

MUNICIPAL EMERGENCY MANAGEMENT PLAN 2020 - 2023

Version 4.2

PUBLIC EDITION

Note: Hyperlinks are used in the Table of Contents and throughout this document. To move from the Table of Contents directly to that section another part of the document that is mentioned, hover the mouse over the text that is underlined in blue (or purple), hover over hyperlink, hold down the <Ctrl> key, and then left click with the mouse. To return to the Table of Contents, press Alt + Left Arrow key.

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No reader should act on the basis of any matter contained in this publication without appreciating that it may be the subject of amendment or revocation from time to time without notice.

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ACTIVATION OF PLAN

In the event of an emergency within the Shire of Wellington contact the Senior Sergeant, Sale Police Station, who will activate the Municipal Emergency Management Plan (MEMP). It is recommended that Police also send an activation email to mecc@wellington.vic.gov.au

Sale Police Station

SENIOR SERGEANT

24 HOUR EMERGENCY CONTACT NUMBER

(03) 5142 2200

The Municipal Emergency Resource Officer (MERO) or one of the deputies (D/MERO) can also activate the MEMP:

Wellington Shire Council

MUNICIPAL EMERGENCY RESOURCE OFFICER

24 HOUR EMERGENCY CONTACT NUMBER

1300 366 244

The Duty Officer will contact the Municipal Emergency Resource Officer (MERO) or one of the deputies (D/MERO) and request their assistance.

To forward electronic versions of media releases/information updates to the MERO in an emergency:

Email: mecc@wellington.vic.gov.au

or for hard copies:

Marked "To urgent attention of Municipal Emergency Resource Officer (MERO)"

Fax: (03) 5142 3501

Please note:

The following group email contact is also available for general information dissemination and requests for non-urgent matters:

Email: mecc@wellington.vic.gov.au

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INTRODUCTION

Authority

This Municipal Emergency Management Plan (MEMP or Plan) has been prepared by the Wellington Municipal Emergency Management Planning Committee (MEMPC) pursuant to Part 4 (paragraphs 20 and 21) of the *Emergency Management Act 1986*.

The Plan addresses the mitigation¹ of, response to and recovery from emergencies within the municipality and is a result of the co-operative efforts of the emergency management planning committee after consultation with those agencies and organisations identified therein.

The Plan should be read in conjunction with the *Emergency Management Manual Victoria* available on the Emergency Management Victoria Website. Link: [Emergency Management Manual Victoria | Emergency Management Victoria](#)

The Emergency Management business unit of Wellington Shire Council administers the Plan. Address all enquiries, including the requests for the current contact details and list of responsibilities for each of the following roles:

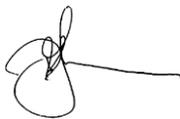
- a. Municipal Emergency Resource Officer
- b. Municipal Recovery Manager
- c. Municipal Fire Prevention Officer
- d. Municipal Emergency Response Coordinator

to:

Coordinator Emergency Management
Wellington Shire Council
PO Box 506
Sale 3850
Enquiries@wellington.vic.gov.au

Municipal Endorsement

On this 1st day of October 2020, in accordance with Section 20 Clause 1 of the *Emergency Management Act 1986*, I, David Morcom Chief Executive Officer, endorse this Wellington Shire Municipal Emergency Management Plan as adopted by the Municipal Emergency Management Planning Committee on 27 August 2020



Certificate of Audit

[To be added following the Audit in October 2020]

¹ Mitigation was previously referred to as prevention and preparedness

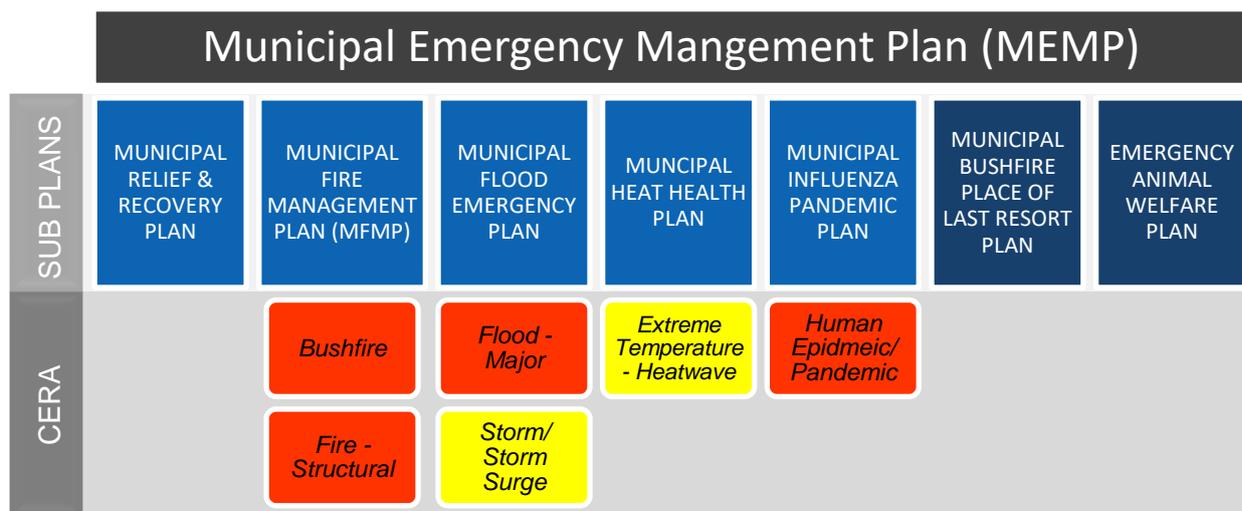
PART 1 MUNICIPAL EMERGENCY MANAGEMENT PLANNING

1.1 Municipal Emergency Management Planning Context

The Municipal Emergency Management Plan (MEMP) documents the outcomes of the planning process conducted by the Municipal Emergency Management Planning Committee (MEMP Committee). It is the overarching emergency management plan for the Wellington Shire and provides information to emergency services, other organisations, and the community on how risks will be assessed and dealt with, and the management arrangements for emergencies in mitigation, response, and recovery. This requires an integrated approach by Victorian government agencies, organisations, and a shared responsibility with the community.

The Wellington MEMP Committee is committed to all aspects of emergency management planning and has structured processes in place that enable the effective maintenance of the MEMP and its sub plans as shown in the diagram below. MEMP sub plans are created as a result of the risk assessment process. Where the residual risk for a hazard² is deemed High or above, a specific sub plan relating to that hazard must be created.

Figure 1. MEMP and subplans.



Municipal Emergency Management Plan (MEMP) sub plans (light blue) and related Council Emergency Plans (in dark blue). Any associated Community Emergency Risk Assessment (CERA) Emergency Hazards are listed by their residual risk rating beneath each sub plan: Orange – HIGH, Yellow – MEDIUM. Other Emergency Hazards not listed are: Transport Incident – Aircraft; Transport Incident – Road/Rail; Essential Services Disruption; Exotic Animal Disease; Telecommunications disruption/loss.

² The definition of a ‘hazard’ and the risk assessment processes is contained in Part 3 MITIGATION ARRANGEMENTS

1.2 Aim

The aim of the Wellington Municipal Emergency Management Plan (MEMP) is to detail the agreed arrangements for the prevention of, the response to and recovery from emergencies that Could occur in the Wellington Shire in accordance with Part 4 of the *Emergency Management Act 1986*; and to ensure community awareness and where possible, participation.

The State has endorsed a set of emergency management priorities to underpin and guide all decisions made during emergencies in Victoria. The priorities focus on the primacy of life and the issuing of community warnings and information, in order to assist people to make informed decisions about their safety.

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 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 State emergency management priorities provide a framework for emergency managers to identify the priority roles and actions of agencies in an emergency response, especially where there are concurrent risks or competing priorities.

1.3 Objectives

The broad objectives of this MEMP are to:

- Support a consistent approach to emergency management planning at municipal level;
- Implement measures to prevent or reduce the causes or effects of emergencies as identified through the risk assessment process;
- Manage arrangements for the utilisation and implementation of municipal (Council) resources in response to emergencies;
- Manage support that may be provided to or from adjoining municipalities;
- Assist the affected community to recover following an emergency; and
- Complement other local, regional, and state planning arrangements.

1.4 Audit requirements and process

Under the *Emergency Management Act 1986*, this Plan is to be audited by the Director, Victoria State Emergency Service (SES) at least once every three years.

The audit process is intended to ensure a high quality MEMP consistent with the guidelines provided in the Emergency Management Manual of Victoria (EMMV). The audit report will indicate not only if the MEMP complies with the guidelines but also if there are opportunities to improve the MEMP or the planning process. A MEMP that does not comply will be audited again within 12 months.

The next audit for this MEMP is scheduled for late 2020.

1.5 Review

This MEMP is reviewed and updated annually. Amendments to the MEMP may be due to changes in legislation, policy, an emergency event or as an outcome of an exercise.

MEMP Sub plans have their own annual review process undertaken by the relevant subcommittee or working group assigned responsibility for their plans review.

Organisations delegated with responsibilities in this MEMP are required to notify the Chairperson of the MEMP Committee of any detailed changes (e.g. policy or procedural changes, contact information) as they occur.

1.6 Exercising the arrangements within the MEMP

The MEMP Committee will ensure the MEMP is adequately and suitably exercised. Such exercises will require multi-agency participation.

On an annual basis, unless already tested by activation due to a municipal emergency, arrangements pertaining to the MEMP will be tested in a form determined by the MEMP Committee.

Any procedural anomalies or short falls encountered during these exercises, or ensuing operations, will be documented in an exercise report or a written operational debrief and submitted to the MEMPC for action addressed and rectified at the earliest opportunity.

1.7 Resource Planning

The importance of resource planning occurring prior to an emergency is vital to a successful operational response. In the Emergency Management Manual Victoria Part 3 defines a resource as people, equipment, or services an agency requires performing its emergency response role and responsibilities.

It is necessary to know what all participating agencies can provide. All agencies are required to maintain a detailed list of resources they own or directly control specifying use for emergency mitigation, response, and recovery. The Wellington Shire Council (Council) list of resources they own or directly control and specifying use for emergency mitigation, response and recovery are included in this MEMP at APPENDIX A – Municipal Resources, use and local arrangements. Agencies should also maintain a list of their regularly used private contractors.

Some resources will be accessed by a response agency as supplementary emergency response resources from other agencies or Council. Supplementary emergency response resources are those resources required by a response agency but not owned or controlled by them. These resources may include (but not be limited to):

- personnel (e.g. agency support, industry technicians)
- equipment (e.g. vehicles, plant)
- services (e.g. telephone lines, expert technical advice)

Other Resources (i.e. private contractors) conveniently located in the municipal district may be available for ad hoc hire by response agencies. Response agencies are responsible for the hiring and payment of 'Other Resources'. Council, wherever possible, will assist in identifying these 'Other Resources'.

1.8 Resource Requests and Escalation

All requests for 'Municipal (Council) Resources' and 'Other Resources' must go through the Municipal Emergency Response Coordinator (MERC), VicPol. The MERC will then contact Council's Municipal Emergency Resource Officer (MERO) via Council's 24-hour emergency number 1300 366 244.

The MERC in consultation with Council's MERO will then determine whether the resource request can be met locally and determine if there is a requirement to activate the Municipal Coordination Centre (MCC) function.

Where Council's MCC function has been activated Council can manage 'Other Resources' requests, however requesting agencies will need to provide the name of their authorising officer which acknowledges the agency is hiring the 'Other Resources' and is approving payment - if time permits an agency Purchase Order number can be supplied. The hiring agency is also responsible for all contractor OHS requirements under legislation.

There is no obligation for the MERO to source resources that are not owned or under the direct control of Council. However, where possible, Council will undertake the coordination role for the provision of 'Other Resources'.

When all locally available resources have been fully committed and there is a requirement for additional resources, the MERC will pass on requests to the Regional Emergency Response Coordinator (RERC) for action.

The Emergency Management Victoria (EMV) Practice Note *Sourcing Supplementary Emergency Response Resources from Municipal Councils* details how a Control Agency activates a resource request, and details the procedures governing the sourcing of supplementary emergency response resources from municipal councils. This document is issued to municipal councils and emergency response agencies. The following emergency management practitioners must be familiar with this document:

- Municipal Emergency Resource Officers (MEROs)
- Incident Emergency Response Coordinator (IERC)
- Municipal Emergency Response Coordinator (MERC)
- Regional Emergency Response Coordinator (RERC)
- Control Agency Incident Controllers
- Response agency Duty Officers

1.9 RAPID Contractor Management System

Council operates an online contractor management system. The system manages the entire lifecycle of contractor compliance from pre-qualification to insurance documentation, induction and on-site performance (Council sites only).

The Rapid System requires businesses who wish to be considered for contract work with Council to be registered on the system which collect contractors' documentation to ensure they are compliant with legislation.

During an emergency where Council is requested by the MERC or an agency to coordinate the provision of 'Other Resources' Council will initially seek to source contractors from its Rapid Contractor Management System or from the Forest Fire Management Victoria (FFMV) - Macalister External Plant List.

It should be noted that only contractors, as appropriate, on the (FFMV) - Macalister External Plant List will have plant that is able to enter a 'fire ground' and have operators that are properly equipped and trained to work on a 'fire ground'.

Other Resources sourced by Council are hired/engaged by the requesting agency, not Council, and are responsible for all contractor OHS requirements under legislation.

1.10 Crisisworks

Crisisworks is Council's system for managing emergency events.

Crisisworks is a suite of cloud-based tools for multiple emergency managers. *Crisisworks* provides enhanced coordination, communication, situational awareness, and resilience across all phases of an emergency i.e. planning, preparedness, response, relief, and recovery.

Crisisworks is scalable to emergencies of any size, it can be used to manage multiple incidents simultaneously and can be accessed from any web enabled device including mobile.

Crisisworks is not currently linked to EM-COP (Emergency Management Victoria's web-based information gathering, planning and collaboration tool platform).

Crisisworks is used:

- to record and respond to resource requests and resource cost tracking,
- to track activity and workflow,
- to capture data at emergency relief centres,
- to geographical map a variety of information,
- to log information and intelligence on impacts and damages and
- as a recovery database to track affected people and property, manage agency referral, caseworker assignment and detailed reporting of both persons and cases.

Crisisworks generates a complete record of the incident for Council and allows for direct agency involvement, and being cloud-based, allows for remote operation and resource sharing between agencies, along with secure information sharing.

Agencies requiring access to the Wellington Shire Council's *Crisisworks* system need to contact the Coordinator Emergency Management or the Municipal Recovery Manager via mecc@wellington.vic.gov.au

1.11 Emergencies and Privacy

Organisations hold a wide variety of personal information relating to individuals and may collect information for a wide variety of purposes. Such information can be of significant use and benefit for organisations that must deal with emergency situations.

The Victorian *Privacy and Data Protection Act 2014 (PDPA)* recognises that in an emergency the public interest in safety will override the privacy requirements of the Act.

Information privacy law is not a barrier to appropriate information sharing **in emergencies**. The PDPA includes provisions that permit personal information to be shared where there is a countervailing public interest, such as where an individual's life or safety is at risk. A decision to share personal information must be made carefully, but privacy laws do not stand in the way; life trumps privacy and the laws are written to reflect that. For more guidance please refer to the Victorian Commissioner for Privacy and Data Collection website³, and Emergencies and Privacy Information Sheet⁴.

1.12 Legal Deposit

Under the Victorian *Libraries Act 1988*, Council is required to provide a copy of the MEMP to the State Library of Victoria within two months of every new or amended publication published in Victoria.

Legal Deposit Librarian
State Library of Victoria
328 Swanston Street
Melbourne VIC 3000

Telephone: 03 8664 7138

Email: legaldeposit@slv.vic.gov.au

³ [Commissioner for Privacy and Data Protection](#)

⁴ [Emergencies and Privacy Information Sheet 2016](#)

PART 2 PLANNING STRUCTURES AND RESPONSIBILITIES

The Wellington MEMPC has a planning structure in place and is committed to all aspects of emergency management including prevention/mitigation, preparedness, response, and recovery and is responsible for the maintenance of this plan and its associated sub plans.

2.1 Municipal Emergency Management Planning Committee (MEMPC)

The MEMPC has been formed pursuant to Section 21(3) & (4) of the *Emergency Management Act 1986*, to formulate a plan for the Councils' consideration to counter the effects of emergencies within the Wellington Shire. Therefore, the primary purpose of the MEMPC meetings is to develop and review the MEMP.

Broadly the Committee's role is to:

- develop and maintain the MEMP for consideration by the Wellington Shire Council;
- assists in analysing and evaluating emergency related risks;
- determines the need for a Municipal Fire Management Planning Committee;
- helps produce risk treatment strategies; and
- prepares risk specific response and recovery plans for the municipal district.

A copy of the MEMPC Terms of Reference which includes the MEMPC membership list is at APPENDIX D1 Municipal Emergency Management Planning Committee, Terms of Reference (and Membership). A copy of the standard MEMPC Agenda is at APPENDIX D2 Municipal Emergency Management Committee, Standard Agenda template.

The MEMPC meets quarterly in February, May, August, and November. In the case of a significant event, legislative change or organisational change, the chairperson may call an extraordinary meeting.

Templates for provision of agency reports and subcommittee reports have been developed, copies of which are at APPENDIX D3 Municipal Emergency Management Committee, Agency Report template and APPENDIX D4 MEMPC Subcommittee report template. Templates are provided to the MEMPC members prior to each meeting.

2.2 Subcommittees, Working Groups, and Advisory Groups

Subcommittees (the meaning of which will include working groups and advisory groups) are established to assist in the development and maintenance of the MEMP and its sub plans. All Subcommittees must develop a Terms of Reference, and membership may include specialist organisations from outside of the MEMPC membership.

Below is a summary of each subcommittees purpose and role. Full Terms of Reference for each subcommittee is available on request.

2.2.1 Municipal Fire Management Planning Committee (MFMP)

Purpose: To provide a municipal level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose regarding fire management coordinate, develop and implement through its membership, plans to reduce the likelihood and impact of fire.

Role:

- Share knowledge to support the integration of fire management principles across all agencies and plans;
- Establish coordinated fire management strategies that recognise the importance of community engagement, preparedness and operational activities;
- Monitor, review and report on the delivery of the Municipal Fire Management Plan, ensuring ongoing implementation and regular review of the actions detailed in the Plan;
- Advocate to the Gippsland Regional Strategic Fire Management Planning Committee for fire management needs required across the municipality;
- Report, provide support to, and take direction from the MEMPC; and
- Liaise and engage with community groups in relation to fire management planning.

2.2.2 Municipal Flood Management Planning Subcommittee (Flood Committee)

Purpose: Provide a municipal level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose regarding flood management and ensure that the plans of individual agencies are linked and complement each other.

Role:

- Share knowledge to support the integration of flood management principles across all agencies and plans;
- Review and support flood management strategies that recognise the importance of community engagement, preparedness, and operational activities;
- Monitor, review and report on the delivery of the Municipal Flood Emergency Plan, ensuring ongoing implementation and regular review of the actions detailed in the Plan;
- Advocate to the Gippsland Regional Emergency Management Planning Committee for flood management needs required across the municipality;
- Report, provide support to, and take direction from the MEMPC; and
- Liaise and engage with community groups in relation to flood management planning.

2.2.3 Emergency Risk Management Subcommittee (Risk Committee)

Purpose: To review annually PART 3 MITIGATION ARRANGEMENTS of the MEMP including conducting a risk assessment that identifies and describe hazards within the municipality (Shire) and assess impacts and consequences based upon the vulnerability or exposure of the community or its functions.

Role: The Risk committee will consider emergency risk within the following context:

- Whole of community perspective, its characteristics, strengths, and vulnerabilities.
- Consideration of events (hazards) which require multi agency responses.

- Consideration and acknowledgement of existing risk management controls and mitigation arrangements.
- History of emergency events within the Municipality.
- Consideration of emergency events which impact greater than 0.01% of the Wellington Shire population.

2.2.4 Relief and Recovery Working Group (MRRWG)

Purpose: To ensure the municipality is prepared to coordinate relief and recovery activities at the local level during and after an emergency.

Role:

- Undertake agreed actions to further develop the municipal relief and recovery plan.
- Make recommendations to the MEMPC on matters of relief/recovery policy and planning.
- Develop an understanding and knowledge of the relief and recovery roles, functions, and capacity of agencies/organisations within the municipality and Gippsland region.
- Confirm working group membership agencies/organisations own relief and recovery plans are current and integrate with municipal plans.
- Maintain a robust and current relief and recovery plan and regularly review its effectiveness.
- Support and strengthen community resilience through well-coordinated relief and recovery activities at the local level.

2.2.5 Health and Medical Subcommittee

Purpose: To coordinate, develop and implement through its membership, plans to mitigate, prepare, and respond to emergencies within the municipality.

Role:

- Support the integration of health and medical support into the Wellington emergency management arrangements to improve outcomes and management of health and medical emergencies.
- Establish strategies, plans and standard operating procedures.
- Establish mitigation plans to reduce the impact and occurrence of emergencies.
- Ensure that emergency plans are maintained as an “active” document
- Review and evaluate annually Health and Medical emergency plans.
- Support the exercising of Health and Medical plans as directed by the MEMPC.
- Keep the MEMPC informed of possible threats and the associated risks.

2.2.6 Inclusive Emergency Management Advisory Group

Purpose: To provide strategic advice to the MEMPC to meet the needs of vulnerable people including people with disabilities.

Role:

- Provide advice and guidance to the MEMPC to ensure that the access and functional needs and requirements of vulnerable individuals (including people with disabilities) are being properly included and addressed in all aspects of emergency preparedness, response, recovery, and mitigation.
- Develop strategies and resources for the Wellington MEMPC regarding vulnerable people including people with disabilities

2.2.7 Exercise and Training Working Group

Purpose: To develop and maintain Exercises and Training Activities that support the Wellington Municipal Emergency Management Plan (MEMPC).

Role:

- Identifies aspects of the MEMPC that require practice as identified by the MEMPC
- Develops Exercises that support those aspects of the MEMPC at least one per year
- Follows up on the outcomes of the exercises to capture lessons and implement changes based on lessons identified
- Be a liaison group for other exercises in the EM sector within the municipality

2.3 Requirements for the MEMPC and its Subcommittees

Minutes of all meetings must be taken, and copies emailed to members of the respective committee or subcommittee. Members are responsible for distributing Minutes within their own agency/organisation. Minutes are endorsed at subsequent meetings.

Wellington Shire Council is responsible for keeping a copy of all Agenda and Minutes on its records management system for audit purposes.

MEMPC members will be contacted directly by telephone or email using the MEMPC contact list if there is a requirement to call an out of session meeting and where agreed a teleconference may be held to eliminate the need for all members to be in one location.

Members of all committees/subcommittees recognise that there may be a requirement for out of session meetings following an incident, on identification of a significant new risk or a significant change in staff.

It is the responsibility of the membership to ensure their agency's / organisations representative/s contact details are up to date. Changes to membership representatives should be emailed to the MEMPC Executive Office or the relevant Minutes Secretary.

The MEMPC Executive Officer (Coordinator Emergency Management, Wellington Shire Council) is responsible for ensuring the distribute each new iteration of the MEMP or anyone of its subplans, Refer APPENDIX N for the distribution list.

2.4 Role of Municipal Councils

It is an audit requirement that Councils roles and responsibilities for the preparation for, response to and recovery from emergencies appear in the MEMP. Other control and support agencies and organisations equally have roles and responsibilities, and these can be found in Part 7 of the Emergency Management Manual Victoria (EMMV). However, Part 7 does not list all agencies or organisation that may be involved in any emergency. Nor does it list all emergencies that may be encountered. It does however act as an indicative guide as to which agencies and organisations should be included in the development of emergency management plans.

Part 4 of the *Emergency Management Act 1986* specifies the responsibilities of municipal councils in connection with emergency management. This is further expanded in Part 7 of the *EMMV*. The nature and extent of work by Council to deliver activities will depend on its capability, capacity, and particular circumstances at the time of an event.

2.4.1 Prevention / Mitigation

- Perform municipal functions as defined under various pieces of legislation Link: [Emergency Management Manual Victoria | Emergency Management Victoria](#).
- Provision of community awareness, information, and relaying warnings and restrictions issued by a Control Agency – Refer to PART 4 EMERGENCY RESPONSE ARRANGEMENTS, of this plan, and e.g. Link: <https://www.cfa.vic.gov.au/warnings-restrictions>.
- Identification and assessment of hazards/risks using a community emergency risk management framework. And, coordination of specific risk treatments for identified risks. Refer to PART 3 MITIGATION ARRANGEMENTS, of this plan and APPENDIX F.

2.4.2 Response Activities

- Coordination of available municipal (Council) resources needed by the community and response agencies. Refer PART 1 MUNICIPAL EMERGENCY MANAGEMENT PLANNING, of this plan.
- Provision of facilities for emergency services' staging areas. Refer to APPENDIX L Maps, Designated Emergency Services Staging areas
- Facilitation of the delivery of warnings and information to the public and media. Refer to PART 4 EMERGENCY RESPONSE ARRANGEMENTS of this plan.
- Coordination of emergency relief (includes catering, emergency relief centres, emergency shelters and material needs). Refer to PART 5 RELIEF AND RECOVERY ARRANGEMENTS, of this Plan.
- Clearance of blocked drains and local roads, including tree removal. Refer to Council's Road Management Plan; Link: Wellington Shire Council Built Environment
- Support to VicRoads for partial/full road closures and determination of alternative routes.

2.4.3 Relief / Recovery Activities

- Council is responsible for the coordination of local relief and recovery activities
- Council is the lead agency at the local level for the following;
 - emergency shelter and accommodation for displaced households
 - personal support and counselling referrals
 - housing of displaced and lost/stray companion animals. Council will work with the Victorian Farmers' Federation, RSPCA and Australian Veterinary Association where required.
 - secondary impact assessment — gathering and processing of information
- surveying and making a determination regarding occupancy of damaged buildings
- forming and supporting /Community Recovery Committees
- providing and staffing relief and recovery/information centres
- providing and managing community development services and activities
- coordinating clean-up activities, including disposal of dead animals (domestic, native, and feral), pumping out of residential septic tanks
- overseeing and inspecting rebuilding/redevelopment
- undertaking the assessment, restoration, clearing and rehabilitation of public buildings and assets where the Council is the manager of that building or asset.

Municipal councils support the following agencies in their respective responsibilities to deliver relief and recovery activities:

- Emergency Management Victoria (EMV) for coordination of public information and communication in relation to emergency management for major emergencies
- Department of Jobs, Precincts and Regions (DJPR) and Department of Transport (DoT) for:
 - implementing approved actions and projects to assist economic recovery
 - encouraging and bringing forward the resumption of local trade and economic activity
 - monitoring broad economic impacts and consequences
- Victorian Building Authority for providing building maintenance and safety information to affected persons and residents
- Forest Fire Management Victoria (FFMV), Department of Environment, Land, Water, and Planning (DELWP) and Country Fire Authority (CFA) for coordinating local efforts for damage to private fencing after emergencies, as referred to by DJPR and DoT.

For further information on responsibilities listed below refer to PART 5 of this plan and the Municipal Relief and Recovery Plan; Link: [Wellington Shire Council Relief and Recovery](#)

2.4.4 Council Staff in Functional Areas

Several Council employees with roles specific to council functional areas are responsible for emergency planning, response, relief, and recovery specific to their role and function within Council. These include:

- General Manager Community & Culture (Manager Emergency Management)
- Manager Business Development and team
- Manager Community Wellbeing (Municipal Recovery Manager) and team
- Manager Built Environment and team
- Manager Land Use Planning and team
- Manager Municipal Services and team
- Coordinator Environmental Health and team
- Coordinator ITC Operations and team
- Coordinator Local Laws and team (companion animal welfare)
- Coordinator Communications and Media and team
- Coordinator Parks Services and team
- Municipal Building Surveyor

2.4.5 Municipal Resources

Wellington Shire Council is responsible for the provision, management, and coordination of municipal (Council) resources in support of the response to, and recovery from emergencies. Municipal resources are those owned by Council. Council is also responsible for the coordination of community or 'Other Resources' resources in response to, and recovery from emergencies. Refer also to **Resource Planning** in PART 1 MUNICIPAL EMERGENCY MANAGEMENT PLANNING, of this plan.

A list of municipal resources owned by Council is at APPENDIX A – Municipal Resources, use and local arrangements. Council is a signatory to the Municipal Association of Victoria (MAV) resource sharing arrangements. The MAV Practice Note *Sourcing Supplementary Emergency Response Resources for Municipal Councils* sets out in some detail the policy on responsibilities and reasonable expectations on councils in this matter, with an emphasis on response. The Practice Note also explains the discretionary role of councils in providing access to 'Other resources', defined as resources that are identified in the Plan as available, but are neither owned nor controlled by Council.

The MERO is responsible for the coordination of municipal (Council) resources in responding to emergencies and has full delegated powers to deploy and manage Council's resources during emergencies.

Requests for municipal and 'Other Resources' usually go through the Municipal Coordination Centre (MCC). Requests for resources are usually put through the Municipal Emergency Response Coordinator (MERC), VicPol to the MERO.

In the event that municipal and 'Other Resources' are exhausted, further resources may be available from outside the municipality. Should the need arise to escalate a request for a resource; the request should be passed to the MERC who will pass the request to the Regional Emergency Response Coordinator (RERC), VicPol.

2.4.6 Other Agency Resources

Response agencies and some support agencies carry significant inventories of resources e.g. FFMV, DELWP, CFA, SES, Red Cross, The Salvation Army. It would not be practical to list these inventories in this plan.

2.4.7 Municipal Emergency Payment Responsibilities

Where an agency's expenditure is in order to fulfil its own responsibilities, that agency is responsible for the costs, including services and resources sourced from others.⁵

An agency cannot transfer its responsibility for the cost of undertaking its roles/responsibilities if the activity is in compliance with the direction or request of a response controller from another agency.⁶

When a control agency requests services and supplies (for example, catering) on behalf of a number of supporting agencies, the control agency will be responsible for costs incurred.

Council is responsible for the cost of emergency relief measures provided to emergency-affected people.

Council is also responsible for the cost of providing Municipal (Council owned and permanently contracted⁷) resources including:

- Plant and equipment as listed in APPENDIX A – Municipal Resources, use and local arrangements, and
- personnel for response, relief, and recovery activities.

The provision of some municipal (Council) resources for response activities may be subject to limits and/or constraints, e.g. the use of some equipment may be limited due to the expense of its operation, unsuitability or matters of occupational health and safety.

2.4.8 Natural Disaster Financial Assistance

Refer PART 5 RELIEF AND RECOVERY ARRANGEMENTS.

⁵ Legislation may empower agencies to recover some costs from property owners.

⁶ Including directions or requests from the Emergency Management Commissioner.

⁷ Does not include project contracts

PART 3 MITIGATION ARRANGEMENTS

The underlying guiding principle which drives risk mitigation⁸ at all levels is the protection and preservation of life, property, and the environment. The process used is called emergency risk management. This process aims to reduce risks within the municipality. This can be done by identifying the risks that communities face, assessing their vulnerability to those risks and providing options to reduce or eliminate the risks.

The emergency response, relief and recovery agencies/organisations that operate within the Shire recognise they have a key role in risk management (mitigation) activities to reduce the risk or minimise the effects of emergencies that may occur within the Shire.

To complement the emergency risk management, process the MEMPC is tasked with carrying out risk assessment reviews to identify existing and potential risks. An “all hazards approach” is used to ensure all potential hazards are identified.

A municipal emergency risk management review based on Australian/New Zealand Standard ISO 31000:2009 *Risk Management – Principles and Guidelines* is undertaken with input requested of all the MEMPC membership annually via the Wellington Emergency Risk Subcommittee (Risk Committee). The review addresses context, community profile and vulnerability, hazard and consequence identification, analysis, and rating; culminating in a range of treatment/control options for each hazard. The process is documented, and the recommended control options presented to responsible agencies for consideration/action.

The outcome of this process, the development of risk reduction strategies that enhance personal safety and security within the Shire, form part of this plan and can be found in the section titled ‘Risk Assessment Results’

3.1 Hazards, Impacts, Exposure, Vulnerability, and Resilience

3.1.1 Hazards

Hazardous events (hazards) can be either naturally occurring, such as earthquakes, heatwaves, or floods, or they can be the result of human activity, such as fires or transport accidents. In addition, events can be sudden as in the case of an earthquake, or they can occur over time as in the case for most environmental hazards such as drought.

3.1.2 Impacts

The impact of a hazardous event depends on the elements at risk, such as; people, economy, environment, agriculture or infrastructure and their associated vulnerability to damage or change because of the event.

⁸ Mitigation was previously referred to as prevention and preparedness

3.1.3 Exposure

Exposure refers to the inventory of elements in an area in which hazard events may occur. Hence, if people and economic resources were not located in (exposed to) potentially dangerous settings, no problem of disaster risk would exist.

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.

3.1.4 Vulnerability

Vulnerability refers to the propensity of exposed elements such as people, their livelihoods, and assets to suffer adverse effects when impacted by hazard events. Vulnerability is related to predisposition, susceptibilities, fragilities, weaknesses, deficiencies, or lack of capacities that favour adverse effects on the exposed elements.

Vulnerability is situation-specific, interacting with a hazard event to generate risk. Vulnerability to financial crisis, for example, does not infer vulnerability to climate change or natural hazards.

It is important to note that exposure and vulnerability change over time. It is therefore critical to periodically revisit these assumptions in any emergency risk management review.

3.1.5 Resilience

Resilience is 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.

The resilience of a community in respect to potential hazard events is determined by the degree to which the community has the necessary resources and is capable of organising itself both prior to and during times of need:

- capacity to absorb stress or destructive forces through resistance or adaptation;
- capacity to manage, or maintain certain basic functions and structures, during disastrous events; and
- capacity to recover or 'bounce back' after an event.

The ability of a community to respond to an emergency and in turn recover from the effects of an emergency will depend on the attitude of the people affected. Obtaining the preferred response from people during emergencies will require community education and awareness programs to be implemented for this purpose.

Governments both state and local, and the various government agencies, support and promote appropriate prevention and awareness programs within the municipality including media releases, advertisements, newsletters, websites, and community meetings and through service networks to enhance resilience.

3.2 Summary of Risk Assessment Process and Results

The process adopted by the MEMPC for assessing municipal hazards and risk mitigation is the software program known as the Community Emergency Risk Assessment⁹ (CERA), developed by Victoria State Emergency Service (SES). CERA provides the MEMPC with a framework for considering and improving the safety and resilience of the Wellington Shire community from hazards and emergencies.

The CERA approach aims to understand the likely impacts of a range of emergency scenarios upon communities, assets, values, and functions. As such, CERA provides an opportunity for multiple community impacts and consequences to be considered enabling collaborative risk treatment plans and emergency preparedness measures to be described.

CERA provides for the identification and prioritisation of those emergency risks that are likely to create the most disruption. The CERA assessment helps to identify and describe hazards and assess impacts and consequences based upon the vulnerability or exposure of community or its functions. At the end of the CERA process the MEMPC will have a list of the hazards that pose the most significant threat to the normal functioning of community and an understanding of the factors that contribute to the vulnerability and exposure of social, economic, and environmental functions. The risk assessment process will highlight opportunities for improvement and collaboration in the emergency management arrangements described within the MEMP.

The outputs of the assessment process are used to inform emergency management planning, introduce treatment plans, and ensure that communities are aware of and better informed about hazards and the associated emergency risks that may affect them.

The MEMPC has delegated the risk assessment process to the Emergency Risk Management Subcommittee (Risk Committee). The Risk Committee is a broad risk assessment group which includes representatives from the relevant response, relief, and recovery agencies together with specialist agencies as required. The role of the Risk Committee is outlined on 10. The Risk Committee then reports back to the MEMPC and the MEMPC then endorses the CERA assessment and the consolidated treatment plan.

3.3 Monitoring and Review Process

The emergency risk process CERA is used to review municipal risk and treatment plans annually by the Risk Committee each April or when a significant new risk has emerged and reports at the next available MEMPC meeting.

The progress of implemented treatment/control options is monitored by the MEMPC through reports provided by various Subcommittee Chairs and responsible agencies.

⁹ [Risk assessment CERA — Victoria State Emergency Service](#)

3.4 Risk Treatments/Controls

Emergency risks generally have one or more treatments/controls in place. These controls are intended to modify the risk by reducing the likelihood of the scenario consequences. However, not all controls are equally effective in reducing risk; some controls are more important than others. The purpose of determining the level of control is to demonstrate the controls that are responsible for controlling the risk, the conditions under which they are overwhelmed and their expediency to implement.

Controls rarely reduce risk or consequence completely and there will usually be a 'residual' risk. Hence, once existing controls have been identified and where the residual risk is deemed unacceptable potential opportunities to improve controls are considered. The CERA tool provides an initial listing of improvement opportunities that can guide future discussions with communities on risk evaluation and treatment.

The responsibility for control of risks is shared by all emergency management agencies and organisations. Control of specific risks for the municipality is not the sole responsibility of Council or an agency. Many controls will be carried out in the context of statewide programs or policies. Actions are allocated to accountable agencies and organisations. In some cases, it may be determined that additional, in-depth analysis is required before an adequate assessment can be made, and actions defined.

3.5 Summary of Risk Assessment (CERA) Tools

The CERA tool provides a robust framework to identify and prioritise those emergency risks that are likely to create most disruption to communities. The assessment helps to identify and describe hazards and assess impacts and consequences based upon the vulnerability or exposure of community or its functions. The following CERA tools are contained in APPENDIX E – Community Emergency Risk Assessment Tools:

- Consequence Rating table
- Consequence Category Definitions
- Controls/Mitigation Activity Rating Criteria
- Likelihood Rating Criteria

3.6 Risk Assessment Results

In April 2018, the Risk Committee carried out its annual municipal risk assessment using the CERA process. Below in the Risk Summary Table are the most likely hazards to cause emergencies that:

- are disruptive to individuals and communities;
- are not part of day-to-day experience and are outside normal life expectations;
- are unpredictable in occurrence and effects;
- require a response for which normal local resources may be inadequate;
- have a wide range of effects and impacts on the human, built and natural environments;
- are complex to deal with;
- can be of sudden onset;
- are destructive of human, animal and/or plant life, health, property, and/or the environment;

- overwhelm normal prudent protective measures.

The Risk Summary Table lists alphabetically (within their residual risk rating) those municipality hazards with a residual risk of High or Medium. Hazards with a residual risk of Low are generally not included in the MEMP as these would be dealt with as “normal business” within agency roles. However, where residual risk for a hazard is “reassessed” in an annual review due to new information being available and the new assessment is reduced to “Low”, that Hazard/Treatment Plan will remain in the MEMP for one year to enable the public to be aware of the change.

Table 1. Risk Summary Table

Treatment Plan No.	Treatment Plans for Top 11 Risks	Residual Risk
1	Bushfire	High
2	Flood - Riverine	High
3	Storm / Storm surge	High
4	Heat Health	High
5	Human Epidemic/Pandemic (where clinical severity is Moderate or High ¹⁰)	Extreme
6	Essential Service Disruption	High
7	Fire Structural	Medium
8	Exotic Animal Disease	High
9	Transport Incident Aircraft	High
10	Transport Incident Road/Rail	High
11	Class 3 emergency	High

APPENDIX F – Risk Register Treatment Plans

¹⁰ Victorian action plan for influenza pandemic 2015

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PART 4 EMERGENCY RESPONSE ARRANGEMENTS

In the event of an emergency within the Shire of Wellington or with potential to affect the Shire contact the Senior Sergeant, Sale Police Station, who will activate this Municipal Emergency Management Plan (MEMP).

The Municipal Emergency Resource Officer (MERO) or Deputy MERO can also activate the MEMP – 24 Hour emergency contact number 1300 366 244.

4.1 Introduction

These municipal emergency response arrangements are written to align with the new State Emergency Response Plan (SERP) which came into effect on 1 August 2016. The SERP is a public document and can be found on the Emergency Management Victoria Website¹¹

It is not intended that these municipal (local) emergency response arrangements duplicate those identified in the SERP, the State Emergency Management Team Arrangements or Gippsland regional plans unless for convenience or as MEMP audit requirement. Nor do they include information about the response to specific forms of emergencies as this information is included in agency plans. However, these arrangements provide the mechanism for the identification of appropriate coordination of response and provision of resources to cope with emergencies that may arise in the Wellington Shire.

4.2 Overview of State and Gippsland Regional Response Plans

The SERP is the primary document for emergency response in Victoria; and forms Part 3 of the Emergency Management Manual Victoria (EMMV)¹².

SERP subordinate plans (SERP sub plans) outline arrangements for managing specific emergencies where the arrangements for managing these emergencies require greater detail, such as where complex arrangements apply. Approved SERP sub-plans are published on the Emergency Management Victoria website¹³.

Under section 55A of the *Emergency Management Act 2013* there is the legal requirement for agencies with a role or responsibility in emergency response to comply with the arrangements in the SERP. Agency emergency response roles are listed in the EMMV Part 7 – Emergency Management Agency Roles.

The Gippsland Region Emergency Response Plan (GRERP) establishes response and coordination arrangements for response to emergencies occurring within the Gippsland Region. The broad objectives of the GRERP are to:

- identify control and support agencies for different types of emergencies;

¹¹ <https://www.emv.vic.gov.au/>

¹² [Emergency Management Manual Victoria | Emergency Management Victoria](#)

¹³ [State Emergency Plans | Emergency Management Victoria](#)

- co-ordinate arrangements for the utilisation of regional resources in support of the emergency response plans of specialist agencies;
- identify support available from adjoining regions;
- Identify support available to adjoining regions

The GRERP also details:

- Regional profile
- Location of primary regional/area operations control centres
- Warning arrangements
- Community safety: evacuation, relief, Bushfire Places of Last Resort (formerly Neighbourhood Safer Places) Termination of response

The GRERP is active at all times and shall be implemented / executed as required in response to an emergency event requiring any form of emergency response.

The GRERP should be read in conjunction with the following hazard specific regional plans:

- DELWP - Dam Safety Emergency Plan
- VICSES - Gippsland (East) Region Flood Emergency Plan
- RSFMP - Gippsland Risk and Consequence Plan Bush Fire and Heat
- DOT - Marine Safety Victoria Gippsland Region Marine Pollution Contingency Plan
- SRW - Thomson River Dam Break Emergency Management Plan

4.3 Municipal Emergency Response Arrangements

The overall aim of emergency response is to minimise the effect and consequences of emergencies on people, their livelihoods and wellbeing, property, and the environment, and to meet basic human needs.

Most incidents are of local (municipal) concern and can be coordinated from local resources. However, when local resources near exhaustion, emergency response planning, provides for further resources to be drawn from other Gippsland municipalities and then on a State-wide basis and finally the Commonwealth

With many emergencies relief and recovery activities may start during the response phase and therefore relief and recovery should be integrated with response activities and commence as soon as the effect and consequences of the emergency are anticipated. Refer also to PART 5 RELIEF AND RECOVERY ARRANGEMENT of this MEMP.

4.4 Operational Roles and Responsibilities

All operational roles and responsibilities summarised in brief below can be found in detail in Appendix A to the SERP.

4.4.1 Roles

4.4.1.1 Agency Roles

Individual agencies performing specific tasks in response to emergencies according to their legislated role, obligations, and administrative arrangements. These agencies are listed in the EMMV Part 7– Agency Emergency Management Roles.

4.4.1.2 Control Agencies

The EMMV Part 7 nominates the primary control agency responsible for responding to each specific form of emergency.

4.4.1.3 Support Agencies

The EMMV Part 7 also nominates key support agencies for the response to each emergency. However, all agencies may be support agencies during major 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.

4.4.1.4 Emergency Response Coordinators (RERC and MERC)

Regional Emergency Response Coordinators and Municipal Emergency Response Coordinators are appointed members of Victoria Police and are responsible for coordinating agencies and resources to support the response to emergencies affecting the Gippsland Region or municipal district, in this context Wellington Shire.

4.4.1.5 Incident Emergency Response Coordinators (IERC)

Usually the senior Victoria Police officer at the initial scene of an emergency or at the place where control is being exercised at incident level. This role usually relates to the first response to an emergency, and the person fulfilling the role may change in seniority as the emergency escalates or de-escalates.

4.4.1.6 Controllers

There are three levels of controllers' State, Regional and Incident. For State and Regional controllers' roles and responsibilities refer to the SERP Appendix A. Incident Controllers are appointed to manage the response to the specific emergency dependent on the 'Class' of emergency and are outlined in the SERP.

4.4.1.7 Regional and municipal roles and responsibilities

Including Emergency Response Coordinators (RERC/MERC/IERC) are detailed in APPENDIX G – Role Statements Regional and Municipal Levels

4.4.1.8 Municipal emergency contact directory

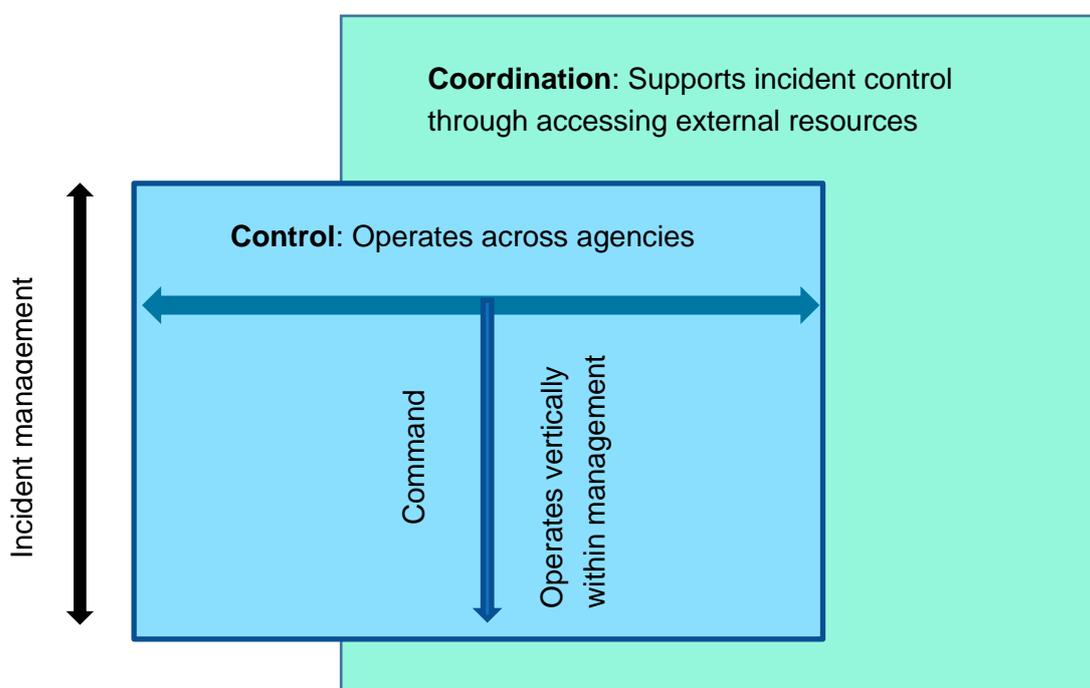
Detailed in **APPENDIX H – Emergency Contact Directory – NOT FOR PUBLIC DISTRIBUTION**. This list is also available on the *Crisisworks* system (Not for public access). The Administrator for the Wellington *Crisisworks* system in Council's Coordinator Emergency Management.

4.4.2 Functions of coordination, control, and command

Emergency response management is based on the functions of coordination, control, command, together with consequence management and communications. Broadly:

- **Coordination** is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.
- **Control** is the overall direction of response activities in an emergency, operating horizontally across agencies.
- **Command** is the internal direction of personnel and resources, operating vertically within an agency.

Figure 1 – Conceptual depiction of the relationship between control, command, and coordination in emergency response (shown at the incident tier)¹⁴



Additionally, those performing coordination, control and command functions need to ensure the consequences of the emergency are managed and there is communication that meets the information needs of communities, stakeholders, and government.

For a detailed explanation of the coordination, control and command functions refer to Chapter 3 of the SERP.

¹⁴ Source: The Australasian Inter-Service Incident Management System (AIIMS), Australasian Fire and Emergency Service Authorities Council, 4th edition 2013.

4.4.3 Functional responsibilities as defined by class of emergencies

Full definitions of the classes of emergencies are contained in the SERP however they are briefly summaries below:

Class 1 emergencies

- a major fire; or
- any other major emergency for which the Country Fire Authority or the Victoria State Emergency Service Authority is the control agency under the state emergency response plan.

Class 2 emergencies

- A major emergency which is not:
- a Class 1 emergency; or
 - a warlike act or act of terrorism; or
 - a hi-jack, siege, or riot.

(Examples of class 2 emergencies include human pandemic and animal pandemic; the focus of these emergencies is often on consequence management)

Class 3 emergencies

- A warlike act or act of terrorism, or a hi-jack, siege, or riot.
Class 3 emergencies may also be referred to as security emergencies.

Non-major emergencies

Small events that meet the definition of ‘emergency’ where an agency formally responds to an emergency and the arrangements for managing a major emergency are not yet in place or are not required, such as where the emergency can be resolved using local resources and significant consequences to the community are not anticipated.

Chapter 3 of the SERP explains in detail the roles and responsibilities for the different classes of emergencies however they are briefly described in the tables below:

Table 2. Roles and responsibilities for Class 1 emergencies.

	Response coordination	Control	Command	Consequence management	Communication
State	Emergency Management Commissioner (liaises with RERCs and MERCs through the SPLO ¹⁵)	State Response Controller	Agency chain of command	Emergency Management Commissioner (State Consequence Manager)	Emergency Management Commissioner (supported by the line of control)
Region	RERC	Regional Controller		All agencies	
Incident	MERC/IERC	Incident Controller		All agencies	

¹⁵ Senior Police Liaison Officer

Table 3. Roles and responsibilities for Class 2 emergencies

	Response coordination	Control	Command	Consequence management	Communication
State	Emergency Management Commissioner (liaises with RERCs and MERCs through the SPLO)	Class 2 State Response Controller	Agency chain of command	Emergency Management Commissioner (State Consequence Manager) All agencies	Emergency Management Commissioner (supported by the line of control)
Region	RERC	Regional Controller (if appointed)		All agencies	
Incident	MERC/IERC	Incident Controller (if appointed)		All agencies	

Table 4. Roles and responsibilities for Class 3 emergencies

	Response coordination	Control	Command	Consequence management	Communication
State	Chief Commissioner of Police	VicPol chain of command	Agency chain of command	Emergency Management Commissioner (State Consequence Manager) All agencies	Chief Commissioner of Police
Region	RERC			All agencies	
Incident	MERC/IERC			All agencies	

Table 5. Roles and responsibilities for non-major emergencies (formal response)

	Response coordination	Control	Command	Consequence management	Communication
State	Emergency Management Commissioner (liaises with RERCs and MERCs through the SPLO)	-	Agency chain of command	-	-
Region	RERC	-		-	-
Incident	MERC/IERC	Incident controller		All agencies	Incident controller

4.4.4 Consequence Management

Consequence management should inform and be a precursor to relief and recovery planning and activities.

Consequence management involves the coordination of activities of agencies with a role in delivering services to communities, with the aim of minimising adverse consequences of emergencies on communities. The Emergency Management Commissioner (EMC) is responsible for consequence management for major emergencies. In Gippsland, the lead for consequence management is the Regional Emergency Management Planning Committee (REMPC) via its subcommittee the Gippsland Regional Risk Working Group (GRRWG). The Gippsland Consequence Assessment has been uploaded to EMCOP. Agencies can find the document via - Desktop/Gippsland Region/Plans/Gippsland Region Consequence Assessment Table. If you don't have access to EMCOP you can register via the below link:
<https://cop.em.vic.gov.au/sadisplay/register.seam>

During a major emergency, all agencies including critical infrastructure providers may need to activate their business continuity arrangements to manage the adverse consequences of the emergency on their area of responsibility.

4.4.5 Communications

Communications relates to communicating to the public, reporting to government, and communicating with stakeholder agencies during emergencies.

As set out in the SERP communications responsibilities vary depending on the class of emergency:

- The Emergency Management Commissioner is responsible for public, stakeholder and government communications for Class 1 and Class 2 emergencies and is supported by control the appropriate control agency. Agency commanders keep their agency chain of command apprised of their situation. Agencies and Wellington Shire Council will also assist with the relaying of public information via their social media applications.
- The Chief Commissioner of Police is responsible for public, stakeholder and government communications for Class 3 emergencies. This includes all warnings and public information. Agency commanders keep their agency chain of command apprised of their situation. Wellington Shire Council will also assist with the relaying of public information via their social media applications.
- The incident controller is responsible for public, stakeholder and government communications. Agency commanders keep their agency chain of command apprised of their situation. Agencies and Wellington Shire Council will also assist with the relaying of public information via their social media applications.

4.5 Collaboration

The Gippsland region has a long history of agencies with roles and responsibilities for responding to emergencies who work well together in teams at regional and municipal level to ensure their activities have a collaborative and coordinated approach.

Control agencies such as CFA, FFMV, DELWP and VICSES regularly support and share resources during the response phase of emergencies as do support agencies in accordance with predetermined capability and capacity.

The most important collaboration in response to an emergency is the team structure of the Emergency Management Team (EMT). EMT arrangements for all emergencies are set out in the Incident Management - Emergency Management Team Arrangements 2014¹⁶.

The EMT structure at each tier - State, Regional, Incident (major or non-major) - may vary for the specific emergency or emergencies, but generally include the primary functions of:

- relevant response coordinator
- controllers, responsible for leading the response to specific emergencies
- agency commanders, responsible for supervising their agency personnel
- local government representatives, as the primary source of information on the local community
- relief and recovery coordinators/managers, to ensure relief and recovery activities are integrated with response activities
- representatives of government departments and service providers, who work to maintain the continuity of services to communities, as part of consequence management.

Chapter 4 of the SERP explains in detail the role and responsibilities for the different tier team structures. However, Tables 6 to 9 below show in summary the teams at the regional and municipal tiers.

Table 6. Team structure regional and municipal tiers

	Primary function supported by the team			
	Control	Response coordination		Relief and recovery coordination
		Communications	Consequence management	
Regional tier	Regional Control Team (RCT)	Regional Emergency Management Team (REMT)		Regional Recovery Planning Committee or equivalent*
Incident Tier	Incident Management Team (Major emergencies)	Incident Emergency Management Team (major emergencies)		Municipal Recovery Planning Committee or equivalent*
	Incident Emergency Management Team (non-major emergencies)			

* Established as required

¹⁶ [Incident management | Emergency Management Victoria](#)

The membership list of the Gippsland RCT/REMT is maintained by the CFA Regional Operations Coordinator who is located at the Gippsland Regional Control Centre, Traralgon. A copy of the Gippsland RCT/REMT list can be found on EM-COP (none public access section).

Table 7. Regional tier team

Team	Primary function supported by the team	Members
Regional Control Team (RCT)	<p>Control</p> <p>To support regional controllers, perform the regional control function.</p>	<p>Chair:</p> <ul style="list-style-type: none"> Regional controller, where only one is appointed A regional controller or the RERC where more than one regional controller is appointed. <p>Members:</p> <ul style="list-style-type: none"> Regional controllers RERC (VicPol) Regional Recovery Coordinator (DHHS) Commanders of the key support agencies
Regional Emergency Management Team (REMT)	<p>Coordination</p> <p>To support the RERC and regional controllers (where appointed) to:</p> <ul style="list-style-type: none"> raise awareness of the emergency across the whole of government identify and manage strategic risks and consequences develop a regional strategic plan outlining high level actions of all agencies. 	<p>Chair:</p> <ul style="list-style-type: none"> Regional controller, where only one is appointed A regional controller or the RERC where more than one regional controller is appointed The RERC where no regional controller is appointed <p>Members:</p> <ul style="list-style-type: none"> The people at the regional tier responsible for performing the coordination, control, consequence management, recovery and communication functions for major emergencies that are anticipated or occurring. Regional tier functional representatives of a wide range of agencies responsible for delivering public services Representation from Wellington Shire Council Individual agencies or representatives of business/industry/community groups, as appropriate, for specific emergencies.

More information can be found at

https://www.emv.vic.gov.au/publications?publicationfilter=incident+management&field_publication_type_target_id=All&items_per_page=10&=Update

The team structure applies regardless of the number and class of emergencies being managed, although the chair and membership of each team may vary.

The RCT/REMT activates in response to a major emergency, where one is anticipated or to ensure readiness for major emergencies. Historically in Gippsland major emergencies have regularly occurred for bushfire and flood.

Table 8. Municipal tier team (major emergencies)

Team	Primary function supported by the team	Members
Incident Management Team (IMT)	<p>Control</p> <p>To support an incident controller (IC) to perform their control function.</p> <p>The IC will establish an IMT where they require assistance to perform their control function. The IMT is usually part of the AIIMS incident management system adopted by the agency for the specific class of emergency and which should be based on:</p> <ul style="list-style-type: none"> • flexibility • management by objectives • functional management • unity of effort • span of control 	<p>Chair: Incident controller (IC)</p> <p>Members:</p> <p>Members of the control and support agencies providing the incident controller with support in functions that could include:</p> <ul style="list-style-type: none"> • planning • intelligence • public information • operations • investigation • logistics • finance
Incident Emergency Management Team (IEMT)	<p>Coordination</p> <p>The IEMT (not part of the AIIMS doctrine). Their focus is on managing the effect and consequences of the emergency.</p> <p>An IEMT for a major emergency will meet formally and should locate in an incident control centre (ICC). Some representatives may need to attend by teleconference.</p>	<p>Chair:</p> <ul style="list-style-type: none"> • IC, where only one is appointed • MERC or IERC, where there are several classes of emergency, with several incident controllers appointed, or where there is no incident controller appointed. <p>Members:</p> <ul style="list-style-type: none"> • IC • MERC or IERC • Agency commanders • Health commander (AV) • Wellington Shire Council EMLO • Agency/community/business representatives as appropriate

More information on the roles and responsibilities of the IEMT refer to the Emergency Management Team Arrangements, which are found at https://www.emv.vic.gov.au/publications?publicationfilter=incident+management&field_publication_type_target_id=All&items_per_page=10&=Update

For a major emergency, an IMT and an IEMT support the IC. The IEMT for a major emergency has a wider membership and a broader focus on consequence management than an IMT established for a non-major emergency.

Table 9. Municipal tier team (no-major emergencies)

Team	Primary function supported by the team	Members
Incident Emergency Management Team (IEMT)	<p>Control and coordination</p> <p>To plan and coordinate the actions of the agencies responding to the emergency.</p> <p>For non-major emergencies, the IEMT will usually locate near the incident scene.</p>	<p>The Chair and membership will vary according to the Class and specific form of emergency</p> <p>Chair:</p> <ul style="list-style-type: none"> Incident Controller (IC) The IERC, where there is no incident controller appointed. <p>Members:</p> <ul style="list-style-type: none"> Incident Controller IERC agency commanders

More information on the roles and responsibilities of the IEMT refer to the Emergency Management Team Arrangements, which are found at https://www.emv.vic.gov.au/publications?publicationfilter=incident+management&field_publication_type_target_id=All&items_per_page=10&=Update

Many non-major emergencies are managed through the normal or business continuity arrangements of industry, agencies or Council and more formal arrangements are not necessary.

4.6 Plans

4.6.1 Bushfire

The table below summarises a matrix of bushfire plans that directs operations before, during and after a bushfire.

Table 10. Matrix of Bushfire Plans

	Before	During		After
	Preparedness	Readiness	Response	Recovery
Regional	<p>Gippsland Regional EM Plan</p> <p>Gippsland Regional Fire Management Plan</p>	Monthly Readiness Plans	Regional Strategic Plans	Gippsland Regional Recovery Plan
Municipal / Incident	<p>Wellington Municipal EM Plan</p> <p>Wellington Municipal Fire Management Plan</p>	Agency Readiness Plans	Incident Action Plans	Wellington Municipal Relief & Recovery Plan

Shared information on consequences, mitigation actions and agency capacity

Reporting on consequences, mitigation actions and agency capacity

4.6.2 Flood

The Table below summarises a matrix of flood emergency plans that directs operations before, during and after a flood emergency.

Table 11. Matrix of Flood Plans

	Before	During		After
	Preparedness	Readiness	Response	Recovery
Regional	Gippsland Regional EM Plan Gippsland Regional Flood Emergency Plan	Monthly Readiness Plans	Gippsland Regional Emergency Response Plan	Gippsland Regional Recovery Plan
Municipal / Incident	Wellington Municipal EM Plan Wellington Municipal Flood Emergency Plan (Flood Guides & intelligence)	Agency Readiness Plans	Incident Action Plans	Wellington Municipal Relief & Recovery Plan

↑
Reporting on consequences, mitigation actions and agency capacity

→
Shared information on consequences, mitigation actions and agency capacity

A full list of State, regional, municipal and community plans is at APPENDIX I – Special Plans.

4.7 Shared Support Gippsland

4.7.1 Wellington Shire Facilities

Coordination of Council activities

Wellington Shire Council Offices: 18 Desailly Street, Sale

Redundancy facility: Gippsland Regional Sporting Complex: Cobains Road, Sale

Level 3 Incident Control Centres – multi-agency

ICC Heyfield: Licola Road, Heyfield

ICC Traralgon: Franklin Street, Traralgon

ICC Sale: Foster Street, Sale

Regional Control Centres – multi-agency

Regional Control Centre: Franklin Street, Traralgon

Incident Police Operations Centre (IPOC)

Sale Police Station: 1-11 Reeve Street, Sale

Alternate facility: 64-66 Foster Street, Sale

Designated Staging Areas¹⁷

Gordon Street Reserve, Heyfield

Yarram Recreational Reserve, Yarram

¹⁷ Other locations may be required depending on the emergency at the time

4.7.2 Information

Emergency Management Victoria hosts an emergency management portal to store shared emergency response information and documentation for all agencies with a role or responsibility in emergency response. The portal, called Emergency Management Common Operating Picture (EM-COP), is used by emergency management practitioners to coordinate their activities.

4.8 Transition from Response to Recovery Gippsland

Recovery¹⁸ activities can commence at the onset of an emergency while response activities are still in progress and should be integrated with response activities.

The teams at incident and regional level should discuss and agree the timing of the transition from response coordination to recovery coordination. The recovery coordinators (DHHS / Council) at the relevant tier must be ready to assume responsibility and have the appropriate resources assembled prior to the transition. The community must receive continuous services during the transition. Incident controllers should consider the need to appoint a deputy Incident Controller for Recovery to ensure a seamless progression into recovery. The IEMT can assist the incident controller in this decision.

Considerations regarding the timing of the transition should include:

- the extent to which any emergency risks remain
- the extent to which the powers available to response agency personnel (which may be available only during an emergency response) are still required
- the extent to which the effect and consequences of the emergency are known
- the extent to which the affected community continues to require relief services
- the extent to which the recovery resources have assembled and are ready to manage their responsibilities.

The MERC or the RERC will advise all agencies and Wellington Shire Councils of the termination of the emergency response.

A schedule of transition actions is included in the document 'An Agreement for the Transition of Coordination Arrangements from Response to Recovery'. Emergency Management practitioners can obtain this document from EM-COP under the State Relief and Recovery, documents, templates tab.

4.9 Debriefs

A hot debrief refers to participants during or directly after an incident meeting to discuss issues related to the event. It may be undertaken at the end of a shift or at the immediate end of the incident. A hot debrief may identify issues that need to be dealt with immediately or that might otherwise be forgotten as time passes.

¹⁸ Refer to Part 5 of this MEMP for local relief and recovery arrangements

Following an emergency response, the emergency management sector reviews the effectiveness of the coordination, control, consequence management and communications functions to share aspects that worked well and identify areas for improvement.

For non-major emergencies, the control agency is responsible for debriefing participating agencies. The scale of the debriefing should be in proportion to the complexity of the emergency.

For major emergencies, where many agencies were involved in both the response and in consequence management, debriefing is conducted after a period of activation as follows:

- The Emergency Management Commissioner (Class 1 and 2 emergencies) and the Chief Commissioner of Police (Class 3 emergencies) are responsible for ensuring the debriefing of state tier teams, where necessary, after a period of activation
- RERCs are responsible for ensuring the RCT and REMT conduct an operational debrief where necessary after a period of activation
- MERCs are responsible for ensuring the control agency has organised an operational debrief with participating agencies and teams as soon as practicable.

Representatives of relevant community, business, or industry groups may be invited to participate in debriefs. The need to conduct a post incident community forum may be considered.

It may also be appropriate to conduct a separate recovery debrief to address recovery issues. This may be convened either at regional or municipal level depending on the scale or complexity of the event.

4.10 Community

4.10.1 Before emergencies

The responsibility for planning and preparing for emergencies rests with all residents and visitors to Wellington Shire.

Individual community members are responsible for learning about the potential risks in their area or an area they are travelling to, refer to

PART 3 MITIGATION ARRANGEMENTS and APPENDIX F – Risk Register and Treatment Plans, of this plan.

People should actively plan and prepare to respond to likely emergencies. This includes taking decisions and actions early to protect themselves, their families, vulnerable members of the community and their property interests. By doing so, individuals and community can build and strengthen their own resilience to emergencies. People who are likely to be highly vulnerable in an emergency are encouraged to develop personal emergency plans with their family and other support networks to improve their safety and wellbeing during emergencies.

In Gippsland, Melbourne Cup weekend is the time when the community are encouraged to refresh and review their Household Emergency Management Plans (HEMP).

There are several useful website links below to assist with planning and preparing for emergencies:

[Plan & Prepare for fires - Country Fire Authority](#)

[Get Ready — Victoria State Emergency Service](#)

[Preparing for emergencies - Department of Human Services, Victoria, Australia](#)

[Emergency & Disaster Preparedness | Australian Red Cross](#)

National Equine Database <https://www.tepscon.community/>

The State, regional agencies and Council has a responsibility to develop plans and implement programs to manage the potential risks of emergency events. However, none can guarantee the safety of the community during an emergency. The scale of an emergency or other factors, such as safety considerations, may mean the community does not receive the support it expects to be available.

4.10.2 During emergencies

4.10.2.1 Management of mass injuries and fatalities

The State Health Emergency Response Plan (SHERP) outlines the arrangements for managing the prehospital and hospital response to emergencies that go beyond day-to-day business arrangements.

The SHERP is a sub-plan of the State Emergency Response Plan (SERP) and can be found at: <http://www.health.vic.gov.au/sherp>

4.10.2.2 Warnings and information

Emergency warnings and information assist the community to make informed decisions about their safety.

Emergency warnings should comply with the Victorian Warning Protocol, which can be found at <http://www.emv.vic.gov.au/responsibilities/victorias-warning-system/victorian-warning-protocol>

The incident controller (e.g. CFA, FFMV/DELWP, SES) is responsible for issuing warnings and community information. The Gippsland regional controller (where appointed) or State Response Controller should assist, if required.

Public information officers (e.g. CFA, FFMV/DELWP, SES), if appointed, can manage the provision of public information and warnings on behalf of the controller and all responding agencies, but this must be authorised by the controller at the specific tier.

Where the timeframe is short and an extreme and an imminent threat to life exists, any response agency personnel can issue warnings to a community likely to be affected, providing they notify the relevant controller as soon as possible following the issuing of the warning.

Warnings for actual or potential major emergencies are usually issued using several mediums, which could include but are not limited to:

- voice and SMS phone messaging using the Emergency Alert tool

Please note that the voice and SMS phone messaging area may be greater than the area being affected or potentially affected by an emergency and people are encouraged to access more than one source of information, as listed below, as this will assist to validate the situation and help them to make informed decisions to suit the circumstances.

- VicEmergency website [http://www.emergency.vic.gov.au/ Prepare and Get Ready - Vic Emergency](http://www.emergency.vic.gov.au/Prepare-and-Get-Ready-Vic-Emergency)
- VicEmergency or relevant agency social media feeds, Wellington Shire Council website and social media feeds.
- the VicEmergency smartphone application
- VicEmergency Hotline 1800 226 226 (replaces old Victorian Bushfire Information Line);
- emergency broadcasters¹⁹ (radio/TV), using the standard emergency warning signal [SEWS] where relevant. Refer EMMV Part 8– Appendixes and Glossary, Appendix 14 <https://www.emv.vic.gov.au/policies/emmv/>
- community alert sirens (the only community sirens in the Wellington Shire is at the Loch Sport Fire Station - [community sirens - Country Fire Authority](#))
- face to face contacts such as door knocks, community meetings.

The community is encouraged to access more than one source of information as this will assist to validate the situation and help them to make informed decisions to suit the circumstances.

Please note social media is an uncontrolled environment and is not always accurate. Always check social media information against a trusted source.

4.10.2.3 Relocation and evacuation

Based on warnings or other information received, members of the public may voluntarily choose to remove themselves from the area that has the possibility to be affected by the emergency and to relocate to a safer area.

Under some level of warnings people will be advised to travel to the home of family or friends that is away from the warning area. Other options are to relocate to Sale, Yarram, Maffra, or other townships where public and commercial spaces are available.

¹⁹ Radio Stations including ABC 100.7 FM, ABC 828AM, ABC 720AM, ABC 774AM, TR FM and all commercial radio stations in Victoria

An emergency relief centre may be opened where there is a need to support the community. The decision and timing to open an Emergency Relief Centre²⁰ is made by the incident controller in discussion with Victoria Police and Wellington Shire Council. It should be noted that an Emergency Relief Centre might not be or open at the time of a warning being issued.

Evacuations should be conducted in accordance with the Evacuation Guidelines, which can be found in the EMMV, Part 8 – Appendixes and Glossary, Appendix 9

<https://www.emv.vic.gov.au/policies/emmv/> . These guidelines include considerations for evacuating persons on the Wellington Shire Vulnerable Persons Registers and in vulnerable facilities and who may need tailored advice of a recommendation to evacuate.

In Victoria, evacuation²¹ is largely voluntary and individuals can choose how they respond to the recommendation to evacuate. In some circumstances, legislation provides some agency personnel with authority to remove people from areas or restrict public movement.

4.10.2.4 Bushfire Places of Last Resort (bushfire only)

Bushfire Places of Last Resort (formerly Neighbourhood Safer Places) are not part of shelter in place or evacuation strategies; they are places of last resort; (where other plans have failed or cannot be followed) where a person's prospects of survival may be better than other places but cannot be guaranteed.

Wellington Shire has only two Bushfire Places of Last Resort BPLR's.

- Loch Sport – Lions Park Lake Street opposite Second Street North
- Port Albert Boat Ramp Car Park and surrounds corner of Wharf Street and Bay Street

they are clearly signposted.

Locations of state wide Bushfire Places of Last Resort (formerly Neighbourhood Safer Places) during a bushfire can be found on the CFA Website – [Search for Details for Neighbourhood Safer Places - Places of last resort here.](#)

4.10.2.5 Community Fire Refuge (bushfire only)

There is no community fire refuge located in the Wellington Shire.

4.10.2.6 Restricted public movement

Public movement in and around an emergency area may need restricting to protect the safety of people e.g. dangerous trees or to preserve the emergency scene for investigation e.g. police or coroner's investigations.

²⁰ For further information on Wellington Shire Emergency Relief Centres refer to Part 5 of this MEMP

²¹ [Victoria Police – Community Evacuation Information - Media](#)

The incident controller is responsible for developing, implementing, and monitoring a traffic management plan, which may include establishing Traffic Management Points (TMP) to restrict access. Victoria Police coordinates the implementation of the plan.

The arrangements for managing TMPs during Class 1 emergencies are detailed in 'Guidelines for the Operation of Traffic Management Points during Class 1 Emergencies', which can be sourced through the details listed in the EMMV, Part 8 – Appendixes and Glossary, Appendix 10 <https://www.emv.vic.gov.au/policies/emmv/>

TMPs are temporary road closures and emergency services will continually review the need for the road closures and the appropriate access levels. There are different levels of access applying at TMPs depending on the level of safety at the time and whether access is required by emergency services, residents, business owners, recovery services, media, etc. For further information on TMPs refer to the Victoria Police website [Victoria Police – TMP Information Sheet - Media](#) and [Victoria Police – TMP FAQs - Media](#)

4.10.2.7 Declaration of emergency area

Victoria Police declares, Section 36 of the EM Act 1986, refer to the SERP.

4.10.2.8 State of Disaster

Refer to the SERP.

4.10.2.9 Impact assessment

Impact assessments of loss and damage are commenced as soon as it is safe to do so, although information gathering can start much earlier with loss and damage reports being advised by response agencies in the field and aerial observations. Wellington Shire Council assists by gather information from property owners.

There are three stages of impact assessment:

- Initial impact assessment is a high-level assessment conducted as soon as possible after the impact of the emergency and is managed by incident controllers during the emergency response. Response agencies usually carry out this work however Council can provide specialists advice e.g. assessment of bridges, roads
- Secondary impact assessment is the subsequent assessment of the impact of the emergency on the natural, built, social, economic, and agricultural environments and is managed by relief and recovery coordinators/managers. This may include assessment teams coordinated through Council visiting and speaking with affected residents.
- Post emergency needs assessment is a longer term, more thorough estimate of the effects and consequences of the emergency on the health and wellbeing of the community, property, the economy, and the environment. Relief and recovery coordinators/managers manage this.

Impact Assessment Guidelines can be obtained from the Emergency Management Portal (not available to the public, login required) at: <http://portal.em.vic.gov.au>

4.10.2.10 Relief and Recovery

Both relief and recovery begin when an emergency occurs and many response, relief and recovery activities are undertaken concurrently.

Incident controllers are responsible for initiating relief services to affected persons and should commence this process as soon as the need is identified by notifying the Wellington Shire Council's Municipal Emergency Response Officer (MERO) - **24 Hour emergency contact number 1300 366 244** - at the initial response phase either as the control agency or via Victoria Police. The MERO will notify the Municipal Recovery Officer (MRM).

The MRM then becomes a member of the Emergency Management Team (EMT) to ensure the provision of relief is fully integrated with response activities. As a member of the EMT the MRM can advise controllers on all aspects of local relief and recovery including likely consequences in relation to impacts and exposures, capability and capacity of other relief and recovery agencies and future operational planning as may affect residents, businesses, and the public.

Wellington Shire Council is responsible for establishing and managing emergency relief centres on request from the incident controller/Victorian Police. Refer to PART 5 RELIEF AND RECOVERY ARRANGEMENT of this MEMP regarding municipal emergency relief centres.

The EMMV Part 7 – Emergency Management Agency Roles lists all agencies responsible for providing relief and recovery services.

For further details regarding Municipal Relief and recovery arrangements refer to PART 5 RELIEF AND RECOVERY ARRANGEMENTS, of this MEMP.

4.10.3 After emergencies

4.10.3.1 Recovery

For further details regarding Municipal Relief and recovery arrangements refer to PART 5 RELIEF AND RECOVERY ARRANGEMENTS, of this MEMP.

4.2 Capability and Capacity

Each agency is expected to maintain the capability and capacity to fulfil its emergency response role and responsibilities and must notify the Wellington Municipal Emergency Management Planning Committee of situations that may affect its capability and capacity to respond to Class 1 or 2 emergencies, for example:

- the potential shortage of emergency resources, especially of specialist resources;
- the need to source supplementary emergency resources from other Gippsland municipalities or from outside the Gippsland region.

4.3 Sourcing Resources

Control and support agencies respond to emergencies according to the plans and arrangements for managing the specific emergency. These plans and arrangements may include:

- response/control agency resources directly sourced through the control agency commanders or as explained in the relevant SERP sub plan;
- response agency resources directly sourced from another response agency through predetermined local arrangements e.g. CFA / FFMV/DELWP / SES;
- seek Council or Other²² supplementary resources, other than those of the responding agencies, through the (Victoria Police) Incident Emergency Resource Coordinator (IERC) or Municipal Emergency Resource Coordinator (MERC)
- seek relief or recovery resources through the Municipal Recovery Manager, through the (Victoria Police) Incident Emergency Resource Coordinator (IEMC) or Municipal Emergency Resource Coordinator (MERC)

For Wellington Shire resource requests and escalation local arrangements refer to PART 1 MUNICIPAL EMERGENCY MANAGEMENT PLANNING of this MEMP.

Regarding requests through the MERC:

- requests must include the name and position of the person requesting the resources, details of the task (i.e. number and type of plant, personnel, equipment and/or facilities) and authority for the requesting agency to meet costs for these resources where applicable;
- agencies requesting resources are responsible for arranging the delivery of supplementary resources, once sourced;
- agencies requesting resources are responsible for the supervision and meeting legislated OH&S requirements as appropriate;
- private resources may be supplied - supervision and meeting legislated OH&S requirements as appropriate also apply.

Financial arrangements for paying for resources are detailed in the EMMV Part 8 Appendix 1.

Following a resource request:

- the IERC or MERC will seek resources within the local area and the MERC will escalate unfulfilled resource requests to the Gippsland Regional Emergency Resource Coordinator RERC;
- RERCs will seek resources within their region and escalate unfulfilled resource requests to the Emergency Management Commissioner through the Senior Police Liaison Officer;
- the Emergency Management Commissioner will seek resources from across the state, interstate or internationally, where necessary.

Wellington Shire Council is a signatory to the Protocol for Inter-Council Emergency Management Resource Sharing. The purpose of this protocol is to provide an agreed position

²² “Other” resources’ refer to private contractors or community resources

between councils for the provision of assistance for response and recovery activities during an emergency. This protocol details the process for initiating requests for resources from another council and identifies associated operational and administrative requirements.

4.4 Financial Considerations

Financial accounting for Wellington Shire Council resources utilised in emergencies must be authorised by Councils MERO, MRM or MEM and shall be in accordance with the normal financial arrangements of Wellington Shire Council.

Control agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets.

Depending on the magnitude of the emergency some government financial assistance may be available for mitigation, response, and recovery activities. Under the guidelines for Municipal Emergency Management Planning the Victorian Government provides financial assistance to councils for specified types of emergency management expenses, consistent with the Natural Disaster Relief and Recovery Arrangements (Commonwealth)²³ and the National Disaster Financial Assistance (State)²⁴. Eligible natural events are bushfires, cyclones, earthquakes, floods, storms (including hail) and land slippages caused by any of the above defined disasters.

In some circumstances, it may be appropriate for certain facilities and goods obtained under Emergency Response Plan arrangements during response to be utilised in recovery activities. In these situations, there would be an actual hand over of such facilities and goods. This hand over will occur only after agreement has been reached between response and recovery coordinating agencies

Payment for goods and services used in the recovery process is the responsibility of the MRM through the MEMP arrangements.

²³ [Natural Disaster Relief and Recovery Arrangements - Disaster Assist](https://www.disasterassist.gov.au/Pages/related-links/Natural-Disaster-Relief-and-Recovery-Arrangements.aspx) <https://www.disasterassist.gov.au/Pages/related-links/Natural-Disaster-Relief-and-Recovery-Arrangements.aspx>

²⁴ [Natural disaster financial assistance](http://www.dtf.vic.gov.au/Victorias-Economy/Natural-disaster-financial-assistance) <http://www.dtf.vic.gov.au/Victorias-Economy/Natural-disaster-financial-assistance>

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PART 5 RELIEF AND RECOVERY ARRANGEMENTS

Relief and recovery arrangements are complex and wide-ranging. While relief usually occupies a shorter timeframe, the recovery process can run into months and in some cases years. To this end the MEMPC has developed a separate more comprehensive plan called the Wellington Shire – Municipal Relief and Recovery Plan, which is a sub plan to this MEMP. The following is a summary of the more important elements of the Municipal Relief and Recovery Plan.

5.1 Introduction

The aim of relief and recovery is to support individuals, families and communities to successfully deal with the impacts of an emergency.

Both relief and recovery can begin when an emergency occurs, and many response, relief and early 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.

The State Emergency Relief and Recovery Plan²⁵ (Part 4: Emergency Management Manual Victoria - EMMV) specifies the arrangements for the coordinated planning and management of emergency relief and recovery in Victoria.

The Gippsland Region Emergency Relief and Recovery Plan (DHHS) describes the processes, procedures, and capability for (Gippsland) regional emergency relief and recovery operations.

The Municipal Relief and Recovery Plan, a sub plan of this Municipal Emergency Management Planning (MEMP), integrates with the Gippsland Region Emergency Relief and Recovery Plan and the State Emergency Relief and Recovery Plan and describes the local arrangements for the coordinated planning and management of emergency relief and recovery in the Wellington Shire.

5.2 Shared responsibility

Relief and recovery are responsibilities that require collaboration and coordination shared between individuals and communities, non- government organisations (NGOs), businesses, governments at all levels and partner agencies for both non-major (e.g. single house fire) and major emergencies.

5.2.1 The role of Wellington Shire Council

To ensure relief and recovery services are effective and well-coordinated and take the lead in delivering 'on the ground' relief and recovery services, because they are the closest organisation to any affected community.

²⁵ <http://files.em.vic.gov.au/EMV-web/EMMV-Part-4.pdf>

5.2.2 The role of individuals and households

Individuals should seek out information to make informed decisions on how to prepare for emergencies, and help meet their own relief and recovery needs – wherever possible. This includes their companion animals. During and immediately following an emergency, individuals and households should be as self-sufficient as possible, because in the first instance, agencies will offer emergency support to the most vulnerable community members. Adequate insurance also enhances recovery for individuals and households.

5.2.3 The role of the business community

Business plays an important role in providing resources, expertise and essential services to support relief and recovery. Businesses must have continuity plans in place for response to and recovery from emergencies, including for livestock. This is particularly important for the continuity of essential services and critical infrastructure. Adequate insurance also enhances recovery for businesses.

5.2.4 The role of non-government organisations and partner agencies

Non-government organisations and partner agencies play vital roles in supporting affected communities, building on their pre-established community connections to deliver enhanced services during and following an emergency. Through their large volunteer base, they coordinate and deliver services in many locations – often simultaneously.

5.3 Relief and Recovery are consequence driven

Emergency management, at all levels from State too local, now focuses on “consequence management”. Consequence management starts in the planning phase and continues with response and is then managed through to recovery. To make appropriate decisions about relief and recovery activities relevant information about the needs of affected communities must be identified. These needs look beyond the immediate impacts of an emergency and consider the consequences of impacts on individuals/families (including companion animals), and communities (including livestock and other agri-business).

5.3.1 Initial impact assessment

Usually (24-48 hours after access to the area): Response agencies undertake initial impact assessments which can help inform relief activities.

5.3.2 Secondary impact assessment

Within a four (4) weeks Impact assessment for relief and recovery requirements beyond the initial impact assessment are the responsibility for recovery Coordinators’ at each tier e.g. local/municipal Wellington Shire Council, Regional DHHS. Coordinating the secondary impact assessment, is a progressive and more holistic assessment of the impact of the event on the community. It considers built and natural environments, social and economic impacts and resulting community needs.

5.3.3 Post-emergency needs assessment

Can take up to twelve months or more depending on the scale of the event. This assessment estimates the longer term psychosocial impacts on a community, displacement of people, the cost of destroyed assets, and the impact that the destruction of assets and business disruption has on how members of a community live and connect with one another. This assessment informs the medium to longer term recovery process, options for development, and builds the knowledge base of the total cost of emergencies that informs risk management. Often Government funding is provided to allow this work to occur.

5.4 Financial arrangements

Individuals and communities can strengthen their resilience through self-reliance which includes the ability to fund their own relief and recovery needs, where possible. Individuals, and businesses are expected to maintain adequate insurance to protect their interests.

5.5 Non-major emergencies

Relief services for non-major emergencies (single incidents) such as house fires are initially the responsibility of Council to assess. Each incident is considered individually on the ability of affected individuals or family's capacity to fund their own immediate relief needs for emergency accommodation either through insurance, family or friends.

Where individuals or families are unable to fund immediate relief needs, DHHS can provide support for immediate needs within 7-days of the incident following natural emergency events, house fires and other emergency events at the discretion of the Director Emergency Management.

Council can also connect affected individuals or families with its partner agencies and NGOs such as service clubs and charities for further assistance.

5.6 Major emergencies

The Victoria State Government (State) - Department of Treasury and Finance (DTF), depending on the scale and impact of a disaster, provide Natural Disaster Financial Assistance (NDFA) for local councils to assist in the recovery process and to alleviate some of the financial burden that may be experienced following a natural disaster or terrorist act, in accordance with the Commonwealth Disaster Recovery Funding Arrangements (DRFA) 2018 (previously known as the Natural Disaster Relief and Recovery Arrangements (NDRRA)).

The State DTF also administers, on behalf of the Commonwealth, the Commonwealth Disaster Recovery Funding Arrangements (DRFA). The DRFA defines an eligible disaster or terrorist act as one where a coordinated multi-agency response was required, and state expenditure exceeds the small disaster criterion. A natural disaster is one, or a combination of the following: bushfire, earthquake, flood, storm, storm surge, tornado, cyclone, landslide, tsunami, or meteorite strike.

There are four categories of assistance measures under the DRFA. These are covered in more detail in the Municipal Relief and Recovery Plan.

5.7 Relief, recovery and coordination - non-major emergencies

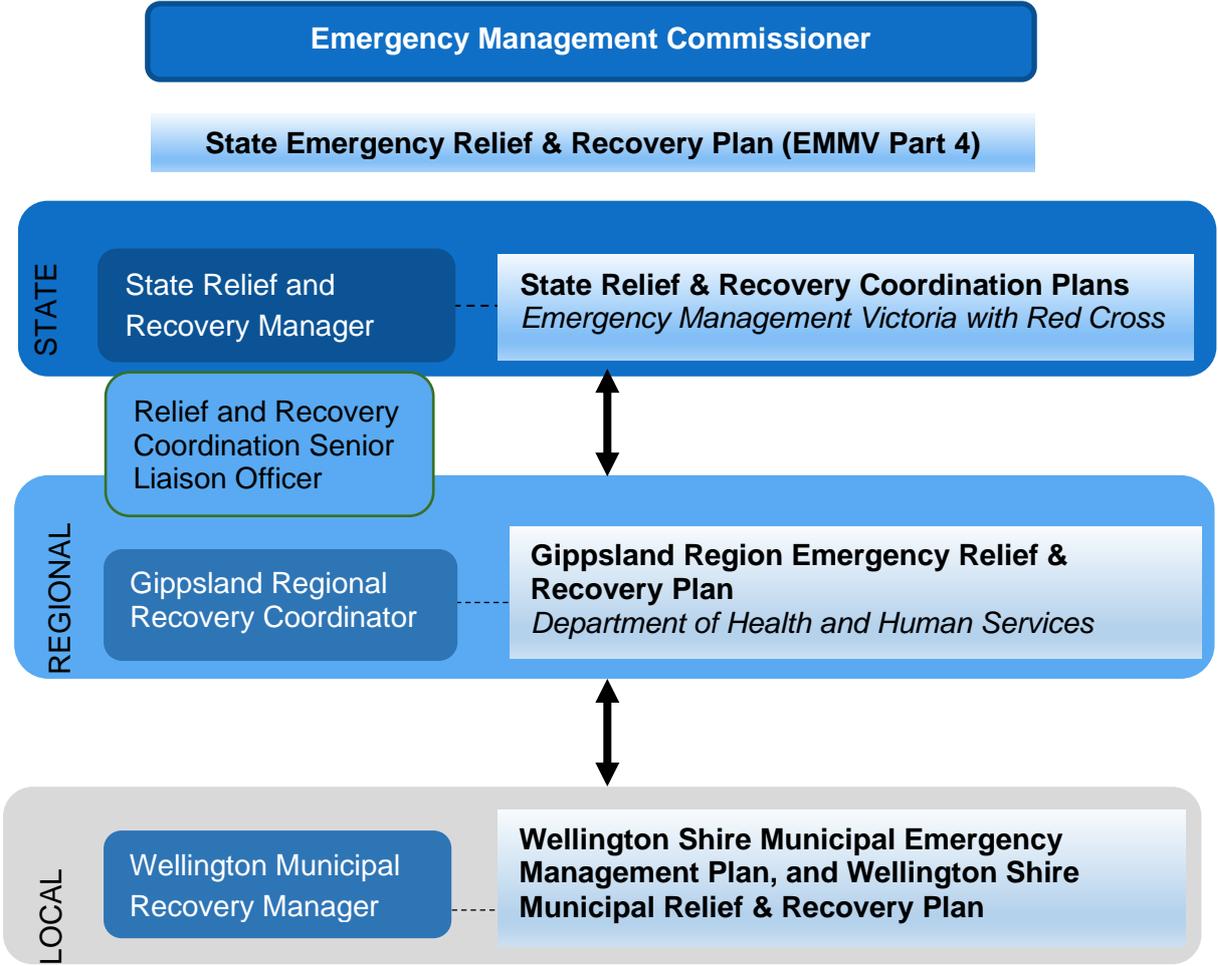
Council is responsible for the coordination of non-major emergencies.

Unfortunately, house fires are the most frequent of non-major emergencies. Such incidents are well within the capability and capacity of local emergency services and relief and recovery agencies.

It is major or widespread emergencies that is dealt with in the remainder of this Plan. Relief, recovery and coordination - Major or widespread emergencies

5.7.1 Relief and Recovery governance/coordination

Government at local and state levels coordinate relief and recovery services for affected individuals and communities. This involves bringing agencies and resources together to ensure the effective delivery of all relief and recovery objectives and responsibilities. Relief is functionally coordinated with recovery coordination. There are three levels of relief and recovery coordination, these are outlined below:



²⁶ State & Regional roles and responsibilities are described in the individual plans and in the EMMV Part 4

As identified in the State Emergency Relief and Recovery Plan (SRRP - EMMV Part 4); Wellington Shire Council is responsible for coordinating relief and recovery at the local level in conjunction with Incident Control Centres (ICC) while response activities are occurring.

DHHS is responsible for regional relief and recovery coordination across the social, economic, built and natural environments and for providing the strategic and operational interface between regional and state. EMV is responsible for setting state relief and recovery policy and arrangements, state coordination and Commonwealth-State funding arrangements²⁷.



5.8 Roles and responsibilities of Controllers and Regional Recovery Managers

More recently the roles and responsibilities of Controllers and Regional Recovery Managers, and reporting arrangements have been set out in the *State Control – Advisory Bulletin 06 – 18/01/2017 Regional Relief and Recovery Coordination* and is located on EM-COP²⁸ for authorised personnel. However, as it affects local arrangements the following is noted.

In circumstances where relief and recovery coordination has not formally escalated to the region but there is still a requirement for oversight and communication the single point of truth for relief and recovery is through the Council supported by the DHHS Regional Recovery Manager, DHHS Senior Liaison Officer and EMV Director Relief and Recovery.

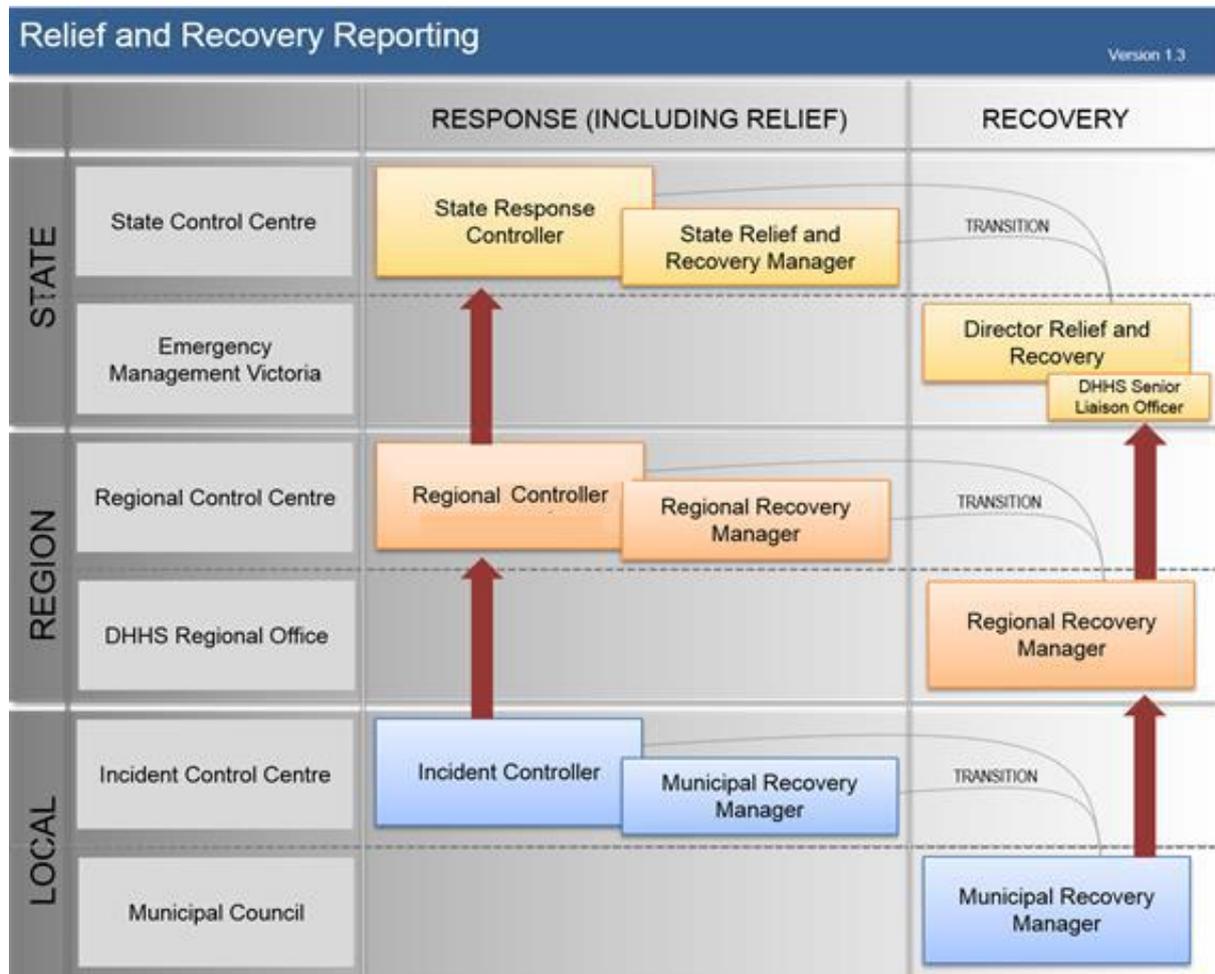
The DHHS Regional Recovery Manger will work with council and agencies to report to EMV on any issues relating to secondary impact assessment, local and regional recovery planning, council capacity and capability, financial support or service requirements, and

²⁷ State Control – Advisory Bulletin 06 – 18/01/2017 Regional Relief and Recovery Coordination

²⁸ Emergency Management Common Operating Picture EM-COP is a web-based information gathering, planning and collaboration tool that runs on any device with a modern browser such as desktop computers, laptops, tablets and smartphones. EM-COP is not available to the public.

recovery initiatives/activities. Frequency and content of reporting will be determined based on the size and complexity of the event.

All agencies with relief and recovery responsibilities will be required to support Regional Recovery Managers in their recovery coordination function by providing regional specific information, data (including impact assessment data) and intelligence to the Regional Recovery Manager. The three levels of relief and recovery reporting are depicted below:



5.8.1 Relief and Recovery Activation, Escalation, and Deactivation

The Incident controller (IC) determines the need to activate relief services, with advice from the Emergency Management Team (EMT). The IC will request the Municipal Emergency Response Coordinator (MERC, VicPol) to formally request the required (or potential) relief services through Councils rostered Municipal Emergency Resource Officer or Deputy (MERO/DMERO).

The rostered MERO/DMERO is responsible for notifying the rostered MRM/DMRM of the required (or potential) relief. Together, they consider the relief needs of the local community in consultation with the MERC and response agencies.

The full activation process, including processes for Standby, Cold (Activation) Start and Hot (Activation) Start, and notification to other relief and recovery support agencies is contained in the Gippsland Emergency Relief Centre Standing Operating Procedure.

Agencies with relief and recovery roles and responsibilities need to have policies, procedures and processes in place that articulates how relief and recovery services are activated at municipal and regional levels.

Council will also, as soon as possible, deploy one of its Emergency Management Liaison Officers (EMLO) to the response agency's Incident Control Centre (ICC) to be part of the EMT which supports the EMT Chair (IC or Incident Coordinator). Members of the EMT provide accurate information about the affected communities to enable better planning and integrated consequence management, communications, and relief and recovery activities with response activities.

The MERO, MRM and EMLO may also be requested to assist with consequence management in relation to an emergency.

Councils also leads the provision of local public information to affected individuals and communities regarding relief and recovery activities. Where an event extends to more than one municipality the Department of Health and Human Services (DHHS) will coordinate regional Relief and Recovery Communications.

Most emergencies are small, and relief can be managed locally by Council and its partner agencies and NGOs. This includes an established escalation process to request assistance from the other Gippsland municipalities.

However, where an emergency is likely to exceed the capacity of Council to coordinate relief or recovery, Council may request the Regional Recovery Coordinator to undertake coordination at the regional level. Where this occurs, the DHHS (supported by Red Cross for relief) assumes responsibility for coordination.

Where capacity has been completely exhausted within both the recovery coordination agency and across other agencies at the regional level, a request for recovery coordination assistance from the State will be made.

The deactivation of relief services will be based on reduced levels of demand and need for such services.

Relief can be deemed the first stage of recovery and must be seamlessly integrated with any early recovery activities. Recovery activities should start at the first opportunity and continue beyond when relief ceases. Where an emergency continues to threaten a community the control agency still maintains overall control. However, this should not affect the delivery of relief and recovery services. Response, relief, and recovery are not a simple linear process; especially in long term emergencies like a campaign fire. At some point, there is however a formal transition from response to recovery.

5.8.2 Transition from response to recovery, and post-recovery

The Incident Controller (IC), Municipal Emergency Response Coordinator (MERC) and Councils Municipal Recovery Manager (MRM) should start planning for the transition to recovery as soon as possible following the initial impact of an emergency.

A written transition agreement will be developed between the IC, the MERC and the MRM and/or regional level Recovery Coordinator.

Transitioning to post-recovery is an important consideration when planning and implementing recovery programs. Recovery coordinators should consult with communities and agencies on the timing of transition of recovery programs to mainstream services and activities that shift the focus from recovery to community development and preparedness.

Relief and recovery activation, escalation and deactivation procedures and processes are further detailed in the Municipal Relief and Recovery Plan.

5.9 Relief and Recovery Capacity

Agencies with agreed relief and recovery roles and responsibilities (refer to EMMV Part 7- Emergency Management Agency Roles) need to develop and maintain their own internal operational plans that detail their capacity and strategies for undertaking these roles and responsibilities at the local and regional levels. They should develop these in consultation with partner agencies and regularly test them. Where possible communities should also be consulted.

There will always be a time lag between a request for assistance and the delivery of assistance, so developing triggers to recognise capability shortfalls before they become a service delivery issue can be very useful. Triggers serve as a red flag warning that additional resources need to be requested. Triggers can be based on a range of factors such as the percentage of volunteers activated, or the percentage of goods dispersed, depending on the appropriate measure of capacity for each relief service.

Understanding local and regional relief and recovery capability is a shared responsibility and a long-term challenge. Much of this understanding has been gained in Gippsland due to strong relationships established in confronting numerous natural disasters over the last 15 years. Ongoing planning is also preparing us for the future.

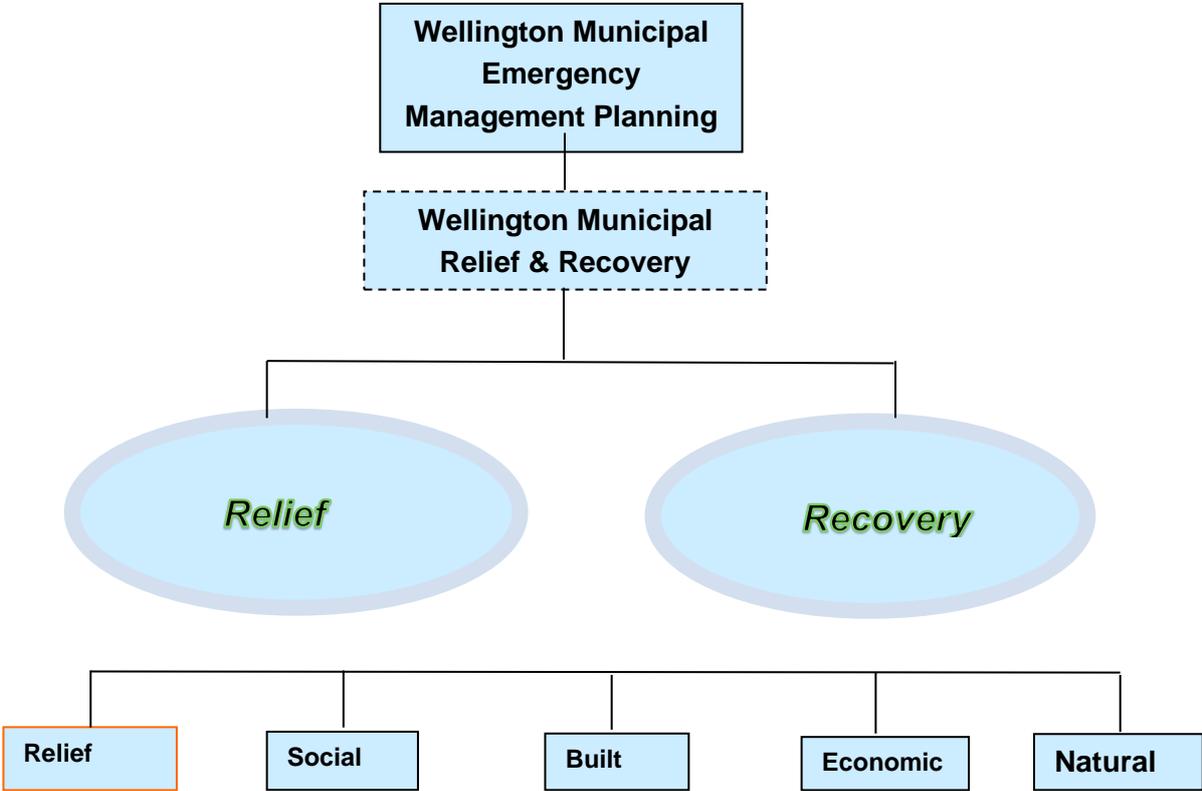
5.10 Relief and Recovery Planning

Planning is an essential function of relief and recovery coordination and is conducted year-round through the following multi-agency local and regional committees:

- Wellington Municipal Emergency Management Planning Committee
 - Wellington Relief and Recovery Working Group
- Gippsland Regional Emergency Management Planning Committee
 - Gippsland Relief and Recovery Working Group
- Gippsland Municipal Emergency Management Enhancement Group

5.10.1 Relief and Recovery Emergency Management Structure

The municipal emergency management structure during and after an emergency is set out below but is further detailed in the Municipal Relief and Recovery Plan. The management structure is flexible and varies depending on the type, duration, and complexity of an emergency.



5.10.2 Wellington Relief and Recovery Working Group

The Municipal Relief and Recovery Working Group (MRRWG) provides a forum for agencies involved in relief and recovery to ensure there is a broad understanding of agency roles and responsibilities, and that there is a coordinated approach to recovery processes within the community. The Terms of Reference of the MRRWG are set out in the Municipal Relief and Recovery Plan. The following agencies/organisations in the Table below are members of the WRRWG.

Table 12. Wellington Relief & Recovery Working Group Membership

Council	Other Agency's/NGOs
Municipal Recovery Manager (MRRWG Chair)	Anglicare
Deputy Municipal Recovery Manager	AusNet Services
Municipal Emergency Resource Officer (MERO)	Australian Red Cross
Coordinator Emergency Management	Central Gippsland Health
Coordinator Social Planning & Policy	Department of Education & Training
Vulnerable People Project Officer	Department of Environment, Land, Water & Planning
Recovery Officer	Department of Health & Human Services
Coordinator Road Planning	DHS Commonwealth (Centrelink)
Coordinator Parks Services	Gippsland Water
Coordinator Environmental Health	Uniting Care Gippsland
Coordinator Local Laws	Latrobe Community Health Service
Municipal Building Surveyor	Lifeline
Coordinator Communication and Media	Lions Clubs
Senior Economic Development Officer	Regional Development Victoria
Visits, Economy and Events Coordinator	Rural Finance
<i>Not all the listed Council staff, agencies or organisations representatives will be required as part of the WRWG during and after an emergency, as this will depend on the type, size, and impact of the emergency and recovery needs.</i>	Rotary
	Sale Baptist Church
	The Salvation Army
	VICSES
	St John's Ambulance Society
	St Vincent de Paul Society
	VicPol
	Regional Roads Victoria
	Victorian Council of Churches - EM
	Yarram & District Health Service

5.10.3 Community Recovery Committees

Community Recovery Committees (CRC) are the primary method for supporting community Recovery after an emergency. The establishment and membership of a CRC depend on the needs of the affected community/s but membership should include:

- Council Municipal Recovery Manager;
- Council community development staff;
- Council Recovery Officer (where one is engaged)
- community groups;
- government agencies; and
- non-government organisation (NGOs).

Agencies and NGOs will be sourced from the Municipal Recovery Working Group (MRRWG) and will report to the MEMPC through the MRM.

A generic Terms of Reference for a CRC is set out in the Municipal Relief and Recovery Plan and can be tailored to each emergency.



5.11 Stages and Timeframe of relief and recovery

The table below provides a guide to the various stages of relief and recovery with approximate timeframes and main tasks. This is a guide only because considerable variation can occur depending on the type, duration, and complexity of an emergency.

Table 13. Stage and timeframe of relief and recovery

Stage	Time frame	Main Task
Emergency Response	Lasts until contained: Hours, days, weeks	<ol style="list-style-type: none"> 1. Provision of emergency relief 2. Preparation for recovery 3. Initial impact assessment (response agencies)
Transition: response to recovery	Hours, days	<ol style="list-style-type: none"> 1. Formal written handover of event 2. Transfer of responsibility for coordination.
Early Recovery	Hours, days	<ol style="list-style-type: none"> 1. Meet urgent needs 2. Secondary impact assessment 3. Commence recovery strategies
Short term recovery	Days - weeks	<ol style="list-style-type: none"> 1. Provide basic support 2. Begin to develop strategies and establish coordination structures. 3. Assess impacts & identify actions
Medium term recovery	Weeks - months	<ol style="list-style-type: none"> 1. Service delivery 2. Community development 3. Repair & rehabilitation
Long term recovery	Months - years	<ol style="list-style-type: none"> 1. Community Development 2. Emergency management coordination structures move to community based structures.

5.12 Relief Assistance

Relief is the provision of assistance to meet the essential needs of individuals/families (including advice and support with companion animals), and communities during and in the immediate aftermath of an emergency. Council is assisted in this task by other organisations and with the support of the Department of Health & Human Services (DHHS) as the agency responsible for regional relief coordination.

5.12.1 Relief Arrangements

The primary needs of communities affected by an emergency are safety, shelter, clothing, food and water, medical attention, and personal support. These basic needs must be provided with urgency and given a high priority.

The responsibilities for the provision of relief assistance at municipal level are summaries in the Table below.

Table 14. Municipal relief services

Relief service	Local Lead Agency	Regional Escalation
Animal Welfare	Wellington Shire Council	Department of Jobs, Precincts and Regions (DJPR)

Relief service	Local Lead Agency	Regional Escalation
Emergency shelter	Wellington Shire Council	Department of Health & Human Services (DHHS)
Emergency Relief Centre/s	Wellington Shire Council	Other Gippsland councils
Food and water	Australian Red Cross	Australian Red Cross
Reconnecting families and friends	Australian Red Cross (on behalf of Victoria Police)	Victoria Police
Disbursement of non-food items (material aids)	The Salvation Army	The Salvation Army
Emergency financial assistance	DHHS and Gippsland Emergency Relief Fund (GERF)	DHHS and Gippsland Emergency Relief Fund (GERF)
Drinking water for households	Wellington Shire Council	Department of Environment, Land, Water, and Planning (DELWP)
Food supply (private sector) continuity	DJPR	DJPR
First aid	Ambulance Victoria supported by St John's Ambulance	Ambulance Victoria
Community information	Control Agency and Wellington Shire Council	Control Agency, DHHS, Wellington Shire Council
Personal Support	Victorian Council of Churches – Emergencies Ministry (VCC-EM), Australian Red Cross	VCC-EM Australian Red Cross
Psychosocial support	VCC - EM	DHHS
Translating & Interpreting	TIS 24/7 Phone No.13 1450	TIS 24/7 Phone No.13 1450
Children and children's activities	Wellington Shire Council	Save the Children Australia

5.12.2 Emergency Relief Centres

Emergency Relief Centres are coordinated and staffed by Council staff together with other support agencies. The Gippsland Emergency Relief Centre (ERC) Standard Operating Procedures²⁹ sets out a standard approach to setting up and operating relief centres across Gippsland including roles and responsibilities.



5.12.3 Family violence in communities recovering from emergencies

Research has shown an increased risk of family violence after emergencies. Specific vulnerabilities exist for women, men and people with diverse gender identities, and that additional vulnerabilities such as age, culture, and disability, can further impact the experience of family violence and access to support services.

Agency staff at Emergency Relief Centres can advise how to access local and regional family violence information, support services and resources during and after emergencies³⁰.

5.12.4 Relief Re-supply through Incident Control Centres (ICC)

Where Council is required to coordinate the provision of relief services to locations other than a dedicated relief centre, such as:

- the site of an emergency;
- places of community gathering or isolated communities;
- transit sites; or
- other safe locations, as appropriate.

the MRM will coordinate re-supply through the Incident Control Centre.

Incident Controllers determine the need to activate and deactivate relief services, with advice from the Emergency Management Team.

²⁹ All six Gippsland Councils are signatories to this generic SOP

³⁰ <https://services.dhhs.vic.gov.au/family-violence>

Further detail relating to *Relief* are set out in the Wellington Relief and Recovery Plan.

5.13 Recovery Assistance

Recovery is the assisting of individuals/families (including advice and support with companion animals), businesses (including livestock and other agri-business) and communities affected by emergencies to achieve an effective level of functioning. A range of agencies have responsibilities for the provision of recovery assistance.

5.13.1 Recovery Arrangements

Recovery assists individuals and communities affected by emergencies to achieve an effective level of functioning.

Council is responsible for coordinating recovery at the local level together with assistance from other support agencies and organisations. The responsibilities for recovery at municipal level are summaries in the Table below.

Table 15. Municipal Recovery Coordination Responsibilities

Recovery Environment	Lead Coordination Responsibility	Support agencies
Social environment	Wellington Shire Council to coordinate: <ol style="list-style-type: none"> Personal support Financial assistance Material assistance Community development Public health 	<ol style="list-style-type: none"> Anglicare, Red cross, VCC-EM DHS Commonwealth, Centrelink The Salvation Army DHHS (Govt. funding) DHHS
Economic environment (includes Agriculture)	<ul style="list-style-type: none"> Wellington Shire Council – economic development and tourism Victorian Farmers Federation - fodder Department of Jobs, Precincts and Regions 	Destination Gippsland Wellington Regional Tourism Industry networks/groups Lions Clubs
Built environment	<ul style="list-style-type: none"> Wellington Shire Council – Council assets, clean-up, and reconstruction VicRoads and utilities for own assets 	
Natural environmental	<ul style="list-style-type: none"> Wellington Shire Council – Council parks and reserves Department of Environment, Land, Water and Planning and Parks Victoria Department of Jobs, Precincts and Regions 	Landcare groups

Recovery coordination and assistance, particularly in large scale events, are complex matters hence more detail relating to *Recovery* are set out in the Wellington Relief and Recovery Plan.

5.14 Municipal Recovery Line

Wellington Shire Council operates a municipal (Wellington) Recovery Line - 1300 137 218. The Recovery Line is set up as early as possible during an emergency. Initially it may be as

part of the Municipal Coordination Centre (MCC). Once the MCC is stood down the Recovery Line will be transferred to the Emergency Management team area within Councils Sale office if Council can effectively manage the recovery needs of individuals/community. Where the recovery needs of communities require greater coordination and the participation of other recovery agencies and partners it is usual that a separate Recovery Centre is set up, and where possible, close to the affected community/s.

5.15 Recovery Centres

Recovery Centres are coordinated and staffed by Council staff together with other support agencies and organisations.

A Recovery Centre is the primary point of contact for individuals, families, and businesses. The Recovery Centre may need to operate for many months and their location and telephone number will be made known to all those that may have been affected.

In some situations, a Recovery Centre may not be established; the onus is upon Council to ensure that individuals, families, and communities requiring assistance can access local services in a timely manner.

5.16 Vulnerable Community Members

Relief and recovery activities will be developed to meet the differing needs of all people – recognising that women, men, children, young people³¹, older people, the homeless and people with disabilities may have different needs

Care will be taken to identify those in the community impacted by emergencies that require additional assistance. Many of these vulnerable community members can be identified through the Vulnerable Peoples Register and the Vulnerable Facilities Register, copies are held on Crisisworks. For further information on Vulnerable People refer Appendix C. Each government department with responsibility for identified vulnerable population groups has a responsibility to ensure services have been communicated and evacuation plans in place for residents during emergencies.

5.17 Communicating with the Community

During an emergency, the control agency (incident controller) is responsible for coordinating community information and engagement, which will include information to the community regarding the activation of emergency relief centres and general support services available to the community. Such information is integrated within emergency warnings.

The control agency, affected municipal councils and regional recovery coordinators must work together to develop strategies to ensure that affected communities are well informed about the support and services available from all levels of government and partner agencies.

³¹ Refer to Emergency management planning for children and young people- planning guide for local government.

Affected communities need consistent, repeated and coordinated information that spans immediate needs in line with the functions delivered by relief and recovery agencies.

Council leads the provision of local public information for the recovery phase for affected individuals and communities. Refer to the Wellington Municipal Shire Relief and Recovery Plan for more detail.

The Department of Health and Human Services (DHHS) can assist Council with initial (short-term) public information and communication – if requested or required.

Regional coordination of Relief and Recovery Communications is the responsibility of DHHS. Emergency Management Victoria is responsible for coordination of Relief and Recovery Communications and Public Information at the State level.

Information helps people make informed choices and to take responsibility for their own relief and recovery. The following methods for the public to gain information apply during the response and relief stages, and should continue into the recovery stage to help meet community expectations, as appropriate:

- Community information meetings;
- Agency and department public internet pages;
- VicEmergency Hotline 1800 226 226 (replaces old Victorian Bushfire Information Line);
- ABC radio and regional radio;
- Media outlets, electronic and paper;
- Community bulletins;
- If you are deaf or have a hearing impairment or speech impairment, you can use the National Relay Service: TTY 133 677 | Speak and Listen 1300 555 727.

5.18 Public Information Services

A range of telephone information and advice services may also be set up during and immediately following the emergency to provide information and referral to people affected by the emergency and to the general community. These services may include:

- The VicEmergency website managed by Emergency Management Victoria provides information on Relief and Recovery for all significant emergencies. The VicEmergency Hotline 1800 226 226 is the one number for the Victorian Bushfire Information Line, the Victorian Emergency Relief Information Line and the VICSES Flood and Storm Information Line
- A municipal Recovery Line - 1300 137 218 - will be established as soon as possible by Wellington Shire Council to provide information about recovery services to those affected. Council's web page will also contain information about recovery services available and how to access them.
- The Lifeline Gippsland – 13 11 14 - is a 365-day 24/7 service to provide personal support to people affected by emergencies in Gippsland.

5.18.1 Local level media arrangements

The MRM will liaise with Council's Coordinator Communications and Media concerning all communications external to Council.

5.18.2 Regional level media arrangements

To assist in the implementation of communications and community engagement in the regional level, a Regional Recovery Communications Officer (DHHS) can be appointed to work directly with Council and other agencies. Should an Officer be appointed, they will be responsible for coordinating whole-of-Victorian Government recovery communication and engagement in the region, including:

- identifying public and stakeholder communication needs
- developing targeted communications to meet these needs
- liaising directly with municipalities and stakeholders working in recovery.

It is the responsibility of other government departments and service delivery agencies to keep the DHHS informed of relevant relief and recovery-related communications.

5.19 Donations and Spontaneous Volunteers

5.19.1 Donations

The National guidelines for managing donated goods states monetary donations are preferred over donated goods. Money is the most useful donation because it provides flexibility and choice to meet immediate needs. It also circulates in the affected community, stimulating faster recovery for the local economy.

In Gippsland, it is preferred that people give monetary donate to the Gippsland Emergency Relief Fund (GERF).

5.19.2 Spontaneous Volunteers

Spontaneous volunteers are not permitted to work or enter an Emergency Relief Centre or Recovery Centre and will be strongly discouraged from going directly to any affected community.

Eligible organisations involved in emergency management can:

- Register as a HelpOUT client organisation Link: helpout@volunteeringvictoria.org.au or T: 8327 8560
- Receive tailored information and support to help prepare for emergency volunteering
- Submit requests for volunteers to assist with specific tasks before, during or after an emergency

Individuals who wish to volunteer in an emergency can also register directly with Volunteering Victorian Emergency volunteering - Volunteering Victoria. People who wish to train as a Manager of Spontaneous Emergency Volunteers should refer the Volunteering Victoria webpage Managers of Spontaneous Emergency Volunteers - Volunteering Victoria

State laws require emergency assistance volunteers to be registered to protect the safety and security of the people and property affected by an emergency event, as well as ensure that those providing assistance are qualified to do so and covered by the participating agencies liability plan.

NB: The MEMPC has developed a separate more comprehensive plan called the Wellington Shire – Municipal Relief and Recovery Plan, which is a sub plan to this MEMP. The following is a summary of the more important elements of the Municipal Relief and Recovery Plan.



Other References:

Australian Centre for Posttraumatic Mental Health: www.acpmh.unimelb.edu.au

Australian Government Disaster Assist website at: www.disasterassist.gov.au

Australian Taxation Office: Guide to dealing with disasters: www.ato.gov.au

Community recovery handbook- [Handbook 2 Community Recovery](#) or <https://knowledge.aidr.org.au/handbook-2-community-recovery/>

Communicating in recovery guide- www.redcross.org.au/communicating-in-recovery.aspx

Department of Human Services website at: www.dhs.vic.gov.au/emergency

Donating food to emergency service es refer to Department of Health website at: www.health.vic.gov.au

Emergency management planning for children and young people: planning guide for local government is available at: [Emergency management planning for children and young people - Department of Human Services, Victoria, Australia](#) or <http://www.dhs.vic.gov.au/about-the-department/plans.-programs-and-projects/plans-and-strategies/emergency-management/emergency-management-planning-for-children-and-young-people>

Emergency relief handbook 2013: A planning guide, [Emergency Relief Handbook - Department of Human Services, Victoria, Australia](#) <http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/emergency-relief-handbook>

People wishing to volunteer should register using the Victorian Government's volunteering portal at: www.volunteer.vic.gov.au

Privacy, Office of Victorian Privacy Commissioner: www.privacy.vic.gov.au.

Psychosocial support: A framework for emergencies: www.dhs.vic.gov.au/Psychosocial-support-a-framework-for-emergencies.pdf

Public health fact sheets - the Department of Health has developed fact sheets in English and other community languages on a range of health issues:

- www.betterhealth.vic.gov.au
- www.health.vic.gov.au

Register.Find.Reunite. service at www.redcross.org.au

State Health Emergency Response Plan: www.health.vic.gov.au/sherp/

Sphere handbook: humanitarian charter and minimum standards in humanitarian response
www.sphereproject.org.

Spontaneous Volunteer Management Resource Kit, on the Red Cross website at:
www.redcross.org.au

Victorian Relief and Recovery website: www.recovery.vic.gov.au

Victorian Emergency Animal Welfare Plan,
<http://agriculture.vic.gov.au/agriculture/emergencies/response/victorian-emergency-animalwelfare-plan>

PART 6 APPENDICES

- A. List of Municipal Resources
- B. Municipal Profile
- C. Vulnerable People
- D1 Municipal Emergency Management Committee, Terms of Reference, and Membership
- D2 Municipal Emergency Management Committee, Standard Agenda
- D3 Municipal Emergency Management Committee, agency Report template
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- E. Community Emergency Risk Assessment Tools (CERA)
- F. Risk Register and Treatment Plans
- G. Role Statements Regional and Municipal Levels
- H. Emergency Contact Directory – **Not for public distribution**
- I. Special Plans
- J. Council Emergency Personnel Contact Details – **Not for public distribution**
- K. Acronyms and Abbreviations
- L. Maps
- M. Amendment History
- N. Distribution List – **Not for public distribution**

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APPENDIX A – Municipal Resources, use and local arrangements

Plant Description
Backhoe various
Boom Slasher
Boom Slasher arm
Float
Float loader Medium
FLOCONs
Forklifts
Fuel Tankers 500L
Graders various
Loader
Low Loader
Medium Excavator
Medium Truck various
Medium Truck, Water Tanker
Pump & trailer
Slasher various
Sweeper
Tipper Heavy Rigid
Tipper Medium Rigid various
FFMV/Tipper Truck
Tipper Truck Heavy
Tipper Truck, Medium
Tipper various
Tractor Broom
Tractor Small
Tractor various
Trailer mounted platform
Trailer various
Utility sign truck
Variable Messaging Sign (VMS)
Water Tank Sprayer
Wood chipper

Council owned plant and equipment and operator capability are geared towards certain activities – maintenance, construction.

Council has work systems in place to manage risk (i.e. safe work method statements) for plant and employees and are not suitable for some high-risk work sites such as “fire ground” and flood affected areas and areas subject to land slip.

The resources listed may be provided upon request. Consideration will be given to suitability of plant, equipment, operator capability and OHS systems in place. Some plant may not be suitable for loan without a Council operator.

Municipal resources listed are subject to:

- Availability
- Fit for purpose
- Logistical costs i.e. Transport costs
- Activity for which it’s being requested

During the fire danger period CFA would first contact DELWP for their additional resource need as FFMV/DELWP contractors having been trained for fire ground situations, have been issued with Personal Protective Equipment and their plant and machinery has also been prepared for use on a fire ground.

CFA can access the list of FFMV/DELWP preferred contractors via FireWeb.

Outside the fire danger period CFA and SES may request Council’s resources via the Municipal Emergency Response Coordinator, VicPol with Council’s Municipal Emergency Resource Officer determining each request on a case by case bases.

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APPENDIX B – Municipal Profile

1.0 Introduction

The municipality contains some of Victoria's greatest natural beauty. The population within the municipality is concentrated around six major centres where viability is based mainly on agricultural, farming and the timber industry; together with offshore oil and gas extraction and a major Air Force base and hospital. Most of the support industries for these are based in and around Sale.

Areas of current and potential development include oil and gas extraction, primary industries, services industries, and tourism. Special factors for consideration include heavily timbered areas including state forests, National Parks, and privately-owned plantations.

Location: 200 kilometres east of Melbourne; Area: 10,924 square kilometres; Population Density (2011) of 4.2 persons per square kilometres; Major Centres: Sale, Maffra, Heyfield, Stratford, Yarram, and Rosedale.

2.0 Topography

Wellington Shire is the third largest Shire in Victoria. The municipality takes in the coastal and plains area east of Wilson's Promontory - including townships of Yarram, Rosedale, and Sale - and extends inland to include the rugged high country of the Great Dividing Range north of Maffra and Stratford. It is bounded to the west by the Latrobe Valley. To the east, Bairnsdale and Lakes Entrance mark the gateway to East Gippsland. Wellington Shire also includes one of the longest beaches in the World the Ninety Mile Beach and includes part of the Gippsland Lakes system and numerous other National Parks.

The Wellington Shire is a key agricultural producer, with fertile soils, abundant water for irrigation and established transport links to markets.

There are few north-south road links through Wellington Shire with the Princes Highway the main eastern transport link through the Shire to NSW and the South Gippsland Highway providing a southern link from Sale.

Rail services the area east to west through the municipality with passenger services from Melbourne in the west to Bairnsdale in the east. Airports are located at West Sale for passenger and freight, with an RAAF Air Force Base located at East Sale. The RAAF Base is a restricted military area. There is also a smaller airfield near Yarram.

3.0 Municipal Locations Map



Figure 2. Shire Boundary and Major Locations – Wellington

The following maps are available on Mapshare. Use the links below to the interactive site which is hosted by DEWLP and is available to the public. www.mapshare.vic.gov.au

Table 16. Wellington Shire Township Maps

Town Name	Mapshare
Alberton	Alberton Map
Boisdale	Boisdale Map
Briagolong	Briagolong Map
Coongulla	Coongulla Map
Cowwarr	Cowwarr Map
Dargo	Dargo Map
Glenmaggie	Glenmaggie Map
Golden/Paradise Beach	Golden Beach Map
Gormandale	Gormandale Map
Heyfield	Heyfield Map
Hollands Landing	Hollands Landing Map
The Honeysuckles	The Honeysuckles Map
Licola	Licola Map
Loch Sport	Loch Sport Map
Longford	Longford Map
Maffra	Maffra Map
Manns Beach	Manns Beach Map
McLoughlins Beach	McLoughlins Beach Map
Munro	Munro Map
Newry	Newry Map
Paradise/Golden Beach	Paradise Beach Map
Port Albert	Port Albert Map
Robertsons Beach	Robertsons Beach Map
Rosedale	Rosedale Map
Sale	Sale Map
Seacombe	Seacombe Map
Seaspray	Seaspray Map
Seaton	Seaton Map
Stratford	Stratford Map
Tarraville	Tarraville Map
Tinamba	Tinamba Map
Woodside Beach	Woodside Beach Map
Woodside	Woodside Map
Wurruk	Wurruk Map
Yarram	Yarram Map

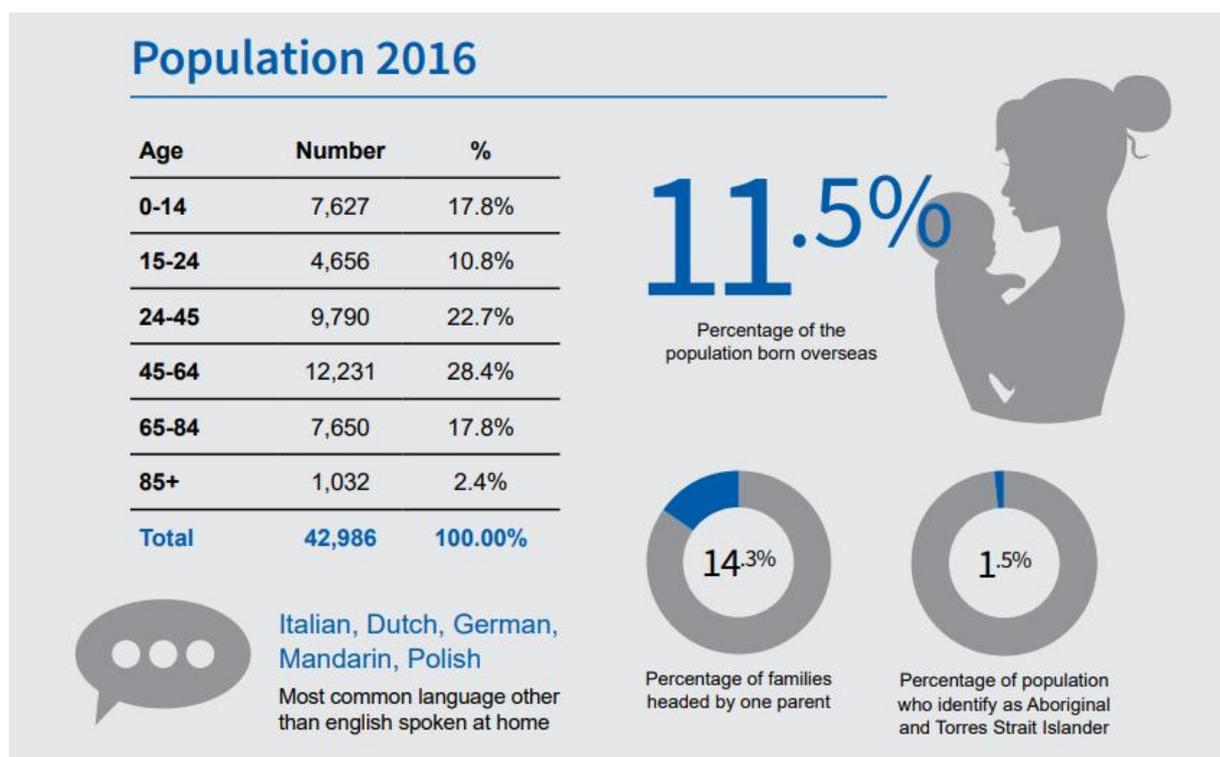
4.0 Knowledge of local area

Knowledge of the local area is used to assist with impact assessments. Council uses and supports response agencies, who conduct the initial impact assessment, with the following tools:

- **Rate payer database**, which is used to identify property ownership and built assets.
- **Crisisworks**, a web-based emergency management system for incident management and registration of people and property affected by emergencies to manage post impact and relief and recovery impacts to the built, natural, economic, and social environment.
- **Geocortex**, Council's Geographical Information System (GIS) an imagery map which shows the most recent aerial photography acquired and allows access to historical aerial photography, and aerial photography acquired immediately following significant emergency events. Geocortex allows production of PDF maps, which can then be printed to hard-copy. End-users, with appropriate authority, can view ratepayer data. The Emergency map also contains layers depicting location of fire plugs, earthquake risk areas, historical landslides, fire risk ratings, historical bushfire extents (including the 2014, 2013 and 2009 bushfires) and FFMV/DELWP prescribed burn locations.

5.0 Demography

In the 2016 Census, the estimated residential population for Wellington was 42986 people



32

³² Source: Statistical data for Victorian Communities 2016

Need for Assistance

32.7% People receiving disability services (per 1,000 population)

15.9% People with core need for assistance

373 Number of residential aged care places

Transport



2.9%*

Of households do not own a vehicle

Housing



18,124
Number of households

32%
People over 75 years who live alone

20,103
Number of dwellings

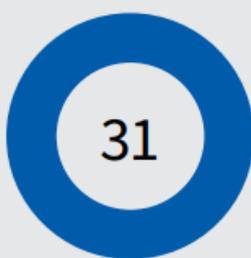
20.2%
Households not connected to the internet

Median weekly rent for 3-bedroom home	\$270.00
Median household income	\$905
Percentage of people in renting households who are living in rent-related financial stress	59%
Percentage of sole renters aged 65+ who are living in rent-related financial stress	86%
Percentage of persons with an individual income less than \$400 per week	30.3%
Homeless people (including extreme overcrowding)	0.16%

33

³³ Source: Statistical data for Victorian Communities 2016

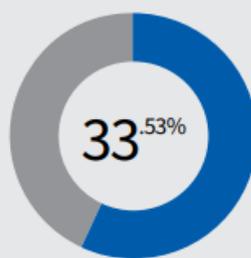
Education



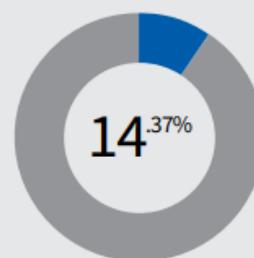
Number of Primary Schools



Number of Secondary Schools



Percentage of persons who completed Year 12 or equivalent



Percentage of persons who have a Bachelor degree or higher

Labour Force



24.24%

Percentage of employed persons aged 15 years and over working full time

14.58%

Percentage of employed persons aged 15 years and over working part time

2.7%

Percentage of employed persons aged 15 years and over unemployed, looking for work

31.35%

Percentage of persons not in the labour force

Top 5 industries of employment

% of population employed by industry

1	Health care and social assistance	13.7%
2	Agriculture, forestry and fishing	13.5%
3	Retail trade	10.2%
4	Construction	9.8%
5	Education and Training	8.5%

Top 5 Job Roles

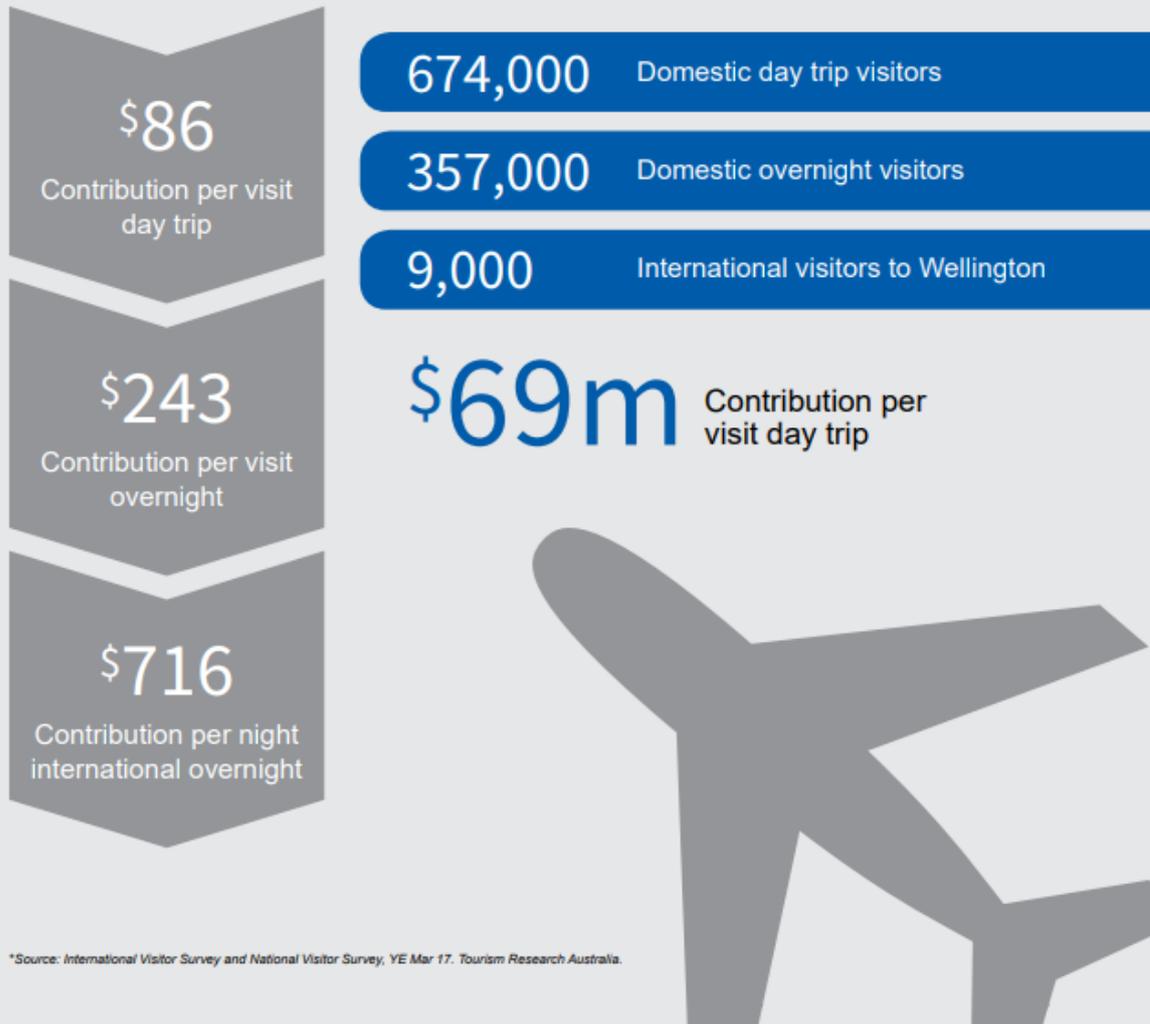
% of population employed by occupation

1	Managers	16.9%
2	Technicians and Trades Workers	16.5%
3	Professionals	15.9%
4	Labourers	12.9%
5	Community and Personal Services	11.6%

Tourism

1,200,000

Annual visitors to Wellington



*Source: International Visitor Survey and National Visitor Survey, YE Mar 17. Tourism Research Australia.

6.0 Wellington Shire's Wealth³⁵

Major private businesses in Wellington Shire include:

- Exxon Mobil corporation – Longford, Link: [about Exxon Mobil](#)
- Devondale Murray Goulburn, Link: [Devondale Murray Goulburn](#)
- [GEO Group – Fulham Prison](#)

Wellington Shire has a diverse economy, with gross revenue generated by businesses amounting to over \$5 billion dollars annually.

While mining, (primarily offshore oil and gas) are lucrative industries in Wellington, these are not large employers within Wellington Shire.

Of the 14,192 Jobs (ABS 2011 Census) in Wellington Shire, 1,917, (13.5%) are in Agriculture, Forestry, and Fishing. This includes a strong dairy sector and increasing growth of vegetable farming, supported by the Macalister Irrigation District supplying reliable water for agriculture.

The growing Health Care and Social Assistance sector includes hospitals at Sale, Maffra and Yarram and several aged care facilities. There are also significant numbers of medical and dental practices.

³⁵ [Wellington Shire Council Economic Profile](#)

7.0 Infrastructure managed by Wellington Shire Council

Council manages a range of infrastructure³⁶ with a value of nearly \$880 million:

- **3,078** km sealed and unsealed roads
- **162** concrete bridges
- **10** timber bridges
- **283** km footpaths
- **56** toilet blocks
- **598** ha of sports fields, parks, and streetscapes
- **74** Playgrounds
- **25** Recreation reserves
- **8** Indoor leisure venues
- **45,000** street and park trees
- **2** Aerodromes
- **6** Libraries
- **6** Swimming Pools
- The Wedge



³⁶ [Wellington Shire Council Built Environment](#)

8.0 Major Roads

The Princes Highway, managed by VicRoads is at the centre of a complex freight system due to the amount of value-adding undertaken within the Gippsland region. Freight flows on the Melbourne–Sale Corridor are multi-directional, with large volumes of freight moved within the region. More than two-thirds of finished products move in a westerly direction, reflecting the importance of the link to Melbourne for freight flows to consumption points within Melbourne, north and west Victoria, and Australia as a whole. The Princes Highway also operates as the major freight transport route to the Sydney and Sapphire Coast markets of New South Wales.

The Princes Highway East Duplication - Traralgon to Sale will improve safety and journey times on this route of national significance. When completed the \$260 million investment will provide over 30 kilometres of upgraded highway
South Gippsland Highway

The South Gippsland Highway and Hyland Highway are important links with significant freight movements traversing these routes including timber, particularly between Yarram and the Hyland Highway to the mill in Yarram and the Australian Paper mill at Maryvale. Other significant route users are the fishing fleets at Port Welshpool and Port Albert, daily commuters and the business community who rely on these roads for their livelihood. These routes also provide access to Korumburra, Leongatha, Foster, Yarram, Sale and Victoria's major oil and gas platforms, which are serviced from Longford and the port facility located at Barry Beach.

9.0 Public Transport

Large distances and small communities make public transport challenging. A lack of transport can have a significant impact on an individual's mobility and thus, their quality of life. The inadequacy of the rail services east of Traralgon into the rest of Gippsland has been highlighted in the Gippsland Transport Strategy 2008-2020

10.0 Telecommunications

Internet access and mobile phones are essential for both lifestyle and business. Wellington Shire does not have the level of service that is provided to larger population centres.

The National Broadband Network³⁷ – **Update** - is currently being rolled out in parts of Wellington Shire. The required infrastructure will be housed in facilities in Longford, Longford North, Maffra, Montgomery, Newry, and Sale, connecting the towns of Airly, Stratford, Bundalaguah, Newry, The Heart, Cobains, Pearsondale, Tinamba, Tinamba West, Fulham, Riverslea, Longford, Longford North, Stradbroke, Maffra and surrounds, Sale and surrounds and Wurruk onto the fixed-wireless network.

³⁷ [NBN Co - National Broadband Network - Australia | NBN rollout map](#)

11.0 Climate

The climate of Wellington Shire is temperate and seasonal. Temperatures vary across the Shire from the high country and neighbouring snowfields to low lands and beaches.

For the City of Sale and surrounds the:

- Mean maximum temperature ranges from 2degrees Celsius in January to 13.8 degrees Celsius in July.
- Mean minimum temperature ranges from 12.9 degrees Celsius in January to 3.3 degrees Celsius in July.
- Mean rainfall ranges from 62.9 mm in November to 41.4 mm in July.

For other locations in Wellington go to the BOM and use their interactive site Link: [Climate statistics for Australian locations](#)

12.0 Significant Waterways

- Avon River;
- Latrobe River;
- Macalister River;
- Merriman's Creek; and
- Thomson River.

13.0 Significant Water Storage

- Cowwarr Weir;
- Glenmaggie Weir; and
- Thomson Reservoir (Located outside Wellington Shire but water from the dam flows directly through Wellington Shire).

14.0 Lakes

- Guthridge;
- King.
- Victoria; and
- Wellington

15.0 Ports

Port of Sale

16.0 Flood Warning Data Collection, Network Water Monitoring Gauges

Aberfeldy River at Beardmore – DELWP/MW/SRW

- Avon River at Bushy Park - SRW
- Avon River at Clydebank (Chinns Bridge) - SRW
- Avon River at Stratford – DELWP/SRW/BOM/WGCMA
- Avon River at The Channel – DELWP/SRW/BOM
- Freestone Creek at Briagolong – DELWP/BOM/WGCMA
- Glenmaggie Creek at The Gorge - SRW
- Hollands Landing at Hollands Landing Jetty - WSC
- Lake Glenmaggie Head Gauge - SRW
- Latrobe River at Kilmany South - WGCMA/SRW/DELWP
- Latrobe River at Rosedale - DELWP/SRW
- Loch Sport at Loch Sport Marina - WSC
- Macalister River at Downstream Lake Glenmaggie - SRW
- Macalister River at Downstream Stringybark Creek - SRW
- Macalister River at Glencairn – DELWP/SRW/BOM
- Macalister River at Licola – DELWP/SRW/BOM/WGCMA
- Merriman Creek at Callignee South - DELWP
- Merriman Creek at Prospect Road, Seaspray – WSC/GW/DEPT/WGCMA
- Merriman Creek at Seaspray Township - WSC
- Bruthen Creek at Carrajung Lower - DELWP
- Merriman Creek at Stradbroke West - WSC
- Rainbow Creek at Heyfield - SRW
- Thomson River at Bundalaguah – WGCMA/SRW/DELWP
- Thomson River at Coopers Creek – MW
- Thomson River at Heyfield - SRW
- Thomson River/Flooding Creek at Sale Wharf - BOM
- Thomson River at The Narrows – MW
- Thomson River at Wandocka - DELWP/SRW/WGCMA
- Thomson River upstream of Cowwarr Weir - DELWP/SRW/BOM/WGCMA
- Valencia Creek at Gillio Road – site discontinued

KEY

BOM	Bureau of Meteorology
DELWP	Department of Environment, Land, Water and Planning
GW	Gippsland Water
MW	Melbourne Water
SRW	Southern Rural Water
WGCMA	West Gippsland Catchment Management Authority
WSC	Wellington Shire Council

Other public resources and information:

[Arrangements for Flood Warning Services in Victoria \(February 2001\) - Data Collection Networks - Monitoring Roles & Responsibilities](#)

[Water Data Online: Water Information: Bureau of Meteorology](#)

[Arrangements for Flood Warning Services in Victoria \(February 2001\) - Flood Warning Categories & Warning Definitions](#)

[Seasonal Streamflow Forecasts: Water Information: Bureau of Meteorology](#)

17.0 18.0 Flood Mitigation Systems

- Seaspray Flood Mitigation System

18.0 History of Major Emergencies

18.1 Bushfire

The threat of bushfire exists annually throughout the Shire. Nearly 60.5 % of the Wellington Shire footprint is Public Land made up of National Parks, State Forests and Conservation Reserves compared with 39.5 % privately owned land.

Table 17. Wellington Shire History of Major Bushfires (over 500 Hectares) since 1982

Year	Start Date	Duration (days)	Incident Name	Areas Affected	Cause	Size (ha)
2019			Dargo-Licola complex		Lightning	
2019	4/1/2019	71	Rosedale Fire	Holey Plains SP and surrounds	Unknown	12,000
2014	9/2/14	7	Jack River	Jack River, Madalya, Staceys Bridge	Unknown	2,870
2013	22/2/13	7	East Caledonia	Remote country away from communities	Lightning	600
2013	15/2/13	10	Dargo – Matherson Tk	Dargo, Dargo Upper	Lightning	1,111
2013	17/1/13	42	Aberfeldy-Donnelly's Tk	Aberfeldy/Dawson/Seaton/Coongulla/Glenmaggie/Licola/Heyfield/Upper Maffra West.	Illegal burn off	85,193
2012	27/9/12	3	Spoon Bay Track	Loch Sport	Suspicious	700
2009	23/2/09	Pt of Black Saturday	Napier Road	Won Wron		1,365
2007	11/01/07	6	Seaton	Seaton, Cowwarr		650
2006	1/12/06	69	Great Divide South	Alpine National Park South	Lightning	677,638
2004	6/01/04	12	Bombing Range	RAAF Bombing Range	Burn Off	500
2003	5/09/03	5	Golden Beach	Golden Beach	Burn Off	2,000
2003	5/02/03	28	Emu Track	Stradbroke	Lightning	500
2003	8/01/03	4	Mullundung	State Forest, grazing land & private plantation		7,500
2000	3/01/00	18	Snake Island	6km SE Port Welshpool	Relight of Wildfire	830
1997	31/12/97	12	Caledonia	11km N Licola, Alpine National Park	Campfire	32,000
1997	20/02/97	1	St Margaret Island	700m E of Manns Beach	Lightning	1,400
1997	13/01/97	4	Golden Beach	Dutson Downs Treatment Facility		500
1992	11/03/92	2	Won Wron	8km NE of Yarram	Prescribed burn escape	1,000
1985	14/01/85	1	Heyfield	Heyfield		2,200
1983	10/03/83	2	Loch Sport	Loch Sport		2,000
1982	4/11/82	1	Seaton	Seaton		13,500

18.2 Flood

The last significant flood was in 2012. Heavy rain leading to major flood events can occur in Wellington Shire at any time of the year although significant flood events generally occur between April and December.

Table 18. Wellington Shire History of Floods since 1978

Year	Start Date	Urban Areas Affected	River System	Comments
2012	Jun	Maffra/Newry Sale/Stratford Tinamba	Macalister Thomson	Wide spread road closures affecting numerous communities
2011	Aug	Sale	Avon Macalister	One Death, Desailly Flats
2007	Nov		Macalister	d/s Glenmaggie 1:10 year flood
2007	Jun	Widespread throughout Shire	Avon Macalister Thomson	Avon d/s Glenmaggie 1:100 year flood Macalister at the Channel 1:40 year flood Thomson u/s Cowwarr 1:25 year flood Damage: Tamboritha Rd, Licola Rd. Bridge into town of Licola, Cheynes Bridge. Several school camps, caravan parks, fences, crops, shedding.
1998	Nov		Macalister	
1998	Jun		Avon	
1995	Oct	Tinamba	Macalister	
1993	Sep	Rosedale Sale Seaspray	Macalister, Thomson La Trobe, Blind Joes Creek, Merriman Creek	Seaspray financial impact \$1.4M Thomson River 1:20 year flood La Trobe River Rosedale 1:20 year flood Merriman Creek 1:70 year flood
1992	Dec		Macalister Thomson	
1990	Apr	Boisdale - Stratford Heyfield - Sale	Avon Macalister	Avon River 1:50 years Port of Sale flooded. Heyfield community most affected
1978	Jun	Maffra/Newry/Sale Seaspray/Stratford Tinamba, Rosedale Seaspray	Avon, Macalister, Thomson, La Trobe Merriman Creek	Cowwarr Weir flooded Thomson River 1:100 years La Trobe River (24 dwellings flooded Sale - 1:100 year flood; 20 dwellings flooded Rosedale - 1:30 year flood) Merriman Creek 1:50 (two floods in 3-weeks)

Other public resources and information:

[Wellington Shire Council — Victoria State Emergency Service](#)

[Your local flood information — Victoria State Emergency Service](#)

[Flood Victoria http://floodvictoria.vic.gov.au/centric/learn_about_flooding/flood_history.jsp.](http://floodvictoria.vic.gov.au/centric/learn_about_flooding/flood_history.jsp)

18.3 Other major emergencies

Table 19. Wellington Shire History of Other Major Emergencies

Year	Start Date	Duration (days)	Incident Name	Areas Affected	Cause
2020			COVID-19 Pandemic	National Wide	Global pandemic
2014	14/3/14	7	Marine Pollution	90 Mile Beach (Golden Beach)	Crude oil from unknown source
1998	25/9/98	3	ESSO Longford Gas Plant	State-wide loss of gas supply for 20 days. Two ESSO employees died.	Explosion, plant fault
1982	21/11/82	n/a	Earthquake ³⁸ Magnitude 5.4	Latitude -37.205 Longitude 146.956	Natural



Dargo River December 2016



³⁸ Only earthquakes of Magnitude 5.0 and over usually have the potential for loss (source VICSES)

19.0 Sites of Significance Assets at Risk (excluding Human Settlements)

Table 20. Significant Municipal Assets

Asset name	Asset Location
Australian Sustainable Hardwood Timber Mill	Heyfield
Briagolong Water Treatment Plant	Briagolong
Carrajung Communications Tower	Carrajung
Carter Holt Harvey Timber Mill	Yarram
Commercial Radio Communication Tower	Myrtlebank
Coongulla Waste Water Treatment Plant	Coongulla
Coongulla Water Treatment Plant	Coongulla
Cowwarr Weir	Cowwarr
Dargo Road	Dargo
Dutson Waste Water Treatment Plant	Dutson
Esso Longford Gas Plant	Longford
Firebrace Timber Mills	Heyfield
Fulham Prison	Fulham
Hardwood Plantations	Shire wide
Heyfield Water Treatment Plant	Heyfield
HVP Gelliondale Nursery	Gelliondale
Hyland Hwy	Traralgon to Yarram
Lake Glenmaggie	Lake Glenmaggie
Lake Glenmaggie Hydro Power Station, Weir Reserve	Lake Glenmaggie
Lake Glenmaggie Workshop & Office	Lake Glenmaggie
Licola Road	Licola
Livestock Industry	Shire wide
Longford ABC Communication Tower	Longford
Longford to Loch Sport Road	Longford to Loch Sport
Maffra Weir	Maffra
Maffra Water Treatment Plant	Maffra
Mt Gibraltar Communication Tower	Gibraltar Spur
Mt Moornapa Communication Tower	Mt Moornapa
Mt Useful Communication and Fire Tower	Mt Useful
Murray Goulburn Milk Factory	Maffra
Olarens Shaw Treated Timber	Alberton
Princes Hwy	Shire wide
RAAF Airbase	East Sale
RAAF Radar Station	Dead Man Hill
Radial Timber Plant	Yarram

Asset name	Asset Location
Rosedale Timber Mill	Rosedale
Sale Water Treatment Plant	Sale
Seaspray Road	Longford to Seaspray
Seaspray Water Treatment Plant	Seaspray
Softwood Plantations	Shire wide
South Gippsland Hwy	Shire wide
Wellington Water Catchment	Maffra and spreading North
West Sale Airfield	West Sale
MID Channels and infrastructure	MID areas
Bridges	Shire wide

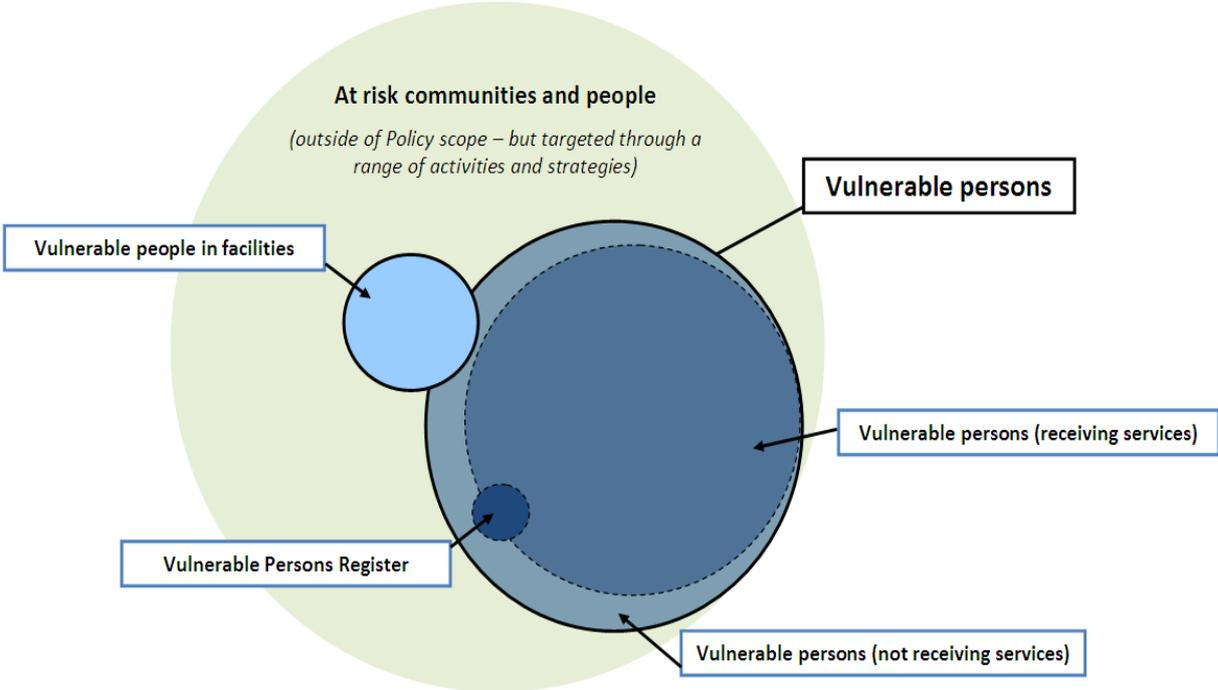


Mt Useful Communication and Fire Tower

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APPENDIX C – Vulnerable People

Vulnerable populations can include those members of the community who are isolated due to their geographic location, socio-economic situation, and/or their mental and physical state, and adds to the complexity of planning, responding, and recovering from emergencies.



Vulnerable people who meet the definition of a “vulnerable person” for the purposes of the Department of Health & Human Services (DHHS) policy are included on Councils Vulnerable Persons Register (VPR).

Under the Vulnerable People in Emergencies policy the following factors and indicators of vulnerability may be considered:

- frail, and/or physically or cognitively impaired; OR
- unable to comprehend warnings and directions and/or respond in an emergency

Additionally

- A vulnerable person may also be identified for inclusion on a Vulnerable Persons Register if they additionally cannot identify personal or community support networks to be helped in an emergency.

Inclusion on the VPR is voluntary and not all vulnerable people who meet the criteria are listed.

The Vulnerable Persons Register (VPR) is administered by Council as per the Department of Health and Human Services policy. Under this policy, agencies that provide services to those who meet the criteria above are responsible to enter their clients onto the Register and maintain this information. Refer Link: [Vulnerable People in Emergencies Program \(VPP\)](#) on the DHHS website for more details.

Council also keep and maintain a list of vulnerable facilities in *Crisisworks*. A vulnerable facility is a building where vulnerable people are likely to be situated, including aged care facilities, hospitals, schools, disability group homes and child care centres. This includes:

- facilities funded or regulated by the Department of Health and Human Services and Department of Education and Training
- Commonwealth funded residential aged care facilities; and
- other locally identified facilities likely to have vulnerable people situated in them.

Access to council's Vulnerable Persons Register and list of Vulnerable Facilities is restricted but is available to the Municipal Emergency Response Coordinator (MERC) and other authorised emergency management personnel via the *Crisisworks* cloud based system.

Victoria police have direct access to the state wide VPR as do the Department of Human Services.

Since 2015 Council has continued to adapt and develop communication strategies to support the needs of at risk groups such as the development and training associated with the Communication Boards now available in the Emergency Relief Centre kits.

In February 2016 Wellington Council also facilitated an Inclusive Emergency Management Workshop with key agency representatives to develop a guide (SOP) for caring for vulnerable people in an Emergency Relief Centre. Whilst this document has yet to be tested in an Emergency Relief Centre it is a living document designed to assist Relief Centre staff with information about assessment, supports and assistance for 'vulnerable' people who may present at the relief centre.

APPENDIX D1 Municipal Emergency Management Planning Committee, Terms of Reference (and Membership)

Purpose

The Committee's purpose is to develop and maintain the Municipal Emergency Management Plan (MEMP) through a municipal-level forum that builds and sustains organisational partnerships, generates a common understanding and shared purpose regarding emergency management and ensures that the plans of individual agencies are linked and complement each other.

Role of the Committee

The Committee:

- develops and maintains the MEMP for consideration by the Wellington Shire Council
- assists in analysing and evaluating emergency related risks
- determines the need for a Municipal Fire Management Planning Committee
- helps produce risk treatment strategies; and
- prepares risk specific response and recovery plans for the municipal district.

The Committee should operate as a planning committee and not merely as a reporting committee.

Membership

The Municipal Emergency Management Planning Committee has representation from the following organisations:

- Chairperson – Municipal Emergency Manager (MEM)
- Executive Officer to the Committee, Council Officer, Coordinator Emergency Management
- Municipal Emergency Response Coordinator (MERC)
- Municipal Emergency Resources Office (MERO)
- Municipal Fire Prevention Officer (MFPO)
- Municipal Recovery Manager (MRM)
- Municipal Deputy MEROs and MRMs as required
- Wellington Shire Councillor
- Regional Recovery Coordinator or representative (DHHS)
- Agriculture Victoria (Ag Vic) (DJPR)
- Ambulance Victoria (AV)
- AusNet Services
- Australian Red Cross – Victoria
- Australian Volunteer Coast Guard
- Central Gippsland Health (CGH)
- Country Fire Authority (CFA)
- Defence - RAAF Base Sale and Estate and Infrastructure (E&IG)
- Department of Education and Training (DET)
- Forest Fire Management Victoria (FFMV) (DELWP)

- Department of Health and Human Services) – Emergency Management (DHHS)
- Environment Protection Authority (EPA)
- Fulham Correctional Centre
- Gippsland Ports
- Gippsland Water
- Parks Victoria (PV)
- Regional Roads Victoria
- Southern Rural Water (SRW)
- Telstra
- V/line
- Victoria Police (VicPol)
- Victorian Council of Churches – Emergencies Ministry (VCC-EM)
- Victoria State Emergency Service (VICSES)
- West Gippsland Catchment Management Authority (WGCMA)
- Yarram & District Health Services (YDHS)
- Other members of Subcommittees or Working Group as required
- Other agencies/organisations as required

Governance

The Municipal Emergency Management Planning Committee is established and undertakes planning as outlined in *s. 21(3) of the Emergency Management Act 1986* (the Act):

- The MEMPC will be chaired by the Municipal Emergency Manager or his/her delegate.
- The Committee is to comply with directions and guidelines issued by the Minister for Emergency Services.
- The MEMPC can receive guidance from the Regional Emergency Management Planning Committee and the Regional Municipal Emergency Management Enhancement Committee.
- Composition of the MEMPC is guided by the Act and determined by the MEMPC.
- Every organisation has one vote; however the MERC, MERO, and MRM will have one vote each and the Chair will cast the deciding vote in the event of a drawn outcome.

Support

The MEMPC is supported by an Executive Officer (EO) resourced through Council, nominally the Coordinator Emergency Management.

Administrative support requirements will be determined by the committee and resourced through Council where possible.

Planning processes will be managed and supported with technical expertise by relevant agencies where necessary.

Schedule of Meetings

The Committee will meet quarterly unless otherwise required e.g. following an incident or legislative change.

Meetings are called via email invitations.

Adopted by: MEMP Committee

Date: 22 February 2018

APPENDIX D2 Municipal Emergency Management Committee, Standard Agenda template

AGENDA

ITEM	ACTIVITY			LEAD
	INTRODUCTION AND WELCOME			<i>Chair</i>
	APOLOGIES:			<i>Chair</i>
1.	BUSINESS ARISING			
	1.1	Previous Minutes		<i>Chair</i>
	1.2	Action Arising from Previous Minutes • •		
2.	CORRESPONDENCE			
	2.1			<i>Chair</i>
3.	STANDING DISCUSSION ITEMS			
	3.1	MEMPlan / MEMPC		
	3.2	Agency Reports		<i>All</i>
	3.3	MEMP Sub Plans		
	3.4	Sub-committee Reports		
	3.5	Mitigation		
	3.6	Response		
	3.7	Relief/ Recovery		
4.	GENERAL BUSINESS / PRESENTATIONS			
	4.1			
5.	NEXT MEETING –			

APPENDIX D3 Municipal Emergency Management Committee, Agency Report template

AGENCY REPORT

Agency Name:	
Date:	
Report prepared by:	

Strategic items for consideration	
Agency plan reviews, strategic activities, projects and exercises	
Specific strategic issues with municipal or regional implications	
Capability, capacity, and service delivery gaps in the Municipality	
Proposed actions to meet these gaps, risks, and opportunities	
Emerging risks and mitigations	
Significant events – municipal/regional learnings	
General Comments	

MEMPC and EMERGENCY CONTACT DETAILS UPDATE - ONLY COMPLETE IF CHANGES

Name	Role	Contact Details (Phone and email)

APPENDIX D4 MEMPC Subcommittee report template

SUBCOMMITTEE SUMMARY REPORT

Subcommittee Name:	Municipal Fire Management Planning Committee
Date of Last Meeting/s:	
Number of Meetings per Year	4 minimum
Report prepared by:	
Activities	
Items for MEMPC follow up	
General	
Subcommittee Name:	Wellington Municipal Relief & Recovery Working Group
Date of Last Meeting/s:	
Number of Meetings per Year	2 minimum
Report prepared by:	
Activities	
Items for MEMPC follow up	
General	
Subcommittee Name:	Municipal Flood Emergency Management Planning
Date of Last Meeting/s:	
Number of Meetings per Year	2 minimum
Report prepared by:	
Activities	
Items for MEMPC follow up	
General	

Subcommittee Name:	Municipal Emergency Risk Management
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Date of Last Meeting/s:	
Number of Meetings per Year	1 minimum
Report prepared by:	
Activities	
Items for MEMPC follow up	
General	
Subcommittee Name:	Municipal Health & Medical Emergency Management Planning
Date of Last Meeting/s:	
Number of Meetings per Year	2 minimum
Report prepared by:	
Activities	
Items for MEMPC follow up	
General	
Subcommittee Name:	Inclusive Emergency Management Advisory Group
Date of Last Meetings:	
Number of Meetings per Year	As required
Report prepared by:	
Activities	
Items for MEMPC follow up	
General	

Subcommittee Name:	Exercise and Training Working Group
Date of Last Meetings:	
Number of Meetings per Year	As required
Report prepared by:	
Activities	
Items for MEMPC follow up	
General	

APPENDIX E – Community Emergency Risk Assessment Tools

Consequence Rating Table

Rating	People	Environment	Economy	Public Administration	Social Setting	Infrastructure	
1	Insignificant	<ul style="list-style-type: none"> · Near misses or minor injuries, no reliance on health system. 	<ul style="list-style-type: none"> · Near misses or incidents without environmental damage, no recovery efforts required 	<ul style="list-style-type: none"> · Financial loss < 0.1% of the jurisdiction's revenues¹, to be managed within standard financial provisions. · Inconsequential disruptions at business level. 	<ul style="list-style-type: none"> · Governing body manages the event within normal parameters. · Public administration functions without disturbances. · Public confidence in governance, no media attention. 	<ul style="list-style-type: none"> · Inconsequential short-term reduction of services. · No damages to objects of cultural significance. · No adverse emotional and psychological impacts. 	<ul style="list-style-type: none"> · Inconsequential short-term failure of infrastructure and service delivery. · No disruption to the public services.
2	Minor	<ul style="list-style-type: none"> · Isolated cases of serious injuries. · Health system operating within normal parameters. · Displacement of people within jurisdictional capacity to cope. · Personal support needs being met. 	<ul style="list-style-type: none"> · Isolated cases of environmental damage. · One-off recovery efforts required to supplement self-repair. · Damage localised in extent. · Short term impairment of ecosystem functions up to one year. 	<ul style="list-style-type: none"> · Financial loss, 0.1-0.3% of the jurisdiction's revenues¹, requiring activation of reserves to cover loss. · Disruptions at business level leading to isolated cases of loss of employment. 	<ul style="list-style-type: none"> · Governing body manages the emergency event under emergency regime. · Public administration functions with some disturbances. · Isolated expressions of public concern. · Jurisdiction perceived as able to pursue business as usual despite disruptions. 	<ul style="list-style-type: none"> · Isolated and temporary cases of reduced services within community. · Repairable damage to objects of cultural/heritage significance. · Localised disruption to community wellbeing and social networks over a small area for a period of weeks. 	<ul style="list-style-type: none"> · Infrastructure/systems failure impacts on part of community's functioning over a small area for a short period (a few weeks). · Localised inconvenience.
3	Moderate	<ul style="list-style-type: none"> · Isolated cases of lives lost and/or some cases of serious injuries. · Health system operating at maximum surge capacity. · Displacement of people within capacity of the jurisdiction to cope for periods of less than 24 hours. · Elements of jurisdictional personal support system operating at maximum capacity. 	<ul style="list-style-type: none"> · Isolated but significant cases of impairment or loss of ecosystem function(s) at locality within jurisdiction. · Some remedial efforts required for recovery. · Medium term impairment up to two years. 	<ul style="list-style-type: none"> · Financial loss, 0.3-1% of the jurisdiction's revenues¹, requiring adjustments to business strategy to cover loss. · Disruptions to selected industry sectors leading to isolated cases of business failure and multiple loss of employment. 	<ul style="list-style-type: none"> · Governing body manages the emergency event with considerable diversion from policy. · Public administration functions limited by focus on critical services. · Instances of public protests with emergent alarm. · Significant diversion from State policy goal(s) or program(s). 	<ul style="list-style-type: none"> · Ongoing reduced services within community. · Permanent damage to objects of cultural/heritage significance. · Major disruption to community wellbeing and social networks over a locality for a period of months. 	<ul style="list-style-type: none"> · Infrastructure/ systems failure puts severe pressure on part of community's functioning over a medium to large area for a medium period (up to three months). · Widespread inconveniences but no external support required.

Rating	People	Environment	Economy	Public Administration	Social Setting	Infrastructure	
4	Major	<ul style="list-style-type: none"> Multiple loss of life (mortality in the order of 0.001% of the jurisdictional population). Health system operating at maximum capacity, under severe pressure. Isolated cases of displacement of people for periods in the order of a day. Jurisdictional personal support system operating at maximum capacity. Normal health care and living standards difficult to maintain. 	<ul style="list-style-type: none"> Severe impairment or loss of ecosystem functions affecting one or more species or regional landscapes. Progressive environmental damage. Extensive recovery effort required. Serious long term impairment or loss of ecosystem function(s) up to five years. 	<ul style="list-style-type: none"> Financial loss, 1-3% of the jurisdiction's revenues¹, requiring major changes in business strategy to (partly) cover loss. Significant disruptions across industry sectors leading to multiple business failures and loss of employment. 	<ul style="list-style-type: none"> Governing body absorbed with managing the emergency event. Public administration struggles to provide critical services. Loss of public confidence in governance, with serious widespread public outcry and some alarm. State policy goal(s) or program(s) abandoned. 	<ul style="list-style-type: none"> Reduced quality of life within community. Significant loss or damage to objects of cultural/heritage significance. Severe disruption to community wellbeing and social networks over a wide area for up to two years. 	<ul style="list-style-type: none"> Medium to long term (three to six months) failure of significant infrastructure and service delivery affecting large parts of the community. Initial external support required.
5	Catastrophic	<ul style="list-style-type: none"> Widespread multiple loss of life (mortality in the order of 0.01% of the jurisdictional population). Health system over-stressed. Large numbers of displaced people for periods of days or more. Aid sourced from outside the jurisdiction, people leave the jurisdiction to seek help. Normal health care and living standards abandoned. 	<ul style="list-style-type: none"> Widespread severe impairment or loss of ecosystem function(s) across many species and multiple or large regional landscapes. Irrecoverable environmental damage. Permanent loss of ecosystem in its pre-existing form. Limited ecosystem recovery over more than five years. 	<ul style="list-style-type: none"> Unrecoverable financial loss > 3% of the jurisdiction's revenues¹. Asset destruction across industry sectors leading to widespread business failures and loss of employment 	<ul style="list-style-type: none"> Governing body unable to manage the emergency event. Disordered public administration without effective functioning. Public alarm and unrest, civil order requires inter-jurisdictional reinforcement. Government resigns or alternative governance necessary for some period. 	<ul style="list-style-type: none"> Community ability to support itself severely impaired. Widespread loss of objects of cultural/heritage significance. Severe disruption to community wellbeing and social networks over the whole area or a large part of it for a period of many years. 	<ul style="list-style-type: none"> Long term failure (over six months) of significant infrastructure and service delivery affecting most of the community. Ongoing external support at a large scale required

Consequence Category Definitions

People	The health system, i.e. doctors, hospitals, ambulances at local/regional levels. Local/regionally-based resources and systems to assist people who are displaced from their homes for a length of time. This includes temporary accommodation. Local/regionally-based resources for supporting affected/displaced people with e.g. material aid, food, financial assistance, personal support services.
Environment	The continued normal functioning of significant ecosystems.
Economy	The economy of the local area, considering: <ul style="list-style-type: none"> • Value of overall damage and consequential losses incurred • Disruption to particular sectors of industry • Need for extraordinary government financial provisions for recovery.
Public Administration	Relates to the impacts of the emergency on the governing body's ability to govern.
Social Setting	The ability of the community to maintain normal functioning, its resilience, its social fabric and cultural values and heritage.
Infrastructure	The functionality and continued supply, via the critical infrastructure systems, of the essentials of contemporary society, e.g. fuel, water, telecommunications, transport, food supply, money.

Controls/mitigation activities rating criteria

	Rating	Criteria
1	Effective	Controls in place are effective. There may be no need to change the controls but they should be reviewed for appropriateness.
2	Moderately effective	Although current controls are effective, some improvement opportunities may be/have been identified. Further review and analysis suggested.
3	Moderately ineffective	Controls are in place but may be insufficient to reduce risk consequence and/or likelihood to an acceptable level. Review of controls is highly desirable with potential need for update/remediation.
4	Very ineffective	Controls are in place but are likely insufficient to reduce risk consequence and/or likelihood to an acceptable level. Review and remediation of controls is required.
5	Completely ineffective or non-existent	Few if any controls are in place. Urgent review and remediation of controls is required.

Likelihood Rating Criteria

	Likelihood category	Estimated average recurrence interval	Description
1	Very Rare	>1,000 years	No recorded events or any indicative evidence No recent events in comparable jurisdictions Minuscule opportunity, reason or means to occur
2	Rare	101 – 1,000 years	Few recorded events or little indicative evidence Some similar events in comparable jurisdictions Little opportunity, reason or means to occur
3	Unlikely	11 – 100 years	Some recorded events Some events in comparable jurisdictions Some opportunity, reason, or means to occur
4	Possible/ Likely	1 – 10 years	Many recorded events Some events in comparable jurisdictions Great opportunity, reason, or means to occur
5	Almost Certain	More than once a year	Expected to occur in most circumstances; with strong anecdotal evidence and history of recorded incidents

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APPENDIX F - Risk Register and Treatment Plans

Treatment Plan No.	Treatment Plans for Top 11 Risks	Residual Risk
1	Bushfire	High
2	Flood - Riverine	High
3	Storm / Storm surge	High
4	Heat Health	High
5	Human Epidemic/Pandemic (where clinical severity is Moderate or High ³⁹)	Extreme
6	Essential Service Disruption	High
7	Fire Structural	Medium
8	Exotic Animal Disease	High
9	Transport Incident Aircraft	High
10	Transport Incident Road/Rail	High
11	Class 3 emergency	High

³⁹ Victorian action plan for influenza pandemic 2015

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1.0 Hazard – Bushfire

CERA Risk Register and Treatments		Treatment Plan:	1
Residual Risk Rating HIGH	Hazard – Lightning, arson, human activity/error		Date Reviewed: Mar 2020
Risk Statement	<p>Nearly 60.5 % of the Wellington footprint is Public Land made up of National Parks, State Forests and Conservation Reserves, while some 39.5 % is “freehold” land e.g. farming, business, residential. The threat of bushfire exists annually throughout Wellington Shire.</p> <p>Most bushfires in Wellington, around 62%, occur in scrub or bush and grasslands mixture. Some 20% occur in grasslands and 18% in forest or woodlands areas. Of all bushfires, generally some 56 % are contained to one hectare or less in size.</p>		
Elements at Risk	Social (People), Economy, Natural Environment, Built Environment, Agricultural		
History	Refer to the Wellington Municipal Fire Management Plan (MFMP) for a full bushfire history Wellington Shire Council Emergency Management		
Likelihood	<p>Based on an historical analysis of major bushfires have occurred over the past 15 years at least every 3-4 yrs. CFA and DELWP also responds to numerous smaller fires on an annual basis.</p>		
Rating			
Residual Consequence	<ul style="list-style-type: none"> • Loss of life/injury • Essential Services Failure • Loss of road network • Impact on agriculture, economy, and social wellbeing • Loss of homes, infrastructure, businesses, community, and cultural assets • Significant recovery issues and resource availability • Refer also REMPC Gippsland Risk and Consequence Plan Bush Fire and Heat 2015-2016 		
Rating			
Controls/mitigation activities	<ul style="list-style-type: none"> • State Bushfire Plan • Gippsland Regional Strategic Fire Management Plan • Municipal Emergency Management Plan MEMPC • Municipal Fire Management Plan- a range of bushfire mitigation strategies and treatments exist that are applied consistently across the State and municipality; refer to the MFMP Part 5 and Attachments A-1 for details of controls/ mitigation activities in place for Wellington Shire. • Safer Together initiative <p>Controls are in place but may be insufficient to reduce risk consequence and/or likelihood to an acceptable level, particularly where the Fire Danger Rating reaches Extreme and Code Red. Total fire bans and fire danger ratings for Victoria - Country Fire Authority</p>		
Rating			
Treatment Strategies for Residual (Risk) Consequences	<p>Refer to the MFMP Part 5 and Attachments A-1</p> <p>Public education done by State and CFA</p> <p>Public education by Council re Property Fire Inspections</p>		

2.0 Hazard – Flood, Riverine

CERA Risk Register and Treatments		Treatment Plan:	2
Residual Risk Rating HIGH	Hazard – Riverine flooding,		Date Reviewed: Mar 2020
Risk Statement	Riverine Flooding in Wellington Shire occurs in several ways. Rain in the northern catchments cause rapid rises in rivers that flow from the southern fall of the Great Dividing Range such as Avon River, Macalister and Thomson rivers. The Latrobe river is more affected by rain further west of Wellington Shire. South of the municipality, riverine flooding is more likely from Meriman Creek, or flash flooding in the smaller creek catchments.		
Elements at Risk	Social (People), Economy, Built Environment, Agricultural		
History	Refer Attachment A of this Plan and the Wellington Shire Flood Emergency Plan.		
Likelihood	Numerous recorded historic flood events throughout the municipality. Most recent major floods were in 2011 and 2012.		
Rating	5		
Residual Consequence	<ul style="list-style-type: none"> Loss of life/ injury Loss of/damage to Homes, Businesses, Community/Cultural assets Loss of road network Evacuation/isolation, Short-Medium term Impact on Agriculture, economy, and social wellbeing Infrastructure Damage: Power, Water/Waste water (difficulty with sewer pumping), Transport Traffic management/Diversion <ul style="list-style-type: none"> Agriculture – stock, fencing and pasture losses 		
Rating	2.8		
Controls/ mitigation activities	<ul style="list-style-type: none"> ANCOLD (Australian National Committee on Large Dams) Compliant dam safety programs (Eastern Storages flood plan), SRW Asset Management Strategy for storm water, Council Building codes and regulations, Council Building inspections, Council Emergency service response framework CFA, AV, SES Flood watch and warnings Bureau of Meteorology, SES Floods and livestock/wildlife, DELWP floods, livestock and wildlife Flood modelling studies for Rosedale, Seaspray and the Avon River were completed 2016, Flood studies West Gippsland Catchment Management Authority Gippsland Region Water Monitoring Program Inspection/maintenance of storm water drains, retarding basins, assets etc. Council. Municipal Emergency Management Plan MEMPC Public education, SES, BOM websites Seaspray Flood Mitigation Scheme - Operations Plan, Council Traffic management plans VicPol, Regional Roads Victoria, Council Victorian Floodplain Management Strategy 2016 Wellington Planning Scheme, property zoning and overlays, Council 		
Rating	2.1		

CERA Risk Register and Treatments		Treatment Plan:	2
		<ul style="list-style-type: none"> Wellington Shire Flood Emergency Plan, multi-agency Wellington Municipal Flood Emergency Plan, SES Flood planning — Victoria State Emergency Service <p>Controls are in place but may be insufficient to reduce risk consequence and/or likelihood to an acceptable level.</p>	
Treatment Strategies for Residual (Risk) Consequences		<p>Endorsement and implementation of the 2017 West Gippsland Floodplain Management Strategy West Gippsland Floodplain Management Strategy West Gippsland Catchment Management Authority</p> <p>Public education done by State and VICSES</p>	

3.0 Hazard – Storm/Storm Surge

CERA Risk Register and Treatments		Treatment Plan:	3
Residual Risk Rating HIGH	Hazard – Weather patterns		Date Reviewed: Mar 2020
Risk Statement	<p>Regular severe events impact causing widespread damage to property and infrastructure including roads and bridges. This may result in displacement or evacuation and relocation of people and some impact on the environment (e.g. damage to rivers and waterways).</p> <p>Coastal storm surge can also occur along the Shires southern coast for estuary townships from Port Albert in the south to Loch Sport in the east.</p>		
Elements at Risk	Social (People), Economy, Natural Environment, Built Environment, Agricultural		
History	Major storms have occurred almost annually since 2011 usually from June to August but occasionally March and November.		
Likelihood	<p>Expected to occur at least annually with regularly exposure to weather systems from both east and west.</p> <p>East coast Low weather systems can be particularly damaging. They are intense low-pressure systems which occur on average several times each year off the eastern coast of Australia. Although they can occur at any time of the year, they are more common during Autumn and Winter with a maximum frequency in June. East Coast Lows will often intensify rapidly overnight making them one of the more dangerous weather systems to affect the eastern coast.</p>		
Rating	5		
Residual Consequence	<p>There is capacity to disrupt traffic and some inconvenience to community functioning. Some potential for environmental impact (e.g. erosion).</p> <ul style="list-style-type: none"> • Injury and in some cases multiples • Temporary Essential Services Failure • Loss of road network • Some recovery issues and resource availability • Temporary loss of community infrastructure and some damage to peoples home 		
Rating	2.5		
Controls/ mitigation activities	<ul style="list-style-type: none"> • Emergency services response framework SES, CFA, AV • Enforcement of building codes, Council • Parks and gardens tree pruning and maintenance program, Council • Public education about storm preparedness Storm Safe — Victoria State Emergency Service, What to do in a storm — Victoria State Emergency Service • Storm warning system Bureau of Meteorology, Storm warning systems — Victoria State Emergency Service • Traffic management plans VicPol, Regional Roads Victoria, Council <p>Controls are in place but may be insufficient to reduce risk consequence and/or likelihood to an acceptable level.</p>		
Rating	2.5		
Treatment Strategies for Residual (Risk) Consequences	Public education by VICSES		

4.0 Hazard – Heatwave

CERA Risk Register and Treatments		Treatment Plan:	4
Residual Risk Rating MEDIUM	Hazard – Extreme high temperatures for at least 3-days ⁴⁰		Date Reviewed: Mar 2020
Risk Statement	<p>Heatwaves are the ‘silent killer’ and are the leading cause of weather related deaths in Australia. The Bureau of Meteorology defines a heatwave as a period of at least three days where the combined effect of high temperatures and excess heat is unusual within the local climate (BOM 2012; Nairn and Fawcett 2013). The DHHS defines a heatwave as a period of abnormally and uncomfortable hot weather that could impact on human health, community infrastructure and services e.g. public transport, power supplies.</p> <p>One of the main impacts is on vulnerable groups within the community.</p> <p>The heat health temperature threshold for Wellington (South West weather forecast district) is 30 degrees Celsius.</p>		
Elements at Risk	Social (People), Economy, Built Environment		
History	<p>Since 1950 the number of heatwave days each year in Australia has been increasing. The nature of heatwaves in Australia is also changing; they are becoming hotter, lasting longer, starting earlier, and occurring more frequently (Perkins and Alexander 2013; Climate Council of Australia 2014).</p> <p>During summer 2018/2019 Victoria experienced its severe and widespread heatwaves. In 2017 Mt Moornapa recorded its highest annual mean temperature.</p>		
Likelihood	Regular recorded incidents each year. The future climate of West Gippsland is expected to be hotter and drier than it is today. Heatwaves are also expected to last longer and occur more often in coming years.		
Rating	5		
Residual Consequence	<ul style="list-style-type: none"> • Impact on human life/deterioration in health <ul style="list-style-type: none"> ○ Impact on provision of services; Power, Water, Health and Social services, and Rail • Impact on economy <ul style="list-style-type: none"> ○ Primary Production ○ Tourism ○ Industrial 		
Rating	3.2		
Controls/ mitigation activities	<ul style="list-style-type: none"> • Air-conditioned public places • Heat alert system, DHHS • Heat Health Plan, Victoria • REDiPlan Community Education Information, Red Cross, Council • State Health Emergency Response Plan, DHHS • State and local media campaigns • Variety of heat related advice and resources, DHHS, Council 		
Rating	2.5		

⁴⁰ Definition from BOM

	<ul style="list-style-type: none"> • Weather forecasting service Bureau of Meteorology • Wellington Municipal Heat Health Plan, Multi-agency • WHS legislation and Worksafe Codes of Practice Worksafe • Working in the Heat Guidelines, Council <p>Although current controls are effective, some improvement opportunities may be/have been identified.</p>
Treatment Strategies for Residual (Risk) Consequences	<p>State run annual awareness and advice programs.</p> <p>Wellington Municipal Heat Health Plan, annual awareness and advice programs.</p>

5.0 Hazard – Human Epidemic/Pandemic

CERA Risk Register and Treatments		Treatment Plan:	5
Residual Risk Rating EXTREME	Hazard – Communicable Disease outbreaks	Date Reviewed: Mar 2020	
Risk Statement	The reduction in the risk of death from communicable disease has involved steps both to reduce the likelihood of serious outbreaks of communicable diseases through vaccination, good hygiene, sewerage systems, safe-sex practices, and the supply of clean water, and to reduce the consequences of outbreaks, such as the development of antibiotics, quarantine, and border control.		
Elements at Risk	Social (People), Economy		
History	<p>COVID-19.</p> <p>From March 2020 to present (October 2020) Australia has been impacted by the global coronavirus disease (COVID-19) pandemic. This is due to the worldwide spread of the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).</p> <p>The most common symptoms of COVID-19 are fever, dry cough, and tiredness. Other symptoms that are less common and may affect some patients include aches and pains, nasal congestion, headache, conjunctivitis, sore throat, diarrhea, loss of taste or smell or a rash on skin or discoloration of fingers or toes. These symptoms are usually mild and begin gradually. Some people become infected but only have very mild symptoms.</p> <p>COVID-19 is highly contagious and causes serious illness in approximately 20% of cases. Older people, and those with underlying medical problems like high blood pressure, heart and lung problems, diabetes, or cancer, are at higher risk of developing serious illness.</p> <p>Influenza:</p> <p>An influenza pandemic occurs when a highly infectious new strain emerges for which humans have little or no immunity. History has shown that pandemics tend to occur every 10-50 years.</p> <p>In Australia during 2009, there were 37,636 cases of pandemic (H1N1) influenza including 191 associated deaths. The median age of those dying was 53 years, compared to 83 years for seasonal influenza. Other major human influenza events recorded in Australia 1968, 1957 and 1919.</p> <p>Tuberculosis: Australia is no longer a tuberculosis-free nation. Each year more than 1100 cases of TB are reported in Australia. And worse, TB experts at the Centenary Institute warn that the greatest threat to tuberculosis control is the steady rise in Australia and around the world in multi-drug resistant “super” strains of tuberculosis known as MDR-TB. In 2007, there were 24 cases of MDR-TB but this jumped by 30 percent in just two years with 31 cases of MDR-TB detected in 2009. This is a significant increase on just eight cases reported in 2000</p>		
Likelihood	<p>COVID-19 in Australia is being contained however it is possible that it could spread to Wellington shire.</p> <p>Human influenza pandemics can be expected to occur every 10 to 50 years and it is almost certain they will continue to occur.</p> <p>Other types of epidemics or pandemics are less likely.</p>		
Rating	5		

CERA Risk Register and Treatments		Treatment Plan:	5
Residual Consequence		<ul style="list-style-type: none"> • Loss of life, prolonged impairment, medical treatment • Quarantine, movement restrictions • Impact on service delivery, government, and private sector • Pressure on Health services and NGO's • Staff shortages - businesses and organisations • Significant economic impact due to limited business capability • Significant recovery issues and resource availability. High level of assistance to affected communities 	
Rating	3.7		
Controls/ mitigation activities		<ul style="list-style-type: none"> • Municipal Public Health and Wellbeing Plan, Council • National Medical Stockpile • Quarantine powers under the Public Health and Well Being Act 2008 • REDiPlan Community Education Information Red Cross • State Health Emergency Response Plan (SHERP) DHHS • State Public Health Emergency Management Arrangements, DHHS • Vaccination programs Governments (all levels) • Victorian Ebola Virus Disease Response Plan, DHHS • Victorian Health Management Plan for Pandemic, DHHS • Victorian Human Influenza Pandemic Plan, DHHS • Wellington Shire (Human) Influenza Pandemic Plan, Multi-agency <p>Controls are in place but may be insufficient to reduce risk consequence and/or likelihood to an acceptable level.</p> <p>Review of controls is highly desirable with potential need for update/remediation.</p> <p>Controls for seasonal influenza are reviewed annually</p>	
Rating	3.5		
Residual consequence		<ul style="list-style-type: none"> • Loss of life, prolonged impairment, medical treatment • Quarantine, movement restrictions • Impact on service delivery, government, and private sector • Pressure on Health services and NGO's • Staff shortages - businesses and organisations • Significant economic impact due to limited business capability • Significant recovery issues and resource availability. High level of assistance to affected communities 	
Rating			

<p>Treatment Strategies for Residual (Risk) Consequences</p>	<p>DHHS have released extensive advice on the avoidance of COVID-19. This advice and promotional material can be found at https://www.dhhs.vic.gov.au/promotional-material-coronavirus-covid-19</p> <p>New laws, in effect from 2016, stipulate that children who are not fully vaccinated for their age will not be able to enrol in early childhood services unless they have an approved exemption for a medical reason, or their parents have a conscientious objection.</p> <p>Business Continuity Planning undertaken by all agencies.</p> <p>In 2016 Wellington Shire Council conducted a table top Influenza Pandemic Exercise. Learnings will be included in its Business Continuity Plan</p>
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6.0 Hazard – Essential Service Disruption

CERA Risk Register and Treatments		Treatment Plan:	6
Residual Risk Rating HIGH	Hazard – Natural disasters, negligence, accidents, criminal activity, cyber-attack		Date Reviewed: Mar 2020
Risk Statement	<p>There is a heavy reliance water, electricity, gas, oil, and petrol for every day functions in all sectors of the community in Wellington. Disruptions have the potential to affect 1000s of properties and people in the community, especially vulnerable people.</p> <p>Electricity supply reliability: Loss of power will impact on water, sewerage, and communications. Expected average outages would be likely to last 6-12 hours, but some could be longer than 24 hours. A protracted outage could result in consequences described below.</p>		
Elements at Risk	Social (People), Economy, Natural Environment, Built Environment, Agricultural		
History (Disruptions 24 hrs +)	<p>2014 - An explosion at an electrical substation South of Traralgon in 2014 caused wide spread black out across most of the east of the Gippsland region including Wellington Shire. Some areas were without power for up to 24 hours.</p> <p>1998 - Longford oil/gas plant explosion and fire: Within days the state's entire gas supply was shut down. The resulting gas supply shortage was devastating to Victoria's economy, crippling industry, and the commercial sector (in particular, the hospitality industry which relied on natural gas for cooking). Loss to industry during the crisis was estimated at around \$1.3 billion. As natural gas was also widely used in houses in Victoria for cooking, water heating and home heating, many Victorians endured 20 days without gas hot-water or heating.</p>		
Likelihood	<p>It is rare for an electricity disruption to extend beyond 24 hours. On average, there is one outage of 6-12 hours every 2 years.</p> <p>Petrol rationing has occurred in the past.</p>		
Rating	5		
Residual Consequence	<p>Essential service failure lasting more than 24 hours could result in a disruption to supply of:</p> <ul style="list-style-type: none"> • Gas/Oil, <ul style="list-style-type: none"> ○ Impact on provision of goods/services – Essential & Commercial/Industrial ○ Temporary/permanent loss of employment - Impact on economy, environment, and social wellbeing • Electricity <ul style="list-style-type: none"> ○ Impact on provision of goods/services <ul style="list-style-type: none"> ▪ Essential ▪ Commercial/Industrial ▪ Health and Social Services ▪ Financial/Economic ○ Temporary/permanent loss of employment ○ Impact on economy, environment, and social wellbeing • Transport <ul style="list-style-type: none"> ○ Short to medium term Loss/Closure <ul style="list-style-type: none"> ▪ Traffic management/diversions ▪ Provision of alternative services (i.e. Busses, Emergency) ▪ Impact on economy, environment, and social wellbeing ○ Long term loss/closure 		
Rating	3.1		

CERA Risk Register and Treatments		Treatment Plan:	6
		<ul style="list-style-type: none"> ▪ Traffic management/diversions ▪ Provision of alternative services (i.e. Busses) ▪ Impact on provision of goods/services <ul style="list-style-type: none"> • Essential • Commercial/Industrial • Impact on economy and social wellbeing • Water/Sewer <ul style="list-style-type: none"> ○ Health Impacts ○ Impact on provision of goods/services <ul style="list-style-type: none"> ▪ Essential ▪ Emergency ▪ Commercial/Industrial ▪ Health and Social Services ▪ Financial/Economic ○ Temporary loss of employment ○ Impact on economy, environment, and social wellbeing 	
Controls/ mitigation activities		<ul style="list-style-type: none"> • Australian oil stockpile 60-90 days • Authority-specific emergency management plans Distribution & Supply • Back up resources, Distribution, and supply companies • Business continuity plans, Government agencies, Authorities, businesses • Continuity of supply legislation and plans, State Government • Municipal Emergency Management Plan MEMPC • Municipal Public Health Plan • Register for life support equipment, Distribution, and supply companies • State Health Emergency Response Plan, DHHS • System maintenance programs, Distribution, and supply companies • Victorian Industry Sector <p>Although current controls are effective, some improvement opportunities may be/have been identified.</p>	
Rating	2.7		
Treatment Strategies for Residual (Risk) Consequences		Business Continuity Planning undertaken by all agencies and businesses.	

7.0 Hazard – Fire Structural

CERA Risk Register and Treatments		Treatment Plan:	7
Residual Risk Rating HIGH	Hazard - Human error, arson, electrical faults, bushfire, radiant heat		Date Reviewed: Mar 2020
Risk Statement	<p>House fires occur annual within the municipality. Every incident has the potential for loss of life and property. Heaters, solid fuel burners/chimneys, electric blankets, smoking, cooking and clothes dryers can become a fire risk.</p> <p>Indicatively commercial fires occur annual however many incidents go unreported.</p> <p>Collectively structure fires have the potential to cause injuries requiring hospitalisation and fatalities as well as significant property damage, financial loss and disruption to traffic and public transport. A fire in a hospital, prison, school, residential aged care facility or large shopping centre would have significant impact on the broader community.</p>		
Elements at Risk	Social (People), Economy, Built Environment		
History	Between July 2000 and June 2011, the number of residential and commercial fires was some 37 a year of which some 65% were residential house/garage fires.		
Likelihood	Almost certain to occur annually in most circumstances; with strong anecdotal evidence and history of recorded incidents		
Rating	4.8		
Residual Consequence	<ul style="list-style-type: none"> • Loss of life/ injury • Loss of/damage to homes, businesses, commercial properties • Essential services failure, usually localised area only • Significant individual recovery issues • Loss of community infrastructure and assets 		
Rating	2.3		
Controls/mitigation activities	A range of strategies, treatments and public education exist which are applied consistently across the State and municipality to reduce the occurrence and impact of residential/commercial fires.		
Rating	2	<p>Municipal Fire Management Plan Wellington Shire Council Emergency Management , refer to the MFMP Part 5 and Attachments A-2</p> <p>Refer to the MFMP Part 5 and Attachments A-2 and A-3 for controls/ mitigation activities.</p> <p>Controls are in place but may be insufficient to reduce risk consequence and/or likelihood to an acceptable level.</p>	
Treatment Strategies for Residual (Risk) Consequences	<p>Refer to the MFMP Part 5 and Attachment A-2</p> <p>Public education done by State and CFA</p>		

8.0 Hazard – Exotic Animal Disease

CERA Risk Register and Treatments		Treatment Plan:	8																																											
Residual Risk Rating HIGH	Hazard – Imported animal food supplies, human error, poor animal management, natural environment		Date Reviewed: Mar 2020																																											
Risk Statement	<p>The outbreak of an exotic animal disease (including bees and fish) could pose a serious risk to the municipality economy, public health, or the environment. This may result in quarantine of affected properties, and control of movement into and out the affected area, including vehicle inspections on major roads, and in rare events cases of human illness and death.</p> <p>Depending on the situation there may also be a requirement for mass carcass disposal.</p> <p>The 2011 Matthews review acknowledged that the Australian biosecurity system is generally considered to be strong. The review team also identified a need for improvements to the system, including in the ability to detect a foot-and-mouth disease (FMD) incursion.</p>																																													
Elements at Risk	Social (People), Economy, Natural Environment, Agricultural																																													
History	<p>Incidence of selected zoonotic diseases in humans are shown in the table below:</p> <table border="1"> <thead> <tr> <th rowspan="2">Zoonotic disease</th> <th colspan="3">Number of cases in Australia</th> </tr> <tr> <th>2014</th> <th>2015</th> <th>5-year mean (2011–15)</th> </tr> </thead> <tbody> <tr> <td>Anthrax</td> <td>0</td> <td>0</td> <td>0.2</td> </tr> <tr> <td>Barmah Forest virus infection</td> <td>739</td> <td>628</td> <td>1840.2</td> </tr> <tr> <td>Brucellosis</td> <td>17</td> <td>18</td> <td>23.4</td> </tr> <tr> <td>Kunjin virus infection</td> <td>1</td> <td>1</td> <td>1.2</td> </tr> <tr> <td>Leptospirosis</td> <td>88</td> <td>67</td> <td>114</td> </tr> <tr> <td>Murray Valley encephalitis virus infection</td> <td>0</td> <td>2</td> <td>3.8</td> </tr> <tr> <td>Ornithosis</td> <td>38</td> <td>12</td> <td>53</td> </tr> <tr> <td>Q fever</td> <td>450</td> <td>549</td> <td>447.4</td> </tr> <tr> <td>Ross River virus infection</td> <td>5331</td> <td>9536</td> <td>5798.4</td> </tr> </tbody> </table> <p>Reference Link: Animal Health in Australia report - Animal Health Australia</p> <p>See also Link: Resources & events - Animal Health Australia</p>			Zoonotic disease	Number of cases in Australia			2014	2015	5-year mean (2011–15)	Anthrax	0	0	0.2	Barmah Forest virus infection	739	628	1840.2	Brucellosis	17	18	23.4	Kunjin virus infection	1	1	1.2	Leptospirosis	88	67	114	Murray Valley encephalitis virus infection	0	2	3.8	Ornithosis	38	12	53	Q fever	450	549	447.4	Ross River virus infection	5331	9536	5798.4
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Likelihood	<p>South Gippsland is in an Anthrax defined area, Link: Anthrax in animals General livestock diseases Animal diseases Pests, diseases and weeds Agriculture Agriculture</p> <p>Animal Health Australia coordinates national animal health programs in Australia. The Australian Wildlife Health Network provides a link between livestock health and the health of wild native and feral animals.</p>																																													
Rating	4.4	<p>To meet the challenges posed by increasing biosecurity risks, Australian governments are working together to develop a smarter national biosecurity system. This includes implementing the activities outlined in the Intergovernmental Agreement on Biosecurity. The agreement emphasises the need for national coordination in preparedness for entry of harmful pests and diseases into Australia, and in their early detection, eradication, and containment, as well as in management of pests and diseases that are already</p>																																												

CERA Risk Register and Treatments		Treatment Plan:	8
		widely established. The improved biosecurity system will benefit industry, government, the environment, and international trading partners.	
Residual Consequence		<p>An animal pandemic could result in quarantine of affected areas, including traffic restrictions and checkpoints on the Princes Hwy and other major arterial roads. This assumes any outbreak is not zoonotic (i.e. transmittable to humans).</p> <ul style="list-style-type: none"> • Restrictions on vehicle, people, and stock movements • Implementation of trade restrictions, National/International • Impact on economy; partial or total loss of income due to quarantine or slaughter of livestock for farming families and businesses who deal in stock e.g. Stock & Station agents, stock transportation. Secondary losses in tourism related businesses • Impacts on primary production • Impacts on social wellbeing • Significant recovery issues and resource availability • Environmental, possible mass disposal of animal carcasses or product e.g. milk. 	
Rating	3.1		
Controls/ mitigation activities		<ul style="list-style-type: none"> • General surveillance — the observation and reporting of diseased animals by farmers, abattoir workers, veterinarians, and others in contact with the animals — remains the most common method of disease detection in Australia and is a cornerstone of our animal health system. General surveillance is an important risk mitigation strategy to provide early notification of an emergency animal disease (EAD) outbreak. • Animal Pests and Diseases - Department of Agriculture and Water Resources • Biosecurity - Department of Agriculture and Water Resources • Emergency Animal Disease Response Agreement, EAD Response Intergovernmental Agreement on Biosecurity (IGAB), Emergency Animal Disease Response Agreement, Agreement : Animal Health Australia • Landholder controls • Municipal Emergency Management Plan MEMPC • National Livestock Identification System • Australian Government National pest & disease outbreaks • Ongoing surveillance, DEDJTR • Property ID code system for the plant industry, DEDJTR • Ruminant feed ban audits, DEDJTR <p>Although current controls are effective, some improvement opportunities may be/have been identified.</p>	
Rating	2.2		
Treatment Strategies for Residual (Risk) Consequences		Public education by DJPR	

9.0 Hazard – Transport Incident, Aircraft

CERA Risk Register and Treatments		Treatment Plan:	9
Residual Risk Rating MEDIUM	Hazard – Human error, bad weather, mechanical problems		Date Reviewed: Mar 2020
Risk Statement	<p>Australia's aviation industry is among the safest in the world. Wellington Shire has three airports located at RAAF East Sale, West Sale, and Yarram.</p> <p>Significant light and domestic air traffic and RAAF movement including the RAAF aerobatic team the Roulettes.</p> <p>Wellington Shire is also under the flight path for large commercial aircraft on route to New Zealand (NZ). Aircraft on the NZ route have occasionally been rerouted to land East Sale e.g. passenger requiring medical attention.</p> <p>Statistically human error is the primary contributor to all commercial airplane accidents. However, pilot error is a far more likely cause an airplane crash than mechanical failure or bad weather conditions.</p>		
Elements at Risk	Social (People), Economic, Built Environment		
History	<ul style="list-style-type: none"> • 2011 May - crash involving the RAAF PC-9A at RAAF East Sale • 2005 Jan - RAAF Roulettes mid-air crash. Planes landed in farm land near Sale, pilots parachuted to safety. • 1991 Oct - RAAF 707 crashed into the sea of Woodside Beach. 		
Likelihood	Although there are a few recorded events with some similar events in comparable areas the likelihood of an air transport incident is rare.		
Rating	4.4		
Residual Consequence	<p>Although the risk of dying in an air accident is very small (there is a much greater chance of being killed in a road accident), the public reaction to such events is intense. Loss of confidence in an airline, or in flying generally, is common, whether the accident was fatal or not. Crashes have other serious consequences. The cost of rescue operations, recovering bodies, retrieving aircraft wreckage and investigation can run into millions of dollars.</p>		
Rating	3.1	<ul style="list-style-type: none"> • Loss of life/injury • Disruption to air transport – short term • Significant recovery issues • Rare loss of community infrastructure and peoples home • Evacuation, rare • Pressure on Medical and Emergency services for major accident 	
Controls/mitigation activities	<ul style="list-style-type: none"> • Civil Aviation Safety Authority • Airservices Australia • Department of Infrastructure & Regional Development • Civil Aviation Act & Regulations 1988 • Air Transport Safety Bureau • Municipal Emergency Management Plan MEMPC • State Health Emergency Response Plan DHHS 		
Rating	2.2	Controls are effective for commercial aircraft	

Treatment Strategies for Residual (Risk) Consequences	Nil for MEMPC.
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10.0 Hazard – Transport Incident, Road/Rail

CERA Risk Register and Treatments		Treatment Plan:	10
Residual Risk Rating HIGH	Hazard – Human error (including alcohol/drugs), weather, road conditions. Signals/track irregularities, collisions/derailment due to vehicles, people & large animals. Heatwave/flood/bushfire,		Date Reviewed: Mar 2020
Risk Statement	<p>Incidents involving road vehicles on the Wellington road network are a regular occurrence.</p> <p>The Gippsland rail line has a history of closure and restricted operation, often due to track movement because of subsidence. Level crossing crashers and derailments have also caused temporary closure/disruption. The rail line is regularly subjected to speed restrictions due to high temperatures during summer.</p>		
Elements at Risk	Social (People), Economy, Built Environment, Natural Environment		
History	<p>Road accident records held by VicPol: Victoria Police - Accident Records</p> <p>Last derailment on the Bairnsdale (Gippsland) line was October 2006: V/Line passenger train approximately 11 kilometres west of Rosedale due to track work upgrade – no injuries.</p> <p>January 2009: V-Line train collided with a car at a level crossing near Rosedale with one fatality. The crossing, on the Longford-Rosedale Road, had flashing lights, but no boom gates.</p>		
Likelihood	<p>High level of opportunities for road accidents to occur particularly along the Princes Highway and South Gippsland Highway which carry large volumes of traffic including logging contractors and chemical distributors to major industry facilities. High incidence of fog throughout the area winter/spring.</p> <p>While there are some recorded events in Gippsland rail transport incidents are considered unlikely. Incidents at rail/road crossing are the most likely scenario where most crossings have flashing lights but no boom gates.</p>		
Rating	5		
Residual Consequence	<ul style="list-style-type: none"> • Loss of life/injury • Evacuation, Short-Medium term <ul style="list-style-type: none"> ○ Site ○ Community • Traffic management/diversion • Disruption to public transport – short term • Essential services failure, localised • Significant recovery issues • Possible damage to infrastructure and property • Some limited economic impact • Possible environmental impact 		
Rating	2.9		
Controls/mitigation activities	<ul style="list-style-type: none"> • Road safety campaigns VicPol, Regional Roads Victoria • State traffic control laws VicPol • Traffic management plans VicPol, Regional Roads Victoria, Council • Regional Roads Victoria diversion/detour plans • Regional Roads Victoria enforcement branch of transport regulations • Transport of Dangerous Goods and handling legislation, regulations, and codes of practice, WorkSafe; environmental protection legislation, education, and awareness • OH&S legislation and Worksafe Codes of Practice, Worksafe • Emergency service response framework CFA, SES, AV • Road Rescue Arrangements Victoria • Victoria Police command control and coordination of accident sites 		
Rating	2.2		

CERA Risk Register and Treatments		Treatment Plan:	10
		<ul style="list-style-type: none"> • Maintain a usable and safe road network and appropriate signage Council, Regional Roads Victoria • Automated level crossings • Driver training standards and procedures, DEDJRT • Emergency service response framework CFA, AV, SES, VicPol • Enforcement of transport safety regulations Vic. DEDJRT, ATSB • Train and network maintenance, VicTrack, VLine • VLine's 'Don't push your X-ing luck' safety campaign • Municipal Emergency Management Plan MEMPC State Health Emergency Response Plan DHHS <p>Controls are in place but may be insufficient to reduce risk consequence and/or likelihood to an acceptable level.</p>	
Treatment Strategies for Residual (Risk) Consequences	<p>Nil for MEMPC.</p> <p>Duplication of Princes highway through the Shire under way</p> <p>Country Roads Plan – VicPol, Regional Roads Victoria, Council</p> <p>State government level – funding of boom gates</p>		

11.0 Class 3 Emergency

CERA Risk Register and Treatments		Treatment Plan:	11
Residual Risk Rating TBA	Hazard – Social or political unrest. Terrorism. Act of war. Industrial sabotage,		Date Reviewed: Mar 2020
Risk Statement	<p>Deliberate violent attack on people, industries or infrastructure could lead to casualties and disruption to infrastructure and daily activities.</p> <p>From EMMV:</p> <p>For the purpose of this State Emergency Response Plan, a Class 3 emergency means a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth, or a hi-jack, siege or riot.</p> <p>Class 3 emergencies may also be referred to as security emergencies.</p> <p>The East Sale RAAF base may be a target for class three emergency.</p> <p>Consequences could include disruption to infrastructure. Direct threats to residents' lives. Building damage and fires.</p>		
Elements at Risk	<p>Social (People), Economy, Built Environment, Natural Environment</p> <p>People</p> <ul style="list-style-type: none"> • Direct threat to life / serious injury <p>Social</p> <ul style="list-style-type: none"> • Social cohesion / social relationships • communicate within the business of government <p>Economy</p> <ul style="list-style-type: none"> • Conduct business • undertake financial transactions 		
History	No significant events		
Likelihood			
Rating			
Residual Consequence			
Rating			

CERA Risk Register and Treatments		Treatment Plan:	11
Controls/ mitigation activities	<ul style="list-style-type: none"> Lead agency is VicPol; Combat Agencies, other Emergency Service Organisations, Functional Areas and their service providers have business continuity plans to manage short-term and localised services disruptions, and these plans are regularly practised and reviewed. State Emergency Operations Handbook identifies key roles. Victoria Police Counter-Terrorism Threat Response Arrangements 		
Rating			
Treatment Strategies for Residual (Risk) Consequences	Further investigation required from subject matter experts		

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APPENDIX G - Role Statements Regional and Municipal Levels

1.0 Statutory appointments

1.1 Regional Emergency Response Coordinator (RERC) VicPol

The member of Victoria Police appointed by the Chief Commissioner of Police as an emergency response coordinator for each Victorian Government region is known as a Regional Emergency Response Coordinator (RERC). The RERC may from time to time appoint deputies.

The RERC is responsible for bringing together agencies and resources within a region to support the response to emergencies. The role of the RERC is to:

- coordinate resources or services within the emergency response region, having regard to the provisions of section 56 (2) of the EM Act 2013
- monitor control arrangements for emergencies across the region to ensure they are effective
- in the event of uncertainty, determine which agency is to perform its statutory response role within a region, in accordance with the requirements of the EMMV Part 7 – Emergency Management Agency Roles, where more than one agency is empowered to perform that role
- where necessary, ensure the Regional Controller has formed and is chairing the REMT or, where there are multiple disparate emergencies in the Region, form and chair the REMT
- monitor the provision of information and warnings to affected communities
- source resources and services requested by the MERC and escalate requests unable to be fulfilled by the region to the Emergency Management Commissioner through the Senior Police Liaison Officer (SPLO)
- ensure the Regional Controller/s develop a regional strategic plan for the management of the emergencies within the region
- ensure the Regional Recovery Coordinator (DHHS) has been notified of the emergency to ensure relief and recovery measures are in place
- monitor the provision of relief across the region, in collaboration with the Regional Recovery Coordinator
- consider registration of persons affected by the emergency
- monitor the need to declare an emergency area
- provide the SPLO with information or advice on issues relating the control, command, and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery
- ensure the Regional Control Team and REMT conduct an operational debrief, where necessary, after a period of activation.

1.2 Municipal Emergency Response Coordinator (MERC) VicPol

The member of Victoria Police appointed as an emergency response coordinator for each municipal district is known as a MERC.

The MERC is responsible for bringing together agencies and resources within a municipal district to support the response to emergencies.

The MERC communicates with the Emergency Management Commissioner through the RERC. The role of the MERC is to:

- ensure that the appropriate control and support agencies are in attendance - or have been notified by the controller and are responding to an emergency
- in the event of uncertainty, determine which agency is to perform its statutory response role in accordance with the requirements of EMMV Part 7 – Emergency Management Agency Roles, where more than one agency is empowered to perform that role
- ensure the incident controller has formed and is chairing an IEMT or, if the incident controller is unable to attend or there are several disparate emergencies within the municipality, form and chair an IEMT
- ensure timely warnings and information are provided to the community and support agencies by the control agency
- arrange for the provision of response resources requested by control and support agencies and escalate unfulfilled requests to the RERC
- ensure the incident controller has developed and issued an incident action plan (including objectives and strategies for managing the incident)
- ensure the Municipal Recovery Manager has been notified by the incident controller of the emergency, to ensure relief and recovery measures are in place
- consider the provision of relief to affected communities where necessary and advise the Municipal Recovery Manager (MRM) of requirements
- consider registration of persons affected by the emergency
- ensure the Municipal Emergency Resource Officer (MERO) is advised of the emergency, is available to provide access to council owned or controlled resources (refer also to Part 1 of this MEMP) if required and is receiving information as appropriate
- consider the need for declaration of an emergency area
- provide the RERC with information or advice on issues relating the control, command, and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery
- ensure the control agency for the emergency has organised an operational debrief with participating agencies as soon as practicable after cessation of response activities.

1.3 Incident Emergency Response Coordinator (IERC) VicPol

The IERC is usually the senior member of Victoria Police at the initial scene of an emergency or at the place where control is being exercised at incident level.

This role usually relates to the first response to an emergency, and the person fulfilling the role may change in seniority as the emergency escalates or de-escalates. The role of the IERC is to:

- maintain a presence at the place where control is being exercised and represent the MERC in their absence
- ensure effective control is established and maintained
- ensure that the appropriate control and support agencies are in attendance – or have been notified by the controller and are responding to an emergency
- in the event of uncertainty, determine which agency is to perform its statutory response role in accordance with the requirements of EMMV Part 7 – Emergency Management Agency Roles,
- where more than one agency is empowered to perform that role • ensure the incident controller has formed and is chairing an IEMT and is ensuring effective information sharing
- arrange for the provision and allocation of resources requested by control and support agencies and escalate unfulfilled requests to the MERC or RERC
- ensure timely warnings and information are provided to the community and support agencies by the control agency
- ensure the incident controller has developed and issued an incident action plan (including objectives and strategies for managing the incident)
- consider the need for declaration of an emergency area
- provide the MERC or RERC with information or advice on issues relating to control, command, and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.

1.4 Incident Controller

An incident controller must consider and apply the State emergency management priorities (refer SERP).

The incident controller's responsibilities are to:

- carry out the directions of the regional controller, where appointed, or the State Response Controller or Class 2 state controller, where appointed
- take charge and provide leadership for the resolution of the incident, including tasking support agency commanders
- establish a control structure to suit the circumstances and monitor its performance
- ensure the timely issue of warnings and information to the community or refer these to the regional controller, where appointed, or where the regional controller has not been appointed, the State Response Controller or Class 2 state controller
- identify current and emerging risks, or threats in relation to the incident and implement proactive response strategies
- activate relief arrangements through the Municipal Recovery Manager
- lead multi agency planning and develop and implement an incident action plan (including objectives and strategies to manage the incident)
- establish and manage the IMT, if required
- establish the IEMT, if required
- oversee the operational functioning of the incident control centre, if operating
- ensure the timely flow of information to the:
 - regional controller (if appointed) or the State Response Controller or Class 2 state controller
 - control and support agencies
 - MERC (VicPol)
 - IEMT
 - Municipal Recovery Manager (Council)/Regional Recovery Coordinator (DHHS)
 - other stakeholder agencies
- continually assess the performance of the emergency response against the incident action plan
- request appropriate resources for subordinates to achieve tasks, or adapt tasks according to available resources
- initiate initial impact assessment where necessary
- apply the Emergency Management Commissioner operational standards and incident management procedures, where appropriate.

2.0 Agencies

The roles and responsibilities of specific agencies are listed in the EMMV Part 7 – Emergency Management Agency Roles.

2.1 Control Agency

A control agency is responsible for:

- Planning to deliver their responsibilities as listed in the EMMV Part 7 – Emergency Management Agency Roles, in accordance with the agency’s legislative and administrative responsibilities and the arrangements in this SERP. This includes:
 - planning to resource these responsibilities through agency resources, support agency resources or contract or supply arrangements with private industry
 - where the arrangements for managing, an emergency vary from the arrangements in this SERP, preparing a SERP sub-plan for the emergency in accordance with the SERP Sub-Plan Guidelines
- Confirming the arrangements for the appointment of controllers for the specific form of emergency for which the agency is the control agency.
- Responding to the form of emergency for which the agency is the control agency in accordance with the arrangements in this SERP or the relevant SERP Sub-plan.
- Having systems and processes in place for controllers to notify the agency of significant events or the potential for an emergency to become a major emergency.
- Organising an operational debrief with participating agencies as soon as practicable after the cessation of emergency response activities and in proportion to the scale of the emergency.
- Notifying the Emergency Management Commissioner of major emergencies or situations that may affect the capability of the agency to perform its role or responsibilities.
- Paying the costs of the emergency response that are the responsibility of the control agency, as outlined in the EMMV Part 8 Appendix 1, except where other specific cost sharing or cost recovery arrangements are in place.

2.2 Support Agency

All agencies listed in the EMMV Part 7 – Emergency Management Agency Roles are support agencies. This may relate to a specific response, relief, or recovery function, or to ensuring the agency continues to deliver its normal services during an emergency, as part of consequence management.

A support agency is responsible for:

- Planning to deliver their responsibilities in accordance with the agency’s legislative and administrative responsibilities, the arrangements in this SERP and in relevant SERP sub-plans.
- Responding to emergencies in accordance with the arrangements in this SERP or the relevant SERP sub-plans.
- Participating in relevant operational debriefs.
- Notifying the Emergency Management Commissioner of situations that may affect the capability of the agency to perform its role or responsibilities.
- Paying the costs of the emergency response that are the responsibility of a support agency, as outlined in the EMMV Part 8 Appendix 1, except where other specific cost sharing or cost recovery arrangements are in place.

2.3 Agency or functional commander

The role of an agency or functional commander at each tier of emergency response for a Class 1, 2 or 3 emergency is to:

- support the directions of the controller at that tier
- establish an agency or functional command structure to suit the circumstances
- take charge and provide leadership of agency or functional resources ensuring they are focused on supporting the controller to resolve the incident
- participate in and contribute to team meetings at the respective tier, as required
- ensure the timely flow of information, at the relevant tier, to the:
 - controller
 - emergency response coordinator
 - recovery coordinator / manager
 - work within the control structure for the emergency.

2.4 Emergency Management Liaison Officer

Support agencies may provide or may be requested by an emergency response coordinator or controller to provide an emergency management liaison officer(s) (EMLO) to the Regional

Control Centre or Incident Control Centre.

An EMLO:

- represents the agency in the relevant control centre
- may represent the agency at the IEMT or REMT, if the relevant agency commander is unable to attend
- should be empowered to commit, or to arrange to commit, the resources of the agency to respond to an emergency
- provides advice in relation to the role and activities of the agency
- should maintain ongoing communications with the agency.

Where an EMLO cannot be deployed to a particular location, the EMLO may perform the role from a remote location, for example through a teleconference or video conferencing link.

2.5 The process for appointing and deploying controllers

2.5.1 Regional and Incident Controllers

Preparation of a list of endorsed regional and incident controllers

The Emergency Management Commissioner will annually request the Chief Officer of each of the responder agencies to prepare a list of people with relevant expertise in managing hazards relevant to Class 1 emergencies and who are suitable to undertake the role of controller. The list will specify the people who are suitable to be regional controllers for Class 1 emergencies and the people who are suitable to be incident controllers for Class 1 emergencies.

The Emergency Management Commissioner may endorse persons as regional controllers for Class 1 emergencies and may endorse persons as incident controllers for Class 1 emergencies.

The Emergency Management Commissioner will maintain a list of people who are endorsed as regional controllers for Class 1 emergencies and a list of people who are endorsed as incident controllers for Class 1 emergencies.

2.5.2 Appointment and deployment of regional controllers

The State Response Controller may appoint controllers for Class 1 emergencies to the regional tier. A person appointed as the controller for a Class 1 emergency at the regional tier shall be called a regional controller. A regional controller for a Class 1 emergency must be named in the list of endorsed regional controllers.

A regional controller for a Class 1 emergency is responsible for managing and leading the response to the Class 1 emergency within the specified region.

During extended periods when Class 1 emergencies are likely, the State Response Controller will direct the regional agency commanders of the responder agencies to:

- Prepare a written roster for the regional controller role for each region, comprising people named in the list of endorsed regional controllers, for approval by the State Response Controller.
- The approved roster will include a direction from the State Response Controller for regional controllers, once appointed, to deploy incident controllers.

Through approving this roster in writing, the State Response Controller gives effect to:

- the appointment of each person to the regional controller role for the period specified on the roster
- the direction to an appointed regional controller to appoint and deploy incident controllers in accordance with the arrangements below.

Where a Class 1 emergency is anticipated to occur, or is occurring and there is no regional controller roster activated in the relevant region, the State Response Controller will:

- deploy a regional controller from the list of endorsed regional controllers
- will direct this regional controller to appoint and deploy incident controllers in accordance with the arrangements below
- record the deployment of the regional controller and the direction to appoint and deploy incident controllers, in writing within 24 hours of the deployment.

2.5.3 Appointment and deployment of incident controllers

Where directed by the State Response Controller, a regional controller for Class 1 emergencies may appoint and / or deploy controllers for Class 1 emergencies to the incident tier. A person deployed as the controller for a Class 1 emergency at the incident tier shall be called an incident controller. An incident controller for a Class 1 emergency must be named in the list of endorsed incident controllers. An incident controller for a Class 1 emergency is responsible for managing and leading the response to a specified incident or incidents.

When Class 1 emergencies are anticipated to occur, the regional controller will deploy incident controllers from the list of endorsed incident controllers and will locate them in incident control centres ready to manage Class 1 emergencies or situations with the potential to become Class 1 emergencies. When deciding the number of incident controllers to be deployed and their location, the regional controller will consider the state and regional risk profile and the need for sustainable deployment of available resources. The regional controller will record these deployments in writing, within the system designated for this purpose, within 24 hours of the deployment.

Where a Class 1 emergency is occurring and additional incident controllers to those placed in readiness are required, the relevant regional controller will deploy incident controllers from the list of endorsed incident controllers. The regional controller will record these deployments in writing, within the system designated for this purpose, within 24 hours of the deployment.

Where a Class 1 emergency is occurring and no incident controllers have been placed in readiness, the regional controller, or State Response Controller, if the regional controller is not appointed, will deploy incident controllers from the list of endorsed incident controllers and will record these deployments in writing, within the system designated for this purpose, within 24 hours of the deployment.

2.6 Other Key Municipal Emergency Management Roles

2.6.1 Municipal Emergency Resource Officer (MERO)

The Wellington Shire Council appoints a suitable Officer to fulfil the function of Municipal Emergency Resource Officer (MERO) pursuant to Section 21(1) of the *Emergency Management Act 1986* Council has appointed the additional Officers to the Deputy Municipal Emergency Resource Officers positions.

A MERO is appointed by Council's CEO on advice from the Municipal Emergency Manager. The role of the MERO is to:

- coordinate municipal resources in emergency response;
- provide council resources when requested by emergency services or police during response activities;
- maintain effective liaison with emergency agencies within or servicing the municipal district;
- maintain an effective contact base so municipal resources can be accessed on a twenty-four-hour basis;
- keep the municipal emergency coordination centre(s) prepared to ensure prompt activation if needed;
- liaise with the MEM and the MRM on the best use of municipal resources;
- organise a response debrief if requested by the Municipal Emergency Response Coordinator (MERC), an appointee of Victoria Police;
- ensure procedures and systems are in place to monitor and record expenditure by the council in relation to emergencies; and
- perform other duties as determined.

2.6.2 Municipal Emergency Manager (MEM)

The General Manager Community and Culture has been appointed as the Wellington Shire Council's Municipal Emergency Manager by the CEO. The MEM is responsible for the effective management of the council's emergency management activities as outlined in Part 6 of the Emergency Management Manual (EMMV)

The General Manager Community and Culture can delegate to another Wellington Shire Council General Manager to act as MEM proxy in all matters pertaining to emergency management for Wellington Shire Council. The roles and responsibilities for the MEM are:

- chair the Risk Management Group;
- coordinate a range of risk reduction activities to ensure maximum efficiency and synergy is obtained;
- liaise with the community on all safety matters and support staff and groups designated to deal with specific risks;
- track the progress of risk treatment programs;
- chair the MEMPC;
- ensure the MEMP is effective and current;
- ensure that municipal resources are utilised effectively in a community emergency, for response and recovery activities;
- coordinate the emergency management activities of, and liaise closely with the MERO, MRM and MFPO;
- ensure that an MCC can be activated at short notice in event of an emergency;
- arrange meetings of the MEMPC or the Municipal Emergency Coordination Group as appropriate during an emergency;
- maintain effective liaison with all regional, state or Commonwealth emergency related agencies servicing the municipal district;
- ensure that an effective contact base is maintained so that municipal resources can be accessed on a 24-hour basis;
- ensure that contractual arrangements with contractors to provide response or recovery support during an emergency are agreed to and documented in advance of such events;
- ensure that appropriate operating procedures and processes are developed, documented, and tested by those required to use them during an emergency, and that suitable training takes place;
- ensure that appropriate procedures, processes and systems are in place to record and monitor any council expenditure specifically applicable to an emergency;
- ensure that applications for expenditures eligible for assistance from State sources are submitted to appropriate agencies;
- ensure that debriefing sessions are held for any response and recovery operation after an emergency to examine effectiveness of the MEMP, and upgrade it as necessary; and
- keep the Council and Chief Executive informed on emergency management activities, including the presentation of an annual report on activities that includes expenditure incurred by the council during the previous 12 months.

2.6.3 Municipal Recovery Manager (MRM)

The MRM should be a senior responsibility, as the recovery process can involve many aspects of Council's activities over a considerable period. The Wellington Shire Council has appointed a suitable Officer to fulfil the function of Municipal Recovery Manager pursuant to Section 20(1) of the Emergency Management Act. The role of the MRM to:

- plan for the recovery including the development of an incident specific recovery plan;
- Chair the incident relief and recovery working group;
- coordinate relief and recovery;
- assist with collating and evaluate information gathered in the post-impact assessment;
- establish priorities for the restoration of community services and needs;
- liaise with the MEM and MERO on the best use of municipal resources;
- establish a recovery centre and the recovery telephone line at the municipal offices or a location more appropriate to the affected area;
- liaise, consult, and negotiate with recovery agencies and council on behalf of the affected area and community recovery committees;
- liaise with the regional recovery committee and Department of Human Services; and
- undertake other specific recovery activities as determined.

2.6.4 Emergency Relief Centre Manager (ERCM)

The ERCM is located at an Emergency Relief Centre (ERC) and has responsibility for overseeing daily operations at an activated ERC to ensure the provision of support and essential needs in a safe, appropriate environment for people relocating and seeking shelter in the event on an emergency. The ERCM duty Statement is contained in the Gippsland Emergency Relief Centre Standard Operating Procedures.

2.6.5 Deputy MERC, MERO, and MRM

In the event the MERC, MERO and MRM are required to undertake other functions such as planning, meetings, or briefing sessions; the Deputy MERC, MERO and MRM are required to undertake the roles of MERC, MERO, and MRM this also includes taking on the role during extended leave periods. The Deputy MERO and/or MRM may also be required to fulfil other functions, for example, community information sessions, assist operational officers or undertake inspections of the ERCs.

APPENDIX H – Emergency Contact Directory – NOT FOR PUBLIC DISTRIBUTION

The Emergency Contact Directory is a large dynamic file and is kept in electronic format. Copies of the Directory are restricted to the MEMPC membership and response, relief, and recovery agencies/organisations. Copies are distributed regularly to the MEMPC. Copies are also held on the Wellington Shire Council S: Drive and on *Crisisworks*.

Currency of the Emergency Contact Directory which includes MEMPC membership contact details as well as contact details in the event of an emergency is the responsibility of the MEMPC membership. The Agency Report, refer Appendix C3, allows for changes to be notified or MEMPC members can notify the MEMPC Executive Officer via email to Enquiries@wellington.vic.gov.au

The Emergency Contact Directory also contains the Shires list of vulnerable facilities and contact numbers.

The MEMPC Executive Officer will conduct six-monthly random checks to assist with the currency of the Emergency Contact Directory.

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APPENDIX I – Special Plans

Summary of Other Special Plans, Policy, Practice Notes, Guidelines, etc

Municipal (Multi-Agency) Plans

Wellington Flood Emergency Plan
Wellington Municipal Fire Management Plan
Wellington Municipal Heat Health Plan
Wellington Municipal Influenza Pandemic Plan
Wellington Shire Municipal Relief and Recovery Plan

Council plans, policies, information and mapping

Building in Bushfire Prone Area - Link to Councils website: [Wellington Shire Council Building in Bushfire Prone Areas](#)

Bushfire Management Overlay - Link to Councils website: [Wellington Shire Council Bushfire Management Overlay](#)

Emergency Animal Welfare Plan

Healthy Wellington Plan

Infringements and Fines (Fire) Policy

Mapping – Council has extensive mapping of its assets, planning zones and overlays, etc.

Public access is restricted to maps available in the relevant section of Councils website.

Native Vegetation Removal (Bushfire) - Link to Councils website: [Wellington Shire Council Native Vegetation Removal](#)

Ninety Mile Beach Plan - Link to Councils website: [Wellington Shire Council Ninety Mile Beach Plan](#)

- Beach Dune Land and The Honeysuckles Policy Plan
- Golden/Paradise Beach and Flood Land Policy Plan
- Between Settlements and Beach Dune Land Policy Plan
- Ninety Mile Beach Plan Voluntary Assistance Scheme

Post Fire Building Information - Link to Councils website: [Wellington Shire Council Post Fire Building Information](#)

Property Zoning and Overlays (e.g. Flood Overlays) - Link to Councils website: [Wellington Shire Council Property Zoning and Overlays](#)

Roadside Management and Fire Mitigation Program - Link to Councils website: [Wellington Shire Council Roadside Management](#)

Seaspray Flood Mitigation Standard Operating Procedure (SOP)

Wellington Access and Inclusion Plan

Wellington Places of Last Resort Plan During Bushfire

Wellington Planning Scheme - Link to Councils website: [Wellington Shire Council Planning Scheme Amendments](#)

Wellington Shire Council - After Hours Emergency Contact List

Community Plans

See MERO for access to plans

Community Emergency Plan – Devon North
Community Emergency Plan - Golden Beach and Paradise Beach
Community Emergency Plan - Loch Sport
Community Emergency Plan – Woodside, Woodside Beach, McLoughlin’s Beach cluster
Community Emergency Plan – Yarram & District
Community Information Guides (Bushfire, CFA)
Dargo Community Emergency Brochure
Lake Glenmaggie Community Emergency Plan
Loch Sport Wild Fire Management Plan
Newry Community Emergency Plan 2009
Rosedale Community Centre Emergency Procedure
Seaspray Flood Mitigation Plan
Tinamba & District Community Emergency Plan 2008

School/Kindergarten Emergency Management Plans

Heyfield Kindergarten
Hyland Early Childhood
Sale Primary School
Sale North Early Childhood
Sale Specialist School (Desailly & Guthridge campuses)
Guthridge Primary School

Facility Plans

ESSO Australia Longford Crude Stabilisation and Gas Plants Safety Case Overview
EXXON Mobil Offshore (Spills) Contingency Plan

Regional Plans

DEDJTR - Marine Safety Victoria Gippsland Region Marine Pollution Contingency Plan
DELWP - Dam Safety Emergency Plan
DELWP - Fire Operations Plans
DHHS - Gippsland Region Relief & Recovery Plan
Gippsland Regional Strategic Fire Management Plan
LG - Gippsland Emergency Relief Centre Standard Operating Procedures
RSFMP - Gippsland Risk and Consequence Plan Bush Fire and Heat
SRW - Thomson River Dam Break Emergency Management Plan
VICSES – East (Gippsland) Region Emergency Response Plan - Flood Sub Plan

Practice Notes, Guidelines

Dam Safety Management Guidelines

Emergency Relief Handbook
Emergency Management Team Arrangements
Guidelines for managing animals at Emergency Relief Centres, assembly areas or other place of emergency shelter
Guidelines for the Operation of Traffic Management Points During Class 1 emergencies
Initial Impact Assessment for Class 1 emergencies □ Guidelines
Local Government Emergency Management Handbook
Practice Note - Operation of a Municipal Emergency Coordination Centre
Practice Note: Operation of a Municipal Emergency Coordination Centre
Practice Note: Sourcing Supplementary Emergency Response Resources from Municipal Councils.
Protocol for Inter-Council Emergency Management Resource Sharing
Wellington Municipal Emergency Coordination Centre Operating Guidelines

State Plans

Emergency Management Manual Victoria (EMMV)
State Biosecurity Sub Plan
State Bushfire Plan
State Earthquake Sub plan
State Electricity and Gas Supply Sub Plan
State Extreme Heath Sub Plan
State Emergency Relief and Recovery Plan – EMMV Part 4
State Emergency Response Plan – EMMV Part 3
State Flood Plan
State Health Emergency Response Plan (SHERP)
State Maritime Emergencies (non-search and rescue) Plan
State Public Transport Disruption Sub Plan
State Shark Hazard Plan
State Storm Sub plan
State Tsunami Sub Plan
Vic action plan for pandemic influenza
State Biosecurity Sub plan
Victorian Action Plan for Influenza Pandemic
Victorian Emergency Animal Welfare Plan
Victorian Marine Pollution Contingency Plan (VicPlan)

Key Policy Documents

Bushfire Safety Policy Framework
Community Alert Sirens – Policy and Guidelines
Community Fire Refuges – Policy
Emergency Broadcasting Victoria – Memoranda of Understanding
State Tier Emergency Management Governance Arrangements
Victorian Warning Protocol

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APPENDIX J – Municipal Emergency Personnel Contact Details – NOT FOR PUBLIC DISTRIBUTION

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APPENDIX K – Acronyms and Abbreviations

ABS Australian Bureau of Statistics
AEMI Australian Emergency Management Institute
AFAC Australasian Fire and Emergency Services Authorities Council
AIIMS Australian Inter-Service Incident Management System
AMSA Australian Maritime Safety Authority
ARTC Australian Rail Track Corporation
ASTI Aboriginal and Torrens Strait Islander
ATSB Australian Transport Safety Bureau
AV Ambulance Victoria
AVCG Australian Volunteer Coast Guard
BOM Bureau of Meteorology
CASA Civil Aviation Safety Regulations
CEO Chief Executive Officer
CERA Community Emergency Risk Assessment
CFA Country Fire Authority
CI Critical Infrastructure
CMA Catchment Management Authority
DELWP Department of Environment, Land, Water and Planning
DET Department of Education and Training
DFACA Defence Force Aid to the Civil Authorities
DHHS Department of Health & Human Services
DJPR Department of Jobs, Precincts and Regions
DOJ Department of Justice and Community Safety
DoT Department of Transport
DPC Department of Premier and Cabinet
DTF Department of Treasury and Finance
EAS Emergency Alert System
EM Emergency Management
EMA Emergency Management Australia
EMC Emergency Management Commissioner
EMLO Emergency Management Liaison Officer
EMMV Emergency Management Manual Victoria
EMT Emergency Management Team
EMV Emergency Management Victoria
EPA Environment Protection Authority
ERC Emergency Relief Centre
ERCM Emergency Relief Centre Manager
ESTA Emergency Services Telecommunications Authority
FFDI Forest Fire Danger Index
FFMV Forest Fire Management Victoria (part of DELWP)
GIS Geospatial information system
GW Gippsland Water
IC Incident Controller

ICC Incident Control Centre
IEMT Incident Emergency Management Team
IMS Incident Management System
IMT Incident Management Team
LSV Life Saving Victoria
MAV Municipal Association of Victoria
MCC Municipal Coordination Centre (previously MECC)
MEMEG Municipal Emergency Management Enhancement Group
MEMP Municipal Emergency Management Plan (also MEMPlan)
MEMPC Municipal Emergency Management Planning Committee
MERC Municipal Emergency Response Coordinator
MERO Municipal Emergency Resources Officer
MFMP Municipal Fire Management Plan
MFMPC Municipal Fire Management Planning Committee
MFPO Municipal Fire Prevention Officer
MOC Municipal Operations Centre
MRM Municipal Recovery Manager
NCTP National Counter Terrorist Plan
NDFA Natural Disaster Financial Assistance
DRFA Disaster Recovery Funding Arrangements
NERAG National Emergency Risk Assessment Guidelines
NRIS National Registration & Inquiry System
POC Police Operations Centre
PTV Public Transport Victoria
PV Parks Victoria
RAAF Royal Australian Air Force
RCC Regional Coordination Centre
Red Cross Australian Red Cross Victoria
RERC Regional Emergency Response Coordinator
RERCC Regional Emergency Response Coordination Centre
RFCV Rural Finance Corporation of Victoria
RSFMP Regional Strategic Fire Management Plan
RSFMPC Regional Strategic Fire Management Planning Committee
RSPCA Royal Society for the Prevention of Cruelty to Animals
SCC State Control Centre
SEAWC State Emergency Animal Welfare Co-ordinator
SEMT State Emergency Management Team
SES Victoria State Emergency Service
SESC State Emergency Support Centre
SEWS Standard Emergency Warning Signal
SHERP State Health Emergency Response Plan
SOP Standard Operating Procedure
SRW Southern Rural Water
TAC Transport Accident Commission

VBA Victorian Building Authority
VCC-EM Victorian Council of Churches – Emergency Ministry
VicPol Victoria Police
VICSES Victoria State Emergency Service
VLine Passenger Pty Ltd
VPR Vulnerable Persons Register
VWA Victorian WorkCover Authority (WorkSafe)
WGCMA West Gippsland Catchment Management Authority
WICEN Wireless Institute Civil Emergency Network
WSC Wellington Shire Council

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NOTE: Due to the large file size maps are kept electronically on Councils *Geocortex* system and are available on request and can be tailored for individual emergencies.

Geocortex, Councils Geographical Information System (GIS) an imagery map which shows the most recent aerial photography acquired and allows access to historical aerial photography, and aerial photography acquired immediately following significant emergency events. *Geocortex* allows production of PDF maps, which can then be printed to hard-copy. End-users, with appropriate authority, can view ratepayer data. The Emergency map also contains layers depicting location of fire plugs, earthquake risk areas, historical landslides, fire risk ratings, historical bushfire extents (including the 2014, 2013 and 2009 bushfires) and DELWP prescribed burn locations.

APPENDIX M - Amendment History

Version Control

Version	Date	Author	Section Changes
Version 1.0	October 2011	R Murphy	MEMP rewritten to meet new requirements under EMMV
Version 2.0	27 November 2014	S Smith	Update all Parts 1 to 7 including new requirements under the Emergency Management Act 2013 and the EMMV, and 2011 Census data
Version 2.1	18 May 2015	S Smith	2015 Audit Certificate. Updated next review date pg. 3. Updated Council offices new address and Fax number.
Version 2.2	27 August 2015	S Smith	Front Cover Part 1: Pages 1-3 minor changes, Page 5 Legal Deposit of MEMPC. Page 18, Table 5 corrections. Part 3: Pages 23-26 updating MEMPC role and membership, MRRWG purpose and role, Health & Medical Subcommittee purpose and role. Page 28 Municipal Resources Part 4: Pages 29-31 minor changes, Pages 32-57 annual risk review changes. Part 7: insert new Appendices A to D. Update Appendices E, F, G, H, I, K & L (previously Appendices A, B, C, D, E, F, and G).
Version 2.3	27 January 2016	S Smith	Updating of Appendixes E, F, G, H, K & L
Version 2.4	Not published, rolled into V2.5	S Smith/G Butler	Draft Part 1 – Municipal Emergency Management Planning for discussion/comment by MEMPC response agencies.
Version 2.5	26 May 2016	MEMPC	Endorsement by MEMPC for: <ul style="list-style-type: none"> • New Part 1. Municipal Emergency Management Planning. • Moving Part 2 Area Characteristics to Attachment A and renaming as Municipal Profile. • Moving Vulnerable People out of the Municipal Profile to Attachment B. • Renumbering of Parts to run sequentially. • Part 2 retitled from Planning Arrangements to Plan Structure and Responsibilities, together with minor word amendments to align with Part 1. • Part 3 retitled Mitigation Arrangements (omitting the word Prevention from the title). Review and updating of Risk Summary Tables because of the Annual risk review • Update agency titles/acronyms, change MECC to MCC and MECC

Version	Date	Author	Section Changes
			Central to <i>Crisisworks</i> throughout document.
Version 2.6	24 November 2016	MEMPC	<p>Pg 5 new definition of 'resource' as per SERP</p> <p>Pg 12 Staff in functional areas, updated</p> <p>Pt 4 Response Arrangements reviewed and updated.</p> <p>Pt 5 Relief and Recovery Arrangements reviewed and updated.</p> <p>Appendix B – Vulnerable People updated</p> <p>Appendix D – Role Statements Regional & Municipal Levels updated</p> <p>Appendix F – Special Plans updated</p> <p>Appendix G - Municipal Emergency Personnel Contact Details</p> <p>Appendix L - Distribution List updated</p>
Version 2.7	25 May 2017	MEMPC	<p>Page 1 now includes how to access details for MERO, MRM & MFPO.</p> <p>Part 1 Municipal Emergency Management Planning</p> <p>Part 2 Planning Structures and Responsibilities</p> <p>Part 3 Mitigation Arrangements</p> <p>Appendix A now Municipal Resources, use and local arrangements, updated</p> <p>Appendix B now Municipal Profile</p> <p>Appendix C now Vulnerable People</p> <p>New Appendix D1 Municipal Emergency Management Committee Terms of Reference and Membership</p> <p>New Appendix D2 MEMPC Standard Agenda template</p> <p>New Appendix D3 MEMPC Agency Report template</p> <p>New Appendix D4 MEMPC Subcommittee report template</p> <p>Appendix E now Community Emergency Risk Assessment Tools</p> <p>Appendix F Risk Register and Treatment Plans.</p> <p>Appendix G now Role Statements Regional and Municipal Levels</p> <p>Appendix H now Emergency Contact directory. Appendix now explains the process by which the contact directory is reviewed, updated and distributed</p> <p>Appendix I now Special Plans</p>

Version	Date	Author	Section Changes
			<p>Appendix J now Municipal Emergency Personnel contact Details</p> <p>Appendix K now Acronyms and Abbreviations</p> <p>Appendix L now Maps</p> <p>Appendix M now Amendment History</p> <p>Appendix N now Distribution List</p> <p>Renumbering of all Tables so they appear sequentially.</p> <p>Parts 4 and 5 minor amendments to align with changes in Parts 1 to 3.</p>
Version 2.8	24 August 2017	MEMPC	<p><u>Updates to:</u></p> <p>Pg II Activation of Plan</p> <p>Pg 1 added MERC</p> <p>Pg 34 added Designated Staging Areas</p> <p><u>Part 5 updates:</u></p> <p>Inclusion of reference to companion animals and livestock throughout.</p> <p>Pg 47 section on financial arrangements updated as per new DRFA Determination 2018.</p> <p>Pg 48-49 update relief and recovery governance/coordination para.</p> <p>Pg 49-50 new section on roles and responsibilities of controllers and recovery managers to bring into line with State Control Advisory Bulletin 06, and include relief and reporting diagram.</p> <p>Pg 51 update relief and recovery activation, escalation and deactivation section.</p> <p>Pg 53 insert new diagram of Relief and Recovery Emergency Management Structure</p> <p>Update Table 14 Pg 57 re children</p> <p>Pg 60-61 update section on communicating with the community.</p> <p>Pg 62 new section on donations and spontaneous volunteers.</p> <p>Full review of Appendix H – Emergency Contact Directory</p> <p>Update of Appendix I – Special Plans</p> <p>Appendix N add contact for new District Vet</p>
Version 2.9	22 February 201	MEMPC	<p><u>Updates to:</u></p> <p><u>Front Page, change of dates for the MEMP currency, version control.</u></p> <p><u>Pg 2 insert new Certificate of Audit dated 25/10/17</u></p>

Version	Date	Author	Section Changes
			<p>Part 1 and Appendix C – amended in reference to Audit Report opportunities for improvement Q19.</p> <p>Pg 13 include street address for designated Staging Areas.</p> <p>Appendix A Municipal Resources list updated.</p> <p>Appendix D1 MEMPC TORs updated.</p> <p>Appendix I State Plans list updated.</p> <p>Appendix N MEMPC Distribution List updated</p> <p>Minor typo corrections</p>
Version 3.0	24 May 2018	MEMPC	<p>Version Control and date.</p> <p>Audit recommendations for Part 2 and 3.</p> <p>Part 2 – Update roles of the MFireMPC, MFloodMPC, Municipal Risk Subcommittee, Health & Medical Subcommittee. Add new subcommittee – Ex & Trg Working Gp.</p> <p>Updated Municipal Emergency Payment Responsibilities,</p> <p>Part 3 – Table 1 Risk Summary Table</p> <p>Appendices D1, D2, I, J, L, M, N</p> <p>Minor typo corrections</p>
Version 3.1	23 August 2018	MEMPC	<p>Front Page change of dates for the MEMPC currency, version control, authorisation page.</p> <p>Pg 3 Figure 1. BPLR, and replace throughout the document NSP with BPLR</p> <p>Pg 4 next audit . . . 2020</p> <p>Included Audit recommendations for Part 5 Emergency Response Arrangements.</p> <p>Update information on the Gipp Consequence Assessment in EM-COP</p> <p>Appendices I, M, N</p>
Version 3.2	22 November 2018	MEMPC	<p>Front Page change of dates for the MEMPC currency, version control, authorisation page.</p> <p>Delete all reference to Sharon Smith and contact details and insert position titles and generic email.</p> <p>Pt 1 Inclusion of Councils online contractors' system RAPID</p> <p>Pt 2: insert reference to pumping out of septic tanks as referred to in new NDFA</p> <p>Pt 5: Inclusion of non-major emergency arrangements</p> <p>Inclusion of Family violence in communities recovering from emergencies</p> <p>Incorporates changes from the Gippsland Region Emergency Relief and Recovery Plan Change NDRRA to DRFA</p>

Version	Date	Author	Section Changes
4.0	August 2020	Leah Hepworth	Consolidation of changes in preparation for the MEMP Audit in October 2020. Presented to MEMPC 27/8/2020 and endorsed with minor changes
4.1	September 2020	Mike McStephen	Updated items identified by the MEMPC August 2020 meeting for approval by CEO and presentation to the Auditors for the October 8, 2020 audit.
4.2	October 2020	Leah Hepworth	Updated with CEO signature and Public Edition with redacted Appendices H, J & N

APPENDIX N – MEMPlan Unabridged Distribution List – NOT FOR PUBLIC DISTRIBUTION

The MEMPC Executive Officer is responsible for ensuring the distribution of the MEMPlan as per the Distribution List below, each time a new iteration is endorsed by the MEMPC.

The MEMPC membership, agency/organisation or person listed below is responsible for advising of any changes to this Distribution List to the MEMPC Executive Officer via email - Enquiries@wellington.vic.gov.au

The MEMPC membership, agency/organisation or persons listed below may further distribute the MEMPlan throughout their agency/organisation as appropriate.

NOTE:

Any member of the public may source the abridged or “PUBLIC” copy of the MEMPlan from Councils website Link: <http://www.wellington.vic.gov.au/Living-in-Wellington/Emergency-Management>, or request to view a copy at any Council Services Centre or library.

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