Municipal Emergency Management Plan

2024-2027

FOR PUBLIC DISTRIBUTION

Section Summary

Introduction

This section provides details of the purpose, aims and objectives, authority, structure, context, and background of the Plan. It also describes (including the latest census information) the land, the communities (headings based on the Resilient Recovery model) and the history of emergencies in Corangamite Shire.

Who is the audience for the MEMP?

The MEMP is intended for use by emergency managers, personnel with emergency roles, and any stakeholders who have a role and responsibility in mitigation, response and/or recovery. This includes emergency services, local councils, government departments, private and not-for-profit agencies, and others with an interest in emergency management, acknowledging and reflecting the importance of resilience building and holistic community emergency management planning.

What is the Purpose of the MEMP

The purpose of the MEMP is to enhance the safety of local communities, individuals and visitors to the Corangamite Shire, and to assist in the preservation of lives, livelihoods and the environment in the event of an emergency affecting the municipality.

Sections of the MEMP

Before

This section details arrangements for Victoria's emergency management planning framework, prevention and preparedness activities including sub-plans, risk assessment and management, planning for community safety and resilience, community engagement and responsibilities. It details the role of the MEMPC and planning arrangements, roles and responsibilities, priorities and actions.

During

This section details the tiered response management arrangements and structures, responsibilities, priorities and actions, communications, municipal coordination and resource sharing protocols. It also details emergency relief arrangements, impact assessment, transition from response to recovery.

After

Details recovery arrangements, including recovery definition and principles, functional areas of recovery, recovery planning and activation, community involvement in recovery and long-term recovery.

Appendices

Appendices include relevant information on the Municipal Emergency Management Planning Committee, contact and distribution lists, locations of Bushfire Places of Last Resort, ERCs, agency roles and responsibilities. Note that some of these appendices are not available to the public.

Document Register and updates

Version	Release Date	Author	Changes
Version 1	26 February 2014	A.Van der Schans	Full version change
Version 1.1	24 November 2015	S. Whitehand	Dept EMMV and contact list updated. Addition to event history.
Version 2	25 July 2016	S. Whitehand	Contact details update. Remove Recovery Agricultural, insert CERA information
Version 2.1	16 February 2017	S. Whitehand	Incident Controller Definition, addition of IEMT and Initial Impact Assessment, community sirens, Crisisworks. Change to escalation arrangements
Version 3	October 2019	J. Bowen	Before, During, After additions. Addition of Agriculture environment. General update to contents and review contacts, Community Profile update
Version 4	January 2022	J. Bowen	Full version change incorporating new Emergency Management legislation changes
Version 4.1	February 2024	MEMPC	Review, update and inclusion of recommendations from IGEM Report

Distribution of the MEMP

The Corangamite Shire MEMP and amended copies will be distributed to the MEMPC membership electronically.

A public copy is available from:
- Corangamite Shire Council website: www.corangamite.vic.gov.au
- State Library of Victoria: www.slv.vic.gov.au

Please refer to the disclaimer of this plan for further details about the intended uses and appropriate distribution of this document.

Public Access

A public access version of the Plan is placed on Council's website under the Emergency Management tab: www.corangamite.vic.gov.au

Please note the public version has information and contact details removed to comply with confidentiality and privacy requirements. The restricted version has full details and is only made available to the MEMPC membership or approved agencies that have a role or responsibility detailed in this plan.

The current version of this plan is maintained by Council for approved agency staff access. Names and contact details in the restricted version of this Plan is only to be used for emergency management purposes and must be managed in accordance with the Privacy and Data Protection Act 2014.

Maintenance of the MEMP and Contact Details

This plan has been prepared by the Corangamite Shire MEMPC in accordance with and complies with the requirements of the Act including having regard to the guidelines issued under S77, Guidelines for Preparing State, Regional and Municipal Emergency Management Plans.

The plan is reviewed within three years or sooner as required, including review of risks, by the Corangamite Shire MEMPC. Amendments are produced and distributed by Corangamite Shire Council (as the MEMPC secretariat) using the distribution list in Appendix 1.

Address all enquiries to:

Corangamite Shire MEMPC Chair
C/- Manager Environment & Emergency
Corangamite Shire Council
PO Box 84, CAMPERDOWN 3260
Telephone: 5593 7100

Glossary and Acronyms

Definitions of words and phrases used in the MEMP have the same meaning as those prescribed in the relevant legislation and should be referred to, they include:
- Emergency Management Act 1986 and 2013
- State Emergency Management Plan (SEMP)
- Local Government Act 1989 and 2020
- Risk Management Standard ISO: 31000 2009

A glossary of acronyms is also included in Appendix 9.

The MEMP follows the practice of writing a name in full followed by the acronym in brackets after it and is used thereafter in the plan.

Contents

1. Introduction

1.1 Acknowledgement of Country

We respectfully acknowledge the Eastern Maar and Wadawurrung peoples as the traditional custodians of the Corangamite Shire lands, rivers, coastlines, and hills. We pay our respects to the elders of the past, who lived in harmony with this land. We acknowledge the elders of the present, from whom we seek to learn about, care for and treasure this land. We pay tribute to the memory, culture, art and science through over 60,000 years of the world's oldest living culture.

1.2 Authority

In 2020, the Emergency Management Legislation Amendment Act 2018 amended the Emergency Management Act 2013 (EM Act 2013) "Act" to provide for new integrated arrangements for emergency management planning in Victoria at the State, regional and municipal levels; and create an obligation for a Municipal Emergency Management Planning Committee (MEMPC) to be established in each of the municipal districts of Victoria, including the alpine resorts which, for the purposes of the act, are taken to be a municipal district. Each MEMPC is a multi-agency collaboration group whose members bring organisation, industry, or personal expertise to the task of emergency management planning for the municipal district.

This plan has been prepared in accordance with and complies with the requirements of the Act including having regard to the guidelines issued under S77, Guidelines for Preparing State, Regional and Municipal Emergency Management Plans.

This plan comes into effect (active) once published and remains in effect until superseded.

1.3 Plan assurance and Approval

1.3.1 Assurance

A Statement of Assurance (including a checklist and certificate) has been prepared and submitted to the REMPC pursuant to the Act (S60AG).

1.3.2 Approval

This Plan is approved by the Barwon South West Regional Emergency Management Planning Committee (BSW-REMPC). This Plan comes into effect when it is published and remains in effect until superseded by an approved and published update.

1.3.3 Plan Review

To ensure the plan provides for a current integrated, coordinated, and comprehensive approach to emergency management and is effective, it has been reviewed within three years. This complies with Section 60AN, section 6.1 of the Emergency Management Act 2013 (EM Act 2013).

Urgent update of this Plan is permitted if there is significant risk that life or property will be endangered if the plan is not updated (Act S60AM). Urgent updates come into effect when published on the municipal council website and remain in force for a maximum period of three months.

This Plan will be reviewed not later than December 2027 or following an emergency which requires changes to the plan. This Plan is current at the time of publication and remains in effect until modified, superseded or withdrawn.

1.4 Planning Context

The MEMP is intended for use by emergency managers, personnel with emergency roles, and any stakeholders who have a role and responsibility in mitigation, response and/or recovery. This includes emergency services, local councils, government departments, private and not-for-profit agencies, and others with an interest in emergency management – acknowledging and reflecting the importance of resilience building and holistic community emergency management planning.

The EM Act 2013 requires the MEMP to contain provisions providing for the mitigation of, response to and recovery from emergencies (before, during and after), and to specify the roles and responsibilities of agencies in relation to emergency management.

The MEMP does not contain operational details, internal processes, and standard operating procedures. Instead, these documents and others relating to emergency management within Corangamite Shire are incorporated into specific sub-plans or within internal documentation for each of the agencies represented on the MEMPC.

Appendix 8 outlines the roles and responsibilities of agencies in emergency management which are specific to Corangamite Shire. Note that Appendix 8 only lists those agencies that are not included in the Victorian State Emergency Response Plan (SEMP) or the Regional Emergency Management Plan (REMP).

It is recommended that the MEMP be read in conjunction with the SEMP and Subplans. The SEMP is available at www.emv.vic.gov.au/responsibilities/semp

1.5 Aim and Objectives

1.5.1 Aim

The aim of the MEMP is to document agreed emergency management arrangements before, during and after emergencies that could impact on the municipality and its communities.

The MEMP is consistent with the principles underlying the preparation of emergency management plans.

Principles require that the plan is:

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

To this end the MEMPC have sought to collaborate and engage with members of the community and community organisations by inviting representatives to participate in the development of the MEMP. This Working Group has provided feedback into the development of the MEMP and considered:

- other appropriate sectors of the community who may provide input to planning
- relevant Community Emergency Management Plans for inclusion in the MEMP
- other appropriate Departments or agencies who may not be represented on the MEMPC to provide information on relevant risks.

The output of this collaboration, consultation and engagement is documented in:

- the minutes of the Working Group
- the MEMP
- the MEMP Statement of Assurance.

1.5.2 Objectives

The objectives of the Corangamite Shire MEMP are to establish municipal emergency arrangements that:

- Identify hazards and determine the level of risk within the municipality
- Implement measures to prevent or reduce the impact of emergencies
- Manage arrangements for the utilisation and implementation of municipal resources in response to emergencies

- Manage support that may be provided to or from adjoining municipalities
- Establish the roles and functions of local supporting agencies that are not set in legislation
- Assist affected communities to recover following an emergency; and
- Complement other local, regional and state planning emergency arrangements.

It is recommended that the MEMP be read in conjunction with the State Emergency Response Plan (SEMP) and the Barwon South West Region Emergency Management Plan (BSW REMP).

1.6 Testing, exercising & evaluation of the MEMP

The arrangements in the SEMP require the MEMP to be exercised at least once a year. However, this is not required if the MEMP has been activated due to an emergency in the previous 18 months, unless there is a requirement or direction to exercise for a specific purpose (e.g. exercising changes to the MEMP due to a recent emergency). Exercises are intended to test the arrangement set out in the MEMP to see whether the arrangements are practical and appropriate in emergency situations.

The MEMPC plans and implements the annual testing exercises. Any procedural anomalies or shortfalls encountered during these exercises are addressed and rectified at the earliest opportunity. Exercises are structured to provide the following benefits:

- Provide the opportunity for organisations and personnel to test their procedures and skills in simulated emergency situations;
- Provide an opportunity for the local emergency management community to work together;
- Get to know each other and gain confidence in each other's skills; and
- Provide education about the MEMP and other programs to the community.

Emergency exercises may be conducted in a variety of formats and may test various parts of the arrangements at different levels of response, relief and recovery management. There should also be testing of the links between the levels of recovery management.

1.6.1 Recent Exercises

In November 2019 the MEMPC hosted Exercise Luke. This was a large discussion-based exercise conducted with key municipal and regional stakeholders and members of the MEMPC. The exercise allowed participants to consider and discuss multi-agency response and consequences from a tourist bus versus car collision on the Great Ocean Road.

The objectives of the exercise were:

- To identify the key decision-making, coordination, and escalation processes to be utilised by agencies responding to a mass casualty incident involving foreign tourists on the Great Ocean Road;
- To discuss the ability to establish and maintain multi-agency and multi-jurisdictional communications and public information in response to mass casualty incident;
- To discuss the logistics relating to the provision of emergency relief services for affected people; and
- To identify the consequences this incident would have on communities, businesses and the regional economy.

Key learnings from the exercise were increased understanding of the agency roles and responsibilities under the MEMP, reinforcing collaboration and shared responsibility as per the MEMP, identification of additional training needs, and clarification of communications pathways.   No changes to the MEMP were required as a result of the exercise however learnings were considered useful in the assessment of the major traffic accident risk through the CERA process, including identification of risk mitigations.

The MEMP has not been exercised since Exercise Luke, although the MEMP was activated during the COVID-19 Pandemic and October 2022 Floods. The MEMPC have considered learnings from these events in the MEMP through the development and review of complementary plans. The Corangamite Shire Influenza Pandemic Response Plan was reviewed during the COVID-19 Pandemic, whilst debrief from the October 2022 Flood identified the need for a review of the Municipal Flood Emergency Plan (to commence shortly).

In October 2023, Corangamite Shire Council in partnership with Colac Otway Shire Council, Surf Coast Shire Council and relevant relief and recovery agencies, facilitated an exercise to test the Emergency Relief Centre (ERC) arrangements. This exercise was based on the Emergency Relief Centre Guidelines developed by the Otway Relief and Recovery Collaboration under the Otway Relief and Recovery Plan which form a sub-plan of the MEMP for each council.

In August 2023, Victoria Police facilitated a tabletop exercise in Cobden to test local response arrangements outlined in the MEMP. The exercise allows participants to consider multi-agency response for a chemical leak at a local milk processing facility. These learnings will be considered in the next review of the hazardous materials release risk through the CERA process.

2. Context

Provides details on the municipality, hazards, population, infrastructure, industry

Figure 1: Map of Corangamite Shire

16,115
Population

12
Towns

4,600km2
Total area

60km
Coastline

2.1.1 The land

Corangamite Shire is located between the Shires of Colac Otway to the east, Moyne to the west, Southern Grampians and Pyrenees to the north.

It is approximately 190 km from Melbourne and comprises 12 small townships, the largest being Camperdown in the centre. It extends from the southern boundary at the limestone cliffs at Port Campbell and Princetown to the town of Skipton, in the north, near Ballarat. The Shire's eastern boundary predominantly follows the shore of the large salt-water Lake Corangamite and extends to the west of Terang following the Mt Emu Creek.

Corangamite Shire covers an area of 4,600 square kilometres. It encompasses a diversity of land types ranging from lower rainfall, cropping and grazing plains in the north, interspersed with volcanic areas containing stony rises country stretching from Mt. Elephant near Derrinallum, to Mt. Leura and Mt. Sugarloaf near Camperdown, and Mt. Porndon on the eastern side of the Shire. This area is interspersed with lakes of volcanic crater origin.

South of this volcanic area are the farming districts surrounding Cobden, Simpson, Timboon, Port Campbell and west to Terang. Much of this land is former forest country with high rainfall. The Shire is in a cool temperate zone with rainfall ranging from 250 mm in the north to 1130 mm in the south. Recent mapping identified several areas of peat which present a fire risk for the municipality.

Mt. Emu Creek flows south from Skipton and forms the Shire boundary to the west for many kilometres and the Curdies River flows south from Lake Purrumbete to the coast forming the Curdies River Valley near Timboon with steep inaccessible terrain, finally flowing into the sea at Peterborough.

2.1.2 Traditional Owners

The Eastern Maar and Wadawurrung peoples are Traditional Owners in Corangamite Shire.

Eastern Maar land encompasses most of Corangamite Shire extending as far north as Ararat and encompasses the Warrnambool, Port Fairy and Great Ocean Road areas. Wadawurrung land encompasses Skipton, Lismore and Cressy, extending eastwards to Surf Coast, Golden Plains and Geelong.

Their long history reminds us that the challenges we face now with a changing climate, Wadawurrung and Eastern Maar, and the many other Traditional Owners have lived through extreme climate change
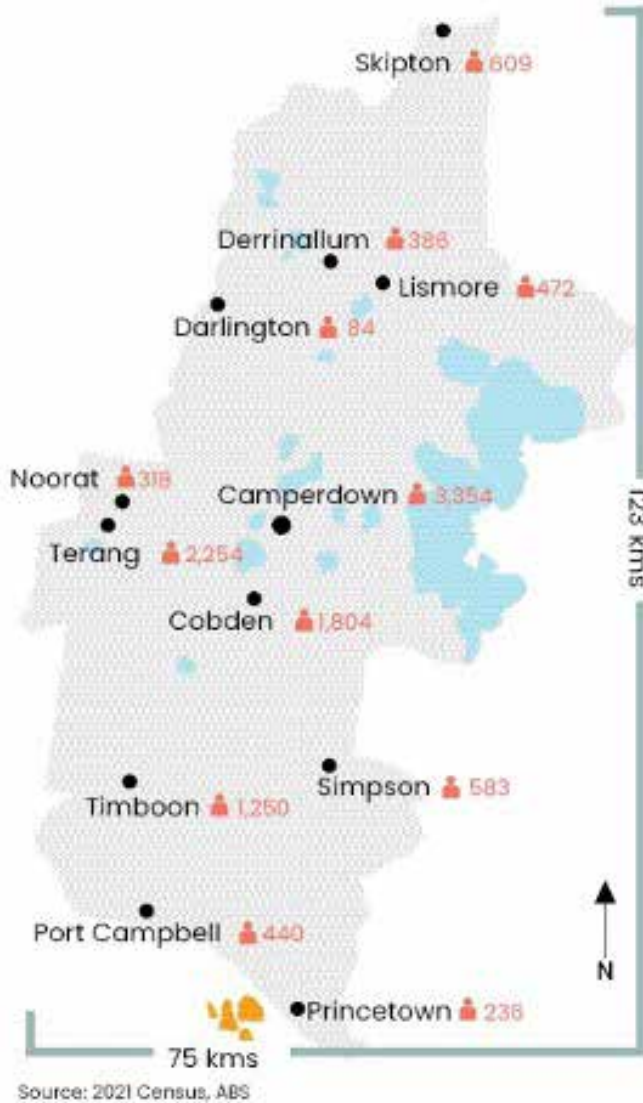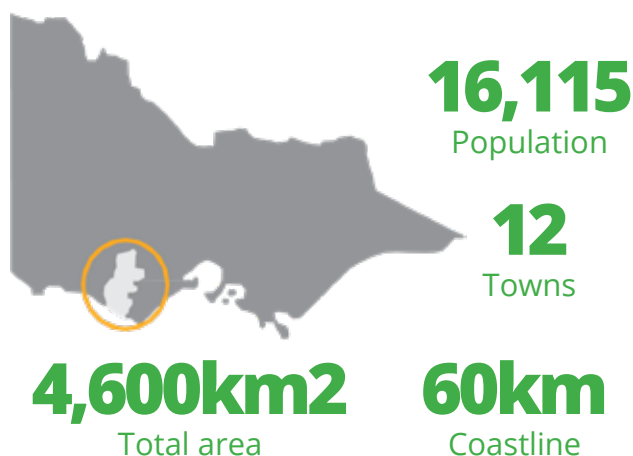
for tens of thousands of years. The Corangamite Shire MEMPC seeks to build mutual understanding with the Traditional Owners, to respect their knowledge and connection with the land, and to learn from them in developing the MEMP.
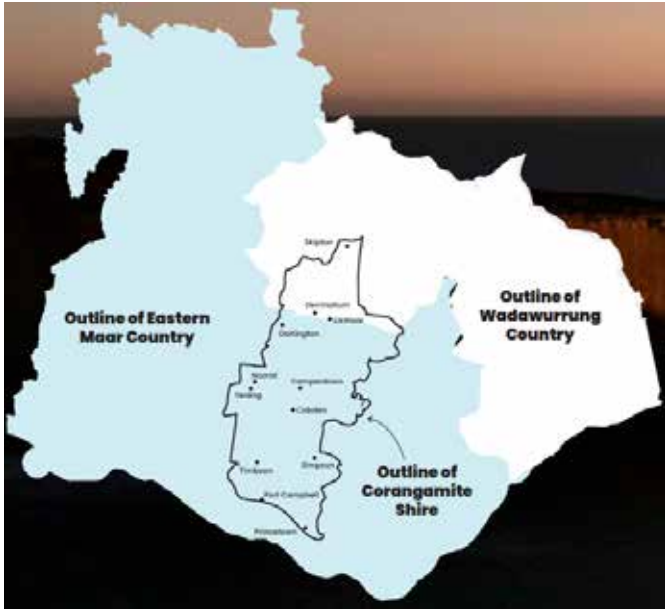

Figure 2: Eastern Maar and Wadawurrung Country

2.1.3 The community

The following community profile is structured on the 'Resilient Recovery model'[1] which considers the whole community system and the diverse components within that system. This model assists with understanding the relationships between components in planning and how actions can impact on or achieve outcomes in another component of the community.

2.1.4 Wellbeing

Wellbeing is the safety, security, physical and mental health of individuals, families and the community, including the most vulnerable.

Population details[2]

The population of Corangamite Shire is 16,115 (ABS ERP 2021). This is a slight increase of 1.15%.

The community is expected to age with a projected increase of the 60+ age bracket, particularly in the 70-84 bracket. The census data (ABS 2021 census) shows that there is a slightly lower percentage of people in the younger age groups (0-19 years) as well as a higher proportion of people in the older age groups (60+ years) compared to the whole of Victoria. Overall 22.5% of the population is aged between 0-19, and 32.7% were aged 60 years and over, compared with 23.6% and 22.4% respectively for Victoria. The townships

of Skipton, Lismore, Derrinallum, Darlington, Terang, Noorat, Camperdown, Cobden, Simpson Timboon, Princetown and Port Campbell are located within the Shire.

[1] State of Victoria 2017 'Resilient Recovery Discussion Paper' Emergency Management Victoria

[2] Statistical data referenced in this document is from the following sources:
1. Australian Bureau of Statistics 2016 & 2021 Census
2. Department of Health 2016 Local Government Area Statistical Profiles
3. VicHealth Indicators Survey 2015

Populations

3,354 Camperdown	**2,254** Terang
1,804 Cobden	**1,250** Timboon
609 Skipton	**583** Simpson
440 Port Campbell	**472** Lismore
386 Derrinallum	**318** Noorat
236 Princetown	**84** Darlington
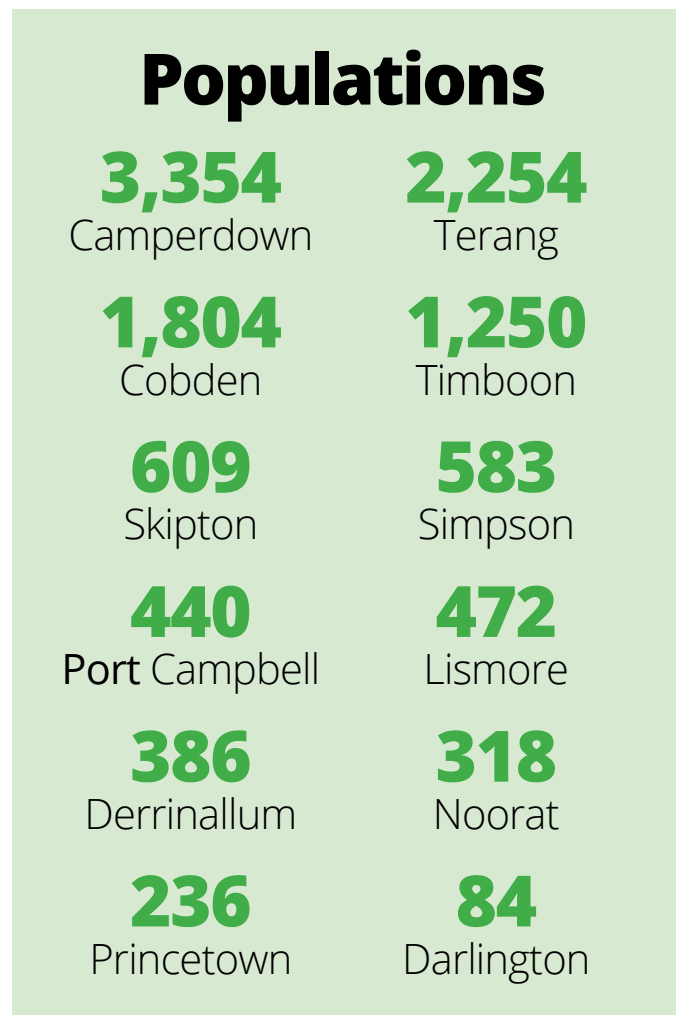
Figure 3: Populations

Health, disadvantage and vulnerability

The percentage of people with obesity and heart disease in Corangamite Shire is among the highest in the state. Reporting of cancer is above the state average but incidence of smoking in over 18-year-old is lower than the state average. The unemployment rate for Corangamite Shire is currently 2.6% (ABS 2021) which is below the state average, however the median household income is also lower than the state average. The number of people receiving disability services

support in the Shire is higher than average, as is the number of people over the age of 75 who live alone.

The socio-economic disadvantage SEIFA ranked Corangamite Shire as 293 amongst the 544 councils across Australia, roughly half-way. Generally, areas in the north of the Shire were more disadvantaged than area in the south.

People receiving disability services support per 1,000 population in Corangamite Shire numbered 11.3 There are also many people in our community who would be considered vulnerable depending on the emergency event, these may include the elderly, young people and people with disability. This is distinct from people who have been individually assessed and recorded in the Vulnerable Persons Register (refer Section 3.5.5).

Hospitals and healthcare providers

Figure 4 provides a list of hospitals and health care facilities in the Shire.

Hospitals

Camperdown Hospital - SW Healthcare
Robinson Street, Camperdown

Terang & Mortlake Health Service
13 Austin Street, Terang

Timboon & District Health Care Service
21 Hospital Road, Timboon

Cobden Health
Victoria Street, Cobden

Skipton & Beaufort Health Service
2 Blake Street, Skipton

Figure 4: Hospitals and Healthcare facilities

Social engagement and crime

Family violence incidents, drug usage and possession and total criminal offences in Corangamite Shire are all below state averages. Corangamite Shire rates highly against the state in almost every measure of social engagement such as volunteering, members of sporting groups, religious groups and active community members.

2.1.5 Liveability

Critical Infrastructure

Critical infrastructure in Corangamite Shire provides important services to the community – safe drinking water, reliable transport, communications, energy supply, food and grocery items, banking, healthcare and government services.

Critical infrastructure includes those physical facilities, supply chains, systems, assets, information technologies and communication networks which, if affected by emergency, or rendered unavailable for an extended period, would significantly impact on the social or economic wellbeing of the community.

Part 7A of the Emergency Management Act 2013 allows for the identification and assessment of what infrastructure assets are most critical to Victoria (across energy, transport and water sectors) and record them on a Register, maintained at state level by EMV. The Act also prescribes that owners and operators must complete an annual resilience improvement cycle including a statement of assurance, emergency risk management planning and documentation, an exercise and an audit.

Critical infrastructure in the Corangamite Shire includes power generation and supply assets, gas distribution networks and water catchments. It also includes major roads, community facilities and telecommunications towers. See the information below.

Transport

The Shire has a significant road network and rail transportation links, with access to major supply routes being a key advantage for many businesses located in Corangamite Shire. However, road upgrades and improvements are a key priority for the Shire and would contribute a positive impact on business cost and efficiency.

The Shire has four main highway links:

- The Glenelg Highway in the north of the Shire running west from the Shire's north-eastern boundary through Skipton to the Shire's north-western boundary.
- The Hamilton Highway in the mid-northern part of the Shire, entering the eastern boundary near Cressy, running west through Berrybank, Lismore, Derrinallum and exiting the Shire at Darlington.
- The Princes Highway in the centre of the Shire, entering the eastern boundary at Pirron Yallock running west through Camperdown and exiting at Garvoc.

- The Great Ocean Road in the southern part of the Shire, entering the eastern boundary at Moonlight Heads, running west through Princetown and Port Campbell and exiting at Peterborough.

The two main rail links are:
- The Geelong - Warrnambool rail link which approximately follows the Princes Highway.
- The National Rail link between Melbourne and Adelaide, which approximately follows the Hamilton Highway.

Energy

There is significant natural gas infrastructure in Corangamite, including three major natural gas plants located in Port Campbell;
- • Beach Energy Otway Gas Plant
- Cooper Energy Athena Gas Plant
- Lochard Energy Iona Gas Plant

The is the Ferguson Windfarm located at Princetown. Part of the Berrybank windfarm is located in the Corangamite Shire, approximately 13km east of Lismore.

There are several high voltage electrical lines and windfarm connections in the north of the Shire which may add to the risk of grassfire. Additionally, there are several battery storage and solar farms projects currently planned or under construction.

Water Catchments

Many catchments supplying water for domestic, irrigation or other purposes within Victoria are protected under the Catchment and Land Protection Act 1994. These catchments have significant values as a source of water supply, both for domestic and for stock and domestic use.

Urban water and sewerage services in the Corangamite Shire are provided by Wannon Water and also Central Highlands Water in Skipton. Catchment management authorities in the Corangamite Shire are Glenelg Hopkins CMA and the Corangamite CMA

Telecommunications

In 2016, 73.3% of homes in Corangamite Shire had an internet connection. Quality mobile phone coverage remains an issue in the Shire. There are multiple communications towers scattered across the district with many people are connected to the National Broadband Network (NBN) increasing the reliance on internet services for home phones and telecommunications access.

A Regional Digital Plan has been developed in 2023 by Corangamite, Moyne and Warrnambool Shire Councils, which aims to address the connectivity challenges faced across the Region. Focus is given to supporting adequate mobile coverage, improving the low up-take on Internet of Things (IoT) devices, and fixing the Region's lack of NBN business-grade services.

Education and family and child care

Figure 5 outlines the number of educational facilities and family and child care facilities in the Shire.

Schools and Childcare facilities

5	2
Primary Schools	Secondary Schools
7	7
Kindergartens	P-12
3	7
Mobile Child Care Facilities	Maternal & Child Health Centres
5	3
Day Care Venues	Long Day Care Centres
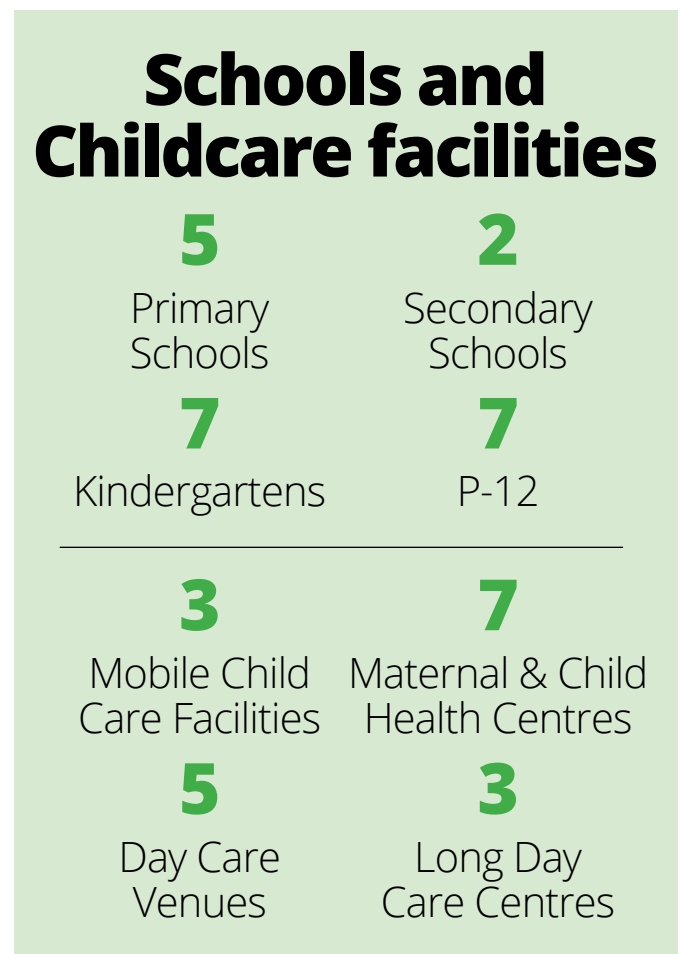
Figure 5: Schools and Childcare facilities

Housing

In Corangamite Shire, 67% of households have purchased or fully own their home, 16% were renting privately, and 1.2% were in social housing in 2016. Of the people who work in Corangamite Shire 83.4% also live in the area.

2.1.6 Sustainability

Culture and heritage

The three largest ancestries in Corangamite Shire in 2021 were Australian, English and Irish. 4.8% of

people in Corangamite Shire were born overseas so the degree of cultural diversity is low compared with metropolitan municipalities. The largest religious group in the Shire is Roman Catholic with 22.9% with 41.3% reporting no religion.

Larger cultural events in Corangamite Shire include the Loch Ard Festival in November in Princetown, Crayfest in Port Campbell, TRACKs in Timboon, Noorat Show and Heytesbury. Significant sporting events include the Dirty Warrny, Kangaroobie Klassic, and Melbourne to Warrnambool Cycling Race.

Economy

Corangamite Shire's annual economic output is $2.710 billion, which represents 13.48% of the Great South Coast's GDP. In 2023 there were 7,650 local jobs.

The Agriculture, Forestry & Fishing industry sector makes the greatest contribution to economic output in the region, which at $851.8 M accounts for 31.43% of total output. This industry sector is also the largest employer with 2,442 jobs which represents 31.92% of total employment within the region.

Factories located in Cobden and Camperdown service the dairy industry. A livestock selling complex is in Camperdown with other livestock industries are centred mainly in Simpson, Timboon, Cobden, Camperdown and Terang.

The Twelve Apostles and Port Campbell National Park form one of Australia's three most recognised natural attractions and the Great Ocean Road at the southern extremity of the Shire is the focus of heavy tourist activity. In Corangamite, the value added by tourism is estimated at $27.325 million. This represents 2.3% of total value added by all industries. However, the challenges include congestion and damage to roads, drivers unfamiliar with the environment and road laws and language and cultural barriers. The many volcanic lakes and plains are also an attraction for tourists and there is a vibrant local gourmet food trail.

Agriculture

Corangamite Shire is the heart of the South West Victorian Dairy region and dairy provides the backbone of the economy. Other agricultural practices and farming include sheep and cattle grazing, and grain growing. A plantation forestry industry is being established in the Shire. Plants have been established in several centres in the Shire to treat forestry plantation products.

2.1.7 Viability

Community development

Each of the twelve towns within the Shire has a ten-year Community Plan which spells out what each community values most about their hometown. They also record the aspirations of local communities and list agreed priority projects to make the Corangamite Shire more livable and prosperous.

Investment

Corangamite Shire has an abundance of renewable energy resources and a significant supply of natural gas. There is significant natural gas infrastructure in Corangamite, including three major natural gas plants. Future investment opportunities exist in renewable energy including wind, solar and geothermal. The presence of transmission lines through Corangamite Shire, including the 66kV and 500kV lines, make it attractive for large scale energy projects. Corangamite Shire is located in the South West Renewable Energy Zone.

Arts and culture

Corangamite Shire is developing a strong arts, culture and heritage environment with partnerships with various arts, tourism associations and community organisations. The Corangamite Shire area is rich in indigenous, pastoral, and maritime history. There are many reminders of the history of the area including dry stone walls, homesteads, avenues, buildings and shipwreck relics. It is believed that indigenous persons have lived in the area for over 60,000 years.

There are several opportunities for residents and visitors to participate in creative activities and explore cultural identity and heritage which enriches the Shire's liveability, attracts new residents and increases tourism visitation leading to more economic development opportunities.

2.1.8 Community Connections

Networks and connections with communities

There are various agencies that work across a wide range of groups and well-connected networks in the Shire including aged and disabled, youth, families and children.

The Shire has a wealth of recreational open spaces and facilities recreation reserves, playgrounds, sports complexes, skate parks and swimming pools and people can access information on a wide variety of

sporting groups through local directories.

The Shire is well covered with local newspapers, local bulletins and newsletters and there are active groups on social media.

Community engagement and input into emergency management planning and community development planning is actively occurring across several towns through agencies including emergency services and Council. This planning engages individuals and communities and enables them to make better decisions about their safety and wellbeing ultimately for better community outcomes. Those interested are encouraged to seek further information about community engagement plans through agencies or the communities themselves. Agency personnel can also check EMV's EM-COP website for community plans that may be listed.

2.2   History of emergencies

Fire

The Shire is prone to bushfire in the grasslands to the north and to a lesser extent in the forested areas in the south. The Shire suffered significant losses of life, property and livestock in the Ash Wednesday fires in 1983. In more recent times the shire has experienced the significant South West Complex Fires (2018), the Weerite Fire (Black Saturday 2009), Stoney Rises (2006) and Callanballac Fire (2005).

South West Complex Fires

On 17 March 2018 emergency services responded to four major fire fronts across the Corangamite, Moyne and Southern Grampians Shires. The four fires burnt through more than 15,000 hectares, destroying 26 houses, more than 80 farming sheds and 2,895 kilometres of fencing. Confirmed livestock losses of 2,995 cattle and sheep. In addition to this there were significant disruptions to power infrastructure and the normal activities of the community. The emergency in the Corangamite Shire continued for a further 53 days with peat fires burning at Cobrico and Lake Elingamite.

For a more in-depth history of bushfires in Corangamite Shire, see the Strategic Fire Management Plan Otway District available at www.corangamite.vic.gov.au

Flood

There have been several significant flooding events in recent years, particularly in the township of Skipton;

- In August and September 2010 flooding of the Mt Emu Creek caused some flooding in Skipton
- In January 2011, heavy rainfall in the catchment of Mt. Emu Creek caused major flooding in Skipton, impacting heavily on the township and downstream landowners.
- Flooding was again experienced September/October 2016, with extensive impact to the road network across the Shire.
- The October 2022 floods were one of the worst Victorian flood disasters on record and caused significant damage across 64 of Victoria's 79 local government areas, affecting multiple communities and assets. In Skipton water from Mount Emu Creek again inundated 23 properties in the town of 600 people when it peaked at 5.55 metres.

Pandemic

On 25 January 2020 Australia identified its first case of severe acute respiratory syndrome which was a part of the worldwide pandemic of the coronavirus disease 2019 (COVID-19).

In March 2020, as cases of COVID-19 rose, the State and Federal Governments imposed restrictions that impacted Corangamite's businesses and communities. With Government assistance Council developed a COVID-19 Recovery Program which included fee waivers, local employment opportunities, business grants, welfare and social supports, and education. Coronavirus vaccinations were rolled out in partnership with South West Healthcare and Council.

Transport-related incidents

Tourism has brought its own emergencies with tourist coaches and other traffic using the Great Ocean Road in ever increasing numbers. Cliff rescues of sightseers have been carried out regularly. The Shire is crossed by a network of rail and road transport corridors, increasing the risk of road and rail emergencies. In 2006, there was a train accident in Lismore which resulted in a fatality and extended disruption to road and rail infrastructure and services.

Maritime emergencies

The coastline, which forms the southern boundary of the Shire, has a history of maritime emergencies extending back to early European settlement. Modern shipping technology has reduced this danger, but the risk of shipwreck and/or oil spills is ever present.

Other emergencies

The Derrinallum Bomb Explosion in 2014 was an unlikely event but one that tested emergency evacuation planning and relief centre preparedness arrangements.

In 2012 a fire at the Warrnambool Telstra Exchange caused a telecommunications outage that lasted for about 20 days. The outage affected about 100,000 people in South West Victoria including Corangamite Shire, an area covering approximately 67,340 square kilometers. Telstra reported impacts to 135 exchange services, 85 schools, 20 hospitals, 27 police stations, 92 fire stations and 14 SES services affected by the outage. The financial cost to the region was estimated by the State Government to be at least $0.95 million a day, however the true cost may never be known.

2.3   Future implications for emergencies

Future vulnerabilities will include larger landholdings managed by consortiums and serviced by contractors leading to declining populations across the Shire. This demographic combined with an ageing population has seen previously robust rural communities replaced by smaller, older more vulnerable communities isolated from services. The shift in population may reduce emergency services volunteer capacity and resources potentially leading to delayed suppression activities in rural areas reducing brigade capacity and resources.

Changes in farming practices have led to increased fuel content being left on ground throughout the year potentially increasing fire spread due to continuity of fuel load. There's also been an increase in tree plantations which can be a fire risk and raised bed cropping contributing to more localised floodings. However, there are also large numbers of stubble burns annually in the Shire which contribute to the risk of fire outbreaks if not very carefully managed.

Hay production is widespread throughout the Shire and there is potential for spontaneous combustion in stored product.

An increase in individuals purchasing property for investment purposes has resulted in more absentee landowners. These landowners may have less understanding of fuel and fire management requirements, have little engagement with the community and live externally to the municipality. This limits their capacity and ability to undertake regular fuel management works and participate in local community networks.

The Coronavirus Pandemic has also seen many city dwellers purchasing land and properties in rural parts of Australia including Corangamite Shire and in particular coastal townships. This has seen an escalation of property prices, in some cases making it difficult for local people to afford homes in their towns.

As predicted by the State Government climate change projections, an increase in temperature can be expected in the future. This escalation in temperature will potentially increase the likelihood and frequency of heatwaves across the municipality. Increased heatwaves in conjunction with an ageing population could be a cause for concern. An increase in the frequency and severity of fire and storm events is also expected

The reliance on technology and internet services can lead to increasingly complex management of emergencies when this fails. Finally, increasing tourism in the south and expansion of large-scale renewable energy projects are also a risk to be considered for emergencies (Refer Section 2.2.3 Sustainability).

3. Planning & Mitigation Arrangements

BEFORE

This section identifies specific emergency management roles and responsibilities, as determined by the Emergency Management Act 2013 and the State Emergency Management Plan. It details the prevention and preparedness activities and arrangements for the management of emergencies in the Corangamite Shire.

3.1 Victoria's Emergency Management Planning Framework

This plan supports holistic and coordinated emergency management arrangements within the Barwon South West Region. It is consistent with and contextualises the State Emergency Management Plan (SEMP) and BSW Regional Emergency Management Plan (REMP). The SEMP establishes integrated arrangements for emergency management planning in Victoria at the state level to inform all levels of planning – state, regional and municipal. The REMP is a subordinate plan to the SEMP and the MEMP is a subordinate plan to the REMP. Where inconsistencies occur, information provided in the SEMP will prevail. The SEMP is available at www.emv.vic.gov.au/responsibilities/semp.

To the extent possible, this Plan does not conflict with or duplicate other in-force emergency management plans that exist. Figure 6 outlines this Plan's hierarchy. This Plan should be read in conjunction with the SEMP and the BSW REMP.
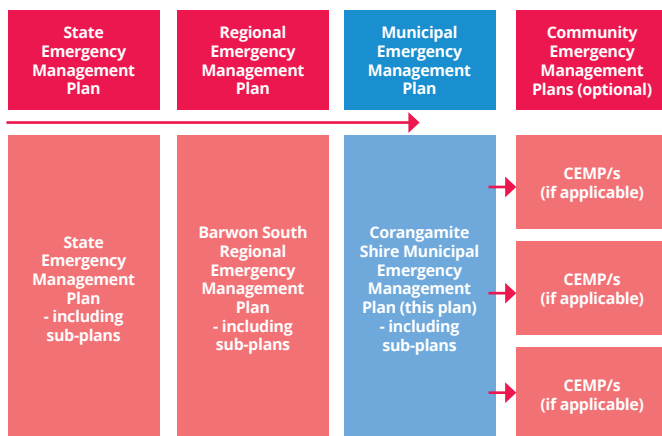
Figure 6: Plan Hierarchy

3.2 Municipal Emergency Management Planning Committee (MEMPC)

The Corangamite Shire MEMPC has been established under the Emergency Management Legislation 2018

(EMLA Act) and the Emergency Management Act 2013 (EM Act 2013).

The MEMPC is one component of a broader structure that enables appropriate planning, response and recovery activities and arrangements at local and regional levels. Sub-committees and Working Groups are appointed to take on the responsibility of planning for fire management, flood and relief and recovery. The Relief and Recovery sub-committee is a joint collaboration between Corangamite, Surf Coast and Colac Otway Shire municipalities.

The MEMPC will also work with other agencies that are represented at regional level when required such as the Great Ocean Road Authority and other agencies not represented on the MEMPC such as Traditional Owners Corporations, where relevant. See Appendix 2 for the Terms of Reference and the Committee Membership.

Figure 7: Corangamite Shire MEMPC

3.3 Sub-Plans and Complimentary Plans

3.3.1 Sub-plan

The MEMPC will determine if a sub-plan is required to detail more specific or complex arrangements that either enhance or contextualise this Plan. All sub-plans are multi-agency plans and may be hazard specific where the consequences are likely to be significant. All sub- plans to this Plan are subject to the same preparation, consultation, assurance, approval and publication requirements as this Plan, as outlined in the Act Part 6. Agencies with roles or responsibilities in

a sub-plan must act in accordance with the plan (Act S60AK).

The following plans have been developed and are sub-plans:

- Strategic Fire Management Plan Otway District
- Corangamite Shire Flood Emergency Plan (MFEP)

Complimentary Plans

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

Complementary plans do not form part of this Plan and are not subject to approval, consultation and other requirements under the Act. A list of complementary plans that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the municipal district are included below.

Key Plans and works conducted

Key agencies in Corangamite Shire develop and implement a range of plans and initiatives based on identified risks that ensure appropriate prevention activities are conducted regularly. These plans are regularly reviewed and tested under the requirements of the plan. The following plans and activities have been developed and implemented:

- Otway District Relief and Recovery Plan
- Dam Safety Emergency Plan (DSEP) (for copy of this plan please contact MEMO)
- Community Information Guides
- Bushfire Place of Last Resort – Neighbourhood Safer Places Plan
- Skipton Dam Safety Plan (for copy of this plan please contact MEMO)
- Municipal Emergency Animal Welfare Plan
- Municipal Public Health and Wellbeing Plan
- Corangamite Shire Pandemic Plan
- Corangamite Shire Heatwave Plan

Other complimentary plans such as operational plans, procedures and guidelines exist within agencies to assist with their capacity and capability to undertake their legislative functions or complete projects to mitigate risk. It is not the purpose of the MEMP to document these plans.

3.4 Mitigation

Emergency management includes a range of activities that require the allocation of resources – including human, financial and equipment - and multi-agency support to ensure a coordinated and well-planned approach and outcomes. These resources are often limited and must be used effectively.

3.4.1 Emergency Risk Management

Emergency risk management is the subset of general risk management practice that deals with the sources of risk (or hazards) that can cause an emergency.

The concept of risk for emergencies combines an understanding of the likelihood of a hazardous event occurring with an assessment of its impact. Risk is the outcome of interactions between the hazard, exposure, vulnerability and resilience.

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

Exposure - refers to people, property, systems, or other elements present in hazard zones that are thereby subject to potential losses.

Vulnerability - The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors. Vulnerability varies significantly within a community and over time.

Resilience - The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard (also see Section 3.4.7 Communities and Resilience). A successful emergency-related risk management process enables a committee or team to make recommendations about where to best spend limited resources to achieve the greatest gain.

3.4.2 Community Objectives

For emergency risk management, the relevant objectives are those of the community of interest. These may be very general and may be applicable across Australia, or very local and specific to a particular community. Stated objectives can be based around wellbeing, covering areas such as health, property, economic performance, environmental quality, and what sustains these broad social and

economic goals. Emergencies can damage or destroy interfere with achieving the objectives. As knowledge about the emergency-related risk increases and a community adapts itself more effectively to its risk environment uncertainty is reduced, and objectives are more likely to be achieved.

3.4.3 Context of Risk

It is important to consider the context or current environment in the risk assessment process. It is possible that the population has changed, new industries have emerged, floor heights have been raised, building materials have improved, the density of buildings has increased, and the type of vegetation changed. In addition, building, planning, and mitigation controls may have been put in place and the understanding of the resident population may have changed. Any of these or other changes will result in different impacts and likelihoods for future events.

3.4.4 Communication and Consultation

Communication and consultation with external and internal stakeholders should take place during all stages of the risk management process. It is critical that experts relating both to the event itself, and the types and extents of consequences, participate in the process. It is also important to include stakeholders and community members to ensure that the interests, values, and expectations are understood and considered.

3.4.5 Municipal emergency risk assessment process

To complement the emergency management process and as a means of minimising or eliminating risks within the municipality the MEMPC is tasked with carrying out an initial assessment and subsequent reviews to identify existing and potential risks. The process used was titled Community Emergency Risk Assessment (CERA).

This process is based on the ISO 31000:2018 Risk Management Standard and facilitated by VICSES. It is a 5-part process which includes Risk Assessment and Risk Treatment along with likelihood and consequence matrix (see Figure 8).

The CERA aims to:

- Define and implement actions to better manage and/or monitor key risks and controls

- Define actions to improve collaboration with other municipalities and/or with state agencies

- Define actions to enhance controls and/or

preparedness across groups, facilities and locations

- Leverage CERA outputs to inform the MEMP and other related Documents/processes (e.g., Municipal Health Plan, Council Plan)

- Communicate and consult with individuals affected by the risk

The process is subject to minor reviews annually and will undergo a major review at least once every 3 years, between audits. Figure 9 shows major identified hazards and their residual risk rating after treatments and controls are applied. It is also important to note that the CERA process assesses the effectiveness of mitigation controls and is used to inform planning and mitigation activities.
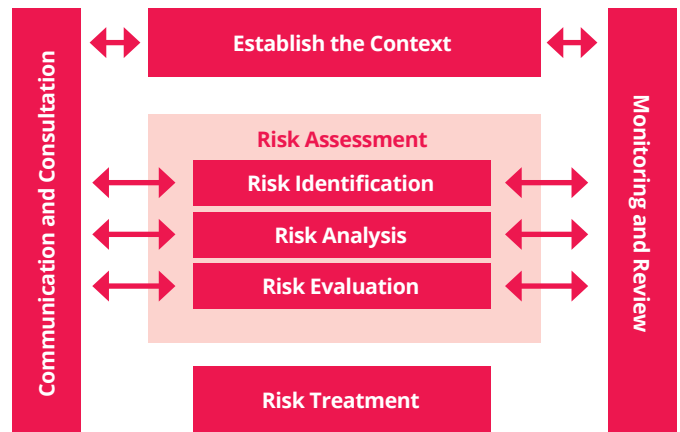
Figure 8 Emergency Risk Assessment Process

The progress of implemented treatment options is monitored by the MEMPC through reports provided by lead and supporting agencies at MEMPC meetings.

The MEMPC are regularly reviewing and assessing risks for the municipality. For an up to date summary of the Corangamite Shire emergency risk assessment, please contact the MEMO.

	Rating Confidence	Residual Risk Rating	Date Last Reviewed
Bushfire / Grassfire	High	High	Nov 18
Flood	High	High	Mar 24
Transport Incident – Rail	High	High	Apr 17
Essential Service Disruption	Medium	High	Nov 23
Fire – Structural / Residential Fire	Medium	High	Mar 16
Storm	Medium	High	Nov 18
Human Disease (Pandemic)	Medium	High	Mar 16
Structural Failure	High	Medium	Nov 23
Extreme Temperatures (Heat and Cold)	High	Medium	Nov 23
Hazardous Material Release – Marine	High	Medium	May 18
Earthquake	Medium	Medium	Mar 16
Hazardous Material Release – Land	Medium	Medium	Mar 16
Emergency Animal Disease	Medium	Medium	Mar 16

Figure 9 Emergency Risk Assessment

3.4.6 The role of MEMPC in risk management

Agencies and community representatives participating in the Corangamite Shire MEMPC recognise they have a key role in prevention and mitigation activities to reduce the likelihood or minimise the consequences of emergencies that may occur in the Shire. This can occur within their organisation or community outside the MEMPC CERA process. Agencies and community representatives on the MEMPC that engage with local communities have an understanding of the local risks and community plans in place to mitigate those risks. In this case, information on risk and treatments will be shared with the MEMPC as a part of the CERA process. If a major risk is identified by the MEMPC as requiring assessment and the relevant agency is not represented on the MEMPC, that agency will be requested to provide information to the CERA process.

3.4.7 Communities and Resilience

Although worldwide there is no agreed definition for resilience to emergencies, emergency management in Victoria uses a common definition of resilience, being "the capacity of individuals, communities, institutions, businesses and systems to survive, adapt and thrive no matter what kind of chronic stresses and acute shocks they experience."

Communities are dynamic, complex and can often reflect resilience in many areas outside emergency management. Health and education networks, environmental groups, public safety programs, neighbourhood houses, community development programs, local newspapers and newsletters are all examples of collectives, networks and programs that contribute to the connectedness and resilience of communities. Identifying and assessing risk is an important part of building resilience and reinforcing shared responsibility in communities. Some Corangamite communities have prepared community emergency management plans (CEMPs) and the MEMPC will continue to support local communities to prepare CEMPs.

Increasing resilience is a shared responsibility involving a focus on the strength and sustainability of these community lifelines and building and strengthening the links between people and the services, systems and structures that support the community to function.

Communities and individuals can reduce the impacts of a disaster by preparing and acting; which will increase our disaster resilience. The VicEmergency App is the official government app for access to community information and warnings for all types of emergencies in Victoria. The app is managed by Emergency Management Victoria and supported by the Department of Justice and Community. The app can be downloaded from the App Store or Google Play

For further information on building community resilience to emergencies refer to the EMV publication Community Resilience Framework.

3.4.8 The Relationship between Mitigation and Resilience

The most important factor positively influencing general community resilience is the degree of connection between community members, groups and local services or agencies.

A nuanced approach to exploring the history of emergencies, local practices and understanding of community perspectives enhances emergency planning and elicits a greater insight on the behaviour of its residents (Bowen 2021). This will better define how a community understands "shared responsibility".

These community led approaches allow individuals different ways of building and contributing to social capital. The connections individuals develop within and outside the community can help them recover more quickly from a disaster or an unexpected event (Aldrich 2012).

3.4.9 Cross boundary arrangements

Planning for both response and recovery at the regional level is required because many emergencies traverse municipal boundaries, and because many services provided by State Government agencies are administered and delivered at a regional level.

Corangamite Shire Council and stakeholder agencies have existing planning relationships across the following boundaries:

Moyne Shire **Colac Otway Shire** **Golden Plains Shire** **Pyrenees Shire**

Port Campbell

The community of Port Campbell developed a CEMP and held a community workshop to help practice this plan.

They identified that power was a vulnerability for their community in an emergency and purchased a portable generator that can supply power to the ERC or community buildings.

3. Planning & Mitigation Arrangements

Corangamite Shire is also a participant in the "Protocol for Inter-Council Emergency Management Resource Sharing". Corangamite Shire recognises planning for a major emergency cannot be done in isolation. A subcommittee of the MEMPC focused on relief and recovery between Colac-Otway, Surf Coast and Corangamite Shires has been established to strengthen and build capacity between the three councils. This has resulted in the development of an MOU for collaboration on relief and recovery services across the three councils and also the Otway Collaboration Relief and Recovery Plan. Refer to the Otway Collaboration Relief and Recovery Plan for more detail.

Corangamite Shire MEMPC seeks further opportunities to include joint planning and exercising, mutual support arrangements and resource sharing amongst other local government areas in the South West.

3.4.10   Monitoring and review

As is the case for the MEMP, Sub-Plans are required to be reviewed and exercised within three years or sooner as required.

3.5   Planning for community safety

3.5.1   The 6 Cs in planning before, during and after emergencies

Command, Control and Coordination are familiar and traditional mechanisms in emergency and incident management (for detailed information on Command, Control, Coordination and Consequences refer to Section 4 Emergency Response). Following the 2009 Black Saturday Fires it became apparent there was a requirement to also include a focus on consequence, communication and community connections. Utilising these mechanisms is an inclusive approach that supports resilience in communities and in the emergency management sector. An understanding of these mechanisms in planning for before, during and after emergencies reinforces the community being central to everything we do in emergency management.

Control — **Control** is the overall direction of response activities in an emergency, operating horizontally across agencies

Command — **Command** is the internal direction of personnel and resources of an agency, operating vertically within the agency

Coordination — **Coordination** is the bringing together of agencies and resources to ensure effective preparation for, response to and recovery from emergencies

Consequences — **Consequences** is the management of the effect of emergencies on individuals, community, infrastructure and environment

Communication — **Communication** is the engagement and provision of information across agencies and proactively with the community to prepare for, respond to and recover from emergencies

Community Connection — **Community Connection** is the understanding of and connecting with trusted networks, trusted leaders and all communities to support resilience and decision making

3.5.2   Community education and building resilience

Community education is a vital component of mitigation of the impacts of emergencies and prevention and preparedness. The development of relevant and appropriate community education resources and activities empower the community and enhance their resilience through being well informed and therefore equipped emotionally and physically for an emergency. Resilient communities are well prepared, better able to respond to an emergency, and therefore better able to recover from the impacts of an emergency.

MEMPC members and agencies in partnership with other agencies and organisations are supporting and working with a range of communities within the Shire to better connect, share ideas and increase resilience before during and after emergencies. Communities are given opportunities to lead, while inviting people from emergency services, government, business, industry, non-government organisations and the not-for-profit sector to also participate in decision making processes that affect them.

The following key focus areas are provided to guide these processes and build on combined strengths:

- connect people and networks
- use local knowledge
- identify stresses and shocks, including emergencies
- develop goals and solutions, and
- continue to learn, share and improve

MEMPC members and agencies actively engage with communities through a range of mechanisms including community planning, programs and projects, media

releases, advertisements, websites and newsletters. A part of this planning will also include ongoing education and consultation on the MEMP along with community-based emergency planning initiatives which are shared with MEMPC and form an integral part of the Shire-wide planning processes and operational activities.

3.5.3 Community-Based Planning

- Each community is unique with existing and evolving levels of safety, risk and resilience. Each has their own experience of emergencies, which is coloured by the specific needs and characteristics of the individuals, groups and the place they live.

- Communities and organisations already connect and communicate in many different ways. EM agencies can assist with locally tailored and appropriately facilitated approaches by providing opportunities for people to meet and build on existing relationships and networks.

- However, not all communities are interested in undertaking collaborative community-based planning with EM agencies. They may wish to undertake their own planning which can supported appropriately then linked into wider emergency planning.

4. Emergency Response

DURING

The SEMP defines Emergency Response as the action taken immediately before, during and in the first period after an emergency to reduce the effects and consequences of the emergency on people, their livelihoods, wellbeing and property; on the environment; and to meet basic human needs.

Emergency response is based on a set of arrangements which are always in effect, which means there is no need for activation of response. Agencies or strategies may be activated when needed. Emergency response arrangements operate for any emergency, no matter how small, in which more than one organisation is involved in emergency response.

This section details arrangements within the Corangamite Shire municipality for response to an emergency which is consistent with the SEMP.

4.1   Emergency Management Commissioner (EMC)

The EMC leads the response to major emergencies in Victoria, ensuring that the control, command, coordination, consequence management, communication and community recovery functions are integrated and effective. The EMC functions include accountability for ensuring the response to emergencies in Victoria is systematic and coordinated.

Section 32 of the EM Act 2013 lists the primary functions of the Emergency Management Commissioner (EMC).

4.1.1 State emergency management priorities

The State Emergency Management Priorities provide clear direction on the factors that are required to be considered and actioned during response to any emergency. The intent is to minimise the impacts of emergencies and enable affected communities to focus on their recovery.

The priorities include:

- Protection and preservation of life is paramount this includes:
  - Safety of emergency services personnel; and
  - Safety of community members, including vulnerable community members and visitors/ tourists located within the incident area
- 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

4.2   Response management arrangements

Emergency response provides the mechanism for the build-up of appropriate resources to manage emergencies throughout the State.

It also provides for requests for assistance from the Commonwealth when State resources have been exhausted.

Emergency events are categorised using three parameters:

Operational Tier   **Class of Emergency**   **Classification**
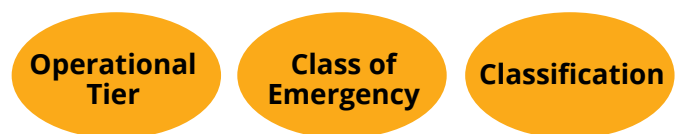
4.2.1 Operational tier

Victorian emergency response management operates at three tiers:

Incident   **Regional**   **State**

Emergencies are managed at the appropriate operational tier until the event may require escalation to a higher level. At the discretion of the Emergency Management Commissioner (EMC), multiple regions may be combined to form pre-determined Zones and Zone Control. These arrangements will be in place

until determined otherwise by the EMC or the State Response Controller (SRC).

Local risks or operational activity may require the activation of Regional control for periods of time at the discretion of the SRC. The Zone Controller (ZC) or regional leadership can identify the need for Regional Control and advise the SRC for the need of Regional Controller deployment.

4.2.2 Classes of emergency and escalation

Classes of emergency as defined the Emergency Management Act 2013, relate to the type of emergency and are defined below:

4.2.3 Non-major emergencies

Many small events that meet the definition of emergency are managed by community members or though the normal or business continuity arrangements of industry, agencies or government and the roles and responsibilities listed above do not apply. These are emergencies that can be resolved using local resources and significant consequences to the community are not anticipated.

Within these classes of emergencies, emergency services teams and supporting agencies work together at the state, regional and incident tiers to ensure collaboration and coordinated whole of government approach to the management of emergencies. Note not all tiers are active for all emergencies.

4.2.4 Classification of emergencies

There are three classifications of emergency response:

Level 1 — Small Scale Emergency (less than 24-hour impact) - Level one incident normally requires the use of local or initial response resources.

Level 2 — Medium Scale Emergency (more than 24 hours) - A level 2 incident is more complex in size, resources or risk than Level One. It is characterised by the need for:
· deployment of resources beyond initial response
· sectorisation of the emergency
· the establishment of functional sections due to the levels of complexity or
· A combination of the above.

Level 3 — Large Scale Emergency (multiple days impact) - A level 3 incident is a large- scale emergency and is characterised by the levels of complexity that will require the activation and establishment of an ICC. This level of emergency will require forward planning as the emergency continues and will specifically require recovery planning during the early stages of the response phase of the emergency

The Incident Control Centre (ICC) may be activated to coordinate the multi-agency response to the event. The Incident Controller will establish an Emergency Management Team as required.

Class	Definition	Examples
Class 1 emergency	Class 1 emergency means: a. A major fire b. any other major emergency for which Fire Rescue Victoria, the Country Fire Authority or the Victoria State Emergency Service Authority is the Control Agency under the SEMP. EM Act 2013 s 3 Major fire A major fire is a large or complex fire (however caused) which: a. has the potential to cause or is causing loss of life and extensive damage to property, infrastructure or the environment; or b. has the potential to have or is having significant adverse consequences for the Victorian community or a part of the Victorian community; or c. requires the involvement of 2 or more fire services agencies to suppress the fire; or d. will, if not suppressed, burn for more than one day. EM Act 2013 s 3	Class 1: 2018 South West Fires, 2022 Floods, Lake Purrumbete tornado
Class 2 emergency	Class 2 emergency means a major emergency which is not – a. A Class 1 emergency; or b. 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 c. A hi-jack, siege or riot. EM Act 2013 s 3	Class 2: COVID-19 Influenza Pandemic, Telstra outage
Class 3 emergency	For the purpose of this plan, a Class 3 emergency means a warlike act or terrorist act, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth, or a hijack, siege or riot. Class 3 emergencies may also be referred to as security emergencies Class 3 Emergencies sub-plan The definition of a Class 3 emergency has been included in the SEMP for the sole purpose of simplifying the way it can identify and/or refer to the emergencies specified under the definition. This definition is derived from the Victoria Police Class 3 Emergencies sub-plan and is not defined in the EM Act 2013	Class 3: Derrinallum bombing

Figure 10: Classes of Emergencies

4.3   Control

Control is the direction of response activities in an emergency, operating horizontally across agencies, including the coordination and tasking of other agencies. Authority for control is established in legislation or in an emergency response plan and carries with it the responsibility for tasking other agencies in accordance with the needs of the situation. Control relates to situations and operates horizontally across agencies.

In Victoria the three tiers of incident control are:

- State Controller
- Regional and/or Area-of-Operations Controller
- Incident Controller

The following details are sourced from the SEMP. For detailed information in relation to the roles and responsibilities for each of these controllers, see www.emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities

4.3.1 Incident Controller

The Incident Controller is appointed and deployed through definite arrangements for a Class 1 and Class 2 Emergencies. They have overall responsibility for incident response operations even when some of their responsibilities have been delegated.

The Incident Controller's responsibilities are to:

- carry out the directions of the State Response Controller, State Controller, Regional Controller, Area of Operation Controller and Deputy Area of Operation Controller, where appointed
- take charge and provide leadership for the resolution of the incident, including tasking support agency commanders
- establish a management structure to suit the circumstances and monitor its performance
- in consultation with the Regional Controller and in accordance with JSOP 3.08, appoint a Deputy Incident Controller to undertake a particular incident control function (eg. Relief, evacuation liaison)
- lead multi agency planning to develop and issue an incident action plan including objectives and strategies for management the incident.
- ensure the timely issue of warnings and information to the community or refer these to the regional controller/zone controller/area of operations controller if appointed, or if not

appointed, the State Response Controller or State Controller, if and as appointed.

- 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
- establish and manage the IMT, if required
- establish the Incident Emergency Management Team (IEMT), if required
- oversee the operational functioning of the incident control centre if operating
- ensure the timely flow of information to the:
  - State Response Controller or State Controller, Area of Operations Controller, Deputy Area of Operations Controller or regional controller, if and as appointed
  - control and support agencies
  - MERC
  - IEMT
  - Municipal Recovery Manager/Regional Recovery Coordinator
  - 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
- seek Control Agency and Response Support Agency resources directly through the agency commanders
- initiate initial impact assessment where necessary
- apply the Emergency Management Commissioner operational standards and incident management procedures, where appropriate
- take a lead role in facilitating transition to recovery at the local level, working with the MRM.

4.3.2 Incident Management Team (IMT)

The IMT supports an incident controller to perform their control function. The incident controller will establish an IMT where they require assistance to perform their control function. The IMT is established as required, usually as the incident grows in size and/or complexity by the Incident Controller for a non-major emergency, the State Response Coordinator for a Class 1 emergency and by the State Controller for a Class 2 emergency. The IMT is usually part of an overall

incident management system adopted by the agency for the specific class of emergency and which should be based on:

- flexibility
- management by objectives
- functional management
- unity of effort
- span of control

Members of the control and support agencies providing the incident controller with support in functions that could include:
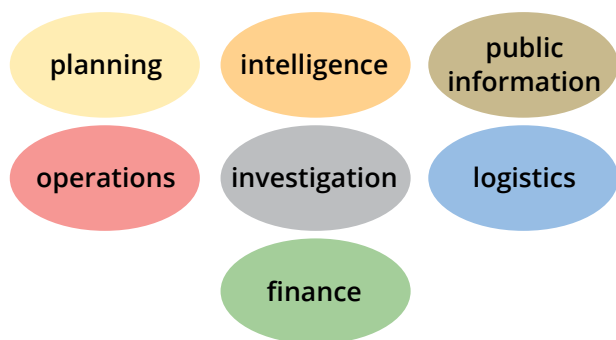
More information on the roles and responsibilities of the IMT is contained under Who's Who in the SEMP found at www.emv.vic.gov.au/responsibilities/semp

4.3.3 Incident Emergency Management Team (IEMT)

The IEMT supports the Incident Controller to manage the effects and consequences of the emergency. If an emergency requires a response by more than one agency, the Incident Controller is responsible for forming the IEMT.

If the emergency is large enough to require an Incident Control Centre (ICC), the IEMT would exist as an Emergency Management Team (EMT) with the same purpose.

The IEMT consists:

- The Incident Controller
- Municipal Emergency Response Coordinator (MERC) or Incident Emergency Response Coordinator (IERC).
- Incident-tier functional representatives of agencies delivering services to the public
- Municipal Recovery Manager or Regional Recovery Coordinator
- Representation for the municipal council(s) affected by the emergency

- Agency/community/business representatives as appropriate for specific emergencies, noting that some may not be able to provide a representative at each tier.

More information on the roles and responsibilities of the IEMT is contained under Who's Who in the SEMP found at www.emv.vic.gov.au/responsibilities/semp

4.3.4 Control and support agencies

A Control Agency is assigned to control the response activities for a specified type of emergency. A Support Agency is defined as a government or non- government agency that provides essential services, personnel, or material to support or assist a Control Agency or another Support Agency. The SEMP contains a list of Control and Support agencies for various emergencies.

In emergencies, response agencies will need to provide their personnel with support, such as food and water.

Response agencies are encouraged to use their own resources and procurement processes to meet these needs rather than drawing on the relief system. In these situations, the response agencies will seek to build supplier relationships with commercial caterers and providers prior to the emergency event.

4.4   Command

Command is the direction of response activities internally within an agency to use its people, resources, governance, systems and processes to discharge its responsibilities in line with relevant legislation.

An agency responding to an emergency identifies the commanders responsible for supervising their personnel and the agency chain of command. Commanders escalate agency issues and provide direction on agency issues through the agency chain of command.

The term 'chain of command' refers to the organisational hierarchy of an agency. It is the identifiable line up and down the hierarchy from any individual to and from their supervisor and subordinates. The chain of command identifies personnel or positions with accountability.

4.5   Coordination

Coordination is the bringing together of people, resources, governance, systems and processes, to ensure effective response to and relief and recovery from an emergency. Coordination operates:

- vertically within an agency as a function of command
- horizontally across agencies as a function of the authority to control.

Emergency response coordination ensures:

- effective control arrangements are established and maintained
- information is shared effectively
- the resources required to support the response are accessed

4.6   Consequence management

Consequence management is the coordination of agencies that are responsible for managing or regulating services or infrastructure which are or may be affected by a major emergency. This includes agencies who engage the skills and services of non-government organisations.

The objective of consequence management is to minimise the adverse consequences to users of services or infrastructure caused by the interruption to those services or infrastructure because of a major emergency.

Consequence in the emergency management context, is the "change in circumstances, planned or otherwise, experienced by a community or its members as a result of an event and its subsequent management".

A consequence approach moves the focus from a specific hazard, such as fire or flood, to broader consequences which may affect a community, regardless of hazard source. For example, a shortage of liquid fuels resulting from a supply chain disruption may be caused by flood, windstorm, pandemic or fire. While the management of the individual hazard may differ, the consequence for the community requires a coordinated response across agencies to re-establish fuel supplies, regardless of the event causing the disruption.

The safety of community members is the primary consideration in consequence management. Although consequence management is a key consideration for all emergencies, it should not interfere with the control of an emergency. The Emergency Management

Commissioner is responsible for consequence management for major emergencies.

4.7   Communications

Communications relates to communicating to the public, reporting to Government and communicating with stakeholder agencies during emergencies. It is important to ensure that warnings and public information are maintained at an optimum level for specific circumstances where community action is necessary, primarily to protect lives, and for the protection of property and the environment.

The controller at the relevant tier has the responsibility to issue warnings to potentially affected communities and other agencies. Warnings and the release of other public information should be authorised by the relevant controller prior to dissemination. Where an imminent threat to life and property exists and warnings must be issued urgently, any control agency personnel can issue warnings to a community under threat but must notify the relevant controller as soon as possible after they do.

All agencies having a role in these arrangements are responsible for the provision of their own communications systems during emergencies. Any agency requiring communications will put their request to the MERC.

Further information on communicating to the public and warning arrangements can be found in the SEMP.

4.7.1 Warning systems

Emergency warning systems aim to warn individuals and communities in the event of a major emergency. However, individuals and communities need to be mindful that they should still prepare themselves in case of an emergency.

Once a decision has been made to issue a warning, the emergency services organisations will determine which method to use (i.e., television, radio or internet) and determine whether a telephone alert needs to be issued.

4.7.2 Emergency alert

Emergency Alert is the national telephone warning system. It is one of several alternative methods emergency service organisations such as police, fire and state emergency services, can use to warn a community of likely or actual emergencies.

Emergency Alert is not used in all circumstances.

Whether an emergency services organisation decides to issue telephone warnings through Emergency Alert will depend on the nature of the incident. The warning system sends voice messages to landline telephones and text messages to mobile telephones within a specific area defined by the emergency service organisation issuing the warning message, about likely or actual emergencies such as fire, flood, or extreme weather events.

Agencies have been instructed in the use of Emergency Alert and the Incident Controller has access to the website to enable the distribution of warnings.

4.7.3 Standard emergency warning signal

The Standard Emergency Warning Signal (SEWS) is an electronic warning signal, to be used in assisting the delivery of public warnings and messages for major emergencies. It is designed to:

- alert the public via a media announcement that an official emergency announcement is about to be made concerning an actual or potential emergency which has the potential to affect them; and

- alert the community at large, via a public address system, that an important official emergency announcement is about to be broadcast.

The use of SEWS must be authorised by the Incident Controller. This is reflected in and supports the State Emergency Management Plan (SEMP) and is also governed by the Victorian Warnings Arrangements. For further information refer to The Victorian Warning Arrangements Ver 4 2021 at files.emv.vic.gov.au/2021-09/Victorian%20Warning%20Arrangements%20v4.pdf

4.7.4 Community alert sirens

Sirens to alert communities to all hazard emergencies are part of Victoria's warning system for all hazards. There are currently no identified sirens operating within the Corangamite Shire.

The guidelines for the use of community alert sirens are detailed in the EMV document Community Alert Sirens available at files.emv.vic.gov.au/2021-05/Community%20Alert%20Sirens%202019.pdf

4.7.5 Public Information

The provision of information to the broader public / community, including those attending an Emergency Relief Centre (ERC), is vitally important to their capacity to understand what is happening, and to assist them in making informed decisions during a time of crisis.

Typically, the type of information provided relates to identifying the signs of and coping with stress, health matters, where and how to access financial assistance, where to access general emotional/psychosocial support, and other information relating to the specifics of the emergency.

Figure 11: Warning Levels

4.7.6 Role of Council in public information

During an emergency, effective communication between Council emergency management (or the Municipal Emergency Coordination Centre (MECC)), emergency services and emergency relief centres (if required) is vital. The release of information by Corangamite Shire Council during the response phase is the responsibility of the Control Agency in conjunction with the MERC.

For further information on public / community information during Recovery please refer to Section 6.

4.7.7 Information resources

The following functions are an essential part of these arrangements and should be utilised when required:

- Council's media and public relations staff; and
- Police Media Liaison

If an emergency requires concurrent media response through radio, television and newspaper outlets, the Police Media Liaison Section may be contacted through the MERC.

4.8 Municipal emergency management coordination

Provision of municipal emergency management coordination functions may be conducted remotely or within Council offices. The primary role of municipal emergency management coordination is to coordinate the provision of human and material resources within the municipality during emergencies. It also assists in maintaining an overall view of the operational activities within this Plan's area of responsibility, for recording, planning and debrief purposes. Municipal emergency coordination may also be required during support operations to a neighbouring municipality.

Considerations for the establishment of Council emergency management coordination may include:

- members of the community are displaced by the emergency
- the ICC is established at a distance from Council offices
- there is a need to coordinate the provision of emergency relief to the affected community

- there is a need to support the control agency in the provision, collation and dissemination of community information
- there is significant need for community recovery services

4.8.1 Municipal Emergency Coordination Centre (MECC)

In some cases, a Municipal Emergency Coordination Centre (MECC) may be activated by the MEMO or MRM if the scale, type or duration of the emergency requires a separate coordination facility. Note that the MECC is used for internal Council coordination during emergencies.

If a MECC is established, administrative staff will be drawn from municipal employees, and if the scale of an emergency requires the MECC to be open for a protracted period, staff from other municipalities will be utilised via the Municipal Association of Victoria's (MAV) Inter Council Resource Sharing Protocols and Memorandums of Understanding (MOUs) with neighbouring municipalities. The primary MECC for Corangamite Shire is Killara Centre Manifold Street Camperdown VIC 3260

If the primary MECC is unavailable alternative MECC locations may be any of the public buildings designed by Corangamite Shire Council. For further information about the MECC please contact the MEMO.

4.9 Community Shelter

4.9.1 Emergency shelter options

While all emergencies are different, shelter options may assist people in considering how they will respond to an emergency. The State Government Bushfire Safety Policy recognises that there are different ways people may respond to the threat of bushfire. This process could also be applied to other emergencies and may include other shelter options such as shelter in-side or shelter in-place depending on the emergency.

The Bushfire Safety Policy includes a range of personal and communal options where people may seek shelter from a bushfire. As part of developing shelter options, the policy identified that it is important that the public understand that:

- not all options will afford the same degree of protection from a bushfire
- personal circumstances and local conditions in a fire area will affect the extent to which any of these options provide relative safety
- some options should only be considered as a backup or last resort, rather than a primary safety option
- often people choose to live in high fire risk areas and must accept responsibility for their own safety

- movement through a fire affected landscape on foot or in a vehicle is dangerous.

The Bushfire Safety Policy has put forward a Shelter Options Hierarchy which ranges from lowest to highest risk options:

1. Leaving early
2. Private Bushfire Shelters (Bunkers)
3. Community Fire Refuges
4. Defending a well-prepared home or property
5. Bushfire Places of Last Resort (previously Neighbourhood Safer Places or NSPs)
6. Informal gathering places
7. Defending an ill-prepared property
8. Leaving late

4.9.2 Leaving early

Leaving bushfire prone areas on days of heightened risk is the safest response option. In its simplest form, 'leaving early' means leaving a bushfire-prone area before a fire has started. Remaining in an area threatened by bushfire is inherently risky and none of the options listed below provide a guarantee of safety in a bushfire and there are dangers involved with travelling to and remaining in these places of shelter.

A well-prepared home or property

Remaining at a well-prepared house surrounded by adequate defendable space and actively defending it against the fire threat may be a valid strategy in some circumstances.

However, preparing a property to stay and defend requires extensive planning and effort. Residents need to make their own assessment of their abilities, the extent of preparation required and the most appropriate plan for their situation.

4.9.3 Private bushfire shelters (bunkers)

A private bushfire shelter (bunker) is a structure that may provide shelter for occupants from the immediate life- threatening effects of a bushfire. The Australian Building Codes Board (ABCB) developed a national performance standard for private bushfire shelters: Performance Standard for Private Bushfire Shelters (2010) (Part 1).

Construction of a bunker requires a building permit under the Victorian Building Regulations (2006). Bunkers may assist people when there is imminent threat of a bushfire, and they are unable to relocate to a safer place. Advice in relation to bunkers needs to make clear the requirements for constructing a bunker, their use and limitations.

4.9.4 Community fire refuges

A Community Fire Refuge is an enclosed building built or modified specifically to withstand fire. It is a designated building that can provide short-term shelter from the immediate life-threatening effects of a bushfire.

A Community Fire Refuge must meet the performance requirements of the Victorian Building Regulations 2006 and the Building Code of Australia. A refuge must also be designated in accordance with the Country Fire Authority Act 1958. Refuges do not guarantee safety from a bushfire and seeking shelter in a refuge should not be considered as a primary plan of action. There are no Community Fire Refuges in Corangamite Shire.

4.9.5 Bushfire Places of Last Resort (previously Neighbourhood Safer Places)

"A Neighbourhood Safer Place – Bushfire Place of Last Resort is a space that:

- is a place of last resort for individuals to access and shelter in during the passage of fire through their neighbourhood - without the need to take a high-risk journey beyond their neighbourhood;
- provides a level of protection from the immediate life-threatening effects of a bushfire (direct flame contact and radiant heat); and
- is intended to provide relative safety;
- does not guarantee the survival of those who assemble there; and
- should only be accessed when personal bushfire survival plans cannot be implemented or have failed".

(Bushfire Neighbourhood Safer Places, Places of Last Resort – CFA Assessment Guidelines)

Bushfire Places of Last Resort (BPLR) have been widely accepted across the state, with most towns with high bushfire risk either achieving a BPLR or requesting CFA to assess one for the town. There are currently nine BPLRs for the towns which are rated the highest risk in the shire. These have been assessed by the CFA.

Refer to Appendix 4 Bushfire Places of Last Resort Locations and:

- Neighbourhood Safer Places Plan
- Municipal Fire Management Plan

4.9.6 Informal gathering places

Informal gathering places are private places of shelter are arranged by individuals as part of their household planning and not by State or Local Government.

A privately arranged place of shelter may include a private dwelling on private land, for example, a well-prepared neighbour's house or other building that is in a lower risk area. Advice should highlight that such placed may not be safe in all circumstances and that individuals who decide to use private places of shelter are responsible for assessing their suitability, including whether the property can and will be defended if required.

4.10   Evacuation and traffic management

Victoria Police is responsible for managing evacuation in Victoria. Evacuation is a risk management strategy which involves the movement of people to a safer location and the return of them at an appropriate time.

For evacuation to be effective it must be appropriately planned and implemented.

As with all emergency response activities, the main priority when deciding to undertake an evacuation is protection of life. Evacuation is a scalable activity in that it may be applied to individuals, a house, a street, a large facility (i.e., school or hospital), a suburb, a town or a large area of the State.

There are five stages in the evacuation process: Decision, Warning, Withdrawal, Shelter and Return. The decision to evacuate people at risk during an emergency is not always straightforward, as it is often based on incomplete or unverified information in a rapidly developing situation. In some cases, it may not be the best option and it may be safer for people to seek other alternatives depending on the type of emergency.

In Victoria, evacuation is largely voluntary. The controller makes a recommendation to evacuate, and it is the choice of individuals as to how they respond to this recommendation. Further information on evacuation can be found at Joint Standard Operating Procedure (JSOP) – Planned Evacuation for Major Emergencies (JO3.12)

4.10.1 Traffic management

Emergencies can be chaotic scenes and movement of people, vehicles and equipment in and around the emergency area may need to be restricted to protect both the public and the scene of the emergency.

The Incident Controller is responsible for developing, implementing and monitoring a traffic management plan, which may include establishing traffic management points to restrict access. Victoria Police coordinate the implementation of the traffic management plan or traffic management points.

Further information can be found at Traffic Management at Major Emergencies

4.11   Individuals at Risk

During an emergency special consideration must be given to people who may be at greater risk in the community. There are many people in our community who would be considered at risk, depending on the emergency, and these may include the elderly, young people and people with disability.

For example, it is important for planners to be aware that because a person is aged, it does not make them vulnerable. Assumptions about groups in the community should be tested and information gathered as part of the municipal emergency management planning process when identifying the community profile.

This is distinct from people who have been individually assessed and recorded in the Vulnerable Persons register. The Department of Family, Fairness and Housing's Vulnerable People in Emergencies Policy applies to organisations funded by the department to provide personal care, support and/or case management services to clients living in the community. It provides guidance on planning for the needs of vulnerable people. Individuals on the register are socially isolated and without any other supports and who are defined as:

- Frail, and/or physically or cognitively impaired; and
- Unable to understand or act on a warning, direction and/or respond in an emergency; and
- Has no personal or community support; and
- Would be reliant on assistance from emergency service organisations in an emergency.

Funded agencies, including local government, are not expected to be a part of client's plan for emergency response or evacuation – where this is outside of

current agency practices. Management of evacuation is the responsibility of Victoria Police.

As per the DFFH guidelines council coordinates a local Vulnerable Persons Register. A database of these individuals is maintained through the municipal council administered Crisisworks emergency management system.

Funded agencies are responsible for identifying vulnerable individuals and maintaining information for any of their clients on the register. The Vulnerable Persons Registers is accessible to authorised Victoria Police representatives, for consideration in evacuation planning and management of emergencies.

For further information on the above refer to the DFFH Vulnerable People In Emergencies Policy

4.11.1 Vulnerable facilities list

Councils identify and document facilities where vulnerable people are likely to be situated these may include:

- Maternal and child health centres
- Child Care centres
- Primary and secondary schools
- Camp facilities
- Mental health and drug treatment facilities
- Caravan parks
- Aged care facilities

Corangamite Shire has developed a Register of Facilities with Vulnerable People and a Funded Agency Contact List for vulnerable people (contact the MRM for further information).

4.12 Staging areas

A staging area is a location where people, vehicles, equipment and material are assembled and readied for operations. They are often transient in nature and located on sporting fields or large open areas. Staging areas for Response activities have been considered by District 6 of the CFA and are noted in the 'Local Response Plans' Operational documents. More details regarding Staging Areas and the Local Response Plans can be obtained from CFA District 6 Operations Manager.

4.13 Financial considerations

Important Note: Control Agencies are responsible for all costs involved in that Agency responding to an emergency.

The emergency management arrangements are predicated on the assumption that agencies agree to meet reasonable costs associated with the provision of services. The general principal is that costs that are within the "reasonable means" of an agency or organisation are met by that agency or organisation.

The following applies to requests for resources:

- Any requests for resources by the control agencies will be at the cost of the control agency
- If the resource is requested by agencies working within the ICC it will be considered that the ICC has requested that resource and the control agency has approved the purchase.
- Requests made from any agency must be accompanied by a purchase order or supporting information confirming financial responsibility

Municipal councils are responsible for the cost of emergency relief measures provided to an impacted community and can claim expenditure through the state government.

The Municipal Recovery Manager (MRM) is responsible for implementing processes to assist with the monitoring of costs associated with the recovery process.

For further information refer to www.disasterassist.gov.au/Pages/home.aspx or www.vic.gov.au

4.14 Supplementary supply

Supplementary supply at the municipal level occurs when functional services, or control authorities, exhaust their own venues of supply, and there is a requirement for continued supply.

Functional Service agencies supplying a service, and requiring additional resources, will put their request to the Municipal Emergency Management Officer (MEMO). The MEMO will endeavor to obtain those resources through existing municipal arrangements. If unsuccessful, the request will be passed through the MERC to the Regional Emergency Response Coordinator (RERC). Control and Support Agencies will make their request through the MERC.

4.15   Resource sharing protocols

Corangamite Shire is a signatory to the Inter-Council Emergency Management Resource Sharing Protocol. The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council 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.

This protocol applies to requests for human resources, equipment and/or facilities in relation to response or recovery activities associated with an emergency. Duties undertaken by council staff seconded to another council for assisting with response and recovery operations should be within the scope of councils' emergency management responsibilities as set out in the SEMP.

Resources can be requested at any time during an emergency including the recovery stages. Requests for assistance may be initiated by the Chief Executive Officer (CEO) (or person acting in this role) or by any person nominated by the CEO at the receiving council.

Requests should be directed to the CEO, or any person nominated by the CEO, at the assisting council. It is noted that in many cases the person nominated by the CEO will be the MEMO at both the assisting and receiving council. Such requests may be verbal or in writing, however verbal requests must be confirmed in writing as soon as is practical and in most cases will be received and logged by Council emergency coordination (or the MECC). Requests for assistance should include the following information:

- A description of the emergency for which assistance is needed
- The number and type of personnel, equipment and/or facilities (resources) required
- An estimate of time as to how long the resources will be required; and
- The location and time for the staging of the resources and a point of contact at that location
- The Municipal Emergency Response Coordinator (MERC) or Regional Emergency Response Coordinator (RERC) should be contacted before the resources are moved. It is anticipated that a requesting council will initially seek assistance from surrounding councils. This will reduce travel times and expenses for assisting councils to respond and return.

5. Emergency Relief

DURING

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

Relief is considered part of response and must be integrated into the response arrangements; however, it is important to note that relief is interconnected with recovery and must be seamlessly integrated with all other early recovery activities and considered in the response phase.

The following is a summary of Emergency Relief activities and facilities. For further information regarding Emergency Relief please refer to the Otway Collaboration Relief and Recovery Plan (for copy of this plan please contact MRM).

5.1   Emergency Relief Planning and Governance

The Municipal emergency relief and recovery arrangements have been developed in accordance with the Emergency Management Act 1986, Emergency Management Act 2103 and align to the SEMP, REMP and the Regional Relief and Recovery Sub-plan. These arrangements apply to all emergencies that have an impact on the community.

Corangamite Shire Council has joined with Colac Otway and Surf Coast Shires to establish a cross council relief and recovery committee known as the Otway Relief and Recovery Collaboration. This committee recognises that one municipality alone lacks the capacity and capability to effectively address relief and recovery services following a major event. A Memorandum of Understanding exists between the three councils, the prime purpose of which is to enhance the capability and capacity of the signatory councils to request extra resources for the provision of relief and recovery services from each other to the maximum extent practicable, in the event of an emergency.

5.2   Escalation

Escalation of emergency relief should build on existing local arrangement rather than replacing them. If the emergency event increases in complexity; exceeds the capacity and/or capability of Corangamite Shire Council and/or the Otway Relief and Recovery Collaboration to respond; or an emergency has affected multiple municipalities within a region or multiple regions, a formal request for escalation of relief will be made.

The decision to escalate will be undertaken in consultation with the Incident Controller, MERC, MEMO, MRM and the Regional Emergency Relief Coordinator. Resources to support Council in its response to a local event may be obtained through the Otway District

Collaboration Memorandum of Understanding or the MAV Resource Sharing Protocol.

In the event a neighbouring municipality requires support for relief services, including the activation of a Corangamite Shire Council emergency relief centre, the MAV resource sharing protocol will be the tool utilised to facilitate this escalation or alternatively a CEO-to-CEO request.

5.3   Emergency relief roles and activities

Corangamite Shire Council is responsible for relief coordination at the municipal level. Council has the lead role in ensuring coordination of relief activities during an emergency. Council, assisted by other organisations and with the support of DFFH or ERV (as the organisations responsible for relief and recovery coordination at Regional level and State level respectively), is responsible for implementing emergency relief measures including establishing and coordinating emergency relief centres (ERCs). Relief can also be provided at places of community gathering, incident scenes, triage and transfer sites, memorials or other locations as appropriate.

As emergency relief is a part of response, the responsibility for relief activation rests with the Incident Controller in collaboration with the MRM. Controllers should work closely with municipal council, to ensure that relief operations are integrated with response operations and that relief outcomes are considered in response decision making and directions.

The MRM will coordinate the activation of a selected relief team, which may be made up by different government departments and relief agencies depending on the needs of the community, respective emergency relief centre(s) and services as depicted by the needs assessment.

Roles and responsibilities for other support agencies are outlined in the SEMP. Where required, an incident specific Relief and Recovery Sub-Committee of the MEMPC may be activated to support the governance of relief.

Relief encompasses a range of services such as, but not limited to community information, emergency shelter and provision of immediate needs, psychosocial support, material aid, first aid, financial assistance, animal welfare and legal support. It is important that assessment of needs is undertaken for each incident to determine needs.

Relief services may also be provided because of incidents such as a house fire, over floor flooding or storm damage where there is an immediate need for emergency relief to mitigate hardship. Reports of a non-major emergency may be initiated from a range of sources (e.g. control agency, Victoria Police, MEMO, affected individuals, hospitals and health care centres, ESTA). The agency will notify the MEMO to ensure coordination of relief services at the local level.

5.4   Emergency Relief Centre (ERC)

An ERC is a building, place or online platform that has been activated for the provision of life support and essential personal needs for people affected by, or responding to an emergency, and is usually established on a temporary basis to cope with the immediate needs of those affected during the initial response to the emergency.

Corangamite Shire Council has designated appropriately assessed buildings as Emergency Relief Centres.

The decision to activate an ERC is that of the Incident Controller in consultation with the Corangamite Shire MERC MEMO and MRM, or that of another municipality's MERC and their MEMO and MRM.

Arrangements to activate DFFH or ERV and Emergency Relief Support Agencies such as Red Cross and Victorian Council of Churches (VCC) and Emergency Relief Centre Standard Operating Guidelines for the three councils exist and are available as a sub-plan to this plan (for copy of this plan please contact MRM).

5.5   Register. Find. Reunite.

Register. Find. Reunite. is a critical component of relief that connects affected persons during and following an emergency. Victoria Police are responsible for the activation of Register. Find. Reunite. and will initiate Australian Red Cross to manage this service on their behalf.

5.6   Emergency Relief Communications

Dissemination of community information as part of emergency relief assists the community to remain safe and understand support and services available to them. It should inform the community about relief services and how to get assistance.

During the response phase provision of community information is the responsibility of the Control Agency, in consultation with relevant stakeholders to ensure consistent localised emergency relief information which is integrated with response messaging. This may occur through the establishment of an Incident Joint Public Information Committee.

Where transition to recovery has occurred, Council in consultation with the relevant relief and recovery committees (if established) and relevant stakeholders will coordinate the public information.

5.7   Management of animals

Councils are the lead for housing displaced companion animals and lost/stray domestic animals, and this includes supporting domestic animals and their owners within an emergency relief centre. The Victorian Emergency Animal Welfare Plan defines animal welfare support services in relief. This includes livestock, companion animals and wildlife.

Further information relating to domestic animals in emergencies is available through the Corangamite Shire Municipal Emergency Animal Welfare Plan.

5.8   Impact assessment

Impact assessment is conducted in the aftermath of an emergency to assess the impact to the community and inform government of immediate and longer-term recovery needs. EMV's Impact Assessment Guidelines cover the three stages of the process.

Impact assessment must be community focused to ensure the data/information will assist decision making on how to best support impacted communities. It is a three-stage process to gather and analyse information following an emergency event.

5.8.1   Initial impact assessment (IIA)

An Initial Impact Assessment (IIA) is preliminary an appraisal of the extent of damage, disruption and breakdown to the community and its infrastructure resulting from the emergency. This assessment is initiated and managed by the control agency and can be supported by other agencies and the municipal council, depending upon the type and scale of the emergency. IIA provides early information to assist in the prioritisation of meeting the immediate needs of individuals and the community. It also indicates if further assessment and assistance is required.

5.8.2   Secondary impact assessment (SIA)

Councils are the lead agency to coordinate secondary impact assessment (SIA) and coordinate post emergency needs assessment (PENA) to determine long term recovery needs.

SIA is a subsequent progressive and more holistic assessment of the impact of the event on the community; and considers built and natural environments, social and economic impacts, and resulting community needs. Impact assessment for relief and recovery requires an additional layer of analysis beyond the initial impact assessment.

Coordination of SIA is the responsibility of the MRM and all departments and agencies involved in the collection of SIA should liaise with the MRM to ensure information is coordinated and shared.

To facilitate this process the Corangamite Shire Council shall as early as practicable perform the following tasks:

- Survey the extent of damage indicating evaluation of financial and material aid needed
- Provide a priority listing for restoration of community needs to assist agencies in the performance of their functions
- Monitor the Acquisition and application of financial and material aid needed or made available in the restoration period

Council may co-opt persons within the community with the appropriate expertise to assist with the above tasks. Should the emergency extend beyond the boundaries of the Corangamite Shire the post impact assessment may be merged with that of the other affected municipality(s). (For copy of the Draft Municipal Secondary Impact Assessment Guidelines please contact MEMO)

5.8.3   Post emergency needs assessment (PENA)

PENA estimates the longer-term psychosocial impacts of a community, displacement of people, cost of destroyed assets, the changes in the 'flows' of an affected economy caused by the destruction of assets and interruption of business.

Such assessments inform the medium to longer-term recovery process and build the knowledge base of the total cost of emergencies that informs risk assessment and management.

For detailed information see the EMV document Secondary Impact Assessment Framework, Guidelines and Role Statements.

5.9   Transition from response to recovery

It is essential to ensure a smooth transition from the response phase to the recovery phase of an emergency at the municipal level. While it is recognised that recovery activities will have commenced shortly after impact, there will be a cessation of response activities and a hand over to recovery agencies.

The Controller at the relevant tier should take a lead role in preparing a transition plan to transition from response to recovery, with the MRM or RRC. The early notification and involvement of recovery agencies involved in the emergency will ensure a smooth transition of ongoing activities from response to recovery.

When response activities are nearing completion, recovery coordinator will consider transition to recovery which will include:

- the emergency response has or will soon be concluded;
- the immediate needs of the affected persons are being managed;

- the relevant agencies are ready to start, or continue, providing and/or managing recovery services;
- the Incident Controller (IC) has supplied a current handover document; and
- sufficient damage/impact information has been passed to the recovery coordinator to enable detailed planning for recovery activities.

If agreement is reached at that meeting to terminate response activities, the IC in consultation with the MERC will advise all agencies of the time at which response terminates and arrangements will be made to maintain Municipal emergency coordination functionality for an agreed period.

If the emergency is of significant size the ERV Regional Recovery Coordinator will lead the transition from response relief to recovery.

Further details around the arrangements for the transition from Response to Recovery can be found in the SEMP.

5.9.1 Handover of goods / facilities

In some circumstances, it may be appropriate for certain facilities and goods obtained under the emergency response arrangements, to be utilised in recovery activities. In these situations, there would be an actual hand over to the MRM/RRC of such facilities and goods. This hand over will occur only after agreement has been reached between response and recovery managers.

5.10 Post emergency debriefing arrangements

As soon as possible following an incident, agencies should arrange a (cold) debrief that addresses the agency's response and asset recovery operations.

Agency debriefs are to take place prior to a multi-agency debrief to ensure that an accurate picture can be portrayed. The control agency will convene the debrief meeting and all agencies who participated should be represented with a view to assessing the adequacy of the response, MEMP and to recommend changes. These meetings should be chaired by an independent representative of the control agency that was not involved in the incident. Meetings to assess the adequacy of the MEMP should be chaired by the MEMPC Chairperson.

An additional debrief may be conducted for the Recovery Team to cover specific relief and recovery issues. This will be convened by the MRM and will be in addition to debriefs conducted by the control agency and MEMPC.

South West Complex Fires Debrief Program

Following the 2018 South West fires, Emergency Management Victoria (EMV) established a multi-agency debrief team to complete both agency and community debrief programs after the event. The EMV Debrief Program applied lessons management principles including the identification and learning of lessons captured through meetings, debriefing, monitoring and targeted reviews.

In addition to this, most agencies, completed internal debrief processes to identify continuous improvement opportunities and ensure their organisation and communities can be better prepared for future emergencies.

6. Emergency Recovery

AFTER

The Municipal Emergency Recovery Arrangements have been developed in accordance with the SEMP and current recovery processes in place across the Barwon-South West region. These Arrangements apply to all emergencies that have an impact on the community.

Recovery from emergencies is a developmental process of assisting individuals and communities to manage the re- establishment of those elements of society necessary for their wellbeing.

The process involves cooperation between all levels of government, non-government organisations, community agencies and the private sector in consideration of:

- the emotional, social, spiritual, financial and physical well-being of individuals and communities
- the revitalisation of the economy of the community to ensure as far as possible that the well-being of a community is increased
- the restoration of essential and community infrastructure
- the rehabilitation of the environment

Effective recovery from emergencies involves the coordination of a range of services provided by government non-government organisations, community organisations and the commercial sector. It should be community-led and enable individuals, families and the community to actively participate in their own recovery, guided by community priorities, local knowledge and existing community strengths and resilience.

Emergency recovery activities integrate with emergency response and relief activities and commence as soon as possible following the emergency.

The principles contained within these arrangements may also be used to support communities affected by events that are not covered by the definition of emergency.

6.1 Otway District Collaboration relief and recovery planning

Corangamite Shire has joined with Colac Otway and Surf Coast Shires to establish a cross council relief and recovery committee known as the Otway Relief and Recovery Collaboration. This committee recognises that one municipality alone lacks the capacity and capability to effectively address relief and recovery services following a major event. A Memorandum of Understanding exists between the three councils, the prime purpose of which is to enhance the capability and capacity of the signatory councils to request extra resources for the provision of relief and recovery services from each other to the maximum extent practicable, in the event of an emergency.

The following is a summary of Emergency Recovery activities and facilities. For further information regarding Emergency Recovery please refer to the Otway Collaboration Relief and Recovery Plan.

For a copy of the Otway Collaboration Relief and Recovery Plan please contact the MRM.

6.2 Recovery objectives

The SEMP states that recovery is "the assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning." Recovery is the coordinated process of supporting emergency affected communities in the restoration of their emotional, economic and physical well-being plus the reconstruction of the physical infrastructure and the rehabilitation of the natural environment.

The cooperation and coordination of services between all levels of government, non-government organisations, community agencies and the private sector is critical to achieve the recovery objective. Key considerations of the recovery arrangements include:

- General Principles of Recovery
- Recovery Planning and Preparedness
- Clarity of roles and responsibilities for lead and support agencies
- Developed Recovery Action plans
- Consideration for long term recovery

6. Emergency Recovery

6.3 Recovery principles

Recovery is part of emergency management, which includes the broader components of prevention, preparedness, and response. It includes built, environmental, social and economic elements. Recovery can provide an opportunity to improve these aspects beyond previous conditions, by enhancing social and natural environments, infrastructure and economies – contributing to a more resilient community.

Recovery in Victoria is guided by the National Principles for Disaster Recovery and ERVs Recovery Framework - Five Lines of Recovery. These sources provide the overarching principles and priorities that guide community focused recovery. A successful recovery process needs to:

- Understand the context - Successful recovery is based on an understanding community context, with each community having its own history, values and dynamics
- Recognise complexity - Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community
- Use community-led approaches - Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward
- Coordinate all activities - Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs
- Communicate effectively - Successful recovery is built on effective communication between the affected community and other partners
- Recognise and build capacity - Successful recovery recognises, supports, and builds on individual, community and organisational capacity and resilience

ERV's Recovery Framework aligns with the national Principles and has added two additional principles:

- Strengthen Communities – Successful recovery should leave communities stronger by reducing vulnerabilities and building resistance
- Ensure an Inclusive Approach - Successful recovery recognises communities are made up of many groups and ensures that actions, both intentional and unintentional do not exclude groups of people

6.4 Recovery Arrangements

In reading these arrangements, it is essential to have an appreciation of the assumptions and accepted understandings that underpin them. These assumptions and accepted understandings are:

6.4.1 Resilience of Individuals and Communities is Respected

Recovery services and programs must acknowledge the inherent resilience that affected individuals and communities display.

Individuals, when possessing information about the situation and available services, can make informed choices about their recovery. Communities, when supported with relevant information and adequate resources, can support and manage their own recovery.

6.4.2 Resilient Recovery

Victoria's Resilient Recovery Strategy aims to support community resilience, streamline recovery services and allow individuals and communities to lead and act to shape their future after an emergency. The strategy includes actions to:

- deliver people and community-centred recovery - governments and recovery agencies partner with communities and allow people to play a greater role in their recovery.
- bring communities into the planning process before, during and after an emergency, and enable community involvement, so that recovery activities better reflect community strengths, needs and values.
- improve operating processes and provide more timely resourcing for recovery, thus recovery services and supports are more coordinated and effective.
- support the recovery workforce by better connecting and enhancing existing support and wellbeing programs across the EM sector.

6.5 The Environments of recovery

The SEMP identifies four key functional areas that require the application of coordination arrangements as a part of the recovery process. These areas focus on the various needs of the community. The environments are:

Social **Economic** **Built** **Natural**

Consideration will also be given to adapt the recovery framework as necessary to align with Emergency Recovery Victoria's Recovery Framework - Five Lines of Recovery:

- **People and Wellbeing**
- **Aboriginal Culture and Healing**
- **Environment and Biodiversity**
- **Business and Economy**
- **Building and Infrastructure**

The four environments and their functional areas as described in the SEMP can be adapted to meet the needs of people and communities affected. Recovery planning should consider ERV's fifth line of recovery, Aboriginal Culture and Healing. More information can be found in the Strategy for Aboriginal Community-led Recovery.

Together the environments provide a framework where recovery can be planned, coordinated, delivered, monitored and evaluated. Each environment contains one or more functional areas that bring together related recovery roles that address specific community needs.

For further information on the recovery environments and other frameworks that expand on these environments refer to the Otway Collaboration Relief and Recovery Plan (insert link)

6.6 Roles and Responsibilities of Organisations and Agencies

Corangamite Shire Council is responsible for the coordination and management of relief and recovery at municipal level.

Emergency Recovery Victoria (ERV) has responsibility for State and Regional Recovery Coordination after a major emergency event.

Under the SEMP, local government is responsible for recovery coordination at the local level unless the capacity is exceeded by the scale of the event.

Recovery is not the exclusive domain of any single agency. All agencies and organisations willing to participate have an important role to play. This recognises that recovery must be a whole-of-government and a whole-of-community process.

The agreed roles and responsibilities of agencies under these arrangements is contained in the SEMP Roles and Responsibilities document.

There are also existing plans, guidelines and frameworks developed by agencies which will assist with the issues that can arise in communities following emergencies.

6.7 Transition arrangements

Recovery should begin as soon as possible when an emergency occurs. It is therefore essential to ensure high levels of understanding and cooperation between response coordinators and recovery coordinators at each of the levels of operation. In most instances there will be a transition of coordination responsibility from the response coordinator to the recovery coordinator. Appropriate arrangements must be negotiated and documented between coordinators at the levels of operations to ensure this occurs.

It must also be recognised that recovery activities often occur naturally within the affected community. The emergency recovery planning and coordination activities undertaken at state, regional and municipal level are intended to provide structure for what would otherwise be ad hoc assistance to people affected by emergencies.

6.8 Recovery escalation

Recovery coordination may escalate from Council coordinated recovery to regional recovery rapidly or over time depending on the emergency context, capacity, recovery environment and community requirements. The following factors may indicate the need for escalation of recovery and formalised regional coordination arrangements:

- The emergency is expected to exceed Local Government Authority capacity to manage recovery coordination.
- The recovery agencies intend to draw on regional or state-tier resources for the foreseeable future in relation to the emergency.

- An increasing scale or changing nature of the actual or expected recovery effort.
- Significant consequences.
- Escalating recovery costs and funding opportunities.

Further escalation to the state level may be necessary in very large or complex emergencies. Additional considerations to activate regional recovery coordination in the Barwon South West Region include:

- State border closure with South Australia.
- Initial impact assessments indicate that the damage to private property exceeds the annual rates base of the municipality.
- High numbers of non-resident landowners impacted by the event.
- International tourists affected by the emergency, and diplomatic assistance is required.

Recovery escalation is undertaken in consultation with the MRM, MEMO, MERC and ERV.

Figure 12: Recovery escalation levels

6.9 Management Structure

Where the need for formal recovery is identified, the Corangamite MEMPC may establish an incident specific, time limited, recovery committee. The initial responsibilities of the incident specific recovery committee is to formalise the governance structure, oversee the transition from response to recovery, establish working groups and develop an Incident Specific Recovery Plan.

It is also the responsibility of this Committee to ensure that affected communities are represented in the recovery arrangements which may be through Community Recovery Groups.

6.12 Evaluation of recovery

Emergency recovery exercises may be run in conjunction with other emergency management exercises or agency exercises but must have discrete aims and objectives for the testing of recovery arrangements. Evaluation may take the form of a formal debrief of operations, may involve workshops, seminars or applied research into areas of activity and must identify the strengths and weaknesses of the local operational response to the needs of the community.

The National Principles for Recovery is a useful framework to evaluate recovery. The outcomes of recovery exercises should be shared with the Regional Relief & Recovery Committee to provide a summary to the Regional Emergency Management Planning Committee.

6.1.1 Long term recovery planning

Recovery from emergencies can take many months to years. The South West Fires in March 2018 resulted in significant investment in long term recovery planning in areas devastated by the fires. A conventional model for recovery management was adopted and recovery activities were organised into four pillars: social, agriculture, economic, and built and natural environment, each of which is led by a state agency. A Community Recovery Committee was established with representatives from each of the impacted areas to provide information and feedback to affected communities. The Committee developed a Community Recovery Committee Action Plan which outlined the community's priorities for recovery.

A similar structure was established following the Skipton Floods in October 2022. A Community Flood Recovery Committee was established with representatives from various local community groups. The Committee consulted with the community on their recovery needs, developing the Skipton Flood Recovery Plan which identified recovery priorities around the social, economic, built and natural environment pillars.

Whilst these community-led models have proven to provide positive recovery outcomes, it is critical that recovery models are flexible and adapted to the needs of different impacted communities.

7. Appendices

7.1   Appendix 1 - Distribution List

Issued To:

Adjoining Municipalities: Shires of Colac-Otway; Moyne; Golden Plains; Pyrenees, Rural City of Ararat.

Ambulance Service Victoria; Geelong; Camperdown.

Central Highlands Water

Corangamite Network of Schools (11)

Corangamite Shire - Chief Executive Officer, Councillor

Community Representatives- MEMPC

Corangamite Catchment Management Authority

Country Fire Authority - Local Group Officers

Country Fire Authority - Regional Headquarters; Colac- Reg 6; Operations Manager – Reg 6; Ararat, Reg 16; Warrnambool, Reg 5; Country Fire Authority – Risk Manager Reg 6.

Department of Family Fairness and Housing

Department of Health

Department of Transport and Planning

Department of Education and Training

Dept. of Environment, Land, Water and Planning-

Dept. of Environment, Land, Water and Planning – - AgVic

Divisional Emergency Response Plan Coordinator – WD2 Warrnambool Division Superintendent

Emergency Relief Functional Area Representative - Red Cross

Emergency Recovery Victoria

Gas Company Forum

Glenelg Hopkins Catchment Management Authority

Health care provider- South West Healthcare, Terang Mortlake Health Service, Timboon and District Health Services and Beaufort Skipton Health Services, Cobden and District Health Services

Municipal Emergency Response Coordinator (MERC)

MEMO and MRM

Deputy MEMO – (Works and Services Director- role currently vacant)

Deputy MEMO/MRM

Deputy MEMO/MRM

Deputy MEMO/MRM

Deputy MEMO

Deputy MRM

Deputy MRM

Parks Victoria, Port Campbell

Police Station(s) Skipton, Lismore, Terang, Camperdown, Cobden, Timboon, Port Campbell and Insp. (Geelong)

Port Campbell Surf Lifesaving Club

Victoria Chamber of Churches Emergencies Ministry

Victoria State Emergency Service - Local Units - Lismore, Terang, Camperdown, Cobden, Port Campbell

VICSES - Regional Headquarters;

Wannon Water

7. Appendices

7.2   Appendix 2 - MEMPC Terms of Reference

1. Document Information

Criteria	Details
Document ID	ECM Doc Set ID 2963823
Document title:	Terms of Reference
Document owner:	MEMPC

Version	Date	Description	Author
0.1	6 April 2021	Adapted from REMPC Terms of Reference	MEMPC Administrative Officer
1.0	13 April 2021	Draft Adopted by MEMP Committee	MEMPC Administrative Officer
2.0	11 July 2022	Annual Review	
3.0	29 November 2023	Updated membership, added terms for deputy chair and community representative roles, clarified voting rights, clarified secretariat support, updated ToR review period	

Name	Title	Organisation
	Chair	On behalf of the MEMPC

Terms	Description
12 months	This document will be reviewed every 3 years or as required
Review Date	November 2026

Contents

2. Introduction and Purpose

The Corangamite Shire Municipal Emergency Management Planning Committee (MEMPC) was established under the *Emergency Management Legislation Amendment Act 2018* (EMLA Act) and the *Emergency Management Act 2013* (EM Act 2013).

The MEMPC is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of developing a comprehensive emergency management plan (MEMP) for the municipality.

The Municipal Emergency Management Plan (MEMP) covers arrangements for mitigation, response and recovery, and identifies the roles and responsibilities of agencies in relation to emergency management.

3. Scope

The MEMPC operates strategically to ensure comprehensive, collaborative and integrated planning occurs at all levels and applies risk-based analysis to mitigate or reduce the consequences of emergencies on the built, economic, social and natural environments, and improve community outcomes. Planning considerations include the full spectrum of prevention, preparedness, response and recovery and apply to all hazards and all communities.

4. Governance

Corangamite Shire Council established the MEMPC under section 59F of the EM Act 2013, transferring responsibility for municipal emergency management planning from the Council to the multi-agency MEMPC. This supports emergency management planning as an integrated, multi-agency and collaborative effort. All participating agencies are required to contribute their expertise and resources to municipal emergency management planning. As per section 59E of the EM Act 2013, the MEMPC can regulate its own procedure.

The MEMPC reports to the REMPC, and the REMPC is the key link between municipal- and state-level emergency planning and response activities. All legislated member agencies of the MEMPC are represented on the REMPC.

Figure 1 – Relationship of the MEMPC to the REMPC and the EMC

5. MEMPC Functions

The MEMPC is the peak planning body for emergency management within the municipal district. It is the forum for government and non-government agencies to develop policies, procedures, strategies and frameworks to support coordinated emergency management planning for the municipality.

In line with section 59D of the EM Act 2013 the functions of the MEMPC are to:

a. assess and review hazards and risks facing Corangamite Shire

b. be responsible for the preparation and review of the MEMP

c. arrange regular testing and exercising of the MEMP (as specified in the MEMP). This includes participation in other agency exercises

d. ensure that the MEMP is consistent with the State Emergency Management Plan (SEMP) and the Barwon South West Regional Emergency Management Plan (REMP)

e. share information and provide reports of recommendations to the REMPC and other MEMPCs in relation to any matter that affects, or may affect, emergency management planning in the municipality

f. collaborate with other appropriate MEMPCs in relation to emergency management planning, including preparing MEMPs.

The MEMPC has the power to do all things necessary in connection with the performance of its functions, however it cannot direct any member agency or other group.

The MEMPC may establish ongoing sub-committees or time-limited working groups to investigate or address specific issues or undertake key tasks.

6. Membership

Section 59A of the EM Act 2013 specifies the minimum membership requirements of the MEMPC. The committee may invite additional people with key skills or knowledge to join the MEMPC as necessary. Consideration should be given to the skills and subject matter expertise required for a specific project or body of work and therefore an invitation to participate in a sub-committee or working group may be a more appropriate strategy.

The committee will review its membership on a yearly basis, or more frequently if needed. Refer to Appendix A for a current list of members of the MEMPC.

7. Appendices

7. Change of Representative

The relevant agency will advise the MEMPC Chair in writing of any formal changes to their nominated representative. This relates to a permanent change of membership and does not relate to attendance as a proxy (refer to section 9.8).

As required by Section 59A of the EM Act 2013, a representative requires confirmation from within the relevant agency, as outlined in Appendix A.

8. Roles and Responsibilities

8.1 Chair

Section 59B (1) of the EM Act 2013 specifies that the municipal council must nominate either its Chief Executive Officer or a member of the municipal council staff nominated by the Chief Executive Officer as the Chairperson. Manager Environment and Emergency Corangamite Shire Council, has been nominated to the role of Chairperson.

The Chair has the following functions under section 59B (2) of the EM Act 2013:

- Chairing and facilitating MEMPC meetings.
- On behalf of MEMPC provide information and recommendations and refer issues or matters of concern identified by the MEMPC to the REMPC.
- Ensure the MEMPC operates in accordance with the Terms of Reference.
- Confirm the agenda for each meeting.
- Provide leadership to the MEMPC in its deliberations.
- Sign correspondence on behalf of the MEMPC.
- Represent the MEMPC in other forums where appropriate.

8.2 Deputy chair

To ensure consistency and redundancy the MEMPC will elect a Deputy Chair. The Deputy Chair has the following functions:

- Undertake the role of the Chair if the elected Chair is absent.
- Receive delegated responsibilities of the Chair as agreed with the Chair.

The Deputy Chair shall be appointed for a three-year term, coinciding with the review of the MEMP.

8.3 Community Representatives

The MEMPC membership will include three community representatives. The community representatives will be appointed for a three-year term, coinciding with the review of the MEMP.

Community representatives will be appointed though an Expression of Interest process. When selecting community representatives, the MEMPC shall consider nominee's ability to represent their communities on emergency management issues and seek community member representation from across the Shire.

Where a community representative resigns from the MEMPC before the end of their term, the MEMPC shall appoint a community representative for the remainder of the term through an Expression of Interest process.

8.4 Member responsibilities

The agencies prescribed in the EM Act 2013 and additional invited committee members will provide representation at the appropriate level and with the authority to commit resources and make decisions on behalf of their organisation or community. Members are asked to participate in the MEMPC as a partnership and provide advice or make decisions in the best interests of the citizens of Corangamite Shire.

All MEMPC members will:

- Prepare for, prioritise and attend scheduled meetings and proactively contribute to the work of the MEMPC.
- Represent their agencies and associated entities.
- Report on recent relevant agency activity relating to emergency management mitigation, response or recovery activities, with a focus on emerging risks or opportunities.
- Respect confidential and privileged information.
- Where a decision or action is outside the authority of the member, engage with relevant staff within their agency to obtain approval to commit resources and undertake tasks.
- Identify and liaise with subject matter experts or key representatives from within their agencies to participate in the MEMPC, its sub-committees or working groups.
- Provide meeting papers to the Chair at least one week prior to a meeting.
- Advocate for and report back to their agencies on MEMPC outcomes and decisions.

9. Administrative Arrangements

9.1 Meeting frequency

To align with seasonal requirements and operational tempo, the MEMPC will meet four times a year, noting that the REMPC meets a minimum of four (4) times a year in February, May, August and November. The MEMPC Chair may schedule additional meetings as required.

9.2 Meeting venue

Meeting will be conducted either online (via Microsoft Teams), at the Killara Centre, 201-212 Manifold Street Camperdown 3260, or hybrid format.

9.3 Meeting papers and documentation

Any member can submit items to be included on the agenda. The Chair will confirm the agenda prior to each meeting.

Meetings will be conducted on a formal basis, with proceedings recorded and action items documented in the MEMPC Actions Register.

All proceedings and documentation of the MEMPC are confidential until the MEMPC agrees otherwise, or where the provider of the information advises that it is publicly available, and no restrictions apply to its release. MEMPC records remain discoverable under the Freedom of Information Act 1982.

MEMPC documentation will be registered and stored on the Corangamite Shire Council document management system.

9.4 Secretariat

Council will provide secretariat support for the MEMPC.

Secretariat duties may include:

· Scheduling meetings and providing committee members with the meeting agenda and minutes of meetings.
· Recording the minutes of meetings and agreed actions in the MEMPC Actions Register.
· Developing/sending correspondence for the MEMPC.
· Maintaining the contact list of MEMPC members.

Secretariat support for MEMPC sub-committees and working groups will be determined by the MEMPC.

9.5 Quorum

The quorum is greater than 50% of the legislated MEMPC members and includes the Chair or Deputy Chair (Appendix A). Committee activities may be conducted without a quorum present; however, a quorum must be present for the purpose of decision making.

Where an agency has responsibility or accountabilities resulting from a motion/resolution, that agency must be part of the quorum for that item.

9.6 Voting and decision making

In general, the Committee will adopt a consensus approach to decision making. The Chair will seek further advice from the members and attendees or through external subject matter experts to support decision making. The Chair will ensure that all members are provided with the opportunity to participate in discussions and decision making.

Each MEMPC organisation and community representative has one (1) vote on any matter decided by the Committee. To vote, a MEMPC member must be present at the meeting or represented by a proxy.

Where consensus cannot be achieved, decisions will be made by majority vote. In the event of a tie the Chair will escalate the issue to the REMPC for decision.

Where the MEMPC must reach a decision between committee meetings, this can be undertaken via circular resolution. All members will be notified of the proposed resolution, and a decision reached by majority. Decisions made by circular resolution will be confirmed by committee at the next MEMPC meeting.

9.7 Conflict of interest

If a MEMPC member (or their proxy) has a direct or indirect interest in a matter to be decided by the committee, they must declare their conflict or perceived conflict and must not vote on the issue. The MEMPC will determine if the member should be excluded from all or part of the proceedings related to the matter.

9.8 Proxies

In accordance with the intent of the legislation members should prioritise MEMPC meetings wherever possible. In the event a member is unable to personally attend a specific meeting, they are encouraged to identify a suitably skilled and authorised proxy. The proxy is considered to have the same voting rights as the substantive MEMPC member unless the Chair is advised otherwise. The member will notify the Chair of the details of this person and the duration of the appointment as a standing proxy.

Where a standing proxy is not recorded, or is unavailable, a member will advise the Chair of the name, role and contact details of their nominated proxy, as early as possible before a meeting. This advice should be in writing for the purpose of record keeping and will include any limitations to the voting rights of the proxy for that meeting.

If the committee member is unable to provide advice to the Chair of the details of a proxy and their voting rights before the meeting, the attendee will be considered an observer for the meeting.

9.9 Observers

An observer may attend a meeting for any number of reasons. MEMPC members will advise the chair of the attendance of an observer before a meeting, where possible. Observers must respect all confidentialities and operating protocols of the MEMPC, and must not:

- propose or vote on motions
- intrude on the procedures of the MEMPC
- take part in the meeting proceedings without the invitation of the Chair.

9.10 Non-voting members

If deemed necessary for transparency and equity, the Committee can invite additional standing members who may not have voting rights. Where this is the case, the membership list at Appendix A will reflect the voting status.

Members of sub-committees or working groups do not have voting rights unless they are also members of the MEMPC.

9.11 Issue escalation

The Chair may escalate any matters of significance to the REMPC for advice or decision. Members of the committee may also seek to escalate items to the REMPC, through the Chair, where efforts to resolve a matter at the local level have not been successful, or where the consequences of a decision will unduly impact the member agency.

10. Financial Management

The MEMPC does not have a financial delegation and does not hold a budget. The MEMPC cannot expend or receive monies.

Member agencies may agree to commit funds to a MEMPC activity or event, in which instance the expenditure is considered expenditure of the agency and not the MEMPC. The member agency is responsible for all aspects of financial management within its existing governance arrangements. The MEMPC does not accept liability for any agency-led initiatives.

7. Appendices

	Organisation	Name	Role	Email Address	Contact No.
LEGISLATED MEMBERS (in accordance with s59A of the EM Act 2013)					
1	Municipal Council (Chair)		Manager Environment & Emergency, Corangamite Shire Council		
2	Ambulance Victoria				
3	Australian Red Cross		Divisional Operations Officer Volunteer, Outer Barwon Division		
4	Country Fire Authority (Deputy Chair)		Assistant Chief CFA Region 6		
5	Department of Families, Fairness and Housing (DFFH)		Senior Emergency Management Coordinator - Barwon South West Region - West Division		
6	Victoria Police		Acting Senior Sergeant, Camperdown Police Station		
7	Victoria State Emergency Service		Operations Officer		
8	Department of Health				
OTHER AGENCY MEMBERS					
9	Emergency Recovery Victoria		Regional Recovery Manager, Barwon Southwest Senior Regional Recovery Officer		
10	Corangamite Catchment Management Authority (CCMA)		Manager, Floodplains		
11	Corangamite Shire Council		Councillor Community Safety and Resilience Coordinator Municipal Emergency Management Officer Municipal Emergency Management Officer		
12	Department of Education and Training				
13	Department of Energy, Environment and Climate Action (DEECA- AgVic)		Regional Manager Dairy South West		

14	Department of Energy, Environment and Climate Action (DEECA- Forest Fire Management Vic)	District Manager- Otways
15	Department of Transport	Regional Emergency Management Coordinator
16	Glenelg Hopkins Catchment Management Authority (GHCMA)	Statutory Planning Manager (Floodplain & Works)
17	Parks Victoria	Area Chief Ranger – Shipwreck Coast
18	Southwest Healthcare	Acute Wards Nurse Unit Manager
19	Victorian Council of Churches Emergencies Ministry	
20	Wannon Water	Emergency Management and Business Continuity Officer Manager Risk & Resilience
21	Terang Mortlake Health Services	
22	Cobden & District Health Services	Director of Care
23	Beaufort Skipton Health Services	Chief executive officer
24	Timboon and District Health Services	Interim Support Services Manager

COMMUNITY REPRESENTATIVES

25		
26		

NON-VOTING MEMBERS

	Nil

7. Appendices

7.3   Appendix 3 - Corangamite Shire map

7. Appendices

7.4   Appendix 4 - Bushfire Places of Last Resort locations (not for public distribution)

7.5   Appendix 5 - Vulnerable persons facilities register

List of facilities held by Corangamite Shire Council. Please contact the MRM for further information.

7.6   Appendix 6 - Contact directory (not for public distribution)

7. Appendices

7.7   Appendix 7 - Emergency relief centres (not for public distribution)

7. Appendices

7.8   Appendix 8 - Roles and Responsibilities (not for public distribution)

7. Appendices

ARC	Australian Red Cross
AV	Ambulance Victoria
CALD	Culturally and Linguistically Diverse
CEMP	Community Emergency Management Plan
CERA	Community Emergency Risk Assessment
CFA	Country Fire Authority
DE	Department of Education
DEECA	Department of Energy, Environment, and Climate Action
DFFH	Department of Families, Fairness and Housing
DH	Department of Health
DJSIR	Department of Jobs, Skills, Industry and Regions
DTP	Department of Transport and Planning
DPC	Department of Premier and Cabinet
DTF	Department of Treasury and Finance
EM Act 2013	Emergency Management Act 2013
EMC	Emergency Management Commissioner
EM-COP	Emergency Management Common Operating Picture
EMPC	Emergency Management Planning Committee
EMV	Emergency Management Victoria
ERV	Emergency Recovery Victoria
FRV	Fire Rescue Victoria
IGEM	Inspector General for Emergency Management
LGV	Local Government Victoria
MAV	Municipal Association of Victoria
MEMO	Municipal Emergency Management Officer
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MEMO	Municipal Emergency Management Officer
MFPO	Municipal Fire Prevention Officer
MRM	Municipal Recovery Manager
NSDR	National Strategy for Disaster Resilience
REMP	Regional Emergency Management Plan
REMPC	Regional Emergency Management Planning Committee
SCRC	State Crisis and Resilience Council
SEMP	State Emergency Management Plan
SEMPC	State Emergency Management Planning Committee
VICSES	Victoria State Emergency Service
VPF	Victorian Preparedness Framework