impact on environment • Little or no financial loss • No injuries or fatalities

[Note: Subject matter shown in **bold** critical to Council's responsibility]

4.10 RISK RATING MATRIX

LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	M	H	E	E	E
B (likely)	L	M	H	E	E
C (possible)	L	L	M	H	E
D (unlikely)	L	L	M	M	H
E (Rare)	L	L	M	M	H

Level of Risk	Recommended Action
E=Extreme risk	Detailed research and management planning required at senior levels.
H=High risk	Senior management attention required, further research might be required. Some action must be taken.
M=Moderate risk	Management responsibility must be specified, specific monitoring or response procedures required.
L=Low risk	Managed by routine procedures.

4.11 RISK SUMMARY

Risk No	Hazard	Level of Risk	Likelihood Rating	Consequence Rating	Tolerated/ Not Tolerated	Last Update	Next Update
1	Storm	Extreme	Likely	Major	Not tolerated	9/12/09	Dec 2010
2	Flood	Extreme	Likely	Major	Not tolerated	9/12/09	Dec 2010
3A	Fire Natural Environment	High	Possible	Minor	Not tolerated	9/12/09	Dec 2010
3B	Fire Built Environment	High	Possible	Moderate	Not tolerated	9/12/09	Dec 2010
4	Road Incident Major Accident	High	Possible	Major	Not tolerated	9/12/09	Dec 2010
5	Hazardous Facilities	Medium	Possible	Moderate	Not tolerated	9/12/09	Dec 2010
6A	Siege	Medium	Likely	Moderate	Not tolerated	1/3/10	March 11
6B	Involvement in Major Incident	Extreme	Almost certain	Moderate	Not tolerated	1/3/10	March 11
7	Communicable Diseases / Pandemic	Extreme	Possible	Major	Not tolerated	1/3/10	March 11
8	Festivals & Major Events	Low	Likely	Moderate	Not tolerated	1/3/10	March 11
9	Infrastructure Failure	Medium	Possible	Moderate	Not tolerated	1/3/10	March 11
10	Heatwave	Extreme	Likely	Major	Not tolerated	1/3/10	March 11

[Risk Summary as at March 2010]

Changes to CERM are ratified and documented at the MEMPC meeting following the review. In the case above, this would be reflected in the minutes of the meetings held in February and May 2010.

Darebin Emergency Management Exercises

The following table summarises the work undertaken to exercise various aspects of the MEMP.

Date	Exercise title	Format style	Aspect of MEMP	Coordinator/Convenor
November 2005	"Decision, decision"	Desktop	Review contact list and agency representation	Col England, SES
May 2006	Management Planning Committee facilities tour	Familiarisation visits to relief and recovery centres	Review floor plan and procedures for activation	Alison Duncan, MRM
May 2007	Relief and Recovery Workshop	Workshop/table top with Banyule and Whittlesea Councils as part of EMA project	Review relief and recovery policies and procedures	CUBE Consulting
May 2008	MECC, BOC Gas/ Banyule Council	Two site scenario reviewing operation of Council MECC	Set up and simulate MECC/operations centre operation and simultaneous operation of BOC regional exercise	Victoria Police Snr Sgt Ian Fidler, MERC Lance Jennison, VICSES George Proimos, BOC
July 2009	"MECC Ready"	Internal Council workshop with external agency observers workshop	Examine and discuss established procedures for MECC	Glenn Brown, MFB Alison Tuxworth, VICSES

4.11.1 Risk Treatment

Risk management treatment options are:

- **Avoid the risk:** decide not to proceed with the activity likely to generate risk.
- **Reduce the likelihood of harmful consequences occurring:** by modifying the source of risk.
- **Reduce the consequences occurring:** by modifying susceptibility and/or increasing resilience.
- **Transfer the risk:** cause another party to share or bear the risk.
- **Retain the risk:** accept the risk and plan to manage its consequence.

After selecting one or more of the most appropriate risk treatment options, it is important to gauge whether the residual risk (the risk remaining after treatment) is acceptable to all stakeholders, or whether further treatment is required. If further treatment is not required, the risk is deemed to be tolerated by the organisation and stakeholders.

4.11.2 Process for Review and Updating

The CERM Plan is now in the process of a cycle of annual reviews and a process has been developed to ensure that these occur on an annual basis. This will be achieved by a sub-committee of the MEMPC arranging workshops with key stakeholders and reviewing a number of risks at each workshop. A schedule has been developed to formalise this process (December and March each year).

From time to time, there may be new risk treatments added or removed but these will be in consultation with the MEMPC and other key stakeholders.

5. RESPONSE ARRANGEMENTS

5.1 INTRODUCTION

The Emergency Response concept provides the mechanism for the build up of appropriate resources to cope with emergencies throughout the State. It also provides for requests for physical assistance from the Commonwealth when State resources have been exhausted.

Most incidents are of a local concern and can be co-ordinated from local municipal resources. However, when local resources are exhausted, the Emergency Response provides for further resource to be made available, firstly from neighbouring municipalities (on a Regional basis) and then, secondly on a State-wide basis.

5.2 CONTROL AND SUPPORT AGENCIES

Detailed below are the agreed set of arrangements for the response to identified emergencies within the City of Darebin. These arrangements have been tailored to meet local response capabilities based on: the agencies available within the municipality and agencies identified as Control Agencies as specified within Part 7 of the Emergency Management Manual Victoria.

Support Agencies may be able to offer varying levels of support from “on ground” resources to information. It may be appropriate to consult with a number of identified Support Agencies for advise in relation to any given emergency. It is the prerogative of the control agency to formulate action plans for a given emergency in consultation with support agencies.

EMERGENCY/THREAT	CONTROL AGENCY (may vary by location)	KEY SUPPORT AGENCIES
ACCIDENT/INCIDENT		
Aircraft	Victoria Police	AMSA, ATSB
Biological Materials	Dept of Health	
Gas Leakage	CFA/MFESB	Gas Distribution companies
Hazardous materials, high consequence dangerous goods or dangerous goods	CFA/MFESB/ARFF	EPA, AV, Worksafe (workplace, storage facilities and transport)
Lifts, cranes or scaffolding and amusement structures	CFA/MFESB	Worksafe
Marine	Victoria Police	MSV, AMSA
Military aircraft and ships	Defence Forces	AMSA, Victoria Police, Airservices Australia.
Radioactive materials	Dept of Health	
Rail and tram	Victoria Police	PTD, DOT, VicTrack, CFA, MFESB, VICSES,
Road	Victoria Police	CFA, MFESB, VICSES, VicRoads, Municipal Councils, Citylink, Eastlink
AGRICULTURAL		
Chemical Contamination of livestock or agricultural produce (Agricultural or Veterinary)	DPI	DFSV, PrimeSafe
Exotic Animal Disease (includes Bees & Aquaculture)	DPI	DSE

EMERGENCY/THREAT	CONTROL AGENCY (may vary by location)	KEY SUPPORT AGENCIES
Plant Pest or Disease	DPI	DSE
Drought	DPI	
ENVIROMENTAL		
Marine pollution Oil and chemical spills in local ports and state rivers	MSV/Port Operator	DSE, EPA, AMSA, PV, BOM, VRCA
Exotic animal disease (includes bees and aquaculture.	DSE	DPI, PV
Cetacean (whale) stranding or entanglement	DSE	DPI,PV
Vertebrate Pest/Plagues	DPI	DSE
Pollution into inland waters	CFA/MFESB	EPA, PV
Pollution of inland waters	EPA/Melbourne Water	PV
ESSENTIAL SERVICE DISRUPTION		
Food supply, critical infrastructure damage or disruption.	Victoria Police	DPI
Electricity	DPI (Energy Sector Development Division)	AEMO, Electricity distributors, Energy Safe Victoria, DSE
Natural Gas	DPI (Energy Sector Development Division)	AEMO, DPI-(Minerals and Petroleum), Energy Safe Victoria, Gas distribution companies
Petroleum and liquid fuels	DPI (Energy Sector Development Division)	DPI (Minerals and Petroleum) Worksafe, Oil Companies
Public Transport	DOT Public Transport Division	Transport providers
Roads/Bridges/Tunnels	VicRoads	Municipal Councils, Citylink, Eastlink.
Water and Sewerage	DSE	Water Authorities, DHS, Municipal Councils
FIRE AND/OR EXPLOSION		
Aircraft	ARFF/CFA/MFESB	
Boilers and pressure vessels	CFA/MFESB	Worksafe
Explosion	CFA/MFESB	DPI, Worksafe
Explosive device	Victoria Police	
Fire	CFA/DSE/MFESB	PV, DPI, AVCG, Worksafe, BOM
HUMAN DISEASE/ILLNESS		
Retail food contamination	Dept of Health	
Food/drinking water contamination	Dept of Health	Municipal Councils, DSE, DPI
Human disease	Dept of Helath	
NATURAL EVENT		
Earthquake	VICSES	All
Flood	VICSES	DSE, CMA's, Water Authorities, Municipal Councils, CFA, MFESB, BOM, PV
Storm	VICSES	BOM, DSE, PV

EMERGENCY/THREAT	CONTROL AGENCY (may vary by location)	KEY SUPPORT AGENCIES
Tsunami	VICSES	BOM, All
RESCUE		
Building, structure	CFA/MFESB/ VICSES	BC, AV, VicPol, Worksafe
Cave	Victoria Police	VICSES
Land	Victoria Police	VICSES
Lift, crane, scaffolding or amusement structure	CFA/MFESB	VicPol, VICSES, Worksafe, DPI
Mine/quarry	Victoria Police	DOT, DPI, DSE, CFA Worksafe
Rail, aircraft and industrial	CFA/MFESB/VICSES	AMSA (aircraft only), WorkSafe (rail & industrial only)
Road	CFA/MFESB/VICSES	AV
Trench or tunnel	CFA/MFESB	
Water	Victoria Police	VICSES, LSV
SEARCH		
Land and Water	Victoria Police	VICSES, others as per VicPol register
Overdue aircraft	AMSA	VicPol, VICSES, Airservices Australia
OTHER		
Aircraft – in-flight emergency	Airservices Australia	ADF
Dam Safety	DSE	Water Authorities, VICSES, Municipal Councils
Marine casualty – non SAR- (commercial ship) in port waters.	Port operator, VRCA	MSV, AMSA, CFA/MFESB, VicPol, AV
Marine casualty – non SAR- (commercial ship) in coastal waters.	MSV	VRCA/Local port operators, CFA, MASA, VicPol, AV
Other threats against persons, property or environment	Victoria Police	

5.3 PHASES OF ACTIVATION

Response arrangements should be implemented at the earliest possible opportunity if the effects of emergencies are to be minimised and for this reason several phases of activation have been accepted. These are listed below.

5.3.1 Alert

Upon receipt of warning or information that an emergency may occur or affect the relevant area of responsibility, the organisation must be alerted to ensure its readiness to act if called upon. Some of the activities that should be considered in this phase are:

- Warning for key personnel.
- Testing of communications arrangements.
- Establish flow of information between municipality and control/support agencies.

5.3.2 Standby

As the threat, or the effects of the emergency, becomes imminent, members of the relevant organisation or sections are placed on standby, thus being ready to move immediately they are required. Some of the activities that should be considered in this phase are:

- Staff respective emergency centres.
- Prepare equipment and personnel for immediate action.
- Identify assembly areas.

5.3.3 Action

This is the operational phase of the emergency when control and support agencies are committed to contain or control the emergency. Some operations may necessitate moving to the "Action" phase immediately without the "Alert" and "Standby" phases being implemented. For this reason, it is mandatory that all organisations having a role in this Plan be in a state of preparedness at all times. Some of the activities that should be considered in this phase are:

- Mobilise personnel/equipment as requested.
- Produce situation reports on regular basis for higher authorities.
- Deploy additional resources as required.
- Ensure Volunteer Emergency Workers are registered.

5.3.4 Stand Down

Once 'Alert', 'Stand-by' or Action' has been implemented, the MERC must declare a 'Stand Down'. After consultation with the Control Agency and any other relevant agency, and the MERC is satisfied that the response to the emergency has been completed, he/she will advise all participating agencies of 'Stand Down'.

5.4 RELATIONSHIP BETWEEN DAREBIN AND STATE AND REGIONAL RESPONSE ARRANGEMENTS

The following items evidence the coordination of resources and the relationship between Council's arrangements and State and Regional plans and coordination structures. Council participates in the following:

- **The North and West Metropolitan Police Inner Region Emergency Management Coordination Group**
This is a newly formed group coordinated by VICPOL to replace the divisional meetings. The group had its first meeting in June 2010 and will develop over time to reflect the new divisional boundaries as of July 2010.
- **Working with seven other Councils to develop a consistent approach in the delivery of relief and recovery centres in the north east region**
A joint application to the OSEC is being developed with DHS support to develop a consistent approach to the development and deliver of relief and recovery centres. This will enable Councils to share resources and staff and to assist in times of large emergency events.

- **The DHS North and West Regional Recovery Committee**
 These meetings are coordinated by DHS and are held quarterly and involve information sharing and networking across the North and West for MRMs.
- **North West Department of Human Services Emergency Management Plan**
 Council has a copy of the current plan which details an extensive list of response and recovery agents in the region (Section 13 of the Regional and Emergency Management Plan).
- **Darebin is a signatory to the MAV MOU on inter-Council Resource Sharing**
 Council has been a signatory to this protocol since 2007 and has been an active supporter of cross Council initiatives as highlighted in this section.
- **The State-wide Municipal Emergency Enhancement Group (MEMEG)**
 This is a local government coordinated network and funded with support from OSEC and the MAV. It is an information and service development network for all emergency management personnel in Councils.

Darebin has been involved in the MEMEG since 2006 and has hosted a number of state-wide meetings, the most recent in June 2010.

- **MEMEG Sub regional Forum**
 Established in November 2009 the sub regional MEMEG consists of Banyule, Darebin, Moreland and Yarra. Darebin is currently the chair of this forum which will aim to meet twice a year to further inter-council cooperation and information sharing.
- **Documented Technical Resources Sub Plan**
 Darebin has a sub plan which details the internal contacts and external contractors who can be activated in the event of an emergency. This plan is updated annually and is managed by the deputy MERO.
- **MEMP Sub Plans**
 There are a series of documented sup plans developed for specific areas and these relate to the delivery of timely and appropriate responses to emergency events. These detail both the response and recovery phases. The plans are reviewed on an annual basis.
- **MEMP**
 The MEMP contains a detailed list of Council, emergency services and local agency area staff that can be activated in the event of an emergency.

This section of the MEMP is updated at each of the quarterly MEMPC meetings and each agency is contacted by Council to verify the accuracy annually.

- **Membership of the MEMPC**
 Consists of a number of agencies responsible for response and recovery activities, many of these roles are state-wide arrangements such as Red Cross, Salvation Army. Membership is reviewed annually.

5.5 EMERGENCY EVACUATION RELIEF

5.5.1 Introduction

The Evacuation Relief planning process focuses on the identification and establishment of appropriate assembly areas and/or relief centres for the temporary housing of those affected by an emergency.

5.5.2 Aim

To provide an appropriate relief centre and/or assembly area in the case of an emergency, on request of the MERO.

5.5.3 Responsibilities

It is the responsibility of the MERO (in the role of MECC Manager) or his delegate to:

- Identify the most appropriate centre/assembly area.
- Ensure the Centre is open for the arrival of emergency personnel and persons affected by disaster.
- Liaise with other agencies and assist in the smooth setting up and operation of the Centre.
- Liaise with other Council staff where extra resources are necessary.
- Maintain an accurate list of evacuation centres/assembly areas with site information, contact list and keys.

5.5.4 Coordination

Selection of the relief centres and assembly areas will be determined by the MEM, in consultation with the MERO and MERC.

5.5.5 Procedure

- When called upon by the MERO to provide a relief centre, check for the most appropriate centre.
- Contact the MERO to communicate which centre will be used and contact Centre Manager to attend, if required.
- Contact Darebin After Hours (Facilities Maintenance Duty Officer and Venue Manager) to open up centre, if the emergency is after work hours.
- Prepare the Centre to receive the evacuees and other emergency personnel if appropriate.

5.5.6 Liaisons

- All communication will come through the MERO or deputies at the Command Centre.
- The MERO is responsible for the coordination of the municipal resources in recovering and responding to emergencies.
- The Municipal Health and Environment Coordinator (MHEC) is responsible for the arrangements that protect the community from health and safety issues that

may develop in an emergency. This includes the identification of health, animal welfare and medical facilities.

- The Municipal Technical Resources Manager (MTRM) is responsible for the required technical and human resources, including the transport of evacuees to and from the evacuation/assembly centres.
- The MRM is responsible for the coordination of the municipal and community resources during recovery.
- The Police and SES are responsible for assistance in evacuations.
- The Red Cross is responsible for coordinating the catering arrangements and registration of evacuees.
- The Salvation Army is responsible for material needs of the evacuees, such as bedding, clothing and personal requirements.

5.6 RELIEF CENTRES / ASSEMBLY AREAS

The following buildings have been identified as suitable relief centres for emergencies for less than 50 people to up to 400 people:

- Darebin Arts and Entertainment Centre, Cnr Bell & St Georges Road, Preston. Manager Rod Wilson. Phone No. 8470 8282
- Northcote Town Hall, 189 High Street, Northcote. Manager Jeanette Seignior. Phone No. 8470 8903
- Reservoir Civic Centre – 23 Edward Street, Reservoir. Manager Meredith Struthers. Phone No. 8470 8000
- Preston Town Hall / Shire Hall, 274 Gower Street, Preston. Manager David Laurie. Phone No. 8470 8877

Detailed plans of each site are available in the Municipal Emergency Recovery Plan 2010 and also **Map 3** of this Plan.

The following areas have been identified as temporary, short term relief centres and assembly areas. These can be used as staging areas for police emergency services vehicles and personnel to access the site of the event. Council recognises that a control agency may request that a staging area will be established and that Council will support such a request as appropriate to the circumstances.

- DISC/John Cain Memorial Park
- Northcote Park
- T.W Andrews Reserve
- I.W. Dole Reserve
- C.T. Barling Reserve.

Assembly Areas

The following have been identified as suitable assembly areas:

- H.L.T. Oulton Reserve
- McDonnell Park
- Edwardes Park Lake
- Ray Bramham Gardens.

All relief centres / assembly areas have kitchens/kiosks, limited toilet facilities, heating/cooling, and disabled access toilets unless otherwise stated on the individual maps in the sub-plan. Tables, chairs, urns, extension leads etc, are available from the Hallkeeper. See **Map 3** – Centres for Management of Resources and Community Evacuation.

5.7 MUNICIPAL EMERGENCY COORDINATION CENTRES (MECC)

This section details the facilities and arrangements required to provide an Emergency Coordination Centre, fully equipped and with support services to enable 24 hour operation throughout the duration of an emergency.

Darebin's Municipal Emergency Coordination Centre would be established primarily to coordinate the provision of resources during an emergency.

The MECC is a facility where the function of coordination may be carried out in support of the response and recovery effort.

5.7.1 Activation

The MECC may be activated only on the direct authority of, and in order of priority by the MERC. The MERC will in turn activate the MERO to assist in the provision of identified resources.

Should the response to the emergency require considerable resources or have a significant impact on the community, consideration should be given to the activation of the MECC. One or more of the following criteria should be satisfied prior to activation of a MECC:

- The emergency continues for an extended duration
- Members of the community are displaced by the emergency
- There is perceived threat to the community
- The volume of requests for resource support from the Council cannot be easily managed by the on-call personnel
- There is a need to register volunteer emergency workers in case they ever need to claim volunteer compensation under the Act
- There is a need to coordinate the provision of emergency relief to either responders or the affected community
- There is a need to coordinate the dissemination of community information and warnings
- There is significant need for community support and/or recovery services.

5.7.2 Location

- **City of Darebin Municipal Offices**, 350 High Street, Darebin (Melway 18 G12)
 - Operations Room & Briefing Room - Computer Training Room (above Preston City Hall)
 - Public Information Centre – Preston City Hall Foyer

The alternative MECCs are located at:

1. **Reservoir Depot** / Transfer Station, Kurnai Avenue. Reservoir (Melway 18 B6)
 - Meeting and Training Room - 1st Floor
 - Public Information Centre - Amenities Room
2. **Northcote Town Hall**, High Steet, Northcote (Melway 30 E9)
 - Operations and Meeting Room – Ground Floor Meeting Room 2
 - Public Information Centre - Foyer

5.7.3 Role of MECC

A MECC:

- Is a facility for acquiring, deploying and coordinating resources to support response, community support and recovery activities
- Operates for the relief and recovery activities in which Council's roles require coordination
- Provides for the accurate logging of information, communications and decisions for recording, debriefing and planning purposes
- Coordinates the dissemination of community information and warnings following consultation with the control agency.

The following tasks may also be undertaken at a MECC:

- Registration of volunteer emergency workers
- Contribution to the rapid impact assessment process, including maintaining and validating records relating to damage and loss assessment data.

MECC Equipment

- Telephone directories (internal and Telecom)
- Computers, facsimile machines and photocopiers
- Tables/chairs to accommodate 20 workstations
- Whiteboards
- Maps
- Emergency accessories cabinet containing stationery, other consumable items and Log Sheets
- Copies of the following **external** Plans:
 - City of Yarra
 - City of Moreland
 - City of Whittlesea
 - City of Banyule
 - State Emergency Recovery Arrangements
 - Divisional District Emergency Response Plan
- Directional signs
- MECC Layout Plan
- Stocked emergency management kit located inside the emergency management cupboard which can be accessed by MERO and deputies, MRM and deputies and site managers

5.7.4 Emergency Power Supply

The Manager Technical Resources will be able to coordinate any alternative power source requirement during emergencies.

5.7.5 Administrative Support

During all phases, administrative support will be provided from Council resources. Minimum requirement will be:

- 2 Secretarial support staff
- 1 Customer Service Officer
- 1 General Duty Officer

- 1 Security Officer/Hallkeeper

5.7.6 Security and Information Centres

To provide security of operation and to avoid hampering that may be caused by flood of enquiries/requests, the MECC will be closed to public access. All public enquiries/requests will be received and processed from the Public Information Centre (or Customer Service Centres).

5.7.7 Catering/Cleaning

- Facilities and resources are/will be available at each location to provide food to MECC staff.
- Municipal Kitchen at 8 Robinson Road (Melway 18 G9), and /or private contractors. Contact: MERO or his delegate.
- Cleaning of the MECC will be effected as required under normal arrangements coordinated by the MERO or his delegate.

5.7.8 Rest Areas

All locations are provided with rest areas to enable rests to be taken by MECC staff during periods of continuous operation.

5.4.9 Activation Procedure

On receipt of authorised request to activate the MECC, the MERO or stand-in will immediately co-opt other members of the DEMG as required and then activate the MECC as follows:

- Mobilise the administrative support staff as follows:
3 x Emergency Personnel
1 x General Duty Person/Hallkeeper
- Set up and test the operation of telephones. If technical assistance is required, contact Telstra. Business number, all hours – 1300 368 387, or call Account Executive [REDACTED]
- Set up and test operation of radio net. If technical assistance is required, contact [REDACTED] at JRD Communications (9543 3811).
- Set up MECC
- Advise of possible need for assistance with provision of meals, etc. (MERO responsible to contact Red Cross for catering assistance.)

5.7.10 Finance

All costs incurred in setting up the MECC will be met from Council funds. All purchases are to be first authorised by the MERO or his delegate in the role of MECC Manager and charged to an account established by the Financial Services Branch, as required.

5.7.11 Stand Down

On stand down, debriefing will be conducted by the MERO.

6. RECOVERY ARRANGEMENTS

The City of Darebin Municipal Recovery Plan sits under the Municipal Emergency Management Plan. The Plan has three major components:

Section 1: Demographic data, historical context and physical attributes of Darebin.

Section 2: Implementation guidelines for managing Recovery functions.

Section 3: Relief Centre information which details the locations and features of each of the three key relief centre sites and the management of diverse and vulnerable groups within those sites.

6.1 RECOVERY MANAGEMENT PRINCIPLES

Management and service provision will be devolved as much as possible to the local level. State and Regional recovery strategies, services and resources will supplement and compliment the municipality's initiatives rather than replace local endeavours.

Emphasis will be given to supporting and maintaining the identity, dignity and autonomy of affected individuals, families and the community.

Management of recovery will occur in the context of clear and agreed arrangements, and involve processes of consultation and cooperation through established communication channels.

Wherever possible, the normal municipal management and administrative structures and practices will be used, ensuring that these structures and practices will be responsive to the special needs and circumstances of the affected community.

Recovery information and recovery services need to be readily accessible to affected individuals, families and communities and responsive to their needs and expectations.

6.2 COMMUNITY RECOVERY COMMITTEE

Where the magnitude of the event requires community input into the recovery process one or more Community Recovery Committees may be established within the affected area.

6.2.1 Terms of Reference

- Event focussed for the life of the recovery phase
- Dependant on the needs of the community and could be short or long term
- Convened and resourced by Council
- Relevant agencies must participate willingly
- Agencies will be invited to attend and Council will take responsibility for membership of relevant agencies
- Council will activate and deactivate the Committee as required

6.2.2 Community Recovery Committee Membership

The composition of the committee will vary depending on the affected area. The membership of the committee should include community leaders and representatives of:

- Municipal Recovery Manager;
- Councillor;
- Government agencies;
- Community groups;
- Affected persons;
- Non-government agencies.

Membership can be drawn from the broader MEMPC and other agencies as identified through Council sub plans and recovery networks (refer to City of Darebin Emergency Management flowchart A110731).

6.2.3 Community Recovery Committee Functions

- Monitor the overall progress of the recovery process in the affected community.
- Identify community needs and resource requirements and make recommendations to appropriate recovery agencies, municipal councils and the State's recovery management structure.
- Liaise, consult and negotiate, on behalf of affected communities, with recovery agencies, government departments and municipal councils.
- Liaise with Department of Human Services Coordinator through the designated Regional Director or delegate.
- Undertake specific recovery activities as determined by the circumstances and the Committee.

6.3 IMPLEMENTATION

- The MRM or a person delegated by him/her is to initiate Recovery activities as documented in this section of the Plan as soon as possible after an emergency occurs, as directed by the MERO
- The MRM shall convene a meeting of the Municipal Recovery Representatives as soon as is practical where the emergency is of a magnitude that requires their involvement.
- A range of recovery activities may be required during and after an emergency.

6.4 MUNICIPAL RECOVERY SERVICES

The organisations listed below have agreed to manage the particular Recovery function. They are responsible to the MRM.

TYPE OF SERVICE	CO-ORDINATED BY
Information Services	City of Darebin
Material Aid	Salvation Army
Financial Assistance	Human Services (Region) through the Municipal Recovery Manager
Temporary Accommodation	Human Services (Region) through the Municipal

TYPE OF SERVICE	CO-ORDINATED BY
	Recovery Manager
Language Services	Human Services (Region) through the Municipal Recovery Manager
Rebuilding & Utility Restoration	City of Darebin Utility providers
Community Development	Human Services (Region) in conjunction with the Municipal Recovery Manager / Community Recovery Committee
Personal Support Services	City of Darebin and nominated agencies

6.5 ROLE OF THE DEPARTMENT OF HUMAN SERVICES IN RECOVERY

In the recovery processes of an emergency, the Department of Human Services:

- Acts as recovery coordinators.
- Assumes a role of facilitation in developing a coordinated response as appropriate to the circumstances eg. when the incident affects only a few people but the affected population is dispersed, or the event is of a magnitude which is beyond the resources of the municipality.

Victorian Council of Churches (VCC)

As part of DHS the Community Chaplains are activated either through DHS contacting VCC or through a local MERC contacting the Regional Director.

6.6 SUPPLY OF GOODS/SERVICES

The municipality and other recovery agencies shall obtain and pay for goods/services through their own supply systems.

The MRM with the assistance of the Department of Human Services will coordinate the acquisition of supply of goods/services which cannot be provided by the municipalities or participating agencies. When goods can only be obtained in such a manner, approval for payment from Human Services is required prior to the goods being obtained.

6.7 VICTORIAN GOVERNMENT ASSISTANCE MEASURES

These are contained in the State Emergency Recovery Plan.

6.8 AGENCIES ASSISTING IN RECOVERY

The information on agencies providing recovery services is provided in the MRM's sub-plans not included in this plan. A copy is stored in Objective and a hard copy is located at the MRM's office located at 185 High Street, Northcote.

6.9 PROTOCOL FOR INTER-COUNCIL EMERGENCY MANAGEMENT RESOURCE SHARING

Emergencies sometimes require councils to source additional resources to ensure that the affected community is restored to normal functioning as efficiently as possible. The

Municipal Association of Victoria and the Municipal Emergency Management Enhancement Group identified a need to determine an agreed position between councils regarding the provision of council resources to assist other councils with response and recovery tasks during emergencies and a protocol was developed. The City of Darebin is a participating member. The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities during an emergency. The protocol applies to requests for human resources, equipment and/or facilities in relation to response or recovery activities associated with an emergency.


Neighbouring councils that have formally agreed to the protocol are Banyule, Hume, Maribyrnong, Murrindindi, Nillumbik, Whittlesea and Yarra Ranges.

7. SUPPORT ARRANGEMENTS

7.1 SUPPORT TASKS & FUNCTIONAL SERVICE AGENCIES

The undermentioned list of support tasks indicates the primary support agency or managing agency and other support agencies. This list is neither exhaustive nor exclusive as many agencies, including response agencies may have a support role, depending on the effects of the emergency. In the event that local resources cannot be provided to meet support tasks needed, the request should be passed onto the Regional Emergency Response Coordinator via the MERC.

SUPPORT TASK	PRIMARY AGENCY	SECONDARY AGENCY
Animal Welfare	DPI	RSPCA, DSE
Catering	Red Cross	Salvation Army
Commonwealth resources	Victoria Police	ADF, EMA
Communications	Victoria Police	ESTA, Telstra, WICEN
Deceased persons: identification	Victoria Police	CCoV
Detection of Emergency Locator Transmitters	AMSA	Airservices Australia
Emergency call taking and dispatch	ESTA	Telstra
Emergency medical care and/or transport	AV	MFESB, ARFF, ESTA, Others as per SHERP (DHS)
Emergency Relief Centres or shelters	Municipal Councils	VICSES
Environmental impact assessment	EPA	DSE, PV
Evacuation	Control Agency, Victoria Police	VICSES, Municipal Councils
First Aid	AV	St. John Ambulance, LSV, Red Cross, Others as per SHERP
Food	VicRelief Foodbank	
Food supply manufacturing and logistics	DPI	DIIRD
Material Aid	Salvation Army	Vic Relief Foodbank (mattresses & blankets)
Media relations	Control Agency	Victoria Police
Produce (food) contamination by chemicals of security concern	DPI	
Psychological First Aid	DHS	VCC, Others as per DHS arrangements
Public warnings	Control Agency, Victoria Police	BOM, Municipal Councils
Registration and inquiries	Victoria Police	Red Cross
Relocation	Control Agency	Victoria Police, VICSES, Municipal Councils
Rural loss and damage assessment	DPI	
Transport, engineering and services support	VicRoads	Others as per TESS Plan
Weather information and forecasting	BOM	
Work place / work related investigations and technical support	Worksafe	

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7.2 EMERGENCY RELIEF

Emergency Relief is the provision of life support and essential needs to persons affected by, or involved in the management of an emergency. Coordination of Emergency Relief at the municipal level, is the responsibility of the City of Darebin, at State and Regional level this coordination function rests with the Department of Human Services effective from 30 April 2010.

For more detailed information in relation to roles, responsibilities and functions of Emergency Relief refer to the EMMV Part 8, Appendix 2, Page 8-10 and Emergency Relief Centre Handbook, December 2009.

7.2.1 Emergency Relief Management

In the event of requirement for any or all of the functional services of Emergency Relief, the request must be channelled through the MERC to the MERO. The MERO will activate the required functional services. All functional services will operate and report back to the MERO.

7.2.2 Functional Services

Catering

At the request of the MERC, the municipality will arrange catering via Red Cross. ARCV will co-ordinate the provision of catering services and will be supported by Darebin Food Services.

Where the nominated catering organisation cannot be contacted, the Red Cross Regional Catering Co-ordinator will be activated, via the DERC to arrange catering.

Red Cross

The Red Cross Regional Catering Coordinator is to be alerted or activated when the nature of the incident indicates any of the following apply:


- One or more meals for combatants or other affected persons is required to be supplied.
- Reimbursement for incurred costs will be claimed by local providers.
- Goods are required to be purchased by authorised Red Cross purchasing officers.

The Red Cross Regional Catering Coordinator will, in conjunction with the local catering providers, ascertain the level of involvement necessary by Red Cross ensuring that local resources, including those already in operation, are fully utilised.

Material Needs

The Salvation Army is responsible for material needs and will co-ordinate material need providers.

A list of Support and Counselling Agencies is included in the Emergency Recovery Sub Plan.

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Emergency Shelter

The City of Darebin will co-ordinate the provision of emergency shelter.

A list of Emergency Relief Centres identified in the City of Darebin is included in this Plan as well as **Map 3**.

Grants and Temporary Accommodation

The City of Darebin will coordinate the provision of these services at municipal level. If the above functions are outside the capabilities of the municipal resources, the responsible agency is the Department of Human Services.

Counselling / Personal Support

Personal support is an important element of the relief and recovery process. The Department of Human Services is the primary agency and Red Cross the support agency.

Community Organisations

Many community organisations will have resources that can be of use in an emergency. It is the responsibility of the City of Darebin to provide the management system to coordinate offers of assistance from these organisations. Contact details of organisations able to assist will be maintained and kept by the MRM and located in the Emergency Recovery Sub Plan.

Registration

Victoria Police are responsible for the registration of emergency affected people but have delegated the physical task of the registration process to Red Cross.

7.2.3 Emergency Resource Management


Emergency resource management at municipal level occurs when functional services, or control agencies, exhaust their own avenues of supply and there is a requirement for continued supply. Functional service agencies supplying a service and requiring additional resources will put their request to the MERO. The control and support agencies will make their request through the MERC. The MERO will endeavour to obtain those resources through existing municipal arrangements. If unsuccessful, the request will be passed through the MERC to the DERC. This only applies at present to Relief.

7.3 RESOURCE SUPPLEMENTATION

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

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

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

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An agency may have arrangements in place to access a wide range of resources through:

- Its own agency arrangements.
- Support agencies.
- Mutual Aid agreements (including memoranda of understanding)
- Contract or supply arrangements with private industry.

A four tiered framework (Municipal, Regional, State and Commonwealth) exists for implementing response to emergencies. Response arrangements are designed to assess an emergency, and to provide for the graduated marshalling and utilisation of the resources required to respond to an emergency in accordance with the emergency response plan and the plans of participating agencies. At the municipal level, resources owned or under the control of the Darebin City Council are used to supplement those of the control and support agencies. As the effects of the emergency escalate, or the resource requirements outstrip what is available locally, Regional, State and Commonwealth resources may be activated.

At Regional level, the interagency response management structure involves the co-ordination of resources to support operations which cannot be resourced locally, or which extend over more than one municipal district. The highest level of operational co-ordination and support takes place at State level. It is at this level that resource support from other States and/or the Commonwealth is assessed and requested.

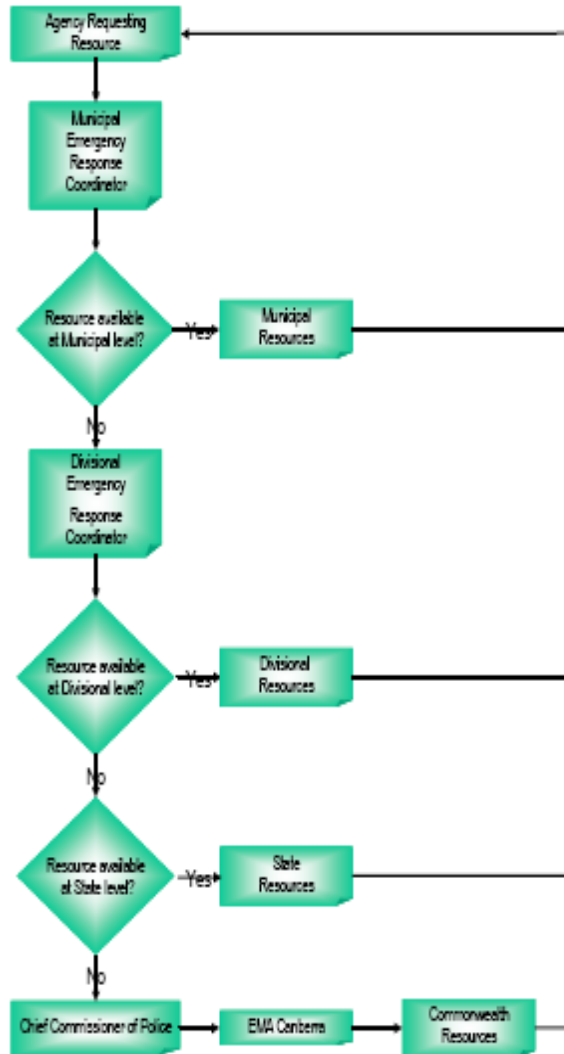
Where an agency requires resources beyond its own capacity to satisfactorily complete a task, it should request assistance as appropriate:

- If at local level, from the MERC.
- If the request cannot be satisfied at the local level, then via the MERC to the Regional Emergency Response Co-ordinator.
- If the request cannot be satisfied at the Regional level, then to the State Emergency Response Co-ordinator or delegate, who will advise the requesting agency of possible suppliers.
- If the request cannot be satisfied from resources within Victoria, it will be referred to the State Emergency Response Co-ordinator or delegate to seek Interstate or Commonwealth assistance.


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

For detailed information in relation to resource supplementation see practice note – *Sourcing Supplementary Emergency Response Resources from Municipal Councils* (available on the OESC website – www.oesc.vic.gov.au under publications).

7.4 SUPPLEMENTARY RESPONSE RESOURCE PROCESS FLOWCHART



(EMMV page 3-11)

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7.5 EVACUATION

Council recognises the responsibility of evacuation rests with Victoria Police and any Council involvement consider the following format:

- Decision
- Warning
- Withdrawal
- Shelter
- Reunion

The Victoria Police are responsible for evacuation. The decision to evacuate rests with the control agency in conjunction with Police and available expert advice. Consideration must be given to the area which is to be evacuated, the route to be followed, the means of transport and the location to which evacuees will be asked to attend.

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

Assistance in evacuations may be provided by VICSES (at the request of VICPOL) and the Victoria Police.

7.5.1 Warning Systems

The method of alerting people to the need for evacuation will depend on a number of factors. Consideration should be given to:

- The requirements of any special needs groups.
- The type of emergency.
- The number of people affected.
- The ethnic origins of the affected people.


7.6 OTHER FUNCTIONAL AREAS

7.6.1 Communications

The Victoria Police is delegated the responsibility for communications. This is in accordance with State Emergency Management Plan which identifies that the Victoria Police is the primary support agency for communications.

Aim

The aim is to ensure essential communications when requested.

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General

All agencies having a role in these arrangements are responsible for the provision of their own communications systems during emergencies. Any agency requiring communications will put their request to the MERC.

Telephone Communications

The Telstra line network will be the initial and primary means of communication in the event of an emergency, when it is available, and should be utilised to capacity where possible. When identifying locations for use as MECCs, Assembly Areas and Emergency Relief Centres, consideration should be given to the communications facilities already in place at that location.

Additional telephones can be provided by Telstra, upon request to the MERC. All costs, related to such installations are the responsibility of the requesting organisation.

Communications Resources

Communications Resources details are covered in the MIC's arrangements.

7.6.2 Health and Medical

Council's Environmental Health Officer has been delegated the responsibility for health and medical matters.

These Municipal Health and Medical arrangements should be considered in conjunction with the Regional Medical Emergency Management Plan and the Municipal Hospital Emergency Plans.

Council has retained the services of a medical practitioner to act as Municipal Officer of Health.

Aim

The aim of these arrangements is to identify the Health and Medical facilities available within the City of Darebin and identify the arrangements for activation.

Due to the dual nature of these arrangements, it will be divided into two components, each being addressed accordingly.


These components will be health and medical.

Health

The Environmental Health Officer is responsible for all public health matters in the municipality.

The responsibilities of the Environmental Health Officer in emergencies include:

- Advice on water supply.
- Ensuring hygienic food handling - safe production, storage and distribution.
- Supply of sanitary and hygienic accommodation when required.
- Refuse removal.

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- Pest control.
- Control of infectious diseases (immunisation).
- Disposal of dead animals.

Medical

Implementation of the medical arrangements will be automatic where people are injured or require medical assistance. This automatic response will be by the Ambulance Victoria and hospitals within the municipality.

The Ambulance Service will be responsible for contacting additional first aid support when required (eg. St. John Ambulance and Red Cross).

Management of Medical Response

Medical response management at an emergency scene will be carried out by the most senior medical officer present. This could be any of the following:

- the highest ranked Ambulance Officer present;
- a member of a Medical Team;
- Area Medical Coordinator.

The role of the Medical Commander at the scene of an emergency is to:

- arrange resources required;
- provide triage, (prioritise patients for treatment);
- co-ordinate transport of patients;
- determine destination of patients.

7.6.3 Transport and Engineering

Council's Manager City Works has responsibility for transport and engineering issues.

Aim

The purpose of these arrangements is to identify available transport and engineering resources within the municipality. This will include specialist and technical advice and deployment of those resources.


Requesting Procedure

All requests for transport and engineering resources should be directed to the MERC who will request them through the MERO.

Municipal resources should be used in the first instance, prior to engaging private contractors.

Tree Felling

Staff in the Arboriculture Unit at Darebin Parks have been trained in a number of areas including, and not limited to, tree felling, chainsaw maintenance, traffic management and E W Platform. Council also has appointed contractors capable of performing numerous tasks with access to varied equipment for performing tree maintenance works.

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Management of Resources

Responsibility for the management of resources shall rest with the MERO. The MERO is responsible for maintaining a resource database and contact details

7.7 RAPID IMPACT ASSESSMENT (RIA)

A rapid impact assessment gathers critical impact information of the extent of damage, disruption and breakdown to the community and its infrastructure as a result of the emergency. RIA captures identifiable impacts across the four key areas of social, community, economic, built environment and natural environment. This information also assists the City of Darebin by informing decision making processes to ensure the safety of life and property.

A rapid impact assessment will be conducted. To facilitate this process the City of Darebin, through the Emergency Management Group, shall as early as practicable perform the following tasks:

- Survey the extent of damage indicating evaluation of financial and material aid needed.
- Provide a priority listing for restoration of community needs to assist agencies in the performance of their functions.
- Monitor the acquisition and application of financial and material aid needed or made available in the restoration period.
- Process and forms for documenting monitoring and recovery progress is contained in the City of Darebin Municipal Recovery Plan 2010, Section 2.
- Information on affected persons, eg. via flood, can be accessed via Council's ratepayer/resident database through the Geographic Information System (GIS).

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

Should the emergency extend beyond the boundaries of the City of Darebin the rapid impact assessment may be merged with that of the other affected municipalities.

7.7.1 Post Impact Assessment

Information that the control agency gathers through the Rapid Impact Assessment (RIA) process during the response to the emergency will be made available to the municipality. The RIA data will provide input information for a more detailed analysis of loss and damage and the impact on the effected community that will make up the Post Impact Assessment.