

Municipal Emergency Management Planning

Moorabool Shire



Moorabool Municipal Emergency Management Plan 2023 - 2026



Version 1.0P
August 2023

Acknowledgement of Country

We respectfully acknowledge the Traditional Owners of the land which includes the Wurundjeri Woi Wurrung, Wadawurrung and Dja Dja Wurrung people. We pay our respects to the Elders past, present, and emerging.

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Version control

Version	Date	Author	Rationale*				Description
			SR	IR	ER	OT	
1.0	23/08/23	C Anderson	x				Approved by REMPC
1.0P	24/08/23	C Anderson				x	Redacted version, approved by MEMPC chair for release to public

* Please place an “x” in the column corresponding to the reason for the amendment, and place further information in the “Description” column. The column headings are explained below:

SR: Scheduled Review. The document is approaching its three-year scheduled review period and is being reviewed for that reason.

IR: Incident Review. The document required amendments following an incident or emergency and its associated debrief / after action review.

ER: Exercise Review. The document required amendments following an exercise and its associated debrief / after action review.

OT: Other reason. The document required amendments for reasons other than those described above. The reason will be elaborated in the “Description” column.

1. Introduction

1.1. How to use this document

The Moorabool Municipal Emergency Management Plan (MEMP) is a strategic document outlining the emergency management context in the Moorabool Shire, the arrangements in place for emergency planning, mitigation, response, relief, and recovery, and how the various agencies with emergency management responsibilities within the Shire will work together before, during, and after emergencies.

This plan is intended for use by agencies with emergency management responsibilities to understand the emergency management context in the Shire, and for members of the public to understand what emergency management arrangements are in place at a local level.

The MEMP identifies several sub-plans and complementary plans which together form the municipal emergency management arrangements. Whilst the MEMP is not intended for active reference during an emergency due to its strategic nature, the sub-plans and complementary plans contain a greater level of operational detail intended to support emergency management activities across the Shire.

This plan is always activated, and the provisions described herein are available for any incident or emergency across the municipality when required and determined by the appropriate agency or person.

1.2. Authority

In 2020, the Emergency Management Legislation Amendment Act 2018 amended the Emergency Management Act 2013 (EM Act 2013) to provide for new integrated arrangements at the state, regional and municipal levels for emergency management planning in Victoria. This legislation created the requirement for Municipal Emergency Management Planning Committees (MEMPCs) to be established in each of the municipal districts of Victoria.

Each MEMPC is a collaborative, multi-agency group comprising members with organisational, industry and personal expertise relevant to emergency planning for the municipality. This MEMP has been developed by a Working Group delegated by the Moorabool MEMPC, with oversight from the MEMPC.

This Plan has been prepared in accordance with, and complies with, the requirements of the EM Act 2013 including having regard to the guidelines issued under section 77, *Guidelines for Preparing State, Regional and Municipal Emergency Management Plans*.

1.3. Assurance and Approval

A Statement of Assurance (including checklist and certificate) has been submitted to the Grampians Regional Emergency Management Planning Committee (REMPC) pursuant to the EM Act 2013 (s60AG).

This Plan has been endorsed by the Moorabool MEMPC and approved by the Grampians REMPC.

This Plan comes into effect when it is published and remains in effect until it is superseded by an approved and published update or withdrawn. This Plan supersedes the Moorabool Municipal Emergency Management Plan 2020-2023.

1.4. Review

To ensure ongoing currency and relevance of this Plan, it is required to be reviewed at least every three years.

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

This plan will be reviewed no later than August 2026.

1.5. Glossary and Acronyms

Definitions of words and phrases used throughout the MEMP have the same meaning as those prescribed in the relevant legislation, plans and standards, including:

- Emergency Management Act 1986 and 2013
- State Emergency Management Plan (SEMP)
- Local Government Act 2020
- Risk Management Standard ISO:31000 2018

The MEMP follows the practice of writing a term in full, followed by the acronym in parentheses, which is used throughout the Plan thereafter.

1.6. Planning Context

This Plan provides for an integrated, coordinated, and comprehensive approach to emergency management at the municipal level. The EM Act 2013 requires the MEMP to contain provisions for the mitigation of, response to, and relief and recovery from emergencies, and to specify the roles and responsibilities of agencies in relation to emergency management (where not outlined elsewhere).

It is recommended that the MEMP be read in conjunction with the Victorian State Emergency Management Plan (SEMP), the Grampians Regional Emergency Management Plan (REMP), the Sub-plans and Complementary plans of the MEMP, and the Community Emergency Management Plans (CEMPs) currently in place.

1.7. Vision, Goals, Objectives, and Strategies

1.7.1. Vision

To support a safe and resilient community.

1.7.2. Goals

- Implement measures to mitigate the effects of emergencies.
- Support communities to be resilient and prepared for emergencies.
- Support multi-agency cooperation before, during and after emergencies.
- Streamline the provision of assistance to affected communities during and after emergencies.

1.7.3. Objectives

- Identify hazards and evaluate risks with the potential to impact upon the municipality.
- Implement measures to prevent or reduce the likelihood and consequences of emergencies.
- Develop and administer programs that reduce community vulnerability and increase capacity for resilience and self-reliance.
- Manage support that may be provided to or from other municipalities.
- Assist in meeting the essential needs of individuals, families, and communities during and in the immediate aftermath of an emergency.
- Assist communities impacted by emergencies to recover.
- Complement other local, regional, and state emergency planning arrangements.

1.7.4. Strategies

- Appoint a Municipal Emergency Management Planning Committee (MEMPC).
- Conduct the Municipal Emergency Management Planning (MEMPC) planning process, including for Sub-plans and Complementary plans as required.
- Undertake a Community Emergency Risk Management (CERA) assessment on a three-yearly basis or as risks become apparent.
- Support emergency mitigation and public awareness programs within the municipality.
- Identify and plan for shared resources (e.g., municipal resources and other stakeholders) to be used in emergency response and recovery.

1.8. Training and Exercising

Exercises are a valuable tool to test the arrangements set out in the MEMPC and give staff experience in activating the Plan. The arrangements in the SEMP require the MEMPC to be exercised at least once per year.

The MEMPC will plan and undertake an annual exercise in either a desktop or practical format, based on a hypothetical emergency event. Any improvements identified during the planning, conduct, or debrief of these exercises will form part of the MEMPC review. Alternatively, the MEMPC may decide the MEMPC requires amendment immediately.

Exercises are structured to provide the following benefits:

- Provide the opportunity for members and stakeholders to test their procedures and skills in simulated emergency situations.
- Provide an opportunity for the local emergency management community to work together to build shared capacity and capability.
- Test the MEMPC and identify areas for continuous improvement.
- Use observations and outcomes to improve the MEMPC.

A list of previous MEMPC exercises is at Appendix E. Exercises.

1.9. Lessons management

Lessons management involves identifying and learning lessons captured through assurance and learning activities, such as debriefs, monitoring, and reviews. These may be conducted before, during, and after emergencies. Exercises, periodic reviews, and information gleaned from the experiences of others are all valuable sources of lessons management information.

The Victorian Emergency Management Sector supports a culture of continuous improvement through the EM-LEARN Lessons Management Framework.¹ It encourages the sector to share lessons (both positive actions and areas for improvement), encourages learning from assurance activities and good practice, and focuses on systems of work rather than individual performance.

Observations can be made from any participant in a relevant activity and are used to inform the lessons management process. Debriefs, monitoring and reviews are also used to identify observations. Observations can be used to form insights, which in turn support the “learning of lessons”. A lesson can only be considered “learned” once changes have been made and embedded that result in a change of practice.

Reports on observations, insights, and lessons learned should may be submitted to the MEMPC for inclusion in Appendix E. Exercises, which includes a section for recording lessons identified from the exercise or event.

¹ [Lessons management framework \(EM-LEARN\) | Emergency Management Victoria \(emv.vic.gov.au\)](https://www.emv.vic.gov.au/lessons-management-framework)

2. Municipal profile

2.1. Moorabool Shire overview

Moorabool Shire is a fast-growing peri-urban municipality nestled between Melbourne, Geelong, and Ballarat. It offers residents picturesque surrounds with the vibrancy of an active, growing community.

Residents of Moorabool Shire can enjoy an urban lifestyle in towns like Bacchus Marsh (45km west of the Melbourne CBD) or take advantage of Moorabool's small towns and hamlets, rural open spaces, and natural surrounds.

A stunning Shire spanning more than 2,110 square kilometres, Moorabool is made up of 64 localities, hamlets, and towns. More than 74% of the Shire comprises of water catchments, state forests and national parks. Moorabool boasts breathtaking landscapes, national parks, forests, gorges, mineral springs, and tourist attractions.

Some of the key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park, and the Bacchus Marsh Avenue of Honour.

Moorabool Shire is positioned along the major road and rail transport corridors between Melbourne and Adelaide. Moorabool's eastern boundary is located just 40km west of the Melbourne CBD and extends westward to the City of Ballarat's municipal boundary. The Shire straddles Victoria's Western Highway and has excellent transport access to Melbourne, Ballarat, and Geelong. Bacchus Marsh is equidistant to Melbourne and Avalon airports and is close to the seaports of Geelong and Melbourne.

2.2. Community Profile and Growth Forecasts

Moorabool Shire is expected to exceed 39,000 in 2023 and is expected to grow to over 65,000 by 2041 – an increase of 66%. The major drivers of population growth have been, and are expected to remain, migration of families from the western suburbs of Melbourne (predominantly Melton and Wyndham), and to a lesser extent, overseas migration. Migration away from the Shire (often of younger residents) is primarily to Ballarat, followed by Greater Geelong and Southeast Queensland.²

The most significant growth in residential developments from 2023 to 2041 are expected to be Bacchus Marsh, Ballan, and the communities of Merrimu, Hopetoun Park, and Parwan Station. In total, Moorabool Shire is forecast to see 10,647 extra residences (an increase of 68.9%) to 2041.³

35% of the Moorabool population suffer from one or more health conditions, with mental health conditions, asthma and arthritis being the most common ailments.⁴ In 2021, 2353 people, representing 6.3% of the population, reported needing help in their day-to-day lives due to disability. This increased in the five years to 2021, across all age groups except 0-4 years.⁵

² [Drivers of population change | Moorabool Shire | Population forecast \(id.com.au\)](#)

³ [Residential development | Moorabool Shire | Population forecast](#)

⁴ [| Moorabool Shire | Community profile \(id.com.au\)](#)

⁵ [Need for assistance | Moorabool Shire | Community profile \(id.com.au\)](#)

2.3. Cultural Diversity

In 2021, 14% of Moorabool residents were born overseas, with most migrants hailing from the United Kingdom, India, and New Zealand.⁶ This increased by 37% in the five years to 2021. 7.8% of people speak a language other than English at home.⁷

In 2021, 526 Moorabool residents, representing 0.7% of the population, identified as Australian Aboriginal.⁸

2.4. Topography

Moorabool Shire's elevation varies from 58m to 874m above sea level, with an average elevation of 427m. The northern half of the Shire is characterised by rugged terrain throughout the Lerderderg State Park and Wombat State Forests, with significant gorges and peaks noted throughout. A series of minor peaks run from Mount Egerton north to Spargo Creek in the western part of the Shire, and a variety of valleys and gorges populate the southern end of the Shire about the Brisbane Ranges National Park and the Werribee Gorge State Park.⁹

2.5. Climate and Rainfall

Moorabool Shire is in the Temperate zone of south-eastern Australia. During summer, average temperatures range from a low of 12° to a high of 25°. In winter, average temperatures range from lows of 5° to highs of 12°. Historically, January is the warmest month with an average maximum temperature of 26.1°, whilst July is the coolest month, with average minimum temperatures of 5° and maximum temperatures of 12.3°.

Moorabool usually experiences 149 days of rain per year, delivering an average of 500mm of rain. The wettest months are October and November (averaging 61.2mm and 61.9mm per year respectively), with March the driest month (with an average rainfall of 27.1mm).

There are no official Bureau of Meteorology observation stations within the Moorabool Shire, with the nearest observation stations located at Ballarat, She Oaks, Castlemaine, Kilmore Gap, and Laverton.

2.6. Critical infrastructure

2.6.1. Road

The Moorabool Shire is serviced by an extensive road network jointly maintained by Council and Regional Roads Victoria.

The most significant single item of road infrastructure is the Western Freeway (M8), which bisects the Shire in an east-west direction, providing a high-speed (110km/h) dual lane connection between Ballarat to the west, and Melton to the east. The M8 is the main road connection between Melbourne and Adelaide, running via Ballarat and Horsham.

The Western Freeway and other declared freeways and arterial roads are managed by Regional Roads Victoria. Moorabool Shire Council is responsible for the maintenance of all roads and related assets listed on its Register of Public Roads¹⁰, as well as Council-owned assets on roads managed by other

⁶ [Birthplace | Moorabool Shire | Community profile \(id.com.au\)](#)

⁷ [Language spoken at home | Moorabool Shire | Community profile \(id.com.au\)](#)

⁸ [Ancestry | Moorabool Shire | Community profile \(id.com.au\)](#)

⁹ [Shire of Moorabool topographic map, elevation, terrain \(topographic-map.com\)](#)

¹⁰ [Moorabool Shire Council Road Management Plan](#)

authorities. Council is also responsible for footpaths, service lanes and median strips adjacent to arterial roads.¹¹

Roads for which Regional Roads Victoria is the Responsible Road Authority

The roads for which Regional Roads Victoria is the Responsible Road Authority (pursuant to the Road Management Act 2004) are outlined on the VicRoads website,¹² on the VicRoads Register of Public Roads,¹³ and is available as an online interactive map.¹⁴

Within the Moorabool Shire, these roads are:

- Western Freeway / Highway (M8)
- Midland Highway
- Geelong – Bacchus Marsh Rd
- Bacchus Marsh – Gisborne Rd
- Geelong – Ballan Rd
- Ballan – Daylesford Rd
- Bungaree – Wallace Rd
- Bungaree – Creswick Rd
- Old Melbourne Rd (part)
- Myrning – Trentham Rd
- Ballan Rd
- Bacchus Marsh Rd
- Ballarat – Daylesford Rd
- Diggers Rest Rd

Cross-border arrangements with neighbouring authorities

Moorabool Shire Council has entered into agreements with neighbouring authorities where roads straddle jurisdictional boundaries. The result of these agreements is that Council has responsibility for maintaining approximately 50% of the 62km of boundary roads, with neighbouring Councils sharing responsibility for the remainder.

Agreements currently exist with:

- Golden Plains Shire Council
- City of Ballarat
- Hepburn Shire Council
- City of Melton
- City of Greater Geelong
- Macedon Ranges Shire Council
- Wyndham City Council
- Department of Transport (Operational Responsibility for Public Roads)

2.6.2. Rail

Moorabool Shire is served by the Melbourne to Ballarat rail link (known as the “Serviceton Line”). This link is a major passenger transport service which stops at Ballan and Bacchus Marsh Railway Stations numerous times each day. 2.61 million people used the Melbourne to Ballarat rail link in the 2021-22 financial year, around half the pre-pandemic patronage of 4.9 million in the 2018-19 financial year.¹⁵

¹¹ [VicRoads Code of Practice for Operational Responsibility \(gazette.vic.gov.au\)](https://www.gazette.vic.gov.au)

¹² [Register of public roads : VicRoads](#)

¹³ [VicRoads Register of Public Roads Part A](#)

¹⁴ [Maps of declared roads : VicRoads](#)

¹⁵ [Annual-Report-2021-22 \(vline.com.au\)](https://www.vline.com.au)

V/Line operates the VLocity rollingstock on this line, which travels at speeds of up to 160km/h. Each three-carriage VLocity set has 222 seats and accommodation for six wheelchairs. During peak times, V/Line operates six-carriage VLocity sets on this line which will double the available seated capacity. Additional passengers may also be standing in the train carriages; accordingly, upwards of 500 people could be accommodated in a six-carriage VLocity set during busy periods.

Two freight rail links also traverse the Shire; the Serviceton freight rail link runs between Melbourne and Ballarat using a similar route to the passenger rail line, whilst the Ballarat – Geelong freight rail link runs south from Ballarat via Warrenheip, Lal Lal, Elaine, and continues south along the Midland Highway route to Gheringap. These lines carry freight from Adelaide, Mildura and beyond to Geelong and Melbourne.

2.6.3. Airport

The Bacchus Marsh Aerodrome (YBSS) is owned by Moorabool Shire Council and leased to Bacchus Marsh Aerodrome Management Inc. (BMAM). It is an uncertified aerodrome used by gliding clubs, recreational aviators, and a flight school, as well as hosting a firefighting helicopter over the summer months. The aerodrome has two runways (01/19 and 09/27), just over 1500m in length (01/19 is 1554m, 09/27 is 1524m), with a minimum available runway length of 1200m (due to displaced thresholds to facilitate gliding operations).¹⁶

The Bacchus Marsh Aerodrome Emergency Response Plan, developed by BMAM, is a complementary plan to this MEMP, and outlines emergency preparedness, response, and recovery procedures in the event of an aviation incident on or near the aerodrome. It is available on the aerodrome's website.¹⁷

2.6.4. Information and telecommunications

The quality and resilience of telecommunications infrastructure across the municipality is highly variable. The populated areas in and around Ballan and Bacchus Marsh generally have excellent access to mobile and fixed telecommunications services, whilst more isolated communities such as Blackwood and Korweinguboorra have more limited services. In isolated communities, prolonged power outages have been known to result in associated outages to telecommunications infrastructure, preventing any outside communication from impacted communities.

The telecommunications infrastructure in the Moorabool Shire includes:¹⁸

- TV broadcast sites: Blackwood
- Radio broadcast sites: Maddingley, Mt Warrenheip
- Radio communication sites: Blue Mountain, Kellys Hill (Leonard's Hill), Mt Blackwood, Mt Warrenheip, Springbank
- Telephone exchanges: Bacchus Marsh, Ballan, Blackwood, Elaine, Gordon, Mount Wallace, Myrniong, Parwan, Rowsley, Wallace, Yendon

2.6.5. Electricity

Most of Victoria's electricity is generated by brown coal generators in the La Trobe Valley and transmitted via high voltage power lines to terminal substations, where it is reduced in voltage for further transmission and distribution.¹⁹ Powercor is the distribution business servicing the municipality.²⁰

The electricity infrastructure in the Moorabool Shire includes:

¹⁶ [AERODROME OPERATIONS MANUAL \(ybss.com.au\)](http://ybss.com.au)

¹⁷ [Documents - Bacchus Marsh Aerodrome \(ybss.com.au\)](http://ybss.com.au)

¹⁸ [Vicmap Features of Interest \(land.vic.gov.au\)](http://land.vic.gov.au)

¹⁹ [Grampians Environmental Scan | Emergency Management Victoria \(emv.vic.gov.au\)](http://emv.vic.gov.au)

²⁰ [DISTRIBUTION ANNUAL PLANNING REPORT \(powercor.com.au\)](http://powercor.com.au)

- Major transmission lines: Roughly east-west from Warrenheip to Springhill via Mount Egerton and Rowsley (66KV); roughly northeast-southeast from Warrenheip to Meredith east of the Midland Highway (220KV)²¹
- Terminal substations: Bacchus Marsh (BMH)²²
- Wind farms: Moorabool Wind Farm, 104 turbines (south of Ballan), Lal Lal Wind Farm, 60 turbines (Yendon and Elaine), Yaloak South Wind Farm, 14 turbines (Parwan Valley)²³

2.6.6. Gas

The Victorian Transmission System operates the Brooklyn to Ballan gas pipeline, a major high-pressure gas distribution pipeline that runs roughly northwest-southeast from Bradshaw, via Ingliston, to south of Parwan. At Bradshaw, the pipeline splits into smaller pipelines that run to the west (to supply Ballarat) and north (to supply Bendigo).²⁴

AusNet Services is the gas distribution network provider for the entirety of the Shire.

2.6.7. Water

Several drinking water reservoirs are in the Shire, servicing three water authorities. These are described in Table 1.

Reservoir name	Capacity (ML)	Water authority
Lal Lal Reservoir	59,549	Central Highlands Water
Moorabool Reservoir	6,192	
Wilson's Reservoir	1,010	
Beales Reservoir	415	
Pincotts Reservoir	218	
Korweinguboorra Reservoir	2,237	Barwon Water
Bostock Reservoir	7,360	
Pykes Creek Reservoir	22,119	Greater Western Water Southern Rural Water (reservoir manager)
Merrimu Reservoir	32,516	

Table 1: Moorabool reservoir locations, capacities, and water authorities

2.6.8. Infrastructure interdependencies

In some parts of the municipality, complex infrastructure interdependencies exist. In an emergency where one or more pieces of critical infrastructure have been impacted, a consequence management approach must be taken to identify the resulting impacts on the community and associated response, relief, and recovery implications.

²¹ [Vicmap Features of Interest \(land.vic.gov.au\)](http://land.vic.gov.au)

²² [Powercor Zone Substation Reports |](#)

²³ [Vicplan \(mapshare.vic.gov.au\)](http://mapshare.vic.gov.au)

²⁴ [Victorian Transmission System - Australian Pipelines and Gas Association \(apga.org.au\)](http://apga.org.au)

As an example, during and following the June 2021 storm, the community of Blackwood suffered a prolonged power outage, with road closures due to tree falls preventing power crew access to the area. This resulted in an outage of the community's telecommunications infrastructure, leaving the community physically isolated and without power or telecommunications for several days. This highlights the need for response agencies to consider compounding effects of critical infrastructure outages.

2.7. Industry

The most widespread industries in the Shire are agriculture and forestry, owing to the rural nature of most of the Shire. Major industrial employers include Westside Meats (Bacchus Marsh), Genetics Australia (Parwan), and Tripod Farmers (Bacchus Marsh).

The following industries have been identified across the Shire:

- Hospitality (accommodation, cafes, and restaurants)
- Agriculture, forestry, and fishing
- Construction
- Education
- Essential services (electricity, gas, and water supply)
- Finance, insurance, and business services
- Government administration and defence
- Health and community services
- Manufacturing
- Mining
- Wind farms
- Tourism

3. Planning Arrangements

3.1. Victorian Emergency Management Planning Framework

This plan supports holistic and coordinated emergency management arrangements within the region. It is consistent with and contextualises the State Emergency Management Plan (SEMP) and Regional Emergency Management Plan (REMP) for the Grampians region. The Grampians REMP is subordinate to the SEMP, and the Moorabool MEMP is subordinate to the REMP.

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

Figure 2 outlines the hierarchy of Victoria's Emergency Management Planning Framework and situates this Plan in the Framework. This Plan should be read in conjunction with the Grampians REMP and the SEMP.

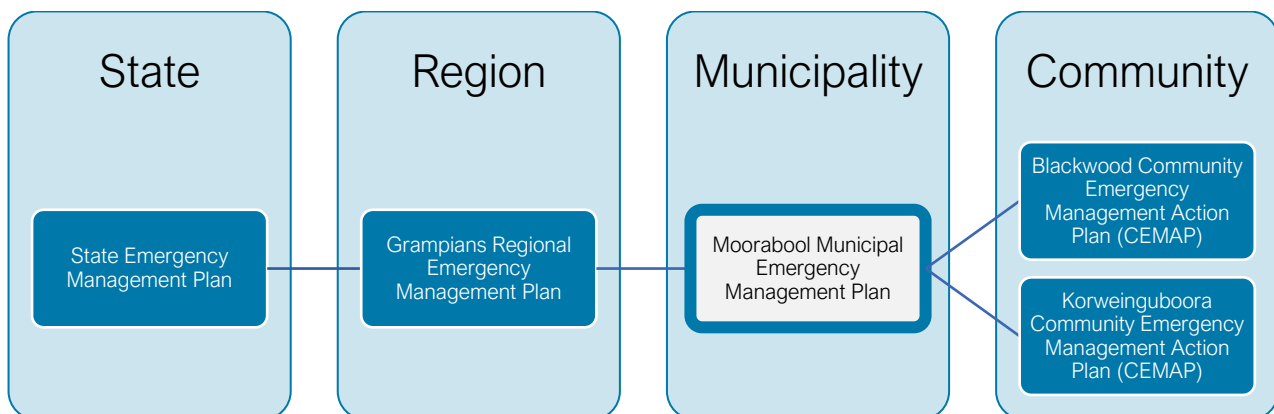


Figure 2: Hierarchy of plans in Victoria's Emergency Management Arrangements

3.2. Municipal Emergency Management Planning Committee (MEMPC)

The Moorabool Municipal Emergency Management Planning Committee has been established pursuant to the Emergency Management Legislation Reform Act 2018 (EMLR Act) and the Emergency Management Act 2013 (the Act) section 59D(b).

The MEMPC is one component of a broader structure that enables appropriate planning, response and recovery activities and arrangements at local and regional levels. The Moorabool MEMP reports to the Grampians Regional Emergency Management Planning Committee (REMPC).

The MEMPC membership consists of core and non-core members. Core members have voting rights and are those specified in section 59A of the EM Act and invited subject matter experts.

Non-core members, who do not have voting rights, consist of MEMPC members not reflected in the core membership according to the EM Act, and agency representatives attending in a support or observer role.

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

- Be responsible for the preparation and review of the MEMP.
- Ensure the MEMP is consistent with the REMP and SEMP.

- Provide reports of recommendations to the Regional Emergency Management Planning Committee (REMPC) in relation to any matter that affects, or may affect, emergency management planning in the municipality.
- Share information with the REMPC and other MEMPCs to assist effective emergency management planning.
- Collaborate with any other MEMPC that the MEMPC considers appropriate in relation to emergency management planning, including the preparation of MEMPs.
- Perform any other function conferred on the MEMPC by the EM Act, or any other Act.

Sub-committees and working groups may be appointed by the MEMPC to take on the responsibility of planning for emergencies, including for the provision of relief and recovery.

The MEMPC meets four times per year. These are ordinarily in February, May, August, and November. The MEMPC Chair may call additional meetings as required.

The Terms of Reference of the MEMPC are available from the Secretariat.

3.3. MEMPC membership

This section provides a list of the member agencies on the MEMPC. Agencies nominate their representative and any proxies. A comprehensive and updated list of individual MEMPC representatives is available in Appendix A.

3.3.1. MEMPC functional roles

As outlined in the MEMPC Terms of Reference, the MEMPC functional roles are:

- Chair – an officer of Moorabool Shire Council nominated by the Council CEO.
- Deputy Chair – a MEMPC member elected by the MEMPC.
- Secretariat – an officer of Moorabool Shire Council unless otherwise determined by the MEMPC.

Refer to the MEMPC Terms of Reference for further detail on the MEMPC functional roles and their responsibilities.

3.3.2. Core (voting) members

- Moorabool Shire Council – Chief Emergency Management Officer / MEMO (Chair)
- Moorabool Shire Council – Municipal Recovery Manager (Secretariat)
- Victoria Police (VicPol) – Municipal Emergency Response Coordinator (MERC)
- Country Fire Authority (CFA)
- Fire Rescue Victoria (FRV)
- Ambulance Victoria (AV)
- Victoria State Emergency Service (VICSES)
- Australian Red Cross (ARC)
- Victorian Council of Churches Emergencies Ministry (VCC-EM)
- Department of Families, Fairness and Housing (DFFH)
- Department of Energy, Environment, and Climate Action (DEECA) / Forest Fire Management Victoria (FFMV)
- Emergency Recovery Victoria (ERV)
- Western Health
- St John Ambulance (StJA)
- Community Representative – Moorabool Shire Councillor
- Community Representative – VICSES Unit Controller (Bacchus Marsh)
- Community Representative – CFA Ballan Group

3.3.3. Non-core (non-voting) members

- Wireless Institute Civil Emergency Network (WICEN)
- Department of Energy, Environment and Climate Action (DEECA) / Agriculture Victoria (AgVic)
- Department of Transport and Planning (DTP) / Regional Roads Victoria (RRV)
- Parks Victoria
- Department of Health (DH)

3.4. Sub-plans and Complementary Plans

The Victorian Emergency Management Planning Framework contains provisions for sub-plans and complementary plans to an emergency management plan. Further detail on these types of plans is available in Emergency Management Planning Reform Fact Sheet 7.²⁵

A sub-plan is a plan prepared pursuant to Part 6A of the EM Act, which provides more specific arrangements that either vary from or contextualise the emergency management plan under which it was prepared. A sub-plan forms part of the emergency management plan under which it is prepared and carries the same authority and obligation to comply. Sub-plans are multi-agency plans – a single agency does not have the authority under the EM Act to prepare a sub-plan. Sub-plans carry the same requirements for consultation, approval, publication, review, and assurance, as any other plan prepared under Part 6A of the EM Act.

A complementary plan is an emergency management plan prepared outside Part 6A of the EM Act. They are usually prepared by a relevant agency to service a specific purpose, for example to meet operational or statutory requirements other than those imposed by the EM Act. Agencies preparing complementary plans are encouraged to develop them in a way that complements emergency management plans prepared under the EM Act, to support an integrated approach to planning. These plans are not subject to the consultation, approval, publication, review, and assurance requirements prescribed by the EM Act. Emergency Management plans prepared under Part 6A of the EM Act may refer to complementary plans as required.

A list of sub-plans and complementary plans to this MEMP is provided at Appendix C. List of MEMP Sub-Plans and Complementary Plans.

3.5. Community Emergency Management Plans

The principles of Community Based Emergency Management²⁶ recognise that each community is unique, and locally tailored planning that draws upon combined community and organisational strengths can support individuals to make safer and more informed decisions before, during, and after an emergency.

One way of achieving this is through the development of a Community Emergency Management Plan (CEMP). A CEMP is a locally driven, locally developed plan to help capture the unique aspects of the community that may prove critical in an emergency, such as key hazards and risks, what mitigation measures are already in place, what things are critical to the community, and information on how to build community connectedness and resilience.

Where communities or sectors of the community have developed a CEMP, these are subordinate to the MEMP in the Victorian Emergency Management Planning Framework. The SEMP requires MEMPCs to have regard to any relevant CEMP in the development of the MEMP. This MEMP has been developed with consideration of the CEMPs currently in place in the Shire.

²⁵ [Fact Sheet 7 EMPR Sub plans and complementary plans March 2020.pdf \(emv.vic.gov.au\)](#)

²⁶ [Community-Based-Emergency-Management-Overview.pdf \(emv.vic.gov.au\)](#)

Two CEMPs, referred to as Community Emergency Management Action Plans (CEMAPs), currently exist in the Shire. These are:

- Blackwood Community Emergency Management Action Plan (*Blackwood's 8 Actions*)
 - Custodian: Blackwood Emergency Resilience Group Inc. (BERG)
- Korweinguboorra Community Emergency Management Action Plan (*What If?*)
 - Custodian: Korweinguboorra Emergency Group Inc. (KEG)

Further CEMPs are planned for other communities in the Shire throughout 2023-2024.

The CFA-led Community-based Bushfire Management (CBBM) program²⁷ is also active in the Lal Lal area. CBBM is a model of community development, with the ultimate objective of reducing bushfire risk. As CBBM is community-led, it allows significant collaboration with community members.

3.6. Restricted operational information

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

A summary of restricted information is included in Table 2, including who the contact point is should the user of this plan require access to the information.

Summary of restricted information	Reason for restriction	Agencies holding this information in full	Contact point
Section 5.3, Page 21: Municipal Emergency Coordination Centre (MECC)	Detailed location of mission-critical emergency coordination centres	MEMPC member agencies	Emergency Management Planning Officer Moorabool Shire Council (03) 5366 7100
Appendix A: MEMPC Contact List	Agency representative contact details		
Appendix B: Contact Directory	Agency representative contact details		

Table 2: Summary of restricted operational information

²⁷ [Community-based bushfire management in Victoria | AJEM News & views \(aidr.org.au\)](https://www.aidr.org.au/news-and-views/community-based-bushfire-management-in-victoria)

4. Mitigation

4.1. The Risk Assessment process

The Community Emergency Risk Assessment (CERA) process, facilitated by VICSES, provides the MEMPC with a framework for identifying hazards and improving community safety and resilience. The CERA approach promotes understanding of the likely impacts of a variety of emergency scenarios upon community assets, values, and functions. Accordingly, CERA provides an opportunity to explore multiple community impacts and consequences to be considered in collaborative risk treatment and emergency management planning processes.

CERA combines hazard information and intelligence from multiple sources to gain a clear understanding of the risks applicable to a specific area. These intelligence sources include the Victorian Fire Risk Register (VFRR), Integrated Fire Management Plans (IFMPs), and flood studies, as well as community profile information and local knowledge from subject matter experts and community representatives.

The CERA Online tool facilitates the entry of intelligence data and provision of hazard risk data to support emergency management planning and mitigation activities.

The CERA Online tool is available at <https://cera.ses.vic.gov.au>.

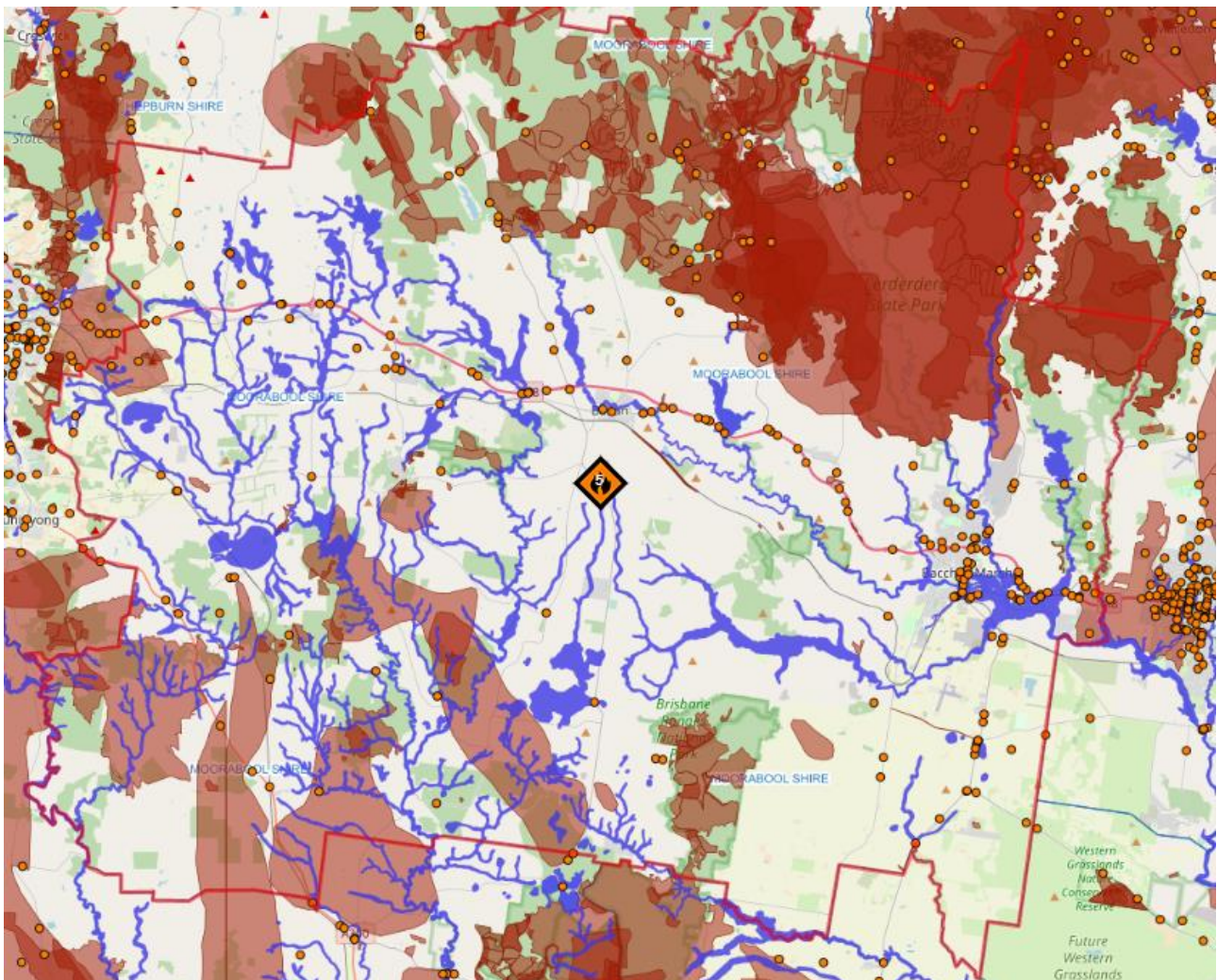


Figure 3: Fire history (red), 1 in 100-year flood extent (blue), and road crash history (dots)

4.2. Key risks for Moorabool Shire

Table 3 outlines the key risks (defined as those rated as “high” and “medium” risk in the CERA) facing Moorabool Shire.

Hazard	Risk rating	Control agency
Bushfire / grassfire	High	Country Fire Authority (CFA) / Department of Energy, Environment and Climate Action (DEECA)
Extreme temperatures (heat and cold)	High	Emergency Management Commissioner
Storm	High	State Emergency Service (VICSES)
Essential services disruption	High	Department of Energy, Environment and Climate Action (DEECA)
Human disease (pandemic)	High	Department of Health
Flood	Medium	State Emergency Service (VICSES)
Landslide	Medium	State Emergency Service (VICSES)
Structural failure	Medium	Country Fire Authority (CFA) / State Emergency Service (VICSES)
Fire – structural	Medium	Country Fire Authority (CFA)
Transport incident – Road or Rail	Medium	Victoria Police

Table 3: Hazards with a “High” or “Medium” risk rating in the CERA for Moorabool Shire

4.3. Risk mitigation activities, roles, and responsibilities

Table 8 of the SEMP identifies the relevant mitigation activities and participating agencies for each of the 15 emergency risks assessed as significant for the State. Specific mitigation activities relevant to “high” risks in the Moorabool Shire are described or referenced below.

All agencies with mitigation responsibilities outlined in the SEMP have a shared responsibility to plan and undertake prevention and mitigation activities aimed at reducing the risk, or minimising the effect, of emergencies that may occur within the Shire. The MEMPC plays a role in this area by identifying potential hazard areas, overseeing collaborative planning measures, and providing assurance that agreed activities are being undertaken.

4.3.1. Bushfire / grassfire

Refer to the Moorabool Municipal Fire Management Plan (MFMP), which is a sub-plan of this MEMPC.

4.3.2. Extreme temperatures (heat and cold)

Refer to the Moorabool Shire Heatwave Plan, which is a complementary plan to this MEMPC.

4.3.3. Storm

Refer to the Grampians Region Emergency Response Plan – Storm Sub-plan²⁸.

Refer also to the Moorabool Shire Flood Emergency Plan, which is a sub-plan of this MEMP²⁹.

4.3.4. Essential services disruption

Refer to the relevant supply authority.

Refer also to the SEMP Energy Sub-Plan³⁰, and the Department of Health *Drinking water in Victoria* resources³¹ as relevant.

4.3.5. Human disease (pandemic)

Refer to the Moorabool Shire Pandemic Influenza Plan, which is a complementary plan to this MEMP.

4.4. Resilience

Resilient communities are socially connected and facilitate collaboration, communication, learning and the provision of support to individuals and families. Resilient communities promote individual and community wellbeing, the use of available resources, and cohesiveness to strengthen their communities for every day, as well as extreme, challenges.³²

The ability of a community to respond to an emergency and subsequently recover will depend on the community's resilience. A key role of the MEMPC is to help create more resilient communities.

4.4.1. Shared responsibility in Emergency Management

The MEMP recognises that all Victorians, not just the Emergency Management sector, have a shared responsibility to build safer and more resilient communities. No single person or agency can be responsible for all aspects of emergency mitigation, preparedness, response, and recovery. Individuals, communities, business, government, and the not-for-profit sector all have a role to play and have a responsibility to take certain actions and make certain decisions.

Through shared responsibility, resilient communities recover more quickly and can better respond to and recover from subsequent emergencies.

The MEMPC and its member agencies are encouraged to seek genuine participation from the community, empowering them to achieve shared responsibility. Supporting the creation of Community Emergency Management Plans (discussed at 3.5 above) is one way the Moorabool MEMPC is working towards this goal.

4.4.2. Building resilient communities

Emergency service organisations, agencies and stakeholders have specific programs and systems to build community resilience through awareness and education. These programs include:

- Land use planning and fire prevention through Local Laws
- Supporting communities impacted by the 2021 storms to develop Community Emergency Management Plans

²⁸ [Grampians Region Storm Sub-plan \(ses.vic.gov.au\)](https://ses.vic.gov.au)

²⁹ [Moorabool Shire Council \(ses.vic.gov.au\)](https://ses.vic.gov.au)

³⁰ [SEMP Energy Sub-Plan | Emergency Management Victoria \(emv.vic.gov.au\)](https://emv.vic.gov.au)

³¹ [Drinking water in Victoria \(health.vic.gov.au\)](https://health.vic.gov.au)

³² [Community Resilience Framework for Emergency Management | Emergency Management Victoria \(emv.vic.gov.au\)](https://emv.vic.gov.au)

- General community development activities
- Promoting community-led recovery when emergencies occur
- Provide community level emergency response through volunteer emergency services
- Undertake community education (see 4.4.3 below)
- Including communities in emergency management exercises where relevant (e.g., community evacuation exercises)
- Understanding and planning for vulnerability by identifying vulnerable people and facilities in the community.

4.4.3. Community education

Community education is vital to ensure community members understand the risks that apply to them and take action to prepare for an emergency. The development and delivery of relevant and effective community education resources and activities empower communities and enhance resilience by allowing individuals, families, and groups to be emotionally and physically equipped for an emergency.

The MEMPC members and other emergency services and agencies collaborate to engage the community through:

- Targeted community education programs
- Online community education resources
- Media releases
- Flyers, brochures, and information kits
- Attendance at community events and meetings
- Newspaper and radio advertisements
- Social media promotions.

Community information during emergencies is addressed at 5.7 below.

4.4.4. Emergency markers

Emergency markers have been installed at numerous complex addresses throughout Moorabool Shire. These allow emergency call takers to immediately identify the location of a caller, as the exact location of each marker is pre-loaded into the Emergency Services Telecommunications Authority (ESTA) Computer Aided Dispatch (CAD) system.

The MEMPC will advocate for the installation for further emergency markers at new or existing developments where a need is identified.

Table 4 outlines the current emergency marker sites in the Shire. Emergency marker locations and owners can be viewed by visiting <https://emergencymarkers.com.au/emergency-markers-map/>.

Location	Marker codes	Owner
Darley – 1000+ steps	BMS001-007	Moorabool Shire Council
Werribee Gorge	WER001-014	Parks Victoria
Lerderderg State Park	LER200-201, LER500-527	Parks Victoria
Blackwood - Community Fire Refuge	CFR003	Emergency Management Victoria
Mount Egerton - Plantation	HVP727	HVP Plantations

Spargo Creek & Bolwarrah - Plantation	HVP734-735	HVP Plantations
Korweinguboorra – Corner Ballan Daylesford Rd & Brickhouse Rd	VFP402	VicForests
Newbury – Corner Greendale Trentham Rd & Yankee Rd	VFP403	VicForests
Gordon – Mount Black hang gliding site	GOR100, GOR200	Victorian Hang Gliding and Paragliding Association

Table 4: Emergency marker sites in the Moorabool Shire

5. Response

5.1. Response management arrangements

The SEMP defines Emergency Response as the actions taken immediately before, during, and in the initial period after an emergency to reduce the effects and consequences of the emergency on people, their livelihoods, wellbeing, and property; on the environment; and to meet basic human needs.

5.1.1. Operational tiers

In Victoria, the response to emergencies operates at three tiers:

- Incident
- Regional
- State.

Emergencies are managed at the appropriate operational tier; usually incidents commence with incident-level management and are escalated as the situation requires (either as the incident develops or the scale of the incident is recognised). Conversely, as incidents are concluded, management de-escalates to a lower operational tier as required.

5.1.2. Classes of emergency

Between the EM Act 2013 and the SEMP, three “classes” of emergency have been defined. These broadly relate to the type of emergency, and the control agency assigned to manage them.

The classes of emergency are:

- Class 1 – a major fire or any other major emergency for which Fire Rescue Victoria, the Country Fire Authority, or the Victoria State Emergency Service is the control agency under the SEMP.
- Class 2 – a major emergency which is not a Class 1 or Class 3 emergency.
- Class 3 – a warlike act or act of terrorism; a hijack, siege, or riot.

5.1.3. Command, control, and coordination

Emergency Management in Victoria is based on the functions of command, control, and coordination. In broad terms:

- Command is the internal direction of personnel and resources; it operates “vertically” within an agency.
- Control is the overall direction of response activities in an emergency; it operates “horizontally” across all agencies.
- Coordination is the bringing together of agencies and resource to ensure effective response to, and recovery from, emergencies.

These functions are enacted by Commanders, Controllers, and Coordinators respectively. For example, an Agency Commander directs the activities of their agency; an Incident / Regional / State Controller provides overall direction of multi-agency response activities in an emergency; and an Emergency Response Coordinator provides overall coordination of agencies and resources to ensure the response and recovery is handled effectively.

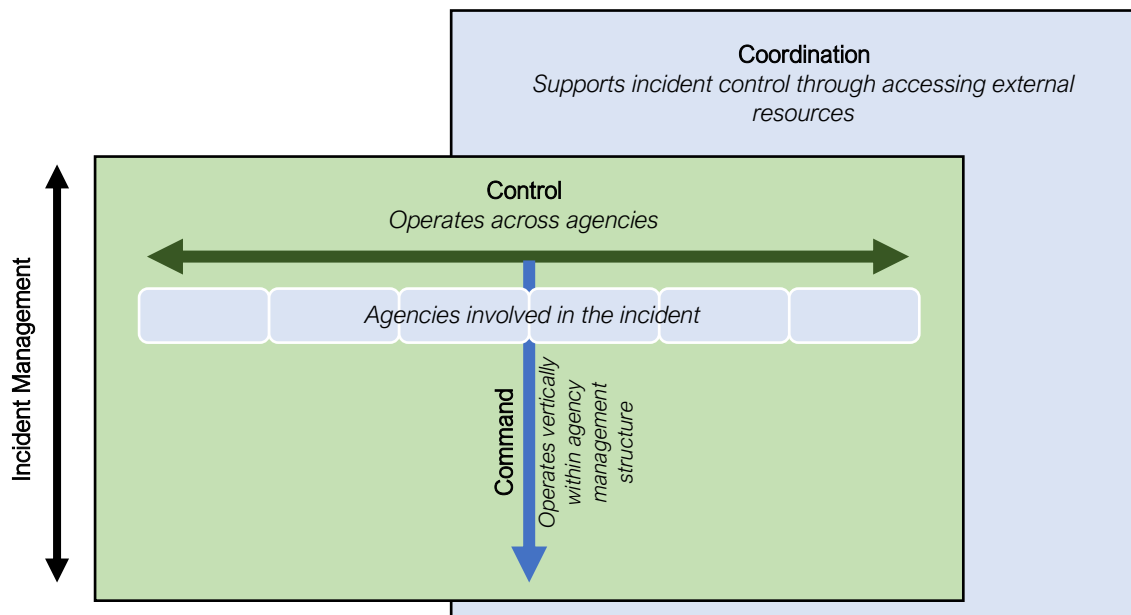


Figure 4: Overview of Command, Control and Coordination in an Incident Management structure

5.1.4. Classification of emergencies

The scale of emergencies can be described using a three-level classification system, as described below:

Non-major emergency

A single incident or small-scale impact emergency.

- Can be resolved using local resources.
- Significant consequences to the wider community are not anticipated.
- E.g., single dwelling damaged or destroyed by house fire, localised flood, storm, or vandalism.

Level One emergency

- A small-scale emergency that can be resolved through local or initial response resources.
- Less than 24 hours duration.
- The response is limited to the incident area only.
- There is little to no potential for escalation.

Level Two emergency

- Medium scale emergency requiring resources beyond the initial response.
- Response duration is over 24 hours.
- There are one or more incident areas.
- Multiple hazards are involved.
- There is potential for escalation of the emergency.

Level Three emergency

- A large-scale emergency with high complexity.
- Response duration is multiple days.
- There are multiple incident areas.
- The incident is, or is likely to become, one of State or Commonwealth significance.

5.2. Municipal Emergency Management Group (MEMG)

To support coordination of an imminent or ongoing major emergency, the Moorabool Municipal Emergency Management Group (MEMG) may form at the discretion of the MEM/MEMO or MERC. This group consists of the following:

- Municipal Emergency Manager (MEM)
- Municipal Emergency Management Officer (MEMO)
- Municipal Recovery Manager (MRM)
- Municipal Fire Prevention Officer (MFPO)
- Municipal Emergency Response Coordinator (MERC)
- Chief Executive Officer, Moorabool Shire Council or delegate
- Control agency representative
- Department of Families, Fairness and Housing (DFFH)
- Others co-opted as required.

The role of the MEMG is to provide multi-agency coordination of response and recovery activities, where the scale of the emergency dictates the formation of the group is required to ensure an efficient and integrated response. Members of the group will liaise to determine what level of activation is required, and how activation shall take place.

Where appropriate, the functions of the MEMG will be carried out in close consultation with the MERC and the control agency.

5.3. Municipal Emergency Coordination Centre (MECC)

The Municipal Emergency Coordination Centre (MECC) is a multi-agency team established to maintain situational awareness of emergencies within the Shire and coordinate the provision of human and material resources deployed in response to the emergency. The MECC may also be established during significant support operations to a neighbouring municipality.

Administrative support to the MECC will be drawn from Council staff. Council is responsible for ensuring a surge workforce is identified, trained, and exercised to maintain an appropriate level of readiness for MECC operations.

The MEM, MEMO, or MERC may direct the establishment of the MECC.

The **primary** MECC location for Moorabool Shire is:

[Redacted]

Ballan, VIC 3342

The **alternative** MECC location for Moorabool Shire is:

[Redacted]

Bacchus Marsh, VIC 3340

If a **contingency** MECC location is required due to an emergency of a scale sufficient to render both Ballan and Bacchus Marsh sites unsuitable, consider seeking assistance from City of Ballarat and/or City of Greater Geelong to house the MECC at a site in their municipalities for remote operations (see 5.5.3 below).

Detailed MECC operational procedures are provided in the Moorabool Municipal Emergency Coordination Centre Operational Plan, a complementary plan to this MEMP.

5.4. Roles and Responsibilities

5.4.1. Municipal Emergency Management Officer (MEMO)

The Municipal Emergency Management Officer (MEMO) is a Council officer appointed pursuant to section 59G of the EM Act 2013. The MEMO and their deputies are appointed by the Council CEO via the Moorabool Shire Council Instrument of Appointment and Authorisation. This role is ordinarily combined with the MEM, but the MEMO responsibilities are outlined in the Act and SEMP.

Responsibilities

The responsibilities of the MEMO during the response to an emergency are:

- Coordinate municipal resources in emergency response.
- Provide Council resources when requested by emergency services or police during response activities.
- Maintain effective liaison with emergency agencies within or servicing the municipal district.
- Maintain an effective contact base so municipal resources can be accessed on a 24-hour basis.
- Keep the MECC prepared to ensure prompt activation if required.
- Liaise with the MEM and MRM on the best use of municipal resources.
- Organise a response debrief if requested by the MERC.
- Ensure procedures and systems are in place to monitor and record expenditure by Council in relation to emergencies.
- Perform other duties as required.

Municipal authority

The MEMO is responsible for the coordination of municipal resources in responding to emergencies and has full delegated powers to deploy and manage Council's resources during emergencies.

5.4.2. Municipal Recovery Manager (MRM)

The Municipal Recovery Manager (MRM) is a Council officer appointed pursuant to section 59H of the EM Act 2013. The MRM and their deputies are appointed by the Council CEO via the Moorabool Shire Council Instrument of Appointment and Authorisation.

Responsibilities

- Coordinate municipal and community resources for recovery.
- Immediately following an emergency, assist with collating and evaluating information gathered in the Secondary Impact Assessment.
- Establish priorities for the restoration of community services and needs.
- Liaise with the MEM and MEMO on the best use of municipal resources.
- Establish an information and coordination centre at an appropriate location/s.
- Liaise, consult, and negotiate with recovery agencies and Council on behalf of the affected area and community recovery committees.

- Liaise with the Regional Recovery Committee and Emergency Recovery Victoria
- Engage with the Incident Controller in the transition from response to recovery.
- Undertake other specific recovery activities as required.

The MRM may delegate duties to provide for effective management of recovery functions.

5.4.3. Municipal Fire Prevention Officer (MFPO)

The *Country Fire Authority Act 1958* and *Fire Rescue Victoria 1958* require each Municipal Council to appoint a fire prevention officer (generally known as a Municipal Fire Prevention Officer [MFPO]) and any number of assistant fire prevention officers. The MFPO and their deputies are appointed by the Council CEO via the Moorabool Shire Council Instrument of Appointment and Authorisation.

Responsibilities

- Work with the Municipal Fire Management Planning Committee (MFMPC) (a subcommittee of the MEMPC, if and as established by that body)
- Advise and assist the MFMPC and the MEMO on fire prevention and related matters.
- Report to Council on fire prevention and related matters.
- Carry out statutory tasks related to fire prevention notices and infringement notices.
- Investigate and act on complaints regarding potential fire hazards.
- Advise, assist, and make recommendations to the public on fire prevention and related matters.
- Issue permits to burn (under s38 of the *Country Fire Authority Act 1958*).

5.5. Resource sharing arrangements

5.5.1. Procedures for requesting additional support

Where an agency requires additional support or resources outside their own capabilities, requests should be made through the Incident Emergency Response Coordinator (IERC) to the Municipal Emergency Response Coordinator (MERC), in accordance with the SEMP. Unfulfilled requests are escalated to the Regional Emergency Response Coordinator (RERC) who will seek resourcing within the region. The RERC may then escalate to the Emergency Management Commissioner (EMC) via the Senior Police Liaison Officer (SPLO) any remaining unfulfilled requests, for resourcing from across the state, interstate or internationally.

Control agencies may request the use of contracted or Council-managed resources to supplement emergency response within the municipality if such resources cannot be reasonably sourced by other means.

Generally, the order in which resources are drawn on is:

- Agency and local resources
- Support resources; within local area, then within regions, then within the state
- Interstate or Commonwealth resources
- International resources.

5.5.2. Moorabool Shire Council emergency response resources

Moorabool Shire Council will provide resources to support an emergency response as outlined in this section, subject to the following:

- All resource allocations must be approved by the relevant Council Service Unit Manager or General Manager prior to deployment.
- All resource allocations are subject to availability, risk assessment, and consideration for safety of staff and associated OH&S implications.
- In considering a request for resources, Council management must consider the resources likely to be required for recovery immediately post-event and how this may be impacted.
- Per Council's EBA, the maximum shift duration for Council staff is 12 hours, followed by a minimum 10 hour reset break between shifts.

Any requests for Council resources should be made via the MEMO.

Within the Moorabool Shire boundaries

At no cost, subject to the availability of plant and operators, and following an appropriate risk assessment, Council may supply:

- Up to two graders and operators (with additional support vehicle and staff as required)
- Up to two water tankers and operators (for water supply only, not active firefighting)
- Sand, sandbags and two staff at specific flooding locations.

These resources are available in an emergency event for the first 72 hours (three days). After this time, the cost of fleet and operator hire will be invoiced to the Control Agency.

Further resources may be available subject to availability and risks assessment at no cost for eight hours; after this time, the resources will be charged back to the Control Agency.

Outside the Moorabool Shire boundaries

Any required resources (fleet and operators) that are available and not performing Council tasks may be made available on request and following an appropriate risk assessment. All resources supplied will be charged directly to the requesting agency.

In the first instance, contractors should be sourced by the Control Agency for events outside the Shire boundaries.

Any requests for resources for use in an emergency event by a neighbouring council will be via the MAV Inter-Council Emergency Management Resource Sharing Protocol (see 5.5.3 below).

5.5.3. Inter-Council Emergency Management Resource Sharing

The Protocol for Inter-Council Emergency Management Resource Sharing (the Protocol) is a voluntary protocol overseen by the Municipal Association of Victoria (MAV) to support the efficient sharing of resources between Councils. It establishes an agreed position between signatory Councils for the provision of assistance for response, relief, and recovery activities during an emergency, and provides clear protocols and processes for initiating and completing requests for support, and the management of associated operational and administrative requirements.

Moorabool Shire Council is a signatory to the Protocol, with activation of the Protocol delegated from the Council CEO to the MEM. Councils are required to re-commit to the Protocol every four years; Council last re-committed to the Protocol in December 2020 and will be due to re-commit by December 2024.

Where Council has requested support from other municipalities during an emergency, it is the responsibility of Council to ensure assisting staff have the appropriate training, skills, and delegation to perform their role. In the case of specialist and statutory roles, Council will be required to appropriately authorise assisting staff (e.g., as Authorised Officers under s47 of the *Local Government Act 2020*, or other regulatory instruments that may apply) before those staff may exercise powers on behalf of Council.

Where Council determines activation of the Resource Sharing Protocol is necessary, a Coordinator of Resource Sharing shall be appointed to manage the process, with a supporting team if required. The Coordinator of Resource Sharing will oversee:

- The resource sharing request and relevant delegate approvals.
- Logistics associated with receiving staff from other councils (travel, accommodation, food, and welfare arrangements).
- Ensuring necessary equipment and access is available (e.g., vehicles, IT equipment and access).
- Ensuring necessary delegations and approvals are in place for specialist and statutory roles.
- Induction and briefing of support staff from other councils.
- Financial arrangements (payment and recording of expenses associated with the deployment of support staff from other councils).

5.6. Evacuation

Evacuation is the planned relocation of persons from dangerous or potentially dangerous areas to safer areas, and their eventual return. Evacuation may be undertaken by individuals or households of their own volition, or on recommendation of the control agency (via community messaging). Part 5 of the EM Act 1986 allows, where the Premier has declared a state of disaster, the relevant Minister to compel evacuations from a disaster area (except where a person claims a pecuniary interest in the land, buildings, goods, or valuables therein).

The safest time to evacuate is well ahead of the anticipated impact of the emergency. A late, hasty, or poorly planned evacuation carries significant risk. The decision to recommend an evacuation, shelter in place, or other action rests with the control agency in conjunction with Police, with consideration of any available expert advice.

Victoria Police are responsible for evacuation. Consideration must be given to the area of evacuation, the route to be followed, the means of transport, and the location evacuees will be asked to attend. Protection of evacuation routes and the presence of vulnerable persons requiring assistance to evacuate must also be considered.

Through the MEMO, Council should be engaged to assist in the implementation of the evacuation. Council will provide advice on the most suitable Emergency Relief Centre (ERC), including standing up an ERC if required, and the coordination of relief agencies and the provision of immediate relief requirements.

Support to evacuate may be provided by the following:

- VICSES
- Regional Roads Victoria
- Local bus / public transport companies
- Ambulance Victoria
- Moorabool Shire Council.

5.6.1. Community Fire Refuge and Bushfire Places of Last Resort

Community Fire Refuges (CFRs) and Bushfire Places of Last Resort (BPLRs) are provided as an area that may provide a degree of safety to residents impacted by emergencies (specifically fire), where all other plans have failed.

There is no guarantee of safety at either a CFR or BPLR; no services are provided, and the presence of emergency services is not guaranteed. These locations are a last resort shelter option where individuals cannot safely leave the area in the event of a fire.

CFRs are purpose-built or modified buildings that can provide protection from radiant heat and embers. BPLRs are normally open-air spaces such as sports ovals.

Moorabool Shire has one CFR, at Blackwood Fire Station, and three BPLRs, at Darley Recreation Reserve, Egan's Reserve at Greendale, and Gordon Hall.

For further details on these facilities, see Appendix D. Bushfire Places of Last Resort / Community Fire Refuge.

5.7. Community information and warnings

During an emergency, it is important to ensure warnings and public information are maintained at an optimum level. This ensures the community is informed and aware of the emergency, and where community action is necessary to protect lives, property, and the environment, maximises the likelihood of community members acting as expected.

5.7.1. Community information

During an emergency, individuals and communities should not expect an individual warning (e.g., a "knock on the door" from emergency services). Emergency services are usually committed to combating the emergency to provide individual warnings; whilst this may occur on some occasions, these are exceptional circumstances. There are several steps individuals should take to be informed of emergencies in their area, some of which include:

- Use the VicEmergency website (www.emergency.vic.gov.au) or app to be alerted to any incidents or warnings in the local area (use the "Incidents & Warnings" tab; select "Create a watch zone" to be alerted to incidents or warnings within a specified radius)
- Call the VicEmergency hotline on **1800 226 226**
 - TTY users phone **1800 555 677**, then ask for 1800 226 226
 - Speak and Listen users phone **1800 555 727**, then ask for 1800 226 226
 - Internet relay users connect to the NRS then ask for 1800 226 226
 - People who don't speak English call the Translating and Interpreting Service on **131 450** for translated information from the VicEmergency Hotline
- Know how to tune in to ABC Radio in your area. In Moorabool Shire, options are:
 - AM 774 – ABC Melbourne
 - FM 107.9 – ABC Ballarat
 - AM 1026 – News Radio Melbourne
 - FM 94.3 – News Radio Ballarat
 - ABC Listen app (on Apple App Store and Google Play – requires data coverage)
- Monitor fire danger ratings on the CFA website (www.cfa.vic.gov.au) and severe weather warnings on the Bureau of Meteorology website (www.bom.gov.au)
- Stay connected with neighbours and other community members
- Monitor weather conditions and be alert for signs that may indicate an emergency is nearby.

5.7.2. Emergency warnings

Emergency agencies in Victoria use the standardised Australian Warning System which provides three levels of warning depending on the risks posed by an emergency, and the actions required by community members nearby. These warning levels are:

- **Advice:** An incident is occurring or has occurred in the area. Access information and monitor conditions. Is also used as a notification that activity in the area has subsided and is no longer a danger to you.
- **Watch and Act:** An emergency is developing nearby. You need to act now to protect yourself and others.

- **Emergency Warning:** An Emergency Warning is the highest level of warning. You are in imminent danger and need to act now. You will be impacted.

Warnings issued will include a call-to-action statement, clearly describing the required actions to take. These may look like “Advice: Stay informed”, “Watch and Act: Prepare to leave”, or “Emergency Warning: Leave Now”.

Figure 4 shows the icons and colours that will be applied to the warning levels for various hazards. In each case, the yellow icon relates to an Advice message, orange relates to a Watch and Act message, and red relates to an Emergency Warning.



Figure 5: Icons of the Australian Warning System (Image credit: AFAC)

Additionally, evacuation orders are aligned within the above three levels of warning and are represented by the icon in Figure 5. Two levels of evacuation warning exist – Prepare to Evacuate and Evacuate Immediately.

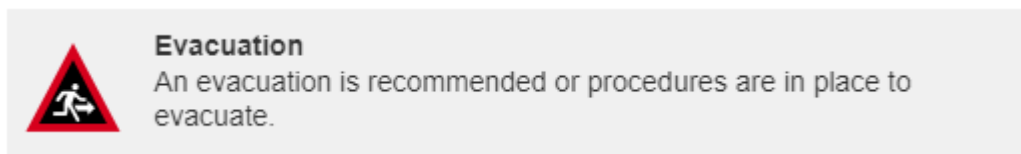


Figure 6: Evacuation icon (Image credit: EMV)

5.8. Vulnerable People and Facilities

The Vulnerable People in Emergencies Policy³³ defines a vulnerable person 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. Vulnerable facilities are those places where vulnerable people are likely to be.

The Policy does not attempt to address all “at-risk” communities and people. Vulnerability is a product of person, place, and circumstance, and may include factors such as vehicle ownership, level of preparedness, socioeconomic status, mental health status, familiarity with the area, and standard of dwelling design.

Accordingly, agencies must consider in their planning not only vulnerable people as defined by the Policy, but also factors unique to each area and situation that may render others uniquely vulnerable.

Vulnerable people

The Vulnerable People in Emergencies Policy requires funded agencies to support their clients in planning for emergencies, and screen them for inclusion on the Vulnerable Persons Register (VPR). A person should be included in the VPR if they meet the definition of a vulnerable person and cannot identify personal or community support networks to help them in an emergency.

Funded agencies providing services to clients on the VPR are responsible for ensuring the details of their clients are kept up to date, with revalidation required every six months. Council will provide basic system administration and local oversight of the VPR, which will support local emergency planning.

Information on the VPR will be accessible to authorised Victoria Police representatives for consideration in planning and exercising, and for emergency response purposes.

The VPR may be accessed at <https://vpr.mecccentral.com>.

Vulnerable facilities

The Vulnerable People in Emergencies Policy requires Councils to develop and maintain a list of facilities where vulnerable people are likely to be, including (but not limited to) aged care facilities, hospitals, schools, disability group homes, and childcare centres. This list must be available in or through the MEMP and must be accessible to Victoria Police for the purposes of planning, exercising, and in the event of an emergency.

The Moorabool Shire Vulnerable Facilities List is maintained as a separate document and is in Crisisworks for easy access in an emergency. Alternatively, the list may be accessed by authorised agencies by contacting the MEMO.

³³ [Vulnerable people in emergencies policy - DFFH Service Providers](#)

6. Relief

6.1. Relief arrangements

Emergency relief is the provision of essential needs to individuals, families, and communities in the immediate aftermath of an emergency. The provision of relief is considered part of the “response” phase of an emergency.

The exact type of relief required will depend on the type, location, and extent of an incident and its impacts on communities. A needs assessment is necessary to determine the type and location of relief required. Relief may be provided in a physical centre, or through other mechanisms such as virtual or outreach programs as required. Support provided may include (but is not limited to) community information, emergency shelter, psychosocial support, material aid, food relief, first aid, financial assistance, animal welfare, and legal support. Relief can be provided at dedicated Emergency Relief Centres (ERCs), other places of community gathering, incident scenes, memorials, or other locations as required. A key function of relief centres is to triage impacted individuals for emergency accommodation if necessary.

Council has responsibility for municipal relief coordination, whilst DFFH and ERV have responsibility for relief coordination at the regional and state tiers respectively. The level and type of relief required will be determined in conjunction with the Control Agency / Incident Controller, IERC / MERC, MEMO, and MRM. DFFH should also be included should escalation of the incident and associated relief needs appear likely.

Further detail on all aspects of relief may be found in the Moorabool Relief and Recovery Plan. This Plan is in Crisisworks and available to authorised agencies by contacting the MEMO.

6.2. Emergency Relief Centres (ERCs)

The Moorabool Shire Relief Centre Operations Plan is a complementary plan to this MEMP and outlines in detail where and how ERCs may be established across the Shire. Suitable facilities have been identified across the Shire, with five primary and four secondary ERC locations nominated. This list is not restrictive; an ERC may still be established in another location if required.

Following the establishment of an ERC, agencies with relief responsibilities in the SEMP will provide representatives as required to facilitate the provision of relief support. Relief agencies should consider the potential requirement to staff multiple ERCs, and to operate ERCs over multiple days, and ensure they have suitable trained surge staff available.

The decision to activate an ERC, and which ERC should be utilised, will be made by Victoria Police (in consultation with the Control Agency), and Council. The Incident Controller will issue public information on the location of ERCs as they open. This will be made available on VicEmergency and through emergency broadcasters via EMV’s standard procedures. It is critical that Incident Controllers and Incident Control Centre Public Information Units keep relief centre information up to date, to ensure details provided on VicEmergency are accurate.

Council will share relief information on social media and on its website once details have been published on VicEmergency. Council’s Customer Service team will be notified in case residents call requesting information on ERCs (this will be limited to ERC locations and opening hours only; further queries will be directed to the VicEmergency hotline or MECC as appropriate).

Community members can find information on relief centres on the VicEmergency website, app, or hotline (1800 226 226) and from emergency broadcasters. Refer to 5.7.1 above for further information.

6.3. Register.Find.Reunite

The Register.Find.Reunite service plays a critical role in reconnecting affected people during and following an emergency. Victoria Police are responsible for the activation of the Register.Find.Reunite service, and will activate the Australian Red Cross to operate the service on their behalf.

The Register.Find.Reunite website is at <https://register.redcross.org.au>.

6.4. Animal management in emergencies

Relief arrangements must include provision for animals (including companion animals and livestock). Whilst animals remain the responsibility of the person in charge of the animal, support to provide food and clean drinking water, as well as safe containment facilities, is often required during and in the immediate aftermath of an emergency.

The Moorabool Shire Emergency Animal Welfare Management Plan is a complementary plan to this MEMP and contains detailed information on the arrangements that may be implemented to provide relief and recovery services for animals in emergencies. This plan outlines locations within the Shire assessed as being suitable to house companion animals and livestock.

The Department of Energy, Environment and Climate Action (DEECA) is the relief coordinating agency for animal welfare. In the case of companion animals and livestock, this coordination is exerted through Agriculture Victoria. DEECA / Agriculture Victoria should be engaged as required as soon as animal welfare issues become apparent.

6.5. Prevention of family violence in relief

Evidence has shown that family violence increases in emergency-affected communities, even in families that have not previously experienced family violence. As a result, access to support services in an emergency can be challenging, particularly for women and people with diverse gender identities, and those with additional factors such as age, culture, and disability.³⁴

Family violence can increase vulnerability to the risks arising from an emergency; victim survivors subjected to violence aimed at controlling their behaviour may be impeded from making and implementing their own emergency preparedness arrangements. Further, they may feel they are reliant on an abusive partner to house themselves and their children, potentially exposing them to further violence.

Relief centres can also pose significant challenges for victim survivors of domestic violence. The public space and shared emergency accommodation common at ERCs may expose them to an abusive ex-partner. Intervention orders may also be difficult to enforce during emergencies, including at relief centres.

The Moorabool Shire Relief and Recovery Sub-plan contains detailed information and strategies to aid in preventing family violence in relief. Refer also to 7.4.4 below for information on preventing family violence in recovery.

³⁴ [Family violence framework for emergency management - DFFH Service Providers](#)

7. Recovery

7.1. Recovery arrangements

Recovery refers to the process of assisting persons and communities affected by emergencies to achieve a proper and effective level of functioning. Recovery for each individual and community is different, making it impossible to measure recovery by a time period or a strict definition. It is impossible to return to a pre-disaster state, and some people may never fully recover from an emergency.

Recovery planning and programs refer to the Victorian Government's recovery outcomes, which are:

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

Further detail on all aspects of recovery may be found in the Moorabool Relief and Recovery Plan. This Plan is in Crisisworks and available to authorised agencies by contacting the MEMO.

7.2. Transition to recovery

As the response to an emergency de-escalates, planning for an orderly transition to recovery should commence. The Controller at the relevant tier (Incident, Regional or State) should lead the transition, working with the Recovery Coordinator at the same tier to hand over coordination. It is critical to involve the Recovery Coordinator (e.g., the MRM or MEMO) early in the process to ensure a smooth transition to recovery.

In most incidents, the response does not trigger significant recovery concerns or programs. Therefore, the response phase transitions, or deescalates, to business as usual for the municipality without the requirement for a formal event-specific response to recovery transition document. Formal transition from response to recovery is not required when there are no substantial regional or state coordination requirements in multiple recovery pillar coordination environments.

A formal transition of coordination from response to recovery may be required, this is between the Incident Controller and the MEMO/MRM and may only occur when:

- the threat of the incident has subsided.
- the extent of impact on communities and level of loss and damage has been validated through impact assessments.
- the extent of community relief needs has been validated, and
- the resources required for recovery have been mapped to support the municipality to develop early recovery planning, focussing on operational recovery activities.

Effective transition from response to recovery needs to be considered early with a focus from the Incident Controller on gaining Initial Impact Assessment data. This will ensure Council has a clear understanding of the situation, impact, and indicators of need.

Having regard to the transition to recovery and the above requirements will ensure that early recovery planning processes can be initiated. The Regional Recovery Coordinator can provide guidance throughout these processes to improve recovery outcomes and consequence management for individuals, communities, and regions following an emergency.

Detailed information on the transition to recovery process is available in the SEMP, and EMV has published a schedule and agreement for formal transition on EM-COP, entitled *An Agreement for Transition of Coordination Arrangements from Response to Recovery*.³⁵

7.3. Impact assessments

Impact assessments are critical. They aid in understanding the extent, location, nature, and type of impacts caused by the emergency. This supports relief and recovery planning, prioritisation of relief and recovery operations, and reporting to each level of government. This in turn allows recovery funding and other supports to be targeted according to need. See 7.4.4 below for more information on recovery funding arrangements.

7.3.1. Initial Impact Assessment (IIA)

The Initial Impact Assessment (IIA) is a preliminary assessment by visual inspection and collection of quantifiable early data, undertaken by response agencies. These often comprise collection of data such as the number of dwellings destroyed or damaged and impacts on people remaining in affected areas.

The IIA is critical in informing immediate relief and early recovery activities and permits the prioritisation of subsequent assessment activities. It also indicates if further assessment and assistance is required. The outputs of the IIA process form a key component of the transition to recovery process. The IIA is undertaken 24-48 hours after safe access to the impact area has been attained.

7.3.2. Secondary Impact Assessment (SIA)

The Secondary Impact Assessment (SIA) is a more detailed and holistic assessment of the impact of the event on the community, and takes place following the IIA, and ideally within four weeks of gaining access to the impact area. Whilst the IIA provides a general overview of the impact on communities, the SIA process is systematic, adds more detail, and considers built, cultural, natural, economic, and social impacts.

Coordination of SIA is the responsibility of the Recovery Coordinator (i.e., the agency to which control was handed during the transition to recovery [see 7.2 above]). At the local tier, this will be Council. Council SIA teams conduct assessments using the Crisisworks system. Teams consist of multiple disciplines dictated by the nature of the emergency and its impacts. Teams may include a combination of Emergency Management staff, building inspectors / surveyors, environmental health officers, and planning staff. Refer to the Moorabool Relief and Recovery Plan for further information.

7.3.3. Post Emergency Needs Assessment (PENA)

The Post Emergency Needs Assessment (PENA) is a longer-term, thorough assessment of the impacts and consequences of the emergency on the health and wellbeing of the community, its infrastructure and built environment, the economy, and the environment. This includes the longer-term impacts of destroyed assets, displaced residents, interruption in business, industry and tourism, and psychosocial impacts. This assessment informs the medium- to long-term recovery process. The period considered by the PENA is widely variable based on the scale of the emergency but can extend to 12 months or more.

Coordination of the PENA is the responsibility of the Recovery Coordinator (i.e., the agency to which control was handed during the transition to recovery [see 7.2 above]). At the local tier, this will be Council. Refer to the Moorabool Relief and Recovery Plan for further information.

³⁵ [Transition from Response to Recovery - Emergency Management Victoria](#)

7.4. Recovering from emergencies

7.4.1. Lines of recovery

Five overarching priorities provide guidance to ensure recovery planning is holistic and coordinated across different areas of government³⁶. These are described below.

People and wellbeing

- Led at state level by DFFH.
- Works to ensure impacted community members are safe, healthy, and connected with their community.

Aboriginal culture and healing

- Led at state level by ERV.
- Works to ensure the voice of Aboriginal Victorians affected by disasters is represented in government decision-making and aims to ensure overall recovery efforts consider and safeguard a culturally appropriate and safe recovery for Aboriginal Victorians.

Business and economy

- Led at state level by the Department of Jobs, Skills, Industry and Regions.
- Works to support impacted business and industry sectors to recover and strengthen while ensuring employment opportunities are accessible and resilience is increased.

Environment and biodiversity

- Led at state level by the Department of Energy, Environment and Climate Action.
- Works to coordinate and support recovery efforts for biodiversity and environment with a focus on biodiversity, water and catchments, and sustainability.

Buildings and infrastructure

- Led at state level by the Department of Transport and Planning, the Department of Jobs, Skills, Industry and Regions, the Department of Education and Training, and Regional Development Victoria.
- Works to coordinate efforts to restore essential community and state-wide infrastructure safely and quickly, including rebuilding or repair of residential, commercial, and agricultural properties and community facilities.

7.4.2. Local recovery coordination

In emergencies where the requirement for formal recovery is identified, the Moorabool Relief and Recovery Subcommittee may establish an incident-specific recovery committee. The initial responsibilities of the Recovery Committee will include formalising the governance structure, overseeing the transition from response to recovery, the establishment of working groups as required, and the development of a formal Recovery Plan. Recovery Plans will be developed to encompass the pillars of Social, Economic, Built, Natural, and Cultural Heritage.

The Recovery Committee is responsible for ensuring affected communities are adequately consulted and represented in the recovery planning process, which may be through the support and engagement of Community Recovery Committees³⁷.

³⁶ [Lines of Recovery | Victorian Government \(www.vic.gov.au\)](http://www.vic.gov.au)

³⁷ [Community Recovery Committees | Victorian Government \(www.vic.gov.au\)](http://www.vic.gov.au)

Detailed information on local recovery coordination arrangements, including the establishment and terms of reference of incident-specific recovery committees and development of Recovery Plans, is available in the Moorabool Relief and Recovery Plan.

7.4.3. Community engagement

Community engagement is fundamental to overall recovery. In the early stages of an emergency, engagement can be largely limited to information sharing and short-term recovery activities, however as the process of recovery commences, it is critical to ensure impacted communities are consulted and supported to make decisions about their own recovery.

Effective engagement can restore a sense of being “back in control” for communities impacted by emergencies. It can also build the knowledge, experience and skills that assist the community to be more resourceful and resilient in the future.

A comprehensive engagement plan should be developed as part of a formal Recovery Plan to outline how communities will be informed, consulted, involved, and empowered. Further information on community engagement in recovery is available in the Moorabool Relief and Recovery Plan, and in the EMV Disaster Recovery Toolkit for Local Government³⁸.

7.4.4. Recovery funding arrangements

Recovery funding streams are available from various sources following an emergency. These include ERV, DFFH, NEMA, and others. The availability and amount of funding available is determined through reporting of initial and secondary impact assessment data, allowing funding bodies to target funding to the required areas.

Figure 7 illustrates how impact assessment information can inform both relief and recovery planning processes, and funding streams from various sources.



Figure 7: Timeline showing relationship between reporting and funding streams (Image credit: ERV & DFFH)

The Disaster Recovery Funding Arrangements (DRFA) are an insurance-style model for reimbursing Council for funds expended during the recovery process. A successful DRFA claim requires detailed

³⁸ [DISASTER RECOVERY TOOLKIT BOOK7 WEB.pdf \(em.vic.gov.au\)](https://www.em.vic.gov.au/Disaster-Recovery-Toolkit-Book7-Web.pdf)

information on Council infrastructure and assets, including its condition prior to the emergency, and works undertaken to make the infrastructure or asset safe, and to recover the infrastructure or asset to its pre-emergency state. To facilitate this, Council Operations crews and contractors engaged in make-safe and recovery operations must maintain contemporaneous records of work undertaken (including photographic evidence).

7.4.5. Prevention of family violence in recovery

Family violence in the recovery stages of an emergency, similarly to the relief stage (discussed at 6.5 above), has been shown to be a significant problem requiring consideration and mitigation throughout the recovery process. The Family Violence Framework for Emergency Management³⁹ contains guidance on steps that should be taken through the recovery process to provide support for users and victims of family violence.

DFFH Family Violence Principal Strategic Advisors are available for inclusion in recovery committees to provide specific advice on steps that may be taken to prevent family violence. Recovery plans must contain family violence referral pathways and services based on local needs, ensure public meetings and forums provide information on family violence in emergencies, and ensure support agencies (including Victoria Police and other local services where practicable) are present.

It is important that all stakeholders understand the challenges to families, communities, and their recovery posed by family violence, and consider how family violence can be addressed before, during, and after an emergency.

³⁹ [Family violence framework for emergency management - DFFH Service Providers](#)

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A. MEMPC Contact List

Redacted

B. Contact Directory

Redacted

C. List of MEMP Sub-Plans and Complementary Plans

This appendix lists all plans recognised as Sub-plans and Complementary Plans in the Moorabool Municipal Emergency Management Planning context. A detailed explanation of the different plan types is available in the EMV Emergency Management Planning Reform Fact Sheet #7⁴⁰.

Plan name	Type*		Owner
	S	C	
Municipal Emergency Management Plan	✓		MEMPC
Municipal Fire Management Sub-plan	✓		MFPC
Moorabool Flood Emergency Sub-plan	✓		MEMPC
Animal Emergency Management Welfare Plan	✓		MEMPC
Recovery Operations Plan <i>Undergoing redevelopment into the Relief and Recovery Plan</i>		✓	Council
Recovery Centre Operations Plan		✓	Council
Recovery Communications Plan		✓	Council
Recovery Outreach Operations Plan		✓	Council
Donations and Appeals Plan		✓	Council
Relief Centre Operations Plan		✓	Council
Secondary Impact Assessment Operations Plan		✓	Council
Public Health Emergency Plan		✓	Council
Heatwave Plan		✓	Council
Pandemic Plan		✓	Council
Blackwood Evacuation Operations Plan		✓	Victoria Police
Moorabool Shire Council Dam Plan		✓	Council
Bacchus Marsh Airport Emergency Plan		✓	Bacchus Marsh Aerodrome Management

* Sub-plans are marked as type “S”, whilst Complementary plans are marked as type “C”.

⁴⁰ [Fact Sheet 7 EMPR Sub plans and complementary plans March 2020.pdf \(emv.vic.gov.au\)](#)

D. Bushfire Places of Last Resort / Community Fire Refuge

This appendix provides a summary of the Neighbourhood Safer Places and Community Fire Refuge present in the Moorabool Shire. Refer to the Moorabool Fire Management Sub-Plan for more details.

Bushfire Places of Last Resort (BPLR)

BPLRs are locations that may provide some protection from direct flame and heat from a fire, but *do not guarantee safety*. They are intended as a place of last resort if all other fire plans have failed.

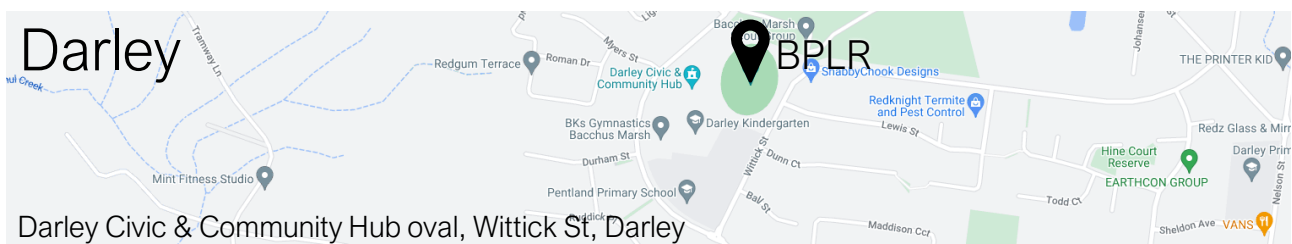
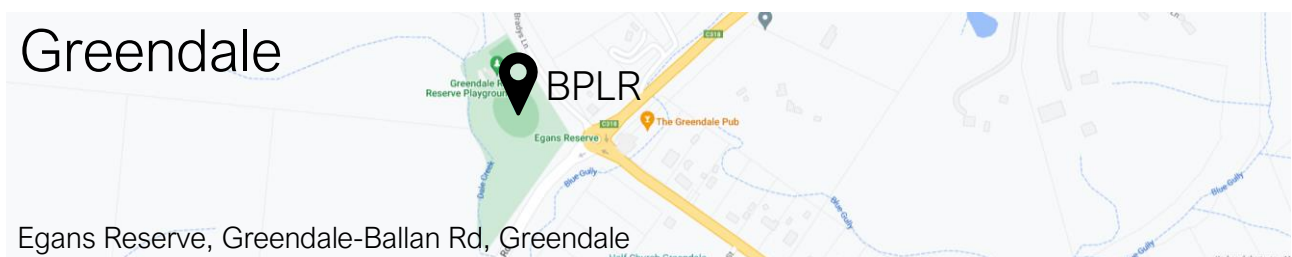
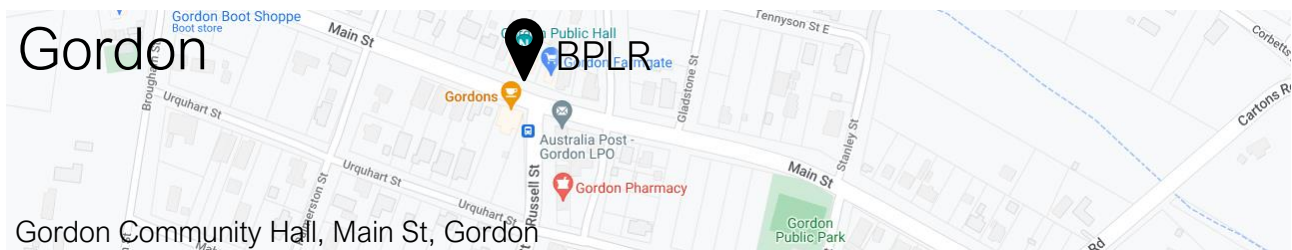
Emergency services may not be present at an BPLR, no support services are provided, and shelter from the elements may not be provided. Travelling to the BPLR may expose people to significant danger.

CFA advises that BPLRs are places of *absolute last resort*. The safest place to be is out of a high-risk bushfire area.

More detailed information on BPLRs is available on the CFA website.⁴¹

Three BPLRs are maintained in the Moorabool Shire. They are located at:

Locality	Street address	Location name / type
Gordon	Main St (opposite Russell St)	Gordon Community Hall
Greendale	Greendale-Ballan Rd (entry via Bradys La)	Egans Reserve
Darley	Wittick St (opposite Lewis St)	Darley Civic & Community Hub oval



⁴¹ [Neighbourhood Safer Places | CFA \(Country Fire Authority\)](#)

Community Fire Refuge

A Community Fire Refuge is a last resort shelter option, in the form of a purpose-built or modified building that can provide members of the public with short-term shelter from the immediate life-threatening effects of a bushfire. They have inherent limitations and are not a guarantee of safety.

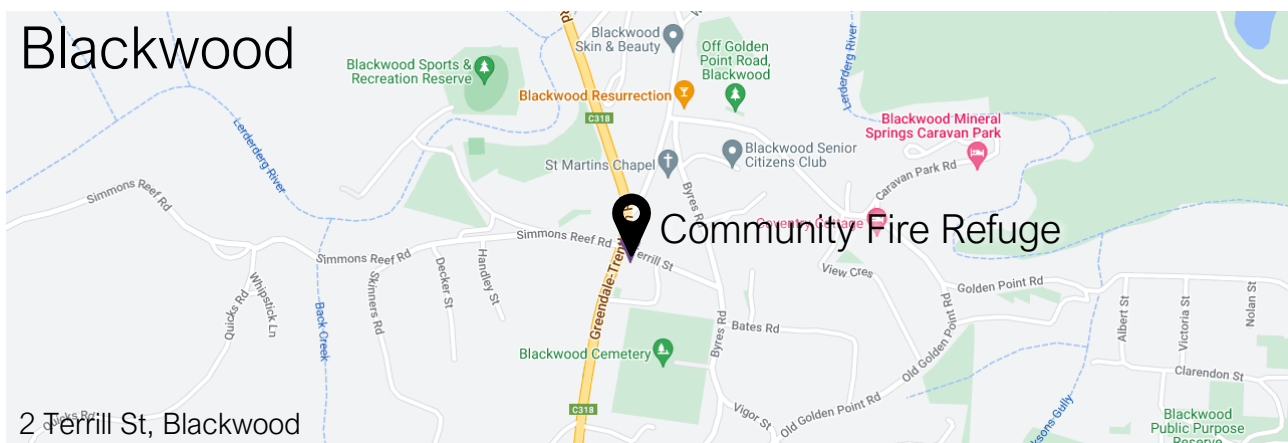
Refuges provide basic, short-term shelter only – food and medical services are not provided, and they may not be attended or protected by emergency services. They can only be safely accessed before the fire front impacts the refuge site, and travel to the refuge may expose persons to risk of injury or death.

Community Fire Refuges have no planned role in relief or recovery operations following a bushfire event. They may have a role in effecting specific evacuations recommended by a Regional or Incident Controller.

More information about Community Fire Refuges is available on the EMV website.⁴²

One Community Fire Refuge is maintained in the Moorabool Shire. It is located at:

Locality	Street address	Location name / type
Blackwood	2 Terrill St	Blackwood Fire Station



⁴² [Community Fire Refuges Policy | Emergency Management Victoria \(emv.vic.gov.au\)](http://emv.vic.gov.au)

E. Exercises and events

Title	Date/s	Agencies involved	Nature of event	Number of attendees	Location	Activity objectives	Lessons identified
Ballan Group CFA	5/4/17 3/5/17	CFA	Exercise	5	Ballan LCF	Resource preparedness	
Blackwood CEMP Scenario Exercise	26/3/17	Multi-agency	Exercise	60	Blackwood Hall	Community preparedness & awareness	
Ballarat ICC exercise	17/8/17	Multi-agency	Exercise	30	Ballarat ICC	Exercise facility, IMT/EMT communications	
Ballan LCF	5/7/17 2/8/17	CFA, VicPol, VICSES	Training	6	Ballan		
V/Line familiarisation	8/8/17	Multi-agency	Training	42	Ballarat	First responder familiarisation	
CFA Ballan Group Fiskville exercise	22/10/17	Multi-agency	Training and exercise	100	Mt Wallace		
Exercise Breeze	28/3/18	Multi-agency	Exercise	50	Creswick	Level 3 ICC stand-up	
Exercise Alienate	10/8/18	Multi-agency	Training and exercise		Ararat		

Blackwood Community Fire Refuge exercise	18/11/18	Multi-agency	Exercise		Blackwood		
Bacchus Marsh Aerodrome exercise	6/8/19	Multi-agency	Exercise	15	Council Chambers, Ballan		
Ballan Group Fiskville CFA Cup	20/10/19	Multi-agency	Training	100	Morrison and District	Pre-season firefighter skills maintenance	Annual Ballan Group training session
Exercise Revival	16/7/19	Multi-agency	Training	60	Ballarat Regional Soccer Stadium	Recovery knowledge sharing	
Exercise Teapot	10/9/19	Multi-agency	Exercise	100	Royal Australian College of Surgeons, Melbourne	State Health Emergency Response Plan exercise	
June 2021 Storms	9/6/2021	Multi-agency	Incident				
October 2022 floods	12/10/2022	Multi-agency	Incident				
Exercise Pykes	30/04/2023	Multi-agency	Exercise		Pykes Creek Reservoir		