

**Municipal Emergency Management
Planning Committee
Merri-bek Municipal District**



Municipal Emergency Management Plan 2025 – 2028

Version 2.0



Acknowledgement of Country

The Merri-bek MEMPC acknowledges the Traditional Owners of the municipality that was, for tens of thousands of years, a sparsely wooded forest with native grasslands that was governed by the Wurundjeri Woi-wurrung [wu-rund-geri woy-wur-rung] people.

The MEMPC also acknowledges the [Wurundjeri Woi-wurrung](#) people as the traditional owners and custodians of the lands and waterways in the area, and pays respect to their Elders past, present, and emerging, as well as to all First Peoples communities who significantly contribute to the life of the area.

Document details (restricted version)

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Predecessor	Merri-bek MEMP Version 1.0	CrisisWorks #11315
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	Victorian State Emergency Management Plan (SEMP)	Link
Relevant legislation	<i>Emergency Management Legislation Amendment Act 2018</i> (EMLA Act)	Link
	<i>Emergency Management Act 2013</i> (EM Act 2013)	Link
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Statement of Assurance		
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Glossary	See section 'Acronyms & definitions'	Link
Questions, feedback	mrm@Merri-bek.vic.gov.au	<i>For restricted version only</i>

Authority

In 2020, the *Emergency Management Legislation Amendment Act 2018* amended the *Emergency Management Act 2013* (EM Act 2013) to provide for new integrated arrangements for emergency management planning in Victoria at the State, Regional and Municipal levels and create an obligation for a Municipal Emergency Management Planning Committee (MEMPC) to be established in each of the municipal districts of Victoria, including the alpine resorts which, for the purposes of the Act, are taken to be a municipal district. Each MEMPC is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of emergency management planning for the municipal district.

This Plan has been prepared in accordance with and complies with the requirements of the EM Act 2013 including having regard to the guidelines issued under **Section 77, Guidelines for Preparing State, Regional and Municipal Emergency Management Plan.**

Plan Assurance

A Statement of Assurance has been prepared and submitted to the Regional Emergency Management Committee (REMPC) pursuant to the EM Act 2013 (section 60AG). The Statement of Assurance is available internally via Document Management Link: [Merri-bek MEMP Statement of Assurance - Final March 2025.docx](#)

Plan Approval

This Plan was approved by the North West Metropolitan REMPC on 30 May 2025. This Plan comes into effect when it is published and remains in effect until superseded by an approved and published update.

MEMPC Endorsement

This plan was endorsed by Merri-bek Municipal Emergency Management Planning Committee on Tuesday 11 February 2025.

Signed by MEMPC Chair on behalf of the Merri-bek MEMPC Committee

MEMPC Chair

Catherine Dear – MEMO – Merri-bek City Council

Signature



Date

18 February 2025

Acronyms & definitions

Acronym / term	Definition
AAR	After Action Review
BOM	Bureau of Meteorology
CIS Moreland	Community Information Support Moreland / local organisation
CrisisWorks LI	CrisisWorks LI Library Item
DFFH	Department of Families, Fairness and Housing
DH	Department of Health
EHO	Environmental Health Officer
EMC	Emergency Management Commissioner
EMLO	Emergency Management Liaison Officer (Support agencies rep)
EMT	Emergency Management Team
EMV	Emergency Management Victoria
ERC	Emergency Relief Centre
ERV	Emergency Recovery Victoria
GM	Greater Melbourne
IC	Incident Controller
ICC	Incident Control Centre
IMT (EMT)	Incident Management Team, established as required/incident grows (may be used interchangeably with Emergency Management Team)
IPCC	Intergovernmental Panel on Climate Change
LGA	Local Government Areas
MBS	Municipal Building Surveyor
MECC / CEOC	Municipal Emergency Coordination Centre / Council Emergency Operations Centre (used interchangeably)
MEMO	Municipal Emergency Management Officer
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Response Coordinator
MRC	Municipal Recovery Committee
MRM	Municipal Recovery Manager
NWMR	North and West Metropolitan Region

Acronym / term	Definition
NEMA	National Emergency Management Agency
REMP	Regional Emergency Management Plan
REMPC	Regional Emergency Management Planning Committee
REMT	Regional Emergency Management Team
RFAs	Requests for Assistance (VICSES)
SEMP	State Emergency Management Plan
Vic Pol	Victoria Police
VICSES	Victorian State Emergency Services

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PART 1 – INTRODUCTION

Aim and Objectives

The MEMP provides details on how [MEMPC](#) member organisations collaborate to deliver the responsibilities outlined in the Victorian [State Emergency Management Plan](#) (summarised in Figure 2) in the context of the municipal characteristics.

The MEMP reflects the [Emergency Management Legislation Amendment Act 2018](#) that establishes a new framework for emergency management planning for state, regional and municipal levels. This plan aligns with the [State Emergency Management Plan](#) (SEMP) and [North and West Metropolitan Regional Emergency Management Plan](#) (REMP).

This MEMP outlines the roles of [agencies](#) in **preventing** (or mitigating), **responding**, and **coordinate relief and recovery** in an emergency at the **local level**. These responsibilities are conducted within the local capability and capacity and will be **escalated** to the **regional and state levels** via the [agreed arrangements](#).

The [municipal profile](#) shows the diverse, populated and significantly built, urban environment of Merri-bek. The significant [hazard profile](#) also shows the challenges for Municipal Emergency Management agencies that will be compounded by the impacts of [climate change](#).

The [partnerships](#); local emergency services presence; and approach (see [the 6 C's](#)) are critical in managing the risks in Merri-bek. These arrangements are formalised by the [Merri-bek Municipal Emergency Management Planning Committee](#) (MEMPC), and [Terms of Reference](#).

The principle of **community resilience and dignity** underpins the Merri-bek municipal emergency management approach. This is [detailed in the plan](#) and supports “safer and more resilient communities” as outlined in the [Victorian Preparedness Framework](#).

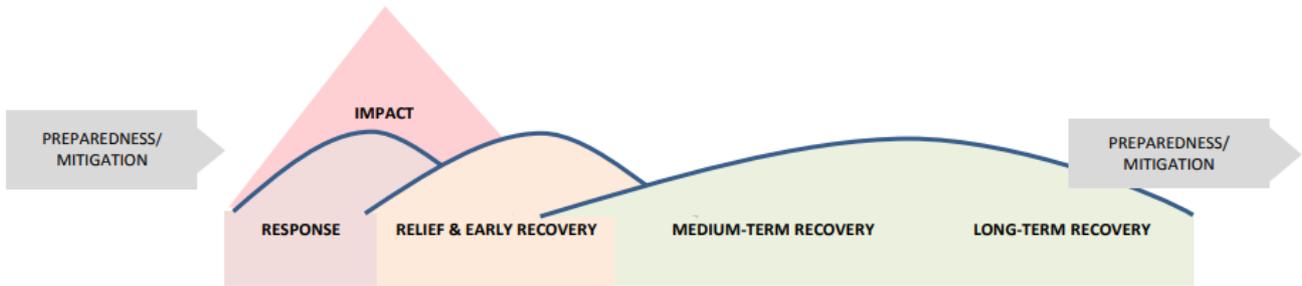
The Merri-bek MEMP aims to be a **practical** tool for the key **audience**: emergency management agencies and municipal emergency management officers. It is divided into eight sections (as per [EMV guidelines](#)) that are colour coded:

Part 1: Introduction	Part 2: Municipal Characteristics
Part 3: Planning Arrangements	Part 4: Prevention Arrangements
Part 5: Response Arrangements (inc. relief)	Part 6: Recovery Arrangements
Part 7: Roles & Responsibilities	Part 8: Appendices

The [Add new link](#) of the plan is available for interested stakeholders and individuals operating, residing or visiting Merri-bek. Contact details and sensitive information are excluded from the [Add new link](#).

Shared Responsibility

The MEMP recognises emergency management is a shared responsibility throughout mitigation, preparedness, response and recovery. Shared responsibility includes collaboration between government agencies, non-government organisations, community groups and individuals. It is person centered and requires a strength-based approach to enable inclusive, community influenced arrangements to enhance social connectiveness and support those at risk of emergencies identified via the Community Emergency Risk Assessment for the Merri-bek community.



The following diagram shows the phases of an emergency and is a key principle for this MEMP:

(The Phases of Emergency Management - Source: part 4 of the former Emergency Management Manual Victoria)

Summary of Emergency Management Responsibilities from SEMP

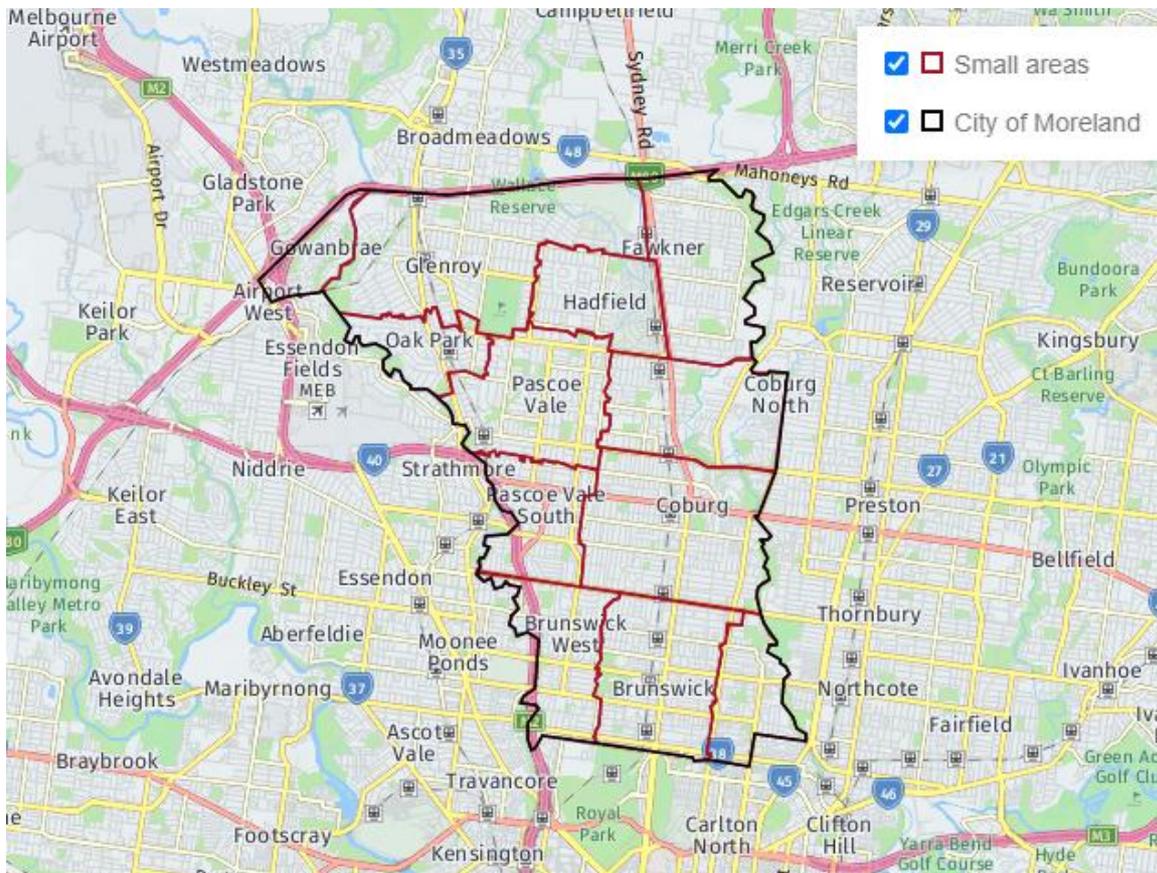
Municipal emergency management roles & responsibilities from the SEMP			
Prevention	Response	Relief	Recovery
Support local emergency communications & community information			
Support requests for resource support from Control Agencies where capability & capacity are available			
		Coordinate local emergency relief & recovery	
Resource legislated Municipal Emergency Management positions – MERC, MRM, MEMO (see section X)	Provide representation for Incident Emergency Management Teams (ICMT); Regional Emergency Management Teams (REMT)	Coordinate local emergency relief as requested by Controllers, including establishment of Emergency Relief Centres (ERCs)	Conduct, participate & share impact assessments for local emergencies as part of the recovery process
Host, chair & coordinate Municipal Emergency Management Planning Committee (see section X)	Act as an intermediary for resource requests from a Control Agency and contractors	Work in collaboration with emergency management	Participate in Natural Disaster Financial Assistance (NDFA) processes to claim significant expenses

Municipal emergency management roles & responsibilities from the SEMP			
Prevention	Response	Relief	Recovery
		Controllers in relief operations	incurred from natural disasters
Develop & maintain a Municipal Emergency Management Plan (MEMP)			Implement a recovery strategy that meets community needs & ensures coordination
Provide representation on the Regional Emergency Management Planning Committee (REMP)			Coordinate post transition recovery for local level

(State of Victoria, Emergency Management Victoria, adapted for purposes of this plan)

PART 2 – MUNICIPAL DISTRICT CHARACTERISTICS

The municipality of Merri-bek is located between 4 to 14 kilometres north of central Melbourne.



(Section of [map](#) of Merri-bek & suburb boundaries within metropolitan Melbourne area (source [.idcommunity](#) profile)

Merri-bek comprises 14 suburbs* with 12 associated postcodes as shown below and with more detailed maps in [Appendix E](#):

Suburb	Postcode	Suburb	Postcode
Batman	3058	Fawkner	3060
Brunswick	3056	Gowanbrae	3043
Brunswick East	3057	Glenroy	3046
Brunswick West	3055	Hadfield	
Coburg	3058	Oak Park	
Merlynston		Pascoe Vale	3044
Coburg North		Pascoe Vale South	
Fitzroy North*	3068	Tullamarine*	3043

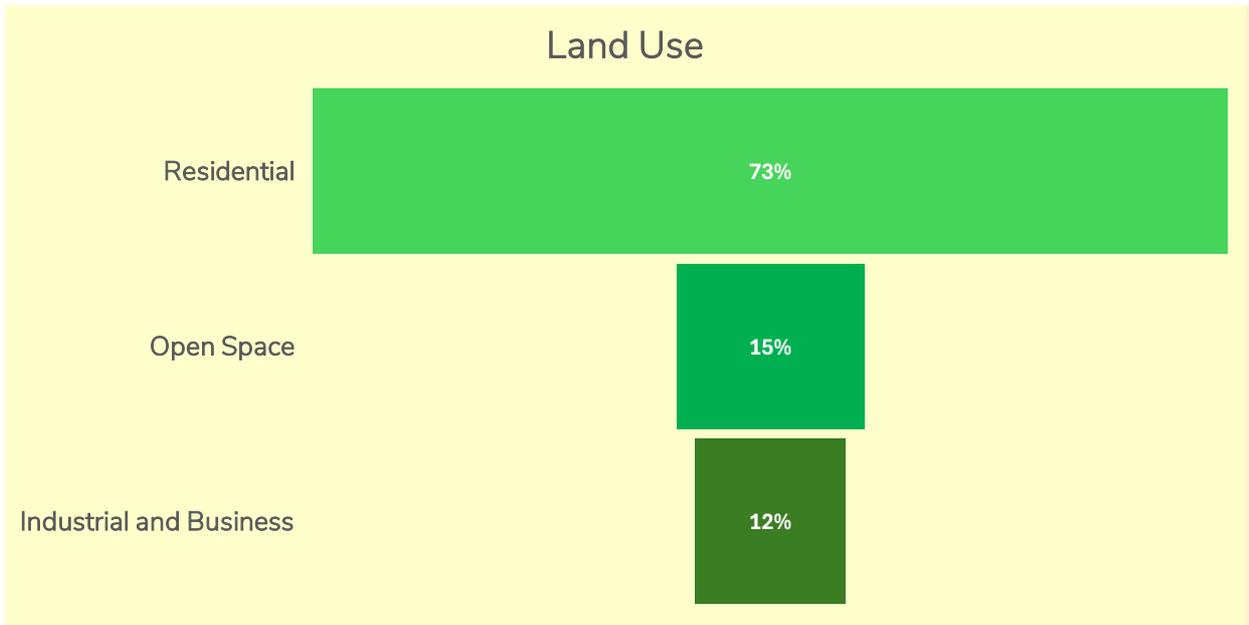
*The City of Merri-bek also includes small parts of Fitzroy North (3068) in the South East and Tullamarine (3043) in the North West.

Merri-bek is **bounded** by 6 other municipalities - the Cities of Melbourne and Yarra to the south, Moonee Valley to the west, Hume and Whittlesea to the north and Darebin to the east (see [map](#) & [Appendix](#)).



Map of North & West Metropolitan region to show Merri-bek and boundary municipalities.

Most land in Merri-bek is used for residential housing (73% of the total). Land reserved for public purposes or open space accounts for 15% while industrial and business usage accounts for the remaining 12%.



Social, economic, built, and natural features

A large proportion of Merri-bek residents **speak a language other than English** at home (34.50%).



Depiction of language spoken in Merri-bek (source [.idcommunity](#) Merri-bek language profile)

The following tables summarise the characteristics of the municipality of Merri-bek using the 'lines of recovery' in the Victorian [Recovery Framework](#).

The characteristics highlighted aim to demonstrate the **strengths and vulnerabilities** of the municipality in relation to the [local hazard profile](#).

Further insights and maps are included in [Appendix D](#) with information from Council research reports (based on Census data¹).

People & wellbeing	
Topic	Insight
Diversity & inclusion	<p>Celebrated & statistically demonstrated² as a “proudly diverse community” with a focus on social cohesion</p> <p>Over 50 different languages are spoken in homes with 35% speaking a language other than English (GM is 34.1%); Italian (5.8%), Arabic (4.5%) & Greek (4.0%); Urdu (2.2%), Mandarin (1.7%), Turkish (1.8%), Nepali (2.2%), Spanish (1.2%), Vietnamese (0.9%) and Hindi 0.6%). Of these 14.4% of people report to have very little or no English at all.</p> <p>41% of people who speak languages other than English are in the 0 – 24 years age group.</p>
Population	The population estimate for the City of Merri-bek as of the 30 June 2023 is 181,223. (or 3,363.5 people per square km). Brunswick East had the highest population density (5,900.1 persons per square kilometre) Since 2022, the population has grown by 3.62%.
Disadvantage	Slightly higher levels than Greater Melbourne average (Index of Disadvantage 1,027 GM 1,018) with Fawkner (936.2) Glenroy (964.4) and Hadfield (970.7) with the highest levels in the municipality
Income	24.6% of households classified as “low income” & slightly higher than in greater Melbourne (23.6%). Equates to approx. 13,600 households - Fawkner (40%), Hadfield (35%) & Glenroy (32%)
Community Connection	Merri-bek has a vast number of active community organisations and services including schools; childcare facilities; tertiary education sites; 7 Neighbourhood houses 3 RSLs (Fawkner, Glenroy, Pascoe Vale &

¹ Social environment statistics are based on 2020 Census data and will be updated once updated data is available after the next Census

² Key strength was 'Community and diversity' 91% in the Community Indicators 2018 Analytical Report, Merri-bek City Council & Wallis Strategic Market & Social Research group

People & wellbeing	
Topic	Insight
	<p>Coburg); 1 environment park (CERES, Brunswick); 1 radio station (3TripleR, Brunswick); 6 Public Pools; 59 Sports Grounds (3 synthetic) and approximately 100 sports clubs and 5</p> <p>The Merri-bek Interfaith Network includes representatives from Hinduism, denominations of Christianity, Sikhism, Islam, Baha'i, Alevi, and Buddhism and many places of worship.</p> <p>There are also many public & privately operated venues; events; childcare and Maternal and Child Health services</p>
Living with disability	<p>11,065 individuals or 6.1% (Greater Melbourne is 4.9%) need assistance with core activities and are considered at risk in an emergency³. Suburbs with the highest rates are Fawkner (10%), Glenroy (9%), Hadfield (9%), and Coburg North (9%), and 65% of these fall into the above</p>
English language barriers	<p>8,656 people living with limited or no spoken English</p> <p>Fawkner, Glenroy, and Coburg North are the suburbs with the highest proportion of people with limited or no spoken English</p>
New arrivals	<p>There were 12,181 new arrivals from overseas to Merri-bek between 2006 and 2021. Nepal had the highest proportion of recent overseas arrivals (20.6%) India (14.6) and Pakistan (638).</p>
Visitors	<p>Visitors before the COVID-19 pandemic were approximately 45,000⁴ with an average length of stay of 39 days</p>
Children	<p>21,904 young children, less than 10 years old with suburbs Coburg, Glenroy, Pascoe Vale and Fawkner with the highest numbers of young children</p>
Elderly	<p>Over 31,000 people aged 60 years and older with suburbs Coburg, Glenroy with the highest numbers</p>
Homelessness	<p>~704 persons experiencing homelessness - identified 91 people sleeping rough, 378 living in boarding houses and a further 235 in other temporary accommodation.⁵</p>
Access to internet services	<p>14.7% of households (or 9,500) have no internet access with high proportions in Fawkner and Hadfield - Please note: For the 2021 Census, the ABS dropped the question regarding household internet connection.</p>

³ From 2021 Merri-bek census Profile

⁵ Merri-bek Homelessness Strategy 2024 - 2034

People & wellbeing	
Topic	Insight
Mental Health & wellbeing	Over one quarter of Merri-bek adults (27.4%) are diagnosed with anxiety or depression Research shows low levels of subjective wellbeing for people aged over 75 years, Aboriginal Victorians, LGBTIQ+ adults and people with disability
Social housing	31 registered rooming houses; 2556 Homes Victoria (Director of Housing) owned properties & approximately 220 community housing properties -.1,612 social housing dwellings are rented in Merri-bek, which is 2.3% of all rented dwellings There are pockets of social housing in Brunswick, Coburg, and Glenroy With more details in the Merri-bek at risk Sites List (not for public distribution) CM D22/571003
Health services	Two hospitals and a broad network of GPs and pharmacies. Local Health authority is Merri Health (and MEMPC member)

Aboriginal culture & healing	
Topic	Insight
Recognised Aboriginal Party (RAP)	Wurundjeri Woi Wurrung
Community identifying as ATI	0.6% of the local population identifying as Aboriginal or Torres Strait Islander (ATI), lower than the GM average 0.9%
Local agreements	Merri-bek Statement of Commitment and Reconciliation: Merri-bek City Council Reconciliation
Partnerships	'Merri-bek' & Darebin MEMO partnership including Darebin MEMO and a standing guest to the Merri-bek MEMPC
Cultural Heritage	https://www.firstpeoplesrelations.vic.gov.au/victorian-aboriginal-heritage-register

Business & economy	
Topic	Insight
Local Gross Regional Product (GRP)	\$7.46 billion (Victoria \$535,869.97m ⁶)
Industries	The top five local industries are: Construction (16.0%); Professional, Scientific & Technical Services (14.2%); Transport, Postal & Warehousing (13.5%) and Rental, Hiring & Real Estate Services (10.7%)
Shopping precincts	Barkly Square Shopping Centre , 1/90-106 Sydney Rd, Brunswick Longest shopping strip in the southern hemisphere (Sydney Road from Brunswick to Hume) Various other small precincts throughout all Merri-bek suburbs
Business Associations	Central Coburg Business Association (MEMPC member)
Housing tenure	Varies across the municipality; rentals more common in the southern suburbs & full home ownership is more common in the Northern suburbs

Buildings & infrastructure	
Topic	Insight
Building use	Mainly residential properties (73% or approximately 78,000) with an intermingling of industrial and commercial areas (12%)
Residential property types	Southern suburbs there is a greater density of units, apartments & terrace houses Northern suburbs most houses are free-standing separated dwellings
Med-high rise buildings (4 plus storey)	48.2% Medium and high-density housing
Infrastructure	
Highways	Traversed by Sydney Road and Bell Street Bounded by the Tullamarine Freeway to the west and the Western Ring Road to the north

⁶ Source, .idcommunity <https://economy.id.com.au/Merri-bek/gross-product>

Buildings & infrastructure	
Topic	Insight
Main arterial roads	<p>North/south (Pascoe Vale Road, Melville Road, Cumberland Road, Lygon Street, Plumpton Avenue, Wheatsheaf Road and Nicholson/Holmes Street)</p> <p>East/west (Gaffney Street, Boundary Road, Pascoe Street, Rhodes Parade, Glenroy Road, Murray Road, Moreland Road, Dawson Street/Glenlyon Road, Brunswick Road, Victoria Street, Albion Street and Blyth Street)</p>
Railway lines	<p>Craigieburn line, which is also the interstate line & includes 7 train stations</p> <p>Upfield line (which also terminates outside of Merri-bek), includes 4 train stations and level crossings within Merri-bek</p>
Tramlines	Travel along Grantham Street, Dawson Street, Melville Road, Lygon Street, Holmes Street, Merri-bek Road, Nicholson Street and Sydney Road
Drainage	<p>The Municipality's drainage system discharges into three major creeks (Moonee Ponds Creek, Merri Creek and Edgars Creek) and two smaller creeks (Westbreen Creek and Merlynston Creek).</p> <p>Melbourne Water maintains 5 underground main drains (details in Appendix E, Map 3).</p>
Flight paths & fuel pipeline	<p>Traversed by the east/west flight path into Essendon Airport and Melbourne Airport which generally travels over residential areas.</p> <p>The Municipality and Gowanbrae is traversed by the Somerton Pipeline. This pipeline carries airline fuel from the refinery through to Melbourne & Essendon Airport.</p>

Environment & biodiversity	
Topic	Insight
Geographic location & size	Located between 4 to 14 kilometres north of central Melbourne and has a total land area of 50.94 square km or approx. 5000 ha
Open Space	23% (includes 'public spaces') with over 577 hectares which are Council managed. This includes parks, natural areas along creeks, sporting grounds, playgrounds, grasslands, and 177 reserves.

	Residents also use the Fawkner Cemetery and rail reserves, as open space. Open space is used for picnics, gatherings of families/friends, enjoying nature, active and passive recreation. More information can be found in the local council's Merri-bek Open Space Strategy
Cemeteries	Fawkner Memorial Park is the largest cemetery by land size in Victoria – 113 ha
Major creeks	Moonee Ponds Creek (south eastern boundary), Merri Creek (western boundaries) and Edgars Creek (eastern boundary)
Smaller waterways	Westbreen Creek and Merlynston Creek Artificial lake within the Coburg Lake Reserve on Murray Rd Coburg

History of emergencies

The following table includes significant local emergencies over the past 10 years. The most common emergencies are smaller scale, single **household fires, traffic incidents** and **severe weather events**. **COVID-19 pandemic** as the most recent, major health emergency and municipalities highest risk as a pandemic (see [Hazard Profile](#)). The event has demanded sustained municipal emergency management support (since 2020).

YEAR	INCIDENT	LOCATION	DESCRIPTION
2024	Landslip	Oak Park	Landslip 15m wide, 5m deep, 20m drop impacting egress to nearby properties and significant damage to creek bed.
2020 – 2023	Coronavirus / COVID-19 pandemic	Global	Impacts included fatalities, hospitalisations, cases, & extended restrictions. Multi-year & agency associated local response & relief operations. Community-wide Secondary Impact Assessment (SIA) & associated Recovery Plan applied.
2021	Severe weather event	Multiple Victorian regions	Extreme winds >100km per hour 28 October 2021. Resulted in widespread power disruption, multiple RFAs, relief request for at risk community member & extended recovery efforts by council.
2020	Brickworks building collapse	Brunswick	Heritage building roof collapse. Major damage to building, issues regarding insurance, costs & accountability.
2018	Building fire	Coburg North	Factory fire (structure stability) impacted neighbouring motel which was evacuated. ERC opened in Coburg and evacuated residents supported with temporary accommodation and financial support from the former DHHS.

YEAR	INCIDENT	LOCATION	DESCRIPTION
2017	SKM Coolaroo Recycling Plant Fire (Hume City Council)	North West of Municipality	Smoke and ash from the emergency impacted the City of Merri-bek and potential risk to water ways
2016	Protest	Bell St, Coburg	Anti-immigration and anti-racism protesters clashed in response to a planned "Moreland says no to racism rally"
2015	Building fire	Sydney Rd, Brunswick	Vacant building caught fire leading to Significant smoke in the Brunswick area. Residents advised to stay indoors.
2014	Storm damage	Pottery Court Brunswick	Storm related chimney damage with falling debris resulted in evacuation of residents from a block of units in Pottery Court Brunswick. Residents able to reoccupy the site late the following day.
2014	Building fire	Gronn Place, Brunswick – DHHS Housing	Several DHHS residents were displaced following a gas leak. Residents were evacuated for a period of time.
2013	Public event	Jill Meagher March	Rally following the murder of Jill Meagher in Brunswick closed a significant proportion of Sydney Rd Brunswick. Murder led to the installation of CCTV on Sydney Rd

Major Cultural Events

The City of Merri-bek normally hosts several large public events throughout the year. The table below provides an overview of these with updates available on the Merri-bek City Council's [events webpage](#).

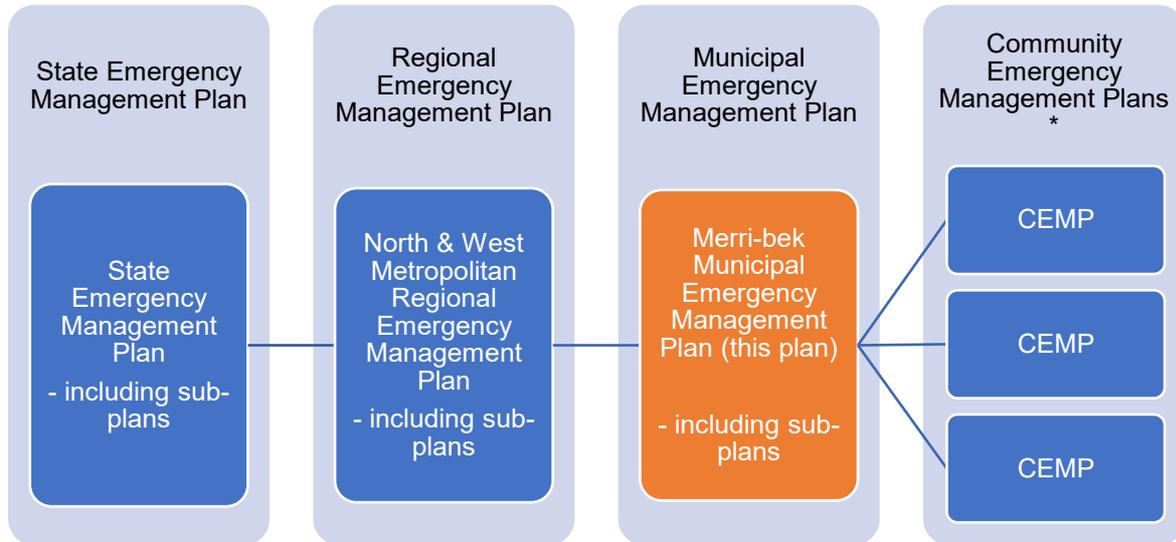
Event Name	Location	Date	Description
 <p>Sydney Road Street Party</p>	Sydney Road, Brunswick	Annual Event - March	Street Party closed along sections of Sydney Road (Victoria Street to Brunswick Road) featuring stages, roving performers, and a range of stalls. Estimated attendance 40,000 – 45,000
 <p>Brunswick Music Festival</p>	Various locations across Brunswick	Annual Event - March	Music performances in a range of predominantly indoor venues across Brunswick Estimated attendance across 2 weeks 10,000-15,000
 <p>Glenroy Festival</p>	Bridget Shortell Reserve, Wheatsheaf Road, Glenroy	Annual Event – late April/May	Community festival featuring performances on a stage. Range of stalls Estimated attendance up to 1,500
 <p>Fawkner Festa</p>	CB Smith Reserve, Fawkner	Annual Event – October/ November	Community festival featuring performances on a stage. Range of stalls and activities across the Reserve Estimated attendance up to 1,500
 <p>Coburg Night Market</p>	Bridges Reserve, Coburg	3-day annual event – November/ December	Over 100 stalls and performances on a stage. Estimated attendance – 5,000 per evening
 <p>Carols by the Lake</p>	Coburg Lake Reserve, Coburg	Annual event - December	Range of musical performances on a stage. Estimated attendance 5,000

Annual major cultural events (images source Google images)

PART 3 – PLANNING ARRANGEMENTS

Victoria’s emergency management planning framework

The following diagram from the REMP shows the emergency planning framework in Victoria; the MEMPC highlighted:



Victorian emergency planning framework (source NWM REMP)

*The Merri-bek MEMPC maintains [MEMPC subplans](#). The use of CEMPs will be considered for future revisions.

The Merri-bek Municipal Emergency Management Planning Committee (MEMPC)

As part of the legislated roles of Municipal Councils in the SEMP, Merri-bek has a Municipal Emergency Management Planning Committee (MEMPC). The MEMPC owns this MEMPC and reports to the North and West Metropolitan Regional Emergency Management Planning Committee (REMPC) as per the planning framework.

The key objectives of the MEMPC are to:

- Provide a forum for all relevant agencies to plan and prevent emergencies within the municipality
- Review the Community Emergency Risk Assessment (CERA) profile every 3 years or following a major incident
- Maintain the MEMPC and Contact Directory
- Exercise and undertake other preparedness activities as part of the municipal emergency management planning and prevention (see [Planning](#) and [Prevention](#) sections)

Supporting procedure title	Location
Terms of Reference for the Merri-bek MEMPC	Appendix C

HOST – includes Chair and Executive Officer

Merri-bek City Council – provides Chair and Executive Officer/Secretariat. Includes multiple members (MRM, MEMO, CEM & MFPO see [section](#))



EMERGENCY SERVICES – and principle MEMPC roles

Victoria Police – includes the MERC



Victorian State Emergency Services (VICSES) – hosts the CERA system & facilitates reviews



Fire Rescue Victoria (FRV)



Ambulance Victoria (AV)



EMERGENCY SUPPORT AGENCIES

The Salvation Army - Emergency relief partner



Department of Families, Fairness & Housing (DFFH)



Emergency Recovery Victoria (ERV)



Department of Health (DH)



Victorian Council of Churches Emergencies Ministry (VCCM)



Australian Red Cross (ARC)



Environment Protection Authority



Jemena (Power)



LOCAL AUTHORITIES & COMMUNITY/LOCAL INDUSTRY PARTNERS



Northern Health



Community Information Services (CIS) Moreland – emergency relief partner



Central Coburg Business Association



Yooralla



Western Public Health Unit



PART 4 – PREVENTION ARRANGEMENTS

In addition to planning arrangements, the Merri-bek MEMPC has several prevention arrangements (otherwise referred to as mitigation or preparedness) to reduce the likelihood and severity of an emergency. These are developed in conjunction with and align with individual agency, regional and state roles.

Hazard profile

The Community Emergency Risk Assessment (CERA) municipal emergency hazard profile for Merri-bek is copied below.

Risk	Date Reviewed	Residual Risk Rating
Civil disturbances	30/03/2023	High
Hazardous Materials Release - land	05/08/2023	High
Storm	30/03/2023	High
Human disease (pandemic)	30/01/2023	Medium
Transport Incident- Road	20/06/2023	Medium
Landslide	20/06/2023	Medium
Fire- Commercial/ Industrial/ High-rise (commercial)	20/06/2023	Medium
Extreme Temperatures (heat and cold)	01/02/2023	High
Essential Services Disruption	19/09/2023	Medium

Merri-bek Hazard Profile (Source Community Emergency Risk Assessment)

Fire Risk

No part of Merri-bek City Council has been deemed a bush or grass fire risk. Reserves along the major creeks are narrow and comprise largely low threat to properties. Recent assessment of this risk is outlined in

- Merri-bek City Council Creek Reserves Fire Management Plan [D25/39878](#)
- Merri-Bek City Council Asset Protection Zone Assessments: [D25/39884](#)

Risk assessment process and results

VICSES facilitates the Community Emergency Risk Assessment (CERA) process for Merri-bek hazard profile for Merri-bek and includes a section on mitigation (full version only available to MEMPC members). The mitigation section lists the actions each MEMPC takes to prevent potential consequences associated with the hazards. The summary of hazard profile summarises the hazards and their associated risk rating.



Victoria State Emergency Service

Dashboard

Risk Assessment

Map

Merri-bek City

Current Risks

SNIP OF THE CERA PROFILE FOR MERRI-BEK [HTTPS://CERA.SES.VIC.GOV.AU/MUNICIPALITY/55](https://cera.ses.vic.gov.au/municipality/55)

Treatment plans

The CERA profiles include treatment plans in the mitigation section for each hazard. If the hazard or local responsibility is significant, a dedicated MEMP subplan is created and available to the public via the Merri-bek City Council website.

The current MEMP subplans are listed below (and locations listed Appendix [section B](#)).

High risk hazard / role	Treatment plan	Location
Pandemic	MEMP Subplan for Viral (Respiratory) Pandemic	Document Review List 2025 - 2026.docx
Extreme Heat	MEMP Subplan for Extreme Heat	
Relief and Recovery	MEMP Subplan for Relief and Recovery	
Animal Welfare	MEMP Subplan for Animal Welfare in Emergencies	
Flood and Storm	MEMP Subplan for Flood and Storm	

Monitoring and review

The Merri-bek MEMPC monitor and review the CERA profiles every 3 years or following a significant incident.

Subject Matter Experts are called upon to review each risk as a working group. Risks are assessed and mitigation measures are put in place. This review is communicated and sent out for comment and consideration prior to the MEMPC meeting. The risk assessment is discussed and then endorsed by the MEMPC as a whole. Any concerns raised will result in further assessment and review.

Training, exercising & development

Training

A significant proportion of training is achieved through **experiential learning**, (i.e. 'learning by doing') for municipal emergency management roles, drawing on existing skills and continuous improvement through completion of [After Action Reviews](#) and self-reflection.

The state government does not currently provide training for specific Municipal Emergency Management roles⁷. The following providers and courses are available for relevant municipal emergency management officers:

Training topic	Provider	Information
Introduction to Emergency Management	VICSES	Training available from 2023 Official training for Victoria
MRM & MEMO Training	Shepherd Consulting Services/NWMR Collaboration MEMO/MRM Training	NWMR Collaboration have developed a one day MEMO/MRM face to face training with pre-requisite online training
ERC training (including Personal Support)	NWMR Collaboration/VCCCEM	Enrolments through MEMO
EM Learning online (EM-COP)	EMV	For vic.gov.au users only Register here
Internal agency training	Individual agencies	<i>Refer to individual agency training program</i>

Exercising

Undertaking exercising is key for municipal emergency management preparedness. The following table outlines the approach used in Merri-bek. This is guided by shared resources from the NWM Collaboration and EMV's [EM Learning portal](#)

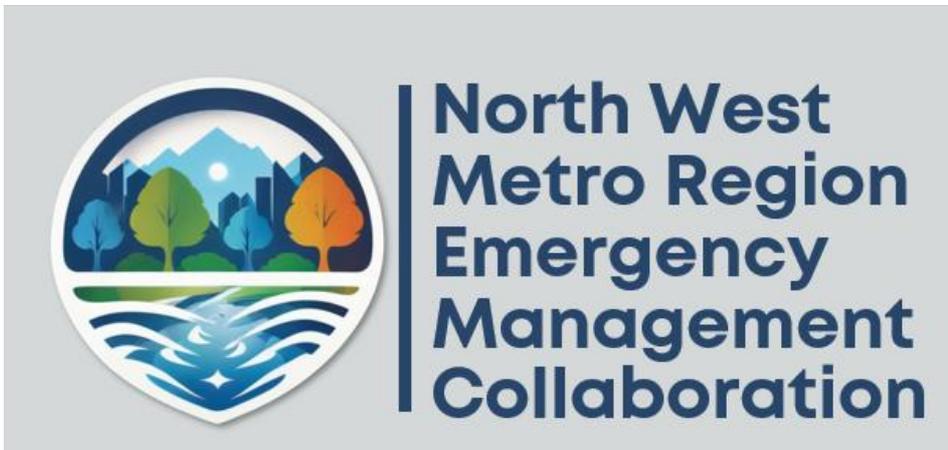
Exercise forum (frequency)	Purpose	Lead
Annual MEMPC exercise (annual)	To test the MEMP using a scenario to involve all agencies	MEMPC (Exec Officer/MEMO)
Short desktop exercises (quarterly)	To test specific agency roles in a local incident	MEMPC members (rotates)

⁷ Advocacy for improvement of these arrangements is being done via the regional and state partnerships including the [Council and emergencies project](#)

Exercise forum (frequency)	Purpose	Lead
Regional exercises (ad hoc)	To exercise cross-boundary or shared roles	NWM Collaboration REMPA
State exercises (ad hoc)	To exercise statewide emergencies	MAV/LGV/EMV

Partnerships

North and West Metropolitan Region (NWMR) Emergency Management Collaboration



Copy of the NWM Collaboration logo representing the member councils

The NWMR EM collaboration was formed following the Black Saturday fires of 2009 with the 14 North & West Metropolitan LGAs. This group provides a forum for councils to share and develop resources to support efficient delivering of their municipal emergency management roles and responsibilities.

Merri-bek City Council has an MOU with the 14 councils in the North West Metro Region for the Collaboration; provides a representative (currently the MEMO and CEM) and pays an annual contribution to support the Collaboration (as per the MoU). The council representatives contribute to the development and delivery of the guidelines, resources, and training courses. As required, council officers and MEMPC members may also participate in specialised activities. The Collaboration resources are shared with MEMPC and are incorporated into the relevant sections of this MEMP (see also [Appendix B](#)) and provide a consistent approach in the region. This also assist resource sharing.

Resource sharing protocols

Merri-bek City Council is a signatory to Municipal Association of Victoria (MAV) [Inter-Council Resources Sharing Protocol](#).

The purpose of this Protocol is to establish arrangements for the sharing of resources, (particularly personnel) across Councils to support each other during extended emergency events.

PROTOCOL FOR INTER-COUNCIL EMERGENCY MANAGEMENT RESOURCE SHARING

Version: FINAL – December 2020



Copy of the heading for MAV's Protocol for Resource Sharing

Community Engagement & Information

As outlined in the SEMP Role Statement, Council plays a key role in sharing information to the local community for all phases of an emergency. This is done in collaboration with the lead agency outlined in the table below that reflects Merri-bek's risk profile (see also [section](#)).

Hazard / responsibility	Control agency	Community Information
Vic Emergency for all agencies, hazards & emergency warnings		
Extreme temperatures (heat and cold)	EMC/BOM	Link Link
Pandemic	Department of Health – Chief Health Officer	Link
Civil disturbance and mass gathering events	Vic Police	Link
Road Rescue		Link
Major transport incident (e.g. train derailment, airplane crash)	CFA/FRV/MICES	Link
Storm	VICSES	Link
Landslide		Link
Flood		Link
Earthquake		Link
Hazardous materials release	Fire Rescue Victoria (FRV)	Link
Structure Fire		Link
Essential services disruption	DEECA (Providers) Electricity	Link Link

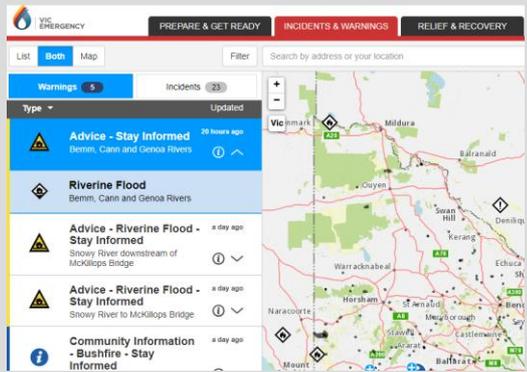
Hazard / responsibility	Control agency	Community Information
	Jemena CitiPower/Powercor <u>Gas</u> Ausnet <u>Water</u> Yarra Valley	Link Link
Relief	Council Red Cross DFFH	<i>As required</i> Link Link

Merri-bek hazard, lead agency and link to community information

Communication methods include social media; newsletters; text messages; email; posters; leaflet drop; community meetings and leveraging existing services and community group partnerships for all stages of emergencies.

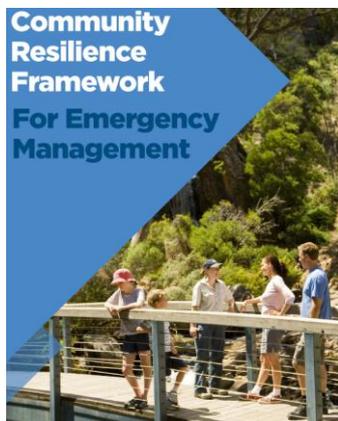
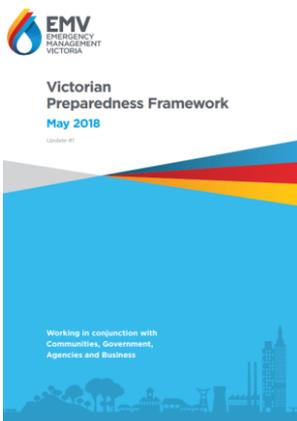
Importantly [Vic Emergency](#) is the central online source for emergency information.

Copy of Vic Emergency homepage (publicly available)



Community Resilience

This plan supports the [Victorian Resilience Framework](#), and closely aligned [Community Resilience Framework](#) for Emergency Management. MEMPC members and council have multiple initiatives to continually build community resilience in line with these frameworks.



Snips of the Victorian community resilience documents

These initiatives are delivered by individual MEMPC member organisation and in collaboration with local community organisations. The MEMPC members includes 3 local community organisations: Merri Health; CIS Merri-bek and Central Coburg Business Association. Along with emergency services, these groups play an active role in prevention, response, and recovery for local emergencies within their capacity.

A Community Engagement and Communication Plan has been established and is reviewed on a yearly basis. The plan outlines how the community will remain informed through relevant and timely information and to assist in the preparation for emergencies. The information is sourced via the responsible agency (SES, FRV, DFFH) to ensure one source, one message. The aim of the plan is to:

- Communicate with the community about preparedness activities
- Support the community throughout an emergency with key messages and information.
- Utilise existing online community groups and forums to share the information
- Display information across Council facilities and shopping precincts
- Targeted posts for popular language groups
- Work with local businesses to assist in preparedness activities to ensure their planning includes external emergencies.

The following initiatives are examples of local community resilience initiatives:

Community resilience Initiative	Lead	Objectives
MRM criteria for community relief	MRM, Council	Encourage primary support through social networks & local community organisations before emergency council emergency relief
Council Communications - general	Council	Encourage community to prepare for emergencies through social media; website; Merri-bek Connectors program; letter drops, etc.
Supporting climate change action in the local community	Council	To support & encourage community to take action to help address Climate change as a prevention for future emergencies
Community engagement	Various: Vic Police; Red Cross: AV	Various: Red Cross Pillowcase program ; Council 'Conversations Merri-bek' including on COVID-19 Recovery; Vic Police

Planning for cross boundary events

As outlined in [Part 2](#) of the MEMP, the Local Government Area (LGA) is boarded by six other municipalities.

[Hume](#) and [Whittlesea](#) to the north

[Moonee Valley](#) City Council to the west



[Darebin](#) to the east

[City of Melbourne](#) & [City of Yarra](#) to the south

Map of shared Merri-bek municipal boundaries

Merri-bek collaborates with these councils for cross-boundary events through the NWMR Collaboration (see [section](#)) as each have a dedicated officer and are signatories the MAV resource sharing protocol (see [section](#)).

The table below summaries the actions at the municipal level to plan for cross boundary events.

Action	Summary	Host (location)
NWMR EM Collaboration contact list	Contains all municipal emergency management officer contact details in region	NWM Collaboration (CrisisWorks LI #11077)
NWMR EM Collaboration participation	Regular meetings with municipal emergency management officers to discuss challenges & opportunities for cross boundary events	NWM Collaboration (bi-monthly meetings, online)
Protocol for inter-council resource sharing	See section	MAV link
Participation in the REMPC	Merri-bek provides a representative	NWM REMPC (see REMPC)

Action	Summary	Host (location)
Individual agency planning	MEMPC emergency service agencies represent regional areas & conduct independent planning	All MEMPC emergency service members

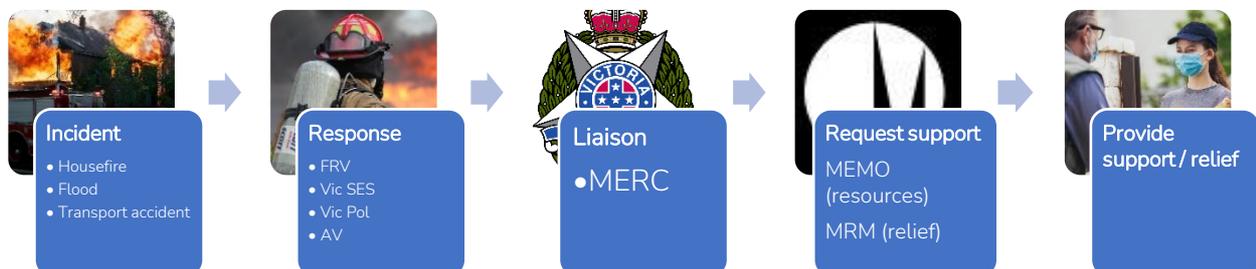
PART 5: RESPONSE ARRANGEMENTS (including Relief)

This section provides protocols and guidance for emergency services and municipal emergency management personnel to support local emergency response planning.

Common scenarios can be found in the [hazard profile](#) that shows the types of emergencies likely to occur in Merri-bek.

Emergency services are the primary response agencies. The [table](#) titled 'Local response arrangements and responsible agencies' summarises the key agencies against the local hazards.

The following diagram shows how municipal emergency management response roles may be activated:



Municipal emergency management roles in response and relief

Potential resource shortages

MEMPC member agencies may experience limitations on resources available to support emergency response or any emergency phase. The [Partnerships section](#) outlines options for the Merri-bek MEMPC to draw upon if an agency or agencies do not have the capacity to assist.

The following table outlines some of the current resource risks in the municipality and possible contingencies.

Resource item/area	Agency	Contingency
Traffic Management & temporary fencing	Council	Contact the MEMO & request support from council contractors (see section on financial considerations)

Resource item/area	Agency	Contingency
<p>Municipal Building Surveyor (MBS)</p> <p><i>Market shortage. Council has min. officers with increased workload due to high rates of development in Merri-bek.</i></p>	Council	Draw on partnerships (see section)
<p>Tree maintenance & severe storm response/ recovery support</p> <p><i>For regional or statewide events, Council & VICSES have limited resources</i></p>	Council VICSES	

Local response arrangements and responsible agencies

The following table summarises the Merri-bek hazards (as captured in our CERA profile, see [section](#)) and the responsibilities of MEMPC member organisations during emergency response. These arrangements reflect the SEMP and are summarised for the local context. The table additionally addresses the additional, local MEMPC member agencies that are 'Support Agencies'.

Important note: support is only provided where capacity and capabilities are available, see [section](#) on resource shortages.

Local Hazard	Lead agency in response	Key role in response	Support Agency / key roles
<p>Extreme Temperatures (e.g. extreme heat)</p> <p>HIGH RISK: see MEMP Subplan for Extreme Heat (CWLI #12568)</p>	<p>Emergency Management Commissioner</p> <p>Bureau of Meteorology (BOM)</p>	<p>Undertakes the control function for Extreme Heat Events.</p> <p>The BOM issues alerts re: heat events in collaboration with DH</p>	<ul style="list-style-type: none"> - All MEMPC agencies share community information - Adapt critical operations to health warnings, e.g., Council activate Extreme Heat Action Plan (CWLI #12568)
<p>Public health (e.g. pandemic)</p> <p>HIGH RISK: see MEMP Subplan for Pandemic (CWLI #10203)</p>	<p>DH</p> 	<p>Plan, monitor & manage risk. Issue Chief Health Officer (CHO) advice as necessary</p> <p>Lead any health response measures</p>	<ul style="list-style-type: none"> - All MEMPC agencies share community information - Adapt critical operations to health warnings - Council provides resource support at the local level
<p>Civil disturbance and mass gathering events</p>	<p>Vic Police</p> 	<p>First responders</p>	<ul style="list-style-type: none"> - All MEMPC agencies share community information if publicly available/issued by Vic Pol - Adapt critical operations to risks - Council provides resource support at the local level if requested

Local Hazard	Lead agency in response	Key role in response	Support Agency / key roles
Major transport incident (e.g. train derailment, airplane crash, multi-vehicle collision)		First responders & liaison with sector agencies	<ul style="list-style-type: none"> - Public Transport Vic (PTV); Metro Trains; Yarra Trams; CityLink; Vic Roads; relevant airport - Council/VICSES provide resource support (e.g., traffic management) where requested/available & safe.
Storm / severe weather	VICSES	First responders	<ul style="list-style-type: none"> - All MEMPC agencies share community information. - Adapt critical operations to any relevant emergency warnings. - Vic Pol & Council provide resource support at the local level where safe & resources available
Landslide			
Essential services disruption	DECCA	<u>Electricity/gas</u> Jemena (South) Ausnet (north) <u>Water</u> Yarra Valley	<ul style="list-style-type: none"> - Utility providers as lead agencies and VICSES as key emergency service to assist with emergency Requests for Assistance (RFAs) particularly for private properties. - Council services to support response when requested, safe & resources available
Hazardous materials release	Fire Rescue Victoria (FRV)	First responders	<ul style="list-style-type: none"> - Vic Pol & council provide resource support if requested & safe (e.g., traffic management/staging area/IMT site) - Council support community & business information in collaboration with Central Coburg Business Association
Structure fire			
			<ul style="list-style-type: none"> - Vic Pol & AV may assist response. - Council leads any emergency relief needs via MRM & partner agencies (Salvation Army & CIS Moreland) - Where ERC required, IC or MERC to contact MRM (see Section X for full protocol)

Municipal emergency management roles in emergency response

The following diagram shows the municipal arrangements in the response phase, and how the MEMPC and MEMP inform the approach. The [Acronyms](#) section. In Merri-bek, the MEMO is responsible for response with support from the Coordinator of Emergency Management (CEM) (see [section](#)). This is also expanded in [Guideline 1](#).

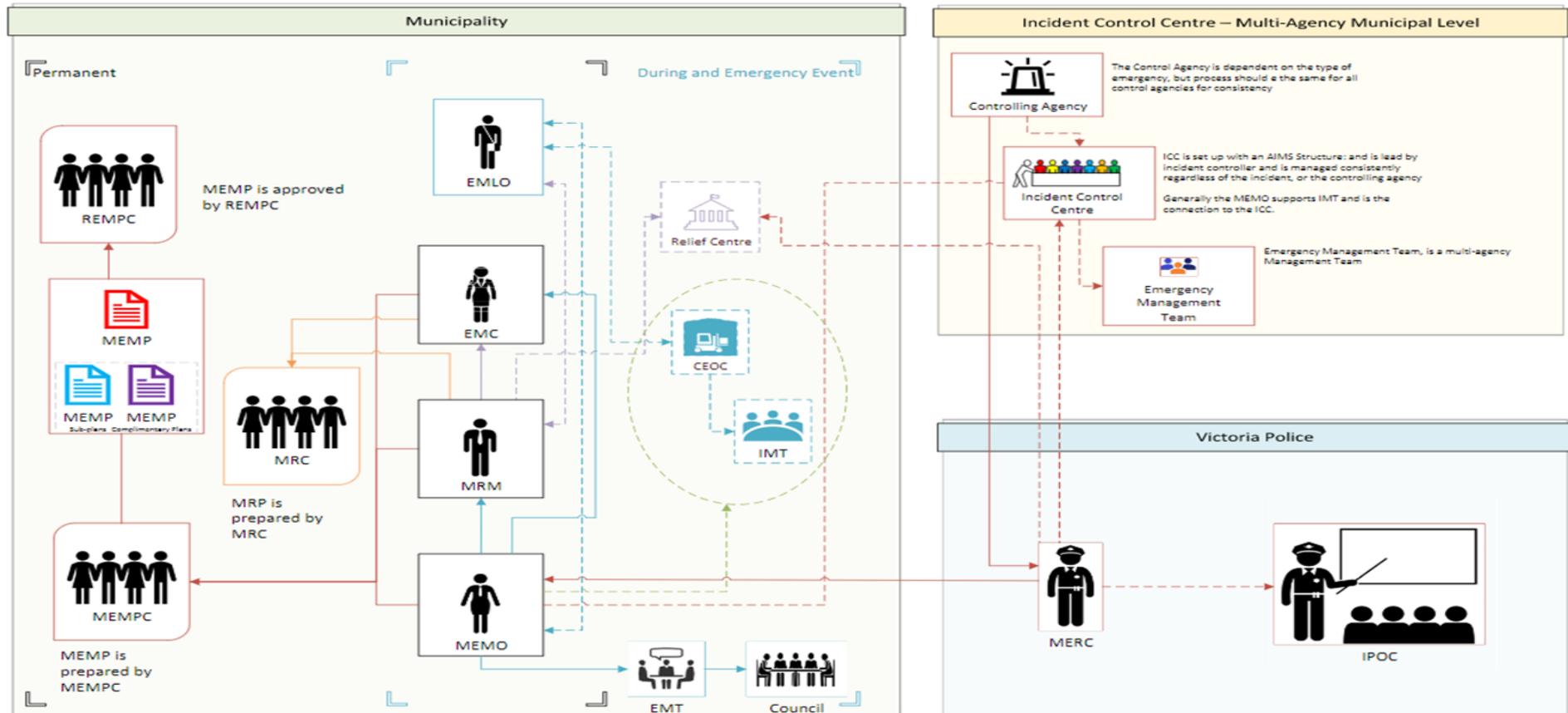


Diagram showing municipal emergency management roles & arrangements in emergency response (source Municipal Emergency Management Training (MEMO/MRM/EMLO) Training and Awareness Course Workbook, Shepherd Consulting Services 2022)

Municipal Emergency relief arrangements

Council is responsible for ensuring the provision and coordination of emergency relief at the municipal level only (unless they accept a resource sharing request, see [section](#)). Where communities are relocated, evacuated, or advised to shelter in place, immediate relief services will most likely be required.

Council plays a lead role in the coordination of emergency relief. As relief is recognised as part of response, the MEMO will liaise closely with the MRM. At Merri-bek, the MRM will continue to function as the key position for relief provision.

Importantly, **regional and state protocols may override the local arrangements**, and each emergency is likely to be different, these guidelines serve as a **guide only** and aim to support municipal emergency management officers to effectively respond to a local emergency.

Functions of relief	
Primary	Secondary
Provision of food and water	Registration
Provision of material aid – immediate needs	Personal support
Emergency shelter	Financial assistance
First aid and primary care	Emergency assistance for animals
Information	Public health

The following table outlines the 'command and control' hierarchy of the likely local scenarios:

Incident type	Response agency	Liaison	Relief	Support agencies
Fires: Property, house, industrial, bush & grass. Hazardous material	Fire Rescue Victoria	MERC (Vic Pol) MEMO (Council)	MRM (Council)	Salvation Army
Flood Severe weather Power disruption	VICSES		DFFH	CIS Moreland (local only)
Transport incident	Vic Pol			Red Cross
Various	Ambulance Victoria			Other local organisations

Agency's local involvement in emergency response & relief

The importance of community emergency management planning underpins this plan, including the core principles of:

primacy of life, safety, community resilience and dignity

Guideline 1: Incident Management for a multi-agency local incident

The following table outlines the local arrangements when an incident is imminent or declared. This is applicable for any scale or type of incident and can be scaled and adjusted according to the demands of the incident.

<i>Trigger</i>	<i>Action</i>	<i>Lead</i>
Initial phase / warnings issued		
Emergency warning issued via Vic Emergency , control agency or other legitimate source (e.g. email from VICSES Controller to MEMO)	MERC, Incident Controller (IC) or MEMO to establish an initial briefing with all relevant MEMPC members and incident management planning	MERC, IC, or MEMO (with support from CEM)
Response phase / incident occurs		
Agencies respond as per internal agency arrangements	For details on agency roles in response, see section	Incident dependent, see also section
MERC or Incident Controller requests support	Requesting agency to liaise with MEMO on duty to formalise details of request	MEMO or Incident Controller
	MRM or MEMO (or delegation) attends site when safe to support IC	MRM (for ERC or human health event or venue management) or MEMO (for all other emergencies & support, particularly for City Infrastructure support)
Request accepted	Council or support agency coordinate request	Council or support agency
Actions taken	Records of decisions and requests recorded in Incident Management system	Requestor & support agency
Response phase extended or complex. <i>e.g., involves multiple agencies, significant area of municipality or population, potential consequences are high</i>		
Incident becomes or shows potential for extended response phase or complexity	Establish an Incident Management Team (see section for details may include a MECC/CEOG)	MERC, MEMO or MRM
Local capability / capacity exceeded		
Resource demand or complexity of incident exceeds local level capabilities or capacity	MERC (or support agency) to escalate to the regional or state level via the MERC or regional arrangements (RERC) outlined in the SEMP & Contact Directory	MERC or lead support agency via the MERC or other municipal emergency management lead (e.g., MEMO, MRM, MEMO)
Relief phase - see MEMP Subplan for Relief D25/661023		
Recovery phase - see MEMP Subplan for Relief & Recovery D23/146107		

Supporting procedure title	Location
NWM Region Non-major Emergency Assistance Protocol	CrisisWorks LI # 12571

Guideline 2: Information management

The following table summarises the tools and details of information management used for the Merri-bek municipal emergency management roles and activities in response.

These are essential in tracking decisions and tasks. These may also be used for debriefing; [After Action Reviews](#) and any potential inquiries following the event.

Tool (host & location)	Uses in emergency response
Incident Management System CrisisWorks LI^B  Administrator for Merri-bek is the MEMO and CEM	A system provided by the state government for all Victorian councils. A web-based system that can be used by multiple agencies in all phases of an emergency. Features include: <ul style="list-style-type: none"> • Event management, logging of incident details and resources • Relief requests case management • Emergency Relief Centre (ERC) registration feature (different to Red Cross Register.Find.Reunite) • Resource library including protocols for ERCs, copies of plans and contact directories • Global Directory
Shared email accounts MEMO@Merri-bek.vic.gov.au MRM@Merri-bek.vic.gov.au Administered by Council	<ul style="list-style-type: none"> • For non-urgent updates and requests (urgent requests should include a phone call) • Email to follow any urgent phone requests to the MEMO/MRM Duty Phones (include in MEMP Contact Directory) • Once an incident management team established these may be used for council staff
Logs	<ul style="list-style-type: none"> • Where CrisisWorks LI or email are not used • Logs (including handwritten) must be maintained and kept capturing phone calls, requests & decisions • Individual agencies will have their own process • For examples of logs, see CrisisWorks LI #11672
Individual agency systems	<i>As per individual agency policies, e.g. Council's Content Manager record management system</i>

Guideline 3: Community Engagement in emergency response

Refer to [section](#) for key hazards in Merri-bek and links to relevant control agency community webpages. [Community resilience](#) underpins all community engagement.

Social media in emergencies

Council's social media platforms can quickly disseminate community information before, during or after an emergency, when deemed necessary by Municipal Emergency Management Officers or the Council Communications Manager.

Lead agencies also have social media platforms that can be reached via the weblinks included in Figure 16 ([section](#)) and can be used to support the provision of community information.

Reaching local businesses in an emergency

The MEMPC member organisation [Central Coburg Business Association](#); council partnerships with the [Sydney Road Business Association](#) and the Economic Development team a council can support rapid, emergency management to the municipality's business community.

This data used in accordance with council's [privacy policies](#) and is only accessible via a request to a Municipal Emergency Management officer as per [Guideline 1](#) for any support requests from lead agencies.

Activating these communication messages may also occur if the council Municipal Emergency Management officers or Economic Development team deem it necessary. In all instances, the lead agency or Vic Emergency messaging should be reiterated.

[Central Coburg Business Association](#) and Council's Economic Development and Communications team support rapid community information.

Trigger	Action	Lead
Incident occurs / control agency identifies possible emergency event (e.g. Heat Health Alert)	Municipal emergency management officers monitor Vic Emergency/MEMO/MRM accounts & any subscriptions	MEMO (MRM/MEMO on duty if AH) / Council Communications Lead
Emergency warning issued via Vic Emergency , control agency or other legitimate source (e.g. email from VICSES Controller to MEMO)	Municipal emergency management officers internally communicate to ensure warning received	MEMO (MRM/MEMO on duty if AH) / Council Communications Lead
Communication Lead determines communication method	Considers urgency; timing; various mediums & key community cohorts to target (e.g., specific suburbs & their demographics)	Council Communications Lead with MEMO/MRM input

Trigger	Action	Lead
Business impacted	Council Communications Lead to engage council Eco Dev team & Business Associations to determine communication method (e.g., blast newsletter' to email lists)	Council Communications Lead & business groups
Convey community information	Communications Lead issues community info via preferred method/s reiterating the emergency services messages	Council Communications Lead
Incident has potential for psychological distress on community member/s	MRM activate VCCEM psychosocial support & ensure Comms, Customer Service & all agencies involved are aware of how community can access this support	MRM or delegated officer (e.g., MEMO)
Monitor warnings & incident	Adjust messaging as appropriate (e.g., update message when evacuation ended; relief is available) reiterating emergency services messages	Council Communications Lead with MEMO/MRM input
Incident closed	After Action Review (see section)	MEMO

Activating community engagement in local emergency response

Guideline 4: Financial considerations & government assistance

Response

As per the SEMP, the requesting agency for emergency response support should incur the costs of resources. This may be emergency services requesting support from Council and may also be the support agencies discretion (i.e., for small costs, the support agency may absorb the costs within their agency's budget).

For response support (or relief and recovery) provided in a natural disaster (excludes pandemic), the [Disaster Recovery Funding Arrangements \(DRFA\)](#) may be activated through the state and federal governments. Notification should be received by the MRM and MEMO email accounts.

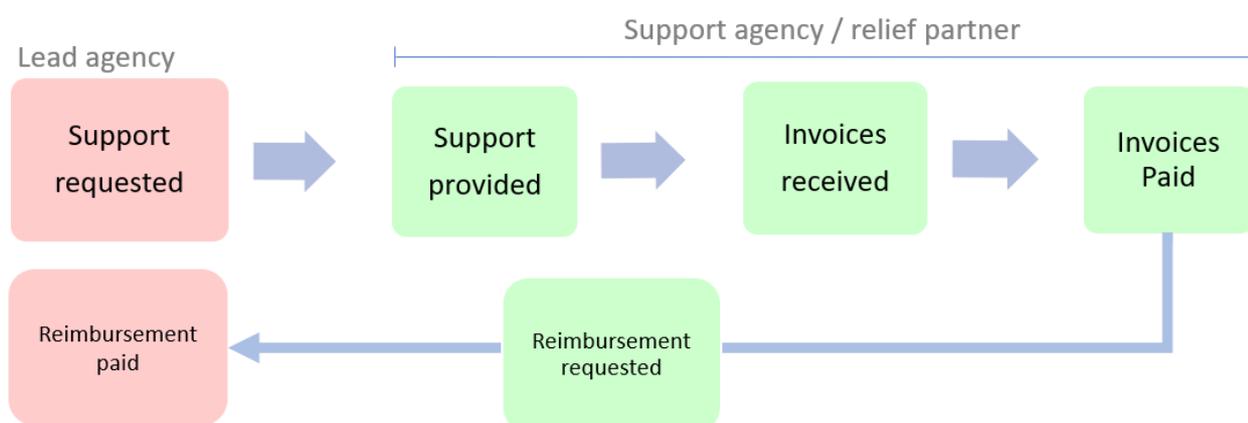
Relief

As council are the lead for local emergency relief, Council is expected to incur the costs for municipal emergency management relief needs.

Council (via the MRM) may also request relief support from the local emergency relief partners (Salvation Army or CIS Moreland) who may request reimbursement if the relief request is outside of their funded role.

In larger scale events, such as the COVID-19 pandemic, the state government may provide financial support for local relief programs. This is determined by government agencies. Merri-bek is not currently eligible for funding that other Victorian, regional municipalities received such as the [Council Emergency Funding Programs](#) (MERP funding)

The follow diagram summarises the local process for financial considerations in all phases of municipal emergency management (including **recovery**):



Payment, and reimbursement of municipal emergency management support expenses

The following table provides more detail and possible scenarios/triggers for these actions.

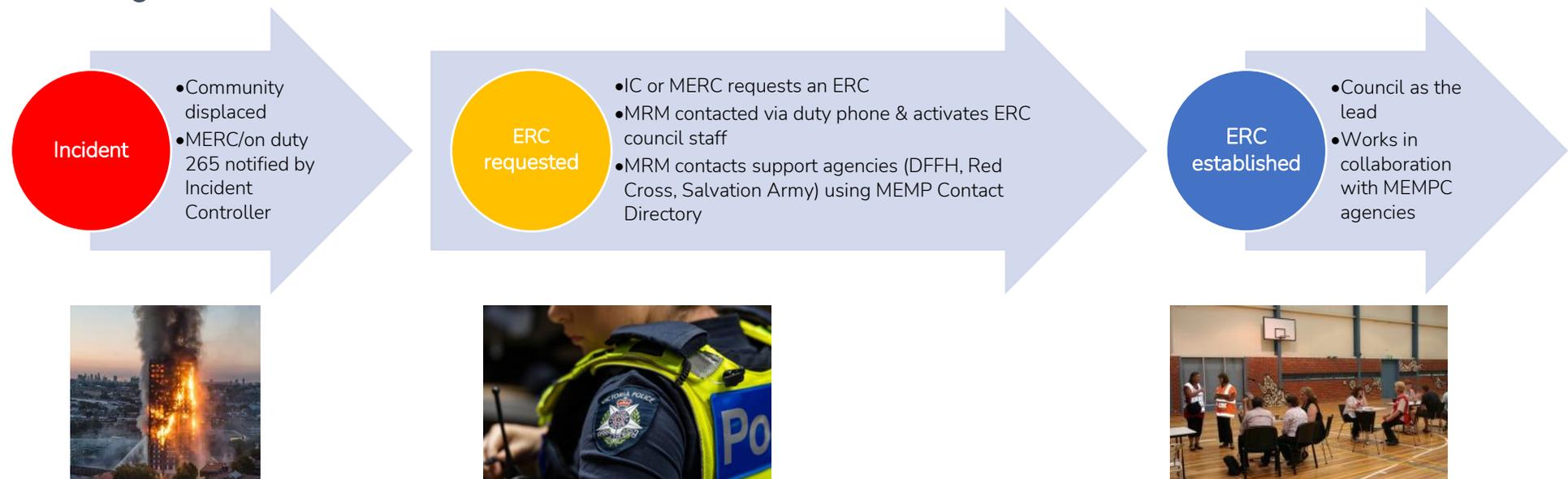
Possible trigger	Action	Lead
Incident occurs & responding agency requires support	IC requests support via the MERC or MEMP Contact Directory	IC
MERC/MEMO/MRM receives request - contacts relevant agency using MEMP Contact Directory	Support requested via MEMP Contact Directory arrangements	MERC/MEMO/MRM
Support agency receives request	Follows internal agency processes to consider request	Support Agency Contact via MEMP Contact Directory
Support agency considers if request can be met	Responds to requestor and takes necessary action if meeting request	Support Agency Contact via MEMP Contact Directory
All decisions & communications	To be recorded in email, a log or CrisisWorks LI	All officers involved in requests
Resources provided & costs determined	Support agency to compile evidence of costs associated to meet request	Support Agency Contact (or delegated officer within agency)
Evidence of expenses compiled by support agency	Reimbursement request submitted to requesting agency using MEMP Contact Directory ASAP	Support Agency Contact (or delegated officer within agency)
Requesting agency receives reimbursement claim from support agency	Requesting agency delegate considers request & actions accordingly	Requesting agency representative

Guideline 5: Significant incident - Emergency Relief Centres (ERC)

An ERC may be established if a significant number of individuals in the municipality have been displaced by an emergency. The full details and procedures are outlined in the relevant operating procedures and [MEMP subplan](#). The following diagrams provide an overview only.

Emergency Relief Centres (ERCs) are established to meet the essential life support needs of people displaced by emergency events. Council is responsible for planning, preparing, and managing ERCs. Details of the identified ERCs within the municipality can be found in the Relief and Recovery Plan and Relief [Sub-plan](#).

Activating an ERC



Guideline for activating an ERC (images source Google images)

MEMPC Agency responsibilities in an ERC

The extent to which these arrangements are used will be determined by the MRM and relevant agencies. It will vary depending on the scale of the incident and the number of community members including residents, visitors and tourists who require relief and available capability and capacity. The following is a summary of the basic structure and key agency roles. *Contact Details for activating these organisations are in the Merri-bek MEMP Contact Directory, CrisisWorks LI #[10181](#)*

ERC HOST

Merri-bek City Council – provides facility & equipment; specialised support staff as determined by MRM including ERC Manager; community support including arranging accommodation & personal support; facilities support; VIP management & community information; Child Safety Office/s; animal management; administration inc. CrisisWorks LI/Emergency Management System for relief registration.



ERC SUPPORT AGENCY ROLES

Victoria Police – includes the MERC & ERC presence for public order. Deploys Red Box



Australian Red Cross – [Register.Find.Reunite](#) function; emergency food relief & psychological first aid.



Department of Families, Fairness & Housing (DFFH) – provides [Personal Hardship Assistance Program](#) payments (PHAPs) remotely



Primary locations for an ERC in Merri-bek

Merri-bek City Council has three identified Emergency Relief Centre sites.

Sites are selected depending on the scale, location, exclusion zones and other considerations when the emergency is occurring. The most suitable site is determined between the MERC, IC and MRM.

ERC Information is not contained in the public version of this plan.

To find locations of Emergency Relief Centres at the time of an emergency visit the [VicEmergency Website: Incidents and Warnings - VicEmergency](#)

Operational guidelines and documents for an ERC

ERC Procedure title	Location
NWM Collaboration Emergency Relief Centre Standard Operating Guidelines (NWM Collaboration)	CrisisWorks LI # 11069 or # 10184
Merri-bek MEMP Subplan for Relief (Merri-bek MEMPC)	CrisisWorks LI #
MEMP Contact Directory	CrisisWorks LI # 10181
Individual agency procedures, e.g. Council ERC Staff Contact List & Knowledge Base page	Knowledge Base (Council only)
ERC COVID Safe Plan (NWM Collaboration procedure adapted for Merri-bek)	CrisisWorks LI # 11058
Potential ERC sites list	See section titled 'Primary locations for an ERC in Merri-bek'

Guideline 6: Single incident emergency relief

A summary of the local arrangements is shown in the diagrams below and should be considered with the Merri-bek MEMP Contract Directory (CrisisWorks LI #[10181](#)).



Summary of a single incident emergency relief request

The following table outlines the triggers and actions for single incident emergency relief provision. This is particularly relevant to the [MRM position](#).

Relief phase		
Trigger	Action	Lead
Community impacted by an emergency	Incident Controller to determine whether community are at risk & require relief	Incident Controller
IC determines that community members/s are at risk & may need relief	IC contact MERC or MEMO directly to request relief assistance with information regarding incident, individuals & any necessary information (e.g., contact details, location)	IC or MERC
MEMO receives referral from IC/emergency services	MEMO obtains all available information from IC & makes assessment in liaison with the MRM.	MEMO/MRM
<i>If MEMO and MRM deem that the relief request meets criteria</i>		
MRM Contacts community member/s	MRM contacts the at-risk community member to further assess eligibility & relief needs	MRM (or delegated council officer)
MRM determines relief to provide to community member	MRM determines what relief is required & how to decide (e.g., direct accommodation booking or referral to relief partner agency)	MRM (or delegated officer)
	MRM records details, decisions	
Community member/s require mental health first aid/psychosocial support	MRM requests support for community member/s from VCCEM	MRM & VCCEM Duty Officer (refer to MEMP Contact Directory CWLI # 10181)

Supporting procedure title	Location
NWM Region Non-major Emergency Assistance Protocol	CrisisWorks LI # 11660

Guideline 7: Debriefing arrangements

Following an incident, the MERC, Incident Controller, or municipal emergency management officers involved can request a debrief. This process is important in ensuring that all actions and any issues arising can be resolved. It is also an opportunity to **continually improve** the local emergency management arrangements and should inform updates to this MEMP.

After Action Review

An After-Action Review (AAR) is the preferred framework for local debriefs and can be used for a single shift or at the end of a large incident. It is a scalable and rapid and efficient formula to debrief.

The table below provides the key questions for an AAR:

1.What did you expect to happen?
2.What occurred?
3.What went well & why?
4.What can we improve upon & how?

The outcomes of an AAR must be captured along with any agreed actions. The facilitator or MEMO should ensure that all actions are completed in a timely manner and records maintained. See Figure X for Information Management.

The following diagram aims to outline the process:



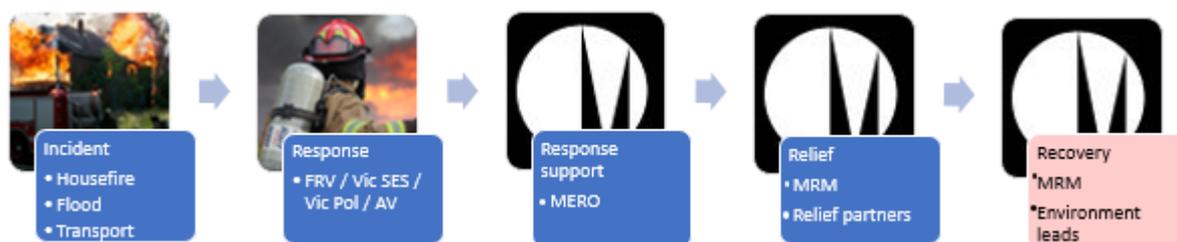
Figure X, suggested municipal emergency management debriefing process

Supporting procedure title	Location
Online survey template for After Action Review	MS Forms

Guideline 8: Transition to recovery

As per the Victorian SEMP:

- phases of an emergency may overlap (e.g. recovery may begin while response is still underway, see [figure 1](#) in Introduction)
- recovery planning should be considered from the outset of an emergency
- approaches will vary depending on the type of emergency⁹
- The MRM and council have key responsibilities in coordinating local recovery efforts and draw upon relevant council officers, partners and MEMPC agencies to support the process¹⁰
- The decision to begin the recovery phase is determined by the MRM in collaboration with the lead agency representative (e.g. FRV for a fire, DH for pandemic, VICSES for storm) or the MERC
- Council may use their standard service delivery functions to resource these efforts, e.g. storm recovery includes tree maintenance in open spaces; social support may come from Aged & Community Support teams



Summary of the responsible agencies in the emergency management lifecycle

Supporting procedure title	Location
SEMP, p. 30-33	Link
REMP, section 4.4	Link
NWM Collaboration Municipal Emergency Recovery Guidelines (MERC)	CrisisWorks LI # 10183

⁹ e.g. pandemic recovery focusses on the health and wellbeing of community and economic recovery whereas a natural disaster will include the natural and built environment also

¹⁰ Council host several internal plans and procedures to support these roles that are coordinated by the MEMO position

Guideline 9: Working together using the '6 C's

The 6 C's underpin all Municipal Emergency Management decisions, activities, and partnerships. This framework is provided by [Emergency Management Victoria](#), and puts community in the centre of Emergency Management while embracing the "All Communities, All Emergencies" state priority.

This serves as a guide for how all agencies and officers involved should approach and be guided to perform any municipal emergency management function:

Control The overall direction of response activities in an emergency, operating horizontally across agencies.	Command The internal direction of personnel and resources of an agency, operating vertically within the agency.
Coordination The bringing together of agencies and resources to ensure effective preparation for, response to and recovery from emergencies.	Consequences The management of the effect of emergencies on individuals, the community, infrastructure, and the environment.
Communication The engagement and provision of information across agencies and proactively with the community to prepare for, respond to and recover from emergencies.	Community Connection The understanding of and connecting with trusted networks, trusted leaders, and all communities to support resilience and decision making.

Additional 'C's' when working in Merri-bek

There are additional C's to consider in the Merri-bek context that reflect the priorities of the MEMPC and community:

Capability The skills, experience, and qualifications of an individual or group. This can relate to human resources or plant & equipment.	Capacity The amount and availability of resources. This can also relate to both human and plant/equipment.
Continuous Improvement The importance of debriefing and capturing opportunities for improvement. Emphasis on open, frank debriefing after an incident or exercise.	Constructive Conduct that leads to successful outcomes: setting realistic goals; working as 'allies'; high levels of self-awareness and wiliness to bring our 'best selves' to the job.
'Community at the Heart' Council staff's promise to put community at the heart of everything we do: Helpful; Engaged; Accountable; Respectful & Timely (H.E.A.R.T.)	

PART 6 – RECOVERY ARRANGEMENTS

Objectives of Recovery

Local recovery efforts from an emergency should be guided by the MEMPs key principles of community resilience and safety (see [section](#)).

While the Council has responsibility to coordinate local relief and recovery in an emergency, it is a shared effort with MEMPC agencies, local partnership, and the community.

Emergency recovery from emergencies is an enabling and supportive process, which allows individuals, families, and communities to attain a proper level of functioning through the provision of information, specialist services and resources.

Activities should be delivered in context of the existing community aspirations and building on community development work (including emergency preparedness) already undertaken. This will include maximising use of existing local community services, community leaders and representative structures where possible.

Communication and coordination between agencies and service providers through the MRM and Regional Recovery Coordinator, Department of Families, Fairness & Housing (DFFH) is vital to achieve the best community outcomes.

Recovery operations involve cooperation between all levels of government, non-government organisations, community agencies, the private sector, affected communities and emergency organisations.

In the City of Merri-bek, recovery management will be based on the 5 lines of recovery outlined in the [Recovery Framework](#) (Emergency Recovery Victoria)



Lines of recovery from the Recovery Framework (p. 4)

Management structure for Recovery

Local councils play a key role in coordinating recovery, figure 26 shows how the local organisations fit into the broader sector. The diagram below shows the local management structure but will be dependent on the impact of the event and needs of affected people.



Summary of positions & management structure in local emergency recovery

This management structure fits into the broader state and federal arrangements outlined in the [Recovery Framework](#).



Summary of key partnerships at all tiers in recovery (source p. 7 of Recovery Framework)

Local recovery arrangements

The following table outlines the arrangements as part of this management structure in local emergency recovery that will be adapted according to the characteristics of the emergency.

Recovery position	Key responsibilities	Lead organisation
Municipal Recovery Manager (MRM)	Authorised to make decisions regarding council resources for emergency recovery for human health & community needs	Council
Municipal Emergency Management Officer (MEMO)	Authorised to make decisions regarding council resources for emergency recovery for specialised recovery personnel, plant & equipment needs	Council
Coordinator Emergency Management	Supports the MRM/MEMO in recovery includes advising on use of council resources & liaison with emergency services & council officers	Council
Recovery Coordinator	Coordination of event specific recovery activity (may be MEMO or relevant line of recovery lead)	Council
Lines of Recovery - leads		
Social (people & wellbeing)	<ul style="list-style-type: none"> Support the MEMO for the relevant Line of Recovery Coordinate the relevant line of recovery of an emergency in collaboration with local community organisations and/or council officers 	Council (MRM, Social Policy Unit Manager), Salvation Army, CIS Moreland
Business & economy		Council (Eco Dev Unit Manager, Comms lead), Central Coburg Business Association
Building & infrastructure		Council (City Development Manager), other infrastructure managers (e.g., PTV, Metro Trains, Yarra Trams, Vic Roads, etc.)
Environment & biodiversity		Council (Open Space Unit Managers)
Aboriginal culture & healing		Council with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation Cultural Heritage services

Table of local recovery arrangements, aligning with Lines of Recovery in Victorian framework

Guideline 10: Coordinating local emergency recovery

The following table outlines the possible triggers, actions, and lead for municipal emergency management recovery efforts. The approach may be adapted depending on the situation, scale, and capacity of municipal emergency management agencies and officers.

Recovery phase		
Trigger	Action	Lead
Response/relief phase under control (e.g., storm is over)	IC or emergency services notify MRM that response is under control	Lead agency (e.g., VICSES for storm)
Relief requests have been being addressed/closed	As part of response & any ongoing needs, relief requests are managed	MRM and relief partner agencies
The situation is safe & the situation allows for recovery to begin	IC and/or MRM determines whether situation is safe for recovery to begin	MRM / MEMO
Impact Assessment determines recovery needs (see EMV webpage , interim guidelines in support doc table below)	MRM coordinates/delegates relief assessment, may draw on council resources & collaborate with emergency services	MRM / MEMO
Recovery needs addressed	MRM coordinates recovery in collaboration with relevant leads. May include a Community Recovery Committee (for large scale events)	MRM / delegated officers / Lines of Recovery Leads

Detailed Recovery plans

“Municipal level/ Regional Recovery Plans address needs, challenges and recovery activities within the Local Government and/or across adjacent Local Government Areas.” (p.22)

Supporting documents	Location
NWMR Collaboration Municipal Secondary Impact Assessment Guidelines	CWLI # 11673
NWMR Collaboration Municipal Emergency Recovery Guidelines	CWLI # 10183

PART 7 – ROLES AND RESPONSIBILITIES

The SEMP([SEMP](#)) outlines the roles and responsibilities for municipal councils. These roles and responsibilities are delivered through legislated positions and local arrangements. [Figure 36](#) summarises these roles & responsibilities. This section outlines the legislated and local positions that support these.

These arrangements reflect the new arrangements as the MEMPC ([roles & responsibilities](#)) is now responsible for the MEMP and reports to the REMPC (not Council as per previous arrangements).

Role of Council CEO, Mayor and Councillors

The **council CEO, Mayor and Councillors** are VIP stakeholders and in a significant, local emergency may perform important spokesperson roles in liaison with the designated VIP Communicators officer who attends incident briefings. The Municipal Association of Victoria (MAV) has developed a [Guidance document](#) specifically for these roles.

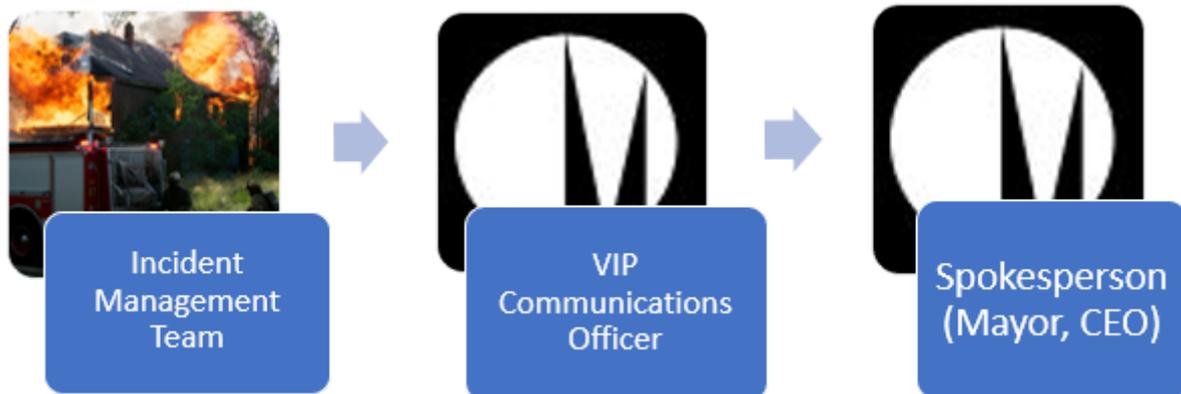
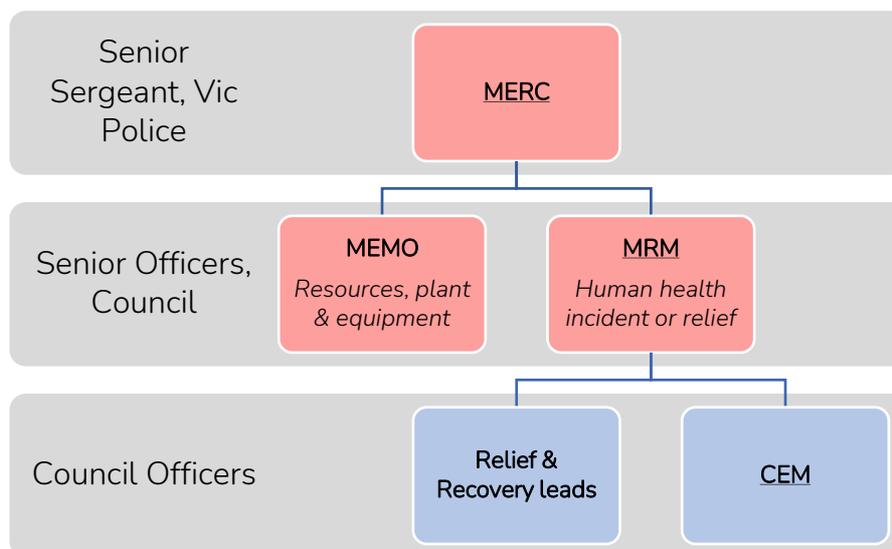


Diagram of how Council CEO, Mayors & Councillors may support local emergency management

Municipal emergency management positions in Merri-bek

The following diagram/table reflects the arrangements for the [Merri-bek municipal emergency management positions](#):



Hierarchy of Municipal Emergency Management roles (legislated positions in red)

Authorisation of municipal emergency management positions

Council's CEO **authorises** the council's municipal emergency management positions; the **MRM** and **MEMO** to make decisions regarding resourcing following a request from the MERC and/or emergency services (under *Section 7 Instruments of Sub-Delegations* D21/542003 & D21/540856). Vic Police authorised the **MERC** position to do the same on behalf of their agency.

Individual agencies will have their own arrangements for their related municipal emergency management position and are separate to this document.

Legislated positions

Municipal Emergency Response Coordinator (MERC) Full Role Statement (D2022/518272)

Locally based Senior Sergeant at Vic Police. The on duty '265' can also act as the MERC in their absence. Key role in local emergencies in response phase. Coordinates agencies and resource requests within a municipal district to support a local emergency response, particularly for multi-agency incidents.

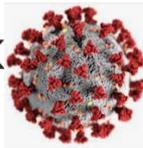


Municipal Recovery Manager (MRM) Full Role Statement (D2022/518036)

Community development senior manager at Council. Council has deputy MRMs to support the MRM duty phone for After Hours. Key role in local emergencies for recovery. Authorised to make decisions regarding council resources. Focuses on highest risks for municipality, human health emergencies and emergency relief measures for community members either for single household incident or ERC.



Merri-bek
City Council



Municipal Emergency Management Officer (MEMO) Full Role Statement (D2022/517935)

- City Infrastructure senior manager at Council
- Manages specialised resource support requests from emergency services for council to support response for built, plant & equipment support (e.g., traffic management; MBS; temporary fencing; access to council facilities)
- For severe weather or events that rely on built, plant or equipment & specialised support (e.g., chipper crews for tree maintenance after a storm)
- Support for relief/recovery operations for significant local emergencies
- Excludes social and human-centred emergency relief which is the role of the MRM



Merri-bek
City Council



Municipal Fire Prevention Officer (MFPO) Full Role Statement (D2022/518107)

Local Laws Team Leader & authorised officer to support fire prevention & issuing of Fire Prevention Notices & related permits. Key role in fire prevention and aligned with Fire Rescue Victoria (less emphasis than regional, bushfire prone municipalities).



Merri-bek
City Council



SUMMARY OF LEGISLATED MUNICIPAL EMERGENCY MANAGEMENT POSITIONS (IMAGES SOURCED FROM GOOGLE IMAGES)

Merri-bek specific positions

Coordinator Emergency Management Full Role Statement (D2022/518384)

- Dedicated officer to planning & coordination of municipal emergency management. Key role in prevention, planning and coordination of response and relief. Exec Officer to the Merri-bek MEMPC. Liaison between council officers and agencies to support coordination of all phases of an emergency. Emergency services liaison and advisor to MRM.



Merri-bek
City Council



Pandemic Coordinator (as per Pandemic Plan)

- Senior environmental health officer at council
- Advises council & liaises with emergency services before, during & after a pandemic
- Reports to the CEO but available for municipal emergency management support
- Pandemic related local coordination (under direction of Department of Health), support and advice

Emergency Relief Centre (ERC) managers Full Role Statement (D21/320115 – page 53)

- Council managers that assist in the management of an ERC or emergency relief operation
- For a large scale and/or request from the MRM
- Undergo training with the North & West Metropolitan Collaboration for Emergency Management.

ERC support staff Full Role Statement (D21/320115)

- Council staff that 'opt in' to role & have suitable attributes/related role to assist
- Undergo training with the North & West Metropolitan Collaboration for Emergency Management
- Provide availability to assist in various emergency relief roles
- Includes specialised Child Safety, Animal Management officers, IT, and facility management roles (outlined in internal Council documents)

Municipal Building Surveyor (MBS)

- The MBS is responsible for assessing buildings and infrastructure following an emergency for which may pose a risk to life, property or public safety.
- The MBS will be engaged to assist in Secondary Impact Assessments

Environmental Health Officers (EHO)

- Assist in the assessment of environmental health risks at Emergency Relief Centres
- Provide advice and assessment for environmental health risks including food handling, management of waste and pollution
- Provide technical support to agencies and the community in relation to environmental impacts of an emergency
- Pandemic and heat planning and response for the municipality. The EHO has responsibility to oversee the Extreme Heat and Pandemic Plans at Merri-bek.

Community Information officer/s & Community Connectors

- Council Communications officers that perform the role of community information in conjunction with the lead agency and any regional and state emergency guidance
- Merri-bek Connectors communicate with specific Culturally and Linguistically Diverse (CALD) community groups and are mostly CALD community members

Descriptions of Merri-bek specific positions (Images sourced from Google images)

PART 8 – APPENDICES

A. ADMINISTRATION

Restricted operational information¹¹ to be removed from Public Copy.

Summary of the restricted information (including location within the MEMPC, e.g. page or section number)	Reason for restriction	Agency that hold this information in full	Contact point/s
MEMPC Contact list	Personal information	Merri-bek City Council	MERO@merri-bek.vic.gov.au
Emergency Relief Centre locations	Relief Centre locations are not published to ensure people only access those which are deemed safe during the incident	Merri-bek City Council	MRM@merri-bek.vic.gov.au
At risk facilities – e.g. boarding houses	Personal information/sensitive information	Merri-bek City Council	MRM@merri-bek.vic.gov.au

¹¹ Section 60A(2) of the EM Act 2013 allows the MEMPC and Emergency Management Victoria to exclude information from this published that is related to critical infrastructure, personal information or information that is of a commercially sensitive nature. 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.

B SPECIAL PLANS AND ARRANGEMENTS

Title (with hyperlink)

Victorian State Emergency Management Plan (SEMP)

North & West Metropolitan Regional Emergency Management Plan (NWM REMP)

[City of Merri-bek Storm and Flood Emergency Plan](#) (VICSES) *Crisisworks LI # 12573*

Merri-bek City Council Creek Reserves Fire Management Plan [D25/39878](#) (DRAFT)

Merri-Bek City Council Asset Protection Zone Assessments: [D25/39884](#) (DRAFT)

Merri-bek Storm and Flood Operational Document *Crisisworks LI # 12573*

Merri-bek MEMPC Contact Directory – *Maintained on MEMPC Teams Site*

Viral (Respiratory Pandemic Plan 2023 – 2026 - *Crisisworks LI # 12567*

Extreme Heat subplan *CrisisWorks LI # 12568*

Extreme Heat Action Plan 2024 –2025 *Crisisworks LI #12568*

Relief & Recovery subplan *CrisisWorks LI #10203*

Merri-bek Non-Major Emergency Plan *Crisisworks LI # 12571*

Municipal Emergency Management Officer Handbook *Crisisworks LI# 12572*

Animal Welfare in Emergencies Plan *Crisisworks LI# 12574*

Relief subplan (Emergency Relief Centres) *CrisisWorks LI #10184*

Technical Resources subplan *CrisisWorks LI # 12570*

North & West Metropolitan Collaboration for Emergency Management procedures

NWM Region Non-major Emergency Assistance Protocol *CrisisWorks LI #11660*

NWM Collaboration Emergency Relief Centre Standard Operating Guidelines (NWM Collaboration) *CrisisWorks LI #11069* or *#10184*

NWM Collaboration Municipal Emergency Recovery Guidelines (MERG) *CrisisWorks LI #10183*

[Merri-bek City Council Plan 2021 - 2025](#)

[Merri-bek Public Health & Wellbeing Plan 2017-2021](#) (under review)

[Merri-bek Social Cohesion Plan](#)

[Disability Access and Inclusion Plan 2022 - 2026 - Easy Read Version](#)

[COVID-19 Recovery Plan](#)

[Merri-bek Reconciliation Action Plan 2014 & related documents](#)

[Open Space Strategy](#)

[Child Safety and Wellbeing Strategy](#)

[Merri-bek Arts and Culture Strategy 2023 - 2030](#)

[Food Systems Strategy 2024 - 2027](#)

[Merri-bek Planning Scheme](#)

[Moving Around Merri-bek Transport Strategy](#)

[Urban Heat Island Effect Action Plan 2017-2026](#)

[Zero Carbon Merri-bek - Climate Emergency Action Plan](#)

[Merri-bek Urban Forestry Strategy](#)

[Multicultural Policy and Action Plan](#)

C Merri-bek MEMPC Terms of Reference

Authority and Background

The Emergency Legislation Amendment Act 2018 and the Emergency Management Act 2013 legislated reforms around the establishment of Municipal Emergency Management Committees. In line with legislative changes, the Merri-bek MEMPC has been appointed to allow an integrated, comprehensive, and coordinated framework for emergency management planning at state, regional and municipal level.

The MEMPC includes additional community and industry members and reports to the North & West Metropolitan REMPC. This allows the relevant agencies and member organisations deal with specific elements of Emergency Management whilst reporting on developments to the overarching Municipal Emergency Management Planning Committee.

Under Part 6 (s)59E of the Emergency Management Act 2013, the Merri-bek MEMPC has the powers to appoint relevant subcommittees and working groups to plan and mitigate identified emergency risks within the municipal district.

The MEMPC aligns with the North West Metropolitan Regional Emergency Management Planning Committee (NWM REMPC) who authorises the Merri-bek MEMPC via assurance on a three yearly basis.

The 2024 – 2025 Terms of Reference was adopted by the Merri-bek Municipal Emergency Management Committee on 13th February 2024

Scope

The Merri-bek MEMPC will strategically ensure a collaborative and integrated planning process, focusing on prevention, preparedness, response and recovery applying an all hazards and all community approach.

The MEMPC will also initiate actions and planning to mitigate and reduce the consequences of emergencies affecting the social, built, economic and natural environments. The committee is committed to ensuring Aboriginal and Cultural Healing is implemented throughout all processes and planning for municipal emergency management.

The MEMPC will maintain an awareness of exciting municipal capabilities and capacity to support all aspects of emergency management planning. The committee may facilitate activities which support capability and capacity building which may include:

- Community capacity building and resilience activities
- Exercises
- Training
- Capacity building for members and organisations

Functions

The State Emergency Management Plan, [Roles & Responsibilities section](#) sets out functions for the committee as follows: The MEMPC is required to prepare the MEMPC, which documents response and recovery operational arrangements, and to ensure all the subjects listed in the plan outline is investigated and adequately provided for. The ongoing role of the committee is to review and amend the operational components of the plan.

The Committee has the following functions:

- Endorse the Municipal Emergency Management Plan
- Review the (CERA) mitigation and management strategies that have been determined by the committee and agreed by participating agencies that they are implemented and accountabilities that

have been assigned are accepted.

- Conduct monitoring and review activities of the MEMP by participating in exercises that test the plan and post incident operations.
- Assist in implementing community education, awareness, and engagement processes.
- Contribute information on the structures in place for the response to and recovery from emergencies and coordination arrangements in place for dealing with emergencies in the municipal district.
- Involvement in the development and endorsement of related subplans of the MEMPC including:
 - Emergency Relief and Recovery Subplan
 - Extreme Heat Subplan
 - Storm and Flood Subplan
 - Animals in Emergencies Subplan
 - Viral (Respiratory) Pandemic Subplan
- Report on agency activities through the agency report template to the NWM REMPC

Members should refer to the [Emergency Management Planning Resource Library](#) for more information.

Sub-Committees

Sub-committees may be established to address strategic planning and reviews. Sub-committees will have subject matter expertise and report back to the MEMPC in relation to planning, exercising and review of CERA Risks. These committees can be established on a short or long-term basis.

Meeting Frequency

Meetings shall be held in the second week in the months of March, May, August and November, unless special or extraordinary circumstances apply. Special or extraordinary meeting may be called if an organisational change within an agency may impact on the function of the MEMPC or if an emergency event occurs requiring critical decision making by the committee.

Chairperson

A Chairperson is to be provided by Council as per Section 59B(1) of the EM Act 2013.

Note that the newly reformed MEMPC members can appoint a Chair as can the NWM REMPC (2021) as per the Emergency Management Legislation Amendment Act 2018 (EMLA Act)

The Chair also has a responsibility to undertake the following:

- Guiding the meeting according to the agenda and time available
- Ensuring all discussion items end with a decision, action, or definite outcome.
- On behalf of the MEMPC, provide information and recommendations the NWMR REMPC.
- Ensure the MEMPC operates in accordance with the requirements of the TOR.
- Confirm the agenda prior to each meeting.
- Facilitate open and honest discussion.
- Ensure all members can participate equally.
- Refer issues or matters of concern by members of the MEMPC to the NWM REMPC.
- Represent the MEMPC in other forums.
- Coordinate out of session matters.
- Sign correspondence on behalf of the MEMPC.

Election of a Deputy Chairperson

To ensure consistency the MEMPC will elect a Deputy Chair. The Deputy MEMO, MRM or Deputy MRM may fill the role of the Chair in the event of their absence.

The Deputy Chair has the following responsibilities:

- Undertake the role of the Chair if the elected Chair is absent.
- Receive delegated responsibilities of the Chair as agreed by the Chair.
- Have the same voting rights as the Chair.

Membership

Section 59A of the EM Act 2013 establishes the arrangements for the committee's membership. These are supplemented by the following practices:

- Membership is reviewed every time the Terms of Reference is reviewed, and members are confirmed in writing by the responsible officer/manager.
- Proxies assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.
- If an agency requested to form a presence at the MEMP Committee does not attend two consecutive meetings a letter may be sent from the MEMPC Chair to senior management of the agency requesting an alternative representative be assigned to attend committee meetings
- The Committee can elect new members onto the committee and can elect to have other persons attend meetings should it be required.

Change of Membership

Under Section 59A of the EM Act 2013, a representative of the MEMPC requires confirmation from within the relevant agency. The relevant agency will advise in writing of any formal changes to their nominated representative. This only applies to a permanent change of membership and not to proxy attendance.

Permanent changes to membership can be forwarded to MEMRO@merri-bek.vic.gov.au

Committee members will cease to be a member of the MEMPC if they:

- Resign from the committee.
- End employment with the agency they represent.

Committee Members

The term 'committee' means both core and invited members who represent their agencies have full voting rights on behalf of their respective agency.

Merri-bek City Council representatives

- Municipal Emergency Management Officer (Chair) and deputy
- Municipal Recovery Manager (Deputy Chair) and deputy
- Municipal Emergency Management Coordinator (Executive Officer)
- Municipal Fire Prevention Officer or delegate

Agency Representatives

- Northern District Fire Rescue Victoria (FRV) representative
- VICSES Local and Regional representatives
- Victoria Police Municipal Emergency Response Coordinator and deputy
- Ambulance Victoria representative
- Department of Families, Fairness & Health (DFFH) representative
- Red Cross Australia representative
- Victorian Council of Churches Emergencies Ministry representative
- Salvation Army representative
- Community Information Services (CIS) Merri-bek
- Northern Health representative
- Yooralla representative
- Coburg Business & Traders Association

- Merri Health Service representative
- Environment Protection Authority representative
- Jemena representative
- Emergency Recovery Victoria
- Merri-bek CIS representative
- Aboriginal and Torres Strait Islander community member
- Community representative

Invited Guests

Persons may be invited to attend the meetings at the request of the Chairperson on behalf of the committee to provide advice and assistance where necessary. They have no decision-making rights and may be requested to leave the meeting at any time by the chairperson.

Observers

Persons may be invited to attend the meetings at the request of the Chairperson on behalf of the committee to provide advice and assistance where necessary. They have no decision-making rights and may be requested to leave the meeting at any time by the chairperson.

Conduct and Conflict of Interest

A committee member or their proxy has a direct or indirect interest in a matter to be decided by the committee, they must divulge their conflict and must not vote on the issue. The MEMPC will determine if it is appropriate for the member to be omitted during discussion or voting on the matter.

It is expected that committee members act with integrity and treat all persons with respect.

Committee members also need to be aware of their responsibilities under the Privacy and Data Protection Act 2014 and not make use of information acquired which may be confidential or sensitive.

MEMPC members are to endeavor to commit to regular attendance at meetings and if they are unable to attend send a proxy in their place.

Decision Making

The committee will make decisions via consensus and a majority vote of those present committee meeting. Each MEMPC agency will have one vote on any matter. Where there are multiple members from one agency, one member from that agency will be nominated to vote on the decision.

If a decision needs to be made between meetings, a circular resolution will be undertaken. All members will be notified of the proposed resolution with a collective decision made where most members vote in the affirmative. These decisions will be confirmed via email and at the next committee meeting.

Quorum

A quorum of members must be present before the meeting can proceed. At least five member agencies and two council representatives must be present.

Administration and Reporting

The Municipal Emergency Management Officer from Merri-bek City Council will provide the role of administration support. The Executive officer for the MEMPC is the Coordinator Emergency Management or a delegate.

The role is to:

- Schedule meetings and notifying committee members.
- Invite specialists to attend meetings when required by the committee.

- Prepare agendas and issue notices for meetings and ensure all necessary documents including but not limited to agency reports, requiring discussion or comment are shared via email.
- Distribute the Agenda one week prior to the meeting.
- Take notes of proceedings and preparing minutes of meeting
- Distribute the minutes to all committee members one week after the meeting.
- The minutes shall be checked by the Chair and accepted by committee members as a true and accurate record at the commencement of the next meeting.
- Distribute an attendance sheet at each meeting, review and update contact details of committee members as required and post the updated contact details on the Merri-bek CrisisWorks LI Library & share via email.
- Maintain and update the exercise register of the MEMPC from the agency reports.
- Monitor the MEMO & MRM email inbox and distribute electronic correspondence as identified.

Reporting

The committee shall receive agency reports either written or verbal prior to or at the scheduled MEMPC meeting. relevant subcommittee reports will be delivered to the committee via chairs/leads. Relevant reporting to the Regional Emergency Management Planning Committee (REMPC) via the Merri-bek representative.

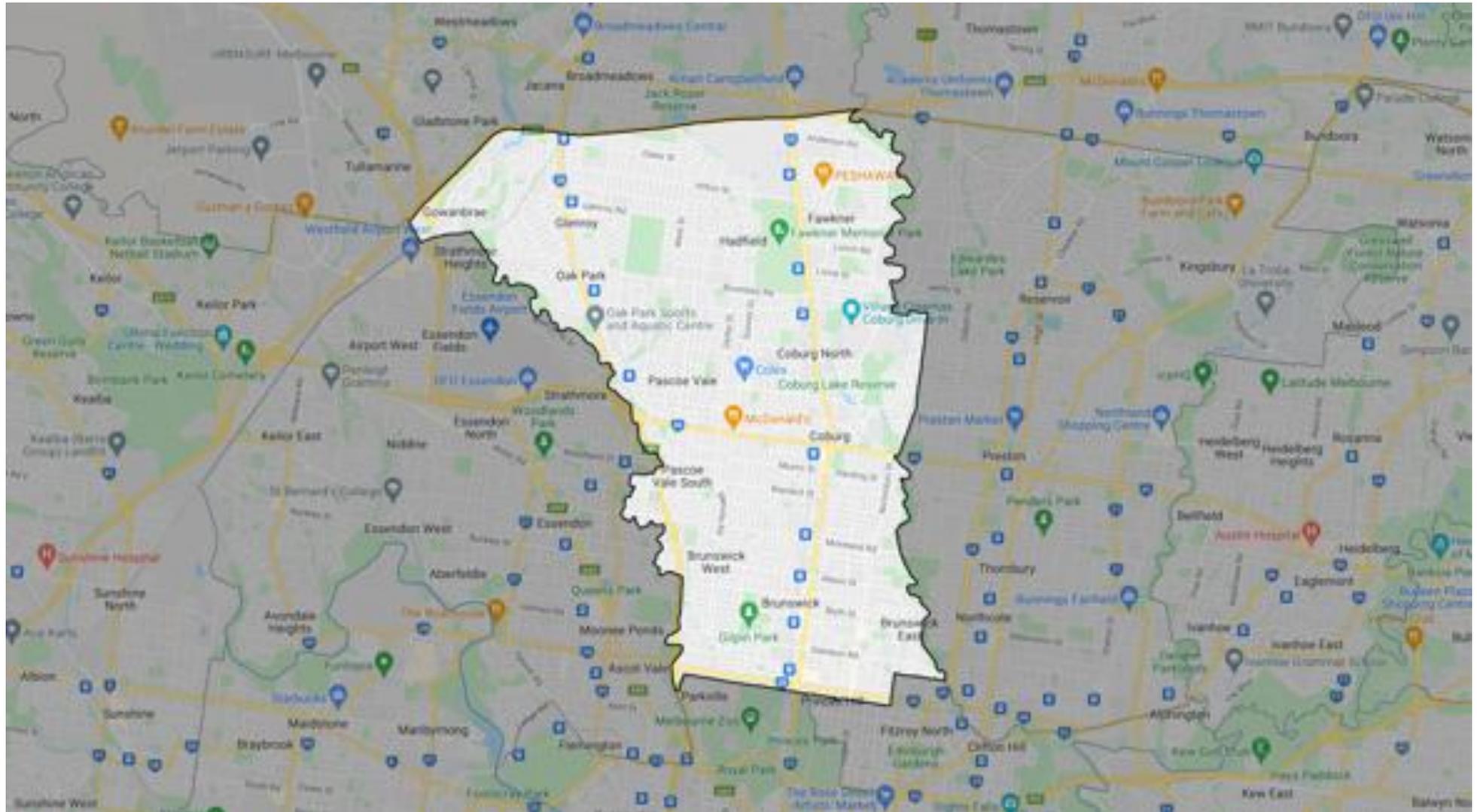
Review

These Terms of Reference will be reviewed annually from the date of approval. They may be altered to meet the current needs of committee members or as part of legislative changes.

Alterations or changes to the TOR must be by agreement of the majority of representatives.

E MAPS

1. Merri-bek boundary (source [REMPAN Map Builder](#))

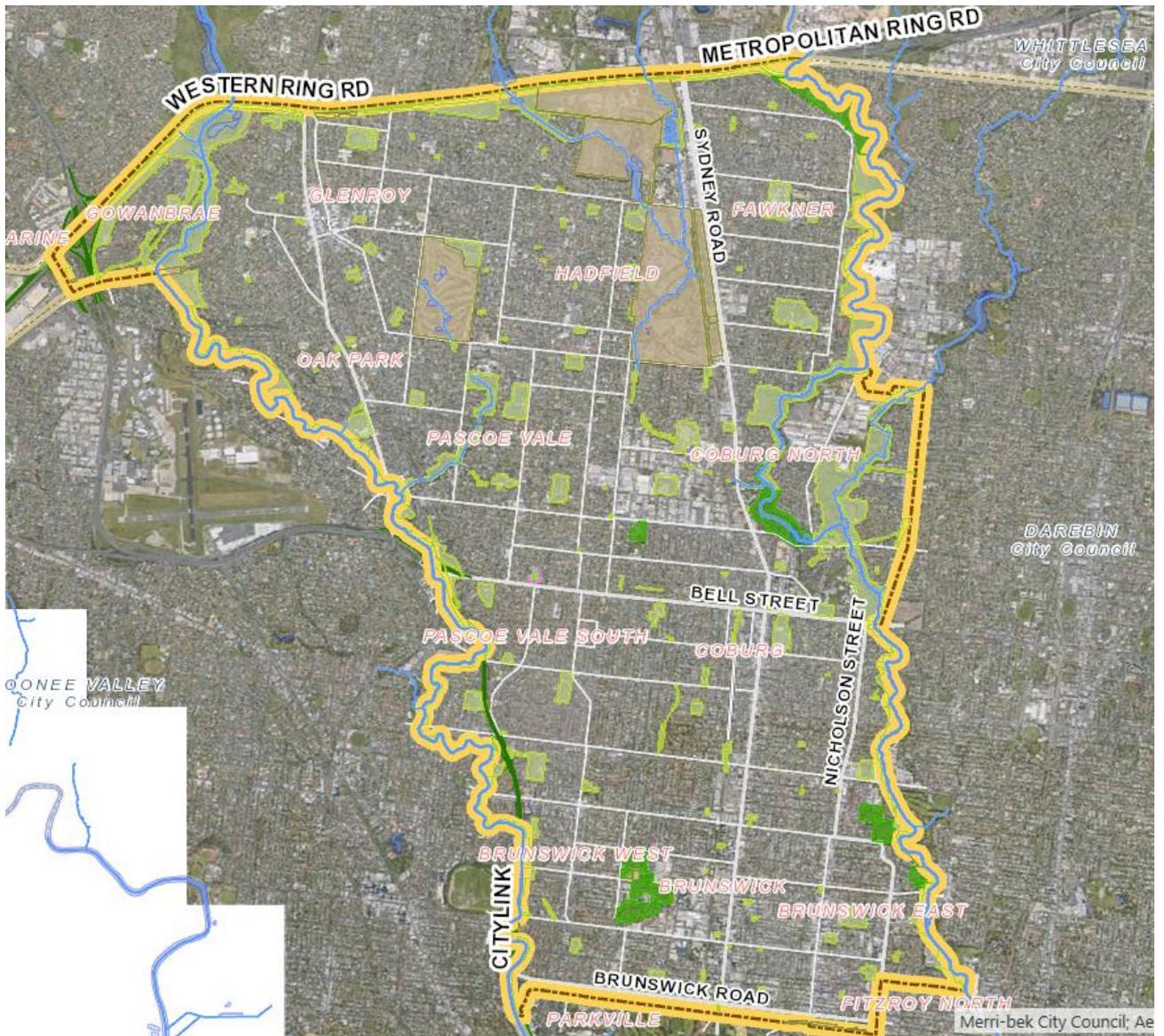


2. Merri-bek with municipal boundary (yellow outline), properties & (in aerial imagery)



¹³ Source: MyMaps – October 2024 – Basemap, Land and Property, LGA Boundary, Aerial Image
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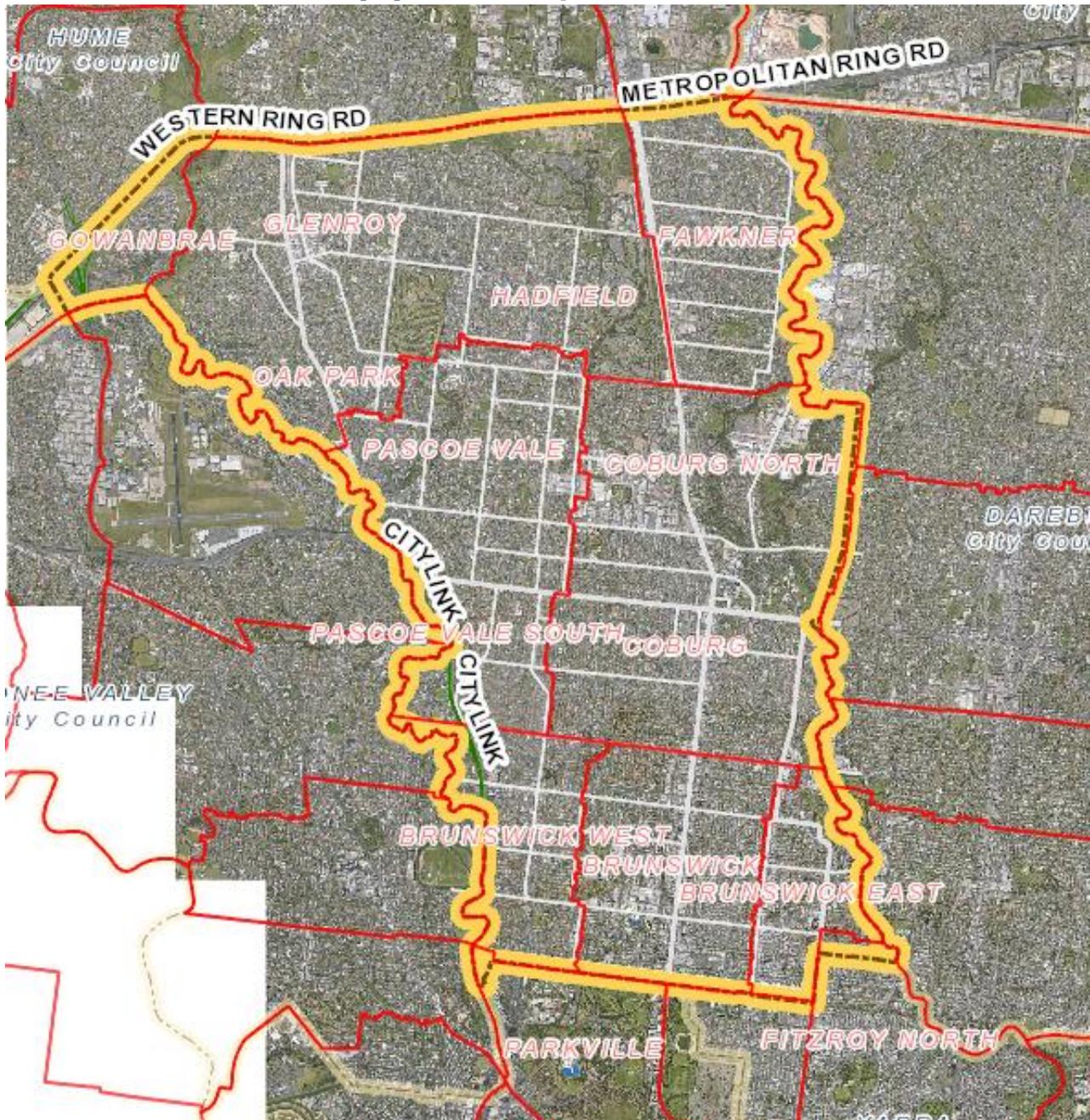
3. Merri-bek LGA boundary (yellow) with Water Courses & features (blue), Parks & Reserves (green)



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¹⁴ Source: MyMaps: Parks and Reserves , Water Courses and Features: October 2024

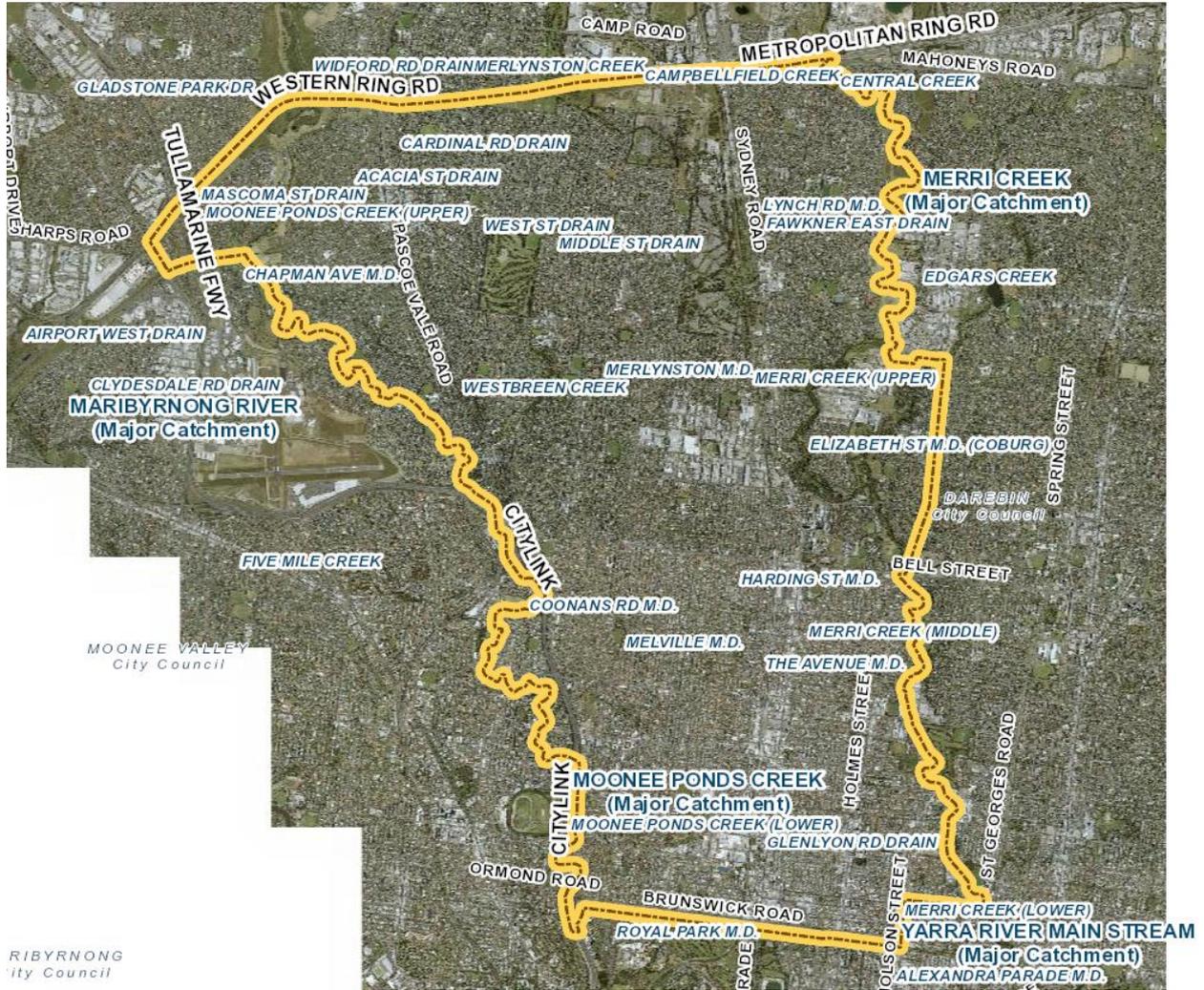
4. Merri-bek LGA boundary (yellow) with postcode boundaries (red)



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¹⁵ Source: MyMaps: Suburb Boundaries, Aerial Imaging – October 2024

5. Merri-bek LGA boundary (yellow) with drainage & catchments



F REFERENCES

Support Material	Author	Location/Link
Council Research papers	Merri-bek City Council	https://www.Merri-bek.vic.gov.au/my-council/strategies-policies-and-collected-data/collected-data/research-and-data-reports/
Community Indicators 2018 Analytical Report	Merri-bek City Council & Wallis Social Research	https://www.Merri-bek.vic.gov.au/globalassets/website-Merri-bek/areas/my-council/strategieslicies-and-collected-data/collected-data/research-and-data-reports/community-indicators-report-2018---final.pdf
City of Merri-bek, Community Profile	.idcommunity	https://profile.id.com.au/Merri-bek
Previous MEMP	Merri-bek City Council	CrisisWorks LI item #11315 / https://Merri-bek.CrisisWorks.LI.com/register/item/view/id/11315
SEMP	EMV	https://www.emv.vic.gov.au/responsibilities/semv
NWM REMP	NWM REMPC	https://www.emv.vic.gov.au/responsibilities/emergency-management-planning/remps/north-west-metro-remv
Resource Library	EMV	https://www.emv.vic.gov.au/em-planning-resource-library/municipal-level-resources
IPCC Report 2022	IPCC	https://www.ipcc.ch/report/ar6/wg2/
MyMaps	Geocortex technology	Merri-bek's mapping system