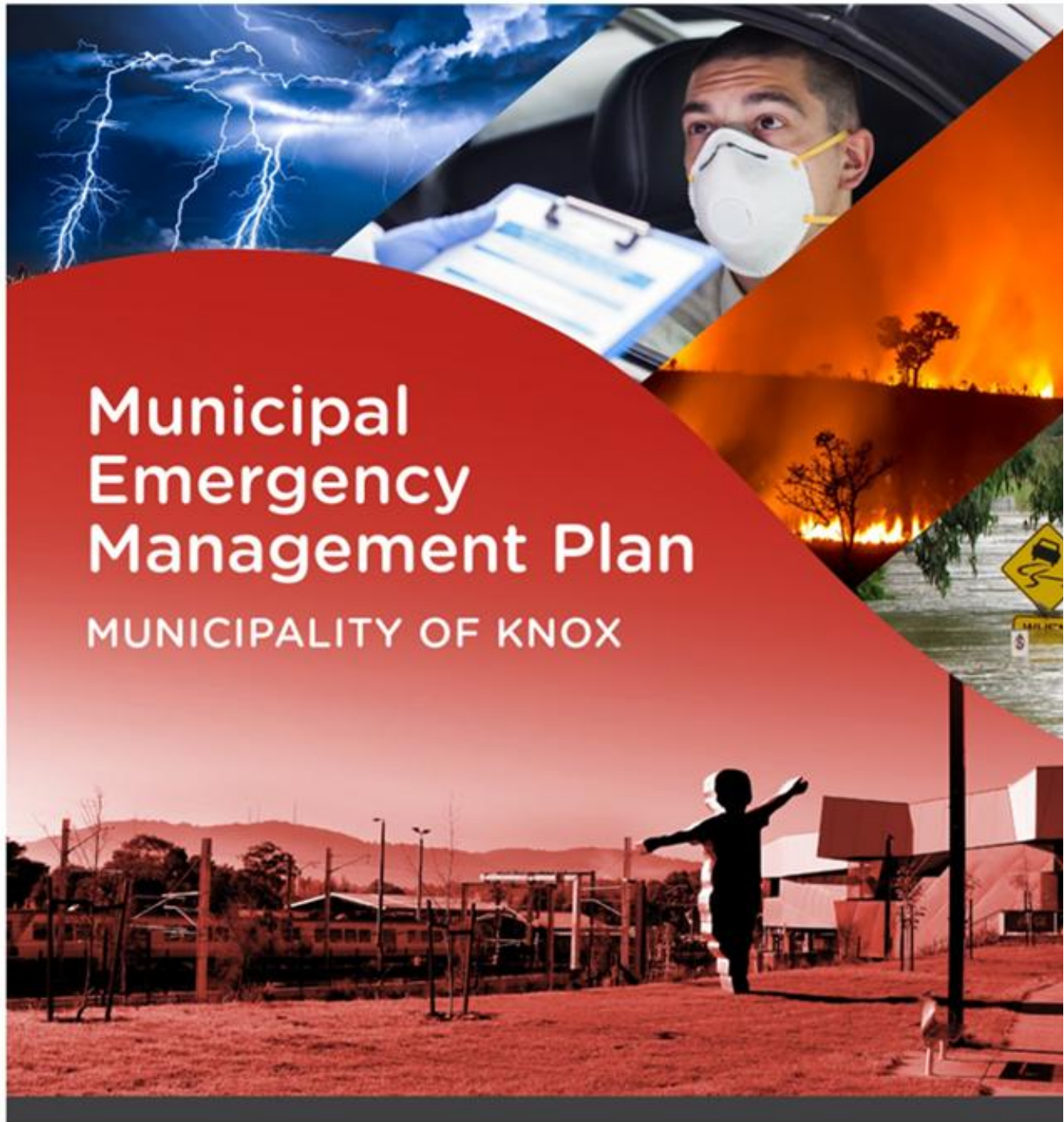




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1 Introduction

1.1 Acknowledgement of Country

The Knox Municipal Emergency Management Planning Committee (MEMPC) acknowledges the traditional custodians of the Knox municipality, the Wurundjeri and Bunurong people of the Kulin Nation. 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.

1.2 Authority, Governance and Administration

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

This MEMP has been prepared in accordance with and complies with the requirements of the [Emergency Management Act 2013](#) including having regard to the guidelines issued under s77, [Guidelines for Preparing State, Regional and Municipal Emergency Management Plans](#). Refer to Appendix E for a full list of reference material used in formulating this MEMP.

This MEMP refers to several organisations and people by acronym. For a full list of acronyms used in this plan, please refer to Appendix A.

1.3 Plan Assurance and Approval

Assurance¹

A Statement of Assurance (including a checklist and certificate) has been prepared and submitted by the MEMPC pursuant to the Eastern Metropolitan Region Emergency Management Planning Committee (EMR-REMPC) [Emergency Management Act 2013](#) (s60AG). Items that require assurance are identified as footnotes.

Approval

This Plan has been prepared by the Knox Municipal Emergency Planning Committee (MEMPC) and is approved by the Eastern Metropolitan - Regional Emergency Management Planning Committee (EM-REMPC). Refer Appendix H. This plan comes into effect when published and remains in effect until superseded by an approved and published update.

1.4 Plan Review²

Reviews of the MEMP will be conducted to ensure it remains current, effective, integrated, coordinated and comprehensive in its approach to emergency management. The plan will be reviewed every three years, or as required. This MEMP will be reviewed and assessed not later than April 2028.

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

¹ **Assurance General:** Plan has been prepared with regard to the following guidance in Ministerial guidelines issued under the [Emergency Management Act 2013](#) s77 ([Guidelines for Preparing State, Regional and Municipal Emergency Management Plans | Emergency Management Victoria - 2024](#)).

² **Assurance 2:** In the case of an updated MEMP or sub-plan, the plan has been reviewed within three years or sooner as required ([Emergency Management Act 2013](#) s60AN and s6.1).

Minor changes such as organisational name changes or membership changes will be noted in MEMPC meeting minutes. Amendments to the municipal information and re-issuing this MEMP is the responsibility of the MEMPC Chair after the endorsement of the MEMPC.

This MEMP is current at the time of publication and remains in effect until modified, superseded or withdrawn. Please refer to this MEMP's amendment history located at Appendix G.

1.5 Planning Context

This MEMP, prepared by the MEMPC³, reflects the shared responsibilities of government, emergency management agencies and communities for the actions they will take to prepare for, respond to, provide relief for and recover from emergencies.

This Plan is the overarching document for the integrated management of emergencies in the municipal area. It is supported by a range of hazard plans as determined by a risk identification process and several response-based plans to ensure smooth coordination of service delivery in emergencies.

This MEMP is supported by a variety of information, including:

- Management arrangements that contain general information about emergency planning, response and recovery arrangements; and roles and responsibilities of people and organisations involved in emergency management.
- Sub-Plans, including hazard specific Sub-Plans and Standard Operating Procedures which are to be used during actual emergency events and are designed to be used as stand-alone operational documents.
- Appendices that contain ancillary information including a contact directory that lists contact details for all persons and organisations that have a role in this plan, administration details and a list of Council resources.

³ **Assurance 1:** The MEMP or sub-plan has been prepared by the municipal emergency management planning committee (MEMPC) (Ministerial guidelines issued under the [Emergency Management Act 2013](#) Sections 59D(a) and 60ADB(1)).

1.6 Plan Preparation^{4 56}

This MEMP, prepared by the MEMPC, was undertaken under the following planning principles:

- Collaborative manner by gathering plan feedback from MEMPC members and members of the community.
- Gathering community feedback through community engagement.
- Ensure this MEMP complements and does not repeat the Regional Emergency Management Plan (REMP) and State Emergency Management Plan (SEMP).
- In a manner that acknowledges and reflects the importance of community emergency management planning.
- Following principles from [Guidelines for Preparing State, Regional and Municipal Emergency Management Plans | Emergency Management Victoria - 2024](#) which underpins the contents of the MEMP.

This MEMP was developed collaboratively within the MEMPC. It:

- Placed the community at the centre.
- Makes effective use of resources.
- Focused on risks, consequences, community outcomes and resilience.
- Considered existing capability and capacity, and future development needs.
- Encouraged participation, as well as debate and independent thought.

⁴ **Assurance 13:** In developing the MEMP or sub-plan, the following have been consulted and engaged:

- Any sector of the community the MEMPC considers appropriate.
- Had regard to any relevant Community Emergency Management Plan.
- Any body, Department or other agency the MEMPC considers appropriate.

(Ministerial guidelines issued under the [Emergency Management Act 2013](#) Section 60AFB(1), sections 4.2 and 4.2.3).

⁵ **Assurance 5:** The MEMP or sub-plan is consistent with the principles underlying the preparation of emergency management plans. Principles require that the plan is:

- prepared in a collaborative manner;
- prepared efficiently and effectively;
- prepared in a manner that acknowledges and reflects the importance of community emergency management planning.

(Ministerial guidelines issued under the [Emergency Management Act 2013](#) s60AA(1), S3.1 and S4.1).

⁶ **Assurance 6:** The MEMP or sub-plan is consistent with the principles underlying the contents of emergency management plans. Principles require that the plan:

- aims to reduce the likelihood of emergencies and the effect and consequences they have on communities;
- ensures a comprehensive and integrated approach to emergency management;
- promotes community resilience in relation to emergencies; and

promotes appropriate interoperability and integration of emergency management systems (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s60AA(2), s60ADB(1), s3.6.3).

- Represented diversity within the community.
- Considered partnerships with First Peoples to acknowledge their sovereignty and wisdom and learn from their ways of knowing and being.
- Was respectful, inclusive and fostered trust.
- Sought consensus and collective action.
- Used transparent decision-making processes.
- Shared key learnings and information.

2 Municipal District Location and Characteristics

2.1 Topography

The City of Knox is a [local government area](#) in Victoria, Australia in the eastern suburbs of [Melbourne](#). It has an area of 114 square kilometres (44.0 sq mi).

Knox is home to 165,147 people, of which 46,400 were born overseas. We live in approximately 58,000 homes; Knox has 11 suburbs:

- Bayswater
- Boronia
- Ferntree Gully
- Knoxfield
- Lysterfield
- Rowville
- Sassafras
- Scoresby
- The Basin
- Upper Ferntree Gully
- Wantirna
- Wantirna South

Source *profile.id.com.au/knox*

2.2 Municipal Location Map

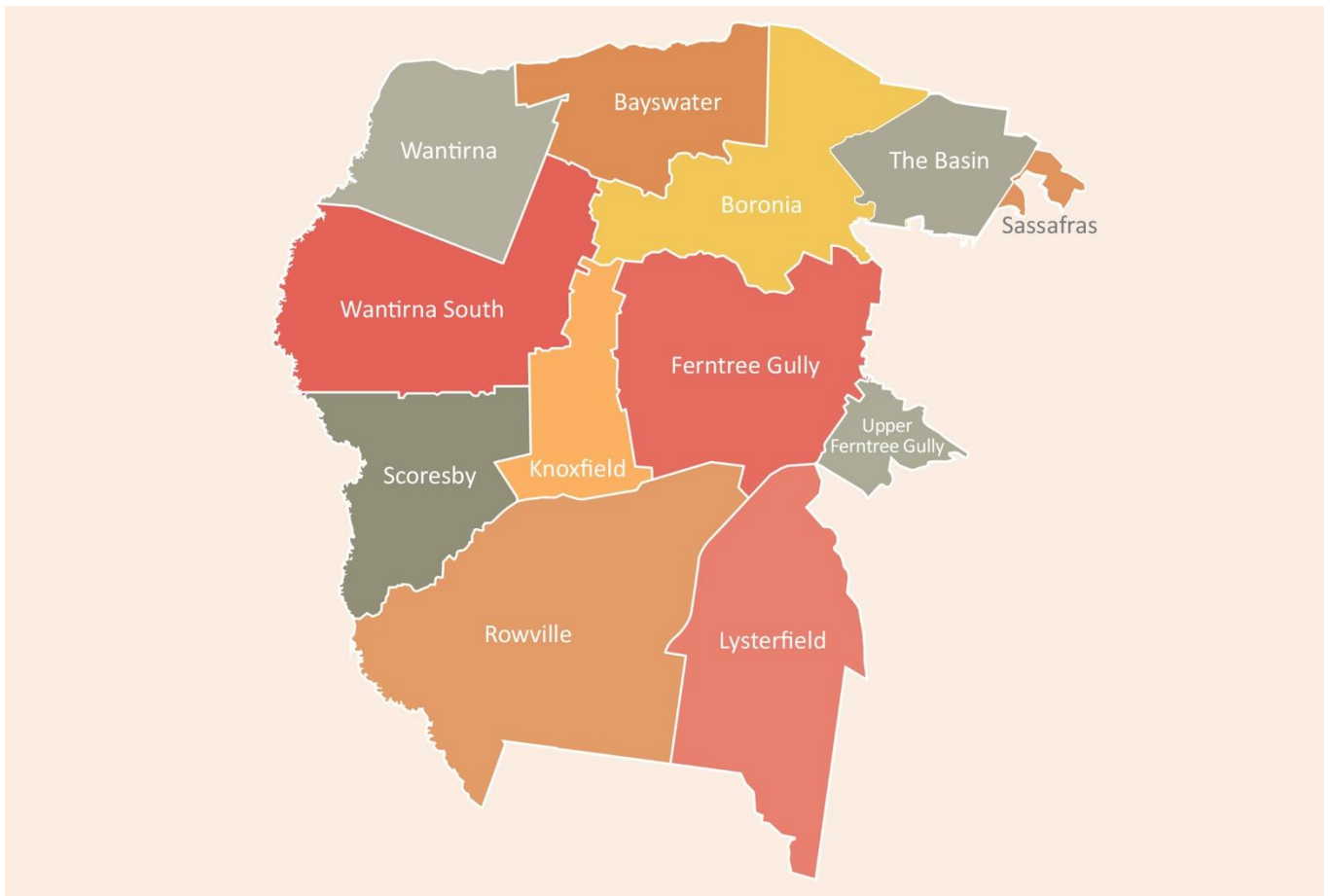


Figure 1 - Municipal Location Diagram

2.3 Demography

Knox community snapshot

who we are

Population forecast

161,766 (2023)

The median age is

40 years

33%

of residents were born overseas

29%

speaking a language other than English at home

5.8%

of residents require assistance in their day-to-day lives due to disability.

who we are



84%

of dwellings are single detached homes

21%

of residents live by themselves

427

residents identify as homeless



37%

of families with one or more children

how we work and learn

28%

of residents have a bachelors degree or higher



58%

of residents travel to work in a private car

15,096

businesses in Knox

13%

of residents participate in some form of volunteer work

83,477

jobs in Knox

For a full breakdown of Knox’s demographics follow links to Council web site and/or Profile ID

<https://www.knox.vic.gov.au/demographics>

<https://profile.id.com.au/knox>

2.4 Vulnerable Persons (Community Organisations and Facilities)

Vulnerable facilities requiring additional care and attention when dealing with evacuation are held on EM-COP and are considered by agencies during an emergency. Planning for needs of vulnerable people and undertaking appropriate activities before, during and after an emergency at a municipal level begins with:

- The identification of vulnerability factors.
- The location of vulnerable people and communities.
- Building relationships with local, community-based service providers working with key groups on a day-to-day basis.

Vulnerability factors may include:

- Age (children, youth, older people with or without family of social support)
- Disability
- Lack of familiarity with an area or environment (e.g. tourists and seasonal workers)
- Language, culture, settlement
- Health (physical and mental)
- Social issues (family violence, financial stress, homelessness, poor quality housing)
- Isolation and disconnectedness

For more information, please refer to the Department of Families, Fairness and Housing (DFFH)

[Vulnerable people in emergencies policy](#)

2.4.1 Vulnerable Persons Register (VPR)

The VPR is a list of the most vulnerable people who meet **all** the following VPR criteria:

- Frail, and/or physically or cognitively impaired
- Unable to comprehend warnings and directions and/or respond in an emergency
- Cannot identify personal or community support networks to help them in an emergency
- Continues to provide consent to remain on the VPR.

This register is only required to be maintained by municipalities wholly or partly in a CFA district. Only clients living at home and at an address situated in a high bushfire risk area within a CFA district are eligible to be listed.

It is managed by DFFH and hosted in Council's emergency incident management system, Crisisworks. Clients are added or removed from the register based on an assessment by a funded agency. Council acts as the VPR coordinator and manages agency VPR users, not vulnerable people.

During an emergency, Victoria Police have access to the Register and can use it in planning for evacuation. Each person is advised before being placed on the register and that there is no guarantee they will be evacuated during an emergency.

2.4.2 Facilities Housing Vulnerable People Listing

Facilities housing vulnerable persons refers to:

- Buildings where vulnerable people are likely to be situated, including aged care facilities, hospitals, schools, disability group homes and childcare centres.
- Facilities funded or regulated by DFFH and Department of Education (DoE).
- Commonwealth funded residential aged care facilities.
- Other locally identified facilities likely to have vulnerable people situated in them.

For more information refer to the [Vulnerable people in emergencies policy](#).

The Facilities housing vulnerable people listing is maintained by Council and may be obtained from the MEMO or MRM.

2.5 History of Emergencies

A list of previous significant emergencies is provided below. This list does not include non-major emergency events which are generally short term in nature and handled by local resources.

Table 1 - History of Emergencies in the municipality

Emergency Date(s)	Emergency Type	Emergency Location	Emergency Details/Impacts
13 February 2024	Storm/extended power outage event	Melbourne/Knox	Significant storm event whereby more than 500,000 homes and business were without power statewide. A large portion of Knox was impacted with many residents without power for over a week.
9 June 2021	Storm/extended power outage event	Melbourne/Knox	An overnight storm caused catastrophic damage throughout Melbourne. In Knox over 150 trees were reported as down. With over 2000 Knox residences without power for 3 days to 7 days. Knox Council provided EM support to Yarra Ranges Shire who received the greater extent of damage and power disruption.
2020 - 2023	COVID-19	Global	World Health Organisation declared COVID-19 a Public Health Emergency of International Concern.
9 October 2016	Storm/Flood	Melbourne/Knox	Following the wettest September on record, Knox was hit with a storm resulting to significant damage across the municipality.
6 March 2010	Hailstorm	Knox	For 20 minutes a severe hailstorm and rainfall impacted Victoria causing widespread damage to metropolitan Melbourne. Many properties sustained significant damage. By the 12 March, VICSES managed more than 3,000 requests for assistance. During the recovery period, more than 4,000 homes were visited by the Victorian Red Cross to ensure residents understood the assistance available from Council and the other recovery agencies.
23 February 2009	Nixon Road Fire	Upwey	Activation of the Ferntree Gully Relief Centre for displaced Yarra Ranges residents. The centre operated for a period of 24 hours and housed over 250 people overnight.
9 February 2009	Black Saturday	Victoria	Bushfire

3 Municipal Planning Arrangements⁷

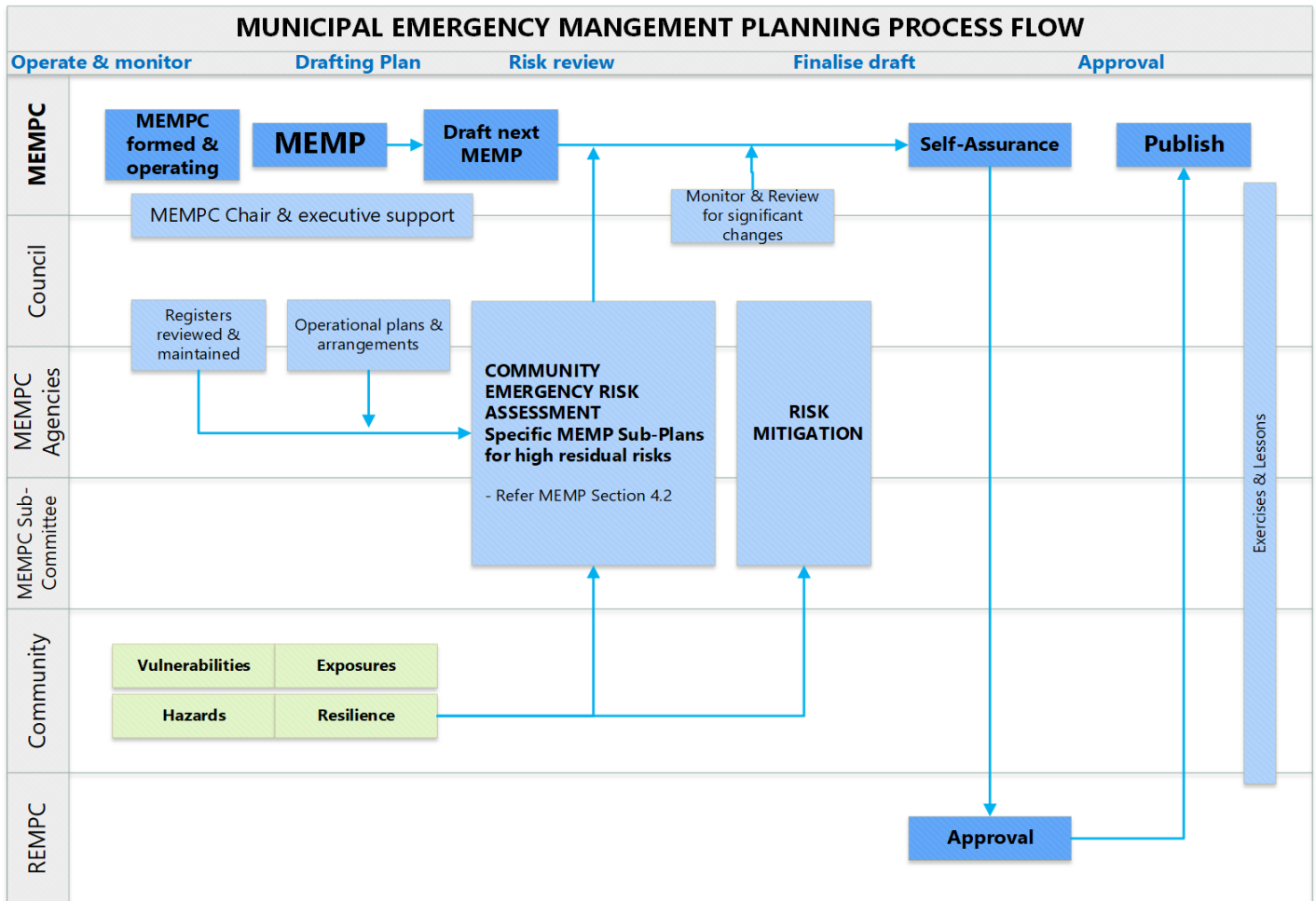


Figure 2 - MEMP Planning Flow Chart

⁷ **Assurance 3:** To the extent possible, the MEMP or sub-plan does not conflict with or duplicate other plans in relation to emergency management that are currently in force within Australia (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s60AC(c), section 4).

Assurance 4: The MEMP or sub-plan is consistent with the [State Emergency Management Plan](#) and the relevant [Regional Emergency Management Plan](#) (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s59D(b)).

3.1 Victoria's Emergency Management Planning Framework

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 the [Eastern Metropolitan Regional Emergency Management Plan \(REMP\)](#). The REMP is a subordinate plan to the SEMP and this MEMP is a subordinate plan to the REMP.

Figure 3 outlines this MEMP's position in Victorian emergency planning hierarchy. This MEMP should be read in conjunction with the SEMP and the REMP.

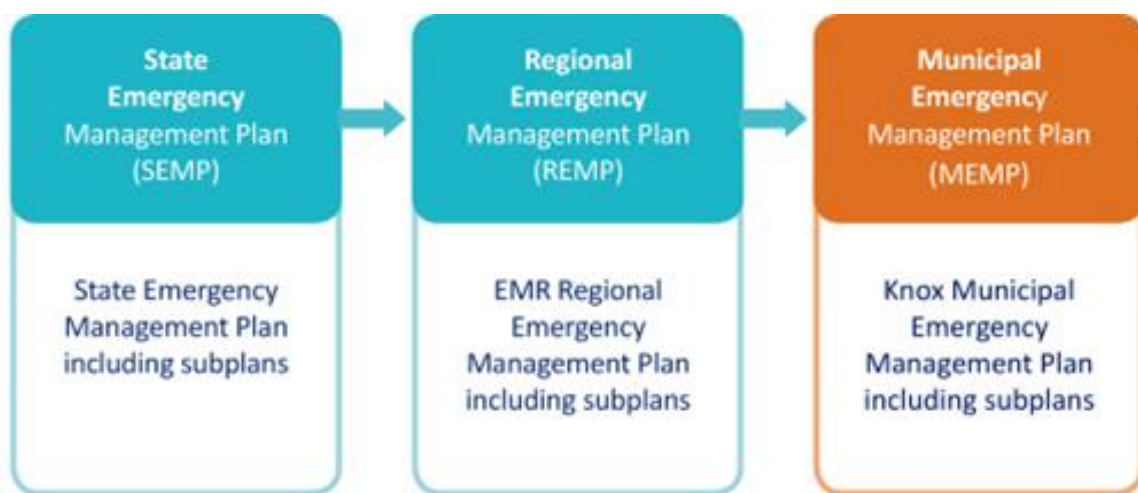


Figure 3 - Victorian Emergency Management Planning Hierarchy

3.2 The MEMPC, Sub-Committees and Working Groups

3.2.1 MEMPC responsibilities

The MEMPC is responsible for undertaking:

- Regular emergency risk assessments to understand and manage municipal risk profiles and to support planning.
- Mitigation actions and planning including:
- Being responsible for the preparation and review of the MEMP.
- Considering community emergency management plans if they have been developed.
- Ensuring the MEMP is consistent with the SEMP and with the relevant REMP.
- Providing reports and recommendations to the region's REMPC in relation to any matter that affects or may affect EM planning in their municipal district.
- Sharing information with the region's REMPC and with other MEMPCs to assist effective Emergency Management planning in accordance with [Emergency Management Act 2013](#) Parts 6 and 6A.
- Collaborating with any other MEMPC that the MEMPC considers appropriate in relation to Emergency Management planning including preparing MEMPs.

The MEMPC governance arrangements conform to legislation and are detailed in the MEMPC Terms of Reference (available from MEMPC Chair - Council).

3.2.2 MEMPC Structure⁸

Section 59A of the [Emergency Management Act 2013](#) specifies the minimum membership requirements of the MEMPC. The committee may invite additional people with key skills or knowledge to join the MEMPC, as necessary.

Current MEMPC membership includes the following:

Voting members

- Ambulance Victoria
- Community representative/s
- Country Fire Authority
- Department of Energy, Environment, Land and Climate Action
- Department of Health
- Department of Families Fairness and Housing
- Emergency Recovery Victoria
- Fire Rescue Victoria
- Knox City Council Manager City Safety and Health
- Victoria Police
- Victoria State Emergency Service
- Other persons as nominated

Relief and recovery agency/organisations

- Australian Red Cross
- Salvation Army
- Victorian Council of Churches Emergencies Ministry

Local business/community organization representatives

- Eastern Health
- Services Australia
- Westfield Knox

Other representatives from Council, emergency services, community and voluntary organisations as required by the MEMPC.

⁸ **Assurance 11:** The MEMPC consists of membership from required agencies (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s59A)

3.2.3 Special Sub Committees

The MEMPC may form, or contribute to, special permanent or temporary sub-committees to plan for the management of hazard specific identified risks or functions which require an additional level of planning. Examples of these include: Municipal Fire Management, Storms and Flood, Risk Management and Municipal Relief and Recovery. Refer to Figure 4 for an example of the relationship between the MEMPC and its sub-committees.



Figure 4 – Possible MEMPC sub-committees

3.3 Sub-Plans and Complementary Plans

3.3.1 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 MEMP. All sub-plans are multi-agency plans and may be hazard-specific where the consequences are likely to be significant, for example a municipal storm and flood response sub-plan.

All sub-plans to this MEMP are subject to the same preparation, consultation, assurance, approval and publication requirements as this MEMP, as outlined in the [Emergency Management Act 2013](https://www.legislation.vic.gov.au/in-force/acts/emergency-management-act-2013/019)<https://www.legislation.vic.gov.au/in-force/acts/emergency-management-act-2013/019> Part 6A Agencies with roles or responsibilities in a sub-plan must act in accordance with the plan ([Emergency Management Act 2013](#) s60AK).

Sub-Plans for the MEMP are developed and reviewed to ensure alignment with both state and regional plans. These plans may have been developed by a MEMPC sub-committee or in collaboration with neighbouring municipalities. A list of sub-plans that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the municipal district are at Appendix D.

In the EMR, the Eastern Metropolitan Councils Emergency Management Partnership (EMCEMP) may produce regionally consistent Hazard Based Sub Plans and/or complementary plans for hazards that are relevant across the entire region. Sub Plans produced by the EMCEMP will require approval by each MEMPC.

A list of Sub-Plans that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the municipal district are at Appendix E.

3.3.2 Complementary Plans

Complementary plans are prepared by industry/sectors or agencies for emergencies that do not fall within the [Emergency Management Act 2013](#) Part 6A. They are often prepared under other legislation, governance or statutory requirements for a specific purpose.

Complementary plans do not form part of this MEMP and are not subject to approval, consultation and other requirements under the [Emergency Management Act 2013](#). A list of complementary plans that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the municipal district are at Appendix E.

3.4 Plan Exercising⁹

The MEMP and sub-plans are to be tested on an annual basis. This will be performed in a manner determined by the MEMPC, examples include:

- Through an annual, regional exercise e.g. Exercise East.
- Through a desktop review of a specific hazard or risk from the Community Emergency Risk Assessments (CERA) with relevant members of the MEMPC.
- To be tested in conjunction with other agencies.

For a list of recent exercises refer to Appendix F.

⁹ **Assurance18:** Exercises have been undertaken during the planning life cycle to test the MEMP or sub-plan (Ministerial guidelines issued under the [Emergency Management Act 2013](#) S77 and s44 (step 5)).

4 Mitigation Arrangements

4.1 Introduction

The MEMPC has a key role in reducing risks, mitigating the impact of events and minimising the consequences of emergencies that may occur in the municipality. At the municipal level, this is achieved by conducting the CERA process using the Victorian State Emergency Service (VICSES) [on-line CERA system](#), to draw on local and expert knowledge to identify risks and strategies for risk management and create safer and more resilient communities. This process aligns with the [National Disaster Risk Reduction Framework](#)

4.2 Hazard, Exposure, Vulnerability and Resilience¹⁰

4.2.1 Hazard

A hazard can be defined as a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

The hazards of concern to disaster risk reduction are of natural origin and related environmental and technological hazards and risks. Such hazards arise from a variety of geological, meteorological, hydrological, oceanic, biological, and technological sources, sometimes acting in combination. In technical settings, hazards are described quantitatively by the likely frequency of occurrence of different intensities for different areas, as determined from historical data or scientific analysis.

This MEMP, informed by the Community Emergency Risk Assessment, includes identified hazards which would lead to sources of municipal risks. Risk statements are generated to establish a credible relationship between a source of risk and an element of risk. An overview is provided with detailed information in the [online CERA system](#) maintained by VICSES.

¹⁰ **Assurance 14:** The MEMP or sub-plan provides a brief municipal level overview and environmental scan that explains the hazard profile and key considerations for emergency management arrangements across the key areas of mitigation, response and recovery. (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s77, s6.2 and s.3.6.3)

4.2.2 Exposure

Exposure refers to people, property, systems or other elements present in hazardous zones that may be subject to potential losses.

While the literature and common usage often mistakenly combine exposure and vulnerability, they are distinct. Exposure is a necessary, but not sufficient, determinant of risk. It is possible to be exposed but not vulnerable (for example by living in a floodplain but having sufficient means to modify building structure and behaviour to mitigate potential loss). However, to be vulnerable to an extreme event, it is necessary to also be exposed.

Exposure to potential loss of people, property, systems or environment in the municipality includes:

- Increased number of residents moving into the municipality (Refer Profile ID)
- Expansion of the CALD community and their needs (Refer Profile ID)
- Ageing population (Refer Profile ID)
- Increased number of high-rise developments that may present access issues for emergency services
- Residents/businesses located in treed areas or landslides, flood or grass/bushfire zones
- Heat island effects in urban areas
- Potential increased environmental impacts due to climate change.

4.2.3 Vulnerability

Vulnerability refers to the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard.

There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors. Examples may include poor design and construction of buildings, inadequate protection of assets, lack of public information and awareness, limited official recognition of risks and preparedness measures, and disregard for wise environmental management. Vulnerability varies significantly within a community and over time.

Vulnerable characteristics and circumstances of communities, systems or assets in the municipality include:

- Zones of low SEIFA¹¹ rating (Refer Profile ID)
- Homeless people
- Ageing population (Refer Profile ID)
- People with chronic diseases or living with a disability (Refer Profile ID)
- CALD community not having timely access to appropriate emergency information.
- Critical infrastructure

The MEMP will utilise the [Victorian Emergency Management Planning Toolkit for People Most at Risk](#) and the Victorian Community Resilience Framework for Emergencies ([Community Resilience Framework for Emergency Management | Emergency Management Victoria \(emv.vic.gov.au\)](#)) to assess community cohort vulnerabilities and:

- Develop scenarios and create adaptive and dynamic risk assessments that determine the impact a hazard/emergency may have for a community cohort/s.
- Show how varied factors and considerations emerge when assessing risks in the context of varying hazard/emergency scenarios.
- Customise the support materials to support planning discussions and/or processes.
- Identify opportunities to enable and enhance shared responsibility, e.g.:
 - Engage with communities and people with lived experience to co-design approaches as well as further foster shared responsibility.
 - Collaborate with relevant sector partners.
- Review the efficacy of implemented strategies to reduce, eliminate or manage identified risks.

¹¹ SEIFA combines Census data such as income, education, employment, occupation, housing and family structure to summarise the socio-economic characteristics of an area. Each area receives a SEIFA score indicating how relatively advantaged or disadvantaged that area is compared with other areas.

SEIFA is a collection of four indexes, each summarising a different aspect of the socio-economic conditions in an area using different Census data:

- the Index of Relative Socio-economic Advantage and Disadvantage (IRSAD) focuses on both advantage and disadvantage
- the Index of Relative Socio-economic Disadvantage (IRSD) focuses on relative socio-economic disadvantage
- the Index of Education and Occupation (IEO) focuses on relative Education and Occupation advantage and disadvantage
- the Index of Economic Resources (IER) focuses on Economic advantage and disadvantage.

The same area may score differently for each index due to their constituent variables.

4.2.4 Resilience

Resilience can be defined as the ability of a system, community or society exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions.

Resilience is the capacity of individuals, institutions, businesses and systems within a community to adapt, survive and thrive no matter what kind of chronic stresses and acute shocks they experience.

In the Knox municipality, whilst we are focused on building general community-wide preparedness and resilience, we have identified that there are harder-to-reach sections of the community that require more targeted support.

These include but are not limited to:

- CALD communities
- Disability sector
- Youth
- Older Adults
- Homeless
- Indigenous
- Newly arrived members of the CALD community
- Children
- Vulnerable persons and those who are affected by hoarding and environmental neglect

Some of the key strategies to better engage are:

- Community emergency planning
- Council and agency community engagement
- Council and agency notifications through social and print media,
- Use simplest language – tailored to audiences
- Multiple engagement channels - focus on audience's existing networks
- Greater regular communications and engagement – audiences reminded and updated
- Outreach preferably in-place – go to where audiences meet.

The Victorian Community Resilience Framework for Emergencies ([*Community Resilience Framework for Emergency Management / Emergency Management Victoria \(emv.vic.gov.au\)*](#)) defines seven resilience characteristics:

- Connected, inclusive and empowered (networks, social capital);
- Sustainable built and natural environment;
- Reflective and aware;
- Culturally rich and vibrant;
- Safe and well;
- Dynamic and diverse local economy; and
- Democratic and engaged.

4.3 Risk Assessment Process and Results¹²

The MEMPC has a responsibility under the [Emergency Management Act 2013](#) to protect the safety of its community and visitors to the municipality. Furthermore, the MEMPC is committed to engaging the community in the development of strategies which enhance public safety, through effective service delivery and asset management.

Through the use of CERA, the MEMPC implements the [AS/NZS ISO 31000 Risk Management Standard](#) for the identification, risk and consequence assessment and treatment of risks. This risk process is an all-hazards approach through the CERA system in collaboration with VICSES. The CERA assessment process helps identify hazards and assess impacts and consequences based upon the vulnerability or exposure of the community using:

- The history of municipal emergency events and events in similar and neighbouring municipalities
- Municipal demographics and topography
- Known vulnerable locations and people
- Existing 'single hazard' risk assessments, (e.g., the Victorian Fire Risk Register (**VFRR**), Strategic Fire Management Planning and Flood studies)
- Subject matter experts and local community representatives

¹² **Assurance 16:** An appropriate risk management process (consistent with Australian / New Zealand ISO 31000, such as the Community Emergency Risk Assessment) has been conducted by the MEMPC during the development of the MEMP or sub-plan. (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s77, s3.2 and s4 (step 1).

Risks are assessed and rated according to consequence and likelihood scales and risk matrices in the CERA tool kit. Further information on the CERA risk assessment can be found here [Community Emergency Risk Assessment \(CERA\) - Victoria State Emergency Service - VICSES](#).

The results of the assessment process are used to inform emergency management planning and to develop risk action plans and help inform communities about hazards and the associated emergency risks that may affect them. The process is documented and the recommended treatment options presented to the MEMPC for consideration and action. The CERA risk assessment process is summarised below in Figure 5.

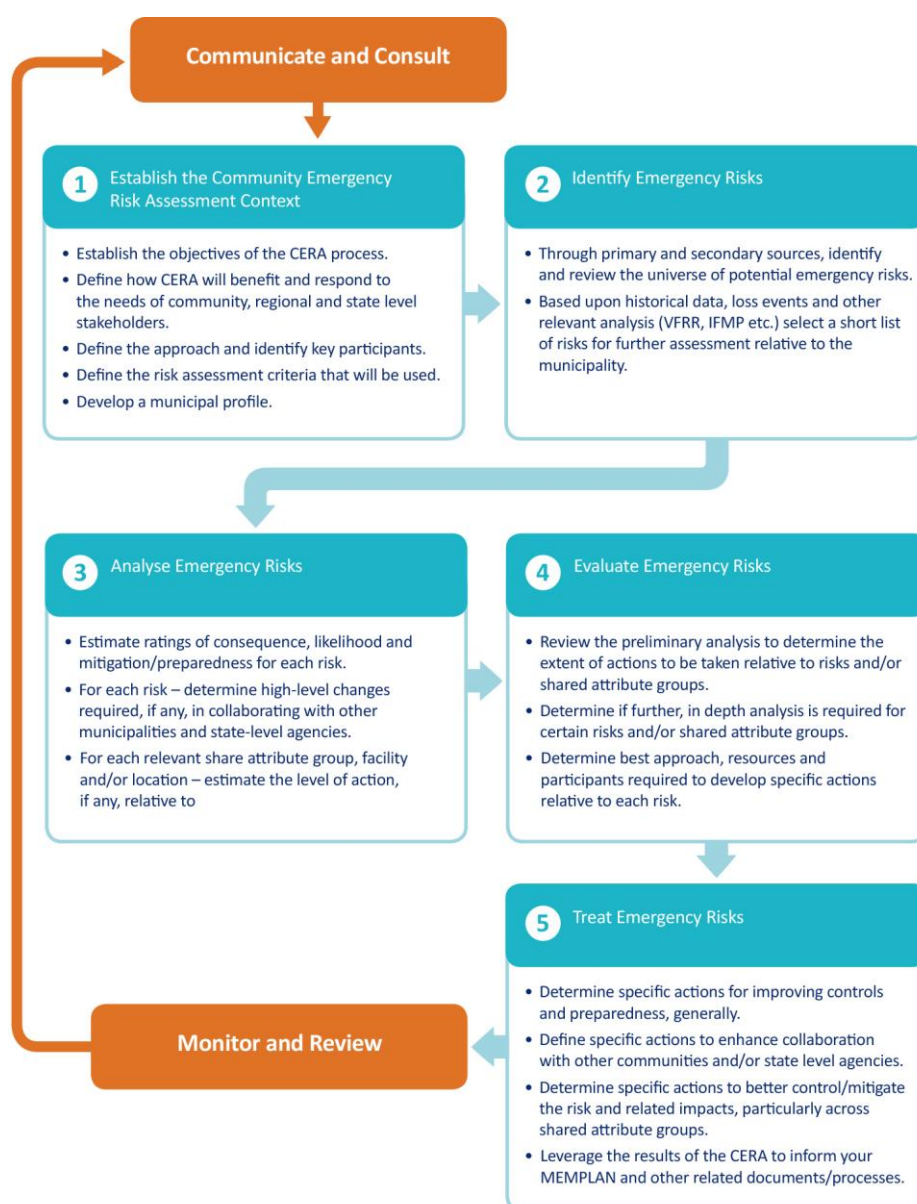


Figure 5 – CERA Risk Assessment Process

The likelihood, consequence and risk matrices used for CERA are documented in [the National Emergency Risk Assessment Guidelines \(NERAG\)](#).

The resulting list of risks and CERA risks ratings for Knox are shown in Table 2.

Table 2 – CERA risks and risks ratings for Knox

Risk	Confidence Rating	Residual Risk Rating
Human disease (Pandemic)	High	High
Essential Service Disruption	High	Medium
Storm and Flood	High	High
Hazardous Material Release - Land	High	Medium
Bushfire/Grassfire	High	High
Extreme Temperatures (heat and cold)	High	Medium

For more detail about the Municipal CERA data refer to the municipal [CERA web site](#).

4.3.1 Victorian Fire Risk Register (VFRR)

The VFRR is a systematic process that identifies assets at risk of bushfire on a consistent state-wide basis using the [Australian/New Zealand Risk Management Standard ISO:31000](#).

The aim of the VFRR is to minimise the risk of adverse impact of bushfires on assets and values in human settlement, cultural heritage, economic and environmental contexts for parts of the municipality that lie within the Bushfire Prone Areas (BPA).

The objective of the VFRR is to:

- Identify and rate bushfire risks to assets
- Identify current mitigation treatments to manage the risk
- Identify the agencies responsible for implementing mitigation treatments and strategies
- Produce an integrated document and risk register across responsible agencies; and
- Support and inform planning at a local level.

The primary outputs of the VFRR-B process are a series of maps displaying assets at risk, plus a municipal bushfire risk register, listing the risk rating for each asset and current risk mitigation treatments. Details of the VFRR outputs for the municipality are in the Municipal Fire Management Plan.

4.4 Treatment Plans¹³

Mitigation strategies have been developed to address known and emerging risks from a consequence management perspective. The MEMPC undertakes regular and comprehensive emergency risk assessments to better understand and manage the risk profile based on likelihood and consequences.

The treatment and mitigation of risks are incorporated in MEMP Sub-Plans, complementary plans and standard operating procedures that have been developed as part of the risk management process and, if required, in the Council and agency strategic plans and Sub-Plans. Refer Appendix E for a list of Sub-Plans and Complementary Plans linked to this MEMP.

4.5 Monitoring and review

The MEMPC is responsible for reviewing the risks listed in Table 2 via the CERA process at least once every three years or upon a significant emergency event.

¹³ **Assurance 7:** The MEMP or sub-plan contains provisions for the mitigation of emergencies (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s60AE(a), s3.2).

5 Response¹⁴

5.1 Introduction

Emergency response is the action taken immediately before, during and in the first period after an emergency to reduce the effect and consequences of emergencies on people, their livelihoods and wellbeing, property and the environment and to meet basic human needs.

The Victorian State emergency management priorities underpin and guide all decisions made during emergencies in Victoria. The priorities are:

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

The SEMP provides the mechanism for the build-up of appropriate resources to cope with emergencies throughout the State. It also provides for requests for physical assistance from the Commonwealth when State resources have been exhausted.

Emergency response operations are managed via three operational tiers which include state, regional and incident levels. Most incidents are of local concern and can be coordinated from local municipal resources. When those resources are exhausted, however, the Regional Emergency Response

¹⁴ **Assurance 8:** The MEMP or sub-plan contains provisions for the response to emergencies (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s60AE(b), s3.3, s3.6.2 and s3.6.3).

arrangements provide for further resources to be made available, firstly from neighbouring municipalities (on a regional basis) and then, secondly, on a statewide basis.

All response arrangements within this document are consistent with the arrangements detailed in the [SEMP](#) to ensure the continuity of resources with all levels of government.

Effort has been made by agencies and Council within municipality to ensure that relationships have been formed with neighbouring municipalities and local and regional emergency and support agencies in the event resource support and coordination is needed between the operational tiers.

5.1.1 Definitions of Emergencies

Table 3 - Definitions of Emergencies -Victorian State Emergency Management Plan 2024

Term	Definition
Major Emergency	Major emergencies are distinguished by their scale, the effort required to respond to them and their consequences to the community and infrastructure. A large or complex emergency that: • has the potential to cause loss of life and extensive damage to property, infrastructure or the environment or • has the potential for adverse consequences for all or part of the Victorian community or • requires a multi-agency response. A major emergency can also have indirect consequences on the wellbeing of the wider community and response personnel, the economy, the delivery of services and the health and beauty of the natural environment A major emergency is either a Class 1, 2 or 3 emergency
Non-Major Emergency	A non-major emergency is an event that has occurred on a small scale, where individuals or a family may have had their home or possessions severely damaged or destroyed due to an emergency event such as a house fire or storm.
Class 1 Emergency	A major fire; or any other major emergency for which the Fire Rescue Victoria (FRV), the Country Fire Authority (CFA) or Victorian State Emergency Service Authority (VicSES) is the control agency under the SEMP (<i>Emergency Management Act 2013</i>).
Class 2 Emergency	Means a major emergency which is not a Class 1 emergency; or a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or any other state or territory of the Commonwealth; or a hi-jack, siege or riot (<i>Emergency Management Act 2013</i>).
Class 3 Emergency	Also known as security emergencies, Class 3 emergencies are classified as a warlike act or act of terrorism, where directed at Victoria or any other State or Territory or the Commonwealth or a hi-jack, siege or riot.

5.2 Command, Control, Coordination, Consequences, Communication and Community Connection

Command, Control, Coordination, Consequences, Communication and Community Connection, otherwise known as the Six C's are traditional mechanisms in emergency and incident management in Victoria.

The Municipal Emergency Management Plan response arrangements (including relief) are focused on these and other mechanisms. Further information of the Six C's can be found here [The six c's | Emergency Management Victoria](#).

Victoria Police are responsible for the coordination function at the regional and municipal tiers. whilst the Emergency Management Commissioner is responsible for response coordination at the State tier supported by the Senior Police Liaison Officer.

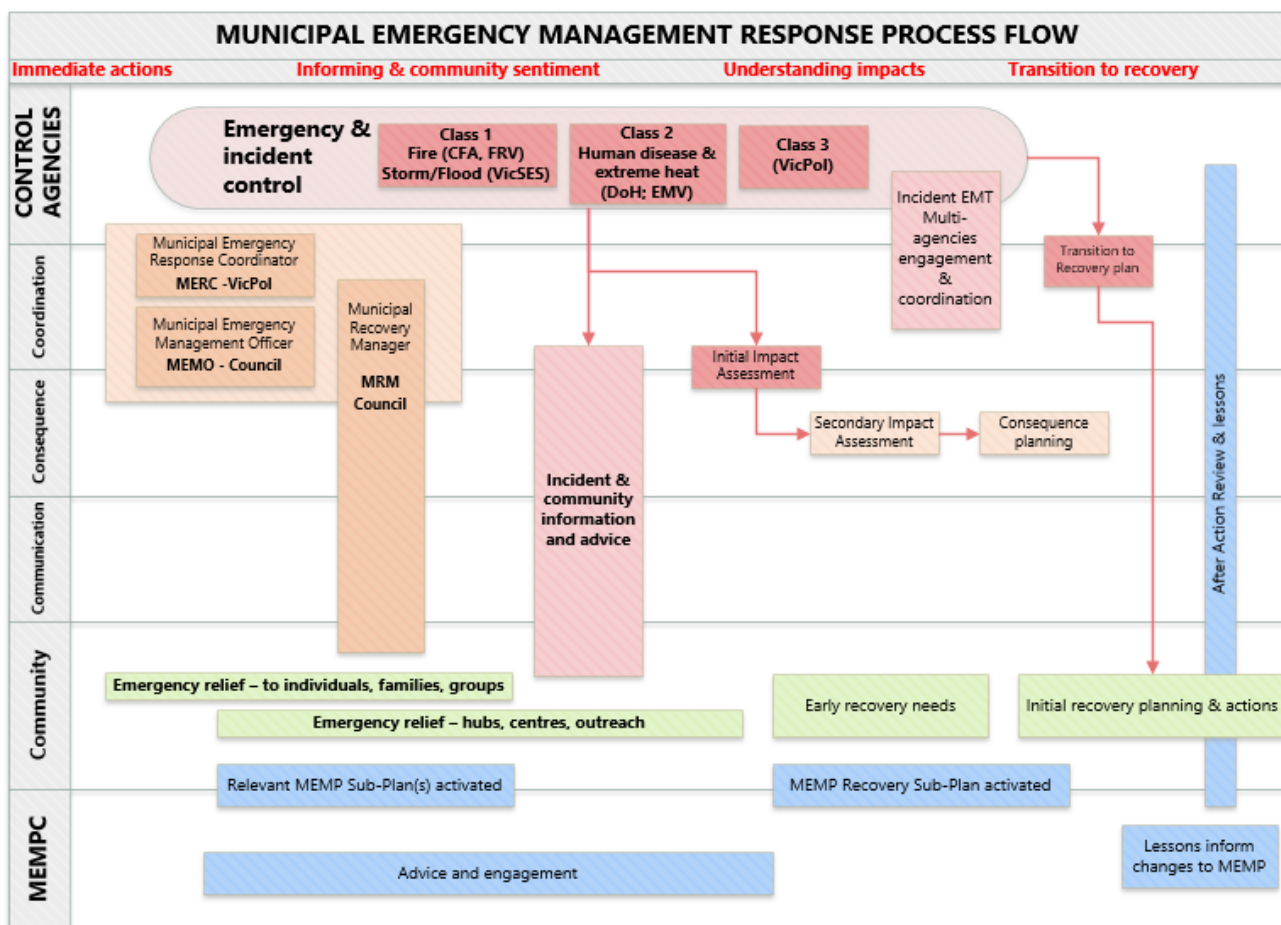


Figure 6 – Emergency Response Flow Chart

Table 4 Six Cs Roles and Responsibilities for Emergencies (After Emergency Management State Communications Framework May 2017 (EM-COP) and SEMP). Refer to Table 6 for individual roles.

	Command	Control	Community Connection	Communication		Consequence Management	Coordination		
Emergency Class	All Classes	All Classes	All Classes	Class 1 or 2 – Emergency Management Commissioner		All Classes	Response		Relief and Recovery
				Class3 - Chief Commissioner of Police			Class 1 or 2	Class 3	All Classes
State Tier	Agency Chain of Command	State Control Team	Emergency Management Commissioner/ Chief Commissioner of Police State Strategic Comms Cell (SSCC)	Emergency Management Joint Public Information Committee (EMJPIC) Public Information Section (PIS) at SCC	Emergency Management Commissioner/ Chief Commissioner of Police State Strategic Comms Cell (SSCC)	State Emergency Management Team (SEMT)	Emergency Management Commissioner	Chief Commissioner of Police	State Relief and Recovery Team
Regional Tier		Regional Control Team	Regional Joint Public Information Committee (RJPIC) PIS at RCC	Regional Joint Public Information Committee (RJPIC) PIS at RCC	SSCC Representative (If required)	Regional Emergency Management Team (REMT)	RERC		Regional Recovery Planning Committee (or equivalent)
Incident Tier		Incident Management Team (IMT) (Major Emergencies)	Incident Joint Public Information Committee (IJPIC) PIS at ICC	Incident Joint Public Information Committee (IJPIC) PIS at ICC	SSCC Representative (If required)	Incident Emergency Management Team (IEMT) (Major Emergencies)	MERC / IERC		Municipal Recovery Planning Committee (or equivalent)
		Incident Emergency Management Team (IEMT)							

5.3 Local Response Arrangements and Responsible Agencies

The objective of the response phase is to minimise the effects of an emergency on affected persons and property within the municipality.

Roles and responsibilities at a Municipal level are outlined in the State Emergency Management Plan and the [Eastern Metro Regional Emergency Management Plan | Emergency Management Victoria](#)

Responding agencies requiring support or additional 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).

During an emergency activation, the MERC, MEMO and MRM perform a leadership role and provide a link between the Incident Control Centre (ICC), Council and agency Emergency Management Liaison Officers (EMLO) and the Municipal Emergency Coordination Centre (MECC)/ERC support staff to ensure that requests for resources and any other related requirements can be addressed. These roles have the responsibility for the coordination of municipal resources during the response phase of an emergency.

The MEMO, MRM and MERC will refer to the MEMP contact directory (Refer Appendix D) if additional resourcing or services are required. Role descriptions for these roles can be found in the MEC Sub Plan.

Emergencies may range from small through to large scale and will require different response levels.

5.3.1 Level 1 – Small scale incidents

A small-scale emergency (including non-major emergencies) that can be resolved using local or initial response resources. Local small scale incident response will be coordinated at a municipal level by the MERC. The request usually comes from the coordinator of the response agency who is at the incident. A physical MECC might not necessarily be activated with the MERC and MEMO in close communication at all times. It may be activated via a “virtual MECC” (usually set up using Crisisworks remotely i.e. tablet, iPad etc. to log the event activities) at the site/scene of the incident.

The MERC and MEMO will undertake the planning and logistics functions concurrently. They may direct and authorise the use of physical resources in response to the local incident and activate the MRM to provide relief and recovery support if required. They will also monitor the emergency and its impact on the area, the community, the weather, and other elements/variables which may lead to a higher level of activation. Following the direction of the Incident Controller, the MERC, in consultation with the MEMO, may also formally direct the establishment of a virtual or physical MECC or a municipal relief centre to be placed on standby.

5.3.2 Level 2 – Medium scale incidents

A medium scale emergency is more complex in size than a small-scale emergency. A virtual or physical MECC may be activated. If activated the function will be the deployment of resources beyond initial response, and multi-agency representation in the MECC. The emergency may potentially require forward planning to address response issues, and for recovery during the response phase.

5.3.3 Level 3 – Large scale incidents

A large-scale emergency is characterised by levels of complexity that require the activation and establishment of all MECC functions. This level of emergency will require forward planning as the emergency continues and will specifically require recovery planning during the early stages of the response phase of the emergency.

Attendance at ICC by the MERC and MEMO may be sought in conjunction with the above mentioned “virtual MECC” arrangements.

Emergency events impacting on an area larger than the local region will also involve the activation of the State Control Centre (SCC).

These descriptions are in line with the Australasian Inter-Service Incident Management System (AIIMS) Classification of incidents. Further information on accessing supplementary supplies can found in [Practice Note - Sourcing Supplementary Emergency Response Resources from Municipal Councils](#).

5.3.4 Emergency Response - Control Agencies and Coordination Roles

A single agency is appointed as the control agency at each emergency. If it is unclear which agency will be in control at any incident the responding agencies should determine the control agency by agreement. Where there is any doubt as to who the control agency is, the Emergency Management Commissioner (EMC), RERC, MERC or Incident Emergency Response Coordinator (IERC) will determine who will exercise control.

During the emergency response the control agency may change depending upon the circumstances. Handover of control must be made to the appropriate agency representative, be formal in nature and the details of the handover must be noted.

It is the control agency's responsibility to plan for the relevant emergency and ensure that adequate resources are in place. Agencies and Council may be support agencies during emergencies. This may be in relation to the agency performing a specific response, relief or recovery function, or to ensuring the continuity of its normal services during a major emergency, as part of consequence management. (Further information on the emergency control and support agencies can be found in the [SEMP](#).)

5.4 Control, Coordination and Operations Centres and Areas

5.4.1 Incident and Regional Control Centres

The designated Incident and Regional Control Centres in the Eastern Region are listed Attachment F of the [Eastern Metro Regional Emergency Management Plan | Emergency Management Victoria](#).

5.4.2 Municipal Emergency Coordination Centre(s) (MECC)

Activation and operation of Municipal Emergency Coordination is detailed in the Complementary Plans: [Eastern Metropolitan Region Municipal Emergency Coordination \(MEC\) Standard Operating Procedures](#) (EM-COP) and [MECC Facility Plans](#) (EM-COP).

Municipal emergency coordination and 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 function is to coordinate the use of municipal resources, to receive and transmit information updates, and to provide an administrative and management base for the MEMG (MERC, MEMO and MRM) and its operations.

Municipal emergency coordination can be undertaken from a variety of locations which provide flexible options including operating in the designated MECC, virtually, the emergency site or at an ICC if required. The designated Municipal Emergency Coordination Centres for the municipality listed in Table 5.

Table 5 - Designated Knox MECC Locations

MECC Type	Address
Primary MECC	Eastgate South Training Room 511 Burwood Hwy Wantirna South
Secondary MECC	Knox Council Civic Centre Function Room 4 511 Burwood Hwy Wantirna South
Additional MECC	Knox Operations Centre Banksia Room 7/12 Henderson Road, Knoxfield

5.4.3 Crisisworks

Crisisworks is an emergency incident operating system activated by Council that may be activated to manage an incident. It comprises a suite of cloud-based tools for Council and emergency agency emergency managers providing enhanced coordination, communication, situational awareness and resilience across all phases including planning, preparedness, response and recovery. It also incorporates Post Impact Assessment and Recovery, Vulnerable Persons Registers, Fire Prevention Register and Community View.

5.4.4 Emergency Management Common Operating Picture (EM-COP)

[EM-COP](#) is a web-based information gathering, planning and collaboration tool. It is designed to provide users with a simple way to gather, organise, create and share emergency management information between emergency managers. It also acts as a portal to state government agency web sites and planning tools.

5.4.5 Operation Centres/Staging Areas/Marshalling Points

An Operations Centre is established by an agency for the command / control functions within their own agency. Staging areas and marshalling points are areas where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

5.5 Financial Considerations

Control Agencies are responsible for all costs involved for that agency to respond to an emergency. Government agencies supporting the Control Agency are expected to defray all costs from their normal budgets. When a control agency requests services and supplies (for example, food and water) on behalf of several supporting agencies, the control agency will be responsible for costs incurred.

Where 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.

Depending on the magnitude of the emergency some government financial assistance may be available for prevention, response and recovery activities through the administration of the Victorian DRFA claims process ([Disaster Recovery Funding Arrangements \(DRFA\) | Emergency Management Victoria \(emv.vic.gov.au\)](#)) or the [Process for Natural Disaster Financial Assistance Claims | Emergency Management Victoria \(emv.vic.gov.au\)](#) (NDRRA) both of which are accessed online or via email ndfa@emv.vic.gov.au. EMV should be contacted as soon as practicable after an event to register a potential application.

5.5.1 Donations

Council is accountable for any monies donated for an emergency where an appeal is created by Council and will implement systems to receive and account for all such donations.

Donations of services and material aid during relief and recovery stages will be managed in accordance with the [Municipal Emergency Coordination Sub-Plan](#) (EM-COP) and [Emergency Relief Centre Sub-plan Standard Operating Procedures](#) (EM-COP).

5.6 Neighbourhood Safer Places (Places of Last Resort) and Community Fire Refuges

Knox does not have any designated Neighbourhood Safer Places or fire refuges. This is based on there being several accessible areas such as shopping centres, libraries and other community facilities available.

5.7 Planning for Cross Boundary Events¹⁵

Planning for both response and recovery at the regional level supports effective incident management when emergencies cross multiple municipal boundaries. Further, planning for cross boundary events is necessary as services provided by State government agencies are often administered and delivered at a regional level.

Council is a member of the Eastern Metropolitan Councils Emergency Management Partnership (EMCEMP) and is represented on several regional working groups helping to build regional relationships to strengthen Council's ability to support each other in emergencies.

5.7.1 Regional Emergency Management Planning Committee (REMPC)

At least one MEMPC representative is a member of the Eastern Metro REMPC. The REMPC undertakes planning activities to support capability and capacity across the seven municipalities of the EMR including:

- Assessing existing capability and capacity levels, gap analysis, developing and implementing an improvement strategy.
- Conducting integrated training and exercising activities to support seamless transition from readiness to response to recovery.
- Reviewing previous season effectiveness of the coordination, control, consequence management and communications functions/outcomes/actions/improvements.
- Coordinating pre-season fire and severe weather briefings.
- Preparing and renewing interagency partnership agreements and memorandums of understanding as required.
- Preparing and reviewing joint agency procedures.
- Supporting and encouraging collaborative initiatives and activities such as the Eastern Metropolitan Councils Emergency Management Partnership.
- Coordinating and integrating actions across the sector and phases of emergencies.

¹⁵ **Assurance 17:** The MEMP or sub-plan assesses existing and future capability and capacity requirements for the municipality utilising the Victorian Preparedness Framework. Through this process the MEMP or sub-plan considers where emergency management capability would be drawn from that cannot be met from within the municipality and mechanisms to escalate requests for emergency management capacity (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s3.5).

5.8 Resource Sharing Protocols¹⁶

5.8.1 EMCEMP

Council is a member of EMCEMP which is constituted through a Memorandum of Understanding (**MOU**) (Available from the MEM) to manage and coordinate Council activities before, during and after emergencies by promoting consistent practices by Councils across the region as well as facilitating inter-council collaboration and resource sharing. EMCEMP meets regularly to collaborate on a range of emergency management issues. It has developed sub-plans and standard operating procedures to provide consistent guidance to emergency support teams.

EMCEMP comprises the following Eastern Metropolitan Region municipal Councils:

- Boroondara
- Knox
- Manningham
- Maroondah
- Monash
- Nillumbik (North and West Region)
- Whitehorse
- Yarra Ranges.

The members of the EMCEMP have agreed to collaborate in the following areas:

- Developing, reviewing and be guided by a three-year rolling Strategic Plan.
- Effectively collaborating on Emergency Management matters amongst Councils, with existing partners and any new groups identified.
- Advocating on relevant emergency management matters.
- Seeking appropriate funding and resources as enablers to support the Partnership.
- Developing and improving common ways of working for consistency of approach – planning for shared risks.
- Strengthening communities.

¹⁶ **Assurance 15:** The MEMP or sub-plan identifies and plan for cross-agency/cross boundary/cross-border opportunities (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s3.6.2 and s3.6.3).

- Building capacity and capability through joint training, exercises and other forms of professional development.
- Developing processes to enable effective activation of the MAV Protocol for Inter-Council Emergency Resource Sharing.

In times of emergencies, requests for support from the EMCEMP partners will be made by the MRM or MEMO of the affected Council with approval from their Chief Executive Officer (CEO) to the CEO (or the officer with the delegated authority to action requests for support) of the assisting Council.

Requests need to be made in writing and, in most cases, will be logged in Crisisworks.

5.8.2 Municipal Association of Victoria (MAV) Protocol for Inter-Council Emergency Resource Sharing

Council is a signatory to the [MAV Protocol for Inter-Council Emergency Resource Sharing](#). The Protocol provides an agreed position between Victorian Municipal Councils for the provision of inter-Council assistance for response and recovery activities during an emergency.

This Protocol is most enacted for emergency support staff requests to fulfil MECC and ERC shifts. Requests for resources will be made by the MRM or MEMO of the affected Council with approval from their Chief Executive Officer (CEO) to the CEO (or the officer with the delegated authority to action requests for support) of the assisting Council. Requests need to be made in writing using the resource request form.

The MERC or RERC of the assisting Council should be contacted before the resources are moved.

Council will initially seek assistance from surrounding Councils to reduce travel times and expenses for assisting Councils to respond and return to base.

5.9 Response Escalation

Each agency is expected to maintain the capability to fulfil its emergency response role and responsibilities and must notify the Emergency Management Commissioner of situations that may affect its capability to respond to emergencies.

If resources are required beyond the capacity of the control agency, requests are made through the MERC. If the resources are those owned or under the control of Council, or relate to a responsibility of Council, the request will be directed to the MEM, MEMO or MRM.

5.10 Debriefing Arrangements

The control agency is responsible for conducting a debrief post an emergency. The Municipal Emergency Response Coordinator is responsible for ensuring the control agency organises the debrief, which is expected to take place as soon as practicable after an emergency. Meetings to assess the adequacy of this Municipal Emergency Management Plan should be chaired by the Municipal Emergency Management Planning Committee Chairperson. All debrief information will be disseminated to all Municipal Emergency Management Planning Committee members and others present at the debrief.

Agencies and Council are responsible for staff psychological debriefing.

5.11 Transition to Recovery

After consultation with the control agency and any other relevant agency, and the MEMO and MRM are satisfied that the response to the emergency has been completed, the IC will advise all participating agencies of "hand over" to the MRM. Refer to the Relief and Recovery Plan for a copy of the transition form template. A flow chart of the escalation/de-escalation and handover process is shown below (Figure 7).

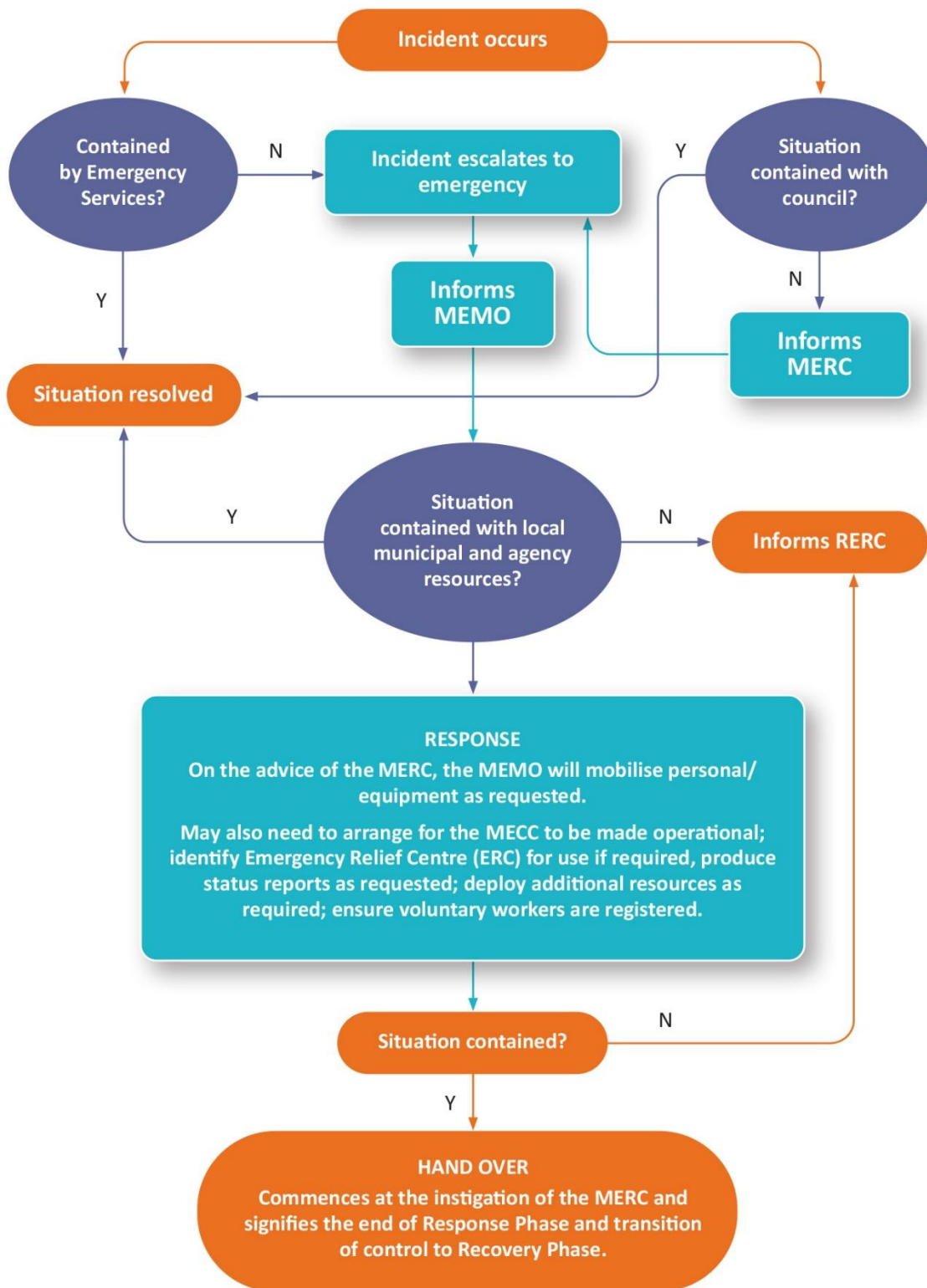


Figure 7- The Emergency Escalation/De-escalation and Handover Process

Effective transfer of control and coordination responsibilities from response agencies to relief/recovery agencies for all major Class 1, 2 or 3 emergencies is required for all major incidents and may also be required for local level incidents that have resulted in significant impacts on the local community requiring continued provision of relief and/or recovery services.

The MEMO, MRM and MERC will start planning for the transition from response to relief/recovery, as soon as possible following the initial impact of an emergency. Until handover occurs, relief and recovery activities are integrated with response and managed under response arrangements until such time as a transition to recovery is required.

At the response to recovery transition, the responsibilities of Victoria Police as the response coordinator are handed over to local government as the responsible agency for municipal recovery coordination. It is the responsibility of the MRM to ensure recovery management structures are defined and in place at handover to ensure a smooth transition. It is the responsibility of the MERC to advise all agencies involved in the emergency at the time of the transition from response to recovery and associated transition of responsibilities. However, some response agencies may be required after transition to support recovery.

Issues to be considered for the timing of transition from response to recovery include:

- The nature of the emergency and what ongoing specialist resources are required.
- Whether a recurring threat is likely to occur compounding the impact on the community.
- The extent of the impact on communities, as this may determine the length of the transition period.
- The level of loss/damage and the extent to which this has been validated (the stage of impact assessment reached e.g. if phasing into secondary/post impact stages may indicate transition requirements).
- The extent to which the community requires emergency relief services.
- The resources required for the activation of recovery arrangements.
- The transition agreement will be developed at the appropriate level between the response agency Incident Controller, MERC, MEMO, MRM and the recovery agency coordinator (typically ERV).
- Emergency Management Victoria (EMV) Transition from Response to Recovery – Emergency Management Template to authorise the transition from the response agency to Council.

When requested, the transition agreement will be developed at the appropriate level between the response agency Incident Controller, MERC, MEMO, MRM and the Regional Recovery Manager.

This and other arrangements (transition activities and tasks, information management, communication and signatories) will be documented in a transition agreement developed between the Incident Controller, Emergency Response Coordinator - Victoria Police, the State Recovery Coordinator - EMV, Regional Recovery Coordinator - ERV and the MRM. The level of recovery coordination will depend on the scale of the emergency.

In large scale emergencies, municipal recovery operations will continue to be managed from the MECC with a consolidated team responsible for the continued coordination and delivery of relief (if required) and recovery operations.

The [Municipal Relief and Recovery Sub-Plan](#) provides details on how the coordination of activities, resources and information is managed effectively between the response agencies to the recovery organisations to support this changeover or responsibility (**NOTE:** The Eastern Region Municipal Recovery Plan is under development as of Nov 2024).

5.11.1 Handover of Resources

In some circumstances, it may be appropriate for facilities and goods obtained under emergency response arrangements during response to be utilised in recovery activities. In these situations, there would be an actual handover to the Recovery Manager of such facilities and goods and the details should be included in the transition agreement. This handover will occur only after agreement has been reached between response and recovery managers. Payment for goods and services used in the recovery process is the responsibility of the MRM through the MEMP arrangements.

Resources acquired for the response, which are not required for recovery, remain under the control of the requesting response agency which remains responsible for their return or disposal.

6 Relief and Recovery Arrangements¹⁷

6.1 Introduction

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

Relief services could be provided at the site of an emergency, a dedicated relief centre, places of community gathering, to isolated communities, transit sites or other safe locations as appropriate. Relief is the first stage of recovery and must be seamlessly integrated with all other early recovery activities.

Recovery is assisting individuals and communities affected by emergencies to achieve an effective level of functioning. Recovery planning must ensure that there is a clear understanding of the community context (prior to the emergency) and is informed by an initial and continuing assessment of impacts and needs. The coordination of recovery in Victoria is outlined in the [Emergency Recovery Victoria – Recovery Framework](#).

Effective relief and recovery operations are built on a foundation of continuous improvement and planning. Many response, relief and recovery activities are undertaken concurrently. Typically, relief is provided during and in the immediate aftermath of an emergency. Recovery is generally a longer-term process for affected individuals and communities.

Planning for emergency relief and recovery must integrate with the preparation and response phases to provide a seamless transition between each phase. Figure 9 illustrates the integrated prevention, response and recovery model linking emergency activities.

¹⁷ **Assurance 9:** The MEMP or sub-plan contains provisions for the recovery from emergencies ([Emergency Management Act 2013](#) s60AE(c) and s3.4)

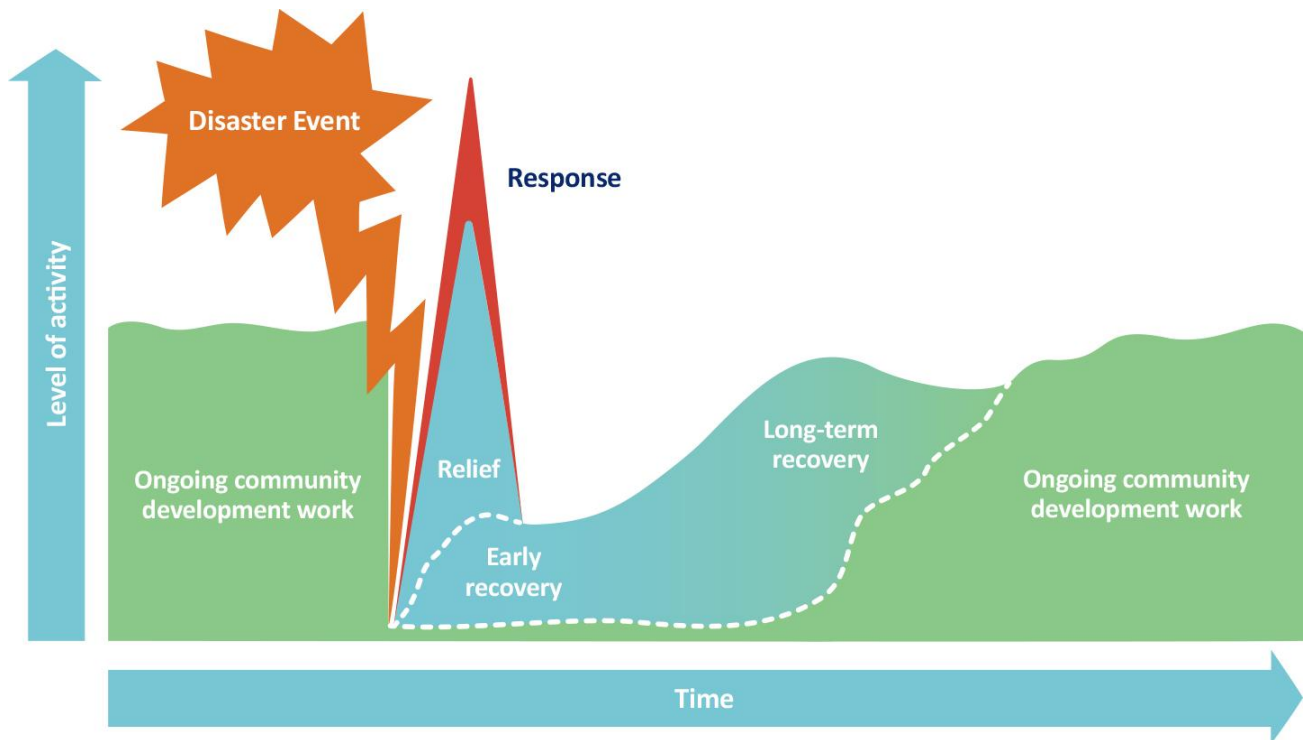


Figure 8 - Relationship between Preparation, Response, Relief and Recovery

Relief and recovery are responsibilities that require collaboration and coordination between individuals and communities, non-government organisations, businesses and government agencies. They occur in the context of clear and agreed arrangements and involves processes of consultation and cooperation through established communication channels. Wherever possible, short (relief) and longer-term recovery activities will become part of core business to ensure they remain responsive to the needs of the affected community.

6.2 Principles and scope of Relief

Emergency Management agencies with relief responsibilities incorporate the following principles into their planning, decision-making and delivery of services:

- Emergency-affected communities receive essential support to meet their basic and immediate needs
- Relief assistance is delivered in a timely manner, in response to emergencies
- Agencies communicate clear, relevant, timely and tailored information and advice to communities about relief services through multiple, appropriate channels
- Relief promotes community safety and minimises further physical and psychological harm
- Relief services recognise community diversity

- Relief is adaptive, based on continuing assessment of needs
- Relief supports community responsibility and resilience
- Relief is well-coordinated, with clearly defined roles and responsibilities
- Relief services are integrated into EM coordination efforts.

Relief encompasses:

- Community information
- Emergency Shelter (including Emergency Relief Centres)
- Food and water to individuals
- Drinking water for households
- Food supply continuity
- Psychosocial support
- Disbursement of material aid (non-food items)
- Reconnecting family and friends
- Health care and first aid
- Emergency financial assistance
- Animal welfare
- Legal aid
- Coordination of good will (including spontaneous volunteer management)

For more detail, refer to the Eastern Metropolitan Region Municipal Recovery Sub-Plan.

6.3 Principles and scope of Recovery

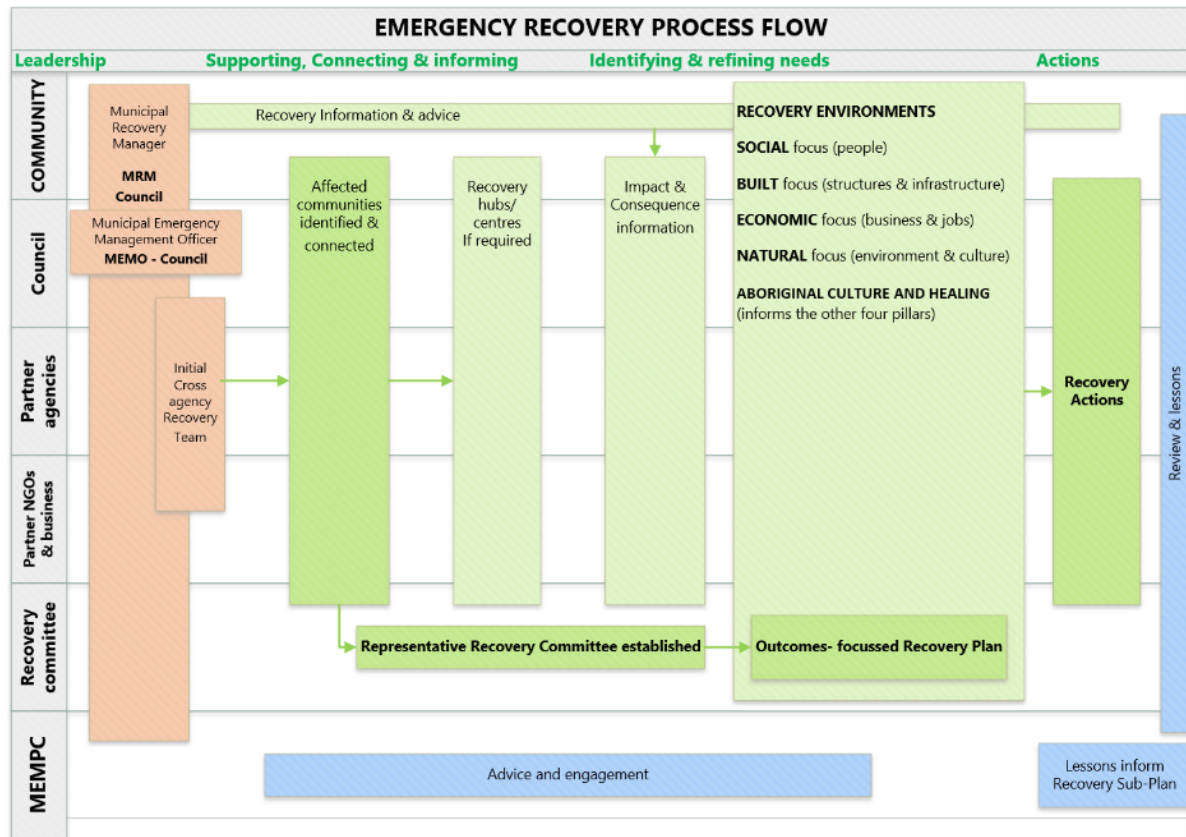


Figure 9 - MEMPC Recovery Flow Chart

To ensure successful recovery is delivered to affected communities, recovery at all levels of government is implemented in alignment with the nationally recognised disaster recovery principles as outlined in the National [Principles for Disaster Recovery](#), as well as the [Victorian Resilient Recovery Strategy](#).

There are four recovery environment categories and many recovery services that are encompassed within each environment category. The four categories will set the direction of the recovery planning process at the municipal level. A fifth category, Aboriginal Culture and Healing is vital in recovery planning. The relationship to country, culture and community are intrinsically linked in Aboriginal identity and the incorporation of Aboriginal knowledge into the recovery system benefits all Victorians (Emergency Recovery Victoria – Recovery Framework).

The implementation of recovery requirements in each of the functional environments will be coordinated by the MRM at the municipal level.

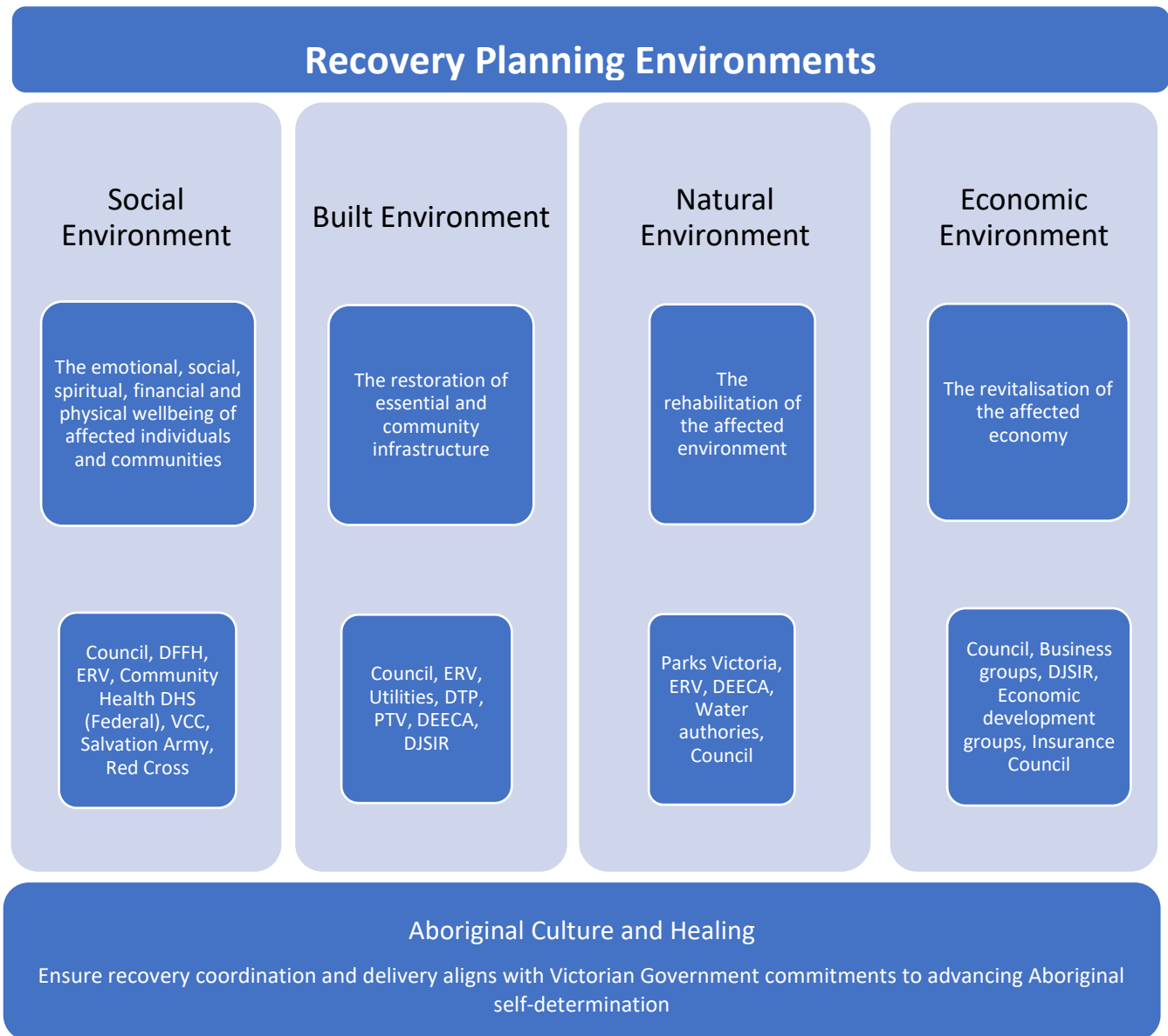


Figure 10 – Four Environments of Recovery

The implementation of recovery requirements in each of the functional environments will be coordinated by the MRM.

Note: Relief and recovery initiatives may address specific elements of one or multiple aspects of the above recovery environments. The Eastern Region Municipal Emergency Recovery Sub-Plan is under development as of November 2024.

6.4 Impact assessments and consequence management

Good decisions about recovery require timely, accurate and progressively more comprehensive information about the impact of an emergency. This informs the type of relief and recovery services required.

Disaster impacts may be described as “.....the total effect, including negative effects (e.g., economic losses) and positive effects (e.g., economic gains), of a hazardous event or a disaster. The term includes economic, human and environmental impacts, and may include death, injuries, disease and other negative effects on human physical, mental and social well-being”. ([Disaster | UNDRR](#). United Nations for Disaster Risk Reduction).

In general, impacts are therefore best characterised as most obvious effects immediately and in the very short term. Impacts lead to Consequences. Consequences may be described as what follows those immediate and very short-term impacts through to the medium and long term. These may not be obvious without consideration of how the whole community and systems handle impacts and changing circumstances over time.

Impact, needs, and loss and damage assessments may be informed by using the following sources of information:

- Initial impact assessment conducted by the response agency
- Secondary impact assessment coordinated by local councils in partnership with ERV/recovery coordinating agency etc
- The Victorian Impact Assessment Model developed by Emergency Management Victoria
- Post impact needs (loss) assessment conducted by local government and Victorian government departments and agencies. <https://www.emv.vic.gov.au/responsibilities/state-emergency-management-plan-semp/roles-and-responsibilities/agency-roles-and-responsibilities-alignment-to-victorian-preparedness-framework/impact-assessment-core-capability>).
- Aboriginal Community-Controlled Organisations
- Information provided by relief and recovery agencies

The initial stage focuses more on response and immediate relief and wellbeing needs, but may also inform recovery as time progresses. The [EMV Impact Assessment Core Capability](#) have been written

primarily for government and emergency responders with a responsibility for impact assessment in Victoria. The guidelines support the [Victorian Preparedness Framework](#) Impact Assessment core capabilities.

The Regional Recovery Manager, or delegate, will seek to capture early impact data to inform initial recovery planning. At a municipal level, this role would be fulfilled by the MRM, who may engage the Regional Recovery Coordinator for support. The data will be sought through the Incident Controller unless agreement has been reached and transition to secondary impact assessment has occurred.

A template to capture early impact data to inform initial recovery planning is available in the [Community Recovery Toolkit](#).

6.5 Management Structure

6.5.1 Relief Management Structure

Relief tier coordination responsibilities are:

- State relief coordination: Emergency Recovery Victoria (ERV)
- Regional relief coordination: ERV
- Municipal relief coordination: Municipal Councils.

Municipal Councils take the lead in delivering on-the-ground relief services, because they are closest to an affected community. The Victorian government supports municipalities to fulfil these local responsibilities.

Council is responsible for the coordination and provision of relief services for an affected community during times of emergency. Council has adopted the [EMCEMP ERC Sub-Plan](#). The ERC Sub-Plan details the arrangements that are in place for the activation, management and deactivation of ERCs for municipal and regional scale events.

6.5.2 Recovery Management Structure

Recovery tier coordination responsibilities are:

- State recovery coordination: ERV
- Regional recovery coordination: ERV
- Municipal recovery coordination: Municipal councils.

Municipal Councils take the lead in delivering on-the-ground recovery services, because they are closest to an affected community. The Victorian government supports municipalities to fulfil these local responsibilities.

The recovery structure operates under four functional areas of recovery (social, economic, built, and natural environments). Affected communities will be appropriately represented through either established Community Recovery Committees or other suitable arrangements set up during or immediately after an event.

A Municipal Recovery Committee and underpinning recovery structures will need to be flexible, scalable and adaptive to the diverse range of community needs.

Emergency Recovery Victoria (ERV) also plays a part in the emergency recovery process by:

- Acting as principal recovery planning and coordination agency at the regional level.
- Assuming a role of facilitation in developing a coordinated response as appropriate to the circumstances e.g. when the event is of a magnitude which is beyond the resources of the municipality.
- Being responsible for state-level recovery coordination.

For detailed information on post incident municipal recovery arrangements including triggers for transition from response to recovery to normal business, refer to the Municipal Relief and Recovery Sub-Plan and supporting standard operating procedures and templates.

6.6 Government Assistance Measures

Councils may claim assistance via such programs as the Disaster Recovery Funding Arrangements (**DRFA**) and Natural Disaster Financial Assistance (**NDFA**). The Victorian Government provides funding through the Natural Disaster Relief and Recovery Arrangements (**NDRRA**) Fund to assist the Victorian community through natural disaster relief and recovery payments and infrastructure restoration. Details of these arrangements are contained in the EMCEMP Municipal Emergency Coordination Sub-Plan (EM-COP). Alternatively, information can be located at emv.vic.gov.au.

Individuals, families, business etc. are able to source other government assistance from agencies such as Centrelink, DFFH, Red Cross and Salvation Army etc.

6.7 After Action Review

An After-Action Review should take place as soon as practicable after an emergency. The MERC will convene the meeting, and all agencies who participated should be represented with a view to assessing the adequacy of this MEMP and Sub-Plans and to recommend any changes. Such meetings would be chaired by the MEMPC chair or an appropriate facilitator.

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

The RERC holds these responsibilities for regional level events, which must include local response agency participation.

Where a MECC has been activated during an emergency, all emergency support staff that undertook their allocated MECC roles will be debriefed by the MEMO or their delegate as soon as practicable following the cessation of MECC operations. The MECC debrief has the aim to assess the adequacy of the MECC operations and to identify and make recommendations for future planning and operations related to the MECC.

Agencies and Council are responsible for staff psychological debriefing.

7 Roles and Responsibilities¹⁸

7.1 Agency Roles and Responsibilities

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

The SEMP and REMP outline agreed agency roles and responsibilities, noting that existing duties, functions, power, responsibility or obligation conferred on an agency by law, licence, agreement or arrangement prevail to the extent of its inconsistency with this plan ([Emergency Management Act 2013](#) s60AK).

The roles and responsibilities outlined in this plan are specific to the region and are in addition to, or variations on, what is outlined in the SEMP (see [Role statements | Emergency Management Victoria](#)) and REMP. In the case of municipal-specific modifications, these are clearly identified as modifications.

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

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

7.2 Community and Business Organisation Roles and Responsibilities

There is no State Emergency Management Plan role/responsibility description for community/business organisation representatives. The role of community and business organisation representatives is to;

- Provide advice and feedback.
- Advocate for stakeholder/community views.
- Represent and communicate with communities on behalf of the MEMPC and control agencies.
- Give suggestions for quality improvement, and
- Actively participate in MEMPC decision making before, during and after emergencies and disasters.

¹⁸ **Assurance 10:** The MEMP or sub-plan specifies the roles and responsibilities of agencies in relation to emergency management (Ministerial guidelines issued under the [Emergency Management Act 2013](#) s60AE9d) and S3.3 and S3.5).

A full list of Business and Community representative members on the MEMPC is listed in the MEMPC Terms of Reference (Available from MEMPC Chair - Council).

8 Appendices

Appendix A - Acronyms

Acronym	Description
AIIMS	Australasian Inter Service Incident Management System
BOM	Bureau of Meteorology
BPA	Bushfire Prone Area
CEO	Chief Executive Officer
CERA	Community Emergency Risk Assessments
CFA	Country Fire Authority
CFR	Community Fire Refuges
CIG	Community Information Guides
CMT	Crisis Management Team
DEECA	Department of Energy, Environment and Climate Action
DoE	Department of Education
DFFH	Department of Families, Fairness and Housing
DJSIR	Department of Jobs, Skills, Industry and Regions
DoH	Department of Health
DPC	Department of Premier and Cabinet
DTP	Department of Transport and Planning
EMC	Emergency Management Commissioner
EMCEMP	Eastern Metropolitan Councils Emergency Management Partnership
EM-COP	Emergency Management Common Operating Picture
EMLO	Emergency Management Liaison Officer
EMR	Eastern Metropolitan Region
EMT	Executive Management Team
EMV	Emergency Management Victoria

Acronym	Description
ERC	Emergency Relief Centres
ERV	Emergency Recovery Victoria
FFMV	Forest Fire Management Victoria
FRV	Fire Rescue Victoria
ICC	Incident Control Centre
IEMT	Incident Emergency Management Team
IERC	Incident Emergency Response Coordinator
IIA	Initial Impact Assessment
JSOP	Joint Standard Operating Procedure
LGEMLO	Local Government Emergency Management Liaison Officer
LGV	Local Government Victoria
MAV	Municipal Association of Victoria
MEC	Municipal Emergency Coordination
MECC	Municipal Emergency Coordination Centre
MECG	Municipal Emergency Coordination Group
MEMG	Municipal Emergency Management Group
MEMO	Municipal Emergency Management Officer
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Resource Coordinator
MFMP	Municipal Fire Management Plan
MFMP	Municipal Fire Management Planning Committee
MFPO	Municipal Fire Prevention Officer
MOU	Memorandum of Understanding

Acronym	Description
MRM	Municipal Recovery Manager
NERAG	National Emergency Risk Assessment Guidelines
NSP	Neighbourhood Safer Places - Places of Last Resort
PENA	Post Emergency Needs Assessment
REMP	Regional Emergency Management Plan
REMPC	Regional Emergency Management Planning Committee
REMT	Regional Emergency Management Team
RERC	Regional Emergency Response Coordinator
SCC	State Control Centre
SEMP	State Emergency Management Plan
SEMT	State Emergency Management Team
SIA	Secondary Impact Assessment
SOP	Standard Operating Procedure
TOR	Terms of Reference
TRIM	Electronic document and records management system
V-BERAP	Victorian Built Environment Risk Assessment Process
VCC EM	Victorian Council of Churches – Emergencies Ministry
VFRR	Victorian Fire Risk Register
VicPol	Victoria Police
VicSES	Victorian State Emergency Service
VPF	Victorian Preparedness Framework
VPR	Vulnerable Persons Register

Appendix B - Document Distribution List

The most up to date amended versions of this MEMP and Sub-Plans will be distributed by the MEMPC Executive Officer by:

- Loading on to the Council web site
- Storing in the Council document management system
- Distributing electronically by email with link to the web site
- Legal Deposit with [National eDeposit system](#)
- Storing in the Emergency Management Victoria document library
- Sending by Australia Post when requested
- Loading into Crisisworks.

Organisation	Recipient Officer	Contact Email	Distribution Method
EMV	N/A	N/A	EMV Document Library
Council	MEMO	Z-MemoMunicipal.EmergencyManagementOfficer@knox.vic.gov.au	Council Website – De-sensitised version only Council document management system Council libraries – hard-copy of the de-sensitised version only
REMPC	REMPC Executive Officer		Email
Regional Municipal Partners	MEMOs and MRMs	Refer contact list	Email with link to Council web-site
Crisisworks	Officers with Crisisworks access	Refer contact list	Crisisworks document library

Appendix C - Restricted Information

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	Restriction Reason	Agency that hold this information in full	Contact point/s
Knox MEMP Contact Directory	Personal Information	Knox City Council	emergencies@knox.vic.gov.au
MEMPC TOR	Personal Information	Knox City Council	MEMPC Chair

Appendix D – Sub-Plans and Complementary Plans

Complementary/ Sub-Plan Name	Plan Type Complementary/ Sub-Plan	Emergency Type	Plan Revision Date	Responsible Agency	Link (If exists)
Eastern Metropolitan Region MECC Standard Operating Procedures	Sub-Plan	General	2021	EMCEMP	EM-COP
MECC Facility Plan	Complimentary	General	2019	Council	Contact MRM
Eastern Metropolitan Region ERC Standard Operating Procedures	Sub-Plan	General	2021	EMCEMP	EM-COP
ERC Facility Plans	Complimentary	General	2025	Council	Contact MRM
Evacuation Plans	Complimentary	General	Under Review	Victoria Police	Contact MERC
Eastern Region Emergency Relief Sub-Plan	Sub-Plan	General	2024	EMCEMP	Contact MRM
Knox Municipal Relief and Recovery Plan	Sub-Plan	General		MEMPC	Contact MRM
Knox City Council Business Continuity Plan	Complementary	General	2020	Council	Contact MEMO

Complementary/ Sub-Plan Name	Plan Type Complementary/ Sub-Plan	Emergency Type	Plan Revision Date	Responsible Agency	Link (If exists)
Standby Officer Handbook	Complementary	General	2020	Council	Contact MEMO
Knox Municipal Fire Management Plan	Sub-Plan	Fire	2022	MEMPC	Contact MEMO/MFPO
Fire Preparedness for Sites of Biological Significance in Knox	Complementary	Fire	2022	Council	Contact MEMO/MFPO
Knox Storm and Flood Emergency Plan	Sub-Plan	Storm and Flood	2022	VICSES	Search VICSES Website
Municipal Public Health and Wellbeing Plan incorporated in Council Plan	Complementary	Health	Under development	Council	Search Council Website
Municipal Public Health Emergency Plan	Complementary	Health	Under development	Council	Search Council Website
Eastern Region Pandemic Sub Plan	Sub-Plan	Health	2024	EMCEMP	EMCEMP-Regional-Pandemic-Plan V3.0 - 2022.docx
Eastern Region Extreme Heat Plan	Sub-Plan	Health	2024	EMCEMP	EMCEMP-ExtremeHeat-V3.1.docx

Complementary/ Sub-Plan Name	Plan Type Complementary/ Sub-Plan	Emergency Type	Plan Revision Date	Responsible Agency	Link (If exists)
Eastern Metropolitan Region Emergency Animal Welfare Plan	Sub-Plan	General	2022	EMCEMP	EMCEMP-Emergency-Animal-Welfare-Plan V3.0 2021.docx

A copy of many Sub-Plans and Complementary Plans can be found on [EM-COP - https://files-em.em.vic.gov.au/IEMP/Regions/EMR/Management-Plans/EMR-Management-Plans.htm?v=1626395724410](https://files-em.em.vic.gov.au/IEMP/Regions/EMR/Management-Plans/EMR-Management-Plans.htm?v=1626395724410). If you don't have a log-in to this portal a copy may be obtained from the MEMO

Appendix E – References

Does not include sub-plans and complementary plans (Refer Appendix E)

Reference Document	Emergency Type	Plan Revision Date	Responsibility	Link (If exists)
Guidelines for Preparing State, Regional and Municipal Emergency Management Plans	General	Sept 2020	Issued by the Minister for Police and Emergency	EMV Website https://www.emv.vic.gov.au/how-we-help/emergency-management-planning/planning-guidelines
Emergency Risks in Victoria Report	General	2014	Dept of Justice and Community Safety	DJCS Website https://www.justice.vic.gov.au/safer-communities/emergencies/emergency-risks-in-victoria-report
Regional Emergency Risk Profile, Eastern Metropolitan DRAFT	General	2015	Emergency Management Victoria	EMCOP
Victoria's Climate Science Report 2019	General	2019	Dept of Energy, Environment and Climate Change	DEECA Website https://www.climatechange.vic.gov.au/data/assets/pdf_file/0029/442964/Victorias-Climate-Science-Report-2019.pdf
Eastern Metro Environmental Scan	General	2020	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/publications/easter-n-metro-environmental-scan
Resilient Recovery Strategy	General	2019	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/how-we-help/resilient-recovery-strategy
Victorian Emergency Operations Handbook	Response	2019	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/publications/victorian-emergency-operations-handbook
Victorian Preparedness Framework	Preparedness	2018	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	General	2023	Emergency Management Victoria	EMV EMV Website Strategic Action Plan (SAP) 2023–26 Emergency Management Victoria

Reference Document	Emergency Type	Plan Revision Date	Responsibility	Link (If exists)
Regional Relief and Recovery Plan	Relief and Recovery	2017	ERV	EM-COP
Victorian State Emergency Management Plan	General	2020	Emergency Management Victoria	EMV Website https://www.emv.vic.gov.au/responsibilities/semp
MEMPC Document Template	MEMP Development	Oct 2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/mempc-document-template
Advisory Material for the Development of a Municipal Emergency Management Plan	MEMP Development	2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/advisory-material-for-the-development-of-a-municipal-emergency-management-plan-memp
Advisory Material for the Development of a Municipal Emergency Management Planning Committee Terms of Reference	MEMP Development	2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/advisory-material-mempc-terms-of-reference
Fact Sheet: Integrated Emergency Management planning	MEMP Development	2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/fact-sheet-integrated-emergency-management-planning
MEMPC Written Reports to REMPC Template	MEMP Development	2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/mempc-written-report-to-the-rempc
Statement of Assurance Template for MEMP or MEMP Sub-Plan	MEMP Assurance	2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/statement-of-assurance-template-memp-or-memp-sub-plan
Fact Sheet: Municipal Level Planning	MEMP Development	2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/fact-sheet-3-empr-municipal-level-planning
Fact Sheet: Changes to Council Functional Roles	MEMP Development	2020	Emergency Management Victoria	https://www.emv.vic.gov.au/publications/fact-sheet-changes-to-council-functional-roles
Transition Guide for Reforming Municipal Emergency Management Planning Arrangements	General	2020	Emergency Management Victoria	https://www.emv.vic.gov.au/how-we-help/emergency-management-planning-reform-program/resource-library/transition-guide-for
Municipal Risk Assessment (CERA Online)	General	2020	Emergency Management Victoria	https://www.ses.vic.gov.au/em-sector/community-emergency-risk-assessment-cera

Appendix F - MEMP and Sub-Plan Exercise Record

Exercise Date	Exercise Name	Exercise Description and MEMP reference	Exercise Convenor	Participating Agencies	Link (If exists)
30/10/2025	Exercise East	Strengthening and exercising the eastern metro local government's emergency response MEMP Refs. 4.2.3 Vulnerability 4.2.4 Resilience 5.8 Planning for cross boundary events 5.9.1 EMCCEMP	Yarra Ranges Council & Manningham Council	Multi agency	
15/11/22	Exercise East	Strengthening eastern metro local government's emergency response with communities & people at risk MEMP Refs. 4.2.3 Vulnerability 4.2.4 Resilience 5.8 Planning for cross boundary events 5.9.1 EMCCEMP	Andrew Marshall & John Salter	Multi Agency/community	View - D22-289642 - Report EXERCISE EAST 2022 REVIEW
11/10/22	Evacuation Exercise	High rise evacuation - Whitehorse Council MEMP Ref. 5 Response	Steve Mole FRV	Multi agency	
22/06/21	Exercise Motis	Desktop self-evacuation exercise - fires break out on the Dandenong Ranges in the middle of a Summer's school day MEMP Ref. 5.2 Control, Command, Coordination, Consequences, Communication and Community Connection	Bob Raymaakers VicPol	Multi agency	

Appendix G - Amendment History

Version	Author	Update Details	MEMPC Approval Date
	EMCEMP working group	Eastern Region MEMP Template	15 June 2021
	EMCEMP working group	Complete re-write of the MEMP based on the Eastern Region MEMP Template	
	John Salter	Draft Knox Municipal Emergency Management Plan 2022-2025 – presented to MEMPC requesting feedback	14 September 2021
	John Salter	Draft Knox Municipal Emergency Management Plan 2022-2025 – incorporating MEMPC feedback workshopped -	22 October 2021
	John Salter	Draft Knox Municipal Emergency Management Plan 2022-2025 Ver 2	26 October 2021
	John Salter	In principal support from MEMPC at November 2021 meeting awaiting design copy.	23 November 2021
Version 1	John Salter	MEMPC endorsement gained at Extra Ordinary MEMPC meeting held February 2022	22 February 2022
Version 1.1	John Salter	Administrational update minor format changes	28 April 2022
Version 1.2	John Salter	Administrational update minor format changes (BRV to ERV)	17 May 2023
Version 1.3	Emma Cash	Final MEMPC endorsement at September meeting	15 September 2025

Appendix H – Authorisation

Plan Preparer: Knox 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 attached checklist.

The last review of the plan was conducted on 22/02/2022

On behalf of the Municipal Emergency Management Planning Committee:  Jonathan McNally Chair, Municipal Emergency Management Planning Committee 15/09/2025	On behalf of the Eastern Metro - Regional Emergency Management Planning Committee:  Mark Swiney Chair, Regional Emergency Management Planning Committee 24/10/2025
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