



# ***MUNICIPAL EMERGENCY MANAGEMENT PLAN***

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Last revision - February 2015

**Strathbogie Shire Council**

**MUNICIPAL EMERGENCY MANAGEMENT PLAN**

**Issue No. 44.0      Copy No. \_\_\_\_\_**

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<b>Issue No</b>	<b>Date</b>	<b>Page No.</b>	<b>Description of Change</b>
Initial Issue	19.12.95	All	Initial issue for circulation
Issue No. 2	28.01.98	All	Re-format of document and total re-issue
Issue No. 2 Amendment 1	20.04.98	Cover, vi, Part 8(1-5) Appendix F	Cover, MEM Committee, Contact Directory & Addition to Distribution List
Issue No. 3 Amendment 3	21.12.98	Cover, vi Amendment	Cover, Contact List for Committee and Amendment Sheet (all blue)
Issue No. 4 Amendment 4	17.9.99	Cover, vi, Part 2, 3 of 5 Part 3, 7 of 12 Part 4, 2 of 2 Part 8, 4 of 5 & 5 of 5 Appendix B (1 of 3) Appendix C Appendix D Appendix F	Cover, Contact List for Committee Change to demography Change to secondary ECC's Change to evacuation plan section Contact Directory  Deleted alternative MECCS, Nagambie Golf Club & Mangalore Airport Flood Plan Details Chinaman's Bridge Caravan Park Access deleted Distribution List – new allocations
Issue No 5 Amendment No.5	01.02.00	Part 1 (2 of 3) Part 4 (3-8)	Change to Statement of Audit to include Certificate of Audit. Included Community Emergency Risk Management.
Issue No. 6 Amendment 6	17 .01.01	Comm. Contact List & Directory Distribution List	Change to number in Committee Contact List Changes to Contact Directory, distribution list.
Issue No. 7 Amendment 7	09.04.01	Comm. Contact List & Directory Dist. List	Change to number in Committee Contact List Changes to Contact Directory, distribution list.
Issue No. 8 Amendment. 8	08.06.01	Comm. Contact List. Dist. List	Change to Committee Contact List Distribution List
Issue No. 9 Amendment 9	08.08.01	Comm. Contact Part 8 Appendix G	Change to Committee Contact List All Pages All pages (5 replace 4)
Issue No. 10 Amendment 10	12.09.01	Comm. Contact	Change to Committee Contact List
Issue No. 11 Amendment 11	21.06.01	Comm. Contact	Change to Committee Contact List & Part 8 Contact Directory
Issue No. 12	8-Nov-02	Comm. Contact Contact Directory	Change to Committee Contact List Change to Contact Directory (part 8) page 7 of 7

Issue No	Date	Page No.	Description of Change
Issue No. 13	6 Dec 2002	Comm. Contact Area Description Contact directory Appendix F	Front cover pages & pages 7 of 7 Part 2: page 1 to 5 Part 8: pages 1 to 5 Distribution List
Issue No. 14	15 Jan 2003	Contact Directory	Change to Section 8 contact Directory, all pages Distribution List
Issue No 15	14 Mar 2003	Committee	Deletion of 1 <sup>st</sup> Deputy Mero
Issue No. 16	7 May 2003	Committee Part 1, Audit Cert. Part 3, Page 2 Part 8, all Distribution List	Updated Update Audit Certificate Change to Mgt title Updated Updated
Issue No. 17	1 October 2003	Front Page etc Committee, Part 1, Part 8	Updated Updated Updated
Issue No 18	18 December 2003	Committee, Section 8, Part 3, Page 2	Updated Updated Updated
Issue No 19	15 September 2004	Committee Section 8 Distribution List Appendix F	Updated Updated Updated
Issue No 20	13 October 2004	Cover Sheet Section 8	Updated
Issue No. 21	17 December 2004	Committee Section 8 Appendix D & F	Updated
Issue No. 22	2 February 2005	Cover Committee Page 1, Sect. 8 Amendment History	Page 1 & 2 Page 7, Updated – Chairperson and Deputy Chairperson Incorrect email address
Issue No. 23	17 March 2005	Cover Amendment History Committee Part 8	Updated Updated Municipal Recovery Manager (updated) Updated Local School contacts & MRM
Issue 24	28 July 2005	Cover Committee Amendment History Section 8 Appendix F	Updated (blue section pages 1, 2 & 7) Deputy Recovery Manager (updated) Updated Updated
Issue 25	31 Oct 2005	New Issue	New Issue

Issue No	Date	Page No.	Description of Change
Issue 26	10 April 2006	Cover Committee Amendment History Part 1 Audit Cert, Section 8	Updated MERO/Deputy M ERO. Red Cross Liaison Officer. Chairpersons Updated Updated
Issue 27	21 June 2006	Cover Committee Amendment History Section 8	Updated MERO & MRM Updated Updated
Issue 28	31 July 2006	Cover Committee Section 8 Amendment History	Updated Updated (Red Cross details) Updated (Red Cross details) Removed
Issue 29	17 October 2006	Cover Committee  Section 8	Updated Updated (CFA details) Added District Vet Officer Updated (CFA details)
Issue 30	12 March 2007	Cover Committee Section 8	Updated Updated Updated
Issue 31	21 May 2007	Cover/Committee Recovery Plan (Sec 6) All pages	Updated
Issue 32	14 Aug 2007	Cover/Committee Section 8 (all) Section 4 (all) Distribution List	Updated Replacement Replacement Updated
Issue 33	12 Nov 2007	Cover/committee Section 8 (all)	Updated Replacement
Issue 34	27 Aug 2008	Cover/Committee Section 8 (all) Distribution List	Updated
Issue 35	2 April 2009	Cover/Committee Part 3 - Section 8 - Distribution List App E – Titles	Updated
Issue 36	Dec. 2009	New Issue	All
Issue 37	Nov 2010	Committee Part 2,Part 8	Updated
Issue 38	Aug 2011	New Issue	All
Issue 39	Feb 2012	New Issue	All
Issue 40	Feb 2013	New Issue	All
Issue 41	June 2013	New Issue	All
Issue 42	Jan 2014	New issue	All
Issue 43	Nov 2014	New issue	All
Issue 44	Feb 2015	New issue	All



## **FOREWORD**

The economic and social effects of emergencies including loss of life, destruction of property, and dislocation of communities are inevitable.

Coping with hazards gives our reason and focus for planning. Hazards exist within all communities whether they are recognised or not.

The Strathbogie Shire Council Municipal Emergency Management Plan has been produced pursuant to Section 20(1) of the Emergency Management Act 1986. This plan addresses the prevention of, response to and recovery from emergencies within the Strathbogie Shire and is the result of the co-operative efforts of the emergency management planning committee and assistance from Victoria State Emergency Service North East Regional Headquarters and recognises the previous planning activities of the municipal area.

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- L:** BUSHFIRE VULNERABLE PEOPLE
- M:** OPERATION OF SEVEN CREEKS PARK WEIR GATES

## **REFERENCES**

## PLANNING COMMITTEE CONTACT LIST

<u>POSITION</u>	<u>NAME</u>	<u>BUS</u>	<u>A/H</u>
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Deputy Chairperson	Cr. Colleen Furlanetto	0427 537 522	0427 537 522
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Transport & Engineering	John Pearson (Eur)	5795 0000	5795 3501 0427 099 225
	Doug Quinlivan(Nag)	5794 2444	5794 2327 0427 051 448
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Strathbogie Health Officer	Kernow Environment	5795 0063	0419 991 941
Regional Manager VICSES	John Newlands	92569650	0448 367 806
SES NorthEast Region	Duty Officer	1800 899 927	132 500
Dept Primary Industries	Lachlan King	5761 1532	0417 115 799 <a href="mailto:lachlan.king@dpi.vic.gov.au">lachlan.king@dpi.vic.gov.au</a>
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CFA Operations Officer	Tony Owen	5833 2400	0419 106 438
Ambulance	John Morris	0447 337 236	<a href="mailto:john.morris@ambulance.vic.gov.au">john.morris@ambulance.vic.gov.au</a>
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Dept Land Water & Planning	Brendan Purcell	0357 113 245	0429 858 173

**Part 1 - INTRODUCTION**

**1. MUNICIPAL ENDORSEMENT**

This plan has been produced by and with the authority of Strathbogie Shire Council pursuant to Section 20(2) of the Emergency Management Act 1986.

The Strathbogie Shire Council understands and accepts its roles and responsibilities as described in Part 4 of the Emergency Management Act 1986.

This plan is a result of the co-operative efforts of the planning committee after consultation with those agencies and organisations identified therein.

The Common Seal of the  
Strathbogie Shire Council  
was hereunto affixed this

..... day of

.....

approving and adopting this plan.

In the presence of

..... Chief Executive Officer.

..... Councillor

2. STATEMENT OF AUDIT



### **3. AIM**

The aim of this Plan is to detail the agreed arrangements for the prevention of, the response to, and the recovery from, emergencies that could occur in the Strathbogie Shire as identified in Part 4 of the Emergency Management Act, 1986.

### **4. OBJECTIVES**

The broad objectives of this Plan are to: -

- a. Implement measures to prevent or reduce the causes or effects of emergencies
- b. Manage arrangements for the utilisation and implementation of municipal resources in response to emergencies.
- c. Manage support that may be provided to or from adjoining municipalities.
- d. Assist the affected community to recover following an emergency.
- e. Complement other local, regional and state planning arrangements.

### **5. THREATS**

A hazard analysis of all perceived threats to the municipality has been conducted by the MEMPC. This process is not intended to exclude any form of emergency and, to this end, this document has adopted a flexible "all hazards approach".

A summary of the hazard analysis and its findings is located in Part 5 of this plan.

## Part 2 - AREA DESCRIPTION

### 1. TOPOGRAPHY

#### **General:**

The Strathbogie Shire was created on 18 November 1994 by amalgamating the former Shire of Euroa (excluding the Arcadia, Karramomus and Terip Terip districts), the former Shire of Goulburn (excluding Murchison East district), the former Shire of Violet Town (excluding the Caniambo, Tamleugh and Warrenbayne districts), a portion of the former Rural City of Seymour (Avenel district), and a portion of the former Shire of Mclvor (north of Puckapunyal range and east of Redcastle).

The Strathbogie Shire is bordered by the Shires of Greater Shepparton, Campaspe, Mitchell, Murrindindi, Mansfield and Benalla Rural City.

The Euroa District of the Shire of Strathbogie is a predominantly rural area situated on the Hume Highway between the main centres of Benalla in the north and Seymour in the south. Other population centres include Strathbogie to the east and Arcadia to the north west

The Nagambie District of the Strathbogie Shire is located at the southern entrance of the Goulburn Valley and is approximately 115 kilometres north of Melbourne with the northern boundary 31 kilometres south of Shepparton along the Goulburn Valley Highway. It covers both rural and urban lands, with the main urban population centre being Nagambie. Other population centres include Avenel and Longwood areas.

The Nagambie District of the Strathbogie Shire has a total area of 3,200 square kilometres. The western and northern sections of the district incorporate the State forests of Graytown and Whroo. The eastern part of the District forms a section of the Strathbogie Ranges.

The Goulburn River meanders through the middle of the District which also feeds into Lake Nagambie and is controlled by Goulburn Weir. Several tributaries flowing from the snow fields and mountainous areas in the east of the District also influence water volume in flood prone zones.

The township of Nagambie is located on the eastern foreshore of Lake Nagambie, which is fed by the Goulburn River. The area is also well known for its wineries, which include Mitchelton and Chateau Tabilk. Tourism is a main feature of this area with numerous caravan parks and camping grounds.

The towns within the municipal boundaries are, on the average, not impacted by any specific health concern for the general population. Health services in the region include an ambulance station and private hospital in Euroa and aged hostels in Violet Town, Nagambie and Euroa. Four permanent doctors are located in Euroa and one permanent doctor is located in Nagambie.

**Climate:** Average rainfall figures – 500mm – 900mm  
Average temperature ranges from 10C to 35C.

**Natural Features:**

The district is predominantly flat, open farmland north of the Hume Freeway and ranging from rolling foothills to mountainous terrain south of the Hume Freeway.

Several watercourses traverse the district running from the southeast to the north-western corner of the district. The major creeks and streams are the Goulburn River, Seven Creeks, Castle Creek, Creighton's Creek, Sheans Creek and the Black Douglas Creek (Muddy Creek). This river system tends to cause widespread minor flooding in the central and northern parts of the district after excessive rain. This causes many roads to become impassable.

**Artificial Features:**

The district is traversed from east to west by the Hume Freeway carrying an average of 8600 vehicles per day, 43% of which are commercial vehicles. The Euroa road (old Hume Highway) provides a thoroughfare for approximately 850 northbound vehicles per day, and 720 southbound vehicles per day, 10% of which are commercial vehicles.

The main Melbourne-Sydney rail link passes through the district running parallel to the Hume Freeway. The line consists of two tracks, standard and broad gauge and carries in excess of forty trains per day on average.

The district is also traversed by the Melbourne-Sydney Natural Gas Pipeline and is under the direct air route from Melbourne to Sydney (a directional radio beacon is situated at Strathbogie township).

The agricultural portions of the District are served by a network of all weather, sealed and unsealed roads. The Goulburn Valley Highway passes through the centre of the District which is part of a link between the major cities of Melbourne and Brisbane and carries a large volume of heavy traffic. The eastern section of the District is bisected by the Hume Freeway and Melbourne to Sydney rail link, which are considered major national transport routes. Other major direct routes to the Goulburn Valley Highway and are the Heathcote-Nagambie, Nagambie-Locksley and Bendigo-Murchison Roads.

## 2. DEMOGRAPHY

The Strathbogie Shire comprises urban centres and residents as detailed above in addition to smaller townships and in some areas, isolated rural and farming residents. In this includes several isolated pockets of residential development located at Longwood, Ruffy, Bailleston, Kirwans Bridge, Whroo and Graytown.

The Shire also consists of a high proportion of non- resident rate payers (absentee land holders). The population also includes a high transition rate based on events and seasonal activities. A large volume of tourists visit the shire during summer months especially around the river and Lake Nagambie areas.

Strathbogie Shire Council has a population of 9,622 with a median age of 46.5 years

The Strathbogie Shire has a rural economic base of wool, grain and cattle production, extensive vineyards at Nagambie and throughout the Strathbogie Ranges and a wide range of intensive cool climate horticultural enterprises. Key industrial activities include food processing, manufacturing and wine.

Many core service providers are based outside the shire's boundaries.

The municipality traverses the major Melbourne to Sydney rail and road links.

### Industry:

The rural industries consist of predominantly sheep in the south and wheat in the northern portion. Some cattle farms occur in the northern irrigation areas and a relatively large number of horse studs exist around the Euroa area and in the foothills to the south of the town. A well-established timber winning and milling industry is based at Euroa with three mills and a seasoning and shaping works in the town. Other industries include Euroa Clay products, three metal fabricating works, an electric fencing manufacturer and a newspaper and printing company.

A number of service stations operate along the old Hume Highway, one of these being open 24 hours each day. Parachuting and light planes are widely utilised at two sites within the district. As well as wool, cattle and stud horses the area produces a wide range of other crops including stone fruit, apples, blueberries and wine grapes. Light industry includes engineering works, timber milling and timber yards, earthmoving businesses, and concrete production. Manufacturers in the district include clothing, timber, engineering, pet and animal food, food processing, and quarry tile industries. The horse industry and viticulture industries have expanded dramatically throughout the Shire during the late nineties.

## 3. MAPS

A set of maps detailing the area covered by this plan can be found in App. A.

## 4. HISTORY OF EMERGENCIES

The district to which this plan relates is renowned for emergencies which are emphasised as follows:



**A. Road Accidents**

On the Hume Freeway and in a recognised fatigue zone, Euroa emergency services respond to many road vehicle accidents.

**B. Fire Risk**

With vastly varying terrain, fertile soils and reliable rainfall the district ranks among the highest fire prone areas in Australia. The many small fires each year and the large wild fires of 1965 and 1990 (known as the Longwood and Strathbogie fires respectively) confirm the continuing risk of fire.

**C. Floods**

The many creeks which lead directly out of the hills have each recorded numerous floods with severe damage occurring particularly within the towns of Euroa and Violet Town. Significant flooding occurred in October 1992, October 1993 and September and December 2010.

**5. SPECIAL FACTORS FOR CONSIDERATION**

Lake Nagambie	Flooding.
Major Flooding	Goulburn River, Majors Creek, Hughes Creek, Seven Creeks, Castle Creek.
Fire Areas	Isolated rural residential development in Longwood, Ruffy, Bailieston, Kirwans Bridge, Whroo, Graytown, Strathbogie
Tourist Population	Moving into forest areas initiate searches as well as a potential fire hazard.
Goulburn Valley	Traffic accidents, chemical hazards. Hume Freeway, GV Freeway.
Rail Transport	Passenger rail accident, chemical spill. Melbourne-Sydney Rail

### **Part 3 - MANAGEMENT ARRANGEMENTS**

#### **1. MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE**

This Committee is formed pursuant to Section 20(3) and (4) of the Emergency Management Act, to formulate a plan for the Council's consideration in relation to the prevention of, response to and the recovery from emergencies within the Strathbogie Shire.

The following persons shall make up the Municipal Emergency Management Planning Committee:

Chairperson - Councillor  
 Municipal Emergency Resource Officer (MERO)  
 Municipal Recovery Manager  
 MEMPC Executive Officer  
 Municipal Emergency Response Co-Ordinator.  
 Fire Service Representative  
 VICSES Representative  
 Police Representative  
 Ambulance Representative  
 Dept. Human Services Representative  
 VicRoads/VicTrack

Persons responsible for Functional Areas:  
 Emergency Relief - Red Cross Representative  
 Communications - WICEN Representative  
 Health & Medical - Euroa Hospital Representative  
 Transport & Engineering - Strathbogie Shire Council representative

#### **2. MUNICIPAL EMERGENCY MANAGEMENT FUNCTIONS**

The Strathbogie Shire Council accepts responsibility for management of municipal resources and the co-ordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies.

This includes the management of:

- (a) the provision of emergency relief to combatants and affected persons during the response phase;
- (b) the provision of supplementary supply (resources) to control and relief agencies during response and recovery;
- (c) municipal assistance to agencies during the response to and recovery from emergencies;
- (d) the assessment of the impact of the emergency; and
- (e) recovery activities within the municipality, in consultation with Department of Human Services.

In order to carry out these management functions, the Strathbogie Shire Council will form an Emergency Management Group. This group will consist of:

- Municipal Emergency Resource Officer (MERO)
- Municipal Recovery Manager (MRM)
- Chief Executive Officer
- Municipal Emergency Response Co-Ordinator
- Control Agency Representative
- Municipal Fire Prevention Officer
- Others co-opted as required

The emergency management group or part thereof will convene when the scale of the emergency dictates the requirement for the provision of any of the functions outlined above. Members of the emergency management group will liaise to determine what level of activation is required.

Where appropriate the functions of the emergency management group will be carried out in consultation with:

- The Municipal Emergency Response Co-Ordinator, with respect to the co-ordination and provision of resources.
- The control agency.

The specific responsibilities of the MERO and the MRM are detailed below.

### **3. MUNICIPAL EMERGENCY RESOURCE OFFICER (MERO)**

The Strathbogie Shire Council has appointed the Director, Asset Services as Municipal Emergency Resource Officer (MERO) pursuant to Section 21(1) of the Emergency Management Act 1986. Council has also appointed various Council officers as Deputy MERO's.-

#### **Responsibilities**

1. To be responsible for the co-ordination of Municipal resources in responding to emergencies.
2. If the MERO is unable to attend the emergency the deputies take on full responsibility.
3. To establish and maintain an effective infrastructure of personnel whereby Municipal resources can be accessed on a 24 hour basis.
4. To establish and maintain effective liaison with agencies within or servicing the Municipal district and the MRM.
5. To maintain the Municipal Emergency Co-ordination Centre(s) at a level of preparedness to ensure prompt activation when necessary.
6. To facilitate the arrangement of a post emergency debrief as requested by the

Municipal Emergency Response Co-Ordinator.

7. To ensure procedures and systems are in place to monitor and record all expenditure by the Municipality in relation to emergencies.

### **Municipal Authority**

The Municipal Emergency Resource Officer (MERO) is responsible for the co-ordination of municipal resources in responding to emergencies, and has full delegated powers to deploy and manage Council's resources during emergencies. An up to date list of resources is to be maintained by the MERO (refer separate document titled Resource Database).

### **4. MUNICIPAL RECOVERY MANAGER (MRM)**

The Strathbogie Shire Council has appointed a Municipal Recovery Manager (MRM) and a Deputy (DMRM) pursuant to Section 21(1) of the Emergency Management Act 1986.

### **Responsibilities**

1. Co-ordinate municipal and community resources within the municipality during recovery.
2. Immediately following an emergency, assist with:
  - the collation and evaluation of information gathered in the post impact assessment.
  - the establishment of priorities for the restoration of community services and needs
3. The MRM is to liaise with the appointed MERO for the best use of municipal resources to enable the recovery by individuals or the community from the effects of an emergency.
4. Establish an Information and Co-ordination Centre to be located at the Municipal Offices or a location appropriate to the emergency that has occurred.
5. Liaise, consult and negotiate on behalf of the affected area with recovery agencies and the municipality.
6. Liaise with the Regional Recovery Management Committee or Department of Human Services.
7. Undertake specific recovery activities as determined by the municipality. The MRM may delegate duties to provide for effective management of the recovery functions.

## 5. COMMAND, CONTROL, COORDINATION (EMERGENCY RESPONSE)

### Command

Command of operational personnel of the various authorities and organisations involved is vested in the command structure of that particular authority or organisation and will remain exclusively with that body.

### Control

Control of emergency operations will at all times remain the responsibility of the Emergency Response Agency, or Organisation, directly responsible for combating the particular type of emergency. The Controlling Authority is to appoint an Incident Controller who will control the operation. A comprehensive list of Controlling Agencies and their roles can be found in part 5 of this plan.

### Co-Ordination (EMERGENCY RESPONSE)

The main function of the Municipal Emergency Response Co-Ordinator is to coordinate the provision of resources as requested by the Control and Support Agencies. The Emergency Management Act identifies that Emergency Response Co-Ordinators at State, Regional, Municipal and Field level will always be Police Members. Their role wherever possible should be separate from operational Police activities.

### EMERGENCY RESPONSE CO-ORDINATOR

The Senior Police Member present at the scene of an emergency, has the responsibility of coordinating resources to provide the most effective support to the Control Agency and the functional service agencies. This person is known as the Field Municipal Emergency Response Co-Ordinator.

#### Responsibilities

1. Ensure that the necessary control agency/s and support agencies are in attendance or have been notified of the emergency and are responding.
2. Liaise with all agencies at scene. Ensure an incident controller has been identified.
3. Arrange for the satisfaction of requests for provision of resources to the control/support agencies by:
  - a. Ensuring provision of available resources from within municipal council area;
  - b. Utilising municipal emergency relief and supply arrangements; or
  - c. Requesting additional resources through the municipal/regional Municipal Emergency Response Co-Ordinators.
4. Provide situation reports to the municipal/regional Municipal Emergency Response Co-Ordinator.
5. Ensure that consideration has been given to:

- a. Alerting the public to existing and potential dangers arising from a serious emergency.
  - b. The need for evacuation (consult Control Agency).
  - c. Public Information.
  - d. Traffic isolation, ingress/egress of emergency vehicles, etc. (Consult Control Agency/Police Commander).
6. Make necessary arrangements at scene for media - ie. containment, press releases, etc.

### **MUNICIPAL EMERGENCY RESPONSE CO-ORDINATOR (MERC)**

The Officer in Charge at the Euroa Police Station, or his/her deputy is known as the Municipal Emergency Response Co-Ordinator for the Strathbogie Shire.

#### Responsibilities

1. Take an active role in planning at a local level including representation on the Municipal Emergency Management Planning Committee.
2. In times of emergencies that require activation of the MECC attend at the MECC as Municipal Emergency Response Co-Ordinator.
3. Liaise with local control authorities and support agencies and ensure that an effective control structure has been established by agencies in coping with an emergency at local level.
4. Obtain and forward regular advice to the Regional Municipal Emergency Response Co-Ordinator of the potential of an emergency which is not under substantial control of the control agency.
5. Maintain an awareness of local resources which may be utilised in an emergency.
6. Convene post emergency de-briefing conferences as soon as practicable after a local emergency when required.

Any Control Agency requiring municipal support will request that support through the Municipal Emergency Response Co-Ordinator who will pass on all requirements to the Municipal Emergency Resource Officer (MERO).

### **REGIONAL EMERGENCY RESPONSE CO-ORDINATOR (RERC)**

When all relevant resources have been fully committed and there is further requirement for additional resources, all requests must be forwarded to the Municipal Emergency Response Co-Ordinator who will in turn pass on same to the Regional Municipal Emergency Response Co-Ordinator for action. In the absence of the Regional Municipal Emergency Response Co-Ordinator, his/her deputy will be contacted.

## **MUNICIPAL FIRE PREVENTION OFFICER**

The Country Fire Authority Act and the *Metropolitan Fire Brigades Act 1958* require each municipal council to appoint a fire prevention officer (generally known as a Municipal Fire Prevention Officer) and any number of assistant fire prevention officers.

With the introduction of the Integrated Fire Management Planning framework, a Municipal Fire Management Plan may be developed as a sub-plan to the MEMPlan or the risk may be dealt with by the MEMPlan.

### Responsibilities

1. Undertake and regularly review council's fire prevention planning and plans together with the Municipal Fire Management Planning Committee (MFMP), if one exists).
2. Liaise with fire services, brigades, other authorities and councils regarding fire prevention planning and implementation.
3. Advise and assist the Municipal Emergency Management Planning Committee (or MFMP) on fire prevention and related matters.
4. Ensure the MEMPlan contains reference to the Municipal Fire Management Plan.
5. Report to council on fire prevention and related matters.
6. Carry out statutory tasks related to fire prevention notices and infringement notices.
7. Investigate and act on complaints regarding potential fire hazards.
8. Advise, assist and make recommendations to the general public on fire prevention and related matters.
9. Issue permits to burn (under s. 38 of the Country Fire Authority Act).
10. Facilitate community fire safety education programs and support Community Fireguard groups in fire-prone areas. Support fire services in the delivery of community fire safety education programs.

## 6. MUNICIPAL EMERGENCY CO-ORDINATION CENTRES (MECC)

The MECC will co-ordinate the provision of human and material resources within the municipality, during emergencies. It will also maintain an overall view of the operational activities within this Plan's area of responsibility, for record, planning and debrief purposes. The MECC may also become operational during support operations to a neighbouring municipality. Administrative staff for the MECC will be drawn from municipal employees.

Provision of MECC functions may in the first instance be conducted from an appropriate Police Station. The Municipal Emergency Response Co-Ordinator may request activation of an identified MECC if required.

The primary Municipal Emergency Co-ordination Centre for the Euroa District is:-

Municipal Offices, Binney Street, Euroa

The alternative MECC, in the event that the primary MECC becomes unserviceable is:-

Schoolhouse, adjacent to the Euroa Primary School, Clifton Street, Euroa.

The primary Emergency Co-ordination Centre for the Nagambie District of the Strathbogie Shire is:-

Nagambie Lakes Regatta Centre, Nagambie District of the Strathbogie Shire, Loddings Lane, Nagambie.

The alternative MECCs, in the event that the primary ECC becomes unserviceable is:-

Nagambie Recreation Reserve, Vickers Road;  
Community Centre, Down Street, Longwood;

The primary emergency Co-ordination Centre for the Violet Town district is:-

Football Clubrooms, Tulip Street, Violet Town.  
The alternative Municipal ECCS, in the event of the primary ECC becoming unserviceable is: Community Centre, Cowslip Street, Violet Town.

In the event that the above mentioned facilities are not available at the time, the venue/building as deemed most suitable for the event or situation.

An agreed set of Standard Operating Procedures for use in the ECC is detailed in Appendix B.

## 7. OPERATIONS CENTRE

The centre established by an agency for the command / control functions within their own agency. The Shire of Strathbogie may establish an operations centre, if necessary, to control its own resources in an emergency.



## **8. DEBRIEFING ARRANGEMENTS**

A debrief should take place as soon as practicable after an emergency or exercise. The Municipal Emergency Response Co-Ordinator will convene the meeting and all agencies who participated should be represented with a view to assessing the adequacy of the Plan and to recommend any changes. Such meetings should be chaired by the Chairperson of the MEMPC.

It may also be appropriate to conduct a separate recovery debrief to address recovery issues. This should be convened and chaired by the Municipal Recovery Manager.

## **9. FINANCIAL CONSIDERATIONS**

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

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

Depending on the magnitude of the emergency some government financial assistance may be available for prevention, response and recovery activities.

The Strathbogie Shire Council is accountable for any monies donated as a result of any emergency event and will implement systems to receive and account for all such donations.

## **10. PUBLIC INFORMATION AND WARNING**

It is important to ensure that public information and warning is maintained at an optimum level. This provides the public with the necessary information to develop an understanding and awareness of the issues associated with the prevention of, response to and recovery from emergencies.

### **Prevention (Before Emergencies)**

Any information released to the public on behalf of the Strathbogie Shire Council will be to educate and assist the community to prepare for emergencies.

### **Response Phase**

Releasing information is normally the responsibility of the Control Agency(s) in conjunction with the Municipal Emergency Response Co-Ordinator. Any information released by the Municipality must be approved by the MERO (General information) or Chief Executive Officer / Senior Management - (Policy / Financial / Political matters).

Information can be categorised under the following headings:

### Pre impact

To enable the public to take reasonable measures to prevent, or lessen the potential effects of emergencies and to cope during the impact phase of an emergency.

### During impact

To produce suitable news releases through the media concerning the effects of the emergency and what action can be taken by the public.

### Post impact

To maintain the crucial information flow to those in need of assistance and direction.

## **Recovery Process**

Releasing information will be the responsibility of the Strathbogie Shire Council and Department of Human Services. Any information released must be approved by the MRM (General information) or Chief Executive Officer / Senior Management - (Policy / Financial / Political matters). Liaison must take place so duplication and confusion does not occur.

## **Dissemination**

Immediate use of the media should be made to avoid phone congestion. The public should be advised to direct calls to appropriate agencies and centres with adequate facilities, staff and knowledge to answer questions or disseminate information.

The "Standard Emergency Warning Signal" may be used to alert the public to an actual or impending emergency or maintain the dissemination of public information. Authority to use the signal over electronic media must be given by the Divisional Municipal Emergency Response Co-Ordinator or his/her representative.

## **Methods**

All methods of disseminating information should be considered including;

- Radio Stations
- Television
- Newspapers (particularly in extended response and recovery phases)
- Ethnic groups
- Community Newsletters
- Information Centres ("One Stop Shops")
- Manual door knock of each residence
- Public address system mounted on vehicle
- CFA Network
- Church/Religious Groups and, Community Organisations
- Statewide Emergency Alert System
- [www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)

## **Disabled or Non-English Speaking Persons**

Special considerations need to be given to warning disabled and non English speaking groups. In the case where information or communication is required with persons unable to speak English an interpreter service such as the Telephone Interpreter Service, 131 450, may be able to assist.

## **Information Resources**

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

- Electronic Media
- Police Media Liaison
- Literature/Brochure Information
- Print Media

If an emergency requires concurrent media response through radio, television and newspaper outlets, the Police Media Liaison Section may be contacted through the Municipal Emergency Response Co-Ordinator.

## **Information Centre**

If required, a public and media information centre will be established. All Strathbogie Council related public and media releases shall be issued from this centre. The Strathbogie Shire Council shall appoint a Media Liaison Officer for municipal releases.

## **11. RESPONSE/RECOVERY HAND OVER**

Emergency Relief and Supplementary Supply response functions are detailed in Part 7, recovery functions are detailed in Part 6 of this plan.

It is essential to ensure a smooth transition from the response phase to the recovery process, in any emergency at municipal level. While it is recognised that recovery activities will have commenced shortly after impact, there will be a cessation of response activities and a hand over to recovery agencies. This will occur when the Municipal Emergency Response Co-Ordinator in conjunction with the control agency and MERO declares 'Stand Down' of response. The early notification of recovery agencies involved in the emergency will ensure a smooth transition of on going activities from response to recovery.

Accounts and financial commitments made during the response phase are the responsibility of the MERO through the Municipal Emergency Management Plan arrangements.

## **Termination of Response Activities and Hand Over of Goods/Facilities**

When response activities are nearing completion the Municipal Emergency Response Co-Ordinator in conjunction with the control agency will call together relevant relief and recovery agencies including the MERO and the MRM, to consult and agree on the timing and process of the response stand down.

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

Payment for goods and services used in the Recovery process is the responsibility of the Municipal Recovery Manager through the Municipal Emergency Management Plan arrangements.

## **12. VOLUNTEER EMERGENCY WORKERS**

It is the responsibility of the Organisation utilising the volunteer emergency workers in the response phase to ensure that all of the volunteer emergency workers are registered. Co-ordination of that registration is the responsibility of the MRM of the Strathbogie Shire Council. It is the responsibility of the Shire of Strathbogie to register volunteer emergency workers during the recovery phase.

Compensation for all volunteer emergency workers will be as laid down in Part 6 of the Emergency Management Act, 1986.

## **13. MAINTENANCE OF PLAN**

### **Frequency of Meetings**

The MEMPC will meet on at least two occasions each year. The dates of these meetings should be:

First Thursday in May and November each year.

Minutes of all meetings must be taken and a copy sent to the Regional Municipal Emergency Response Co-Ordinator. Functional Sub Committees, if formed, should meet at least once per year to review and amend their arrangements where necessary.

### **Plan Review**

Content of this Plan is to be reviewed annually or after an emergency which has utilised part of this plan. Organisations delegated with responsibilities in this Plan are required to notify the MERO of any changes of detail (eg. contact information), as they occur.

Review of the plan will specifically focus on the hazards in the Strathbogie Shire and the Contact Directory of the plan.

Amendments are to be produced and distributed by the Strathbogie Shire Council as required. See Appendix F for distribution list.

### **Testing**

Upon completion of this Plan, and thereafter on an annual basis, arrangements

pertaining to this plan should be tested. This will be done in a form determined by the MEMPC. Any procedural anomalies or short falls encountered during these exercises, or ensuing operations, must be addressed and rectified at the earliest opportunity. A list of exercises conducted is included in Appendix H.

## **Audit**

The Strathbogie Shire Council pursuant to section 21A of the Emergency Management Act shall submit the Municipal Emergency Management Plan to the Victoria State Emergency Service for audit. This audit will assess whether the plan complies with guidelines issued by the Co-ordinator in Chief.

The plan will be submitted for audit at least every three years.

## **Part 4 - PREVENTION ARRANGEMENTS**

### **1. THE ROLE OF THE MUNICIPALITY**

The Strathbogie Shire Council recognises it has a key role in prevention and mitigation activities to reduce the risk, or minimise the effects, of emergencies that may occur in the area. Council's enforcement and continued reviewing of existing policies in land use, building codes and regulations, and urban planning, along with the various agencies responsible for prevention activities throughout the community, combine to ensure that all measures possible are addressed to reduce the likelihood of emergency. The Municipal Emergency Management Planning Committee also plays a role in prevention by identifying potential hazard areas.

### **2. PREPAREDNESS**

Part 5 (Response Arrangements) identifies the roles and responsibilities of the various organisations and agencies that exist in the municipality. Each agency's ability to cope with the identified threats was considered during this process.

Municipal Emergency Co-ordination Centres have been identified, along with an alternative in the event that the Primary MECC should become unserviceable. Likewise, Emergency Relief Centres and Assembly Areas have been determined for use during emergencies.

### **3. HAZARD REVIEW**

During the preparation of this Plan, a hazard analysis was carried out to identify potential natural and manmade hazards within the municipality. The history of their occurrence and the nature of each hazard, especially community vulnerability, have been considered during the analysis process. The results of the hazard analysis can be found in Part 5. Due to ongoing changes of seasonal conditions, community development and public attitudes, the rating of the identified threats may vary over a period of time. The Municipal Emergency Management Planning Committee is tasked with re-assessing of threats to the community from time to time.

### **4. COMMUNITY AWARENESS**

The ability of a community to respond to an emergency situation and in turn recover from the effects of an emergency, will depend on the attitude of the people affected. Obtaining the preferred response from people during emergencies will require community education and awareness programs to be implemented for this purpose. The Municipality and the Municipal Emergency Management Planning Committee will support and promote appropriate prevention and awareness programs within the municipalities. Methods of warning the community of an impending emergency are addressed Part 3.

## 5. PREVENTION/MITIGATION PLANS

Within the municipality a number of response, prevention or mitigation plans have been developed.

They are:

Fire Prevention Plan.

Township Protection Plans (are being developed) for Strathbogie and Ruffy townships.

Flood Plans for Avenel Township, Violet Town Township, Euroa Township and Nagambie Township.

Evacuation Plans:

Euroa Caravan Park  
Euroaville Aged Care Facility

Other Special Plans:

School Bus Routes  
Diversion of Traffic

Details of those plans are listed in Appendix C of this document.

## 6. BUSHFIRE VULNERABLE PEOPLE

The 2009 Victorian Royal Commission identified the need to identify people vulnerable to bushfire and also facilities where vulnerable people likely to be situated.

The Shire of Strathbogie maintains a list of vulnerable people in the database City Manager, Aged care System. This list is forwarded as renewed to Euroa Police and a hard copy is kept in reception by Community Services in a folder marked "CodeRed".

A list of facilities where vulnerable people are likely to be located in listed in Appendix L.

## 6. COMMUNITY EMERGENCY RISK MANAGEMENT

The following information is an overview of the Community Emergency Risk Management process, with the full information being held in the Municipal Workbook.

The workbook records the decisions of the group, agencies and departments, and contains the plans that must be completed in each phase. The use of this workbook has ensured a consistent approach and methodology. The Community Emergency Risk Management process as facilitated by VICSES uses the model on the following page. This model shows the phases and steps that guide the municipality in completing a Risk Management Guidelines Process for emergencies as per AS/NZS 4360:2004

These ratings shall be reviewed annually or at the direction of a control agency or the Municipal Emergency Plan Co-ordinator.

Community emergency risk management can be divided into the three phases outlined in the table below.

<b>Phase One:</b> Policy & Procedures	Develop policies, procedures and terms of reference.
<b>Phase Two:</b>  Action	This is the investigative, information-gathering and analytical phase. The group will: <ul style="list-style-type: none"> <li>➤ Collect data about the community's elements at risk and hazards</li> <li>➤ Identify risks (What events have the potential to destroy/seriously damage people, property or the environment)</li> <li>➤ Analyse risks             <ul style="list-style-type: none"> <li>▪ How likely is it?</li> <li>▪ What will be the consequences?</li> </ul> </li> <li>➤ Prioritise risks</li> </ul>
<b>Phase three:</b>  Decision & Treatment	During this phase decisions need to be made about what can be done and how to prevent, mitigate, accept (tolerate). The group will recommend treatment options to senior management for implementation.



**Glossary:**

<b><i>Consequences</i></b>	The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.
<b><i>Hazard</i></b>	A source of potential harm or a situation with a potential to cause loss.
<b><i>Likelihood</i></b>	Used as a qualitative description of probability and frequency.
<b><i>Risk</i></b>	The chance of something happening that will have an impact upon objectives*. It may be measured in terms of likelihood and consequences. *e.g. a safe and healthy community
<b><i>Risk Avoidance</i></b>	An informed decision not to become involved in a risk situation.
<b><i>Risk Management</i></b>	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risk.
<b><i>Residual Risk</i></b>	The remaining level of risk after risk treatment measures have been taken.
<b><i>Risk Transfer</i></b>	Shifting the responsibility or burden for loss to another party through legislation, contract, insurance or other means. Risk transfer can also refer to shifting a physical risk or part thereof elsewhere.
<b><i>Risk Treatment</i></b>	Selection and implementation of appropriate options for dealing with risk.

Note: All definitions taken from AS/NZS 4360 2004 Risk management.

Level	Descriptor	Description
<b>A</b>	<b>Almost certain</b>	The event is expected to occur. High level of recorded incidents and/or very strong anecdotal evidence. A strong likelihood event will reoccur. Great opportunity, reason, or means to occur.
<b>B</b>	<b>Likely</b>	The event will probably occur. Regular recorded incidents and strong anecdotal evidence. Considerable opportunity, reason or means to occur.
<b>C</b>	<b>Possible</b>	The event should occur at some time. Few infrequent, random recorded incidents or little anecdotal evidence. Very few incidents in associated organisations or comparable facilities. Some opportunity, reason or means to occur.
<b>D</b>	<b>Unlikely</b>	The event could occur at some time. No recorded incidents or any anecdotal evidence. No recent incidents in associated organisations or facilities. Little opportunity, reason or means to occur.
<b>E</b>	<b>Rare</b>	The event may occur only in exceptional circumstances.

### Qualitative Measures of Consequence

Level	Descriptor	Description
1	<b>Insignificant</b>	No injuries or fatalities. Small number or nil people are displaced and only for short duration. Little or no personal support required (support not \$ or material). Inconsequential or no damage. Little or no disruption to community. No measurable impact on environment. Little or no financial loss.
2	<b>Minor</b>	Small number of injuries but no fatalities. First Aid treatment required. Some displacement of people (less than 24 hrs). Some personal support required. Some damage. Some disruption (less than 24hrs). Small impact on environment with no lasting effects. Some financial loss.
3	<b>Moderate</b>	Medical treatment required but no fatalities. Some hospitalisation. Localised displacement of people who return within 24hrs. Personal support satisfied through local arrangements. Localised damage, which is rectified by routine arrangements. Normal community functioning with some inconvenience. Some impact on environment with no long-term effect or small impact on environment with long-term effect. Significant financial loss.
4	<b>Major</b>	Extensive injuries, significant hospitalisation, large number displaced (more than 24 hours duration). Fatalities. External resources required for personal support. Significant damage that requires external resources. Community only partially functioning, some services unavailable. Some impact on environment with long-term effects. Significant financial loss—some financial assistance required.
5	<b>Catastrophic</b>	Large number of severe injuries. Extended and large numbers requiring hospitalisation. General and widespread displacement for extended duration. Significant fatalities. Extensive personal support. Extensive damage. Community unable to function without significant support. Significant impact on environment and/or permanent damage. Huge financial loss—unable to function without significant support.

## Risk Rating Matrix

LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
<b>A</b> (almost certain)	H	H	E	E	E
<b>B</b> (likely)	M	H	H	E	E
<b>C</b> (possible)	L	M	H	E	E
<b>D</b> (unlikely)	L	L	M	H	E
<b>E</b> (Rare)	L	L	M	H	H

(AS/NZS 4360)

### Legend

#### Level of risk

Recommended action

#### E = Extreme

Detailed research and management planning required at senior levels. Action must be taken to reduce consequences or likelihood.

#### H = High

Senior management attention required, further research might be required. Some action must be taken.

#### M = Moderate risk

Management responsibility must be specified, specific monitoring or response procedures required.

#### L = Low risk

Managed by routine procedures.

The agencies and departments involved, using the Community Emergency Risk Management approach, rated the following list of risks in priority order. This is linked to the recommended action of the risk-rating matrix in phase one of the Municipal Workbook.

Accident - Dangerous Goods & Hazardous Materials	Extreme
Accident – Industrial / Explosion	Extreme
Bridge Collapse	Low
Building Collapse	High
Dam Collapse / Overflow	High
Earthquake	High
Exotic Disease - Animal	High
Exotic Disease – Plant	High
Fire	Extreme
Flood	Extreme
Health Epidemic – Human	Extreme
Land Movement Event	High
Spill Oil Chemical	High
Severe Storm - (electrical, extreme wind, torrential rain, large hail)	Extreme
Terrorism / Bomb Explosion	High
Terrorism / Sabotage	High
Transport Accident – Road, Rail, Air	Extreme
Utility - Essential Services Failure	Extreme

## Risk Register Treatment Plan

### INDEX (Alphabetically Listed)

<b>INCIDENT</b>	<b>PAGE</b>	<b>ACTION PLAN</b>
Accident - Dangerous Goods & Hazardous Materials	25	001
Accident – Industrial / Explosion	26	002
Bridge Collapse	27	003
Building Collapse	28	004
Dam Collapse / Overflow	29	005
Earthquake	30	006
Exotic Disease - Animal	31	007
Exotic Disease – Plant	32	008
Fire	33	009
Flood	34	010
Health Epidemic – Human	35	011
Land Movement Event	36	012
Spill Oil Chemical	37	013
Severe Storm		
- (electrical, extreme wind, torrential rain, large hail)	38	014
Terrorism / Bomb Explosion	39	015
Terrorism / Sabotage	40	016
Transport Accident – Road, Rail, Air41	41	017
Utility - Essential Services Failure	42	018

## Shire of Strathbogie CERM Risk Register and Treatment Options

<b>Risk Rating</b>	<b>Hazard</b>	<b>Elements at Risk</b>	<b>Action Plan #</b>	
Extreme	Accident – Dangerous Goods & Hazardous Materials	Loss of Life / personal injury, Environmental damage, business / commercial loss, asset and resource damage / loss, loss of livelihood		001
			<b>Date Compiled :</b>	
			<b>28 October 2005</b>	

**Risk Statement** (Hazard + Elements at Risk + Vulnerability = RISK).

At risk to industrial accident/explosion for both rural and urban situations.

<b>Consequence</b>	<b>Explain :</b> Accidents involving dangerous goods and hazardous materials have the potential to cause loss of life / personal injury, environmental damage loss of business commercial and/or industrial enterprises, asset and resource damage/ loss, and loss of livelihood.
<b>Major</b>	
<b>Likelihood</b>	<b>Explain :</b> Little major industry handling dangerous goods in the municipality.
<b>Possible</b>	

**What responsibilities does the Municipality have to manage this risk?**

Council has a responsibility under the Emergency Management Act 1986 to provide coordination to response and recovery at a municipal level by application of Municipal Emergency Response and Recovery procedures, and to advocate on behalf of urban and rural communities.

Council is obliged to resource Municipal Recovery Plan procedures, including provision and facilitating a Municipal Emergency Coordination Centre (MECC) as required. Council Planning Scheme controls.

**Other agencies etc with Risk Mgt responsibility for this risk.**

*Control Agency: CFA      Support & Other: VicPol, EPA, Ambulance, Worksafe, Municipal Council, VicRoads SES.*

**TREATMENT STRATEGIES.**

<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILITY be further reduced by new treatment strategies?</b>	<b>Yes</b>	Recommend ✓ or ✗
<p><b>Key control measures already in place :</b></p> <ul style="list-style-type: none"> <li>Coordinated implementation of Agency response plans</li> <li>Plan and coordinate Municipal Emergency Response and Recovery assistance to Local, Regional or State Emergency Management Plans as appropriate</li> <li>Implement planning controls separation distances, environmental and other statutory regulations.</li> <li>Provide a means of returning affected communities and individuals to their normal livelihoods</li> <li>Advocate on behalf of affected communities for assistance</li> </ul> <p><b>Treatments (Recommended) :</b> Council resource the involvement necessary for the response and recovery process to an industrial accident. Include in Municipal Emergency response planning activities consideration of response and recovery to industrial accident events and exercise plans with multi agency involvement.</p>		✓ ✓

<b>Committee Consensus Achieved</b>	<b>Responsible Officer (MERO)</b>
<b>Comments :</b> <p style="text-align: center;"><b>Adopted 3/11/05</b></p>	<b>Date : 3/11/05</b>
<b>Approved by Council</b>	<b>Chief Executive Officer</b>
<b>Comments :</b>	<b>Date :</b>

## Shire of Strathbogie CERM Risk Register and Treatment Options

<b>Risk Rating</b>  Extreme	<b>Hazard</b> <b>Industrial Accident /Explosion</b>	<b>Elements at Risk</b> Loss of Life / personal injury, Environmental damage, business / commercial loss, asset & resource damage / loss, loss of livelihood	<b>Action Plan #</b>  002	<b>Date Compiled :</b>  28 October 2005
<b>Risk Statement</b> (Hazard + Elements at Risk + Vulnerability = RISK). At risk to industrial accident/explosion for both rural and urban situations.				
<b>Consequence</b>	<b>Explain :</b> Industrial accidents have the potential to cause loss of life / personal injury, environmental damage loss of business commercial and/or industrial enterprises, asset and resource damage / loss, and loss of livelihood.			
<b>Major</b>				
<b>Likelihood</b>	<b>Explain :</b> Frequency rate of industrial accidents is high. Little industry in the municipality.			
<b>Likely</b>				
<b>What responsibilities does the Municipality have to manage this risk?</b> Council has a responsibility under the Emergency management Act 1986 to provide coordination to response and recovery at a municipal level by application of Municipal Emergency Response and Recovery procedures to advocate on behalf of urban and rural communities. Council is obliged to resource Municipal Recovery Plan procedures, including provision and facilitating a Municipal Emergency Coordination Centre (MECC) as required. Council Planning Scheme controls.				
<b>Other agencies etc with Risk Mgt responsibility for this risk.</b> <i>Control Agency: CFA      Support &amp; Other: VicPol,EPA,Ambulance,Worksafe,Municipal Council,VicRoads SES.</i>				
<b>TREATMENT STRATEGIES.</b>				
<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further Reduced by new treatment strategies?</b>			<b>Yes</b>	<b>Recommend ✓ or * x</b>
<b>If yes how:</b> <b>Key control measures already in place :</b> <ul style="list-style-type: none"> <li>• Coordinated implementation of Agency response plans</li> <li>• Plan and coordinate Municipal Emergency Response and Recovery assistance to Local, Regional or State Emergency Management Plans as appropriate</li> <li>• Implement planning controls separation distances, environmental and other statutory regulations.</li> <li>• Advocate on behalf of affected communities for assistance</li> <li>• Provide a means of returning affected communities and individuals to their normal livelihoods</li> </ul> <b>Treatments (Recommended) :</b> Council resource the involvement necessary for the response and recovery process to industrial accident events. Include in Municipal Emergency response planning activities consideration of response and recovery to industrial accident events and exercise plans with multi agency involvement.			          ✓  ✓	
<b>Committee Consensus Achieved</b>		<b>Responsible Officer (MERO)</b>		
<b>Comments :</b> <p style="text-align: center;"><b>Adopted 3/11/05</b></p>		<b>Date : 3/11/05</b>		
<b>Approved by Council</b>		<b>Chief Executive Officer</b>		
<b>Comments :</b>		<b>Date :</b>		



**Shire of Strathbogie  
CERM Risk Register and Treatment Options**

<b>Risk Rating</b>  Low	<b>Hazard</b>  Bridge Collapse	<b>Elements at Risk</b> Affects – asset and resource damage / loss, loss of life / personal injury, livelihood, environmental damage.	<b>Action Plan #</b> 003
			<b>Date Compiled :</b>  28 October 2005

**Risk Statement** (Hazard + Elements at Risk + Vulnerability = RISK).

Council contains a total of 500 bridges & major culverts on Local roads for which it has responsibility. Other bridges and culverts on Highways and Main Roads are the responsibility of VicRoads. A variety of materials of construction from timber to concrete structures exist, and the potential risk varies accordingly for threats such as fire or flood damage. The number of timber bridges is being reduced as they are replaced by concrete bridges.

<b>Consequence</b> Minor	<b>Explain :</b> Generally alternate routes exist, loss of life unlikely.
<b>Likelihood</b> Unlikely	<b>Explain :</b> Overloading of bridge would be required.

**What responsibilities does the Municipality have to manage this risk?**

Asset maintenance inspections, load limiting if applicable, asset replacement if and when required. Design and maintenance standards and procedures.

**Other agencies etc with Risk Mgt responsibility for this risk.**

Control Agency: **CFA/SES** Support & Other: **VicPol, Municipal Council, VicRoads**

**TREATMENT STRATEGIES.**

<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further Reduced by new treatment strategies?</b>	<b>Yes</b>	Recommend ✓ or ✗
<b>If yes how:</b> <u>Key control measures already in place :</u> <ul style="list-style-type: none"> <li>• Design standards to be met in new works</li> <li>• Council carries out bi-annual maintenance inspection and condition reporting utilising own staff.</li> <li>• Asset evaluation and reporting carried out by consultant Bridge engineer on 5 year inspection and reporting frequency.</li> <li>• Individual assets are inspected following flood or fire events that may affect structural integrity</li> <li>• Council has the ability to impose load limits accordingly</li> </ul> <u>Treatments (Recommended) :</u> Manage by routine procedures identified in Council's Road Management Plan and Asset Management Plans.		✓

<b>Committee Consensus Achieved</b>	<b>Responsible Officer (MERO)</b>
<b>Comments :</b> Adopted 3/11/05	<b>Date: 3/11/05</b>
<b>Approved by Council</b>	<b>Chief Executive Officer</b>
<b>Comments :</b>	<b>Date :</b>

## Shire of Strathbogie CERM Risk Register and Treatment Options

<b>Risk Rating</b>	<b>Hazard</b>	<b>Elements at Risk</b>	<b>Action Plan #</b>	<b>004</b>
High	<b>Building Collapse</b>	Loss of Life / personal injury, business / commercial loss, asset and resource damage / loss, loss of livelihood /business continuity	<b>Date Compiled :</b> <b>28 October 2005</b>	

**Risk Statement** (*Hazard + Elements at Risk + Vulnerability = RISK*).

Council is at risk of building collapse for industrial, commercial and rural situations.

Building collapse has the potential to cause loss of life / personal injury, business commercial and / or industrial enterprises, asset and resource damage / loss, and loss of livelihood / business continuity.

<b>Consequence</b>	<b>Explain :</b>
<b>Moderate</b>	Has potential to cause loss of life.
<b>Likelihood</b>	<b>Explain :</b>
<b>Possible</b>	Few multi-story buildings in the municipality.

**What responsibilities does the Municipality have to manage this risk?**

Council has a responsibility under the Emergency Management Act 1986 to provide coordination to response and recovery at a municipal level by application of Municipal Emergency Response and Recovery procedures to advocate on behalf of its urban and rural communities.

Council is obliged to resource Municipal Recovery Plan procedures, including provision and facilitating a Municipal Emergency Coordination Centre (MECC) as required.

Planning and building controls. Business continuity planning.

**Other agencies etc with Risk Mgt responsibility for this risk.**

*Control Agency: CFA/SES Support & Other: VicPol, Municipal Council*

**TREATMENT STRATEGIES.**

<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further reduced by new treatment strategies?</b>	<b>Yes</b>	<b>Recommend ✓ or ✘</b>
<p><b>If yes how:</b></p> <p><b>Key control measures already in place :</b></p> <ul style="list-style-type: none"> <li>• Coordinated implementation of Agency response plans</li> <li>• Plan and coordinate Municipal Emergency Response and Recovery assistance to Local, Regional or State Emergency Management Plans as appropriate</li> <li>• Exercise Municipal Emergency Response Plans</li> <li>• Established business continuity plans</li> <li>• Building permits are required for construction or alteration of buildings.</li> </ul> <p><b>Treatments (Recommended) :</b></p> <p>Council resource the involvement necessary for the response and recovery process to building collapse. Include in Municipal Emergency response planning activities consideration of response and recovery to building collapse events and exercise plans with multi agency involvement. Establish and maintain a business continuity plan for all council office buildings.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

<b>Committee Consensus Achieved</b>	<b>Responsible Officer (MERO)</b>
<b>Comments :</b> <p style="text-align: center;"><b>Adopted 3/11/05</b></p>	<b>Date: 3/11/05</b>
<b>Approved by Council</b>	<b>Chief Executive Officer</b>
<b>Comments :</b>	<b>Date :</b>

## Shire of Strathbogie CERM Risk Register and Treatment Options

<b>Risk Rating</b>  High	<b>Hazard</b>  Dam Collapse / Overflow	<b>Elements at Risk</b> Asset and resource damage / loss, loss of life / personal injury, livelihood, environmental damage.	<b>Action Plan #</b> 005	<b>Date Compiled :</b>  28 October 2005
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**Risk Statement (Hazard + Elements at Risk + Vulnerability = RISK).**

Council is at risk to Dam collapse in both rural and urban situations.

Dam collapse has the potential to cause loss of life / personal injury, environmental damage, business commercial loss, asset and resource damage / loss, utility disruption.

<b>Consequence</b> Catastrophe	<b>Explain :</b> A major dam collapse could result in significant fatalities.
<b>Likelihood</b> Rare	<b>Explain :</b> Major dams are managed to strict standards by Goulburn Murray Water and Goulburn Valley Water.

**What responsibilities does the Municipality have to manage this risk?**

Council has a responsibility under the Emergency Management Act 1986 to provide coordination to response and recovery at a municipal level by application of Municipal Emergency Response and Recovery procedures to advocate on behalf of its urban and rural communities.

Council is obliged to resource Municipal Recovery Plan procedures, including provision and facilitating a Municipal Emergency Coordination Centre (MECC) as required.

Planning and building controls. Business continuity planning.

**Other agencies etc with Risk Mgt responsibility for this risk.**

**Control Agency:** DSE    **Support:** SES, Water Authorities, Municipal Council

**TREATMENT STRATEGIES.**

<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further reduced by new treatment strategies?</b>	No	Recommend ✓ or ✗
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**If yes how:**

**Key control measures already in place :**

Protocols exist for:

- Design standards to be met in new works
- Monitoring inspection and maintenance procedures for all structures
- Large Dams have Dam Safety Emergency Plans prepared by each Local Water Manager.
- Emergency Plans are exercised and reviewed

**Treatments (Recommended) :**

Nil

<b>Committee Consensus Achieved</b>	<b>Responsible Officer (MERO)</b>
<b>Comments :</b>  Adopted 3/11/05	<b>Date:</b> 3/11/05
<b>Approved by Council</b>	<b>Chief Executive Officer</b>
<b>Comments :</b>	<b>Date :</b>

**Shire of Strathbogie**  
**CERM Risk Register and Treatment Options**

Risk Rating  High	Hazard  Earthquake	Elements at Risk Individuals, major infrastructure and buildings.	Action Plan #	006
			Date Compiled :	28 October 2005

**Risk Statement** (*Hazard + Elements at Risk + Vulnerability = RISK*).  
Possible large-scale property, utility and infrastructure damage. High casualty rate – disruption to community – economic loss.

<b>Consequence</b>	<b>Explain :</b> Probable major disruption to community due to injuries – fatalities and infrastructure.
Catastrophic	
<b>Likelihood</b>	<b>Explain :</b> No known event in municipality.
Rare	

**What responsibilities does the Municipality have to manage this risk?**

- Maintain the MEMP and CERM.

**Other agencies etc with Risk Mgt responsibility for this risk.**  
**Control Agency:** SES    **Support and Other:** Police, Ambulance, CFA

**TREATMENT STRATEGIES.**

<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further reduced by new treatment strategies?</b>	<b>No</b>	Recommend ✓ or <b>x</b>
<b>If yes how:</b> <u>Key control measures already in place :</u> No key control measures in place.  <u>Treatments (Recommended) :</u> Conduct an exercise involving the response and recovery for an earthquake.		✓

<b>Committee Consensus Achieved</b>	<b>Responsible Officer (MERO)</b>
<b>Comments :</b> Adopted 3/11/05	<b>Date:</b> 3/11/05

<b>Approved by Council</b>	<b>Chief Executive Officer</b>
<b>Comments :</b>	<b>Date :</b>

## Shire of Strathbogie CERM Risk Register and Treatment Options

<b>Risk Rating</b>	<b>Hazard</b>	<b>Elements at Risk</b>	<b>Action Plan #</b>	007
High	<b>Exotic Disease (Animal)</b>	Stock loss, agricultural enterprise, business / commercial loss, environmental damage, asset & resource damage / loss, loss of livelihood	<b>Date Compiled :</b> <b>28 October 2005</b>	

**Risk Statement (Hazard + Elements at Risk + Vulnerability = RISK).**

Council is at risk to an exotic disease (animal) of a variety of nature and proportion. Numerous exotic diseases may occur affecting animals due to a variety of causes and with a variety of resultant effects.

Exotic diseases have the potential to cause loss of agricultural enterprise, loss of business commercial and/or industrial enterprises, Environmental damage, Asset and resource damage / loss, livelihood interruption.

<b>Consequence</b>	<b>Explain :</b>
Moderate	
<b>Likelihood</b>	<b>Explain :</b>
Possible	

**What responsibilities does the Municipality have to manage this risk?**

The Department of Primary Industry has the principal role for managing this risk under the Animal Health Act. Council has a responsibility under the Health Act and the Emergency Management Act 1986 to provide coordination to response and recovery at a Municipal Level by application of Municipal Emergency Response and Recovery procedures to advocate on behalf of its rural and farming communities. Council is obliged to resource Municipal Recovery Plan procedures, including provision and facilitating a Municipal Emergency Coordination Centre (MECC) as required.

**Other agencies etc with Risk Mgt responsibility for this risk.**  
**Control Agency:** DPI    **Support and Other:** Bureau of Meteorology

**TREATMENT STRATEGIES.**

<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILITLY be further Reduced by new treatment strategies?</b>	Y	N	Recommend ✓ or ✘
<b>If yes how:</b> <u>Key control measures already in place :</u> <ul style="list-style-type: none"> <li>• Implementation of DPI response plans</li> <li>• Plan and coordinate Municipal Emergency Response and Recovery assistance to Local, Regional or State Emergency Management Plans as appropriate</li> <li>• Response and Recovery planning and exercise testing of plans</li> <li>• Public awareness campaigns</li> <li>• Provide a means of returning affected communities and individuals to their normal livelihoods</li> </ul> <u>Treatments (Recommended) :</u> Council resource the involvement necessary for the response and recovery process to an Exotic disease (animal) outbreak. Include in Municipal Emergency response planning activities consideration of response and recovery to Exotic disease (animal) outbreak and exercise plans with multi agency involvement.		✓	
<b>Committee Consensus Achieved</b>		<b>Responsible Officer (MERO)</b>	
<b>Comments :</b> Adopted 3/11/05		<b>Date:</b> 3/11/05	
<b>Approved by Council</b>		<b>Chief Executive Officer</b>	
<b>Comments :</b>		<b>Date :</b>	

## Shire of Strathbogie CERM Risk Register and Treatment Options

<b>Risk Rating</b>  High	<b>Hazard Exotic Disease (Plant)</b>	<b>Elements at Risk</b> Environmental damage, loss of stock, agricultural enterprise, business / commercial loss, asset and resource damage / loss, loss of livelihood	<b>Action Plan #</b>  008	<b>Date Compiled :</b>  <b>28 October 2005</b>
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**Risk Statement** (*Hazard + Elements at Risk + Vulnerability = RISK*).

Council is at risk to an exotic disease (plant) of a variety of nature and proportion. Numerous exotic diseases may occur affecting the environment and agricultural pursuit that may be due to a variety of causes and with a variety of resultant affects. Exotic diseases have the potential to cause loss of agricultural enterprise, loss of business commercial and/or industrial enterprises, Environmental damage, Asset and resource damage / loss, livelihood interruption.

<b>Consequence</b>  Moderate	<b>Explain :</b>
<b>Likelihood</b>  Possible	<b>Explain :</b>

**What responsibilities does the Municipality have to manage this risk?**

The Department of Primary Industry has the principal role in managing this risk under the Plant Health and Plant Products Act 1995. Council has a responsibility under the Health Act and the Emergency Management Act 1986 to provide coordination to response and recovery at a municipal level by application of Municipal Emergency Response and Recovery procedures to advocate on behalf of its rural and farming communities. Council is obliged to resource Municipal Recovery Plan procedures, including provision and facilitating a Municipal Emergency Coordination Centre (MECC) as required.

**Other agencies etc with Risk Mgt responsibility for this risk.**

**Control Agency:** DPI    **Support and Other:** Bureau of Meteorology

### TREATMENT STRATEGIES.

<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further reduced by new treatment strategies?</b>	Y	N	Recommend ✓ or *  ✓ ✓
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**If yes how:**

**Key control measures already in place :**

- Implementation of DPI response plans
- Plan and coordinate Municipal Emergency Response and Recovery assistance to Local, Regional or State Emergency Management Plans as appropriate

**Treatments (Recommended) :**

Council resource the involvement necessary for the response and recovery process to an Exotic disease (plant) outbreak.

Include in Municipal Emergency response planning activities consideration of response and recovery to Exotic disease (plant) outbreak and exercise plans with multi agency involvement.

<b>Committee Consensus Achieved</b>	<b>Responsible Officer (MERO)</b>
<b>Comments :</b>  Adopted 3/11/05	<b>Date: 3/11/05</b>
<b>Approved by Council</b>	<b>Chief Executive Officer</b>
<b>Comments :</b>	<b>Date :</b>

**Shire of Strathbogie**  
**CERM Risk Register and Treatment Options**

<b>Risk Rating</b>  Extreme	<b>Hazard</b>  Fire	<b>Elements at Risk</b> Loss of Life/personal injury, Environmental damage, loss of stock, agricultural enterprise, business/ commercial loss, asset and resource damage/loss, loss of livelihood	<b>Action Plan #</b>   009
			<b>Date Compiled :</b>  <b>28 October 2005</b>

**Risk Statement** (Hazard + Elements at Risk + Vulnerability = RISK).

Council is at risk to fire both rural and urban situations. Fire has the potential to cause loss of life / personal injury, environmental damage loss of agricultural enterprise, loss of business commercial and/or industrial enterprises, asset and resource damage / loss, and loss of livelihood.

<b>Consequence</b>	<b>Explain :</b>
Major	
<b>Likelihood</b>	<b>Explain :</b>
Likely	

**What responsibilities does the Municipality have to manage this risk?**

Council has a responsibility under the Emergency Management Act 1986 to provide coordination to response and recovery at a municipal level by application of Municipal Emergency Response and Recovery procedures to advocate on behalf of its urban and rural communities. Council is obliged to resource Municipal Recovery Plan procedures, including provision and facilitating a Municipal Emergency Coordination Centre (MECC) as required. Council is required to develop and maintain a Municipal Fire Prevention Plan.

**Other agencies etc with Risk Mgt responsibility for this risk.**

**Control Agency:** CFA/DSE    **Support and Other:** DPI, VicForests, Parks Victoria, Bureau of Meteorology.

**TREATMENT STRATEGIES.**

<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further Reduced by new treatment strategies?</b>	Yes	Recommend ✓ or ✗
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**If yes how:**

**Key control measures already in place :**

- Coordinated implementation of Agency response plans
- Plan and coordinate Municipal Emergency Response and Recovery assistance to Local, Regional or State Emergency Management Plans as appropriate
- Response and Recovery planning and exercise testing of plans
- Advocate on behalf of affected communities for assistance
- Public awareness campaigns
- Provide a means of returning affected communities and individuals to their normal livelihoods

**Treatments (Recommended) :**

Council resource the involvement necessary for the response and recovery process to fire events. Exercise, response and recovery for fire events with multi agency involvement. Plan and implement recovery procedures to return affected communities to their normal livelihoods

✓  
✓

<b>Committee Consensus Achieved</b>	<b>Responsible Officer (MERO)</b>
<b>Comments :</b>  Adopted 3/11/05	<b>Date:</b> 3/11/05
<b>Approved by Council</b>	<b>Chief Executive Officer</b>
<b>Comments :</b>	<b>Date :</b>

## Shire of Strathbogie CERM Risk Register and Treatment Options

<b>Risk Rating</b>  Extreme	<b>Hazard</b>  Flood	<b>Elements at Risk</b> Loss of Life/personal injury, environmental damage, stock loss, agricultural enterprise, business /commercial loss, asset & resource damage/loss, loss of livelihood	<b>Action Plan #</b>  010	<b>Date Compiled :</b>  28 October 2005
<b>Risk Statement</b> (Hazard + Elements at Risk + Vulnerability = RISK). Council is at risk to flood for both rural and urban situations. Flood has the potential to cause loss of life / personal injury, environmental damage loss of agricultural enterprise, loss of business commercial and/or industrial enterprises, asset and resource damage / loss, and loss of livelihood.				
<b>Consequence</b> Major	<b>Explain :</b>			
<b>Likelihood</b> Almost Certain	<b>Explain :</b>			
<b>What responsibilities does the Municipality have to manage this risk?</b> Council has a responsibility under the Emergency management Act 1986 to provide coordination to response and recovery at a municipal level by application of Municipal Emergency Response and Recovery procedures to advocate on behalf of its urban and rural communities. Council is obliged to resource Municipal Recovery Plan procedures, including provision and facilitating a Municipal Emergency Coordination Centre (MECC) as required.				
<b>Other agencies etc with Risk Mgt responsibility for this risk.</b> <b>Control Agency:</b> VicSES <b>Support and Other:</b> DSE, Catchments Management Authorities, Municipal Council, CFA, Bureau of Meteorology, Parks Vic.				
<b>TREATMENT STRATEGIES.</b>				
<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further reduced by new treatment strategies?</b>			Yes	Recommend ✓ or ✗
<b>If yes how:</b> <b>Key control measures already in place :</b> <ul style="list-style-type: none"> <li>• Coordinated implementation of Agency response plans</li> <li>• Plan and coordinate Municipal Emergency Response and Recovery assistance to Local, Regional or State Emergency Management Plans as appropriate</li> <li>• Coordinate Flood Plan -Emergency Warning systems, evacuation Plans, Community Awareness</li> <li>• Advocate on behalf of affected communities for assistance</li> <li>• Implement Flood Mitigation Scheme Proposals</li> <li>• Provide a means of returning affected communities and individuals to their normal livelihoods</li> </ul> <b>Treatments (Recommended) :</b> Council resource the involvement necessary for the response and recovery process to flood events. Include in Municipal Emergency response planning activities consideration of response and recovery to flood events exercise response and recovery floodplans with multi agency involvement. Progress the Euroa Water Management Scheme. Complete the investigations into Violet Town Flood Management.			✓ ✓ ✓ ✓	
<b>Committee Consensus Achieved</b>		<b>Responsible Officer (MERO)</b>		
<b>Comments :</b>  Adopted 3/11/05		<b>Date:</b> 3/11/05		
<b>Approved by Council</b>		<b>Chief Executive Officer</b>		
<b>Comments :</b>		<b>Date :</b>		



## Shire of Strathbogie CERM Risk Register and Treatment Options

<b>Risk Rating</b>  Extreme Risk	<b>Hazard</b> <b>Health Epidemic</b> <b>(Human)</b>	<b>Elements at Risk</b> Life, social structure, business / commercial loss, livelihood	<b>Action Plan #</b>   011
			<b>Date Compiled :</b>  28 October 2005

**Risk Statement** (*Hazard + Elements at Risk + Vulnerability = RISK*).

Council is at risk to a disease or virus that may have epidemic proportion. Numerous health epidemics may occur due to a variety of causes and with a variety of resultant affects. Health epidemics have the potential to cause loss of life / personal injury, cause loss of enterprise, (business commercial and/or industrial).

<b>Consequence</b>	<b>Explain :</b> A health epidemic could result in many fatalities.
Major	
<b>Likelihood</b>	<b>Explain :</b> An event may occur.
Possible	

**What responsibilities does the Municipality have to manage this risk?**

Council has a responsibility under the Health Act and its Emergency Response and Recovery procedures to advocate on behalf of its community. Council is obliged to resource Municipal Recovery Plan procedures, including provision and facilitating a Municipal Emergency Coordination Centre (MECC). Coordination of alternative emergency supplies to ensure Council's own core functions are capable of being provided, and assisting with coordination of emergency supply or return of essential services to the total community in need.

**Other agencies etc with Risk Mgt responsibility for this risk.**

**Control Agency:** Department Human Services

**TREATMENT STRATEGIES.**

<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further reduced by new treatment strategies?</b>	<b>Yes</b>	<b>Recommend ✓ or ✗</b>
<p><b>If yes how:</b></p> <p><b>Key control measures already in place :</b></p> <ul style="list-style-type: none"> <li>• Implementation of Regional Health Plans</li> <li>• Implementation of Municipal Health Plans</li> <li>• Response and Recovery planning and exercise testing of plans</li> <li>• Public awareness campaigns</li> <li>• Provide a means of returning affected communities and individuals to their normal livelihoods</li> </ul> <p><b>Treatments (Recommended) :</b></p> <p>Council resource the involvement necessary for the response and recovery process to a Health Epidemic. Include in Municipal Emergency response planning activities consideration of response and recovery to Health Epidemics. Exercise plans with multi agency involvement</p>		✓  ✓  ✓

<b>Committee Consensus Achieved</b>	<b>Responsible Officer (MERO)</b>
<b>Comments :</b>  Adopted 3/11/05	<b>Date: 3/11/05</b>
<b>Approved by Council</b>	<b>Chief Executive Officer</b>
<b>Comments :</b>	<b>Date :</b>

**Shire of Strathbogie**  
**CERM Risk Register and Treatment Options**

<b>Risk Rating</b>  High	<b>Hazard</b>  Land Movement Event	<b>Elements at Risk</b>  Utilities, individuals and community	<b>Action Plan #</b> 012
			<b>Date Compiled :</b> 28 October 2005

**Risk Statement** (*Hazard + Elements at Risk + Vulnerability = RISK*).  
 Due to events of landslide, soil erosion and rock fall elements at risk are closure of risk, loss of infrastructure causing disruption to utilities.

<b>Consequence</b> Moderate	<b>Explain :</b> Potential for long-term disruption not significant however dependent on level of loss of utilities could be protected.
<b>Likelihood</b> Possible	<b>Explain :</b> No known major cases of disruption due to rock fall, soil erosion or landslide.

**What responsibilities does the Municipality have to manage this risk?**

- Maintain the MEMP and CERM
- Land zoning re land use
- Road maintenance

**Other agencies etc with Risk Mgt responsibility for this risk.**  
**Control Agency:** VicSES    **Support and Other:** All

**TREATMENT STRATEGIES.**

<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further reduced by new treatment strategies?</b>	Y	N	Recommend ✓ or ✗
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**If yes how:**  
**Key control measures already in place:**  
Treatments (Recommended) :

- Council complete contingency planning for traffic management

✓

<b>Committee Consensus Achieved</b>	<b>Responsible Officer (MERO)</b>
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<b>Comments :</b> Adopted 3/11/05	<b>Date:</b> 3/11/05
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<b>Approved by Council</b>	<b>Chief Executive Officer</b>
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<b>Comments :</b>	<b>Date :</b>
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**Shire of Strathbogie**  
**CERM Risk Register and Treatment Options**

Risk Rating  High	Hazard Spill Oil Chemical	Elements at Risk Life, property and environment	Action Plan #	013
			Date Compiled :	28 October 2005

**Risk Statement** (*Hazard + Elements at Risk + Vulnerability = RISK*).

Shire faces possibility of spillage occurring due to road transport that traverses the shire. Limited chemical industry within Shire.

<b>Consequence</b>	<b>Explain :</b>
Moderate	Could affect individuals or the environment possible disruption to transport routes.
<b>Likelihood</b>	<b>Explain :</b>
Likely	Transport of hazardous materials by road occurs regularly within the municipality. Vehicle crashes occur often on the Hume Freeway and Goulburn Valley Highway.

**What responsibilities does the Municipality have to manage this risk?**

- Maintain the MEMP and CERM

**Other agencies etc with Risk Mgt responsibility for this risk.**

**Control Agency:** CFA    **Support and other:** EPA, DPI, VicPol

**TREATMENT STRATEGIES.**

Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further reduced by new treatment strategies?	Y	N	Recommend ✓ or ✗

**If yes how:**

**Key control measures already in place :**

- Traffic regulations
- Transport of hazardous materials regulations

**Treatments (Recommended) :**

Include in Municipal Emergency response planning activities, consideration of response and recovery for an oil and chemical spill.

✓

<b>Committee Consensus Achieved</b>	<b>Responsible Officer (MERO)</b>
<b>Comments :</b> Adopted 3/11/05	<b>Date:</b> 3/11/05
<b>Approved by Council</b>	<b>Chief Executive Officer</b>
<b>Comments :</b>	<b>Date :</b>

## Shire of Strathbogie CERM Risk Register and Treatment Options

<b>Risk Rating</b>  Extreme	<b>Hazard</b>  Severe Storm	Elements at Risk Loss of Life/personal injury, environmental damage, business / commercial loss, asset & resource damage / loss, loss of livelihood	<b>Action Plan #</b>	014
			<b>Date Compiled :</b>  28 October 2005	

**Risk Statement** (*Hazard + Elements at Risk + Vulnerability = RISK*).

Council is at risk to severe storm for both rural and urban situations. Severe storms have the potential to cause loss of life / personal injury, environmental damage loss of stock / agricultural enterprise, business commercial and / or industrial enterprises, asset and resource damage / loss, and loss of livelihood.

<b>Consequence</b>	<b>Explain :</b> Localised damage. Damage to buildings may require displacement of people.
Moderate	
<b>Likelihood</b>	<b>Explain :</b> Storms often occur.
Almost Certain	

**What responsibilities does the Municipality have to manage this risk?**

Council has a responsibility under the Emergency management Act 1986 to provide coordination to response and recovery at a municipal level by application of Municipal Emergency Response and Recovery procedures to advocate on behalf of its urban and rural communities. Council is obliged to resource Municipal Recovery Plan procedures, including provision and facilitating a Municipal Emergency Coordination Centre (MECC) as required. Building Control Act wind terrain categories, Planning controls developments in floodplain. Stormwater Drainage Design and maintenance.

**Other agencies etc with Risk Mgt responsibility for this risk.**

**Control Agency:** VicSES    **Support and Other:** Bureau of Meteorology

### TREATMENT STRATEGIES.

<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further reduced by new treatment strategies?</b>	<b>Yes</b>	Recommend ✓ or ✗
<p><b>If yes how:</b></p> <p><b>Key control measures already in place :</b></p> <ul style="list-style-type: none"> <li>• Coordinated implementation of Agency response plans</li> <li>• Plan and coordinate Municipal Emergency Response and Recovery assistance to Local, Regional or State Emergency Management Plans as appropriate</li> <li>• Advocate on behalf of affected communities for assistance</li> <li>• Provide a means of returning affected communities and individuals to their normal livelihoods</li> </ul> <p><b>Treatments (Recommended) :</b></p> <p>Council resource the involvement necessary for the response and recovery process to severe storm events. Include in Municipal Emergency response planning activities consideration of response and recovery to severe storm events Exercise plans with multi agency involvement</p>		

<b>Committee Consensus Achieved</b>	<b>Responsible Officer (MERO)</b>
<b>Comments :</b>  Adopted 3/11/05	<b>Date:</b> 3/11/05
<b>Approved by Council</b>	<b>Chief Executive Officer</b>
<b>Comments :</b>	<b>Date :</b>

## Shire of Strathbogie CERM Risk Register and Treatment Options

<b>Risk Rating</b>  High	<b>Hazard</b> <b>Terrorism bomb</b> - explosion	<b>Elements at Risk</b> Considerable loss of life and property, utilities.	<b>Action Plan #</b>	015
			<b>Date Compiled :</b>  28 October 2005	
<b>Risk Statement</b> ( <i>Hazard + Elements at Risk + Vulnerability = RISK</i> ).				
Increased global terrorism threat requires increased vigilance. No known local community groups or infrastructure possible targets.				
<b>Consequence</b>	<b>Explain :</b>			
Major	Possible extensive injuries and disruption to utilities in municipality. Fatalities.			
<b>Likelihood</b>	<b>Explain :</b>			
Unlikely	Small population makes the event unlikely.			
<b>What responsibilities does the Municipality have to manage this risk?</b>				
<ul style="list-style-type: none"> <li>▪ Maintain the MEMP and CERM</li> </ul>				
<b>Other agencies etc with Risk Mgt responsibility for this risk.</b>				
<b>Controls Agency:</b> VicPol <b>Support and other:</b> CFA, SES, Ambulance				
<b>TREATMENT STRATEGIES.</b>				
<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further reduced by new treatment strategies?</b>			<b>Yes</b>	Recommend ✓ or ✗
<b>If yes how:</b>				
<b>Key control measures already in place :</b>				
<ul style="list-style-type: none"> <li>• Increased awareness in the community.</li> <li>• Response agency preparedness</li> </ul>				
<b>Treatments (Recommended) :</b>				
Council resource the involvement necessary for the response and recovery process to a terrorist act. Include in Municipal Emergency response planning activities consideration of response and recovery to terrorism.			✓	
Exercise plans with multi agency involvement.			✓	
<b>Committee Consensus Achieved</b>			<b>Responsible Officer (MERO)</b>	
<b>Comments :</b>  Adopted 3/11/05			<b>Date:</b> 3/11/05	
<b>Approved by Council</b>			<b>Chief Executive Officer</b>	
<b>Comments :</b>			<b>Date :</b>	

## Shire of Strathbogie CERM Risk Register and Treatment Options

<b>Risk Rating</b>  High	<b>Hazard Terrorism / Sabotage</b>	<b>Elements at Risk</b> Asset, resource, life, property and environment.	<b>Action Plan #</b>	016
			<b>Date Compiled : 28 October 2005</b>	
<b>Risk Statement</b> ( <i>Hazard + Elements at Risk + Vulnerability = RISK</i> ).				
Council is at risk to terrorism or warlike act that may be due to a variety of causes and with a variety of resultant affects. Terrorism could be local, national or global and have resultant affect to the municipality. Terrorism has the potential to cause loss of life / personal injury, cause loss of enterprise, (business commercial and/or industrial). Asset and resource damage, decline of social structure and possible progression to war.				
<b>Consequence</b>	<b>Explain :</b>			
Major	Possible extensive injuries and disruption to utilities			
<b>Likelihood</b>	<b>Explain :</b>			
Unlikely	Small population make the event unlikely.			
<b>What responsibilities does the Municipality have to manage this risk?</b>				
Council has a responsibility under its Emergency response and Recovery procedures to advocate on behalf of its community. Council is obliged to resource Municipal Recovery Plan procedures, including provision and facilitating a Municipal Emergency Coordination Centre (MECC).				
<b>Other agencies etc with Risk Mgt responsibility for this risk.</b>				
Control Agency: VicPol				
<b>TREATMENT STRATEGIES.</b>				
<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further reduced by new treatment strategies?</b>			<b>Yes</b>	Recommend ✓ or ✗
<b>If yes how:</b>				
<b>Key control measures already in place :</b>				
<ul style="list-style-type: none"> <li>• Application of appropriate security measures to key assets</li> <li>• Liaison between State, Federal and other Municipal Recovery Committees</li> <li>• Response and Recovery planning and exercise testing of plans</li> <li>• Public awareness campaigns.</li> <li>• Provide a means of returning affected communities and individuals to their normal livelihoods</li> </ul>				
<b>Treatments (Recommended) :</b>				
Council resource the involvement necessary for the response and recovery process to a terrorist act.			✓	
Include in Municipal Emergency response planning activities consideration of response and recovery to terrorism.			✓	
Exercise plans with multi agency involvement.			✓	
<b>Committee Consensus Achieved</b>			<b>Responsible Officer (MERO)</b>	
<b>Comments :</b>  Adopted 3/11/05			<b>Date:3/11/05</b>	
<b>Approved by Council</b>			<b>Chief Executive Officer</b>	
<b>Comments :</b>			<b>Date :</b>	

**Shire of Strathbogie**  
**CERM Risk Register and Treatment Options**

<b>Risk Rating</b>  Extreme	<b>Hazard</b> <b>Transport Accident</b> (road, rail, air)	<b>Elements at Risk</b> Loss of Life / personal injury, Environmental damage, business / commercial loss, asset and resource damage / loss, loss of livelihood	<b>Action Plan #</b> 017
			<b>Date Compiled :</b>  <b>28 October 2005</b>

**Risk Statement** (*Hazard + Elements at Risk + Vulnerability = RISK*).

Council is at risk to transport crashes in both rural and urban situations. Transport accidents have the potential to cause loss of life / personal injury, environmental damage, business commercial and / or industrial enterprises, asset and resource damage / loss, and loss of livelihood.

<b>Consequence</b>	<b>Explain :</b> Transport accident could involve plane, passenger, train or bus.
Major	
<b>Likelihood</b>	<b>Explain :</b> Hume highway and Goulburn Valley Highway pass through the municipality. Melbourne /Sydney Railway line, Melbourne/Tocumwal railway line, Mangalore Airfield.
Almost Certain	

**What responsibilities does the Municipality have to manage this risk?**

Council has a responsibility under the Emergency Management Act 1986 to provide coordination of response and recovery at a municipal level by application of Municipal Emergency Response and Recovery procedures to advocate on behalf of its urban and rural communities. Council is obliged to resource Municipal Recovery Plan procedures, including provision and facilitating a Municipal Emergency Coordination Centre (MECC) when activated by Municipal Emergency Response Coordinator. Council road design and maintenance, road signage, barriers, line marking, speed advisory and control signage. Municipal Aerodrome Emergency Plan

**Other agencies etc with Risk Mgt responsibility for this risk.**

**Control Agency:** CFA/VicSES/VicPol    **Support and Other:** AMSA

**TREATMENT STRATEGIES.**

<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further reduced by new treatment strategies?</b>	<b>Yes</b>	Recommend ✓ or *  
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**If yes how:**

**Key control measures already in place :**

- Coordinated implementation of Agency response plans
- Plan and coordinate Municipal Emergency Response and Recovery assistance to Local, Regional or State Emergency Management Plans as appropriate
- Road Design and Road Maintenance Standards applied.
- Exercise Municipal Emergency Response Plans

**Treatments (Recommended) :**

Council resource the involvement necessary for the response and recovery process to Transport Accident (air, road, rail) events.

Include in Municipal Emergency response planning activities consideration of response and recovery to transport accident events and exercise plans with multi agency involvement.

<b>Committee Consensus Achieved</b>	<b>Responsible Officer (MERO)</b>
<b>Comments :</b>  <b>Adopted 3/11/05</b>	<b>Date: 3/11/05</b>
<b>Approved by Council</b>	<b>Chief Executive Officer</b>
<b>Comments :</b>	<b>Date :</b>

## Shire of Strathbogie CERM Risk Register and Treatment Options

<b>Risk Rating</b>  Extreme	<b>Hazard</b> <b>Utility/Essential Services failure</b>	<b>Elements at Risk</b> Assets, resources, life, property and environment	<b>Action Plan #</b>  018	<b>Date Compiled :</b>  28 October 2005
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**Risk Statement** (*Hazard + Elements at Risk + Vulnerability = RISK*).

Council is at risk to Utility / Essential Services failure that may be due to a variety of causes and with a variety of resultant affects. Utility failure has the potential to cause loss of life / personal injury, cause loss of enterprise, (business commercial and/or industrial). Asset and resource damage and the possible compounding effect of other services being disrupted.

<b>Consequence</b>  Major	<b>Explain :</b> Communications, power supply, water supply ect. could be effected.
<b>Likelihood</b>  Almost certain	<b>Explain :</b> Outages do occur.

**What responsibilities does the Municipality have to manage this risk?**

**Control Agency:** Energy & Security Division/DSE    **Support and Other:** VEN Corp., DPI-Minerals and Petroleum, Office of Gas Safety, Water Authorities, DHS.

**Other agencies etc with Risk Mgt responsibility for this risk.**

Federal, State, Divisional and Local Municipal Emergency Management Planning Committee response and recovery principles. Service providers Eg. Electricity, Gas, Water, Sewer, Fuel and Communications Emergency Response Agencies C.F.A. VicSES, Ambulance etc.

**TREATMENT STRATEGIES.**

<b>Can LIKELIHOOD and / or CONSEQUENCE / VULNERABILTY be further reduced by new treatment strategies?</b>	Yes	Recommend ✓ or x
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**If yes how:**

**Key control measures already in place :**

- Individual service providers maintaining emergency response planning procedures, Asset Maintenance programs,
- Liaison between State, Federal and other Municipal Recovery Committees
- Response and Recovery planning and exercise testing of plans
- Provision of alternative means to maintain essential functions
- Provide a means of returning affected communities and individuals to their normal livelihoods
- Council has provided alternative power supply for the Euroa MECC

**Treatments (Recommended) :**

Council resource the involvement necessary for the response and recovery process to a major utility failure.  
 Include in Municipal Emergency response planning activities consideration of response and recovery to utility failure.  
 Exercise plans with multi agency involvement.

✓  
✓  
x

<b>Committee Consensus Achieved</b>	<b>Responsible Officer (MERO)</b>
<b>Comments :</b>  Adopted 3/11/05	<b>Date:</b> 3/11/05
<b>Approved by Council</b>	<b>Chief Executive Officer</b>
<b>Comments :</b>	<b>Date :</b>



## Part 5 - RESPONSE ARRANGEMENTS

### 1. INTRODUCTION

The Emergency Response concept provides the mechanism for the build up of appropriate resources to cope with emergencies throughout the State. It also provides for requests for physical assistance from the Commonwealth when State resources have been exhausted.

Most incidents are of local concern and can be co-ordinated from local Municipal resources. However, when local resources are exhausted, Emergency Response provides for further resources to be made available, firstly from neighbouring Municipalities (on a Regional basis) and then, secondly on a State wide basis.

### 2. PHASES OF ACTIVATION

Response arrangements should be implemented at the earliest possible opportunity if the effects of emergencies are to be minimised and for this reason several phases of activation have been accepted. These are: -

#### **Alert**

Upon receipt of warning or information that an emergency may occur or affect the relevant area of responsibility, the organisation must be alerted to ensure its readiness to act if called upon. Some of the activities that should be considered in this phase are:

- Warning for key personnel.
- Testing of communications arrangements.
- Establish flow of information between Municipality and Control/Support Agencies.

#### **Standby**

As the threat, or the effects of the emergency, becomes imminent, members of the relevant organisation or sections are placed on standby, thus being ready to move immediately they are required. Some of the activities that should be considered in this phase are:

- Staffing of respective Emergency Centres.
- Prepare equipment and personnel for immediate action.
- Identify assembly areas.

#### **Action**

This is the operational phase of the emergency when controlling and support agencies are committed to contain or control the emergency. Some operations may necessitate moving to the "Action phase" immediately without the "Alert" and "Standby" phases being implemented. For this reason, it is mandatory that all organisations having a role in this Plan be in a state of preparedness at all times. Some of the activities that should be considered in this phase are:

- Establishment of MECC of other relevant control centres eg ICC
- Mobilise personnel/equipment as requested.
- Produce sitreps on regular basis for higher authorities.
- Deploy additional resources as required.
- Ensure Casual Emergency Workers are registered.

## **Stand Down**

Once "Alert", "Stand-by" or "Action" has been implemented, the Municipal Emergency Response Co-ordinator must declare a "Stand Down". After consultation with the Control Authority and any other relevant agency, and the Municipal Emergency Response Co-ordinator is satisfied that the response to the emergency has been completed, he/she will advise all participating agencies of 'Stand Down'.

### **3. CONTROL, SUPPORT AGENCIES AND HAZARD RATINGS**

Detailed below are an agreed set of agency arrangements for the response to identified emergencies within the Strathbogie Shire. These arrangements have been tailored to meet local response capabilities based on the agencies available within the municipality. Support Agencies may be able to offer varying levels of support from 'on ground' resources to information. It may be appropriate to consult with a number of identified Support Agencies for advice in relation to any given emergency. It is the prerogative of the control agency to formulate action plans for a given emergency in consultation with support agencies.

Hazard analysis of identified emergencies shall be rated as follows:

EXTREME  
HIGH  
LOW

These ratings shall be reviewed at the direction of a control agency or the Municipal Emergency Response Co-Ordinator.

## **Index of Incidents**

Accident - Dangerous Goods & Hazardous Materials  
Accident – Industrial / Explosion  
Bridge Collapse  
Building Collapse  
Dam Collapse / Overflow  
Earthquake  
Exotic Disease - Animal  
Exotic Disease – Plant  
Fire  
Flood  
Health Epidemic – Human  
Land Movement Event  
Spill Oil Chemical  
Severe Storm - (electrical, extreme wind, torrential rain, large hail)  
Terrorism / Bomb Explosion  
Terrorism / Sabotage  
Transport Accident – Road, Rail, Air  
Utility - Essential Services Failure

<b>EMERGENCY</b>	<b>RATING</b>	<b>CONTROL AGENCY</b>	<b>SUPPORT AGENCY</b>
Accident - Dangerous Goods & Hazardous Materials	<b>Extreme</b>	Country fire Authority	VICPOL VICSES Ambulance Service VicRoads Work Safe EPA Dept. Human Services DPI Bureau of Meteorology Strathbogie Shire Council
Accident – Industrial / Explosion	<b>Extreme</b>	Country Fire Authority	Strathbogie Shire Council Work Safe VICPOL VICSES Ambulance Service Victoria EPA
Bridge Collapse	<b>Low</b>	Strathbogie Shire Council	Vic Roads Goulburn Murray Water Dept. Sustainability and Environment
Building Collapse	<b>High</b>	Strathbogie Shire Council	VicSES Work Safe VICPOL CFA Human Services
Dam Collpase/ Overflow	<b>High</b>	Goulburn Muray Water/Goulburn Valley Water	VicSES DSE Human Services Red Cross (Registration, Flood & Water, PS)
Earthquake	<b>High</b>	VICSES	VICPOL Ambulance Service CFA Red Cross (Registration, Flood & Water, PS)
Exotic Disease (Animal)	<b>High</b>	Department of Primary Industry	Bureau of Meteorology CFA VicRoads Dept. of Health VICPOL VICSES DSE Strathbogie Shire Council

<b>EMERGENCY</b>	<b>RATING</b>	<b>CONTROL AGENCY</b>	<b>SUPPORT AGENCY</b>
Exotic Disease (Plant)	<b>High</b>	Department of Primary Industry	DSE Vic. Farmers Federation Strathbogie Shire Council
Fire	<b>Extreme</b>	Country Fire Authority	Strathbogie Shire Council DSE DPI VICPOL Bureau of Meteorology Electricity supplier WICEN VICSES Ambulance Service Victoria Goulburn Valley Water Dept. of Health Red Cross (Registration, Flood & Water, PS)
Flood	<b>Extreme</b>	VICSES	DPI Bureau of Meteorology CFA DSE Dept. of Health Strathbogie Shire Council VicRoads Goulburn Valley Water Telecommunication carrier WICEN VICPOL Ambulance Service Victoria Red Cross (Registration, Flood & Water, PS)
Health Epidemic (Human)	<b>Extreme</b>	Dept. of Health Environmental Health Officer	Strathbogie Shire Council Dept. of Health Medical Health Officer Health & Aging Commonwealth Dept. Rural ambulance Red Cross Salvation Army St Johns Ambulance VICPOL Goulburn Valley Water

<b>EMERGENCY</b>	<b>RATING</b>	<b>CONTROL AGENCY</b>	<b>SUPPORT AGENCY</b>
Land Movement Event	<b>High</b>	Strathbogie Shire Council	VICPOL VICSES DSE Utility Companies
Spill – Oil/Chemical	<b>High</b>	Country Fire Authority	EPA Strathbogie Shire Council Goulburn Murray Water VICPOL VICSES Bureau of Meteorology Human Services
Storm	<b>Extreme</b>	VICSES	Bureau of Meteorology CFA DSE Human Services Red Cross Strathbogie Shire Council
Terrorism Bomb - Explosion	<b>High</b>	VICPOL	VICSES Human Services CFA Dept Of Defence Aust. Security and Intelligence Organisation Ambulance Victoria Strathbogie Shire Council Department of Defence
Terrorism - Sabotage	<b>High</b>	VICPOL	VICSES Human Services CFA Dept Of Defence Aust. Security and Intelligence Organisation Ambulance Victoria Strathbogie Shire Council Department of Defence
Transport Accidents - (Road, Rail & Air)	<b>Extreme</b>	VICPOL	VICSES Vic Track V Line Air Services Aust. CFA VicRoads EPA, GMWater Red Cross Dept. Human Services Ambulance Victoria
Utility/Essential Services Failure	<b>Extreme</b>	Services Providers	Services Providers CFA VICSES Rural Ambulance

## **Part 6 - RECOVERY MANAGEMENT PRINCIPLES**

### **1. Key References**

- Emergency Management Act 1986
- Emergency Management Manual Victoria (EMMV)
- Hume Region Department of Human Services Emergency Management Manual
- Strathbogie Shire Council Municipal Fire Prevention Plan
- Strathbogie Shire Council Plan

### **2. Introduction**

The purpose of the Recovery Arrangements is to document, in line with the Emergency Management Manual Victoria framework, the arrangements, procedures and processes to be employed within Strathbogie Shire to assist individuals and communities affected by emergencies to achieve a proper and effective level of functioning.

This plan covers those agreements and arrangements between Council, government and related agencies, communities and individuals to ensure the aims of local recovery are achieved via the agreed Strathbogie Shire recovery processes.

### **3. Recovery Management Principles**

Recovery within Strathbogie Shire is based on a working partnership between the Shire and local, regional and state level agencies and organizations – with maximum involvement and participation of local communities and individuals.

The Shire will ensure that strong networks are in place to ensure efficient activation of recovery processes and that there is a clear understanding by agencies and individuals of roles and responsibilities. Recovery will operate and be maintained through current, clear and agreed arrangements and will continue to include processes of consultation and cooperation.

### **4. Key Planning Factors**

In accordance with the Community Emergency Risk Management process, Strathbogie Shire has a number of key planning factors that have an impact on the ability to respond and recover effectively from an incident:

- Bordered by the City of Greater Shepparton, and the shires of Campaspe, Mitchell, Murrindindi, Mansfield and Benalla Rural City. Population concentrated in four centres (Euroa, Nagambie, Violet Town and Avenel)
- There are several isolated pockets of residential development located at Longwood, Strathbogie, Locksley, Ruffy, Baillieston, Kirwans Bridge, Whroo and Graytown with further isolated rural/farming residents.
- Consists of a primarily aged community between 0 – 17 (21%); 18 – 34 (12.9%); 35 – 49 (20%); 50 – 59 (16.6%); 60 – 69 (13.6%); 70 – 85 and over (15.9%)

- Goulburn River flows through the middle of the district and feeds into Lake Nagambie and is controlled by Goulburn Weir.
- The municipality traverses the major Melbourne to Sydney rail and road links.
- Emergencies in the Strathbogie shire may relate to floods, fire, major transport accidents; wind storms, bombings, shootings and pandemic.

## 5. Municipal Recovery Process

The Municipal Recovery Manager (MRM) is responsible for the local coordination of the Strathbogie Shire recovery process. This entails liaising with all local recovery agencies and organisations, Municipal Emergency Resource Officer (MERO) and Response agencies to ensure the recovery processes are integrated and timely.

Additionally the MRM is to ensure maximum participation by the local community. A key initiative is the establishment and maintenance of the Community Recovery Committee (CRC)

The MRM is responsible for the coordination of the CRC and any applicable Sub-Committee and will meet on an annual basis.

### Recovery Activation/Escalation

In the event of an emergency, the MERO is to advise and brief the MRM as soon as possible.

The MRM is to assess the impact of the incident and any requirement for recovery support in accordance with local resources.

The MRM may then advise the Department of Human Services (DHS) Regional Emergency Management (REM) Coordinator and continue to provide regular updates. If the emergency is deemed to be beyond local recovery capacity or involves more than one LGA, the MRM is to advise the DHS REM Coordinator immediately. On receipt of such advice DHS will assume responsibility for overall coordination of recovery activities.

The MRM will then activate required components of the Recovery Plan including the Recovery Centre/s and determine which Committees need to be convened. If a MECC is established the MRM is to assume a liaison role. Depending on the size of the event DHS may attend.

The MRM should request a DHS officer be in attendance for the MECC and that DHS assistance be provided.

**(Note:** When feasible and appropriate local agencies should provide recovery services in line with their expertise.)

### **Community Recovery Committee**

Depending on the requirement of the community and the impact of the event, one or more Community Recovery Committees may be established.

The Committee will convene annually and as required to assist recovery from an emergency event.



The membership of the Community Recovery Committee (CRC) includes:

- representation from Strathbogie Shire Council (MRM and Deputy MRM's, Councillor/s)
- relevant government agencies i.e. the Department for Victorian Communities, Regional Health, DHS , DSE, Centrelink
- non-government agencies, and GVCHC, Red Cross, St Vincent de Paul, Rotary Club - refer point 7
- Shire Tourism and Events Manager, Shire Environmental Health Officer
- Police (if applicable)
- Affected Persons
- Community Groups

Other organisations may be included depending on the skills and expertise required by the CRC.

The CRC report to the Strathbogie Shire Council Chief Executive Officer and Council as opposed to the Emergency Management Planning Committee.

The CRC is responsible to:

- Act as the primary recovery facilitator in all matters of planning, implementation and coordination of recovery processes and services.
- Monitor the overall recovery process, including occupancy of damaged buildings and reporting of response and progress in the affected community,
- Consult the community to identify needs and resource requirements and activate recommendations/requests to relevant agencies, other LGA's and support/service providers.
- Liaise with DHS – regional co-ordinator or delegate
- Undertake specific recovery activities as determined by the circumstances and the CRC.

### **Administration**

The MRM will ensure the Recovery Arrangements - Section 8/Contacts and Appendix D (Relief Centres) of the Municipal Emergency Management Plan (MEMP) is regularly reviewed, audited and maintained. SES will audit the MEMP every three years.

MRM will maintain a communications strategy, which will allow for the quick and timely dissemination of information to the community during emergency events.

The MRM will ensure that a Memorandum of Understanding is in place with all sites identified as potential Relief / Recovery Centres, that contact details are updated with comprehensive details of the type of accommodation each provides (refer Appendix ?)

The MRM and Deputy MRM's will attend relevant training courses in order to maintain appropriate levels of Recovery Management skills

Regular 'table top' exercises should be undertaken.

The Municipal Recovery Manager is to ensure that the Recovery Plan contact list is maintained and updated on a regular basis.

The Municipal Recovery Manager is to attend Regional Recovery Committee meetings twice yearly.

## **6. Recovery Functions**

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

- social, health and community environment
- economic environment
- natural environment
- built environment.

While each of these functional areas overlaps considerably, each also has a specialist skill requirement to address issues arising, during and after an emergency. Each functional area will need internal coordination as well as coordination with other functional areas.

Based on the four functional areas, Strathbogie Shire has identified key functions that require resolution in the event of an incident. As part of the Shire coordination role, agencies have been identified and have agreed to provide the services specified below.

## 7. People/Social

Function	Agency	Role	Activation	Capacity /Capability
<b>Provision of financial aid</b>	DHS Rural Finance DSE DPI Centrelink Relief funds Council	Agencies provide range of Emergency Grants Financial Advice Concessions Income Support	Refer Contact Directory Part 8 MEMP	DHS – <i>immediate grants</i> Centrelink – <i>emergency support</i> Rural Finance – <i>drought and other relief</i>
<b>Counselling</b> Financial (Personal) Rural (Financial) Commercial Psych/First Aid Trauma/Grief Generalist (longer term) Family/Youth	St Vincent de Paul GVCHC Salvation Army Lifeline RDV Red Cross Vic Council of Churches GVCHC/Regional DHS Hume Corridor GVCHC	Provision of counselling services – Personal; Financial; Trauma/Grief Psychiatric	Refer Contact Directory Part 8 MEMP	St Vincent de Paul Salvation Army Lifeline (150 people available per organisation)
<b>Volunteers</b>	Service Clubs – <i>Euroa Rotary &amp; Lions</i> Church Groups CWA	General support <i>Food and other essentials distribution</i>	Refer: Material Aid Network List	
<b>Public Health</b>	Hospitals / GP's EHO Pharmacists – <i>Euroa &amp; Nagambie;</i> School Nurses – <i>Euroa Secondary College;</i> DHS	Health Support services. Environmental Health Service. Emergency Medical		
<b>Housing</b>	Rural Housing Net. Caravan Parks and Motels Hospital, Aged Car Facilities	Medical Services and Hospital. Accommodation. Residential Aged Care. Short Term Accommodation	Refer Contact Directory Part 8 MEMP	
<b>Material Aid</b>	Red Cross St Vincent de Paul Salvation Army Council	Provision of clothing, food etc  Council Vouchers	Community Services Coordinator	
<b>Media Liaison</b>	Council	Media Releases and co-ordination	Media Liaison Officer	

## 8. Economic

Function	Agency	Role	Activation	Capacity / Capability
<b>Insurance Advice and Relief</b>	Insurance Council of Australia Civic Mutual Plus (CMP) Jardine Lloyd Thompson (JLT)	Insurance assessments and advice	Refer Contact Directory Part 8 MEMP	Refer Council insurance manual
<b>Commercial Counselling</b>	Financial Planners Council Economic Development Unit	Business Recovery	Community Services Coordinator and Business and Economic Development Officer	
<b>Marketing Support (tourism)</b>	Dept of Victoria Communities RDV Dept of Transport and Regional Services	Provision of PR, marketing and economic development assistance	Shire Manager Tourism and Events Or as delegated	
<b>Industry Support</b>	Dept of Victoria Communities RDV Dept of Transport and Regional Services	Provision of PR, marketing and economic development assistance	Business and Economic Development Officer	
<b>Stock/Animal Welfare</b>	Council Compliance Unit – <i>Sale yards Kennels &amp; Catteries</i> DPI RSPCA DSE Veterinary services	Council Pound <i>Accommodation, feed,</i>  Temporary fencing to yard pets	Officer on After Hours Call	

## 9. Environmental

<b>Function</b>	<b>Agency</b>	<b>Role</b>	<b>Activation</b>	<b>Capacity / Capability</b>
<b>Water Supply Human and Stock</b>	G-M Water GV Water Council EHO	Access to water – Potable Stock	Refer Contact Directory Part 8 MEMP	
<b>Tourism</b>	Dept for Victoria Communities RDV Dept of Transport and Regional Services	Provision of PR, marketing and economic development assistance	Manager Tourism and Events	

## 10. Built

<b>Function</b>	<b>Agency</b>	<b>Role</b>	<b>Activation</b>	<b>Capacity / Capability</b>
<b>Utilities Power, gas, water, phone</b>	TXU Origin Telstra Optus SPAusnet Powercor GV Water	Provision of utility services	Refer Contact Directory Part 8 MEMP	
<b>Transport Bridges, Roads, Airport, Rail</b>	Council V-Line	Reinstatement of services or provision of alternative services	Refer Contact Directory Part 8 MEMP	
<b>Primary Infrastructure Schools, hospitals, shops, transport hubs (stations)</b>	Schools Hospitals	Temporary accommodation for displaced persons Emergency medical support	Refer Contact Directory Part 8 MEMP Community Services Coordinator	
<b>Assessment of damage</b>	Council SES CFA	Building inspections. Damage estimates	Council Building Surveyor	
<b>Signs for Relief Centre/s</b>	Council	Provision of signs	Asset Services MRM	Signs for at least one relief centre. Other directional signs as required

## Part 7 - SUPPORT ARRANGEMENTS

### 1. SUPPORT TASKS & FUNCTIONAL SERVICE AGENCIES

The undermentioned list of support tasks indicates the functional service agency and relevant support agencies. The list is neither exhaustive nor exclusive as many agencies, including control agencies may have a support role and a functional service role, dependent on the nature of the emergency. In the event that local resources cannot be provided to meet support tasks needed, the request should be passed on to the Regional Emergency Response Co-Ordinator via the Municipal Emergency Response Co-Ordinator.

<b>SUPPORT TASKS</b>	<b>PRIMARY SUPPORT/ CO-ORDINATING AGENCY</b>	<b>SUPPORT AGENCY</b>
Animals - Relief Welfare	DEPI – Department of Environment and Primary Industries (Regional Response)	Strathbogie Shire Council Veterinary Services RSPCA DEPI Victoria Police VICSES Victorian Farmers Federation Associated Stock Agents
Commonwealth Resources	Emergency Management Australia (through Emergency Response Co-ordinator)	Commonwealth Departments as required
Commonwealth Resources - Defence	Emergency Management Australia (through Emergency Response Co-ordinator)	Defence Forces
Deceased Persons	State Coroner (through Emergency Response Co-ordinator)	Victoria Police Royal Dental Hospital Australian Funeral Directors Association
Registration (NRIS) - Emergency Affected Persons	Victoria Police as Emergency Response Co-ordinator	Red Cross VICSES - others

## **2. EMERGENCY RELIEF AND SUPPLEMENTARY SUPPLY**

At State and Regional level, Emergency Relief and Supplementary Supply is the responsibility of the Department of Human Services. At Municipal level, this responsibility rests with the Strathbogie Shire Council.

### **2.1 EMERGENCY RELIEF**

#### Aim

To co-ordinate the provision of Emergency Relief to an affected community, and when required, to Control and Support Agencies.

#### Role

To establish a system for the provision of any or all of the functional services under Emergency Relief.

#### Emergency Relief Management

In the event of requirement for any or all of the functional services of Emergency Relief, the request must be channelled through the Municipal Emergency Response Co-Ordinator to the MERO. The MERO will activate the required functional services. All functional services will operate and report back to the MERO.

## **FUNCTIONAL SERVICES**

### **Food and Water**

At municipal level, the Australian Red Cross is responsible for food and water arrangements. They will co-ordinate the provision of food and water.

Where the nominated organisation cannot be contacted, the Red Cross Divisional Operations Officer will be contacted, via the Municipal and Regional Emergency Response Co-ordinator, to arrange food and water..

The Red Cross Divisional Operations Officer is to be alerted or activated when the nature of the incident indicates any of the following apply:

- more than one substantial meal for combatants or other affected persons is required to be supplied
- reimbursement for incurred costs will be claimed by local providers
- goods are required to be purchased by authorised Red Cross purchasing officers

The Red Cross Divisional Operations Officer will, in conjunction with the local providers, ascertain the level of involvement necessary by Red Cross, ensuring that local resources, including those already in operation, are fully utilised.

### **Material Needs**

The Red Cross is responsible for material needs and will co-ordinate material needs providers. They are supported by:

St Vincent de Paul, various church groups



Contact details are listed in Part 8 (Contact Directory) of this plan.

### **Neighbourhood Safer Places and Relief Centres**

The Strathbogie Shire will co-ordinate the provision of emergency shelters.

Neighbourhood Safer Places (NSP) are places of last resort during a bushfire and may be used as shelter by members of the public threatened by the effects of bushfire ie direct flames or radiant heat or other life threatening emergencies.

An emergency relief centre is a place where people can get information and assistance in the event on as emergency and may be opened during an emergency.

A list of NSP's established in Strathbogie Shire are included in this plan. See App.D

A list of Bushfire vulnerable people are listed in Appendix M.

Contact details are listed in Part 8 (Contact Directory) of this plan.

### **Counselling, Emergency Grants and Temporary Accommodation**

The Strathbogie Shire Council will co-ordinate the provision of these services at municipal level. If the above functions are outside of the capabilities of the municipal resources, the responsible agency is the Department of Human Services. Local support can also be obtained from local church groups.

Contact details are listed in Part 8 (Contact Directory) of this plan.

### **Community Organisations**

Many community organisations will have resources that can be of use in an emergency. It is the responsibility of the Strathbogie Shire Council to provide the management system to co-ordinate offers of assistance from these organisations. Contact details of organisations able to assist will be maintained by the municipality.

### **Registration**

Victoria Police are responsible for the registration of emergency affected people but have delegated the physical task of the registration process to Red Cross. Red Cross is supported in the registration process by WICEN.

Contact details are listed in Part 8 (Contact Directory) of this plan.

## **2.2 SUPPLEMENTARY SUPPLY**

Supplementary supply at municipal level occurs when functional services, or control authorities, exhaust their own avenues of supply and there is a requirement for continued supply. Functional Service agencies supplying a service and requiring additional resources will put their request to the MERO. The control and support agencies will make their request through the Municipal Emergency Response Co-Ordinator. The MERO will endeavour to obtain those resources through existing municipal arrangements. If unsuccessful, the request will be passed through the Municipal Emergency Response Co-Ordinator to the Regional Emergency Response Co-Ordinator. The Department of Human Services will action the request on behalf of the Regional Emergency Response Co-Ordinator.

### 3. EVACUATION

The Victoria Police are responsible for evacuation. The decision to evacuate rests with the control agency in conjunction with Police and available expert advice. 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 Strathbogie Shire Council MERO should be contacted to assist in the implementation of the evacuation. The Strathbogie Shire will provide advice regarding the most suitable Emergency Relief Centre and other resources that may be required (eg. public health, emergency relief considerations or requirements and special needs groups).

Assistance in an evacuation may be provided by the following agencies:

- Country Fire Authority
- Victoria State Emergency Service
- Landcare Groups

#### Warning Systems

The method of alerting people to the need for evacuation will depend on a number of factors. Consideration should be given to:

- The type of emergency
- The number of people affected
- The ethnic origins of the affected people
- The requirements of any Special Needs Groups

### 4. OTHER FUNCTIONAL AREAS

#### 4.1 COMMUNICATIONS

The Victoria Police is delegated the responsibility for communications. This is in accordance with State Emergency Response which identifies that the Victoria Police are the primary support agency for communications.

#### **Aim**

To ensure essential communications when requested.

#### **General**

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

## Telephone Communications

The Telecommunications carrier line network will be the initial and primary means of communication in the event of an emergency, when it is available, and should be utilised to capacity where possible. When identifying locations for use as MECCs, Assembly Areas and Emergency Relief Centres, consideration should be given to the communications facilities already in place at that location.

Additional telephones can be provided by the Telecommunications carrier, who will, in turn, submit such requests to the Regional Emergency Response Co-Ordinator for action. All costs, related to such installations, are the responsibility of the requesting organisation.

## Communications Resources

The following organisations have communications facilities and resources which may be available in an emergency:

- WICEN
- CFA
- VICSES
- Strathbogie Shire Council
- Police
- Local Taxi Service

## 4.2 HEALTH AND MEDICAL

The Municipal Environmental Health Officer and Municipal Medical Officer of Health have been delegated the responsibility for health and medical matters.

These Municipal Health and Medical arrangements should be considered in conjunction with the Regional Medical Emergency Response and the Municipal Hospital Emergency Plans.

### Aim

The aim of these arrangements is to identify the Health and Medical facilities available within the Strathbogie Shire Council and identify the arrangements for activation.

Due to the dual nature of these arrangements, it will be divided into two components; each being addressed accordingly. These components will be **HEALTH** and **MEDICAL**.

### Health

The Environmental Health Officer is responsible for all public health matters in the municipality. The responsibilities of the Environmental Health Officer in emergencies include:

- Advice on water supply
- Ensuring hygienic food handling - safe production, storage and distribution
- Supply of sanitary and hygienic accommodation when required
- Refuse removal
- Pest control
- Control of infectious diseases (immunisation)
- disposal of dead animals

## **Medical**

Implementation of the medical arrangements will be automatic where people are injured or require medical assistance. This automatic response will be by the Ambulance Service Victoria and hospitals within the municipality.

The Ambulance Service will be responsible for contacting additional first aid support when required (eg. St. John Ambulance and Red Cross).

### Management of Medical Response

Medical response management at an emergency scene will be carried out by the most senior medical officer present. This could be any of the following:

- the highest ranked Ambulance Officer present,
- a member of a Medical Team,
- the Area Medical Co-Ordinator.

The role of the Medical Commander at the scene of an emergency is to:

- arrange resources required,
- provide triage, (prioritise patients for treatment)
- co-ordinate transport of patients,
- determine destination of patients,

## **4.3 TRANSPORT AND ENGINEERING**

The delegated Works Officer of the of the Strathbogie Shire Council has been delegated the responsibility for transport and engineering matters.

### **Aim**

The purpose of these arrangements is to identify available transport and engineering resources within the municipality. This will include specialist and technical advice and deployment of those resources.

### **Requesting Procedure**

All requests for transport and engineering resources should be directed to the Municipal Emergency Response Co-Ordinator, who will request them through the MERO.

Municipal resources should be used in the first instance, prior to engaging private contractors.

### **Management of Resources**

Responsibility for the management of resources shall rest with the MERO.

The MERO is responsible for maintaining a resource database and contact details

## 5. POST IMPACT ASSESSMENT

A post impact assessment is an appraisal of the extent of damage, disruption and breakdown to the community and its infrastructure as a result of the emergency. This is one of the first stages of the Recovery process.

A post impact assessment will be conducted. To facilitate this process the Strathbogie Shire Council through the Emergency Management Group, shall as early as practicable perform the following tasks:

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

The Emergency Management Group may co-opt persons within the community with the appropriate expertise to assist with the above tasks.

Should the emergency extend beyond the boundaries of the Strathbogie Shire the post impact assessment may be merged with that of the other affected parts of the municipality(s).

**Part 8 - CONTACT DIRECTORY**

ALL NUMBERS HAVE AN AREA CODE OF 03 UNLESS SPECIFIED

	<b>BUSINESS</b>	<b>AFTER HOURS</b>	<b>FACSIMILE</b>	<b>CALL OUT</b>
<b>Dept. of Environment and Primary Industries</b>	5761 1611	0417 115 799 5761 1611 5761 1622(vet) 0418 323 550	5762 1685 5761 1628	0418 327070 5761 1611 5762 6236
<b>Ambulance Victoria</b>	5338 5000	000	5338 5211	000
<b>Country Fire Authority</b>				
Local Brigade @ Euroa	5795 3375	5795 1692	5795 3751	000
Local Brigade @ Nagambie	5794 2263	5794 1517	—	000
Local Brigade @ Violet Town	5798 1241	5798 1381	—	000
Local Brigade @ Longwood	5798 5476	5798 5266	—	000
Local Brigade @ Avenel	5799 1517	5796 2423	—	000
7Group Officer (G. Seach)	0438 985 202	5798 5201	—	
District Headquarters (22) <a href="mailto:admin.d22@cfa.vic.gov.au">admin.d22@cfa.vic.gov.au</a>	5833 2400 5799 1517	5933 2400 5799 1517	5833 2482 5792 3266	000 000
District Headquarters (12) <a href="mailto:admin.d12@cfa.vic.gov.au">admin.d12@cfa.vic.gov.au</a>				
<b>Emergency Response Co-ordinator</b>				
Municipal	5795 2017	5723 0626	5735 0266	5723 0626 Wang
Divisional	5735 0251	J. Hughes 0429 300 027		5723 0600 Wang <a href="mailto:Michael.sayer@police.vic.gov.au">Michael.sayer@police.vic.gov.au</a>
<b>AusNet Services – Victoria (electricity)</b>				
Graham Manson	9229 3778 <a href="mailto:emergency@sp-ausnet.com.au">emergency@sp-ausnet.com.au</a>	9229 3778	9229 3778	131799 for faults
<b>Environmental Protection Agency</b>	5721 7277	9695 2777	5721 2121	1800 444 004 9695 2777
<b>Environmental Health Officer</b>	035795 0000	0458 794 742	0357 953 550	1800 065 993

	<b>BUSINESS</b>	<b>AFTER HOURS</b>	<b>FACSIMILE</b>	<b>CALL OUT</b>
<b>Human Services (Hume Region)</b>	0357 220 963	0448 547 621	0357 218 132	1300 790 733
Area Regional Director Cord Sadler	0358 321 730	0400 148 000		1300 790 733
Regional Emergency Management Co-ordinator	0357 220 555			1300 790 733
Hume and Emergency Management email	<a href="mailto:hume.em@dhs.vic.gov.au">hume.em@dhs.vic.gov.au</a>			1300 790 733
Regional Emergency Operations Centre	0357 216 871		0357 218 132	1300 790 733
REOC email (emergency mgt. team)	<a href="mailto:hume.eoc@dhs.vic.gov.au">hume.eoc@dhs.vic.gov.au</a>			1300 790 733
Manager Emergency Mgt. Leo Ryan	<a href="mailto:leo.ryan@dhs.vic.gov.au">leo.ryan@dhs.vic.gov.au</a>	0417 508 187		1300 790 733
Emergency Management SMR (truck radio)	03 9620 0553 then 7343 335			1300 790 733
<b>MS Connect</b> (Multiple Sclerosis Vulnerable People)	1800 042 138	0438 033 917	9845 2777	0438 033 917
<b>Hospital</b> @ Euroa	5795 0200	5795 0200	5795 0240	0357 218 132
@ Violet Town	5798 1324	57981324	57981675	
<b>Media</b>				
Benalla Ensign	5762 4444	0428 210 960	5762 5221	
Euroa Gazette	5795 3041	5795 3180	5795 3063	
Shepparton News	5831 2312	58312312	5831 2059	
WIN TV	5832 9666	0409 319 540	5832 9607	
Prime Television	0260 251 444	0260 251 787	0260 262 964	
ABC Television	9524 2222	9524 2226	9524 2712	
ABC Goulburn Murray	0260 492 011	0408 589 458 0409 186 887	0260 492 099	0408 589 458 0409 186 887
ABC Radio Shepparton	5820 4011	5820 4011 5831 3104	5820 4099 5831 2140	
Southern Cross Austereo Media Solutions 95.3SR & 96.9 Star FM	5831 3969 5821 1260	5831 3969 5821 1260	5822 2956	<a href="mailto:damien.willoughby@sca.com.au">damien.willoughby@sca.com.au</a> 0412 170 123
<b>Strathbogie Shire CEO</b>	5795 0000	0407 884 021		
<b>Municipal Emergency Resource Officer:</b>				
Roy Hetherington	5795 0000	0409 868 064	0357 953 550	0407 092 050 / 5789 8010
Phil Squires	5795 0000	0409 868 064	0357 953 550	0417 504 612 / 5795 3601

	<b>BUSINESS</b>	<b>AFTER HOURS</b>	<b>FACSIMILE</b>	<b>CALL OUT</b>
Gary Washusen	5795 0000	0409 868 064	0357 953 550	0418 343 662
Val Salakoski	5795 0000	0409 868 064	0357 953 550	0418 851051 / 5799 2731
<b>Municipal Recovery Manager:</b> Caroline Wallis	5795 0000	5790 3378	5795 3550	0437 680 303
Olinda Poulton	5795 0000		5795 3550	0487 851 621
Robbie Rae	5795 0000	0413 276 687	5795 3550	0413 276 687
Anna Clabburn	5795 0000	0409 601 948	5795 3550	0409 601 948
Country Care Pty Ltd Email: <a href="mailto:admin@countrycare.com.au">admin@countrycare.com.au</a>	5824 7000	0409 561 849 (Jocelyn Charteris)	5824 1222	0409 561 849 (Jocelyn Charteris)
<b>Eng. Works Officers:</b> Euroa/Violet Town - J. Pearson Nagambie/L-wood - D. Quinlivan Works Superintendent – Bob Foster Works Assistant – Mark Gordon	57950 077 5795 0075	0427 099 225 0427 051 448 5748 5667 5798 1727	5795 1562 5794 1444 5795 1562 5795 1562	0427 099 225 0427 051 448 0438 348 774 0428 597 024
<b>Police Stations</b> Euroa	5795 2017 0429 300 027	5723 0626	5795 3787	000
Nagambie	5794 2526	5723 0626	5794 2770	000
Violet Town	5798 1316	5723 0626	5798 1669	000
<b>Public Transport Corp</b>	5793 6232	5792 2426	5793 6230	5793 6251
<b>Red Cross Divisional Operations Officer (DOO)</b> Jo Wilson-Hawe 24 Hour Pager	1800 232 969	1800 232 969		1800 232 969
<b>Schools</b> Avenel Primary	5796 2264		5796 2347	---
Euroa Primary	5795 2212		5795 1057	
St Johns Primary	5795 2937		5795 1256	
Euroa Secondary College	5795 2512		5795 3544	
Longwood Primary	5798 5386		5798 5444	
Nagambie Primary	5794 2273		5794 2012	
Nagambie St Josephs	5794 2608		5794 1435	
Strathbogie Primary	5790 5250		5790 5355	
Violet Town Primary	5798 1431		5798 1453	



	<b>BUSINESS</b>	<b>AFTERHOURS</b>	<b>FACSIMILE</b>	<b>CALL OUT</b>
<b>School Bus Co-ordinator</b>	5795 2512	5798 5256	5795 3544	0417 161 181
<b>Gas Emergency (gas escapes)</b>	1800 676 300			
<b>Telstra</b>	132255	132255		132255
<b>VicRoads</b>	5761 1888 5761 1860 5761 1852 5761 1824 5761 1825	131170 Traffic Control Centre	5762 4980	0439 385 765
<b>DPI Animal Welfare Emergency call out</b>				136 186
<b>Victoria State Emergency Service</b>				
Local Unit	0408 597 213	0408 597 213		132 500
Regional Headquarters	5762 6253	5762 6253	57626257	132 500
<b>WorkSafe Victoria</b>	1800 136 089	0407 833 306		0407 833 306
<b>Water Authorities</b>				
Goulburn Valley Water	5832 0400	1800 454 500	5831 1467	1800 454 500
Goulburn Murray Water	5833 5500	1800 064 184	58335501	
Goulburn Valley Water(Seymour)	5735 4810	1800 454 500	5799 0347	1800 454 500
<b>MECC Central Coordinator</b>	5795 0000		5795 3550	
<b>Strathbogie Shire IT Support (Greg Underhill)</b>	5795 0000	5797 2520	5795 3550	0428 370 867
<b>Neighbourhood Safer Places</b>				
Longwood Community Centre, Longwood	5798 5280	0409 579 852		0408 996 892 0409 579 852
Nagambie Regatta Centre, Vickers Rd Nagambie	5795 0000	5790 0059		0438 596 201 0427 051 448
Violet Town Recreation Reserve Pavilion	5798 1302	5790 0027		0438 348 774 0428 597 024
Avenel Recreation Reserve Pavilion (entry off Anderson Street Avenel)	0418 576 220 5796 2352 0417 351 225	0418 576 220 5796 2352 0417 351 225		0418 576 220 5796 2352 0417 351 225

	<b>BUSINESS</b>	<b>AFTER HOURS</b>	<b>FACSIMILE</b>	<b>CALL OUT</b>
Strathbogie Golf Club	5790 5344 0439 854 968 0439 356 213 0407 718 873	5790 5344 0439 854 968 0439 356 213 0407 718 873		5790 5344 0439 854 968 0439 356 213 0407 718 873
Euroa Service Centre	0419 355 080 0427 953 239	0419 355 080 0427 953 239		0419 355 080 0427 953 239
Ruffy Recreation Reserve	5790 4392 0427 344 956 5790 4264 5790 4240	5790 4392 0427 344 956 5790 4264 5790 4240		5790 4392 0427 344 956 5790 4264 5790 4240
Mangalore Airport	9754 1395 5796 2000	9754 1395 5796 2000		9754 1395 5796 2000

## MAPS

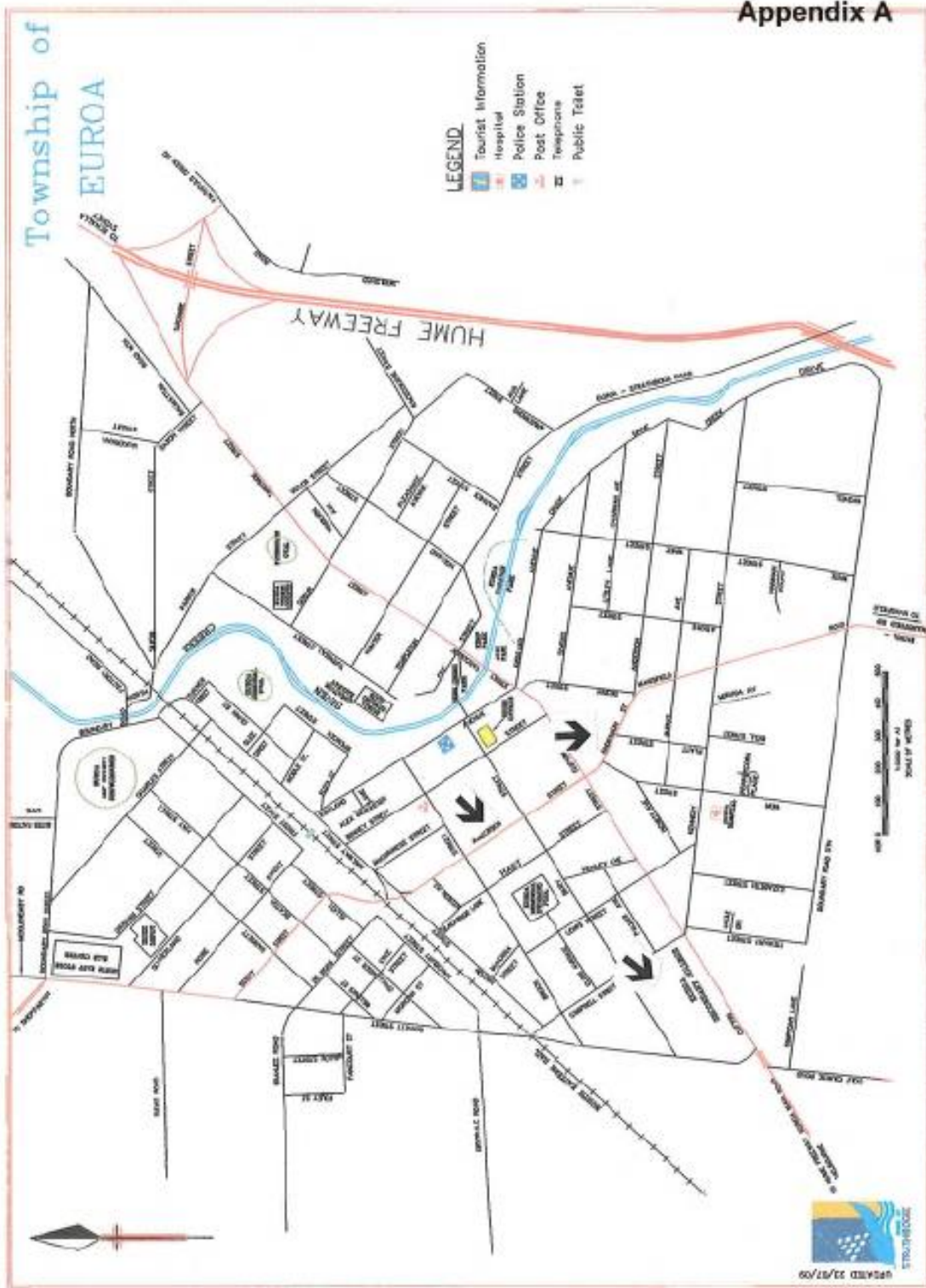
Maps include:

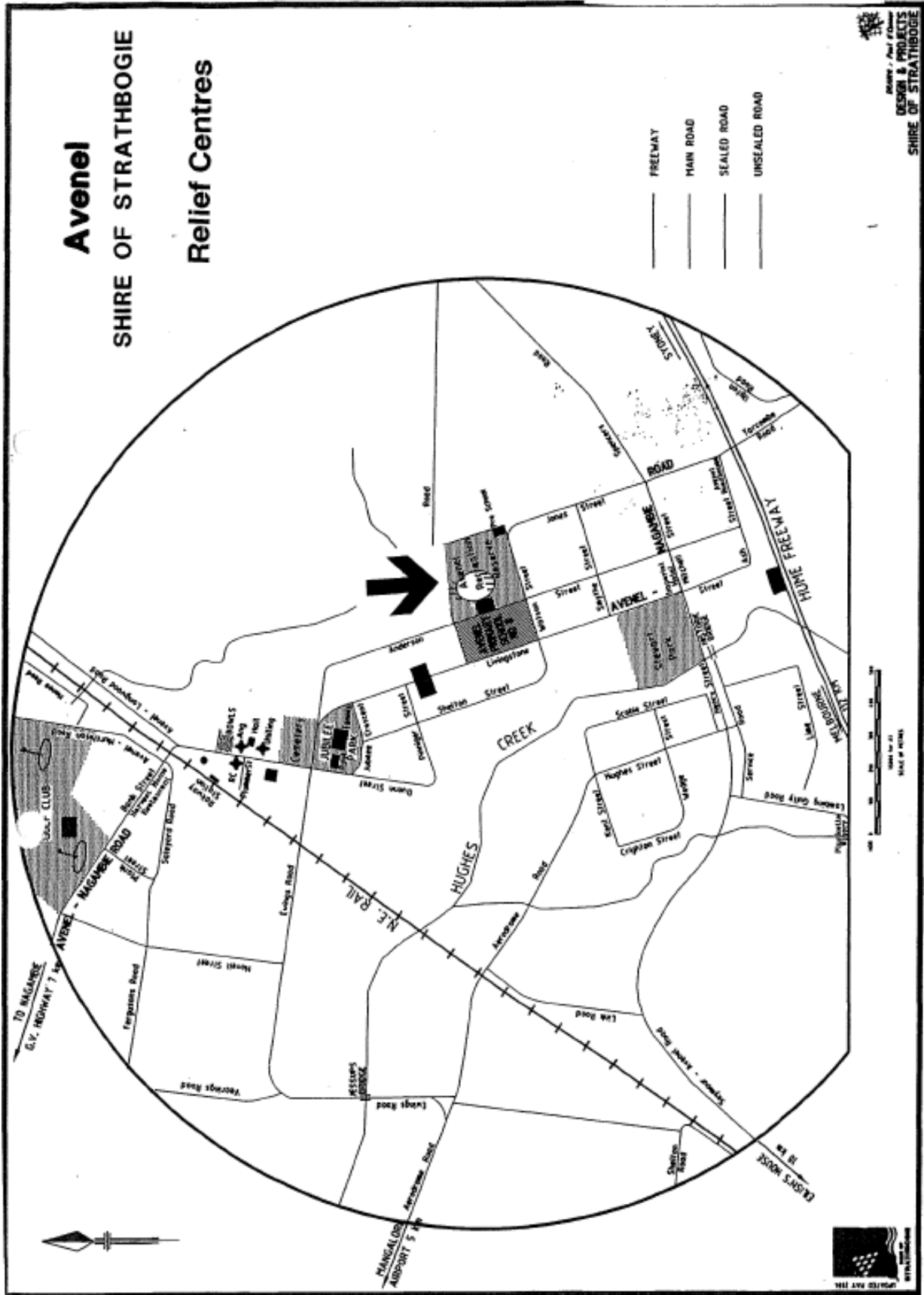
Regional map showing the municipality and its neighbours

Map of the Municipality showing major topographical features

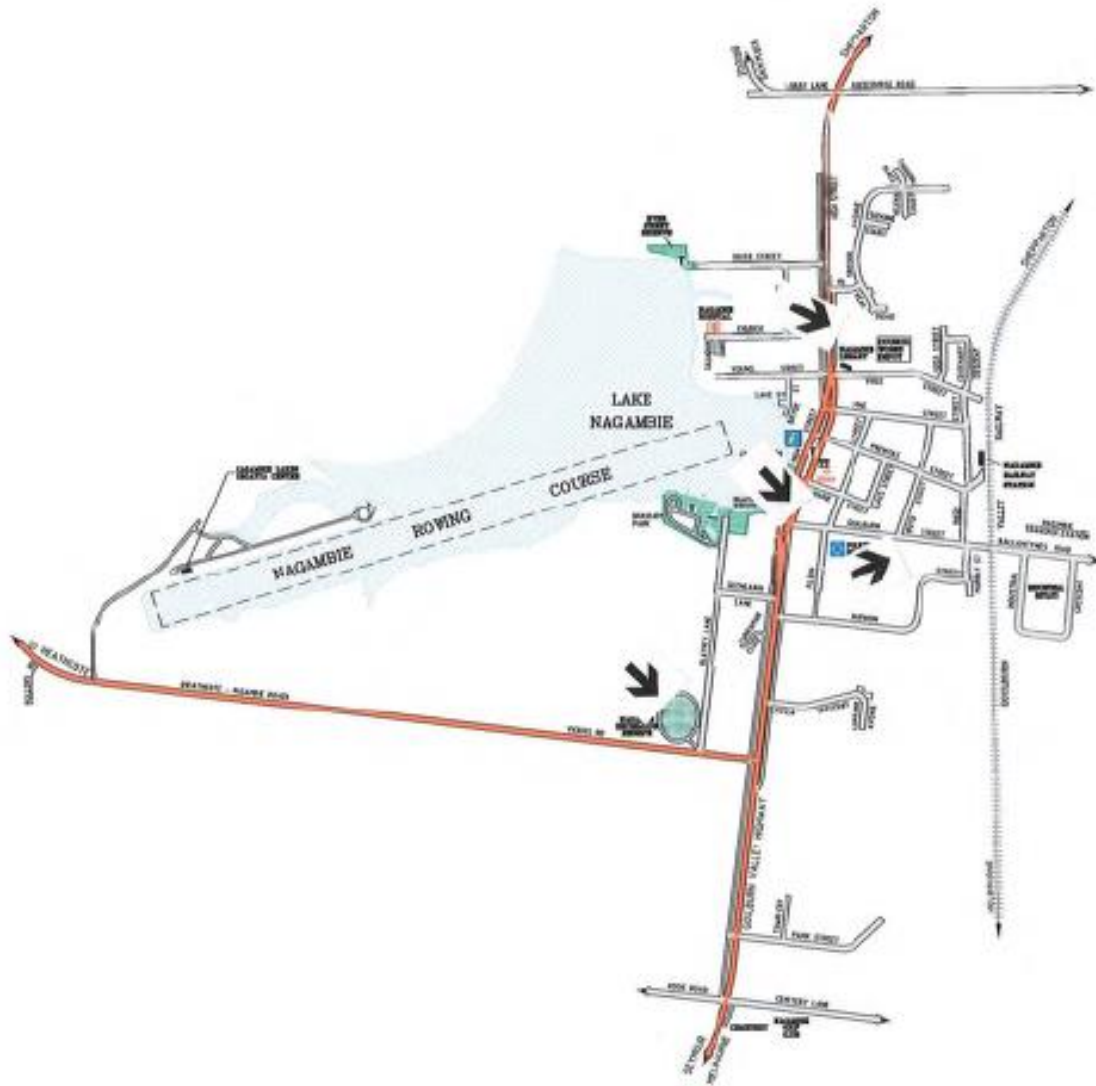
Maps of towns within the Municipality indicating clearly the sites used in emergencies eg MECCs, Emergency Relief Centres, Hospitals etc.

All maps include distance scale, Northing indicator and legend





# Appendix A

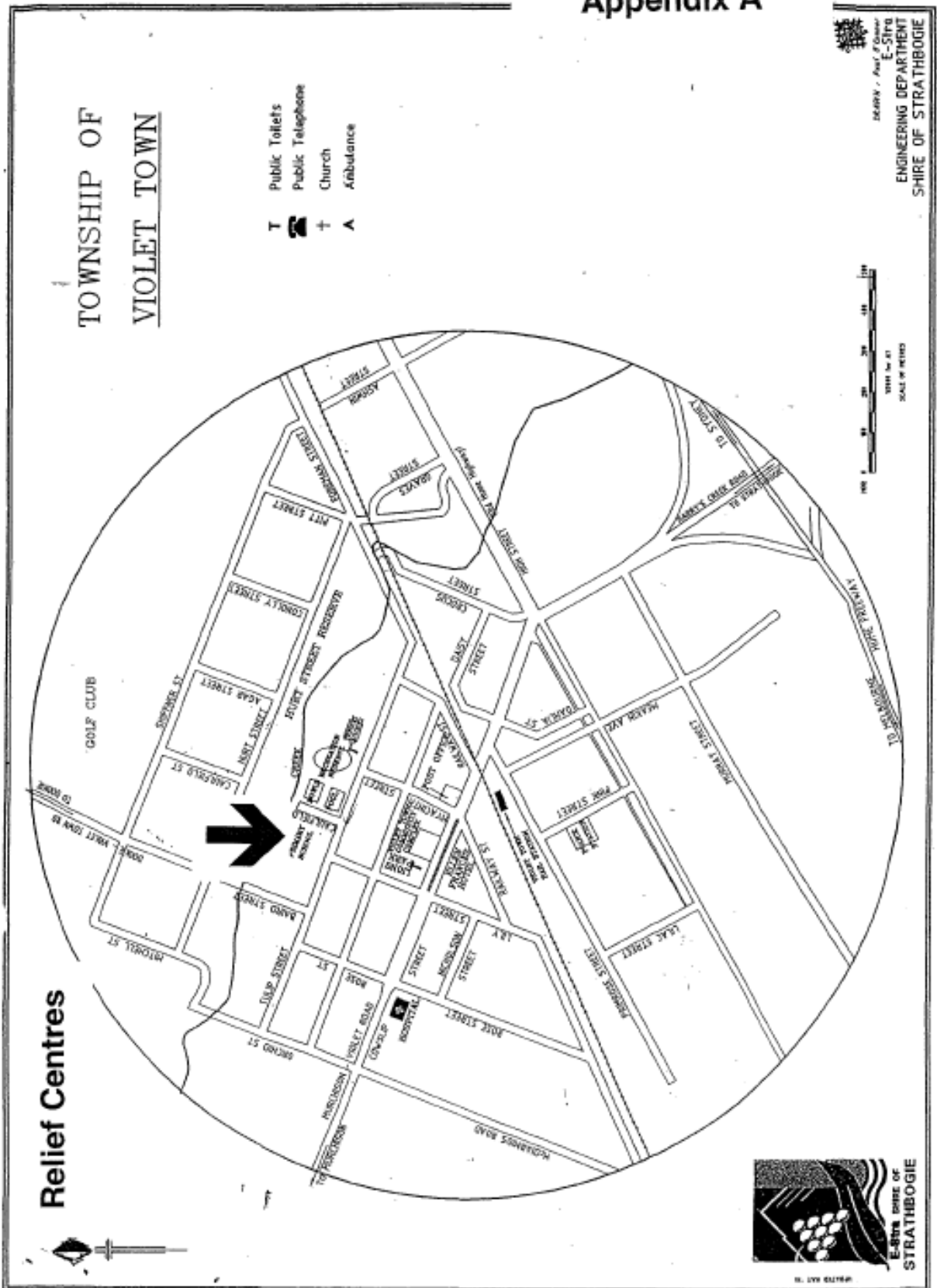


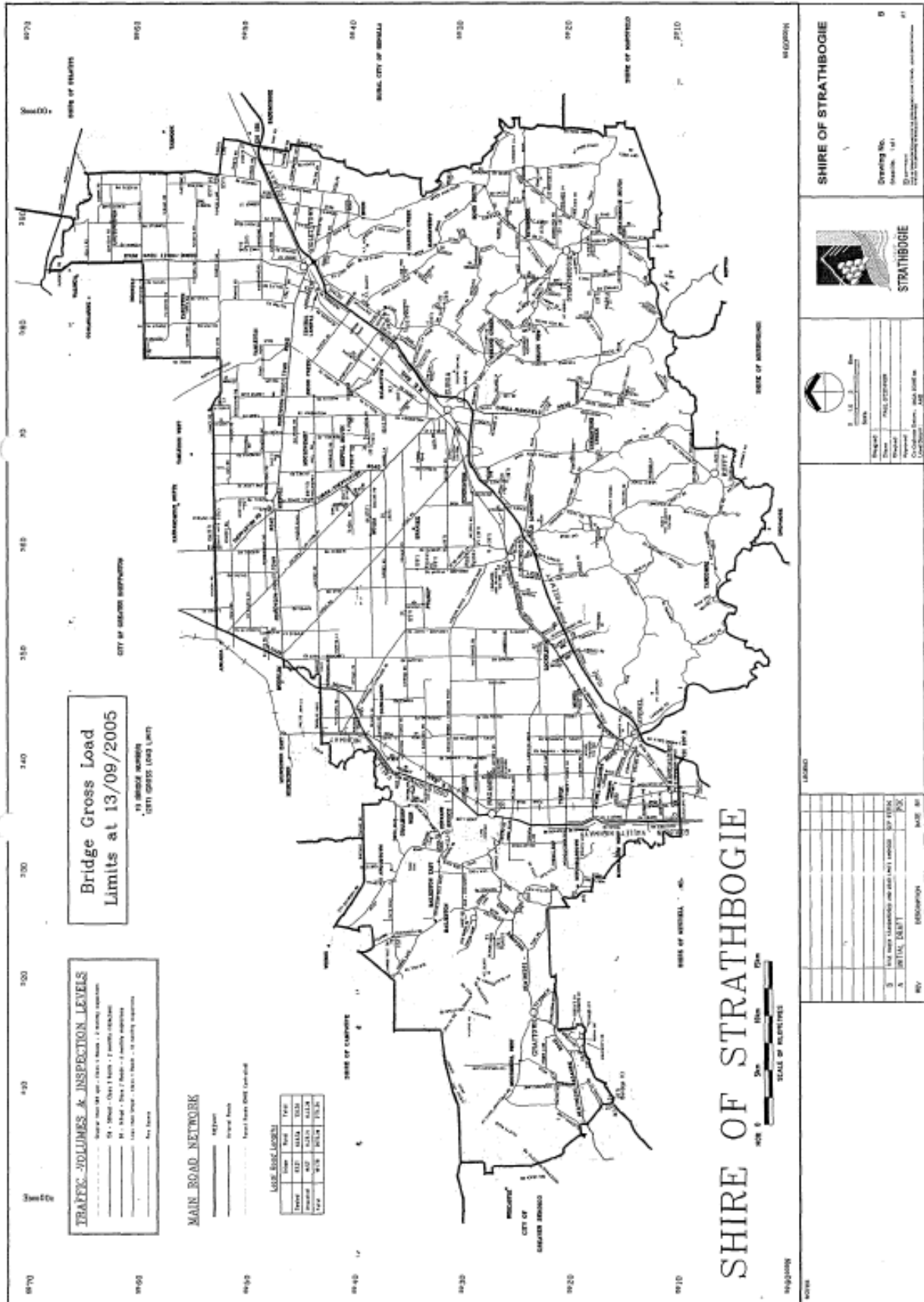
### LEGEND

- Tourist Information
- Hospital
- Police Station
- Post Office
- Telephone
- Public Toilet

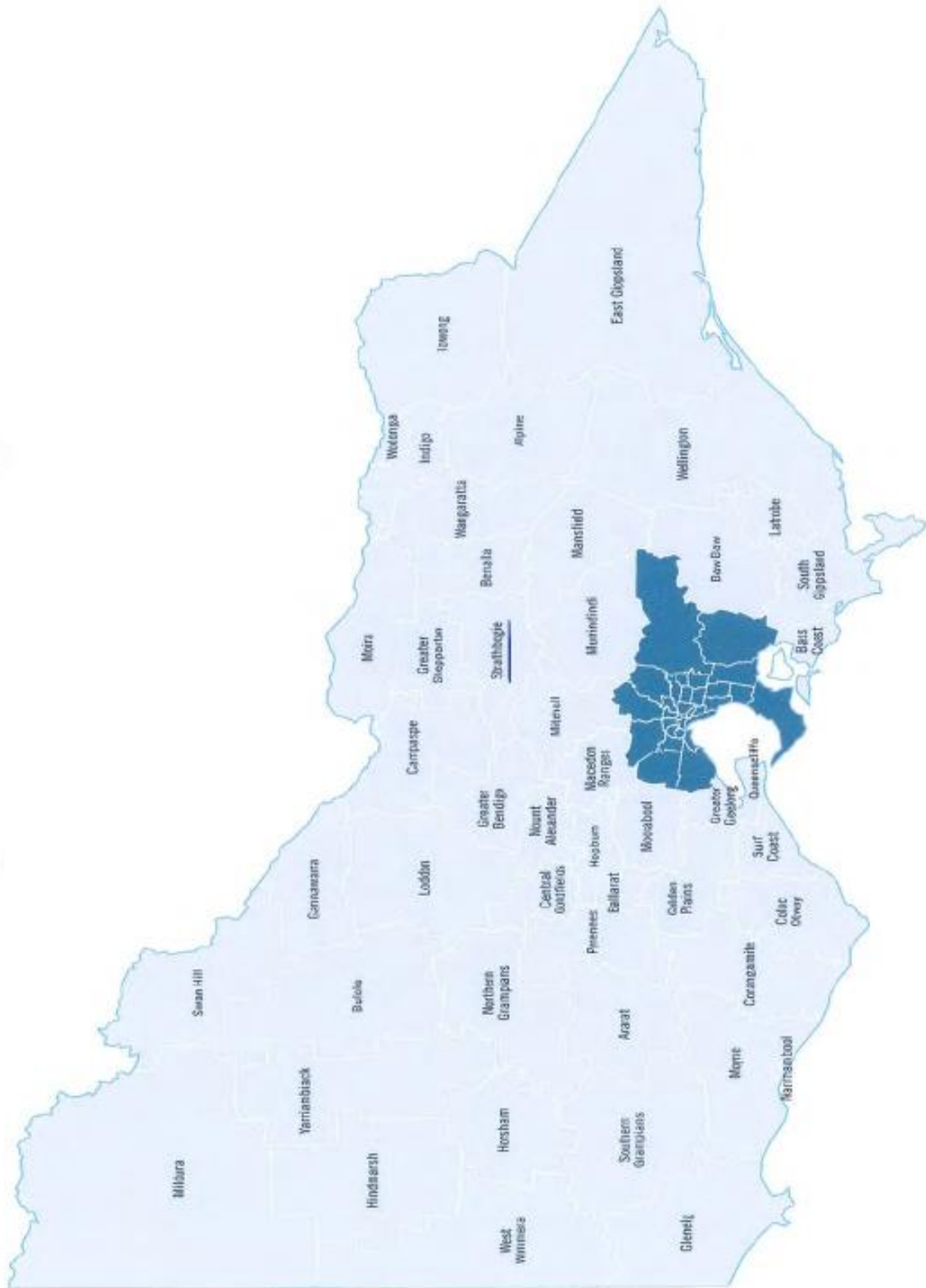
						<p><b>STRATHBOGIE SHIRE COUNCIL</b> <b>Nagambie Township</b></p> <p>Drawing No. _____ Sheet No. 1 of 1</p> <p><small>© Copyright This document may not be reproduced without the written consent of Strathbogie Shire Council.</small></p>
<p style="text-align: center;">Scale: Not to scale</p> <p style="text-align: center;">Designed: H. Wick August 2008 Checked: G. Pridard August 2008 Approved: _____ Local Manager</p>						
REV	DESCRIPTION	DATE	BY			

# Appendix A









**MUNICIPAL EMERGENCY  
CO-ORDINATION CENTRE  
STANDARD OPERATING PROCEDURES**

**LOCATION**

**Euroa District**

Primary MECC: Municipal Offices, Binney Street, Euroa  
Alternate MECC: Schoolhouse, adjacent Euroa Primary School,  
Clifton Street, Euroa.

**Violet Town District**

Primary MECC: Municipal Office, Violet Town  
Alternative MECC: Community Centre, Cowslip Street, Violet Town

Alternate MECC(s): Community Centre, Down Street, Longwood;  
Regatta Centre, Nagambie

The Strathbogie Shire Council shall utilise whatever municipal buildings available at the time deemed necessary to best suit the incident at that time and location.

**ROLE OF MECC**

Under the supervision of the MERO the role of the MECC is:-

- Administer the provision of resources from within the municipality
  - (i) during emergencies within the area,
  - (ii) from supporting neighbouring municipalities, and
  - (iii) during support to a neighbouring municipality.
- Registration of casual emergency workers
- Administration of Emergency Relief and Supplementary Supply accounting
- Disseminate current accurate information and sitreps as required.

## **ACTIVATION OF MECC**

The MECC can only be activated at the request of the Municipal Emergency Response Co-Ordinator. This may be on the advice of:

- Regional Emergency Response Co-Ordinator
- Control Agency
- MERO.

## **ACTIVATION PROCEDURE**

*See Appendix I*

## **STAFFING OF MECC**

Staffing of the MECC should be made up of the following;

Municipal Emergency Response Co-Ordinator

MERO

MECC Manager (as appointed by the MERO, as appropriate  
for the event, who will be responsible for  
administration of MECC)

Administration personnel (keyboard operators, log keepers etc)  
[municipal staff and others]

Persons responsible for functional areas (liaison officer)

Others as required or co-opted

Other service liaison officers if required

## **COMMUNICATIONS**

All communications in and out of the MECC must be logged and actioned accordingly. This applies to all radio, telephone, and other messages. In some cases this may only require logging and filing.

## **GENERAL**

The MECC must be secure to prevent unauthorised people from gaining access. This can be achieved by use of a reception area.

An area must be identified as a media liaison area for briefings along with handling requests for information and advice from the public.

The MECC Manager is responsible for organising staff relief, catering, security, parking, registration and comfort.

## SPECIAL PLANS AND ARRANGEMENTS

Some special contingency plans have been developed to address recognised municipal issues. Copies are held by various groups and agencies as listed.

### **FIRE PREVENTION PLAN:**

The Strathbogie Shire Council MERO is responsible for the maintenance and amendment of this plan. The plan is amended annually in November. Copies are held by:

- Strathbogie Shire Council MERO
- Municipal Emergency Response Co-ordinator
- CFA

### **FLOOD PLAN:**

Flood plans have been produced as sub plans to this plan (Strathbogie Shire Council Emergency Management Plan). These flood plans have been produced for the following areas: Avenel Township, Violet Town Township, Euroa Township and Nagambie Township.

### **EVACUATION PLANS:**

Special plans addressing the issues of evacuation have been developed for the following hospitals, schools, caravan parks and industrial sites within the municipality.

Copies are held as detailed for each plan below.

#### **Schools:**

The principle of the relevant school is responsible for the maintenance and amendment of this plan. The plan is amended annually. Copies are held by the Regional office of Education

#### **Hospitals:**

The Director of Nursing Staff is responsible for the maintenance and amendment of this plan. The plan is amended annually.

### **OTHER SPECIAL PLANS:**

Other specific special plans have been developed to address those hazards which have been identified by the MEMPC. The details of those plans are as follows:

## **School Bus Routes**

The principle of the relevant school is responsible for the maintenance and amendment of this plan. The plan is amended annually. Copies are held by the regional Department of Education office, and, the Bus Co-ordinator (P.T.C.)

## **Resource Database – Sub Plan**

Council maintains a Resource Database which lists resources available to Council in an emergency.

## **Strathbogie Shire Heatwave Plan – Appendix (Refer Councils website)**

The Heatwave plan will be used by Council and its partners in the planning for and response to heatwave conditions.

## **Influenza Pandemic Management Plan – Appendix (Refer Councils website)**

The Pandemic Management Plan is provided to work in conjunction with the Municipal Emergency Management Plan in the event of an Influenza Pandemic.

## **Strathbogie Shire Municipal Planning Scheme – Planning Dept/Website**

The Planning Scheme is available if required to be used in conjunction with the Municipal Emergency Management Planning Scheme.

## **Municipal Fire Prevention Strategy – Sub Plan**

The strategy includes the goals and objectives for the management of Council of fire related risk as well as specific action plans.

**APPENDIX D**

**EMERGENCY RELIEF CENTRES**

The following emergency relief centres have been assessed found to be potentially suitable for use in times of emergency. Careful consideration must be given to the prevailing circumstances and number of people needing assistance when selecting a site or sites.

Facilities are listed in capacity order.

<b>NAME</b>	<b>TELEPHONE</b>	<b>LOCATION</b>	<b>CAPACITY</b>	<b>CAR PARK</b>	<b>A S S E S S I B L E</b>	<b>T O I L E T S</b>	<b>K I T C H E N</b>	<b>S H O W E R S</b>	<b>H E A T I N G</b>
Euroa Health 1 <sup>st</sup> Contact Elena McShane 2 <sup>nd</sup> Contact Joy Hill	0429494024 57950200	36 Kennedy Street Euroa	Up to 80 dependant on number of patients	unlimited	Y	Y	Y	Y	Y
Euroa Primary School – Old School House 1 <sup>st</sup> Contact – Tony Fahey 2 <sup>nd</sup> Contact – Jacki Penman	5795 2212 57624734 0407952211 57952929	Clifton Street	30	On road	Y	Y	Y	N	Y
St Johns Primary School – Mercy Centre	5795 2937	Anderson Street West	120	12	N	Y	Y	N	Y

<b>NAME</b>	<b>TELEPHONE</b>	<b>LOCATION</b>	<b>CAPACITY</b>	<b>CAR PARK</b>	<b>A S S E S S I B L E</b>	<b>T O I L E T S</b>	<b>K I T C H E N</b>	<b>S H O W E R S</b>	<b>H E A T I N G</b>
1 <sup>st</sup> Contact Sonia Jones 2 <sup>nd</sup> Contact Andrea Penman	0439045945 0400054109								
Violet Town Primary School Multi-purpose room 1 <sup>st</sup> Contact Peter Matthews 2 <sup>nd</sup> Contact Kerrie Boddenberg	5798 1431  0427 330 132 0427344666	Tulip Street	200	140	Y	Y	Y	N	Y
Violet Town Recreation Reserve – Bryan Hayes Pavillion 1 <sup>st</sup> Contact Gary Abley 2 <sup>nd</sup> Contact John Trotter	0437455356 57981326 0427953239 57951383	Tulip Street	200	100	Y	Y	Y	Y	Y
Violet Town Community Centre 1 <sup>st</sup> Contact Pam Ellis 2 <sup>nd</sup> Contact Leanne Russell- Jones	5798 1368 0418571419  0428981000 57981415	Cowslip Street	160	140	Y	Y	Y	N	Y
Violet Town Bush Nursing		46 Tulip Street	Up to 70	70	Y	Y	Y	Y	Y

<b>NAME</b>	<b>TELEPHONE</b>	<b>LOCATION</b>	<b>CAPACITY</b>	<b>CAR PARK</b>	<b>A S S E S S I B L E</b>	<b>T O I L E T S</b>	<b>K I T C H E N</b>	<b>S H O W E R S</b>	<b>H E A T I N G</b>
Centre 1 <sup>st</sup> Contact 2 <sup>nd</sup> Contact Anne O'hehir	57366366								
Longwood Community Centre 1 <sup>st</sup> Contact Tom Brodie 2 <sup>nd</sup> Contact Jean Hamilton	5798 5280 0409579852 57951020 0438057680	Down Street	200	200	Y	Y	Y	N	Y



## EMERGENCY RELIEF CENTRES

The following emergency relief centres have been assessed found to be potentially suitable for use in times of emergency. Careful consideration must be given to the prevailing circumstances and number of people needing assistance when selecting a site or sites.

Facilities are listed in capacity order.

NAME	TELEPHONE	LOCATION	CAPACITY	CAR PARK	A C C E S S I B L E	T O I L E T S	K I T C H E N	S H O W E R S	H E A T I N G
Nagambie Senior Citizens Centre 1 <sup>st</sup> Contact Lindsay Moore 2 <sup>nd</sup> Contact Russel Hurren	57942988 0428858834 57942362	High Street, Nagambie	60	60	Y	Y	Y	N	Y
Nagambie Recreation Reserve 1 <sup>st</sup> Contact Fiona Smith 2 <sup>nd</sup> Contact Michelle Mills	0418942446 57942446 57942467 0447755760	Cnr Blayney Land and Heathcote Road	100	100	N	Y	Y	Y	N

## GLOSSARY OF TERMS

ACTION	The executive command to mount an operation whereby all required personnel are called to their posts.
AFFECTED AREA	An affected area for the purposes of managing response and recovery is the entire geographic area affected in any significant way by an emergency.
AGENCY	Means a Government agency or a non-Government agency.
ALERT	That period when the Divisional or Local Emergency Response Co-Ordinator, or the Chief Officer of a control agency, believes an emergency may occur and requires all, or designated, Functional Services specified in Emergency Response to increase their level of preparedness to cope with the emergency.
ASSEMBLY AREA	A designated location used for the assembly of control or support personnel.
CASUAL EMERGENCY WORKER	A person, other than a registered emergency worker, who at the request or with the express or implied consent of the Chief Executive of an agency to which Emergency Response applies, or a person acting with the authority of the Chief Executive, assists that agency to perform a role or discharge a responsibility in accordance with Emergency Response in any emergency.
CIVIL DEFENCE	The term Civil Defence means the performance of humanitarian tasks intended to protect the civil population of Victoria against the dangers of and to help it recover from, the immediate effects of a war-like act.
CO-ORDINATION	The bringing together of agencies and elements to ensure effective response to emergencies and is primarily concerned with the systematic acquisition and application of resources (agency, manpower and equipment) in accordance with the requirements imposed by the emergency or emergencies. Co-ordination relates primarily to resources and operates; <ul style="list-style-type: none"> <li>• Vertically, within an agency, as a function of the authority to command,</li> <li>• Horizontally, across agencies as a function of the authority to control.</li> </ul>
CO-ORDINATOR	At Divisional level, a Police Officer appointed by the State Emergency Response Co-Ordinator as Divisional /Deputy Divisional Emergency Response Co-Ordinator. At local level, it shall be the Officer in Charge of the Police Station or the senior member of the Police Force at the scene of the emergency who shall act as the Emergency Response Co-Ordinator.
CONTROL AGENCY	The agency identified in Emergency Response which is primarily responsible for responding to a specified emergency.
COMMAND	The direction of members and resources of an agency in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency. Command relates to agencies and operates vertically within an agency.
CONTROL	The overall direction of response activities in an emergency situation. Authority for control is established in legislation or in an emergency response plan, and causes with it the responsibility for tasking and co-ordinating other agencies in accordance with the needs of the situation. Control relates to situations and operates horizontally across agencies.

CONTROLLER (VICSES)	The person appointed to manage and administer a local volunteer Unit of the Victoria State Emergency Service (VICSES)
COUNSELLING	The provision of psychological support and advice to persons affected by an emergency.
DISASTER AREA	Means that part or those parts of Victoria in which a state of disaster is declared, under Section 23(1) of the Emergency Management Act, to exist.
EMERGENCY RESPONSE	The Short Title of the Victoria State Disaster Response Plan.
EMERGENCY RESPONSE AGENCY	Means a government or non-government agency committed to Emergency Response.
EMERGENCY RESPONSE COMMITTEE	The emergency response planning committee ensuring the Co-ordinated response to emergencies by all agencies having roles and responsibilities under Emergency Response.
EMERGENCY	Emergency means 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, including, without limiting the generality of the foregoing; <ul style="list-style-type: none"> <li>• an earthquake, flood, windstorm or other natural event; and</li> <li>• a fire; and</li> <li>• an explosion; and</li> <li>• a road accident or any other accident; and</li> <li>• a plague or an epidemic; and</li> <li>• a warlike act, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth; and</li> <li>• a hi-jack, siege or riot</li> </ul>
EMERGENCY CO-ORDINATION CENTRE (ECC)	The Centre established at Divisional or Municipal level to co-ordinate resources and conduct operations ancillary to the control agency, during the response phase.
EMERGENCY GRANT	The provision of finance to affected persons as dictated by Government Policy, during Emergency Relief.
EMERGENCY MANAGEMENT GROUP	The group formed to assist the municipality in the performance of its Municipal Emergency Management functions.
EMERGENCY OPERATIONS CENTRE (EOC)	The centre established by each agency for the command/control function within their own agency. eg. Police Operations Centre (POC), Fire Control Centre (FCC).
EMERGENCY RELIEF	Relief is the provision of immediate life support and human needs of persons affected by, or responding to, an emergency.
EMERGENCY RELIEF CENTRES	Centres established to provide groups of persons with any or all of the services, of the functional areas of emergency relief.
EMERGENCY SERVICES LIAISON OFFICER	An Officer designated by his agency to represent it and who is empowered to commit or to arrange the commitment of resources of the agency to the countering of emergencies, and to provide a communication link with his agency.
EMERGENCY SHELTER	Group shelter provided for affected persons in a community hall or suchlike, including "relief centres". It is provided during the emergency relief stage and is separate to temporary accommodation.

EMERGENCY SUPPLY	The provision of resources to a control agency when that agency is unable to procure same through its normal resource system.
EVACUATION	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return. The decision to evacuate rests with the control agency in conjunction with police and available expert advice.
EVACUATION CENTRE	See Assembly Area and/or Emergency Relief Centre.
FIELD EMERGENCY RESPONSE CO-ORDINATOR	Senior member of the Police Force at the scene of an emergency.
FINANCIAL ASSISTANCE	See Emergency Grant.
FUNCTIONAL AREAS	The categorisation of services required for Emergency Relief for the purposes of allocating responsibility to nominated agencies. These are: <ul style="list-style-type: none"> <li>• Catering</li> <li>• Community Organisations</li> <li>• Emergency Accommodation</li> <li>• Emergency Grants, Counselling &amp; Temporary Accommodation</li> <li>• Material Needs</li> <li>• Registration (National Registration &amp; Inquiry System, NRIS)</li> </ul>
GOVERNMENT AGENCY	Means- <ul style="list-style-type: none"> <li>• any body corporate or unincorporated constituted by or under any Act for a public purpose; and</li> <li>• any member or officer of such a body.</li> <li>• Any person in the service of the Crown in the right of the State of Victoria upon whom any function, power, duty or responsibility is conferred by or under the Act</li> </ul>
INCIDENT CONTROL POINT	The control point established by the Control Agency in proximity to the emergency and used by the incident controller for forward command/control functions.
INCIDENT CONTROLLER	An officer appointed by the control authority responsible for the resolution of an emergency. This title shall also extend to the person appointed under the provisions of Section 16 of the Emergency Management Act.
LEAD AGENCY	The agency designated to co-ordinate the provision of a functional area of emergency relief and supplementary supply
MATERIAL NEEDS	The provision of clothing, bedding and personal requisites, during "Emergency Relief".
MUNICIPAL EMERGENCY RESPONSE CO-ORDINATOR	The Officer in Charge of the local Police Station or the senior police officer at the scene of the emergency.
MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE	The Committee which, at municipal level, is responsible for the formation and maintenance of a Municipal Emergency Management Plan.

MUNICIPAL EMERGENCY RESOURCE OFFICER (MERO)	The person appointed by the Municipality responsible to council for the co-ordination of municipal owned or controlled resources in emergencies.
MUNICIPAL RECOVERY MANAGER	The person appointed by the Municipality responsible to council for the co-ordination of municipal recovery activities after emergencies.
MUNICIPALITY	The area contained within the defined boundaries for local Government responsibility of a Shire, Borough, Town or City.
NATIONAL REGISTRATION & INQUIRY SYSTEM (NRIS)	The Commonwealth/State's arrangements for the recording of emergency victims and for satisfying inquiries regarding the whereabouts of persons so affected.
NON GOVERNMENT AGENCY	Means a voluntary organisation or any person or body other than a government agency.
PRIMARY SUPPORT AGENCY	The agency to be first considered by an Emergency Response Co-Ordinator for support in an Emergency Response role.
RECOVERY	The process by which affected persons and communities are helped to recover to a proper level of functioning. It commences as soon as practicable after the impact of an emergency, and usually continues long after cessation of response activities. Refer also to the State Disaster Recovery Plan.
RECOVERY AGENCY	A recovery agency is an agency or person which assists individuals, families and communities to attain a proper level of functioning, by providing information, specialist services and resources, and may include Commonwealth, State and local government and non-government agencies.
DIVISION	A geographic area comprising a number of municipal districts and specific Victorian waters.
DIVISIONAL EMERGENCY RESPONSE	The Emergency Response Plan prepared by the Divisional Emergency Response Committee.
DIVISIONAL EMERGENCY RESPONSE COMMITTEE	The committee which at divisional level is responsible for the formation and maintenance of a Divisional Emergency Response for response to emergencies, the chairman being the Divisional Emergency Response Co-Ordinator or, in his absence, his Deputy Emergency Response Co-Ordinator.
REGISTERED EMERGENCY WORKER	Means a person registered under Section 26 of the Emergency Management Act 1986.
RELIEF CENTRES	Centres established to provide groups of persons with any or all of the services, of the functional areas of Emergency Relief.
RELIEF STAGE	The immediate post impact stage of an emergency, preceding the recovery phase. For the purposes of this Plan, the end of relief will be when "stand down" is advised by the Emergency Response Co-Ordinator.
RESPONSE	The control of an emergency and the provision of emergency relief, including rescue and the needs of affected persons.
STAGING AREA	A location designated and used during emergencies for the assembly of control or support personnel prior to deployment.

STAND-DOWN	The order given by the Divisional or Municipal Emergency Response Co-Ordinator that allows personnel to cease operations reflecting the termination of the emergency.
STANDBY	That period normally following alert when the Divisional or Municipal Emergency Response Co-Ordinator, or the Chief Officer of a control agency, believes that the occurrence or the effects of the emergency, are imminent. Members of the relevant agencies are placed on "Standby", thus being ready to respond immediately.
SUPPLEMENTARY SUPPLY	Those resources requested under emergency supply unable to be obtained by Emergency Response Support Agencies.
SUPPORT AGENCY	A government or non-government agency which provides essential services, personnel, or material to support or assist a control agency or affected persons.
TEMPORARY ACCOMMODATION	Accommodation provided for individuals or families affected by an emergency. It is separate to emergency shelter. This accommodation includes caravans and suchlike, and will normally be arranged by the recovery agency. In some cases this will occur during the Response Phase.

## ABBREVIATIONS

DPI	Department of Primary Industry
ASV	Ambulance Service Victoria
BOM	Bureau of Meteorology
ASA	Air Services Australia
CFA	Country Fire Authority
CWA	Country Women's Association
DACC	Defence Assistance to Civil Community
DECC	Divisional Emergency Co-ordination Centre
DERC	Divisional Emergency Response Co-ordinator
DFACA	Defence Force Aid to the Civil Authority
MERC	Municipal Emergency Response Co-ordinator
EHO	Environmental Health Officer
EMA	Emergency Management Australia
EPA	Environmental Protection Authority
ESLO	Emergency Services Liaison Officer
DHS	Dept. Human Services
MECC	Municipal Emergency Co-ordination Centre
MEMPC	Municipal Emergency Management Planning Committee
MEMP	Municipal Emergency Management Plan
MERO	Municipal Emergency Resource Officer
MERC	Municipal Emergency Response Co-ordinator

MFB	Metropolitan Fire Brigade
MRM	Municipal Recovery Manager
DSE	Dept. Sustainability and Environment
NRIS	National Registration and Inquiry System
OIC	Officer in Charge
H&SO	Health and Safety Organisation
PTC	Public Transport Corporation
RSPCA	Royal Society for the Prevention of Cruelty to Animals
GMW	Goulburn Murray Water
GVW	Goulburn Valley Water
SITREP	Situation Report
SOP	Standard Operating Procedure
VICSES	-Victoria State Emergency Service
VICPOL	Victoria Police
WICEN	Wireless Institute Civil Emergency Network
MAV	Municipal Association Victoria
LGA	Local Government Association

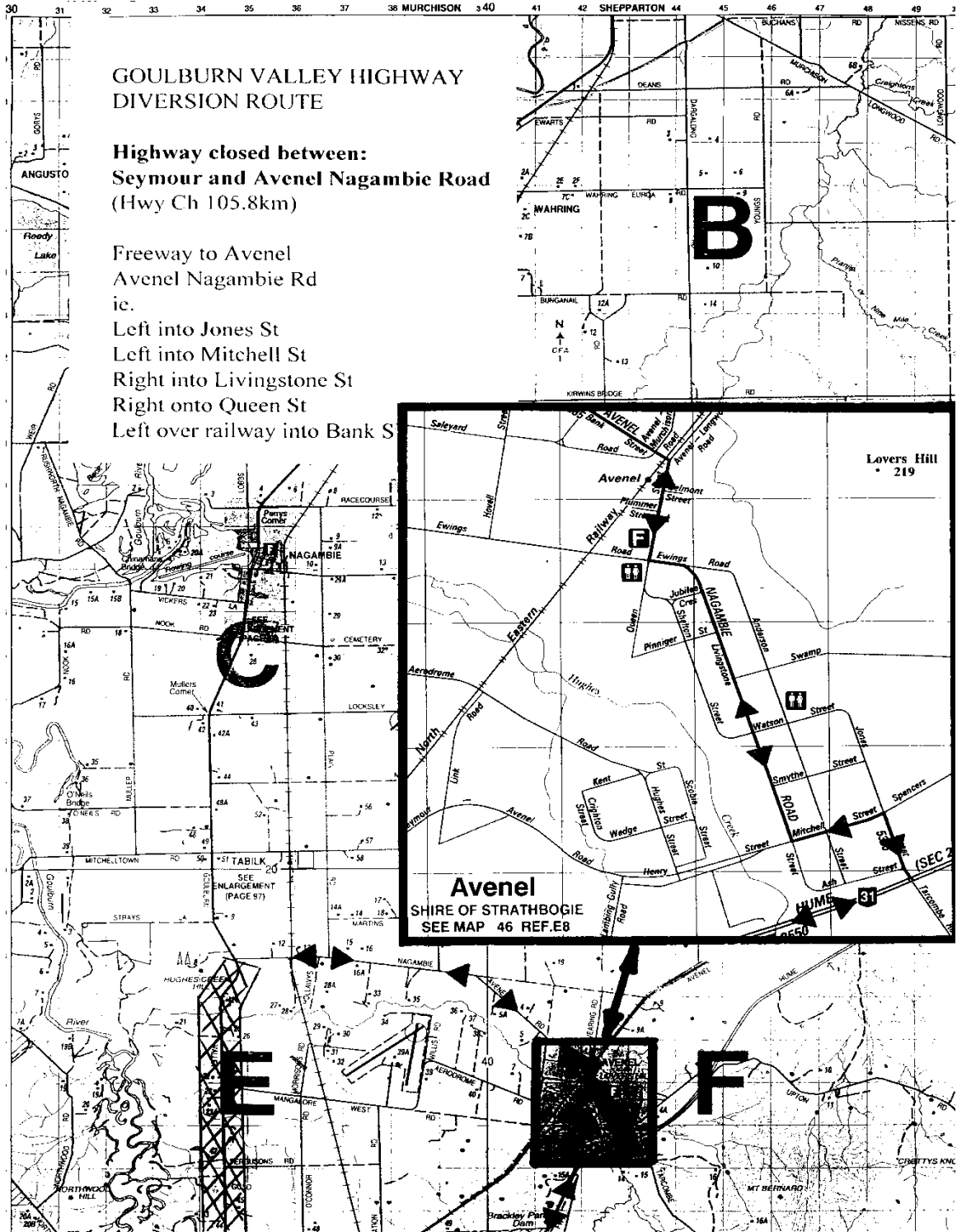
## Distribution List

ISSUED TO	COPY HELD
Mansfield Shire Council	69
Campaspe Shire	1
Rural City of Benalla	66
Greater Bendigo Shire	3
Greater Shepparton Shire	4
Mitchell Shire	5
Murrindindi	6
Ambulance Victoria – Hume Area (Shepparton)	7
Australian Red Cross – Melbourne Office (Regional Emergency Services Coordinator)	8
Communications Area Representative	9
CFA – Local Group Officers	
Violet Town Group Officer	10
Longwood Group Officer	11
Murchison Group Officer	84
Nagambie Fire Captain (secretary)	13
CFA – Regional Headquarters	
Region 12	14
Region 22	15
D24 (local) – Wangaratta (Officer in Charge of Communications)	16
Corporate Emergency Planning and Security Manager	17
Deputy Municipal Emergency Response Co-ordinator (Nagambie)	19
Medial Services Nagambie (vale Street)	20
Health and Medical Functional Representative	
Euroa Hospital	58
Nagambie Lake View Hostel	70 & 71
Human Services - Hume Region	25
Medical/Ambulance Victoria Rep (Station Officer Euroa)	26
Municipal Chief Executive Officer	27
Municipal Emergency Management Plan Committee Chairman	82A
Municipal Emergency Management Plan Committee Deputy Chairman	76
Municipal Emergency Management Plan Executive Officer	30
Municipal emergency Response Co-ordinator (Euroa Police)	65
Other Agencies and Community Groups as required	
Nagambie Reference Group	36
Strathbogie Tablelands Action Group	39
Longwood Action group	40
Ruffy Action Group	55
Police Representative (MERP – Euroa)	42
Divisional Emergency Response Co-ordinator, Seymour	43
Transport and Engineering Functional Area Representatives	
Euroa	45
Nagambie	46
Victoria Station Emergency Service – Local Unit (2 copies)	47 & 64
Victoria Station Emergency Service – Regional Headquarters	48 & 73
Violet Town Police Station – Officer in Charge	49
Works Assistant	50
Violet Town Fire Brigade	52

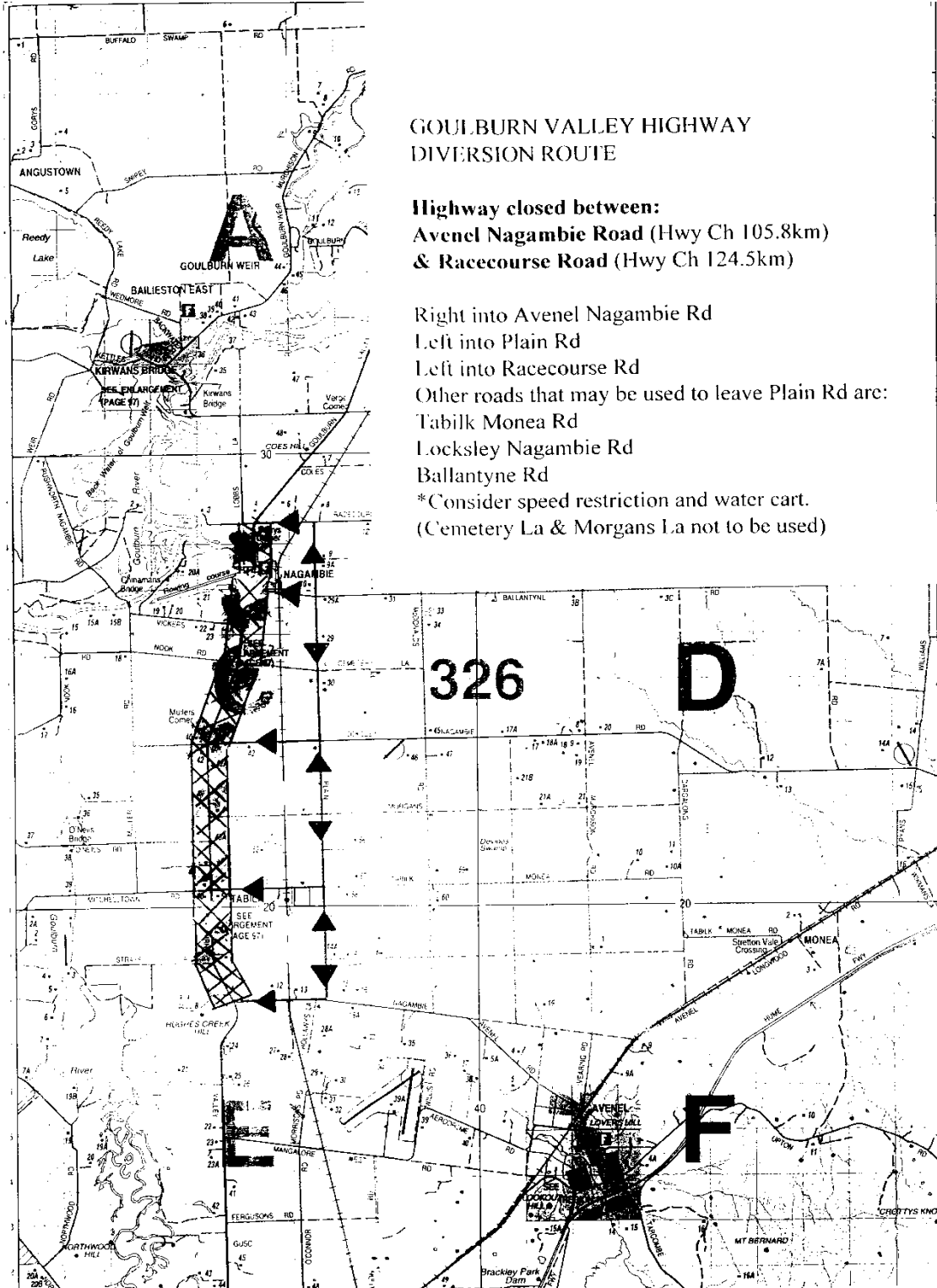


Red Cross Emergency Services Liaison Officer	53
Powercorp Emergency Service Liaison Officer	59
Violet Town Bush Nursing Hospital	60
Victoria Police, Inspector, Benalla Police Station	61
Goulburn Muray Water – Tatura	67
State Library of Victoria	68
Operations Manager – Puckapunyal	72
Goulburn Valley Water – Risk Management Officer	74
Environmental Health Officer – Strathbogie Shire	77
Ranger in Charge, Parks Victoria	78
Works Superintendent	79
District Veterinary Officer – NE Region (DEPI)	82
Municipal Recovery Manager (Community Services Co-ordinator)	83
Australian Red Cross – State Co-ordinator (Operations)	85
Manager Special Projects (Deputy MERO)	86
MECC Central Co-ordinator	87
MERO backpack	88
Deputy Municipal Recovery Manager (Aged Care Co-ordinator)	89
Manager Emergency Management, DHS, Hume Region	90
Violet Town Works Officer	91
Environment Protection Authority	92

# EMERGENCY RESPONSE DIVERSION ROUTES



# EMERGENCY RESPONSE DIVERSION ROUTES

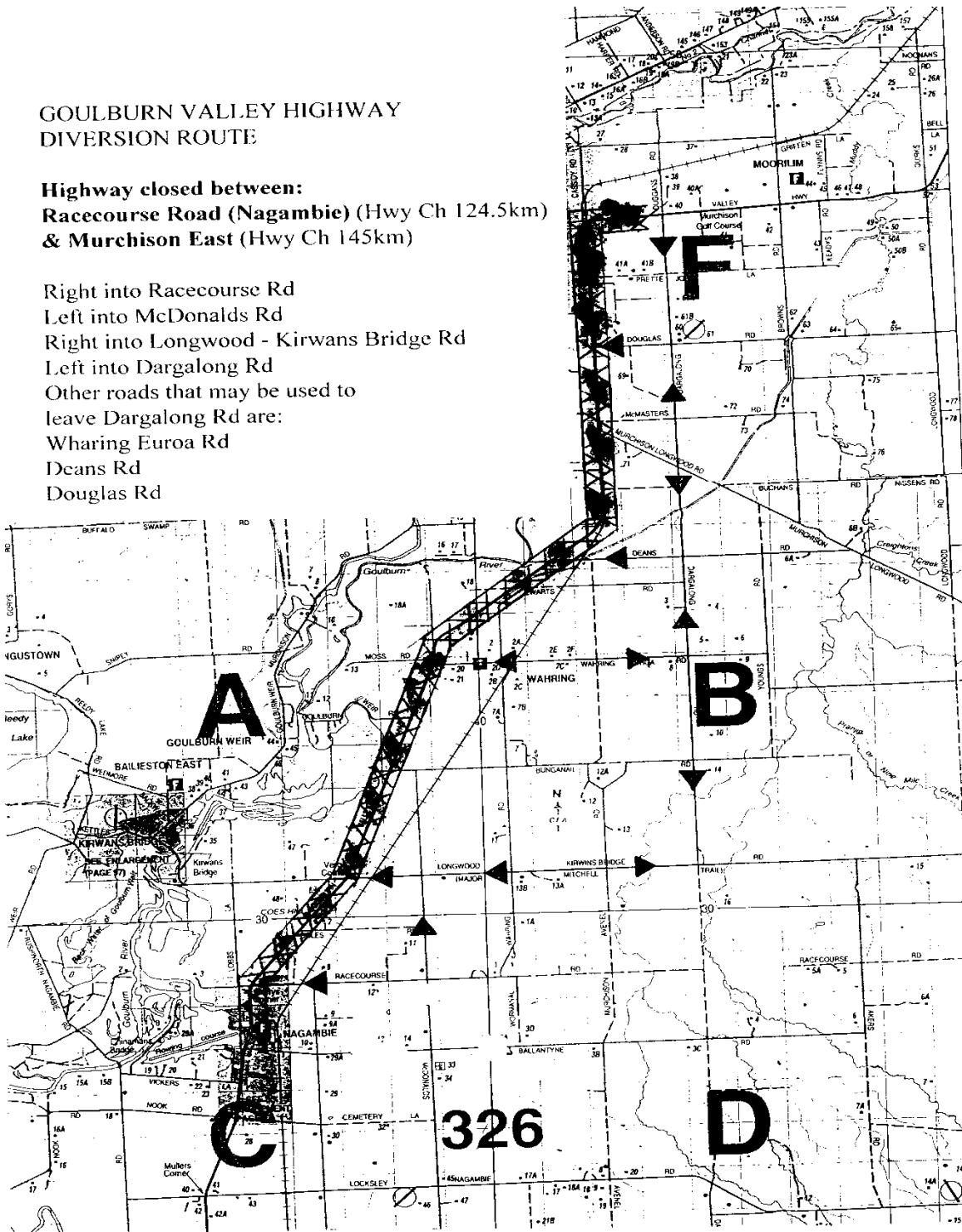


# EMERGENCY RESPONSE DIVERSION ROUTES

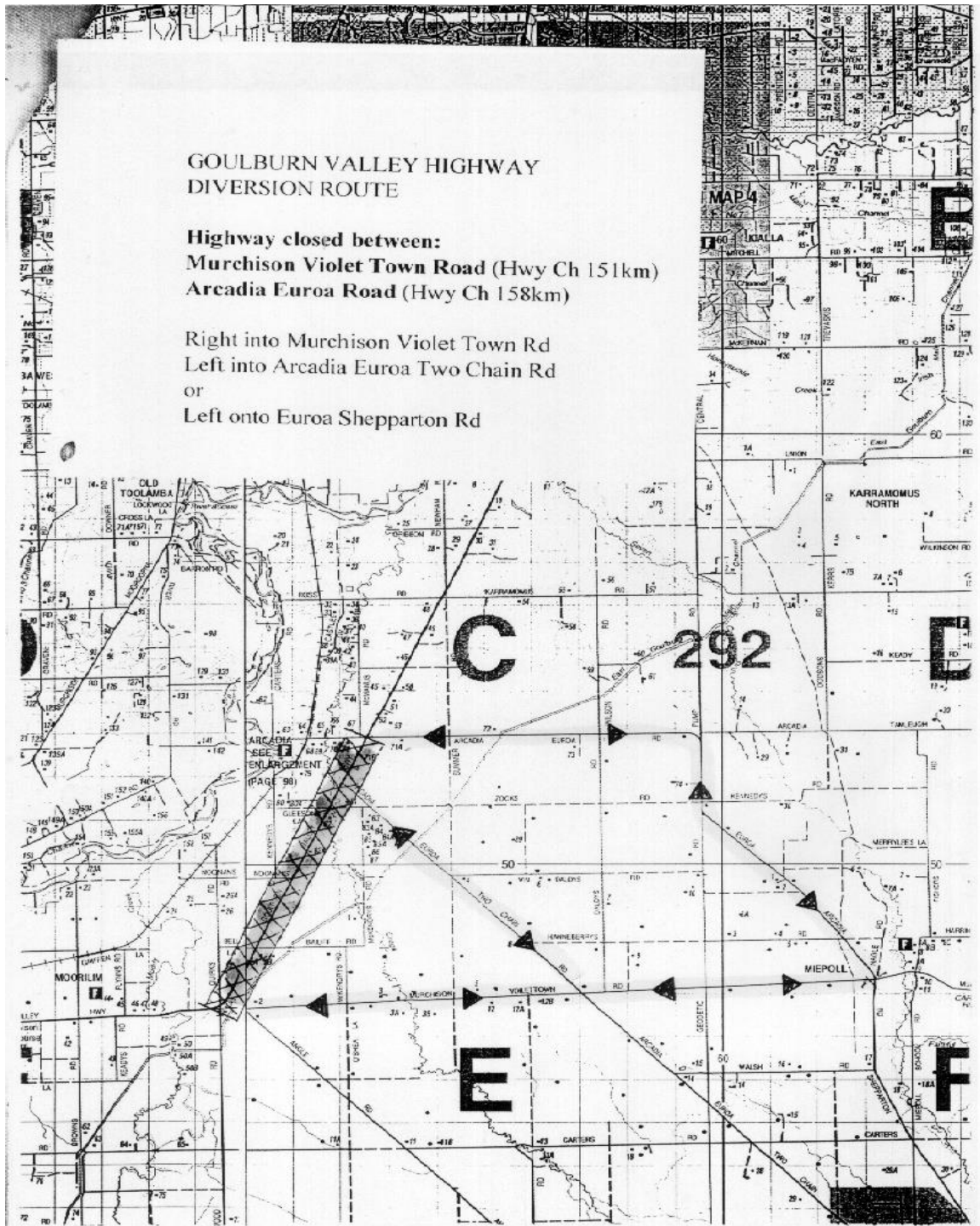
## GOULBURN VALLEY HIGHWAY DIVERSION ROUTE

**Highway closed between:  
Racecourse Road (Nagambie) (Hwy Ch 124.5km)  
& Murchison East (Hwy Ch 145km)**

Right into Racecourse Rd  
Left into McDonalds Rd  
Right into Longwood - Kirwans Bridge Rd  
Left into Dargalong Rd  
Other roads that may be used to  
leave Dargalong Rd are:  
Wharing Euroa Rd  
Deans Rd  
Douglas Rd



# EMERGENCY RESPONSE DIVERSION ROUTES



## MECC Exercise Schedule

Exercise	Date
Internal impromptu emergency exercise simulating a flood event in the Euroa Township. Prepared the MECC for operation.	08.09.2004
Emergency internal drill simulating a vehicle accident where a school bus left the road and ended up over a bridge and in the creek in Creighton's Creek vicinity. Included road closure and road deviation.	02.12.2004
Mock set up of the MECC involving, VicSES, VicPolice, MERO, Deputy MERO's, MRM, Deputy MRM, Transport and Engineering and volunteer staff. Set up included arranging tables into specific workgroups, setting up computers, logging onto the MECC emergency email and telephone set up.	27.01.2005
MECC Set-up Exercise involving, MERO, Dep MERO (x2), Executive Officer MEMP, Administration Strathbogie Shire, MERC, Dep MERC, SES Regional Officer.	16.07.2009
Trial (mock exercise) MECC setup in preparation for the bushfire season. Community members (key stakeholders) were invited to gain an insight of the operations of the MECC and the Council preparedness for the bushfire season. Essential bushfire information pack was sent out to every household in the shire after the information sessions. These packs contained a fridge magnet with the fire danger ratings on it, emergency numbers and essential website information.	25.11.2009
The Seven Creeks and Castle Creek had a flood event September 2011. The MECC was operational over a short period. Following the event on September 5, a debrief was carried out to note and rectify any downfalls in the system.	4.09.2010
MECC Exercise – Relief and Recovery SES, VicPol, Red Cross, MERO and Deputy Mero's, MRM and relevant council staff.	29.04.2011



**MECC Setup Checklist**

Contact personnel to assist (check availability)

- Deputy MERO
- Resourcing Officer(s) e.g. Works Officers – may be deployed at incident, Asset Services staff
- Data Logger – Admin personnel, (Resource Database, volunteers)
- IT staff
- Works Superintendent
- Volunteers (Resource Database)
- Reception (Resource Database, volunteers). What info does reception provide?
- Municipal Recovery Manager

Briefing/induction for all involved

- Documented and updated regularly
- Process for requests/data logging
- Sign in/out register

Generator on site (mindful of SES access through lane)

Use MECC layout plan – MECC Cupboard

Phones, wireless computer for MERO, accessible to server, internet.

- Tape down cords

Tabards, stationary etc at all agency work stations

White boards, pin boards

MECC Restricted Access Sign

On data stick with MECC bag

- Request log spreadsheet
- Resource Offers spreadsheet
  - to be available with shared access to reception & resource officers

Second digital projector (side cupboard in MECC)

Screen

**After Set-Up**

Advise:

CEO  
Publicity Officer

Refreshments/food



## **Strathbogie Shire Influenza Pandemic Plan**

The Influenza Pandemic Plan is a sub-plan of the Strathbogie Shire Municipal Emergency Management Plan

Refer Councils website

## **Heatwave Management Plan**

The Heatwave Management Plan is a sub-plan of the Strathbogie Shire Municipal Emergency Management Plan

Refer Councils website

**Bushfire vulnerable people are likely to be located at:**

<p>Euroa Health Inc., Hospital and Aged Care Services 36 Kennedy Street, Euroa 3666 (03) 5795 0200 (03) 5795 0240 fax <a href="mailto:eh@euroahospital.com.au">eh@euroahospital.com.au</a></p> <p>Nagambie HealthCare, Incorporating Nagambie Hospital &amp; Lakeview Lodge Hostel 22 Church Street, Nagambie 3608 (03) 5794 2666 (03) 5794 2077 fax <a href="mailto:admin@nagambiehc.org.au">admin@nagambiehc.org.au</a></p> <p>Violet Town Bush Nursing Centre 48 Cowslip Street, Violet Town 3669 (03) 5798 1324 (03) 5798 1675 fax</p> <p>Currie Park, Retirement Village (privately owned) 58 Weir Street, Euroa 3666 (03) 5795 1822</p> <p>Goodstart Early Learning Centre 14 Campbell Street, Euroa 3666 (03) 5795 2266 <a href="mailto:jup@childcare.com.au">jup@childcare.com.au</a></p> <p>Nagambie Pre School and Childcare 16 Vale Street, Nagambie 3608 (03) 5794 2240</p> <p>Violet Town Pre School Hyacinth Street, Violet Town 3669 (03) 5798 1477</p> <p>Euroa Kindergarten Kirkland Avenue, Euroa 3666 (03) 5795 2310</p> <p>Avenel Pre School 31 Watson Street, Avenel 3664 (03) 5796 2559</p> <p>Euroa Maternal &amp; Child Health 2 Bury Street, Euroa 3666 MCH Nurses Jane Davey 0407 090 061 Janet Haensel 0407 539 506</p>	<p>Violet Town Maternal &amp; Child Health Hyacinth Street, Violet Town 3669 Jane Davey 0407 090 061 Janet Haensel 0407 539 506</p> <p>Avenel Maternal &amp; Child Health Queen Street, Avenel Jane Davey 0407 090 061 Janet Haensel 0407 539 506</p> <p>Nagambie Maternal &amp; Child Health Vale Street, Nagambie 3608 Jane Davey 0407 090 061 Janet Haensel 0407 539 506</p> <p>Euroa Primary School Clifton Street, Euroa 3666 (03) 5795 2212</p> <p>Euroa Secondary College Campbell Street, Euroa 3666 (03) 5795 2512</p> <p>St Johns Primary School 37 Anderson Street, Euroa 3666 (03) 5795 2937</p> <p>St Joseph's Primary School 367 High Street, Nagambie 3608 (03) 5794 2273</p> <p>Nagambie Primary School 31 Goulburn Street, Nagambie 3608 (03) 5794 2608</p> <p>Avenel Primary School Livingstone Street, Avenel 3664 (03) 5796 2264</p> <p>Peranbin Primary College Tulip Street, Violet Town 3669 (03) 5798 1477</p> <p>Peranbin Primary College Strathbogie Campus Main Road, Strathbogie 3666 (03) 5790 5250</p> <p>Longwood Primary School Hurley Street, Longwood 3665 (03) 5798 5386</p>
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	Villamaria 190 Benalla Road PO Box 7515, Shepparton Ph: (03) 5832 8444
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**HOW TO MOVE  
GATE IN POSITION**

**MODE:**

- STEP 1:** Press the V button on the home screen.
- STEP 2:** Press the down arrow until you are on LOCAL CONTROL, and then press the V button.
- STEP 3:** Enter the password 1000 and press the V button.
- STEP 4:** Press the down arrow until you reach the GATE POSITION MODE and press the V button.
- STEP 5:** Enter the desired position measurement in millimetres using the up and down arrows and left and right buttons and press the V button to set desired measurement.
- STEP 6:** Gate will move to set position.

GATE 1	GATE 2	GATE 3	GATE 4
<b>MAX OPEN:</b> 1342mm	<b>MAX OPEN:</b> 1049mm	<b>MAX OPEN:</b> 1039mm	<b>MAX OPEN:</b> 1032mm
<b>75% OPEN:</b> 1006mm	<b>75% OPEN:</b> 0787mm	<b>75% OPEN:</b> 0780mm	<b>75% OPEN:</b> 0774mm
<b>50% OPEN:</b> 0671mm	<b>50% OPEN:</b> 0525mm	<b>50% OPEN:</b> 0520mm	<b>50% OPEN:</b> 0516mm
<b>25% OPEN:</b> 0335mm	<b>25% OPEN:</b> 0262mm	<b>25% OPEN:</b> 0260mm	<b>25% OPEN:</b> 0258mm
<b>FULLY CLOSED:</b> 0000mm	<b>FULLY CLOSED:</b> 0000mm	<b>FULLY CLOSED:</b> 0000mm	<b>FULLY CLOSED:</b> 0000mm



## REFERENCES

The following references were used during the preparation of this plan:

Natural Disasters Organisation.

Australian Emergency Manual: Community Emergency Planning Guide.  
2nd ed., 1992

Goulburn Shire Emergency Management Plan

Shire of Euroa Emergency Management Plan , 1986

Shire of Violet Town Disaster Plan, 1990

Victoria Emergency Management Act, 1986.

Victoria State Emergency Service Act, 1987.

Victoria State Emergency Service, EUROA Unit, Flood Plan .

Ministry for Police & Emergency Services.

Managing Emergencies: A Guide for Local Government in Victoria., 1987.

Victoria State Disaster Recovery Plan. 2nd ed., 1991.

Victoria State Disaster Response Plan (DISPLAN). 3rd edition, 1992.

Papa 2 Emergency Response Plan. : Victoria State Emergency Service, 1992.

Papa 2 Emergency Recovery Plan. Department of Human Services.