



13.1 UPDATE ON DELWP'S COUNCILS AND EMERGENCIES
CAPABILITY AND CAPACITY EVALUATION REPORT

EXECUTIVE MEMBER: LACHLAN JOHNSON, GENERAL MANAGER, INFRASTRUCTURE
AND AMENITY

PREPARED BY: RYAN PLUNKETT, COORDINATOR MUNICIPAL EMERGENCY
MANAGEMENT

LISA DAVIS, MANAGER MAINTENANCE AND OPERATIONS

1. PURPOSE

- 1.1 To provide Council with the results for City of Port Phillip (Council) from Phase Two of the Department Environment, Land, Water and Planning (DELWP) *Councils and Emergencies – Capability and Capacity Evaluation Project*, known as the Project within this report.

2. EXECUTIVE SUMMARY

- 2.1 Council holds statutory obligations under the Emergency Management Act 1986 and the Emergency Management Act 2013 to plan, prepare, respond to, and provide relief and recovery support for emergencies in the Municipality.
- 2.2 Council discharges these obligations through its Municipal Emergency Management function, whereby officers assist lead agencies to respond to a variety of incidents such as structural damage, storms, fires in structure, floods, pandemics and other miscellaneous incidents. Council's work in this area is guided by the Municipal Emergency Management Plan.
- 2.3 The *Councils and Emergencies Capability and Capacity Evaluation Project* led by DELWP, is a State-wide three-phase project aimed at understanding and enhancing the capability and capacity of councils to meet their emergency management obligations.
- 2.4 In the Evaluation Phase (Phase Two) of the Project, Council's maturity against six criteria was assessed. A maturity target had been derived from DELWP's risk assessment methodology and then cross referenced with Council Officers. Port Phillip's target maturity level was set at 5 - the highest target option available.
- 2.5 Council scored between 4.3 and 4.9 out of 5 on each of the six categories of capability and capacity in emergency management assessed. These results demonstrate that Port Phillip has a high level of capacity and capability to plan for and respond to municipal emergencies.
- 2.6 Phase Three of the Project will shift focus to engagement and consultation between DELWP, councils and the emergency management sector to develop strategies and action plans to address areas for improvement.



ORDINARY MEETING OF COUNCIL 6 MAY 2020

3. RECOMMENDATION

That Council:

- 3.1 Notes the findings of the *Councils and Emergencies Capability and Capacity Evaluation Report* (Phase 2) that Council has a high level of maturity in terms of its capability and capacity to respond to municipal emergencies.
- 3.2 Notes that a further report on Phase Three of the DELWP *Councils and Emergencies Capability and Capacity Evaluation* project will be reported to Council once it is completed.

4. KEY POINTS/ISSUES

- 4.1 The *Councils and Emergencies Capability and Capacity Evaluation Project*, led by DELWP, is a State-wide three-phase project aimed at understanding and enhancing the capability and capacity of councils to meet their emergency management obligations. The project aims to provide a comprehensive overview of the emergency management capability and capacity of Victoria's local government sector and identify areas for improvement.
- 4.2 In mid-2019 the evaluation phase of the Project (to establish the target maturity, and actual maturity of each council) was conducted across the State.
- 4.3 The first step in the process involved a risk assessment for each council area to establish a maturity target. This target was derived from DELWP's risk assessment methodology and then cross referenced with Council Officers. Port Phillip was set a target maturity level of 5 - the highest target option available. Level 5 maturity is defined as "Council aims to undertake its emergency management responsibilities and activities to a best practice level, completing all legislative requirements and other responsibilities. A Council at this target maturity is likely to be well resourced with a higher emergency risk."
- 4.4 The second step in the process was to evaluate Council's actual maturity against the target. Responses were provided to ninety questions that addressed emergency management preparedness, planning activities and responsibilities across six evaluation categories.
- 4.5 The scores that Council received for each category are detailed below:
 1. Planning with stakeholders – Council received a result of **4.6 out of 5**;
 2. Planning within Council – Council received a result of **4.6 out of 5**;
 3. Risk mitigation – Council received a result of **4.9 out of 5**;
 4. Planning for activation – Council received a result of **4.3 out of 5**;
 5. Planning for relief coordination – Council received a result of **4.8 out of 5**; and
 6. Planning for recovery coordination – Council received a result of **4.7 out of 5**.
- 4.6 These results were published in December 2019 in DELWP's *Councils and Emergencies Capability and Capacity Evaluation Report*.



- 4.7 The next phase of the Project (Phase 3) will shift focus to engagement and consultation between DELWP, councils and the emergency management sector to develop strategies and action plans to address areas for improvement.
- 4.8 Council has scored highly in the maturity target assessment, which reflects the significant injection of resourcing and attention given to Emergency Management over the past couple of years.
- 4.9 The results of Phase 3 and any actions that are recommended to further improve our capability and capacity will be reported to Council when this work has been completed (likely late 2020 or early 2021, depending on impacts of COVID-19 on the DELWP project timeline).

5. CONSULTATION AND STAKEHOLDERS

- 5.1 In completing the DELWP survey, there was internal consultation with the service units that are involved in emergency response, including Street and Beach Services, Health Services and Community Support Services to ensure accuracy in the survey responses.

6. LEGAL AND RISK IMPLICATIONS

- 6.1 Council has statutory obligations under the Emergency Management Act 1986 and Emergency Management Act 2013 to ensure preparedness in emergency management coordination. The Project findings confirmed that Council has the necessary capability and capacity to undertake its emergency management responsibilities and activities.

7. FINANCIAL IMPACT

- 7.1 There is no direct financial impact arising from this report.
- 7.2 Council allocates an annual budget of approximately \$233,000 to fund its Emergency Management function.

8. ENVIRONMENTAL IMPACT

- 8.1 There is no direct environmental impact arising from this report.

9. COMMUNITY IMPACT

- 9.1 Emergencies can detrimentally affect our community. Council is tasked with ensuring the statutory documentation is up-to-date and relevant to ensure the organisation is prepared to respond to municipal emergencies. Council's latest documentation considers community impact from future emergencies and aims to achieve the required level of preparedness and response for our community.
- 9.2 Council has a strong emergency management team, made up of key personal from across the organisation who are specifically trained in the management of emergency response, relief and recovery coordination.
- 9.3 The outcomes of the Project results confirm that Council is well placed to provide public safety and assuredness to community members during times of municipal emergencies.



- 9.4 Council aims to continue improving its preparedness across all categories listed above in Part 4 to further enhance the support it can provide to the community at times of need.

10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

- 10.1 Council's documentation has been developed to align with the following strategic directions, as outlined in the Council Plan 2017-27:

Direction 1 – We embrace difference, and people belong – Council's documentation considers the demography, community profile and vulnerable groups within the municipality as per the 2016 Census data. The documentation also considers future population growth, urbanisation and changing economic conditions which the municipality is likely to face.

Direction 3 – We have smart solutions for a sustainable future – The documentation reviews the effects of climate change on the municipality.

Direction 4 – We are growing and keeping our character – The documentation reviews the demography, community profile and vulnerable groups within the municipality as per the 2016 Census data. Particularly reviewing estimated resident population breakdowns per neighbourhood and review of total persons per usual residence. This data highlights the demands for offering responsible and resourceful emergency services in a high-density City.

11. IMPLEMENTATION STRATEGY

11.1 TIMELINE

Phase Three of the project will commence in the second half of 2020 coordinated by DELWP.

As detailed in the report provided by DELWP and attached for review, in Phase Three, councils, state government agencies and other emergency management organisations will be engaged to develop strategies and action plans to address the areas for improvement in councils' emergency management capability and capacity. The Phase Two capability and capacity findings will be used to provide an evidence base for broader emergency management sector reform. The strategies and action plans developed in Phase Three will align with other sector reforms including the Victorian Preparedness Framework, Emergency Management Planning Reform and Resilient Recovery Strategy that aim to build safer, more resilient communities. The findings of Phase Three will be developed into a final report which will be used to produce options to address areas for improvement in the emergency management capability and capacity of councils and of the wider emergency management sector.

The Council emergency management team will review the Project Phase Three findings with the aim to continue to enhance Council's preparedness in emergency management during 2020.

11.2 COMMUNICATION

Following noting by Council the findings of the Project will be minuted under the Ordinary Council Meeting held 20 May 2020 for future public reference.



ORDINARY MEETING OF COUNCIL 6 MAY 2020

12. OFFICER DIRECT OR INDIRECT INTEREST

12.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

TRIM FILE NO: 28/01/41

ATTACHMENTS

1. DELWP Councils and Emergencies-Capability and Capacity Project-Evaluation Report
2. DELWP Councils and Emergencies-Capability and Capacity Project-Appendix-Port Phillip Evaluation Report