HUME CITY COUNCIL

MUNICIPAL EMERGENCY MANAGEMENT

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HUME CITY COUNCIL

SECTION A

THE PLAN INTRODUCTION

Provides details of the reason, authority, structure, considerations, background of and for the plan.

Municipal Emergency Management Plan

Section A: Hume City Council

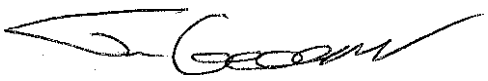
The Plan

Important Note: This section of the Hume City's Municipal Emergency Management Plan must be read in partnership and in context of the complete Hume Municipal Emergency Management Plan as adopted by the Municipal Emergency Management Planning Committee. The reader of this document should have sound knowledge of Emergency Management practices and an understanding of the Victorian Emergency Management Principals through the Emergency Management Act 1986 and 2013, Emergency Management Amendment (Critical Infrastructure Resilience) Act 2014, Emergency Management (Control of response Activities and other Matters) Act 2015 and the Emergency Management Manual Victoria.

This document has been adopted by the members of the Hume City Council Municipal Emergency Management Planning Committee as representatives and with authority of their agencies on the

Date 5 May 2020

The signature below indicates that this document has been approved for release under their delegation as Municipal Emergency Management Officer (MEMO) on behalf of the Municips1l Emergency Management Planning Committee



Tina Georgiev
MEMO- Waste & Resource Recovery

SECTION A- INTRODUCTION

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SECTION C	**Resources (Restricted Distribution)**	Details resources available (limited distribution)
SECTION D	**Municipal Demographic**	Provides details on the municipality, hazards, population, infrastructure, industry
SECTION E	**History**	Provides details training for and history of emergencies in the municipality
SECTION F	**Prevention, Preparedness**	Details arrangements for prevention and preparedness activities, building community resilience, community engagement and responsibilities, Sub Plans
SECTION G	**Planning**	Details the planning arrangements, roles and responsibilties, priorities and actions
SECTION H	**Response**	Details response arrangements and structures, responsibilities, priorities and actions
SECTION I	**Relief**	Details relief arrangements, services considerations, responsibilities, priorities and actions
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SECTION A- INTRODUCTION

SECTION A- INTRODUCTION

Introduction

An emergency in Victoria is defined in legislation in the Emergency Management Act 1986 (The Act) to mean an emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety of health or any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endanger or threatens to endangers the environment or an element of the environment in Victoria.

This, the Municipal Emergency Management Plan for the municipality of Hume (The Plan) is a legislated overarching document which facilitates planning for emergencies within the municipality of Hume. This is done through a range of community groups, agencies and stakeholders involved in total emergency management planning, mitigation, response and recovery initiatives within the area. These initiatives may include the development of sub-plans addressing specific identified risks, which are linked into The Plan.

To better understand the risks to the community across the municipality, neighbouring municipalities and the wider region, risk based assessments are undertaken regularly as part of the municipalities' broader Community Risk Management Planning process. This process allows for the development of risk reduction strategies by emergency service agencies, non-government agencies, council officers and the community that enhance personal safety and security within the Hume City Council.

The Plan integrates with emergency management planning at Regional (North West Metro) and State (Victoria) levels. Emergency management arrangements that are covered in those plans are not included in this document and it is presumed that persons involved or interested in the management of emergencies have themselves become aware of current legislation, policies, guidelines and practice notes to have an understanding of these arrangements and the arrangements within this Plan.

Aim

The aim of this Plan is to:

Document local emergency management arrangements to reduce the level of risk on the community of emergencies occurring, reduce the adverse effects of emergency events, and improve community resilience and perception of safety across the municipality.

SECTION A- INTRODUCTION

Objectives

The broad objectives of this Plan are to:

- Help communities to build capacity in developing their own resilience against emergencies
- Provide and support community with resource to enable them to be aware of emergency hazard risk awareness and reduction strategies
- Minimise and reduce the risk in the community relating to emergency events
- Identify, evaluate and implement measures to prevent or mitigate emergency risk within the municipality
- Outline activities and considerations in the mitigation, response and recovering from emergencies within and across the community
- Outline local arrangements for the development of any Emergency Management Operational Plans, to be included as Sub-Plans of the *The Plan.*
- Outline support procedures between individuals, communities, council, emergency services and non-government organisations in collaboration around emergencies
- Develop procedures and assign responsibilities for the development and maintenance of *The Plan*, Sub-Plans and operational templates
- Detail the arrangements for the activation and coordination of municipal resources for emergencies
- Detail arrangements for providing assistance to the affected community during relief and recovery from an emergency event
- Detail and complement other community, municipal, regional and State planning arrangements
- Detail and outline the arrangements of the Municipal Emergency Management Planning Committee
- Outline activities that Municipal Emergency Management Planning Committee members will undertake to develop capacity and capability so as to assist the local and regional communities in responding to emergency events.

How to use this plan

The Plan details general arrangements that can be utilised to guide the process and procedures in understanding the municipal and regional risks, developing sub-plans to mitigate, response, manage potential and recovery from emergencies which might occur within or affect the municipality. The plan contains a range of processes and procedures dealing with functional matters such as administration, catering, communications, IT, Emergency Relief Centres (ERCs), Municipal Secondary Impact Assessment and community lead recovery.

Activating and coordinating emergency resources is an integral part of Council's daily operations. Accordingly, levels of response can be increased or decreased without the need for formal declaration of an emergency or activation of *The Plan.*

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Because every emergency event is different, the actual implementation of *The Plan* must be robust to meet the specific requirements of the situation. In most cases, *The Plan* may not be suitable for activation and it may only be necessary to use a particular part of *The Plan* or a sub-pan, to effectively and promptly undertake the required activities to the given event.

Each section of *The Plan* is laid out through a standard structure for consistence to assist the reader, which includes:

- Title page and dated of adoption by the MEMPC
- Table of Contents
- Body of Section (Arrangements)
- Document Review

The footer of each page of *The Plan* shall contain the Section name, Version number and issue date.

The Plan consists of:

- Section A- The Plan, Introduction
- Section B- Contacts*
- Section C- Resources
- Section D - Municipal Description Demographic
- Section E- History
- Section F - Emergency Prevention, Preparedness Arrangements
- Section G- Emergency Planning Arrangements
- Section H- Emergency Response Arrangements
- Section I- Emergency Relief Arrangements
- Section J- Emergency Recovery Arrangements
- Section K - Appendices*

* Items have restricted distribution

The completed *Plan* will be published via the council website once the MEMPC have endorsed it. Section of *The Plan* may be updated from time to time and once endorsed will replace that old Section on the Website.

Public versions of Sub-plans shall be published once every four to five years as determined by the MEMPC or if there is a significant change to the plan.

Assessment of Risk

The Hume City Council, in partnership with the members of the MEMPC, undertake a three yearly review of the Risks and Treatment Options for those risks identified within the municipality, however the MEMPC will undertake a short annual review of the risk table for any notable changes.

The following table provided shows, through the Risk Assessment process, the identified risks the MEMPC agree to be of highest importance within the municipality of Hume.

The MEMPC determined that sub-plans should be developed for all risks rated Extreme or High, which could include the adoption or adaption of regional or state plans.

A review of these risks will be undertaken by the Committee once every three Years.

Ref	Code	Hazard Title	Risk Ratings						Collaboration	
			Ratings Confidence	Maximum Foreseeable Consequence	Current Mitigation / Control Activities	Residual Consequence (See calculator above)	Likelihood / Frequency	Residual Risk Rating (RRR) (Auto generated)	Other Municipalities	State Agencies
1	N-O2	Grassfire / Bushfire	High	4.10	2.22	3.50	4.68	Extreme	Maintain	Maintain
2	N-O3	Extreme Heat	High	3.40	2.20	3.30	4.80	High	Maintain	Maintain
3	N-O1	Flood Storm Extreme Weather	High	3.50	2.00	3.20	4.30	High	Maintain	Maintain
4	T-O1	Transport Accident - Major Corridor	High	3.88	2.13	3.60	4.60	Extreme	Maintain	Maintain
5	H-O1	Disturbance, Shooting, Siege	High	3.87	2.00	2.09	3.80	Medium	Maintain	Maintain
6	T-O2	Aircraft Crash >1km off airport	High	4.00	1.00	3.90	2.00	Medium	Maintain	Maintain
7	F- I	Fire - Industrial	Med	3.90	2.90	3.20	4.10	High	Maintain	Maintain
8	B-O1	Pandemic/ Major health event	High	4.33	2.20	3.20	4.06	High	Maintain	Maintain
9	Te-O1	Hazmat	Med	3.60	2.50	2.90	4.38	High	Maintain	Maintain
10	F- R	Fire - Residential	Med	2.90	2.10	2.60	4.30	High	Maintain	Maintain

Further details on the procedures and undertaking of the Assessment of Risk are contained in Section E of this *Plan.*

Authority

The Plan is developed and owned by the members of the Municipal Emergency Management Planning Committee of the Hume City Council pursuant to the requirements of the Part Four, Section 21 (3) of the Emergency Management Act 1986 and 2013 detailed in the Emergency Management Manual Victoria (EMMV) Part 6.1 and 6.2

The Plan, while not owned by the Hume City Council, it is administered and maintained by Council's Municipal Emergency Management Officer on behalf of the MEMP Committee (EMMV Part 6.3(4)).

Appendix K3 of *the Plan* details the Terms of Reference and Structure of the Municipal Emergency Management Planning Committee, sub Committees and working groups as determined by members of the Municipal Emergency Planning Committee and reference and related documents including, Acts, Regulations and other relevant documents. You can view Appendix K3

Address all enquires in writing to:

Municipal Emergency Management
Officer Hume City Council
1079 Pascoe Vale Road
Broadmeadows, Victoria 3047

PO Box 119 Dallas Vic 3047

Email:
MERO@hume.vic.gov.au
Phone:

Frequency of Review

Individual items or sections of *The Plan* will be reviewed through an agreed schedule by the MEMPC at a meeting proceeding compliance notification. In addition, items and sections may be updated as changes occur to legislation, the EMMV, Regional or State Plans or changes to risk identification within the municipality.

Testing of the Plan

Testing all or part of *The Plan* on a regular basis provides recognised learning's, improvements in gaps as well as highlighting areas that work well and personnel knowledge. The responsibility for determining the planning and implementing the required testing and exercises rests with the Municipal Emergency Planning Committee.

While Response Agencies may undertake their internal operational exercises, the testing of all or any part of this plan or sub-plans will only occur in collaboration with the full MEMPC and undertaken on an All Agency basis. Involvement by Council personnel must be included in any planned exercise that relates to the municipality to assist in municipal offer gaining more knowledge and understanding as well as agencies understanding council's capacity and capability.

Testing may be undertaken via incident full scale (MECC), Response, Relief and Recovery), individual scale (MECC, Response and Relief or Recovery), municipal or all agencies. Council may with the assistance of MEMPC agencies undertake testing via internal directorates, departments or business units to build capability and capacity.

All exercises will use the principles of the Australian Emergency Management Handbook Series Book 3 (Managing Exercises) and use the EM Exercise Template Workbook that is found in Section L.

Exercise formats may be activation, desktop, hypothetical or a combination of two or more of these formats. Each testing of *The Plan* shall have an elevation report detailing all learnings outcomes and tables to the MEMPC and to Corporate Leadership Group of Council.

Audit/Compliance

The Plan shall be audited no later than three (3) years from the previous audit as detailed on the statement of Attainment by the Chief Officer of VICSES. *The Plan* and not sub-plans shall be reviewed to ensure consistency and complies with the guidelines detailed in the EMMV.

It is the responsibility of all agency personnel delegated as Hume MEMPC members to ensure that the Plan meets the Audit requirements.

Municipal Adoption

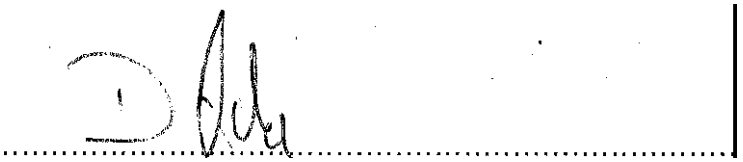
This Plan is a result of the co-operative efforts of the Municipal Emergency Planning Committee (MEMPC) after consultation with the representatives of those agencies and organisations identified therein and endorsed by the full MEMPC. A copy of the emergency service agency members of the MEMPC can be found in Section F of this Plan.

Member agencies of the MEMPC understand that they are the developers and owners of this Plan on behalf of the community of Hume. The responsibility in the mitigation, planning, response, relief and recovery from an emergency lies with each member of the community and the organisation existing or working within the municipality.

Hume City Council understands and accepts its custodian roles and responsibilities as described in Part 6.2 (3) of the EMMV.

5th May 2020

Approved and adopted this plan on behalf of Hume City Council



Domenic Isola
Chief Executive Officer

Tina Georgiev
Emergency Management Coordinator AND
Municipal Emergency Management Officer
MEMEO

Statement of Attainment

Under legislation each Municipal Emergency Management Plan must be audited within three (3) Years of its previous '*compliance of guidelines'* audit. To assist the reader a scanned copy of the last statement of attainment certificate for the Municipal Emergency Management Plan Audit undertaken by the Victorian State Emergency Service is provided below. The date on the certificate is to be used to ascertain the latest date that the next municipal audit is to take place, unless otherwise stated by the Operations Director-Victoria State Emergency Service.

Certificate of

Audit

THIS IS TO CERTIFY THAT THE
MUNICIPAL EMERGENCY MANAGEMENT PLAN OF

Hume City Council

Has been audited in accordance with the Guidelines issued by the Minister and on 09 July 2020 has been assessed as

"Complying with the Guidelines"

Kate White
Director Community Resilience & Communications. Delegation on behalf of the Chief Officer, Operations

07 August 2020
Date

Lodgement of the Plan

Under the Victorian Libraries Act 1988 Section 49, Council on behalf of the MEMPC is required to provide a copy of *The Plan* to the National Library of Australasia and the State Library of Victoria. *The Act* requires the deposit of new or amended publications published in Victoria within two months of publication.

The MEMPC has endorsed that the public version of T*he Plan* be made available and that only version will be deposited as required above.

Council Lodgement and Publication

A copy of *The Plan* will be published via the council website. Sections of the *Plan* may be updated from time to time and once endorsed by the MEMPC will replace the previous version of that Section on the website. Dates will be included in the Title name to assist the reader.

National Library of Australia

A copy of *The Plan* will be sent to the National Library of Australia. A legal Deposit receipt will be issued.

Legal Deposit Unit
National Library of Australia
Canberra ACT 2600
Telephone: 02 6262 1312
Email: legaldep@nla.gov.au

State Library of Victoria

A copy of *The Plan* will be sent to the State Library of Victoria. A legal Deposit receipt will be issued.

Legal Deposit Librarian
State Library of Victoria
328 Swanston Street
Melbourne Vic 3000
Telephone: 03 8664 7138
Email: legaldeposit@slv.vic.gov.au

Emergency Management Victoria Portal

A copy of *The Plan* will be placed on the EMV Portal in the North West Metro Region Section. A legal Deposit acknowledgement will not be issued.

Glossary of Terms and Acronyms

The use of terms and acronyms can be found throughout all sections of *The Plan* which are used to define or explain terms which have a restricted or technical meaning in the context of emergency management arrangements. The following does not include all words, titles, phrases or acronyms hat may be found in any other emergency management document that is not related to this plan of Hume.

SECTION A- INTRODUCTION

Agency	An agency means any government or non-government organisation with a responsibility, ability to or be involved in the provision of the emergency management
Animal	Companion animals, livestock (including horses and poultry), wildlife, birds and fish
Command	The direction of members and resources of an agency in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency. Command related to agencies and operates vertically within an agency
Community Development Officer	A person appointed to initiate, coordinate and support activities in an affected community to assist its development in recovery from an emergency.
Community Recovery Committee	A committee which may be convened after an emergency to provide management and action forum for the recovery process in respect of an affected area or a specific community.
Consequences	The outcome and effect of an event or situation expressed qualitatively or quantitatively, being a loss injury, disadvantage or gain.
Control	The overall direction of response activities in an emergency. Authority for control is established in legislation or in an emergency response plan, and carries with it the responsibility for tasking other agencies in accordance with the needs of the situation. Control relates to situation and operates horizontally across agencies
Control Agency	An agency nominated to control the response activities for a specified type of emergency. Control agencies are laid out in Part 7 of the Emergency Management Manual Victoria (EMMV)
Control Centre/Command Centre	Facilities from which incident, site, region/area of operations, and state level functions can be carried out. This could be in-field, mobile or physical location.
Coordination	The bringing together of agencies and resources to ensure effective response to and recovery from emergencies. • In relation to response, ensuring that effective control has been established and maintained, and • The systematic acquisition and application of resources (agency, manpower and equipment) in accordance with the requirements imposed by emergencies. Emergency response coordination operates throughout the management of response, including during provision of immediate relief and during the transition to recovery activities.
Coordinator	A Coordinator is a person that could sit at the incident level, municipal level, regional level and state level to ensure that appropriate control and support agencies are in attendance. In the event of uncertainty determine which agency is to perform its statutory response role; • ensure that an incident has effective control • ensure that the Incident Controller has formed and is chairing an Incident Emergency Management Team • arrange for the provision and allocation of resources requested by the control and support agencies and; • escalate unfulfilled requests to the municipal, regional or state levels.

Counselling	The provision of psychological support and advice to persons affected by an emergency
Disaster	This term is not generally used within Victoria's arrangements, where it would be taken to mean the same as emergency. The term 'disaster' would only be used through the definition below when 'a state of disaster' has been declared.
Disaster, State of or Area of	The Premier of Victoria can declare a state of disaster to exist in all or part of Victoria if an emergency constitutes a significant and widespread danger to life or property, which justifies the enabling of the special powers for the safety and preservation of life. Part 5 Sections 22 The Act 1986.
Emergency	An emergency due to 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 dame, 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; and c) an explosion; and d) a road accident or any other accident; and e) a plaque or an epidemic or contamination; and f) a warlike act for act of terrorism, whether directed at Victoria or part of Victoria or at any other State or Territory of the Commonwealth; and g) a hi-jack, siege or riot; and h) a disruption to an essential service (Act)
Emergency Coordination Centre	A centre established at municipal, regional or state level to coordinate resources and conduct operations ancillary to the Control and response agencies in the field.
Emergency Management Liaison Officer (EMLO)	An EMLO is a person appointed by an agency who represents their agency at another agencies facility utilised to manage an emergency

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Emergency Management	Arrangements for, or in relation to: a) the mitigation of emergencies; and b) the response to emergencies; and c) the recovery from emergencies;
Emergency Management Team	An emergency management team is the team which assists a controller in formulating a response strategy and in its execution by all agencies, and which assists the Emergency Response Coordinator in determining resource acquisition needs and ensuring a coordinated response to the emergency.
Emergency, Major	The EM Act 2013 contains specific arrangements for the management of a major fire or major emergency, defined as a large or complex fire or other emergency (however caused) that: • has the potential to cause, or is causing, loss of lie and extensive damage to property, infrastructure or the environment; or • has the potential to have, or having, significant adverse consequences for the Victorian community or a part of the Victorian community or • requires the involvement of two or more agencies (fire services agencies if major fire) to respond to the emergency; or • will, if not suppressed, burn for more than one day (applies to major fire only) A Class 1 emergency is either: • A major fire, or • Any other major emergency for which the control agency is the FRV, CFA or VICSES A Class 2 emergency is 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 A Class 3 emergency is any emergency that Victoria Police is he Control agency for under legislation. Victoria Police will also be the controller for Class 3 emergencies even if Class 1 or Class 2 emergencies are happening concurrently.
Emergency Recovery	Process by which a community is supported to a level of proper functioning after an emergency.
Emergency Relief	Provision of immediate life support and basic human needs of persons affected by, or responding to an emergency.
Emergency Relief Centre	A location or facility established to provide information, shelter, life support and essential needs to persons affected by an emergency.
Emergency Service Agency	Any agency involved in the support of the community before, during and after an emergency
Essential Service	Defined (Act) as Transport, fuel (including gas), light, power, water, sewerage or a service (whether or not of a type similar to the foregoing) declared o be an essential service by the Governor in Council
Evacuation	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return. The purpose of an evacuation is to use distance to separate the people from the danger created by the emergency.
Incident	Same meaning as emergency

SECTION A- INTRODUCTION

Incident Controller	A person appointed by the control agency responsible for the resolution and overall decisions in responding to an emergency
Mitigation	Measures taken in advance of, or after, an emergency aimed at decreasing or eliminating its impacts on society and the environment.
Municipal Council	A local Government body contained within defined boundaries for which that body is responsible for its management.
Municipal Emergency Coordination Centre (MECC)	A facility which brings together key agencies to coordinate the provision of council and community resources during an emergency (Response, Relief and Recovery). Can be virtual, in field or a designated facility.
Municipal Emergency Management Officer (MEMO)	An appointed municipal council officer that liaising with agencies in relation to emergency management activities for the municipal district, assists in the coordination of emergency management activities for the municipal district.
Municipal Emergency Management Officer (MEMO)	An appointed municipal council officer responsible for ensuring that coordination of municipal resources to be used in emergency response.
Municipal Emergency Response Coordinator (MERC)	An appointed senior Sergeant member of Victoria Police responsible for ensuring effective control by the control agency, coordination of resources and activities including provision of relief and after action review at the municipal level.
Municipal Recovery Manager (MRM)	An appointed municipal council officer responsible for the coordination at the municipal level for relief and recovery services and activities.
Protected	Any material classified under the Commonwealth's Protective Security Policy Framework Information Security Management Guideline
Region	Area defined by Government or agencies
Regional	For the purpose of this Plan and related Emergency Management documents for the Hume municipality shall mean, North West Metropolitan Region.
Resilience	Is the capacity of individuals, communities, institutions, businesses and systems to survive, adapt, and grow no matter what kind of chronic stresses and acute shock they experience
Risk	The change of something happening that will have an impact upon or across a community.
Risk Management	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risk.
Response Agency	An organisation as described in Part 7 of the EMMV
Senior Officer	A municipal employee as defined by the Local Government Act 1989
Spontaneous Volunteer/s	Community members or groups who unplanned wish to assist and help during an emergency event
State of Emergency	Term used by the Chief Health Officer for large epidemic, pandemic and other issues relating to Health. Not used in Emergency Management
Sub-Plan	An annex of an existing plan, with addition statements of control/ coordination arrangements and roles/responsibilities for identified risks
Support Agency	An agency which provides essential services, personal, or material to support or assist affected persons and/or others in response, relief and recovery.
Trim	Electronic document depositary system used by Hume City Council

Acronyms and Abbreviations

The use of acronyms and abbreviations is commonly used throughout the Emergency Management Sector to assist personnel during activations and planning. However, it is often not only confusing for the community and members of the public; it can exclude people from outside of the sector for the community.

The following are acronyms and abbreviations that are found within this *Plan* and other related documents to assist all readers.

Agency	
AV	Ambulance Victoria
BOM	Bureau of Meteorology
CALD	Culturally and Linguistically Diverse
CEO	Chief Executive Officer
CERA	Community Emergency Risk Assessment
CFA	Country Fire Authority
CWA	Country Women's Association
DEWLP	Department of Environment Land Water and Planning
DHHS	Department of Health and Human Services
EHO	Environmental Health Officer
EM	Emergency Management
EMLO	Emergency Management Liaison Officer
EMV	Emergency Management Victoria
EMMV	Emergency Management Manual Victoria
EPA	Environmental Protection Authority
EMT	Emergency Management Team
EMT- Council	Executive Management Team of Council
ERC	Emergency Relief Centre
FRV	Fire Rescue Victoria
IC	Incident Controller
ICC	Incident Control Centre
IIA	Initial Impact Assessment
LGV	Local Government Victoria
MAV	Municipal Association Victoria
MECC	Municipal Emergency coordination Centre
MEMCG	Municipal Emergency Management Coordination Group
MEMEG	Municipal Emergency Management Enhancement Group
MEMPlan	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MEMT	Municipal Emergency Management Team
MEOC	Municipal Emergency Operations Centre
MERC	Municipal Emergency Response Coordinator
MEMO	Municipal Emergency Management Officer
MERP	Municipal Emergency Resource Program
MRM	Municipal Recovery Manager
MSIA	Municipal Secondary Impact Assessment
NERAG	National Emergency Risk Assessment Guidelines
NGO/s	Non-Government Organisation
NWMR-REMC	NWMR Regional Emergency Management Collaboration
OH&S	Occupational Health and Safety Officer

SECTION A- INTRODUCTION

PTV	Public Transport Victoria
Region	Northern Metropolitan Region
Regional	North West Metropolitan Region
RCC	Regional Control Centre
RFR	Register Find Reunite
SERAM	State Emergency Risk Assessment Methodology
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SITREP	Situation Report
SOG	Standard Operating Guideline
The Act	Emergency Management Act 1986, 2013, 2015,2016
The Plan	Municipal Emergency Management Plan
VICSES	Victorian State Emergency Service
VICPOL	Victoria Police
WICEN	Wireless Institute Civil Emergency Network

Reference

Reference:

Emergency Management Act- www.legislation.vic.gov.au
Victoria libraries Act – www.legislation.vic.gov.au
Local Government Act – www.legislation.vic.gov.au
CFA Act- www.legislation.vic.gov.au
FRV Act – www.legislation.vic.gov.au
VICSES Act – www.legislation.vic.gov.au
Emergency Management Manual Victoria- www.emv.gov.au/polices/eemv/
ISO 31000 – www.infostore.saiglobal.com
National Emergency Management Risk Assessment Guidelines – www.ag.gov.au/search
Community Emergency Risk Assessment- www.ses.vic.gov.au/em-sector/communiy-emergency-risk-assessment-cera

Document Amendments & Review

REVIEW:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

This Section was last updated (Date). The table below provides a history of review.

Version	Date	Action/Documents for Replacement
May 2017 V.01	8/6/2017	Replace Consolidated Content- Restricted distribution highlighted
May 2017 V.01	8/6/2017	Replace page 1 signed copy by MEMO
May 2017 V.01	8/6/2017	Replace pages 11&12 adoption of Plan signed by CEO & MEMO
May 2017 V.01	14/9/2017	Page 8 reference to footer electronic file no. has been deleted not required
May 2017 V.01	18/9/2017	New Audit Compliance Certificate replaced page 14
May 2017 V.01	4/3/2019	Change index page 3 K8 is no CERA, roles and responsibilities will be removed as a link Page 9 amended CERA Risk table with name changes to Risk 2, 6 and 9
May 2017 V.01	2/4/2020	Page 16 Coordination section -removed Coordination always sits with VicPol.

SECTION B
CONTACT

Details contacts and resources (limited distribution)

B1 MEMPC Committee

B2 MEMPC Agency

B3 Internal EM HCC Staff

B4 Vulnerable Facilities

SECTION B1 – MEMPC CONTACT

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SECTION B1 – MEMPC CONTACT

SECTION B1 – MEMPC CONTACT

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SECTION B2- MEMPC AGENCY CONTACT

Bus Companies

Company Name	Addre	Contact Number
Kastoria Bus Lines	21-29 Western Avenue,	03 9338 1844
Broadmeadows Bus Service	148 Barry Road, Campbellfield	03 9357 0005
Tullamarine Bus Line	1-13 Louis Street, Airport West	03 9338 6466
Transdev Melbourne	21 SCOTCHMER Street, FITZROY	1800 800 007
Dysons Group	121 McKimmies Road, Bundoora	03 9463 3800
Sunbury Bus Service	9 McDougall Road Sunbury, Victoria 3429	Telephone: (03) 9744 1177 Outside Australia: +61 3 9744 1177 Facsimile: (03) 9744 1304

Accommodation

Temporary Accommodation (Motels, Hotels, Caravan Parks)

Agency	Address	Telephone
Ciloms Airport Lodge	398 Melrose Drive, Tullamarine	9335 2788
Best Western Park Airport Motel & Convention Centre	33 Ardlie Street, Attwood	9333 2200
The Black Horse Hotel/Motel	80 Bulla Road, Bulla	9307 1182
Gladstone Park Motel	196 Mickleham Road, Tullamarine	9338 3533
Kalkallo Hotel/Motel	1324 Hume Highway, Kalkallo	9745 2206
Meadow Inn Hotel / Motel	1435 Sydney Road, Broadmeadows	9359 1666
Midtown Motel	27 Station Street, Sunbury	9744 5666
The Coolaroo Taverner Hotel/Motel	Cnr Barry Rd & Maffra St, Coolaroo	9309 3211
Royal Hotel	63 Evans Street, Sunbury	9744 1550
Holiday Inn Melbourne Airport	10-12 Centre Road, Melbourne Airport	9338 2322
Quality Hotel Melbourne Airport	265 Mickleham Road, Tullamarine	9338 3222
Airport Tourist Village	37 Ardlie Street, Attwood	9333 4109
Apollo Gardens Caravan Park	284-290 Hume Highway, Craigieburn	9305 5656
Sunbury Motor Inn Motel	52 Ligar St, Sunbury VIC 3429	9740 4631
Bed & Breakfast		
Blue Gum Suite B & B	6 O'Malley Street, Sunbury	9744 3172
Jackson Creek Cottage	29 Powlett Street, Sunbury	9740 6946

SECTION B2- MEMPC AGENCY CONTACT

Hospitals

HOSPITALS	ADDRESS	SUBURB	PHONE
Craigieburn Health Services – Non Residential	274 Craigieburn Road	Craigieburn	8338 3000 0418 340 517
Broadmeadows Health Services	35 Johnstone Street	Broadmeadows	8345 5000
Goonawarra Day Hospital – Non Residential	1 Dornoch Drive	Sunbury	9744 9999
Sunbury Day Hospital – Non Residential	7 Macedon St	Sunbury	9732 8600
Dianella Community Health (Mental Health and Drugs)	35 Johnstone Street	Broadmeadows	9345 5678
Northern Hospital	185 Cooper Street	Epping	8405 8000

Neighbouring Municipalities

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INTERNAL HCC EM TEAM

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SECTION C

RESOURCES

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SECTION C RESOURCES

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SECTION C- RESOURCES & TRANSPORT TECHNICAL

The Contact list below is a list of Agreements made between Hume City Council and the agencies listed in this Section. Hume City Council has only limited resources as listed below that are cost free to the response agency (marked *).

Part of every response coordinator's role is to arrange for the provision and allocation of resources and services requested by control and support agencies.
(EMMV page 3-18 to 3-21)

The council's Municipal Emergency Resource Officer (MERO) is responsible for the coordination of municipal resources used for emergency response and recovery operations (Emergency Management Act 1986, s.21(2). The definition of municipal resources are resources that are owned or under the direct control of the municipal council.

The 1986 Act requires council to identify in the MEMP plan municipal resources and other resources available for use in the municipal district for emergency prevention, response and recovery. (Emergency Management Act 1986, s.20(2)(a))

Council MEMO will extend the coordination role for request of other resources as this provides valuable assistance to response agencies and will potentially lead to improved outcomes for the community affected by the emergency.

Council is expected to provide municipal resources for emergency response operations without charge, however the use of these resources are limited to the type of equipment and timeframe due as council has limited budget.

The provision of municipal resources to response agencies beyond a municipal council's defined limit may be charged to the response agency. Response agencies are responsible for meeting the cost of resources sourced by a municipal council that are not municipal resources, i.e. other resources.

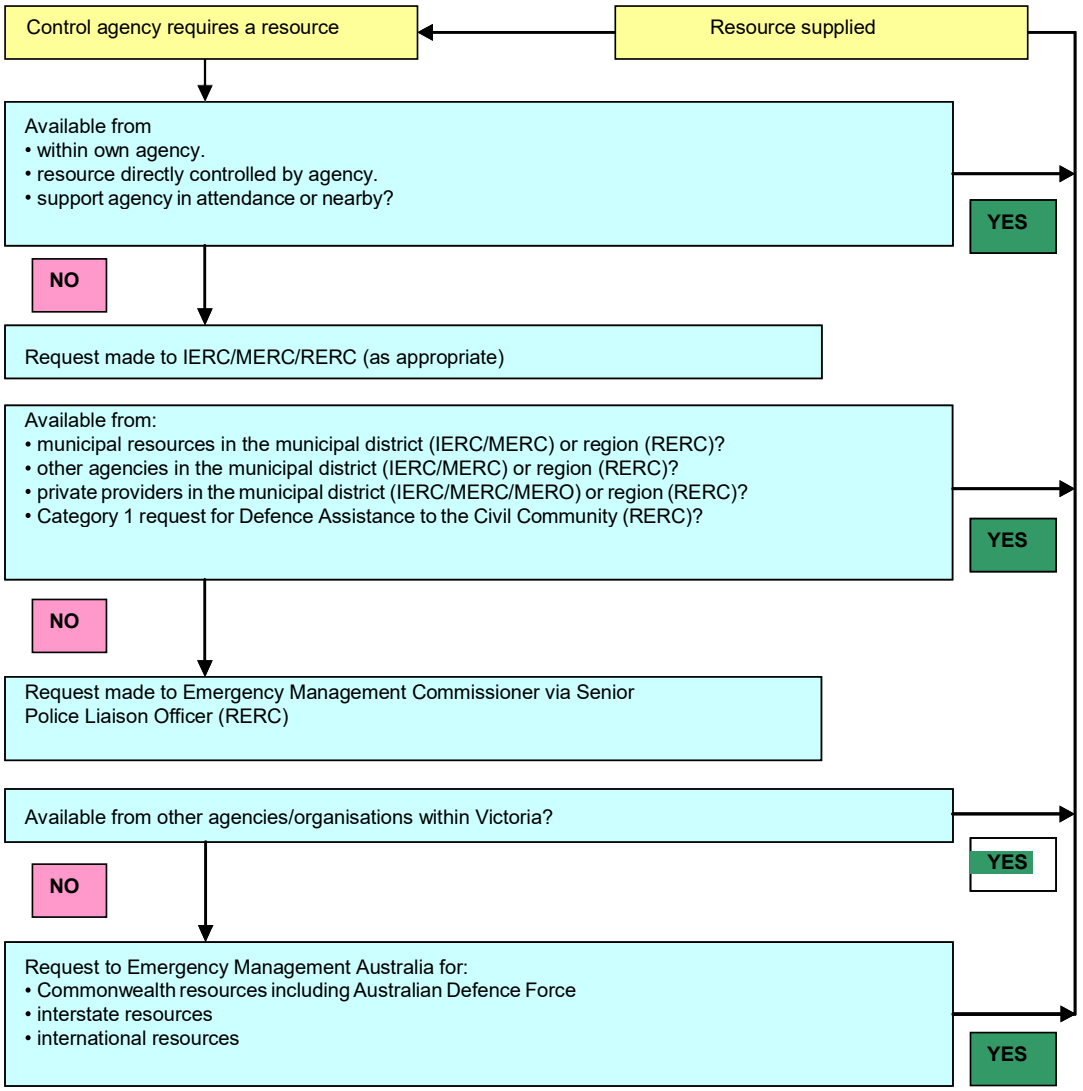
When an emergency response coordinator, or a council officer, arranges provision of a non-municipal supplementary resource for a response agency, it does so as an agent of the response agency which retains full responsibility to meet all the associated costs.

The MEMO or A/MEMO must advise and be clear with the MERC or IC if council do not own the resources requested and if they want to proceed that the control agency will be responsible for the cost associated with the requested resource.

SECTION C- RESOURCES & TRANSPORT TECHNICAL

Requesting for resources

Below is outlined as per diagram below:
(EMMV page 3-35)



SECTION D

MUNICIPAL DEMOGRAPHIC

Provides details on the municipality, hazards, population, infrastructure, industry.

SECTION D- MUNICIPAL DEMOGRAPHIC

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SECTION D- MUNICIPAL DEMOGRAPHIC

Introduction

This section of the MEM Plan outlines a description of the municipal area of Hume to provide the reader an understanding of the topography, infrastructure, demography, economic and industry across the municipality.

The information contained in Section D is provided as a summary of the municipality as well as assist individuals, community, government agencies and support agencies, community groups, industry and council to consider these within their own resilience planning.

The reader is strongly encouraged to undertake their own research on a regular basis due to the current and future developments across the municipality.

Description of Municipality

Located just 15 kilometers north of the centre of Melbourne, Hume City is one of the fastest growing and most culturally-diverse communities in Australia.

Spanning a total area of 504 square kilometers, Hume City is built around the established suburbs of Broadmeadows, Tullamarine and Gladstone Park in the south, the developing residential suburbs of Craigieburn, Greenvale, Mickleham, Kalkallo and Roxburgh Park in the north-east and the Sunbury Township in the north-west.

The municipality is made up of a vibrant mix of contrasts including new and established residential areas, major industrial and commercial precincts and vast expanses of rural areas and parkland. The Melbourne International Airport accounts for 10 per cent of the total area of Hume City.

Hume is also home to major road transit routes including the Tullamarine Freeway, Western Ring Road, Hume Highway and the Craigieburn Bypass and is abutted by the Calder Freeway to the west. Hume is bound by the local government areas of Moreland, Whittlesea, Brimbank, Macedon Ranges, Melton and Mitchell.

Suburbs in Hume

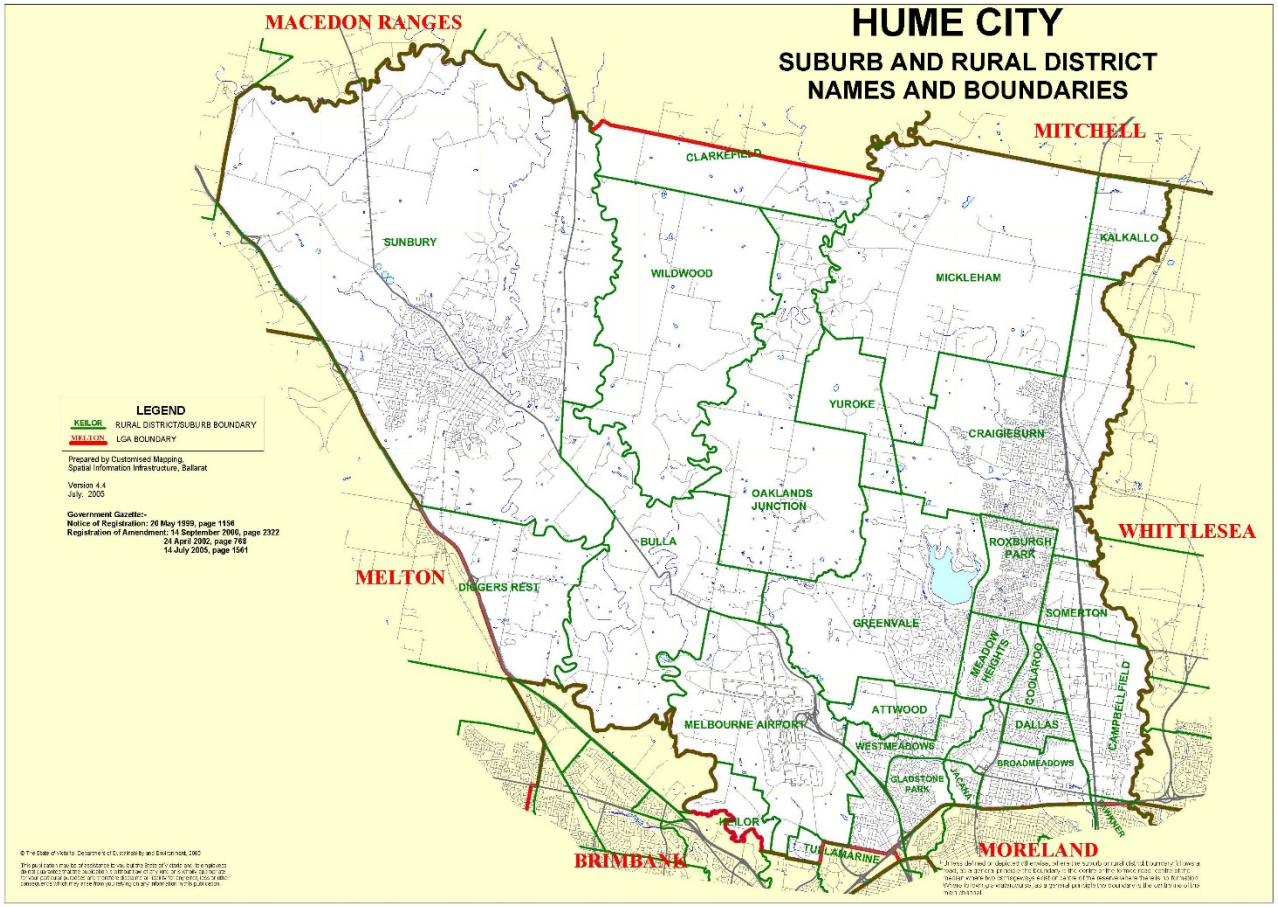
Suburbs within the municipality of Hume are:

Suburbs	
Attwood	Kalkallo
Broadmeadows	Keilor
Bulla	Meadow Heights
Campbellfield	Melbourne Airport
Clarkefield	Mickleham
Coolaroo	Oaklands Junction
Craigieburn	Roxburgh Park
Dallas	Somerton
Diggers Rest	Sunbury
Fawkner	Tullamarine
Gladstone Park	Westmeadows
Greenvale	Wildwood
Jacana	Yuroke

Municipal Map

The following map provides an overview of the municipal boundaries. Further mapping that provides aerial photography, suburban boundaries, electoral boundaries, arterial and major roads, rail lines, green wedge, medical, educational, large water courses and land subject to inundation as of October 2016 can be found in the Hume Internal Map Room link * ‘Map Roomlink

These maps are provided as a guide for individuals, communities, organisations, industry, agencies to have a better understanding to assist in their mitigation, preparedness, response and recovery of occurring emergencies. All maps are correct at time of inclusion into *The Plan*


HUME CITY
SUBURB AND RURAL DISTRICT
NAMES AND BOUNDARIES
MACEDON RANGES
MITCHELL
WHITTLESEA
MELTON
BRIMBANK
MORELAND
CLARKEFIELD
SUNBURY
WILDWOOD
MICKLEHAM
KALKALLO
YUROKE
CRAIGIEBURN
OAKLANDS JUNCTION
BULLA
ROXBURGH PARK
DIGGERS REST
GREENVALE
SOMERTON
MEADOW HEIGHTS
COOLAROO
CAMPBELLFIELD
ATTWOOD
DALLAS
MELBOURNE AIRPORT
WESTMEADOWS
BROADMEADOWS
GLADSTONE PARK
KEILOR
TULLAMARINE
LEGEND
KEILOR RURAL DISTRICT/SUBURB BOUNDARY
MELTON LGA BOUNDARY
Prepared by Customised Mapping,
Spatial Information Infrastructure, Ballarat
Version 4.4
July, 2005
Government Gazette:-
Notice of Registration: 20 May 1999, page 1156
Registration of Amendment: 14 September 2000, page 2322
24 April 2002, page 768
14 July 2005, page 1561

SECTION D- MUNICIPAL DEMOGRAPHIC

To obtain further details on other maps council staff can go to maps located in council's intranet called 'Map Room'. You can also obtain maps from the Hume Website by clicking on the following link. You can also contact the MEMO on MERO@hume.vic.gov.au to get copies of maps

Map Room can provide you mapping such as:

1. Hume's boundary
2. Suburbs
3. Railway Status
4. Water Ways
5. Water banks
6. Utilities

Hume 'Map Room' also has an 'Emergency' section which you can view and print maps relating to:

1. Fire Images
2. Burned Areas
3. Police Stations
4. CFA Stations
5. Static Water Supply Tanks
6. Emergency Relief Centres
7. Vegetation
8. Storm Water Drainage
9. Water bodies such as water bores and wetlands

Population

According to the Australian Bureau of Statistics, the estimated resident population of Hume City at June 2017 was 215,260. In the five years from 2012 to 2017, the population grew by over 36,000 people, an average annual growth rate of 3.7%[1]. By June 2026, Hume's population is expected to exceed 284,000 people, with 91,000 households[2]. This growth is due to the affordable house and land packages available and is likely to occur in Greenfield areas such as Mickleham, Kalkallo, Craigieburn and Greenvale as well as through infill development in areas such as Broadmeadows.

Aboriginal and Torres Strait Islander People

Aboriginal and Torres Strait Islander peoples

Hume City is located on the traditional lands of the Gunung-William-Balluk people of the Wurundjeri. They are the traditional owners of this land. At the time of the 2016 Census, there were approximately 1,456 Aboriginal and Torres Strait Islander people residing in

[1] ABS, Regional Population Growth, Australia (catalogue no. 3218.0)

[2] .id, Hume City Population Forecasts, 2016 to 2041 (updated November 2017)

SECTION D- MUNICIPAL DEMOGRAPHIC

Hume, the fifth largest Aboriginal and Torres Strait Islander population in metropolitan Melbourne (ABS 2016). The suburbs of Craigieburn and Sunbury have the largest Aboriginal and Torres Strait Islander communities within Hume City.

Age Structure

Analysis of the service age groups of Hume City compared to Greater Melbourne shows that there was a higher proportion of people in the younger age groups (0 to 17 years) and a lower proportion of people in the older age groups (60+ years) according to 2016 census data.

Overall, 26.5% of the population was aged between 0 and 17, and 14.9% were aged 60 years and over, compared with 21.7% and 19.0% respectively for Greater Melbourne[3].

By 2026, the number of people aged 60 years and over will increase by almost fifty percent and will account for 15.5% of Hume's overall population. By 2036 they will account for 16.5%.[4]

Cultural Diversity

Hume City is one of the most diverse municipalities in Australia. More than one third of Hume's population were born overseas (35.7%), with 31.6% from non-English speaking countries and 4.1% from English speaking countries. Over 150 different countries are represented in Hume. At the 2016 Census, the three largest overseas born groups in Hume were from Iraq (5.4% of the population), India (4.4%) and Turkey (3.1%). Between 2011 and 2016 the largest group of arrivals have been those born in India, which has increased by almost 4,700 people. Those born in Iraq have increased by almost 3,500 people and those born in Pakistan have increased by over 1,500 people[5].

Over 150 different languages are spoken in Hume and more than two fifths of the population speak a language other than English (44.8%). The most common languages other than English are Arabic (spoken by 8.3% of the population), Turkish (6.8%), Chaldean (3.3%), Italian (2.9%) and Assyrian (2.8%). Since 2011 there has also been a strong increase in the number of people speaking Punjabi, Urdu and Hindi[6].

The most common religious affiliation in Hume is Catholic (31.0%), followed by Islam (16.5%). Since 2011, other growing religions in Hume include Sikhism and Hinduism[7].

Housing

At June 2018, there was an estimated 71,063 residential properties in Hume[8]. Data from the 2016 Census shows that the majority of occupied private dwellings in Hume City are standalone houses (85.1%). Medium density housing (semi-detached, row, terrace, townhouses and villa units, plus flats and apartments in blocks of 1 or 2 storeys, and flats

[3] .id, Hume City Community Profile, 2016
[4] .id, Hume City Population Forecasts, 2016 to 2041 (updated November 2017)
[5] .id, Hume City Community Profile, 2016
[6] .id, Hume City Community Profile, 2016
[7] .id, Hume City Community Profile, 2016
[8] Hume City Council, Rates database, June 2018

attached to houses) accounts for 13.6% of dwellings, high density housing (flats and apartments in 3 storey and larger blocks) accounts for 0.3%, and caravans/cabins account for 0.4%[9].

[9] .id, Hume City Community Profile, 2016

According to 2016 Census data, the majority of households within Hume City contain couples with children (43.4%) compared with (33.5%) in Greater Melbourne. One parent families are also more common in Hume (13.6%) than Greater Melbourne (10.1%). Hume City has a lower proportion of families made up of couples without children (19.0%) than Greater Melbourne (22.9%) and also lone person households (15.8% vs 22.0%). More common in Hume are multiple family households (two or more families living in the same house) 3.6% compared to Greater Melbourne 1.9%. The average household size in Hume City (3.1) is also higher than Greater Melbourne (2.7) [10].

Housing suitability is a measure of housing utilisation based on a comparison of the number of bedrooms in a dwelling with a series of household demographics, such as the number of usual residents, their relationship to each other, age and sex. It can be used to identify if a dwelling is either under or over utilised. Households that require at least one additional bedroom are considered to experience some degree of overcrowding. In Hume City 6.5% of houses require one or more extra bedrooms, compared to 4.2% for Greater Melbourne. Some areas within south-western Hume (such as Dallas, Broadmeadows, Campbellfield, Meadow Heights and Coolaroo) contain more than ten percent of homes requiring at least one or more extra bedrooms[11].

Migration Stream

Data from the Department of Social Services shows that as of January 2019, almost 15,000 migrants were living in Hume City having arrived between 1 January 2014 and 31 December 2018. Hume City has 5.3% of Victoria's overall migrants that arrived in this five year period, and 28.6% of Victoria's humanitarian migrants.

The main countries of birth of Hume City's humanitarian migrants are Iraq (54.0% of migrants) and Syria (37.9%). Arriving primarily through the skilled or family migration streams, the next largest group of migrants in Hume City come from India.

Overall, Hume City received 56.4% of Victoria's migrants arriving from Iraq, 56.5% from Syria and 4.0% from India. [12]

[10] .id, Hume City Community Profile, 2016
[11] ABS, Census of Population and Housing, 2016
[12] Dept of Social Services, Settlers in Hume City as at 4 Jan 2019, arriving between 1 Jan 2014 and 31 Dec 2018

Education and Employment

Around one in eight young people aged 15 to 24 years in Hume City (12.1%) are not engaged in employment, education or training. This is higher than the Greater Melbourne figure of 7.5%.[13]

At the 2016 Census, just under three quarters (72.7%) of people aged 20-24 years had completed year 12 or equivalent. This is lower than Greater Melbourne where the figure is 80.1%. There is a higher rate of females obtaining year twelve or equivalent (76.9%) than males (68.8%), mirroring the national trend. [14]

Overall, 16.6% of the population aged 25 and over have attained a Bachelor Degree or higher level of education. This compares to 30.6% for Greater Melbourne. Similarly, 16.5% of Hume's population aged 25 and over have attained a Certificate III or IV level qualification, compared to 13.8% for Greater Melbourne. Persons aged 25 and over born overseas are more likely to have a Bachelor Degree or higher (20.7%) compared to those born in Australia (14.7%), and conversely those born in Australia are more likely to have a Certificate III or IV level qualification (23.3%) than those born overseas (11.6%). While the proportion of residents with a Bachelor Degree or higher is greater for overseas born residents than Australian born residents overall, there is a marked difference between those born overseas who speak another language and speak English very well or well (27.5%) versus those who speak English not well or not at all (3.4%).[15]

Almost three fifths (58.4%) of Hume's residents aged 25 and over are in the labour force. Those born in Australia are more likely to be in the labour force (70.8%) than those born overseas (52.9%). For residents who speak another language and speak English not well or not at all, only 18.8% are in the labour force. [16]

In 2016, the most common industry of employment for persons aged 25 years and over in Hume City is the 'health care and social assistance' sector, in which 11.7% of employed persons work. This is followed by 'transport, postal and warehousing' (11.5%) and 'manufacturing' (10.4%). For persons aged 15 to 24 years, the most common industries of employment are 'retail trade' (21.8%), 'accommodation and food services' (18.6%) and 'construction (10.1%).[17]

As of September 2018, Hume City had an unemployment rate of 8.5%. This is higher than the Greater Melbourne figure of 5.4%. Within Hume, areas (at the Statistical Area Level 2) with the highest unemployment rates were Broadmeadows (20.0%), Meadow Heights (18.8%), Campbellfield–Coolaroo (17.2%) and Roxburgh Park–Somerton (13.6%).[18]

[13] ABS, Census of Population and Housing, 2016
[14] ABS, Census of Population and Housing, 2016
[15] ABS, Census of Population and Housing, 2016
[16] ABS, Census of Population and Housing, 2016
[17] ABS, Census of Population and Housing, 2016
[18] Department of Jobs and Small Business, Small Area Labour Markets Australia, Sept Qtr 2018

Vulnerable Groups

Elderly Population

The overall population in Hume City is forecast to grow by 66.5% from 2016 to 2036. During this time, empty nesters and retirees (aged 60 to 69) are forecast to grow by 63.4%, seniors (aged 70 to 84) are forecast to grow by 119.7%, and the elderly (aged 85 and over) are forecast to grow by 139.8%.[19]

By 2036, areas within Hume City with the largest numbers of residents aged 70 years and over will be Sunbury and Craigieburn. These two areas will account for 22.6% and 18.0%, respectively, of Hume's 70+ year old population. Other areas with larger numbers of persons aged 70 years and over will be Mickleham-Yuroke and Roxburgh Park. In terms of overall residents within a suburb aged 70 years and over, suburbs such as Gladstone Park, Coolaroo, Attwood and Westmeadows will have the highest concentrations of elderly residents. [20]

Need for Assistance Population

According to the 2016 Census, there were approximately 7,200 Hume City residents aged 0–64 years (4.1%) and 5,200 residents aged 65 years or older (25.5%), who identified as requiring a need for assistance with core activities. This equates to 6.3% of Hume residents that have a need for assistance with day-to-day activities including self-care, mobility and communication because of a disability, long- term health condition (lasting six months or more) or old age. The proportion of Greater Melbourne residents who identified as requiring a need for assistance with core activities is 4.9%.[21]

In comparison to other Melbourne metropolitan Councils, Hume City Council has the highest proportion of residents aged 0–64 years and fifth highest proportion of residents aged 65 years or older who identified as requiring a need for assistance with core activities. [22]

Suburbs within Hume City with the highest proportions of population requiring a need for assistance with core activities are Coolaroo (12.1%), Campbellfield (10.6%), Meadow Heights (9.3%), Dallas (8.5%) and Broadmeadows (8.5%). While these areas typically have ageing communities, the area of Sunbury has the highest proportion of young people (aged 5-19 years) with a need for assistance with core activities at 5.0%, compared to 3.4% for Hume City and 2.8% for Greater Melbourne.[23]

[19] .id, Hume City Population Forecasts, 2016 to 2041 (updated November 2017)
[20] .id, Hume City Population Forecasts, 2016 to 2041 (updated November 2017)
[21] ABS, Census of Population and Housing, 2016
[22] ABS, Census of Population and Housing, 2016
[23] ABS, Census of Population and Housing, 2016

SECTION D- MUNICIPAL DEMOGRAPHIC

Health Data

Chronic diseases are responsible for nine out of ten deaths in Australia. Many Australians living with chronic diseases such as diabetes, mental illness and cancer, experience reduced quality of life and disability over many years. Australia has an unacceptably high rate of risk factors for chronic diseases, including obesity, physical inactivity, alcohol misuse and poor nutrition. [24]

Based on 2014-15 modelled estimates, published by the Australian Health Policy Collaboration (AHPC) and the Public Health Information and Development Unit (PHIDU), compared to Greater Melbourne, Hume City has: [25]

- a higher rate of children aged 2 to 17 years who are overweight or obese (32.7 per 100)
- a higher rate of adults aged 18 years and over who are overweight or obese (71.1 per 100)
- a slightly higher rate of adults aged 18 years and over with high blood pressure (25.8 per 100)
- a lower rate of persons aged 15 years and over who drink at 'risky' levels (9.8 per 100)
- a higher rate of adults aged 18 years and over who are current smokers (18.9 per 100)
- a slightly lower rate of adults aged 18 years and over with high cholesterol (32.1 per 100)
- a higher rate of adults aged 18 years and over with high or very high psychological distress (15.3 per 100)
- a slightly lower rate of adults aged 18 years and over with adequate fruit intake (47.0 per 100)

[24] Australian Health Policy Collaboration, Targets and indicators for chronic disease prevention in Australia, 2015

[25] Australian Health Policy Collaboration, Australia's Health Tracker Atlas – Data by Local Government Area, 2017

Aboriginal Cultural heritage

Hume has a number of significant Aboriginal cultural heritage sites and artefacts. The Sunbury region, in particular, is unique in Victoria, being home to five of the 12 remaining Aboriginal Bora Rings in the state. These rings were likely important ceremonial places for local Aboriginal tribes.

The region also provides a fundamental link in the story of Aboriginal cultural antiquity in Australia, with the finding of the 'Keilor Cranium' in 1940.

The remains of this person date to approximately 15,000 years before present and other evidence at the site places Aboriginal occupation of the Maribyrnong River Valley at 30,000 years, making it one of the oldest areas of recorded Aboriginal habitation in Victoria.

Hume City supports a number of significant landscape features that were frequented by local Aboriginal tribes, including its bountiful creek valleys and volcanic hilltops affording expansive views. These areas of cultural heritage sensitivity are laden with evidence of Aboriginal occupation, including artefact scatters, scar trees, camps and places of ceremony.

Disadvantaged Communities

The ABS Index of Relative Socio-economic Disadvantage summarises variables that indicate relative disadvantage, such as low income, low education, high unemployment, unskilled occupations, and disability. Using this index areas are ranked on a continuum from most disadvantaged to least disadvantaged. In 2016, Hume City was ranked 13th out of 79 Local Government Areas (LGAs) in Victoria and was in the 2nd decile (top 20%) of most disadvantaged LGAs in Victoria.

In metropolitan Melbourne, Hume City was ranked 3rd out of 31 LGAs and was in the 1st decile (top 10%) of most disadvantaged LGAs.

The most disadvantaged suburbs in Hume City are Broadmeadows, Dallas, Coolaroo, Campbellfield and Meadow Heights. These five suburbs make up half of the top ten most disadvantaged suburbs in Greater Melbourne. Together with Jacana and Roxburgh Park, they are also within the 1st decile (top 10%) of most disadvantaged suburbs in both Victoria and Australia. The least disadvantaged suburbs in Hume City are Wildwood, Oaklands Junction, Melbourne Airport, Attwood and Greenvale.[26]

[26] ABS, Census of Population and Housing, SEIFA Indexes, 2016

SECTION D- MUNICIPAL DEMOGRAPHIC

You can also obtain other demographic information by going to Hume Website in social profile.
Such as:

- 1. Facility buildings
- 2. Age Groups
- 3. Age Proportions
- 4. Medians and Averages
- 5. Labour force and education
- 6. Total Populations
- 7. Index of relative socio-economic advantage & disadvantage
- 8. CALD indicators

Rail Network

There are six metropolitan railway stations in Hume on three lines. These are:

- Broadmeadows, Coolaroo, Roxburgh Park and Craigieburn stations on the Craigieburn Line
- Upfield station (on the Upfield Line)
- Sunbury station (on the Sunbury Line)

Regional Trains

V/Line services stop at two stations in Hume; Sunbury and Broadmeadows. Regional services to Seymour, Shepperton and Albury operate from Broadmeadows; Services to Bendigo, Swan Hill and Echuca operate from Sunbury.

Major Road Network

There are number of significant roads that run through the municipality. These major roads are used for commuting to and from work, travelling and business. Vehicles can range from standard car, to semi-trailers. Council as part of emergency management can be called up at any time there is an incident on these major roads to provide support with traffic management or resources such as sand for oil spillage.

- Western Ring Road and Metropolitan Ring Road which is an urban freeway corridor in Melbourne. It connects the northern suburbs and western suburbs to other Victorian urban and rural freeways.
- The Hume Highway also known as the Hume Freeway/Motorway is one of Australia's major inter-city highways, running for 807 kilometres between Melbourne and Sydney which pass through the City of Hume.
- Tullamarine Freeway is a major urban freeway that also sits within the City of Hume, linking Melbourne Airport to the central business district which carries up to 200,000 vehicles per day and is one of Australia's busiest freeways.
- Calder Freeway is a pass through Sunbury; this freeway links Melbourne to the outskirts of Bendigo in Victoria, superseding sections of the Calder Highway. Access to the Calder is either via the City Link section of the Tullamarine Freeway or the Western Ring Road (M80).

SECTION D- MUNICIPAL DEMOGRAPHIC

Melbourne Airport

Melbourne Airport is located in South of the municipality and is the second busiest airport in Australia. The Airport is a major passenger and freight gateway into Melbourne and sites on 2369 hectares. There are in excess of 35 million passengers per annum from either domestic or internal coming in and out of the airport. There is approximately 13,000 staff directly employed by freight operators.

In an emergency, Hume City Council will be called to provide support relief and recovery coordination assistance which range from opening a relief centre to assisting with personal support.

Major Hazard Facilities

There is one Major Hazard Facilities as defined by the WorkSafe Victoria definition within the City of Hume. This facility is the Melbourne Airport Fuel Tanks

Landfill

There are two landfill and recycling operations based within the municipality of Hume:

1. Bolinda Road, Campbellfield - Resource Recovery Centre
2. Riddell Road, Sunbury - Waste and Recycling Transfer Station and Landfill

Agricultural Commodities

The land use is a mixture of rural living, lifestyle farming and agricultural pursuits such as cereal sheep and cattle grazing.

SECTION D- MUNICIPAL DEMOGRAPHIC

Identified Fire Districts

Hume is a diverse environment with a range of native flora and fauna habitats and includes Organ Pipes National Park, Woodlands Historic Park, Cooper Street grassland, Evans street grassland, Mt. Ridley grassy woodlands and the waterways of Deep, Emu, Jacksons, Merri and Moonee Ponds Creeks.

The upper reaches of the Maribyrnong River and Merri and Moonee Ponds Creeks are recognised as having regional environmental, recreation and heritage value. The most pronounced physical features in the rural areas are the deeply incised creek valleys of Deep, Emu and Jacksons Creeks while much of the rural land is characterised by a flat and sparsely treed landscape that enables open views across wide expanses of cleared grazing land and of the valleys.

While bush and grass fires are an ever-present risk during the summer months, a potentially greater fire risk is posed by structural and hazardous materials threats in the southern part of the City, particularly along Somerton Road and the Hume Highway, locations that are home to major manufacturing and industry.

Fire Services Area Coverage

The municipality is covered by two fire services these being Fire Rescue Victoria (FRV) and District 14 Country Fire Authority (CFA).

Fire Rescue Victoria (FRV) https://en.wikipedia.org/wiki/Fire_Rescue_Victoria
https://en.wikipedia.org/wiki/Country_Fire_Authority
The actual area that each agency covers is about a 50-50 split.

The following brigades cover the Hume municipality

Bulla Fire Brigade (CFA)
Craigieburn (FRV)
Greenvale (FRV)
Kal Kallo CFA
Sunbury (FRV)
Sunbury Fire Brigade (CFA)
Wildwood Fire Brigade (CFA)
Station 5 Broadmeadows (FRV)
Station 9 Somerton (FRV)
Station 52 Westmeadows (FRV)

SECTION D- MUNICIPAL DEMOGRAPHIC

Bush Fire Prone Areas

Under the Bush Fire Royal Commission 2009, the State of Victoria introduced Bushfire Management Overlay for fire prone areas state-wide. Since being introduced a number of revisions have taken place.

This was due, in part, through consultation with councils, the building industry and subject matter experts on areas throughout the state having a low rating to the potential bush fire risk.

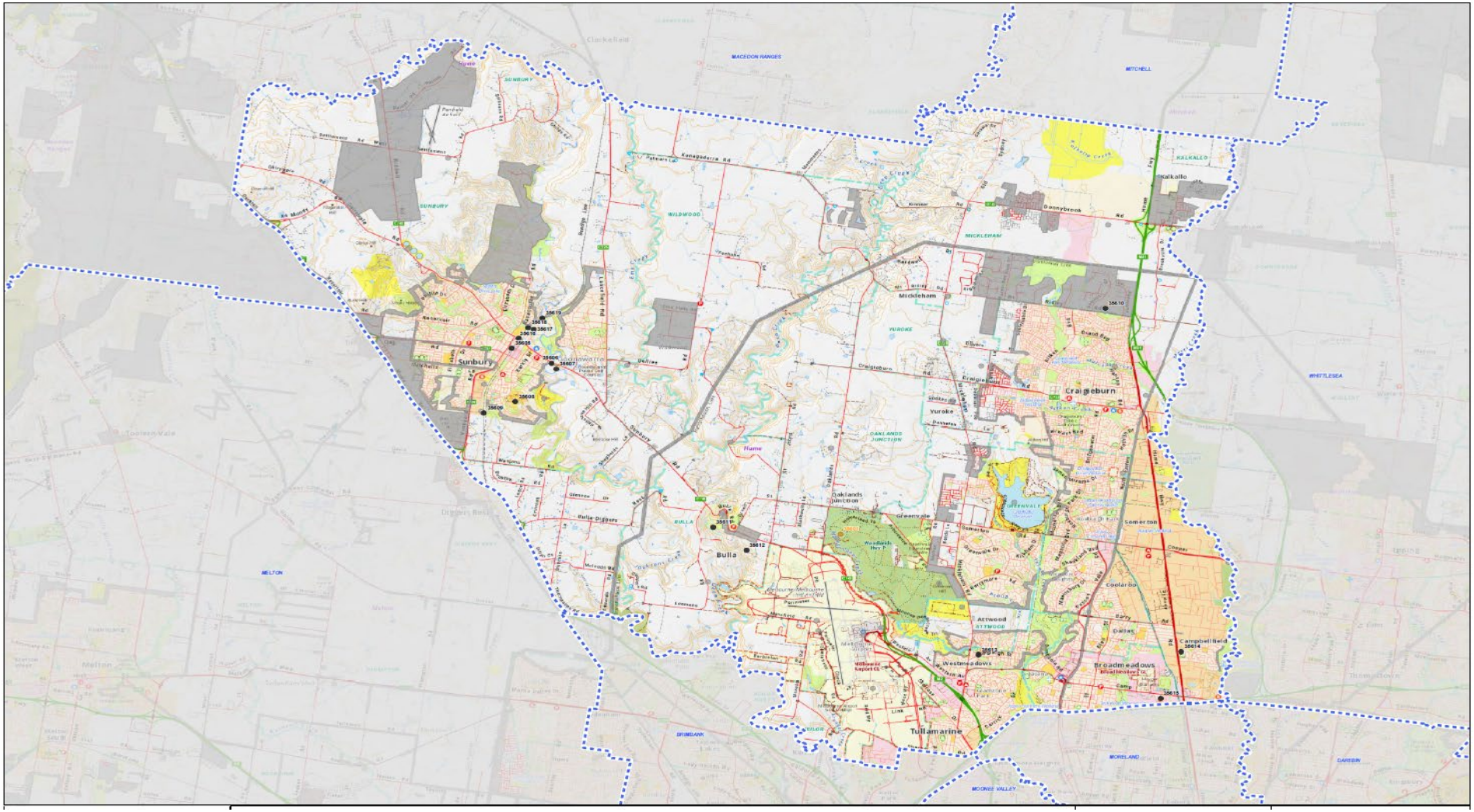
The Fire Services Commissioner during 2012 undertook consultation with stakeholders and sought submissions from council Building Surveyors and Municipal Fire Prevention Officers across the state to review the Bush Fire Prone Areas and those findings were submitted to the State Government of Victoria for approval.

On October 2016 the State Government gazetted the following areas within the Hume City Council as falling into the category of low rating bush fire prone. In addition to these areas, the Hume Fire Management Planning Committee held a workshop to validate these towns suburbs and developed the Fire Management Plan for the areas listed below detailing the treatment, mitigations in place to manage these areas as 'High Risk' during the summer period. To view the Fire Management Plan click onto link: Fire Hume City Council Emergency Management Plan

Identified Fire Danger Areas

Street/Road Name	Suburb/Town
• Riddell Rd near Jacksons Creek Bridge,	Sunbury
• Dalrymple Rd, Sunbury near Municipal Boundary Sunbury	Sunbury
• Calder Hwy near Duncans Lane, Diggers Rest ,	Diggers Rest
• Sunbury Road near Loemans Rd - Northside Sunbury	Sunbury
• Sunbury Rd near Oaklands Rd	Sunbury
• Mickleham Rd near Craigieburn Rd	Craigieburn
• Mickleham Rd near primary school x 2 (one each side of road)	Mickleham
• Mickleham Rd near Ardlie St	Mickleham
• Calder Hwy near Oaklands Rd	Diggers Rest
• Konagaderra Rd near Wildwood Rd	Wildwood
• Craigieburn Hume Highway off ramp - northbound	Craigieburn
• Hume Highway near Somerton Rd	Somerton
• Vineyard Rd, Sunbury	Sunbury
• Mickleham Rd and Bardwell Drive.	Mickleham
• Wildwood Rd at Wildwood bridge	Wildwood
• Wildwood Rd at top of Emu Creek	Wildwood
• Old Sydney Road (Shire of Mitchell Border)	Mickleham
• Mt Ridley Rd (Hume Hwy End)	Mickleham

Map of Fire Danger Area



Neighbourhood Safer Places

A recommendation from the Bushfire Royal Commission (2009) was that all councils within CFA districts should investigate and develop Neighbourhood Safer Places. A review of the Bush Fire Risks and consultation with the CFA determined that the Hume City Council does not require a Neighbourhood Safer Place as described in the CFA Act.

Fire Management

The Country Fire Authority (CFA) and Fire Rescue Victoria (FRV) respond to any fires located on with Hume City Council. As with any grassland and vegetated area, there is a potential risk of fires. In order to ensure the safety of the public, Council, the CFA, and the FRV undertake annual audits to determine any fire protection works required.

Hume City Council MFPO Assessment Matrix

To assist the MFPO in their assessment a matrix has been developed for Residential and Rural Properties as outlined below:

Residential Properties

- That there is grass and vegetation exceeding 100mm in height over a large portion of the block; and/or
- There is combustible rubbish on the block

Rural Properties

- That there are dwellings, sheds or livestock on neighbouring properties that may be impacted by fire; and/or
- That there are no fire prevention works implemented on the property, or the works are sufficient.
- Note: consideration should be given for extenuating circumstances such as crops and grazing livestock

- For a detail copy of the MFPO matrix go to link: Hume City Council Municipal Fire Management Plan

Vulnerable Persons

Undertaking the assessment of risk (**Section B4** of *The Plan*) and the demographics within the municipality the level of vulnerable persons varies based on the incident.

Hume in partnership with Department of Health and Human Services maintains information on agencies who assist with, facilities and community members whom are most at risk that will need support during an emergency incident within the municipality.

This information is updated regularly, *(every 6 months),* and provides critical information for the municipality and MEMPC agencies to work with and plan on providing assistance to those most in need at the time of an emergency or require evacuation. While every person could be vulnerable in an emergency incident the Department of Human Service in Victoria has defined the following as a Vulnerable Person for inclusion in the Vulnerable Person Register; a recommendation of the 2009 Bush Fire Royal Commission:

For the purposes of *The Plan* a *vulnerable person1* is defined as someone living in the community who is:

- frail, and/or physically or cognitively impaired; and is
- unable to comprehend warnings and directions and/or respond in an emergency situation, and is
- unable to, or has no family, friends or neighbours to help them develop an emergency plan,
- or assist them during an emergency situation.

The Vulnerable Persons Register may be used by Victoria Police to assist in prioritising emergency service organisation resources to undertake evacuation activities.

For list of facilities click on link or go to appendices to Section B4 Vulnerable Facilities Contacts

Residential Aged Care Facilities and Associated Accommodation

As currently 10.2%[27] of Hume's residents are aged 65 and over, a number of Residential Aged Care Facilities and associated accommodation are located within the municipality.

The Hume City Council maintains information on the number of Residential Aged Care Facilities and these are available from Councils Community and Aged Services.

For list of facilities click on link or go to appendices to Section B4 Vulnerable Facilities Contacts

[27] .id, Hume City Population Forecasts, 2016 to 2041 (updated November 2017)

List of Schools

Contact details of the above facilities can be found in **Section B** of the MEMPlan. For details click onto the link Section B4 vulnerable Facilities Contacts

Bibliography

Australian Bureau of Statistics

Id Consulting, Hume Australian Bureau of Statistics, 2011 Census

Department of Education, Employment and Workplace Relations, Small Area Labour Markets Australia, December 2016 Quarter)

Department of Social Services, Immigration Reporting Facility, http://www.immi.gov.au/settlement/srf/

Reference

Emergency Management Act – www.legislation.vic.gov.au
Emergency Management Manual Victoria – www.emv.vic.gov.au
Hume City Council website – www.hume.vic.gov.au
Hume City Council Economy Profile – http://www.economyprofile.com.au/hume
Melbourne Airport Emergency Plan
Country Fire Authority – www.cfa.vic.gov.au
Australia Bureau of Statistics – www.abs.gov.au
Department of Education – www.education.vic.gov.au

SECTION D- MUNICIPAL DEMOGRAPHIC

Document Amendments & Review

REVIEW:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

This Section was last updated (Date). It will be reviewed by (Date).
The table below provides a history of review.

Version	Date	Action/Documents for Replacement
May 2017 V.01	8/6/2017	Insert signed MEMO copy after front cover
May 2017 V.01	25/2/2019	Whole Document needs to be replaced
May 2017 V.01	25/7/2019	Whole document needs to be replaced
May 2017 V.01	02/04/2020	Page 10 Aboriginal and Torres Strait Islanders added to
May 2020 V.02	30/07/2020	Page 22 amended MFB to FRV
May 2020 V.02	11/08/2020	Page 18 amendment to brigades explaining who is VFR/CFA

SECTION E

HISTORY

Provides details training for and history of emergencies in the municipality.

SECTION E- HISTORY

Consolidated Contents

SECTION A	The Plan Introduction	Provides details of the reason, authority, structure, considerations, background of and for the Plan
SECTION B	**Contact (Restricted Distribution)**	Details contacts and resources (limited distribution) B1 MEMPC Committee B2 MEMPC Agency B3 Internal EM HCC Staff B4 Vulnerable Facilities
SECTION C	**Resources (Restricted Distribution)**	Details resources available (limited distribution)
SECTION D	**Municipal Demographic**	Provides details on the municipality, hazards, population, infrastructure, industry
SECTION E	**History**	**Provides details training for and history of emergencies in the municipality**
SECTION F	**Prevention, Preparedness**	Details arrangements for prevention and preparedness activities, building community resilience, community engagement and responsibilities, sub plans
SECTION G	**Planning**	Details the planning arrangements, roles and responsibilties, priorities and actions
SECTION H	**Response**	Details response arrangements and structures, responsibilities, priorities and actions
SECTION I	**Relief**	Details relief arrangements, services considerations, responsibilities, priorities and actions
SECTION J	**Recovery**	Details recovery arrangements, considerations, priorities, community involvement, phases of, actions
SECTION K	**Appendices (Restricted Distribution)**	K1 MEMPC Plan Frequency of review K2 Document Storage K3 Committee TOR K4 MEMPlan Distribution List/Format K5 Vulnerable Persons Register K6 Standard Public Warnings K7 MEMP Plan Amendment Receipts K8 CERA

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SECTION E- HISTORY

Municipal Emergencies

Risk Category	Emergency Details	Time
Utilities	Longford Gas State Wide Disruption	September 1998
Natural Event	Flooding – Heavy Rain	25/26/ 27th December 1999
Natural Event	Mini Tornado – Boardman Stadium, Sunbury	8th August 2000
Natural Event	Storm Damage	21st December 2000
Natural Event	Clarkefield Fire	January 2001
Civil Issue	Craigieburn Siege	14th June 2004
Civil Issue	Virgin Terminal – Melbourne Airport Evacuation	21st February 2005
Natural Event	Floods and Storm Event	2nd & 3rd February 2005
Accident	Jesica Road, Campbellfield Fire	8th July 2005
Natural Event	Woodlands Park- Grassfire	16th January 2007
Natural Event	Windstorm	2nd April 2008
Natural Event	Bushfires 'Black Saturday	7th February 2009
Natural Event	Floods – Storm Damage	26th November 2010
Natural Event	Floods – Storm Damage	14th January 2011
Natural Event	Bushfire – Broadmeadows Valley Park	24th January 2012
Pandemic	Avian Flu	July 2012
Transport Accident	Coolaroo Car Crash- Triple fatality	8th November 2012
Natural Event	Hume Hwy, Craigieburn Grassfire	17th January 2014
Natural Event	Mickleham Complex Grassfire	9th February 2014
Natural Event	Donnybrook-Kalkallo Grassfire	18th February 2015

SECTION E- HISTORY

Municipal Emergencies cont'd

Risk Category	Emergency Details	Time
Natural Event	Dalrymple Rd, Sunbury Grassfire	9th February 2015
Natural Event	Eco-Recycle, Patullos Lane, Somerton - Fire	20th November 2015
Natural Event	Enterprise Drive and Settlers Way Fire	25 December 2015
Civil Issue	Newbury Bomb Threat	3 December 2015
Natural Event	Epping – Vearings Road Grassfire	19 December 2015
Natural Event	Maygar Blvd, Broadmeadows	11 January 2016
Natural Event	Storm/Flash Flooding	9 October 2016
Natural Event	Storm/Flash Flooding	29 December 2016
Natural Event	Mt Ridley Road, Donnybrook Road and Mickleham Rd – Grass Fire	4 January 2017
Natural Event	Grass Fire Bulla/Diggers Rest	4 February 2017
Structural	Fire Campbellfield	23 February 2017
Structural	Recycling (SKM) Centre Fire Coolaroo	28 February 2017
Civil Issue	Malaysian Airlines Hijack	31 May 2017
Civil Issue	Suspicious Package HCC Broadmeadows Office	16 January 2018
Natural Event	Vaughan Street Sunbury Grassfire	17 January 2018
Natural Event	Harker Street, Sunbury, Grassfire	28 January 2018
Natural Event	Mulch Fire, King St Somerton	24 April 2018
Structural	Diseb Food Group, Somerton	2 June 2018
Natural Event	Storm/Flash Flooding, West Meadows	17 June 2018
Hazmat	Oil Spill Barry Rd Broadmeadows	25 June 2018
Civil Issue	Protest disruption (Lauren Southern)	20 July 2018
Structural	Tripodi Wholesalers, Campbellfield	25 September 2018

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Risk Category	Emergency Details	Time
Hazmat	BP service station in Horne Street, Sunbury	4 October 2018
Natural Event	Storm/Flash Flooding	6 November 2018
Civil Issue	Greenvale Bomb Threat	12 December 2018
Hazmat (Consequence Planning)	Chemical Storage Campbellfield	28 December 2018
Civil Issue	Explosive Device Campbellfield	3 January 2019
Structural	Colbert Rd Campbellfield	19 January 2019
Structural	Batteries Factory	21 January 2019
Extreme Heat	Power Outage-shedding happening in Broadmeadows, Gladstone Park, Tullamarine, Craigieburn, Kalkallo and Dallas	25 January 2019
Civil Issue	Shooting	4 March 2019
Hazmat	Chemical Storage Craigieburn	14 March 2019
Contamination	E.coli outbreak Jack Roper	29 March 2019
Structural	Bradbury Recycling Fire	5 April 2019
Hazmat	Chemical Storage Campbellfield	10 May 2019
Hazmat	BP Sunbury tank rapture	9 July 2019
Contamination	GRS E.coli outbreak	26 July 2019
Hazmat	Illegal drums dumped in Campbellfield	27 July 2019
Civil Issue	Person doused petrol over himself and set himself alight in shopping precinct	6 August 2019
Transport Accident	Fuel Tanker rollover Hume Freeway Mickleham	7 August 2019
Civil Issue	Providence Road Shootings	12 September 2019
Contamination	GRS Leachate outbreak	23 October 2019
Civil Issue	Suspicious Object – Tanderrum Way. Front of HCC Broadmeadows Office	8 November 2019
Natural Event	Grassfire Lancefield Road Sunbury	21 November 2019
Natural Event	Grassfire Racecourse Road	10 December 2019

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Risk Category	Emergency Details	Time
Natural Event	Grass Fire Fire-Mickleham-RidleyRd	20 December 2019
Contamination	Algi outbreak Jack Roper	23 December 2019
Natural Event	Grass Fire Canterbury Avenue Sunbury	1 January 2020
Natural Event	Grass Fire Entrprize Drive Sunbury	2 January 2020

Training

Hume City Council has adopted the Training Matrix developed by the NWMR EM Collaboration Group. The Training Matrix lists all of the training required for Emergency Management Roles. The training is reviewed and enhanced each year based on staff feedback and exercises. A report is provided on the evaluation of the training and exercises.

For full Training Matrix go to link: NWM Collaboration Training

Matrix Training Evaluation Reports go to link: Training Evaluation

Hume City Council conducts a “Lunchbox” session for all Hume City Council staff as part of their recruitment drive annually. There is also communication that is advertised on the internal Intranet site also.

Staff recruited to the Emergency Management roles must attend the training identified against their role in the matrix before they can perform their role in a real event.

SECTION E- HISTORY
Training Schedule

A list of scheduled training is provided to all staff which commences from February to November each year as listed in the table below:

Training Schedule
Introduction to Emergency Management- Facilitated by SES
Emergency Management Awareness- Facilitated by DHHS & SES
Working in an ERC- Facilitated by Council staff
Refresher – Working in an ERC- Facilitated by Council staff
Leadership in Crisis Situations- Facilitated by DHHS/SES/Victoria Police/Council Staff
Emergency Management Liaison Officer (EMLO)- Facilitated by SES
Crisisworks – Train the Trainer (on V4) Facilitated by council staff
AIIMS Awareness- Facilitated by SES
Personal Support (Psychological First Aid)- Facilitated by VCC
Municipal Secondary Impact Assessment Training (MSIA)- Facilitated by council staff
Municipal Emergency Recovery Guidelines (MERG) – Facilitated by council staff
Communicating in Recovery- Facilitated by Australian Red Cross
Maintain Safety at an Incident Scene- Facilitated by CFA
Municipal Fire Prevention Officer- Facilitated by Terramatrix

Since 2013, a total of 342 Hume City Council staff were trained and prepared for activation in the various emergency management roles.

This list for internal council use and due to privacy cannot be distributed externally. For a list of the trained staff and training courses go to Team Site link Training Hume Staff
You can also obtain a copy of the list by contacting the Emergency Recovery Project Officer at MRM@hume.vic.gov.au

SECTION E- HISTORY

Exercises

Hume City Council also facilitate a number of exercises based on identified risks which gives the emergency management staff recruited to their positions an opportunity to practice their EM roles in as real as possible environment.

Each year the NWMR EM Collaboration Group conducts a regional exercise based on the risks identified by the host council with a focus on Emergency Relief Centre and MECC set up and also recovery procedures, in which Hume City Council staff participate in. A detailed report on the evaluation of each exercise is provided to all MEROs and MRMs. For a copy of the evaluation reports click on Team Site link: Exercises Evaluation Reports

Hume City Council has participated in and facilitated multiple exercises as listed below:

Year	Exercises Type	Facilitator
Nov 2005	Recovery Exercise	Melbourne Airport
Dec 2006	ERC Arrangements	HCC
Dec 2007	BCP & EM Activation	HCC
May 2009	MECC Activation- Desktop	HCC
Nov 2011	MECC & ERC activation (Exercise NorthEX) (Field)	NWMR Collaboration
May 2012	ERC Activation Exercise	HCC
Oct 2012	ERC & MECC Activation ' Lorikeet' (Field October 16)	NWMR Collaboration
Oct 2012	ERC & MECC Activation 'Swift Parrott' (Field October 24)	NWMR Collaboration
Oct 2013	ERC & MECC Activation' Derrimut' (Field)	Wyndham City Council & NWMR Collaboration
Nov 2014	ERC & MECC Activation 'Noah' (Field)	NWMR Collaboration
Aug 2015	Exercise Persephone - Desktop	HCC
Aug 2015	ERC & MECC Activation Exercise 'Jewell' (Field)	NWMR Collaboration
Sept 2015	Heatwave Exercise 'Black Swan'- Desktop	NWMR Collaboration
Nov 2015	All Agency Exercise 'Prometheus' - Desktop Response/Relief/Recovery & Preparedness	MFB
Nov 2015	Heatwave Exercise 'Anchiale' - Desktop	DHHS
June 2016	Municipal Emergency Recovery Guide (MERG) -Desktop	NWMR Collaboration
Nov 2016	Heatwave Exercise 'Scorcher' - Desktop	HCC
Dec 2016	Pandemic Exercise 'Noisi' - Desktop	HCC, Moonee Valley & Moreland
May 2017	Exercise Off The Grid	City Of Melbourne- Collaboration

SECTION E- HISTORY

Year	Exercises Type	Facilitator
Nov 2017	Exercise Connect	NWMR Collaboration
Feb 2018	Exercise CraigieFEST	HCC
May 2018	Exercise Iron Horse	Hobsons Bay City Council Collaboration
June 2018	Exercise Venti	HCC
June 2019	Exercise Reunite	Melbourne Airport
June 2019	Exercise Bulla - Crisisworks	HCC
October 2019	Exercise Paen	NWMR Collaboration
November 2019	Exercise Kemuri	HCC
December 2019	Emirates Desktop Exercise	Melbourne Airport & Emirates Airline

Community Emergency Risk Assessment (CERA)

The Community Emergency Risk Assessment (CERA) provides the Hume City Council Emergency Management Planning Committees (MEMPC) with a framework for considering and improving the safety and resilience of our community from hazards and emergencies.

The CERA approach aims to understand the likely impacts of a range of emergency scenarios upon community assets, values and functions. As such, CERA provides an opportunity for multiple community impacts and consequences to be considered enabling collaborative risk treatment plans and emergency preparedness measures to be described

SES facilitated a number of workshops to review the current risks which were identified by the previous process (CERM). All the key MEMPC members were invited to participate In the CERA assessment. The agencies involved were:

- DEWLP (previously DEPI)
- DHHS
- MFB
- CFA
- Melbourne Airport
- Victoria Police

The group reviewed and rated the top 10 as high risks for the Municipality of Hume. These risks are:

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1. Grassfire/Bushfire
2. Extreme Temperature- Heatwave
3. Flood/Storm- Extreme Weather
4. Transport Accident- Major corridor
5. Disturbance- shooting siege
6. Transport Incident- Aircraft
7. Fire- Industrial
8. Human Epidemic/Pandemic/major Health event
9. Hazmat- Spill release
10. Fire- Residential

CERA risks are agended at each MEMPC meeting and reviewed in terms of risk and consequences with all the relevant agencies.

For more description of causes and/or contributing factors, prevention, detection and consequence/mitigation management go to K8.

SECTION F

PREVENTION PREPAREDNESS

Details arrangements for prevention and preparedness activities, building community resilience, community engagement and responsibilities.

SECTION F- PREVENTION & PREPAREDNESS

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SECTION F- PREVENTION & PREPAREDNESS

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SECTION F- PREVENTION & PREPAREDNESS

Introduction

This section of The Plan identifies emergency management prevention and preparedness arrangements and structures, as determined by the Emergency Management Act and others that have been adopted by Hume City Council. It also details the prevention and preparedness activities and arrangements for the management of emergencies in the municipality of Hume.

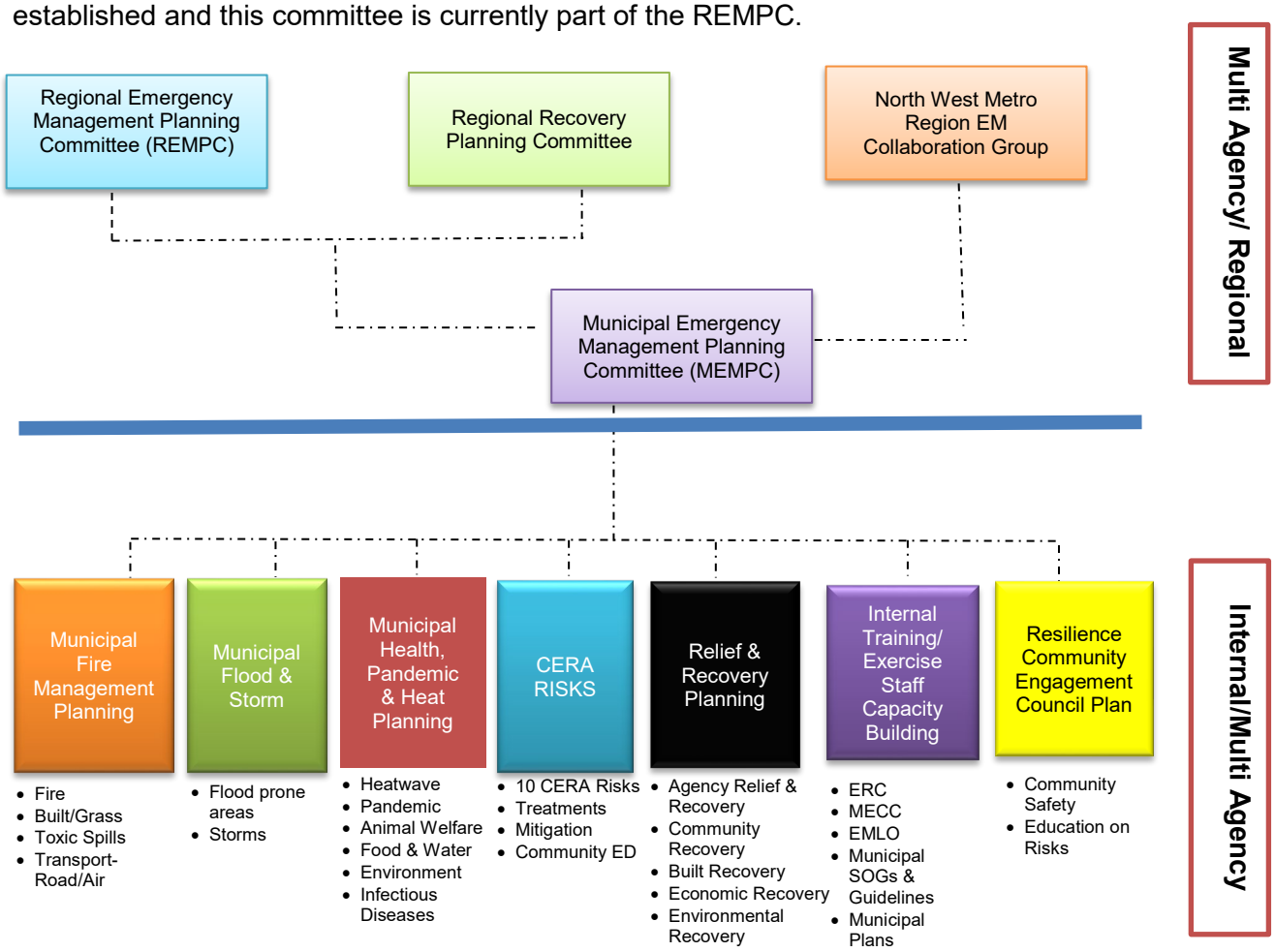
Prevention

Under the Emergency Management Act, local government has played a role in supporting the emergency service organisations through some of the community's most difficult times. While many emergency incidents can impact small areas of a community within a municipality, the effects may be felt across the municipality, as well as across into neighbouring municipalities.

Hume City Council, while focusing on its own community, has an astute awareness that it also needs to participate, collaborate and support neighbouring municipalities, regional plans and state plans.

Hume City Council Emergency Management Committee Structure

Note: The RRPC (Regional Recovery Planning Committee) has not currently been established and this committee is currently part of the REMPC.



SECTION F- PREVENTION & PREPAREDNESS

Municipal Emergencies

Council's management will allocate representatives to each of the committee on a rotational basis. This will allow professional development and understanding by those Hume staff with EM role. This will provide networking opportunities to assist Hume personnel in the event they are requested, through the NWMR Collaboration Resource Sharing MOU or the MAV Inter-Council Resource Sharing Protocol, to attend and assist in neighbouring or regional municipalities.

The prevention of emergencies includes a range of activities requiring the allocation of resources (human and financial) and multi-agency support. This ensures a coordinated and well planned approach and outcomes for the community of Hume.

Prevention takes many forms, including legislation, risk mitigation, programs and plans. Much of this work is integrated within everyday business and activities of services, agencies and the community either by the municipality or in partnership with the MEMPC member agencies.

Hume City Council is part of the growth corridor with a large number of developments. Hume City Council has built a good relationship with the developers and facilitated a forum to educate them on the risks associated with grass fire and why they are required to provide a Wildfire plan incorporating areas that will need to have grass slashed and bare earth breaks created. All developers are required as a compliance to submit a Wildfire Management Plan as part of their estate development where it is surrounded by grassland. The Wildfire plan is reviewed by MFPO and the Municipal Fire Management Planning Committee.

Agency Representatives on the MEMPC will provide no later than the August meeting a list of emergency prevention campaigns and dates for the following year to allow Hume City Council to support those campaigns through the many avenues as possible. This will also allow Hume City Council's Communications and Events teams to provide support to the Agency in a timely manner.

Submission of campaigns can be lodged outside of the August meeting but require at least three months' notice before the campaign is to begin. If notice is provided within this period Hume City Council may not be in a position to provide the municipal preferred level of support to help promote the agencies campaign.

Hume City Council and the MEMPC Agencies agree that individuals within the municipality are best placed to undertake their own plans to reduce the risk of an emergency incident and to keep them, their family, friends and neighbours safer during an incident.

Prevention of emergencies should always aim to reduce and mitigate the risk of death and injury to members of the community.

All community education campaigns must be notified through the MEMO or the Emergency Recovery Coordinator.

SECTION F- PREVENTION & PREPAREDNESS

Key Plans and Works Conducted

Hume City Council and key agencies develop and implement a range of plans and initiatives that ensure appropriate prevention activities are conducted regularly across all departments within Council.

The following points are examples of plans and activities developed and implemented by Council and other agencies in reducing the risk within the community.

List of Plans Developed

• Council Plan
• Municipal Fire Management Plan
• Airport Plan
• Municipal Pandemic Plan
• Municipal Heat Plan
• Municipal Emergency Flood Sub plan
• Municipal Emergency Communication Plan
• Municipal Emergency Animal Welfare Plan
• Communication Plan

Public versions of some of the documents can be found at all Hume City Council Library's and also at on the www.hume.vic.gov.au website under Emergency Management.

Copies of the detailed plans can also be found on our Hume website or by contacting the MEMO or MRM on MEMO@hume.vic.gov.au or mrm@hume.vic.gov.au

Preparedness

Preparedness for emergencies includes a range of activities that require the allocation of resources (human and financial) and the support of agencies to ensure a coordinated and well planned approach and outcomes.

Preparedness takes many forms, including planning, training, exercising, purchase of infrastructure and the development and implementation of programs. While much of this work is integrated within the everyday business and activities of Council and agencies, community preparedness is an important component.

Key Plans and Works Conducted

Hume City Council and key agencies develop and implement a range of plans and actions that ensure them and the community are appropriately prepared for emergencies. The following points are examples of plans, activities or forums developed and implemented by Council and other agencies:

SECTION F- PREVENTION & PREPAREDNESS

	ACTIVITY
Fire Action Week	Information and tip passes sent out to properties over 2 ha
	Community information through website and social media
Festivals	Craigieburn Festival – February
	Sunbury Agricultural Show - October
	Broadmeadows Street Festival - April
	Sunbury Market - yearly
Home & Community Care (HACC)	Letter sent out to Home Support residents prior to summer regarding heat wave and fire preparation.
	Information disseminated bi-yearly through Home Support Newsletter
	Yearly memo to Home Support staff re: vulnerable clients
Exercises	Yearly internal exercise undertaken
	NWMR Collaboration Exercise
	Airport Exercise
Information Sessions	A minimum of three information sessions held with residents through community hubs per year
Information Dissemination	Emergency Management information disseminated to all libraries, customer service centres and council facilities on a yearly basis.

MEMPC Committee

Roles and Responsibilities of

To assist in the development of prevention of emergency incidents, the following has been developed:

Municipal Emergency Management Planning Committee (MEMPC)

Hume City Council MEMPC has been established pursuant to the Emergency Management Act, Sections 21(3) & (4).

The MEMPC is one component of a component of a broader structure that enables appropriate planning, response and recovery activities and arrangements at local and regional levels, with sub-committees and working groups that are responsible for planning for animal welfare, medical and first aid, fire management, flood, storm and relief and recovery.

See Section K.3 Emergency Management Committees of the MEMPlan for the detailed information MEMPC Committees and Terms of Reference.

Municipal Emergency Management & Recovery Planning Committee (MEMRPC)

Hume City Council Municipal Emergency Management & Recovery Planning Committee (MEMRPC) is an internal organisation coordination group made up of key officers with an emergency management role and subject matter experts for Council.

The MEMRPC is responsible for internal planning and coordination for emergency management responsibilities, discussing emerging issues, reviewing and developing draft emergency documents and plans and where required make recommendations to the MEMPC.

MEMRPC membership

The following table provides the membership of the MEMRPC by emergency management role by council position:

EMERGENCY MANAGEMENT ROLE	*COUNCIL POSITION*
MEMO (Response)	Municipal Emergency Management Officer
DMEMO (Response)	Manager- Parks
DMEMO (Response)	Manager- Economic Development
DMEMO (Response)	Manager- Assets
MRM (Relief & Recovery)	Emergency Recovery Coordinator
DMRM (Relief & Recovery)	Coordinator Community Centres and Safety
DMRM (Relief & Recovery)	Manager Community Strengthening
DMRM (Relief & Recovery)	Manager - Health and Community Wellbeing
DMRM (Relief & Recovery)	Coordinator - Public Health
A/Municipal Fire Prevention Officer (MFPO)	Municipal Emergency Management Officer
Municipal Health Officer	Coordinator of Public Health
Municipal Building Surveyor	
Environmental Health Officer	
Communications	Advisor– External Communications (media) Advisor - Internal Communications
Secretariat Support	Quality Service Officer
Communication and Operability	Coordinator- Information Services
Event Management	Coordinator - Internal Communication and Events
Property Services, Capital Works and Building Maintenance	Supervisor Property Services, Capital Works and Build Maintenance.
Waste & Cleaning	Coordinator Waste & Cleansing Service, Waste

SECTION F- PREVENTION & PREPAREDNESS

Municipal Emergency Management Officer (MEMO)

To establish a more coordinated approach to emergency management processes and practices across the organisation, Council, under the *Emergency Management Act* has delegated this responsibility to the Municipal Emergency Management Officer (MEMO) with responsibility for the overall emergency management functions across Council.

This position is responsible for the continuous improvement of Hume MEMP, which includes its monitoring, development, implementation, review and evaluation.

The CEO under his delegated authority from Council has delegated his powers relating to Emergency Management to the MEMO (Waste Management)

Municipal Fire Prevention Officer (MFPO)

Hume City Council has delegated this role to the MEMO as the MFPO under its obligations contained in the *Country Fire Authority Act 1958 Section 96A*.

Relief and Recovery Coordination Group

The Relief and Recovery Coordination Group have a key role in the planning and delivery of relief and recovery activities across the municipality. This team is required to review Council's designated Emergency Relief Centres (ERC), coordinate staff training for relief and recovery and facilitate the delivery of the Emergency Call Centre if required.

The Relief and Recovery Group also work with and develop Relief and Recovery Plans, MEMPlan Sub-Plans and operational templates in consultation with and for endorsement by the MEMPC.

Document Amendments & Review

REVIEW:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

This Section was last updated (Date). It will be reviewed by (Date).
The table below provides a history of review.

Version	Date	Action/Documents for Replacement
May 2017 V.01	8/6/2017	Insert signed MEMO page after front cover
May 2017 V.01	10/1/2019	Reformatted graph for MECC Activation page 27 minor editing throughout the whole document (all pages to be replaced)
May 2017 V.01	12/08/2019	Page 12 single incident 'Non Major Emergency' protocol updated
May 2017 V.01	08/01/2020	Whole section to be replaced Change MERO to MEMO , coordination of Resources Response Matrix Page 26 MERO to MEMO Activation Trigger Table
May 2017 V.01	03/04/2020	Page 23 – distinction between 'extreme heat' and 'heatwave' added in.

SECTION F- PREVENTION & PREPAREDNESS

This Steering Group is required to work through the CERA toolkit in developing the highest rated risks within the municipality.

These risks will then be presented to the Municipal Emergency Management & Recovery Planning Committee (EMRPC) for discussion and improvement before being sent to the MEMPC.

MEMPC will discuss, consider and complete the prevention and preparedness, treatments and response activities within CERA for the municipality of Hume.

Once completed the MEMPC must move a motion accepting the completed CERA and advising the MEMO to advise Council of the Municipal Table of Risk.

The Control agency representative on Hume City Council MEMPC will be responsible for maintaining and updating the preparedness, treatment, response and community education activities list for their control hazard.

The Steering Group will meet and review all actions on a yearly basis with the control agency representative and a complete review will be undertaken every three years or individual risk review after a major incident.

Given the consideration of the municipality's residential, industrial and commercial sectors, previous emergencies, and the socio-demographic trends in its communities, Hume potentially faces significant issues in the event of a natural or man-made disaster. These risks require unique community education and communication approaches. These risks can be located in Section K8 of the MEMP and our Hume Team Site.

The ten risks identified during the CERA process were:

	Risks
1	Grassfire/Bushfire
2	Extreme Heat
3	Storm/Flood/Extreme Weather
4	Transport Accident- Major corridor
5	Disturbance/Shooting/Siege
6	Aircraft Crash >1km off airport
7	Fire- Industrial
8	Pandemic Major health event
9	Hazmat
10	Fire-Residential

The detailed hazard assessments may be found at www.hume.vic.gov.au under Emergency Management or Hume City Council Team Site

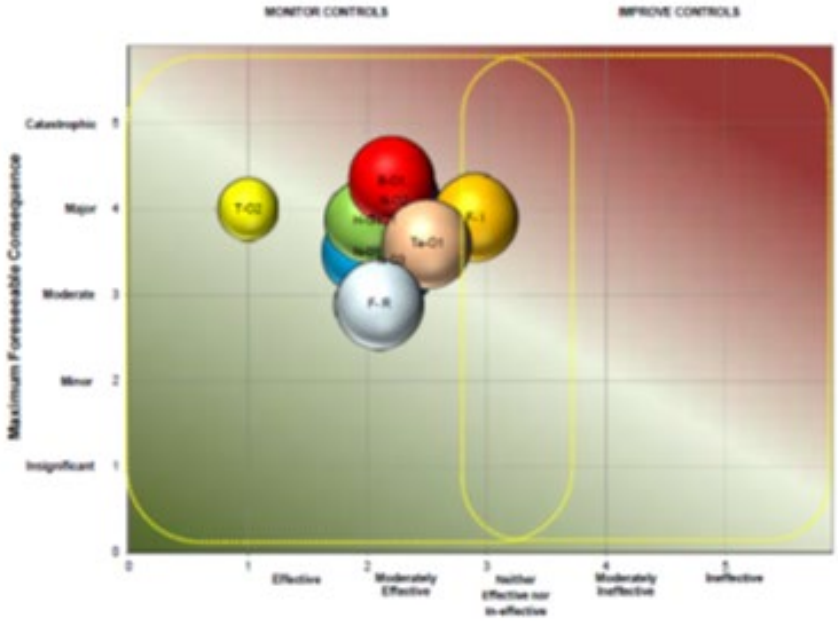
SECTION F- PREVENTION & PREPAREDNESS

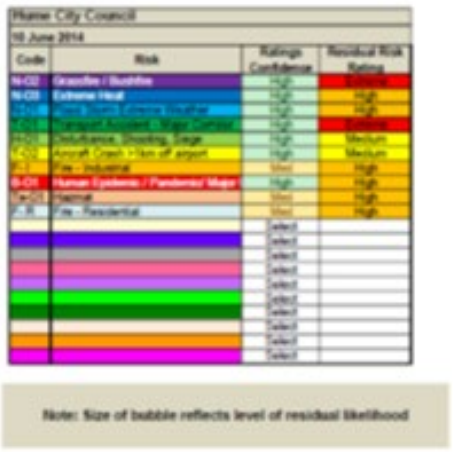
Risk Assessment Rating

Ref	Code	Hazard Title	Risk Ratings						Collaboration	
			Ratings Confidence	Maximum Foreseeable Consequence	Current Mitigation / Control Activities	Residual Consequence (See calculator above)	Likelihood / Frequency	Residual Risk Rating (RRR) (Auto generated)	Other Municipalities	State Agencies
1	N-O2	Grassfire / Bushfire	High	4.10	2.22	3.50	4.68	Extreme	Maintain	Maintain
2	N-O3	Extreme Heat	High	3.40	2.20	3.30	4.80	High	Maintain	Maintain
3	N-O1	Flood Storm Extreme Weather	High	3.50	2.00	3.20	4.30	High	Maintain	Maintain
4	T-O1	Transport Accident - Major Corridor	High	3.88	2.13	3.60	4.60	Extreme	Maintain	Maintain
5	H-O1	Disturbance, Shooting, Siege	High	3.87	2.00	2.09	3.80	Medium	Maintain	Maintain
6	T-O2	Aircraft Crash >1km off airport	High	4.00	1.00	3.90	2.00	Medium	Maintain	Maintain
7	F- I	Fire - Industrial	Med	3.90	2.90	3.20	4.10	High	Maintain	Maintain
8	B-O1	Pandemic/ Major health event	High	4.33	2.20	3.20	4.06	High	Maintain	Maintain
9	Te-O1	Hazmat	Med	3.60	2.50	2.90	4.38	High	Maintain	Maintain
10	F- R	Fire - Residential	Med	2.90	2.10	2.60	4.30	High	Maintain	Maintain

CERA Heat Ma

Community Emergency Risk Assessment (CERA) Heat Map





SECTION F- PREVENTION & PREPAREDNESS

Consequence Planning

Over the last six years, Hume City Council has had 6 major industrial fires, 2 major grass fires, 9 illegal chemical storage sites and other events such as shootings and sieges.

Each event there has been a significant impact to the community and environment. Through the consequence management planning, adverse impacts to the community and the environment during an emergency can be minimised.

Hume has worked with key agencies in developing consequence plans for our large recycling facilities and all of our industrial areas within Sunbury, Campbellfield and Craigieburn.

The consequence plan is a 'grab and go' document identifying demographics, vulnerable facilities, businesses and waterways within 2 and 5 kilometer radius of the industrial areas.

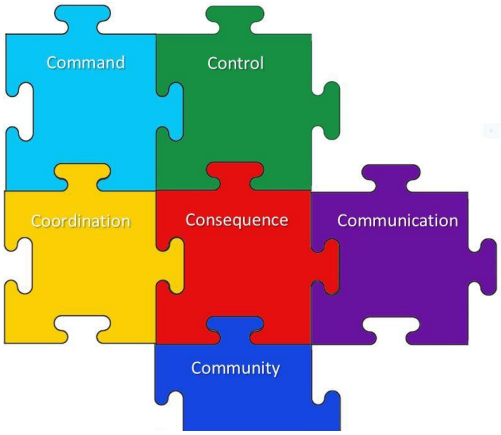
Hume and Melbourne Water have worked in identifying the pits within the industrial areas and looked at the possibility of blocking these and diverting contaminated water into sewer and not in our waterways.

The 2012 Victorian Emergency Management Reform White Paper recognised the need to manage the broader consequences of all major emergencies regardless of their cause or nature. The Emergency Management Act 2013 (the Act) embeds the concept of consequence management in legislation. In accordance with section 32(1)(f) of the Act the Emergency Management Commissioner is responsible for the coordination of consequence management for major emergencies in accordance with section 45 (addressed in definitions below).

As we have had the various hazards within Hume and an increase in population of non-English speaking communities, these emergencies have become less predictable and more complex.

Hume have had the need to move beyond the traditional risk and hazard approaches and into the consequence thinking and planning. Consequence planning has become an integral part of the way we manage our identified risk areas and emergencies.

Hume City Council has adopted the Six Cs model recognises that community consequences flowing from emergency events should inform strategic communications and response, along with relief and recovery planning to limit the negative consequences to the community. Building a safer and more resilient community requires managing an emergency so as to limit not only the immediate impact of an event, but also the short, medium and long term negative effects of the event on affected and neighbouring communities. Below is the flow chart of the Six C's:



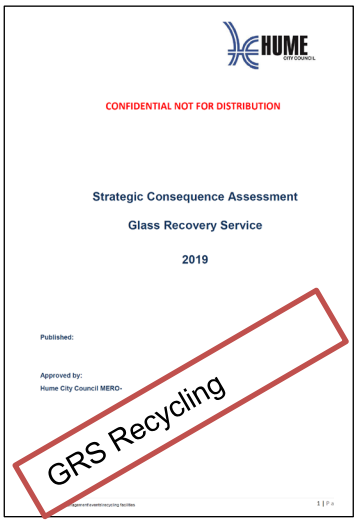
SECTION F- PREVENTION & PREPAREDNESS

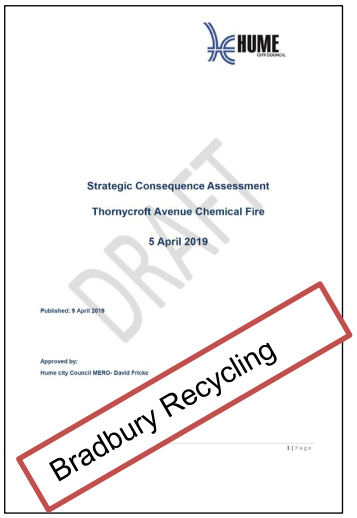
Hume City Council Emergency Management Team and internal HCC staff, including key stakeholders from the MEMPC have been engaged in the development of multi consequence plans due to the emergencies within the municipality. In addition to developing these plans for managing an event in the "during and after" phases of an emergency, the consequence plans has been used to inform planning before an event in terms of what the community, environment and businesses may require.

The consequence template that was used for the consequence plans is the EMV 5 Resilient Recovery Model as referenced in Section J Recovery. The Five components are:

1. Wellbeing
2. Liveability
3. Sustainability
4. Viability
5. Community Connection

Hume has to date used this model to develop 3 consequence plans to assist in before, during and after an emergency in the identified areas below.





Vulnerable Groups

As detailed in **Section D** of *The Plan*, Vulnerable populations who are isolated due to their socio-economic situation and/or their mental and physical state, adds another dimension of complexity to the development and implementation of prevention and preparedness activities.

A range of community groups and individuals are considered to be vulnerable including:

- Frail aged persons living alone;
- People with physical and/or mental impairment through age, illness and/or disability;
- Visitors to, or people working in the municipality; and
- Multi-cultural or emerging communities.

Hume City Council, when planning for risks will take into consideration the information contained in **Section D** of *The Plan.*

Hume City Council via internal and external service providers, undertake daily client management and where required, those clients receive information relating to emergency hazards which may affect them on a regular basis.

As well as the Vulnerable Demographics, Hume City Council has endorsed and participates in the Department of Human Services Vulnerable Persons Register. This was a recommendation from the Bush Fire Royal Commission 2009, through Crisisworks (council's internal EM management system). The Vulnerable Persons Register is defined by;

- Frail, and/or physically or cognitively impaired; and is
- Unable to comprehend warnings and directions and /or respond in an emergency situation, and is
- Unable to, or has no family, friends or neighbours to help them develop an emergency plan, and
- Or assist them during an emergency situation

Information pertaining to the Vulnerable Persons Register can be found in **Appendix K5.**

Hume City Health Snapshot presents a range of information to examine the health status and vulnerability of Hume city residents. It includes data that has been derived from a wide range of sources such as local demographics, population projections, burden of disease and a wide range of other health related data for the municipality.

SECTION F- PREVENTION & PREPAREDNESS

Implications for Planning

The pressure facing the health system in Hume City will come from two fronts.

1. The overall population is forecast to grow by 43% from 2010 to 2030.
2. The aged population (65+ years) which generally accounts for the largest uptake of health care services is forecast to grow by 126%

The age cohort accounts for more than one quarter of the overall population growth. It is relatively common for councils to face one or the other of these challenges, but it is unusual to have the dual pressure caused by the double impact of both areas of growth.

The significant increase of residents in the 65+ age group from 15, 355 in 2010 to 34, 665 in 2030 (almost 20,000 individuals), means that primary health care initiatives will need to focus on keeping elderly people healthy and active, so they can remain at home longer.

Extreme Heat Days Preparedness Matrix

The North West Metropolitan Regional Collaboration developed a template to capture the preparedness by council for Extreme Heat and Fire Days. Hume City Council has developed a council preparedness Matrix for any days declared from Low Moderate to Code Red Catastrophic. For a printable version of either Preparedness matrix click on link internal Team site Extreme Heat.

<table>
<tr><th>Fire Danger Rating</th><th>Fire Behaviour</th><th>Council</th><th>MERO</th><th>MRM</th><th>(Transport & Resources)</th><th>EMERGENCY RELIEF (ERC & Temp Accommodation)</th><th>EMERGENCY RELIEF (Public Health and Medical / Heat wave / Vulnerable persons)</th></tr>
<tr><td>Code Red Catastrophic</td><td>Fires will be uncontrollable, unpredictable and fast moving, with spot fires up to 20 km from the main fire, with likely serious consequences for communities.</td><td rowspan="3">a. Council EM team on standby & prepared to respond with resources / staff and coordination arrangements</td><td rowspan="3">a. MERO team defined and placed on standby to respond within 60 minutes.
b. All Liaison Officers and response staff on stand-by for emergency response
c. Direct that all Emergency response resources are on standby
d. MERO contact lists verified</td><td rowspan="3">a. MECC representatives and ERC Teams defined and placed on standby.
b. Alert Staff to be available to respond to MECC / ERC within 60 minutes
c. Direct that all Emergency Relief resources are on standby
d. MRM contact lists verified</td><td rowspan="3">a. Contractors and/or Internal Providers to be prepared for response within 60 mins (water tanks filled / PPE checked)
b. Place staff on stand-by for emergency response
c. Direct that all fire risk activities cease i.e. grass mowing, slashing, welding, and grinding in fire risk areas.
d. No Mowing on Total Fire Ban or Code Red Day
e. Staff on stand-by to remain at depot
f. TRO contact lists verified
g. Staff on alternative duties
h. Implement Heat Policy and Sun Protection Procedure</td><td colspan="2" rowspan="3">a. Place all Liaison Officers and staff on stand-by for emergency response
b. contact lists verified</td></tr>
<tr><td>Extreme</td><td>Fires will be uncontrollable, unpredictable and fast moving. Spot fires up to 6 km ahead of the fire.</td></tr>
<tr><td>Severe</td><td>Fires may be uncontrollable and move quickly. Spot fires may occur up to 4 km ahead of the fire.</td></tr>
<tr><td>Very High</td><td>Fires can be difficult to control, crown fires may develop in forests</td><td rowspan="2">a. Council EM team prepared to respond with resources / staff and coordination arrangements on call.</td><td colspan="2" rowspan="2">a. Coordination role performed through normal Supervison structure.
b. Alert Staff on call to be alert.</td><td rowspan="2">a. Direct that all fire risk activities (ie grass mowing, slashing, welding, grinding etc) be modified to low risk environments.</td><td colspan="2" rowspan="2"></td></tr>
<tr><td>High</td><td>Fires can be controlled, expect short distance spotting</td></tr>
<tr><td>Low-Moderate</td><td>Fires can be easily controlled</td><td colspan="6">Business as usual. Implement Heat Procedure. Monitor situation and escalate if required.</td></tr>
</table>

Community Education

Community education of emergency risks is a vital component of prevention and preparedness.

The development of relevant and appropriate community education resources and activities empower the community and enhance its resilience through being well informed and therefore more readily emotionally and physically prepared for an emergency.

Resilient communities are well prepared, better able to respond to an emergency, and therefore better able to recover from the impacts of an emergency.

Hume City Council together with emergency service agencies will actively engage the community through a range of mechanisms including community programs and projects, media releases, advertisements, 'Hume City Council 'Hume People' (Council's newsletter), Council's website, social media and service networks.

Special measures will also be developed to communicate with key CALD groups in the municipality given the percentage of people from non-English speaking countries residing in the municipality.

Community Education activities relating to different types of emergencies will take place with an All Hazard All Agency approach by the emergency services agencies in partnership with Council and the MEMPC sub-committees.

All Community Education / Engagement activities:

- Must be done in partnership between the emergency service agency and Hume City Council;
- Must have a Campaign and Communications Plan;
- Must, where possible, include more than one agency;
- Must consider if the campaign is suitable for collaboration with neighbouring municipalities; and
- Must be agreed by all parties.

A campaign debrief between the parties must be undertaken and an agency report tabled to the MEMPC within a timely manner.

Document Amendments & Review

REVIEW:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers.

This Section was last updated (Date). It will be reviewed by (Date).
The table below provides a history of review.

Version	Date	Action/Documents for Replacement
May 2017 V.01	08/06/2017	Insert signed MEMO page after front cover
May 2017 V.01	06/03/2019	Content page amended K8 is now CERA, roles and responsibilities deleted from MEMP a reference is made to this section instead. Page 4 Management Committee included new Exercise Sub Committee Page 12 Section 9 amended to Section 8 Page 13 Risk Assessment Rating Tables amended with new Risk names for 2, 6, 9 Page 14 CERA Map amended due to risk name changes
May 2017 V.01	24/07/2019	Removed links within document due to internal system changes, whole document to be replaced sent to MEMPC on 25/7/2019
May 2017 V.01	19/8/2019	Page 15 Consequence planning process used at Hume, page number will not align so all pages from page 15 onwards will require replacing
May 2017 V.01	08/01/2020	Changes from MERO to MEMO pages, 5,6,9,10,12 and 21
May 2017 V.01	20/02/2020	Updates and changes to Consequence Management Planning, Relief and Recovery Coordination Group, MEMRPC membership, Emergency Recovery Officer to Emergency Recovery Coordinator, changes to Key Plans and Activities table.
May 2017 V.01	03/3/2020	Page 3 Hume's Management Committee Structure Page 7 MERO to MEMO Page 8 MEMO Pages 9 and 10 MEMO Page 17 Review page
May 2017 V.01	02/04/2020	Page 3 under Prevention added note that there isn't currently a RRPC separate to the REMPC

SECTION G

PLANNING

Details the planning arrangements, roles and responsibilities, priorities and actions.

SECTION G- PLANNING ARRANGEMENTS

Consolidated Contents

SECTION A	**The Plan Introduction**	**Provides details of the reason, authority, structure, considerations, background of and for the Plan**
SECTION B	**Contact (Restricted Distribution)**	Details contacts and resources (limited distribution) B1 MEMPC Committee B2 MEMPC Agency B3 Internal EM HCC Staff B4 Vulnerable Facilities
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SECTION K	**Appendices (Restricted Distribution)**	K1 MEMPC Plan Frequency of review K2 Document Storage K3 Committee TOR K4 MEMPlan Distribution List/Format K5 Vulnerable Persons Register K6 Standard Public Warnings K7 MEMP Plan Amendment Receipts K8 CERA

SECTION G- PLANNING ARRANGEMENTS

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SECTION G- PLANNING ARRANGEMENTS

Introduction

This section details the planning arrangements, roles and responsibilities and consideration for the management of emergencies which affect the community within the Hume City Council.

It identifies specific emergency management planning arrangements and obligation that are undertaken by local control agencies, support agencies, council, other stakeholder and community associated with the Planning of and for emergencies.
Due to the nature of emergencies, some of these planning arrangements may include supporting or assisting neighbouring municipalities, those within the North West Metropolitan Region or across the State.

Partnerships

Planning for emergencies cannot be reliant on one person, group, organisation or emergency service agency due to the complexities of individual risks and hazards. As such agencies listed in Part 7 of the EMMV may work together at the local level to assist as subject matter experts to facilitate in the knowledge gathering and development of understanding the risks, community engagement and education in reducing and preparing for an incident, the operational plans and actions for provision of relief and recovery form an incident.

The image below shows the structure and relationship between all the stakeholders in the Hume Emergency Management Planning partnership.

Emergency Management Structure- Municipal

The Hume City Council will collaborate with the emergency management sector or develop emergency management role statements for the tasks that Hume personnel may undertake during an emergency activation.

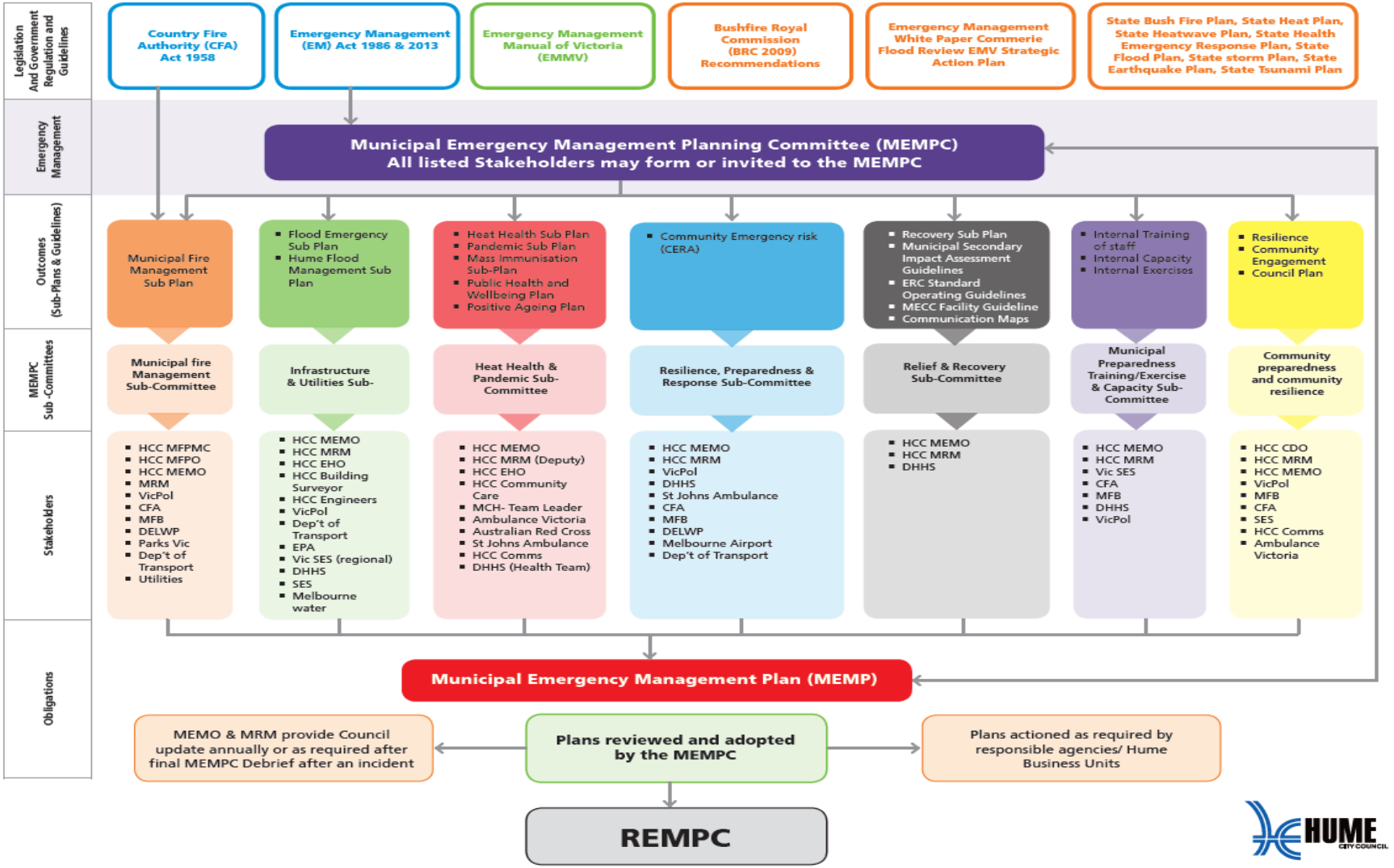
Where possible, the Hume City Council will allocate roles with employees already undertaking similar task in their day to day employment. This is to assist in knowledge and a seamless transition from response, relief and recovery into normal practice for the community as well as providing subject matter experts to assist the community during the recovery phase of an incident. (See Section J of this Plan)

Senior Emergency Management positions within Hume are currently held by employees at the Management level of the organisation and may from time to time be delegated to Coordinators or Team Leaders or those with relevant skill set.

Those with emergency management responsibilities have them detailed within their position description and individual emergency management roles statements have been developed which can be located in each operating guideline.

A register of the allocation of the EM ID cards will be stored and maintained through the Internal Emergency Management Team. A copy of the card as per below:

Emergency Management Committee Structure Outcomes and Obligations



Emergency Management & Recovery Planning Internal Working Group

A requirement under The Act (1986) the Hume City Council has developed an Emergency Management Coordination & Recovery Planning Committee (EMRPG) meets on a regular basis of 5 times a year.
The EMRPG will provide oversight and guidance to both Council and the MEMPC on council related issues within the EM Sector. Membership will consist of senior members of staff across various business units.

Emergency Management Function Team Leader- Municipal

The Hume City Council with the assistance of emergency management sector will undertake the training and knowledge development of key identified personnel as Functional Team Leaders through the Response, Relief and Recovery phases of incidents.

The identification of personnel will be based on skill set in their day to day council role within the organisation and not based on years of employment or level of employment.

Function Team Leaders role statements were written in collaboration with the NWMR 14 Collaboration councils to assist in councils capacity building in helping communities during an incident. *Also see Regional Support in this Section and roles description in each operational guide.*

Emergency Management Staff – Municipal

Municipal staff play an important role in emergency management due to their local knowledge and expertise in the day to day running of the municipality.

Through the Emergency Management Ac 1986 2013, the Country Fire Authority Act 1958 and the EMMV a number of prescribed positions; must be allocated to council officers. These positions are additional roles to their day to day roles that council officers undertake and while important is often a very small part of the officer's employment.

The Hume City Council has decided that through instruments of delegations that the prescribed roles of MEMO, MRM and MFPO will be allocated at the Manager and Coordinator levels.

You can see full details of all EM roles and responsibilities Go to link Team Site Roles and Responsibilities or the Emergency Relief Centre SOGs and Municipal Emergency

Coordination Centre (MECC).

Trigger Points and Activations

Each hazard has a range of complexities for consideration on the safety of the community. The Agencies through their own operational plans will develop their own trigger points across a range of considerations for each hazard. These may, activate cross agencies assistance that may include the Hume City Council.

Activation of this MEMPlan will be detailed in each of the operational Sub-Plans for each of the municipal risks that require an operational sub-plan. However in general terms single incidents and small incidents would not see this plan activated.

Activation of this plan shall be done through the MEMO and after discussion with the MERC.

For single incidents and smaller incidents that don't require this MEMPlan activation the agencies will use the North West Metropolitan Regional Collaboration Single Incident Protocol (*Refer to NWMR Municipal Emergency Recovery Guide – MERG*). This protocol can be found in Section J of this MEMPlan and will be reviewed and updated annually through the NWMR Collaboration.

The following graph provides for a guide only to possible activation of the MEMPlan and councils involvement during an emergency Incident.

NORTHWEST COLLABORATION EVENT PREPAREDNESS

Fire Event Risk

Risk - FIRE

Readiness Level	LOW TO MODERATE	HIGH	VERY HIGH	SEVERE	EXTREME	CODE RED
Forest FDI Grass FDI	0 – 11 0 - 11	12 – 24 12 - 24	25 – 49 25 - 49	50 – 74 50 - 99	75 – 99 100 - 149	100 + 150 +
Fire Behaviour	Fires can be easily controlled	Fires can be controlled, expect short distance spotting	Fires can be difficult to control, crown fires may develop in forest.	Fires may be uncontrollable and move quickly. Spot fires may occur up to 4km ahead of the fire.	Fires will be uncontrollable, unpredictable and fast moving. Spot fires up to 6km ahead of the fire.	Fires will be uncontrollable, unpredictable and fast moving, with spot fires up to 20km from the main fire, with likely serious consequences for communities.
Urban Fringe / CFA LGA's						
Please describe the arrangements your council will undertake in readiness to a fire risk based on the predicted FDI? **The following are Council actions only; other agencies have responsibilities as per the MFMPlan Action Plan.**	Normal Preparedness arrangements	Normal Preparedness arrangements	Normal Preparedness arrangements	• If activated, MECC will be operational within 2 hours • Participate in the REMT teleconference (details as notified)	• Participate in the REMT teleconference (details as notified) • MECC physically set up by 10.00am and conduct an EMG briefing • MECC support staff available within 2 hours if activated • Nominate an EMLO to attend the ICC (if required) • Conduct a 'Team Alpha' ERC staff availability assessment (SMS via Crisisworks)	• Participate in the REMT teleconference (details as notified) • MECC physically set up by 10.00am and conduct an EMG briefing • MECC support staff available within 2 hours if activated • Nominate an EMLO to attend the ICC (if required) • Conduct a 'Team Alpha' ERC staff availability assessment (SMS via Crisisworks) • Conduct an ERC staff availability assessment to enable activation of an ERC if required (this would include consideration to provide staff resource support for the NWMR collaboration councils if required)

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Heat Event Risk

Risk – HEAT EVENT / HEATWAVE

Readiness Level based on average temperature and likely duration As advised by EMV/DHHS	LOW 0- 10	MODERATE 10-20	HIGH 20-25	Very high 25-30 (average 24 hr temperature) Heat health Alert issued	SEVERE 30-35(average 24 hr temperature) Heat health Alert in place	EXTREME 30-35(consecutive days of average 24 hr temperature) Heat health Alert in place Impacts on critical infrastructure Heat Wave declared
Please describe the arrangements your council will undertake in readiness to a Heat event risk based on average temperature and likely duration The following are Council actions only; other agencies have responsibilities as per the MEMPlan Action Plan.	Normal Preparedness arrangements (BAU)	Normal Preparedness arrangements (BAU)	Normal Preparedness arrangements (BAU)	Heat health Alert issued • Heat Plan activation protocols triggered • Relevant Community Care and/or specific contract arrangements make welfare check phone calls to all clients as per DHHS Heat Health script • Notification of alert to event coordinators	Heat health Alert in place and/or Heatwave declared • As per Very High • Identification of vulnerable facilities • Identification of vulnerable persons • If an ICC/RCC is in place deploy an EMLO	Heat health Alert in place and/or Heatwave declared • As per Severe • Council Emergency Management Coordination Group in place • Activation of any Business Continuity Management/ Crisis Management Plan

Flood/Storm Risk

Risk – FLOOD/STORM EVENT

Readiness Level based on flood predication As advised by SES/EMV	Flood Watch issued and/or Minor Flood warning issued	Minor Flood Warning issued	Low to mid-range Moderate Flood warning issued with Low consequences for built environment based on risk	Moderate to high end MODERATE Flood Warning with moderate consequences for built environment based on risk Multiple other Rivers in MINOR	MAJOR Flood Warning predicted and/or >2 high end MODERATE Flood warnings with risks and consequences for built environment & economic	Two or more MAJOR Flood warning(s) or One with significant consequences /widespread evacuations for built environment, exceeding 1 in 100 year riverine event. Multiple MODERATE Flood Warnings. Large Dam failure considered very likely.
Flood Behaviour	Anticipated continued light rain. Catchments able to absorb predicted rain for consecutive days but may lead to flooding. Nil impacts or consequences predicted unless identified.	Anticipated continued rain. Catchments able to absorb predicted rain for consecutive days with minor flooding occurring. Low-lying areas next to water courses are inundated. Minor roads may be closed and low level bridges submerged. In urban areas inundation may affect some backyards and buildings below the floor level as well as bicycle and pedestrian paths. In rural areas removal of stock and equipment may be required	Anticipated continued rain. Catchments likely to be saturated and unable to absorb continued rain. Areas of inundation are more substantial in size but consequence low. Main traffic routes may be affected. Unlikely for buildings to be affected above the floor level. Evacuation of flood affected areas may start to be considered. In rural areas removal of stock is required.	Anticipated continued rain. Catchments are saturated and unable to absorb continued rain. Areas of inundation are more substantial. Main traffic routes may be affected. Some buildings may be affected above the floor level. Evacuation of flood affected areas may be planned for. In rural areas removal of stock is required. Impact assessment may be required.	Anticipated continued high rain. Catchments are saturated and unable to absorb continued rain and runoff. Extensive rural areas and/or urban areas are inundated. Many buildings may be affected above the floor level. Properties and towns are likely to be isolated and major rail and traffic routes closed. Evacuation of flood affected areas likely. Utility services likely to be impacted.	Anticipated significant extreme weather event that will lead to rapidly rising river conditions. Catchments are saturated and unable to absorb current or additional runoff. Extensive rural areas and/or urban areas are inundated. Many buildings may be affected above the floor level. Properties and towns are likely to be isolated and major rail and traffic routes closed. Evacuation of flood affected areas are likely. Utility services will be impacted.
Please describe the arrangements council will undertake in readiness to a flood risk based on the flood prediction? The following are Council actions only; other agencies have responsibilities as per the MEMPlan Action Plan.	Normal Preparedness arrangements (BAU)	Normal Preparedness arrangements (BAU)	Normal Preparedness arrangements (BAU)	• MERO on standby (24 hour contact number in operation) • If an ICC/RCC is in place deploy an EMLO	• As per Moderate Flood/Storm warning • Programmes to monitor and support Council Operations continuity plans as needed. • Communications Plan in place	• As per Major Flood/Storm warning • Council Emergency Management Coordination Group in place • Notification of alert to event coordinators

Emergency Management Planning Committee (MEMPC)

The principal role of a Municipal Emergency Management Planning Committee (MEMPC) is the strategic overview and planning Committee of emergency management risks and hazards within a municipality. Membership of the MEMPC will be made up of Council, Control (or Response) agency representatives as well as members of support, relief and recovery agencies, other major stakeholders and community within the municipality.

The Multi-Agency members of the MEMPC are responsible for the development and review of this document. Council is the custodian on behalf of the community as set out in EMMV Part 6.1 and EMMV Part 6.2.

The following image shows the member agencies considered for the MEMPC and when required the MEMPC sub-committees and working groups if established.

Other agencies, stakeholders and community members may be invited from time to time to attend and represent their organisation if the MEMPC identifies a risk or hazard that requires further stakeholder and/or subject matter expertise.

Terms of Reference

A Term of Reference has been developed for the Municipal Emergency Management Planning Committee. A Copy of the Terms of Reference can be found in section K.3

Frequency of Committee Meetings

MEMPC Meetings are required under the EMMV to occur three or four times a year to ensure continuity and stakeholder development.
The date and time of the MEMPC meetings are determined in consultation with the members of the committee and a calendar invitation will be sent to all members by the Hume City Council EM. At present the dates may vary however these meetings are scheduled within the months outlined below, however these can be amended depending on emergency events:

- March
- July
- December

However, after a major emergency incident within the municipality the MEMPC must meet within 6 weeks to debrief the incident (Response, Relief and Recovery) and to review and make, if required, chances to the MEMPlan, Sections of, or Sub-Pans of it. This meeting will take place 2 weeks after the sub-committee of that risk has met, debrief and provide a summary report and any recommendation.

Minutes of all meetings must be taken, and a copy sent to the Regional Director Health & Human Services and all members of the Municipal Emergency Management Plan Committee and the Regional Emergency Response Coordinator

MEMPC Reporting to Council

The MEMPC members will provide subject matter expert advice to council on issues surrounding emergency management across the Prevention/Preparedness (mitigation), Response and Relief and Recovery activities. Any recommendation adopted by the MEMPC will be taken to council through the Municipal Emergency Management Officer (MEMO) for consideration through normal council processes and procedures.

The MEMPC agencies agree to provide assistance in compiling the information required for any submission and report for council's adoption in the prescribed council format.

The MEMO or their delegate of a Deputy MEMO/MRM or Emergency Management Coordinator will report on behalf of councils MEMPC quarterly by providing a copy of the MEMPC Minutes.

This will also occur at the Regional Level through the NWMR Regional Emergency Management Planning Committee and the NWMR Relief and Recovery Committees when those committees meet.

Council also provides a report on Fire Management related issues to the NWMR Regional Emergency Management Planning Committee; the NWMR Fire Management Regional Committee at this stage meets on its own.

Agencies

All agencies on the MEMPC will provide a local municipal report before each meeting on previous quarterly activities for the municipality or in some cases the North West Metropolitan Region, including community engagement around Preparedness/ Prevention of local risks. Agencies reports must also provide any planning topics within; their agency that is relevant for the municipality.

Agency reports may contain information suitable for the North West Metro Region where there may be a requirement for the MEMPC or the municipality to consider or act.

Agency reports must be submitted no later than two weeks before the MEMPC meeting to assist other agencies to review and note any questions for the MEMPC meeting and to assist in developing an all community, all emergency plan and build community resilience.

The MEMPC will also ensure that the Control Agency for a major incident provides an invite for the MERC and MEMO to attend and have input into the Control Agencies debrief. The Control Agency will provide a written report for tabling to the MEMPC.

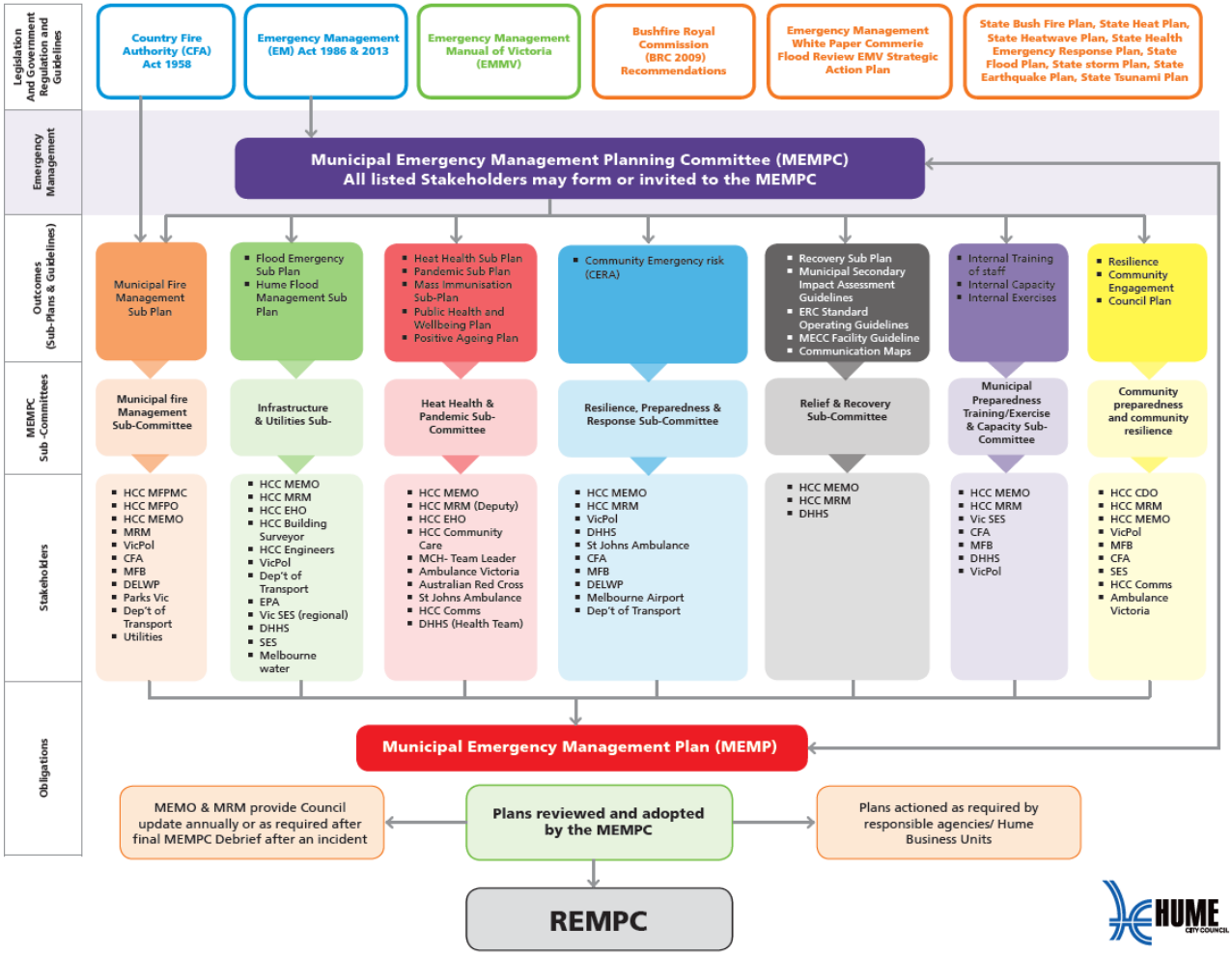
Municipal Emergency Management Planning Committee and Sub Committees

Under the Authority and Terms of Reference of the MEMPC a number of sub-Committee of the MEMPC or working groups may be requested and convene to plan for the management of specific identified risks that require additional or more complex level of planning.

Due to legislation and the Bush Fire Royal Commission (2009), an Integrated Fire Management Plan must be developed for the municipality of Hume. A Municipal Fire Management Planning Committee has been established to develop, plan review and maintain the identified risk within the plan.

A North West Metro Regional Fire Planning Committee (RFMPC) has been established and a representative from council attends and reports to this committee. This Committee is a sub-committee of the Regional Emergency Management Planning Committee (REMPC).

Sample only as per main chart



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Authority

MEMPC Sub-Committees are provided authority through the Terms of Reference of the MEMPC and through the municipal risk management process.

The following MEMPC Sub-Committees were endorsed at the MEMPC meeting for the Hume City Council and may be increased as the MEMPC see fit.

1. Municipal Fire Management Planning Sub Committee
2. Flood Management Plan & HCC Municipal Flood EM Plan
3. Heat and Pandemic Planning Committee
4. CERA
5. Relief and Recovery
6. HCC Training/Exercising/Capacity Building
7. Resilience

MEMPC Sub- Committee Functions

The principal role of a MEMPC Sub-Committee is to provide information and advice to the MEMPC and all relevant Hume City Council officers about potential emergency situations, planning of those situations and develop mitigation, response and relief and recovery plans for those situations.

The specific functions of the sub-committee are to:

- Provide information and advice to the MEMPC to assist with the planning and mitigation and public awareness of potential emergencies;
- Contribute to the identification of specific hazards and threats in the municipality and to develop processes to meet those threats through effective emergency management planning and programs;
- Contribute with ideas, developing programs to assist in reducing risks within municipality;
- Contribute to meeting the Terms of Reference and obligations to plan for specific emergencies, address issues and develop and implement projects on those hazards;
- Contribute to the continuous improvement and operations of the MEMPlan through monitoring, review and development of operational sub-plans for those hazards;
- Support the MEMPC in the development of effective policies and plans to address emergencies based on existing and new hazards; and
- Contribute to testing the MEMPlan through participation in emergency exercises and training of staff.

...

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Sub-Committee Terms of Reference

A Terms of Reference will be developed by the Municipal Emergency Management Committee Planning Sub-Committee as its first meeting, these terms of reference will be adopted by all committee members as representative of their agencies and may, at the decision of the MEMPC, be reviewed or modify those terms of reference as an agenda item of the MEMPC meeting, but no longer than every 5 years from it last adoption.

Sub-Committee Membership

Membership of the sub-committee will include Council staff and external agencies that have operational responsibilities for the relevant risk /functional areas of the sub-committee as well as subject matter experts. Members from other agencies, industry and community may be seconded onto a Sub-Committee to assist in the sub-committee tasks.

The Chair of each sub-committee will either be a Council officer or an agency representative who will attend the MEMPC meeting to provide a report of the activities of each committee. Other members may be co-opted as required. The Hume City Council will provide secretariat support for all committees.

Sub-Committee Meetings

Meetings of sub-committees should meet as a minimum bi-annually with the ability to meet more often as required by situational planning requirements.

Meeting of the sub-committees must also take place within 4 weeks of a large incident that the planning sub-committee has jurisdiction over. During this ‘debrief’ the sub-committee will review the recent operation, gather any and all learnings, compile and adopt recommendations to be forward to the MEMPC for their Incident Review/Debrief that is to take place within 6 weeks of an incident.

The Municipal Emergency Management Committee Manual details the documentation procedures and storage of documents for MEMPC and MEMPC sub-Committee meetings.

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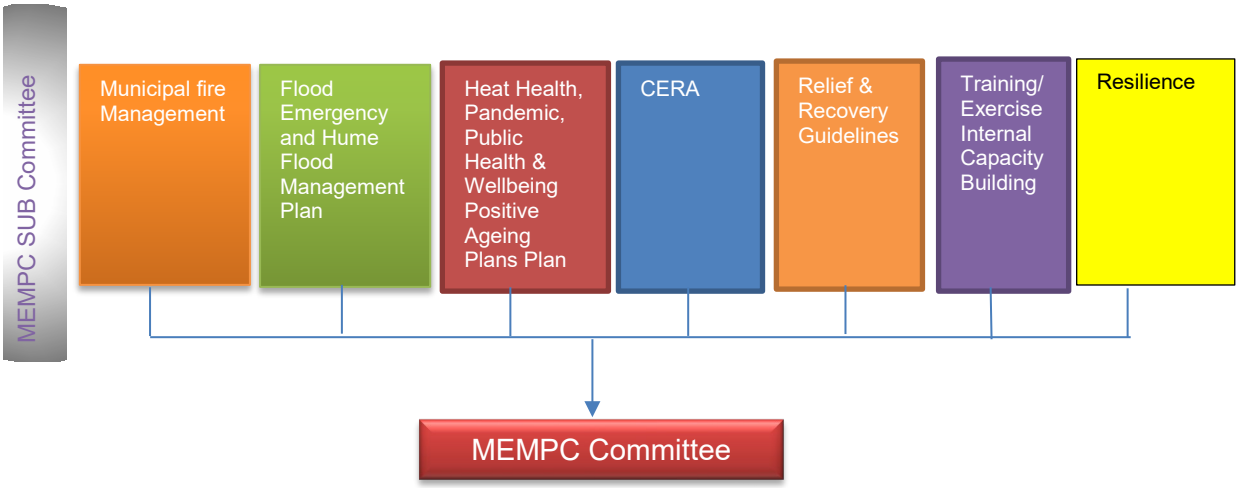
Sub-Committee Actions/Reporting

Sub-Committee Meetings minutes will be provided to the MEMO and the chair of the sub-committees will report to the MEMPC on progress, actions and activities of each MEMPC meeting. The Chair of the sub-committee will table at the last MEMPC of the calendar year a committee project plan for the preceding 24 months.



Risk Ratings and Sub-Plans

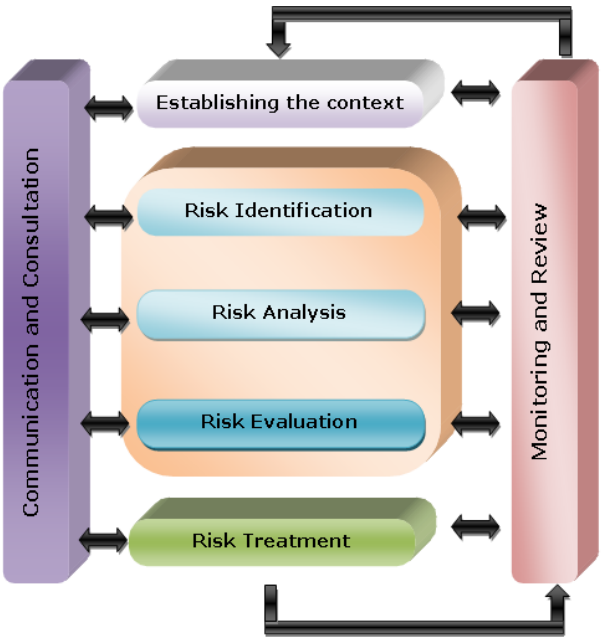
As identified in Section F of The Plan, Hume will use the ISO 31000:2009*, Risk Management Standards* for its principles, framework and a process for identifying and planning for municipal risks.

Using ISO 31000 will assist Hume and its EM Stakeholders improve the identification of opportunities and threats and effectively allocate and use resources for risk treatment.

However, ISO 21000 will not be used for certification purpose of the Municipal Emergency Management Plan or any of the Risk Sub-Plans, it may be used however as guidance for internal audit of those plans.

The below image highlights the Risk Assessment process that the Hume city will use in its emergency management planning.

SECTION G- PLANNING ARRANGEMENTS



Municipal/Regional Risk Rating

Through the Community Emergency Risk Assessment process as outlined in Section F of this plan the MEMPC have undertaken a review of the municipal wide risks and identified and agreed on the following risks. To assist in community and local knowledge the MEMPC have included the Municipal and Regional Hazards for the North West Metro Region of which the Hume municipality resides.

Top 10 Municipal Risks

	Hume City Council Risks
1	**Grass/bushfire**
2	**Extreme Heat**
3	**Flood/Storm and Extreme Weather**
4	**Transport Accident – Major corridor**
5	**Disturbance / shooting / siege**
6	**Aircraft Crash >1km off Airport**
7	**Fire- industrial**
8	**Human Epidemic / Pandemic/Major Health Event**
9	**Hazmat**
10	**Fire- Residential**

To 10 Regional Risks

	North West Metro Region Risks
1	**Essential Services Disruption- electricity**
2	**Essential Service Distribution- Comms**
3	**Heatwave**
4	**Human Disease**
5	**Accident/Incident- Hazmat**
6	**Asset Incident- Infrastructure**
7	**Transport Accident/Air- Incident**
8	**Transport Accident/Road and Rail**
9	**Structure Fire- Industrial High Rise**
10	**Service Disruption –Port**

Note: The regional risks are included for information only and are not listed in order of highest to lowest risk which the municipal risk have been. This List was developed and agreed to by the Regional Emergency Management Planning Committee (REMPC).

Publications of Sub-Plans

Risk Sub-plans will be developed as operational plans to assist those agencies involved in the mitigation, preparedness, response and recovery of that risk incident. As operational plans, they will have restricted distribution, reviewed on an annual or bi-annual basis or as determined by the MEMPC. Operational plans, sections off or the developed operational template may be also be stored through Crisisworks.

The Hume City Council with the MEMPC agencies are committed to assisting the community in building resilience against the impacts of and to assist in this process a public education version of Sub-Plans may be made available. These documents will be released for a 4-5 year period before being reviewed and updated.

These will be made available via the council's website: www.hume.vic.gov.au

Grass Fire Risk

The Hume City Council historically and continues today to fall within the Country Fire Authority (CFA) and the Metropolitan Fire Bridge (MFB) boundaries due to rural and urban interface. There are small pockets within the municipality grassland landscape of which consideration and planning must be undertaken.

Due to part of the municipality falling within the CFA boundaries council and the MEMPC must consider and action recommendations from the 2009 Bushfire Royal Commission as well as actions under the CFA Act.

Hume has undertaken extensive consultation with stakeholders and the fire agencies to review, action and plan for grass fires within the municipality.

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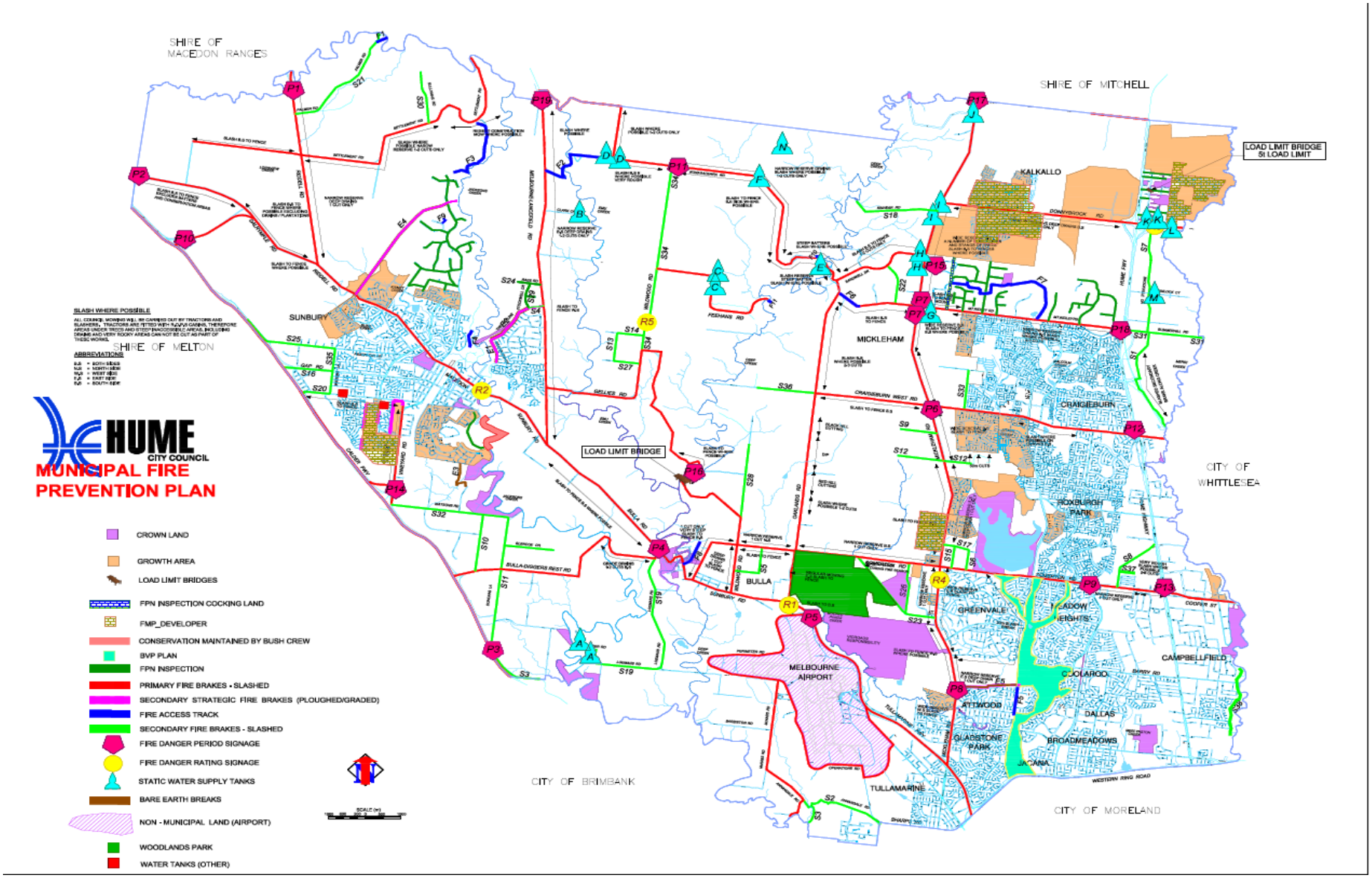
This Municipal Fire Management Plan (MFMP) has been produced by and with the authority of the Hume City Council pursuant to Section 20 of the Emergency Management Act 1986; and will be deemed to fulfil Section 55A of the CFA Act 1958 (Vic). The MFMP is a sub plan of the Hume City Council Municipal Emergency Management Plan (MEMP). MFMP's have a three year planning cycle being reviewed on a 12 month basis from the endorsement of the plan.

A copy of the Sub plan (public) version of the Fire Management Plan can be found via the following link: Hume website 'Your Council Emergency Management'

For a full copy of the Hume City Council Fire Management Plan go to this link: Hume Council Fire Management Plan

Hume City Council Grass Fire Risk Area



Neighbourhood Safer Places

A recommendation from the Bushfire Royal Commission (2009) was that all councils within CFA districts should investigate and develop Neighbourhood Safer Places. A review of the Bushfire Fire Risk and consultation with the CFA concluded that the Hume City Council **does not require a Neighbourhood Safer Place** as described in the EMMV or the CFA Act.

Community Information Guide

Community Information Guides - Bushfire (formerly known as Township Protection Plans) are a key source of information for the community and an important tool to emphasise the shared responsibility between the community, fire services and local government.
Hume City Council does not have a township Protection Plan.

Community Fire Refuges

There are no Community Fire Refuges within Hume City Council.

Major Hazard Facilities

Hume has one regulated Major Hazard Facilities (MHF) within the municipality. Major Hazard Facilities are managed and regulated by WorkSafe Victoria with the assistance of EPA Victoria around environmental impacts. Explosive Entertainment Pty Ltd, Emu Flats Road Wildwood. This facility is a storage facility of explosive used for large events across the state and overseas.

Critical Infrastructure

Throughout the municipality of Hume a number of critical infrastructure as defined under the Act Emergency Management (Critical Infrastructure Resilience) Regulation 2015, assist the community in its day to day functioning.

Ranging from Power, Gas, Water, sewerage, telecommunications, arterial roads and an airport, the members of the Hume City Council MEMPC will consult and work the operators of the critical infrastructure in the development of a local Sector Resilience Plan (SRP) to understand, document, plan and exercise to comprehend the consequences of an incident on one or more critical infrastructure. Where provided by the owners and/or operators of critical infrastructure to the Hume MEMPC all material will be treated as ‘PROTECTED” and will only be accessible to those with a demonstrable need to access the material.

The Hume MEMPC (will need to adopt and use as its procedural document on all areas of EM planning around critical infrastructure the Ministerial Guideline for Critical Infrastructure Resilience May 2015).

Regional Resource Sharing

The capacity of one agency or council to respond and combat large scale incidents on its own is unrealistic and is highlighted in the EMMV Part 7, as such , the Hume City Council works with control and coordination agencies as well as neighbouring councils across the North West Metro Region Fairer Boundary region within Victoria to build capability and capacity.

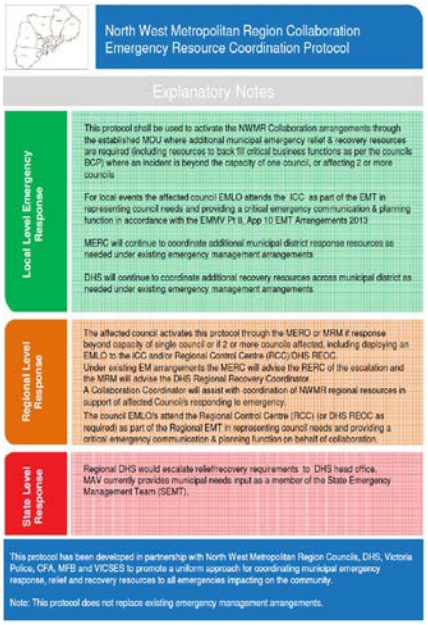
This provides a platform of increased understanding to plan, respond too, and assist in the provision of relief as well as recovery from All Community, All Emergency base.

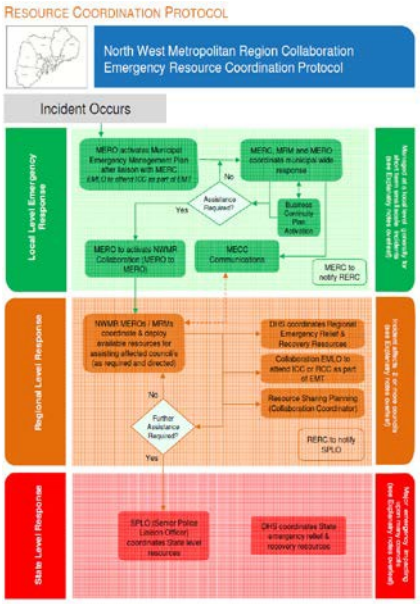
The Hume City Council is also a signatory to the North West Metro Region Collaboration Memorandum of Understanding, which is a commitment from the 14 Councils in the North West Metro Region (NWMR) to work collaboratively in preparing for and assisting each other where required/possible in coordinating provision of services to disaster threatened and affected communities.

The NWMR Collaboration has increased capacity and capability as they collaborate by developing training packages, guidelines, plans and templates to brining consistency across the 14 councils.

The NWMR councils have agreed to activate this protocol as staff will be familiar with each other's processes and plans, local information before the MAV Resource protocol.

You can request a copy of the MOU from the Emergency Recovery Project Officer by emailing at: MRM@hume.vic.gov.au





MAV Resource Sharing Protocol

After the complexities of the 2009 Black Saturday event the Municipal Association of Victoria (MAV) and the State Municipal Emergency Management Enhancement Group (MEMEG) developed the “Protocol for Infer-Council Emergency Management Resource Sharing”.

The protocol includes an MOU, authority, process, request procedures and financial responsibilities for councils across Victoria that request assistance and support from other municipalities across the state during an emergency where that affected council may not have the capacity or capability to provide assistance to the community due to the incident size and impact.

The Hume City Council is one of the signatories to the protocol. You can request a copy of this protocol by contacting the MRM or MEMO on mrm@hume.vic.gov.au or MEMO@hume.vic.gov.au

This protocol is managed and updated by the MAV on behalf of its member councils and reviewed every five years.

All requests from councils under this protocol are via MAV through CEOs of councils.

References

Emergency Management Manual Victoria (EMMV) - www.emv.vic.gov.au

Hume City Council Plan- www.hume.vic.gov.au

Emergency Management Act- www.legislation.vic.gov.au

Country Fire Authority Act (CFA) - www.legislation.vic.gov.au

Metropolitan Fire Brigades (Act) - www.legislation.vic.gov.au

2009 Bush Fire Royal Commission- www.royalcommission.vic.gov.au

NWMR Region Fire Management Plan- www.emv.vic.gov.au

ISO 31000 Risk Management Standard- www.standards.org.au

Bushfire Gazette Zones- www.gazettee.vic.gov.au

Ministerial Guidelines for Critical Infrastructure Resilience- https://www.emv.vic.gov.au/our-work/critical-infrastructure-resilience/

Local Government Act (Victoria) 1989- www.legislation.vic.gov.au

SECTION G- PLANNING ARRANGEMENTS
Document Amendments & Review

REVIEW:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

This Section was last updated (Date). It will be reviewed by (Date).
The table below provides a history of review.

Version	Date	Action/Documents for Replacement
May 2017 V.01	08/06/2017	Insert signed MEMO page after front cover
May 2017 V.01	06/01/2019	Amended Municipal Risk Aircraft Crash and Municipal Fire Plan
May 2017 V.01	05/03/2019	Page 2 change to content page K8 deleted roles and responsibilities are referenced to SOGS and guidelines. K8 is no known as CERA Page 7 amended the subcommittee structure to include exercise sub committee Page 7 amended wording for roles and responsibilities Page 19 amended Municipal Fire Plan
May 2017 V.01	13/8/2019	Page 19 Municipal Fire Plan amended leachate holding pond removed
May 2017 V.01	08/01/2020	Changes from MERO to MEMO pages 7,8,10,11,14,15,22
May 2017 V.01	28/02/2020	Page 7 EM Committee Structure Page 9 Fire Matrix amended Page 10 Heat and Flood Matrix added Page 14 EM Sub Committee Page 17 Sub Committee reporting structure

SECTION H
RESPONSE

Details response arrangements and structures, responsibilities, priorities and actions.

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SECTION A	The Plan Introduction	Provides details of the reason, authority, structure, considerations, background of and for the Plan
SECTION B	**Contact (Restricted Distribution)**	Details contacts and resources (limited distribution) B1 MEMPC Committee B2 MEMPC Agency B3 Internal EM HCC Staff B4 Vulnerable Facilities
SECTION C	**Resources (Restricted Distribution)**	Details resources available (limited distribution)
SECTION D	**Municipal Demographic**	Provides details on the municipality, hazards, population, infrastructure, industry
SECTION E	**History**	**Provides details training for and history of emergencies in the municipality**
SECTION F	**Prevention, Preparedness**	Details arrangements for prevention and preparedness activities, building community resilience, community engagement and responsibilities, sub plans
SECTION G	**Planning**	Details the planning arrangements, roles and responsibilties, priorities and actions
SECTION H	**Response**	Details response arrangements and structures, responsibilities, priorities and actions
SECTION I	**Relief**	Details relief arrangements, services considerations, responsibilities, priorities and actions
SECTION J	**Recovery**	Details recovery arrangements, considerations, priorities, community involvement, phases of, actions
SECTION K	**Appendices (Restricted Distribution)**	K1 MEMPC Plan Frequency of review K2 Document Storage K3 Committee TOR K4 MEMPlan Distribution List/Format K5 Vulnerable Persons Register K6 Standard Public Warnings K7 MEMP Plan Amendment Receipts K8 CERA

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SECTION E- HISTORY

Municipal Emergencies

Risk Category	Emergency Details	Time
Utilities	Longford Gas State Wide Disruption	September 1998
Natural Event	Flooding – Heavy Rain	25/26/ 27th December 1999
Natural Event	Mini Tornado – Boardman Stadium, Sunbury	8th August 2000
Natural Event	Storm Damage	21st December 2000
Natural Event	Clarkefield Fire	January 2001
Civil Issue	Craigieburn Siege	14th June 2004
Civil Issue	Virgin Terminal – Melbourne Airport Evacuation	21st February 2005
Natural Event	Floods and Storm Event	2nd & 3rd February 2005
Accident	Jesica Road, Campbellfield Fire	8th July 2005
Natural Event	Woodlands Park- Grassfire	16th January 2007
Natural Event	Windstorm	2nd April 2008
Natural Event	Bushfires 'Black Saturday	7th February 2009
Natural Event	Floods – Storm Damage	26th November 2010
Natural Event	Floods – Storm Damage	14th January 2011
Natural Event	Bushfire – Broadmeadows Valley Park	24th January 2012
Pandemic	Avian Flu	July 2012
Transport Accident	Coolaroo Car Crash- Triple fatality	8th November 2012
Natural Event	Hume Hwy, Craigieburn Grassfire	17th January 2014
Natural Event	Mickleham Complex Grassfire	9th February 2014
Natural Event	Donnybrook-Kalkallo Grassfire	18th February 2015

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Municipal Emergencies cont'd

Risk Category	Emergency Details	Time
Natural Event	Dalrymple Rd, Sunbury Grassfire	9th February 2015
Natural Event	Eco-Recycle, Patullos Lane, Somerton - Fire	20th November 2015
Natural Event	Enterprise Drive and Settlers Way Fire	25 December 2015
Civil Issue	Newbury Bomb Threat	3 December 2015
Natural Event	Epping – Vearings Road Grassfire	19 December 2015
Natural Event	Maygar Blvd, Broadmeadows	11 January 2016
Natural Event	Storm/Flash Flooding	9 October 2016
Natural Event	Storm/Flash Flooding	29 December 2016
Natural Event	Mt Ridley Road, Donnybrook Road and Mickleham Rd – Grass Fire	4 January 2017
Natural Event	Grass Fire Bulla/Diggers Rest	4 February 2017
Structural	Fire Campbellfield	23 February 2017
Structural	Recycling (SKM) Centre Fire Coolaroo	28 February 2017
Civil Issue	Malaysian Airlines Hijack	31 May 2017
Civil Issue	Suspicious Package HCC Broadmeadows Office	16 January 2018
Natural Event	Vaughan Street Sunbury Grassfire	17 January 2018
Natural Event	Harker Street, Sunbury, Grassfire	28 January 2018
Natural Event	Mulch Fire, King St Somerton	24 April 2018
Structural	Diseb Food Group, Somerton	2 June 2018
Natural Event	Storm/Flash Flooding, West Meadows	17 June 2018
Hazmat	Oil Spill Barry Rd Broadmeadows	25 June 2018
Civil Issue	Protest disruption (Lauren Southern)	20 July 2018
Structural	Tripodi Wholesalers, Campbellfield	25 September 2018

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Risk Category	Emergency Details	Time
Hazmat	BP service station in Horne Street, Sunbury	4 October 2018
Natural Event	Storm/Flash Flooding	6 November 2018
Civil Issue	Greenvale Bomb Threat	12 December 2018
Hazmat (Consequence Planning)	Chemical Storage Campbellfield	28 December 2018
Civil Issue	Explosive Device Campbellfield	3 January 2019
Structural	Colbert Rd Campbellfield	19 January 2019
Structural	Batteries Factory	21 January 2019
Extreme Heat	Power Outage-shedding happening in Broadmeadows, Gladstone Park, Tullamarine, Craigieburn, Kalkallo and Dallas	25 January 2019
Civil Issue	Shooting	4 March 2019
Hazmat	Chemical Storage Craigieburn	14 March 2019
Contamination	E.coli outbreak Jack Roper	29 March 2019
Structural	Bradbury Recycling Fire	5 April 2019
Hazmat	Chemical Storage Campbellfield	10 May 2019
Hazmat	BP Sunbury tank rapture	9 July 2019
Contamination	GRS E.coli outbreak	26 July 2019
Hazmat	Illegal drums dumped in Campbellfield	27 July 2019
Civil Issue	Person doused petrol over himself and set himself alight in shopping precinct	6 August 2019
Transport Accident	Fuel Tanker rollover Hume Freeway Mickleham	7 August 2019
Civil Issue	Providence Road Shootings	12 September 2019
Contamination	GRS Leachate outbreak	23 October 2019
Civil Issue	Suspicious Object – Tanderrum Way. Front of HCC Broadmeadows Office	8 November 2019
Natural Event	Grassfire Lancefield Road Sunbury	21 November 2019
Natural Event	Grassfire Racecourse Road	10 December 2019

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Risk Category	Emergency Details	Time
Natural Event	Grass Fire Fire-Mickleham-RidleyRd	20 December 2019
Contamination	Algi outbreak Jack Roper	23 December 2019
Natural Event	Grass Fire Canterbury Avenue Sunbury	1 January 2020
Natural Event	Grass Fire Entrprize Drive Sunbury	2 January 2020

Training

Hume City Council has adopted the Training Matrix developed by the NWMR EM Collaboration Group. The Training Matrix lists all of the training required for Emergency Management Roles. The training is reviewed and enhanced each year based on staff feedback and exercises. A report is provided on the evaluation of the training and exercises.

For full Training Matrix go to link: NWM Collaboration Training

Matrix Training Evaluation Reports go to link: Training Evaluation

Hume City Council conducts a “Lunchbox” session for all Hume City Council staff as part of their recruitment drive annually. There is also communication that is advertised on the internal Intranet site also.

Staff recruited to the Emergency Management roles must attend the training identified against their role in the matrix before they can perform their role in a real event.

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Training Schedule

A list of scheduled training is provided to all staff which commences from February to November each year as listed in the table below:

Training Schedule
Introduction to Emergency Management- Facilitated by SES
Emergency Management Awareness- Facilitated by DHHS & SES
Working in an ERC- Facilitated by Council staff
Refresher – Working in an ERC- Facilitated by Council staff
Leadership in Crisis Situations- Facilitated by DHHS/SES/Victoria Police/Council Staff
Emergency Management Liaison Officer (EMLO)- Facilitated by SES
Crisisworks – Train the Trainer (on V4) Facilitated by council staff
AIIMS Awareness- Facilitated by SES
Personal Support (Psychological First Aid)- Facilitated by VCC
Municipal Secondary Impact Assessment Training (MSIA)- Facilitated by council staff
Municipal Emergency Recovery Guidelines (MERG) – Facilitated by council staff
Communicating in Recovery- Facilitated by Australian Red Cross
Maintain Safety at an Incident Scene- Facilitated by CFA
Municipal Fire Prevention Officer- Facilitated by Terramatrix

Since 2013, a total of 342 Hume City Council staff were trained and prepared for activation in the various emergency management roles.

This list for internal council use and due to privacy cannot be distributed externally. For a list of the trained staff and training courses go to Team Site link Training Hume Staff
You can also obtain a copy of the list by contacting the Emergency Recovery Project Officer at MRM@hume.vic.gov.au

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Exercises

Hume City Council also facilitate a number of exercises based on identified risks which gives the emergency management staff recruited to their positions an opportunity to practice their EM roles in as real as possible environment.

Each year the NWMR EM Collaboration Group conducts a regional exercise based on the risks identified by the host council with a focus on Emergency Relief Centre and MECC set up and also recovery procedures, in which Hume City Council staff participate in. A detailed report on the evaluation of each exercise is provided to all MEROs and MRMs. For a copy of the evaluation reports click on Team Site link: Exercises Evaluation Reports

Hume City Council has participated in and facilitated multiple exercises as listed below:

Year	Exercises Type	Facilitator
Nov 2005	Recovery Exercise	Melbourne Airport
Dec 2006	ERC Arrangements	HCC
Dec 2007	BCP & EM Activation	HCC
May 2009	MECC Activation- Desktop	HCC
Nov 2011	MECC & ERC activation (Exercise NorthEX) (Field)	NWMR Collaboration
May 2012	ERC Activation Exercise	HCC
Oct 2012	ERC & MECC Activation ' Lorikeet' (Field October 16)	NWMR Collaboration
Oct 2012	ERC & MECC Activation 'Swift Parrott' (Field October 24)	NWMR Collaboration
Oct 2013	ERC & MECC Activation' Derrimut' (Field)	Wyndham City Council & NWMR Collaboration
Nov 2014	ERC & MECC Activation 'Noah' (Field)	NWMR Collaboration
Aug 2015	Exercise Persephone - Desktop	HCC
Aug 2015	ERC & MECC Activation Exercise 'Jewell' (Field)	NWMR Collaboration
Sept 2015	Heatwave Exercise 'Black Swan'- Desktop	NWMR Collaboration
Nov 2015	All Agency Exercise 'Prometheus' - Desktop Response/Relief/Recovery & Preparedness	MFB
Nov 2015	Heatwave Exercise 'Anchiale' - Desktop	DHHS
June 2016	Municipal Emergency Recovery Guide (MERG) -Desktop	NWMR Collaboration
Nov 2016	Heatwave Exercise 'Scorcher' - Desktop	HCC
Dec 2016	Pandemic Exercise 'Noisi' - Desktop	HCC, Moonee Valley & Moreland
May 2017	Exercise Off The Grid	City Of Melbourne- Collaboration

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Year	Exercises Type	Facilitator
Nov 2017	Exercise Connect	NWMR Collaboration
Feb 2018	Exercise CraigieFEST	HCC
May 2018	Exercise Iron Horse	Hobsons Bay City Council Collaboration
June 2018	Exercise Venti	HCC
June 2019	Exercise Reunite	Melbourne Airport
June 2019	Exercise Bulla - Crisisworks	HCC
October 2019	Exercise Paen	NWMR Collaboration
November 2019	Exercise Kemuri	HCC
December 2019	Emirates Desktop Exercise	Melbourne Airport & Emirates Airline

Community Emergency Risk Assessment (CERA)

The Community Emergency Risk Assessment (CERA) provides the Hume City Council Emergency Management Planning Committees (MEMPC) with a framework for considering and improving the safety and resilience of our community from hazards and emergencies.

The CERA approach aims to understand the likely impacts of a range of emergency scenarios upon community assets, values and functions. As such, CERA provides an opportunity for multiple community impacts and consequences to be considered enabling collaborative risk treatment plans and emergency preparedness measures to be described

SES facilitated a number of workshops to review the current risks which were identified by the previous process (CERM). All the key MEMPC members were invited to participate In the CERA assessment. The agencies involved were:

- DEWLP (previously DEPI)
- DHHS
- MFB
- CFA
- Melbourne Airport
- Victoria Police

The group reviewed and rated the top 10 as high risks for the Municipality of Hume. These risks are:

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1. Grassfire/Bushfire
2. Extreme Temperature- Heatwave
3. Flood/Storm- Extreme Weather
4. Transport Accident- Major corridor
5. Disturbance- shooting siege
6. Transport Incident- Aircraft
7. Fire- Industrial
8. Human Epidemic/Pandemic/major Health event
9. Hazmat- Spill release
10. Fire- Residential

CERA risks are agended at each MEMPC meeting and reviewed in terms of risk and consequences with all the relevant agencies.

For more description of causes and/or contributing factors, prevention, detection and consequence/mitigation management go to K8.

SECTION E- HISTORY

Document Amendments & Review

REVIEW:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers.

This Section was last updated (Date). It will be reviewed by (Date). The table below provides a history of review.

Version	Date	Action/Documents for Replacement
May 2017 V.01	8/6/2017	Signed copy of MERO document inserted after front cover
May 2017 V.01	5/12/2018	History, Exercises and training section updated
May 2017 V.01	8//3/2019	Municipal Emergencies, Exercises and training section – Print all of document updated
May 2017 V.01	24/7/2019	Whole document to be replaced updated emergencies until July 2019
May 2017 v.01	07/01/2020	Updates to incidents on page 6 and 7 Update Exercises page 10 and 11 Review page 13

SECTION F
PREVENTION PREPAREDNESS

Details arrangements for prevention and preparedness activities, building community resilience, community engagement and responsibilities.

SECTION F- PREVENTION & PREPAREDNESS

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SECTION B	**Contact (Restricted Distribution)**	Details contacts and resources (limited distribution) B1 MEMPC Committee B2 MEMPC Agency B3 Internal EM HCC Staff B4 Vulnerable Facilities
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SECTION F- PREVENTION & PREPAREDNESS

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SECTION F- PREVENTION & PREPAREDNESS

Introduction

This section of The Plan identifies emergency management prevention and preparedness arrangements and structures, as determined by the Emergency Management Act and others that have been adopted by Hume City Council. It also details the prevention and preparedness activities and arrangements for the management of emergencies in the municipality of Hume.

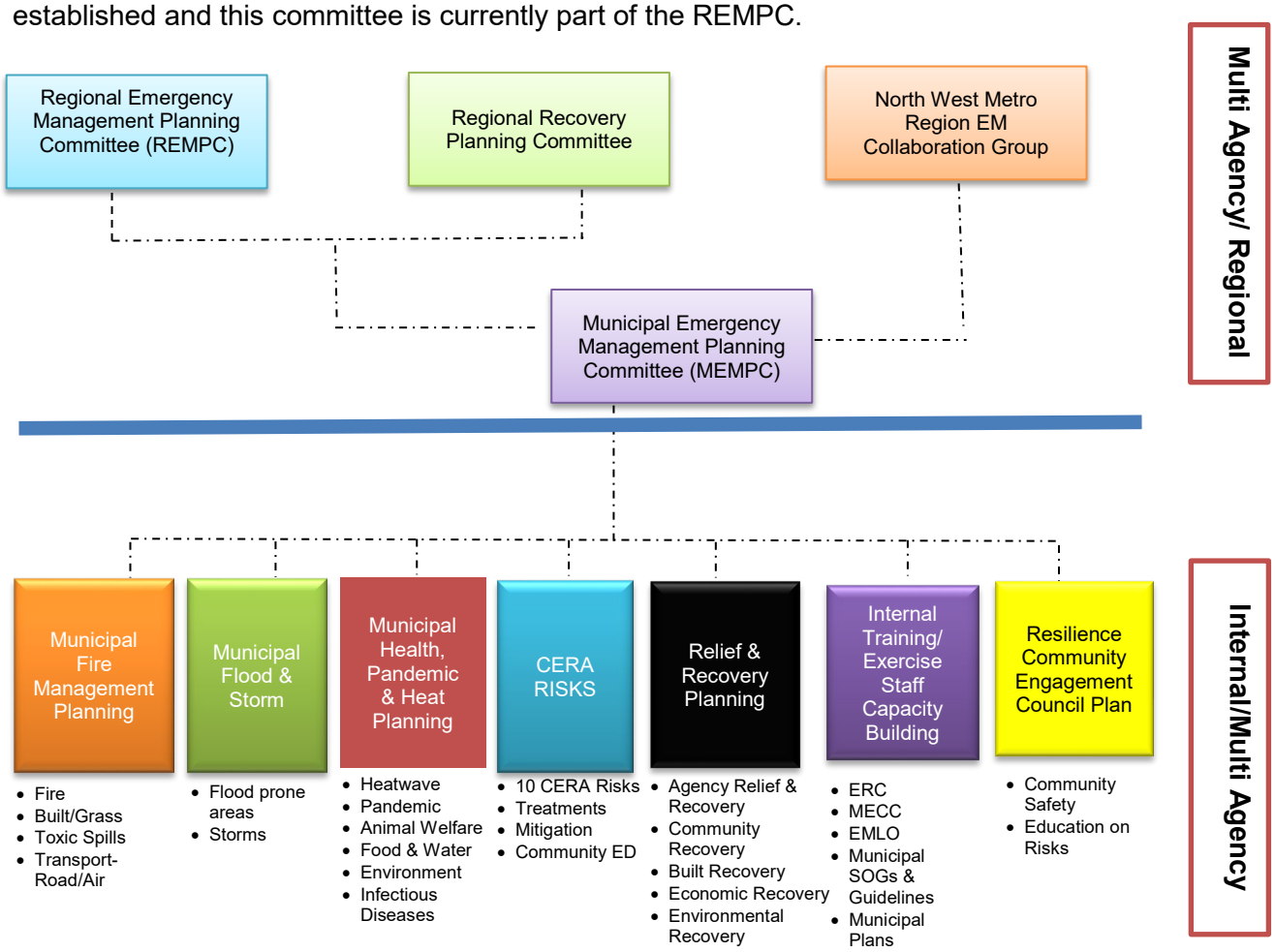
Prevention

Under the Emergency Management Act, local government has played a role in supporting the emergency service organisations through some of the community's most difficult times. While many emergency incidents can impact small areas of a community within a municipality, the effects may be felt across the municipality, as well as across into neighbouring municipalities.

Hume City Council, while focusing on its own community, has an astute awareness that it also needs to participate, collaborate and support neighbouring municipalities, regional plans and state plans.

Hume City Council Emergency Management Committee Structure

Note: The RRPC (Regional Recovery Planning Committee) has not currently been established and this committee is currently part of the REMPC.



SECTION F- PREVENTION & PREPAREDNESS

Municipal Emergencies

Council's management will allocate representatives to each of the committee on a rotational basis. This will allow professional development and understanding by those Hume staff with EM role. This will provide networking opportunities to assist Hume personnel in the event they are requested, through the NWMR Collaboration Resource Sharing MOU or the MAV Inter-Council Resource Sharing Protocol, to attend and assist in neighbouring or regional municipalities.

The prevention of emergencies includes a range of activities requiring the allocation of resources (human and financial) and multi-agency support. This ensures a coordinated and well planned approach and outcomes for the community of Hume.

Prevention takes many forms, including legislation, risk mitigation, programs and plans. Much of this work is integrated within everyday business and activities of services, agencies and the community either by the municipality or in partnership with the MEMPC member agencies.

Hume City Council is part of the growth corridor with a large number of developments. Hume City Council has built a good relationship with the developers and facilitated a forum to educate them on the risks associated with grass fire and why they are required to provide a Wildfire plan incorporating areas that will need to have grass slashed and bare earth breaks created. All developers are required as a compliance to submit a Wildfire Management Plan as part of their estate development where it is surrounded by grassland. The Wildfire plan is reviewed by MFPO and the Municipal Fire Management Planning Committee.

Agency Representatives on the MEMPC will provide no later than the August meeting a list of emergency prevention campaigns and dates for the following year to allow Hume City Council to support those campaigns through the many avenues as possible. This will also allow Hume City Council's Communications and Events teams to provide support to the Agency in a timely manner.

Submission of campaigns can be lodged outside of the August meeting but require at least three months' notice before the campaign is to begin. If notice is provided within this period Hume City Council may not be in a position to provide the municipal preferred level of support to help promote the agencies campaign.

Hume City Council and the MEMPC Agencies agree that individuals within the municipality are best placed to undertake their own plans to reduce the risk of an emergency incident and to keep them, their family, friends and neighbours safer during an incident.

Prevention of emergencies should always aim to reduce and mitigate the risk of death and injury to members of the community.

All community education campaigns must be notified through the MEMO or the Emergency Recovery Coordinator.

SECTION F- PREVENTION & PREPAREDNESS

Key Plans and Works Conducted

Hume City Council and key agencies develop and implement a range of plans and initiatives that ensure appropriate prevention activities are conducted regularly across all departments within Council.

The following points are examples of plans and activities developed and implemented by Council and other agencies in reducing the risk within the community.

List of Plans Developed

• Council Plan
• Municipal Fire Management Plan
• Airport Plan
• Municipal Pandemic Plan
• Municipal Heat Plan
• Municipal Emergency Flood Sub plan
• Municipal Emergency Communication Plan
• Municipal Emergency Animal Welfare Plan
• Communication Plan

Public versions of some of the documents can be found at all Hume City Council Library's and also at on the www.hume.vic.gov.au website under Emergency Management.

Copies of the detailed plans can also be found on our Hume website or by contacting the MEMO or MRM on MEMO@hume.vic.gov.au or mrm@hume.vic.gov.au

Preparedness

Preparedness for emergencies includes a range of activities that require the allocation of resources (human and financial) and the support of agencies to ensure a coordinated and well planned approach and outcomes.

Preparedness takes many forms, including planning, training, exercising, purchase of infrastructure and the development and implementation of programs. While much of this work is integrated within the everyday business and activities of Council and agencies, community preparedness is an important component.

Key Plans and Works Conducted

Hume City Council and key agencies develop and implement a range of plans and actions that ensure them and the community are appropriately prepared for emergencies. The following points are examples of plans, activities or forums developed and implemented by Council and other agencies:

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	ACTIVITY
Fire Action Week	Information and tip passes sent out to properties over 2 ha
	Community information through website and social media
Festivals	Craigieburn Festival – February
	Sunbury Agricultural Show - October
	Broadmeadows Street Festival - April
	Sunbury Market - yearly
Home & Community Care (HACC)	Letter sent out to Home Support residents prior to summer regarding heat wave and fire preparation.
	Information disseminated bi-yearly through Home Support Newsletter
	Yearly memo to Home Support staff re: vulnerable clients
Exercises	Yearly internal exercise undertaken
	NWMR Collaboration Exercise
	Airport Exercise
Information Sessions	A minimum of three information sessions held with residents through community hubs per year
Information Dissemination	Emergency Management information disseminated to all libraries, customer service centres and council facilities on a yearly basis.

MEMPC Committee

Roles and Responsibilities of

To assist in the development of prevention of emergency incidents, the following has been developed:

Municipal Emergency Management Planning Committee (MEMPC)

Hume City Council MEMPC has been established pursuant to the Emergency Management Act, Sections 21(3) & (4).

The MEMPC is one component of a component of a broader structure that enables appropriate planning, response and recovery activities and arrangements at local and regional levels, with sub-committees and working groups that are responsible for planning for animal welfare, medical and first aid, fire management, flood, storm and relief and recovery.

See Section K.3 Emergency Management Committees of the MEMPlan for the detailed information MEMPC Committees and Terms of Reference.

Municipal Emergency Management & Recovery Planning Committee (MEMRPC)

Hume City Council Municipal Emergency Management & Recovery Planning Committee (MEMRPC) is an internal organisation coordination group made up of key officers with an emergency management role and subject matter experts for Council.

The MEMRPC is responsible for internal planning and coordination for emergency management responsibilities, discussing emerging issues, reviewing and developing draft emergency documents and plans and where required make recommendations to the MEMPC.

MEMRPC membership

The following table provides the membership of the MEMRPC by emergency management role by council position:

EMERGENCY MANAGEMENT ROLE	*COUNCIL POSITION*
MEMO (Response)	Municipal Emergency Management Officer
DMEMO (Response)	Manager- Parks
DMEMO (Response)	Manager- Economic Development
DMEMO (Response)	Manager- Assets
MRM (Relief & Recovery)	Emergency Recovery Coordinator
DMRM (Relief & Recovery)	Coordinator Community Centres and Safety
DMRM (Relief & Recovery)	Manager Community Strengthening
DMRM (Relief & Recovery)	Manager - Health and Community Wellbeing
DMRM (Relief & Recovery)	Coordinator - Public Health
A/Municipal Fire Prevention Officer (MFPO)	Municipal Emergency Management Officer
Municipal Health Officer	Coordinator of Public Health
Municipal Building Surveyor	
Environmental Health Officer	
Communications	Advisor– External Communications (media) Advisor - Internal Communications
Secretariat Support	Quality Service Officer
Communication and Operability	Coordinator- Information Services
Event Management	Coordinator - Internal Communication and Events
Property Services, Capital Works and Building Maintenance	Supervisor Property Services, Capital Works and Build Maintenance.
Waste & Cleaning	Coordinator Waste & Cleansing Service, Waste

SECTION F- PREVENTION & PREPAREDNESS

Municipal Emergency Management Officer (MEMO)

To establish a more coordinated approach to emergency management processes and practices across the organisation, Council, under the *Emergency Management Act* has delegated this responsibility to the Municipal Emergency Management Officer (MEMO) with responsibility for the overall emergency management functions across Council.

This position is responsible for the continuous improvement of Hume MEMP, which includes its monitoring, development, implementation, review and evaluation.

The CEO under his delegated authority from Council has delegated his powers relating to Emergency Management to the MEMO (Waste Management)

Municipal Fire Prevention Officer (MFPO)

Hume City Council has delegated this role to the MEMO as the MFPO under its obligations contained in the *Country Fire Authority Act 1958 Section 96A*.

Relief and Recovery Coordination Group

The Relief and Recovery Coordination Group have a key role in the planning and delivery of relief and recovery activities across the municipality. This team is required to review Council's designated Emergency Relief Centres (ERC), coordinate staff training for relief and recovery and facilitate the delivery of the Emergency Call Centre if required.

The Relief and Recovery Group also work with and develop Relief and Recovery Plans, MEMPlan Sub-Plans and operational templates in consultation with and for endorsement by the MEMPC.

SECTION F- PREVENTION & PREPAREDNESS

Relief and Recovery Coordination Group

The following table provides details of the members of the Relief and Recovery Coordination Group which is led by the MRM or his delegate:

EMERGENCY MANAGEMENT ROLE	*COUNCIL POSITION*
MRM (Relief & Recovery)	Emergency Recovery Coordinator
DMRM (Relief & Recovery)	Coordinator Community Centres and Safety
DMRM (Relief & Recovery)	Manager Community Strengthening
DMRM (Relief & Recovery)	Manager - Health and Community Wellbeing
DMRM (Relief & Recovery)	Coordinator - Public Health
Municipal Health Officer	Coordinator - Public Health
Environmental Health Officer	Coordinator – Public Health
Communications	Advisor– External Communications (media) Advisor - Internal Communications
Municipal Emergency Management Officer	Municipal Emergency Management Officer
Secretariat Support	Quality Service Officer
Communication and Operability	Coordinator- Information Services
Event Management	Coordinator - Internal Communications, Communication and Events

Emergency Risk Management

Emergency risk management is a systematic process that produces a range of measures that contribute to community and environmental wellbeing.

The Municipal Risk Assessment Model formulates the relationship between municipal emergency planning and other elements of community safety planning in an integrated approach to risk management.

It is a recognised framework that identifies and analyses risks within the community and provides a mechanism for incorporating risk management into the broader emergency management process. This enables documentation of the process to inform Council of changes to existing identified risks and the potential impact of newly identified risks, which in turn enhances Council's capacity to effectively engage the community and conduct forward planning.

Hume City Council has convened an internal Emergency Risk Management Steering Group that consists of the following municipal staff positions.

- MEMO
- MFPO
- MRM – Emergency Recovery Officer
- Risk Management Officer

SECTION F- PREVENTION & PREPAREDNESS

This Steering Group is required to work through the CERA toolkit in developing the highest rated risks within the municipality.

These risks will then be presented to the Municipal Emergency Management & Recovery Planning Committee (EMRPC) for discussion and improvement before being sent to the MEMPC.

MEMPC will discuss, consider and complete the prevention and preparedness, treatments and response activities within CERA for the municipality of Hume.

Once completed the MEMPC must move a motion accepting the completed CERA and advising the MEMO to advise Council of the Municipal Table of Risk.

The Control agency representative on Hume City Council MEMPC will be responsible for maintaining and updating the preparedness, treatment, response and community education activities list for their control hazard.

The Steering Group will meet and review all actions on a yearly basis with the control agency representative and a complete review will be undertaken every three years or individual risk review after a major incident.

Given the consideration of the municipality's residential, industrial and commercial sectors, previous emergencies, and the socio-demographic trends in its communities, Hume potentially faces significant issues in the event of a natural or man-made disaster. These risks require unique community education and communication approaches. These risks can be located in Section K8 of the MEMP and our Hume Team Site.

The ten risks identified during the CERA process were:

	Risks
1	Grassfire/Bushfire
2	Extreme Heat
3	Storm/Flood/Extreme Weather
4	Transport Accident- Major corridor
5	Disturbance/Shooting/Siege
6	Aircraft Crash >1km off airport
7	Fire- Industrial
8	Pandemic Major health event
9	Hazmat
10	Fire-Residential

The detailed hazard assessments may be found at www.hume.vic.gov.au under Emergency Management or Hume City Council Team Site

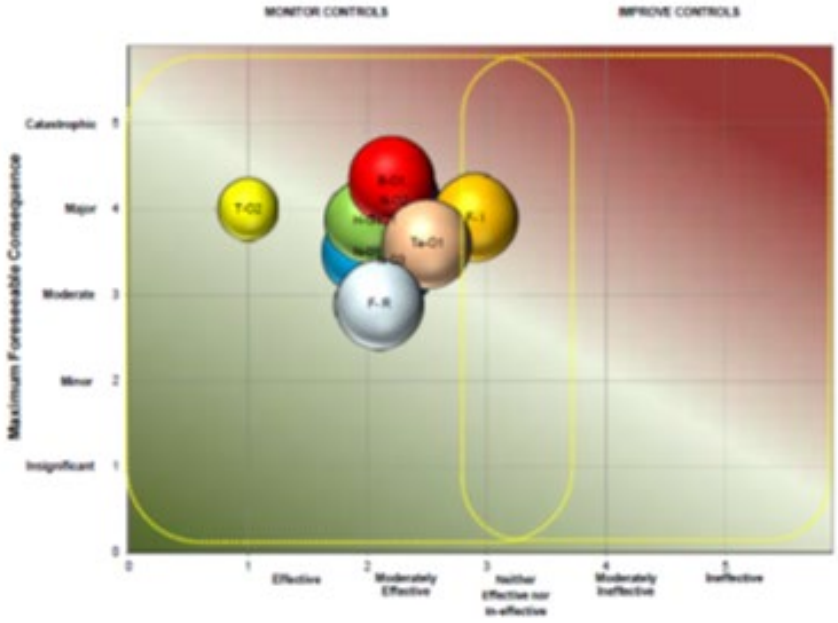
SECTION F- PREVENTION & PREPAREDNESS

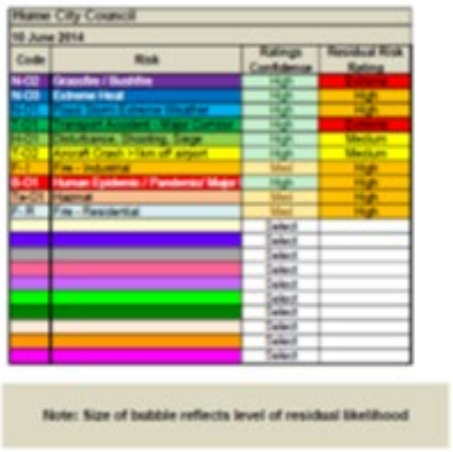
Risk Assessment Rating

Ref	Code	Hazard Title	Risk Ratings						Collaboration	
			Ratings Confidence	Maximum Foreseeable Consequence	Current Mitigation / Control Activities	Residual Consequence (See calculator above)	Likelihood / Frequency	Residual Risk Rating (RRR) (Auto generated)	Other Municipalities	State Agencies
1	N-O2	Grassfire / Bushfire	High	4.10	2.22	3.50	4.68	Extreme	Maintain	Maintain
2	N-O3	Extreme Heat	High	3.40	2.20	3.30	4.80	High	Maintain	Maintain
3	N-O1	Flood Storm Extreme Weather	High	3.50	2.00	3.20	4.30	High	Maintain	Maintain
4	T-O1	Transport Accident - Major Corridor	High	3.88	2.13	3.60	4.60	Extreme	Maintain	Maintain
5	H-O1	Disturbance, Shooting, Siege	High	3.87	2.00	2.09	3.80	Medium	Maintain	Maintain
6	T-O2	Aircraft Crash >1km off airport	High	4.00	1.00	3.90	2.00	Medium	Maintain	Maintain
7	F- I	Fire - Industrial	Med	3.90	2.90	3.20	4.10	High	Maintain	Maintain
8	B-O1	Pandemic/ Major health event	High	4.33	2.20	3.20	4.06	High	Maintain	Maintain
9	Te-O1	Hazmat	Med	3.60	2.50	2.90	4.38	High	Maintain	Maintain
10	F- R	Fire - Residential	Med	2.90	2.10	2.60	4.30	High	Maintain	Maintain

CERA Heat Ma

Community Emergency Risk Assessment (CERA) Heat Map





SECTION F- PREVENTION & PREPAREDNESS

Consequence Planning

Over the last six years, Hume City Council has had 6 major industrial fires, 2 major grass fires, 9 illegal chemical storage sites and other events such as shootings and sieges.

Each event there has been a significant impact to the community and environment. Through the consequence management planning, adverse impacts to the community and the environment during an emergency can be minimised.

Hume has worked with key agencies in developing consequence plans for our large recycling facilities and all of our industrial areas within Sunbury, Campbellfield and Craigieburn.

The consequence plan is a 'grab and go' document identifying demographics, vulnerable facilities, businesses and waterways within 2 and 5 kilometer radius of the industrial areas.

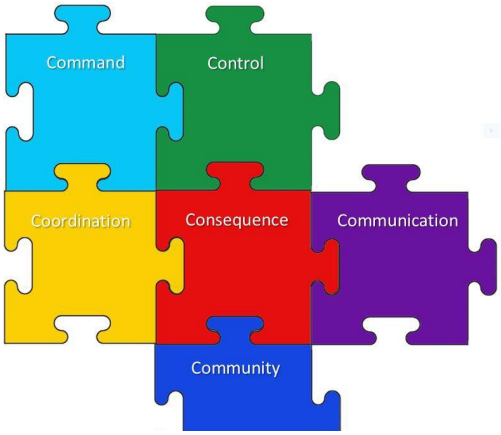
Hume and Melbourne Water have worked in identifying the pits within the industrial areas and looked at the possibility of blocking these and diverting contaminated water into sewer and not in our waterways.

The 2012 Victorian Emergency Management Reform White Paper recognised the need to manage the broader consequences of all major emergencies regardless of their cause or nature. The Emergency Management Act 2013 (the Act) embeds the concept of consequence management in legislation. In accordance with section 32(1)(f) of the Act the Emergency Management Commissioner is responsible for the coordination of consequence management for major emergencies in accordance with section 45 (addressed in definitions below).

As we have had the various hazards within Hume and an increase in population of non-English speaking communities, these emergencies have become less predictable and more complex.

Hume have had the need to move beyond the traditional risk and hazard approaches and into the consequence thinking and planning. Consequence planning has become an integral part of the way we manage our identified risk areas and emergencies.

Hume City Council has adopted the Six Cs model recognises that community consequences flowing from emergency events should inform strategic communications and response, along with relief and recovery planning to limit the negative consequences to the community. Building a safer and more resilient community requires managing an emergency so as to limit not only the immediate impact of an event, but also the short, medium and long term negative effects of the event on affected and neighbouring communities. Below is the flow chart of the Six C's:



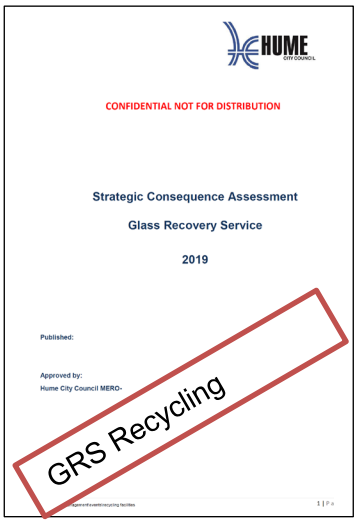
SECTION F- PREVENTION & PREPAREDNESS

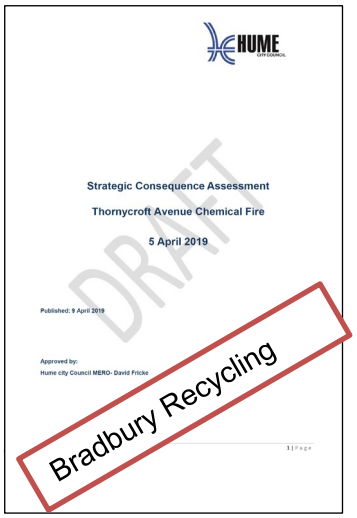
Hume City Council Emergency Management Team and internal HCC staff, including key stakeholders from the MEMPC have been engaged in the development of multi consequence plans due to the emergencies within the municipality. In addition to developing these plans for managing an event in the "during and after" phases of an emergency, the consequence plans has been used to inform planning before an event in terms of what the community, environment and businesses may require.

The consequence template that was used for the consequence plans is the EMV 5 Resilient Recovery Model as referenced in Section J Recovery. The Five components are:

1. Wellbeing
2. Liveability
3. Sustainability
4. Viability
5. Community Connection

Hume has to date used this model to develop 3 consequence plans to assist in before, during and after an emergency in the identified areas below.





Vulnerable Groups

As detailed in **Section D** of *The Plan*, Vulnerable populations who are isolated due to their socio-economic situation and/or their mental and physical state, adds another dimension of complexity to the development and implementation of prevention and preparedness activities.

A range of community groups and individuals are considered to be vulnerable including:

- Frail aged persons living alone;
- People with physical and/or mental impairment through age, illness and/or disability;
- Visitors to, or people working in the municipality; and
- Multi-cultural or emerging communities.

Hume City Council, when planning for risks will take into consideration the information contained in **Section D** of *The Plan.*

Hume City Council via internal and external service providers, undertake daily client management and where required, those clients receive information relating to emergency hazards which may affect them on a regular basis.

As well as the Vulnerable Demographics, Hume City Council has endorsed and participates in the Department of Human Services Vulnerable Persons Register. This was a recommendation from the Bush Fire Royal Commission 2009, through Crisisworks (council's internal EM management system). The Vulnerable Persons Register is defined by;

- Frail, and/or physically or cognitively impaired; and is
- Unable to comprehend warnings and directions and /or respond in an emergency situation, and is
- Unable to, or has no family, friends or neighbours to help them develop an emergency plan, and
- Or assist them during an emergency situation

Information pertaining to the Vulnerable Persons Register can be found in **Appendix K5.**

Hume City Health Snapshot presents a range of information to examine the health status and vulnerability of Hume city residents. It includes data that has been derived from a wide range of sources such as local demographics, population projections, burden of disease and a wide range of other health related data for the municipality.

SECTION F- PREVENTION & PREPAREDNESS

Implications for Planning

The pressure facing the health system in Hume City will come from two fronts.

1. The overall population is forecast to grow by 43% from 2010 to 2030.
2. The aged population (65+ years) which generally accounts for the largest uptake of health care services is forecast to grow by 126%

The age cohort accounts for more than one quarter of the overall population growth. It is relatively common for councils to face one or the other of these challenges, but it is unusual to have the dual pressure caused by the double impact of both areas of growth.

The significant increase of residents in the 65+ age group from 15, 355 in 2010 to 34, 665 in 2030 (almost 20,000 individuals), means that primary health care initiatives will need to focus on keeping elderly people healthy and active, so they can remain at home longer.

Extreme Heat Days Preparedness Matrix

The North West Metropolitan Regional Collaboration developed a template to capture the preparedness by council for Extreme Heat and Fire Days. Hume City Council has developed a council preparedness Matrix for any days declared from Low Moderate to Code Red Catastrophic. For a printable version of either Preparedness matrix click on link internal Team site Extreme Heat.

<table>
<tr><th>Fire Danger Rating</th><th>Fire Behaviour</th><th>Council</th><th>MERO</th><th>MRM</th><th>(Transport & Resources)</th><th>EMERGENCY RELIEF (ERC & Temp Accommodation)</th><th>EMERGENCY RELIEF (Public Health and Medical / Heat wave / Vulnerable persons)</th></tr>
<tr><td>Code Red Catastrophic</td><td>Fires will be uncontrollable, unpredictable and fast moving, with spot fires up to 20 km from the main fire, with likely serious consequences for communities.</td><td rowspan="3">a. Council EM team on standby & prepared to respond with resources / staff and coordination arrangements</td><td rowspan="3">a. MERO team defined and placed on standby to respond within 60 minutes.
b. All Liaison Officers and response staff on stand-by for emergency response
c. Direct that all Emergency response resources are on standby
d. MERO contact lists verified</td><td rowspan="3">a. MECC representatives and ERC Teams defined and placed on standby.
b. Alert Staff to be available to respond to MECC / ERC within 60 minutes
c. Direct that all Emergency Relief resources are on standby
d. MRM contact lists verified</td><td rowspan="3">a. Contractors and/or Internal Providers to be prepared for response within 60 mins (water tanks filled / PPE checked)
b. Place staff on stand-by for emergency response
c. Direct that all fire risk activities cease i.e. grass mowing, slashing, welding, and grinding in fire risk areas.
d. No Mowing on Total Fire Ban or Code Red Day
e. Staff on stand-by to remain at depot
f. TRO contact lists verified
g. Staff on alternative duties
h. Implement Heat Policy and Sun Protection Procedure</td><td colspan="2" rowspan="3">a. Place all Liaison Officers and staff on stand-by for emergency response
b. contact lists verified</td></tr>
<tr><td>Extreme</td><td>Fires will be uncontrollable, unpredictable and fast moving. Spot fires up to 6 km ahead of the fire.</td></tr>
<tr><td>Severe</td><td>Fires may be uncontrollable and move quickly. Spot fires may occur up to 4 km ahead of the fire.</td></tr>
<tr><td>Very High</td><td>Fires can be difficult to control, crown fires may develop in forests</td><td rowspan="2">a. Council EM team prepared to respond with resources / staff and coordination arrangements on call.</td><td colspan="2" rowspan="2">a. Coordination role performed through normal Supervison structure.
b. Alert Staff on call to be alert.</td><td rowspan="2">a. Direct that all fire risk activities (ie grass mowing, slashing, welding, grinding etc) be modified to low risk environments.</td><td colspan="2" rowspan="2"></td></tr>
<tr><td>High</td><td>Fires can be controlled, expect short distance spotting</td></tr>
<tr><td>Low-Moderate</td><td>Fires can be easily controlled</td><td colspan="6">Business as usual. Implement Heat Procedure. Monitor situation and escalate if required.</td></tr>
</table>

Community Education

Community education of emergency risks is a vital component of prevention and preparedness.

The development of relevant and appropriate community education resources and activities empower the community and enhance its resilience through being well informed and therefore more readily emotionally and physically prepared for an emergency.

Resilient communities are well prepared, better able to respond to an emergency, and therefore better able to recover from the impacts of an emergency.

Hume City Council together with emergency service agencies will actively engage the community through a range of mechanisms including community programs and projects, media releases, advertisements, 'Hume City Council 'Hume People' (Council's newsletter), Council's website, social media and service networks.

Special measures will also be developed to communicate with key CALD groups in the municipality given the percentage of people from non-English speaking countries residing in the municipality.

Community Education activities relating to different types of emergencies will take place with an All Hazard All Agency approach by the emergency services agencies in partnership with Council and the MEMPC sub-committees.

All Community Education / Engagement activities:

- Must be done in partnership between the emergency service agency and Hume City Council;
- Must have a Campaign and Communications Plan;
- Must, where possible, include more than one agency;
- Must consider if the campaign is suitable for collaboration with neighbouring municipalities; and
- Must be agreed by all parties.

A campaign debrief between the parties must be undertaken and an agency report tabled to the MEMPC within a timely manner.

Document Amendments & Review

REVIEW:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers.

This Section was last updated (Date). It will be reviewed by (Date).
The table below provides a history of review.

Version	Date	Action/Documents for Replacement
May 2017 V.01	08/06/2017	Insert signed MEMO page after front cover
May 2017 V.01	06/03/2019	Content page amended K8 is now CERA, roles and responsibilities deleted from MEMP a reference is made to this section instead. Page 4 Management Committee included new Exercise Sub Committee Page 12 Section 9 amended to Section 8 Page 13 Risk Assessment Rating Tables amended with new Risk names for 2, 6, 9 Page 14 CERA Map amended due to risk name changes
May 2017 V.01	24/07/2019	Removed links within document due to internal system changes, whole document to be replaced sent to MEMPC on 25/7/2019
May 2017 V.01	19/8/2019	Page 15 Consequence planning process used at Hume, page number will not align so all pages from page 15 onwards will require replacing
May 2017 V.01	08/01/2020	Changes from MERO to MEMO pages, 5,6,9,10,12 and 21
May 2017 V.01	20/02/2020	Updates and changes to Consequence Management Planning, Relief and Recovery Coordination Group, MEMRPC membership, Emergency Recovery Officer to Emergency Recovery Coordinator, changes to Key Plans and Activities table.
May 2017 V.01	03/3/2020	Page 3 Hume's Management Committee Structure Page 7 MERO to MEMO Page 8 MEMO Pages 9 and 10 MEMO Page 17 Review page
May 2017 V.01	02/04/2020	Page 3 under Prevention added note that there isn't currently a RRPC separate to the REMPC

SECTION G
PLANNING

Details the planning arrangements, roles and responsibilities, priorities and actions.

SECTION G- PLANNING ARRANGEMENTS

Consolidated Contents

SECTION A	**The Plan Introduction**	**Provides details of the reason, authority, structure, considerations, background of and for the Plan**
SECTION B	**Contact (Restricted Distribution)**	Details contacts and resources (limited distribution) B1 MEMPC Committee B2 MEMPC Agency B3 Internal EM HCC Staff B4 Vulnerable Facilities
SECTION C	**Resources (Restricted Distribution)**	Details resources available (limited distribution**)**
SECTION D	**Municipal Demographic**	Provides details on the municipality, hazards, population, infrastructure, industry
SECTION E	**History**	Provides details training for and history of emergencies in the municipality
SECTION F	**Prevention, Preparedness**	Details arrangements for prevention and preparedness activities, building community resilience, community engagement and responsibilities, sub plans
SECTION G	**Planning**	**Details the planning arrangements, roles and responsibilities, priorities and actions**
SECTION H	**Response**	Details response arrangements and structures, responsibilities, priorities and actions
SECTION I	**Relief**	Details relief arrangements, services considerations, responsibilities, priorities and actions
SECTION J	**Recovery**	Details recovery arrangements, considerations, priorities, community involvement, phases of, actions
SECTION K	**Appendices (Restricted Distribution)**	K1 MEMPC Plan Frequency of review K2 Document Storage K3 Committee TOR K4 MEMPlan Distribution List/Format K5 Vulnerable Persons Register K6 Standard Public Warnings K7 MEMP Plan Amendment Receipts K8 CERA

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SECTION G- PLANNING ARRANGEMENTS

Introduction

This section details the planning arrangements, roles and responsibilities and consideration for the management of emergencies which affect the community within the Hume City Council.

It identifies specific emergency management planning arrangements and obligation that are undertaken by local control agencies, support agencies, council, other stakeholder and community associated with the Planning of and for emergencies.
Due to the nature of emergencies, some of these planning arrangements may include supporting or assisting neighbouring municipalities, those within the North West Metropolitan Region or across the State.

Partnerships

Planning for emergencies cannot be reliant on one person, group, organisation or emergency service agency due to the complexities of individual risks and hazards. As such agencies listed in Part 7 of the EMMV may work together at the local level to assist as subject matter experts to facilitate in the knowledge gathering and development of understanding the risks, community engagement and education in reducing and preparing for an incident, the operational plans and actions for provision of relief and recovery form an incident.

The image below shows the structure and relationship between all the stakeholders in the Hume Emergency Management Planning partnership.

Emergency Management Structure- Municipal

The Hume City Council will collaborate with the emergency management sector or develop emergency management role statements for the tasks that Hume personnel may undertake during an emergency activation.

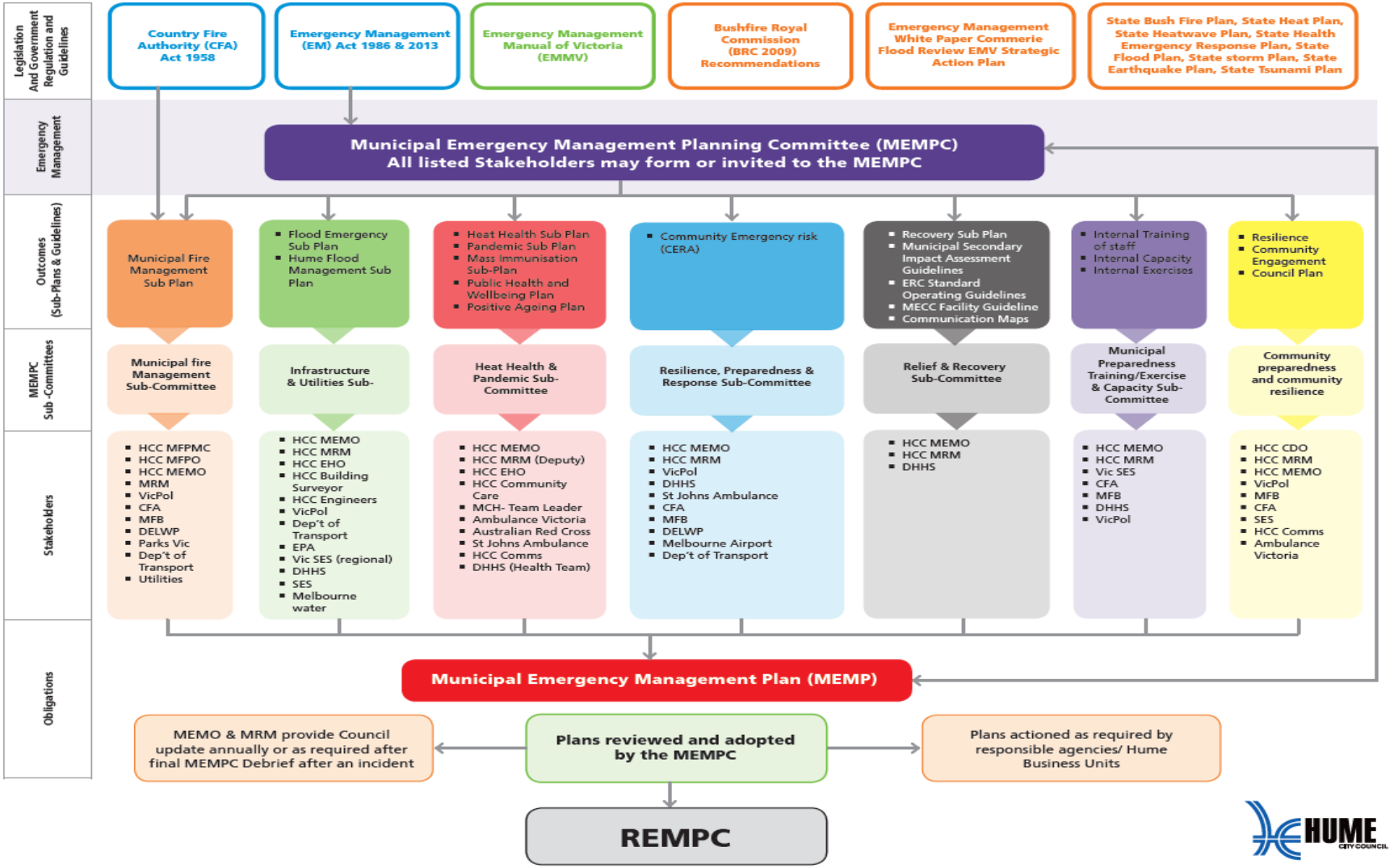
Where possible, the Hume City Council will allocate roles with employees already undertaking similar task in their day to day employment. This is to assist in knowledge and a seamless transition from response, relief and recovery into normal practice for the community as well as providing subject matter experts to assist the community during the recovery phase of an incident. (See Section J of this Plan)

Senior Emergency Management positions within Hume are currently held by employees at the Management level of the organisation and may from time to time be delegated to Coordinators or Team Leaders or those with relevant skill set.

Those with emergency management responsibilities have them detailed within their position description and individual emergency management roles statements have been developed which can be located in each operating guideline.

A register of the allocation of the EM ID cards will be stored and maintained through the Internal Emergency Management Team. A copy of the card as per below:

Emergency Management Committee Structure Outcomes and Obligations



Emergency Management & Recovery Planning Internal Working Group

A requirement under The Act (1986) the Hume City Council has developed an Emergency Management Coordination & Recovery Planning Committee (EMRPG) meets on a regular basis of 5 times a year.
The EMRPG will provide oversight and guidance to both Council and the MEMPC on council related issues within the EM Sector. Membership will consist of senior members of staff across various business units.

Emergency Management Function Team Leader- Municipal

The Hume City Council with the assistance of emergency management sector will undertake the training and knowledge development of key identified personnel as Functional Team Leaders through the Response, Relief and Recovery phases of incidents.

The identification of personnel will be based on skill set in their day to day council role within the organisation and not based on years of employment or level of employment.

Function Team Leaders role statements were written in collaboration with the NWMR 14 Collaboration councils to assist in councils capacity building in helping communities during an incident. *Also see Regional Support in this Section and roles description in each operational guide.*

Emergency Management Staff – Municipal

Municipal staff play an important role in emergency management due to their local knowledge and expertise in the day to day running of the municipality.

Through the Emergency Management Ac 1986 2013, the Country Fire Authority Act 1958 and the EMMV a number of prescribed positions; must be allocated to council officers. These positions are additional roles to their day to day roles that council officers undertake and while important is often a very small part of the officer's employment.

The Hume City Council has decided that through instruments of delegations that the prescribed roles of MEMO, MRM and MFPO will be allocated at the Manager and Coordinator levels.

You can see full details of all EM roles and responsibilities Go to link Team Site Roles and Responsibilities or the Emergency Relief Centre SOGs and Municipal Emergency

Coordination Centre (MECC).

Trigger Points and Activations

Each hazard has a range of complexities for consideration on the safety of the community. The Agencies through their own operational plans will develop their own trigger points across a range of considerations for each hazard. These may, activate cross agencies assistance that may include the Hume City Council.

Activation of this MEMPlan will be detailed in each of the operational Sub-Plans for each of the municipal risks that require an operational sub-plan. However in general terms single incidents and small incidents would not see this plan activated.

Activation of this plan shall be done through the MEMO and after discussion with the MERC.

For single incidents and smaller incidents that don't require this MEMPlan activation the agencies will use the North West Metropolitan Regional Collaboration Single Incident Protocol (*Refer to NWMR Municipal Emergency Recovery Guide – MERG*). This protocol can be found in Section J of this MEMPlan and will be reviewed and updated annually through the NWMR Collaboration.

The following graph provides for a guide only to possible activation of the MEMPlan and councils involvement during an emergency Incident.

NORTHWEST COLLABORATION EVENT PREPAREDNESS

Fire Event Risk

Risk - FIRE

Readiness Level	LOW TO MODERATE	HIGH	VERY HIGH	SEVERE	EXTREME	CODE RED
Forest FDI Grass FDI	0 – 11 0 - 11	12 – 24 12 - 24	25 – 49 25 - 49	50 – 74 50 - 99	75 – 99 100 - 149	100 + 150 +
Fire Behaviour	Fires can be easily controlled	Fires can be controlled, expect short distance spotting	Fires can be difficult to control, crown fires may develop in forest.	Fires may be uncontrollable and move quickly. Spot fires may occur up to 4km ahead of the fire.	Fires will be uncontrollable, unpredictable and fast moving. Spot fires up to 6km ahead of the fire.	Fires will be uncontrollable, unpredictable and fast moving, with spot fires up to 20km from the main fire, with likely serious consequences for communities.
Urban Fringe / CFA LGA's						
Please describe the arrangements your council will undertake in readiness to a fire risk based on the predicted FDI? **The following are Council actions only; other agencies have responsibilities as per the MFMPlan Action Plan.**	Normal Preparedness arrangements	Normal Preparedness arrangements	Normal Preparedness arrangements	• If activated, MECC will be operational within 2 hours • Participate in the REMT teleconference (details as notified)	• Participate in the REMT teleconference (details as notified) • MECC physically set up by 10.00am and conduct an EMG briefing • MECC support staff available within 2 hours if activated • Nominate an EMLO to attend the ICC (if required) • Conduct a 'Team Alpha' ERC staff availability assessment (SMS via Crisisworks)	• Participate in the REMT teleconference (details as notified) • MECC physically set up by 10.00am and conduct an EMG briefing • MECC support staff available within 2 hours if activated • Nominate an EMLO to attend the ICC (if required) • Conduct a 'Team Alpha' ERC staff availability assessment (SMS via Crisisworks) • Conduct an ERC staff availability assessment to enable activation of an ERC if required (this would include consideration to provide staff resource support for the NWMR collaboration councils if required)

SECTION G- PLANNING ARRANGEMENTS

Heat Event Risk

Risk – HEAT EVENT / HEATWAVE

Readiness Level based on average temperature and likely duration As advised by EMV/DHHS	LOW 0- 10	MODERATE 10-20	HIGH 20-25	Very high 25-30 (average 24 hr temperature) Heat health Alert issued	SEVERE 30-35(average 24 hr temperature) Heat health Alert in place	EXTREME 30-35(consecutive days of average 24 hr temperature) Heat health Alert in place Impacts on critical infrastructure Heat Wave declared
Please describe the arrangements your council will undertake in readiness to a Heat event risk based on average temperature and likely duration The following are Council actions only; other agencies have responsibilities as per the MEMPlan Action Plan.	Normal Preparedness arrangements (BAU)	Normal Preparedness arrangements (BAU)	Normal Preparedness arrangements (BAU)	Heat health Alert issued • Heat Plan activation protocols triggered • Relevant Community Care and/or specific contract arrangements make welfare check phone calls to all clients as per DHHS Heat Health script • Notification of alert to event coordinators	Heat health Alert in place and/or Heatwave declared • As per Very High • Identification of vulnerable facilities • Identification of vulnerable persons • If an ICC/RCC is in place deploy an EMLO	Heat health Alert in place and/or Heatwave declared • As per Severe • Council Emergency Management Coordination Group in place • Activation of any Business Continuity Management/ Crisis Management Plan

Flood/Storm Risk

Risk – FLOOD/STORM EVENT

Readiness Level based on flood predication As advised by SES/EMV	Flood Watch issued and/or Minor Flood warning issued	Minor Flood Warning issued	Low to mid-range Moderate Flood warning issued with Low consequences for built environment based on risk	Moderate to high end MODERATE Flood Warning with moderate consequences for built environment based on risk Multiple other Rivers in MINOR	MAJOR Flood Warning predicted and/or >2 high end MODERATE Flood warnings with risks and consequences for built environment & economic	Two or more MAJOR Flood warning(s) or One with significant consequences /widespread evacuations for built environment, exceeding 1 in 100 year riverine event. Multiple MODERATE Flood Warnings. Large Dam failure considered very likely.
Flood Behaviour	Anticipated continued light rain. Catchments able to absorb predicted rain for consecutive days but may lead to flooding. Nil impacts or consequences predicted unless identified.	Anticipated continued rain. Catchments able to absorb predicted rain for consecutive days with minor flooding occurring. Low-lying areas next to water courses are inundated. Minor roads may be closed and low level bridges submerged. In urban areas inundation may affect some backyards and buildings below the floor level as well as bicycle and pedestrian paths. In rural areas removal of stock and equipment may be required	Anticipated continued rain. Catchments likely to be saturated and unable to absorb continued rain. Areas of inundation are more substantial in size but consequence low. Main traffic routes may be affected. Unlikely for buildings to be affected above the floor level. Evacuation of flood affected areas may start to be considered. In rural areas removal of stock is required.	Anticipated continued rain. Catchments are saturated and unable to absorb continued rain. Areas of inundation are more substantial. Main traffic routes may be affected. Some buildings may be affected above the floor level. Evacuation of flood affected areas may be planned for. In rural areas removal of stock is required. Impact assessment may be required.	Anticipated continued high rain. Catchments are saturated and unable to absorb continued rain and runoff. Extensive rural areas and/or urban areas are inundated. Many buildings may be affected above the floor level. Properties and towns are likely to be isolated and major rail and traffic routes closed. Evacuation of flood affected areas likely. Utility services likely to be impacted.	Anticipated significant extreme weather event that will lead to rapidly rising river conditions. Catchments are saturated and unable to absorb current or additional runoff. Extensive rural areas and/or urban areas are inundated. Many buildings may be affected above the floor level. Properties and towns are likely to be isolated and major rail and traffic routes closed. Evacuation of flood affected areas are likely. Utility services will be impacted.
Please describe the arrangements council will undertake in readiness to a flood risk based on the flood prediction? The following are Council actions only; other agencies have responsibilities as per the MEMPlan Action Plan.	Normal Preparedness arrangements (BAU)	Normal Preparedness arrangements (BAU)	Normal Preparedness arrangements (BAU)	• MERO on standby (24 hour contact number in operation) • If an ICC/RCC is in place deploy an EMLO	• As per Moderate Flood/Storm warning • Programmes to monitor and support Council Operations continuity plans as needed. • Communications Plan in place	• As per Major Flood/Storm warning • Council Emergency Management Coordination Group in place • Notification of alert to event coordinators

Emergency Management Planning Committee (MEMPC)

The principal role of a Municipal Emergency Management Planning Committee (MEMPC) is the strategic overview and planning Committee of emergency management risks and hazards within a municipality. Membership of the MEMPC will be made up of Council, Control (or Response) agency representatives as well as members of support, relief and recovery agencies, other major stakeholders and community within the municipality.

The Multi-Agency members of the MEMPC are responsible for the development and review of this document. Council is the custodian on behalf of the community as set out in EMMV Part 6.1 and EMMV Part 6.2.

The following image shows the member agencies considered for the MEMPC and when required the MEMPC sub-committees and working groups if established.

Other agencies, stakeholders and community members may be invited from time to time to attend and represent their organisation if the MEMPC identifies a risk or hazard that requires further stakeholder and/or subject matter expertise.

Terms of Reference

A Term of Reference has been developed for the Municipal Emergency Management Planning Committee. A Copy of the Terms of Reference can be found in section K.3

Frequency of Committee Meetings

MEMPC Meetings are required under the EMMV to occur three or four times a year to ensure continuity and stakeholder development.
The date and time of the MEMPC meetings are determined in consultation with the members of the committee and a calendar invitation will be sent to all members by the Hume City Council EM. At present the dates may vary however these meetings are scheduled within the months outlined below, however these can be amended depending on emergency events:

- March
- July
- December

However, after a major emergency incident within the municipality the MEMPC must meet within 6 weeks to debrief the incident (Response, Relief and Recovery) and to review and make, if required, chances to the MEMPlan, Sections of, or Sub-Pans of it. This meeting will take place 2 weeks after the sub-committee of that risk has met, debrief and provide a summary report and any recommendation.

Minutes of all meetings must be taken, and a copy sent to the Regional Director Health & Human Services and all members of the Municipal Emergency Management Plan Committee and the Regional Emergency Response Coordinator

MEMPC Reporting to Council

The MEMPC members will provide subject matter expert advice to council on issues surrounding emergency management across the Prevention/Preparedness (mitigation), Response and Relief and Recovery activities. Any recommendation adopted by the MEMPC will be taken to council through the Municipal Emergency Management Officer (MEMO) for consideration through normal council processes and procedures.

The MEMPC agencies agree to provide assistance in compiling the information required for any submission and report for council's adoption in the prescribed council format.

The MEMO or their delegate of a Deputy MEMO/MRM or Emergency Management Coordinator will report on behalf of councils MEMPC quarterly by providing a copy of the MEMPC Minutes.

This will also occur at the Regional Level through the NWMR Regional Emergency Management Planning Committee and the NWMR Relief and Recovery Committees when those committees meet.

Council also provides a report on Fire Management related issues to the NWMR Regional Emergency Management Planning Committee; the NWMR Fire Management Regional Committee at this stage meets on its own.

Agencies

All agencies on the MEMPC will provide a local municipal report before each meeting on previous quarterly activities for the municipality or in some cases the North West Metropolitan Region, including community engagement around Preparedness/ Prevention of local risks. Agencies reports must also provide any planning topics within; their agency that is relevant for the municipality.

Agency reports may contain information suitable for the North West Metro Region where there may be a requirement for the MEMPC or the municipality to consider or act.

Agency reports must be submitted no later than two weeks before the MEMPC meeting to assist other agencies to review and note any questions for the MEMPC meeting and to assist in developing an all community, all emergency plan and build community resilience.

The MEMPC will also ensure that the Control Agency for a major incident provides an invite for the MERC and MEMO to attend and have input into the Control Agencies debrief. The Control Agency will provide a written report for tabling to the MEMPC.

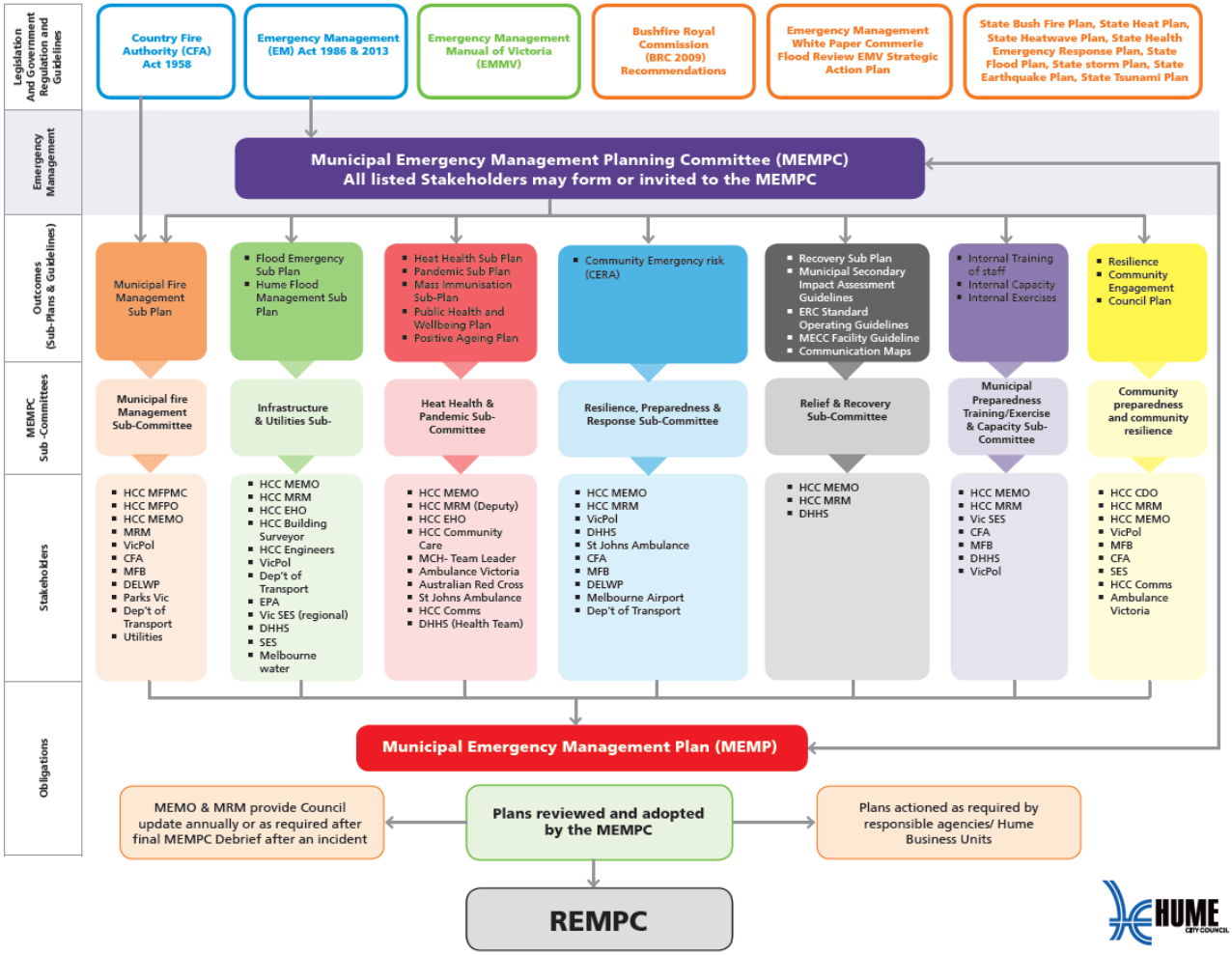
Municipal Emergency Management Planning Committee and Sub Committees

Under the Authority and Terms of Reference of the MEMPC a number of sub-Committee of the MEMPC or working groups may be requested and convene to plan for the management of specific identified risks that require additional or more complex level of planning.

Due to legislation and the Bush Fire Royal Commission (2009), an Integrated Fire Management Plan must be developed for the municipality of Hume. A Municipal Fire Management Planning Committee has been established to develop, plan review and maintain the identified risk within the plan.

A North West Metro Regional Fire Planning Committee (RFMPC) has been established and a representative from council attends and reports to this committee. This Committee is a sub-committee of the Regional Emergency Management Planning Committee (REMPC).

Sample only as per main chart



SECTION G- PLANNING ARRANGEMENTS

Authority

MEMPC Sub-Committees are provided authority through the Terms of Reference of the MEMPC and through the municipal risk management process.

The following MEMPC Sub-Committees were endorsed at the MEMPC meeting for the Hume City Council and may be increased as the MEMPC see fit.

1. Municipal Fire Management Planning Sub Committee
2. Flood Management Plan & HCC Municipal Flood EM Plan
3. Heat and Pandemic Planning Committee
4. CERA
5. Relief and Recovery
6. HCC Training/Exercising/Capacity Building
7. Resilience

MEMPC Sub- Committee Functions

The principal role of a MEMPC Sub-Committee is to provide information and advice to the MEMPC and all relevant Hume City Council officers about potential emergency situations, planning of those situations and develop mitigation, response and relief and recovery plans for those situations.

The specific functions of the sub-committee are to:

- Provide information and advice to the MEMPC to assist with the planning and mitigation and public awareness of potential emergencies;
- Contribute to the identification of specific hazards and threats in the municipality and to develop processes to meet those threats through effective emergency management planning and programs;
- Contribute with ideas, developing programs to assist in reducing risks within municipality;
- Contribute to meeting the Terms of Reference and obligations to plan for specific emergencies, address issues and develop and implement projects on those hazards;
- Contribute to the continuous improvement and operations of the MEMPlan through monitoring, review and development of operational sub-plans for those hazards;
- Support the MEMPC in the development of effective policies and plans to address emergencies based on existing and new hazards; and
- Contribute to testing the MEMPlan through participation in emergency exercises and training of staff.

...

SECTION G- PLANNING ARRANGEMENTS

Sub-Committee Terms of Reference

A Terms of Reference will be developed by the Municipal Emergency Management Committee Planning Sub-Committee as its first meeting, these terms of reference will be adopted by all committee members as representative of their agencies and may, at the decision of the MEMPC, be reviewed or modify those terms of reference as an agenda item of the MEMPC meeting, but no longer than every 5 years from it last adoption.

Sub-Committee Membership

Membership of the sub-committee will include Council staff and external agencies that have operational responsibilities for the relevant risk /functional areas of the sub-committee as well as subject matter experts. Members from other agencies, industry and community may be seconded onto a Sub-Committee to assist in the sub-committee tasks.

The Chair of each sub-committee will either be a Council officer or an agency representative who will attend the MEMPC meeting to provide a report of the activities of each committee. Other members may be co-opted as required. The Hume City Council will provide secretariat support for all committees.

Sub-Committee Meetings

Meetings of sub-committees should meet as a minimum bi-annually with the ability to meet more often as required by situational planning requirements.

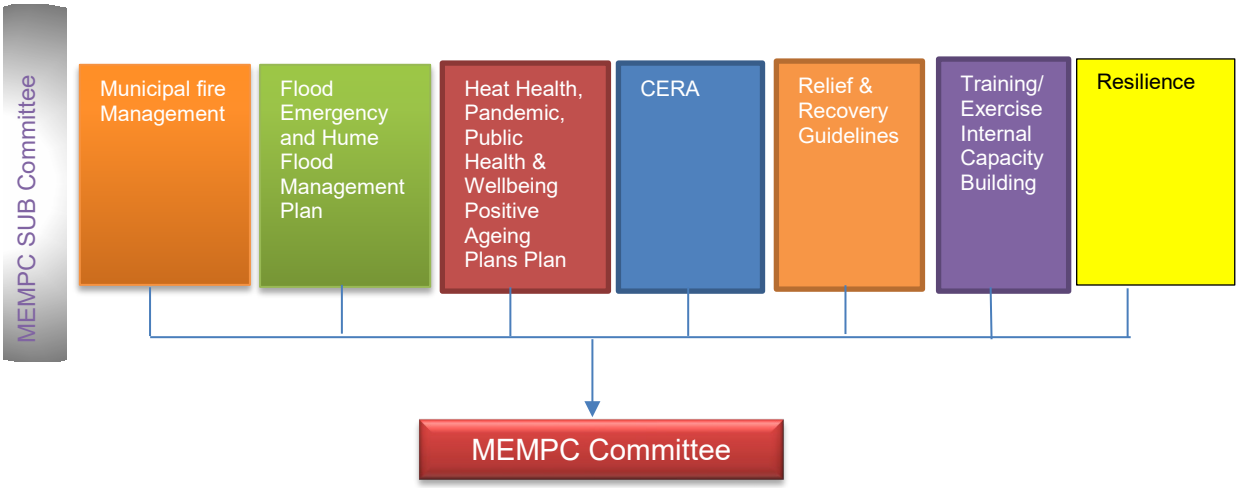
Meeting of the sub-committees must also take place within 4 weeks of a large incident that the planning sub-committee has jurisdiction over. During this ‘debrief’ the sub-committee will review the recent operation, gather any and all learnings, compile and adopt recommendations to be forward to the MEMPC for their Incident Review/Debrief that is to take place within 6 weeks of an incident.

The Municipal Emergency Management Committee Manual details the documentation procedures and storage of documents for MEMPC and MEMPC sub-Committee meetings.

SECTION G- PLANNING ARRANGEMENTS

Sub-Committee Actions/Reporting

Sub-Committee Meetings minutes will be provided to the MEMO and the chair of the sub-committees will report to the MEMPC on progress, actions and activities of each MEMPC meeting. The Chair of the sub-committee will table at the last MEMPC of the calendar year a committee project plan for the preceding 24 months.



Risk Ratings and Sub-Plans

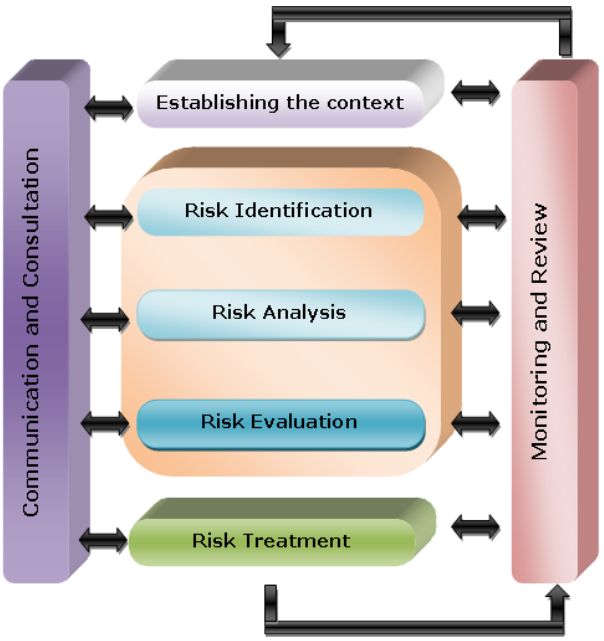
As identified in Section F of The Plan, Hume will use the ISO 31000:2009*, Risk Management Standards* for its principles, framework and a process for identifying and planning for municipal risks.

Using ISO 31000 will assist Hume and its EM Stakeholders improve the identification of opportunities and threats and effectively allocate and use resources for risk treatment.

However, ISO 21000 will not be used for certification purpose of the Municipal Emergency Management Plan or any of the Risk Sub-Plans, it may be used however as guidance for internal audit of those plans.

The below image highlights the Risk Assessment process that the Hume city will use in its emergency management planning.

SECTION G- PLANNING ARRANGEMENTS



Municipal/Regional Risk Rating

Through the Community Emergency Risk Assessment process as outlined in Section F of this plan the MEMPC have undertaken a review of the municipal wide risks and identified and agreed on the following risks. To assist in community and local knowledge the MEMPC have included the Municipal and Regional Hazards for the North West Metro Region of which the Hume municipality resides.

Top 10 Municipal Risks

	Hume City Council Risks
1	**Grass/bushfire**
2	**Extreme Heat**
3	**Flood/Storm and Extreme Weather**
4	**Transport Accident – Major corridor**
5	**Disturbance / shooting / siege**
6	**Aircraft Crash >1km off Airport**
7	**Fire- industrial**
8	**Human Epidemic / Pandemic/Major Health Event**
9	**Hazmat**
10	**Fire- Residential**

To 10 Regional Risks

	North West Metro Region Risks
1	**Essential Services Disruption- electricity**
2	**Essential Service Distribution- Comms**
3	**Heatwave**
4	**Human Disease**
5	**Accident/Incident- Hazmat**
6	**Asset Incident- Infrastructure**
7	**Transport Accident/Air- Incident**
8	**Transport Accident/Road and Rail**
9	**Structure Fire- Industrial High Rise**
10	**Service Disruption –Port**

Note: The regional risks are included for information only and are not listed in order of highest to lowest risk which the municipal risk have been. This List was developed and agreed to by the Regional Emergency Management Planning Committee (REMPC).

Publications of Sub-Plans

Risk Sub-plans will be developed as operational plans to assist those agencies involved in the mitigation, preparedness, response and recovery of that risk incident. As operational plans, they will have restricted distribution, reviewed on an annual or bi-annual basis or as determined by the MEMPC. Operational plans, sections off or the developed operational template may be also be stored through Crisisworks.

The Hume City Council with the MEMPC agencies are committed to assisting the community in building resilience against the impacts of and to assist in this process a public education version of Sub-Plans may be made available. These documents will be released for a 4-5 year period before being reviewed and updated.

These will be made available via the council's website: www.hume.vic.gov.au

Grass Fire Risk

The Hume City Council historically and continues today to fall within the Country Fire Authority (CFA) and the Metropolitan Fire Bridge (MFB) boundaries due to rural and urban interface. There are small pockets within the municipality grassland landscape of which consideration and planning must be undertaken.

Due to part of the municipality falling within the CFA boundaries council and the MEMPC must consider and action recommendations from the 2009 Bushfire Royal Commission as well as actions under the CFA Act.

Hume has undertaken extensive consultation with stakeholders and the fire agencies to review, action and plan for grass fires within the municipality.

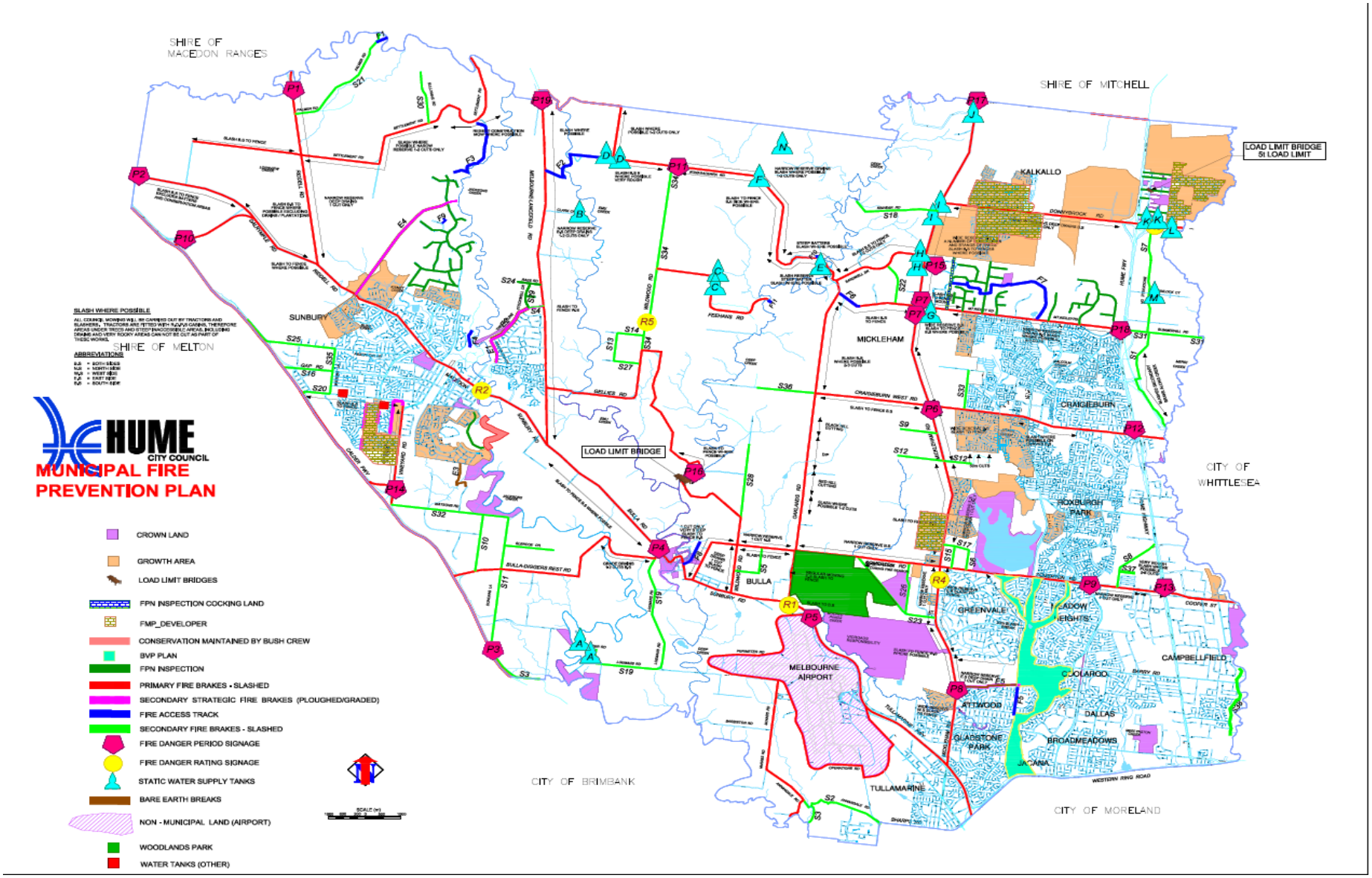
SECTION G- PLANNING ARRANGEMENTS

This Municipal Fire Management Plan (MFMP) has been produced by and with the authority of the Hume City Council pursuant to Section 20 of the Emergency Management Act 1986; and will be deemed to fulfil Section 55A of the CFA Act 1958 (Vic). The MFMP is a sub plan of the Hume City Council Municipal Emergency Management Plan (MEMP). MFMP's have a three year planning cycle being reviewed on a 12 month basis from the endorsement of the plan.

A copy of the Sub plan (public) version of the Fire Management Plan can be found via the following link: Hume website 'Your Council Emergency Management'

For a full copy of the Hume City Council Fire Management Plan go to this link: Hume Council Fire Management Plan

Hume City Council Grass Fire Risk Area



Neighbourhood Safer Places

A recommendation from the Bushfire Royal Commission (2009) was that all councils within CFA districts should investigate and develop Neighbourhood Safer Places. A review of the Bushfire Fire Risk and consultation with the CFA concluded that the Hume City Council **does not require a Neighbourhood Safer Place** as described in the EMMV or the CFA Act.

Community Information Guide

Community Information Guides - Bushfire (formerly known as Township Protection Plans) are a key source of information for the community and an important tool to emphasise the shared responsibility between the community, fire services and local government.
Hume City Council does not have a township Protection Plan.

Community Fire Refuges

There are no Community Fire Refuges within Hume City Council.

Major Hazard Facilities

Hume has one regulated Major Hazard Facilities (MHF) within the municipality. Major Hazard Facilities are managed and regulated by WorkSafe Victoria with the assistance of EPA Victoria around environmental impacts. Explosive Entertainment Pty Ltd, Emu Flats Road Wildwood. This facility is a storage facility of explosive used for large events across the state and overseas.

Critical Infrastructure

Throughout the municipality of Hume a number of critical infrastructure as defined under the Act Emergency Management (Critical Infrastructure Resilience) Regulation 2015, assist the community in its day to day functioning.

Ranging from Power, Gas, Water, sewerage, telecommunications, arterial roads and an airport, the members of the Hume City Council MEMPC will consult and work the operators of the critical infrastructure in the development of a local Sector Resilience Plan (SRP) to understand, document, plan and exercise to comprehend the consequences of an incident on one or more critical infrastructure. Where provided by the owners and/or operators of critical infrastructure to the Hume MEMPC all material will be treated as ‘PROTECTED” and will only be accessible to those with a demonstrable need to access the material.

The Hume MEMPC (will need to adopt and use as its procedural document on all areas of EM planning around critical infrastructure the Ministerial Guideline for Critical Infrastructure Resilience May 2015).

Regional Resource Sharing

The capacity of one agency or council to respond and combat large scale incidents on its own is unrealistic and is highlighted in the EMMV Part 7, as such , the Hume City Council works with control and coordination agencies as well as neighbouring councils across the North West Metro Region Fairer Boundary region within Victoria to build capability and capacity.

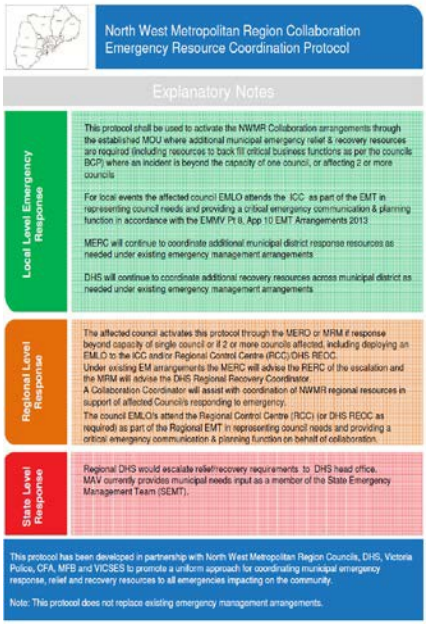
This provides a platform of increased understanding to plan, respond too, and assist in the provision of relief as well as recovery from All Community, All Emergency base.

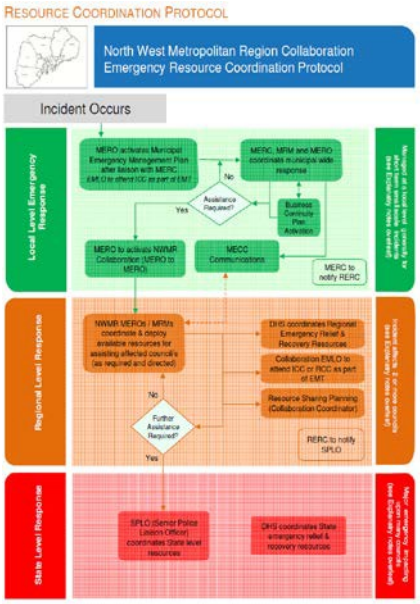
The Hume City Council is also a signatory to the North West Metro Region Collaboration Memorandum of Understanding, which is a commitment from the 14 Councils in the North West Metro Region (NWMR) to work collaboratively in preparing for and assisting each other where required/possible in coordinating provision of services to disaster threatened and affected communities.

The NWMR Collaboration has increased capacity and capability as they collaborate by developing training packages, guidelines, plans and templates to brining consistency across the 14 councils.

The NWMR councils have agreed to activate this protocol as staff will be familiar with each other's processes and plans, local information before the MAV Resource protocol.

You can request a copy of the MOU from the Emergency Recovery Project Officer by emailing at: MRM@hume.vic.gov.au





MAV Resource Sharing Protocol

After the complexities of the 2009 Black Saturday event the Municipal Association of Victoria (MAV) and the State Municipal Emergency Management Enhancement Group (MEMEG) developed the “Protocol for Infer-Council Emergency Management Resource Sharing”.

The protocol includes an MOU, authority, process, request procedures and financial responsibilities for councils across Victoria that request assistance and support from other municipalities across the state during an emergency where that affected council may not have the capacity or capability to provide assistance to the community due to the incident size and impact.

The Hume City Council is one of the signatories to the protocol. You can request a copy of this protocol by contacting the MRM or MEMO on mrm@hume.vic.gov.au or MEMO@hume.vic.gov.au

This protocol is managed and updated by the MAV on behalf of its member councils and reviewed every five years.

All requests from councils under this protocol are via MAV through CEOs of councils.

References

Emergency Management Manual Victoria (EMMV) - www.emv.vic.gov.au

Hume City Council Plan- www.hume.vic.gov.au

Emergency Management Act- www.legislation.vic.gov.au

Country Fire Authority Act (CFA) - www.legislation.vic.gov.au

Metropolitan Fire Brigades (Act) - www.legislation.vic.gov.au

2009 Bush Fire Royal Commission- www.royalcommission.vic.gov.au

NWMR Region Fire Management Plan- www.emv.vic.gov.au

ISO 31000 Risk Management Standard- www.standards.org.au

Bushfire Gazette Zones- www.gazettee.vic.gov.au

Ministerial Guidelines for Critical Infrastructure Resilience- https://www.emv.vic.gov.au/our-work/critical-infrastructure-resilience/

Local Government Act (Victoria) 1989- www.legislation.vic.gov.au

SECTION G- PLANNING ARRANGEMENTS
Document Amendments & Review

REVIEW:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

This Section was last updated (Date). It will be reviewed by (Date).
The table below provides a history of review.

Version	Date	Action/Documents for Replacement
May 2017 V.01	08/06/2017	Insert signed MEMO page after front cover
May 2017 V.01	06/01/2019	Amended Municipal Risk Aircraft Crash and Municipal Fire Plan
May 2017 V.01	05/03/2019	Page 2 change to content page K8 deleted roles and responsibilities are referenced to SOGS and guidelines. K8 is no known as CERA Page 7 amended the subcommittee structure to include exercise sub committee Page 7 amended wording for roles and responsibilities Page 19 amended Municipal Fire Plan
May 2017 V.01	13/8/2019	Page 19 Municipal Fire Plan amended leachate holding pond removed
May 2017 V.01	08/01/2020	Changes from MERO to MEMO pages 7,8,10,11,14,15,22
May 2017 V.01	28/02/2020	Page 7 EM Committee Structure Page 9 Fire Matrix amended Page 10 Heat and Flood Matrix added Page 14 EM Sub Committee Page 17 Sub Committee reporting structure

SECTION H
RESPONSE

Details response arrangements and structures, responsibilities, priorities and actions.

SECTION H- RESPONSE

Consolidated Contents

SECTION A	**The Plan Introduction**	**Provides details of the reason, authority, structure, considerations, background of and for the Plan**
SECTION B	**Contact (Restricted Distribution)**	Details contacts and resources (limited distribution) B1 MEMPC Committee B2 MEMPC Agency B3 Internal EM HCC Staff B4 Vulnerable Facilities
SECTION C	**Resources (Restricted Distribution)**	Details resources available (limited distribution**)**
SECTION D	**Municipal Demographic**	Provides details on the municipality, hazards, population, infrastructure, industry
SECTION E	**History**	Provides details training for and history of emergencies in the municipality
SECTION F	**Prevention, Preparedness**	Details arrangements for prevention and preparedness activities, building community resilience, community engagement and responsibilities, sub plans
SECTION G	**Planning**	Details the planning arrangements, roles and responsibilities, priorities and actions
SECTION H	**Response**	**Details response arrangements and structures, responsibilities, priorities and actions**
SECTION I	**Relief**	Details relief arrangements, services considerations, responsibilities, priorities and actions
SECTION J	**Recovery**	Details recovery arrangements, considerations, priorities, community involvement, phases of, actions
SECTION K	**Appendices (Restricted Distribution)**	K1 MEMPC Plan Frequency of review K2 Document Storage K3 Committee TOR K4 MEMPlan Distribution List/Format K5 Vulnerable Persons Register K6 Standard Public Warnings K7 MEMP Plan Amendment Receipts K8 CERA

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Emergency Response Arrangements Introduction

This section of *The Plan* lays out emergency response arrangements, considerations, actions and responsibilities at the local level across the Hume municipality.

In Victoria emergency response defined in *The Act* as “the combating of emergencies and the provision of rescue services”. A community point of view for emergency response is often seen as lights and sirens, wet stuff on red stuff, cutting up fallen trees, assistance after a car accident, sandbagging etc.

However, emergency response can be more complex. It requires coordinated adaptable tasks, actions and resources to facilitate not only the emergency services but the community to reduce the risk of the seriousness and harm of an emergency.

As the State, under both the Commonwealth and State Constitutions, is responsible for law, order and public safety the State of Victoria has developed through the State Crisis and Resilience Council’s Sub-Committee, Capability and Response the State Emergency Response Plan (EMMV *Part 3).* This details the response management arrangements for Victoria including definitions of Command, Control and Co-ordination, the identification of Control and Support Agencies for specific emergencies *(*EMMV *Part 7),* and the role of local government in emergency management *(*EMMV *Part 6).*

The management arrangements outlined in the State Emergency Response Plan are applicable at all levels within Victoria, being local, regional and state.

Some of these arrangements are duplicated in this section of *The Plan* and to provide a common operational platform for all emergency service agencies during a local incident.

The State Emergency Response Plan should be consulted for detailed information for Command, Control, Coordination, however for the sake of completeness; a summary has been included in this section.

Response Management Priorities

Emergency Response provides the mechanism of the deployment and use of appropriate resources to cope with emergencies at the local, regional, state and federal levels throughout Australia.

Most emergency incidents of a small nature are referred to as single incidents or normal business for emergency service agencies. However the Victorian approach to emergency management response focuses on ‘All Communities – All Emergencies’ and may see multiple agencies, as well as council assist each other during any size incident.

SECTION H- RESPONSE

Control agencies are responsible for ensuring capability and resources are available,

- that agreements and processes are in place at the local, regional and state level for additional resources if the control agency resources are exhausted,
- that MOUs and agreements are in place and documented with other local responder agencies and local councils to understand capability and capacity at the local level,
- and to develop trigger points for escalation to either Region and or State levels for assistance.

Through agreed arrangements and procedures Emergency Management Plans at the Region and State level set out for further resources to be made available when it is recognised an incident will exceed local resources.

The MEMPC of Hume have adopted the same priorities as the State as set out in Part 2.4 of the EMMV which is consistent with those adopted Australia-wide, these include, no matter what size of the incident and in order:

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

Emergency Response Principles to Resilience

Members of the Hume MEMPC while adopting the State priorities believe that a number of local principles can assist individuals, community, council and agency personnel build individual and local community resilience during emergency response, these include;

- The protection of life is the priority that everyone plays a role in
- Timely, tailored, relevant and actuate information is communicated to and from individuals, community, council and emergency service agencies
- Individuals, community, council, and agency personnel understand their own abilities and equipped themselves to assist in their own personal situation and consequence management of the known risks to best response to an emergency in the safest way.
- Emergency response should be coordinated and not contrariety too or obstruct those of the Control or Response Agencies.
- Individuals, community, council and agencies ensure ongoing assessment and impact of consequences of an emergency to their situation.
- Individuals, community, council and agencies understand the immediate needs of those affected in a dignified and whole manner.

The principles support those of the State Priorities through the whole of community responding to a more resilience response regardless of the size of the emergency or how many individuals, community, council and agency personnel are involved during any emergency response.

Class of Emergencies

The response to emergencies can vary based on the size and complexities of the incident; this is recognised at the state level through The Act 2013 with the inclusion of Classes to assist in determining the level of Incident Control. For the purpose for understanding at the local level the classes are as follows.

Class 1 emergency

(a) A major fire; or
(b) Any other major emergency for which the Metropolitan Fire and Emergency Services Board, the Country Fire Authority or the Victoria State Emergency Service Authority is the control agency under the state emergency response plan;

Class 2 emergency

Mean a major emergency which is not

(a) A Class 1 emergency; or
(b) 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
(c) A hi-jack, siege or riot;

Incident Controllers for each Class of emergency will be appointed on training and ability at the state level and by the Chief Officer of the Agency.

Communication through Class 1 and 2 Emergencies is overseen by the Emergency Management Commissioner supported by the line of Control

While not included within The Act 2013, recent changes to the EMMV Part 3 (August 1, 2016) has included a Class 3 Emergency.

Class 3 emergency

A Class 3 emergency is any emergency that Victoria Police is the Control agency for under legislations. Victoria Police will also be the controller for Class 3 emergencies even if Class 1 or Class 2 emergencies are happening concurrently.

Communication for all Class 3 emergencies is overseen by the Chief Commissioner of Police.

Command, Control, Coordination

To assist each of the agencies and personnel Victoria bases its emergency response arrangements on the management functions of command, control and coordination. This mitigates confusion at an incident of who is in control, who do personnel report to, who is overseeing coordination and ensuring control is being managed. The following provides a brief overview of these management functions.

Command

Command is the internal direction of the members and resources of an individual agency in the performance of the organisation's roles and tasks, by agreement, and in accordance with relevant legislation. Command operates vertically within an organisation or agency and operates within one agency.

Control

Control involves the overall direction of response activities in an emergency situation and operates over the incident. Authority for control is established in legislations or in an emergency plan. Control carries with it the responsibility for tasking other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.

At all times control remains the responsibility of the agency identified in the *EMMV, Part 7.1*. The Control Agency appoints an Incident Controller who has the overall responsibility for emergency response operations of that incident.

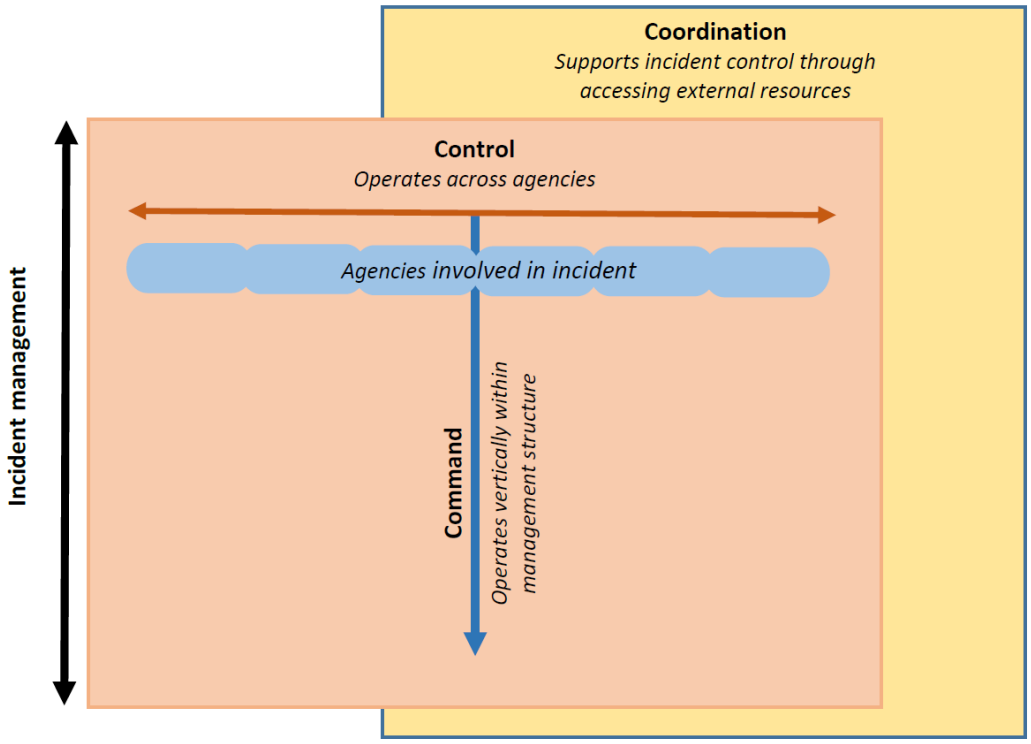
Working with Commanders from other agencies, the Incident Controller will allocate tasks to agencies to assist with response activities, and the Agency Commanders will manage and oversee those tasks by their own agency personnel.

The Hume City Council is also responsible as a control agency for some of its own community assets, such as a drainage authority, flood pumps and levees. This is managed through its internal policies, plans and strategies.

Co-ordination

Co-ordination involves the bringing together of agencies and the acquisition of resources to ensure an effective and supported response to emergencies. It involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency.

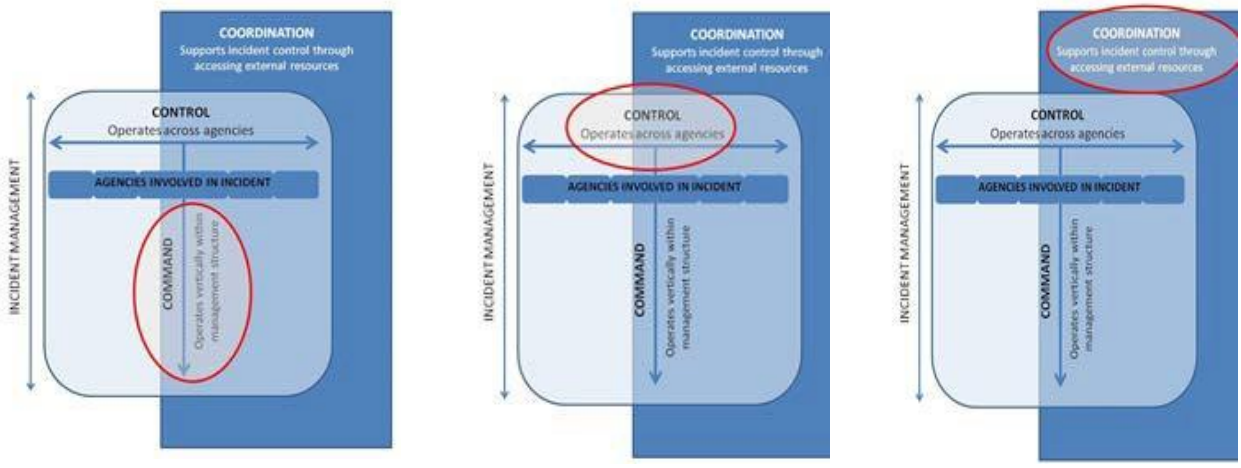
Within Victoria and at the local and regional level, Victoria Police have the role of coordination oversight in emergency response.



SECTION H- RESPONSE

Coordination of resources for an emergency is requested by Control Agencies, who, must first source any resources from within their own agency, or directly controlled by the agency or support agency within the municipal area via MOUs or contracts they have in place via contact with the IERC, MERC or RERC.

The following graphs provide the complete process of Command, Control and Coordination of an incident with more than one agency.



Control, Responder & Support Agencies

A control agency is the agency with the primary responsibility for responding to a specific form of emergency as detailed in the EMMV Part. 7

To assist control agencies a number of other agencies with similar skills and training are listed as support agencies (also known as responder agencies) to the control agency for a specific incident.

There needs to be a team approach on how agencies and council work together in responding to emergencies with all teams from State, Regional and at the Incident site. Hume City Council has a number of EMLOs trained and will deploy at the Incident Site to assist the providing the local knowledge required to respond to the community needs from relief into Recovery.

Consequence Plans

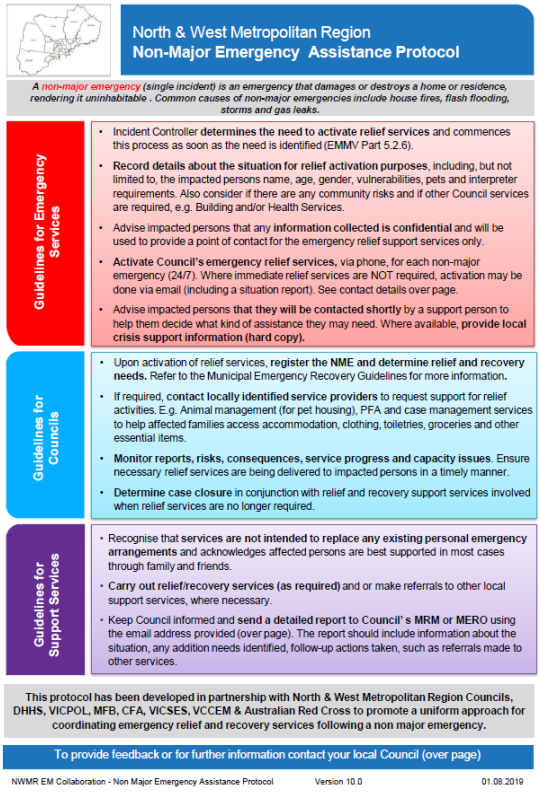
Hume City Council has had a number of emergencies as a result of these emergencies, Consequence Plans have been developed with Hume's MEMPC and other key stakeholders for our industrial areas. The Plan can be active immediately and people within these areas. The Consequence plan will provide knowledge to the response agency what is required to communicate to specific demographics, what vulnerable facilities are within 2 2 to 5km from the sites'

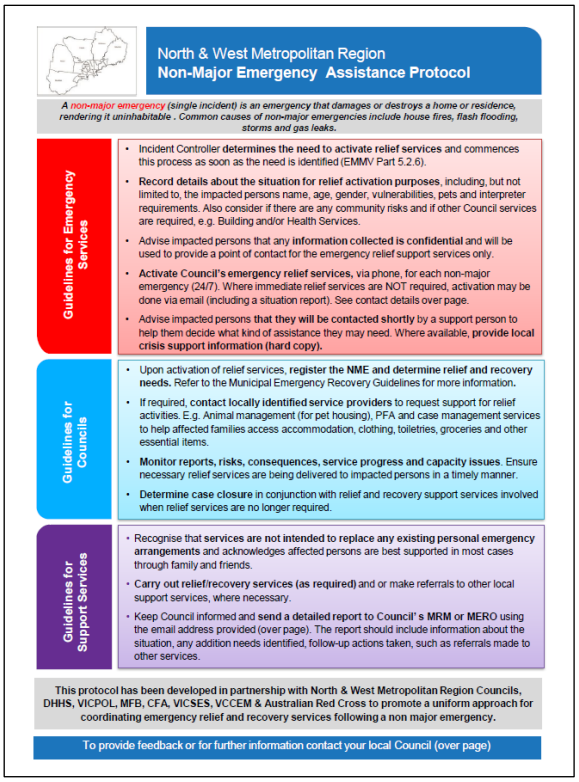
SECTION H- RESPONSE

Non Major Emergencies

However, for single incidents, the MEMPC have adopted a Non Major Emergency Assistance Protocol formerly known as (Single Incident) Protocol which requires the control agencies, Incident Controller to collect personal information where a person/s may be displaced and contact MEMO with information for council support and coordination. .

The following image shows the process and actions in of activating the Non Major Emergency Assistance Protocol. For a copy of the protocol for internal staff use go to Team site : Emergency Management, under North West Metropolitan Region Non Major Emergency Assistance. A copy of the Protocol can also be located in Hume City Council One Drive folder under MEMP-Sub Plans and also the MERG Sub Plan which is located in the sub folder.





Agency Request Procedures for Support

As emergency incidents vary in size and complexity the need for support and extra resources in tackling an incident may be required.

Any agency requiring additional support outside their own capabilities will follow their normal procedures and MOUs they may have with other local control and support agencies as detailed in part 3 of the EMMV.

This request may not come through the Municipal Emergency Response Co-ordinator (MERC) but through the Incident Emergency Response Coordinator (IERC) however, the MERC must be notified of such requests to remain aware of resource depletion within the area. This also ensures that any financial arrangements for resources are verified across all parties.

SECTION H- RESPONSE

Agencies who require Council assistance or resources from within or outside of a municipal boundary must, consult with the Municipal Emergency Response Coordinator (MERC), either through the MERC or direct, who will ascertain where the best source is to access that resource. This could be through the Duty Municipal Emergency Management Officer (MEMO) who can then determine whether the request can be met locally or through direct contact with other support agencies.

No-one but a designated officer (Incident Controller or Incident Controller authorised representative), may request assistance on behalf of the requesting agency, this authorisation should be pre-documented and where possible provided to the MERC. Any assisting agencies requiring resources must request these through the MERC via the IC or IC authorised representative.

Requests for assistance may be oral or in writing. If oral, the request must be subsequently confirmed in writing. Acceptance or implementation, however, will not be withheld pending receipt of a written request or confirmation. However both parties shall make file notes of the request and agreed terms at the time of the request. Written confirmation shall be forward as soon as possible or approved by the IC via Crisisworks, it shall be deemed that agreement by the IC and the MEMO through Crisisworks as sign off by the agency on what costs shall be covered and by whom.

Requests for assistance should provide, as a minimum, the following information to enable that assisting organisation determine its capability to support the request:

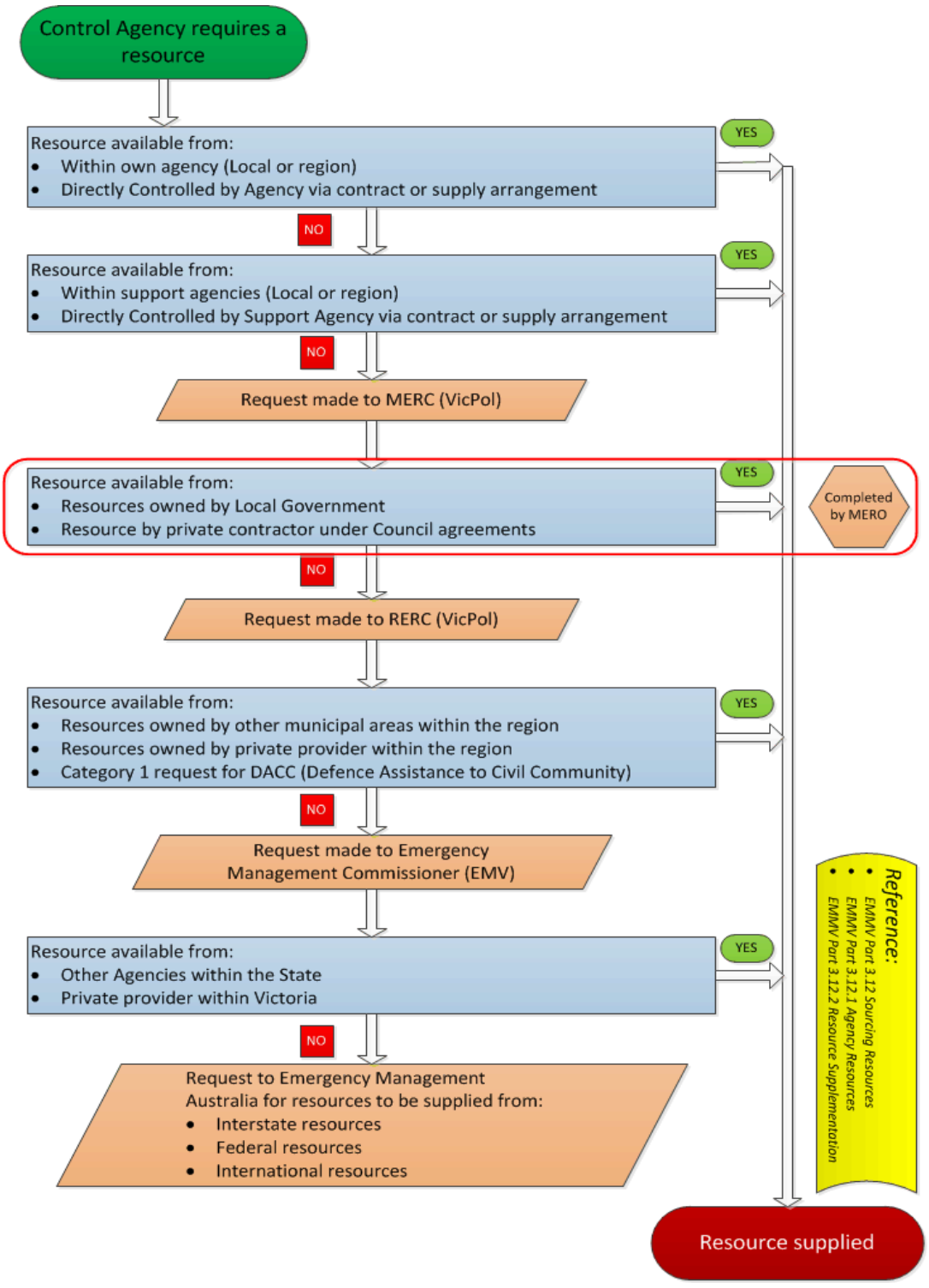
- A description of the emergency or disaster for which assistance is needed.
- The desired outcome of the assistance in the form of clear tasking instructions or the number and type of personnel, equipment, materials and supplies needed.
- The expected time of duration of the assistance request.
- The qualifications required for the assistance for personnel, equipment, materials and supplies.
- Associated costs with requested assistance, if any.

The MEMO shall provide details of expected time frames to fulfil the request.
The exception to the above is the request of staging areas, this request and associated information and procedures can be found at H 12 within this section of the MEMPlan.

SECTION H- RESPONSE

Once any resource request is received by the MEMO the activation of a Municipal Emergency Coordination Centre (MECC) either virtual, in-field or at one of the two designated MECCs as detailed in **Section H** of this Plan shall take place.

All requests must be recorded through Hume's Crisisworks system at the earliest opportunity



Municipal Response Activation and Activities

The Hume City Council has a responsibility to manage its assets and provide services to the community of those assets and as such provides an after-hours emergency response service to support the community.

This is different to the services provided as part of Councils involvement in Emergency Management.

Hume City Council has a dedicated 24/7 phone number that can be called to activate council via the MEMO who will activate the MRM and other council Emergency Management staff.

After Hours Emergencies - Municipal

Normal after hours emergency services of the municipality are available continuously as directed by the Council Executive Management Group. After hours call out procedures, triggers and scripts have been developed across the organisation. The Hume City Council has engaged OcraleCMS as its After Hours Triage Service provider.

The management of triggers and scripts is held with the Manager Resource and Recovery of Waste; the Administration & Project Support Officer of Resource and Recovery Waste Management shall manage the complete document and liaise with OcraleCMS.

Services that are provided as part of Councils after Hours Service are major safety hazards or danger to members of the public, these include:

- Incident Clean Up
    - Includes glass or litter from garbage collections / trucks
    - signage fallen over or dumped
- Obstruction of walking paths, roads and other open spaces
- Oil spill on local council roads
- Building damage that could have serious structural damage and requires assessment

In the Emergency Management context, the Hume City Council supports control agencies during incidents by providing the following:

Establishing, operating facilities including;

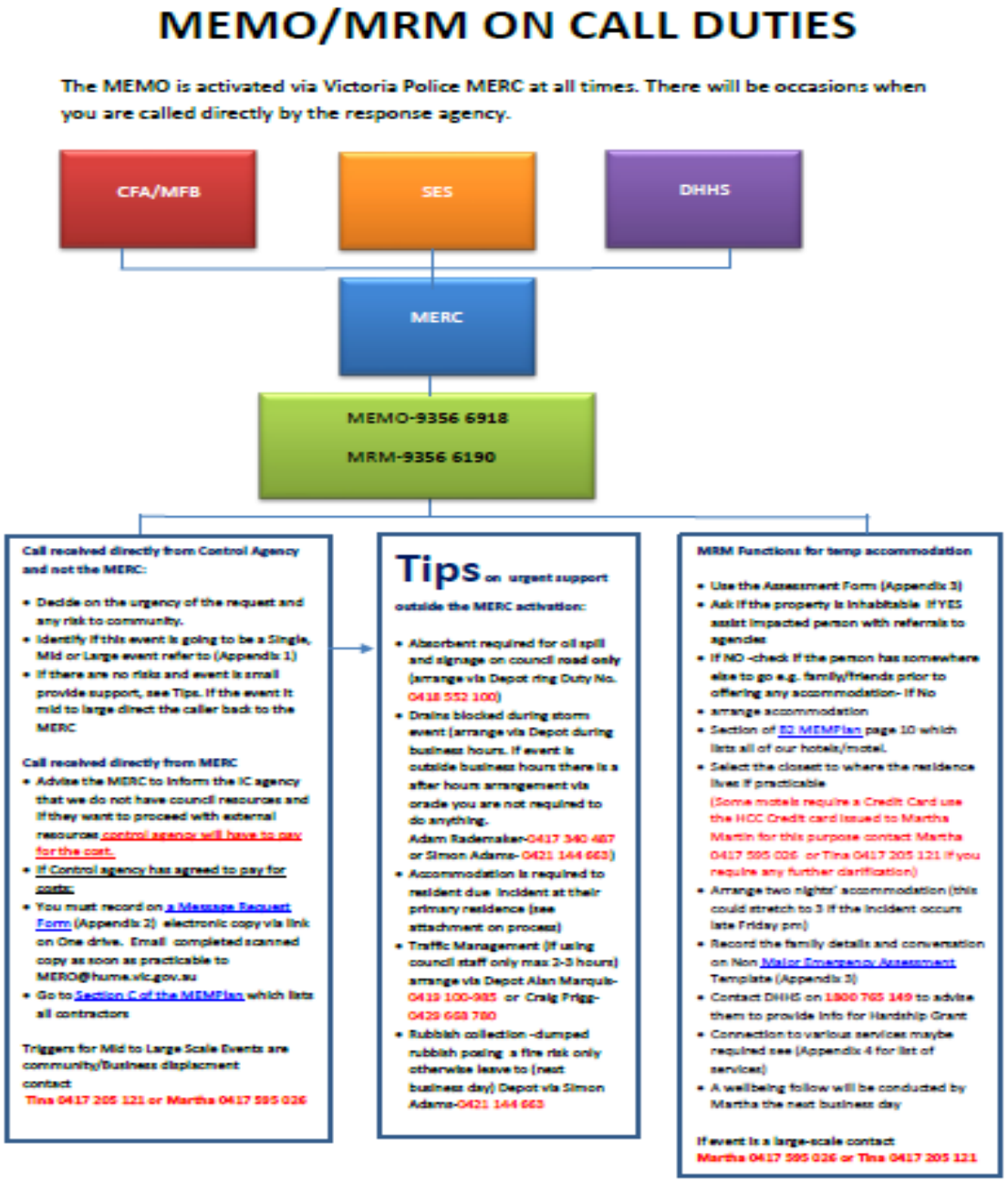
- Municipal Emergency Co-ordination Centre
- Emergency Relief and Information Centres
- Emergency Service Staging Areas*
- Emergency Recovery and Information Centres

SECTION H- RESPONSE

Note: *Details and considerations on Staging Areas can be found in this section of The Plan*

The MEMO is activated via our After Hours service as a first port of call for emergencies. The MEMO have been provided a flow chart for requesting resources and supporting the control agency during business hours and after hours.

Each MEMO is provided with a information folder on the procedures and templates required to be completed whilst on call.



SECTION H- RESPONSE

Facilitating the provision of Information

- In consultation with Incident Controller and Municipal Emergency Management Officer *Hume City Council will need to ensure that all cultures are considered and any special needs of vulnerable persons within the vulnerable list are considered in planning with the MRM in the dissemination of information.*

Providing and coordinating resources

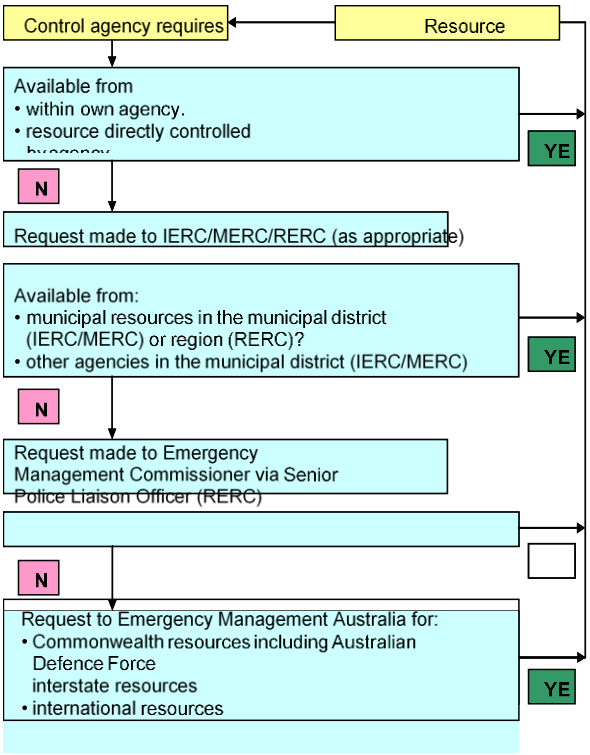
Hume City Council has an extensive list of resources which can be sourced from the Resource and Technical section C of this plan. You can go to this Section by clicking on the (internal staff only) Team Site link: Technical & Resource or Section C of this plan. The C section is also uploaded onto One Drive which all of the MEMPC members can access at anytime.

Hume City Council has also provision to provide specialist Personnel such as:

- Council stormwater and drainage engineers
- Council has a variety of information. Mapping is available through Council's IntraMap and GIS system.
- Resident and business information are available through Council databases.
- Specialist information in relation to vulnerable persons such as children and the frail elderly is available from Council's Service Areas and Crisisworks
- Council has also established a list of staff who speak another language that can assist during emergencies which is located in a secured file on One Drive
- Specialist information in relation to traffic management, including load limits.
- Specialist information in relation to Councils stormwater management network.

SECTION H- RESPONSE

Council is limited with the resources owned by council and therefore can support the control agency with coordination of resources listed in section C, however due to budget restraints these requests will be charged to the response agency requesting the resources as per (Emergency Management Act 1986, s.21(2) and the MAV Suppletory Resource Sharing Protocol.



Hume Emergency Management Activation

Hume Emergency Management response arrangements should be implemented at the earliest possible opportunity if the effects of emergencies are to be minimised. Several phases of activations have been adopted. Initial information will generally come from a control agency to the MERC, who advises the MEMO.

Although there is no formal phase for response to an emergency, the following grouping of activities may assist in preparing for and responding to an emergency and subsequently handing over to the MRM for recovery.

The Hume City Council will use is normal procedures to notify our internal groups which will be managed through the MEMO with assistance of the MRM.

SECTION H- RESPONSE

Alert (Pre-emergency)

Upon receipt of a warning or information that an emergency may occur or affect the relevant areas of responsibility, response organisations must be alerted to ensure their readiness to act if called upon.

Some of the activities that will be considered in this phase are:

Notification of groups or individuals about the potential emergency, such as:

- Key municipal personnel
- Members of the Executive Management Team
- MEMO & Deputy MEMOs
- MRM & Deputy MRMs
- Municipal Emergency Coordination Centre Manager (MECC Manager)
- Municipal Relief Centre Manager
- Communications Manager
- Chief Executive Officer

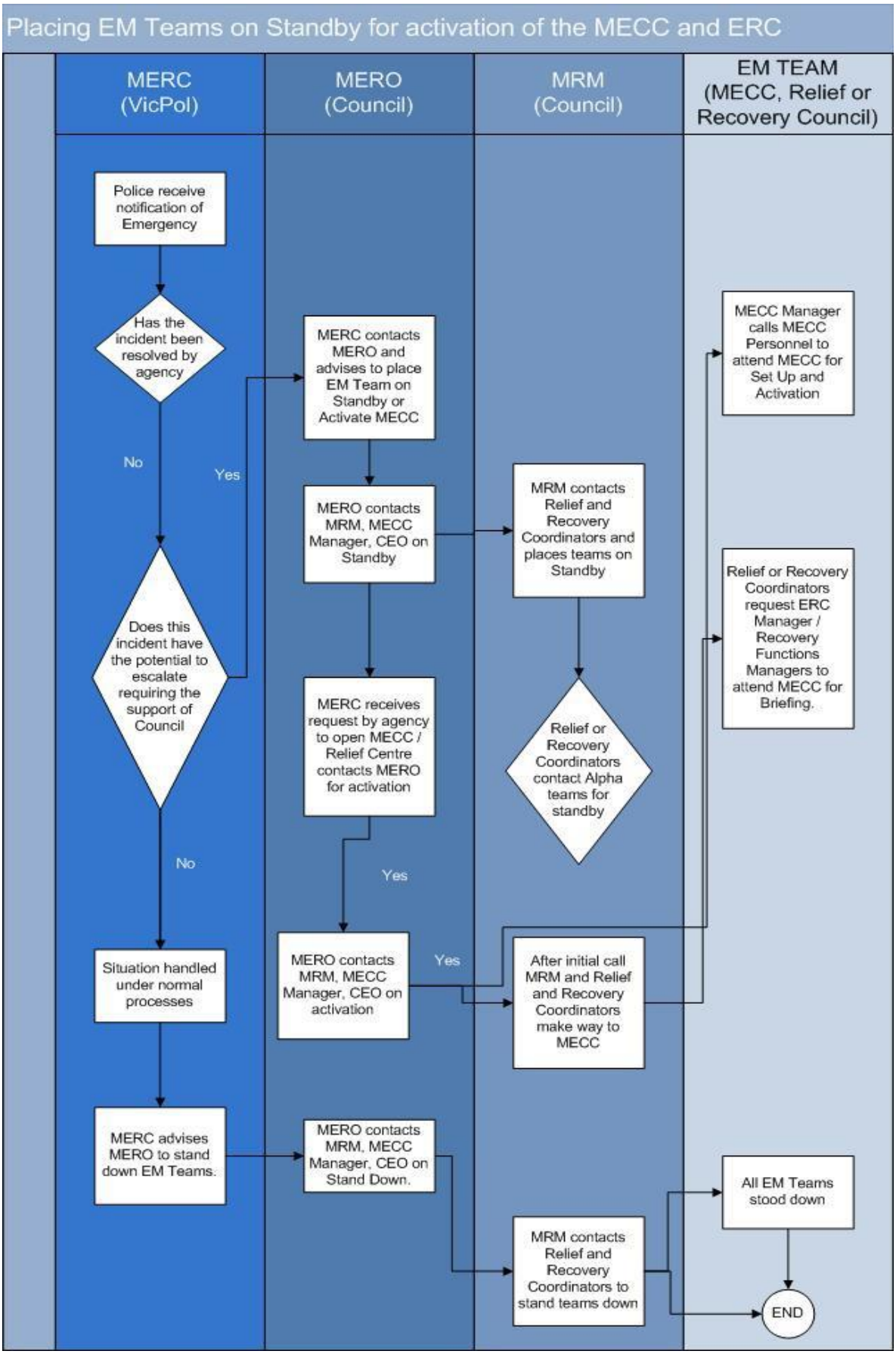
SECTION H- RESPONSE

Standby

- Testing of communications arrangements
- Establishment of the flow of information between the municipality and the Control/Support agencies
- Establishing and staffing the MECC, or at the very least preparing a roster in the event of activations
- Establishing and staffing the Municipality Emergency Coordination Centre, or at the very least preparing a roster in the event of activation.
- Preparing equipment and personnel for immediate action as per appropriate sub-plans
- Identify possible Staging Areas and Emergency Relief Centres
- Maintain communications by the MEMO to the MRM and our Communication's EMLO in relation to the implementation of any emergency relief or recovery services that may be required.
- Activating an incident within Crisisworks
- The assistance of distribution of public information and warnings, as issued by the IC or control agency and disseminated by Hume's Communication EMLO as per Hume's Emergency Communicating plan.

The following graph provides an overview of considerations by the MERC and the MEMO on activating a MECC within Hume to assist in supporting the Control Agency in resourcing.

SECTION H- RESPONSE



SECTION H- RESPONSE

Action (Emergency Response)

This is the operation phase of the emergency, when the control and support agencies are committed to contain or control the emergency. Some operations may necessitate immediately implementing these actions without any pre-warning. Activities that should be considered at this point are:

Primary Activities

- Establish and staff the Municipal Emergency Coordination Centre (MECC)
- Identify and establish one or more Emergency Relief Centre(s) as required, including mobilise staff to manage the facility
- Mobilise personnel/equipment were applicable and at requests.
- Ensure Volunteer Emergency Workers are registered (if applicable)
- Ensure full records are maintained of all communications, including deployments
- Maintain records of financial commitments made by Council in response to the emergency, or on behalf of requesting agencies in relation to the emergency
- Produce Sitreps on regular basis for relevant authorities and bodies
- Coordinate and hold regular briefings for relevant Council personnel and authorities
- Deploy additional resources as required and within capacity
    - Through adjoining municipality MEMOs
    - Through external support agencies
    - Through regional assistance via the MERC

Support Activities

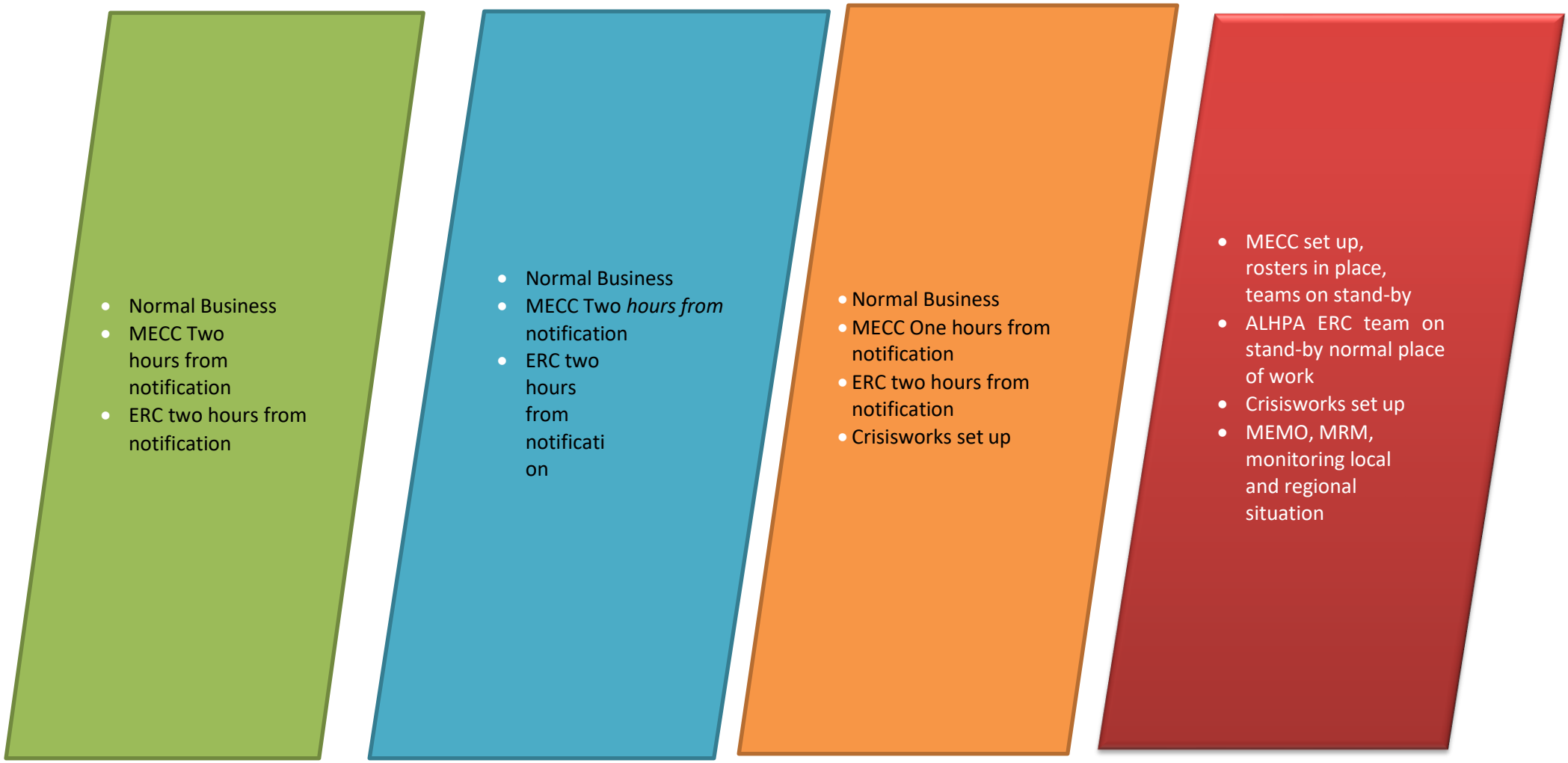
To support response personnel whether Hume City Council, other agencies or volunteers, it may be necessary to provide:

- Specialist personnel and information
    - May include, GIS Mapping, Traffic planning, Health and Environmental Health, Animal Control, parks and operations personnel
    - Welfare services for individuals and communities affected by emergencies,
    - Public information *(see H of this Plan)*
    - Assistance with Relief Registration
- Areas that could be used for staging or rest areas for emergency services

To assist in understanding and collaboration across neighbouring municipalities the Hume City Council has adopted the use of the following preparedness levels.

SECTION H- RESPONSE

Preparedness Levels – Municipal



SECTION H- RESPONSE

Heat/Heatwave Risk

Preparedness as agreed with the North West Metropolitan Region Collaboration councils

The following table provides a break down for preparedness for the municipal MECC and ERC preparedness.

Please note: Distinction between extreme heat and heatwave. Heat Health Plan for Victoria 2019: This plan distinguishes between single days of extreme heat and prolonged heatwaves.

Extreme heat occurs when the forecast average temperature on any day exceeds the predetermined heat health temperature threshold in a Victorian weather forecast district.

A **heatwave** involves three or more consecutive days of extreme heat.
Isolated days of extreme heat typically affect the health and wellbeing of Victorians who are most at risk, commonly due to age, illness, medication or social isolation.

Risk – HEAT EVENT / HEATWAVE

Readiness Level based on average temperature and likely duration As advised by EMV/DHHS	**LOW** 0- 10	**MODERATE** 10-20	**HIGH** 20-25	**Very high** 25-30 (average 24 hr temperature) Heat health Alert issued	**SEVERE** 30-35(average 24 hr temperature) Heat health Alert in place	**EXTREME** 30-35(consecutive days of average 24 hr temperature) Heat health Alert in place Impacts on critical infrastructure Heat Wave declared
Please describe the arrangements your council will undertake in readiness to a Heat event risk based on average temperature and likely duration **The following are Council actions only; other agencies have responsibilities as per the MEMPlan Action Plan.**	Normal Preparedness arrangements (BAU)	Normal Preparedness arrangements (BAU)	Normal Preparedness arrangements (BAU)	**Heat health Alert issued** • Heat Plan activation protocols triggered • Relevant Community Care and/or specific contract arrangements make welfare check phone calls to all clients as per DHHS Heat Health script • Notification of alert to event coordinators	**Heat health Alert in place and/or Heatwave declared** • As per Very High • Identification of vulnerable facilities • Identification of vulnerable persons • If an ICC/RCC is in place deploy an EMLO	**Heat health Alert in place and/or Heatwave declared** • As per Severe • Council Emergency Management Coordination Group in place • Activation of any Business Continuity Management/ Crisis Management Plan

SECTION H- RESPONSE

Activation triggers for Hume City Council Heat Event as developed in our Hume City Council Municipal Heat Health Plan as well as this section of *The Plan*. For a detail copy of the council Heat plan click on link Heat Plan

Phase	Trigger	Notification
Planning	An effective heatwave response requires planning to be undertaken prior to summer	
Phase 1: Notice and Preparation	72 hours notice	**Notice & Preparation:** Heatwave warning received from the Department of Health (DOH) and heatwave alert is disseminated to Hume City Council Division Managers
	36 hours notice	Heatwave Local Area Plans are activated and employees are made aware of the heatwave alert. Marketing and communication activities begin with clients, external organisations and residents. Information communicated and disseminated via telephone, HCC internet and intranet, site visits and heatwave promotional material.
Phase 2: Heatwave	1-2 days heatwave	**Unit Managed Response:** All division and units are monitoring the heatwave impacts, using coping strategies and resources and keeping management, staff and clients informed of impacts and rising issues
Phase 3: Extended Heat	3-4 days heatwave	**Coordinated Response:** Flexible working arrangement implemented if need, coordinators and managers to ensure all impacted critical services have adequate resources and being well monitored.
Phase 4: Extreme Heat	4+ days heatwave	**Escalated Response:** MRM anc MEMO to ensure business continuity and consider community safety needs. Ensure staff and clients are implementing regular cooling strategies and utalizing 'cool spaces'
Phase 5: Recovery **(After extreme heat)**	No trigger indicators in 7 day forecast	**Deactivatior** MEMO to contact relevant managers and stand down personnel, arrange debrief with relevant personnel and liaise with DOH (Arrage de-brief)

SECTION H- RESPONSE

Fire Risk

Preparedness as agreed with the North West Metropolitan Region Collaboration councils

Risk - FIRE

Readiness Level	LOW TO MODERATE	HIGH	VERY HIGH	SEVERE	EXTREME	CODE RED
Forest FDI Grass FDI	0 – 11 0 - 11	12 – 24 12 - 24	25 – 49 25 - 49	50 – 74 50 - 99	75 – 99 100 - 149	100 + 150 +
Fire Behaviour	Fires can be easily controlled	Fires can be controlled, expect short distance spotting	Fires can be difficult to control, crown fires may develop in forest.	Fires may be uncontrollable and move quickly. Spot fires may occur up to 4km ahead of the fire.	Fires will be uncontrollable, unpredictable and fast moving. Spot fires up to 6km ahead of the fire.	Fires will be uncontrollable, unpredictable and fast moving, with spot fires up to 20km from the main fire, with likely serious consequences for communities.

Urban Fringe / CFA LGA's

Please describe the arrangements your council will undertake in readiness to a fire risk based on the predicted FDI? **The following are Council actions only; other agencies have responsibilities as per the MFMPlan Action Plan.**	Normal Preparedness arrangements	Normal Preparedness arrangements	Normal Preparedness arrangements	• If activated, MECC will be operational within 2 hours • Participate in the REMT teleconference (details as notified)	• Participate in the REMT teleconference (details as notified) • MECC physically set up by 10.00am and conduct an EMG briefing • MECC support staff available within 2 hours if activated • Nominate an EMLO to attend the ICC (if required) • Conduct a 'Team Alpha' ERC staff availability assessment (SMS via Crisisworks)	• Participate in the REMT teleconference (details as notified) • MECC physically set up by 10.00am and conduct an EMG briefing • MECC support staff available within 2 hours if activated • Nominate an EMLO to attend the ICC (if required) • Conduct a 'Team Alpha' ERC staff availability assessment (SMS via Crisisworks) • Conduct an ERC staff availability assessment to enable activation of an ERC if required (this would include consideration to provide staff resource support for the NWMR collaboration councils if required)

SECTION H- RESPONSE
Flood Storm Risk

Preparedness as agreed with the North West Metropolitan Region Collaboration councils

Risk – FLOOD/STORM EVENT

Readiness Level based on flood predication **As advised by SES/EMV**	**Flood Watch issued and/or Minor Flood warning issued**	**Minor Flood Warning issued**	**Low to mid-range Moderate Flood warning issued with Low consequences for built environment based on risk**	**Moderate to high end MODERATE Flood Warning with moderate consequences for built environment based on risk Multiple other Rivers in MINOR**	**MAJOR Flood Warning predicted and/or >2 high end MODERATE Flood warnings with risks and consequences for built environment & economic**	**Two or more MAJOR Flood warning(s) or One with significant consequences /widespread evacuations for built environment, exceeding 1 in 100 year riverine event. Multiple MODERATE Flood Warnings. Large Dam failure considered very likely.**
Flood Behaviour	Anticipated continued light rain. Catchments able to absorb predicted rain for consecutive days but may lead to flooding. Nil impacts or consequences predicted unless identified.	Anticipated continued rain. Catchments able to absorb predicted rain for consecutive days with minor flooding occurring. Low-lying areas next to water courses are inundated. Minor roads may be closed and low level bridges submerged. In urban areas inundation may affect some backyards and buildings below the floor level as well as bicycle and pedestrian paths. In rural areas removal of stock and equipment may be required	Anticipated continued rain. Catchments likely to be saturated and unable to absorb continued rain. Areas of inundation are more substantial in size but consequence low. Main traffic routes may be affected. Unlikely for buildings to be affected above the floor level. Evacuation of flood affected areas may start to be considered. In rural areas removal of stock is required.	Anticipated continued rain. Catchments are saturated and unable to absorb continued rain. Areas of inundation are more substantial. Main traffic routes may be affected. Some buildings may be affected above the floor level. Evacuation of flood affected areas may be planned for. In rural areas removal of stock is required. Impact assessment may be required.	Anticipated continued high rain. Catchments are saturated and unable to absorb continued rain and runoff. Extensive rural areas and/or urban areas are inundated. Many buildings may be affected above the floor level. Properties and towns are likely to be isolated and major rail and traffic routes closed. Evacuation of flood affected areas likely. Utility services likely to be impacted.	Anticipated significant extreme weather event that will lead to rapidly rising river conditions. Catchments are saturated and unable to absorb current or additional runoff. Extensive rural areas and/or urban areas are inundated. Many buildings may be affected above the floor level. Properties and towns are likely to be isolated and major rail and traffic routes closed. Evacuation of flood affected areas are likely. Utility services will be impacted.
Please describe the arrangements council will undertake in readiness to a flood risk based on the flood prediction? **The following are Council actions only; other agencies have responsibilities as per the MEMPlan Action Plan.**	Normal Preparedness arrangements (BAU)	Normal Preparedness arrangements (BAU)	Normal Preparedness arrangements (BAU)	• MERO on standby (24 hour contact number in operation) • If an ICC/RCC is in place deploy an EMLO	• As per Moderate Flood/Storm warning • Programmes to monitor and support Council Operations continuity plans as needed. • Communications Plan in place	• As per Major Flood/Storm warning • Council Emergency Management Coordination Group in place • Notification of alert to event coordinators

SECTION H- RESPONSE

Due to their nature the following emergency incidents activation triggers have not included in this *Plan*:

- food and water contamination,
- essential service disruption,
- human epidemic / pandemic,
- civil disturbance,
- fire – structure,
- transport accident and
- hazardous incidents

The Hume City Council will base any activation on the 'Request for Support' procedures **(H)** as well as triggers developed at the Regional level (North West Metropolitan Region) and State level.

Response Responsibilities

Individuals

Every individual has a responsibility during all phases of emergencies to assist themselves, family, neighbours, friends and community members to remain safe.

Some of the actions that individuals should do during the response phase of an emergency included;

- Move to a safer location and way from danger.
- Call 000 to report the emergency, others may not have had the chance.
    - Provide as much detail as possible, type of incident, exact location, number of people involved, closest cross street or identifying building.
    - If possible remain on the phone to 000 and provide updates until emergency services arrive on scene.
- Stay clear of the incident and out of the way of responders, this includes driving to or near an incident.
- Listen to and act on warnings issued by the Control Agencies;
    - via www.emergency.vic.gov.au
    - via official emergency services social media
    - VicEmergency App *(old Fire Ready App)*
    - Local radio and other broadcasters
      Door knocks
- Understand warnings issued by the Control Agencies

SECTION H- RESPONSE

Six (6) Warning Message

The following are the six (6) warnings used by emergency services and what you should do.

Advice

- There is no immediate danger. General information to you, up-to-date with developments

Watch & Act

- It is likely that **you may** be impacted by the emergency. You may be in danger and should start taking action to protect your life and your family.

Emergency Warning

- **You will** be impacted by the emergency. You are in danger and must take action immediately.

Prepare to Evacuate

- **You should** quickly **prepare** to leave the area. Include actions to prepare family, gather critical items.

Evacuate Now

- **You should immediately** leave as delay could hinder the preservation of life

Advice – All Clear

- The threat of an incident/emergency has subsided. Still be aware of surrounds if heading back into an area affected.
- Enact your emergency plan
- Comply with requests from emergency services personnel
- If asked to evacuate, do so, the decision to evacuate isn't done lightly by emergency services and done for the preservation of life.
- Take important documents with you (copies are ok)
- Contact family and friends that you are safe
- Register via the Register, Find, Reunite website through the Australian Red Cross (large scale and major emergencies only) https://register.redcross.org.au
- Drive to conditions (Fire and Storm), never drive through flood water, there may be no road or debris under the water.

SECTION H- RESPONSE

Community

The social cohesiveness of a community during an emergency assist people being able to cope as well as recover quickly and as such local community play an important role in the wellbeing of their neighbours.

Some of the actions communities should do during the response phase of emergencies include;

- Assist the individual or family with shelter away from the incident.
- Comfort those affected by the incident
    - Provide warm blanket
    - Use of phone
    - Talk to them to keep them claim.
    - Offer water, tea or coffee

Council

Municipal Emergency Management Officer

The MEMO is the main authorised municipal officer for any and all council emergency management activations, resources and oversight of council's emergency management arrangements;

The MEMO is responsible to ensure that:

- All response activations and financial arrangements for that activation are recorded and authorised through the correct procedures.
- During periods of absence, deputies are appointed and fully briefed on actions to be taken on receipt of a request for activation of this Plan;
- Contact telephone numbers for deputies are communicated to the authorities as listed in Section B3 ; and
- A full description of the MEMOs role and responsibility can be requested by contacting the MEMO at MEMO@hume.vic.gov.au

Municipal Emergency Management Team

The Municipal Emergency Management Team (MEMT) shall occupy the Municipal Emergency Coordination Centre (MECC) to coordinate support operations. The MEMT is to:

- Maintain liaison with on-site Incident Emergency Response Coordinator and Control Agency involved in the emergency;
- Coordinate municipal and local community resources operating under this plan in support of the Control Agency;
- Direct Council support operations during the emergency and post emergency phases;
- Coordinate and plan for Municipal Secondary Impact Assessment; and

- Order stand down of Council and community resources. If additional resources are required, these will be obtained through the Municipal Emergency Response Coordinator.
- The team is comprised of:
    - MERC (VICPOL)
    - MEMO or duty Deputy (Council)
    - MRM or duty Deputy (Council)
- Councils Emergency Management Coordinator may be requested to assist.

Municipal Emergency Coordination/Operation Centre

A Municipal Emergency Coordination Centre (MECC) is a location that may be established in one of three (3) ways to assist in gathering suitable people from council and agencies in planning and requiring resources to assist in an emergency.

While dependent on the nature, size and complexity of the incident the activation of and location of the MECC will be established with the safety of personnel first and foremost.

A MECC could be;

- virtual,
- in-field, or
- at one of two predetermine locations.

The request to activate a MECC will be made by the Incident Controller to the MERC and in discussion with the MEMO.

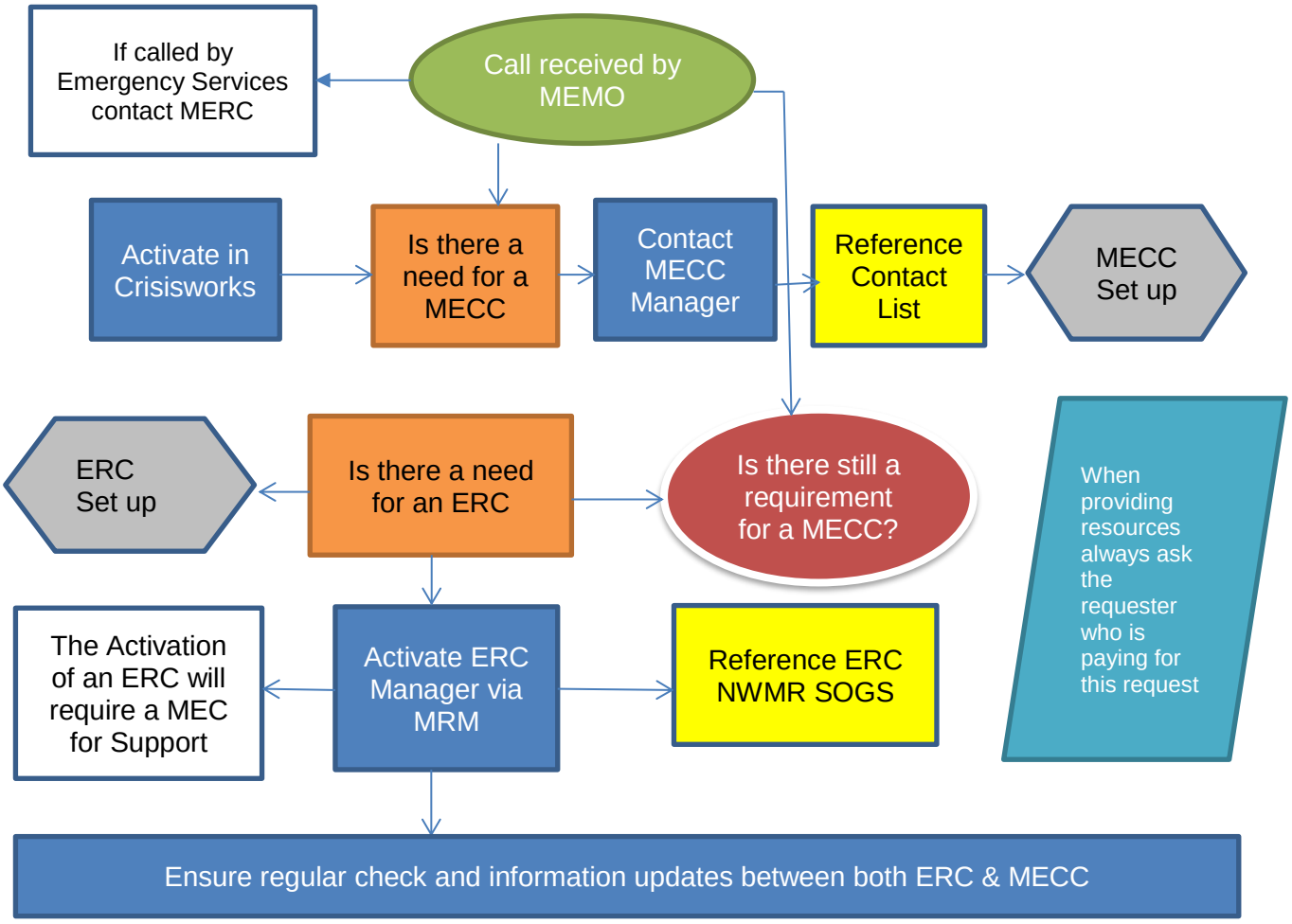
The Hume City Council has a MECC Operational guide which details the activation, roles and responsibilities, MECC locations. For a full MECC guideline can be requested by contacting the MRM on mrm@hume.vic.gov.au Arrangements and details of these facilities can also be found in these guidelines and are restricted distribution.

At the request of the MERC an ‘infield’ MECC may be set up for personnel required to assist in the supporting the control and responder agencies during an incident. At this request, the first consideration for a location is the safety of all municipal personnel that may attend.

All OH&S and Hume City Council policies must be considered by the MECC Manager and all Hume personnel when attending. The undertaking of a dynamic risk assessment is the responsibility of the individual.

SECTION H- RESPONSE

The following graph provides the process for the activation of a MECC.



MECCs will not be open to the public or accept members of the community; these will be council and emergency services to plan, and coordinate resources and services only for response, relief and recovery activities.

All public enquiries shall be through Councils Customer Service, Emergency Relief Centre, Emergency Information Centre or Emergency Recovery Centre.

Council will, to assist with its own response, may activate a municipal emergency operations centre (MECC) this will be used as a staging and organising location for Councils response personnel, mainly used by Parks, Gardens, Emergency Response and environmental teams.

Depending on the situation and time of day the following should be used as a guide;

- A virtual MECC may take up to 30 minutes to activate,
- an in- field MECC may take up to 90 minutes to activate, and
- a facility MECC may take up to 120 minutes to activate.

Regular testing of the MECC equipment will take place, pre and post Fire Season and reported to the MEMPC, MERC and Regional Response Planning Committees.

Staging Areas

During an emergency incident emergency service agency may require a location away from the incident for personnel, vehicles, equipment or material to assemble before use.

The Hume City Council may at the request of the Control Agencies provide locations throughout the municipality to be utilised as Staging Areas.

As incidents can occur in any location, the Hume City Council in its consideration of Emergency Planning has decided not to list possible Staging Area locations within this Plan, but will however through the discussion of the MEMT, Community Buildings and Parks and Gardens advise the control agency of the best location on an incident by incident event. Potential sites for Staging Areas have been developed and sit with the

MEMO. Consideration of locations for a Staging Area will take into account:

- the location of the incident,
- ease of accessibility for emergency services to and from incident,
- impact on local community and traffic issues,
- potential impact of a staging area location

Staging areas may use community open spaces which could have community bookings for groups, sports, parties etc. Communications to the community must be made to those affected groups as part of the activation of a Staging Area; this will be undertaken through the MEMO and tasked to a council officer.

The following process and consideration must be used for requesting any area within Hume, whether the incident is within the municipality or not, for the use and activation of a Staging Area.

SECTION H- RESPONSE

Requests for a Staging Area should provide, as a minimum, the following information to enable Council determine its capability to support the request:

- A description of the emergency or disaster for which the Staging Area is needed.
- The desired outcome of the assistance in the form of clear tasking instructions or the number and type of personnel, equipment, materials and supplies needed to be 'staged'
- The expected time of duration the Staging Area assistance is required.
- Associated costs with requested provision of a Staging Area.

The following processes and considerations will be followed:

- All heavy equipment and vehicles at staging areas shall be on solid ground (concrete, asphalted, etc.) unless otherwise agreed through the MEMO and documented.
- Parklands / Open Space shall be used for personnel coordination, resting, temporary accommodation, briefings, and meals.
- Parklands / Open Space maybe used for heavy equipment and vehicles if no other suitable site is available.
- The repatriation of any Parklands / Open space or Community Building used for a Staging Area shall be charged in full to the control agency, this includes the cleaning of the facility.
- Council will wavier all booking fees for any and all locations within the municipality used as a Staging Area that may have a standard community charge for bookings for emergency service agencies.
- Council will refund only the booking fee to any community group or casual booking that may have to cancel or relocate from a council location due to it being used as a Staging Area for an emergency incident.
- Council will not refund any financial loss including permits, salaries, trade and or stock to any group, trader, and organisation due to a site within Hume being used as a Staging Area for an emergency incident. Any and all loses must be planned for by the organiser, trader, sports and community groups through their own insurance coverage.

Public Warnings/Information

The Hume City Council understands the importance of timely, accurate and consistent public information before, during and after an emergency incident. As such the Hume City Council's Communications Team will work with the MEMT, Control Agencies and community to relay information to help minimise the impact to life and the community where possible.

It is the Control Agencies responsibility as set out in the EMMV to release timely and accurate warnings of potential emergencies, regular updates and advice on what actions the public should undertake during that incident, Council may assist in the re-disruption of these messages.

All messaging will align with the Victoria Warnings Protocol.

Council may use the following different mediums for the dissemination of information but not limited to:

- Websites
- Social Media / Social Networking- Facebook, Twitter and YouTube
- Variable Message Boards
- Door knocks
- Verbal Messages
- Information Boards
- Radio and Television
- Print Media (where suitable)
- Phone messaging (including SMS) to Hume City Council Staff
- Emails

In the emergency and post emergency phases of an incident, an Information Centre may be established at the Hume Global Learning Centre Broadmeadows, which is located next to the Municipal Office, and if warranted, in any Municipal Community Hub locations close to community affected.

The purpose of these Centres is to provide a channel of communication from the MEMT to residents of affected areas. The centres will also be a focal point for residents seeking information.

General information related to the emergency or regulatory instructions to residents will be released only from the MEMT via the Public Relations Coordinator after consultation with the Control Agency and/or Victoria Police. Information from the Control agencies can be found at the Emergency Vic website www.emergency.vic.gov.au. It is recommended the public add this to their internet favorites as well as downloading and setting up the VicEmergency App *(replacement of the Fire Ready App)*.

Assistance to Police

Hume City Council has a 24hr Emergency Reponses Team that may provide assistance to Victoria Police when called upon. This is usually in the form of traffic management during police activities.

Municipal local laws officers may provide assistance to police in traffic control and evacuation, subject to resource availability and through request of the normal protocols.

Municipal mapping, upon request, will be made available to Victoria Police as well as technical advice.

Evacuation/Lock Down

The decision to evacuate or lock down is not taken lightly and rests with the Incident Controller in conjunction with Victoria Police and available expert advice and is done for the safety and protection of life.

Consideration must be given to the area that is to be evacuated, the route to be followed, the means of transport and the location to which evacuees will be asked to attend.

The Victoria Police Incident Emergency Response Coordinator is responsible for evacuation or Lock Down. If evacuation is required, the Incident Emergency Response Coordinator will request for the activation of an Evacuation Manager to coordinate all activities related to evacuation.

Once the decision to evacuate has been made the MEMO must be contacted to assist with considerations of any relocation facilities and requirements.

The Hume City Council Relief and Recovery Sub Plan outlines the procedures and consideration that need to be taken when the community is been evacuated. Refer to the Relief and Recovery sub plan.

The Hume City Council may provide advice regarding the most suitable Emergency Relief Centre and other resources that may be required (e.g. public health, emergency relief considerations or requirements and special needs groups and traffic movements).

In some incidents the control agency may request for the safety and preservation of life to ‘lock down’ an area. This is generally because of a civil disturbance, hazmat, health, pandemic or other like incident. Where required, and once the decision has been made to ‘lock down’ an area, the MEMO shall be contacted to assist in the implementation and the public notification of the lock down.

The duty MEMO shall contact the duty MRM to assist in the coordination of either request.

Medical and Public Health

If normal medical services within the municipality are unable to cope in an emergency, the Ambulance Service is responsible for the activation of the State Health Emergency Response Plan (SHERP), which has been prepared by the Department of Health and Human Services and provides procedures to enable total medical response to an emergency.

Council's Environmental Health Services will monitor all aspects of public health and effect control or remedial measures as necessary. This may involve frequent assessment inspections of the site of the emergency and may necessitate the recruitment of assistance from the Department of Health and Human Services and / or neighbouring municipalities

Council will during high heat days (Heatwaves) provide response messaging for at least three (3) days after the passing of a heatwave. This is to ensure that the community continue to respond to the emergency which can impact a person's body for at least 3 days after the event.

During the emergency, Council's Health Services may provide technical advice to the community through liaison with the Department of Health and Human Services.

For a copy of the SHERP plan click on
https://www2.health.vic.gov.au/emergencies/emergencies-department-role

Registration

Registration may be required during an emergency incident by various organisations and people for a variety of reasons and in two categories, Agency – Operational and Community – Support and Needs.

Agency:

- Registration of agency personal on shifts at the incident,
    - At the MECC, this should also include those deployed to an ICC
    - At an ERC,
    - At a Staging Area.

Each agency will maintain the registration of their own volunteers, employees and contractors.

However, all personnel entering and leaving a MECC or ERC must register through the systems in place at those centres with the responsibility of the MECC Manager or their delegate to ensure this process is completed.

The register is to include the following detail and is to be retained to support any claim for compensation in the event of injury/death of the individual:

- Name
- Period/s employed/rostered duty
- Nature of duty/role

Official identification name tags will be prepared and maintained for use by personnel at those centres. Registration templates can be found in the MECC Facility Guidelines, Hume City Council Emergency Relief Centre Standard Operating Guide.

The Council Officer responsible for the coordination of registration at the MECC: **MECC Manager – Coord Property & Resources or Assistant MECC Manager Supervisor Property Services**

RESPONSIBILITY

The Council Officer responsible for the coordination of ERC personnel registrations at an ERC: **ERC Facility Manager** until **ERC Administration Team Leader** is in attendance.

RESPONSIBILITY

The Council Officer responsible for the coordination of registration by presented community members at an ERC: **ERC Community Support Team Leader**, until **Australian Red Cross** personnel attend.

All personnel, including agency, working within a MECC, ERC or Recovery Centre shall also have their own Crisisworks login and shall show through their profile that they are on duty. It is the individual's responsibility and that of their agency to ensure them to do exceed their agencies duty time period; however the MECC/Facility managers or delegate may notify the MEMO, MRM or ERC coordinator to advise the agency liaison officer or team leader if they believe that the duty time of an individual is exceeding suitable and safe periods.

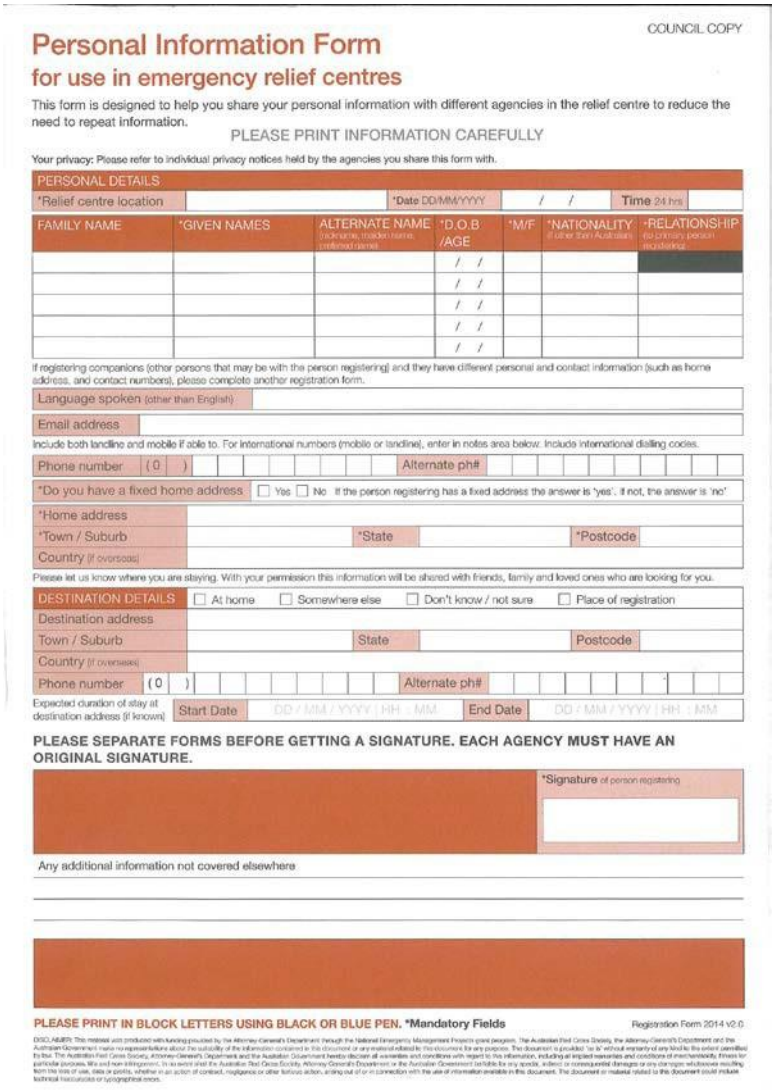
Community

Registering impacted members of the community enables and assists coordinated services and support assistance to be planned by those agencies detailed in the EMMV.

- Registration of members of the community at the incident may occur via,
    - presenting at an ERC or Recovery Centre,
    - through the Initial Impact Assessment (at the scene) or,
    - Municipal Secondary Impact Assessment.

SECTION H- RESPONSE

Council personnel may assist in community registration for relief or evacuation services if the Australian Red Cross has not been activated at the time. Council will use the quadruplicate Register, Find, Reunite forms agreed to by the Emergency Services agencies Victoria Police, DHHS and the Victorian Privacy Commissioner as shown below.



COUNCIL COPY

Personal Information Form

for use in emergency relief centres

This form is designed to help you share your personal information with different agencies in the relief centre to reduce the need to repeat information.

PLEASE PRINT INFORMATION CAREFULLY

Your privacy: Please refer to individual privacy notices held by the agencies you share this form with.

PERSONAL DETAILS

*Relief centre location | *Date DD/MM/YYYY | / / | Time 24 hrs

FAMILY NAME	*GIVEN NAMES	ALTERNATE NAME (nickname, maiden name, preferred name)	*D.O.B /AGE	*M/F	*NATIONALITY (if other than Australian)	*RELATIONSHIP (to primary person registering)
			/ /			
			/ /			
			/ /			
			/ /			
			/ /			

If registering companions (other persons that may be with the person registering) and they have different personal and contact information (such as home address, and contact numbers), please complete another registration form.

Language spoken (other than English)

Email address

Include both landline and mobile if able to. For international numbers (mobile or landline), enter in notes area below. Includes international dialling codes.

Phone number (0) | Alternate ph#

*Do you have a fixed home address ☐ Yes ☐ No If the person registering has a fixed address the answer is 'yes'. If not, the answer is 'no'

*Home address

*Town / Suburb | *State | *Postcode

Country (if overseas)

Please let us know where you are staying. With your permission this information will be shared with friends, family and loved ones who are looking for you.

DESTINATION DETAILS ☐ At home ☐ Somewhere else ☐ Don't know / not sure ☐ Place of registration

Destination address

Town / Suburb | State | Postcode

Country (if overseas)

Phone number (0) | Alternate ph#

Expected duration of stay at destination address (if known) | Start Date DD / MM / YYYY | HH : MM | End Date DD / MM / YYYY | HH : MM

PLEASE SEPARATE FORMS BEFORE GETTING A SIGNATURE. EACH AGENCY MUST HAVE AN ORIGINAL SIGNATURE.

*Signature of person registering

Any additional information not covered elsewhere

PLEASE PRINT IN BLOCK LETTERS USING BLACK OR BLUE PEN. *Mandatory Fields

Registration Form 2014 v2.0

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There is no requirement for a presented member of the community to provide any details, however without registration minimal services and assistance can be provided by Council or supporting agencies.

Any member of the community that provides registration information may opt-in or opt-out for support agencies to have access to the information to assist them in further services.

The Hume City Council and its MEMPC agencies agree to abide by the terms and conditions agreed through the Privacy Commissioner. Any personnel information captured on forms will not be provided to any member of the public, including family members and will be disposed of in a secure manner at the completion of the emergency incident process.

SECTION H- RESPONSE

RESPONSIBILITY

The Council Officer responsible for the secure disposal of 'Registration, Find, and Reunite' forms: **ERC Manager**

Reference

REFERENCE

The Act – www.legislation.vic.gov.au

Commonwealth Constitution – www.aph.gov.au

Victorian State Constitution – www.legislation.vic.gov.au

EMMV – www.emv.vic.gov.au

Australian Red Cross Single Incident Emergency Assistance - www.redcross.org.au/emergency-services

Victorian Emergency Website – www.emergency.vic.gov.au

Victorian Warnings Protocol - https://www.emv.vic.gov.au/our-work/victorias-warning-system/

State Health Emergency Response Plan (SHERP) – www.dhs.vic.gov.au

Privacy Commissioner - https://www.cpdp.vic.gov.au/

Document Amendments & Review

REVIEW:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

This Section was last updated (Date). It will be reviewed by (Date).
The table below provides a history of review.

Version	Date	Action/Documents for Replacement
May 2017 V.01	8/6/2017	Insert signed MEMO page after front cover
May 2017 V.01	10/1/2019	Reformatted graph for MECC Activation page 27 minor editing throughout the whole document (all pages to be replaced)
May 2017 V.01	12/08/2019	Page 12 single incident 'Non Major Emergency' protocol updated
May 2017 V.01	08/01/2020	Whole section to be replaced Change MERO to MEMO , coordination of Resources Response Matrix Page 26 MERO to MEMO Activation Trigger Table
May 2017 V.01	03/04/2020	Page 23 – distinction between 'extreme heat' and 'heatwave' added in.

SECTION 1
RELIEF

Details relief arrangements, services considerations, responsibilities, priorities and actions.

Consolidated Contents

SECTION A	**The Plan Introduction**	**Provides details of the reason, authority, structure, considerations, background of and for the Plan**
SECTION B	**Contact (Restricted Distribution)**	Details contacts and resources (limited distribution) B1 MEMPC Committee B2 MEMPC Agency B3 Internal EM HCC Staff B4 Vulnerable Facilities
SECTION C	**Resources (Restricted Distribution)**	Details resources available (limited distribution**)**
SECTION D	**Municipal Demographic**	Provides details on the municipality, hazards, population, infrastructure, industry
SECTION E	**History**	Provides details training for and history of emergencies in the municipality
SECTION F	**Prevention, Preparedness**	Details arrangements for prevention and preparedness activities, building community resilience, community engagement and responsibilities, sub plans
SECTION G	**Planning**	Details the planning arrangements, roles and responsibilities, priorities and actions
SECTION H	**Response**	Details response arrangements and structures, responsibilities, priorities and actions
SECTION I	**Relief**	**Details relief arrangements, services considerations, responsibilities, priorities and actions**
SECTION J	**Recovery**	Details recovery arrangements, considerations, priorities, community involvement, phases of, actions
SECTION K	**Appendices (Restricted Distribution)**	K1 MEMPC Plan Frequency of review K2 Document Storage K3 Committee TOR K4 MEMPlan Distribution List/Format K5 Vulnerable Persons Register K6 Standard Public Warnings K7 MEMP Plan Amendment Receipts K8 CERA

SECTION I- RELIEF

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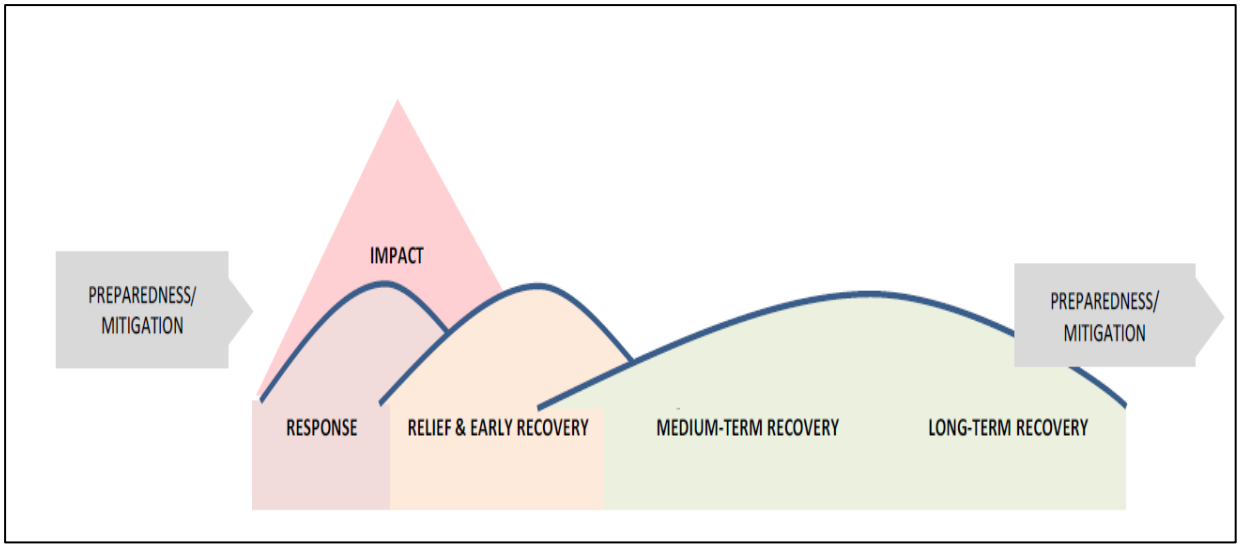
SECTION I- RELIEF

Emergency Relief Introduction

In Victoria Emergency Relief is defined as *'The provision of assistance to meet the essential needs of individuals, families and communities during and in the immediate aftermath of an emergency.'* [1]

Emergency Relief begins at the same time as an emergency incident. It can provide reassurance to those impacted both directly and indirectly, as well as provide comfort to others away from the incident whilst the emergency response is being undertaken and managed.

Figure 1: Emergency Relief and Recovery Activities over time[2]



Oversight and Management of Emergency Relief

At State level and under Section 46 of the Emergency Management Act 2013, the Emergency Management Commissioner coordinates relief and recovery at the state level. The State Relief and Recovery Manager (SRRM) reports to and supports the Emergency Management Commissioner (EMC) in the coordination of State relief and recovery activities. EMV provides strategic leadership and coordination of the work of the relief and recovery sector.

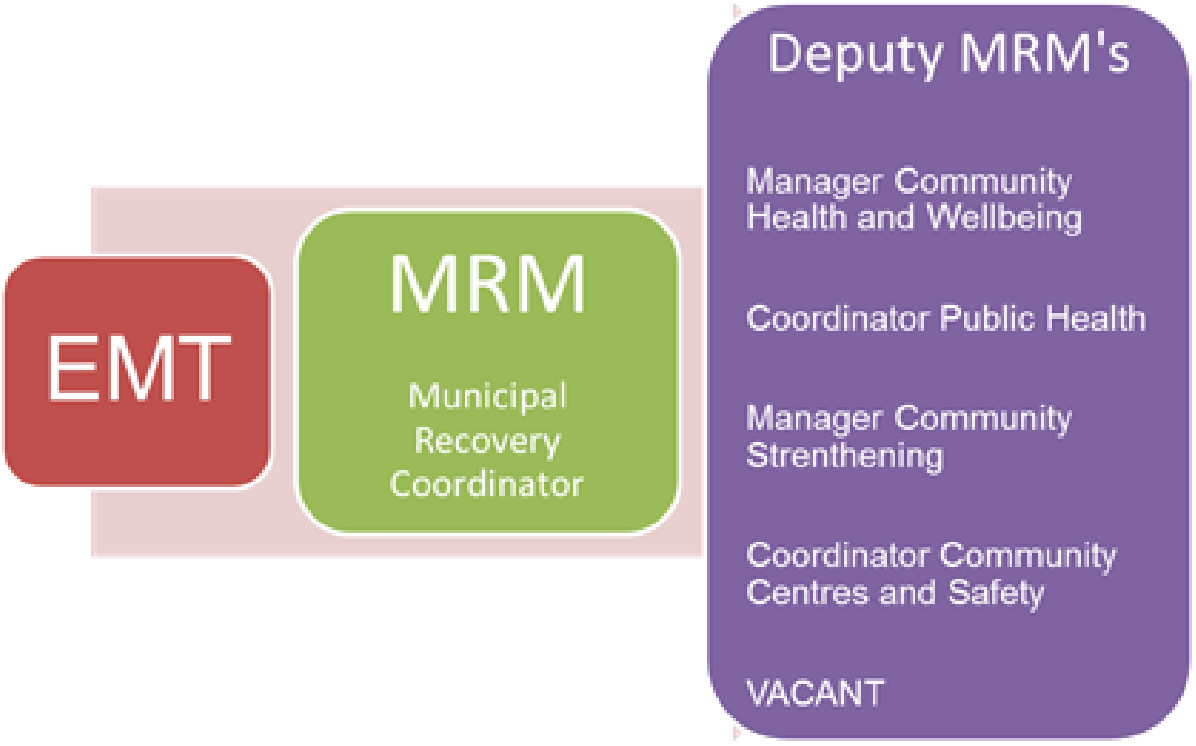
A regional level coordination of Emergency Relief has been delegated to the Department of Health and Human Services who are supported by the Red Cross.

Within Hume City Council, the oversight and management of Emergency Relief and Recovery has been delegated to the Municipal Recovery Coordinator, who also undertakes the role of Municipal Recovery Manager (MRM) in consultation with the Municipal Emergency Management Officer (MEMO). To assist in coordination, capability and capacity in emergency relief, there are a further five nominated Deputy Municipal Recovery Managers from across

[1] Emergency Management Manual Victoria 2013
[2] DHHS 2013, 'Emergency Relief Handbook': A planning guide 2013' pg.9

HCC. The MRM positions are allocated on the expertise and function of the substantive role that the individual holds within the organisation.

The chart below shows the current municipal positions who have been allocated MRM responsibilities:



Aim

The aim of Emergency Relief is to support communities to successfully deal with the immediate impacts of an emergency in the social, built, economic, and natural environments.

Role

To establish a system for the provision of any or all of the functional services under Emergency Relief, including;

- Empower and engage individuals and communities to promote self-sufficiency and, where possible, meet their own relief and recovery needs
- Be coordinated and collaborative, jointly owned by affected individuals and communities – as well as the non-government organisations, businesses and government agencies that support them
- Be adaptive and scalable, recognising the unique, complex and dynamic nature of emergencies and communities
- Focus on consequence management, where everyone involved appreciates the potential consequences of their decisions and actions
- Be able to support delivery of concurrent community, local, regional and

state response, relief and recovery activities.

Emergency Relief Principles

The principles for the coordination and delivery of relief at a State, regional and local level include;

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

Emergency Relief Planning

Hume City Council MEMPC and its Sub-Committee Emergency Management & Recovery Committee, Response & Relief have considered, and where required, detailed in the Emergency Relief Functional Services of this Plan the following areas;

- Community information (public meetings, newsletters, information sheets, advertising and media requests)
- Emergency shelter
- Temporary and Emergency Relief Centres (ERC)
- Food and water
- Psychosocial support
- Information on grieving, family violence
- Non-food items (immediate material-aid)
- Reconnecting families and friends
- Health and medical assistance
- Emergency financial assistance
- Animal welfare
- Legal assistance information
- Coordinating goodwill
- Donated goods and services
- Spontaneous volunteer management

These services are planned by the MRM at the local level in consultation with the relevant agencies and services.

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Further details of the considerations of the above Relief Functional Services are detailed in in The Plan.

Emergency Relief Management

It is to be recognised emergencies are not confined to local government boarders and all relief activities have been aligned with the North West Metropolitan Regional Relief Guidelines and Part 4 of the EMMV. Relief activities which have exceeded the local context have lead agencies who are responsible for carrying out pre-planning with government to ensure the coordination of activities.

A copy of Regional Relief Guidelines can be obtained upon request from the MRM by emailing mrm@hume.vic.gov.au

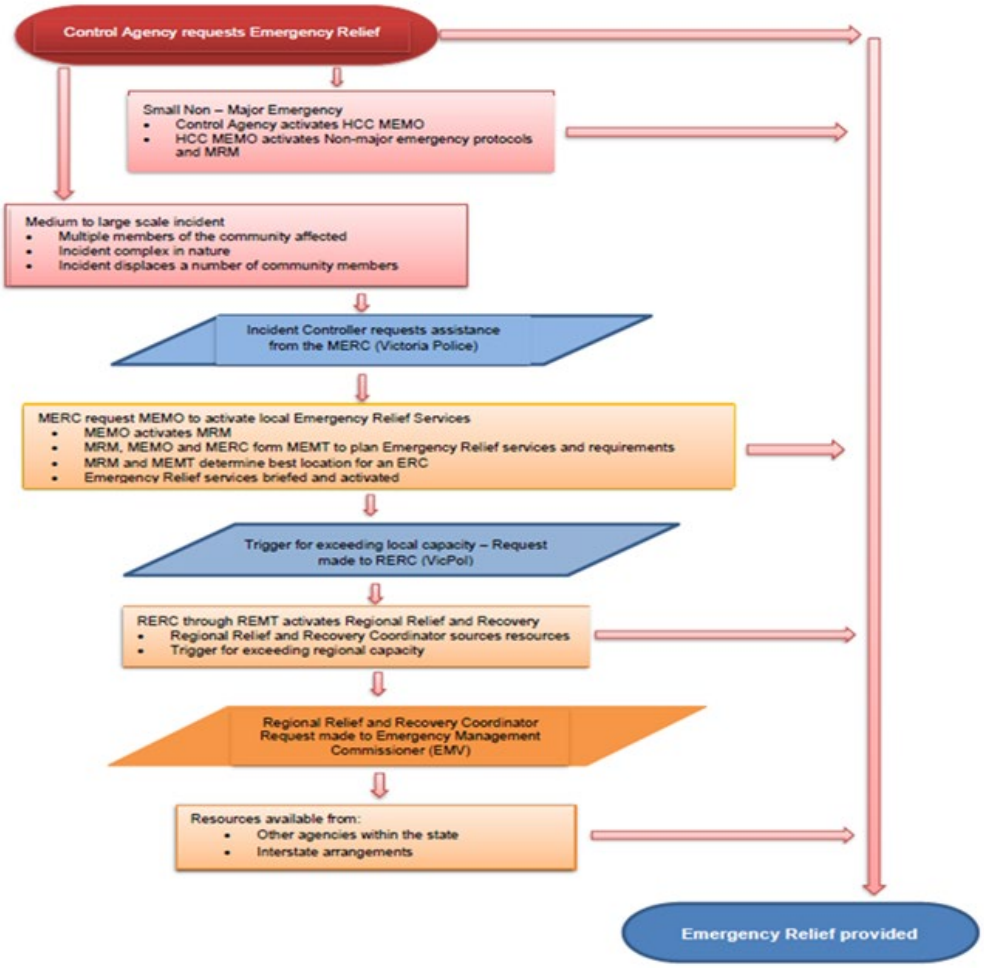
Emergency Relief Activation

As with Emergency Response, emergency relief is based on a scalable system that could see Hume Councils involvement at small to large events and activation. In the event any or all of the functional services of Emergency Relief are required, the request must be authorised by the Incident Controller and the MERC through to the MEMO.

The MEMO, through the MRM, will activate the required functional services requested or required. All functional services will operate and report to the MRM who will report to the MEMT and Council.

Where council does not own resources being requested, all costs relating to requests will be billed back to the requesting agency. The following graph outlines the scaling of the emergency relief functions from a non-major emergency through to a local, regional and state level incident.

SECTION I- RELIEF



SECTION I- RELIEF

Functional Services
Communication

Dissemination of community information as part of emergency relief assists the community to remain safe, understand support and services available to them and relay concerns to family and friends away from the incident that the emergency is being managed.

Community information at this time is the responsibility of the IC and the Control Agency through the agencies own arrangements but must include localised emergency relief information.
Hume City Council has developed an Emergency Communication Plan as a sub-plan to the MEMP. This aims to create relief and recovery communications which are relevant, clear, targeted and timely.

Information should be discussed and agreed upon through the IMT and between the IC and MEMO or Hume's delegated communications EMLO. This ensures information can be released jointly by agencies which has the demography of the area considered.
Information can include:

- Media release
- Community information bulletins
- Community meetings
- Social media
- Door knocks
- Variable message boards
- Phone enquiries and calls

Emergency Shelter

Emergency Relief Accommodation

Individuals are encouraged to make their own accommodation arrangements if they are not able to return to their homes. Members of the community should also ensure they have appropriate insurance coverage for any incident that may affect them. This also includes those within the municipality that may be residing in rental properties.

In some circumstances, HCC may be able to offer accommodation at relief centres or alternative locations. It is advised for people to stay with relatives and friends if their home or residence is impacted by an emergency. Staying with family and friends can have a positive effect on recovery from an emergency incident.

Non Major Emergency Accommodation

HCC has developed the Non-Major Emergency protocols which outlines agencies and actions which need to be undertaken following an emergency. An information sheet has also been developed to assist community members affected by an NME.

The nature and extent of the event will determine which agencies are to be involved. An NME is to be reported to the MERO **All hours (24 hours) 9356 6180.** Council will receive notification of these events through the Municipal Emergency Response Coordinator (MERC) from Victoria Police. Once notification is received, the MERC, MEMO and MRM will determine the need for relief and recovery activities.

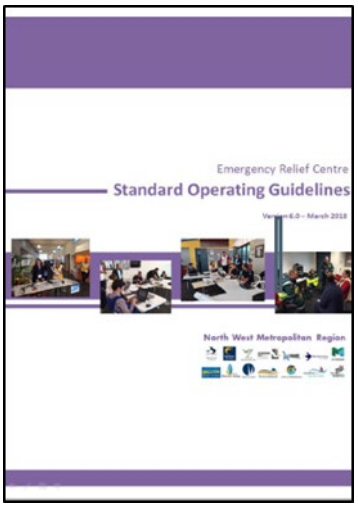
Individuals are encouraged to make their own accommodation arrangements if they are not

able to return to their homes. Members of the community should also ensure they have appropriate insurance coverage for any incident that may affect them. This also includes those within the municipality that may be residing in rental properties.

In some cases, HCC will provide accommodation to those people where the residence has been deemed uninhabitable and people are unable to stay with family and friends.

Emergency Relief Centres (ERC)

An ERC is a building, or a place established locally by the municipality to provide immediate and basic services to people affected by an emergency. Services found at an ERC include; food and water, shelter, assistance to reconnect with family and friends, personal and psychological support, information and material aid. Council has local arrangements in place to effectively coordinate and manage a centre. An ERC Team, who have undergone training, manage and operate the centre along with addressing the needs of affected people.



To ensure a regional approach, HCC is a participant in the North West Metropolitan Region Emergency Management Collaboration Group (NWMR EM) and has adopted the regional 'Emergency Relief Centre Standard Operating Guidelines. The guidelines assist with the coordination and management of ERC's and gives staff practical information.

Should an emergency exhaust locally available resources to provide emergency relief, HCC will activate the NWMR EM to fulfil resource requirements. HCC is also a signatory to the MAV Resource Sharing Protocols and will activate this, should local and immediate regional resources become exhausted.

Activation of Emergency Relief Centres

The ERC may be opened once the nature, extent and location of the emergency event is known. A discussion with the IC, MERC, MRM and MEMO will be undertaken to ensure the location of the ERC is situated in the safest and most convenient location away from the incident.

The activation of a full-scale ERC is between 30 minutes - 2 hours from the request of opening.
A number of sites have been identified throughout the municipality as ERC's. A decision will be made on the day of the incident on which is the best centre to be opened to ensure the community is not put in harm's way by going to the incorrect centre.

Notification of the location, facility and services will be provided by the MEMO via the IC to the community as per the Emergency Communication Plan.

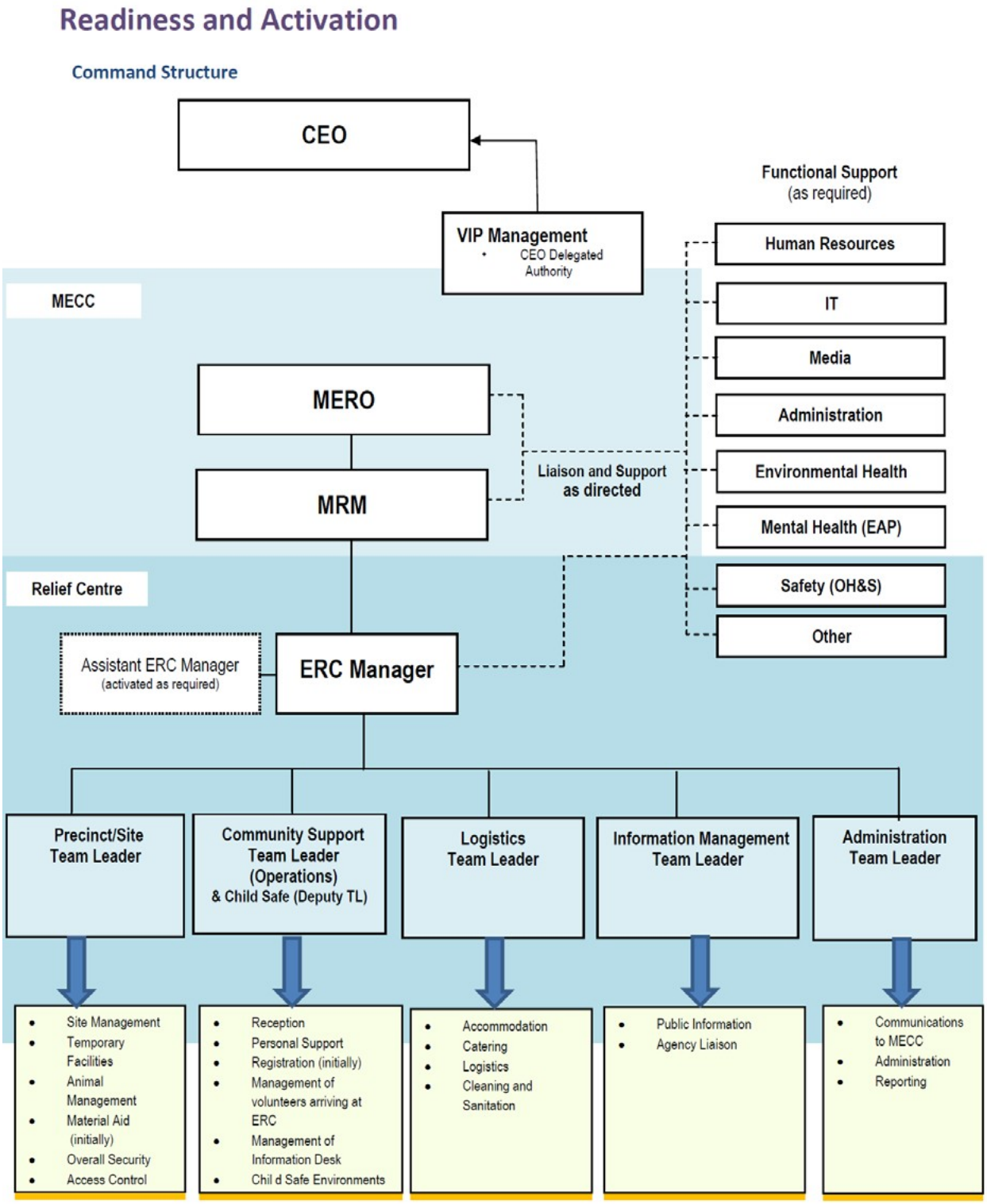
Hume will not activate ERC's for the purpose of 'cool spaces' during high heat days (heatwave) due to the risk to the community travelling in the heat, overcrowding or power outages.

SECTION I- RELIEF

The following chart provides the functions that may be provided within and ERC.[3]

[3] Emergency Relief Standard Operating Procedures, NWMR EM Collaboration V.6

SECTION I- RELIEF



To assist in planning a number of sites throughout the municipality have been identified as Emergency Relief Centres, these include:

SECTION I- RELIEF

Primary ERCs

NAME	ADDRESS	Sleeping Capacity	Contact Number
Boardman Stadium	Wilsons Lane Sunbury	243 people	9740 9766 A/H 0417371411
Craigieburn Leisure Centre	Craigieburn Rd West, Craigieburn	350 people	9308 2022 A/H 0417364293
Broadmeadows Leisure Centre	41-85 Tanderrum Way, Broadmeadows	250 people	9205 2670 A/H 0447341049

Secondary ERCs

NAME	Address	Sleeping Capacity	Contact Number
Memorial Hall	Stawell Street Sunbury	80 people	97409766 A/H 0417371411
Lynda Blundell Seniors Centre	185 Blair Street, Dallas	60 people	Contact MRM

** Note these centres do not provide Emergency Relief Services unless activated via the detailed process in Section I.2. Members of the community are advised that they should not expect or 'self-deploy' to these centres during an incident as they may be deemed unsuitable and in harm's way of an incident by the IMT.*

Council's Emergency Relief Centres may, at the request of the Emergency Management Commissioner through the REMI and / or the MERC be requested to be on standby or open under the Council's emergency management resource sharing protocol on 'Extreme' or 'Code Red Days' Fire Days to support other municipalities within the region, namely:

ERC	Neighbouring Council
Craigieburn Leisure Centre Roxburgh Park Youth & Recreation Centre	Mitchell Shire Council Whittlesea City Council
Boardman Stadium Memorial Hall	Macedon Ranges Shire Council Melton City Council Brimbank City Council
Broadmeadows Leisure Centre	Moreland City Council Moonee Valley City Council

**Note ERC's are not listed in the Public Version of the MEMP.*

Hume City Council may also assist other neighbouring municipalities with ERC operations if the incident is deemed to significantly affect one of those municipalities and a location within Hume safer for the affected community. This can be activated via two processes;

- North West Metro EM Collaboration: via the MOU which requires CEO to CEO and MEMO to MEMO.
- MAV Resource Sharing Protocol processes and procedures.

SECTION I- RELIEF
Food and Water

HCC has engaged the Australian Red Cross as its provider for food and water in an ERC. The Australian Red Cross will coordinate the provision of food and water services with the support from the Salvation Army.

The Red Cross Regional Catering Coordinator in consultation with the local food and water providers will ascertain the level of involvement by Red Cross ensuring local resources including those already in operation, are fully utilised.

The Red Cross Regional State Duty Coordinator is to be alerted or activated when the nature of the incident indicates any of the following;

- More than one substantial meal for personnel or other affected persons is required to be supplied
- Reimbursement for incurred costs will be claimed by local providers
- Goods are required to be purchased by people who been authorised by the Red Cross.

Psychosocial Support

Psychological First Aid (PFA) is a support process that is designed to assist affected people to move from a highly reactive emotional state to a quieter calmer state. This enables them to begin to take control of their recovery journey, make decisions and access supports and resources. Not all who attend an ERC will require PFA.

Hume City Council engages the VCC EM and Red Cross to assist in the provision of psychological first aid. If activation occurs, the MRM shall contact the relevant duty officers to assist in the provision of this service at the earliest opportunity.

Psychological first aid services to affected persons should only be carried out by the agencies identified in the MEMP (such as VCC EM / Red Cross).

Areas that will be considered as part of Psychosocial Support shall include;

- Loss and grieving of a loved one, including companion animals
- Family Violence
- Loss of property
- Emotional / spiritual care

Community Reassurance for Non Major Emergencies

Community Reassurance is utilised to address community fears or perceptions where an incident has occurred, or a crime has been committed. A community reassurance program is requested by the MERC to the MRM to deploy staff and resources to the affected community to:

- Inform the community of what has happened
- Explain the current strategies being put in place to address the incident and alleviate community fear/concern
- Provision of psychological support

HCC will utilise Victorian Council of Churches Emergency Ministries (VCCEM) to assist in the psychological support of the community. Following community reassurance, a report will be submitted to Victoria Police from HCC and VCC EM outlining the community perception and

recovery from the incident.

Non-food Material Needs

Hume City Council is responsible for activating the provision of immediate material needs for those impacted by the emergency and will coordinate material needs providers. The Salvation Army is the lead agency in the provision of immediate material aid and will be contacted by the MRM if required.

Donated goods and services

Hume City Council does not accept or promote the donations of material goods during an emergency incident. Members of the community may wish to help those affected via donation of material good and whist this is appreciated, these will not be accepted. Those wish to assist will guided to donate financially through the relevant donation points. This is to assist the affected community to decide and have ownership of their own relief and recovery at the local level

Spontaneous volunteer management

In recent years community goodwill has extended to members not affected by the emergency incident who want and willing to help through 'spontaneous volunteering'.

Hume City Council understands and appreciates the goodwill and dedication to assist affected communities by these spontaneous volunteers and where possible encourages members of the community to register before any emergency through Volunteering Victoria www.volunteeringvictoria.org.au, visit Victoria's Volunteering Portal www.volunteer.vic.gov.au or consider becoming a member of one of the volunteer emergency services

Reconnecting families and friends (Register, Find, Reunite)

The purpose of registration is to collect basic information on persons attending an ERC. All information will be managed in a secure area and access and disclosure will be in accordance with the Privacy Act.
The reconnection of family and friends is primarily facilitated through the Australian Red Cross Register. Find. Reunite service. Victoria Police is responsible for the control and coordination of the service and Red Cross for its management and operation.

A copy of the Register Find Reunite sheet can be found in MECC Central, the ERC Stationery Tubs, and NWMR EM Collaboration Guidelines.

Health and Medical

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

Medical Assistance

The municipal health and medical arrangements should be considered in conjunction with Regional Emergency Response Plan, local hospital emergency plans and the State Health Emergency Response Plan (SHERP).

SECTION I- RELIEF

If first aid is required at an Emergency Relief Centre, the duty officer at St John Ambulance will be contacted to assist at the ERC.

In a larger response to an emergency will be facilitated by Ambulance Victoria and hospitals within the area. This includes the implementation of the medical arrangements where people are injured, require medical assistance or the establishment of field primary care clinics.

Health

The Environmental Health Officer is responsible for all public health matters in the municipality on behalf of council.

The responsibilities of the Environmental Health Officer in emergencies include:

- Advice on water supply;
- Ensuring hygienic food handling - safe production, storage and distribution;
- Supply of sanitary and hygienic accommodation when required;
- Refuse removal;
- Pest control;
- Control of infectious diseases (immunisation); and
- Disposal of dead animals – *(In large scale incidents DEDJTR is the responsible agency for this incident)*

Management of Health and Medical Response

Health and Medical response management at an emergency scene will be carried out according to the scale and nature of the emergency.

Ambulance Victoria will appoint a senior ambulance manager as Health Commander where more than one health agency is involved. During public health emergencies without a defined incident site, the Department of Health and Human Service Health Team will appoint the Health Commander. The Health Commander coordinates the health and medical activities and resources of an incident, *(see 4.1.3 of the State Health Emergency Response Plan).*

The Health Commander will activate a Field Emergency Medical Officer (FEMO) to provide: field assistance, advanced medical assistance and assistance with determining appropriate hospital distribution of casualties.

“Health coordination is achieved by forming a Health Incident Management Team, which consists of the Health Commander, FEMO and the health support agency commanders, of their representatives. The HIMT provides an infield forum for inter-health agency decision making, allowing the sharing of information and intelligence”.

Emergency Personal Hardship Assistance Payments

Individuals and communities can strengthen their resilience through self-reliance which includes the ability to meet their own relief and recovery needs, where possible. People affected by emergencies may also be assisted by family or friends to meet their relief and recovery needs.

All members of the community should not automatically expect or rely on an emergency payment to be forth coming because of an incident. Individuals, communities, organisations, groups and businesses should build their own resilience by ensuring adequate insurance coverage is taken out to the level required to assist during an emergency.

SECTION I- RELIEF

DHHS is responsible for coordinating emergency financial assistance from the Personal Hardship Assistance Program. At its discretion, the Australian Government Department of Human Services (DHS) can determine to make other forms of financial assistance available.

Animal Welfare

The Municipal Emergency Management Planning Committee has identified grass and Bushfire, flooding and extreme weather events as having a high to extreme risk that could Impact upon the welfare of companion animals and livestock within the municipality.

There are currently approximately 18,000 dogs and 5,500 cats registered in Hume City Council. There are an unknown number of unregistered animals within the municipality.

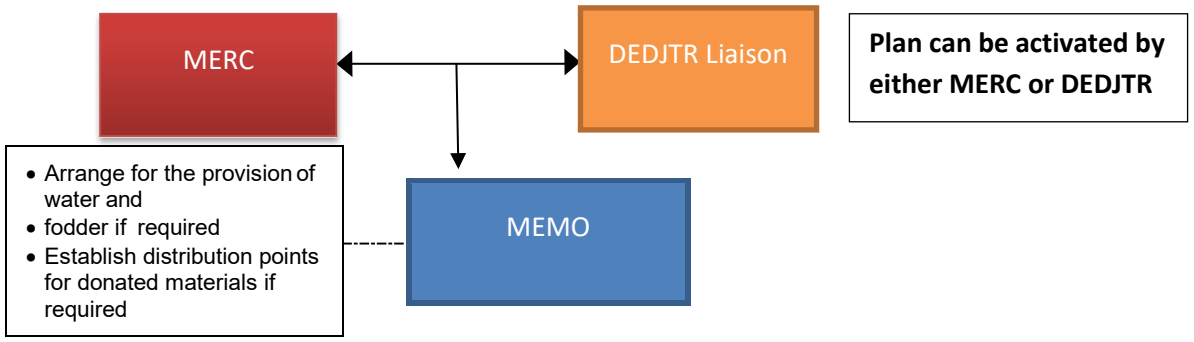
Rural areas of Council such as Mickleham, Sunbury, Diggers Rest, Yuroke, Wildwood and Oaklands Junction have a large number of livestock and horses. There are also an unknown numbers of households which have 'pocket pets' such as rabbits or guinea Pigs.

The Municipal Emergency Management Officer will activate the Plan following advice from the Municipal Emergency Response Coordinator (Victoria Police) or the Department of Economic Development, Jobs, Transport & Resources (DEDJTR). Triggers for plan activation may include:

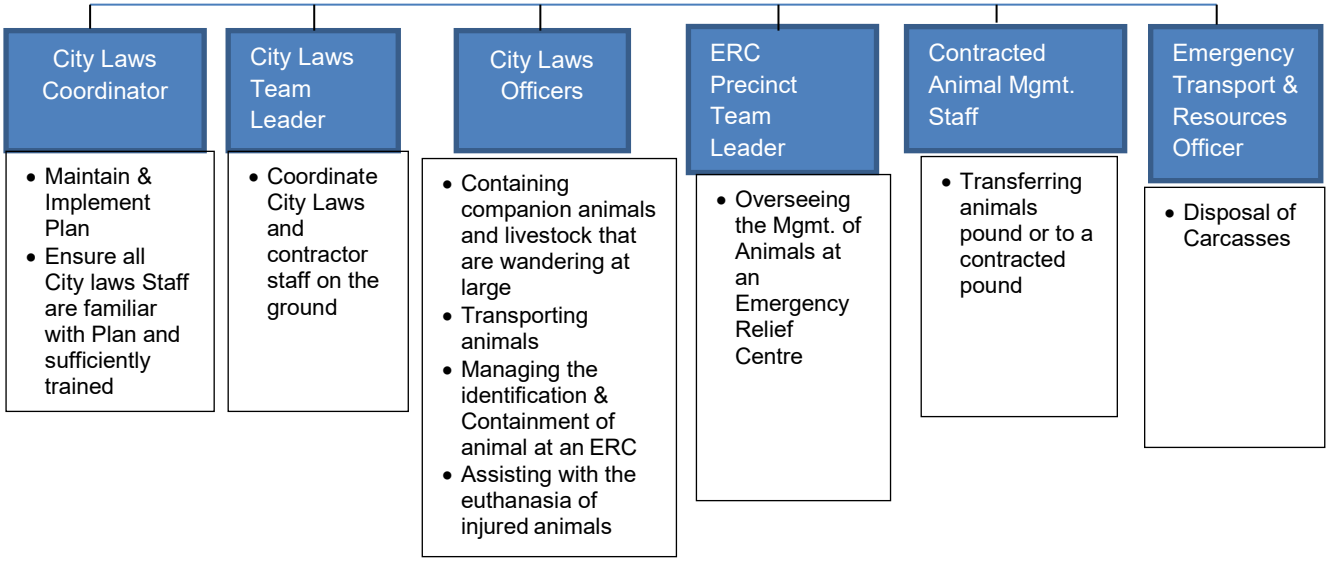
- Opening of a Municipal Emergency Relief Centre;
- Carcass disposal need; and /or
- Donated fodder or stock water supply need.

In large scale emergencies, the Coordinator of City Laws will oversee the implementation of the plan in consultation with the DEDJTR MECC Liaison or DEDJTR Animal Welfare Liaison Officer assigned to the emergency.

Activation Flow Chart



SECTION I- RELIEF



For a detail copy of the Animal Welfare Plan click onto the link: Municipal Emergency Animal Welfare Plan

Legal Assistance Information

Hume City Council through Relief and Recovery will encourage those that require legal assistance to avail themselves of the Victorian Legal Assistance Forum (VLAF). Victorian Legal Aid (https://legalaid.vic.gov.au/) is responsible for coordinating support from the legal community to individuals and communities affected by emergencies through Disaster Legal Help Victoria. (DLHV).

DLHV is a free service which provides information through a telephone help line, website http://disasterlegalhelp.org.au/ , fact sheets and information kits. Depending on the scale and nature of the emergency, DLHV also provides a legal presence at ERC's and may facilitate pro bono legal referrals. The emphasis of this being on resolving disputes between insurance companies and clients.

Referral Agencies

To assist communities, receive the best expert advice Hume City Council with are using the NWMR EM Collaboration Group Emergency Assistance Fact Sheet which are used and located in the MSIA Emergency Assistance Fact Sheet 1 which forms a vital part of ensuring the right support can be available for those affected.

Information contained on these sheets provides details of a number of 'Referral Agencies' and contact information. There may be situations where further expert advice is needed to assist the community and the Recovery Planning Committee will seek the best suitable assistance and make this information available through the MRM.

Emergency Assistance Fact Sheet is stored in Crisisworks, TRIM and in the NWMR EM Collaborations Municipal Secondary Impact Assessment Guidelines.

Community Organisations

Community organisations bring significant local knowledge, experience and connections to the community. They offer a range of support and play an important role in supporting the affected person/community and are able to utilise their pre-established connections to

provide relief services.

Services offered by community organisations include:

- Local community health services
- Mental health support
- Housing support
- Child and family services
- Youth services
- Family violence services
- Aboriginal Controlled Community Organisations
- Legal services
- Financial counselling services
- Aged and disability support
- Migrant and refugee support and services
- Service groups such as Rotary, Lions Club etc.
- Volunteer organisations such as Blazeaid, Walking Forward Disaster Relief

Dependent on the emergency, Hume City Council will contact local groups to be included in the Community Recovery Committees or utilise their connections and expertise to assist in relief and recovery provisions.

Initial Impact Assessment

Initial Impact Assessment (IIA) is an appraisal of the extent of damage, disruption and breakdown of the community and its infrastructure as a result of the emergency.

The Incident Controller is responsible for the coordination and gathering of IIA and ensuring all IIA information is shared at the local level through the MERC, MEMO and the MRM. This allows Hume City Council to facilitate, plan and activate the Municipal Secondary Impact Assessment and being Emergency Recovery Planning: IIA should include:

- Survey the extent of damage indicating evaluation of financial and material aid needed;
- Provide a priority listing for restoration of community needs to assist agencies in the performance of their functions; and
- Monitor the acquisition and application of financial and material aid needed or made available in the restoration period.
- IIA form from EMV to be used

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

Should the emergency extend beyond the boundaries of Hume City Council the initial impact assessment may be merged with that of the other affected municipality(s)

Transition from Response/Relief to Recovery

It is essential to ensure a smooth coordinated transition from the response phase (including Relief) to the recovery phase of an emergency at the municipal level. While it is recognised that recovery activities should have commenced shortly after impact, there will be a cessation of response activities and a hand over to the municipality to coordinate local recovery programs.

SECTION I- RELIEF

Early notification of the need for recovery is the responsibility of the Incident Controller through discussions with the MRM, MEMO, MERC and DHHS. These discussions should begin early in the emergency response activities to provide recovery planning and activation to begin before it is required.

A standard approach is required to assist with the transition of emergency management coordination arrangements between the control agency, Victoria Police (the response coordination agency), the Department of Health and Human Services (the recovery coordination agency) and the affected municipalities.

Emergency management activities involve multiple agencies that are coordinated under agreed structures, and it is imperative that effective notification of changed coordination arrangements occurs. This is an important process to ensure the affected communities are notified and aware the response agencies has stand down arrangements in place and for agencies with ongoing community support and recovery roles associated with the incident are clear of when the transition will take place.

The key tasks under this agreement include:

- Continuity of emergency relief requirements, if required.
- Identifying resources required to support immediate community recovery requirements including public health and safety.
- Coordination of essential clean-up operations.
- Assessment of loss and damage impacts in the affected communities.

Hume City Council' s MEMPC has adopted the North West Metro Regional Relief and Recovery Planning Committee's transition template to ensure consistency and commonality at the local and regional levels. A copy of the template is placed in the MECC Manual, Municipal Recovery Manual and Crisisworks.

SECTION I- RELIEF

Reference

Emergency Management Act 2013 – www.legislation.vic.gov.au

EMMV – www.emv.vic.gov.au

MAV Resource Sharing Protocol – www.mav.asn.au

Register, Find Reunite - https://register.redcross.org.au/

State Health Emergency Response Plan - https://www2.health.vic.gov.au/emergencies/emergencies-department-role

Emergency Personal Hardship Assistance - http://www.dhs.vic.gov.au/for-individuals/crisis-and-emergency/emergency-assistance

Legal Assistance Information – www.disasterlegalhelp.org.au

Volunteering Victoria – www.volunteeringvictoria.org.au

Volunteering Portal – www.volunteer.vic.gov.au

Transition from Response to Recovery – www.emv.vic.gov.au (password required)

Document Amendments & Review

REVIEW:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

This Section was last updated (Date). It will be reviewed by (Date).
The table below provides a history of review.

Version	Date	Action/Documents for Replacement
May 2017 V.01	8/6/2017	Updates Page 2, MEMO Signature
May 2017 V.01	3 Feb 2020	Full document to be replaced due to changes from MERO to MEMO
May 2017 V.01	20 Feb 2020	Full document update as per Hume City Council Relief and Recovery Plan review.
May 2017 V.01	03/04/2020	Page 6 inserted Emergency Management Commissioner coordinates relief and recovery at the State level.
May 2017 V.01	08/04/2020	Page 10 Non Major Emergency Accommodation section updated
May 2017 V.01	08/04/2020	Page 16 Relief Medical Assistance – inclusion of St Johns and removal of AV if first aid is required at an Emergency Relief Centre.
May 2017 V.01	08/04/2020	Page 16 changes made to Personal Hardship Assistance Payments paragraphs
May 2017 V.01	08/04/2020	Page 19 Community Service Organisations have included Aboriginal Controlled Community Organisations on list

SECTION J
RECOVERY

Details recovery arrangements, considerations, priorities, community involvement, phases of, actions.

Consolidated Contents

SECTION A	**The Plan Introduction**	**Provides details of the reason, authority, structure, considerations, background of and for the Plan**
SECTION B	**Contact (Restricted Distribution)**	Details contacts and resources (limited distribution) B1 MEMPC Committee B2 MEMPC Agency B3 Internal EM HCC Staff B4 Vulnerable Facilities
SECTION C	**Resources (Restricted Distribution)**	Details resources available (limited distribution)
SECTION D	**Municipal Demographic**	Provides details on the municipality, hazards, population, infrastructure, industry
SECTION E	**History**	Provides details training for and history of emergencies in the municipality
SECTION F	**Prevention, Preparedness**	Details arrangements for prevention and preparedness activities, building community resilience, community engagement and responsibilities
SECTION G	**Planning**	Details the planning arrangements, roles and responsibilities, priorities and actions
SECTION H	**Response**	Details response arrangements and structures, responsibilities, priorities and actions
SECTION I	**Relief**	Details relief arrangements, services considerations, responsibilities, priorities and actions
SECTION J	**Recovery**	**Details recovery arrangements, considerations, priorities, community involvement, phases of, actions**
SECTION K	**Appendices (Restricted Distribution)**	K1 MEMPC Plan Frequency of review K2 Document Storage K3 Committee TOR K4 MEMPlan Distribution List/Format K5 Vulnerable Persons Register K6 Standard Public Warnings K7 MEMP Plan Amendment Receipts K8 Roles and Responsibilities

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Emergency Recovery Introduction

Emergency Recovery is defined in the Emergency Management Act 2013 (Sec 4A) as 'the assisting of persons and communities affected by emergencies to achieve an effective level of functioning'.

This section of the Hume City Council Municipal Emergency Management Plan (*The Plan*) specifies the local principles, arrangements, responsibilities for the coordination of planning and management of emergency recovery within the municipality.

It outlines the functions, roles and responsibilities of individuals, community, government agencies, community support services and agencies and council. It details the escalating arrangements from local, regional, state and federal levels and where known the capacity and capability of personnel and resources to assist in local recovery arrangements.

It does not describe in detail the processes, procedures or documentation of the operations of Emergency Recovery. This information is detailed in the Municipal Relief and Recovery Plan and developed using the Incident Recovery Plan template specific to the emergency incident.

The members of the MEMPC and its Sub-Committees shall ensure that Emergency Recovery and its planning within Hume City Council align with Regional and State arrangements.

The recovery process involves cooperation by community, industry, organisations, Government, and the private sector to support:

- the emotional, social, spiritual, financial and physical wellbeing of individuals and communities
- the restoration of essential infrastructure and services
- the revitalisation of the local economy
- the rehabilitation of the natural environment.

Recovery Management Principles & Concepts

Recovery from emergencies is a developmental process of assisting individuals, families, communities and industry to manage the re-establishment of those elements of society that contribute to the social-cohesion of their communities. Emergency Recovery Principles include:
a supporting and enabling process that allows individuals, families, communities and industry to attain a proper level of functioning through the provision of information, specialist services and resources
best achieved when the recovery process commences from the moment of emergency impact
is managed and approached from a community development perspective and most effective when led and conducted in partnership by the affected community and using local capacities and expertise
is most effective where recovery management arrangements provide a comprehensive and integrated framework, where assistance measures are provided in a timely, fair, equitable manner and are sufficiently flexible to respond to the diversity and changing needs of the community
is effective by the establishment of local planning and management arrangements by the community that are accepted and understood by recovery, control and support agencies
planning and management arrangements are trained and exercised to ensure agenises and personnel are properly prepared for their roles.

Recovery Principles

Victoria's recovery system is based on the principles management locally, closely linked with the community and with the ability to scale up to manage with more widespread and complex issues to support needs. This recognises the role of non-government organisations, community groups, businesses and others. This is underpinned by the National Principles of Disaster Recovery.
Understanding the context
Each community has its own history, values and concepts.
Recognising the complexity
Responsive to the complex and dynamic nature of emergencies and the community.
Use community-led approaches
Community centred, responsive and flexible – engagement with the community and supporting them to move forward.
Coordinate all activities
Planned, coordinated and adaptive approach between community and partner agencies, based on continued assessment and needs and impacts.
Communicate Effectively
Ensuring effective and timely communication between the community, agencies and other partners.
Recognise and build capacity
Ensuring recovery supports and builds on individual, community and organisational capacity and resilience.

These principles may require regional or state activation at the time of an incident to assist local level planning of the **context**, **consequences** and **complexity** of an incident without the request or escalation from the local level as detailed under Municipality section of *The Plan*.

Resilient Recovery

The Resilient Recovery Outcomes Framework has set an agreed direction to guide the Victorian Government's recovery programs and services. The outcomes include:

- Victorians are safe, resilient and healthy.
- Victorians are connected to people, places and culture.
- Government responses and services are people-centred and sustainable.
- Victoria has thriving regions and a healthy environment.

Strategic Priorities of Resilient Recovery

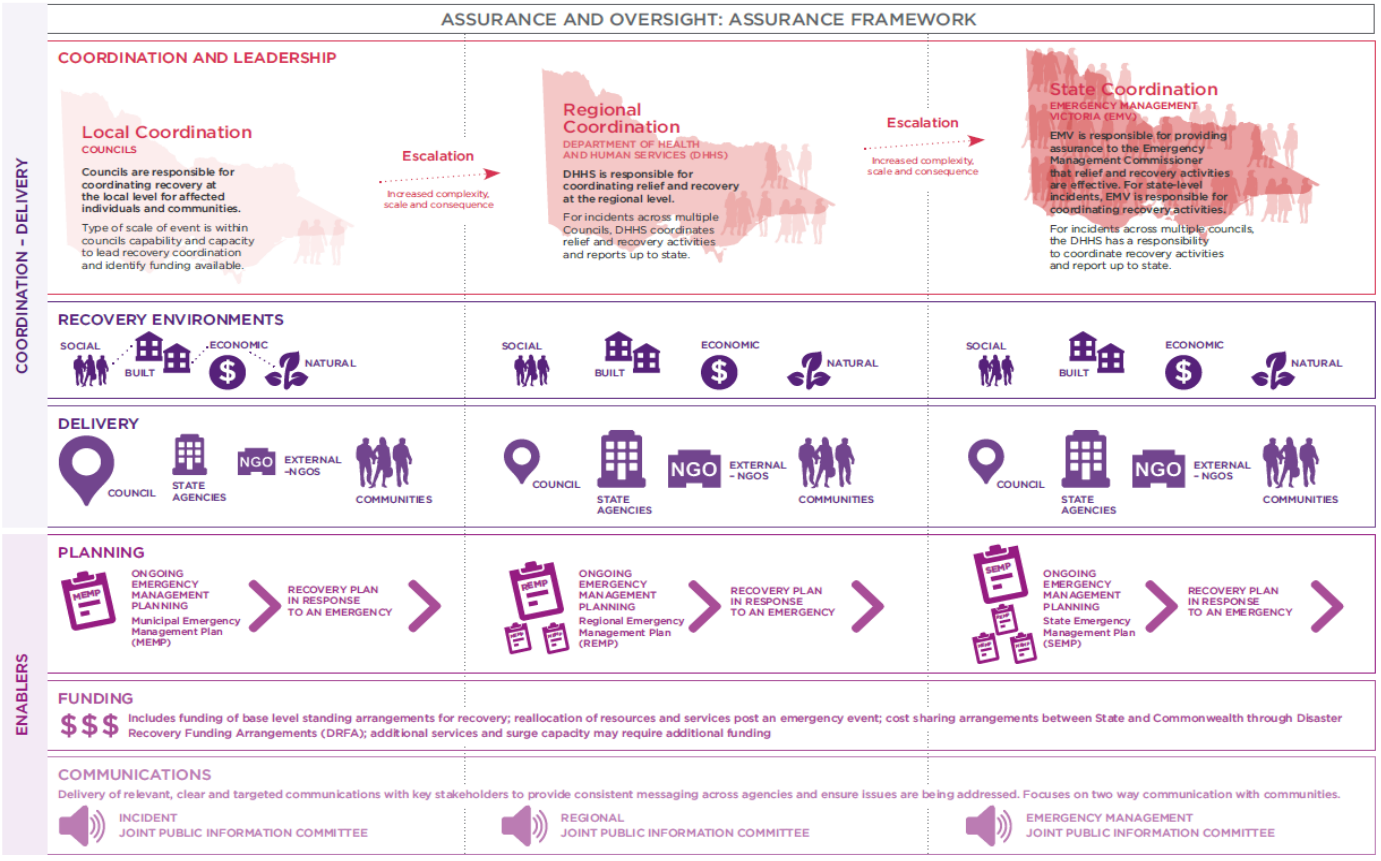
There have been four priorities outlined in the Victorian Government's Resilient Recovery Framework.

1. **Deliver people and community-centred recovery.**
   - Establish clear and available points for individuals to connect with recovery services in a tailored, accessible and integrated way.
   - Formal opportunities for community roles in recovery governance and planning – tailored the context of the community and the event.
   - Design and deliver recovery programs that are place-based and reflective of the community characteristics whist mobilizing and supporting local leaders.

2. **Strengthen recovery through better emergency management planning.**
   - Establish planning processes for all stages of emergencies across state, regional and municipal scales through the implementation of *Emergency Management Legislation Amendments Act 2018.*
   - Clear processes and guidance for scalable post-disaster recovery planning based on impact and consequence assessment and community input.
   - Clear roles, responsibilities and processes for community input into the planning process.
3. **Streamlined and flexible recovery system.**
   - Impact Assessment to provide more timely and accurate intelligence to inform recovery needs.
   - Funding arrangements to provide a streamlined, sustainable and responsive recovery for individuals, environments and places in need.
   - Include lessons management which supports best practice outcomes.
4. **Support the recovery workforce.**
   - Support for those working in recovery environment.
   - Formal networks for recovery leaders and practitioners to share knowledge, experiences and learnings.
   - Enhance approaches for resource sharing to support longer term recovery.

The following figure shows Victoria's current recovery model. The framework outlines the Local Coordination, Regional Coordination and State Coordination.

Figure 1: Victoria's current recovery model



Emergency Management Victoria: Resilient recovery strategy 2020

SECTION J- RECOVERY

Recovery Concepts

Underpinning emergency recovery management principles are a number of concepts to assist in effective community recovery management. These include:

- empower individuals, families, communities and industry
- encourage community involvement in all aspects of the recovery process
- encourage affected communities and areas to actively participate in their own recovery
- recognise different effects/needs for the diverse individuals/communities impacted to ensure services are provided in a timely, fair and equitable manner
- recognise resourcefulness and maximise the use of local resources, groups and individuals.
- coordination and support at the local level
- work with minimum intervention
- accountability, flexibility, adaptability and responsiveness to meet the changing needs of the community over time
- integration of services to maximise the use of existing administrative and management structures e.g. local formal and informal networks of care and support arrangements
- coordination to ensure state and regional strategies complement local recovery initiatives rather than replacing them
- planned/timely and communicated withdrawal to transition back to normal services.

The MEMPC, its Recovery Sub-Committee, including the Hume City Council Community Recovery Committee when activated shall consider and cross reference the development of incident recovery plans against the above principles and concepts as well as the following objectives.

Emergency Recovery Objectives

The MEMPC adopts and agrees to the following broad recovery objectives:

- effectively communicate with the community and stakeholders on community recovery activities in a timely manner
- listen to, work and plan with the local community and Regional and State stakeholders to understand and assist the community recover across the four recovery environments of Social, Built, Economics, Natural
- coordinate, promote and/or assist services that support the community to build resilience during recovery after a major emergency incident
- coordinate via the gathering of Municipal Secondary Impact Assessment data from the community and other stakeholders to provide an adequate assessment, response and potential cost to levels of government resulting from an emergency incident

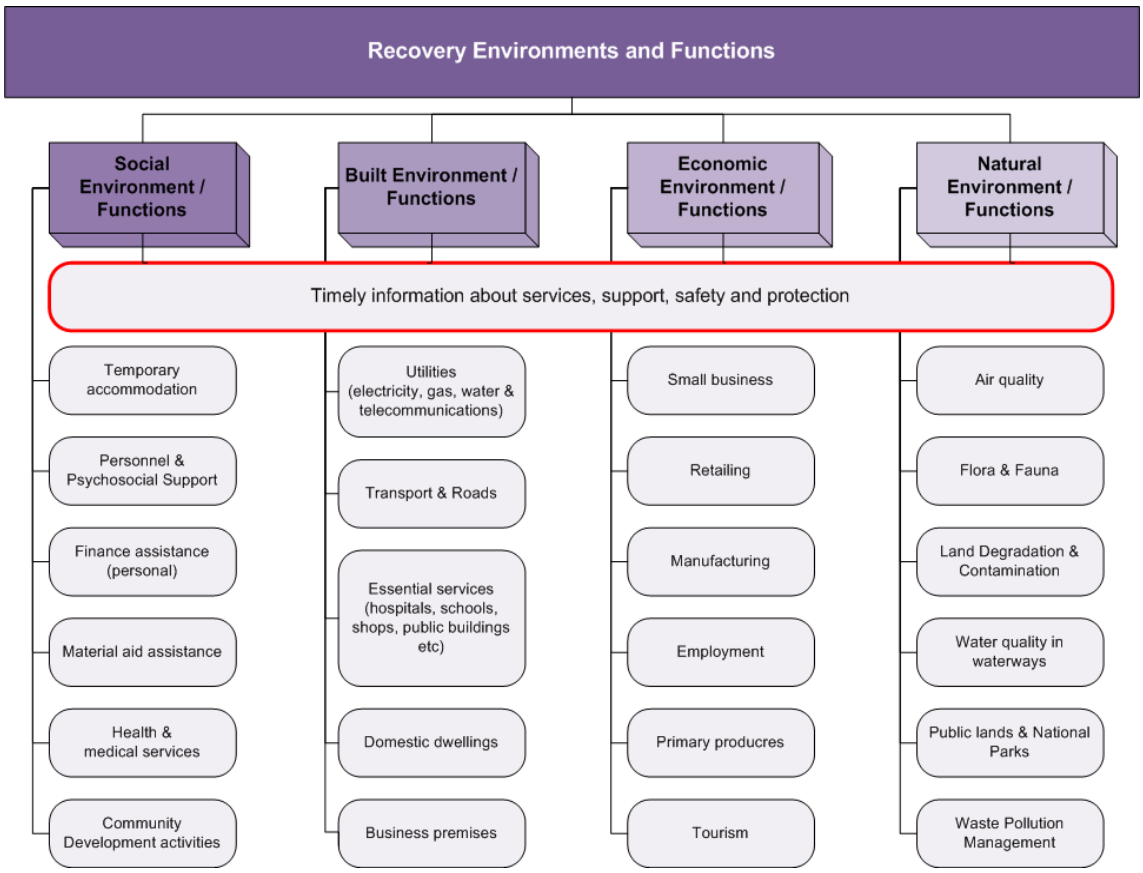
Emergency Recovery Environments

There are four (4) key functional areas within the community recovery process for Hume City Council:

- Social Environment
- Built Environment
- Economic Environment and
- Natural Environment

Recovery activities could or may address specific elements of one recovery environment or operate across multiple environments.

The following image provides the reader specific elements considered by the Emergency Recovery and Community Recovery Committees within each of the four key recovery environments. These specific elements are not exhaustive and further elements will be considered by all stakeholders through the development and process of emergency recovery planning.



Hume City Council Recovery Arrangements

Recovery Planning – Municipal

Hume City Council understands the complexities of emergency recovery and as such will engage any and all internal teams to assist in the facilitation of Community Recovery. Where there may be a gap in expertise the Hume City will work with partner agencies to source appropriate resources required to assist the community.

The Hume City Council MEMPC, has delegated the development, maintenance and testing of Hume City Council Emergency Recovery Manual to the internal Recovery Sub-Group. The following outlines the delegation, the obligation of stakeholders that may sit or are consulted by Emergency Management and Recovery Planning Group.

Authority	Delegate	Membership	Obligation/Responsibility
Municipal Emergency Management Planning Committee (MEMPC)	Recovery Sub- Group	• HCC- MRM (all) • HCC-MEMO • HCC-ERC • HCC-Communications • DHHS (consultation)	• Recovery Sub Working Group • Municipal Secondary Impact Assessment

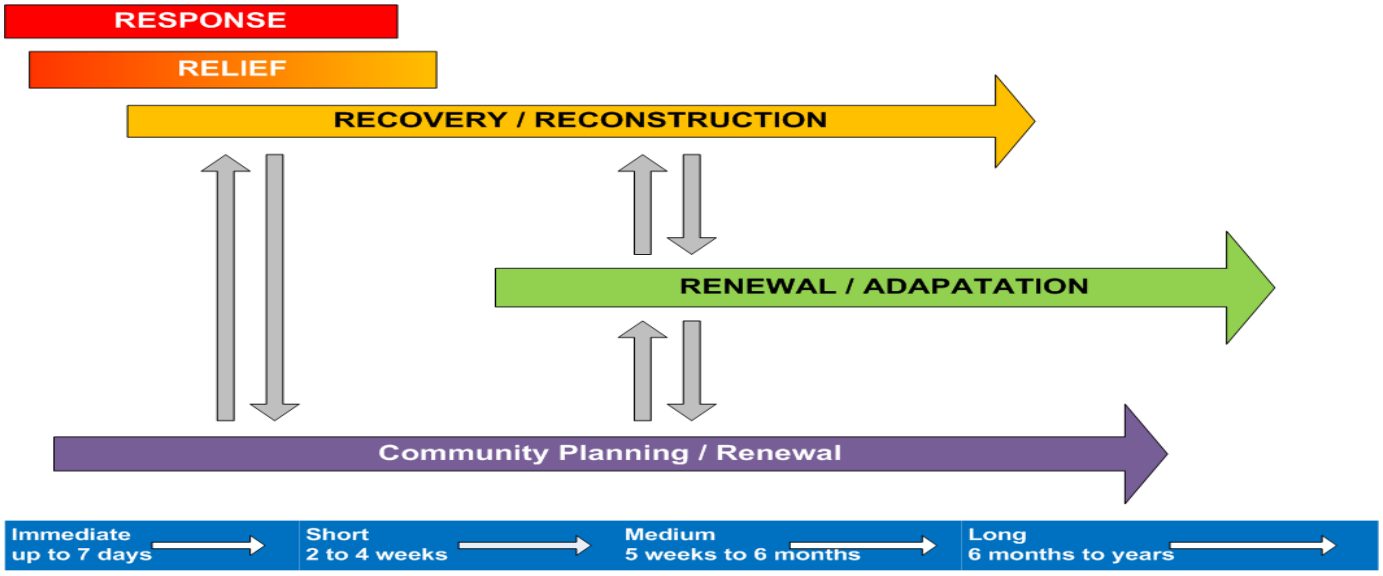
SECTION J- RECOVERY

The Sub-Group meets to discuss Emergency Recovery preparedness and planning, subject matter experts are consulted to ensure a robust community focussed Municipal Recovery Plan. Operational templates are developed, maintained, reviewed and tested in partnership with all stakeholders with support from council emergency management team through the MRMs with the delegated MRM responsible as Chair of the Sub-Group.

The Chair of the Sub-Group shall provide a report on MEMPC on the group's activities including questions and required decisions from the MEMPC to each of the MEMPC meetings.

During activation of Recovery, the Recovery Sub-Group and the Community Recovery Planning Committee shall work together in developing an incident specific community recovery plan. For consistency with Regional and State arrangements the Hume City Council MEMPC has adopted the same timeline phases adopted by Southern Metro Region Relief & Recovery Planning Sub-Committee for emergency recovery, these phases and time periods are:

1. Immediate Recovery within and up to 7 days of an incident, this may sometimes be referred to as Emergency Relief
2. Short Term Recovery within two to four weeks of an incident
3. Medium Term Recovery within 5 weeks to six months of an incident
4. Long Term Recovery from six months up to years after an incident.

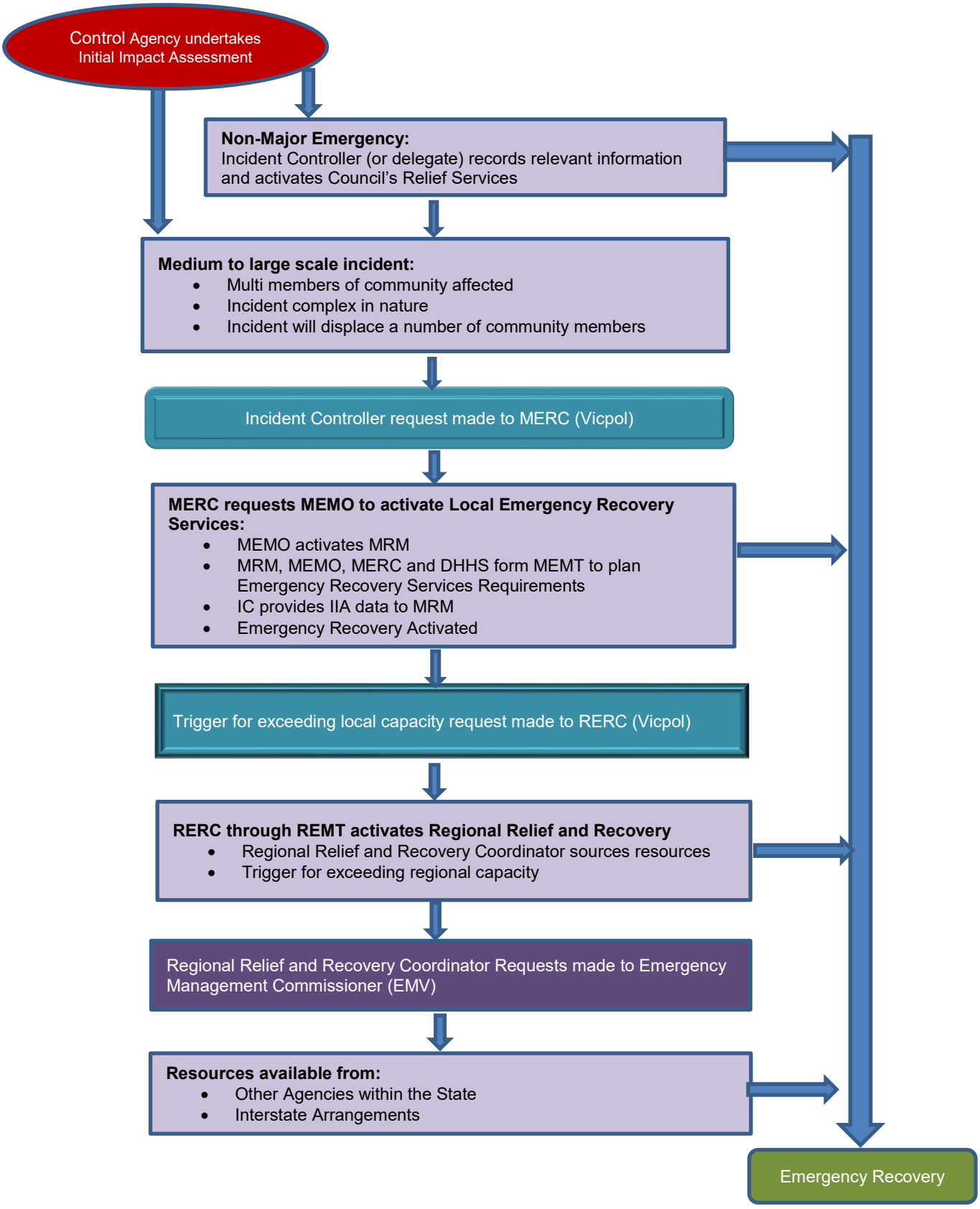


Recovery Activation

As detailed in Section G.2 of this *Plan*, Emergency Recovery should be considered for activation at the first available opportunity at the time of the incident. This should be through discussions between the IC and the MEMT of the MERC, MEMO and MRM, where appropriate include a DHHS representative.

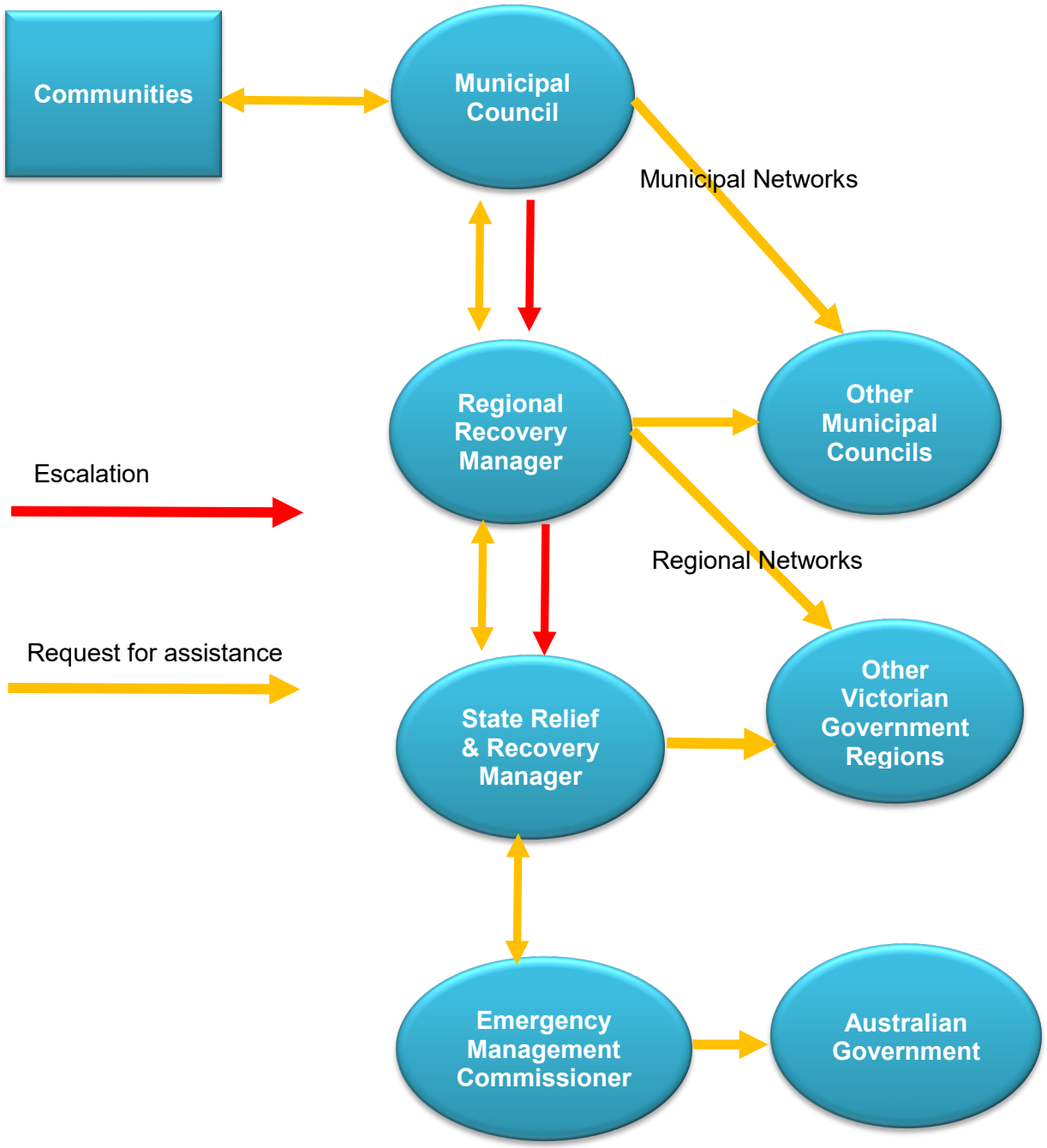
SECTION J- RECOVERY

Following is the flow chart description of Emergency Recovery activation at the local level.



Emergency Recovery Escalation

While the Hume City Council will engage across the sectors in supporting community within recovery, ,due to capacity and capability, may request under regional arrangements for the North West Metropolitan Region Collaboration assistance and support from neighbouring municipalities, through the Chief Executive Officer and MEMO to MEMO. In the first assistance and escalate this regional if further assistance is required through the Department of Health and Human Services, North West Metropolitan Regional Recovery Coordinator.



Escalation and interaction of Emergency Recovery coordination from local, to region, to state.

SECTION J- RECOVERY

The MRM or Duty MRM will monitor and escalate to region as soon as it is recognised that local capacity and capability maybe exhausted. This may be hours, days or weeks before the either is reached. The MRM or duty MRM will contact the Duty Regional Relief & Recovery Manager at Department of Health and Human Services (DHHS) to notify them of the assistance requirement as well as formally notify them via Crisisworks or via email.

It should be noted that the duty MRM and the duty Regional Relief & Recovery Manager at DHH should already be engaged in discussion on the incident consequence requirements and considerations.

Emergency Recovery Responsibility

Individuals

While the role of local government and government agencies is to assist and support communities during emergency recovery, individuals can play a much bigger role in their overall wellness and preparedness to minimise the impact of and to be able to recover from any emergencies through their own planning and actions.

Individuals, where possible should meet their own recovery needs, develop emergency plans suited to their personal situation that builds resilience to incidents as much as possible. This should include appropriate insurance to assist in the recovery process. Hume City Council encourages its residents and business owners to visit http://www.insureit.vic.gov.au/ and undertake their own review to understand to what level of resilience to emergencies they have.

Affected Individuals should consider the following activities to support their own recovery:

- Ensure they remain safe and minimise any risk to themselves, family and neighbours
- Contact their insurance company; this includes renters who should have their own content insurance. Renters impacted should also make contact with their estate agent/property manager after an incident for any assistance they may be able to assist with.
- Ensure they have detailed records, including photos, of damage or issues on their property and belongings affected by the emergency
- Where possible, have important documents or copies of important documents to assist recovery agencies to provide timely assistance.
- Keep updated on services available to assist via the council's website and social media, or through the State recovery website www.emergency.vic.gov.au or 1800 266 266
- Speak to your GP about the incident and how you are coping, the incident may impact you and other family members differently and not at the same time.
- Have a copy of Section B (contact list) of *The Plan* detailing the support service contact numbers.

SECTION J- RECOVERY

Community

Recovery management should be responsive to the immediate and changing needs of the affected community. This will be achieved through the effective implementation of two-way communications between community and recovery services with the affected community.

Emphasis will be given to supporting and maintaining the identity, dignity and autonomy of affected individuals and the community. While provision of support will be available to all affected there will be situations where emergency support will be directed to the most vulnerable community members in the first instance.

The building of community resilience through the recovery process can be achieved by individuals and communities understanding the emotional phases experienced post an emergency as well as others assisting those impacted to move through the common reactions and emotions at their own different times.

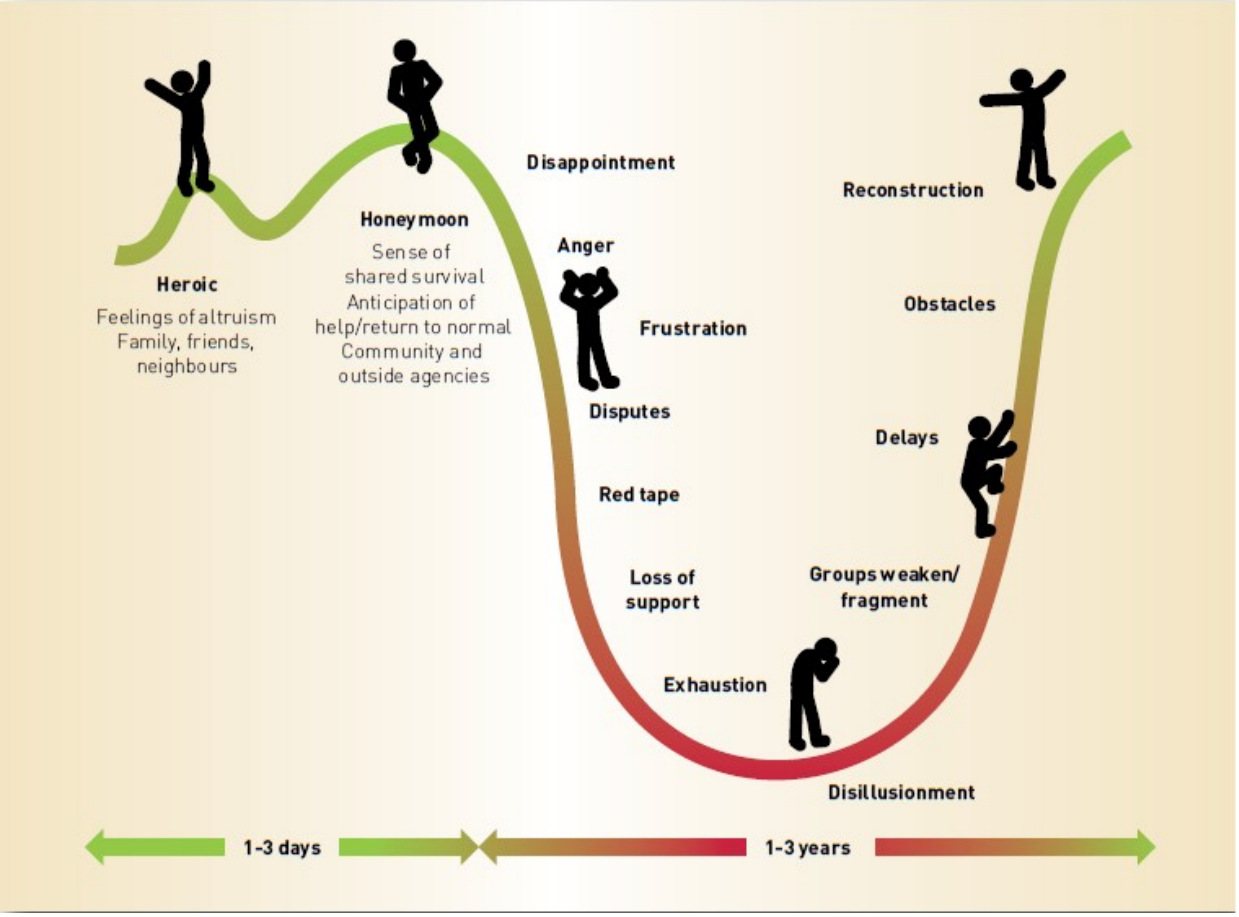
These are normal reactions after any emergency, no matter how small or large or how a person or community is involved.

Communities should:

- Check in with neighbours, friends affected by an emergency
- Provide a listening ear, understanding this can be of bigger benefit to those affected
    - Know that you don't have to 'fix it' just listen and support
- Watch for social withdrawal from those you know that have been through the emergency
    - Bring this to the attention of family, friends or suggest they speak to their GP
- Understand that individuals will go through phases of recovery at different times, including family members
- Understand that it may not seem like a major emergency or incident to some but it may be for others;
    - The emergency may bring up an incident from the past that affects an individual
- While it may not seem like a major emergency or incident to some it may and will be for others
- The emergency may bring up an incident from the past that affects an individual
- Understand children and adolescents will experience different emotions a lot later than adults.

SECTION J- RECOVERY

The following image adapted from Cohen and Ahearn 1980 and DeWolfe 2000 is taken from the Australian Emergency Management Handbook Series, Handbook 2 – Community Recovery (Page 95) and highlights the phases often experienced as part of the psychosocial emergency recovery



During recovery planning the above phases will be considered as part of all incident recovery and emergency outreach programs within Hume City Council (see J.8 within this Section of The Plan). It must be recognised that individuals may experience any of these phases at different times

Municipality

The Hume City Council under the EMMV Part 4 has the responsibility at the local level for the coordination of local recovery services and planning. This will be undertaken through both the Recovery Planning Sub-Group and MEMPC.

SECTION J- RECOVERY

The Hume City Council has the following responsibilities for planning and coordination during Emergency Recovery:

- Provision of timely and accurate information to the community on recovery activities. Information on recovery assistance available, from who and how to access that assistance
    - including issues relating to family violence, bereavement, for men and women, children and youth, vulnerable groups and displaced and dispersed people
- Provision of locations for community meetings, briefings and planning workshops suitable for the community in a safe location.
- Municipal Secondary Impact Assessment – Assess, consolidate and validation.
    - coordinate, plan, collate and report (where required) on MSIA (see J.7 of this Section of The Plan)
    - Survey of damaged buildings and determining their occupancy (involving building surveyors and rate database)
- Consideration of referral services to support people suffering family violence after an emergency
- Environment Health management – including food and sanitation safety, pest control
- Formation, leadership of an internal recovery committee and assistance and support to the Community Recovery Committee, including secretariat support
- Coordinate and request services from support agencies at the local, regional and State levels if required to assist the community
- Coordination of personal support services, e.g. counselling, psychosocial first aid
- Maintain records, requests and financial spending to the procedures and policies of council
- Oversight and inspection of restoration/rebuilding/redevelopment/(including prioritisation), e.g. roads, bridges, sporting facilities, public amenities
- Advocate on behalf of the community to State Agencies on Community Recovery activities and programs
- Provision, staffing and management of Recovery/Information Centre
- Provision and management of community development services
- Provision and/or coordination of volunteer helpers
- Coordination of clean-up activities, including disposal of dead stock
- Coordination of temporary accommodation
- Organisation, management or assistance with public appeals
- Review, consideration and expediting approval of planning permits of affected people.

SECTION J- RECOVERY

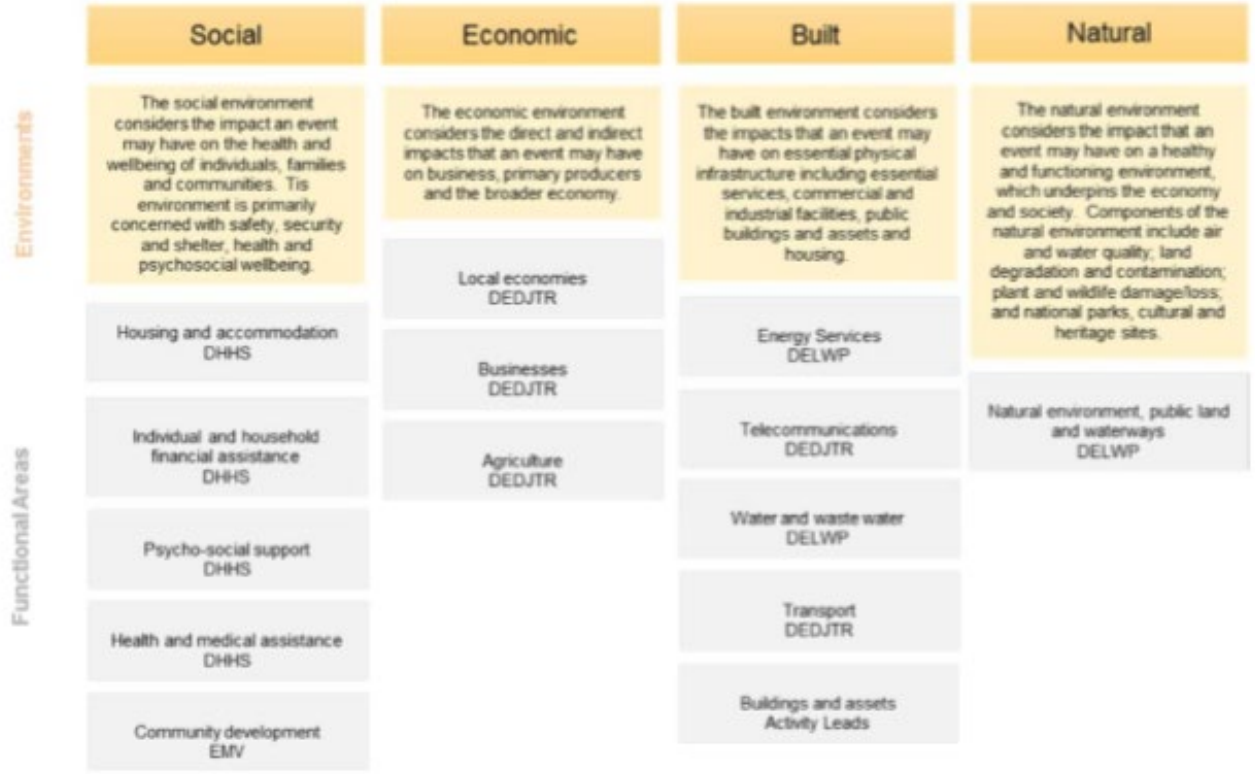
The Hume City Council will provide a suitable location for the gathering, planning and coordination of recovery activities usual in the form of the MECC as detailed in Section H of this Plan.

Regional and State

A number of State Agencies have, under EMMV Part 4 Section 7 Regional and State level responsibilities of Recovery Coordination. DHSS coordinates the social recovery at the start state level and all other recovery at the regional level.

The following provides a summary of both the regional and state tier responsible agencies for functions within the four recovery environments.

Access of the services above, as detailed in Section J.5 Emergency Recovery Escalation remains the responsibility of the MRM or Duty MRM through the Regional Relief and Recovery Coordinator



Recovery environments and functional areas, EMMV Part 4, 2018

SECTION J- RECOVERY

Department of Health and Human Services (DHHS)

DHHS is responsible for coordinating relief and recovery at the regional level. DHHS is supported by Red Cross in regional relief coordination.

Reginal relief and recovery responsibilities to be coordinated include:

- Review and maintain reginal relief and recovery plans, and lead relief and recovery planning processes- including regional planning committees
- Develop regional post-incident relief and recovery plans and lead regional post-incident relief and recovery processes- including operational committees
- Lead regional transition from response to recovery
- Coordinate existing regional resources and activities across the relief and recovery sector
- Facilitate the regional relief and recovery sector's capability assessment, readiness and preparedness
- Coordinate regional relief and recovery sector public information and messaging
- Assess regional situation, impacts, risks, progress and resources
- Monitor local situation, impacts, risks, progress and resources
- Collate and analyse information on loss and damage and resulting consequence
- Coordinate regional relief and recovery intelligence to EMV
- Provide advice to municipal councils to enable them to appropriately manage relief and recovery consequence and local level events.

The department coordinates and distributes regional level relief and recovery information for the public, through outlets including:

- Victorian Emergency Recovery Information Line (1300 799 232)
- Emergency Relief and Recovery Victoria website www.emergency.vic.gov.au/relief

Emergency Recovery Management Structure

Council

The Hume City Council under the EMMV Part 4 Section 4.4.1 must appoint a senior member of staff into the role of MRM to oversee, coordinate and report on relief and recovery activities. This role has been allocated to the Emergency Recovery Coordinator.

Upon the request and activation, the MRM will convene a meeting of the Municipal Recovery Coordination Group as soon as practical if the emergency is of a magnitude that requires its involvement and after discussion with the MEMT.

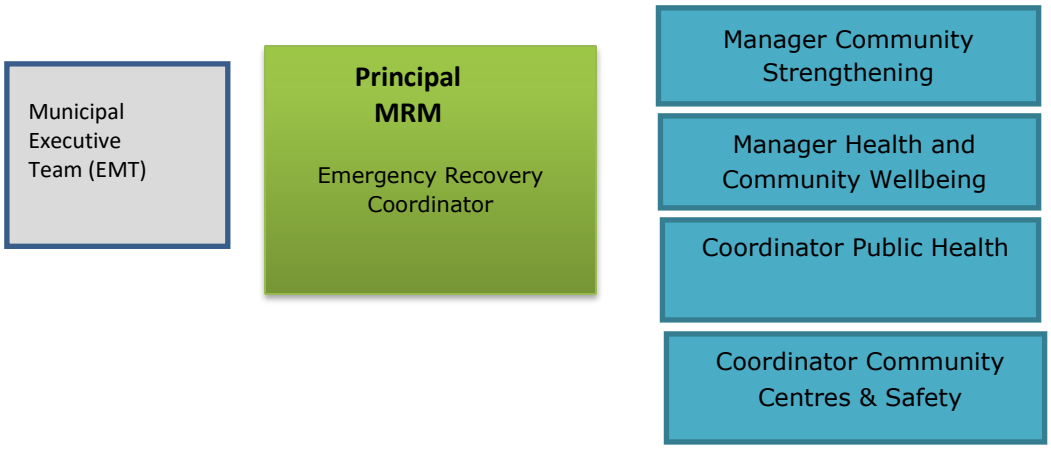
SECTION J- RECOVERY

The Municipal Recovery Management Group will include individual functional service areas led by an MRM with at least two Deputies.

The roles, aims, staff involved, operating procedures and ongoing education and training of each of these areas are outlined in the Emergency Relief and Recovery Sub Plan. The plan can also be found on the HCC One Drive MEMPC- HCC Subplans and Guidelines folder.

The MRM or a duty MRM has the authority to take responsibility for the coordination and overseeing of all recovery activities. The MRM role is up to each council which can range from a band 7 to Manager level of council staff.

The Municipal Emergency Recovery Management Structure is scalable from level 1 through to full scale activation; to assist the reader the following describes the complete MRM management structure.



Wherever possible, Council's standing management and administrative structures and practices will be used to support the recovery process. The application of these will take into account the special needs and circumstances of the affected community.

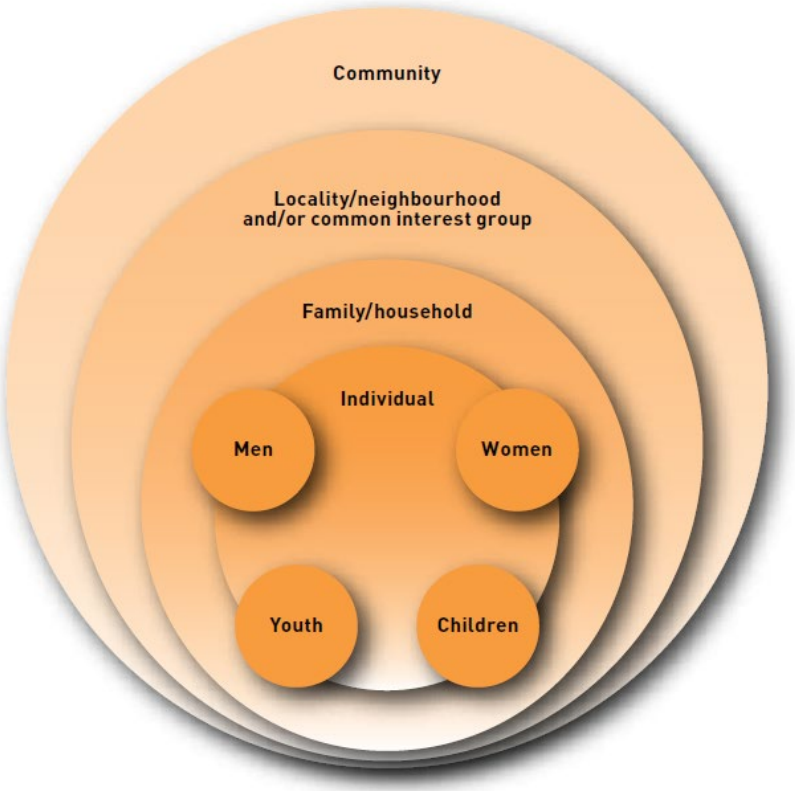
The MRM and all personnel involved within the Recovery Process will use the incident management system, Crisisworks to manage and record keep all recovery activities and expenditure and to assist in reporting.

All recovery briefings internal and external will be through the MEMO at all times.

SECTION J- RECOVERY

Community

Community Recovery Planning is a multi-layered complex process that must be adaptive to the changing phases within and across the community. The following image from the Australian Emergency Management Handbook Series, Handbook 2-Community Recovery (page 84) highlights those layers that Recovery Planning must consider through all phases of Recovery.



If the effects of an emergency are widespread and large scale, community consultation and input for recovery is paramount and thus recovery will be organised through the establishment of a Community Recovery Committee (CRC).

A Community Recovery Committee will be formed through discussion with the MEMT and via the MRM.

The MRM will nominate one of the Deputy MRMs as Chair and conduit for the Community Recovery Committee to assist and guide the recovery planning process. The nominated Deputy MRM shall report to the MEMT and the MEMPC on all Community Recovery Planning activities and requests.

SECTION J- RECOVERY

The membership of the Community Recovery Committee will vary depending on the affected area and nature of the emergency however as a general rule Community

Recovery Committee membership will be made up of agencies, members from Council as well as locally affected community members.

The role of a Community Recovery Committee is to:

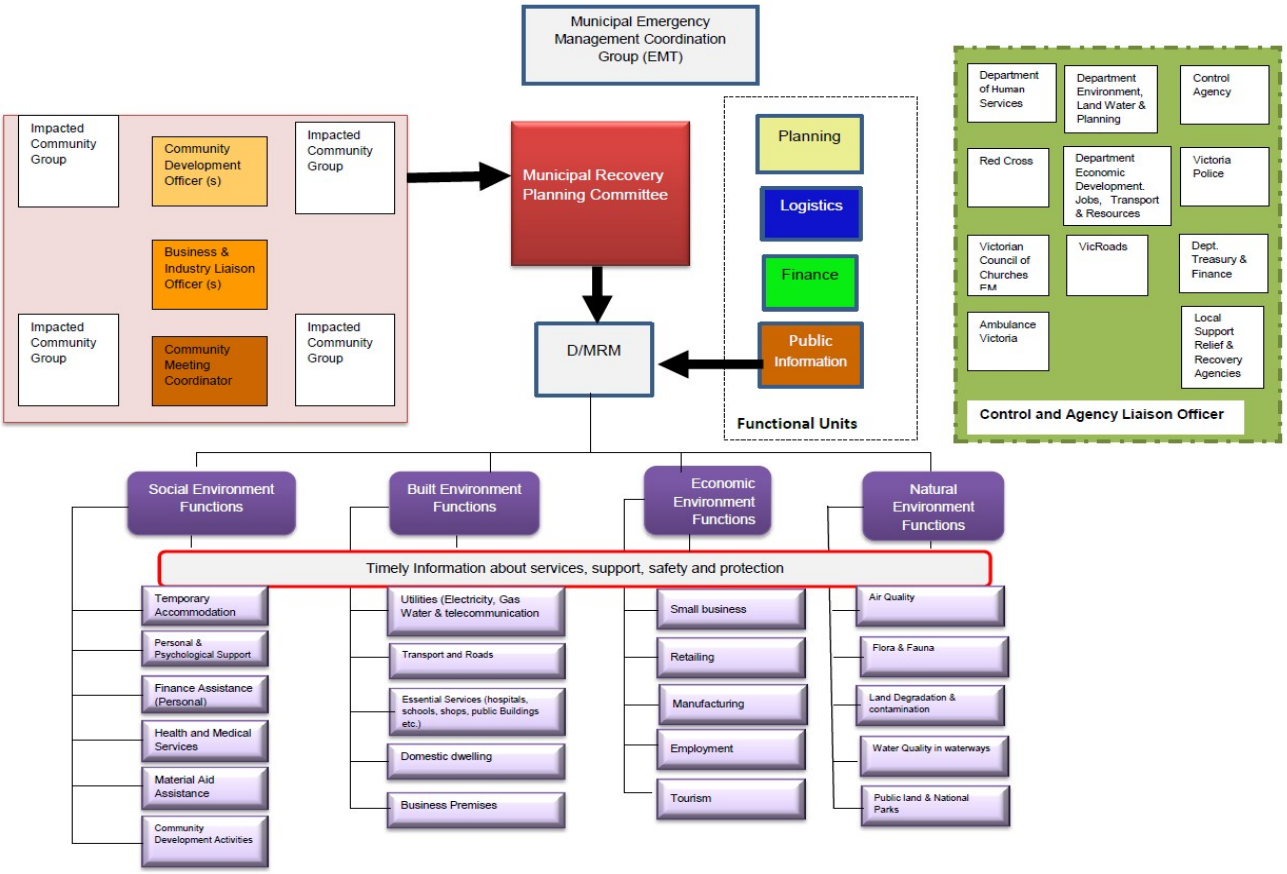
- Identify community needs and resources requirements; establish priorities; and make recommendations to recovery agencies and, through the Municipal Recovery Management Group to Council.
- Liaise, consult and represent the community, with Council, the Department of Health and Human Services, the Federal Department of Human Services and other providers
- Monitor the overall progress of recovery in the affected community
- Ensure information, resources and services in support of the affected community are being received.
- Development of a Terms of Reference (TOR) which is relevant to the incident and the needs of the community and committee. A generic TOR is in Section K3 of the MEMP. This TOR can be adapted to the actions of the committee.

Community recovery committees are the primary method for supporting community recovery after an emergency and municipal councils are responsible for establishing and leading a municipal/community recovery committee. The community recovery committee will report up to the Municipal Recovery Planning Committee to assist in determining actions that need to be undertaken within the community.

To assist all of the community through the recovery process, minutes from Community Recovery Committee meetings will be made available to the public through the Hume City Council website during active recovery. All meeting minutes will be stored within its records system.

SECTION J- RECOVERY

Scalable Structure



As detailed in the recovery environments and functions Hume City MEMPC has adopted the following full scale activation structure to assist in recovery planning development.

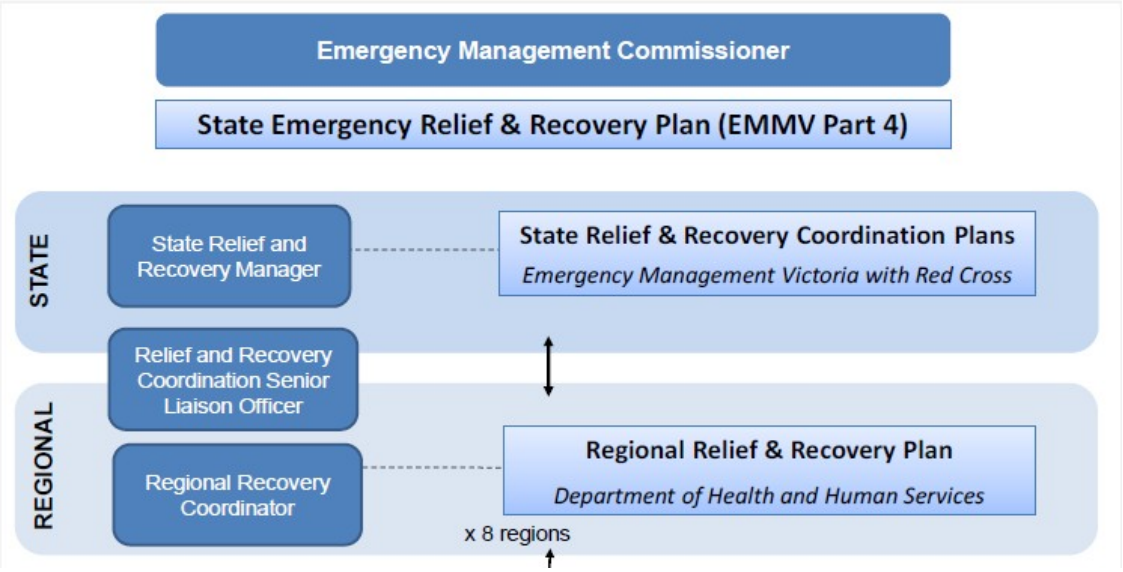
Being a scalable structure and based on systems used by control agencies, a number of positions and or functions may be allocated and managed through one MRM or Team Leader depending on the size, complexity and consideration of consequence management of the incident.

However, if there is a need to 'scale up' the functions will always remain under its allocated recovery environment to ensure easy transition from local to regional and state levels of planning and assistance.

Regional and State management structure

Regional and State management structures for recovery is set out in EMMV Part 4, the image below provides a summary of the regional and state management structure. Further and expanded details are detailed within EMMV Part 4

SECTION J- RECOVERY



Municipal Secondary Impact Assessment (MSIA)

Municipal Secondary Impact Assessment (MSIA) is the process for determining the impact of an emergency on the **social**, **built, economic**, **natural** and the **psychosocial** environments of the affected community. This assessment can commence whilst the Response Phase is still in place, however, fieldwork is conducted only when it is safe enough for personnel to enter the affected area.

The declaration of an area being safe for MSIA teams to enter shall only be made by the Incident Controller and once the MSIA Coordinator has been notified and provided with a safety briefing of the required personal protective equipment.

A detailed assessment of the damage to the affected area is essential so that the municipal recovery team can:

- determine what needs to occur to ensure safety to life and property
- identify what relief and recovery requirements are needed
- provide advice to relevant Government Departments, agencies and the community
- effectively commence their recovery operation.

Strategies for recovery are developed from the Municipal Secondary Impact Assessment report and then implemented by the range of available agencies within the local government boundary and/or region

SECTION J- RECOVERY

The following organisations, as designated in the EMMV Part 7 are responsible for conducting SIA work within the municipality:

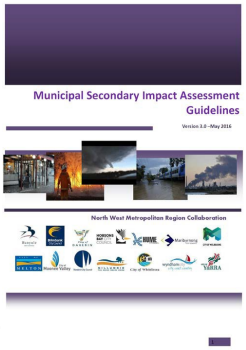
- Local Government Authority (LGA) – Where the impact is within an Urban or Industrial area and on Council property
- DEDJTR – Where the impact is upon rural and farming enterprises
- DELWP – Where the impact is upon state owned public land

Each organisation is responsible for training and deploying their SIA teams for the purposes of gathering and collating the secondary impact data within their designated areas.

As well as undertaking their emergency impact data collection duties, Council has the responsibility for coordinating the MSIA data being collected on private and municipal property under the supervision of the MRM. This requires close collaboration with DEDJTR where commercial farms are concerned. Council will also liaise with State Government Departments where private land share boundaries with public land.

e municipality, this involves the collection of data relating to the impact of an emergency on **private property and municipal infrastructure**. These are defined as:

- Private property is specific to homes and industry and/or businesses in urban and rural living zones (excluding rural zones allocated to DEDJTR)
- Municipal infrastructure is defined as all local roads, bridges, buildings, sporting facilities, environmental and community assets within the municipal boundaries.



To assist in local, regional and state capacity to undertake MSIA the City of Hume in collaboration with the North West EM Collaboration with other local Councils across Victoria have adopted the Municipal Secondary Impact Assessment Guidelines. The image to the right is a copy of the MSIA guidelines. A copy of the guidelines is stored on Crisisworks, One Drive and for council internal staff Team Site.

Community Outreach

The wellbeing of the community throughout the recovery process as detailed in J.6 will move through different phases and at different times.

Through the MSIA process information may be gathered to assist Council and support agencies such as Australian Red Cross and VCC to assist and plan both short and long term community outreach programs.

While the MSIA process may not be required or activated the MRM must consider or every reportable emergency the requirement and type of Community Outreach that

may be suitable for the situation.

Community Outreach may be undertaken in differing forms via short and long term time periods with the focus of community requirements as the priority.

Considerations and activation procedures will be considered and detail within each Hazard *Sub-Plans,* included in the Emergency Recovery Community Engagement Plan and provided to the community through community information bulletins for the incident.

Reporting and Briefing

The sharing of information across agencies helps reduces the confusion and delays in required services to assist the community.

During the recovery process Hume City Council will use the incident management system Crisisworks to gather, monitor, allocate and compile reports for both Council and support agencies at the local, regional and State levels.

To ensure individuals privacy and dignity, Hume recovery will follow the Victorian Charter of Human Rights and will seek an individual's approval before sharing any personal details that may identify that individual to other agencies.

Regular briefings to Councils management team will be determined and documented in the Incident Recovery Plan after discussions with the MEMT at the time of recovery planning. The Incident Recovery Plan will also document the time frames for reporting to the regional level.

The MRM will provide through Hume City Council's Communications Team regular updates to the community on recovery activities documented through the Community Emergency Recovery Engagement Plan.

All community reports must be signed off by the MRM or Duty MRM before being released. If the report is a progressive report through the recovery process the front page and footer must provide version number, date released and date the next report must be released.

All briefings shall be provided in the SMEACSQ format for consistency across all tiers. SMEACSQ templates are stored in Crisisworks, Appendix of the Recovery Manual and One Drive.

Supply of Goods and Services

Hume City Council and other recovery agencies normally obtain and pay for goods/services through their own supply system. With the liaison and assistance of DHHS, the MRM through

the MEMO manages the acquisition and supply of goods and service which cannot be provided by the Hume City Council or participating agencies. State assistance measures may be available for the recovery effort depending on the level of the incident.

The MEMO will be responsible for ensuring that all costs are authorised, recorded and submitted through the Department of Treasury and Finance.

Emergency Recovery Centres

Council has identified that to help community's recovery it may be necessary to open a 'One Stop Shop' Recovery Centre that provides assistance, support and advice to those affected by an incident.

To assist the community in having a suitable location Council has included in the lease of all community assets a clause notifying them that the facility they are using may be used as a relief or recovery centre. A reminder letter is sent out each prior to the summer season reminding all facilities of this arrangement by the Emergency Recovery Coordinator.

A number of sites throughout the municipality may be used that could include current customer services areas, community hubs or pavilions and any identified Emergency Relief Centers.

Transition from Recovery to Normal Business

At the establishment phase of recovery, the Recovery Committee will also plan and develop a transition from recovery to normal business.

While the Hume City Council acknowledges that the planning of the ongoing community activities and services requires a comprehensive strategy back to mainstream services, the strategy also needs to be adaptable to the community needs.

SECTION J- RECOVERY

The transition strategy should generally include:

- Provision of a strategic platform for recovery/services providers to embed sustainable community-based recovery services through integration and coordination for individuals and communities.
- Maintaining partnership and communication that was established during recovery

Transition to mainstream services should be communicated to all stakeholders and updated when required through the regular reviews by the Community Recovery Committee.

Transition to mainstream service template can be found in the Recovery Plan.

Incident Commemoration

Local communities may wish for commemoration on specific dates associated with various sized emergencies. While this can assist some members of the community in the recovery process it can also trigger others to be affected through memories of the event.

The Hume City Council will work with the Community Recovery Committee through any requests using the Council approved Festival and Events Policy as well as the Council Event Planning Protocols.

These can be found on council Portal

Reference

REFERENCE

The Act – www.legislation.vic.gov.au

Regional and State Arrangements – www.emv.vic.gov.au

EMMV Part 4 – www.emv.vic.gov.au

National Principles for Disaster Recovery 2009 – www.ag.gov.au

Australian Emergency Management Handbook Series – https://aidr.infoservices.com.au

EMMV – Resilient Recovery Strategy 2020 https://www.emv.vic.gov.au/how-we-help/resilient-recovery-strategy

SECTION J- RECOVERY

Document Amendment & Review

REVIEW:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

This Section was last updated (Date). It will be reviewed by (Date).
The table below provides a history of review.

Version	Date	Action/Documents for Replacement
May 2017 V.01	08/6/2017	Updates Page 3, MEMO Signature
May 2017 V.01	24/8/2019	Complete rewrite replace whole document
May 2017 V.01	26/02/2020	Complete rewrite – replace whole document
May 2017 V.01	08/04/2020	Update diagram pg 18, update information on CRC's pg. 22

SECTION K
APPENDICES

K1 MEMPC Plan
Frequency of review

K2 Document Storage

K3 Committee TOR

K4 MEMPlan Distribution List/Format

K5 Vulnerable Persons Register

K6 Standard Public Warnings

K7 MEMP Plan Amendment Receipts

K8 CERA

SECTION K1- MEMPC FREQUENCY OF REVIEW

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Assessment of Risk 2
Authority 2
Frequency of Reviews 2
Testing of the Plan 2
Audit of Plan 2
Municipal Adoption 2
Statement of Attainment 2
Lodgement of Plan 2
Glossary of Terms & Acronyms 2
Acronyms & Abbreviations 2
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Municipal MECC Staff 3
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Municipal Secondary Impact Assessment Staff 3
Municipal Recovery Staff 3
Municipal Emergency Planning Committee MEMPC - External 3
Neighbouring Municipalities 3
Temporary Accommodation 3
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Section D - Area Description 3
Municipal Map 3
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Age Structure 3
Culture Diversity 3
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SECTION K1- MEMPC FREQUENCY OF REVIEW

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Section K10. Standard Operational Procedures and Manuals 5
Section K11. Sub-plans 5

SECTION K1- MEMPC FREQUENCY OF REVIEW

Municipal Emergency Management Plan Frequency of Review Schedule

The Municipal Emergency Management Plan is a dynamic document that the Hume City Council is the custodian of on behalf of the community within the municipality as detailed in Section A of this Plan.
The following provides a record of the current status (as dated in the footer of the pages throughout The Plan) and planned schedule for the complete rewrite and updating thereof for the Hume City Council Municipal Emergency Management Plan (MEMPlan).

This schedule will be maintained by the MEMO, the review will be undertaken by the MEMPC and notification the Section review will be noted on the agenda the MEMPC meeting prior to review.

Changes may also occur due to changes in The Act or EMMV or Regional and State Plans.

K2 the Schedule

Section A - Plan	Responsibility	Frequency of Review
Introduction	EMO/MEMO	3 Years
Aim	EMO/MEMO	3 Years
Objective	EMO/MEMO	3 Years
How to use this Plan	EMO/MEMO	3 Years
Assessment of Risk	EMO/MEMO	3 Years
Authority	EMO/MEMO	3 Years
Frequency of Reviews	EMO/MEMO	3 Years
Testing of the Plan	EMO/MEMO	3 Years
Audit of Plan	EMO/MEMO	3 Years
Municipal Adoption	EMO/MEMO	3 Years
Statement of Attainment	EMO/MEMO	3 Years
Lodgement of Plan	EMO/MEMO	3 Years
Glossary of Terms & Acronyms	EMO/MEMO	3 Years
Acronyms & Abbreviations	EMO/MEMO	3 Years

SECTION K1- MEMPC FREQUENCY OF REVIEW

Section B - Contact Lists	Responsibility	Frequency of Review
Municipal EMT	MEMO	6 months*
Municipal MECC Staff	MRM	6 months*
Municipal Relief Centre Staff	MRM	6 months*
Municipal Secondary Impact Assessment Staff	MRM	6 months*
Municipal Recovery Staff	MRM	6 months*
Municipal Emergency Planning Committee MEMPC - External	MEMO	6 months*
Neighbouring Municipalities	MRM	6 months*
Temporary Accommodation	MRM	6 months*
Distribution List	MEMO	6 months*
Section C - Resources and Services	**Responsibility**	**Frequency of Review**
Resource & Transport Technical	MEMO	6 months*
Section D - Area Description	**Responsibility**	**Frequency of Review**
Municipal Map	MEMO	3 years
Population	MEMO	3 years
Age Structure	MEMO	3 years
Culture Diversity	MEMO	3 years
Housing	MEMO	3 years
Emerging Groups/Cultures	MEMO	3 years
Vulnerable Persons	MRM	12 Months

SECTION K1- MEMPC FREQUENCY OF REVIEW

Section E - History of Emergencies	**Responsibility**	**Frequency of Review**
	MEMO/ MRM	12 months
Section F – Emergency Prevention and Preparedness Arrangements	**Responsibility**	**Frequency of Review**
	MEMPC	3 Years
Section G - Emergency Planning Arrangements	**Responsibility**	**Frequency of Review**
	MEMPC	3 Years
Section H - Emergency Response Arrangements	**Responsibility**	
	MEMPC	3 Years

Section D - Area Description	**Responsibility**	**Frequency of Review**
	MEMO/ MRM	3 Years
Section I - Emergency Relief Arrangements	**Responsibility**	**Frequency of Review**
	DHHS/ MRM	3 Years
Section J – Emergency Recovery Arrangements	**Responsibility**	**Frequency of Review**
	DHHS/ MRM	3 Years

*Note: Frequency of Review begins from the next schedule review to assist in regular spread out reviews of the MEMPlan.

SECTION K1- MEMPC FREQUENCY OF REVIEW

Section K - Appendices:	Responsibility	Frequency of Review
Frequency of Review	MEMO/MRM	12 months
Emergency Management Documentation Procedure and Storage	MEMO	3 Years
Municipal Committees	MEMO	12 Months
MEMP Distribution List and Format.	MEMO	12 Months
Vulnerable Persons Register	MRM	6 months
Standard Public Warning Messages	MEMO/MRM	12 months
Standard Amendments Receipts	MEMO	2 Years
CERA	MEMPC	3 Years
Standard Operating Procedures and Manuals	MRM/MEMO	3 Years
Section K10. Standard Operational Procedures and Manuals	**Responsibility**	**Frequency of Review**
Municipal Emergency Coordination Centre Facility Manual (MECC)	MEMO	12 Months
Municipal Secondary Impact Operational Guidelines (review conducted by collaboration) (MSIA)	MRM/Collaboration	12 Months
Collaboration Relief Centre Operational Guidelines (SOGs) (review conducted by collaboration	MRM/Collaboration	12 months
Municipal Emergency Recovery Guide (MERG) (review conducted by collaboration)	MRM/Collaboration	12 months
Section K11. Sub-plans	**Responsibility**	**Frequency of Review**
Heat Sub-Plan (2019-2021)	HCC Public Heath	3 Years
Influenza Pandemic Plan 2019-2021	HCC Public Heath	2 Years
Flood Emergency Municipal Plan	HCC Sustainable Infrastructure & Services	12 months
Flood Management Plan (Melbourne Water)	HCC Sustainable Infrastructure & Services/Melbourne Water	5 years
Municipal Fire Management Plan 2020-2023	HCC MFPO	3 Years
Emergency Relief & Recovery Plan	ERPO/MRM	12 months
Municipal Emergency Animal Welfare Plan 2019-2021	HCC CITY LAWS	3 Years
Hume City Council Emergency Management Communication Plan	HCC COMMS	12 months

SECTION K1- MEMPC FREQUENCY OF REVIEW

Section K10 and K11 Sub Plans and guidelines are not included in this plan, you can request a copy of these documents if you require them by contacting the MEMO at MERO@hume.vic.gov.au
For HCC staff all guidelines and sub plans are on our Team Site.

The role of ensuring that the above schedule is followed and updated remains with the Hume City Council's MEMO and maybe delegated from time to time by the MEMO.

**note: Frequency of Review begins from Next Review date*

SECTION K1- MEMPC FREQUENCY OF REVIEW

The Municipal Emergency Management Plan Version 1 was approved and adopted on May 2017 by the Municipal Emergency Management Planning Committee.

Amendment Register and Version Control for the 3 year cycle

Section	Version	Amended Date	Approved by	Document Administrator
A- The Plan	1	March 2019	MEMO	MEMO
B- Contact List	1	Jan 2020	MEMO	MEMO
C- Resource & Transport Technical	1	Jan 2020	MEMO	MEMO
D- Area Description	1	July 2019	MEMO	MEMO
E- History of Emergencies	1	Jan 2020	MEMO	MEMO
F- Emergency Prevention & Preparedness Arrangements	1	Jan 2020	MEMO	MEMO
G- Emergency Management Planning Arrangements	1	Jan 2020	MEMO	MEMO
H- Emergency Management Response Arrangements	1	Jan 2020	MEMO	MEMO
I Emergency Relief Arrangements	1	Feb 2020	MEMO	MEMO
J Emergency Recovery Arrangements	1	Jan 2020	MEMO	MEMO
K1 Frequency of Review of MEMPlan Sections	1	Feb 2020	MEMO	MEMO
K2 Emergency Management Documentation Procedures and Storage	1	Aug 2019	MEMO	MEMO
K3 Municipal Emergency Planning Committee	1	Jan 2020	MEMO	MEMO
K4 MEMPlan Distribution List and Format	1	Jan 2020	MEMO	MEMO
K5 Vulnerable Persons Register	1	Jan 2020	MRM	MRM
K6 Standard Public Warning Messages	1	May 2017	MEMO	MEMO
K7 Amendments Receipt	1	Jan 2020	MEMO	MEMO
K8 CERA	1	July 2019	MEMO	MEMO

SECTION K2- DOCUMENT STORAGE

Document Storage

To ensure the both the legislative and continuity requirements are maintained for the Hume City Council Emergency Management Documentation Procedures and Storage have been developed outlining the schedule of activities pre and post all emergency management meetings and notifications and distribution of agenda and minutes for all Internal and External Municipal Emergency Management Planning Committees.

Documentation Storage sets out the location of where information relating to Emergency Management will be maintain the records, plans, correspondence, minutes, agendas, decisions and templates for Council personnel involved in emergency management for the municipality of Hume.

Hume City Council stores all their documents for easy staff access on:

1. Hume Internal 'Team Site' under 'Emergency and Fire Management'
Click onto link: Team Site

2. Files are created and documents are also stored onto our internal Trim System and also the shared drive 'One Drive'.

3. MEMPC Committee members only can access the full MEMPlan, Agenda, Meetings and other MEMPC documents on our external document management system 'One Drive'. Each MEMPC member was asked to create their own password to access the system click onto link: One Drive

SECTION K2- DOCUMENT STORAGE

MEMPlanning Committee

Meetings will be held quarterly on the 3rd Wednesday of the month starting from March each calendar year. (March, August, November)

Administration process:

Meeting dates for the forwarding years MEMPlanning Committee meetings will be tabled at the November MEMPlanning Committee meeting.

Action 1: Send out Notice of Meeting and call for agency reports no later than one month prior to meeting.
Action 2: Two weeks before Meeting send intention to finalise meeting Agenda, Agenda Papers and Agency Reports.
Action 3: One week before Meeting send Agenda, Agenda Papers, Agency Reports and minutes of previous meeting.
Action 4: Within two weeks after the Meeting assigned action item responsibilities and minutes sent to MEMPlanning Committee

Note: A review and update of Section 2 – Contact List of *The Plan* will be an agenda item for the March and August meetings

SECTION K2- DOCUMENT STORAGE

Relief and Recovery Coordination Group Committee

Meetings will be held quarterly on the 4th Thursday of the month three weeks before the External MEMPlanning Committee meetings starting from February of each calendar year. (February, July, October)

Administration process:
Meeting dates for the following years Internal Relief and Recovery Committee meetings will be tabled at the November MEMPC Committee meeting.

Action 1: Send out Notice of Meeting and call for teams reports no later than one month prior to meeting.
Action 2: Two weeks before Meeting send intention to finalise meeting Agenda, Agenda Papers and Business Unit Reports.
Action 3: One week before Meeting send Agenda, Agenda Papers, Agency Reports and minutes of previous meeting.
Action 4: Within two weeks after the Meeting assigned action item responsibilities and minutes sent to Relief and Recovery Coordination Group members.

The role of ensuring that the above schedule is followed and updated remains with the Hume City Council's MRM and maybe delegated from time to time by the MRM.

SECTION K2- DOCUMENT STORAGE

Emergency Management Documentation Storage

The Hume City Council uses an electronic storage system named TRIM which is maintained through the Information Services Department of Council. Copies of all Plans, manuals, minutes, agendas, correspondence, protocols and other related information to emergency management will be stored via the TRIM system.

The Hume City Council TRIM system Category has been designated for all Emergency Management items. This allows for expansion of the storage relating to emergency management for the municipality.

Further drill down of the Trim system has allowed the municipality to allocate the following containers within TRIM for ease of end user usage.

The following table provides a complete reference list of Hume City Council Folders pertaining to Emergency Management subject and titles.

EMERGENCY MANAGEMENT OPERATIONAL		
Trim No. HCC17/459		Relief Centre Guidelines (SOG) Municipal Emergency Coordination Centre (MECC) Municipal Secondary Impact Assessment Guide (MSIA) Municipal Emergency Recovery Guide (MERG)
Trim No. HCC17/466		Emergency Management Exercise
Trim No. HCC17/465		Emergency Management Communications
Trim No. HCC17/479		Emergency Management Training
EMERGENCY MANAGEMENT COMMUNITY EMERGENCY RISK MANAGEMENT		
Trim No. HCC17/457		Community Emergency Risk Management –CERA - CERM - Community Emergency Risk Management Reports CERM – Community Emergency Risk Management Group CERM- Meeting Documents CERA-Outputs
EMERGENCY MANAGEMENT PLANNING COMMITTEE/WORKING GROUP		
Trim No. HCC17/468		Municipal Emergency Management Recovery Planning Group (EMRPG)
Trim No. HCC17/480		REMPC- Committee Meetings
Trim No. HCC17/481		NWMR RSMPC – North West Metro Regional Strategic Fire Management Planning Committee

SECTION K2- DOCUMENT STORAGE

EMERGENCY MANAGEMENT PLANS/SUB PLANS/COMMUNICATIONS		
Trim No. HCC17/482		MFMPC -Municipal Fire Management Planning Committee Minutes and Agendas
Trim No. HCC17/460		Health / Pandemic Heatwave Plan
Trim No. HCC17/461		MEMPC (Municipal Emergency Management Sub Plans) • Animal Welfare • Municipal Fire Management Plan • Airport Plan
Trim No. HCC17/462		Municipal Flood Plan
Trim No. HCC17/463		Municipal Emergency Management Plan
Trim No. HCC17/467		MEMPC Minutes and Agendas
Trim No. HCC17/458		EMMV/MAV/LGV and Bulletins Updates
Trim No HCC17/464		MEMPlan Audit

The above table will be updated as new folders are added to the EM storage system. However, regular reviews of this document as listed in **Section K.1** of The Plan will also be undertaken bi-annual.

The role of ensuring that the above table is updated remains with the Hume City Council's MERO and maybe delegated from time to time by the MERO.

SECTION K2- DOCUMENT STORAGE

Review:
The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

This Section was last updated …... It will be reviewed by ……...
The table below provides a history of review.

Version	Date	Action
V.01 May 2017		Folders for 2017 created all documents uploaded to electronic Trim Folders and hard copies filed in Trim Folder
V.01 May 2017	19/8/2019	Page 1 Objective Connect is longer used by HCC this has been replaced by One Drive.

SECTION K3- COMMITTEE TERMS OF REFERENCE

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Emergency Management Planning Committees
MEMPC Terms of Reference (TOR)

Purpose

The purpose of the Hume City Council Municipal Emergency Planning Committee is to formulate, maintain and test the Municipal Emergency Management Plan.

Authority & Background

Section 20 (1) Part 4 of the Emergency Management Act a municipal council must prepare and maintain a municipal emergency management plan.

Section 21 (3) Part 4 of the *Emergency Management Act* a municipal council must appoint a municipal emergency planning committee being members and employees of the municipal council, response and recovery agencies and local community groups involved in emergency management issues.

Section 21 (4) Part 4 of the *Emergency Management Act* the function of the municipal emergency planning committee is to prepare a draft municipal emergency management plan for consideration by the municipal council.

The Role of the Municipal Emergency Management Planning Committee is to:

- Develop and maintain the Hume City Council's Municipal Emergency Management Plan for endorsement by the Municipal Emergency Planning Committee and adoption by the Hume City Council.
- Determine the need for and participate in functional sub-committees and working groups to plan for specific emergencies, address issues and develop and implement projects
- Assist in identifying, analysing and evaluating existing and new and emerging emergency related hazards and risks.
- Provide input into risk treatment strategies.
- Prepare risk specific response and recovery plans for the Municipality.
- Contribute to the continuous improvement of the Hume City Council's Municipal Emergency Management Plan through monitoring, review and development.
- Contribute to testing the Municipal Emergency Management Plan through conducting and participating in emergency exercises.

SECTION K3- COMMITTEE TERMS OF REFERENCE

Municipal Emergency Planning Committee Membership

1. Municipal Emergency Management Officer (MEMO) **(Chairperson)**
2. Deputy (Deputy Chairperson) Agency Representative
3. Municipal Recovery Manager (MRM) / or Deputy
4. Municipal Emergency Response Coordinator (MERC) / or Deputy (Victoria Police)
5. MEMO Support Officer to committee
6. Municipal Fire Prevention Officer (MFPO) / or Delegate

Local Emergency Service Representatives

7. Victoria State Emergency Service
8. Country Fire Authority
9. Metropolitan Fire Brigade
10. Department of Environment & Primary Industry
11. Ambulance Victoria
12. Parks Victoria

Local Recovery Agency Representatives

13. Department of Health & Human Services
14. Red Cross - Australia
15. Salvation Army
16. St John Ambulance
17. Victorian Council of Churches

Government Agency Representatives

18. Department of Transport
19. Environmental Protection Agency
20. VicRoads
21. Melbourne Water

Utility Company Representatives

22. SP Ausnet
23. Telstra
24. United Energy
25. Western Water
26. Yarra Valley Water
27. Melbourne Water

Other Relevant Agencies Representatives

28. Melbourne Airport
29. Wireless Institute Civil Emergency Network

SECTION K3- COMMITTEE TERMS OF REFERENCE

Executive Committee

The Municipal Emergency Planning Committee shall have an Executive committee, the composition will be:

1. Hume City Council - MEMO
2. Hume City Council- MRM
3. Victorian Police - MERC
4. Hume City Council - MFPO
5. Ambulance Victoria
6. Country Fire Authority
7. Metropolitan Fire Brigade
8. Department of Health & Human Services
9. Victorian State Emergency Service

Quorum

A quorum will be achieved with six members of the Executive Committee.
No resolutions can be made if a quorum is not reached but a meeting can be held; minutes taken and issues referred for resolution to the next meeting of the MEMPC at which a quorum is reached.

Role of the Chairperson

The Chairperson is responsible for making sure that each meeting is conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.

The Chairperson carries the authority to keep order and maintain progress in line with the agenda. The Chairperson must make the most of all his/her committee members and 'lead the team'. This also involves regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members.

Another Councillor or the MEMO or Deputy MEMO will fill the role of Chairperson in the event of a casual absence.

The position of Chairperson will be appointed by the Councillors in December each year, to hold the position for a period of one year or until Council appoints another Councillor in their place.

In accordance with Section 76E of the *Local Government Act 1989*, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

SECTION K3- COMMITTEE TERMS OF REFERENCE

Meeting Frequency

The Municipal Emergency Planning Executive Committee will meet quarterly and within six weeks following emergencies involving the Municipality, or as required from time to time.

At least one quarterly meeting annually will be a full meeting for all members listed under the membership of the committee, all other meetings will involve the Executive Committee and any agencies required as per the agenda.

The Municipal Emergency Planning Committee is not required to give public notice of its meetings, and meetings are not required to be open to the public.

Hume City Council will provide a suitable venue and catering for the Municipal Emergency Planning committee meetings.

Agencies are expected to provide representatives that are authorised and empowered to deliver outcomes for the community of Hume on behalf of their agency. If the representative is unable to attend a meeting a delegate from the organisation should attend in that persons place with the same authority.

Agencies are expected to provide reports on emerging issues, emergency planning advice and recent past emergency activities.

Minutes and Agendas

As detailed in **Section K.2** *(Emergency Management Documentation Procedure and Storage)* notice of and calls for topics for the Municipal Emergency Planning Committee Agenda will be circulated to the full membership one month prior to the Municipal Emergency Planning Committee Meeting.

Members are to provide a written report to the MEMO Support Officer outlining any agency specific emergency management actions and issues of interest to the Municipal Emergency Planning Committee not less than 14 days priors to the meeting.

The MEMO Support Officer will forward to the full membership of the Municipal Emergency Planning Committee the minutes of the previous meeting, agenda, agency reports and relevant papers for the meeting no less than seven days prior to the meeting.

Meeting minutes will be taken by the MEMO Support Officer, action items from the Municipal Emergency Planning Committee meeting will be circulated to the Municipal Emergency Planning Committee membership not later than fourteen days after the meeting.

Reports to Council will be made where specific issues require a Council determination based on the recommendation of the Executive Committee.

Responsibilities and actions will be identified and time lined in the minutes.

SECTION K3- COMMITTEE TERMS OF REFERENCE

Notice of Motions

To facilitate the provision of input by all agencies and their representatives, notice of motions relating to endorsement of Emergency Management Plans and Sub-Plans must be made at the MEMPC meeting preceding the MEMPC meeting at which the motions are to be put to members for endorsement.

Hume City Council has developed a Continuous Improvement Plan (CIP) which identifies sections of the plan that need to be reviewed prior to each meeting. A discussion will be tabled as a standard agenda item to review the relevant sections of the MEMPlan. Amendments will then be reviewed recorded and updated on the CIP template.

Emergency Management Plans and Sub-Plans must also be provided to all members of the MEMPC before the notice of motion are tabled to provide sufficient time and opportunity to review and provide agency comment back before tabled for endorsement to the MEMPC.

Notice of motions table at a MEMPC meeting without prior notice, will be carried over until the next MEMPC meeting, unless leave is granted by the MEMPC for operational urgency matters only.

Sub-Committees & Working Groups

The Municipal Emergency Planning Committee have endorsed the structure below to establish sub-committees / working parties to manage all sub plans. Although there were legislative changes not requiring a Municipal Fire Planning Committee, Hume City Council MEMPC will continue with this committee as a subcommittee to focus on municipal fire prevention activities. These working Committees/Groups will develop action plans for the life cycle of each sub plan. The groups will review, identify a section to be exercised (filed or desktop), develop community engagement strategies on emerging issues relating to each plan. A lead from each committee will join the MEMPC membership and provide a report on specific issue, actions developed by the committee to assist the Municipal Emergency Planning Committee in meeting its obligations under the Emergency Management Act.

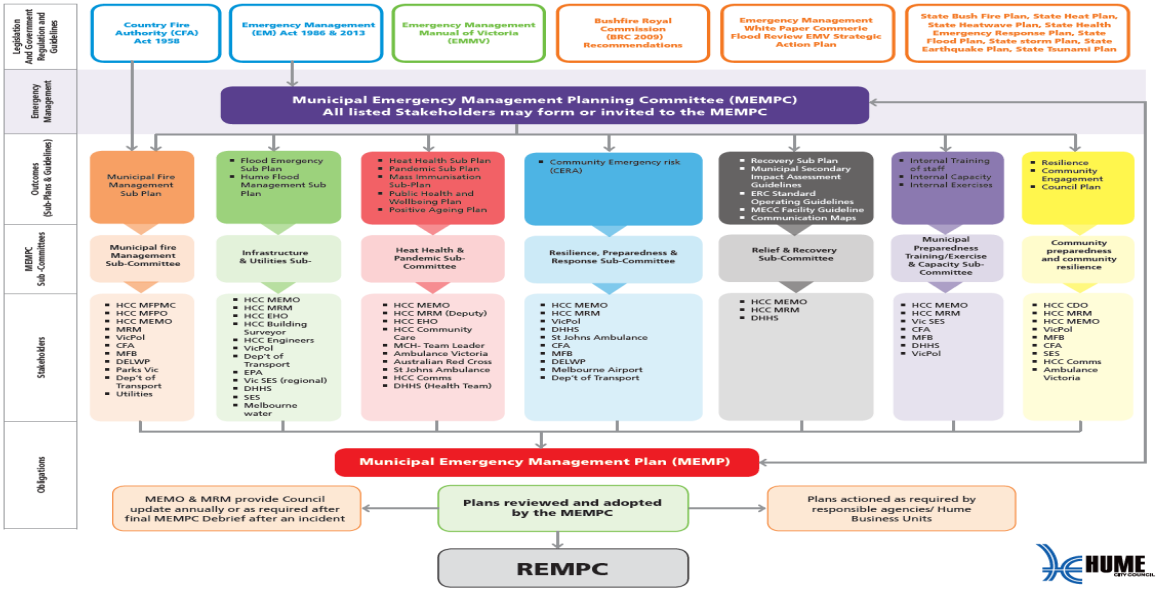
The principal role of the Municipal Emergency Management Planning Sub-Committee/s is to provide information and advice to the Municipal Emergency Management Planning Committee (MEMPC) and all relevant Hume City Council officers with emergency management responsibilities about potential emergency situations, planning of those situations and develop mitigation, response and relief and recovery plans for those situations.

As indicated in Section A. of *The Plan*, the municipality of Hume has the possibility of all potential hazards that could affect the community. MEMPC endorsed that the following sub-committees of the MEMPC..

SECTION K3- COMMITTEE TERMS OF REFERENCE

- Municipal Health, Pandemic and Heatwave Planning Group
- Municipal Fire Management Planning Committee
- Relief and Recovery Planning Group
- Emergency Animal Management Plan
- Flood
- CERA
- Internal Training and Exercise Capacity Building
- Resilience

Below is a flow chart of the sub committees, plans, stakeholders and flow chart that is established to look at the community engagement and risks.



Functions

The specific functions of the sub-committees are to:

- Provide information and advice to the MEMPC to assist with the planning and mitigation and public awareness of potential emergencies
- Contribute to the identification of specific hazards and threats in the City and to develop processes to meet those threats through effective emergency management planning
- Develop community engagement strategies
- Contribute to the continuous improvement and operations of the MEMP through monitoring, review and development of operational sub plans for those hazards
- Plan for specific emergencies, address issues and develop and implement projects on those hazards
- Support the MEMPC in the development of effective policies and plans to address emergencies based on existing and new hazards, and
- Contribute to testing the MEMP through participation in emergency exercises and training of staff.

SECTION K3- COMMITTEE TERMS OF REFERENCE

Membership

Membership of the sub-committees will include Council staff and external agencies that have operational responsibilities for the relevant risk / functional areas of the sub-committee as well as subject matter experts.

The Chair of each sub-committee will be a Council officer and a member of the MEMPC. Other members may be co-opted as required.

Meetings

Meetings of sub-committees should meet quarterly prior to the MEMPC scheduled meetings and also as required by situational planning requirements.

A meeting of the sub-committee should also take place within four weeks of a large incident that the planning sub-committee has jurisdiction over. These discussions and decisions by the sub-committee will be reported to the after-incident meeting of the MEMPC which should be held within six weeks of a large incident.

Reporting

Meeting minutes will be provided to the MEMO and the chair of the sub-committee will report to the MEMPC.

Conduct and Interest Provisions

In performing the role of the Municipal Emergency Planning Committee Member, a person must:

- Act with integrity
- Impartially exercise his/her responsibilities in the interests of the local community
- Not improperly seek to confer an advantage or disadvantage on any person
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons
- Commit to regular attendance at meetings
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter have been concluded.

Where a community member has an interest or a 'Conflict of Interest' (as defined in the *Local Government Act*) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

Community Recovery Committee (CRC)

This Community Recovery Committee has been formed following the incident in <description of incident/emergency including date.

Purpose

To coordinate longer term community recovery activities and support the communities of Hume to manage their own recovery following the <name of incident>

The Role of the Community Recovery Committee (CRC) is to:

- Monitor the progress of the recovery process in the community;
- Identify community needs and resource requirements and make recommendations to recovery agencies, council and the recovery manger;
- Liaise, consult and negotiate on behalf of the community with recovery agencies, government departments and the council;
- Liaise with the Department of Health & Human Services as the recovery coordination agency through the designated regional director or delegate; and
- Undertake specific recovery activities as required.

Membership:

List of invitees.

Roles and responsibilities:

Chairperson:

It is expected that the Chairperson will:

- Chair the meetings of the committee
- Coordinate the development and delivery of the meeting, agendas, reports and advice, and work program, including maintaining the Terms of reference.

Executive Officer:

It is expected that the Executive Officer will:

- Manage and coordinate the administration of meetings, and provide secretarial support including the distribution of agendas, minutes and the terms of reference.
- Act as a primary point of contact and liaison for the committee members, stakeholders and proxies (if required).

- Arrange for reports to be provided when required.

Members:

It is expected that members will:

- Attend and participate in each meeting using existing skills and knowledge and available resources to support the affected community's recovery
- Actively maintain communication and relationships to support the committee's work, including liaising in a timely way with relevant stakeholders and proxies
- Contribute to the setting the agenda for meetings, developing key reports, plans and these terms of reference
- Actively participate in setting and supporting the agreed recovery activities.,

Frequency of meetings:

Review of Terms of Reference:

SECTION K3- COMMITTEE TERMS OF REFERENCE

References and Related Documents

Acts	Air Services Act 1995 Building Act 1993 Bushfires Royal Commission Monitor Implementation Act 2011 Country Fire Authority Act 1958 Electrical Safety Act 1986 Emergency Management Act 1986 Emergency Management Act 2013 Environment Protection Act 1970 Fire Services Commissioner Act 2010 Information Privacy Act 2000, Local Government Act 1958 Metropolitan Fire Brigades Act 1958 Planning and Environment Act 1987 Public Health & Wellbeing Act 2008 Public Records Act 1973 Radiation Act 2005 Rail Safety Act 2006 Road Management Act 2004 Road Safety Act 1986 Terrorism (Community Protection) Act 2003 Victoria State Emergency Services Act 2005 Water Act 1989 Water Industry Act 1994

SECTION K3- COMMITTEE TERMS OF REFERENCE

Regulations	Emergency Management Manual Victoria 1986 Building Regulations 2006 Country Fire Authority Regulations 2004 Electrical Safety (Electric Line Clearance) Regulations 2010 Radiation Regulations 2007 Caravan Parks and Movable Dwellings Regulations 2010 Catchment and Land Protection Regulations 2012 Climate Change Regulations 2011 Dangerous Goods (Storage and Handling) Regulations 2012 Dangerous Goods (Transport by Road or Rail) Regulations 2008 Disability Regulations 2007 Electricity Safety (Bushfire Mitigation) Regulations 2013 Electricity Safety (Management) Regulations 2009 Environment Protection (Environment and Resource Efficiency Plans) Regulations 2007 Environment Protection (Industrial Waste Resources) Regulations 2009 Environment Protection (Ships' Ballast Water) Regulations 2006 Essential Services Commission Regulations 2011 Forests (Fire Protection) Regulations 2004 Impounding of Livestock Regulations 2008 Land Regulations 2006 Livestock Disease Control Regulations 2006 Livestock Management Regulations 2011 Metropolitan Fire Brigades (General) Regulations 2005 National Gas (Victoria) (Declared System Provisions) Regulations 2009 Occupational Health and Safety Regulations 2007 Pipelines Regulations 2007 Planning and Environment Regulations 2005 Plant Biosecurity Regulations 2012 Pollution of Waters by Oil and Noxious Substance Regulations 2012 Public Health and Wellbeing Regulations 2009 Public Records Regulations 2013 Radiation Regulations 2007 Road Management (Works and Infrastructure) Regulations 2005 Road Safety (Traffic Management) Regulations 2009 Safe Drinking Water Regulations 2005 Terrorism (Community Protection) (Chemicals and Substances) Regulations 2006 Terrorism (Community Protection) (Prescribed Standards) Regulations 2007 Victoria State Emergency Services Regulations 2006 Water (Resource Management) Regulations 2007 Water Industry Regulations 2006
Other	Australian Emergency Manuals Series Emergency Management Manual Victoria Emergency Relief Handbook: A Planning Guide Local Government Emergency Management Handbook Neil Comrie Flood Review Victorian Bushfire Royal Commission Recommendations Victorian Emergency Management Reform White Paper Victorian Planning Schemes

Contact with the Media

Contact with the media by Municipal Emergency Planning Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Committee members should defer any media inquiries to the Municipal Emergency Management Officer in the first instance and should take care not to respond as a representative of the committee.

Charter of Human Rights Compliance

It is considered that this policy does not impact on any human rights identified in the *Charter of Human Rights & Responsibilities Act 2006*

Review Date

The Terms of Reference will be reviewed every three years. Next review third quarter July 2020.

Review:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

The table below provides a history of review.

Version	Date	Action
May 2017 V.01	31/12/2019	Whole of document Change of name from MEMO to MEMO Insert Sub Committee flow chart
May 2017 V.01	08/01/2020	MERO to MEMO changes pages 3,4,5,8 and 11
May 2017 V.01	28/2/2020	Sub Committee structure page 7
May 2017 V.01	08/04/2020	References and Related documents updated – Codes of Practice removed
May 2017 V.01	08/04/2020	Page 9 inserted Community Recovery Committee

SECTION K3- COMMITTEE TERMS OF REFERENCE

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Emergency Management Planning Committees
MEMPC Terms of Reference (TOR)

Purpose

The purpose of the Hume City Council Municipal Emergency Planning Committee is to formulate, maintain and test the Municipal Emergency Management Plan.

Authority & Background

Section 20 (1) Part 4 of the Emergency Management Act a municipal council must prepare and maintain a municipal emergency management plan.

Section 21 (3) Part 4 of the *Emergency Management Act* a municipal council must appoint a municipal emergency planning committee being members and employees of the municipal council, response and recovery agencies and local community groups involved in emergency management issues.

Section 21 (4) Part 4 of the *Emergency Management Act* the function of the municipal emergency planning committee is to prepare a draft municipal emergency management plan for consideration by the municipal council.

The Role of the Municipal Emergency Management Planning Committee is to:

- Develop and maintain the Hume City Council's Municipal Emergency Management Plan for endorsement by the Municipal Emergency Planning Committee and adoption by the Hume City Council.
- Determine the need for and participate in functional sub-committees and working groups to plan for specific emergencies, address issues and develop and implement projects
- Assist in identifying, analysing and evaluating existing and new and emerging emergency related hazards and risks.
- Provide input into risk treatment strategies.
- Prepare risk specific response and recovery plans for the Municipality.
- Contribute to the continuous improvement of the Hume City Council's Municipal Emergency Management Plan through monitoring, review and development.
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SECTION K3- COMMITTEE TERMS OF REFERENCE

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Local Recovery Agency Representatives

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Other Relevant Agencies Representatives

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SECTION K3- COMMITTEE TERMS OF REFERENCE

Executive Committee

The Municipal Emergency Planning Committee shall have an Executive committee, the composition will be:

1. Hume City Council - MEMO
2. Hume City Council- MRM
3. Victorian Police - MERC
4. Hume City Council - MFPO
5. Ambulance Victoria
6. Country Fire Authority
7. Metropolitan Fire Brigade
8. Department of Health & Human Services
9. Victorian State Emergency Service

Quorum

A quorum will be achieved with six members of the Executive Committee.
No resolutions can be made if a quorum is not reached but a meeting can be held; minutes taken and issues referred for resolution to the next meeting of the MEMPC at which a quorum is reached.

Role of the Chairperson

The Chairperson is responsible for making sure that each meeting is conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.

The Chairperson carries the authority to keep order and maintain progress in line with the agenda. The Chairperson must make the most of all his/her committee members and 'lead the team'. This also involves regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members.

Another Councillor or the MEMO or Deputy MEMO will fill the role of Chairperson in the event of a casual absence.

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SECTION K3- COMMITTEE TERMS OF REFERENCE

Meeting Frequency

The Municipal Emergency Planning Executive Committee will meet quarterly and within six weeks following emergencies involving the Municipality, or as required from time to time.

At least one quarterly meeting annually will be a full meeting for all members listed under the membership of the committee, all other meetings will involve the Executive Committee and any agencies required as per the agenda.

The Municipal Emergency Planning Committee is not required to give public notice of its meetings, and meetings are not required to be open to the public.

Hume City Council will provide a suitable venue and catering for the Municipal Emergency Planning committee meetings.

Agencies are expected to provide representatives that are authorised and empowered to deliver outcomes for the community of Hume on behalf of their agency. If the representative is unable to attend a meeting a delegate from the organisation should attend in that persons place with the same authority.

Agencies are expected to provide reports on emerging issues, emergency planning advice and recent past emergency activities.

Minutes and Agendas

As detailed in **Section K.2** *(Emergency Management Documentation Procedure and Storage)* notice of and calls for topics for the Municipal Emergency Planning Committee Agenda will be circulated to the full membership one month prior to the Municipal Emergency Planning Committee Meeting.

Members are to provide a written report to the MEMO Support Officer outlining any agency specific emergency management actions and issues of interest to the Municipal Emergency Planning Committee not less than 14 days priors to the meeting.

The MEMO Support Officer will forward to the full membership of the Municipal Emergency Planning Committee the minutes of the previous meeting, agenda, agency reports and relevant papers for the meeting no less than seven days prior to the meeting.

Meeting minutes will be taken by the MEMO Support Officer, action items from the Municipal Emergency Planning Committee meeting will be circulated to the Municipal Emergency Planning Committee membership not later than fourteen days after the meeting.

Reports to Council will be made where specific issues require a Council determination based on the recommendation of the Executive Committee.

Responsibilities and actions will be identified and time lined in the minutes.

SECTION K3- COMMITTEE TERMS OF REFERENCE

Notice of Motions

To facilitate the provision of input by all agencies and their representatives, notice of motions relating to endorsement of Emergency Management Plans and Sub-Plans must be made at the MEMPC meeting preceding the MEMPC meeting at which the motions are to be put to members for endorsement.

Hume City Council has developed a Continuous Improvement Plan (CIP) which identifies sections of the plan that need to be reviewed prior to each meeting. A discussion will be tabled as a standard agenda item to review the relevant sections of the MEMPlan. Amendments will then be reviewed recorded and updated on the CIP template.

Emergency Management Plans and Sub-Plans must also be provided to all members of the MEMPC before the notice of motion are tabled to provide sufficient time and opportunity to review and provide agency comment back before tabled for endorsement to the MEMPC.

Notice of motions table at a MEMPC meeting without prior notice, will be carried over until the next MEMPC meeting, unless leave is granted by the MEMPC for operational urgency matters only.

Sub-Committees & Working Groups

The Municipal Emergency Planning Committee have endorsed the structure below to establish sub-committees / working parties to manage all sub plans. Although there were legislative changes not requiring a Municipal Fire Planning Committee, Hume City Council MEMPC will continue with this committee as a subcommittee to focus on municipal fire prevention activities. These working Committees/Groups will develop action plans for the life cycle of each sub plan. The groups will review, identify a section to be exercised (filed or desktop), develop community engagement strategies on emerging issues relating to each plan. A lead from each committee will join the MEMPC membership and provide a report on specific issue, actions developed by the committee to assist the Municipal Emergency Planning Committee in meeting its obligations under the Emergency Management Act.

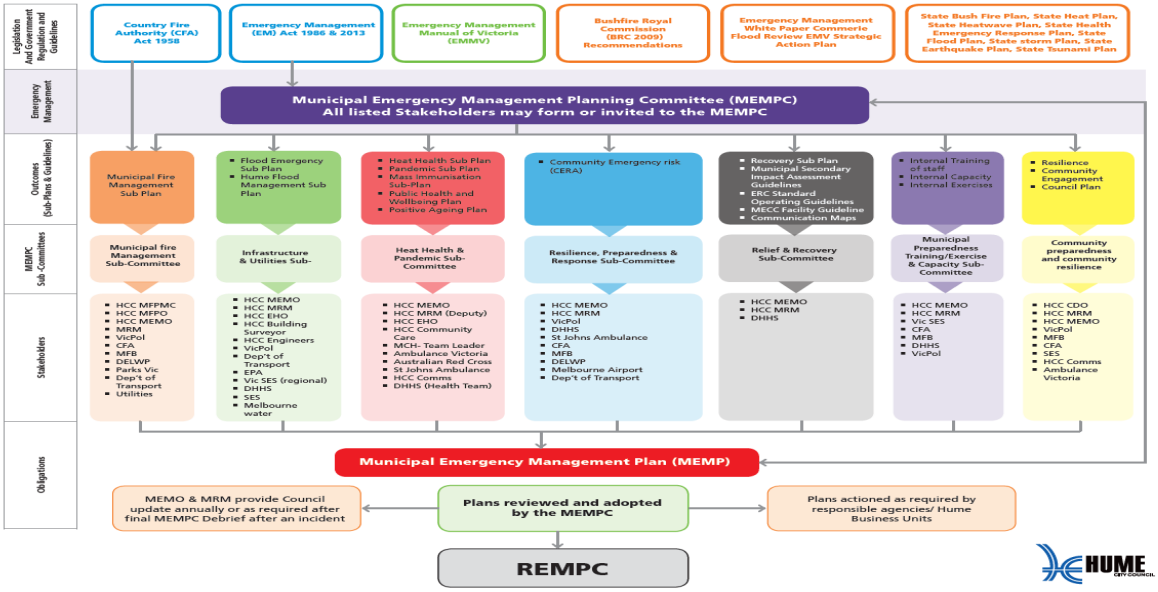
The principal role of the Municipal Emergency Management Planning Sub-Committee/s is to provide information and advice to the Municipal Emergency Management Planning Committee (MEMPC) and all relevant Hume City Council officers with emergency management responsibilities about potential emergency situations, planning of those situations and develop mitigation, response and relief and recovery plans for those situations.

As indicated in Section A. of *The Plan*, the municipality of Hume has the possibility of all potential hazards that could affect the community. MEMPC endorsed that the following sub-committees of the MEMPC..

SECTION K3- COMMITTEE TERMS OF REFERENCE

- Municipal Health, Pandemic and Heatwave Planning Group
- Municipal Fire Management Planning Committee
- Relief and Recovery Planning Group
- Emergency Animal Management Plan
- Flood
- CERA
- Internal Training and Exercise Capacity Building
- Resilience

Below is a flow chart of the sub committees, plans, stakeholders and flow chart that is established to look at the community engagement and risks.



Functions

The specific functions of the sub-committees are to:

- Provide information and advice to the MEMPC to assist with the planning and mitigation and public awareness of potential emergencies
- Contribute to the identification of specific hazards and threats in the City and to develop processes to meet those threats through effective emergency management planning
- Develop community engagement strategies
- Contribute to the continuous improvement and operations of the MEMP through monitoring, review and development of operational sub plans for those hazards
- Plan for specific emergencies, address issues and develop and implement projects on those hazards
- Support the MEMPC in the development of effective policies and plans to address emergencies based on existing and new hazards, and
- Contribute to testing the MEMP through participation in emergency exercises and training of staff.

SECTION K3- COMMITTEE TERMS OF REFERENCE

Membership

Membership of the sub-committees will include Council staff and external agencies that have operational responsibilities for the relevant risk / functional areas of the sub-committee as well as subject matter experts.

The Chair of each sub-committee will be a Council officer and a member of the MEMPC. Other members may be co-opted as required.

Meetings

Meetings of sub-committees should meet quarterly prior to the MEMPC scheduled meetings and also as required by situational planning requirements. The committee meetings may also have to be held via virtual platforms when circumstances arise such as pandemics do not permit gatherings.

A meeting of the sub-committee should also take place within four weeks of a large incident that the planning sub-committee has jurisdiction over. These discussions and decisions by the sub-committee will be reported to the after-incident meeting of the MEMPC which should be held within six weeks of a large incident.

Reporting

Meeting minutes will be provided to the MEMO and the chair of the sub-committee will report to the MEMPC.

Conduct and Interest Provisions

In performing the role of the Municipal Emergency Planning Committee Member, a person must:

- Act with integrity
- Impartially exercise his/her responsibilities in the interests of the local community
- Not improperly seek to confer an advantage or disadvantage on any person
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons
- Commit to regular attendance at meetings
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter have been concluded.

Where a community member has an interest or a 'Conflict of Interest' (as defined in the *Local Government Act*) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

Community Recovery Committee (CRC)

This Community Recovery Committee has been formed following the incident in <description of incident/emergency including date.

Purpose

To coordinate longer term community recovery activities and support the communities of Hume to manage their own recovery following the <name of incident>

The Role of the Community Recovery Committee (CRC) is to:

- Monitor the progress of the recovery process in the community;
- Identify community needs and resource requirements and make recommendations to recovery agencies, council and the recovery manger;
- Liaise, consult and negotiate on behalf of the community with recovery agencies, government departments and the council;
- Liaise with the Department of Health & Human Services as the recovery coordination agency through the designated regional director or delegate; and
- Undertake specific recovery activities as required.

Membership:

List of invitees.

Roles and responsibilities:

Chairperson:

It is expected that the Chairperson will:

- Chair the meetings of the committee
- Coordinate the development and delivery of the meeting, agendas, reports and advice, and work program, including maintaining the Terms of reference.

Executive Officer:

It is expected that the Executive Officer will:

- Manage and coordinate the administration of meetings, and provide secretarial support including the distribution of agendas, minutes and the terms of reference.

- Act as a primary point of contact and liaison for the committee members, stakeholders and proxies (if required).
- Arrange for reports to be provided when required.

Members:

It is expected that members will:

- Attend and participate in each meeting using existing skills and knowledge and available resources to support the affected community's recovery
- Actively maintain communication and relationships to support the committee's work, including liaising in a timely way with relevant stakeholders and proxies
- Contribute to the setting the agenda for meetings, developing key reports, plans and these terms of reference
- Actively participate in setting and supporting the agreed recovery activities.,

Frequency of meetings:

Review of Terms of Reference:

SECTION K3- COMMITTEE TERMS OF REFERENCE

References and Related Documents

Acts	Air Services Act 1995 Building Act 1993 Bushfires Royal Commission Monitor Implementation Act 2011 Country Fire Authority Act 1958 Electrical Safety Act 1986 Emergency Management Act 1986 Emergency Management Act 2013 Environment Protection Act 1970 Fire Services Commissioner Act 2010 Information Privacy Act 2000, Local Government Act 1958 Metropolitan Fire Brigades Act 1958 Planning and Environment Act 1987 Public Health & Wellbeing Act 2008 Public Records Act 1973 Radiation Act 2005 Rail Safety Act 2006 Road Management Act 2004 Road Safety Act 1986 Terrorism (Community Protection) Act 2003 Victoria State Emergency Services Act 2005 Water Act 1989 Water Industry Act 1994

SECTION K3- COMMITTEE TERMS OF REFERENCE

Regulations	Emergency Management Manual Victoria 1986 Building Regulations 2006 Country Fire Authority Regulations 2004 Electrical Safety (Electric Line Clearance) Regulations 2010 Radiation Regulations 2007 Caravan Parks and Movable Dwellings Regulations 2010 Catchment and Land Protection Regulations 2012 Climate Change Regulations 2011 Dangerous Goods (Storage and Handling) Regulations 2012 Dangerous Goods (Transport by Road or Rail) Regulations 2008 Disability Regulations 2007 Electricity Safety (Bushfire Mitigation) Regulations 2013 Electricity Safety (Management) Regulations 2009 Environment Protection (Environment and Resource Efficiency Plans) Regulations 2007 Environment Protection (Industrial Waste Resources) Regulations 2009 Environment Protection (Ships' Ballast Water) Regulations 2006 Essential Services Commission Regulations 2011 Forests (Fire Protection) Regulations 2004 Impounding of Livestock Regulations 2008 Land Regulations 2006 Livestock Disease Control Regulations 2006 Livestock Management Regulations 2011 Metropolitan Fire Brigades (General) Regulations 2005 National Gas (Victoria) (Declared System Provisions) Regulations 2009 Occupational Health and Safety Regulations 2007 Pipelines Regulations 2007 Planning and Environment Regulations 2005 Plant Biosecurity Regulations 2012 Pollution of Waters by Oil and Noxious Substance Regulations 2012 Public Health and Wellbeing Regulations 2009 Public Records Regulations 2013 Radiation Regulations 2007 Road Management (Works and Infrastructure) Regulations 2005 Road Safety (Traffic Management) Regulations 2009 Safe Drinking Water Regulations 2005 Terrorism (Community Protection) (Chemicals and Substances) Regulations 2006 Terrorism (Community Protection) (Prescribed Standards) Regulations 2007 Victoria State Emergency Services Regulations 2006 Water (Resource Management) Regulations 2007 Water Industry Regulations 2006
Other	Australian Emergency Manuals Series Emergency Management Manual Victoria Emergency Relief Handbook: A Planning Guide Local Government Emergency Management Handbook Neil Comrie Flood Review Victorian Bushfire Royal Commission Recommendations Victorian Emergency Management Reform White Paper Victorian Planning Schemes

Contact with the Media

Contact with the media by Municipal Emergency Planning Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Committee members should defer any media inquiries to the Municipal Emergency Management Officer in the first instance and should take care not to respond as a representative of the committee.

Charter of Human Rights Compliance

It is considered that this policy does not impact on any human rights identified in the *Charter of Human Rights & Responsibilities Act 2006*

Review Date

The Terms of Reference will be reviewed every three years. Next review third quarter July 2020.

Review:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

The table below provides a history of review.

Version	Date	Action
May 2017 V.01	31/12/2019	Whole of document Change of name from MEMO to MEMO Insert Sub Committee flow chart
May 2017 V.01	08/01/2020	MERO to MEMO changes pages 3,4,5,8 and 11
May 2017 V.01	28/2/2020	Sub Committee structure page 7
May 2017 V.01	08/04/2020	References and Related documents updated – Codes of Practice removed
May 2017 V.01	08/04/2020	Page 9 inserted Community Recovery Committee
May2020 v.02	13/08/2020	Page 8 inserted Committee may need to meet virtually due to circumstanced where there is social distancing required.

SECTION K4- MEMPLAN DISTRIBUTION LIST/FORMAT

MEMPlan Distribution List and Format

The Hume City Council recognises the importance of Control and Support agencies as detailed within the EMMV as well as other organisations that assist Council on issues relating to emergency management within its borders. The Hume City Council also has strategies in place to reduce its impact on our environment.

A small number of printed (hard) copies of the complete MEMPlan and its Appendices, Position Statements, Standard Operation Procedures and Manuals have been provided where noted below. All other copies are provided in electronic format unless otherwise requested.

Copies of the MEMPlan are issued to a position within an organisation supporting the Hume City Council's role in Emergency Management and not to an individual.

All future updates of the MEMPlan will be provided by electronic format and it will be the requirement of the holder to update their control copy. Hume City Council will keep the email as a proof of delivery and a copy of this email will be saved onto the Hume City Council document management system.

TITLE	Email	Copy Type	Copies
Hume City Council Chief Executive Officer		E	1
MEMO- Tina Georgiev		E H	1 1
Deputy MEMO – Jason Summers		E	1
Deputy MEMO – David Fricke		E	1
Deputy MEMO- George Osborne		E	1
MRM- Martha Martin		E	1
Deputy MRM- Cecilia Brady		E	1
Deputy MRM- Michael Bzdel		E	1
Deputy MRM- Hector Gaston		E	1
Deputy MRM- Kristen Cherry		E	1
*Customer Service – Lisa Ippolito		E	1
*HCC Internet Website			
Agency			
Victoria Police – MERC Snr Sgt Shayne Kerley	shayne.kerley@police.vic.gov.au	E	1
Victoria Police- D/MERC Snr Sgt Bradley Towers	bradley.towers@police.vic.gov.au	E	1
Victoria Police- RERC- Supt. Adrian Healy	adrian.healy@police.vic.gov.au	E	1
Victoria Police- REMI- Dean McGowan | Inspector | Regional Emergency Management – North West Metro Region Divisions 4 & 5	dean.mcgowan@police.vic.gov.au	E	1
Ambulance Victoria- Team Manager	Sunbury.teammanager@ambulance.vic.gov.au	E	1
Ambulance Victoria Emergency Management Unit	ambulanceemergencymanagement@ambulance.vic.gov.au	E	1
Australian Red Cross	Stakeholders_vic_es@redcross.org.au Victorian Division 23-47 Villiers Street, North Melbourne 3051	E H	1 1
Australian Red Cross- NWM Divisional Operations Officer- Josiah Park	jpark@redcross.org.au	E	1
CFA- District 14 Hume Group	rohantstevens@gmail.com	E	1
MFB-A/Commander Community Resilience- Tony Styring	AStyring@mfb.vic.gov.au	E	1
Department of Transport- Ash Dean	Ash.deans@roads.vic.gov.au	E	1
Distric Vet Officer-Attwood, Dept Eco & Biosecurity Ops Division	edward.alvares@ecodev.vic.gov.au	E	1
Jemena- Team Leader Operations Planning- Network	peter.herrmann@jemena.com.au	E	1

SECTION K4- MEMPLAN DISTRIBUTION LIST/FORMAT

TITLE	Email	Copy Type	Copies
Operations & Control- Peter Herrmann		E	1
Victorian Council of Churches Emergency Ministry)- - State Manager	emergencies@vcc.org.au	E	1
Central Regional Vic SES Headquarters – Regional Officer Emergency Management- Gerabeth Abbott	Gerabeth.abbott@ses.vic.gov.au	E	1
Sunbury SES Unit (Controller)- Anthony White- SES Controller	sunbury@ses.vic.gov.au	E	1
Craigieburn SES Unit (Controller)- Nicole Ashworth- Unit Controller	nicole.ashworth@members.ses.vic.gov.au	E	1
Broadmeadows SES Unit (Controller)-Connie Lapworth- Unit Controller	Connie.lapworth@members.ses.vic.gov.au	E	1
Western Water- Patricia Fitness- Risk & Emergency specialist	Adam.kazi@westernwater.com.au	E	1
Department of Health & Human Services- James Boyce- Emergency Management	James.boyce@dhhs.vic.gov.au	E	1
Australian Government Department of Human Services (Centrelink)- Karam Singh Broadmeadows	karam.singh@humanservices.gov.au	E	1
Melbourne Airport Corporation-	TBC	E	1
Dianella Community Health Broadmeadows- Paula Paidi	paula.paidi@dianella.org.au		
Northern Hospital- Jason Amos	Jason.Amos@nh.org.au	E	1
St John Ambulance Australia	Emergency.management@stojnvic.gov.au	E	1
Salvation Army- Andrew Webb-	andrew.webb@aus.salvationarmy.org	E	1
Metro Trains- Sharon Nunn/Brendan Connors	Sharon.Nunn@metrotrains.com.au / Brendan.connors@metrotrains.com.au	E	1
Hume Super Clinic- Broadmeadows- Sue Sestan	Sue.sestan@dianella.org.au	E	1
Australian Border Force- Greg Dowse-Superintendent Detention Operations/Ibrahim John	John.Ibrahim@serco-ap.com	E	1
Neighbouring Municipalities			
City of Whittlesea	emergency@whittlesea.vic.gov.au	E	1
City of Brimbank	MEMO@brimbank.vic.gov.au	E	1
City of Moonee Valley	MEMO@mvcc.vic.gov.au	E	1
City of Moreland	MEMO@moreland.vic.gov.au	E	1
Macedon Shire Council	MEMO@macedon.vic.gov.au	E	1
Yarra Valley Water	frank.portelli@yvw.com.au	E	1
*Public Version (HCC Internet)	MEMO Support Officer	*E	1
*National Library of Australia-	legaldep@nla.gov.au	*E	1
*State Library of Victoria	legaldeposit@slv.vic.gov.au	*E	1
*The Age Library, Broadmeadows	Send copies to: lauranw@hume.vic.gov.au	*E	1
* Craigieburn Library	Send copies to: lauranw@hume.vic.gov.au	*E	1
*Sunbury Library	Send copies to: lauranw@hume.vic.gov.au	*E	1
*Tullamarine Library	Send copies to: lauranw@hume.vic.gov.au	*E	1
*Gladstone Park Community Library	Send copies to: lauranw@hume.vic.gov.au	*E	1

SECTION K4- MEMPLAN DISTRIBUTION LIST/FORMAT

TITLE	Email	Copy Type	Copies
Vline- Karl Payne	karl.payne@vline.com.au	E	1
Vicinity Shopping Centre	Jeroam.Whittington@vicinity.com.au	E	1
Sunbury Square Shopping Centre- Marnie Hardie	marnie@sunbury.com.au	E	1

Changes required to be made to the MEMPlan will be undertaken by the Hume City Council's MEMO, delegate, EMO or MEMO Support.

Acknowledgement of receipt of receiving The Plan or future updates to the Plan will be sent back by the recipient to the MEMO Support Officer on the following form, which will be sent with the updates at the time of each distribution of the said updates.

A copy of the acknowledgement of updates will be stored in TRIM.

*Copies held at these locations are not to contain after hours/mobile/silent contact numbers and locations of Emergency Relief Centres.

Document Amendments & Review

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

This Section was last updated as per information outlined in the table below

Version	Date	Action
May 2017 V.01	21/8/2018	Whole document all documents are sent via email and no receipt required
May 2017 V.01	08/01/2020	MERO to MEMO page 1 RERC- Adrian Healy page 1 REMI- Dean McGowan page 1 Review page 4

SECTION K5- VULNERABLE PERSONS REGISTER

Vulnerable Persons Register

1. Purpose

The Vulnerable Persons Register Procedure outlines the requirements of council departments to assess their clients such as HACC clients against the Vulnerable Persons Register criteria for inclusion into the Vulnerable Persons Register.

2. Scope

This procedure applies to all departments whom clients can be considered as vulnerable residents that reside within the municipality such as aged care or children's services.

3. Definitions

Word/Term	Definition
VPR	Vulnerable Persons Register
VP's	Vulnerable Persons
DHHS	Department of Health and Human Services
HACC	Home and Community Care
EM	Emergency Management

4. Procedure

- The procedures below cover new client requests change in status of a client, Bi-annual review of VPR and privacy of client information.

4.1	**New Client Request**
1	When a Council department receives a request for a new client, the client manager is required to undertake an assessment of the client to determine whether they meet the VPR criteria (see Vulnerable People in Emergencies Policy Protocol: Protocol 1 – Emergency Planning and Screening) using the Vulnerable Clients Checklist
2	If the client meets the VPR criteria, details of the location of that client can be passed on to Red Cross who may visit that client to discuss and help them to make their own emergency plan. If the client cannot identify support such as family that live close or a neighbour to assist them in an emergency then the client is eligible to be added to the VPR.
3	The case manager must then give the client/clients authorised representative a copy of the Vulnerable Persons Register Consent Form to read or dictate to the client/ clients authorised representative information contained on the form.
4	The client/ client's authorised representative must then give consent via signature or verbal to be added onto the VPR. If consent is denied the case manager must write on the form that consent was denied and sign and date and send the form the VPR coordinator at vpr.mecccentral.com
5	Case managers are required to obtain the required information on the VPR assessment form and forward a copy to the VPR Coordinator at vpr.mecccentral.com within two (2) working days. The original form must be kept on the clients council records.

4.2	**Change in status of a client**
1	If council is advised that the VP living arrangements are changing such as the client is going into hospital for an extended period of time or are moving to a retirement village for example, the case manager must fill out a new VPR assessment form and submit it to the VPR Coordinator at vpr.mecccentral.com so they can be taken off the VPR if it is a permanent change or suspended if it is a temporary change.
2	If the VP's status change was a temporary change then the case manager must notify the VPR coordinator when the VP returns to normal status by submitting a updating the VPR assessment form and to the VPR Coordinator at vpr.mecccentral.com

4.3	**Bi-Annual review of VPR**
1	The VPR system will advise agency users via email twice a year that their clients require revalidation to ensure their information is current. The VPR coordinator for Hume City Council will receive these emails and forward onto the appropriate case manager.
2	Upon receipt of the revalidation email from the VPR Coordinator, as the case manager you have 30 days to verify the data and advise the VPR coordinator of the results. If there is no change to the information and it is current the VPR coordinator must be notified via email at vpr.mecccentral.com If the information needs to be updated please submit a VPR assessment form to the vpr.mecccentral.com with the current information.
3	If the VPR coordinator is not notified by the case manager within 30 days whether the information still correct then the VPR will change the user's record to Unverified and the VPR coordinator will be advised. Case managers will be contacted to obtain verification.

4.4	**Privacy of Client Information**
1	The information collected on clients for inclusion to the VPR is covered by the Information Privacy Act 2000.
2	All VPR clients are required to provide consent that details that the information collected will be available to Victoria Police, Municipal Councils and Department of Human Services due to their role in emergency management activities.
3	Only case managers and emergency management staff in Hume City Council will have access to the information.

1. Responsibility /Accountability

All departments that manage vulnerable clients have the responsibility of implementing this policy.

2. References and links to legislation and other documents

- Information Privacy Act 2000

3. Appendices

- Vulnerable People in Emergencies Policy Protocol: Protocol 1 – Emergency Planning and Screening
- Vulnerable Persons Register Consent Form
- VPR assessment form

4. Review

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

This Section was last updated as per information outlined in the table below

Version	Date	Action

Standard Public Warning Messages

The Hume City Council recognises the importance in informing the community during an emergency incident to reduce the level of concern and 'whispers' that take place during an emergency incident, while also recognising that the control agencies have the legislative responsibility to issue timely public warnings on impending known emergencies.

The Hume City Council also recognises its role in helping its local community and supporting the control agencies in the dissemination of advice warnings during an emergency incident.

The Hume City Council's Communications Team in partnership with the Emergency Management Recovery Project Officer developed a list of warning messages that can be used through electronic media formats to help inform and relay community concern during incidents.

A copy of the communication plan can be accessed on One Drive under MEMPC- HCC Sub Plans and Guidelines and for Hume City Council staff you can get a copy on 'Team Site' under Emergency and Fire Management via Team Site link: Communication Plan

The following list of messages shall be used during an incident within the municipality of Hume by the Council Communications Team.

These messages will be reviewed on a bi-annual basis (24 months) during the month of November and in consolation with the Control agencies.

Initial Media Response from Hume City Council for Emergency

For use through social and electronic media ONLY

Where possible in the messaging or following the message with…. *For life threatening emergencies call 000, Flood and Storm Emergencies only 132 500. Stay tune to 774 ABC, commercial radio station or SKY NEWS TV for the latest warnings and updated information*.

1. The Hume City Council is in the process of confirming details of a reported incident in the XXXX area. We advise people in the area to remain safe & to remain away from the area.
2. The Hume City Council has been in contact with XXXX which is the lead agency for the reported incident and is monitoring the situation.
3. The Hume City Council has confirmed an incident of XXX in the area of XXXXX is currently being responded by emergency services,
4. The Hume City Council has been asked by XXXX to support the incident XXXX with resources and is opening up its Municipal Emergency Coordination Centre.
5. Due to the incident at XXXX the Hume City Council is opening an Emergency Relief & Information Centre at XXXXXXX, resident in the area of XXXX are advised to attend this location for support and information during this incident
6. Due to the large number of requests for assistance being fielded by XXXX and the Hume City Council we ask residents and community to please have patience as we follow up to those requests.

Key messages from the ESOs should just be ran on a regular basis……(i.e. every 10-15 minutes)

Review

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

This Section was last updated as per information outlined in the table below

Version	Date	Action

SECTION K7- MEMP PLAN AMENDMENTS

MUNICIPAL EMERGENCY MANAGEMENT PLAN (MEMP)

Amendment

Amendments are made and recorded at the back of each section of the MEMPlan. An email is sent to MEMPC informing them of the changes and what pages require replacing.

A Continuous Improvement Plan (CIP) is also developed and sent to the MEMPC prior to each meeting advising them of what sections require reviewing. The CIP is populated with changes and dates of when the MEMPC have endorsed the section.

A copy of the email is saved under the audit folder for the 3-year period as a record of emails sent out to the MEMPC with amendments.

Document Amendments & Review

Review

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers

This Section was last updated as per information outlined in the table below

Version	Date	Action
May 2017 V.01	12/08/2019	Removed letters that are sent to advise and provide receipt as this is completed electronically and a record of the email is kept for audit purposes.

SECTION K8- CERA

Consolidated Contents

SECTION A	**The Plan Introduction**	Provides details of the reason, authority, structure, considerations, background of and for the Plan
SECTION B	**Contact (Restricted Distribution)**	Details contacts and resources **(limited distribution)** B1 MEMPC Committee B2 MEMPC Agency B3 Internal EM HCC Staff B4 Vulnerable Facilities
SECTION C	**Resources (Restricted Distribution)**	Details resources available (limited distribution)
SECTION D	**Municipal Demographic**	Provides details on the municipality, hazards, population, infrastructure, industry
SECTION E	**History**	Provides details training for and history of emergencies in the municipality
SECTION F	**Prevention, Preparedness**	Details arrangements for prevention and preparedness activities, building community resilience, community engagement and responsibilities
SECTION G	**Planning**	Details the planning arrangements, roles and responsibilties, priorities and actions
SECTION H	**Response**	Details response arrangements and structures, responsibilities, priorities and actions
SECTION I	**Relief**	Details relief arrangements, services considerations, responsibilities, priorities and actions
SECTION J	**Recovery**	Details recovery arrangements, considerations, priorities, community involvement, phases of, actions
SECTION K	**Appendices**	K1 MEMPC Plan Frequency of review K2 Document Storage K3 Committee TOR K4 MEMPlan Distribution List/Format K5 Vulnerable Persons Register K6 Standard Public Warnings K7 MEMP Plan Amendment Receipts **K8 CERA**

SECTION K8- CERA

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Risk 3 Flood Storm Extreme Weather 5
Risk 4 Transport Accident- Major Corridor 6
Risk 5 Disturbance, Shooting, Siege 7
Risk 6 Aircraft Crash > 1km off airport 8
Risk 7 Fire- Industrial 9
Risk 8 Human Epidemic/Pandemic/Major Health Event 10
Risk 9 Hazmat 11
Risk 10 Fire- Residential 12

SECTION K8- CERA

Risk 1. Grassfire/Bushfire

Hume City Council
MEMPC COMMUNITY EMERGENCY RISK ASSESSMENT

Hazard	Grass fire/ Bushfire
Risk Ref Nos	▮
Last Review Date	7 March 2017

Dashb ard Summary	
Hazard Ass ssm	
Confidence in Risk Rating	High
Maximum Foreseeable Consequence	4.10
Mitigation / Control Effectiveness	2.22
Residual Consequence	0.50
Likelihood / Frequency	4.
R s dual R se Ra	Extreme
C llab ra	
Other Municipalities	Maintain
State Agency Collaboration	Maintain
Control Agency	CFA/ MFB
Key support agencies and/or organisations	

▮. HAZARD DESCRIPTION

Describe the hazard: How does it occur? How is it likely to behave if it occurs in the municipality?

Bushfire/ Grass fire - Large fire including grassfire occurring in Hume could cause some injury/loss of life and damage/loss to property/asset; inhibit road access/egress. May require short term recovery of the Built, Economic, Social and Environmental values. Can inflict on major stock and agricultural losses.

Typically for CFA this would be events where " Make tankers 10" has been called

2. RATIONALE FOR HAZARD DESCRIPTION - LOSS EVENTS DATA AND EXPERT INPUT

Provide historical examples of: How this hazard has occurred and behaved in the past? Who or what was impacted?
This can include evidence from elsewhere if there is no precedent within the current municipality.

Hume has experienced some major Grass Fires in the past. In 2010/14 FDP Hume has had 141 Grass and Scrub Fires. Ignition source has varied from Arson, Machinery, accidental like Power Lines down through high winds or trees over power lines. Fire behavior and subsequent damage is dependent on weather conditions and fuel load. Hume still has a large rural area with small hobby farms to larger holdings and numerous Parks of open Grassland. Grass fires will spread rapidly in the open grass lands and can be hard to contain due to fencing and the topography. Major grass fires have occurred along the Hume Freeway, Woodlands Historical Park at Oakland Junction, Rural outskirts of Sunbury, Kal kallo, Mickleham etc. Dollar losses can be extensive. Major impacts can be Stock and farm fence losses together with some Structures , Machinery losses and road Structures such as Bridges.

3. CAUSES AND CONTRIBUTING FACTORS

Describe the factors that may cause or exacerbate the hazard. Use a separate line for each, E.g. Extreme weather events, vegetation type, topography of surrounding landscape.

Describe the current preventative, detective and response controls your agency currently has in place for this hazard; either alone or in partnership with other agencies.

Number	Description of **Causes** and/or **Contributing** factors	Description of **Existing Preventative, Detective and Response Controls**	Owner(s)
▮	Lightning Strikes	Fire Operations Plan - planned burns/slashing programs	Council
2	Deliberate human activity - arson, unattended BBQ/camp fire	Municipal Fire Management Plan	Council
3	Transport Accidents	Public Awareness- Info boards, signage brochures etc.	Various
4	Fuel Loads	Community Education/Engagement - Bushfire education, engagement and training programs targ	Fire
s	Weather Conditions- prolonged heat / strong winds	Multicultural /Special needs engagement, Translations of campaigns	Fire
6	Machinery	Routine Asset Site Maintenance/protection zones	Council, Fire
7	Electrical Incidents- fallen or faulty powerlines	Operations Restrictions- e.g. TFB's Code Red days	Fire
s	Waste Disposal	Patrol - Operation Fire Setter/Inspections Annual	VicPol
9	Burn Off"s	Fire protection plans are prepared	Fire
▮	Fireworks & Explosions	Fire hydrant and plug installation and maintenance	Council, Fire
▮▮	Car Fires	Prepositioning of resources on extreme fire danger days	Fire
▮2		Declared Fire Danger Periods (FDP)	CFA
▮3		Overlays, regulations and planning rules	Govt
▮4		Strike Team Rosters & and Group/Brigade pre planning	CFA
▮s		Preseason Training	CFA

4. IMPACTS AND EXISTING MITIGATION CONTROLS (TO BE COMPLETED BY CERA COMMITTEE)

Describe: who or what is most likely to be impacted; what makes them vulnerable or exposed; what are the current mitigation controls or activities being employed by your agency or in partnership with other agencies?

Number	**Who** or **What**	**Vulnerability** and/or **Exposure**	Likely **Impact**	Existing **Impact Mitigation Controls**	Owner(s)
▮	Community members / loss of life /injury	Residents abutting park and bushlands	Loss of life or serious injury	Response, fire planning, public warnings and	Fire Agencies, Council
2	Social and private economic impacts	Buildings and facilities abutting park and	Damage or loss of private property	Response, insurance, fire planning, public	Fire, Council, Residents
3	Environment/ native animals	Wildlife contained in bushland including	Injured Wildlife	Planned fuel reductions	Fire Agencies, PV,
4	HV and LV power lines	Destruction of power utilities including HV lines	Disruption of power services	Response, fire planning, fuel reduction	Fire, Council, Utility
s	Native and developed parklands	Destruction of plants and environment	Damage to environmental values (Flora/Fauna)	Response, fire planning, fuel reduction	Fire, Council
6	Community Assets, Schools, Infrastructure,	Damage to key buildings and infrastructure	Damage or loss of key infrastructure	Response, fire planning, fuel reduction, alarms,	Fire, Council
7	Cultural and Heritage sites	Loss of historical sites	Damage to cultural and heritage sites	Response, fire planning, fuel reduction	Fire, Council
s	Air quality	Air pollution causing illness to community	Air contamination and/or pollution	Public warnings and planning	Fire, Council
9	Land quality	Short term loss of soil structure	Land degradation and contamination	Response, fire planning, fuel reduction	Fire, Council
▮	Local Economy	Loss of income and business	Economic Impacts	Response, insurance, fire planning, public	Fire, Council, Residents
▮▮	Damage to the health and wellbeing of the	Social and private economic impacts		Prepositioning of resources on extreme fire	
▮2	Loss/damage of critical assists				
▮3	Stock and animal losses				

s. IMPROVEMENT OPPORTUNITIES LINKED TO CAUSES AND IMPACTS (TO BE COMPLETED BY CERA COMMITTEE)

From your agency's perspective, what if any opportunities exist that would effectively lower the level of risk to the community from this hazard?
Please list activities that are planned for the future or suggest activities that may be undertaken in partnership with other involved agencies or stakeholders.

Number	**Who** or **What**	**Vulnerability** and/or **Exposure**	Likely **Impact**	Existing **Impact Mitigation Controls**	Owner(s)
▮	Suspicious Fire Mitigation Program with VicPol- liaise		All	Council/ VicPol/ MFB	
2	Community education and engagement - targeted		All	Fire agencies	
3	Warnings and advice - when fire starts		All	Fire agencies	
4	Weather forecasting and warnings		All	BoM	
s	Fire Behaviour Predictions		All	Fire agencies	
6	Access to tools that validate fire prevention works i.e. Phoenix		All	Fire agencies	
7	Access to technology		All	Fire agencies	
s	Continue to develop formal hazard register based on identified hazard abatement		All	Fire ,Council	
9	Updated processes and or procedures relating to control measures		All	Fire ,Council	
10	Increase resources (staff and budget) to focus on resilience		All	Govt	
11	Enforcement and implementation of relevant legislation		All	Fire/Council/VicPol	

6. ADDITIONAL ACTIONS

7. NOTES AND COMMENTS

Statutory responsibilities under the EMA 19 and MFB Act 195 , CFA act

CERAV7.

SECTION K8- CERA

Risk 2 Extreme Heat

Hume City Council
MEMPC COMMUNITY EMERGENCY RISK ASSESSMENT

The Municipal Emergency Management Planning Committee (MEMPC) is carrying out an assessment of natural and technological hazard risk within their area of responsibility. Your agency can greatly enhance the quality of this study by providing agency specific information that will assist the MEMPC to make an informed assessment of the risk to the community from the hazard identified below.
PLEASE COMPLETE TABLES 1-3 BELOW with as much information as possible.
The information you provide will be combined with additional community information to help identify the likely impacts arising from this hazard (Table 4). This process will also help to identify improvement opportunities for prevention, detection mitigation and recovery measures (Table 5).
Our ultimate aim is to gather as much information about a particular hazard as possible that can be updated on a regular basis and remove the need to continually impact on your time.

Hazard	Extreme Heat
Risk Ref Nos	02
Last Review Date	14/08/2018

1. HAZARD DESCRIPTION

Describe the hazard: How does it occur? How is it likely to behave if it occurs in the municipality?

Extreme heat or Heatwave is a period of unusual and uncomfortable hot weather that could negatively affect human health. Extreme heat can also affect community infrastructure (such as the power supply and public transport), and other services.

The Victorian Department of Health has a technical definition of a heatwave based on the minimum temperature threshold over a 24 hour period that is likely to impact on the health of a community, known as the heat health temperature threshold. A heatwave will be when this occurs on 3 consecutive days. The average temperature is calculated from the forecast daily maximum and the forecast overnight temperature, which is the daily minimum for the following day. The average temperature threshold for Melbourne is 30oC.

Pasting Data into CERA data worksheets.

1. CERA uses merged cells. This means you can not directly copy data from older versions of CERA. You will get a Paste error.
2. You must paste formula content, not cell content! To do so,
   a) Go to the source-data workbook (i.e. previous version).
   b) Double-Click into the cell you wish to copy.
   c) Highlight the cell contents. Select Copy (Ctrl-C).
   d) Double-Click into the CERA cell of this Worksheet.
   e) Select Paste (Ctrl-V).

2. RATIONALE FOR HAZARD DESCRIPTION - LOSS EVENTS DATA AND EXPERT INPUT

Provide historical examples of: How this hazard has occurred and behaved in the past? Who or what was impacted?
This can include evidence from elsewhere if there is no precedent within the current municipality.

The events of the January 2009 heatwave in Victoria resulted in an estimated 374 excess deaths compared with the average rate in the same week over the previous five years, and serves as a reminder that the impact of heatwaves on human health is real and life threatening. Ambulance Victoria experienced a 2.8-fold increase in cardiac arrest cases during the January 2009 heatwave compared with the same period in previous years Key findings of the chief health officer's report on the January 2009 Victorian heatwave. The report found there was:• a 25 per cent increase in metropolitan Ambulance Victoria total emergency cases and a 46 per cent increase over the three hottest days• a 34-fold increase in metropolitan Ambulance Victoria cases with direct heat-related conditions (61 per cent in those 75 years and older)• a 12 per cent overall increase in emergency department presentations, with a greater proportion of acutely ill patients, and a 37 per cent increase in those aged 75 years and over• an eightfold increase in

3. CAUSES AND CONTRIBUTING FACTORS

Describe the factors that may cause or exacerbate the hazard. Use a separate line for each, E.g. Extreme weather events, vegetation type, topography of surrounding landscape.

Describe the current preventative, detective and response controls your agency currently has in place for this hazard; either alone or in partnership with other agencies.

Number	Description of Causes and/or Contributing factors	Description of Existing Preventative, Detective and Response Controls	Owner(s)
1	Atmospheric conditions - This risk subject to intensification due to climate change	Weather detection/ forecasting - radar, observation, modelling	BoM
2	Topography - Vegetation, land use	Community Education programs (community engagement)	DHHS, Council
3	Pre-existing illness (cardiovascular, psychiatric illness, cognitive impairment, neurological disorders,	Heat Heath alerts – Extreme Heat warnings e.g HACC Services information sheets	Bom, DH, Council
4	Age (under 4 or over 65 years)	Building regulations/construction	Building Owners
5	Urban planning – environment (heat sink affect)	Heat Health planning – identification an promotion of heatwave friendly locations	DHHS, Council
6	People exercising on hot days	Staying healthy in the heat communication resources in a range of formats translated into community	DHHS, Council
7	Failing to keep cool; not running air conditioners due to cost impact	Encourage appropriate behaviour such as reducing excessive clothing, using cooling devices at home	DHHS, Council
8	Not drinking plenty of water; dehydration	Policy for working on hot days (OHS policy)	DHHS, Council
9	Activity levels inappropriate to climatic conditions; failing to stay out of the sun	Plan for staff shortages, for example, if there is a Code Red Day	DHHS, Council
10	Individuals on medication/substances that may affect the way their body reacts to heat	Active monitoring of Meals on Wheels clients	Council
11		Health of animals- services an advice	Council
12		HACC retrofitting of clients homes for blinds and fans	
13		Welfare calling of HACC clients on Heatwave days	
14		Letters to clients re heatwave	
15			

4. IMPACTS AND EXISTING MITIGATION CONTROLS (TO BE COMPLETED BY CERA COMMITTEE)

Describe: who or what is most likely to be impacted; what makes them vulnerable or exposed; what are the current mitigation controls or activities being employed by your agency or in partnership with other agencies?

Number	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	Community members	Elderly and young	Loss of life or serious illness	Education, warnings	DHHS, Council, All
2	Rails,Trams and Buses	All external lines and vehicles	Damage or loss of key infrastructure – public	Local Heat Health plans and strategies including	DHHS, Council, All
3	Power Utilities / Water	All infratructure	Disruption to services – i.e transport, power	Surge Capacity, Brownouts, prioritisation of	Utilities, State govt
4	Hospitals, Ambulances and Medical Facilities	All	Increase in demand on health systems due to	Medical Facilities – surge capability	DHHS, Council, All
5			Pressure on Ambulance services; increased	Community Engagement material on managing	Council, DHHS
6	Business, Council, Emergency Services	Food handling businesses	Outbreak of gastroenteritis due to poor food	Surge Planning,	All
7			Lack of capacity to deliver services - Business		
8					
9					
10					
11					
12					
13					
14					
15					

5. IMPROVEMENT OPPORTUNITIES LINKED TO CAUSES AND IMPACTS (TO BE COMPLETED BY CERA COMMITTEE)

From your agency's perspective, what if any opportunities exist that would effectively lower the level of risk to the community from this hazard?
Please list activities that are planned for the future or suggest activities that may be undertaken in partnership with other involved agencies or stakeholders.

Number	Description of Opportunity	Cause Number (if applicable)	Impact Number (if applicable)	Owner(s)	Due Date
1	Investigate cool spots program - identify non council locations			Council	2016
2	Review Heat Health plan			Council	Ongoing
3	Review Council policies re increasing the Tree canopy in public spaces			Council	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

6. ADDITIONAL ACTIONS

Review Heatwave plan in conjunction with DHHS annually.

7. NOTES AND COMMENTS

There have been 2 heatwaves in each of the the last 2 years

Other Actions including
Weather detection/ forecasting - radar, observation, modellingCommunity Education programs (community engagement) Warnings and information – Heat Heath alert / – Extreme Heat warnings e.g HACC Services information sheetsBuilding regulations/constructionHeatwave planning – identification an promotion of heatwave friendly locations Staying healthy in the heat communication resources in a range of formats translated into community languages.Encourage appropriate behaviour such as reducing excessive clothing, using cooling devices at home Policy for working on hot days (OHS policy)Plan for staff shortages, for example, if there is a Code Red Day Active monitoring of Meals on Wheels clients

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SECTION K8- CERA

Risk 3 Flood Storm Extreme Weather

Hume City Council
MEMPC COMMUNITY EMERGENCY RISK ASSESSMENT

The Municipal Emergency Management Planning Committee (MEMPC) is carrying out an assessment of natural and technological hazard risk within their area of responsibility. Your agency can greatly enhance the quality of this study by providing agency specific information that will assist the MEMPC to make an informed assessment of the risk to the community from the hazard identified below.

PLEASE COMPLETE TABLES 1-3 BELOW with as much information as possible.

The information you provide will be combined with additional community information to help identify the likely impacts arising from this hazard (Table 4). This process will also help to identify improvement opportunities for prevention, detection mitigation and recovery measures (Table 5). Our ultimate aim is to gather as much information about a particular hazard as possible that can be updated on a regular basis and remove the need to continually impact on your time.

Hazard	**Flood Storm Extreme Weather**
Risk Ref Nos	**03**
Last Review Date	**14/08/2017**

1. HAZARD DESCRIPTION

Describe the hazard: How does it occur? How is it likely to behave if it occurs in the municipality?

Storms in this context may include wind storms, dust storms, tornados, hail storms and severe thunderstorms including hail storms and heavy rain leading to flash flooding. A severe storm event such as high winds, hail, torrential rain, lightning, etc. could cause traffic congestion, resident displacement, damage to infrastructure, disruption to service delivery and potential casualties. Recent events have impacted some segments of the municipality and taken significant time to reinstate. There are several creeks which run through the municipality. Some of these have been replaced by underground drain although some remain as open creeks. These waterways are generally managed by Melbourne Water. The topography of the municipality is generally flat to undulating with areas of natural overland flow of water.
Storm damage has the potential to cause inconvenience through obstructions to transport (both major road network and public transport

Pasting Data into CERA data worksheets.

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   d) Double-Click into the CERA cell of this Worksheet.
   e) Select Paste (Ctrl-V).

2. RATIONALE FOR HAZARD DESCRIPTION - LOSS EVENTS DATA AND EXPERT INPUT

Provide historical examples of: How this hazard has occurred and behaved in the past? Who or what was impacted?
This can include evidence from elsewhere if there is no precedent within the current municipality.

Typically City of Hume would expected to be impacted by 1 or 2 large storm events per year (50+ RFA's for SES alone), generally in the months between August to March. There would generally be 550+ SES RFAs for storm/ flooding/ building damage with council reciving similar numbers.
In the past 5 years the largest storm events to have occurred include: - 29th July 2017, storm, 247 RFAs
- 28th-30th December 2016, storm and flash flood, 214 RFAs
- 9th October 2016, wind storm, 237 RFAs
- 28th February- 1st March 2015, storm, 117 RFAs
- 24th-25th June 2014, wind storm, 151 RFAs

3. CAUSES AND CONTRIBUTING FACTORS

Describe the factors that may cause or exacerbate the hazard. Use a separate line for each, E.g. Extreme weather events, vegetation type, topography of surrounding landscape.

Describe the current preventative, detective and response controls your agency currently has in place for this hazard; either alone or in partnership with other agencies.

Number	Description of **Causes** and/or **Contributing** factors	Description of **Existing Preventative, Detective and Response Controls**	Owner(s)
1	Atmospheric disturbances - Low pressure system (east coast lows)	Weather warnings/detection/ forecasting - radar, observation, modelling	BOM / SES
2	Atmospheric disturbances - Thunderstorms (including hail, wind, lightning, heavy rain)	Community Education programs – StormSafe, FloodSafe	SES / Council
3	This risk subject to intensification due to climate change	Public area maintenance - parks, gardens, trees, vegetation and public area management/maintena	Council/ PV
4	Topography - Vegetation, land use	Land use planning and vegetation management	Council /State Govt
5	Blockages of drainage systems eg: build up of leaves/rubbish	Building regulations – building controls, planning regulations - enforcement	Council
6	Tree cover minimal around homes generally flat /undulating unprotected areas	Drainage strategy/capacity standard/ regulation	Council /MW
7	Conservation type areas with large old native trees	Permits and registration for public events	Council
8	Areas abutting undeveloped/farm land can be susceptible to severe local winds and roof	Flood Emergency Plan	Council / SES
9		Anti erosion measures along all waterways	Council / PV/DEPI
10		Suitable ERCs to accommodate displaced people	Council
11		Annual supply contract for additional support services in storm events1	Council
12		Annual asset maintainance plan for drainage system	Council
13		Proactive drain cleaning program	Council
14		Water Sensitive Urban Design elements incorporated	Council

4. IMPACTS AND EXISTING MITIGATION CONTROLS (TO BE COMPLETED BY CERA COMMITTEE)

Describe: who or what is most likely to be impacted; what makes them vulnerable or exposed; what are the current mitigation controls or activities being employed by your agency or in partnership with other agencies?

Number	**Who** or **What**	**Vulnerability** and/or **Exposure**	Likely **Impact**	Existing **Impact Mitigation Controls**	Owner(s)
1	Community	All- Greater impact on young, elderly and	Loss of life or serious injury	Warnings and community education	SES, BoM, MW, Council
2	Road, rail, public buildings	Railway lines in treed areas, main roads	Damage or loss of key infrastructure -	Regulations, Insurance, Climate change plans	All
3	Industry/Business	Areas subject to wind and weather forces.	Damage or loss of industry/ business	Insurance, Building regulations – building	Council
4	Powerlines, pipes, telecommunications, service	All	Damage or loss of utilities - power, water, gas,	Drainage strategy/capacity standard/ regulation	Council , MW
5	Private property including homes, buildings and	All	Damage or loss of private property including	Insurance, Building regulations – building	All
6	Parkland, Bush reserves, Privately owned land	Significant reserves, bushland, creek and river	Damage to environment	Public area maintenance - parks, gardens, trees,	Council
7	Land which council has responsibility to service	All	Business continuity impact cleaning up the storm	Tree Pruning Programs	Council, VicRoads, PV
8	Emergency Responders	All	Access to resources if event is widespread.	Maintenance of drainage hotspots in	Council, MW
9	Livestoce, large domestic animals	All	Road Access	Consideration of additional drainage basins in	MW, Council
10				MSFEP and FMP	SES, BoM, MW, Council
11				Signage permit approvals.	Council
12				Collaboration with neighboring councils- joint	Council, Mitchell,

5. IMPROVEMENT OPPORTUNITIES LINKED TO CAUSES AND IMPACTS (TO BE COMPLETED BY CERA COMMITTEE)

From your agency's perspective, what if any opportunities exist that would effectively lower the level of risk to the community from this hazard?
Please list activities that are planned for the future or suggest activities that may be undertaken in partnership with other involved agencies or stakeholders.

Number	Description of **Opportunity**	Cause Number (if applicable)	Impact Number (if applicable)	Owner(s)	Due Date
1	Investigate tighter rules re temporary structures eg Marquees and signs		All	Council	Ongoing
2	Continuation of flood modelling and mapping studies where required- identified through FMP		All	Council	Ongoing
3	Push notification to community for severe weather events		All	Council	Ongoing
4	Community access to SES storm information via linkages on Council web site		All	SES and Council	Ongoing
5	CALD and business engagement in storm/ flood space		All	SES and Council	2017

6. ADDITIONAL ACTIONS

Review potential to include cost analysis of storm/ flood event a factor determining significance, rather than a reliance on RFA figures. Obtaining insurance figures will be an onging blocking factor to achieving this.

7. NOTES AND COMMENTS

Additional existing treatments being undertaken
More intense storms in flooding, sheet flooding where there are open drains in the Goonawarra area- possible house flooding. Creek in Sunbury can hold back water for 30 minutes.

Risk 4 Transport Accident- Major Corridor

Hume City Council
MEMPC COMMUNITY EMERGENCY RISK ASSESSMENT

Hazard	Transport Accident - Major Corridor
Risk Ref Nos	04
Last Review Date	23/11/2017

Dashboard Summary	
Hazard Assessment	
Confidence in Risk Rating	High
Maximum Foreseeable Consequence	3.88
Mitigation / Control Effectiveness	2.13
Residual Consequence	3.60
Likelihood / Frequency	4.60
Residual Risk Rating	Extreme
Collaboration	
Other Municipalities	Maintain
State Agency Collaboration	Maintain
Control Agency	VicPol
Key support agencies and/or organisations	

1. HAZARD DESCRIPTION

Describe the hazard: How does it occur? How is it likely to behave if it occurs in the municipality?

Incidents involving various modes of transport, e.g. road or rail, can result in loss of life or serious injury, infrastructure damage, affect environment, loss of economy, congestion, disruption to transport network and inconvenience to its users.
A transport incident within the municipality could involve road and train transport modes.
The incident could result in a hazardous goods spillage, fire, and train derailment, building collapse, road closures, injuries and death to people. City of Hume is traversed by 3 freeways, Tullamarine,

2. RATIONALE FOR HAZARD DESCRIPTION - LOSS EVENTS DATA AND EXPERT INPUT

Provide historical examples of: How this hazard has occurred and behaved in the past? Who or what was impacted?
This can include evidence from elsewhere if there is no precedent within the current municipality.

During 2016 there were 4 fatalities and 122 Serious injuries on the Hume road network. Additional to the human tragedy, the economic cost of these Collisions are estimated at $55,431,468.00. To date during 2017, there has been a 75% reduction in fatalities and 51% reduction in serious injuries. Closure of freeways and major arterials also create an economic loss due to extended travel times for the transport industry or inability to deliver goods. There have been a number of significant events in the past 5 years which have caused closures and diversions on the Hume road network. These include freeway truck roll overs and fires on land adjoining major arterials impacted by either heavy smoke or fire water lines across the road. During the 2014 Ecotech Fire in Somerton, traffic diversions remained in place on Sydney Road for a number of days, causing significant traffic delays.

3. CAUSES AND CONTRIBUTING FACTORS

Number	Description of **Causes** and/or **Contributing** factors *Describe the factors that may cause or exacerbate the hazard. Use a separate line for each, E.g. Extreme weather events, vegetation type, topography of surrounding landscape.*	Description of **Existing Preventative, Detective and Response Controls** *Describe the current preventative, detective and response controls your agency currently has in place for this hazard; either alone or in partnership with other agencies.*	Owner(s)
1	Road Design	Road Management Plan and Capital Work Program, review of road alignments, speed limits and traffic	Vicpol, Council
2	Mechanical Failure	Compliance with vehicle standards of registration.	Vicpol, VicRoads, Council
3	Human Factor	Traffic focused police and cross agency operations; disruption and detection activity, education pro	Vicpol, VicRoads, Council
4	Blocked routes e.g. parking, trees down, festival etc.	Traffic monitoring and appropriate diversions via Traffic Management Plans.	Vicpol, VicRoads, Council
5	Equipment/ Signal/ Communication failure	Road design and maintenance	VicRoads
6	Weather factors (i.e. wet road surface) or heatwave	Media Strategy and signage to alert drivers	VicRoads
7	Passenger/Pedestrian and drive heath issues	Rail, bus, road, road vegetation, level crossing and signal /signage maintenance and inspection/ corridor	VicRoads, Rail Authority, Council
8	Pedestrian / passenger activity	Security of transport infrastructure (including stations and yards), Deployment of PSO's to all station	Metro Trains, Vicpol Council
9	Crossings - Pedestrian and vehicle blackspot	Blackspot identification programs, level crossing removal, road design	VicRoads, Owners, Council
10	Excessive speed, alcohol and drugs	Community Safety Road Safety Committee/ Council Road Safety Strategy, to educate local road user	Vicpol, Govt, Council,
11	Large numbers of interstate transport trucks and rail coming through city	VicRoads/ VicPol regulations and enforcement, Transport Safety Program and Education campaigns	Vicpol, VicRoads
12	Major Arterials	Regular patrols and monitoring via CCTV to ensure traffic flow and quick response to incidents. Adequate	VicRoads, Vicpol, council
13	High % of under 25 yr olds, Hoon element, intentional high risk driving	Operations targeting Hoon driving events – Op. AFECTAR, intelligence driven through social media m	Vicpol, VicRoads, council
14	Interstate driver fatigue	Targeted operations towards transport industry, Op. AUSTRANS.	Vic Govt. VicRoads. Govt,
15	Increased traffic	Road widening works and improved interchanges	Vic Govt. VicRoads. Govt

4. IMPACTS AND EXISTING MITIGATION CONTROLS (TO BE COMPLETED BY CERA COMMITTEE)

Describe: who or what is most likely to be impacted; what makes them vulnerable or exposed; what are the current mitigation controls or activities being employed by your agency or in partnership with other agencies?

Number	**Who** or **What**	**Vulnerability** and/or **Exposure**	Likely **Impact**	Existing **Impact Mitigation Controls**	Owner(s)
1	People living in or moving through the city of	Risk of Death or Serious injury, delays.	Loss of life or debilitating injury.	Emergency response agencies	Agencies
2			Emotional distress /Psychological impact to	MEMPlans, Interagency Cooperation	Council
3			Financial-cost of medical care/ rehabilitation	Insurance	TAC
4	Businesses awaiting or delivering goods	Particularly businesses whose delivery is time	Disruption or loss of services-Traffic	Insurance, traffic management Plans	All
5			Financial- loss of property	Insurance, diversification of suppliers	
6	Transport infrastructure owners	Fixed line/route installations	Damage or loss of transport infrastructure	Emergency response agencies	All
7			Financial loss of property	Insurance	
8			Financial - Loss of income	Insurance, BCP's	
9	Wider community.	Impact on the wider social networks.		Grade Separation	Agencies
10				Wire rope barriers.	

5. IMPROVEMENT OPPORTUNITIES LINKED TO CAUSES AND IMPACTS (TO BE COMPLETED BY CERA COMMITTEE)

From your agency's perspective, what if any opportunities exist that would effectively lower the level of risk to the community from this hazard?
Please list activities that are planned for the future or suggest activities that may be undertaken in partnership with other involved agencies or stakeholders.

Number	Description of **Opportunity**	Cause Number (if applicable)	Impact Number (if applicable)	Owner(s)	Due Date
1	Airport train link	3	2	State Govt	2018??
2	Extension of public transport eg. Bus routes	7	1	PT	2016
3	Sustainable transport options			State Govt	Ongoing
4	Review of road management plan strategy			Council and State Govt	Yearly review
5	Advocate to state agencies for improved public transport			Council	Ongoing

6. ADDITIONAL ACTIONS

SECTION K8- CERA

Risk 5 Disturbance, Shooting, Siege

Hume City Council
MEMPC COMMUNITY EMERGENCY RISK ASSESSMENT

Hazard	**Disturbance, Shooting, Siege**
Risk Ref Nos	**05**
Last Review Date	**6/03/2018**

Dashboard Summary	
Hazard Assessment	
Confidence in Risk Rating	High
Maximum Foreseeable Consequence	3.87
Mitigation / Control Effectiveness	2.00
Residual Consequence	2.09
Likelihood / Frequency	3.80
Residual Risk Rating	Medium
Collaboration	
Other Municipalities	Maintain
State Agency Collaboration	Maintain
Control Agency	VicPol
Key support agencies and/or organisations	

1. HAZARD DESCRIPTION

Describe the hazard: How does it occur? How is it likely to behave if it occurs in the municipality?

A form of significant unrest caused by a group of people that impacts the day to day running of the local community and or requires the opening of the MECC. May be a symptom of, and a form of protest against, major socio-political problems or a melee resulting from opposed groups or a mass gathering of people under the influence of alcohol. The severity of the action coincides with public expression(s) of displeasure. Includes prolonged sieges (>12 hours), riots, sabotage and other forms of crime; illegal parades, protests, sit-ins and other forms of obstructions.
Vehicle borne attacks on places of mass gathering are an increasing threat.
A changing risk that must be evaluated specific to operations and vulnerabilities.

2. RATIONALE FOR HAZARD DESCRIPTION - LOSS EVENTS DATA AND EXPERT INPUT

Provide historical examples of: How this hazard has occurred and behaved in the past? Who or what was impacted?
This can include evidence from elsewhere if there is no precedent within the current municipality.

Events such as shootings, terrorism threats, public protests, along with the use of vehicles as projectiles have been increasing across metro Melbourne. Incidences of disturbance and shooting events have been increasing within the city of Hume, with recent events including:
- Shooting at Campbelfield Plaza, 18 Jan 2018
- Attempted hijack of Malaysia airlines flight, June 2017
- Protests at MITA facility, Jul 2014, Mar 2019

Events in other municipalities have included:

3. CAUSES AND CONTRIBUTING FACTORS

Describe the factors that may cause or exacerbate the hazard. Use a separate line for each, E.g. Extreme weather events, vegetation type, topography of surrounding landscape.

Describe the current preventative, detective and response controls your agency currently has in place for this hazard; either alone or in partnership with other agencies.

Number	Description of **Causes** and/or **Contributing** factors	Description of **Existing Preventative, Detective and Response Controls**	Owner(s)
1	Socio-political problems/industrial unrest/ protests	Emergency Management arrangements, assistance to agencies with barricades, bollards etc	VicPol, HCC
2		Environmental Design	Council, State Govt
3	Mass gathering- planned incl. festivals and events	Event management planning and approval, event safety plans, environmental design	VicPol, HCC
4	Feuds between groups	CCTV in some areas	VicPol
5	Parties / social media events- unplanned escalation	ongoing police presence	VicPol
6	Racial and religious conflict	social inclusion activities with faith based groups/ interfaith network	HCC, VicPol
7		multicultural action plan	HCC
8			
9			

4. IMPACTS AND EXISTING MITIGATION CONTROLS (TO BE COMPLETED BY CERA COMMITTEE)

Describe: who or what is most likely to be impacted; what makes them vulnerable or exposed; what are the current mitigation controls or activities being employed by your agency or in partnership with other agencies?

Number	**Who** or **What**	**Vulnerability** and/or **Exposure**	Likely **Impact**	Existing **Impact Mitigation Controls**	Owner(s)
1	Community not directly involved in a civil	People who have an indirect involvement	Emotional distress/ Psychological impact to	CCTV - Record the event for later study and use	VicPol, Council, Various
2	Environment	Park and common community land	Physical damage to environment	CCTV - Record the event for later study and use	VicPol, Council, Various
3	Industry	Related and nearby businesses	Loss of business and financial losses	Insurance, BCP	Industry
4	Disruption or loss of key community services	Public meeting and community spaces	Loss of resources ,reputation and inconvenience	CCTV - Record the event for later study and use	VicPol, Council, Various
5	Disruption to transport - Traffic congestion/	Surrounding locations- e.g. freeways	Loss of amenity, accessibility and consequential	CCTV, VicPol response, MEMP plans	VicPol, Council, Various
6	Economic impact on tourism/trade	Locations in close proximity or directly related.	Loss of reputation and amenity	VicPol response, MEMP plans	VicPol, Council, Various
7	Schools			School response plans	DEECD, Schools
8					

5. IMPROVEMENT OPPORTUNITIES LINKED TO CAUSES AND IMPACTS (TO BE COMPLETED BY CERA COMMITTEE)

From your agency's perspective, what if any opportunities exist that would effectively lower the level of risk to the community from this hazard?
Please list activities that are planned for the future or suggest activities that may be undertaken in partnership with other involved agencies or stakeholders.

Number	Description of **Opportunity**	Cause Number (if applicable)	Impact Number (if applicable)	Owner(s)	Due Date
1	VicPol have high risk community hubs identified. inc council facility.			VicPol/Council	ongoing
2	Airport precinct plan (EMP and CIRT plans)			Airport Authority VicPOl	
3	Collaboration with education facilities (ie kindergartens etc)and impact of their EMP with council			Facility managers	
4	Enhance council education plans in relation to areas such as family violence			VicPol/Council	
5					

7. NOTES AND COMMENTS

CERAV7.6

SECTION K8- CERA

Risk 6 Aircraft Crash > 1km off airport

Hume City Council
MEMPC COMMUNITY EMERGENCY RISK ASSESSMENT

The Municipal Emergency Management Planning Committee (MEMPC) is carrying out an assessment of natural and technological hazard risk within their area of responsibility. Your agency can greatly enhance the quality of this study by providing agency specific information that will assist the MEMPC to make an informed assessment of the risk to the community from the hazard identified below.

PLEASE COMPLETE TABLES 1-3 BELOW with as much information as possible.

The information you provide will be combined with additional community information to help identify the likely impacts arising from this hazard (Table 4). This process will also help to identify improvement opportunities for prevention, detection mitigation and recovery measures (Table 5). Our ultimate aim is to gather as much information about a particular hazard as possible that can be updated on a regular basis and remove the need to continually impact on your time.

Hazard	**Aircraft Crash >1km off airport**
Risk Ref Nos	**06**
Last Review Date	**20/11/2018**

1. HAZARD DESCRIPTION

Describe the hazard: How does it occur? How is it likely to behave if it occurs in the municipality?

In general incidents involving aircraft crash can have potential to result in loss of life or serious injury of passengers and community members, damage to infrastructure and property, loss of economy, create congestion and create disruption to transport network and inconvenience to its users. There may also be immediate and ongoing land and air pollution risks.

In this context, the risk is focusing on an aircraft crash greater than 1km off airport with specific focus on the effect of the event to Hume municipality residents, infrastructure and civic capacity.

Pasting Data into CERA data worksheets.

1. CERA uses merged cells. This means you can not directly copy data from older versions of CERA. You will get a Paste error.
2. You must paste formula content, not cell content! To do so,
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   b) Double-Click into the cell you wish to copy.
   c) Highlight the cell contents. Select Copy (Ctrl-C).
   d) Double-Click into the CERA cell of this Worksheet.
   e) Select Paste (Ctrl-V).

2. RATIONALE FOR HAZARD DESCRIPTION - LOSS EVENTS DATA AND EXPERT INPUT

Provide historical examples of: How this hazard has occurred and behaved in the past? Who or what was impacted?
This can include evidence from elsewhere if there is no precedent within the current municipality.

March 2009 Emirates aircraft tail strike and runway overrun incident - nil fatalities or injuries but would have had potential to be significant incident.

Human error, potentially as a result of fatigue found to be the cause

3. CAUSES AND CONTRIBUTING FACTORS

Describe the factors that may cause or exacerbate the hazard. Use a separate line for each, E.g. Extreme weather events, vegetation type, topography of surrounding landscape.

Describe the current preventative, detective and response controls your agency currently has in place for this hazard; either alone or in partnership with other agencies.

Number	Description of **Causes** and/or **Contributing** factors	Description of **Existing Preventative, Detective and Response Controls**	Owner(s)
1	Mechanical Failure	Compliance with Air transport regulations, licensed engineers, manufacturers/legislated mechanical	Airline/Regulators
2	Human Error	Compliance with CASA/ICAO crew hour legislation	Airline/Regulators/PIC
3	Passenger activity	Crew have training in onboard emergencies and unruly passenger situations with restraints available	Airlines/Security screening
4	NAVAIDS failure	Back up power supply, on call technicians	Air services Australia
5	Security incident - terrorism	Screening processes, crew training and procedures	
6	Extreme Weather	onsite BOM ,Pilot briefing	BOM, Air services Australia
7	Pilot interference on-ground laser incidents	Security patrols, onsite Police	Airport, AFP
8	Mental Health - Pilots and Crew	Airline licensing and regulatory requirements	CASA

4. IMPACTS AND EXISTING MITIGATION CONTROLS (TO BE COMPLETED BY CERA COMMITTEE)

Describe: who or what is most likely to be impacted; what makes them vulnerable or exposed; what are the current mitigation controls or activities being employed by your agency or in partnership with other agencies?

Number	**Who** or **What**	**Vulnerability** and/or **Exposure**	Likely **Impact**	Existing **Impact Mitigation Controls**	Owner(s)
1	Residential areas	especially housing in flight paths or glide slopes	Death and serious injury	Noise abatement/low density flight paths	Air services Australia
2			Emotional distress/ Psychological impact to	MEMP plan/ town planning	Council
3			Financial - cost of medical care/rehabilitation	Strategy/infrastructure planning	Airport
4					
5	Industrial areas	Loss of structure/ goods	Financial loss	Town planning/ Strategy/ infrastructure	Council/Airport
6	Tourism	loss of tourist revenue	Financial/ reputational loss	AEP, relief and recovery plans, BCP	All
7	Airport	Business/ tourist travelers, Cargo/ freight	Loss of critical infrastructure/ reputation	AEP, security/ safety regulators, MEMP	All
8	Major road infrastructure	Heavy traffic using minor road infrastructure	Damage or loss of transport infrastructure	Emergency response agencies	All
9	People on plane and those impacted	threat to life/ injury	threat to life/ injury	AEP, Safety regulators	
10	First responders	Longer term health effects	Aircraft composition - Carbon fiber composite	Attendance at Aircraft Crash Guidelines	
11				Plume modelling	EPA, DHHS
12	Aircraft Cargo	creation of secondary hazard		Cargo manifests	CASA

5. IMPROVEMENT OPPORTUNITIES LINKED TO CAUSES AND IMPACTS (TO BE COMPLETED BY CERA COMMITTEE)

From your agency's perspective, what if any opportunities exist that would effectively lower the level of risk to the community from this hazard?
Please list activities that are planned for the future or suggest activities that may be undertaken in partnership with other involved agencies or stakeholders.

Number	Description of **Opportunity**	Cause Number (if applicable)	Impact Number (if applicable)	Owner(s)	Due Date
1	Low density housing and industrial areas within flight paths/glide slopes			Council/Airport	ongoing
2	Rail link, opportunities for off site luggage handling			State Gov, Airport	ongoing
3	Review second airport option - awareness of movement caps (Avalon)			State Government/private	ongoing
4	Awareness by and engagement with fire and other EM responders regarding health implications in response			Airport, agencies	ongoing

6. ADDITIONAL ACTIONS

On-airport crash risk (or within 1km radius) is addressed within the Melbourne Airport CERA. Members of the Hume MEMPC are involved in the Melbourne Airport CERA review process.

7. NOTES AND COMMENTS

CERAV7.6

SECTION K8- CERA

Risk 7 Fire- Industrial

Hume City Council
MEMPC COMMUNITY EMERGENCY RISK ASSESSMENT

Hazard	Fire - Industrial
Risk Ref Nos	07
Last Review Date	20/02/2019

Dashboard Summary	
Hazard Assessment	
Confidence in Risk Rating	Med
Maximum Foreseeable Consequence	3.90
Mitigation / Control Effectiveness	2.90
Residual Consequence	3.20
Likelihood / Frequency	4.10
Residual Risk Rating	High
Collaboration	
Other Municipalities	Maintain
State Agency Collaboration	Maintain
Control Agency	CFA/MFB
Key support agencies and/or organisations	WorkSafe, Victoria Police

1. HAZARD DESCRIPTION

Describe the hazard: How does it occur? How is it likely to behave if it occurs in the municipality?

There is a risk that an industrial fire will occur within the municipal area that could cause damage to property and risk to life, leaving buildings uninhabitable or unusable.
For CFA, the term "Industrial fire" covers all fires which occur at a property that are not part of a bushfire/grassfire in an open area. It includes fires at businesses, commercial and industrial sites, fires in buildings or infrastructure adjacent to or part of another dwelling or complex, etc. Whilst some structural fires are limited in size to the site/property at which it started, others have the potential to spread to neighbouring properties and regardless of scale fire of this nature present a potential threat to human lives. Equipment failure has been a cause of several industrial fires in Hume.

2. RATIONALE FOR HAZARD DESCRIPTION - LOSS EVENTS DATA AND EXPERT INPUT

Provide historical examples of: How this hazard has occurred and behaved in the past? Who or what was impacted?
This can include evidence from elsewhere if there is no precedent within the current municipality.

All fires of significance have involved legi8mate organisa8ons. Industrial fires are more common in the municipality than residen8al fires.
Previous industrial fires have included:
BaLery Recycle factory fire - Campbellfield 2019
Peanut Factory fire - Campbellfield 2019 Laundry
factory fire - Campbellfield 2018 Diseb pasta
Structural Fire - Fillo Drive, Somerton 2018

3. CAUSES AND CONTRIBUTING FACTORS

Describe the factors that may cause or exacerbate the hazard. Use a separate line for each, E.g. Extreme weather events, vegetation type, topography of surrounding landscape.

Describe the current preventative, detective and response controls your agency currently has in place for this hazard; either alone or in partnership with other agencies.

Number	Description of Causes and/or Contributing factors	Description of Existing Preventative, Detective and Response Controls	Owner(s)
1	Mechanical/Electrical/Structural failure	Supporting fire authorities with fire prevention and community safety planning and education progr	Fire/ Council
2	External fire (hazard abatement)	Seasonal fire preparedness arrangements	Council/ Fire agencies
3	High winds/ Temperatures/ lightning	Appointed Municipal Fire Prevention Officer	Council
4	Arson	Fire prevention activities on council owned and managed land, reserves roads and roadsides	Council
5	Chimney/Flue Fire	Undertake private property inspections throughout the municipality to identify existing and potenti	Council
6	Poor water supply access.	Issuing and enforcing fire prevention notices	Council
7	Smokers and alcohol/drug affected	Evacuation/emergency management plans for facilities/buildings	Fire
8	Illegal storage of waste	Fire detection and fighting equipment, Information website	Fire
9	Poor storage methods/poor site access	EPA and MFB joint inspections	EPA, fire agencies
10	Co-mingling of chemicals	Ensuring property compliance with planning, building and health legislation and regulations includin	Council
11		Suitable ERCs to accommodate large numbers of displaced persons	Council
12		The MFB/ CFA delivers a range of treatments as detailed in the MFB/ CFA Programs & Services Inve	Fire
13		pilot program- local laws requiring process in place noting where waste goods are to be disposed	Council
14		rubbish and recycling taskforce/ regional strategic fire management planning committee	RSFMPC

4. IMPACTS AND EXISTING MITIGATION CONTROLS (TO BE COMPLETED BY CERA COMMITTEE)

Describe: who or what is most likely to be impacted; what makes them vulnerable or exposed; what are the current mitigation controls or activities being employed by your agency or in partnership with other agencies?

Number	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	Owners/occupiers	Immediate and nearby	Loss of life or injury	Emergency service response framework	Fire
2			Increase in demand on health services	Emergency service response framework	DHHS, Council
3			Displacement of people	Support services	DHHS, Council, Red
4			Personal trauma	Support Services	DHHS
5	Businesses		Disruption to at least one industry sector	BCP,	Owners
6	Businesses/Householders		Economic impact	Economic Grants, Insurance	Owners
7			Structural damage to building	Insurance	All
8	Community		Significant impact on air, land, water or	Regulations	Council, agency specific
9			Utilities disruption		All
10	Environment		Persistent and widespread effect/ attenuation of	Monitoring, Emergency Response	Fire
11				Cleaner Creeks Programs- business education	Council, EPA
12			cultural heritage areas and significant flora and		agency specific
13			public transport/ traffic management issues	Incident communications	VicRoads, PTV, VicPol
14	Vulnerable persons and people in potentially		health effects	air quality monitoring	EPA/ Fire agency

5. IMPROVEMENT OPPORTUNITIES LINKED TO CAUSES AND IMPACTS (TO BE COMPLETED BY CERA COMMITTEE)

From your agency's perspective, what if any opportunities exist that would effectively lower the level of risk to the community from this hazard?
Please list activities that are planned for the future or suggest activities that may be undertaken in partnership with other involved agencies or stakeholders.

Number	Description of Opportunity	Cause Number (if applicable)	Impact Number (if applicable)	Owner(s)	Due Date
1	Risk profiling and analysis of trends in an incident - through quarterly reporting by MFB/CFA at MEMPC meetings			Fire agencies	Ongoing
2	Ongoing updates from Urban Fire Risk Profiling			Fire agencies	Ongoing
3	Support risk mitigation partnerships - illegal waste management			Fire/Council/EPA	Ongoing
4	Joint investigation processes for clarity of messaging			Fire/Council/ EPA	Ongoing
5	Intelligence sharing process amongst agencies to prompt appropriate inspections			all agencies	Ongoing
6	Consideration for a stock of MW pumps to be housed within Hume			Melb Water / Council	Oct-19
7	Use of bylaws as enforcement method			Council	
8	Further education opportunities with stakeholders - emergency plans			Council/ fire agencies	

6. ADDITIONAL ACTIONS

7. NOTES AND COMMENTS

Poten8al for significant unknown illegal waste storage sites Concern
re large amount of Tyres/ rubbish/ waste recycling stored in one loca8on. Concern
re stackings of cars in wreckers.

MFB Act notes MFB rights of entry. Can bring other agencies along. EPA operate under different powers of entry

CERAV7.6

SECTION K8- CERA

Risk 8 Human Epidemic/Pandemic/Major Health Event

Hume City Council
MEMPC COMMUNITY EMERGENCY RISK ASSESSMENT

The Municipal Emergency Management Planning Committee (MEMPC) is carrying out an assessment of natural and technological hazard risk within their area of responsibility. Your agency can greatly enhance the quality of this study by providing agency specific information that will assist the MEMPC to make an informed assessment of the risk to the community from the hazard identified below.

PLEASE COMPLETE TABLES 1-3 BELOW with as much information as possible.

The information you provide will be combined with additional community information to help identify the likely impacts arising from this hazard (Table 4). This process will also help to identify improvement opportunities for prevention, detection mitigation and recovery measures (Table 5). Our ultimate aim is to gather as much information about a particular hazard as possible that can be updated on a regular basis and remove the need to continually impact on your time.

Hazard	**Human Epidemic / Pandemic/ Major health event**
Risk Ref Nos	**08**
Last Review Date	**12/06/2018**

1. HAZARD DESCRIPTION

Describe the hazard: How does it occur? How is it likely to behave if it occurs in the municipality?

There is a risk that a major outbreak of infectious disease can cause serious harm and illness to affected persons, anxiety to the families and disrupt workplaces. These diseases can be transmitted via person-to-person such as influenza and colds as well as vaccine-preventable diseases e.g. meningitis and chicken pox which can result in an epidemic or worldwide pandemic outbreak. Influenza is the most likely virus to cause a pandemic and the cause of the most recent pandemics. Another risk of a major outbreak is food poisoning as a result of poor food safety practices, usually from a point source, which could also be further transmitted by affected persons. These issues could adversely affect local business, community service, agencies service provision and institutional provision.

Pasting Data into CERA data worksheets.

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   d) Double-Click into the CERA cell of this Worksheet.
   e) Select Paste (Ctrl-V).

2. RATIONALE FOR HAZARD DESCRIPTION - LOSS EVENTS DATA AND EXPERT INPUT

Provide historical examples of: How this hazard has occurred and behaved in the past? Who or what was impacted?
This can include evidence from elsewhere if there is no precedent within the current municipality.

An influenza pandemic occurs when a new viral strain appears to which there is little or no immunity in the population. This is then readily transferred between humans, to produce infection in a high proportion of those exposed. New viral strains are associated with high morbidity, excess mortality and social and economic disruption. There were three pandemics in the 20th century: 1918 (Spanish Influenza caused 40–50 million deaths), 1957 (Asian Influenza caused 1 million deaths) and 1968 (Hong Kong Influenza caused 1 million deaths). In 2003, the World Health Organization (WHO) reported an outbreak of H5N1, a highly pathogenic avian influenza (bird flu), affecting a number of countries. The H5N1 virus has not yet been known to transmit effectively between humans. The WHO has warned that the world could be facing the next influenza pandemic, should the H5N1 virus mutate and be efficiently transmitted between humans. In late April 2009, the World Health Organization (WHO) announced

3. CAUSES AND CONTRIBUTING FACTORS

	Describe the factors that may cause or exacerbate the hazard. Use a separate line for each, E.g. Extreme weather events, vegetation type, topography of surrounding landscape.	*Describe the current preventative, detective and response controls your agency currently has in place for this hazard; either alone or in partnership with other agencies.*	
Number	Description of **Causes** and/or **Contributing** factors	Description of **Existing Preventative, Detective and Response Controls**	Owner(s)
1	Cross species transmission of a new virus strain	Council Pandemic Draft Plan and Guidelines	Council
2	Air travel to endemic areas/ break out areas	Education program – Practice safe hygiene and follow public health official directions during outbre	Council
3	Aerosol spread or direct contact	Treatment of high risk groups with antivirals.	DH
4	Lack of personal hygiene	Manage the impacts of the disease in the community, with voluntary quarantine of house hold con	Council
5	Lack of Immunisation	Immunisation Programs	Council, DH
6	Poor food safety / imported products	Council EHO's- monitoring and education roles	Council
7		Food Safety Management Plan	Council
8		Inspection programs - food safety, accommodation standards, and personal care and body art indu	Council

4. IMPACTS AND EXISTING MITIGATION CONTROLS (TO BE COMPLETED BY CERA COMMITTEE)

Describe: who or what is most likely to be impacted; what makes them vulnerable or exposed; what are the current mitigation controls or activities being employed by your agency or in partnership with other agencies?

Number	**Who** or **What**	**Vulnerability** and/or **Exposure**	Likely **Impact**	Existing **Impact Mitigation Controls**	Owner(s)
1	Community	All- however young and elderly will be affected	Mass fatalities: significant morbidity and	Anti Virals, Medical intervention,Quarantine	DHHS, Council
2			Illness or injury; life threatening and / or cause	Quarantine restrictions; in the home and at	DH (Commonwealth),
3			Social isolation	Provision of information to affected	DHHS, Council
4			Social/cultural implications: major social	Investigation and containment strategies	DH, DHHS, Council
5				MEMP sub plans - Health/ Wellbeing plan	MEMP
6	Businesses		Economic impact: loss of productivity;	BCP -Business Continuity Planning	Businesses
7	Utilities		Essential service failure or disruption	BCP -Business Continuity Planning	Council
8	Health Services		The provision of services may be effected, both	SHERP	State Govt
9			Health and Medical facilities overwhelmed;	SHERP	State Govt

5. IMPROVEMENT OPPORTUNITIES LINKED TO CAUSES AND IMPACTS (TO BE COMPLETED BY CERA COMMITTEE)

From your agency's perspective, what if any opportunities exist that would effectively lower the level of risk to the community from this hazard?
Please list activities that are planned for the future or suggest activities that may be undertaken in partnership with other involved agencies or stakeholders.

Number	Description of **Opportunity**	Cause Number (if applicable)	Impact Number (if applicable)	Owner(s)	Due Date
1	Regular review of the Pandemic Plan			Council	Ongoing
2	Regular review of MEMP and sub-plans			MEMPC	Ongoing
3					

6. ADDITIONAL ACTIONS

7. NOTES AND COMMENTS

Pandemic Plans has been developed - continue reviewing

Concern re increasing Polio rates.

Council have a 85- 90% immunization rate.

CERAV7.6

SECTION K8- CERA

Risk 9 Hazmat

Hume City Council
MEMPC COMMUNITY EMERGENCY RISK ASSESSMENT

Hazard	Hazmat
Risk Ref Nos	09
Last Review Date	20/02/2019

Dashboard Summary	
Hazard Assessment	
Confidence in Risk Rating	Med
Maximum Foreseeable Consequence	3.60
Mitigation / Control Effectiveness	2.50
Residual Consequence	2.90
Likelihood / Frequency	4.38
Residual Risk Rating	High
Collaboration	
Other Municipalities	Maintain
State Agency Collaboration	Maintain
Control Agency	CFA/MFB
Key support agencies and/or organisations	

1. HAZARD DESCRIPTION

Describe the hazard: How does it occur? How is it likely to behave if it occurs in the municipality?

Deliberate or accidental release of hazardous materials e.g. Chemical, Biological, Radiological (CBR) including the transportation of these materials could cause significant risk to life, damage to the environment and / or infrastructure. These incidents may result in explosions, fires or environmental damage.

2. RATIONALE FOR HAZARD DESCRIPTION - LOSS EVENTS DATA AND EXPERT INPUT

Provide historical examples of: How this hazard has occurred and behaved in the past? Who or what was impacted?
This can include evidence from elsewhere if there is no precedent within the current municipality.

The City of Hume has industrial areas located in and around the Municipality. Council operate a transfer station for household waste and also have a number of aquatic facilities with water treatment chemicals. Melbourne Airport is also located within the municipality and stores hazardous materials. The considerable volume of dangerous goods transported through the municipality along the major arterial freeways and railways is another factor to be considered.
There have been some previous incidents of fuel tanker rollovers/spillages within and adjacent to the municipality causing considerable disruption. Oil spills have caused localised disruption and road closures. Contamination of waterways/ stormwater with domestic products such as milk is an

3. CAUSES AND CONTRIBUTING FACTORS

Number	Describe the factors that may cause or exacerbate the hazard. Use a separate line for each, E.g. Extreme weather events, vegetation type, topography of surrounding landscape.	Describe the current preventative, detective and response controls your agency currently has in place for this hazard; either alone or in partnership with other agencies.	Owner(s)
1	Transportation Accident	Planning Scheme controls to ensure activities occur in appropriate zones.	Council
2	Operator error at site of usage	Planning, Environmental, Workplace Regulation enforcement	Council / EPA/ Worksafe
3	Equipment failure at storage facilities	Suitable ERCs in place in case of evacuations.	Council
4	Deliberate Act	Vulnerable Persons Register	VicPol / Council
5	Illegal Activity (eg. Clan lab)	Appropriate Chemical use instructions at Council/ agency operated premises.	Council / Worksafe
6	Illegal Dumping and illegal storage of goods (eg. Asbestos)	Hospital/ Industry Emergency Management Procedures, Dangerous goods manifests	Industry / Worksafe
7	Site failure	MFB,CFA, WorkSafe conduct inspections of dangerous goods sites	Industry / MFB/CFA
8	Spraying in new housing developments	Information reports regarding suspicious activity	Council/ EPA/ fire agenc
9		Government agency taskforces (addresses known sites)	

4. IMPACTS AND EXISTING MITIGATION CONTROLS (TO BE COMPLETED BY CERA COMMITTEE)

Describe: who or what is most likely to be impacted; what makes them vulnerable or exposed; what are the current mitigation controls or activities being employed by your agency or in partnership with other agencies?

Number	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	Owners/occupiers	Immediate and nearby	Loss of life or injury	SERP	Fire
2			Increase in demand on health services	SHERP	DHHS, Council
3			Displacement of people	Support services	DHHS, Council, Red
4			Personal trauma	Support Services	DHHS
5	Businesses		Disruption to at least one industry sector	BCP,	Owners, DHHS
6	Businesses/Householders		Economic impact	Economic Grants, Insurance	Owners, DHHS
7			Structural damage to building	Insurance	All
8	Community		Significant impact on air, land, water or	Regulations	Council
9			Utilities disruption		All
10			Persistent and widespread effect of	Monitoring, Emergency Response	Fire agencies, DHHS
11	Neighbouring Municipalities		loss of cultural heritage, significant flora and	Emergency response	
12			public transport/ traffic management issues	incident communications	all agencies

5. IMPROVEMENT OPPORTUNITIES LINKED TO CAUSES AND IMPACTS (TO BE COMPLETED BY CERA COMMITTEE)

From your agency's perspective, what if any opportunities exist that would effectively lower the level of risk to the community from this hazard?
Please list activities that are planned for the future or suggest activities that may be undertaken in partnership with other involved agencies or stakeholders.

Number	Description of Opportunity	Cause Number (if applicable)	Impact Number (if applicable)	Owner(s)	Due Date
1	Hazardous goods taskforce - joint inspection proccess as method for mitigating incidents			Fire/EPA/ Council	Ongoing
2	training and exercising of fire services			CFA/ MFB	Ongoing
3	incorporation of debrief learnings			all agencies	

6. ADDITIONAL ACTIONS

7. NOTES AND COMMENTS

Some MHFs closing due to reduced demand for manufacture of component chemicals, with finished chemicals imported instead.
Petrol produc8on increasing.

Increasing instances of large volumes of milk being dumped into stormwater, subsequently flowing into growling grass frog habitat.

Repeated pesticide (Termiguard) spraying at housing development sites creating build up of contamination in soil. Studies noted presence of aerosol spray drift outside of development areas.

CERAV7.6

SECTION K8- CERA

Risk 10 Fire- Residential

Hume City Council
MEMPC COMMUNITY EMERGENCY RISK ASSESSMENT

Hazard	Fire - Residential
Risk Ref Nos	10
Last Review Date	12/07/2019

Dashboard Summary	
Hazard Assessment	
Confidence in Risk Rating	Med
Maximum Foreseeable Consequence	2.90
Mitigation / Control Effectiveness	2.10
Residual Consequence	2.60
Likelihood / Frequency	5.00
Residual Risk Rating	High
Collaboration	
Other Municipalities	Maintain
State Agency Collaboration	Maintain
Control Agency	CFA/MFB
Key support agencies and/or organisations	Victoria Police

1. HAZARD DESCRIPTION

Describe the hazard: How does it occur? How is it likely to behave if it occurs in the municipality?

There is a risk that a fire at a single property will occur within the municipal area; that could cause damage to property and risk to life leaving residence or building uninhabitable or unusable. This fire may also affect adjoining or neighbouring properties.

2. RATIONALE FOR HAZARD DESCRIPTION - LOSS EVENTS DATA AND EXPERT INPUT

Provide historical examples of: How this hazard has occurred and behaved in the past? Who or what was impacted?
This can include evidence from elsewhere if there is no precedent within the current municipality.

In the past 12 months:- 96 structure fires, 41 residential - average 8 structure fires per month- 35% of dwelling fires had no fire alarms installed. These figures are relatively consistent, with 530 reported structure fires in the last 5 years in Hume.

Hoarding and Squalor has been identified as a fire risk within the municipality. It is estimated up to 3% of properties may have issues related to hoarding and squalor, however this is not reflected in the current 'known' properties. These properties are identified through reports from neighbours, council services or families. Many of the properties do go unnoticed until a complaint has come to council and is investigated. Hoarding

3. CAUSES AND CONTRIBUTING FACTORS

	Describe the factors that may cause or exacerbate the hazard. Use a separate line for each, E.g. Extreme weather events, vegetation type, topography of surrounding landscape.	*Describe the current preventative, detective and response controls your agency currently has in place for this hazard; either alone or in partnership with other agencies.*	
Number	Description of **Causes** and/or **Contributing** factors	Description of **Existing Preventative, Detective and Response Controls**	Owner(s)
1	Mechanical/Electrical/Structural	Business safety campaigns/community engagement with Fire agencies	Fire Agencies
2	External fire (hazard abatement)	Community Education - smoke alarms, unattended children	Fire Agencies
3	Hoarding	Evacuation drills	Fire Agencies, Council
4	Arson	Risk mitigation partnerships across the emergency management sector, industry and community	Fire, MEMP
5	Chimney/Flue Fire	Compliance with planning and building legislation and regulations; Council planning regime – new b	Council
6	Cooking Fire	Local laws compliance - unsightly properties	Council
7	Smokers and alcohol/drug affected	Evacuation/emergency management plans for facilities/buildings	Fire Agencies, Council
8	Unregistered boarding houses/ overcrowding/ overloading power boards	Fire detection and fighting equipment	Fire Agencies
9	Incorrect storage and/or disposal of lithium ion battery products	Access to information on Fire and emergency services websites/ apps/ social media	Fire Agencies, EMV, Council
10	Squatters, transient populations in vacant properties	Hoarding and rooming house databases	Fire agencies, Council, VicPol
11		EAL program	Council, all ESOs
12		Homeless populations registers	Council
13		Hoarding referral pathways and waste removal assistance	Council

4. IMPACTS AND EXISTING MITIGATION CONTROLS (TO BE COMPLETED BY CERA COMMITTEE)

Describe: who or what is most likely to be impacted; what makes them vulnerable or exposed; what are the current mitigation controls or activities being employed by your agency or in partnership with other agencies?

Number	**Who** or **What**	**Vulnerability** and/or **Exposure**	Likely **Impact**	Existing **Impact Mitigation Controls**	Owner(s)
1	Owners/occupiers	Immediate and nearby	Loss of life or injury	Emergency service response framework	Fire agencies
2		Lack of Insurance	Increase in demand on health services	Emergency service response framework	DHHS, Council
3		Economic Hardship	Displacement of people	Support services	DHHS, Council, Red
4			Personal trauma	Support Services	DHHS
5	Businesses		possible disruption to one industry sector	BCP	
6	Businesses/Householders		Economic impact	Economic Grants, Insurance	
7			Structural damage to building	Insurance	
8	Community		Significant impact on air, land, water or	Regulations	Council
9			Utilities disruption	Winter Campaign - checks of smoke detectors,	Council, Fire Agencies
10			Smoke risk to neighbouring properties	Monitoring, Emergency Response	
11				Fire awareness, battery exchange	

5. IMPROVEMENT OPPORTUNITIES LINKED TO CAUSES AND IMPACTS (TO BE COMPLETED BY CERA COMMITTEE)

From your agency's perspective, what if any opportunities exist that would effectively lower the level of risk to the community from this hazard?
Please list activities that are planned for the future or suggest activities that may be undertaken in partnership with other involved agencies or stakeholders.

Number	Description of **Opportunity**	Cause Number (if applicable)	Impact Number (if applicable)	Owner(s)	Due Date
1	Fire services risk profiling and analysis of trends in incidents			Fire agencies	Ongoing
2	Partnerships with shopping centres - use of large elecronic signage to share fire safety messaging			Council	1/12/2019
3	Use of variable messaging boards to share fire safety messaging			Council	Ongoing
4	Completion of Hoarding and Squalour protocols for inclusion in response process			Council	Apr-20
5					
6					
7					
8					
9					

6. ADDITIONAL ACTIONS

7. NOTES AND COMMENTS

A large majority of fire affected properties are uninsured and require additional assistance from support services.

CERAV7.6

SECTION K8- CERA

REVIEW:

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers.
This Section was last updated (Date). It will be reviewed by (Date). The table below provides a history of review.

Version	Date	Action/Documents for Replacement
V.01 May 2017	7th March 2017	Risk 1 reviewed page 3
V.01 May 2017	12 June 2018	Risk 2 reviewed page 4
V.01 May 2017	14th August 2017	Risk 3 reviewed page 5
V.01 May 2017	23rd November 2017	Risk 4 reviewed on page 6
V.01 May 2017	6th March 2018	Risk 5 reviewed on page 7
V.01 May 2017	20th November 2018	Risk 6 reviewed on page 8
V.01 May 2017	12 June 2018	Risk 8 reviewed on page 10
V.01 May 2017	20 Feb 2019	Risk 7 reviewed on page 9
V.01 May 2017	20 Feb 2019	Risk 9 reviewed on Page 11
V.01 May 2017	12 July 2019	Risk 10 reviewed on page 12