HUME CITY COUNCIL

Municipal Emergency Management Plan (MEMP)

Version 1 December 2024

Collaborative and Multi-Agency Emergency
Management Planning

**MUNICIPAL EMERGENCY MANAGEMENT
PLANNING COMMITTEE (MEMPC)**

HUME
CITY COUNCIL

Contents

1. Introduction

1.1 Acknowledge of Country

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi Wurrung, which includes the Gunung Willam Balluk clan, as the Traditional Custodians of this land. Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to the existing family members of the Wurundjeri Woi Wurrung and to Elders past, present and future.

1.2 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.

The 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 Plans*.

1.3 Assurance and Approval

A Statement of Assurance (including a checklist and certificate) has been prepared and submitted to the REMPC pursuant to EM Act 2013 (s60AG).

This Plan is approved by the North West Metropolitan Regional Emergency Management Planning Committee.

This Plan comes into effect when it is published and remains in effect until superseded by an approved and published update. Items that have * are restricted distribution and therefore not included in the public version.

1.4 Review

To ensure the plan provides for a current integrated, coordinated, and comprehensive approach to emergency management and is effective, it is to be reviewed at least every three years or as required.

Urgent update of this Plan is permitted if there is significant risk that life or property will be endangered if the plan is not updated (EM Act 2013 s60AM). Urgent updates come into effect when published on the municipal council website and remain in force for a maximum period of three months.

This Plan will be reviewed not later than July 2026. This Plan is current at the time of publication and remains in effect until modified, superseded or withdrawn.

PART ONE

1.5 Planning Context

The MEMP provides for an integrated, coordinated, and comprehensive approach to emergency management at the municipal level. the Act 2013 requires the MEMP to contain provisions providing for the mitigation of, response to relief and recovery from emergencies (before, during and after), and to specify the roles and responsibilities of agencies in relation to emergency management.

It is recommended that the MEMP be read in conjunction with the Victorian State Emergency Management Plan (SEMP), Regional Emergency Management Plan (REMP) and subplans.

1.6 Aim and Objectives

The aim of the Hume City Council MEMP is to document agreed emergency management arrangements for the prevention of, preparedness for, response, relief and recovery from emergencies that could impact on the municipality and its communities.

The MEMP is consistent with the following that have been consulted and engaged:

- community, through the appointed Community Representative

- sectors of the community, as the MEMPC considers appropriate.

- departments or other agencies, the MEMPC considers appropriate.

The MEMP is consistent with the principles underlying the preparation of emergency management plans. Principles require that the plan is:

- prepared efficiently and effectively in a collaborative manner.

- to enhance the coordination of public messaging, warnings and advice and communication of messaging within individual agencies

- prepared in a manner that acknowledges and reflects the importance of community emergency

- management planning.

The broad objectives of the MEMP are to:

- identify hazards and evaluate potential risks that may impact upon the municipality.

- implement measures to prevent or reduce the likelihood or consequences of emergencies.

- in collaboration, emergency services organisations, agencies and stakeholders will manage arrangements for the utilisation and implementation of resources available for use in prevention, preparedness, response, relief, and recovery to emergencies.

- manage support that may be provided to or from adjoining municipalities.

- provide assistance to meet the essential needs of individuals, families, and communities during and in the immediate aftermath of an emergency.

- assist communities affected by emergencies to recover following an emergency; and

- complement other local, regional, and state planning emergency arrangements.

1.7 Training and Exercising

The arrangements in the SEMP require the MEMP to be exercised at least once a year. Exercises are a valuable tool to test the arrangements set out in the MEMP.

The MEMP Committee will plan and undertake an annual exercise in either a desktop format or a practical exercise based on a hypothetical emergency event. Any improvements identified during these exercises will form part of the MEMP review or it may be decided by the MEMP Committee that the MEMP be updated immediately.

Exercises are structured to provide the following benefits:

- provide the opportunity for members and stakeholders to test their procedures and skills in simulated emergency situations.

- provide an opportunity for the local emergency management community to work together, build capacity and capability.

- test the plan and identify areas for continuous improvement; and

- use learnings and outcomes to update and improve the MEMP and sup-plans.

An evaluation report is created after every exercise detailing the exercise, key learnings and actions. A copy of this report can be requested from the MRM by emailing emergencymanagement@hume.vic.gov.au

The table on the next page outlines the Exercise held by Hume city Council or Hume city Council have been part of. The table incorporates learnings identified, and agencies involved.

1.8 Hume City Council Exercise

Exercise Date	Exercise Type	Parts of MEMP Exercised	Risk /Plan Evaluation	Participants
6 December 2006	Relief & Recovery Arrangements (desktop)	Parts 6 & & MEMPlan	Operational Guidelines	Internal council EM staff
13 December 2007	Emergency Response arrangements/ Business Continuity for HCC (desktop)	Part 5 MEMPlan	Operational Guidelines	Internal council staff from Business Continuity, VicRoads, DHS, Connex, Moonee Valley Council
27 May 2009	MECC Operations and setup (full scale multi agencies)	Part 5 MEMPlan and MECC Guidelines	Operational Guidelines	Police, HCC EM staff, SES, MFB
30 November 2011	ERC Operations (full scale multi agencies)	Part 5 MEMPlan and ERC Guidelines	Hazmat Risk	14 NWMR councils, SES, Police, MFB, Community – Schools, Disability networks, Red Cross, Salvation Army, DHS, Ambulance
16 October 2012	Exercise 'Lorikeet' NWMR Collaboration Resource Sharing MOU and ERC/ MECC operations Hosted by Whittlesea City Council (Full scale multi agencies)	Part 5 MEMPLAN, ERC Guidelines. MECC Guidelines NWMR Collaboration MOU	Operational Guidelines/ NWMR MOU	14 NWMR councils, SES, Police, MFB, Community – Schools, Disability networks, Red Cross, Salvation Army, DHS, Ambulance
24 October 2013	Exercise 'Derrimut' hosted by Wyndham City Council ERC/MECC operations and relief & recovery response (Full scale multi agencies)	Part 5, 6 & 7, ERC Guidelines, MECC Guidelines	Grassfire/Bushfire Risk	14 NWMR councils, SES, Police, MFB, Community – Schools, Disability networks, Red Cross, Salvation Army, DHS, Ambulance
20 November 2014	Exercise 'Noah' Hosted by Maribyrnong City Council & Moonee Valley City Council as part of NWMR Collaboration (Full scale multi agencies)	Part 5 MEMPlan and ERC & MECC Guidelines	Flood/Storm Risk	14 NWMR councils, SES, Police, MFB, Community – Schools, Red Cross, Salvation Army DHS, Ambulance

1.8 Hume City Council Exercise cont'd

Exercise Date	Exercise Type	Parts of MEMP Exercised	Risk/Plan Evaluation	Participants
6 December 2006	Exercise 'Anchali' Hosted by DHHS and EMV (desktop)	Relationship building with response agencies, emergency arrangements, cross boarder implications	N/A	All agencies and councils in NWMR
28 September 2015	Exercise 'Black Swan' Joint exercise with Hume and Whittlesea City Council (desktop)	Heatwave Sub Plan	Extreme temperature (Heat and Cold) Risk	HCC Public Health, DHS, MEMPC Committee, Police, HACC and Youth Services
26 August 2015	Exercise 'Jewell' Hosted by Moreland City Council as part of NWMR Collaboration (Full scale multi agencies)	Part 5 MEMPLAN, ERC Guidelines, MECC Guidelines, NWMR Collaboration MOU	Operational Guidelines	14 NWMR councils, SES, Police, MFB, Red Cross, Salvation Army DHS, Ambulance
22 November 2016	Exercise 'Scorcher' (desktop)	Heatwave Sub Plan evaluating capacity and capability for HCC to support community	Extreme temperature (Heat and Cold) Risk	HCC staff, DHHS
1 December 2016	Exercise 'Noisi Pandemic' (desktop) joint exercise Hume and Moreland City Councils	Pandemic Sub Plan	Human disease (Pandemic)	HCC Staff, DHHS
26 May 2017	Exercise 'Off the Grid' hosted by City Of Melbourne involving NWMR Collaboration	Relief and recovery arrangements for activation of ERC during extreme heat	Operational Guidelines	COM staff, NWMR Collaboration councils and response agencies
27 November 2017	Exercise 'Connect' part of NWMR Collaboration (desktop)	EMLO roles and Responsibilities as a result industrial fire	Operational Guidelines/Training	14 NWMR councils, SES, Police, MFB, CFA,
28 June 2018	Exercise 'Venti' (full scale exercise)	Standing up MECC-evaluation of MECC Guidelines	Operational Guidelines	Police, DHHS, SES, NWMR, Collaboration 14 councils EMLOs

1.8 Hume City Council Exercise cont'd

Exercise Date	Exercise Type	Parts of MEMP Exercised	Risk /Plan Evaluation	Participants
14 February 2018	Exercise 'Craigiefest'-	HCC event management staff EM training, capacity and capabilities in responding and communication with the stall holders, Victoria police and HCC in an EM event	Events Procedures	HCC Event Management, Stall Holders, Victoria Police
14 May 2018	Exercise 'iron Horse' Hosted by Hobsons Bay city Council as part of NWMR Collaboration (Full scale multi agencies)	Part 5 MEMPLAN, ERC Guidelines, NWMR Collaboration MOU	Operational Guidelines	14 NWMR councils, SES, Police, MFB, Community – Red Cross, VCC, Salvation Army DHS, Ambulance
27 June 2019	Exercise 'Crisisworks' database	Familiarise users with Crisisworks to facilitate expected tasks and workflows. Practical use of the system to enhance knowledge and skills inrecording and maintaining records.	Training on use of EM system	HCC internal staff
30 October 2019	Exercise ' PAEN' hosted by Banyule and City of Whittlesea (Full scale multi agencies)	Part 5 MEMPLAN, ERC Guidelines, MECC Guidelines, NWMR Collaboration MOU	Extreme Temperatures (heat and cold)	CFA, MFB, VCCEM, Red Cross, Ambulance Vic, St John, DHHS, NWMR Collaboration Councils
25 November 2019	Exercise 'Kemuri' Hosted by HCC (Full scale multi agencies)	Part 5 MEMPLAN, ERC& MECC Guidelines	Operational Guidelines	CFA, MFB, VCCEM, Red Cross, Ambulance Vic, St John, DHHS, Broadmeadows Senior Citizens
3 September 2020	Exercise 'Infectious' Hosted by HCC (Desktop)	Management of ERC's during a pandemic and agencies capacity to assist. ERC and Pandemic Plans	Human disease (Pandemic)	LGV, Northern Health, Salvation Army, Red Cross, DHHS, HCC staff, EMV, VCCEM

1.8 Hume City Council Exercise cont'd

Exercise Date	Exercise Type	Parts of MEMP Exercised	Risk /Plan Evaluation	Participants
18 May 2020	Exercise 'Lendlease Craigieburn Central'- HCC invited to participate	Evaluating readiness to respond to an emergency incident in providing relief and recovery	Operational Guidelines	Police, Ambulance, CFA, SES Splash staff, HCC
21 September 2022	Exercise' Connect- Part 1' Hosted by HCC (Desktop- HCC Internal Local Laws)	HCC City Laws Unit to develop an understanding of their roles and responsibilities when the Animal Welfare sub plan is activated.	Transport Accident- Road	HCC Local Laws
14 March 2022	Exercise' Connect- Part 1' Hosted by HCC (Desktop Multi Agencies)	Exercise to evaluate Municipal Emergency Animal Welfare Sub Plan and staff capacity and capabilities, relationship building with key agencies in understanding of their roles and responsibilities when the plan is activated.	Transport Accident- Road- Risk	HCC Local Laws, Police, SES, Melbourne Airport, Agriculture Victoria
26 June 2023	Exercise 'Trigger'	Operational procedures currently in place and to identify trigger points from BAU to an Emergency Response of municipal operations. To develop clear procedures, processes and how this intersects with VicSES and other relevant emergency services, during a Storm and Flood event.	Storm- Risk	HCC Parks, Roads, SES
27 October 2023	Exercise '7700'	Evaluating readiness to respond to an emergency incident in providing relief and recovery Standing up ERC- evaluation of ERC Guidelines	Plan crash impacting on traffic, displacement of community, economic and environmental	Multi response agencies, support agencies

1.9 Glossary of Terms and Acronyms

Definitions of words and phrases used in the MEMP have the same meaning as those prescribed in the relevant legislation and should be referred to, they include:

- Emergency Management Act 1986 and 2013
- State Emergency Management Plan (SEMP)
- Local Government Act 2020
- Risk Management Standard ISO: 31000 2018

The MEMP follows the practice of writing a name in full followed by the acronym in brackets after it and is used thereafter in the plan.

Agency	An agency means any government or non-government organisation with responsibility, ability to or be involved in the provision of the emergency management
Animal	Companion animals, livestock (including horses and poultry), wildlife, birds, and fish
Command	The direction of members and resources of an agency in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency. Command related to agencies and operated vertically within an agency
Community Development Officer	A person appointed to initiate, coordinate and support activities in an affected community to assist its development in recovery from an emergency.
Community Recovery Committee	A committee which may be convened after an emergency to provide management and action forum for the recovery process in respect of an affected area or a specific community.
Consequences	The outcome and effect of an event or situation expressed qualitatively or quantitatively, being a loss injury, disadvantage, or gain.
Control	The overall direction of response activities in an emergency. Authority for control is established in legislation or in an emergency response plan and carries with it the responsibility for tasking other agencies in accordance with the needs of the situation. Control relates to situation and operates horizontally across agencies
Control Agency	An agency nominated to control the response activities for a specified type of emergency. Control agencies are laid out in State Emergency Management Plan (SEMP)
Control Centre/ Command Centre	Facilities from which incident, site, region/area of operations, and state level functions can be carried out. This could be in-field, mobile, or physical location.
Coordination	The bringing together of agencies and resources to ensure effective response to and recovery from emergencies. • In relation to response, ensuring that effective control has been established and maintained, and • The systematic acquisition and application of resources (agency, manpower and equipment) in accordance with the requirements imposed by emergencies. Emergency response coordination operates throughout the management of response, including during provision of immediate relief and during the transition to recovery activities.

Coordinator	A Coordinator is a person that could sit at the incident level, municipal level, regional level, and state level to ensure that appropriate control and support agencies are in attendance. In the event of uncertainty determine which agency is to perform its statutory response role. • ensure that an incident has effective control. • ensure that the Incident Controller has formed and is chairing an Incident Emergency Management Team • arrange for the provision and allocation of resources requested by the control and support agencies and • escalate unfulfilled requests to the municipal, regional, or state levels.
Counselling	The provision of psychological support and advice to persons affected by an emergency
Disaster	This term is not generally used within Victoria's arrangements, where it would be taken to mean the same as emergency. The term 'disaster' would only be used through the definition below when 'a state of disaster' has been declared.
Disaster, State of or Area of	The Premier of Victoria can declare a state of disaster to exist in all or part of Victoria if an emergency constitutes a significant and widespread danger to life or property, which justifies the enabling of the special powers for the safety and preservation of life. Part 5 Sections 22 The Act 1986.

1.10 Abbreviations

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

AGENCY

AV	Ambulance Victoria
BOM	Bureau of Meteorology
CALD	Culturally and Linguistically Diverse Chief
CEO	Executive Officer
CEOC	Community Emergency Risk Assessment
CERA	Country Fire Authority
CFA	Country Fire Authority
DEECA	Department of Energy, Environment and Climate Action
DFFH	Department of Families, Fairness, and Housing
DH	Department of Health
DTP	Department of Transport and Planning
DJSIR	Department of Jobs, Kills, Industry and Regions Environmental
EHO	Environmental Health Officer
EM	Emergency Management
EMC	Emergency Management Commissioner
EMLO	Emergency Management Liaison Officer
EMV	Emergency Management Victoria
EMT	Emergency Management Team
ELT	Executive Leadership Team- Council
EPA	Environmental Protection Authority
ERC	Emergency Relief Centre
ERV	Emergency Recovery Victoria
FFM	Forest Fire Management Victoria
FRV	Fire Rescue Victoria
IC	Incident Controller
ICC	Incident Control Centre
IIA	Initial Impact Assessment
LGV	Local Government Victoria

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MAV	**Municipal Association Victoria**
MECC	**Municipal Emergency Coordination Centre**
MEMCG	**Municipal Emergency Management Coordination Group**
MEMEG	**Municipal Emergency Management Enhancement Group**
MEMPLAN	**Municipal Emergency Management Plan**
MEMPC	**Municipal Emergency Management Planning Committee**
MEMT	**Municipal Emergency Management Team**
MEOC	**Municipal Emergency Management Operation Centre**
MERC	**Municipal Emergency Response Coordination**
MEMO	**Municipal Emergency Management Officer**
MERP	**Municipal Emergency Resource Program**
MRM	**Municipal Recovery Manager**
MSIA	**Municipal Secondary Impact Assessment**
NERAG	**National Emergency Risk Assessment Guidelines**
NGO/S	**Non-Government Organisation**
OH&S	**Occupational Health and Safety Officer**
REMPC	**Regional Emergency Management Planning Committee**
RCC	**Regional Control Centre**
RFR	**Register Find Reunite**
SCRC	**State Crisis and Resilience Council**
SITREP	**Situation Report**
SOG	**Standard Operating Guideline**
VICSES	**Victorian State Emergency Services**
VICPOL	**Victorian Police**
WICEN	**Wireless Institute Civil Emergency Network**

2. Municipal District Characteristics

2.1 Description of Municipality

The Municipality of Hume is one of the fastest growing and most culturally diverse communities in Australia. The municipality is located just 15 kilometers north of the centre of Melbourne, spanning a total area of 504 square kilometers, Hume City is built around the established suburbs of Broadmeadows, Tullamarine and Gladstone Park in the south, the developing residential suburbs of Craigieburn, Greenvale, Mickleham, Kalkallo and Roxburgh Park in the north-east and the Sunbury Township in the north-west.

The municipality is made up of a vibrant mix of contrasts including new and established residential areas, major industrial and commercial precincts and vast expanses of

rural areas and parkland. Melbourne International Airport accounts for 10 per cent of the total area of Hume City.
Fire Services Covereage Area- FFMVic are the control agency for emergency response on public land in FPA (Fire Protected Area).
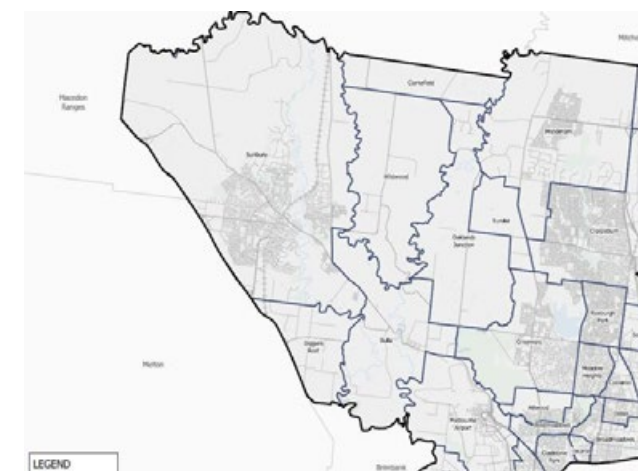
2.2 Population

According to the Australian Bureau of Statistics, the estimated resident population of Hume City at June 2021 was 246,850. In the five years from 2016 to 2021, the population grew by over 39,000 people, an average annual growth rate of 3.6%.[1] By June 2031, Hume's population is expected to exceed 321,000 people, with 103,000 households.[2] This growth is due to the affordable housing and land packages available and is likely to occur in Greenfield areas such as Mickleham, Kalkallo, Craigieburn, Greenvale, and Sunbury as well as through infill development in areas such as Broadmeadows.

2.3 Community Profile

According to the Australian Bureau of Statistics, the estimated resident population of Hume City at June 2021 was 246,850. In the five years from 2016 to 2021, the population grew by over 39,000 people, an average annual growth rate of 3.6%.[3] By June 2031, Hume's population is expected to exceed 321,000 people, with 103,000 households.[4] This growth is due to the affordable housing and land packages available and is likely to occur in Greenfield areas such as Mickleham, Kalkallo, Craigieburn, Greenvale, and Sunbury as well as through infill development in areas such as Broadmeadows.

2.4 Aboriginal and Torres Strait Islander People

Aboriginal and Torres Strait Islander peoples in Hume City is located on the traditional lands of the Gunung-William-Balluk people of the Wurundjeri. They are the traditional owners of this land. At the time of the 2021 Census, there were approximately 1,870 Aboriginal and Torres Strait Islander people residing in Hume, the fifth largest Aboriginal and Torres Strait Islander population in metropolitan Melbourne (ABS 2021).

The suburbs of Sunbury and Craigieburn have the largest Aboriginal and Torres Strait Islander communities within Hume City.

1   ABS, Regional Population Growth, Australia (catalogue no. 3218.0)
2   .id, Hume City Population Forecasts, 2016 to 2041 (updated October 2021)
3   ABS, Regional Population Growth, Australia (catalogue no. 3218.0)
4   id, Hume City Population Forecasts, 2016 to 2041 (updated October 2021)

PART TWO

HUME CITY

15 KMS NORTH OF MELBOURNE CBD

Hume
Melbourne

HOME TO MELBOURNE AIRPORT

246,850 RESIDENTS
estimated population as at June 2021
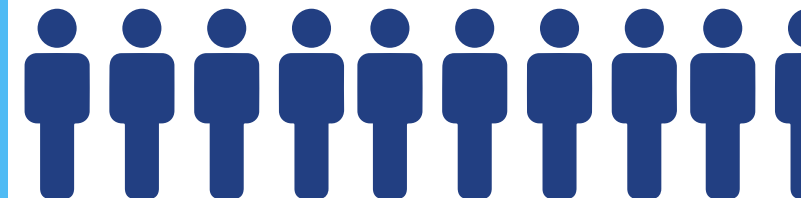
35-39 YRS AGE GROUP
has the largest projected growth between 2016 and 2041 (14,300).

1,870 ABORIGINAL & TORRES STRAIT ISLANDER
people residing in Hume.

45.5% HOUSEHOLDS COUPLES WITH CHILDREN.
(Greater Melbourne average is 34.5%)

39,000+ PEOPLE IN 5 YEARS
In the five years from 2016 to 2021, the population grew by over 39,000 people, an average annual growth rate of 3.6%
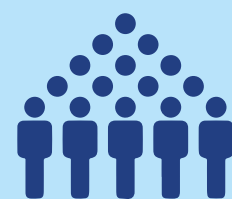
40% RESIDENTS BORN OVERSEAS
The five largest overseas-born groups of the population are from:

- INDIA (6.7%)
- IRAQ (6.3%)
- TURKEY (3.0%)
- LEBANON (1.7%)
- PAKISTAN (1.6%)

3.0%
1.7%
6.3%
1.6%
6.7%

All data on this spread is taken from the 2021 Census and the ABS, Regional Population Growth, Australia (catalogue no. 3218.0)

Version 1.0 | April 2024 - 19
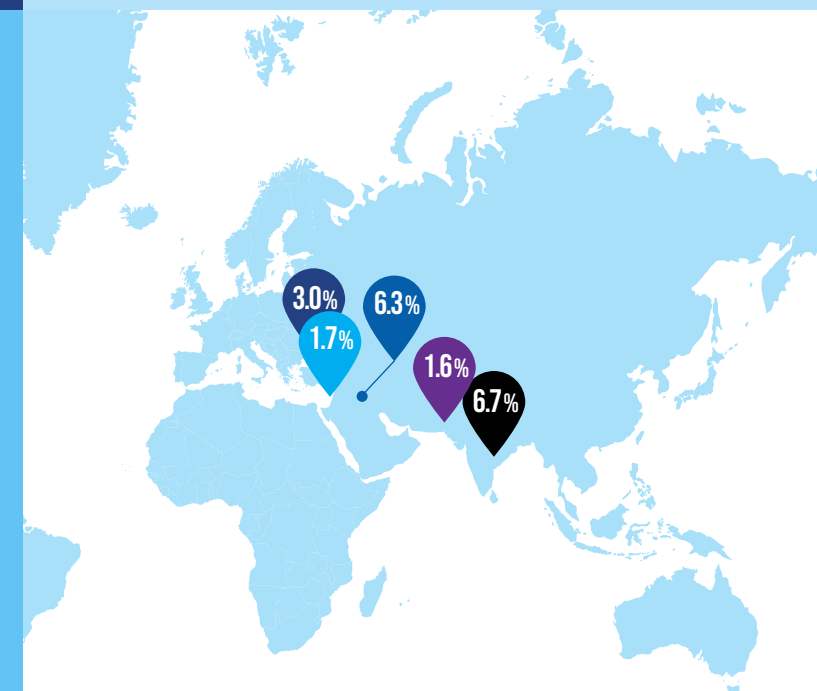
2.5 Aboriginal Cultural heritage

Hume has a number of significant Aboriginal cultural heritage sites and artefacts. The Sunbury region, in particular, is unique in Victoria, being home to five of the 12 remaining Aboriginal Bora Rings in the state. These rings were likely important ceremonial places for local Aboriginal tribes.

The region also provides a fundamental link in the story of Aboriginal cultural antiquity in Australia, with the finding of the 'Keilor Cranium' in 1940.

The remains of this person date to approximately 15,000 years before present and other evidence at the site places Aboriginal occupation of the Maribyrnong River Valley at 30,000 years, making it one of the oldest areas of recorded Aboriginal habitation in Victoria.

Hume City supports a number of significant landscape features that were frequented by local Aboriginal tribes, including its bountiful creek valleys and volcanic hilltops affording expansive views. These areas of cultural heritage sensitivity are laden with evidence of Aboriginal occupation, including artefact scatters, scar trees, camps and places of ceremony.

2.6 Age Structure

Analysis of the service age groups of Hume City compared to Greater Melbourne shows that there was a higher proportion of people in the younger age groups (0 to 17 years) and a lower proportion of people in the older age groups (60+ years) according to 2021 census data.

Overall, 26.2% of the population was aged between 0 and 17, and 15.5% were aged 60 years and over, compared with 21.5% and 20.2% respectively for Greater Melbourne.[5] By 2031, the number of people aged 60 years and over will increase by almost 29% and will account for 15.9% of Hume's overall population. By 2041 they will account for 17.0%.[4]

2.7 Cultural Diversity

Hume City is one of the most diverse municipalities in Australia. Two fifths of Hume's population were born overseas (39.9%), with 36.3% from non-English speaking countries and 3.6% from English speaking countries. Over 170 different countries are represented in Hume. At the 2021 Census, the five largest overseas born groups in Hume were from India (6.7% of the population), Iraq (6.3%), Turkey (3.0%), Lebanon (1.7%) and Pakistan (1.6%). Between 2016 and 2021 the largest group of arrivals have been those born in India, which has increased by more than 7,800 people. Those born in Iraq have increased by more than 4,800 people. Residents born in Nepal and Pakistan have each increased by more than 1,800 people.

Over 155 different languages are spoken in Hume and almost half of the population speak a language other than English (48.8%). In 2021 the most common languages other than English are Arabic (spoken by 9.3% of the population), Turkish (6.1%), Punjabi (5.2%), Assyrian (3.5%) and Chaldean (3.1%). Since 2016 there has been a strong increase in the number of people speaking Punjabi, Arabic, Urdu, Nepali and Hindi.[6]

As at the 2021 Census, three out of four people in Hume follow a religion (74.3%). The most common religious affiliation is Catholic (27.5%), followed by Islam (18.9%), Hinduism (4.8%), Sikhism (4.5%) and Anglican (3.5%). Since 2016, growing religions in Hume include Sikhism and Hinduism.[7] There is a map in Appendix 12 showing where the top 3 cultural groups live within the municipality.

2.8 Housing

In June 2022, there was an estimated 85,784 residential properties in Hume[8]. Data from the 2021 Census shows that the majority of dwellings in Hume City are standalone houses (86.6%).

Medium density housing (semi-detached, row, terrace, townhouses, and villa units, plus flats and apartments in blocks of 1 or 2 storey, and flats attached to houses) accounts for

12.8% of dwellings, high density housing (flats and apartments in 3 storey and larger blocks) accounts for 0.3%, and caravans/cabins account for 0.2%.[9]

According to 2021 Census data, the majority of households within Hume City contain couples with children (45.5%) compared with (34.5%) in Greater Melbourne. One parent families are also more common in Hume (13.6%) than Greater Melbourne (10.6%). Hume City has a lower proportion of families made up of couples without children (20.2%) than Greater Melbourne (24.5%) and also lone person households (17.1% vs 24.8%). More common in Hume are multiple family households (two or more families living in the same house) 3.0% compared to Greater Melbourne 1.7%. The average household size in Hume City (3.1) is also higher than Greater Melbourne (2.6).[10]

Housing suitability is a measure of housing utilisation based on a comparison of the number of bedrooms in a dwelling with a series of household demographics, such as the number of usual residents, their relationship to each other, age, and sex. It can be used to identify if a dwelling is either under or over utilised. Households that require at least one additional bedroom are considered to experience some degree of overcrowding. In Hume City 5.7% of houses require one or more extra bedrooms, compared to 3.4% for Greater Melbourne. Some areas within south-eastern Hume (such as Broadmeadows, Dallas, Coolaroo, Meadow Heights, Campbellfield, and Roxburgh Park) contain more than ten percent of homes requiring at least one or more extra bedrooms.

2.9 Migration Stream

Data from the Department of Home Affairs shows that as of July 2022, almost 14,000 migrants were living in Hume City having arrived between 1 January 2017 and 31 December 2021. Hume City has 5.3% of Victoria's overall migrants that arrived in this five-year period, and 31.2% of Victoria's humanitarian migrants.

The main countries of birth of Hume City's humanitarian migrants are Iraq (69.2% of humanitarian migrants) and Syria (22.4% of humanitarian migrants). Arriving primarily through the skilled or family migration streams, the next largest group of migrants in Hume City come from India (34.4% of family/skilled migrants).

Overall, Hume City received 62.8% of Victoria's migrants arriving from Iraq, 53.7% from Syria and 4.2% from India.[11]

2.10 Education and Employment

Around one in nine young people aged 15 to 24 years in Hume City (11.0%) are not engaged in employment, education, or training. This is higher than the Greater Melbourne figure of 7.0%.[12]

At the 2021 Census, just under four fifths (78.3%) of people aged 20-24 years had completed year 12 or equivalent. This is lower than Greater Melbourne where the figure is 84.0%. There is a higher rate of females obtaining year twelve or equivalent (83.0%) than males (74.0%), mirroring the national trend.[13]

Overall, 22.6% of the population aged 25 and over have attained a bachelor's degree or higher level of education. This compares to 36.3% for Greater Melbourne. Similarly, 15.6% of Hume's population aged 25 and over have attained a Certificate III or IV level qualification, compared to 13.4% for Greater Melbourne. Persons aged 25 and over born overseas are more likely to have a bachelor's degree or higher (28.1%) compared to those born in Australia (18.6%), and conversely those born in Australia are more likely to have a Certificate III or IV level qualification (23.7%) than those born overseas (10.3%). While the proportion of residents with a bachelor's degree or higher is greater for overseas born residents than Australian born residents overall, there is a marked difference between those born overseas who speak another language and speak English very well or well (37.0%) versus those who speak English not well or not at all (4.4%).[14]

5 .id, Hume City Community Profile, 2021
6 .id, Hume City Community Profile, 2021
7 .id, Hume City Community Profile, 2021
8 Hume City Council, Rates database, June 2022

9 .id, Hume City Community Profile, 2021
10 ABS, General Community Profile 2021
11 Dept of Home Affairs, Settlers in Hume City as at 4 July 2022, arriving between 1 Jan 2017 and 31 Dec 2021
12 ABS, Census of Population and Housing, 2021
13 ABS, Census of Population and Housing, 2021
14 ABS, Census of Population and Housing, 2021

Around three in five (59.2%) of Hume's residents aged 25 and over are in the labour force. This is slightly lower compared to the Greater Melbourne figure of 64.3%. Those born in Australia are more likely to be in the labour force (70.3%) than those born overseas (55.4%). For residents who speak another language and speak English not well or not at all, only one in five (19.4%) are in the labour force.[15]

The most common industry of employment for persons aged 25 years and over in Hume City is the 'health care and social assistance' sector, in which 13.2% of employed people work. This is followed by 'construction' (11.4%) and 'transport, postal and warehousing' (10.4%). For persons aged 15 to 24 years, the most common industries of employment are 'retail trade' (19.8%), 'accommodation and food services' (18.3%) and 'construction (12.8%).[16]

As of March 2022, according to the Small Area Labour Markets (SALM) estimates of unemployment produced by the National Skills Commission, Hume City had an unemployment rate of 8.6%. This is higher than the Greater Melbourne figure of 4.9%. Within Hume, at the Statistical Area Level 2, areas with the highest unemployment rates were Campbellfield–Coolaroo (18.4%), Broadmeadows (17.7%), Meadow Heights (17.4%) and Roxburgh Park–Somerton (13.2%).

2.11 Elderly Population

The overall population in Hume City is forecast to grow by 36.6% from 2021 to 2041. During this time, empty nesters, and retirees (aged 60 to 69) are forecast to grow by 38.9%, seniors (aged 70 to 84) are forecast to grow by 50.3%, and the elderly (aged 85 and over) are forecast to grow by 61.0%.[17]

By 2041, areas within Hume City with the largest numbers of residents aged 70 years and over will be Sunbury and Craigieburn. These two areas will account for 25.9% and 18.4%, respectively, of Hume's 70+ year old population. Other areas with larger numbers of persons aged 70 years and over will be Greenvale/Oaklands Junction/ Yuroke and Roxburgh Park. In terms of overall residents within a suburb aged 70 years and over, suburbs such as Attwood, Gladstone Park,

Bulla, Westmeadows and Tullamarine will have the highest concentrations of elderly residents within their population.[18]

Undertaking the assessment of risk and the demographics within the municipality the level of vulnerable persons varies based on the incident.

Hume, in partnership with the Department of Families, Fairness, and Housing, maintains information on agencies that assist with facilities and community members who are most at risk and will need support during an emergency incident within the municipality.

This information is updated regularly (every 6 months) and provides critical information for the municipality and MEMPC agencies to work with and plans to provide assistance to those most in need during an emergency or evacuation.

Council responsibilities under the Vulnerable People in Emergencies (VPE) policy are designed to improve the safety of vulnerable people in emergencies in Victoria by:

- facilitating emergency planning with vulnerable people

- developing local registers of vulnerable people to support emergency evacuation planning and operations and

- maintaining a list of locations and facilities where vulnerable people are likely to be located to support emergency evacuations.

The Department of Families, Fairness and Housing manages the VPE policy. Service providers, councils wholly or partly within CFA districts and the Australian Red Cross have specific roles under the VPE policy.

While every person could be vulnerable in an emergency incident, the Department of Families, Fairness, and Housing in Victoria has defined the following as a Vulnerable Person for inclusion in the Vulnerable Person Register; a 2009 Bush Fire Royal Commission recommendation:

For the purposes of The Plan a vulnerable person1 is defined as someone living in the community who is:

- frail, and/or physically or cognitively impaired; and is

- unable to comprehend warnings and directions and/or respond in an emergency, and is

- unable to, or has no family, friends, or neighbours to help them develop an emergency plan,

- or assist them during an emergency.

Victoria Police may use the Vulnerable Persons Register to assist in prioritising emergency service organisation resources for evacuation activities.

2.12 Need for Assistance Population

According to the 2021 Census, there were approximately 9,400 Hume City residents aged 0–64 years (4.3%) and 7,500 residents aged 65 years or older (28.2%), who identified as requiring a need for assistance with core activities. This equates to 6.9% of Hume residents that have a need for assistance with day-to-day activities including self-care, mobility, and communication because of a disability, long- term health condition (lasting six months or more) or old age. The proportion of Greater Melbourne residents who identified as requiring a need for assistance with core activities is 5.5%.[19]

In comparison to other Melbourne metropolitan Councils, Hume City Council has the highest proportion of residents aged 0–64 years and fourth highest proportion of residents aged 65 years or older who identified as requiring a need for assistance with core activities.[20]

Suburbs within Hume City with the highest proportions of total population requiring a need for assistance with core activities are Coolaroo (13.3%), Campbellfield (12.2%), Meadow Heights (10.6%) and Dallas (10.5%). Some of these areas typically have ageing communities. Areas with the highest proportions of children (aged 0-14 years) with a need for assistance with core activities are Sunbury (6.4%) and Coolaroo (5.1%). These are compared to 3.6% for Hume City and 3.1% for Greater Melbourne.[21]

2.13 Health Data

Chronic diseases are responsible for nine out of ten deaths in Australia. Many Australians living with chronic diseases such as diabetes, mental illness and cancer, experience reduced quality of life and disability over many years. Australia has an unacceptably high rate of risk factors for chronic diseases, including obesity, physical inactivity, alcohol misuse and poor nutrition.[22]

Based on 2017-18 modelled estimates, published by the Australian Health Policy Collaboration (AHPC) and the Public Health Information and Development Unit (PHIDU), compared to Greater Melbourne, Hume City has:[23]

- a slightly higher rate of children aged 2 to 17 years who are overweight or obese (24.8 vs 23.4 per 100)

- a higher rate of adults aged 18 years and over who are overweight or obese (72.7 vs 66.0 per 100)

- a slightly higher rate of adults aged 18 years and over with high blood pressure (23.4 vs 22.4 per 100)

- a lower rate of persons aged 18 years and over who drink at 'risky' levels (8.7 vs 13.0 per 100)

- a higher rate of adults aged 18 years and over who are current smokers (18.6 vs 14.5 per 100)

- a higher rate of adults aged 18 years and over who undertake low, very low or no exercise (75.2 vs 65.5 per 100)

Data from the 2021 ABS Census indicates that just over one quarter (27.4%) of the population has a long-term health condition, with the most common conditions being asthma, a mental health condition, arthritis, and diabetes. This figure is slightly lower than Greater Melbourne at 29.5%. For the 45 year and over age groups, however, the proportion of the population with a long-term health condition is higher in Hume compared to Greater Melbourne, particularly for diabetes and arthritis.

15   ABS, Census of Population and Housing, 2021
16   ABS, Census of Population and Housing, 2021
17   .id, Hume City Population Forecasts, 2021 to 2041 (updated October 2021)
18   .id, Hume City Population Forecasts, 2016 to 2041 (updated October 2021)
19   ABS, Census of Population and Housing, 2021
20   ABS, Census of Population and Housing, 2021
21   ABS, Census of Population and Housing, 2021
22   Australian Health Policy Collaboration, Targets and indicators for chronic disease prevention in Australia, 2015
23   Australian Health Policy Collaboration, Australia's Health Tracker Atlas – Data by Local Government Area, 2020

2.14 Disadvantaged Communities

The ABS Index of Relative Socio-economic Disadvantage summarises variables that indicate relative disadvantage, such as low income, low education, high unemployment, unskilled occupations, and disability. Using this index areas are ranked on a continuum from most disadvantaged to least disadvantaged. In 2016, Hume City was ranked 13th out of 79 Local Government Areas (LGAs) in Victoria and was in the 2nd decile (top 20%) of most disadvantaged LGAs in Victoria. In metropolitan Melbourne, Hume City was ranked 3rd out of 31 LGAs and was in the 1st decile (top 10%) of most disadvantaged LGAs.

The most disadvantaged suburbs in Hume City are Broadmeadows, Dallas, Coolaroo, Campbellfield, and Meadow Heights. These five suburbs make up half of the top ten most disadvantaged suburbs in Greater Melbourne. Together with Jacana and Roxburgh Park, they are also within the 1st decile (top 10%) of most disadvantaged suburbs in both Victoria and Australia. The least disadvantaged suburbs in Hume City are Wildwood, Oaklands Junction, Melbourne Airport, Attwood, and Greenvale.[24]

You can also obtain other demographic information by going to Hume Website in social profile.

Such as:

1. Facility buildings

2. Age Groups

3. Age Proportions

4. Medians and Averages

5. Labour force and education

6. Total Populations

7. Index of relative socio-economic advantage & disadvantage

8. CALD indicators

2.15 Residential Aged Care Facilities and Associated Accommodation

As currently 10.6% of Hume's residents are aged 65 and over,[25] a number of Residential Aged Care Facilities

and associated accommodation are located within the municipality.

The Hume City Council maintains information on the number of Residential Aged Care Facilities, and these are available from Councils Community and Aged Services.

A list of facilities can be found in the MRM/MEMO operational guide. You can also request a copy by contacting the MRM via email on mrm@hume.vic.gov.au

2.16 Topography

Hume's rural areas are highly diverse, comprising larger farming land particularly in the north as well as pockets of lifestyle subdivisions of the late 20th century spread throughout. The landscape varies from flat open plains punctuated by volcanic cones to wide creek corridors cut through the area.

2.17 Suburbs in Hume

Suburbs	
Attwood	Kalkallo
Broadmeadows	Keilor
Bulla	Meadow Heights
Campbellfield	Melbourne Airport
Clarkefield	Mickleham
Coolaroo	Oaklands Junction
Craigieburn	Roxburgh Park
Dallas	Somerton
Diggers Rest	Sunbury
Fawkner	Tullamarine
Gladstone Park	Westmeadows
Greenvale	Wildwood
Jacana	Yuroke

2.18 High Consequence Infrastructure

Throughout the municipality of Hume, a number of critical infrastructures as defined under the Act Emergency Management (Critical Infrastructure Resilience) Regulation 2015, assist the community in its day-to-day functioning. Ranging from Power, Gas, Water, sewerage, telecommunications, arterial roads and an airport, the members of the Hume City Council MEMPC will consult and work the operators of the critical infrastructure in the development of a local Sector Resilience Plan (SRP) to understand, document, plan, and exercise to comprehend the consequences of an incident on one or more critical infrastructure. Where provided by the owners and/or operators of critical infrastructure to the Hume MEMPC all material will be treated as 'PROTECTED" and will only be accessible to those with a demonstrable need to access the material.

The Hume MEMPC (will need to adopt and use as its procedural document on all areas of EM planning around critical infrastructure the Ministerial Guideline for Critical Infrastructure Resilience May 2015).

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24   ABS, Census of Population and Housing, SEIFA Indexes, 2016
25   ABS, Regional Population by Age and Sex, 2021

Examples of high consequence infrastructure includes, but not limited to:

Type	Name	Suburb
Major Hazard Facility	Airport Fuel Tank	Tullamarine
Road	Western Ring Road/M80 Ring Road	urban freeway corridor in Melbourne. It connects the northern suburbs and western suburbs to other Victorian urban and rural freeways.
Road	Hume Highway also known as the Hume Freeway/Motorway	Is one of Australia's major inter-city highways, running for 807 kilometres between Melbourne and Sydney which passes through the City of Hume.
Road	Tullamarine Freeway	major urban freeway that also sits within the City of Hume, linking Melbourne Airport to the central business district which carries up to 200,000 vehicles per day and is one of Australia's busiest freeways.
Road	Calder Freeway	Pass-through Sunbury, this freeway links Melbourne to the outskirts of Bendigo in Victoria, superseding sections of the Calder Highway. Access to the Calder is either via the City Link section of the Tullamarine Freeway or the Western Ring Road (M80).
Rail	Broadmeadows Station	Broadmeadows
Rail	Coolaroo Station	Coolaroo
Rail	Sunbury Station	Sunbury
Rail	Craigieburn Station	Craigieburn
Rail Regional	V/Line -Seymour, Shepperton and Albury	Sunbury and Broadmeadows Stations
Rail Regional	V/Line- Bendigo, Swan Hill, and Echuca	Sunbury Stations
Airport	located in South of the municipality and is the second busiest airport in Australia. The Airport is a major passenger and freight gateway into Melbourne and sites on 2369 hectares. There are in excess of 35 million passengers per annum from either domestic or internal coming in and out of the airport.	Tullamarine
Landfill	Bolinda Road Resource Recovery Centre	Campbellfield
Landfill	Riddell Road Waste and Recycling Transfer Station and Landfill	Sunbury
Water Infrastructure	Spavin Dam	Sunbury
Water Infrastructure	Greenvale Dam	Greenvale
Hospital	Broadmeadows Hospital	Broadmeadows
Bridges	Willwood	Wildwood
Other	Kangan Batman Institute of Tafe	Broadmeadows
Other	Melbourne Immigration Transit Accommodation	Broadmeadows
Other	Quarantine Centre	Mickleham

2.19 Agricultural Commodities

The land use is a mixture of rural living, lifestyle farming and agricultural pursuits such as cereal sheep and cattle grazing.

2.20 Fire Districts

Hume is a diverse environment with a range of native flora and fauna habitats and includes Organ Pipes National Park, Woodlands Historic Park, Cooper Street grassland, Evans Street grassland, Mt. Ridley grassy woodlands and the waterways of Deep, Emu, Jacksons, Merri, and Moonee Ponds Creeks.

The upper reaches of the Maribyrnong River and Merri and Moonee Ponds Creeks are recognised as having regional environmental, recreation and heritage value. The most pronounced physical features in the rural areas are the deeply incised creek valleys of Deep, Emu and Jacksons Creeks while much of the rural land is characterised by a flat and sparsely treed landscape that enables open views across wide expanses of cleared grazing land and of the valleys.

While bush and grass fires are an ever-present risk during the summer months, a potentially greater fire risk is posed by structural and hazardous materials threats in the southern part of the city, particularly along Somerton Road and the Hume Highway, locations that are home to major manufacturing and industry.

2.21 Fire Services Area Coverage

Fire Services Coverage Area – FFM VIC are the control agency for emergency response on public land in FPA (Fire Protected Area).

We will support other agencies as required.

The actual area that each agency covers is about a 50-50 split.

Fire Rescue Victoria (FRV)	Country Fire Authority (CFA)
Craigieburn Station 80	Bulla Fire Brigade
Greenvale Station 54	Kal Kallo
Sunbury Station 53	Wildwood
Broadmeadow- Station 5	
Somerton – Station 9	
Westmeadows – Station 52	

2.22 Bush Fire Prone Areas

Under the Bush Fire Royal Commission 2009, the State of Victoria introduced Bushfire Management Overlay for fire prone areas state-wide. Since being introduced a number of revisions have taken place.

This was due, in part, to consultation with councils, the building industry and subject matter experts on areas throughout the state having a low rating for the potential bush fire risk.

The Fire Services Commissioner consulted with stakeholders and sought submission from council Building Surveyors and Municipal Fire Prevention Officers across the state in 2012 to review the Bush Fire-Prone Areas. The findings were submitted to the State Government of Victoria for approval.

October 2016 the State Government gazetted the following areas within the Hume City Council as falling into the category of low rating bush fire prone. In addition to these areas, the Hume Fire Management Planning Committee held

a workshop to validate these towns suburbs and developed the Fire Management Plan for the areas listed below detailing the treatment, mitigations in place to manage these areas as 'High Risk' during the summer period. Full details on residential and rural properties compliance can be found within the Municipal Fire Management Plan.

A copy of the Hume Emergency fire Management Plan can be found on the website, or you can contact the MFPO to request a copy by emailing
emergencymanagement@hume.vic.gov.au

2.23 Neighbourhood Safer Places

A recommendation from the Bushfire Royal Commission (2009) was that all councils within CFA/FRV districts should investigate and develop Neighbourhood Safer Places. A review of the Bushfire Fire Risk and consultation with the CFA concluded that the Hume City Council does not require a Neighbourhood Safer Place as described in the SEMP 2020 or the CFA Act.

2.24 Community Information Guide

Community Information Guides - Bushfire (formerly known as Township Protection Plans) are a key source of information for the community and an important tool to emphasise the shared responsibility between the community, fire services and local government. Hume City Council does not have a township Protection Plan.

2.25 Community Fire Refuges

There are no Community Fire Refuges within Hume City Council.

2.26 History of Municipal Emergencies

Risk Category	Risk Type	Emergency Details	Suburbs	Date	Consequence
Natural Disaster	Flooding	Heavy Rain	Greenvale, Tullamarine, Sunbury	25/26/27th December 1999	Residential property damages some residents displaced due to water damage in living area of their house. No temp accommodation was required.
Natural Disaster	Tornado	Strong winds, causing damage onto council buildings, loss of power and roof damage to residential and commercial buildings.	Sunbury	8th August 2000	Facilities -roof damage and minor indoor flooding. Community social impact as sporting activities at stadiums had to be cancelled. Storm occurred during activities there were no injury to community.15 residents had roof damage which received assistance from SES however were able to stay in their homes.
Natural Disaster	Flooding	Some properties had water enter predominately in their garages due to the heavy rain.	Jacana, West Meadows, Gladstone Park, Roxburgh Park, Coolaroo, Broadmeadows, Craigieburn	21st December 2000	Depot staff overwhelmed with calls due to blocked drains minor impact to property with water entering garages, no displacement of residents.
Natural Disaster	Storm	Heavy Rain, road closures were required causing traffic issues	Diggers Rest, Sunbury, Broadmeadows, Dallas, Gladstone Park, Tullamarine, Greenvale, Mickleham, Bulla, Goonawarra, Keilor, Campbellfield, Coolaroo, Wildwood, Meadow Heights, Oakland Junction	2/3rd February 2005	Total cost of storm was $172 133, mainly unblocking drains ,road damage (potholes) traffic management in some areas was requested to ensure people were not driving through flood waters.
Technical	Industrial Fire	Grinder used within close proximity of flammable chemicals. No residents were evacuated, messaging provided was to shelter in place.	Campbellfield	8th July 2005	Toxic smoke within 200m/smoke visible as far as Northcote. 50 employees evacuated: loss of jobs/income due to factory destroyed by fire. Community anxiety and anger due to the multiple industrial fires within Hume and impact on toxic plume.

Risk Category	Risk Type	Emergency Details	Suburbs	Date	Consequence
Natural Disaster	Storm	7 properties severely damaged, residents were displaced, council infrastructure damaged minor distribution to services impacted such as libraries and child and family centres	Broadmeadows, Jacana, Gladstone Park, West Meadows, Tullamarine	26th December 2011	Families were displaced due to damage to their properties. Families were able to access insurance and stay at family and friends. There was some disruption to council services due to libraries been closed and child and family services centre were unable to provide a service until roof damage was repaired to facility.
Natural Disaster	Grassfire	Fire was within Broadmeadows Valley Park, there was some confusion around the no. on the emergency marker which potentially delayed the response to the fire.	Broadmeadows Valley Park	24th January 2012	Fence damage, due to the confusion with location of fire as there were no emergency markers placed in BVP there was a delay in response which had the danger of becoming a larger fire. Emergency Markers have now been placed and registered with ESTA not only for fires but for safety purposes that residence can quote as this is used a walking track.
Biological	Pandemic	Avian flu at Mickleham quarantine centre	Mickleham	2nd July 2012	Loss of stock (ducks), area was quarantined no impact to resident's community.
Transport	Transport Accident	Car accident triple fatality of young youth on Pascoevale Road	Coolaroo	8th November 2012	Community angst is due to cars driving fast on Pascoevale road. Reassurance to aged care facility, Youths gathered, drinking, and sleeping at incident site which scared the aged care residents.
Natural Disaster	Grassfire	Grassfire deliberately lit on Hume Highway	Hume Highway Craigieburn	17th January 2014	Traffic disruption due to Hume Highway been closed. ERC opened for cool respite, not used by residents
Natural Disaster	Industrial Fire	Eco Recycle had stock piling of wood. The fire involved a private refuse facility that consists of between 8,000 – 10,000m2 of building materials in a compacted pile measuring between 10 and 15m high throughout.

The site has operated without appropriate permits or controls and subsequently has been the subject of numerous fire prevention, clean up notices and litigation activities involving CFA, Hume City Council and the EPA. Waste found by EPA to include some specific hazards; namely asbestos and treated pine waste | Patullos Lane Somerton | 20th November 2015 | Contamination of water ways, environmental impact, and financial loss to business that had to close due to response operations. 14 staff have lost their jobs due to business loss and approx. 4 million dollars was lost to business due to road closures. Community concerns around the long-term health issues from the plume. |

2.26 History of Municipal Emergencies cont'd...

Risk Category	Risk Type	Emergency Details	Suburbs	Date	Consequence
Natural Disaster	Grassfire	Grassfires lit by arson, loss to fences, residents had to be evacuated however no ERC was opened.	Enterprize Drive and Settlers Way Sunbury	25th December 2015	Community anxiety and concerns due to other major fires within this area. There is well known arson within Hume and Victoria Police are working on ensuring these arsons are monitored during the fire season.
Human Caused	Disturbance	Bomb threat -Two streets evacuated one person attended the ERC, incident lasted a couple of hours.	Newbury Blvd, Craigieburn	3rd December 2015	ERC was established; 11 residents attended ERC. Residents were distressed and required reassurance that street is safe.
Natural Disaster	Industrial Fire	Business impacted due to unknown black substance infiltrating into warehouses. Environmental impact due to fire water run-off.	Maygar Blvd, Broadmeadows	11th January 2016	Community anger due to another industrial fire. Water run-off from firefighting into Jack Roper Reserve, Merlynston Creek. Loss of income to surrounding businesses due to road closures and contamination due to fire water running off leaving sludge. Community impact from a social aspect as Jack Roper is used as a recreational site.
Natural Disaster	Flooding	Erosion of lake banks, concerns due to the amount of rain the risk of bank failing and possible flooding of surrounding residents.	Spavin Lake Sunbury	9th October 2016	doors knocked by council staff and SES to surrounding residents to provide information on the possible bank failing. A mixture of feedback from residents, some were quite distressed and others who had lived there were used to some minor flooding. Reassurance to residents that council and Melbourne water are working on maintenance required at the lakes which provided some assurance to the community.
Natural Disaster	Storm	Due strong winds damage to council basketball stadium and other community buildings.	Craigieburn, Sunbury, Broadmeadows, Meadow Heights	29th December 2016	Council facilities had to be closed, impacting on sporting events which had to be cancelled. Community hub services had to be cancelled until repairs, communication to parents who had services booked was required and challenging on short notice.
Natural Disaster	Grassfire	6-7 fires reported at 10am, Grassfire deliberately, travelling through multiple areas starting from Donnybrook Road, North of Hume Highway and back down into Ridley east of Trillium estate.	Mt Ridley Trillium estate	4th January 2017	Approx. 20 hectares burnt. Some traffic disruption, no impact to property.
Natural Disaster	Grassfire	Bulla/Diggers Rest grassfire	Bulla/Diggers Rest Road	4th February 2017	Community told to evacuate, ERC opened, incident lasted approx. 6 hours. 1 property had shed damage, grass burnt approx. 111ha community reassurance conducted

2.26 History of Municipal Emergencies cont'd...

Risk Category	Risk Type	Emergency Details	Suburbs	Date	Consequence
Technical	Industrial Fire	Recycling (SKM) Centre illegal stockpiling of waste. Environmental impact due to water run-off.	Coolaroo	28th February 2017	Financial loss to business is approx. 4 million which impacted neighbouring and surrounding business due to road closures and fire water run-off into the neighbouring buildings. Evacuation of residents to ERC. Angry community due to multiple industrial fires, health implication of plume due to multiple fires. Environmental impact on water ways from run off which resulted in closure of some of the reserves had had an impact in summer to community which use some of these facilities for recreational activities.
Human Caused	Hijack	Malaysian Airlines hijack incident at Melbourne Airport	Melbourne Airport	31st May 2017	Managed by Melbourne Airport, people were distressed due to been left on the plane for approx. 9 hours. Information was provided by council and DFFHS.
Human Caused	Disturbance	Shooting	Roxburgh Park	9th August 2017	1 male dead, 4 other males had gunshot wound. There was heightened community anxiety, feeling unsafe, not wanting to leave home which impacted on mental health of those living on the street of the incident and surrounds. Police reassurance conducted includes police vehicles driving past on a regular basis. Community reassurance conducted by council (MSIA) with support agencies to provide information and build some reassurance and feeling of safety back into those impacted.
Human Caused	Disturbance	Suspicious package reported in front of Broadmeadows Head office building. Council staff attended the scene, confusion in protocols between warden role and EM roles	Tanderrum Way Broadmeadows	16th January 2018	Package identified at Broadmeadows HCC office. Police investigation identified it was not explosive. Minor disruption to shopping precinct. Training was identified due to the significance of this incident on role clarity regarding activation and evacuation of staff.
Technical	Industrial Fire	illegal stockpiling of mulch and other material. Site was privately leased and no monitoring of what was disposed at this site.	King Street Somerton	24th April 2018	Illegal storage of Mulch and other material which was self-combusting. Minor disruption to businesses. Significant cost to council to remove the mulch and risk.

2.26 History of Municipal Emergencies cont'd...

Risk Category	Risk Type	Emergency Details	Suburbs	Date	Consequence
Technical	Industrial Fire	Diseb Factory Fire Somerton	Somerton	2nd June 2018	Environmental impact Merri Creek contaminated with peanuts due to the factory been a nut factory. HCC community engagement and signage to advise community who have nut allergies not to contact water. Minor traffic disruption to the business surrounding the fire. Staff lost jobs and HCC Economic and Development department worked with other similar business to redeploy staff in the interim.
Natural Disaster	Flooding	No property impact, mainly street flooded due to drains not been able to keep up with the rain capacity.	West Meadows	17th June 2018	Council crew required to attended multiple streets to unblock drains to prevent property flooding.
Technical	Industrial Fire	Tripodi Wholesalers factory fire	Campbellfield	25th September 2018	Business financial loss, 42 job losses as factory would take over 6-7 months to rebuild. Minor environmental impact some water runoff into Merri Creek. Community engagement by HCC and Melbourne Water.
Technical	Hazmat	BP service station gas tanker rapture	Horne Street Sunbury	4th October 2018	The gas leak was contained and repaired. Major disruption to businesses that were within the 500 meters of the down and traffic closed off within Sunbury's main shopping precinct. All residents were allowed to go back into their homes after 4 hours.
Natural Disaster	Flooding	2 properties flooded, one in Sunbury and one in Broadmeadows	Sunbury/ Broadmeadows	6th November 2018	Residents were displaced and required assistance with temp accommodation
Human Caused	Bomb Threat	Greenvale resident advised house was armed with bombs.	Greenvale	12th December 2018	Disruption to traffic due to property near school. School was in lockdown for several hours before parents could pick up children.
Technical	Hazmat	Illegal stockpiling of chemicals across various factories within Campbellfield	Freeman Street, Malcolm Place, Capital Link Drive, Sydney Road	28th December 2018	8 illegal storage sites were identified by WorkSafe containing 981,009 million litres. 24/7security established minor disruption to business when clearing and testing of chemicals at site. Community and business reassurance required with information and updates. Outreach conducted with Hume Council and WorkSafe to surrounding business.

2.26 History of Municipal Emergencies cont'd...

Risk Category	Risk Type	Emergency Details	Suburbs	Date	Consequence
Human Caused	Bomb Threat	Explosive device located in Campbellfield; Victoria police investigation identified item was not explosive.	Campbellfield	3rd January 2019	Explosive device identified by Victoria Police minor disruption to commercial area due to roadblocks
Technical	Hazmat	Illegal stockpiling of recycled batteries	Colbert Road Campbellfield	19th January 2019	Recycling batteries factory fire, stockpiling within building and other combustible materials. Residents in and around the factory were advised to close windows, bring pets inside and turn off air conditioning units as black smoke was billowing from the building. Community anger as another recycling fire in Hume. Community information and reassurance work with EPA & Melbourne Water was undertaken in relation to water way contamination and air quality.
Natural Disaster	Extreme Heat	Due to extreme heat part of Hume's suburbs were identified for shedding of power which had an impact on residents.	Broadmeadows, Gladstone Park, Tullamarine, Craigieburn, Kalkallo, Dallas	25th January 2019	Power shedding for several hours in Broadmeadows, Gladstone Park, Tullamarine, Craigieburn, Kalkallo, and Dallas. No cooling available to residence due to heat had health impact. Refrigerated Food destroyed financial impact to residents who had to buy food.
Civil Disturbance	Shootings	2 males found with gunshot wounds in different streets of Meadow Heights.	Meadow Heights	4th March 2019	A 40-year-old male was found in Huntly Court with gunshot wounds and another male, 28, was found in Morris Court, also suffering gunshot wounds. Council and VCC staff on behalf of Victoria Police conducted outreach and provided information on looking 'after yourself' Some recovery activities on community fear and reassurance as some residents who live in this area have come from a war torn countries
Technical	Hazmat	Illegal stockpiling of chemicals	Yellow Box Drive Craigieburn	14th March 2019	Illegal chemical storage site identified in Yellow Box Drive over 2,307,700 litres of chemicals are stored. 24/7 security established in the event of fire major business disruption and pollution impact. Management of community and business information and updates due to growing anger of more industrial issues.
Natural Disaster	Grassfire	Canterbury Avenue Sunbury grassfire caused by resident cutting grass due to FPN	Canterbury Avenue Sunbury	1st January 2020	Residents were evacuated for several hours no relief centre opened. Some damage to trees, council assisting with assessment and removal of trees.

Risk Category	Risk Type	Emergency Details	Suburbs	Date	Consequence
Natural Disaster	Grassfire	Enterprize Drive Sunbury grassfire reignited overnight and spread from Canterbury Avenue	Enterprize Drive	2nd January 2020	No evacuations required a little anxiety with residents, angry with lack of knowledge by community in cutting grass on hot windy days.
Natural Disaster	Storm	Power outage due to strong winds impacting on Craigieburn residents	Craigieburn	30th January 2020	Over 300 residents lost power due to the storm for up to 5 hours some financial impact to residents due to refrigerated food rotting.
Biological	Pandemic	Covid19 Pandemic, Hume has had several suburbs which have been declared as hotspot	Dallas, Broadmeadows, Craigieburn, Roxburgh Park, Greenvale, Sunbury, Mickleham, Jacana, Tullamarine	27th March 2020	Personal lifestyle adjustments that were required to manage immediate health risks and comply with state government directives. Social and economic challenges from loss of income (including financial strain for food and bills and housing stress and housing security (impacting both homeowners and renters). Mental health impacts include increased anxiety, social isolation, stress, and increased rates of depression and anxiety. Heightened risk of violence within the home due to confinement and economic stress throughout the crisis. Disrupted with Education by the rapid transitions to remote learning impacted participation and engagement levels. There were concerns regarding the lasting impacts of the pandemic on educational outcomes and opportunity, particularly for our disadvantaged students. The incidence of racism towards our multicultural community which was experienced during the pandemic and lockdowns. significant industry and economic impacts Lower population growth and potential decrease in residential land sales and construction sector fallout. Low business confidence and concerns about future financial security which resulted in a reduction in discretionary spending.

Risk Category	Risk Type	Emergency Details	Suburbs	Date	Consequence
Technical	Industrial Fire	MRI Battery Recycling Factory Fire which had toxic plume and smoke across Campbellfield and neighbouring suburbs	Campbellfield	9th August 2020	Toxic plume and smoke, community warnings were sent to stay indoors and close all windows and doors. Minor impact to Merlynston creek and Jack Roper Reserve. Community angry and wanting to know impact of toxic Hume to health of residents and environment. Loss of confidence in council and state government agencies in managing these businesses. Community groups have an impact on recreational activities at Jack Roper Reserve on multiple occasions and are quite angry.
Natural Disaster	Storm	Potential Contamination of Drinking Water	Attwood, Broadmeadows, Campbellfield, Meadow Heights, Somerton, Roxburgh Park, Coolaroo, Dallas, West Meadows, Melbourne Airport	28th August 2020	Potential Water quality issues due to electrical damage caused by storms. Information was shared on council social media however there is a large CALD community that may have not seen these messaging and alerts.
Technical	Industrial Fire	Bull Tip Fire	Sunbury road Sunbury	22nd September 2020	Fire at tip large stock piling and noncompliance with EPA and planning in storage of waste. Smoke visible no evacuation or impact on community
Natural Disaster	Flooding	Vineyard Road sustainably floods and dangerous to drive through due to excessive rain fall. Vineyard Road is a major exit point in and out of Sunbury.	Vineyard Road Sunbury	22nd December 2020	Council providing support with excavation resources to SES in diverting water to open road to avoid residents driving to drive through flood water.
Human Caused	Disturbance	Homicide 3 young children and mother	Burgess Street Tullamarine	14th January 2021	Residents were distressed after hearing of the 3 young children and mother found deceased. Community reassurance was provided to Burgess residents and surrounds by VCC and council staff on behalf of Victoria Police. Council assisted with maintenance of the makeshift memorial in front of the house.

2.26 History of Municipal Emergencies cont'd...

Risk Category	Risk Type	Emergency Details	Suburbs	Date	Consequence
Storm	Flooding	Major roads-potholes and bridges damaged. Some properties were flooded due to lack of drainage in new development area	Sunbury/ Mickleham/ Wildwood	13th October 2022	Some residents received minor flooding on their property from overflow from private dams. Minor disruption to roads whilst spillways that were blocked off with soil were cleared and dam was pumped. Damage to bridges due to the rise of Deep Creek causing fencing damage to properties. Some residents had streets flooded as the drains were not able to keep up with the volume of rain, some properties on the interface of the vacant developer land their properties were receiving a lot of the run off into their properties due to no drains. Overall, there was over $500,000 worth of damage to infrastructure cross the municipality .

3. Planning Arrangements

3.1 Victorian Emergency Management Planning Framework

This plan supports holistic and coordinated emergency management arrangements within the region. It is consistent with and contextualises the State Emergency Management Plan (SEMP) and Regional Emergency Management Plan for the Hume and North West Metropolitan Region (NWMR) region. The REMP is a subordinate plan to the SEMP and the MEMP is a subordinate plan to the REMP.

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

This Plan should be read in conjunction with the SEMP and the NWMR REMP.

STATE EMERGENCY MANAGEMENT PLAN

(Including sub- plans)

REGIONAL EMERGENCY MANAGEMENT PLAN

NWMR Regional Emergency Management Plan

(including sub- plans)

HUME CITY COUNCIL MUNICIPAL EMERGENCY MANAGEMENT PLAN (THIS PLAN)

(including sub- plans)

COMMUNITY EMERGENCY MANAGEMENT PLANS (OPTIONAL)

CEMP/S (if applicable)

CEMP/S (if applicable)

CEMP/S (if applicable)

PART THREE

3.2 Municipal Emergency Management Planning Committee (MEMPC)

The Hume City Council Municipal Emergency Management Planning Committee has been established under the Emergency Management Legislation Reform 2018 (EMLR Act 2018) and the Emergency Management Act 2013 (the Act 2013) section 59D(b).

The MEMPC is one component of a broader structure that enables appropriate planning, response and recovery activities and arrangements at local and regional levels. Sub-committees and Working Groups are appointed to take on the responsibility of planning for emergencies including the provision of relief and recovery.

The MEMPC membership consists of core/voting members and non-voting members. Core/voting members are those specified in section 59A of the EM Act 2013 and subject matter experts the committee has invited. The committee can also have non- voting members who can be MEMPC members not reflected in the legislative core membership and agency representatives in a support role. For a full membership list refer to Part 9.

The role of the Committee is to:

- develop a MEMP and the MEMPC Terms of Reference (TOR) and review annually. For a copy of the full TOR refer to Appendix 1

- assist in analysing and evaluating emergency related risks and help produce risk treatment strategies through the municipal sub committees and working groups and sub-plans.

- determine if a sub-committee and or working groups are required for more specific or complex arrangements that either enhance or contextualise this Plan; and

- help create more resilient communities.

It is not the MEMPC's role to manage emergencies. This is the responsibility of the agencies and personnel identified

under the response and recovery arrangements in the SEMP.

Legislation And Government Regulation and Guidelines	Country Fire Authority (CFA) Act 1958	Emergency Management (EM) Act 1986 & 2013	State Emergency Management Plan (SEMP)	Bushfire Royal Commission (BRC 2009) Recommendations	Emergency Management White Paper Commerie Flood Review EMV Strategic Action Plan	State Bush Fire Plan, State Heat Plan, State Heatwave Plan, State Health Emergency Response Plan, State Flood Plan, State storm Plan, State Earthquake Plan, State Tsunami Plan

Emergency Management

Municipal Emergency Management Planning Committee (MEMPC)
All listed Stakeholders may form or invited to the MEMPC

Outcomes (Sub-Plans & Guidelines)

| Municipal Fire Management Sub Plan | ▪ Flood Emergency Sub Plan
▪ Hume Flood Management Sub Plan
▪ Infrastructure & Utilities | ▪ Heat Health Sub Plan
▪ Pandemic Sub Plan
▪ Mass Immunisation Sub-Plan
▪ Public Health and Wellbeing Plan
▪ Positive Ageing Plan | ▪ Community Emergency risk Assessment (CERA)
▪ Consequence Planning | ▪ Recovery, Municipal Secondary Impact Assessment Guidelines
▪ ERC Standard Operating Guidelines, MECC Operational Guidelines
▪ Communication Plan
▪ Internal Training of staff
▪ Internal Capacity building
▪ Internal Exercises |

MEMPC Sub -Committees

| Municipal fire Management Sub-Committee | Flood Management Sub Committee | Heat Health & Pandemic Sub-Committee | Risk and Consequence Sub Committee | Internal Capacity & Capability Building/Sub Plan reviews **Sub-Committee** |

Stakeholders

| ▪ HCC MFPMC
▪ HCC MFPO
▪ HCC MEMO
▪ MRM
▪ VicPol
▪ CFA
▪ FRV
▪ DELWP
▪ Parks Vic
▪ Dep't of Transport
▪ Utilities | ▪ HCC MEMO
▪ HCC MRM
▪ HCC EHO
▪ HCC Building Surveyor
▪ HCC Engineers
▪ VicPol
▪ Dep't of Transport
▪ EPA
▪ Vic SES (regional)
▪ DH
▪ SES
▪ Melbourne water | ▪ HCC MEMO
▪ HCC MRM (Deputy)
▪ HCC EHO
▪ HCC Community Care
▪ MCH- Team Leader
▪ Ambulance Victoria
▪ Australian Red Cross
▪ St Johns Ambulance
▪ HCC Comms
▪ DH (Health Team) | ▪ HCC MEMO
▪ HCC MRM
▪ VicPol
▪ DH
▪ St Johns Ambulance
▪ CFA
▪ FRV
▪ DELWP
▪ Melbourne Airport
▪ Dep't of Transport
▪ Vic SES
▪ Ambulance Vic | ▪ HCC MEMO
▪ HCC MRM
▪ DFFH
▪ HCC Comms
▪ VCC
▪ Red Cross |

Obligations

Municipal Emergency Management Plan (MEMP)

| MEMO & MRM provide Council update annually or as required after final MEMPC Debrief after an incident | **Plans reviewed and adopted by the MEMPC** | Plans actioned as required by responsible agencies/ Hume Business Units |

REMPC

HUME CITY COUNCIL

3.4 Subplans and Complementary plans

All sub-plans are multi-agency plans and may be hazard specific where the consequences are likely to be significant. The MEMPC have determined the following sub-plans are required:

- Flood/Storm Management Plan
- Municipal Fire Management Plan
- Heat Plan
- Pandemic Plan
- Relief and Recovery Plan

All sub-plans to this Plan are subject to the same preparation, consultation, assurance, approval, and publication requirements as this Plan, as outlined in Part 6A of the EM Act 2013.

Agencies with roles or responsibilities in a sub-plan must act in accordance with the plan (EM Act 2013 s60AK). Complementary plans are prepared by agencies, council or industry for emergencies that do not fall within Part 6A of the EM Act 2013 or are not multi-agency shared plans. They may also be prepared under other legislation, governance, or statutory requirements for a specific purpose. Complementary plans do not form part of this Plan and are not subject to approval, consultation, and other requirements under the EM Act 2013.

3.5 Restricted operational information

Section 60AI (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.

Summary of the restricted information (including location within the MEMP, e.g., page or section number)	Reason for restriction	Agency/is that hold this information in full	Contact point/s
Vulnerable Persons Register	Personal Information	Municipal Council	Victoria Police
MEMPC Membership	Agency representative contact details	Municipal Council	Hume City Council

4. Mitigation Arrangements

4.1 Introduction

The prevention of emergencies includes a range of activities that require the allocation of resources (human and financial) and multi-agency support to ensure a coordinated and well-planned approach and outcomes.

Risk management is a shared responsibility. Every effort will be made to consider risks identified at a regional and state level and ensure there are linkages in planning arrangements and risk treatments will be carried out in the context of local, regional, and state-wide programs and policies.

The Hume City Municipal Risk and Consequence sub-committee has responsibility to review current risks, identify new and emerging risks, undertake initial risk assessments, and make recommendations on treatment options to the MEMPC for endorsement.

4.2 Hazard, Exposure, Vulnerability

Risk management is a shared responsibility. Individuals and Households, business and community should mitigate risk by

- Understanding their risk.

- Formulating and implementing policy and regulation (such as land use planning and building regulations and floodplain management).

- Building, operating, and maintaining infrastructure.

- Promoting financial resilience to emergencies through home and contents insurance.

- Community engagement to build resilience to and awareness of risks and promote protective actions.

INDIVIDUAL AND HOUSEHOLDS

Undertake Diverse Activities to Mitigate emergency risks to oneself and others, support response activities by the EM sector, and meet their own relief and recovery needs where possible

BUSINESS
(Small, medium & Large businesses)

Undertake Diverse Activities to Mitigate emergency risks to oneself and others, support response activities by the EM sector, and meet their own relief and recovery needs where possible

COMMUNITY

Undertake Diverse Activities to Mitigate emergency risks to oneself and others, support response activities by the EM sector, and meet their own relief and recovery needs where possible

Figure: Mitigation is a shared responsibility

PART FOUR

Count of hazard category
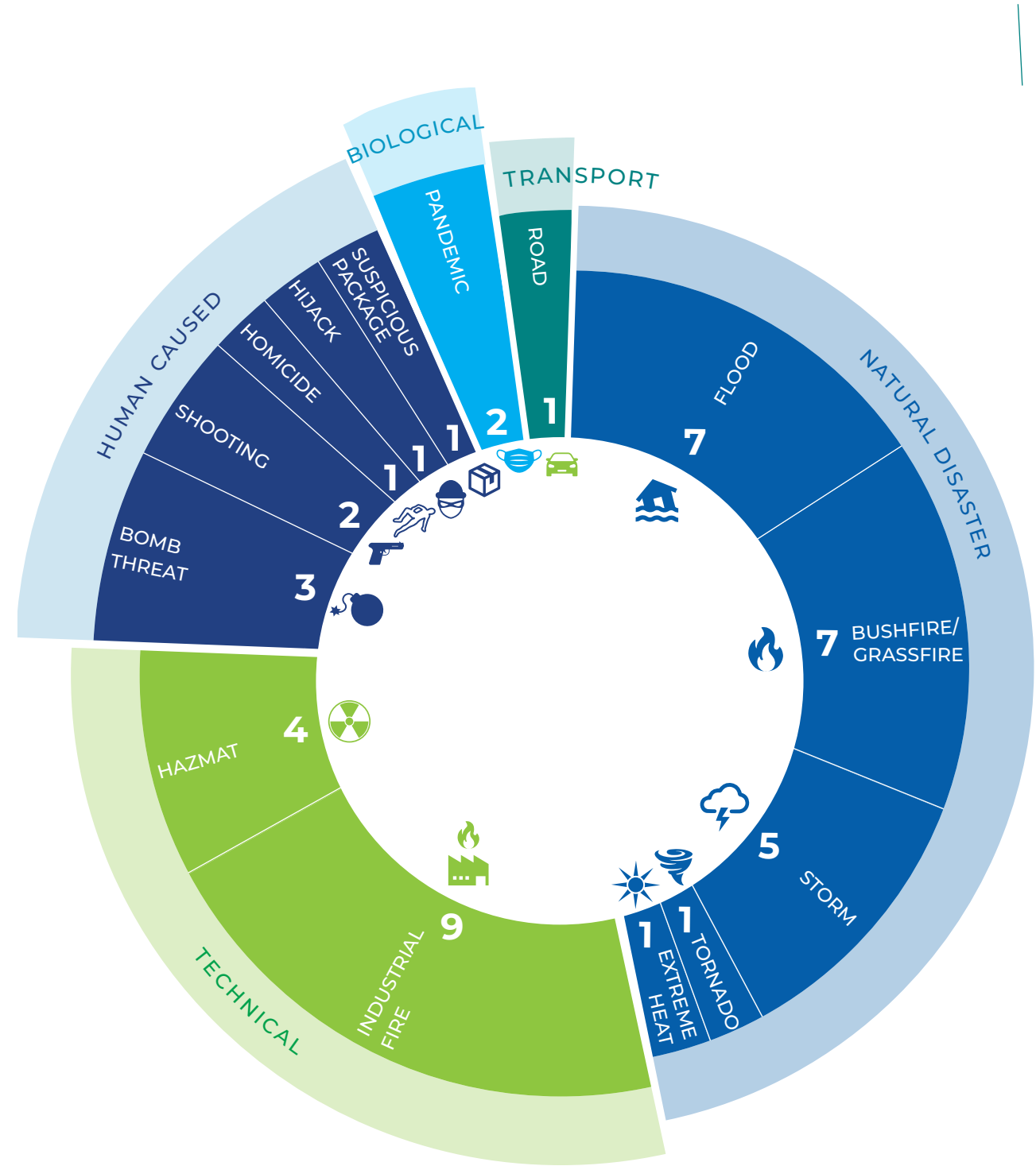
The chart above related to current risks and count of hazards that have had an impact to community, environment and economic.

4.3 Risk Assessment Process

Emergency Management includes a range of activities that require allocated resources – including human, financial, equipment and multi–agency support to ensure a coordinated and well-planned approach and outcomes. These resources are often limited. and must be used effectively. Hume City MEMPC has endorsed the Community Emergency Risk Assessment (CERA) as its method of risk assessment.

The CERA is an 'all hazards", "all agencies" integrated risk assessment. approach. The CERA Online tool developed by VICSES, assists. to identify, and prioritise emergency risks, combines hazard. information and intelligence from several sources in order to gain a clear understanding of the elements defined "risk" within a specific area that are likely to create most disruption to communities.
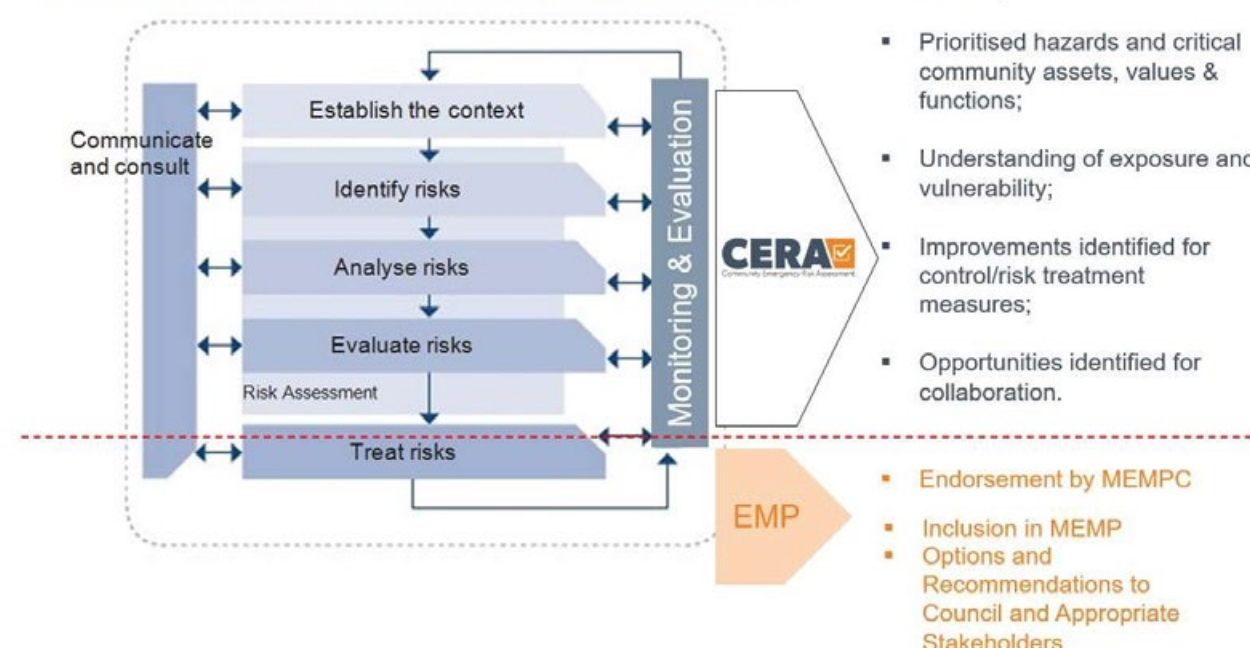
These sources include:

- existing 'single hazard' risk assessments, (e.g., the Victorian Fire Risk Register (VFRR), Integrated Fire Management Planning (IFMP) and Flood studies)

- new or existing community profile information, (e.g., Part 2 of Municipal Emergency Management Plans

- subject matter experts and local community representatives.

Through the CERA Tool kit the Hume City MEMPC has identified the below risks.

| Hazard	Risk Rating	Date last updated
Civil disturbances	Medium	04/04/2023
Fire-Structural/Residential	High	04/04/2023
Transport Accident-Aircraft	Medium	18/09/2024
Hazardous Material Release-Land	High	04/04/2023
Fire Commercial/Industrial/High-rise	High	04/04/2023
Human disease (pandemic)	High	07/03/2024
Bushfire/Grassfire	High	14/11/2023
Storm	High	03/06/2024
Extreme Temperatures (heat/cold)	High	07/03/2024
Transport Incident- Road	Extreme	18/09/2024

The CERA process is consistent with the Australian Standard AS/NZS ISO31000-2018 Risk Management principals and guidelines.

Informing Emergency Management Planning

CERA Outputs

- Prioritised hazards and critical community assets, values & functions;
- Understanding of exposure and vulnerability;
- Improvements identified for control/risk treatment measures;
- Opportunities identified for collaboration.

EMP

- Endorsement by MEMPC
- Inclusion in MEMP
- Options and Recommendations to Council and Appropriate Stakeholders

- Hume City MEMPC will work towards creating a safer community by identifying, analysing, and assessing risks, and where appropriate, identifying treatment options and implementing relevant plans.

- The committee recognises that this process may lead to suggested risk treatments that may affect social, political, economic, and/or environmental aspects of the community. All risk treatment recommendations may be affected by the reality of financial constraints.

- The Committee is invited and other representatives from various organisations as subject matter experts to the sub working group to support the risk assessment process.

The chart below provides a snapshot of the hazard category risk rating for Hume City.
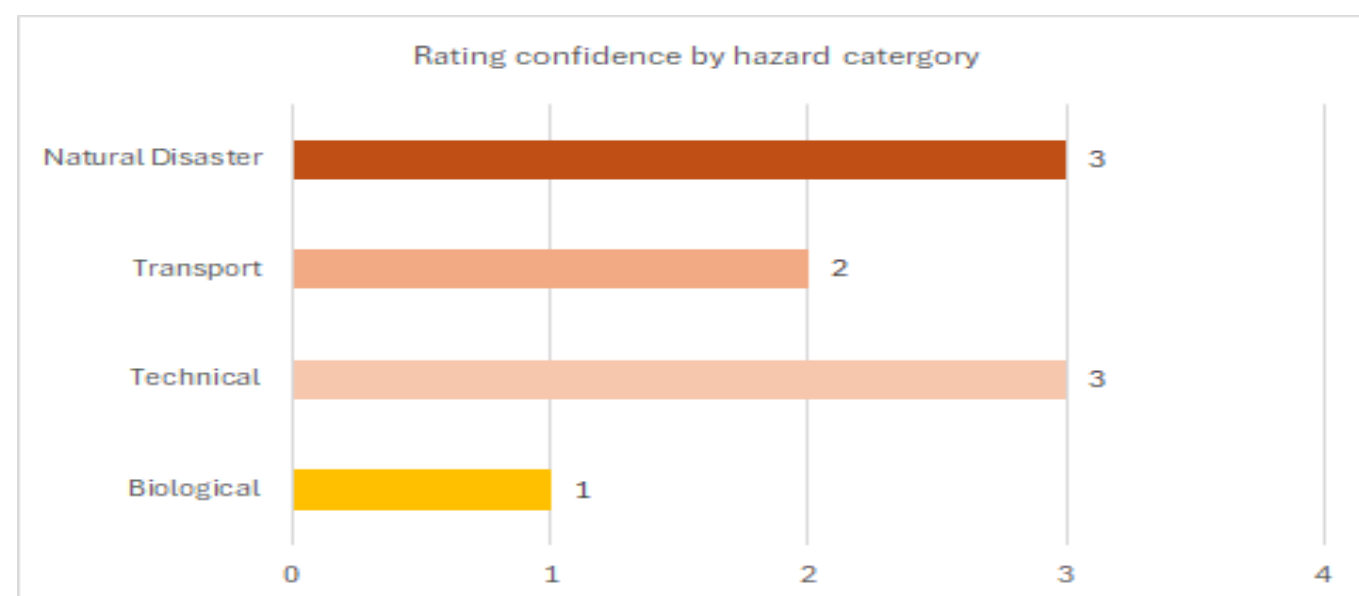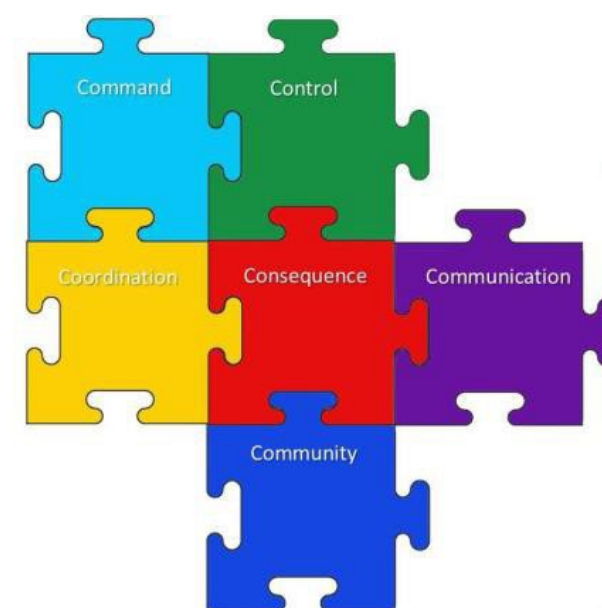

4.4 Consequence Planning

The 2012 Victorian Emergency Management Reform White Paper recognised the need to manage the broader consequences of all major emergencies regardless of their cause or nature. The Emergency Management Act 2013 (the Act) embeds the concept of consequence management in legislation. In accordance with section 32(1)(f) of the Act the Emergency Management Commissioner is responsible for coordinating consequence management for major emergencies in accordance with section 45 (addressed in definitions below).

As we have had the various hazards within Hume and an increase in the population of non-English speaking communities, these emergencies have become less predictable and more complex.

Hume has had the need to move beyond the traditional risk and hazard approaches and into the consequence thinking and planning. Consequence planning has become an integral part of the way we manage our identified risk areas and emergencies.

Hume City Council has adopted the Six Cs model recognises that community consequences flowing from emergency events should inform strategic communications and response, along with relief and recovery planning to limit the negative consequences to the community. Building a safer and more resilient community requires managing an emergency so as to limit not only the immediate impact of an event, but also the short, medium and long term negative effects of the event on affected and neighbouring communities. Below is the flow chart of the Six C's:

Hume City Council Emergency Management Team and internal HCC staff, including key stakeholders from the MEMPC have been engaged in the development of multi consequence plans due to the emergencies within the municipality. In addition to developing these plans for managing an event in the "during and after" phases of an emergency, the consequence plans have been used to inform planning before an event in terms of what the community, environment and businesses may require. More information on the management of the consequences can be found in section 5.3 of this plan. A copy of the consequence plans can be requested by emailing the MEMO at: memo@hume.vic.gov.au

GRS Recycling

4.5 Monitoring and Review

The MEMPC and key stakeholders from the major emergency service/support organisations identified the top risks in the municipal area. These risks are regularly reviewed at the risk and consequence sub-committee. Any changes to hazards and controls are reflected and actioned as soon as identified and assessed. A full risk assessment is undertaken every three years, led by the Hume City Council Municipal Risk and Consequence sub- committee or major event.

The assessment process's outputs are used to inform the MEMP, introduce risk action plans, and ensure that communities are aware of and better informed about hazards and the associated emergency risks that may affect them.

4.6 Resilience

A resilient community is socially connected and has infrastructure that can withstand disaster or shocks and foster community recovery. Resilient communities promote individual and community wellbeing, use of available resources and cohesiveness to strengthen their communities for every day, as well as extreme, challenges.

The ability of a community to respond to an emergency situation and in turn recover from the effects of an emergency will depend on the resilience of the affected community. A key role of the MEMPC is to help create more resilient communities.

Emergency service organisations, agencies and stakeholders have specific programs to build community resilience through awareness and education.

Other prevention and awareness activities to assist with building resilience may include:

- Australian Warning System
- Vic Emergency
- Community development activities
- Provision of information and promotion of practices that support resilience.
- Supporting and strengthening the community psychological and emotional response to an emergency through individual planning
- Legislation such as the Planning Scheme and Health and Wellbeing Act

For more information on specific emergencies, refer to the relevant sub-plan in section 5.4 of this plan.

4.7 Community Education

Community education is a vital component in the community understanding risks and preparing for emergencies. The development of relevant and appropriate community education resources and activities empower the community and enhance their resilience through being well informed and therefore being equipped (emotionally and physically) for an emergency.

The MEMPC members and other emergency management services/agencies collaborate to engage the community through:

- including community programs and projects
- emergency expo
- media (e.g. social media, print and publications)
- website
- relevant agency information guides.

For more information visit

www.cfa.vic.gov.au/home/local-information

www.ses.vic.gov.au/plan-and-stay-safe/flood-guides

www.parks.vic.gov.au

4.8 Emergency Markers

Emergency markers are installed at complex addresses across the municipality.

Emergency markers look like street signs with white text on a green background. Each has a unique alphanumeric code of three letters and three numbers. This code is linked to the Emergency Services Telecommunications Authority (ESTA). ESTA receives all the triple zero calls in Victoria and dispatches emergency services as appropriate.

For additional mapping on emergency markers and other location specific resources visit:

www.iconyx.com/emergency-markers-map

www.emergencyplus.com.au

5. Planning Arrangements

5.1 Introduction

The SEMP defines Emergency Response as the action taken immediately before, during and in the first period after an emergency to reduce the effects and consequences of the emergency on people, their livelihoods, wellbeing and property; on the environment; and to meet basic human needs.

This section outlines the Hume City Council arrangements for response to an emergency which is consistent with the SEMP.

5.2 Response Management Arrangements

Emergency response arrangements provide the structure for establishment of appropriate resources to manage emergencies throughout the State including additional resource requirements and escalation strategies for example requesting assistance from State and Commonwealth.

Emergency events are categorised using three parameters:

- Operational Tier
- Class of Emergency
- Classification
- Victorian emergency response management operates at three tiers
- incident
- regional
- state.

Emergencies are managed at the appropriate operational tier until the event may require escalation to a higher level.

Response arrangements are largely hazard-based, and Control Agencies are responsible for developing and maintaining hazard-specific response plans, as sub-plans to the SEMP. Sub-plans include arrangements for readiness, the establishment of control, incident management systems, relief, escalation and de-escalation.

They also include arrangements for communications, coordination, consequence management and community connections.

Classes of emergency as defined in the Emergency Management Act 2013 relate to the 'type' of emergency.

These are:

Class 1	a major fire or any other major emergency for which the Fire Rescue Victoria, the Country Fire Authority or the Victoria State Emergency Service Authority is the control agency under the State Emergency Management Plan
Class 2	a major emergency which is not a Class 1 emergency or a warlike act or act of terrorism or a hi-jack, siege or riot.
Class 3	a warlike act or terrorist act, a hijack, siege or may also be referred to as security emergencies.

PART FIVE

5.3 Command, Control, Coordination

Emergency response management is based on the functions of coordination, control, command, consequence management and communications. Broadly:

- Control is the overall direction of response activities in an emergency, operating horizontally across agencies.

- Command is the internal direction of personnel and resources, operating vertically within an agency.

- Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.
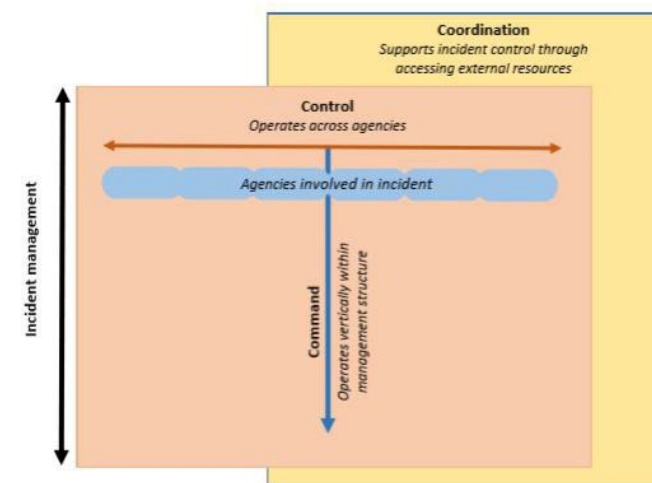
Functions of Command, Control and Coordination in Emergency Management

Additionally, in order to meet the objectives of emergency management in Victoria, those performing the command, control and coordination functions need to ensure:

- the consequences of the emergency are managed; and

- there is communication that meets the information needs of communities, stakeholders, and government.

5.4 Classification of emergencies

Incident management commonly uses a three-level classification system. Typical features of each level is outlined below.

5.4.1 Level One Emergency

- A small-scale emergency that can be resolved through local or initial response resources.

- Response is less than 24hours in duration.

- The response is in the incident area only.

- There is little to no potential for escalation.

5.4.2 Level Two Emergency

- Medium scale emergency requiring resources beyond the initial response.

- Response duration is over 24 hours.

- There are one or more incident areas.

- There are multiple hazards involved.

- There is potential for escalation to an emergency.

5.4.3 Level Three Emergency

- Large scale emergency with high complexity

- Response duration is multiple days

- There are multiple incident areas

- Incident is likely to become state or emergency or lead to the declaration of a state of disaster

5.5 Non-Major Emergency

A non-major emergency can be classified as a single incident or small-scale impact emergencies where individuals or families may have had their home or possessions severely damaged or destroyed, through an incident such as a house fire, localised flood, storm, burst pipes or vandalism.

These are emergencies that can be resolved using local resources and significant consequences to the wider community are not anticipated.

Hume City Council has adopted the North West Metropolitan Collaboration Non-Major Emergency Protocol which outlines the process for activation and roles and responsibilities for these types of emergencies.

See Appendix 4 BSW Non-Major Emergency Protocol for detailed information.

5.6 Consequence Management

The objective of consequence management is to minimise the adverse consequences to community as a result of a major emergency. This could impact on services and infrastructure.

The safety of community members is the primary consideration in consequence management. Although consequence management is a key consideration for all emergencies, it should not interfere with the control of an emergency.

Consequence in the emergency management context, is the "change in circumstances, planned or otherwise, experienced by a community or its members as a result of an event and its subsequent management".

The management of the individual hazard may differ, however the consequence for the community requires a coordinated response across agencies. The Emergency Management Commissioner is responsible for ensuring that consequence management is undertaken for major emergencies.

Over the last six years, Hume City Council has had 9 major industrial fires, 7 major grass fires, 10 illegal chemical storage sites and other events such as shootings and sieges.

Each event has had a significant impact to the community and environment. Through the

consequence management planning, adverse impacts to the community and the environment during an emergency can be minimised.

Hume has worked with key agencies in developing consequence plans for our large recycling facilities and all of our industrial areas within Sunbury, Campbellfield, and Craigieburn.

The consequence plan is a 'grab and go' document identifying demographics, vulnerable facilities, businesses,

and waterways within 2- and 5-kilometer radius of the industrial areas.

Hume and Melbourne Water have worked in identifying the pits within the industrial areas and looked at the possibility of blocking these and diverting contaminated water into sewer and not in our waterways.

5.7 Local Response Arrangements

Activation of local arrangements are outlined within the MEMP Sub-Plans and complementary plans. Each individual agency has activation procedures, and these will be activated in line with the state sub-plans.

An Incident Management Team (IMT) or Incident Emergency Management Team (IEMT) will be established as part of any emergency situation. Early notification to other agencies is essential to enable them to implement their own emergency response arrangements to support the coordinated approach to incident management.

This is especially important when there is a likelihood that the event could escalate or be protracted. The emergency arrangements will be activated in four phases:

Alert / Notification	control agency notifies IEMT that an emergency may require resources and keeps them informed about the situational awareness and conditions of the incident.
Standby	As the threat becomes imminent, members of the relevant agencies are placed on standby so they can act immediately if required.
Activation	The operational phase of an incident where agencies are committed to contain or control the emergency.
Stand down	Once the response to the emergency has been completed all participating agencies are advised to stand down.

Initial information will generally come from the control agency to the MERC who advises the MEMO and the level of response will depend on the nature and extent of the emergency.

The planning for specific response, relief and recovery activities are detailed in the following sub-plans and operational guidelines which can be found on the Hume Emergency Management Teas Site under **Plans**

Sub-Plan
Municipal Fire Management Plan
Influenza Plan
Municipal Heat Plan
Municipal Flood Emergency Plan (i.e. dams, flood, storm, storm surge)
Municipal Relief and Recovery

Operational Guidelines
ERC Operational Guidelines
MERG Operational Guidelines
MSIA Operational Guidelines
MECC Operational Guidelines

5.8 Impact Assessment

Impact assessment is conducted in the aftermath of an emergency to assess the impact to the community and inform government of immediate and longer-term recovery needs. Impact assessment must be community focused to ensure the data/information will assist decision making on how to best support impacted communities.

It is a three-stage process to gather and analyse information following an emergency event. The three types of impact assessment are:

Assessment Stage	Remarks
Initial Impact Assessment (IIA)	Initiated in the first 48 hours of an emergency to determine the nature and scale of the impact on people, critical infrastructure, community infrastructure, economy, natural, built, and agricultural environments. Assessments usually initiated by the Incident Controller.
Secondary Impact Assessment (SIA)	This phase considers resources available within an affected community and identifies those needs and priorities that can only be met with outside assistance.

Assessment is coordinated by Recovery Coordinator. |
| Post Emergency Needs Assessment | Post Emergency Needs Assessment estimates the cost of destroyed

assets across the five recovery 'environments.

Assessment is coordinated by Recovery Coordinator. |

5.9 Financial Considerations

Agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets.

State and Local Governments are responsible for funding their emergency operational expenditures from their general revenues. However, specific financial support arrangements are in place.

Reimbursement for costs associated with an event may be available through the State Government's Natural Disaster Financial Assistance (NDFA) Scheme. Before an affected municipality can seek reimbursement from the Scheme for an emergency, the emergency must first be 'Declared' by the State.

Financial assistance is provided in accordance with the Commonwealth-State Disaster Recovery Funding Arrangements (DRFA).

For further information refer to Emergency Management Victoria website.

5.10 Neighbourhood Safer Places and Community Fire Refuges

Hume City Council does not have any declared Neighbourhood Safer Places – Bushfire Place or Last Resort or Fire Refuges.

5.11 Council Resource Sharing

Hume City Council is a signatory to the MAV Inter-Council Emergency Management Resource Sharing Protocol. This protocol sets out an agreed position between councils regarding the provision of resources to assist other municipalities with response and recovery tasks during and after emergencies.

The protocol is intended to clarify operational, insurance and reimbursement issues that may arise through municipal resource sharing arrangements. Hume City Council and stakeholder agencies also have existing planning relationships with neighbouring municipalities.

Hume City Council is also a signature to the North West Metropolitan Collaboration MOU.

This MOU is an addition to and complementary to the emergency management arrangements reproduced in the State Emergency Management Plan (SEMP).

Hume City Council is a member of the North West Metro Region Emergency Management Collaboration Group (the Collaboration) along with representatives from key emergency services agencies. The 14 member councils of the collaboration are:

- Banyule City Council
- Brimbank City Council
- Darebin City Council
- Hobsons Bay City Council
- Hume City Council
- Maribyrnong City Council
- City of Melbourne
- Melton City Council
- Moonee Valley City Council
- Moreland City Council
- Nillumbik Shire Council
- Whittlesea City Council
- Wyndham City Council
- Yarra City Council
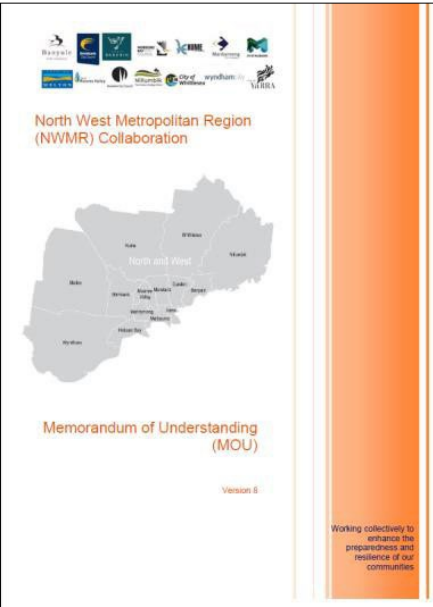
5.12 Debrief Arrangements

The Municipal or Regional Emergency Response Coordinator is responsible for ensuring that the Control Agency for the emergency organises an operational debrief with participating agencies as soon as practicable after cessation of response activities.

The purpose of a debriefing is to:

- ensure participating agencies understand what happened during an operation or emergency, and

- identify areas of improvement and highlight areas that were handled well, in order to improve the efficiency, effectiveness and safety of future operations or emergencies.

5.13 Transition to Recovery

While it is recognised that recovery activities will have commenced shortly after impact, **or preferably, simultaneously with response operations** and run concurrently with same, there will be a termination of response activities and a hand over to recovery agencies.

The Incident Controller, MERC and MRM should commence transition planning [from response to recovery] as soon as possible following the start of the emergency.

The early notification of recovery agencies involved in the emergency will ensure a smooth transition of ongoing activities from response to recovery. Issues to be considered for the timing of the transition from response to recovery include:

- the nature of the emergency and what ongoing specialist resources are required.

- whether a recurring threat is likely to occur compounding the impact on the community

- the extent of the impact on communities, as this may determine the length of the transition period.

- the level of loss/damage and the extent to which this has been validated (the stage of impact assessment reached e.g., if phasing into secondary/post-impact stages may indicate transition requirements)

- the extent to which the community requires emergency relief services as the impacted area needs to be made declared safe by all lead key stakeholders before transiton will occur

- the resources required for the activation of recovery arrangements.

- The transition agreement will be developed at the appropriate level between the response **agency**

- Incident Controller, MERC, MEMO, MRM, and the recovery agency coordinator (typically ERV)

5.14 Evacuation

Victoria Police is responsible for managing evacuation in Victoria. Evacuation is a risk management strategy that involves the movement of people to a safer location and the return of them at an appropriate time. As with emergency response activities, the main priority when deciding to undertake evacuation is the protection of life. There are five stages in the evacuation process:

- Decision

- Warning

- Withdrawal

- Shelter

- Return.

In Victoria, evacuation is largely voluntary. The Incident Controller makes a recommendation to evacuate, and individuals choose how they respond to the recommendation. However, in particular circumstances, legislation provides some emergency service personnel with the authority to remove people from areas or prohibit their entry.

Special consideration must be given to the evacuation of vulnerable people in the community.

Vulnerable people and those who may care for them, including facilities such as hospitals, aged care facilities, educational facilities, and prisons, are likely to need more time, resources, support, and assistance to evacuate safely.

Further information on evacuation can be found at Joint Standard Operating Procedure (JSOP) – Evacuation for Major Emergencies (JO3.12) available from EM-COP.

Council may be involved in assisting with the relocation/evacuation operation. Council's Municipal Recovery Manager plays a lead role in relocation/evacuation operations. In the first

instance, it is preferable for residents/evacuees to self- evacuate to a safe neighbor's property or to a friend or relatives place of residence.

When Emergency Relief Centres are required, Council is the lead agency to establish relief Centres supported by Police and other agencies. These Centres provide temporary short-term shelter as well as an avenue to provide the community with information, and, if needed, personal support.

An alternative to evacuation in some circumstances may be to shelter in a suitable home, building, structure, or other safe area. Sheltering in place should be considered as an alternative when the associated risks with evacuation are greater than the risks of sheltering in place.

Sheltering in place, however, will often not be without risk. Agencies should consider the risks posed to people when sheltering in a place and provide advice to them about how to best minimise these. Agencies, in conjunction with their local planning committees, should work closely with their local community to provide advice and alternatives regarding the suitability of sheltering in a place during an emergency.

Some considerations for agencies and people considering taking shelter in place are:

- the nature of the emergency

- quality of the shelter or safer area

- the likely duration of the emergency

- the need for emergency supplies such as water, food, and medical supplies

- the need for designated shelter managers, if applicable

- the contents of pre-arranged plans

- the age and health of the affected persons

- timely and relevant communication strategies.

5.15 Community Information and Warnings

It is important to ensure that warnings and public information are maintained at an optimum level for specific circumstances where community action is necessary, primarily to protect lives, and also for the protection of property and the environment.

Individuals and communities have a responsibility to prepare themselves in case of an emergency.

To assist them in the preparedness and during emergencies, the official emergency services web site for Victoria is www.emergency.vic. gov.au . It is a single all-emergencies website for Victorians. It is Victoria's primary website for incident information and warnings. Vic Emergency provides a single source of information and advice to help people prepare for, respond to and recover from emergencies.

Vic Emergency has a real-time Google Map display with incidents across Victoria including fires, floods, storms, power outages, hazardous material incidents and traffic incidents.

5.16 Warnings

Warnings can be issued at several different levels depending on the type and severity of the event. They can include advice, watch, and act, and emergency warnings.

5.17 Types of Warnings

Emergency warnings are the highest level of warning and aim to warn individuals and communities to prepare for an impending event or in the event of an emergency.

Once a decision has been made to issue a warning, the Incident Controller will determine which method to use (i.e., television, radio or internet) and determine whether a telephone alert needs to be issued.

Where an extreme and imminent threat to life exists and authorisation from the

Incident Controller is not practicable in the circumstances, warnings may be issued by any response agency personnel with notification to the Incident Controller as soon as possible.

5.18 Public Information

The Incident Controller is responsible for issuing warnings and public information. The Regional Controller (where appointed) or State Response Controller for Class 2 state Controller should assist if required.

The provision of information to the broader public/community, including those attending an Emergency Relief Centre (ERC), is vitally important to their capacity to understand what is happening, and to assist them in making informed decisions during a time of crisis.

Each agency manages community information through their own social media channels.

Community meetings may form part of the communications strategy for the event and be coordinated by the response agency.

- ABC 774 is the National Emergency Broadcaster.

- 98.9 North West FM

6.
Roles and Responsibilities

6.1 Relief Arrangements

Emergency Relief is the provision of essential needs to individuals, families, and communities in the immediate aftermath of an emergency.

Emergency Management agencies with relief responsibilities incorporate the principles of relief as outlined in the SEMP and National Strategy for Disaster Resilience. Relief is focused on consequence management and should consider the principles of relief.

Relief encompasses a range of services, including, but not limited to, community information, emergency shelter and provision of immediate needs, psychosocial support, material aid, first aid, financial assistance, animal welfare and legal support. It is important to assess the needs of each incident to determine the extent to which they are met.

Relief can be provided at a dedicated Relief Centre, places of community gathering, incident scenes, triage, and transfer sites as appropriate, memorials or other locations as appropriate. Relief is considered part of response and must be integrated into the response arrangements; however, it is important to note that relief is interconnected with recovery and must be seamlessly integrated with all other early recovery activities and considered in the response phase.

Further information on relief can be found in the City of Hume Recovery Sub Plan.

6.2 Relief Management and Governance

Hume City Council is responsible for relief coordination at the municipal level. The Department of Families, Fairness and Housing and Emergency Recovery Victoria are responsible for relief and recovery coordination at the regional and state level respectively.

Part 7 of the State Emergency Management Plan outlines relief roles and responsibilities for local arrangements in relief, refer to the Hume City Council Recovery Sub-Plan. The Recovery Sub-Committee may be activated to support the governance of relief.

Hume City Council is responsible for the planning, management, and operations of Emergency Relief Centres with the assistance of agencies and local service providers identified at the time of the incident. The City has designated a number of facilities that can be utilised as Emergency Relief Centres across the city through a formal Facility Audit process.

6.3 Activation of Relief Services

The level and type of relief required to support affected communities will be determined in consultation with the Incident Controller, MERC, MEMO, and MRM.

The MRM will coordinate the activation of the selected relief team and respective centre or services as depicted by the needs assessment.

PART SIX

6.4 Escalation

A formal request for escalation of relief will be made if the emergency event increases in complexity; exceeds the capacity and/or capability of the Hume City Council to respond; or an emergency has affected multiple municipalities within a region or multiple regions. The decision to escalate will be undertaken in consultation with the Incident Controller, MERC, MEMO, MRM, and the Regional Emergency Relief Coordinator.

Escalation of relief should be built on existing local arrangements rather than replacing them.

Resources to support the Council in its response to a local event may be obtained through the MAV Resource Sharing Protocol or through neighbouring councils.

In the event a neighbouring municipality requires support for relief services, including the activation of a Hume City Council relief centre, the NWMR Collaboration MOU will be activated CEO to CEO or alternatively the MAV resource sharing protocol will be the tool utilised to facilitate this escalation.

6.5 Relief Communication

Dissemination of community information as part of emergency relief assists the community to remain safe and understand support and services available to them.

Relief messaging should be integrated with response messaging, and it should inform the community about relief services and how to get assistance.

Where the formal transition from response to recovery has not yet occurred, the provision of community information remains the responsibility of the Control Agency in consultation with relevant stakeholders to ensure consistent localised emergency relief information.

Where transition has occurred, the Council in consultation with the Recovery Sub-Committee and relevant stakeholders will coordinate the public information.

6.6 Relief Planning

Hume City Council has a comprehensive Relief Program to support affected communities. This includes the development of plans, guidelines, and programs to ensure staff are trained to support relief activities. The Hume City Council Recovery Sub-Committee has the lead role in ensuring coordination of relief activities during an emergency such as:

- community information (public meetings, newsletters, information sheets, advertising, and media requests)
- temporary or emergency shelter and Emergency Relief Centres (ERC)
- food, water, and immediate material-aid
- psychosocial support and health and medical assistance
- reconnecting families and friends
- emergency financial assistance
- animal welfare
- legal assistance information
- providing advice and referral regarding goodwill, donated goods and services and spontaneous volunteering.

6.7 Register.Find.Reunite

Once activated by Victoria Police, Red Cross is responsible for the operation of Register.Find. Reunite to match voluntary registrations and enquiries made in relief centres, enquiry centres, or online to reconnect family, friends and loved ones during and after an emergency.

6.8 Animal Management in Emergencies

Municipal Councils are the lead for housing displaced companion animals and lost/stray domestic animals, and this includes supporting domestic animals and their owners within an Emergency Relief Centre.

The Victorian Emergency Animal Welfare Plan defines animal welfare support services in relief. This includes livestock, companion animals and wildlife.

Further information relating to domestic animals in emergencies is available through the Hume City Council Municipal Emergency Management Officer.

6.9 Vulnerable People and Facilities

6.9.1 Vulnerable Persons Register

Depending on the type of emergency, many in the community would be considered vulnerable or at risk. These may include the elderly, children, people with disabilities, and members of the Cultural and Linguistically Diverse (CALD) community. Local Government facilitates the Department of Families, Fairness and Housing Vulnerable Person Register, which can be accessed by Victoria Police during emergencies. Register participants are individually assessed against a set criteria and recorded in the Vulnerable Person Register.

6.9.2 Vulnerable Facilities

A vulnerable facilities list has been developed by the City of Hume which provides information on facilities that may have gatherings of people. This list comprises community halls, community hubs, Neighbourhood houses, senior citizens facilities, large event facilities and high frequency tourist venues. This list is reviewed annually or as required and for further information contact the MEMO or MRM.

In addition, data sets for state defined vulnerable facilities are located on EMCop.

7.
Recovery Arrangements

7.1 Introduction

Recovery is the coordinated process of supporting emergency affected individuals and communities to reconnect and re-establishing a level of functioning, coordination, and access to services.

Recovery is part of emergency management which includes the broader components of prevention, preparedness, and response. Planning for recovery is integral to emergency preparation and mitigation actions may be initiated as part of recovery.

The Municipal Recovery arrangements for City of Hume have been developed in accordance with the Emergency Management Act 1986, Emergency Management Act 2013 and align to the SEMP, Regional Emergency Management Plan (REMP) and recovery planning across the municipality.

7.2 Objectives of Recovery

The cooperation and coordination of services between all levels of government, non-government organisations, community agencies and the private sector is a key objective of recovery.

Key considerations of the recovery arrangements may include:

- general principles of recovery
- recovery planning and
- preparedness clarity of roles and responsibilities develop recovery action plans
- long term recovery

In addition to the key considerations, Recovery should be community-led and enable participation by all members of the community and should integrate with emergency response and relief activities and commence as soon as possible following the emergency.

Recovery considerations typically fall under four environments that require coordination as part of the recovery process: Social, Economic, Built and Natural.

Consideration will also be given to adapt the recovery framework as necessary to align with Emergency Recovery Victoria's Recovery Framework - Five Lines of Recovery:

- People and Wellbeing
- Aboriginal Culture and Healing
- Environment and Biodiversity
- Business and Economy
- Building and Infrastructure

PART SEVEN

7.3 Recovery Definition

The SEMP states that recovery is "the assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning".

The National Principles for Disaster Recovery outlines that for successful recovery, the following is Principles are relied on:

- Understanding the context
- Recognising complexity
- Using community-led approaches
- Ensuring coordination of all activities
- Employ effective communication.
- Acknowledging and building capacity

*National Principles of Recovery.*

7.4 Escalation

Recovery coordination may escalate from Council coordinated recovery to regional recovery rapidly or over time depending on the emergency context, capacity, recovery environment and community requirements. The following factors may indicate the need for escalation of recovery and formalised regional coordination arrangements:

- The emergency is expected to exceed Local Government Authority capacity to manage recovery coordination.
- The recovery agencies intend to draw on regional or state-tier resources for the foreseeable future in relation to the emergency.
- An increasing scale or changing nature of the actual or expected recovery effort.
- Significant consequences.
- Escalating recovery costs and funding opportunities.

Additional considerations to activate regional recovery coordination include:

- State border closure.
- Initial impact assessments indicate that the damage to private property exceeds the Annual rates base of the municipality.
- High numbers of non-resident landowners impacted by the event.
- International tourists affected by the emergency, and diplomatic assistance is required.

Recovery escalation is undertaken in consultation with the MRM, MEMO, MERC and Emergency Recovery Victoria. Flow chart below explains the escalation process:
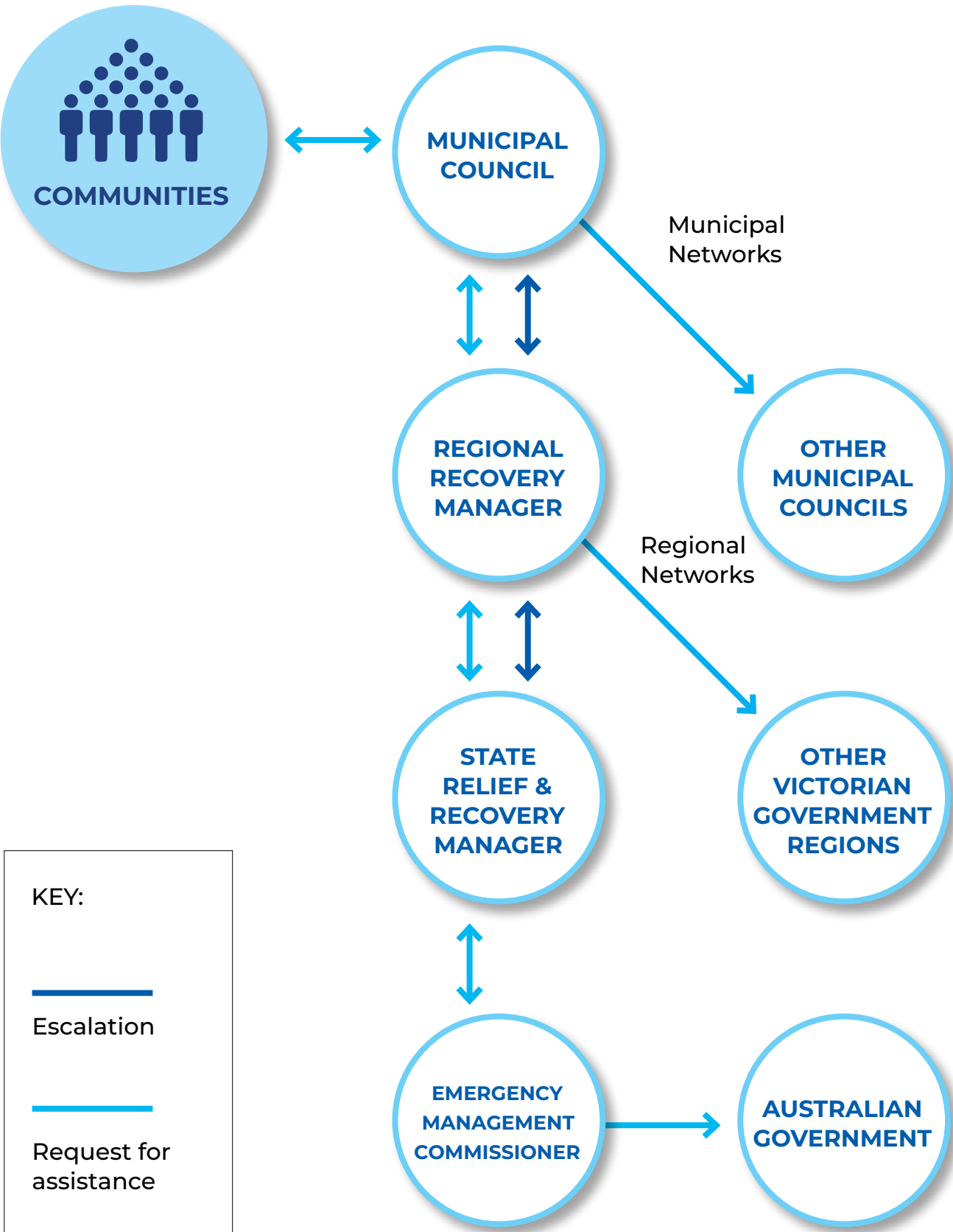
7.5 Management Structure

Where the need for formal recovery is identified, the Hume City Recovery Sub-Committee may establish an incident specific recovery committee in addition to the sub-committee. The initial responsibilities of the incident specific recovery committee is to formalise the governance structure, oversee the transition from Response to Recovery agreement, establish working groups and develop an Incident Specific Recovery Plan.

It is the responsibility of the incident specific Recovery Sub-Committee to ensure that affected communities are represented in the recovery arrangements which may be through Community Recovery Groups.
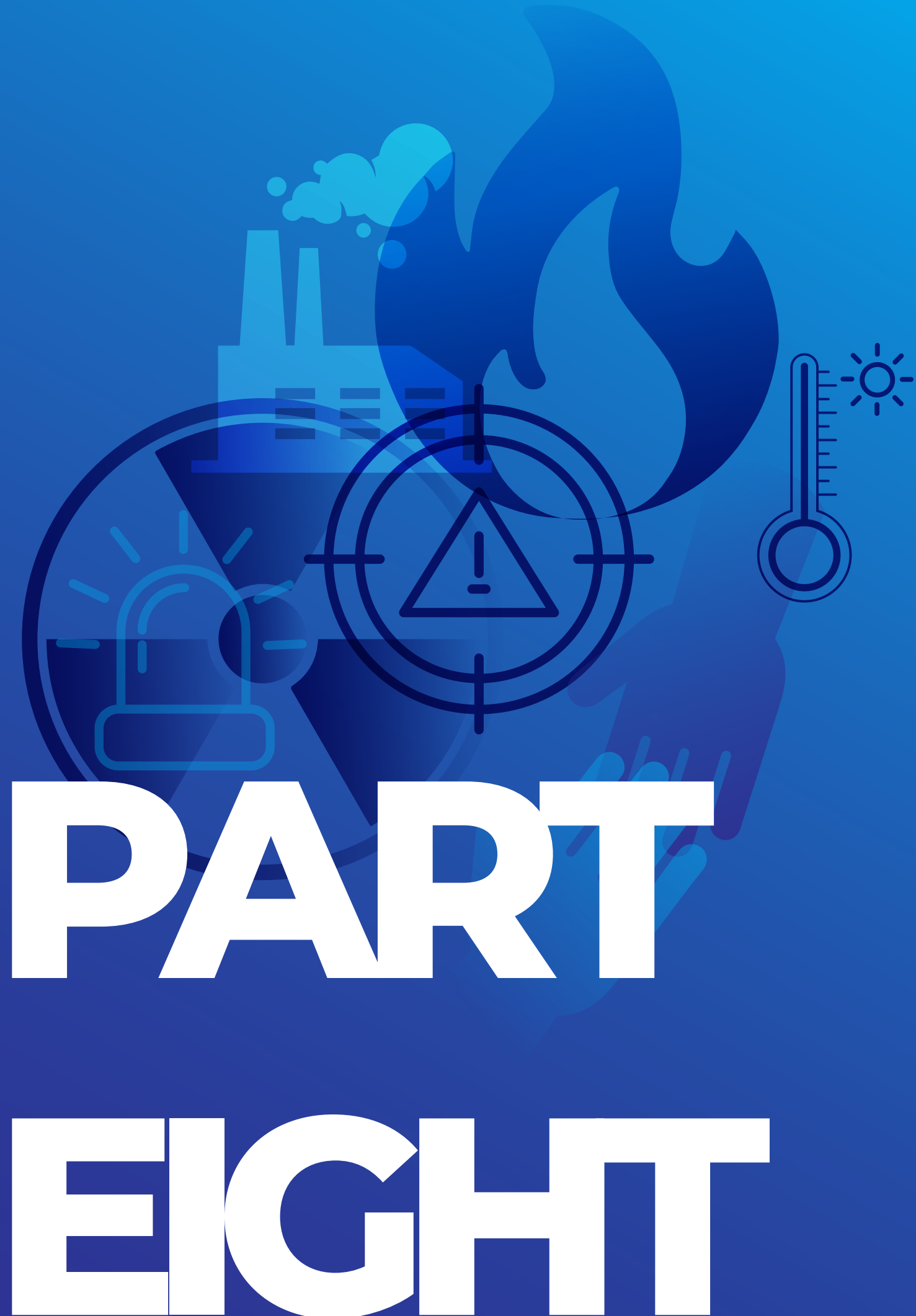
7.6 Secondary Impact Assessment

Secondary Impact Assessment (SIA) determines the long-term needs of the community. It is informed by the Initial Impact Assessment. Secondary Impact Assessment can take many forms depending on the type of event, extent of damage and needs of affected individuals and communities. This could include but not limited to appraisal of extent of damage and disruption and outreach support. Local Government coordinates secondary impact assessment at the local level. Full details of the SIA can be found in the SIA Operational Guideline which include roles and responsibilities.

7.7 Government Assistance Measures

State and Federal government assistance may be available in the recovery efforts following a declared event. The type of support available will depend on the level of impact.

PART EIGHT

8. Roles and Responsibilities

8.1 Introduction

An agency that has a role or responsibility under this plan must act in accordance with the plan. The SEMP and REMP outline agreed agency roles and responsibilities, noting that existing duties, functions, power, responsibility or obligation conferred on an agency by law, licence, agreement or arrangement prevail to the extent of its inconsistency with this plan (EM Act 2013 s60AK).

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

All agencies with responsibilities under the MEMP should provide written confirmation of their capability and commitment to meet their obligations. This can be evidenced by their endorsement of the draft MEMP, including revisions, before it is presented to the REMPC for consideration.

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

8.2 Roles and Responsibilities Guidelines Hume Staff

- Emergency Relief Centres (ERC SOGs)- NWMR ERC Standard Operating Guidelines have a full list of all ERC staff roles and responsibilities.

- Council Emergency Operation Centre (CEOC)- Council operational guidelines have a list of staff who would be operating the operations centre and our Emergency Municipal Emergency Liaison Officer (EMLO).

- Secondary Impact Assessment (SIA)- SIA Guidelines list the roles and responsibility of the SIA EMLO. Copies of all guidelines are listed on MEMPC Microsoft Team Site for both MEMPC and internal council staff.

8.3 Core Capabilities

1	Planning	8	Fatality Management	15	Relief Assistance
2	Community Information and Warning	9	Critical Transport	16	Environmental Response
3	Operational Management	10	Logistics and Supply Chain Management	17	Economic Recovery
4	Intelligence and Information Sharing	11	Impact Assessment	18	Natural and Cultural Heritage Rehabilitation
5	Public Order and Community Safety	12	Search and Rescue	19	Built Recovery
6	Building Community Resilience	13	Health Protection	20	Social Recovery
7	Fire Management and Suppression	14	Health Emergency Response	21	Assurance and Learning

Below is a list of the 21 Core Capabilities. A full detailed copy can be found in the SEMP link
Victorian Preparedness Framework

8.4 Agencies/Stakeholders

The agencies/stakeholders are only included if not already listed in the SEMP or REMP.

8.4.1 Metro Trains

Activity	Alignment to Victorian Preparedness Framework
Mitigation Participate in CERA Review Participate in multi-agency exercises and training	Core Capability 1
Response (including relief) Carry out designated role when MEMP activated. Provided transport support to ERCs/affected persons where appropriate	Core Capability 3,4,125,19
Recovery Carry out designated roles when MEMP activated	Core Capability 19
Assurance and Learning Participate in Post Incident Debriefs Identify change/improvement opportunities	Core Capability 21

8.4.2 V/Line

Activity	Alignment to Victorian Preparedness Framework
Mitigation- Participate in CERA Review Participate in multi-agency exercises and training.	Core Capability 1
Response (including relief)-Carry out designated role when MEMP activated. Provided transport support to ERCs/affected persons where appropriate	Core Capability 3,4,125,19
Recovery-Carry out designated roles when MEMP activated	Core Capability 19
Assurance and Learning Participate in Post Incident Debriefs Identify change/improvement opportunities	Core Capability 21

8.4.3 Department Transport and Planning

Activity	Alignment to Victorian Preparedness Framework
Mitigation-Participate in MEMPC meetings and MFMPC Working groups meetings as requested. Participate in CERA Review Participate in multi-agency exercises and training	Core Capability 1
Response (including relief) Carry out designated role when MEMP activated	Core Capability 3,4,125,19
Recovery	Core Capability 19
Assurance and Learning-Participate in Post Incident Debriefs, Identify change/improvement opportunities	Core Capability 21
Mitigation	Core Capability 1
Response (including relief)	Core Capability Core Capability 3,4,125,19
Assurance and Learning	Core Capability 21

8.4.4 Melbourne Airport

Activity	Alignment to Victorian Preparedness Framework
Participate in MEMPC meetings and working groups meetings. Participate in CERA Review Participate in multi-agency exercises and training	Core Capability 1
When requested communicate information and warnings that have an immediate effect on traveling public and airport staff	Core Capability 2
Carry out designated role when MEMP activated for an incident that has an effect on the airport.	Core Capability 3
Provide intelligence and information sharing where the Airport has capability.	Core Capability 4
Participate in Post Incident Debriefs Identify change/improvement opportunities	Core Capability 21

PART NINE

9. Administration

9.1 Administration

This section only contains the MEMPC members' contacts and council owned resources. All other contacts such as HCC staff members who would be activated in an emergency can be found
in the Municipal Relief and Recovery Sub Plan including (vulnerable facilities, neighbouring councils). Other Roles and responsibilities can be found in the relevant operational guide such as ERC Guideline, MERG Guideline and MECC Guideline.

9.2 Restricted Operational Contact Information

Pursuant to Section 60A (2) of the EM Act 2013 Hume City Council maintains contact lists for all MEMPC members, council owned resources, vulnerable facilities, local bus companies and accommodation facilities. This information is excluded from the published Plan as it related to critical infrastructure, personal information or information that is of commercially sensitive nature. A copy of the contact list for the MEMPC can be found on the MS Team Site.

9.3 MEMPC Terms of Reference

The Emergency Management Legislation Amendment Act 2018 (EMLA Act) amended the Emergency Management Act 2013 (EM Act 2013) and various other acts to establish a new integrated and coordinated framework for emergency management planning at state, region and municipal levels.

At the municipal level, the EM Act 2013 as amended creates an obligation for a reformed Municipal Emergency Management Planning Committee (MEMPC) to be established in each of Victoria's municipal districts, including Alpine Resort Management Boards which, for the purposes of the Act, are considered as municipal districts.

Each MEMPC is a multi-agency collaboration group whose members bring organisation,

industry, or personal expertise to the task of developing a comprehensive emergency management plan for the municipality.

The Municipal Emergency Management Plan (MEMP) covers arrangements for mitigation, response and recovery, and identify the roles and responsibilities of agencies in relation to emergency management.

Under section 59F of the EM Act, the municipal council establishes a MEMPC which transfers responsibility for municipal emergency management planning from the council to the multi-agency MEMPC. This shift of responsibility highlights the intent of the reform which supports emergency management planning as an integrated, multi-agency and collaborative effort. This means that all participating agencies are required to contribute their expertise
and resources to municipal emergency management planning.

As per section 59E of the EM Act 2013, the MEMPC can regulate its own procedure.

The MEMPC is the peak planning body for emergency management within the municipal district. It is the forum for government and non-government agencies to develop policies, procedures, strategies and frameworks to support coordinated emergency management planning for the municipality.

In line with section 59D of the EM Act 2013 the functions of the MEMPC are to:

a. be responsible for the preparation and review of its MEMP

b. ensure that its MEMP is consistent with the state emergency management plan and the relevant REMP

c. provide reports of recommendation to its REMPC in relation to any matter that affects, or may affect, emergency management planning in the municipality

d. share information with the REMPC and other MEMPCs to assist effective emergency management planning

e. collaborate (having regard to the Guidelines) with any other MEMPC that the MEMPC considerers appropriate in relation to emergency management planning, including preparing MEMPs

f. perform any other function conferred on the MEMPC by the EM Act 2013, or any other act.

g. The MEMPC does not have a financial delegation and does not hold a budget. The MEMPC cannot expend or receive monies

The MEMPC has the power to do all things necessary or convenient in connection with the performance of its functions, however it cannot direct any member agency or other group. A full copy of the TOR can be found on Appendix 1.

To ensure the both the legislative and continuity requirements are maintained for the Hume City Council Emergency Management Documentation Procedures and Storage have been developed outlining the schedule of activities pre and post all emergency management meetings and notifications and distribution of agenda and minutes for all Internal and External Municipal Emergency Management Planning Committees.

Documentation Storage sets out the location of where information relating to Emergency Management will be maintain the records, plans, correspondence, minutes, agendas, decisions, and templates for Council personnel involved in emergency management for the municipality of Hume.

Hume City Council stores all their documents for easy staff access on:

1. Hume Internal 'Team Site' under 'Emergency and Fire Management' Click onto link: Team Site

2. Files are created and documents are also stored on our internal Trim System.

3. MEMPC Committee members can only access the full MEMPlan, Agenda, Meetings and other MEMPC documents on our external document management system 'Teams'.

9.3 MEMPlanning Committee

Meetings will be held quarterly on the 3rd Wednesday of the month starting from April each calendar year. (April, August, December)

9.4 Administration process:

Meeting dates for the forwarding years MEMP Committee meetings will be tabled at the November MEMP Committee meeting.

Action 1:
Send out Notice of Meeting and call for agency reports no later than one month prior to meeting.

Action 2:
Two weeks before Meeting send intention to finalise meeting Agenda, Agenda Papers and Agency Reports.

Action 3:
One week before Meeting send Agenda, Agenda Papers, Agency Reports, and minutes of previous meeting.

Action 4:
Within two weeks after the Meeting assigned action item responsibilities and minutes sent to MEMPlanning Committee

10. Appendices Special Plans and Arrangements

10.1 Location of Emergency Relief Centres (ERC)

There are a number of Emergency Relief Centres identified across the municipality. The centres have been assessed and found to be potentially suitable for use in times of emergency.

These centres do not provide Emergency Relief Services unless activated via the detailed process. This information is not available to the public. A decision will be made on the day of the incident on which is the best centre to be opened to ensure the community is not put in harm's way by going to the incorrect centre.

Notification of the location, facility and services that will be available at an ERC during an incident will be provided by the MEMT via the IC to the community via the formats listed in the Community Information Function area above.

Hume will not activate an ERC for the purpose of 'cool spaces' during high heat days (Heatwave) due to the risk to the community travelling in the heat, overcrowding or power failure during operations.

Council's Emergency Relief Centres may, at the request of the Emergency Management Commissioner through the REMI and / or the MERC be requested to be on standby or open under the Council's emergency management resource sharing protocol on 'Extreme' or 'Catastrophic' Days' Fire Days to sport other municipalities within the region.

The Hume City Council may also assist other neighbouring municipalities with ERC operations if the incident is deemed to significantly affect one of those municipalities and a location within Hume safer for the affected community. This can be activated via two processes.

- North West Metro EM Collaboration: via the MOU which requires CEO to CEO and MEMO to MEMO.

- MAV Resource Sharing Protocol processes and procedures.

PART TEN

11. Municipal Sub Plans

Hume City Council has a number of Sub Plans that city within the MEMPlan as listed below.

11.1 Municipal Fire Management Sub Plan

This Municipal Fire Management Plan (MFMP) has been produced by and with the authority of the Hume City Council pursuant to Section 20 of the Emergency Management Act 1986; and will be deemed to fulfil Section 55A of the CFA Act 1958 (Vic). The MFMP is a sub plan of the Hume City Council Municipal Emergency Management Plan (MEMP). MFMP's have a three-year planning cycle being reviewed on a **12 month** basis from the endorsement of the plan.

A copy of the Sub plan (public) version of the Fire Management Plan can be found via the following link: Hume website Municipal Fire Management Plan

For a full copy of the Hume City Council Fire Management Plan is also added to the council shared drive 'Teams which can be assessed by all committee members and subcommittee members.

11.2 Flood Emergency and Hume Flood Management Sub Plans

This Municipal Flood Emergency Plan (MFEP) has been prepared by (Hume City Council Sub Municipal Emergency Management Flood Planning Committee (MEFPC) and with the authority of the Hume City Council Municipal Emergency Management Planning Committee (MEMPC) – (refer to section 1.6 endorsement of plan) pursuant to Section 20 of the Emergency Management Act 1986 (as amended).

This MFEP is a sub-plan to the Hume City Council Municipal Emergency Management Plan (MEMP), is consistent with the, Victoria Flood Management Strategy (DNRE, 1998a), the Regional Flood Emergency Plan and the State Flood Emergency Plan and takes into account the outcomes of the Community Emergency Risk Management (CERM) process undertaken by the Municipal Emergency Management Planning Committee (MEMPC).

This Municipal Flood Emergency Plan is a result of the cooperative efforts of the Hume City Council Flood Planning Committee (MFPC) and its member agencies.

This Plan is endorsed by the Hume City Council MEMPC as a sub-plan to the MEMP.

This plan has been reviewed as a legislative requirement, but the reviews have been adhoc and not formalised. The Flood Plan subcommittee has now been established to ensure that community risks and education are formalised and discussed with the key agencies.

The MEMPC can obtain a copy of the plan on teh Teams site and on the Hume website www.hume.vic.gov.au or Municipal Flood Emergency Plans

PART ELEVEN

11.3 Heat Health & SEMP Viral (Respiratory) Pandemic Sub Plan

Emergency Management Act 2013 provides the Emergency Management Framework for Victoria. Its objective is 'to ensure that components of emergency management are organised within a structure which facilitates planning, preparedness, operational, co-ordination and community participation.'

Hume City Council established a Heat Heath and Pandemic Sub Committee. The Pandemic Planning Committee is a subcommittee of the Municipal Emergency Management Planning Committee and is responsible for reviewing the SEMP Viral (Respiratory) Pandemic Plan.

The plan will be activated following advice from the Department of Health if a further outbreak has been determined, which will impact the safety and wellbeing of the community.

for more information on the SEMP Viral (Respiratory) Pandemic sub plan visit Hume City Councils website.

This will determine the activation of the Pandemic Response Committee, which will undertake the following tasks:

- Australian Health Management Plan for Pandemics August 2019
- Emergency Response Plan for Communicable Disease Incidents of National Significance – National Arrangements 2018
- Victorian Action Plan for Pandemic Influenza August 2015
- Victorian Health Management Plan for Pandemic Influenza – Victorian Department of Health and Human Services Oct. 2014
- COVID 19 Pandemic plan for the Victorian Health Sector 2020
- Hume City Council Municipal Emergency Management Plan
- Hume City Council Business Continuity Plan
- Work with the Municipal Emergency Management Planning Committee to align planning activities.

- Support national and state response and recovery by representing the diverse needs of the local community and contributing to their continuing viability.
- Share knowledge and create an environment of continuous improvement.

Heat Sub Plan

Hume City Council has also established a Heat Heath Sub Committee. The Heat subcommittee is a subcommittee of the Municipal Emergency Management Planning Committee and is responsible for reviewing the Heat Health Plan. The Heat Plan is for management of heatwave events through positive woring realtionships with community-based agencies and organisations. The Heat Plan provides an overall framework for council to respond to heat events.

A copy of the both plans can be found on the Hume website www.hume.vic.gov.au .

For a full copy of the Heat Plan and SEMP Viral (Respiratory) Pandemic plan are also added to the council shared drive 'Teams' which can be assessed by all committee members and subcommittee members.

11.4 Relief and Recovery Sub Plan

The Hume City Municipal Emergency Relief and Recovery Plan is a sub plan and supporting document to the Hume City Council Municipal Emergency Management Plan. These plans address the organisational responsibility of Hume City Council in the planning, mitigation, preparedness, response, and recovery from emergencies.

Hume City Council Municipal Emergency Management Planning Committee has endorsed this Relief and Recovery Plan to specify agreed relief and recovery activities before, during and after emergencies.

The State Emergency Management Plan 2020 (SEMP) outlines the roles and responsibilities of local, regional and state government. Emergency relief and recovery at the state land regional levels rests with Emergency Recovery Victoria (ERV), and is coordinated at the local level by municipal councils.

Hume City have established a Relief & Recovery Sub Committee, the committee work on internal planning and coordination for relief and recovery responsibilities, discussing emerging issues, reviewing, and developing emergency documents, plans and communications tools were required and make recommendation to the MEMPC. The committee will share information and activities on relief and recovery functions within their agencies and across the municipality.

The committee meets three (3) times a year before and provides a report/update to the MEMPC Committee on action/activities discussed at the subcommittee meeting.

A copy of the plan can be found on the Hume website www.hume.vic.gov.au . For a full copy of the Heat Plan and Pandemic plan are also added to the council shared drive 'Teams which can be assessed by all committee members and subcommittee members.

11.5 Complementary Plans

All sub-plans are multi-agency plans and may be hazard specific where the consequence are likely to e significant. The MEMPC have determined the following sub plans are required.
Flood/Storm Management
Fire Management
Heat Response
Pandemic
Recoveryl

All sub-plans to this plan are subject to the same preparation, consultation, assurance, approval and publication requirements as this Plan, as outlined in Part 6A of the EM Act 2013. Complementary plans do not fall within Part 6A of the Em Act 2013 or are not multi-agency shared plans.

Complementary plans do not form part of this Plan and are not subject to approval, consultation and other requirements under the EM Act 2013. Council complementary plans are:

- Emergency Relief Centre Standard Operating Guideline (SOGs)
- Council Emergency Operation Centre Guideline (CEOC)
- Secondary Impact Assessment (SIA)
- Municipal Emergency Recovery Guidelines (MERG)
- Consequence Plans

11.6 Communication and Community Engagement Plan (CCEP)

As referenced in the SEMP 2020 under Shared Responsibility, we need to collaborate more with various stakeholders to build a safer and more resilient community.

Hume City Council has developed a Communication and Community Engagement Plan (CCEP) has been developed with an all-hazards approach. The purpose of this communications and engagement plan to mitigate any risks and consequences of these risks by raising awareness, education in building resilience within the community of any potential emergency threats to our community.

The plan aligns with the state level, the Victorian Emergency Management Strategic Action Plan and other plans such as the State Fire Management Strategy outline state-wide strategic priorities, with corresponding actions, to support Victorians in achieving a vision of safer and more resilient communities.

The CCEP covers a range of digital information either developed by HCC or shared by our MEMPC agencies. The plan also covers community engagement activities and exercises. This plan is agended at the MEMPC and endorsed by the MEMPC.

For a full copy of the Heat Plan and Pandemic plans are also added to the council Team Site for the MEMPC members and on Hume's website www.hume.vic.gov.au

APPENDICIES

Appendix 1-TOR

Introduction

The Emergency Management Legislation Amendment Act 2018 (EMLA Act) amended the Emergency Management Act 2013 (EM Act 2013) and various other acts to establish a new integrated and coordinated framework for emergency management planning at state, regional, and municipal levels.

At the municipal level, the EM Act 2013 as amended creates an obligation for a reformed Municipal Emergency Management Planning Committee (MEMPC) to be established in each of Victoria's municipal districts, including Alpine Resort Management Boards which, for the purposes of the Act, are considered as municipal districts.

Each MEMPC is a multi-agency collaboration group whose members bring organisation, industry, or personal expertise to the task of developing a comprehensive emergency management plan for the municipality.

The Municipal Emergency Management Plan (MEMP) covers arrangements for mitigation, response, and recovery, and identifies the roles and responsibilities of agencies in relation to emergency management.

Scope

The MEMPC operates strategically to ensure comprehensive, collaborative, and integrated planning occurs at all levels.

With a focus on preparedness and resilience, municipal planning applies risk-based analysis to mitigate or reduce the consequences of emergencies on the built, economic, social, and natural environments and improve community outcomes.

Planning considerations include the full spectrum of prevention, preparedness, response, and recovery and apply to all hazards and all communities.

The MEMPC maintains an awareness of existing municipal capability and capacity to support the effective conduct of mitigation, response, and recovery activities. Where appropriate the committee may facilitate or assist with activities that support capability and capacity uplift. This

may include, but is not limited to, community engagement activities or multi-agency exercises and training that provide for continuous learning and improvement.

Governance

Under section 59F of the EM Act, the municipal council establishes a MEMPC which transfers responsibility for municipal emergency management planning from the council to the multi-agency MEMPC. This shift of responsibility highlights the intent of the reform which supports emergency management planning as an integrated, multi-agency and collaborative effort. This means that all participating agencies are required to contribute their expertise and resources to municipal emergency management planning.

As per section 59E of the EM Act 2013, the MEMPC can regulate its own procedure.

MEMPC Functions

The MEMPC is the peak planning body for emergency management within the municipal district. It is a forum for government and non-government agencies to develop policies, procedures, strategies, and frameworks to support coordinated emergency management planning for the municipality.

In line with section 59D of the EM Act 2013 the functions of the MEMPC are to:

a. be responsible for the preparation and review of its MEMP

b. ensure that its MEMP is consistent with the state emergency management plan and the relevant REMP

c. provide reports of recommendation to its REMPC in relation to any matter that affects, or may affect, emergency management planning in the municipality

d. share information with the REMPC and other MEMPCs to assist effective emergency management planning

e. collaborate (having regard to the Guidelines) with any other MEMPC that the MEMPC considerers appropriate in relation to emergency management planning, including preparing MEMPs

f. perform any other function conferred on the MEMPC by the EM Act 2013, or any other act.

The MEMPC has the power to do all things necessary or convenient in connection with the performance of its functions, however it cannot direct any member agency or other group.

The MEMPC may establish ongoing sub-committees or time-limited working groups to investigate or address specific issues or undertake key tasks. Refer to Appendix B – MEMPC Sub-Committee Structure

Context

The MEMPC reports to the REMPC, and the REMPC is the key link between municipal and state level emergency planning and response activities. All legislated member agencies of the MEMPC are also represented in the REMPC.

Emergency Management Commissioner ↔ REMPC ↔ MEMPC
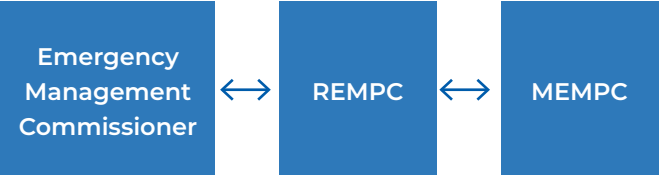
Relationship of the MEMPC to the REMPC and the EMC

Membership

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

When deciding whether to invite new members to the MEMPC, consideration should be given to the reason for the invitation; for example, a potential member may be needed to add subject matter expertise to a specific project or body of work and therefore an invitation to participate in a sub-committee or working group may be a more appropriate strategy.

The committee will review its membership on a yearly basis, or more frequently if needed.

Refer to Appendix A for a current list of members of the MEMPC.

Change of Representative

The relevant agency will advise the MEMPC chair in writing of any formal changes to their nominated representative. This relates to a permanent change of membership and does not relate to attendance as a proxy.

As required by Section 59A of the EM Act 2013, a representative requires confirmation from within the relevant agency, as outlined in the table below.

Agency	Agency nominations confirmed by
Hume City Council	Chief Executive Officer
Victoria Police	Chief Commissioner of Police
Fire Rescue Victoria	Agency
Country Fire Authority	Agency
Ambulance Victoria	Secretary, Department of Health, and Human Services
Victoria State Emergency Service	Agency
Australian Red Cross	Agency
Department of Health	Secretary, Department of Health,
Department of Families, Fairness and Housing (DFFH)	Secretary, Department of Families, Fairness and Housing
Emergency Recovery Victoria	Secretary, Emergency Recovery Victoria

Roles and responsibilities

Chair

Section 59B(1) of the EM Act 2013 specifies that the municipal council must nominate either its Chief Executive Officer or an appropriate member of the municipal council staff by the Chief Executive Officer as the chairperson.

Chair responsibilities:

The chair has the following functions (s59B(2) of the EM Act 2013):

- Chairing MEMPC meetings
- Facilitating the MEMPC to perform its functions
- On behalf of MEMPC, provide information and recommendations to the REMPC

Additionally, the chair will:

- Ensure the MEMPC operates in accordance with the requirements of this Terms of Reference
- Preside at and manage all meetings
- Confirm the agenda for each meeting
- Manage acceptance/advice of last-minute papers or agenda items prior to MEMPC meetings.
- Ensure that the MEMPC meets according to its schedule
- Ensure that MEMPC meetings are efficient and effective
- Provide leadership to the committee in its deliberations
- Facilitate frank and open discussion
- Ensure that all members can participate equally
- Refer issues or matters of concern identified by the MEMPC, or members of the MEMPC, to the REMPC
- Sign correspondence on behalf of the MEMPC
- Represent the MEMPC in other forums where appropriate
- Coordinate out of session matters

Election of a Deputy Chair

To ensure consistency and redundancy the MEMPC will elect a Deputy Chair. This appointment may be for a certain period of time, as agreed by the MEMPC.

Deputy chair responsibilities:

- Undertake the role of the chair if the elected chair is absent
- Receive delegated responsibilities of the chair as agreed with the chair

Member responsibilities

The agencies prescribed in the EM Act 2013 and additional invited committee members will provide representation at the appropriate level and with the authority to commit resources and make decisions on behalf of their organisation or community.

Members are asked to participate in the MEMPC as a partnership and provide advice or make decisions in the best interest of the citizens of Victoria. The MEMPC acknowledges and respects members' existing responsibilities, accountabilities, and associated levels of resourcing.

All MEMPC members will:

- Prepare for, prioritise, and attend scheduled meetings
- Proactively contribute to the work of the MEMPC
- Provide meeting papers to the chair at least one week prior to a meeting
- Respect confidential and privileged information
- Represent all areas of their agencies and associated entities
- Report on recent relevant agency activity relating to emergency management mitigation, response, or recovery activities, with a focus on emerging risks or opportunities
- Where a decision or action is outside the authority of the member, engage with relevant personnel within their agency to obtain approval to commit resources and undertake tasks
- Identify and liaise with subject matter experts or key representatives from within their agencies to participate in the MEMPC, its sub-committees or working groups
- Advocate for and report back to their agencies on MEMPC outcomes and decisions.

Administrative Arrangements

This section outlines the frequency of meetings and committee management arrangements.

Meeting frequency

To align with seasonal requirements and operational tempo, the MEMPC will meet three times per year (April, August December and as close as possible to the NWMR REMPC meetings. Noting that the REMPC meets a minimum of four times a year in February, May, August, and November.

The MEMPC chair (or deputy Chair) may schedule additional meetings as required.

Meeting venue

Virtual meetings will be held on MS Teams as required to adhere to events like COVID-19 restrictions. Where possible, face-to-face meetings will be arranged at various venues across the municipality.

Meeting papers and documentation

Any member can submit items to be included on the agenda. The chair will confirm the agenda prior to each meeting.

Meetings will be conducted on a formal basis, with proceedings recorded and action items documented in the MEMPC Actions Register.

All proceedings and documentation of the MEMPC are confidential until the MEMPC agrees or otherwise, where the provider of the information advises that it is publicly available and no restrictions apply to its release. Noting this, MEMPC records remain discoverable under the Freedom of Information Act 1982.

In addition to distributing information via email, MEMPC documentation will be stored on the Hume City Council MS Teams site which access has been provided to all MEMPC members.

Secretariat

The MEMPC will determine how the secretariat function will be managed.

Secretariat duties may include:

- Scheduling meetings
- Providing committee members with the meeting agenda
- Record agreed actions in the MEMPC Actions Register
- Induction of new committee members
- Develop/send correspondence for the MEMPC
- Maintain the contact list of MEMPC members.

Quorum

Committee activities may be conducted without a quorum present; however, a quorum must be present for decision making.

Where an agency will have responsibility or accountability as a result of a motion/resolution, that agency must be part of the quorum for that item.

A quorum is greater than 50% of the current voting members and includes the chair or deputy chair (refer to contact list for membership).

Decision making

In general, the Committee will adopt a consensus approach to decision-making, with a majority of members agreeing and the remainder content to give way. The chair will seek further advice from the members and attendees or through external subject matter experts to support decision-making.

Where consensus cannot be achieved, decisions will be made by majority vote. In the event of a tie the MEMPC, through the chair, will escalate issues to the REMPC for decision.

The chair will ensure that all members are provided with the opportunity to participate in discussions and decision making.

Each MEMPC member has one (1) vote on any matter decided by the committee unless that member is identified as a non-voting member.

To vote, a MEMPC member must be present at the meeting or represented by a proxy.

Where the MEMPC must reach a decision between committee meetings, this can be undertaken via circular resolution. All members will be notified of the proposed resolution, with a collective decision reached where the majority of respondents vote in the affirmative. Decisions made by circular resolution will be confirmed by committee at the next MEMPC meeting.

All decisions made will be regarded as collective decisions of the MEMPC and recorded in a decisions register.

Conflict of interest

If a MEMPC member or their proxy has a direct or indirect interest in a matter to be decided by the committee, they must declare their conflict or perceived conflict and must not vote on the issue. The MEMPC will determine if the member should be excluded from all or part of the proceedings related to the matter.

Proxies

In accordance with the intent of the legislation members should prioritise MEMPC meetings wherever possible. In the event a member is unable to personally attend a specific meeting, they are encouraged to identify a suitably skilled and authorised proxy. The proxy is considered to have the same voting rights as the substantive MEMPC member unless the chair is advised otherwise.

Members may choose to identify a standing proxy who is empowered to represent the member at any time. The member will notify the chair of the details of this person and the duration of the appointment as a standing proxy.

Where a standing proxy is not recorded, or is unavailable, a member will advise the chair of the name, role and contact details of their nominated proxy, as early as possible before a meeting. This advice should be in writing for the purpose of record keeping and will include any limitations to the voting rights of the proxy for that meeting.

If the committee member is unable to advise the chair of the details of a proxy and their voting rights before the meeting, the attendee will be considered an observer.

Observers

An observer may attend a meeting for any number of reasons. MEMPC members will advise the chair of the attendance of an observer before a meeting, where possible.

Observers must respect all confidentialities and operating protocols of the MEMPC, and must not:

- propose or vote on motions
- intrude on the procedures of the MEMPC
- take part in the meeting proceedings without the invitation of the chair.

Non-voting members

If necessary for transparency and equity, the committee can invite additional standing members who may not have voting rights. In this case, the membership lists will reflect the voting status.

Members of sub-committees or working groups do not have voting rights unless they are also members of the MEMPC.

- Issue Escalation

The Chair may escalate any matters of significance to the REMPC for advice or decision.

Members of the committee may also seek to escalate items to the REMPC, through the chair, where efforts to resolve a matter at the local level have not been successful, or where the consequences of a decision will unduly impact the member agency.

Issues requiring escalation should be well documented and include:

- A description of the issue or advice sought and the consequences if it remains unresolved.
- Actions taken to resolve the issue.
- Recommended actions or options that may assist resolution.

Financial Management

The MEMPC does not have a financial delegation and does not hold a budget. The MEMPC cannot expend or receive monies.

Member agencies may agree to commit funds to a MEMPC activity or event, in which instance the expenditure is considered the agency's and not the MEMPC's. The member agency is responsible for all aspects of financial management within their existing its existing governance arrangements. The MEMPC does not accept liability for any agency-led initiatives.

Acronyms

Acronym	Description
EM Act 2013	Emergency Management Act 2013
EMC	Emergency Management Commissioner
EMCOP	Emergency Management Common Operating Picture (EMV system)
EMLA Act	Emergency Management Legislation Amendment Act 2018
EMV	Emergency Management Victoria
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
REMP	Regional Emergency Management Plan
REMPC	Regional Emergency Management Planning Committee

Appendix 2
Maps / Municipal / Demographic

Municipal Maps
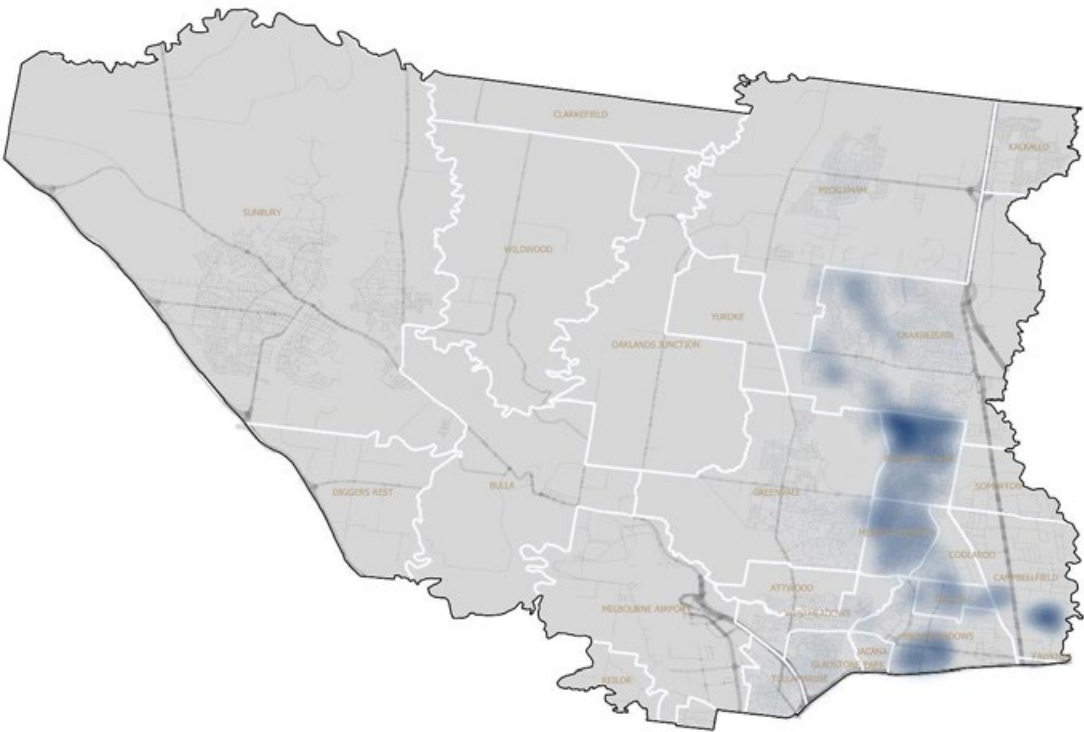

Urban Growth Boundary

The blue highlights show the Urban growth development within Sunbury, Bulla Craigieburn, Mickleham and Kalkallo.
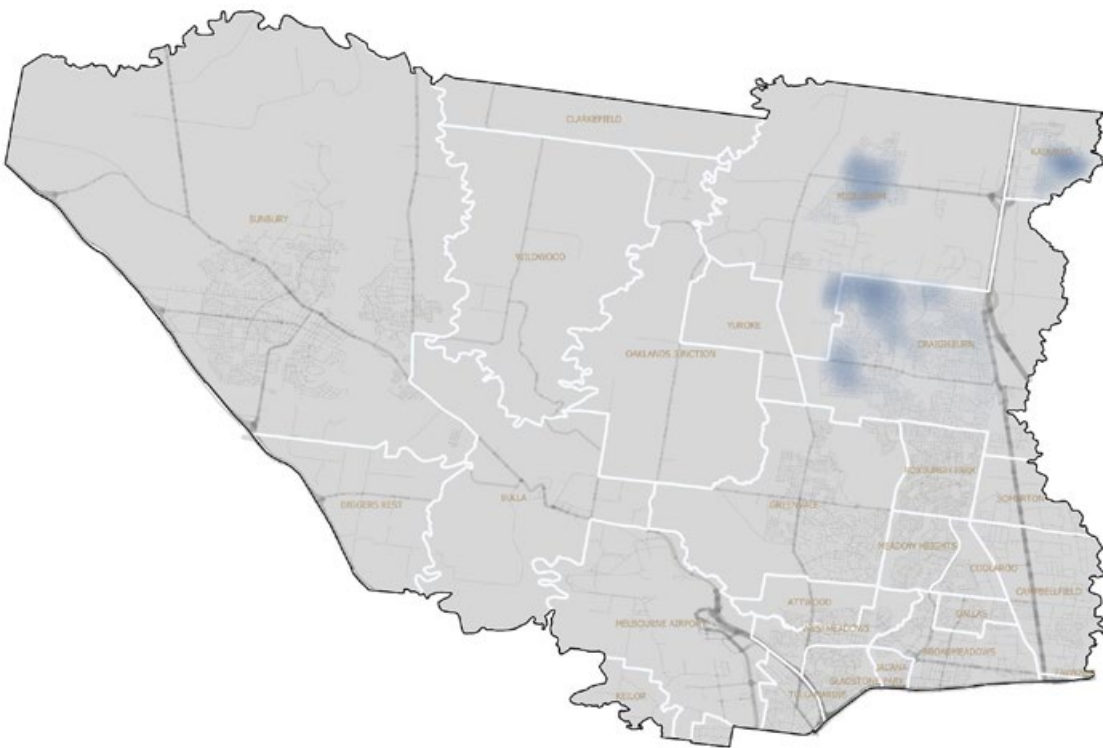

Demographic of Top 3 Languages

The maps below provide a snapshot of our community suburbs by top 4 languages spoken at home other than English: Turkish, Urdu, Punjabi, and Arabic.

Document Amendments & Review

The Municipal Emergency Management Planning Committee maintains this section of the MEMPlan with the support of Hume City Council officers. This Section was last updated (Date). It will be reviewed by (Date). The table below provides a history of review.

Version	Date	Action/Documents for Replacement
v.01	08/06/2017	Replace consolidated content-restricted distribution highlighted
v.01	08/06/2017	Replaced page 1 signed copy of MEMO
v.01	08/06/2017	Replace pages 11 & 12 adoption of plan signed by CEO & MEMO
v.01	14/09/2017	Page 8 reference to footer electronic file no. has been deleted not required
v.01	14/09/2017	Page 8 reference to footer electronic file no. has been deleted not required
v.01	18/09/2024	New Audit Compliance Certificate replaced page 14
v.01	04/03/2019	Change index page 3 K8 is no CERA, roles and responsibilities will be removed as a link
v.01	02/04/2020	Page 16 coordination section - removed coordination always sits with Vicpol
v.01	21/04/2020	Complete section names. Changes and content replaced in Section A
v.02	26/08/2022	Format headings changed as per SEMP
v.02	02/05/2023	Added Exercise history
v.01	04/12/2024	Full replacement of MEMPlan/ contact section separated as a standalone document.

Hume City Council

1079 Pascoe Vale Road,
Broadmeadows PO Box 119, Dallas, Victoria 3047
Telephone 9205 2200 Facsimile 9309 0109

Customer Service Centres
Open Monday to Friday 8am–5pm

Broadmeadows
1079 Pascoe Vale Road

Craigieburn
75-95 Central Park Avenue

Sunbury
40 Macedon Street

contactus@hume.vic.gov.au
www.hume.vic.gov.au

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CITY COUNCIL