



Mildura Rural City
Municipal Emergency Management Plan

Version 7.0
7 December 2021

Acknowledgement of Country

We acknowledge the First Peoples of the Millewa-Mallee, the Latji Latji, Ngintait, Nyeri Nyeri and Werigia, as the Traditional Owners and Custodians of the Country on which we are. We pay our respects to the Elders past and present of First Peoples of Millewa-Mallee the Latji Latji, Ngintait, Nyeri Nyeri and Werigia ancient connection they hold with their Country.

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| Document Title | Mildura Rural City - Municipal Emergency Management Plan (MEMP) |
| Version No | 7.0 |
| Date of Release | 7 December 2021 |

All amendment details can be found in Appendix A

This Plan has been produced by the Mildura Rural City Municipal Emergency Management Planning Committee (MEMPC) pursuant to the *Emergency Management Act 2013* and relevant Ministerial Guidelines, and approved by the Loddon Mallee Regional Emergency Management Planning Committee on the 25 November 2021.

The Mildura Rural City MEMPC understands and accepts its roles and responsibilities as described in State Emergency Management Plan (SEMP) and the *Emergency Management Act 2103*

The Mildura Rural City MEMPC, formed under the changes to Emergency Management Legislation in 2020, acknowledges the work and commitment of all previous agencies, industry bodies, Mildura Rural City Council and its employees. Their collaborative work in planning for emergencies and disasters is acknowledged.

Dated this **Seventh** Day of **December 2021**



Signed:

Peter l'Anson

Municipal Emergency Management Planning Committee Chairperson

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1 Introduction

1.1 Purpose

The *Emergency Management Act 2013* (EM Act 2013) requires Municipal Emergency Management Planning Committees (MEMPC's) to prepare and review its Municipal Emergency Management Plan (the Plan) in a collaborative and efficient manner that acknowledges the importance of community emergency planning.

The plan aims to reduce;

- the likelihood of emergencies
- the effect of emergencies on communities; and
- the consequence of emergencies for communities

1.2 Objectives

The objective of the Plan is to detail the agreed emergency management arrangements for the mitigation and response to and recovery from emergencies and disasters. It supports agency interoperability and the shared responsibility for community centred outcomes.

The Plan also seeks to develop, safer more resilient communities by encouraging agency engagement with individuals groups and the broader community within municipality. The Plan also endeavours to provide an integrated and coordinated all communities and all emergencies approach to emergency planning.

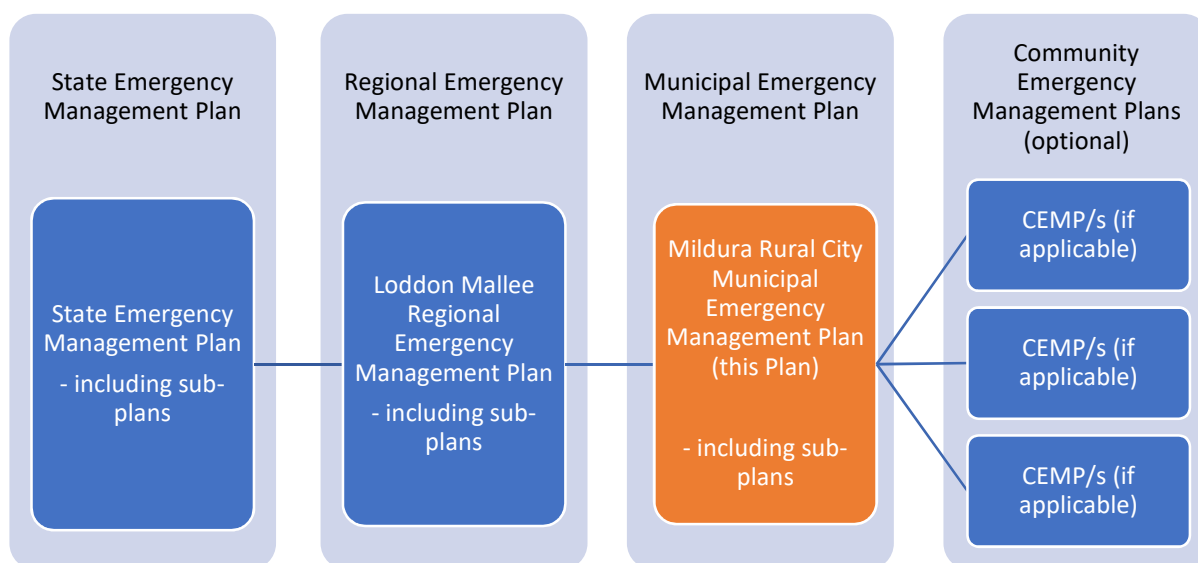
1.3 Scope

This plan supports the coordinated and integrated emergency management arrangements within the Mildura Rural City Council municipal district and is consistent with the Regional and State planning arrangements.

This plan seeks to address the prevention of, response to and recovery from emergencies within the Mildura Rural City Council municipality and is the result of the co-operative efforts of the Municipal Emergency Management Planning Committee

This plan is a subordinate plan of the Regional Emergency Management Plan (REMP) and the State Emergency Management Plan (SEMP) and to the extent possible does not conflict with other in force emergency management plans.

The following diagram outlines the emergency management planning hierarchy.



1.4 Legislation

In 2020, the Emergency Management Legislation Amendment Act 2018 amended the [Emergency Management Act 2013](#) (hereafter known as the “EM Act 2013”) to provide for new integrated arrangements for emergency management planning in Victoria at the State, Regional and Municipal levels. This also created an obligation for a Municipal Emergency Management Planning Committee (MEMPC) to be established in each of the municipal districts of Victoria. The Mildura Rural City MEMPC is a genuine multi-agency collaborative group whose members bring organisation, industry or personal expertise to the task of emergency management planning for the municipal district.

1.5 Assurance

This Plan has been prepared by the Mildura Rural City, Municipal Emergency Management Planning Committee (MRC - MEMPC) in accordance with the EM Act 2013 and [Ministerial Guidelines](#) for preparing Emergency Management Plans.

This Plan has been presented to the Loddon Mallee – Regional Emergency Management Planning Committee (LM - REMPC) with a Statement of Assurance, [\(Attachment 1\)](#) that it complies with the relevant legislation and Ministerial Guidelines.

1.6 Approval

This Plan has been approved by the Loddon Mallee – Regional Emergency Management Planning Committee.

It comes into effect when it is published in accordance with s60AI (1) (ab) of the EM Act 2013 and remains in effect until superseded by an approved and published update.

This Plan is published on the Mildura Rural City Council [website](#) as required by s60AI (1) (ab) of the EM Act 2013.

1.7 Plan Review

The MEMPC is committed to undertaking a comprehensive process of review to ensure the Plan is current, integrated, coordinated and comprehensive and is able to enhance plans and actions ensuring they provide for desired outcomes.

To ensure the Plan provides for a current integrated, coordinated and comprehensive approach to emergency management and is effective, it is to be reviewed at least every three years.

An urgent update of this Plan should occur if there is significant risk that life or property will be endangered if the plan is not updated (EM Act 2013 s60AM). Urgent updates come into effect when published on the Municipal Council website and remain in force for a maximum period of three months.

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

2 Municipal Emergency Management Planning Committee (MEMPC)

2.1 MEMPC Functions & Arrangements

The MEMPC Terms of Reference, [\(attachment 2\)](#) sets out the functions and governance arrangements of the MEMPC. The Terms of Reference contains personal information which will be excluded from a published version of this Plan under s60AI (2) (b) of the EM Act 2013

2.2 Membership

Section 59A (1) of the EM Act 2013 specifies the minimum membership requirements of the MEMPC. The Mildura Rural City MEMPC meets this requirement shown below in table 1, and has invited and added additional agencies and organisations with key skills and knowledge to join the MEMPC.

The committee will review its membership on a yearly basis, or more frequently as required.

Contact details of MEMPC members are not available in this Plan. The details are provided in a non-public version of the Terms of Reference and are available for legitimate purposes following approval from the individual or agency. These may then be provided by the MEMPC Executive Officer.

| Table 1 | |
|---|--|
| Agency | Agency nominations confirmed by |
| Municipal Council | Chief Executive Officer |
| Victoria Police | Chief Commissioner of Police |
| Fire Rescue Victoria | Agency |
| Country Fire Authority | Agency |
| Ambulance Victoria | Secretary, Department of Health and Human Services |
| Victoria State Emergency Service | Agency |
| Australian Red Cross | Agency |
| Department of Health and Human Services | Secretary, Department of Health and Human Services |

The Department of Health & Human Services is now the Department of Families Fairness & Housing (DFFH) and the Department of Health (DoH). It will take some time for this change to be reflected in documentation at a state and Regional Level

2.3 Sub Committees & Working Groups

To assist with the activities of MEMPC, sub-committees or work groups may be established to examine various issues or topics in more detail and/or to review and update the MEMP or any sub-plans of the MEMP.

Sub-committees or work groups will consist of members of the MEMPC and if required, invited community members or agencies with specialist knowledge, direct influence or a community interest in an area.

Sub-committees and work groups must report back to the MEMPC on progress and completion of agenda items. They may also provide recommendations to the greater MEMPC however cannot endorse on behalf of the MEMPC.

3 Municipal Profile

3.1 Introduction

The Mildura Rural City Council municipality is as vast as it is diverse. National and State Parks, over 400 km of Murray river and numerous wineries and other tourism attractions provides for over 500 000 overnight visitors per year.

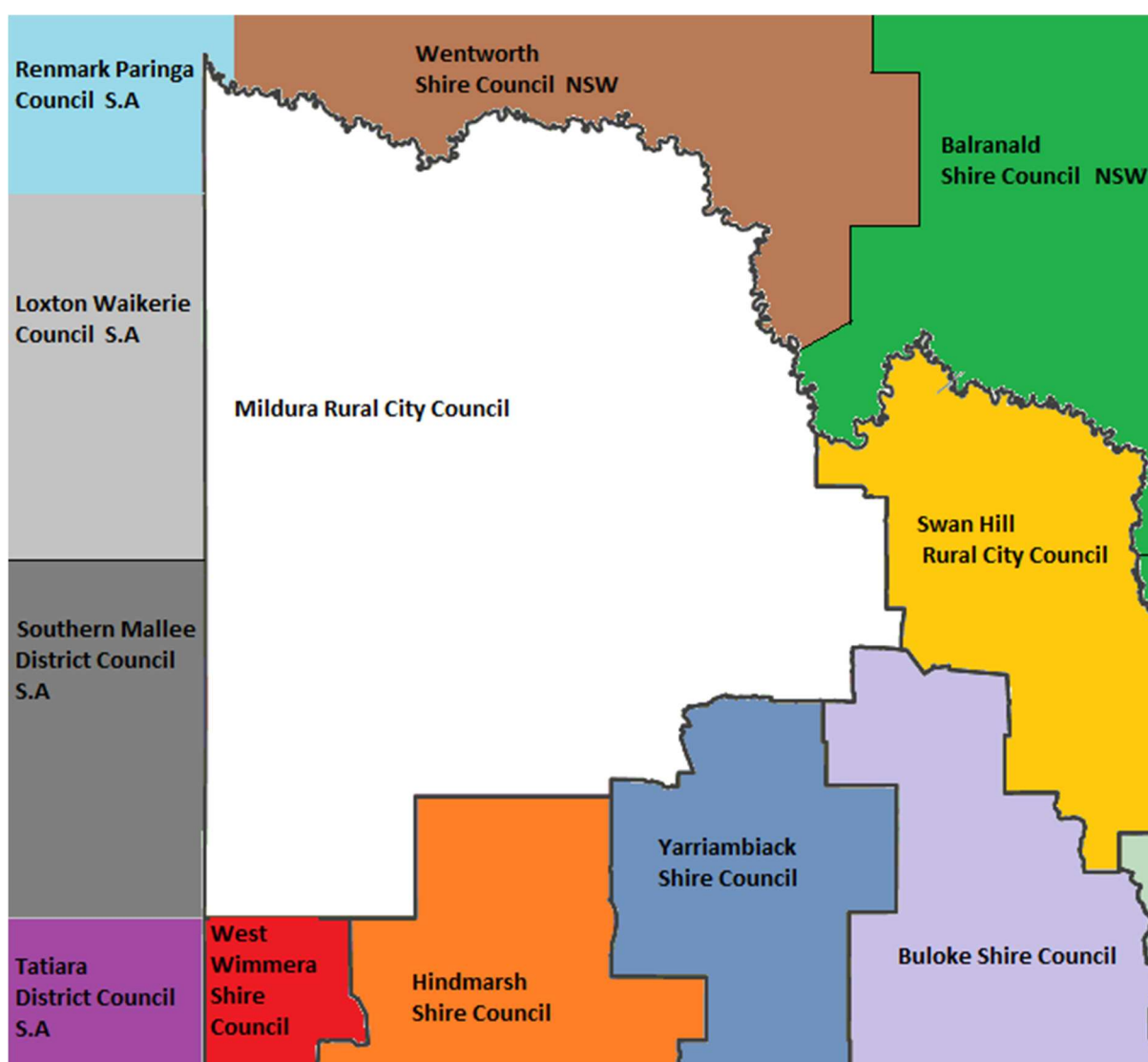
This diversity also brings many contracting companies and itinerant workers to the area all year around. Developing a sturdy emergency management plan along with continual education of both the stable and moving population of the municipality is vitally important in building resilience in the community.

3.2 Location

Located in the far North West corner of Victoria, the Mildura Rural City Council covers an area of 22,330 square kilometres.

The Mildura Rural City Council was established on the 20 January 1995 following the amalgamation of the former City of Mildura and the Shires of Mildura and Walpeup.

The municipality borders the Murray River and New South Wales Shires of Wentworth and Balranald in the North and North East. It also borders the Councils of Swan Hill and Buloke in the East and West Wimmera, Hindmarsh and Yarriambiack in the South. The West of the municipality borders the South Australian Council areas of Renmark, Loxton Waikerie and Southern Mallee District Council and Tatiara District Council.



3.3 Topography

The Mildura Rural City Council Municipality covers 22,300 square kilometres. It consists primarily of flat agricultural land with a combination of river flats, State Forests and National Parks of mallee scrub and mallee desert. Altitude in the area ranges between 30 and 180 metres.

The Mildura Rural City Councils border with New South Wales (NSW) is the Murray River. A 400 km stretch from the Hattah-Kulkyne National Park to the Victorian, NSW and South Australian Border. A small 10 km stretch of the Murray River borders South Australia and the Mildura Rural City Council.

The Murray River is the catchment river of the Murray Darling Basin system and is regulated by the Murray Darling Basin Authority.

3.4 Demography

The Mildura Rural City Councils population is 53,878 (2016 Census Data). The majority of the population resides in Mildura and the surrounding townships of Red Cliffs, Irymple, Nichols Point and Merbein. The next largest town is Ouyen with a population of 1,191. The remaining population is dispersed throughout the municipal district in small townships and on farming properties.

The major population centres with their respective numbers are as follows: These are shown as State Suburbs in the Census "Quick Stats".

| | |
|--|-------------------|
| Mildura (32 738) | Cullulleraine |
| Irymple (5,325) | Koorlong |
| Red Cliffs (5,060) | Meringur |
| Merbein (2,713) | Murrayville |
| Nichols Point (1,551) | Nangiloc/Colignan |
| Ouyen (1,191) | Underbool |
| Other townships with a population below 1,000 are: | Walpeup |
| Cabarita | Werrimull |
| Cardross | Yelta |

There are some 70 different cultures within the LGA as well as the largest population of Aboriginal and Torres Strait Islander people in Regional Victoria. All members of any community are entitled to and expect to have the same access to services and be included in the planning for their safety.

Cultural and language challenges can and will be overcome when planning for emergencies by engaging with relevant and specific agencies and groups and by adopting and promoting diversity and inclusion.

CALD (Culturally and Linguistically Diverse) communities may at times be vulnerable dependent on the context of an emergency. Examples of variables that may contribute a vulnerability are;

- people may not be as resilient in an emergency if their English is not proficient and they cannot access information
- or they may be susceptible to particular hazards or risks as new arrivals in an unfamiliar environment. Additionally, cultural or linguistic differences may distort the meaning of messages. Identifying ways to overcome these impediments is the responsibility of everyone.

Aboriginal & Torres Strait Islander

Indigenous communities are not all the same and may require different emergency plans and ways of planning. Along with this the word emergency can have meanings or connotations in differing communities. Again engaging with agencies and adopting a diverse and inclusive relationships will build awareness and resilience, contributing to safer communities.

Itinerant workers and back packers make up a large portion of the areas agricultural workforce. Many of these people rely on hostel type accommodation and English is not always their first language. Most do not connect with CALD agencies and have little understanding or knowledge of the area. This can contribute to greater risks with some hazards such as structure fires. Engaging with employment agencies and contractors would assist in building awareness of identified hazards.

3.5 Climate

There is a consistent picture being drawn of ongoing long-term climate change by way of modelling, reconstruction and observations. Changes in weather and climate extremes, such as heavy rainfall, drought, increased fire weather and extreme heat have a large impact on the health, wellbeing and safety of Australians. *Mallee Climate Projections 2019*, a document buy the Department Environment Land Water and Planning, shows an expectation of up to a 2.2-degree increase in temperatures by mid-century. This relates to an increase in the Mallee of 1.3 degrees by 2030.

A decline in annual rainfall with an expectation under the current high emissions of greenhouse gases of up to a 35% decrease in spring and a 21% decrease over all. However, an increase in extreme rainfall events for the Mallee is projected.

Extreme heat days are will double by 2050 in most areas of the Loddon Mallee along with an increase in extreme and severe fire danger days.

3.6 Vulnerable Persons & Facilities

3.6.1 Vulnerable Persons Register

The 'Vulnerable Persons Register' (VPR) is a register of people who may be receiving support from an agency and who have been assessed as requiring assistance when there is an emergency. They will usually have complex needs and be without support to assist them to evacuate or respond to an emergency.

The register is can be accessed by nominated Council staff, Victoria Police and DFFH staff and is available to aid emergency planning and response, including potential evacuation.

Funded agencies who are providing personal care, support and case management services are responsible for adding eligible clients to the register. They are also responsible for keeping information up to date and have a responsibility to encourage, and where necessary, support those vulnerable clients to undertake planning for emergencies. The Mildura Rural City Council oversees

the maintenance of the register locally. Agencies are not expected to be part of a client's plan for an emergency where this is outside their current practice.

The Vulnerable People in Emergencies Policy can be found [here](#)

3.6.2 Vulnerable Facilities

Mildura Rural City Council maintains a register of vulnerable facilities as a recommendation from the 2009 Victorian Bushfires Royal Commission Final Report. Vulnerable facilities refer to buildings where vulnerable people are likely to be situated or gather, including aged care facilities, hospitals, schools, disability group homes and childcare centres.

This list is available from Councils MEMO, MRM, MEM and EMRO.

There are however a number of facilities that are not identified on this register due to the organisation not participating in this program.

3.7 Major Traffic Routes

There are three main arterial roads within the municipality. These are the

- Calder Highway.
 - The Calder runs North / South and is the major link between Mildura and cities to the South. Within the MRCC the Calder starts at the NSW / Vic border, being the Abbotsford Bridge and travels through, Merbein, Mildura, Irymple Red Cliffs, Ouyen and leaves the MRCC area approximately 5.5 km southeast of Mittyack.
- Mallee Highway.
 - The Mallee Highway runs East / West across the centre of the municipality. Entering the municipality 35 km East of Ouyen and exiting at the South Australian Border 20 km West of Murrayville at the South Australian border.
- Sturt Highway.
 - The Sturt Highway crosses the far northern part of the municipality from the South Australia Border in the West to the Murray River in the East at Mildura. Like the Mallee Highway it is a major link between South Australia and New South Wales and provides valuable access for the municipality to and from these states and capital cities.

3.8 Rail

The main rail freight station in the municipality is situated in Merbein on what is known as the Yelta or Mildura line. This rail line links to North Geelong via Ballarat and carries grain, fresh fruit in season and regular freight to and from the municipality. A second freight rail route operates between Ouyen and Pinnaroo in South Australia. It closely follows the Mallee Highway with its main freight being grain and gypsum.

3.9 Airports – Flight Paths

The Mildura Airport is located 10 km South West of the city. It covers approximately 240 hectares and is the largest and busiest Regional airport in Victoria. In 2017 there was approximately 250 000 passenger movements. The Mildura airport has additional facilities for the refuelling and filling of firefighting aircraft.

There is also an airfield in Ouyen that has the capacity for air ambulance and smaller firefighting aircraft.

Linga airbase is located west of Underbool and is managed by the Department Environment, Land, Water & Planning. The airbase is used as base for firefighting aircraft during fire seasons.

3.10 Critical Infrastructure

Critical infrastructure as defined by the Australian Governments, Critical Infrastructure Centre as *‘those physical facilities, supply chains, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended period, would significantly impact the social or economic wellbeing of the nation or affect Australia’s ability to conduct national defence and ensure national security’.*

- Critical infrastructure includes Communications
- Financial services and markets
- Data storage or processing
- Defence industry
- Higher education and research
- Energy
- Food and grocery
- Health care and medical
- Space technology
- Transport
- Water and sewerage

3.11 History of Emergencies

Emergencies in the municipality over the years have been very few. The following events are worthy of note:

- 1956 Major flooding of the Murray River
- 1970 Collision between a train and a fuel tanker
- 1974 Outbreak of Australian arbo-encephalitis
- 1977 Major property damage due to hailstorm
- 2011 Storm & Rain Event
- 2012 Fuel tanker accident Calder & Sturt Hwys
- 2014 Bronzewing Fire
- 2016 Storm Event
- 2016 Murray River flood event (Moderate flooding)
- 2020 Fire at Regis Nursing Home
- 2020 COVID 19 Pandemic

3.12 Mapping

A number of organisations undertake mapping of their own assets these may be available by contacting these agencies.

The Country Fire Authority has access to detailed hard and soft copy mapping via “Spatial Vision’s Vic Map Book the North West Region”.

Mildura Rural City Council is able to provide detailed mapping of roads townships and infrastructure via its internal mapping service.

Contacting council via the Municipal Emergency Management Officer (MEMO), Municipal Recovery Manager (MRM) or the Municipal Emergency Manager (MEM) can access this in emergencies.

4 Planning Arrangements

4.1 This Plan

This plan is prepared by the Mildura Rural City MEMPC in line with the EM Act 2013 and with regards to the Ministerial Guidelines for preparing emergency plans. It has been developed to align with existing legislation and frameworks such as the [Assurance Framework for Emergency Management](#).

It aims to promote a coordinated all agency all hazard approach to emergency management planning and ensure that mitigation, preparedness, response and recovery activities are effectively integrated and reflect the risks and consequences of the municipality.

The plan also aims to promote community resilience by engaging community through education programs and media opportunities as well as collaborating with other agencies and organisations.

The MEMPC is committed to the future enhancement of the document by;

- Maintaining an awareness of existing plans and arrangements within the municipality, Regionally and cross border, and ensuring an effective two way flow of information at the local, Regional and cross border levels
- Ensuring the continued risk and hazard identification and assessment and supporting accountable agencies in identifying and prioritising mitigation strategies and developing hazard specific plans.

The Plan aims to support a holistic and coordinated emergency management approach whilst identifying capability and capacity limitations and providing support with multi agency training and exercising.

This is not a tactical level plan, however may support the development of such plans and be referred to where the scale and nature of the emergency requires escalation.

4.2 Sub-Plans

The MEMPC may determine via the CERA process, if a sub-plan is required to manage a risk that is not the responsibility of a legislated control agency and where an integrated effort is required.

A sub-plan may seek to define more complex or specific arrangements than those contained in this Plan they should not however duplicate or create inconsistencies in any other plan.

All sub-plans to this Plan are subject to the same preparation, consultation, assurance, approval and publication requirements as this Plan, as outlined in the EM Act 2013 (Part 6A).

Agencies with roles or responsibilities in a sub-plan must act in accordance with the plan (EM Act 2013 Part s60AK).

A list of current sub-plans is shown on [appendix C](#). These plans are available via the MEMPC or on the Mildura Rural City Council [website](#).

4.3 Complementary Plans

Complementary plans are prepared by industry and or agencies for emergencies that do not fall within Part 6A of the EM Act 2013. They are often prepared under other legislation, governance or statutory requirements for a specific purpose.

Complementary plans do not form part of this Plan however are acknowledged in many cases as important and informative information assisting in the overall mitigation and management of emergencies. Complementary Plans are not subject to approval, consultation and other requirements under the EM Act 2013.

4.4 Treatment Plans

Treatment plans may form part of a sub plan or may be an appendix or attachment to a specific risk. There are currently no treatment plans aligned with any plan or sub plan in the municipality. The Victorian Fire Risk Register contains a Treatment Overview. This identifies specific agencies who are responsible for certain tasks.

4.5 Planning for Cross Boundary Events

The Mildura municipality borders 10 different Councils across two states being Victoria and South Australia.

The Mildura Rural City Council sits on the New South Wales (NSW), Local Emergency Management Committee (LEMC) and the Wentworth Shire Council is a member of the MRC, MEMPC.

At least once per year there is a joint LEMC, MEMPC meeting to maintain a personal and professional connection across the border. Mildura and the Wentworth Shire have long supported each other in emergency incidents, as have the emergency management agencies from both sides of the river.

A number of these agencies have formal agreements in relation to response activities.

The Mildura Rural City Council attends an annual tristate conference for the emergency management agencies and municipalities of South Australia New South Wales and Victoria. These connections ensure a continued healthy arrangement with the neighbouring States and Councils and agencies.

Although there are no official written MOU's or other agreements between the Mildura Rural City Council and adjoining Councils or Shires in the emergency management arena, emergency management agencies at the local, State and National level have arrangements in place. These include:

- Victorian, New South Wales and South Australian Police have agreements in place for policing across state borders.
- "Southern Border Fire Council Association Agreement Guidelines for Cooperation between Victorian and South Australian Organisations on the Suppression of Fire in the Southern Border Area".
- The Australasian Fire and Emergency Services Authorities Council (AFAC) National Resource Sharing Centre (NRSC) coordinates and facilitates interstate and international deployments through its established partnerships and national arrangements as authorised by the Commissioners and Chief Officers Strategic Committee

- Fire Fighting Aircraft arrangements are governed by the National Aviation Firefighting Centre NAFC. This is done operationally between the state air-desks in the State Control Centre equivalents in each State and approved by the Class 1 State Response Controller in consultation with the EMC.

4.6 Community Emergency Risk Assessment (CERA)

The risk assessment process used by the MEMPC is the Community Emergency Risk Assessment (CERA). This is a state wide accepted method consistent with Australian / New Zealand ISO 31000.

The CERA meeting format is designed to promote a collaborative discussion between agencies, experts and community representatives on the ways in which various hazards may affect important assets, values and functions for a defined 'community of interest'. This format enables participants to identify underlying weaknesses, consequences and long-term impacts.

The MEMPC has undertaken risk assessments to ensure that planning reflects the local risk environment. The process used for this purpose is the Community Emergency Risk Assessment (CERA) which combines hazard information and intelligence from a number of sources in order to gain a clear understanding of the elements that define 'risk' within a specific area.

These sources include:

- Existing 'single hazard' risk assessments for example the Victorian Fire Risk Register (VFRR), Integrated Fire Management Planning (IFMP) and Flood Studies;
- New or existing community profile information for example Part 3 of this Plan.
- Subject matter experts and local community representatives.

The MEMPC has identified the following hazards and significant to the municipality.

- Storm
- Bush and grass fire
- Essential service disruption (power)
- Blue Green Algae.
- Human Disease (Pandemic)
- Flood
- Emergency Plant Disease

The Mildura Rural City MEMPC has undertaken the CERA process on the following hazards

- Storm
- Bush and grass fire
- Essential service disruption (power)
- Blue Green Algae.

This information is available via the CERA online Portal for registered users. Non-registered users can contact the MEMPC Executive Officer.

4.7 Exercising

The MEMPC recognises the time constraints and capacity of organisations and agencies when it comes to participating in emergency management exercises, but also recognises the need and requirement to do so. Throughout the municipality, wider region and cross border there are a number of opportunities to participate in exercises and training. [Appendix F](#) provides known exercise and incidents where the MEMPC and relevant sub plans have been exercised or used.

It is agreed that the testing of this Plan will occur in partnership with exercises such as the Mildura Airport Emergency Exercise, Victoria Police exercise locally and regionally. The Country Fire Authority and Victoria State Emergency Service also undertakes exercises that have been available to test this Plan and relevant sub plans.

4.8 Future Planning

This Plan is the first following significant changes to the emergency management arrangements in Victoria. Although planning for emergency events is similar the context of the MEMPC has shifted focus from a Municipal centred document to an all agencies all emergencies approach with community safety at the centre.

The Victorian Preparedness Framework sets a foundation to how we prepare for, respond to and recover from emergencies. The MRC, MEMPC will adopt this framework and identify the critical core capabilities for the municipality from the 21 listed. The identification of any critical gaps in the municipality's capability and capacity can then be addressed.

Information on the 21 core capabilities can be found [here](#)

5 Mitigation

Mitigation means the elimination or reduction of the incidence or severity of emergencies and the minimisation of their effects.

This Plan recognises that mitigation activities occur across the municipality by a broad range of agencies, businesses, industries and the community. This may occur because of policy and procedure, regulatory requirements or part of their business as usual maintenance programs and procedures in consideration of their location and the community.

The MEMPC has undertaken the Community Emergency Risk Assessment ([CERA](#)) on a number of identified risks. This process led by the Victoria State Emergency Service and used to identify if the risk is high enough to develop a specific sub plan to manage that risk. Mitigation strategies are then identified within the specific sub plan.

Electronic and other media plays a large part in mitigation by informing and educating the community. A number of emergency management agencies undertake ongoing programs in the community or via media each year. Many of these are listed below in section 5.1. Community engagement and education programs delivered by agencies

Effective mitigation within the municipality relies upon effective communication and participation. The MEMPC encourages multi agency and multi organisational collaboration in the emergency management arena.

5.1 Community Education

Community education is an essential component of prevention and preparedness and can lead to community safety. The development of appropriate and relevant education resources enhances the community's reliance by being well informed and better equipped emotionally and physically for emergencies.

All emergency management agencies as well as many support agencies and the MRCC are actively engaging with the community in various ways at the State Regional and local levels. They also provide a range of information, community education and multimedia programs to inform and assist

the community to prepare for respond to and recover from emergencies and disasters this information can be found at:

VicEmergency: www.emergency.vic.gov.au

This is a “one-stop shop” for Victorians to source information regarding preparedness, incidents and warnings, and recovery for all types of emergencies.

Country Fire Authority: www.cfa.vic.gov.au

This CFA website has a range of information specific to bush, grass and other fires: There is also information and resources specific to children and young people for teachers and parents.

Fire Rescue Victoria www.frv.vic.gov.au

This website has a range of information on home fire safety, bushfire safety, building fire safety, dangerous goods and other education programs

State Emergency Service: www.ses.vic.gov.au

Contains information and initiatives including ‘Storm Safe’, ‘Flood Safe’ and ‘Quake Safe’. Games and information are provided for primary and secondary school children and teacher lesson plans.

Better Health Channel: www.betterhealth.vic.gov.au

Provides a range community information and links to other resources about health related emergencies (pandemic, heat, smoke etc.).

Australian Red Cross: www.redcross.org.au

Links to REDiPLAN. A community information program to help people better prepare for, respond to and recover from emergencies. They can also provide speakers for community gatherings to talk about Preparedness

Red Cross recovery resources can be accessed via the above website, where there are descriptions of each publication, and an order form.

Mildura Rural City Council www.mildura.vic.gov.au

Council website provides information in relation to emergencies There is also regular information and updates on the council Facebook page. www.facebook.com/MilduraCouncil

Parks Victoria <https://www.parks.vic.gov.au/search?search=safety>

Provides a range of educational safety information pages for all of Parks Victoria s areas of responsibility.

Department of Environment Land Water & Planning <https://www.delwp.vic.gov.au/>

The web site covers DELWPS service areas including, Forrest Fire Management. Educational aspects including camping and campfires.

Many of these agencies also are involved in community events where they may collaborate and provide community safety messaging, activities and information. These events include, Mildura Show, Mildura Field Days, Speed Field Days, Little Big Day Out and many other community based events.

6 Response

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

The response phase includes the responding agencies, Control, Command and Coordination arrangements as well as activities to combat the emergency, the delivery of rescue services, and the provision of immediate relief to support the essential needs of persons directly affected by an emergency. Emergency relief and recovery activities should be integrated with emergency response activities and commence as soon as the effect and consequences of the emergency are anticipated.

Response arrangements are in the main hazard-based, and therefore response agencies are responsible for developing and maintaining hazard-specific plans. Such plans outline arrangements for hazard-specific emergencies and include readiness, establishment and maintenance of control and incident management systems and response protocols.

Where possible response activities should be managed at the lowest level, this being the municipal tier, however Regional support may still be requested in accordance with the arrangements in this plan.

Ensuring an effective response to emergencies in the municipality relies on strong team work with clear accountabilities and responsibilities.

6.1 Control Agencies

A control agency is the agency primarily responsible for managing the response to the emergency and for establishing the management arrangements for an integrated response to an emergency. A list of control agencies and their responsibilities can be found within the [SEMP](#).

If the emergency is complex where there is a shared accountability across several agencies, a single agency needs to be responsible for the collaborative response of all agencies. Officers in Charge (OIC) of agencies should prioritise their response according to the [State Emergency Management Priorities](#) and by agreement identify a single line of control and transfer control to that controller.

If effective control of an emergency is not established and including if there is uncertainty to who the control agency is or the type of emergency is not listed in the SEMP. The following should occur.

The Incident Emergency Response Coordinator (IERC), Municipal Emergency Response Coordinator (MERC) or Regional Emergency Response Coordinator (RERC) will determine the control agency for non-major emergencies in line with the [Roles and Responsibilities Table 9](#).

However it would be a very rare occasion where IERC, MERC or RERC would be required to determine this.

The State Response Controller will determine the control agency for Class 1 emergencies in line the [Roles and Responsibilities Table 9](#).

Further detailed arrangements for the control of Class 1, 2, and 3 emergencies is available on pages 50-53 in the [SEMP](#)

6.2 Support Agencies

Many organisations and agencies have roles in assisting in emergencies. However there are agencies that have functional lead role in support. The Control agency may request that the agency lead this functional area during an emergency. Response support agencies, by their functional area can be found [here](#).

Municipal council's role in response apart from relief services, relates to providing municipal resources, staging areas, closure of areas to exclude public and road closures.

6.3 Control, Command, Coordination

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

Control is the overall direction of response activities in an emergency operating horizontally across agencies.

Command is the internal direction of personal and resources of an agency operating vertically within the agency.

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

More detailed information can be found in [Fundamentals of Emergency Management](#) Part 6 Emergency Response Arrangements.

6.4 Incident Management

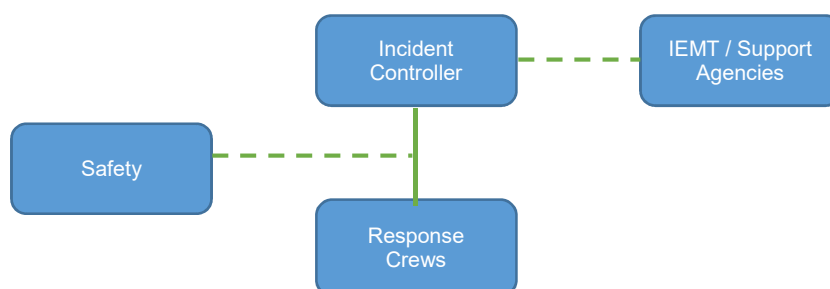
All response agencies apply the Australasian Inter-service Incident Management System ([AIIMS](#)). AIIMS provides an incident management structure that is able to, dependent on the complexity of the incident, add additional supports and roles.

Incident classification is based on the size, scale, risks and resources required to manage it. The classifications are in levels. Level 1, 2, or 3. The higher the level of incident the more oversight provided at Regional and State levels.

Level 1 Incident are characterised by being controlled through local or initial response resources. Control is limited to the immediate area and the incident controller can perform all functions, however may delegate crew leader or safety officer roles or warnings to a remote duty officer.

Support agencies may have a role and form part of an incident Emergency Management Team (IEMT)

Diagram – Typical level 1 Incident management



6.4.1 Incident Emergency Management Team

Where multiple agencies respond to an incident the Incident Controller (IC) forms an Incident Emergency Management Team (IEMT). This team assists the IC with determining and implementing appropriate incident management strategies to manage the effects and consequences of the emergency and escalation triggers.

If an incident escalates and control is transferred to an Incident Control Centre, the IEMT would meet at the ICC on a more formal basis than in the field. The IEMT can meet face to face or via video or phone link

IEMT's usually comprise of

- Incident Controller
- Support agency commanders or representatives
- Health Commander
- Municipal Emergency Response Coordinator (VicPol)
- Other specialist agencies or businesses
- Local Government

6.5 Control Points / Facilities

A control point is a place in the field where the incident controller may operate. This usually occurs in the early stages of an emergency and for non-major emergencies that do not evolve into a level 1, 2 or 3 emergency.

Should an incident evolve into a larger emergency where greater support and management is required, the control would be transferred to an Incident Control Centre. An Incident Control Centre dependent on its level will be able to provide greater technical support and planning for an incident. If this occurs the Incident Controller will relocate to the ICC or transfer control to another Incident Controller and the field control point may be re-established as an Operations Point.

Details Incident Control Centres, (ICC's), Regional Control Centres and the State Control Centre (SCC) can be found in the [Victorian Emergency Operations Handbook](#)

Locally the Department of Environment Land Water & Planning Offices in Irymple are a Level 3 Incident Control Centre.

6.6 Resourcing Response Agencies

The framework to provide required resources for response agencies is designed to ensure ease of contact and request for non-major emergencies.

Where a non-major emergency occurs and the control agency requires additional resources, the Officer in Charge of the response agency should undertake the following.

- Directly call the MEMO via the number provided to Emergency Services agencies, or
- Via the IERC. MERC

Where the emergency may develop in size or complexity and an ICC is operational and staffed. Resources should be requested via the appropriate IMT AIMS structure in place.

The same arrangements apply for the recovery phase of an emergency, however the Municipal Recovery Manager (MRM), may deal with the phase.

6.6.1 Resource Availability

The MEMO and / or MRM will determine whether the resources requested are available from Councils owned or contracted resource and arrange for their provision.

Availability is at the discretion of the MEMO or MRM and may take into account factors such as:

- Ability to transport the resource.
- Availability of qualified and competent operators.
- Cost of supply. (This may require costs to be recovered and should be discussed prior to allocation)
- Safety of Council staff and / or operators and risk to resources.

Where the Council is unable to fulfil the request for a resource, via their own or controlled resources, the MEMO/ MRM will assist in locating a resource locally or via neighbouring municipalities. Council is a signatory to the Protocol for Inter-council Emergency Management Resource Sharing. ([Available here](#))

6.6.2 Financial Considerations

The provision of some resources may be subject to limits and / or constraints, (e.g. the use of some equipment may be limited to a timeframe due to the expense of operation). Such limits and / or constraints should be reasonable and commensurate to the Council's capacity to provide such resources.

Therefore the use of some resources may be subject to a cost. The MEMO or MRM should raise this with the requesting agency at the earliest possible time

Requests for provision of Council resources should be in writing with the name and position of the person requesting including details of the tasks to be undertaken. Where oral requests are made these should be followed up in hard copy at the first available instance.

The MEMO may request that the control agency make appropriate arrangements for delivery of supplementary resources.

6.7 Relief Services as Part of Response

Emergency relief is a component of emergency response and is the provision of essential and urgent assistance to individuals, families and communities during, and in the immediate aftermath of an emergency.

Mildura Rural City Council has the responsibility for the coordination relief services including emergency shelter and accommodation for displaced households, the establishment, relief centres and the provision of relief and recovery information.

The responsibility for the activation of relief services at a local level rests with the Incident Controller. The activation may occur directly via the MEMO, MRM or via the IERC or MERC.

A number of agencies at the local level may be called upon to assist with functional tasks in the relief environment. These responsibilities are set out in [Table 11](#) of the SEMP.

Relief services in a major emergency may involve a number of agencies both locally and at a Regional level. If the requirement for relief services is beyond the capacity that can be resourced and managed at the local level the MRM can escalate this to the Regional Recovery Manager, who may in turn escalate to the State level.

Escalation should build on existing local arrangements, rather than replacing them. If assistance is required because capacity is exceeded, responsibility is retained but aided by additional support.

The following diagram illustrates the escalation process through to National Level.

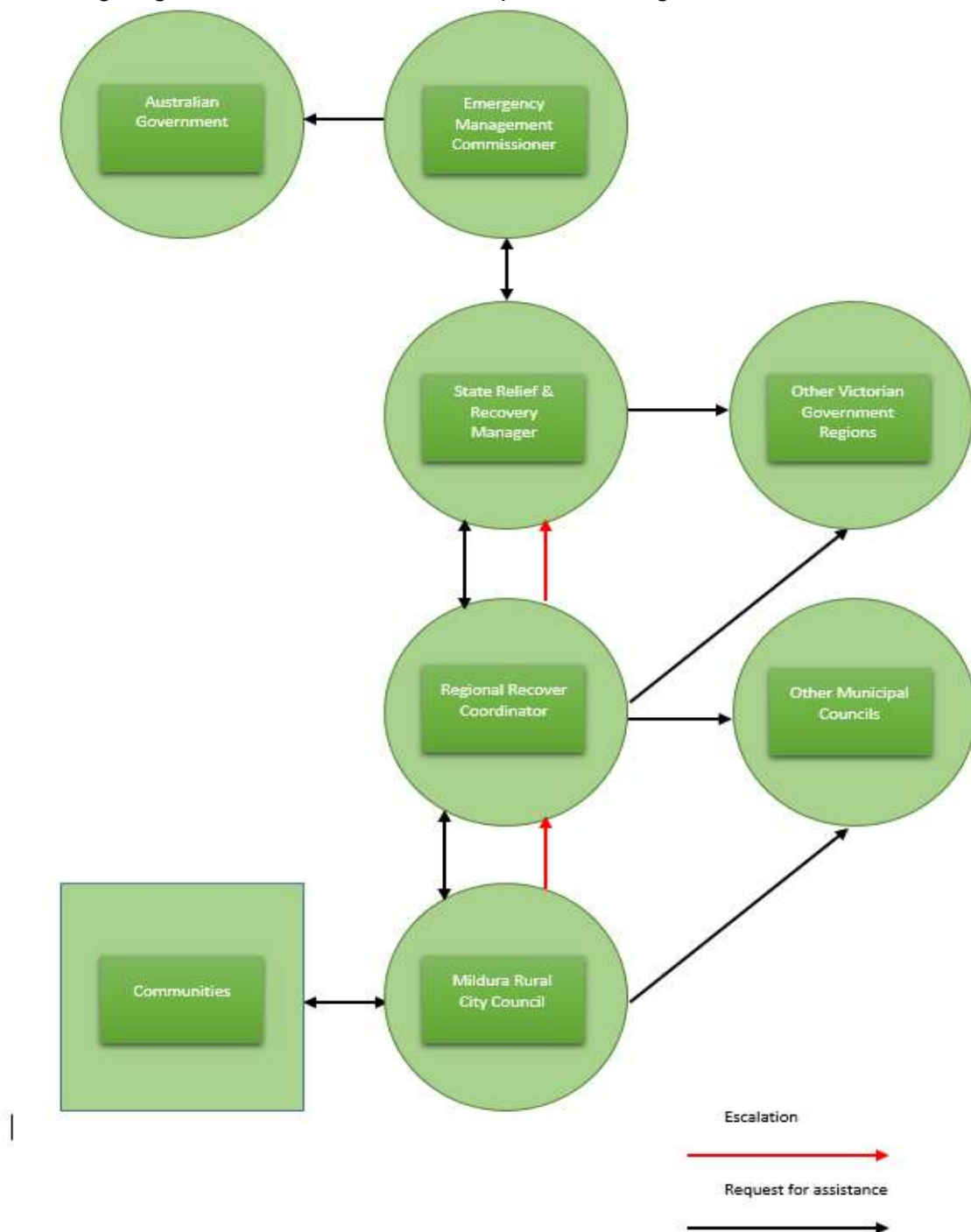


Diagram – Relief & Recovery Escalation Process

The incident controller of a response agency is also responsible for activating relief services at non-major emergencies. MRCC is also responsible for relief services for non-major emergencies and provides a 24 hour service.

Local arrangements that complement the SEMP can be found in Appendix E.

6.8 Debriefing arrangements

Debriefing is the opportunity to identify key observations, learnings and good practise to ensure learning and improvement occurs within the emergency management sector. Debriefing allows participants to, as an individual or group, walk through a series of questions enabling reflection on an experience to uncover learnings in a non-punitive environment.

The outcomes of debriefs and other review activities will inform the ongoing cycle of learning and improvement (See section 8. Continuous Improvement). The outcomes will provide evidence to inform a range of activities including training, exercising and briefings.

6.8.1 Debriefing Responsibilities

Operational post event debriefs for non-major emergencies is the responsibility of the control agency and should be proportionate to the complexity of the emergency. The MERC is responsible for ensuring that the control agency organises an operational debrief for support agencies as soon as practicable after response activities finish.

The MEMO, if requested to by the MERC, may organise an operational debrief.

6.9 Transition to recovery

In any emergency it is essential to ensure a smooth transition from the response to the recovery phase. Planning for this should commence as soon as practical and involve the MERC, MEMO, MRM the Incident Controller and recovery agencies. Dependent on the size and impact of the emergency, Regional agencies and managers may be involved in the transition phase.

There are a number of considerations that may impact the timing of the transition, these include:

The extent to which an emergency risk remains;

The extent to which the powers available to response agencies (which may only be available during an emergency response) are still required;

The extent to which the effect and consequence of the emergency are known;

The extent to which the effected community continues to require relief services; and

The extent to which the recovery resources have assembled and are ready to manage their responsibilities.

In some circumstances, it may be appropriate for certain goods and facilities obtained under the emergency response phase to be utilised in recovery activities. In these situations a formal hand over of the goods and facilities to the MRM should occur.

Hand over from response to recovery will only occur after a formal agreement has been reached between response and recovery agencies.

The document “**An Agreement for the Transition of Coordination Arrangements from Response to Recovery**” is available on the EM COP website.

The document may be used in its entirety or as a guide to facilitate and ensure a smooth transition from relief to recovery.

7 Recovery

Recovery is a multi-agency responsibility that needs to be managed and planned for in a structured manner. The broad needs created by the impact of an emergency on a community will be met through a range of services, and provided by a range of both government and non-government organisations, community agencies and the private sector.

Mildura Rural City Council is responsible for the planning, coordination and delivery of recovery services at a local level in line with the Municipal Relief and Recovery Plan.

As with response arrangements managing recovery at the municipal level is preferred whilst support is available from the Regional level through the Regional Recovery Manager. The Municipal Relief & Recovery Plan provides a more tactical approach to the escalation process.

The EM Act 2013 requires MEMPC's to plan for recovery from emergencies. The Current [Municipal Relief and Recovery Plan](#) (MRRP) details the local planning and response arrangements for the management of recovery activities within the municipality. The MRRP also details positions, responsibilities, relief services and specialist supports.

7.1 Principals and Priorities for Recovery

In accordance with nationally recognised disaster recovery principles fundamental for successful recovery, the [Municipal Relief and Recovery Plan](#) :

- Understanding the **context**;
- Focusing on the **consequences** of the emergency;
- Recognising **complexity**;
- Being **community focused**;
- Using **community-led** approaches;
- Ensuring **coordination** of all activities;
- Employing effective **communication**; and
- Acknowledging and building **capacity**.

Victoria's [Resilient Recovery Strategy](#) sets out four strategic priorities that have been developed through extensive national and international research and engagement. The Municipal Relief & Recovery Plan goes some way to meeting these priorities. The MEMPC is committed to strengthening relief and recovery planning in line with the priorities to continue to build upon previous work and assist in developing even more resilient communities.

The strategic priorities are;

- Deliver people and community centered recovery
- Strengthen recovery through better emergency management planning
- Streamlined and flexible recovery system
- Support the recovery workforce

7.2 Community Led Approach

Successful recovery is community-led and community-centred, with responsive and flexible, engagement with the communities and supporting them to move forward. It is managed locally, closest to the community, and can be scaled up to deal with more widespread, complex issues and support needs. This recognises the key role of non-government organisations, community groups, businesses and others.

Details of establishing a Community Recovery Committee, along with a template for terms of reference can be found in the [MRRP](#).

7.3 Activation

The activation of recovery services is the responsibility of the Incident Controller (IC). However much of this would have commenced in the relief phase of response. The establishment of a functioning IEMT will assist the IC in managing these decisions.

8 Roles and Responsibilities

The SEMP, [Role Statements](#) provides each agencies roles and responsibilities.

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

The SEMP outlines agreed agency roles and responsibilities, noting that existing duties, functions, power, responsibility or obligation conferred on an agency by law, licence, agreement or arrangement prevail to the extent of its inconsistency with this plan ([EM Act 2013](#) s60AK).

The roles and responsibilities outlined in this plan are specific to the Municipality and are in addition to, or variations on, what is outlined in the SEMP.

Attachment E provides further detail relating to any local roles and arrangements that may be in addition to the SEMP but not in contrary to it. .

9 Continuous Improvement

9.1 EM learning Framework

The MEMPC supports the State's commitment to a culture of continuous improvement as outlined in the 2015 [EM-LEARN Framework](#).

Lessons management involves the identification and learning of lessons captured through assurance and learning activities (including debriefing, monitoring and reviews) occurring before, during and after emergencies.

The MEMPC will support this practice in the form of

- After action reviews
- Debriefing
- Reviews of systems of work rather than individuals.
- Public forums
- Independent reviews

Information captured during these phases will be captured and shared across agencies, and the REMPC

9.2 Interoperability

The MEMPC supports the continual improvement of interoperability between all agencies with the municipality and cross border. This will be achieved through regular agenda items and discussion and following exercises and incidents.

When appropriate matters relation to interoperability will be raised by agencies within their own chain of command and via the REMPC.

10 Appendices

10.1 - Appendix A - Document Release Information

| Issue No | Date | Page No | Amendment Details | Plan Updated by |
|----------|----------|-------------------------------|--|-----------------|
| 2 | 17/12/09 | Ix of xii – xii of xii | Update of MEMPC Contact List | |
| 3 | 20/08/10 | Total Issue | Review of document and total reissue | |
| 4 | 26/07/13 | li | Replaced MEMPC EO with MEM | |
| 4 | 08/08/13 | Appendix E | Inserted Vulnerable Facilities List | |
| 4 | 08/08/13 | iii-v | Table of contents revision | |
| 4 | 24/10/13 | Appendix B | Updated Maps 1-11 | |
| 4 | 08/11/13 | Appendix F | Added Underbool & Murrayville to Neighbourhood safer Places list | |
| 4 | 12/11/13 | Appendix C | Added Hazmat Sub-Plan, relief centre Plan, Land Fill & Transfer Station Fire Management Plan | |
| 4 | 25/11/13 | Appendix A | Added DEPI contact details to listing | |
| 4 | 29/11/13 | Part 5, Pages 1,2,3 | Table details updated | |
| 4 | 29/11/13 | Appendix A | Updated Red Cross phone contact details on MEMPC contact list | |
| 4 | 29/11/13 | Whole document where relevant | Changed all DSE & DPI references to DEPI | |
| 4 | 29/11/13 | Appendix A | Added VICSES committee member to MEMPC Contact | |

| Issue No | Date | Page No | Amendment Details | Plan Updated by |
|----------|----------|--|--|---|
| 4 | 29/11/13 | Whole document where relevant | Changed all VICSES references to VICSES | |
| 4 | 02/12/13 | Section 7 / Page 5, Sub-Section 7.3.1 | Added vulnerable Facilities & people | |
| 5 | 02/12/13 | Section 7 /Page 12, Sub-Section 3.14.1 | Changed reference from Divisional Response Coordinator to Regional Response Coordinator | |
| 6 | 01/03/18 | All Sections | Following the MEMP failing to meet the requirements of the Audit process the entire MEMP was re drafted, presented to the MEMPC and Council for endorsement. | Peter I'Anson Emergency Management Project Officer |
| 7 | 07/12/21 | All pages all sections. | Following amendments to the Emergency Management Acts and other State and Regional plans | MEMP working Group. Peter Patterson (VICSES), Sharon Pysing (DFFH) Matt Pascoe (VICPOL) Peter I'Anson MRCC. |

10.2 - Appendix B - Plan Administration

Restricted Information

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

| Summary of the restricted information (including location within the MEMP, e.g. page or section number) | Reason for restriction | Agency/ies that hold this information in full | Contact point/s |
|---|------------------------|---|---|
| MEMPC Contact List | Personal information | MRCC | MEMPC Executive Officer via Chairperson |

Distribution

Upon approval of the MEMP by the REMPC. The following will occur in relation to publication and distribution.

The REMPC will provide the Mildura Rural City Council with an approved copy, with sensitive or restricted information removed. Mildura Rural City Council will load this onto the Council web site on behalf of the MEMPC. At this time the MEMP is considered published. A copy will also be kept on Councils Electronic Records System

The MEMPC will provide a copy of the published MEMP to the State Library of Victoria within two months of publication.

The MEMPC Executive Officer will provide an electronic copy of the published MEMP to all members of the MEMPC along with information as to where a copy can be found by electronic means. Upon request a copy may be mailed or if appropriate delivered by hand.

10.3 - Appendix C - Sub Plans & Complementary Plans

| Title | Description | Review date | Plan Type |
|--|--|-----------------|----------------------|
| Municipal Relief & Recovery Plan | The Municipal Relief and Recovery Plan provides details of the arrangements and expectations surrounding individuals, communities, government agencies, emergency services, volunteers and Mildura Rural City Council in the Relief and Recovery phases of any emergency. | 16 October 2021 | Sub Plan of the MEMP |
| Heat Health Plan | Ensure Council and responsible agencies are able to prepare for and respond to heat health events efficiently and effectively. | 24 October 2022 | Sub Plan of the MEMP |
| Pandemic Plan (Communicable Diseases) | <p>The aim of this plan is to document the agreed arrangements within the Mildura Rural City Council municipality to:</p> <ul style="list-style-type: none"> • Minimise the spread of a pandemic (including an influenza pandemic) in the preliminary phases; • Manage the response to a pandemic (including an influenza pandemic) through community and employee protection in later phases; and • Implement risk mitigation measures, such as vaccination, as and when they become available | February 2024 | Sub Plan of the MEMP |
| Municipal Fire Management Plan | Multi agency plan to support partnerships for the mitigation, preparedness, response and recovery from fires. | 2020 | Sub Plan to MEMP |

| Title | Description | Review date | Plan Type |
|--|--|---------------|--------------------|
| Landfill & Waste Transfer Station Fire Management Sub-Plan | Mitigation and response strategies relating to fires at MRCC landfills and transfer stations | October 2022 | Complementary Plan |
| Emergency Relief Centre Plan | A guide for the organisation and shelter of people in an emergency | December 2015 | Complementary Plan |
| Storm Water Emergency Response Plan | Plan to assist in response to any emergency situation of the MRCC's storm water infrastructure system | June 2014 | Complementary Plan |
| Mildura Dam Safety Emergency Plan | This plan identifies procedures to follow in the case of structural and dam safety incident, emergency or crisis situations that may occur at a storage and its appurtenant works. | 2025 | Complementary Plan |
| Airport Emergency Plan | The aim of the AEP is to provide a timely and coordinated response and recovery from an emergency at Mildura Airport. | | Complementary Plan |

10.4 - Appendix D - Glossary of Abbreviations

| Abbreviation | Term |
|--------------|---|
| AV | Ambulance Victoria |
| CERA | Community Emergency Risk Assessment |
| CFA | Country Fire Authority |
| IC | Incident Controller |
| IERC | Incident Emergency Response Coordinator |
| IEMT | Incident Emergency Management Team |
| IIA | Initial Impact Assessment |
| IMT | Incident Management Team |
| EMLO | Emergency Management Liaison Officer |
| ERC | Emergency Relief Centre |
| FRV | Fire Rescue Victoria |
| MERC | Municipal Emergency Response Coordinator |
| RERC | Regional Emergency Response Coordinator |
| DFFH | Department of Families fairness & Housing |
| MRM | Municipal Recovery Manager |
| MEMO | Municipal Emergency Management Officer |
| MEOC | Municipal Emergency Operations Centre |
| MEMG | Municipal Emergency Management Group |
| MEMPC | Municipal Emergency Management Planning Committee |
| MEMP | Municipal Emergency Management Plan |
| | |

10.5 - Appendix E – Local Roles and Arrangements

| Agency | Role or Arrangements |
|---|---|
| | |
| Municipal Recovery Manager | The Municipal Recovery Manager (MRM) is responsible for the coordination of municipal resources in recovering from emergencies, and has full delegated powers to deploy and manage Council's resources during emergencies. |
| Municipal Emergency Management Officer (MEMO) | <p>The MEMO is appointed by the Municipal Council. Mildura Rural City Council has a number of MEMO's that rotate a 24/7 roster. Contact details are available to emergency response agencies. The MEMO has full delegated powers to deploy and manage Council's resources during an emergency.</p> <p>The MEMO's roles include:</p> <ul style="list-style-type: none"> Liaise with the MRM about the best use of municipal resources Organise a response debrief if the MERC asks Ensure there are procedures and systems to monitor and record council expenditures in relation to emergencies Partake as a member of the Incident Emergency Management Team (IEMT) at incidents; Participate in the process of Relief to Recovery. |
| Non Major Emergency Relief | The Incident Controller activates relief services where an individual or family may require relief support including overnight accommodation due to an emergency incident such as house fire. Mildura Rural City Council has provided Emergency Services with a contact number to activate this service. |

10.6 - Appendix F – Exercises and Incidents


| Date | Exercise / Incident Name | Plan / Sub Plan | Details |
|------------------|--|---|---|
| 16 January 2014 | Incident – Fire | MEMP | Bush fire in the south of the municipality impacting Ouyen. IEMT arrangements, resourcing arrangements, Mapping support, vulnerable persons and facilities, recovery, financial consideration. Response arrangements. MERO roles. |
| 22 January 2014 | Incident - PJ's Supermarket Fire | MEMP | Structure fire. PJ's supermarket Deakin Ave Mildura. Road traffic management on behalf of Vic roads and MRCC. IEMT arrangements, resourcing, Financial considerations, vulnerable persons residing nearby, response arrangements. Most areas of the plan. MERO roles. |
| 11 November 2016 | Incident – Severe weather event | MEMP – Relief & Recovery Plan. Relief Centre Plan | Severe weather event across the Mildura district. Building damage uninhabitable homes, road closures due to trees. All areas of the MEMP. MERO roles. |
| 05 July 2018 | Incident – Motor vehicle Accident & Bushfire | MEMP | Two vehicle collision of Sturt Highway. Road detour management of behalf of Vic roads. A Bushfire then occurred on detour road. IEMT arrangements, resourcing, Financial considerations, response arrangements. MERO roles. |
| 01 October 2018 | Airport Exercise | MEMP | Exercise “In the Middle” |
| 02 May 2019 | Incident – Truck roll over and oil spill | MEMP | Semi-trailer roll over blocking bridge approach and oil spill. Oil spill into drains and then wetlands. . IEMT arrangements, resourcing arrangements, Mapping support, vulnerable persons and facilities, recovery, financial consideration. Response arrangements. MERO roles. |

11 Attachments

11.1 - Attachment 1 - Statement of Assurance

I certify that the attached Municipal Emergency Management Plan complies with the requirements of the *Emergency Management Act 2013*, including having regard to any relevant guidelines issued under section 77 of that Act, to the extent outlined in the attached checklist.

The last review of the plan was conducted on 2/08/2021

| | |
|--|--|
| <p><i>(For MEMP and MEMP sub-plans)</i></p> <p>On behalf of the Municipal Emergency Management Planning Committee:</p>  <p>Peter l'Anson Chair, Municipal Emergency Management Planning Committee 19/08/2021</p> | <p><i>(For sub-plans only, if prepared by an agency on behalf of the MEMPC)</i></p> <p>Nominated representative of preparer:</p> <p>Insert signature here</p> <p>Name of nominated representative of preparer Title and agency Click or tap to enter a date.</p> |
|--|--|

11.2 - Attachment 2 – MEMPC Terms of Reference

Terms of Reference

January 2021

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1. Introduction

The *Emergency Management Legislation Amendment Act 2018* (EMLA Act) amended the *Emergency Management Act 2013* (EM Act 2013) and various other acts to establish a new integrated and coordinated framework for emergency management planning at state, region and municipal levels.

At the municipal level, the EM Act 2013 as amended, creates an obligation for a reformed Municipal Emergency Management Planning Committee (MEMPC) to be established in each of Victoria's municipal districts, including Alpine Resort Management Boards which, for the purposes of the Act, are considered as municipal districts.

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

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

2. Scope

The MEMPC operates strategically to ensure comprehensive, collaborative and integrated planning occurs at all levels.

With a focus on preparedness and resilience, municipal planning applies risk-based analysis to mitigate or reduce the consequences of emergencies on the built, economic, social and natural environments, and improve community outcomes.

Planning considerations include the full spectrum of prevention, preparedness, response and recovery and apply to all hazards and all communities.

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

3. Governance

Under section 59F of the EM Act, the municipal council establishes a MEMPC which transfers responsibility for municipal emergency management planning from the council to the multi-agency MEMPC. This shift of responsibility highlights the intent of the reform which supports emergency management planning as an integrated, multi-agency and collaborative effort. This means that all participating agencies are required to contribute their expertise and resources to municipal emergency management planning.

As per section 59E of the EM Act 2013, the MEMPC can regulate its own procedure.

4. MEMPC Functions

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

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

- a) be responsible for the preparation and review of its MEMP;
- b) ensure that its MEMP is consistent with the state emergency management plan, and the relevant REMP;
- c) provide reports of recommendation to its REMPC in relation to any matter that affects, or may affect, emergency management planning in the municipality;
- d) share information with the REMPC and other MEMPCs to assist effective emergency management planning;
- e) collaborate (having regard to the Guidelines) with any other MEMPC that the MEMPC considers appropriate in relation to emergency management planning, including preparing MEMPs; and
- f) Perform any other function conferred on the MEMPC by the EM Act 2013, or any other act.

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

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

Context

The MEMPC reports to the Loddon Mallee Regional Emergency Management Planning Committee (REMP), and the REMPC is the key link between municipal and state level emergency planning and response activities. All legislated member agencies of the MEMPC are also represented on the REMPC.



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

5. Membership

Section 59A of the EM Act 2013 specifies the minimum membership requirements of the MEMPC. The committee may invite additional people/agencies or organisations with key skills or knowledge to join the MEMPC, as necessary.

When deciding whether to invite new members to the MEMPC, consideration should be given to the reason for the invitation; for example, a potential member may be needed to add subject matter expertise to a specific project or body of work, and therefore an invitation to participate in a sub-committee or working group may be a more appropriate strategy.

The committee will review its membership on a yearly basis, or more frequently if needed.

Refer to Annexure A for a current list of members of the MEMPC.

Change of Representative

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

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

| Agency | Agency nominations confirmed by |
|--|--|
| Municipal council/ Alpine Resort Management Board | Chief Executive Officer |
| Victoria Police | Chief Commissioner of Police |
| Fire Rescue Victoria | Agency |
| Country Fire Authority | Agency |
| Ambulance Victoria | Secretary, Department of Health and Human Services |
| Victoria State Emergency Service | Agency |
| Australian Red Cross | Agency |
| Department of Health and Human Services | Secretary, Department of Health and Human Services |

6. Roles and responsibilities

Chair

Section 59B(1) of the EM Act 2013 specifies that the municipal council must nominate either its Chief Executive Officer, or a member of the municipal council staff by the Chief Executive Officer as the chairperson.

Chair responsibilities

The chair has the following functions (s59B(2) of the EM Act 2013):

- chairing MEMPC meetings;
- facilitating the MEMPC to perform its functions; and
- On behalf of MEMPC provide information and recommendations to the Loddon Mallee REMPC.

Additionally, the chair will:

- Ensure the MEMPC operates in accordance with the requirements of this Terms of Reference;
- Preside at, and manage all meetings;
- Confirm the agenda for each meeting;
- Manage acceptance/advice of last-minute papers or agenda items prior to MEMPC meetings;
- Ensure that the MEMPC meets according to its schedule;
- Ensure that MEMPC meetings are efficient and effective;
- Provide leadership to the committee in its deliberations;
- Facilitate frank and open discussion;
- Ensure that all members can participate equally;
- Refer issues or matters of concern identified by the MEMPC, or members of the MEMPC, to the Loddon Mallee REMPC;
- Sign correspondence on behalf of the MEMPC;
- Represent the MEMPC in other forums where appropriate; and
- Coordinate out of session matters.

Election of a deputy chair

To ensure consistency and redundancy, the MEMPC will elect a deputy chair. This appointment may be a certain period of time, as agreed by the MEMPC.

Deputy chair responsibilities

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

Member responsibilities

The agencies prescribed in the EM Act 2013, and additional invited committee members will provide representation at the appropriate level and with the authority to commit resources and make decisions on behalf of their organisation or community.

Members are asked to participate in the MEMPC as a partnership and provide advice or make decisions in the best interest of the citizens of Victoria. The MEMPC acknowledges and respects members existing responsibilities, accountabilities and associated levels of resourcing.

All MEMPC members will:

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

7. Administrative Arrangements

This section outlines the frequency of meetings and committee management arrangements.

Meeting frequency

To align with seasonal requirements and operational tempo, the MEMPC will meet three times a year in March, June and October, noting that the REMPC meets a minimum of four times a year in February, May, August and November.

The MEMPC chair may schedule additional meetings as required.

Meeting venue

In consultation with the committee, the chair is responsible for sourcing an appropriate meeting venue. Where possible video conference facilities will be provided.

Meeting papers and documentation

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

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

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

MEMPC documentation will be stored on Emergency Management Common Operating Picture (EM-COP) which all members will be able to access.

Secretariat

The MEMPC will determine how the secretariat function will be managed.

Secretariat duties may include:

- Scheduling meetings;
- Providing committee members with the meeting agenda;
- Record agreed actions in the MEMPC Actions Register;
- Induction of new committee members;
- Develop/send correspondence for the MEMPC; and
- Maintain the contact list of MEMPC members.

Quorum

Committee activities may be conducted without a quorum present; however, a quorum must be present for the purpose of decision making.

Where an agency will have responsibility or accountabilities as a result of a motion/resolution, that agency must be part of the quorum for that item.

A quorum is greater than 50% of the current voting members and includes the chair or deputy chair (*Annexure A*).

Decision making

In general, the Committee will adopt a consensus approach to decision-making, where a majority of members agree, with the remainder content to give way. The chair will seek further advice from the members and attendees or through external subject matter experts to support decision making.

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

The chair will ensure that all members are provided with the opportunity to participate in discussions and decision making.

Each MEMPC member has one (1) vote on any matter decided by the committee, unless that member is identified as a non-voting member. To vote, a MEMPC member must be present at the meeting or represented by a proxy.

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

All decisions made will be regarded as collective decisions of the MEMPC.

Conflict of interest

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

Proxies

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

Members may choose to identify a standing proxy who is empowered to represent the member at any time. The member will notify the chair of the details of this person and the duration of the appointment as a standing proxy.

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

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

Observers

An observer may attend a meeting for any number of reasons. MEMPC members will advise the chair of the attendance of an observer before a meeting, where possible.

Observers must respect all confidentiality and operating protocols of the MEMPC, and must not:

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

Non-voting members

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

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

Issue Escalation

The Chair may escalate any matters of significance to the Loddon Mallee REMPC for advice or decision.

Members of the committee may also seek to escalate items to the Loddon Mallee REMPC, through the chair, where efforts to resolve a matter at the local level have not been successful, or where the consequences of a decision will unduly impact the member agency.

Issues requiring escalation should be well documented and include:

- A description of the issue, or advice sought and the consequences if it remains unresolved; and
- Actions taken to resolve the issue; and
- Recommended actions or options that may assist resolution.

8. Financial Management

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

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

9. Acronyms

| Acronym | Description |
|--------------------|--|
| EM Act 2013 | Emergency Management Act 2013 |
| EMC | Emergency Management Commissioner |
| EMCOP | Emergency Management Common Operating Picture (EMV system) |
| EMLA Act | Emergency Management Legislation Amendment Act 2018 |
| EMV | Emergency Management Victoria |
| MEMP | Municipal Emergency Management Plan |
| MEMPC | Municipal Emergency Management Planning Committee |
| MEMP | Municipal Emergency Management Plan |
| MEMPC | Municipal Emergency Management Planning Committee |
| REMP | Regional Emergency Management Planning Committee |

10. Document information

Document details

| Criteria | Details |
|------------------------|--------------------|
| Document title: | Terms of Reference |
| Document owner: | Mildura MEMPC |

Version control

| Version | Date | Description | Author |
|---------|-------------------|---------------------------------------|--------------------------|
| 0.1 | 30 September 2020 | Adapted from REMPC Terms of Reference | EMV Planning Reform Team |
| 1.0 | 14 April 2021 | Terms of Reference adopted by MEMPC | MEMPC Chair |
| | | | |

Document approval

This document requires the approval of the MEMPC:

| Name | Title | Organisation |
|------------------------|-------|------------------------|
| Charmaine Calis | Chair | On behalf of the MEMPC |

Audience

The audience for this document is the MEMPC

| Terms | Description |
|---------------------|--|
| 12 months | This document will be reviewed every 12 months or more frequently as required. |
| January 2022 | |

Appendix A – MEMPC Membership

| The Terms of Reference contains personal information which will be excluded from a published version of this Plan under s60AI (2) (b) of the EM Act 2013 | | | | |
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| NON - VOTING MEMBERS | | | | |
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11.3 - Attachment 3 – Community Emergency Risk Assessment (CERA) Process

| Hazard | Most Recent Review Date | Residual Risk Rating | Sub Plan and Review Date | CERA Review Date |
|--------------------------------------|-------------------------|----------------------|------------------------------|-----------------------|
| Storm | 24/10/2018 | High | Incorporated into Flood Plan | 24/10/2021 |
| Essential Service Disruption (Power) | 23/10/2019 | Medium | No sub Plan | 16/06/2022 |
| Bushfire / Grass Fire | 25/10/2016 | Medium | Yes | Date to be identified |
| Blue-Green Algae | 19/06/2019 | High | No Sub Plan | 20/10/2022 |
| Human disease (pandemic) | Not undertaken as yet | | Yes | 01/02/2023 |
| Flood | Not undertaken as yet | N/A | Yes | October 2024 |
| Emergency Plant Pest | Not undertaken as yet | | | Date to be identified |

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12 Bibliography

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