Buloke Shire Council

Municipal Emergency Management Framework

November 2017

Buloke Shire Council
Emergency Management Framework

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This framework was prepared by Warren Hemopo on behalf of the Buloke Shire Council.

Buloke Shire Council
Emergency Management Framework

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PURPOSE

This framework will help Buloke Shire Council (**Council**) move toward a best practice model for emergency management planning and emergency preparedness. The document provides a structured framework and establishes a foundation for emergency management planning both within Council, through partnership development and within the community.

The purpose of this framework is to:

- Consistently contribute to emergency risk mitigation in the Buloke Shire
- Maximise Councils capacity and capability by building well prepared plans
- Encourage Council, partners and the community to take steps to reduce the effects of an emergency event
- Compliment other local and regional planning arrangements
- Encourage community resilience with inclusion during mitigation planning, response to and relief/recovery following emergencies

a) SCOPE

The Victorian Local Government Act 1989 establishes the role and functions of local government and requires councils to:

'endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions. '3C(1).

This function is reinforced in the Victorian Public Health and Wellbeing Act 2008 (section 24) under which councils are required:

'to seek to protect, improve and promote public health and wellbeing within the municipal district:'

Similarly, under the Victorian Planning and Environment Act 1987(12A) councils are required to:

' …'further the objectives of planning in Victoria', which include:

(a) to provide for the fair, orderly, economic and sustainable use, and development of land;
(b) to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity;
(c) to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria.

The overarching framework for the management of all types of emergencies in Victoria is provided by the *Emergency Management Act 1986*, the *Emergency Management Act 2013* and the State Emergency Response and Recovery Planning arrangements contained within the *Emergency Management Manual Victoria*.

Council accepts responsibility for management of municipal resources and the coordination of community support to counter the effects of an emergency during the response to and recovery from emergencies.

This includes management of:

a. the provision and local management of emergency relief services during the response phase
b. the provision of emergency support (resources) as requested by the Control Agency during response and recovery

c. requests for municipal assistance from other municipalities during the response to and recovery from emergencies
d. participation in the assessment of the impact of the emergency during and following recovery (ie initial, secondary and post impact assessments) as required
e. recovery activities within the municipality, in consultation with the Department Health and Human Services (Regional Recovery), Emergency Management Victoria (State Recovery) and relevant Non-Government Organisations (NGO's).

Council's emergency management governance structure is illustrated in Figures 1-16.

The structure is designed to facilitate two-way flow of information, which is an essential element of the response, relief and recovery arrangements.

b) BACKGROUND

The Emergency Management Act 1986, Emergency Management Act 2013 and the Local Government Act 1989, identifies Council's critical role in Victoria's emergency management arrangements and systems (See *Appendix 1 – Legislative Obligations*)

Councils have emergency management responsibilities because they are the closest level of government to their communities and they have access to specialised local knowledge about the environmental and demographic features of and interdependencies within their municipalities. The community and residents naturally seek help from their local Council and emergency management agency's during emergencies and the recovery process.

Councils are not emergency response agencies but have a long established role providing support to response agencies and coordinating local relief and recovery support for the community.

Council has been involved with a number of minor to significant emergencies including fast moving grass/crop fires, locust/mice plagues, storms, floods, blue-green algae blooms and extreme heat events. These events have had a significant impact on the community and Council operations.

c) VICTORIAN EMERGENCY RESPONSE ARRANGEMENTS

The objective of the emergency response activities in Victoria is to reduce the impact and consequences of emergencies on people, communities, essential and community infrastructure, industry, the economy and the environment.

Tiers of emergency response management

Victorian emergency response management operates at the following three tiers:

- Incident
- Regional
- State

Emergency

The Emergency Management Act 2013 defines emergency as

"An emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety of health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without foregoing-

a. an earthquake, flood, wind-storm or other natural event; and
b. a fire; and
c. an explosion; and
d. a road accident or any other accident; and
e. a plague or an epidemic or contamination; and
f. a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth; and
g. a hi-jack, siege or riot; and
h. a disruption to an essential service"

Major emergencies

The Emergency Management Act 2013 contains specific arrangements for the management of a major or major emergency, defined as

a. a large or complex fire or other emergency (however caused) which-
  i. has the potential to cause, or is causing, loss of life and extensive damage to property, infrastructure or the environment; or
  ii. has the potential to have, or is having significant adverse consequences for the Victorian community or part of the Victorian Community; or
  iii. requires the involvement of 2 or more agencies to respond to the emergency; or
  iv. in the case of major fire will, if not suppressed, burn for more than one day
b. Class 1 emergency is either:
  i. a major fire; or
  *ii. any other major emergency for which the control agency is the Metropolitan Fire Brigade (**MFB**), Country Fire Authority (**CFA**) or Victorian State Emergency Service (**VicSES**)*
c. A Class 2 emergency is a major emergency that is not:
  i. a Class 1 emergency; or
  ii. a warlike act or act of terrorism, whether directed at Victoria or at any other state or territory of the Commonwealth; or
  iii. a hi-jack siege or riot.

Establishment of Emergency Management Victoria (EMV)

Emergency Management Victoria is a new body led by the Emergency Management Commissioner and a Chief Executive Officer.

EMV will:

- implement reform initiatives given by the minister
- coordinate and develop policy for emergency management in Victoria
- liaise with the Commonwealth on emergency management
- support the emergency management commissioner in performing the role.

Role of the Emergency Management Commissioner

- managing overall response to major emergencies
- performs coordination at State level for Class 1 and Class 2 emergencies
- manage the State's primary control centre on behalf of and in collaboration with all agencies – the State Control Centre
- the Chief Commissioner of Police can assume the role of the Emergency Management Commissioner under the *Emergency Management Act 2013, Section 30*, but only in extreme circumstances.

State Emergency Response Plan (SERP)

The State approach to the management of any emergency, consistent with the philosophy adopted Australia-wide, is to ensure that:

- the protection of life is the priority
- timely, tailored and relevant warnings and information are communicated to the community
- agencies, which have personnel trained and equipped to provide a particular emergency response service, respond to the emergency
- responding agencies are coordinated in their activities
- the provision of relief and recovery is integrated with response management at an early stage in the emergency
- there is ongoing assessment and management of the impact and consequences of the emergency
- the immediate needs of affected people and the impacts upon the community as a whole are managed

These principles apply to the response to an emergency, regardless of the size of the emergency, and regardless of how many agencies are involved in the response

The *Emergency Management Act, Section 54* requires the SERP to contain certain provisions that are included in other parts of the Emergency Management Manual Victoria (EMMV):

- identify the agency primarily responsible for responding to each form of emergency specified (the Control Agency) *Part 7 (pp. 7-1 to 7-4)*
- specify the roles of agencies in the event of an emergency *Part 7 (pp. 7-12 to 7-80)*

d) GOVERNANCE ARRANGEMENTS

It is necessary for Councillors, the Senior Management Team and Council officers to have a clear and shared understanding of their responsibilities for planning, response to and relief/recovery from emergency events. This understanding is embedded in Council policies, training, management structures and practices. Council fulfils its legislative obligations through specific actions by the appropriate individuals.

Council has established governance arrangements in place to ensure that emergency management planning, response and recovery work is embedded within the parameters of Council Officers' roles and responsibilities, including delegations from the Chief Executive Officer (CEO) and any financial delegations.

It is prudent and good governance practice to link municipal emergency management planning to business continuity planning. This structured approach aims to minimize disruption to the provision of critical Council services.

Buloke Shire Councils emergency management governance arrangements are:

Councillors

Responsibilities:

- Adopt the Buloke Shire Council Emergency Management Policy and endorse the Emergency Management Framework
- Nominate a Councilor to Chair the Municipal Emergency Management Planning Committee (**MEMPC**)
- Endorse and adopt the Municipal Emergency Management Plan (**MEMP**) and its sub-plans
- Overall responsibility and oversight of emergency management planning

Chief Executive Officer

Responsibilities:

- Implement the Buloke Shire Council Emergency Management Policy and Framework
- Delegate via an appropriate instrument of authority to manage funds and resources to meet the operational requirements of the MEMP
- Ensure appropriate response activation and escalation protocols, including mutual aid and resource sharing arrangements
- Identify and appoint appropriate Council Officers to the legislated positions of:
    - Municipal Resource Officer (**MERO**)
    - Deputy MERO(s)
    - Municipal Fire Prevention Officer (**MFPO**)
    - Deputy MFPO(s)
    - Environmental Health Officer (**EHO**)
    - Deputy EHO(s)
    - any other positions required to meet Council's emergency management commitments
- Ensure that Council complies with legislative requirements of the *Emergency Management Act 1986*, *Emergency Management Act 2013*, *Country Fire Authority Act 1958* and other relevant Acts and Regulations as required by the MEMP (See *Appendix 1 – Legislative Obligations*)

Legislated Positions – MERO, MFPO & EHO

Responsibilities:

- Fulfil the legislative roles and responsibilities for the appointed positions and any other responsibilities as required by the MEMPC, MEMP or relevant sub-plans
- Support the CEO to ensure that Buloke Shire Council complies with legislative requirements of the relevant provisions of the *Emergency Management Act 1986*, *Emergency Management Act 2013*, *Country Fire Authority Act 1958* and other relevant Acts and Regulations as required by the MEMP
- Ensure that Councils emergency management requirements and responsibilities are integrated into Council operations in accordance with the needs and risk profile of Council.

Council Emergency Management Positions

Emergency Management Coordinator (EMC), Municipal Fire Prevention Officer (MFPO), Municipal Recovery Manager (MRM) and other non-legislated roles and positions

Responsibilities:

- Fulfil the roles and responsibilities for the appointed positions and any other responsibilities as required by the MEMPC, MEMP or relevant sub-plans
- Support the CEO to ensure that Buloke Shire Council complies with legislative requirements of the relevant provisions of the *Emergency Management Act 1986*, *Emergency Management Act 2013*, *Country Fire Authority Act 1958* and other relevant Acts and Regulations as required by the MEMP
- Ensure that Councils emergency management requirements and responsibilities are integrated into Council operations in accordance with the needs and risk profile of the Council

Council Officers

Responsibilities:

- Support the CEO to ensure that Council complies with legislative requirements of the *Emergency Management Act 1986*, *Emergency Management Act 2013*, *Country Fire Authority Act 1958* and other relevant Acts and Regulations as required by the MEMP
- Ensure that Councils emergency management requirements and responsibilities are integrated into Council operations in accordance with the needs and risk profile of Council.

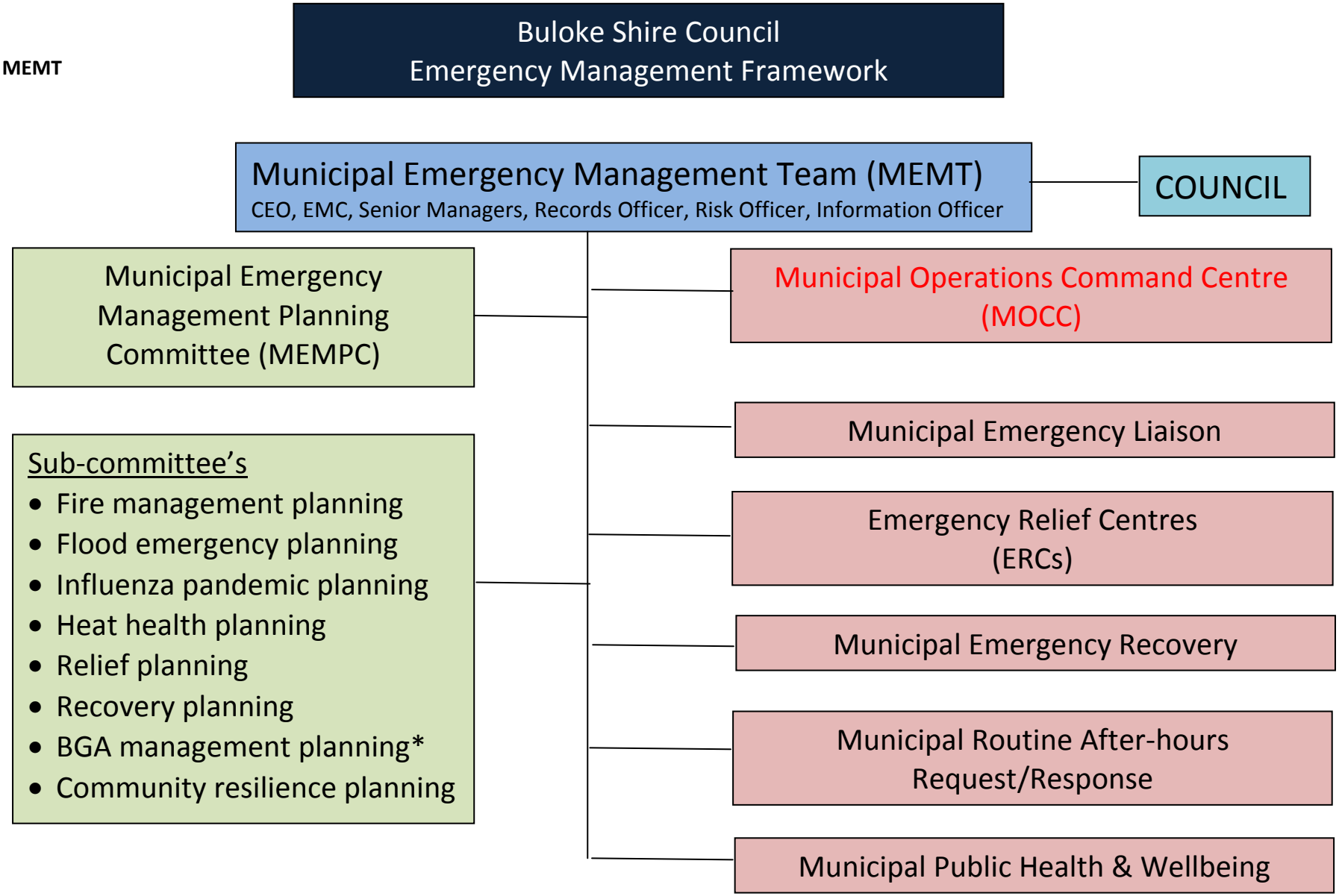
e) PLANNING COMMITTEE STRUCTURE

Successful emergency management planning is underpinned by shared understanding and a commitment to incorporate emergency management into council business continuity planning.

The *Emergency Management Manual Victoria* (EMMV) – Part 6 provides guidelines for councils to establish an emergency management structure, which includes roles and responsibilities. The *Local Government Emergency Management Handbook* (LGEMH) was developed by the Municipal Emergency Management Enhancement Group (MEMEG) and the Municipal Association of Victoria (MAV) with support from the Victorian and Australian Governments and also provides a guide for councils to establish an emergency management structure (including roles and responsibilities). Buloke Shire Council used these guidelines to develop and implement an emergency management structure which reflects the EMMV and LGEMH guidelines and aligns with the needs and risk profile of Buloke Shire Council.

The Buloke Shire Council has adopted the functional structure to facilitate the planning and implementation of its emergency management obligations (*See Figures 1-16*).

Figure 1: MEMT



* BGA – Blue-green algae

Figure 2: MEMPC

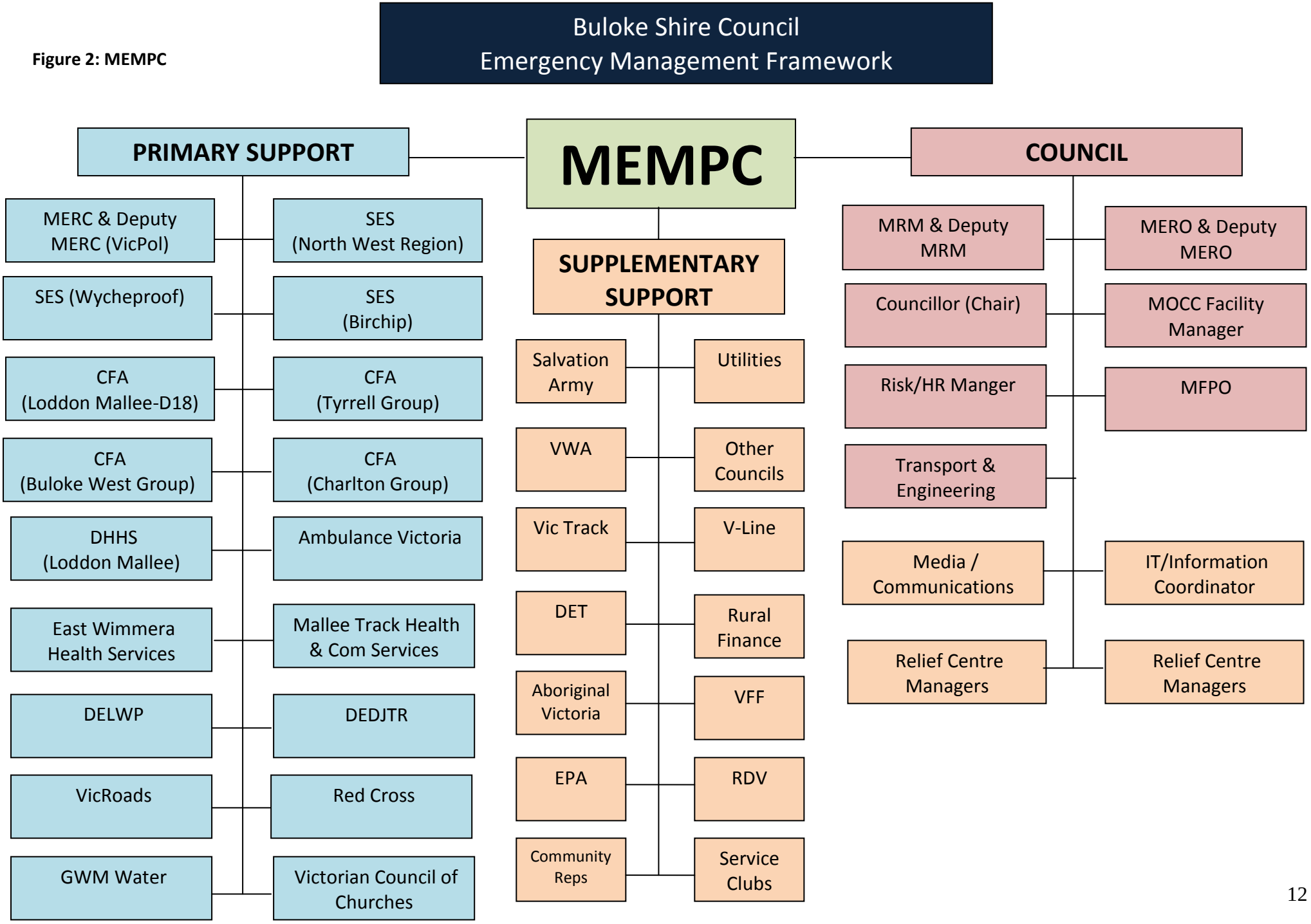


Figure 3: MFMPC

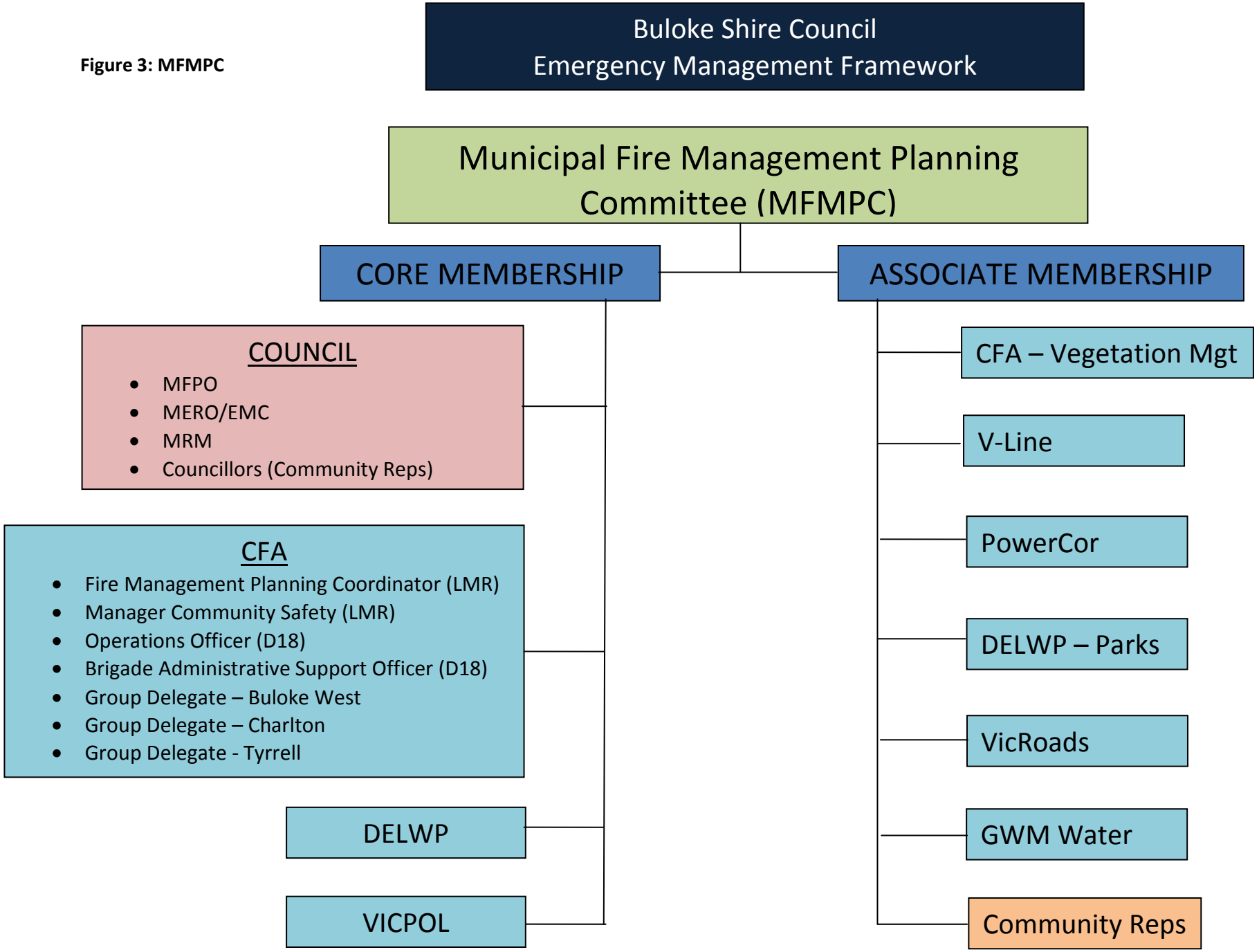


Figure 4: MFEPC

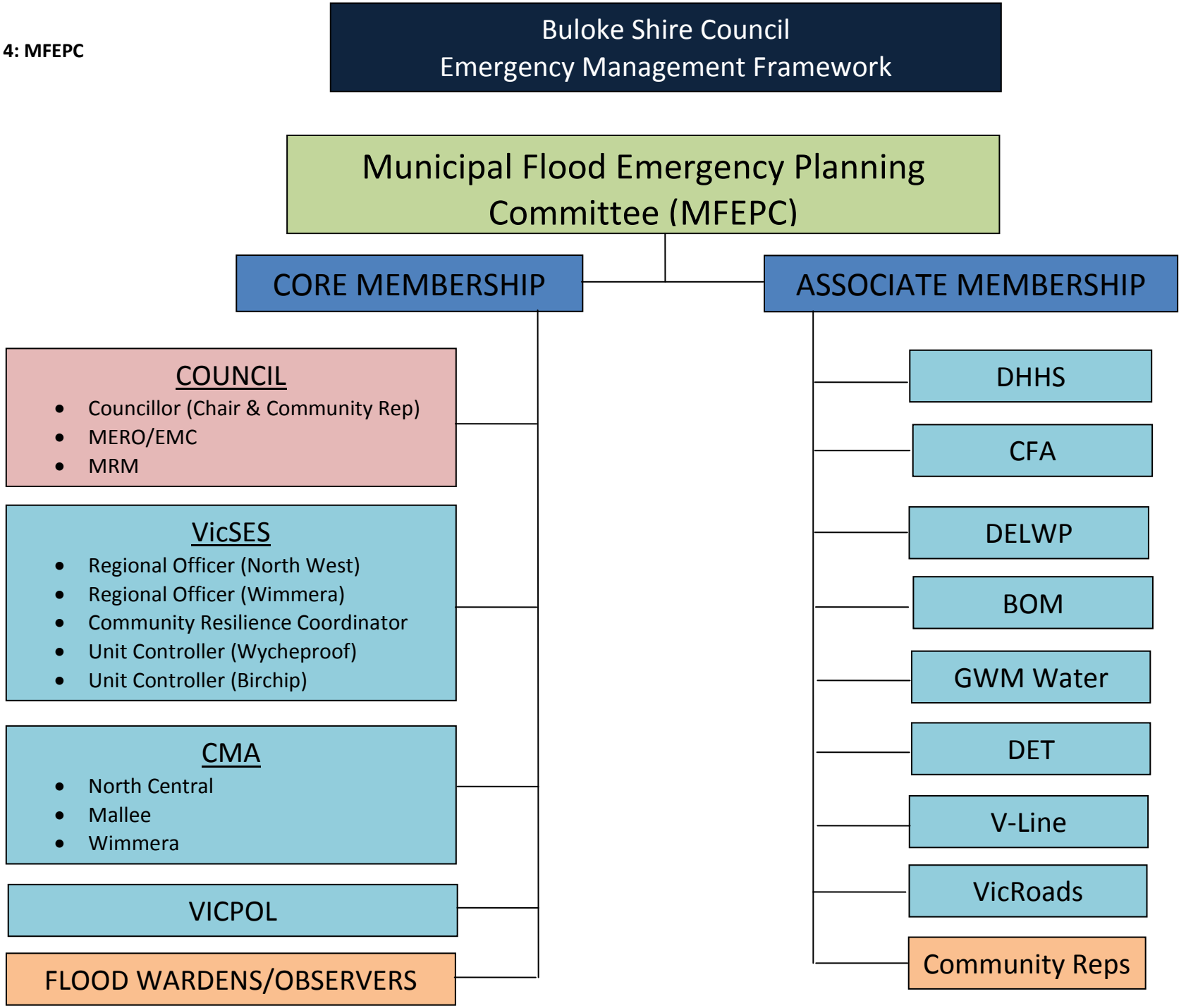


Figure 5: MHHPC

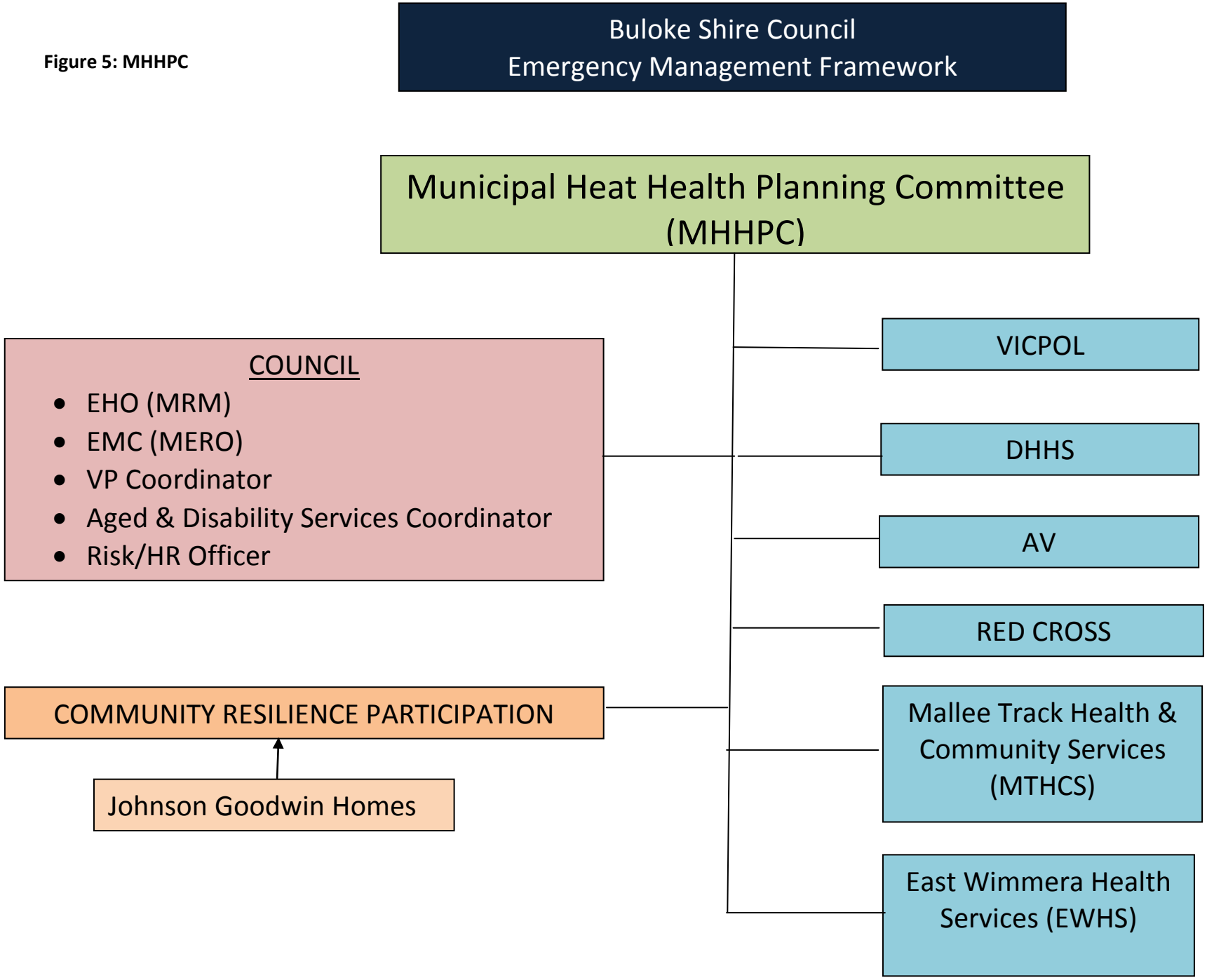


Figure 6: MIPPC

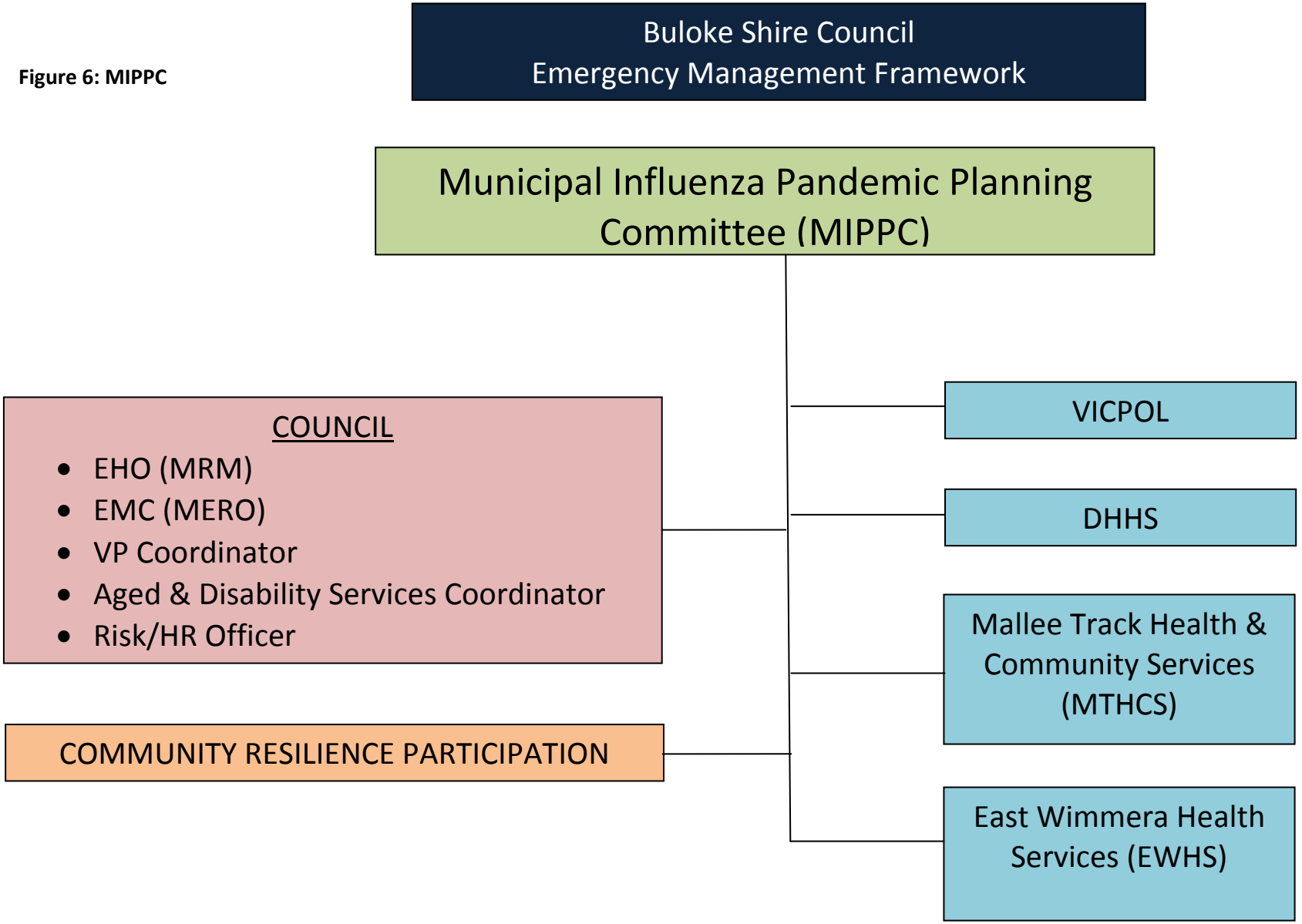


Figure 7: MERPC

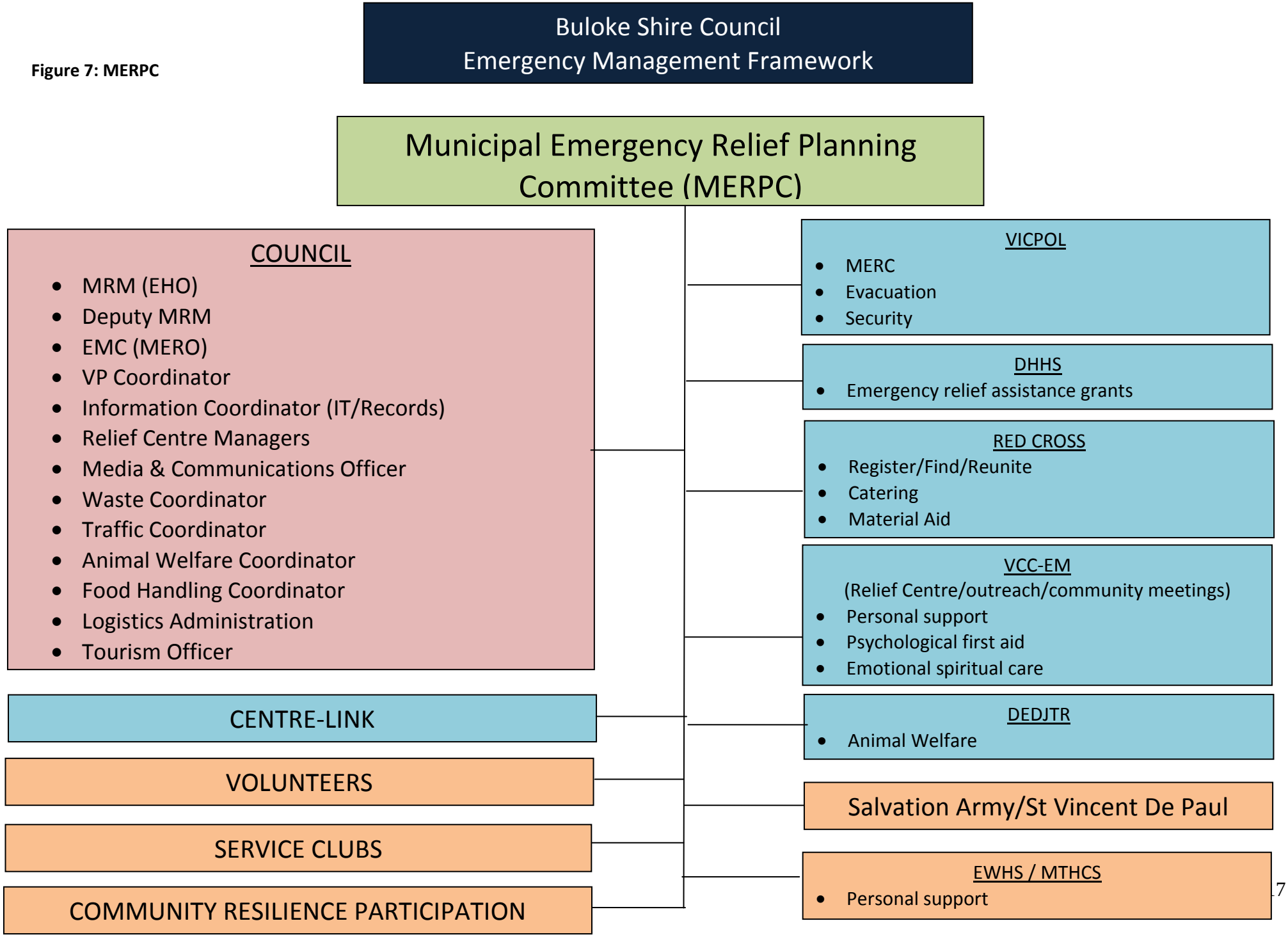


Figure 8: MRPC

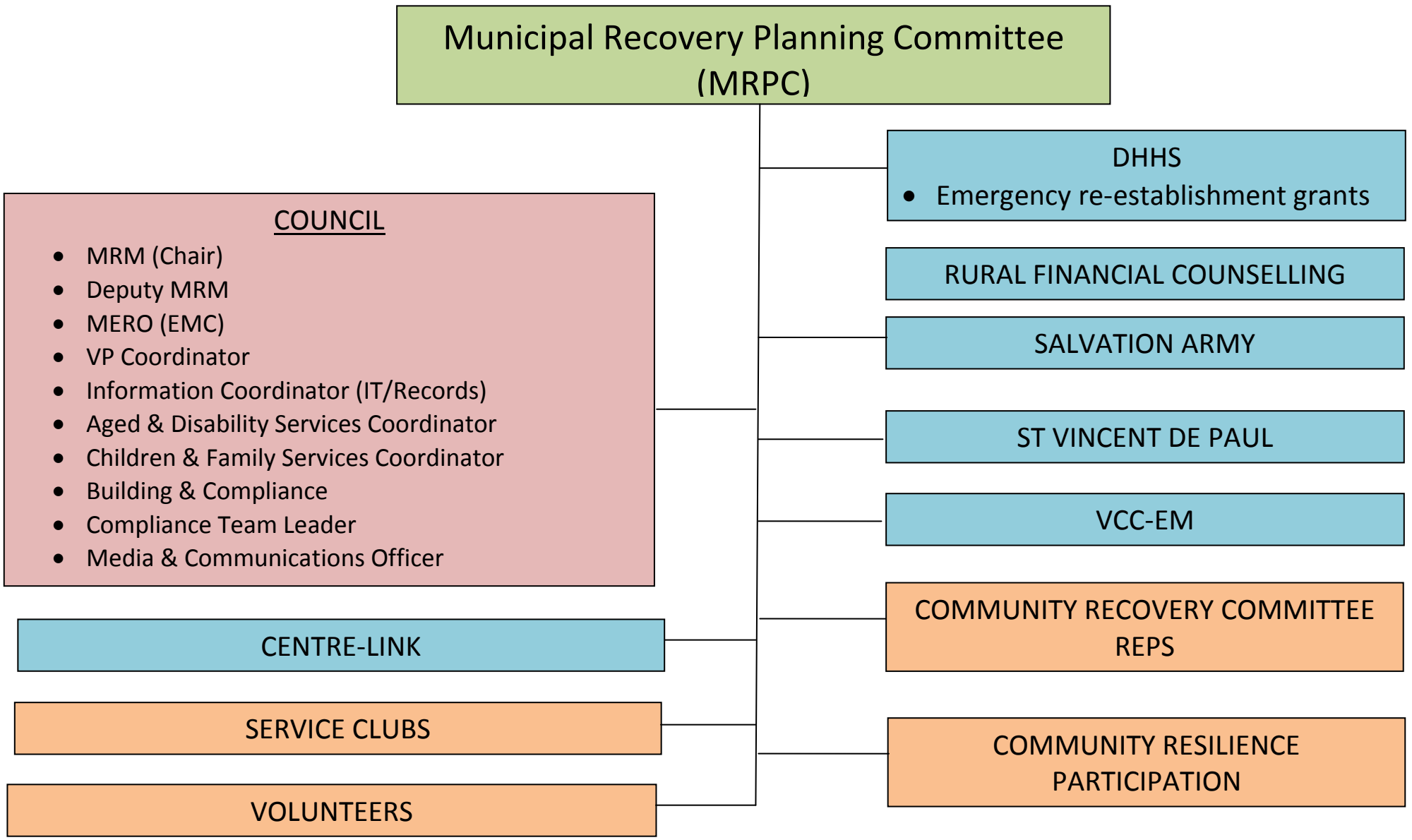


Figure 9: Customer Request

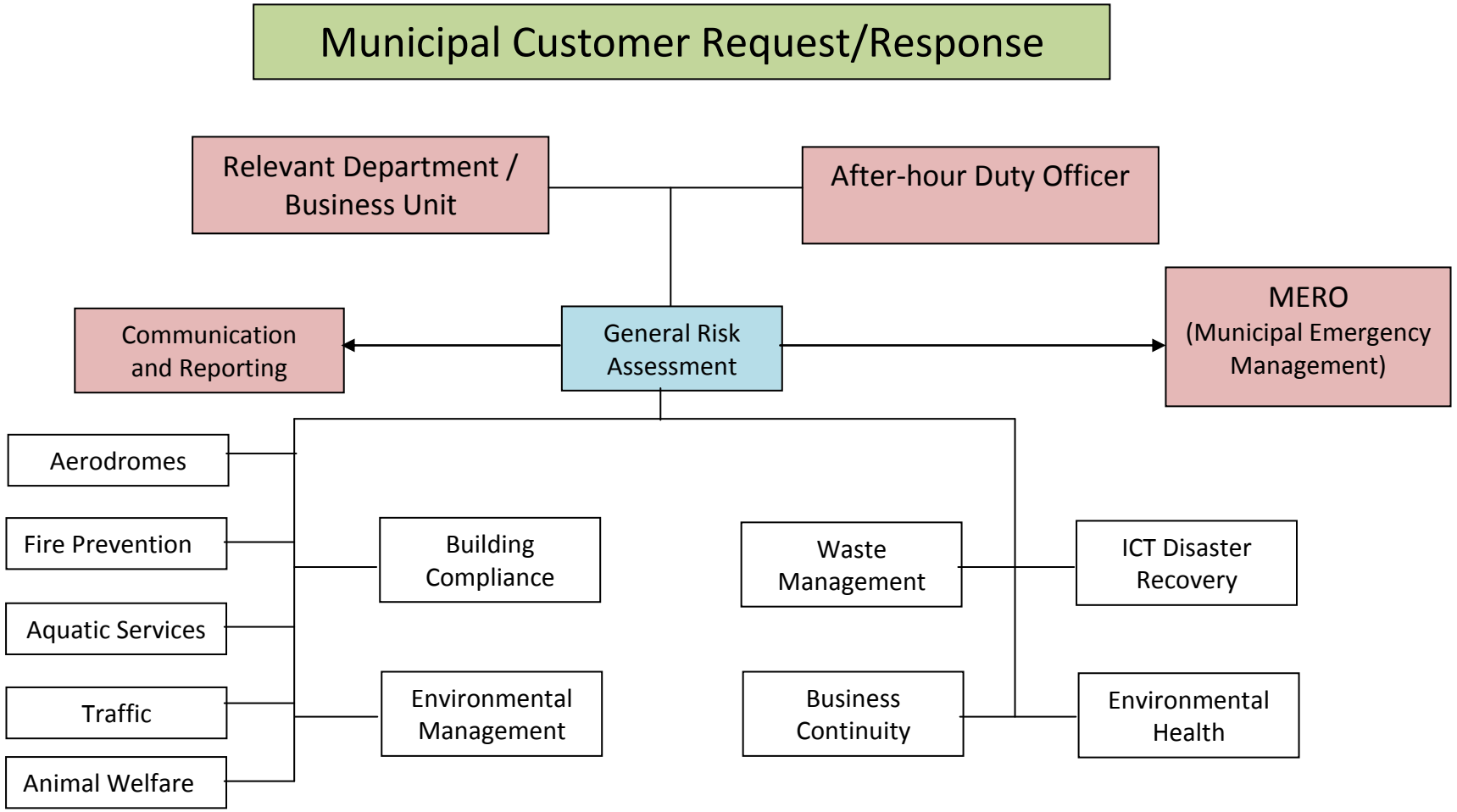


Figure 10: Response

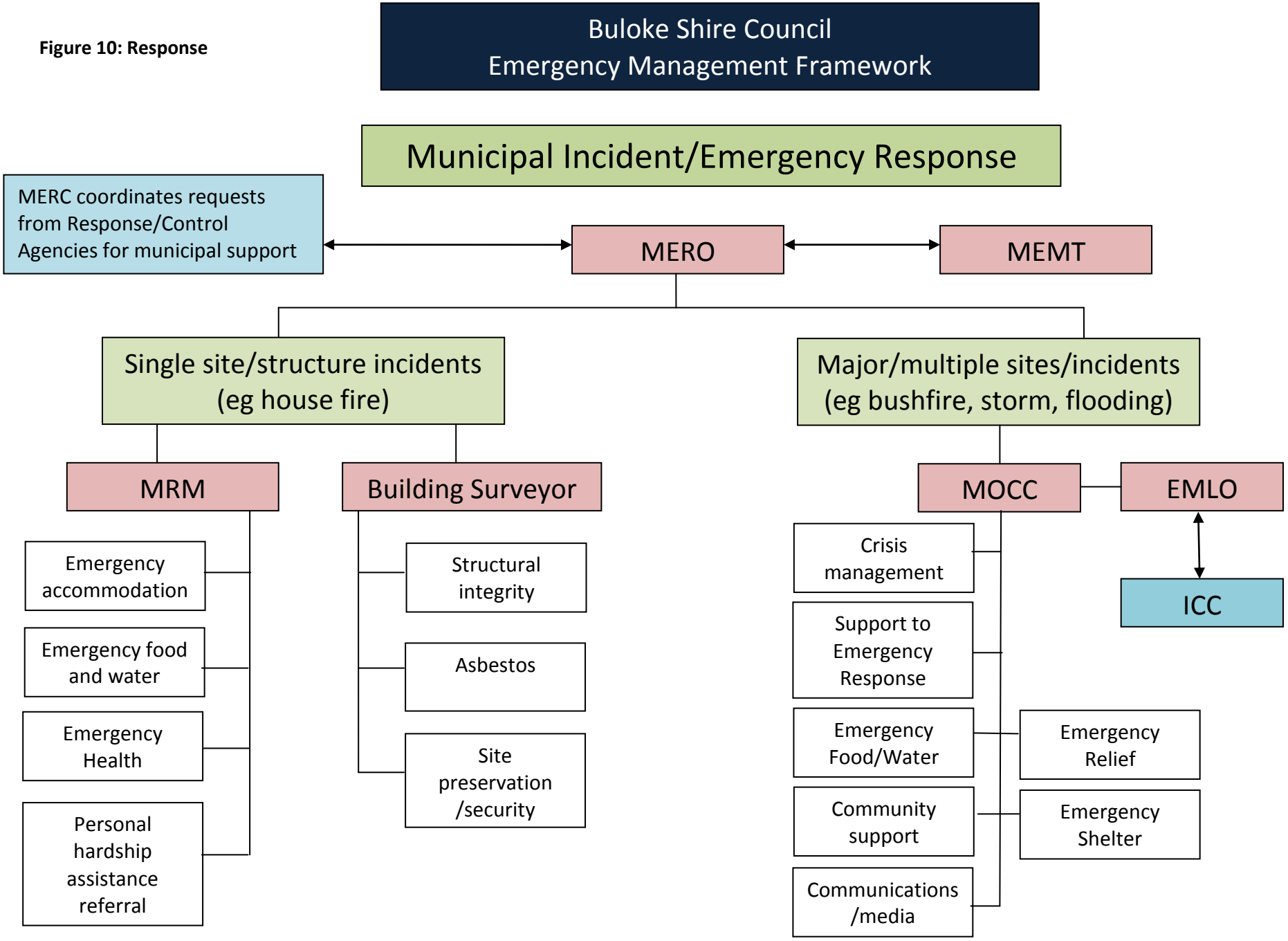


Figure 11: MOCC

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Emergency Management Framework

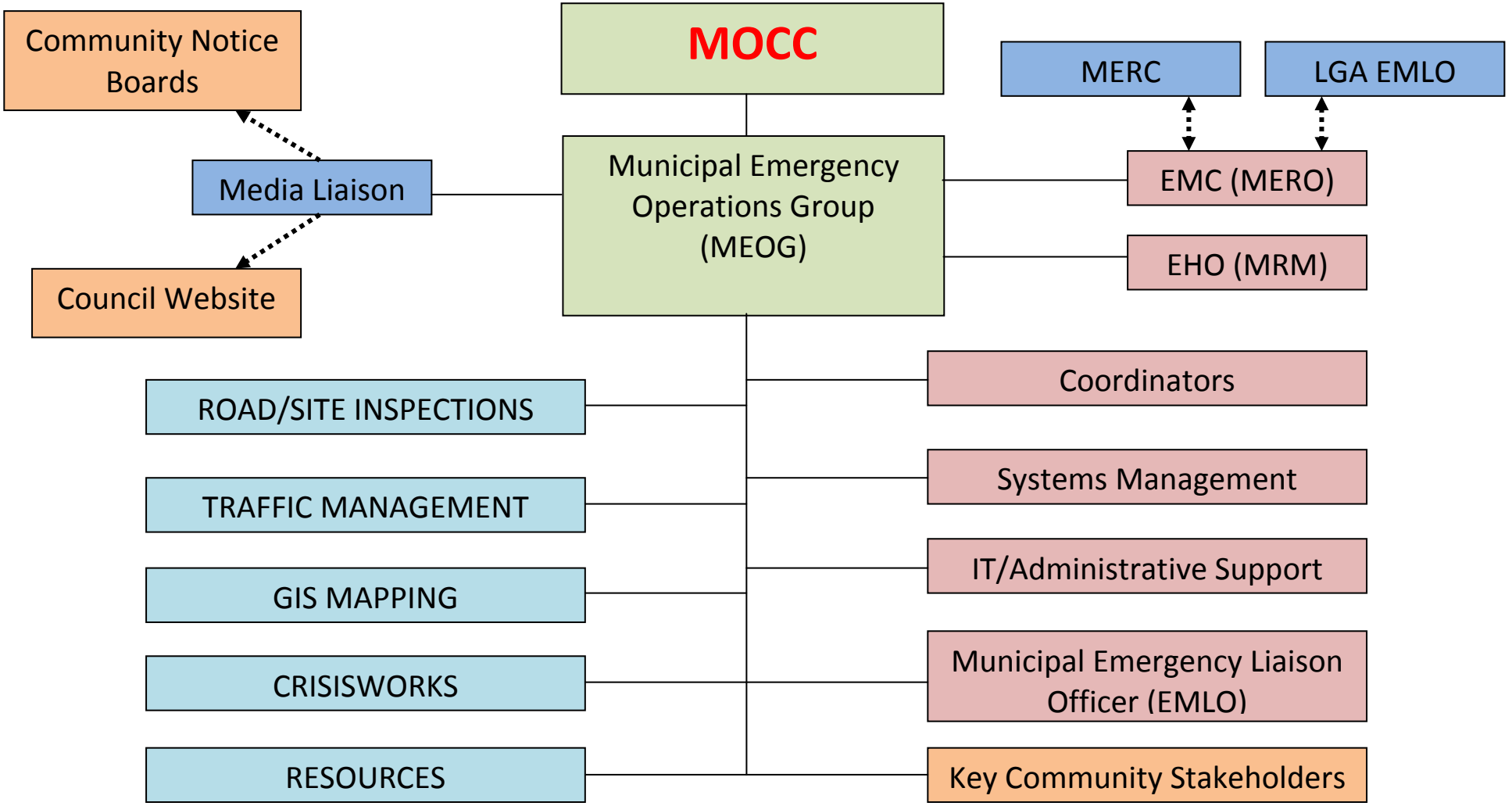


Figure 12: Recovery support

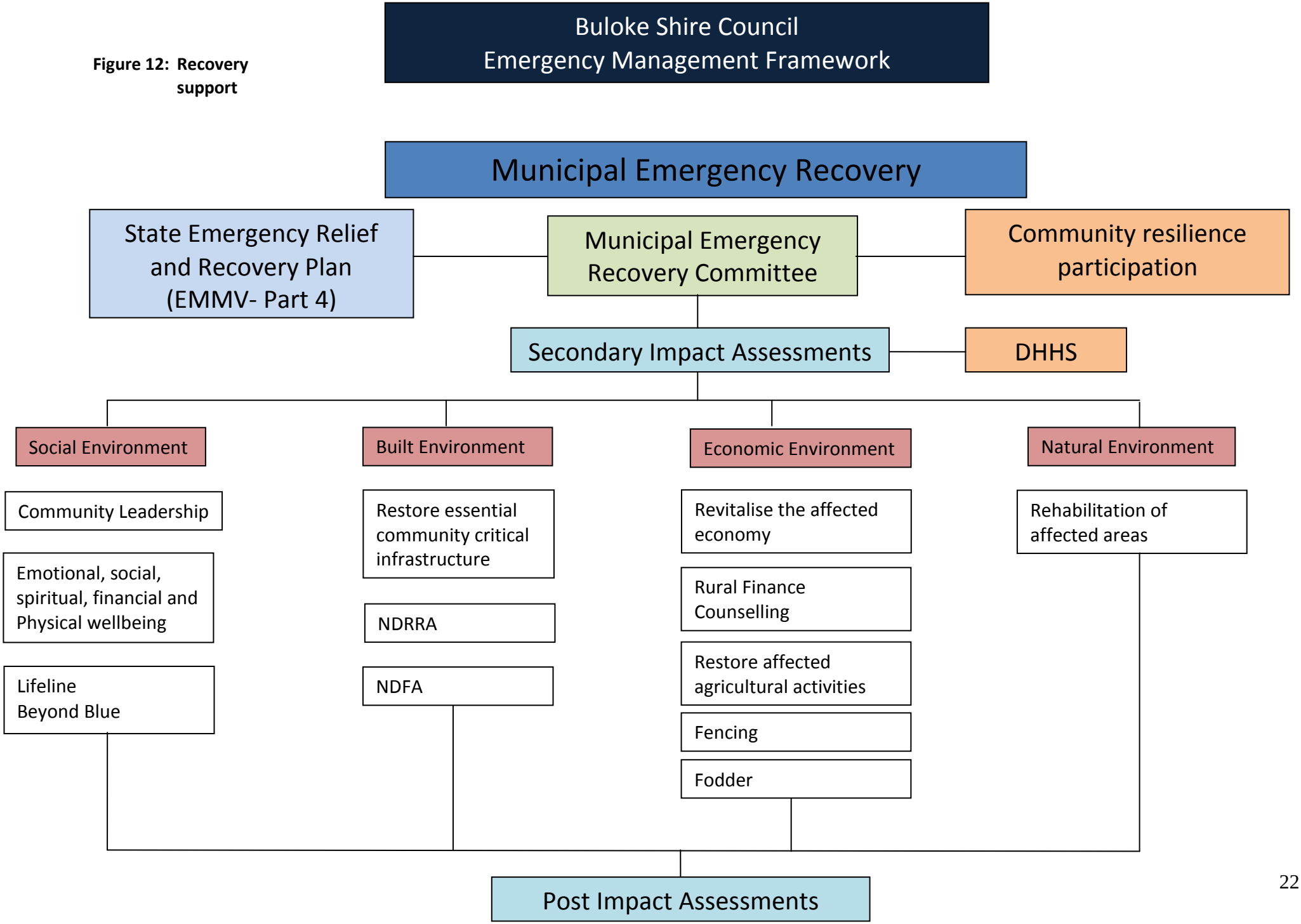


Figure 13: Recovery functional areas

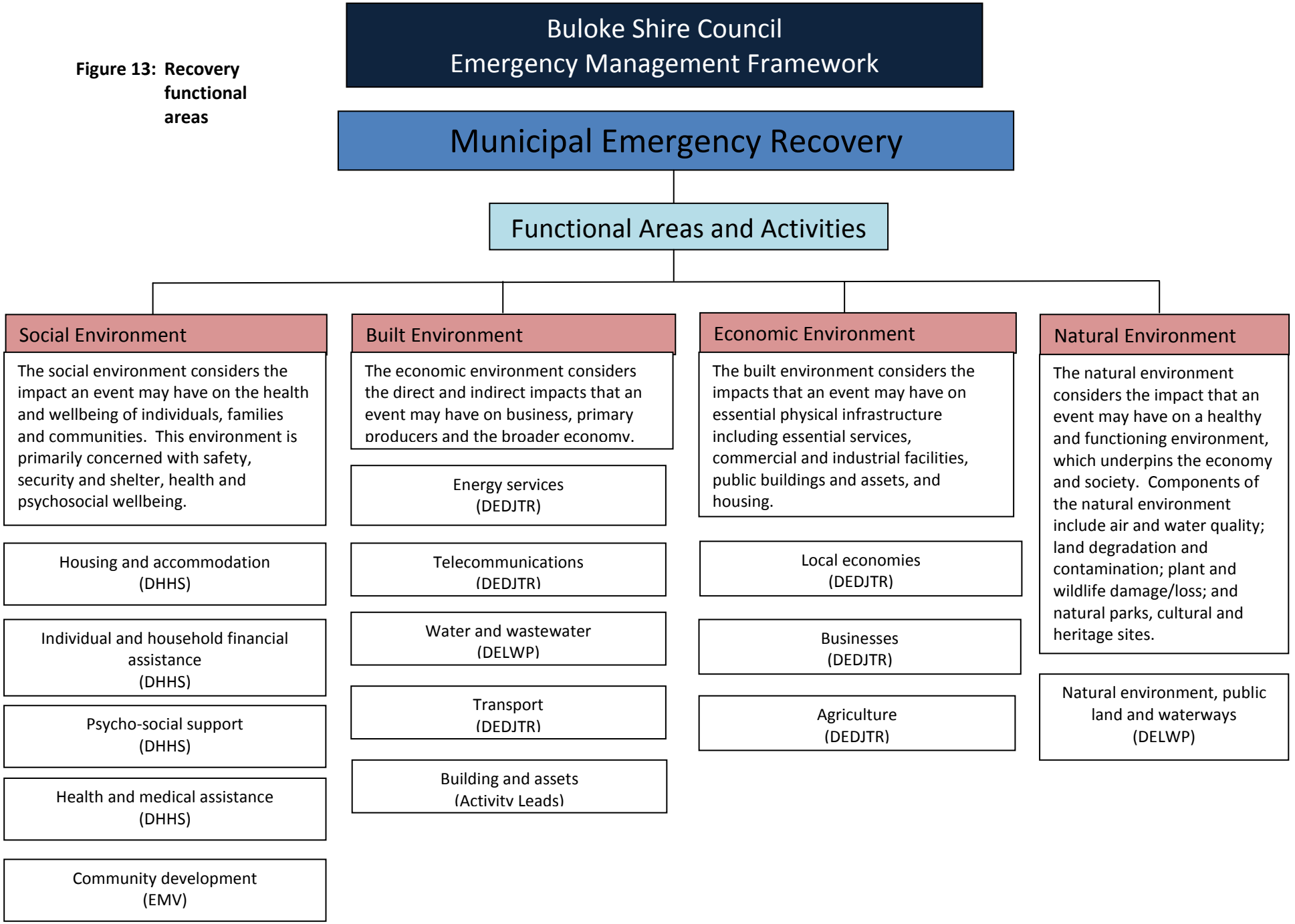
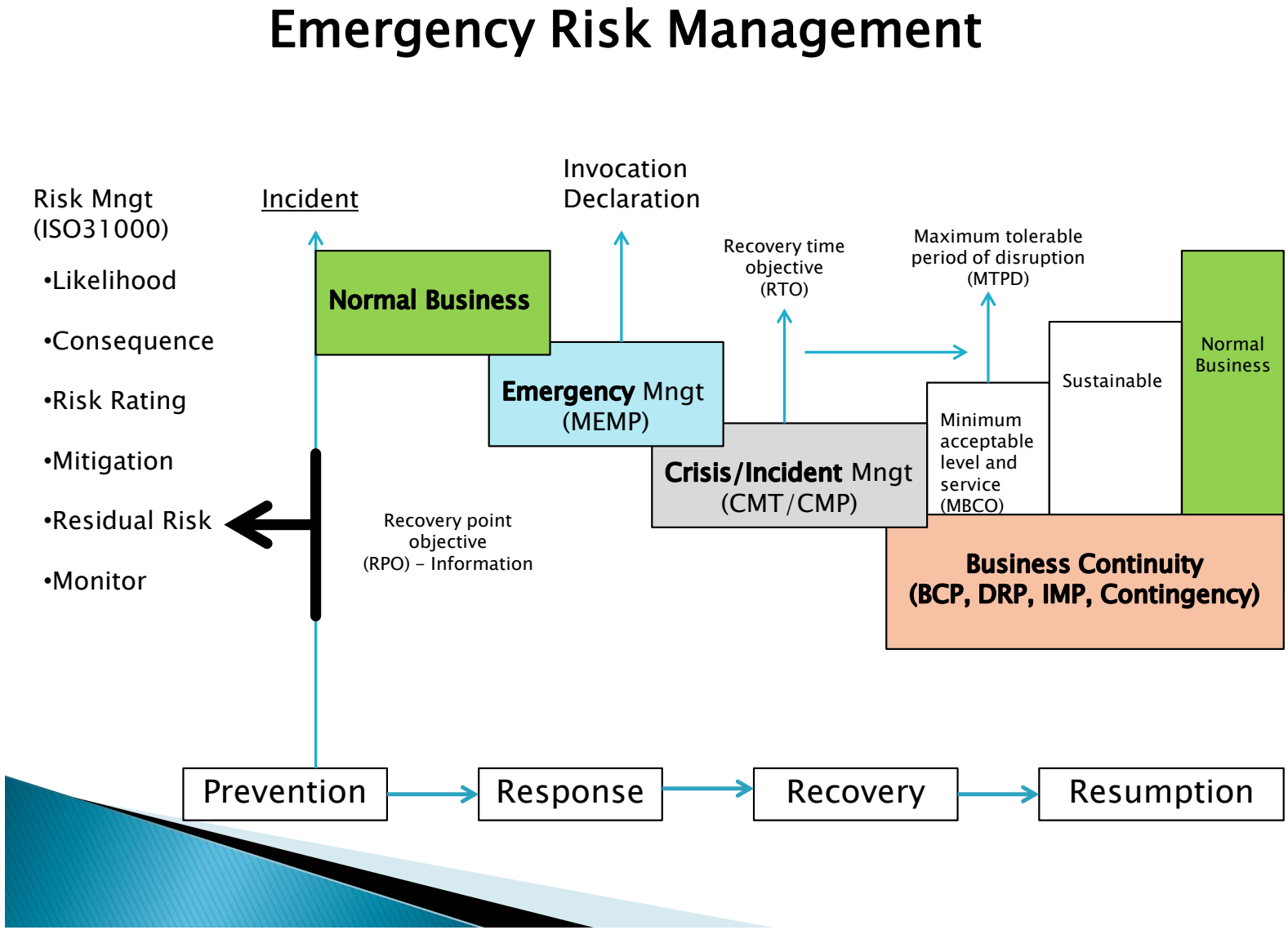


Figure 14: Business Continuity Management



ALTERNATIVE WORKING ARRANGEMENTS	IMMEDIATE RESPONSE ACTIONS	RESPONSIBILITY	TIMING	RESOURCES
SCENARIO 1 - LOSS OF IT & COMMS	* IT and Records departments * Notify CEO and SMT	Manager Emergency & Flood Restoration	Immediate	* 'Crisisworks' * DISPLAN phones and phone lines * Lap tops * Ipads * Mobile phones * Communications contact lists (hard and CD copies) * UHF Two-way radios
SCENARIO 2 - LOSS OF (OR ACCESS TO) FACILITIES / BUILDING	* Relocate to alternative office facilities * Arrange availability of alternative power	Manager Emergency & Flood Restoration	As necessary	* MOCC Facility * MOCC back-up generator (Birchip Office/Wycheproof Supper Room) * DISPLAN phones alternative * Lap tops * Ipads * Mobile phones * Communications contact lists (hard and CD copies)
SCENARIO 3 - LOSS OF KEY STAFF	* Arrange key role deputies * Establish MOCC personnel roster	* CEO / Manager Emergency & Flood Restoration * MOCC Facility Manager	As necessary	* EMLO's * Communications contact lists (hard and CD copies) * MOCC personnel roster * MOCC SOP's (hard and CD copy) * Works & Technical Services After-hours Response Manual (hard and CD copy)
SCENARIO 4 - LOSS OF PRODUCT AVAILABILITY	* Re-establish MOCC ICT systems * Establish MOCC operating system (ie 'Crisisworks' or hard-copy request/instructions, facsimile, emails) * Establish job-cost accounting	* Manager Emergency & Flood Restoration / IT Coordinator * Manager Emergency & Flood Restoration / MOCC Facility Manager * Manager Emergency & Flood Restoration /Manager Finance	As necessary	* MOCC (including listed equipment and resources) * Communications contact lists (hard and CD copies) * Municipal Emergency Opertions Group (MEOG)/ Municipal Emergency Management Team (MEMT) * 'Crisisworks' * MEMP / Sub-plans (hard and CD copies) * MOCC SOP's (hard and CD copy) * Works & Technical Services After-hours Response Manual (hard and CD copy)

ALTERNATIVE WORKING ARRANGEMENTS	PROGRESSIVE RESPONSE ACTIONS	RESPONSIBILITY	TIMING	RESOURCES
SCENARIO 1 - LOSS OF IT & COMMS	Review workability/suitability of IT Disaster Recovery arrangements with IT Coordinator	* Manager Emergency & Flood Restoration * ICT Coordinator *MOCC Facility Manager	Hourly (debriefs)	* 'Crisisworks' * Lap tops * Ipads * Mobile phones * Communications contact lists (hard and CD copies) * UHF Two-way radios
SCENARIO 2 - LOSS OF (OR ACCESS TO) FACILITIES / BUILDING	Review current building accommodation/resources suitability	* Municipal Emergency Operations Group (MEOG) * Municipal Emergency Management Team (MEMT)	Hourly (debriefs)	* MOCC Facility * MOCC back-up generator (Birchip Office) * DISPLAN phone alternative * Lap tops * Ipads * Mobile phones * Communications contact lists (hard and CD copies)
SCENARIO 3 - LOSS OF KEY STAFF	Review MOCC personnel rostering	* Municipal Emergency Operations Group (MEOG) * Municipal Emergency Management Team (MEMT)	Hourly (debriefs)	* EMLO's * Communications contact lists (hard and CD copies) * MOCC personnel roster * MOCC SOP's (hard and CD copy) * Works & Technical Services After-hours Response Manual (hard and CD copy)
SCENARIO 4 - LOSS OF PRODUCT AVAILABILITY	Review MOCC operating systems	Municipal Emergency Management Team (MEMT)	Hourly (debriefs)	* MOCC (including listed equipment and resources) * Communications contact lists (hard and CD copies) * Municipal Emergency Operations Group (MEOG)/ Municipal Emergency Management Team (MEMT) * 'Crisisworks' * MEMP / Sub-plans (hard and CD copies) * MOCC SOP's (hard and CD copy) * Works & Technical Services After-hours Response Manual (hard and CD copy)

ALTERNATIVE WORKING ARRANGEMENTS	RETURN TO BUSINESS AS USUAL	RESPONSIBILITY	TIMING	RESOURCES
SCENARIO 1 - LOSS OF IT & COMMS	Ongoing review until stand-down	* Manager Emergency & Flood Restoration * ICT Coordinator *MOCC Facility Manager	Hourly (debriefs)	Normal IT & COMMS
SCENARIO 2 - LOSS OF (OR ACCESS TO) FACILITIES / BUILDING	Ongoing review until stand-down	* Municipal Emergency Operations Group (MEOG) * Municipal Emergency Management Team (MEMT)	Hourly (debriefs)	* Primary MOCC Facility * MOCC back-up generator (Birchip Office) * DISPLAN phones * Lap tops * Ipads * Mobile phones * Communications contact lists (hard and CD copies)
SCENARIO 3 - LOSS OF KEY STAFF	Ongoing review of MOCC personnel roster until stand-down	* Municipal Emergency Operations Group (MEOG) * Municipal Emergency Management Team (MEMT)	Hourly (debriefs)	* EMLO's * Communications contact lists (hard and CD copies) * MOCC personnel roster * MOCC SOP's (hard and CD copy) * Works & Technical Services After-hours Response Manual (hard and CD copy)
SCENARIO 4 - LOSS OF PRODUCT AVAILABILITY	Ongoing review of MOCC operating system until stand-down	* Municipal Emergency Operations Group (MEOG) * Municipal Emergency Management Team (MEMT)	Hourly (debriefs)	* MOCC (including listed equipment and resources) * Communications contact lists (hard and CD copies) * Municipal Emergency Operations Group (MEOG)/ Municipal Emergency Management Team (MEMT) * 'Crisisworks' * MEMP / Sub-plans (hard and CD copies) * MOCC SOP's (hard and CD copy) * Works & Technical Services After-hours Response Manual (hard and CD copy)

Figure 16: Regional Boundaries

f) RISK MANAGEMENT

Council will work towards creating a safer community by identifying, analysing and assessing risks and recommending treatment options by application of a Community Risk Assessment (**CERA**) process which employs the generic guidelines in ISO 31000 – Risk Management 2009. This process is not intended to exclude any form of emergency and as such will adopt a flexible "all hazards" approach.

Council recognises that this process may lead to suggested risk treatments that may affect social, built, economic, natural and agricultural environments and therefore political aspects across the community. All risk treatment recommendations may be affected by the reality of financial constraints.

The MEMPC and/or relevant sub-plan committees will use the CERA process as its main planning and risk mitigation tool.

g) FUNDING ARRANGEMENTS

Financial accounting for Council resources utilised in municipal emergencies must be authorised by the MERO or MRM and shall be in accordance with the normal financial arrangements of Council. An appropriate means of identifying expenditure and allocating it to a relevant identifier will be used within the Council financial arrangements.

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. Depending on the magnitude of the emergency, some government financial assistance may be available for prevention, response and recovery activities.

Council cannot be registered as a charitable organisation and therefore, the MRM will request the assistance of the Australian Red Cross (monetary donations) and Salvation Army (non-food material aid donations) to coordinate any Appeal.

The financial assistance policy known as the Natural Disaster Financial Arrangements (NDFA) is administered by the Victorian Department of Treasury and Finance (DTF). Financial assistance from the State Government to Council is only available for natural disasters as defined in the Commonwealth Government Natural Disaster Relief and Recovery Arrangements (NDRRA) determination.

h) DOCUMENT CONTROL

Responsibility for the maintenance and oversight of the MEMP rests with the MERO/EMC, on behalf of the MEMPC.

Maintenance responsibility of all MEMP related sub-plans, operational plans, strategies, Standard Operating Procedures and the like that support the MEMP rest with the relevant author. All up-to-date Council copies of these documents are to be stored on Crisisworks.

Management of MEMP documents shall be in accordance with Council records management procedure.

i) ACTIVATION AND ESCALATION

Activation

Arrangements and protocols for the activation of Council staff to respond to an emergency event are required to ensure the appropriate level of response and notification are enacted. These arrangements and protocols will support effective and efficient coordinated response 24 hour a day throughout the year (*See Figures 1, 9, 10, 11 and 12*).

Levels of Emergency Response

There are four levels of emergency response relevant to Councils Incident Management System

The Municipal Emergency Management Team (MEMT) will maintain oversight of municipal emergency management.

Level 1 Customer requests for response to routine operational matters are dealt with:

a. by the relevant department and section during normal business hours
b. after hours, in accordance with the 'Works and Technical Services Duty Officers After Hours Emergency Request/Response Manual' (*See Figure 9*)

Level 2 Minor Incidents (eg single structure fire or storm damage – *See Figure 10*)

a. requests for Council assistance referred to MERO (via MERC)
b. normally resolved through the use of local response resources
c. the MERC, MERO and MRM (ie Municipal Emergency Management Coordination Group – EMCG) will be in close communication at all times for the purposes of undertaking the planning and logistics function concurrently
d. the EMCG will monitor the emergency and its impact on the area, the community, the weather and other elements/variables that may lead to higher levels of activation (nb the MOCC may not necessarily be activated and the Control Agency may not require municipal assistance)

Level 3 Emergencies (eg more complex in size, resources or risk – *See Figure 10*)

a. requests for Council assistance referred to MERO (via MERC)
b. deployment of resources beyond initial response
c. sectorisation of the emergency
d. establishment of functional sections due to levels of complexity
e. combination of the above
f. the MOCC (*See Figure 11*) will normally be activated but is unlikely to include multi-agency representation in the MOCC and Emergency Relief Centre (ERC)
g. the emergency may potentially require forward planning to address response issues and for transition to recovery

Level 4 Major Emergencies (eg large scale emergencies with degrees of complexity that may require a more substantial establishment for management of the situation – *See Figure 10*)

a. requests for Council assistance referred to MERO (via MERC)

b. the MOCC will normally be activated without multi-agency representation in the MOCC and ERC
c. requires forward planning as the emergency continues and will specifically require a communication and community engagement strategy and planning for transition to recovery

Escalation

Initial recovery management is always undertaken at the municipal level. The impact of an event may lead to community needs that exceed the capacity of Council. Council may then seek to escalate the level of management to a regional level. This escalation provides an additional layer of management rather than a replacement layer. Further escalation to the state level of management may be necessary in respect of certain service needs in very large or complex events.

The Loddon Mallee Regional Recovery Plan complements local arrangements and clearly identifies the triggers for a regional escalation. Should an emergency impact upon Council to an extent where demand exceeds capacity at the local level or it extends into additional LGAs, then the Regional Recovery Plan will be activated.

Mutual Aid Arrangements

Council may from time to time, be required to assist neighboring municipalities during and following incidents. On this basis, it will undertake to provide its own resources, where practicable and with the authorization of the MERO, to assist neighboring municipalities to combat emergencies/disasters when requested by that municipality through RERC or MERC (VicPol).

Additional to the above arrangements between local municipalities, the same may apply to response and other support agencies (ie agency-to-agency sharing).

j) ROSTERING

An After Hours Duty Officer Roster remains in place to provide a 24 hours per day, 7 days per week, year-round capacity to respond to after normal business hours enquiries, requests and incidents. Municipal emergencies are referred to the MERO.

The MERO or a deputy MERO remains on call to provide a 24 hours per day, 7 days per week, year-round capacity to respond to emergency events.

During large-scale emergency events, the MOCC Facility Manager will establish and maintain MOCC personnel rosters (nb. Including Liaison Officers attending the Incident Control Centre-ICC or Regional Control Centre-RCC).

k) CRISISWORKS

Crisisworks (nb historically known as MECC Central), is software used by Council for managing response to incidents, requests, information, offers and recovery case management (https://buloke.crisisworks.com)

Crisisworks is an online system that is accessible by a registered user from any device that can access the internet (including smart-phones and tablet-computers). It is a multi-agency inter-

operable emergency management system, can track costs, resource allocation over the course on an emergency (including during recovery) and provide reports on activities.

Crisisworks provides secured access to the Vulnerable Persons Register, has detailed GIS mapping capability and links to numerous reference documents (eg MEMP, Sub-plans, plant register, guidance documents and key contact information).

A Crisisworks 'user guide' and MOCC Standard Operating Procedure are available as reference documents in Crisisworks or by contacting the Manager Emergency and Flood Restoration.

l) RESOURCE SHARING

Council supports the Municipal Association of Victoria (MAV) and the Municipal Emergency Management Enhancement Group (MEMEG) protocol for Inter-Council Emergency Management Resource Sharing.

m) EMERGENCY RELIEF ARRANGEMENTS

Assisting affected communities recover from an emergency event requires a range of services to be made available and provided as the need arises. The State Emergency Relief and Recovery Plan (EMMV – Part 4) provides the framework for developing relief and recovery plans and the elements of recovery planning that need to be considered (*See Figures 7&8*).

Emergency relief is defined as "the provision of essential needs to individuals, families and communities in the immediate aftermath of an emergency".

Emergency relief arrangements are designed to address all requirements related to the provision of relief during an emergency that is impacting upon the municipality. The arrangements can be activated either during an emergency response or when there is an impending extreme heat event.

Typically, emergency relief services are provided at a municipal emergency relief centre (ERC) which is a facility established and managed by Council and supported by the attendance of relief agencies. The purpose of an ERC is to provide immediate and basic services to people who have been affected by an emergency. People affected by any emergency may need shelter, information, to connect with others affected or a combination of all these.

Council emergency relief arrangements include:

- Identification and approval for appropriate ERCs
- Determine the services required at the centre
- Determine the services to be provided by the centre
- Agreements developed with relief agencies to provide services through the centres
- Protocols and arrangements to support people affected by the emergency
- Communication and engagement strategy
- Arrangements to manage pets and companion animals
- Arrangements to manage donations and volunteers
- Arrangements for necessary infrastructure (eg waste, traffic management, notice boards, information and communication technology-ICT)
- Relief Centre staffing rosters

Planning for emergency relief services is a critical and collaborative process involving consultation with all stakeholders. Plans should be based, as far as possible, on the 'all hazards' approach (*See Figure 13*)

n) RECOVERY ARRANGEMENTS

Community Resilience and recovery from emergencies is a developmental process of assisting individuals and communities to manage the re-establishment of those elements of society, necessary for wellbeing. The process involves cooperation between all levels of government, non-government organisations, community agencies, the private sector and community leaders in consideration of:

- The emotional, social, spiritual, financial and physical wellbeing of individuals and communities
- The restoration of essential/critical community infrastructure
- The rehabilitation of the environment
- The revitalisation of the economy of the community to ensure as far as possible that the wellbeing of a community is increased
- The restoration of affected agricultural activities

During recovery, governments and communities must work together to assist affected individuals and communities to move towards a healthy, safe and functioning environment. Council's relief and recovery planning (*See Figure 8*) should be responsive to the needs of the community and impact of the emergency. It will adopt the emergency recovery services framework as outlined in Part 4 of the EMMV (*See Figures 12 & 13*).

o) CAPACITY AND CAPABILITY DEVELOPMENT

The capacity and capability of Council to respond and manage its involvement in an emergency event is limited as its resource base is not large. The key elements of developing the capacity and capability of Council are:

- Business continuity management
- Staffing and rostering
- Knowledge and skills acquisition and maintenance
- MEMP and specific Sub-plan testing and maintenance

p) BUSINESS CONTINUITY

During an emergency, some personnel may be redeployed into short-term emergency management roles. Within Councils Emergency Management Business Continuity Plan, staff identified for emergency management roles can be drawn from areas of the organisations where their day-to-day role does not have an immediate impact upon Council service delivery (*See Figures 14&15*).

Personnel identified for specific emergency management roles are detailed in the MEMP and identified in *Figures 1-15*.

q) STAFFING AND ROSTERING

The safety and welfare of staff involved in emergency management is paramount to the identification and deployment of staff during an emergency event. The identification of positions within Council that can be deployed for emergency management needs to consider:

- Business continuity requirements whilst maintaining Council business services
- Nominating positions within Council to fulfil legislated emergency management roles and roles suggested within the EMMV
- Roles/positions within Council that have similar characteristics and functions to roles in emergency management
- Some rostered roles/positions during emergencies can impact normal family life and rosters for functions operating outside of normal business hours will need to consider the balance with family needs.

Staff will be rostered in accordance with an assessment of the risk, threat conditions and in consultation with relevant agencies.

r) KNOWLEDGE/SKILL ACQUISITION AND MAINTENANCE

Emergency management training and professional development programs are offered by a number of agencies (ie DHHS, VicSES, VicPol, Council etc) and institutions (eg Australian Emergency Management Institute) to assist with developing staff in their emergency management roles.

The Emergency Management Coordinator, in consultation with the MERO, MRM and MEMT will assess the training and development needs of staff in emergency management roles and liaise with the Manager Risk and Human Resources to offer appropriate programs to staff. Staff will be given the opportunity to acquire and/or maintain their emergency management knowledge and skills in accordance with Council's skills register and staff development program.

s) MEMP TESTING AND MAINTENANCE

It is recommended that the MEMP or parts within the MEMP or specific sub-plans be tested on an annual basis, as needs identified following an incident or following a significant change to the MEMP. This will be undertaken in a form determined by the MEMPC (*See Figure 2*). Any procedural anomalies or short falls encountered during these exercises or ensuing operations must be addressed and rectified at the earliest opportunity.

The MEMP, sub-plans (*Figures 1* and *3-8*), MOCC Standard Operating Procedures and relevant procedural guidelines (eg Crisisworks) should be reviewed on an annual basis, as needs identified following an incident or following significant change to MEMP or supporting documents.

APPENDIX 1A: Legislative Obligations – Before an emergency

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
1	A municipal council must prepare and maintain a municipal emergency management plan (MEMP). ***Nb. The MEMP is a multi-agency plan managed by Council.***	s20(1) *Emergency Management Act 1986* Municipal Emergency Management Planning Arrangements EMMV Part 6, s6.2,s6.5	• Planning	MEMPC (multi-agency)	VICSES, Minister for Emergency Services
2	A municipal council must appoint a Municipal Emergency Management Planning Committee (MEMPC) constituted by persons appointed by the municipal council being members and employees of the municipal council, response and recovery agencies and local community groups involved in emergency management issues. ***Nb. The function of a MEMC is to prepare a draft MEMP for consideration by the municipal council***	s21(3) *Emergency Management Act* 1986 Municipal Emergency Management Planning Arrangements EMMV Part 6, s6.4, s6.8	• Planning	Council	VICSES, Minister for Emergency Services
3	A municipal council must appoint a person or persons to be the municipal emergency resource officer (MERO) or municipal emergency resource officers.	s21(1) *Emergency Management Act 1986*	• Operational management	Council	VICSES, Emergency Management Commissioner, Minister for Emergency Services

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
4	A MERO is responsible to the municipal council for ensuring the coordination of municipal resources to be used in emergency response and recovery.	s21(2) *Emergency Management Act 1986*	• Operational management	Council	VICSES, Emergency Management Commissioner, Minister for Emergency Services
5	MEMPs must contain provisions identifying the municipal resources (being resources owned by or under the direct control of the municipal council) and other resources available for use in the municipal district for emergency prevention, response and recovery ***Nb. Councils are responsible for the costs of providing municipal resources (owned or under the direct control of the council). The provision of some council resources for response activities may be subject to limits and/or constraints, (e.g. the use of some equipment may be limited due to the expense of its operation).***	s20(2) (a) *Emergency Management Act 1986*	• Planning • Operational management • Logistics and supply chain management	Council	VICSES, Minister for Emergency Services
6	MEMPs must contain provisions specifying how such resources are to be used for emergency prevention, response and recovery	s20(2) (b) *Emergency Management Act 1986*	• Planning • Operational management	Council	VICSES, Minister for Emergency Services
7	MEMPs must describe the arrangements that may be used to support the provision of municipal resources, to coordinate relief and recovery, and maintain community services in an emergency	EMMV Part 6, s6.6	• Planning • Operational management • Logistics and supply chain management	Council	VICSES, Minister for Emergency Services

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	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
8	Develop secondary impact assessment (SIA) processes and data collection systems	State Emergency Relief and Recovery Plan, EMMV Part 4, s2.2 & s7.4.1.3	• Impact assessment	Council	VICSES, Minister for Emergency Services
9	Participate in an all-agencies approach to risk management	EMMV Part 6, s6.2, s6.3, s6.4 & s6.5	• Planning • Intelligence and information sharing	Council	VICSES, Minister for Emergency Services
10	Develop and maintain operational plans that detail capacity and strategies for undertaking relief and recovery roles and responsibilities	State Emergency Relief and Recovery Plan, EMMV Part 4, s5.2	• Planning • Operational management	Council	VICSES, Minister for Emergency Services
11	Each municipal council must appoint a staff member as its Municipal Recovery Manager (MRM).	State Emergency Relief and Recovery Plan, EMMV Part 4, s4.4.1 s59(4) *Emergency Management Act 2013*	• Operational management	Council	EMC, DHHS, Minister for Emergency Services
12	Work with local partners to determine local arrangements to manage relief and recovery activities	State Emergency Relief and Recovery Plan, EMMV Part 4, s4.4	• Planning • Relief assistance • Built recovery • Social recovery	Council	EMC, DHHS, Minister for Emergency Services

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
			• Economic recovery		
13	Participate in local and regional relief and recovery planning processes through a collaborative and coordinated approach	State Emergency Relief and Recovery Plan, EMMV Part 4, s5	• Planning • Relief assistance • Built recovery • Social recovery • Economic recovery	Council	EMC, DHHS, Minister for Emergency Services
14	Plan for the housing of displaced and lost/stray companion animals	State Emergency Relief and Recovery Plan, EMMV Part 4, s6.3.11	• Planning • Relief assistance	Council	EMC, DHHS, DEDJTR, Minister for Emergency Services
15	(For a council wholly or partly within the 'country area of Victoria') support the operation of the Vulnerable people in emergencies policy by: • developing and maintaining a list of facilities where vulnerable people are situated, such as lists being used to inform evacuation planning • appointing a VPR Coordinator to oversee administration of their local VPR and managing the screening process for people not attached to a funded	*CFA Act 1958 s3* (for definition of 'country area of Victoria') Vulnerable people in emergencies policy (DHHS)	• Planning	Council	EMC, DHHS, Minister for Emergency Services

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
	agency • managing and undertaking the screening process for people not attached to a funded agency and verifying the details of any unattached person on the register twice annually				
16	MEMPs must contain information about community organisations already working with vulnerable individuals at the local level, and a register of facilities where vulnerable people are likely to be situated, e.g. aged care facilities, hospitals, schools and child care centers.	MEMPC Guidelines, EMMV Part 6, s6.6	• Planning	MEMPC Council	EMC, DHHS, Minister for Emergency Services
17	Collect, analyse and share information about local risks, hazards and consequences with emergency management partners, businesses, service providers and the community	EMMV Part 6, s6.2 & s6.3	• Intelligence and information sharing	Council	EMC, DHHS, Minister for Emergency Services
18	Identify, plan and document emergency relief centres or other locations to provide emergency relief services and ensure they meet health and other community needs	EMMV Part 4, s6.2, s6.3,s 6.4 Part 3, s5.1.3 & s5.2.6	• Planning • Relief assistance	MEMPC Council	EMC, DHHS, Minister for Emergency Services
19	Identify the resources and equipment needed for council's recovery activities in the short, medium and long terms; and supply chains in consultation with other agencies, to ensure the resources and equipment are available when needed	EMMV Part 6, s6.2, s6.3, s6.6	• Recovery Planning • Logistics and supply chain management	MEMPC Council	EMC, DHHS, Minister for Emergency Services

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
20	Test, exercise and evaluate relief and recovery plans	EMMV Part 4, s5.1	• Planning • Assurance and Learning	MEMPC Council	EMC, DHHS, Minister for Emergency Services
21	Manage an emergency coordination system and/or council operations facilities that can be used during an emergency	EMMV Part 4, s5.1 Part 6, 6.6	• Operational management	Council	EMC, MERC, Minister for Emergency Services
22	A MEMPC may decide to establish a Municipal Fire Management Planning Committee (MFMPC) as a sub-committee, based on the level and nature of the fire risk in the municipal district.	MEMPC Guidelines, EMMV Part 6A, s6A.1	• Planning	MEMPC Council	CFA, Minister for Emergency Services
23	Each municipal council, the municipal district or part of the municipal district of which is in the CFA area of Victoria: • must appoint a person to be the fire prevention officer (MFPO) for that council for the purposes of the *Country Fire Authority Act 1958* • may appoint any number of persons it thinks fit to be assistant fire prevention officers.	s96A *Country Fire Authority Act 1958* MEMPC Guidelines, EMMV Part 6, App 3	• Planning	Council	CFA, Minister for Emergency Services
24	The MEMPC must give effect to any direction or guidelines issued by the Minister. **Note: The Minister's Guidelines are issued through the EMMV.**	s21(5) *Emergency Management Act 1986*	• Planning	MEMPC	EMC, Minister for Emergency Services
25	The MEMPC should ideally meet four times per year, and each time an organisational change or emergency occurs.	MEMPC Guidelines, EMMV Part 6, 6.4	• Planning	MEMPC	EMC, Minister for Emergency Services
26	The MEMPC needs to seek and expect to receive endorsement from all agencies and organisations with	MEMPC Guidelines,	• Planning	MEMPC	EMC, Minister for

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
	roles and responsibilities listed in the MEMP before presenting the plan to the council for consideration.	EMMV Part 6, 6.3			Emergency Services
27	The MEMP must provide the State Library of Victoria a copy of the MEMP within two months, of every new or amended publication published in Victoria	Libraries Act 1988 EMMV Part 6, 6.7	• Intelligence and information sharing	Council	EMC, VicSES, Minister for Emergency Services
	MEMPs must contain provisions: In addition, for municipal districts that are located wholly or partly in the country area of Victoria (with the meaning of the *Country Fire Authority Act 1958*) • identifying all designated neighbourhood places in the municipal district or, if no places have been designated under the *Country Fire Authority Act 1958*, recording that fact • identifying any places in the municipal district that are community fire refuges within the meaning of s50A of the *Country Fire Authority Act 1958*.	s20(2) (ba) *Emergency Management Act 1986* s20(2) (ba) (i) *Emergency Management Act 1986* s20(2) (ba) (ii) *Emergency Management Act 1986* MEMPC Guidelines, EMMV Part 6, 6.6	• Planning	Council VICPOL, CFA, Council VICPOL, CFA, Council	EMC, Minister for Emergency Services VICSES, Minister for Emergency Services VICSES, Minister for Emergency Services
28	A municipal council may prepare a Municipal Council Neighbourhood Safer Places Plan, which must be consistent with the CFA Assessment Guidelines. The municipal council must publish its Municipal Council	s50F *Country Fire Authority Act 1958* EMMV Part 6, 6.6	• Planning	Council	CFA, Minster for Emergency Services

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	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
	Neighbourhood Safer Places Plan on its website.				
29	A municipal council must ensure that appropriate signs are provided at each designated neighbourhood safer place in its municipal district to identify it to the public as a neighbourhood safer place.	s50H *Country Fire Authority Act 1958* EMMV Part 6, 6.6	• Planning	Council	CFA, Minster for Emergency Services
30	A municipal council is responsible for maintaining all designated neighbourhood safer places in its municipal district.	s50I *Country Fire Authority Act 1958*	• Planning	Council	CFA, Minster for Emergency Services
31	A municipal council must, by 31 August in each year, conduct a review of each designated neighbourhood safer place in its municipal district to determine if it is still suitable to be designated as a neighbourhood safer place.	s50J *Country Fire Authority Act 1958*	• Planning • Intelligence and information sharing	VICPOL, CFA, Council	CFA, Minister for Emergency Services
32	The MFPO must provide to the CFA by 30 September in each year an up to date list of all designated neighbourhood safer places and community fire refuges in the municipal district.	s50K *Country Fire Authority Act 1958*	• Planning • Intelligence and information sharing	Council	CFA, Minister for Emergency Services
33	The MFMPC must meet at least once every quarter and report quarterly to the MEMPC and the Regional Strategic Fire Management Planning Committee.	MEMPC Guidelines, EMMV Part 6A, s6A.2	• Planning	MEMPC	CFA, Minister for Emergency Services
34	The MFMPC is responsible for the preparation of a Municipal Fire Management Plan (MFMP).	MEMPC Guidelines, EMMV Part 6A, s6A.2	• Planning	MEMPC	CFA, Minister for Emergency Services
35	For municipal councils in the country area of Victoria (whole or part), the preparation of the MFMP meets the requirement to prepare and maintain a municipal fire	s55A *Country Fire Authority Act 1958*	• Planning	MEMPC	CFA, Minister for Emergency Services

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
	prevention plan (MFPP) and must contain provisions required under s55A (2) of the *Country Fire Authority Act 1958*.				
36	MFMPs must specify procedures for the identification and notification of trees that are hazardous to electric lines.	s86B *Electrical Safety Act 1998*	• Planning	MEMPC	CFA, Energy Safe Victoria
37	The MFPO may serve a fire prevention notice on the owner or the occupier of land in metropolitan and country areas/districts (other than a public authority) in respect of anything: • on that land, other than a building or in a building • on the adjacent half width of any private street that abuts that land (other than a prescribed thing or class of things) that by its nature, composition, condition or location constitutes or may constitute a danger to life or property from the threat of fire. Note: A fire prevention notice must be in the prescribed form.	s87 *Metropolitan Fire Brigades Act 1958* s41 *Country Fire Authority Act 1958*	• Planning • Fire management and suppression	Council	CFA, Minister for Emergency Services
38	The MFPO may serve an infringement notice on a person that the MFPO believes has not lawfully complied with a fire prevention notice.	s92(1) *Metropolitan Fire Brigades Act 1958* s41E(1) *Country Fire Authority Act 1958*	• Planning • Fire management and suppression	Council	CFA, Minister for Emergency Services
39	In the country area of Victoria, MFPOs are authorised to issue open air burning permits and to facilitate vegetation management of private land. Note: Burning permits must be in the prescribed form.	s38 *Country Fire Authority Act 1958*	• Planning • Fire management and	Council	CFA, Minister for Emergency Services

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
			suppression		
40	Municipal councils, in consultation with relevant fire authority, ensure application of State land use planning and building policies, taking into account bushfire safety.	Bushfire Management Overlay (BMO), clause 44.06 Planning provisions	• Planning • Fire management and suppression	Council	CFA, DELWP, Minister for Emergency Services
41	Municipal councils, in consultation with the relevant fire authority as a referral authority, are responsible for assessing property development projects for bushfire safety.	BMO, clause 52.47 Bushfire protection: planning requirements	• Planning • Fire management and suppression	MFMPC	CFA, DELWP, Minister for Emergency Services
42	Municipal councils are responsible for the enforcement of bushfire related planning and building permit conditions and considering applications against mandatory standards and decision guidelines.	BMO, clause 52.47 Bushfire protection: planning requirements. The mandatory standards are BF5, BF6.1, BF6.3, BF7.1, BF8.1, 29BF9.0, BF10.	• Planning • Fire management and suppression	Council	CFA, DELWP, Minister for Emergency Services
43	The CFA may require (by written notice) a municipal council to provide pillar fire hydrants in areas supplied with water by a permanent reticulated water supply system at any specified place or places in or near a public street or road within the municipal district.	s36 *Country Fire Authority Act 1958*	• Planning • Fire management and suppression	Council	CFA, Minister for Emergency Services
44	Where a road authority is a municipal council, they have a duty to manage vegetation on roadsides to ensure a safe	s20, s34, s40 *Road Management Act*	• Planning • Operational	Council	VicRoads, DEDJTR

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
	efficient network of roads is maintained, taking into account obligations under the Victoria Planning Provisions (VPP)	*2004* *VPP 52.17*	management		
45	A municipal council may require a water authority that has a water district situated wholly or partly within the council's district to fix fire plugs to any of the works of the authority within the water district in suitable locations for the supply of water for fire-fighting purposes. The council must meet the costs of providing, installing, marking and maintaining all fire plugs in its municipal district.	s165 *Water Act 1989* s81 *Water Industry Act 1994*	• Planning • Operational management	Council by agreement or water authority.	Minister for Environment, Climate Change and Water
46	A planning authority that is a municipal council must prepare a strategic statement for its municipal district. It is required to consider local land conditions and strategies for achieving objectives.	s12A *Planning and Environment Act 1987*	• Planning	Council	DELWP, Minister for Planning
47	A planning authority that is a municipal council must review the municipal strategic statement no later than one year after each date which is required to approve a council plan or at any other time the Minister directs.	s12B *Planning and Environment Act 1987*	• Planning	Council	DELWP, Minister for Planning
48	Municipal councils are responsible for the administration and enforcement of Parts 3, 4, 5, 7 and 8 of the Building Regulations, including supervising bushfire construction/reconstruction standards, granting building permits inspection of damaged buildings and the provision of building assessments and advice.	s212 *Building Act 1993*	• Planning	Council	DELWP, Victorian Building Authority
49	The Minister may determine designated bushfire prone areas. It is the council's responsibility upon receipt of this information to make a copy of the most recent map and make it available to members of the public at the council	r810 Building Regulations 2006 (Amended)	• Planning • Intelligence and information	MFMPC Planning	DELWP, Victorian Building Authority, Minister for Planning

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
	office, without charge and within business hours.		sharing		
50	Where a council is a planning authority, they must provide sound, strategic and coordinated planning of the use and development of land in its area, having regard to the municipal strategic statement and taking into account any significant effects the environment might have on any use or development envisaged.	s12 *Planning and Environment Act 1987*	• Planning • Intelligence and information sharing	Council	DELWP
51	If council is the responsible authority, they can apply to the tribunal for an enforcement order against any person whose use of land contravenes or will contravene a planning scheme, this may include the enforcement of bushfire related planning permit conditions.	s114 *Planning and Environment Act 1987*	• Planning • Intelligence and information sharing	Council, CFA, VICPOL	DELWP
52	Municipal strategic statements must include the identification of land, waterways and high hazard areas that have the greater risk and frequency of being affected by flood.	Clauses 44.03, 44.04 and 37.03 of the Victoria Planning Provisions s12 *Planning and Environment Act 1987*	• Planning • Intelligence and information sharing	Council	DELWP
53	Municipal councils have a general duty to improve and promote public health and wellbeing within the municipal district, including: • initiating, supporting and managing public health planning processes at the local government level, and • developing and implementing public health policies	s24 *Public Health and Wellbeing Act 2008*	• Planning • Health protection	Council, MEMPC Sub-Committee	DHHS, Minister for Health

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
	and programs within the municipal district. Note: These functions can involve activities like heatwave planning.				
54	If there is a state of emergency [1]declared under the *Public Health and Wellbeing Act 2008*, the Secretary of Department of Health and Human Services (DHHS) may direct a municipal council, to perform any functions or duties, or exercise any powers.	s28 *Public Health and Wellbeing Act 2008*	• Planning • Health protection	Council Environmental Health	DHHS, Minister for Health
55	Municipal councils are assisted by VICSES in relation to the performance and exercise of their duties and responsibilities under the *Emergency Management Act 1986*.	s5 *Victoria State Emergency Service Act 2005*	• Planning • Intelligence and information sharing	MEMPC Council	EMC, Minister for Emergency Management
56	MEMPs are audited by the Chief Officer, Operations VICSES at least once every three years.	s21A(1) *Emergency Management Act 1986* MEMPC Guidelines, EMMV Part 6, s6.3	• Planning • Assurance and learning	MEMPC Council	VICSES, Minister for Emergency Services
57	The MEMP provided for audit must be the most recent version endorsed by the MEMPC and adopted by the Council	MEMPC Guidelines EMMV Part 6, s6.3	• Planning • Intelligence and information sharing	MEMPC Council	VICSES, Minister for Emergency Services

[1] In Victoria two declarations associated with emergencies can be declared. State or Area of Disaster under the EM Act Part 5 s23 (1) and State of emergency under the Public Health and Wellbeing Act 2008, Public Safety Preservation Act 1958,Fuel Emergency Act 1997, Essential Services Act 1958, Petroleum (Submerged Lands) Act 1982, Gas Industry Act 2001, Electricity Industry Act 2000 . Further information can be found EMMV Part 8, Appendix 6, p 8-24, as both declarations could impact the emergency management sector.

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
58	A Municipal council must within 3 months of receiving a MEMP audit report provide a copy of its written response to the Chief Officer, Operations VICSES.	s21A(3) *Emergency Management Act 1986* MEMPC Guidelines, EMMV Part 6, s6.3	• Planning • Intelligence and information sharing	MEMPC Council	VICSES, Minister for Emergency Services
59	For municipal councils in the country area of Victoria (whole or part), the MFPP/MFMP is audited by the CFA at least once every three years. The audit must assess whether the plan complies with the requirements of the *Country Fire Authority Act 1958* and regulations. Note: There is no statutory requirement for a municipal council to respond to an audit report, however in practice a response is provided.	s55B *Country Fire Authority Act 1958* MEMPC Guidelines, EMMV Part 6A, s6A.5	• Planning • Intelligence and information sharing	MEMPC Council	CFA, Minister for Emergency Services
60	Contribute to local flood warning services in partnership with other agencies where aligned with flood risk severity and community support	Victorian Floodplain Management Strategy 2016	• Planning • Operational management • Intelligence and information sharing	MFEPC Council	CMAs, DELWP, VicSES, Minister for Emergency Management

APPENDIX 1B: Legislative Obligations – During an emergency

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
61	Coordinate local relief and recovery, working with local partners to determine arrangements to manage local relief	EMMV Part 4, s4.4	• Relief assistance	MEMT	ICC, RCC, EMC, Minister for

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
	and recovery activities		• Economic recovery • Built recovery • Social recovery • Natural and cultural heritage rehabilitation		Emergency Management
62	Provide agencies with support information to partially or fully close roads and determine alternative transport routes	EMMV Part 7	• Critical transport • Operational management	MEMT	ICC, RCC, EMC, Minister for Emergency Management
63	Clear blocked drains and local roads including by removing trees on council land and on roads	EMMV Part 7	• Operational management	MEMT	ICC, RCC, EMC, Minister for Emergency Management
64	Pass on relevant information in relation to initial impact assessment data about the scale and characteristics of the impact on social, economic, built and natural environments	EMMV Part 4, s2.2	• Impact assessment • Intelligence and information sharing	MEMT	ICC, RCC, EMC, Minister for Emergency Management
65	Coordinate the provision of short-term housing/accommodation options for displaced people at the local level	EMMV Part 4, s7.4.1	• Relief assistance • Social recovery	MEMT	ICC, RCC, DHHS, EMC, Minister for Emergency Management

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
66	Promote a single point of contact for residents to obtain information about the support, services and assistance that could be available	EMMV Part 4, s7.4.5.1	• Community information and warnings	MEMT	ICC, RCC, DHHS, EMC, Minister for Emergency Management
67	Support response agencies to effectively deliver emergency response services locally by: • making council resources, facilities available as needed by the community and response agencies, after consultation • providing council resources as requested by agencies to secure affected areas • providing a council emergency liaison officer (EMLO) to an emergency team to: ○ communicate sharing knowledge, data and information about community needs and consequences ○ communicating to ensure council is consulted and involved in emergency decisions that will affect the council and community ○ communicating to support response agencies to access affected areas	EMMV Part 6, s6.6 Part 7	• Operational management • Logistics and supply chain management • Intelligence and information sharing	MEMT	ICC, RCC, EMC, Minister for Emergency Management
68	Support dissemination of information about emergency financial assistance	EMMV Part 4, s4.4	• Relief assistance	MEMT	ICC, RCC, DHHS, EMC, Minister for Emergency Management
69	Support, as needed, the efforts of Victoria Police and Red Cross to reunify family and others separated during an emergency	EMMV Part 4, s6.3.8	• Relief assistance	MEMT	ICC, RCC, DHHS, EMC, Minister for Emergency

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
					Management
70	Coordinate relief services locally by: • recording the details of attendees at emergency relief centres, to inform recovery planning • establishing and managing relief centres where appropriate • coordinating the provision of food, water and materials to affected communities, supported by the Red Cross and other agencies including Foodbank Victoria, VCC-EM, Salvation Army, St Vincent De Paul • providing temporary shelter options for displaced people • coordinating and managing services to meet the physical and psychosocial needs of affected local people	EMMV Part 4	• Relief assistance • Social recovery	MEMT	ICC, RCC, DHHS, EMC, Minister for Emergency Management
71	Coordinate the housing of displaced, lost and stray companion animals (other than wildlife)	EMMV Part 4, s6.3.11	• Operational management • Relief assistance	MEMT Council	DHHS, EMC, Minister for Emergency Management
72	Support DEDJTR in the coordination and management of services to meet the immediate needs of affected livestock at the local level	EMMV Part 4, s6.3.11	• Operational management • Relief assistance	MEMT Council	DEDJTR, EMC, Minister for Emergency Management
73	It is the duty of every municipal council and public authority to take all practicable steps (including burning) to prevent the occurrence of fires on, and minimise the danger of the spread of fires on and from: • any land vested in it or under its control or management,	s5 *Metropolitan Fire Brigades Act 1958* s43 *Country Fire Authority Act 1958*	• Operational management • Fire management and	MFPO MEMT Council	CFA, Minister for Emergency Services

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
	and • any road under its care and management.		suppression		

APPENDIX 1C: Legislative Obligations – After an emergency

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
74	Lead the management of environmental health issues at the local level (such as food safety, waste water management, air quality, drinking water quality, vermin and vector control), coordinating with relevant agencies	*Public Health and Wellbeing Act 2008* *Food Act 1984* *Environment Protection Act 1970*	• Operational management • Health protection • Environmental response • Economic recovery • Social recovery • Built recovery • Natural and cultural heritage rehabilitation	MEMT	DHHS, EMC, DEDJTR, Minister for Emergency Management
75	Lead (in partnership with neighbouring councils and regional stakeholders) the provision of community information including community briefings and meetings; promote a single point of contact for residents to obtain information about the support, services and assistance	EMMV Part 4, s7.4.5.1	• Community information and warnings • Social recovery	MEMT Council	IEMT, REMT, DHHS, EMC, DEDJTR, Minister for Emergency

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
	that could be available to affected individuals and households in recovery				Management
76	As part of psychosocial support, work in partnership with DHHS and other service providers to consider how best to engage with vulnerable groups	EMMV Part 4, s7.4.2.2	• Planning • Social recovery • Impact assessment	MEMT Council	IEMT, REMT, DHHS, EMC, DEDJTR, Minister for Emergency Management
77	Coordinate and support the communication of clear, relevant, timely an tailored information and advice to communities about recovery services, through multiple appropriate channels including community meetings	EMMV Part 4, s7.1 & S7.4.5.1	• Community information and warnings • Building community resilience • Social recovery	MEMT Council	IEMT, REMT, DHHS, EMC, DEDJTR, Minister for Emergency Management
78	Provide and staff a recovery centre. Councils could request various recovery support agencies to attend the recovery centre to provide advice and guidance	EMMV Part 4, s7.4.5.4	• Operational management • Social recovery • Economic recovery • Built recovery • Natural and cultural heritage rehabilitation	MEMT Council	IEMT, REMT, DHHS, EMC, DEDJTR, Minister for Emergency Management
79	Participate in the transition from response to recovery. Where council is determined the appropriate recovery coordinator, ensure readiness to assume responsibility and	EMMV Part 3, s4.6	• Planning • Operational	MEMT Council	IEMT, REMT, DHHS, EMC, DEDJTR, Minister for

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
	have the appropriate resources assembled prior to the transition		management		Emergency Management
80	Establish and lead a municipal/community recovery committee	EMMV Part 4, s7.4.5.2	• Operational management • Building community resilience	MEMT Council	DHHS, EMC, DEDJTR, Minister for Emergency Management
81	Coordinate local recovery, working with local partners to determine arrangements to manage local recovery activities	EMMV Part 4, s4.4	• Operational management • Building community resilience	MEMT Council	EMC, Minister for Emergency Management
82	As part of social recovery, consider appropriate support strategies including how individuals will access information, the coordination of services and case support	EMMV Part 4, s7.4	• Social recovery • Building community resilience	Recovery Committee MEMT Council	DHHS, EMC, Minister for Emergency Management
83	Collect secondary impact assessment data about the scale and characteristics of the impact on social, economic, built and natural environments	EMMV Part 4, s2.2	• Impact assessment	Recovery Committee MEMT Council	DHHS, DEDJTR, EMC, Minister for Emergency Management
84	Coordinate secondary impact assessment	EMMV Part 4, s2.2	• Impact assessment • Intelligence and information	Recovery Committee MEMT Council	DHHS, DEDJTR, EMC, Minister for Emergency Management

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
			sharing		
85	Coordinate post emergency needs assessments to inform longer-term recovery planning	EMMV Part 4, s2.2	• Impact assessment • Intelligence and information sharing	Recovery Committee MEMT Council	DHHS, EMC, Minister for Emergency Management
86	Commence coordination of recovery at the local level and escalate to regional or state levels as required	EMMV Part 4, s5.3.1	• Operational management • Social recovery • Economic recovery • Built recovery • Natural and cultural heritage rehabilitation	Recovery Committee MEMT Council	DHHS, EMC, Minister for Emergency Management
87	Transition local recovery activities back to business-as-usual activities and services	EMMV Part 4, s7.2	• Operational management • Building community resilience	Recovery Committee MEMT Council	DHHS, EMC, Minister for Emergency Management
88	Support agencies to coordinate spontaneous volunteer efforts after emergencies	EMMV Part 4, s7.4.5.7	• Operational management	Recovery Committee	DHHS, EMC, Minister for Emergency Management

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
			• Social recovery • Logistics and supply chain management	MEMT Council	
89	Engage the community in the development of recovery activities including by appointing community development officers	EMMV Part 4, s7.4.5.5	• Building community resilience	Recovery Committee MEMT Council	DHHS, EMC, Minister for Emergency Management
90	Survey and determine the occupancy of damaged buildings	EMMV Part 4, s7.4.1.3	• Built recovery • Impact assessment	Recovery Committee MEMT Council	DHHS, EMC, Minister for Emergency Management
91	Conduct safety assessments of council-owned essential and critical assets and infrastructure	EMMV Part 4, s7.6.5	• Built recovery • Impact assessment	Recovery Committee MEMT Council	DHHS, EMC, Minister for Emergency Management
92	Support the Victorian Building Authority to provide building maintenance and safety information to affected persons	EMMV Part 4, s7.4.1.4	• Built recovery • Community information and warnings	Recovery Committee MEMT Council	DHHS, DEDJTR, EMC, Victorian Building Authority, Minister for Emergency Management
93	Coordinate the clean-up activities including the disposal of dead domestic, native and feral animals	EMMV Part 4, s7.6.5.1	• Economic recovery • Natural and cultural	Recovery Committee MEMT Council	DHHS, DEDJTR, EMC, DELWP, Minister for Emergency Management

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
			heritage rehabilitation		
94	Support DHHS in the assessment and delivery of services for the medium to long-term psychosocial needs of the affected community	EMMV Part 4, s7.4.2	• Impact assessment • Intelligence and information sharing • Social recovery	Recovery Committee MEMT Council	DHHS, EMC, Minister for Emergency Management
95	Support DHHS in the coordination of medium to long-term housing/accommodation options for displaced people	EMMV Part 4, s7.4.1	• Social recovery	Recovery Committee MEMT Council	DHHS, EMC, Minister for Emergency Management
96	Assist to business to recover by providing advice and referrals	EMMV Part 4, s7.5.1	• Economic recovery	Recovery Committee MEMT Council	DHHS, DEDJTR, EMC, DELWP, Minister for Emergency Management
97	Municipal councils must put in place arrangements at the municipal level for the implementation of the essential water Replace Policy as part of their relief and recovery responsibilities	Replacement of Essential Water Used During Bushfire Fighting Operations Policy (Jan. 2014)	• Operational management • Economic recovery	Recovery Committee MEMT Council	DELWP, VICSES, Minster for Emergency Service.
98	Conduct reviews of municipal operations and community consequences, after an emergency to capture lessons and improve future outcomes, considering opportunities: • to inform future municipal plans and procedures	EMMV Part 3, s2.6	• Assurance and learning	MEMT Council	IEMT, REMT, DHHS, EMC, DEDJTR, Minister for Emergency

	Obligation	Statutory Reference	Core Capability	Municipal level oversight	Non-council oversight (compliance)
	• to conduct community engagement activities to implement lessons learnt • to share findings with other councils and agencies to cooperatively identify and implement solutions				Management

APPENDIX 2: Relevant legislation

- *Australian Maritime safety Authority Act 1990*
- *Building Act 1993*
- *Bushfires Royal Commission (Report) Act 2009*
- *Bushfires Royal Commission Implementation Monitor Act 2011*
- *Catchment & Land Protection Act 1994*
- *Charter of Human rights & Responsibility Act 2006*
- *Coastal Management Act 1995*
- *Country Fire Authority Act 1958*
- *Dangerous Goods Act 1985*
- *Electrical Safety Act 1998*
- *Emergency Management Act 1986*
- *Emergency Management Act 2013*
- *Emergency Services Telecommunications Authority Act 2004*
- *Environment Protection Act 1970*
- *Equipment (Public Safety) Act 1994*
- *Fire Services Commissioner Act 2010*
- *Local Government Act 1989*
- *Metropolitan Fire Brigades Act 1958*
- *Planning & Environment Act 1987*
- *Port Management Act 1995*
- *Public Health and Wellbeing Act 2008*
- *Road Management Act 2004*
- *Road Safety Act 1986*
- *Terrorism (Community Protection) Act 2003*
- *Victoria State Emergency Service Act 2005*
- *Water Act 1989*
- *Water Industry Act 1994*

APPENDIX 3: Supporting documentation

- Building Regulations 2006 (Amended)
- Bushfire Management Overlay (BMO), planning provisions
- Bushfire Management Overlay (BMO), Bushfire protection: planning requirements
- Country Fire Authority Regulations 2004
- Dangerous Goods (Storage & Handling) Regulations 2012
- Dangerous Goods (Transport by Road or Rail) Regulations 2008
- Emergency management Amendment (Critical Infrastructure Resilience) Bill 2014
- Emergency Management Bill 2013
- Emergency Management Manual of Victoria
- Equipment (Public Safety) Regulations 2007
- Management of Flooding Downstream of Dams
- Red Cross RediPlan
- Relocation Sheltering & Evacuation Guide - DHHS
- Replacement of Essential Water Used During Bushfire Fighting Operations Policy (Jan. 2014)
- State Earthquake Emergency Plan
- State Emergency Management Government Arrangements
- State Emergency Relief Coordination Plan
- State Flood Emergency Plan
- State Heat Plan
- State Operations Plan Power Outage Melbourne
- State Recovery Coordination Plan
- State Smoke Framework
- State Storm Emergency Plan
- State Tsunami Emergency Plan
- Victorian Emergency Animal Welfare Plan
- Victorian Action Plan for Human Influenza Pandemic
- Victorian Health Management Plan for Pandemic Influenza
- Vulnerable People in Emergencies Policy – DHHS
- Water Bill Exposure Draft
- Water Bill Exposure Draft – Explanatory Guide
- Victorian Floodplain Management Strategy 2016