

ADMINISTRATIVE ARRANGEMENTS

DISTRIBUTION LIST

Note: The primary distribution list of electronic and hard copies of this MEMP is now collocated in Part A1 (Contact Directory) to avoid duplication of content.

Distribution of full copies of this plan is restricted to personnel with a requirement to access the full information detailed in this plan. Redacted copies are available to members of the public.

Redacted Copies

These copies are published without sensitive operational and personal information. The following sections have been redacted from these copies:

- A1 – Contact Directory
- A3 – MECC SOPs
- A4 – MOC SOPs
- A6 – Emergency Relief Centre Operations Manual
- C11 – Vulnerable Establishments
- C14 – Heatwave Sub Plan
- C16 – Flood Emergency Sub Plan
- C18 – Security Sub Plan

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GLOSSARY OF TERMS

AGENCY	Means a Government agency or a non-Government agency.
AREA OF OPERATIONS	A defined geographic area containing an incident or group of incidents which may correlate in effect or in the deployment and allocation of resources
AREA-OF-OPERATIONS CONTROLLER	The role of the Area-of-Operations Controller is to provide leadership and management across a series of emergency sites with a defined area of operations. This role operates regionally and may be appointed by the State Controller or be self-initiated prior to state control being established.
AREA-OF-OPERATIONS EMERGENCY MANAGEMENT TEAM	<p>In the event that an area of operations has been defined, the Area of Operations Controller, or the Regional Emergency Response Coordinator (or representative) may form the Area of Operations Emergency Management Team, comprising regional level representatives from response, recovery and other agencies.</p> <p>It enables consistent situational awareness, identification and management of risks, facilitates the State Controller's Plan and develops an Area of Operations Plan containing regional level actions of all agencies.</p>
CHAIN OF COMMAND	Chain of command refers to the organisational hierarchy of an agency. It is the identifiable line up and down the hierarchy from any individual to and from their supervisor and subordinates. The chain of command identifies people or positions with accountability.
COMMAND	The direction of members and resources of an agency in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency. Command relates to agencies and operates vertically within an agency.
COMMANDER	A person within an agency empowered to direct personnel and resources of the agency in the performance of its role and tasks. A functional commander can direct personnel and resources of more than one agency in accordance with pre-determined arrangements.
COMMUNITY DEVELOPMENT OFFICER	A person appointed to initiate and coordinate activities in an affected community to assist its development in recovering from an emergency.

COMMUNITY RECOVERY COMMITTEE	A committee, which may be convened after an emergency to provide a management forum for recovery process in respect of an affected area or a specific community.
CONTROL	The overall direction of response activities in an emergency. Authority for control is established in legislation or in an emergency response plan, and carries with it the responsibility for tasking other agencies in accordance with the needs of the situation. Control relates to situations and operates horizontally across agencies.
CONTROL AGENCY	The agency identified in Emergency Response Plan, which is primarily responsible for responding to a specified emergency.
CONTROL CENTRE / COMMAND CENTRE	<p>The physical infrastructure provided by a response agency to support personnel appointed as incident controllers, agency commanders, and representatives of the organisations that support them.</p> <p>Any centre established for this purpose is named according to the function it supports, e.g. control centre, command centre.</p>
CO-ORDINATE / CO-ORDINATION	The bringing together of agencies and resources to ensure effective response to and recovery from emergencies. In relation to response, coordination includes ensuring that effective control has been established.
CO-ORDINATION CENTRE	A co-ordination centre is a facility, which may be utilised during a complex or protracted emergency, primarily to co-ordinate the provision of resources. Co-ordination centres may operate at municipal, regional and state levels.
DEPUTY STATE CO-ORDINATOR	The Deputy State Co-ordinator of Emergency Response is the Deputy Commissioner (Operations) of Police.
CONTROLLER (VICSES)	The person appointed to manage and administer a local volunteer Unit of the Victoria State Emergency Service (VICSES)
DISASTER	A term not generally used within Victoria's arrangements, where it would be taken to mean the same as emergency. Under the Emergency Management Act, an emergency is termed a disaster only if a State of Disaster has been declared.
DISASTER AREA	Means that part or those parts of Victoria in which a state of disaster is declared, under Section 23(1) of the Emergency Management Act, to exist.

DISASTER, STATE OF	The Premier can declare a state of disaster to exist in all or part of Victoria if an emergency constitutes a significant and widespread danger to life or property, which justifies the enabling of the Co-ordinator in Chief, or delegate, to exercise extraordinary powers in directing and controlling agencies and resources for responding to it.
EMERGENCY	<p>Emergency means an emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage any property in Victoria, including, without limiting the generality of the foregoing;</p> <ul style="list-style-type: none"> • an earthquake, flood, windstorm or other natural event; and • a fire; and • an explosion; and • a road accident or any other accident; and • a plague or an epidemic; and • a warlike act, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth; and • a hi-jack, siege or riot • a disruption to an essential service
EMERGENCY ACCOMMODATION	Accommodation may be provided to households and individuals displaced by an emergency event in hotels, motels, caravan parks houses, and flats or similar. The timeframe usually ranges from days to weeks. In some cases emergency accommodation may transition into interim accommodation. Emergency accommodation is organised through the MEMP and usually provided by community, business or government organisations, although people often find their own accommodation with family or friends.
EMERGENCY ACTIVITY	Emergency activity is usually referred to in conjunction with compensation arrangements for voluntary emergency workers. Refer to the EMMV for more information.
EMERGENCY AREA	An area declared under s.36A of the Emergency Management Act, being, in the opinion of the most senior police officer in attendance, on advice from the control agency, an area from which it is necessary to exclude persons due to the size, nature or location of an emergency, so as to ensure public safety, security of evacuated premises, or the safety of, or prevention of obstruction, hindrance or interference to, persons engaging in emergency activity.

EMERGENCY MANAGEMENT LIAISON OFFICER	<p>An emergency management liaison officer is a person appointed by an agency, who:</p> <ul style="list-style-type: none"> • represents his/her agency in another agency's facility, co-ordination centre or an emergency management team; and • is empowered to commit, or to arrange the commitment, of resources of the agency to the response to an emergency; and • represents the interests of the agency and provides advice in relation to impacts and consequence management.
EMERGENCY MANAGEMENT TEAM	<p>An emergency management team is the team which assists a controller in formulating a response strategy and in its execution by all agencies, and which assists the Emergency Response Coordinator in determining resource acquisition needs and in ensuring a coordinated response to the emergency.</p>
EMERGENCY RELIEF	<p>Relief is the provision of life support and essential needs to persons affected by, or involved in the management of, an emergency.</p>
EMERGENCY RELIEF CENTRE	<p>An Emergency Relief Centre is a building or place established to provide life support and essential needs to persons affected by an emergency (including evacuees). Emergency relief centres are established on a temporary basis to cope with the immediate needs of those affected during the initial response to the emergency. They do not imply any longer-term use of facilities as a location for recovery services.</p>
EMERGENCY-AFFECTED PERSONS	<p>People, other than emergency management personnel, who experience losses or injury or are affected by an emergency. Usually understood to exclude deceased.</p>
EMERGENCY WORKER	<p>See 'Volunteer Emergency Worker'</p>
ESSENTIAL SERVICE	<p>Defined as transport, fuel (including gas), light, power, water, sewerage, or a service declared to be an essential service by the Governor in Council.</p>
EVACUATION	<p>The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return. The decision to evacuate rests with the control agency in conjunction with police and available expert advice.</p>
EVACUATION CENTRE	<p>See Emergency Relief Centre.</p>

GOVERNMENT AGENCY	<p>Means-</p> <p>any body corporate or unincorporated constituted by or under any Act for a public purpose; and</p> <p>any member or officer of such a body.</p> <p>Any person in the service of the Crown in the right of the State of Victoria upon whom any function, power, duty or responsibility is conferred by or under the Act</p>
INCIDENT CONTROLLER	The Incident Controller is a member of the control agency whose role is to provide leadership and management to resolve the emergency at the incident site. This is the agency's forward controller and operates in close proximity to the incident.
INCIDENT EMERGENCY RESPONSE CO-ORDINATOR	Senior member of the Victoria Police at the scene of an emergency, who carries out the emergency response coordination responsibilities at the scene.
INCIDENT MANAGEMENT TEAM	An incident management team comprises the incident controller and the personnel responsible for the other functions of the incident management system (planning, operations and logistics).
INTERIM ACCOMMODATION	Interim accommodation is provided to households and individuals whose primary place of residence is destroyed or damaged by an emergency event. Interim accommodation can be in a house, flat, caravan or similar and can continue for extended periods of weeks, months or longer prior to permanent housing. In some cases interim accommodation may transition into permanent housing.
LEAD AGENCY	The agency designated to co-ordinate the development of strategies in respect of one of the functional areas of recovery.
MATERIAL NEEDS	Essential non-food items provided to emergency-affected persons including, clothing, bedding and other personal requisites.
MUNICIPAL EMERGENCY COORDINATION CENTRE (MECC)	A MECC is a facility, which brings together key agencies, to coordinate the provision of council and community resources during an emergency for the response and recovery effort. The MECC facilitates activities of the key personnel from local and state government agencies, emergency services and others are required to assist.
MUNICIPAL EMERGENCY MANAGEMENT OFFICER (MEMO)	The person appointed by the municipality responsible to council for the co-ordination of municipal resources in emergency response.

MUNICIPAL EMERGENCY RESPONSE CO-ORDINATOR (MERC)	A member of the Victoria Police appointed to a municipal district as a municipal emergency response coordinator. Usually the Officer in Charge of the local police station.
MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE	The Committee, which, at municipal level, is responsible for the formation and maintenance of a Municipal Emergency Management Plan.
MUNICIPAL RECOVERY MANAGER	The person appointed by the Municipality responsible to council for the co-ordination of municipal resources in emergency.
MUNICIPALITY	The area contained within the defined boundaries for local Government responsibility of a Shire, Borough, Town or City.
NATIONAL REGISTRATION & INQUIRY SYSTEM (NRIS)	See <i>Register.Find.Reunite</i>
NON GOVERNMENT AGENCY	Means a voluntary organisation or any person or body other than a government agency.
POST EMERGENCY ASSISTANCE MEASURES	Financial and other assistance provided to emergency affected persons, communities or organisations to assist their recovery from an emergency.
RECOVERY	The assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning.
RECOVERY AGENCY	A recovery agency is an agency having a role under the State Emergency Recovery Plan or in the recovery arrangements.
RECOVERY CENTRE	A building in which a coordinated process of support to affected communities in the restoration of their emotional, social, economic and physical well being is provided.
REGIONAL EMERGENCY RESPONSE COORDINATOR	A commissioned officer of Victoria Police appointed for a State Government region.

REGIONAL RECOVERY COORDINATOR	The person appointed by the State Emergency Recovery Coordinator to carry out regional recovery planning and management functions
REGIONAL RECOVERY PLAN	The emergency recovery plan prepared and maintained for each region.
REGIONAL RESPONSE PLAN	The emergency response plan prepared and maintained for each response region.
REGISTER.FIND. REUNITE	The Commonwealth/State's arrangements for the recording details of evacuees and for handling inquiries about the location of registered persons.
RELIEF CENTRE	See Emergency Relief Centre
RESOURCE SUPPLEMENTATION	The provision of resources in emergencies to response agencies other than their internal resource acquisition systems.
RESPONSE	The combat of an emergency and the provision of emergency relief, including rescue and the needs of affected persons.
RESPONSE AGENCY	An agency having a role under the State Emergency Response Plan or the response arrangements. Response agencies can be control or support agencies.
RESPONSE CO-ORDINATOR	See Emergency Response Coordinator
SUPPORT AGENCY	An agency designated to give support to a control agency in the response phase in certain emergencies.
VOLUNTEER EMERGENCY WORKER	A volunteer worker who engages in emergency activity at the request (whether directly or indirectly) or with the express or implied consent of the chief executive (however designated), or of a person acting with the authority of the chief executive, or an agency to which either the state emergency response or recovery plan applies.

ABBREVIATIONS

AA	Airservices Australia
ADF	Australian Defence Force
AEMO	Australian Energy Market Operator
ARCV	Australian Red Cross Victoria
ATSB	Australian Transport Safety Bureau
AV	Ambulance Victoria
BOM	Bureau of Meteorology
CERA	Community Emergency Risk Assessment
CERM	Community Emergency Risk Management
DJPR	Department of Jobs, Precincts and Regions
DET	Department of Education and Training
DHHS	Department of Health and Human Services
DELWP	Department of Environment, Land, Water and Planning
DJCS	Department of Justice and Community Safety
DPC	Department of Premier and Cabinet
DOT	Department of Transport
DTF	Department of Treasury and Finance
EHO	Environmental Health Officer
EMA	Emergency Management Australia
EMLO	Emergency Management Liaison Officer
EmRePSS	Emergency Resource Providers Support Scheme
EMC	Emergency Management Commissioner
EMT	Emergency Management Team
EMV	Emergency Management Victoria
EOC	Emergency Operations Centre
EPA	Environmental Protection Authority
ERC	Emergency Relief Centre
FRV	Fire Rescue Victoria
ICC	Incident Control Centre
IERC	Incident Emergency Response Coordinator
IFMP	Integrated Fire Management Planning
IMT	Incident Management Team
MECC	Municipal Emergency Co-ordination Centre
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Response Co-ordinator
MEMO	Municipal Emergency Management Officer
MOC	Municipal Operations Centre
MRM	Municipal Recovery Manager
MTM	Metro Trains Melbourne
NRIS	National Registration and Inquiry System (<i>now known as Register Find Reunite</i>)
OIC	Officer in Charge
PV	Parks Victoria
RERC	Regional Emergency Response Co-ordinator
RERCC	Regional Emergency Response Coordination Centre
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SEWS	Standard Emergency Warning Signal
SHERP	State Health Emergency Response Plan
SITREP	Situation Report
SOP	Standard Operating Procedure
VCCEM	Victorian Council of Churches Emergencies Ministry
VICPOL	Victoria Police
VICSES	Victoria State Emergency Service
VWA	Victorian Workcover Authority
WICEN	Wireless Institute Civil Emergency Network

MAPS

1. REGIONAL MAP SHOWING GLEN EIRA CITY COUNCIL AND ITS NEIGHBOURS
2. ELECTRICITY COMPANY DISTRIBUTION AREAS.
3. MECC AND MOC LOCATIONS, PARKS
4. EMERGENCY RELIEF CENTRES
5. PUBLIC TRANSPORT ROUTES



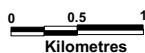
Map 2

ELECTRICITY DISTRIBUTION COMPANIES WITHIN THE CITY OF GLEN EIRA



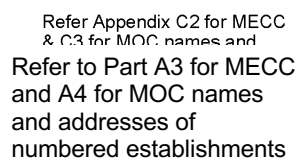
NOTE:

1. Citipower is responsible for the power distribution to all properties on the north side of Balaclava Road.
2. United Energy is responsible for the power distribution to all properties on the south side of Balaclava Road.



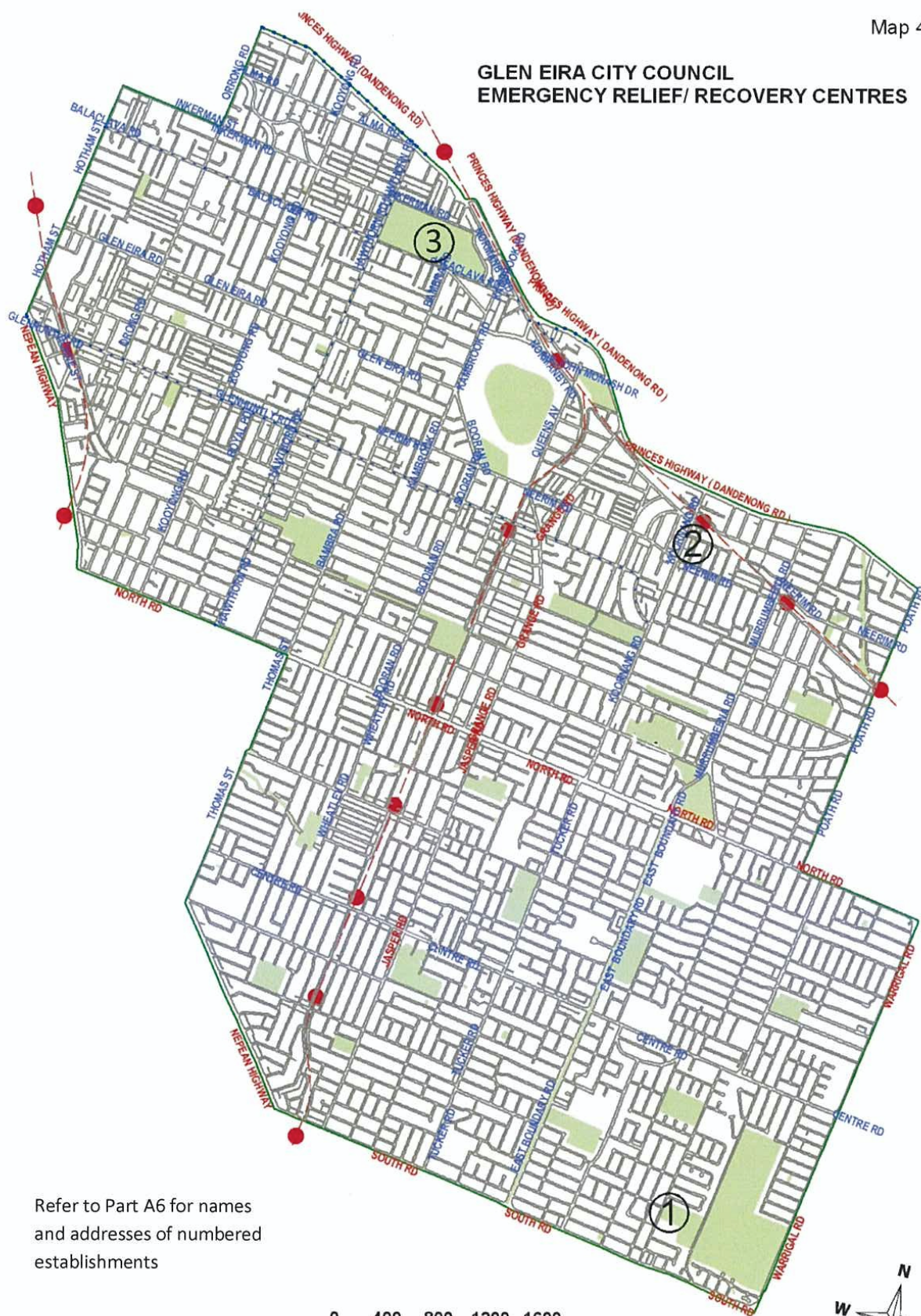
CITY OF GLEN EIRA

EMERGENCY COORDINATION, OPERATION CENTRES AND PARKS



Map 4

**GLEN EIRA CITY COUNCIL
EMERGENCY RELIEF/ RECOVERY CENTRES**



Refer to Part A6 for names
and addresses of numbered
establishments

Map 5

PUBLIC TRANSPORT MAP

