

EMERGENCY MANAGEMENT PLAN

Strategic Overview

Warburton Mountain Bike Destination

(Southern Network)

Acknowledgment of Country

Yarra Ranges Council acknowledges the Wurundjeri and other Kulin Nations as the Traditional Owners and Custodians of these lands and waterways. We pay our respects to all Elders, past, present, and emerging, who have been, and always will be, integral to the story of our region. We proudly share custodianship to care for Country together.


PLANNING AND ENVIRONMENT ACT 1987			
YARRA RANGES PLANNING SCHEME			
CONDITION 7.13 OF THE WARBURTON MOUNTAIN BIKE DESTINATION PROJECT (SOUTHERN NETWORK) INCORPORATED DOCUMENT, OCTOBER 2023			
ENDORSED REPORT			
SHEET	1	TO	36
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DATE	16/5/2024		

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1.0 Emergency Management Plan Introduction

This Emergency Management Plan (EMP) was prepared as part of the planning for the construction and operation of the Warburton Mountain Bike Destination Southern Network (WMBD). The plan acknowledges the risks arising from the construction and operation of the mountain bike trails, in relation to the activity, severe weather, bushfire risk and the rugged mountainous terrain.

The EMP considers the staged construction and opening of the site in its arrangements and plan review process. This plan will be updated (Section 9.0) to reflect any changes in risk, visitation, and other requirements as the project progresses.

Further detail on project staging can be found within the operational plan.

The WMBD EMP is made up of two documents:

- **Strategic Overview.** Providing an oversight of the mountain bike destination project high level emergency management arrangements.
- **Operational Plan.** Detailing how the EMP will be implemented. This plan includes who will carry out specific tasks and duties, and the response procedures and instructions they will employ.

1.1 Aim

The aim of the EMP is to:

- Describe emergency arrangements, including agency/stakeholder roles and responsibilities for the prevention, preparedness and response to emergencies impacting the WMBD.
- Provide information and set out pre-planned procedures to ensure that management of emergency incidents reduces the likelihood and consequences of those events on the community, infrastructure, and emergency services.
- Document the outcomes of emergency management planning undertaken by the project planning team in conjunction with the Yarra Ranges Municipal Emergency Management Planning Committee (MEMPC) including the established working group.
- Outline hazards, risks and mitigation strategies that may impact upon the WMBD and describe how these hazards and risks will be mitigated through a risk-based management approach.
- Describe multiple communication platforms that will be used to inform persons located on/or planning to visit the destination of the procedures for alerting them to potential trail closures, evacuating the destination in the event of an emergency, or responding to a bushfire that occurs on days that the WMBD trails are open.

1.2 Relationship to other Emergency Management Plans

The EMP is a complementary plan to the Yarra Ranges Municipal Emergency Management Plan (MEMP).

It is consistent with and contextualised to the MEMP, as well as the following emergency management plans and documents:

- State Emergency Management Plan (SEMP).
- Municipal Storm and Flood Emergency Plan (MSFEP).
- Regional Emergency Management Plan (REMP) (subordinate to SEMP).
- Joint Standard Operating Procedure JO2.03 – Incident Management Team Readiness Arrangements.
- Forest Fire Management Port Phillip Region Readiness and Response Plan.
- Joint Fuel Management Plan – FFMV and CFA

Site protection

The **Construction Environmental Management Plan (CEMP)** is the primary mechanism for environmental management during construction of the Warburton Mountain Bike Destination and identifies construction activities that have the potential to impact on the physical, biological, social, and cultural aspects of the environment, and establishes the processes by which these will be managed and monitored. Following construction, the **Operational Environmental Management Plan (OEMP)** will be the primary mechanism for environmental management.

All emergency response actions undertaken through the EMP will aim to, where possible, support the intent of outcomes outlined in the CEMP and OEMP. Where damage occurs to a protected area or specific site, e.g. track damage from vehicle tyres, or damage to table drains and water run-off points, Council will review, undertake make-safe activities and rectify through appropriate rehabilitation works as soon as practical.

1.3 Municipal Consultation

Yarra Ranges Council (Council), coordinated the development of the EMP in conjunction with the following primary stakeholders:

- Ambulance Victoria (AV).
- Country Fire Authority (CFA).
- Forest Fire Management Victoria/ Department of Energy, Environment, and Climate Action (FFMV/DEECA).
- Victoria Police (VICPOL).
- Victoria State Emergency Service (VICSES).

Other stakeholders and groups consulted were:

- Warburton Emergency Planning Group (WEPG).
- Agriculture Victoria (AgVIC).
- Department of Transport and Planning (DTP).
- Department of Families, Fairness and Housing (DFFH).
- Emergency Management Victoria (EMV).
- Melbourne Water (MW).
- Yarra Valley Water (YVW).

Council will establish a site specific Emergency Planning Committee (EPC) and an Emergency Control Organisation (ECO) in line with *AS 3745-2010 Planning for emergencies in facilities*. The EPC will continue to develop and mature the procedures and practices contained within the EMP and liaise with emergency management agencies and stakeholders to address emerging issues.

This EMP is part of a continuous improvement emergency management process that sees the EMP as a 'living document'. The EMP will be reviewed and updated regularly (at least annually) and if a major incident occurs or changes to environmental or operational conditions alter the risk profile of the site. The EMP review will be by the EPC, with input from emergency services agencies and the Municipal Emergency Management Planning Committee (MEMPC).

As a complimentary plan to the MEMPC, the WMBD EMP will be included as a standing agenda item at MEMPC. This ensures oversight of implementation of this EMP and creates a ongoing connection between site specific emergency management risks and broader municipal emergency management arrangements. The MEMPC Working Group will be consulted on any significant changes to the EMP.

1.4 Relevant Authorities and Legislation

This EMP has been prepared following the requirements of the *Emergency Management Act 2013*, Section 60AA which states:

- 1) The following principles underlie the preparation of emergency management plans—
 - a) emergency management plans are to be prepared in a collaborative manner;
 - b) emergency management plans are to be prepared efficiently and effectively;
 - c) emergency management plans are to be prepared in a manner that acknowledges and reflects the importance of community emergency management planning.
- 2) The following principles underlie the contents of emergency management plans—
 - a) the main aim of emergency management plans is to reduce—
 - i) the likelihood of emergencies; and
 - ii) the effect of emergencies on communities; and
 - iii) the consequences of emergencies for communities;
 - b) emergency management plans are to ensure a comprehensive and integrated approach to emergency management;
 - c) emergency management plans are to promote community resilience in relation to emergencies;

The EMP is administered by Yarra Ranges Council.

Address all inquiries to:

Executive Project Manager Warburton Mountain Bike Destination

Yarra Ranges Council, PO Box 105, Lilydale VIC 3140, Phone: 1300 368 333

The arrangements in this plan apply on a continuing basis within the WMBD Operational structure and do not require activation.

Elements of the MEMP may also be activated by contacting Councils; Municipal Emergency Manager (MEM), Municipal Emergency Management Officer (MEMO), Municipal Recovery Manager (MRM), or their respective deputies on 1300 368 333. Note there are elements of the MEMP which do not require formal activation (e.g., parts of plan reflect standing arrangements or legislative requirements).

This plan recognises that emergency management and supporting communities is the shared responsibility of all Victorians, not just the emergency management sector. The audience for this plan comprises:

- Victorian Government and agencies within the emergency management and emergency services sector.
- Local Government staff and contractors, with responsibility under the emergency planning process to implement aspects of the EMP.
- Business and community groups with a role in any of mitigation, response, relief and or recovery from emergency incidents.

2.0 Project Information

2.1 Project location

The WMBD is located 75 km east of Melbourne on the Yarra River. Situated across the Yarra State Forest, the Warburton Highway serves as the principal route for traffic in and out of Warburton. The Old Warburton Road is an alternative route winding its way from Wesburn, through mountainous terrain between Mt. Little Joe and Mt. Tugwell, on to the Warburton township.

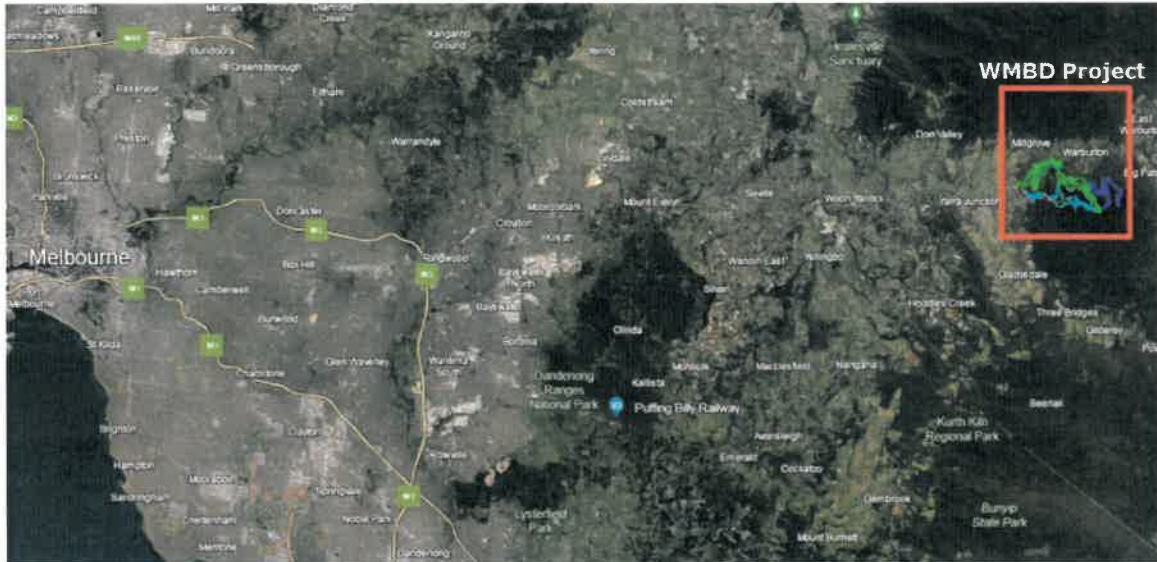


Image 1 - Location of the WMBD project area in relation to Melbourne



Image 2 - Alternative route from Warburton to Wesburn in the event of a major highway closure

The overall WMBD Southern Network project area extends across Mount Little Joe, Mount Tugwell, and Mount Bride. The landscape surrounding the proposed mountain bike trails is heavily forested and mountainous. In some cases, proposed trails will be remote from roads, emergency access tracks and other public infrastructure.

2.2 Project description

The WMBD will see the development of approximately 125 kilometres of new mountain bike trails. Two trail heads, a visitor hub and supporting infrastructure including signage, shelter and parking will be provided. The trail heads will provide facilities for riders i.e. car parking, picnic areas, toilets, bike wash-down stations and shuttle bus facilities. Associated infrastructure including one new bridge on Old Warburton Road (mountain bike use only), along with boardwalks and waterway crossings.

The main trailhead at Wesburn sits within the existing footprint of Wesburn Park, situated at the corner of Warburton Highway and Old Warburton Road. The Wesburn Park trail head provides parking facilities for larger groups, bike wash stations and a shuttle bus area and a main trail access point. The trail head provides direct bike access to the trail network and includes a shuttle bus stop to transfer riders to other trailhead locations, toilet and shower facilities, picnic areas, and comprehensive visitor information.

The second trailhead is to be developed on top of Mt Tugwell, off Mt Bride Rd – with car parking for pick up and drop off only, a bus turn around bay a bike wash-down station, toilets and picnic area.

The below map details the trails proposed as part of the WMBD, refer to **Appendix A** for a detailed description of the trails. Further details and Emergency Access Plans are included within the Operational Document.

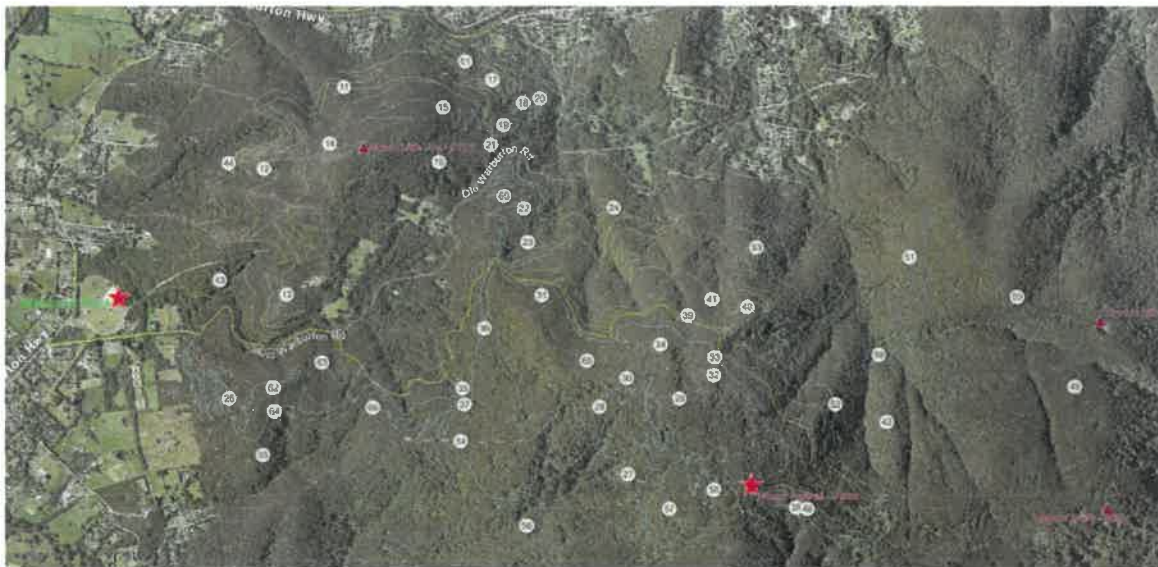


Image 3 -WMBD Southern Network – Trail Map

3.0 Site Description and Profile

3.1 Topography

Yarra Ranges extends from the edge of metropolitan Melbourne to the Great Dividing Range and has two distinct areas relevant to the WMBD, these include:

- **Rural Townships.** These vary from small townships such as Wesburn, Millgrove and East Warburton, to larger neighbouring townships such as Yarra Junction and Warburton.
- **Mountain Forests.** These are made up of steep mountains and gullies located within Yarra State Forest. They range from tall, wet sclerophyll Mountain Ash (*E.regnans*) forest, to damp sclerophyll forest, occurring at slightly lower altitudes, dominated by Mountain Grey Gum (*E.cypellocarpa*) and Messmate (*E.obliqua*). Significant water catchments including the Yarra River Catchment are in this area. There is a small resident population within the Old Warburton Settlement area and the area is popular for recreational and tourist activities.

The WMBD is located in an east-west valley with Mt Donna Buang and Mt Victoria to the north and Mt Bride, Mt Tugwell, and Mt Little Joe to the south. The trails, south of the Warburton township, wind their way down from Mount Tugwell at an elevation of 790 metres, connecting to Mount Little Joe through heavily forested, moderate to steeply sloping low hill topography, and on to the main trail head located at Wesburn Park. The ridgelines in this area are broader than ridgelines in the national park to the north, and with more rolling undulating hills.

3.2 Upper Yarra and Warburton risk profile

Upper Yarra and Warburton are located in Victoria. Upper Yarra refers to the upper region of the Yarra River, which flows through the Yarra Valley. The area is known for its forests, and mountainous landscapes. Upper Yarra encompasses several towns and localities along the Yarra River, adjacent to the mountain trail bike network, including Warburton, Millgrove and Wesburn.

Warburton is a town in the foothills of the Great Dividing Range and surrounded by the Yarra Ranges National Park and Yarra State Forest. Warburton is a popular tourist destination, offering opportunities for a range of outdoor activities.

Upper Yarra and Warburton, being in a region with diverse natural landscapes, are also subject to natural hazards and risks. Some of the potential risks and their associated risk profiles are:

Bushfire: The region is prone to bushfires, especially during a fire danger period (FDP). The dense forests, vegetation and gradient in the area can contribute to the spread and severity of bushfires.

Flooding: Being situated on the valley floor, the Warburton township is adjacent to the Yarra River which has a history of periodic flooding. After heavy rain flood water can inundate low lying areas affecting vehicle and pedestrian movement and public safety.

Flash flooding can occur out of heavy rain falling, with water moving down gullies at an extremely fast rate, often with little to no warning.

Flash flooding usually only lasts for a short period of time but can pose a serious risk to life and safety and cause severe localised damage and disruption, such as the depositing of mud, gravel and debris creating a road hazard. Flooding and flash flooding can also cause the breakup of road pavement causing further hazard to cyclists and road users.

VICSES in conjunction with the Bureau of Meteorology issues three types of warnings related to flooding:

- **Severe Weather Warning and/or Severe Thunderstorm Warning:** - Warnings for heavy rainfall which may result in flash flooding. Note localised severe weather warnings including for flash flooding can be issued at short notice.
- **Flood Watch** - means there is a developing weather pattern that might cause floods in one or two days. This service covers the whole state.
- **Flood Warning** - means riverine flooding is about to happen or is already happening. There are minor, moderate, and major flood warnings. This service is only available where flood warning systems are in place.

Landslide: Historically there have been significant landslides in the Warburton and Upper Yarra areas. Landslides are the movement of mass rock, earth and debris down a hill slope. Landslides may result from a failure of the materials that make up the slope, due to saturated soil capacity, and driven by the force of gravity. A common precursor of landslide is ground saturated from prolonged periods of rainfall, followed by heavy or intense rainfall and flash flooding. Areas recently affected by bushfire have an increased risk of landslides occurring after intense rainfall.

Severe weather: The proximity to the Great Dividing Range and open valleys can create channels for strong winds to pass through. The area's natural landscape, with its forests and mountainous terrain, can contribute to the potential impact of windstorms. Strong winds can cause trees to fall, leading to rider injury/death, and cause power outages, loss of communications and damage to infrastructure.

Storm events can be hazardous due to the extent of native and exotic trees around visitor areas that may lose branches or fall resulting in serious or fatal injury.

Heatwave: Like much of Australia, the region can experience prolonged heatwaves during summer, leading to increased risk of heat-related illnesses.

3.3 Local Emergency Services and Organisations:

Local emergency service volunteer Brigades and Units, including the Country Fire Authority (CFA) and the Victoria State Emergency Service (VICSES), play a crucial role in managing and responding to these natural emergencies. Upper Yarra and Warburton emergency service volunteers are supported by emergency services agencies, Ambulance Victoria (AV), Victoria Police (VicPOL), Forest Fire Management Victoria (FFMV), and their own CFA and VICSES district full-time staff.

Warburton also has its own community-led emergency organisation, the Warburton Emergency Planning Group (WEPG), a group of dedicated community members who volunteer to provide safety information to the Warburton community. WEPG stay up to date with emergency best practice, develop community initiatives, and engage with emergency services and land managers with the aim of protecting life and property around Warburton.

3.4 Visitation

In developing the project, visitor numbers have been modelled for the first 10 years of operation and are shown in the below table:

Table 1 – Visitation Data

VISITATION				
VISITOR ORIGIN	TYPE OF VISIT	YEAR 1*	YEAR 5	YEAR 10
Yarra Ranges	Day	22,871	24,537	27,008
	Overnight	-	-	-
Victoria (outside Yarra Ranges)	Day	40,740	49,804	57,884
	Overnight	14,806	18,311	21,089
Interstate and Overseas	Day	4,463	6,454	6,807
	Overnight	17,851	25,815	27,227
Total		100,730	124,921	140,014

- Year 1 is when all Stage 1 trails are opened (approximately 100km).
- Based on the modelling of trail operations, the annual number of trail users would increase from 100,730 in Year 1 to 140,014 in Year 10. Around two thirds would be day visitors and one third overnight visitors. Visitor numbers are anticipated to be higher on weekends, particularly in good weather conditions. January is anticipated to be the month of peak usage at 11% of the expected annual visitation.
- Based on seasonal and weekday variation, daily visitation in Year 10 is projected to be between 196 and 875. These daily visits will be distributed across daylight hours, with the average visitor riding the trails between 1 and 2 hours per ride.

4.0 Risk Management

4.1 Risk Management Overview

Risk management is the systematic process of identifying, analysing, assessing and prioritising potential risk controls in order to minimise their negative impact on the organisation's assets and /or objectives.

The EMP aligns with *AS/NZS ISO 31000:2018 – Risk Management Principles and Guidelines*

The management of risk involves identifying and evaluating potential threats and developing strategies and measures to reduce the likelihood and impact of adverse events. Risk management aims to enhance decision-making, improve resource allocation, and promote a proactive approach to dealing with uncertainty and change.

The risk management process involves four main steps as defined in Figure 1 below.

THE RISK MANAGEMENT FLOW CHART

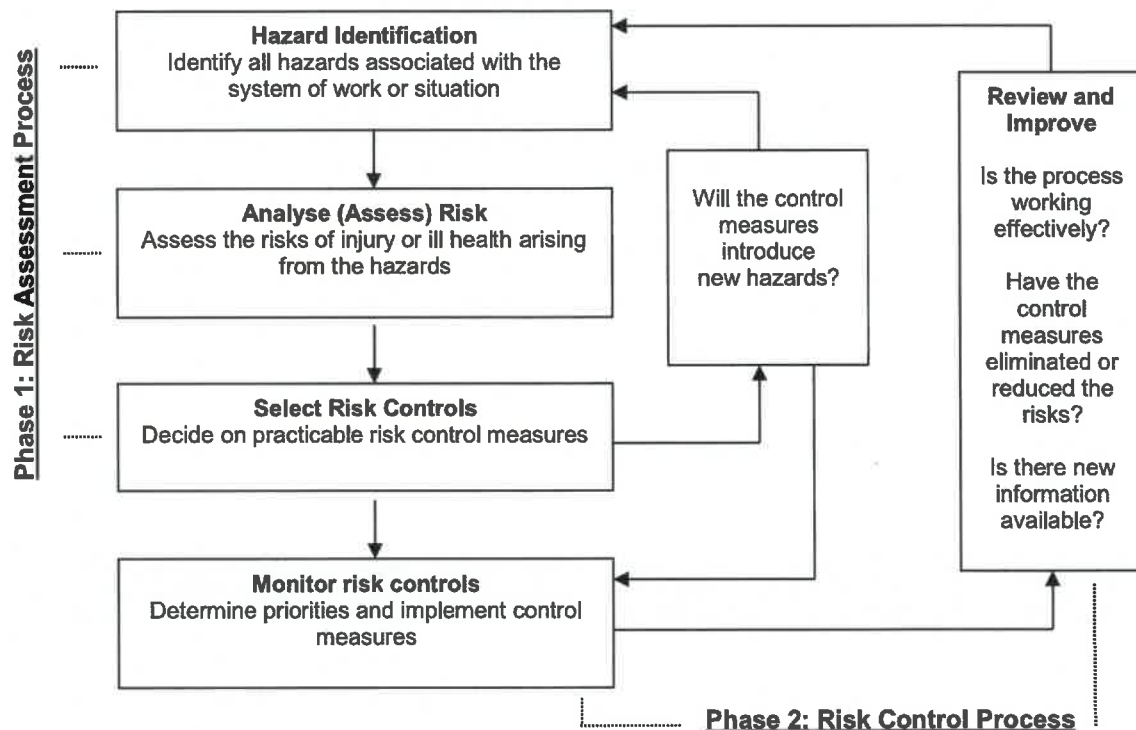


Figure 1 – Risk Control Flow Chart

It is important to note that even after all risk assessment and risk control activities have been implemented, reviewed, amended and reimplemented, a level of risk will always be present. This remaining risk is known as 'residual risk' and represents the potential for harm or negative consequences to still exist despite best efforts to reduce or control the initial risk that has already been identified and treated.

4.2 Hazard identification

How hazards are identified and then reviewed in the WMBD project is an important step in the overall risk management process. Whilst a list of hazardous situations and risk descriptions have been identified as an initial step, ongoing identification of hazards and associated risks needs to occur.

Additional mechanisms to assist in ongoing hazard identification will include the use of:

- **Safety audits and checks.** These further examine hazards and risk implications for the project area (to be developed)
- **Hazard reports.** Indicating what is believed to be a hazard or hazards.
- **Incident, accident, and near-miss reports.** These provide details about actual incidents that have occurred.
- **Accident investigations.** Carried out by a representative with a suitable level of knowledge, to determine the contributing factors that resulted in the accident occurring, including the type of hazard or hazards involved, and the effectiveness of emergency response procedures or other measures in limiting level of harm from the accident.
- **Injury statistics.** Building a body of data around actual incidents and types of injury allows further analysis of the risk environment and the factors contributing to these incidents. Trends over time are an important benchmark in measuring effectiveness of risk mitigation and control measures, as well as identifying new and emerging hazards and risks.

4.3 Analyse (Assess) risk

Risk assessment is the process used to determine the likelihood or probability that people may be exposed to injury, illness, disease, or death from any situation identified during the hazard identification process. The process involves the gathering of sufficient information to allow for clear and educated decisions on what needs to be done, to lower the inherent risk as far as is practicably possible. Information gathered is assessed through a range of standard risk criteria to inform effective EPC decision-making.

Risk assessment is based on two main factors:

- The probability that a hazard will cause harm (the likelihood).
- The severity of the harm or risk it could do (the consequences).

Closely related to probability or likelihood is the level of exposure to the hazard. This includes the frequency or number of times people could be affected by overall exposure. Once these factors have been considered, using a 'Risk Matrix', a more accurate decision about which controls (if any) will be needed can be decided and applied.

A risk matrix is a visual tool used to assess and prioritise risks based on their likelihood of occurrence and potential consequences. The risk matrix (see below) consists of a grid with likelihood and consequence scales or ratings, with colour coded cells representing different risk levels. By using the risk matrix, the EPC can identify and analyse risks associated with the Project, focusing on those risks with higher likelihood and significant impact. This provides a structured approach for effective risk assessment and subsequent decision making.

CONSEQUENCE	LIKELIHOOD						
			ALMOST CERTAIN	LIKELY	POSSIBLE	UNLIKELY	RARE
			5	4	3	2	1
CATASTROPHIC	E	Extreme	Extreme	Extreme	Extreme	High	
MAJOR	D	Extreme	Extreme	Extreme	High	High	
MODERATE	C	High	High	High	Medium	Medium	
MINOR	B	Medium	Medium	Medium	Low	Low	
INSIGNIFICANT	A	Medium	Low	Low	Low	Low	

Extreme Risk
High Risk
Medium Risk
Low Risk

The likelihood and consequence scales are defined in the 'Risk Rating Tables' below, based on the specific needs of the WMBD project.

Table 2 – Risk Rating Table Likelihood

Category	Meaning
Almost Certain	Risk has greater than 75% chance of occurring and/or almost certain to occur within months
Likely	Risk has a 50-75% chance of occurring or is likely to occur within one year.
Possible	Risk has a 25-49% chance of occurring or could occur in the next 1-5 years.
Unlikely	Risk has less than 24% chance of occurring or may occur in the next 5-10 years.
Rare	Risk not likely to occur in the next 10+ years.

Table 3 – Risk Rating Table Consequence

Category	Meaning
Catastrophic	Death or Deaths / Significant loss to person or organisation
Major	Serious injury to one or more persons / Material loss resulting in ongoing harm to persons or organisation
Moderate	Injury requiring hospitalisation to one or more persons / moderate loss resulting in disruption to person or organisation
Minor	Minor injury requiring first aid / Minimal loss
Insignificant	Injury requiring no medical treatment / insignificant loss

Using the risk matrix, the Council, in consultation with emergency service and land management agencies have workshopped the current list of identified hazards/risks and completed the following risk assessment. By assigning degrees of risk, based on likelihood and consequence, an overall 'Risk Rating' can be determined which allows risk to be prioritised. Allocation of resources and effort into controlling those hazards and risk is then able to be best managed.

Table 4 – Risk Rating Assessment

Hazard/Risk Description	Potential Impacts	Possible Outcomes	Risk Assessment		
			Likelihood	Consequence	Risk Rating
Mountain Bike accident resulting in minor injuries/no injury and no medical attention required	<p>Damage to bike or personal safety equipment resulting in a 'walk out'</p> <p>Damage to bike or equipment resulting in rider walking out of the park without any required assistance from Emergency Services or Council.</p> <p>Minor injury (requiring first aid only)</p>	<p>Rider sustains minor injury</p> <p>First aid treatment required</p> <p>No injury or medical treatment required, rider can complete intended ride</p> <p>Damage to bike or personal safety equipment</p>	Almost Certain (5)	Minor (B)	Medium
Mountain Bike accident resulting in serious injury requiring medical attention.	<p>Medical emergency with potential to result in death</p> <p>Significant injury preventing rider from completing ride or 'walk out' resulting in emergency services being called</p> <p>Emergency Services would require access to rider within the trails</p> <p>Additional resources may be required to extract an injured rider. (VICSES, VicPol, CFA, FFMV etc.)</p> <p>Search of trail areas and surrounding bushland if person is uncontactable.</p> <p>If the injured rider is unsure of their location an extensive search of the trail network may be required.</p>	<p>Extraction of injured rider</p> <p>Rider sustains significant injury</p> <p>Rider is unable to be provided medical treatment in a timely manner due to delay in locating.</p> <p>Stress on capacity for local emergency services.</p>	Almost Certain (5)	Major (D)	Extreme

Hazard/Risk Description	Potential Impacts	Possible Outcomes	Risk Assessment		
			Likelihood	Consequence	Risk Rating
Rider has accident or suffers a medical episode when riding alone, is rendered unconscious and unable to request help	<p>Medical emergency with potential to result in death</p> <p>On notification of a missing rider, Emergency Services would be required to locate the lost person across the trail network.</p> <p>Additional resources may be required to assist in extraction and possible investigation of incident.</p> <p>Search of trail areas and surrounding bushland if person remains uncontactable. Potential for prolonged search requiring Emergency Management services personnel.</p>	<p>Timely locating of rider, medical treatment provided and extraction.</p> <p>Significant delay in locating rider which results in delay in receiving medical treatment.</p> <p>Significant search is undertaken, rider is not located with rider either not suffering a medical episode and was just delayed in returning home or had been able to self-extract.</p> <p>Investigation to determine cause of incident.</p> <p>Temporary closure of individual trail or multiple trails.</p> <p>Significant impact on emergency management services and volunteers for extended search and possible extraction. This has the potential to impact on service delivery capability to surrounding community during this period.</p>	Likely(4)	Catastrophic (E)	Extreme
Lost Person/Rider	<p>Additional resources may be required to assist in search and recovery of lost rider. This may require extensive search of trail areas and surrounding bushland.</p>	<p>Potential for injury or exposure to lost person and personnel searching if overnight/poor light/poor weather conditions.</p> <p>Temporary closure of individual or multiple trails.</p>	Possible (3)	Major (D)	Extreme

Hazard/Risk Description	Potential Impacts	Possible Outcomes	Risk Assessment		
			Likelihood	Consequence	Risk Rating
Anti-social behaviour and user conflict	Users feel unsafe/uneasy in areas where anti-social behaviour is occurring Verbal/Physical altercation (potential injury)	Potential to escalate into user conflict Potential for collision Potential for injury Media coverage.	Unlikely (2)	Minor (B)	Medium
Damage to Structures, Track Network and/or Environment	Trail or area sustaining damage requires closure. Structure within trail sustains damage, such as failed beam on bridge crossing stolen trail signpost. Communications required to notify of damage and trail closure. Resources may be required to notify of damage if criminal (Vic Pol).	Rider sustains injury from riding over damaged area Damage requires repair and / or replacement. Trail closure(s) whilst repairs are underway.	Likely (4)	Minor (B)	Medium
Significant Bushfire Event (includes surrounding area)	Trail closure Evacuation of trail users. Trail staff unable to access area due to safety concerns	Precautionary closure of trails Damage to trails as result of fire, could impact short-term or longer-term closures Injury or death to rider	Likely (4)	Catastrophic (D)	Extreme
Severe Weather Event (Flood, Storm, Landslide)	Trail closure Damage to trails Serious injury/death Trail staff and responders may be unable to access area due to safety concerns	Damage to trails or fallen or dangerous trees resulting in short term or longer term closure of trail(s). Injury or death to rider	Likely (4)	Catastrophic (D)	Extreme

Hazard/Risk Description	Potential Impacts	Possible Outcomes	Risk Assessment		
			Likelihood	Consequence	Risk Rating
Extreme Temperatures	Exposure to extreme cold resulting in hypothermia. Exposure to extreme heat resulting in heat stroke.	Rider sustains injury, able to self-extract Ride sustains injury, requires medical treatment and is not able to self-extract	Likely (4)	Major (D)	Extreme
Accident/incident with animals including snakes.	Snake bite/insect bite. Significant injury preventing rider from completing ride or 'walk out' resulting in emergency services being called. Rider requires time critical medical treatment. Emergency Services would require access to rider within the trails Additional resources may be required to assist in evacuation (VICSES, VicPol, CFA, FFMV etc.)	Rider sustains minor injury Rider sustains significant injury Extraction of injured rider Difficulty in locating rider resulting in delay in medical treatment resulting in poor medical outcome for rider. Rider requires medical attention. Animal is injured as result of collision which requires humane euthanasia. Damage to bike or personal safety equipment	Likely (4)	Major (D)	Extreme

4.4 Selecting risk controls

This is the process used after conducting the risk assessment to identify all practicable measures for removing or reducing the likelihood of injury, illness, or death. Once risks have been identified and assessed, techniques to manage risk generally fall into one or more of these four categories:

- Avoidance (eliminate – withdraw from or not become involved).
- Reduction (optimise – mitigate).
- Sharing (transfer – outsource or insure).
- Retention (accept – budget).

The WMBD project has adopted a reduction strategy as its main risk approach. Risk reduction, also called 'risk mitigation', seeks to maximise the benefits of an activity while minimising negative consequences of that risk. Risk mitigation can be best described as the systematic reduction in the extent of exposure to a risk, and/or the likelihood of its occurrence. The EPC shall assess each hazard/emergency and ECO will apply the emergency response instructions as set out in the Emergency Response Instructions in the Operation Plan.

4.5 Monitoring risk controls

Monitoring risk controls is the process of tracking identified risks, monitoring residual risks, identifying new risks that may emerge, developing risk response plans and evaluating their effectiveness throughout the risk management service delivery life cycle.

The EPC is responsible for identifying, assessing, and managing risks, including clear procedures for monitoring and reviewing risk controls. This will include:

- Work collaboratively with relevant stakeholders to implement risk controls that address the identified risks.
- Establish a schedule for reviewing and evaluating the effectiveness of the risk controls in conjunction with EMP review which will occur at least annually and if a major incident occurs or changes to environmental or operational conditions alter the risk profile of the site . This review process will involve assessment of the performance of controls, seeking feedback from stakeholders, and conducting regular inspections and audits.
- Ensure that incidents, near misses and emergencies within the Project area are recorded and assessed in line with Council standard procedures. This process will help identify any shortcomings in existing risk controls and enable the EPC to take corrective actions.
- Maintain accurate records of all risk assessments and risk control measures, incident and accident reports and review findings.
- Promote a culture of continuous improvement by regularly reviewing and updating emergency plans, procedures and risk controls and sharing learnings.

Table 5 – Risk Mitigation Measures

Hazard/Risk Description	Risk Rating	Mitigation/Action
Mountain Bike accident resulting in minor injuries/no injury and no medical attention required	Medium	Code of conduct signage around safe usage and appropriate safety wear throughout site. Trails and signage maintained according to maintenance schedule to reduce risk of hazards causing accident. Trail damage/issues reported by users through multiple platforms and rectified by WMBD maintenance team.
Anti-social behaviour and user conflict	Medium	Code of conduct signage outlining user guidelines. Training for Council Operations staff in managing antisocial behaviour.
Damage to Structures, Track Network and/or Environment	Medium	Reporting system for users of the trail to report damage. Trails, structures & signage maintained according to maintenance schedule to reduce risk of hazards. If multiple accidents in short time frame, implement audit of section of trail. Trails, structures and signage to be reviewed following significant weather event and emergency incident.

Hazard/Risk Description	Risk Rating	Mitigation/Action
Lost Person/Rider	Extreme	<p>Provision of detailed trail maps on multiple platforms/formats.</p> <p>Detailed signage throughout the network.</p> <p>Emergency markers and trail distance identifiers.</p> <p>Code of conduct recommendation to take a mobile phone and spare battery.</p>
Mountain Bike accident resulting in serious injury requiring medical attention	Extreme	<p>Code of conduct signage outlining user guidelines.</p> <p>Clear and consistent trail grading, including outlining how the trail is graded so that riders can assess the difficulty and understand the skill level/experience needed for the difficulty levels .</p> <p>Trails maintained in good condition and regular safety audits undertaken.</p>
Rider has accident or medical episode when riding alone, is rendered unconscious and/or unable to request help	Extreme	<p>Code of conduct signage outlining user guidelines, including encouraging riding with a partner or group and to tell someone before you go.</p> <p>Clear and consistent trail grading, including outlining how the trail is graded so that riders can assess the difficulty and understand the skill level/experience needed for the difficulty levels..</p> <p>Trails maintained in good condition and regular safety audits undertaken.</p> <p>Code of conduct recommendation to take a mobile phone and spare battery.</p> <p>Encourage the usage of safety features on technology such as Garmin and Apple "incident detection" or "fall detection" notifications</p>

Hazard/Risk Description	Risk Rating	Mitigation/Action
Significant Bushfire Event (includes surrounding area)	Extreme	<p>The WMBD will be closed on days of TFB.</p> <p>Council will collaborate with DEECA to monitor Overall Fuel Hazard and potential fuel build up within the WMBD.</p> <p>Council will conduct fuel mitigation at trailheads.</p> <p>VMS on main roads into Warburton to notify potential visitors of closures and warnings prior to reaching WMBD.</p> <p>Provide multiple communication platforms to inform users of potential trail closures, evacuating the destination in the event of an emergency, or responding to a bushfire that occurs on days that the WMBD trails are open.</p> <p>Code of conduct to include statement on behaviour to manage bushfire risk</p>
Severe Weather Event (Flood, Storm, Landslide)	Extreme	<p>The WMBD has defined closure triggers for severe weather events, refer to the Operations Plan for detail.</p> <p>VMS on main roads into Warburton to notify potential visitors of closures and warnings prior to reaching WMBD.</p> <p>Provide multiple communication platforms to inform users of potential trail closures, evacuating the destination in the event of a, emergency that occurs on days that the WMBD trails are open.</p>
Extreme Temperatures	Extreme	<p>Code of conduct signage outlining user guidelines including comment on ride planning and clothing and encouraging riders to check the weather.</p> <p>Provide multiple communication platforms to inform users of extreme weather events.</p>
Accident/incident with animals including snakes.	Extreme	<p>Code of conduct signage outlining user guidelines including comment on taking a first aid kit and warnings to lookout for wildlife and snakes.</p> <p>Emergency Markers and trail distance markers provided to ensure Emergency Services are able to locate injured person in a timely manner and provide medical treatment</p>

5.0 Bushfire Management Strategy

5.1 Bushfire Management Strategy Overview

A Bushfire Management Strategy (within this plan), refers to an overarching plan or action documents aimed at preventing, managing, and minimising the impact of bushfires. It involves various techniques and measures to reduce the risk of bushfires, through protection of lives and property, and preservation of the natural environment.

The State Emergency Management Plan (SEMP) sets the following priorities in order to underpin and guide all decisions, before, during and after any emergency:

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

The above priorities can be applied to all hazards and emergencies, not just bushfire. This EMP contains a range of bushfire specific measures designed to ensure the States priorities are fulfilled in line with the elevated bushfire risk within the Upper Yarra region and its surrounding townships.

The bushfire management strategy (Section 5) within the EMP has been developed to meet the needs of WMBD development and address the concerns of the Warburton community and its residents, land managers, emergency services and other relevant stakeholders. It has been prepared to align with the MEMP in terms of prevention (fuel reduction, warnings, codes of behaviour), response (assistance to responding emergency services, also with evacuation and traffic management), and recovery activities (restoration of trails and infrastructure).

It is based on the principles of prioritising safety over all other considerations. It further considers protecting the environment and working with community and land managers with decisions and actions prioritised by risk. Many of the elements covered in the Bushfire Management Strategy, while aimed at bushfire will also mitigate risk and inform decision making in other types of emergencies.

5.2 Managing bushfire risk

DEECA have fire management plans in place for the Yarra State Forest that over-arch the WMBD Southern Network. For example, large parts of Southern Network fall within the Asset Protection Zone and Bushfire Moderation Zone which carries a frequency of burning that maintains Overall Fuel Hazard at a level that will aim to minimise fire threat to life and property assets.

The following will be undertaken to manage bushfire risk:

- Council will collaborate with DEECA to monitor Overall Fuel Hazard and potential fuel build up within the WMBD Southern Network.
- Council will coordinate trail operations and any required temporary closures with public land managers and private landowners to enable fuel management operations within the WMBD Southern Network area.
- Council will conduct fuel mitigation at trailheads. Where sections of vegetation are adjacent to car parking areas, a minimum 3-meter distance clear of hazardous fuel will be maintained during the summer months.

- Council will work with owners of private properties close to trails and trail heads to align fuel management operations where possible with that of the public land managers. This will involve continual collaboration with both public and private land managers adjacent to the project area.
- Council will provide Total Fire Ban (TFB) and Australian Fire Danger Rating System (AFDRS) information and associated action statements on the WMBD website and at trail heads which will educate riders and visitors of the bushfire risk, warnings and trail closures. The TFB and AFDRS information will be for the Central Fire District.
- Council will provide Variable Message Signs on main roads into Warburton as an additional measure to notify potential visitors of closures and warnings prior to reaching WMBD.
- Council will provide information on the code of conduct on behaviour to manage bushfire risk.

5.3 Bushfire assessment considerations

The Bushfire Management Strategy has been developed based on data sources led by emergency response and fire agencies. Bushfire assessment considerations include:

- Bushfire risk assessed by examining the fuel hazard levels in the landscape surrounding the project area. This is done in conjunction with advice and data from DEECA/FFMV.
- Examination of the bushfire risk to Wesburn, Millgrove and Warburton townships and surrounding fuel regimes.
- Examination of homes in the vicinity of the project along Old Warburton Road and within Old Warburton.

Warburton is in a valley surrounded by cool temperate rain forest and wet forest to the north, most of which is national park managed by Parks Victoria, and stringybark forest to the south, most of which is state forest managed by DEECA. Private housing extends from around the higher density shopping area either side of the Warburton Highway (and Woods Point Road), to more broadly distributed housing at the fringes of the surrounding forest. Wesburn and Millgrove are smaller settlements clustered along the Warburton Highway, with a similar distribution of housing and farms merging into the forest edges to north and south. The Southern Network trails interface the townships of Warburton, Wesburn and Millgrove.

In determining the bushfire risk level for the WMBD and surrounds, the following has been considered:

- Safety of riders and visitors.
- Safety of operations and construction staff on the project.
- Safety and resourcing of Emergency services personnel.
- Impact of project on neighbouring properties, local community, and refuges in the event of fire.
- Impact on parking and traffic flow.
- Measures to inform users of WMBD closures or evacuation declarations.

The WMBD is included in FFMV Fire Operations Plan and FFMV and CFA Joint Fuel Management Plan and provides the recommendation to maintain the Overall Fuel Hazard level between Moderate and High over a fifteen-year period.

5.4 Public Information and Warnings

The respective control agency is responsible for issuing community warnings and any recommendations to evacuate. Victoria Police are responsible for the management of an evacuation. These arrangements are defined under legislation and within the SEMP. Table 9 and 10 define control and support agency arrangements.

Warnings and Advice:

Warnings are issued, by a control agency, when an emergency is likely to impact on community. They provide information on the current situation and any recommended actions. The aim of the communication is to assist community in making informed decisions during an emergency. Specifically for fire, this typically involves advice around enacting peoples pre-planned 'fire plans', recommendations to evacuate or advice that it is no longer safe to leave and community must shelter in place. There are three different levels of warnings as described below:

- **Emergency warning:** You are in imminent danger and need to take action immediately. You will be impacted.
- **Warning (Watch and Act):** An emergency is developing nearby. You need to take action now to protect yourself and others.
- **Advice:** An incident is occurring or has occurred in the area. Access information and monitor conditions. Can also be used as a notification that activity in the area has subsided and is no longer a danger to you.

Additional messages that may be issued are:

- **Evacuation:** An evacuation is recommended, or procedures are in place to evacuate.
- **Community update:** Specific information and updates for affected communities regarding a particular event or incident.

Evacuation:

The purpose of an evacuation is to ensure the safety and well-being of individuals in areas threatened by bushfire. Evacuation involves people moving away from the vicinity of a fire to designated safe zones or completely out of the area.

The respective Control Agency is the responsible agency for issuing warnings to community and any recommendations to evacuate. The decision to recommend an evacuation is made in consultation with Victoria Police. Victoria Police are responsible for the management of an evacuation, once the decision has been made by the Incident Controller. These arrangements are defined under legislation and defined in the SEMP. Table 9 and Table 10 define Control and Support Agency Arrangements.

When an evacuation is planned, recommendations to evacuate are included as action statements within the three levels of warning. The following action statements for evacuation are included in the warning that is to be issued:

- **Prepare to Evacuate:** Issued when it is recommended that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.
- **Evacuate Now:** Issued when the community is recommended to immediately leave, or processes are in place to evacuate communities.
- **Safe to Return:** Issued when it is safe for the community to return to an area after an evacuation.

5.5 Impact of Bushfire: Demand on local road network

Road congestion during bushfire events from local residents, visitors and WMBD users is a key consideration. The EMP aims to reduce congestion on roads from WMBD users through the following measures:

- The WMBD will be closed to the public on days of Total Fire Ban with information displayed on multiple platforms including education behind why the trails are closed. This closure of the trails reduces the risk of large traffic numbers congesting the township during periods of elevated fire danger.
- WMBD will utilise multiple platforms to communicate fire danger ratings, network closures and educate users on why the trails are closed.
- The car park at the Wesburn Park Trailhead has been designed to minimise road and parking congestion within the Warburton commercial business sector, by encouraging visitors to park at Wesburn.
- A review of parking time limits and regular policing of parking infringements, though not part of this EMP, will assist in discouraging out of area riders to park in the main township areas, and encourage them to seek all day parking provided at trail heads and visitor hub.

Further to the above measures, the local Fire Danger Rating is displayed on existing fire danger rating community signs and fire agencies advise residents to have their fire plan ready and to leave early on days of heightened fire danger, which will result in reduced numbers of vehicles on roads in the event of an emergency.

5.6 Mountain Bike Events: Bushfire Management Plan

WMBD will also host specific events ranging from local competitions to large scale international events, including cross country races, downhill races, enduro races, marathon races, free ride events and mountain bike festivals.

It's noted that large scale events can place additional pressure on emergency services and potential capacity issues. This will be mitigated via the requirements for event managers to consult with YRC prior to all registered events. An Event Management Plan must be prepared and submitted for approval to the satisfaction of the Council. This plan must detail any temporary structures proposed to be erected, traffic and carparking management, first aid responders, risk management, security, waste management, signage, and spectator management controls. All events must be carried out in accordance with the approved Plan.

Events planned to be conducted during a Declared Fire Danger Period will be required to prepare a dedicated Bushfire Emergency Management Plan (BEMP) in addition to the event management plan. Event managers and their organising committees will comply with all actions and requirements of the event BEMP. This requirement for additional emergency planning will further mitigate bushfire risk and is a requirement of this EMP. This will include:

- Nomination and contact number of an Event Fire Warden.
- How notification will be made of a bushfire in or near the event to participants.
- How notification will be made of a bushfire in or near the event to (000).
- Triggers for network closures and event cancellations.
- Location of assembly areas.
- How participants will be informed of the appropriate emergency actions to take on notification of a bushfire.
- How participants will be informed of WMBD rules regarding prohibition of smoking and open flame except in designated area at trail heads.

Please note the WMBD will be closed on days of Total Fire Ban and days where a Severe Weather Event has been forecast, refer to Operations Plan for details. Any events will be cancelled if a TFB is declared. Event managers and organisers are required to have in place mechanisms to communicate event cancellation to event participants, the day prior to the event. These arrangements will be developed in consultation with Council, WMBD EPC, CFA, VICSES and DEECA.

6.0 Emergency Communication and Engagement Planning

6.1 Provision of information to WMBD visitors

Providing emergency and other information to visitors to the WMBD is crucial for their safety and well-being. By providing emergency and other information, visitors become aware of potential hazards and can take necessary precautions to stay safe. Equipping visitors with information relevant to emergency situations, such as the location of the nearest medical facilities, emergency contact numbers, and communication methods, ensures that they can respond quickly and effectively in case of emergencies.

Key emergency Information and communication channels are summarised below:

Table 6 – Emergency information and communication channels

Emergency information	Communication channel
WMBD Network closures: Network wide closure due to defined trigger e.g. Total Fire Ban or severe weather event as defined in the EMP.	WMBD website. Social media Trail head VMS Roadside VMS Trailhead gates Direct engagement
Individual Trail closures: Individual trail closure due to incident, trail maintenance or trail damage.	WMBD website. Social media Temporary Signage. Temporary tape/barriers Direct engagement
Trail information: In case visitors get lost or injured, having information about the trail's layout, markers, and landmarks can aid search and rescue teams in locating them more quickly and accurately.	Trail maps (online) Trail maps (trail heads and key junctions) Trail signage (start and finish points) Trail signage (distance markers) Trail Emergency Markers Trail status (Online and temporary signage)
Weather information and updates: Mountainous areas often experience rapid weather changes. Educating visitors about the potential for weather fluctuations and providing guidance on how to prepare for them can prevent them from getting caught in adverse conditions.	WMBD website. Social media. Code of conduct. BoM weather app.
Equipment and gear: Informing visitors about the importance of appropriate gear, such as helmets, protective clothing, and tools for minor bike repairs, ensures they are better equipped to handle unexpected situations.	WMBD website. Social media. Code of conduct.
First Aid Kits: Encourage riders to take their own first aid kit to deal with minor cuts and abrasions can empower visitors to administer initial assistance to themselves or others before professional help arrives. This can make a significant difference in the outcome of an emergency situation and may reduce unnecessary calls and overuse of ambulance service.	Code of conduct Social media WMBD Website

Mobile Phone: Encourage riders to take their mobile phones, charge batteries and take a spare battery (power bank)	WMBD website. Code of conduct Social media.
Trail issue/damage reports: Riders will be encouraged to report any damage or issues observed within the trail network. Council will offer a range of reporting systems, the reports will then be compiled and resources assigned to repair or rectify issues and damage.	WMBD phone number. WMBD website – reporting form. WMBD – email address.

Details of the communication channels to be utilised by WMBD are summarised below:

Trail signage:

Table 7 – Trail signage summary

Type	Locations	Description
Emergency Markers	Trail intersection points and trail heads. Refer to Operation Plan Emergency Access Map.	Emergency Marker to 000VIC guidelines.
Trail start sign	Start of trail	Trail name and number, length and difficulty
Trail distance marker	Approximately 500m increments along trails.	Trail distance sign with trail name and distance from start of trail.
Temporary closure sign	Entrance point to trails which are temporarily closed.	Temporary sign installed by WMBD team.
Code of conduct	Trail heads and key trail intersection points.	Signage around safe usage and appropriate safety wear throughout site
Trail exit sign	Major trail junctions.	Direction and distance to nearest exit point and/or trailhead, named and numbered at major trail junctions,
Assembly point signage	Assembly point	Assembly point signage will include assembly point name and reference number, assembly details, and contact details for on-duty Warden.
Variable Message Signs (VMS)	Major roads into Warburton. Refer to Operational Plan. Trail heads.	Permanent VMS will be provided on main roads into Warburton to notify potential visitors of closures and warnings prior to reaching WMBD. Smaller permanent VMS will be provided at trail heads to notify of trail closures.

Maps and mapping systems

WMBD will prepare separate maps for the General Public and for Emergency Services.

General public maps will show:

- General trail layout.
- Trail names and numbers.
- Trail degree of difficulty.
- Trail heads and shuttle bus connections.
- Emergency markers.

Emergency access plans will include the above plus:

- Access points for emergency services
- Emergency marker locations.
- Trail distance marker locations.
- Access road vehicle requirements.
- Gate locations and key types.

Refer to the Operations Plan for further details on the Emergency Access Plans.

WMBD Website and social media:

The WMBD ECO will utilise existing Council communication tools to advise of any closures of the park to destination users via smartphones and tablets. Communication tools include:

- Smart phones.
- Tablets.
- Social media.
- YRC website.
- WMBD website.

Phone Apps

Visitors will be encouraged to download the Vic Emergency app onto their phone. The WMBD will be included on the Vic Emergency app as a registered location so visitors can be immediately notified of the need to vacate the area or any other warnings.

Information Boards

Information Boards at the trail heads will display:

- Maps of all trails showing trail name and number, length, difficulty.
- Trail status (open/closed).
- Required personal safety equipment.
- Rider Code of Conduct.

Variable Message Boards (VMS):

Permanent roadside electronic VMS boards will be placed on key roads in to Warburton to alert users of the severe weather events, fire danger ratings, emergency events and WMBD trail network closures. Messaging on roadside VMS boards will work in alignment with Emergency Services.

Trail head electronic variable message boards will be placed at trail heads and the entrance point from the Lilydale Warburton Trail. These VMS board will be used to alert users to trail network closures.

Direct engagement

Direct engagement refers to direct communication with an individual or group either in person or via phone. Council will provide direct engagement through:

- Trail information centre: Once fully operational with all stages open, WMBD intend to provide a trail information centre at Wesburn Park.
- Trail maintenance crew onsite weekdays from the commencement of operations (Stage 1A)
- Direct engagement with shuttle bus operators and stakeholders.

Please note direct engagement will not be able to reach every rider but is a useful additional method of communication and engagement.

6.2 Emergency alerting

Emergency alerting is a critical part of emergency communication and involves rapid dissemination of critical information to riders and visitors during an emergency or as a warning.

WMBD will encourage users to download the Vic Emergency Application and set-up alerts for the area prior to entering the trail network. The Vic Emergency app provides official warnings and emergency information to users. WMBD will also utilise social media and the WMBD website for emergency alerting.

Emergency Alert is the national telephone warning system used by emergency services to send voice messages to landlines and text messages to mobile phones within a defined area about potential emergencies (e.g., floods, fires and other significant events that can pose a significant threat to members of the community in an impacted area). Emergency Alert will not be used in all circumstances.

CFA Community Alerting Sirens located at Warburton are an additional alerting system, operated automatically by Emergency Management Victoria (EMV) via remote technology, however it is noted that these will not be heard on the greater proportion of trails.

6.3 Emergency Markers

Emergency markers will be placed at key trail intersections and junctions as per the Emergency Access Plans provided in the Operation Plan.

Emergency 'marker' systems refer to a system used by 000Vic to identify and locate injured riders or persons requiring assistance.

Each marker has a unique code that is linked to the 000Vic computer-aided dispatch system in Victoria. When 000 is called, knowing the location of a person-in-distress using the emergency marker system, can help emergency services quickly determine the GPS coordinates, as well as nearest road access point and other navigational data to help emergency responders.

To supplement the Emergency Marker System, trail distance markers will be placed along trails at maximum 500m increments, allowing an additional method for locating riders. The trail distance markers will state the closest emergency marker so that they can be linked.

Many riders also carry a smartphone with GPS functionality. Mobile phone coverage across the trail network provides a back-up mechanism for locating riders in an emergency.

6.4 Evacuation

Evacuations of the site may be enacted in response to a range of emergencies other than bushfire. The respective Control Agency is responsible for issuing warnings to community and any recommendations to evacuate. Victoria Police are responsible for the management of an evacuation, once the decision has been made by the Incident Controller. These arrangements are defined under legislation and defined in the SEMP. Table 9 and Table 10 define Control and Support Agency Arrangements.

In the event of an evacuation order being given, ECO staff will make every endeavour to assist Victoria Police in carrying out their duties.

7.0 Training and Exercising

7.1 Rider education

Rider education will increase safety awareness, ride planning and preparation and dealing with a range of emergency procedures including hazardous incidents. WMBD rider education will include:

Table 8 – Rider Education Summary

Rider Education	Description
Emergency Procedures	Riders will be informed on emergency procedures via the code of conduct, trail head information, WMBD website and social media.
Bushfire Risk	Riders will be informed of trail closures due to days of Total Fire Ban as per the network closure section. Riders will be informed on the bushfire risk and fire danger period via the code of conduct, information boards WMBD website and social media.
Network closures	Riders will be informed of network closures via trail head VMS signs, roadside VMS signs, trail head gates, WMBD website, social media and direct engagement. The reason(s) for any trail closures will be included to help inform riders and increase compliance with closures. This will be communicated via direct engagement, social media and the WMBD website.
Individual Track closure, reasoning and re-opening.	Riders will be informed of individual trail closures via temporary signage/barriers, WMBD website, social media and direct engagement. The reason(s) for any trail closures will be included to help inform riders and increase compliance with closures. This will be communicated via direct engagement, social media and the WMBD website. Following resolution of the closure reason, individual trails will be re-opened. This will be communicated via removal of temporary signs/barriers, WMBD website and social media update.
Track conditions	Riders will be informed on the trail conditions via the WMBD website, social media and direct engagement. Riders will be educated on the trail conditions and considerations via the WMBD website, social media and direct engagement. E.g. Some trails are better after rain than others.
Weather forecast and warnings	Riders will be encouraged to monitor weather forecasts and warnings via the code of conduct, WMBD website and social media. Severe weather events may trigger network trail closures, and this will be managed as per the Operations Plan. Riders will be encouraged, via website etc, to download the VicEmergency app and monitor weather conditions
Suggested routes, rest points	Riders will be informed of suggested routes and rest points via trail head information boards, WMBD website and social media. This will include various routes to suit skill levels.

Trail grading explanation	Trail grading information will be provided via the trail head signage, WMBD website and direct engagement. This will educate riders on the skill levels required for various trail types to enable riders to make an informed decision.
Environmental considerations	Riders will be informed on environmental considerations via the WMBD website, code of conduct and social media.
Rider etiquette	Riders will be informed on rider etiquette via the WMBD website, code of conduct and social media.

7.2 Staff training

Staff training and exercises will be conducted annually at a minimum and relate directly to their individual and team emergency management responsibilities to work within the ECO structure. Staff training relating to bushfires will be conducted annually prior to a fire danger period.

WMBD ECO staff will receive induction training and emergency management training appropriate to their role. ECO staff will also participate in exercises to ensure they have the understanding and capability to fulfil their roles and responsibilities in emergency planning, response and recovery. WMBD staff training will include:

Table 9 – Staff training summary

Training	Content
Induction systems and awareness training:	Introduction to Emergency Management ELearning Relevant legislation, Policies and procedure, Standards and codes of practice, Emergency procedures, Safe work practices, Communication protocols, Reporting requirements.
Skills training	First aid – basic and remote area, Emergency service awareness, Vehicle and equipment operation, Communication systems, Map reading and navigation skills, Council and WMBD digital systems. Basic Bushfire awareness.
WMBD ECO role specific training:	Emergency Planning Committee (EPC), Chief Warden, Trail Warden, Incident Management Systems (Introduction to AIIMS).

7.3 Emergency services exercising

Training and exercising across Emergency Management agencies, government and Council organisations is an important process to ensure good communication and collaborative response during an emergency.

Site familiarisation by emergency services staff is important to aid better understanding of topographical and environmental considerations of an emergency operation. Emergency service teams may be familiar with trail systems and locations through local knowledge, whereas agency staff working rotational rosters across a region, and travelling from further distances may not be familiar.

The MEMPC will ensure a multi-agency exercise is conducted prior to the opening of the first trail and at a minimum on a yearly basis. This may be in form of tabletop or in field and will be determined by MEMPC representatives.

Emergency exercise format and objectives will be intelligence based and be informed by incident reports etc. Exercises should be realistic, related to the tasks and responsibilities of the staff involved, and should test for both common and rare emergency situations.

Any shortfalls encountered during exercises, tests or assessments are addressed and rectified at the earliest opportunity and feed into training opportunities. Learnings and improvements identified in annual exercise reviews will be incorporated into emergency management documents. All changes will be tabled at quarterly EPC meetings.

8.0 Emergency Management Plan Review

The purpose of the EMP review is to:

- Input and a focus on lessons learned.
- Enable continuous improvement.
- Identify changes to previously identified hazards.
- Identify new hazards that require revision of policies and procedures.
- Update the accuracy of contact details.
- Review community expectations and concerns expressed by external stakeholders.
- Review feedback and results of any After Action Reviews from Emergency Management agencies.

Learning from incidents requires both adaptability and flexibility, where learning is the opportunity to review and evaluate past performance during emergency incidents and exercises. Utilising lessons learned from these incident reviews will improve the EMP, leading to safer and more efficient emergency response into the future.

8.1 Review methodology

Review methodologies can be varied as needed, but best practice would ensure inclusion of some or all of the following techniques. Methodologies need to be appropriate to the time available and the context of the incident or situation.

- **Pre-mortems.** An important part of exercise planning and regular exercising. Examination of the multiple ways an operation can fail with a view to mitigation.
- **Pre-plans.** Review current pre plans for suitability in light of testing or findings from operational debriefs.
- **Emergency Incident Response Instructions.** EPC is to review after each incident response where required.
- **Standards for debriefing.** open communication, active and inclusive listening, valuing all perspectives.
- **After Action Reviews (AAR).** Informal debrief at team operator level.
- Formal operational debriefs: Debrief at WMBD ECO or Council level for review of major incident. Often involves outside agencies who were involved.
- **Post-mortems.** Educational summaries of incident findings, inform lessons learned.
- **Validation.** Organisational recording of outcomes from debriefs. Outcomes are reviewed to determine need for policy or procedural changes.
- **Overall annual review.** Review of operations to inform improvements to EMP.

8.2 Frequency of review

The Warburton Mountain Bike Destination Southern Network EMP will be reviewed as follows:

- Minimum annually or as required.
- Specifically, after either a significant organisational change or an emergency incident which has utilised any part of this Plan.
- Prior to the opening of a Stage of trails as defined in Section 2.
- New or updated information relating to risk and/or hazards affecting WMBD
- Significant change to risk profiles of any hazard
- At the request of the MEMPC.

Reviews conducted when the WMBD EMP has been used because of an emergency response, ensure that opportunities for improvement are identified and addressed. Where external organisations and departments, with delegated responsibilities under this plan see a need for change, alteration, or improvement, they are to notify the EPC who will consider and suggested changes. Where there is need for technical guidance, the Members of MEMPC can be consulted as the appropriate level of authority and expertise in emergency management.

Note minor emergency incidents are routinely the subject of an After-Action Review (AAR) by ECO staff, and where relevant, agencies involved in the response. Suggestions or requests for minor amendments are to be also forwarded to the WMBD Chief Warden for ratification before inclusion in the updated EMP.

In the event of a significant emergency incident, a major operational review may be undertaken where required by a Working Group set up and consisting of, but not limited to, select representatives from MEMPC, Emergency Management agencies, Yarra Ranges Council and WMBD ECO staff. The Working Group shall be consulted on any significant changes to the EMP.

The review process will consider WMBD visitation numbers, and any changes required to the EMP to cater for increased/decreased visitation. The updated WMBD EMP is to be published on the Council's website under the Emergency Management Portal. Updated copies shall be stored on Council's Crisis works, a web-based document management system.

Table of Abbreviations

Abbreviation	Description
AFDRS	Australian Fire Danger Rating System (Central Fire District)
ATV	All Terrain Vehicle
AV	Ambulance Victoria
BEMP	Bushfire Emergency Management Plan
CA	Control Agency
CEMP	Construction Environmental Management Plan
CFA	Country Fire Authority
Council	Yarra Ranges Council
DEECA	Department of Energy, Environment and Climate Action
DTP	Department of Transport and Planning
DFFH	Department of Families, Fairness and Housing
EAP	Emergency Access Plan
ECG	Emergency Control Group
ECO	Emergency Control Organisation
EM	Emergency Management
EMP	Emergency Management Plan
EMV	Emergency Management Victoria
EPC	Emergency Planning Committee
FDP	Fire Danger Period
FFMV	Forest Fire Management Victoria
MEM	Municipal Emergency Manager
MEMO	Municipal Emergency Management Officer
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MFEP	Municipal Flood Emergency Plan
MFMP	Municipal Fire Management Planning Committee
MRM	Municipal Recovery Manager
MW	Melbourne Water
OEMP	Operational Environmental Management Plan
OFH	Overall Fuel Hazard
REMP	Regional Emergency Management Plan
SA	Support Agency
SEMP	State Emergency Management Plan
TFB	Total Fire Ban (Central Fire District)
VICPOL	Victoria Police
VICSES	Victoria State Emergency Service
VMS	Variable Message Signs
WEPG	Warburton Emergency Planning Group
WMBD	Warburton Mountain Bike Destination Southern Network
YVW	Yarra Valley Water

Appendix A – Trail Summary

Table 1 - WMBD Southern Network – Trail Summary

No.	Length (km)	Notes	Difficulty rating
11	5.8	First loop on Mount Little Joe.	Easy
12	2.8	Second loop on Mount Little Joe.	Easy
13	45	Third loop on Mount Little Joe.	Easy
14	4.7	Loop to summit of Mount Little Joe.	Easy / Intermediate
15	1.9	Descending trail on north/east face of Mt Little Joe.	Intermediate
16	1.5	Descending trail on east face of Mt Little Joe.	Difficult
17	2.6	Climbing link from Old Warburton Chalet into trail network.	Easy
18	0.8	Descending trail through Backstairs corridor.	Difficult
19	0.8	Descending trail through Backstairs corridor.	Intermediate
20	1.4	Descending trail through Backstairs corridor.	Intermediate
21	0.5	Access linkage between Backstairs trail junction and vehicle track.	Easy
22	2.8	Climbing linkage from Old Warburton Rd crossing up to Edwardstown Rd.	Intermediate
23	1.3	Descending trail from Edwardstown Rd to Old Warburton Rd crossing.	Intermediate
24	2.6	Descending trail from Edwardstown Rd to Old Warburton Rd crossing.	Easy
26	5.1	Existing mountain bike trail - Hey Hey My My	Intermediate
27	7.4	Main climbing trail to summit of Mount Tugwell.	Intermediate
28	4.6	Descending style descending trail from summit of Mount Tugwell.	Intermediate
30	3.0	Gravity descent from summit of Mount Tugwell.	Difficult
31	0.6	Alternate end section on 30.	Difficult
32	1.7	Gravity descent from summit of Mount Tugwell.	Difficult
33	3.3	Gravity descent from summit of Mount Tugwell.	Intermediate
34	0.6	Linkage trail between 30 and 32.	Difficult
35	1.7	Linkage from Edwardstown Rd into Mineshaft Hill area.	Intermediate
36	0.1	Linkage between Trails 28 and 35.	Intermediate
37	0.4	Linkage between Trails 27 and 35.	Intermediate
38	1.6	Linkage between summit of Mount Tugwell and Tugwell trail head.	Intermediate
39	5.2	Long climbing trail, from Edwardstown Rd to Mount Tugwell trail head, parallel below Mount Bride Rd.	Easy / Intermediate

40	1.1	Link trail between 40 and 42.	Easy
41	5.8	Descending trail below Mount Bride Rd.	Easy
42	5.4	Long descending trail from Tugwell trail head wrapping around onto Mount Bride.	Intermediate / Difficult
43	2.5	Gentle descending trail into Wesburn Rec Reserve. Uses portion of old tramway.	Easy
44	2.6	Climbing trail out of Wesburn Rec Reserve.	Easy
48	1.3	Forms a loop between the summit of Mount Tugwell and the Mount Tugwell trail head on Mount Bridge Rd.	Intermediate
49	7.0	Climbs to the top of Mount Bride before a flowing descent and short climb to reach Groom Hill. Descends from Groom Hill to eventually merge onto Trail 42.	Difficult
50	2.8	Adjacent to Trail 49, avoiding summits of Mount Bride and Groom Hill, merging onto Trail 49.	Intermediate / Difficult
51	4.1	Descending trail starting at Mount Tugwell shuttle drop-off and finishes on Trail 42.	Difficult
52	3.8	Starts at Mount Tugwell shuttle drop-off and merges onto Trail 42, 4 km and 400 m of descent	Intermediate
53	1.3	Short descending link trail, starting at junction of 40 and 41, and dropping down onto 52.	Easy / Intermediate
54	1.2	Continues from Trail 29, repurposes the steep and deeply eroded lower section of Cemetery Track.	Extreme
56	1.6	Climbing trail that short cuts some of the more meandering parts of Trail 27.	Difficult
57	0.7	Climbing trail that short cuts some of the more meandering parts of Trail 27.	Difficult
58	0.2	Climbing trail that short cuts some of the more meandering parts of Trail 27.	Difficult
59	0.1	Walking track link to La La Falls from Trail 42.	Walking track
60	0.5	Climbing trail near Old Warburton as an optional A-line climb on Trail 22, follows an existing management vehicle track.	Difficult
61	1.6	Trail providing exit onto Warburton-Lilydale Rail Trail just near Trail 11 start.	Easy
62	0.7	Extends Hey Hey My My to the top of Mineshaft Hill, where it also links into Trail 63.	Intermediate
63	2.2	A loop trail that connects Mineshaft Hill with Old Warburton Road and Edwardstown Road.	Intermediate
64	0.8	Descending trail from Edwardstown Rd/Cemetery Track, connecting directly to the top of the descending portion of Trail 26.	Intermediate
65	1.4	Descending trail between existing trails 30 and 33, above Mount Bridge Rd, and connecting into the end of Trail 31.	Difficult
66	0.3	Short connection between 54 and 55, allowing riders to bypass the trail head / junction area at Cemetery Track / Edwardstown Rd.	Difficult