City of
DAREBIN

the place
to live

MUNICIPAL

EMERGENCY

MANAGEMENT

PLAN

CITY OF DAREBIN EMERGENCY CONTACTS

MUNICIPAL EMERGENCY RESOURCE OFFICER –

24 HOUR EMERGENCY CONTACT NUMBER

AFTER HOURS

03 8470 8889

FAX

03 9261 4855

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

Municipal Emergency Resource Officer   mero@darebin.vic.gov.au

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

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

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

AMENDMENT RECORD

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 Transport **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 **Please 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 G – CERA** – All pages	MERO
11	December 2010 February 2015	**Full Plan – Please retain all section dividers and maps (3)**	MERO
12	August 2011	**Amendment Record** – Pages 1 & 2 **Certificate of Audit** – Page 4 **Insert Certificate of Audit** – Page 4A **MEMPC Structure** – Page 15 **Contact Numbers** – Pages 69-82 **Appendix D** – Page 87 & 88 **Appendix E Distribution List** – Pages 89-92 **Appendix G – CERA** – all pages	MERO

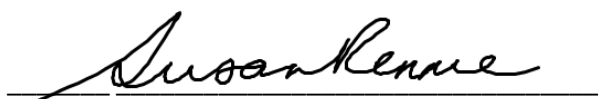| Amendment no.	Date of Issue	Reference	Amended By
13	April 2012 February 2014 July 2014 December 2014 February 2015 May 2014 July 2014 September 2014 December 2014 February 2015	**Emergency Contacts Page** **Amendment Record** – Pages 1 & 2 **Table of Contents** **MEMPC Structure** – Page 15 **Section 6 – Recovery Arrangements** Pages 55-60 **Section 7 – Support Arrangements** – Pages 61 -70 **Section 8 - Contact Numbers** – Pages 71-83 **Appendix D – EM Roles, Delegated officers and Training Register** – Pages 88-89 **Appendix E - Distribution List** – Pages 89-93	MERO
14	January 2013	**Table of Contents** **Amendment Record** – Pages 1 & 2 **MEMPC Structure** – Page 15 **Contact Numbers** – Pages 73- 86	MERO
15	November 2013	**Full Plan with the exception of Maps 1, 2 & 3**	MERO
16	March 2015	**Full Plan**	MERO
17	July 2015	**Full Plan**	MERO
18	November 2015	**Full Plan**	MERO
19	December 2015	**Full Plan**	MERO
20	January 2016	**Full Plan**	MERO
21	April 2016	**Section 8**	MERO
22	May 2016	**Section 8**	MERO
23	June 2016	**Full Plan**	MERO
24	November 2016	**Section 3**	MERO
25	February 2017	**Section 3** **Section 8**	MERO
26	June 2017	**Section 1** **Section 8**	MERO
27	January 2018	**Front Page** **Section 8**	MERO
28	August 2019	**Full Plan**	MEMPC

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.

This Plan addresses the prevention of, response to and recovery from emergencies within Darebin and is the result of the cooperative efforts of the Municipal Emergency Management Planning Committee and incorporated audit advice from Victoria State Emergency Service, Central Region Headquarters. It recognises the previous planning activities of the municipal area.

This plan was formally endorsed by the MEMPC and adopted by Council:

_____   <u>14 October 2019</u>

Cr Susan Rennie (Mayor) Chair MEMPC   Date

_____   <u>14 October 2019</u>

 Sue Wilkinson - Chief Executive Officer   Date

CERTIFICATE OF AUDIT

The Certificate of Audit for the previous Plan was presented to the Mayor of Darebin City Council on 24 May 2017 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 is to be re-audited in December 2019.

COUNCIL ADOPTION

The Municipal Emergency Management Plan was presented and adopted at a meeting of Council on Monday 15 May 2017.

Contents

1. Introduction

1.1. Emergency Management

Emergency management involves the plans, structures and arrangements which are established to bring together the endeavours of government, voluntary and private organisations and communities in a comprehensive and coordinated way to deal with the whole spectrum of emergency needs, including prevention, response and recovery (EMMV Part 1 2015).

1.2. Emergencies

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

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

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

The *EM Act* 2013 defines the two classes emergency events are classified into for Control arrangements in Victoria. Class 1 emergency as*:*
- *A major fire, or*
- *Any other major emergency for which the control agency is the Metropolitan Fire Brigade (MFB), Country Fire Authority (CFA) or Victoria State Emergency Service (VICSES).*

The control agency for Class 1 emergencies is detailed in Part 7 of the EMMV.

Class 2 emergency as a major emergency that is not:
- *a Class 1 emergency or;*
- *a warlike act or act of terrorism, whether directed at Victoria or at any other State or Territory of the Commonwealth; or*
- *a hi-jack, siege or riot.*

Examples may be a plague or epidemic or contamination

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

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

Control and coordination responsibilities and arrangements of Class 1 and Class 2 emergencies in the State of Victoria are outlined in Part 3 of the *EMMV*.

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

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

1.3. AIM

The aim of this MEMP is to ensue and document the collaborative and coordinated arrangements for the prevention of, the response to, and the recovery from emergencies that may occur in the City of Darebin as identified in Part 4 of the Emergency Management Act, 1986, Part 5 of the *Emergency Management Act* 2013 and Part 6 & 6A of the *Emergency Management Manual Victoria* (EMMV). This function is undertaken by the Municipal Emergency Management Planning Committee (MEMPC), a multi-agency committee of relevant stakeholders to the City of Darebin.

1.4. OBJECTIVES

The broad objectives of this MEMP are to:

- Implement measures to prevent or reduce the causes or effects of emergencies.

- Manage arrangements for the utilisation and implementation of municipal resources in response to emergencies.

- Manage support that may be provided to or from adjoining municipalities.

- Assist the affected community to recover following an emergency.

- Complement other Local, Regional and State planning arrangements.

1.5. COMPLIANCE WITH STATE ARRANGEMENTS

The City of Darebin Municipal Emergency Management Plan (MEMP) has been produced pursuant to Section 20(1) of the Emergency Management Act 1986. This MEMP addresses the planning and prevention of, response to and recovery from emergencies within Darebin. The MEMP has resulted from the cooperative efforts of the Municipal Emergency Management Planning Committee.

The MEMP is consistent with guidelines issued by the Minister for Emergency Services, and state and regional emergency management arrangements. It complies with relevant sections of the Emergency Management Acts 1986 and 2013.

1.6. REFERENCE TO EMERGENCY MANAGEMENT MANUAL VICTORIA

The MEMP assumes that users of this document have access to, or good working knowledge of, the Emergency Management Manual Victoria (EMMV).

The EMMV is available at: https://www.emv.vic.gov.au/policies/emmv

Unless locally important, this document does not duplicate information contained in the EMMV

1.7. PUBLIC ACCESSIBILITY

A public version of the MEMP can be accessed via the Darebin City Council Website at:

http://www.darebin.vic.gov.au/

Emergency management agencies and organisations can access a full copy of the MEMP through the MEMPC representative for their organisation, or if they have access, through Crisisworks, or by contacting the Municipal Emergency Resource Officer (MERO).

1.8. LEGAL DEPOSIT

Legal deposit of this MEMP is required under s. 49 of the Libraries Act 1988. The Act requires the deposit, within two months, of every new or amended publication published in Victoria. This MEMP has previously been provided to the State Library of Victoria. The current MEMP will be provided as per the Act.

1.9. STRATEGIES

To achieve the objectives the Darebin Municipal Emergency Management Planning Committee will implement the following;

- Develop an accurate community profile and consult our community in the review of relevant sections of the MEMP.

- Review and update the Community Emergency Risk Assessment (CERA) and maintain risk mitigation strategies.

- Maintain the register of Council's resources to be used in emergency response and recovery.

- Implement the MEMP and subordinate plans (sub-plans) as required.

- Conduct regular and reactive reviews of the MEMP and sub-plans to ensure currency and suitability to current arrangements and conditions.

2. AREA DESCRIPTION

2.1. LOCATION

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

2.1.1. Access to Geographical Information System

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

- Via Council intranet – **Intramaps** links to internal council databases and contains municipal locations, places of interest, Council assets and resident information.

- Via public website - **Darebin Guide** which is an external GIS showing municipal locations, places of interest, planning layers and parking
  https://gis.darebin.vic.gov.au/IntraMaps90/ApplicationEngine/frontend/mapbuilder/default.htm?configId=00000000-0000-0000-0000-000000000000&liteConfigId=97dce9bf-3449-4388-a121-0beddd089700&title=RGFyZWJpbiBHdWlkZQ
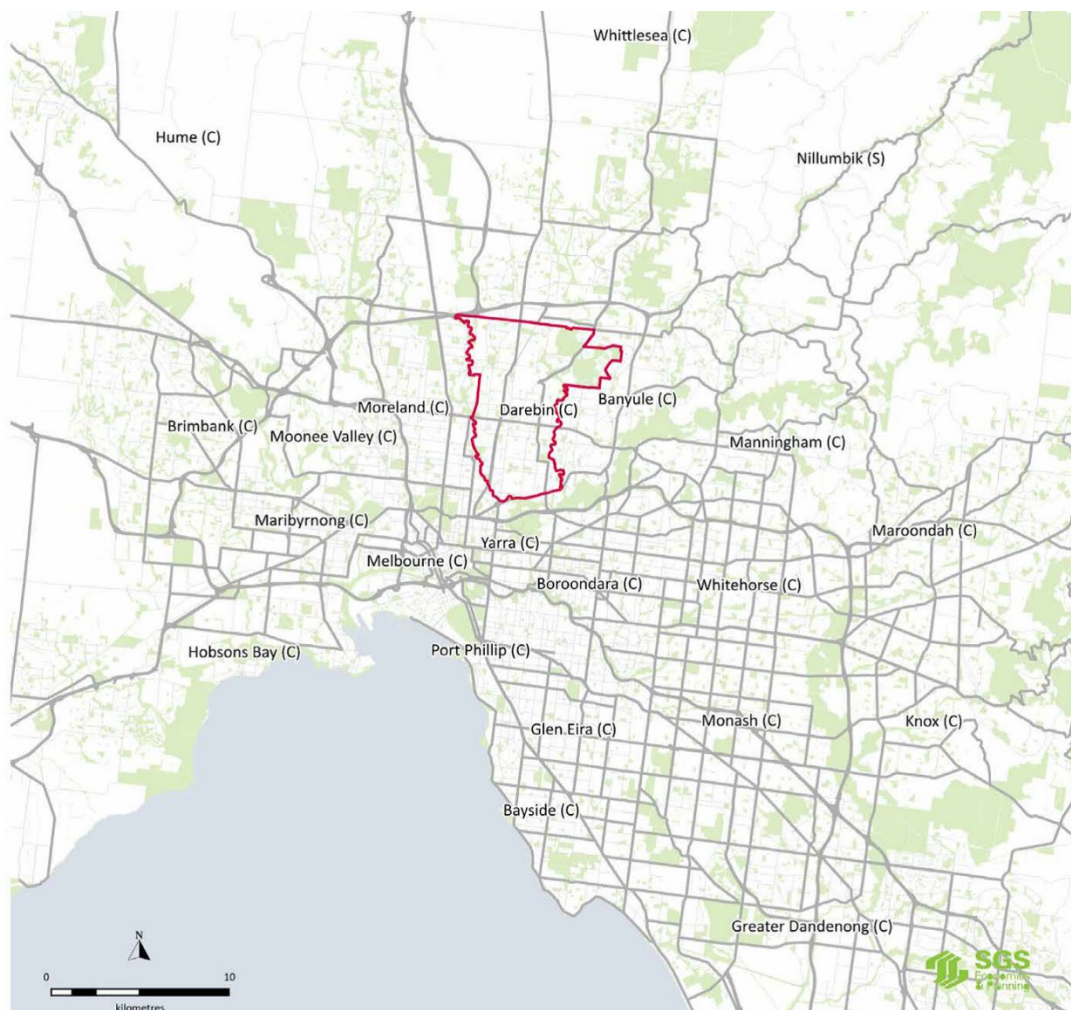
2.2. MAPS

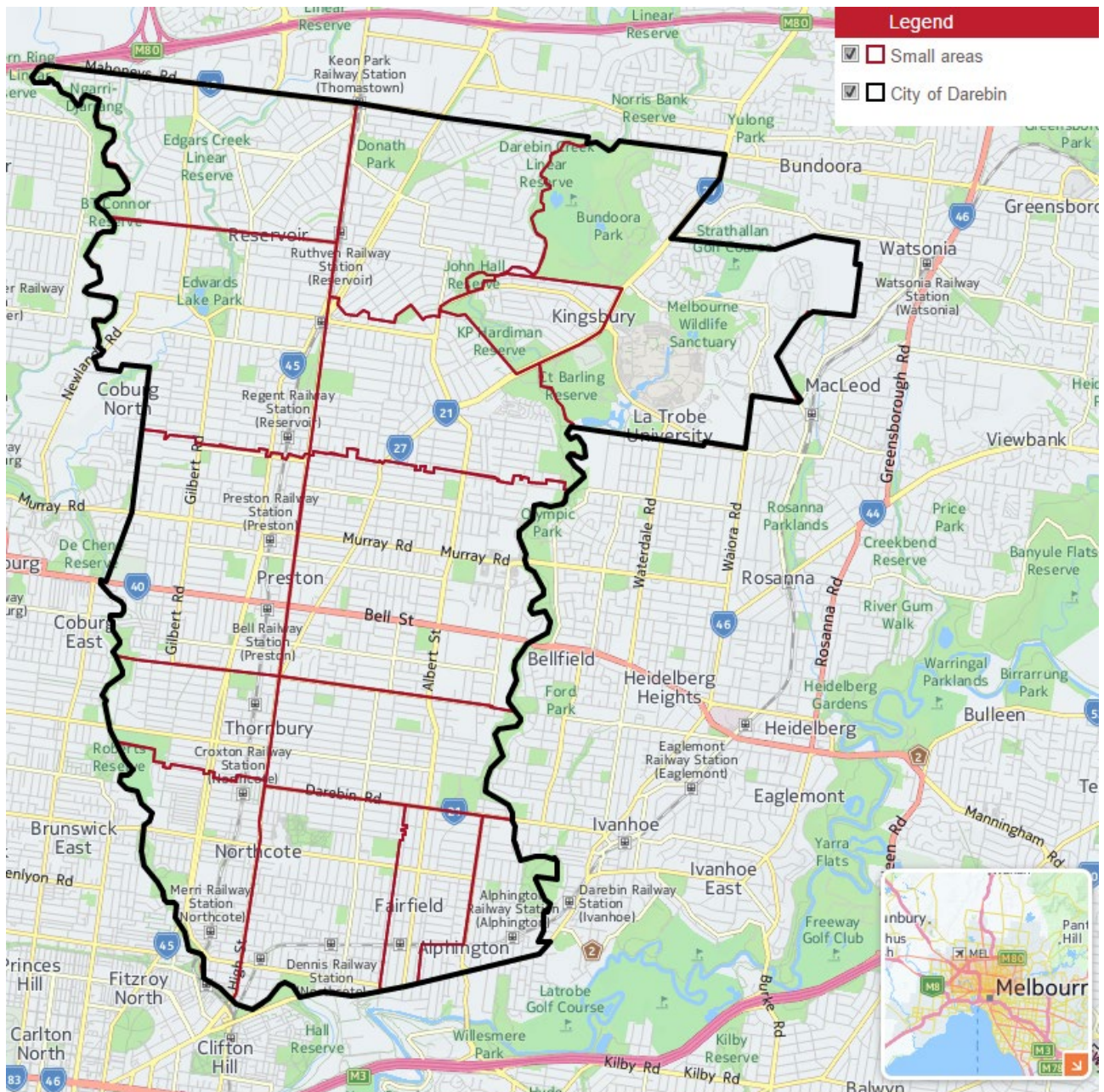Figure 1. Map of the City of Darebin in relation to the Melbourne metropolitan area

Figure 2. City of Darebin Suburb Boundaries

3. DEMOGRAPHY

3.1. Culture and Community

Our diverse and multicultural community is considered to be one of the City's key assets. Council run festivals and events currently scheduled for the 2019/2020 financial year include:

Event Name	Held	Location	Expected Attendance
Darebin Music Feast	October 2019	Throughout Darebin	6000
Carols in All Nations	December 2019	All Nations Park Northcote	2000
Autumn Festival	March 2020	Throughout Darebin	TBC
Spring Festival	Sep/Oct 2020 TBC	Throughout Darebin	TBC

Table 1. Major Events in the City of Darebin

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

3.2. Settlement History

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

3.3. Transport

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

3.4. Significant natural and man-made features

Major retail areas include Northland Shopping Centre and Northland Homemaker Centre, Preston Central and Preston Market, Northcote Plaza, and High Street at Westgarth, Northcote and Thornbury. There are also major industrial areas located in Fairfield, East Preston and Reservoir.

Darebin also has two tertiary institutions, La Trobe University and NMIT/Polytechnic of TAFE, and major health facilities at Bundoora Extended Care and Reservoir Private Hospital.

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

Darebin creek borders are significant ecological and Aboriginal cultural heritage areas. Edwardes Lake Park in Reservoir and All Nations Park in Northcote are popular urban parkland destinations for leisure and recreation, and are complemented by a network of local and neighbourhood parks. There are also numerous sports stadia such as the Darebin International Sports Centre, and the Darebin Community Sports Stadium and public golf courses at Bundoora and Northcote.

Mt Cooper located in Bundoora Park is the highest point in the northern suburbs.

Edwardes Park Lake is a man-made catchment to filter storm water. Darebin also hosts three Melbourne Water reservoirs which supply water to the northern suburbs.

There are numerous places of worship including a regional Buddhist temple and Mosques.

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

3.5. RESIDENTS

The City of Darebin is one of Melbourne's largest and most populous municipalities with the official population of 155,022 as of the 30 June 2016. It is as diverse as any community in Australia, including an Aboriginal and Torres Strait Islander population of 1,167, which is one of the largest indigenous populations of the 31 local government areas in Greater Melbourne.

3.5.1. Age Group

City of Darebin Age Structure (2016)		
Service age group (years)	**Number**	**%**
Babies and pre-schoolers (0 to 4)	8,836	6.0
Primary schoolers (5 to 11)	10,721	7.3
Secondary schoolers (12 to 17)	7,586	5.2
Tertiary education and independence (18 to 24)	14,574	9.9
Young workforce (25 to 34)	28,467	19.4
Parents and homebuilders (35 to 49)	33,439	22.8
Older workers and pre-retirees (50 to 59)	16,200	11.0
Empty nesters and retirees (60 to 69)	11,175	7.6
Seniors (70 to 84)	11,989	8.2
Elderly aged (85 and over)	3,736	2.5
Total	**146,723**	**100.0**

Table 2. City of Darebin Age structure

Source: Australian Bureau of Statistics, Census of Population and Housing 2016. Compiled and presented by .id, the population experts, accessed 5 July 2019 https://profile.id.com.au/darebin/service-age-groups

3.5.2. Household Type

Household types in Darebin are shown below in the graph as a percentage of the total 58,417 households in 2016.

City of Darebin % Household by Types

- Couples with children — 27.1
- Couples without children — 21.9
- One parent families — 9.1
- Other families — 1.7
- Group household — 7.6
- Lone person — 26.2
- Other not classifiable household — 5.5
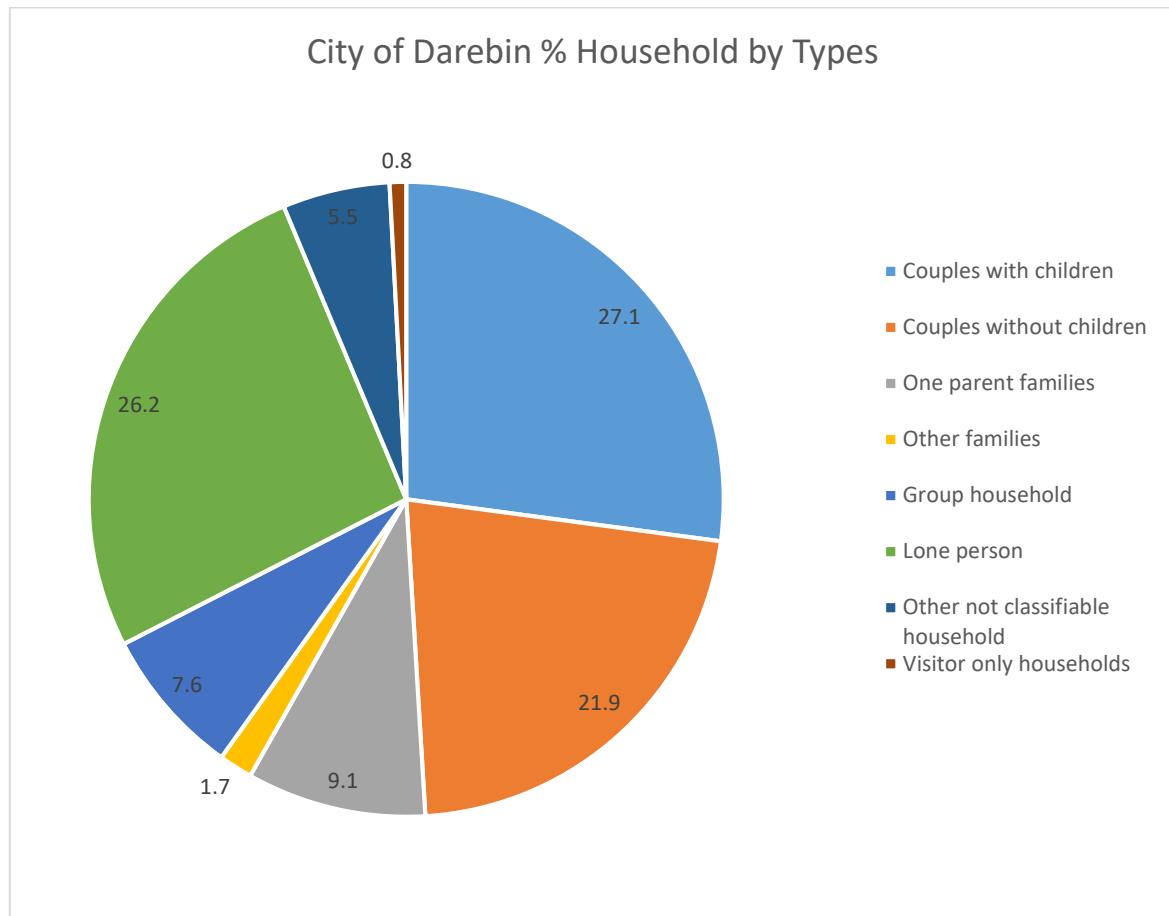- Visitor only households — 0.8

Figure 3. City of Darebin Percentage Household by type

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016. Compiled and presented by .id, the population experts, accessed 5 July 2019, https://profile.id.com.au/darebin/households.

3.5.3. Country of birth and language spoken

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

One third of Darebin residents were born overseas. The major contributing countries are Italy, China, India, Greece and the United Kingdom. Darebin residents speak a wide range of languages with 37% speaking a language other than English at home. The most common languages are Italian, Greek, Mandarin, Arabic and Vietnamese, Macedonian, Cantonese and Hindi.

Birthplace - Ranked by size (top 8)	
City of Darebin - Overseas born (Usual residence)	2016
Birthplace	Number
Italy	6,130
China	4,821
India	4,561
Greece	4,553
United Kingdom	3,443
Vietnam	2,798
New Zealand	2,197
Lebanon	1,170
Former Yugoslav Republic of Macedonia	1,150

Table 3. Birthplace of Darebin Residents (top 8)

Source: Australian Bureau of Statistics, Census of Population and Housing 2016. Compiled and presented by .id , the population experts, accessed 5 July 2019, https://profile.id.com.au/darebin/birthplace

Language spoken at home - Ranked by size (Top 8)	
City of Darebin - Total persons (Usual residence) 2016	
Language (excludes English)	Number
Italian	9,708
Greek	9,301
Mandarin	5,345
Arabic	4,450
Vietnamese	3,401
Macedonian	2,170
Cantonese	1,771
Hindi	1,590

Table 4. Language Spoken at Home (top 8)

Source: Australian Bureau of Statistics, Census of Population and Housing 2016. Compiled and presented by .id, the population experts, accessed 5 July 2019, https://profile.id.com.au/darebin/language.

The below table shows the percentage of persons who speak a language other than English per area in 2016.
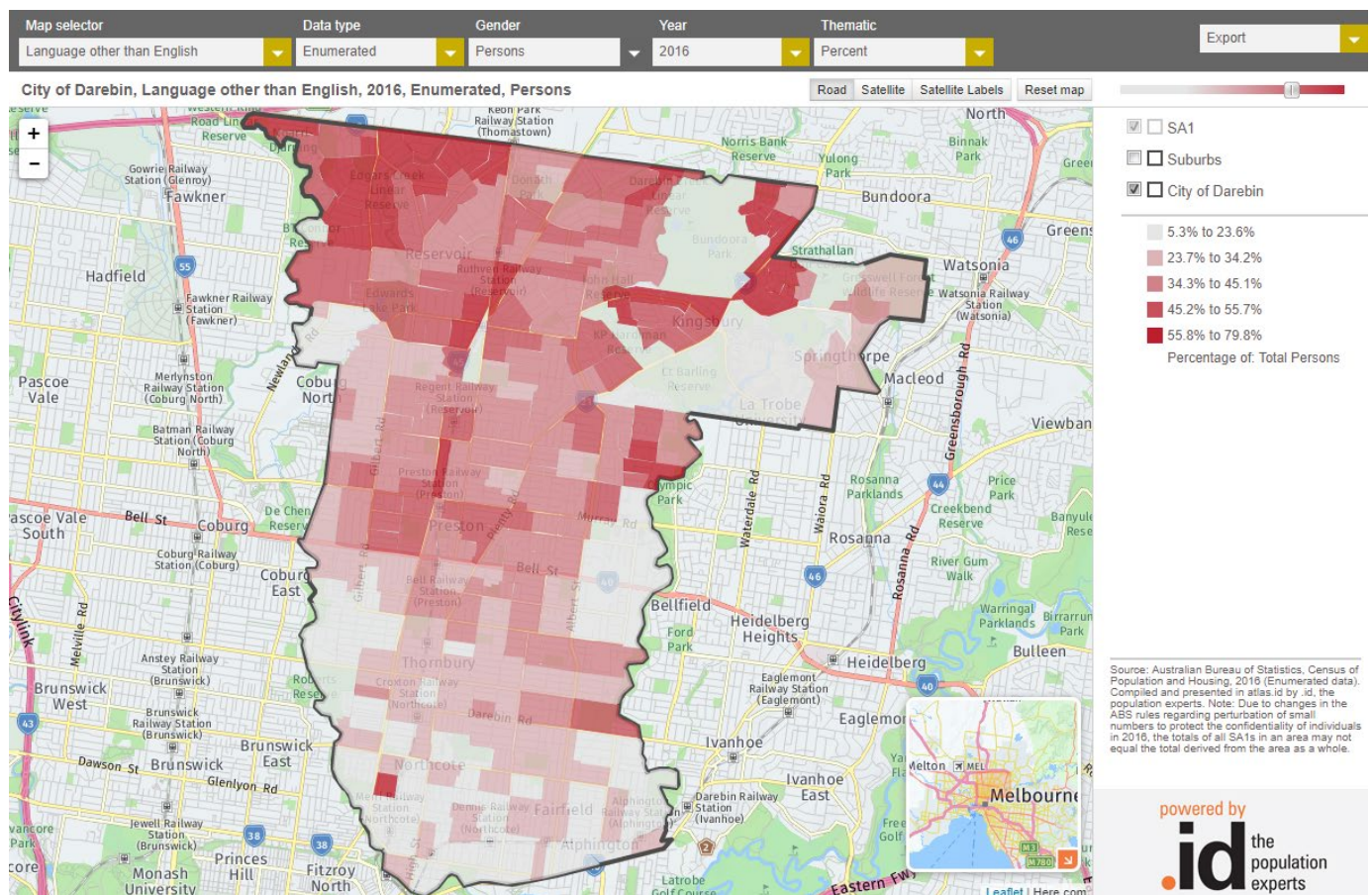
Figure 4. Percentage of Persons who speak a language other than English per Area.

Accessed 5 July 2019, https://atlas.id.com.au/darebin

3.5.4. Disadvantaged vulnerable groups

Darebin has a range of disadvantaged vulnerable groups many of which are identified through our sub plan, in particular the Municipal Emergency Recovery Plan. In 2016 there were 8,774 Darebin residents who reported having a severe or profound disability (Source: Australian Bureau of Statistics, Census of Population and Housing 2016. Compiled and presented by .id , the population experts, accessed 5 July 2019, https://profile.id.com.au/darebin/assistance) and according to the 2014 Darebin Household Survey, one in five residents are affected by a disability of some kind, including physical disabilities and medical conditions, psychological and intellectual conditions or learning disabilities.

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 years of age
- Children under 5 years
- Those experiencing chronic health issues including mental illness
- Those experiencing Homelessness and housing stress
- Women and children experiencing family violence

The City of Darebin does not sit within a CFA district therefore is not required to maintain the Vulnerable Persons Register. However as per Part 3 of the EMMV, information about facilities where vulnerable people are likely to be located has been collated and is available on Crisisworks or via the MERO or MRM.

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

The percentile indicates the approximate position of this small area in a ranked list of Australia's suburbs and localities. It gives an indication of where the area sits within the whole nation. A higher number indicates a higher socio-economic status. Darebin sits at the 47 percentile, indicating that approximately 47% of Australia's suburbs have a SEIFA index lower than this area (more disadvantaged), while 53% are higher (Source: Australian Bureau of Statistics, Census of Population and Housing 2016. Compiled and presented in profile.id by .id , the population experts, accessed 5 July 2019, https://profile.id.com.au/darebin/seifa-disadvantage-small-area.).

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

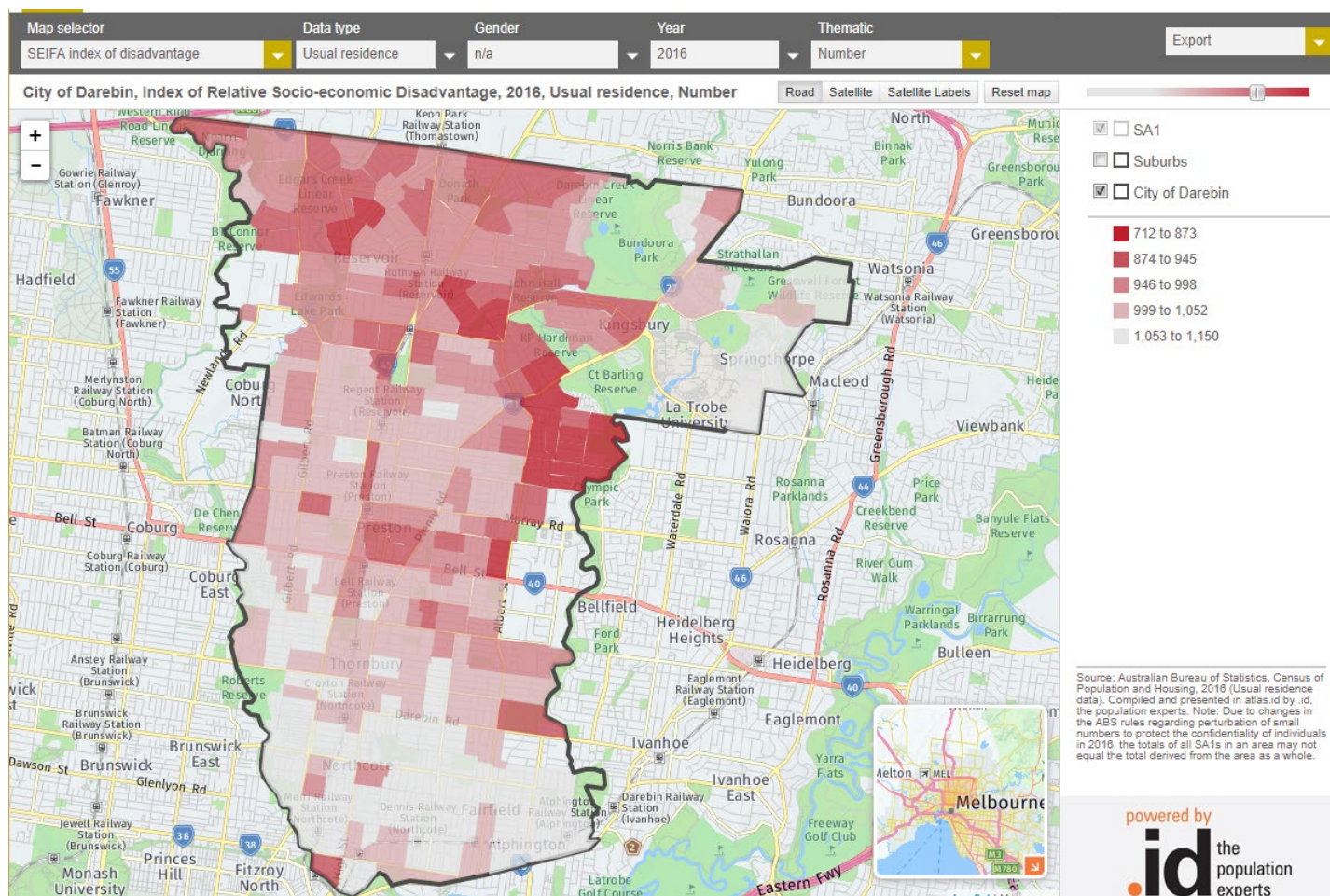Figure 5. Index of Relative Socio-economic disadvantage

Accessed 5 July 2019, https://atlas.id.com.au/darebin

3.5.5. Housing Tenure

Over a third of Darebin households were rented in 2016 which had increased since 2011 and which is a higher proportion compared to Greater Melbourne average (28.8%). The proportion of Darebin households that are fully owned is 28.7%.

Housing tenure					
City of Darebin - Households	**2016**		**2011**		**Change**
Tenure type	**Number**	**%**	**Number**	**%**	**2011 to 2016**
Fully owned	16,737	28.7	17,250	31.8	-513
Mortgage	15,159	26.0	14,455	26.7	+704
Renting - Total	21,201	36.3	18,361	33.9	+2,840
Renting - Social housing	*2,486*	*4.3*	*2,568*	*4.7*	*-82*
Renting - Private	*18,419*	*31.5*	*15,493*	*28.6*	*+2,926*
Renting - Not stated	*296*	*0.5*	*300*	*0.6*	*-4*
Other tenure type	345	0.6	284	0.5	+61
Not stated	4,969	8.5	3,852	7.1	+1,117
Total households	**58,411**	**100.0**	**54,202**	**100.0**	**+4,209**

Table 5. Housing Tenure in City of Darebin

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016. Compiled and presented by .id, the population experts, accessed 5 July 2019, https://profile.id.com.au/darebin/tenure .

3.5.6. Internet connection

In 2016 the majority of households in Darebin had internet connection, with 16% having no internet connection. The below figure shows the percentage of households per area with internet connection.
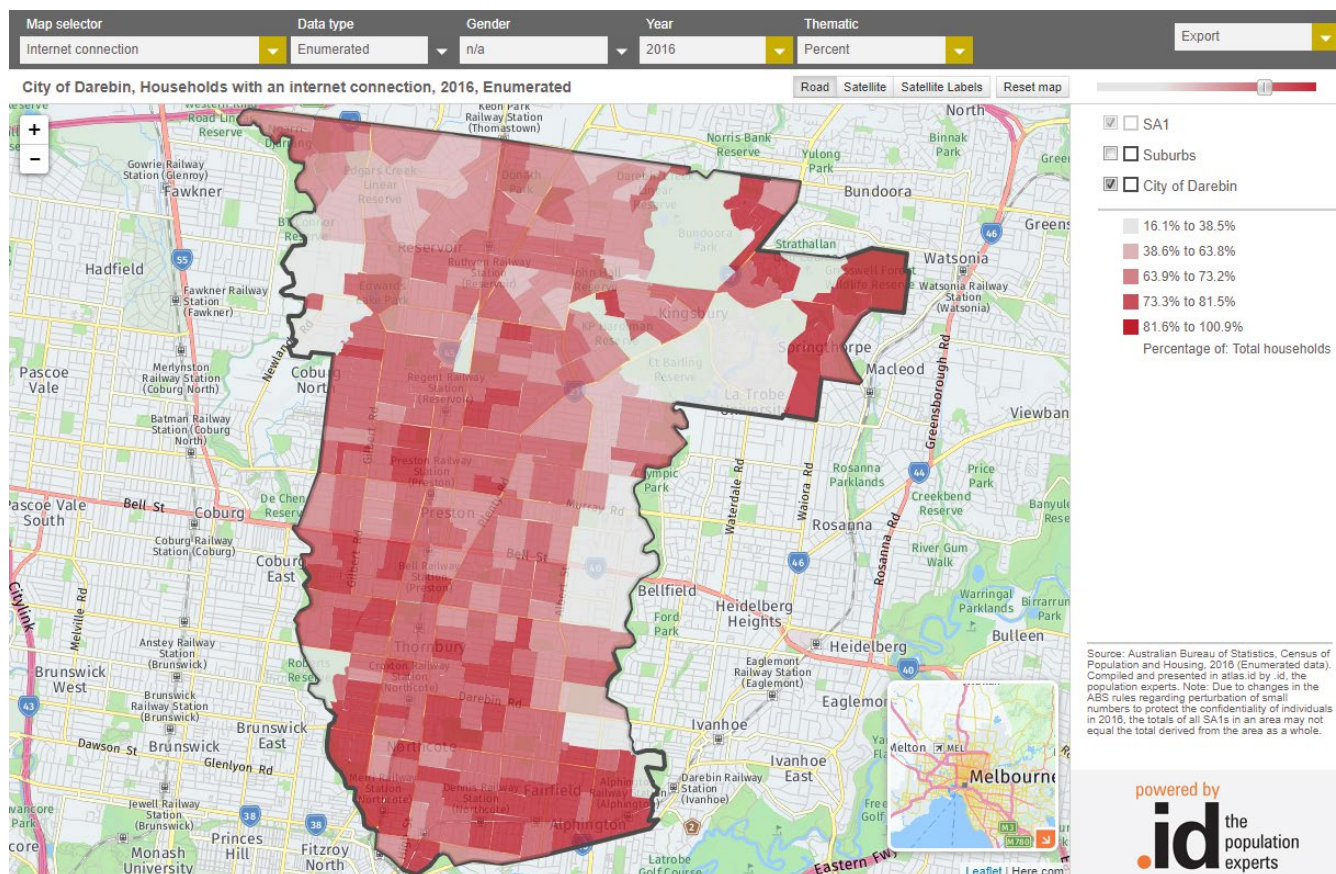
Figure 6. Percentage households with internet connection per ears.

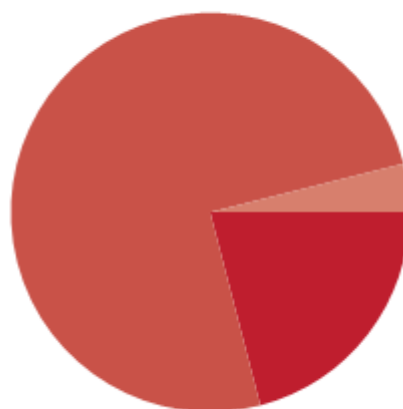Accessed 5 July 2019, https://atlas.id.com.au/darebin

3.6. Employment and Industry in Darebin

Three quarters of the City of Darebin's working residents travel outside of the area to work which is 52,810, or 75.1%

Figure 7. Employment location of Darebin residents

Accessed 5 July 2019, https://profile.id.com.au/darebin/residents

City of Darebin's Gross Regional Product was $7.13 billion in the year ending June 2018, growing 0.9% since the previous year.

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

Local Industry GRP shows the value of the local economy, generated by the local workers within the area regardless of where they live, after taxes and dividends leave the area. It is best thought of as GRP produced by local industries (Source: National Institute of Economic and Industry Research (NIEIR) ©2018 Compiled and presented in economy.id by .id the population experts, accessed 5 July 2019 https://economy.id.com.au/darebin/gross-regional-product)

3.7. Visitors

Of the 47,605 people who worked in the City of Darebin in 2016, 32,881 or 69.1% live outside of Darebin (Source: Australian Bureau of Statistics, Census of Population and Housing 2016. Compiled and presented by .id , the population experts, accessed 5 July 2019, https://profile.id.com.au/darebin/residents)

Employment in Darebin is primarily Retail Trade, Education and training and Healthcare and Social Assistance. The Graph below provides information on the industry sector in Darebin employing almost 60,000 people in 2017/2018.

Figure 8. Employment by industry in the City of Darebin

Accessed 5 July 2019, https://economy.id.com.au/darebin/employment-by-industry

3.8. Facilities, Services and Infrastructure

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

To provide this multitude of services, the City of Darebin owns controls, manages and maintains an extensive range of physical assets. These includes in excess of 600km of roads, 2,000kms of drains, 300 buildings, and 450 hectares of parkland and over 65,000 street trees.

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

3.9. International Visitors

Over a 5 year period from 2013, Darebin has hosted almost 150,000 international visitors who came for a variety of reasons as seen below in the graph.

International visitors - 5 year total				
City of Darebin – 2013/14 to 2017/18				
Main reason for trip	Visitors	Visitor nights	%	Average length of stay (days)
Visiting friends and relatives	51,980	1,133,790	34.9	21.8
Holiday	39,394	1,139,734	26.4	28.9
Business	9,651	142,951	6.5	14.8
Education	17,396	2,093,186	11.7	120.3
Employment	--	--	--	--
Other reason	25,090	891,944	16.8	35.5
Total	**149,147**	**5,941,497**	**100.0**	

Table 6. International Visitors to City of Darebin and reason for trip

Source: Tourism Research Australia , Unpublished data from the *International Visitor Survey* 2017/18 Note: "--" represents unavailable data or data that has been suppressed due to a sample size of 40 or less. A 5 year aggregate is used here to minimize the figures which need to be suppressed, but sample sizes may still be too small for some categories, accessed 5 July 2019, https://economy.id.com.au/darebin/tourism-visitors-reason

3.10. HISTORY OF MAJOR EMERGENCIES

Date	Emergency	Description/Consequence
13 January 2019	Murder at Bundoora	Murder of an international University Student which impacted residents, businesses and students in the area
17 February 2017	Ousting of the Mufti	
29 to 31 December 2017	Severe Storm	A number of homes impact and residents displaced
26 August 2016	Gas Main punctured	Excavator cut a gas main on southern side of Broadway near Lindsay St, Reservoir. Approximately 30 people were evacuated to assembly points beyond the exclusion zone of 100mtrs. Some businesses were also affected by the loss of gas supply. A relief centre was set up at the Reservoir Community and Learning Centre.
April 2016	Murder of Infant at Darebin Creek	The murder of an infant at Darebin Creek. Counselling was offered by Banyule Community Health community 'Compassion Gathering' in West Heidelberg on Thursday 14 April.
13 February 2016	Siege and assault on Preston High St	An incident occurred opposite the Preston Town Hall in High Street, Preston. Members of the public were physically assaulted and one business owner was held up in their premise. This was witnessed by a crowd who were celebrating Chinese New Year at the Preston Central event. Council prepared information and provided this to the surrounding Preston informing them of the available counselling services
25 March 2015	Road Accident- Power Lines Damaged	An incident occurred when a recycle truck brought down power lines in Roseberry Avenue Preston. Power was affected to residents & business in the grid. With the assistance of Vic Police, Electricity provider, MFB, the area was blocked until the vehicle was safely removed and power was restored mid to late morning.
October 2014	Road Accident	An elderly woman was seriously injured near the Preston Council Offices involving a truck. High street was closed for a period and re-opened. The Darebin Emergency Management team prepared information for neighbouring residents & traders pointing them to available counselling services.
May 2012	Road Fatality	A triple road fatality in Northcote that was witnessed by members of the local community. Council provided support to residents and an on-going recovery presence. Council has continued to communicate with families, residents and friends of the young men involved.
April 2011	Hazardous Material Release	An oil spill from a garbage truck's hydraulic system affected approx. 1.5 km along Heidelberg Road and Victoria Street Westgarth, causing traffic management problems and resulted in 2 minor accidents. The Metropolitan Fire Brigade established an onsite command centre and Council assisted VicRoads with the clean-up and traffic management on the day.

April 2009	Pandemic Influenza	Council on alert due to an outbreak of H1N1 Influenza (Human Swine Flu).
December 2008	Death of a youth	Following a shooting death of a young man at the skate park in Northcote, Council provided support and assistance to the family and affected community members.
27 December 2007	Storm	Storm (1 in 100 years) -. The rain that fell on 27 December 1999 was about 60mm over a one hour period at Preston and is roughly 10% of our average yearly rainfall in one hour. Council received over 300 calls from residents following the flooding.
December 2007	Fire	Sixty-one residents of a local boarding house in Preston were rendered homeless as the result of a fire. Council provided a relief and recovery centre, legal and housing advice, material aid and re-housing support.
December 2003	Storm	Storm (1 in 500 years). Over 100mm of rain fell in many parts of Darebin. One of the worst hit areas was that of the shops in Station Street Fairfield.

Table 7. History of Major Emergencies

3.11. Hazard Profile

A Community Emergency Risk Assessment (CERA) process was undertaken by the MEMPC in August 2018. Table 8 provides details on the City of Darebin risks and residual risk ratings with corresponding heat map (figure 9). These images were produced through the VicSES CERA workbook following both sessions.

Darebin City Council

8 August 2018

Code	Risk	Ratings Confidence	Residual Risk Rating
HE	Human Epidemic / Pandemic	High	Medium
Te-O1	Hazardous Material Release	High	Medium
I-O1	Service Disruption Extended	Med	Medium
N-O2	Storm and Flood	High	Medium
Te-O2	Structure Fire Major	High	High
N-O1	Extreme Heat	High	High
		Select	
H-O1	Hostile Act	Med	High
T-O1	Major Transport Incident Road/Rail/	High	Medium
		Select	
		Select	
		Select	
		Select	
		Select	
		Select	
		Select	
		Select	
		Select	
		Select	
		Select	

Note: Size of bubble reflects level of residual likelihood

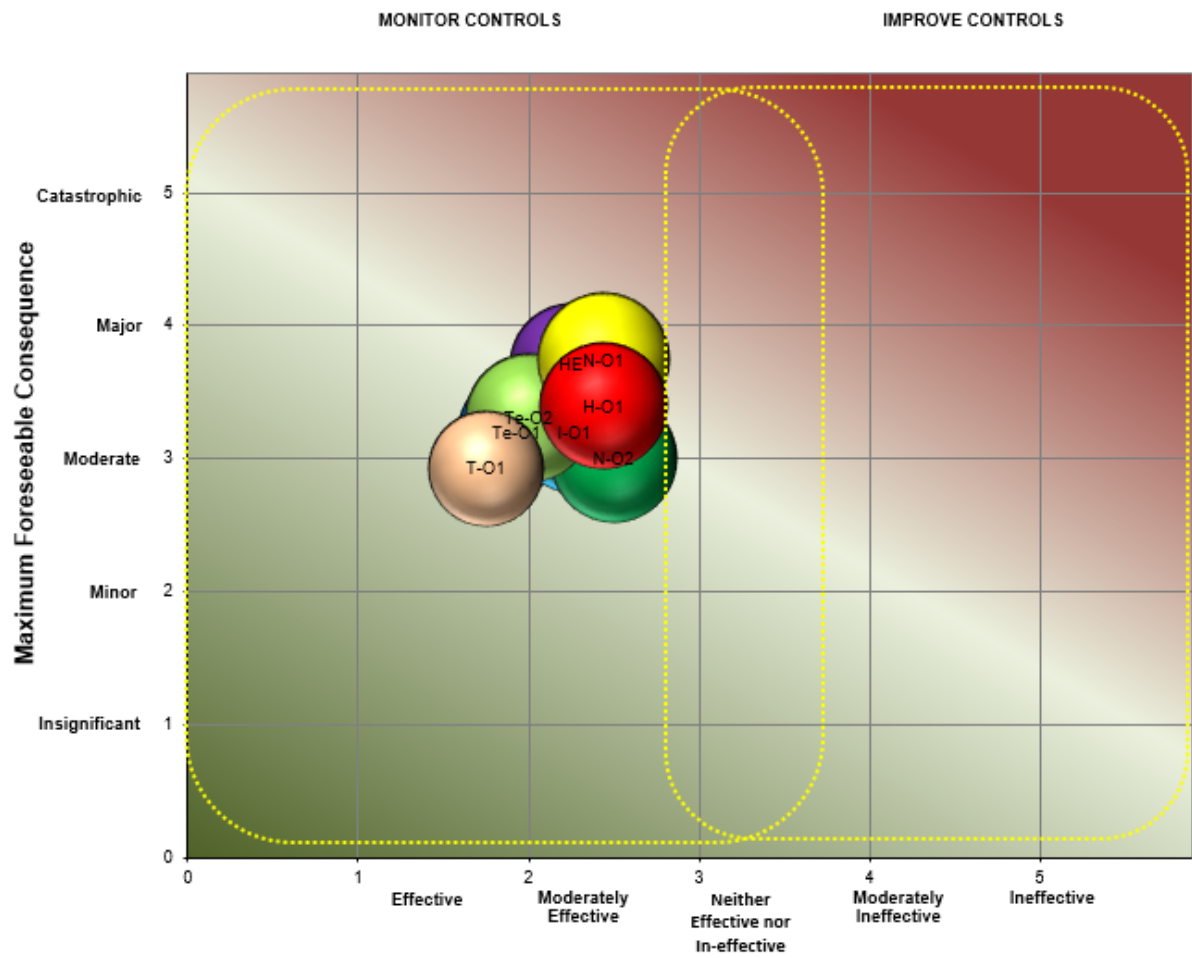Table 8. Community Risks and Residual Risk Ratings

Figure 9. Heat Map

4. PLANNING ARRANGEMENTS
4.1. MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

The Municipal Emergency Management Planning Committee (MEMPC) is formed pursuant to Section 21(3) and (4) of the Emergency Management Act 1986, to formulate a plan for the Council's consideration in relation to the prevention of, response to and the recovery from emergencies within Darebin City Council.

4.1.1. Terms of Reference

Section 21 of the *Emergency Management Act 1986* establishes the arrangements for this committee's membership. These are supplemented by the following practices:

- membership is reviewed every time the Terms of Reference is reviewed, and members are confirmed in writing by the responsible officer/manager

- proxies assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.

- if an agency requested to form a presence at the MEMP committee does not attend two consecutive meetings a letter may be sent from the MEMPC Chair to senior management of the agency requesting an alternative representative be assigned to attend committee meetings

- the Committee can elect new members onto the committee and can elect to have other persons attend particular meetings should it be required

Committee members will cease to be a member of the MEMPC if they:

- Resign from the committee
- End employment with the agency they represent

4.1.2. Membership

The following operatives and representatives make up the MEMPC. The meetings are chaired by the City of Darebin Mayor or failing that the Municipal Emergency Manager or their deputy.

- City of Darebin Mayor -Chairperson
- Darebin Council Representatives
    - Municipal Emergency Manager (MEM)
    - Municipal Emergency Resource Officer (MERO)
    - Deputy Municipal Emergency Resource Officer (D/MERO) x 2
    - Municipal Recovery Manager (MRM)
    - Deputy Municipal Emergency Recovery Manager (D/MRM) x 3
    - Municipal Fire Prevention Officer (MFPO)
    - Deputy Municipal Fire Prevention Officer (D/MFPO)
    - Emergency Management Planning Officer
    - MEMPC Executive Officer (PA to Director Operations & Environment)
- Victoria Police - Municipal Emergency Response Coordinator (MERC)
- VICSES (Central Region) — Operations Officer
- VICSES – Northcote Unit Controller
- Department of Health and Human Services, Emergency Management Coordinator

- Metropolitan Fire Brigade representative

- Ambulance Victoria representative

- Australian Red Cross representative

- Victorian Council of Churches Emergencies Ministry representative

- Darebin Council staff responsible for functional areas, as required

- Community members including:
  - Equity & Diversity Group CALD Industry representatives
  - BOC Ltd

A quorum of members must be present before a meeting can proceed. At least 5 of member agencies and (2) Council representatives.

Decisions will be made by a consensus of the committee members present at the meeting.

4.1.3. Frequency of Meetings

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

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

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

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

4.1.4. MEMPC Executive and administrative support

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

The Executive Officer for the MEMPC is the Executive Assistant to the General Manager of City Infrastructure (also MEM) or their delegate.

4.1.5. Function

The Emergency Management Manual Victoria sets out functions for the committee as follows:

The MEMPC is required to prepare the MEMP, which documents response and recovery operational arrangements, and to ensure all the subjects listed in the plan outline are investigated and adequately provided for.

The ongoing role of the committee is to review and amend the operational components of the plan.

The Committee has also outlined the following functions:

- Endorse the Municipal Emergency Management Plan

- Review the (CERA) mitigation and management strategies that have been determined by the committee and agreed by participating agencies that they are implemented and accountabilities that have been assigned are accepted
- Conduct monitoring and review activities of the MEMP by participating in exercises that test the plan and post incident operations
- Assist in implementing Community education, awareness and engagement processes
- Contribute information on the structures in place for the response to and recovery from emergencies and coordination arrangements in place for dealing with emergencies in the municipal district
- Report on agency activities through the agency report template
-

4.1.6. Sub Committees/working Groups

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

The sub committees will have defined terms of reference relating to their tasks resource allocation and timeframe.

The sub committees will report back to the MEMPC at the next meeting via written reports as agreed.

```
                    ┌─────────────┐
                    │    MEMPC    │
                    └──────┬──────┘
              ┌────────────┴────────────┐
    ┌─────────────────┐      ┌─────────────────────┐
    │ Relief and      │      │ Additional Sub      │
    │ Recovery        │      │ Committees/Working  │
    │ Working Group   │      │ groups as required  │
    └─────────────────┘      └─────────────────────┘
```
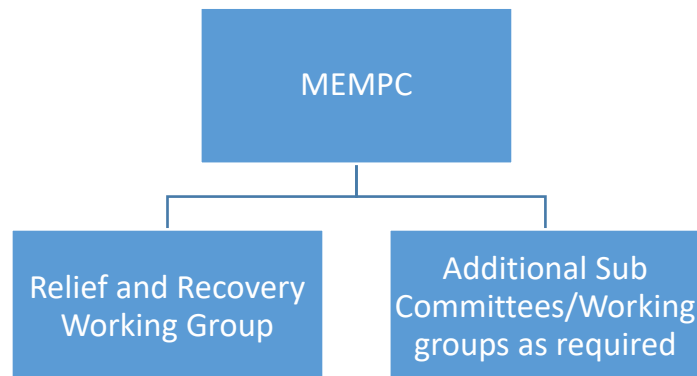
Figure 10. MEMPC Sub Committee/Working group structure

4.1.7. Review of Terms of Reference

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

4.2. PLAN REVIEW

Content of this MEMP is to be reviewed by the MEMPC:

- annually, or
- after any major emergency which has utilised part of this plan, or
- after the emergence of a significant new risk.

Members of the MEMPC, control agencies or regional agencies can request a review of the MEMP at any time.

The MEMPC is responsible for endorsing any amendment to this MEMP. The MEMP will be provided to Council for consideration after every major revision, and to seek Council adoption.

Organisations included in this MEMP are required to review their organisations contact details at each MEMPC meeting and notify the MERO of any changes of details (e.g. Contact Information), as they occur.

4.3. DISTRIBUTION

Amendments are to be produced and distributed by Darebin City Council as required. A limited number of hard copies will be distributed, and all others will be distributed via email. The MEMP is also available via the Darebin website and Crisisworks.

4.4. TESTING AND EXERCISING

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

4.5. EXERCISES

Exercise	Description	Date
Relief and Recovery Procedure exercise	Relief and recovery procedure desktop exercise testing the new protocol with council and key relief and recovery MEMPC members	12 April 2019
Exercise Zeus	Flood and Storm Desktop exercise with MEMPC utilising ICC, MECC and ERC staff areas and various injects for each	17 December 2018
Exercise Iron Horse	Regional NWMR Emergency Relief Centre exercise	14 May 2018
Exercise Nosoi	Pandemic Influenza exercise	1 December 2016
Exercise Black Swan - Heatwave	DHHS sponsored desktop exercise involving agencies, leisure providers and Councils	September 2015
Exercise Jewell - Hazardous Materials event	Multi Council exercise to test collaboration arrangements	August 2015

Council Exercise- MECC	Desktop/Discussion exercise on establishing the MECC	August 2015
Council Exercise – MECC & ERC	Practice set-up of MECC and ERC. test communication with an ERC	August 2015
Crisisworks test	Review functions and train new staff	July 2015
Exercise Noah (Flood event)	Multi Council exercise to test collaboration arrangements	November 2014

Table 9. History of Exercises

4.6. AUDIT

Pursuant to Section 21(a) of the *Emergency Management Act 1986*, this MEMP will be submitted to the Victoria State Emergency Service for audit. This audit will assess to determine whether the MEMP complies with guidelines issued by the Minister.

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

4.7. MEMP SUB PLANS

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

4.7.1. Risk based sub-plans

Risk based Sub-plans have been developed by the MEMPC for those hazards identified through the CERA planning process with a High residual risk along with a number of Medium residual risks as determined by the MEMPC. These sub-plans listed below are held separately to this MEMP and can be accessed by contacting the responsible agency.

Risk based sub-plan	Responsible for managing	Risk Rating
Extreme Heat	Darebin CC	High
Hostile Act	Darebin CC	High
Storm and Flood	VicSES	Medium
Fire Management	Darebin CC	High
Pandemic Influenza	Darebin CC	Medium

Table 10. Risk Based Sub-plans

4.7.2. Functional Sub-plans

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

- Public Health
- Technical Resources
- Relief

4.7.3. Operational procedures and plans

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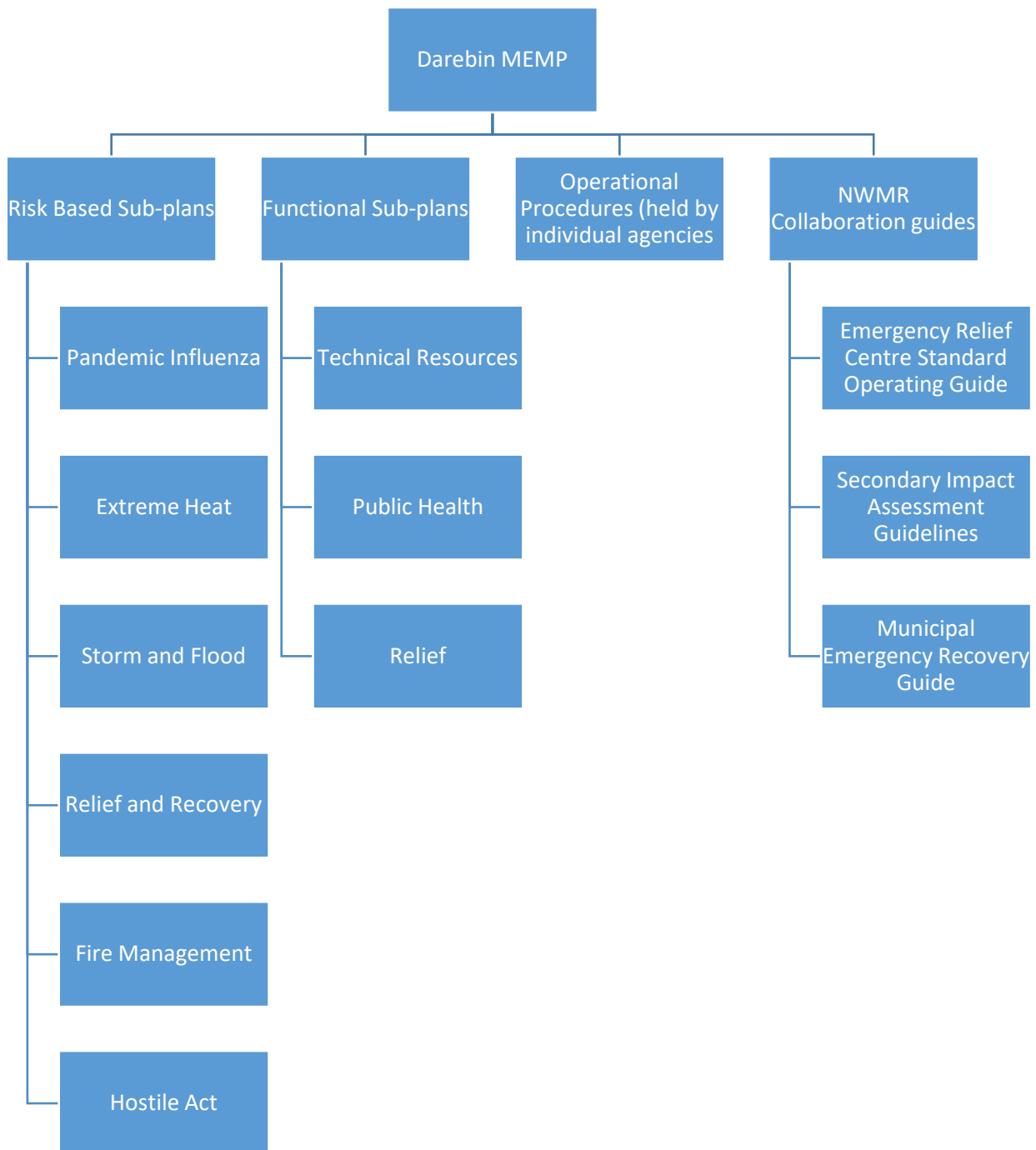
4.8. EMERGENCY PLANNING STRUCTURE

Figure 11. MEMP planning structure

4.9. Linkages to other plans

The MEMP integrates with the following plans:

State

- State Emergency Response Plan (EMMV Part 3)
- State Emergency Relief and Recovery Plan (EMMV Part 4)
- All State Sub-plans under the State Emergency Response Plan

Regional

- Central Region Emergency Response Plan
- Earthquake Sub-plan
- Storm Sub-plan
- Flood Sub-plan
- North West Metro Region Relief and Recovery Plan

Darebin City Council:

- Darebin City Council Plan 2017-2021.
- Climate Emergency
- Municipal Public Health and Wellbeing Plan 2017-21.

4.10. North West Metro Emergency Management Collaboration

The ability of any standalone Local Government Authority (LGA) to sustain emergency relief and recovery arrangements was tested by the Black Saturday bushfire events in February 2009.

In 2010 a small project team developed a pilot project to test the efficacy and effectiveness of collaborative relief and recovery arrangements across 7 North Metropolitan. This group grew to include the 14 North West Metropolitan LGAs which fall within the North and West Response and Recovery Region as per Appendix 8 of the EMMV. Darebin City Council is a partner in the North West Metro Emergency Management Collaboration (the Collaboration). This group enables collaborative planning, advocacy and support amongst 14 Councils in the north west metropolitan region and includes an MOU for the sharing of resources.

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

- Emergency Relief Centre Standard Operating Guidelines 2018
- Municipal Emergency Recovery Guidelines 2016
- Municipal Secondary Impact Assessment Guidelines 2018
- Training opportunities for:
- Working in an emergency relief centre
- Leadership training in an EM role
- Introduction to Personal Support
- Secondary Impact Assessment
- Regional Exercises

Darebin City Council also has an MOU for resource sharing with the Collaboration (Located in Crisisworks and Objective along with the above mentioned guidelines)

4.11. Inter Council Resources Sharing Protocol

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

5. Management Arrangements

5.1. The 6 C's

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

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

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

Control

- The overall direction of response activities in an emergency, operating horizontally across agencies.

Command

- The internal direction of personnel and resources of an agency, operating vertically within the agency.

Coordination

- The bringing together of agencies and resources to ensure effective preparation for, response to and recovery from emergencies.

Consequences

- The management of the effect of emergencies on individuals, the community, infrastructure and the environment.

Communication

- The engagement and provision of information across agencies and proactively with the community to prepare for, respond to and recover from emergencies.

Community Connection

- The understanding of and connecting with trusted networks, trusted leaders and all communities to support resilience and decision making.

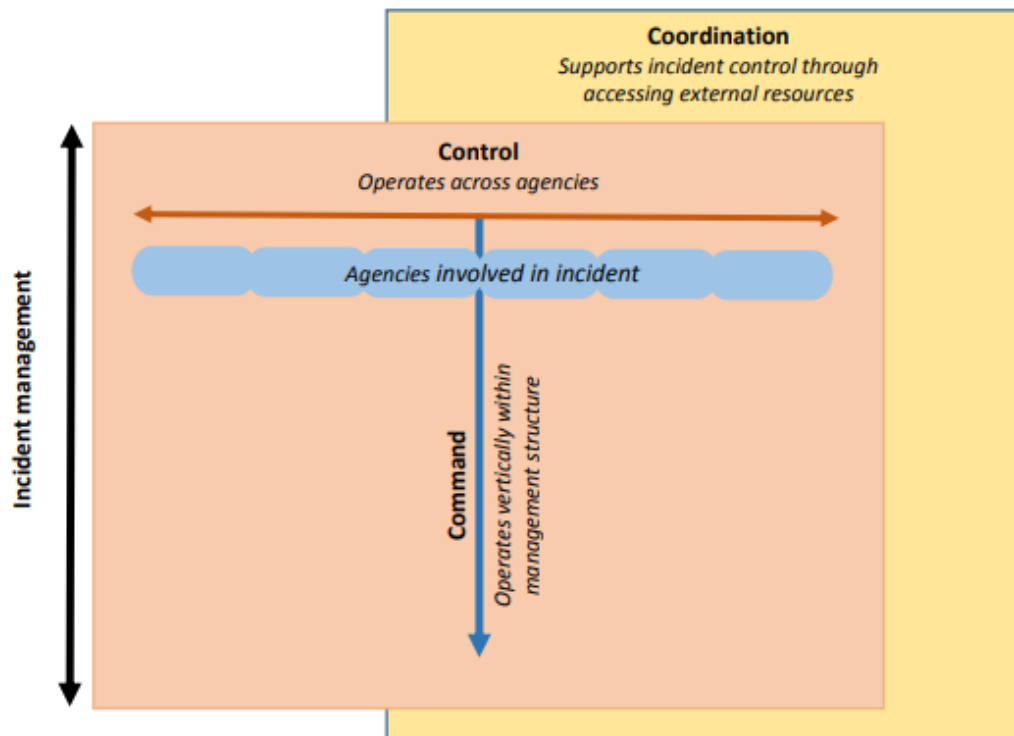Source Emergency Management Victoria https://www.emv.vic.gov.au/news/the-six-cs

Figure 12 Command, Control and Coordination alignment

Source (reproduced from) Part 3 of the EMMV
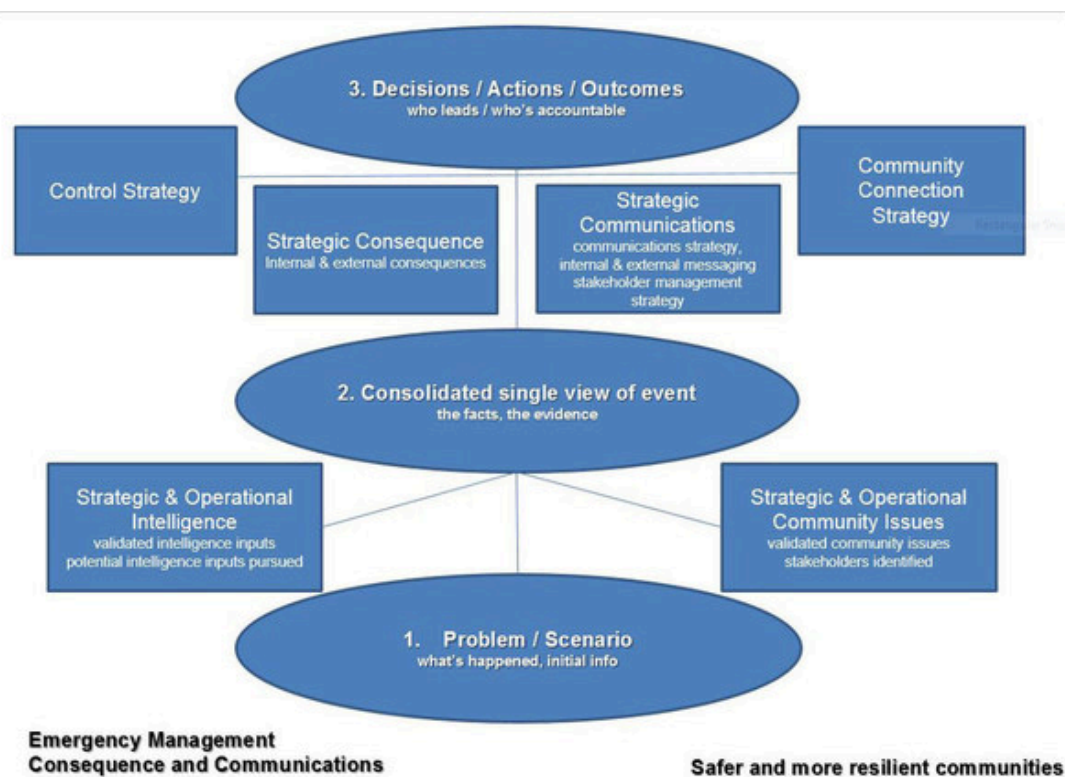
Figure 13. Consequence Management

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

5.2. DAREBIN EMERGENCY MANAGEMENT GROUP

The Darebin Emergency Management Group meets on a quarterly basis as a minimum to manage the internal council actions and arrangements associated with the MEMP and with council's role under the *EM Act* 1986 and 2013 and the EMMV. This group consists of internal council staff.

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.

5.3. MUNICIPAL EMERGENCY MANAGEMENT FUNCTIONS

Darebin City Council accepts its responsibilities under the Emergency Management Act 1986 and 2013, and functional requirements under the EMMV for the appointment of staff, management of municipal resources and the coordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies that may occur within the municipal boundaries. This includes management of:

- provision of emergency relief to affected persons
- provision of municipal resources to control and relief agencies during response and recovery
- secondary assessment of the impact of the emergency
- recovery coordination within the municipality.

5.4. MUNICIPAL RESOURCES

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

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

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

It is expected that Response Agencies (based on their risk assessment of the municipality) will identify to Council any resources that they require Council to hold for emergency management purposes. Details can be found in the Technical Resources Sub-plan see section 8

Refer to – Practice Note: Sourcing Supplementary Emergency Response Resources from Municipal Councils (EMMV March 2018, Appendix 10)

Under the Emergency Management Act 1986, a number of appointed municipal roles are required. These are appointed to Victoria Police and Council officers as detailed below with a brief description of the responsibilities. Additionally Council has appointed roles suggested in the EMMV or appropriate to the ability for Council to support municipal EM. Full details of the responsibilities of each role is contained in Appendix A.

5.5. MUNICIPAL ROLES

5.5.1. Municipal Emergency Resource Officer

Darebin City Council has appointed the Manager City Works to fulfil the function of the Municipal Emergency Resource Officer (MERO) pursuant to Section 21(1) of the Emergency Management Act 1986. Council has also appointed two 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.

5.5.2. Municipal Fire Prevention Officer

Darebin City Council has appointed a Municipal Fire Prevention Officer (MFPO) pursuant to Section 21(1) of the Emergency Management Act 1986 and this is supported by a relevant Deputy position.

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.

5.5.3. Municipal Recovery Manager

Darebin City Council has adopted the position of MRM as recommended in the Emergency Management Manual Victoria and will be supported by Deputy positions. The Manager, Aged & Disability 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.

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

5.5.4. MEMPC Executive Officer

Council has appointed the Personal Assistant to the Director Operations & Environment (also the MEM) to undertake the role as MEMPC Executive Officer and Minute Taker.

Additionally Darebin City Council will appoint staff to fulfil the following operational roles:

- Municipal Emergency Coordination Centre (MECC) Manager
- Emergency Management Liaison Officer (EMLO)
- Emergency Relief Centre (ERC) Manager

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

5.5.5. Municipal Emergency Response Coordinator

The Municipal Emergency Response Coordinator (MERC) role is undertaken by VicPol and is responsible for bringing together agencies and resources within a municipal district to support the response to emergencies. The Officer in Charge at the Reservoir Police Station the appointed MERC for the City of Darebin.

For further information regarding the responsibilities of the MERC please refer to Part 3 of the EMMV.

5.6. 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.

5.7. 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 remotely. The MERC may request activation of an identified MECC if required or continue with a virtual MECC.

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

The ALTERNATIVE MECCs within Darebin Council are:

- Reservoir Depot Training Room 1, 15 Carawa Drive, Reservoir
- Northcote Town Hall, 189 High Street, Northcote.
- Darebin North East Community Hub, 35 Copernicus Cres, Bundoora

5.8. DEBRIEFING ARRANGEMENTS

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

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

5.9. 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 Darebin City Council.

Control agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets.

Depending on the magnitude of the emergency some government financial assistance may be available for prevention, response and recovery activities.

Darebin City Council is accountable for any monies donated as a result of any emergency event and will implement systems to receive and account for all such donations.

Control agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets.

Depending on the type and magnitude of the emergency, some government financial assistance may be available for prevention, response and recovery activities.

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

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

As per the Part 8 Appendix 1 of the EMMV (March 2018):

Municipal councils are expected to use their resources for emergency operations within the municipal district. Municipal resources are those used to perform municipal functions, even if the resources are privately owned (contracted to council). Generally, councils are expected to provide municipal resources without charge, however some resources may be subject to limits and/or constraints, (e.g. the use of some equipment may be limited to a timeframe due to the expense of operation). Such limits and/or constraints should be reasonable, commensurate with each council's capacity to provide such resources, and details included in municipal emergency management plans. Some reimbursement is available. Extraordinary expenditure incurred, (e.g. for overtime, or equipment hire used in emergency protection works, restoration of publicly owned assets or relief provided to emergency-affected people) may qualify for reimbursement by the Department of Treasury and Finance (DTF) according to a sharing formula. See the next section of this Appendix and Part 6 of this Manual.

Private organisations that provide resources for emergency response or recovery activities would expect to be paid by the agency using the resources. The emergency response coordinator or municipal council may be an intermediary in sourcing private resources for agencies.

5.10. PUBLIC INFORMATION AND WARNING

Emergency warnings and information assist the community to make informed decisions about their safety. Warnings are used under specific circumstances where community action is necessary primarily to protect lives and also for the protection of property and the environment. The warning arrangements are set out in the Standard Emergency Warning Protocol available in the EMMV Part 8, Appendix 14.

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

Considerations should be made for the community to be able to access consistent information from a variety of sources. Within the municipality, warning systems and information used include:

- Emergency services websites
- Radio and television
- Voice and SMS phone messaging
- Email

- Social media

- And targeted print media

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

6. PREVENTION ARRANGEMENTS
6.1. THE ROLE OF AGENCIES, COUNCIL AND COMMUNITY

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

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

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

6.2. PREPAREDNESS AND MANAGEMENT

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

6.3. COMMUNITY EMERGENCY RISK ASSESSMENT

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

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

Hazard	Residual Risk	Control Agency	MEMPC Action
Human Pandemic/Epidemic	High	DHHS	Sub-plan
Hazardous material release	High	MFB	Maintain current readiness
Service Disruption Extended (>12 hours)	Medium	VicPol	Maintain current readiness
Storm and Flood	High	VicSES	Sub-Plan
Structure Fire Major	High	MFB	Maintain current readiness
Extreme Heat	High	Emergency Management Commissioner	Sub-plan
Hostile Act	Medium	VicPol	Sub-plan
Major Transport Incident	Medium	VicPol	Maintain current readiness

Table 11. CERA Residual Risks

6.4. 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 and mitigation strategies to reduce the likelihood or magnitude of risk.

6.5. COMMUNITY EDUCATION STRATEGIES

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

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

6.5.1. Community Education

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

Table 12. Community Education Strategies and actions

7. RESPONSE ARRANGEMENTS

7.1. INTRODUCTION

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

7.2. CONTROL AND SUPPORT AGENCIES

Part 7 of the EMMV identifies Control agencies and support agencies in the State of Victoria. These arrangements apply in the City of Darebin, unless otherwise specified.

7.3. SOURCING SUPPLEMENTARY RESPONSE RESOURCES

Agencies should exhaust all resources owned or directly within their control before requesting assistance from elsewhere. An agency requiring supplementary resources can request resources via the relevant Emergency Response Coordinator.

Requests for resources should be provided in an appropriate format and include the name and position of the person requesting the resources, and comprehensive details of the task to be undertaken.

The requesting agency is responsible for making appropriate arrangements for the delivery and return of supplementary resources. At the municipal level, resources can be requested via the MERC. The MERC may obtain resources from local agencies, council or from private providers.

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

Agencies that, based on the community emergency risk assessment, identify resources that might be required for response activities which are additional to Councils usual holdings, must identify this requirement to Council via the MEMPC.

(See: *Practice Note: Sourcing Supplementary Response Resources From Municipal Councils,* EMMV, March 2018, Appendix 10*)*

7.4. TRANSITION FROM RESPONSE TO RECOVERY

In major emergency events where there is significant impact on communities, recovery planning and management should be integrated into the Incident Control System. Transition from response to recovery should be based on the needs of the impacted community and be a phased change reflecting shifts in priorities. Agencies involved in the response may also make significant contribution to the recovery effort.

The Incident Controller, MERC and MRM, along with other relevant agencies should start planning for the transition to municipal level recovery as soon as possible following the initial impact of a major emergency (noting some emergency recovery may be coordinated at state or regional level).

In some situations, the Incident Controller may physically hand over to the Recovery Coordinator/Manager or agency, response facilities and/or resources to be utilised in recovery activities. This will only occur after agreement has been reached, and after any necessary documentation has been completed to the mutual satisfaction of the response and recovery coordinators. The Transition to Recovery Template found in EM-COP should be utilised by the incident controller to enable transition.

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

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

7.5. IMPACT ASSESSMENT

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

initial impact assessment (24-48 hours after access to the area): Response agencies undertake initial impact assessments which can help inform relief activities.

secondary impact assessment (within four weeks): Impact assessment for relief and recovery requires an additional layer beyond the initial impact assessment, which includes a comparison with base-line information. Those responsible for recovery coordination at each tier are responsible for coordinating the secondary impact assessment, which is a subsequent progressive and more holistic assessment of the impact of the event on the community. It takes into account built and natural environments, social and economic impacts and resulting community needs.

post-emergency needs assessment (can take up to twelve months or more depending on the scale of the event): Those responsible for recovery coordination at each tier are also responsible for coordinating the post-emergency needs assessment. This assessment estimates the longer term psychosocial impacts on a community, displacement of people, the cost of destroyed assets, and the impact that the destruction of assets and business disruption has on how members of a community live and connect with one another. This assessment informs the medium to longer term recovery process, options for development, and builds the knowledge base of the total cost of emergencies that informs risk management.

Municipal councils and the Victorian Government are required to share any information they gather (EMMV July 2018, Part 4).

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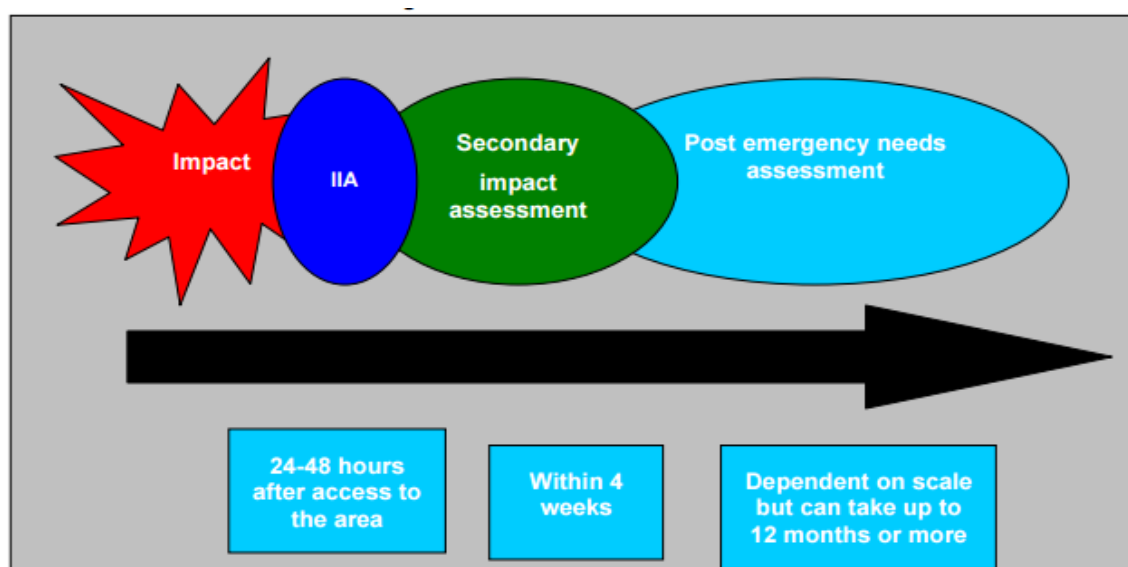

Figure 14: Diagram of the impact assessment process

8. RELIEF AND RECOVERY ARRANGEMENTS

8.1. BACKGROUND

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

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

8.2. CONTEXT OF EMERGENCY RELIEF AND RECOVERY

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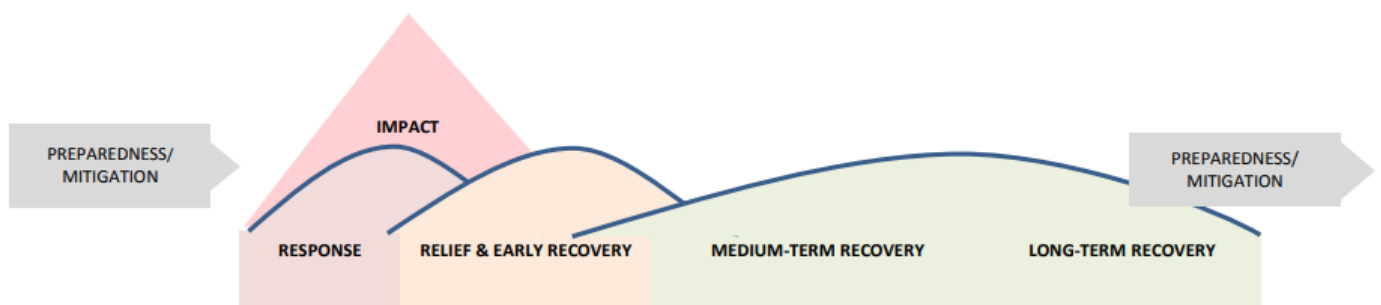

Figure 15. Emergency Relief and Recovery Activities Over Time

Source (reproduced from) Part 4 EMMV

Emergency relief and recovery is a consequence driven process, which allows individuals, families and communities to attain a proper level of functioning through the provision of information, specialist services and resources.

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

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

8.3. EMERGENCY RELIEF AND RECOVERY PRINCIPLES

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

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

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

8.4. EMERGENCY RELIEF FUNCTIONS AND SERVICES

Emergency relief as defined in Part 4 of the EMMV- The State emergency relief and recovery plan, is:

as the provision of assistance to meet the essential needs of individuals, families and communities during and in the immediate aftermath of an emergency

Under Part 4 of the EMMV (4.6), municipal councils are responsible for the coordination of relief and recovery at the local level. Darebin City Council appoint a MRM as stated in Part 4 the EMMV (4.6.1) to undertake this coordination function.

Relief may be required for the community for major and non-major emergencies and includes the following:

primary functions of emergency relief the provision of:

- Food and water
- Material aid – immediate needs
- Emergency shelter
- First aid and primary care
- Information

other functions of emergency relief typically include:

- Registration and reconnection
- Personal support and psychological first aid
- Financial assistance
- Animal welfare
- Public Health

Part 4 of the EMMV provides further details of the above functions and Part 7 of the EMMV includes a table which provide a guide for relief and recovery planners to understand the range and types of assistance, and the providers of each, to support community relief and recovery.

8.5. EMERGENCY RELIEF CENTRES

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

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

8.6. RELIEF AND RECOVERY INTERFACE

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

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

8.7. EMERGENCY RECOVERY MANAGEMENT

Recovery is defined in the Emergency Management Act 2013 as:

the assisting of persons and communities affected by emergencies to achieve an effective level of functioning

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

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

- **Social Environment** – the emotional social, spiritual, financial and physical wellbeing of individuals and communities

- **Economic Environment** – the revitalisation of the economy of the community to ensure as far as possible that the wellbeing of a community is restored.

- **Built Environment** – the restoration of essential and community infrastructure,

- **Natural Environment** – the rehabilitation of the environment.

Figure 16. Recovery Environments

The 4 environments are interrelated and co-dependent. They should not be considered as functions, but as environments in which to identify needs, coordinate activities and focus recovery activities. They must not be treated independently or managed separately. Part 4 of the EMMV provides further details on the relevant state government agencies and departments responsible for coordinating recovery across each environment.

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

- Food and water

- Material needs

- Personal support and psychological first aid

- Shelter and accommodation

- Financial aid

- Legal Aid

- Animal Welfare

- Public Health

- Information

- Other functions as required by the community

8.8. RELIF AND RECOVERY PLAN

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

The Relief and Recovery Plan is maintained by the MRM and is available through the MRM and via Crisisworks.

8.9. COMMUNITY RECOVERY COMMITTEE

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

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

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

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

9. ADDITIONAL FUNCTIONAL ARRANGEMENTS

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

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

Below provides an overview of each Functional Sub-plan

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

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

Table 13. Functional Sub-plans

10. Appendix A Municipal Emergency Roles and Responsibilities

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

Role and deputy	Responsibilities
Municipal Emergency Manager (MEM)	The suggested roles and responsibilities for the MEM are; • chair the Risk Management Group; • coordinate a range of risk reduction activities to ensure maximum efficiency and synergy is obtained; • liaise with the community on all safety matters and support staff and groups designated to deal with specific risks; • track the progress of risk treatment programs. • chair the MEMPC; • ensure the MEMP is effective and current; • ensure that municipal resources are utilised effectively in a community emergency, for response and recovery activities; • coordinate the emergency management activities of, and liaise closely with the MERO, MRM and MFPO; • ensure that an MECC can be activated at short notice in event of an emergency; • arrange meetings of the MEMPC or the Municipal Emergency Coordination Group as appropriate during an emergency; • maintain effective liaison with all regional, state or Commonwealth emergency related agencies servicing the • municipal district; • ensure that an effective contact base is maintained so that municipal resources can be accessed on a 24-hour basis; • ensure that contractual arrangements with contractors to provide response or recovery support during an emergency are agreed to and documented in advance of such events; • ensure that appropriate operating procedures and processes are developed, documented and tested by those required to use them during an emergency, and that suitable training takes place; • ensure that appropriate procedures, processes and systems are in place to record and monitor any council expenditure specifically applicable to an emergency; • ensure that applications for expenditures eligible for assistance from State sources are submitted to appropriate agencies; • ensure that debriefing sessions are held for any response and recovery operation after an emergency to examine effectiveness of the MEMP, and upgrade it as necessary; • keep the Council and Chief Executive informed on emergency management activities, including the presentation of an annual report on activities that includes expenditure incurred by the council during the previous 12 months. (EMMV Part 6, Jan 2011)
MEMPC Executive Officer	The Executive Officer plays is a secretariat role of the MEMC and performs the following tasks: • arrange meetings • minute meetings • distribute agendas, minutes and correspondence to members • distribute amendments to the MEMP

Role and deputy	Responsibilities
Municipal Emergency Resource Officer (MERO)	The 1986 Act requires each council to appoint a Municipal Emergency Resource Officer/s (MERO). The role of the MERO is to: • coordinate municipal resources in emergency response14; • provide council resources when requested by emergency services or police during response activities; • maintain effective liaison with emergency agencies within or servicing the municipal district; • maintain an effective contact base so municipal resources can be accessed on a twenty-four hour basis; • keep the municipal emergency coordination centre(s) prepared to ensure prompt activation if needed; • liaise with the MEM and the MRM on the best use of municipal resources; • organise a response debrief if requested by the Municipal Emergency Response Coordinator (MERC), an appointee of Victoria Police; • ensure procedures and systems are in place to monitor and record expenditure by the council in relation to emergencies; and • perform other duties as determined. (EMMV Part 6, Jan 2011)
Municipal Recovery Manager (MRM)	The MRM should be a senior officer, as the recovery process can involve many aspects of council's activities over a considerable period. If the MERO is also the MRM, special planning is needed to minimise a clash of priorities in the early stages of dealing with emergencies, as response and recovery activities will be operating simultaneously. The role of the MRM to: • coordinate municipal and community resources for recovery; • assist with collating and evaluate information gathered in the post impact assessment; • establish priorities for the restoration of community services and needs; • liaise with the MEM and MERO on the best use of municipal resources; • establish an information and coordination centre at the municipal offices or a location more appropriate to the affected area; • liaise, consult and negotiate with recovery agencies and council on behalf of the affected area and community recovery committees; • liaise with the regional recovery committee and Department of Health and Human Services; • undertake other specific recovery activities as determined. (EMMV Part 6, Jan 2011)
Emergency Management Liaison Officer (EMLO)	Support agencies may provide or may be requested by an emergency response coordinator or controller to provide an emergency management liaison officer(s) (EMLO) to the State Control Centre, Regional Control Centre or Incident Control Centre. An EMLO: • represents the agency in the relevant control centre • may represent the agency at the IEMT or REMT, if the relevant agency commander is unable to attend (not the SEMT, where a senior agency representative is required to attend) • should be empowered to commit, or to arrange to commit, the resources of the agency to respond to an emergency • provides advice in relation to the role and activities of the agency • should maintain ongoing communications with the agency. Where an EMLO cannot be deployed to a particular location, the EMLO may perform the role from a remote location, for example through a teleconference or video conferencing link. (EMMV Part 3, Aug 2016)

Role and deputy	Responsibilities
Municipal Emergency Coordination Centre (MECC) Manager	MECC Manager ensures that all systems relating to the running of the MECC are operating in a manner that supports the emergency response and recovery effort. Duties include (or may be delegated to MECC staff): • Set up of the MECC, ensuring that the MECC is adequately resourced with personnel and equipment to operate for the duration of the response and recovery operations • Registration of personnel arriving/departing the MECC • Recording and updating the message or request handling system, and whiteboard information • Operation of information technology and communications • Provide support staff within the MECC with information and advice to ensure that they can perform operational functions as requested • Ensure that catering arrangements are in place • Ensure all attendees are provided with appropriate breaks including meal breaks to maintain operational effectiveness • Ensure all council staff at the MECC operate in accordance with Occupational Health and Safety (OHS) and Workplace Agreement guidelines in relation to shift times • Welcome people entering the MECC, provide orientation, introductions and familiarisation with procedures. This may include providing appropriate identification for personnel within the MECC, such as nametags • Ensure appropriate security and privacy within a MECC facility. In particular, ensure that only authorised personnel enter. Those who are unauthorised (media, staff without MECC roles and councillors) should not be within a MECC facility. (MAV, Local Government emergency management handbook, 2015)
Municipal Fire Prevention Officer (MFPO)	The Country Fire Authority Act and the Metropolitan Fire Brigades Act 1958 require each municipal council to appoint a fire prevention officer (generally known as a Municipal Fire Prevention Officer) and any number of assistant fire prevention officers. With the introduction of the Integrated Fire Management Planning framework, a Municipal Fire Management Plan may be developed as a sub-plan to the MEMP or the risk may be dealt with by the MEMP. The role of the MFPO is to: • undertake and regularly review council's fire prevention planning and plans (together with the Municipal Fire Management Planning Committee (MFMPC), if one exists); • liaise with fire services, brigades, other authorities and councils regarding fire prevention planning and implementation; • advise and assist the Municipal Emergency Management Planning Committee (or MFMPC) on fire prevention and related matters; • ensure the MEMP contains reference to the Municipal Fire Management Plan; • report to council on fire prevention and related matters; • carry out statutory tasks related to fire prevention notices and infringement notices; • investigate and act on complaints regarding potential fire hazards; • advise, assist and make recommendations to the general public on fire prevention and related matters; • issue permits to burn (under s. 38 of the Country Fire Authority Act); and • facilitate community fire safety education programs and support Community Fireguard groups in fire-prone areas. Support fire services in the delivery of community fire safety education programs. (EMMV Part 6 Jan 2011)

Role and deputy	Responsibilities
Emergency Relief Centre (ERC) Manager	The ERC Manager manages the relief operations at the ERC. They are responsible for providing a safe and healthy environment for all council staff, contractors, agency staff and volunteers working in the ERC, and members of the public attending the ERC. Duties include: • Manage the relief operations at the ERC • Provide the necessary approval for and support to agencies to operate in the ERC • Ensure robust communications are maintained with the MRM, organisational management, team leaders and agencies on site • Provide a safe and healthy working environment for all council staff, contractors and volunteers in the ERC • Provide an environment in which members of the public have access to relief requirements and a safe environment.

11. Reference list/Bibliography

Parliament of Victoria, *Emergency Management Act 1986 and 2013*, http://www.legislation.vic.gov.au

Emergency Management Victoria, *Emergency Management Manual Victoria* (EMMV), State of Victoria https://www.emv.vic.gov.au/policies/emmv

Profile id, https://profile.id.com.au/darebin, data from the Australian Bureau of Statistics, Census of Population and Housing 2016. Compiled and presented in profile.id by .id, the population experts.