


Introduction- the plan



Consolidated Contents

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|------------------|---------------------------------|---|---|
| Section A | The Plan - Introduction | Provides details of reason, authority, structure, considerations, background of and for The Plan. |  |
| Section B | Contacts | Details emergency contacts and community support services | |
| Section C | Municipal Demographic | Provides details on the municipality, suburbs, population, topography infrastructure, industry, and hazards | |
| Section D | History and Training | Provides summary of historical emergencies and details of emergency training arrangements | |
| Section E | Prevention, Preparedness | Provides details on emergency prevention and preparedness arrangements | |
| Section F | Planning | Provides emergency planning arrangements, local emergency committee structure and responsibilities | |
| Section G | Response | Provides emergency response arrangements, structures, responsibilities, resources and actions | |
| Section H | Relief | Provides emergency relief arrangements, services, considerations and responsibilities. | |
| Section I | Recovery | Provides emergency recovery arrangements, considerations, community involvement, phases of and actions | |

Greater Dandenong Municipal Emergency Management Plan

Section A: The Plan - Introduction

Important Note: This section of the Greater Dandenong Municipal Emergency Management Plan must be read in partnership and in context of the complete Greater Dandenong Municipal Emergency Management Plan as adopted by the Municipal Emergency Management Planning Committee. The reader of this document should have a sound knowledge of Emergency Management practices and an understanding of the Victorian Emergency Management Principles through the Emergency Management Act 1986 and 2013, Emergency Management Amendment (Critical Infrastructure Resilience) Act 2014, Emergency Management (Control of response Activities and Other Matters) Act 2015 and the Emergency Management Manual Victoria.

This document has been endorsed by the members of the Greater Dandenong Municipal Emergency Management Planning Committee as representatives and with authority of their agencies on the

Date 27/02/2018

The signature below indicates this document has been approved for release under delegation as Municipal Emergency Resource Officer

Craig Cinquegran
MERO – Senior Officer

TABLE OF CONTENTS

| | | |
|------|--------------------------------------|----|
| A.1 | INTRODUCTION | 4 |
| A.2 | AIM | 4 |
| A.3 | OBJECTIVES | 5 |
| A.4 | HOW TO USE THIS PLAN | 5 |
| A.5 | ASSESSMENT OF RISK | 6 |
| A.6 | AUTHORITY | 8 |
| A.7 | FREQUENCY OF REVIEW | 8 |
| A.8 | TESTING OF THE PLAN | 9 |
| A.9 | AUDIT / COMPLIANCE | 9 |
| A.10 | MUNICIPAL ADOPTION..... | 10 |
| A.11 | STATEMENT OF ATTAINMENT..... | 11 |
| A.12 | LODGEMENT OF THE PLAN..... | 12 |
| A.13 | GLOSSARY OF TERMS AND ACRONYMS | 13 |
| A.14 | REFERENCE..... | 21 |
| A.15 | DOCUMENT REVIEW | 22 |

DOCUMENT SUMMARY

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CONTACT DETAILS

All enquiries:

Municipal Emergency Resource Officer,
City of Greater Dandenong
225 Lonsdale Street, Dandenong, VIC 3175
e mero@cgd.vic.gov.au
t 03 8571 1000

A.1 INTRODUCTION

An emergency in Victoria is defined in legislation through the Emergency Management Act 1986 (*The Act*) to mean an emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria.

This, the Municipal Emergency Management Plan for the municipality of Greater Dandenong (*The Plan*) is a legislated overarching document which facilitates planning for emergencies within the municipality of Greater Dandenong. This plan is developed through a range of community groups, agencies and stakeholders involved in emergency management planning, community risk identification, mitigation, response including immediate relief and the recovery initiatives within the area. These initiatives may include the development of sub-plans addressing specific identified risks, which may be linked to *The Plan*.

The Plan also provides direction and education to the residents, visitors, businesses and the wider community of responsibilities they, the emergency service agencies, community support agencies and council may, will and should undertake through all phases of emergency management to build individual and community resilience before, during and after an emergency incident.

The Plan integrates and aligns with emergency management planning at Regional (Southern Metro) and State (Victoria) levels. Emergency Management arrangements that are covered in those Regional and State plans are not included in this document and it is presumed that persons involved or interested in the management of emergencies have made themselves aware of current legislation, policies, guidelines and practice notes to have an understanding of these arrangements and who the arrangements within this Plan interlink and supports documents at the Regional and State levels.

This plan should be read in conjunction with other relevant Regional and State Plans not limited to:

- Southern Metro Regional Response Plan
- Southern Metro Regional Relief and Recovery Plan
- The State Emergency Response Plan (Part 3 of the Emergency Management Manual Victoria)
- The State Emergency Relief and Recovery Plan (Part 4 of the Emergency Management Victoria)
- The State Health Emergency Response Plan version 4 (SHERP4)
- The State Animal Welfare Plan.

A.2 AIM

The aim of this *Plan* is to:

Document local emergency management arrangements and guide individuals and community to reduce the level of risk and impact to the community of emergencies occurring, and improve community resilience and perception of safety across the municipality.

A.3 OBJECTIVES

The objectives of this *Plan* are to:

- help individuals and communities build capacity in developing their own resilience against emergencies
- support and assist in the provision of community resources to enable residents and visitors to be aware of their emergency hazard risks and ability to develop reduction strategies
- minimise and reduce the risk in the community relating to emergency events
- outline considerations and activities to mitigate, response and recovering from emergencies within and across the community
- outline local arrangements for the development of required Emergency Management Operational Plans, including Sub-Plans of *The Plan*
- outline support procedures for individuals, communities, council, emergency service agencies and non-government-organisations in collaboration around emergencies
- develop procedures and assign responsibilities for the development and maintenance of *The Plan*, Sub-Plans and operational templates
- detail the arrangements for the activation and coordination of municipal resources for emergencies, providing assistance to the affected community during relief and recovery from an emergency event, to complement other community, municipal, regional and State planning arrangements and to outline the arrangements of the Municipal Emergency Management Planning Committee (MEMPC)
- outline activities that MEMPC members will undertake to develop capacity and capability so as to assist the local and regional communities in responding to emergency events.

A.4 HOW TO USE THIS PLAN

The Plan, while a strategic document on the arrangements at the local municipal level, is also an education document to assist in the building of community resilience.

The Plan is developed to assist the reader in understanding the process of community emergency risk assessment and planning, the phases of emergency management, activities across those in building community resilience at an individual, community, agency and council level.

In many cases, *The Plan* may not be suitable for activation and it may only be necessary to use part or a sub-plan of *The Plan*.

Each section of *The Plan* is laid out through a structure to assist the reader, which includes:

- Title page and date of endorsement by the MEMPC
- Table of Contents
- Body of Section (Arrangements)
 - Individual
 - Community
 - Council
 - Agencies
- Reference documents and Council's file reference (electronic storage)
- Document review.

The footer of each page of *The Plan* contains the Section name, electronic storage number, and version number and issue date.

SECTION A – THE PLAN

The Plan consists of:

- Section A – *The Plan*, Introduction
- Section B – Contacts
- Section C – Municipal Description Demographic
- Section D – History and Training
- Section E – Emergency Prevention, Preparedness Arrangements
- Section F – Emergency Planning Arrangements
- Section G – Emergency Response Arrangements
- Section H – Emergency Relief Arrangements
- Section I – Emergency Recovery Arrangements

Other documents related to or supporting *The Plan* may be made available to agencies and the public as required, these may include, Appendices and Hazard Sub-Plans

ACCESS TO THE PLAN

The completed plan (Sections A through to I) will be published via Council's website once endorsed by the MEMPC and adopted by the City of Greater Dandenong Emergency Management Preparedness & Capacity Committee (CGDEMPCC) on behalf of Council.

Sections of *The Plan* may be updated from time to time and once endorsed will replace the old section on the website. It is the responsibility of individuals to ensure they have the current version of each section of *The Plan*.

A copy of The Plan will be updated into the SMR Regional Portal on EM Cop as well as the municipal folder within EM Cop as Section of The Plan are updated and endorsed by the MEMPC.

The MERO, EMC or delegate will send an email to all agencies and municipalities advising of an endorsed update a link to the website page for the updated Section.

It is up to the agency representative that receives the email to update their organisations system with the updated version.

Hazard Sub-Plans may be developed at the request of the MEMPC as part of that hazard's community resilience building, engagement and education program. These plans will be published via Council's website and may, on the approval of Council, be published on emergency services agencies website.











Public versions of Sub-plans shall be published once every five years in line with standard council plans and strategies as determined by the MEMPC.

A.5 ASSESSMENT OF RISK

A hazard analysis and risk assessment of perceived emergency threats to the municipality is conducted every four years as part of Council's community emergency risk assessment process using the ISO 31000:2009 processes.

The intended outcome of this process is the development of risk reduction strategies that enhance community resilience, safety and security within Greater Dandenong. The process is not intended to exclude any form of emergency as highlighted through The Plan's 'All Communities – All Emergencies' approach.

The following table identifies the community emergency risks members of the MEMPC have workshopped to be the highest importance across the municipality of Greater Dandenong in June 2016. The full processes of identifying community emergency risks are detailed in Section F of this *Plan*.

| HAZARD / RISK | Risk Rating | Control Agency | Elements at Risk | | | |
|--|-------------|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | | | Social | Economic | Built | Natural |
| Human epidemic / pandemic | High |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Transport accident – large commercial | High |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Extreme temperature - heatwave | Moderate |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Civic disturbance | Moderate |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Flood / Storm event | Moderate |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Food / water supply contamination | Moderate |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Fire – structural | Moderate |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Service disruption – utilities extend period | Moderate |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Hazardous Incident (transport and facility) | Moderate |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| *Bush / grass fire (small) | Low |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

*Note: While bush / grass fire risk within Greater Dandenong is rated low, it is a requirement under the CFA Act and recommendations from the Bush Fire Royal Commission 2009 that all municipalities wholly or partly within a CFA District must evaluate, plan, consider and where required plan for the likely hood of bush / grass fires.

SECTION A – THE PLAN

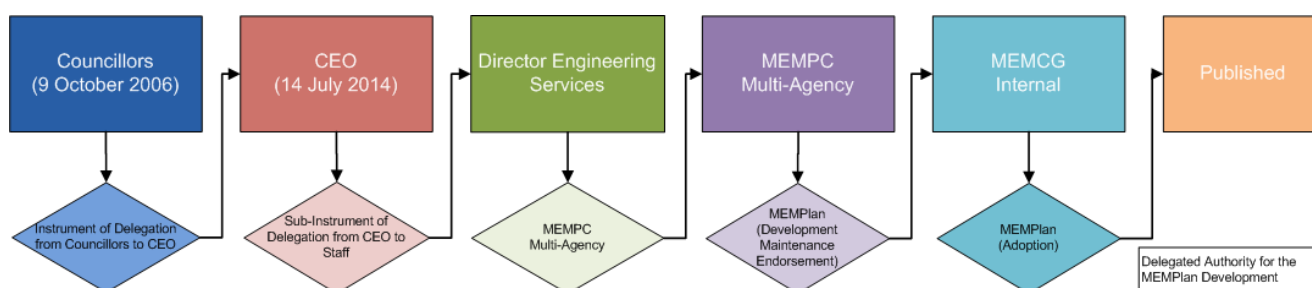
A.6 AUTHORITY

The Plan is developed and owned by the members of the Municipal Emergency Management Planning Committee for the municipality and community of Greater Dandenong pursuant to the requirements of Part Four, Section 21(3) of the *Emergency Management Act 1986* and detailed in the *Emergency Management Manual Victoria (EMMV) Part 6.1 and 6.2*.

The Plan, while not owned by the City of Greater Dandenong, is administered and maintained by Council's Municipal Emergency Resource Officer on behalf of the MEMPC Committee (EMMV Part 6.3 (4)).

Terms of Reference, Continuous Improvement and Structure of the MEMPC, its Sub-committees and working groups as determined by the members of the MEMPC shall be documented in Appendices to *The Plan* with the committee structure detailed in Section F.

The following image provides the delegation from Council to the MEMPC on *The Plan*'s development detailed in the Council's Instrument of Delegation and the Sub-delegation from the CEO to Council officers.



All enquiries regarding this authority or *The Plan* must be addressed in writing to:

Municipal Emergency Resource Officer
City of Greater Dandenong
225 Lonsdale Street
DANDENONG, VICTORIA 3175

Email: mero@cgd.vic.gov.au

Phone: 03 8571 1000

A.7 FREQUENCY OF REVIEW

The Plan is a living document and will be regularly reviewed and updated as changes to the vast number of legislations, regulations and plans occur at the federal, state, regional and local levels.

The MEMP Continuous Improvement Plan, which will include a schedule of review of the sections of *The Plan*, will be developed at the first meeting of the MEMPC after Audit (see A.9). Reviews will be documented at the back of each individual section of *The Plan*.

A.8 TESTING OF THE PLAN

To assist in learnings, gaps, improvements as well as areas that work well *The Plan* and or sub-plans require regular testing.

Agencies will undertake internal operational exercises that may not affect *The Plan*, however testing all or any part of *The Plan* or related sub-plans will only occur in collaboration with the full MEMPC and undertaken on an All Agency basis, including council personnel.

Involvement by council personnel must be included in any planned exercise that relates to the municipality or municipal plans to assist municipal officers obtain knowledge, skills and understanding of emergency incidents as well as agencies understanding Council's capacity and capability to assist them.

Exercising or testing of *The Plan* or related sub-plans can be in whole or part through a simulated incident (MECC, Response, Relief and/or Recovery). It can be at an individual scale (Municipal Emergency Coordination Centre, Response and Relief or Relief or Recovery), municipal scale or all agencies scale. Council may with the assistance of MEMPC agencies undertake testing via internal directorates, departments or business units to build capability and capacity.

All exercises will use the principles of the Australian Emergency Management Handbook Series Book 3 (Managing Exercises) and use the EM Exercise Template Workbook for its development.

Exercise formats may be activation, desktop, hypothetical or a combination of two or more of these formats.

Each exercise of *The Plan* will have an evaluation report detailing learnings, outcomes, action items for enhancement of *The Plan*, sub-plans or standard operation procedures which are to be tabled to the MEMPC and to the CGDEMPC for action. An Agency that exercises *The Plan* or *Sub-Plans* related to the Greater Dandenong municipality must include council.

At the first MEMPC meeting after compliance notification of *The Plan* the committee shall discuss, plan and schedule emergency testing of *The Plan* and exercises for the following 4 years.

The responsibility for determining the planning and implementing the required testing and exercises rests with the MEMPC to comply with legislative guidelines and the MERO will be the convener on behalf of Council.

A.9 AUDIT / COMPLIANCE

The Plan must be audited no later than three years from the date detailed on the Statement of Attainment by the Chief Officer of VICSES. *The Plan* (but not the sub-plans) shall be reviewed to ensure consistency and compliance with legislation and the guidelines detailed in the EMMV.

The MEMPC will compile and endorse the Greater Dandenong MEMP Audit Workbook at the MEMPC meeting before the audit date and provide the MEMP Audit Workbook to be submitted to the Audit Panel six weeks before the Audit date.

The Plan shall be audited in accordance with the legislation and guidelines at the time of submission of the MEMP Audit Workbook. Inconsistency between the legislation and the guidelines shall be noted in the MEMP Audit Evidence Workbook and any changes to legislation or guidelines between the Audit Workbook endorsement by the MEMPC and audit day shall be noted for improvements and not affect compliance.

It is the responsibility of all agency personnel delegated by their agency as a member of the Greater Dandenong MEMPC to ensure that *The Plan* meets all Audit requirements.

A.10 MUNICIPAL ADOPTION

This *Plan* is a result of the co-operative efforts of the MEMPC through consultation with stakeholders across the emergency management and support sector. A list of the emergency service agency members of the MEMPC can be found in Section F of *The Plan*.

Member agencies of the MEMPC understand that they are the developers and owners of *The Plan* on behalf of the community of Greater Dandenong. The responsibility in the mitigation, planning, response, relief and recovery from an emergency lies with each member of the community and the organisations existing or working within the municipality.

Greater Dandenong City Council understands and accepts its custodian roles and responsibilities as described in Part 6.2 (3) of the EMMV for *The Plan*, related sub-plans and documents.

The City of Greater Dandenong Emergency Management Preparedness and Capacity Committee
Under the delegation of council on

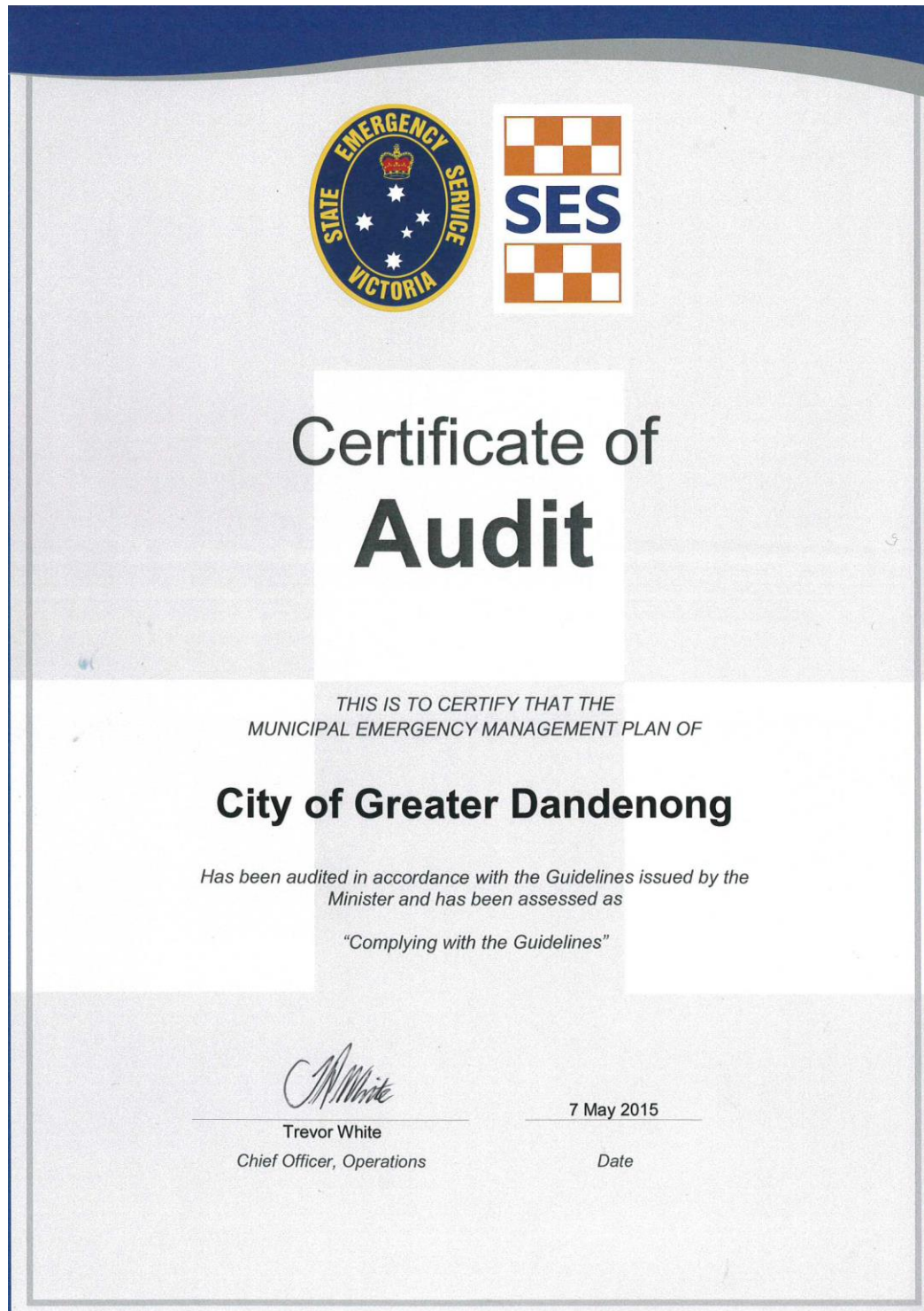
27th day of February 2018

adopt this *Plan*.

A.11 STATEMENT OF ATTAINMENT.

Under legislation each Municipal Emergency Management Plan must be audited within three (3) years of its previous 'compliance of guidelines' audit. A scanned copy of the last statement of attainment certificate for the Municipal Emergency Management Plan Audit undertaken by the Victoria State Emergency Service is provided below.

The date on the certificate is to be used to ascertain the latest date that the next municipal audit is to take place, unless otherwise stated by the Operations Director – Victoria State Emergency Service.



A.12 LODGEMENT OF THE PLAN

Council Lodgement and Publication

A copy of *The Plan* will be published via the council website. Sections of *The Plan* may be updated from time to time and once endorsed by the MEMPC will replace the previous version of that Section on the website. Dates will be included in the Title name to assist the reader.

Under Victorian Legislation it is a requirement that within three months of endorsed changes to the MEMP that a copy of the updated completed Plan will be lodged with the State Library of Victoria. The Greater Dandenong MEMPC has decided that the following lodgements of the completed plan will be undertaken.

State Library of Victoria

An electronic copy of *The Plan* will be sent to the State Library of Victoria. A Legal Deposit acknowledgement may 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

National Library of Australia

An electronic copy of *The Plan* will be sent to the National Library of Australia. A Legal Deposit receipt may be issued.

Legal Deposit Unit
National Library of Australia
Canberra ACT 2600
Telephone: 02 6262 1312
Email: legaldep@nla.gov.au

Emergency Management Victoria - Portal

A copy of *The Plan* will be placed on the EMV Portal in the Southern Metro Region Section. A legal Deposit acknowledgement will not be issued.

RESPONSIBILITY

Greater Dandenong MERO

A.13 GLOSSARY OF TERMS AND ACRONYMS

Terms and acronyms can be found throughout all sections of *The Plan* which are used to define or explain terms which have a legislated, restricted or technical meaning in the context of emergency management. A full list of Emergency Management Terms and Acronyms can be found on the Australian Attorney Generals website. <https://knowledge.aidr.org.au/media/1957/manual-4-australian-emergency-management-thesaurus.pdf>

To assist the reader the following terms and acronyms can be found throughout this *Plan*:

| | |
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| Agency (EM Act 1986 S4) | An agency means any government or non-government organisations with a responsibility, ability to or involved in the provision of the emergency management. |
| Animal | Companion animals, livestock (including horses and poultry), wildlife, birds and fish. |
| Command | The direction of members and resources of an agency in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency. Command relates to agencies and operates vertically within an agency. |
| Community Development Officer | A person appointed to initiate, co-ordinate and support activities in an affected community to assist its development in recovery from an emergency. |
| Community Recovery Committee | A committee which may be convened after an emergency to provide a management and action forum for the recovery process in respect of an affected area or a specific community. |
| Consequences | The outcome and effect of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. |
| Consequence management (EM Act 2013 S45) | Consequence management means the coordination of agencies, including agencies who engage the skills and service of non-government organisation, which are responsible for managing or regulating service or infrastructure which is, or may be, affected by a major emergency. |
| Control | The overall direction of response activities in an emergency. Authority for control is established in legislation or in an emergency response plan, and carries with it the responsibility for tasking other agencies in accordance with the needs of the situation. Control relates to situation and operates horizontally across agencies. |
| Control Agency | An agency nominated to control the response activities for a specified type of emergency. Control agencies are laid out in Part 7 of the Emergency Management Manual Victoria. |
| Control Centre / Command Centre | Facilities from which incident, site, region/area of operations, and state level functions can be carried out. This could be in-field, mobile or physical location. |

SECTION A – THE PLAN

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| Coordination | <p>The bringing together of agencies and resources to ensure effective response to and recovery from emergencies:</p> <ul style="list-style-type: none"> • in relation to response, ensuring that effective control has been established and maintained • the systematic acquisition and application of resources (agency, manpower and equipment) in accordance with the requirements imposed by emergencies. <p>Emergency response coordination operates throughout the management of response, including during provision of immediate relief and during the transition to recovery activities.</p> <p>Response coordination sits with Victoria Police Relief and Recovery Coordination at the State level sits with Emergency Management Victoria, the regional level with Department of Health and Human Services and at the local level municipal councils.</p> |
| Coordinator | <p>A Coordinator is a person that could sit at the incident level, municipal level, regional level and state level to ensure that appropriate control and support agencies are in attendance. In the event of uncertainty determine which agency is to perform its statutory response role:</p> <ul style="list-style-type: none"> • ensures that an incident has effective control • ensure that the Incident Controller has formed and is chairing an Incident Emergency Management Team • arrange for the provision and allocation of resources requested by the control and support agencies • escalate unfulfilled requests to the municipal, regional or state levels. <p>The Coordinator role always sits with Victoria Police.</p> |
| Counselling | <p>The provision of psychological support and advice to persons affected by an emergency.</p> |
| Critical Infrastructure (EM Act 2013 Pt 7A 74B) | <p>Any infrastructure which is-</p> <p>Assessed by the relevant Minister to be significant critical infrastructure or major critical infrastructure, or</p> <p>Designated by the Governor in Council to be vital critical infrastructure.</p> |
| Disaster | <p>This term is not generally used within Victoria's emergency management arrangements, where it would be taken to mean the same as emergency. The term 'disaster' would only be used through the definition below when 'a state of disaster' has been declared.</p> |
| Disaster, State of or Area of (EM Act 1986 Pt 5 S22) | <p>The Premier of Victoria can declare a state of disaster to exist in all or part of Victoria if an emergency constitutes a significant and widespread danger to life or property, which justifies the enabling of the special powers for the safety and preservation of life.</p> |

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| Emergency <i>(EM Act 1986 P1 S4)</i> | <p>An emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria, or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the foregoing:</p> <ul style="list-style-type: none"> a) an earthquake, flood, wind-storm, or other natural event b) a fire c) an explosion d) a road accident or any other accident e) a plague or an epidemic or contamination f) a warlike act or act of terrorism, whether directed at Victoria or part of Victoria or at any other State or Territory of the Commonwealth g) a hi-jack, siege or riot h) a disruption to an essential service (<i>Act</i>). |
| Emergency, Coordination Centre | <p>A centre established at municipal, regional or state level to plan, coordinate resources and conduct operations ancillary to the Control and response agencies in the field. Mostly a physical location however can be virtual or in-field.</p> |
| Emergency Management Liaison Officer (EMLO) | <p>An EMLO is a person appointed by an agency who represents their agency at another agencies facility utilised to manage an emergency.</p> |
| Emergency Management <i>(EM Act 1986 P1 S4)</i> | <p>Arrangements for, or in relation to:</p> <ul style="list-style-type: none"> a) the mitigation of emergencies b) the response to emergencies c) the recovery from emergencies. |
| Emergency Management Team | <p>A team which assists a controller in formulating a response strategy and in its execution by all agencies, and which assists the Emergency Response Coordinator in determining resource acquisition needs and ensuring a coordinated response to the emergency.</p> |

SECTION A – THE PLAN

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| <p>Emergency, Major (EM Act 2013 P1 S3)</p> | <p>The EM Act 2013 contains specific arrangements for the management of a major fire or major emergency, defined as a large or complex fire or other emergency (however caused) that:</p> <ul style="list-style-type: none"> • has the potential to cause, or is causing, loss of life and extensive damage to property, infrastructure or the environment • has the potential to have, or having, significant adverse consequences for the Victorian community or a part of the Victorian community • requires the involvement of two or more agencies (fire services agencies if a major fire) to respond to the emergency • will, if not suppressed, burn for more than one day (applies to major fire only). <p>A Class 1 emergency is either:</p> <ul style="list-style-type: none"> • a major fire • any other major emergency for which the control agency is the MFB, CFA or VICSES. <p>A Class 2 emergency is a major emergency that is not:</p> <ul style="list-style-type: none"> • a Class 1 emergency • a warlike act or act of terrorism, whether directed at Victoria or at any other state or territory of the Commonwealth • a hi-jack, siege or riot. <p>A Class 3 emergency is:</p> <ul style="list-style-type: none"> • any emergency that Victoria Police is the Control agency for under legislations • Victoria Police will also be the controller for Class 3 emergencies even if Class 1 or Class 2 emergencies are happening concurrently. |
| <p>Emergency Recovery</p> | <p>Process by which a community is supported to a level of proper functioning after an emergency.</p> |
| <p>Emergency Relief</p> | <p>Provision of immediate life support and basic human needs of persons affected by, or responding to an emergency.</p> |
| <p>Emergency Relief Centre</p> | <p>A location or facility established to provide information, shelter, life support and essential needs to persons affected by an emergency. Often referred in parts of Australia and the world as an 'evacuation' or 'disaster' centre.</p> |
| <p>Emergency Service Agency / Organisation</p> | <p>An agency involved in the support of the community before, during and after an emergency.</p> |
| <p>Essential Service (EM Act 1986 P1 S3)</p> | <p>Defined as transport, fuel (including gas), light, power, water, sewerage or a service (whether or not of a type similar to the foregoing) declared to be an essential service by the Governor in Council within the meaning of section 3 of the Essential Services Act 1958.</p> |
| <p>Evacuation</p> | <p>The planned relocation and eventual return of persons from dangerous or potentially dangerous areas to safer areas. The purpose of an evacuation is to use distance to separate the people from the danger created by the emergency.</p> |
| <p>Incident</p> | <p>To have the same meaning as 'Emergency'.</p> |

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| Incident Controller | A person appointed by the control agency responsible for the resolution and over all decisions in responding to an emergency. |
| Mitigation | Measures taken in advance of, or after an emergency aimed at preventing, decreasing or eliminating the impacts on society and the environment of an emergency. |
| Municipal Council | A local Government body contained within defined boundaries for which that body is responsible for its management. |
| Municipal Emergency Co-ordination Centre (MECC) | A facility which brings together key council personal to coordinate the provision of council and community resources during an emergency (Response, Relief and Recovery). Can be virtual, in-field or a designated facility. |
| Municipal Emergency Management Officer (MEMO) | An appointed municipal council officer that liaises with agencies in relation to emergency management activities for the municipal district assists in the coordination of emergency management activities for the municipal district. To have the same meaning as MERO. |
| Municipal Emergency Resource Officer (MERO) <i>(EM Act 1986 P4 S21(2))</i> | An appointed municipal council officer responsible for ensuring that coordination of municipal resources to be used in emergency response. |
| Municipal Emergency Response Coordinator (MERC) | An appointed Senior Sergeant member of Victoria Police responsible for ensuring effective control by the control agency, coordination of resources and activities including provision of relief and an after action review at the municipal level. |
| Municipal Recovery Manager (MRM) | An appointed municipal council officer responsible for the co-ordination at the municipal level for relief and recovery services and activities. |
| Objective | Electronic document depositary system used by City of Greater Dandenong. |
| PROTECTED | Any material classified under the Commonwealth's Protective Security Policy Framework Information Security Management Guidelines. |
| Region | Area defined by Government or agencies. |
| Regional | For the purpose of this Plan and its related Emergency Management documents for the Greater Dandenong municipality shall mean, Southern Metropolitan Region. |
| Resilience | The capacity of individuals, communities, institutions, businesses and systems to survive, adapt, and grow no matter what kinds of chronic stresses and acute shocks they experience. |
| Risk | The change of something happening that will have an impact upon or across a community. |
| Risk Management | The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risk. |
| Response Agency | An organisation as described in Part 7 of the EMMV. |
| Senior Officer | A municipal employee as defined by the Local Government Act 1989. |

SECTION A – THE PLAN

| | |
|--------------------------------|--|
| Spontaneous Volunteer/s | Community members or groups who unplanned wish to assist and help during an emergency event. |
| State of Emergency | Term used by the Chief Health Officer for large epidemic, pandemic and other issues relating to Health. Not used in Emergency Management. |
| Sub-Plan | An annex of an existing plan, with addition statements of control / coordination arrangements and roles / responsibilities for identified Risks. |
| Support Agency | An agency which provides services, personnel, or material to support or assist affected persons and/or others in response, relief and recovery. |

ACRONYMS AND ABBREVIATIONS

The use of acronyms and abbreviations is commonly used throughout the Emergency Management sector to assist personnel during activations and planning. However, it is often not only confusing for the community and members of the public; it can exclude people that may work from time to time from outside of the sector or the community. The following are acronyms and abbreviations that can be found throughout this *Plan* and other related documents to assist all readers.

| | |
|--------------------|---|
| CALD | Culturally and Linguistically Diverse |
| CEO | Chief Executive Officer |
| CERA | Community Emergency Risk Assessment |
| CFA | Country Fire Authority |
| CGDEMP | Greater Dandenong Emergency Management Preparedness & Capacity Committee (internal emergency management governance committee) |
| DHHS | Department of Health and Human Services |
| EHO | Environmental Health Officer |
| EM | Emergency Management |
| EM Act | Emergency Management Act 1986, 2013, 2015, 2016 |
| EMMV | Emergency Management Manual Victoria |
| EMT | Emergency Management Team |
| EMT-Council | Executive Management Team of Council |
| EMV | Emergency Management Victoria |
| ERC | Emergency Relief Centre/s |
| FDHS | Federal Department of Human Services |
| FEMO | Field Emergency Medical Officer |
| HIMT | Health Incident Management Team |
| IC | Incident Controller |
| ICC | Incident Control Centre |

| | |
|------------------|---|
| IERC | Incident Emergency Response Coordinator (VICPOL) |
| IIA | Initial Impact Assessment |
| MAV | Municipal Association Victoria |
| MBS | Municipal Building Surveyor |
| MECC | Municipal Emergency Coordination Centre |
| MEMCG | Municipal Emergency Management Coordination Group |
| MEMEG | Municipal Emergency Management Enhancement Group |
| MEMO | Municipal Emergency Management Officer |
| MEMP | Municipal Emergency Management Plan |
| MEMPC | Municipal Emergency Management Planning Committee |
| MEMT | Municipal Emergency Management Team |
| MEOC | Municipal Emergency Operations Centre |
| MERC | Municipal Emergency Response Coordinator (VICPOL) |
| MERO | Municipal Emergency Resource Officer |
| MERP | Municipal Emergency Resource Program |
| MFPO | Municipal Fire Prevention Officer |
| MRM | Municipal Recovery Manager |
| MSIA | Municipal Secondary Impact Assessment |
| NDRRA | National Disaster Relief and Recovery Arrangements |
| NERAG | National Emergency Risk Assessment Guidelines |
| NGO/s | Non-Government Organisation |
| RAC | Response Agency Commander |
| RCC | Regional Control Centre |
| Region | Southern Metropolitan |
| Regional | Southern Metropolitan |
| REMI | Regional Emergency Management Inspector (VICPOL) |
| RERC | Regional Emergency Response Coordinator (VICPOL) |
| SERAM | State Emergency Risk Assessment Methodology |
| SES | Victoria State Emergency Service |
| SMREMCG | Southern Metro Region Emergency Management Collaboration Group. |
| SMR MEMEG | Southern Metro Region Municipal Emergency Management |

SECTION A – THE PLAN

| | |
|-------------------|---|
| | Enhancement Group |
| SMREMP | Southern Metro Regional Emergency Management Planning Committee |
| SMRRRPC | Southern Metro Regional Relief and Recovery Planning Committee (sub-committee of the SMREMP) |
| SPR | Sector Resilience Plan – Critical Infrastructure |
| State | The State of Victoria |
| Sub-Plan/s | An operation risk/hazard sub-plan of the Municipal Emergency Management Plan |
| The Act | Emergency Management Act 1986, 2013, 2015, 2016 |
| The Plan | Municipal Emergency Management Plan |
| VICPOL | Victoria Police |

REFERENCE

Emergency Management Act – www.legislation.vic.gov.au

Victoria Libraries Act – www.legislation.vic.gov.au

Local Government Act – www.legislation.vic.gov.au

CFA Act – www.legislation.vic.gov.au

VICSES Act – www.legislation.vic.gov.au

Emergency Management Manual Victoria – www.emv.vic.gov.au/polices/emmv/

ISO 31000 – www.infostore.saiglobal.com

National Emergency Management Risk Assessment Guidelines – www.ag.gov.au/search

Community Emergency Risk Assessment – www.ses.vic.gov.au/em-sector/community-emergency-risk-assessment-cera

FILE REFERENCE – CITY OF GREATER DANDENONG ELECTRONIC STORAGE

| | |
|--|----------|
| Section B (Emergency Contact List) | A4513134 |
| Section C (Greater Dandenong Area Description) | A4513135 |
| Section D (Emergency History and Training Arrangements) | A4513132 |
| Section E (Emergency Prevention & Preparedness Arrangements) | A4513138 |
| Section F (Emergency Planning Arrangements) | A4513139 |
| Section G (Emergency Recovery Arrangements) | A4513140 |
| Section H (Emergency Relief Arrangements) | A4513131 |
| Section I (Emergency Recovery Arrangements) | A4513141 |

A.15 DOCUMENT REVIEW

REVIEW:

The Municipal Emergency Management Planning Committee maintains this section of the MEMP with the support of City of Greater Dandenong Council officers through the MERO.

This Section was last updated 06/03/2018. To be reviewed no later than November 2019.
The table below provides a history of review.

| Version | Date | Action | Next review by |
|---------|------------|--|----------------|
| 4 | 11/01/2018 | Complete rewrite | |
| 4.0 | 27/02/2018 | Endorsement by the Greater Dandenong MEMPC | November 2019 |
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