

WYNDHAM CITY

Municipal Emergency Management Plan

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# 1. Introduction

## 1.1 Acknowledgement of Traditional Owners

Wyndham City Council recognises Aboriginal and Torres Strait Islander peoples as the first Peoples of Australia. We acknowledge the Bunurong and Wadawurrung Peoples as Traditional Owners of the lands on which Wyndham City operates. The Wadawurrung and Bunurong Peoples have and always will belong to the Werribee Yalook (river), creeks, stars, hills, and red clay of this Country. We pay respect to their Ancestors and Elders who always have, and always will, care for Country and community today and for future generations.

## 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 for emergency management planning in Victoria at the State, Regional and Municipal levels and create an obligation for a Municipal Emergency Management Planning Committee (MEMPC) to be established in each of the municipal districts of Victoria, including the alpine resorts which, for the purposes of the Act, are taken to be a municipal district. Each MEMPC is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of emergency management planning for the municipal district.

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 Plan Assurance and Approval

### Assurance

A Statement of Assurance (including a checklist and certificate) has been prepared and submitted to the Regional Emergency Management Planning Committee (REMPC) pursuant to EM Act 2013 (section 60AG)

### Approval

This Plan was received by the North West Metro REMPC on **24<sup>th</sup> November 2023**. This Plan comes into effect when it is published and remains in effect until superseded by an approved and published update.

## 1.4 Plan Review

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

Urgent update of this Plan is permitted if there is significant risk that life or property will be endangered if the Plan is not updated (EM Act 2013 section 60AM). Urgent updates come into effect when published on the municipal council website and remain in force for a maximum period of 3 months.

This Plan will be reviewed not later than **October 2026**. This Plan is current at the time of publication and remains in effect until modified, superseded or withdrawn.

## Multi-agency exercises

Regular testing and exercising of the Plan is also undertaken through multi-agency scenario exercises.

Scenario exercises that have been undertaken include:

- **Exercise Iron Horse:** 14<sup>th</sup> May 2018: multi-agency functional exercise: Tested parts of ERC operations, WCC/NWMR ERC SOP's.
- **Exercise Summer Storm:** October 2018: *internal, discussion exercise: Tested Crisis Works and referral pathways.*
- **Exercise PAEN:** 28<sup>th</sup> August 2019: multi-agency functional exercise: Tested collaboration procedure activations, practise the use of system in MECC/MEOC and ERC settings.
- **Exercise Slick:** 16<sup>th</sup> October 2019: Internal, functional exercise: Tested MEMP & MECC SOP's
- **Exercise Pipeline:** 22<sup>nd</sup> October 2019: Multi Agency discussion exercise, tested MECC SOP's, ERC SOP's, Municipal Recovery Plan
- **Exercise Recovery Partners:** 26<sup>th</sup> November 2019: multi-agency discussion exercise, tested recovery after an emergency.
- **Covid Activation:** 2020
- **Exercise Delta:** 20<sup>th</sup> October 2021: multi-agency, discussion exercise: Tested set up of ERC in collaboration with NWMR.
- **Exercise Walkaway:** 28<sup>th</sup> August 2022: multi-agency, functional exercise: Tested 'two streets back' strategy and evacuation.
- **ERC Activation:** October 2022: Vic Pol and Council staff activated Civic Centre as an ERC and Operations Centre due to floods.
- **Exercise Madagascar:** April 2023: multi-agency and business committees, discussion exercise: Explore the process of evacuation and coordinate response agencies and committee members.

## **1.5 Municipal Roles**

### **Municipal Emergency Management Functions**

The role of a municipal council in relation to emergency management planning is to facilitate planning for emergencies in relation to its municipal district by establishing a Municipal Emergency Management Planning Committee (MEMPC) (EM Act 2013 section 59F(a)).

In collaboration with other agencies and by the establishment of the MEMPC, council also has a role in enabling community participation in emergency preparedness, including mitigation, response and recovery activities (EM Act 2013 section 59F(b)).

### **Municipal Emergency Management Officer**

Under the EM Act 2013 section 59G, council, must appoint one or more Municipal Emergency Management Officers (MEMO) for its municipal district.

The responsibilities of the MEMO are to:

- Maintain effective liaison with control and support agencies within or servicing the municipal district
- Liaise with the MRM about the best use of municipal resources
- Organise a response debrief if the MERC asks
- Ensure there are procedures and systems to monitor and record council expenditures in relation to emergencies

The MEMO role is outlined in the State Emergency Management Plan (page 63).

### **Municipal Recovery Manager**

Under the EM Act 2013 section 59H, council, must appoint one or more Municipal Recovery Managers (MRM) for its municipal district.

The responsibilities of the MRM are to:

- Coordinate municipal and community resources for recovery
- Help collate and evaluate information gathered in the post-impact assessment
- Establish priorities for restoring community services
- Liaise with the MEMO about the best use of municipal resources
- Establish an information and coordination centre at the municipal offices or at a location more appropriate to the affected area
- Liaise, consult and negotiate with recovery agencies and the council on behalf of the affected area and community recovery committees
- Liaise with the RRC and relevant Victorian Government agencies, asking for support on recovery coordination, if required
- Engage with the IC in the transition from response to recovery

The MRM role is outlined in the State Emergency Management Plan (page 66).

## **Municipal Fire Prevention Officer**

The Country Fire Authority Act 1958 and the Fire Rescue Victoria Act 1958 require each municipal council to appoint a Municipal Fire Prevention Officer (MFPO) and any number of assistant fire prevention officers. The MFPO provides its municipal council with expertise in relation to fire prevention and provides a connection to local fire services.

The role of the MFPO does not include a legislated planning function. Fire planning now falls under integrated planning arrangements.

## **1.6 Plan Aim and Objectives**

### **Aim**

- To detail the agreed collaborative arrangements for the mitigation of, the response to, and the recovery from emergencies that could occur in Wyndham City as identified in the Emergency Management Act 2013 and the State Emergency Management Plan (SEMP).

### **Objectives**

The broad objectives of this Plan are to:

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



## 2. Municipal District Characteristics

### 2.1 Topography

Covering an area of 542km<sup>2</sup>, Wyndham City is located in Melbourne's outer south-western suburb, between 12 and 45 kilometres from Melbourne CBD and features 27.4 km of coastline bordering Port Phillip Bay to the east. As a meeting place for people of the Kulin nations, Wyndham City has an extremely rich and diverse Aboriginal cultural heritage.

Wyndham City is made up of 17 suburbs with a forecasted population of over 322,200 in 2023 and forecasting to estimated, 501,634\* in the year 2041.

Wyndham is adjacent to six municipalities: City of Greater Geelong, Hobsons Bay City Council, City of Melton, City of Brimbank, and the Shire of Moorabool. Wyndham City is also bordering the Port Phillip Bay to the Southeast of the municipality.

The main roads servicing within the east-west route is dominated by the Princes Freeway/Highway, other routes include Sayers, Leakes, Dohertys and Boundary Roads. The main north-south route is Derrimut and Hopkins Road with access being provided by Tarneit and Palmers/Robinsons Road.

Wyndham City is home to many major Victorian features, such as, Werribee Open Range Zoo, Werribee Park (Mansion), Victoria State Rose Garden, and the Werribee River.

***\* Figures obtained from Profile Id, Community, Demographic Resources***

## 2.2 Rail

The municipality is intersected in an east/west direction by two rail corridors including the metropolitan and regional rail link, which can form a physical barrier with access between suburbs.

### Railway Stations

Suburb	Address	Asset
Hoppers Crossing	Old Geelong Rd/Morris Rd	Hoppers Crossing Metro Train
Werribee	Station Pl, Werribee	Werribee Metro Train
Williams Landing	Altair St, Williams Landing	Williams Landing Metro Train
Aircraft	Triholm Ave, Laverton	Laverton Metro Train
<i>Little River</i>	<i>You Yangs Rd, Litter River</i>	<i>Little River V-line</i>
<i>Wyndham Vale</i>	<i>Eureka Dr, Wyndham Vale</i>	<i>Wyndham Vale V-line</i>
<i>Tarneit</i>	<i>Derrimut Rd, Tarneit</i>	<i>Tarneit V-line</i>

## 2.3 Airports – Flight Paths

Wyndham City is host to one operating airfield, Point Cook Airfield, additionally, the Little River township is adjacent to Avalon Airport which is within the City of Greater Geelong municipality. The operations at the airfields have been modified to minimize the effect (sound and traffic management) on amenity for our residents.

## 2.4 Fuel, Gas & Electricity

Wyndham City is equipped with significant national and state fuel, gas and electricity pipelines that traverse the area and its surroundings.

Notably, a substantial fuel line extends from Geelong to Hobsons Bay, while a major gas line runs through the heart of the municipality.

## 2.5 Demography

Wyndham City is a residential and rural area, with substantial industrial, technology and commercial areas. The population is centred in the residential areas around Werribee, Point Cook, Hoppers Crossing and Tarneit. The Rural land is used mainly for vegetable growing and grazing. <sup>+</sup>

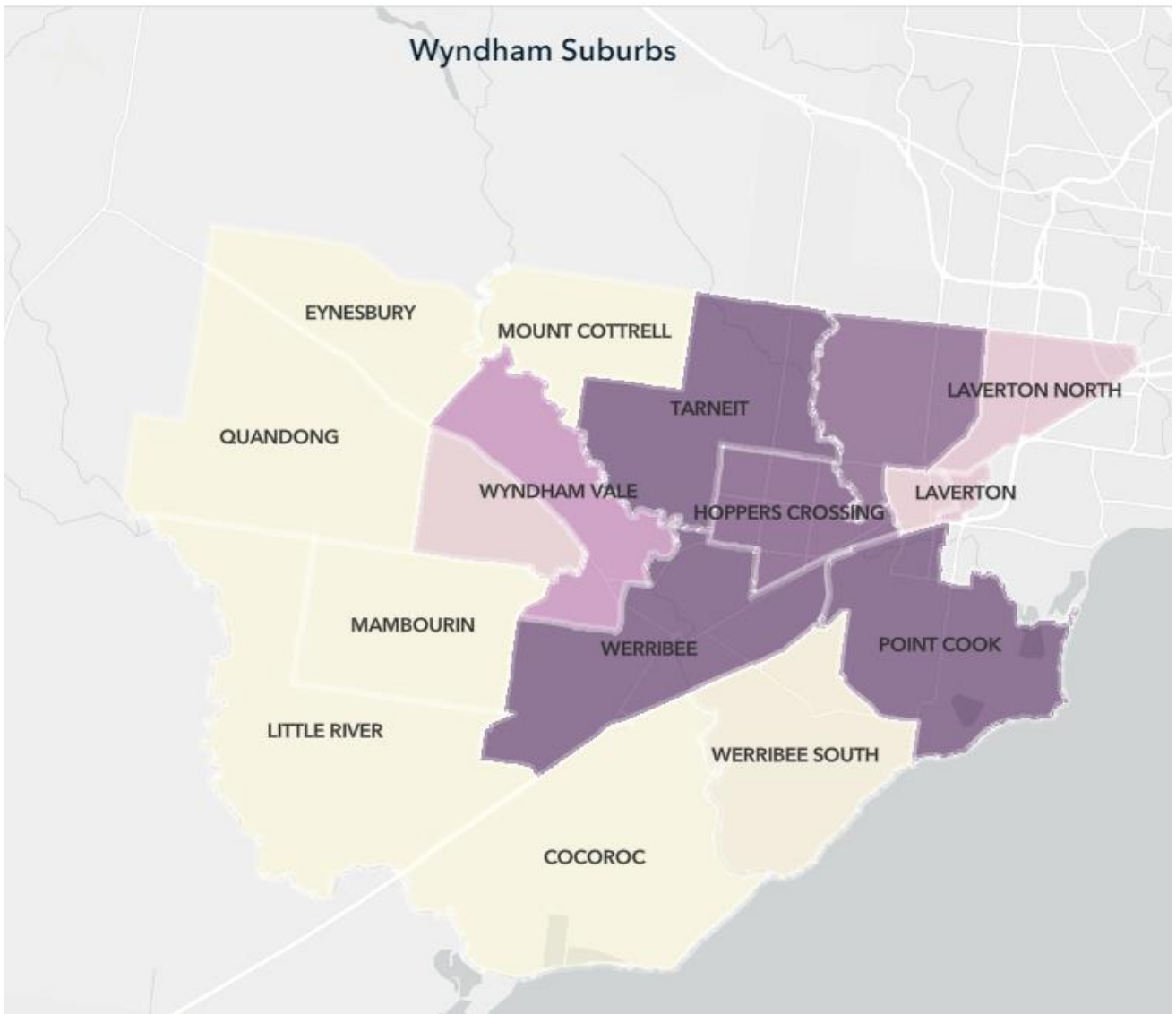
The residential population is estimated at 322,226\* (2023). With those aged between 30-34 years making up majority of the municipality, approx. 28,719\* (2011), followed by children aged between 5-9 years, 26,833\* (2011).

The top five most prevalent cultural backgrounds within the municipality are made up of; Indian (17.4%), English (16.8%), Australian (16.5), Chinese (6.3%) and Irish (4.2%).

*+ Details obtained from Profile .id Community, Demographic Resources – Community profile.*

*\* Figures obtained from the Australian Bureau of Statistics.*

## 2.6 Boundary Map



**Figure 1: Boundary Map**

## 2.7 Land Use

Wyndham City is a diverse region incorporating both residential and rural zones, serving as a prominent growth area. The city comprises four districts, each featuring significant industrial, technological, and commercial sectors. The population is primarily concentrated in the residential neighbourhoods around Werribee and Hoppers Crossing. Meanwhile, the rural land is predominantly utilized for vegetable cultivation and grazing activities.

Areas within Wyndham City are currently witnessing substantial growth in new residential units, driven either by greenfield development or densification and renewal initiatives.

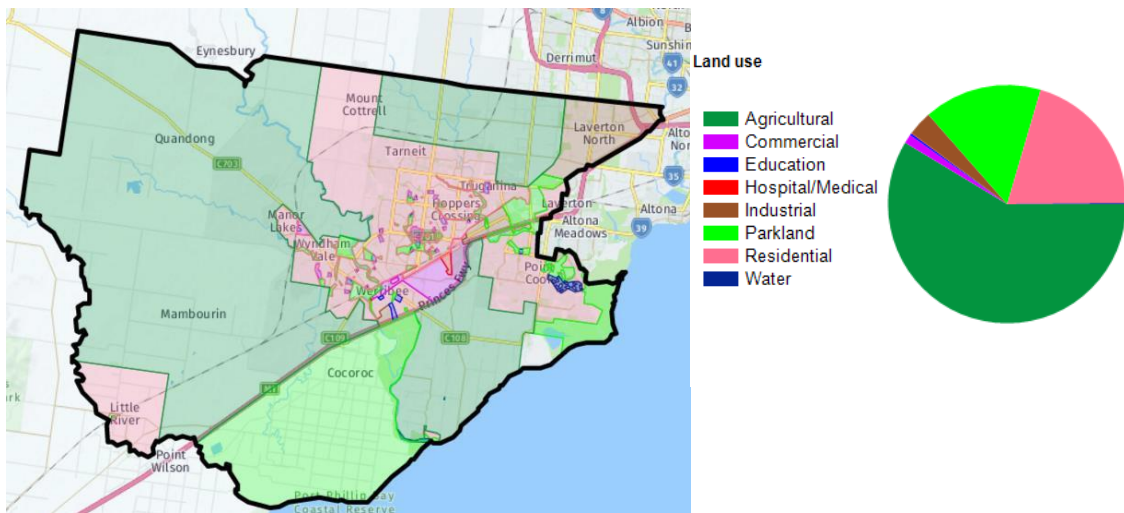


Figure 2: Land Use

## 2.8 Vulnerable Groups

### Overview

This section outlines the vulnerable groups in Wyndham City. For each vulnerable group information has been included, such as:

- Population information and key residential bases
- Internal support services
- External support services

### Estimated Residential Population by Statistical Area 2023\*

Statistical Area	Residential Population
Werribee South – Cocoroc	2,748
Point Cook	69,541
Williams Landing – Laverton North	10,710
Truganina	42,733
Hoppers Crossing	36,450
Werribee	55,507
Tarneit	56,888
Wyndham Vale	25,662
Manor Lakes	12,826
Little River – Rural West	706

## Wyndham City Council Residential Population Age Groups 2021

Age group	Population	Per cent
0-4 years	26,099	8.5
5-14 years	48,020	15.7
15-24 years	34,052	11.1
25-34 years	51,017	16.7
35-44 years	57,083	18.6
45-54 years	31,386	10.3
55-64 years	36,125	11.8
65-74 years	14,418	4.7
75-84 years	6,062	2.0
85 years and over	1,852	0.6
Total	306,114	100

### Profiles

Profiles on residents and a range of communities within Wyndham City can be found on the Australian Bureau of Statistics website or via Profile.id Community.\*

\* <https://www.wyndham.vic.gov.au/community-and-area-profiles>

\* <https://profile.id.com.au/Wyndham>

\* <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA27260>

## Municipal Demographic

The current residential population of Wyndham City Council in 2021 is estimated to be approximately 306,114. Demographic information can be found on Wyndham City Council website. Key information includes:

	Population (approx.)	Comments	Data Source
Infants and young children (0 – 14)	74,119	Those relying on dependents.	Australian Bureau of Statistics
Aged Population (65 years +)	22,332	Frail aged population and those registered within the Vulnerable Persons Register (VPR).	Australian Bureau of Statistics
Residents with long-term health conditions	95,984	Conditions include but not limited to, Arthritis, Asthma, Cancer (including remission), Dementia (including Alzheimer's), Diabetes (excluding gestational), heart disease (including heart attack or angina), and more.	Australian Bureau of Statistics
Tourists/ Annual Visitors	1.4 million	Report available on Wyndham City website.	Area Leader Tourism, Wyndham City Council
Residents occupy residential dwellings	89,823	Number is only on residential dwellings.	Australian Bureau of Statistics
Low Socio-economic status	6.5%	Those earning less than \$800 per week.	Profile.id

## Vulnerable Groups

Individuals and groups may experience vulnerability during emergencies in many ways, depending on the nature of the emergency. For the purposes of Emergency Management Planning, vulnerable groups have been identified of persons who may be most vulnerable in emergencies, and relevant options to support them.

The vulnerable groups include but are not limited to:

Vulnerable Group	Vulnerability	Internal Support	External Support
Aged Population	<p>Age compounded by other illnesses</p> <p>Possible dependence on carers</p> <p>Restricted mobility</p> <p>Confusion</p> <p>Adverse reactions to medications</p> <p>Alternative accommodation</p> <p>May require disability aids</p> <p>Very high rates of mental illness and dementia</p> <p>Understanding service and other information</p>	<p>Regional Assessment Service</p> <p>Home Care packages</p> <p>Social Support programs</p>	<p>Bolton Clarke (previously known as Royal District Nursing Service)</p> <p>The Australian Government funds and regulates aged care providers that provide Commonwealth Home Support Programme services, Home Care Packages and residential aged care facilities.</p> <p>All aged care providers are required to have comprehensive lists of their clients/residents, their contacts and an understanding of individuals' needs.</p> <p>In addition, all registered residential aged care facilities are required to have evacuation plans.</p> <p>General Practitioners</p> <p>Community Health Centres</p>
Vulnerable Persons as defined by the <a href="#">DFFH Vulnerable People in Emergencies Policy</a>	<p>The Policy states:</p> <p><i>'A vulnerable person is defined as someone living in the community who is:</i></p> <ul style="list-style-type: none"> <li>- Frail, and/or physically or cognitively impaired; and</li> <li>- Unable to comprehend warnings and directions and/or respond in an emergency situation.</li> </ul>	Emergency Management	<ul style="list-style-type: none"> <li>• Department of Families, Fairness and Housing (DFFH)</li> <li>• Funded agencies</li> <li>• Victoria Police</li> </ul>



<b>Vulnerable Group</b>	<b>Vulnerability</b>	<b>Internal Support</b>	<b>External Support</b>
Infants and young children	Age Dependence on others	Immunisation Family Support and Counselling Maternal and Child Health Clients' details are entered in CDIS database Parent in home Support Facilitate playgroups and support groups	MacKillop Family Services
Residents with long-term health conditions	Reliance on others Dependency on medication Mobility impaired	No internal support services unless elderly or between 0 -6 years	GPs Hospitals Community Health Centres Chemists
CALD Groups	Possible isolation Limited understanding of English (English not first language) Cultural sensitivities Difficulty understanding services Knowledge of available services and how to access them Possible lack of close support network Possible fear of uniformed representatives (Refugee background)	May be linked with Family Services Bilingual support workers available within Family Services and Library Services Community Connectors	Translation Services Multicultural peak bodies
Residents supported within high rise and residential apartments/houses.	Population that required housing support. High density	Could seek additional assistance via Council's Community Support	Unison Housing Ltd Melbourne City Mission Uniting Vic.Tas Werribee & Wyndham
Family violence / Family support	May be isolated and lacking family or social supports may be fearful of offender or have intervention order and therefore not attend ERCs or	Maternal Child Health Nurse Family Services Community Centre Council Child &	Well organised service system: Safe Steps: Family Violence Response Centre 1800 015 188

Vulnerable Group	Vulnerability	Internal Support	External Support
	recovery efforts May require protection or secure refuge or location	Family Support Team	1800 Respect: Domestic Violence Resource Centre Victoria Women’s Health West Victims of Crime Compensation and Counselling Victoria 1800 000 055 In Touch Multicultural Centre Against Family Violence Domestic Violence Resource Centre Victoria WIRE Orange Door

## **Programs and Initiatives**

Wyndham City offers numerous programs and initiatives designed to actively involve the community, with a particular emphasis on fostering connections among neighbours, cultivating relationships, and fostering enduring resilience throughout both the municipality and its visitors.

### **Citizenship Ceremony Welcome Pack**

Becoming an Australian Citizen represents a commitment to Australia and its people. Wyndham City proudly welcomes new citizens and provides them with citizenship packs which include information regarding what the municipality has to offer, information on local community groups and where to locate community group details, also important information relating to safety. <https://www.wyndham.vic.gov.au/about-council/your-council/new-residents>

### **Resilient Wyndham**

Adopted in June 2021, [Resilient Wyndham](#) looks at Wyndham's long-term resilience and will help to guide and manage the way Wyndham bounces back after the COVID-19 pandemic to adapt, survive and thrive in the face of future events such as climate change, extreme weather, natural disasters, pandemics, cyber-security attacks and economic downturn. Resilience is about being prepared for the unexpected.

Providing a four-year vision to 2025, Resilient Wyndham includes an annual action plan with targets and actions to help strengthen Wyndham's resilience and ability to better prepare for future shocks and stresses. The Strategy captures what is already being done as well as identifying where we can do more.

We can all play a part in building resilience. We invite you to work with us to achieve a resilient Wyndham – after all, we are stronger together.

### **Are You Ready?**

Emergencies can happen anytime. In conjunction with Melton City Council, Wyndham City has prepared the "Are You Ready? Campaign". The brochure aims to inform and motivate the community to prepare for emergencies. This informational guide on emergency readiness delineates common risks frequently encountered by the municipality. It also provides a customizable plan and checklist that residents can fill out and maintain for use in the event of an emergency. <https://www.wyndham.vic.gov.au/are-you-ready>

### **Community Connector**

Wyndham City has a dedicated team who will help find and connect community members with local service options. The nature of the connecting groups could be related to, food relief and material aid, mental health support and counselling, family violence support, aged and disability support and more. Information relating to this can be found on council website; [www.wyndham.vic.gov.au/communityconnector](http://www.wyndham.vic.gov.au/communityconnector)

## 2.6 Significant Infrastructure

### Major Buildings/ Event Space

Infrastructure Name	Details
Werribee Open Range Zoo	Located in the heart of Werribee precinct, with approximately 560 acres of land and home to 360 animals of 40 species and growing.
Werribee Park National Equestrian Centre	The state centre for equestrian sports in Victoria, it is the largest facility of its kind in Victoria. With two large indoor arenas, multiple outdoor arenas, general purpose and polo fields, 180 stables, 370-day yards, 250 campsites, amenities, administration buildings and an international level cross country course.
Werribee Park Golf Club	18-hole championship course with breathtaking views of the Werribee River and the Red Cliffs.
Sanctuary Lakes Golf Club	18-hole Greg Norman designed championship golf course & driving range.
Werribee Racecourse	Turf track and has a track circumference of 1737 meters, with a home straight bring 275 meters long. Also, home to the Werribee Cup held in January each year. This is also used as a quarantine centre for international horses during the Spring Racing Carnival.

### Leisure and Event Space

Infrastructure Name	Details
Eagle Stadium	The largest indoor recreation facility in Melbourne's West. The \$27 million complex features; a 1,500-seat show, 12 indoor multi-purpose courts, 4 outdoor netball courts, a state-of-the-art gym, dedicated group fitness and spin classrooms, a crèche and café.
AquaPulse (Leisure Centre)	Premier aquatic and fitness facility with a 50-meter Olympic distance pool, 25-meter learn to swim pool, warm therapy pool and separate spa, sauna and steam facilities. Additionally, 2 giant waterslides, café and outdoor piazza area.
Werribee Outdoor Pool	Olympic distance pool, a family friendly aquatic leisure pool with shade, play and learn to swim areas.
Chirnside Park	Features a football/ cricket oval, turf cricket wickets, cricket practice nets, tennis courts, lawn bowls, pavilion, grandstands and playgrounds.
Lawrie Emmins Reserve	The \$1.6 million project provides residents with a safe and legal motorcycling facility, catering to riders of all abilities, including an intermediate motocross track and junior track.
Cheetham Wetlands	420 hectares of artificial and natural lagoons, created on old salt works land on the western shores of Port Phillip Bay.

<b>Infrastructure Name</b>	<b>Details</b>
Heathdale Glen Orden Wetlands	Approx. 35 hectares of open space which is home to several types of native flora and fauna species.
Point Cook Coastal Park	Covering an area of 863 hectares and includes the Cheetham Wetlands. The park extends from the RAAF Williams Point Cook Base northeast along the coast to the Laverton creek.
Point Cook Marine Sanctuary	Point Cook Marine Sanctuary is situated on the sheltered rocky shores of north-western Port Phillip. Protecting 290ha of shoreline, it's the largest of Victoria's marine parks and sanctuaries.
Wyndham Harbour	Direct access to Port Phillip Bay and is a great place for fishing, sailing and cruising. With local shops and properties along the bay line.
Federation Trail Bicycle Path	23km cycling and walking path between Werribee and Brooklyn.
Werribee River	The Werribee River forms the natural boundary between the lands of the Woi Wurrung and Boon Wurrung peoples. The largest waterway on the long plain west of Port Phillip Bay. It originates in the Wombat State Forest on the Great Dividing Range and flows for about 110 kms south-east to the bay.
Little River	The Little River is a perennial stream of the Port Phillip catchment.

### **Defense**

<b>Infrastructure Name</b>	<b>Details</b>
RAAF Williams, Laverton & Point Cook Bases	RAAF Base Point Cook is the birthplace of the Australian Flying Corps and the Royal Australian Air Force and home to the RAAF Museum.
RAAF Base Williams Museum	Originally established to support the greater rate of flying and maintenance activities after the formation of the RAAF in 1921. The airfield at Laverton was decommissioned and has now been developed into a new suburb – Williams Landing.

### **Tertiary**

<b>Infrastructure Name</b>	<b>Details</b>
Victoria University (Werribee Campus)	Our Werribee Campus has specialised facilities for teaching and research, including major research centres for water treatment, food science, biomedical science, and fire safety.
The Gordon – Werribee Campus	Located in the heart of Werribee main street, the university campus is open to study a wide variety of courses.

### **Retail**

<b>Infrastructure Name</b>	<b>Details</b>
Werribee Town	Vibrant and diverse city centre, offering prime access to local purchasing, along with

<b>Infrastructure Name</b>	<b>Details</b>
Centre	offering a range of attractions in food, retail and outdoor group gatherings.
Pacific Werribee Shopping Centre	A major regional shopping centre with over 270 stores and a one-stop-shop for food and fashion.
Point Cook Town Centre	Containing approx. 150 stores with three large super-market stores, a beautiful indoor-outdoor shopping experience.
Hoppers Crossing Shopping Precinct	Connected to the Hoppers Crossing train station, consisting of a large supermarket and multiple other specialty shops.
Tarneit Shopping Centre	

### **Industrial**

<b>Infrastructure Name</b>	<b>Details</b>
Laverton North – Truganina	Laverton North – Truganina industrial precinct – (SSIP – State Significant Industrial Precinct)
Hoppers Crossing	The Hoppers Crossing industrial precinct – (RSIP – Regionally Significant Industrial Precinct)
Laverton	The Laverton, Point Cook, Railway Avenue, and Werribee industrial precincts (LSIP - Locally Significant Industrial Precincts)
Werribee – Wyndham Vale	The Werribee South and Wyndham Vale industrial precincts, which are identified as future industrial land in in the West Growth Corridor Plan
Mambourin East and Werribee Junction	The Southwest Quarries - Identified as future industrial land in the West Growth Corridor Plan
Werribee Agriculture & Food Technology Precinct	\$50m state-of-the-art food manufacturing research facilities, more than 3000m2 in size, with 6 self-contained 500m2 registered food factory modules, with freezers, cool rooms, temperature-controlled rooms, office space and laboratories and more.

### **Heritage**

<b>Infrastructure Name</b>	<b>Details</b>
Werribee Park (Mansion)	Historical building linked to the story of an Australian pastoral empire, surrounded by beautiful exterior, and is visited by many for picnics and gatherings.
Victoria State Rose Garden	Tranquil gardens featuring 5,000+ roses with walking paths, benches, and areas for picnics.

### **Government/ Local Council**

<b>Infrastructure Name</b>	<b>Details</b>
Melbourne Water Western Treatment Plant	a world leader in environmentally friendly sewage treatment - doubling as a working farm and internationally recognised bird habitat.

<b>Infrastructure Name</b>	<b>Details</b>
Wyndham Art Gallery	Offering a curated program that reflects the diverse social and cultural character of Wyndham and invites the viewer to explore new and challenging ideas.
Wyndham Cultural Centre	Is the premier performing arts theatre and cultural events centre in Melbourne's western suburbs with a capacity of 492 seats.
Port Phillip Prison	Victoria's largest maximum-security prison, able to accommodate up to 1,117 prisoners.
Cherry Creek Youth Justice Centre	The centre has 140 beds, including mental health and intensive intervention units.

### Major Infrastructure

<b>Infrastructure Name</b>	<b>Details</b>
Princes Freeway/Highway	159km freeway, divided into two sections, links Melbourne to Geelong in the west, and to Morwell in the east.
Western Ring Road	The M80 Ring Road is a currently incomplete urban freeway ring road around Melbourne, Australia. The ring road connects Melbourne's western suburbs and northern suburbs to other Victorian urban and rural freeways, and relieves freight traffic from Sydney Road, Pascoe Vale Road and Geelong Road.
Werribee railway line	A commuter railway line with direct link to Melbourne city. Operated by Metro Trains Melbourne.
Melbourne – Geelong railway line	Regional passenger rail service operated by V/Line.

### Hospitals

<b>Infrastructure Name</b>	<b>Details</b>
Werribee Mercy Hospital	Public general hospital providing a broad range of services.
St Vincent's Private Hospital - Werribee	Private hospital, newly constructed (2018) facility caring for patients with private health.
Multiple aged care facilities	Facilities providing in house care and support for the elderly community, with locations across many of Wyndham City. A list of these facilities can be obtained from the Vulnerable Facilities Register.

## 2.7 History of Emergencies

Emergency incidents of note in the Municipality: 2013 to 2023.

Risk/Hazard Type	Incident	Date
Fire	Norstar – Laverton North Pile of burning scrap metal sent acrid smoke drifting through Melbourne's western suburbs.	2 <sup>nd</sup> October 2016
Fire – Bush	Little River, Kirks Bridge Road/Edgars Road Large grass fire of over 1260 hectares burnt over a three-day event.	7 <sup>th</sup> December 2018
Fire – Grass	Cobbledicks Ford Road Mount Cottrell Grass fire. Approximately 20 – 30 Hectares burnt up to 20 appliances and 1 Helitak attended.	6 <sup>th</sup> January 2018
Transport – Train	Freight train derailed between freight train carriage derailed at Cherry Street crossing. Boom gates were down, and motorists banked up in the rain for more than four hours as congestion pushed back to Watton Street, Princes Highway and Duncans Road	31 <sup>st</sup> July 2013
Extreme Weather	Wyndham (Greater Melbourne and Geelong areas) Thunderstorm Asthma – Health Alert Issued	21 <sup>st</sup> November 2016
Extreme Weather	Werribee River flooded at Cottrell Street and Cobbledicks Ford flooded with roads closed. Flood warning was sent across the Werribee community to be prepared for evacuation.	October 2022
Pandemic	Global Pandemic Novel Corona Virus 19 (Covid 19) a highly infectious respiratory illness spread to Australia in March 2020. Widespread lock downs and closures ensued with major disruption to health and well-being. To date 37 million infections and 1.08 million deaths worldwide.	2020 – 2022 with on-going cases

**Note:** *This list is not intended to be a comprehensive history of emergencies for Wyndham City.*

### Highest impact emergency.

The fire that occurred on **7<sup>th</sup> December 2018** in Little River, located within the Wyndham municipality, was ignited by a mechanical fault sparking in three places along Kirks Bridge Road, Little River. Northerly winds created a fast-moving grass fire which burned through 1,260 Ha of cropped and rural land. 50 Appliances were deployed including 7 aircraft. Brigades from districts 7, 14 and those districts outside of the municipality were in attendance over three days.



### 3. Planning Arrangements

#### 3.1 This Plan within Victoria’s 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 North West Metro REMP. The REMP is a subordinate plan to the SEMP and the MEMP is a subordinate plan to the REMP.

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

Figure 2 outlines this Plan’s hierarchy. This Plan should be read in conjunction with the SEMP and the North West Metro REMP.

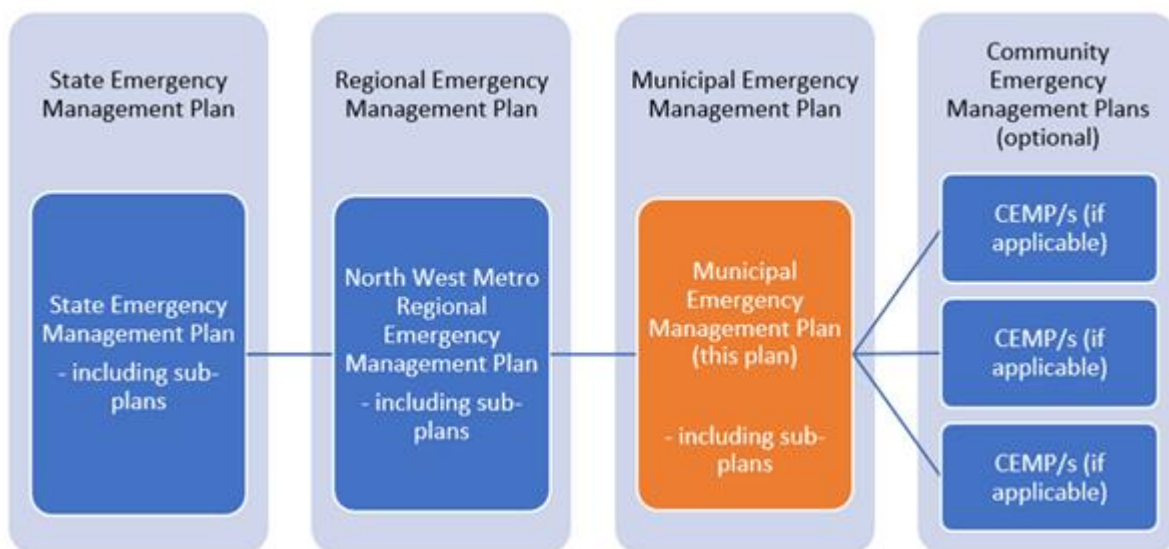


Figure 2: Plan hierarchy

#### 3.2 The MEMPC and its sub-committees and working groups

The MEMPC is formed pursuant to Sections 59 and 59F of the Emergency Management Act 2013 (EM Act 2013). From 1 December 2020, the legislation shifts responsibility for municipal emergency management from the council to the reformed, multi-agency MEMPC.

The MEMPC promotes shared responsibility for planning by requiring relevant agencies to participate in the planning process. The MEMPC is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of developing a comprehensive emergency management plan for the municipality.

The MEMP covers arrangements for mitigation, response and recovery, and identifies the roles and responsibilities of agencies in relation to emergency management.

The MEMPC reports directly to the REMP.

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

- MEMPC Chair: Wyndham City Senior Management team member nominated by the Chief Executive Officer
- Victoria Police
- Country Fire Authority
- Fire Rescue Victoria
- Ambulance Victoria
- Victorian State Emergency Service
- Victorian Council of Churches Emergencies Ministry
- Australian Red Cross
- Department of Families, Fairness and Housing (DFFH)
- Community representative/s
- Emergency Recovery Victoria (ERV)
- Coast Guard
- Mercy Health
- Other persons as nominated

The MEMPC will determine if a sub-committee/team is required in relation to specific or complex arrangements that either enhance or contextualise the MEMP. Refer 3.3 below.

### **3.3 Sub plans and complementary plans**

#### **Sub-plans**

The MEMPC will determine if a sub-plan is required to detail more specific or complex arrangements that either enhance or contextualise this Plan. All sub-plans are multi-agency plans and may be hazard specific where the consequences are likely to be significant, for example a municipal flood response sub-plan.

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

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

A list of sub plans is included in 9.2 of this plan.

#### **Complementary Plans**

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

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

A list of complementary plans that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the municipal district is included in 9.3 of this plan.

## 4. Mitigation Arrangements

### 4.1 Introduction

Risk management is the systematic approach and practice of managing uncertainty to minimise potential harm and loss. Emergency risk management is then a process which aims to reduce risks within a community. This can be done by identifying the risks that a community faces, assessing the vulnerability of the community to those risks and providing options to reduce or eliminate the risks. It comprises risk assessment and analysis, and the implementation of strategies and specific actions to control, reduce and transfer risks. Risk management is a core issue for the community and is a part of the Municipal Emergency Management Plan (MEMP).

### 4.2 Hazard, Exposure, Vulnerability and Resilience

During 2020-21 the MEMPC considered and determined 17 hazards as being relevant to the MEMP during this period. The control measures that have been considered by the participants in the process are listed in the Community Emergency Risk Assessment (CERA). See 4.3 for more detail. These controls are intended to manage the risks to an acceptable level and provide assurance to the community on the arrangements that are in place at a municipal level.

The revised plan is made available to the wider community via Wyndham City website.

A summary listing of some hazards, by category, risks and their assessment is provided in Table 1

**Table 1 Summary of hazards, risks, and assessment**

Hazard Category	Emergency Hazard Description	Residual Risk Rating
Natural disasters	Bushfire/ Grassfire	Medium
Natural Disasters	Flood	Medium
Natural Disasters	Extreme Temperatures (heat and cold)	High
Biological	Human disease (pandemic)	High
Transport	Transport Incident – Road	Medium
Technical	Fire – Structural/ Residential fire	Medium
Technical	Hazardous Materials Release – land	Medium

### 4.3 Risk assessment process (Community Emergency Risk Assessment)

The MEMP and related sub plans are supported by a common Community Emergency Risk Assessment (CERA).

The Community Emergency Risk Assessment process is used by Wyndham City along with other Local Government Authorities. The risk assessment for this MEMP has been undertaken by the Municipal

Emergency Management Planning Committee (MEMPC) and was reviewed and refreshed during 2020-21. The CERA is used to determine the nature and extent of risks by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihoods and the environment on which they depend throughout the municipality.

#### **4.4 Treatment plans**

The CERA software tool is a database that contains significant, detailed and relevant risk related and community data on each hazard and other factors. Various outputs are available that can be used in management plans for all emergency service organisations and other agencies. The data is maintained virtually with capacity for identified MEMPC members to view and maintain the data on behalf of the MEMPC.

#### **4.5 Monitoring and review**

The review process involves a cyclical review of risks during quarterly MEMPC meetings. During each meeting, a selection of risks are reviewed for accuracy, controls, risk ratings, significant new data, actions, and any other relevant data. Changes to hazards and controls are reflected and actioned as soon as identified and assessed. The cycle is ongoing to ensure currency and continuous improvement.

The process of review of emergency risks generated by hazards, exposures, and vulnerability for the municipality of Wyndham City includes the:

- Scheduling and conduct of cyclical risk reviews for all hazards and risks.
- Identification of key assets, values and functions that should be considered in the assessment with the hazards that may affect them.
- Identification of strengths and weaknesses in existing planning and mitigation arrangements and opportunities for improvement.
- Full assessment and calculation of the levels of risk and the effectiveness of the applicable control measures.
- Creation of an updated risk profile for the community emergency risk assessment that provides outputs that can be used in specific management plans.

The review process has referenced the Emergency Management Act 2013, the Risk Management standard AS/NZ ISO 31000:2018 and the Community Emergency Risk Assessment (CERA) software tool and workbook as published and supplied by VICSES to support the process.

## 5. Response Arrangements

### 5.1 Introduction

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

Emergency relief and recovery activities should be integrated with emergency response activities and commence as soon as the effect and consequences of the emergency are anticipated.

The MEMP provides the mechanism for the build-up of appropriate resources to cope with emergencies in Wyndham City. It also contains arrangements for escalation where municipal resources have been exhausted.

The objective of the response arrangements in this plan are to minimise the effects of an emergency on affected persons and property within Wyndham City by co-ordinating municipal resources to assist emergency service authorities, as requested.

The basic functions at a local level are:

- Provision of resources as available and needed by the community and response agencies
- Establishment of Municipal Emergency Coordination Centre – facilities and staffing
- Facilitate the delivery of warnings to the community
- Provision of information to public and media
- Coordination of the provision and operation of emergency relief centres and emergency shelters
- Clearance of blocked drains and local roads, including tree removal
- Support to Vic Roads for partial/full road closures and determination of alternative routes
- Repairing or replacing damaged public utilities, services and assets.

There are two basic types of emergencies to which the Council must respond. These are:

1. **Emergency Management Response**, the MEMP becomes active at the request of the Municipal Emergency Response Coordinator (MERC) or Senior Victoria Police Member coordinating at a major incident not attended by the MERC. This person contacts the Council Municipal Emergency Management Officer (MEMO) via the Security Control Room (SCR). The On-Call MEMO will respond to directions and coordinate municipal resources requested by the MERC.
2. **Local Incident Response** is coordinated at a municipal level by the responding On-Call Council Officer. The SCR may receive a request for an on-call officer from Council Branches such as Building, Health Services or Engineering Services to provide physical resources or personnel at the scene of the local incident. The request usually comes from the coordinator of the response agency who is at the incident. The responding on-call officer will attend to the request made. If further resources are required to be supplied and the on-call officer does not have the authority to supply those resources, the on-call officer will advise the Senior Victorian Police member coordinating the emergency to notify Council's After-hours Service and activate the On-Call MEMO. The On-Call MEMO may direct and authorise the use of

physical resources in response to the local incident. Following the direction of incident controller, the On-Call MEMO may direct the establishment of the CEOC or a municipal recovery centre to be placed on standby. The escalation of Councils response is to be advised by the On-Call MEMO to the MEMO and MRM.

The State has endorsed a set of emergency management priorities to underpin and guide all decisions made during emergencies in Victoria. The priorities focus on the primacy of life and the issuing of community warnings and information, in order to assist people to make informed decisions about their safety. The priorities are:

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

The State uses a scalable systems approach to manage emergency response operations through the following three operational tiers:

- State tier
- Regional tier
- Incident tier

Not all tiers will be active for every emergency. In general the State and Regional tiers are active only for major emergencies or where major emergencies are anticipated to occur. Non-major emergencies are managed only at the incident tier.

## **5.2 Command, Control, Coordination**

### **Command**

Command refers to the direction of personnel and resources of an agency in the performance of that organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency. Command relates to agencies and operates vertically within an agency.

### **Control**

Control refers to the overall direction of response activities in an emergency. Authority for control is established in legislation or in an emergency response plan and carries with the responsibility for tasking other agencies in accordance with the needs of the situation. Control relates to situations and operates horizontally across agencies. The Control Agency is to appoint an Incident Controller who will control the operation.

## **Coordination**

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies. In relation to response, coordination includes ensuring that effective control has been established.

### **Incident Emergency Response Coordinator (IERC)**

The IERC is usually the senior member of Victoria Police at the initial scene of an emergency or at the place where control is being exercised at incident level. This role usually relates to the first response to an emergency, and the person fulfilling the role may change in seniority as the emergency escalates or de-escalates.

The role of the IERC is to:

- Maintain a presence at the place where control is being exercised and represent the MERC in their absence
- Ensure effective control is established and maintained
- Ensure that the appropriate control and support agencies are in attendance – or have been notified by the controller and are responding to an emergency
- In the event of uncertainty, determine which agency is to perform its statutory response role, where more than one agency is empowered to perform that role
- Ensure the Incident Controller has formed and is chairing an Incident Emergency Management Team (IEMT) ensuring effective information sharing
- Arrange for the provision and allocation of resources requested by control and support agencies and escalate unfulfilled requests to the MERC or RERC
- Ensure timely warnings and information are provided to the community and support agencies by the control agency
- Ensure the Incident Controller has developed and issued an incident action plan (including objectives and strategies for managing the incident)
- Consider the need for declaration of an emergency area
- Provide the MERC or RERC with information or advice on issues relating to control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.

## **Municipal Emergency Response Coordinator (MERC)**

The member of Victoria Police appointed as an emergency response coordinator for each municipal district is known as a Municipal Emergency Response Coordinator (MERC).

The MERC sits on the Municipal Emergency Management Planning Committee.

The MERC will communicate with the EMC through the RERC (and subsequently the Senior Police Liaison Officer).

The role of the MERC is to:

- Ensure that the appropriate control and support agencies are in attendance - or have been notified by the controller and are responding to an emergency
- In the event of uncertainty, determine which agency is to perform its statutory response role, where more than one agency is empowered to perform that role
- Ensure the Incident Controller has formed and is chairing an Incident Emergency Management Team (IEMT) or, if the Incident Controller is unable to attend or there are several disparate emergencies within the municipality, form and chair an IEMT
- Arrange for the provision of resources requested by control and support agencies and escalate unfulfilled requests to the RERC
- Advise the RERC of emergencies that have the potential to require supplementary resources from outside the municipal district.
- Ensure timely warnings and information are provided to the community and support agencies by the control agency
- Ensure the Incident Controller has developed and issued an incident action plan (including objectives and strategies for managing the incident)
- Ensure the Municipal Emergency Management Officer (MEMO) is advised of the emergency, is available to provide access to municipal resources if required and is receiving information as appropriate
- Consider registration of persons evacuated or otherwise affected across the municipality
- Consider the provision of relief to evacuees and agency personnel where necessary and advise the Municipal Recovery Manager (MRM) of requirements
- Consider the need for declaration of an emergency area
- Ensure the municipal recovery manager has been notified by the incident controller of the emergency
- Provide the RERC with information or advice on issues relating the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.

Any Emergency Service Agency requiring municipal support will request that support through the MERC who will pass on all requirements to the MEMO.



## **Regional Emergency Response Coordinator**

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

## **5.3 Local response arrangements and responsible agencies**

### **Activation of the MEMP**

The MEMO will always be the first point of contact for the MERC.

To supplement the role and availability of the MEMO a 'MEMO on-call Roster' has been established which has a pool of MEMO's who are rostered on call, after hours, on a rotating weekly basis to respond to emergency incidents. This therefore provides 24 hour 7 days a week coverage. The MERC can contact the on-call MEMO by contacting council after hours service (which operates afterhours and weekends) who will contact the MEMO. A similar roster is maintained for on call MRMs.

The on-call MEMO may direct and authorise the use of physical resources in response to an emergency incident just as the MEMO would.

Following direction from the MERC or Incident Controller coordinating at a major incident not attended by the MERC, the on-call MEMO may, in consultation with the MRM, activate an Emergency Relief Centre (ERC) to be placed on standby.

### **Escalation**

If required, the request for resources will be escalated to the Regional Emergency Response Coordinator (RERC) via the MERC. If the request cannot be satisfied at the regional level, it will be escalated via the Senior Police Liaison Officer (SPLO) to the Emergency Management Commissioner.

If a request cannot be satisfied from resources within Victoria, the Emergency Management Commissioner may seek Commonwealth Assistance or assistance from other States.

Control and support agencies roles and responsibilities are outlined in the SEMP.

### **Control and Support Agencies for Response**

Roles and responsibilities are outlined in the State Emergency Management Plan (SEMP):

- The SEMP lists mitigation activities and agencies for managing Victoria's significant emergency risks, by emergency.
- The SEMP lists response control agencies. The control agency is the primary agency responsible for responding to the specified emergency. Where multiple control agencies are listed for the same emergency type in the table, the control agency responsibility is delineated through legislation or administrative arrangements.
- The SEMP lists response support agencies by functional area.

## **Initial Impact Assessment**

An Initial Impact Assessment (IIA) (sometimes called a Rapid Impact Assessment) should be undertaken to determine the level of damage and disruption to the community because of the emergency. The intent of the IIA is to capture the nature and scale of an emergency in the first 48 hours. The assessment is to determine the impact on people, community infrastructure, and economic, natural, and built environments. The IIA prioritises the requirements of the Secondary Impact Assessment (SIA) and enables the commencement of emergency relief and early recovery activities. While the control agency is responsible for ensuring the IIA is completed, EMV is responsible for the overall coordination of this process. To ensure that the process is undertaken in a timely manner, all agencies and organisations may be tasked to collect, confirm, and exchange information.

## **Arrangements for coordination of non-major Emergencies**

A non-major emergency is defined as an event that has occurred on a small scale, where individuals or families may have had their home or possessions severely damaged or destroyed, through an incident such as a house fire, localised flood, storm, burst pipes or vandalism.

As outlined in the SEMP, municipal councils are responsible for coordination of relief for single incidents. City of Wyndham internal arrangements for notification processes between emergency service organisations and council are that the MEMO should always be the first point of contact regarding single incidents.

## **Coordination of other emergency incidents**

For other than single incidents, notification of an emergency should be to the MERC. In consultation with the Incident Controller and MEMO, the MERC will determine the level of response required from the relevant agencies in managing the emergency event.

In some situations, the emergency may be managed by the MERC, MEMO, and Incident Controller via phone, in an office, or at the scene, and escalated when required. The Council Emergency Operations Centre (CEOC) may also be activated immediately as an emergency occurs; however, this will be dependent on the impact of the emergency on the community, the number of external resources required to manage the event, and the expected duration. The MERC may be located either at the CEOC or where the control agency is exercising control, depending on the situation. The MERC is required to take an active role in emergency planning at the local level and has the responsibility for the coordination of resource provision as requested by control and support agencies during the response to an emergency.

## **5.4 Municipal Emergency Coordination**

Under the EM Act 2013 it is not mandatory for councils to establish a physical Council Emergency Operations Centre (CEOC) during an emergency, although councils can elect to do so if appropriate.

Wyndham City Council uses a web-based reporting system, Crisisworks, to record all actions taken in relation to emergency incidents.

An Operations Centre/Control Centre may be established by an agency to undertake the command/control functions in response to the emergency incident. Request for Council resources from the emergency Operation Centre/Control Centre will be made to the MEMO. Resources, including an Emergency Management Liaison Officer (EMLO), may be requested by the control agency in support of the incident.

The CEOC will coordinate the provision of human and material resources relating to council internal operations during emergencies. The CEOC may also become operational during support operations to a neighbouring municipality. Administrative staff for the CEOC will be drawn from City of Wyndham employees. CEOC activation is at the MEMO's discretion, in consultation with the MERC.

## **5.5 Financial Considerations**

Financial accounting for Municipal resources utilised in emergencies must be authorised by the MEMO or the MRM.

Where the goods / services are obtained through Council, they will be assigned to the activity code "Emergency Management" in the first instance. As soon as this occurs, the on-call MEMO or MRM will be responsible for collecting and cataloguing all associated costs against the established Council Emergency Cost Centre.

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

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

As per the SEMP, agencies are responsible for the costs of activities they carry out to fulfil their own responsibilities. An agency cannot transfer its responsibility for the cost of undertaking its roles and responsibilities if the activity is in compliance with the direction or request of a response controller from another agency. When a Control Agency requests services and supplies on behalf of several supporting agencies, the Control Agency will be responsible for the costs.

The SEMP provides detail on the financial responsibilities of municipal councils, state agencies, non-government organisations and volunteer groups, Commonwealth agencies, and private organisation.

## **5.6 Planning for cross boundary events**

Wyndham City is a member of the North West Metro Region Emergency Management Collaboration Group (the Collaboration) along with representatives from key emergency services agencies. The 14 member councils of the Collaboration are: Banyule, Brimbank, Darebin, Hobsons Bay, Hume, Maribyrnong, Wyndham City, Melton, Merri-bek, Melbourne, Moonee Valley, Nillumbik, Whittlesea, and Yarra.

The key benefits of the Collaboration to date have been:

- Development of standardised regional documentation relevant to emergency management arrangements and operations
- Resource sharing and support in times of need
- Expanded pool of knowledge;- members leverage off Subject Matter Experts within the Collaboration
- Improved efficiency in emergency management arrangements
- Innovative approaches being deployed as a result of collaboration
- Continually improving regional capacity and capability

- Regular and well supported forums and meetings to progress improvements and maintain relationships
- Raising the profile of emergency management within the participating Councils
- Establishing strong personal relationships to be leveraged in emergency situations
- Ensuring a higher level of confidence to Councils and agencies on the ability to work together
- Providing a forum for the Regional Emergency Management Planning Committee to liaise with Councils collectively on emergency management matters
- Providing a forum for agencies to liaise with Councils collectively on emergency management matters

## **5.7 Resource sharing protocols**

If the request cannot be satisfied at the local level, assistance may be sought from other councils in the North West Metro Region (NWMR) through the NWMR Collaboration Group Resource Sharing Protocol or councils outside the NWMR through the MAV Protocol for Inter Council Emergency Resource Sharing. Wyndham City is a signatory to both these Protocols.

## **5.8 Debriefing arrangements**

The Control Agency is responsible for conducting an Operational Debrief. The MERC is responsible for ensuring the Control Agency does actually organise the Debrief. A Debrief is expected to take place as soon as practicable after an emergency and all agencies who participated should be represented with a view to assessing the adequacy of the Plan and to recommend any changes.

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

After-Action Review (AAR) should take place as soon as practicable after an emergency. The MERC will convene the meeting and all agencies who participated should be represented with a view to assessing the adequacy of the MEMPC and to recommend any changes. Such meetings should be chaired by the chairperson of the MEMPC. It may also be appropriate to conduct a separate recovery AAR to address recovery issues. This should be convened and chaired by the Municipal Recovery Manager (MRM).

## **Relief Arrangements**

Relief is defined as the provision of essential needs to individuals, families, and communities in the immediate aftermath of an emergency. Relief is considered part of the response phase and interconnected with recovery. Agencies with emergency relief responsibilities incorporate the principles of relief as outlined in the [SEMP](#). Relief is focused on consequence management, and initially informed by the impacts of the emergency and community needs as identified through IIA data, and assessment of needs.

Relief can be provided at a dedicated ERC, places of community gathering, incident scenes, triage and transfer sites as appropriate, memorials, or other locations as appropriate.

## **Relief Management and Governance**

Wyndham Council is responsible for relief coordination at the municipal level and plays a key role in the coordination of relief by partnering with agencies and organisations to develop and support community leadership in all relief and recovery activities. This includes planning, management, and operation of ERCs

with the assistance of agencies and local service providers identified at the time of the incident. The Department of Families, Fairness and Housing (DFFH) and Emergency Recovery Victoria (ERV) are responsible for relief and recovery coordination at the regional and state level respectively.

The relief coordination responsibilities for municipal, regional and state levels can be found in the [SEMP Relief Services and Coordination section](#).

### **Activation of relief services**

In the event of requirement for any or all the functional services of emergency relief, the request must be channelled through the MERC to the MEMO. The MEMO will activate the required functional services. All functional services will operate and report back to the MEMO. The MEMO and the MERC will determine the level of response required to manage the event, which may include the activation of the MECC.

### **Transition To Relief and Recovery**

Consequence management drives the levelled approach to emergency relief and recovery coordination, with unmanaged risks or consequences escalated to the next tier. To make appropriate decisions about relief and recovery activities, decision makers rely on clear, relevant, timely and accurate information about the needs of affected individuals, families, and communities.

### **Transition From Relief and Recovery**

The Emergency Management Team should be involved in these discussions to ensure all agencies have a shared and consistent understanding of the planning, timing, and expectations for the transition to recovery at a municipal level.

Key considerations impacting the timing of the transition of coordination from response to recovery include:

- The nature of the emergency and whether a recurring threat is likely
- The extent of the impact on communities, as this may determine the length of the transition period
- The extent of loss or damage and the extent of emergency relief
- The resources required for the activation of recovery arrangements.

In determining the timing and process of handover from response to recovery consideration should be given to:

- Notification of all organisations, stakeholders and the community
- Media coordination
- Management of community information sessions
- Verification and validation of information
- A schedule for transition to ensure a staged and seamless approach
- A full situational briefing to all agencies

- Closure of any Emergency Relief Centres and opening of a suitable Recovery Centre (which could be at the same location).

Where the incident has triggered a regional response, there may need to be a formal transition of coordination from response to recovery from the Incident Controller to the MR

## 6. Recovery Arrangements

### 6.1 Introduction

Recovery is defined in the Emergency Management Act 2013 as

|| *“the assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning”.*

In effect this means providing a coordinated process of support to emergency affected communities to assist with reconstruction and the restoration of emotional, social, economic, and physical well-being.

This section of the Municipal Emergency Management Plan incorporates the arrangements for emergency recovery.

### 6.2 Objectives of Recovery

Recovery from emergencies is a supportive and enabling process that incorporates many concepts and principles that have been developed through both research and the practical process of assisting communities to recover from emergencies. They include, but are not limited to:

- Establishing arrangements that are accepted and understood by organisations involved and the community.
- Recognising that recovery can be complex and protracted and that community needs change over time.
- Recovery management is best approached from a community development perspective and is most effective when conducted at a local level with the participation of the affected community.
- Recovery is most effective when human service agencies take a lead role in decision making.
- The sooner recovery management commences after the impact of an emergency, the more effective it is.
- Recovery management is most effective when the planning for it recognises the diverse range of assistance measures that a community may require.
- Community involvement in the recovery process and its management leads to ownership and acceptance of decisions made.

The process of managing the recovery from an emergency is complex. It is likely to involve many organisations and individuals in the management structure each of whom has something specific to contribute. An effective and efficient management structure is required to ensure effective span of control and operational management of these groups and a coordinated approach to:

- Municipal secondary impact assessment.
- Community representation in post emergency recovery planning.

- Meeting coordination.
- Reporting requirements.

### **6.3 Management structure**

#### *Activation of Relief and Recovery*

Any requests for recovery services in Wyndham City are to be directed to the MRM (or on call MRM) in the first instance.

The MRM will most likely be notified of the emergency by one of the following people:

- MEMO (Council)
- MERC (VICPOL)
- Emergency Recovery Victoria (ERV)

Any requests received from other sources should, in the first instance, be discussed with the MEMO and MERC before determining if a recovery related response would be provided.

### **6.4 Consideration for escalation**

Escalation of recovery coordination may transition from the City of Wyndham Council coordinated recovery to regional recovery rapidly or over time depending on the incident context, capacity, recovery environment and community requirements. Recovery escalation is undertaken in consultation with the MRM, MEMO, MERC and ERV

### **6.5 Formation, leadership, and support of municipal recovery groups**

The City of Wyndham Council, with support from ERV if required, leads the formation of situation-relevant recovery groups that may build upon existing community groups for post-event sustainability. Where the need for formal recovery is identified, the MRM may establish an incident specific recovery committee. The initial responsibilities of the incident specific recovery committee are to formalise the governance structure, oversee the transition from response to recovery plan, establish working groups and develop an Incident or incident-specific Recovery Plan. It is the responsibility of the incident specific recovery subcommittee to ensure that affected communities are represented in the recovery arrangements. These may link with Community Recovery Groups that ideally build on established community networks, ensuring sustainability in the medium to long term.

### **6.6 Provision and management of community recovery services**

The council and other recovery agencies obtain and pay for goods/services through their own internal supply systems. ERV can guide the MRM to coordinate the acquisition and supply of funds/goods/services that cannot be provided by the council or supporting agencies. When goods can only be obtained in such a manner, pre-approval for payment from the Incident Controller or ERV is required.

## **6.7 Coordination of spontaneous volunteers and goods**

Volunteers work across the four recovery pillars to support people impacted by an emergency. Wyndham City Council will manage the volunteers it is responsible for in accordance with its policy and plans. Other volunteers will be managed in consultation with existing volunteer organisations. Key considerations for volunteer management include ensuring that:

- volunteer activity is managed and coordinated
- volunteers are inducted and suitably trained for the work undertaken
- activities such as fencing and environmental work are carried out by appropriate groups with trained and insured volunteers, and
- community development resources and administrative support is provided to support the local volunteer groups to sustain involvement in the recovery process.

## **Management of donated goods**

Wyndham City Council supports monetary donations in preference to donated goods. Financial donations provide a level of choice and personal dignity, accurately target identified needs, and help circulate money in impacted communities. The MRM will liaise with appropriate organisations that have established processes for managing financial donations, as well as the potential recipients of this support. The City of Wyndham Recovery Committee will develop criteria for distribution of these funds if necessary.

## **6.8 Management of funding arrangements and grants**

State and Federal government assistance may be available in the recovery efforts following a declared event. The type of support available will depend on the level of impact. The council is responsible for the cost of emergency relief measures provided to an impacted community and can claim expenditure through the Disaster Recovery Financial Assistance (DRFA) financial arrangements for local councils (for eligible disasters that have an Australian Government Reference Number [AGRN]). For events with an AGRN, financial assistance available to individuals following an emergency will be available via the ERV website.

State agencies involved in emergency response and recovery activities as part of their normal activities will initially fund them from within their budgets including for supplies (such as catering) purchased from contractors or volunteer agencies. For major emergencies, some funding supplementation may be required from the Department of Treasury and Finance. This would be the subject of a government decision at the time, in the context of the agency's budget position.

Non-Government Organisations (NGOs) and volunteer groups deliver response and recovery activities within the limit of their means. NGOs and volunteer groups may self-nominate and fund the provision of services to support a control agency in response or as part of recovery co-ordination.

Local resources including privately-owned resources must be fully committed before Commonwealth assistance is sought. There is no charge for Australian Defence Force resources used to save human life, alleviate suffering, or prevent the extensive loss of animals or property.



Private organisations that provide resources for emergency response or recovery activities would expect to be paid by the agency using the resources.

Public health advice in collaboration with the Department of Health, councils are to ensure timely and broad-reaching information is disseminated to the community through multiple mediums with conscious approaches to ensure all communities at risk have ready access to the relevant information.

## **6.9 Early recovery planning**

Wyndham City Council is responsible for developing a relief and recovery plan specific to the incident where there are extensive recovery requirements that would benefit from a coordinated planned approach. This plan should include:

- A description of the emergency event
- Profile of affected communities, with consideration for at risk communities, as well as economic, built, and natural environment consequences
- Impact assessment information
- Early recovery identified needs (based on damage evaluation from impact assessments)
- Arrangements for relief and recovery coordination
- Recovery services required
- Capacity and capability to provide local level service delivery, identifying trigger points for escalation to regional or state level
- Consider de-escalation of dedicated recovery services to ensure absorbed by existing community support services, and
- Community recovery service debriefs. For further information on early recovery planning refer to: EMV Disaster Recovery Toolkit for Local Government - Recovery Tools and Other Resources.

### **Municipal Recovery Manager**

The role of the MRM as described in the SEMP is to:

- Notify the CEO via the MEMO of the nature and extent of recovery activities and the outcomes of the initial internal recovery committee meeting.
- Coordinate municipal and community recovery resources through the activation of relevant recovery service coordinators.
- Assist with the validation and consolidation of information gathered in the post impact assessment.
- Lead the process of establishing priorities for restoration of community services and needs.
- Liaise with the MEMPC and the MEMO on the best use of municipal resources.
- Establish an information and coordination centre to service the needs of the affected community.
- Liaise, consult and negotiate with recovery agencies on behalf of the affected area.

- Liaise with the regional recovery committee and ERV.
- Undertake other specific recovery activities as agreed with Wyndham City and / or the MEMPC.

### **Emergency recovery environment coordinators**

Recovery is divided into four functional environments (see above). The role of the environment coordinators, if appointed, is to maintain a strategic overview of all aspects of their environment. This includes ensuring a coordinated approach across recovery service teams in the delivery of support to emergency affected people.

In the event of a small-scale incident where minimal recovery services provisions are required, the recovery environment coordinator(s) may not be required to be activated as the MRM may deal directly with the specific emergency recovery service coordinator(s).

### **Emergency recovery service teams**

Each recovery environment functional area comprises a series of recovery service teams with nominated coordinators. Each recovery service team aims to link the key municipal organisations involved in a particular area of recovery so as to ensure maximum access to and use of resources and knowledge and to minimise overlap of service delivery in an emergency.

The roles of the recovery service teams are to:

- Plan the recovery process for their area of responsibility
- Co-ordinate the recovery process in the area of responsibility and report back to their recovery environment co-ordinators and the MRM
- Identify local resources and external resources available for recovery
- Identify and involve the community in planning and implementation of the recovery process
- Liaise and communicate with other recovery service teams
- Liaise and communicate within the recovery team as established after an emergency.
- Depending on the nature, scope and expected duration of the recovery activities the MRM may, in consultation with Council Executive, decide to call an initial briefing meeting of all environment coordinators and recovery service coordinators. Such a meeting would be convened as soon after impact as practical. For more information see Internal Recovery Committee below.

### **Emergency recovery service coordinator**

Coordinators are responsible to the MRM. The role of the recovery service coordinator is to:

- Develop and maintain a recovery service providers contact and capability information list for their recovery service
- Convene and co-ordinate a recovery service team
- Should the team be activated, represent their recovery service team on Wyndham City emergency recovery group formed at the time of an emergency
- Ensure records are kept of recovery service team meetings

- Liaise with other recovery service coordinators and the environment coordinator to ensure co-ordination and information sharing
- Liaise with relevant state-wide organisations/departments through the MRM, which are responsible for specific types of service.

Depending on the nature, scope and expected duration of the recovery activities the MRM may, in consultation with Council Executive, decide to call an initial briefing meeting of all environment coordinators and recovery service coordinators. Such a meeting would be convened as soon after impact as practical. For more information see Internal Recovery Committee below.

### **Internal Recovery Committee**

The MRM should convene a meeting of the Deputy MRM(s) and relevant environment coordinators (if appointed) as soon after an emergency as possible. The MRM may also choose to invite some or all of the recovery service coordinators and the MEMO and CEO to the initial meeting. The functions of this internal recovery committee are to:

- Link and maintain networks with the community that will aid the recovery process
- Identify issues that the MRM and deputy can take to the MEMO
- Coordinate the delivery of recovery services and monitor the needs of the community post emergency
- Sustain an effective recovery program over the duration of the recovery period, within the capabilities of the municipal resources
- Monitor progress of recovery.

Issues that may be addressed at the first meeting of this group include:

- Municipal Secondary Impact Assessment
- Resource management
- Information management
- Capacity of the service providers to support the affected community, Council to coordinate at municipal level and the need to engage with ERV regarding regional support for recovery operations
- Meeting coordination
- Community engagement
- Reporting processes and requirements
- Frequency of meetings
- Next meeting.

### **Municipal Recovery Committee**

Council, with support from state agencies, if required, leads the formation of situation-relevant recovery groups that may build upon existing community groups for post-event sustainability. Where the need for formal recovery is identified, the MRM may establish an incident specific recovery committee.

The initial responsibilities of the incident specific recovery committee, are to formalise the governance structure, oversee the transition from response to recovery plan, establish working groups and develop an Incident or incident-specific Recovery Plan. It is the responsibility of the incident specific recovery subcommittee to ensure that affected communities are represented in the recovery arrangements. These may link with Community Recovery Groups that ideally build on established community networks, ensuring sustainability in the medium to long term.

Triggers for the formation of an MRC may include:

- Advice from one or more government agencies, NGO's or stakeholders that the magnitude or extent of the emergency recovery will be prolonged.
- Community feedback or sentiment about the extent or priority of recovery activities.

### **Membership of the Municipal Recovery Committee**

The composition of the committee will vary depending on the nature of the emergency and the area affected. It is generally formed as a sub-committee of the MEMPC. Membership of the MRC may include community leaders and representatives of relevant organisations including:

- MRM and Deputy(s)
- The Mayor or designated Councillor
- Wyndham City staff, including community development staff
- State government agencies (e.g. DFFH)
- Community groups (e.g. Interest groups, Service clubs, etc.)
- Affected persons
- Non-government organisations (e.g. Red Cross, Salvation Army, Community Health Services)
- Local community leaders
- Local counselling services
- Local business representatives (e.g. Chamber of commerce, etc.)

### **Functions of the Municipal Recovery Committee**

The functions of the MRC may include:

- Provide information on the affected community prior to the event
- Assist in the assessment of impact issues
- Liaise, consult and negotiate, on behalf of affected communities, with recovery agencies and government departments
- Liaise with Council to seek advice or input from other agencies as required
- Specific recovery activities as determined by the circumstances and the MRC.

## **Secondary Impact Assessment (SIA)**

A Secondary Impact Assessment (SIA) is a process to determine the extent of damage, disruption and breakdown to the community and its infrastructure as a result of the emergency. Strategies for recovery are developed from the SIA report and then implemented by the range of available agencies within the local government boundary and/or region.

The Control Agency should provide all data from the Primary Impact Assessment to council (prior to council and agencies being able to enter the area). Once the Incident Controller has declared the area safe, council and agencies will be able to commence the SIA. The SIA is a process for determining the impact on the community after an emergency event. Data should be collected as soon as possible after the emergency when it has been declared safe by the Incident Controller. To facilitate this process Wyndham City, in conjunction with the Municipal Recovery Committee, will coordinate and activate an SIA team and shall as early as practicable collect information on:

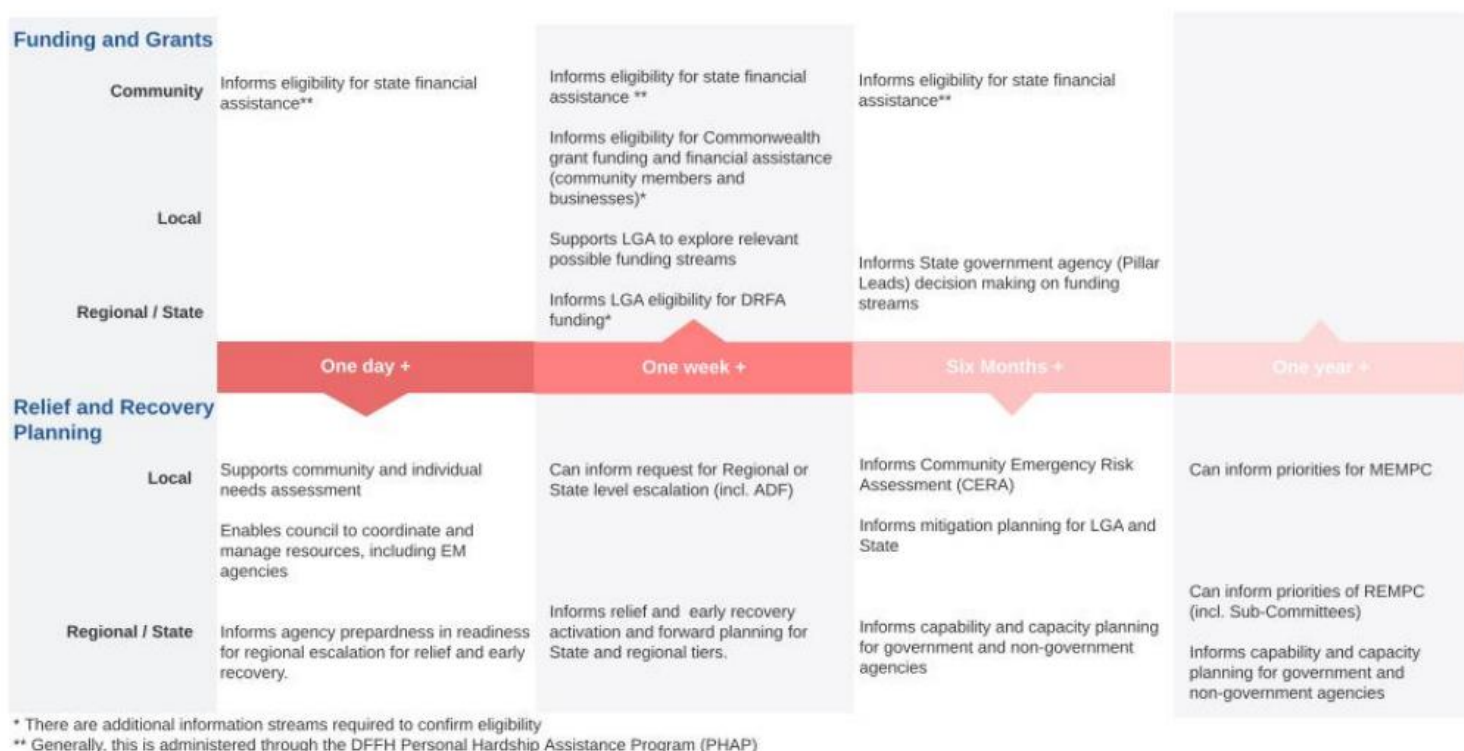
- Community/township built environment (sewerage, water, electricity access)
- Injured/displaced persons
- Potential isolation of community, homes, businesses
- Damage to local businesses
- Damage to government facilities (schools, hospitals etc.)
- Residential damage
- Transport damage (e.g. roads)
- Impact on people (e.g. well-being, emotional health)

The SIA will provide information and data to inform the following tasks:

- Determine what needs to occur to ensure safety to life and property
- Identify what relief and recovery requirements are needed and to prioritise those requirements to enable restoration of community needs
- Provide advice to relevant government departments, agencies and the community
- Effectively commence recovery operations

Wyndham City may co-opt relevant agencies and persons with the appropriate expertise to assist with the coordination of the above tasks. Should the emergency extend beyond the boundaries of Wyndham City the impact assessment may be merged with that of the other affected municipality(s). This will be coordinated by the North West Metro Regional Recovery Committee but will require input from Wyndham City.

Wyndham City uses the Secondary Impact Assessment (SIA) Guidelines, which was developed in partnership by the fourteen councils in the North West Metro Region EM Collaboration (refer Section 9.4 of this plan).



\* There are additional information streams required to confirm eligibility  
 \*\* Generally, this is administered through the DFFH Personal Hardship Assistance Program (PHAP)

Figure 3 How impact assessment data can influence funding opportunities and inform relief and recovery planning (source: developed by DFFH and ERV).

The above Figure 3 represents the ways in which IIA and SIA data may influence funding opportunities and inform relief and recovery planning.

### 6.10 Relief and Recovery Centres

Relief and recovery centres are established to provide two very different services to emergency affected people.

- Emergency relief relates to immediate needs
- Emergency recovery addresses longer-term issues.

However, depending on the nature and extent of the emergency it is possible that some or all of the functions of both relief and recovery may be provided from the one location. The extent of impact of the emergency on people will determine the best mechanism for delivery of support and assistance to the affected community. Wyndham City has identified a number of facilities, which may be used for emergency relief. These are listed in Section 9.1 of this Plan. The internal recovery committee will determine the location from which recovery services will be delivered. This may include the on-going use of an emergency relief centre, depending on the nature of the emergency and the availability of the facility.

Wherever possible, a 'one stop shop' approach will be used to deliver as many of these services as possible / practical from a single location. The location of such a facility will be determined by the nature of the emergency.

Agencies with responsibilities in relief and recovery can be found in the [SEMP](#)

Wyndham City has adopted the Emergency Relief Centre Standard Operating Guidelines that was developed in partnership by the fourteen councils in the North West Metro Region (NWMR) Collaboration Group (refer Section 9.4 of this plan).

The purpose of this standard operating guideline is to provide guidance to Councils staff and relevant agencies who may be called upon to act in an Emergency Relief Centre (ERC) in a particular role function in times of emergency. It is acknowledged that Wyndham City will adopt the NWMR structure and operating guidelines to ensure consistency of ERC operating practices and training across the NWMR.

## **6.11 Government assistance measures**

The State Government of Victoria, in conjunction with other agencies produce a range of fact sheets and guidance notes on various topics associated with recovery from emergencies on their website ([www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)).

Topics covered include:

- Financial assistance
- Industry and agency support
- Personal support
- Public health.

The municipality and other recovery agencies shall where possible obtain and pay for goods / services through their own supply systems.

Where the goods/services are obtained through Wyndham City, they will be assigned to the activity code “Emergency Management” in the first instance (Refer Section 5.5 for further detail).

Wyndham City may be able to recover some of the relief and recovery costs incurred from the State Government. Further information in relation to funding and reimbursement is contained in the SEMP pages 34-35.

## **7. Roles and Responsibilities**

### **7.1 Introduction**

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

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

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

All agencies with responsibilities under the MEMP should provide written confirmation of their capability and commitment to meet their obligations. This can be evidenced by their endorsement of the draft MEMP, including revisions, before it is presented to the REMPC for consideration.

This Plan details emergency management agency roles and responsibilities for Mitigation, Response, Relief and Recovery, where not previously identified in the SEMP.

## 7.2 Roles and Responsibilities of Agencies/Stakeholders

As outlined above, agencies/stakeholders are only included here if not already listed in the SEMP or REMP.

### Metro Trains:

Activity	Alignment to Victorian Preparedness Framework
Mitigation Participate in MEMPC meetings Participate in Review of CERA risks Participate in multi-agency exercises and training	Core Capability 1
Response (including Relief) Carry out designated role when MEMP activated Provide transport support to ERCs/affected persons where appropriate	Core Capability 3, 4, 15, 19
Recovery Carry out designated role when MEMP activated	Core Capability 19
Assurance and Learning Participate in Post Incident Debriefs Identify change/improvement opportunities	Core Capability 21

### Werribee Mercy Hospital:

Activity	Alignment to Victorian Preparedness Framework
Mitigation Participate in MEMPC meetings Participate in Review of CERA risks Participate in multi-agency exercises and training	Core Capability 1
Response (including Relief) Carry out designated role when MEMP activated Provide medical support to affected persons	Core Capability 14
Recovery Carry out designated role when MEMP activated	Core Capability 14
Assurance and Learning	Core Capability 21



Activity	Alignment to Victorian Preparedness Framework
Participate in Post Incident Debriefs Identify change/improvement opportunities	

## 8. Administration

### 8.1 Restricted Operational Information

Pursuant to Section 60A(2) of the EM Act 2013 the information detailed below is excluded from the published Plan as it relates to critical infrastructure, personal information or information that is of a commercially sensitive nature.

Summary of the restricted information (including location within the MEMP, e.g., page or section number)	Reason for restriction	Agency that holds this information in full	Contact point
Contact Directory of Wyndham City staff and MEMPC members Section 8.2	Personal information	Wyndham City	Wyndham City Emergency Management Coordinator
Recovery Service Coordinators and Providers Contacts Section 8.3	Personal information	Wyndham City	Wyndham City Emergency Management Coordinator
Distribution List Section 8.5	Personal information	Wyndham City	Wyndham City Emergency Management Coordinator
Locations of Emergency Relief Centres (ERCs) Section 9.1 NB: Public will be advised of location and details of ERC when it is opened during an emergency incident	Personal information	Wyndham City	Wyndham City Emergency Management Coordinator

### 8.2 Contact Directory

#### Restricted Operational Information

## **8.3 Recovery Service Coordinators and Providers Contacts**

**Restricted Operational Information**

## 8.4 Amendment History

Document	Version	Authorised by	Date
2020 Municipal Emergency Management Plan – Emergency Management Legislation Amendment Act 2018 amendments	2020.1.2	Fiona Swan – Coordinator Emergency Resilience	
2020 Municipal Emergency Management Plan	2020.1.1	Fiona Swan – Coordinator Emergency Resilience	09-09-2020
Municipal Emergency Management Plan 2018 - 2021	2018.1.3	Fiona Swan – Coordinator Safety and Resilience	16-01-2019
Municipal Emergency Management Plan 2018 - 2021	2018.1.2	Fiona Swan – Coordinator Safety and Emergency	21-07-2018
Municipal Emergency Management Plan 2018 – 2021	2018.1.1	Fiona Swan – Coordinator Safety and Emergency	15-02-2018

## 8.5 Distribution List

### Restricted Operational Information

## 9. Special Plans and Arrangements

### 9.1 Locations of Emergency Relief Centres (ERCs)

#### Restricted Operational Information

### 9.2 Sub plans

Wyndham Storm and Flood Emergency Plan

Municipal Fire Management Plan

Municipal Relief and Recovery Plan (*in edit*)

Pandemic Plan

### 9.3 Complementary Plans

Emergency Accommodation Plan

Public Health and Wellbeing Plan

Influenza Pandemic Action Plan

Heat Health Activation Plan

### 9.4 North West Metro Region Standard Operating Guidelines etc.

Document	Version
Emergency Relief Centre Standard Operating Guidelines	V6. 2018
Municipal Emergency Relief Guidelines	V1. 2019
NME Assistance Protocol	V10.3 2020
Collaboration Emergency Resource Coordination Protocol	2020
Secondary Impact Assessment Guidelines	V4. 2018
Emergency Relief Centre COVID safe Pan	V3. 2021