

Cardinia Shire

Municipal Emergency Management Extreme Heat Sub Plan

Cardinia Shire Municipal Emergency Management Planning Committee
Version 1.0 – June 2024



Acknowledgement of Country

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

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1. Introduction

1.1 Purpose

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

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

1.2 Objective

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

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

The objective of this sub plan is to:

- Assist Municipal and local planning and preparation for extreme heat of emergencies.
- Describe the processes and procedures for Municipal Emergency response to and recovery from extreme heat of emergencies.

1.3 Scope

1.3.1 Context

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

This Sub Plan is not an aggregation of the SEMP, REMPC, MEMPC (and their sub plans) or agency plans within the Municipality but instead addresses and capitalises on opportunities that exist to enhance emergency management planning outcomes regarding extreme heat and sustain or improve capability and capacity within the Municipality.

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

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

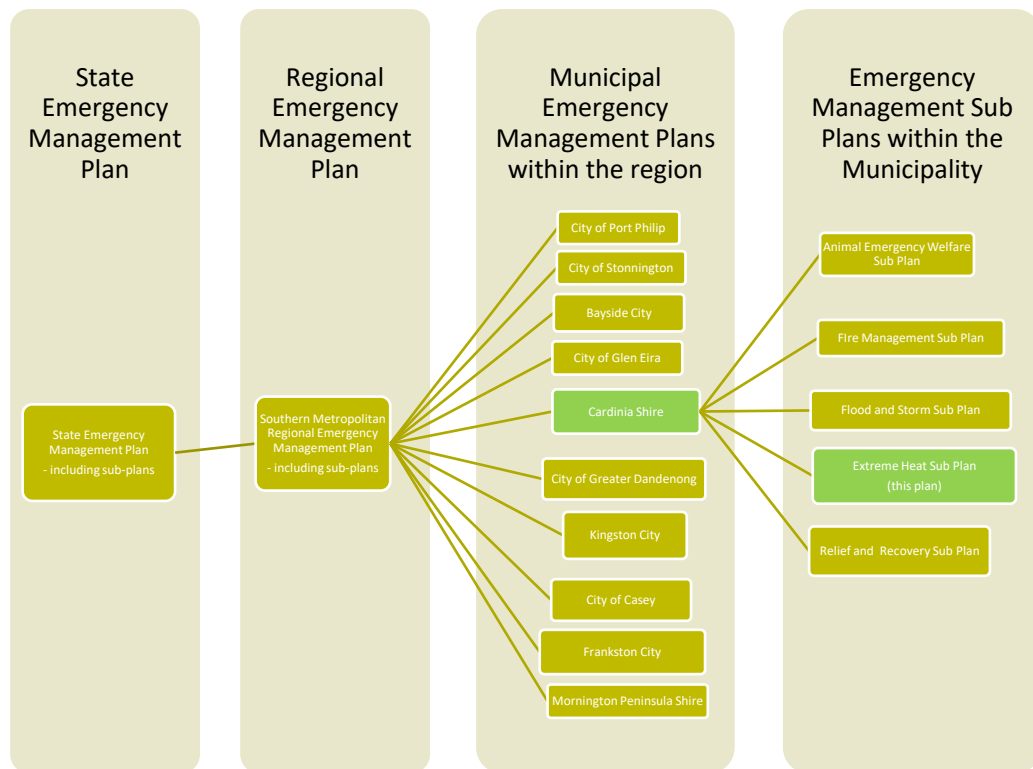


Figure 1: Plan hierarchy

The [State Emergency Management Plan \(SEMP\) Extreme Heat Sub-Plan](#) contextualises the current arrangements, roles and responsibilities for planning, mitigation, preparedness, response (including relief) and recovery from all extreme heat events, regardless of their duration at a State and Regional Level. This Municipal Sub Plan should be read in conjunction with this document.

Heat events are Class 2 emergencies. The Emergency Management Commissioner (EMC) is the control agency for heat (class 2 emergency) as outlined in [table 9](#) of the SEMP and coordinates the development of the SEMP Sub-Plan for Extreme Heat. The role and responsibilities of the EMC is further outlined in their [SEMP role statement](#).

For the purposes of this Sub-Plan, extreme heat events include low-intensity, severe and extreme heatwaves (three or more consecutive days of high temperatures) or one or two days of abnormal high temperatures which would impact the general population and include consequences for essential services, energy and water supply, health and wellbeing and the environment.

Heatwaves are calculated by the Excess Heat Factor, using the forecast maximum and minimum temperatures over the next three days. This information is compared to actual temperatures over the previous 30 days, and the long-term climate record for what should be considered hot at the location at that time (Nairn and Fawcett 2013).

Heatwaves can be classified by heatwave level: low-intensity heatwave, severe heatwave or extreme heatwave. These levels allow for a scalable response.

| Level | Frequency ¹ | Messaging | Health Impact |
|-------------------------------|---------------------------|---|---|
| Low-intensity heatwave | Most common EHF >0<1 | Possible Heat health warning from Department of Health Monitor local conditions Prepare and respond according to heatwave plans | Most people can cope during these heatwaves. |
| Severe heatwave | Less frequent EHF ≥1<3 | BOM Heatwave Warning issued Monitor local conditions Prepare and respond according to heatwave plans | Can impact those most at risk such as those over the age of 65 years, particularly those with medical conditions, and the very young. |
| Extreme heatwave | Rarest EHF ≥3 | BOM Heatwave Warning issued Monitor local conditions Prepare and respond according to heatwave plans | Causing widespread health issues to all population cohorts. This can impact infrastructure such as power and transport. |

Table 1 – Heat wave levels (insert citation)

1.4 Authority

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

From 1 December 2020, the EMLA Act legislation shifted responsibility for municipal emergency management planning from Municipal Councils to the reformed, multi-agency Municipal Emergency Management Planning Committee (MEMPC) - the peak emergency management planning body in a municipal district. This shift of responsibility highlighted the intent of the reform which was to support emergency management planning as an integrated, multi-agency and collaborative effort. Each MEMPC is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of emergency management planning for the region.

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

¹ Bureau of Metrology, 'Understanding Heatwaves', <http://www.bom.gov.au/australia/heatwave/knowledge-centre/understanding.shtml>

1.5 Administration

1.5.1 Municipal Emergency Management Planning Committee

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

1.5.2 Plan approval

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

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

1.5.3 Plan assurance

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

1.5.4 Plan review

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

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

This Plan will be reviewed not later than November 2027 and then via three yearly reviews from that date and no later than November 2030.

2. Municipal Context and Risk Profile

In preparing the MEMP, the MEMPC utilised a risk assessment process consistent with ISO31000. This process has been facilitated by the Victoria State Emergency Service and is known as the Community Emergency Risk Assessment (CERA). The CERA process for the Cardinia Shire was undertaken in June 2022. Extreme Heat was measured as an Extreme Risk in the Cardinia Shire.

The municipality is characterised by a linear, urban growth corridor which stretches from Beaconsfield to Pakenham parallel with the Princes Highway. To the north of the residential area is a vegetated interface with the southern foothills of the Dandenong Ranges. The southern area of the Shire is largely agricultural land with large number of rural townships. In terms of land use in the Cardinia Shire, primary production utilises almost two thirds of available land.

The primary urban centre is Pakenham, which is 55kms from Melbourne’s central business district (CBD). Cardinia Shire has a large rural population; 38 rural townships exist outside the urban growth areas of Pakenham, Officer and Beaconsfield

At Risk Groups:

Extreme heat events can affect anybody, including the young and healthy; however, there are certain people that maybe more at risk than others. Factors such as age, health, environment, social and economic circumstances, location, or occupation can make some people more likely to be affected by extreme heat.

There may also be occupational health and safety risks associated with higher temperatures. Those who require heavy personal protective equipment or who spend the majority of their work-day outside may need to take additional precautions to mitigate heat impacts.

| At Risk Group | Factors |
|--|--|
| First nations people | First nations people |
| People of a certain age or life stage | <ul style="list-style-type: none"> · Over 65 years old, especially those living alone · Pregnant women and breastfeeding mothers · Babies and young children |
| People with particular health conditions | <ul style="list-style-type: none"> · Heart and lung disease, high blood pressure, diabetes, cancer or kidney disease · Certain neurological illnesses (e.g. Parkinson’s Disease, Multiple Sclerosis) · Mental illness · Illness or infection that causes dehydration or fever · Conditions that impair sweating including dehydration, skin disorders (including sunburn, prickly heat and extensive scarring from burns), congenital impairment of sweating, cystic fibrosis, quadriplegia and scleroderma · Problematic alcohol or other drug use such as amphetamines · Cognitive impairments that may limit the ability to identify or communicate their discomfort or need for water · Limited mobility (such as those who are bed-bound or in a wheelchair) · Overweight or obesity · Low cardiovascular fitness |

| | |
|---|--|
| People taking medications that may affect the way the body reacts to heat | <ul style="list-style-type: none"> · Allergy medicines (antihistamines) · Some blood pressure and heart medicines (beta-blockers and vasoconstrictors) · Seizure medicines (anticonvulsants) · Thyroid medications (thyroxine) · Water pills (diuretics) · Antidepressants · Antipsychotics |
| People taking medications requiring storage at a certain temperature | <p>Medicines might be ineffective if not stored at the correct temperature</p> <ul style="list-style-type: none"> · Lack of storage in pharmacies · Electricity is essential to the pharmacy maintaining manufacturers' storage conditions of medicines, especially fridge items. |
| People with particular social and economic circumstances | <ul style="list-style-type: none"> · Sleeping rough · Low socioeconomic status who may restrict use of, or have limited access to, air-conditioning · Living alone or who are socially isolated · Non-English-speaking people who may not be able to understand extreme heat alerts and warnings or have reduced access to appropriate health or support services · people visiting from other countries, especially from cold climates |

Table 2 – Heat Health at Risk Groups

At Risk Areas:

Heat vulnerability mapping data shows that the most vulnerable areas regarding extreme heat events are in the linear urban growth corridor, followed by the southern agricultural areas and finally the northern vegetated interface area with the least vulnerability. (see Figure 3 & 4)

The 'heat island effect' is a compounding factor in urban and suburban areas because many common construction materials absorb and retain more of the sun's heat. The temperature difference is normally more pronounced at night than during the day.

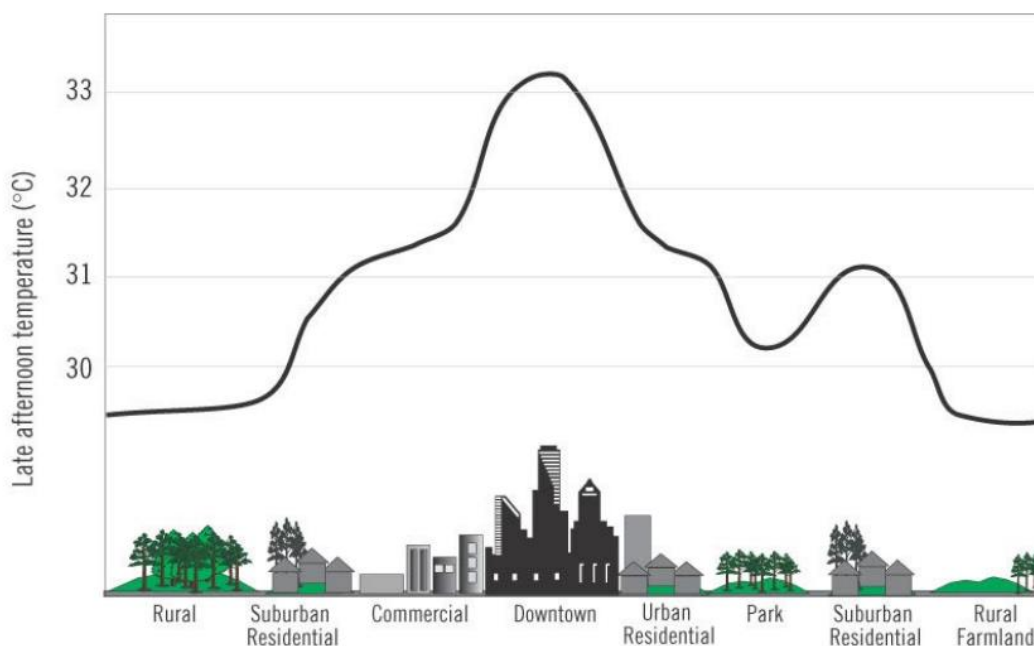


Figure 2 – Effect of Heat Islands (insert citation)

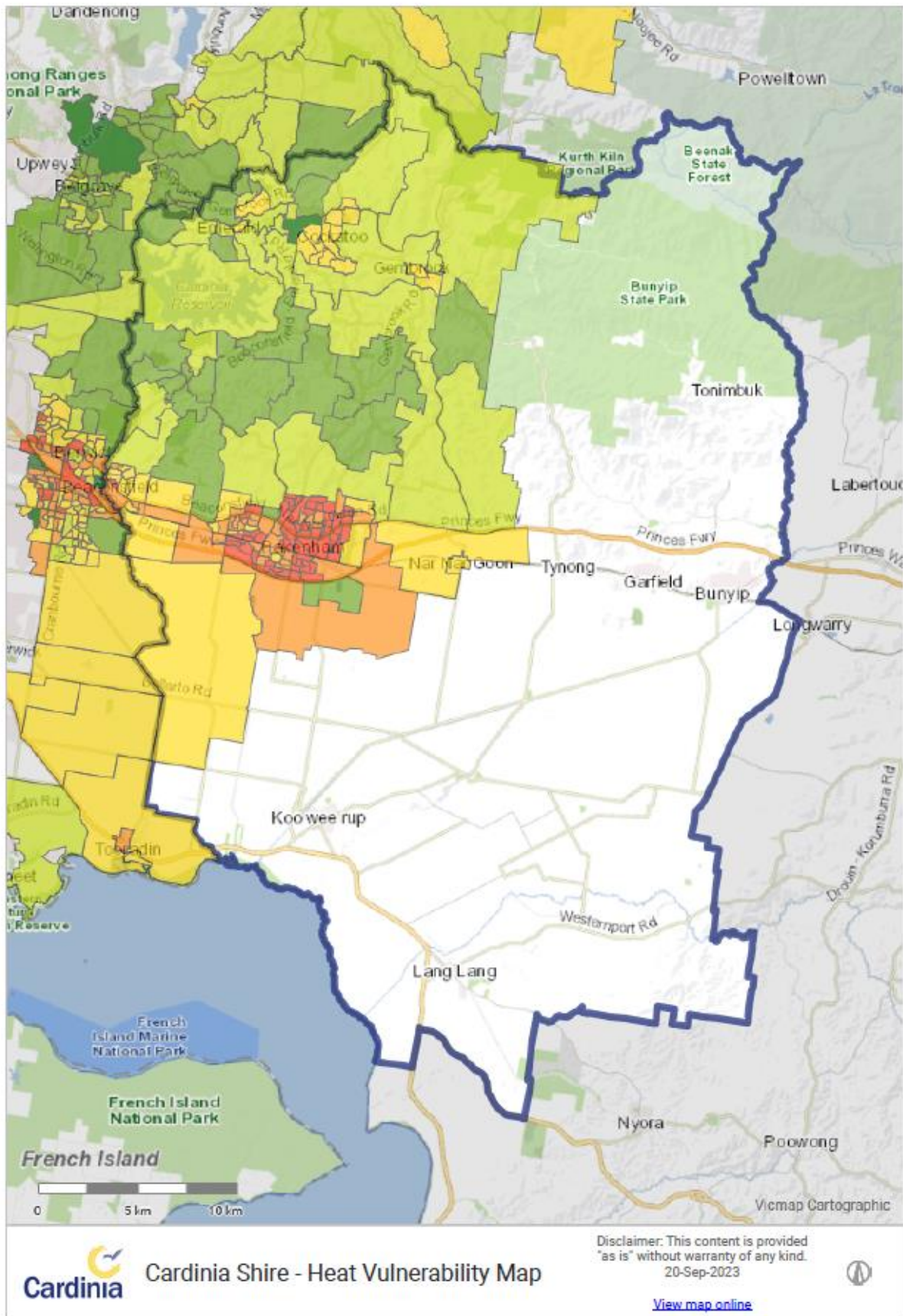


Figure 3 – Cardinia Heat Vulnerability Map

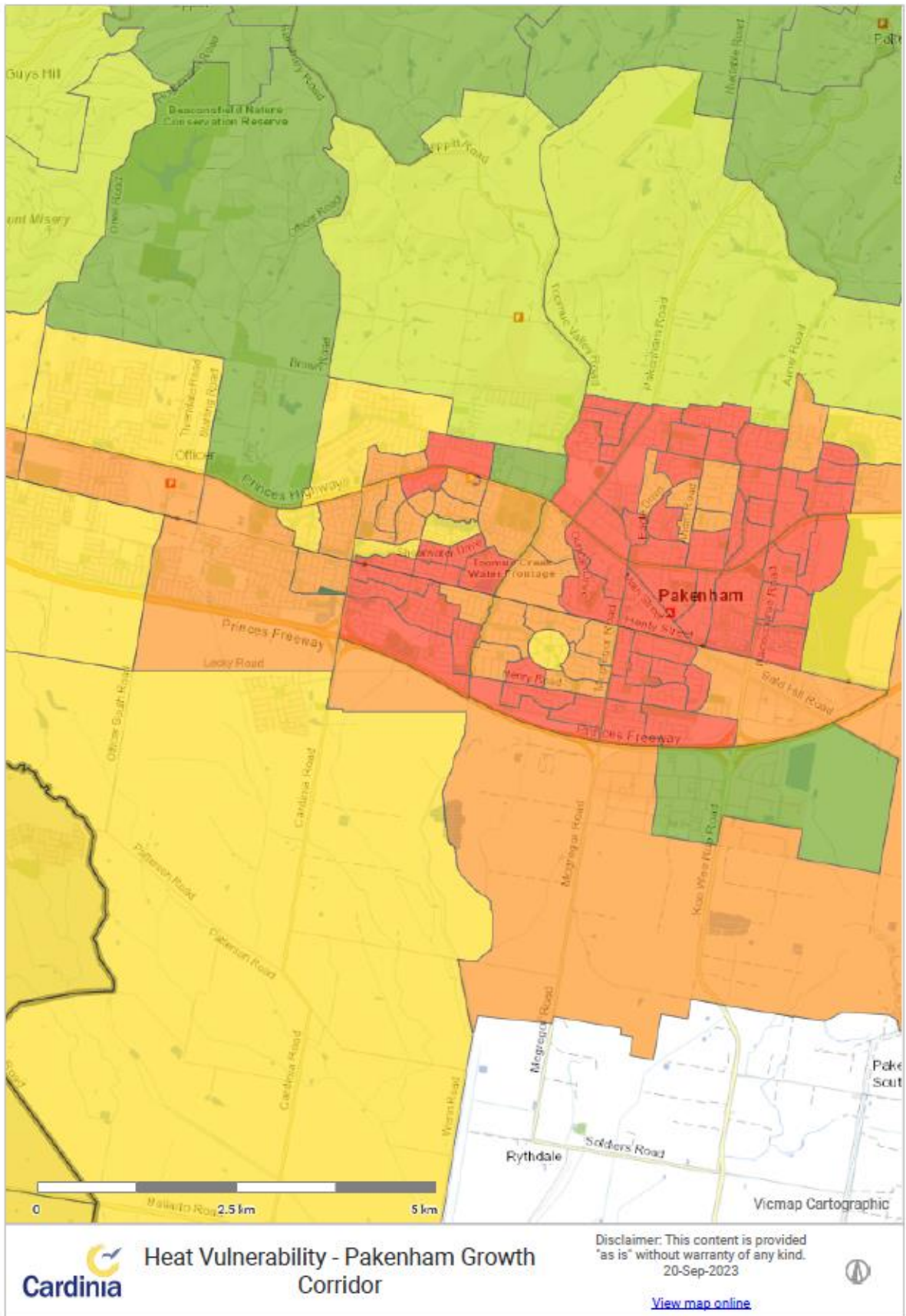


Figure 4 – Pakenham Growth Corridor Vulnerability Map

Further information:

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

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

3. This Plan

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

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

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

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

3.1 Complementary plans and Documents

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

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

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

3.2 Planning Objectives

The objectives of this plan are to:

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

4. Emergency Management Phases

4.1 Mitigation

This Sub-Plan recognises that mitigation activities occur across a broad range of business, industry and agencies, as part of normal working arrangements. Mitigation activities may include application of policy and regulations, development of infrastructure, and provision of training and education activities.

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

| Environment | Cardinia Shire Heat Health Mitigations |
|---------------------------------|---|
| Social | Emergency Relief and Recovery Centres preparedness STAND installations x 7 Sites LG/Agency Exercising (eg. Emergency Heatwave Exercise) Energy Resilience Project x 4 Sites “Ready Get Go” All Hazards Preparedness Community Engagement. Person Centred Emergency Preparedness Program “Get Techy, Get Ready” Information Sessions Heat Health A-Frames & other collateral Social Media posts Community Newsletters Relief and Recovery committees (Community & Municipal) Community Emergency Support Teams (EST) Community Houses, Organisations & Programs Heat Health collateral (including CALD) |
| Economic | Environmental Upgrade Finance (EUF) Program Organisational support (Relief organisations) Pakenham Revitalisation Program |
| Built | Asset Management at local government level (passive cooling, air conditioning) Asset Management at private level (passive cooling, air conditioning) STAND installations x 7 Sites Energy Resilience Project x 4 Sites Hydration station installations & portable Relief & Recovery Centre preparedness Heat Health signs x 10 Accessible and standard hydration stations Community Houses Swimming Pools Cardinia Shire community facilities (Library, CCC, Municipal Offices) Shopping centres |
| Environment | Pakenham Revitalisation Program |
| Aboriginal Cultural and Healing | Bunurong Land Council Wurundjeri Land Council |

Table 3 – Cardinia Shire Heat Health Mitigations

4.2 Preparedness

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

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

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

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

Heat Health Exercise Schedule/Record for Cardinia Shire MEMPC

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

4.3 Response (including relief)

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

Responsibilities and accountabilities of lead and support agencies as they relate within command, control and coordination structures, for response, Heat Health emergencies are as per the SEMP.

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

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

Municipal response arrangements in the Cardinia Shire include:

- Coordinated municipal level readiness, response, relief and recovery management for major emergency events through the application of agreed triggers and resource escalation; This includes engagement with/in:
 - Regional Emergency Management Team
 - Incident Emergency Management Teams
 - Municipal Recovery Committees
 - MEMPC Sub Committees and Working Groups

- Coordination of readiness and response in conjunction with other municipalities to be efficient and effective.
- Resourcing of readiness and response across agencies within the municipality prior to escalation.
- Management of readiness and response activation of Municipal Emergency Coordination Centres.
- Utilisation of community and business networks to enhance engagement.
- Ensuring intelligence and insights gained from community meetings are used to ensure community concerns are considered in the operational management of an emergency.
- Capture opportunities for collaboration and coordination and minimise duplication of effort (e.g. relating to community engagement and exercising).
- Ensuring timely and wholistic after-action reviews and development of strategies to address identified areas for improvement.

4.3.1 Activation of Municipal Council and Supplementary Resources

Table 5 provides detail regarding Municipal Resources available to support heat health emergency response including relief.

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

4.3.2 Activation of Community Groups/Resources

Table 4 provides detail regarding Community Groups/Resources available to support heat health emergency response including relief.

Please see section 4.3.5 Activation of Community Groups/Resources for Relief Response in the Cardinia Shire Municipal Emergency Management Plan for more information.



Figure 5 – Heat Health Signage and Drinking Fountain – Dick Jones Reserve Lang Lang

| RESPONSE | Water | | Available to Community Regular Hours | | | Available to Community Outside of Regular Hours | | | Available to Community Unattended All Hours | | | Communications | | |
|---|---------------|-------------------|--------------------------------------|------------------|---------------|---|------------------|---------------|---|-------------------|--------------------|--------------------|---------------------|----------------------|
| | Water Bottles | Drinking Fountain | Indoor Seating | Air-Conditioning | Swimming Pool | Indoor Seating | Air-Conditioning | Swimming Pool | Wifi | Shaded Rest Areas | Electricity Points | Social Media Posts | Brochures / Posters | Heat Health A-Frames |
| ADRA (Pakenham) | | | | | | | | | | | | | | |
| Australian Red Cross | | | | | | | | | | | | | | |
| Bless Collective | ✓ | | ✓ | ✓ | | | | | | | ✓ | ✓ | | |
| Centrelink (Services Australia) | | | ✓ | ✓ | | | | | | | | ✓ | | |
| Cockatoo CH Taskforce | | | ✓ | ✓ | | | | | | | ✓ | ✓ | | |
| DFFH | | | | | | | | | | | | | | |
| Emerald CH | | ✓ | | ✓ | | | | ✓ | ✓ | ✓ | | ✓ | ✓ | |
| Emerald & Cockatoo EST | | | | | | | | | | | | | | |
| KWRHRS | | | | | | | | | | | | | | |
| Mecwacare | ✓ | ✓ | ✓ | ✓ | | | | | | | ✓ | ✓ | | |
| Moy Yan Neighbourhood House | | | | | | | | | | | | | | |
| Salvation Army (Pakenham) | ✓ | ✓ | ✓ | ✓ | | | | | | | | | | |
| UBA | | | | | | | | | | | | | | |
| UBCC | | | ✓ | ✓ | | | | | | | ✓ | ✓ | | |
| VCCEM | | | | | | | | | | | | | | |
| VFF Cardinia | | | | | | | | | | | | | | |
| WAYSS | | | | | | | | | | | | | | |
| Windermere | | | | | | | | | | | | | | |

Table 4: Municipal Relief and Recovery Committee Member Facilities in relation to Heat Health

| RESPONSE | Water | | Available to Community Regular Hours | | | Available to Community Outside of Regular Hours | | | Available to Community Unattended All Hours | | | Communications | | |
|--|---------------|-------------------|--------------------------------------|------------------|---------------|---|------------------|---------------|---|-------------------|--------------------|--------------------|---------------------|----------------------|
| | Water Bottles | Drinking Fountain | Indoor Seating | Air-Conditioning | Swimming Pool | Indoor Seating | Air-Conditioning | Swimming Pool | Wifi | Shaded Rest Areas | Electricity Points | Social Media Posts | Brochures / Posters | Heat Health A-Frames |
| Cardinia Shire Council Facility | | | | | | | | | | | | | | |
| Emerald Hills Hub | | | ✓ | ✓ | | | | | | | | | | ✓ |
| Emerald Lake Park Wading Pool | | | | | ✓ | | | | | ✓ | | | | |
| Emerald Library | | | ✓ | ✓ | | | | | | | | | | |
| Garfield Outdoor Pool | | | | | ✓ | | | | | | | ✓ | | |
| Kooweerup Outdoor Pool | | | | | ✓ | | | | | | | ✓ | | |
| Pakenham Cardinia Cultural Centre | | | ✓ | ✓ | | | | | | | | | | ✓ |
| Pakenham Indoor Pool Cardinia Life | | ✓ | | | ✓ | | | | | | | | | |
| Pakenham Library | | | ✓ | ✓ | | | | | | | | | | |
| Pakenham Outdoor Pool | | ✓ | | | ✓ | | | | | | | ✓ | | |

Table 5: Cardinia Shire Council Heat Health Facilities

4.4 Recovery arrangements

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

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

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

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

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

Aboriginal Culture and Healing: ensuring that Aboriginal culture is valued and respected. That Aboriginal trauma is addressed, and healing is supported. That Aboriginal cultural safety is promoted. That Aboriginal participation and ownership is promoted.

For more information please see the ERV Strategy for Aboriginal Community-led Recovery <https://www.vic.gov.au/strategy-aboriginal-community-led-recovery>

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

The State Emergency Management Plan (SEMP) outlines responsibilities for tiered levels of recovery responsibility and coordination at the local, regional and state level to address the extent of needs and capacity at each level. At a municipal level it is Council that is responsible for the coordination of relief and recovery within the municipal boundary

The Cardinia Shire MEMP via the Relief and Recovery Subplan, outlines the relief and recovery arrangements that will be applied where an emergency has impacted the Shire and its' communities. This Sub-plan sets out the planning, preparedness and response arrangements for recovery in detail. Please refer to this Sub Plan for more information.

5. Evaluation and continuous improvement

Please see section 5 Evaluation and continuous improvement in the Cardinia Shire Municipal Emergency Management Plan.

6. Roles and responsibilities

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

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

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

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

7. Restricted operational information

Section 60AI(2) of the EM Act 2013 allows the MEMPC and Emergency Management Victoria to exclude information from this published that is related to critical infrastructure, personal information or information that is of a commercially sensitive nature.

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

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

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

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

Document information

Document details

| Criteria | Details |
|------------------------|---|
| Document title: | Cardinia Shire Municipal Emergency Management Extreme Heat Subplan |
| Document owner: | Cardinia Shire Municipal Emergency Management Relief and Recovery Sub Committee |

Version control

| Version | Date | Summary of amendments | Author |
|---------|-----------|--|--|
| 0.1 | 7/2/2024 | Initial draft provided to key stakeholders for feedback | Alicia Groves – Chair Cardinia Shire Relief and recovery Sub Committee |
| 0.2 | 1/4/2024 | Updated draft incorporating feedback from RR Committee | Alicia Groves – Chair Cardinia Shire Relief and recovery Sub Committee |
| 1.0 | 31/5/2024 | Finalise Version for endorsement by Cardinia Shire MEMPC | Alicia Groves – Chair Cardinia Shire Relief and recovery Sub Committee |

Document assurance

This document requires the following assurance:

| Assurer | Title | Date |
|-----------------|---|----------|
| Stewart Matulis | Chair – on behalf of the Cardinia Shire MEMPC | 4/6/2024 |

Document approval

This document requires the following approval:

| Approver | Title | Date |
|----------|-----------------|----------------------------------|
| TBA | Chair SMR REMPC | Click or tap here to enter text. |

References

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

| Support material | Author | Location/link |
|---|---|---|
| Lessons management framework (EM-LEARN) | Emergency Management Victoria | https://www.emv.vic.gov.au/how-we-help/reviews-and-lessons-management/lessons-management-framework-em-learn |
| Victorian Emergency Operations Handbook | Emergency Management Victoria | EMV Website https://www.emv.vic.gov.au/publications/victorian-emergency-operations-handbook |
| Victorian Preparedness Framework | Emergency Management Victoria | EMV Website https://www.emv.vic.gov.au/how-we-help/emergency-management-capability-in-victoria/victorian-preparedness-framework |
| Victorian Emergency Management Strategic Action Plan | Emergency Management Victoria | EMV Website https://files-em.em.vic.gov.au/public/EMV-web/Publications/EMV_Strategic_Action_Plan_2018-2021.pdf |
| Environmental Scan Report: Southern Metro Region | Information Management and Intelligence Team, EMV | EMV Website https://www.emv.vic.gov.au/em-planning-resource-library/regional-level-resources/southern-metro-environmental-scan |
| State Emergency Management Plan Extreme Heat Sub Plan | Emergency Management Victoria | EMV Website SEMP Extreme Heat Sub-plan Emergency Management Victoria (emv.vic.gov.au) |
| Heatwave Planning Guide | Dept of Health | Dept Of Health Website https://www.health.vic.gov.au/publications/heat-wave-planning-guide-development-of-heatwave-plans-in-local-councils-in-victoria |

Review date

| Review Date | Description |
|---------------|--|
| November 2027 | This document will be reviewed every 3 years or more frequently as required. |

Acronyms

This section contains acronyms that are used throughout this Plan.

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

Attachment A: Plan Hierarchy

This Plan's sub plans

Nil

Complementary plans

Cardinia Shire Council Emerald Lake Park Emergency Management Plan

Cardinia Shire Council Emergency Relief Centre Operating Guidelines

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

SMR Readiness Matrix REMT and LGA (last updated 2018)

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

Community Emergency Management Plans

Nil

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

Plan Preparer: Cardinia Shire Municipal Emergency Management Planning Committee

I certify that the attached Municipal Emergency Management Plan complies with the requirements of the Emergency Management Act 2013, including having regard to any relevant guidelines issued under section 77 of that Act, to the extent outlined in the planning assurance checklist.

Signature of nominated representative of preparer:

A handwritten signature in black ink, appearing to be 'SM', written in a cursive style.

Name: Stewart Matulis, Chair, Cardinia Shire Municipal Emergency Management Planning Committee

Date: 4/6/2024

Attachment C: Emergency Management Agency Roles and Responsibilities

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

