



WARRNAMBOOL
CITY COUNCIL

Municipal Emergency Management Plan

Part 1: Introduction

Version 3.2 – November 2019

Document Control

Amendment History

AMENDMENT			EFFECTED	
NO	DATE	PAGES AFFECTED	AUTHOR	RELEASE DATE
1	01/09/2014	Complete Review of MEMP following audit	Director – City Infrastructure	1 September 2014
V2.1	31/03/2016	Update contact details & gov't department changes. Item 4.3 Prevention Plans – add flood plans. Item 8 – remove Red Cross as primary agency for catering.	Neil Holland	
V2.2	10/11/2016	Amendments identified through the annual review process, endorsed by the MEMPC	Justin Hinch	20 th December 2016
V3	23/8/2016	Distribution list update – Ambulance Victoria	Sue Rondeau	
V3	25/11/2016	Distribution list update – Salvation Army	Sue Rondeau	
V3	6/3/2017	Contact List update - Powercorp	Sue Rondeau	
V3	9/5/2017	Review of entire document	Sue Rondeau	
V3	30/5/2017	Part 1:Wannon Water updated contact details	Sally Obst	1 July 2017
V3.1	23/8/2017	WCC EM contact details updated as per audit recommendation	Sue Rondeau	23 August 2017
V3.2	28/10/19	WCC EM Contact Details Agency Contact Details Introduction replaced prevention with Mitigation Agency Distribution List updated	Mat Deans	

Amendment Authorisations

NAME	POSITION	DATE

Approved By:

TITLE	NAME	SIGNATURE	DATE

Chief Executive Officer	Peter Schneider		
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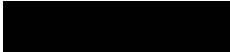
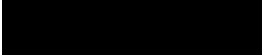
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Warrnambool City Council Emergency Contact Numbers

**For all emergencies call
Triple Zero (000)**

Municipal Emergency Numbers

MERO 24hr On/ Call Scott Cavanagh	 
DEPUTY MERO Glenn Reddick Mat Deans Luke Coughlan	  
MRM Vikki King	
DEPUTY MRM's Sue Rondeau Richard Stone	 
MFPO Peter McArdle	
Non urgent requests to Council	1300 003 280

FOREWORD

The Warrnambool City Council Municipal Emergency Management Plan (the “MEMPlan”) has been developed pursuant to Section 20(4) of the *Emergency Management Act 1986*. The MEMPlan considers potential risks and looks at the prevention of, response to and recovery from emergencies within Warrnambool City. The MEMPlan also aims to increase community resilience to the impacts of emergencies.

The economic and social effects of emergencies including loss of life, destruction of property, and dislocation of communities are inevitable. They can have a wide range of effects and impacts on the human and physical environment, and can generate complex needs in dealing with them. History shows us that good planning for the use of resources in managing risk, responding to emergencies and helping affected communities and environments to recover can significantly lessen the harmful effects of those emergencies.

The MEMPlan is the result of the co-operative efforts of the Municipal Emergency Management Planning Committee with assistance from emergency services.

This MEMPlan should be read in conjunction with the Emergency Management Manual Victoria (EMMV) <https://www.emv.vic.gov.au/policies/emmv>

Disclaimer:

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

The Councillors of Warrnambool City Council expressly disclaim all and any liability (including liability in negligence) to any person or body in respect of anything and of the consequences of anything done by any such person or body in reliance, whether total or partial, upon the whole or any part of this publication.

1 INTRODUCTION

1.1 PURPOSE

The Warrnambool City Council Municipal Emergency Management Plan (MEMPlan) specifies the agreed arrangements for the mitigation of, response to and recovery from emergencies within the Warrnambool City Council municipal area.

1.2 LEGISLATIVE CONTEXT

The MEMPlan is developed in accordance with the *Emergency Management Act 1986* and the *Emergency Management Act 2013* which provide the legislative basis for the management of emergencies in Victoria.

1.3 OBJECTIVES

The broad objectives of the MEMPlan is to:

- Identify hazards and determine risks that may impact upon the municipality.
- Implement measures to prevent or reduce the causes and/or effects of emergencies.
- Manage arrangements for the utilisation and implementation of municipal resources in response to emergencies.
- Manage support that may be provided to or from adjoining municipalities.
- Provide assistance to meet the essential needs of individuals, families and communities during and in the immediate aftermath of an emergency.
- Assist communities affected by emergencies to achieve an effective level of functioning, and
- Complement other local, regional and state planning emergency arrangements.

1.4 MUNICIPAL COUNCIL ENDORSEMENT

The MEMPlan has been endorsed by the Warrnambool City Council pursuant to Section 21(4) of the *Emergency Management Act 1986*.

Warrnambool City Council understands and accepts its roles and responsibilities as described in Part 4 of the *Emergency Management Act 1986*.

The Plan was adopted by the Chief Executive, Warrnambool City Council, under delegation from Council.

1.5 ENDORSEMENT BY THE MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (MEMPC)

The MEMPlan has been endorsed by the Joint Warrnambool City Council and Moyne Shire Council Municipal Emergency Planning Committee (MEMPC) after consultation with member agencies and organisations.

Whilst Council is the administrator of the MEMPlan, it is acknowledged by the members of the MEMPC, that the MEMPlan covers the geographic area of the Warrnambool City Council and that all agencies have a role to play in the development of the MEMPlan.

The MEMPlan is administered by Council's Infrastructure and Community Development Directorate.

Address all enquiries to:

Director City Infrastructure
Warrnambool City Council
25 Liebig Street
WARRNAMBOOL VICTORIA 3280
Tel: 03 5559 4800

1.6 STATEMENT OF AUDIT

Pursuant to Section 21(A) of the *Emergency Management Act 1986* Warrnambool City Council will submit the MEMPlan for auditing once every 3 years to the Chief Officer of the Victoria State Emergency Service to assess whether the MEMPlan complies with the guidelines issued by the Co-ordinator in Chief.

The 'Certificate of Audit' dated 3 August 2017 is included in Appendix 1.

1.7 REFERENCE TO EMERGENCY MANAGEMENT MANUAL VICTORIA

The MEMPlan assumes that users of this document have access to, or good working knowledge of, the Emergency Management Manual Victoria (EMMV).

EMMV is available at <https://www.emv.vic.gov.au/policies/emmv>

1.8 PUBLIC ACCESSIBILITY

A public version of the MEMPlan can be accessed via the Warrnambool City Council website at:

<https://www.warrnambool.vic.gov.au/emergency-planning>

Emergency agency and organisations can access a full copy of the MEMPlan through the MEMPC representative for their organisation, or if they have access, through CrisisWorks, EM - Cop or by contacting the Municipal Emergency Resource Officer (MERO).

1.9 DISTRIBUTION

The MEMPlan is distributed to the following:

Primary Members:

Ambulance Victoria			
Emergency Management Planning Coordinator			[REDACTED]
Senior Team Manager			[REDACTED]
Area Manager – ASA 3			[REDACTED]
Regional Support Manager			[REDACTED]
Australian Red Cross			
Generic			[REDACTED]
Dennis	Hilder	Divisional Operations Officer	[REDACTED]
Country Fire Authority			
Generic			[REDACTED]
Bourke	Richard	Operations Manager District 5	[REDACTED]
		Operations Officer District 5	
Greg	Kinross	Operations Officer District 5	[REDACTED]
Department of Economic Development, Jobs, Transport & Resources			
Goudy	Alex	Rural Relief & Recovery Coordinator	[REDACTED]
Moyle	Ellie	Animal Health Officer	[REDACTED]
Department of Environment, Land, Water & Planning			
Mellington	Mark	Acting District Manager – Far South West	[REDACTED]
Davies	Michael	Senior Forest and Fire Management Officer - Emergency Preparedness	[REDACTED]
Department of Health & Human Services			
Chamberlain	Matthew	Emergency Management Coordinator	[REDACTED]
Murrihy	Terry	Emergency Management Officer	[REDACTED]
Moynes Shire Council			
McKane	Colin	MEM & MERO & MFPO	[REDACTED]
Parker	Jill	Councilor	[REDACTED]
Handby	Mark	MRM	[REDACTED]
Vacant		MERO Assistant	
Parks Victoria			
Livitsanis	Peter	Manager Regional Operations	[REDACTED]
SES			
Generic			[REDACTED]
McDowell	Stephen	Port Fairy Unit Controller	[REDACTED]
Palmeri	Giorgio	Warrnambool Unit Controller	[REDACTED]
Smith	Ken	Operations Officer	[REDACTED]

Murton	Andrew	Operations manager	[REDACTED]
Regional Roads Victoria			
Curwell	Richard	South West Region – Emergency Management Coordinator	[REDACTED]
Victorian Council of Churches Emergencies Ministry			
Generic		VCCEM	[REDACTED]
Carter	Lynne	Area Coordinator for Warrnambool	[REDACTED]
Hill	Netta	Area Coordinator for Moyne Shire	[REDACTED]
Victoria Police			
Bagally	Brenda	REMI – Barwon South West	[REDACTED]
Barbary	Tania	Moyne MERC	[REDACTED]
		Warrnambool MERC	
Stephen	Thompson	Tasking & Coordination	[REDACTED]
Coombes	Gary	Inspector Local Area Commander	[REDACTED]
Wannon Water			
Van Rooy	Sarah	Risk & Emergency Management Manager	[REDACTED]
Smith	Brent	Emergency Management Coordinator	[REDACTED]
Warrnambool City Council			
Owen	David	Councilor	[REDACTED]
Cavanagh	Scott	MERO	[REDACTED]
King	Vikki	MRM	[REDACTED]
McArdle	Peter	MFPO	[REDACTED]
Deans	Mathew	Emergency Management Officer / Deputy MERO	[REDACTED]
Reddick	Glenn	MEM / Deputy MERO	[REDACTED]

Secondary Members:

The Salvation Army			
Emergency and Disaster Management Communications			[REDACTED]
Holman	Eddy	Major	[REDACTED]
Utility Companies			
McCarthy	Simon	Downer Tenix	[REDACTED]
Lennon	Ryan	South West Regional Primary Contact	[REDACTED]
Life Saving Victoria			
Noter	Rebel	Western Regional Officer	[REDACTED]
Moyne Health Service			
Kelly	Jackie	Acting Chief Executive Officer	[REDACTED]
Public Health			
Brown	Jo	Field Emergency Management Officer	[REDACTED]

South West Healthcare			
Fraser	Craig	Chief Executive Officer	[REDACTED]
Roberts	Trevor	Safety & Security Manager	[REDACTED]
WorkSafe			
Likouresis	Nikos	Program Manager Operations & Emergency Management	[REDACTED]
VF16 Warrnambool Coast Guard			
Calderwood	Adrian	Commander	[REDACTED]
			[REDACTED]

1.10 LEGAL DEPOSIT

The MEMPlan, in accordance with s. 49 of the Libraries Act 1988 will be provided to the State Library of Victoria within two months of every new or amended version.

The amended MEMplan will be emailed to: vgp@slv.vic.gov.au

1.11 ACRONYMS

AMSA	Australian Maritime Safety Authority
ARCV	Australian Red Cross Victoria
AV	Ambulance Victoria
AVCG	Australian Volunteer Coast Guard
BOM	Bureau of Meteorology
CERA	Community Emergency Risk Assessment
CERM	Community Emergency Risk Management
CFA	Country Fire Authority
CMA	Catchment Management Authority
DEECD	Department of Education and Early Childhood Development
DELWP	Department of Land, Water and Planning
DHHS	Department of Health and Human Services
DIIRD	Department of Innovation, Industry and Regional Development
DoT	Department of Transport
DoJ	Department of Justice
DPC	Department of Premier and Cabinet
DSE	Department of Sustainability and Environment
DTF	Department of Treasury and Finance
DPCD	Department of Planning and Community Development
EMA	Emergency Management Australia
EMLO	Emergency Management Liaison Officer
EMT	Emergency Management Team
EPA	Environment Protection Authority
ERC	Emergency Response Coordinator
ERCC	Emergency Response Coordination Centre
ERDO	Emergency Response Development Officer
ESTA	Emergency Services Telecommunications Authority
GIS	Geospatial Information System
ICC	Incident Control Centre
IFMP	Integrated Fire Management Planning
IMS	Incident Management System
IMT	Incident Management Team
LSV	Life Saving Victoria
Marine EMT	Marine Emergency Management Team
MAV	Municipal Association of Victoria
MECC	Municipal Emergency Coordination Centre
MEMEG	Municipal Emergency Management Enhancement Group
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Response Coordinator
MERO	Municipal Emergency Resource Officer
MFPO	Municipal Fire Prevention Officer
MRM	Municipal Recover Manager
MSV	Marine Safety Victoria
NDRRA	Natural Disaster Relief and Recovery Arrangements
NRIS	National Registration & Inquiry System
OESC	Office of the Emergency Services Commissioner

POC	Police Operations Centre (D24)
PV	Parks Victoria
Red Cross	Australian Red Cross
REMT	Regional Emergency Management Team
RERC	Regional Emergency Response Coordinator
RERCC	Regional Emergency Response Coordination Centre
RSPCA	Royal Society for Prevention of Cruelty to Animals
SCC	State Control Centre / State Crisis Centre
SEMT	State Emergency Management Team
SERCC	State Emergency Response Coordination Centre
SEWS	Standard Emergency Warning Signal
SHERP	State Health Emergency Response Plan
VCC	Victorian Council of Churches
VicPol	Victoria Police
VICSES	Victoria State Emergency Service
VWA	Victorian WorkCover Authority (WorkSafe)

1.12 GLOSSARY

This glossary defines or explains terms, which have a restricted or technical meaning in the context of the emergency management arrangements.

Where an entry is marked [Act], the definition is the same as or is similar to the meaning given in the *Emergency Management Act 1986*.

Within each entry, a word or phrase expressed in *italics* indicates a separate entry exists for that word.

Assembly Area

A designated location used for the assembly of emergency-affected persons. The area may also incorporate an emergency relief centre.

Command

The direction of human and material resources of an agency in the performance of that agency's roles and tasks.

Community Recovery Committee

A committee that may be convened after an emergency to provide a management forum for the recovery process in respect of an affected area or a specific community.

Community Development Officer

A person appointed to initiate and co-ordinate activities in an affected community to assist its development in recovering from an emergency.

Control

The overall direction of activities in an emergency response situation.

Control Agency

An agency nominated to control the response activities to a specified type of emergency.

Co-ordinate/Co-ordination

The bringing together of agencies and resources to ensure effective response to and recovery from emergencies primarily concerned with the systematic acquisition and application of required resources.

Co-ordinator in Chief

The Co-ordinator in Chief of Emergency Management, whose roles are (a) to ensure that adequate emergency management measures are taken by government agencies, and (b) co-ordinate the activities of government agencies carrying out their statutory functions, powers, duties and responsibilities in taking such measures. [Act] The Minister for Police and Emergency Services is the Co-ordinator in Chief.

Deputy Co-ordinator in Chief

The Deputy Co-ordinator in Chief of Emergency Management who is the Chief Commissioner of Police. [Act] (See also State Co-ordinator of Response)

Deputy State Co-ordinator

The Deputy State Co-ordinator of Emergency Response is the Deputy Commissioner (Operations) of Police.

Disaster

A term not in general usage within Victoria's arrangements, where it would be taken to mean the same as emergency. Under the Act, an emergency is termed a disaster only if a state of disaster has been declared.

Disaster Area

Means that part or those parts of Victoria in which a state of disaster is declared to exist. [Act]

Disaster, State of

The Premier can declare a state of disaster to exist in all or part of Victoria if an emergency constitutes a significant and widespread danger to life or property, which justifies the enabling of the Co-ordinator in Chief, or delegate, to exercise extraordinary powers in directing and controlling agencies and resources for responding to it. [Act]

Disaster Victim Identification (DVI)

Procedures used to positively identify deceased victims of multiple-casualty emergencies.

Emergency

An emergency due to 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, without limiting the generality of the foregoing:

- (a) An earthquake, flood, wind-storm or other natural event; and
- (b) A fire; and
- (c) An explosion; and
- (d) A road accident or any other accident; and
- (e) A plague or an epidemic; and

(f) A warlike act, whether directed at Victoria or part of Victoria or at any other State or Territory of the Commonwealth; and
a hi-jack, siege or riot; and
A disruption to an essential service. [Act]

Emergency Activity

Emergency activity is usually referred to in connection with compensation arrangements for voluntary emergency workers, and is defined as:

- (a) Performing a role or discharging a responsibility of an agency in accordance with the State Emergency Response Plan or State Emergency Recovery Plan; or
- (b) Training or practising for an activity referred to above or being on active standby duty; or
- (c) Travelling to or from the place where an activity referred to above has occurred or is to occur. [Act]

The definition can also apply to activities of emergency workers in general.

Emergency-affected Persons

People, other than emergency management personnel, who experience losses or injury or are affected by an emergency. Usually understood to exclude the deceased.

Emergency Area

An emergency area declared under s. 36A of the Act, being, in the opinion of the most senior police officer in attendance, on the advice of the control agency, an area from which it is necessary to exclude persons due to the size, nature or location of an emergency, so as to ensure public safety, security of evacuated premises, or the safety of, or prevention of obstruction, hindrance or interference to, persons engaging in *emergency activity*. [Act]

Emergency Co-ordination Centre

A centre operating at municipal level to co-ordinate and organise emergency provision of municipal and community resources.

Emergency Management

The organisation and management of resources for dealing with all aspects of emergencies. [Act] Emergency management involves the plans, structures and arrangements which are established to bring together the normal endeavours of government, voluntary and private agencies in a comprehensive and co-ordinated way to deal with the whole spectrum of emergency needs including prevention, response and recovery.

Emergency Management Team

The team, which enables an incident controller's response strategy to be carried out by support agencies through their own commanders, and assists the emergency response co-ordinator in determining resource acquisition needs, and in ensuring a co-ordinated response to the emergency.

Emergency Operations Centre (EOC)

An operations centre established by a response agency for its command and/or control functions, e.g. Police Operations Centre (POC), Fire Control Centre (FCC).

Emergency Recovery

Has the same meaning as recovery.

Emergency Relief

The provision of life support and essential needs to persons affected by, or responding to, an emergency.

Emergency Relief Centre

A building or place established to provide emergency relief for persons affected by, or responding to, an emergency.

Emergency Response

Has the same meaning as response.

Emergency Response Co-ordination Centre (ERCC)

A centre operating at State or Divisional level to co-ordinate resources and conduct response operations ancillary to the control agency.

Emergency Response Co-ordinator

A member of the Victoria Police appointed as state, divisional, municipal or field emergency response co-ordinator, whose role is to co-ordinate the response to an emergency.

Emergency Response Plan

A plan that sets out the roles and responsibilities of agencies in emergency response and the co-ordination arrangements which is to be utilised. [Act]

Emergency Services Liaison Officer (ESLO)

A liaison officer who represents an agency, and is empowered to commit or to arrange the commitment of resources of the agency in the response to or recovery from emergencies, and to provide a communication link with the agency.

Emergency Shelter

Group shelter provided for affected persons in a community hall or similar. It is part of emergency relief, and is different from temporary accommodation.

Emergency Supply

The provision of resources in emergencies to response agencies, by other than their internal resource acquisition systems.

Evacuation

The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

Evacuation Centre

Emergency Relief Centres provide this function.

Fire Refuge

A community fire refuge is a building where people may seek shelter from the danger of bushfire. A building constructed or designated as a fire refuge should have consideration given to its vulnerability to wildfire, parking for users, availability of water, telephone and electric power, and location and accessibility in relation to its service area.

Incident Controller

The officer with overall responsibility for emergency response operations. The incident controller is normally appointed by the control agency, but can also be appointed by an emergency response co-ordinator in circumstances where ss. 16 or 16A of the Act apply.

Material Needs

Clothing, bedding and other personal requisites provided to emergency-affected persons.

Municipal Emergency Resources Officer (MERO)

A municipal appointee responsible to the municipal council for ensuring the co-ordination of municipal resources to be used in emergency response. [Act]

Municipal Recovery Manager (MRM)

A municipal appointee responsible to the municipal council for ensuring the co-ordination of municipal resources to be used in recovery.

National Emergency Management Committee

The Committee chaired by the Director General of Emergency Management Australia, comprising representatives of State and Territory peak emergency management committees, including the Victoria Emergency Management Council, which addresses emergency management policy issues at a national level.

National Emergency Operations Centre (NEOC)

A Centre established in Canberra by Emergency Management Australia to co-ordinate Commonwealth assistance to the States or elsewhere.

Natural Disaster Relief Arrangements

The arrangements under which the Commonwealth Government assists the State Government to provide approved financial assistance to eligible persons and organisations following natural disasters.

Natural Disasters

Those emergencies defined by the Commonwealth for the purposes of the Natural Disaster Relief Arrangements: bush fires, cyclones, earthquakes, floods and storms including hail.

Post Emergency Assistance Measures

Financial and other assistance provided to emergency-affected persons, communities or organisations to assist their recovery from an emergency.

Prevention

The elimination or reduction of the incidence or severity of emergencies and the mitigation of their effects. [Act]

Recovery

The assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning. [Act]

Recovery Agency

Means an agency having a role or responsibility under the State Emergency Recovery Plan or in the recovery arrangements.

Divisional Emergency Response Plan

The emergency response plan prepared and maintained for each emergency response region.

Regional Recovery Co-ordinator

The person appointed by the State Emergency Recovery Co-ordinator to carry out regional recovery planning and management functions.

Regional Recovery Plan

The emergency recovery plan prepared and maintained for each recovery region.

Resource Supplementation

The provision of resources in emergencies to response agencies by other than their internal resource acquisition systems.

Response

The combating of emergencies and the provision of rescue and immediate relief services. [Act]

Response Agency

An agency having a role or responsibility under the State Emergency Response Plan or the response arrangements. Response agencies can be control or support agencies for different emergencies.

Response Co-ordinator

See Emergency Response Co-ordinator

Staging Area

A location designated and used during emergency response for the assembly of control or support agency personnel prior to deployment.

State Co-ordinator of Response

The State Co-ordinator of Response is the Chief Commissioner of Police. [Act]

State of Disaster

See: Disaster, State of

State Recovery Co-ordinator

A Senior Officer of the Department of Human Services, (appointed by the Co-ordinator in Chief as the co-ordinating agency for recovery) appointed by the Department as State Recovery Co-ordinator. [Act]

Support Agency

An agency which provides essential services, personnel, or material to support or assist a control agency or affected persons.

Temporary Accommodation

Accommodation provided over an extended period of days, weeks or months, for individuals or families affected by an emergency. It is different from *emergency shelter*.

Volunteer Emergency Worker

A volunteer worker who engages in emergency activity at the request (whether directly or indirectly) or with the express or implied consent of the chief executive (however designated), a person acting with the authority of the chief executive, or an agency to which either the state emergency response or recovery plan applies. [Act]

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APPENDIX 1: AUDIT CERTIFICATE

