

MUNICIPAL EMERGENCY MANAGEMENT PLAN

Glen Eira District

Readers of this plan should note the following:

1. Amendments to the Emergency Management Act 2013 came into effect on 1 December 2020.
2. On 1 December 2020 the Glen Eira City Council Municipal Emergency Management Planning Committee (MEMPC) ceased to operate and a new MEMPC for the Glen Eira Municipal District, independent of Council, was convened.
3. This document, formerly known as the Glen Eira City Council Municipal Emergency Management Plan (MEMPC) has become the Municipal Emergency Management Plan of the Glen Eira Municipal District.
4. References to the ownership, administrative management and other general content of the plan will be appropriately updated as various sections are reviewed. However, any such administrative references do not impact on the operational arrangements documented in this plan and **MUST** not impact on the response to or recovery from emergencies within the Glen Eira District.

Municipal Emergency Management Plan
Glen Eira District

Amendment Register

Advice of changes to details in this Municipal Emergency Management Plan (MEMP) should be sent to the Municipal Emergency Management Officer (MEMO), Glen Eira City Council, PO Box 42, Caulfield South 3162 as soon as possible.

Amendment		Parts Revised	Instructions
No.	Issued		
1	24/6/07	All parts re-issued	Discard old version
2	26/08/09	A6 – All B3 - pages 1,2,7 C2 – pages 2,3,5,12,13 C5 – page 1 C10 – page 1 C11 –page 2	Replace revised pages.
3	1 Dec 2010	All parts re-issued	Discard old version
4	May 2011	This page A6-1 – All (14 pages) B1 – All (2 pages) B2 – All (9 pages) B3 – pages 4 & 5 only C2 – All (15 pages) C4 – All (6 pages) C6 – All (18 pages) C9 – page 3 only C12 – All (7 pages)	Replace all listed sections with completed new sections. Notes: 1. Part B2 is now 1 page, but includes the CERM workbook (55 pages) and UFRP report (55 pages). Part C2 is now 23 pages.
5	Dec 2011	This page A6-1 – All	Replace revised pages.
6	March 2012	All parts re-issued All sections shuffled	Discard old version
7	Sep 2012	Intro pages 1 & 2 A1.1 – All (15 pages) A1.2 – All (5 pages) A2 – page 10 A6 – All (27 pages) B8 – pages 3 & 4 CERM workbook – pages 17 to 58 inclusive C13 - 1 C14 & C15	Replace revised pages Insert new sections at rear of plan
8	Jun 2013	Intro pages 1-3 A1.1 – All (16 pages) A1.2 – All (5 pages) A3 – pages 3, 5 & 13 A4 – pages 3, 8, 9 A5 – page 15 C9 – pages 3 & 6-11 C10 – pages 1-6 C13 – All (2 pages) C16	Replace revised pages Insert new section at rear of plan
9	Jan 2014	Intro pages 1-4 A1.1 – All pages (17 pages) A3 – pages 7 & 8 A6 – pages 21 & 22 C9 – page 11 C10 – pages 1 – 6 C11 – All pages (15 pages) C12 – all pages	Replace page 21, add page 22 Replace with single page

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No.	Issued		
10	July 2014	All parts re-issued	Discard old version
11	Dec 2014	All parts re-issued	Discard old version
12	Jun 2015	Introduction, A1, A2, A3, A5, A6, A7, B8, C9, C10 & C14	Hard copy holders – replace all pages in revised sections CD copy holders – discard old version
13	Dec 2015	Introduction – pages 3 & 4 A1 – all pages A3 – pages 5 – 8 C9 – pages 17 & 18, delete 19 C14 – all pages C15 – all pages C16 – all pages	Hard copy holders – replace all nominated pages in revised sections CD copy holders – discard old version
14	August 2016	Introduction – pages 3 & 4 A1 – all pages A4 – all pages B8 – all pages C9 – pages 1 – 4 C10 – all pages C13 – all pages C17 – all pages	Hard copy holders – replace all nominated pages in revised sections CD copy holders – discard old version
15	Dec 2016	Introduction – pages 3 to 7 A1 – pages A1.1-5 to A1.1-16 C9 – pages 1 to 4 C11 – all pages C12 – page 1 C14 – all pages	Hard copy holders – replace all nominated pages in revised sections CD copy holders – discard old version
16	Jul/Aug 2017	Introduction – pages 1 to 4 A1, A2, A5, A6, A7, C10, C11, C17 – all pages B8 – pages 1 and 2	Hard copy holders – replace all nominated pages in revised sections Electronic copy holders – discard old version
17	Dec 2017	Introduction, A1, A2, A5, A6, B8, C9, C11, C12, C14, C15, C16, C17, C18	Hard copy holders – replace all pages in revised sections Electronic copy holders – discard old version
18	Jul 2018	Introduction, A1, A2, A6, C9, C16, C17	Hard copy holders – replace all pages in revised sections Electronic copy holders – discard old version
19	Dec 2018	Introduction, A1, A3, A4, C13, C14, C15, C17	Hard copy holders – replace all pages in revised sections Electronic copy holders – discard old version

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Amendment		Parts Revised	Instructions
No.	Issued		
20	Sep 2019	Introduction, A1, A2, A3, A4, A5, A6, A7, B8, C13, C14, C15, C18	Hard copy holders – replace all pages in revised sections Electronic copy holders – discard old version
21	Nov 2019	Introduction, A1, A5, C12, C17	Hard copy holders – replace all pages in revised sections Electronic copy holders – discard old version
22	Jul 2020	Introduction, A1, A2, A5, B8, C9, C10, C13, C17	Hard copy holders – replace all pages in revised sections Electronic copy holders – discard old version
23	Jul 2020	Introduction, A1, A5, C17, C18	Hard copy holders – replace all pages in revised sections Electronic copy holders – discard old version
24	Dec 2020	Introduction, A1, A2, B8, C9, C14	Hard copy holders – replace all pages in revised sections Electronic copy holders – discard old version

Amendments to this MEMP will be issued ONLY by the MEMO. The above updates have been made to the Glen Eira City Council MEMP and issued to all holders of controlled copies (See Part C9).

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Glen Eira District

Exercises:

The following exercises have been conducted to evaluate this MEMP. Following each exercise, a debrief is conducted and report with findings, recommendations and actions tabled at the next Municipal Emergency Management Planning Committee (MEMPC) meeting.

Date	Exercise	Type	Objectives (To practice & evaluate...)
8 Nov 10	Grange	MECC	<ul style="list-style-type: none"> Establishment and operation of a MECC
1 Mar 11	McKinnon	MECC	<ul style="list-style-type: none"> Establishment and operation of a MECC
18 Apr 12	Balaclava	ERC	<ul style="list-style-type: none"> Establishment and operation of an ERC
30 Apr 13	Bent	MECC	<ul style="list-style-type: none"> Establishment and operation of a MECC
20 Dec 13	Secondary MECC Evaluation	MECC Set Up	<ul style="list-style-type: none"> MECC support staff roles and responsibilities MECC set up time
13 May 14	Carnegie	ERC	<ul style="list-style-type: none"> Establishment and operation of an ERC
22 Apr 15	Crashing Dove	MECC	<ul style="list-style-type: none"> Establishment and operation of a MECC
21 Oct 15	Rocky	Discussion (Heatwave)	<ul style="list-style-type: none"> Response and recovery roles in a heatwave
29 July 16	Joint SE Water & GECC	Discussion (Flash flood)	<ul style="list-style-type: none"> Roles and responsibilities of different agencies
4 Aug 16	Jasmine	Discussion (Terrorism and Council business continuity)	<ul style="list-style-type: none"> Response and recovery following a CT event Comms between agencies Public messaging about service delivery
26 Apr 17	Internal Resources	Discussion (Council resourcing – gas explosion/mass casualty)	<ul style="list-style-type: none"> Council response and resourcing during a mass casualty scenario
17 Apr 18	Do-Right	Scene EMT and operation of ERC	<ul style="list-style-type: none"> Establishment and operation of an EMT Establishment and operation of an ERC Internal agency operational response procedures
28 May 19	Noah	Discussion (Flash flood & FEP education)	<ul style="list-style-type: none"> Response and recovery from a flood event Comms between agencies Public messaging

Authorised Officer: Oliver Vido, MEMO.

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4	<p>Municipal Operations Centre Standard Operating Procedures</p> <ol style="list-style-type: none"> 1. Roles 2. Operation 3. Facilities 4. Resources
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PART C: SUPPORT INFORMATION

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FOREWORD

The economic and social effects of emergencies including loss of life, destruction of property, and dislocation of communities are inevitable.

Coping with hazards gives our reason and focus for planning. Hazards exist within all communities whether they are recognised or not.

The Glen Eira City Council Municipal Emergency Management Plan has been produced pursuant to Section 20(1) of the *Emergency Management Act 1986*. This plan addresses the prevention of, response to and recovery from emergencies within the City of Glen Eira and is the result of the co-operative efforts of the Municipal Emergency Management Planning Committee (MEMPC) with assistance from a range of organisations and individuals. It recognises the previous planning activities of the municipal area.

In the event of an emergency the statutory authorities charged with the responsibility of controlling the emergency frequently require support from other authorities and voluntary organisations. The Glen Eira City Council can play a valuable support role by providing Council facilities, services, plant and equipment for use in managing and resolving the emergency and providing relief for evacuees. The Glen Eira City Council Municipal Emergency Management Plan (MEMP) details the role and responsibilities of the Council and the resources that can be provided in the event of an emergency occurring within the municipal district.

The broad objective of the plan is to ensure that, in time of emergencies, the quickest and most effective support is given to minimise the risk of further injury to life or damage to property. This is achieved by providing co-ordinated support to the control agency to enable them to:

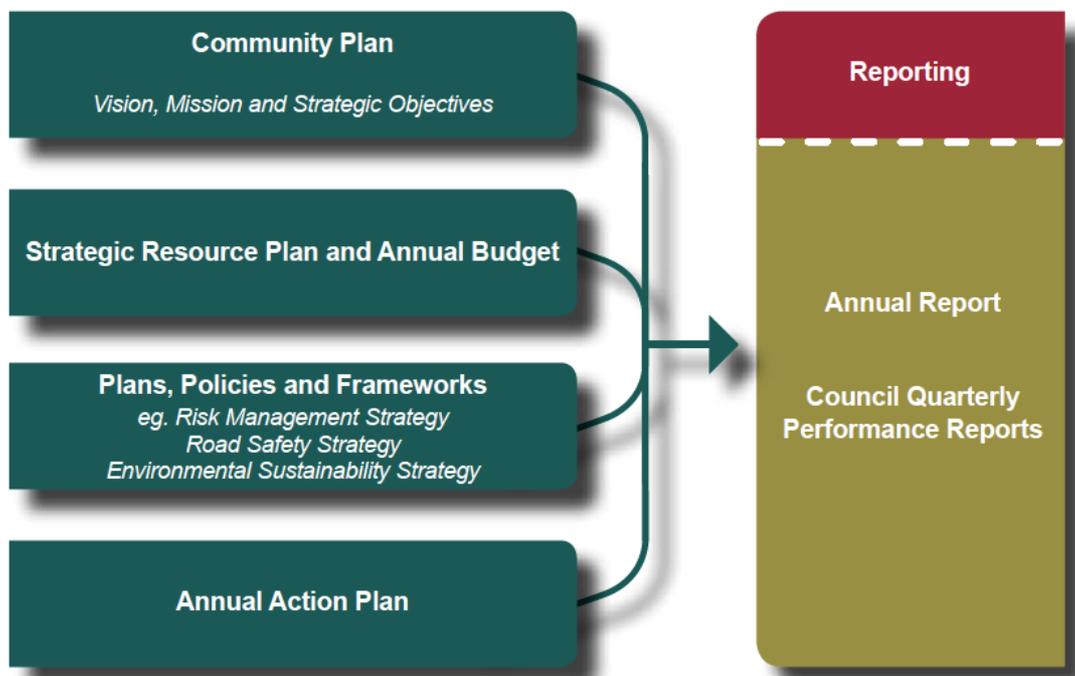
1. Suppress minor emergencies before they escalate.
2. Suppress major emergencies, if and when they do occur.

The Glen Eira City Council MEMP details the agreed arrangements for the coordination of support to designated control agencies for each type of emergency.

Within the Glen Eira City Council emergency management forms part of the overall community plan. The following extract from the Glen Eira Community Plan sets out the basic relationship of emergency management in the overall Glen Eira City Council approach to decision making, resource allocation and organisational focus. A full copy of the Community Plan is available at:

http://www.gleneira.vic.gov.au/Council/About_Council/Publications_and_reports/Community_Plan

EMERGENCY MANAGEMENT IN THE CONTEXT OF THE GLEN EIRA COMMUNITY PLAN



Within the context of Plans, Policies and Frameworks above sit the following plans:

- Asset Management Strategy
- Carbon Emissions Reduction Plan
- Community Engagement Strategy
- Community Safety Plan
- Disability Action Plan
- Domestic Animal Management Plan
- Environmental Sustainability Strategy
- Glen Eira Ageing Strategy
- Glen Eira Bicycle Strategy
- Municipal Early Years Plan
- **Municipal Emergency Management Plan**
- Municipal Public Health and Wellbeing Plan
- Municipal Strategic Statement
- Priorities for Pavilion Upgrades
- Public Toilet Strategy
- Risk Management Strategy
- Road Safety Strategy
- Towards Sustainable Transport Strategy