Municipal Emergency Management Planning

South Gippsland Shire

Municipal Emergency Management Plan

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1 Introduction

1.1 Acknowledgement of Country

The South Gippsland Emergency Management Planning Committee acknowledge the Traditional Custodians of the land on which South Gippsland Shire is established and pay respect to the Elders, past and present and emerging. The South Gippsland Emergency Management Planning Committee is committed to working with Aboriginal People to achieve a shared vision for a safer and more resilient community.

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.

1.3 Plan Assurance and Approval

A Statement of Assurance (including a checklist and certificate) has been prepared by the South Gippsland MEMPC and submitted to the REMPC pursuant to the Act (s60AG). A copy of this assurance is contained in Appendix G.

This Plan is approved by the Gippsland Regional Emergency Management Planning Committee. This Plan comes into effect when it is published and remains in effect until superseded by an approved and published update.

1.4 Plan Review

To ensure the plan provides for a current integrated, coordinated and comprehensive approach to emergency management and is effective, it will be reviewed at least every three years. This Plan will be reviewed not later than August 2024.

An 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 (EM Act 2013 s60AM). Urgent updates come into effect when published on the municipal council website and remain in force for a maximum period of three months.

This Plan is current at the time of publication and remains in effect until modified, superseded or withdrawn.

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1.5   Maintenance of the MEMP

The custodian of this MEMP is the South Gippsland MEMPC, and the MEMPC Chair will facilitate and action alterations and changes as identified/required. Committee members and organisations delegated with responsibilities in this MEMP are required to notify the Chair of any changes of detail relating to their organisation contained within the MEMP (e.g. contact information, capacity and capability) as they occur.

Specific elements of the Plan that will be reviewed annually are:

- Legislative references (and links)
- MEMP membership contact directory
- MEMP member capacity and capability information
- Vulnerable Facilities Register
- Community Emergency Risk Assessments (CERA) & Treatment Plan

Amendments will be made and recorded in the amendment history section of this document and distributed as required. See Appendix B for the MEMP amendments and distribution list.

1.6 Exercises

To ensure continuous improvement this plan will be exercised during the MEMP's three-year lifecycle. This will be completed in a form determined by the MEMPC and should describe the type of exercise and lessons learnt. Exercises should be designed to test areas of interoperability and integration of emergency management systems.

The MEMPC will describe amendments made to the MEMP in the Amendment History section if lessons learnt from exercises have noted improvement opportunities for the plan.

Planned exercises will be shared with the Regional Emergency Management Planning committee (REMPC) and Gippsland MEMEG members, along with any outcomes and learnings that are relevant to other agencies and municipalities.

1.7 Planning Context

An emergency is defined in the *Emergency Management Act 2013* as the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria including, flood, storm of other natural event, fire, explosion, road accident, epidemic or contamination act of terrorism, siege riot or disruption to an essential service.

Most emergencies in South Gippsland (such as house fires and traffic accidents) are routinely controlled at the incident level, with local resources and without broader consequences or communications needs.

However, some emergencies have implications beyond the incident level that require specific actions: they need more resources, have greater consequences and recovery needs or need

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messages sent to broader groups of people. In these cases, regional, state or area of operation emergency management arrangements may be enacted to support the incident as well as elements of this plan.

Climate change modelling indicates that as Victoria becomes drier and warmer, weather-related hazards are likely to occur more often and potentially be more severe. Examples of such hazards include heatwaves, severe winds, storms, maximum temperature thresholds and concurrent and/or compounding events.
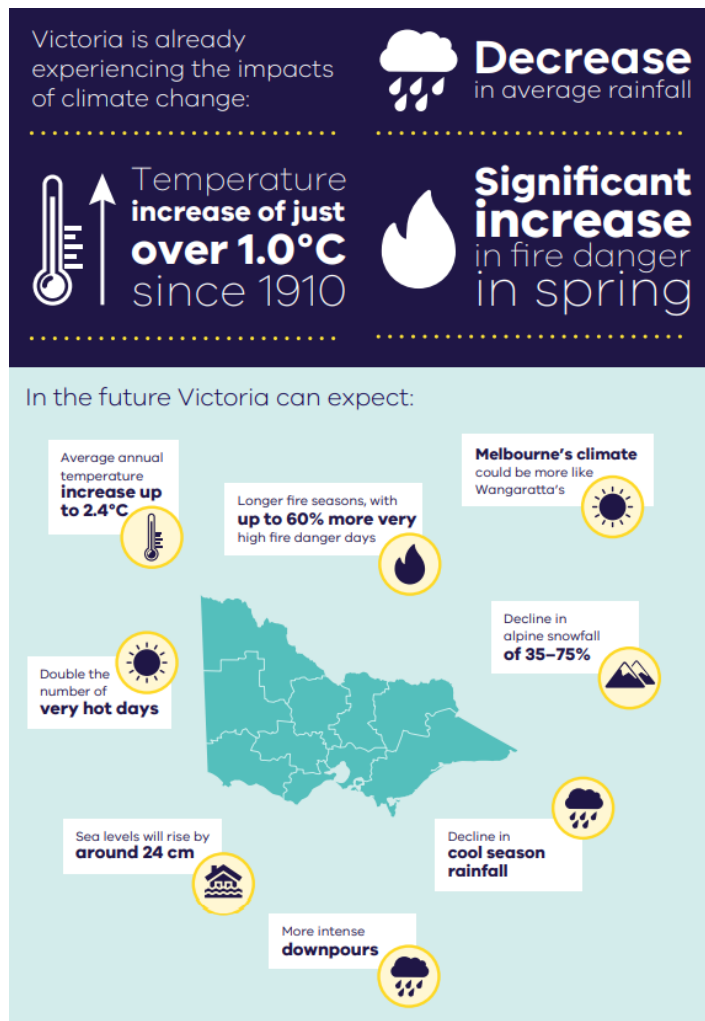
Victoria's Climate Science Report 2019

This plan supports holistic and coordinated emergency management arrangements within South Gippsland and is informed by local and municipal risks and considers municipal emergency management planning arrangements (mitigation, response and recovery) within South Gippsland Shire and Shire-specific issues and opportunities (including cross border emergencies and consequences) that exist.

The MEMP outlines the arrangements for managing emergencies which may occur within South Gippsland. The Plan addresses and capitalises on opportunities that exist to enhance emergency

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management planning outcomes and sustain or improve capability and capacity within South Gippsland. It also considers any Community Emergency Management Plans that may be in place, of which there are currently none in South Gippsland.

1.8 Plan Aim and Objectives

The aim of the South Gippsland MEMP is to

- reduce the likelihood of emergencies, their effect on and consequences for communities

- ensure a comprehensive, integrated approach to Emergency Management in South Gippsland

- promote community resilience in relation to emergencies

- promote interoperability and integration of EM systems

The MEMP is prepared within the context of the objectives of the EM Act 2013 and for the South Gippsland planning footprint to:

- foster a sustainable and efficient emergency management system that minimises the likelihood, effect and consequences of emergencies

- establish efficient governance arrangements that

  o clarify the roles and responsibilities of agencies

  o facilitate cooperation between agencies

- implement an "all communities— all emergencies" approach to emergency management (reinforcing that communities are at the centre of decision-making in all of arrangements for managing emergencies, regardless of the form of emergency)

- establish integrated arrangements for emergency management planning in South Gippsland

1.9 Shared Responsibility

A commitment to shared responsibility recognises that no single person or agency can be responsible for emergency mitigation, preparedness, response or recovery. Individuals, communities, businesses, all levels of government and the not-for-profit sector all have a role to play.

Shared responsibility supports more resilient communities that are engaged, informed and involved. Resilient communities recover more quickly and are better-placed to respond to and recover from subsequent emergencies. By sharing responsibility, we can minimise the impacts of emergencies and build safer communities. Victoria's shared responsibility approach recognises that communities:

- are best-placed to understand and manage their own risks and drive preparedness, response and recovery, including through their fundamentally important volunteer contribution
- should be empowered with the information, capabilities and opportunities to make decisions and work with agencies for better EM outcomes

- have networks and relationships that help agencies and communities identify the risks that a community faces, assess the vulnerability of the community to those risks and identify options to protect the values of most importance to them.

At an individual and household level residents and visitors should seek to mitigate emergency risk to themselves and others, support response activities by the emergency management sector, and meet their own relief and recovery needs where possible. Shared responsibility works best in practice when individuals and households

Before
- Find out about and stay aware of potential risks in their environment
- Take protective measures including taking out insurance
- Develop personal/family emergency plans to improve their safety and wellbeing during emergencies and keeping then current and ready to implement immediately

During
- In the event of an emergency, be as self-reliant as possible: in the first instance, agencies will prioritise the most-vulnerable
- Act on emergency information and warnings and implement their plans as required to protect themselves, their families, neighbours and their local community, in particular protecting people who are most vulnerable

After
- Meet their own recovery needs wherever possible
- Review and improve personal/family emergency plans

The MEMPC will support the community to be more resilient through education and engagement activities that help people to better understand potential risks in their environment and how to plan for and recover from their impacts. More information can be found in MEMP section 4.3 Risk Treatment Plan.

2 Municipal District Characteristics

2.1 Municipal overview

Located 90 minutes south east of Melbourne, the South Gippsland Shire has an expanding population of almost 30,248 (estimated residential population 2020). It occupies an area of 3,300 square kilometres with substantial coastal frontage.

The Shire is bordered by Latrobe City Council, Baw Baw Shire Council, Cardinia Shire Council, Bass Coast Shire Council and Wellington Shire Council and form part of the Gippsland regional LGA which encompasses East Gippsland, Baw Baw, Latrobe City, Bass Coast, Wellington and Alpine Shires.

Its major centres are Leongatha, Korumburra, Mirboo North and Foster, and other significant townships include Nyora, Toora, Venus Bay, Sandy Point, Poowong, Port Welshpool, Loch, Dumbalk, Welshpool, Meeniyan, Fish Creek, Port Franklin, Koonwarra, Kongwak and Tarwin Lower.

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2.2 Social

Population	30,248 (ABS estimated resident population 2020)
2036 Forecast	35, 982
Major Languages	English, Italian, German, Dutch
Major birthplaces outside Australia	UK, New Zealand, Netherlands, Germany, Italy
ATSI Population	140 males 133 females = 278 people Median age 22 (1% of total pop)

- The official population of South Gippsland is 30,248 (ABS estimated resident population 2020)
- Our five most populous towns are Leongatha (5,654), Korumburra (4,469), Mirboo North (2,324), Foster (1,842) and Nyora (1,527)
- 47% of the population are aged 50 or over
- 2.4 people (on average) per household
- 47 is the median age of people residing in the Shire
- 5% of the population speak a language other than English at home
- 30% of households are 'couples without children'
- 25% of households are 'couples with children'
- 27% are lone person households

The Shire has approximately 16,500 dwellings, with around 70% owner occupiers and almost 20,200 rateable properties.

South Gippsland Shire's population is estimated to increase to around 50,000 during the peak summer season due to a large number of holiday homes and caravan parks.

The South Gippsland Shire Community Profile provides demographic analysis for the Shire and smaller areas within it based on results from the 2016, 2011, 2006, 2001, 1996 and 1991 Censuses of Population and Housing. The profile is updated with population estimates when the Australian Bureau of Statistics (ABS) releases new figures.

Home | South Gippsland Shire | Community profile (id.com.au)

For consideration when completing EM planning

- South Gippsland family violence statistics are considerably higher than the rest of Victoria,
- South Gippsland have an ageing population as highlighted by the 47% of the population aged over 50 and
- South Gippsland have much high proportion of people aged over 65 living alone 12.9% of the population

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2.3 Natural

Annual Average temperatures - Summer – Dec, Jan, Feb & Winter - June, July, Aug	
Summer Max 22.7	Winter Max 12.7
Summer Min 12.1	Winter Min 5.3
Annual Average Rainfall	
Summer 179.5mm	Autumn 239.6mm
Winter 272.6mm	Spring 261.9mm
Bushfire Prone Areas – 325.54K	
Areas potentially impacted by flooding	
Inundation potential Hectares	18993.67
Percentage of LGA	5.71%

South Gippsland Shire is characterised by a diverse topography of ranges, plains, low lying land and coastal areas. Of significance is Wilsons Promontory National Park [The Prom] which has diverse vegetation communities including warm temperate and cool temperate rain forests, tall open forests, woodlands, heathlands, swamp and coastal communities.

It has a variety of geological and landform features of national geological and geomorphological significance. The waters surrounding The Prom are protected as a marine national park and marine park. South Gippsland also contains a large number of parks and reserves comprising flora and fauna of State and National significance.

The Strzelecki Ranges are an area of temperate forests within the municipality.

Main Rivers - The Shire's rivers are:

- Tarwin River
- Franklin River
- Agnes River
- Bass River

The head waters of the Powlett River and Morwell River are also located within South Gippsland Shire.

2.4 Built

Length of arterial roads	254Km
Major facilities % breakdown	Aged Care – 7 (4.09%)
	Hospitals – 3 (1.75%)

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	Industrial – 34 (20%)
	Schools – 22 (13%)
	Recreational 105 (61.4%)

2.4.1   Significant Infrastructure

South Gippsland's significant infrastructure includes the following:
- Extensive provision of reticulated water and sewerage services across the Shire
- Access to reticulated natural gas in some areas
- Lang Lang Gas Pipeline
- National Broadband Network
- Mobile Telephone Network
- Passenger Bus Services- Daily V/Line Coach services to and from Melbourne and the Latrobe Valley, Yarram and Wonthaggi;
- Power Supply (AusNet Services)
- Star of the South - Offshore wind electricity generation (proposed - Wellington SC)
- Wind Farms

Contact details for significant infrastructure can be found in the MEMP Contacts list.

2.4.2   Airports

South Gippsland Shire has no major airports. There are several private airfield strips across the shire with a licensed airfield in Leongatha and another airfield in Yanakie.
- Leongatha Aerodrome is located at 105 Aerodrome Road, Leongatha. Operated by Woorayl Air running charter flights, air ambulance and crop spraying.
- Prom Country Scenic Flights located at 3510 Meeniyan Promontory Road Yanakie, run mainly tourist charter flights over the Prom.

2.4.3   Community Assets

South Gippsland has a wide range of community assets. These include:
- The Great Southern Rail Trail, which includes 75km of bike/walking trails traversing from Leongatha through to Port Welshpool;
- The 13km Grand Ridge Rail Trail
- Over 50 parks, reserves and sanctuaries including coastal/beach assets, trails in the Strzelecki Ranges, Wilsons Promontory, Coal Creek Community Park & Museum and Mossvale Park at Berrys Creek.

2.4.4   Ports

The Port of Corner Inlet is located in predominantly in South Gippsland Shire. The Port is adjacent to many towns of South Gippsland including Foster, Port Franklin, Welshpool, Port Welshpool and Toora. Gippsland Ports, with head office in Bairnsdale, are the committee of management for the Port. The Port of Corner Inlet includes:
- Barry Beach Marine Terminal (BBMT)– providing support and services for the manned and unmanned Oil and Gas industry facilities in eastern Bass Strait, owned and operated by Qube. Products shipped include fuel, water, food, glycol, methanol etc.

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- Port Anthony Marine Terminal (PAMT) – a privately owned facility offering similar services to BBMT but on a smaller scale.

Both Barry BBMT and PAMT as well as the shipping channel are security regulated zones.

- Port Welshpool – provides facilities for Tasmanian Flinders Island / King Island shipping, small commercial vessel operations, offshore and inshore commercial fisheries, recreational craft, slipway facilities and is the base for South Gippsland operations for Gippsland Ports. There is a major regional boat ramp at Port Welshpool. It is home to the Port Welshpool Coast Guard Flotilla.
- Port Franklin – provides facilities for the Corner Inlet commercial fishery and recreational craft. There is a slipway facility for small craft, wharf facilities and many private jetties managed by a local COM. There is no public boat ramp facility.
- Public boat ramps - There is a public boat ramp at Toora which is only accessible at high tide and also one at Yanakie foreshore near the caravan park. Gippsland Ports manage the adjacent private swing moorings at Yanakie Beach.

Shallow Inlet is a small tidal waterway located on the eastern side of Waratah Bay. Although much of the inlet dries at low water, and the depth in the entrance varies, it is suitable for small recreational and fishing vessels. The channel is well defined and marked, however the entrance may not be "navigable" in severe weather or during adverse sea conditions.

Anderson Inlet lies at the head of Venus Bay, extending from its entrance to Bass Strait approximately 11 kms to Tarwin River at its head. The area provides good recreational boating areas; however, the Inlet is tidal and at times the locations in which vessels can operate are restricted due to water depths. Local knowledge is required to cross the entrance of the bar, due to varying depths, shifting shoals, strong tidal currents and dangerous sea states. There are strong currents at the entrance and severe sea conditions exist on the shallow bar outside the entrance.

2.4.5   Main Arterial Roads

The main roads that run through the Shire are:

- South Gippsland Highway [A440] – is the main route running through the virtual centre of the Shire. It is used to travel to Melbourne linking onto the M1. It runs through the Shire passing through Nyora, Loch, Korumburra, Leongatha, Koonwarra, Meeniyan, Foster and Welshpool.
- Bass Highway [B460] – runs from Leongatha to Inverloch.
- Strzelecki Highway [B460] – runs from Leongatha to Mirboo North and then on to the Latrobe Valley.
- Meeniyan - Promontory Road [C444] – runs from Meeniyan to Wilsons Promontory National Park. It carries a large volume of tourist traffic during peak seasons to the Prom.

A detailed list of Main Arterial Roads can be found in appendix G.

2.4.6   Electricity Supply

The electricity network in South Gippsland comprises a 'sub-transmission' network that consists of predominantly overhead lines that operate at 66 kV, and a 'distribution' network, which generally

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operates at a voltage of 22 kV and consists mainly of overhead lines but also includes underground cables.

Some customers in remote and low population density rural areas are supplied by Single Wire Earth Return (SWER) Medium Voltage distribution networks. The majority of customers are supplied by Low Voltage reticulation via distribution transformers. Twenty-nine percent of distribution feeders have less than 10 customers for each one kilometre of line length.

The 22-kV distribution network in the South Gippsland Shire area there are 2 zone substations which are the Leongatha Zone Substation (3 transformers), Foster Zone Substation (2 transformers) however there are other zone substations that feed into the outer areas of the Shire such as Lang Lang Zone substation, Wonthaggi Zone substation, Moe Zone substation, Morwell Terminal substation and Warragul Zone substation.

There are 348 distribution feeders on the AusNet Services 22kV distribution network of which, 14% are classified as Long Rural, 39% are classified as Short Rural and 47% are classified as Urban. 14 of those feeders are in the South Gippsland Shire Council area.

2.5 Economic

GDP	$1.54 billion
Largest Industry (by employment)	Agriculture & forestry and fishing
Local Businesses	3801
Local Jobs	12,220
Employed residents	13,814

South Gippsland has a low unemployment rate compare to the rest of Australia. The economy is strongly linked to food production with both major agricultural and food manufacturing sectors. It is one of the most important dairy production areas in Australia, 10% of dairy farms in Victoria are in South Gippsland (over 400 farms). The Dairy industry relies on good access to properties and road closures can impact on the collection of milk from local farms and ongoing distribution of processed milk. Other activities include horticulture, forestry, fishing, boutique food and wine, retail trade, manufacturing and tourism.

Tourism is a significant industry in South Gippsland and accounts for around 1.14 million to the local economy and employs around 600 people directly. Tourism is seasonal with a peak between November and March/April with the busiest time over the Christmas school holidays.

The western coast of the shire is also a popular holiday and retirement area with Venus Bay, Walkerville, Sandy Point being very popular.

Further economic information relating to South Gippsland can be found through REMPlan.

- Economic Profile: http://www.economyprofile.com.au/southgippsland

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2.5.1   Public Events That May Affect Emergency Management

South Gippsland hosts numerous events throughout the year involving one or more outdoor activities. These events typically attract between 50 and 5000 people as participants and spectators. Examples of these events include:

- Music events
- Community events
- Sporting events

Representatives from the MEMPC are part of the South Gippsland Shire Council Major Events Working Group that provide input in to the safe planning for events that fall in to more than one of the following categories

- The event to attract more than 1000 people
- Event will be held in a remote location
- High risk group i.e. age, youth, disability
- There will be known resource implications on an agency

Relevant information on these events is included in EM COP.

2.6 Vulnerable Persons (Community Organisations and Facilities)

During an emergency, or imminent threat of an emergency special consideration needs to be given to the safety of vulnerable people in the community. Some people living in the community may be unable to activate their own evacuation plan and a small number who do not have a personal support network will require assistance to safely evacuate. These include people visiting or travelling through South Gippsland who should be considered in response communications.

The Evacuation Manager (Victoria Police) will be required to identify (where records are available) vulnerable persons in the community and in addition, facilities that house vulnerable people. The Vulnerable Persons Register (VPR) contain lists of consenting people living in the community who have been assessed as vulnerable to an emergency because they are:

- frail and/or physically or cognitively impaired
- unable to comprehend warnings and directions and/or respond in an emergency situation
- unable identify personal or community support networks to help them in an emergency.

To access the list of vulnerable persons in the community, the Evacuation Manager will be required to access to the web-based VPR. The VPR is accessible in preparation for emergencies and in emergencies when an evacuation has been deemed necessary. It provides information on the location of the vulnerable person as well as any special requirements.

South Gippsland Shire Council has a role in this space to:

- Coordinate local implementation of Vulnerable Persons Registers.
- Develop and maintain a list of local facilities where vulnerable people are likely to be, accessible by Victoria Police.

This list of local facilities identifies buildings where vulnerable people are likely to be situated, including aged care facilities, hospitals, schools, disability group homes and child care centres. This includes:

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- Facilities funded or regulated by DFFH and Department of Education Training [DET];
- Commonwealth funded residential aged care facilities; and
- Other locally identified facilities likely to have vulnerable people situated in them.

This information is held in Appendix H and can only be accessed by Victoria Police. More information is contained in the Vulnerable People in Emergencies Policy 2012.

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2.7 Municipal Location Map

Additional mapping can be sourced through South Gippsland Shire Council via the Municipal Emergency Management Officer.

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2.8 History of Emergencies

The Shire has in the past experienced incidents of varying degrees of severity over the last ten years including

Emergency	Name/Date	Impacts	Date
Flood/Storm	9/10 June 2021	Flooding, landslips, debris and fallen trees and powerlines, causing extensive damage to private property, blocking roads and tracks and extended power and telecommunications outages.	2021
Flood	Wilsons Promontory Flood March 2021	Park closed for 3 days due to flood impacts	2021
Pandemic	COVID19	Significant impacts across social and economic environments.	2020
Storm	27 August 2020	Significant number of tree down jobs for both Council and SES. Electricity supply impacted. Roads closed.	2020
Flood	August 2019	Extensive flooding leads to nine "significant" landslips in South Gippsland.	2019
Storm	30 January 2019	37 roads were impacted, 2 closed for 2 days due to large trees. Some homes were without power overnight.	2019
Bushfire	Wilsons Promontory	270-hectare fire closes park for a number of days including Labour Day long weekend	2019
Storm	17 July 2018	Significant number of tree down jobs for both Council and SES.	2018
Storm	Feb & March Storm Events – Shire wide	Significant number of tree down jobs for both Council and SES.	2018
Storm	5 Storm Events – Shire wide	Flooding in Leongatha & Foster in separate incidents - Significant number of tree down jobs for both Council and SES	2016
Bushfire	McDonalds Track	ICC in Leongatha was activated to provide assistance. approximately 100ha of private land and 140ha being eucalyptus plantations. No houses have been damaged.	2018

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Storm	3 Storm Events – Shire wide	Extensive road network impacts due to flooding.	2013
Bushfire	Hallston	Burnt 562 hectares. Losses included public land (267 Ha), pine and blue gum plantations (151 Ha), private forest (95 Ha) and private pasture (49 Ha).	2013
Storm	4 Storm Events – Shire wide	Wide spread landslips, fallen trees and road closures. Flooding to Poowong Pre-school and Mossvale Park and road network impacts caused by flooding.	2012
Dam Failure	Foster Dam Failure	Significant clean up required - 70 truckloads of debris removed	2011
Flood	Wilsons Promontory Flood	Significant damage leading to closure of the Prom and flow on impacts to businesses and the economy	2011
Bushfire	Delburn Complex Fire	128 properties directly impacted by fire. Significant relief and recovery provision.	2009
Bushfire	Wilsons Promontory Fire	affected businesses throughout the Shire, due to the closure of the park	2009
Heatwave	Victorian Heatwave	Across Victoria 374 lives lost, 500,000 properties and businesses without power / blackouts,	2009

A more detailed history of emergencies can be found in appendix J associated with the Community Emergency Risk Assessment process.

2.8.1   Emergency impact on tourism & visitation

Tourism is one of South Gippsland's emerging sectors, with approximately 1 million visitors to the region annually. Tourism contributes over $114 million to the local economy and supplies approximately 650 direct jobs.

Wilsons Promontory National Park (Parks Victoria) is a key tourist attraction for the region, with over 500,000 visitors per annum. Visitors to the park enjoy the walks, beaches and beautiful scenery. The natural disasters that have occurred within Wilsons Promontory National Park have included bushfires in 2005, 2009 and 2019 and a significant flood events in 2011 and a minor event in 2021.

These events can have a significant impact on the region, including:
- The closure of the Prom, in some instances for extended periods of time.
- Immediate booking cancellations within the Prom and the wider region, especially properties in the direct vicinity or on route to the Prom.
- Loss of income for businesses
- Decline in future bookings

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- Extended periods of park closure lead to a greater impact directly on businesses and flow on effect to other businesses within the region who do not necessarily have a direct benefit from the visitor economy.
- If the media depicts the region as being closed and impacts on visitor's decisions, it can take some time for a region to recover from an event.

It is important to consider messaging during the response and recovery phases of an emergency and their impact on tourism and visitation.

3 Planning Arrangements

3.1 Victoria's emergency management planning framework*

This plan supports holistic and coordinated emergency management arrangements within the Gippsland Region. It is consistent with and contextualises the State Emergency Management Plan (SEMP) and Gippsland Regional Emergency Management Plan (REMP). The REMP is a subordinate plan to the SEMP and the MEMP is a subordinate plan to the REMP.

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

There are currently no Community Emergency Management Plans active in South Gippsland Shire.

Figure 1 outlines this Plan's hierarchy. This Plan should be read in conjunction with the SEMP and the Gippsland REMP.
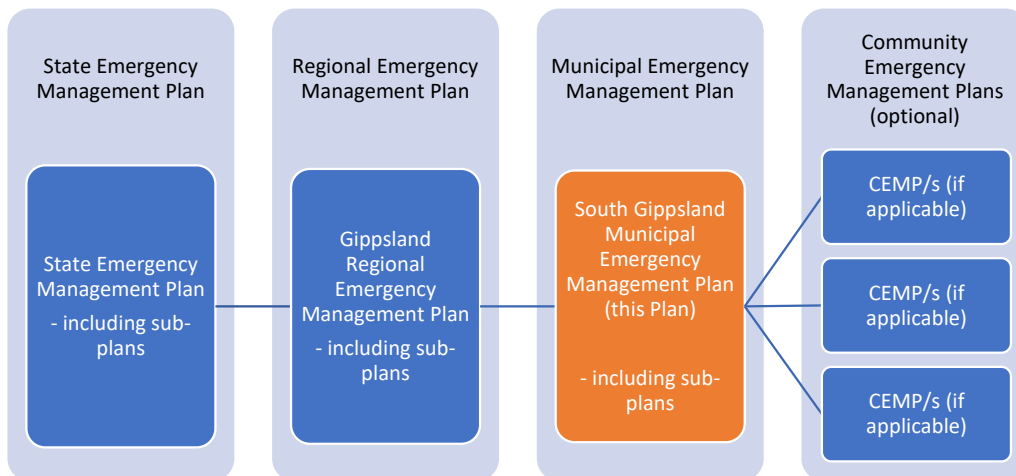
Figure 1: Plan hierarchy

3.2 The MEMPC, Sub-Committees and Working Groups

3.2.1   MEMPC

The South Gippsland 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 for the municipality. The MEMPC operates strategically to ensure comprehensive, collaborative and integrated planning occurs at all levels. The MEMPC has a focus on preparedness and resilience, municipal planning 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.

The MEMPC maintains an awareness of existing municipal capability and capacity to support the effective conduct of mitigation, response and recovery activities. Where appropriate the committee may facilitate or assist with activities that support capability and capacity uplift. This may include, but is not limited to, community engagement activities or multi-agency exercises and training that provide for continuous learning and improvement.

The SEMP recognises the function of the MEMPC as mitigation and planning in particular:

- Be responsible for the preparation and review of their MEMP
- Consider community EM plans if they have been developed
- Ensure the MEMP is consistent with the SEMP and with the relevant REMP
- Provide reports and recommendations to the region's REMPC in relation to any matter that affects or may affect EM planning in their municipal district
- Share information with the region's REMPC and with other MEMPCs to assist effective EM planning in accordance with Parts 6 and 6A of the EM Act 2013
- Collaborate with any other MEMPC that the MEMPC considers appropriate in relation to EM planning including preparing MEMPs

3.2.2   MEMPC Membership

Voting members

The EMLA Act sets out a legislated core membership for MEMPCs. Section 59A of the EM Act 2013 specifies the minimum membership requirements of the MEMPC.

- South Gippsland Shire Council
- Victoria Police
- Country Fire Authority
- Ambulance Victoria
- Victoria State Emergency Service
- Australian Red Cross
- Department of Families, Fairness and Housing

The EMLA Act also requires a MEMPC to invite at least one additional member for each of the following three categories: at least one community representative, at least one recovery representative, at least one other representative (such as an industry, business or additional

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agency). The following agencies have been invited to join the MEMPC as core voting members to fulfil this responsibility.

- community representative – South Gippsland Shire Council Councillor
- recovery representatives – Salvation Army and Victorian Council of Churches
- other representatives – Parks Victoria, Regional Roads Victoria and Gippsland Southern Health Service

Non-voting members

To support a robust planning process, the committee has also invited additional agencies with important skills or knowledge to join the MEMPC, who do not have voting rights. The membership list at Appendix C includes details of members and reflects voting status.

Membership Review

The committee will review its membership on a yearly basis, or more frequently if needed. When deciding whether to invite new members to the MEMPC, consideration is given to the reason for the invitation

3.2.3   Meeting frequency

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

A Gippsland regional calendar of all scheduled meetings is maintained in EM-COP. Members can access dates of the South Gippsland MEMPC meetings through the Emergency Management Common Operating Picture [EM-COP]. Registered user access is required.

3.3 Sub-Committees and Working Groups

The MEMPC may establish ongoing sub-committees or working groups to investigate or address specific issues or undertake key tasks such as reviewing or developing subplans. These groups will also promote interoperability and integration of emergency management systems between agencies where possible. It is recognised that the outcomes of the Community Emergency Risk Assessment (CERA) process may identify the need for additional planning to be undertaken by a specific working group or sub-committee where a hazard identified through this process retains a high/very high/extreme residual risk rating and the MEMPC believe further work is appropriate.

The EM Act 2013 and SEMP identifies the primary agency responsible for responding to specific forms of emergency. Additional planning work, sub-committee or working groups required at a municipal level will be led by the primary responsible control agency recognised in the SEMP or agencies identified with a regional coordination role. Members of sub-committees or working groups do not have voting rights unless they are also members of the MEMPC.

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3.4 Sub-Plans and Complementary Plans*

3.4.1   Sub-plans

To meet the operational needs, the MEMP may have a greater number of individual sub-plans and complementary plans appended or identified, to manage the consequences of specific emergencies within the district. The MEMP will not duplicate these plans but will clearly identify the coordination arrangements that will be applied when the sub-plan or complementary plan is implemented, and a multi-agency response is required.

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, for example a Severe Weather Response sub-plan. 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 6A. Agencies with roles or responsibilities in a sub-plan must act in accordance with the plan (Act s60AK).

This MEMP currently has no Sub Plans. The following sub plans associated with the South Gippsland Shire Council MEMP 2018 will be reviewed by the MEMPC as part of the Risk Treatment Plan and considered for inclusion in this MEMP in the future. Review dates are listed below

Plan	Control Agency	Date
Severe Weather Plan (Flood, Storm, Landslip)	SES	2021
Bush/ Urban Fire Management Plan	CFA/DELWP	2021
Pandemic Plan	Department of Health	2022
Extreme Temperature Plan (Hot and Cold)	Department of Health	2022

3.4.2   Complementary 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 and arrangements that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the municipal district are included (refer Appendix D)

4   Mitigation Arrangements

4.1   Introduction

Mitigation is the action taken to eliminate or reduce the incidence or severity of emergencies and minimise their effects. Both within and outside the Emergency Management sector, agencies

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contribute to the mitigation of emergencies as part of their business-as-usual functions. For example, by:

- formulating and implementing policy and regulation (such as land-use planning and building regulations, and floodplain management)
- building, operating and maintaining infrastructure
- community engagement to build resilience to and awareness of risks and promote protective actions.

All agencies involved with mitigation planning must consider their communities to ensure local contexts inform mitigation activities. Mitigation actions should seek to build effective partnerships and mitigation strategies must be built to address known and emerging risks from a consequence management perspective.

MEMPs include or refer to the mitigation activities and coordination arrangements that are intended to eliminate or reduce the incidence or severity of emergencies and minimise their effects on and consequences for communities.

The MEMPC undertakes a regular and comprehensive emergency risk assessment to better understand and manage the risk profile based on likelihood and consequences. Community Emergency Risk Assessment (CERA) is an all hazards risk assessment tool which aims to identify, mitigate and reduce risk within the community following the Australian Standard for risk management, ISO 31000. The use of CERA is widely accepted in Victoria as leading practice and provides a mechanism to review risks through a consequence lens.

4.2 Risk assessment process and results

A major CERA risk review process for South Gippsland was facilitated by the SES in April 2021. The initial core legislated MEMPC members, Council, Victoria Police, County Fire Authority, State Emergency Service, Ambulance Victoria, Red Cross and the Department of Families, Fairness and Housing completed the assessment process.

Subject Matter Experts were invited to provide an overview of the hazard and likely impacts. Likely impacts considered vulnerability and exposure to the hazard in the context of how resilient the community might be to the impacts. The presentations also provided details on some of the mitigation currently in place.

The group were provided with an overview of emergency history and information and data that would help with their assessment of the hazards and their likely impacts on the community across the 4 recovery environments Social (health and wellbeing the community), Economic (businesses, primary producers and the broader economy) Built (essential physical infrastructure) Natural (healthy and functioning environment).

A snapshot of the outputs of the CERA process is included below, with more detailed information being included in Appendix I CERA Process 2021.

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CERA 2021 Outputs

Hazard	Description	Confidence in Risk Rating	Residual Risk Rating
Outbreak	Food & Water Contamination Water Supply	Medium	Medium
Essential Services Disruption	Electricity Supply impacts	High	Medium
Urban Fire	Significant residential or industrial fire	High	High
Bushfire/ Grassfire	Bushfire/ Grassfire	High	High
Hazardous Materials Release	Oil and hazardous/other noxious substances in to marine environment	Medium	Low
Outbreak	Emergency animal disease	Medium	Medium
Extreme Temperatures (heat and cold)	Heatwave or cold snap	High	Medium
Storm	Windstorms, storm tides, severe thunderstorms, hailstorms, tornadoes, and heavy rain.	High	Medium
Public Health	Pandemic or similar	High	High
Flood	Riverine or stormwater flooding	High	Low

4.3 Risk Treatment plan

The Risk Treatment Plan identifies actions that support the South Gippsland MEMPC to review and improve controls or monitor and validate the effectiveness of current controls for the hazards identified.

The Treatment Plan provides a plan for the work of the MEMPC over the initial 12 months of the planning lifecycle. It provides opportunity for further work to be completed to improve understanding of the impacts of Food and Water Contamination, Hazardous Materials Release and Emergency Animal Disease (lower confidence rating) and to consider how MEMPC members might be able to improve control effectiveness in relation to Storm events and to continue to learn from responses to COVID 19 to improve our local level planning for future Public Health emergencies.

The Treatment Plan provides the MEMPC with the authorising environment to review the sub plans in relation to Bush and Urban Fire, Severe Weather and Extreme Temperatures associated with the previous MEMP and to set up working groups as required to complete this action.

The work in the Treatment Plan provides direction on MEMPC reporting and supports ongoing discussion in relation to capacity and capability of MEMPC members. The detailed Risk Treatment Plan is included in Appendix J.

The work will also be used to develop a communications and engagement plan to integrate and coordinate community engagement activities that build resilience to, and awareness of risks and promote protective actions.

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Activity	Outcomes	Focus
CERA Risk Treatment Plan	- focus on risks, consequences, community outcomes and resilience - considers existing capability and capacity, and future development needs - makes effective use of available resources - uses a transparent decision-making process	Reducing Impacts on the 4 recovery environments - Social - Natural - Built - Economic
Communications and Engagement Plan	- places the community at the centre - shares key learnings and information - represents diversity within the community, is respectful, inclusive and fosters trust - seeks consensus and collective action - encourages participation, as well as debate and independent thought	Reducing Impacts on the 4 recovery environments - Social - Natural - Built - Economic

The development of a Communications and Engagement Plan by the MEMPC supports the REMPC activity which aims to identify opportunities for support to, or coordination of, engagement and educational programs to facilitate greater reach and build community resilience with a focus on vulnerable persons/sectors within the region (single/multi-agency). The Communications and Engagement Plan will be included in Appendix K when completed and currently contains links to agency preparedness information for the community.

Preparedness & the Victorian Preparedness Framework

Preparedness includes the overarching activities of EM sector agencies to prepare for and reduce the effects of emergencies by having plans, capability and capacity for response and recovery.

South Gippsland MEMPC preparedness has been considered across the core capabilities of the framework and will be discussed when the MEMPC meet and throughout the life of the MEMP. Where appropriate the committee may facilitate or assist with activities that support capability and capacity uplift. This may include, but is not limited to, community engagement activities or multi-agency exercises and training that provide for continuous learning and improvement.

Core capability	Description	South Gippsland MEMPC
People	All personnel involved in undertaking emergency management activities from community, government, agencies and business. Includes people with appropriate knowledge and skills with a focus on leadership skills, technical skills and a culture of working as one	1/4 MEMPC meetings to share information and build relationships. Integrated training activities and exercising activities that promote interoperability and integration of emergency management systems.

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		Annual MEMPC member capability and capacity discussion & completion of Capacity and Capability Assessment Template (Appendix N)
Resources	The physical equipment and assets needed to undertake emergency management activities. For example, infrastructure, fleet, IT equipment, radios, communications equipment, consumables and personal protective clothing and equipment.	Regular review of physical equipment and assets to undertake response/relief and recovery activities.
Governance	The enabling factors that emergency management operates within including legislation, funding, authorising environment, emergency management arrangements, doctrine and policy.	Annual review of MEMP & MEMPC Terms of Reference to ensure alignment with legislation. Regular review MEMPC membership to ensure each representative has appropriate level of authority and engagement. Multi-agency working groups established on an as-needs basis to undertake priority work in a timely manner.
Systems	The systems, including data, that are used to deliver emergency management outcomes such as learning and development, information technology, financial, infrastructure and assets management, workforce management, workplace health and safety, quality control and the Australasian Inter-service Incident Management System (AIIMS).	Maintain a calendar of local high-risk events to feed in to regional events calendar (EM-COP). Update MEMPC exercises on regional calendar (EM-COP).
Processes	Documented or undocumented ways of delivering emergency management such as capacity planning, risk management, continuous improvement, information flow and planning.	Regular review of MEMPC shared processes, gap analysis, development and implementation of an improvement actions.

4.4 Financial considerations

Agencies are responsible for the costs of mitigation activities they carry out to fulfil their own responsibilities. Funding may be available through Commonwealth and State Government for

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managing local and regional risks and building resilience. The relevant agency/ ies should consider their respective budget processes and use the outcomes of the CERA process to further inform decision making. Mitigation activities should complement existing programs or contribute to new initiatives and may include, but are not limited to:

- Planning and regulation, such as formulation and implementation of policy and procedures
- Infrastructure projects, such as building and/ or maintenance of structural works and infrastructure
- Education and awareness, including the delivery of related programs such as training, engagement and other activities to build community preparedness and resilience.

4.5 Monitoring and review

The CERA process will be discussed at each meeting of the MEMPC. The MEMPC, will routinely review the status of risk treatments through reporting at MEMPC meetings. The Risk Treatment Plan will guide much of the work of the MEMPC over the 3-year period of the MEMP.

The Core legislated MEMPC members will review the CERA process annually with input from identified SMEs. If a new risk has been identified through an MEMPC meeting or a risk status has changed, the MEMPC will detail these changes and make amendments to the CERA Action Plan and MEMP as appropriate.

The MEMPC will seek opportunities to collaborate with other municipalities and/or state agencies in enhancing preparedness, response and recovery capabilities across key risk scenarios, etc

5   Response (including Relief)

5.1 Introduction

The Victorian State Emergency Management Plan describes emergency response as

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

The EM Act 2013 contains specific definitions for emergencies.

A Class 1 emergency is either:

- a major fire or
- any other major emergency for which the control agency is the FRV, CFA or Victoria State Emergency Services (VICSES).

A Class 2 emergency is a major emergency that is not:

- a Class 1 emergency or
- a warlike act or act of terrorism, whether directed at Victoria or at any other state or territory of the Commonwealth or
- a hi-jack, siege or riot

Class 3 emergency (also known as security emergencies) as:

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- a warlike act or act of terrorism, where directed at Victoria or at any other state or Territory of the Commonwealth or
- a hi-jack, siege or riot

The [Fundamentals of Emergency Management (Class 1 Emergencies) | Emergency Management Victoria (emv.vic.gov.au)](#) outlines the principles underpinning the EM activities of responder agencies and EMV.

Response arrangements are largely hazard-based, and control agencies (CAs) are responsible for developing and maintaining hazard-specific response plans. These Plans include arrangements for readiness, the establishment of control, incident management, relief, escalation and de-escalation. They also include arrangements for communications, coordination, consequence management and community connections.

5.2 Emergency Management Priorities

The State Emergency Management Priorities underpin and guide all decisions during a response to any emergency. The priorities are:

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

These concepts apply to the response to an emergency, regardless of the size of the emergency and regardless of how many agencies are involved in the response.

The response phase includes the actions taken immediately before (readiness), during and in the first period after an emergency (which incorporates both relief and early recovery). This includes activities to combat the emergency, the delivery of rescue services, and the provision of immediate relief to support the essential needs of persons directly affected by an emergency.

5.3 Tiers of emergency response management

Victorian emergency response management operates at the following 3 tiers

- Incident
- Region

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- State

South Gippsland is part of the Gippsland Region. Region and State tier arrangements are activated where a major emergency has occurred or is anticipate to occurs – such as where there is a forecast of extreme weather or intelligence of an anticipated major emergency impacting on life or property.

5.4 Incident Management

Emergency incident classification is based on the size, scale and risks of the incident, and the resources needed to manage it. This classification allows the control agency to communicate the complexity of the incident and scale the response to suit the incident. Escalation through incident levels usually generates greater oversight by the region and state that may include guidance on the event classification. The information below shows typical features of a three-level classification system commonly used by incident management systems.

Level 1 Incident– Typical features
- the response is day-to-day business and the incident is managed by a control agency's incident management team
- the response is in the incident area only
- the response duration is less than or a single shift
- there is little to no potential for escalation.

Local level coordination:
- there is a single or limited multi-agency response
- resources can be sourced from one local government district.
- Recovery coordination at local level: there is little or no impact on the community and infrastructure.

Level 2 Incident – Typical features
The region and/or state tiers are activated for control:
- the incident is of medium complexity
- the response duration is multiple shifts
- there are one or two incident areas
- the incident could potentially become an emergency
- the incident involves multiple hazards

The region and/or state tiers are activated for coordination:
- a limited multi-agency response is required
- the resources of more than one agency must be coordinated
- there is a medium-term impact on critical infrastructure
- resources are sourced from the district or state levels
- there is a medium impact on the community

Level 3 Incident – Typical features
The region and/or state tiers are activated for control:
- the incident is of high complexity
- the response duration is protracted
- there are multiple incident areas

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- the incident could likely become a state of emergency or lead to the declaration of a state of disaster

The region and/or state tiers are activated for coordination:
- there is significant impact on critical infrastructure
- there is actual or potential loss of life or multiple, serious injuries
- there is major impact on the routine functioning of the community, which needs the establishment of relief services.

This MEMP can support activities across these 3 incident levels.

5.5 Command, Control, Coordination, Consequence, Communication and Community Connection

Victoria bases its emergency management response arrangements on the management functions of command, control and coordination. The purpose of command, control and coordination arrangements in the response phase is to ensure sufficient resources are deployed, coordinated and responding to an emergency, and that consequences are being managed.

5.5.1   Command, control and coordination

Command, control and coordination arrangements must be in place to ensure readiness:
- for major emergencies irrespective of whether a specific emergency is anticipated, occurring or has occurred
- if a major emergency is anticipated (such as a weather forecast that indicates the possibility of a flood)
- if a minor emergency could potentially escalate into a major emergency.

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 leaders responsible for supervising their personnel and the agency chain of command.

Control - Control is the direction of response activities across agencies, horizontally, including the coordination and tasking of other agencies. Where an emergency will be controlled from is determined by the Class of the emergency, depending on the size and complexity it may be managed through the State Control Centre (SCC), a Regional Control Centre (RCC), an Incident Control Centre (ICC), a Police Operations Centre (POC) or another location.

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 both vertically within an agency as a function of command and 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.

The Emergency Management Commissioner is responsible for coordination at a State Level with Victoria Police being responsible for the coordination function through the Regional Emergency Response Coordination (RERC) at Regional level and Municipal Emergency Response Coordination (MERC) at the municipal level. The South Gippsland Shire Council Municipal Emergency Management Officer (MEMO) function is response and recovery coordination, supporting the

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MERC. The South Gippsland Shire Council Municipal Recovery Manager (MRM) function is the coordination of council and community resources to support recovery activities. More details on these roles can be found in Appendix B – Definitions.

5.5.2　Consequence, Communication and Community Connection

A modern approach to emergency management that is inclusive and community focused Includes consideration of Consequence, Communication and Community Connection into a well-established and tested emergency management system. It provides better focus on the community being central to everything we do in emergency management and supports community resilience.

Consequences - Consequence management occurs through the consideration of the wider ramifications of an emergency event. This approach moves the focus from a specific hazard, such as a fire or flood, to broader consequences affecting a community, regardless of hazard source. While the management of an individual hazard may differ, the consequence for the community requires a coordinated response across agencies, regardless of the event causing the disruption. In South Gippsland some consequences may include impacts on tourism and isolation of community and visitors.

Communication –The engagement and provision of information across agencies and proactively with the community to prepare for, respond to and recover from emergencies. The community needs information to make informed choices about their safety and to take responsibility for their own recovery.

The Incident Controller must authorise the provision of public information and warnings. However, if there is an imminent threat to life and property and warnings must be issued urgently, any CA personnel can issue them to a community under threat, but they must notify the relevant controller as soon as possible after they do so. Relief and recovery messaging should be integrated with response messaging, and it should inform the community among other things about relief centres, impacts on critical infrastructure and how to get assistance.

Community Connection - The understanding of and connecting with trusted networks, trusted leaders and all communities to support resilience and decision making. Understanding the impact of an emergency, the consequences of the impact and how we reach in and acknowledge the community connections before during and after an emergency is vital to building a sustainable emergency management system and one that recognises the central tenets of wellbeing, liveability, sustainability and viability for communities.

5.6 Incident Control and the Incident Control Centre (ICC)

According to the incident type and location the SEMP nominates a control agency to control the response activities. The Control Agency will generally be the agency with a role or responsibility that is most closely aligned to the emergency.

The Control Agency may change as the emergency progresses or is clarified. The Control Agency is based on the major effect of the incident/event rather than the cause, and control can be transferred when the major effect of the incident/event reduces and another effect becomes more important. It is the responsibility of the Control Agency to formulate action plans for a given emergency in consultation with Support Agencies. Other Support Agencies provide services, personnel or materials to support the control agencies or community.

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5.6.1   Incident Controller

An Incident Controller or IC will be appointed, normally by the control agency, to lead and manage incident-tier response control including:

- controlling the operational elements of the response

- providing operational leadership during the incident at a static location or a dynamic incident, including the tactical resolution

When required incident management and control will be set up and activated by the controlling agency at a pre-determined Incident Control Centre (ICC).

5.6.2   Incident Control Centre (ICC)

An ICC is location where the IC and management teams manage response activities. An ICC will be in a pre-defined location that supports communication with incidents within its 'footprint'.

To enable agencies to 'work as one,' the ICC operates under the Australasian Inter-service Incident Management System (AIIMS). The AIIMS principles of flexibility, management by objectives, unity of effort, functional management and span of control ensure that each individual contributing to an EM effort understands their role.

During the response phase, the ICC commonly applies AIIMS, which can be modified to suit the incident, operations or consequence area. Primary functional areas within AIIMS include control, planning, intelligence, public information, operations and logistics.

The nearest ICC (level three) for the South Gippsland municipality is located in Traralgon at Level 2 of the Regional Control Centre, 181 Franklin St Traralgon 3844. Further details can be found in the Contacts list. **The ICC is not open to the public**. Additionally, a number of Level 2 facilities are located throughout South Gippsland Shire Council hosted by both CFA & Forest Fire Management Victoria (FFMVic) to support Local Command and Control arrangements.

5.6.3   Incident Emergency Management Team (IEMT)

Where multiple agencies respond to an incident, the IC forms an IEMT to assist in determining the implementing appropriate incident management strategies. The IEMT's function is response and recovery coordination and they are set up to support the IC to manage the effects and consequences of the emergency. The composition will vary according to the class and form of emergency. Members will include functional representatives of agencies delivering services to the public, representative of South Gippsland Shire Council, Agency, community and/or business representatives appropriate for the emergency (roads, power etc) which may include MEMPC members acting as Emergency Management Liaison Officers (EMLO). An IEMT for a major emergency will meet formally and should locate in an incident control centre. Some representatives may need to attend by teleconference.

5.7 Local response arrangements and responsible agencies

To ensure that roles and responsibilities are agreed, accurate and understood, consultation with agencies during the development of this MEMP has been conducted to provide clarity and reduce the potential for conflict when the plan is in operation.

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Specific functional roles and responsibilities for agencies are included in the SEMP. Agencies a recognised generally as being

- Control agency: has primary responsibility for responding to a specific form of emergency. Applies to response related activity only.
- Coordination agency: has primary responsibility for bringing together resources to support the mitigation of, response to and recovery from emergencies. Municipal emergency response coordinators (MERCs) are appointed to undertake a coordination function at the municipal level (s40A).
- Support agency: contributes capability and/ or capacity to an emergency management activity in conjunction with the control and/or coordination agency (Across mitigation, response and recovery activities).
- Relief lead agency: Provides direct relief assistance to individuals, families and communities and/or indirect assistance by resupplying essential goods or services to isolated communities.
- Recovery lead agency: leads the provision of services, personnel or material during the recovery phase.

MEMPC members roles in response, relief and recovery have been included in MEMP Section 7.2 Roles and Responsibilities of MEMP agencies if they are not outlined in the SEMP.

5.8 Municipal Emergency Coordination

Where an emergency is expected to have implications beyond the incident level that require more resources, have greater consequences and recovery needs or need messages sent to broader groups of people, regional, state or local emergency management arrangements may be enacted to support the incident.

5.8.1   Activation of the MEMP

Coordination of Emergencies at the Regional and Municipal Levels is led by Victoria police and support by other agencies including Council and private contractors. Activation of aspects of the MEMP will normally occur at the request of VICPOL or another responsible authority as the response to an emergency situation develops. The MEMO or MRM can also activate the relief and/or recovery components of the MEMP. It is recognised that

- The responsibility for responding to an emergency lies with the responsible agency as identified in State Emergency Response Plan and identified as the control agency in the SEMP
- Control agencies will have response plans and standard operating procedures which underpin this Plan; these will contain resource and contact lists that will enable control agencies to carry out their mandated role in time of emergency.
- Any agency requiring additional support outside their capabilities (including when agency resources are exhausted) should request it through the MERC in line with JSOP 3.09: Resource Request Process, who, in consultation with Council's Municipal Emergency Management Officer [MEMO], can then determine whether the request can be met locally, and also determine if there is a requirement to activate an internal Municipal Coordination Centre [MCC] function to manage resource requests. A Municipal Operations Centre [MOC] may also be established for council operational purposes.

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- Local Knowledge can be provided to the IC through the MEMP and through MEMPC members. The MEMP and membership provide a trusted source of local knowledge in the community and link into the community who can provide local information. Specialist resources may also be available through the MEMP membership and resource and capacity and capability planning.
- When all locally available resources have been fully committed and there is a requirement for additional resources, the MERC may pass on requests to the Regional Emergency Response Coordinator [RERC] for action.

Where ICCs are established, the resources function under AIIMS is responsible for the processing and fulfilling of resource requests to support CAs and Response Support Agencies (RSA), with the support of the logistics function. The most appropriate resources for the task should be deployed irrespective of agency, land tenure or operational boundaries.

5.8.2   Staging Areas

A staging area is a location established to support the incident when preparing personnel and equipment for deployment. Staging areas are identified by response agencies and identified through the municipal emergency management planning process. A request to support a Staging Area may activate aspects of this plan. Staging Areas in South Gippsland are identified in Appendix L.

5.8.3   Evacuation

Evacuation is a risk management strategy that may be used to reduce the loss of life or lessen the effects of an emergency on a community, prior to the onset of, or during, an emergency. It involves the movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return. For an evacuation to be effective, is should be appropriately planned and implemented.

In line with the State Emergency Management Priorities, as with all emergency activities, the main priority when deciding to undertake an evacuation is the 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. Evacuation is conducted in line with the SOP J3.12 Evacuation, and the Evacuation Guidelines.

A request to support evacuation may activate aspects of this plan. Consideration must be given to the area which is to be evacuated, the route to be followed, the means of transport and the location to which evacuees will be asked to attend.

Once the decision to evacuate has been made the MERC, MEMO and MRM should be contacted to assist in the implementation of the evacuation and to consider the requirement to establish Emergency Relief Centres. This includes further considerations for vulnerable people. Evacuation mapping for high risk townships can be accessed via the MERC and MEMO if required.

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

NSPs are not part of any shelter in place or evacuation strategies. They are places of last resort; (where other plans have failed or cannot be followed) where a person's prospects of survival may be better than other places, but cannot be guaranteed.

NSPs are identified buildings or spaces within the community that may afford some protection from radiant heat, the biggest killer during bushfire. They are designated and signposted by Council and meet guidelines issued by the Country Fire Authority and the criteria of the South Gippsland Shire Municipal Neighbourhood Safer Places Plan.

In South Gippsland Shire the following location has been certified by CFA and designated by Council as a Neighbourhood Safer Place - Place of Last Resort:

Sandy Point Community Centre, 7 Church Parade (cnr of Ocean View Parade and located within the T P Taylor Reserve), Sandy Point, 3959.

A Municipal Neighbourhood Safer Places Plan has been developed for this site along with the Sandy Point NSP-PLR Standard Operations Procedure. These documents are reviewed annually by Council, CFA and the MEMPC.

5.9.1   Community Fire Refuges

There are no designated fire refuges in South Gippsland Shire.

5.10 Initial Impact Assessment

Early identification and management of the impacts of an emergency significantly improves overall community recovery outcomes. In the initial 48 hours of an emergency the IC is responsible for the collection of information on the impact of the emergency and may task resources form all agencies to collect information so that relief and recovery activities can commence.
Triggers to determine the requirement for Initial Impact Assessment (IIA) should be considered in accordance with the state emergency management priorities. Some practical examples include:

- impacts to human life
- residential damage indicating displaced people
- damage to essential infrastructure (road, rail, power supply, water etc.)
- damage to facilities of community significance e.g. schools and hospitals
- identification of primary production impact and animal welfare requirements.

IIA data will be shared across the IEMT and nominated recovery roles to ensure a seamless approach for the requirements of secondary impact assessment. There are a number of systems and resources that support the collection information across the agencies including specific teams, ground observers and incident personnel. Initial Impact Assessment Guidelines for relevant agencies can be accessed by agencies through EM COP.

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5.11 Relief Arrangements

The SEMP identifies relief as the provision of assistance to meet the essential needs of individuals, families and communities during and in the immediate aftermath of an emergency.

The principles for the coordination and delivery of relief are:

- Emergency-affected communities receive essential support to meet their basic and immediate needs;
- Relief assistance is delivered in a timely manner, in response to emergencies;
- Relief promotes community safety and minimises further physical and psychological harm;
- Relief and response agencies communicate clear, relevant, timely and tailored information and advice to communities about relief services through multiple appropriate channels;
- Relief services recognise community diversity;
- Relief is adaptive, based on continuing assessment of needs;
- Relief supports community responsibility and resilience;
- Relief is well-coordinated, with clearly defined roles and responsibilities; and
- Relief services are integrated into EM arrangements

The Incident Controller, who is appointed by the control agency to take responsibility for managing all activities and personnel deployed to resolve the incident, and the Incident Emergency Management Team (IEMT) have a responsibility to ensure relief is in the development of the incident strategy.

It is the Incident Controller's responsibility to ensure that relief agencies are appropriately represented on the IEMT. Incident Controllers should ensure that relief information is available and communicated to the affected communities. Public information and warning messages should include emergency relief information.

The provision of emergency relief services by affected municipal councils (incident level) can be activated by the Municipal Emergency Response Coordinator (MERC), Municipal Emergency Management Officer (MEMO) or Municipal Recovery Manager (MRM). Council plays a key role in the coordination of relief by partnering with agencies and organisations to develop and support community leadership in all relief and recovery activities. Community-led activities can generate ownership of decisions and result in more sustainable, higher quality outcomes and innovative solutions.

5.11.1 Relief providers and emergency relief provision

The primary needs of people affected by an emergency are safety, shelter, clothing, food, medical attention and personal support. These basic needs must be provided with urgency and given a high priority. The MRM coordinate these arrangements at a local level.

Appendix M provides details of Relief lead agencies (SEMP) and relief support (MEMP) agencies that have agreed to support the community of South Gippsland through the Municipal Emergency Management Planning process.

Emergency relief assistance may be provided in a variety of emergency relief settings including:
- at an emergency site
- directly to communities that have been isolated or cut off by an emergency

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- in an established relief setting, such as an emergency relief centre
- where people are (for example, community meetings, homes, schools, businesses, airports, train stations)
- through the media such as radio, TV, newspapers, internet and established phoneline services
- through a 'virtual relief centre' where relief is provided online and or by phone or through outreach activities

An important part of relief is helping people make informed decisions and understand what assistance is available. Letting the public know about emergency relief locations through a range of methods is crucial.

5.11.2   Emergency Relief Centres

A relief centre is a place (such as a sports hall or community facility) a municipal council establishes to provide immediate and basic services to people affected by an emergency. The Centre provides services including as required shelter, food and water, non-food items (such as bedding and clothing) reconnecting friends and families services and health services including psychological first aid.

A Centre would normally be established on a temporary basis to cope with the immediate needs of those affected during the initial response to the emergency and will be opened once the nature, extent and the location of an emergency event are known.

The Gippsland Emergency Relief Centre Standard Operating Procedures have been developed by the six municipals councils that constitute the Gippsland Regional Municipal Emergency Management Enhancement Group (Gippsland MEMEG). This procedure provides a standard approach to setting up and operating emergency relief centre/s in South Gippsland and across the Gippsland region. A list of Councils nominated Emergency Relief Centres is located in Appendix L.

5.11.3   Relief escalation

Developing an understanding of local and regional capacity is critical as it enables relief coordinators to request assistance before being overwhelmed and being unable to deliver the required services. A range of factors such as the number of available volunteers activated or the amount of goods dispersed and amount left to provide to impact community members may be considered an appropriate measure of capacity for each relief service. Regular review of capacity and capability at the local level and ongoing communication with providers during an event will identify the need for escalation.

Relief coordination is escalated from local to regional or state level:

- when requested, because capacity is or will be exceeded, or
- where an emergency has affected multiple municipalities within the region, or multiple regions within the state.

Escalation builds on existing local arrangements, rather than replacing them.

The decision to deactivate relief will be made following discussion between MERC, Incident Controller, MEMO, MRM and regional and level representatives (if appropriate).

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Relief will be deactivated when it is determined there is a reduced demand and need for such services, supporting the services to be transitioned or removed.

5.12 Financial considerations

In response and recovery, agencies' emergency payment responsibilities include:

- where an agency's expenditure is in order to fulfil its own responsibilities, that agency is responsible for the costs including services and resources sourced from others
- an agency cannot transfer its responsibility for the cost of undertaking its roles and responsibilities if the activity is in compliance with the direction or request of a response controller from another agency: this includes directions and requests from the EMC
- when a CA requests services and supplies (for example, catering) on behalf of a number of supporting agencies, the CA will be responsible for costs incurred.

Legislation may empower agencies to recover some costs from property owners. For example, the fire services may recover additional costs incurred in attending hazardous materials incidents.

5.13 Planning for cross boundary events

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.

At a local level, communication of identified risks across municipal boundaries take place through provision of MEMP plans to municipalities that border South Gippsland Shire. Every opportunity is taken to include bordering shires with MEMP exercises and to contact those municipalities if new risks are identified that may impact them.

Regular updates are provided to the REMPC on the work of the MEMPC and in addition Council works with other Municipalities through the Gippsland Municipal Emergency Management Enhancement Group (MEMG) to share information and plan how to work together in the event of significant emergency events.

5.14 Resource sharing protocols

South Gippsland Shire Council is a signatory to the Inter-Council Emergency Management Resource Sharing Protocol. The purpose of this protocol is to provide the best possible outcomes for emergency management by enhancing the capability of councils and supporting the escalation arrangements consistent with the State Emergency Management Plan (SEMP) (p33). This includes:

- Establishing an agreed position between Councils for the provision of inter-Council assistance for response, relief and recovery activities during an emergency
- Facilitating a process for the timely mustering of resources ready to discharge municipal functions
- Clear Protocols and processes for:
  o Initiating and completing requests to acquire, manage and cover costs for people and

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> resources from another Council
> o The identification and management of associated operational and administrative requirements.

This protocol applies to requests from a Council to other Councils for human resources, equipment and/or facilities in relation to response, relief or recovery activities associated with an emergency.

The application of this protocol is expected to enhance the capability of Councils to provide the best possible outcomes for emergency management and to support the step-up arrangements as detailed in the State Emergency Management Plan.

The co-ordination of responding agencies involves the systematic acquisition and application of resources (personnel, equipment and facilities) in accordance with the requirements of the emergency. This protocol will facilitate appropriate timely mustering of resources ready to discharge municipal functions.

Control Agencies recognised in the SEMP will request addition resources In line with JSOP 3.09: Resource Request Process.

5.15 Debriefing arrangements

Learning from the emergency management experience helps State, Regional and Local response to improve emergency management practices and community outcomes. Reviews and evaluations will vary in scope according to the size, complexities and outcomes of an emergency. An After-action Review should follow all emergencies. This local debriefing process allows learnings to be identified as soon as possible, leading to improved performance, communication and outcomes.

Where Victoria Police is the lead or support agency, they will undertake a local debrief process following all emergencies and identify learnings, improved performance and any other factor that impacted on the response. Through this process relevant learnings will be actioned as soon as practical and shared with other internal and external stakeholders.

5.16 Transition to recovery

During the response phase, a plan will be developed to transition the coordination process from the RERC to the Regional Recovery Coordinator (RRC) and from the MERC to the Municipal Recovery Manager (MRM).

The IC should be involved in planning for and decision-making about the transition, as it marks the end of the response phase which the IC leads and manages. The transition plan, which mainly includes short-term activities, should:

- ensure the continuity of relief activities into the recovery phase, if required
- set out communications arrangements for affected communities about the impacts of the emergency, relief assistance available and recovery services
- use data from initial impact assessments to identify where to focus early recovery activities (such as secondary impact assessments)
- identify resources needed to support immediate recovery needs including public health, wellbeing and safety needs
- coordinate essential clean-up operations, as required

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- set out governance arrangements (authorisation, coordination and monitoring) for the transition
- ensure all personnel with recovery roles are notified and briefed about and supported during the transition
- specify data- and information-sharing protocols, so information gathered during response and early recovery is disseminated during the transition to relevant agencies.

EMV's An Agreement for Transition of Coordination Arrangements from Response to Recovery includes a schedule of transition arrangements.

The CA and response controllers maintain response control and coordination for as long as an emergency continues to threaten a community, but this should not delay ongoing relief and recovery activities. If a phased transition is appropriate, teams at relevant tiers should agree on the timing and phasing of the transition, the activities required and who is responsible. The full transition from response to recovery occurs after response activities have ceased.

6 Recovery Arrangements

6.1 Introduction

Recovery means the assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning. There are a wide range of recovery activities that look to:
- reduce the effects and consequences of emergencies
- support community resilience
- enable community-led approaches to recovery
- restore essential services, infrastructure and lifelines that communities need to function
- enable communities to adapt to the interruption
- provide tailored services that adapt when communities need them most
- bring together people, resources, skills and capability.

Victoria's recovery arrangements align with the following National Principles for Disaster Recovery.

- **Understand the context** - Successful recovery is based on an understanding of the specific communities affected by recovery activities: each community has its own history, values and dynamics.
- **Recognise complexity** - Successful recovery recognises and responds to the complex, dynamic nature of emergencies and communities.
- **Use community-led approaches** - Successful recovery is community-led and community-centred, responsive and flexible, engaging with communities and supporting them to move forward. It is managed locally, closest to the community, and can be scaled up to deal with more widespread, complex issues and support needs. This recognises the key role of non-government organisations, community groups, businesses and others.
- **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.

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- **Recognise and build capacity** - Successful recovery recognises, supports and builds on individual, community and organisational capacity and resilience.

These principles align recovery efforts across jurisdictions, and they can also guide recovery planning and activities that is flexible and locally driven and delivered. Engagement with the many groups that make up Victoria's communities, including Traditional Owners, is necessary to ensure the recovery process is effective and culturally appropriate.

People and communities must be engaged and supported to lead their own recovery. With time, community recovery activities should transition into regular mainstream services and activities that shift the focus from recovery to community development, renewal and future mitigation and planning. A focus on community development is an important component of recovery, and it should be carefully considered and planned. Recovery agencies should consult communities, existing networks and service providers about the transition of services, to ensure adequate support for the most vulnerable.

6.2 Objectives of Recovery

Recovery cannot be measured by how long it takes or by a definition of what a successful recovery looks like. Recovery for each individual and community is different. It is impossible to return to a pre-disaster state, and people may often never fully recover from an emergency. The Victorian Government's recovery outcomes, which guide recovery planning, programs and continued improvements to the recovery system, are:

- Victorians are safe, resilient and healthy
- Victorians are connected to people, places and culture
- government responses and services are people-centred, adaptable and sustainable
- Victoria has thriving regions and a healthy environment.

The link between emergency recovery outcomes and broader Victorian Government outcomes highlights how recovery connects to other priorities of government and key partners in the sector. It also recognises how improved recovery approaches can contribute to the broader resilience of Victorians.

6.2.1   Resilient recovery

Victoria's Resilient Recovery Strategy | Emergency Management Victoria (emv.vic.gov.au) 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, so 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 recovery activities better reflect community strengths, needs and values
- improve operating processes and provide more-timely resourcing for recovery, so 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.

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Planning for recovery is integral to emergency preparation, and mitigation actions may often be initiated as part of recovery. Recovery should provide an opportunity to improve beyond previous conditions, contributing to a more resilient community.

6.3 Recovery activation and escalation

6.3.1   Activation

'recovery' commences at the same time as 'response', becoming the primary focus as immediate threats to life and property subside. The decision to activate recovery will be made following discussion between the Incident Controller, DFFH, MEMO and MRM.

6.3.2   Escalation

The MRM or RRC, in consultation with the relevant tiers, can escalate specific relief and recovery activities within recovery functional areas or relief and recovery coordination to meet the objectives of the recovery effort for reasons including:
- to activate more resources and specialist skills for recovery
- to overcome exhaustion or loss of capacity of resources
- to ensure the recovery effort is sustainable.

Escalation could be driven by:
- an increasing scale or changing nature of the recovery effort
- indirect effects being felt more broadly than in the directly affected area(s)
- the need to involve more municipalities and/or supplement the capacities and capabilities of those already involved
- an increasing impact on critical infrastructure and services
- escalating recovery costs and funding opportunities
- uncertainty about the cost of recovery and how recovery will be funded
- agency coordination becoming increasingly complex
- the need for support from more or a broader range of agencies
- the need for better access to and understanding of resourcing and resource-sharing arrangements
- increasing requirements for reporting or analysis of impact data.

Escalation provides additional support to the incident level, but it does not minimise local or regional roles or responsibilities in recovery.

6.4 Management structure

Municipal councils and the Victorian Government both have a role in ensuring relief and recovery services are effective and well-coordinated. Municipal councils take the lead in delivering 'on the ground' relief and recovery services because they are closest to an affected community. The Victorian Government supports councils to fulfil these local responsibilities and is responsible for establishing state and regional relief and recovery arrangements and for coordinating state and regional level activities.

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When an emergency occurs, recovery roles should be considered at the first available opportunity, as decisions made during response will affect recovery outcomes. These will then continue beyond when relief ceases.

Municipal councils are responsible for recovery coordination at the local level, while the Department of Families, Fairness and Housing is responsible for recovery coordination at the regional level and Emergency Management Victoria at the state level. The Municipal Recovery Manager (MRM) liaises with the Regional Recovery Manager, whom then reports to the Regional Recovery Coordinator and Director of Relief and Recovery.

More information on recovery concepts and arrangements can be found in the SEMP.

6.4.1   Recovery environments

Recovery environments provide a framework within which recovery can be planned, reported, monitored and evaluated. Each environment contains one or more functional areas that bring together related recovery roles that address specific community needs.

The Four environments into which recovery assistance is arranged, and the corresponding roles and responsibilities table that shows the coordination, lead and support agency for each functional area and recovery role.

Social - … the direct and indirect effects an event may have on the health and wellbeing of individuals, families and communities. This environment is primarily concerned with safety, security and shelter, health and psychosocial wellbeing.
Economic - … the direct and indirect effects an event may have on businesses, primary producers and the broader economy.
Built - … the effects an event may have on essential physical infrastructure including essential services, commercial and industrial facilities, public buildings and assets and housing.
Natural - … the effects an event may have on a healthy and functioning environment, which underpins the economy and society. Components of the natural environment include air and water quality; land degradation and contamination; plant and wildlife damage/loss; and national parks, cultural and heritage sites.

6.4.2   Recovery Agencies

Recovery Lead Agencies and Support Agencies for recovery at a municipal level are listed in the table in Appendix O Recovery Lead and Support Agencies. Support Agencies / Organisations are engaged with on a regular basis to ensure capacity and capability of these providers is understood.

Recovery service providers shall maintain their own resource list which can be used during an emergency. Council will maintain a contacts/resource directory of service providers of relief and recovery functions which is located in Appendix C Contact Information.

6.5 Impact and Needs Assessments (Secondary Impact Assessment)

As response transitions to early recovery, secondary impact assessments (SIA) and post-emergency needs assessments (PENA) support planning, decision-making and recovery priorities.

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Assessments must be shared between the Victorian Government and Council, to ensure people and communities are given the information they need to support their own recovery.

Good decisions about relief and recovery programs require timely, accurate and progressively more comprehensive information about the impact of an emergency on affected communities. Such information is vital to plan and provide an appropriate, adaptive and evidence-based relief and recovery program.

For Secondary Impact Assessment (SIA) to commence, the IC needs to be satisfied the impacted area is safe for non-responder personnel to operate in. The IC is required to facilitate the transition from IIA to SIA.

Collecting secondary impact assessment (SIA) data will:
- Build a more accurate and comprehensive picture on top of IIA data, about the impact of an emergency on affected communities.
- Assist Council to develop evidence-based post incident recovery plans in partnership with relevant relief and recovery partners.
- Assist agencies, partners, charities, personal support groups and other organisations with their activities during relief and recovery.

South Gippsland Shire Council will complete impact assessments in line with the MEMEG and EMV Secondary Impact Assessment Framework 2019 held by South Gippsland Shire Council. Through this framework various information sources and methodologies are used to collect SIA data. This includes:
- multi-disciplinary field assessment teams
- phone calls to affected communities
- information collected at relief and recovery centres
- existing databases (contextual information)
- reports via media/social media

South Gippsland Shire Council are the lead agency for co-ordination of post emergency needs assessment to determine long term recovery needs (Post Emergency Needs Assessment). PENA is a longer term, more thorough estimate of the effects and consequences of the emergency on the health and wellbeing of the community, property, the economy and the environment.

DFFH is responsible for coordinating loss and damage reporting for recovery at the regional and EMV at the state level.

6.6   Incident Specific Recovery Plans

South Gippsland Shire Council will use the Local Government Emergency Management Toolkit for as a guide to determine recovery planning at a Municipal Level. South Gippsland Shire Council will lead the development of Incident Specific Recovery Plans following a significant emergency if deemed necessary. The plan will consider The Resilient Recovery Strategy actions (above 6.2.1) and may include:

- a description of the emergency
- an assessment of the impacts on the affected regions and communities

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- a description of the risks and consequences
- planned recovery activities
- the governance and reporting arrangements
- evaluation of the recovery
- funding for recovery

Depending on the extent of the recovery requirements the MRM may set up a Municipal Recovery Committee or Working Group that will report to the MEMPC and regional and state tiers if they are activated. Member composition will vary according to the class and form of emergency and will consist of representative of members of the MEMPC and agencies responsible for the management and coordination of relief and recovery functional areas.

Where the magnitude of the event requires community input into the recovery process, the Municipal Recovery Committee or Working Group may recommend one or more Community Recovery Committees (CRC) be established within the affected area. Draft Terms of Reference for a CRC are held by the MRM.

CRCs help individuals and communities achieve an effective level of functioning. They can coordinate information, resources and services in support of an affected community, establish priorities and provide information and advice to the affected community and recovery agencies. This planning process will feed in to Regional and State level planning processes

6.6.1   Recovery Centres

When the MRM (in consultation with relevant stakeholders) determines that the emergency is of such a scale, a Municipal Recovery Centre will be established to provide 'one stop' support to affected communities in the restoration of their emotional, social, economic and physical wellbeing. A Recovery Centre should be located in a building that meets its requirements and be staffed appropriately.

In large or prolonged emergencies, a relief centre may evolve into a recovery centre when the emergency response has concluded. This transition must be seamless, and Council will continue to assume the responsibility for the management of these centres. Where a significant number of locations have been impacted across the municipality pop up Recovery Hubs might be established for shorter lengths of time across a number of locations. A number of locations have been identified by South Gippsland Shire Council to fulfil this requirement.

6.7 Government Assistance Measures

Some reimbursement for relief and recovery activities is available. Extraordinary expenditure incurred (for example, for overtime, the hire of equipment used in emergency works, reconstruction of essential public assets or relief provided to emergency-affected individuals) may qualify for reimbursement by EMV.

The emergency response coordinator or municipal council may be an intermediary in sourcing private resources for agencies. Natural Disaster Financial Assistance (NDFA) Victoria's Natural Disaster Financial Assistance (NDFA) scheme is available to eligible undertakings including municipal councils to relieve some of the financial burden that may be experienced following an eligible

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disaster (such as a bushfire or flood) or terrorist act, in accordance with the Australian Government's Disaster Recovery Funding Arrangements (DRFA).

The DRFA is a standing, cost-sharing arrangement between the Commonwealth and states and territories for various pre-agreed relief and recovery measures, subject to the state meeting particular financial thresholds. The arrangements help to support relief and recovery efforts undertaken immediately before, during and after an eligible disaster. The arrangements are intended to complement other strategies including insurance, and are only available to eligible undertakings including municipal councils.

Further information can be found here
Disaster Recovery Funding Arrangements (DRFA) | Emergency Management Victoria (emv.vic.gov.au)

7   Roles and responsibilities

7.1 Introduction*

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

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

The roles and responsibilities outlined in this plan are specific to the region and are in addition to, or variations on, what is outlined in the SEMP and REMP. In the case of municipal-specific modifications, these are clearly identified as modifications.

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

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

7.2 Role and responsibilities of MEMPC Agencies

SEMP Agencies

Organisation	Mitigation	Response	Recovery	Critical task alignment / activity source
South Gippsland Shire Council	SEMP - Municipal Councils			
Victoria Police	SEMP - Victoria Police (VicPol)			
Country Fire Authority	SEMP - Country Fire Authority (CFA)			
Ambulance Victoria	SEMP - Ambulance Victoria (AV)			
Victoria State Emergency Service	SEMP - Victoria State Emergency Service (VICSES)			
Australian Red Cross	SEMP - Australian Red Cross (ARC)			
Department of Families, Fairness and Housing (DFFH) (see App A)	SEMP - Department of Health and Human Services (DHHS)			
SGSC - Councillor	SEMP - Municipal Councils			
Salvation Army	SEMP - Salvation Army – Victorian Emergency Services			
Victorian Council of Churches	SEMP - Victorian Council of Churches - Emergencies Ministry (VCC EM)			
Parks Victoria	SEMP - Parks Victoria (PV)			
Regional Roads Victoria	SEMP - Department of Transport (including Head, Transport for Victoria) (DoT)			

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Organisation	Mitigation	Response	Recovery	Critical task alignment / activity source
NON - VOTING MEMBERS				
DJPR (Ag Vic)	SEMP - Department of Jobs, Precincts and Regions (DJPR)			
Department of Education and Training	SEMP - Department of Education and Training (DET)			
Regional Development Victoria	SEMP – see Department of Jobs, Precincts and Regions (DJPR)			
DELWP	SEMP - Department of Environment, Land, Water and Planning (DELWP)			
Life Saving Victoria	SEMP - Life Saving Victoria (LSV)			
Gippsland Water	SEMP - Water Corporations			
MEMO & MRM	SEMP - Municipal Councils			
South Gippsland Water	SEMP - Water Corporations			
Southern Rural Water	SEMP - Water Corporations			
Gippsland Water	SEMP - Water Corporations			
Environment Protection Agency	SEMP - Environmental Protection Authority (EPA)			
West Gippsland Catchment Management Authority	SEMP - Catchment Management Authorities (CMAs)			

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Non SEMP Agencies – this information is under regular review by Agencies.

Organisation	Mitigation	Response	Recovery	Critical task alignment / activity source
	Gippsland Southern Health Service (GSHS) is the major public healthcare provider in the South Gippsland Shire. The health service has a number of sites across the Shire including the Korumburra Hospital, Leongatha Hospital, Alchera House and Hillside Lodge in Korumburra and Koorooman House in Leongatha.			
Gippsland Southern Health Service	Support for planning and mitigation in relation to health-related emergencies Supporting the provision of community information and warning relating to health emergencies	Health Emergency Response Activities identified in the State Health Emergency Response Plan (SHERP) Support to local relief activities where appropriate.	Activities identified in the State Health Emergency Response Plan (SHERP) Support to local recovery activities where appropriate (Social and Built recovery).	State Health Emergency Response Arrangements - health.vic
NON - VOTING MEMBERS				
	AusNet Services own and operate the Victorian electricity transmission network, one of five electricity distribution networks, and one of three gas distribution networks in Victoria.			
AusNet Services	System redundancy Maintenance inspections Load management	Assets reinstatement and return to reliable supply critical spares and temporary equipment emergency response and recovery plans Comms & Engagement	Electricity services assets reinstatement and return to reliable supply	State Electricity and Gas Supply Sub-Plant
Venus Bay Surf Life Saving Club	Venus Bay Surf Lifesaving Club patrols beach #1 at Venus Bay and has done so over the last 50 plus years. In that time the club have performed over 1,000 rescues, 20,000 preventative actions and over 100,000 volunteer patrol hours.			
	Provision of water safety expert advice in support	Provision of volunteer water-based patrolling	refer directly to the agency for further information	Planning Community Education and Warnings

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Organisation	Mitigation	Response	Recovery	Critical task alignment / activity source
	of municipal emergency management planning. Provision of education in water safety	Provision of first aid and other medical response support services to AV (as co-responder/emergency medical responder)		Building Community resilience Logistics Search and Rescue Health Emergency Response
Gippsland Ports/Port of Hastings	Gippsland Ports Committee of Management Inc operates as a local authority. The Authority manages infrastructure assets that includes navigation aids, port operations, mooring facilities, boat lifting, emergency response, maritime security, oil spill response, and dredging. Port of Hastings, as Port Operator is responsible for managing the operations at the Port of Hastings, including maintaining the associated port infrastructure and the provision of shipping services			
	Legislation and enforcement	Level 1 marine pollution oil spills State Maritime Emergencies marine pollution reporting marine pollution assessment and response capabilities	marine pollution contingency plans investigations and lessons identified to inform future planning	SERP StateMaritimeEmergenciesPlan.pdf (emv.vic.gov.au)
Business Emergency Liaison Group representative/s	The BELG comprises of appointed business community leaders who are both a broad skillset and geographic representation to drive crisis planning and recovery in partnership with Council and relevant support agencies.			
	Planning support for businesses – Building community resilience Supporting the provision of community information and warnings	Intelligence and information sharing support and relief assistance if appropriate Support for impact assessment collection	Support to local recovery activities where appropriate (Social, Economic and Built recovery).	Planning Community Education and Warnings Building Community resilience Impact Assessment Recovery Support
Gippsland Primary Health Network	PHN work supports primary care providers such as GPs, community pharmacists and practice nurses to provide optimal care to the community			
	Support for planning and mitigation in relation to health-related emergencies	Support a coordinated primary health response in	Support to local recovery activities where appropriate (Social and Built recovery).	Planning Building Community resilience Health Emergency Response Recovery Support

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Organisation	Mitigation	Response	Recovery	Critical task alignment / activity source
	Supporting health promotion activities Supporting the provision of information for primary care and warning relating to health emergencies	the event of disasters and emergencies Support to local relief activities where appropriate.		
St Vincent De Paul	The Society of St Vincent de Paul is an international voluntary organization in the Catholic Church.			
	Planning support – local knowledge Building community resilience	Relief assistance if appropriate/available.	Support to local recovery activities where appropriate (Social recovery).	Planning Building Community resilience Relief Assistance Recovery Support
Service Club Representative (Lions/Rotary)	Service clubs or service organisation is a voluntary non-profit organisation where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organisations.			
	Planning support – local knowledge Building community resilience	Intelligence and information sharing support Relief assistance if appropriate/available.	Support to local recovery activities where appropriate (Social recovery).	Planning Building Community resilience Relief Assistance Recovery Support
Australian Volunteer Coast Guard	The Australian Volunteer Coast Guard is a marine search and rescue organisation comprised entirely of volunteers. Operating under State and Territory Emergency Management frameworks, our distinct yellow vessels respond to a variety of marine incident types, rescuing thousands of people each year.			
	Planning support – local knowledge Public Education	Marine Search and Rescue Support of other agencies in response to events such as	For recovery activities, refer directly to the agency for further information.	Planning Building Community resilience

Organisation	Mitigation	Response	Recovery	Critical task alignment / activity source
		marine fire and medical evacuation from vessels		
Community House representative/s	Community or Neighbourhood houses are the heart of our communities. They bring people together to connect, learn and contribute to their local community through social, educational, recreational and support activities.			
	Planning support – local knowledge Support for building community resilience Supporting the provision of community information and warnings	Intelligence and information sharing support Relief assistance if appropriate	Support to local recovery activities where appropriate (Social recovery).	Planning Community Education and Warnings Building Community resilience Recovery Support
South Gippsland Hospital	South Gippsland Hospital is a public small rural health service, which combines an acute hospital with an integrated community health centre. Together with the doctors of Foster Medical Centre, SGH serves the community of Foster, Corner Inlet, and surrounding areas including Wilsons Promontory.			
	Support for planning through sub plans and mitigation in relation to pandemic preparedness and response as well as extreme temperature. Supporting the provision of community information and warning relating to health and all other emergencies	Health Emergency Response in collaboration with Gippsland Southern Health Service and Gippsland Public Health Unit Activities identified in the State Health Emergency Response Plan (SHERP) Support to local relief activities where appropriate.	Activities identified in the State Health Emergency Response Plan (SHERP) Support to local recovery activities where appropriate (Social and Built recovery).	State Health Emergency Response Arrangements - health.vic

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Organisation	Mitigation	Response	Recovery	Critical task alignment / activity source
	The Bald Hills Wind Farm consists of 52 wind turbines, each with an electricity generating capacity of 2.05 megawatts (MW) giving the project a total capacity of 106.6MW. Fully operational as of May 2015, the wind farm has a permanent operations and maintenance staff of eight people, based on-site, engaged in regular maintenance activities and attending to any technical issues that may arise.			
Bald Hills Wind Farm P/L rep. & the O&M contractor Vestas	Develop and implement plans for the protection of Bald Hills Wind Farm's assets and systems.	Provide advice and support to the control agency and other response agencies regarding the impact of an incident or emergency relating to the Bald Hills Wind Farm.	For recovery activities, refer directly to the agency for further information.	Planning Intelligence and information sharing

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8 Appendices

Appendix A – Acronyms & Definitions

Capability

Our collective ability to reduce the likelihood and consequences of an emergency before, during and after.

Capacity

The extent to which the core elements of capability can be sustained, before, during and after an emergency

Department of Health & Department of Families, Fairness and Housing (DFFH)

As of 1 February 2021, the Department of Health and Human Services (DHHS) has been separated into two new departments: The Department of Health (DH) and the Department of Families, Fairness and Housing (DFFH). Work is underway to make changes across the State Emergency Management Plan to reflect this change.

Regional Emergency Response Coordinator (RERC)

The VICPOL Regional Emergency Response Coordinator (RERC) for the Gippsland region is responsible for emergency response coordination at the regional level. The RERC's primary function is to bring together agencies and resources within a region to support the response to emergencies. Refer to the SEMP for more details on the RERC's role.

Municipal Emergency Response Coordinator (MERC)

The VICPOL Municipal Emergency Response Coordinator (MERC) for South Gippsland is responsible for emergency response coordination at the municipal level. The MERC's primary function is to bring together agencies and resources within a municipal district to support the response to emergencies. Refer to the SEMP for more details on the MERC's role.

Municipal Emergency Management Officer (MEMO)

The South Gippsland Shire Council Municipal Emergency Management Officer (MEMO) function is response and recovery coordination. The MEMO will liaise with agencies about EM activities for their municipal district and help coordinate EM activities for the council. The role will maintain effective liaison with control and support agencies within or servicing the municipal district, liaise with the MRM about the best use of municipal resources, organise a response debrief if the MERC requests and will ensure there are procedures and systems to monitor and record council expenditures in relation to emergencies.

Municipal Recovery Manager (MRM)

The South Gippsland Shire Council Municipal Recovery Manager (MRM) function is the coordination of council and community resources to support recovery activities. The MRM will
- Coordinate municipal and community resources for recovery
- Help collate and evaluate information gathered in the post-impact assessment
- Establish priorities for restoring community services
- Liaise with the MEMO about the best use of municipal resources

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- Establish an information and coordination centre at the municipal offices or at a location more appropriate to the affected area
- Liaise, consult and negotiate with recovery agencies and the council on behalf of the affected area and community recovery committees
- Liaise with the RRC and relevant Victorian Government agencies, asking for support on recovery coordination, if required

Emergency Management Liaison Officer (EMLO)

Support agencies, as they decide or at the request of a controller, appoint an EMLO to the State Control Centre, Regional Control Centre or ICC. Their function is to support response and recovery coordination. Their role is to

- Represent the agency in the relevant control centre
- Represent the agency at the IEMT or Regional Emergency Management Team if the relevant agency commander cannot attend, but not at the State Emergency Management Team, which a senior agency representative must attend
- Commit or to arrange to commit the resources of the agency to respond to an emergency
- Provide advice about the agency's roles and activities
- Maintain ongoing communications with the agency

Where the EMLO cannot be deployed to a particular control centre, they can perform their role from a remote location (such as by teleconference or video link).

FFMVic

Forest Fire Management Victoria includes staff from DELWP, Parks Victoria, VicForests and Melbourne Water

Appendix B – Plan Administration

Restricted Information

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

Summary of the restricted information (including location within the MEMP, e.g. page or section number)	Reason for restriction	Agency/ies that hold this information in full	Contact point/s
Contact Information	Personal Information Information related to critical infrastructure	MEMPC members Version on EM COP	MEMO

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Vulnerable Facilities Register	Personal Information	Council	MEMO/MRM

Amendment History

Version	Author	Update Details	MEMPC Approval Date

MEMP Exercises and Outcomes

Plan or Arrangement	Date & Description	Outcome
MEMP, evacuation procedures and Emergency Relief Centre SOP	Exercise Venus – TBC 2021	TBC

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Distribution

The most up to date amended versions of this Plan will be distributed by the MEMP Executive Officer by:

- Loading on to the Council web site
- Storing in the Council document management system
- Distributing electronically by email with link to the web site
- Legal Deposit with the Victorian State Library in electronic format
- Storing in the Emergency Management Victoria document library
- Sending by Australia Post when requested
- Loading into EM COP.

Organisation	Recipient Officer	Distribution Method

Appendix C – Contact information

MEMPC Members

Organisation	Full Name	Job Title	Email	Business/Mobile
South Gippsland Shire Council	Luke Mullen	Chair (MRM)		
Victoria Police	Brad Steer	Municipal Emergency Response Coordinator		
Country Fire Authority	Bill Alards	Commander		
Ambulance Victoria	Ben Minchin	Senior Team Manager		
Victoria State Emergency Service	David Bartley	Regional Officer – Emergency Management		
Australian Red Cross	Jay Jay Edmondson	Divisional Operations Officer		
Department of Families, Fairness and Housing (DFFH)	Sarah Vickers	Senior Emergency Management Coordinator		
South Gippsland Shire Council - Councillor	Administrator Eisenbise	Community representative		
Salvation Army	Amanda Hart	Recovery representative		
Victorian Council of Churches	Denise Martin	Recovery representative		

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Gippsland Southern Health Service	Mark Johnson	CEO - Other nominated agency		
Parks Victoria	Tim Bessell-Browne	Ranger in Charge, Fire & Emergency Operations - Other nominated agency		
Regional Roads Victoria	Sarah Collins	Emergency Management - Other nominated agency		
DJPR (Ag Vic)	Craig Swain	Leading Animal Health Officer - Animal Welfare		
DELWP	David J Gallacher	Senior Forest Fire Management Officer - Emergency Preparedness | Latrobe District		
Venus Bay Surf Life Saving Club	Paul Hoffman	Venus Bay Surf Life Saving Club		
Life Saving Victoria	Liam Krige	General Manager - Lifesaving Services		
AusNet Services	David Green	Lead Energy Project Coordinator		
South Gippsland Water	Gary Tatterson	Risk Specialist		
Southern Rural Water	Luke Krupa			
Gippsland Ports	David Ashworth	Assistant Harbour Master / Marine Officer		
Port of Hastings	Shane Vedamuttu	Harbour Master		

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Department of Education and Training	Glen Tarrant	Senior Emergency Management Support Officer		
Regional Development Victoria	Graham Scott	RDV		
Business Emergency Liaison Group representative/s	Ken Fraser	Coordinator Economic Development		
Environment Protection Agency	Tania Lloyd	Senior Environment Protection Officer		
West Gippsland Catchment Management Authority	Rhain Bateman	Statutory Floodplain Officer		
Gippsland Primary Health Network	Rosie Tira	Coordinator Emergency Response		
St Vincent De Paul	Linda Sparkes	President		
Service Club Representative (Lions/Rotary)				
Australian Volunteer Coast Guard	Peter Carollan			

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Community House representative/s	Manna Gum Community House	Rebecca Matthews		
	Milpara Community House	Jenni Keerie		
	Leongatha Community House	Maddison Redpath		
	Venus Bay Community Centre Inc	Alyson Skinner		
South Gippsland Hospital	Paul Greenhalgh	CEO		
Bald Hills Wind Farm representative	Glenn Furlong	Site Asset Manager		
Gippsland Water	Nicholas Madden	Business Resilience Leader		
MEMO & MRM	Lyndal Peterson	MEMO		
	James Bremner	MEMO		

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Other contacts

Organisation	Full Name	Job Title	Email	Business/Mobile
Natural Gas	Mulitnet Gas Networks			
Lang Lang Gas Plant/Pipeline	Linda French	Community Relations Manager – Beach Energy	community@beachenergy.com.au	
Passenger Bus Services		VLine		
Star of the South			Star of the South Star of the South	
Staging Area - Tarwin Lower	Recreation Reserve	Dean Ellen		
Staging Area - Mirboo North	Walter Tuck Reserve	President		
Staging Area - Foster	Foster Showgrounds	Debbie Eles		
Staging Area - Leongatha	Velodrome side of showgrounds	Graeme Winkler		
Staging Area - Korumburra	Recreation Reserve (Richard St)	Alan Summerfield		
Staging Area - Fish Creek	Terril Park Oval	Keith Straw		
Staging Area - Nyora	Fire Station			

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Relief Centre - Leongatha Aquatic Centre -SPLASH		Manager		
Relief Centre - Leongatha Recreation Reserve	Showgrounds and Assoc. buildings Roughead Street	Graeme Winkler		
Relief Centre - Korumburra	Sports Stadium (Rec Centre) Sports Lane.	Adam Smith		
Relief Centre - Foster	Showgrounds and Basketball Stadium, Station Road.	Debbie Eles		
Relief Centre – Mirboo North	Walter J Tuck Reserve (CFA Staging area, so cannot be utilised as a ERC if CFA are using it) Strzelecki Hwy.	President		
Relief Centre – Tarwin Lower	Recreation Reserve and Bowling Club (CFA Staging area, so cannot be utilised as an ERC if CFA are using it) Cnr Walkerville and School Road	Dean Ellen		

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Foodbank Victoria				
Gippsland Emergency Relief Fund	Andy Tegart	President		
RSPCA		Customer Service team		
St Johns Ambulance		Emergency Activation / Duty Officer		
Disaster Legal Help				
Insurance Council of Australia				
GIVIT	Solange Ardiles	Victoria Manager, based in Melbourne		
Volunteering Victoria	Jan Lucas	Community Engagement Coordinator, Gippsland		
South Gippsland Service Clubs				
South Gippsland Community Organisations				
Rural Finance Corporation				
Invest Gippsland	Graham Scott	RDV		
Dairy Industry Recovery Group				

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Telstra	Garry Austin	Regional Engagement Manager https://outages.telstra.com.au/#/		
Optus				
National Broadband Network				
Aboriginal Affairs Victoria (Cultural heritage sites)				
Rural Financial Counselling Service				
BlazeAid	Christine Male	Vice President and Camp Co-ordinator		
Need for Feed	Graham Cockerell	President		
Bushfire Recovery Victoria	Cain Trist	Recovery Engagement & Operations Division Bushfire Recovery Victoria		
Victorian Building Authority	Anita Dorfer-Mehanic	Building Surveyor – Special Projects		

Appendix D - Special Plans and Arrangements

e.g. Neighbourhood Safer Places (places of last resort), Community Fire Refuges, Municipal Fire Management Plan, Municipal Flood Management Plan, Municipal Emergency Coordination Centre, Emergency Relief Centre, Council Relief and Recovery Plan

Plan or Arrangement	Description
Neighbourhood Safer Places (places of last resort)	Information regarding neighbourhood safer places, in particular, Sandy Point Community Centre Neighbourhood Safer Places - Places of Last Resort During A Bushfire | South Gippsland Shire Council
Emergency Relief Centre	Emergency Relief Centre SOP and associated documents held by South Gippsland Shire Council.
Municipal Fire Management Plan	The Municipal Fire Management Plan aims to help minimise the occurrence and impact of fire in South Gippsland Municipal Fire Management Plan | South Gippsland Shire Council
Emergency Animal Welfare Plan	South Gippsland's Emergency Animal Welfare Plan Animal Welfare Plan | South Gippsland Shire Council
Bushfire - Community Information Guides	Specific information on identified high bushfire risk areas in the South Gippsland Shire: • Cherry Tree Road & McDonalds Track area - Nyora • Koonwarra • Mirboo North • Sandy Point • Venus Bay • Walkerville • Waratah Bay Community Information Guides | South Gippsland Shire Council
Severe Weather Emergency Sub-Plan	The Severe Weather Emergency Sub-Plan details how to plan, respond and recover from severe storm, wind and flood incidents. South Gippsland Severe Weather Emergency Sub-Plan | South Gippsland Shire Council
SES Tarwin Valley Flood Guide	SES Local Flood Guide for the Tarwin Valley. Tarwin Valley Flood Guide | South Gippsland Shire Council

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Plan or Arrangement	Description
Extreme Temperature Sub-Plan	The Extreme Temperature Sub-Plan outlines preparations for heatwave and measures to reduce the effects of heatwaves, extreme hot weather and extreme cold alerts. South Gippsland Extreme Temperature Sub-Plan	South Gippsland Shire Council
Pandemic Plan	The Pandemic Plan is a sub-plan of the previous Municipal Emergency Management Plan. It provides a tailored response and recovery procedure for this unique type of emergency. Pandemic Plan	South Gippsland Shire Council
Dam Safety Emergency Plan South Gippsland Shire Council	DELWP LGA Dam Safety Emergency Plan South Gippsland Shire Council - April 2018 – held my MEMO

Appendix E – MEMPC Terms of Reference

The current MEMPC Terms of Reference can be located here:

Link to South Gippsland Shire Council website

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Appendix F – Assurance certificate

Blank for insertion when received

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Appendix G – Arterial Roads

The main roads that run through the Shire are:

South Gippsland Highway [A440] – is the main route running through the virtual centre of the Shire. It is used to travel to Melbourne linking onto the M1. It runs through the Shire passing through Nyora, Loch, Korumburra, Leongatha, Koonwarra, Meeniyan, Foster and Welshpool.

Bass Highway [B460] – runs from Leongatha to Inverloch.

Strzelecki Highway [B460] – runs from Leongatha to Mirboo North and then on to the Latrobe Valley.

Meeniyan - Promontory Road [C444] – runs from Meeniyan to Wilsons Promontory National Park. It carries a large volume of tourist traffic during peak seasons to the Prom.

Foster – Promontory Road [C446] – runs from Foster to Wilsons Prom (merges into Meeniyan Promontory Road at Soldiers Road

Korumburra – Warragul Road [C425] – runs from Korumburra to Warragul

Korumburra – Wonthaggi Road [C437] – runs from Korumburra to Wonthaggi

Inverloch – Venus Bay Road [C442] – Venus Bay to Inverloch

Tarwin Lower Road [C443] – runs from South Gippsland Hwy (west of Meeniyan) to Tarwin Lower

Buffalo – Tarwin Lower Road [C442] runs from Buffalo to Tarwin Lower

Meeniyan – Mirboo North Road [C455] runs from Meeniyan to Mirboo North (via Dumbalk)

Nerrena Road [C454] – runs from Leongatha to Dumbalk

Boolarra South – Mirboo North Road [C457]

Waratah Road [C445] runs from Fish Creek to Waratah Bay / Sandy Point

Lang Lang – Poowong Road [C434] runs from Lang Lang to Poowong via Nyora

Drouin – Korumburra Road [C432] runs from Drouin to Strzelecki Hwy via Poowong

Fish Creek – Foster Road [C445] runs from Fish Creek to Foster

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Appendix H– Vulnerable Facilities Register

This list of local facilities identifies buildings where vulnerable people are likely to be situated, including aged care facilities, hospitals, schools, disability group homes and child care centres. This includes:

- Facilities funded or regulated by DFFH and Department of Education Training [DET];
- Commonwealth funded residential aged care facilities; and
- Other locally identified facilities likely to have vulnerable people situated in them.

This information is held by the MEMO/MRM and can only be accessed by Victoria Police

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Appendix I – South Gippsland Municipal Emergency Management Plan CERA Process 2021

The current MEMPC CERA Process can be located here - Link to South Gippsland Shire Council website

Appendix J – MEMP Risk Treatment Plan

Risk Treatment Plan

Hazard	Description	Action	How
Outbreak	Food & Water Contamination Water Supply	**monitor and validate -**Identify ways to improve confidence rating of MEMPC in relation to this risk and understand local consequences and actions of MEMPC in PPRR	Work completed to improve CERA hazard sheets by Water Authorities, Council and DH 2021/22.
Essential Services Disruption	Electricity Supply impacts	**monitor and validate -** Regular updates from Ausnet Services on Mitigation / Control and work to reduce likelihood. Consideration for local consequences and actions of MEMPC in PPRR.	Regular updates from AusNet services at MEMPC meetings (2x per year), presentation/desktop exercise from AusNet services at MEMPC meeting 2022
Urban Fire	Significant residential or industrial fire	**monitor and validate -** Regular updates from CFA and other owners on Mitigation / Control and work to reduce likelihood. Consideration for local consequences and actions of MEMPC in PPRR.	CFA to lead a review of South Gippsland Municipal Fire Management Plan during 2021/22. When completed recommendation provided to the MEMPC in relation to sub plan status.
Bushfire/ Grassfire	Bushfire/ Grassfire	**monitor and validate -** Regular updates from CFA and other owners on Mitigation / Control and work to reduce likelihood. Consideration for local consequences and actions of MEMPC in PPRR.	CFA to lead a review of South Gippsland Municipal Fire Management Plan during 2021/22. When completed recommendation provided to the MEMPC in relation to sub plan status.
Hazardous Materials Release	Oil and hazardous/other noxious substances in to marine environment	**review and improve -** Further review and analysis. Identify ways to improve confidence rating of MEMPC in relation to this risk. Consider if MEMPC can influence/reduce max foreseeable consequence and understand local consequences and actions of MEMPC in PPRR	Presentation from SME at MEMPC meeting 2021. Desktop exercise for 2021/22. Regular updates from Port Authority at MEMPC meetings.

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Outbreak	Emergency animal disease	**monitor and validate -** Identify ways to improve confidence rating of MEMPC in relation to this risk and understand local consequences and actions of MEMPC in PPRR	Regular updates from Ag Vic at MEMPC meetings (2x per year). Presentation/desktop exercise from Ag Vic at MEMPC meeting 2022. Review of Animal Welfare Plan Ag Vic & SGSC 2021/22.
Extreme Temperatures (heat and cold)	Heatwave or cold snap	**monitor and validate -** Regular updates from DFFH and other owners on Mitigation / Control and work to reduce likelihood. Consideration for local consequences and actions of MEMPC in PPRR.	DFFH and SGSC to lead a review of South Gippsland Extreme Temperature Plan during 2021/22. When completed recommendation provided to the MEMPC in relation to sub plan status.
Storm	Windstorms, storm tides, severe thunderstorms, hailstorms, tornadoes, and heavy rain.	**review and improve -** Further review and analysis. Identify ways to reduce the control effectiveness rating in relation to this risk. Consider if MEMPC can influence/reduce max foreseeable consequence. Improve understanding of local consequences and actions of MEMPC in PPRR	Updates from SES at every MEMPC meeting. SES to lead review of South Gippsland Municipal Severe Weather Emergency Plan during 2021. When completed recommendation provided to the MEMPC in relation to sub plan status.
Public Health	Pandemic or similar	**review and improve -** Further review and analysis. Identify ways to reduce the control effectiveness rating in relation to this risk. Consider if MEMPC can influence/reduce max foreseeable consequence and reduce likelihood. Improve understanding of local consequences and actions of MEMPC in PPRR.	Updates from DFFH at every MEMPC meeting. Ongoing discussion at meetings around MEMPC agency capacity and capability in relation to Pandemic. DFFH to lead review of South Gippsland Pandemic Plan during 2021/22. When completed recommendation provided to the MEMPC in relation to sub plan status.
Flood	Riverine or stormwater flooding	**monitor and validate -** Regular updates from SES and other owners on Mitigation / Control and work to reduce likelihood. Consideration for local consequences and actions of MEMPC in PPRR.	SES to lead review of Severe Weather Plan during 2021/22. When completed recommendation provided to the MEMPC in relation to sub plan status.

Appendix K – Communications and Engagement Plan

The MEMPC will develop a Communications and engagement plan that will support the building of community resilience across South Gippsland. Current activities to prepare the community by key agencies are

CFA - Plan & Prepare | CFA (Country Fire Authority)

SES - Create an emergency plan (ses.vic.gov.au)

Red Cross - Emergency Preparedness Guide | Australian Red Cross

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Appendix L – Staging Areas and Emergency Relief Centres (ERC)

Identified Staging Areas in South Gippsland – See contacts list for details

Location	Reserve Area
Tarwin Lower	Recreation Reserve
Mirboo North	Walter Tuck Reserve
Foster	Foster Showgrounds
Leongatha	Velodrome side of showgrounds
Korumburra	Recreation Reserve (Richard St)
Fish Creek	Terril Park Oval
Nyora	Fire Station

Identified Emergency Relief Centres – See contacts list for details

Location	ERC Location
Leongatha	Showgrounds and Assoc. buildings (inc. SPLASH, Woorayl Golf Club, Football Club) Roughead Street
Korumburra	Sports Stadium (Rec Centre) Sports Lane.
Foster	Showgrounds and Basketball Stadium, Station Road.
Tarwin Lower	Recreation Reserve and Bowling Club (also is CFA Staging area, so cannot be utilised as a ERC if CFA are using it) Cnr Walkerville and School Road.
Mirboo North	Walter J Tuck Reserve (also is CFA Staging area, so cannot be utilised as an ERC if CFA are using it) Strzelecki Hwy.

Appendix M – Relief and Recovery Lead & Support Agencies

Emergency Relief Agencies

Agencies with lead relief responsibilities are outlined in the below table and detailed in the State Emergency Management Plan

Relief services and co-ordinating agency	Activity	Incident Tier	
		Relief lead agencies	Relief support agencies
Emergency shelter	Arrange emergency shelter and accommodation for displaced households. This may include the establishment of an Emergency Relief Centre (ERC).	South Gippsland Shire Council	DFFH
Food and water	At regional and state levels, ARC co-ordinates food and water including support from agencies, and provides support at the local level when requested	Australian Red Cross	Foodbank Victoria Salvation Army Community Houses
Reconnecting family and friends	Operate Register-Find-Reunite in relief centres, enquiry centres or online	VicPol	Australian Red Cross
Disbursement of material aid	Provide essential material aid (non- food items) to emergency affected persons	Salvation Army	
Emergency financial assistance	Administer relief payments through the DFFH Personal Hardship Assistance Program	DFFH	Gippsland Emergency Relief Fund (GERF) via MRM referral (if activated) Services Australia
Psychosocial needs	Providing psychosocial support through information, practical assistance, emotional support, assessment of immediate needs and referrals to other support agencies and services	South Gippsland Shire Council & DFFH	Victorian Council of Churches Emergency Ministries Australian Red Cross

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Animal welfare	DJPR is the primary agency for animal welfare (other than wildlife) support services	DJPR (AG Vic)	South Gippsland Shire Council RSPCA VFF
	Municipal councils are responsible for housing of displaced and lost/stray companion animals	Municipal councils	South Gippsland Shire Council RSPCA VFF
Drinking water for households in non-reticulated areas	Provide relief drinking water to eligible households	DELWP	DFFH (advice) South Gippsland Water
Food and grocery supply logistics continuity	DJPR will support food and grocery supply logistics continuity planning and operations with the major food distribution operators	DJPR	
Health and Medical assistance and first aid	Provide prehospital care to people affected by emergencies. Establish field primary care clinics. Provide other health and medical relief assistance measures	AV	DFFH LSV St John Ambulance
Community information (Relief co-ordinating agency)	Provide relief and recovery information to assist communities to make informed decisions about their safety	Lead agency	South Gippsland Shire Council Other MEMPC members as required.
Insurance and claims advice and support during an emergency	Insurance and claims management advice and support for the community.	Insurance Council of Australia	Disaster Legal Help

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Goodwill including donated goods and services & spontaneous volunteer management.	Coordination of goodwill including donated goods and services and management of spontaneous volunteers.	South Gippsland Shire Council	Service Clubs in South Gippsland GIVIT Volunteering Victoria

Emergency Recovery Agencies

Municipal councils are responsible for recovery coordination at the local level, while the Department of Families, Fairness and Housing is responsible for recovery coordination at the regional level and Emergency Management Victoria at the state level.

Recovery Environment (Key Functional Area)	Lead Organisation	Support Agencies / Organisations
Social environment - Ensure people have access to the support, services and resources they need to address the impacts of the disaster, prevent the escalation of needs and minimise any long-term negative impacts on health and wellbeing.	Regional ▪ Emergency Management Victoria ▪ Department of Families, Fairness & Housing (DFFH) Local ▪ South Gippsland Shire Council	▪ Victorian Council of Churches Emergency Ministry (VCC EM) ▪ Red Cross ▪ Salvation Army ▪ Gippsland Southern Health ▪ South Gippsland Hospital ▪ Gippsland Primary Health Network ▪ St Vincent De Paul ▪ Community Houses ▪ South Gippsland service clubs ▪ South Gippsland community organisations
Economic environment - address the economic impact of an emergency, including impacts on individuals and households, small	Regional ▪ Department of Jobs, Precincts and Regions (DJPR)	▪ Regional Development Victoria ▪ Rural Finance Corporation ▪ Victorian Farmers Federation

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and large businesses, industries, primary producers, tourism and the broader economy.	▪ Department of Treasury and Finance (DTF) Local ▪ South Gippsland Shire Council	▪ Rural Financial Counselling Service ▪ Insurance Council of Australia ▪ Invest Gippsland ▪ Dairy Industry Recovery Group ▪ South Gippsland Visitor Information Centres ▪ South Gippsland Business and Emergency Liaison Groups Representatives ▪ BlazeAid ▪ Need for Feed
Built environment - prioritise the needs of the community in relation to essential physical infrastructure, including essential services, commercial and industrial facilities, public buildings and assets and housing.	Regional ▪ Department of Environment, Land, Water and Planning (DELWP) ▪ Department of Jobs, Precincts and Regions (DJPR) Local ▪ South Gippsland Shire Council	▪ Regional Roads Victoria ▪ Department of Education and Training ▪ AusNet Services ▪ South Gippsland Water ▪ Southern Rural Water ▪ Parks Victoria ▪ Gippsland Water ▪ Bald Hills Wind Farm ▪ Gippsland Ports/Port of Hastings ▪ Environment Protection Authority ▪ Communication operators – e.g. Telstra and Optus ▪ Victorian Building Authority
Natural environment - considers the impact that an event may have on a healthy and	Regional ▪ Department of Environment, Land, Water and Planning (DELWP)	▪ Parks Vic ▪ Vic Forests ▪ WGCMA ▪ Regional Roads Victoria

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functioning environment, which underpins the economy and society.	Local ▪ South Gippsland Shire Council	▪ South Gippsland Water ▪ Southern Rural Water ▪ Gippsland Water ▪ Environment Protection Authority ▪ Gippsland Ports/Port of Hastings ▪ Aboriginal Affairs Victoria (Cultural heritage sites) ▪ Response agencies – CFA & SES

Appendix N - Capacity and Capability Assessment Template

Annual MEMPC member Capacity and Capability Self-Assessment Tool			
Hazard	**Description**	**MEMPC member assessment**	**Actions/How/MEMPC Support (if required)**
People	All personnel involved in undertaking emergency management activities from community, government, agencies and business. Includes people with appropriate knowledge and skills with a focus on leadership skills, technical skills and a culture of working as one		
Resources	The physical equipment and assets needed to undertake emergency management activities. For example, infrastructure, fleet, IT equipment, radios, communications equipment, consumables and personal protective clothing and equipment.		

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Governance	The enabling factors that emergency management operates within including legislation, funding, authorising environment, emergency management arrangements, doctrine and policy.		
Systems	The systems, including data, that are used to deliver emergency management outcomes such as learning and development, information technology, financial, infrastructure and assets management, workforce management, workplace health and safety, quality control and the Australasian Inter-service Incident Management System (AIIMS).		
Processes	Documented or undocumented ways of delivering emergency management such as capacity planning, risk management, continuous improvement, information flow and planning.		