Cardinia Shire

Municipal Relief and Recovery Emergency Management Sub Plan

Cardinia Shire Relief and Recovery Emergency Management Planning Sub-Committee

Version 1.0

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1.   Introduction

1.1 Purpose

The *Emergency Management Act 2013* (EM Act 2013) requires each MEMPC to develop and maintain a comprehensive emergency management plan and sub plans (as required) for the Municipality that seeks to reduce

- the likelihood of emergencies;
- the effect of emergencies on communities; and
- the consequences of emergencies for communities.

1.2 Objective

This Sub Plan documents the agreed emergency management arrangements for mitigation, response, and recovery; and defines the roles and responsibilities of stakeholders at the municipal level in regard to relief and recovery. It supports efficiency and effectiveness on a platform of shared responsibility and interoperability to deliver community centred outcomes.

Relief and recovery planning should support communities, government, agencies, and business to strengthen their capacity to withstand, plan for, respond to and recover from emergencies.

The objective of this sub plan is to:

- Assist Municipal and local relief and recovery planning and preparation for all types of emergencies.
- Describe the processes and procedures for Municipal emergency relief and recovery operations.

1.3 Scope

1.3.1 Context

This sub plan supports holistic and coordinated relief and recovery emergency management arrangements within the municipality. It is consistent with and contextualises the State Emergency Management Plan (SEMP), Southern Metropolitan Region Emergency Management Plan (REMP) and the Cardinia Shire Municipal Emergency Management Plan (MEMP) This Sub Plan is a subordinate plan to the SEMP, REMP and MEMP.

This Plan is not an aggregation of the SEMP, REMP, MEMP (and their sub plans) or agency plans within the Municipality but instead addresses and capitalises on opportunities that exist to enhance relief and recovery emergency management planning outcomes and sustain or improve capability and capacity within the Municipality.

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

Figure 1 outlines this Plan's hierarchy. This Plan should be read in conjunction with the SEMP REMP and MEMP (and their sub plans) and any other identified plans listed in Attachment A.
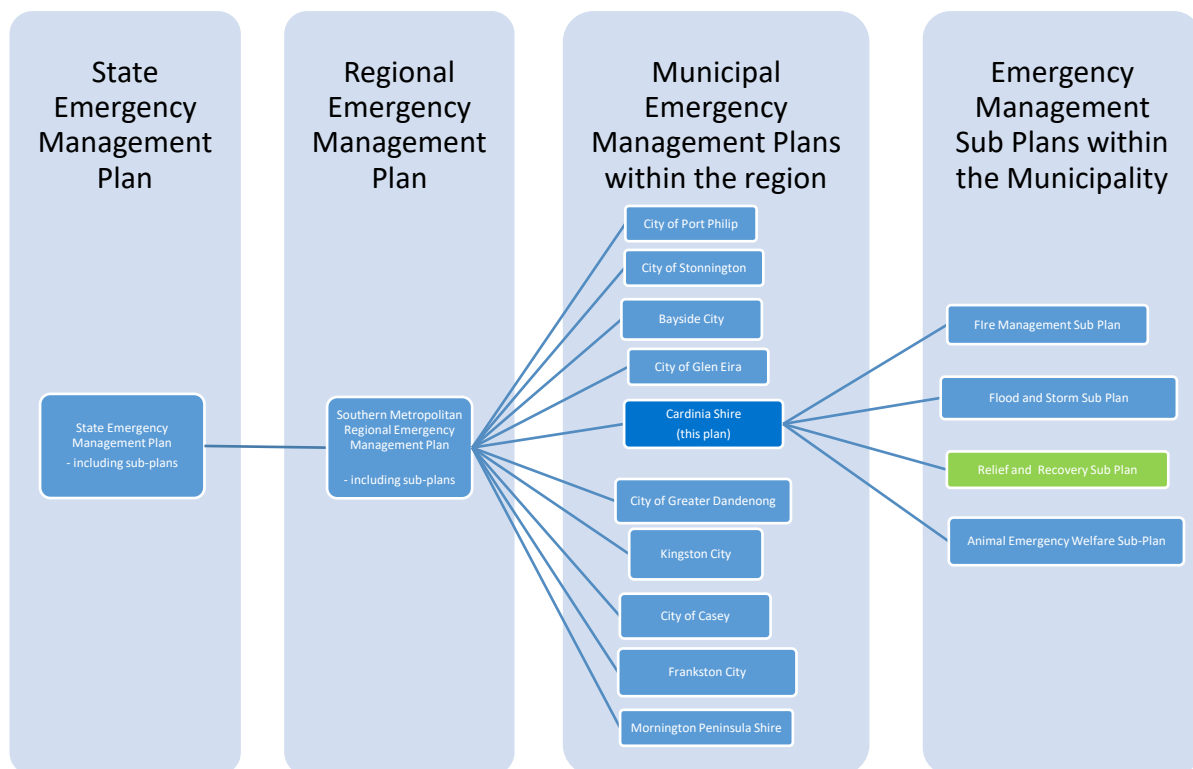
Figure 1: Plan hierarchy

1.4 Authority

In 2020, the EM Act 2013 was amended to provide for new integrated arrangements for emergency management planning in Victoria at the State, regional and municipal levels.

From 1 December 2020, the Emergency Management Legislation Amendment Act 2018 (EMLA Act) legislation shifted responsibility for municipal emergency management planning from Municipal Councils to the reformed, multi-agency Municipal Emergency Management Planning Committee (MEMPC) - the peak emergency management planning body in a municipal district. This shift of responsibility highlighted the intent of the reform which was to support emergency management planning as an integrated, multi-agency and collaborative effort. 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 region.

Sections 59 and 77 of the Emergency Management Act 2013 provide the authority under which MEMPCs operate. This Sub Plan has been produced with the authority and complies with the requirements of the above-mentioned legislation and any relevant guidelines issued under section 77.

1.5 Administration

1.5.1 Municipal Relief and Recovery Emergency Management Planning Sub Committee

An overview of the Cardinia Shire Municipal Relief and Recovery Sub Committee (MRRPC), including details of its membership, meetings and relationship to State Regional and Municipal planning tiers, is detailed in the MRRPC Terms of Reference. It is available on request to the Cardinia Shire Municipal Emergency Management Planning Committee (MEMPC) or MRRPC. These committees can be contacted via email emergency@cardinia.vic.gov.au

1.5.2 Plan approval

This Sub Plan prepared by the Cardinia Shire MRRC is approved by the Cardinia Shire MEMPC and Southern Metropolitan Region Regional Emergency Management Planning Committee (REMPC).

This Plan comes into effect when it is published and remains in effect for a maximum period of three years, or earlier if superseded by an approved and published update.

1.5.3 Plan assurance

This Plan has been prepared in accordance with the EM Act 2013 and Ministerial Guidelines for preparing emergency management plans. A Statement of Assurance (Attachment B) has been prepared and submitted to the MEMPC and REMPC pursuant to EM Act 2013 (s60AG).

1.5.4 Plan review

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

Urgent updates of this Sub Plan are 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 Cardinia Shire website and remain in force for a maximum period of three months.

This Plan will be reviewed not later than June 2026 and then via three yearly reviews from that date and no later than June 2029.

2. Municipal Context and Risk Profile

2.1 Municipal Context and Risk Profile

For information in regarding Cardinia Shire communities, industry, environment, historic emergencies and risks, please see section 2 of the Cardinia Shire MEMP.

2.2 Municipal Relief and Recovery Coordination

Under the SEMP, Municipal Councils are responsible for Municipal Relief Coordination. The functional role of Municipal Relief Coordinator in Cardinia Shire is held by the Cardinia Shire Municipal Emergency Management Officer (MEMO) or delegate. More information can be found in Part 4 of this plan.

Municipal Councils are responsible for Municipal Recovery Coordination. The functional role of Municipal Recovery Coordinator is held by the Cardinia Shire Municipal Recovery Manager (MRM) or delegate. More information can be found in Part 4 of this plan.

These roles are supported by several key functional roles and operational structures within the Cardinia Shire Council

During an emergency the MEMO and MRM liaises with both the Regional Relief Coordinator and the Regional Recovery Manager, who then reports to the Emergency Recovery Victoria (ERV) Regional Recovery Coordinator.

2.3 Municipal Relief and Recovery Emergency Management Planning Sub Committee Structure

As stated in the Cardinia Shire MEMP, The MEMPC may convene sub-committees and working groups to manage discrete bodies of work. The Cardinia Shire MEMPC has established the Cardinia Shire Municipal Relief and Recovery Emergency Management Planning Sub Committee to support emergency management planning within the relief and recovery phases.

The MEMPC provides governance as the ultimate endorsing environment through development of an annual action plan but permits Sub Committee self-endorsement of tasking and actions to meet the shared objectives and obligations of the committee.

The Sub Committee will apply the principles of the EM Act working in consultation to ensure connectedness across the phases of emergency management in the municipality while maintaining a focus on key programs of work to support MEMPC objectives.

The Sub Committee will prepare and report against an annual plan of work endorsed by MEMPC. The Sub Committee will advise the MEMPC through a regular agenda item at quarterly MEMPC meetings. The Terms of Reference (TOR) for the Cardinia Shire MRRPC, including details of its membership and meetings, is available on request to the Cardinia Shire MEMPC or MRRPC. These committees can be contacted via email emergency@cardinia.vic.gov.au

3.This Sub Plan

The Cardinia Shire MEMPC has prepared this Sub Plan as required by the EM Act 2013 and having regard to the Ministerial guidelines for preparing emergency management plans.

In developing this Sub Plan, the MEMPC has committed to:

- maintaining an awareness of existing emergency plans and arrangements within the Municipality.
- a robust risk evaluation process, including
  - o undertaking regular risk and hazard assessments
  - o supporting accountable agencies to identify and prioritise possible treatments for emergency risks and consequences within the Municipality
  - o developing plans to manage or mitigate identified and prioritised residual risks
- identifying capability and capacity limitations within the Municipality and supporting capability uplift, including through multi-agency exercising and training

The arrangements in this plan apply on a continuing basis and do not require specific activation. Agencies with roles or responsibilities in the sub-plan must act in accordance with the sub plan (EM Act 2013 s60AK).

3.1 Complementary Relief and Recovery Plans and Documents

Complementary plans are prepared by community, industry/sectors or agencies for emergencies that do not fall within Part 6A of the EM Act 2013. They are often 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 or other requirements under the EM Act 2013.

A list of complementary plans that have significance to the comprehensive, coordinated and integrated relief and recovery emergency management arrangements in the Cardinia Shire are included at Attachment A.

3.2 Planning Objectives

The objectives of this Sub Plan are to:

1. Promote an integrated and coordinated approach to relief and recovery emergency management in the Cardinia Shire to reduce the effect and consequences of emergencies on people and our community.
2. Ensure emergency relief and recovery mitigation, relief response and recovery coordination are effectively integrated.
3. Promote a community focused and place-based approach to relief and recovery.
4. Support community resilience and create opportunities for community-based roles in relief and recovery.
5. Connect our Municipal emergency management sector and build networks, capabilities and capacity in relief and recovery,
6. Support emergency and recovery worker wellbeing during relief response and recovery.
7. Provide links to accurate information to outline agreed EM relief and recovery arrangements for the Municipality.
8. Acknowledge and identify risks and plan for them in a way that improves outcomes for people and communities.

4 Emergency Management Phases

4.1 Mitigation

This Sub Plan recognises that mitigation activities to strengthen community resilience before emergencies reduce relief and recovery needs during and after emergencies. These occur across a broad range of business, industry and agencies, as part of normal working arrangements. Mitigation activities may include application of policy and regulations, development of infrastructure, and provision of training and education activities.

The table below provides a summary of mitigation activities undertaken in the Cardinia Shire to strengthen community resilience across the five relief and recovery pillars. Please note the Cardinia Shire MEMP provides details in regard to emergency specific mitigations which are not covered below.

RELIEF AND RECOVERY ENVIRONMENTS	MITIGATIONS
Social	Emergency Relief Centres preparedness Emergency Recovery Centres preparedness STAND installations x 7 Sites LG/Agency Exercising (eg. Saturate) Energy Resilience Project x 4 Sites "Ready Get Go" All Hazards Preparedness Community Engagement. Person Centred Emergency Preparedness Program "Get Techy, Get Ready" Information Sessions Fire Danger Rating / Heat Health A-Frames & other collateral Social Media posts Community Newsletters Relief and Recovery committees (Community & Municipal) Community Emergency Support Teams (EST) & Fireguard groups Community Houses, Organisations & Programs Community Connectedness via Community Business, Sporting Clubs or other groups.
Economic	Environmental Upgrade Finance (EUF) Program Organisational support (NILS, Relief organisations) State Significant Industrial Precinct (SSIP) programs and initiatives Casey & Cardinia Jobs & Skills network (est 2022 Focus CALD & Youth) Business Network Events (Annual) November Bravo – Start Ups & Grant Applications "Good Access is Good Business Guide" Pakenham Revitalisation Program Collaboration with Invest Victoria to create local employment Mental Health & Wellbeing programs for business owners SEECA & Sustainability VIC business program Progress Associations & Township Committees Small Business Mentor Program Rural Financial Support SVC VFF Support – Local Branch

Built	Asset Management at local government level
	Asset Insurance – Private Property
	STAND installations x 7 Sites
	Energy Resilience Project x 4 Sites
	Hydration station installations
	Asset Management at private level
	Relief & Recovery Centre provision & preparedness
	DEECA Energy Resilience Solutions Program
Environment	Tree Maintenance by Agency
	Agency Fuel reduction operations (public land)
	Local government bushfire fuel reduction workshops (private land)
	Bunyip Community Recovery Committee Cultural Burning Project
	Recovery & Repurpose Organisations
	Private land management
	Animal Welfare Organisations
	Revegetation / shelterbelt projects
	Environmental Organisation Projects (incl. educational materials)
	Cardinia Shire Biolinks Plan
	Local Landcare Organisations
	WGPA Regeneration Project
	Westernport Catchment Landcare Network
	CEC Seedbank
Aboriginal Cultural and Healing	Bunyip Community Recovery Committee Cultural Burning Project
	Bunurong Land Council
	Wurundjeri Land Council
	Cardinia Shire Reconciliation Action Plan

Table 1 – Cardinia Shire Relief and Recovery Mitigations
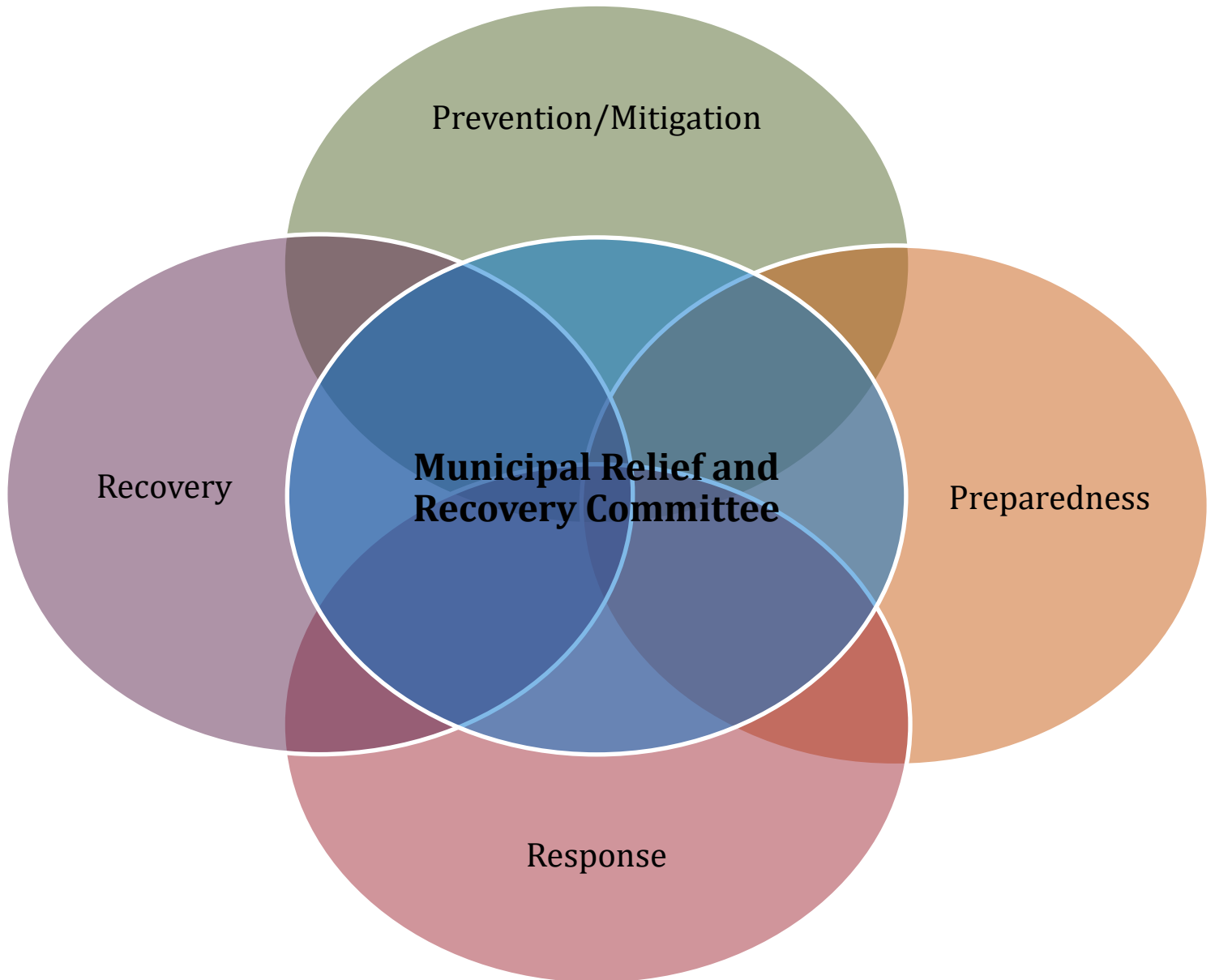
Figure 2 – Emergency Management Phases – Municipal Relief and Recovery Committee

4.2 Preparedness

In the emergency management context, preparedness includes activities undertaken by individual agencies or stakeholders to prepare for identified hazards or risks such as storm seasons. Activities may include but are not limited to doctrine review, training or exercising, asset and equipment maintenance or personnel recruitment.

In undertaking preparedness activities, consideration is given to the five core capability elements and the 21 core capabilities detailed in the 2018 *Victorian Preparedness Framework*. The framework shows agencies how to estimate their capability requirements, set capability targets and identify the critical tasks to achieve the targets.

The Cardinia Shire MEMPC relief and recovery preparedness activities that will be undertaken to support capability and capacity for the term of this sub plan include:

- Attendance and support of pre-season briefings (State-wide/Regional)
- Review of relief and recovery planning documents as required
- Maintenance of Relief and Recovery Centre capabilities (equipment and personnel)
- Provide support to member agencies' relief and recovery training opportunities
- Coordination and/or support of exercises to build capacity or test relief and recovery plans/procedures of member agencies' within the Shire.

<u>Relief and Recovery Exercise Schedule/Record for Cardinia Shire MEMPC</u>

A core preparedness activity for the Cardinia Shire MEMPC are exercises of MEMP Plan, Sub Plans and Agency Complementary Plans or parts thereof. This includes relief and recovery exercises. Please see section 4.2 of the Cardinia Shire MEMP for a full record of exercises undertaken.

4.3 Response (including Relief)

The phase includes agency command, control and coordination arrangements that are in place and tested before an event (known as readiness), the conduct of the response operation, and the provision of immediate relief to support communities during and in the immediate aftermath of an emergency.

Responsibilities and accountabilities of lead and support agencies as they relate within command, control and coordination structures, for response (including relief) and recovery are as per the SEMP. Relief is the provision of essential needs to people and communities during and in the immediate aftermath of an emergency. 'Essential needs' relates to immediate shelter, life support and personal needs. At a municipal level it is Council that is responsible for the coordination of relief services within the municipal boundary.

Where possible, response (including relief) activities should be managed at the lowest possible level which is often the municipal level. Whilst this is the case, regional/state support may be requested in accordance the arrangements outlined in this Plan, SMR REMP or SEMP.

This Sub Plan applies a municipal lens to response arrangements that will be applied when a multi-agency effort is required to manage an emergency event. It is not intended to be a tactical level plan although it may support the development of such plans and outline the arrangements where the scale and nature of the emergency require escalation.

Municipal relief response arrangements in the Cardinia Shire include:

- Coordinated municipal level relief and recovery management for major emergency events through the application of agreed triggers and resource escalation; this includes engagement with/in:
  - o Regional Emergency Management Team
  - o Incident Emergency Management Teams
  - o Municipal Relief and Recovery Emergency Management Planning Committees;

- Coordination of relief and recovery readiness and response in conjunction with other municipalities to be efficient and effective;
- Resourcing of relief and recovery readiness and response across agencies within the municipality prior to escalation;
- Management of readiness and response activation of Emergency Relief Centres and Recovery Centres;

- Utilisation of community and business networks to enhance engagement;
- Ensuring intelligence and insights gained from community meetings are used to ensure community concerns are considered in the operational management of an emergency relief and recovery;
- Capture opportunities for collaboration and coordination and minimise duplication of relief and recovery effort (e.g. relating to community engagement and exercising);
- Ensuring timely and holistic after-action reviews and development of strategies to address identified areas for improvement in relief and recovery operations.

4.3.1 Non-Major Emergencies Relief Provision

According to the definition in the SEMP definition a non-major emergency is:

- Any emergency that is not a major emergency
- A small emergency incident managed by the public or through the business-as-usual arrangements of agencies or private enterprises in a small area, promptly and without call on further resources
- Significant consequences for the community are not anticipated and major emergency arrangements are not proposed.

Reponses to non-major emergencies will be managed as a business-as-usual activity. Where there is a need to activate relief provision for a non-major emergency, this can be done via the Cardinia Shire Council MEMO.

4.3.2 Role of the Municipal Emergency Management Officer (MEMO) in Relief Coordination

The Municipal Council CEO must appoint a Council Officer to be a Municipal Emergency Management Officer (MEMO) as per s59G of the Emergency Management Act 2013.

They are responsible for:

- liaising with agencies in relation to emergency management activities for the municipal district; and
- assisting in the coordination of emergency management activities for the municipal council.

Regarding relief provision, the role of the MEMO is to:

- Coordinate provision of relief with the Cardinia Shire
- Be responsible for the activation and management of emergency relief centres
- Provide direction to internal Council teams concerning the allocation of resources in responding to relief need
- Support Initial Impact Assessment process (IIA) within the Cardinia Shire

The Municipal Recovery Manager (MRM) is to support the MEMO with their responsibilities during the response (relief) phase of an emergency. However, their primary responsibility is to prepare for the recovery phase of an emergency during this time.

4.3.3 Activation of Municipal Council and Supplementary Resources for Relief Provision

Please see section 4.3.4 Activation of Municipal Council and Supplementary Resources in the Cardinia Shire Municipal Emergency Management Plan.

4.3.4 Municipal Emergency Relief Centres

Municipal emergency relief centre may be activated upon the request of the Cardinia Shire MERC and/or control agency Incident Controller to the Cardinia Shire MEMO and/or MRM, or may be activated at those Council Officer's discretion.

An emergency relief centre (ERC) is a building or place established to provide essential assistance to people affected by an emergency. They are established for a short period of time to assess and support the immediate needs of the community during the initial response phase of the emergency.

It is the responsibility of municipal councils to establish and operate ERCs during emergencies. A variety of services may be delivered at a relief centre, depending on the initial needs of the community. Some of these services may be delivered by local providers, agencies or organisations while some may be delivered by regional or state services.

The decision of where to establish an Emergency Relief Centre will be based upon the location of the emergency occurring, current conditions/situation, resources available, impact on essential business as usual activities and is typically located well away from any threat to ensure public safety. This decision will made by the Cardinia Shire MEMO in consultation with Cardinia Shire MERC and/or control agency Incident Controller.

Any suitable building owned by the Cardinia Shire Council could be used as a Relief Centre during an emergency. However, the table below highlights buildings with either higher capacity or features which make them preferred sites.

Please note, for information in regard to relief centres for livestock and native animals please see the Cardinia Shire Municipal Emergency Animal Welfare Sub Plan.

Cardinia Shire Council has developed ERC guidelines to support the implementation and service delivery of ERCs. For more information about these guidelines please contact the Cardinia Shire Council MEMO.

Site Name	Address	Features
Bunyip Hall	38 Main Street, Bunyip. 3815	STAND Site Capacity 110 persons Limited parking available.
Cardinia Cultural Centre	40 Lakeside Boulevard, Pakenham. 3810	Catering Facilities Capacity – 1430 persons Ample parking
Cardinia Life	4/6 Olympic Way, Pakenham. 3810	Catering Facilities Shower Facilities Capacity - 770

Site Name	Address	Features
Cockatoo Community Complex	77 Pakenham Road, Cockatoo. 3781	STAND Site DEECA Solar Power Site Catering Facilities Capacity – 190 persons Ample parking
Gembrook Community Centre	4 Gembrook Road, Gembrook. 3783	STAND Site DEECA Solar Power Site Capacity – 230 persons Ample parking
Hills Hub and Worrell Reserve Pavilion	400A Belgrave-Gembrook Road, Emerald. 3782	DEECA Solar Power Site Catering Facilities Shower Facilities Capacity – 380 persons Ample parking
Lang Lang Hall	135 McDonalds Track, Lang Lang. 3984	Outside of Flood Overlay Catering Facilities - Capacity – 310 persons
Koo Wee Rup Community Centre	255 Rossiter Road, Kooweerup. 3981	STAND Site Catering Facilities – Shower Facilities Capacity – 300 persons Ample parking
Nar Nar Goon Memorial Hall	Spencer Street, Nar Nar Goon. 3812	STAND Site Catering Facilities Capacity – 150 persons Ample parking
Pakenham Hall	6E Henry Street, Pakenham. 3810	Catering Facilities Capacity – 460 persons Ample parking
Tonimbuk Hall	1900 Gembrook-Tonimbuk Road, Tonimbuk. 3815	STAND Site Catering Facilities – Shower Facilities Capacity – 56 persons Limited parking

Table 2– Buildings suitable for Cardinia Shire Relief and Recovery Centre

4.3.5 Strengthening Telecommunications Against Natural Disasters (STAND) Sites with the Cardinia Shire

After 2019 bushfire season, the Commonwealth Government funded the STAND program which aimed to increased community communications connectedness, via the installation of NBN satellite internet connections at key community locations in high-risk areas.

Via this Program, 7 NBN satellite connections were installed at the following locations:

- Bunyip Hall, Bunyip
- Cockatoo Community Centre, Cockatoo
- Emerald SES LHQ, Emerald
- Gembrook Community Centre, Gembrook
- Nar Nar Goon Memorial Hall, Nar Nar Goon
- Koo Wee Rup Community Centre, Koo Wee Rup
- Tonimbuk Hall, Tonimbuk.

These connections are designed to support response, relief and recovery activities if normal communication networks fail. In the event of power loss, these connections can be powered via a small portable 2KVA generator.

For more information about these sites or access please contact the Cardinia Shire Council MEMO.

4.3.6 Activation of Community and Non-Government Groups/Resources for Relief Response

Council as part of this coordination role may request the activation of non-government and community groups and/or relief providers to support relief provision in the Cardinia Shire during an emergency.

The table provides a summary of the non-government and community groups who have been identified by the MRRPC as being able to provide support to any relief provision during an emergency in the Cardinia Shire. These non-government and community groups will be activated by the MEMO as required. Groups who have the ability to support a relief response who are not currently identified are encouraged to make themselves known to the MRRPC. This can be done via emergency@cardinia.vic.gov.au

Where these groups/or any other group self-activates during an emergency, they should make contact with the MEMO as soon as practicable to ensure their efforts are coordinated with the overall relief response. This can be done via emergency@cardinia.vic.gov.au

Organisation	Admin		Services							Can accept spontaneous donations			Capacity		Required Support in an Emergency		
	Members have WWWCC	PL insurance for activities	Accommodation	Financial Support	Food Provision	Material Aid	Psycho-social Support	Volunteer Management	Other	Financial Donations	Food Donations	Material Donations	Entire Area of Shire	Can increase during emergency	Community Donations	Volunteers	Storage/Logistics
ADRA (Pakenham)				✓	✓	✓		✓		✓	✓	✓	✓	✓			
Australian Red Cross	✓				✓		✓						✓	✓			✓
Baw Baw Food Relief					✓	✓											
Bless Collective	✓	✓			✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓
Bunyip DCH					✓	✓		✓		✓	✓	✓		✓	✓	✓	✓
Centrelink (Services Australia)				✓									✓	✓			
Cockatoo CH	✓	✓			✓		✓	✓		✓	✓				✓		
DFFH				✓							✓				✓	✓	✓
Emerald CH	✓	✓			✓		✓		✓	✓	✓	✓		✓	✓	✓	✓
Emerald & Cockatoo EST	✓	✓			✓	✓	✓	✓			✓						
Good Shepherd NILS Loan Scheme				✓					✓								
Gurudwara Baba Budha Sahib Ji					✓								✓				
Gurudwara Siri Guru Nanak Darbar					✓								✓				
Halal Food Bank					✓												
Indiancare				✓	✓												
KWRHS										✓				✓			✓
Lions International	✓	✓		✓	✓	✓		✓		✓	✓		✓	✓		✓	✓
Rotary Club - Pakenham	✓	✓		✓	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	

Organisation	Admin		Services							Can accept spontaneous donations			Capacity		Required Support in an Emergency		
	Members have WWWCC	PL insurance for activities	Accommodation	Financial Support	Food Provision	Material Aid	Psycho-social Support	Volunteer Management	Other	Financial Donations	Food Donations	Material Donations	Entire Area of Shire	Can increase during emergency	Community Donations	Volunteers	Storage/Logistics
Salvation Army (Pakenham)				✓	✓	✓			✓	✓		✓	✓	✓			
St Vincent De Pauls - Pakenham				✓		✓							✓				
Turning Point KWR					✓	✓											
UBA									✓								
VCCEM							✓	✓					✓	✓			
VFF Cardinia									✓					✓		✓	✓
WAYSS			✓						✓				✓	✓			
Windermere							✓			✓		✓	✓	✓	✓		

Table 3 – Cardinia Shire Relief Capability Matrix Part 1

Organisation	Lead Representative	Phone Number	Email / Notes
RELIEF			
ADRA (Pakenham)	Bec Auriant	0411 865 790	RebeccaAuriant@adra.org.au
Australian Red Cross	Melissa Hogg-Marshall	0417 392 433	mhoggmarshall@redcross.org.au
Baw Baw Food Relief	Admin	5622 3891	6/11 Pearse St. Warragul Limited operating hours Mon - Fri
Bless Collective	Leanne Griffiths	5943 2137	info@bless.org.au
Moy Yan House Prev. Bunyip DCH	Nicole Lucas	0481 895 509	Manager@bdch.com.au

(Centrelink) Services Australia	Felix Rosario	0499 948 441	felix.rosario@servicesaustralia.gov.au
Cockatoo CH	Erin Crockett	5968 9031 AH 9532 0811	cch@taskforce.org.au
DFFH	Narelle Hocking	0447 206 846	Narelle.hocking@dffh.vic.gov.au Southern.EOC@dffh.vic.gov.au
Emerald CH	Mary Farrow Donna Asling	0403 765 314 0401 631 153	emhouse@iinet.net.au
Emerald & Cockatoo EST	Rachelle Mechielsen	0437 552 782	cockatooest@outlook.com
Good Shepherd NILS No interest loan scheme		1300 737 732	Contact Us – Good Shepherd
Gurudwara Baba Budha Sahib Ji		0433 483 335	
Gurudwara Siri Guru Nanak Darbar		0421 061 177	info@sgnd.com.au
Halal Food Bank		0406 444 326	info@halalfoodbankmelbourne.com.au
Indiancare		1300 005 040	Indiancare.org.au
KWRRHS	Noni Bourke	0488 584 080	Noni.bourke@krhs.net.au
Lions International	Ian Gration	0419 894 974	iangration@gmail.com gration@iprimus.com.au kenhblay@gmail.com
Rotary Club Pakenham	Geoff Young	0413 708 774	Youngs.hill@optusnet.com.au
Salvation Army (Pakenham)	Amanda Fleming	0448 203 803	Amanda.Fleming@salvationarmy.org.au
St Vincent De Pauls (Pakenham)		1800 305 330	
Turning Point Church KWR		03 5997 2217	kooweerup@turningpoint.asn.au
UBA	Caroline Spencer	9905 4397	Caroline.spencer@monash.edu
VCCEM	Ian Cayzer	9654 1736 0409 860 427	ianrcayzer@hotmail.com
VFF	David Young	5998 8293	Davidyoungsmail@gmail.com
WAYSS	Steve Nidenko	0438 531 546	stephenn@wayss.org.au
Windermere	Helen Consta	0408581716	helen.consta@windermere.org.au

Table 4 – Cardinia Shire Relief Capability Matrix Part 2

4.3.7 Activation of Regional Relief Coordination

Where an emergency is likely to exceed the capacity of a municipal council to coordinate emergency relief, Council may request the Regional Relief Coordinator, DFFH, undertake coordination of emergency relief at the regional level.

Relief coordination commences at a local level and as required, can escalate to regional or state level:

- when requested, because capacity is exceeded;
- where an emergency has affected multiple municipalities in one region, or multiple regions within the state; or
- where an emergency has a significant community-wide impact, in which case the Victorian government may establish an event specific relief coordination structure to oversee a whole-of-sector response.

In the event of an emergency being escalated (to regional or state level), the escalation will build on existing local arrangements, not replace them. Note: the Joint Metropolitan Region Local Mutual Aid Plan: https://files-em.em.vic.gov.au/OpFac/Metro/Metro-LMAP.pdf?v=20200326163220

Escalation of relief (from local to regional to state) operates on the following principles:

- relief decision-making and coordination, where possible, is undertaken at the local level, supported by regional and state-based activities.
- Specific relief activities within functional areas may be escalated to region or state level if needed. This will not necessarily cause a change in the point of coordination and builds on existing local arrangements, rather than replacing them.

The escalation from local through to different levels of relief services is designed so that additional coordination layers are enlisted to provide more support, not to replace or relieve lower levels of responsibility. Local emergency relief planning and coordination remain vital in large-scale emergencies where, regional, state and federal assistance is provided.

Further information on regional relief escalation arrangements can be found in the Southern Metropolitan Regional Emergency Relief and Recovery Subplan.

Image 1 – Australia Red Cross 2019/20 Bushfires

4.4 Recovery

As outlined in the SEMP, there are five key recovery environments that require a coordinated approach as part of the recovery process; Social, Economic, Natural, Built and Aboriginal Culture and Healing.

Social: the direct and indirect effects an event may have on the health and wellbeing of individuals, families and communities. This environment is primarily concerned with safety, security and shelter, health and psychosocial wellbeing.

Economic: the direct and indirect effects an event may have on business, primary producers and the broader economy

Built: the effects an event may have on essential physical infrastructure including essential services, commercial and industrial facilities, public buildings and assets and housing.

Natural: the effects an event may have on a healthy and functioning environment, which underpins the economy and society. Components of the natural environment include air and water quality; land degradation and contamination; plant and wildlife damage/loss; and national parks, cultural and heritage sites.

Aboriginal Culture and Healing: ensuring that Aboriginal culture is valued and respected. That Aboriginal trauma is addressed, and healing is supported. That Aboriginal cultural safety is promoted. That Aboriginal participation and ownership is promoted. For more information please see the ERV Strategy for Aboriginal Community-led Recovery https://www.vic.gov.au/strategy-aboriginal-community-led-recovery

Further information on the recovery environments can be found in the State Emergency Management Plan and the Regional Emergency Relief and Recovery Plan https://files-em.em.vic.gov.au/OpFac/SMR/Plans/Southern-Metro-Region-Plans/SMR-Relief-and-Recovery-Plan.pdf?v=20200326163220

This Sub Plan recognises and reflects the National Principles for Disaster Recovery:

•   Understanding the context

•   Recognising complexity

•   Using community-led approaches

•   Coordinating all activities

•   Communicating effectively

•   Recognising and building capacity

Further information on the National Principles for Disaster Recovery can be found at https://www.vic.gov.au/national-principles-disaster-recovery

The State Emergency Management Plan (SEMP) outlines responsibilities for tiered levels of recovery responsibility and coordination at the local, regional and state level to address the extent of needs and capacity at each level. At a municipal level it is Council that is responsible for the coordination of recovery within the municipal boundary. For more information please see the ERV Recovery Framework https://www.vic.gov.au/emergency-recovery-framework

4.4.1 Non-Major Emergencies Recovery Provision

According to the definition in the SEMP, a non-major emergency is:

- Any emergency that is not a major emergency
- A small emergency incident managed by the public or through the business-as-usual arrangements of agencies or private enterprises in a small area, promptly and without call on further resources
- Significant consequences for the community are not anticipated and major emergency arrangements are not proposed.

Recovery to non-major emergencies will be managed as a business-as-usual activity. Where there is a need to activate recovery provision for a non-major emergency, this can be done via the Cardinia Shire Council MEMO.

4.4.2 Role of the Municipal Emergency Recovery Manager (MRM) in Recovery Coordination

The Municipal Council CEO must appoint a Council Officer to be a Municipal Recovery Manager (MRM) as per s59H of the Emergency Management Act 2013.

They are responsible for:

- coordinating, in consultation with agencies, the resources of the municipal council and the community for the purposes of recovery; and
- liaising with any municipal emergency management officer appointed for the municipal district in relation to the use of the municipal council's resources for the purposes of recovery; and
- assisting any municipal emergency management officer appointed for the municipal district with planning and preparing for recovery.

In relation to recovery service provision, the role of the MRM is to:

- Coordinate provision of recovery operations within the Cardinia Shire
- Be responsible for the activation and management of emergency recovery centres
- Be responsible for the activation and management of Municipal and Community Recovery Committees
- Provide direction to internal Council teams concerning the allocation of resources in responding to recovery needs
- Coordinate any Secondary Impact Assessment (SIA) within the Cardinia Shire
- Coordinate any Disaster Recovery Funding Arrangements (DRFA) claims for the Cardinia Shire Council
- Completion of any other responsibilities or support roles as per SEMP

The MEMO is to support the MRM with their responsibilities during the recovery phase of an emergency.

4.4.3 Activation of Municipal Council and Supplementary Resources for Recovery Provision

Please see section 4.3.4 Activation of Municipal Council and Supplementary Resources in the Cardinia Shire Municipal Emergency Management Plan

4.4.4 Activation of Community and Non-Government Groups/Resources for Recovery

Council as part of this coordination role, may request the activation of non-government and community groups and/or providers to support recovery service provision in the Cardinia Shire during an emergency.

Table 1.1 provides a summary of the non-government and community groups who have been identified by the MRRPC as being able to provide support to any recovery service provision during an emergency in the Cardinia Shire. These non-government and community groups will be activated by the MRM as required. Groups who have the ability to support a recovery service response who are not currently identified are encouraged to make themselves known to the MRRPC. This can be done via emergency@cardinia.vic.gov.au

Where these groups/or any other group self-activate during an emergency, they should make contact with the MRM as soon as practicable to ensure their efforts are coordinated with the overall recovery operations. This can be done via emergency@cardinia.vic.gov.au

Image 2 – Hills Emergency Support Team and Emerald SES Volunteers providing recovery information – June 2021

Organisation	Members have WWCC	PL insurance for activities	Aboriginal Cultural Support	Financial Support	Food Provision	Material Aid	Psycho-social Support	Volunteer Management	Property Clean Up / Fencing	Agricultural Support	Environmental Support	Financial Donations	Food Donations	Material Donations	Community Donations	Volunteers	Storage/Logistics
RECOVERY	Admin		Services									Can accept spontaneous donations			Required Support in an Emergency		
Australian Red Cross				✓	✓		✓	✓				✓					✓
BlazeAid		✓							✓			✓	✓	✓	✓	✓	✓
Bunurong Land Council			✓							✓							
Bunyip (Moyan) DCH					✓	✓		✓				✓	✓	✓	✓	✓	✓
Centrelink (Services Australia)				✓													
Cockatoo CH					✓												
DFFH	✓			✓									✓		✓	✓	✓
Emerald CH	✓	✓			✓	✓	✓				✓	✓	✓	✓	✓	✓	✓
Good Shepherd NILS																	
Lions International	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓			✓	✓
Rotary Club - Pakenham	✓	✓		✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	
St Vincent De Pauls - Pakenham				✓		✓											
Tzu Chi Foundation				✓			✓					✓					
VCCEM							✓	✓									
VFF Cardinia										✓						✓	✓
WPLCN										✓	✓						
Windermere							✓					✓			✓	✓	
Wurundjeri			✓								✓						

Table 5 – Cardinia Shire Recovery Capability Matrix Part 1

Organisation	Lead Representative	Phone Number	Email
Australian Red Cross	Melissa Hogg-Marshall	0417 392 433	mhoggmarshall@redcross.org.au
BlazeAid	Debbie Buttler, National Business Manager	0418 990 267	admin@blazeaid.com.au
Bunurong Land Council		9770 1273	Shani.blyth@bunuronglc.org.au
Moy Yan House Prev. Bunyip DCH	Nicole Lucas	0481 895 509	Manager@bdch.com.au
(Centrelink) Services Australia	Felix Rosario	0499 948 441	felix.rosario@servicesaustralia.gov.au
Cockatoo CH	Erin Crockett	5968 9031 AH 9532 0811	cch@taskforce.org.au
DFFH	Narelle Hocking	0447 206 846	Narelle.hocking@dffh.vic.gov.au Southern.EOC@dffh.vic.gov.au
Emerald CH	Mary Farrow	0403 765 314	mfarrow@iinet.net.au
Good Shepherd NILS No interest loan scheme		1300 737 732	Contact Us – Good Shepherd
Lions International	Ian Gration	0419 894 974	iangration@gmail.com gration@iprimus.com.au kenhblay@gmail.com
Rotary Club Pakenham	Geoff Young	0413 708 774	Youngs.hill@optusnet.com.au
St Vincent De Pauls (Pakenham)		1800 305 330	
Tzu Chi Foundation	Mei Cockerall Wayne Cockerall	0402294797 0423311699	
VCCEM	Ian Cayzer	7037 6010	ianrcayzer@hotmail.com
VFF	David Young	5998 8293	Davidyoungsmail@gmail.com
WPCLN Westernport Catchment Landcare Network		0490 855 902	admin@wpcln.org.au
Windermere	Helen Consta	0408581716	helen.consta@windermere.org.au

| Wurundjeri | | 9416 2905 | reception@wurundjeri.com.au |

Table 6 – Cardinia Shire Recovery Capability Matrix Part 2

4.4.5 Municipal Emergency Recovery Centres

In some cases, recovery centres may be established to support the community. The decision of where to establish an Emergency Recovery Centre will based upon the location of the emergency occurring, current conditions/situation, resources available, impact on essential business as usual activities and is typically located well away from any threat to ensure public safety. Any suitable building owned by the Cardinia Shire Council could be activated as a Recovery Centre during an emergency. This decision will made by the Cardinia Shire MRM in consultation with the MEMO, Cardinia Shire MERC and/or control agency Incident Controller.

Recovery centres provide a single point of entry for affected persons for an all agency, all stakeholders, integrated recovery process. The MRM will specifically request various recovery support agencies to attend the recovery centre to provide services, advice and guidance to impacted community members.

4.4.6 Municipal Recovery Committees

Dependent on the scale of the emergency it may be necessary to establish a Municipal Recovery Committee and Community Recovery Committee(s).

In establishing a Municipal Recovery Committee, it is important to consider the functional areas of recovery. It must also support a flexible approach that reflects the scale of the emergency and the diverse range of community needs. The decision to form a committee rests with the MRM.

The composition of the committee will vary depending on the affected area. The membership of the committee should include Cardinia Shire Council, community leaders, representatives of relevant Government agencies, community groups, non-government agencies, representatives from the business community and representatives from Community Recovery Committees.

The following is a list of tasks that may be undertaken by the Municipal Recovery Committee:

- Monitor the overall progress of the recovery process in the affected community.
- Identify community needs and resource requirements and make recommendations to appropriate recovery agencies, municipal council's and the State's recovery management structure.
- Liaise, consult and negotiate, on behalf of affected communities, with recovery agencies, government departments and municipal councils.
- Undertake specific recovery activities including targeted recovery programs for men and women, children and youth, vulnerable population groups, displaced and dispersed people and families as determined by the circumstances and the committee.
- Develop a municipal recovery plan.

A Municipal Recovery Committee is a sub-committee to the REMPC or MEMPC as required by the context of the emergency.

4.4.7 Community Recovery Committees

Where required, one or more Community Recovery Committees may be established within the affected area. The decision to form a committee rests with the MRM in consultation with impacted communities.

Whatever recovery structure is implemented, it is important that all members of the affected community are provided the opportunity to give feedback and express their opinion in relation to the recovery process, thus ensuring broad and diverse community input.

The composition of the committee will vary depending on the affected area. The memberships of the committee should include Cardinia Shire Council, community leaders, representatives of relevant Government agencies, community groups, affected persons with appropriate expertise, non-government agencies and representatives from the business community.

The following is a list of tasks that may be undertaken by the Community Recovery Committee:

- Monitor the overall progress of the recovery process in the affected community.
- Identify community needs and resource requirements and make recommendations to the Cardinia Shire Municipal Recovery Committee, MRM or MEMPC.
- Undertake specific recovery activities including targeted recovery programs for men and women, children and youth, vulnerable population groups, displaced and dispersed people and families as determined by the circumstances and the Cardinia Shire Municipal Recovery Committee, MRM or MEMPC.
- Develop a community recovery plan.

A Community Recovery Committee is a sub-committee to the Municipal Recovery Committee or MEMPC as required by the context of the emergency.

4.4.8 Impact Assessment

Impact assessment is conducted in the aftermath of a Class 1 emergency event 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.

Victoria uses a three-stage process to gather and analyse information following an emergency event. The term impact assessment encompasses all three stages.

- Initial impact assessment (IIA)
- Secondary impact assessment (SIA)
- Post emergency needs assessment (PENA)

Despite three stages being described, impact assessment is not linear and some of the stages may be completed concurrently depending on the size and nature of the emergency event.

The initial stages focus more on response and immediate relief needs, but this transitions to recovery and mitigation as the time continuum progresses.

4.4.9 Initial Impact Assessment (IIA)

IIA is a preliminary assessment (visual inspection and quantifiable early data) undertaken by response/control agencies. IIA often comprise visual inspections, and/or the compilation of early available quantifiable data (such as number of dwellings destroyed or damaged), impacts on people remaining in affected area.

IIA provides early information to assist in the prioritisation of meeting the immediate relief needs of individuals and the community. It also indicates if further assessment and assistance is required.

The MEMO and MRM should actively seek IIA data from the incident controller/control agencies and community and support any IIA process within the Cardinia Shire.

4.4.10 Secondary Impact Assessment (SIA)

SIA is a subsequent progressive and more holistic assessment of the impact of the event on the community; and takes into account built and natural environments, social and economic impacts, and resulting community needs.

The SEMP specifies that Municipal councils are the lead agency for a number of local level relief and recovery activities, including the gathering and processing of information for secondary impact assessment.

Collecting secondary impact assessment (SIA) data will:

- Build a more accurate and comprehensive picture on top of IIA data, about the impact of an emergency on affected communities.
- Assist in the development of evidence-based post incident recovery plans in partnership with relevant relief and recovery partners.
- Assist agencies, partners, charities, personal support groups and other organisations with their activities during relief and recovery.

The MRM is responsible for secondary impact assessment activation and coordination. The MRM may delegate the responsibility for data collection, collation, analysis and reporting to an appropriately resourced SIA team.

The MRM will identify and engage with potential agencies and partners who will also be collecting impact assessment data after an emergency, in order to develop and outline a coordination process.

The MRM with share SIA data with all relevant agencies and partners to support recovery planning and operations.

Cardinia Shire Council has developed SIA guidelines to support the implementation and coordination of SIA. For more information about these guidelines please contact the Cardinia Shire Council MEMO or MRM.

4.4.11 Incident Specific Recovery Planning

Incident Specific Recovery Plans may outline a wide range of priorities but are an important mechanism to identify and express how communities can be supported.

Incident Specific Recovery Plans must be flexible documents that allow for regular review by the responsible committee. Implementation timelines for these priorities will be different for each community impacted and may be hindered by availability of funding. There must be a long-term commitment by all agencies and communities involved.

The purpose of an incident-specific recovery plan is to set out the arrangements for managing the planning and delivery of emergency recovery activities across the region. The plan includes:

- a description of the emergency;
- an assessment of the impacts on the affected regions and communities;
- a description of the risks and consequences;
- planned recovery activities;
- the governance and reporting arrangements;
- evaluation of the recovery;
- funding for recovery.

The MRM is responsible for the development of Municipal or community incident specific recovery plans in partnership with either Municipal or Community Recovery Committees.

Transition arrangements

4.4.12 Transition from response to business as usual

In most incidents and events, response transitions or deescalates to business as usual at the municipal level without the requirement for a formal event specific recovery plan. Formal transition to recovery is not required when there are no substantial coordination requirements in multiple recovery pillar coordination environments.

4.4.13 Transition from response (relief) to recovery

The Incident Controller, MERC, MEMO and MRM should start planning for a transition from response to recovery as soon as possible following the initial impact of a major emergency where it can be foreseen that there will substantial coordination requirements in multiple recovery pillar coordination environments.

A number of considerations impact the timing of the transition of coordination from response to recovery, including (but not limited to):

- the nature of the emergency and whether a recurring threat is likely;
- 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 extent to which the community needs emergency relief;
- the resources required for the activation of recovery arrangements.

A transition agreement will be developed between the Incident Controller, MERC, MRM and where applicable regional level Recovery Coordinator.

Transition from response (relief) to recovery document template can be found in the EM-Portal in EM-COP. However, it is important to note that not every transition from response (relief) event requires a transition to recovery plan.

4.4.14 Transition from recovery to business as usual

Recovery timeframes are adaptable to each event, at some point there will be a gradual handover to business as usual for recovery programs and activities to regional agencies or local government authorities or a phase out of activities as funding ceases to be available. The MRM will determine that the Municipal Recovery Plan and related coordination meetings have achieved their stated goals and recovery coordination for the event is closed off. All

stakeholders will be informed accordingly. Ongoing programs and activities or funding related concerns will be followed up through business as usual from the relevant agencies.

4.4.15 Activation of Regional Recovery Coordination

Where an emergency is likely to exceed the capacity of a municipal council to coordinate emergency recovery needs, Council may request the relevant Regional Recovery Coordinator undertake coordination of emergency recovery at the regional level. See Southern Metropolitan Regional Emergency Relief and Recovery Subplan.

Recovery coordination commences at a local level and as required, can escalate to regional or state level:

- when requested, because capacity is exceeded; or
- where an emergency has affected multiple municipalities in one region, or multiple regions within the state; or
- where an emergency has a significant community-wide impact, in which case the Victorian government may establish an event specific relief coordination structure to oversee a whole-of-sector response.

In the event of an emergency being escalated (to regional or state level), the escalation will build on existing local arrangements, not replace them. Note: the Joint Metropolitan Region Local Mutual Aid Plan: https://files-em.em.vic.gov.au/OpFac/Metro/Metro-LMAP.pdf?v=20200326163220

Escalation of recovery (from local to regional to state) operates on the following principles:

- recovery decision-making and coordination, where possible, is undertaken at the local level, supported by regional and state-based activities
- specific recovery activities within functional areas may be escalated to region or state level if needed. This will not necessarily cause a change in the point of coordination and builds on existing local arrangements, rather than replacing them.

The escalation from local through to different levels of relief services is designed so that additional coordination layers are enlisted to provide more support, not to replace or relieve lower levels of responsibility. Local emergency recovery planning and coordination remain vital in large-scale emergencies where, regional, state and federal assistance is provided.

Further information on regional recovery escalation arrangements can be found in the Southern Metropolitan Regional Emergency Relief and Recovery Subplan.

5. Evaluation and continuous improvement

Please see section 4.3.4 Activation of Municipal Council and Supplementary Resources in the Cardinia Shire Municipal Emergency Management Plan.

6. Roles and responsibilities

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

The SEMP outlines agreed agency roles and responsibilities, noting that existing duties, functions, powers, responsibilities or obligations conferred on an agency by law, licence, agreement or arrangement prevail to the extent of any 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.

Attachment C provides further detail relating to each agency's roles and responsibilities where they differ from the SEMP.

7. Restricted operational information

Section 60AI(2) of the EM Act 2013 allows the MEMPC and Emergency Management Victoria to exclude information from this publication 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.

Currently there is no restricted information as part of this sub-plan.

Summary of the restricted information	Reason for restriction	Agency/ies that hold this information in full	Contact point/s

The information included in the remainder of this section is considered restricted operational information and is to be redacted in the published version of this Plan.

Document information

Document details

Criteria	Details
Document title:	Cardinia Shire Municipal Relief and Recovery Emergency Management Sub Plan
Document owner:	Cardinia Shire Municipal Emergency Management Planning Committee

Version control

Version	Date	Summary of amendments	Author
0.1	10/2/2023	Initial draft provided to key stakeholders for feedback	Alicia Groves – Chair Cardinia Shire MRRC
0.2	14/4/2023	Updated Draft	Alicia Groves – Chair Cardinia Shire MRRC
0.3	11/05/2023	Updated Draft	Alicia Groves – Chair Cardinia Shire MRRC
0.4	26/05/2023	Final Draft for submission to Cardinia Shire MEMPC	Alicia Groves – Chair Cardinia Shire MRRC
1.0	5/9/2023	Approved by Cardinia Shire MEMPC	Stewart Matulis– Chair Cardinia Shire MEMPC

Document assurance

This document requires the following assurance:

Assurer	Title	Date
Stewart Matulis	Chair – on behalf of the Cardinia Shire MEMPC	5/9/2023

Document approval

This document requires the following approval:

Approver	Title	Date
Derek Lamb	Chair SMR REMPC	5/9/2023

References

Support material	Author	Location/link
Guidelines for Preparing State, Regional and Municipal Emergency Management Plans	Issued by the Minister for Police and Emergency	EMV Website
Resilient Recovery Strategy	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/how-we-help/resilient-recovery-strategy

Support material	Author	Location/link
ERV Recovery Framework	Emergency Recovery Victoria	https://www.vic.gov.au/emergency-recovery-framework
Secondary Impact Assessment Guidelines	MAV/ Emergency Management Victoria	MAV website https://www.mav.asn.au/__data/assets/pdf_file/0006/27744/Part-1-Secondary-Impact-Assessment-Guidelines.pdf
Impact Assessment Guidelines for Class 1 Emergencies	Emergency Management Victoria	EMV Website https://files-em.em.vic.gov.au/public/Doctrine/Technical/ImpactAssessmentGuidelinesforClass1Emergencies.pdf

Review date

Review Date	Description
September 2026	This document will be reviewed every 3 years or more frequently as required.

Acronyms

This section contains acronyms that are used throughout this Plan.

a) Acronym	b) Description
CERA	Community Emergency Risk Assessment
CEMP	Community Emergency Management Plan
CFA	Country Fire Authority
DFFH	Department Families Fairness & Housing
EM Act 2013	Emergency Management Act 2013
EMC	Emergency Management Commissioner
EMCOP	Emergency Management Commission Operations Picture
EMLA	Emergency Management Legislation Amendment Act
EMMV	Emergency Management Manual Victoria
EMV	Emergency Management Victoria
ERC	Emergency Relief Centre
ERV	Emergency Recovery Victoria
FDR	Fire Danger Rating
IRCS	Interagency Response Coordination System
IIA	Initial Impact Assessment
ICC	Incident Control Centre
LGA	Local Government Authority
MERC	Municipal Emergency Response Coordinator
MEMO	Municipal Emergency Management Officer
MEMP	Municipal Emergency Management Plan
MRM	Municipal Recovery Manager
MRRPC	Municipal Relief & Recovery Committee
PCEP	Person Centred Emergency Preparedness
RCC	Regional Control Centre
REMP	Regional Emergency Management Plan
REMPC	Regional Emergency Management Planning Committee
REMT	Regional Emergency Management Team
SEMP	State Emergency Management Plan
SIA	Secondary Impact Assessment
SMR	Southern Metropolitan Region
STAND	Strengthening Telecommunications Against Natural Disasters

a) Acronym	b) Description
VPF	Victorian Preparedness Framework
WGPA	West Gippsland Progress Association

Attachment A: Plan Hierarchy

This Plan's sub plans

Nil

Complementary plans

Cardinia Shire Council Emergency Relief Centre Operating Guidelines

Cardinia Shire Council Secondary Impact Assessment Guidelines

Cardinia Shire Council MEMO Single Incident Guide

SMR Regional 7 Day Readiness Plans (updated weekly during summer season)

SMR Regional Readiness Response Arrangements and Guidelines (CFA documents last reviewed 2017)

SMR Readiness Matrix REMT and LGA (last updated 2018)

Joint Metropolitan Local Mutual Aid Plan (covers Eastern, Northern & Western and Southern Metropolitan Regions)

Community Emergency Management Plans

Nil

Attachment B: Emergency Management Plan Statement of Assurance for this Plan

Plan Preparer: Cardinia Shire Municipal Emergency Management Planning Committee

I certify that the attached Municipal Emergency Relief and Recovery Management Sub 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 planning assurance checklist.

The last review of the plan was conducted on 5 September 2023.

Signature of nominated representative of preparer:

Name: Stewart Matulis , Chair, Cardinia Shire Municipal Emergency Management Planning Committee
Date: 5/9/2023

Attachment C: Emergency Management Agency Roles and Responsibilities

This page is intentionally left blank. No additional Roles and Responsibilities have been identified.