



Yarra Ranges

Municipal Emergency Management Plan 2023–2026

Acknowledgement of agencies involved in developing this plan



VICTORIA POLICE



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Acknowledgement of Country

The Yarra Ranges Municipal Emergency Management Planning Committee (**MEMPC**) respectfully acknowledge the Traditional Owners, the Wurundjeri People as the Custodians of this land. We also pay respects to all Aboriginal Community Elders, past and present, who have resided in the area and have been an integral part of the history of this region.



1. Introduction

1.2 Authority, Governance and Administration

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

This Plan has been prepared in accordance with and complies with the requirements of the **Emergency Management Act 2013** including having regard to the guidelines issued under s77, **Guidelines for Preparing State, Regional and Municipal Emergency Management Plans**.

Refer to Appendix E for a full list of reference material used in formulating this Municipal Emergency Management Plan (MEMP).

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

1.3 Plan Assurance and Approval

1.3.1 Assurance

A Statement of Assurance (including a checklist and certificate) has been prepared and submitted by the MEMPC pursuant to the Eastern Metropolitan Region Emergency Management Planning Committee (EMR-REMPC) **Emergency Management Act 2013** (s60AG). Items that require assurance are identified by a footnote.

1.3.2 Approval

This MEMP is prepared by the MEMPC approved by the EMR-REMPC.

1.4 Plan Review

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


- At least every three years
- After an emergency or incident
- After an emergency management exercise where the exercise identifies an opportunity for improvement
- A change in relevant legislation
- Organisational change
- Changes to previously identified hazards
- Changes to MEMPC membership.

Urgent update of this MEMP is permitted if there is significant risk that life or property will be endangered if the plan is not updated (**Emergency Management Act 2013** s60AM). Urgent updates come into effect when published on the municipal Council website and remain in force for a maximum period of three months.

Any major review may be undertaken by a Working Group consisting of members of the MEMPC. The MEMP amendment history is found at Appendix G.

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

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

www.emv.vic.gov.au/publications/statement-of-assurance-template-memp-or-memp-sub-plan 

This Plan will be reviewed and assessed not later than three years after endorsement.

This Plan is current at the time of publication and remains in effect until modified, superseded or withdrawn.

Refer to this MEMP's amendment history located at Appendix G.

1.5 Planning Context

This MEMP, prepared by the MEMPC, reflects the shared responsibilities of government, emergency management agencies and communities for the actions they will take to prepare for, respond to, provide relief for and recovery from emergencies.

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

This Plan is supported by a variety of information, including:

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

This MEMP uses a document template that has been collaboratively developed by the Eastern Metropolitan Councils Emergency Management Partnership (EMCEMP).

1.6 Plan Aim and Objectives

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

The broad objectives of this MEMP are to:

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



2. Municipal District Location and Characteristics

2.1 Municipal Location Map



Figure 1 - Municipal Location Diagram

2.2 Topography

Yarra Ranges expands from the edge of metropolitan Melbourne to the Great Dividing Range. There are six distinct areas:

Metropolitan Urban area: on the outer fringe of Melbourne with the major concentration of population, commerce, and industry. This includes: Lilydale, Mooroolbark, Montrose, Kilsyth and Chirnside Park.

Rural Townships: these vary from small townships such as Powelltown and Toolangi, to large townships such as Yarra Junction, Healesville and Warburton.

Mountain Forests: these are steep mountains and gullies often located within National Park and State Forests. There are tall mountain ash forests. Significant water catchments including the Yarra River Catchment are in this area. There is little or no resident population but very popular for recreational and tourist activities. This includes Yarra Ranges National Park, Mt Donna Buang, and Mt Toolebewong.

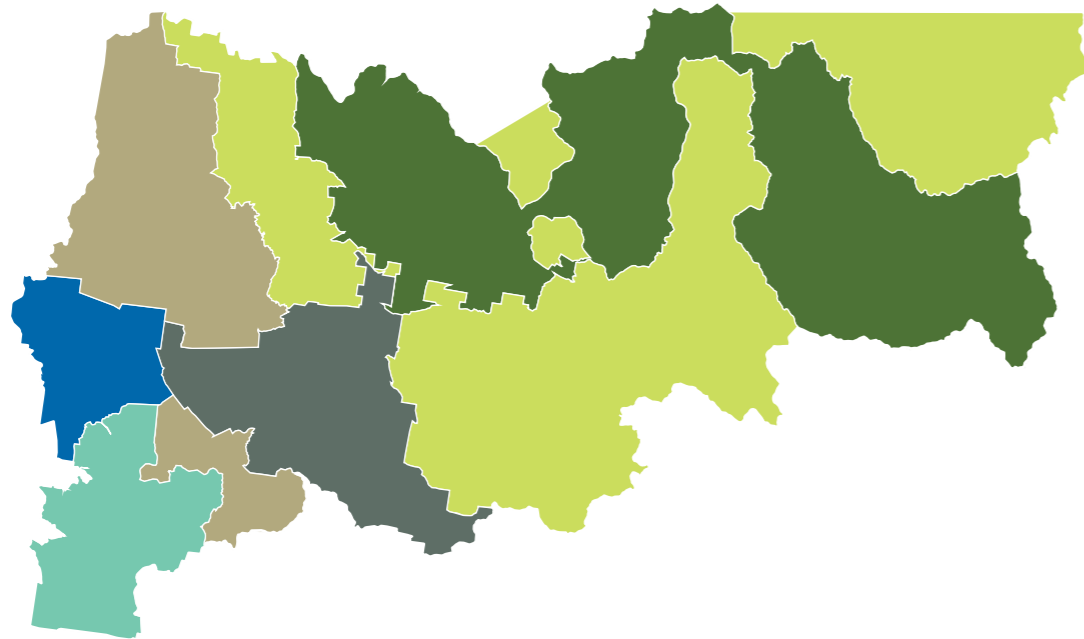


Figure 1 - Municipal Location Diagram

The Dandenong Ranges: is a blend of forests and low-density residential bushland with small villages attracting large numbers of tourists. This includes Mt Dandenong (622 metres above sea level) and the townships of Mt Dandenong, Olinda, Sassafra, Kallista, Ferny Creek, Selby, Belgrave, Selby, Tecoma, Upwey and Monbulk

Rural Landscape: has undulating open rural and farming land with pockets of bushland. There is extensive horticulture, orchards, and some livestock. This area includes Silvan, Macclesfield, Yellingbo, Wandin, Gruyere, Coldstream and Dixons Creek.

Yarra River Plains: is the broad valley surrounding the Yarra River; primarily rural with some livestock, extensive wine growing and market garden areas. This area includes Millgrove, Launching Place, Woori Yallock, and Yarra Glen.

2.3 Demography

Population

According to the Australian Bureau of Statistics, Yarra Ranges has a population of 158,831 in 2021. This is forecast to rise to 185,902 by 2041. Yarra Ranges is home to a large number of families and young people aged between 5–17. Yarra Ranges has an ageing population. This is due to fewer families with young children moving into the area rather than a low birth rate.

Indigenous population

Yarra Ranges is home to the largest indigenous population in Melbourne's eastern metropolitan region, with around 2,000 Aboriginal residents. The health gap between Aboriginal and non-Aboriginal people is significant in Yarra Ranges, largely due to the high incidence of diabetes and chronic illness experienced in the Indigenous community.

Socio-economics

According to the Socio-Economic Indexes for Areas (SEIFA) as developed by the Australian Bureau of Statistics, Yarra Ranges has a relatively low level of social disadvantage compared with the national average. However, there are contrasts within the municipality. Areas such as Kallista and Belgrave Heights score significantly below the national average for social disadvantage. Areas such as Warburton, Yarra Junction, Millgrove and Wesburn have levels of disadvantaged that are higher than the national average.

Geography

Around 70% of the population live in the urban areas, which represent approximately 3% of the landmass. Most of the population growth over the next 20 years is forecast to take place in the urban area around Mooroolbark and Lilydale. This is primarily due to families moving into new developments.

Diversity

There is a relatively low level of cultural and linguistic diversity. Analysis of the ancestry in 2016 shows that the top five ancestries nominated were:

- English (64,495 people or 43.1%)
- Australian (58,480 people or 39.1%)
- Irish (17,571 people or 11.8%)
- Scottish (16,597 people or 11.1%)
- German (7,492 people or 5.0%)

Over 94% either speak only English or speak English well or very well.

A detailed analysis of the demographics of Yarra Ranges can be found at <https://profile.id.com.au/yarra-ranges>.

2.4 Vulnerable Persons (Community Organisations and Facilities)

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

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

Vulnerability factors may include:

- Age (children, youth, older people with or without family or social support)
- Disability
- Lack of familiarity with an area or environment (e.g. tourists and seasonal workers)
- Language, culture, settlement
- Health (physical and mental)
- Social issues (family violence, financial stress, homelessness, poor quality housing)
- Isolation and disconnectedness

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

2.4.1 Vulnerable Persons Register (VPR)

The VPR is a list of the most vulnerable people who meet all the following VPR criteria:

- Frail, and/or physically or cognitively impaired
- Unable to comprehend warnings and directions and/or respond in an emergency situation
- Cannot identify personal or community support networks to help them in an emergency

This register is only required to be maintained by municipalities wholly or partly in a CFA district. It is managed by DFFH and hosted in Council's emergency incident management system, Crisisworks. Clients are added or removed from the register based on an assessment by an agency funded to provide practical support and care to a client. The agency will assess clients based on the defined criteria and added to the register if eligible. The register is designed to list only the most extremely vulnerable residents. Council acts as the VPR coordinator and manages agency VPR users, not vulnerable people.

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

2.4.2 Facilities Housing Vulnerable People Listing

Facilities housing vulnerable persons refers to:

- Buildings where vulnerable people are likely to be situated, including aged care facilities, hospitals, schools, disability group homes and childcare centres.
- Facilities funded or regulated by DFFH and Department of Education and Training (DET).
- Commonwealth funded residential aged care facilities.
- Other locally identified facilities likely to have vulnerable people situated in them.
- For more information refer to the **DFFH Vulnerable People in Emergencies Policy**.

Yarra Ranges Council maintains the list of facilities where vulnerable persons may be. This is stored within Council's document management system. A copy is stored on Crisisworks.



2.5 History of Emergencies

Yarra Ranges municipality has a significant history of emergencies including bushfire, heatwaves, floods, storms, landslides, light plane crashes, road crashes on major highways, and outbreaks of infectious disease.

The impacts of these emergencies, particularly bushfires have included loss of life and serious injury, loss of property including homes, disruption to entire communities, devastation of the natural environment, and long-term rehabilitation of affected communities.

Bushfires

“Black Saturday”, started on 7 February 2009 and continued for 26 days until 5 March 2009. Ten lives were lost at Steels Creek, two at Toolangi and one at Yarra Glen.

The impact of the fire included 304 homes destroyed or damaged to the extent that people could not remain living in them. A further 636 buildings – 161 private buildings, 18 dwellings that were not principal residences, and 457 garages, sheds and carports – were either destroyed or significantly damaged. Over eight hundred kilometres of boundary fencing was destroyed.

Floods

Major floods of the Yarra River occurred in 1891, 1904, 1909, 1923 and 1934 (the worst ever recorded). The 1934 peaks were used to determine the flood prone areas along the Yarra River.

Minor flooding in Yarra Glen and along the Watts River at Healesville occurs on an almost annual basis. Launching Place and areas at Warburton are also susceptible to minor flooding.

Under third La Nina season, increased rainfall and flash flooding occurred in Yarra Ranges on and off for a number of weeks from Tuesday 25 October, over 390 SES requests for assistance were made in Yarra Ranges in one night. Since 25th severe rainfall continued to cause flooding to areas throughout Yarra Ranges: Lilydale, Belgrave, Kallista, Kilsyth, Monbulk, Upwey, Tecoma and Yarra Junction. Riverine flooding has impacted roads, a caravan park and agricultural land. Impacts included significant tree fall and many landslips (one compromising Warburton Hwy between Millgrove and Warburton).

Landslides

Many landslides have occurred in the last 150 years.

Storms

Storms of considerable severity (including windstorms, thunderstorms and hailstorms) have occurred throughout the municipality. These events have resulted in property damage, minor flooding and landslide.

On Sunday 9 October 2016, damaging winds crossed Melbourne travelling at 100km/h with gusts up to 120 km/h in several areas. This caused 31 destroyed private dwellings, significant building damage, trees down, traffic hazards, road closures and power and telecommunications disruptions for several days, across a significant part of Yarra Ranges.

On 9th June 2021 a severe weather event brought significant storm damage, moderate flooding and a prolonged power outage to the community of Yarra Ranges. Wind speeds reported above 120km/h caused extensive damage to trees and infrastructure and caused widespread power outages. Seventy-four homes were damaged to the point of being uninhabitable. At its peak, over 54,000 residents were without power (11,346 for a period of 1-2 weeks, and 891 for a period of 2-3 weeks).

Road Accidents

Yarra Ranges has many state highways and arterial roads. The traffic is a mixture of light vehicles (local and tourist), heavy vehicles (logging and other trucks), and buses (both school and tourist). Fatal road accidents on highways have occurred, but fortunately, no major crashes have occurred involving buses or hazardous chemicals. There have been many fatal motorcycle incidents on winding mountain roads.

Health

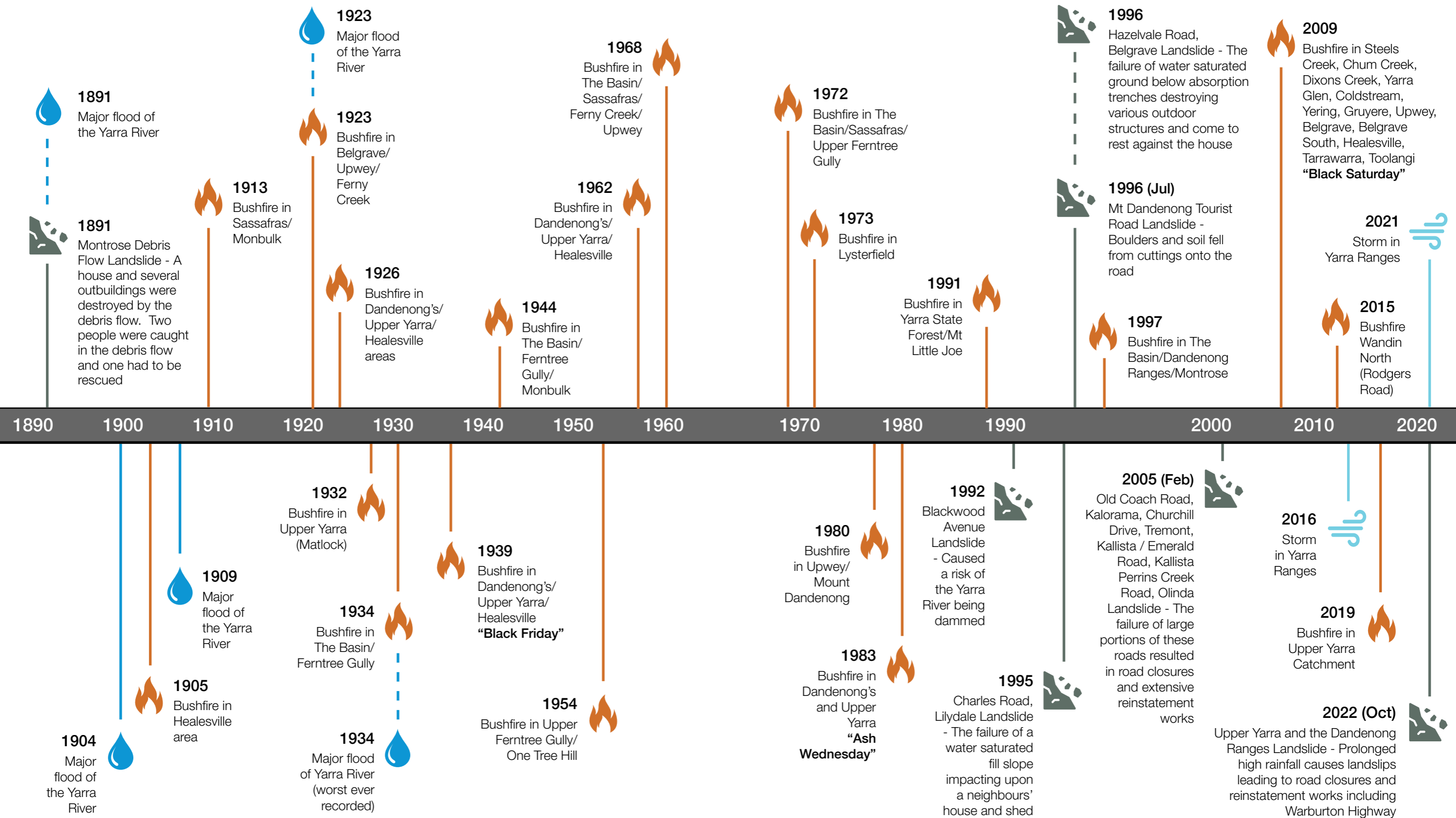
Yarra Ranges was affected by the H1N1 epidemic in 2009, with over 2000 cases reported across Victoria.

COVID-19 Global Pandemic impacted locally across Yarra Ranges throughout 2020-2022, with significant impact to health, social and economic practices and behaviours. A cross agency co-ordinated effort was led by local community health and local government, through the MEMPC, to navigate the impacts and pandemic measures that were in place over the initial two-year period. The adjustments to COVID -19 continue as the local communities recover toward ‘living with COVID’.

Heatwaves

The most recent significant heatwaves that have affected Yarra Ranges occurred in the summers of 2009 and 2014.

History of emergencies





3. Municipal Planning Arrangements

3.1 Victoria’s Emergency Management Planning Framework

This plan supports holistic and coordinated emergency management arrangements within the municipality. It is consistent with and contextualises the **State Emergency Management Plan (SEMP)** and the **Eastern Metropolitan Regional Emergency Management Plan (REMP)**. The REMP is a subordinate plan to the SEMP and this MEMP is a subordinate plan to the REMP.

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

Figure 2 below outlines this MEMP’s position in Victorian emergency planning hierarchy. This MEMP should be read in conjunction with the SEMP and the REMP.

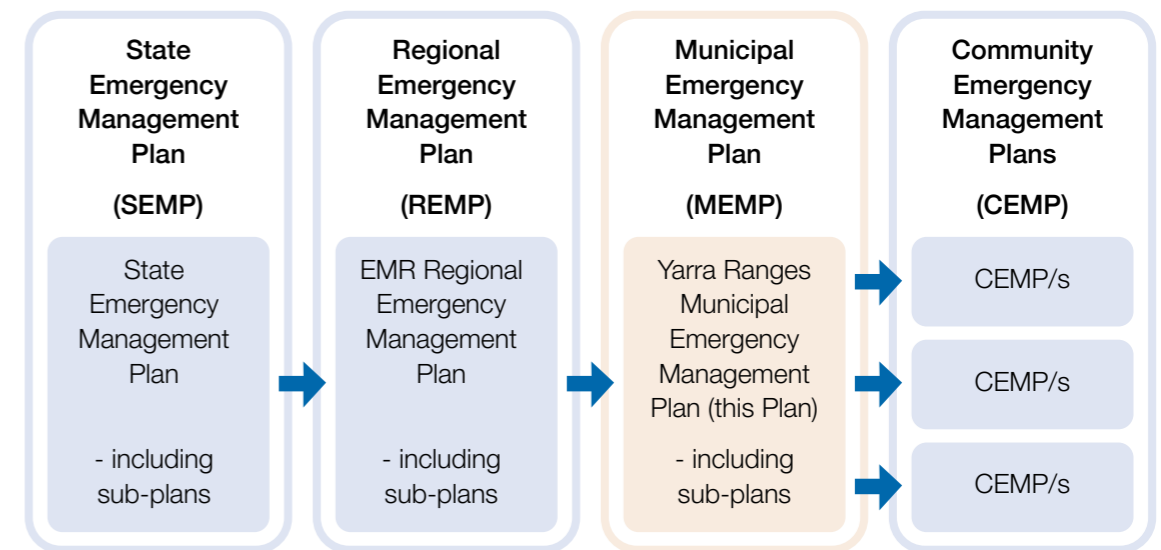


Figure 2 – MEMP position in the Victorian Emergency Management Planning Hierarchy

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

3.2 The MEMPC, Sub-Committees and Working Groups

3.2.1 MEMPC responsibilities

The MEMPC is responsible for undertaking:

- Regular emergency risk assessments to understand and manage municipal risk profiles and to support planning.
- Mitigation actions and planning including:
 - » Being responsible for the preparation and review of the MEMP.
 - » Considering community EM plans if they have been developed.
 - » Ensuring the MEMP is consistent with the SEMP and with the relevant REMP.
 - » Providing reports and recommendations to the region's REMPC in relation to any matter that affects or may affect EM planning in their municipal district.
 - » Sharing information with the region's REMPC and with other MEMPCs to assist effective Emergency Management planning in accordance with **Emergency Management Act 2013** Parts 6 and 6A.
 - » Collaborating with any other MEMPC that the MEMPC considers appropriate in relation to Emergency Management planning including preparing MEMPs.

The MEMPC governance arrangements are in accordance with requirements set out in the Emergency Management Act 2013 as amended in 2018, and are detailed in the MEMPC Terms of Reference (available from MEMPC Chair - Council).

This MEMP is assured through a process required by the Emergency Management Act 2013 and set out in the Municipal Emergency Management Plan – Assurance Advisory Material.

3.2.2 Special Sub Committees and Working Groups

The Yarra Ranges MEMPC has formed, or contributed to, special permanent or temporary sub-committees or Working Groups to plan for the management of hazard specific identified risks or functions which require an additional level of planning. Examples of these include: Municipal Fire Management, Flood and Storms, Risk Management and Municipal Relief and Recovery. Refer to Figure 3 for the relationship between the MEMPC and its sub-committees.

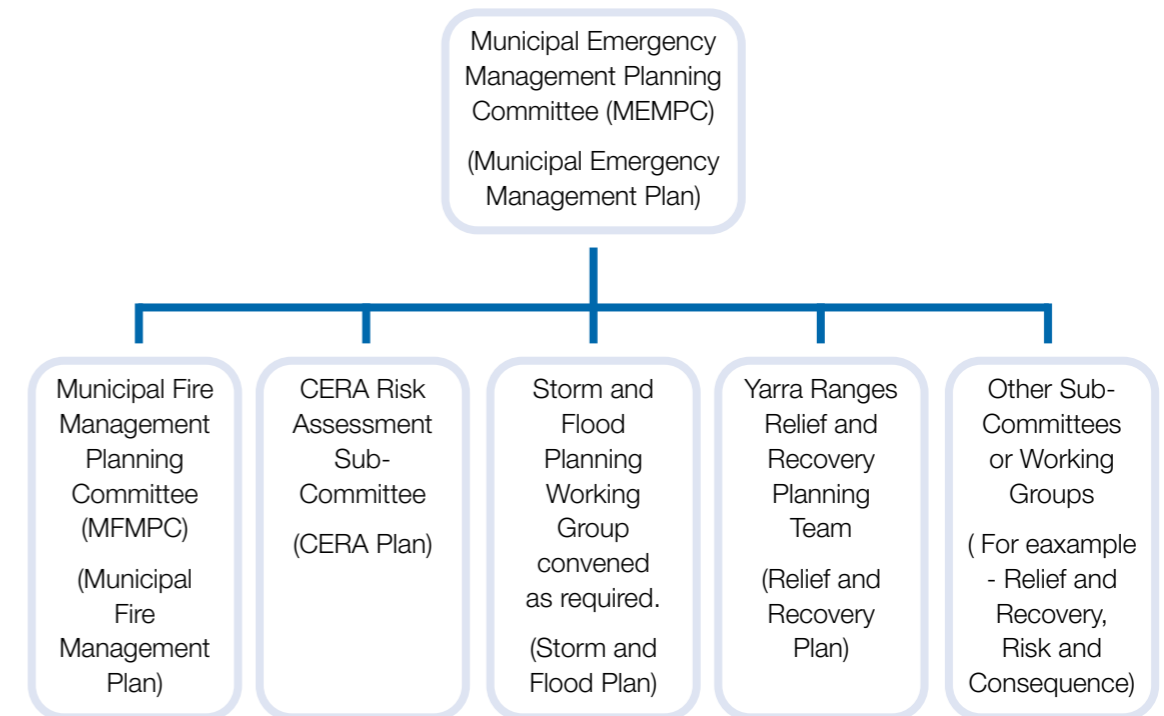


Figure 3 – Yarra Ranges MEMPC Committee Hierarchy

3.3 Sub-Plans and Complementary Plans

3.3.1 Sub-plans

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

All Sub-Plans to this MEMP are subject to the same preparation, consultation, assurance, approval and publication requirements as this MEMP, as outlined in the **Emergency Management Act 2013** Part 6A

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

Sub-Plans for the MEMP are developed and reviewed to ensure alignment with both state and regional plans. These plans may have been developed by a MEMPC sub-committee or in collaboration with neighbouring municipalities.

These plans could also be supported by operational documents or complementary plans. A list of Sub-Plans that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the municipal district are at Appendix E.

3.3.2 Complementary Plans

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

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

Examples of complementary plans are:

- A plan prepared by a water corporation under the **Water Act 1989**.
- A responsible entity's emergency risk management plan prepared under the critical infrastructure resilience arrangements in **Emergency Management Act 2013** Part 7A.
- An individual agency's plan for a specific hazard.

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

3.3.3 Community Emergency Management Plans

In the Yarra Ranges a number of groups have initiated a Community Emergency Management Planning group. Where CEMP groups are present in communities or townships, they are to be recognised and acknowledged, for their local capacity to identify the risk, plan for, respond to and recover from a local emergency.

Currently, there are a number of groups who have connection to the Yarra Ranges MEMPC, through Council. CEMP groups that are engaged within the municipality are:

- Macclesfield Disaster Recovery Group
- Monbulk Emergency Group
- Healesville Community Bushfire Group
- Powelltown Residents Water Association
- Warburton Emergency Planning Group
- Reefton and McMahons Creek Action Group

New groups have established for:

- Menzies Creek
- Montrose

The work of CEMP groups and their relationship with the MEMPC through Yarra Ranges Council is increasing the opportunity for community to have input to municipal emergency planning and to contribute to local level co-ordination before, during and after emergencies. Practical examples of CEMPs, council and other agencies working together include input and advocacy relevant to mitigation priorities (before) and provision of information on immediate impacts and needs (during). CEMPs would be looked to for guidance on appropriate post emergency community recovery needs and governance structures (e.g., Community Recovery Committees).

As the number of township-based CEMPs increase, so too will the level of maturity of these groups. The changing need to support, interact and provide information will provide challenges, however this can only help build stronger relationships between community and the Yarra Ranges MEMPC.

3.4 Plan Exercising

The MEMP and Sub-Plans are to be tested on an annual basis. This will be performed in a manner determined by the MEMPC, examples include:

- Through an annual, regional exercise e.g. Exercise East.
- Through a desktop review of a specific hazard or risk from the Community Emergency Risk Assessments (CERA) with relevant members of the MEMPC.
- To be tested in conjunction with other agencies.

For a list of recent exercises refer to Appendix G.



2. Mitigation Arrangements

4.1 Introduction

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

4.2 Hazard, Exposure, Vulnerability and Resilience

4.2.1 Hazard

A hazard can be defined as a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

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

This MEMP, informed by the Community Emergency Risk Assessment, includes identified hazards that would lead to sources of municipal risks. Risk statements are generated to establish a credible relationship between a source of risk and an element of risk. An overview is provided with detailed information in the online CERA system maintained by VICSES.

4.2.2 Exposure

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

Exposure and vulnerability, they are distinct. It is possible to be exposed but not vulnerable (for example by living in a floodplain but having sufficient means to modify building structure and behaviour to mitigate potential loss). However, to be vulnerable to an extreme event, it is necessary to also be exposed.

Exposure to potential loss for people, property, systems or environment in the municipality includes:

- Large numbers of tourists visiting high risk areas
- Residents/businesses located in treed areas or landslip, flood or grass/bushfire zones
- Heat island effects in urban areas
- Potential increased environmental impacts due to climate change

4.2.3 Vulnerability

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

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

Vulnerable characteristics and circumstances of communities, systems or assets in the municipality include:

- Areas of lower SEIFA rating (Refer Profile ID)
- Homeless people
- Ageing population (Refer Profile ID)
- People with chronic diseases
- CALD community not having timely access to appropriate emergency information.
- Critical infrastructure

4.2.4 Resilience

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

Whilst the MEMPC members are focused on building general community-wide preparedness and resilience, the MEMPC has identified that there are harder-to-reach sections of the community that require more targeted support. These include but are not limited to:

- CALD communities
- Disability sector
- Youth
- Older Adults
- Homeless
- Indigenous
- New residents
- Children

Some of the key strategies to better engage are:

- Community emergency planning
- Council and agency community engagement
- Council and agency notifications through social and print media,
- Use simplest language – tailored to audiences
- Multiple engagement channels - focus on audience's existing networks
- Greater regular communications and engagement – audiences reminded and updated
- Outreach preferably in-place – go to where audiences meet

The Victorian Community Resilience Framework for Emergencies (**Community Resilience Framework for Emergency Management | Emergency Management Victoria (emv.vic.gov.au)**) defines seven resilience characteristics:

- Connected, inclusive and empowered (networks, social capital)
- Sustainable built and natural environment
- Reflective and aware
- Culturally rich and vibrant
- Safe and well
- Dynamic and diverse local economy, and
- Democratic and engaged.

4.3 Risk Assessment Process and Results

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

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

- The history of municipal emergency events and events in similar and neighbouring municipalities
- Municipal demographics and topography
- Known vulnerable locations and people
- Existing ‘single hazard’ risk assessments, (e.g., the Victorian Fire Risk Register (VFRR), Strategic Fire Management Planning and Flood studies)
- Subject matter experts and local community representatives

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

- Whole of community perspective
- Responsibility for the whole municipality
- Consideration of events which require multi-agency responses
- Consideration and acknowledgement of existing controls
- Mitigation activities and their effectiveness, and
- Subsequent level of risk.

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

The risk assessment process comprises:

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

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

The progress of implemented treatment options is regularly monitored on at least an annual basis by the MEMPC through reports provided by agencies listed as “owners” of the treatment options at MEMPC meetings or after any significant event. The CERA risk assessment process is summarised in Figure 4.

The likelihood, consequence and risk matrices used for CERA are documented in the **National Emergency Risk Assessment Guidelines (NERAG)**.

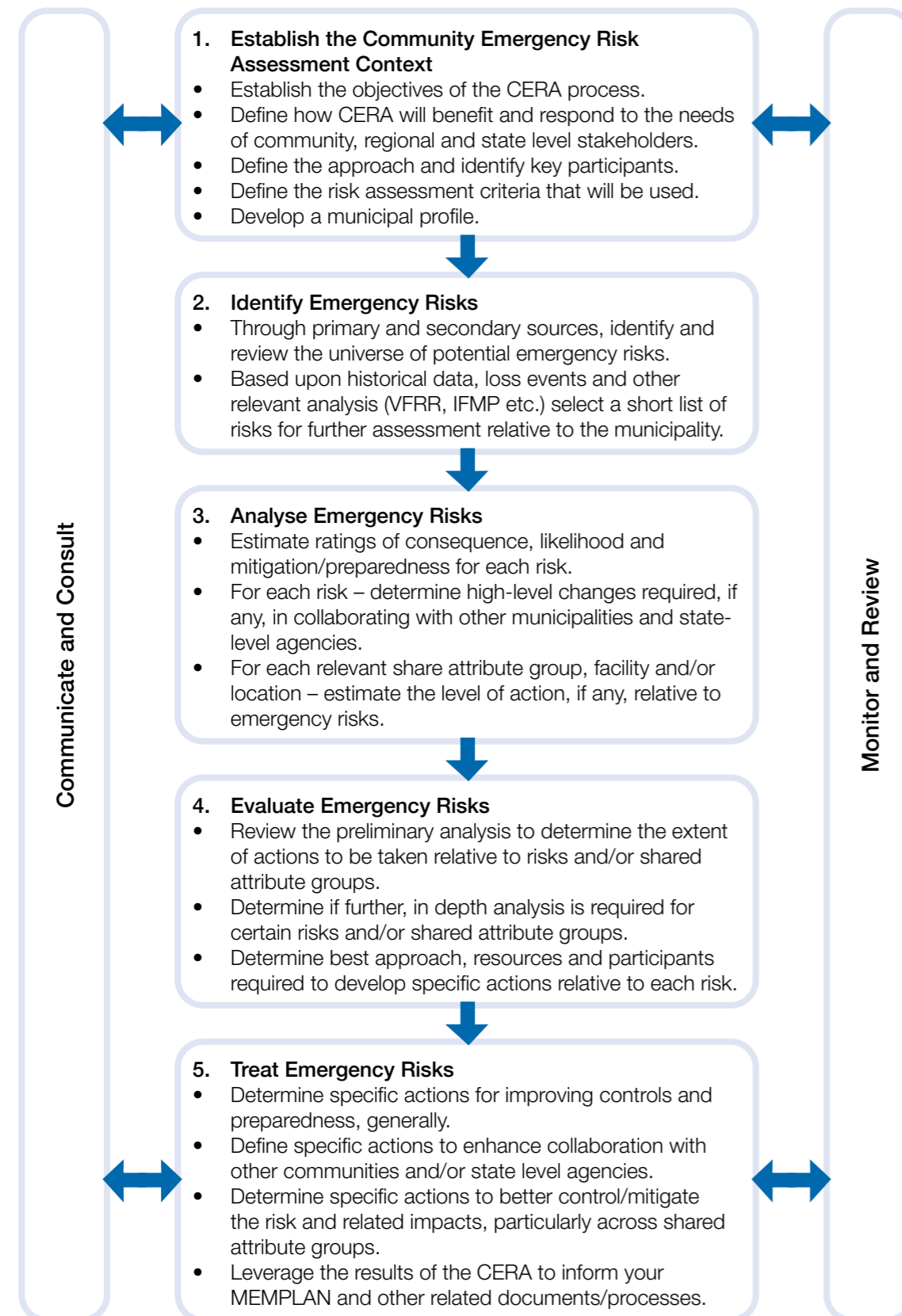
The resulting list of risks and CERA risk ratings for Yarra Ranges are shown in Table 2 below.

Risk	Confidence Rating	Residual Risk Rating
Bushfire/Grassfire	High	High
Flood	High	Medium
Storm	High	High
Extreme Temperatures	Medium	High
Essential Service Disruption	Medium	Medium
Transport Accident	Medium	Medium
Human Disease	Medium	High
Landslide	Medium	High
Hazardous Material Release	High	Low
Emergency Plant Disease	Medium	Medium
Emergency Animal Disease	Medium	Medium
Structural Failure – Dam	High	Low

Table 1 - Identified Municipal Risks

For more detail about the Municipal CERA data refer to the municipal **CERA web site** or contact the MEMO.

Figure 4 - CERA Risk Assessment Process



4.3.1 Victorian Fire Risk Register (VFRR)

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

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

The objective of the VFRR is to:

- Identify and rate bushfire risks to assets
- Identify current mitigation treatments to manage the risk
- Identify the agencies responsible for implementing mitigation treatments and strategies
- Produce an integrated document and risk register across responsible agencies; and
- Support and inform planning at a local level.

The primary outputs of the VFRR-B process are a series of maps displaying assets at risk, plus a municipal bushfire risk register, listing the risk rating for each asset and current risk mitigation treatments. Details of the VFRR outputs for the municipality are available in the appendices of the Municipal Fire Management Plan.

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

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

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

The location of NSPs and CFRs are listed In Table 2.

There are eighteen (18) designated Neighbourhood Safer Places (NSPs) within Yarra Ranges

Township	Location	Address
Belgrave	Recreation Reserve (Oval)	Reserve Road Belgrave 3160
Belgrave	Belgrave Alexanders Carpark	Alexanders Car Park – Terrys Ave, Belgrave 3160
Coldstream	Halley Supple Reserve (Oval)	Bounded by South Gateway and North Gateway Coldstream 3770
Dixons Creek	Dixons Creek Recreation Reserve (Oval)	Melba Highway (between Pinnacle Lane and Lorimers Lane) Dixons Creek 3775
Healesville	Queens Park	Bounded by Don Rd, Maroondah Hwy & Badger Creek Rd (entry off Don Road) Healesville 3777
Healesville	RACV Healesville Country Club Underground Car Park	Healesville-Kinglake Road (near corner Chum Creek Road) Healesville 3777
Lilydale	Reserve	Main Street (Maroondah Highway) opposite Hutchinson Street Lilydale 3140
Lilydale	Lake Park (Between Car park, Playground and Rotunda)	Swansea Road Lilydale 3140
Millgrove	Millgrove Recreation Reserve	Moore Crescent Millgrove 3799
Monbulk	Reserve (Football and Soccer Ovals)	Moores Road (near McAllister Road) Monbulk 3793
Mount Evelyn	Yarra Hills Secondary School Oval	Bounded by Old Hereford Road, Mikado Road and Burdap Drive (Reserve access Road) Mount Evelyn 3796
Upwey	Recreation Reserve (Oval)	Alexander Ave (opposite Austral Ave) entry also via Chosen Ave Upwey 3158
Upwey	Dandenong Ranges Community Cultural Centre 'Burrinja' (Rear Car Park)	Corner Glenfern Road and Matson Drive Upwey 3158
Wandin North	Wandin North Reserve (Oval)	Corner Clegg Road and Warburton Highway Wandin North 3139
Warburton	Warburton Recreation Reserve (Oval)	3455 Warburton Highway Warburton 3799
Woori Yallock	Woori Yallock Recreation Reserve (Oval)	Healesville-Koo Wee Rup Road opposite Nester Road Woori Yallock 3139
Yarra Glen	Yarra Valley Racing Centre Yarra Glen	Armstrong Grove Yarra Glen 3775
Yarra Junction	Recreation Reserve (Oval)	Park Road (off Warburton Highway) Yarra Junction 3797

There are three (3) Community Fire Refuge (CFR) locations within Yarra Ranges

Township	Location	Address
East Warburton	Millwarra Primary School. E Warb Campus	Woods Point Rd East Warburton

Ferny Creek	Ferny Creek Primary School	School Rd., Ferny Creek
Millgrove	Wesburn/Millgrove CFA Fire Station	Warburton Highway, Millgrove

Table 2 - List of NSPs and CFRs

4.4 Hazard Tree Electric Line Clearance

Under the **Electricity Safety Act 1998** Division 2A Municipal Emergency Management plans must specify procedures for the identification of trees that are hazardous to electric lines.

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

Refer Yarra Ranges Municipal Fire Management Plan for further information.

4.5 Treatment Plans

The treatment and mitigation of risks are incorporated in MEMP Sub-Plans, complementary plans and standard operating procedures that have been developed as part of the risk management process and, if required, in the Council and agency strategic plans and sub-plans.

Refer Appendix E for a list of Sub-Plans and Complementary Plans linked to this MEMP.

4.6 Monitoring and review

The MEMPC is responsible for reviewing the municipal risks via the CERA process at least once every three years or upon a significant emergency event.



3. Response

5.1 Introduction

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

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

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

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

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

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

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

Table 2 defines the types of emergencies that may occur:

Term	Definition
Major Emergency	Major emergencies are distinguished by their scale, the effort required to respond to them and their consequences to the community and infrastructure. They are defined as: a) a large or complex emergency (however caused) which: i. has the potential to cause or is causing loss of life and extensive damage to property, infrastructure or the environment; or ii. has the potential to have or is having significant adverse consequences for the Victorian community or part of the Victorian community; or iii. requires the involvement of two or more agencies to respond to the emergency; or b) a Class 1 emergency; or c) a Class 2 emergency.
Non-Major Emergency	A non-major emergency is an event that has occurred on a small scale, where individuals or a family may have had their home or possessions severely damaged or destroyed due to an emergency event such as a house fire or storm.
Class 1 Emergency	a) a major fire; or b) any other major emergency for which the Fire Rescue Victoria (FRV), the Country Fire Authority (CFA) or VICSES Authority is the control agency under the SEMP.
Class 2 Emergency	Means a major emergency which is not a) a Class 1 emergency; or b) a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or any other state or territory of the Commonwealth; or c) a hi-jack, siege or riot.
Class 3 Emergency	Also known as security emergencies, Class 3 emergencies are classified as a warlike act or act of terrorism, where directed at Victoria or any other State or Territory or the Commonwealth or a hi-jack, siege or riot

Table 2 - Classification of Emergencies - Emergency Management Act 2013 Section 3

5.2 Six C's of Emergency Management

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

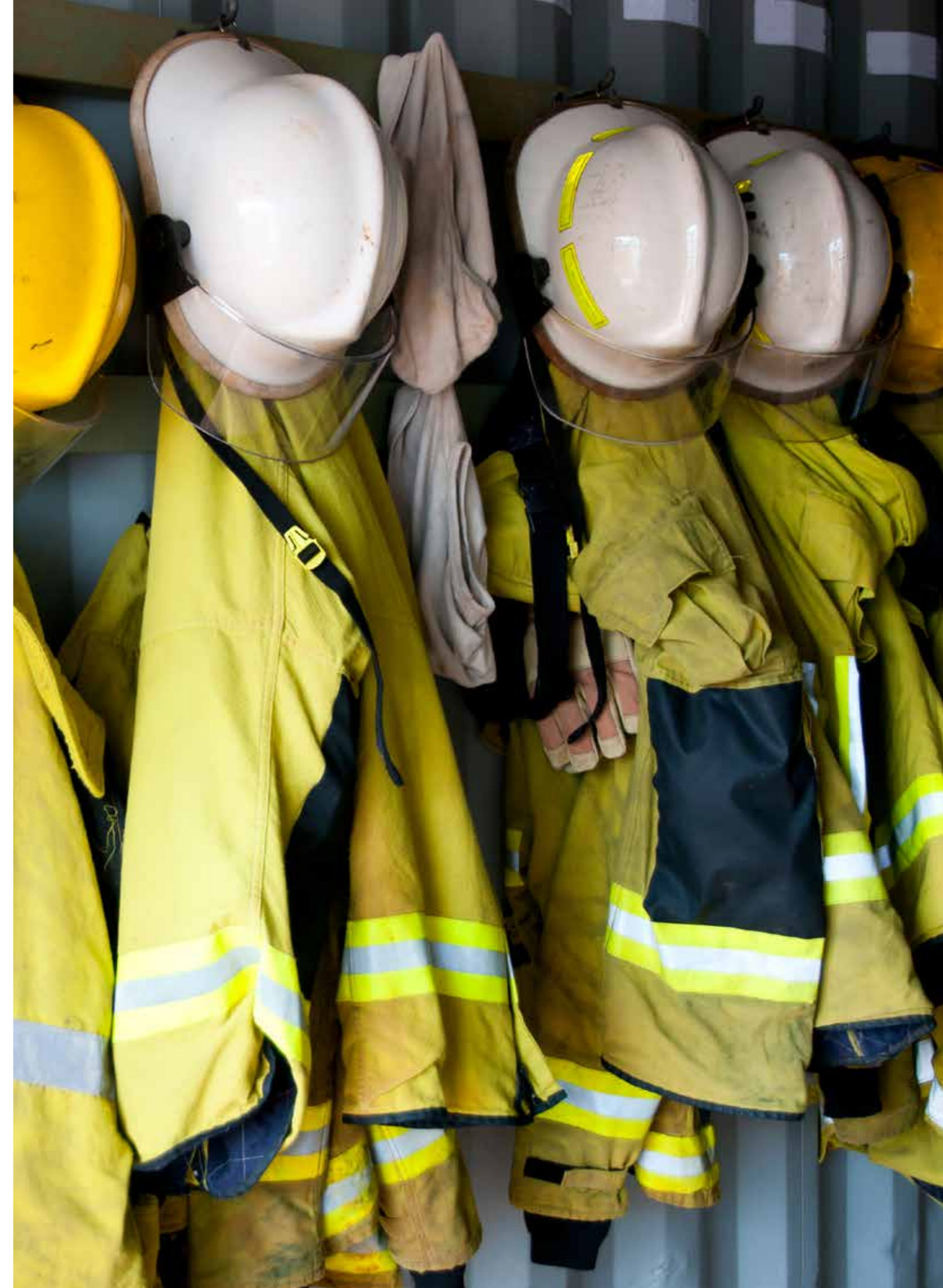
Six C's	Description
Control	Control is the overall direction of response activities in an emergency, operating horizontally across agencies. Control of an emergency situation will at all times remain the responsibility of the designated agency or authority for that type of emergency. The control agency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

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

Table 5 describes the responsibilities for the Six Cs during emergencies. Refer Table 7 for individual roles.

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

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



5.3 Local Response Arrangements and Responsible Control Agencies

A single agency is appointed as the control agency at each emergency (Refer Table 7). If it is unclear which agency will be in control at any incident the responding agencies should determine the control agency by agreement. Where there is any doubt as to who is the control agency, the Emergency Management Commissioner (EMC), RERC, MERC or Incident Emergency Response Coordinator (IERC) will determine who will exercise control.

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

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

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

5.4 Response Escalation

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

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

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

Table 6 - Emergency Control and Support Agencies - Refer to Appendices for Agency Role Descriptions

5.5 Emergency Response Coordination Roles

Emergency Response Coordination Roles	Role Description	Supporting Emergency Management Team	Team Description
Incident Emergency Response Coordinator (Victoria Police - IERC)	The senior Police Officer present at the site of a Non-Major emergency who has the responsibility of coordinating resources to provide the most effective support to the control agency and the functional service agencies.	Incident Emergency Management Team (IEMT)	The IEMT supports the incident controller. Their focus is on managing the effects and consequences of an emergency. Agencies may assign an EMLO to assist the Incident Controller as a member of the IEMT.
Municipal Emergency Response Coordinator (Victoria Police - MERC)	A Senior Sergeant at a local police station or his/her deputies and appointed by Victoria Police. Control agencies request support through the MERC, who will pass on the request to the MEMO.	MEMG at the MECC	The primary role of the MECC and the EMG is to coordinate the provision of human and material resources within the Municipality during emergencies. They will also maintain an overall view of the operational activities within this Plan's area of responsibility, for recording, planning and debrief purposes.
Regional Emergency Response Coordinator (Victoria Police - RERC)	Will receive and action any requests from the MERC for further assistance when municipal resources are unavailable, have been fully committed or exhausted.	Regional Emergency Management Team (REMT)	The REMT supports the RERC and those exercising control at a regional level (Regional Controllers). Their focus is to raise awareness of the emergency across the whole of government, identify and manage strategic tasks and consequences and develop a regional strategic plan outlining high-level actions of all agencies. The Eastern Region assigns a Local Government REMT Representative who acts on behalf of all Councils in the Eastern Region to assist the Regional Controller as a member of the REMT.
Emergency Management Commissioner	Coordination before and during major emergencies including the management of consequences of emergencies.	State Emergency Management Team (SEMT)	The SEMT is usually located at the State Control Centre or other location determined by the control agency. If an emergency requires the activation of a state tier response, the SEMT is formed comprising senior representatives from response, recovery and support agencies and relevant departments. The role of the SEMT is to develop consistent situational awareness, identify strategic state risks and consequences and to develop a strategic plan with high level, all agency actions.

Table 7 - Emergency Response Coordination Roles and Teams

5.6 Control, Coordination and Operations Centres and Areas

5.6.1 Incident and Regional Control Centres

The designated Incident and Regional Control Centres in the Eastern Region are listed in Table 8 below.

Control Centre Type	Address
RCC	272 Maroondah Highway Chirnside Park 3116
ICC	U27/69 Acacia Road Ferntree Gully 3156
ICC	Symes Road Woori Yallock 3139
ICC	45 Assembly Drive Dandenong South 3175

Table 8- Designated Regional/Incident Control Centres

5.6.2 Municipal Emergency Coordination Centre/s (MECC)

Activation and operation of Municipal Emergency Coordination is detailed in the Complementary Plans: **Eastern Metropolitan Region Municipal Emergency Coordination (MEC) Standard Operating Procedures.**

Municipal emergency coordination and the MECC may be activated upon the request of the MERC, or may be activated at the discretion of the MEMO and/or MRM. Its primary function is to coordinate the use of municipal resources, to receive and transmit information updates, and to provide an administrative and management base for the MEMG (MERC, MEMO and MRM) and its operations.

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

The designated Municipal Emergency Coordination Centres for Yarra Ranges are listed in Table 9:

MECC Type	Address
Primary MECC	15 Anderson St Lilydale
Secondary MECC	103-105 Nelson Rd Lilydale

Table 9 - Designated MECC Locations

5.6.3 Crisisworks

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

Crisisworks is used to record the following information and can be used by Council and Agency staff:

- Communications between agencies in the ICC, MECC and ERC
- Requests for assistance
- A full account of assigned tasks given to Council and agencies
- Telephone logs
- Emergency management documentation.

5.6.4 Emergency Management Common Operating Picture (EM-COP)

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

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



5.6.5 Operations Centres/Staging Areas/Marshalling Points

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

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

Table 10 lists the locations of designated operations centres, staging areas and marshalling points.

Location Type	Agency	Address
Council Operations Centre	Council	103-105 Nelson Rd Lilydale
Marshalling Points	Council	Ferntree Gully Community Centre, 1010 Burwood Hwy, Ferntree Gully
Marshalling Points	Council	Montrose Recreation Reserve, 950 Mt Dandenong Tourist Road, Montrose
Marshalling Points	Council	Woori Yallock Recreation Reserve, 1435 Healesville Koo Wee Rup Road, Woori Yallock
Marshalling Points	Yarra Valley Racing	Yarra Glen Racecourse, Armstrong Grove, Yarra Glen

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

5.7 Financial Considerations

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

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

5.8 Planning for Cross Boundary Events

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

5.8.1 Regional Emergency Management Planning Committee (REMPC)

At least one MEMPC representative is a member of the Eastern Metro REMPC. The REMPC undertakes planning activities to support capability and capacity across the seven municipalities of the EMR including:

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



5.8.2 Eastern Metropolitan Councils Emergency Management Partnership (EMCEMP)

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

EMCEMP comprises the following Eastern Metropolitan Region Municipal Councils:

- Boroondara
- Knox
- Manningham
- Maroondah
- Monash
- Nillumbik (North and West Region)
- Whitehorse
- Yarra Ranges.

The members of the EMCEMP have agreed to collaborate in the following areas:

- Developing, reviewing and be guided by a three-year rolling Strategic Plan.
- Effectively collaborating on Emergency Management matters amongst Councils, with existing partners and any new groups identified.
- Advocating on relevant emergency management matters.
- Seeking appropriate funding and resources as enablers to support the Partnership.
- Developing and improving common ways of working for consistency of approach – planning for shared risks.
- Strengthening communities.
- Building capacity and capability through joint training, exercises and other forms of professional development.
- Developing processes to enable effective activation of the Municipal Association of Victoria (MAV) Protocol for Inter-Council Emergency Resource Sharing.

5.9 Resource Supplementation and Sharing Protocols

5.9.1 EMCEMP

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

Requests need to be made in writing and, in most cases, will be logged in Crisisworks.

5.9.2 Municipal Association of Victoria Protocol for Inter-Council Emergency Resource Sharing

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

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

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

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

5.10 Transition to Recovery

Relief and recovery activities are integrated with response and managed under response arrangements until such time as a transition to recovery is required. Response agencies may be required after transition to support recovery.

The Municipal Emergency Management Group (MEMG) plays a key role in transition discussions relevant to planning, timing, resources and expectations. Transition decisions will be impacted by considerations that include the risk of a recurring threat, the need for a staged or prolonged transition, the extent of known loss and damage, ongoing relief needs (these may be better delivered under recovery arrangements if response activities have ended) and availability of resources for effective recovery.

At the transition from response to recovery, the responsibilities of Victoria Police as the response coordinator are handed over to local government as the responsible agency for municipal recovery coordination. It is the responsibility of the MRM to ensure recovery management structures are defined and in place at handover so as to ensure a smooth transition. It is the responsibility of the Emergency Response Coordinator (Incident, Municipal or Regional - Victoria Police) to advise all agencies involved in the emergency at the time of the transition from response to recovery and the associated transition of responsibilities.

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

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

Issues to be considered for the timing of transition from response to recovery include:

- The nature of the emergency and what ongoing specialist resources are required.
- Whether a recurring threat is likely to occur compounding the impact on the community.
- The extent of the impact on communities, as this may determine the length of the transition period.
- The level of loss/damage and the extent to which this has been validated (the stage of impact assessment reached e.g. if phasing into secondary/post impact stages may indicate transition requirements). Refer to the Impact Assessment section in EM-COP under Desktop > Intelligence > Impact Assessment > IMT Toolbox in the Library. The new guidelines are there, along with SIA Guidelines, a Data Collection Form and a Data Dictionary for the EMV Interim Impact Assessment Guidelines.
- The extent to which the community requires emergency relief services.
- The resources required for the activation of recovery arrangements.
- The transition agreement will be developed at the appropriate level between the response agency Incident Controller, MERC, MEMO, MRM and the recovery agency coordinator (typically ERV).
- Emergency Management Victoria (EMV – EM-COP) **Transition from Response to Recovery – Emergency Management Template** to authorise the transition from the response agency to Council.

For detailed information on transition from response to recovery, including transition agreements, refer to the Relief and Recovery Plan.

5.10.1 Handover of Resources

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

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





4. Relief and Recovery Arrangements

6.1 Introduction

Emergency relief is the provision of essential needs to individuals, families and communities in the immediate aftermath of an emergency.

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

Recovery is assisting individuals and communities affected by emergencies to achieve an effective level of functioning. Recovery planning must ensure that there is a clear understanding of the community context (prior to the emergency) and is informed by an initial and continuing assessment of impacts and needs.

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

Planning for emergency relief and recovery must integrate with the preparation and response phases to provide a seamless transition between each phase.

Figure 5 illustrates the integrated prevention, response and recovery model linking emergency activities.

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

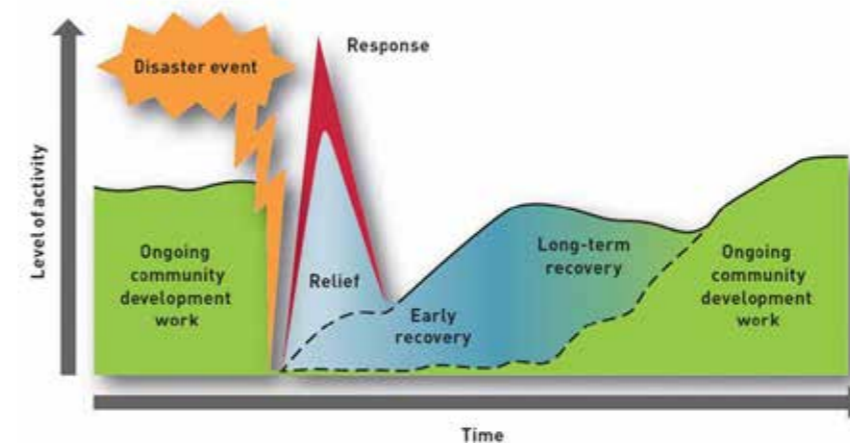


Figure 5 - Relationship between Preparation, Response, Relief and Recovery

6.2 Principles and Scope of Relief

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

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

Relief encompasses:

- Community information
- Emergency Shelter (including Emergency Relief Centres)
- Food and water to individuals
- Drinking water for households
- Food supply continuity
- Psychosocial support
- Disbursement of material aid (non-food items)
- Reconnecting family and friends
- Health care and first aid
- Emergency financial assistance
- Animal welfare
- Legal aid
- Coordination of good will (including spontaneous volunteer management)

6.3 Principles and Scope of Recovery

To ensure successful recovery is delivered to affected communities, recovery at all levels of government is implemented in alignment with the nationally recognised disaster recovery principles:

- Understanding the context
- Recognising complexity
- Using community-led approaches
- Coordinating all activities
- Communicating effectively
- Recognising and building capacity

There are four recovery environment categories and many recovery services that are encompassed within each environment category. The four categories will set the direction of the recovery planning process at the municipal level. The implementation of recovery requirements in each of the functional environments will be coordinated by the MRM:



Social environment

– the emotional, social, spiritual, financial and physical wellbeing of affected individuals and communities



Built environment

– the restoration of essential and community infrastructure



Economic environment

- the revitalisation of the affected economy



Natural environment

– the rehabilitation of the affected environment.

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

6.4 Impact Assessments and Consequence Management

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

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

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

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

Impact, needs, and loss and damage assessments will be informed by using the following sources of information:

- Initial impact assessment conducted by the response agency
- Secondary impact assessment coordinated by local councils in partnership with DFFH/recovery coordinating agency etc
- The Victorian Impact Assessment Model developed by Emergency Management Victoria
- Post impact needs (loss) assessment conducted by local government and Victorian government departments and agencies (**EMV Impact Assessment Guidelines for Class 1 Emergencies**)
- Information provided by relief and recovery agencies

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

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

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

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



6.5 Management Structure

6.5.1 Relief Management Structure

Relief and coordination arrangements at the regional levels are the responsibility of DFFH, and municipal Councils have the responsibility at the local level. EMV is responsible for state-level relief coordination.

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

Yarra Ranges Council is responsible for the coordination and provision of relief services for an affected community during times of emergency. Council has adopted the **EMCEMP ERC Sub-Plan**. The ERC Sub-Plan details the arrangements that are in place for the activation, management and deactivation of ERCs for municipal and regional scale events.

6.5.2 Recovery Management Structure

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

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

Emergency Recovery Victoria (ERV) coordinates state and regional emergency recovery by:

- Acting as principal recovery planning and management agency.
- Acting as Lead Recovery Agency including:
 - » Community recovery coordination
 - » Funding and grants
 - » Community information
 - » Coordination of volunteers
 - » Management of donated goods
 - » State led clean-up
 - » Establishment of community recovery committees.

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

6.6 Government Assistance Measures

Individuals, families, business etc. are able to source other government assistance from agencies such as Services Australia, DFFH, etc. Information about these services is available through the MRM or at the Recovery Centre.

6.7 After Action Review

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

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

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

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

Agencies and Council are responsible for staff psychological debriefing.



5. Roles and Responsibilities

7.1 Agency Roles and Responsibilities

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

The SEMP and REMP outline agreed agency roles and responsibilities, noting that existing duties, functions, power, responsibility or obligation conferred on an agency by law, licence, agreement or arrangement prevail to the extent of its inconsistency with this plan (**Emergency Management Act 2013 s60AK**).

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

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

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

Table 11 provides links to agency roles and responsibilities as detailed in the SEMP.

7.2 Community and Business Organisation Roles and Responsibilities

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

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

Agency	SEMP Roles and Responsibilities Link
Ambulance Victoria (AV)	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/ambulance-victoria
Australian Red Cross (ARC)	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/aus-red-cross
Country Fire Authority (CFA)	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/cfa
Department of Energy, Environment and Climate Action (DEECA)	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/DELWP
Department of Families Fairness and Housing (DFFH)	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/DFFH
Department of Health (DoH)	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/dh
Department of Jobs, Precincts and Regions (DJPR)	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/djpr
Department of Transport and Planning (DoTP)	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/dot
Emergency Management Victoria (EMV)	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/emv
Emergency Recovery Victoria	https://www.emv.vic.gov.au/responsibilities/state-emergency-management-plan-sempr/roles-and-responsibilities/erv
Fire Rescue Victoria (FRV)	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/frv
Forest Fire Management Victoria	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/DELWP
Municipal Councils	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/municipal-councils
Salvation Army – Victorian Emergency Services	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/salvation-army
Services Australia	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/services-australia
St John Ambulance (Victoria)	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/st-john-ambulance-aus
Victoria Police	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/vicpol
Victoria State Emergency Service (VICSES)	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/vicses
Victorian Council of Churches – Emergencies Ministry (VCC EM)	https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities/role-statements/vcc-em

Table 1 - Agency Roles and Responsibilities Detailed in the SEMP

6. Appendices

Appendix A - Acronyms

Acronym	Description
AIIMS	Australasian Inter Service Incident Management System
BOM	Bureau of Meteorology
BPA	Bushfire Prone Area
CEO	Chief Executive Officer
CERA	Community Emergency Risk Assessments
CFA	Country Fire Authority
CFR	Community Fire Refuges
CIG	Community Information Guides
CMT	Crisis Management Team
DEECA	Department of Energy, Environment and Climate Action
DET	Department of Education and Training
DFFH	Department of Families, Fairness and Housing
DJPR	Department of Jobs Precincts and Regions
DoH	Department of Health
DoTP	Department of Transport and Planning
EMC	Emergency Management Commissioner
EMCEMP	Eastern Metropolitan Councils Emergency Management Partnership
EM-COP	Emergency Management Common Operating Picture
EMLO	Emergency Management Liaison Officer
EMMV	Emergency Management Manual Victoria
EMR	Eastern Metropolitan Region
EMT	Executive Management Team
EMV	Emergency Management Victoria
ERC	Emergency Relief Centres
ERV	Emergency Recovery Victoria
FFMV	Forest Fire Management Victoria
FRV	Fire Rescue Victoria
ICC	Incident Control Centre
IEMT	Incident Emergency Management Team
IERC	Incident Emergency Response Coordinator
IIA	Initial Impact Assessment
JSOP	Joint Standard Operating Procedure

LGEMLO	Local Government Emergency Management Liaison Officer
LGV	Local Government Victoria
MAV	Municipal Association of Victoria
MEC	Municipal Emergency Coordination
MECC	Municipal Emergency Coordination Centre
MECG	Municipal Emergency Coordination Group
MEMG	Municipal Emergency Management Group
MEMO	Municipal Emergency Management Officer
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Resource Coordinator
MFMP	Municipal Fire Management Plan
MFMPCC	Municipal Fire Management Planning Committee
MFPO	Municipal Fire Prevention Officer
MOU	Memorandum of Understanding
MRM	Municipal Recovery Manager
NERAG	National Emergency Risk Assessment Guidelines
NSP	Neighbourhood Safer Places - Places of Last Resort
PENA	Post Emergency Needs Assessment
REMP	Regional Emergency Management Plan
REMPCC	Regional Emergency Management Planning Committee
REMT	Regional Emergency Management Team
RERC	Regional Emergency Response Coordinator
SCC	State Control Centre
SEMP	State Emergency Management Plan
SEMT	State Emergency Management Team
SIA	Secondary Impact Assessment
SOP	Standard Operating Procedure
TOR	Terms of Reference
TRIM	Electronic document and records management system
V-BERAP	Victorian Built Environment Risk Assessment Process
VCC EM	Victorian Council of Churches - Emergencies Ministry
VFRR	Victorian Fire Risk Register
VICSES	Victorian State Emergency Service
VPF	Victorian Preparedness Framework
VPR	Vulnerable Persons Register

Appendix B - Document Distribution List

The most up to date amended versions of this MEMP and Sub-Plans will be distributed by the MEMPC Executive Officer by:

- Loading on to the Council web site
- EMV web site
- Storing in the Council document management system
- Distributing electronically by email with link to the web site
- Legal Deposit with **National eDeposit system**
- Storing in the Emergency Management Victoria document library
- Sending by Australia Post when requested
- Loading into Crisisworks.

Organisation	Recipient Officer	Contact Email	Distribution Method
EMV	N/A	N/A	EMV Document Library
Council	MEMO	emergencymanagement@yarraranges.vic.gov.au memo@yarraranges.vic.gov.au mrm@yarrarangesvic.gov.au	Council Website – De-sensitised version only Council document management system Council libraries – hard-copy of the de-sensitised version only
REMPCC	REMPCC Executive Officer		Email
Regional Municipal Partners	MEMOs and MRMs	Refer contact list	Email with link to Council web-site
Crisisworks	Officers with Crisisworks access	Refer contact list	Crisisworks document library

Appendix C - Restricted Information

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

Summary of the restricted information (including location within the MEMP, e.g. page or section number)	Restriction Reason	Agency/ies that hold this information in full	Contact point/s
Yarra Ranges Council Contact List	Personal Information	Yarra Ranges Council	MEMO memo@yarraranges.vic.gov.au
MEMPC TOR	Personal Information	Yarra Ranges Council	MEMPC Chair emergencymanagement@yarraranges.vic.gov.au Information

Appendix D – MEMPC Contact Directory

This document holds personal information that cannot be published publicly. To request a copy please contact: Yarra Ranges Council Emergency Management Team
emergencymanagement@yarraranges.vic.gov.au

Appendix E - Sub-Plans and Complementary Plans

Complementary/ Sub-Plan Name	Plan Type Complementary / Sub-Plan	Emergency Type	Plan Revision Date	Responsible Agency	Link (if exists)
Eastern Metropolitan Region MECC Standard Operating Procedures	Sub-Plan	General	2021	EMCEMP	EM-COP
MECC Facility Plan	Complimentary	General	2019	Council	Contact MRM
Eastern Metropolitan Region ERC Standard Operating Procedures	Sub-Plan	General	2021	EMCEMP	EM-COP
Eastern Metropolitan Council's Emergency Coordination Sub-Plan	Complementary	General	2021	EMCEMP	EM-COP
ERC Facility Plans	Complimentary	General	2021	Council	Contact MRM
Evacuation Plans	Complimentary	General	?	Victoria Police	Contact MERC
Yarra Ranges Municipal Emergency Relief and Recovery Plan	Sub-Plan	General	Apr-22	MEMPC	Contact MRM
Yarra Ranges Council Business Continuity Plan	Complimentary	General	2020	Council	Contact MEMO
Standby Officer Handbook	Complimentary	General	2020	Council	Contact MEMO
Municipal Urban Fire Risk Profile - Whitehorse Urban Area & Surrounds	Sub-Plan	Fire		MEMPC	Contact MEMO
Yarra Ranges Municipal Bushland Reserves Fire Management Strategy 2010	Complimentary	Fire		Council	Contact MEMO
Yarra Ranges Fire Management Plan	Sub-Plan	Fire		Council	
Yarra Ranges Municipal Bushland Reserve Fire Management Plans	Complimentary	Fire		Council	Contact MEMO
Municipal Storm and Flood Emergency Plan	Sub-Plan	Storm and Flood		Melbourne Water	www.ses.vic.gov.au/plan-and-stay-safe/flood-guides/yarra-ranges-shire-council

Municipal Flood Management Plan	Sub-Plan	Flood	2016	Melbourne Water	www.yarraranges.vic.gov.au/Emergency-Management-Portal/Municipal-Emergency-Management-Plan
Municipal Local Flood Guides	Complimentary Plans	Flood		VICSES	www.ses.vic.gov.au/plan-and-stay-safe/flood-guides
Yarra Ranges Municipal Public Health and Wellbeing Plan	Sub-Plan	Health		Council	www.yarraranges.vic.gov.au/Council/Corporate-documents/Policies-strategies/Health-and-wellbeing-plan
Yarra Ranges Municipal Public Health Emergency Sub-Plan	Sub-Plan	Health		Council	www.yarraranges.vic.gov.au/Emergency-Management-Portal/Municipal-Emergency-Management-Plan
Eastern Region Pandemic Influenza Plan	Sub-Plan	Health	2022	EMCEMP	EM-COP
Yarra Ranges Municipal Pandemic Action Plan	Complimentary	Health		Council	Contact MRM
Eastern Region Extreme Heat Plan	Sub-Plan	Health	2022	EMCEMP	EM-COP
Eastern Metropolitan Region Emergency Animal Welfare Plan	Sub-Plan	General	2023	EMCEMP	EM-COP

A copy of many Sub-Plans and Complimentary Plans can be found on **EM-COP** - <https://files-em.em.vic.gov.au/IEMP/Regions/EMR/Management-Plans/EMR-Management-Plans.htm?v=1626395724410>.

If you don't have a log-in to this portal a copy may be obtained from the MEMO



Appendix F - References

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

Reference Document	Emergency Type	Plan Revision Date	Responsibility	Link (If exists)
Guidelines for Preparing State, Regional and Municipal Emergency Management Plans	General	Sep-20	Issued by the Minister for Police and Emergency	EMV Website www.emv.vic.gov.au/how-we-help-emergency-management-planning-planning-guidelines
Emergency Risks in Victoria Report	General	Feb-14	Dept of Justice and Community Safety	DJCS Website www.justice.vic.gov.au/safer-communities/emergencies/emergency-risks-in-victoria-report
Regional Emergency Risk Profile, Eastern Metropolitan DRAFT	General	Apr-15	Emergency Management Victoria	EMCOP
Victoria's Climate Science Report 2019	General	2019	Dept of Energy, Environment, Climate Action	DEECA Website www.climatechange.vic.gov.au/data/assets/pdf_file/0029/442964/Victorias-Climate-Science-Report-2019.pdf
Eastern Metro Environmental Scan	General	Aug-20	Emergency Management Victoria	EMV Website www.emv.vic.gov.au/publications/eastern-metro-environmental-scan
Resilient Recovery Strategy Nov 2019	General	Nov-19	Emergency Management Victoria	EMV Website www.emv.vic.gov.au/how-we-help-resilient-recovery-strategy
Victorian Emergency Operations Handbook	General	Dec-19	Emergency Management Victoria	EMV Website www.emv.vic.gov.au/publications/victorian-emergency-operations-handbook
Victorian Preparedness Framework	General	May-18	Emergency Management Victoria	EMV Website www.emv.vic.gov.au/how-we-help-emergency-management-capability-in-victoria/victorian-preparedness-framework

Victorian Emergency Management Strategic Action Plan	General	Apr-19	Emergency Management Victoria	EMV Website https://files-em.em.vic.gov.au/public/EMV-web/Publications/EMV_Strategic_Action_Plan_2018-2021.pdf
Regional Relief and Recovery Plan	General	Jul-17	DFFH and ERV	EM-COP
Victorian State Emergency Management Plan	General	Sep-20	Emergency Management Victoria	EMV Website www.emv.vic.gov.au/responsibilities/semp
MEMPC Document Template	General	Oct-20	Emergency Management Victoria	www.emv.vic.gov.au/publications/mempc-document-template
Advisory Material for the Development of a Municipal Emergency Management Plan	General	Dec-20	Emergency Management Victoria	www.emv.vic.gov.au/publications/advisory-material-for-the-development-of-a-municipal-emergency-management-plan-memp
Advisory Material for the Development of a Municipal Emergency Management Planning Committee Terms of Reference	General	Dec-20	Emergency Management Victoria	www.emv.vic.gov.au/publications/advisory-material-mempc-terms-of-reference
Fact Sheet: Integrated Emergency Management planning	General	Dec-20	Emergency Management Victoria	www.emv.vic.gov.au/publications/fact-sheet-integrated-emergency-management-planning
MEMPC Written Reports to REMPC Template	General	Dec-20	Emergency Management Victoria	www.emv.vic.gov.au/publications/mempc-written-report-to-the-rempc
Statement of Assurance Template for MEMP or MEMP Sub-Plan	General	Dec-20	Emergency Management Victoria	www.emv.vic.gov.au/publications/statement-of-assurance-template-memp-or-memp-Sub-Plan
Fact Sheet: Municipal Level Planning	General	Dec-20	Emergency Management Victoria	www.emv.vic.gov.au/publications/fact-sheet-3-empr-municipal-level-planning
Fact Sheet: Changes to Council Functional Roles	General	Dec-20	Emergency Management Victoria	www.emv.vic.gov.au/publications/fact-sheet-changes-to-council-functional-roles
Transition Guide for Reforming Municipal Emergency Management Planning Arrangements	General	Dec-20	Emergency Management Victoria	www.emv.vic.gov.au/how-we-help/emergency-management-planning-reform-program/resource-library/transition-guide-for

Municipal Risk Assessment (CERA Online)	General	Dec-20	Emergency Management Victoria	www.ses.vic.gov.au/em-sector/community-emergency-risk-assessment-cera
Community Recovery Handbook	General	V2 published 2018	Australian Institute for Disaster Resilience	knowledge.aidr.org.au/media/5634/community-recovery-handbook.pdf

Appendix G - MEMP and Sub-Plan Exercise Record

Exercises held across 2020-2023 complimentary to the MEMP (note constraints to exercise at this time due to COVID Pandemic restrictions)

Exercise Date	Exercise Name	Exercise Description	Exercise Convenor	Participating Agencies	Link (If exists)
16 November 2021	Exercise East	Regional relief exercise	Eastern Metro Councils	All Agency Exercise - online	N/A
6 December 2021	Yarra Ranges ERC	Emergency Relief Centre familiarisation - walk through - Yarra Glen Memorial Hall, Secondary ERC Site	Yarra Ranges Council	Municipal Relief Agencies	N/A
22 July 2022	Camelot	In field Search & Rescue exercise – Silvan Dam	Victoria Police	Multi Agency	N/A
15 November 2022	Exercise East	Regional Relief Exercise – Knox Council ERC Site	Eastern Metro Councils	All Agency Exercise	N/A
31 May 2022	MOTUS	Dandenong Ranges bushfire emergency evacuation exercise - hosted at Knox Council	Victoria Police	All Agency Exercise	N/A


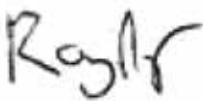
Appendix H - Amendment History

Version	Author	Update Details	MEMPC Approval Date
5.2.2	EMCEMP	MEMPC Updated ToR	May 2021
5.2.3	MFMP	Emergency Management NSP list updated – minor amendment	November 2021
6	MEMPC	Complete review and re-write of the MEMP based on the Eastern Region MEMP Template – Version 1	May 2022
6.1	MEMPC WG	Minor updates and changes in preparation for MEMP Assurance process	August 2022
7	MEMP WG	Review and format into EMCEMP MEMP Assurance compatible template (May 2022)	February 2023

Appendix I – Authorisation

Plan Prepared by: Yarra Ranges Municipal Emergency Management Planning Committee

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

On behalf of the Municipal Emergency Management Planning Committee	On behalf of the Eastern Metro Regional Emergency Management Planning Committee
	
<p>Corrine Bowen</p> <p>Chair, Municipal Emergency Management Planning Committee</p> <p>Date: 15 February 2023</p>	<p>Ray Jasper</p> <p>Chair, Regional Emergency Management Planning Committee</p> <p>Date:</p>