

ADMINISTRATIVE ARRANGEMENTS

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AMENDMENT REGISTER

Advice of changes to details in this Glen Eira District 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

Amendment		Parts Revised	Instructions
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	As above
18	Jul 2018	Introduction, A1, A2, A6, C9, C16, C17	As above
19	Dec 2018	Introduction, A1, A3, A4, C13, C14, C15, C17	As above
20	Sep 2019	Introduction, A1, A2, A3, A4, A5, A6, A7, B8, C13, C14, C15, C18	As above
21	Nov 2019	Introduction, A1, A5, C12, C17	As above

Amendment		Parts Revised	Instructions
No.	Issued		
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	As above
24	Dec 2020	Introduction, A1, A2, B8, C9, C14	As above
25	Apr/May 2021	Introduction, A1, B8, C11, C13, C16, C17, C18	As above
26	Sep 2021	Introduction, A1, A2, C10, C17	As above
27	Nov 2021	Introduction, A1, B8, C9, C13, C14	As above
28	April 2022	Introduction, A1, C13, C15, C17, C18	As above
29	July 2022	Introduction, A1, C17	As above
30	Dec 2022	Introduction, A1, A5, A6, C14, C15, C17	As above
31	June 2023	Whole of plan review and renumbering of Parts. Various amendments in preparation for self-assurance process	Hard copy holders – discard old version, print new copies. 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 C7).

DISTRIBUTION LIST

Complete Copies

To avoid duplication of content the primary distribution list of electronic and hard copies of this MEMP to MEMPC members is now collocated in Part A1 (Contact Directory).

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
- C10 – Vulnerable Establishments
- C13 – Heatwave Sub Plan
- C15 – Storm and Flood Emergency Sub Plan
- C16 – Security Sub Plan

ISSUED TO	Hard Copy	Electronic Copy
Glen Eira City Council - Public Libraries (1 each)	4	
Legal Deposit Librarian State Library of Victoria (as per <i>s.49 Libraries Act 1988</i>) 328 Swanston St, Melbourne Vic 3000	1	
Glen Eira City Council web site		1

EXERCISE REGISTER

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 Glen Eira District Municipal Emergency Management Planning Committee (MEMPC) meeting.

Date	Exercise	Type	Objectives (To practice & evaluate...)
8 Nov 10	Grange	MECC	Establishment and operation of a MECC
1 Mar 11	McKinnon	MECC	Establishment and operation of a MECC
18 Apr 12	Balaclava	ERC	Establishment and operation of an ERC
30 Apr 13	Bent	MECC	Establishment and operation of a MECC
20 Dec 13	Secondary MECC Evaluation	MECC Set Up	- MECC support staff roles and responsibilities - MECC set up time
13 May 14	Carnegie	ERC	Establishment and operation of an ERC
22 Apr 15	Crashing Dove	MECC	Establishment and operation of a MECC
21 Oct 15	Rocky	Discussion (Heatwave)	Response and recovery roles in a heatwave
29 July 16	Joint SE Water & GECC	Discussion (Flash flood)	Roles and responsibilities of different agencies
4 Aug 16	Jasmine	Discussion (Terrorism and Council business continuity)	- 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)	Council response and resourcing during a mass casualty scenario
17 Apr 18	Do-Right	Scene EMT and operation of ERC	- 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)	- Response and recovery from a flood event - Comms between agencies - Public messaging
19 Apr 21	Teams	Discussion / EMT Workshop	- Formation of an EMT - Actioning and confirmation of command and control requests from an EMT
28 Sep 21	Larder	Online / Virtual Discussion	Communications links between Connect Health and GECC re COVID HRAR site lockdown
27 Jun 22	Malicious	Discussion (in person and online)	- Effectiveness of Security Sub Plan - Communication and coordination between agencies and public messaging in a compromised environment

26 April 23	Rebuild	Discussion workshop	• Effectiveness of relief and recovery arrangements in Glen Eira • Communication and coordination between agencies. • Public messaging about how services will be provided in Glen Eira
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Authorised Officer: Robert Parker, MEMO.

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	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. 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.
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.
COMMUNITY RESILIENCE	The ability of a community or society exposed to an emergency to resist, absorb, accommodate and recover from the effects of an emergency in a timely and efficient manner.
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	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. Any centre established for this purpose is named according to the function it supports, e.g. control centre, command centre.
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 the Emergency Management Act 2013, 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	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; • 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 SEMP 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	An emergency management liaison officer is a person appointed by an agency, who: • 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	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.
EMERGENCY RELIEF	Relief is the provision of life support and essential needs to persons affected by, or involved in the management of, an emergency.
EMERGENCY RELIEF CENTRE	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.
EMERGENCY-AFFECTED PERSONS	People, other than emergency management personnel, who experience losses or injury or are affected by an emergency. Usually understood to exclude deceased.
EMERGENCY WORKER	See 'Volunteer Emergency Worker'
ESSENTIAL SERVICE	Defined as transport, fuel (including gas), light, power, water, sewerage, or a service declared to be an essential service by the Governor in Council.
EVACUATION	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return. The decision to evacuate rests with the control agency in conjunction with police and available expert advice.

EVACUATION CENTRE	See Emergency Relief Centre.
GOVERNMENT AGENCY	Means- any body corporate or unincorporated constituted by or under any Act for a public purpose; and any member or officer of such a body. 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
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 & ACRONYMS

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
DoE	Department of Education
DEECA	Department of Energy, Environment and Climate Action
DFFH	Department of Families, Fairness and Housing
DGS	Department of Government Services
DH	Department of Health
DJCS	Department of Justice and Community Safety
DJSIR	Department of Jobs, Skills, Industry and Regions
DPC	Department of Premier and Cabinet
DTF	Department of Treasury and Finance
DTP	Department of Transport and Planning
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
ERV	Emergency Recovery Victoria
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
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
REMPC	Regional Emergency Management Planning Committee
RERC	Regional Emergency Response Co-ordinator
RERCC	Regional Emergency Response Coordination Centre
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SEMP	State Emergency Management Plan

SEWS	Standard Emergency Warning Signal
SHERP	State Health Emergency Response Plan
SITREP	Situation Report
SMR	Southern Metropolitan Region
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. EMERGENCY RELIEF CENTRES
4. PUBLIC TRANSPORT ROUTES



Map 2

ELECTRICITY DISTRIBUTION COMPANIES WITHIN THE CITY OF GLEN EIRA



NOTE:

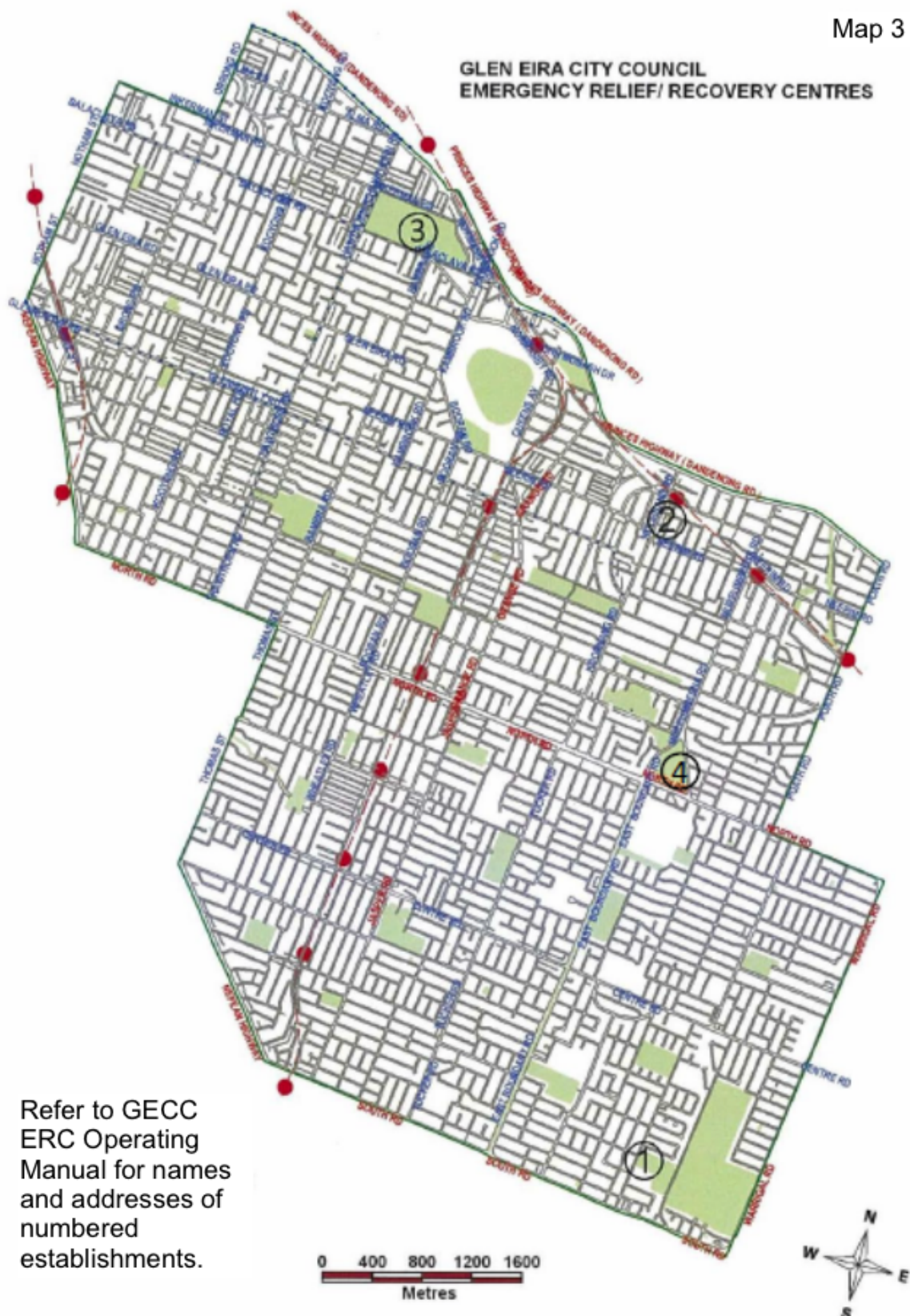
1. Citipower is responsible for the power distribution to all properties on the north side of Balaclava Road.
2. United Energy is responsible for the power distribution to all properties on the south side of Balaclava Road.



0 0.5 1
Kilometres

CITY OF GLEN EIRA

Map 3



Map 4

PUBLIC TRANSPORT MAP

