

MUNICIPAL EMERGENCY MANAGEMENT PLANNING ARRANGEMENTS

I n d e x

	PAGE
INTRODUCTION	2
1. MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE ENDORSEMENT	2
2. ASSURANCE	3
3. AIM	3
4. OBJECTIVES	3
5. VICTORIA'S EMERGENCY MANAGEMENT PLANNING FRAMEWORK	4
6. COMMUNITY PROFILE	4
7. HISTORY OF EMERGENCIES	4
8. RISK MANAGEMENT PROCESS	4
9. MEMPC TERMS OF REFERENCE.....	4
10. MUNICIPAL EMERGENCY MANAGEMENT GROUP (MEMG).....	10
11. EMERGENCY MANAGEMENT ROLES & RESPONSIBILITIES	11
12. SIX C'S OF EMERGENCY MANAGEMENT	15
13. FINANCIAL CONSIDERATIONS	17
14. COMPENSATION OF CASUAL EMERGENCY WORKERS	17
15. MAINTENANCE OF PLAN	17

INTRODUCTION

1. MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE ENDORSEMENT

This plan has been produced by and with the authority of Glen Eira Municipal Emergency Management Planning Committee (MEMPC) pursuant to Section 59D of the Emergency Management Act 2013.

The MEMPC understands and accepts its roles and responsibilities as described in the Emergency Management Act 2013.

This plan is a result of the co-operative efforts of the MEMPC after consultation with those agencies and organisations identified therein.

This plan has been considered and endorsed by the MEMPC, representing all organisations with a role in it.

The plan will be presented to the Regional Emergency Management Planning Committee (REMP) in accordance with the assurance process described in the Emergency Management Act 2013. Minor and administrative amendments that do not change the intent or responsibilities detailed within the plan will be made from time to time without re-presenting the plan to the MEMPC or REMPC for endorsement. Any major structural or policy changes will be considered before adoption.



.....
Chair of the Municipal Emergency Management Planning Committee.

2. ASSURANCE

The MEMPC self-assurance process came into operation on 1 December 2020. This Municipal Emergency Management Plan (MEMPC) was last audited (under the arrangements administered by the Victoria State Emergency Service in place until 1 December 2020), on 31 August 2020, at which time it was assessed as 'Complying with the Guidelines'.



A Statement of Assurance (including a checklist and certificate) has been prepared and submitted to the Southern Metropolitan REMPC pursuant to EM Act 2013 (s60AG) just prior to the review due date of August 2023.

3. AIM

The aim of this plan is to detail the agreed arrangements for the mitigation of, the response to, and the recovery from, emergencies that could occur in the City of Glen Eira as identified in Part 6 of the Emergency Management Act, 2013.

4. OBJECTIVES

The broad objectives of this Plan are to: -

- Implement measures to mitigate or reduce the causes or effects of emergencies
- Manage arrangements for the utilisation and implementation of municipal resources in response to emergencies.
- Manage support that may be provided to or from adjoining municipalities.

- Assist the affected community to recover following an emergency and develop community resilience.
- Complement other local, regional and state planning arrangements.

5. VICTORIA'S EMERGENCY MANAGEMENT PLANNING FRAMEWORK

This plan supports holistic and coordinated emergency management arrangements within the region. It is consistent with and contextualises the State Emergency Management Plan (SEMP) and Regional Emergency Management Plan (REMP) for the Southern Metropolitan Region (SMR). The REMP is a subordinate plan to the SEMP and the MEMPC is a subordinate plan to the REMP.

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

6. COMMUNITY PROFILE

Refer to Part B6 Risk Management Arrangements for details of the Community Profile.

7. HISTORY OF EMERGENCIES

Refer to Part B6 Risk Management Arrangements for details of previous emergencies within GECC.

8. RISK MANAGEMENT PROCESS

The process of addressing the first objective above requires the clear identification of the:

- Risks to the community of the City of Glen Eira;
- Treatments, existing or new, for those risks; and
- Community demographics, profile and vulnerabilities.

The outcome of this process serves to inform the MEMPC on areas of emergency management planning priority.

The Glen Eira MEMPC conducted the first thorough community emergency risk assessment for in the late 1990's. Since then it has been reviewed annually to note any changes to existing risks as part of the process of the MEMPC. The process of risk identification and assessment has been fully revised approximately every 3 years in line with changing trends in the risks and risk management processes. Most recently, the community emergency risks were reviewed and updated in July 2020 and then subsequently considered annually by the MEMPC since then. The results of this process, including community profile, risks, ratings and treatments are documented in part B6 of this plan.

9. MEMPC TERMS OF REFERENCE

9.1 Governance

The Municipal Emergency Management Planning Committee (MEMPC) of the Glen Eira District (GE MEMPC) is established under section 59F of the *Emergency Management Act 2013* ('the Act'). In accordance with s.59E of the Act, the MEMPC establishes the following Terms of Reference.

9.2 MEMPC Functions

The MEMPC is the peak planning body for emergency management within the municipal district. It is the forum for government and non-government agencies to develop policies, procedures, strategies and frameworks to support coordinated emergency management planning for the municipality.

In line with s.59D of the Act the functions of the MEMPC are to:

- a) be responsible for the preparation and review of its MEMP
- b) ensure that its MEMP is consistent with the state emergency management plan and the relevant REMP
- c) provide reports of recommendation to its REMPC in relation to any matter that affects, or may affect, emergency management planning in the municipality
- d) share information with the REMPC and other MEMPCs to assist effective emergency management planning
- e) collaborate (having regard to the Guidelines) with any other MEMPC that the MEMPC considers appropriate in relation to emergency management planning, including preparing MEMP
- f) perform any other function conferred on the MEMPC by the Act, or any other act.

The MEMPC has the power to do all things necessary or convenient in connection with the performance of its functions, however it cannot direct any member agency or other group.

The MEMPC may establish ongoing sub-committees or time-limited working groups to investigate or address specific issues or undertake key tasks.

9.2.1 Context

The MEMPC reports to the REMPC, and the REMPC is the key link between municipal and state level emergency planning and response activities. All legislated member agencies of the MEMPC are also represented on the REMPC.



Figure 1 – Relationship of the MEMPC to the REMPC and the EMC

9.3 Membership

The membership of the MEMPC has been established in line with s.59A of the Act. The MEMPC may invite additional people to join the MEMPC, as necessary.

The committee will review its membership on a yearly basis, or more frequently if needed.

Refer to the MEMP Contact Directory for a current list of members of the MEMPC.

9.3.1 Change of Representative

The relevant agency will advise the MEMPC chair in writing of any formal changes to their nominated representative.

9.4 Roles and responsibilities

9.4.1 Chair

In accordance with s59B(1) of the Act, Glen Eira City Council has appointed a Municipal Emergency Management Officer (MEMO). Refer to Part A1 Contact Directory for contact details.

9.4.2 Chair responsibilities

The chair has the following functions:

- Chairing MEMPC meetings
- Facilitating the MEMPC to perform its functions
- On behalf of MEMPC provide information and recommendations to the REMPC

Additionally, the chair will:

- Ensure the MEMPC operates in accordance with the requirements of this Terms of Reference
- Preside at and manage all meetings
- Confirm the agenda for each meeting
- Manage acceptance/advice of last-minute papers or agenda items prior to MEMPC meetings.
- Ensure that the MEMPC meets according to its schedule
- Ensure that MEMPC meetings are efficient and effective
- Provide leadership to the committee in its deliberations
- Facilitate frank and open discussion
- Ensure that all members can participate equally
- Refer issues or matters of concern identified by the MEMPC, or members of the MEMPC, to the REMPC
- Sign correspondence on behalf of the MEMPC
- Represent the MEMPC in other forums where appropriate
- Coordinate out of session matters

9.4.3 Election of a deputy chair

To ensure consistency and redundancy the MEMPC will elect a deputy chair. This appointment may be a certain period, as agreed by the MEMPC. The MEMPC has elected the Municipal Recovery Manager (MRM) as the deputy Chair. Refer to Part A1 Contact Directory for contact details.

9.4.4 Deputy chair responsibilities

- Undertake the role of the chair if the elected chair is absent
- Receive delegated responsibilities of the chair as agreed with the chair

9.4.5 Member responsibilities

Other members of the MEMPC will provide representation at the appropriate level and with the authority to commit resources and make decisions on behalf of their organisation or community.

Members are asked to participate in the MEMPC as a partnership and provide advice or make decisions in the best interest of the citizens of Victoria. The MEMPC acknowledges

and respects members existing responsibilities, accountabilities and associated levels of resourcing.

All MEMPC members will:

- Prepare for, prioritise and attend scheduled meetings
- Proactively contribute to the work of the MEMPC
- Provide meeting papers to the chair at least one week prior to a meeting
- Respect confidential and privileged information
- Represent all areas of their agencies and associated entities
- Report on recent relevant agency activity relating to emergency management mitigation, response or recovery activities, with a focus on emerging risks or opportunities
- Where a decision or action is outside the authority of the member, engage with relevant personnel within their agency to obtain approval to commit resources and undertake tasks
- Identify and liaise with subject matter experts or key representatives from within their agencies to participate in the MEMPC, its sub-committees or working groups
- Advocate for and report back to their agencies on MEMPC outcomes and decisions.

9.5 Administrative Arrangements

9.5.1 Meeting frequency

To align with seasonal requirements and operational tempo, the MEMPC will meet three times per annum in March, July and October.

In addition, the MEMPC will meet following any of the following occurrences:

- Major emergency in Glen Eira;
- Significant new risk emerging;
- Exercise with major outcomes, or
- Major organisational change.

The MEMPC chair may schedule additional meetings as required.

9.5.2 Meeting venue

The MEMPC at any suitable location or virtually as necessary.

9.5.3 Meeting papers and documentation

Any member can submit items to be included on the agenda. The chair will confirm the agenda prior to each meeting.

Meetings will be conducted on a formal basis, with proceedings recorded and action items documented in the MEMPC Actions Register.

All proceedings and documentation of the MEMPC are confidential until the MEMPC agrees otherwise, or where the provider of the information advises that it is publicly available, and no restrictions apply to its release. Noting this, MEMPC records remain discoverable under the Freedom of Information Act 1982.

MEMPC documentation will be stored by Glen Eira City Council in a manner determined by their data storage policies from time to time.

9.5.4 Secretariat

The MEMPC will determine how the secretariat function will be managed.

Secretariat duties may include:

- Scheduling meetings
- Providing committee members with the meeting agenda
- Record agreed actions in the MEMPC Actions Register
- Induction of new committee members
- Develop/send correspondence for the MEMPC
- Maintain the contact list of MEMPC members.

9.5.5 Quorum

Committee activities may be conducted without a quorum present; however, a quorum must be present for the purpose of decision making.

Where an agency will have responsibility or accountabilities as a result of a motion/resolution, that agency must be part of the quorum for that item.

A quorum is greater than 50% of the current voting members and includes the chair or deputy chair.

9.5.6 Decision making

In general, the Committee will adopt a consensus approach to decision-making, where a majority of members agree, with the remainder content to give way. The chair will seek further advice from the members and attendees or through external subject matter experts to support decision making.

Where consensus cannot be achieved, decisions will be made by majority vote. In the event of a tie the MEMPC, through the chair, will escalate issues to the REMPC for decision.

The chair will ensure that all members are provided with the opportunity to participate in discussions and decision making.

Each MEMPC member agency has one (1) vote on any matter decided by the committee, regardless of the number of individual people from that agency sit on the MEMPC in various or different capacities. To vote, a MEMPC member agency must be present at the meeting or represented by a proxy.

Where the MEMPC must reach a decision between committee meetings, this can be undertaken via circular resolution. All members will be notified of the proposed resolution, with a collective decision reached where the majority of respondents vote in the affirmative. Decisions made by circular resolution will be confirmed by committee at the next MEMPC meeting.

All decisions made will be regarded as collective decisions of the MEMPC.

9.5.7 Conflict of interest

If a MEMPC member or their proxy has a direct or indirect interest in a matter to be decided by the committee, they must declare their conflict or perceived conflict and must not vote on the issue. The MEMPC will determine if the member should be excluded from all or part of the proceedings related to the matter.

9.5.8 Proxies

In accordance with the intent of the legislation members should prioritise MEMPC meetings wherever possible. In the event a member is unable to personally attend a specific meeting, they are encouraged to identify a suitably skilled and authorised proxy. The proxy is considered to have the same voting rights as the substantive MEMPC member, unless the chair is advised otherwise.

Members may choose to identify a standing proxy who is empowered to represent the member at any time. The member will notify the chair of the details of this person and the duration of the appointment as a standing proxy.

Where a standing proxy is not recorded, or is unavailable, a member will advise the chair of the name, role and contact details of their nominated proxy, as early as possible before a meeting. This advice should be in writing for the purpose of record keeping and will include any limitations to the voting rights of the proxy for that meeting.

If the committee member is unable to provide advice to the chair of the details of a proxy and their voting rights before the meeting, the attendee will be considered an observer for the meeting.

9.5.9 Observers

An observer may attend a meeting for any number of reasons. MEMPC members will advise the chair of the attendance of an observer before a meeting, where possible.

Observers must respect all confidentiality and operating protocols of the MEMPC, and must not:

- propose or vote on motions
- intrude on the procedures of the MEMPC
- take part in the meeting proceedings without the invitation of the chair.

9.5.10 Non-voting members

If deemed necessary for transparency and equity, the committee can invite additional standing members who may not have voting rights. Where this is the case, the membership list in the Contact Directory will reflect the voting status.

Members of sub-committees or working groups do not have voting rights unless they are also members of the MEMPC.

9.5.11 Issue Escalation

The Chair may escalate any matters of significance to the REMPC for advice or decision.

Members of the committee may also seek to escalate items to the REMPC, through the chair, where efforts to resolve a matter at the local level have not been successful, or where the consequences of a decision will unduly impact the member agency.

Issues requiring escalation should be well documented and include:

- A description of the issue or advice sought and the consequences if it remains unresolved.
- Actions taken to resolve the issue.
- Recommended actions or options that may assist resolution.

9.6 Financial Management

The MEMPC does not have a financial delegation and does not hold a budget. The MEMPC cannot expend or receive monies.

Member agencies may agree to commit funds to a MEMPC activity or event, in which instance the expenditure is considered expenditure of the agency and not the MEMPC. The member agency is responsible for all aspects of financial management within their existing governance arrangements. The MEMPC does not accept liability for any agency-led initiatives.

10. MUNICIPAL EMERGENCY MANAGEMENT GROUP (MEMG)

Glen Eira City Council accepts responsibility for management of municipal resources and the co-ordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies.

This includes the management of:

- (a) The provision of emergency relief to response personnel and affected persons;
- (b) The provision of supplementary supply (resources) to response and relief agencies during response and recovery;
- (c) Municipal assistance to agencies during the response to and recovery from emergencies;
- (d) The assessment of the impact of the emergency; and
- (e) Recovery activities within the municipality, in consultation with Emergency Recovery Victoria.

In order to carry out these management functions, the Glen Eira City Council will form a Municipal Emergency Management Group (MEMG). This group will consist of:

- Chief Executive (or delegate)
- Municipal Emergency Management Officer (MEMO)
- Municipal Recovery Manager (MRM)
- Municipal Manager Communications, Engagement and Advocacy (Communications Officer)

Where appropriate, the Emergency Management Group or part thereof will convene when the scale of the emergency dictates the requirement for the provision of any of the functions outlined above. Members of the emergency management group will liaise to determine what level of activation is required.

The functions of the emergency management group will be carried out in consultation with:

- The Municipal Emergency Response Co-ordinator, with respect to the co-ordination and provision of resources.
- The control agency.

The specific responsibilities of the MEMO and the MRM are detailed below.

11. EMERGENCY MANAGEMENT ROLES & RESPONSIBILITIES

11.1 MUNICIPAL EMERGENCY MANAGEMENT OFFICER (MEMO)

The Glen Eira City Council has appointed a number of Officers to fulfil the function of Municipal Emergency Management Officer pursuant to Section 59G of the Emergency Management Act 2013. The appointed Officers are listed in the Contact Directory (Part A1) of this MEMP.

Responsibilities

- To be responsible for the co-ordination of municipal resources in responding to emergencies.
- To provide council resources when requested by emergency services or police during response activities.
- To establish and maintain an effective infrastructure of personnel whereby municipal resources can be accessed on a 24-hour basis.
- To establish and maintain effective liaison with agencies within or servicing the municipal district and the MRM.
- To maintain a capacity to ensure effective coordination of municipal that can be activated promptly when necessary.
- To facilitate the arrangement of a post emergency, debrief as requested by the Control Agency.
- To ensure procedures and systems are in place to monitor and record all expenditure by the Municipality in relation to emergencies.
- To provide assistance to the MRM in the procurement, placement maintenance and withdrawal of community facilities used on a temporary or fixed term basis, during recovery operations.

Municipal Authority

The Municipal Emergency Management Officer is responsible for the co-ordination of municipal resources in responding to emergencies and has full delegated powers to deploy and manage council's resources during emergencies.

11.2 MUNICIPAL RECOVERY MANAGER (MRM)

The Glen Eira City Council has appointed a number of Officers to fulfil the function of Municipal Recovery Manager pursuant to Section 59H of the Emergency Management Act 2013. The appointed Officers are listed in the Contact Directory (Part A1) of this MEMP.

Responsibilities

- Co-ordinate municipal and community resources within the municipality during recovery.
- Immediately following an emergency, assist with:
 - The collation and evaluation of information gathered in the post impact assessment.
 - The establishment of priorities for the restoration of community services and needs

- The MRM is to liaise with the appointed MEMO for the best use of municipal resources to enable the recovery by individuals or the community from the effects of an emergency.
- Establish Emergency Relief/Recovery Centre(s) (Part A3) to be located at location(s) appropriate to the emergency that has occurred.
- Liaise with all MEMPC agencies to identify any at risk members of the community that have been impacted by the emergency event.
- Liaise, consult and negotiate on behalf of the affected area with recovery agencies and the municipality.
- Liaise with the Regional Recovery Management Committee, and Department of Families Fairness and Housing.
- Undertake specific recovery activities as determined by the municipality.

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

11.3 Municipal Fire Prevention Officer (MFPO)

The Glen Eira City Council has appointed the Manager Community Safety & Compliance to fulfil the role of Municipal Fire Prevention Officer in accordance with the Fire Rescue Victoria Act 1958.

Responsibilities

- Undertake and regularly review Council's fire prevention planning and plans.
- Liaise with fire service, other authorities and, where relevant, neighbouring Councils regarding fire prevention planning and implementation.
- Advise and assist the MEMPC on fire prevention and related matters.
- Ensure the MEMP contains reference to the Municipal Fire Risk Management strategies and plans.
- Report to Council on fire prevention and related matters.
- Carry out statutory tasks related to fire prevention notices and infringement notices.
- Investigate and act on complaints regarding potential fire hazards.
- Advise, assist and make recommendations to the general public on fire prevention and related matters.
- Facilitate community fire safety education programs and support fire services in the delivery of community fire safety education programs.

11.4 MEMPC Executive Officer

The Glen Eira City Council has appointed an external contractor to fulfil the role of Executive Officer to the MEMPC.

Responsibilities (in accordance with contractual specifications)

- Provide professional emergency management advice to Council.
- Maintain the MEMP.
- Facilitate a risk management process.
- Review and update sub plans.

- Design, facilitate, debrief and report on exercises.
- Prepare agendas, call meetings, prepare and distribute minutes.
- Lead the MEMP self-assurance process.
- Design and conduct emergency management training for Council as required.

11.5 INCIDENT EMERGENCY RESPONSE CO-ORDINATOR (IERC)

The Incident Emergency Response Coordinator (IERC) is usually the senior member of Victoria Police at the initial scene of an emergency or at the place where control is being exercised at incident level. This role usually relates to the first response to an emergency, and the person fulfilling the role may change in seniority as the emergency escalates or de-escalates.

Responsibilities

- Maintain a presence at the place where control is being exercised and represent the MERC in their absence.
- Ensure effective control is established and maintained.
- Ensure that the appropriate control and support agencies are in attendance – or have been notified by the controller and are responding to an emergency.
- In the event of uncertainty, determine which agency is to perform its statutory response role, where more than one agency is empowered to perform that role.
- Ensure the Incident Controller has formed and is chairing an Incident Emergency Management Team (IEMT) ensuring effective information sharing.
- Arrange for the provision and allocation of resources requested by control and support agencies and escalate unfulfilled requests to the MERC or RERC.
- Ensure timely warnings and information are provided to the community and support agencies by the control agency.
- Ensure the Incident Controller has developed and issued an incident action plan (including objectives and strategies for managing the incident).
- Consider the need for declaration of an emergency area.
- Provide the MERC or RERC with information or advice on issues relating to control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.

11.6 MUNICIPAL EMERGENCY RESPONSE CO-ORDINATOR (MERC)

The Office in Charge of the Caulfield Police Station has been appointed as the Municipal Emergency Response Coordinator (MERC) for the City of Glen Eira. The MERC sits on the Municipal Emergency Management Planning Committee.

The MERC will communicate with the EMC through the RERC (and subsequently the Senior Police Liaison Officer).

Responsibilities

- Ensure that the appropriate control and support agencies are in attendance - or have been notified by the controller and are responding to an emergency.

- In the event of uncertainty, determine which agency is to perform its statutory response role, where more than one agency is empowered to perform that role.
- Ensure the Incident Controller has formed and is chairing an Incident Emergency Management Team (IEMT) or, if the Incident Controller is unable to attend or there are several disparate emergencies within the municipality, form and chair an IEMT.
- Arrange for the provision of resources requested by control and support agencies and escalate unfulfilled requests to the RERC.
- Advise the RERC of emergencies that have the potential to require supplementary resources from outside the municipal district.
- Ensure timely warnings and information are provided to the community and support agencies by the control agency.
- Ensure the Incident Controller has developed and issued an incident action plan (including objectives and strategies for managing the incident).
- Ensure the Municipal Emergency Management Officer is advised of the emergency, is available to provide access to municipal resources if required and is receiving information as appropriate.
- Attend, or arrange delegate to attend the Municipal Emergency Coordination Centre, if activated.
- Consider registration of persons evacuated or otherwise affected across the municipality.
- Consider the provision of relief to evacuees and agency personnel where necessary and advise the Municipal Recovery Manager of requirements.
- Consider the need for declaration of an emergency area.
- Ensure the municipal recovery manager has been notified by the incident controller of the emergency.
- Provide the RERC with information or advice on issues relating the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.

11.7 REGIONAL EMERGENCY RESPONSE CO-ORDINATOR (RERC)

When all relevant resources have been fully committed and there is further requirement for additional resources, all requests must be forwarded to the Municipal Emergency Response Coordinator who will in turn pass on same to the Regional Emergency Response Coordinator for action. In the absence of the Regional Emergency Response Coordinator, his/her deputy will be contacted.

11.8 MUNICIPAL EMERGENCY CO-ORDINATION CENTRE (MECC)

Although no longer formally required under the State's emergency management arrangements as a multi-agency coordination facility the City of Glen Eira has determined to maintain the MECC in a state of readiness should it be required. In a large-scale emergency, it is likely that Council will have to coordinate a range of its internal services and this may be a suitable facility from which to operate.

The MECC can be used to coordinate the provision of human and material resources within the municipality, during emergencies. It will also maintain an overall view of the operational activities within this Plan's area of responsibility, for record, planning and debrief purposes. The MECC may also become operational during support activities to a neighbouring municipality. Administrative staff for the MECC will be drawn from municipal employees.

Provision of municipal emergency coordination functions may, in the first instance, be conducted by telephone and other electronic means, until such time as key stakeholders can meet at a suitable location.

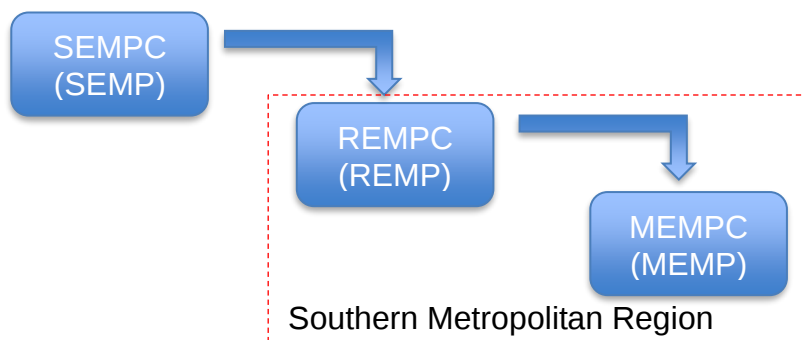
A **primary** MECC has been identified. Should this be unserviceable for any reason, an **alternative** MECC has also been identified. Details of their locations and available resources at each location are all detailed in the GECC MECC Standard Operating Procedures (an internal Council document).

11.9 EMERGENCY MANAGEMENT LIAISON OFFICER (EMLO)

In some emergencies, the Control Agency may request a representative from the City of Glen Eira attend at the scene of the emergency or the Incident Control Centre (ICC) as the Emergency Management Liaison Officer (EMLO). The role of the EMLO will be to act as a conduit for information about the emergency back to the MEMO and / or MRM and to facilitate requests for resources, where Council has them, for the Incident Controller.

11.10 REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (REMPC)

The City of Glen Eira is one of eleven municipal districts that form the Victorian Government Southern Metropolitan Region (SMR) for administrative purposes. For emergency management purposes SMR includes a REMPC. This is made up of representatives of all emergency management agencies in the region and the chairs of the eleven MEMPCs.



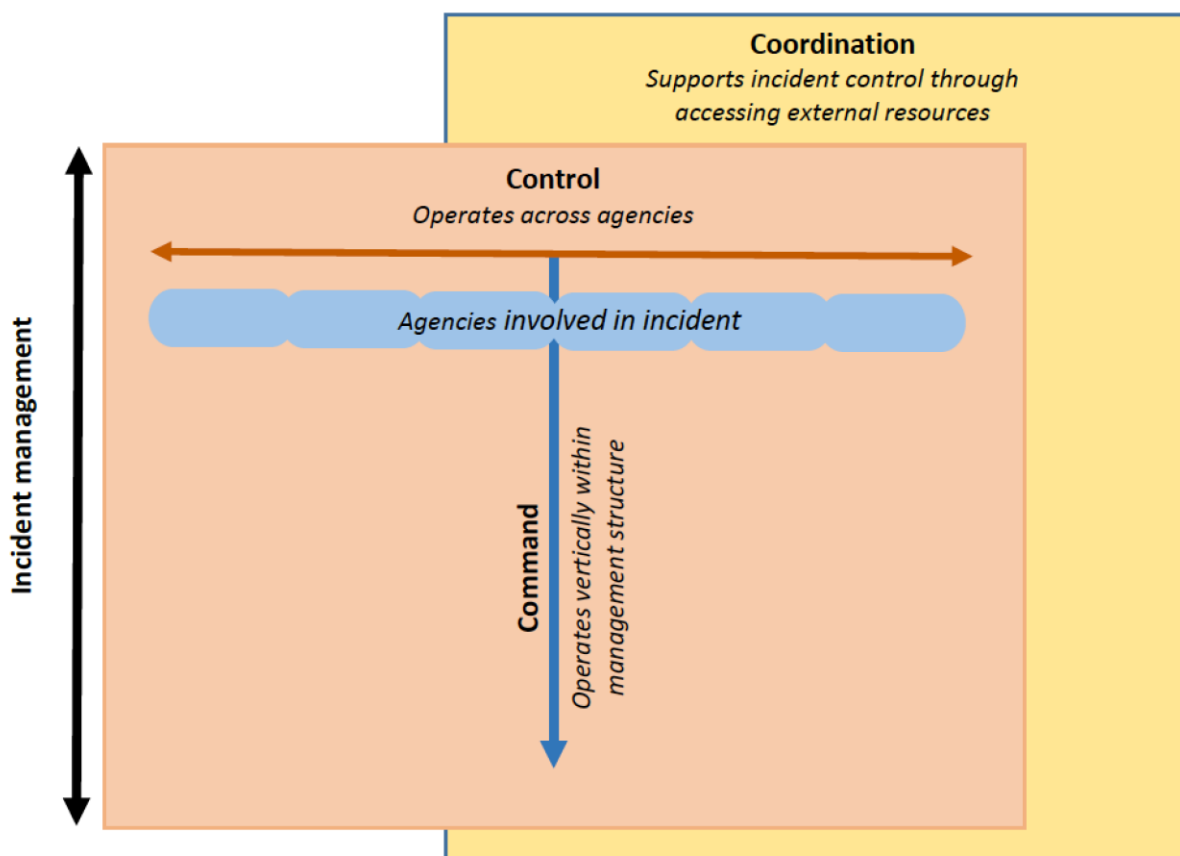
12. SIX C'S OF EMERGENCY MANAGEMENT

It is important to distinguish between the functions and responsibilities, in general, of Control, Command and Coordination terminology and Emergency Response Coordination Roles, as outlined in the table below.

In recent years, the traditional emergency and incident management mechanisms of Command, Control and Coordination have been supplemented by the addition of Consequences, Communication and Community Connection. The combination of the 'six Cs' is an inclusive and community focused approach led by Emergency Management Victoria with the aim of building safer and more resilient communities.

Six C's of Emergency Management	Description
Control	The overall direction of response activities in an emergency, operating horizontally across agencies. <i>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.</i> (A list of the control agencies can be found in Part C7 of this plan)
Command	Command involves the direction of personnel and resources of an agency (e.g. Council) in the performance of that organisation's role and tasks and operates vertically within it.
Coordination	Coordination is the bringing together of agencies and resources to support the response to and recovery from emergencies.
Consequences	The management of the effect of emergencies on individuals, the community, infrastructure and the environment.
Communication	The engagement and provision of information across agencies and proactively with the community to prepare for, respond to and recover from emergencies.
Community Connection	The understanding of and connecting with trusted networks, trusted leaders and all communities to support resilience and decision making.

The following diagram conceptually depicts the relationship between the control, command and coordination functions during an emergency response at the incident tier. The concepts apply equally to the regional and state tiers.



13. FINANCIAL CONSIDERATIONS

Financial accounting for municipal resources utilised in emergencies must be authorised by the MEMO or the MRM and shall be in accordance with the normal financial arrangements of the Glen Eira City Council.

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

Municipal councils are expected to use their resources for emergency operations within the municipal district. Municipal resources are those used to perform municipal functions, even if the resources are privately owned (contracted to council). Generally, councils are expected to provide municipal resources without charge, however some resources may be subject to limits and/or constraints, (e.g. the use of some equipment may be limited to a timeframe due to the expense of operation). Such limits and/or constraints should be reasonable, commensurate with each council's capacity to provide such resources, and details included in municipal emergency management plans.

Some reimbursement is available. Extraordinary expenditure incurred, (e.g. for overtime, or equipment hire used in emergency protection works, restoration of publicly owned assets or relief provided to emergency-affected people) may qualify for reimbursement under the Disaster Recovery Funding Arrangements (DRFA). For more information refer to Emergency Management Victoria's website. <https://www.emv.vic.gov.au/natural-disaster-financial-assistance/events-post-1-november-2018> Funding may also be available from the Australian Government via the Natural Disaster Relief and Recovery Arrangements. For more information refer to their website: <https://www.disasterassist.gov.au/disaster-arrangements/natural-disaster-relief-and-recovery-arrangements>

The Glen Eira City Council is accountable for any monies donated as a result of any emergency event and will implement systems to receive and account for all such donations. Every effort will be made to discourage the direct receipt of any such donations. In preference they will be redirected to other organisations established to handle such offers, or to any State Government established funds.

14. COMPENSATION OF CASUAL EMERGENCY WORKERS

Compensation for all emergency workers will be as laid down in the Emergency Management Act, 2013. This includes both Registered Emergency Workers and Volunteer Emergency Workers. It is the responsibility of the organisation utilising the Volunteer Emergency Workers to ensure that all of the Volunteer Emergency Workers are registered.

15. MAINTENANCE OF PLAN

Plan Caretaker

The plan caretaker is the person nominated as Executive Officer to the Municipal Emergency Management Planning Committee. See Contact Directory (Part A1)

Plan Review

This MEMP will be reviewed regularly based on any of the following criteria:

- An emergency which has utilised the plan;
- An exercise which has identified major outcomes;
- A new or emerging risk to the community;

- A significant change to the community profile.

In addition, the Executive Officer will include in the agenda of each MEMPC meeting the review of a number of sections of the MEMP. The selection of sections will be designed to ensure every section is discussed and reviewed in detail at least once between audits. The MEMPC meeting agendas will also include an annual review of risks to the community and progress on treatment strategies for existing risks, as well as a full review of the Contact Directory at every meeting.

Organisations delegated with responsibilities in this plan are required to notify the MEMO and Executive Officer of any changes of detail (e.g. contact information), as they occur.

Plan Amendment and Distribution Procedure

1. All amendments to the MEMP are to be sent to both the MEMO and Executive Officer.
2. Unless an amendment is urgent, the proposed changes to the MEMP will be collated by the Executive Officer for plan amendment at least once every 6 months or following a MEMPC meeting.
3. The Executive Officer will load the amended plan sections electronically on to the Glen Eira MEMPC SharePoint in Microsoft Teams and send an email to all copy holders on the distribution list (refer to Part C7) inviting them to download the amended sections. The distribution list includes the Executive Officer in order to provide a return email for audit purposes.
4. The MEMO and Glen Eira support staff will
 - a. Ensure all relevant Council staff have copies (printed and/or electronic) of the MEMP;
 - b. Generate redacted copies to be placed in the Glen Eira libraries and on the Council website; and
 - c. Send a copy of the MEMP to the State Library for Legal Deposit.

Practice and Evaluation

Upon completion of development of this plan, and thereafter on an annual basis, arrangements pertaining to this plan shall be evaluated through a scenario-based practice. This will be done in a form determined by the MEMPC. Any procedural anomalies or short falls encountered during these exercises, or ensuing operations, must be addressed and rectified at the earliest opportunity.