

# CITY OF YARRA

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## MEMP PART 7

### PLANNING ARRANGEMENTS

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**PUBLIC VERSION**

Version 1.6

Last Amended 28-08-2018

## Version Control

Major changes to this section must be endorsed by the Municipal Emergency Management Planning Committee (MEMPC) and presented to Council for consideration and adoption.

The record below is to be completed by the person making the amendment(s). As amendments occur, the decimal version number will be updated (e.g. from Version 2.1 to Version 2.2). Major changes will require the whole version number to change (e.g. from Version 2.6 to version 3).

Date	Version	Page #	Description of Amendment	Amended by
30-12-2014	V1.0	ALL	Complete update following recommendations made in the MEMP pre-audit	Lucy Saaroni
12-01-2015	V1.1	ALL	Naming conventions and small administrative corrections including Exercise Derrimut	Bill Hannah
19-01-2015	V1.2	8	Community engagement section drafted	Lucy Saaroni
19-02-2015	V1.3	8,10	MEMPC member input on community engagement and MEMPC TORs	Lucy Saaroni
17-04-2015	V1.4	4	Updated to reflect EMMV Part 6 changes	Lucy Saaroni
12-05-2015	V1.5	11	MEMPC TOR updated following MEMPC meeting on 12 <sup>th</sup> May 2015 – new quorum	Lucy Saaroni
13-07-2015	V1.5	7	Exercise section updated	Lucy Saaroni
09-09-2015	V1.5	8	Exercise section updated	Lucy Saaroni
06-10-2015	V1.5	7	Distribution details updated	Lucy Saaroni
18-11-2015	V1.5	8	Exercise section updated	Lucy Saaroni
06-01-2016	V1.5	5,6,7,13	MEMP full audit and distribution info updated Key planning positions in this section remain (operational roles moved to Part 8)	Lucy Saaroni
31-01-2018	V1.6	4,5,6,7,10,11,12	Exercise section updated, administrative updates, Terms of reference updated.	Sophie Barison
13-02-2018			Section endorsed by MEMPC.	-
20-08-2018	V1.6	13	Roles of MERO, MRM and MFPO updated to mirror EMMV Part 6	Sophie Barison
28-08-18	V1.6	4	SES exercise added to Exercise List	Sophie Barison

**The rest of this page is left blank to allow for future amendments**

## Contents

Version Control .....	2
7.0 Introduction .....	4
7.1 City of Yarra Municipal Emergency Management Planning Committee .....	4
7.1.1 Terms of Reference .....	4
7.1.2 Membership .....	4
7.1.3 Sub-Committees .....	4
7.1.4 Meetings .....	5
7.2 Maintenance of the Municipal Emergency Management Plan .....	5
7.2.1 Reviews .....	5
7.2.2 Audits .....	6
7.2.3 Exercises .....	6
7.2.4 Distribution .....	7
7.3 Yarra City Council emergency management staff appointments .....	8
7.4 Community engagement in emergency management planning .....	8
APPENDICES .....	9
Appendix 7A - MEMPC Terms of Reference .....	10
Appendix 7B – EMPO role and responsibilities .....	13

## 7.0 Introduction

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This section of the MEMP details the planning arrangements and roles and responsibilities for the management of emergencies which affect the community of the City of Yarra.

The content of this section aligns with key emergency management legislation<sup>1</sup> and non-statutory guidelines for emergency management in Victoria<sup>2</sup> and recognises that the primary purpose of any municipal emergency management or position is to meet the needs of communities affected by emergency.

## 7.1 City of Yarra Municipal Emergency Management Planning Committee

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The Municipal Emergency Management Planning Committee (*MEMPC*) is established under *Part 4, Sect 21 (3&4) of the Emergency Management Act 1986*. The committee is responsible for formulating, maintaining and testing the Municipal Emergency Management Plan (MEMP) for the prevention of, response to and the recovery from emergencies within the City of Yarra. Council manages the MEMPC (EMMV, Part 6).

### 7.1.1 Terms of Reference

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The Terms of Reference for the City of Yarra's MEMPC can be found at [Appendix 7A](#). The Terms of Reference detail the context, purpose, role and membership of the committee as well as the structure, schedule and administrative arrangements of committee meetings.

### 7.1.2 Membership

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Membership of the MEMPC will be made up of:

- Members and employees of Council
- Response Agencies
- Recovery Agencies
- Local community groups and service providers involved in emergency management.

MEMPC member contact details are maintained in Part 2 of this Plan.

The MEMPC may, from time to time invite other agencies or persons that are subject matter experts with specific knowledge on risks or hazards that are identified by the MEMPC to attend or be co-opted on to the MEMPC.

### 7.1.3 Sub-Committees

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Functional Sub-Committees and working groups may be formed to plan for the management of specific identified risks or functional services which require an additional level of planning. If formed, these committees report meeting outcomes including proposed plans to the MEMPC for endorsement. Current Sub-Committees include:

- Pandemic Planning Committee

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<sup>1</sup> Emergency management legislation is listed in the *Local Government Emergency Management Handbook*, MAV 2012.

<sup>2</sup> Including North West Metropolitan Regional Emergency Management guidelines and procedures.

- Flood Emergency Planning Committee
- Heatwave Coordination Group
- Relief Planning Committee
- Recovery Planning Committee
- CERA (Community Emergency Risk Assessment) working Group
- Emergency Management Exercise Planning Committee

### **7.1.4 Meetings**

The MEMPC meets on at least four occasions each year. The dates of these meetings are scheduled for the second Tuesday in February, May, August and November.

An additional meeting of the MEMPC will be convened following:

- A significant emergency event within the municipality;
- Request to convene by the MERO, MERC or MRM; or,
- The identification of a new emergency risk (e.g. land use change)
- Any significant organisational change.

Minutes of all meetings are recorded and a copy sent to all members of the MEMPC.

MEMPC agenda and minutes are stored in Council's Electronic Document and Record Management System (TRIM F15/15980) and can be made available to the public upon request.

## **7.2 Maintenance of the Municipal Emergency Management Plan**

The ongoing administration and maintenance of the MEMP is the responsibility of the MERO. Minor and administrative amendments can be made to this plan by the MERO or delegated Council officer without presenting the plan to the MEMPC. Any major structural or policy changes, however, will need to be considered by the MEMPC at a MEMPC meeting before endorsement. When the MEMPC endorses an updated or new part of the Plan, this will be referred to Council for consideration.

Organisations with responsibilities relating to implementation of this Plan are required to notify the MERO immediately of any operational changes (e.g. contact information).

Following MEMPC and Council adoption of amendments to the MEMP, a designated Council officer will implement the changes in the master MEMP and upload the latest version to Crisisworks. The Council website will also be updated to include the latest public version of the plan. The MEMP contains version and document control.

### **7.2.1 Reviews**

The Plan undergoes a continuous cycle of review and improvement. To ensure that reviews are timely, a calendar for reviewing each part of the MEMP has been created. The schedule of review is saved on Council's electronic document and records management system [D18/20761].

To align with external auditing the MEMP is reviewed and updated *in full* on a tri-annual cycle. The most recent full review occurred in August 2018. Following an emergency event where any section of the Plan has been utilised, that section will be fully reviewed and updated as necessary.

At each MEMPC meeting, the MEMPC or relevant working groups present reviewed sections of the Plan for discussion and endorsement.

## 7.2.2 Audits

The *Emergency Management Act 1986* (Section 21) requires that the City of Yarra Municipal Emergency Management Plan be audited at least once every three years by the Chief Officer , Operations of the Victoria State Emergency Service(VICSES),to assess whether the plan complies with guidelines issued by the Minister.

Within 3 months of receiving an audit report, the City of Yarra must forward a copy of its written response to the Chief Officer of the VICSES. Yarra's Municipal Emergency Plan has been audited by the VICSES and the current "Certificate of Audit" is valid until 29 December 2018.

The Yarra City Council conducts an annual audit of all MEMPC contacts and Council controlled and owned resources that are available for use in emergencies. A resource and contact list audit report is provided to the MEMPC.

## 7.2.3 Exercises

The Municipal Emergency Management Planning Committee (MEMPC) will ensure that adequate and suitable multi-agency exercises occur in the municipality. At a minimum, staff will exercise the MEMPC and local emergency management arrangements annually. This can be done via an exercise developed by City of Yarra MEMPC or by participating in a major MEMPC exercise held in a neighbouring local government area. Exercise planning, writing and conduct will comply with contemporary Victorian Emergency Management exercise standards.

The table below is a record of MEMPC exercises in the City of Yarra. Exercise documentation is stored in Council's Electronic Document and Records Management System (F14/4218 and F14/4219). Exercise evaluation reports are presented to the MEMPC committee and uploaded onto Crisisworks.

Date	Exercise Name	Exercise Type	Exercise Aim
20-11-14	NOAH	Multiagency; Field	To practice operational elements of the North West Metropolitan EM Collaboration Project with particular focus on ERC and MECC operations and communications between the ICC, MECC and ERC.
27-11-14	RING-A-DING	Multiagency; Functional Hypothetical Virtual	To verify the MEMPC Contact List and MEMPC member capacity to respond to requests and information in a timely manner.
04-12-14	HELIOS	Single Agency (COY Council); Hypothetical Desktop	To validate plans and Council procedures concerning emergency management prior to, during and after a heatwave event.
13-04-15	MECCEX15	Multiagency; hypothetical Discussion	To review and demonstrate MECC operational roles and gain mutual understanding of MECC functioning
26-08-15	JEWELL	Multiagency; Field; Regional	To practice elements of the management and provision of emergency relief services in the North West Metropolitan Melbourne Region.
12-11-15	RING-A-DING	Multiagency; Functional Hypothetical Virtual	To verify the MEMPC Contact List and MEMPC member capacity to respond to requests and information in a timely manner.

17-11-15	ANCHIALE	Multiagency; hypothetical Discussion	To gain situational awareness of heat-related hazard management across agencies within the North West Metropolitan Melbourne Region
30-06-16	PANDAMEX	Multiagency; Hypothetical Desktop	To provide an opportunity to identify and discuss the issues involved in managing responsibilities in the event of an Influenza Pandemic.
18-11-16	RING-A-DING	Multiagency; Functional Hypothetical Virtual	To verify the MEMP Contact List and MEMPC member capacity to respond to requests and information in a timely manner, held at least every two years.
24-11-17	BARGOONGA	Multiagency; Field; Regional	To test the setup, functioning and pack down of a Council managed ERC site and to practice recording information, Council decisions and expenditure.
27-08-2018	Shakespeare	SES	To exercise SES personnel using the OCEP radio system, specifically in the use of the Municipal Flood Emergency Plan

## 7.2.4 Distribution

Under the Victorian Libraries Act 1988, Council is required to provide a copy of the MEMP to the National Library of Australia and the State Library of Victoria. The Act requires the deposit, within two months of every new or amended publication published in Victoria.

### National Library of Australia

A copy of this MEMP will be sent to the National Library of Australia. A Legal Deposit receipt will be issued.

Legal Deposit Unit  
National Library of Australia  
Canberra ACT 2600  
Telephone: 02 6262 1312  
Email: [legaledep@nla.gov.au](mailto:legaledep@nla.gov.au)

### State Library of Victoria

A copy of this MEMP will be emailed or sent to the State Library of Victoria. A Legal Deposit acknowledgement will be issued.

Legal Deposit Librarian  
State Library of Victoria  
328 Swanston Street  
Melbourne VIC 3000  
Telephone: 03 8664 7138  
Email: [vgp@slv.vic.gov.au](mailto:vgp@slv.vic.gov.au)

The MEMP is advertised and promoted throughout the community via Yarra News articles and Council's annual report.

When the Plan is amended, MEMPC members are notified by email or at MEMPC meetings. The Plan is available on the Council website-<http://www.yarracity.vic.gov.au/memp>.

### **7.3 Yarra City Council emergency management staff appointments**

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Yarra City Council is required by the *Emergency Management Act 1986* to appoint functional positions in relation to emergency management. To coordinate, support and manage municipal emergency management activities, Yarra City Council has appointed officers to the following emergency management positions:

- Municipal Emergency Resource Officer (MERO)
- Municipal Recovery Manager (MRM)
- Municipal Fire Prevention Officer (MFPO)

The Emergency Management Legislation Amendment Bill 2018 which will be implemented in a phased approach over the forthcoming years will repeal the MERO role mentioned above. The new MEMO role will have a coordinating and liaison role in relation to emergency management which spans across mitigation response and recovery.

The responsibilities for each of the above-mentioned positions are at Appendices 7B- D. To ensure continuous service provision of emergency management roles, Council has established a number of deputy appointments as well as a further 35 emergency management support roles which support the broad range of emergency management services and functions that the Council undertakes. Role statements for these positions and supporting operational checklists, guidelines, organisational charts, templates and forms are stored in Council's Electronic Document and Record Management System (TRIM F14/4185). Contact details for staff holding an emergency management position are listed in Part 2.

### **7.4 Community engagement in emergency management planning**

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Residents, visitors and members of community groups in the City of Yarra with an interest in emergency management are engaged in emergency management planning in a number of ways. Invitations to participate in major MEMP exercises are extended to the public via Council's regular communication channels and via trusted networks established between MEMPC agencies and community groups. Emergency management planning workshops (e.g. CERA workshop) also provide an opportunity for community member input and involvement. Additionally, municipal emergency management plans and associated documentation published on the Council website invites direct feedback from the community and establishes communication between Council's emergency management planning officers and interested members of the community.

## APPENDICES

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## **Appendix 7A - MEMPC Terms of Reference**

### **MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE**

#### **Terms of Reference 2018 - 2021**

#### **1. Context**

The Emergency Management Act 1986, Part 4, Section 21(3) requires that, *“A Municipal Council must appoint a Municipal Emergency Management Planning Committee constituted by persons appointed by the Municipal Council being members or employees of the municipal council, response and recovery agencies and local community groups involved in emergency management issues.”*

#### **2. Purpose**

The purpose of the City of Yarra Municipal Emergency Management Committee (MEMPC) is to provide information and advice to assist with planning for potential emergencies in the municipality of Yarra City.

#### **3. Role of the Committee**

- Contribute to the continuous improvement of the Yarra City Municipal Emergency Management Plan (MEMPC) through monitoring, review and development (coordinated by the Yarra City Council, Emergency Management Planning Officer).
- Contribute to the identification of risks and treatments in the municipality.
- Provide information and expertise relating to the occurrence and mitigation of potential emergencies in the municipality.
- Participate in functional sub-Committees and Working Groups to plan for specific emergencies, address issues, and develop and implement projects.
- Support the development of Plans to address emergencies based on existing, and new and emerging hazards.
- Contribute to testing components of the MEMPC through the development and participation in emergency management exercises.

#### **4. Membership**

Membership of the Yarra City MEMPC will comprise officers holding key emergency management positions from the following organisations:

- Yarra City Council
- Victoria Police
- Victoria State Emergency Service
- Department of Health and Human Services
- Metropolitan Fire and Emergency Services Board
- Department of Environment Land Water and Planning
- Ambulance Victoria
- Australian Red Cross
- Victorian Council of Churches Emergencies Ministry
- Local community groups involved in emergency management

In addition to this standing membership the Committee welcomes attendance of the following organisations and agencies at meetings:

- Critical Infrastructure and service providers in the municipality (e.g. Vic Roads, Ausnet Services, Melbourne Water, local hospitals, Telstra)
- Parks Victoria

- Department of Education and Early Childhood
- Local Industry (e.g. Carlton and United Breweries, trades group representatives)
- Salvation Army and St John Ambulance
- Community group representatives

Their contribution and attendance is of particular relevance when each emergency risk relevant to the agency is reviewed. At other times it is recognised that reports are submitted for review at each meeting. When an agency is absent for more than two meetings, contact is attempted by phone and if unsuccessful to the committee members Manager.

### **5. Proxies to Meetings**

Members of the Committee are required to nominate a proxy to attend the MEMPC meeting if the member is unable attend. The Chair will be informed of the substitution at least 5 working days prior to the scheduled meeting, where possible.

### **6. Structure**

The agencies/organisations listed above will provide representation at the appropriate level to enable decisions and commitment to be made on behalf of their agencies/organisations. The Committee may appoint or opt-in external people, as required. The Committee may convene sub-Committees or Working Groups as required, to develop and review specific parts of the MEMP which require an additional level of planning.

### **7. Chair and Deputy Chair**

The Committee will be chaired by the MERO.

The Committee will elect a Deputy Chair who will fulfil the role of the chair in the event of a casual absence. The Deputy Chair will be responsible for informing the Chair as to the issues and decisions raised or agreed to at that meeting.

### **8. Schedule of meetings**

- As determined by the Committee, with at least four meetings to occur within each calendar year (second Tuesday in February, May, August & November).
- As required for special projects and initiatives.
- After a major emergency or incident that required the use of the MEMP, or organisational changes.
- After any significant organisational change.
- After significant amendments have been made to the MEMP through review or legislative changes.
- Upon identification of a new risk/hazard.

### **9. Quorum**

For the meeting to be recognised as an authorised meeting and for the recommendations or resolutions to be valid, the following representatives must be present at the MEMPC meeting:

- Victoria Police: MERC (or Deputy);
- Council: MERO (or Deputy) and MRM (or Deputy)
- Control/ Response Agencies: 1 representative from at least 2 different Agencies
- Recovery Agencies: 1 representative from at least 1 agency

### **10. Agenda Items/Minutes**

All Agenda items must be forwarded to the executive officer of the MEMPC 10 working days prior to the scheduled meeting. The Agenda with attached meeting papers will be made available to the Committee members at least 5 working days prior to the scheduled meeting. The meeting Minutes will be made available within 10 working days of the meeting.

**11. Reporting**

Meeting Minutes are to be provided by the MEMPC executive officer to the Regional Emergency Management Inspector (REMI) and Regional Recovery Committee via email (via MRM). The MEMPC sub-Committees and working Groups will report to the MEMPC as required.

**12. Administration**

Administrative and executive support to the Committee, including the development, maintenance and amendments to the MEMP, will be provided by Yarra City Council.

**13. Legislative matters**

The functions of the Committee will satisfy the obligations for MEMPC specified in *Part 4* of the *Emergency Management Act 1986*.

**14. Review of Terms of Reference**

This Terms of Reference is valid for 3 years and will be reviewed by the MEMPC as part of the MEMP audit process.

## **Appendix 7B – Municipal Emergency Resource Officer role and responsibilities**

The role of the MERO is to:

- coordinate municipal resources in emergency response;
- provide council resources when requested by emergency services or police during response activities;
- maintain effective liaison with emergency agencies within or servicing the municipal district;
- maintain an effective contact base so municipal resources can be accessed on a twenty-four hour basis;
- keep the municipal emergency coordination centre(s) prepared to ensure prompt activation if needed;
- liaise with the MEM and the MRM on the best use of municipal resources;
- organise a response debrief if requested by the Municipal Emergency Response Coordinator (MERC), an appointee of Victoria Police;
  - ensure procedures and systems are in place to monitor and record expenditure by the council in relation to emergencies; and
- perform other duties as determined.

## **Appendix 7C – Municipal Recovery Manager role and responsibilities**

The role of the MRM to:

- coordinate municipal and community resources for recovery;
- assist with collating and evaluate information gathered in the postimpact assessment;
- establish priorities for the restoration of community services and needs;
- liaise with the MEM and MERO on the best use of municipal resources;
- establish an information and coordination centre at the municipal offices or a location more appropriate to the affected area;
- liaise, consult and negotiate with recovery agencies and council on behalf of the affected area and community recovery committees;
- liaise with the regional recovery committee and Department of Health and Human Services;
- undertake other specific recovery activities as determined.

## **Appendix 7D – Municipal Fire Prevention Officer role and responsibilities**

The role of the MFPO is to:

- undertake and regularly review council's fire prevention planning and plans (together with the Municipal Fire Management Planning Committee (MFMPC), if one exists);
- liaise with fire services, brigades, other authorities and councils regarding fire prevention planning and implementation;
- advise and assist the Municipal Emergency Management Planning Committee (or MFMPC) on fire prevention and related matters;
- ensure the MEMP contains reference to the Municipal Fire Management Plan;
- 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;
- issue permits to burn (under s. 38 of the Country Fire Authority Act); and
- facilitate community fire safety education programs and support Community Fireguard groups in fire-prone areas. Support fire Part 6 - Municipal Emergency Management Planning Arrangements January 2011 Appendix 3 – Key Municipal Emergency Management Roles – Indicative Functions Page 6-29 services in the delivery of community fire safety education programs.