

Municipal Emergency Management Plan

March 2026

Amendment no. 32



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ACRONYMS

Acronym	Description
BOM	Bureau of Meteorology
BPA	Bushfire Prone Area
CEO	Chief Executive Officer
CEOC	Council Emergency Operations Centre
CERA	Community Emergency Risk Assessment
CFA	Country Fire Authority
CFR	Community Fire Refuges
DEECA	Department of Energy, Environment and Climate Action
DoE	Department of Education
DDFH	Department of Families, Fairness and Housing - formerly Dept of Health & Human Services
DJISR	Department of Jobs, Skills, Industry and Regions
DoH	Department of Health – formerly Dept of Health & Human Services
DPC	Department of Premier and Cabinet
DTP	Department of Transport and Planning
EMC	Emergency Management Commissioner
EM-COP	Emergency Management Common Operating Picture
EMCG	Emergency Management Coordination Group
EMLO	Emergency Management Liaison Officer
EMV	Emergency Management Victoria
ERC	Emergency Relief Centres
ERV	Emergency Recovery Victoria
FFMV	Forest Fire Management Victoria
FRV	Fire Rescue Victoria
ICC	Incident Control Centre
IEMT	Incident Emergency Management Team
IERC	Incident Emergency Response Coordinator
IIA	Initial Impact Assessment
MAV	Municipal Association of Victoria
MECC	Municipal Emergency Coordination Centre
MEMO	Municipal Emergency Management Officer
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Resource Coordinator
MFMP	Municipal Fire Management Planning Committee
MFPO	Municipal Fire Prevention Officer
MOU	Memorandum of Understanding
MRM	Municipal Recovery Manager
NERAG	National Emergency Risk Assessment Guidelines
NSP	Neighbourhood Safer Places - Places of Last Resort
NWMR	North West Metro Region
NWMRC	North West Metro Region Collaboration
REMP	Regional Emergency Management Plan
REMP	Regional Emergency Management Planning Committee
REMT	Regional Emergency Management Team
REMI	Regional Emergency Management Inspector
RERC	Regional Emergency Response Coordinator
SCC	State Control Centre
SEMP	State Emergency Management Plan
SEMT	State Emergency Management Team
SIA	Secondary Impact Assessment
SOP	Standard Operating Procedure

Acronym	Description
TOR	Terms of Reference
V-BERAP	Victorian Built Environment Risk Assessment Process
VCC EM	Victorian Council of Churches Emergencies Ministry
VFRR	Victorian Fire Risk Register
VICSES	Victorian State Emergency Service
VPF	Victorian Preparedness Framework
VPR	Vulnerable Persons Register

DRAFT

1. Introduction The State Government requires every municipality to have a Municipal Emergency Management Plan (MEMP). The Banyule MEMP has been developed pursuant to Part 6A of the *Emergency Management Act 2013* having regard to the [*Guidelines for Preparing State, Regional and Municipal Emergency Management Plans*](#). This plan addresses the prevention of, response to, provision of relief services and the recovery from emergencies affecting the municipality's community. This MEMP has been developed in consultation with our community and approved by the Banyule Municipal Emergency Management Planning Committee (MEMPC).

The MEMPC has undertaken a Community Emergency Risk Assessment (CERA). The CERA provides Emergency Management Planning Committees with a framework for considering and improving the safety and resilience of their community from hazards and emergencies.

Banyule City Council acknowledges the contribution of community members and the agencies who actively contribute to the MEMPC and have provided significant feedback to the development of this MEMP.

Acknowledgement of Country

Banyule City Council and the Banyule Municipal Emergency Planning Committee (MEMPC) proudly acknowledges the Wurundjeri Woi-wurrung people as the Traditional Custodians of the land which Council operates on. We pay our respect to all Aboriginal and Torres Strait Islander Elders, past, present, and emerging, who have resided in the area and have been an integral part of the region's history. Banyule City Council endorses the Uluru Statement from the Heart in full and accepts the invitation to walk with First Nations peoples, to a better future for us all.

Diversity Statement Our community is made up of diverse cultures, beliefs, abilities, bodies, sexualities, ages and genders. We are committed to access, equity, participation and rights for everyone; principles which empower, foster harmony and increase the wellbeing of an inclusive community.

Authority, Governance and Administration

This Municipal Emergency Management Plan (MEMP) has been prepared in accordance with and complies with the requirements of the *Emergency Management Act 2013* including having regard to the guidelines issued under s77, [Guidelines for Preparing State, Regional and Municipal Emergency Management Plans](#). Refer to Appendix F for a full list of reference material used in formulating this MEMP.

Plan Assurance and Approval

Assurance¹

Banyule will undertake self-assurance of the MEMP every three years. A Statement of Assurance (including a checklist and certificate) has been prepared and submitted by the MEMPC pursuant to the North West Metropolitan Region Emergency Management Planning Committee (NWMR-REMPC) under the *Emergency Management Act 2013* (s60AG). Items that require assurance are identified as footnotes.

The MEMP will come into effect on approval by the REMPC and remains in effect until superseded by an updated and published plan.

Approval

This Plan has been prepared by the MEMPC and was approved by the North West Metropolitan - Regional Emergency Management Planning Committee on [insert date of approval]. Refer to Appendix H.

The MEMP will be published on the Emergency Management Victoria website and Council website and will also be available on EM-COP and Crisisworks. The MEMP will be deposited with State Library Victoria under section 49 of the [Libraries Act 1988](#). Refer to Appendix A for a full MEMP distribution list.

Plan Review²

Reviews of the MEMP will be conducted in accordance with Section 60AN of the *Emergency Management Act 2013*.

The MEMO on behalf of the MEMPC may engage relevant emergency management stakeholders or specialists and/or community representatives to contribute to the review and update.

Amendments to municipal information and re-issuing this MEMP are the responsibility of the MEMPC Chair after endorsement by the MEMPC.

Urgent reviews and updates to this MEMP by the Emergency Management Coordination Group (EMCG) are permitted outside regular plan reviews if there is a significant risk that life or property will be endangered if the plan is not updated (*Emergency Management Act 2013* s60AM). Urgent updates come into effect when published on the municipal Council website and remain in force for a maximum period of three months at which time a review by the regional Working Group consisting of members of the MEMPC will be conducted.

This MEMP is current at the time of publication and remains in effect until modified, superseded or withdrawn. Please refer to this MEMP's amendment history located at Appendix F.

¹ **Assurance General:** Plan has been prepared with regard to the following guidance in Ministerial guidelines issued under the [Emergency Management Act 2013](#) s77 ([Guidelines for Preparing State, Regional and Municipal Emergency Management Plans](#)).

² **Assurance #2:** In the case of an updated MEMP or sub-plan, the plan has been reviewed within three years or sooner as required ([Emergency Management Act 2013](#) s60AN and s6.1).

Planning Context

This MEMP, prepared by the MEMPC³, reflects the shared responsibilities of government, emergency management agencies, key stakeholders and communities for the actions they will take to prepare for, respond to, and provide relief and recovery in emergencies.

The Banyule MEMP documents the outcomes of the Community Emergency Risk Assessment (CERA) planning process conducted by the MEMPC. It is the overarching emergency management plan for the municipality and provides information to emergency services, other organisations and the community on how risks will be managed and the management arrangements for emergencies, to promote community safety and resilience.

This Plan is the overarching document for the integrated management of emergencies in the municipality. It is supported by a range of hazard plans as determined by a risk identification process and a number of response-based plans to ensure smooth coordination of service delivery in emergencies.

This MEMP was prepared in accordance with the planning principles set out in the *Emergency Management Act 2013* ⁴⁵⁶.

MEMP Aim and Objectives

The aim of this MEMP is to outline the agreed multi-agency and community arrangements for the prevention of, response to, relief for and recovery from emergencies in the municipality as identified in the *Emergency Management Act 2013* Part 6A.

MEMPC objectives

The broad objectives of this MEMP are to:

- Implement measures to prevent or reduce the causes and/or effects of emergencies.
- Manage arrangements for requesting and using municipal resources in response to emergencies.
- Manage the process for resource supplementation when resources within the municipal area are exhausted.
- Assist affected communities to recover following an emergency.
- Complement other Local, Regional and State planning arrangements.

³ **Assurance 1:** The MEMP or sub-plan has been prepared by the municipal emergency management planning committee (MEMPC) (Ministerial guidelines issued under the [Emergency Management Act 2013](#) Sections 59D(a) and 60ADB(1)).

⁴ **Assurance 13:** In developing the MEMP or sub-plan, the following have been consulted and engaged:

- Any sector of the community the MEMPC considers appropriate.
- Had regard to any relevant Community Emergency Management Plan.
- Any body, Department or other agency the MEMPC considers appropriate.

(Ministerial guidelines issued under the [Emergency Management Act 2013](#) Section 60AFB(1), sections 4.2 and 4.2.3).

⁵ **Assurance 5:** The MEMP or sub-plan is consistent with the principles underlying the preparation of emergency management plans.

Principles require that the plan is:

- prepared in a collaborative manner;
- prepared efficiently and effectively;
- prepared in a manner that acknowledges and reflects the importance of community emergency management planning.

(Ministerial guidelines issued under the [Emergency Management Act 2013](#) s60AA(1), S3.1 and S4.1).

⁶ **Assurance 6:** The MEMP or sub-plan is consistent with the principles underlying the contents of emergency management plans. Principles require that the plan:

- aims to reduce the likelihood of emergencies and the effect and consequences they have on communities;
- ensures a comprehensive and integrated approach to emergency management;
- promotes community resilience in relation to emergencies; and
- promotes appropriate interoperability and integration of emergency management systems (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s60AA(2), s60ADB(1), s3.6.3).

- Manage support that may be provided to or from adjoining municipalities

Strategies

To achieve these objectives the Banyule MEMPC will implement the following strategies:

- reference the developed community profile and consult the community in the review of the MEMP;
- undertake the risk analysis and treatment process (CERA) and develop the MEMP;
- identify municipal resources to be used in emergency response and recovery;
- implement, as required, the MEMP, sub-plans and complementary plans; and
- conduct regular and reactive reviews of the MEMP and sub-plans to ensure their currency and suitability to current arrangements and conditions.

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Municipality Location and Characteristics

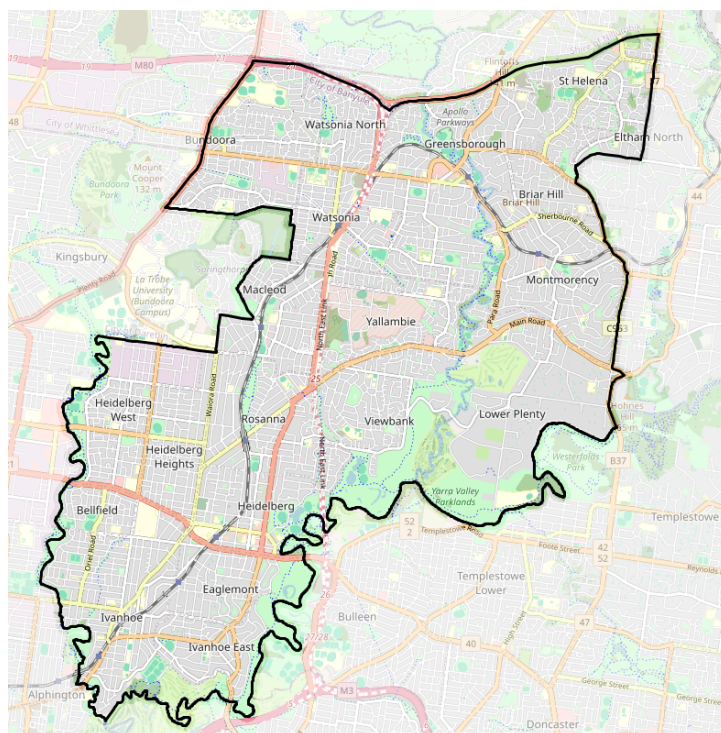


Figure 1 – Municipal location in Greater Melbourne

Municipal Location Map

Banyule is located between 7 and 21 kilometres northeast of central Melbourne and is made up of 21 suburbs, including all or part of the suburbs of Bundoora, Belfield, Briar Hill, Eaglemont, Eltham North, Greensborough, Heidelberg, Heidelberg Heights, Heidelberg West, Ivanhoe, Ivanhoe East, Lower Plenty, Macleod, Montmorency, Rosanna, St Helena, Viewbank, Watsonia, Watsonia North and Yallambie.

Figure 1 – Municipal location in Greater Melbourne

Municipal Characteristics

The City covers an area of approximately 63 square kilometres. The Yarra River runs along the City's south border while the west is defined by Darebin Creek.

There are 466 hectares of council-owned open space in Banyule, as well as substantial areas of parkland managed by Parks Victoria. There are sites of botanical, zoological, habitat and heritage significance, including aboriginal archaeological sites and scar trees, and points of interest associated with the Heidelberg School of Artists.

Banyule has many community leisure centres and is home to a number of commercial centres, with the largest being in Greensborough. There are also significant industrial areas in Heidelberg West, Greensborough and Bundoora.

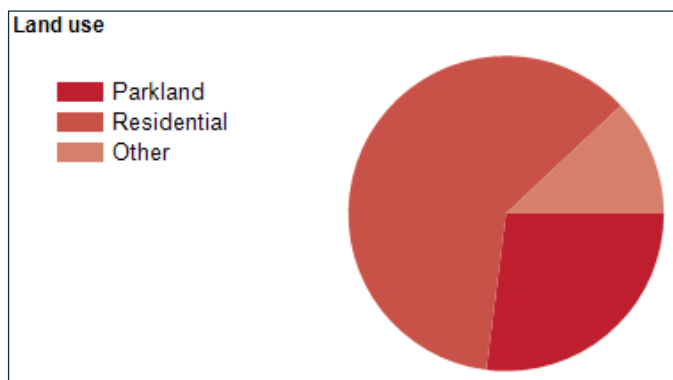


Figure 2 – Banyule Land Use

The City is primarily a residential area. While separate houses dominate, increasing numbers of semi-detached houses, townhouses and units are being built. Dwelling densities will continue to increase in our activity centres that are serviced with physical infrastructure and support services.

Over 50 Aboriginal heritage sites have been identified, with most located alongside major waterways such as Darebin Creek and the Yarra and Plenty Rivers. Banyule City Council is committed to protecting Aboriginal heritage sites.

Banyule has a diverse community of more than 127,376 [Census 2021] residents from over 140 countries. A significant number of residents have European ancestry, and there is an increasing population of people with Asian and African ancestry. The number of people living in Banyule is expected to increase in the next decade, with the greatest growth expected in the 75 years and over age group.

Banyule's main industries are health care, education, construction and professional/scientific/technical services. A large number of the jobs available in Banyule are filled locally.

For further information refer to [the City of Banyule on Wikipedia](#)

Topography

Boundaries

The municipality is bounded by Nillumbik Shire in the north and north-east, Manningham City in the south-east, the Cities of Boroondara and Yarra in the south, and Darebin City and the City of Whittlesea in the west. The Metropolitan Ring Road, the Greensborough Bypass and its proposed extension, the Yarra River, Darebin Creek and Gresswell Forest Wildlife Reserve also form part of the boundaries.

The Plenty River runs through the municipality, and other watercourses include Salt Creek and Banyule Creek.

River courses act as strong topographical delineators and impact heavily on social segmentation and service provision. The 30 kilometres of the city's river boundaries have only eight crossings. This limits interaction between residential areas on either side of the river.

Transport Linkages

The road network provides good access to the western suburbs and Melbourne Airport. There are also road links to the southern and eastern suburbs, and the CBD is easily accessible via the Eastern Freeway.

The Hurstbridge railway line provides good regional access with station stops at Darebin, Ivanhoe, Eaglemont, Heidelberg, Rosanna, Macleod, Watsonia, Greensborough and Montmorency. Banyule also has a strong network of bus services.

Key Sites within the Municipality

Major features of the City include:

SIMPSON ARMY BARRACKS, YALLAMBIE

Simpson Barracks is a 119 hectare tri-Service facility located in the Melbourne suburb of Yallambie. Predominately a Forces Command training base supporting Defence Force School of Signals (tri-service technicians and operators of information, communication, and electronic warfare systems), Defence Force School of Music (tri-service musicians) and Army Education Centre. In addition, Headquarters 4th Brigade (Victoria's reserve Brigade) and Headquarters Australian Army Cadets Victoria operate from the site.

AUSTRALIAN RADIATION PROTECTION AND NUCLEAR SCIENCE AGENCY, YALLAMBIE

ARPANSA is located on Lower Plenty Road, Yallambie. It is part of the Commonwealth Health and Aged Care portfolio and is Australia's national authority on radiation protection and nuclear safety.

AUSTIN HEALTH AND MERCY HOSPITAL FOR WOMEN, HEIDELBERG

The Austin Hospital is located in Heidelberg and features: 400 acute beds including a 30-bed intensive care unit; one of the state's largest adult emergency units and a specialist six-bed unit for children; a purpose-built, 26-bed high-tech spinal unit to serve all of Victoria and Tasmania; infectious diseases isolation rooms; a mental health precinct with 55 beds, including acute psychiatry beds, the Mood and Eating Disorder Unit and the Parent Infant Unit. It also houses a teaching facility and research space.

Mercy Hospital for Women is a tertiary specialist referral hospital with medical, nursing, midwifery and allied health expertise to provide complex care for obstetric, neonatal and gynaecological needs. Mercy Hospital for Women is home to one of four Neonatal Intensive care units in Melbourne and provides care to Victoria's most unwell babies. For more information see the [Austin Health](#) and the [Mercy Hospital for Women](#) websites.

HEIDELBERG REPATRIATION HOSPITAL

Originally built in 1941, the hospital became part of Austin Health in 1995. Today it continues to treat Veterans and War Widows and also provides services to the wider community including day surgery, palliative care, mental health services, aged care, and outpatient services such as radiotherapy, nuclear medicine, radiation oncology and radiology.

OLIVIA NEWTON JOHN CANCER AND WELLNESS CENTRE

A partnership between Austin Health and the Olivia Newton John Research Institute, the centre is a patient focused service for people living with cancer. It has an emphasis on wellness and takes a holistic approach to treatment, backed by world leading research.

MELBOURNE POLYTECHNIC (HEIDELBERG CAMPUS)

Melbourne Polytechnic is a respected and popular provider in Melbourne's north. Seven campuses provide increased pathways and choice to higher education and ongoing learning, offering students the unique opportunity to integrate practical learning with traditional theory.

Situated at the corner of Waterdale Road and Bell Street, the training facilities act like real work environments. They include a robotics simulation facility, an AutoCAD (computer-aided design) training centre and plumbing classrooms, and the 'barn', used for building industry training, which has the capacity to construct full scale relocatable homes.

GREENSBOROUGH PRINCIPAL ACTIVITY CENTRE

The Greensborough Principal Activity Centre is one of three major commercial centres within the North East Region. The precinct includes the Greensborough Plaza and WaterMarc site. The latter site is also home to Council offices and commercially leased office space.

Demography

Demography and Community Profile

Compared to Greater Melbourne Banyule City Council has:

- A higher-than-average socio-economic profile
- Lower unemployment rate
- Higher median household income and rate of home ownership
- Higher education levels
- Lower population growth
- Older age profile

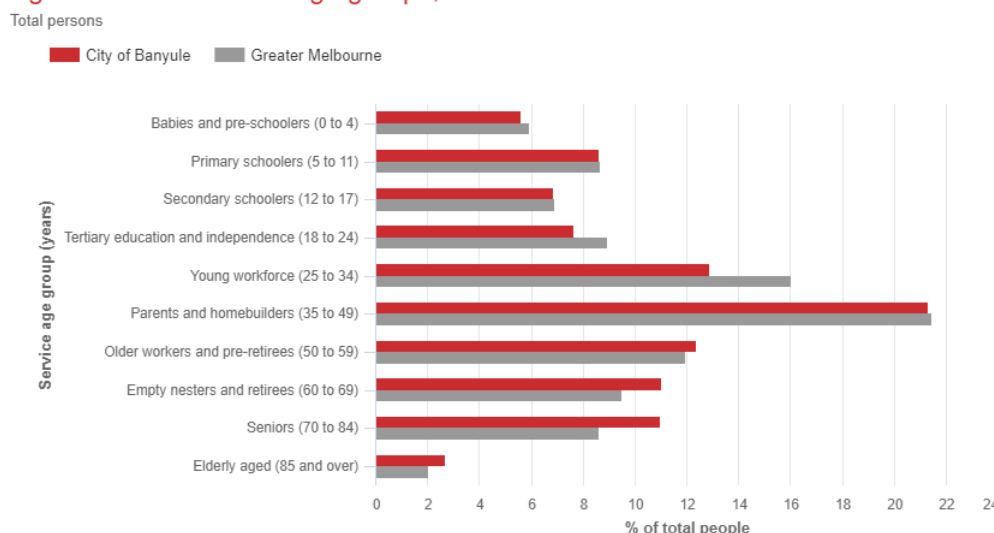
Between 2016 and 2021, Banyule's population increased by an average of 0.72% each year. Due to the projected significant increase in elderly residents over the next 10 to 20 years, the municipality will need to make adaptations to ensure suitable housing and service provision for the community.

The Mid and West Precincts continue to experience the largest number of residents in the 35 – 49 year age group. The proportion of residents in their early years and youth (aged 0–24 years) is also forecast to grow in both precincts. Furthermore, the emerging household type in the Mid Precinct is couples with children, while the West Precinct, along with pockets in the North, currently records the highest proportion of disengaged youth and developmentally vulnerable children across the municipality.



Figure 3 – Summary population and land use

Age structure - service age groups, 2021



Source: Australian Bureau of Statistics, Census of Population and Housing, 2021 (Usual residence data). Compiled and presented in profile.id by id (informed decisions).

Figure 4: Age Structure

Cultural Diversity

Banyule is a culturally and linguistically diverse municipality. Residents come from over 140 countries and speak around 100 different languages at home. There were 30,918 residents living in Banyule in 2021 who were born overseas, and 14% arrived in Australia within the 5 years prior to 2021.

The number of residents from Asian countries continues to increase, while the number from European countries continues to decline. Almost 21.8% of Banyule residents speak a language other than English at home.

In the 2021 Census, 862 residents identified as Aboriginal and/or Torres Strait Islander. This community is under-represented in Census data, so the actual population may be higher.

The Banyule Council website provides detailed data on **cultural** diversity throughout the municipality, and the Multicultural Profile is available at <https://www.banyule.vic.gov.au/About-us/Banyule-facts-and-statistics>.

Vulnerable Persons (Community Organisations and Facilities)

Planning for the needs of vulnerable people and undertaking appropriate activities before, during and after an emergency at a municipal level begins with:

- the identification of vulnerability factors;
- the location of vulnerable people and communities; and
- building relationships with local, community-based service providers working with key groups on a day to day basis.

Vulnerability factors may include:

- age (children, youth, older people with or without family of social support);
- disability;
- lack of familiarity with an area or environment (e.g. tourists and seasonal workers);
- language, culture, settlement;
- health (physical and mental);
- social issues (family violence, financial stress, homelessness, poor quality housing); and
- isolation and disconnectedness.

For more information, please refer to the Department of Families, Fairness and Housing (DFFH) [Vulnerable People in Emergencies Policy](#).

Vulnerable Persons Register (VPR)

The VPR is an online register of the most vulnerable people who meet all the following VPR criteria:

- frail, and/or physically or cognitively impaired;
- unable to comprehend warnings and directions and/or respond in an emergency; and
- cannot identify personal or community support networks to help them in an emergency.

During an emergency, Victoria Police have access to the VPR and can use it in planning for evacuation. Each person is advised before being placed on the register and that there is no guarantee they will be evacuated during an emergency.

Facilities Housing Vulnerable People Listing

Facilities housing vulnerable persons refers to:

- buildings where vulnerable people are likely to be situated, including aged care facilities, hospitals, schools, disability group homes and childcare centres;
- facilities funded or regulated by DFFH and Department of Education (DoE);
- Commonwealth funded residential aged care facilities;
- other locally identified facilities likely to have vulnerable people situated in them.

The facilities housing vulnerable people listing is maintained by Council and may be obtained from the MEMO or MRM.

For more information refer to the [DFFH Vulnerable People in Emergencies Policy](#).

2.5 History of Emergencies

A list of previous significant emergencies is provided below in Table 1. This list does not include non-major emergency events which are generally short term in nature and handled by local resources.

Date	Event	Description
27/12/2016	Windstorm	Severe weather pattern with damaging winds and heavy rainfall.

Date	Event	Description
29/12/2016	Storm/Flooding	A severe storm caused flash flooding in areas across the municipality. Many homes were without power and experienced extensive property damage, including significant damage to residents and staff vehicles. Council assets, including 14 vehicles and office spaces at Rosanna were heavily impacted.
07/01/2017	Heatwave	Heat Health Alerts were issued for the 07 Jan 2017.
08/02/2017	Heatwave	Heat Health Alerts were issued for the 08/10 Feb 2017.
21/04/2017	Structure Fire	RSL Building in Studley Road, Ivanhoe. Extensive damage to the heritage listed structure. No casualties reported.
Severe Heat Event 25/01/2018 to 30/01/2018	Heatwave	Severe Heat Event 25/01/2018 until 30/01/2018. State-wide High heat event with very high relative humidity providing uncomfortable weather and possible threats for people of vulnerability.
30/12/2019	Bush and Grass Fire	A fire started in Plenty Gorge Park on 30 December 2019 in the Tanunda Wetlands area. Strong winds drove the fire and embers to the south towards properties on Clovemont Way, Bundoora. The three municipalities of Banyule, Nillumbik and Whittlesea were impacted by the fire and large smoke plumes. Victoria Police investigated the cause of the fire and believe it was deliberately lit.
11/03/2020	COVID 19 Pandemic	On 11 March 2020 a State of Emergency was declared for Victoria in response to the COVID 19 Pandemic. The MEMPC was activated and the Committee activated the Municipal Pandemic Plan and the Municipal Relief and Recovery Plan.
14/10/2022	Storm/Flooding	Severe storm / rain event caused flash flooding across the municipality in locations adjoining major waterways and drains. Several homes were without power due to downed powerlines. Several sporting reserves and parklands and one sporting pavilion in Heidelberg West were inundated by rising water and

Table 1 - History of Significant Emergencies in the Municipality

Municipal Planning Arrangements⁷

Emergency management contributes to community safety and resilience through the reduction of the impact of emergency related events. The planning for, and the management of, emergencies is a shared responsibility between Council and other organisations that make up the Municipal Emergency Management Planning Committee.

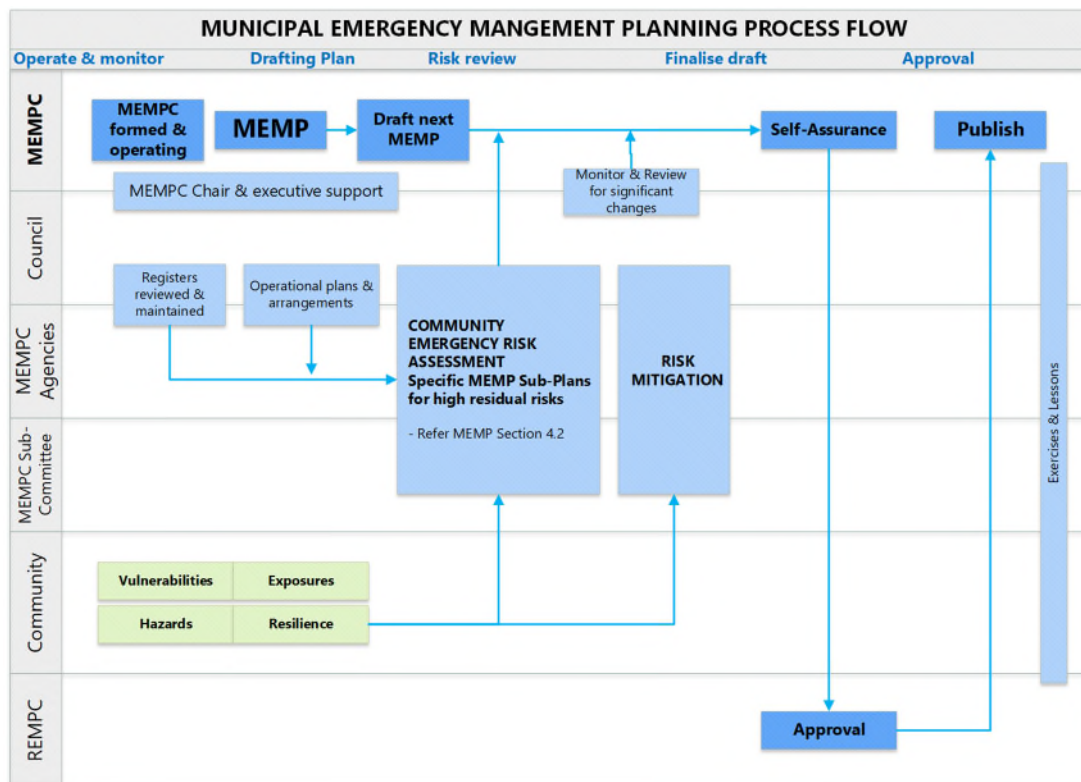


Figure 5 - MEMP Planning Flow Chart

Victoria's Emergency Management Planning Framework

- The State has endorsed a set of emergency management priorities which are: safety of emergency response personnel;
- safety of community members including vulnerable community members and visitors/tourists; and
- Issuing of community information and community warnings detailing incident information that is timely, relevant and tailored to assist community members make informed decisions about their safety.
- Protection of critical infrastructure and community assets that support community resilience.
- Protection of residential property as a place of primary residence.
- Protection of assets supporting individual livelihoods and economic production that supports individual and community financial sustainability.
- Protection of environmental and conservation assets that considers the cultural, biodiversity, and social values of the environment.

⁷ **Assurance 3:** To the extent possible, the MEMP or sub-plan does not conflict with or duplicate other plans in relation to emergency management that are currently in force within Australia (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s60AC(c), section 4).

Assurance 4: The MEMP or sub-plan is consistent with the [State Emergency Management Plan](#) and the relevant [Regional Emergency Management Plan](#) (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s59D(b)).

The Banyule MEMP is consistent with and contextualises the [State Emergency Management Plan \(SEMP\)](#) and the [North West Metro Regional Emergency Management Plan \(REMP\)](#). The REMP is a subordinate plan to the SEMP and this MEMP is a subordinate plan to the REMP.

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

Figure 6 following outlines this MEMP's position in Victorian emergency planning hierarchy. This MEMP should be read in conjunction with the SEMP and the REMP.

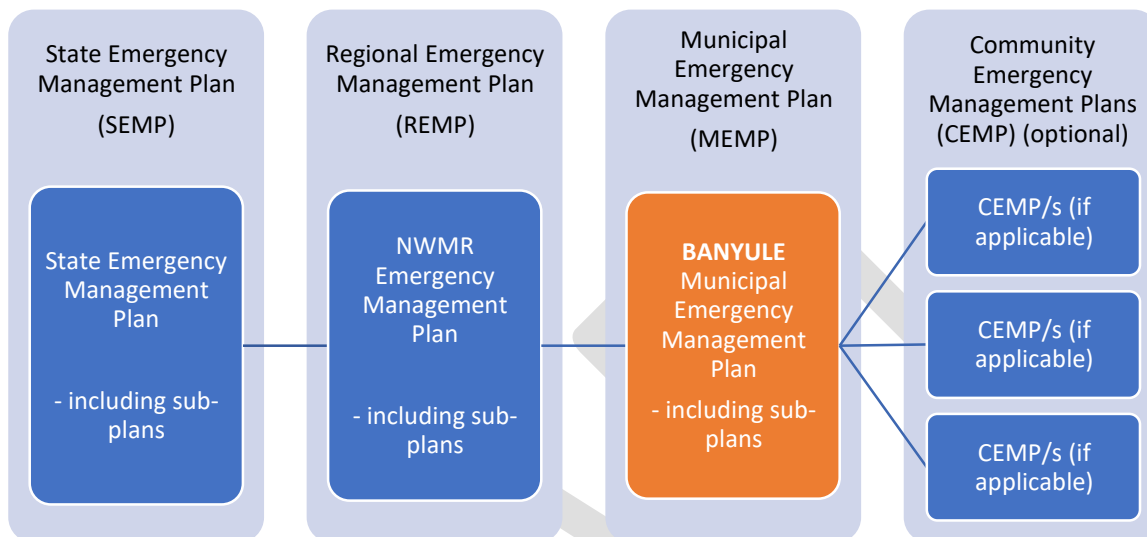


Figure 6 – Victorian Emergency Management Planning Hierarchy

Municipal Emergency Management Roles and Responsibilities

Municipal Emergency Management Planning Committee

The Banyule MEMPC has been established in accordance with Section 59D of the *Emergency Management Act 2013*. The MEMPC will implement the following actions:

- Engage the community to assist Council to build resilience, plan for and prevent emergency events that may impact the municipality.
- To manage the municipal risk profiles and support planning, identify and assess emergency events that may impact the municipality.
- Implement measures or risk treatment strategies to eliminate or minimise the likelihood or consequences of identified emergencies.
- Take action to respond to, and support the community to recover from, emergency events which occur in their municipality
- Prepare risk specific response and recovery plans for the municipality.
- Manage arrangements for the utilisation and implementation of Council's resources in response to emergencies as needed.
- Complement other local, regional and state emergency planning arrangements.
- Assist residents with non-major emergencies wherever possible.
- Implement mitigation and planning actions which include:
 - o providing reports and recommendations to the region's REMPC in relation to any matter that affects or may affect emergency management planning in their municipality; and
 - o sharing information with the region's REMPC and with other MEMPCs to assist effective Emergency Management planning in accordance with Emergency Management Act 2013 Parts 6 and 6A.

- o collaborating with any other MEMPC as appropriate in relation to Emergency Management planning.

MEMPC Structure⁸

Section 59A of the *Emergency Management Act 2013* specifies the minimum membership requirements of the MEMPC. The committee may invite additional people with key skills or knowledge to join the MEMPC, as necessary.

Current MEMPC membership includes (but is not limited to) the following agency and community representatives.

Emergency Agencies/ Stakeholders

Municipal Emergency Response Coordinator - Victoria Police
Country Fire Authority
Fire Rescue Victoria
Victoria State Emergency Service
Australian Red Cross
Department of Health
Ambulance Victoria
Banyule *Municipal Emergency Management Officer* (Chairperson)
Banyule *Municipal Recovery Manager*

Community and key stakeholders

Plenty Valley FM
Austin and Repatriation Hospitals
Mercy Health
Greensborough Plaza
Australian Radiation Protection and Nuclear Safety Agency
Department of Defence [Simpson Army Barracks]

Relief and Recovery agencies

Salvation Army
Victorian Council of Churches – Emergency Ministries
Banyule Community Health Services
Department of Families Fairness and Housing
St John Ambulance Vic.
Emergency Recovery Victoria (ERV)
Services Australia

Refer to Appendix C – 6.0 for full MEMPC membership details.

The Banyule MEMPC will meet on at least two occasions each year, however four meetings are scheduled each year. The proposed dates of these meetings will in February, May, August and November.

The MEMPC may also convene a meeting or sub-committee as required following:

- an incident of significance;
- an organisational change;
- a legislative change; and or
- a new risk being identified in the municipality.

The MEMPC governance arrangements conform to legislation and are detailed in the MEMPC Terms of Reference (available from MEMPC Chair – Council)

Special Sub Committees and Working Groups

The MEMPC may form, or contribute to, special sub-committees or Working Groups to plan for the management of hazard specific identified risks or functions which require an additional level of planning. Examples of these include Municipal Fire Management, Flood and Storms, Risk Management and Municipal Relief and Recovery. Refer to Figure 7 for the relationship between the MEMPC and its sub-committees.

Functional Sub Committees, if formed, should meet at least once per year to review and update their arrangements where necessary.

⁸ **Assurance 11:** The MEMPC consists of membership from required agencies (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s59A).

Key decisions of sub committees and working groups should be endorsed by the MEMPC and documented in the minutes.

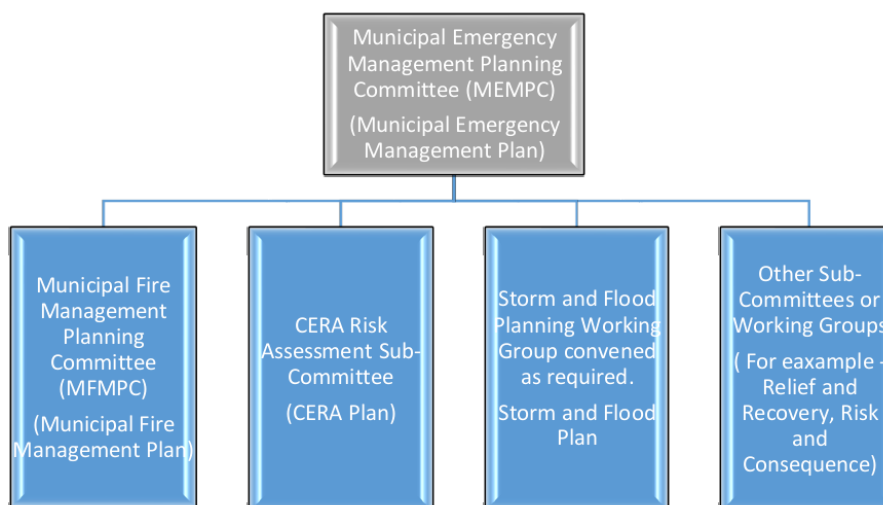


Figure 7 – MEMPC Committee Hierarchy

Sub-Plans and Complementary Plans

Sub-plans

The MEMPC will determine if a Sub-Plan is required to detail more specific or complex arrangements that either enhance or contextualise this MEMP. All Sub-Plans are multi-agency plans and may be hazard-specific where the consequences are likely to be significant, for example a municipal Flood and Storm response Sub-Plan.

All Sub-Plans to this MEMP are subject to the same preparation, consultation, review, assurance, approval and publication requirements as this MEMP, as outlined in the *Emergency Management Act 2013* Part 6A. The maintenance of Sub Plans is the responsibility of the MEMPC and is administered by council's Emergency Management Team

Agencies with roles or responsibilities in a Sub-Plan must act in accordance with the plan (*Emergency Management Act 2013* s60AK).

A full list of Sub-Plans that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the municipality are at Appendix D.

Complementary Plans

Complementary plans are prepared by industry/sectors or agencies for emergencies that do not fall within the *Emergency Management Act 2013* Part 6A. They are often prepared under other legislation, governance or statutory requirements for a specific purpose.

Complementary plans do not form part of this MEMP and are not subject to approval, consultation and other requirements under the *Emergency Management Act 2013*.

Complementary Plans and supporting documentation are managed by the council's Emergency Management Team as part of the Emergency Management System.

A list of complementary plans that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the municipality are included in Appendix D.

Other municipal planning arrangements

Vulnerable Persons Register (VPR)

The definition of a vulnerable person is outlined in section 2.4.

The VPR applies to people receiving care from DFFH funded care organisations and who require support from authorities to evacuate in the event of an emergency. It only applies to Municipalities wholly or partly covered by CFA districts. Under the Policy, Council must:

- monitor and maintain [ensure validation of registered persons] the VPR hosted by Crisisworks;
- develop and maintain a list of local facilities where vulnerable people in the community are likely to be situated; and
- work in partnership with the Australian Red Cross to support inclusion of people not receiving services.

Hazardous Tree Electric Line Clearance

Under the [Electricity Safety Act 1998](#) Division 2A, Municipal Emergency Management plans must specify procedures for the identification of trees that are hazardous to electric lines. Council annually updates the *Electric Line Clearance Management Plan (ELCMP)*.

In the instance where a tree has been confirmed as hazardous, a timeframe for action will be determined. Any urgent works undertaken for electric line clearance must not prune greater than 1m from the minimum clearance space unless required to meet the standards of AS 4373 and the [Electricity Safety \(Electric Line Clearance\) Regulations 2020](#).

North West Metro Region Emergency Management Collaboration

Banyule City Council is a member of the North West Metro Emergency Management Collaboration. This group comprises 14 Councils in the north west metropolitan region of Melbourne and allows for resource sharing under an agreed MOU. Under this agreement if any Council exhausts its resources, support may be requested and provided by these partnering Councils

MAV Protocol for Inter-Council Resource Sharing

Banyule City Council is a signatory to the MAV Resource Sharing Protocol. The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities during an emergency. The protocol applies to requests for human resources, equipment and/or facilities in relation to response or recovery activities associated with an emergency.

Plan Exercising⁹

The MEMP and Sub-Plans are to be tested on an annual basis. This will be performed in a manner determined by the MEMPC, examples include:

- through an annual, regional exercise
- participation in other exercises hosted by neighbouring councils, the North West Collaboration and or other agency partners
- desktop review of a specific hazard or risk from the Community Emergency Risk Assessments (CERA) with relevant members of the MEMPC. For a list of recent exercises refer to Appendix E.

Learnings from any exercises should have regard to:

- Social, Health and Community Environment
- Economic Environment
- Natural Environment
- Built Environment

⁹ **Assurance18:** Exercises have been undertaken during the planning life cycle to test the MEMP or sub-plan (Ministerial guidelines issued under the [Emergency Management Act 2013](#) S77 and s44 (step 5)).

Mitigation Arrangements

Introduction

The MEMPC has a key role in identifying potential hazard areas, reducing the risks and mitigating the impact of consequences of emergencies that may occur in the municipality. At the municipal level, this is achieved by conducting the CERA process using the Victorian State Emergency Service (VICSES) [on-line CERA system](#), to draw on local and expert knowledge to identify risks and strategies for risk management and create safer and more resilient communities.

Hazard, Exposure, Vulnerability and Resilience¹⁰

Applying the principles in [AS/NZS ISO 31000 Risk Management Standard](#), a hazard can be defined as a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

The hazards of concern to disaster risk reduction are of natural origin and related environmental and technological hazards and risks.

This MEMP, informed by the Community Emergency Risk Assessment (CERA), identified hazards which would lead to sources of municipal risks. The history, frequency and nature of identified risks, including community vulnerability were considered by the MEMPC and risk treatment options recommended. Due to ongoing changes of seasonal conditions, community development and public attitudes, the rating of the identified threats may vary over a period of time. The following risks were identified:

- Exposure - refers to people, property, systems or other elements present in hazardous zones that may be subject to potential losses.
- Vulnerability - refers to the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard.
- Resilience - can be defined as the ability of a system, community or society exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner. It is the capacity of individuals, institutions, businesses and systems within a city to adapt, survive and thrive no matter what kind of chronic stresses and acute shocks they experience.

Because resources are more limited in the wake of an emergency, it is increasingly recognised that resilience is critical to a community's ability to respond and reduce long recovery periods after an emergency. The Victorian Community Resilience Framework for Emergencies ([Community Resilience Framework for Emergency Management | Emergency Management Victoria \(emv.vic.gov.au\)](#)) defines seven resilience characteristics:

- connected, inclusive and empowered (networks, social capital);
- sustainable built and natural environment;
- reflective and aware;
- culturally rich and vibrant;
- safe and well;
- dynamic and diverse local economy, and
- democratic and engaged.

¹⁰ **Assurance 14:** The MEMP or sub-plan provides a brief municipal level overview and environmental scan that explains the hazard profile and key considerations for emergency management arrangements across the key areas of mitigation, response and recovery. (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s77, s6.2 and s.3.6.3)

(References: [Community Resilience Framework for Emergency Management | Emergency Management Victoria \(emv.vic.gov.au\)](#) and <https://profile.id.com.au/whitehorse>.)

Risk Assessment Process and Results¹¹

The MEMPC has a responsibility under the *Emergency Management Act 2013* to protect the safety of its community and visitors to the municipality. The CERA system is an online system maintained by VICSES aligned to ISO 31000:2009 – Risk Management. The MEMPC utilise the CERA system to:

- identify broad municipal hazards which have the potential to become emergencies
- analyse and assess the risks; and
- recommend processes to mitigate the risks.

The identified municipal hazards should be reviewed regularly and or after any significant event. Through the use of CERA, the MEMPC implements the [AS/NZS ISO 31000 Risk Management Standard](#) for the identification, risk and consequence assessment and treatment of risks.

Risks are assessed and rated according to consequence and likelihood scales and risk matrices in the CERA tool kit.

The risk assessment process comprises:

- identifying the risks that pose the most significant threat to the whole community.
- Identifying, describing and understanding the exposure and vulnerability of key community assets, values and functions essential to the normal functioning of the community.
- Discussing and understanding the consequence and likelihood, causes and impacts for each risk.
- Identifying opportunities for improvement to prevention, control, mitigation measures and collaboration.

The results of the assessment process are used to inform emergency management planning and to develop risk action plans and help inform communities about hazards and the associated emergency risks that may affect them. Refer to CERA Hazard Analysis at Appendix G. The CERA risk assessment process is summarised in Figure 8.

¹¹ **Assurance 16:** An appropriate risk management process (consistent with Australian / New Zealand ISO 31000, such as the Community Emergency Risk Assessment) has been conducted by the MEMPC during the development of the MEMP or sub-plan. (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s77, s3.2 and s4 (step 1).



Figure 8 - CERA Risk Assessment Process

The resulting list of risks and heat map for the Banyule Municipal CERA risks are shown in the table below.

Risk	Residual Risk Rating
Human Disease (pandemic)	Medium
Extreme Temperatures (heat and cold)	High
Essential Service Disruption	Medium
Transport Incident	High
Civil Disturbances	Medium
Bushfire/Grass Fires	Medium
Fire - Structural/Residential	Medium

Risk	Residual Risk Rating
Storm and Flood	High

Table 2 – CERA Risks and Ratings

For more detail about the Municipal CERA data refer to the municipal [CERA website](#) or contact the Team Leader Emergency Management or emergency.management@banyule.vic.gov.au.

Victorian Fire Risk Register (VFRR) and Victorian Emergency Management System (VERMS)

The VFRR is a systematic process that identifies assets at risk of bushfire on a consistent state-wide basis using the [Australian/New Zealand Risk Management Standard ISO:31000](#).

The aim of the VFRR is to minimise the risk of adverse impact of bushfires on parts of the municipality that lie within the Bushfire Prone Areas (BPA).

Details of the VFRR outputs for the municipality are available in the appendices of the Municipal Fire Management Plan and as six-monthly Action Plan reports (Available from Municipal Fire Prevention Officer (MFPO) appointed by Council).

The VERMS platform enables a structure fire and hazardous material risk assessment (V-BERAP) which is clearly defined by a robust 10 step process. The VERMS tool uses the methodology recognised in NERAG which is underpinned by the [Australian/New Zealand Risk Management Standard ISO:31000](#).

Mitigation and Treatment Plans¹²

The mitigation and treatment of risks are incorporated in the MEMP, Sub-Plans, complementary plans and standard operating procedures that have been developed as part of the risk management process and, if required, in the Council and agency strategic plans and sub-plans. Refer to Appendix D for a list of Sub-Plans and Complementary Plans linked to this MEMP.

Monitoring and review

The MEMPC is responsible for reviewing the municipal risks via the CERA process at least once every three years or upon a significant emergency event. Refer to 4.3 Risk Assessment Process and Results and Appendix G.

¹² **Assurance 7:** The MEMP or sub-plan contains provisions for the mitigation of emergencies (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s60AE(a), s3.2).

5 Response¹³

5.1 Introduction

Emergency response is the action taken immediately before, during and in the first period after an emergency to reduce the effect and consequences of emergencies on people, their livelihoods and wellbeing, property and the environment and to meet basic human needs.

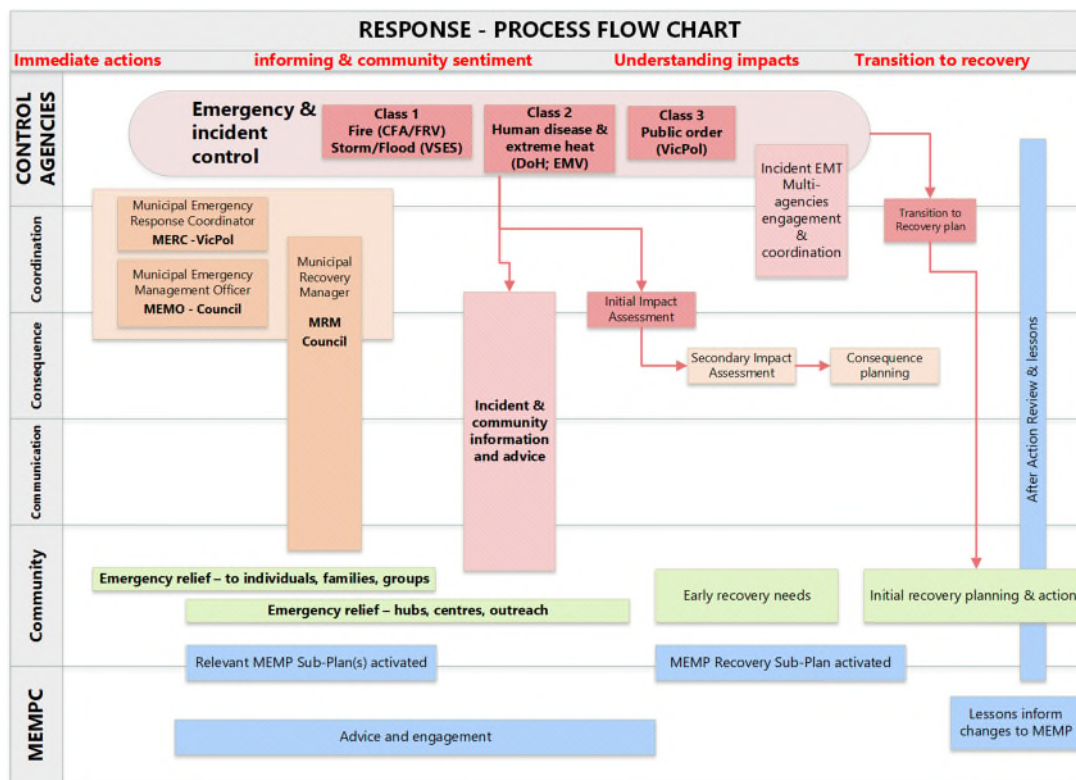


Figure 9 – Emergency Response Flow Chart

Emergency response operations are managed via three operational tiers which are outlined in the SEMP. Most incidents can be coordinated from local municipal resources; however, the Regional Emergency Response arrangements provide avenues for escalation when local resources are exhausted.

All response arrangements within this document are consistent with the arrangements detailed in the [SEMP](#) to ensure the continuity of resources with all levels of government.

5.1.1 Definitions of Emergencies

Table 3 below defines the types of emergencies that may occur:

Term	Definition
Major Emergency	a. a large or complex 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 two or more agencies to respond to the emergency; or b. a Class 1 emergency; or c. a Class 2 emergency.

¹³ **Assurance 8:** The MEMP or sub-plan contains provisions for the response to emergencies (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s60AE(b), s3.3, s3.6.2 and s3.6.3).

Term	Definition
Non-Major Emergency	an event that has occurred on a small scale, where individuals or a family may have had their home or possessions severely damaged or destroyed due to an emergency event such as a house fire or storm.
Class 1 Emergency	a. a major fire; or b. any other major emergency for which the Fire Rescue Victoria (FRV), the Country Fire Authority (CFA) or VICSES Authority is the control agency under the SEMP.
Class 2 Emergency	Means a major emergency which is not a: a. Class 1 emergency; or b. warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or any other state or territory of the Commonwealth; or c. hi-jack, siege or riot.
Class 3 Emergency	Also known as security emergencies, Class 3 emergencies are classified as a warlike act or act of terrorism, where directed at Victoria or any other State or Territory or the Commonwealth or a hi-jack, siege or riot

Table 3 - Classification of Emergencies - Emergency Management Act 2013 Section 3

5.2 The 6 C's

The six Cs of emergency management in the state of Victoria are:

Six Cs of Emergency Management	Description
Control	Control is the overall direction of response activities in an emergency, operating horizontally across agencies. (A list of the control agencies can be found in the State Emergency Management Plan .)
Command	Command is the internal direction of personnel and resources, operating vertically within an agency.
Coordination	Coordination is the bringing together of agencies and resources to support the response to and recovery from emergencies. In relation to response, coordination includes ensuring that effective control has been established.
Consequences	Consequence management involves the coordination of the activities of agencies with a role in delivering of services to the community, with the aim of minimising the adverse consequences of emergencies on the community. The Emergency Management Commissioner is responsible for consequence management for major emergencies.
Communication	Communication relates to the engagement and provision of information across agencies, communicating to the public, reporting to government and communicating with stakeholder agencies during emergencies. The Emergency Management Commissioner is responsible for the communication function for major emergencies but will be supported by the relevant control agency.
Community Connection	The understanding of and connecting with trusted networks, identified leaders of community groups, including multicultural and faith-based leaders and all communities to support resilience and decision-making.

Table 4 - The Six Cs of Victorian Emergency Management ([SEMP](#))

The SEMP outlines the various agency roles and responsibilities within this framework, depending on the nature of the identified hazard.

	Command	Control	Community Connection	Communication		Consequence Management	Coordination		
Emergency Class	All Classes	All Classes	All Classes	Class 1 or 2 – Emergency Management Commissioner		All Classes	Response		Relief and Recovery
				Class3 - Chief Commissioner of Police			Class 1 or 2	Class 3	All Classes
State Tier	Agency Chain of Command	State Control Team	Emergency Management Commissioner/ Chief Commissioner of Police State Strategic Comms Cell (SSCC)	Emergency Management Joint Public Information Committee (EMJPIC) Public Information Section (PIS) at SCC	Emergency Management Commissioner/ Chief Commissioner of Police State Strategic Comms Cell (SSCC)	State Emergency Management Team (SEMT)	Emergency Management Commissioner	Chief Commissioner of Police	State Relief and Recovery Team
Regional Tier		Regional Control Team	Regional Joint Public Information Committee (RJPIC) PIS at RCC	Regional Joint Public Information Committee (RJPIC) PIS at RCC	SSCC Representative (If required)	Regional Emergency Management Team (REMT)	RERC		Regional Relief & Recovery Planning Committee (or equivalent)
Incident Tier		Incident Management Team (IMT) (Major Emergencies)	Incident Joint Public Information Committee (IJPIC) PIS at ICC	Incident Joint Public Information Committee (IJPIC) PIS at ICC	SSCC Representative (If required)	Incident Emergency Management Team (IEMT) (Major Emergencies)	MERC / IERC		Municipal Relief & Recovery Planning Committee (or equivalent)
	Incident Emergency Management Team (IEMT) (Non-Major Emergencies)								

Table 5 - Six Cs Roles and Responsibilities for Emergencies (After [Emergency Management State Communications Strategic Framework May 2017](#) and [State Emergency Management Plan](#))

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5.3 Public Information and Warnings

The control agency has the responsibility to issue warnings to the affected community, and to other agencies. This can be done through a number of avenues, including but not limited to:

- Emergency Alert – a community warning system that can be used by agencies to provide a message to the vast majority of phones in an area defined by the emergency services. For further information visit www.emergencyalert.gov.au
- Emergency Management Victoria [website](#)
- Australian Fire Danger Rating System ([AFDRS](#))
- Radio stations
- Television
- Agency information lines
- Community newsletters
- Door knocks

5.4 Local Response Arrangements and Responsible Agencies

To minimise the effect of an emergency on an affected community, Council will undertake the following actions:

- provide resources as available and needed by the community and response agencies;
- establishment of Council Emergency Operations Centre (CEOC) – facilities and staffing;
- under the direction of the control agency, facilitate the delivery of warnings to the community and media;
- coordinate the provision and operation of Emergency Relief Centres (ERC) and emergency shelters if required;
- undertake Impact Assessments to inform both response and transition to recovery. Impact Assessment processes are defined in various plans and SOPs;
- clear blocked drains and reinstate local roads, including tree removal and other physical works as deemed appropriate and where possible in collaboration with agencies e.g. SES;
- support Victoria Police for partial/full road closures and determination of alternative routes; and or
- repairing or replacing damaged public utilities, services and assets.

Resource support by municipalities occurs when services or control agencies exhaust their own avenues of supply and there is a requirement for continued supply.

Responding agencies requiring support or additional resources should make their request through the Municipal Emergency Resource Coordinator (MERC), Municipal Emergency Management Officer (MEMO) or Municipal Recovery Manager (MRM). If the request cannot be achieved, the request will be passed to the Regional Emergency Response Coordinator (RERC).

During an emergency activation, the MERC, MEMO and MRM perform a leadership and liaison role and ensure that requests for resources and any other related requirements can be addressed. These roles have the responsibility for the coordination of municipal resources during the response phase of an emergency.

The MEMO, MRM and MERC will refer to the MEMP contact directory (Refer to Appendix C) if additional resourcing or services are required. Role descriptions for these roles can be found in the CEOC Handbook.

Emergencies may range from small through to large scale and will require different response levels.

Further information on accessing supplementary supplies can be found in [Practice Note - Sourcing Supplementary Emergency Response Resources from Municipal Councils](#).

5.5 Emergency Response - Lead Control Agencies

A single agency is appointed as the lead control agency at each emergency (Refer to Table 6). The SEMP outlines the roles and responsibilities of agencies when responding to an emergency.

During the course of the emergency response, the control agency may change depending upon the circumstances.

It is the control agency's responsibility to plan for the relevant emergency and ensure that adequate resources are in place. Agencies and Council may be support agencies during emergencies.

Table 6 below contains a list of control agencies and the role that they would undertake during an emergency.

Emergency Category	Emergency Form	Control Agency
Fire and explosion	Bushfire	FRV / CFA / Forest Fire Management Victoria (FFMV)
Violence/Terrorism	Threats against persons, property or environment	Victoria Police
Earthquake, flood, windstorm or other natural event	Flood	VICSES
	Storm	VICSES
	Extreme heat	EMV
	Landslide	VICSES
	Earthquake	VICSES
Essential service disruptions	Food supply, critical infrastructure damage or disruption	Victoria Police
	Electricity	Department of Energy, Environment and Climate Action (DEECA)
	Natural Gas	Department of Energy, Environment and Climate Action (DEECA)
	Petroleum and liquid fuels	Department of Energy, Environment and Climate Action (DEECA)
	Public transport	Department of Transport and Planning (DTP)
	Roads/bridges/tunnels	Department of Transport and Planning (DTP)
	Water and sewerage	Department of Energy, Environment and Climate Action (DEECA)
Road accident or any other accident	Uncontrolled release of water from dam	Department of Energy, Environment and Climate Action (DEECA)
	Road traffic accident (major)	Victoria Police
Search and Rescue	Hazardous materials, high consequence dangerous goods or dangerous goods (including leaks and spills)	CFA / FRV
	Search – Land and Water	Victoria Police Australian Maritime Safety Authority (AMSA)
	Rescue – Road, Rail, Aircraft and Industrial Accidents	CFA FRV VICSES
Plague or an epidemic or contamination	Human Disease	Department of Health
	Plant disease / pest incursion	Department of Jobs, Skills, Industry and Regions (DJISR)
	Radioactive Materials – Incidents	Department of Health
	Water supply contamination	Department of Health
	Exotic animal disease	Department of Jobs, Skills, Industry and Regions (DJISR) - Agriculture Victoria

Table 6 - Emergency Control and Support Agencies - Refer to Appendices for Agency Role Descriptions - [SEMP Roles and responsibilities - Response - October 2021.pdf \(emv.vic.gov.au\)](#)

5.6 Emergency Response Coordination Roles

Emergency Response Coordination Roles	Role Description	Supporting Emergency Management Team	Team Description
Incident Emergency Response Coordinator (Victoria Police - IERC)	The senior Police Officer present at the site of a non-Major emergency who has the responsibility of coordinating resources to provide the most effective support to the control agency and the functional service agencies.	Incident Emergency Management Team (IEMT)	The IEMT supports the incident controller. Their focus is on managing the effects and consequences of an emergency. Agencies may assign an EMLO to assist the Incident Controller as a member of the IEMT. The role of the IERC is to:
Municipal Emergency Response Coordinator (Victoria Police - MERC)	A Senior Sergeant at a local police station or his/her deputies and appointed by Victoria Police. Control agencies request support through the MERC, who will pass on the request to the MEMO.	EMCG at the CEOC	The primary role of the CEOC and the EMCG is to coordinate the provision of human and material resources within the Municipality during emergencies. They will also maintain an overall view of the operational activities within this Plan's area of responsibility, for recording, planning and debrief purposes.
Regional Emergency Response Coordinator (Victoria Police - RERC)	Will receive and action any requests from the MERC for further assistance when municipal resources are unavailable, have been fully committed or exhausted.	Regional Emergency Management Team (REMT)	The REMT supports the RERC and those exercising control at a regional level (Regional Controllers). Their focus is to raise awareness of the emergency across the whole of government, identify and manage strategic tasks and consequences and develop a regional strategic plan outlining high level actions of all agencies. The NWMR assigns a Local Government REMT Representative who acts on behalf of all Councils in the NWMR to assist the Regional Controller as a member of the REMT.
Incident Emergency Management Team	Support the Incident Controller to manage the effects & consequences of the emergency		The Incident Controller establishes the IEMT as they require. The Chair and members vary according to the class and form of emergency.

Table 7 - Emergency Response Coordination Roles and Teams refer to the SEMP

5.7 Municipal Emergency Coordination Centres (MECCs)

5.7.1 Incident and Regional Control Centres

The designated Incident and Regional Control Centres in the NWMR are listed in the North West Metropolitan Emergency Management Plan.

5.7.2 Council Emergency Operations Centre (CEOC)

A CEOC may be activated during emergencies upon the request of the MERC or may be activated at the discretion of the MEMO and/or MRM to coordinate the large scale provision of human and material resources within the municipality and to provide an administrative and management base for the EMCG (MERC, MEMO and MRM) and its operations. The CEOC may also become operational during support operations to a neighbouring municipality. The CEOCC may be physical or virtual.

Activation and operation of CEOC is detailed in the Complementary Plans: Banyule CEOC Guidelines.

The designated Municipal Emergency Coordination Centre for the municipality is listed below in Table 8:

MECC Type	Address
Primary CEOC	The Council Emergency Operations Centre for Banyule is: 4.06 Griffin Room, 1 Flintoff Street Greensborough (Mel Ref: 20K2).

Table 8 - Designated CEOC Locations

5.7.3 Crisisworks

Crisisworks is an emergency incident operating system activated by Council that may be used to manage an incident.

Crisisworks is used to record the following information and can be used by Council and Agency staff:

- communications between agencies in the ICC, CEOC and ERC;
- requests for assistance;
- a full account of assigned tasks given to Council and agencies;
- telephone logs; and
- emergency management documentation.

5.7.4 Emergency Management Common Operating Picture (EM-COP)

EM-COP is a web-based information gathering, planning and collaboration tool hosted by EMV. It is to provide users with a simple way to manage and share real time emergency management information between agencies. It also acts as a portal to state government agency web sites and planning tools.

It is used before an emergency (to help plan and prepare), during an emergency to make strategic decisions and after an emergency (to assist with recovery). EM-COP can also be used to manage planned events.

5.7.5 Operations Centres/Staging Areas/Marshalling Points

An Operations Centre is established by an agency for the command and control functions within their own agency.

Staging areas and marshalling points are strategically placed areas where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency. A detailed list of all of Councils facilities is available via the MEMO.

Table 9 lists the locations of designated operations centres, staging areas and marshalling points.

Location Type	Agency	Address
Council Operations Centre	Council	307-325 Waterdale Rd, Bellfield VIC 3081
Staging Area	TBC	Subject to nature and location of emergency

Table 9 - Operations Centres, Staging Area and Marshalling Points for the Municipality

5.7.6 Council Resources – Plant, Transport and Engineering

A list of plant and resources is detailed in the Banyule Emergency Management Resources Plan. The requesting agency is responsible for the costs of providing municipal resources (owned or under the direct control of council) including:

- equipment such as heavy machinery);
- personnel for response and recovery activities: and
- resources recovery activities.

All requests for transport and engineering resources should be directed to the MERC who will place requests with the MEMO.

Responsibility for the management of resources shall rest with the MEMO.

5.8 Financial Considerations

Control Agencies are responsible for all costs involved for that agency when responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets. When a control agency requests services and supplies (for example, food and water) on behalf of a number of supporting agencies, the control agency will be responsible for costs incurred.

A requesting agency will be responsible for all associated costs for the provision of resources to support the response to an emergency event.

All expenditure is to be authorised by the MEMO or MRM in accordance with the normal Council financial arrangements and recorded and logged for potential cost recovery.

Depending on the magnitude of the emergency some government financial assistance may be available for prevention, response and recovery activities through the administration of the Victorian DRFA claims process ([Disaster Recovery Funding Arrangements \(DRFA\) | Emergency Management Victoria \(emv.vic.gov.au\)](https://www.emv.vic.gov.au/disaster-recovery-funding-arrangements-drfa)) or the [Process for Natural Disaster Financial Assistance Claims | Emergency Management Victoria \(emv.vic.gov.au\)](https://www.emv.vic.gov.au/process-for-natural-disaster-financial-assistance-claims) (NDRRA) both of which are accessed through the EMV [website](https://www.emv.vic.gov.au) or via email ndfa@emv.vic.gov.au. EMV should be contacted as soon as practicable after an event to register a potential application.

5.8.1 Donations

Council is accountable for any monies donated for an emergency where an appeal is created by Council and will implement systems to receive and account for all such donations.

Offers for donations of services and material aid during relief and recovery stages will be managed in accordance with the [Municipal Emergency Coordination Sub-Plan](#) and [Emergency Relief Centre Sub-plan Standard Operating Procedures](#).

5.9 Neighbourhood Safer Places (Places of Last Resort) and Community Fire Refuges

Based on the bushfire risk in the municipality, Neighbourhood Safer Places - Places of Last Resort (**NSP**) and Community Fire Refuges (CFR) may be available for the community in some areas as short term, last resort survival options during bushfire in some areas.

NSP's are places of last resort during the passage of a bushfire and are intended to be used by persons whose primary bushfire plans have failed. NSP's are places of relative safety only. They do not guarantee the survival of those who assemble there.

NSPs and CFRs do not replace having a well thought out and practiced survival plan. For more information on bushfire shelter options, as a component of overall bushfire safety, refer to [Emergency Management Victoria's Bushfire Safety Policy Framework](#).

Banyule has undertaken a review of potential NSP sites in the municipality and determined that there are no suitable locations within the municipality. Neighbourhood Safer Places are available in neighbouring Councils of Nillumbik and Whittlesea.

5.10 Cross Boundary Events¹⁴

Planning for both response and recovery at the regional level supports effective incident management when emergencies traverse multiple municipal boundaries. Further, planning for cross boundary events is necessary as services provided by State government agencies are often administered and delivered at a regional level. To support regional planning the following forums operate in the NWMR.

5.10.1 Regional Emergency Management Planning Committee (REMPC)

At least one MEMPC representative is a member of the North West Metro REMPC. The REMPC undertakes planning activities to support capability and capacity across the fourteen municipalities of the NWMR including:

- Assessing existing capability and capacity levels, gap analysis, developing and implementing an improvement strategy.
- Conducting integrated training and exercising activities to support seamless transition from readiness to response to recovery.
- Reviewing previous season effectiveness of the coordination, control, consequence management and communications functions/outcomes/actions/improvements.
- Coordinating pre-season fire and severe weather briefings.
- Preparing and renewing interagency partnership agreements and memorandums of understanding as required.
- Preparing and reviewing joint agency procedures.
- Supporting and encouraging collaborative initiatives and activities such as the North West Metropolitan Region Collaboration.
- Coordinating and integrating actions across the sector and phases of emergencies.

¹⁴ **Assurance 17:** The MEMP or sub-plan assesses existing and future capability and capacity requirements for the municipality utilising the Victorian Preparedness Framework. Through this process the MEMP or sub-plan considers where emergency management capability would be drawn from that cannot be met from within the municipality and mechanisms to escalate requests for emergency management capacity (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s3.5).

5.11 Resource Supplementation and Sharing Protocols¹⁵

5.11.1 North West Metropolitan Region (NWMR) Emergency Management Collaboration

Council is a member of the NWMR Emergency Management Collaboration which is constituted through a Memorandum of Understanding (MOU) to manage and coordinate Council activities before, during and after emergencies

The NWMR Emergency Management Collaboration comprises the following municipal Councils:

- Banyule
- Nillumbik (also a member of the Eastern Metropolitan Region)
- Whittlesea
- Darebin
- Merri-bek
- Moonee Valley
- Maribyrnong
- Yarra
- Brimbank
- Hume
- Melton
- Hobsons Bay
- Wyndham
- Melbourne

In times of emergencies, requests for support from the NWMR Emergency Management Collaboration partners will be made by the MRM or MEMO of the affected Council with approval from their Chief Executive Officer (CEO) to the CEO (or the officer with the delegated authority to action requests for support) of the assisting Council.

Requests for resources need to be confirmed in writing and, in most cases, will be logged in Crisisworks.

5.11.2 Municipal Association of Victoria (MAV) Protocol for Inter-Council Emergency Resource Sharing

Council is a signatory to the [MAV Protocol for Inter-Council Emergency Resource Sharing](#). The Protocol provides an agreed position between Victorian Municipal Councils for the provision of inter-Council assistance for response and recovery activities during an emergency. Requests for resources will be made in writing by the MRM or MEMO of the affected Council with approval from their Chief Executive Officer (CEO) to the CEO (or the officer with the delegated authority to action requests for support) of the assisting Council.

The MERC or RERC of the assisting Council should be contacted before the resources are moved.

5.12 Response Escalation

Each agency is expected to maintain the capability to fulfil its emergency response role and responsibilities and must notify the Emergency Management Commissioner of situations that may affect its capability to respond to emergencies.

If resources are required beyond the capacity of the control agency, requests are made through the MERC. If the resources are those owned or under the control of Council, or relate to a responsibility of Council, the request will be directed to the MEMO or MRM.

¹⁵ **Assurance 15:** The MEMP or sub-plan identifies and plans for cross-agency/cross boundary/cross-border opportunities (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s3.6.2 and s3.6.3).

5.13 All Agencies Debriefing Arrangements

A debrief should take place as soon as practicable after an emergency. The purpose of a debrief is to identify problems and highlight areas that operated well and or opportunities to improve the efficiency, effectiveness and safety for future activations.

The MERC or MEMO will convene the meeting, and all agencies should be represented with a view to assessing the adequacy of the response, the effectiveness of the MEMP and sub-plans and to recommend any changes. Such meetings would be chaired by the MEMPC chair or an appropriate facilitator.

It may also be appropriate to conduct a separate recovery debrief to address recovery issues. This should be convened and chaired by the MRM.

Where a CEOC has been activated during an emergency, all emergency support staff that undertook their allocated roles will be debriefed by the MEMO or their delegate as soon as practicable following the cessation of CEOC operations.

Agencies and Council are responsible for also ensuring a psychological debriefing is conducted for their agency personnel.

5.14 Transition to Recovery

Planning for the transition from response/relief to recovery, will start as soon as possible following the initial impact of an emergency. Until handover occurs, relief and recovery activities are integrated with response and managed under response arrangements until such time as a transition to recovery is required.

Responsibility for recovery sits with Council, with support from other agencies provided as needed. It is the responsibility of the MRM to ensure recovery management structures are defined and in place at handover to ensure a smooth transition. It is the responsibility of the MERC to advise all agencies of the transition from response/relief to recovery.

The decisions relating to the timing of the transition of response to recovery coordination, and whether recovery coordination will be transitioned to local and/or state government, will be impacted by a number of key considerations, including:

- nature of the hazard/threat and whether there is a risk of a recurring threat likely to compound the impact on the community and need for specialist resources;
- extent of impact on communities, as this may determine if a prolonged transition period needs to be implemented;
- level of loss/damage and the extent to which this has been validated (the stage of impact assessment reached e.g., if phasing for the extent of emergency relief required by affected communities, consideration for the secondary/post impact stages may indicate transition requirements);
- consideration of resources required to be stood up for effective recovery arrangements; and
- development of a transition agreement [refer to Emergency Management Victoria (EMV) Transition from Response to Recovery – Emergency Management Template authorising transition from the response agency to Council].

Refer to the Relief and Recovery Plan for a copy of the transition form template. A flow chart of the escalation/de-escalation and handover process is shown in Figure 10.

Figure 10 - The Emergency Escalation/De-escalation and Handover Process

Transition authorisation and other arrangements (transition activities and tasks, information management, communication and signatories) will be documented in a transition agreement developed between the Incident Controller, Emergency Response Coordinator - Victoria Police, the State Recovery Coordinator - EMV, Regional Recovery Coordinator - ERV and the MRM.

In large scale emergencies, municipal recovery operations will continue to be managed from the CEOC with a consolidated team responsible for the continued coordination and delivery of relief (if required) and recovery operations.

The Banyule Relief and Recovery Sub-Plan provides details on how the coordination of activities, resources and information is managed effectively between the response agencies to the recovery organisations to support this changeover.

The following activities and tasks should be undertaken during transition:

- notification of the Transition Agreement to response and recovery;
- a briefing report for the Recovery Coordinator from the Incident Controller;
- handover of the immediate media coordination arrangements from the control agency to the Recovery Coordination Agency
- identification of resources for transfer from response to recovery
- provision of initial impact assessment data/information and the status of clean-up projects by the control agency;
- implementation/development of a model for ongoing recovery coordination operations, including identification of additional agencies required for service delivery;
- identification/notification of the hazard/threat and OH&S issues for recovery interests;
- development of a communication strategy, notifying key stakeholders of the coordination changes for the ongoing management of the incident, including community interests – authorised by Incident Controller, Response Coordinator and Recovery Coordinator;
- ongoing management of relief centres and establishment of recovery centres with key contact information by Local Government; and
- consideration to implement initial outreach programs to enable more accurate assessments of impacts and determination of appropriate recovery activities.

After consultation with the control agency and any other relevant agency, and when the response to the emergency has been completed, the IC will advise all participating agencies of "hand over" to the MRM.

Response and recovery agencies will work cooperatively during the period of transition. At the conclusion of the transition coordination responsibility is passed to Emergency Recovery Victoria, at the State and Regional level, and Local Government at the municipal level. .

5.14.1 Handover of Resources

In some circumstances, it may be appropriate for facilities and goods obtained under emergency response arrangements to be utilised in recovery activities. In these situations, there would be an actual handover to the Recovery Manager of such facilities and goods, and the details should be included in the transition agreement. This handover will occur only after agreement has been reached between response and recovery managers. Payment for goods and services used in the recovery process is the responsibility of the MRM through the MEMP arrangements.

Resources acquired for the response, which are not required for recovery, remain under the control of the requesting response agency which remains responsible for their return or disposal.

6 Relief and Recovery Arrangements¹⁶

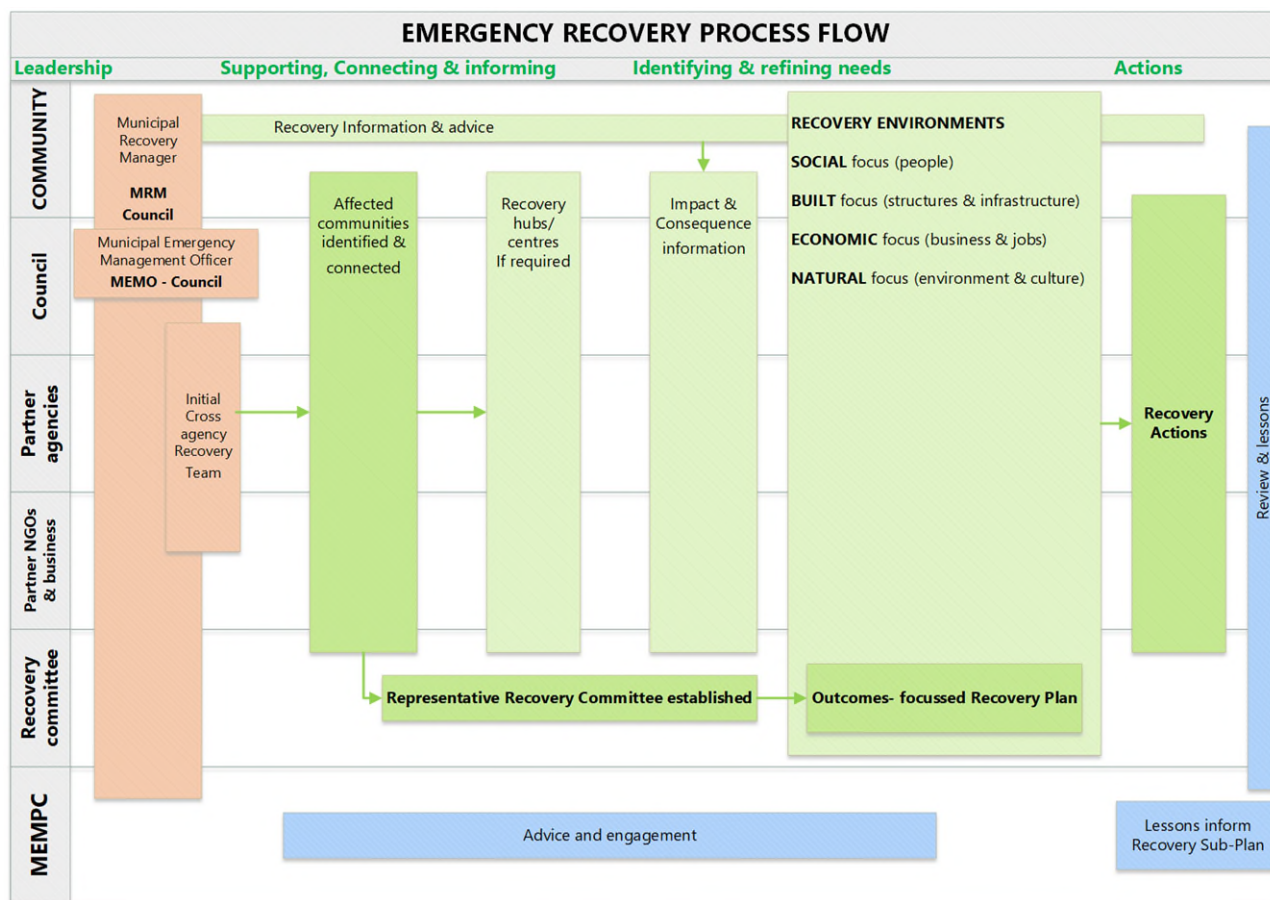


Figure 11 - MEMP Recovery Flow Chart

6.1 Introduction

Emergency relief is the provision of essential support, shelter, and personal support / needs to individuals, families and communities in the immediate aftermath of an emergency.

The SEMP provides directions and processes to enable community recovery from emergencies at a state level. Most incidents are of local concern and can generally be coordinated from local municipal resources. However, when local resources are exhausted, escalation occurs as outlined in the SEMP and REMP. This escalation process is enacted through the MRM and ERV.

Planning for emergency relief and recovery must integrate with the preparation and response phases to provide a seamless transition between each phase. Figure 12 illustrates the integrated prevention, response and recovery model linking emergency activities.

Relief arrangements may also include contacting the NWMR Collaboration Councils and advising of potential activation, where appropriate. The Municipal Association of Victoria (MAV) also has provision for support as required, under the Resource Sharing Protocol.

¹⁶ **Assurance 9:** The MEMP or sub-plan contains provisions for the recovery from emergencies ([Emergency Management Act 2013](#) s60AE(c) and s3.4)

Recovery from emergencies is a developmental process of assisting individuals, families, neighbourhoods and communities to achieve an effective level of functioning.

Recovery planning must ensure that there is a clear understanding of the community context (prior to the emergency) and is informed by an initial and continuing assessment of impacts and needs.

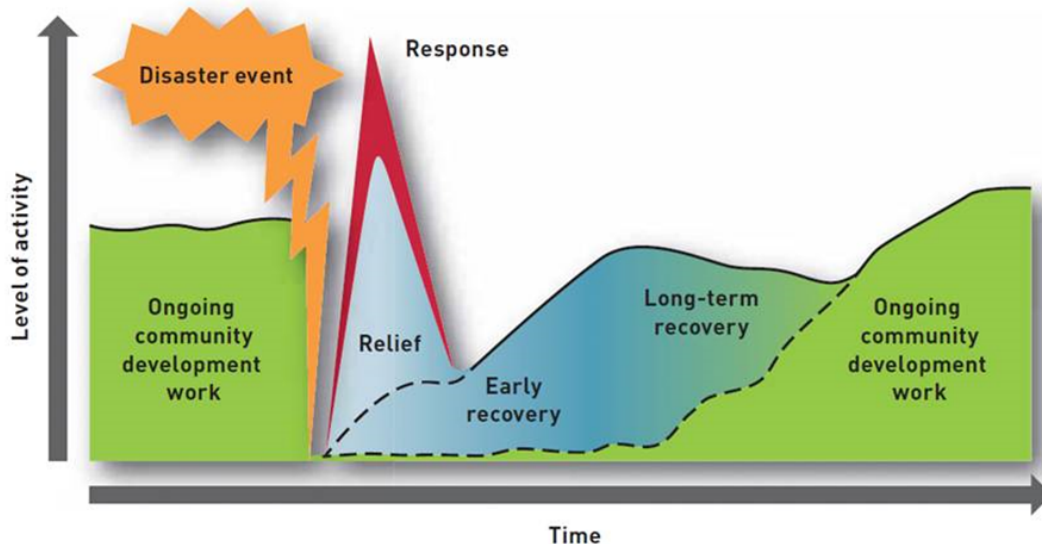


Figure 12 - Relationship between Preparation, Response, Relief and Recovery

Relief and recovery are responsibilities that require collaboration and coordination between individuals and communities, non-government organisations, businesses and government agencies. They involve processes of consultation and cooperation through established communication channels. Wherever possible, short (relief) and longer-term recovery activities will become part of core business to ensure they remain responsive to the needs of the affected community.

6.2 Principles and Scope of Relief

Emergency Management agencies with relief responsibilities incorporate the following principles into their planning, decision-making and delivery of services:

- emergency-affected communities receive essential support to meet their basic and immediate needs;
- relief assistance is delivered in a timely manner, in response to emergencies;
- agencies communicate clear, relevant, timely and tailored information and advice to communities about relief services through multiple, appropriate channels;
- relief promotes community safety and minimises further physical and psychological harm;
- relief services recognise community diversity;
- relief is adaptive, based on continuing assessment of needs;
- relief supports community responsibility and resilience;
- relief is well-coordinated, with clearly defined roles and responsibilities; and
- relief services are integrated into EM coordination efforts.

Relief encompasses some or all of the following activities:

- community information;
- emergency Shelter (including Emergency Relief Centres);
- food and water to individuals;
- drinking water for households;
- food supply continuity;

- psychosocial support;
- disbursement of material aid (non-food items);
- reconnecting family and friends;
- health care and first aid;
- emergency financial assistance;
- animal welfare;
- legal aid; and
- coordination of good will (including spontaneous volunteer management).

6.2.1 Basic Services and Providers in Relief Centres

Service	Provider
Animal Management	Banyule City Council - Municipal Laws & Public Assets/RSPCA
Catering	Salvation Army/Local Providers
Assessment and General Community Support Services	Banyule Community Health Service
Interim Accommodation and Personal Hardship Assistance	Department of Families, Fairness and Housing
Facility Coordination and Logistics	Banyule City Council – ERC Manager
First Aid	St John Ambulance Vic.
Material Aid	Salvation Army
Personal Support/Psychological First Aid	VCC Emergencies Ministry Australian Red Cross Banyule Community Health Service
Public Information and Communications	Banyule City Council – Information Management Team
Register.Find.Reunite	Australian Red Cross
Specialist Vulnerable Persons Support	Banyule City Council – Maternal & Child Health, Children’s Services, Youth Services, HACC Services Save the Children

Table 10 - Relief Centres Services & Providers

6.2.2 Banyule Emergency Relief Centres

The following Emergency Relief Centres (ERC) in the municipality have been assessed and found to be potentially suitable for use in times of emergency. Contact details and plans for the following Halls/Venues can be found in the Emergency Relief Centre Standard Operating Guidelines. For public safety reasons the ERC locations are in the restricted or committee version of the plan but not in the public version.

NAME	LOCATION	CAPACITY	MELWAY MAP REF	CAR PARK	ACCESS	TOILETS	KITCHEN	SHOWER	COMMENTS

Table 11 – Banyule Emergency Relief Centres

6.3 Principles and Scope of Recovery

To ensure successful recovery is delivered to affected communities, recovery at all levels of government is implemented in alignment with the nationally recognised disaster recovery principles:

- understanding the context;
- recognising complexity;
- using community-led approaches;
- coordinating all activities;
- communicating effectively; and
- recognising and building capacity.

Recovery information and services need to be readily accessible to communities and be responsive to their needs and expectations.

As per the SEMP, the environments and their areas of activity can be adapted to meet the needs of people and communities affected. The implementation of recovery requirements in each of the functional environments will be coordinated by the MRM.

Council will coordinate and deliver recovery arrangements at the municipal level across the five environmental functional areas:

- Social environment
- Built environment
- Economic environment
- Natural environment
- Aboriginal culture and healing

	Considerations	Agencies
Social Environment	Considers the impact an emergency may have on the health and wellbeing of individuals, families and communities. Primarily concerned with safety, security and shelter, health and psychosocial wellbeing.	DFFH (lead) DH DE DJSIR DJCS (ERV)
Built Environment	Considers the impacts an emergency may have on essential physical infrastructure including essential services, commercial and industrial facilities, public buildings and assets and housing.	DTP (co-lead) DEECA (co-lead) DJSIR DE DJCS (ERV)
Economic Environment	Considers the direct and indirect impacts an emergency may have on business, primary producers and the broader economy.	DJSIR (lead) DJCS (ERV) DEECA
Natural Environment	Considers the impact an emergency may have on a healthy and functioning environment, which underpins the economy and society. Components include air and water quality; land degradation and contamination; plant and wildlife damage/loss; and national parks, cultural and heritage sites.	DEECA (lead) DJCS (ERV)
Aboriginal Culture & Healing	Embedding Aboriginal self-determination into our recovery practices to improve strengthened recovery outcomes, is in line with Victorian Government commitments under the Victorian Aboriginal Affairs Framework 2018- 2023 and Self-Determination Reform Framework.	DJCS (ERV) (lead) DPC DE DEECA DFFH DH

Note: Relief and recovery initiatives may address specific elements of one or multiple aspects of the above recovery environments.

Payment for goods and services used in the Recovery process is the responsibility of the MRM through the MEMP arrangements.

6.4 Impact Assessments and Consequence Management

Good decisions about recovery require timely, accurate and progressively more comprehensive information about the impact of an emergency. This informs the type of relief and recovery services required.

Disaster impact encompasses the total effect of a hazardous event or disaster on a community. Consequences may be described as what follows those immediate and very short-term impacts through to the medium and long term.

Impact, needs, and loss and damage assessments will be informed by using the following sources of information:

- Initial Impact Assessment (IIA) conducted by the response agency;
- Secondary Impact Assessment (SIA) coordinated by local councils in partnership with DFFH, ERV and other recovery agencies;
- the Victorian Impact Assessment Model developed by Emergency Management Victoria;
- Post impact needs (loss) assessment conducted by local government and Victorian government departments and agencies ([EMV Impact Assessment Guidelines for Class 1 Emergencies](#)) and
- Information provided by relief and recovery agencies.

The initial stage focuses more on response and immediate relief and wellbeing needs but may also inform recovery as time progresses. The [EMV Impact Assessment Guidelines](#) have been written primarily for government and emergency responders with a responsibility for impact assessment in Victoria. The guidelines support the [Victorian Preparedness Framework](#) Impact Assessment core capabilities.

The Regional Recovery Coordinator, or delegate, will seek to capture early impact data to inform initial recovery planning. This data will be sought through the Incident Controller unless agreement has been reached and transition to secondary impact assessment has occurred.

6.4.1 Initial Impact Assessment (IIA)

An initial impact assessment gathers critical impact information concerning the extent of damage, disruption and breakdown to the community and its infrastructure as a result of the emergency, across the four key areas of social, built, economic, and natural environment. The IIA is undertaken by the control agency.

To facilitate the IIA process the Emergency Management Coordination Group, shall as early as practicable, perform the following tasks:

- survey the extent of damage and provide an early estimate of anticipated financial and material aid required;
- provide a priority listing for restoration of community needs to assist agencies in the performance of their functions; and
- monitor the acquisition and application of financial and material aid needed or made available in the restoration period

The Emergency Management Coordination Group may co-opt persons within the community with the appropriate expertise to assist with the above tasks. Should the emergency extend beyond the boundaries of the municipality, the IIA may be merged with that of the other affected municipality(s).

6.4.2 Secondary Impact Assessment (SIA)

A more detailed analysis of loss and damage, and the impact on the affected community, including individuals, will be undertaken by Banyule City Council once the control agency declares the area safe for entry. Banyule City Council

has adopted the NWMR Collaboration's SIA guidelines and will use those procedures to undertake any secondary impact assessments.

The information collected at this stage, in conjunction with the IIA data, will form the SIA. The SIA assists in guiding Relief and Recovery and shall be a program of regular analysis, monitoring and review. Council will resource personnel to attend to the area of impact and collect information regarding the following:

- damaged buildings yet to be evacuated, and evacuation requirements;
- specific information on individual property and/or asset damage, i.e. roads, trees, bridges, community buildings, commercial properties and residential properties. Basic survey of building damage and estimate on re-occupancy capability;
- monitoring and reporting on the progress of recovery; and
- reconciliation of information gathered against ratepayer database.

A template to capture early impact data to inform initial recovery planning is available in the [Regional Recovery Toolkit](#).

A recovery web-portal will be made available at the discretion of the State Recovery Coordinator to assist in the collation of data across agencies. The Department of Families Fairness and Housing will coordinate regional level loss and damage reporting in support of the State Recovery Coordinator.

6.5 Management Structure

6.5.1 Relief Management Structure

Relief tier coordination responsibilities are:

- State relief coordination: Emergency Recovery Victoria (ERV);
- Regional relief coordination: Department of Families, Fairness and Housing (DFFH); and
- Municipal relief coordination: Municipal Councils.

Council is responsible for the coordination and provision of relief services for an affected community during times of emergency. Council has adopted the *NWMR ERC Standard Operating Guidelines (SOGs)*. The ERC SOGs detail the arrangements that are in place for the activation, management and deactivation of ERCs for municipal and regional scale events.

6.5.2 Recovery Management Structure

Recovery tier coordination responsibilities are:

- State recovery coordination: Emergency Recovery Victoria;
- Regional recovery coordination: Emergency Recovery Victoria; and
- Municipal recovery coordination: Municipal councils.

The recovery structure operates under four functional areas of recovery and affected communities will be appropriately represented to best capture the needs of the community.

Emergency Recovery Victoria (ERV) also plays a part in in the emergency recovery process by:

- acting as principal recovery planning and management agency at the regional level;
- assuming a role of facilitation in developing a coordinated response as appropriate to the circumstances e.g. when the event is of a magnitude which is beyond the resources of the municipality or the incident affects only a few people, but the affected population is dispersed; and
- being responsible for state-level recovery coordination.

For detailed information on post incident municipal recovery arrangements, refer to the Municipal Relief and Recovery Sub-Plan.

6.6 Government Assistance Measures

Councils may claim assistance via such programs as the Disaster Recovery Funding Arrangements (DRFA) and Natural Disaster Financial Assistance (NDFA). The Victorian Government subject to specified criteria, provides funding through the Natural Disaster Relief and Recovery Arrangements (NDRRA) Fund to assist the Victorian community through natural disaster relief and recovery payments and infrastructure restoration. Details of these arrangements are contained in the NWMCEMP Municipal Emergency Coordination Sub-Plan. Alternatively, information can be found at emv.vic.gov.au.

Individuals, families, business etc. can source other government assistance from agencies such as Centrelink, DFFH, Red Cross and Salvation Army.

6.7 After Action Review

An After-Action Review should take place as soon as practicable after an emergency. The MERC will convene the meeting, and all agencies who participated should be represented with a view to assessing the adequacy of this MEMP and Sub-Plans and to recommend any changes. Such meetings would be chaired by the MEMPC chair or an appropriate facilitator.

It may also be appropriate to conduct a separate recovery debrief to address recovery issues. This should be convened and chaired by the MRM.

Agencies and Council are responsible for staff psychological debriefing.

7 Roles and Responsibilities¹⁷

7.1 Agency Roles and Responsibilities

An agency that has a role or responsibility under this MEMP must act in accordance with the MEMP.

The SEMP and REMP outline agreed agency roles and responsibilities, noting that existing duties, functions, power, responsibility or obligation conferred on an agency by law, licence, agreement or arrangement prevail to the extent of its inconsistency with this plan (*Emergency Management Act 2013* s.60AK).

The roles and responsibilities outlined in this plan are specific to the municipality and are in addition to, or variations on, what is outlined in the SEMP and REMP. In the case of municipal-specific modifications or additions, these are clearly identified.

This Plan details emergency management agency roles and responsibilities for Mitigation, Response, Relief and Recovery. It also maps agency roles for core capabilities and critical tasks under the *Victorian Preparedness Framework (VPF)* for the management of major emergencies.

The table below provides links to agency roles and responsibilities as detailed in the SEMP.

Agency	SEMP Roles and Responsibilities Link
Ambulance Victoria (AV)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/ambulance-victoria
Australian Red Cross (ARC)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/aus-red-cross
Country Fire Authority (CFA)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/cfa
Department of Education & Training (DET) o	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/det
Department of Energy, Environment and Climate Action (DEECA)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/delwp
Department of Families Fairness and Housing (DFFH)	https://www.emv.vic.gov.au/responsibilities/state-emergency-management-plan-semp/roles-and-responsibilities/role-statements/department-of-families-fairness-and-housing-role-statement
Department of Health (DoH) - (including regional health services)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/dh
Department of Jobs, Skills, Industry and Regions (DJISR)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/djpr
Department of Transport and Planning (DTP)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/dot
Emergency Management Victoria (EMV)	https://www.emv.vic.gov.au/responsibilities/state-emergency-management-plan-semp/roles-and-responsibilities/role-statements/role-statement-emergency-management-victoria

¹⁷ **Assurance 10:** The MEMP or sub-plan specifies the roles and responsibilities of agencies in relation to emergency management (Ministerial guidelines issued under the *Emergency Management Act 2013* s60AE9d) and S3.3 and S3.5).

Agency	SEMP Roles and Responsibilities Link
ERV	https://www.emv.vic.gov.au/responsibilities/state-emergency-management-plan-semp/roles-and-responsibilities/erv
Fire Rescue Victoria (FRV)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/frv
Forest Fire Management Victoria	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/delwp
Municipal Councils	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/municipal-councils
Salvation Army – Victorian Emergency Services	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/salvation-army
Services Australia	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/services-australia
St John Ambulance Victoria	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/st-john-ambulance-aus
Victoria Police	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/vicpol
Victoria State Emergency Service (VICSES)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/vicses
Emergencies Ministry (VCCEM)	https://www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/vcc-em

Table 12 - Agency Roles and Responsibilities Detailed in the SEMP

7.1.1 Functional Service Agencies

The following is a summary of support tasks and relevant support agencies. The list is neither exhaustive nor exclusive. In the event that local resources cannot be provided to meet support tasks needed, a request should be passed onto the Divisional Emergency Response Coordinator via the MERC. For a more comprehensive listing.

Support Tasks	Primary Support Coordinating Agency	Support Agency
Animal Welfare (Livestock and companion animals)	Banyule City Council	Veterinary Services RSPCA Victorian Farmers Federation Others as required
Animal Welfare (Wildlife)	DEECA	Banyule City Council Veterinary Services RSPCA Victorian Farmers Federation Others as required
Catering (At community centres/meetings)	Salvation Army	Others as required
Commonwealth Resources	Emergency Management Australia (through MERC)	Commonwealth Departments (as required)
Commonwealth Resources – Defence	Emergency Management Australia (through MEMO)	Department of Defence
Communications	VICPOL	Banyule City Council DFFH
Coronial Services	Coroner's Court Victoria	

Support Tasks	Primary Support Coordinating Agency	Support Agency
Deceased Persons Identification	VICPOL	VICPOL Royal Dental Hospital Australian Funeral Directors Association
Environmental Impact Assessment	EPA	DEECA
Food and Water (Regional/State level: coordinates food and water including support from agencies. Local level: when requested)	Red Cross	Salvation Army Foodbank Victoria
Material Aid (Non-food items)	Salvation Army	Others as required
Personal Support - Psychological First Aid	VCCEM Banyule City Council	Red Cross DFFH
Reconnecting Families and Friends (Register.Find.Reunite)	VICPOL	Red Cross

Table 13 – Functional Service Agencies

7.1.2 Other Functional Areas

Public Health

The Municipal Environmental Health Officer has been delegated the responsibility for the Public Health Emergency Management Sub Plan. The purpose of the Public Health Emergency Management Plan is to provide for the development and implementation of public health emergency management arrangements. The content of this Plan is to instigate preparedness strategies and to contribute to an efficient emergency response in situations of potential, imminent or actual public health risks.

The Public Health Emergency Management Plan may also operate in conjunction with the Regional and/or State Public Health Plans.

The Public Health Emergency Plan will be used by Council staff to provide public health support to the municipality. The Municipal Environmental Health Officer is responsible for all public health matters in the municipality.

Refer to the Contact Directory in the Appendices for Municipal Environmental Health Coordinator and Environmental Health Officers. The Public Health Emergency Management Plan includes the public health emergency management roles and responsibilities including standard operating procedures (SOP's) on issues such as:

- Post-impact assessment following an emergency
- Providing safe and adequate water
- Shelter
- Food and food related issues
- Emergency ablution (toilet) facilities
- Wastewater treatment
- Refuse collection and disposal
- Vermin and vector control
- Infectious disease control
- Disposal of human bodies
- Disposal of dead stock/animals
- Disinfection and cleaning
- Environmental hazards
- Assessing emergency affected housing
- Emergency relief centre venues
- Activating and managing emergency relief centres.

7.2 Community and Business Organisation Roles and Responsibilities

There is no State Emergency Management Plan role/responsibility description for Community/Business Organisation representatives. The role of community and business organisation representatives is to provide advice and feedback; advocate for stakeholder/community views; represent and communicate with communities on behalf of the MEMPC and control agencies; give suggestions for quality improvement; and actively participate in MEMPC decision making before, during and after emergencies and disasters. They bring valuable perspectives but cannot represent all diverse groups, so the MEMPC needs to support these representatives to reach into and draw information and support from their extensive networks.

A full list of Business and Community representative members on the MEMPC is listed in the MEMPC Terms of Reference (Available from MEMPC Chair - Council).

Appendices

Appendix A - Document Distribution List

The most up to date amended versions of this MEMP and Sub-Plans will be distributed by the MEMPC Executive Officer by:

- Loading on to the Council web site
- EMV web site
- Storing in the Council document management system
- Distributing electronically by email with link to the web site
- Legal Deposit with [National eDeposit system](#)
- Storing in the Emergency Management Victoria document library
- Sending by Australia Post when requested
- Loading into Crisisworks.

Organisation	Recipient Officer	Contact Email	Distribution Method
EMV	N/A	N/A	• EMV Document Library
Council	MEMO	emergency.management@banyule.vic.gov.au	• Council Website – de-sensitised version only • Council document management system • Council libraries – hard-copy of the de-sensitised version only
REMPC	REMPC Executive Officer		• Email
Regional Municipal Partners	MEMOs and MRMs	Refer contact list- Appendix C – 6.0	• Email with link to Council website
Crisisworks	Officers with Crisisworks access	Refer contact list	• Crisisworks document library
MEMPC	Committee Members	Refer contact list -Appendix C – 6.0	• Email • Teams Channel

Appendix B – Restricted Information

A short summary of the restricted information is included here, including who the contact point is should the user of this plan seek access to this information.

Summary of the restricted information (including location within the MEMP, e.g. page or section number)	Restriction Reason	Agency/ies that hold this information in full	Contact point/s
e.g. contact list of XX	either of the three options listed under legislation: related to critical infrastructure OR personal information OR information that is commercially sensitive nature	e.g. Municipal Council	Note: information in this table will be published so make sure contact details are appropriate for publication. You may want to include a position name instead of a person's name or a generic role-based/team email address instead of a personal email.
Contact List	Personal Information	Municipal Council	MEMO
ERC Locations	Relief Centre locations are not published to ensure people only access those which are deemed safe during the incident	Municipal Council	MEMO
MEMPC TOR	Personal Information	Municipal Council	MEMPC Chair

Appendix C – Contact Information - redacted

Appendix D – Sub-Plans and Complementary Plans

Complementary/ Sub-Plan Name	Plan Type Complementary / Sub-Plan	Emergency Type	Plan Revision Date/ Status	Responsible Agency	Link (If exists)
NWMR CEOC Standard Operating Procedures	Sub-Plan - external	General	2021	EMCEMP	EM-COP
Banyule CEOC Guidelines	Complementary	General	April 2024	Council	Contact Banyule MEMO
NWMR ERC Standard Operating Procedures	Sub-Plan – external	General	June 2025	EMCEMP	EM-COP
Banyule ERC Manual	Complementary	General	January 2022	Council	Contact Banyule MEMO
Evacuation Plans	Complementary	General		Victoria Police	Contact Banyule MERC
Banyule Emergency Relief and Recovery Plan	Sub-Plan	General	May 2020 – currently under review	MEMPC	Contact Banyule MRM
Council Business Continuity Plan	Complementary	General	various EM BCP updated June 2025	Council	Contact Banyule MEMO
CERA	Sub-Plan	General	Hazards ongoingly reviewed at MEMPC meetings	SES/MEMPC	Search VICSES Website
Municipal Storm and Flood Emergency Plan	Sub-Plan	Storm and Flood	June 2022	VICSES	Search VICSES Website
Municipal Local Flood Guides	Complementary	Flood		VICSES	https://www.ses.vic.gov.au/plan-and-stay-safe/flood-guides
Municipal Health and Wellbeing Plan	Complementary	Health	Integrated into Council Plan – 2025-29	Council – Community Wellbeing	Banyule Council Plan
NWMR Pandemic Influenza Plan	Sub-Plan – external	Health	February 2019 - under review	EMCEMP	EM-COP
Banyule Pandemic Plan	Complementary	Health	February 2019 – under review	Council – Public Health	Contact Banyule Environmental Health Coordinator
NWMR Extreme Heat Plan	Sub-Plan – external	Health		EMCEMP	EM-COP

Complementary/ Sub-Plan Name	Plan Type Complementary / Sub-Plan	Emergency Type	Plan Revision Date/ Status	Responsible Agency	Link (If exists)
Banyule Heat Health Plan	Complementary	Health	2013-2017 plan under review	Council – Public Health	Contact Banyule Environmental Health Coordinator
Municipal Fire Management Plan	Sub-Plan	General	April 2025 - pending MFMPC endorsement	Council – Municipal Laws	Contact Banyule MFPO
Banyule Animals in Emergencies Plan	Complementary	General	July 2022 Revised version April 2023 for consideration	Council – Municipal Laws	Contact Banyule MFPO
Municipal Emergency Coordination Group Handbook	Complementary	General	June 2025	Council	Contact Banyule MEMO
Municipal Financial Management in Emergencies Guide	Complementary	General	April 2023 revised draft- August 2024	Council	Contact Banyule MEMO
Municipal Resources in Emergencies Guide	Complementary	General	October 2024	Council - Operations	Contact Banyule Operations
Municipal After Hours Procedures	Complementary	General	October 2025	Council - Operations	Contact Banyule Operations
Municipal Communications & Engagement Plan	Complementary	General	February 2022 – under review – draft prepared August 24	Council	Contact Banyule MEMO
Banyule Environmental Scan	Complementary	General	In development	Council	Contact Banyule MEMO
Banyule City Council – Council Plan	Other related Plan	General	Council Plan – 2025-29	Council	Banyule Council Plan
Road Safety Strategy	Other related Plan				Contact Banyule Operations
Local Area Traffic Management Strategy	Other related Plan				Contact Banyule Operations
Drainage Policy	Other related Plan				Contact Banyule Operations
Banyule Council Electrical Line Clearance Management Plan	Other related Plan				Contact Banyule Parks & Natural Environment

Complementary/ Sub-Plan Name	Plan Type Complementary / Sub-Plan	Emergency Type	Plan Revision Date/ Status	Responsible Agency	Link (If exists)
Human Rights Charter	Other related Plan	General			https://content.legislation.vic.gov.au/sites/default/files/2022-06/06-43a015.docx
Community Resilience Framework	Other related Plan	General		Council	Contact Banyule Community Resilience Lead
Gender Assessment Impact Assessment	Other related Plan	General		Council	Contact Banyule Community Impact Coordinator

A copy of many Sub-Plans and Complimentary Plans can be found on EM-COP - <https://files-em.em.vic.gov.au/IEMP/Regions/EMR/Management-Plans/EMR-Management-Plans.htm?v=1626395724410>. If you don't have a log-in to this portal a copy may be obtained from the MEMO

Appendix E - MEMP and Sub-Plan Exercise Record

Date	Exercise Description
01/2005	Banyule Storm Activity and Debrief Conducted
03/2005	Ivanhoe Town Hall Bomb Exercise and Debrief Conducted
09/2005	Warringal Shopping Centre Evacuation
05/2006	Recovery/Relief Centre Training and Exercise
05/2007	Exercise "Partnership" - EM Relief Exercise for City of Banyule, Darebin, Moreland and Nillumbik
08/2008	Desktop Exercise "Hi Octane" and Debrief

Date	Exercise Description
12/2009	Emergency Relief and Recovery Training Exercise for Banyule, Darebin, Nillumbik and Hume
26/03/2010	HAZMAT Recovery Focused Discussion Exercise for the Banyule Recovery Team
18/05/2016	Exercise Superbug – Banyule Leadership Network Pandemic exercise held internally
12/05/2017	Exercise Elland – MEMPC desktop storm/flood exercise facilitated by VICSES
08/11/2018	Exercise Febrile – MEMPC Pandemic
28/08/2019	Exercise Paen – NWMR Collaboration– Banyule and Whittlesea hosted (Part 1 ICC Activation Component)
30/10/2019	Exercise Paen – NWMR Collaboration– Banyule and Whittlesea hosted (Part 2 ERC Activation Component)
June & November 2022	DJCS/Banyule City Council Community Exercise – a four stage exercise involving three [state, agency, municipal and community to information and warning outputs for a thunderstorm scenario
25 June 2023	Collaboration involving – SES, Banyule, Hume, Darebin, Brimbank & Merri-bek Councils for a storm event to explore triggers and develop protocols between SES and Local government. Targeted training to be delivered to address identified opportunities.
18 Nov 2025	Exercise Exposure 2025 - NWMR

Appendix F – MEMP Document Information and Amendment History

Document Information

Criteria	Details
Document ID	CM10 -
Document Title	Banyule Municipal Emergency Management Plan
Document Owner	Banyule Municipal Emergency Management Planning Committee

Number	Date	Amendments
2	29/07/2003	Contact Directory Pages 1-5, Appendix C Page 1
3	17/10/2003	Introduction Pages 3 & 4, Management Arrangements Pages 1, 2 & 7, Prevention Arrangements Page 1, Response Arrangements Pages 2, 3, 4 & 5, Recovery Arrangements Pages 1, 3, 4 & 6, Contact Directory Pages 1, 4 & 5, Appendix C - Distribution List Page 1
4	12/01/2004	Introduction Pages 3 & 4, Management Arrangements Pages 1 & 2, Response Arrangements Pages 6, 8, 9 & 11, Recovery Arrangements Page 1, Contact Directory Page 4, Appendix C – Distribution List Page 1.
5	14/10/2004	Full Plan Amended
6	16/06/2005	Audited issue of MEMP
7	19/10/2005	Full Plan Amended
8	05/06/2006	Full Plan Amended
9	12/06/2006	Insert CERM Workbook

Number	Date	Amendments
10	08/02/2007	Full Plan Amended
11	01/12/2007	Management Arrangements Page 14 -16
12	01/08/2008	Full Plan – Audited
13	01/10/2009	Emergency Exercise Record Page 13, Management Arrangements Pages 21 & 22, Response Arrangements Page 47, Contact Directory Pages 89, 90, 91 & 93, Appendix A – Distribution List Page 103, Appendix F – Response Arrangements for Emergencies in Banyule Pages 111 & 112, CERM Updated
14	01/11/2010	Contact List updated.
15	01/05/2011	Full plan re-structure and review in accordance with the MEMP Work Book, Audit Tool and Evidence Guide. Authorisation by MEMPC 12/05/2011 and Banyule Council 23/05/2011.
15	07/07/2011	COUNCIL ADOPTION Sealing of Documents register 2011 (date signed by CEO and Councillor)
16	01/08/2012	2.9 MEMP Exercise Record 4.1.3 Sub-Plans and Responsible Council Officers 4.2.3 MEMPC Membership NEW 7.2.1 Northern Region Collaboration Project for Emergency Relief 9.0 Contact Directory 10.5 MEMP Hardcopy Distribution List
17	01/04/2014	Full review in accordance with the MEMP Work Book, Audit Tool and Evidence Guide – Version 2.1 September 2012. Key updates include: Forward– City Plan reference 5.5.3 Municipal Fire Management Plan 6 Response Arrangements 7 Relief and Recovery Arrangements 10.7 CERA
17	01/09/2014	COUNCIL ADOPTION
18	13/11/2014	Review of plan with consideration of audit comments. Section 6 Amended significant phases of emergencies. MEMPC membership review – inclusion of VCC

Number	Date	Amendments
19	12/11/2015	Updated contact information for: • VicSES • Telstra • Brotherhood Community Care General review.
20	11/05/2017	Full review of plan with consideration of upcoming Audit. Sections updated include: • 2.8 Amendment Record • 2.9 Exercise Record • 3.3 Demography and Community Profile • 3.5 History of Emergencies • 4.1.2 Sub-Plans and Special Arrangements • 4.1.4 MEMP Links with other Municipality Plans and Strategies • 4.2.2 Frequency of Meetings and Meeting Outcomes • 4.2.3 MEMPC Membership (moved to 10.2) • 4.2.9 Municipal Emergency Coordination Centre • 4.3.3 Plan Review • Preparedness • 5.5.1 CERA • 6.4.1 Warnings • 7.2.2 Emergency Relief Centres • 7.3.3 Recovery Management • 8.2 Municipal Secondary Impact Assessment • 8.4.3 Communications Infrastructure • 9.1 MECC Communication Telephone Lines • 9.1.2 Alternate MECC Contacts • 9.2 Key Personnel Contact List • 9.3 Key Support Staff Contact List • 9.4 Agencies, Authorities and Service Contacts • 9.5 Media Contact List • 9.6 Neighbouring Municipalities Contact List • 10.2 MEMPC Membership • 10.7 Response Arrangements for Emergencies in Banyule • 10.8 CERA Plan
21	30/01/2018	Incorporation of all recommendations from the 2017 Audit and the inclusion of updated Census Data.

Number	Date	Amendments
22	20/04/2018	Routine review with general errors rectified.
23	01/12/2018	MEMPC separated into sections to allow for the introduction of quarterly reviews. Sections 7, 8 and 9 reviewed and following changes made: • Minor changes to some headings to better reflect section content. • Contact information checked and updated. • Appendices reviewed and minor changes made.
	14/02/2019	Sections 1, 4 and 8 reviewed: • Exercise list updated • Contact details updated
	09/05/2019	MEMPC Quarterly review of: • Section 2 – Profile • Section 5 – Response • Section 8 – Contact Directory
	08/08/2019	MEMPC Quarterly review of: • Section 3 – Planning and Management Arrangements • Section 6 – Relief and Recovery Arrangements • Section 8 – Contact Directory
	21/11/2019	MEMPC Quarterly review of: • Section 7 – Support • Section 8 – Contact Directory • Section 9 – Appendices
24	31/05/2020	Full MEMP endorsed by MEMPC
	30/06/2020	Endorsed by Banyule City Council CEO
	23/03/2023	MEMPC review of: • Section 7 – Support • Section 8 – Contact Directory • Section 9 – Appendices
25	August 2023	General Review and adaptation to MEMP Template
26	6/12/2023	Endorsed by MEMPC, endorsed by REMPC Chair on 13 December 2023
27	8 February 2024	Contacts update
28	29 August 2024	Contacts Update
29	15 April 2024	Contacts Update

Number	Date	Amendments
30	30 September 25	Contacts Updates
31	5 December 25	Review of Foreward, municipal topography/demography and minor corrections, update, 8 - Appendices - Contacts and document review, removal from Appendices - 8-F- References
32	May 2026	Full review of document as per legislative requirement. Contact details updated.

Appendix G - CERA Hazard Analysis

The following hazards have been identified for Banyule using the VicSES Community Emergency Risk Assessment tool (CERA). The process includes identifying any gaps in action taken to mitigate the risk, and also identifying specific areas in the community that may be at risk. (Refer to <https://www.ses.vic.gov.au/about-us/emergency-management-training/community-emergency-risk-assessment-cera>).

Hazard	Rating	Key stakeholders	Plans	Comments
Civil Disturbance	Medium	VicPol	MEMP	Have not yet experienced any significant hazard even in recent years.
Human Disease (Pandemic)	Medium	Dept Health	Banyule Municipal Pandemic Plan	During the 20th Century there were 3 recognised pandemics. All three pandemics were associated with a new or novel influenza virus and resulted in increased mortality rates in Australia. 1918-19 Spanish Flu, Attack rate up to 90%, estimated mortality 50 million worldwide 20- 45 age risk group 1957-58 Asian Flu, Attack rate up to 70%, mortality between 1-2000 to 1 in 10000 over 65's age risk group 1968 Hong Kong Flu, Attack rate 25-30%, mortality 1-2000 to 1 in 10000 over 65's age risk group 37,000 cases of H1N1 in Australia with 191 associated deaths Recent history, Victoria experienced the coronavirus disease (Covid-19) Pandemic – 2019 – 2022 and Sars-CoV-2 which emerged in 2019 and Swine Flu in 2009. At risk (young, elderly and residents with chronic illness), marginalised and special needs groups are most vulnerable. In Banyule 4.7% of businesses in accommodation, food, arts and recreation were severely impacted by COVID-19.
Transport Incident – Road	High	VicPol	MEMP	The municipality has a number of arterial roads that run through the municipality which is used by heavy vehicles. Historically minimal number of incidents.
Fire Residential/ Commercial/ industrial	Medium	CFA/FRV	Banyule Municipal Fire Management Plan - 2023 Vic Fire Risk Register	There have been on average 9.6 2nd alarm events per year showing a slight increase. 2013 - 5 calls, 2014 - 5 calls, 2015 - 13 calls, 2016 - 11 calls, 2017 - 14 calls. The fires were located as follows-Residences -35, Manufacturing Processing- 3, Storage Facilities- 3 and Public Assemblies -4 Total structure fires - including smaller 1st alarm fires totalled 431 or on average 1.7 per week

				52 sites in Banyule have been identified to have non-compliant combustible cladding
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Hazard	Rating	Key stakeholders	Plans	Comments
Storm	High	BOM/ VicSES/ Parks Vic/ Melb Water	Municipal Storm and Flood Emergency Sub- plan	August 2009 - Windstorm, March 2010 - Hail Storm Event, December 2011 - Christmas Day Hailstorm and Tornado - September 2012, Heavy Rain - May 31st 2013, Extreme rain event - September 2013, December 2016 - flood and storm Event, Severe weather - November 2018, November and December 2019, Sever Thunderstorms - January 2020, Sever Thunderstorms - January 2022
Bushfire/ Grass fire	Medium	EPA/ BOM/ DELWP/ ParksVic/ CFA/ FRV	Banyule Municipal Fire Management Plan –2023 Plenty Gorge Fire Prevention Strategy Partington Flats Fire Management Plan NSP Review Vic Fire Risk Register	Bushfire seasons are generally restricted to the summer months during late December–February. The Fire Danger Period (FDP) is therefore introduced to reduce the risk of fire and enforced generally from November to early April depending on weather conditions. Years of significant fires 1963, 1978 (x2), 1980, 2009
Essential Service Disruption	Medium	DEECA, Industry business Melb Water Australian Energy Market Operator Infrastructure Owners	MEM	Longford gas outage 1998 ; Multiple recent 4 to 6 hour power outages in September/October 2013; Warrnambool telephone exchange, Telstra Data outages (x 4) in 2016, Optus Outages – 2024 & 2025
Extreme Temperatures (heat/cold)	High	Dept Health/EMV	Banyule Heatwave Plan	Heatwaves in January 2009 and 2014 resulting in an estimated 374 excess deaths in 2009 and 167 in 2014. Over the 2023/24 season there were 5 heat health alerts issued

Note: CERA identifies those hazards that require

- a multi agency response excess to normal agency/organisation business;
- threaten people, property and environment; and or
- have potential to be protracted or to escalate so as to affect the fabric of the community.

Appendix H - Authorisation

Plan Preparer: Municipal Emergency Management Planning Committee

I certify that the BANYULE Municipal Emergency Management Plan complies with the requirements of the [Emergency Management Act 2013](#), including having regard to any relevant guidelines issued under section 77 of that Act, to the extent outlined in the attached checklist.

The last review of the plan was conducted on 31 May 2020.

On behalf of the Municipal Emergency Management Planning Committee: Insert signature here Angela O'Brien Chair, Municipal Emergency Management Planning Committee	On behalf of the North West Metropolitan Regional Emergency Management Planning Committee: Insert signature here Sean Woods Chair, Regional Emergency Management Planning Committee Click or tap to enter a date.
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Appendix I – Maps

Hard copy maps are no longer included in this document as there are numerous online mapping systems available.

In respect of an emergency response, Council's Corporate SSA mapping system is accessible to all relevant staff online, (including those operating remotely) and has numerous layers of information, including Retirement villages, Aged care sites, Education facilities, Hospitals, etc. as well as the full range of infrastructure dealt with by Council.

The sub layers under "Community Services" include Accommodation, case management & support, Counselling, Medical Centres, Meeting Spaces, Retirement Villages, Student Accommodation, while "Facilities" has sub layers showing facilities such as Aged activity groups, Aged care centres, Child care centres, Education establishments & Hospitals.

There is a further range of layers relating to physical assets of Council, drainage, contours, catchment areas etc.

This mapping system is also interactive with "street view" aerial images, and Melway overlay.

Other relevant mapping systems are available from member MEMPC agencies, EM-COP and Google maps.