

Municipal Emergency Management Planning

East Gippsland



Municipal Emergency Management Plan

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Acknowledgement of Country

East Gippsland Shire Council acknowledges the Bidwell, Dhuduroa, Gunaikurnai, Jaithmatang, Monero and Yuin people as having traditional connection and association to the land that encompasses East Gippsland Shire, and their enduring relationship with country. Traditional Owners and First Nations Communities have cared for and nurtured the land now known as East Gippsland for tens of thousands of years. We pay our respects to all Aboriginal and Torres Strait Islander people living in East Gippsland, their Elders past and present.

Emergency Management requires collaboration with all Traditional Owners and First Nation Communities who have an interest in East Gippsland Shire, and include:

1. Bidwell First Nations Clans Aboriginal Corporation (incorporating Bidwell Maap)
2. Dalka Warra Mittung Aboriginal Corporation
3. Dhudhuroa Waywurru Nations Aboriginal Corporation
4. Duduroa Dhargal Aboriginal Corporation
5. Gunaikurnai Land and Waters Aboriginal Corporation
6. Jaithmathang Traditional Ancestral Bloodline Original Owners First Nation Aboriginal Corporation
7. Konermar Buller Jaithmatang
8. Monero / Yuin / Cann River Communities
9. Nindi-Ngujarn Ngarigo Monero Aboriginal Corporation

East Gippsland MEMPC wishes to recognise the Traditional Owner and Aboriginal people of East Gippsland through the Recognition Statement in Appendix A.

1. PART ONE – INTRODUCTION

1.1. Key definitions

Community	For the purpose of this plan, a community in East Gippsland is a social group with a community of association and generally defined by location, shared experience or function, and with a number of things in common such as culture, heritage, language, ethnicity, pastimes, occupation or workplace.
Agencies	Agencies include Council and government organisations and departments with a role in emergency management.
Community Support Organisation	Community support organisations (CSO) include not-for-profit place-based organisations that recognise and support community needs through a community service.
Non-Government Organisation	Non-government organisations (NGO) include non-place-based organisations that provide social, psychological and material supports in emergencies and are established and operate independently from local and state government.

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

The East Gippsland Municipal Emergency Management Plan (EGMEMP) has been prepared in accordance with and complies with the requirements of the [State Emergency Management Plan](#) (SEMP) including having regard to the guidelines issued under s77, [Guidelines for Preparing State, Regional and Municipal Emergency Management Plans](#).

1.2. Plan Assurance and Approval

Assurance

A Statement of Assurance (SoA), including a checklist and certificate was approved by the East Gippsland MEMPC at meeting number 4 in December 2024. It was submitted to the Gippsland Regional Emergency

Management Planning Committee (REMP) pursuant to the EM Act 2013 (s60AG). A copy of this assurance is contained in **Appendix B**.

Approval

This Plan was approved by the Gippsland REMPC at the first meeting in February 2025. This Plan comes into effect when it is published and remains in effect until superseded by an approved and published update.

1.3. Plan Review

To ensure the plan provides an integrated, coordinated, and comprehensive approach to emergency management and is effective, it will be reviewed every three years, or as required.

This Plan will be reviewed not later than February 2028.

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

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

1.4. Planning Context

"All communities – all emergencies"

An emergency is defined in The Act:

"an emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the foregoing:

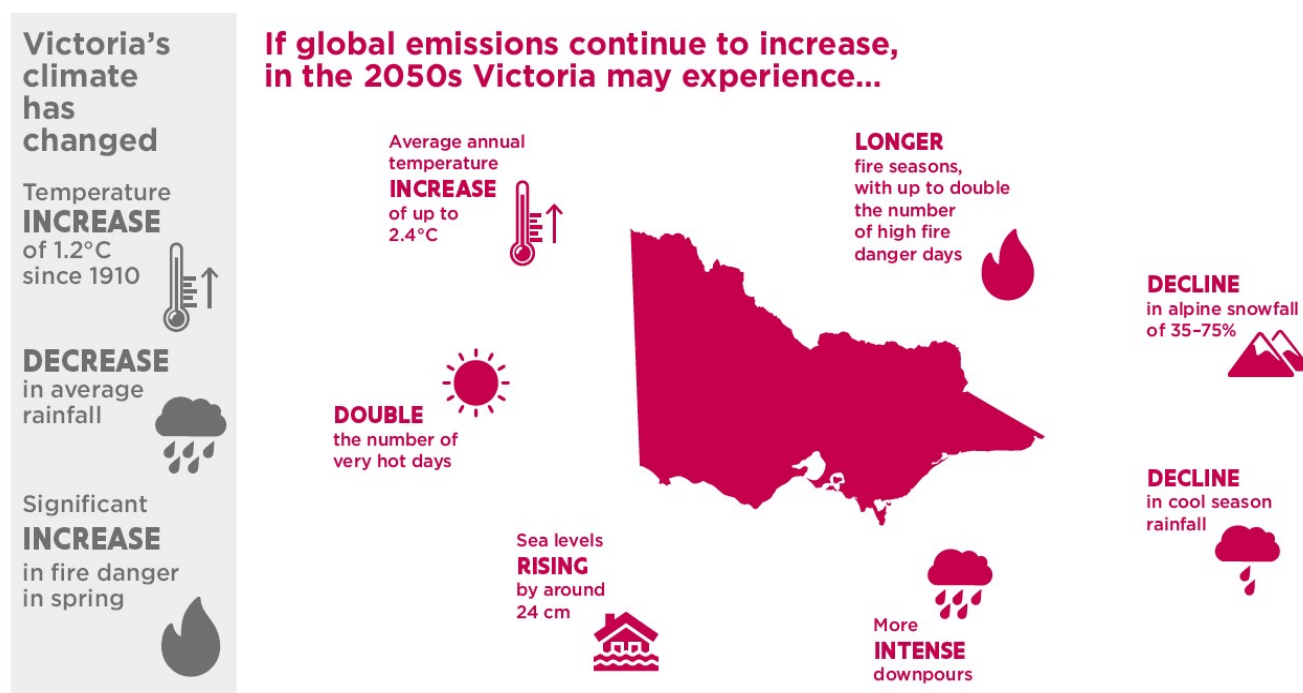
- (a) An earthquake, flood, wind-storm or other natural event; and*
- (b) A fire; and*
- (c) An explosion; and*
- (d) A road accident or any other accident; and*
- (e) A plague or epidemic or contamination; and*
- (f) A warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth; and*
- (g) A hi-jack, siege or riot; and*
- (h) A disruption to an essential service."*

Most emergencies in East Gippsland (such as house fires and traffic accidents) are routinely controlled at the single incident level by the responding agency, with local resources, with personal or localised effect, and without broader consequences or communications needs.

However, some emergencies have implications beyond the single incident level that require specialised out of area resources, have consequences that affect the broader population and assets, have complex recovery needs, and require community messaging beyond East Gippsland. In these cases, regional, state or area of operation, emergency management arrangements may be enacted to support the incident in alignment with East Gippsland specific needs identified in this EGMEMP and its related plans.

Like Emergency Management Victoria, the East Gippsland Municipal Emergency Management Planning Committee (EGMEMPC) recognises the importance of shared responsibility for emergency management planning with a focus on people most at risk in emergencies. This occurs through collaboration amongst agencies and with communities. With agencies, departments, industry, business, all levels of government and community working together East Gippsland will fully realise a sustainable and efficient emergency management system that reduces the likelihood, effect and consequences of emergencies.

¹Climate change modelling indicates that as Victoria becomes drier and warmer, weather-related hazards will occur more often, and be more severe. Examples of such hazards include heatwaves, severe winds, storms, maximum temperature thresholds and concurrent and/or compounding events.



¹ EGSC 2022. Environmental Sustainability Strategy 2022-2032.

[62bc04ffacfdafa6cab3fa9b9_Environmental_Sustainability_Strategy_EGSC_final_compressed \(1\).pdf \(website-files.com\)](#)

2



3

The MEMPC outlines the arrangements for managing emergencies which may occur within East Gippsland. The Plan addresses and capitalises on opportunities to enhance emergency management planning outcomes and sustain or improve capability and capacity within East Gippsland. Plans from adjacent Victorian municipalities and Alpine Resorts, as well as cross-border implications with bordering municipalities in New South Wales have been considered in preparing this plan.

Community Emergency Management Plans (CEMPs) are an integral part of emergency planning within East Gippsland. Our communities are working collaboratively to develop these plans and discuss with emergency service agencies what they will do before, during and after emergencies, and what their expectations of agencies are. EGMEMPC commits to the MEMPC having regard to these plans and encourages community to present their plans to the EGMEMPC.

As part of these CEMPs, Local Incident Management Plans (LIMPS) have been in existence in East Gippsland since 2010. The first plan was created by the Cann River community to meet that community's needs in an

² DEECA, 2024. Climate Change: Victoria's changing climate. Webpage. [Victoria's changing climate \(climatechange.vic.gov.au\)](https://climatechange.vic.gov.au)

³ [State of the Climate - CSIRO](#)

emergency. There are 46 LIMPs in existence in East Gippsland covering the majority of the 171 localities. Part 3 Planning Arrangements refers further to the detail of the place of LIMPS in the planning structure.

1.5. Plan Aim and Objectives

The aim of the EGMEMP is to:

- Reduce the likelihood of emergencies, their effect on and consequences for communities.
- Ensure a comprehensive, integrated approach to Emergency Management in East Gippsland.
- Promote community resilience in relation to emergencies.
- Support communities to develop and lead their own preparedness and recovery planning processes, decide what their priorities are and develop their own plans.
- Promote interoperability and integration of emergency management systems.

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

- Foster a sustainable and efficient emergency management system that minimises the likelihood, effect, and consequences of emergencies,
- Establish efficient governance arrangements that,
 - clarify the roles and responsibilities of agencies,
 - facilitate cooperation between agencies,
- Implement an “all communities—all emergencies” approach to emergency management,
- Establish integrated arrangements for emergency management planning in East Gippsland.

1.6. Shared Responsibility

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

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

- Are best placed to understand and manage their own risks and drive preparedness, response and recovery, including through their fundamentally important volunteer contribution.
- Should be empowered with the information, capabilities, and opportunities to make decisions and work with agencies for better emergency management outcomes.
- Have networks and relationships that help agencies and communities identify the risks that a community faces.

- Can assess the vulnerability of the community to those risks and identify options to protect the values of most importance to them.

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

1.7.1 Before

- Find out about and stay aware of potential risks in their environment,
- Prepare their properties by undertaking readiness actions such as clear hazardous vegetation, (ensuring any burn-offs are undertaken outside the Fire Danger Period), install protective features such as emergency water supply systems, sprinklers and window shutters, and secure loose items that could cause damage during high winds.
- Take protective measures including taking out insurance.
- Develop personal/family emergency plans to improve safety and wellbeing during emergencies, maintain their currency to ensure they are ready to implement immediately.

1.7.2 During

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

1.7.3 After

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

The EGMEMPC will support our East Gippsland communities and visitors to be more resilient through education and engagement activities that help people to better understand potential risks in their environment and how to plan for and recover from the impacts of disasters.



The mural by renowned artist Simon White depicts emergency services responders standing together working as one in the landscape.

2. PART TWO – MUNICIPAL PROFILE

2.1. Foreword

East Gippsland's unique qualities are both its strength and its challenges. The shire stretches from west of Bairnsdale to the New South Wales border, covering 20,931 square kilometres and almost 10 per cent of the state.

The municipality is distinguished by its natural setting, with its southern edge defined by the Gippsland Lakes and rugged coastline, accentuated by the rising backdrop of the High Country in the Great Dividing Range. 83% is public land mainly vast expanses of eucalypt forest.

Historical rural landscapes, established along majestic rivers like the Snowy, Tambo and Mitchell, characterise the region and surround its communities.

Of our 50,000 residents, around 75% live in the regional centre of Bairnsdale and growth areas of Lakes Entrance and Paynesville, though many live in rural and remote communities that become isolated during fire, flood, and storm events.

***“People live in East Gippsland for the natural environment and rugged beauty of the landscape.
The one road in and one road out to their communities, is what makes them feel like they are going home.
During times of crisis this is the cause of isolation from emergency services and other support.”***

2.2. Topography

2.2.1. Characteristics

East Gippsland has the following characteristics:

- The most easterly municipality in Victoria.,
- Second largest Victorian municipality in area – almost 10% of the State (20,931 square kilometres).
- Diverse climate, landform, and vegetation types, ranging from alpine plains and bogs through vast eucalypt forests, to coastal heath and the Ramsar listed Gippsland lakes environs.
- 280 kilometres of coastline, including the internationally significant Gippsland Lakes, national parks and natural attractions.

2.2.2. Boundaries

East Gippsland borders the Shires of Wellington (220km border) and Alpine (65km border) to the west, and Towong (120km border) and New South Wales (140km border) to the north, and 280km of Bass Strait coastline forming the southern boundary.

2.2.3. Main Rivers

East Gippsland's main rivers are:

- Bemm;
- Brodribb;
- Buchan;
- Cann;
- Genoa;
- Mitchell;
- Mitta Mitta;
- Nicholson;
- Snowy;
- Tambo; and
- Wentworth.



The Tambo River - Tambo Crossing

2.2.4. Lakes

East Gippsland contains 400 square kilometres of the Gippsland Lakes system with the major Lakes being:

- Lake King; and
- Lake Victoria

Other significant Lakes in East Gippsland are:

- Lake Tyers
- Mallacoota Inlet
- Snowy River estuary
- Sydenham Inlet
- Tamboon Inlet
- Wingan Inlet

2.3. Built Environment

East Gippsland's non-road infrastructure is as follows:

- Passenger train services to Bairnsdale.

- Passenger bus services.
- Extensive provision of reticulated water and sewerage services in townships across the Shire.
- Access to reticulated natural gas and the Gas Pipeline.
- Extensive recreational and commercial boating infrastructure.
- Key centres providing a wide range of retail, industrial and service businesses.
- Businesses supporting the agriculture, fishing, and forestry industries.

2.3.1. Main Roads

There are few major through-roads in East Gippsland, with the Princes Highway the main east-west transport artery and the Great Alpine Road providing a link north to the high country and the Hume Region. Significant roads include:

- **Princes Highway** – runs east/west through the Shire passing through Bairnsdale, Lakes Entrance, Orbost, Cann River, and Genoa to the New South Wales border and on to Eden and beyond.
- **Great Alpine Road** – runs north from Bairnsdale passing through Bruthen, Swifts Creek, Omeo to Dinner Plain, and the Alpine Shire.
- **Monaro Highway** – formerly known as the Cann Valley Highway runs north from Cann River to the New South Wales border and on to Bombala.
- **Bonang Road** – runs north from Orbost to Goongerah, Bonang to the New South Wales border then onto Delegate and Bombala.
- **Buchan Road** – runs generally northeast from the Bruthen - Nowa Nowa Road through Buchan, Gelantipy to McKillops Road to Bonang and the Snowy River Road and Barry Way to Jindabyne in New South Wales.
- **Omeo Highway** – runs between Omeo and Tallangatta through Glen Valley and Mitta Mitta.
- **Bairnsdale / Dargo Road** - links through Wellington Shire to Alpine Shire.
- **Mallacoota-Genoa Road** – links Genoa on the Princes Highway with Mallacoota
- **Benambra Corryong Road** - link between Omeo and Corryong passing through Benambra.

2.3.2. Airports/Aerodromes and or Private Airfields

Public airports are located at the following locations:

- Bairnsdale - Pilot Activated Lighting (PAL) installed.
- Orbost - Pilot Activated Lighting (PAL) installed.
- Mallacoota - Pilot Activated Lighting (PAL) installed.

Private Airports are located at the following locations:

- Lakes Entrance x 2
- Benambra
- Gelantipy

- Noorinbee (Cann River)
- Other small private airfields exist, dotted over the Shire.

2.3.3. Flight Paths

The Melbourne to New Zealand flight path runs east/west across the Shire over the general area of Mallacoota, Lakes Entrance and Bairnsdale.

The RAAF has a large training base near Sale with regular training and operational military aircraft flights over the Shire.

2.4. Other features

The East Gippsland also has the following features:

- Strong and proud Aboriginal culture,
- Biodiverse ecosystems with critical endangered and threatened species,
- Healthy rivers, river catchments, and lakes,
- Primary agricultural production - vegetables, livestock, livestock products, field crops, hay and horticultural and viticultural outputs.

2.5. Climate

The temperature varies across the Shire with minus 10°C to 38°C in the north and with minus 2°C to 40°C in the south. The coastal area is usually cooled by a sea breeze in the summer with a temperature range in the high twenties.

2.5.1. Climate Change

The Gippsland region has already become warmer and drier – a climate trend likely to continue. East Gippsland recognises that being such a large and diverse municipality, climate change impacts will not be uniform but are highly variable across the landscape. Climate change will adversely affect our environment, community, and economy. An assessment produced by the Victorian Government, ([Victorian Government Climate Change Gippsland](#)), shows that East Gippsland is significantly exposed to climate extremes and natural hazards such as storm surges and coastal inundation, floods, bushfires and extreme temperatures. As a result of climate change these hazards are projected to increase in frequency and severity. Being climate-ready in the Gippsland region involves knowing the climate risks and impacts for the region and making changes so that we can take advantage of the opportunities and reduce the negative impacts.

2.5.2. Rainfall

The majority of the rain for the Shire is from the east, and heavy falls have been recorded from rain depressions in Bass Strait and off Gabo Island. Changing weather patterns East Gippsland is seeing less prevalence of east coast lows and average rainfalls are changing.

Average annual rainfall:

- Bairnsdale 645 mm
- Lakes Entrance 710 mm
- Omeo 670 mm
- Orbost 845 mm
- Mallacoota 935 mm

2.6. Municipal Locations

Within East Gippsland a hierarchy of districts was developed prior to 2020. The hierarchy criteria included:

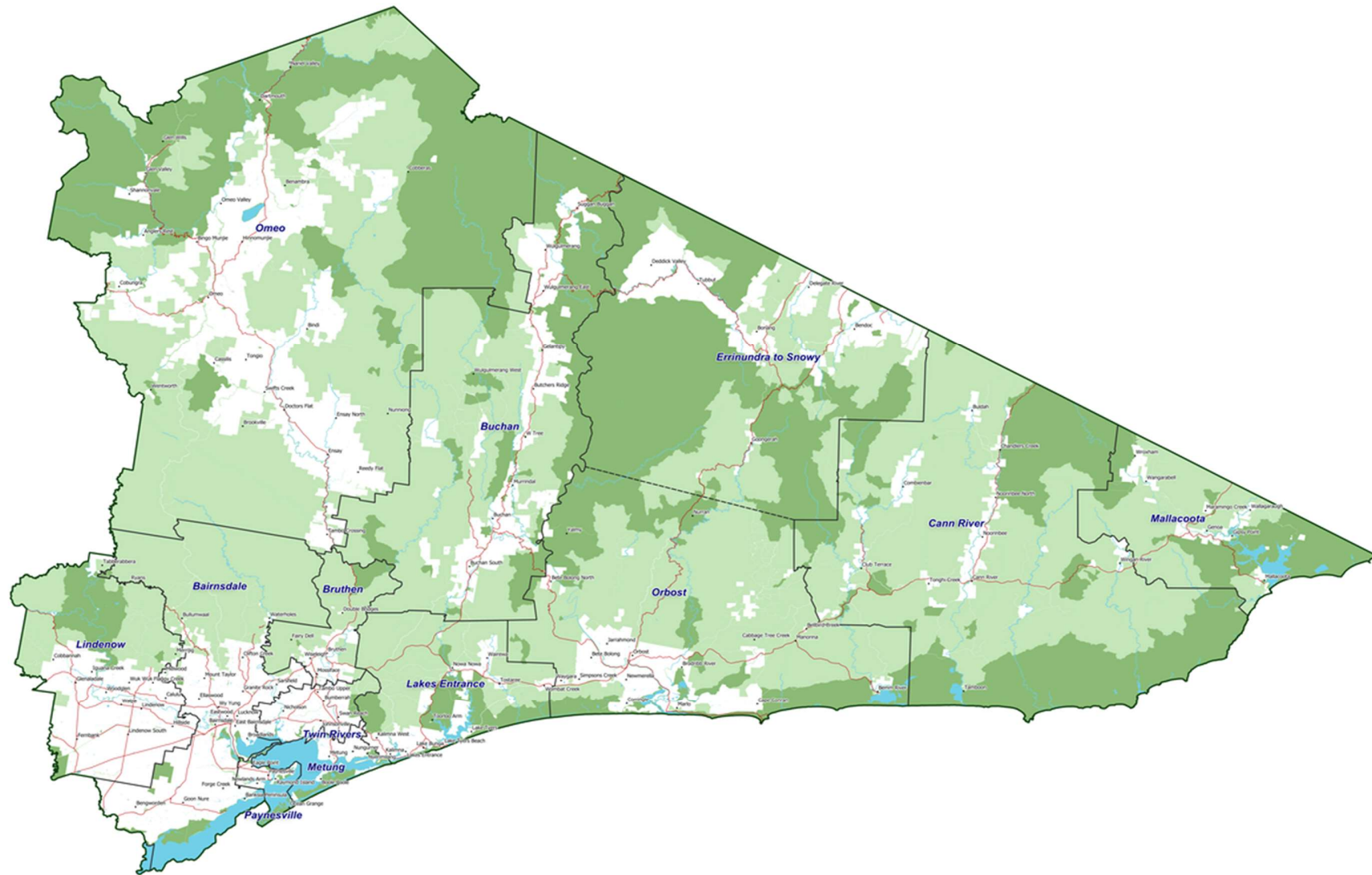
- Access to services
- Physical geographic area: topography
- Rural settlement patterns: geography and spatial relationship
- Population dispersal and number of people
- Planning Zone in planning scheme

The districts use geographical boundaries, service boundaries and social/trading routes to make sense of the historical and topographical connections that occur between communities. The hierarchy of districts aligns with the historical and current identity of localities, settlements, towns, and service towns and how our communities see themselves as a part of a larger district.

2.7. Knowledge of local area

Local knowledge is important to shared responsibility. EGMEMPC commits to working with community, community service organisations and community groups to include local knowledge into better inform preparedness and mitigation approaches to the EGMEMP.

Several data sources are also used to reinforce local knowledge. These include [Australian Bureau of Statistics \(ABS\)](#) data and data from agencies, CSOs and NGOs, that understand the requirements for various services across East Gippsland.



Map 2a: Map depicting the hierarchy of districts in East Gippsland. A list of localities with service hubs is available in Appendix S.

2.8. Demography

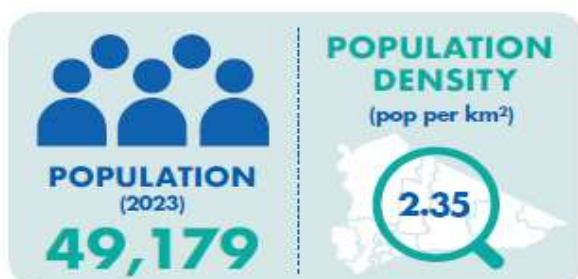
During the life of this plan East Gippsland's population is projected to increase from 50,500 in 2024 to 52,000⁴ in 2027.

DEMOGRAPHIC DATASET

EAST GIPPSLAND



Figures are from 2021 Census unless otherwise stated



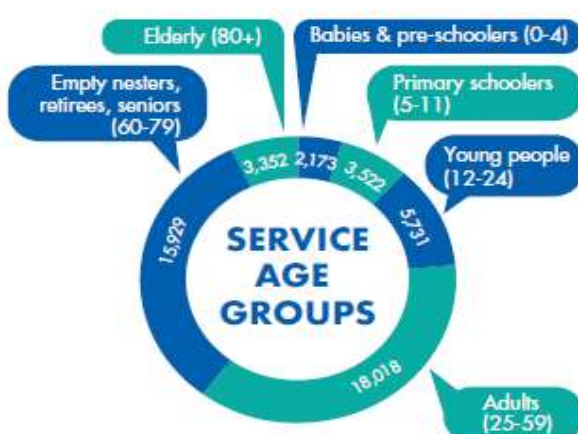
EAST GIPPSLAND POPULATION BY DISTRICT (2023)

DISTRICT:

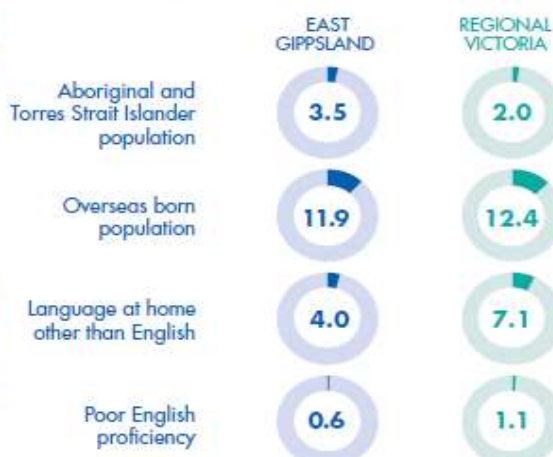
Bairnsdale	17,666	Mallacoota	1,283
Bruthen	1,119	Metung	2,301
Buchan	448	Omeo-Swifts Creek	1,351
Cann River	448	Orbost	4,009
Lakes Entrance	8,716	Paynesville	6,491
Lindenow	2,520	Twin Rivers	2,941

AGE TRENDS

The median age of the community is 52 years, with 39% of the population aged over 60 years. Lone person households make up 29% of all households, with 32.5% of households made up of couples without children, indicative of an older population.



IDENTITY AND DIVERSITY (%)



MEDIAN AGE

EAST GIPPSLAND

52

REGIONAL VICTORIA

43

HEALTH

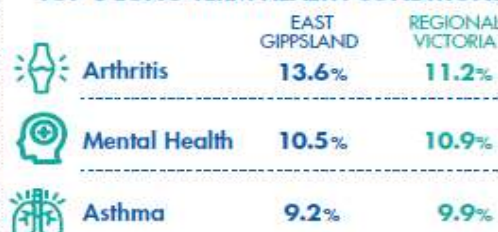


Proportion of population with one or more long-term health conditions.

EAST GIPPSLAND
39.7 %

REGIONAL VICTORIA
37.2 %

TOP 3 LONG-TERM HEALTH CONDITIONS



⁴ Home | L

HOUSING

Full-ownership of homes is the dominant tenure type in the East Gippsland Shire, with around a quarter of all homes being owned with a mortgage and around a fifth of homes rented. Almost one third of all households are people who live alone. The average household size in the Shire is 2.2 persons per household.



HOUSEHOLDS		% EAST GIPPSLAND	% REGIONAL VICTORIA
	Families with children	19.1	24.6
	Families with young children	10.1	13.5
	Families with mixed-age children	2.8	3.5
	Families with older children	6.2	7.6
	Couples without children	32.5	28.0
	Lone person households	29.0	27.5

EMPLOYMENT AND SOCIOECONOMIC WELLBEING

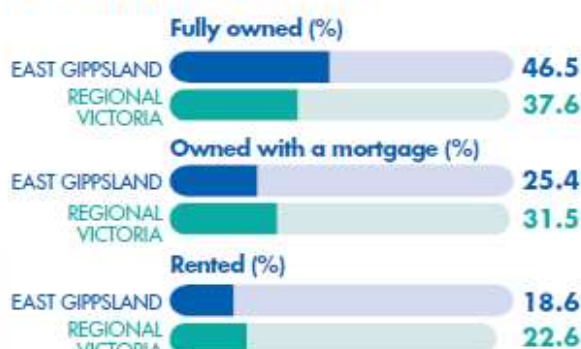


	% EAST GIPPSLAND	% REGIONAL VICTORIA
Labour force participation	48.4	57.4
Employment rate	95.6	95.9
Unemployment rate	4.4	4.1
Change in employment rate 2016-2021	2.0	1.9

TOP 5 INDUSTRIES OF EMPLOYMENT (%)

EAST GIPPSLAND		REGIONAL VICTORIA	
Healthcare & social assistance	16.3	16.2	Healthcare & social assistance
Construction	10.0	9.5	Retail trade
Retail trade	9.7	8.8	Education & training
Education & training	9.0	7.2	Agriculture, Forestry & Fishing
Agriculture, Forestry & Fishing	8.4	6.6	Accommodation & food services

HOUSING TENURE



HOUSING COSTS

	EAST GIPPSLAND	REGIONAL VICTORIA
Monthly mortgage repayments	\$1,300	\$1,430
Weekly rent payments	\$265	\$285



MEDIAN HOUSEHOLD INCOME	EAST GIPPSLAND	REGIONAL VICTORIA
	\$1,115	\$1,369

MAIN 3 METHODS OF TRAVEL TO WORK

	EAST GIPPSLAND	REGIONAL VICTORIA
Car as driver	63.3%	61.6%
Worked at home	12.6%	15.1%
Did not go to work	11.0%	11.1%

YOUTH DISENGAGEMENT FROM EDUCATION AND EMPLOYMENT (%)



East Gippsland		
Tourism Demographics Year ending June 2024		5 year change
International visitors who stayed overnight	26,000	↓ 46%
Domestic daytrip visitors	803,000	↑ 29%
Domestic overnight visitors	973,000	↑ 17%
Number of annual visitors to East Gippsland	1,803,000	↑ 20%
Contribution per visit daytrip	\$100.00	↑ 7.5%
Contribution per visit overnight	\$174.00	↑ 46%
Total visitor nights in East Gippsland per annum	3,090,000	↑ 35%
Value of tourism within Gippsland	\$1.1 billion per annum	↓ 35%

Table 2a: Tourism data for East Gippsland taken from Victorian Tourism Statistics June 2024 [Regional research | Tourism and Events](#)



2.9. History of Emergencies East Gippsland

East Gippsland has experienced many emergencies ranging from single incidents to long-lasting large, multi-scale events spanning several regions. A summary of major emergencies to be declared or impact the area over the last 10 years is listed below. For a comprehensive list of events in the Gippsland Region refer to the [Gippsland Regional Emergency Management Plan \(REMP\)](#).

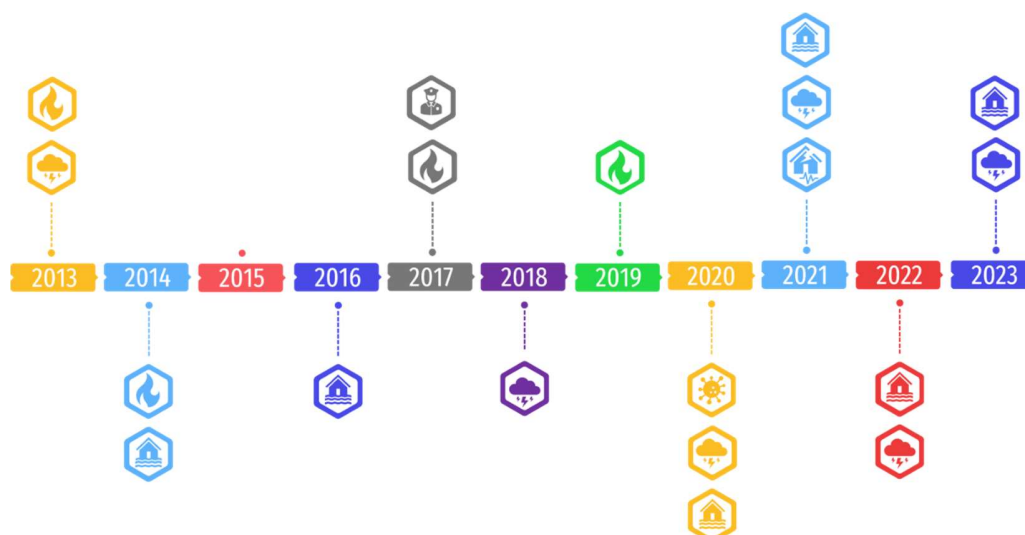


Figure 2A: Infographic of emergency events in East Gippsland over the last 10 years

Emergency	Event Name / Date	Impacts	Year
Flood, Storm	Victorian floods and storms 24 December 2023	Boxing Day flash flooding. Loss of 2 lives, flash flooding, over floor flooding of several properties in Buchan. Closure of the Buchan Caves Reserve due to extensive damage.	2023
Flood, storm	Victorian Floods and Storms: 28 November 2023	Major flooding along the Bemm and Avon Rivers. Widespread minor to moderate flooding along the Genoa, Cann, Snowy, Buchan and Mitchell Rivers. Several landslips including the Great Alpine Road and the Mallacoota-Genoa Road	2023
Flood	East Victorian floods: 3 October 2023	Major flooding along the Mitchell River at Bairnsdale with impacts to farms in Lindenow	2023
Flood, Storm	Victorian Floods and Storms: 2 April 2022	Major flooding with significant road and track damage across Gippsland. Isolation of Bemm River, Cann River, Peachtree, Combienbar, Buldah, Marlo, Cabbage Tree and Club Terrace due to Princes Highway closure for 18 hours	2022
Flood	December 2021	Major flooding for the Snowy catchment and minor flooding for the Mitchell catchment	2021
Storm	East Victorian Storms: 12 November 2021	Major flood warning issued for Bairnsdale, minor flood warning for Snowy. Widespread rainfall totals of 70mm with isolated falls up to 116mm reported at Reeves Knob	2021
Storm	Victoria Storms: 29 October 2021	Statewide event of significance with over 6000 requests for assistance	2021
Earthquake	Victorian Earthquake: 22 September 2021	No reported damage within East Gippsland but an event of significance due to widespread felt reports. Strongest earthquake in Victoria in 50 years.	2021

Emergency	Event Name / Date	Impacts	Year
Flood	Eastern Victoria Floods: 3 September 2021	Widespread minor flooding for many East Gippsland Catchments	2021
Storm	Victoria Storms Event 27 August 2020	Widespread power outages, trees down and building damage.	2020
Flood	July 2020	Moderate flooding on the Bemm and Genoa River Catchments	2020
Flood	Eastern Victoria Storms and Floods, 4 March 2020	Severe weather and flash flooding resulting from ex tropical cyclone Esther. Power outages affecting 1000 people around Mallacoota	2020
Flood, Storm	Victoria Storms and Floods: 15-20 January 2020	Flood watch and increased risk of fallen trees and landslides for fire affected areas with 20-60mm rainfall.	2020
Pandemic	COVID 19	Worldwide Coronavirus pandemic resulting in loss of life, border closures, social distancing, 'nonessential' services halted and face masks mandated	2020
Bushfire	Victorian Bushfires "Black Summer Fires": 22 November 2019 onwards	Over 1.5 million ha burnt (56% of the municipality) including 324,739 ha in the Tambo complex – 89 days and 662,500 ha in the Snowy complex – 97 days. 392 homes and 27 commercial properties and 577 non-residential buildings lost, 4 lives lost, isolation of East Gippsland communities, thousands evacuated by air, sea and road, impacts to roads and critical infrastructure, wildlife, and biodiversity	2019
Bushfire	Timbarra bushfires: 16 January 2019	22,705 hectares burnt	2019
Storm	March 2018	Microburst event at Fernbank	2018
Bushfire	Cann River Fires: 26 th November	9746 hectares burnt	2017
Siege	July 2017	A siege occurred at the Bellbird Hotel, Bellbird Creek. The siege lasted ≈10 hours causing closure of Princes highway	2017
Bushfire	Crooked River Fire: 12 March	3066 hectares burnt	2017
Flood	Gippsland Floods: July 2016	Widespread major flooding in many East Gippsland Catchments	2016
Flood	East Gippsland floods: 14 June 2014	Major flooding in the Snowy Catchment	2014
Bushfire	Bushfires: 7 February 2014	Goongerah/Club Terrace Complex fire started as a by lightning strikes and burnt 166,000ha over 57 days. Communities of Goongerah, Bonang and Residents of Goongerah urged to evacuate on 2 February	2014
Bushfire	Bushfires: 15 January 2014	Glenaladale/ Mt Ray fire started by lightning on 16 January and burnt over 6,700ha for 67 days. 3 homes, numerous sheds and outbuildings, 900 livestock, and 73 km fencing lost	2014
Storm	September 2013	Highway closure due to storm	2013
Bushfire	Eastern bushfires: 17 January 2013	Harrierville fires and Aberfeldy fires (adjoining municipalities but assisted re relief centres, works etc)	2013

3. PART THREE – PLANNING ARRANGEMENTS

3.1. This plan within Victoria's Emergency Management Planning Framework

This plan supports holistic and coordinated emergency management arrangements within East Gippsland. It is consistent with and contextualises the [State Emergency Management Plan \(SEMP\)](#) and [Gippsland Regional Emergency Management Plan \(REMP\)](#). The REMP is a sub-ordinate plan to the SEMP and the MEMP is a subordinate plan to the REMP.

To the extent possible, this Plan does not conflict with or duplicate other in-force emergency management plans that exist in [Victoria's Emergency Management Planning Framework](#).

This Plan should be read in conjunction with [State Emergency Management Plan](#) and the [Gippsland Regional Emergency Management Plan](#).

EGMEMPC works with communities to develop [community emergency management plans \(CEMPs\)](#) and [Local Incident Management Plans \(LIMPs\)](#). Figure 1 below illustrates how the [Victoria's Emergency Management Planning Framework](#) is adapted to align with East Gippsland communities and their planning.

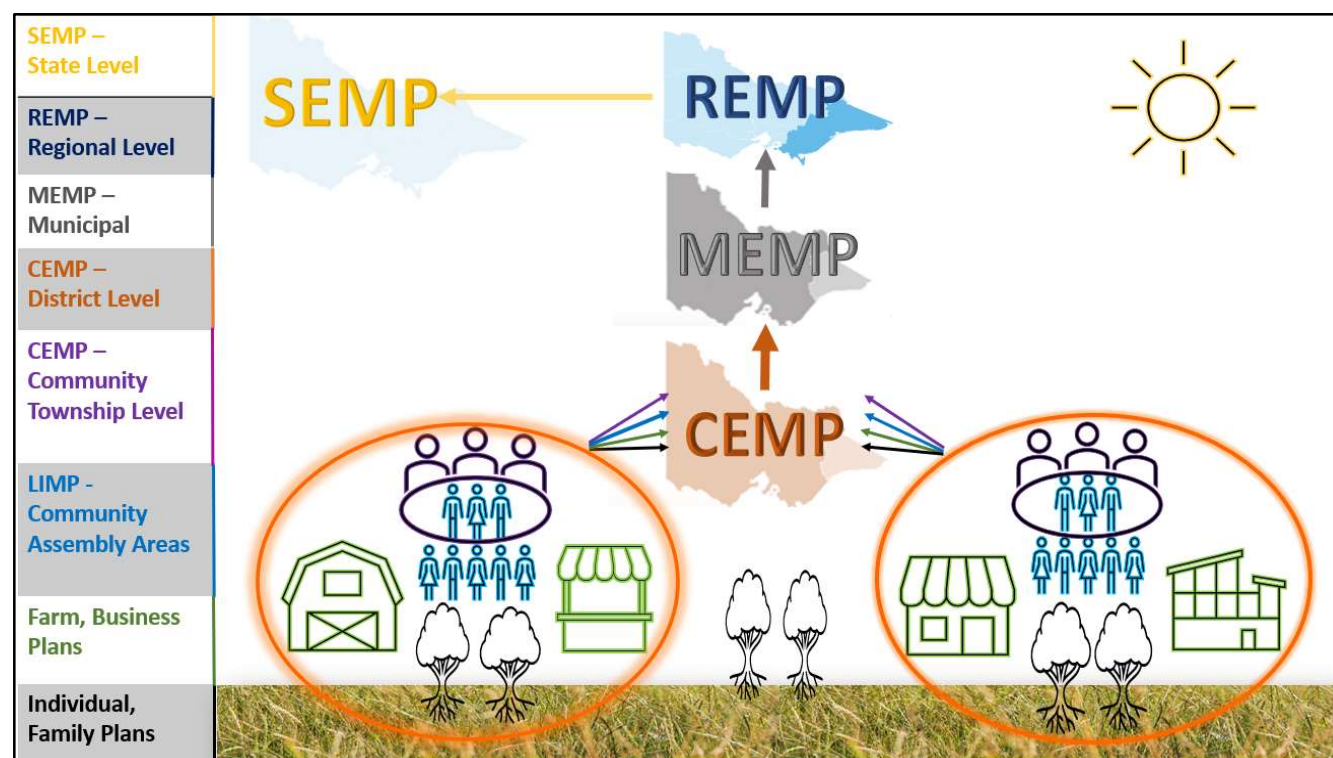


Figure 3A: East Gippsland emergency management planning framework.

The aim is for everyone to have their own [individual and family plan](#). Shared responsibility means that we all take responsibility for ourselves and those closest to us.

Within our communities our agricultural and business sectors need to have [farm](#) and [business plans](#) on how they are going to manage their enterprise during an emergency event.

At a place-based level, individuals, families, farmers, and business owners will utilise the [local incident management plan](#) to understand where they can get information and connect with their own community infrastructure known in an emergency as an assembly area. Working with community, these assembly areas are social infrastructure essential to communities throughout the year for events and functions, and critical as a place to connect during an emergency. They are not a neighbourhood safer place or place of last resort, nor are they an emergency relief centre.



Figure 3B: LIMP Assembly Area infrastructure power and communications resilience.

In Figure 3A and 3C the orange circles show where LIMPs fit in the State planning structure and the localities with LIMPs - a place-based plan for emergencies that designates a piece of local social infrastructure for community to gather and gain information in what East Gippsland calls an assembly area.



Figure 3C: Local Incident Management Plans across East Gippsland

Several place-based LIMPs across an area then form a CEMP – this plan outlines the strengths, vulnerabilities, hazards, capability, and capacity for a district within East Gippsland Shire.

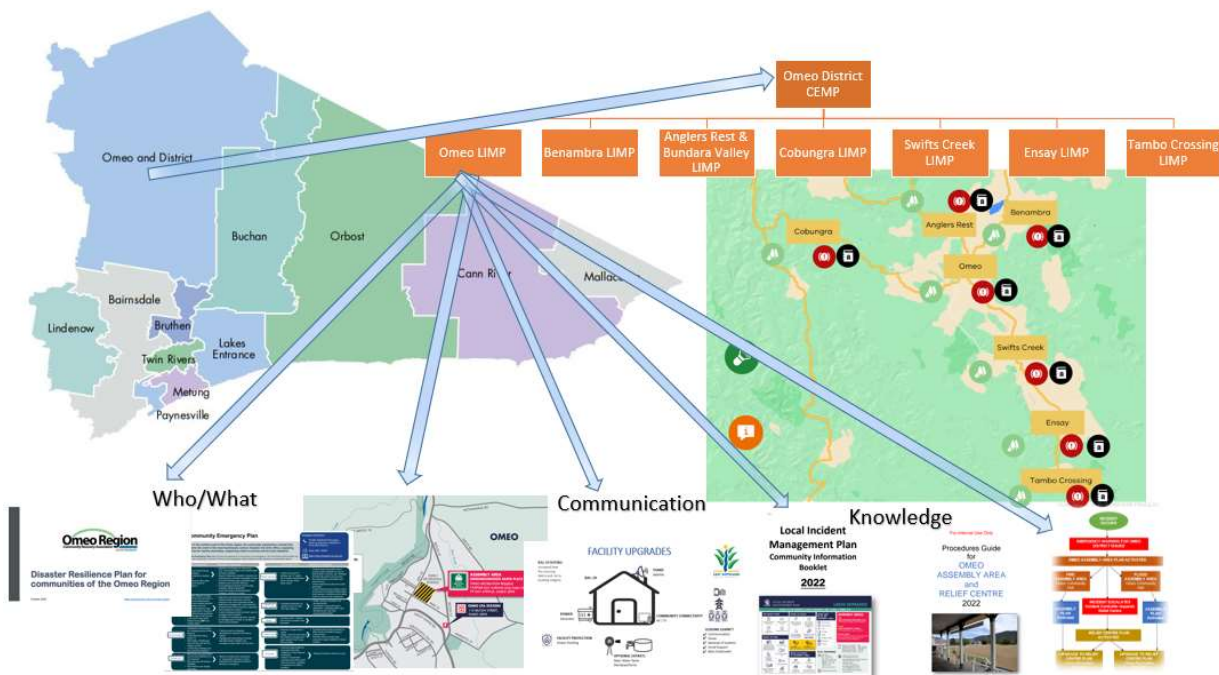


Figure 3D: Example of an East Gippsland District Community Emergency Management Plan

3.2. The MEMPC, its sub-committees and working groups

The EGMEMP documents the outcomes of the planning process conducted by the EGMEMPC. It is the overarching emergency management plan for the East Gippsland municipality. It provides information to emergency services, other organisations, and the community on how risks will be assessed and dealt with, and the management arrangements for emergencies in mitigation, response, relief and recovery. Victorian Government agencies, non-government organisations, community support organisations, businesses, individuals, families and households, and community groups and networks, work together with shared responsibility to achieve the aim of the EGMEMP.

EGMEMPC follows the State endorsed set of emergency management priorities that underpin and guide all decisions made during emergencies in Victoria.

The priorities are:

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

The broad objectives of the EGMEMP are to:

- Support a consistent approach to emergency management planning at municipal level,
- Assist the affected community to recover following an emergency,
- Implement measures to prevent or reduce the causes or effects of emergencies as identified through the risk assessment process,
- Provide arrangements for the utilisation and implementation of municipal (Council) resources in response to emergencies,
- Manage support that may be provided to or from adjoining municipalities, and
- Complement other local, regional, and state planning arrangements.

EGMEMPC is committed to all aspects of emergency management planning and has structured processes in place that enable the effective maintenance of the EGMEMP, its sub committees and working groups and sub-

plans. EGMEMP sub-plans are created as a result of the risk assessment process. This is further discussed in section 3.3.

3.2.1. EGMEMP structure

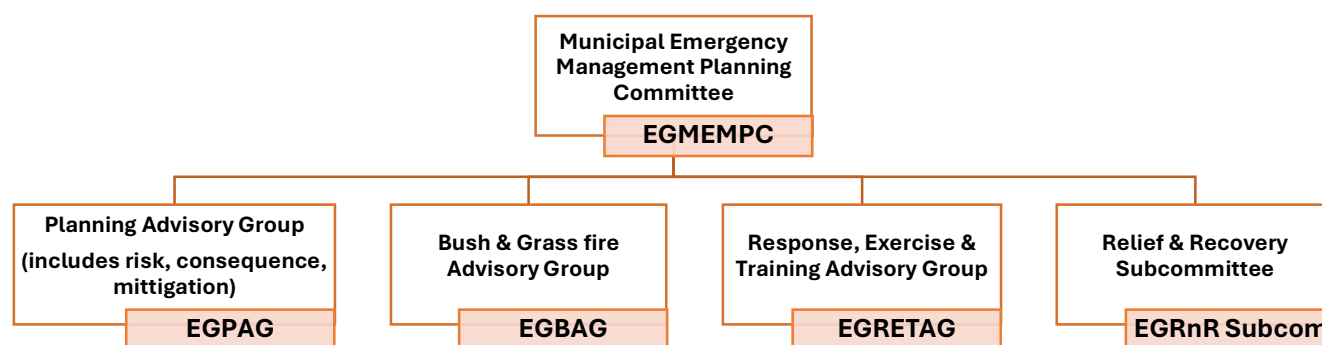


Figure 3E. East Gippsland emergency management planning structure.



3.2.2. EGMEMPC Membership

Membership is as legislated in The Act:

- Chair appointed by the CEO of East Gippsland Shire Council
- East Gippsland Shire Council
- Victoria Police
- Country Fire Authority
- Ambulance Victoria
- Victoria State Emergency Service
- Australian Red Cross
- Department of Families Fairness and Housing

Membership outlined in the EMLA Act, also includes:

- community representative
- recovery representative
- other agency representatives - Department of Health and Department of Transport and Planning.

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

Terms of Reference for the EGMEMPC are in Appendix D.

3.2.3. Sub-committees/Advisory Committees

Sub-committees (the meaning of which will include working groups and advisory groups) are established to assist in the development and maintenance of the EGMEMP and its sub-plans. All Sub-committees must develop a Terms of Reference, and membership may include specialist organisations from outside the EGMEMPC membership. Each Sub-committee's purpose and role is summarised below. Full Terms of Reference for each sub-committee is in Appendix D1-D4.

3.2.3.1. Relief and Recovery Sub Committee

Mission: The Relief and Recovery Subcommittee works in collaboration across East Gippsland to support emergency preparedness, relief, and recovery in our communities.

Vision: Our communities are informed, prepared, connected and well positioned to proactively adapt to and recover from future emergencies.

Specifically, this subcommittee is established with the following scope:

To ensure the EGMEMP relief and recovery planning is coordinated, communicated and supported by the membership organisation plans with the aim of ensuring a collaborative approach across all members in supporting East Gippsland in relief and recovery preparedness, mitigation, response, learnings and improvements.

- A. Design a collaborative, municipal wide communications strategy.
- B. Ensure that the Relief and Recovery Subcommittee remains in place before, during and after emergencies.
- C. Promote the mission, vision and actions of the Relief and Recovery Subcommittee to build agency and community respect.
- D. Develop inclusive strategies for effective community relief and recovery consultation and connection.
- E. Understand the relief and recovery system in East Gippsland through mapping agency purpose, activities and decision making.

3.2.3.2. Bush and Grass Fire Advisory Group

Purpose: of which the development of a municipal fire management plan is part, is to provide a municipal-level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose with regard to fire management and ensure that the plans of individual agencies are linked and complement each other.

The advisory group will provide subject matter expert advice to the MEMPC and manage legislated fire mitigation activities by:

- sharing knowledge that supports the integration of fire management principles across all agencies and plans.
- establishing coordinated fire management strategies that recognise the importance of community engagement, preparedness and operational activities.
- advocating municipal needs and reporting local concerns to relevant Regional and State level bodies.
- facilitating biennial reviews of the Victorian Fire Risk Register – Bushfire (VFRR-B).
- discussing seasonal preparedness activities prior to the declared Fire Danger Period.
- liaising and engaging with community groups on fire management.
- reviewing annual Fire Access Road Subsidy Scheme (FARSS) nominations and prioritising a preferred bid based on its potential contribution to overall fire mitigation efforts.
- maintaining a tenure blind Municipal Fire Management Plan to highlight relevant activities.
- providing relevant advice and recommendations to the MEMPC.

3.2.3.3. Planning and Advisory group

On behalf of the EGMEMPC, the advisory group is responsible for:

- Preparing a Community Emergency Risk Assessment (CERA) review for the MEMPC to complete, taking into consideration:
 - Which hazards pose a threat to East Gippsland.
 - Continuous review of risk within East Gippsland (with CERA completed a minimum of every 3 years) allowing for identification of new and emerging hazards posing a threat to community and review of hazards following a significant event.
 - Maintenance of the CERA Online database.
 - Ensure risk is considered within the following context:
 - Whole of community perspective, its characteristics, strengths, and vulnerabilities.
 - Consideration of events which require multi agency responses.
 - Consideration and acknowledgement of existing risk management controls.
 - History of emergency events within the Municipality.
 - Consideration of emergency events which impact greater than 1% of the East Gippsland Shire population.
- Monitoring, review and reporting on delivery of risk treatment plans.
- Sharing knowledge to create an environment for continuous improvement.
- Liaising and engaging with community groups in relation to emergency management planning.

3.2.3.4. Response, Exercise & Training Advisory group

For the 2024-2027 EGMEMP period this committee will review its Terms of Reference within three months of the EGMEMP Assurance

3.3. Sub-Plans and complementary plans

3.3.1. Sub-plans

The EGMEMPC will determine if a sub-plan is required where the hazard or risk is locally significant, and the emergency management arrangements or agency roles and responsibilities differ from those outlined in the state-level or regional level plans. All sub-plans are intended to be multi-agency plans. EGMEMPC will determine if a sub-plan is required based on consideration of the following factors:

- The emergency risk assessment indicates the subject of the sub-plan requires attention,
- The principal plan requires clarification or variation for certain circumstances,
- Specific emergency situations are likely to have significant consequences based on risk assessments,
- There is a need to outline more complex or specific arrangements than those provided in existing current emergency management plans,
- The need to manage a risk or consequence based on risk assessments that is not the responsibility of a legislated control agency and where an integrated effort is required,
- The sub-plan will not create inconsistencies with or duplicate other plans in effect.

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

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

3.3.2. Complementary Plans

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

Complementary plans do not form part of this Plan and are not subject to approval, consultation and other requirements under the EM Act 2013.



4. PART FOUR – MITIGATION ARRANGEMENTS

4.1. Introduction

The underlying guiding principle which drives [risk mitigation](#)⁵ at all levels is the protection and preservation of life, property, and the environment. The emergency response, relief and recovery agencies/organisations that operate within East Gippsland recognise they have a key role in [risk management \(mitigation\)](#) activities to reduce the risk or minimise the effects of emergencies that may occur within the municipality.

4.2. Hazard, Exposure, Vulnerability and Resilience

EGMEMPC commits to the EGMEMP reflecting the place-based approaches of East Gippsland and that East Gippsland's unique qualities are both its strength and challenges. It also commits to make use of current modelling, research and thinking regarding understanding and mitigating the impact of disasters. It will also draw on the elements of the [Disaster Risk Equation](#):



6

Figure 4B: The disaster risk equation.

The intention of using this visual equation is to understand the residual impact of a disaster for East Gippsland communities given:

- the hazards as identified in this EGMEMP,

⁵ Mitigation was previously referred to as mitigation and preparedness.

⁶ Richter, F., n.d. Video: Disaster Risk Reduction: Equation of Concepts. Based on <https://www.undrr.org/publication/words-action-guidelines-implementation-guide-land-use-and-urban-planning>

- the vulnerabilities, as identified by agencies with communities,
- shared responsibility in improving community, organisation and agency resilience. Local community capacities and agency capacities work together to reduce the impact of a disaster on community.

4.3. Risk Assessment Process and Results

4.3.1. Summary of Risk Assessment Process

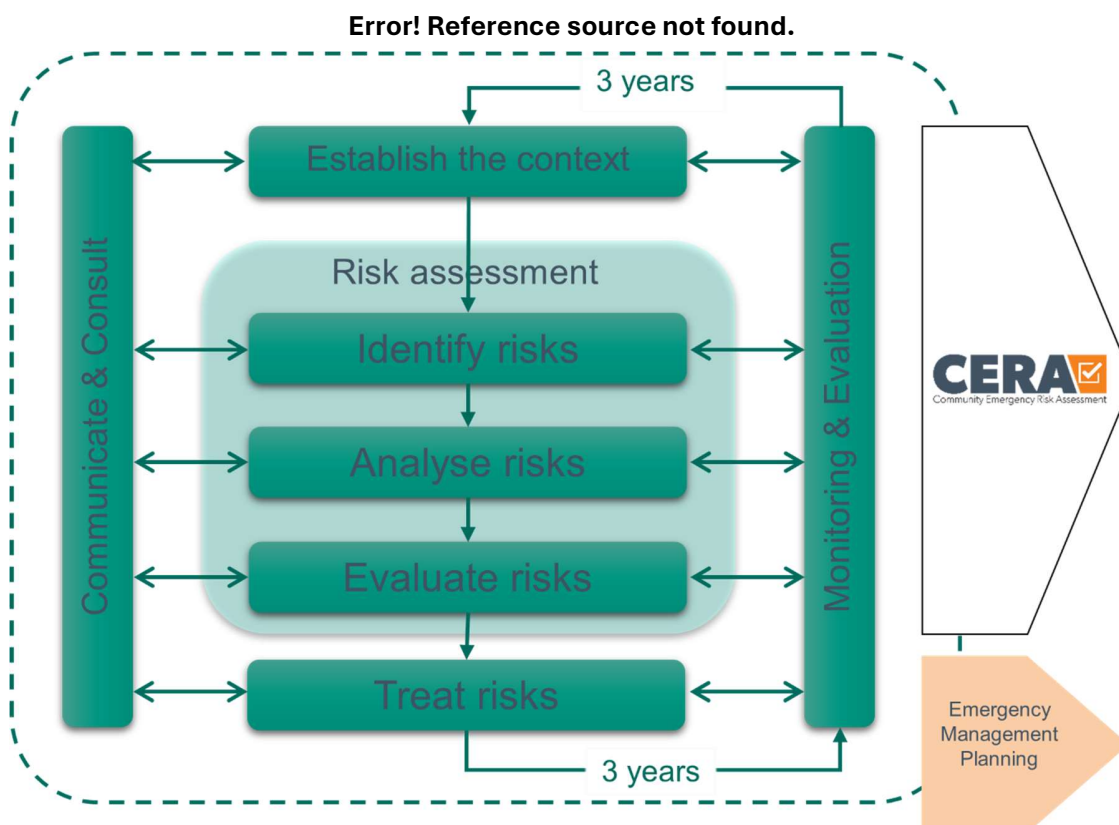


Figure 4C: The risk management process as outlined in ISO 3100 with links to where CERA and Emergency Management Planning fit into the cycle.

The EGMEMPC has adopted the Community Emergency Risk Assessment (CERA) process developed by the Victoria State Emergency Service (VICSES). This process follows the Australian Standard for Risk Management (ISO 31000) and aims to identify, mitigate, and reduce risk within the community.

The EGMEMPC uses this process to:

- Identify risks posing a threat to the East Gippsland community,
- Identify, describe and understand the exposure and vulnerability of key community assets, values and functions essential to community,

- c) Understand the consequence and likelihood, and causes and impacts for each risk,
- d) Identify opportunities to improve prevention, control and mitigation of hazards, and collaboration,
- e) Inform emergency management planning to assist with risk treatment.

The results of the assessment process are used to inform emergency management planning and to develop risk action plans. They help to inform communities about hazards and the associated risks that may affect them. The risks are subject to annual review by the MEMPC to determine if there have been changes, new information, or to identify new and emerging risks to be considered by the EGMEMPC. A full CERA review is completed every three years with results including mitigation actions recorded in an online database where actions can be monitored and reported to EGMEMPC throughout the 3-year CERA cycle.

The EGMEMPC has delegated identification of risks, preparation for each CERA and reporting on mitigation actions to the Planning Advisory Group.

4.3.2. Risk Assessment Results

A CERA review was undertaken for East Gippsland between September and December 2023. EGMEMPC members completed the assessment process with overviews on hazards and likely impacts being presented to the group for voting by subject matter experts. Likely impacts considered vulnerability and exposure to the hazard in the context of how resilient the community might be to the impacts and provided details on some of the mitigations currently in place. The EGMEMPC was provided with an overview of emergency history and information and data to help with their assessment of the hazards and their likely impacts on the community across 5 key aspects; People, Environment, Economy, Public Administration and Social Setting.

In total 15 hazards were identified and considered by the committee. These hazards are the most likely to cause emergencies that:

- a) are disruptive to individuals and communities.
- b) are not part of day-to-day experience and are outside normal life expectations.
- c) are unpredictable in occurrence and effects.
- d) require a response for which normal local resources may be inadequate.
- e) have a wide range of effects and impacts on the human, built and natural environment.
- f) are complex to deal with.
- g) can be of sudden onset.
- h) are destructive of human, animal and/or plant life, health, property, and/or the environment.
- i) overwhelm normal prudent protective measures.

A snapshot of the outputs of the CERA process is included below, with more detailed information in Appendix J. Risks with a low residual risk rating are not included in this table.

Hazard	Confidence in Risk Rating	Residual Risk Rating	
Blue-Green Algae	High	High	Planning Advisory Group
Bushfire / Grass Fire	High	Extreme	Bush & Grass Fire Advisory Group East Gippsland Municipal Fire Management Plan
Emergency Animal Disease	High	High	Planning Advisory Group
Essential Service Disruption (Power, Water, Telecommunications)	High	High	Planning Advisory Group
Extreme Temperatures (Heatwave)	High	High	Planning Advisory Group East Gippsland Municipal Heatwave Plan
Flood (Riverine or flash flooding)	High	High	Planning Advisory Group Municipal Flood and Storm Emergency Plan
Hazardous Materials Release – Land (Oil and hazardous/other noxious substances into inland environments)	High	Medium	Planning Advisory Group
Hazardous Materials Release – Marine (Oil and hazardous/other noxious substances into inland waterways and the marine environments)	Medium	Medium	Planning Advisory Group
Human Disease (Pandemic)	Medium	High	Planning Advisory Group East Gippsland Municipal Influenza Pandemic Plan
Landslide (Mass movement of earth, rock, or debris)	High	High	Planning Advisory Group
Storm (Severe weather including windstorms, hailstorms, tornadoes, heavy rain, and severe thunderstorms)	High	High	Planning Advisory Group Flood and Storm Emergency Plan
Transport Accident – Road	High	Medium	Planning Advisory Group
Tsunami	Medium	Medium	Planning Advisory Group

Table 4A: EGMEMPC CERA results

4.2.3 Risk Treatments Plans

The treatment and mitigation of risks are incorporated in EGMEMP and Sub-Plans that have been developed as part of the risk management process. The responsibility for control of risks is shared by all emergency management agencies and organisations. Many controls will be carried out in the context of statewide programs or policies. Refer to Appendix F for a list of plans linked to this EGMEMP.

4.2.4 Monitoring and Review Process

The emergency risk process CERA is used to review municipal risk and treatment plans every 3 years with the Planning Working Group reviewing the risk profiles regularly, or when a significant new risk has emerged. A report is provided at the next available EGMEMPC meeting.

The progress of implementing treatment/control options is monitored by the EGMEMPC through reports provided by various Sub-committee and Working Group Chairs and responsible agencies.

5. PART FIVE – RESPONSE ARRANGEMENTS

5.1. Introduction

The EGMEMP is always active and does not require formal activation.

These municipal emergency response arrangements align with the [SEMP](#).

These municipal (local) emergency response arrangements do not duplicate those identified in the [SEMP](#), the State Emergency Management Team Arrangements or Gippsland Regional plans unless for convenience or as a EGMEMP audit requirement. Nor do they include information about the response to specific forms of emergencies as this information is included in control agency plans⁷. However, these arrangements provide the mechanism for appropriate coordination of response and provision of resources to cope with emergencies that may arise in East Gippsland.

5.2. Command, Control, Coordination

The functions of command, control and coordination are to ensure sufficient resources are deployed by control agencies⁷ in the best way to manage the consequences and ensure timely and tailored communication. Broadly:

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

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

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

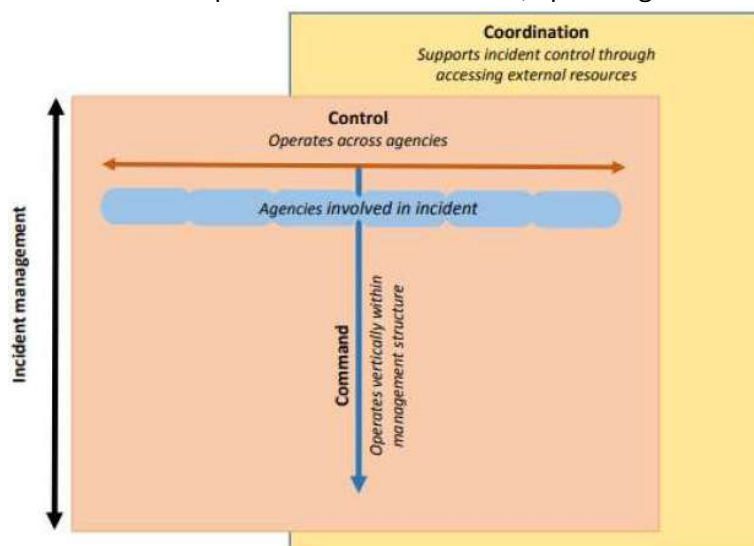


Figure 5A. Conceptual depiction of the relationship between control, command and coordination in emergency response⁸

⁷ Control agencies are defined on page 51 of the [SEMP](#)

⁸ EMV, 2015. Fundamentals of Emergency Management (Class 1 emergencies). <https://files.emv.vic.gov.au/2021-07/The%20Fundamentals%20of%20Emergency%20Management%20%28Class%201%20Emergencies%29.pdf>

Additionally, those performing coordination, control and command functions need to ensure the consequences⁹ of the emergency are managed and there is communication that meets the information needs of communities, stakeholders, and government.

For a detailed explanation of the coordination, control and command functions refer to the [SEMP from page 17 onwards.](#)

5.3. Municipal Emergency Response Arrangements

The overall aim of emergency response is to minimise the effect and consequences of emergencies on people, their livelihoods and wellbeing, property, the environment, and to meet basic human needs.

Most incidents in East Gippsland are of local (municipal) concern and can be coordinated from local resources by the control agency⁷. However, when local resources near exhaustion, emergency response planning, provides for further resources to be drawn from other Gippsland municipalities and then on a State-wide basis and finally the Commonwealth.

With many emergencies relief and recovery activities will start during the response phase and therefore relief and recovery should be integrated with response activities and commence as soon as the effect and consequences of the emergency are anticipated. Refer to Part 6 Relief and Recovery Arrangements.

Municipal response arrangements in East Gippsland include:

- Agency level readiness in response to the Regional arrangements in the [REMP](#).
- Response coordination at the Incident level by the Municipal Emergency Response Coordinator (MERC) or Incident Emergency Response Coordinator (IERC).¹⁰
- Response control by the appointed Incident Controller of the control agency.¹⁰
- Response command within each agency's chain of command.¹¹
- Municipal response, relief, and recovery coordination, having regard to CEMPs and [LIMPS](#).
- Utilising community and business networks through the EGMEMPC Relief and Recovery Subcommittee, and through Councils' Economic Development Advisory Committee.
- Ensuring community meetings are used to gain and inform local knowledge and considered during operational management of an emergency.
- Agencies working together with community for improved outcomes in preparedness, response, relief, and recovery.
- Active assessment and management of consequence to minimise impact on community.

⁹ Page 28 of the [SEMP](#)

¹⁰ Page 42 – 44 of the [SEMP](#)

¹¹ Page 45-46 of the [SEMP](#)

- Working collaboratively with all agencies and emergency management liaison officers during an incident to ensure interoperability, reduce duplication, and reduce impact.
- Ensure timely and wholistic after action reviews and development of strategies to improve this plan and its sub-plans.

Regional and municipal roles and responsibilities, including Emergency Response Coordinators (RERC/MERC/IERC) are detailed in **Appendix G - Role Statements Regional and Municipal Levels**. The SEMP explains in detail the [roles and responsibilities here](#).

5.3.1. Collaboration in Incident Management

East Gippsland has a long history of agencies with roles and responsibilities for responding to emergencies who work well together in teams at regional and municipal level to ensure their activities have a collaborative and coordinated approach.



Control agencies such as CFA, DEECA and VicSES regularly support and share resources during the response phase of emergencies as do support agencies in accordance with predetermined capability and capacity.

	Primary function supported by the team			
	Control	Response coordination		Relief and recovery coordination
		Communications	Consequence management	
Regional tier	Regional Control Team (RCT)	Regional Emergency Management Team (REMT)		Emergency Recovery Victoria
Incident tier	Incident Management Team (major emergencies)	Incident Emergency Management Team (major emergencies)		East Gippsland Shire Council
	Incident Emergency Management Team (non-major emergencies)			

* Established as required

Table 5A. Team structure regional and municipal tiers

Team	Primary function supported by the team	Members
Incident Management Team (IMT)	Control To support an Incident Controller (IC) to perform their control function. The IC will establish an IMT where they require assistance to perform their control function. The IMT is structured using AIIMS adopted by the agency for the specific class of emergency and has: <ul style="list-style-type: none"> • Flexibility • management by objectives • functional management • unity of effort • span of control 	Chair: Incident controller (IC) Members: Members of the control and support agencies providing the incident controller with support in functions that could include: <ul style="list-style-type: none"> • planning • intelligence • public information • operations • investigation • logistics • finance
Incident Emergency Management Team (IEMT)	Coordination IEMT focus is on managing the effect and consequences of the emergency. An IEMT for a major emergency will meet formally and should locate in an incident control centre (ICC). Some representatives may need to attend by teleconference.	Chair: <ul style="list-style-type: none"> • IC, where only one is appointed, or delegated to a Deputy or IMT member • MERC or IERC, where there are several classes of emergency, with several incident controllers appointed, or where there is no incident controller appointed. Members: <ul style="list-style-type: none"> • IC • MERC or IERC • Agency commanders • Health commander (AV) • East Gippsland Shire Council EMLO • Agency/community/business representatives as appropriate

Table 5B. Municipal tier team (major emergencies)

5.3.2. Emergency Management Team

The most important collaboration in response to an emergency is the team structure of the Emergency Management Team (EMT). EMT arrangements for all emergencies are set out in the [Incident Management - Emergency Management Team Arrangements 2014](#).

The Incident EMT structure at the municipal level will ensure that Emergency Management Liaison Officers (EMLOs) represent any government department, service provider, agency, organisation, cultural or community who work to maintain the continuity of services to communities or that have a vested interest as part of consequence management. East Gippsland Aboriginal organisations and parties are working with agencies to build capability to provide EMLOs during events, EGMEMPC commits to ensuring that EMLOs are embedded into emergency response, relief and recovery outcomes for all levels of incidents in East Gippsland.

The SEMP, explains the different tier team structures [State, Regional and Incident Emergency Management Teams](#). Tables 5A to 5C show in summary the teams at the regional and municipal tiers.

Information about the Gippsland RCT/REMT list can be in the [Gippsland Regional Emergency Management Plan](#).

More information can be found at: [EMV Incident Management webpage](#)

The Emergency Management Team structure applies regardless of the number and class of emergencies being managed, although the chair and membership of each team may vary and is delegated by the Incident Controller of the Regional Controller.

For a major emergency, an IMT and an IEMT support the Incident Controller. The IEMT for a major emergency has a wider membership and a broader focus on consequence management than an IEMT established for a non-major emergency.

Team	Primary function supported by the team	Members The Chair and membership will vary according to the Class and specific form of emergency
Incident Emergency Management Team (IEMT)	<p>Control and coordination</p> <p>To plan and coordinate the actions of the agencies responding to the emergency.</p> <p>For non-major emergencies, the IEMT will usually locate near the incident scene.</p>	<p>Chair:</p> <ul style="list-style-type: none"> Incident Controller (IC) The IERC, where there is no incident controller appointed. <p>Members:</p> <ul style="list-style-type: none"> Incident Controller IERC agency commanders

Table 5C. Municipal tier team (non-major emergencies)

5.3.3. Emergency coordination locations

Level 3 Incident Control Centres – multi-agency

ICC Bairnsdale: DEECA Office

ICC Orbost: DEECA Office

ICC Swifts Creek: DEECA Office

ICC Bendoc: DEECA Office

Regional Control Centres – multi-agency

GIP Regional Control Centre: 181 Franklin Street, Traralgon

Incident Police Operations Centre (IPOC)

Bairnsdale Police Station: Main Street, Bairnsdale

Alternate facility: Address not for public viewing

Coordination of Council activities (MEOC)

East Gippsland Shire Council Offices: 34 Pyke Street Bairnsdale

East Gippsland's neighbouring Level 3 Incident Control Centres – multi-agency

ICC Wodonga: DEECA Office

ICC Tallangatta: DEECA Office

ICC Ovens: DEECA Office

ICC Heyfield: DEECA Office

ICC Warragul: CFA Office

LEMO Bega

LEMO Cooma

5.3.4. Municipal Emergency Operations Centre (MEOC)

East Gippsland Shire Council runs a Municipal Emergency Operations Centre (MEOC) from Level 1 Pyke Street. This facility is used for the coordination of municipal resources used for emergency relief, response, and recovery operations. Council's Municipal Emergency Management Officer (MEMO) ensures that the MEOC is in readiness for, can respond to, and can support lead agencies in an emergency incident. The MEMO and the Municipal Recovery Manager (MRM) are located at the MEOC.

The structure of the MEOC, like all emergency response agencies follows the [Australian inter-service incident management system \(AIIMS\)](#).

The MEOC works in collaboration with the control agency incident management team to manage response support to the IMT and relief and recovery with community.

5.4. Consequence Management

Consequence management will inform and be a precursor to response, relief and recovery planning and activities.

[Consequence management](#) involves the coordination of activities of agencies with a role in delivering services to communities, with the aim of minimising adverse consequences of emergencies on communities. The [Emergency Management Commissioner](#) (EMC) is responsible for consequence management for major emergencies. In Gippsland, the lead for consequence management is the REMPC via its sub-committee the Gippsland Regional Risk Working Group (GRRWG). The GRRWG has developed a Consequence Matrix for Gippsland, which has been endorsed by the REMPC. The matrix can also support consequence management at the municipal level. The [Environmental Scan Report: Gippsland Region](#) was completed in 2020. The 2021 Regional Risk Assessment is in [Appendix F](#) of the [Gippsland REMP 2023](#).

During a major emergency, all agencies including critical infrastructure providers will activate their business continuity arrangements to manage the adverse consequences of the emergency on their area of responsibility.

5.5. Communications

Communications covers communicating with the public, reporting to government, and communicating with stakeholder agencies during emergencies. Class 1 emergencies include major fires, floods, or storms. Class 3 emergencies cover terrorism or civil unrest. Other major emergencies are grouped under Class 2.

As set out in the [SEMP](#) communications responsibilities vary depending on the class of emergency.

The Emergency Management Commissioner is responsible for public, stakeholder and government communications for Class 1 and Class 2 emergencies and is supported by the appropriate control agency. Agency commanders keep their agency chain of command apprised of their situation. Agencies and East Gippsland Shire Council will also assist with the relaying of public information via their social media applications.

The Chief Commissioner of Police is responsible for public, stakeholder and government communications for Class 3 emergencies. This includes all warnings and public information. Agency commanders keep their agency chain of command apprised of their situation. East Gippsland Shire Council will assist with the relaying of public information via their social media applications.

The incident controller is responsible for public, stakeholder and government communications. Agency commanders keep their agency chain of command apprised of their situation. Agencies and East Gippsland Shire Council will assist with the relaying of public information via their social media applications with relief and recovery issues.

Incident Controllers and agencies can utilise the [LIMP Assembly Areas](#) to communicate with community during communication and power outages, or when they are isolated. Refer to Appendix K for details.

5.5.1. Communications Infrastructure

National Broadband Network: The National Broadband Network (**nbn**) provides broadband internet service coverage across East Gippsland. The majority of larger townships are serviced by fixed line/optic fibre (Bairnsdale, Paynesville, Lakes Entrance, Mallacoota, Orbost, and Metung) or fixed wireless coverage (Lindenow, Bruthen, Nowa Nowa, Omeo, Swifts Creek, Ensay, Benambra, Buchan, Orbost, Marlo, and Bendoc). All other areas not currently serviced by fixed line or fixed wireless receive **nbn**'s satellite coverage.

During times of emergency when there is no power or telecommunications available, **nbn** is able to deploy Temporary Emergency Management Solutions (TEMS) like Muster Trucks or Fly Away Kits to connect to non-terrestrial (i.e. satellite) broadband communication options. **nbn**'s TEMS installations can provide community Wi-Fi for community members and emergency services personnel.

5.6. Declaration of emergency area

Victoria Police declare an emergency area under Section 36A of the The Act , refer to the [SEMP](#).

5.7. State of Disaster

Refer to the [SEMP](#) page 25 for details relating to declaring a sate of disaster.

5.8. Relocation and evacuation

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

In line with State Emergency Management Priorities, as with all emergency activities, the main priority when deciding to undertake an evacuation is the protection of life.

A decision not to evacuate is just as important as a decision to evacuate.

Victoria Police is responsible for coordinating an [evacuation in an emergency](#). When the possibility of an evacuation is being considered, Victoria Police must identify a member to take the role of Evacuation Manager and they should be co-located with the Incident Controller to facilitate liaison.

In Victoria, [evacuation](#)¹² is largely voluntary and individuals can choose how they respond to the recommendation to evacuate. In some circumstances, legislation provides some agency personnel with authority to remove people from areas or restrict public movement.

Based on [warnings](#) or other information received, members of the public may voluntarily choose to remove themselves from the area that might be affected by the emergency and to relocate to a safer area. Under some level of warnings people will be advised to travel to the home of family or friends that is away from the warning area. Other options are to relocate townships where public and commercial spaces are available.

¹² [Victoria Police – Community Evacuation Information - Media](#)

[VicEmergency Relief and Recovery](#) page will communicate if there is a dedicated community facility, assembly area or emergency relief centre is opened when there is a need to support the community. The decision and timing to open an Emergency Relief Centre¹³ is made by the incident controller in discussion with Victoria Police and East Gippsland Shire Council. It should be noted that an Emergency Relief Centre might not be open at the time of a warning being issued.

During an emergency or imminent threat of an emergency, special consideration must be given to evacuation of vulnerable people in the community. The evacuation guidelines include considerations for evacuating persons on the East Gippsland Shire Vulnerable Persons Registers and in vulnerable facilities and who may need tailored advice of a recommendation to evacuate. Refer Appendix M – Vulnerable Persons in Emergencies

Vulnerable people and those who care for them, including facilities such as hospitals, aged care facilities, educational facilities and prisons, are likely to need more time, resources, support and assistance to evacuate safely.

These facilities should have existing evacuation plans in place to appropriately plan for and undertake an evacuation when this is recommended. However, such plans cannot rely on the availability of emergency service personnel to undertake the evacuation.

Some people living in the community may be unable to activate their own evacuation plan without support and a small number who do not have a personal support network will require assistance to safely evacuate.

Victoria Police, as the agency responsible for managing the withdrawal stage of an evacuation, will be dependent on Municipal Emergency Management Plans to have a list of facilities where vulnerable people are situated.

Service providers providing care to vulnerable persons in East Gippsland are listed in **Appendix H**

In East Gippsland place-based and cultural evacuation planning with community has commenced as part of the lessons learned and development of Community Emergency Management Planning work in some communities and with Aboriginal Organisations. EGMEMPC commits to having regard to these plans in emergencies and working with communities to build trust and communication. Current plans are listed and linked to community websites in Appendix

¹³ For further information on East Gippsland Shire Emergency Relief Centres refer to Part 5 of this MEMP

5.9. Restricted public movement

Public movement in and around an emergency area may need to be restricted to protect the safety of people e.g. dangerous trees or to preserve the emergency scene for investigation e.g. police or coroner's investigations.

Traffic Management Points (TMPs) are established to regulate the flow of road traffic into an area where an emergency has occurred, is presently occurring, or has the potential to occur.

The establishment of a TMP is an important risk management tool that can be used whilst managing in emergency. Whilst TMPs are an effective risk management tool they are also a potential source of conflict and frustration for the community, in particular the agricultural sector due to concerns about the welfare of stock. For this reason, the public's need for timely and accurate information as to the location and access levels at TMPs will be an ongoing priority for the Incident Controller and IMT/ EMT. In order to reduce any potential conflict all agencies should attempt to enhance community understanding of TMPs especially with regards to their ability to enter a given location once a TMP has been established.

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

TMPs are temporary road closures and emergency services will continually review the need for the road closures and the appropriate access levels. There are different levels of access applying at TMPs depending on the level of safety at the time and whether access is required by emergency services, residents, business owners, recovery services, media, etc. For further information on TMPs refer to the Victoria Police website [Victoria Police – TMP Information Sheet - Media](#) and [Victoria Police – TMP FAQs - Media](#)

5.10. Neighbourhood Safer Places – Bushfire Place of Last Resort

Neighbourhood Safer Places – Places of Last Resort are not part of shelter in place or evacuation strategies; they are places of last resort; (where other plans have failed or cannot be followed) where a person's prospects of survival may be better than other places but cannot be guaranteed.

East Gippsland Shire has 12 bushfire NSP-PLR's.

- **Bemm River** - Bemm River Hotel, 3-5 Sydenham Inlet Road
- **Benambra Oval** - Tip Road, Benambra
- **Bendoc Hall Car Park** - Dowling Street, Bendoc
- **Bonang Hall Surrounds** - Orbost Bonang Road, Bonang
- **Buchan Oval** - Buchan Orbost Road, Buchan
- **Cann River** - Cann River P-12 College, 18 Tamboon Road, Cann River
- **Mallacoota** - Mallacoota Foreshore between Captains Point and Coull's Point
- **Omeo Oval** - Cnr Day Avenue and Park Street, Omeo
- **Orbost** - Orbost Cricket Club Oval, Gladstone Street, Orbost
- **Paynesville** - A.J. Freeman Reserve Oval 1, Main Road, between King and Ashley Streets Paynesville
- **Raymond Island** - Raymond Island Community Centre, Corner of Fifth Parade and Sixth Avenue, Raymond Island (43/47 Sixth Avenue)
- **Swan Reach Oval** - Duffy Street, Swan Reach

For more details see East Gippsland Shire's information page Neighbourhood Safer Places- [East Gippsland Shire Neighbourhood Safer Places](#)

Locations of state wide NSP-PLR during a bushfire can be found on the CFA Website – [Search for Details for Neighbourhood Safer Places - Places of last resort here.](#)



5.11. Information

Emergency Management Victoria hosts an emergency management portal to store shared emergency response information and documentation for all agencies with a role or responsibility in emergency response. The portal, called [Emergency Management Common Operating Picture](#) (EM-COP), is used by emergency management practitioners to coordinate their activities.

[VicEmergency](#) is a centralised website for Victorians to find emergency information and warnings, and access preparedness and recovery information related to emergencies. The website has a real-time map display with

incidents across the state including floods, storms, fires, earthquakes, tsunamis, beach closures, shark sightings and more.

There are many ways that emergency information is shared with the community, and everyone is encouraged to seek relevant and timely information as part of the shared responsibility for emergency management. Information is available by tuning in to ABC local radio, or other emergency broadcasters including radio or SKY News, by downloading the VicEmergency app or following VicEmergency on Facebook or Twitter.

5.12. Capability and Capacity

Each agency is expected to maintain the capability and capacity to fulfil its emergency response role and responsibilities. Agencies must notify the Municipal Emergency Response Controller of situations that may affect its capability and capacity to respond to Class 1 or 2 emergencies, for example:

- the potential shortage of emergency resources, especially of specialist resources.
- the need to source supplementary emergency resources from other Gippsland municipalities or from outside the Gippsland region.

5.13. Sourcing Resources

Control and support agencies respond to emergencies according to the plans and arrangements for managing the specific emergency. These plans and arrangements may include:

- response/control agency resources directly sourced through the control agency commanders or as explained in the relevant SEMP sub plan.
- response agency resources directly sourced from another response agency through predetermined local arrangements e.g. CFA / DEECA / SES.
- seek other and or Council resources, other than those of the responding agencies, through the Incident Controller or Municipal Emergency Resource Coordinator (MERC).
- seek relief or recovery resources through the Municipal Recovery Manager, through the Incident Controller or Municipal Emergency Resource Coordinator (MERC).

All requests for resources need to go through the Incident Controller.

5.14. Financial Considerations

As stated in the [SEMP](#) “In response and recovery, agencies’ emergency payment responsibilities include:

- Where an agency’s expenditure is in order to fulfil its own responsibilities, that agency is responsible for the costs including services and resources sourced from others
- An agency cannot transfer its responsibility for the cost of undertaking its roles and responsibilities if the activity is in compliance with the direction or request of a response controller from another agency: this includes directions and requests from the EMC

- When a Control Agency requests services and supplies (for example, catering) on behalf of a number of supporting agencies, the Control Agency will be responsible for costs incurred.

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

5.15. Transition from Response to Recovery

Recovery¹⁴ activities can commence at the onset of an emergency while response activities are still in progress and ideally are integrated with response activities.

The teams at incident and regional level will discuss and agree the timing of the transition from response coordination to recovery coordination. The recovery coordinators (ERV / Council) at the relevant tier must be supported by the incident to have time to be ready to assume responsibility and have the appropriate resources assembled prior to the transition.

The community must receive continuous services during the transition.

Incident controllers will appoint where deemed appropriate a deputy Incident Controller for Recovery to ensure a seamless progression into recovery coordination. The IEMT can assist the incident controller in this decision.

Considerations regarding the timing of the transition should include:

- The extent to which any emergency risks remain.
- The extent to which the powers available to response agency personnel (which may be available only during an emergency response) are still required.
- The extent to which the effect and consequences of the emergency are known.
- The extent to which the affected community continues to require relief services.
- The extent to which the recovery resources have assembled and are ready to manage their responsibilities.

The MERC or the RERC will advise all agencies and East Gippsland Shire Council of the termination of the emergency response.

A schedule of transition actions is included in the document ‘An Agreement for the Transition of Coordination Arrangements from Response to Recovery’. Emergency Management practitioners can obtain this document from EM-COP under the State Relief and Recovery, documents, templates tab.

¹⁴ Refer to Part 6 of this MEMP for local relief and recovery arrangements

5.16. Debriefs

A hot debrief refers to participants during or directly after an incident meeting to discuss issues related to the event. It may be undertaken at the end of a shift or at the immediate end of the incident. A hot debrief may identify issues that need to be dealt with immediately or that might otherwise be forgotten as time passes.

Following an emergency response, the emergency management sector conducts a structured review of the effectiveness of the coordination, control, consequence management and communications functions to share aspects that worked well and identify areas for improvement. These are called an After Action Review (AAR).

For non-major emergencies, the control agency is responsible for facilitating the AAR with participating agencies. The scale of the AAR should be in proportion to the complexity of the emergency.

For major emergencies, where many agencies were involved in both the response and in consequence management, the AAR is conducted after a period of activation as follows:

- The Emergency Management Commissioner (Class 1 and 2 emergencies) and the Chief Commissioner of Police (Class 3 emergencies) are responsible for ensuring the debriefing of state tier teams, where necessary, after a period of activation
- RERCs are responsible for ensuring the RCT and REMT conduct an operational debrief where necessary after a period of activation
- MERCs are responsible for ensuring the control agency has organised an operational debrief with participating agencies and teams as soon as practicable.

Representatives of relevant community, business, or industry groups may be invited to participate in debriefs. The need to conduct a post incident community forum may be considered.

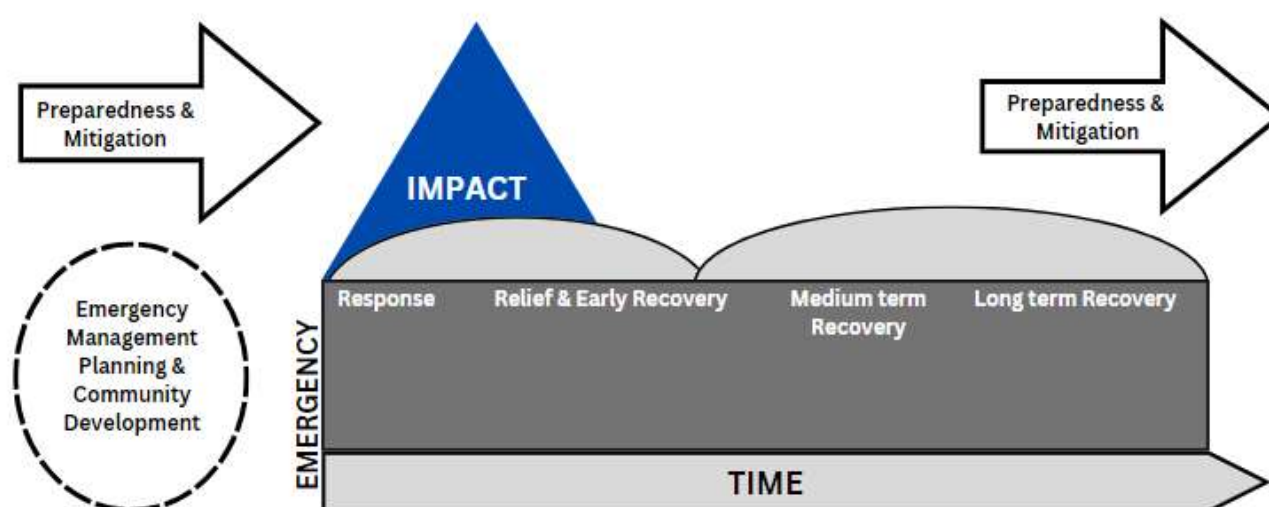
It may also be appropriate to conduct a separate recovery debrief to address recovery issues. This may be convened either at regional or municipal level depending on the scale or complexity of the event.

6. PART SIX – RELIEF AND RECOVERY ARRANGEMENTS

6.1. Introduction

The aim of relief and recovery is to support communities to successfully deal with impacts of an emergency in the social, built, economic, natural, cultural environments and build community cohesion and resilience to manage future emergencies.

Emergency Relief and Recovery Interface



Relief is defined as the provision of essential needs to individuals, families, and communities during and in the immediate aftermath of an emergency. Recovery is defined as the assisting of persons and communities affected by emergencies to achieve an effective level of functioning. Relief and recovery are complex social and developmental processes.

Both relief and recovery can begin when an emergency occurs, relief and recovery activities are undertaken concurrently when response to an event is occurring. Typically, relief is provided during and in the immediate aftermath of an emergency. Recovery is generally a longer-term activity.

Relief and recovery arrangements **can run into months and in some cases years**. It involves a coordinated process of supporting communities affected by disaster to reconstruct physical infrastructure and restore emotional, social, economic, physical and mental wellbeing. Supporting Aboriginal culture and healing is an essential part of recovery. Recovery is a complex process and is best achieved when the affected community exercises a high degree of self-determination. Recovery is developmental, rather than remedial, so the way the physical and social aspects of the process are undertaken will have a critical impact. Activities which are conducted without consultation with the affected community(s) and recognition of needs and priorities will disrupt and hinder the process (“Australian Emergency Manual: Disaster Recovery”). This in turn will delay the Recovery process.

Stage	Time frame	Main Task
Emergency Response	Lasts until contained: Hours - days - weeks	<ol style="list-style-type: none"> 1. Provision of emergency relief 2. Preparation for recovery 3. Initial impact assessment (response agencies)
Transition: relief to recovery	Hours – days <i>(It is to be noted that in some instances the handover to recovery might occur for specific areas, while relief efforts continue elsewhere as part of the same emergency)</i>	<ol style="list-style-type: none"> 1. Formal written handover of event 2. Transfer of responsibility for coordination.
Early Recovery	Hours - days	<ol style="list-style-type: none"> 1. Meet urgent needs 2. Secondary impact assessment 3. Commence recovery strategies
Short term recovery	Days - weeks	<ol style="list-style-type: none"> 1. Provide basic support 2. Begin to develop strategies and establish coordination structures. 3. Assess impacts & identify actions
Medium term recovery	Weeks - months	<ol style="list-style-type: none"> 1. Service delivery 2. Community development 3. Repair & rehabilitation
Long term recovery	Months - years	<ol style="list-style-type: none"> 1. Community Development 2. Emergency management coordination structures move to community-based structures. 3. Ongoing health services

Table 6A. Stage and timeframe of relief and recovery

6.2. Purpose of Relief and Recovery

6.2.1. Consequence Management Relief and Recovery

Consequence management drives the approach to emergency management including relief and recovery. Decision makers rely on clear, relevant, timely and accurate information about the needs of affected individuals (including companion animals) and communities (including livestock and other agricultural businesses); and must look beyond the immediate impacts to medium and long-term needs. This is achieved through more formalised process of impact assessment.

Local knowledge can and will play an important role when Council is assessing the impacts associated with an event in a community.

6.2.2. Shared responsibilities

Relief and recovery are responsibilities that require collaboration and coordination shared between individuals and communities, community support organisations, non-government organisations, businesses, governments at all levels and partner agencies.

- **The role of East Gippsland Shire Council (Council) and the Victorian Government (State):** To ensure relief and recovery services are effective and well-coordinated. Council takes the lead in delivering 'on the ground' relief and recovery services because they are closest to an affected community. The State supports Council to fulfil these local responsibilities and is responsible for establishing state and regional relief and recovery arrangements and for coordinating state and regional level activities.
- **The role of individuals and households:** Individuals should seek out information to make informed decisions. Individuals and households need to have a plan for how to respond to emergencies and for meeting their own relief and recovery needs where possible e.g., through insurance. During and immediately following an emergency, individuals, and households (including companion animals) should be as self-reliant as possible, because in the first instance, agencies will offer emergency support to the most vulnerable community members.
- **The role of the business community:** Business can play an important role in emergencies and can provide local resources, expertise, and essential services to support emergency relief and recovery. It is essential that businesses have good business continuity plans in place for, response to and recovery from emergencies. This is particularly important for the continuity of essential services and critical infrastructure. Adequate insurance also enhances recovery for businesses.
- **The role of non-government organisations (NGOs):** The relief and recovery responsibilities of some of Victoria's non-government organisations, including the Victorian Council of Churches – Emergency Ministry, Australian Red Cross and the Salvation Army are specified in the SEMP. Other community organisations play vital roles in supporting affected communities, building on their pre-established community connections to deliver enhanced services during and following an emergency. Through their large volunteer base, they coordinate and deliver services in many locations often simultaneously - for example religious organisations, neighbourhood houses, Lions Club, Rotary Clubs etc.

Local private health professionals, particularly those involved in general practice and local hospitals play vital roles in providing much needed essential health care for vulnerable community members during and after an emergency.

6.3. Relief and recovery objectives and principles

The key objectives for emergency recovery at municipal level are to:

- provide people, businesses and others affected by emergencies with the information, support and services needed to pursue their recovery.
- plan for the delivery of recovery supports in a manner consistent with the National Principles for Disaster Recovery 5.
- support recovery at the local level.
- inform recovery at regional and state level.
- mitigate known and potential risks resulting from an emergency.
- plan and deliver a coordinated range of recovery services.
- Provide people with adequate health and well-being services.

The **principles** of relief and recovery in Victoria are that they should:

- empower and engage individuals and communities to promote self-sufficiency and, where possible, meet their own relief and recovery needs.
- be coordinated and collaborative, jointly owned by affected individuals and communities – as well as NGOs, businesses and government agencies that support them.
- be adaptive and scalable, recognising the unique, complex, and dynamic nature of emergencies and communities.
- focus on consequence management, where everyone involved appreciates the potential consequence of their decisions and actions.
- can support the delivery of concurrent community relief and recovery activities.



6.3.1. Relief and Recovery governance and coordination

Governments at local and state levels coordinate relief and recovery services for affected individuals and communities. This involves bringing agencies and resources together to ensure the effective delivery of all relief and recovery objectives and responsibilities. Relief is functionally coordinated with recovery coordination. Details of the timing for relief and recovery coordination is outlined in Table 6A.

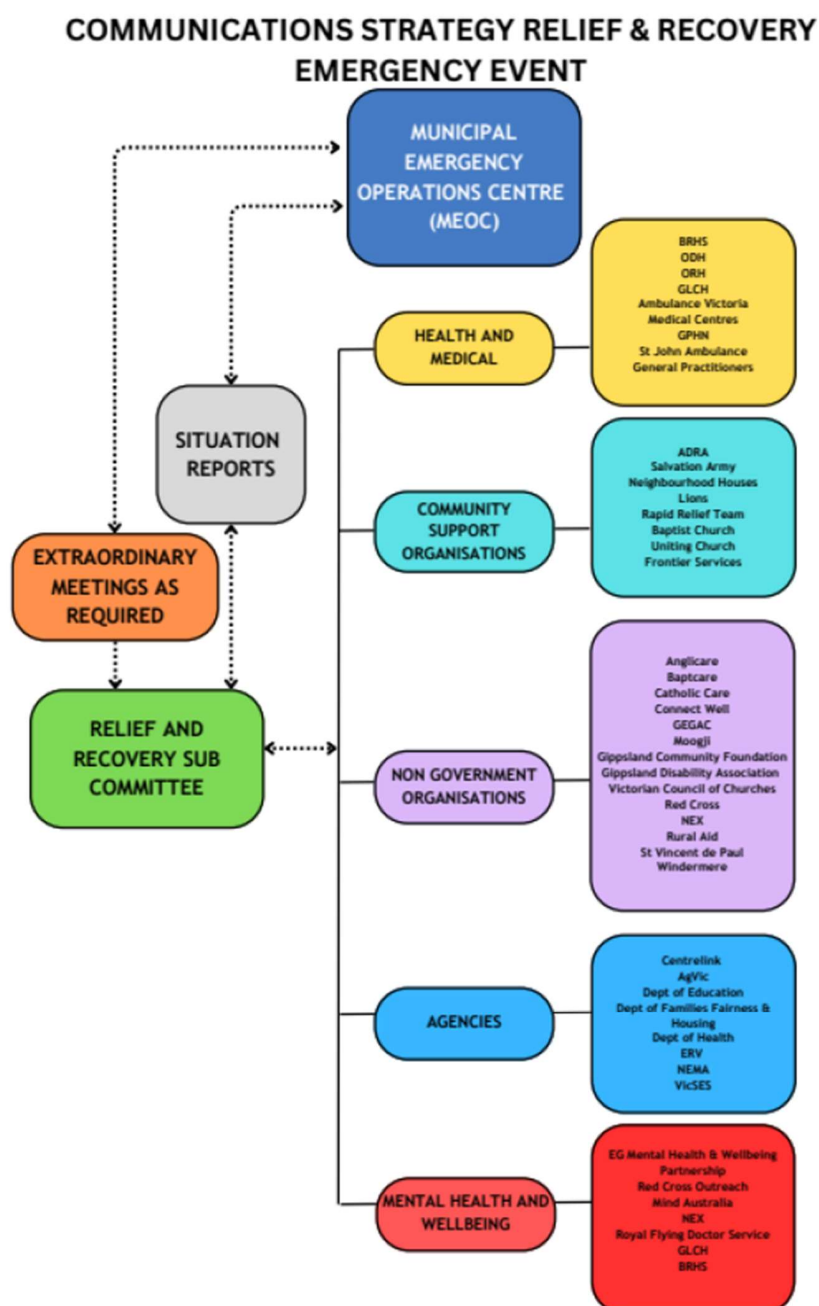


Table 6B. Relief and recovery communications structure

6.3.2. Relief and recovery capacity and coordination

Agencies involved in emergency relief and recovery should document their own internal processes, procedures, and capability to meet their role and responsibilities.

Due to the large number of emergencies that occur within the East Gippsland Municipality the Relief and Recovery Sub Committee is a standing Committee of the East Gippsland MEMPC, table 6B outlines the communications strategy developed between Council's Municipal Emergency Operations Centre and the Relief and Recovery Sub Committee in an emergency.

East Gippsland Shire Council's resourcing capacity to provide ongoing and extended relief and recovery activities can be difficult, should Council's internal resourcing capacity be exhausted Council will then active the [Municipal inter council Emergency Management Resource Sharing Protocol](#).

6.4. Regional responsibilities

Often in Gippsland major emergencies like bushfire and flood impact across the landscape and involve more than one municipality. In this scenario [Emergency Recovery Victoria](#) (ERV) will oversee and coordinate the relief and recovery processes regionally.

For further details of the regional relief and recovery responsibilities refer to the [State Emergency Management Plan Roles and Responsibilities](#) and the Gippsland Region Emergency Relief and Recovery Plan.

6.5. Cross Border Operations

Emergency events often cross municipal boundaries, requiring response and recovery activities from multiple councils. Planning across municipal boundaries takes place with all agencies maintaining strong relationships with their bordering municipal partners, they come together numerous times of the year for conferences or other meetings including:

- Municipal Emergency Management Enhancement Group (MEMEG)
- Regional Emergency Management Planning Committee (REMPC)

The cross-border agencies are regularly engaged during emergencies and other critical incidents to support response, relief, and recovery efforts. Every opportunity is taken to collaborate with bordering municipalities including those that are interstate from the Bega Valley Shire, Snowy-Monaro Regional Council, Snowy Valleys Council, Towong Shire, Alpine Shire, and Alpine Resorts Victoria through the emergency management committees including:

- Cross Border Commissioner meetings
- Cross Border Relief meetings (Police, Resilience NSW, and Councils)

- Cross Border – Governance for Resilience and Capability Building in the Southeast Region

Council is committed to building its emergency management capacity and capability both internally and with other neighbouring municipal councils, clear linkages to existing organisational cross boundary agreements and Memorandums of Understanding between agencies dealing with PPRR activities and resource allocation arrangements are vital.

A dedicated Cross Border Commissioner has been appointed to provide an authorizing environment for collaboration, to identify and resolve cross border issues that impede emergency arrangements and assist in facilitating information sharing and networking opportunities between government agencies.

6.6. Escalation from local to region to State

Relief and recovery coordination commences at the local (municipal) level. As required, it can escalate from local to regional to state level on request because capability is exceeded and there is significant community-wide impact or multiple municipalities in one region are affected. Where this occurs, ERV (supported by Relief Coordinating Agencies and Relief Lead Agencies) assumes responsibility for regional relief and regional recovery coordination.

6.7. Funding relief and recovery

Individuals and communities can strengthen their resilience through self-reliance which includes the ability to fund their own relief needs where possible. Individuals, and businesses are expected to maintain adequate insurance to protect their interests.

ERV also administers, on behalf of the Commonwealth, Disaster Recovery Funding Arrangements (DRFA). The DRFA is summarised below.

6.7.1. Disaster Recovery Funding Arrangements (DRFA)

Link: [DRFA](#) / [Disaster Recovery Funding Arrangements | vic.gov.au \(www.vic.gov.au\)](#)

6.7.2. Disaster Recovery Payment (DRP)

Link: [Disaster Recovery Payment](#) / [Disaster Recovery Payment \(disasterassist.gov.au\)](#)

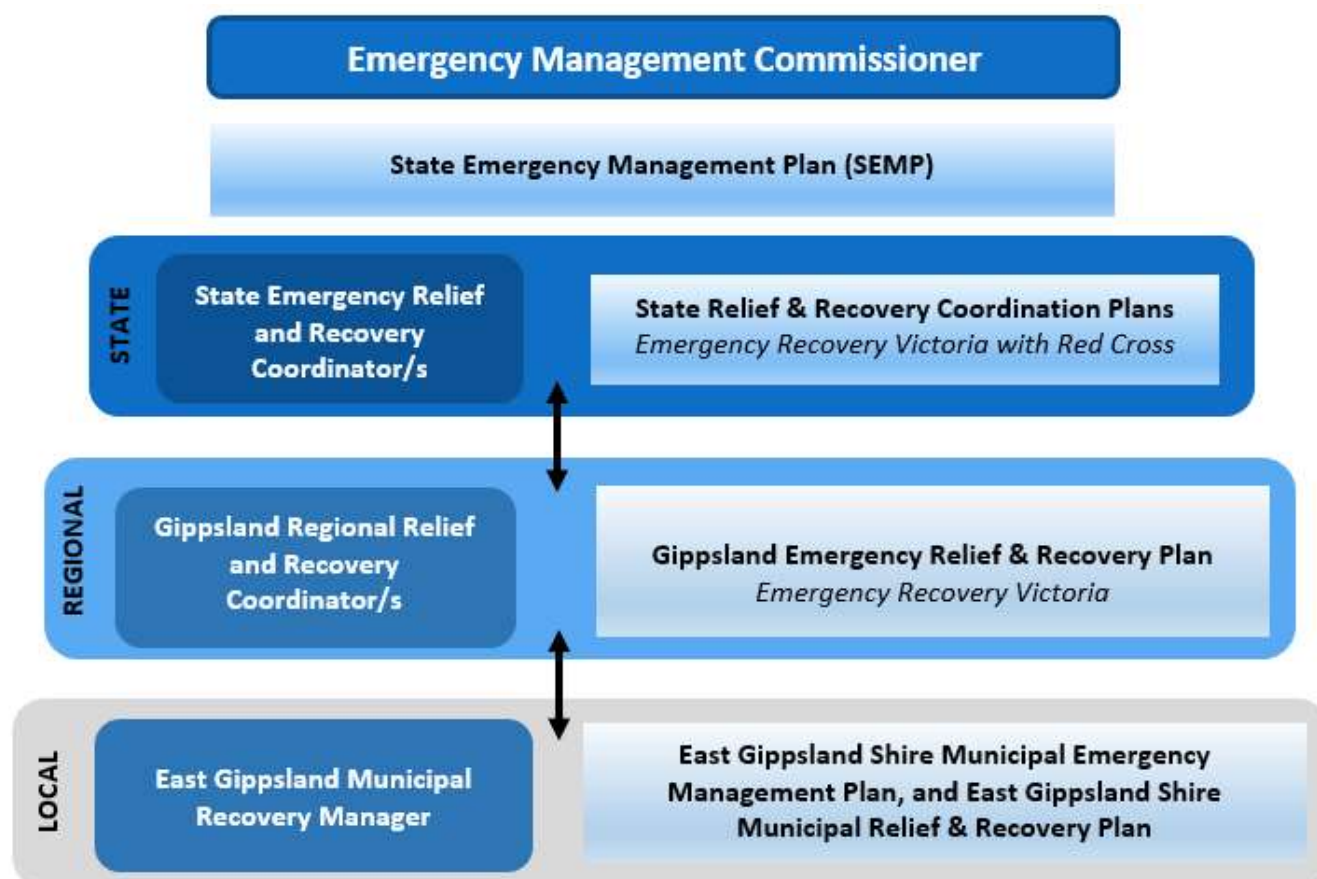
6.7.3. Australian Government Disaster Assist

Link: [Disaster Assist](#) / [Disaster Recovery Payment \(disasterassist.gov.au\)](#)

6.7.4. Disaster Recovery Allowance (DRA)

Link: [Disaster Recovery Allowance](#)

6.8. Relief and Recovery Management Arrangements



6.8.1. Municipal Recovery Manager

The Municipal Recovery Manager (MRM) is a delegated position within council. The MRM coordinates relief and recovery operations at municipal level and activates municipal agencies and resources and is required to take an active role in emergency planning as an emergency continues. The MRM may delegate duties to provide for effective management of recovery functions. The MRM will manage allocation of resource to municipal recovery.

6.8.2. Relief Assistance

Relief is the provision of assistance to meet the essential needs of individuals and families (including advice and support with companion animals), and communities during and in the immediate aftermath of an emergency. Council is assisted in this task by other organisations and with the support of the Emergency Recovery Victoria (ERV) as the agency responsible for regional relief coordination.

6.8.3. Relief Arrangements

The primary needs of communities affected by an emergency are safety, shelter, clothing, food and water, medical attention, and personal support. These basic needs must be provided with urgency and given a high priority.

During and immediately following an emergency people within East Gippsland need to be able to gain information.

Power and communications are a primary need of people impacted by a disaster, households and businesses have enormous reliance on this infrastructure, often impacted in a disaster with major consequences as a result.

East Gippsland Shire Council has actively worked to future proof [LIMP](#) assembly areas with NBN Strengthening Telecommunications Against Natural Disasters (STAND) Satellite internet for Wi-Fi connectivity, connected AV/TV, and generators at some of the more remote locations to ensure power backup is maintained.

The responsibilities for the provision of relief assistance at municipal level are summarised in the Table 6C.

6.8.4. Emergency Relief Centres

An Emergency Relief Centre (ERC) is a place, such as a hall or community facility, that a municipal council establishes on request from the MERC or IC, to provide for the immediate and basic needs of people affected by an emergency. The ERC provides services including, as required, shelter, food and water, non-food items (such as bedding and clothing), reconnecting friends and families, and health services including psychological first aid. A centre would normally be established on a temporary basis during the initial response to the emergency. A centre or centres may be opened once the location, nature and extent of an emergency event are known.

East Gippsland recognises from lessons learned that an ERC may not be a socially or culturally safe place for all people to use. For relief centres in our major towns like Bairnsdale, EGMEMPC and the Relief and Recovery Subcommittee are committed to be flexible and adaptable in working with the MERC and IC in a hub and spoke model. In this model CSOs or NGOs may provide ERC hubs where vulnerable members of our community can seek relief, in accordance with predetermined arrangements in their individual and family plans.

East Gippsland ERC's make provision for children with additional needs with an expanded ERC toolkit. Families and carers have access to a Sensory Kit, to help children struggling with a sensory condition. Each kit contains tools and resources that can be used to help lessen a child's anxiety level, linking with the body's senses like seeing, touching, and hearing. Visuals, breathing techniques, small tents and noise-cancelling headphones are among items that can be found in the kits.



Bairnsdale City Oval - Relief Centre
Social Story



Generic - Relief Centre Social Story

[Individual social stories](#) have been developed for each of the ERCs. Social stories provide clear, scripted information about the social situation a child might encounter in an Emergency Relief Centre and outline why they happen and what typical responses might be, to help reduce anxiety in children.

6.8.5. Management of evacuated animals at Emergency Relief Centres

Residents should include in their personal emergency plans, wherever possible alternative and preferable short-term accommodation options for their companion animals e.g., friends or family outside of the affected area or a boarding facility.

It remains the responsibility of the owner to ensure they have planned and prepared for their pets, horses and livestock in an emergency. Link: <https://agriculture.vic.gov.au/farm-management/emergency-management/emergency-animal-welfare/horses-and-livestock-in-emergencies>

6.8.6. LIMP Assembly Areas in relief and recovery.

An Assembly Area can be a place to gain information, community support and feel less isolated. It should not replace any personal/family emergency plan or decision to leave early, and attendees cannot expect food, water, or shelter.

Authorities may use Community Assembly Areas to:

- Meet with the local community in person.
- Conduct community meetings via Microsoft teams using the STAND Wi-Fi and audio-visual equipment located in all Assembly Area facilities.
- Leave information and maps for the community.
- Leave equipment that is for the community to access.

Relief service	Local Lead Agency
Animal Welfare	East Gippsland Shire Council
Emergency shelter	East Gippsland Shire Council
Emergency Relief Centre/s	East Gippsland Shire Council
Food and water	East Gippsland Shire Council
Reconnecting families and friends	Australian Red Cross (on behalf of Victoria Police)
Disbursement of non-food items (material aids)	The Salvation Army
Emergency financial assistance	DFFH and Gippsland Emergency Relief Fund (GERF)
Potable water for households	East Gippsland Water
Food supply (private sector) continuity	Department of Jobs, Skills, Industry and Regions DJSIR
First aid	St John's Ambulance supported Ambulance Victoria
Community information	Control Agency and East Gippsland Shire Council
Medical Support	East Gippsland local General Practitioners/Pharmacies
Psychosocial support	VCC – EM Primary Care Partnerships Australian Red Cross
Telephone support, psychological first aid	Lifeline Gippsland Crisis Helpline
Translating & Interpreting	TIS 24/7 Phone No.13 1450
Children and children's activities	East Gippsland Shire Council

Table 6C. Municipal relief services

6.8.7. Incident Transition from Response to Recovery

The transfer from response to recovery will be a joint decision between Incident Controller, MERC, and MEMO.

6.8.8. Recovery Arrangements

Recovery assists individuals and communities affected by emergencies to achieve an effective level of functioning. Council is responsible for coordinating recovery at the local level together with assistance from other support agencies and organisations.

The organisations and support agencies for recovery at a municipal level are shown in **Appendix G**.

Recovery Environment	Lead Coordination Responsibility	Support agencies
Social environment	Department of Families, Fairness and Housing to coordinate: <ul style="list-style-type: none"> a. Psychosocial support b. Financial assistance c. Housing & accommodation & Recovery Support program d. Community development Department of Health <ul style="list-style-type: none"> a. Public health b. Regional Health Coordination 	<ul style="list-style-type: none"> a. Department of Health, Red Cross, VCC-EM, Anglicare b. DFFH, Centrelink c. The Salvation Army d. Local Government
Economic environment (includes Agriculture)	East Gippsland Shire Council – economic development and tourism Department of Energy Environment and Climate Action	Destination Gippsland East Gippsland Regional Tourism Industry networks Lions Clubs
Built environment	East Gippsland Shire Council – Council assets, clean-up, and reconstruction VicRoads and utilities for own assets	
Natural environmental	East Gippsland Shire Council – Council parks and reserves Department of Energy, Environment and Climate Action Department of Jobs, Skills, Industry and Regions	Landcare groups
Aboriginal Culture and Healing	Emergency Recovery Victoria Aboriginal culture is valued and respected Aboriginal Trauma is addressed, and healing is supported Aboriginal cultural safety is promoted Aboriginal participation and ownership are promoted Department of Health Aboriginal Controlled Health Organisations (ACCHO'S) East Gippsland Shire Council Aboriginal culture is considered in all Recovery processes Where in place, respond to Traditional Owner agreements Recovery Framework caters for complexity of recovery issues through consistency and alignment Aboriginal cultural includes accessing locally based staff	DPC, DE, DEECA, DFFH, DJSIR

Table 6D. Municipal Recovery Services

6.8.9. Recovery Centres

Where the MRM (in consultation with MEMPC and the Relief & Recovery Sub-Committee) determines that the emergency is of such a scale, a Municipal Recovery Centre or Centres' will be established to provide a "one stop" support to affected communities in the restoration of their emotional, social, economic, and physical wellbeing. This Centre should be in a building that meets requirements and be staffed appropriately.

In some situations, a Recovery Centre may not be established; the onus is upon Council to ensure that individuals, families, and communities requiring assistance can access local services in a timely manner.

6.8.10. Role of the Department of Families, Fairness and Housing and Emergency Recovery Victoria in relief and recovery

Under the [SEMP](#) the provision of all relief services is established under the following coordination arrangements:

- for state relief coordination: Emergency Recovery Victoria
- for regional relief coordination: Emergency Recovery Victoria

During the recovery phase coordination of the recovery response is led by Emergency Recovery Victoria at both State and Regional levels.

Their roles as facilitator and coordinator does not extend to assuming responsibility for or exercising authority over other agencies or municipal authorities in the way recovery functions are carried out.

During recovery, reference should be made to the [Gippsland REMP](#) for regional level processes to be followed. This plan sets out the roles and responsibilities of ERV / DFFH and other Gippsland Regional authorities and organisations involved in the provision of regional emergency relief and recovery services and suggested activity timelines.

6.8.11. Municipal incident specific relief and recovery planning

In the event of an emergency that is to create a prolonged relief or recovery phase, the Municipal Recovery Manager (MRM) in conjunction with the Relief and Recovery sub-committee will develop a municipal incident specific relief or recovery plan or both as required. Incident specific relief plans need to be developed quickly to facilitate rapid implementation of relief services. Incident specific recovery plans will take longer to develop as they rely on more detailed information about the medium and long-term impacts of the emergency – in this instance support is usually provided by the Regional Recovery Coordinator.

6.9. Activation

The Incident Controller has the primary responsibility for determining the need to activate ERC's and will notify the MERC. The MERC will then instruct the MEMO and or the MRM to proceed with opening the ERC.

6.10. Single Incident Notifications

In the event of a single incident emergency which displaces a resident from their home, the Incident Controller is responsible for notifying the MEMO via Councils phone number 5153 9500 (24/7). For example, house fire, storm damage, flood damage and structural damage.

6.11. Implementation

The organisations listed in the Relief and Recovery Services and Providers section of this document (refer **Appendix G**) have agreed to provide services or coordinate a function in an area. Access to these services will be provided by the MRM based on available information.

Coordinators of relief and recovery services shall maintain their own resource list which can be used during an emergency. Council shall maintain a contacts of service providers of relief and recovery functions as detailed in this plan.

6.11.1. Recovery Transition

Transitioning from incident specific recovery services to mainstream (business as usual) services is an important consideration when planning and implementing recovery programs. Recovery coordinators should consult with communities and agencies on the timing of this transition. Post recovery activities involve longer term community development and preparedness.

6.12. Relief and Recovery Services and Providers

Relief and recovery operations involve cooperation between all levels of government, non-government organisations, community agencies / groups, the private sector and affected communities. Management processes have been developed with relevant identified agencies and Council staff using the five key recovery environments (as shown in Table 6D).

6.13. Sharing of Personal Information

The Commissioner for Privacy and Data Protection has issued an information sheet titled Emergencies and Privacy which states 'Information privacy law is not a barrier to appropriate information sharing in emergencies.

A copy of the current Information Sheet is located here [Emergencies and Privacy](#)

6.14. Immediate Relief and Recovery Arrangements

6.14.1. Co-ordination and Management of Clean Up and Repair Activities

The MRM in conjunction with the MEMPC and Relief and Recovery sub-committee will coordinate the services and programs required to implement clean up and repair activities following the cessation of the Response stage.

Development of arrangements requiring the utilisation of resources to support this activity will be developed in conjunction with the MERC and MEMO prior to transition from relief to recovery.

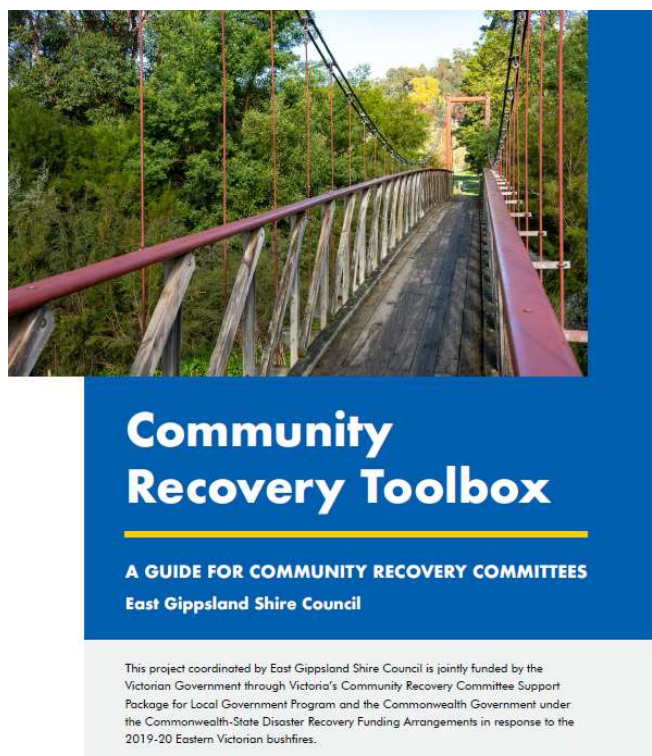
Clean up and repair activities will include the disposal of deceased, maimed or distressed animals (including livestock), native and feral. Processes for undertaking this function are detailed in the [East Gippsland Shire Animal Welfare Plan](#) and [East Gippsland Disaster Waste Plan](#).

6.15. Community Recovery

Here is the link to the State [Emergency Recovery Resource Portal](#)

East Gippsland community specific Community Recovery information can be found at [Emergency Management \(eastgippsland.vic.gov.au\)](#)

A series of videos from Council community, subject matter experts and the Rising Strong Forum showcasing what happened in Black Summer and the lessons learned and improved since. Bushfire Recovery, East Gippsland Shire Council. Episodes 1 – 10. [Bushfire Recovery - YouTube](#)



6.15.1. Community Recovery Planning Committee

Emergency Recovery Victoria (ERV) and local government support communities to develop their own recovery governance and planning processes. This may include the establishment of Community Recovery Planning Committees (CRPCs) to lead the community's recovery journey.

CRPCs reflect the diversity of the community they represent. They give a voice to the broad views and aspirations of the community, are a conduit between communities and local and state government and identify the community's recovery priorities – including but not limited to priorities which would benefit from government or other support.

6.15.2. Communicating with the Affected Community

Communication with individuals and communities affected by emergencies is crucial to ensure they are aware of the assistance that is available to help them to access relief services, recover and achieve a proper and effective level of functioning.



Community and visitor awareness of The VicEmergency Hotline 1800 226 226, website www.emergency.vic.gov.au, and mobile Apps are vitally important to stay informed. VicEmergency provide information on warnings relief and recovery services for all significant emergencies across Victoria.

6.16. Donations and Spontaneous Volunteers

6.16.1. Donations

[The National guidelines for managing donated goods](#) states **monetary donations are preferred over donated goods**. Money is the most useful donation because it provides flexibility and choice to meet immediate needs. It also circulates in the affected community, stimulating faster recovery for the local economy.

In Gippsland, it is preferred that people give monetary donations to the [Gippsland Emergency Relief Fund \(GERF\)](#) for immediate relief to affected individuals.

Donations to the [Gippsland Community Foundation](#) are also encouraged to support the longer-term recovery needs of households and communities.

[GIVIT](#) is the preferred organisation for the donation of material goods to people and communities recovering from an emergency or disaster.

6.16.2. Spontaneous Volunteers

[Spontaneous volunteers](#) are **not** permitted to work or enter an Emergency Relief Centre or Recovery Centre and will be strongly discouraged from going directly to any affected community.

Individuals who wish to volunteer in an emergency can also register directly with Volunteering Victorian Emergency volunteering.

7. PART SEVEN – Restricted operational information

Section 60AI (2) of The Act allows EGMEMPC to exclude information from the published plan that is related to critical infrastructure, personal information or information that is of a commercially sensitive nature.

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

Summary of restricted information	Reason for restriction	Agencies that hold this information in full	Contact point(s)
Email addresses and phone numbers of committee members	Privacy	All EGMEMPC agencies	MEMO/MRM

8. PART EIGHT - Appendices

Appendix A – Traditional Owner and Aboriginal people Recognition Statement

Traditional Owner and Aboriginal People

Recognition Statement

For consideration in Municipal Emergency Management Plans (MEMPs), under Community Emergency Management Plans (CEMPs).

Community Based Emergency Management Planning

East Gippsland Shire Council (Council) has worked with the many geographic communities across East Gippsland to develop Local Incident Management Plans (LIMPs). LIMPs are developed by communities with Council to ensure residents and visitors know where to go, what to take and what to expect if a major incident affects the area. Adopting the principles and approaches of Community Based Emergency Management (EMV, 2023a), Council has also supported geographic communities to develop Community Emergency Management Plans (CEMPs) (eg. Omeo Region Community Recovery Association).

Not all communities in East Gippsland are geographic in nature. Many communities are functional in that they are communities of interest (eg. Sporting clubs, service organisations, etc.). Similarly, Aboriginal communities are not necessarily geographic in nature and/or part of other 'communities of interest'. Aboriginal communities in East Gippsland are unique in that they are disproportionately affected by the impact of bushfires and other emergencies due to their higher presence in remote locations prone to emergencies compounded by existing structural and financial inequalities, effects of historical and intergenerational trauma, and the destructive nature of bushfires and other emergencies to Country and cultural heritage.

Council continues its bushfire coordination role at the municipal level supporting impacted communities with their recovery. Councils' recovery model includes Community Recovery, Rebuild Support Services, Economic Recovery, Bushfire Coordination and Emergency Management, and has a pivotal role strengthening the resilience of communities against future events through a variety of frameworks and projects.

Council is committed to assisting Aboriginal communities in recognising and building knowledge to strengthen its emergency management capacity and capability in accordance with ERV's *Strategy for Aboriginal Community-led Recovery* (EMV, 2023b). Outcomes assist communities in building upon current strengths and leadership structures and to build community-based plans that reflect different community needs in recovery planning and preparedness.

Recognition Statement

East Gippsland Shire Council acknowledges the Bidwell, Dhuduroa, Gunaikurnai, Jaithmatang, Monero and Yuin people as having traditional connection to the land that encompasses East Gippsland Shire, and their enduring relationship with country. Traditional Custodians have cared for and nurtured the land now known as East Gippsland for tens of thousands of years.

Council recognises the impacts of colonisation and that past government policies contributed to the erosion of Aboriginal culture in East Gippsland (EGSC, 2015). Council aspires to strengthen partnerships and supports Aboriginal and Torres Strait Islander participation in Indigenous cultural processes for East Gippsland Shire Council (EGSC, 2015).

East Gippsland Aboriginal Communities and Traditional Owners

Aboriginal Community Controlled (Health) Organisations

Aboriginal Community Controlled (Health) Organisations (ACCHOs or ACCOs) are Aboriginal businesses, organisations and networks that Council works with in East Gippsland Shire, and includes:

1. Djillay Nglau
2. East Gippsland School for Aboriginal Health Professionals
3. Gippsland and East Gippsland Aboriginal Co-operative (GEGAC)
4. Lakes Entrance Aboriginal Health Association
5. Lake Tyers Aboriginal Trust
6. Lake Tyers Health and Children's Services
7. Moogji Aboriginal Council East Gippsland Inc.
8. Yoowinna Wurnalung

First Nations Communities

First Nations Communities (FNC) are those communities in East Gippsland that have not resolved tenure through a Native Title or Traditional Owner Settlement process under the *Native Title Act 1993* (Cwlth) or *Traditional Owner Settlement Act 2010* (Vic); and have not been recognised by the Victorian Aboriginal Heritage Council as 'Registered Aboriginal Parties' (RAPs) under the *Aboriginal Heritage Act 2006* (Vic).

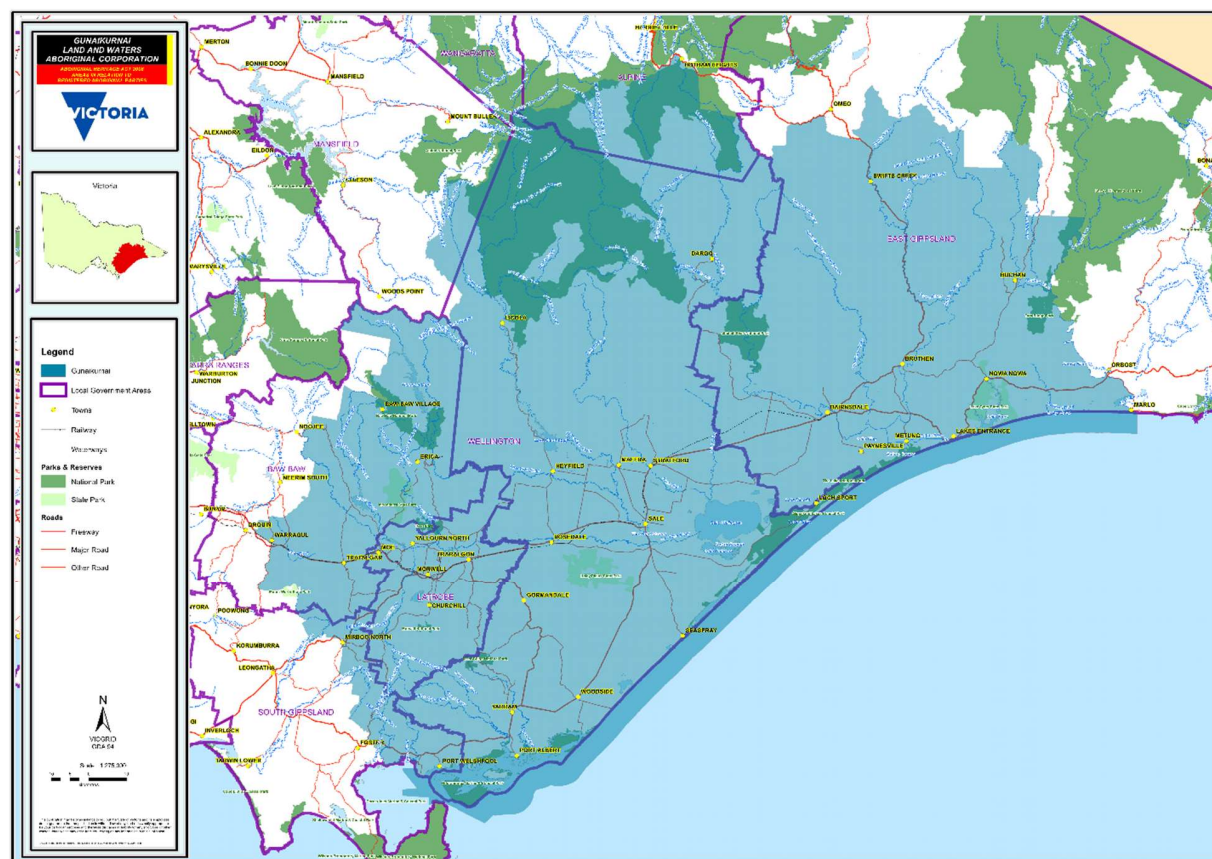
Council works collaboratively with the following First Nation Communities who have an interest in East Gippsland Shire:

1. Bidwell First Nations Clans Aboriginal Corporation (BFNCAC) (incorporating Bidwell Maap)
2. Dalka Warra Mittung Aboriginal Corporation (DWMAC)
3. Dhudhuroa Waywurru Nations Aboriginal Corporation (DWNAC)
4. Duduroa Dhargal Aboriginal Corporation (DDAC)
5. Jaithmathang Traditional Ancestral Bloodline Original Owners First Nation Aboriginal Corporation (JTABOO)
6. Konermar Buller Jaithmatang (KBJ)
7. Monero / Yuin / Cann River Communities (MYCRC)
8. Nindi-Ngujarn Ngarigo Monero Aboriginal Corporation (NNNMAC)

Traditional Owner Corporations

Traditional Owner Corporations (TOC's) are organisations that have recognised tenure through a Native Title and/or Traditional Owner Settlement process under the *Native Title Act 1993* (Cwlth) or *Traditional Owner Settlement Act 2010* (Vic); and/or have been recognised by the Victorian Aboriginal Heritage Council as 'Registered Aboriginal Parties' (RAPs) under the *Aboriginal Heritage Act 2006* (Vic). The Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) RAP area occupies large areas of East Gippsland Shire Council.

GLaWAC is the Registered Aboriginal Party that represents the Gunaikurnai people, the Traditional Owners of country, as determined by the Victorian Aboriginal Heritage Council under the *Aboriginal Heritage Act 2006* (Vic.). GLaWAC was legally recognised by the Federal Court of Australia under the *Native Title Act 1993* (Cwlth.) and has a Recognition and Settlement Agreement (RSA) under the *Traditional Owner Settlement Act 2010* (Vic.). GLaWAC are the Prescribed Body Corporate (PBC) for the Gunaikurnai people and claim area, as outlined in the RSA, providing joint management of 14 parks and reserves within the State. GLaWAC has a membership of more than 700 Traditional Owners, all of whom have proven their ancestral links to one of 25 Apical Ancestors registered in the Native Title Consent Determination.



Statutory Responsibilities

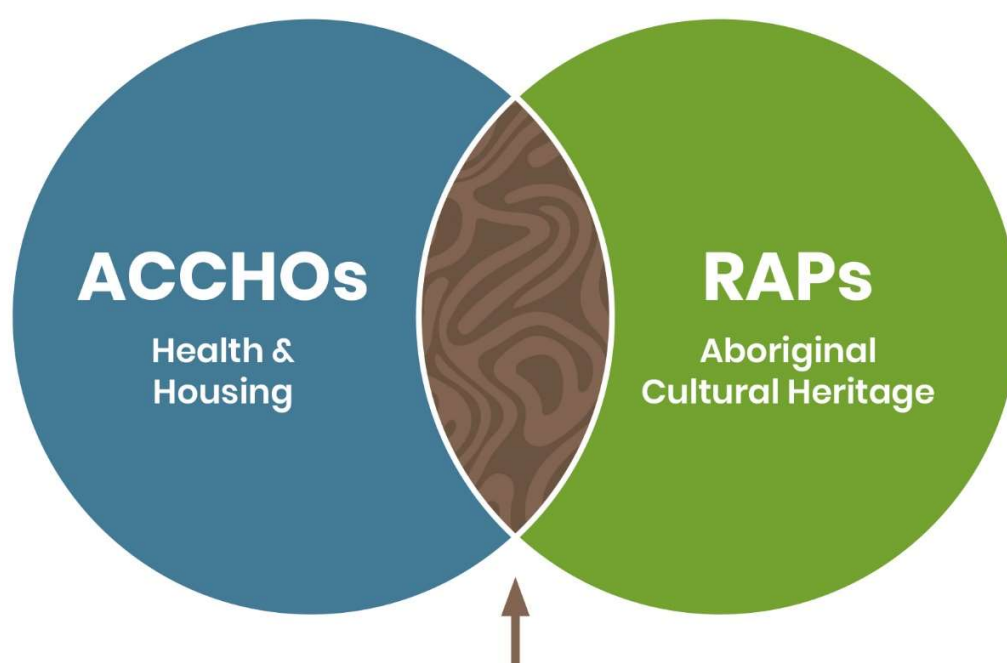
GLaWAC's statutory responsibilities as a RAP relate to protection and advice of cultural heritage as outlined under the *Aboriginal Heritage Act 2006*. There are also large areas of East Gippsland where FNC's have yet to resolve tenure legally, and are therefore not covered by a RAP. Although Bidwell and NNNM (as examples) have strong connections to these areas, the statutory responsibilities for Aboriginal heritage are administered by the State government through First Peoples State Relations.

ACCHO's are primary health care services initiated and operated by the local Aboriginal community to deliver holistic, comprehensive, and culturally appropriate health care to the community which controls it. As such, ACCHO's have a range of responsibilities that relate to health and housing.

There are however some legacy issues that may cause confusion regarding the roles and responsibilities of ACCHO's and those of TOC/FNC's. The existence of Aboriginal Community Controlled Health Services (ACCHS) in Victoria and more broadly Australia is inherently political (Poirier *et al.* 2002). Emanating from Aboriginal and Torres Strait Islander (ATSI) activism in the 1960's that focused on self-determination, land rights

and economic independence, ACCHS were established by supporters, activists and leaders to overcome structural racism embedded within Australia's mainstream health system and to provide an immediate solution to poor health experiences of ATSI peoples (VAHS, 2018 in Poirier *et al.* 2002). Mainstream health services available at this time promoted exclusionary and discriminatory practices, including denial of service provision to ATSI people (Foley, 1982 in Poirier *et al.* 2002). Importantly, ACCHS were never simply healthcare providers, but fundamentally political organisations founded by ATSI people "in an attempt to regain control over their lives after almost two centuries of oppression and disempowerment" (VAHS, 2018 in Poirier *et al.* 2002). The establishment of ACCHS was done without government assistance or funding. Communities and supporters provided premises for services, renovated sites, and provided transportation for those wanting to access services, while doctors worked without pay in many cases and used their own equipment (VAHS, 2018 in Poirier *et al.* 2002). To outsiders, these organisations may have appeared insignificant, but they were a critical articulation of Aboriginal and Torres Strait Islander autonomy and self-determination, where health services were conceived, designed, established, and controlled by Aboriginal and Torres Strait Islander communities.

Responsibilities for cultural heritage, health and housing in Victoria



Although **Aboriginal Community Controlled (Health) Organisations (ACCHOs)** have primary responsibilities for Health & Housing and **Registered Aboriginal Parties (RAPs)** have statutory responsibilities for Aboriginal heritage, there are some areas of overlap and hence community confusion.

The *Aboriginal Heritage Act 2006* (Vic.) was enacted to provide for the protection of Aboriginal cultural heritage by Traditional Owners. It establishes RAP's to act as the primary guardians, keepers and knowledge holders of Aboriginal cultural heritage. Until the advent of this Act in 2006, Aboriginal cultural heritage in Victoria was managed through the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Cwlth). Although the State government had statutory responsibilities for Aboriginal cultural heritage under this (Commonwealth) legislation, ACCHO's were identified as having a role in supporting consultation with FNCs for cultural heritage matters. Some individuals within ACCHO's also had statutory responsibilities as Authorised Officers under this legislation.

As a result of this background and the legacy it presents, coupled with large areas without RAP determination in East Gippsland, there can be some confusion within community as to respective statutory responsibilities for Aboriginal cultural heritage; and, health and housing. Although ACCHO's have responsibilities for health and housing, there may be community members who believe certain responsibilities reside with the RAP. Conversely, although RAP organisations (ie. GLaWAC), or the State government (FPSR) for areas not yet determined, have statutory responsibilities for Aboriginal heritage, there may be community members who believe such responsibilities reside with the relevant ACCHO. This vagueness may also be compounded by the fact that both ACCHO's and RAP provide some functions services that are beyond their statutory responsibility, thereby creating a degree of overlap.

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Appendix B – MEMP Assurance

The East Gippsland Municipal Emergency Management Plan was presented to the Gippsland Region Emergency Management Planning Committee at their first meeting of 2025 on February 12.

The Chair of EGMEMP presented and stated *“I certify that the attached Choose plan or sub-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 ... checklist.”*

The Gippsland Region Emergency Management Planning Committee approved the plan on 12 February 2025.

The EGMEMP is published on East Gippsland Shire Council’s website here: [Emergency Management Plans](#)

Appendix C – MEMPC Membership

Organisation	Name	Role	Email address	Contact No.
VOTING MEMBERS				
East Gippsland Shire Council	Carole Macmillan	Council Representative		
Country Fire Authority	Daryll Hunter	CFA representative		
Victorian State Emergency Service	Rachael Nicholson	VicSES representative		
Victoria Police	Wayne Rothwell	VicPol representative		
RedCross	Sheryl Hastings	Red Cross representative		
Department of Families Fairness and Housing	Josh Kenny	DFFH representative		
Department of Environment Energy and Climate Action	Brad Fisher	Other representative: Forest Fire Management Victoria Tambo representative		
Department of Environment Energy and Climate Action	Grant Tucker	Other representative: Forest Fire Management Victoria Snowy representative		
Ambulance Victoria	David Jones	Ambulance representative		
Department of Transport and Planning	Sarah Collins	Other representative: Department of Transport and Planning		
East Gippsland Shire Council	Blanche Evans	Recovery Representative		
NA		Community Representative		

Appendix D – EGMEMP committees' terms of reference

Appendix D1 – EGMEMPC terms of reference



East Gippsland Shire



Municipal Emergency Management

Planning Committee

Terms of Reference

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1. Introduction

The East Gippsland Municipal Emergency Management Planning Committee (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 identify 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 Council must establish 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, multiagency and collaborative effort. This means that all participating agencies and individuals are required to contribute their expertise and resource 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 and agree upon 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

- f) perform any other function conferred on the MEMPC by the EM Act 2013, or any other act.
- g) ensure the alignment and consistency of Local Incident Management Plans (LIMP), Community Emergency Management Plans (CEMP) and MEMP

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.

4.1 Context

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

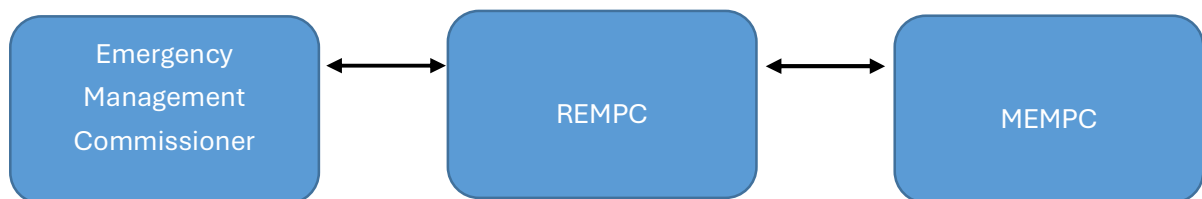


Figure 1 – Relationship of the MEMPC to the REMPC and the EMC

5. Membership

Section 59A of the EM Act 2013 specifies the minimum membership requirements of the MEMPC being:

Municipal Council

Victoria Police

Country Fire Authority

Ambulance Victoria

Victoria State Emergency Service

Australian Red Cross

Department Family Fairness and Housing

The committee may invite or recruit additional people with key skills or knowledge to join the MEMPC, as necessary. At least one additional member for each of the following three categories:

at least one community representative

at least one recovery representative

at least one other representative (such as an industry, business or additional agency – for EGMEMPC this includes FFMVic Snowy and Tambo, and DoTP)

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.

Non agency/organisation members will have a 3-year service that will align with the assurance period of the MEMP.

Consideration may be given to inviting observers to the committee as non-voting members.

The committee will review its membership on a yearly basis at the first meeting of each calendar year, or more frequently if needed.

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

5.1 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 7.8).

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
Country Fire Authority	Agency
Ambulance Victoria	CEO AV
Victoria State Emergency Service	Agency
Australian Red Cross	Agency
Department of Families Fairness and Housing	Secretary, Department of Families Fairness and Housing or representative

6. Roles and responsibilities

6.1 Chair

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

6.2 Chair responsibilities

The chair has the following functions (s 59B (2) of the EM Act 2013):

chairing MEMPC meetings

facilitating the MEMPC to perform its functions

On behalf of MEMPC provide information and recommendations to the 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 REMPC

Sign correspondence on behalf of the MEMPC

Represent the MEMPC in other forums where appropriate

Coordinate out of session matters

6.3 Election of a deputy chair

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

6.4 Deputy chair responsibilities

Undertake the role of the chair if the elected chair is absent

Receive delegated responsibilities of the chair as agreed with the chair

6.5 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 by exception relevant agency activity relating to East Gippsland 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

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.

7.1 Meeting frequency

To align with seasonal requirements and operational tempo, the MEMPC will meet a minimum of 3 times per year 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.

7.2 Meeting venue

Meetings will be held in the Council Chambers or as otherwise determined by the Committee.

7.3 Meeting papers and documentation

Any member can submit items to be included on the agenda. The chair will confirm the agenda prior to each meeting. Meetings will be conducted on a formal basis, with proceedings recorded in minutes 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 Councils archive platform, and on EM-COP.

7.4 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

Maintain the contact list of MEMPC members.

7.5 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 (Appendix A).

7.6 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 agency and non-agency individual on the MEMPC 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 committee at the next MEMPC meeting.

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

7.7 Conflict of interest

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

7.8 Proxies

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

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.

7.9 Observers

An observer may attend a meeting for any number of reasons. MEMPC members will advise the chair of the attendance of an observer before a meeting, where possible. This could include for succession planning and agency capacity building purposes.

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

- take part in the meeting proceedings without the invitation of the chair.

7.10 Non-voting members

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

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

7.11 Issue escalation

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

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

Issues requiring escalation should be well documented and include:

A description of the issue or advice sought and the consequences if it remains unresolved.

Actions taken to resolve the issue.

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
REMP	Regional Emergency Management Plan
REMP	Regional Emergency Management Planning Committee
SEMP	State Emergency Management Plan
LIMP	Local Incident Management Plan
CEMP	Community Emergency Management Plan

10. Document information

Document details

Criteria	Details
Document ID	Version 02
Document title	Terms of Reference
Document owner	MEMPC

Version control

Version	Date	Description	Author
01	February 2021	Draft to be presented to MEMPC	N BAKER
02	06 June 2023	Minor edits and approval by MEMPC in meeting	K Smith

Document approval

This document requires the approval of the MEMPC:

Name	Title	Organisation
Kath Smith	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.
Review Date	First meeting of 2024 Calendar Year – First Thursday in March annually

Appendix D2 – EGMEMPC East Gippsland Bush and Grass Fire advisory group terms of reference

EAST GIPPSLAND FIRE ADVISORY GROUP TERMS OF REFERENCE

Purpose and Role

The East Gippsland Fire Advisory Group (Advisory Group) purpose, of which the development of a municipal fire

management plan is part, is to provide a municipal-level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose with, regard to fire management and

ensure that the plans of individual agencies are linked and complement each other.

The Group will provide subject matter expert advice to the Municipal Emergency Management Planning Committee (MEMPC) and manage legislated fire mitigation activities by:

- sharing knowledge that supports the integration of fire management principles across all agencies and plans;
- establishing coordinated fire management strategies that recognise the importance of community engagement, preparedness and operational activities;
- advocating municipal needs and reporting local concerns to relevant Regional and State level bodies;
- facilitating biennial reviews of the Victorian Fire Risk Register – Bushfire (VFRR-B);
- discussing seasonal preparedness activities prior to the declared Fire Danger Period;
- liaising and engaging with community groups on fire management;
- reviewing annual FARSS nominations and prioritising a preferred bid based on its potential contribution to overall fire mitigation efforts (*final decision FARSS project selection remains with East Gippsland Shire Council*);
- maintaining a tenure blind Municipal Fire Management Plan to highlight relevant activities;
- providing relevant advice and recommendations to the MEMPC.

Legislative endorsement of plans or actions developed by the Advisory Group remains the purview of the MEMPC.

Structure

The Advisory Group :

- is a speciality sub group of East Gippsland's MEMPC;

- may receive support or guidance from the Gippsland Regional Strategic Fire Management Working Group;
- may convene for meetings or workshops.

Membership

- Core membership to include:
- Country Fire Authority (CFA)
- Forest Fire Management Victoria (FFMV)
- Parks Victoria
- Regional Roads Victoria
- Victoria Police
- East Gippsland Shire Council

Member agencies should specify a nominated representative(s) to ensure consistent representation and ease of communication. Should the nominated representative be absent, the agency should send a proxy delegate to represent their interests.

Recognising CFA's unique membership structure, representation will be open to both a District 11 staff member and a volunteer delegate. Reports or decisions from CFA as an "agency" will be via the District 11 staff member as the official agency representative.

Other agencies or participants may be invited to individual meetings or workshops as appropriate to draw on expertise in a specific subject.

Quorum

As a Working Group, there is no formal quorum requirement, however meetings/workshops should aim for a minimum of 5 participants to be of value. Where meeting invitation responses suggest low attendance, an alternate meeting date should be arranged.

Facilitator

The elected chair shall run all meetings and workshops. Should the Chair be absent, the deputy chair or a representative of any other member agency may facilitate that meeting or workshop

Agenda

The facilitator will prepare an agenda to guide discussions at each meeting. Members can request agenda items through the facilitator at least one (1) week prior to scheduled meeting date.

Record keeping

While formal minutes are not required, general notes will be taken during meetings. The note taker can be any delegate or other staff of a member agency. Formal review and endorsement of these notes at the next meeting is not required.

Task log

A task log will be used to record any actions tasked to a specific delegate or agency and the expected timeframe for completion.

Meeting schedule

The Advisory Group will convene at least four times yearly (February, May, August, October). This shall occur on the 1ST Thursday at 1300hrs. Sessions may take the form of meetings or workshops. Additional meetings or workshops may be called as needed.

Reporting

The Advisory Group will report quarterly to both the MEMPC and the Regional Strategic Fire Management Working Group. Written reports will be prepared and submitted by the facilitator.

Administrative Support

The Chair will provide the meeting venue and IT support, allowing for blended meetings in person and via MS Teams.

Note taking during meetings, including management of the task log, will be by a nominated member agency (other than EGSC).

Administrative support for the Municipal Fire Management Plan will be provided by East Gippsland Shire Council, through the Municipal Fire Prevention Officer.

Planning processes will be managed and supported with technical expertise by relevant fire agencies.

Review of Terms of Reference

The Advisory Group will review these Terms of Reference annually with any change recommendations sent to the MEMPC for approval.

Appendix 1 – MF MAG Membership list

ORGANISATION	DELEGATE
Country Fire Authority (CFA)	District 11 Commander or ACFO
	DPC Representative
	District Vegetation Management Officer (VMO)
Forest Fire Management Victoria (FFMV)	Team Leader Risk and Evaluation
	Snowy District Emergency Preparedness Officer
	Tambo District Emergency Preparedness Officer
	Snowy District Senior Fuel Management Planner
	Tambo District Senior Fuel Management Planner
Parks Victoria	Central Gippsland Ranger in Charge Fire & Emergency Operations
Regional Roads Victoria	Emergency Management Coordinator
Victoria Police	Municipal Emergency Resource Coordinator (MERC)
East Gippsland Shire Council	Municipal Fire Prevention Officer (MFPO)
	Officer
Invitations may also be extended to the following partner organisations for individual or ongoing meetings as required: V/Line State Emergency Service (SES) Ausnet Services Any other agency, private company or community group	

Appendix D3 – EGMEMPC Relief and Recovery sub-committee terms of reference

MEMPC



East Gippsland Shire



Relief and Recovery

Subcommittee

Terms of Reference

ACKNOWLEDGMENT OF COUNTRY

East Gippsland Shire Council acknowledges the traditional custodians of this land, the Gunaikurnai, Monero and Bidawel people and their enduring relationship with country. The people of the rivers and the hills have walked these lands for thousands of years as well as today, and we pay respects to the Elders past, present and emerging.

Council aspires to strengthen our partnerships and supports Aboriginal participation in management processes for land and natural resources. We recognise Australia's rich cultural heritage and aim to encourage integrated decision making now and in the future.



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1. Introduction

The East Gippsland Relief and Recovery Subcommittee (RnR Subcom) is a subcommittee of the East Gippsland Municipal Emergency Management Planning Committee (EGMEMPC). It is a multi-stakeholder collaboration group whose members bring expertise, experience and local knowledge to the task of supporting communities across East Gippsland to successfully deal with the impacts of emergencies on the social, built, economic and natural environments. By doing so, communities are supported in building cohesion and resilience to future emergencies.

2. Establishment, Review and Disestablishment

The East Gippsland Relief and Recovery Subcommittee as per this document is official established as of Thursday 7th September 2023.

Post the Black Summer fires of 2029/20, the Relief and Recovery Subcommittee did not meet while MEMPC and Council had a structure in place ...

In 2023 a series of workshops were undertaken with members from the 2020 defined subcommittee and working groups of Social and Recovery and Health and Medical. At Workshop 1 there was general agreement that the three groups should merge and become one subcommittee reporting to the MEMPC. This concept was canvassed in Workshop 2 and there was again agreement that having three committees was duplication of membership and did not provide a sufficient collective and collaborative approach, especially when the new subcommittee could act as a community of practice where learnings and new knowledge can be shared and discussed across multiple agencies, simultaneously.

Recommendations were put to and endorsed by EGMEMPC at the September 2023:

Recommendation 1. That the current membership of the Relief and Recovery Subcommittee, Health and Medical Working Group and the Social and Community Working Group be amalgamated into a single Relief and Recovery Subcommittee.

Recommendation 2. That the newly consolidated Relief and Recovery Subcommittee report directly to the MEMPC.

The Subcommittee will continue for the life of the current EGMEMP and be reviewed in line with the EGMEMP review timelines and governance structure.

Disestablishment of the committee will occur in line with the State Emergency Management Planning requirements or if the sub-committee agree.

The Subcommittee Chair will call meetings in response to emergency events as required to ensure collaboration and communication between members in line with the EGMEMP and the mission and vision of this group

The Subcommittee will make recommendations to the EGMEMPC in regard to relief and recovery outcomes and learning and improvements.

The Subcommittee will report to the Regional Relief and Recovery Committee on East Gippsland specific Relief and Recovery status, needs, support requests from Region or State, and to inform planning and improvements

Continue in perpetuity. Endeavour to ensure that this continues in perpetuity even when state and regional structures change to ensure that we meet the mission and vision and understand the importance of the group outside of those structures

3. Mission

The Relief and Recovery Subcommittee works in collaboration across East Gippsland to support emergency preparedness, relief and recovery in our communities.

4. Vision

Our communities are informed, prepared, connected and well positioned to proactively adapt to and recover from future emergencies.

5. Scope

The RnR Subcom of EGMEMPC operates strategically to ensure comprehensive, collaborative and integrated planning occurs at all levels, and is established to support the objectives of the East Gippsland Municipal Emergency Management Plan.

As does the Gippsland Relief and Recovery Emergency Management Working Group, the East Gippsland RnR Subcom aims to ensure comprehensive, collaborative, and integrated planning occurs across the municipality.

With a focus on preparedness and resilience, the working group aims to improve relief and recovery planning at the municipal level by reviewing existing relief and recovery plans, coordinating the feedback of agency partners into the review, and making recommendations to the EGMEMPC and the Gippsland Relief and Recovery working group, that will strengthen the alignment of emergency management arrangements for the East Gippsland municipality with regional and state-wide recovery arrangements, while prioritising support to communities to successfully deal with the impacts of an emergency.

Specifically, this subcommittee is established with the following scope:

- To ensure the EGMEMP relief and recovery planning is coordinated, communicated and supported by the RnR memberships organisation plans with the aim of ensuring a collaborative approach across all members in supporting East Gippsland in relief and recovery preparedness, mitigation, response, learnings and improvements.
- A. Design a collaborative, municipal wide communications strategy that clarifies:
- a) The sources and recipients of emergency communications

- b) The methods by which communities access those communications.
 - c) The informal and formal emergency communications networks and their points of connection
- B. Ensure that the Relief and Recovery Subcommittee remains in place before, during and after emergencies.
- C. Promote the mission, vision and actions of the Relief and Recovery Subcommittee to build agency and community respect.
- D. Develop inclusive strategies for effective community relief and recovery consultation and connection.
- E. Understand the relief and recovery system in East Gippsland through mapping agency purpose, activities and decision making.

The following is out of scope for this subcommittee:

- EGMEMP Emergency response arrangements outside the definition of relief and recovery

3. Governance

In the 2020 East Gippsland Municipal Emergency Management Plan, Sub-committees are established to assist in the development and maintenance of the MEMP and its sub plans. All Sub-committees must develop a Terms of Reference, and membership may include specialist organisations from outside of the MEMPC membership.

The Relief and Recovery Sub Committee purpose is defined in the EGMEMP as:

To ensure the municipality is prepared to coordinate relief and recovery activities at the local level during and after an emergency.

Role:

- Undertake agreed actions to further develop the relief and recovery sections of the MEMP.
- Make recommendations to the MEMPC on matters of relief/recovery policy and planning
- Develop an understanding and knowledge of the relief and recovery roles, functions, and capacity of agencies/organisations within the municipality and Gippsland region
- Confirm working group membership agencies/organisations own relief and recovery plans are current and integrate with municipal plans
- Maintain robust and current sections of relief and recovery in the MEMP and regularly review its effectiveness
- Support and strengthen community resilience through well-coordinated relief and recovery activities at the local level before, during and after an emergency.

In line with the changes to the Emergency Management arrangements, the role of Municipal Recovery Manager (MRM) was formalised. Under s59H of the EM Act 2013 Councils have to appoint one or more officers to this role.

The subcommittee will provide written progress reports to the EGMEMPC and Gippsland Relief and Recovery Emergency Management Working Group at each scheduled meeting (March, June, September and December), as well as any additional meetings requested by the EGMEMPC chair or the Municipal Recovery Manager.

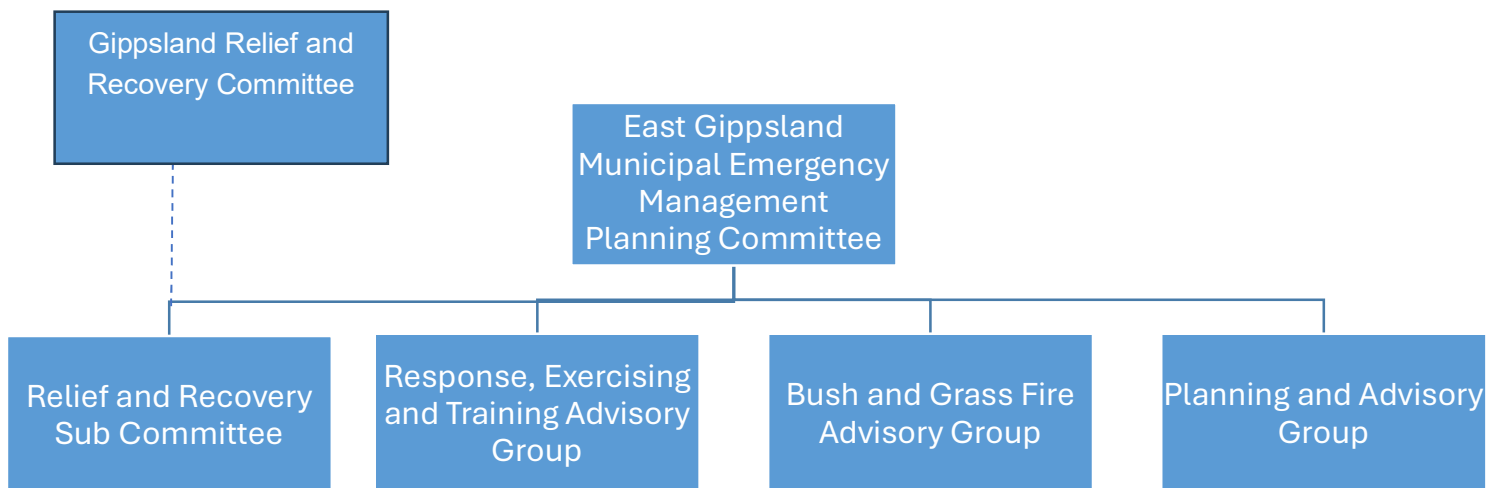
4. Functions

This RnR SubCom is accountable to and contributes to the work of the EGMEMPC, which is the peak planning body for emergency management within the East Gippsland municipality.

The RnR SubCom 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 RnR SubCom may establish small task groups to investigate or address specific issues or undertake key assignments from the EGMEMPC or the Gippsland Region Relief and Recovery Committee. These task groups will be time limited and will be automatically disestablished if the sub-committee or working group ceases to exist. Task groups can be extended beyond their initial term if needed.

5. Context



6. Membership

The membership of the Subcommittee group is determined by the group and advised by EGMEMPC, and incorporates relief and response organisations with additional members co-opted as determined by the subcommittee. Broadly membership includes:

- The EGMEMPC RnR Committee includes emergency service agencies, organisations, not for profits, volunteer groups, health service providers, and state government departments that provide relief and recovery services to the residents and visitors to East Gippsland.
- The EGMEMPC RNR Committee includes state government agencies that provide support to EGMEMPC and MEMPC to support relief and recovery services to the residents and visitors of East Gippsland

The membership is to be reviewed annually. Members are to:

- attend all meetings, send an appropriate proxy,
- acknowledge receipt of invitations and input into requests for improving planning in line with the EGMEMP
- be responsible for the completion of tasks, activities, or programs (and relevant stakeholder engagement) as agreed by the group

Subcommittee members are listed in Appendix 1

6. Roles and responsibilities

Office Bearers

Position	Name	Date elected	Term expires no later than
Chair	Kath Smith		
Deputy chair	Carole Macmillan		
Administrative support	Blanche Evans		

Meeting Facilitator			
---------------------	--	--	--

6.1. Election of Chair

The Chair is determined by the subcommittee. The chair is not required to be a EGMEMPC member.

This position will be reviewed at the point that this Terms of Reference is next reviewed.

6.2. Chair

The chair is selected by the REMPC and has the following functions:

- Chairing East Gippsland Relief and Recovery Subcommittee meetings
- Supporting the East Gippsland Relief and Recovery Subcommittee to perform its functions
- Ensure the East Gippsland Relief and Recovery Subcommittee operates in accordance with the requirements of this Terms of Reference
- Ensure that the East Gippsland Relief and Recovery Subcommittee meets according to its schedule
- Ensure that East Gippsland Relief and Recovery Subcommittee meetings are efficient and effective
- Confirm the agenda for each meeting
- Manage acceptance/advice of last-minute papers or agenda items prior to <sub-committee or working group> meetings.
- Provide leadership to the committee in its deliberations
- Facilitate frank and open discussion
- Ensure that all members can participate equally
- On behalf of the East Gippsland Relief and Recovery Subcommittee provide a written report to the EGMEMPC and the Gippsland Regional Relief and Recovery working group at each of its regular meetings, or more often as required, on any matter that affects, or may affect, emergency management planning in the municipality as it relates to the scope of this < East Gippsland Relief and Recovery Subcommittee
- Refer issues or matters of concern identified by the East Gippsland Relief and Recovery Subcommittee, or members of the East Gippsland Relief and Recovery Subcommittee to the EGMEMPC.
- Sign correspondence on behalf of the East Gippsland Relief and Recovery Subcommittee
- Represent the East Gippsland Relief and Recovery Subcommittee in other forums where appropriate
- Coordinate out of session matters.

6.3 Election of a deputy chair

To ensure consistency and redundancy the East Gippsland Relief and Recovery Subcommittee may elect a deputy chair. This appointment will be a certain period of time, as agreed by the group.

6.4 Deputy chair responsibilities

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

6.5 Member responsibilities

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

All East Gippsland Relief and Recovery Subcommittee members will:

- Prepare for, prioritise and attend scheduled meetings
- Proactively contribute to the work of the East Gippsland Relief and Recovery Subcommittee
- Raise non-standing meeting agenda items with the chair for their approval at least one week prior to a meeting
- Upload meeting papers to the East Gippsland Relief and Recovery Subcommittee management platform at least one week prior to a meeting
- Respect confidential and privileged information
- 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 agency to support the objectives of the East Gippsland Relief and Recovery Subcommittee

7. Administrative Arrangements

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

7.1 Meeting frequency

To align with seasonal requirements and operational tempo, the East Gippsland Relief and Recovery Subcommittee will meet a minimum of 3 times per year, at least 2 weeks prior to EGMEMPC - noting that the EGMMPC meets a minimum of four times a year in March, June, September and December.

The East Gippsland Relief and Recovery Subcommittee chair may schedule additional meetings as required.

7.2 Meeting venue

Generally, meetings will be held face to face, with the option to held virtually in Microsoft Teams. Members may also participate in the meetings by other means including telephone or appropriate equipment.

Face to face meetings, workshops and professional development activities may be held at the discretion of the East Gippsland Relief and Recovery Subcommittee. Administration support for these activities will be provided by the East Gippsland Relief and Recovery Subcommittee as agreed.

7.3 Meeting papers and documentation

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

Meetings will be conducted on a formal basis, with proceedings recorded in minutes and action items documented in the East Gippsland Relief and Recovery Subcommittee Actions Register.

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

East Gippsland Relief and Recovery Subcommittee documentation will be stored on Councils archive platform, and on EM-COP.

7.4 Administrative support

The East Gippsland Relief and Recovery Subcommittee will determine if administrative support is required and how it will be managed. Any such support will be identified and sourced by the East Gippsland Relief and Recovery Subcommittee.

- 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
- Maintain the contact list of MEMPC members.

7.5 Quorum

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

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

7.7 Conflict of interest

If a East Gippsland Relief and Recovery Subcommittee 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.

7.9 Observers

An observer may attend a meeting for any number of reasons. East Gippsland Relief and Recovery Subcommittee members will advise the chair of the attendance of an observer before a meeting, where possible. This could include for succession planning and agency capacity building purposes.

Observers must respect all confidentiality and operating protocols of the East Gippsland Relief and Recovery Subcommittee, and must not:

- propose or vote on motions
- intrude on the procedures of the East Gippsland Relief and Recovery Subcommittee
- take part in the meeting proceedings without the invitation of the chair.

7.11 Issue escalation

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

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

Issues requiring escalation should be well documented and include:

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

8. Financial Management

The East Gippsland Relief and Recovery Subcommittee does not have a financial delegation and does not hold a budget. The East Gippsland Relief and Recovery Subcommittee cannot expend or receive monies.

Member agencies may agree to commit funds to a East Gippsland Relief and Recovery Subcommittee 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
REMP	Regional Emergency Management Plan
REMP	Regional Emergency Management Planning Committee
SEMP	State Emergency Management Plan
LIMP	Local Incident Management Plan
CEMP	Community Emergency Management Plan

10. Document information

Document details

Criteria	Details
Document ID	Version 01
Document title	Terms of Reference
Document owner	East Gippsland Relief and Recovery Subcommittee of EGMEMPC

Version control

Version	Date	Description	Author
1.2	Dec 2025	Governance and communications Structures updated	Chair

Document approval

This document requires the approval of the MEMPC:

Name	Title	Organisation

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.
Review Date	

Appendix A – Relief and Recovery Sub Committee Membership

Organisation
EAST GIPPSLAND SHIRE COUNCIL
NEMA
EMERGENCY RECOVERY VICTORIA
GIPPSLAND WOMENS HEALTH
EGSC GENERAL PRACTITIONERS
LIONS
RED CROSS
DEPARTMENT OF FAMILY FAIRNESS AND HOUSING
ST VINCENT DE PAUL
VICTORIA POLICE
DEPARTMENT OF HEALTH
SALVATION ARMY
GIPPSLAND LAKES COMPLETE HEALTH
NEIGHBOURHOOD HOUSES ACROSS EAST GIPPSLAND
ANGLICARE VICTORIA
CENTRELINK
DEPARTMENT OF AGRICULTURE
WITHIN AUSTRALIA
FARMERS VOICE
GPPSLAND DISABILITY ADVOCACY
GEGAC
BUSH NURSES
GIPPSLAND COMMUNITY LEGAL SERVICE
GIPPSLAND PHN
GLAWAC
LEGAL DISASTER TEAM
MIND AUSTRALIA
ORBOST REGIONAL HEALTH
BAIRNSDALE REGIONAL HEALTH SERVICE
RAPID RELIEF TEAM
ADRA
RURAL AID
SALVATION ARMY
ST JOHN AMBULANCE
COMMUNITY CENTRES
UNITING CHURCHES
VICTORIAN COUNCIL OF CHURCHES
WINDERMERE

Appendix D4 – EGMEMPC East Gippsland Planning advisory group sub-committee terms of reference

East Gippsland Municipal Emergency Management Planning Committee

East Gippsland Planning Advisory Group (EGPAG)

Sub-Committee Terms of Reference

Introduction:

The Planning Advisory Group is a Sub-Committee to the East Gippsland Municipal Emergency Management Planning Committee (MEMPC).

The committee was established with the 2024 review of the East Gippsland Municipal Emergency Management Plan (MEMPC) review 2024, to align with the planning phases undertaken before an emergency occurs.

Scope:

The Planning Advisory Group provides a municipal level forum to build and sustain organisational partnerships, generate a common understanding, and shared purpose for understanding risks, consequences, and appropriate mitigation actions for East Gippsland.

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.

All participating agencies are required to contribute their expertise and resources to municipal emergency management planning.

This Sub-Committee reports to the MEMPC.



Functions:

On behalf of the MEMPC, the committee is responsible for:

Preparing a Community Emergency Risk Assessment (CERA) review for the MEMPC to complete, taking into consideration:

Which hazards pose a threat to East Gippsland

Continuous review of risk within East Gippsland (with CERA completed a minimum of every 3 years) allowing for identification of new and emerging hazards posing a threat to community and review of hazards following a significant event

Maintenance of the CERA Online database

Ensure risk is considered within the following context:

Whole of community perspective, its characteristics, strengths, and vulnerabilities

Consideration of events which require multi agency responses

Consideration and acknowledgement of existing risk management controls

History of emergency events within the Municipality

Consideration of emergency events which impact greater than 1% of the East Gippsland Shire population

Monitoring, review and reporting on delivery of risk treatment plans

Sharing knowledge to create an environment for continuous improvement

Liaise and engage with community groups in relation to emergency management planning

Membership:

Core membership

The Sub-Committee consists of a core membership from the following Agencies:

Agriculture Victoria (AgVic)

Ambulance Victoria (AV)

Country Fire Authority (CFA) / Fire Rescue Victoria (FRV)

Department of Energy, Environment and Climate Action (DEECA)

Department of Families, Fairness and Housing (DFFH)

Department of Health (DoH)

Department of Transport and Planning (DTP)

East Gippsland Catchment Management Authority (EGCMA)

East Gippsland Shire Council (EGSC)

East Gippsland Water (EGW)

Gippsland Ports (GipPorts)

Victoria Police (VicPol)

Victoria State Emergency Service (VICSES)

Refer to Appendix C for a current membership list (not provided for public distribution).

Subject Matter Experts and Guests

Additional members may be invited if interests are relevant to the role and purpose of the committee and on agreement (majority vote) by the existing membership.

Guest speakers or subject matter experts may be invited to attend and present on topics that have been agreed and outlined in an agenda. These may be outside of the committee membership and will not be expected to attend all meetings thereafter.

Roles and Responsibilities:

Chair

The committee will elect a suitable chair from the core membership.

Chair Responsibilities

The Chair has the following functions:

Facilitating the development of an agenda and Chairing meetings.

On behalf of the group provide information and recommendations to the MEMPC.

Additionally, the Chair will:

Ensure the group operates in accordance with the requirements of this Terms of Reference.

Ensure that the group meets according to its schedule.

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 to the MEMPC.

Coordinate out of session matters.

Deputy Chair

Should the appointed chair be unavailable on the day of a meeting then a temporary chair will be selected from attending members.

Deputy Chair Responsibilities

Undertake the role of the Chair if the elected Chair is absent.

Receive delegated responsibilities of the Chair as agreed with the Chair.

Member Responsibilities

Members will provide representation at the appropriate level and with the authority to share information and make recommendations on behalf of their organisation or community.

Members are asked to participate in the group as a partnership and provide advice or make recommendations in the best interest of East Gippsland.

All group members will:

Proactively contribute to the work of the group.

Respect confidential and privileged information.

Report on relevant agency activity relating to emergency management planning or risks with the potential to impact East Gippsland.

Engage with relevant personnel within their agency to obtain information and liaise with subject matter experts or key representatives.

Administration:

Meeting Frequency

The committee will meet 3 times per year, in February, May and August.

Additional meetings may be scheduled as needed or directed by the MEMPC, such as in preparation for a CERA review, or following a significant event.

Meeting Location

Meetings will be held in a hybrid approach with face-to-face opportunity at the Bairnsdale Library and online participation via Microsoft Teams. Should the Library be unavailable for a meeting, an alternative Council facility will be selected based on availability.

East Gippsland Shire Council will provide support in booking meeting venues.

Meeting Papers and Documentation

A call for agenda items will be circulated fourteen days prior to the meeting. Any member can submit items to be included on the agenda. The chair will circulate the agenda seven days prior to the meeting.

Meetings will be conducted on a formal basis, with minutes taken and action items documented in an Actions Register.

The minutes and action register will be distributed to the committee within fourteen days of the meeting date.

Quorum

Sub-Committee activities may be conducted without a quorum present; however, a quorum must be present for the purpose of developing recommendations to the MEMPC.

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

A quorum is greater than 50% of the core members and includes the Chair or deputy Chair.

Proxies

In the event a member is unable to personally attend a meeting, that member is to arrange a proxy to attend in their place.

Document Information:

Audience

The audience for this document is the Planning Advisory Group.

Version Control

Version	Date	Edit Description	Author
1.0	15 May 2024	Draft TOR created for the combined Risk and All-Hazards Sub-Committee	R. Nicolson
2.0	24 Oct 2024	TOR updated to align with change to the Planning Advisory Group	R. Nicolson
3.0	Dec 2025	Governance structure updated	Chair

Approval

This document requires approval of the Sub-Committee.

Date	Name	Role	Signature

Review

Terms	Description
12 months	This document will be reviewed every 12 months or more frequently as required
Review Date	TBC

Appendix D5 – EGMEMPC East Gippsland Response, Exercise & Training Advisory Group terms of reference

TERMS OF REFERENCE

East Gippsland MEMPC

Response, Exercising and Training Advisory Group

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Introduction

The East Gippsland Municipal Emergency Management Plan (EGMEMP) documents the outcomes of the planning process conducted by the East Gippsland Municipal Emergency Management Planning Committee (EGMEMPC). It is the overarching emergency management plan for the East Gippsland municipality. It provides information to emergency services, other organisations, and the community on how risks will be assessed and dealt with, and the management arrangements for emergencies in mitigation, response relief and recovery. Victorian Government agencies, non-government organisations, community support organisations, businesses, individuals, families and households, and community groups and networks, work together with shared responsibility to achieve the aim of the EGMEMP.

EGMEMPC is committed to all aspects of emergency management planning and has structured processes in place that enable the effective maintenance of the EGMEMP including the initiation and management of specific sub committees, working groups and advisory groups.

Purpose

The Response, Exercising and Training Advisory Group is established to support the EGMEMP through an integrated and coordinated approach to prepare for and reduce the effects of emergencies in supporting EM sector agencies to have plans, capability and capacity for response activities.

Scope

This advisory group is established to support the objectives of the EGMEMPC which operates strategically to ensure comprehensive, collaborative and integrated emergency planning.

Specifically, this advisory group is established with the following scope:

- Share information on upcoming preparedness activities and maintain a calendar of preparedness activities and events (e.g. trainings and exercises) in the municipality for coordination purposes
- Build a community of practice for the municipality by promoting training and multi-agency exercises, active feedback and sharing of lessons learned from preparedness activities
- Respond to requests for support with emergency preparedness and simulation exercises as well as contributing to emergency planning, preparedness and relief and recovery initiatives
- Promote the State Emergency Management Priority - *Protection and preservation of life and relief of suffering is paramount*

The following is out of scope for this advisory group:

- The advisory group is not responsible for the creation of agency specific response plans

- Functions of the Planning Advisory Group or Relief and Recovery Sub-committee.

Establishment, Review and Disestablishment

The name Response and Immediate Recovery Advisory Group was established on 4th December 2024.

The naming convention was amended by EGMEMPC on 4th June 2025 and is now the Response, Exercising and Training Advisory Group and will continue until at which time it is to be reviewed by the EGMEMPC.

Governance

The advisory group will provide a written progress report to the EGMEMPC at each of the scheduled MEMPC meetings (March, June, September and December) as well as any additional meetings as requested by the EGMEMPC chair.

Response, Exercising and Training Advisory Group

Functions

This advisory group is accountable to and contributes to the work of the EGMEMPC, which is the peak planning body for emergency management for the municipality.

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

The advisory group may establish small task groups to investigate or address specific issues or undertake key assignments. These task groups will be time limited and will be automatically disestablished if the sub-committee or working group ceases to exist. Task groups can be extended beyond their initial term if needed.

Context

The EGMEMPC is the key link between community and regional level emergency planning and response activities. This advisory group reports directly to the EGMEMPC.

Role of the EGMEMPC in supporting the work of sub-committees and working groups:

The EGMEMPC supports sub-committees, working groups and advisory groups by:

- endorsing these terms of reference to guide the advisory group
- providing a MEMPC member as an advisory group chair or member
- receiving an update by the advisory group at each regular MEMPC meeting
- providing support and guidance to the advisory group to support it to meet its objectives

Membership

The EGMEMPC specifies the core membership of the Response, Exercising and Training Advisory Group.

Membership of the advisory group is not restricted to the EGMEMPC membership, however there will be at least one EGMEMPC member among the membership and core membership agencies nominate their representatives for the group.

7.1 Additional members

The advisory group may invite additional people with key skills or knowledge to join the advisory group or relevant task group. The advisory group will maintain a comprehensive list of members.

Refer to Appendix A for a list of members of the advisory group.

7.2 Change of representative

Representatives nominated by the EGMEMPC must advise the advisory group chair of their resignation from the advisory group and the date on which this will take effect. The member may recommend an appropriate replacement for consideration by the advisory group.

As soon as practical, the chair will advise the EGMEMPC to allow the identification and appointment of a replacement member.

Roles and responsibilities

Office Bearers

Position	Name	Date elected	Term expires no later than
Chair	Wayne Rothwell – Victoria Police	06/03/2025	
Deputy chair			

Meeting Facilitator	Wayne Rothwell		
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Election of chair

The Response, Exercising and Training Advisory Group Chair is selected by the advisory group members. The chair is not required to be a EGMEMPC member.

The current Chair is Wayne Rothwell from Victoria Police. This position will be reviewed at the point that this Terms of Reference is next reviewed.

Chair responsibilities

The chair has the following functions:

- Chairing the advisory group meetings
- Supporting the advisory group to perform its functions
- Ensure the advisory group operates in accordance with the requirements of this Terms of Reference
- Ensure that the advisory group meets according to its schedule
- Ensure that the advisory group meetings are efficient and effective
- Confirm the agenda for each meeting
- Manage acceptance/advice of last-minute papers or agenda items prior to advisory group meetings.
- Provide leadership to the committee in its deliberations
- Facilitate frank and open discussion
- Ensure that all members can participate equally
- On behalf of the advisory group provide a written report to the EGMEMPC at each of its regular meetings, or more often as required, on any matter that affects, or may affect, emergency management planning in the municipality as it relates to the scope of this advisory group.
- Refer issues or matters of concern identified by the advisory group, or members of the advisory group to the EGMEMPC.
- Sign correspondence on behalf of the advisory group
- Represent the advisory group in other forums where appropriate
- Coordinate out of session matters.

Election of a deputy chair

To ensure consistency and redundancy the advisory group may elect a deputy chair.

Deputy chair responsibilities

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

Member responsibilities

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

All advisory group members will:

- Prepare for, prioritise and attend scheduled meetings
- Proactively contribute to the work of the advisory group
- Raise non-standing meeting agenda items with the chair for their approval at least one week prior to a meeting
- Forward meeting papers to the advisory group chair at least one week prior to a meeting
- Respect confidential and privileged information
- 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 agency to support the objectives of the advisory group

Administrative Arrangements

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

Meeting frequency

The advisory group will meet quarterly (2nd Tuesday of February, May, August & November) The chair may schedule additional meetings as required.

Venue

Generally, meetings will be held virtually through the dedicated advisory group channel in Microsoft Teams. Members may also participate in the meetings in person or by other means including telephone or appropriate equipment.

Face to face meetings, workshops and professional development activities may be held at the discretion of the advisory group. Administration support for these activities will be provided by the advisory group as agreed.

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 advisory group actions register within the meeting minutes.

All proceedings and documentation of the advisory group are confidential until the advisory group agrees otherwise, or where the provider of the information advises that it is publicly available, and no restrictions apply to its release. Noting this, the EGMEMPC will be provided access to all documents and records remain discoverable under the Freedom of Information Act 1982.

All meeting papers and other documents are stored in the Response, Exercising and Training Advisory Group folder within the EGMEMPC MS Team. Members will have access and are responsible to upload all relevant documents to the Response, Exercising and Training Advisory Group MS Team folder.

Administrative support

The advisory group will determine if administrative support is required and how it will be managed. Any such support will be identified and sourced by the advisory group.

Administrative support may include:

- Scheduling meetings within the Microsoft Teams platform
- Uploading the meeting agenda
- Record meeting minutes and agreed actions of the advisory group
- Develop/send correspondence for the advisory group
- Maintain the contact list of advisory group members and advise the EGMMPC of changes to membership

Conflict of interest

If a member or their proxy has a direct or indirect interest in a matter to be discussed by the advisory group, they must declare their conflict or perceived conflict and the consideration as to whether they participate in the related discussion.

Observers

An observer may attend a meeting for any number of reasons. The advisory group 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 advisory group, and must not:

- intrude on the procedures of the advisory group
- take part in the meeting proceedings without the invitation of the chair.

Issue Escalation

The Chair, or any member of the advisory group may escalate matters of significance to the EGMMPC for advice or decision.

Issues requiring escalation should be well documented and include:

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

Financial Management

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

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

Document information

Document details

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0.2	03/04/2025	Second draft	Wayne Rothwell
0.3	05/06/2025	Amendment of naming convention to Response, Exercising and Training Advisory Group	Wayne Rothwell
0.4	23/07/2025	ToR approved by MEMPC	Wayne Rothwell

Document approval

This document requires the approval of the EGMEMPC:

Name	Title	MEMPC
Kath Smith	Chair	East Gippsland MEMPC

Audience

The audience for this document is the Response, Exercising and Training Relief Advisory Group

Terms	Description
Review date:	To be determined

Appendix A – Response, Exercising and Training Advisory Group Membership

<u>Agency</u>	<u>Name</u>	<u>Role</u>	<u>Email Address</u>	<u>Contact No.</u>
Victoria Police		Chair		
Ambulance Victoria		Group member		
Country Fire Authority		Group member		
State Emergency Service		Group member		
DEECA / FFMV		Group member		
East Gippsland Shire		Group member		
DFFH		Group member		
DTP		Group member		
Parks Victoria		Group member		
Department of Health		Group member (until June 2025)		
EGCMA		Group member		
East Gippsland Water		Group member		
Gippsland Ports		Group member		
Red Cross		Group member		
SP Ausnet				
Telstra				

Appendix E - Relief and Recovery useful References:

Phoenix The Disaster Mental Health Hub: <https://www.phoenixaustralia.org/>

Australian Government Disaster Assist website at: www.disasterassist.gov.au

Australian Taxation Office: Guide to dealing with disasters: www.ato.gov.au

Community Recovery Handbook- <https://knowledge.aidr.org.au/handbook-2-community-recovery/>

Communicating in Recovery Guide- www.redcross.org.au/communicating-in-recovery.aspx

Department of Families Fairness and Housing website at: www.dffhs.vic.gov.au/emergencies

Donating Food to Emergency Services refer to Department of Health website at: www.health.vic.gov.au

Emergency Management Planning for Children and Young People: Planning guide for local government is available at: [Emergency management planning for children and young people - Department of Human Services, Victoria, Australia](#) or <http://www.DFFH.vic.gov.au/about-the-department/plans,-programs-and-projects/plans-and-strategies/emergency-management/emergency-management-planning-for-children-and-young-people>

Emergency Recovery Victoria: <https://www.vic.gov.au/emergency-recovery-victoria>

People wishing to volunteer should register using the Victorian Government's volunteering portal at: www.volunteer.vic.gov.au

Privacy, Office of Victorian Privacy Commissioner: <https://ovic.vic.gov.au>.

Psychosocial Support: A Framework for Emergencies: <https://providers.dffh.vic.gov.au/psychosocial-support-framework-emergencies-pdf>

Public health fact sheets - the Department of Health has developed fact sheets in English and other community languages on a range of health issues:

- www.betterhealth.vic.gov.au
- www.health.vic.gov.au

Register.Find.Reunite. service at: www.redcross.org.au

Sphere handbook: Humanitarian Charter and Minimum Standards in Humanitarian Relief: www.sphereproject.org.

Spontaneous Volunteer Management Resource Kit, on the Red Cross website at: www.redcross.org.au

Strategy for Aboriginal Community-led Recovery: <https://www.vic.gov.au/strategy-aboriginal-community-led-recovery>

Victorian Relief and Recovery website: www.recovery.vic.gov.au

Victorian Emergency Animal Welfare: <https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria>

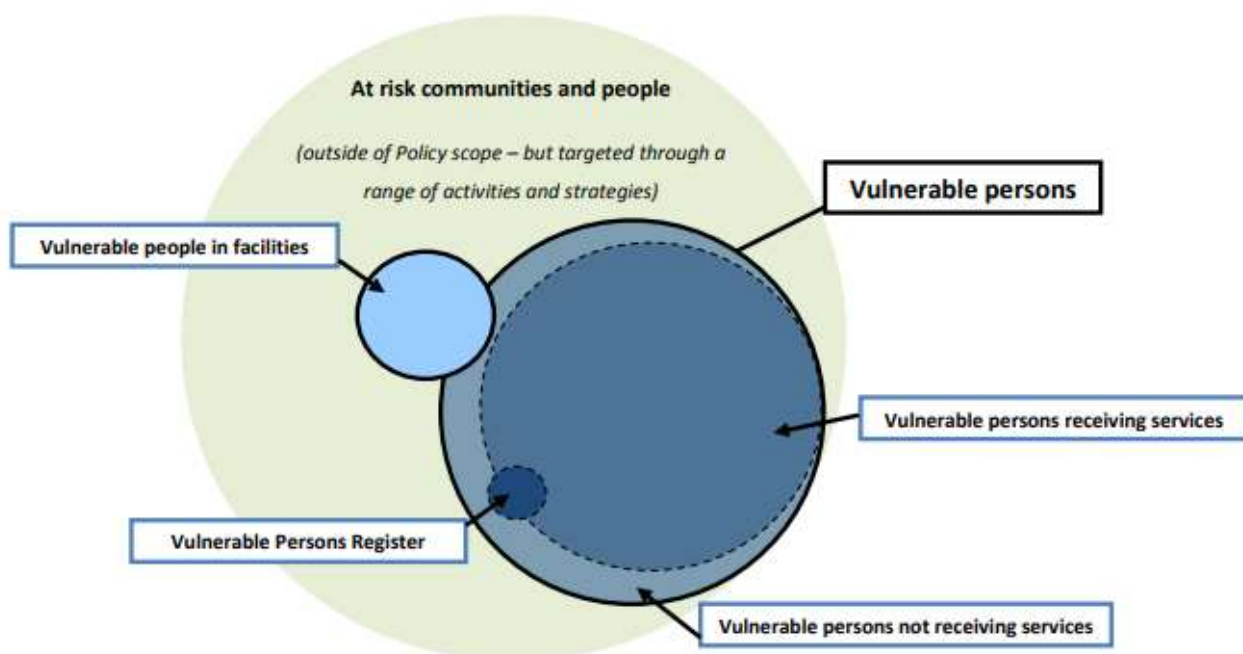
Appendix F - Vulnerable Persons In Emergencies

Within an emergency management and recovery context there are vulnerable communities residing in, visiting, or travelling through East Gippsland Shire Council. The challenge is how to reach and engage these communities in emergency preparedness, planning and recovery.

The Department of Families, Fairness and Housing has produced the Vulnerable People in Emergencies Policy (DFFH, 2015). In this policy, a vulnerable person is defined as someone living in the community who is:

- frail, and/or physically or cognitively impaired; and
- unable to comprehend warnings and directions and/or respond in an emergency.

A *vulnerable* person may be identified for inclusion on a Vulnerable Persons Register if they **additionally** cannot identify personal or community support networks to help them in an emergency.



Vulnerable People in Emergencies Policy Scope (DFFH, 2015).

COUNCILS ROLE WITH VULNERABLE PERSONS

Key activities for East Gippsland Shire Council are to:

- Coordinate local implementation of Vulnerable Persons Registers to securely track vulnerable individuals;
- Develop and maintain a list of local facilities where vulnerable people are likely to be;
- Manage vulnerable client records;
- Coordinates local processes for identifying vulnerable people not receiving services for planning support and for screening for the Vulnerable Persons Register, and to coordinate processes for ongoing maintenance of this information.

VULNERABLE PERSON'S REGISTER

East Gippsland Shire Council manages the Vulnerable Persons Register. Victoria Police will obtain the details of vulnerable individuals directly from the register for emergency planning and response purposes. The register is located on Crisisworks

There may be residents in the municipality who don't meet the eligibility for inclusion in the Vulnerable Persons Register but may require additional assistance in an emergency. The following agencies provide further assistance to the community:

- Education - Government Schools – Facilities
- Preschools – Facilities
- Child Care Centres – Facilities
- Bairnsdale Regional Health Service – Service Provider
- Buchan Bush Nursing Association
- Gippsland Lakes Community Health
- Salvation Army - Service Provider
- Uniting Care Gippsland - Service Provider
- Latrobe Community Health Service – Service Provider
- Salvation Army - Service Provider
- Yooralla - Service Provider
- Headway Gippsland - Service Provider

Other public resources and information:

[Arrangements for Flood Warning Services in Victoria \(February 2001\) - Data Collection Networks - Monitoring Roles & Responsibilities](#)

[Water Data Online: Water Information: Bureau of Meteorology](#)

[Arrangements for Flood Warning Services in Victoria \(February 2001\) - Flood Warning Categories & Warning Definitions](#)

[Seasonal Streamflow Forecasts: Water Information: Bureau of Meteorology](#)

Appendix G – Relief and initial recovery services and providers

Relief Activities	Relief coordinating agency
Animal Welfare	DJPR , DEECA
Community information	Control Agency, Tier coordinator
Disbursement of material aid (non-food items)	Salvation Army
Drinking water for households in non-reticulated areas	DEECA
Emergency financial assistance	DFFH
Emergency shelter	DFFH
Food and grocery supply continuity	DJPR
Food and water	ARC
Health and Medical assistance and first aid	AV , Local General Practitioners/Pharmacies
Psychosocial support	DFFH
Reconnecting family and friends	ARC , VicPol

Appendix H - Agencies Providing Services to Vulnerable Clients

Agency	Office Location	Service Provided	Phone	Locations
Baptcare		Aged Care		Bairnsdale Lakes Entrance Metung Paynesville
Benetas Community Care	347A Esplanade Lakes Entrance	Aged Care	5155 6000	Lakes Entrance Marlo Lindenow Orbost
Department of Families, Fairness and Housing	7 Service Street Bairnsdale	Disability Care	5150 4500 5177 2500	Bairnsdale Traralgon
Latrobe Community Health Services	36 Bailey Street Bairnsdale	Aged and Disability Care	1800 242 696	Bairnsdale
Noweyung	84 Goold Street Bairnsdale	Disability Care	5153 0111	Bairnsdale
Noweyung	Merindah Forest Road Orbost	Disability Care	5154 1879	Orbost
Gippsland Lakes Complete Heath	28 Main Street Bairnsdale	Aged and disability care	5152 0052	Bairnsdale Lakes Entrance Nowa Nowa Bruthen
Ross Street Adult Day Care (Bairnsdale Regional Health)		Aged and disability care	5152 0277	Bairnsdale Lakes Entrance Nowa Nowa Bruthen
Psychiatric Service (Community Mental Health)		Mental Illness Case Management		Bairnsdale
Gippsland Disability Advocacy Inc,	1/210 Main Street Bairnsdale	Psychiatric disability support service	5175 0444	Bairnsdale
Cann Valley Bush Nursing Centre	27 Monaro Highway Cann River	Health care aged and other	5158 6274	Cann River
Mallacoota District Health		Aged and disability care		Mallacoota
Orbost Regional Health	104 Boundary Road Orbost	Aged and disability care	5154 6666	Orbost
Orbost Mental Health		Mental Illness – Far East Gippsland	5154 6721 5173 8000 Latrobe Regional Hospital	Orbost

Agency	Office Location	Service Provided	Phone	Locations
Omeo District Health Service		Aged and disability care		Omeo
Bruthen Day Care	Mechanics Hall Main Street Bruthen	Aged and disability care		Bruthen
Paynesville Day Care Centre	Community Centre Paynesville	Aged and disability care		Paynesville
Lindenow Day Care Centre	Mechanics Hall 152 Main Road Lindenow	Aged and disability care	5157 1585 H	Lindenow
Bairnsdale Regional Health Service District Nursing	Day Street Bairnsdale	Aged and disability care	5153 1120	East Gippsland
Department of Veteran Affairs	68A McLeod Street Bairnsdale	Aged and disability care	5153 1120	East Gippsland
UnitingCare - Gippsland	49 McCulloch Street Bairnsdale	Aged and disability care	5152 9600	East Gippsland
Villa Maria		Aged and disability care	5143 6000	Sale
Salvation Army	62 Goold Street Bairnsdale	Aged and disability care	5152 4201 5153 0144	East Gippsland
Yooralla	68A McLeod Street Bairnsdale	Disability care	5153 0831 185 Balfours Rd Lucknow	Bairnsdale Bruthen Lakes Entrance Marlo Orbost
Buchan Adult Day Centre	Buchan Hall Main Road Buchan			Buchan
Metung Adult Day Care Centre	St Johns Anglican Church Stirling Road Metung		5156 2270	Metung

RESIDENTIAL FACILITIES

Name	Office Location	Service Provided	Phone	Locations
Department of Families, Fairness and Housing	10 Gordon Street Orbost	Community Residential Units	5154 2344	Orbost
Department of Families, Fairness and Housing	7 Service Street Bairnsdale	Community Residential Units	5150 4500	Bairnsdale
E W Tipping Foundation	20 Ligar Street Bairnsdale	Community Residential Units	5152 2795 0488 250 017	Bairnsdale Lakes Entrance
Yooralla	185 Balfours Road Lucknow	Community Residential Units	5153 0831	Bairnsdale
Eagle Manor	37 School Road Eagle Point	Supported Residential Units	5156 7766	Eagle Point
Kooralbyn Lodge	8 Rupert Street Bairnsdale	Supported Residential Units	5152 4677	Bairnsdale
Domain Harnham Drive		Aged care residential home	5152 3744	Bairnsdale
Domain Lake View Lakes Entrance		Aged care residential home		Lakes Entrance
Domain Paynesville		Aged care residential home	5156 7634	Paynesville
Lakes Entrance Age Care facility	23 Alexander Parade Lakes Entrance	Aged care residential home	5155 2054	Lakes Entrance
Lochiel House Hostel	115 Stanley Street Orbost	Aged care residential home	5154 6613	Orbost
Omeo District Health	12 Easton Street, Omeo	Aged care residential home	5159 0100	Omeo
Maddock Gardens and Sutherland Lodge	125 McKean Street Bairnsdale	Aged care residential home	5150 3380	Bairnsdale
Waratah Lodge Croajingalong Village Orbost & District	5186 Boundary Road Orbost	Aged care residential home	5154 3188	Orbost

Appendix i – Community Emergency Management Plans in East Gippsland

Available through the Council Municipal Emergency Management Officer or [Dashboard](#)

- Bidwell-Maap Aboriginal Corporation CEMP
- Gippsland and East Gippsland Aboriginal Cooperative CEMP
- Gunaikurnai Land and Waters Aboriginal Corporation CEMP
- Disaster Resilience Plan for Communities of the Lakes Entrance District
 - Lake Tyers Beach CEMO
 - Lakes Entrance CEMP
 - Nowa Nowa CEMP
- Lakes Entrance Aboriginal Health Association CEMP
- Lake Tyers Aboriginal Trust and Lake Tyers Health and Children's Services CEMP
- Metung Local Emergency Action Plan
- Monero Yuin Cann River Communities CEMP
- Moogji Aboriginal Council CEMP
- Nindi-Ngujarn Ngarigo Monero Aboriginal Corporation CEMP
- Omeo & District Resilience Plan
 - Benambra CEMP
 - Anglers Rest CEMP
 - Cobungra CEMP
 - Omeo CEMP
 - Swifts Creek CEMP
 - Ensay CEMP
 - Tambo Crossing CEMP
- Yoowinna Wurnalung Aboriginal Healing Service CEMP

Appendix J – CERA Process

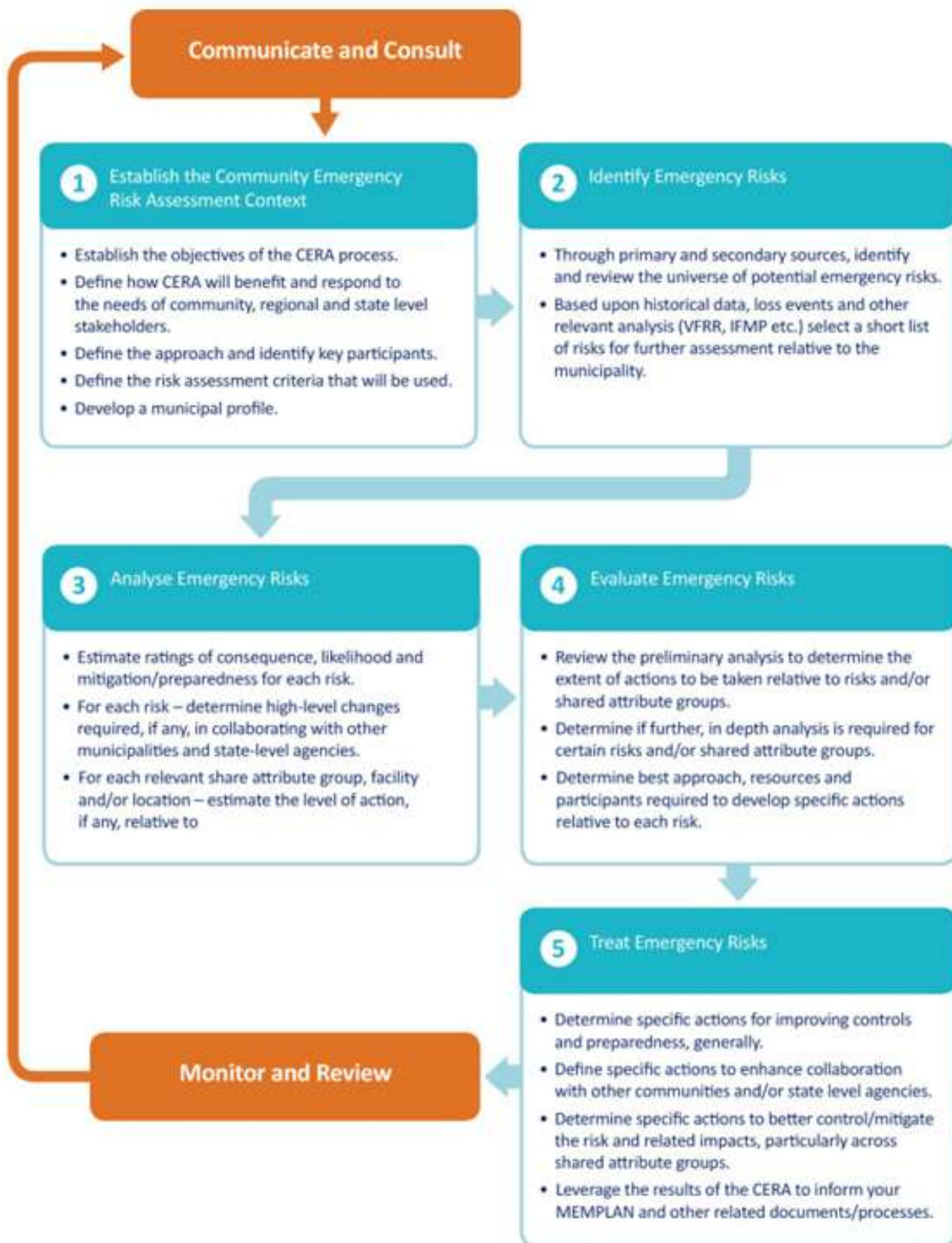


Figure 1 Steps in the CERA process.

Table 1: Consequence Rating Table

Rating	People	Environment	Economy	Public Administration	Social Setting
Definitions	- Death as a direct result of emergency. - Critical injuries with long-term or permanent incapacitation- Serious injuries Minor injuries	- Loss of species and/or landscapes - Loss of environmental value	- Decline of economic activity and/ or loss of asset value	- Impact of the emergency event on the delivery of core function of the governing bodies for the community	- Effect on communities from the emergency event, as distinct from the individual impacts assessed in the people criteria
Insignificant 1	- Less than 1 in 10,000,000 people for the population of interest	- No damage to eco systems at any level - Inconsequential damage to environment values of interest	- Inconsequential business sector disruption - Loss of asset value less than 0.004% of gross product produced by area of interest	- Governing bodies' delivery of core functions is unaffected or within normal parameters	- Community's social connectedness is disrupted, no permanent dispersal. - Minor damage to object of cultural significance.
Minor 2	- Greater than 1 in 10,000,000 people for the population of interest	- Minor damage to eco systems or species at a local or regional level - Minor damage to environment values of interest	- Significant industry or business sector impacted ie. Less than one year profit - Loss of asset value less than 0.004% of gross product produced by area of interest	- Governing bodies encounter limited reduction in delivery of core functions	- Community's social connectedness is disrupted, no permanent dispersal. - Damage to object of cultural significance.
Moderate 3	- Greater than 1 in 1,000,000 people for the population of interest	- Minor damage to ecosystems and species at the state level - Significant loss or impairment of an ecosystem or species at a local or regional level. - Significant damage to environmental values of interest.	- Significant industry or business sector impacted ie. More than one year profit - Loss of asset value less than 0.04% of gross product produced by area of interest	- Governing bodies encounter significant reduction in the delivery of core functions - Governing bodies are required to divert some available resources to deliver core functions or seek external assistance to deliver some of their core functions.	- Community's social connectedness is broken, some permanent dispersal. - Damage or localised widespread damage to object of cultural significance.
Major 4	- Greater than 1 in 100,000 people for the population of interest	- Minor damage at national level, significant loss at state level and/or severe damage at local or regional level. Severe damage to environmental values	- Significant structural adjustment by industry - Loss of asset value greater than 0.4% of gross product produced by area of interest	- Governing bodies encounter severe reduction in the delivery of core functions - Governing bodies are required to divert a significant amount of available resources to deliver core functions or seek external assistance to deliver the majority of their core functions	- Community's social connectedness is significantly broken, significant permanent dispersal. - Widespread damage or localised permanent loss to object of cultural significance.
Catastrophic 5	- Greater than 1 in 10,000 for the population of interest	- Permanent destruction at all levels, severe damage at national or state and/or significant loss at national level. - Permanent destruction of environmental values of interest.	- Failure of a significant industry or sector - Loss of asset value greater than 4% of gross product produced by area of interest	- Governing bodies are unable to deliver their core functions.	- The community of interest's social connectedness is irreparably broken. Community ceases to function and disperses. - Widespread and permanent loss to objects of cultural significant

Table 2: Control strength and expediency

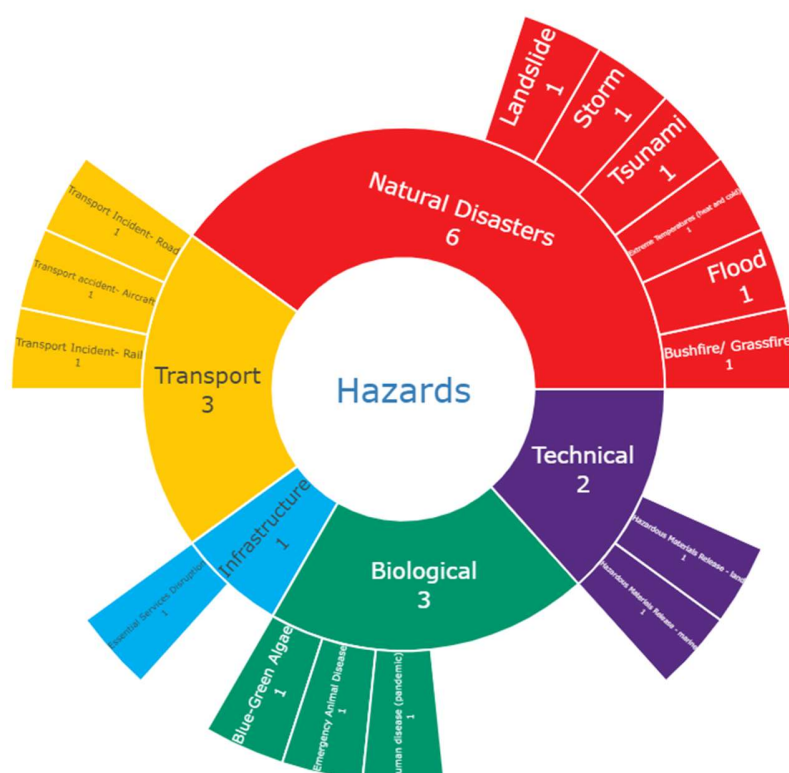
Level	Control Strength	Control expediency
High 1	Control is highly effective in reducing the level of risk	The control is frequently applied. A procedure to apply the control is well understood and resourced. The cost of applying the control is within current resources and budgets.
Medium 2	Control is effective in reducing the level of risk	The control is infrequently applied and is outside of the operators everyday experience. The use of the control has been foreseen and plans for its application have been prepared and tested. Some extraordinary cost may be required to apply the control.
Low 3	Control has some effect in reducing the level of risk	The control is applied rarely and operators may not have experience using it. The use of the control may have been foreseen and plans for its application may have been considered, but it is not part of the normal operational protocols and has not been tested. Extraordinary cost is required to apply the control, which may be difficult to obtain.
Very low 4	Control has almost no effect in reducing the level of risk	Application of the control is outside of the experience and planning of operators, with no effective procedures or plans for its operation. It has not been foreseen that the control will ever need to be used. The application of the control requires significant cost over and above existing resources, and the cost will most likely be objected to by a number of stakeholders.

Table 3: Likelihood level

Likelihood	Estimated average recurrence interval	Description
Almost certain 5	More than once a year	Expected to occur in most circumstances; with strong anecdotal evidence of recorded incidents.
Likely 4	1-10 years	Many recorded events Some events in comparable jurisdictions Great opportunity, reason or means to occur
Unlikely 3	11-100 years	Some recorded events Some events in comparable jurisdictions Some opportunity, reason or means to occur
Rare 2	101- 1,000 years	Few recorded events Some events in comparable jurisdictions Little opportunity, reason or means to occur
Very rare 1	>1,000 years	No recorded events No events in comparable jurisdictions Miniscule opportunity, reason or means to occur

Version 2 May 2023

Figure 2 CERA placemat informing hazard voting



Hazard Category	Hazards	
Natural Disasters		Bushfire/ Grassfire
		Flood
		Extreme Temperatures (heat and cold)
		Tsunami
		Storm
		Landslide
Transport		Transport Incident- Road
		Transport accident- Aircraft
		Transport Incident- Rail
Infrastructure		Essential Services Disruption
Biological		Blue-Green Algae
		Emergency Animal Disease
		Human disease (pandemic)
Technical		Hazardous Materials Release - marine
		Hazardous Materials Release - land

Figure 3 Hazards and associated hazard categories selected for the East Gippsland 2023 CERA review

Appendix K – Community Assembly Area contact information

An Assembly Area can be a place to gain information, community support and feel less isolated. It should not replace any personal/family fire plan and decision to leave early.

Do not expect food, water or shelter.

Authorities may use Assembly Areas to:

- Meet with the local community
- Leave information and maps for the community
- Leave equipment that is for the community to access

Assembly arrangements alter from community to community. Some may have volunteer staff and time to assist their own community.

Assembly Areas are designated during the LIMP planning process.

4.2.1 List of Community Assembly Areas in East Gippsland

- Bemm River CFA Fire Station, Roberts Road
- Benambra Neighbourhood House, Gibbo Street
- Bonang Community Hall, Bonang Highway Bonang
- Bruthen Mechanics Institute Precinct, Main Street
- Buchan Mechanics Hall (flood), 45 Main Road
- Buchan Valley Log Cabins (flood), Gelantipy Road
- Buchan Recreation Reserve, Buchan/Orbost Road
- Cann River P12 College, Tamboon Road
- Club Terrace Community Centre, 25 School Road
- Combienbar Community Hall, 3274 Combienbar Road
- Ensay Community Hall, Great Alpine Road
- Fernbank CFA Shed, 4 Pearce Street
- Gelantipy CFA Shed, 1/3 Saleyard Road
- Genoa Wayside Stop, Princes Highway
- Glenaladale Community Hall, 1745 Fernbank/Glenaladale Road
- Goongerah Community Hall, 6933 Bonang Road
- Hillside, Riviera Christian Centre, 103 Bairnsdale Dargo Road Bairnsdale
- Kalimna West CFA Shed, Nungurner Road
- Mallacoota Main Community Hall, Allan Drive and Karbeethong Boat Ramp
- Marlo Coast Guard/CFA Shed, Jorgensen Street
- Metung Yacht Club, Metung Road
- Metung, Kings Cove Golf Club, Kings Cove Blvd
- Nungurner Primary School, Nungurner Road and Jetty Foreshore Area, Jetty Road
- Ormeo Community Hub, 179 B Day Avenue
- Raymond Island Community Hall, 7 Fifth Parade
- Swifts Creek Community Hall, Great Alpine Road
- Tambo Crossing Community Facility, Tambo Crossing
- Tubbut Community Hall, McKillops Road
- Wairewa Community Hall, Wairewa Road
- Waygara Old Mill Site, Waygara Road
- W Tree Woolshed, 2440 Gelantipy Road

Appendix L– Community Assembly Area STAND locations

Current STAND locations listed below: Site names	Email address
Bairnsdale City Oval	avbairnsdale3875@outlook.com
Bemm River CFA Station	avbemmrivercfa3889@outlook.com
Benambra Neighbourhood	avbenambra3900@outlook.com
Bendoc Hall	avbendochall3888@outlook.com
Bonang Hall	avbonang3888@outlook.com
Bruthen Hall	avbruthen3885@outlook.com
Buchan Rec Res	avbuchan3885@outlook.com
Bullumwaal Mechanics Institute	avbullumwaalhall3875@outlook.com
Bundara Fire Shed	avbundara3898@outlook.com
Cabbage Tree Creek Hall	avcabbagetree3889@outlook.com
Cann River Hall	avcannriver3890@outlook.com
Clifton Creek Hall	avcliftoncreekhall3875@outlook.com
Club Terrace Old School	avclubterrace3889@outlook.com
Cobungra Fire Shed	avcobungra3898@outlook.com
Combienbar Hall	avcombienbarhall3889@outlook.com
Ensay Hall	avensayhall3895@outlook.com
Ensay Recreation Reserve	avensayrec3895@outlook.com
Fernbank CFA Station	avstand3864hall@outlook.com
Flaggy Creek Hall & Recreation Reserve	avflaggycreekhall3875@outlook.com
Gelantipy CFA Station	aveelantipyfire3885@outlook.com
Genoa Hall	avgenoahall3891@outlook.com
Glen Valley Hall	avglenvallehall3898@outlook.com
Glenaladale Hall	avglenaladalehall3864@outlook.com
Goongerah Community Hall	avgongerahhall3888@outlook.com
Johnsonville Hall	avjohnsonvillehall3902@outlook.com
Lake Tyers Beach Hall	avlaketyershall3909@outlook.com
Lakes Entrance Mechanics hall	avlakesentrance3909@outlook.com
Lindenow Recreation Reserve	avlindenowrec3865@outlook.com
Lindenow South Recreation Reserve	avlindenowsouthrec3865@outlook.com
Mallacoota Main Hall	avmallacoota3892@outlook.com
Marlo CFA Station	avmarlocfa3888@outlook.com
Noorinbee Hall	avnoorinbee3890@outlook.com
Nowa Nowa Hall	avnowanowahall3888@outlook.com
Omeo Community Hub	omeocommunityhub@gmail.com
Omeo Recreation Reserve	avomeo3898@outlook.com
Orbost Cricket Club	avorbostcricketclub3888@outlook.com
Paynesville Rec Res	avpaynesvillerec3880@outlook.com
Raymond Island Hall	avraymondisland3880@outlook.com
Sarsfield Hall	avsarsfieldhall3875@outlook.com
Swan Reach Recreation Reserve	avswanreachrec3903@outlook.com
Swifts Creek Hall	avswiftscreekhall3896@outlook.com
Tambo Crossing Community Facility	avtambo Crossing3893@outlook.com
Tamboon	avtamboon3890@outlook.com
Tubbut Community Hall	avtubbuthall3888@outlook.com
Wairewa Hall	avwairewahall3887@outlook.com
Wulgulmerang Hall	avwulgulmeranghall3885@outlook.com

Appendix M – Community Assembly Area Audio visual installations

Where relevant equipment is not already available, the supply and installation of AV equipment to support remote and rural communities to remain connected not only through recovery but all year round.

Current AV/TV locations include:

LOCALITY	SITE LOCATION
Bairnsdale City Oval	20 MacArthur Street BAIRNSDALE
Benambra Neighbourhood House	34 Gibbo Street, BENAMBRA VIC 3900
Bendoc Community Hall	26 Dowling Street, BENDOC VIC 3888
Bonang Community Hall	213A Bonang Road, BONANG VIC 3888
Bruthen Community Hall	49 Main Street, BRUTHEN VIC 3885
Bruthen Rec Reserve	10 Bruthen-Nowa Nowa Road, BRUTHEN VIC 3885
Buchan Rec Reserve	5609 Buchan-Orbost Road, BUCHAN VIC 3885
Cabbage Tree Creek Community Hall	2766 Princes Highway, CABBAGE TREE CREEK VIC 3889
Cann River Rec Reserve	24 Tamboon Road, CANN RIVER VIC 3890
Clifton Creek Community Hall	810 Deptford Road, CLIFTON CREEK VIC 3875
Club Terrace Old School	25 School Road, CLUB TERRACE VIC 3889
Combiensbar Community Hall	3280 Combiensbar Road, COMBIENBAR VIC 3889
Ensay Community Hall	5078 Great Alpine Road, ENSAY VIC 3895
Ensay Rec Reserve	59 Ensay-Doctors Flat Road, ENSAY VIC 3895
Genoa Community Hall	4644 Princes Highway, GENOA VIC 3891
Glen Valley Community Hall	Omeo Highway GLEN VALLEY VIC 3898
Glenaladale Community Hall	1745 Fernbank / Glenaladale Road, GLENALADALE
Goongerah Community Hall	6933 Bonang Road, GOONGERAH VIC 3888
Johnsonville Community Hall	1754 Princes Highway, JOHNSONVILLE VIC 3902
Lake Tyers Beach Community Hall	1 Mill Point Road, TOORLOO ARM 3909
Lakes Entrance Mechanics Hall	18 Mechanics Street, LAKES ENTRANCE VIC 3909
Lindenow Community Hall	150 Main Road, LINDENOW VIC 3865
Lindenow Rec Reserve	107 Henry Street, LINDENOW VIC 3865
Lindenow South Rec Reserve	15 Fernbank-Lindenow South Road, LINDENOW SOUTH VIC 3875
Mallacoota Main Hall	23 Greer Street, MALLACOOTA VIC 3892
Newlands Arm Community Hall	25 Meridian Way, NEWLANDS ARM VIC 3875
Nowa Nowa Community Hall	6 Hall Road, NOWA NOWA VIC 3887
Omeo Rec Reserve	99 Day Avenue, OMEO VIC 3898
Orbost Cricket Club Oval	24 Gladstone Street, ORBOST VIC 3888
Paynesville Community Hall	55 Esplanade, PAYNESVILLE VIC 3880
Paynesville Rec Reserve	59 Main Road, PAYNESVILLE VIC 3880
Raymond Island Community Hall	43-47 Sixth Avenue, RAYMOND ISLAND VIC 3880
Sarsfield Community Hall	20 School Road, SARSFIELD VIC 3875
Swan Reach Rec Reserve	30 Duffy Street, SWAN REACH VIC 3903
Swifts Creek Community Hall	6869 Great Alpine Road, SWIFTS CREEK VIC 3896
Tubbut Community Hall	2582 McKillops Road, TUBBUT VIC 3888
Wairewa Community Hall	596 Wairewa Road, WAIREWA VIC 3887
Wulgulmerang Community Hall	381 Snowy River Road, WULGULMERANG EAST VIC 3885

Appendix N – Emergency screen installations

Currently across the Shire we have 12 emergency screens across the Shire.

- Emergency screens have been installed in key community locations, these screens are used to give up to date emergency information.
- In times of emergency Council is responsible for supporting control agencies during the response to an emergency.
- Having emergency screens in specific locations allows the provision of instant messaging to our communities.

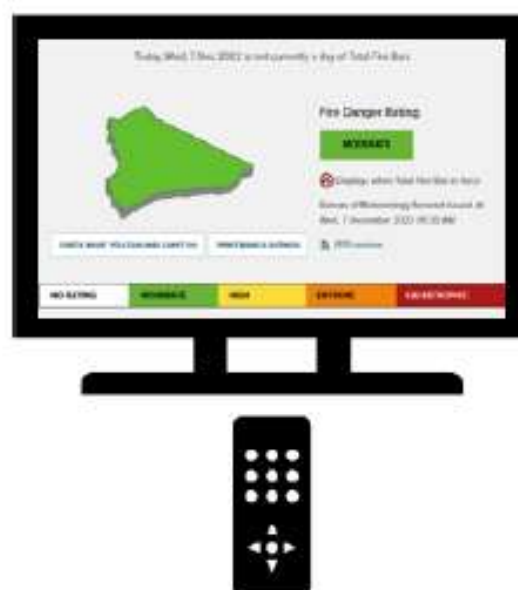
In non-emergency times;

- This system provides Council a way to communicate to the community events and information relevant to the community.

The technology also allows the Community to advertise important events they are having locally.

Sites for the emergency screens include:

- Bairnsdale Visitor Information Centre
- Lakes Entrance Visitor Information Centre
- Paynesville EGSC Business Centre
- Bruthen General Store
- Swifts Creek Community Centre
- Omeo Pharmacy
- Benambra Neighbourhood House
- Buchan General Store
- Nowa Nowa General Store
- Orbost Post Office
- Marlo General Store
- Bemm River CFA Shed
- Cann River (TBC)
- Mallacoota (TBC)



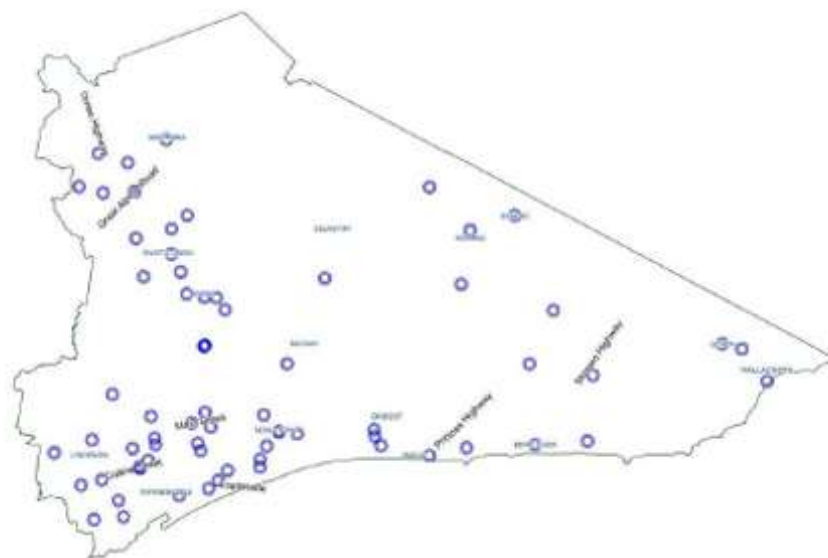
Appendix 0– Static water tank locations

Static water tanks are located throughout the East Gippsland Shire.

These tanks are high volume concrete water tanks of approximately 46,000 litres and are located in isolated and high-risk communities.

The static water tanks increase the capabilities of Emergency Services to respond to any bushfire event.

Each location has been preliminarily assessed for suitability, access and egress, and visibility from a vandalism perspective.



All sites are on public land, sites have been chosen mostly include roadside verges (with adequate space) and community recreation areas. Each tank is constructed to withstand any threat from fire.

Static Water Tank locations include:

LOCALITY	SITE LOCATION
Anglers Rest	Callaghans Road
Anglers Rest	456 Bingo-Tice Road Anglers Rest
Bairnsdale	Bairnsdale Dargo Road (VicRoads)
Bemm River	Bemm River Fire Station
Bendoc	Haydens Bog Road
Bengworden	Swindells Road
Bonang	Bonang Road (VicRoads)
Brookville	1202 Brookville Road Brookville
Bruthen	Dukes Road
Bruthen	Mount Little Dick Road
Bruthen	Great Alpine Road
Buchan	Bruthen-Buchan Road
Buchan South	Quire Road
Bullumwaal	Bullumwaal Road
Bumberrah	Pages Road
Cabbage Tree	Cabbage Tree-Conran Road

Cann River	Tamboon Road Rec Reserve
Club Terrace	574 Combienbar Road Club Terrace
Cobungra	Cobungra Road
Combienbar	3280 Combienbar Road Combienbar
Doctors Flat	5 Sheepstation Creek Rd Doctors Flat
Ensay	Ensay Service Road
Ensay	Murrells Road
Ensay	583 Ensay - Doctors Flat Rd Ensay
Genoa	Alexanders Road
Gipsy Point	Gipsy Point Road
Goon Nure	Goon Nure Road
Goon Nure	Lower Goon Nure Road
Goongerah	Bonang Road (Vicroads)
Granite Rock	30 Bellbird Road Granite Rock
Kalimna West	Robertsons Road
Lindenow	VicRoads Road (Unspecified)
Lindenow South	Redcourt Lane
Marlo	63 Campus Road Marlo
Metung	109 Metung Road
Newmerella	Newmerella Recreation Reserve
Newmerella	160 Prestons Road Newmerella
Newmerella	305 Back Corringale Rd Newmerella
Nicholson	Stephensons Road
Nowa Nowa	Nowa Nowa Recreation Res (18 Stott St)
Nungurner	Nungurner Jetty Road
Omeo	653 High Forest Road Omeo
Raymond Island	255 Gravelly Point Road Raymond Island
Road Reedy Flat	569 Buchan Ensay Road Reedy Flat
Swifts Creek	Bindi Road
Swifts Creek	Cassilis Road
Tambo Crossing	Tambo Spur Road
Tamboon	Morris Road
Tongio	7725 Great Alpine Road Tongio
Toorloo Arm	Casey Creek Road
Toorloo Arm	Cottage Lane
Toorloo Arm	VicRoads Road (Unspecified)
W Tree	2594 Gelantipy Road W Tree
Wairewa	Wairewa Road
Wiseleigh	Barkley Street
Wuk Wuk	Rodericks Road

Appendix P – Water bore and flood sign locations

Part of the response to the drought leading up to Black Summer Southern Rural Water (SRW) funded 10 bores for farmers to access domestic and livestock water. Whilst most of the bores are NOT operational AS AT November 2023 East Gippsland Shire Council is working with SRW to ensure completion, once completed these bores will be handed over to East Gippsland Shire Council.

The water is potable and suitable for domestic and livestock use.

Sites for the bores both SRW and existing Council bores are:

- Wulgulmerang Recreation Reserve
- Gelantipy opposite Bush Nursing Centre
- Benambra Primary School
- Lindenow Recreation Reserve
- Sarsfield Recreation Reserve
- Bruthen Recreation Reserve
- Ensay Recreation Reserve
- Buchan Bluff Reserve
- Cann River Recreation Reserve
- Mallacoota Recreation Reserve
- Swifts Creek Recreation Reserve
- Swan Reach Recreation Reserve



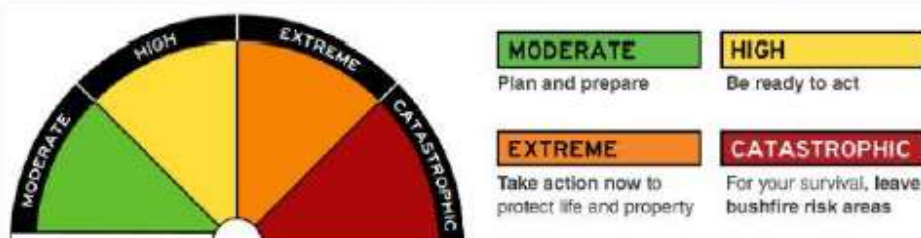
Appendix Q – Flood sign locations

There are currently eight (8) flood signs located across East Gippsland:

LOCALITY	SITE LOCATION
Lindenow	Fernbank Glenaladale Road
	Lindenow Glenaladale Road North
	Lindenow Glenaladale Road South
Tambo Upper	Primary School
	Stephensons Road
	Tambo Upper Road/Cunningham Road
Lucknow	Howitt Avenue
Bairnsdale	Pound Swamp Hill

Appendix R – Fire danger rating sign locations

4.10 FIRE DANGER RATING SIGN LOCATIONS

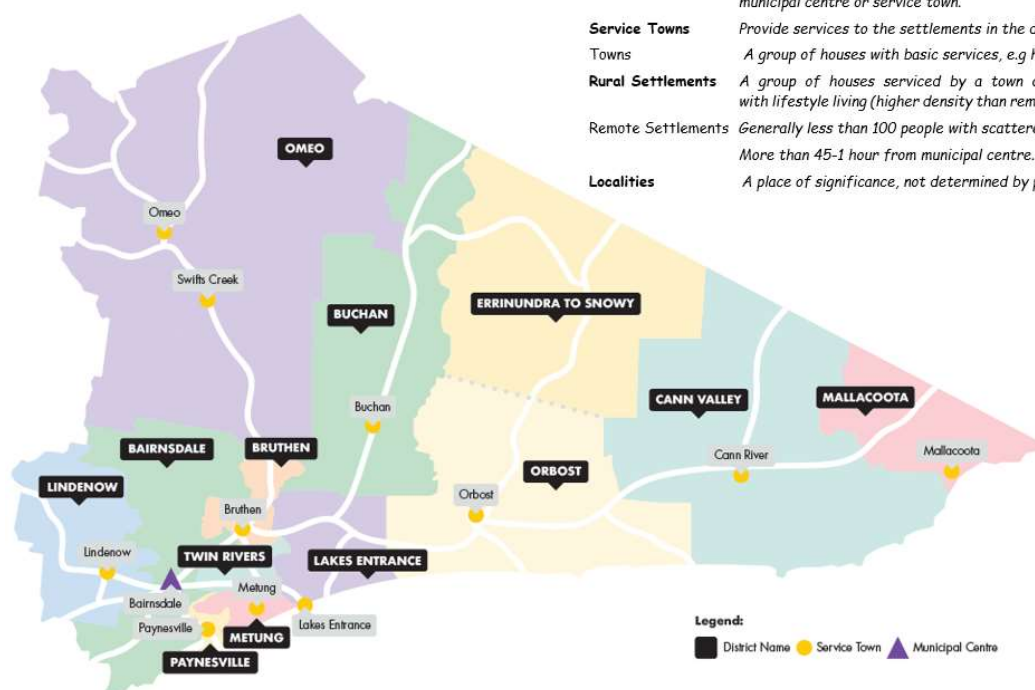


TOWN	ADDRESS	SIGN_TYPE	COORDINATES
Bairnsdale	Princes Hwy	Manual	
Bairnsdale		Automated	
Bemm River			
Bendoc	Dowling Street	Manual	
Bruthen	Bruthen Nowa Nowa Rd	Manual	55H 0573588 5826172
Bruthen	Great Alpine Road	Manual	55H 0572805 5826194
Buchan	Main Road	Manual	
Cann River	Princes Hwy	Manual	55H E:0689939 N:5840150
Cann River	Princes Hwy	Manual	55H E:0689945 N:5840117
Fernbank		Automated	
Lakes Entrance	Princes Hwy	Manual	
Genoa	Princes Hwy	Automated	55H E:0729276 N:5849170
Mallacoota	Fairhaven Drive	Manual	55H E:0743460 N:5839649
	Mallacoota Geno Road	Manual	55H E:0734975 N:5847720
Conrran	Banksia Bluff Road	Manual	55H E:0653918 N:5815687
Marlo	Marine Parade	Manual	55H E:0634975 N:5815647
Merrijig	Mt Buller Road	Undefined	
Newmerella	Princes Hwy	Manual	55H E:0626327 N:5822674
Omeo	Great Alpine Road	Manual	55H E:0553433 N:5893744
Omeo	Omeo Highway	Manual	55H E:0553518 N:5896425
Omeo	Day Avenue	Automated	55H E:0551752 N:5893456
Orbost	Salisbury Street	Manual	55H E:0629403 N:5825812
Paynesville	The Esplanade	Manual	

Appendix S – Hierarchy of Districts

Hierarchy of the Districts in East Gippsland

Municipal Centre	Provides higher order services to whole shire
Suburbs	A defined residential area immediately adjacent to the municipal centre or service town.
Service Towns	Provide services to the settlements in the district
Towns	A group of houses with basic services, e.g hall, store
Rural Settlements	A group of houses serviced by a town or service town, with lifestyle living (higher density than remote settlements)
Remote Settlements	Generally less than 100 people with scattered housing More than 45-1 hour from municipal centre.
Localities	A place of significance, not determined by population



BAIRNSDALE

Bairnsdale
East Bairnsdale
Wy Yung
Eastwood
Lucknow
Clifton Creek
Flaggy Creek
Sarsfield
Forge Creek
Goon Nure
Wattle Point
Bengworden
Mount Taylor
Granite Rock
Ellaswood
Bullumwaal
Melwood
Waterholes
Deptford
Banksia Peninsula

LINDENOW

Lindenow
Lindenow South
Fernbank
Walpa
Hillside
Glenaladale
Calulu
Iguana Creek
The Fingerboards
Woodglen
Wuk Wuk
Flaggy Creek
Coongulmerang
Cobbannah
Merrijig
Tabberabbera

PAYNESVILLE

Paynesville
Raymond Island
Eagle Point
Newlands Arm
Ocean Grange

METUNG

Metung
Nungurner
Tambo Bay
Boole Poole
Nyerimilang
Tambo Bluff
Mosquito Point

TWIN RIVERS

Johnsonville
Nicholson
Swan Reach
Tambo Upper
Bumbarrah

LAKES ENTRANCE

Lakes Entrance
Bullock Island
Kalimna
Lake Bunga
Lake Tyers Beach
Toorloo Arm
Lake Tyers Aboriginal
Trust
Mill Point
Kalimna West
The Barrier
Nowa Nowa
Tostaree
Wainewa
Wombat Creek

BRUTHEN

Bruthen
Wiseleigh
Mossiface
Fairy Dell
Double Bridges

OMEIO

Omeo
Swifts Creek
Benambra
Nariel Valley
Ensay
Brookville
Cassilis
Doctors Flat
Hinnomunjie
Livingstone Valley
Omeo Valley
Reedy Flat Abs
Glen Valley
Cobungra
Glen Wills
Shannonvale
Nelse
Stirling
Tambo Crossing
Tongio
Tom Groggin
Wentworth
Anglers Rest
Bindi
Nunniong
Marthavale
Uplands
Dartmouth
Ensay North
Cobberas
Bundara
Bingo Munjie
The Sisters
The Brothers

BUCHAN

Buchan
Timbarra
W Tree
Gelantipy
Buchan South
Butcher's Ridge
Gillingall
Murrindal
Suggan Buggan
Wulgulmerang
Wulgulmerang East
Wulgulmerang West
Glenmore
Black Mountain

ORBOST

Orbst
Newmerella
Marlo
Bemm River
Cabbage Tree Creek
Jarrahmond
Brodrubb River
Corringle
Lochend
Simpsons Creek
Bete Bolong
Waygara
Bellbird Creek
Bete Bolong North
Cape Conran
Manorina
Yalmy
Sardine Creek
Errinundra/
Errinundra
Nunran
Murrungower
Tabbera
Sydenham Inlet

ERRINUNDRA TO SNOWY

Goongerah
Bendoc
Tubbut
Bonang
Cabanandra
Dedrick Valley
Haydens Bog
Delegate River
Dellicknora

CANN VALLEY

Cann River
Noorinbee
Noorinbee North
Tonghi Creek
Bulda
Chandlers Creek
Club Terrace
Combianbar
Tamboon South
Tamboon
Wingan

MALLACOOTA

Mallacoota
Genoa
Wangarabell
Weeragua
Maramingo Creek
Wallagaraugh
Gipsy Point
Wrooxham River

Criteria for the development of the districts included:

1. Access to Services
2. Physical Geographic Area: topography
3. Rural Settlement patterns: geography and spatial relationship
4. Population dispersal and number of people
5. Planning Zone in planning scheme

The 171 localities listed were developed using:

- Government gazetted localities;
- Victoria Place names reference documents; and
- Working knowledge and understanding of communities and connections shared by Council staff.

Using the 171 localities that make up East Gippsland, the hierarchy covers the whole municipality. The districts use geographical boundaries, service boundaries and social /trading routes to make sense of the historical and natural connections that occur between localities.

It also incorporates how the localities, settlements, towns and service towns see themselves as a part of a larger district.

This framework can be used for Open Space, Social Infrastructure, Health and Wellbeing and Place based Planning.

Appendix T – Amendment History

Version Control

Version		Date	Author	Section Changes
1.0	Draft for public comment	20/11/2024	EGMEMPC Chair	Entire Document Review
1.1	Final Draft for MEMPC Assurance	04/12/2024	EGMEMPC Chair	Minor edits from community feedback
1.2	Final Draft for REMPC Assurance working Group	15/01/2025	EGMEMPC Chair	Minor edits to Appendices
1.3	Final Draft for REMPC meeting #1 2025	10/02/2025	EGMEMPC Chair	Minor edits in nomenclature
1.4	EGMEMPC approved updates	23/12/2025	EGMEMPC Chair	As per EGMEMPC minutes 5/9/2025 and Updated ToR Relief and Recovery, Updated ToR EGRET, Appendix I – CEMPs listed, Restricted information update, Minor edits to grammar