Maribyrnong Municipal Emergency Management Plan 2023-2025

Municipal Emergency Management Planning Statement of Assurance

Plan Preparer: Municipal Emergency Management Planning Committee

I, Kirsten Tanner, Chair Maribyrnong Municipal Emergency Management Planning Committee certify that the attached Municipal Emergency Management Plan complies with the requirements of the *Emergency Management Act 2013*, including having regard to any relevant guidelines issued under section 77 of that Act, to the extent outlined in the attached checklist.
On behalf of the Maribyrnong Municipal Emergency Management Planning Committee:

Kirsten Tanner
Chair, Municipal Emergency Management Planning Committee
DATE: 25 October 2023

How to read this document

Accessibility

In line with the [Victorian Government Accessibility Guidelines](#), the Maribyrnong Municipal Emergency Management Planning Committee has formatted this document to increase its readability and accessibility to the wider community.

It has been written in plain English, as concisely as possible, and avoids the use of acronyms wherever possible.

Hyperlinks

Because many of the documents, policies and websites referred to in this plan are controlled by external authors and are subject to ongoing review and amendment, hyperlinks are provided throughout this document so that readers can access the most up to date version or content. The aim is to provide a 'single source of truth'.

To assist the reader in navigating the linked document, a page or table reference is given where possible.

Hyperlinks are regularly checked to ensure they are correct, however documents and websites may be moved, relocated or removed by their owners. If you are having difficulty assessing a site linked from this plan, please notify the Chair of the Maribyrnong Municipal Emergency Management Planning Committee on memo@maribyrnong.vic.gov.au

Operational Information

Previous versions of the Municipal Emergency Management Plan contained large amounts of local council operational information and procedural detail relating to emergency management functions.

With the changes to the emergency management legislation that came into effect in December 2020, and the move away from a Council 'owned' document, specific operational detail has been removed from this plan.

More detail regarding the legislative changes can be found [here](#).

Questions or Suggestions

If you would like to know more about emergency management within Maribyrnong City, have a specific question about this document, or would like to discuss how you or your community group could become more involved in emergency management planning, please send an email to memo@maribyrnong.vic.gov.au.

Contents

Section 1 – Introduction

Acknowledgement of Country

The Maribyrnong Municipal Emergency Management Planning Committee respectfully acknowledges the Traditional Custodians of the land and waters of the municipality, those peoples of the Kulin Nation.

We pay our respects to their rich cultures, their intrinsic connection to Country, and to their Elders, past, present and emerging.

Authority

This plan has been prepared in accordance with the *Emergency Management Act 2013* requirements, and complies with all of the Guidelines for Preparing State, Regional and Municipal Plans issued under section 77 of that Act.

Assurance

A statement of Assurance (including checklist and certificate) has been prepared and submitted to the North West Metro Region Emergency Management Planning Committee pursuant to the Emergency Management Act 2013 (s60AG)

Approval

This Plan was approved by the North West Metro Region Emergency Management Planning Committee on the 24-Nov-2024. This plan comes into effect when it is published and remains in effect until superseded by an approved and published update.

Testing and Exercising

Regular testing and exercising of the Plan are undertaken through multi-agency scenario exercises. The below table outlines exercises that incorporate testing of the plan and does not list activations, see Table 2 for history of emergencies.

Table 1: List of Exercises

Date	Name	Type	Aim
8 Dec 22	Yau Yee	Multi-Agency Discussion	Discuss and verify elements of the New Years Day Fire 2022 at Cordite Ave for response/relief.
6 April 22	All Hazards EM Exercise	Multi-Agency Discussion	Evaluate the emergency management deployment of multi-agency/business structures, resources and appliances associated with and in response to significant all hazards incident within the Port of Melbourne
20 Nov 14	NOAH	Multi-Agency Field	To practice operational elements of the North West Metropolitan EM Collaboration Project with particular focus on relief centre and council operations and communications

			between incident control, council and relief centre.

No exercising was undertaken in 2020-2021 due to operational activity during Covid-19 Pandemic.

Legal Deposit

Legal deposit of this plan is required under s49 of the *Libraries Act 1988*. The Act requires the deposit, within two months, of every new or amended publication published in Victoria. A copy of this plan has been provided to the State Library of Victoria.

Important changes to the Emergency Management Act 2013

In late 2020, the Emergency Management Legislation Amendment Act 2018 amended the Emergency Management Act 2013 (the Act) to provide for new integrated arrangements for emergency management planning in Victoria at the state, regional and municipal levels.

These changes included a requirement for the establishment of a Municipal Emergency Management Planning Committee that is no longer overseen by Local Council. (A summary of the reforms can be found here.)

Under the revised legislation, the Municipal Emergency Management Planning Committee becomes 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.

The Municipal Emergency Management Planning Committee is a multi-agency collaboration group that includes local representation from all the emergency service control agencies, recovery and relief agencies in the municipality, as well as representation from relevant community groups, community members and Local Council.

The Municipal Emergency Management Planning Committee is responsible for developing and revising the Municipal Emergency Management Plan and ensuring it meets all of the assurance criteria under the Act and Guidelines. This plan builds on the arrangements outlined in the State and Regional Emergency Management Plan and details arrangements for mitigation, response and recovery and identifies the roles and responsibilities of each agency in relation to emergency management specific to the municipality.

This shift from a Local Council "owned" document to a collaborative document where the Local Council is now simply 'one of the many players' within the emergency management team, means that the City of Maribyrnong Municipal Emergency Management Plan needs to transform from a plan largely containing local council operational information, to a plan that guides and directs emergency management activities across all of the control and support agencies within the municipality.

In order to support this Municipal Emergency Management Plan, all member agencies of the Maribyrnong Municipal Emergency Management Planning Committee are expected to ensure that they develop, review and have in place their own agency plans, procedures and

protocols to ensure that they are operationally ready should the need arise. The Local Council operational information traditionally contained in a Municipal Emergency Management Plan in the past, now moves into relevant sub-plans, or City of Maribyrnong Council's own policies and procedure documents.

Audience

Although the primary audience for this document will be members of various Control Agencies, Relief and Recovery Agencies, and those with a role within the emergency planning framework within the municipality, this is also a community document. The vision for the Victorian emergency management sector is to 'build safer and more resilient communities' and this can only be achieved by ensuring that the community itself is involved and understands their role in the emergency management process. The Maribyrnong Municipal Emergency Management Planning Committee has made a conscious decision to make this document more accessible to those outside of the emergency management sector by simplifying the language used and minimising the use of acronyms wherever possible. The Committee's forward plan for the next three years will include further refinement of the look and content of the plan to make it more easily understood and to find information.

Section 2 – Introduction to Maribyrnong City

The history of Maribyrnong has been shaped by its river and is home to the Kulin nation and more recently European, Asian and African migrants and refugees. The physical history saw grasslands and plains make way for industry and meat works drawn down to the river. Later, as Australia was drawn into the wars of the twentieth century, Maribyrnong became a cornerstone of munitions and ordinance manufacturing. The working class communities grew and changed as Maribyrnong left behind much of its industrial and manufacturing past.[1]

2.1 Location

Located in the western suburbs approximately seven kilometres from Melbourne's central business district, Maribyrnong is 32 square kilometres and made up of nine suburbs including Braybrook, Footscray, Kingsville, Maidstone, Maribyrnong, Seddon, Tottenham, West Footscray and Yarraville. It is bounded by the City of Moonee Valley to the north, Melbourne to the east, Brimbank to the west and Hobsons Bay to the south.

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[1] Adapted from Maribyrnong 2040 Community Plan – Growing the Future Together

2.2 Waterways

The two main waterways are the Maribyrnong River and Stony Creek with a combined length of 32.5 kilometres

The Maribyrnong River runs for 160 kilometres from its source in Mount Macedon, about 50kms north of Melbourne, and flows through to Maribyrnong, Footscray and Yarraville and into Port Philip Bay.

Stony Creek flows through the inner western suburbs of Melbourne including Sunshine, Tottenham, West Footscray and Yarraville and joins the Yarra River downstream of the confluence of the Maribyrnong and Yarra Rivers.

Both rivers are loved community and environmental assets but are also recognised as hazards with flooding a major concern.

2.3 Drainage

There are approximately 408.5 kilometres of drains within the municipality. Melbourne Water and Maribyrnong City Council are responsible for the installation and maintenance of drainage systems and flood mitigation works depending on catchment size. Outcomes from the Melbourne Urban Stormwater Institutional Arrangements Review (MUSIA) are currently being implemented.

The drains associated with major roads are owned and maintained by the Department of Transport and Planning.

The location and details of each drain and associated infrastructure are available from Melbourne Water and Maribyrnong City Council's Geographical Information System.

2.4 Demography

The City of Maribyrnong estimated resident population in 2022 is 87,393[2]. The population is forecast to increase by 67% by 2041 to over 157,000 people.

This plan will outline a very basic view of the indicators of vulnerability or individuals who are most at risk and may require a greater level of support before, during and after emergencies. This is not to say that every individual that falls within this "category" is vulnerable nor does it mean that those who fall outside are not vulnerable as peoples risk factors change depending on their situation. The below statistics are those that signify a greater level of planning may be required by the Municipal Emergency Management Planning Committee and is based on research and the observations collected after many years of after action reviews and debriefing.

Further detail about Maribyrnong city can be found on the City of Maribyrnong website where you will find economic and demographic information and community profiles. There is also a detailed Environmental Scan Report for the North West Metro Region which

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[2] City of Maribyrnong profile id.

includes both demographic and major infrastructure information for all municipalities across the region.

Key data for the City of Maribyrnong

Population*
+3.5%

40,883 Females
41,405 Males
82,288 (2016)

42,498 Females
42,713 Males
85,209 (2021)

Total number of households
+8.4%
32,733 (2016) — 35,470 (2021)

Median household income
+$455
$1,543 (2016) — $1,998 (2021)

Aboriginal and Torres Strait Islander
+47.8%
431 (2016) — 637 (2021)

Monthly mortgage repayments
+$100
$2,000 (2016) — $2,100 (2021)

Median weekly household rent
+$42
$334 (2016) — $376 (2021)

Unemployment**
4.7%

*   Usual residence on Census night 2021.
** Taken from Small Area Labour Market Data - Note Census data for Employment and Unemployment to be provided in November 2021.

Maribyrnong CITY COUNCIL

Top 5 country of overseas birth - City of Maribyrnong

China
Number 1,639
% of population 1.9%

Vietnam
Number 7,669
% of population 9.0%

India
Number 2,936
% of population 3.4%

United Kingdom
Number 2,275
% of population 2.7%

New Zealand
Number 1,645
% of population 1.9%
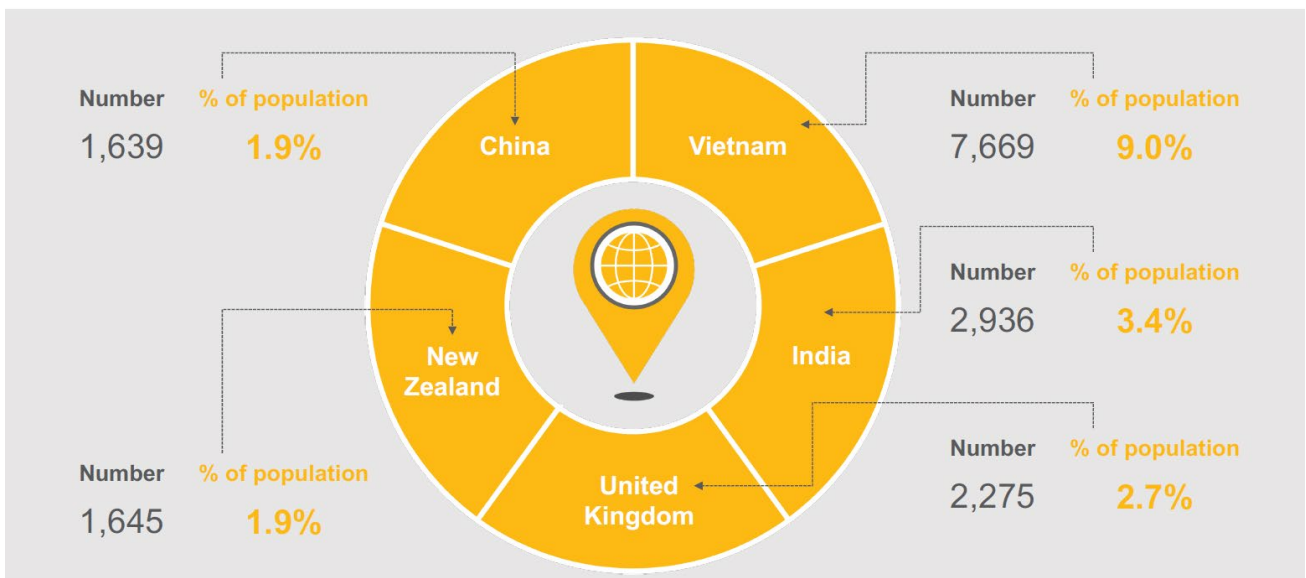
Need for assistance by age group – City of Maribyrnong

0-4	5-9	10-19	20-59	60-64
58	117	241	1,138	330

65-69	70-74	75-79	80-84	85 and over	Total
373	412	452	540	798	**4,523**
					5.3% of the population

Housing – owned or rented

- Fully owned – 20%
- Mortgage – 28.9%
- Renting social housing – 5.4%
- Renting private – 36.2%

Household income

The median household income is $1,543 per week compared to $1,539 for Greater Melbourne.

18.1% of households earn less than $650 per week compared to 16.7% for Greater Melbourne.

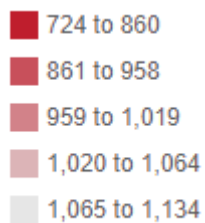23.9% of households earn more than $2,500 per week compared to 22.9% for Greater Melbourne.

Housing stress

Rental stress – 25.8% compared to 27.4% for Greater Melbourne

Mortgage stress – 8.7% compared to 11.2% for Greater Melbourne
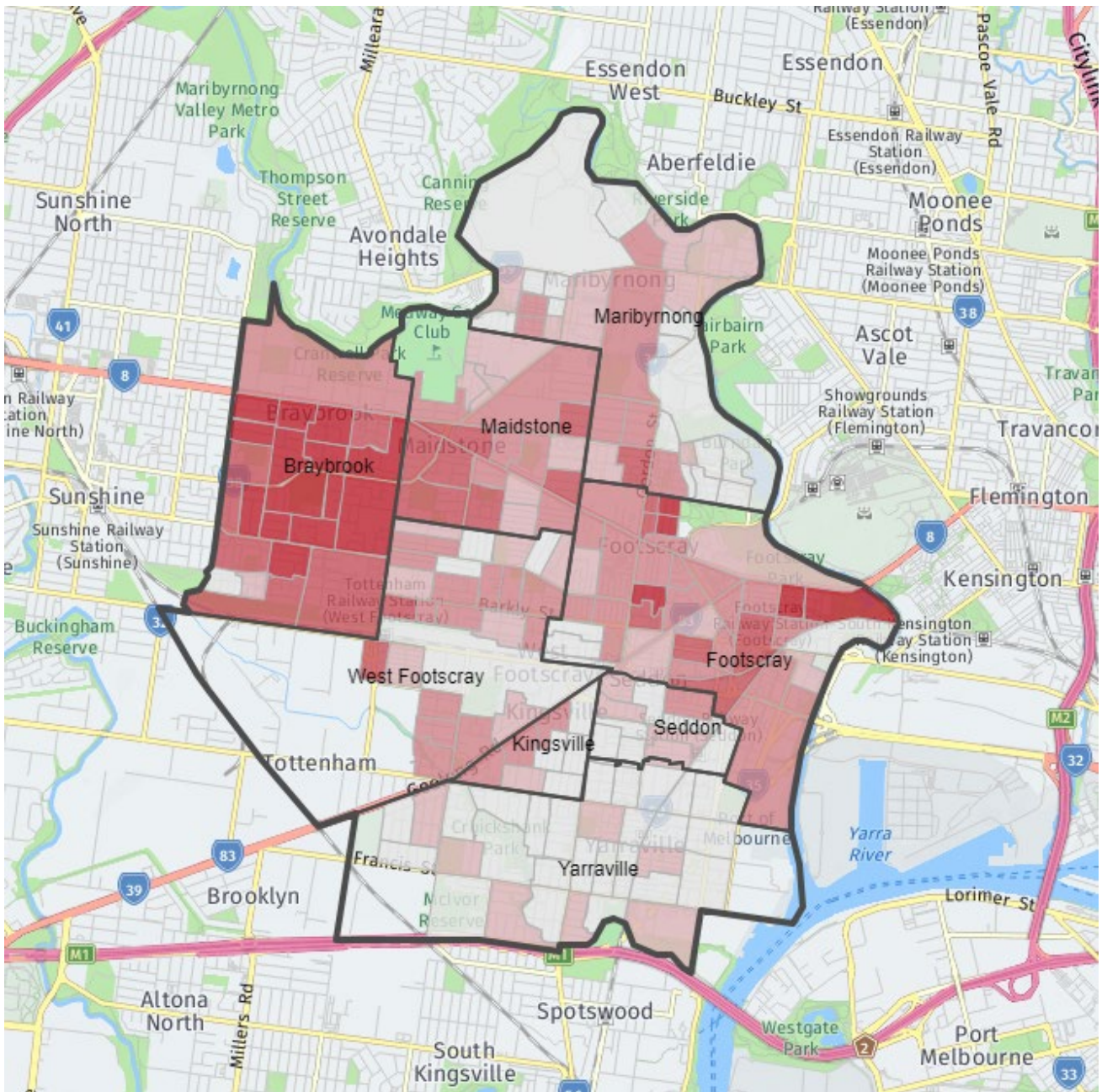
The Socio- Economic Indexes for Areas (SEIFA) measure the relative level of socio- economic disadvantage. A higher score on the index means a lower level of disadvantage. For example, in 2021, Yarraville had the lowest level of disadvantage in City of Maribyrnong with a SEIFA index score of 1,076.6.

2.5 Critical Infrastructure

Maribyrnong is strategically positioned as the western gateway to Melbourne's central region, including the Melbourne CBD and the Port of Melbourne. Maribyrnong is also located on the main corridor linking central Melbourne with the substantial outer growth regions located on the western edge of the metropolitan area. Furthermore, several road

and rail links to the important regional centres of Geelong and Ballarat also pass through the municipality.

Major interstate, intra-state and suburban rail routes converge at Footscray and provide the core of an excellent and well patronised public transport system, as well as opportunities for freight movement. The city is traversed by five important east-west arterial roads and adjoins the Westgate Freeway, which provide access to the Melbourne CBD, the Port of Melbourne and major road and rail freight terminals between the Maribyrnong River and the Melbourne CBD.

A number of these east-west routes are narrow, highly congested at times. The two available north-south arterial road routes through the City are disjointed and there are no effective north-south road routes in the 10 kilometres between City Link and the Western Ring Road.

The Regional Rail Link RRL provides capacity for enough extra train services for up to 9,000 passengers across the Melbourne and country rail networks in the peak period, enhancing connectivity to the CBD, with Footscray strategically located as the focal point for the inner urban west.

There are two tram routes within Maribyrnong, the 57 route at the north of the municipality and 82 route passing through the heart of the municipality to Footscray.

Maribyrnong is at the crossroads of many of Melbourne's freight movements, including movements between the Port of Melbourne, the South Dynon precinct, and the industrial areas and freight / logistics areas both within the municipality and in areas to the west and north.

The development of the West Gate Tunnel along the south east of the municipality will support the transport of vehicles within the municipality, including reducing the number of trucks utilising local roads http://westgatetunnelproject.vic.gov.au/

A detailed listing of much of the major infrastructure for Maribyrnong City is included as part of the Environmental Scan Report for the North West Metro Region.

2.6 Department of Defence Site: Cordite Road, Maribyrnong

As mentioned in Section 2, which introduced the history of Maribyrnong, a large property owned and managed by the Department of Defence exists within the municipality. As described in the below history of emergencies, there have been two deliberately lit fires on the property in 2018 and 2022 that initiated a multi-agency response and evacuation of near-by residents. The Department of Defence have an active role on the Municipal Emergency Management Planning Committee and work closely with Fire Rescue Victoria, Victoria Police and Maribyrnong City Council to mitigate future emergencies.

Further information regarding the site can be found on the Australian Government Department of Defence website.

2.7 History of Emergencies

Table 2: List of emergencies with multi-agency response

Note: this list is not intended to be a comprehensive history of emergencies with the City of Maribyrnong.

Year	Event	Description
1970	Westgate Bridge Collapse	Major industrial state-wide disaster with 35 fatalities. Further information can be found here The West Gate Bridge Memorial	
1973	Sinking Village Yarraville	Major housing, community and environmental event.
1974	Maribyrnong River Floods	Major inundation with commercial and residential properties affected.
1983	Maribyrnong River Floods	Major inundation with commercial and residential properties affected.
1986	United Transport Chemical Fire	Major toxic plume released. Roads closed.
1991	Coode Island Chemical Storage Facility Fire	Major state-wide incident toxic plume. Coode Island, Victoria (aidr.org.au)
1992	Flash Flooding Footscray/Yarraville	Major flooding with 225 homes affected.
2000	Maribyrnong River Floods	Significant flooding with homes and businesses affected. Flood Management Plan activated.
2007	Major Fire Elderidge St Footscray	Apartment fire. 20 evacuated to hotel accommodation.
2007	Major Fire Westpoint Chemicals, Tottenham	Toxic plume.
2008	Warehouse Fire Cowper St Footscray	Toxic plume.
2010	High Rise Apartment Fire Barkley St Footscray	Residents evacuated.
2011	Maribyrnong River Floods	Banks broken, water over roads.
2011	Braybrook Gas Leak	Toxic plume. 13 evacuated to after-hours accommodation.
2015	Truck Explosion Barkly St Footscray	1 fatality, 30 evacuated to hotel.
2016	Little Saigon Market Fire	Major fire, traffic interruption and businesses closed.
2017	Kinnears Building Fire	Significant building fire. 3 fatalities.
2018	Tottenham Fire	Significant warehouse fire containing unknown illegally stored chemical waste products. Contaminants reached Stoney Creek requiring clean-up. Recovery Committee established. Report published by Inspector General Emergency Management.
2018	Fire at Defence Site Maribyrnong (DSM)	Major fire involving grasslands and buildings on DSM site. Lack of water on-site hampered fire-fighting efforts. Asbestos and other contaminants involved in fire. Closure of major roads.
2019	Factory Fire, Williamsons Road Maidstone	Significant factory fire requiring closure of surrounding road and tram network. Air

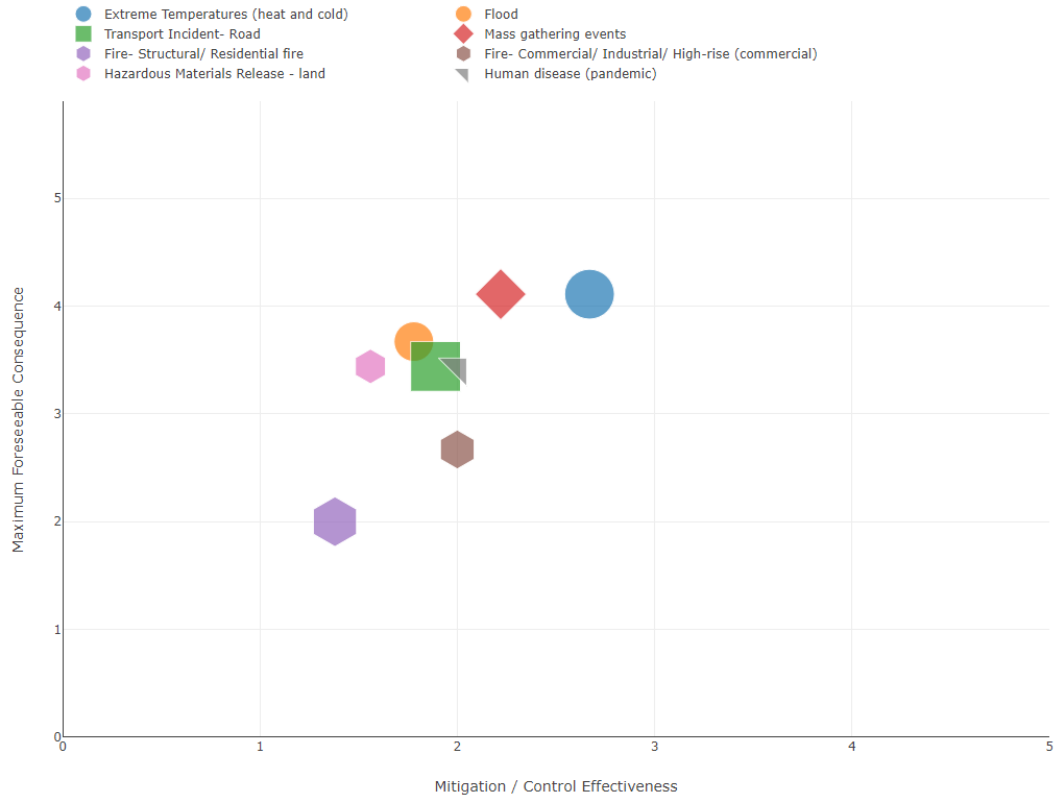|		monitoring implemented due to toxic smoke plume in area.
2022	Fire at Defence Site Maribyrnong (DSM)	Major fire involving grasslands and buildings on site. Closure of major roads, residents evacuated.
2022	Warehouse Fire, Sunshine Road Tottenham	Significant warehouse fire requiring closure of surrounding roads. Air monitoring activated due to toxic smoke plume in the area.
2022	Maribyrnong River Floods	Major flooding of the Maribyrnong Township and surrounding parklands along the river. Over 500 homes and business with over floor flooding. Community Recovery Committee established as an Advisory Committee to Council.

2.8 Risk Profile

The MEMPC uses the [Community Emergency Risk Assessment (CERA) tool to assess risk](#). These risks are routinely reviewed throughout the year at each MEMPC meeting.

Hazard Description	Residual Risk Rating	Control Agency
Extreme Temperatures (heat & cold)	Medium	Emergency Management Commissioner
Flood/Storm	Medium	Victoria SES
Mass Gathering Events	High	Victoria Police
Fire – Commercial/Industrial/High rise (Commercial)	Medium	Fire Rescue Victoria
Fire – Structural Residential	Medium	Fire Rescue Victoria
Transport Incident	High	Victoria Police
Hazardous Materials Release	Medium	Fire Rescue Victoria
Human Disease	Medium	Dept of Health

A heat map shows all risks plotted in graphical format. Being higher on the graph indicates worse potential consequences and being further to the left indicates better controls are in place. The size of the shape gives an indication of the residual risk and how likely the risk event is to occur.

Legend:
- Extreme Temperatures (heat and cold)
- Transport Incident- Road
- Fire- Structural/ Residential fire
- Hazardous Materials Release - land
- Flood
- Mass gathering events
- Fire- Commercial/ Industrial/ High-rise (commercial)
- Human disease (pandemic)

X-axis: Mitigation / Control Effectiveness

Y-axis: Maximum Foreseeable Consequence

Section 3 - Planning Arrangements

This plan supports coordinated emergency management arrangements within the region. It is consistent with the State Emergency Management Plan (SEMP) and the North West Metro Regional Emergency Management Plan (REMP). The REMP is a subordinate plan to the SEMP and 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. Figure One below outlines the MEMPs hierarchy. This plan should be read in conjunction with the SEMP and the North West Metro REMP.

Figure One : Planning Hierarchy
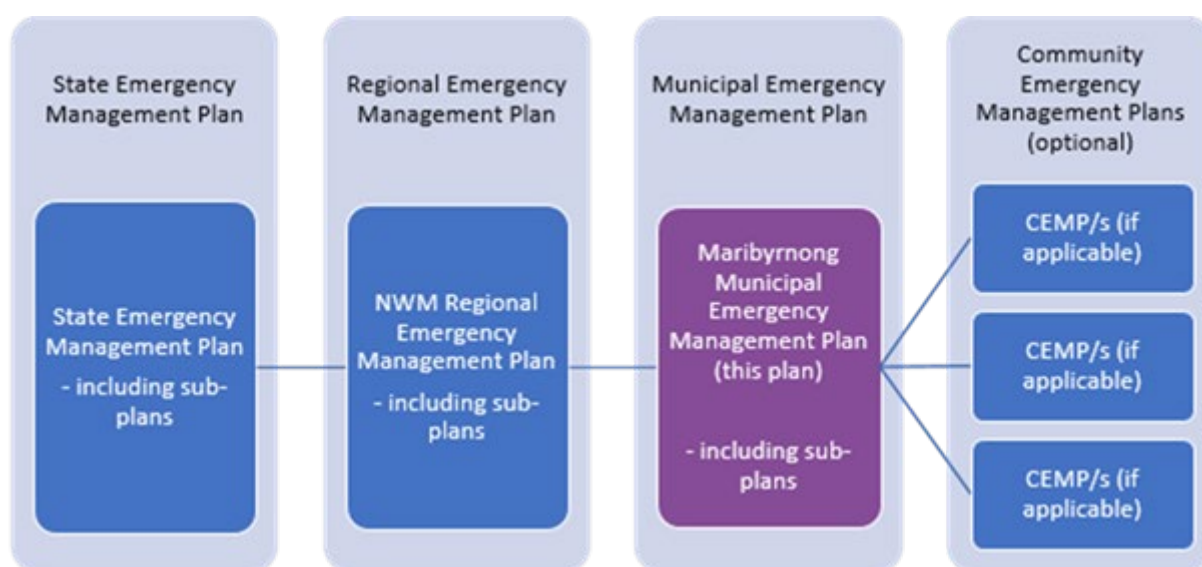
3.1 The MEMPC and Sub-Committees

The MEMPC is formed pursuant to Sections 59 and 59F of the Emergency Management Act 2013 (EM Act 2013).

The MEMPC promotes shared responsibility for planning by requiring relevant agencies to participate in the planning process. The 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.

Section 59A of the EM Act 2013 specifies the minimum membership requirements of the MEMPC which are:

- MEMPC Chair: City of Maribyrnong staff member nominated by the Chief Executive Officer.
- Victoria Police
- Fire Rescue Victoria
- Ambulance Victoria
- Victoria State Emergency Service
- Australian Red Cross

- Department of Families, Fairness and Housing
- Department of Health
- Department of Defence
- Community representative/s
- St Johns Ambulance, Salvation Army, CoHealth and Victorian Council of Churches Emergency Ministry – Relief and Recovery representatives
- Victoria University, Highpoint Shopping Centre and a business representative

The MEMPC will determine if a sub-committee is required in relation to specific or complex arrangements that either enhance or contextualise the MEMP. There is currently two sub-committees, Flood and Storm Sub-Committee and Recovery Sub-Committee.

3.2 Sub Plans and Complementary Plans

Sub Plans

The MEMPC will determine if a sub-plan is required to detail more specific or complex arrangements that either enhance or contextualise this Plan. All sub-plans are multi-agency plans and may be hazard specific where the consequences are likely to be significant, for example a municipal severe weather (heat) plan.

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

There is only one current sub-plan to this plan and it is yet to be formally approved as per the above assurance process. The MEMP Extreme Heat Sub-Plan was endorsed by the MEMPC in November 2020.

Complementary Plans

Complementary plans are prepared by industry/sectors or agencies for a specific purpose and can be prepared under specific statutory requirements, governance arrangements and/or authorising environment for example, specific plans are required in the energy and water industries under industry specific legislation.

There is only one current complementary plan to this plan however, over the next three years the Flood and Storm Sub-Committee will work towards bringing the [Maribyrnong Flood and Storm Emergency Plan](#) in line with the [Ministerial Guidelines](#) for emergency plans.

Section 4 - Mitigation

The Victorian State Emergency Management Plan defines mitigation as '*the elimination or reduction of the incidence or severity of emergencies and the minimisation of their effects.*'

Mitigation involves employing strategies to reduce the risk of an emergency occurring, and for those events that cannot be prevented, reducing the impacts or intensity of such an event, should it occur.

4.1 Shared responsibility

Because all members of the community have a role in reducing risk, mitigation includes educating and engaging the community so that individuals, households, families and businesses can better understand the risks that may impact them or their property, and what they need to do to reduce these risks.

The Victorian State Emergency Management Plan is very clear in regard to the roles and responsibilities of each of the agencies, including local councils, in relation to mitigation.

You can view a full list of the mitigation roles and responsibilities listed in the Victorian State Emergency Management Plan here.

4.2 Monitoring and Review

The review process involves a cyclical review of risks during quarterly Municipal Emergency Management Planning Committee meetings. During each meeting, a selection of risks are reviewed for accuracy, controls, risk ratings, significant new data, actions and any other relevant information. The cycle is ongoing to ensure currency and continuous improvement.

The process of review of emergency risks generated by hazards, exposures and vulnerability for the municipality includes the:

- Scheduling and conduct of cyclical risk reviews for all hazards and risks
- Identification of key assets, values and functions that should be considered in the assessment with the hazards that may affect them
- Identification of strengths and weaknesses in existing planning and mitigation arrangements and opportunities for improvement
- Full assessment and calculation of the levels of risk and the effectiveness of the applicable control measures
- Creation of an updated risk profile for the community emergency risk assessment that provides outputs that can be used in specific management plans.

The review process has referenced the Emergency Management Act 2013, the Risk Management Standard AS/NZ ISO 31000:2018 and the Community Emergency Risk Assessment (CERA) software tool and workbook as published and supplied by VicSES to support the process.

Section 5 - Response and Relief

The Victorian State Emergency Management Plan defines "Response" as the "action taken immediately before, during and in the first period after an emergency to reduce the effects

and consequences of an emergency on people, their livelihoods, wellbeing and property; on the environment; and to meet basic human needs."

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

Emergency relief and recovery activities should be integrated with emergency response activities and commence as soon as the effect and consequences of the emergency are anticipated.

To ensure that the response is appropriate and coordinated, the State Emergency Management Plan has detailed sections outlining the roles and responsibilities for all types of emergencies. There is further details outlined in the various hazard specific sub-plans that form part of the State plan.

A full listing of the Roles and Responsibilities for response and relief can be found in the State Emergency Management Plan or in the Roles and Responsibility statements.

5.1 Emergency Management Priorities

The State has endorsed a set of emergency management priorities to underpin and guide all decisions made during emergencies in Victoria. The priorities focus on the primacy of life and the issuing of community warnings and information to assist people to make informed decisions about their safety.

The priorities are:

- Protection and preservation of life is paramount. This includes safety of emergency response personnel and community members (including at risk community members and visitors/tourists)
- Issuing of community information and community warnings detailing incident information is timely, relevant, and tailored to assist community members make informed decisions about their safety
- Protection of critical infrastructure and community assets that support community resilience
- Protection of residential property as a place of primary residence
- Protection of assets supporting individual livelihoods and economic production that supports individual and community financial sustainability
- Protection of environmental and conservation assets that considers the cultural, biodiversity and social values of the environment.

The State uses a scalable systems approach to manage emergency response operations through the following three operational tiers:

- State Tier
- Regional Tier
- Incident Tier

Not all tiers will be active for every emergency. In general, the State and Regional tiers are active only for major emergencies or where major emergencies are anticipated to occur.

5.2 Local Response Arrangements and Responsible Agencies

The Municipal Emergency Management Officer will often be the first point of contact for the Municipal Emergency Response Coordinator however if the request relates to support for emergency accommodation due to a single incident house fire, a member of Victoria Police or Fire Rescue Victoria can contact the Municipal Recovery Manager via the Council after hours number.

If an incident or emergency escalates, there are clear guidelines in the State Emergency Management Plan for the escalation and de-escalation of control, command and coordination.

5.3 Planning for Cross Boundary Events

Maribyrnong City Council is a member of the North West Metro Region Emergency Management Collaboration Group (the Collaboration). The fourteen member councils of the Collaboration are: Banyule, Brimbank, Darebin, Hobsons Bay, Hume, Maribyrnong, Melbourne, Moonee Valley, Merri-Bek, Nillumbik, Whittlesea, Wyndham and Yarra City.

The Collaboration work together to ensure consistent procedures and support each other to staff Emergency Relief Centres and Council Emergency Operations Centres.

5.4 Resource Sharing Protocols

The [Sourcing Supplementary Response Resources through Council](#) Practice Note clarifies the policy and procedures governing the sourcing of supplementary response resources by response agencies from Council.

Maribyrnong City Council does not own or have resources under its direct control that includes heavy machinery which has been requested in the past. The Municipal Emergency Response Coordinator (MERC) can contact the Municipal Emergency Management Officer (MEMO) and discuss what options may be available from Council. For resources from other Councils, the MERC should escalate this request through the Region as the Maribyrnong MEMO may not be in a position to undertake this task on behalf of the response coordinator.

5.5 Spontaneous Volunteers and Management of Donated Goods

Currently there are no established organisations within the Municipality that have the capacity or capability to coordinate and manage spontaneous volunteers. During the Maribyrnong River Flood in October 2022, the early activation and communication to the community regarding [GIVIT](#) meant that local agencies did not have to manage material donations and allowed council and relief agencies to focus on other needs. Other forms of spontaneous volunteering will be escalated to the Region where required.

5.6 Debriefing Arrangements

The control agency is responsible for conducting an operational debrief. The Municipal Emergency Response Coordinator is responsible for ensuring the control agency does organise the debrief. A debrief is expected to take place as soon as practicable after an emergency and all agencies who participated should be represented with a view to assessing the adequacy of this plan and to recommend any changes.

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

5.7 Transition to Recovery

The process of transition from response to recovery is an on-going one and commences from the time of impact of the emergency. The Incident Controller, Municipal Emergency Response Controller, Municipal Emergency Management Officer and Municipal Recovery Manager should start planning for the transition to recovery as soon as possible following the initial impact of an emergency.

An agreement for handover from emergency response coordination to emergency recovery coordination is required to achieve a seamless transition of information, management, resources and coordination activities. Further information can be found in the State Emergency Management Plan (page 28).

Section 6 - Recovery Arrangements

6.1 Introduction

Recovery is defined in the Emergency Management Act, 2013 as:

> "This assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning."

In effect this means providing a coordinated process of support to emergency affected communities to assist with reconstruction and the restoration of emotional, social, economic and physical well-being.

6.2 Principles of Recovery

A lot has been learned from the large-scale emergencies of the last decade and there are now resources such as the Resilient Recovery Strategy, National Principles for Disaster Recovery and the Disaster Recovery Toolkit for Local Government.

The National Principles for Recovery include:

- Understanding the context

Successful recovery is based on an understanding of community context, with each community having its own history, values and dynamics.

- Recognising the complexity

Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.

- Use community-led approaches

Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.

- Coordinate all approaches

Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs.

- Communicate effectively

Successful recovery is built on effective communication between the affected community and other parties

- Recognise and build capacity

Successful recovery recognises, supports, and builds on individual, community and organisational capacity and resilience

6.3 Planning for recovery in Maribyrnong City

Planning for recovery following the October 2022 Maribyrnong River Flood has seen a need for different structures to be put in place compared to those described in previous iterations of this plan. After speaking to various community members, an Advisory Committee of Council was endorsed. This Community Recovery Committee comprises of self-nominated flood affected community members, a Councillor and council staff. Community organisations, Government Departments and others sit on various sub-committees.

Maribyrnong City Council as the municipal recovery coordinator recognises that every emergency and every community is different and will work with affected community members to establish and support a structure that best serves their needs.

The Maribyrnong MEMPC has an established Recovery Sub-Committee and they will work together to identify the lessons from the Covid Pandemic and the Maribyrnong River Flood and determine the need for any complementary or sub-plans required to provide further context and support to this plan.

6.4 Managing Recovery

Details of the Roles and Responsibilities in Recovery for each of the four environments – Social, Economic, Built and Natural – are clearly defined in the State Emergency Management Plan.

Due to its community-based focus and need for local knowledge, the responsibility for coordinating the recovery process is assigned to Maribyrnong City Council. There is then a list of lead and support agencies for each of the different recovery activities that may be required subject to impact and needs assessment outcomes.

Even when the scale of the emergency dictates that regional and state level assistance is required, escalation builds on local arrangements.

7. Roles and Responsibilities of Agencies and Stakeholders

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 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 municipality and are in addition to, or variations on, what is outlined in the SEMP and REMP.

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, where not previously identified in the SEMP.

CoHealth

Activity	Alignment to Victorian Preparedness Framework
Participate in MEMPC meetings	Core Capability 1
Participate in CERA process	
Participate in multi-agency exercises and training	
Response (including Relief)	Core Capability 2.2, 2;4 and 2.5
Recovery	Core Capability 20.5
Assurance and Learning Participate in Post Incident Debriefs Identify change/improvement opportunities	Core Capability 21

Highpoint Shopping Centre

Activity	Alignment to Victorian Preparedness Framework

Participate in MEMPC meetings	Core Capability 1
Participate in CERA process	
Participate in multi-agency exercises and training	
Response (including Relief)	Core Capability 2.2, 2;4 and 2.5
Assurance and Learning Participate in Post Incident Debriefs Identify change/improvement opportunities	Core Capability 21

Victoria University

Activity	**Alignment to Victorian Preparedness Framework**
Participate in MEMPC meetings	Core Capability 1
Participate in CERA process	
Participate in multi-agency exercises and training	
Response (including Relief)	Core Capability 2.2, 2;4 and 2.5
Assurance and Learning Participate in Post Incident Debriefs Identify change/improvement opportunities	Core Capability 21

Department of Defence

Activity	**Alignment to Victorian Preparedness Framework**
Participate in MEMPC meetings	Core Capability 1
Participate in CERA process	
Participate in multi-agency exercises and training	
Response (including Relief)	Core Capability 2.2, 2;4 and 2.5
Recovery	Core Capability 20.5
Assurance and Learning Participate in Post Incident Debriefs Identify change/improvement opportunities	Core Capability 21

8 Administration

8.1 Restricted Operational Information

Pursuant to Section 60AI(2) of the EM Act 2013, the information details below are excluded from the publish Plan as it relates to critical infrastructure, personal information or information that is of a commercially sensitive nature.

Summary of restricted information	Reason for restriction	Agency that holds this information in full	Contact Point
MEMPC Contact Directory Section 8.2	Personal Information	City of Maribyrnong	Municipal Emergency Management Officer
Locations of Emergency Relief Centres* Section ….	Personal Information	City of Maribyrnong	Municipal Emergency Management Officer

*The public will be advised of the location and details of an emergency relief centre when it is opened during an emergency incident.

8.2 MEMPC Members Contact Directory

8.2 Emergency Relief Centre Standard Operating Procedure
Emergency Relief Centre Audit Checklists