

Queenscliffe Municipal Emergency Management Plan

2023



Disclaimer: No reader should act based on any matter contained in this publication without appreciating that it may be the subject of amendment or revocation from time to time without notice.



Wadawurrung

We acknowledge the Traditional Owners of these lands, waters and skies, the Wadawurrung People. We acknowledge and respect their continuing connections to their Lands, Waters, Skies, Culture, and the contribution they make to the life and spirit of our community. We pay respect to their past and present Elders and extend this respect to all Aboriginal and Torres Strait Islander peoples.

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1.0 INTRODUCTION

1 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.

The 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](#).

The plan has been prepared with the following input from the following agencies:

Fire Rescue Victoria, Barwon Water, Victoria Police, Borough of Queenscliffe and Victoria Council of Churches – Emergencies Ministries.

1.1 Assurance and Approval

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

This Plan is approved by the Barwon Southwest Regional Emergency Management Planning Committee.

This Plan comes into effect when it is published and remains in effect until superseded by an approved and published update.

1.2 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.

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

This Plan will be reviewed no later than December 2025. This Plan is current at the time of publication and remains in effect until modified, superseded or withdrawn.

Refer to Appendix A for document administration.

1.3 Glossary and Acronyms

Definitions of words and phrases used in the MEMP have the same meaning as those prescribed in the relevant legislation and should be referred to, they include:

- Emergency Management Act 1986 and 2013
- State Emergency Management Plan (SEMP)
- Municipal Emergency Management Plan (MEMP)
- Local Government Act 2020
- Risk Management Standard ISO: 31000 2018
- Municipal Emergency Response Coordinator (MERC) – position appointed by Victoria Police
- Municipal Emergency Management Officer (MEMO) – position appointed by Council who is the central contact for agencies in emergencies
- Municipal Emergency Manager (MEM)
- Municipal Recovery Manager (MRM) – position appointed by Council who is the lead for relief and recovery activities.
- Regional Emergency Management Committee (REMPC) – Barwon South West
- Regional Emergency Management Plan (REMP) – Barwon South West
- Incident Controller – a representative of the control agency as listed in the SEMP.

<https://www.emv.vic.gov.au/responsibilities/semv>

The MEMP follows the practice of writing a name in full followed by the acronym in brackets and the acronym is used thereafter in the plan.

1.4 Planning Context

The MEMP provides for an integrated, coordinated, and comprehensive approach to emergency management at the municipal level. The EM Act 2013 requires the MEMP to contain provisions providing for the mitigation of, response to, and relief and recovery from emergencies (before, during and after), and to specify the roles and responsibilities of agencies in relation to emergency management.

It is recommended that the MEMP be read in conjunction with the Victorian State Emergency Management Plan (SEMP), Regional Emergency Management Plan (REMP) and subplans.

1.5 Aim and Objectives

The aim of the Queenscliffe MEMP is to document agreed emergency management arrangements for the prevention of, preparedness for, response, relief and recovery from emergencies that could impact the municipality and its communities.

The MEMP is consistent with the following that have been consulted and engaged:

- Community, through the appointed Community Representative

- Sectors of the community, as the MEMPC considers appropriate
- Departments or other agencies, the MEMPC considers appropriate

The MEMP is consistent with the principles underlying the preparation of emergency management plans. Principles require that the plan is:

- prepared efficiently and effectively in a collaborative manner
- to enhance the coordination of public messaging, warnings and advice
- prepared in a manner that acknowledges and reflects the importance of community emergency management planning

The broad objectives of the MEMP are to:

- identify hazards and evaluate potential risks that may impact the municipality
- implement measures to prevent or reduce the likelihood or consequences of emergencies
- in collaboration, emergency services organisations, agencies and stakeholders will manage arrangements for the utilisation and implementation of resources available for use in the prevention, preparedness, response, relief and recovery of emergencies
- manage support that may be provided to or from adjoining municipalities
- provide assistance to meet the essential needs of individuals, families and communities during and in the immediate aftermath of an emergency
- assist communities affected by emergencies to recover following an emergency and
- complement other local, regional, and state planning emergency arrangements.

1.6 Training and Exercising

The arrangements in the SEMP require the MEMP to be exercised at least once a year. Exercises are a valuable tool to test the arrangements set out in the MEMP.

The MEMP Committee will plan and undertake an annual exercise in either a desktop format or a practical exercise based on a hypothetical emergency event. Any improvements identified during these exercises will form part of the MEMP review or it may be decided by the MEMP Committee that the MEMP be updated immediately.

Exercises are structured to provide the following benefits:

- provide the opportunity for members and stakeholders to test their procedures and skills in simulated emergencies
- provide an opportunity for the local emergency management community to work together, build capacity and capability and
- use learnings and outcomes to update and improve the MEMP.

2.0 MUNICIPAL CHARACTERISTICS

2.1 Introduction

The Borough of Queenscliffe, Victoria's smallest local government, is in the Barwon South West region of Victoria, Australia, located in the southern part of the State on Wadawurrung country.

It includes the townships of Queenscliff and part of Point Lonsdale east of Fellows Road.

It is approximately 105 kilometres from the Melbourne CBD and 35 kilometres east of the Geelong CBD. It is bounded by Swan Bay in the north, Port Phillip Bay in the east, Bass Strait in the south, and the City of Greater Geelong in the west.

Consideration should also be given to the rest of the residents of Point Lonsdale who are technically within the City of Greater Geelong.



*MAP 1 – municipality including Port Phillip



Map 2 – Borough of Queenscliffe

2.2 History of settlement

MEMPC acknowledges the Wadawurrung people, who have lived in harmony with the land and the waterways of this area for tens of thousands of years before white settlement.

Bellawiyn is the Wadawurrung name for the lands where the Borough of Queenscliffe is located.

We acknowledge and respect continuing connections to their lands, waters, skies, culture and the contribution they make to the life and spirit of our community. We pay respect their past and present Elders and their emerging leaders and extend this respect to all Aboriginal and Torres Strait Islander peoples.

European settlement dates from the late 1830s. Growth took place in the 1840s, with the township of Queenscliff established in 1853. Early land use was mainly governmental, with lighthouse and signal services, a sea pilot's service and military and defence establishments. The area was a strategic defence post, aimed to protect Melbourne and Port Phillip Bay during the mid to late 1800s. Fishing and boat industries were also established. Growth took place in the 1880s and 1890s, aided by the construction of the railway from Melbourne and the popularity of the area as a tourist resort.

Growth continued in the early 1900s, especially in Point Lonsdale. Significant development occurred in the post-war years, particularly during the 1960s. Gradual growth took place during the 1970s and 1980s. The population generally declined slightly from the 1990s.

There are many significant historical buildings within the Borough which contribute to the community's distinctive built environment.

2.3 Land use

The Borough of Queenscliffe is predominantly a residential and resort area, with townships of Point Lonsdale and Queenscliff. The Borough encompasses a total land area of 8.57 square kilometres. The population density is 377.5 persons per square kilometre.

2.4 Climate

The hottest month of the year in Queenscliff is February, with an average high of 23°C and low of 15°C. The warm season lasts for 3.0 months, from 18 December to 19 March, with an average daily high temperature above 21°C.

The cool season lasts for 3.4 months, from 27 May to 8 September, with an average daily high temperature below 15°C. The coldest month of the year in Queenscliff is July, with an average low of 8°C and a high of 13°C.

Here, and right around the world, coastal communities are addressing the impacts of changing weather patterns and rising sea levels.

The Our Coast project is a partnership with community, all levels of government and coastal management agencies to successfully respond to the challenges of climate change.

More information on this project can be accessed at – <https://www.ourcoast.org.au/index.php>

2.5 Community profile

Demographic profile and forecast data highlights some of the more complex risks and issues faced by the Borough and these have been taken into consideration in Emergency Management Planning.

Details on the Queenscliff communities can be sourced at <https://www.abs.gov.au/census/find-census-data/quickstats/2021/LGA26080>

However, a summary is as follows:

Factor	2021 Census
Number of people	3276
Number of residences	2898
Average household size	2
Private dwellings unoccupied	46.3%
No of Primary residence	42%
Median age	62
Summer population	up to 17,000

2.6 Marine Traffic

The entrance to Port Phillip, through the 'Heads', is narrow with navigation being difficult by the presence of a strong rip. It is the gateway to Port Phillip Bay and the Ports of Geelong and Melbourne.

All commercial traffic to Geelong and Melbourne Ports passes through the Heads and there could be a significant impact if there was an event on both Queenscliffe and the state from an economic and environmental perspective as well as emergency management responsibilities.

A whole range of marine services and institutions are present in Queenscliffe, including the Ferry service, Sea Pilots, Coast Guard rescue services, a small fishing fleet, Parks Victoria, and the Marine Discovery Centre.

In addition, a large number of recreational fishing and commercial vessels are active around the bay.

2.7 High consequence Infrastructure and sites

In the context of this plan, the definition of High consequence Infrastructure is – the loss or impairment of infrastructure that would have an impact on the community or the ability to support the community.

A summary of high consequence includes, utility services, (including telecommunications, energy, and water/ Storm water), fuel depots, critical transport links such as Bellarine Highway narrows and entrance and Shell Road entrance and vehicle access points to the beach.

Significant environmental sites include:

- Swan Bay – RAMSAR site
- The Point Lonsdale and Swan Bay components of the Port Phillip Heads Marine National Park
- Coastal Cliffs of the Borough

In addition, there are various locations with cultural heritage significance across the Borough.

Other significant sites would include, schools, community buildings, Bellarine Community Health, the Queenscliff Harbour, Sea Road Ferries as well as possible Staging areas and Helicopter landing sites.

High Consequence Infrastructure locations are identified in Attachment B with the asset owner.

2.8 Major Hazard Facilities

Major hazard Facilities (MHFs) are industrial sites that store, handle, or process large quantities of chemicals and dangerous goods. Examples include oil refineries, chemical manufacturing sites, gas-processing plants, LPG facilities, and some warehouses and transport depots.

The Borough of Queenscliffe does not have any major hazard facilities.

2.9 Transport linkages

Unusual to a council area is that in the Borough there are limited ways in and out of the area.

- Two main roads – Bellarine Hwy and Shell Road into Point Lonsdale
- Queenscliff / Sorrento Ferry
- Vessels via Port Phillip Bay and Port Phillip Heads

In addition, there would be a consequence if there were any incidents with the transport types below.

Within the municipality	Possible impact on the municipality
Rail – Steam and diesel	Cruise ships
Road	Cargo vessels
Charter vessels	Ferries
Ferries	Aviation

2.10 History of Emergencies

Historically the following are the type of emergencies that have impacted on the Borough:

- Sinkings
- Drownings
- Fires – in January 2013 there was a grassfire along the Bellarine Railway line behind the Queenscliff Kindergarten and Primary School
- Supply chain disruption
- Extreme weather
- Shop front collapse in Queenscliff main street – 2019
- Pandemic – COVID 19

Point Lonsdale Surf Beach is considered one of the four most dangerous patrolled beaches in Australia (by the Australian Beach Safety and Management Program – SLSA).

2.11 Other considerations

2.11.1 Fire Refuges/Designated Neighbourhood Safer Places

The Borough of Queenscliffe has no identified Fire Refuges or Designated Neighbourhood Safer Places within its boundaries.

2.11.2 Beaches

Located on the tip of the Bellarine Peninsula and surrounded by water on three sides (Bass Strait, Port Phillip Bay and Swan Bay), Queenscliff and Point Lonsdale have been popular coastal resort towns for more than 150 years. Hazards such as strong currents, large waves and rocky ledges are found at some locations.

The beaches are utilised for swimming, SCUBA diving, surfing, and Surf Life Saving activities. There is also a designated off-leash dog beach.

<https://www.queenscliffe.vic.gov.au/Things-to-do/Parks-and-public-spaces/Beaches>

2.11.3 Visitor Population

Although the Borough is mainly populated by English speaking people, it is recognised there is a large visiting population, predominantly at weekends and during traditional holiday periods, many of which may be unfamiliar with the area.

The population increases to 17,000 over the summer – in houses, caravan parks and local accommodation, as well as day trippers. There are several caravan parks and many homes, in both Queenscliff and Point Lonsdale, which are also rented out to holiday makers during the summer months.

51% of properties are second residences, although this figure may have changed as an outcome of COVID.

Details of the accommodation booking agencies in the area can be obtained by contacting the Visitor Information Centre in Queenscliff Ph: (03) 5258 4843.

In addition, over the summer months there are many day trippers, particularly large family groups that utilise the parklands.

Interpreter services may be required as some visitors are of a non-English speaking background. Interpreter services are available at the federal government's Translating and Interpreting Service (TIS) phone: 131 450.

2.11.4 Special Groups / Facilities / Vulnerable Residents

Other special needs groups within the Borough include nursing home residents in neighbouring localities, homecare and district nursing recipients, together with vision impaired residents. A list of vulnerable facilities can be viewed in Section 6.

2.11.4.1 Vulnerable Persons Register

Many in the community would be considered vulnerable or at risk during an emergency depending on the type of event, these may include elderly, children, people with a disability and members of the Culturally and Linguistically Diverse (CALD) community.

Local Government facilitates the Department of Families, Fairness and Housing Vulnerable Persons Register and this register can be accessed by Victoria Police during emergencies. Registered participants are individually assessed against a set criterion and recorded in the Vulnerable Persons Register.

2.11.5 Events:

A list of events held in the Borough can be viewed *in Appendix B Calendar of Events 2023*, however a summary includes:

- Queenscliff Community Market
- Point Lonsdale Community Market
- Cottage by the Sea Annual Fair
- Geelong Street Rodders
- Around the Bay
- The Rip to River
- Queenscliff Music festival

These events are on public land. There are a large number of entertainment venues in Queenscliff that will also be holding events throughout the year.

For an up-to-date list go to: <https://www.queenscliffe.vic.gov.au/Things-to-do/Events/Events-calendar>

The neighbouring City of Greater Geelong experiences several major international, national, and local sporting and entertainment events annually, including but not limited to:

- The Avalon Air show
- Cadel Evans Road Race
- Day on the Green Music Festival
- Geelong Cup
- Festival of Sails

These may have an impact on Queenscliffe, both with traffic and ferry activities or accommodation.

3.0 PLANNING ARRANGEMENTS

3.1 Victorian Emergency Management Planning Framework

This plan supports holistic and coordinated emergency management arrangements within the region. It is consistent with and contextualises the State Emergency Management Plan (SEMP) and Regional Emergency Management Plan for the Barwon South West region. 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 1 outlines this Plan's hierarchy. This Plan should be read in conjunction with the SEMP and the Barwon South West Regional Emergency Management Plan (REMP.)

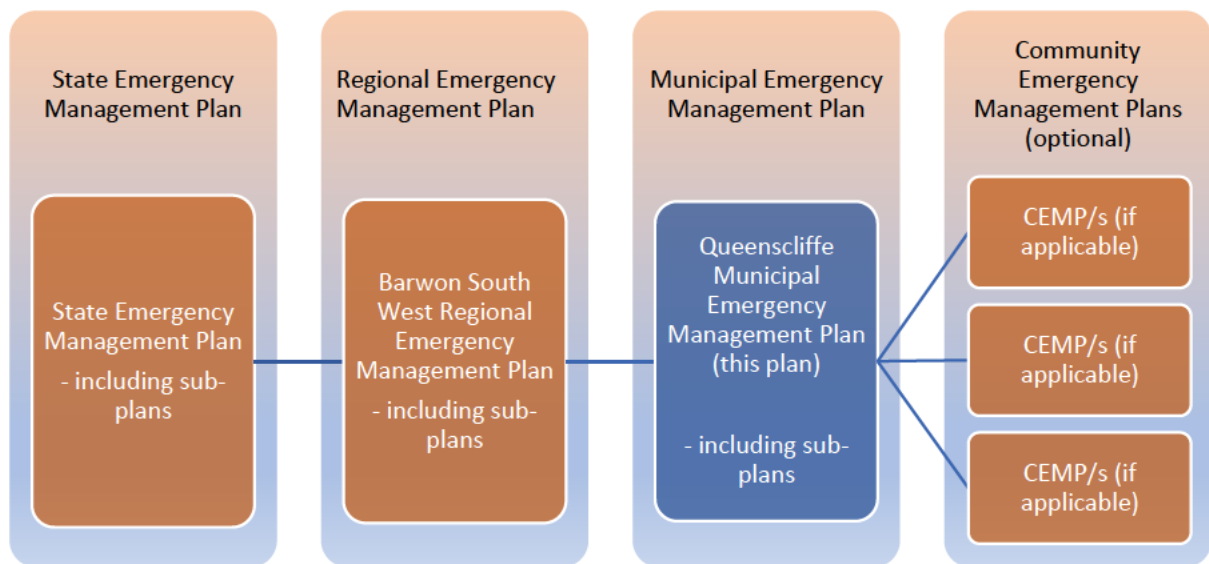


Figure 1: Plan hierarchy

3.2 Municipal Emergency Management Planning Committee (MEMPC)

The Borough of Queenscliffe Municipal Emergency Management Planning Committee (MEMPC) has been established under the Emergency Management Legislation Reform 2018 (EMLR Act 2018) and the Emergency Management Act 2013 (the Act 2013) section 59D(b).

The MEMPC is one component of a broader structure that enables appropriate planning, response and recovery activities and arrangements at local and regional levels.

3.3 Structure and Terms of Reference

It is not the MEMPC's role to manage emergencies. This is the responsibility of the agencies and personnel identified under the response and recovery arrangements in the SEMP.

The Committee is made up of a number of agencies including state and local organisations in response to local needs.

The terms of reference of the Borough MEMPC, including participants, can be found in Appendix C.

3.4 Subplans and Complementary Plans

All sub-plans are multi-agency plans and may be hazard specific where the consequences are likely to be significant. The MEMPC have determined the following sub-plans are required:

- Municipal Fire Management Plan
- Heatwave Plan
- Pandemic Plan

The Borough has a joint Municipal Fire Management Planning Committee (MFMP), in conjunction with the City of Greater Geelong, which produces and maintains the Municipal Fire Management Plan (MFMP), which is a sub-plan of the MEMP.

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 section 60AK).

Complementary plans are prepared by agencies, council or industry for emergencies that do not fall within Part 6A of the EM Act 2013 or are not multi-agency shared plans. They may also be 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.

3.5 Plan Linkages

From a local incident at municipal level, to regional and state level there is a large body of work, including plans that articulate how an event is managed as well as how a particular facet of an event is managed. To this end, all Plans need to complement each other.

The following are a number of plans that link to the Queenscliffe Plan however it is not exhaustive. Public plans can be found on the following link:

<https://www.emv.vic.gov.au/responsibilities/semv>

- Marine Pollution Contingency Plans (MPCP)
- EMV State Emergency Response Plan Flood Sub-Plan;
- EMV State Emergency Response Plan Earthquake Sub-Plan
- EMV State Emergency Response Plan Tsunami Sub-Plan
- EMV State Emergency Response Plan Storm Sub-Plan
- EMV State Emergency Response Plan Landslide Sub-Plan
- SES BSW Region Flood Sub-Plan
- SES BSW Region Earthquake Sub-Plan
- Department of Health and Human Services Heat Health Plan
- Emergency Victoria State Extreme Heat Sub-Plan
- Department of Health and Human Services Human Influenza Pandemic Plan
- Department of Health and Human Services State Health Emergency Response Plan
- CFA Community Information Guides (formally Township Protection Plans)
- Our Coast

3.6 Other significant place plans

There are a number of other plans that, although not part of this plan, will need to be considered in any emergency event:

- Queenscliff Tourist Park
- Searoad Ferries
- Queenscliff Harbour
- Department of Defence
- Swan Island/ Fort
- Bellarine Coastal Summer Plan – author City of Greater Geelong
- Queenscliff Primary Schools
- Point Lonsdale Primary School
- St. Aloysius Primary School
- Cottage by the sea

3.7 Restricted operational information

Section 60AI(2) of the EM Act 2013 allows the MEMPC and Emergency Management Victoria to exclude information from this published document that is related to critical Infrastructure, personal information or information that is commercially sensitive.

This could include information that is either of the three options listed under legislation:

- *related to critical Infrastructure*
- *personal information*
- *information that is commercially sensitive nature*

The following sections of this plan meet the above criteria.

Summary of the restricted information	Reason for Restriction	Agency/ies that hold this information in full	Contact point/s
Vulnerable Persons Register	Personal Information	Municipal Council	Victoria Police
Appendices: Maps and Lists of High Consequence Infrastructure Contact lists	<ul style="list-style-type: none"> • related to critical Infrastructure • personal information • information that is commercially sensitive nature 	MEMPC	MEMO

4.0 MITIGATION ARRANGEMENTS

Introduction

The prevention of emergencies includes a range of activities that require the allocation of resources (human and financial) and multi-agency support to ensure a coordinated and well-planned approach and outcomes.

Risk management is a shared responsibility. Every effort will be given to consider risks identified at a regional and state level to ensure there are linkages in planning arrangements and that risk treatments will be carried out in the context of local, regional, and state-wide programs and policies.

4.1 Hazard, Exposure, Vulnerability

Risk management is a shared responsibility. Individuals and households, business and community should mitigate risk by:

- Understanding their risk
- Formulating and implementing policy and regulation (such as land use planning and building regulations and floodplain management)
- Building, operating, and maintaining infrastructure
- Promoting financial resilience to emergencies through home and contents insurance
- Community engagement to build resilience to and awareness of risks and promote protective actions.



4.2 Risk Assessment Process

The Queenscliffe Emergency Management Planning Committee supports the ALL-HAZARDS approach to planning for emergencies and believes the arrangements in this plan can be applied to any emergency that may affect the Municipality.

The Community Emergency Risk Assessment (CERA) Online tool, assists to identify, and prioritise emergency risks, combines hazards, information and intelligence from a number of sources in order to gain a clear understanding of the elements defined 'risk' within a specific area that are likely to create most disruption to communities.

These sources include:

- existing 'single hazard' risk assessments, (e.g., the Victorian Fire Risk Register (VFRR), Integrated Fire Management Planning (IFMP) and Flood Studies);
- new or existing community profile information, (e.g., Part 2 of Municipal Emergency Management Plans;); and
- subject matter experts and local community representatives.

Through the CERA Tool kit the Borough of Queenscliffe MEMPC has identified the below risks. This program identifies the risks and hazards, the likelihood and the consequence from two perspectives: without any existing mitigation then, with existing mitigation (residual risk rating).

The risks and hazards identified for the Borough include:

- Bushfire – small, isolated
- Heat health
- Landslide
- Storm surge
- Flash flooding
- Transport Incidents – Aircraft, train, and rail
- Road incident and disruption in the Narrows
- Civil Disturbance
- Mass gatherings – events
- Drowning
- Structural failure – building
- Fire at the marina
- Service disruption – utilities
- Residential fires
- Marine pollution
- Pandemic
- Tree limbs dropping

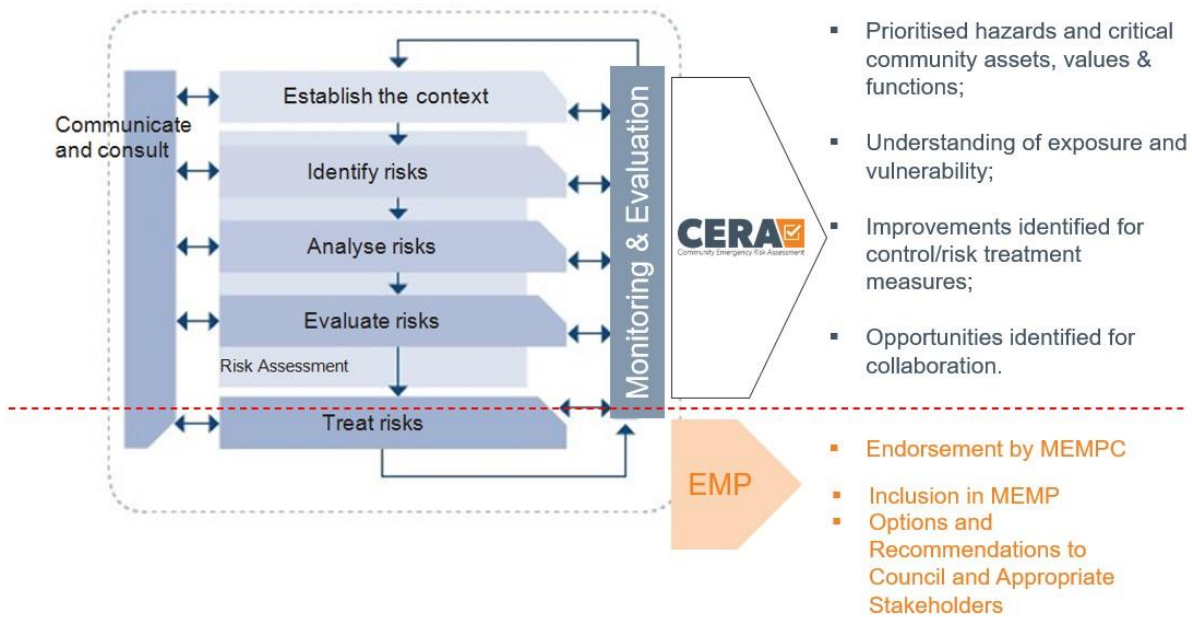
Note that some of the risks identified in the CERA are addressed in other emergency management sub-plans of the Borough of Queenscliffe (for example, the Municipal Fire Management Plan and Extreme Heat Plan) and are beyond the scope of this MEMP.

4.3 Treatment Plans

The MEMPC will work towards creating a safer community by identifying, analysing, and assessing risks, and recommending treatment options by application of a community emergency risk management process.

The committee recognises that this process may lead to suggested risk treatments that may affect social, political, economic, and/or environmental aspects of the community. All risk treatment recommendations may be affected by the reality of financial constraints.

Informing Emergency Management Planning



4.4 Monitoring and Review

The MEMPC and key stakeholders from the major emergency service/support organisations identified the top risks in the municipal area. These risks are regularly reviewed by the MEMPC. The cycle is on an ongoing basis and changes to hazards and controls are reflected and actioned as soon as identified and assessed. A full risk assessment is undertaken every three years.

The outputs of the assessment process are used to inform the MEMP, introduce risk action plans and ensure that communities are aware of and better informed about hazards and the associated emergency risks that may affect them.

4.5 Resilience

A resilient community is socially connected and has infrastructure that can withstand disaster or shocks and for community recovery. Resilient communities promote individual and community wellbeing, use of available resources and cohesiveness to strengthen their communities for every day, as well as extreme, challenges.

The ability of a community to respond to an emergency and in turn recover from the effects of an emergency will depend on the resilience of the affected community. A key role of the MEMPC is to help create more resilient communities.

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

For the Borough in particular the perception is that the permanent residents are quite connected. However, this resilience may not be as strong for the transient population.

4.6 Community Education

Community education is a vital component for the community in understanding risks and preparing for emergencies. The development of relevant and appropriate community education resources and activities empower the community and enhance their resilience through being well informed and therefore being equipped (emotionally and physically) for an emergency.

The MEMPC members and other emergency management services/agencies collaborate actively and engage the community through a range of mechanisms including community programs and projects, emergency expo, media releases, social media, advertisements, website and newsletters.

4.7 Emergency Markers

There are various emergency markers across the municipality. The relevant land manager maintains signs within this state system. This marker number can be utilised to identify unique location when calling 000.

4.8 Other Key information Services

Organisation	Website Address	Description
Emergency Management Victoria	https://www.emv.vic.gov.au	Emergency Management Victoria leads emergency management in Victoria and this site provides information on all current emergency warnings
VicRoads – road closures	https://traffic.vicroads.vic.gov.au/	On this website you will find information about unplanned (emergency) road closures and traffic alerts. It is Victoria's official source of information about roads and traffic during incidents and emergencies that may impact road users.
Barwon Water	https://www.barwonwater.vic.gov.au	Information on water quality, interruptions
Emergency Alert (telephone warnings)	www.emergencyalert.gov.au	Emergency Alert is the national telephone warning System used by emergency services.
Parks Victoria	www.parkweb.vic.gov.au	This site includes information about closures to roads, tracks, visitor sites and picnic areas
Country Fire Authority	www.cfa.vic.gov.au/links	Provides a list within CFA's website of all Local Councils
Bureau of Meteorology	www.bom.gov.au/vic/	Victorian Weather and Warnings
Wildlife Victoria OR Help for Wildlife	www.wildlifevictoria.org.au	Wildlife rescue teams are on Standby to assist in fire-affected areas to treat wildlife in need of help. For those close to fire affected areas, surviving wildlife will be disorientated, smoke-affected, very likely suffering burns to some degree, hungry and severely dehydrated.
Victorian Government	https://www.vic.gov.au/emergencies-safety/fire-prevention.html	This site has important information for fire prevention and bushfire management from the Victorian Government.
State Emergency Service (SES)	www.ses.vic.gov.au	Floods, severe storms, earthquakes, road accident rescue, search and rescue and other emergency support.

Ambulance Victoria	www.ambulance.vic.gov.au	Includes information membership, recruitment, and community news
Victoria Police	www.police.vic.gov.au	Includes information about upholding the law to promote a safe, secure, and orderly society
Australian Red Cross	www.redcross.org.au	Includes information about relief centres, registering and comforting evacuees.
Energy Safe Victoria	www.esv.vic.gov.au	Includes information on electricity and gas safety advice during fires and incidents

5.0 RESPONSE ARRANGEMENTS

5.1 Introduction

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

5.2 Response Management Arrangements

Emergency response arrangements provide the structure for establishment of appropriate resources to manage emergencies throughout the state including additional resource requirements and escalation strategies for example requesting assistance from State and Commonwealth governments.

Emergency events are categorised using three parameters:

- Operational Tier
- Class of Emergency
- Classification

Victorian emergency response management operates at three tiers:

- Incident
- Regional
- State

Emergencies are managed at the appropriate operational tier until the event may require escalation to a higher level.

Response arrangements are largely hazard-based, and Control Agencies are responsible for developing and maintaining hazard-specific response plans, as sub-plans to the SEMP. Sub-plans include arrangements for readiness, the establishment of control, incident management systems, relief, escalation, and de-escalation.

They also include arrangements for communications, coordination, consequence management and community connections.

Classes of emergency as defined in the Emergency Management Act 2013 relate to the 'type' of emergency. These are:

- **Class 1** – a major fire or any other major emergency for which the Fire Rescue Victoria, the Country Fire Authority or the Victoria State Emergency Service Authority is the control agency under the State Emergency Management Plan
- **Class 2** – a major emergency which is not a Class 1 emergency or a warlike act or act of terrorism or a hi-jack, siege, or riot.
- **Class 3** – a warlike act or terrorist act, a hijack, siege or may also be referred to as security emergencies.

5.3 Command, Control, Coordination

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

Response arrangements are largely hazard-based, and Control Agencies are responsible for developing and maintaining hazard-specific response plans, as sub-plans to the SEMP. Sub-plans include arrangements for readiness, the establishment of control, incident management systems, control, relief, escalation, and de-escalation.

They also include arrangements for communications, coordination, consequence management and community connections.

5.3.1 Incident Control Centre

The Incident Control Centre is a location (physical or virtual) where a multi-agency task force made up of representatives from various agencies led by the incident controller, coordinate the response to a specific event. Depending on the extent of the emergency there may also be regional and state incident control centres (ICC).

Activation of the ICC is at the discretion of the Incident Controller.

The most important role of an ICC is to allow the cross-agency collaboration needed to respond to an emergency. The locations of these in the region are listed in the SEMP.

5.4 Municipal Emergency Operations Centre (MEOC)

This Centre coordinates the internal operations of the Borough and the command and control of council resources. It is the location where Council's Incident Management Team manages Council's response operations. This centre coordinates its activities with the MEMO and the MRM.

The primary Municipal Emergency Operations Centre for Queenscliff is:

- Borough of Queenscliffe, 50 Learmonth Street, Queenscliff

Alternative Operations Centres are:

- Queenscliffe Hub Wirrng Wirrng, 55 Hesse Street, Queenscliff
- Or a site designated by the Borough for a particular emergency.

5.5 Classification of Emergencies

Incident management commonly uses a three-level classification system as defined in the SEMP. A summary of the typical features of each level is outlined below.

Level One Emergency

- A small-scale emergency that can be resolved through local or initial response resources.
- Response is less than 24 hours in duration
- The response is in the incident area only

- There is little to no potential for escalation

Level Two Emergency

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

Level Three Emergency

- Large-scale emergency with high complexity
- Response duration is multiple days
- There are multiple incident areas
- Incident is likely to become State of Emergency or lead to the declaration of a State of disaster.

Non-Major Emergency

A non-major emergency can be classified as a single incident or small-scale impact emergencies 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.

These are emergencies that can be resolved using local resources and significant consequences to the wider community are not anticipated.

5.6 Consequence Management

Consequence in the emergency management context, is the 'change in circumstances, planned or otherwise, experienced by a community or its members as a result of an event and its subsequent management'.

The objective of consequence management is to minimise the adverse consequences to community as a result of a major emergency. This could be impacts on services and Infrastructure.

The safety of community members is the primary consideration in consequence management. Although consequence management is a key consideration for all emergencies, it should not interfere with the control of an emergency.

The management of the individual hazard may differ, however the consequence for the community requires a coordinated response across agencies. For major emergencies the Emergency Management Commissioner is responsible for ensuring that consequence management is undertaken.

5.7 Local Response Arrangements

Activation of local arrangements are outlined in section 8 of this plan and in complementary plans.

Each individual agency has activation procedures, and these will be activated in line with the State sub-plans.

An Incident Management Team (IMT) or Incident Emergency Management Team (IEMT) will be established as part of any emergency situation. Early notification to other agencies is essential to enable them to implement their own emergency response arrangements to support the coordinated approach to incident management. This is especially important when there is a likelihood that the event could escalate or be protracted.

The emergency arrangements will be activated in four phases:

- Alert / Notification – control agency notifies IEMT that an emergency may require resources and keeps them informed about the situational awareness and conditions of the incident.
- Standby – as the threat becomes imminent, members of the relevant agencies are placed on Standby so they can act immediately if required.
- Activation – the operational phase of an incident where agencies are committed to contain or control the emergency.
- Stand down – once the response to the emergency has been completed all participating agencies are advised to Stand down.

Initial information will generally come from the control agency to the MERC who advises the MEMO and the level of response will depend on the nature and extent of the emergency.

The planning for specific response, relief and recovery activities are detailed in Section 3.3 of this plan identifying sub plans and complementary plans.

5.8 Impact Assessment

Impact assessment is conducted during and after an emergency to assess the impact to the community and inform government of immediate and longer-term recovery needs.

Impact assessment must be community focused to ensure the data/information will assist decision making on how to best support impacted communities.

It is a three-Stage process to gather and analyse information following an emergency event. The three types of impact assessment are:

Assessment Stage	Remarks
Initial Impact Assessment (IIA)	Initiated in the first 48 hours of an emergency to determine the nature and scale of the impact on people, critical Infrastructure, community Infrastructure, economy, natural, built, and agricultural environments. Assessments usually initiated by the Incident Controller.
Secondary Impact Assessment (SIA)	This phase considers resources available within an affected community and identifies those needs and priorities that can only be met with outside assistance. Assessment is coordinated by Recovery Coordinator.
Post Emergency Needs Assessment	<ul style="list-style-type: none"> • Post Emergency Needs Assessment Estimates the cost of destroyed assets across the five recovery 'environments'. • Assessment is coordinated by Recovery Coordinator.

5.9 Financial Considerations in Emergencies

Expenditure for Borough-controlled resources utilised in emergencies must be authorised by the MEM, the MEMO or the MRM and shall be in accordance with the normal financial arrangements of the Municipality. Control agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets.

State and Local Governments are responsible for funding their emergency operational expenditures from their general revenues. However, specific financial support arrangements are in place. Reimbursement for costs associated with an event may be available through the Commonwealth-State Disaster Recovery Funding Arrangements (DRFA). The DRFA is a cost sharing arrangement between the Commonwealth and State governments to support certain relief and recovery efforts following an eligible disaster. Before an affected municipality can seek reimbursement from the Scheme for an emergency, the emergency must first be 'Declared' by the State.

For further information refer to Emergency Management Victoria website [Disaster Recovery Funding Arrangements \(DRFA\)](https://www.emv.vic.gov.au/disaster-recovery-funding-arrangements-drfa) | [Emergency Management Victoria \(emv.vic.gov.au\)](https://www.emv.vic.gov.au)

5.10 Neighbourhood Safer Places and Community Fire Refuges

The Borough of Queenscliffe does not have any declared Neighbourhood Safer Places – Bushfire Place or Last Resort or Fire Refuges. The message for people in high bushfire risk environments is to Leave Early.

5.11 Evacuation

Victoria Police is responsible for managing evacuation in Victoria. Evacuation is a risk management strategy that involves the movement of people to a safer location and return of them at an appropriate time. As with emergency response activities, the main priority when deciding to undertake evacuation is the protection of life.

There are five Strategies in the evacuation process:

- Decision
- Warning
- Withdrawal
- Shelter and
- Return

In Victoria, evacuation is largely voluntary. The Incident Controller makes a recommendation to evacuate, and it is the choice of individuals as to how they respond to the recommendation. However, in particular circumstances legislation provides some emergency service personnel with authority to remove people from areas or prohibit their entry.

The Borough's Municipal Recovery Manager plays a lead role in relocation/evacuation operations. In the first instance, it is preferable for residents/evacuees to self-evacuate to a safe neighbour's property or to a friend or relative's place of residence.

Victoria Police are responsible to accessing the Vulnerable Persons Register during evacuations.

5.12 Emergency Relief Centres

Emergency relief centres have been nominated for the Borough including some in neighbouring Local Government areas. Emergency Relief Centres (ERC) will be nominated by the MRM depending on the scale and location of the emergency. When Emergency Relief Centres are required, the Borough is the lead agency to establish relief centres supported by Police and agencies. These centres provide temporary short-term shelter as well as an avenue to provide the community with information, and, if needed, personal support.

Red Cross will assume the role of registration of relocated/evacuated people on behalf of VicPol and VicPol are responsible for accessing the Vulnerable Persons Register during an evacuation.

5.13 Community information in Emergencies

It is important to ensure that warnings and public information are maintained at an optimum level for specific circumstances where community action is necessary, primarily to protect lives, and also for the protection of property and the environment.

Individuals and communities have a responsibility to prepare themselves in case of an emergency.

To assist them in preparedness and during emergencies, the official emergency services website Victoria is www.emergency.vic.gov.au. It is a single all-emergencies website for Victorians. It is Victoria's primary website for incident information and warnings. Vic Emergency provides a single source of information and advice to help people prepare for, respond to, and recover from emergencies.

Vic Emergency has a real-time Google Map display with incidents across Victoria including fires, floods, Storms, power outages, hazardous material incidents and traffic incidents.

[VicEmergency on the App Store \(apple.com\)](#)

[VicEmergency - Apps on Google Play](#)

5.14 Warnings

Warnings can be issued at several different levels depending on the type and severity of the event. They can include advice, watch and act, and emergency warnings.



Figure 2: Types of warnings

Emergency warnings are the highest level of warning and aim to warn individuals and communities to prepare for an impending event or in the event of an emergency.

Once a decision has been made to issue a warning, the Incident Controller will determine which method to use (e.g. television, radio or internet) and determine whether a telephone alert needs to be issued.

Where an extreme and imminent threat to life exists and authorisation from the Incident Controller is not practicable in the circumstances, warnings may be issued by any response agency personnel with notification to the Incident Controller as soon as possible.

5.14.1 Public Information

The Incident Controller is responsible for issuing warnings and public information. The Regional Controller (where appointed) or State Response Controller for Class 2 State Controller should assist if required.

The provision of information to the broader public/community, including those attending an Emergency Relief Centre (ERC), is vitally important to their capacity to understand what is happening and to assist them in making informed decisions during a time of crisis. Each agency manages community information through its own social media channels.

Community meetings may form part of the communications strategy for the event and are coordinated by the response agency.

ABC 774 is the National Emergency Broadcaster.

Information can also be found through the local emergency broadcaster:

- K-Rock FM 95.5
- Bay FM 93.9
- The Pulse FM 94.7
- 3YYR FM 100.3
- Tourist FM 88

5.15 Cross Boundary Events

The Borough of Queenscliffe and stakeholder agencies have existing planning relationships across the following boundaries. The Borough has an MOU with the City of Greater Geelong specific to the provision of cross boundary assistance.

5.16 Resource Sharing Protocols

The Borough of Queenscliffe is a signatory to the MAV Inter-Council Emergency Management Resource Sharing Protocol. This protocol sets out an agreed position between councils regarding the provision of resources to assist other municipalities with response and recovery tasks during and after emergencies.

The protocol is intended to clarify operational, insurance and reimbursement issues that may arise through municipal resource sharing arrangements.

5.17 Debriefing Arrangements

The Municipal or Regional Emergency Response Coordinator is responsible for ensuring that the Control Agency for the emergency organises an operational debrief with participating agencies as soon as practicable after cessation of response activities.

The purpose of a debriefing is to:

- ensure participating agencies understand what happened during an operation or emergency, and
- identify areas of improvement and highlight areas that were handled well, in order to improve the efficiency, effectiveness and safety of future operations or emergencies.

5.18 Transition to Recovery

While it is recognised that recovery activities will have commenced shortly after impact, or preferably, simultaneously with response operations and run concurrently with same, there will be a termination of response activities and a handover to recovery agencies.

The Incident Controller, MERC and MRM should commence transition planning [from response to recovery] as soon as possible following the State of the emergency.

The early notification of recovery agencies involved in the emergency will ensure a smooth transition of ongoing activities from response to recovery. An initial recovery plan will be developed and signed off by MEMO, MRM and Incident controller.

6.0 RELIEF ARRANGEMENTS

Emergency Relief is the provision of essential needs to individuals, families and communities in the immediate aftermath of an emergency. Relief is focused on consequence management and should consider the principles of relief.

Emergency Management agencies with relief responsibilities incorporate the principles of relief as outlined in the [SEMP](#) and [National Strategy for Disaster Resilience](#).

Relief encompasses a range of services such as, but not limited to, community information, emergency shelter and provision of immediate needs, psychosocial support, material aid, first aid, financial assistance, animal welfare and legal support. It is important that assessment of needs is undertaken for each incident to determine needs.

Relief can be provided at a dedicated Relief Centre, places of community gathering, incident scenes, triage and transfer sites as appropriate, memorials or other locations as appropriate. Relief is considered part of response and must be integrated into the response arrangements, however it is important to note that relief is interconnected with recovery and must be seamlessly integrated with all other early recovery activities and considered in the response phase.

6.1 Relief Management and Governance

Relief coordination arrangements at the municipal level are the responsibility of the Borough of Queenscliffe, at the Regional level, the Department of Families Fairness and Housing and Emergency Recovery Victoria at the State level.

Relief roles and responsibilities are outlined in [Part 7 of the State Emergency Management Plan](#).

A Sub-Committee may be established to support the governance of relief.

The Borough of Queenscliffe is responsible for the planning, management and operations of Emergency Relief Centres with the assistance of agencies and local service providers identified at the time of the incident. The Borough has designated a number of facilities that can be utilised as Emergency Relief Centres across the Borough as well as having an MOU with the City of Greater Geelong for assistance in provision of staff and resources/ venues (see 5.2).

6.2 Activation of Relief Services

When Emergency Relief Centres are required, the Borough is the lead agency to establish relief centres supported by Police and agencies. These centres provide temporary short-term shelter as well as an avenue to provide the community with information, and, if needed, personal support.

The level and type of relief required to support affected communities will be determined in consultation with the Incident Controller, MERC, MEMO and MRM.

The MRM will coordinate the activation of the selected relief team and respective centre or services as depicted by the needs assessment.

6.3 Escalation

If a major emergency event increases in complexity, exceeds the capacity and capability of the Council to respond or where an emergency has affected multiple municipalities within a region or multiple regions a formal request for escalation of relief will be made. The decision to escalate will be undertaken in consultation with the Incident Controller, MERC, MEMO, MRM and the Regional Emergency Relief Coordinator.

Escalation of relief should build on existing local arrangements rather than replacing them. Resources to support Council in its response to a local event may be obtained through the MAV Resource Sharing Protocol or through neighbouring councils.

6.4 Relief Communication

Dissemination of community information as part of emergency relief assists the community to remain safe and understand the support and services available to them.

Relief messaging should be integrated with response messaging, and it should inform the community about relief services and how to get assistance.

Where the formal transition from response to recovery has not yet occurred, the provision of community information remains the responsibility of the Control Agency in consultation with relevant Stakeholders to ensure consistent localised emergency relief information.

Where transition has occurred, the Council in consultation with the Sub-Committee and relevant Stakeholders will coordinate the public information.

6.5 Register.Find.Reunite

A critical component of relief is connecting affected persons during and following an emergency. Victoria Police is responsible for the activation of [Register.Find.Reunite](#) and will activate Australian Red Cross to manage this service on their behalf.

6.6 Animal Management in Emergencies

Municipal Councils are the lead for housing displaced companion animals and lost/stray domestic animals and this includes supporting domestic animals and their owners within an Emergency Relief Centre.

The [Victorian Emergency Animal Welfare Plan](#) defines animal welfare support services in relief. This includes livestock, companion animals and wildlife. Further information relating to domestic animals in emergencies is available through the Borough's Local Laws Officer.

6.7 Vulnerable People and Facilities

6.7.1 Vulnerable Persons Register

Many in the community would be considered vulnerable or at risk during an emergency depending on the type of event, these may include elderly, children, people with a disability and members of the Culturally and Linguistically Diverse (CALD) community. Local Government facilitates the Department of Families, Fairness and Housing Vulnerable Persons Register and this register can be accessed by Victoria Police during emergencies. Registered participants are individually assessed against a set criterion and recorded in the Vulnerable Persons Register.

6.7.2 Vulnerable Facilities

Several facilities within the Borough may be considered vulnerable in an emergency as there may be vulnerable people located there.

The vulnerable facilities list has been developed by the Borough. It comprises of facilities that may have gatherings of people, large event facilities and high frequency tourist venues.

- Bellarine Community Health
- Cottage by the Sea
- YMCA – Camp Wyuna
- Queenscliffe Neighbourhood house
- Point Lonsdale Surf Life Saving Club
- Monahan centre at the Recreation Reserve
- Queenscliff Community Hall (Senior Citizens centre/ Sea Scouts)
- Queenscliffe Hub/ Library
- Searoad Ferry Terminal
- Queenscliffe Tourist Parks
- Arcare Aged Care Residential facility (located just outside of the municipal boundary)
- Sirovilla Eric Tolliday Units

This list is reviewed annually or as required and for further information contact the MEMO or MRM.

7.0 RECOVERY ARRANGEMENTS

7.1 Introduction

Emergencies of various scales frequently occur in Victoria. These emergencies vary in terms of size, duration, complexity, and nature of the hazard that causes the emergency and the impacts on individuals and communities.

The Municipal Recovery arrangements for the municipal district of Queenscliff have been developed in accordance with the Emergency Management Act 1986, Emergency Management Act 2013 and align to the State Emergency Management Plan (SEMP), Regional Emergency Management Plan (REMP) and recovery planning across the Barwon South West Region.

7.2 Recovery Definition

The State Emergency Management Plan (SEMP) states that recovery is ‘the assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning’.

The National Principles for Disaster Recovery outlines the following Principles of Recovery: can be accessed through SEM link <https://www.emv.vic.gov.au>

7.3 Objectives of Recovery

Recovery is the coordinated process of supporting emergency affected individuals and communities to reconnect and re-establish a level of functioning, coordination and access to services.

To achieve this objective, the cooperation and coordination of services between all levels of government, non-government organisations, community agencies and the private sector is critical to the process.

Key considerations of the recovery arrangements include:

- General Principles of Recovery
- Recovery Planning and Preparedness
- Clarity of roles and responsibilities for lead and support agencies
- Developed Recovery Action plans
- Consideration for long term recovery

In addition to the key considerations, Recovery should be community-led and enable participation by all members of the community and should integrate with emergency response and relief activities and commence as soon as possible following the emergency.

Recovery considerations typically fall under four environments that require coordination as part of the recovery process; Social, Economic, Built and Natural.

Consideration will also be given to adapt the recovery framework as necessary to align with Emergency Recovery Victoria’s Recovery Framework – Five Lines of Recovery:

- People and Wellbeing

- Aboriginal Culture and Healing
- Environment and Biodiversity
- Business and Economy
- Building and Infrastructure

7.4 Management Structure

During each event where the need for formal Recovery is identified, the MEMPC will agree to the establishment of an incident specific Recovery Governance Structure.

The governance structure operates five functional areas in alignment with the recovery environments (social, economic, built and natural, culture and heritage).

The initial responsibilities are to formalise the governance structure, oversee the transition from Response to Recovery agreement, and the development of an Incident Specific Recovery Plan. (See 5.17)

It is the responsibility of the committee to ensure that affected communities are represented in the recovery framework.

7.5 Government Assistance Measures

Organisations may claim assistance via such programs as the Commonwealth-State Disaster Recovery Funding Arrangements (DRFA).

Information can be located on the Emergency Management Victoria website Disaster Recovery Funding Arrangements (DRFA) | Emergency Management Victoria (emv.vic.gov.au)

Individuals, families and businesses etc can source other government assistance from agencies such as Centrelink, DFFH, Red Cross and the Salvation Army.

8.0 ROLES AND RESPONSIBILITIES

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

8.1 State Arrangements

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 section 60AK).

The roles are listed as control agencies and support agencies and are in the following categories:

Mitigation, Response, Relief and Recovery Responsibilities and Activities.

<https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities>

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. In the case of municipal-specific modifications, these are clearly identified as modifications.

This Plan details emergency management agency roles and responsibilities for: Mitigation, Response, Relief and Recovery. It also maps agency roles for core capabilities and critical tasks under the Victorian Preparedness Framework (VPF) for the management of major emergencies.

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.

Like other agencies, the Borough of Queenscliffe recognises it has a key role in prevention and mitigation activities to reduce the risk, or minimise the effects, of emergencies that may occur in the area. Control Agencies, industries and individuals are expected to maintain prevention and mitigation measures within their areas of responsibility.

The Borough of Queenscliffe will implement relevant planning, prevention and mitigation measures within its responsibilities and authority, subject to Council policy, to prevent or reduce the impact of emergencies on the community.

8.2 Local arrangements

The State responsibilities and arrangements are listed in the SEMP

<https://www.emv.vic.gov.au/responsibilities/semv> and the following local arrangements are in place.

Mitigation	Activity/ Critical task alignment
<ul style="list-style-type: none"> Bellarine Community Health Department of Defence Point Lonsdale Life Saving Club Barwon Water Sea Road Ferries Queenscliff Harbour Australian Red Cross Applicable telecommunications authority Powercor 	<p>Planning and preparedness activities for emergencies related to the agency's assets or area of control.</p>
Borough of Queenscliff	<p>In addition to its role in emergency management planning the Council contributes to the emergency management arrangements in the following ways.</p> <p>Appointing a Municipal Emergency Management Officer and a Municipal Recovery Manager</p> <p>Implementing legislation such as the Planning Scheme and Health and Wellbeing Act through:</p> <ul style="list-style-type: none"> The application of zones, overlays, and guidelines. Traffic and road management. Health inspections and surveillance. Immunisation programs (Public Health and Wellbeing Act 2008). Community development activities. Provision of information and promotion of practices that support resilience and preparedness in the community; including how to prepare psychologically before a disaster, and how to cope emotionally during and after a disaster. Maintaining vegetation and clearance space around power lines (the Electricity Safety Act 1998).
Response (including Relief)	
Borough of Queenscliff	Sourcing and supporting the coordinating of response activities and services
Relevant response agency (As identified in the SEMP)	Command and control and initial assessment

Bellarine Community Health	Participation in planning and sourcing specific services and activities in response to the emergency
City of Greater Geelong	Participation in planning and sourcing specific services and activities in response to the emergency
Barwon Water	Essential water supplies
VCC – Emergencies Ministries	Personal Support
Geelong Food Assistance Network Feed Me Bellarine	Food Relief
Red Cross	Register.Find.Reunite, personal support
Recovery	
Borough of Queenscliffe	Secondary Impact Assessment and Recovery Outreach
VCC – Emergencies Ministries	Personal Support
Emergency Recovery Victoria	State and Regional recovery coordination and Municipal level – Guidance, support, and escalation
Department of Families Fairness and Housing	Social recovery coordination and Municipal level – Guidance support and social recovery

Local contact information and the BSW region EM Contact directory is held by MEMPC.

9.0 APPENDICES

- A Document Administration**
- B Terms of Reference – MEMPC**
- C Maps of Borough**
- D Calendar of Events – 2023**
- E High Consequence Infrastructure**
- F Coastline Land Management**

(Appendix A) Document Administration

Document details

Criteria	Details
Document ID	
Document title:	Queenscliffe Municipal Emergency Management Plan
Document owner:	MEMPC

Version control

Version	Date	Description	Author
V0.1	March 2023	Full update in line with SEMP	

Document approval

This document requires the approval of the MEMPC:

Name	Title	Signature
On behalf of the MEMPC	Chair	

Audience

The audience for this document is the MEMPC and the general public

Terms	Description
Review Date	December 2025

(Appendix B) Terms of reference – MEMPC

MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (MEMPC)

Membership

The Municipal Emergency Management Planning Committee (MEMPC) will consist of nominated personnel from Council and representation from the following organisations:

- Borough of Queenscliffe:
 - Chief Executive Officer, Municipal Emergency Management Officer
 - Deputy MEMO
 - Municipal Recovery Manager
 - Deputy Municipal Recovery Manager
 - Environmental & Public Health Coordinator
 - Municipal Fire Prevention Officer (MFPO)
 - Executive Officer
- CFA District 7
- VICES South West Region
- City of Greater Geelong
- Bellarine Community Health
- Queenscliff Coast Guard
- Queenscliff Harbour Pty Ltd
- Searoad Ferries Pty Ltd
- Department of Transport & Planning
- Fort Queenscliff
- Department of Defence
- Life Saving Victoria
- Department of Families, Fairness & Housing
- Victoria Police
- Ambulance Victoria
- Australian Red Cross
- Victorian Council of Churches Emergencies Ministries
- Barwon Water
- Department of Health Agriculture Victoria
- Parks Victoria
- Department of Environment, Energy and Climate Action
- Emergency Recovery Victoria

Role of the Committee

This Committee is formed pursuant to Section 21(3) & (4) of the Emergency Management Act, to formulate a plan in relation to the prevention of, response to and the recovery from emergencies within the *Borough of Queenscliffe*. *The functions and responsibilities of the MEMPC can be viewed at section 25d of the Emergency Management Act*. A summary is as follows:

- Review the Municipal Emergency Management Plan (MEMPC) annually.
- Make regular amendments to the MEMPC as required and distribute accordingly.
- Have its members report on the various emergency management activities being carried out by each of their respective organisations.
- Nominate sub-committees.
- Set tasks for any nominated sub-committees to carry out.
- Arrange for regular tests of the Plan, or parts thereof, at least annually.
- Assess and review community risks in accordance with Community Emergency Risk Assessment (CERA) Guidelines.
- Review the Municipal Fire Management Plan (MFMP) presented by the MFMP Committee.
- Take responsibility for participating in the REMPC and reporting where required.

- Share information with the REMPC about any local activities or events and collaborate in any regional planning or response activities where required.
- Carry out other tasks as determined by the MEMPC from time to time including:
 - Promoting the priorities and possible treatments for risks within the municipality.
 - Identifying and incorporating local needs within the emergency management planning process.
 - Advocating and monitoring to ensure that a consistent community engagement process is in place during planning at the municipal level.
 - Providing a municipal forum to build and sustain organisational partnerships and generate a common understanding and shared purpose with regards to emergency management.

Structure

- The MEMPC will be chaired by the Borough of Queenscliffe CEO or their delegate.
- The organisations listed at the end of this document will provide representation at the appropriate level to enable decisions and commitment to be made on behalf of their organisations.
- The Committee may co-opt new members as required.
- The Committee may appoint sub-committees as required.

Report

- The MEMPC will report to REMPC on any reviews undertaken by the Committee during the period.
- Members of the committee will be notified in advance of meeting dates.
- Minutes of all meetings will be forwarded to all representatives on the Committee and others as determined by the Committee from time to time.

Support

- Administrative support will be provided by the Borough.
- Technical and Planning support will be provided by relevant member representatives.

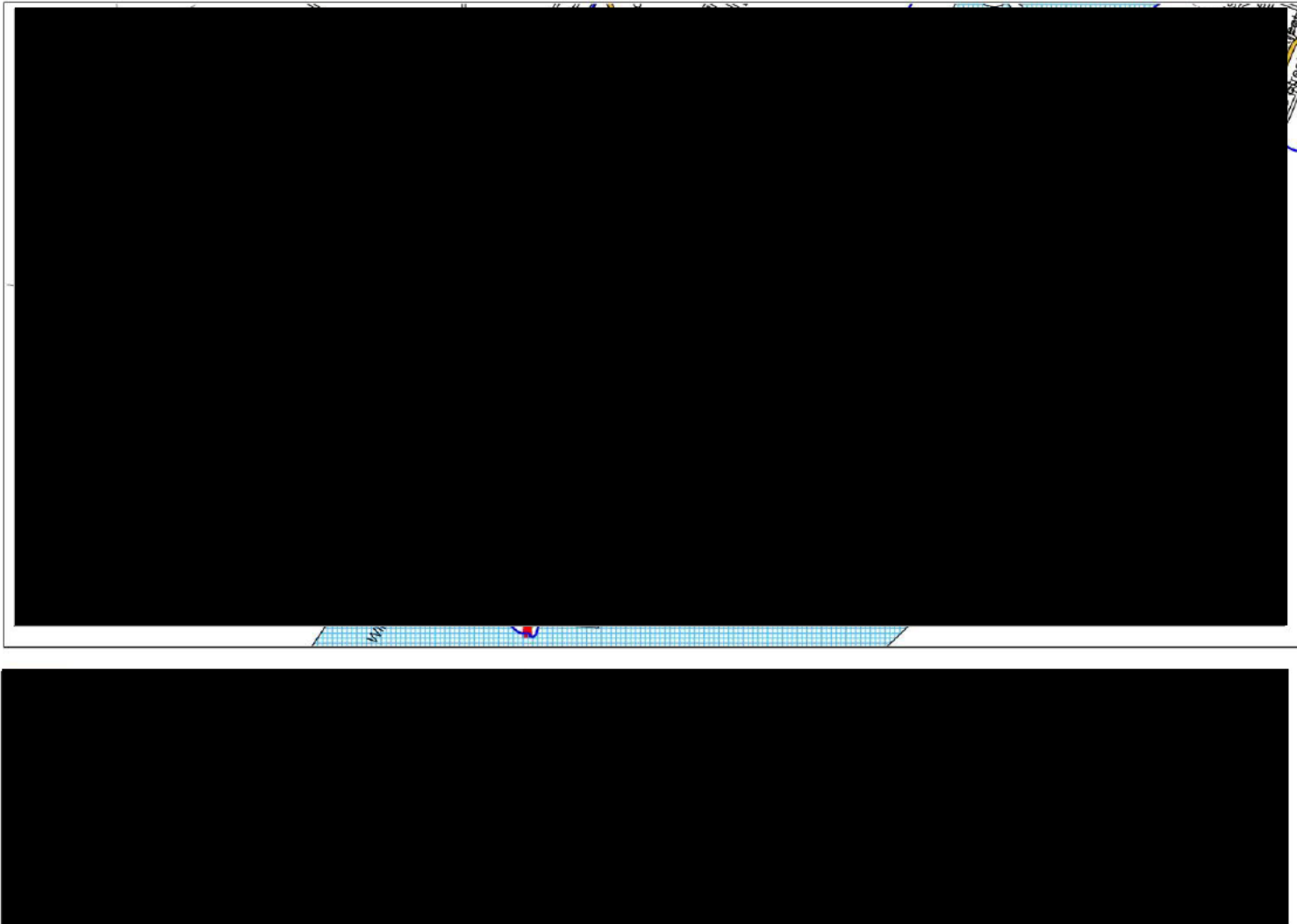
Schedule of Meetings

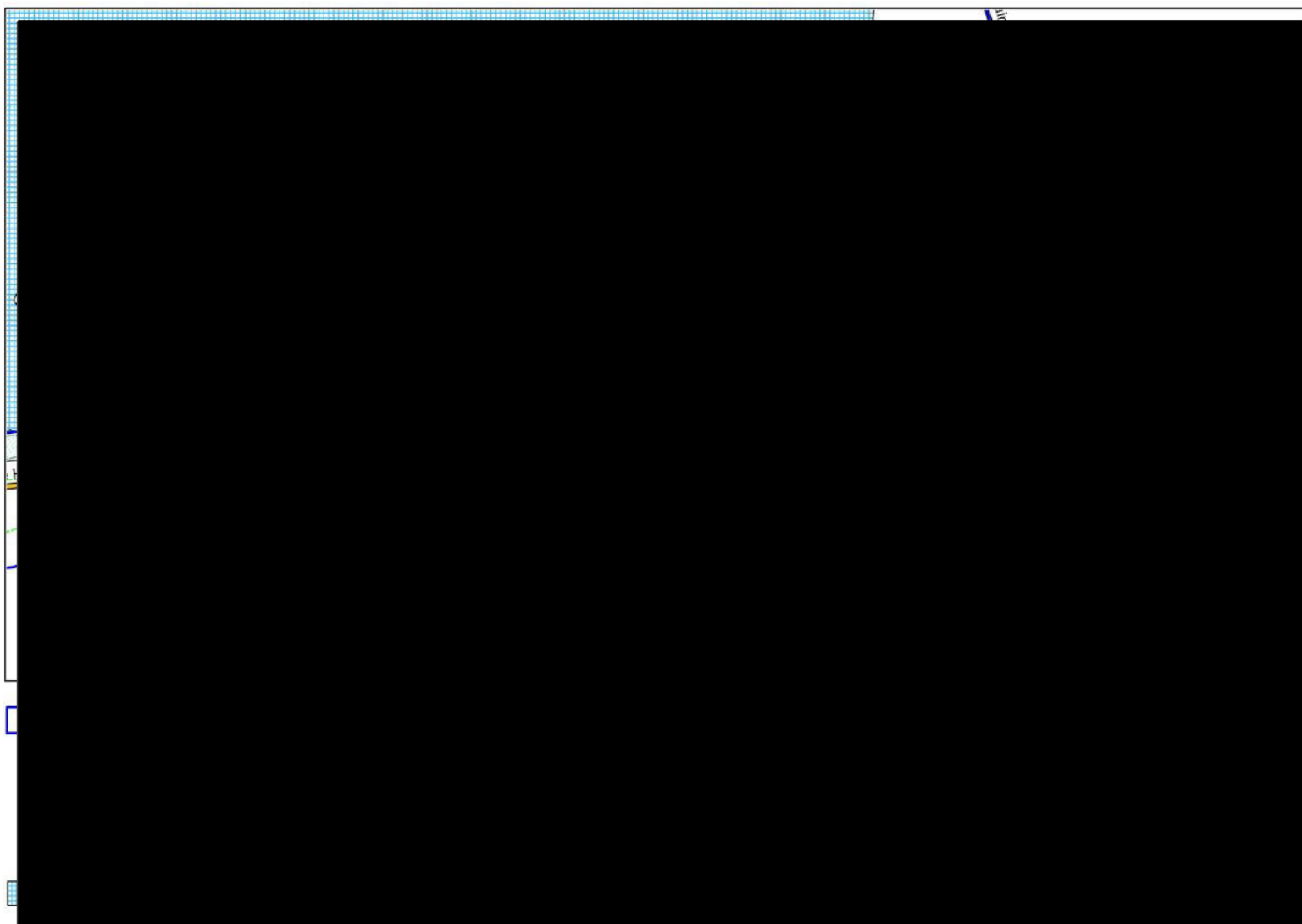
- The Municipal Emergency Management Planning Committee will meet at least three times per year and following major emergencies involving the Municipality.
- Meetings will be held in March, July, and November each year unless otherwise agreed by a majority of members.

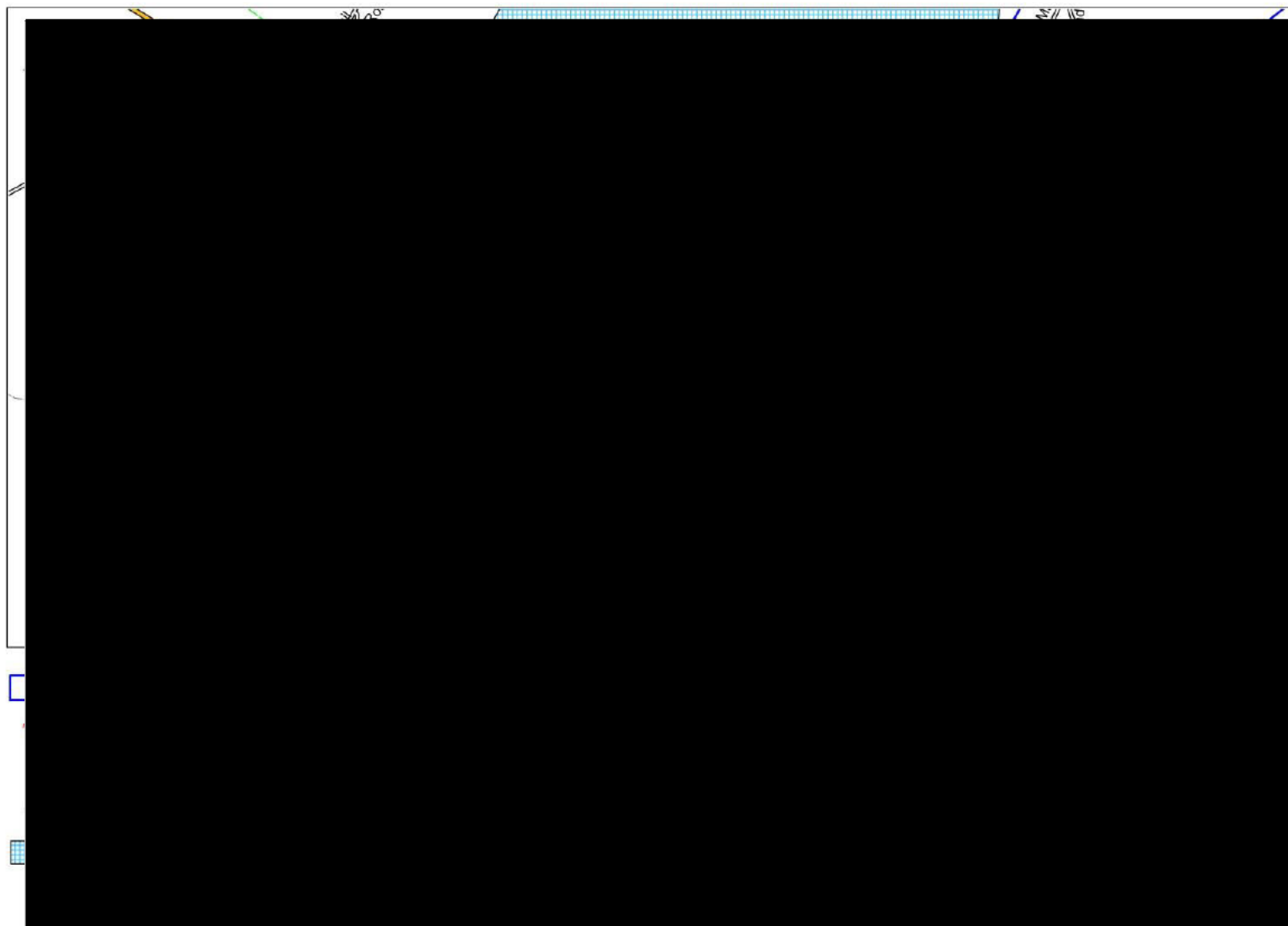
Emergency Management Plans

- The MEMPC is responsible for the development and review of the following plans in accordance with Emergency Management Legislation, Regulations and Guidelines:
 - Municipal Emergency Management Plan (MEMP)
- The MEMPC is also responsible for the review and endorsement of the Municipal Fire Management Plan as presented by the joint Greater City of Geelong and Borough of Queenscliffe MFMP Committee.

(Appendix C) Maps of the Borough







(Appendix D) Calendar of Events 2023

For an up to date list go to – <https://www.queenscliffe.vic.gov.au/Things-to-do/Events/Events-calendar>

EVENT	DATE	LOCATION	Est. number of patrons	Traffic Management Y/N
Queenscliffe Community Market	To May 2023	Lower Princess Park	2,000	No
Cottage by the Sea Annual Fair	14 January 2023	29 Flinders Street Queenscliff	1,500	No
Geelong Street Rodders – Show n Shine	5 February 2023	Lower Princess Park	4,000	Yes
Board riders Lighthouse Party	11 February 9, 2023	Board riders engine shed Point Lonsdale Road	800	No
ANZAC Day	25 April 2023	Queenscliff and Point Lonsdale	1,000	Yes
Around the Bay	8 October 2023	Lower Princess Park	2,000	Yes
Queenscliff Music Festival	24,25,26 November 2023	Lower Princess Park	10,000	Yes
Lighting of the Christmas Tree	3 December 2023	Point Lonsdale Primary School grounds	1,500	Yes
The Rip to River	27 December 2023	Point Lonsdale back beach	950	No
Nippers Carnival	27 December 2023 to 8 January 2024	Santa Casa beach Queenscliff	2,000	Yes
Rip View Swim Classic	2 January 2024	Point Lonsdale front beach	900	Yes

(Appendix E) High Consequence Infrastructure

#For Asset Owner contact details see the Barwon South West Emergency management contact list held by the MEMPC

[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]			
[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED] [REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED]		[REDACTED]
[REDACTED] [REDACTED]			
[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED] towers			

[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]			
[REDACTED] [REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED]	[REDACTED]
[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]

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(Appendix F) Coastline Land Management

