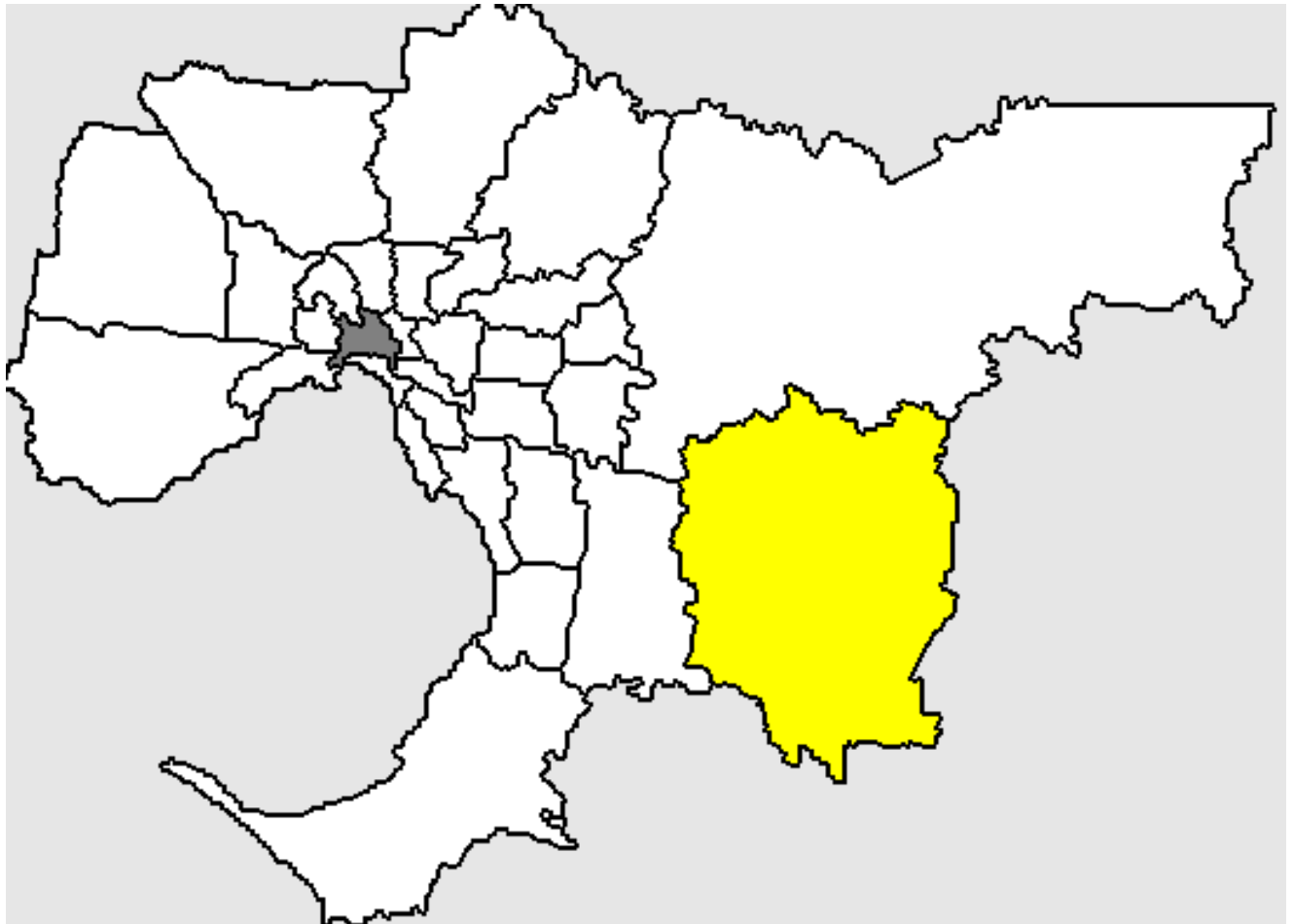


Cardinia Shire

Municipal Emergency Management Plan

Cardinia Shire Municipal Emergency Management Planning Committee

Version 1.2 – September 2025



Acknowledgement of Country

The Cardinia Shire Municipal Emergency Management Planning Committee acknowledges Aboriginal and Torres Strait Islander people as the Traditional Custodians of the land. The committee also acknowledges and pays respect to the Elders, past and present and is committed to working with Aboriginal and Torres Strait Islander communities to achieve a shared vision of safer and more resilient communities.

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

The Plan seeks to build safer and more resilient communities through dynamic engagement and connectedness with the individuals, groups and broader society that makes up the Cardinia Shire municipality. It ensures a coordinated and integrated approach with a focus on community involvement in planning in line with the 'all communities – all emergencies' approach to emergency management.

1.3 Scope

1.3.1 Context

This plan supports holistic and coordinated emergency management arrangements within the municipality. It is consistent with and contextualises the State Emergency Management Plan (SEMP) and Southern Metropolitan Region Emergency Management Plan (REMP). This MEMPC is a subordinate plan to the SEMP and REMPC.

In addition to the SEMP and REMPC, this Plan considers the municipal emergency management sub plans for specific emergency types and shire-specific issues. This Plan is not an aggregation of the SEMP, REMPC, MEMPC sub plans or agency plans within the Municipality but instead addresses and capitalises on opportunities that exist to enhance 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 and REMPC and any other identified plans listed in Attachment A.

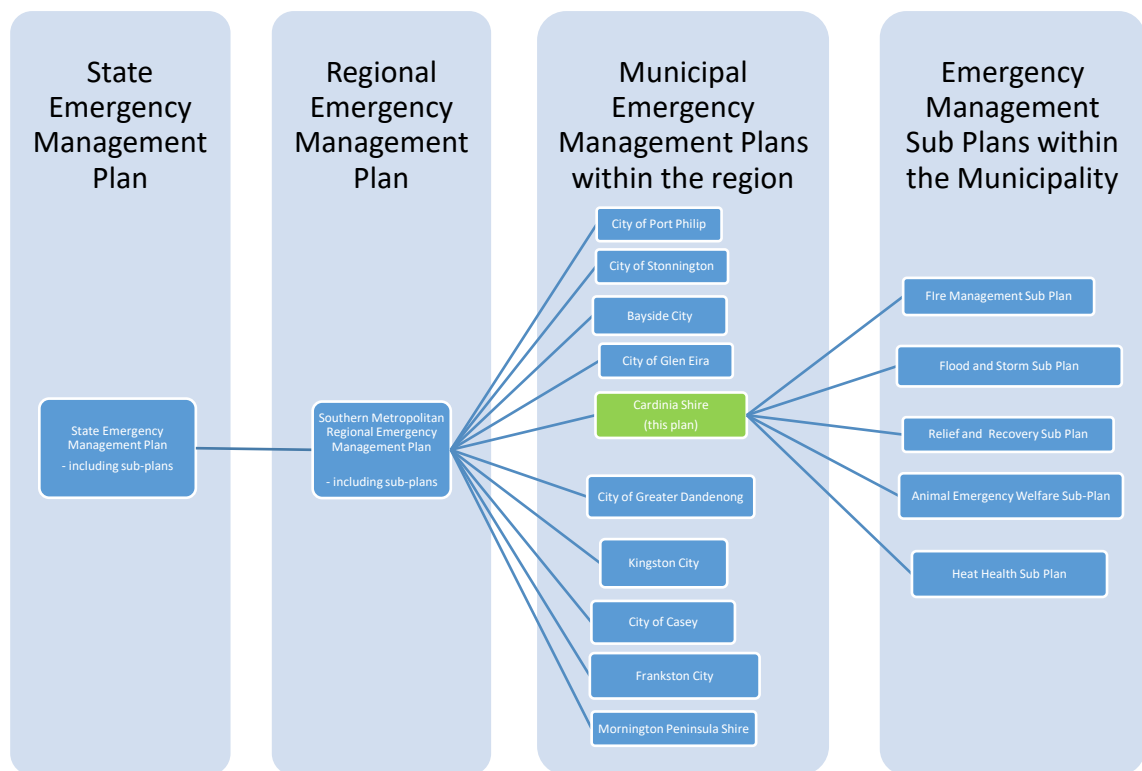


Figure 1: Plan hierarchy

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 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 Municipal Emergency Management Plan (MEMP) 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 Emergency Management Planning Committee

An overview of the MEMPC, including details of its membership, meetings and relationship to State and Municipal planning tiers, is detailed in the MEMPC Terms of Reference, is available on request to the MEMPC.

1.5.2 Plan approval

This Municipal Emergency Management Plan is approved by the Southern Metropolitan Region 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 REMPC pursuant to EM Act 2013 (s60AG).

1.5.4 Plan review

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

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

This Plan will be reviewed via three yearly review no later than December 2028.

2. Municipal Context and Risk Profile

Cardinia Shire is located south-east of Melbourne and is one of 10 'interface councils' around the perimeter of metropolitan Melbourne, providing a transition between urban and rural areas. Cardinia Shire includes an area of approximately 1,281 square kilometres.

The municipality features a mix of residential and rural land, and areas of environmental significance. It can be categorised into three distinct zones: the Dandenong Ranges and the foothills; the Princes Highway and Monash Freeway corridors; and the Koo Wee Rup 'swamp'.

The Shire is bordered by Yarra Ranges Shire Council to the north, Baw Baw Shire Council to the east, South Gippsland Shire to the South and City of Casey to the west. The Koo Wee Rup swamp and Westernport Bay are significant features of the southern part of Cardinia Shire.

The Victorian Government has nominated Casey–Cardinia as one of five regions around the fringe of metropolitan Melbourne where new housing and population growth is to be concentrated. As a result, rapid population growth will occur for the next 15 years within the Shire's designated growth area, comprising the townships of Beaconsfield, Officer and Pakenham. It is anticipated that our population will grow from approximately 110,000 to around 180,000 in this period.

Please note the source of data contained in this section is [Southern Metropolitan Region 2025 Regional Environmental Scan v1.0](#). Please view this document to find detailed references for the data used in the Plan.

Physical features:

The municipality is characterised by a linear, urban growth corridor which stretches from Beaconsfield to Pakenham parallel with the Princes Highway. To the north of the residential area is a vegetated interface with the southern foothills of the Dandenong Ranges.

The primary urban centre is Pakenham, which is 55kms from Melbourne's central business district (CBD). Princes Highway and Gippsland railway corridor runs east–west through the centre of Cardinia Shire, providing a key road and rail link between Melbourne and West Gippsland. The western end of this corridor comprises the Cardinia Shire growth area (about 10% of the Shire's land area).

Cardinia Shire has a large rural population; 38 rural townships exist outside the urban growth areas of Pakenham, Officer and Beaconsfield, resulting in unique service provision issues.



Figure 2 – Photo of Pakenham Metro/Rural Interface – Cardinia Shire Council

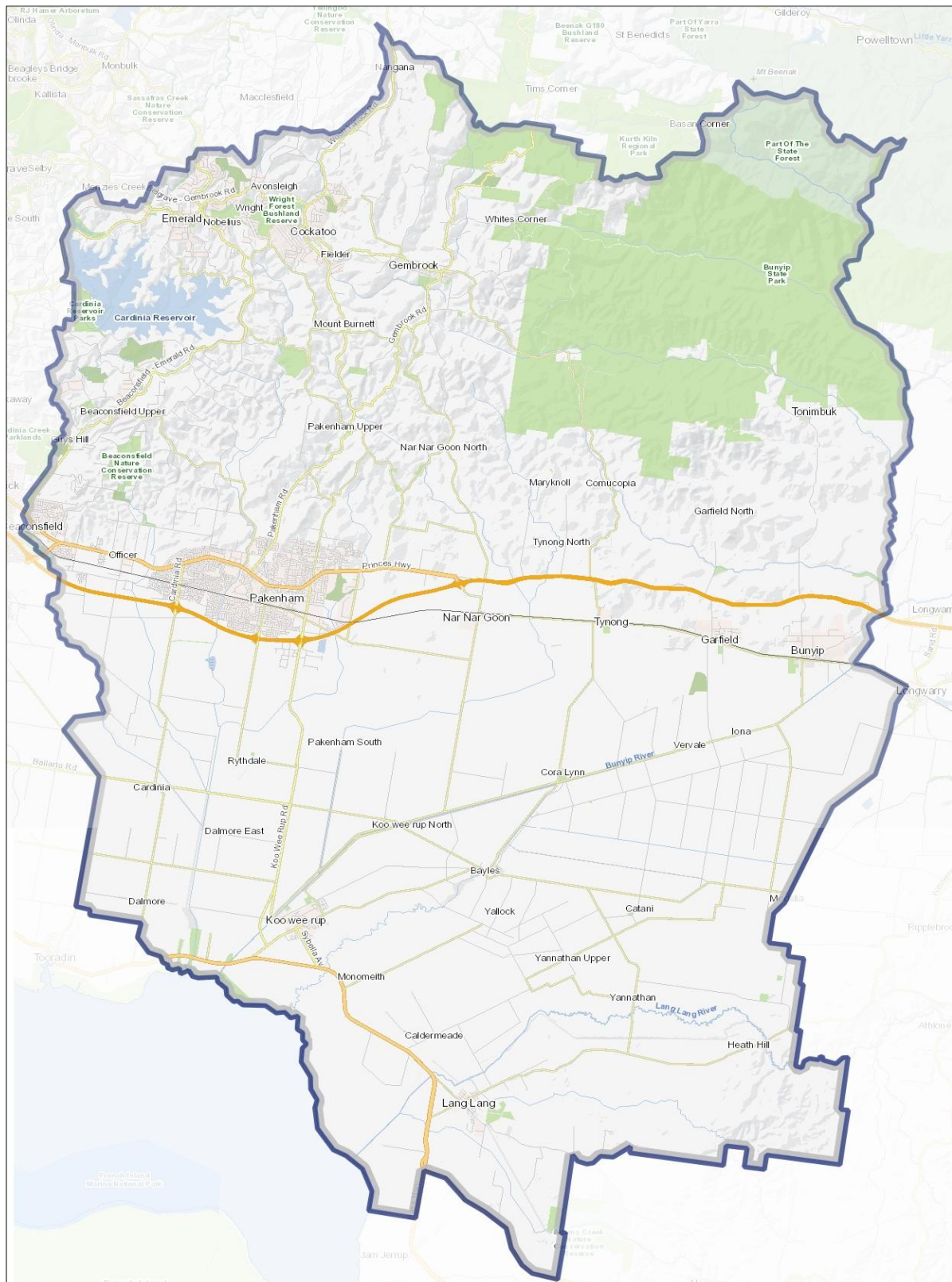


Figure 3: Municipal Map sourced from Cardinia Shire Council internal GIS
Note: Additional mapping overlays are available from Cardinia Shire Councils internal GIS system.

Significant community characteristics:

- Cardinia Shire is among the fastest and largest growing Local Government Area's (LGA) in Victoria and across Australia. Population is set to increase by 58.4% by 2036.
- Most recent population estimate is 118,194 (June 2021), an increase of 6,035 from 2019 and a 153% increase since 2001.
- Population is expected to increase to 178,605 by the year 2036.

Population Summary and Projections for SMR by LGA

LGA	2021	2026	2031	2036
Bayside	101,306	106,508	110,498	114,606
Cardinia	118,194	139,506	160,644	178,605
Casey	365,239	427,696	481,752	527,462
Frankston	139,281	145,704	150,754	156,104
Glen Eira	148,908	159,146	167,035	174,884
Greater Dandenong	158,208	167,406	178,215	189,885
Kingston	158,129	167,263	175,292	183,581
Mornington Peninsula	168,948	174,667	180,679	187,558
Port Phillip	101,942	117,952	132,552	147,015
Stonnington	104,703	116,957	124,637	132,138
TOTAL	1,564,858	1,722,806	1,862,059	1,991,837
	Current Population		Forecast Population	

Table 1: Population Summary and Projections for SMR by LGA

- Current median age in Cardinia Shire is 34 years old.
- Cardinia Shire has a higher proportion of young families than the Melbourne average. In contrast, the proportion within the 65-plus age group is lower when compared with metropolitan Melbourne. These patterns are typical of growth areas on the fringe of large cities where young couples often move out from rental accommodation in inner suburbs in search of affordable housing and larger family-sized dwellings.
- Over 21,256 residents aged 65 and over live in Cardinia Shire, representing 17.9% of the total population. The number of senior residents living in Cardinia Shire is expected to increase to more than 35,875 residents aged 65 plus by 2036. This increase in the number of older residents will have a corresponding impact on the demand for community and aged services, health services, public transport and local infrastructure.
- 4.8% need assistance in their day-to-day lives due to a disability, which is the average for the SMR

Housing and Households

- Cardinia Shire has 32,065 households
- Average of 2.8 people per dwelling
- 94.1% of dwellings are separate houses with 5.7% being medium density residential.
- 7.2% are Lone person households
- Average household weekly income is \$1930 which is slightly higher than the SMR average.
- Households are considered to be in poverty if their disposable income falls below 50% of the median income, a widely used benchmark in national and international studies. 13.2% of the population in Cardinia meets this definition.

Indigenous heritage: and CALD

- Cardinia Shire is home to approximately 1145 people of Aboriginal and Torres Strait Islander peoples status. This is 4th highest number in the SMR LGAs.
- The most common countries of birth for non–Australian born residents in the Shire are the United Kingdom, New Zealand and India with a total of 17.8% of the population or 21,073 born overseas. Cardinia Shire is likely to experience growth in CALD communities in the future as the population increases.
- 17.8% of people speak a language other than English at home. The dominant languages spoken at home, other than English, in Cardinia Shire are Punjabi, Sinhalese and Italian.

Our industry and economy

- Cardinia Shire provides a major transport and energy link between Gippsland and metropolitan Melbourne with the Princes Highway and rail corridor, and the south-eastern transmission lines.
- Cardinia Shire adds \$4.85 Billion dollars annually to the Victorian economy.
- There are 33,273 local jobs in Cardinia Shire.
- The top three industry sectors of employment are Construction (13.8%), Health Care and Social Assistance (13.4%) and Retail trade (9.9%).
- Approximately 4.3% of residents were unemployed, which is lower than SMR average (4.8%).

Our agriculture

With the majority of the towns in the Shire having a rural setting, agriculture continues to be a key industry. This includes:

- Poultry, beef, milk and egg production are the main livestock products.
- Main vegetable production industries are potato and asparagus growers.
- Large amount of horse properties and small lifestyle farms.

In terms of land use in Cardinia Shire, primary production utilises almost two thirds of available land (64.5%) 71,722ha.

Cardinia is the dominant LGA for agricultural activity in SMR, contributing significantly to nearly all agricultural categories, including grazing and cropping.

Our Tourism

This Shire includes small communities with both natural and rural attributes that attract significant tourist numbers, particularly during the warmer months. Attractions such as Puffing Billy Railway, Gumbuya World, Emerald Lake Park, Kurth Kiln Regional Park, Cardinia Reservoir and Bunyip State Park provide a basis for tourism throughout the year.

Critical infrastructure/ major facilities:

More than 277 km of major roads traverse Cardinia Shire, including major highways, freeways, arterial roads, and 122 bridges such as:

- Bass Highway
- Princes Highway
- Nar Nar Goon – Longwarry Road
- Pakenham Road
- Princes Freeway
- Koo Wee Rup – Healesville Road
- South Gippsland Highway
- Beaconsfield Emerald Road

There is more than 116 km of major rail line in Cardinia Shire, the most in SMR.

Of note, only 43.3% of the population has access to public transport, the lowest in the SMR.

Cardinia Shire has significant power and gas infrastructure include 285km of major transmission lines and 148 km of gas pipe lines, the most in the SMR. A Power Terminal Station key to receiving high voltage from transmission lines is located in Pakenham. There are also 3 Zone Substations at Officer, Pakenham and Lang Lang. Cardinia Shire's only Major Hazard Facility is the Bass Gas Facility in Lang Lang.

Cardinia Shire also has significant water infrastructure including Cardinia Reservoir, Beaconsfield Reservoir and Treatment Ponds/Facilities in Pakenham and Koo Wee Rup.

There are 22 telecommunications exchanges within Cardinia Shire. During prolonged power outages loss of mobile phone and NBN connections may occur in some areas.

Other significant infrastructure includes:

- Emerald Lake Park
- Gumbuya World
- Puffing Billy Railway
- Bunyip State Park

Cardinia Shire has only major medical facility in Koo Wee Rup. However, has 13 Retirement Villages and 121 Aged Cared facilities.

Environment

Cardinia Shire Council includes an area of approximately 1,281 square kilometres, comprising of 33 different natural vegetation communities.

The northern part of the Shire is set in the foothills of the Dandenong Ranges and includes Bunyip State Park, Cardinia Reservoir and the townships of Emerald, Cockatoo and Gembrook. The Shire is located within two water catchments being the Yarra Valley (20% of the Shire) to the north and Western Port (80% of the Shire) to the south. The northern foothills comprise of woodlands which give way to tree ferns and taller wet forests as you progress north and the elevation increases to 320 metres at Gembrook Township.

The Koo Wee Rup swamp and Western Port Bay form the significant features of the southern part of Cardinia Shire, and includes high quality agricultural land of State significance. This land is generally flat alluvial swamp land - plains which have been substantially cleared of vegetation. The exception to this is the heath and wet forest vegetation in the Heath Hill area, which is recognised as being of landscape significance by the National Trust. Sea grass, saltmarsh and mangroves collectively make up an internationally significant 'RAMSAR' area along the Shire's coast. Any remaining vegetation in Koo Wee Rup swamp is listed as endangered 'Swamp Scrub'.

The wide expanse of environments attract a diverse variety of animal species, ranging from large Powerful Owls and lyrebirds to the north, and the threatened Growling Grass Frog and Dwarf Galaxias fish to the south.

Notable parks and reserves include:

Park/reserve name	Area (hectares)
Bunyip State Park	16,660
Kurth Kiln Regional Park	4000
Beaconsfield Nature Conservation Reserve	172
Wrights Forest Bushland Reserve	161
RJ Chambers Flora and Fauna Reserve	121
Mt Cannibal Flora and Fauna Reserve	53
Emerald Lake Park	52
Bunyip Nature Sanctuary	50
Hillview Bushland Reserve	46
Cardinia Aqueduct Trail	38



Figure 4 – Photo of Emerald Lake Park – Cardinia Shire Council

There are a number of waterways within the municipality of varying types including river systems, creeks, main drains and local catchment drains. This network of waterways is very complex and, within the Koo Wee Rup Flood Protection District, predominantly man-made. With a combined length of 2,213km, the waterways throughout Cardinia play a vital role. Of this, only 472km are managed by Melbourne Water and the rest are predominantly managed by Cardinia Shire.

The major waterways are:

- Bunyip River
- Cardinia Creek
- Lang Lang River
- Bessie Creek
- Gum Scrub Creek
- Toomuc Creek
- Cannibal Creek
- Back Creek
- Deep Creek
- Ararat Creek

Bunyip River, also known as Bunyip Main Drain, consists of the Tarago and Bunyip River systems which converge above Princes Highway near the township of Bunyip. These systems extend from the head waters within Bunyip State Forest and Black Snake Range. This part of the Bunyip River catchment is largely natural.

Lang Lang River is the second largest waterway in the municipality and extends from the head waters near Ranceby and Poowong and meets Western Port Bay near Lang Lang Township. The river's bed and banks are in semi-natural condition but some man-made interventions are present along its course; mainly below Yannathan.

The Cardinia, Deep and Toomuc Creek catchments are also significant waterways within the municipality, in terms of flooding impacts to the community. These waterways have been significantly modified in their lower reaches.

The waterways that outfall into Western Port Bay can be affected by tidal influences. In extreme cases where flood waters and very low atmospheric pressures occur simultaneously, predicted levels can vary significantly. Depending on the hydraulic gradient of the flow in waterways, there is the potential for flood waters and high tide to backup water in these low-lying areas.

Climate

Average temperatures in Cardinia Shire during Summer: Max 24.7 Min 12.1. These are slightly cooler than the SMR averages

Average temperatures in Cardinia Shire during Winter: Max 13.1 Min 4.5. These are colder than the SMR average, with minimum nearly 2 degrees colder on average.

On average Cardinia Shire receives 2505 mm of rain annually, the most in the SMR. Most of this rain falls on average in autumn.

Cardinia Shire has significantly more rain days than the rest of SMR, due to Cardinia Shire's size and topography.

It is expected that the impact of climate change will be fewer days with rain, but higher intensity rain events when those do happen. This is because a warmer atmosphere can hold more moisture. Australia's heavy rainfall patterns have a high natural variability and some sites are

witnessing a larger increase in heavy rainfall for shorter duration events that may increase the risk of flash flooding.

Community Emergency Risk Assessment (CERA):

In preparing the MEMP, the MEMPC utilised a risk assessment process consistent with ISO31000. This process has been facilitated by the Victoria State Emergency Service and is known as the Community Emergency Risk Assessment (CERA).

The CERA process for Cardinia Shire was undertaken in June 2025

Below is a summary of the risks identified as part of the CERA process. Access to the full CERA outcomes report is available on request to the MEMPC.

Identified hazard	Residual risk rating
Bushfire/Grassfire	High
Storm	High
Flood	High
Extreme Temperatures – Heat/cold	High
Animal Disease	High
Human Epidemic / Pandemic	High
Essential Services Disruption	Extreme

Further information:

Refer to the Southern Metro Region Environmental Scan and Regional Profile for further information on the characteristics and risk profile of the SM Region as a whole and Cardinia Shire. Also refer to each municipal risk sub plan or agency complementary plan listed in Attachment A for further specific local risk information.

2.1 Municipal and Regional Operability

Cardinia Shire shares borders with Eastern Metro EM Region and Gippsland EM Region as well as bordering five municipalities, City of Casey, Shire of Yarra Ranges, Baw Baw Shire, South Gippsland Shire, Bass Coast Shire. The majority of these are in different EM regions. This presents unique challenges as emergency events in Cardinia Shire may spread or impact across multiple EM regions requiring cross regional coordination and tactical interoperability across the regions between control agencies and municipalities.

Southern Metropolitan Region

The Cardinia Shire MEMPC works in collaboration with the SMR REMPC to maintain regional operability and coordination.

In the SMR, Cardinia Shire Council works as part of the Southern Metropolitan Region Municipal Emergency Management Enhancement Group (SMR MEMEG) The SMR MEMEG provides a council-focused forum to build local government emergency management capability and capacity. The purpose of the group is to:

- Standardise council emergency management policies, plans, and procedures that reflect best-practice approaches, legislative changes, and have a community-resilience focus.
- Collaborate to share learnings, training and exercising opportunities, and strengthen inter-council resource sharing for emergency management.
- Integrate the learnings and outputs of the group into existing and new emergency management forums at the municipal, regional, and state level.

The work of the SMR MEMEG is shared across the 10 SMR councils and will be driven and prioritised according to the group's action plan. The SMR MEMEG is an independent committee formed by the SMR councils for the benefit of councils and is not a sub-committee governed by the SMR REMPC or Cardinia Shire MEMPC

Eastern Metropolitan and Gippsland Region

Where relevant and practicable, the Cardinia MEMPC and individual agencies work to manage shared risks that exist across the different EM regions to enhance preparedness, response and recovery activities.

These specific risk-based works will be documented in the relevant MEMP subplan or agency complementary plan.

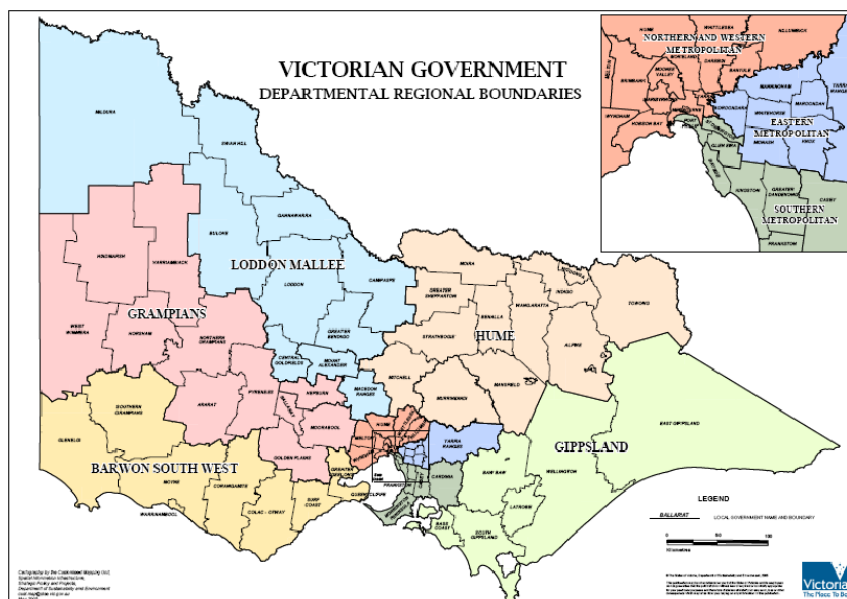


Figure 5 – Victoria Government Regions – State of Victoria

2.2 Significant historic emergencies in the Cardinia Shire

Year	Location	Incident	Impact
1891	Regional	Major rainfall and flooding	Major flooding
1900	Koo Wee Rup	Two-day period of rainfall	Crop loss and inundation
1901	Koo Wee Rup	Three-day period of rainfall	Extensive flooding
1911	Upper Catchments	Heavy rainfall	Flooding to depth of 1.5 metres Koo Wee Rup
1923	Cora Lynn	Flood event	Crops destroyed and inundation 2 metres at Cora Lynn
1924	Koo Wee Rup	Heavy rainfall	300mm most of Koo Wee Rup “swamp” over 2 metres
1934	Koo Wee Rup	Flooding	Major flooding
1935	Koo Wee Rup	Flooding	Major flooding only five months after previous
1937	Koo Wee Rup	Heavy rainfall	Excess rainfall over 600 points Koo Wee Rup flooding
1939	Eastern Victoria	Bushfire (Black Friday)	2 million hectares/71 deceased
1956	Cardinia Shire	Heavy rainfall	Heavy rain and flooding
1959	Cardinia Shire	Heavy rainfall	Widespread flooding / upper catchments
1971	Swamp area	Flooding	Significant flooding
1978	Pakenham	Heavy rainfall	Widespread flooding in Pakenham CBD
1983	Cardinia Shire	Bushfire (Ash Wednesday)	180 homes destroyed/21 deceased
1991	Koo Wee Rup	Extensive flooding	Flooding of the Koo Wee Rup swamp
1996	Koo Wee Rup	Widespread flooding	Damage to crops, riverbanks overflowing Iona
2008	Cardinia Shire	Severe Windstorm	Widespread damage across Southern metro region
2009	Bunyip State Park	Bushfire (Black Saturday)	45% of park burnt by wildfire
2009	Lakeside/Pakenham	1/100 year storm event	180 mm rainfall in 24 hours 4–5 Feb 2009
2010	Cardinia Shire	Hailstorm	Heavy rain, large hail and flash flooding over 6th and 7th of March 2010
2011	Pakenham/Officer	Heavy rainfall	Over 150mm in eight hours causing extensive flooding
2012	Koo Wee Rup area	Heavy rainfall/flooding	Widespread flooding Koo Wee Rup and surrounds
2015	Avonsleigh	Vehicle accident	A triple fatality car accident involving teenagers from Emerald Secondary College significantly affected three local communities
2016	Cardinia Shire wide	Significant storm event	Severe wind event leaving 40,000 homes without power across the 3 Metro regions
2016	Metropolitan areas	Thunderstorm Asthma	21-22nd November, unprecedented surge in respiratory and asthma related illness affected thousands of Victorians
2016	Cardinia Shire wide	Flood event	Widespread rainfall up to 80mm in a short period of time causing flash flooding, landslips and traffic management concerns
2017	Pakenham	Structure Fire	Pakenham Hotel significantly damaged by fire

2018	Emerald Lake Park	Dam breach	Lake Treganowan dam wall failed due to instability causing leaks to the outflow area
2018	Gembrook	Structure fire	Gembrook hotel and restaurant was entirely destroyed in a significant fire
2019	Tonimbuk/Bunyip North	Bushfire	1 March, bushfire caused by lightning strike in Bunyip State Park. 29 Houses destroyed.
2021	Emerald/Cockatoo	Storm	Significant storm/wide event causes widespread damage across Metro Hills areas. 8 House damaged in Cardinia Shire and significant power outage for 5 days
2021	Cardinia Shire	Storm and widespread prolonged power outage	Significant storm/wide event causes widespread damage across Metro Hills areas. Significant power outages for over a week affected 4000+ Shire residents.
2024	Cardinia Shire	Storm and widespread prolonged power outage	Significant storm/wide event causes widespread damage across Metro and Hills areas in February and August. Significant power outages for over a week affected 4000+ Shire residents. 50 properties damaged.

2.3 MEMPC Sub Structures (Sub Committees and Working Groups)

The MEMPC may convene sub-committees and working groups to manage discrete bodies of work. These sub-groups may be established for finite or ongoing terms, as required. The sub-group concept permits greater equity in tasking and workload and facilitates ongoing committee functionality at peak emergency management times. The broad MEMPC provides governance as the ultimate endorsing environment through development of an annual action plan but permits subgroup self-endorsement of tasking and actions to meet the shared objectives and obligations of the committee.

Any sub-group established 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. In recognition of the ongoing complexity of some areas of regional planning around known risks and hazards, 'Sub Committees' may be established with responsibility for delivering / addressing planning for mitigation, response, relief, recovery, community resilience and interoperability relying on subject matter expertise.

Sub Committees will prepare and report against an annual plan of work endorsed by MEMPC. Sub Committees will advise the MEMPC through a regular agenda item and through liaison with MEMPC working groups. Formal TOR developed by the MEMPC will support and endorse the functions of regional subcommittees.

Current Cardinia Shire MEMPC Sub Committees as of 1st September 2025 are:

- Cardinia Shire Municipal Fire Management Planning Sub Committee
- Cardinia Shire Municipal Flood and Storm Management Planning Sub Committee
- Cardinia Shire Municipal Relief and Recovery Planning Sub Committee

3. This Plan

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

In developing this Plan, the MEMPC has committed to:

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

3.1 Sub-plans and complementary plans

3.1.1 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 regional flood response sub-plan.

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

Agencies with roles or responsibilities in the sub-plan must act in accordance with the plan (EM Act 2013 s60AK). In determining which risks require sub-plans to support this Plan, the MEMPC has had consideration of the following reports and supporting materials:

- State Emergency Management Plan (SEMP) Viral (Respiratory) Pandemic Sub-Plan 2023
- Heat Health Plan for Victoria (State) 2021
- Victoria's Critical Infrastructure All Sectors Resilience Report 2022
- Critical Infrastructure Resilience Strategy, EMV July 2015
- Strategic Bushfire Management Strategy
- State Emergency Management Plan (SEMP) Flood Sub-Plan Edition 4 (2025)
- State Emergency Management Plan (SEMP) Storm Sub-Plan Edition 4 (2025)
- State Emergency Management Plan (SEMP) 2024
- Existing Regional Emergency Management Plans (REMPs), including their Community Emergency Risk Assessments (CERAs).
- Resilient Recovery Strategy 2019.
- Control Agency complementary plans

A list of sub-plans is included at Attachment A.

3.1.2 Complementary Plans

Complementary plans are prepared by 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 and other requirements under the EM Act 2013.

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

3.2 Planning Objectives

The objectives of this plan are to:

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

3.3 Three-year planning horizon

This first version of the Cardinia Shire MEMP under the new emergency management arrangements is foundational and the first step on a journey of continuous improvement in planning. Indicatively, the MEMPC foresees the following key milestones towards planning maturity over the next three years:

- Ensuring the plan is reviewed to best enhance and deliver arrangements (through this plan) that inform control and coordination across the Municipality
- Ensuring that actions to enhance Municipality capability is reflected in future versions of the MEMP.
- Ensuring the governance structure and membership of the MEMPC best supports the assurance of actions and responsibilities in the MEMP.

The criteria used to measure the success of this Plan are:

- Identify and incorporate complementary plans
- Review and refresh sub-plans as required
- Assurance of the MEMP within 3-year cycle
- Monitor, evaluate and review the MEMP based on learnings from emergency events
- Encourage and support integrated training and exercising
- Identify, assess and mitigate new and emerging risks

4. Emergency Management Phases

4.1 Mitigation

This Plan recognises that mitigation activities 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.

CARDINIA SHIRE TOP RISKS (EXTREME OR HIGH THROUGH CERA)	MITIGATIONS
Bush/Grass Fire	All hazards Public Information Campaigns Neighbourhood Safer Places Fire Hazard Inspection Programs Mechanical works for fuel reduction Planned burns Bushfire Prepare Private Fuel Management Program Municipal Fire Management Sub Plan Fire Access Tracks Roadside Vegetation Management Community and Agency Exercises Fire Restrictions and Legislative controls Hazard Tree management
Flood	All hazards Public Information Campaigns Local Flood Guides Dam Safety Plan Municipal Flood Storm Sub Plan Asset Management at local government level – drainage engineering, road network maintenance, land use planning
Storm	Municipal Flood Storm Sub Plan All hazards Public Information Campaigns Asset Management at local government level Tree Maintenance by Agency STAND installations
Extreme Temperatures – Heat/cold	All hazards Public Information Campaigns Municipal Heat Health Action Plan Community warnings and information Vulnerable Persons Register
Animal Disease	Quarantine Biosecurity procedures National livestock tracing systems Vaccination controls Animal welfare controls - Enforcement of regulations Site inspections ie: markets, farmers Stakeholder education Emergency Animal Welfare Sub Plan
Essential Utility Disruption	STAND installations

4.1.1 Hazard trees management

Section 86B of the Electricity Safety Act 1998 (Vic) (ES Act) provides that municipal emergency management plans must specify;

- (a) Procedures and criteria for the identification of hazard trees; and
- (b) Procedures for the notification of responsible persons of trees that are hazard trees in relation to electrical lines for which they are responsible.

Below outlines the different process per the land tenure.

Tenure	Notification Process
Council	The Cardinia Shire Council Electrical Line Clearance Management Plan outlines the procedures and criteria used by the Cardinia Shire Council for the identification of hazard trees. For further information please refer to this Plan. https://www.cardinia.vic.gov.au/downloads/download/1211/electrical_line_clearance_management_plan_-_cardinia_shire_council In the first instance, Council can be notified of tree hazards via its Customer Service line 1300 787 624. Emergency Service agency representatives may also notify the Cardinia Shire MEMO.
VICROADS	If the tree is on Vic Roads land and directly threatening electricity lines, VICROADS should be contacted on 1300 282 616. For further information please refer to the Vicroads Tree Policy. https://www.vicroads.vic.gov.au/-/media/files/documents/utilities/about-vr/acts-and-regulations/v5a_tree_policy_2016_v2.ashx
Private	If the tree is on private land and directly threatening electricity lines, the distribution company, AusNet, should be notified on their 131 799 number. For further information please refer to AusNet Vegetation Management Plan. vegetation_management_plan_2021-2026_electricity_transmission_network_published_aug_21.pdf



Figure 6 – Council tree crew post June 2021 storms – Cardinia Shire Council

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 season. 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 preparedness activities that will be undertaken to support capability and capacity for the term of this plan include:

- Attendance and support of pre-season briefings (Statewide/Regional)
- Review of MEMPC planning documents as required
- Provide support to member agencies' training opportunities
- Coordination and/or support of exercises to build capacity or test plans/procedures of member agencies within the Shire.

Exercise Schedule/Record for Cardinia Shire MEMPC

A core preparedness activity for the Cardinia Shire MEMPC are exercises of MEMP Plan, Sub Plans and Agency Complementary Plans or parts thereof. The MEMPC in partnership with relevant agencies will determine the style and theme of exercises and the relevant agencies participation. Improvements, modifications and amendments which are identified during these exercises will be included in the MEMP continuous review cycle and record as per Section 5 of this MEMP.

The relevant control agency is responsible for overseeing the conduct of and debrief from an exercise as well as maintaining a record of outcomes. Where applicable Chair of the MEMPC will ensure debrief outcomes are reflected in amendments to this plan and sub-plans.

Plan	Exercised Details	Agencies Involved	Date Held/Scheduled
Municipal Emergency Management Plan	Tested as part of Gembrook Hotel fire September 2018	CFA/VICPOL/Council	September 2018
	VICPOL Evacuation Table-Top Exercise Maryknoll	CFA/FRV/FFM VIC/Council/Community	March 2021
	Exercise STAND – IMT systems test in prolonged power outage scenario using STAND NBN Cockatoo	Council/VICPOL/SES	May 2022
	Emerald Lake Park Train vs Bus tabletop exercise	Council/VICPOL/SES/CFA/FRV/PBR	Nov 2024

Plan	Exercised Details	Agencies Involved	Date Held/Scheduled
Municipal Storm and Flood Emergency Plan	Exercise Gumboots	SES/Council	July 2018
	VICPOL Traffic Management Exercise – Koo Wee Rup Flood Scenario	VICPOL/SES/Council/KRHS	March 2021
	Tested as part of June 2021 Storm/Power Outage Response	SES/Council/VICPOL/DFFH	June 2021
	Tested as part of October 2021 Storm/Power Outage Response	SES/Council/VICPOL/DFFH	October 2021
	Operation Saturate – Flood Event Tabletop Exercise	VICPOL/SES/Council	June 2022
Municipal Fire Management Plan	Upper Beaconsfield Community Bushfire Exercise	CFA/FFM/VICPOL/Council/Community	November 2018
	Tested as part of response to Bunyip Complex Bushfire 2019	CFA/DFFH/FRV/FFM VICPOL/SES/Council/ Relief Providers/Community	March 2019
	KRWRHS Fire Exercise	All MEMPC Members	April 2023
Municipal Relief and Recovery Sub-Plan	Exercise Emerald – Storm Relief Preparedness Exercise	Council/SES/DFFH	April 2018
	Nar Nar Goon Relief Centre Exercise	Council	October 2020
	Gembrook Relief Centre Exercise	All MEMPC Agencies	October 2024

4.3 Response

This 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, relief and recovery are as per the SEMP.

Where possible, response 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 with the arrangements outlined in this Plan, SMR REMP or SEMP.

This 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 or any sub plans may support the development of such plans and outline the arrangements where the scale and nature of the emergency require escalation.

Municipal response arrangements in Cardinia Shire include:

- Coordinated municipal level readiness, response, relief and recovery management for major emergency events through the application of agreed triggers and resource escalation; This includes engagement with/in:
 - Regional Emergency Management Team
 - Incident Emergency Management Teams
 - Municipal Recovery Committees
 - MEMPC Sub Committees and Working Groups
- Coordination of readiness and response in conjunction with other municipalities to be efficient and effective;
- Resourcing of readiness and response across agencies within the municipality prior to escalation;
- Management of readiness and response activation of Municipal Emergency Coordination 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;
- Capture opportunities for collaboration and coordination and minimise duplication of effort (e.g. relating to community engagement and exercising);
- Ensuring timely and wholistic after-action reviews and development of strategies to address identified areas for improvement.

4.3.1 Incident Control Centres and Regional Control Centre/s

As per the [Victorian Emergency Operations Handbook](#), Class 1 and some types of Class 2 emergencies are managed from the State Control Centre, Regional Control Centres (RCCs) and either an Incident Control Centre (ICC), mobile command vehicle, site office or other location determined by the Emergency Management Commissioner. Class 2 and other emergencies, depending on the size, type and nature may be managed from an agency specific location.

The *Victorian Emergency Operations Handbook* details the locations and contact details for each RCC and ICC across the state, which are expanded further in [Attachment C](#) of this Plan.

4.3.2 Municipal Emergency Coordination Centre/s (MECC)

Municipal emergency coordination is a function that may occur dependent on the event. In some cases, a physical Municipal Emergency Coordination Centre may be required.

The MECC may be activated upon the request of the MERC, or may be activated at the discretion of the MEMO and/or MRM. Its primary functions are to be utilised for the coordination of resource allocation, to receive and transmit information updates, and to provide an administrative and management base for the MERC, MEMO and MRM. Municipal emergency coordination can be undertaken easily from a variety of locations which provide flexible options including operating in the designated MECC, virtually, the emergency site or at ICC if required.

MECC Type	Address
Primary	Cardinia Shire Council Civic Centre, 20 Siding Ave, Officer
Secondary	Cardinia Shire Council Operations Depot, 18 Purton Road, Pakenham

4.3.3 Role of the Municipal Emergency Response Coordinator (MERC)

The State Emergency Response Coordinator must appoint a member of the police force to be an emergency response Coordinator for each region and municipal district

They are responsible for ensuring that an emergency is being effectively coordinated at their respective levels, this being the Municipal Emergency Response Coordinator (MERC) at the municipal level.

In the event of an emergency, directions concerning the allocation of resources in responding to that emergency may be given to all relevant agencies having roles or responsibilities in relation to the response to emergencies by the MERC.

Control agencies can request support through the MERC at any time, who will pass on the request to the relevant agency. Where requests cannot be achieved at the municipal level, the request will be passed to the Regional Emergency Response Coordinator (RERC)

4.3.4 Activation of Municipal Council and Supplementary Resources

Resource support by municipalities occurs when services or control agencies exhaust their own avenues of supply and there is a requirement for continued supply. Council-managed resources available during an emergency include Council staff resources for Emergency Relief Centre and Municipal Emergency Coordination activation and Council equipment that can be used to assist response agencies.

Responding agencies requiring municipal resources should make their request through the Municipal Emergency Resource Coordinator (MERC), Municipal Emergency Management Officer (MEMO) or Municipal Recovery Manager (MRM). If the request cannot be achieved, the request will be passed to the Regional Emergency Response Coordinator (RERC). There is no obligation for Councils to source other resources that are located within (or beyond) the municipal district that are neither owned nor controlled by the municipal Council.

Where the requested equipment or resources are not owned by Council and must be sourced through a third party or contractor, the control agency requesting the equipment or resource will bear all costs associated to the request.

The Incident Controller is responsible for the safety of all personnel and equipment on their incident ground, including all municipal council resources supporting the response.

For more information in regard to the activation of municipal and supplementary resources please refer to: *Practice Note Sourcing Supplementary Emergency Response Resources through Municipal Councils*.

A list of the Council resources available to support response agencies is available on request to the Cardinia Shire Council MEMO.

4.3.5 Activation of Community Groups/Resources for Relief Response

Emergency Relief is the provision of essential needs to people and communities during and in the immediate aftermath of an emergency. Essential needs relate to immediate shelter, life support and personal needs. A detailed summary can be found in the SEMP regarding the scope of Emergency Relief and responsibilities of different agencies and tiers.

At a municipal level it is Council that are responsible for the coordination relief services within the municipal boundary. Relief provision is part of the response phase of an emergency.

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

More information in regard to relief provision, planning, preparedness and response, in Cardinia Shire, can be found in the Cardinia Shire Municipal Relief and Recovery Subplan.

4.3.6 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 his 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 in the event normal communication networks fail. In the event of power loss, these connections can be powered via a small portable 2KV generator.

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

4.3.7 Energy Resilience Hubs and Quick Generation Points in the Cardinia Shire

After 2021 storms which impacted the State of Victoria, the Victorian Government funded several Energy Resilience Hubs aimed to increase community resilience during power outages via the installation of solar panels, batteries and diesel generators at key community locations in high-risk areas.

Via this Program, 3 Hubs were installed at the following locations:

- Cockatoo Community Centre, Cockatoo
- Worrell Reserve Pavilion, Emerald
- Gembrook Community Centre, Gembrook

These hubs are designed to support response, relief and recovery activities in the event normal power networks fail. For more information about these sites or access please contact the Cardinia Shire Council MEMO.

AusNet has installed to two quick generator points in Emerald and Cockatoo which allow temporary power generation to be provided to selected areas of these towns CBDs to assist the normal functioning of these communities in the event normal power networks fail.

4.4 Recovery arrangements

As outlined in the SEMP, there are four key recovery environments that require a coordinated approach as part of the recovery process; social, economic, natural and built (as per the Resilient Recovery Strategy).

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.

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>

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 relief and recovery within the municipal boundary.

This MEMP via the Relief and Recovery Subplan, outlines the relief and recovery arrangements that will be applied where an emergency has impacted the Shire and its' communities. This Subplan sets out the planning, preparedness and response arrangements for recovery in detail.

Recovery Escalation

Recovery is best managed at the level closest to the affected community. Recovery at the local level is coordinated by the council in partnership with recovery support agencies and service providers. Most emergencies are small and managed locally by the council.

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

Relief and recovery coordination commence 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 or recovery 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 relief and recovery activities within recovery 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 and recovery 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 and recovery planning and coordination remain vital in large-scale emergencies where, regional, state and federal assistance is provided.

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



Figure 7 – Council staff and Community Recovery Committee members at Tonimbuk Bushfire Recovery Centre – Cardinia Shire Council

5. Evaluation and continuous improvement

The Inspector-General for Emergency Management (IGEM) released the Monitoring and Assurance Framework for Emergency Management. The framework provides a starting point for a coordinated approach to sector-wide/system level assurance. The EM-LEARN Framework supports the Monitoring and Assurance Framework for Emergency Management through assisting the establishment of a culture and common process to enable continuous improvement across organisations within the sector.

Lessons Management

Lessons management is the management of a continuous learning cycle where capturing, analysing and implementing lessons, occurs without barriers, and results in measurable behaviour change.

It includes the establishment of a learning culture to support the capturing of observations and insights from monitoring, debriefing and review activities, which are then analysed for trends, risk and lessons. Lessons are then assessed for action, which is then implemented and monitored for change and improvement.

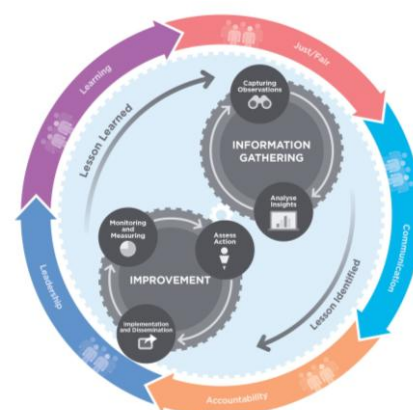
Evaluation and Continuous Improvement

The Cardinia Shire MEMPC supports and promotes the State's commitment to a culture of continuous improvement as outlined in the IGEM "Monitoring and Assurance Framework for Emergency Management", the 2015 [EM-LEARN Framework and the Lessons Management Life Cycle](#).

Cardinia Shire MEMPC, lessons management is founded on a platform of evaluation and continuous improvement.

Evaluation and Continuous Improvement's contribution to EMV's EM-LEARN Framework and its 5 Areas for Action

The Cardinia Shire MEMPC's evaluation and continuous improvement" approach is aligned with, and will promote and enhance, the EM-LEARN Framework and its 5 Areas for Action, as shown in the following table.



EM-LEARN Framework Area for Action	Description	Cardinia Shire MEMPC Contribution to EM-LEARN Framework
Governance	Implementing a clear governance structure to support the life cycle and system will be key to the framework's success. Governance supports the cultural characteristics of leadership and accountability and will ensure that the process is transparent and functional.	The Cardinia Shire MEMPC evaluation and continuous Improvement approach contributes to emergency management practice and learning, and organisational accountability and transparency. Operational learning (e.g. debriefs, After Action Reviews) and non-operational learning (e.g. project evaluations) will be shared via EM-Share.
Communication	Communication is critical to lessons management success, not only to ensure the collection of information but throughout the lesson management process and at all levels of emergency	Information will be shared within and across participating organisations and communities, across regions, and to State (State Review Team) cultivating the opportunity for all members to contribute towards continuous learning and improved services. Information

	management. Lessons management will include a clear and transparent process for all members ensuring any required information can be easily accessed.	and learning are made readily available and accessible in a timely manner and in an appropriate and useable format.
Process	The process includes the following stages: capturing observations, analysing insights, lesson identified, assess action, implementation and dissemination, monitoring and measuring and lesson learned. Implementation of this process will rely on a clear governance structure and communication plan to ensure successful lessons management.	The Cardinia Shire MEMPC will contribute to the process for lessons management and continuous improvement by adhering to the EM-LEARN Framework and the Lessons Management Life Cycle process. This includes the input of information where required and the application of lessons learned (where identified and allocated to MEMPC's). The Cardinia Shire MEMPC supports the establishment of a standard set of emergency operations indicators and measurement across the Australian emergency management sector.
Training	To support the development of clear expectations, roles and responsibilities, personnel will be adequately trained and educated on the tools, techniques and concepts.	The Cardinia Shire MEMPC members will be aware of and understand the EM-LEARN framework and processes; data collection and analytical skills; lessons documentation and sharing; and the application of lessons learnt; and nurturing a culture of learning and continuous improvement. Inter-agency training and skills development will be promoted and supported where relevant.
Technology	Development of a lesson sharing platform to support sector wide learning and the lessons management life cycle.	The Cardinia Shire MEMPC supports the use of EM-SHARE as a lessons sharing platform to support sector wide learning and lessons management. Observations and files can be submitted at any time during or after deployment, project, shift, incident, season, project/program or event. All MEMPC members agree to input relevant data and information into the system that relates to the region. All relevant personnel from partner agencies should be equipped and trained to make use of the database.

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, power, responsibility or obligation conferred on an agency by law, licence, agreement or arrangement prevail to the extent of its inconsistency with this plan (EM Act 2013 s60AK).

The roles and responsibilities outlined in this plan are specific to the Municipality and are in addition to, or variations on, what is outlined in the SEMP.

Attachment D 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 published that is related to critical infrastructure, personal information or information that is of a commercially sensitive nature.

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

Summary of the restricted information	Reason for restriction	Agency/ies that hold this information in full	Contact point/s
Vulnerable Persons Register	Personal information	DFFH, Cardinia Shire Council	Municipal Emergency Management Officer (MEMO) Cardinia Shire Council
Vulnerable Facilities List	Critical Infrastructure	DFFH, Cardinia Shire Council	Municipal Emergency Management Officer (MEMO) Cardinia Shire Council
Cardinia Shire MEMPC Contacts List	Personal Information	Cardinia Shire Council	Municipal Emergency Management Officer (MEMO) Cardinia Shire Council

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 Emergency Management Plan
Document owner:	Cardinia Shire Municipal Emergency Management Planning Committee

Version control

Version	Date	Summary of amendments	Author
0.1	2/6/2022	Initial draft provided to key stakeholders for feedback	Stewart Matulis – Chair Cardinia Shire MEMPC
0.2	8/7/2022	Update to CERA information for initial draft	Stewart Matulis – Chair Cardinia Shire MEMPC
0.3	11/8/2022	Addition of section 4.1.1 and images throughout document	Stewart Matulis – Chair Cardinia Shire MEMPC
0.4	1/9/2022	Addition of section 4.3.6	Stewart Matulis – Chair Cardinia Shire MEMPC
1.0	6/9/2022	MEMP endorsed by Cardinia Shire MEMPC	Stewart Matulis – Chair Cardinia Shire MEMPC
1.1	1/3/2023	MEMP endorsed by SMR REMPC	Stewart Matulis – Chair Cardinia Shire MEMPC
1.2	5/9/2025	MEMP review and update endorsed 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	5/9/2025

Document approval

This document requires the following approval:

Approver	Title	Date
Nicole Armstrong	Chair SMR REMPC	TBA

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

Support material	Author	Location/link
Resilient Recovery Strategy	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/how-we-help/resilient-recovery-strategy
Lessons management framework (EM-LEARN)	Emergency Management Victoria	https://www.emv.vic.gov.au/how-we-help/reviews-and-lessons-management/lessons-management-framework-em-learn
Victorian Emergency Operations Handbook	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/publications/victorian-emergency-operations-handbook
Victorian Preparedness Framework	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/how-we-help/emergency-management-capability-in-victoria/victorian-preparedness-framework
Victorian Emergency Management Strategic Action Plan	Emergency Management Victoria	EMV Website https://files-em.em.vic.gov.au/public/EMV-web/Publications/EMV_Strategic_Action_Plan_2018-2021.pdf
Environmental Scan Report: Southern Metro Region	Information Management and Intelligence Team, EMV	EMV Website https://www.emv.vic.gov.au/em-planning-resource-library/regional-level-resources/southern-metro-environmental-scan

Review date

Review Date	Description
Dec 2028	This document will be reviewed every 3 years or more frequently as required.

Acronyms

This section contains acronyms that are used throughout this Plan.

Acronym	Description
CERA	Community Emergency Risk Assessment
EM Act 2013	Emergency Management Act 2013
EMC	Emergency Management Commissioner
EMMV	Emergency Management Manual Victoria
EMV	Emergency Management Victoria
IRCS	Interagency Response Coordination System
MEMO	Municipal Emergency Management Officer
MEMP	Municipal Emergency Management Plan
MERC	Municipal Emergency Response Coordinator
MRM	Municipal Recovery Manager
REMP	Regional Emergency Management Planning Committee
REMP	Regional Emergency Management Plan
SEMP	State Emergency Management Plan
VPF	Victorian Preparedness Framework
CEMP	Community Emergency Management Plan
CFA	Country Fire Authority
EMCOP	Emergency Management Commission Operations Portal
ICC	Incident Control Centre
LGA	Local Government Authority
RCC	Regional Control Centre
REMT	Regional Emergency Management Team
SMR	Southern Metropolitan Region

Attachment A: Plan Hierarchy

This Plan's sub plans

Cardinia Shire Municipal Relief and Recovery Subplan
Cardinia Shire Fire Management Subplan
Cardinia Shire Flood and Storm Management Subplan
Cardinia Shire Emergency Animal Welfare Management Subplan
Cardinia Shire Heat Health Subplan

Complementary plans

Cardinia Shire Council Emerald Lake Precinct Emergency Management Plan
Cardinia Shire Council Neighbourhood Safer Places Plan
Cardinia Shire Council Dam Safety Management Plan
Cardinia Shire Council Emergency Relief Centre Operating Guidelines
Beach Energy Lang Lang Gas Plant Emergency Management Plan
Melbourne Water Cardinia Shire Flood Management Plan
Various local response plans (CFA)
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
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 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 planning assurance checklist.

The last review of the plan was conducted on 5/9/2025 .

Signature of nominated representative of preparer:

A handwritten signature in black ink, appearing to be 'SM' with a stylized flourish.

Name: Stewart Matulis , Chair, Cardinia Shire Municipal Emergency Management Planning Committee
Date: 5/9/2025

Attachment C: Regional and Incident Control Centres

Regional Control Centre

**as per the Victorian Emergency Operations Handbook*

Location *	Street address *	Phone number * Fax number *	Email address *
CFA Regional HQ 45 Assembly Drive, Dandenong South 3175 Phone (03) 9767 3840 Fax (03) 9767 1800 only BH Email rccrctrl@rcc.vic.gov.au Responsibility for access: CFA RAC/RDO Arrangements for opening and closing: Facility Manager Functional use/capacity/limitations: Requires access cards to enter BCP arrangements: SES Mulgrave ICC			

Incident Control Centres

**as per the Victorian Emergency Operations Handbook*

Location *	Street address *	Phone number * Fax number *	Email address *
CFA Regional HQ 45 Assembly Drive, Dandenong South 3175 Phone (03) 9767 3800 Fax (03) 9706 7447 Email iccdan.all@icc.vic.gov.au Responsibility for access: CFA RAC/RDO Arrangements for opening and closing: Facility Manager Functional use/capacity/limitations: Requires access cards to enter BCP arrangements: Ferntree Gully ICC			

Attachment D: Emergency Management Agency Roles and Responsibilities

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

Attachment E: Municipal Emergency Management Subplan Approval Schedule

This table provides an overview of the dates that Cardinia Shire Municipal Emergency Management Subplans were last reviewed and when they are due for their next review.

All MEMP Subplans will approved by the MEMP during this plan's own review horizon.

Subplan	Date of most recent approval	Date of next approval
Cardinia Shire Municipal Relief and Recovery Subplan	September 2023	September 2026
Cardinia Shire Fire Management Subplan	July 2023	July 2026
Cardinia Shire Flood and Storm Management Subplan	June 2022	June 2025 (non-complaint)
Cardinia Shire Emergency Animal Welfare Management Subplan	August 2022	August 2025 (non-complaint)
Cardinia Shire Extreme Heat Sub Plan	June 2024	June 2027

