Murrindindi Shire Council

and

Lake Mountain Alpine Resort

Municipal Emergency Management Plan

August 2014
Version 1.0

TABLE OF CONTENTS

TABLE OF FIGURES

1. INTRODUCTION

1.1. MUNICIPAL AND MEMPC ENDORSEMENT

This plan has been produced by and with the authority of Murrindindi Shire Council and Lake Mountain Alpine Resort Management Board pursuant to Section 20(1) of the *Emergency Management Act 1986*.

Murrindindi Shire Council and Lake Mountain Alpine Resort Management Board understand and accepts their roles and responsibilities as described in Part 4 of the *Emergency Management Act 1986*. This plan is a result of the co-operative efforts of the members of the Municipal Emergency Management Planning Committee after consultation with those agencies and organisations identified therein.

Document Title: Murrindindi Shire Council and Lake Mountain Alpine Resort Municipal Emergency Management Plan

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Approved by: **Margaret Abbey**
Chief Executive Officer,
Murrindindi Shire Council

_____   _____
Signature   Date

Andrew Derwent
Councillor
Murrindindi Shire Council
Chair, Murrindindi and Lake Mountain Alpine Resort Municipal
Emergency Management Planning Committee

_____   _____
Signature   Date

Phil Nunn
Executive Officer
Lake Mountain Alpine Resort Management Board

_____   _____
Signature   Date

1.1. FOREWORD

This Municipal Emergency Management Plan (MEMP) focuses on preparing and planning utilising an all-hazards approach to effectively mitigate and manage identified emergency risks within the municipality of Murrindindi and the Lake Mountain Alpine Resort.

Emergency management planning at the municipal level is a multi-agency responsibility with Council playing an important role as a direct participant, particularly in the coordination of local relief and recovery services. Council also facilitates the planning process through the appointment and management of the Municipal Emergency Management Planning Committee (MEMPC).

Experience shows that good planning for the use of resources in the management of risk in the response to emergencies and towards the recovery of affected communities and environments can significantly lessen the harmful effects of those emergencies.

The Murrindindi Shire Council and Lake Mountain Alpine Resort Municipal Emergency Management Plan has been produced pursuant to Section 20(1) of the *Emergency Management Act 1986*. This plan addresses the prevention of, response to, and recovery from emergencies within the Murrindindi Shire and Lake Mountain Alpine Resort Area. It is the result of the co-operative efforts of members of the Municipal Emergency Management Planning Committee (MEMPC) and assistance from the Victorian State Emergency Service, and recognises the previous planning activities of the municipal district.

The MEMP has been developed for use by various agencies in planning for and responding to emergency events. The full Plan contains some personal information of a confidential nature. It is available for viewing by the public by making an appointment with the Municipal Emergency Resources Officer (MERO) or by going to Council's website (www.murrindindi.vic.gov.au) where a version with confidential information removed is available.

1.2. AIM

The aim of this Plan is to detail the agreed arrangements for the prevention of, the response to, and the recovery from, emergencies that could occur in the Murrindindi Shire and the Lake Mountain Alpine Resort area as identified in Part 4 of the *Emergency Management Act 1986*.

1.3. OBJECTIVES

The objectives of the MEMP are to:
- Implement measures to prevent or reduce the cause and effects of emergencies.
- Manage arrangements for the utilisation and implementation of municipal resources in response to emergencies.
- Manage support that may be provided to or from adjoining municipalities.
- Assist the affected community to prepare for and recover from an emergency.
- Complement other local, regional and state planning arrangements.

2. BACKGROUND

2.1. CONTEXT

The Murrindindi Shire was formed as a result of the State Government review and restructure of Municipalities conducted by the Office of Local Government during 1994. The Murrindindi Shire consists of the former Shire of Alexandra, the former Shire of Yea, the former Shire of Eltham's Kinglake district, the former City of Whittlesea's Kinglake West district, the former Shire of Broadford's King Parrot Creek and Strath Creek districts, the former Shire of Healesville's Toolangi/Castella district and the former Shire of Euroa's Terip Terip district.

The Murrindindi Shire, located one and a half hours to the north-east of the city of Melbourne has an area of 3,889 square kilometres. It is a popular tourist area with a number of National Parks, State Parks, fertile farming land, the Goulburn River and Lake Eildon.

The Shire, whose main Council office is in Alexandra, is named after the locality of Murrindindi which lies near its geographical centre. The Municipality contains the regional towns of Kinglake, Marysville, Alexandra, Eildon and Yea. Murrindindi was heavily impacted by the February 2009 bushfires where over 40% of the Shire was affected by fire.

Murrindindi Shire surrounds the Alpine Resort of Lake Mountain which is a member of the Murrindindi Shire Council and Lake Mountain MEMPC. Lake Mountain Alpine Resort, located 21 kilometres east of Marysville or 120 kilometres from Melbourne, lies in the south east of the Municipality of Murrindindi. After experiencing extensive damage in the 2009 fires, the resort visitor centre was rebuilt in 2011. The Resort has historically been a winter resort with over 30 kilometres of cross-country skiing trails, a ski hire service, administration offices, a conference room and other visitor facilities. More recently the resort has been diversifying and focusing on summer activities such as bushwalking and mountain bike riding with visitor facilities open through the summer period. The resort attracts on average around 200,000 persons annually.

2.2. AREA CHARACTERISTICS

2.2.1. TOPOGRAPHY AND TENURE

46% of the total land area of Murrindindi Shire is forested public land (1,788 square kilometres) consisting of State Forest, Parks and Reserves and other public land. A large proportion of this land is mountainous and heavily forested. The Department of Environment and Primary Industries (DEPI) and Parks Victoria manage the majority of this public land. Other major land holders include the Lake Mountain Alpine Resort Management Board, Murrindindi Shire Council and Hancocks Victorian Plantations.

The Lake Mountain plateau, 120 kilometres east-northeast of Melbourne, is one of the southernmost sub-alpine areas on the Australian continent. The Lake Mountain massif is an undulating plateau rising from 1330 metres through to 1500 metres, which trends north-northwest from the Great Dividing Range. Further maps of Murrindindi Shire can be found in Appendix C.

Figure 1: Map of Murrindindi Shire
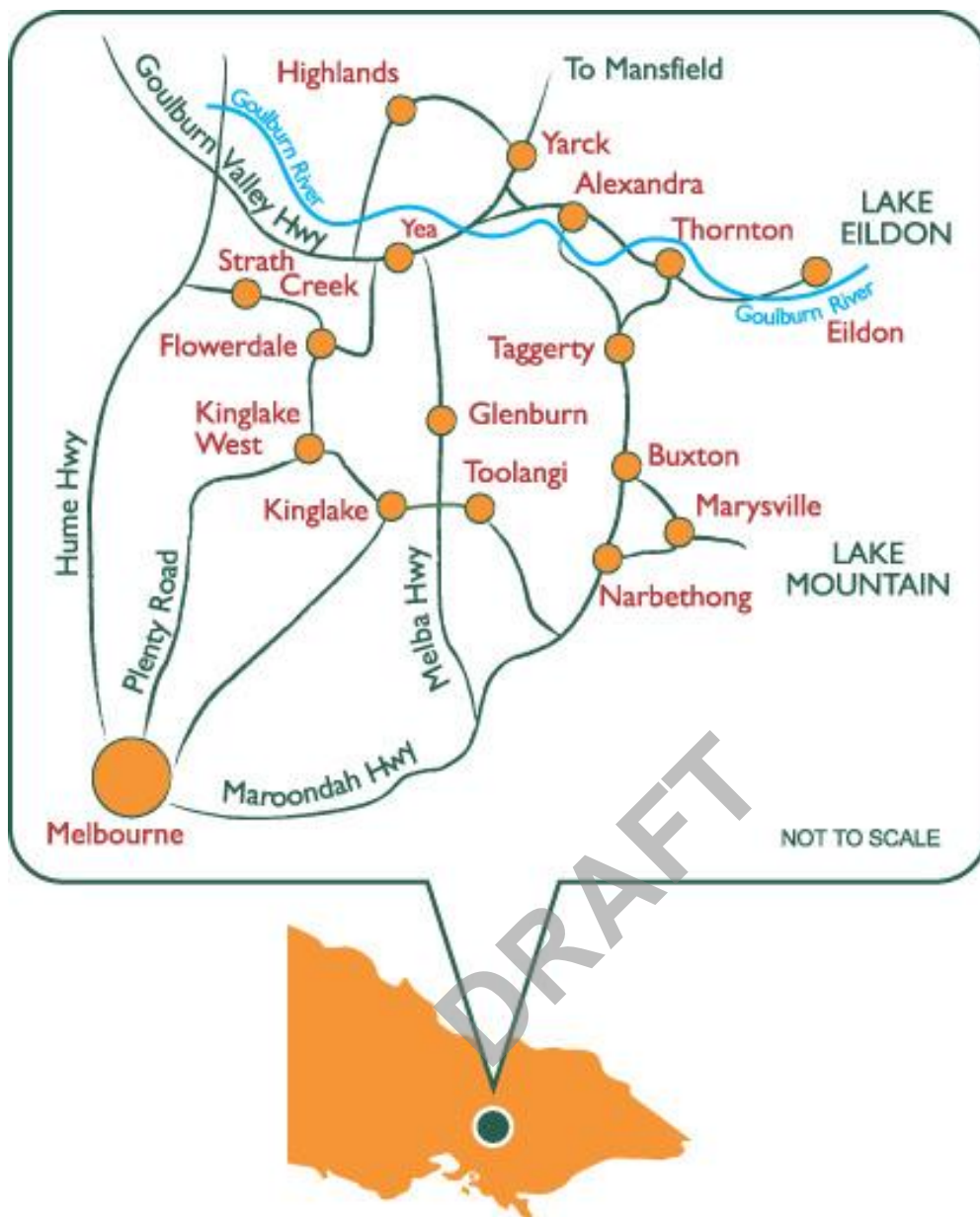
2.2.2. DEMOGRAPHY

Like many regional areas in the Hume region Murrindindi Shire has an ageing population. 18.5% of the population is over 65 and this is forecast to increase. According to the 2011 Australian Bureau of Statistics (ABS) Census approximately 2000 people received the aged pension in Murrindindi Shire.

The Socio-Economic Indexes for Areas (SEIFA) Index of Relative Socio-economic Disadvantage (IRSD) ranks areas according to their relative socio-economic disadvantage. The average score for areas across Australia is 1,000 and areas with a score below 1,000 are more disadvantaged than the national average. Those areas with a score above 1,000 are less disadvantaged. Murrindindi Shire has a score of 997 which places it within the fifth decile of the index, and suggests it has an average level of disadvantage[1]. 14% of residents

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[1] Australian Bureau of Statistic, Murrindindi Statistics http://statistics.murrindindi.vic.gov.au/

in Murrindindi Shire live in areas considered extremely socially disadvantaged compared with the national average of 20%. Towns with the highest level of disadvantage in the Shire are Yea and Eildon.

Murrindindi Shire has a similar proportion of overseas-born residents and those that speak a language other than English at home, when compared to other parts of rural Victoria. Around 11.5% of the population was born overseas, and about 3.5% speak a language other than English at home. In general, the level of cultural diversity in the Shire reflects other areas of rural Victoria.

In terms of people requiring assistance across the Shire, which includes persons with a disability or the elderly that require services, 5.4% of the population of Murrindindi Shire are recorded in this category in the 2011 Census. This is relatively equivalent with other rural areas across Victoria and the percentage of people requiring assistance in the greater Hume Region (5.7%).

 Despite efforts to attract employment and investment in regional areas of Victoria over the last 10 years, it is estimated that Murrindindi Shire's growth forecast will remain low. Murrindindi Shire has high levels of youth unemployment (at around 12%), which is consistent with the level across rural Victoria. Murrindindi Shire also shows elevated unemployment levels amongst the 20 to 34 year old age group when compared to other areas in rural Victoria. The rate of unemployment amongst Murrindindi residents generally declines with age and has been persistently lower than the rural Victoria average. The unemployment rate in December 2013 was 4%, substantially lower than the rural Victorian average of 5.4%.This unemployment data is sourced from the 2011 ABS Census.

The shire is not in a regional transport corridor and has large numbers of 'lifestyle' blocks and holiday homes and approximately 30% of the Shire's rate payers are non-residents.

In 2008-09, Murrindindi Shire experienced a decline in population due to the bushfires of February 2009 in which nearly 1,400 homes were destroyed. In that period, the population fell by 1,000 people or 7.1%. In 2009-10, the population increased by 120 people (0.9%) to 13,500, reflecting rebuilding within the area. Data from the 2011 Australian Bureau of Statistics Census shows Murrindindi Shire to currently have a population of 13,454, approximately a 5% decline from the 2006 Census total of13,672. The impacts of the 2009 bushfires on populations levels is only speculative at present however as many of the people affected by the fires are still living in temporary or rental accommodation, still to decide if they will rebuild or permanently relocate. Many shire residents have moved to nearby unaffected towns within the Shire.

The three main population areas of Kinglake/Kinglake West, Alexandra and Yea, although historically maintaining a steady growth pattern, have changed demographics since the 2006 Census. In 2006 Kinglake and Kinglake West had a combined population of 3,007 which has reduced significantly since the impacts of the February 2009 fires to a combined population of 2,353, a reduction of approximately 22%. Alexandra however has increased significantly in size from 2,141 people in the 2006 Census to 2,656 in 2011, a 24% increase. Similarly, Yea's population has increased from 1,525 persons to 1,595, a 4.5% increase. All have a mixed age base with a median age of 42 across the shire.

There is no permanent population at Lake Mountain Alpine Resort.

2.2.3. NATURAL ENVIRONMENT

The Municipality of Murrindindi is situated in Central Victoria and is located on the north fall of the eastern section of the Victorian highlands. Topography ranges from flat grazing land in the west to the mountainous eastern ranges including the alpine areas around Lake Mountain Alpine Resort. The central part of the Municipality generally follows the Goulburn River valley. The terrain in eastern areas is generally hilly to mountainous, particularly south and east of Alexandra. The area has a number of national parks, state parks and reserves which attract large numbers of visitors.

The western side of Lake Eildon and the township of Eildon are situated in Murrindindi Shire. The lake is a major tourism draw card. A large number of tourists also travel through and stay within Murrindindi Shire for its 'natural values'. Murrindindi Shire is serviced by a large number of accommodation types from Motels to caravan parks, and has a large number of bush camps, some of which are remote. Recreational activities include bushwalking, skiing, water sports (on Lake Eildon and the Goulburn River), camping, four –wheel driving and cycling to name a few.

Lake Mountain Alpine Resort's natural environment was heavily impacted by the 2009 bushfires. Areas of Snow Gum in the alpine zone were reduced significantly in the fires and survival rates were extremely low. It was estimated that only 2% of understorey remains unburnt in these areas. Other zones, including those with Montane Forest, dominated by Alpine Ash, cool temperate rainforest containing Myrtle Beech and Tea-Tree were also heavily impacted. The majority of Alpine Ash was killed in the fires but regeneration is occurring. Regrowth of many Myrtle Beech trees is occurring through the Montane Forests. Wetland communities comprising the heath and bog communities on the plateau and ridge tops were also heavily impacted but are slowly recovering.

Lake Mountain is also home to the endangered Leadbeaters Possum *(Gymnobelideus leadbeateri).* Unusually at Lake Mountain, the Leadbeaters Possum occupies the Snow Gum Woodlands, rather than its normal favoured environment of Alpine Ash.

Murrindindi Shire is traversed by the Goulburn River and a number of its tributaries lie within the Municipality including the Rubicon River, Acheron River, Taggerty River, Steavenson River, Little Steavenson River, Yea River, Murrindindi River and the King Parrot Creek. The Goulburn and its tributaries flow from the ranges in the east and south into floodplains in the west and north where there are high quality soils that are used extensively for agriculture. Since the European introduction of livestock and farming into the municipality the flood plains, grasslands and foothill valleys have been altered significantly as a result of vegetation clearing, grazing, soil compaction and the spread of weeds. Despite the prevalence of agriculture, the municipality still has some large areas of remnant vegetation in both public and private land.

A large proportion of the Shire is forested with a number of substantial parks including Kinglake, Yarra Ranges and Lake Eildon National Park and Cathedral Range State Park. All of these parks excluding Lake Eildon National Park were heavily impacted by the 2009 bushfires. Since then many of the facilities in these areas have reopened or are being restored including infrastructure at Steavenson's falls near Marysville and trails (walking and skiing) at Lake Mountain Alpine Resort.

A large section of south-eastern Murrindindi Shire is a mixture of state reserves in which 600-700 hectares of hardwood is harvested each year in clear-fell and seed-tree operations.

There are 18 distinct Ecological Vegetation Classes (EVCs) in the Murrindindi Shire. EVCs are mapping units used for biodiversity planning and conservation and include information about plant communities and forest types, ecological information about these species and variations in the physical environment such as aspect, elevation, geology solid, landforms, rainfall, salinity and climactic zones[2] .

Of the 2168 recorded plant species in the municipality, eight are listed as threatened under the Victorian *Flora and Fauna Guarantee Act 1988* (*FFG Act 1988*). Two of these are also listed as endangered under the Federal *Environment Protection and Biodiversity Conservation Act 1999* (*PBC Act 1999*).

There are 393 recorded species of native fauna across Murrindindi Shire. Of these, 42 are listed as threatened under the *FFG ACT 1988* and a further 14 listed under the *EPBC Act 1999*.

Biodiversity Action Plans (BAP) have been developed in partnership between the DEPI, the Catchment Management Authorities, local government and non-government organizations. BAPs' purpose is to define those areas with the highest significant biodiversity assets and determine activities with the most return on investment in biodiversity across the state. Murrindindi Shire is part of the Goulburn-Broken catchment which has been divided into 20 individual BAP areas or zones with corresponding conservation plans. Five of these apply to the municipality. The BAP plans, available to all agencies and land managers, will be used to guide Murrindindi Shire Council's actions regarding the conservation of high biodiversity values in the region.

2.2.4. LAND USE, ECONOMY AND EMPLOYMENT

The economy of the region revolves around tourism, forestry, mixed (traditional & intensive) farming, grazing and light industry. Land use is predominantly agricultural and quite diverse with grazing on the flatter land in the north and west. In the central areas mixed farming and hobby farming occurs including seed, fruit, grapes, wool, olives, nurseries, turf and seed production, exotic animals (alpaca, deer and rabbits) and cattle production. There are some irrigation areas, along the Goulburn River.

Agriculture is an important industry in the municipality annually grossing $82.7 million. Agricultural land utilizes 144,000 hectares in Murrindindi Shire, which is predominantly used for the raising of animals. The Shire has over 115,000 lambs and sheep, 400 dairy cattle, and just under 100,000 beef cattle. Agriculture, forestry and fishing employs 12% of the Murrindindi Shire workforce with the other predominant industries including manufacturing 10%, health and community services 10%, construction 10%, retail trade 9%, education 9%, and accommodation, restaurants and cafes 9%.

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[2] DSE, 2008. *Climate change in Goulburn Broken*, Department of Sustainability and Environment, Victoria, Melbourne

Although large properties have traditionally been the norm in Murrindindi Shire, in more recent years smaller holdings have become more popular. These smaller farms often specialise in farm forestry, horticulture or other off-farm income sources.

Fish production is a major industry in Murrindindi Shire with a number of fish farms and trout Hatcheries. Snobs Creek Hatchery for example breeds and grows a number of native species including Murray Cod and Golden Perch and has the only Australian population of Chinook Salmon. They also breed trout and along with other trout hatcheries in Murrindindi Shire account for 83% of the trout production in Australia. Over 1 million fish and fingerlings are released per annum from Snobs Creek Hatchery alone into Victorian rivers and waterways.

An ever expanding sector that provides significant employment opportunities across the shire is the outdoor education/recreation community. This takes the form of a range of business types and offerings including school camps, mobile outdoor program providers, tertiary education institutions and corporate training organisations. The businesses involved in these services attraction many thousands of educational tourists to the region across all four seasons with a peak in the November to March period.

Murrindindi Shire is home to a number of major industries and employers such as Kinross Farm who are of national significance. Every week, Kinross Farm provides fertilised eggs to Melbourne company CSL, who use the eggs to develop flu vaccines. CSL is the only manufacturer of flu vaccines in the southern hemisphere. Located in the Kinglake region, Kinross Farm is a major employer in the Shire. Not only producing eggs for vaccines, Kinross Farm has a large commercial retail market in the production of eggs for the food industry.

Hancocks Victoria Plantations (HVP) and a number of smaller business run commercial native hardwood extraction in State Forests and a number of softwood plantations occur throughout the area, particularly in the south and east. The closure of Demby's Toolangi Mill in 2007 followed by Gunns Ltd Timber Mill in Alexandra in 2012 caused the loss of over 50 jobs directly related to mill operations and numerous others as a result of downstream impacts. These mill closures had serious local economic impact and are symptomatic of growing viability issues within the timber sector.

The Municipality is well serviced by roads. However in the mountainous sections some of the roads are steep, narrow, have restricted access and of low quality. The Goulburn Valley Highway, Melba Highway and the Maroondah Highway traverse the Municipality

Lake Mountain income is based solely on tourism. Net income was around $1.5 million in 2005 but rose to over $6.5 million in 2009. After the destruction of the resort facilities in the 2009 fires, a reduction in overall net income has been experienced by the resort.

2.2.5. TRADITIONAL OWNERS

The majority of Murrindindi Shire lies in the traditional territory of the *Daung wurrung* (also spelt *Taungarung*) language group, which spread across much of the central region of Victoria. It is suggested that areas in the south of the Shire, including areas of the Kinglake National Park, are located in the Traditional lands of the Wurundjeri or Woi wurrung people.

The ethnographic sources suggest that the *Daung wurrung* group was composed of nine clans, occupying the Broken, Delatite, Goulburn, Coliban and Campaspe watersheds (Barwick 1984[3]; Clark 1990[4]).

According to Clark (1990) the majority of lands in the Murrindindi Shire area appear to have been occupied by the *Yowung-illam balug* clan of the *Daung wurrung*. This clan was known to have occupied land near the Howqua River quarry (*Youang-illum* stone quarry), Mount Battery, Alexandra, the Upper Goulburn River at Mansfield, sources of the Goulburn River and Hunter and Watson's 'Wappan' Run (Clark 1990; Barwick 1984).

There is one Registered Aboriginal Party (RAP) in the area of Murrindindi Shire; the Taungurung Clans Aboriginal Corporation (TCAC). RAPs have responsibilities relating to the management of Aboriginal Cultural Heritage under the *Aboriginal Heritage Act* 2006. These responsibilities include evaluating Cultural Heritage Management Plans, provide advice to applications for Cultural Heritage Permits, making decisions on Cultural heritage Agreements and offer advice or applications for Protection Declarations.

For further information about RAPs and their contact details see:
* http://www.dpcd.vic.gov.au/indigenous/aboriginal-heritage-council/registered-aboriginal-parties

2.2.6. CLIMATE

There is a large variance in the terrain throughout the Murrindindi Shire, resulting in several distinct microclimates. The Municipality generally enjoys a temperate climate apart from the alpine areas of Lake Mountain, with an average summer maximum temperature of approximately 29°C.

Average summer temperatures differ widely across the municipality; Alexandra has a summer maximum average of 28.6°C and Toolangi, in the foothills to the south west, 22.2°C. They both vary significantly from Lake Mountain which sees average summer temperatures between 6.6°C to 15.5°C. Toolangi is generally cooler than Alexandra at any time of year although its winter minimums are milder. Winter conditions in the Alpine areas average -2.8°C to 1.6°C.

Prolonged drought occurred throughout the Shire in the 1990s and early 2000s, followed more recently by flooding events in 2010, 2011 and 2012 causing flooding in some low lying areas. During 2000-2010 some parts of the Shire recorded up to a 30% reduction in average rainfall. Most of the rain falls occur in the winter and spring in Murrindindi Shire, with annual average rainfalls ranging from 710mm at the Alexandra Post Office to 1363.1 mm at Toolangi. There is a large variation in rainfall in Alexandra with the lowest (346mm) rainfall recorded in 2006 and the highest in 1973 (1089mm). Although a wetter area in general, Toolangi also has a large variance in yearly rainfall from 882.9 mm (1997) to 1826

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[3] Barwick, D. 'Mapping the Past: An Atlas of Victorian Clans 1835-1904', Part 1, *Aboriginal History* 1984, 8(2):100-31

[4] Clark, I. 1990. *Aboriginal Languages and Clans: An Historical Atlas of Western and Central Victoria*, Monash Publications in Geography No. 7.

mm (1960). The hilly and mountainous areas of the shire are consistently wetter than the lower foothills and plains.

Rainfall patterns largely dictate corresponding fuel growth, particularly in grasslands, and directly influence fire prevention programs across Murrindindi Shire. Grass fuel cures on a gradient across the Shire and seasonal differences can mean that any given grassland does not cure at the same time every year. Generally in the north and eastern sections of the Shire, where it is warmer and drier, grasslands cure much earlier than those areas to the south and west. Fire prevention programs for all agencies are influenced by these variations. For example Murrindindi Shire Council's fire prevention works normally start around the township of Eildon in the east of the Shire in September or October and progress towards Kinglake in the southwest. Council's fire prevention works mirror the grass curing rates as the curing process spreads westwards and southwards as the warmer month's progress. Bureau of Meteorology data and CFA's curing data are also discussed in depth by the Murrindindi Shire Council and Lake Mountain Alpine Resort Municipal Fire Management Planning Committee (MFMPC) before every fire season. These seasonal discussions directly influence the on-ground fire prevention works of all member agencies.

The future climate in the greater Goulburn-Broken region is expected to become hotter and drier than it is today[5]. It is also expected that there will be a larger proportion of hotter days, fewer frosts and a greater incidence of drought[6]. Higher intensity, but lower predictability, of rain events is also likely to occur with less rain available for irrigation. These climactic changes will influence and possibly increase the likelihood of fire in the municipality and directly influence fuel growth and grass curing.

By 2030 it is predicted that the average temperatures in the region will increase by 0.8°C and by 2070, depending on emissions, temperatures will increase on average by 1.4°C to 2.7°C. The climate is likely to become increasingly erratic with higher occurrences of heat waves, and storms. These climactic changes will also make fire behaviour harder to predict.

2.2.7. HISTORY OF EMERGENCIES

Murrindindi Shire has a long history of fire as its major emergency. Although there has been a fire season every year, there have been four major fires in the municipality since 2000. These include the Castella (Toolangi State Forest) fires of February 2004; Mount Torbreck (State Forest) fires of April 2004, Kanumbra ("Brilliant" fire) New Year's Eve 2005, Kinglake/Glenburn-Yea/Highlands fires of late January/February 2006 and the 7 February 2009 catastrophic fires across the State[7].

The bushfires of February 2009 had a profound effect on the Murrindindi Shire. 95 people were killed and 1539 square kilometres, or 40% of the Shire, were burnt. The bushfires had catastrophic impacts on the communities of Murrindindi Shire and its businesses, tourism and natural environment were severely impacted as a result. 1397 houses were destroyed

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[5] CSIRO and BOM 2012. *State of the Climate 2012*, Commonwealth Scientific and Industrial Research Organisation, Bureau of Meteorology.

[6] DSE, 2008. *Climate change in Goulburn Broken*, Department of Sustainability and Environment, Victoria, Melbourne

[7] For a complete list of historical fire impacts in Murrindindi Shire, see the *Murrindindi Shire Council and Lake Mountain Alpine Resort Municipal Fire Management Plan* 2012.

as well as 3533 kilometres of fencing. Flora and fauna were also severely impacted; five threatened species of fauna listed under Victoria's the *Flora and Fauna Guarantee Act 1988* occur in the burnt areas, as well as three species listed under the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999*.

Fires later in 2009 also had a significant impact on Lake Mountain Alpine Resort, destroying the majority of buildings and infrastructure on site and heavily impacting sensitive alpine ecosystems.

Other than fire, the history of major emergencies in the Murrindindi Shire has been related to flood[8] and to a lesser extent vehicular accidents. Within the last few years the region has been subject to a number of both floods and fires. Lake Mountain Alpine Resort incidents range from search & rescue, motor vehicle accidents, to snow related incidents.

Figure 2: All Emergencies in the Murrindindi Shire Area Since 2000

Murrindindi Shire Council Major Incidents	
Year	Incident
2004	Bushfire – Castella and Toolangi fires
2005	Storm – August
2006	Bushfire - January
2007	Storm – December
2009	Bushfire - February
2010	Storm - January
2011	Flood – January

Lake Mountain Alpine Resort Major Incidents	
Year	Incident
2001	Land Search
2002	Land Search
2003	Road Closure- Storm
2008	Ski Trail Closure
2009	Bushfire – February

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[8] For a complete list of historical flood impacts in Murrindindi Shire, see the *Shire of Murrindindi's Goulburn River Environs Flood Sub Plan* 2002.

3. PLANNING ARRANGEMENTS

This part of the Municipal Emergency Management Plan (MEMP) identifies specific emergency management roles and responsibilities, as determined by the *Emergency Management Act 1986*, including the municipal emergency management planning structure.

3.1. PLANNING STRUCTURES AND RESPONSIBILITIES

3.1.1. EMERGENCY MANAGEMENT ACT 1986

The *Emergency Management Act 1986* and the *Local Government Act 1989*, identifies councils as playing a critical role in Victoria's emergency management arrangements and systems. Councils have emergency management responsibilities as they are the closest level of government to their communities and have access to specialised local knowledge about the environmental and demographic features of their municipalities. People will naturally seek help from their local council and emergency management agencies during emergencies and the recovery process.

3.1.2. EMERGENCY MANAGEMENT ACT 2013

The *Emergency Management Act 2014* is yet to have an effect at the Municipal level. It is supposed that the *2013 Act* will in time supersede the *1986 Act*. However, until such time, the *Emergency Management Act 1986* largely dictates local municipal requirements.

The *Emergency Management Act 2014* established Emergency Management Victoria (EMV) as the overarching body for emergency management in Victoria.

The Act also established the following positions and functions:

- The State Crisis and Resilience Council
    - o This Council is an emergency management advisory body responsible for providing advice to the Minister for Police and Emergency Services on emergency management policy and strategy
- The Emergency Management Commissioner
    - o The Commissioner is responsible for coordinating the response to major emergencies (including ensuring appropriate control arrangements are in place) and operating effectively during Class 1 and Class 2 emergencies
- The Chief Executive of Emergency Management Victoria
    - o Who is responsible for the day to day management of Emergency Management Victoria
- The Inspector-General for Emergency Management
    - o is responsible for developing and maintaining a monitoring and assurance framework, and evaluating the performance of the sector.

The *Emergency Management Act 2013* is the first part of four planned stages to renew emergency management arrangements in Victoria. The *2013 Act* has focuses on governance and first principle legislative requirements. EMV has delegated the coordination of relief and recovery at the State level to the Department of Human Services.

3.1.3. MUNICIPAL EMERGENCY MANAGEMENT FUNCTIONS

Murrindindi Shire Council and Lake Mountain Alpine Resort Management Board accept responsibility for the management of municipal resources and the coordination of community support to counter the effects of an emergency during both the response and recovery phases. Council and Lake Mountain Alpine Resorts' emergency management responsibilities include:

- The provision of emergency relief to affected persons during the response phase
- The provision of supplementary supply (resources) to lead relief agencies during response and recovery
- Municipal assistance to agencies during the response and recovery phases of emergencies
- Assessing the impact of the emergency; and recovery activities within the municipality, in consultation with the Department of Human Services (DHS).

3.2. MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (MEMPC)

The Murrindindi Shire Council and Lake Mountain Alpine Resort Municipal Emergency Management Planning Committee (MEMPC) is formed pursuant to Section 21(3) & (4) of the *Emergency Management Act 1986*, to formulate a plan for the Councils' consideration in relation to the prevention of, response to and the recovery from emergencies within the Murrindindi Shire and Lake Mountain Alpine Resort.

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. The MEMPC is required to prepare the Municipal Emergency Management Plan (MEMP), which documents response and recovery operational arrangements, and to ensure that all the subjects listed in the Plan's outline are investigated and adequately provided for.

The ongoing role of the MEMPC is to review and amend the operational components of the Plan by:

- Assessing and reviewing hazards and risks facing the community;
- Producing the MEMP for consideration by Council;
- Reviewing and updating the Plan annually, including reviewing risks, with responsibility for this task delegated to the MEMPC Executive Officer;
- Every three years, conducting a review of the Community Emergency Risk Management Plan (CERM) or Community Emergency Risk Analysis (CERA); and
- Arranging regular tests/exercises of the emergency

The following persons shall make up the Municipal Emergency Management Planning Committee:

- Chairperson – Murrindindi Shire Councillor
- Municipal Emergency Resource Officer (MERO)
- Deputy MEROs
- Municipal Recovery Manager (MRM)
- Deputy MRMs
- Municipal Fire Prevention Officer (MFPO)
- MEMPC Executive Officer

- Lake Mountain Alpine Resort Representative
- Victoria Police, as Municipal Emergency Response Coordinator (MERC)
- Deputy MERC
- Country Fire Authority (CFA) (Operations Manager Region 12)
- CFA Regional Fire Service
- Victoria State Emergency Service (VICSES) North Eastern Division
- Ambulance Victoria Health Commander
- Department of Environment and Primary Industries (DEPI)
- Red Cross
- Department of Human Services (DHS)

Others as required

- Communications Officer WICEN
- Centrelink
- Alexandra Hospital
- Yea Hospital
- AGL (Southern Hydro)
- Goulburn Murray Water (Eildon)
- VicRoads
- Department of Environment and Primary Industries (DEPI) animal welfare
- Murrindindi Shire Council Environmental Health Officer
- Department of Education and Early Childhood Development
- Salvation Army
- Department of Health (DH)

The Municipal Emergency Management Planning Committee during the development of the plan has received information and advice from representatives of the following agencies and organisations:

Murrindindi Shire Council	*Telecommunications Carrier*
Victorian Police	*Goulburn Valley Water*
CFA	*Bureau of Meteorology*
Victorian State Emergency Service	*Weeks Radio*
Ambulance Service Victoria	*Department of Human Services*
DEPI	*Vic Roads*
Red Cross	*Department of Education and Early*
Goulburn Murray Water	*Childhood Development*
Lake Mountain Alpine Resort	*Electricity Suppliers*

Figure 3 below summarises the planning structure for the MEMPC. This structure recognises that the Community Recovery Committees will only be formed if the Municipal Relief and Recovery Planning Committee deem the recovery phase requires additional community consultation.

Figure 3: MEMPC Committee and Sub Committee Structure
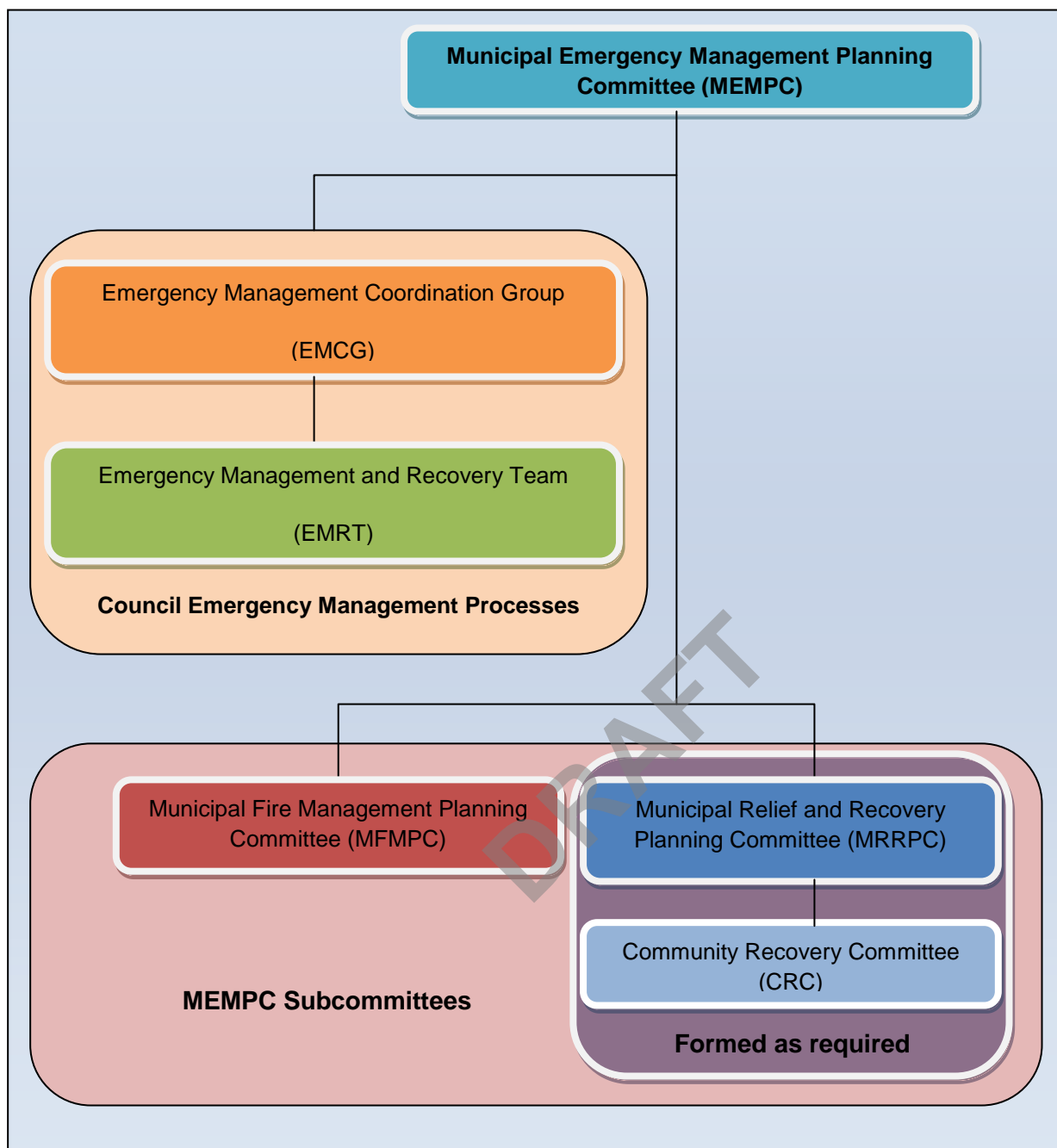
3.2.1.1. MEETINGS

The main function of the Municipal Emergency Planning Committee (MEMPC) is to prepare a Municipal Emergency Management Plan (MEMP) for consideration of Murrindindi Shire Council and Lake Mountain Alpine Resort management board.

All meeting agendas will include, but not be limited to:

- Review of contact details of MEMPC members
- Municipal Emergency Management Plan updates or amendments – including feedback from agreed annualised risk review process and risk treatment updates and emergency management exercises

- Sub-committee reports on sub-plan updates and reviews
- General business.

3.2.1.2. FREQUENCY OF MEETINGS

The MEMPC will meet three times per year (generally April, June and October). Additional meetings may be called as required or after an emergency impact to the Shire.

3.2.1.3. RECORD KEEPING

Minutes of all meetings must be taken and a copy sent to:
- Hume Region Emergency Response Coordinator (RERC)
- Hume Region, Director Human Services
- All members of the Committee
- Senior Management of Council

Members will be contacted directly by phone or email using the MEMPC contact list (Appendix A5) if there is a requirement to call an out of session meeting and the MEMPC have agreed that if necessary a teleconference may be held to eliminate the need for all members to be in one location. MEMPC members recognise there may be a requirement for an out of session meeting following an incident, on identification of a significant new risk or a significant change in staff.

3.3. MEMPC SUBCOMMITTEES

3.3.1.1. MUNICIPAL FIRE MANAGEMENT PLANNING COMMITTEE

The role of the Murrindindi Shire Council and Lake Mountain Alpine Resort Municipal Fire Management Planning Committee (MFMPC) is to provide a municipal level forum to build and sustain organisational partnerships, generate a common understanding and share purpose with regard to fire management and ensure that the plans of individual agencies are linked and complement each other.

The MFMPC also has two key deliverables as outlined in the Integrated Fire Management Planning Framework:
- Produce the MFMP for consideration by Council
- Monitor, review and report to Council and community through the MEMPC

3.3.1.2. MUNICIPAL RELIEF AND RECOVERY PLANNING COMMITTEE

Activities normally carried out by the Municipal Relief and Recovery Planning Committee (MRRPC) are carried out by the MEMPC at Murrindindi. If planning needs require, the MRRPC may be set up. The MEMPC aims to ensure the provision of effective relief and recovery services across the municipality ensuring responsibilities are shared across all stakeholders and fully understood.

It is the intent of MEMPCs planning processes to develop a coherent Relief and Recovery Plan (see Appendix B for further information on MEMP sub-plans) which outlines relief and recovery operations that are known and understood by all agencies, committee members, senior council officers and all staff who have emergency management responsibilities.

3.3.1.3. COMMUNITY RECOVERY COMMITTEE

When the effects of an emergency are serious the recovery process will warrant the input of the affected community, generally through a Community Recovery Committee. This committee is formed and then disbanded once the recovery phase is completed. The membership of such a committee will depend on the circumstances.

The scope and membership of the Committee will evolve as required when the municipality is responding to an emergency. See section 6.5.4 below for further information on CRCs.

3.4. AUDIT REQUIREMENTS AND PROCESS

3.4.1. PLAN REVIEW

Content of this plan is to be reviewed annually or after an emergency which has utilised part of this plan. Organisations delegated with responsibilities in this plan are required to notify the MEMPC Executive Officer of any changes of detail (e.g. contact information) as they occur.

Amendments are to be produced and distributed by the Murrindindi Shire Council MEMPC Executive Officer as required and distributed in electronic format via the Crisisworks documents page (https://murrindindi.mecccentral.com) or by other electronic form when required. Paper plans will no longer be provided by Murrindindi Shire Council to other agencies.

Crisisworks is the emergency management software that Murrindindi Shire Council utilises during an emergency. This software is used by over 90% of all other Victorian Municipalities in the management of Council response to emergencies. To access Crisisworks, MEMPC members need to register their interest with the MEMPC Executive officer (refer to Contac List Appendix A5 for MEMPC Executive Officer contact details).

3.4.2. MEMPC TESTING AND EXERCISES

This plan will be tested on an annual basis unless there has been activation during the period (which will count as a test). This will be done in a form determined by the MEMPC and involve multi agencies. Any procedural anomalies or short falls encountered during these exercises or ensuing operations must be addressed and rectified at the earliest opportunity. It is recognised that the best form of testing is the actual operation during an emergency and the subsequent debrief. A number of options exist to enable testing of this plan, these range from debriefs, training and a variety of exercises.

Any MEMPC exercise will test preparedness, response, relief or recovery. Generally unless other agencies volunteer, Murrindindi Shire Council will coordinate, develop, run and prepare exercises including developing a document outlining the exercise outcomes. Exercises will normally take place in the Murrindindi Shire Council MECC. All MEMPC members will be invited to a given exercise as well as other agency representatives as required.

3.4.3. AUDIT DETAILS

Murrindindi Shire Council and Lake Mountain Alpine Resort, pursuant to Section 21A of the *Emergency Management Act 1986*, shall submit the MEMP for audit (to the relevant authority) every three years. This audit will assess whether the plan complies with statutory requirements

3.4.4. REVIEWING RISK AND RISK ASSESSMENTS

Risk assessments completed as part of the MEMP planning process will be reviewed by the Municipal Emergency Management Planning Committee prior to an audit (i.e. at least once every three years).

3.5. MUNICIPAL ROLES AND RESPONSIBILITIES

Murrindindi Shire Council and Lake Mountain Alpine Resort Management Board accept responsibility for management of municipal resources and the co-ordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies.

The Shire's plant, resources and assets are available for use with the permission of the MERO. A detailed list of plant, resources and assets is held at the Murrindindi Shire Council offices and updated regularly.

This includes the management of:

a. The provision of emergency relief to combatants and affected persons during the response phase;
b. The provision of supplementary supply (resources) to control and relief agencies during response and recovery;
c. Municipal assistance to agencies during the response to and recovery from emergencies;
d. The assessment of the impact of the emergency; and
e. Recovery activities within the municipality, in consultation with Department of Human Services and the affected community.

Please see appendix A4 for a list of Council staff currently in emergency management positions at Murrindindi Shire Council and Lake Mountain Alpine Resort.

3.5.1. MUNICIPAL EMERGENCY RESOURCES OFFICER (MERO)

Murrindindi Shire Council has appointed one MERO and two deputy MEROs from across the organisation to fulfil the function of MERO pursuant to Section 21(1) of the *Emergency Management Act 1986.* For a current list of staff in these roles see appendix A4

RESPONSIBILITIES

The responsibilities of the MERO are:

1. To be responsible for the co-ordination of Municipal resources in responding to emergencies.
2. To establish and maintain an effective infrastructure of personnel whereby Municipal resources can be accessed on a 24 hour basis.
3. To establish and maintain effective liaison with agencies within or servicing the Municipal district and the MRM.

4. To maintain the MECC at a level of preparedness to ensure prompt activation when necessary.
5. To facilitate the arrangement of a post emergency debrief as requested by the MERC.
6. To ensure procedures and systems are in place to monitor and record all expenditure by the Municipality in relation to emergencies.

MUNICIPAL AUTHORITY

The MERO is responsible for the co-ordination of municipal resources and contracted resources in responding to emergencies, and has full delegated powers via the CEO to deploy and manage council's resources during emergencies.

3.5.2. MUNICIPAL RECOVERY MANAGER (MRM)

The Emergency Management Manual Victoria (EMMV) identifies councils as the lead agency for the local coordination of relief and recovery activities however this role of councils is not set out in legislation. Unlike the MERO, the role of municipal recovery manager (MRM) is also not prescribed in legislation.

The Murrindindi Shire Council has appointed an MRM and two Deputy MRMs. For a current list of staff in these roles see appendix A4.

RESPONSIBILITIES

The responsibilities of the MRM are:

1. Co-ordinate Municipal and community resources within the Municipality during recovery.
2. Immediately following an emergency, assist with:
   a. the collation and evaluation of information gathered in the post impact assessment,
   b. the establishment of priorities for the restoration of community services and needs.
3. The MRM is to liaise with the appointed MERO for the best use of municipal resources to enable the recovery by individuals or the community from the effects of an emergency.
4. Establish an Information and Co-ordination Centre (generally in the MECC) to be located at the Municipal Offices or a location appropriate to the emergency that has occurred.
5. Liaise, consult and negotiate on behalf of the affected area with recovery agencies and the municipality.
6. Liaise with the Regional Recovery Management Committee or Department of Human Services.
7. Undertake specific recovery activities as determined by the municipality.

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

3.5.3. MUNICIPAL FIRE PREVENTION OFFICER (MFPO)

Murrindindi Shire Council has appointed the Co-ordinator of Local Laws to fulfil the function of Municipal Fire Prevention Officer pursuant to the *Country Fire Authority Act 1958* and the *Metropolitan Fire Brigades Act 1958.*

RESPONSIBILITIES

The responsibilities of the MFPO are:

1. Assist with the management the Murrindindi Shire Council and Lake Mountain Alpine Resort Municipal Fire Management Plan (MFMP).
2. Undertake and regularly review council's fire planning (together with the MFMPC).
3. Liaise with fire services, brigades, other authorities and councils regarding fire prevention planning and implementation
4. Advise and assist the MEMPC on fire prevention and related matters
5. Ensure the MEMP contains reference to the MFMP
6. Report to council of fire prevention and related matters
7. Carry our statutory tasks related to fire prevention notices and infringement notices
8. Investigate and act on complaints regarding potential fire hazards
9. Advise, assist and make recommendations to the general public on fire prevention and related matters
10. Issue permits to burn (under s.38 of the *Country Fire Authority Act 1958*)
11. Facilitate community fire safety education programs and support Community Fireguard groups in fire-prone areas.

3.5.4. MUNICIPAL EMERGENCY RESPONSE COORDINATOR (MERC)

In addition to its role as control or support agency in certain emergencies, Victoria Police has the responsibility under the *Emergency Management Act 1986* for emergency response coordination. Emergency Response Coordinators are responsible for ensuring the coordination of the activities of agencies having roles or responsibilities in response to emergencies, with the exception of emergencies involving defence force vessels or aircraft.

The State Emergency Response Coordinator appoints, for each municipal district (Local Government Area), a member of Victoria Police as Municipal Emergency Response Coordinator. The Municipal Emergency Response Co-ordinator must sit on the Municipal Emergency Management Planning Committee.

RESPONSIBILITIES

In the response to an emergency, the roles, responsibilities and duties of a MERC are, in addition to the principal roles of an Emergency Response Coordinator, to:

• Ensure the MERO is advised of the emergency, and available to provide access to municipal resources if required
• Ensure the MERO is receiving information as appropriate
• Attend at the MECC, if activated
• Advise the Regional Emergency Response Coordinator (RERC) regarding emergencies which have the potential to require supplementary resources from outside the municipal district

Any Control Agency requiring municipal support will request that support through the MERC who will pass on all relevant requirements to the MERO.

3.5.5. REGIONAL EMERGENCY RESPONSE COORDINATOR (RERC)

When all relevant resources from within the Municipality have been fully committed and there is further requirement for additional resources, all requests must be forwarded to the MERC who

will in turn pass on same to the RERC for action. In the absence of the RERC, his/her deputy the Regional Emergency Management Inspector (REMI) will be contacted.

3.5.6. MEMPC EXECUTIVE OFFICER (EO)

Murrindindi Shire Council has appointed the position of MEMPC EO. The Responsibilities of the EO are:

- Co-ordinate MEMPC meetings and take minutes
- Ensure the MECC is prepared and maintained
- Provide a high standard of administrative support

3.5.7. MUNICIPAL EMERGENCY COORDINATION CENTRE (MECC) MANAGER

Council has appointed the position of MECC Manager. Responsibilities of the MECC Manager are:

- Ensure the MECC is set up in a timely manner
- Provide support staff within the MECC with information and advice to ensure that they can perform operational functions as requested
- Ensure that catering arrangements are in place
- Ensure that all attendees are provided with appropriate breaks, including meal breaks to maintain operational effectiveness

3.5.8. EMERGENCY MANAGEMENT LIAISON OFFICER (EMLO)

Council has appointed position of Murrindindi Shire Council Emergency Management Liaison Officer (EMLO). This role reports directly to the MERO and, during recovery, to the MRM. An EMLO is a person that acts as a go-between or link between two organisations to communicate and coordinate activities. This is best achieved through using the resources or employing the services of one organisation. The Murrindindi Shire Council EMLO will provide the technical or subject matter expertise of Murrindindi Shire Council and Lake Mountain Alpine Resort.

The EMLO provides face-to-face coordination and serves as the primary contact for support agencies assisting at an incident to communicate with Council and the MERO.

The EMLO:

- Is appointed to represent Council: in another agency's facility utilised to manage an emergency response; and/or
    - at a co-ordination centre; and/or
    - as part of an emergency management team
- Is empowered to commit, or arrange the commitment of, the agency's resources in response to an emergency in consultation with the MERO
- Represents the interests of the agency

- Provides advice in relation to impacts and consequence management
- Assists the community to respond to, and recover from the emergency; and
- Should have previous experience in this role or have attended an EMLO training course

3.6. MURRINDINDI SHIRE COUNCIL EMERGENCY MANAGEMENT COORDINATION GROUP (EMCG)

In order to carry out emergency management functions, Murrindindi Shire Council has an Emergency Management Coordination Group (EMCG). The EMCG is the municipal decision making group with responsibility for the overall coordination of municipal resources for use within an emergency and is given power directly from the CEO. The EMCG can decide to open a MECC, Relief Centre or other emergency management facility independent of the lead emergency agency if it believes that it would be in the community's interest to do so. The EMCG also has the permission of the CEO to act on behalf of Murrindindi Shire Council in an emergency, including expenditure of funds and allocation of resources as it sees fit in the completion of its duties in responding to an emergency. This group will consist of:

- MERO
- MRM
- MERC
- *Others co-opted as required*

RESPONSIBILITIES

The EMCG has a number of responsibilities and is the primary coordination group for Council's response to an emergency. The EMCG also coordinates Post Impact Assessments and Rapid Impact Assessments (see sections 5.12.2 and 5.12.3 below).

3.7. LAKE MOUNTAIN ALPINE RESORT EMERGENCY MANAGEMENT GROUP (EMG)

During an emergency, the Lake Mountain Alpine Resort Management Board may decide to convene its Emergency Management Group. Members of the EMCG will consist of:

- Deputy MERO
- Deputy MRM
- Resort General Manager
- MERC
- Control Agency Representatives (as required)
- Others co-opted as required

The emergency management group or part will convene when the scale of the emergency dictates the requirement for the provision of any of the functions outlined above. Members of the emergency management group will liaise to determine what level of activation is required.

3.8. MURRINDINDI SHIRE COUNCIL EMERGENCY MANAGEMENT AND RECOVERY TEAM (EMRT)

Murrindindi Shire Council also has an Emergency Management and Recovery Team (EMRT) whose role is to plan for emergency management activities internally at Council and carry out the planning requirements on the MEMP as required. During the summer period, the EMRT will meet monthly to discuss emergency management matters. During the cooler months, the EMRT will generally meet bimonthly. Representatives on the EMRT include:

- MERO and Deputies
- MRM and Deputies
- MEMPC Executive Officer
- MECC Manager
- Emergency Management Fire Coordinator
- Representatives from all departments
- And others as required

The EMRT always defers to the EMCG in decision making processes during an emergency. The EMRT develops, and maintains the MEMP on behalf of Council.

RESPONSIBILITIES

The EMRT has representatives from all departments and performs all of the internal emergency management roles required at Murrindindi Shire Council during an emergency. The committee will coordinate all emergency management activities at the shire including response, relief and recovery. It is directed in its duties by the EMCG

The EMRT is also the responsible body for the maintenance and development of the MEMP on behalf of Council.

3.9. PARTNERSHIPS, STRATEGIES AND PLANS

Local Government's role in preparing for risks is central and partnerships, strategies and plans are implemented based on detailed knowledge of the local community, its characteristics, strengths, vulnerabilities and a detailed appreciation of the risks faced by the community.

Murrindindi Shire Council and Lake Mountain Alpine Resort and the emergency response and recovery agencies that operate within its boundaries recognise they have a key role in preparedness activities. To compliment the emergency management process council enforces and continues reviewing existing policies in land use, building codes and regulations, urban planning, community safety and health.

To achieve this Council promotes the social, economic and environmental viability and sustainability of the Municipality; ensures that resources are used efficiently and effectively and that services and facilities are accessible and equitable. It undertakes community consultation, engagement and planning to reduce the likelihood of emergencies and to build community resilience and capacity to recover from events that do occur. Council achieves this through strategic partnerships and the development of a range of policies and strategies that tie to emergency management. These include:

- Hume Region Local Government Network

- Hume Region Municipal Emergency Management Enhancement Group
- Hume Region Recovery Committee
- Hume Region Health Forum
- Municipal Association of Victoria's Inter-council Emergency Management Resource Sharing Protocol
- Murrindindi Shire Council Plan
- Municipal Strategic Statement
- Murrindindi Shire Public Health Plan
- Community Safety Plan
- Roadside Management Strategy
- Disability Action Plan
- Community Action Plans
- Community Information Guides
- Zoning/Land Use Management
- Building Codes
- Building Use Regulations
- Public Information/Education.

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4. PREVENTION/MITIGATION ARRANGEMENTS

4.1. THE ROLE OF THE MUNICIPALITY

Murrindindi Shire Council and Lake Mountain Alpine Resort recognise they have a key role in prevention and mitigation activities to reduce the risk, or minimise the effects, of emergencies that may occur in their areas. Council's enforcement and continued reviewing of existing policies in land use, building codes and regulations, and urban planning, along with the various agencies responsible for prevention activities throughout the community, combine to ensure that all measures possible are addressed to reduce the likelihood of emergency.

The ability of a community to respond to an emergency situation and in turn recover from the effects of an emergency will depend on the attitude and the resilience of affected communities. Assisting, and where required, helping to create more resilient communities through coordinating community education and awareness programs are a key role of the MEMPC. Resilient communities are informed communities.

The Municipality and the MEMPC will support and promote appropriate prevention and awareness programs within the municipality including media releases, advertisements, newsletters, Councils website, emergency services expo's and through service networks

4.2. CERA PROCESS

The Community Emergency Risk Assessment (CERA) process was utilised in the preparation of the MEMP by the MEMPC. It provides a framework for considering and improving the safety and resilience of their community from hazards and emergencies that aligns with the ISO 31000:2009 Risk Management Standard.

The CERA approach aims to understand the likely impacts of a range of emergency scenarios upon community assets, values and functions. As such, CERA provides an opportunity for multiple community impacts and consequences to be considered enabling collaborative risk treatment plans and emergency preparedness measures to be described.

To use the CERA process, the CERA tool, developed by the State Emergency Service was utilised. It provides a robust framework for a 'community of interest' to identify and prioritise those emergency risks that are likely to create most disruption to them. The assessment tool assisted in identifying and describing hazards and assesses impacts and consequences based upon the vulnerability or exposure of the community or its functions.

The outputs of the assessment process were 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.

4.3. RISK IDENTIFICATION AND ANALYSIS

The risk identification and analysis regime carried out (CERA) aligns with the ISO31000 standard. ISO31000 describes risk analysis as:

Risk Analysis = Consequence x Likelihood

The ISO31000 Standard emphasises the need to establish and manage the risk to the objectives that you have set during the plan development process.

4.3.1. HAZARD, EXPOSURE, AND VULNERABILITY

To examine the consequences and likelihood of a risk occurring, the MEMPC first had to understand the amount of risk generated by the hazard x exposure x vulnerability relationship within the context of a location or situation.

- Hazard - is a specific event characterised by a certain magnitude and likelihood of occurrence
- Exposure - refers to the factors, such as people, buildings, networks, environment and economy that are subject to the impact of a specific hazard
- Vulnerability - refers to the characteristics of an element exposed to a hazard - road, building, person, and economy – that contributes to the capacity of that element to resist, cope with and recover from the impact of a natural hazard.

4.3.2. RISK ASSESSMENT

Risk is assessed by determining consequences and the likelihood of the consequence occurring, and the elements at risk. An event or set of circumstances may have multiple consequences and may affect multiple objectives. Existing risk treatments and their effectiveness should be taken into account when rating the level of risk.

As a first step in the assessment process by the MEMPC each of the identified risks were refined into succinct risk statement and entered into the risk register. Risk statements are a description of the risk and simply describe the risk in terms of the source through to the impact. Each risk statement should outline:

- the hazard (source of risk)
- the element at risk, and
- the consequence of the interaction as a result of an event.

4.3.3. RESILIENCE

Essential to understanding risk in a local context is determining the effects of a community exposed to a risk and their ability to recover from an emergency. This is known as 'resilience'. Community resilience can be understood as the communities' capacity to:

- absorb stress or destructive forces through resistance or adaptation
- manage, or maintain certain basic functions and structures, during disastrous events and
- recover or 'bounce back' after an event.

4.4. RISK ASSESSMENT RESULTS

During the preparation of this Plan, a risk analysis was carried out to identify potential natural and manufactured hazards within the municipality. The history of their occurrence and the nature of

each hazard, especially community vulnerability, has been considered during the analysis process. Due to ongoing changes of seasonal conditions, community development and public attitudes, the rating of the identified threats may vary over a period of time.

For the purposes of this iteration of the plan, the top seven risks (as decided by the MEMPC) have been risk assessed. In future review, further assessment of lower rated risks will occur.

Listed below is a summary of the identified risks and their risk rating.

Figure 4: CERA Results

Risk	Consequences	Likelihood	Overall Rating
Large Regional Bushfire	Major	Medium	**High**
Large Regional Storm	Moderate	High	**High**
Extreme Temperatures and Heatwave	Major	High	**High**
Major Flood	Moderate	Medium	**Medium**
Landslip	Moderate	High	**Medium**
Pandemic/Epidemic	Major	Medium	**Medium**
Structural Failure – Dam	Major	Low	**Medium**

For a detailed analysis of all of the identified major risks, please see the relevant sub-plans outlined below.

4.5. ACTION PLANS

Action plans that deal with specific risks identified above in the CERA results table are included in the MEMP sub-plans detailed below. Those sub-plans list in detail the processes undertaken to develop the action plans and the review processes required to keep them current.

4.6. SUB-PLANS

The Murrindindi Shire Council and Lake Mountain Alpine Resort MEMP has a number of sub-plans that deal with specific risks and include treatment plans and risk prioritisation. These include:

- Murrindindi Shire Council Relief and Recovery Plan
- Murrindindi Shire Council and Lake Mountain Alpine Resort Municipal Fire Management Plan
- Murrindindi Shire Council Pandemic Plan
- Murrindindi Shire Council Heatwave Plan
- Shire of Murrindindi Goulburn River Environs Sub Plan
- Murrindindi Shire Council Emergency Animal Welfare Plan
- Murrindindi Shire Council Business Continuity Plan

- Murrindindi Shire Council Flood Sub-Plan

A number of Lake Mountain Alpine Resort specific sub-plans also exist including:

- Lake Mountain Alpine Resort Bushfire Management Plan
- Lake Mountain Emergency Management Site Manual

Copies of these sub-plans are available on Crisisworks (https://murrindindi.mecccentral.com)

4.7. PROCEDURES AND POLICIES

Murrindindi Shire Council has a number of policies and procedures that may be utilised in an emergency. These include:
- Murrindindi Shire Council Code Red Policy

Lake Mountain Policies include:
- Lake Mountain Code Red Fire Danger Rating Policy
- Lake Mountain Missing Persons Report/Search and Rescue Procedure
- Lake Mountain Alpine Resort Wind Storm Evacuation Procedure

Copies of these policies are available on Crisisworks (https://murrindindi.mecccentral.com)

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5. RESPONSE ARRANGEMENTS

5.1. INTRODUCTION

Emergency Response Planning provides the mechanism for the scheduled accumulation of appropriate resources to cope with emergencies throughout the Municipality. It also provides guidance for requests for physical assistance from the State and Commonwealth agencies when Municipal resources have been exhausted. This plan has been prepared in accordance with the principles of the State Emergency Response Plan, part 3 of the Emergency Management Manual of Victoria (8/6/2014 edition) and the Hume Region Emergency Response Plan.

Response management brings together the resources of many agencies and individuals who can take appropriate and timely action when required. Response management is based on three key management tasks – command, control and coordination.

Under the new *Emergency Management Act 2013*, the Emergency Management Commissioner has legislated coordination and control responsibilities over all major emergencies in the State of Victoria. For detailed information in relation to roles and responsibilities of the Emergency Management Team see EMMV Part 3 (http://www.emv.vic.gov.au/policies/emmv/)

5.2. COMMAND, CONTROL, COORDINATION

5.2.1. COMMAND

Command refers to the direction of personnel and resources of an agency in the performance of that organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency. The term 'chain of command' refers to the organisational hierarchy of an agency and identifies people or positions with accountability.

5.2.2. CONTROL

Control refers to the overall direction of response activities in an emergency. Authority for control is established in legislation or in an emergency response plan, and carries with it the responsibility for tasking other agencies in accordance with the needs of the situation.

Control relates to situations and operates horizontally across agencies. Control of emergency operations will at all times remain the responsibility of the control authority as responsible for controlling the particular type of emergency. The controlling authority is to appoint an Incident Controller (IC) who will control the operation. A comprehensive list of agencies and their roles can be found within Part 7 of the EMMV-Emergency Management Agency Roles.

5.2.2.1. INCIDENT CONTROL LEVEL EMERGENCY MANAGEMENT TEAM (EMT)

The function of the incident control level (non-Council) Emergency Management (EMT) Team is to support the Incident Controller in determining and implementing appropriate Incident Management strategies for the emergency.

If an emergency requires a response by more than one agency, the Incident Controller is responsible for forming the EMT.

The EMT consists of;
* Incident Controller.
* Support and recovery functional agency commanders (or their representatives).
* The Emergency Response Coordinator (or representative)
* Other specialist persons as required.

5.2.3. COORDINATION (EMERGENCY RESPONSE)

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

The main function of the Emergency Response Coordinator is to coordinate the provision of resources as requested by the control and support agencies. The *Emergency Management Act 1986* identifies that Emergency Response Coordinators at Regional and Municipal and field level will be Victoria Police Members. Their role wherever possible should be separate from operational Police activities. State control and coordination of Class 1 and Class 2 emergencies (see glossary appendix A9 for definitions) now falls to Emergency Management Victoria and the Emergency Management Commissioner under section 32A of new *Emergency Management Act 2013*.

The MERC (see 3.3.4 above) is the primary emergency coordinator at a municipal level. The Municipal emergency management roles and functions have been defined in Part 3 of this Plan.

5.2.3.1. PRINCIPAL ROLE OF EMERGENCY RESPONSE CO-ORDINATORS (ALL LEVELS)

* Ensure that the appropriate control and support agencies are in attendance, or have been notified by the incident controller and are responding to an emergency.
* Ensure that effective control has been established by the control agency in responding to an emergency.
* In consultation with the incident controller, ensure an emergency management team has been formed.
* Ensure the effective co-ordination of resources and services having regard to the provision of section 13(2) of the *Emergency Management Act 1986*.
* Arrange for the provision of resources requested by control and support agencies.
* Ensure allocation of resources on a priority basis.
* In the event of uncertainty, determine which agency is to perform its statutory response role within the region or specified area, where more than one agency is empowered to perform that role.
* Ensure recovery agencies are in attendance, or have been notified by the incident controller of the emergency.
* Consider registration of persons evacuated or otherwise affected.
* Consider provision of relief needs to evacuees and agency personnel where necessary.
* In consultation with the control agency, consider the need for the declaration of an emergency area.
* Cooperate with all participating agencies and authorities.

5.3. LOCAL RESPONSE ARRANGEMENTS AND RESPONSIBLE AGENCIES

Municipal emergency management roles and functions have been defined in Part 3 of this Plan. Emergency management roles and functions not included in Part 3 of this plan are in accordance with Part 7 - EMMV.

5.4. MURRINDINDI SHIRE COUNCIL PLANT AND EQUIPMENT

5.4.1. RESOURCE MANAGEMENT AT A MUNICIPAL LEVEL

Municipal resources should be used in the first instance, prior to engaging private contractors. Responsibility for the management of resources rests with the MERO

A list of plant and equipment held by the Shire and preferred contractors utilised by the Shire in an emergency are available on Crisisworks (https://murrindindi.mecccentral.com). These lists are maintained by the MERO.

5.4.2. TRANSPORT AND ENGINEERING

The MERO is responsible for all transport and engineering matters. The purpose of the plant and equipment and contractor list is to detail available transport and engineering resources within the municipality. This includes specialist and technical advice and deployment of those resources which are to be included in the lists and preferred contractors list. All requests for transport and engineering resources are to be directed to the MERC who will request them through the MERO.

5.4.3. REQUEST PROCEDURES FOR SUPPORT

Any agency requiring additional support or resources, outside of their own capabilities, should request that support through the MERC who, in consultation with the MERO, will determine whether the request can be met locally.

When all local available resources have been fully committed and there is a requirement for additional resources, the MERC will pass on the requests to the RERC for action.

5.5. MUNICIPAL EMERGENCY COORDINATION CENTRE(S) (MECC)

Municipal Emergency Coordination Centre (MECC) is a facility at which key agencies can be brought together to coordinate the provision of council and community resources during an emergency for the response and recovery effort. The MECC facilitates activities of key personnel from local and state government agencies, emergency services and others as required to assist.

The MECC will co-ordinate the provision of human and material resources within the municipality, during emergencies. It will also maintain an overall view of the operational activities within this Plan's area of responsibility, for record, planning and debrief purposes.

The MECC may also become operational during support operations to a neighbouring municipality. Administrative staff for the MECC will generally be drawn from municipal employees. Provision of MECC functions may, in the first instance, be conducted from any location deemed

appropriate. The MECC can also be established in a 'virtual' environment if the incident is relatively straight forward and communications are secure. The Emergency Response Coordinator may request activation of a MECC if required.

The primary MECC for Murrindindi Shire Council is:-

- Murrindindi Shire Council Offices, Meeting Room, Perkins Street, Alexandra

The primary MECC for the Lake Mountain Alpine Resort is:-

- Lake Mountain Alpine Resort, Administration Office, Gerratys, Lake Mountain

The secondary MECC's for Murrindindi Shire Council is

- Murrindindi Shire Council, Council Offices, Civic Centre, Yea, Victoria

An agreed set of standard operating procedures for use in the MECC is detailed in Appendix A6.

5.6. FINANCIAL CONSIDERATIONS

Financial accounting for Municipal resources utilised in emergencies must be authorised by either the MERO or the MRM and approved by the MERC. If not approved by the MERC, the Council will not be eligible for cost recovery from the Department of Treasury and Finance. Financial accounting shall be in accordance with the normal financial arrangements of the Murrindindi Shire Council. See sections 7.1 and 7.2 below for further information on the financial implications of mitigation, response and recovery.

5.7. COMPENSATION OF VOLUNTEER EMERGENCY WORKERS

Compensation for all volunteer emergency workers will be as laid down in recovery arrangements of the *Emergency Management Act 1986*. It is the responsibility of the organisation utilising the volunteer emergency workers to ensure that they are all registered.

5.8. NEIGHBOURHOOD SAFER PLACES – PLACES OF LAST RESORT

In its interim report, the 2009 Victorian Bushfires Royal Commission recommended that Neighbourhood Safer Places – Places of Last Resort, or 'NSPs', be identified and established to provide persons in bushfire-affected areas with a place of last resort during a bushfire.

In response to this recommendation, the Victorian Government introduced legislation requiring the CFA to certify NSPs against the CFA's fire rating criteria, and Victoria's Councils to identify, designate, establish and maintain suitable places as NSPs in their municipal districts.

NSPs are not community fire refuges or emergency relief centres. NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Further, serious risks to safety may be encountered in travelling, and seeking access to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be a safer place to assemble than other places within the municipal district. NSPs will be

assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers.

Council has developed a Neighbourhood Safer Places Plan for the purposes of the legislation, which contains guidelines that have been developed by the Municipal Association of Victoria (MAV) to assist Council.

The location of Neighbourhood Safer Places – Places of Last Resort (NSP-PLR) in Murrindindi Shire are located in appendix B2.

5.9. PLANNING FOR CROSS BOUNDARY EVENTS

Emergency events may cross municipal boundaries, requiring response and recovery activities from two or more local governments. Victoria Police is the control agency for response and will request the MERO to contact neighbouring MEROs when resources are required from outside the municipality. DHS is the coordinating agency for emergency recovery at a regional or state level and will work in collaboration with the Councils who have local responsibility.

At a municipal level communication of identified risks across municipally boundaries take place through provision of MEMP plans to municipalities that border the Murrindindi Shire.

Every opportunity is taken to include bordering shires with MEMP exercises and to contact those municipalities if new risks are identified that may impact them. Murrindindi Shire Council is a member of the Hume Region Municipal Emergency Management Enhancement Group (MEMEG) and has representatives regularly attending regional committees for response and recovery.

5.10. DEBRIEFING ARRANGEMENTS

A debrief should take place as soon as practicable after an emergency. The MERC will convene the meeting and all agencies who participated should be represented with a view to assessing the adequacy of the Plan and to recommend any changes. Such meetings should be chaired by the chairperson of the MEMPC.

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

5.11. RESOURCE SHARING PROTOCOLS

5.11.1. PROTOCOL FOR INTER-COUNCIL EMERGENCY MANAGEMENT RESOURCE SHARING

Emergencies sometimes require councils to source additional resources to ensure that the affected community is restored to normal functioning as efficiently as possible. The MAV and the State MEMEG identified a need to determine an agreed position between councils regarding the provision of council resources to assist other councils with response and recovery tasks during emergencies and a protocol was developed. Murrindindi Shire Council is a participating member of the protocol.

The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities. This protocol applies to requests for human resources, equipment and /or facilities in relation to response or recovery activities associated with an emergency. A copy of this protocol is can be found on the MAV website at:

- http://www.mav.asn.au/policy-services/emergency-management/Pages/resource-sharing-protocol.aspx.

5.12.   PUBLIC INFORMATION AND WARNING

It is important to ensure that public information and warning is maintained at an optimum level. This provides the public with the necessary information to develop an understanding and awareness of the issues associated with the prevention of, response to and recovery from emergencies.

A process has been developed for dissemination of emergency services messages on the radio station UGFM (106.9, 98.9, 98.5 and 88.9) based at Alexandra.

UGFM is recognised by the state as an Emergency Broadcaster and has a signed MOU with the Minister for Police and Emergency Services for this purpose. A copy of this MOU is available at:

- http://www.firecommissioner.vic.gov.au/policies/emergency-broadcasters-2/

UGFM is broadcast in Murrindindi Shire and parts of the surrounding Shires of Mansfield, Strathbogie, Mitchell and Yarra Ranges.

5.12.1.   PREVENTION (BEFORE EMERGENCIES)

Any information released to the public on behalf of the Murrindindi Shire Council will be to educate and assist the community to prepare for emergencies. This information must be approved by the Murrindindi Shire Council Municipal Emergency Management Planning Committee.

5.12.2.   RESPONSE PHASE

Releasing information is normally the responsibility of the control agency in conjunction with the MERC. Any information released by the Municipality must be approved by the EMCG (see 3.4 above) when considered general information. If the information regards policy, financial or political matters, it will be released by the CEO or senior management.

Information can be categorised under the following headings:

PRE IMPACT

To enable the public to take reasonable measures to prevent, or lessen the potential effects of emergencies and to cope during the impact phase of an emergency.

DURING IMPACT

To produce suitable news releases through the media concerning the effects of the emergency and what action can be taken by the public.

POST IMPACT

To maintain the crucial information flow to those in need of assistance and direction.

5.12.3.   RECOVERY PROCESS

Releasing information will be the responsibility of the Murrindindi Shire Council and Department of Human Services. Any information released must be approved by the MRM (general information), CEO or senior management (policy, financial and political matters). Liaison must take place so duplication and confusion does not occur. Information must comply with the Recovery Communications Plan

5.12.4.   DISSEMINATION

Immediate use of the media should be made to avoid phone congestion. The public should be advised to direct calls to appropriate agencies and centres with adequate facilities, staff and knowledge to answer questions or disseminate information. Police "Advice Line" if available will be advertised, if not refer to local police station (contact details are listed in the Contacts section).

The "Standard Emergency Warning Signal" may be used to alert the public to an actual or impending emergency or maintain the dissemination of public information. Authority to use the signal over electronic media must be given by the Divisional Emergency Response Co-ordinator or his representative.

An "Emergency Services Messages for Public Broadcast on UGFM – Radio Murrindindi 106.9, 98.5, 98.9, 94.5 & 88.9 Message Release Process" has been developed and copies of the process flowchart together with the public broadcast form are attached as Appendix A5.

Social media (eg: Facebook and Twitter) may also be utilised to broadcast emergency information. Note that only emergency agency social media services will comment on the emergency itself. Murrindindi Shire Council will only comment on relief and recovery activities. At the time of printing, Murrindinid Shire Council was still developing its facebook and twitter pages. To check if there are Council social media pages currently online, please go to the Council website (www.murrindindi.vic.gov.au)

5.12.5.   METHODS

All methods of disseminating information should be considered including;
- o Radio -
  - ABC Radio National 621 (Emergency Broadcaster)
  - ABC Melbourne Radio 774 (Emergency Broadcaster)
  - UGFM – Radio Murrindindi 106.9, 98.5, 98.9, 94.5 & 88.9 FM (Emergency Broadcaster)

- 3SR 1260 Radio
- Sun FM 93.7 FM
- Radio Mansfield 99.7FM
  - o Newspapers -
    - Alexandra & Eildon Standard
    - Yea Chronicle
    - Mountain Monthly
    - Marysville Triangle
    - North Central Review
    - Mountain Views
  - o Listening device - C.F.A. listening device
  - o Television
  - o Police advice line
  - o Ethnic groups, radio stations, newspapers
  - o Community newsletters
  - o Information centres
  - o Manual door knock of each residence
  - o Public address system mounted on vehicle
  - o Church/religious Groups
  - o Community organisations

  - o Social Media
    - Emergency Twitter Feeds
      - Victoria Police Twitter page
      - SES news twitter.com/vicsesnews
      - SES warnings twitter.com/vicseswarnings
      - CFA updates Tweets by @CFA_Updates
    - Emergency Facebook Pages
      - SES page www.facebook.com/vicses
      - CFA page www.facebook.com/cfavic
      - Victoria Police page www.facebook.com/victoriapolice

5.12.6.   DISABLED OR CULTURALLY AND LINGUISTICALLY DIVERSE COMMUNITIES

Special considerations need to be given to warning disabled and CALD (Culturally and Linguistically Diverse) groups. In the case where information or communication is required with persons unable to speak English an interpreter service such as the Telephone Interpreter Service may be able to assist. Contact details are listed in appendix A5.

A list of disabled or elderly residents that need special consideration is maintained by the Community Services Department of Murrindindi Shire Council. This list is confidential and if the need arises to use the list the Manager Community Services should be contacted.

All agency representatives dealing with this situation should carry a 'Victorian Interpreter Card' and brochure which can be used to establish the language in question. Copies of this card are available from the Office of Multicultural Affairs and Citizenship or at the following link:

- http://www.multicultural.vic.gov.au/projects-and-initiatives/improving-language-services/victorian-interpreter-card

5.12.7.   INFORMATION RESOURCES

The following systems are an essential part of these arrangements and should be utilised if and when required:

- Electronic media
- Police media liaison
- Literature/brochure Information
- Print media

If an emergency requires concurrent media response through radio, television and newspaper outlets, the Police media liaison section may be contacted through the MERC.

5.12.8.   INFORMATION CENTRE

If required, a public and media information centre will be established. All public and media releases shall be issued from this centre. The Murrindindi Shire Council shall appoint a Media Liaison Officer.

5.13.   RESPONSE-RECOVERY TRANSITION

Agreement for transition of coordination arrangements from response to recovery and closure of Emergency Relief Centres requires signoff by the Minister of Community Services or his/her delegate as outlined under the *Emergency Management Act 1986*. This process also requires the co-signatures of the local, regional and state levels of the control agency, Victoria Police and local Government. To initiate this protocol, the Regional Director, DHS Emergency Management will ensure that this requirement is met. A copy of the DHS transition document can be found in appendix A7.

It is essential to ensure a smooth transition from the response phase to the recovery process, in any emergency at municipal level. While it is recognised that recovery activities will have commenced shortly after impact, there will be a cessation of response activities and a hand over to recovery agencies.

5.13.1.   TERMINATION OF RESPONSE ACTIVITIES AND HANDOVER OF GOODS/FACILITIES

When response activities are nearing completion the MERC in conjunction with the control agency will call together relevant relief and recovery agencies including the MERO and the MRM, to consult and agree on the timing and process of the response stand down.

In some circumstances, it may be appropriate for certain facilities and goods obtained under EMMV arrangements during response to be utilised in recovery activities. In these situations there would be an actual hand over to the Recovery Manager of such facilities and goods. This hand over will occur only after agreement has been reached between response and recovery managers.

Payment for goods and services used in the recovery process is the responsibility of the MRM through the MEMP arrangements.

5.13.2.   RAPID IMPACT ASSESSMENTS

The intent of the Rapid Impact Assessment (RIA) is to capture, during the initial 48 hours of an emergency, the nature and scale of the impact on people, community infrastructure, economic, natural and built environments.

The control agency has the overall responsibility for the instigation and management of the RIA process and all organisations involved in the emergency may be tasked to collect, confirm and exchange relevant information to ensure the process is undertaken in a timely manner.

For major emergencies in Victoria the Incident Controller can request assistance with the RIA through the Office of the Emergency Services Commissioner, refer to:

- www.dhs.vic.gov.au/emergency/recovery/service-providers/rapid-impact-assessment-ria

Information gathered during the RIA may be mapped using Council's GIS systems and recorded on Crisisworks (https://murrindindi.mecccentral.com)

5.13.3.   POST IMPACT ASSESSMENT

A Post Impact Assessment (PIA) is an appraisal of the extent of damage, disruption and breakdown to the community and its infrastructure as a result of the emergency. The gathering and processing of information through this process enables appropriate planning and recovery arrangements to be established to support the community and to monitor the recovery process and provide further assistance as required. A PIA will be conducted at the conclusion of any emergency.

To facilitate this process Murrindindi Shire Council through the EMCG, shall as early as practicable, perform the following tasks:

- Coordinate the survey of the extent of damage indicating an evaluation of financial and material aid needed;
- Provide a priority listing for restoration of community needs to assist agencies in the performance of their functions; and
- Monitor the acquisition and application of financial and material aid needed or made available in the restoration period.

The EMCG may co-opt persons within the community with the appropriate expertise to assist with the above tasks. Should the emergency extend beyond the municipal boundaries of Murrindindi Shire Council or the area of Lake Mountain Alpine Resort the post impact assessment may be merged with that of the other affected municipalities.

6. RELIEF AND RECOVERY ARRANGEMENTS

6.1. INTRODUCTION

To ensure adequate arrangements are in place to assist those who are affected by emergencies the Murrindindi Shire Council and Lake Mountain Alpine Resort Relief and Recovery Arrangements have been developed in accordance with State Recovery Arrangements, the *Emergency Management Act 1986* and Municipal Emergency Management Planning arrangements contained in Part 6 of EMMV. They have also been developed with reference to the Regional Recovery Plan, Hume Region (DHS) and the State Emergency Relief and Recovery Plan (EMMV Part 4).

Part 6 of the Murrindindi Shire Council and Lake Mountain Alpine Resort MEMP has been written with the understanding that relief and recovery must be community-focussed and consequence driven, and be considered across the four environments; social, economic, built and natural. Murrindindi Shire Council has a comprehensive Relief and Recovery Plan sub-plan to the MEMP that examines relief and recovery arrangements at the Municipal level in detail. Copies of the Relief and Recovery Plan are available on Crisisworks (https://murrindindi.mecccentral.com).

6.2. OVERVIEW

In reading these arrangements, it is essential to have an appreciation of the assumptions and accepted understandings that underpin them. These assumptions and accepted understandings are:

6.2.1. RESILIENCE OF INDIVIDUALS AND COMMUNITIES IS RESPECTED

Recovery services and programs must acknowledge the inherent resilience that affected individuals and communities display. Individuals, when possessing information about the situation and available services, are able to make informed choices about their recovery.

Communities, when supported with information and resources, are able to support and manage their own recovery.

6.2.2. BUSINESSES RECOVERY

Business should be considered during recovery arrangements as the earlier income, jobs, goods and services can be restored post impact, the easier it will be for the overall community to recover. Many government agencies provide support to affected business so it is important that this information is made available even when support isn't requested.

6.2.3. RECOVERY IS PART OF EMERGENCY MANAGEMENT

Recovery is an integral component of the arrangements that support the whole of emergency management activity in Victoria. Municipal level arrangements are captured in section 6 of the Emergency Management Manual Victoria.

6.2.4. LEVELS OF RECOVERY OPERATIONS

In order to ensure the success of the arrangements, it is vital that all agencies and organisations involved in management, coordination or service delivery undertake these activities in a cooperative and collaborative manner, within the agreed framework.

Coordination and communication both at and between the various levels of operation will assist in ensuring the success of recovery activities for the affected community.

6.2.5. ROLES OF ORGANISATIONS AND AGENCIES

Recovery is not the exclusive domain of any single agency. All agencies and organisations willing to participate have an important role to play. This recognises that recovery must be a whole-of-government and a whole-of-community process. The tables below are provided as a guide to indicate the range and types of services, which can be needed in a recovery process and the principal sources of those services.

Figure 5: Roles of Organisations and Agencies

TYPE OF SERVICE	CO-ORDINATED BY
Information Services	Murrindindi Shire Council Lake Mountain Alpine Resort
Material Aid	Nominated Agency as required on the day
Financial Assistance	Department of Human Services (Hume Region) through the Municipal Recovery Manager.
Temporary Accommodation	Human Services Hume Region through the Municipal Recovery Manager.
Language Services	Department of Human Services (Hume Region) through the Municipal Recovery Manager.
Rebuilding & Utility Restoration	Murrindindi Shire Council in conjunction with the statutory authority responsible for the affected utility.
Community Development	Department of Human Services (Hume Region) in conjunction with the Municipal Recovery Manager / Community Recovery Committee, Neighbourhood and Community Houses
Personal Support Services	Department of Human Services (Hume Region) in conjunction with MRM & CRC.

6.2.6. AFFECTED COMMUNITY INVOLVEMENT

Recovery requires the active involvement of the affected community. It is an accepted principle of recovery that the active involvement of the affected community is essential for its success. All recovery agencies should seek to engage with the affected community during the development of plans, and must involve the community in the development of recovery activities following an emergency.

6.2.7. RESPONSE/RECOVERY INTERFACE

Recovery should begin as soon as possible when an emergency occurs. It is therefore essential to ensure high levels of understanding and cooperation between response coordinators and recovery coordinators at each of the levels of operation. In most instances there will be a transition of coordination responsibility from the response coordinator to the recovery coordinator. Appropriate arrangements must be negotiated and documented between coordinators at the levels of operations to ensure this occurs. It must also be recognised that recovery activities often occur naturally within the affected community. The emergency recovery planning and coordination activities undertaken at state, regional and municipal level are intended to provide structure for what would otherwise be ad hoc assistance to people affected by emergencies.

6.3. OBJECTIVES OF RELIEF AND RECOVERY

The *Emergency Management Act 1986* states that recovery is:

> "The assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning."

Emergency relief is defined as:

> "The provision of essential needs to individuals, families and communities during and in the immediate aftermath of an emergency".

The provision of relief and recovery services from emergencies is a developmental process of assisting individuals and communities to manage the re-establishment of those elements of society necessary for their wellbeing.

The aim of relief and recovery is to achieve a collaborative approach that is jointly owned by all levels of government, together with the individuals and communities affected, as well as other agencies and organisations that support them.

The purpose of relief and recovery is to

- Set an agreed strategy for managing the planning, assessment and implementation of emergency relief and recovery activities at an individual, household and local level
- Provide for the effective coordination of emergency relief and recovery activities;
- Set out principles and concepts that are agreed and committed to by council, government agencies, non government organisations and the private sector in undertaking and coordinating emergency relief and recovery activities to support the recovery of communities from emergencies
- Provide a framework for development of supporting plans, guidelines and standard operating procedures
- Ensure agencies and organisations involved in management, coordination and service delivery undertake emergency relief and recovery operations within a planned, coordinated and adaptive framework
- Engage and empower communities in emergency recovery while recognising the complex and dynamic nature of emergencies and communities

- Support and build on individual, household, neighbourhood, community and organisational capacity
- Be community-focussed and consequence-driven across the four recovery environments.

6.4. TRANSITION FROM RESPONSE TO RECOVERY

Recovery operational planning should commence as soon as possible after the impact of an emergency. Recovery planning and operations are implemented as per the State, regional and municipal recovery arrangements. In large or prolonged emergencies, it may be necessary to continue providing relief services to individuals and families under recovery management arrangements after other response activities have finished. This transition should be seamless, as the municipal council will continue to assume the responsibility for the management of emergency relief centres.

The incident controller, MERC and MRM should commence transition planning as soon as possible following the start of the emergency. The EMRT, led by the EMCG, should be involved in transition planning discussions to ensure a shared and consistent understanding of the planning, timing and expectations for transition.

The decision relating to the timing of the transition of overall coordination from response to recovery will be impacted by a number of key considerations, including:
- The nature of the hazard / threat and whether there is a risk of a recurring threat;
- The extent of impact on communities, as this may determine if a prolonged transition period needs to be implemented;
- The extent of and known level of loss and damage associated with the emergency;
- The considerations for the extent of emergency relief required by the affected communities; and
- The considerations for the resources required to be activated for effective recovery arrangements.

The MERC is responsible for advising all agencies involved in the emergency of the time at which response terminates. Following the conclusion of response activities, the effects of the emergency may continue, and recovery activities will often go on for some time.

The Department of Human Services is the agency responsible for state and regional coordination of relief and recovery. Municipal councils are responsible for relief and recovery management at the municipal level. While termination of response implies the cessation of the responsibilities of Victoria Police as response coordinators they, and other response agencies may have a previously agreed role in recovery activities.

6.5. RELIEF AND RECOVERY MANAGEMENT AND COORDINATION ARRANGEMENTS

Management and service provision will be devolved as much as possible to the local level. State and regional recovery strategies, services and resources will supplement and complement the municipality's initiatives rather than replace local endeavours.

Emphasis will be given to supporting and maintaining the identity, dignity and autonomy of affected individuals, families and the community.

Management of recovery will occur in the context of clear and agreed arrangements, and involve processes of consultation and cooperation through established communication channels.

Wherever possible, the normal municipal management and administrative structures and practices will be used, ensuring that these structures and practices will be responsive to the special needs and circumstances of the affected community.

Recovery information and recovery services need to be readily accessible to affected individuals, families and communities and responsive to their needs and expectations.

6.5.1. FUNCTIONAL AREAS OF RECOVERY

There are four functional areas that require co-ordination as part of the recovery process:
- Social, health and community environment;
- Economic environment
- Natural environment; and
- Built environment

Each of these functional areas overlap considerably and require co-ordination and collaboration to address issues arising from an emergency.

The following table details the functional areas of recovery.

Figure 6: Four functional areas of recovery

Social, health & community environment	Economic environment	Natural environment	Built environment
Temporary accommodation, materials assistance, financial assistance, personal support, health and medical services, counselling and case management, community development, volunteer coordination, re-establishing homes and properties	Tourism industry, small business, primary produces	Air quality, water quality, land degradation and contamination, natural environment (including public land)	Electricity, gas, water, telecommunications, transport, road and bridges, other essential services, schools, banking facilities, shops, hospitals, waste/sewerage and emergency services, development volunteer co-ordination, re-establishing homes and properties.

6.5.2. RECOVERY COORDINATION

Recovery coordination refers to the arrangements that will be used in any situation where more than one department, agency or organisation is required to provide services to assist

communities and individuals recover from the impact of an emergency. Recovery coordination arrangements should provide for:

- Assessment of impacts;
- Input of affected community into decision making;
- Coordination of service provision; and
- Communication strategies.

The responsibility of municipal recovery coordination will rest with the MRM. The role of the MRM is fully detailed in section 3.5.2 above.

6.5.3. ACTIVATION AND NOTIFICATION

The Municipal Emergency Response Coordinator (MERC) will advise recovery agencies of the emergency to the other members of the EMCG (MRM and MERO). The MRM or delegate is to initiate recovery and/or preparation activities as documented in these arrangements, as soon as practicable, after an emergency; or when advance notice of an impending emergency is known.

On receiving advice of an emergency, the MRM will bring together the responsible agencies to ensure that services and activities are provided in a coordinated manner, thus activating recovery arrangements.

Circumstances where the Regional Recovery Manager may be required to inform the MRM of the need for recovery activities may include those where:

- The event has occurred outside the municipal district;
- The response to the event is small scale, but the potential impact is large; and
- There has been no need to activate municipal resources during the response to the event.

The recovery arrangements may be implemented in support of events where no response activities were required.

6.5.4. COMMUNITY RECOVERY COMMITTEE (CRC)

Where the magnitude of the event requires community input into the recovery process one or more CRCs may be established within the affected area.

The decision to form a Committee rests with the MRM, in consultation with the Regional Director, DHS.

COMMUNITY RECOVERY COMMITTEE MEMBERSHIP.

The composition of the committee will vary depending on the affected area. The membership of the committee should include:

- MRM
- Councillor
- Government agencies

- Lake Mountain Alpine Resort
- Community groups
- Affected persons with appropriate expertise (eg: primary producers or local business people)
- Non-government agencies
- Economic development officer

COMMUNITY RECOVERY COMMITTEE FUNCTIONS.

The functions of the CRC are to:

- Monitor the overall progress of the recovery process in the effected community.
- Identify community needs and resource requirements and make recommendations to appropriate recovery agencies, municipal councils and the State's recovery management structure;
- Liaise, consult and negotiate, on behalf of affected communities, with recovery agencies, government departments and municipal councils;
- Liaise with DHS as coordinator through the designated regional director or delegate.
- Undertake specific recovery activities as determined by the circumstances and the Committee.

In the performance of these tasks, the committee has direct access to the designated DHS regional director whom should have access to resources under the regional recovery planning arrangements.

6.5.5. VULNERABLE FACILITIES LIST

The 2009 Victorian Bushfire Royal Commission examined community safety and recommended that MEMPs must contain information on Vulnerable People. The MEMP must contain:

- Information about community organisations already working with vulnerable people at a municipal level
- A register of facilities where vulnerable people are likely to be situated
- A register of 24/7 contact details of funded agencies with identified Vulnerable People.

 A list of local facilities where vulnerable people are likely to be situated is coordinated and maintained by Murrindindi Shire Council. This list includes hospitals, schools, Aged Care Facilities and child care centres. An updated copy of this document is maintained and available to Victoria Police and other agencies on Crisisworks at: https://murrindindi.mecccentral.com/

6.5.6. AGED AND DISABLED PERSONS LIST

A list of Aged and Disabled persons is available on request from the Aged and Disability Staff at Community Services, Murrindindi Shire Council. This list is an internal register of aged and disabled persons in Murrindindi Shire Council that consists of clients that are registered with Murrindindi Shire Council as receiving a Council service. Some of these people may require assistance in an emergency situation.

6.5.7. VULNERABLE PERSONS REGISTER

In accordance with the requirements of the Department of Human Services (DHS) and the Department of Health (DH), Murrindindi Shire Council has implemented and coordinated the requirements of the Vulnerable People in Emergencies (VPE) Policy, November, 2012, including the creation of a Vulnerable Persons Register (VPR). This has included working in partnership with Red Cross to identify vulnerable persons not receiving services and for screening for the VPR. The electronic VPR has been implemented and is maintained by Murrindindi Shire Council on Crisisworks at: https://murrindindi.mecccentral.com/

For further information on either the VPE policy or the VPR, please contact DHS or visit their website: www.dhs.vic.gov.au

6.5.8. RECOVERY PERSONNEL

Murrindindi Shire Council will recruit staff and/or establish dedicated positions across the organisation to ensure the recovery effort is timely, responsive to community needs, and continues as long as required.

The number and types of positions established will depend upon the scale of emergency, and the recovery requirements of impacted communities. Council will recruit personnel to dedicated positions, and/or delegate responsibility for specific recovery activities relevant to functional areas within Council. These are as follows:

- Emergency relief centre manager
- Community development officer (in liaison with DHS)
- Environment officers
- Volunteer/material aid coordinator (in partnership with external agencies)
- Communications officers
- Animal management officers
- Economic development officer
- Building inspector (s)

6.5.9. EMERGENCY RELIEF CENTRE (ERC)

An ERC is a building or a place that has been activated for the provision of life support and essential personal needs for people affected by, or responding to an emergency, and is usually established on a temporary basis to cope with the immediate needs of those affected by the initial response to the emergency.

The decision to activate an ERC is that of the EMCG, or in the absence of the EMCG, between the MERC and MRM. For a list of current relief centres, see appendix B4.

6.5.10.   EMERGENCY RELIEF CENTRE (ERC) MANAGER

The primary role of the ERC manager is the operational co-ordination and daily management of a relief centre, including the facility and service/agency representatives. This position acts as a conduit between the affected community and the MILO/Council to ensure the provision of timely and up to date information.

6.5.11. RECOVERY CENTRES

A recovery centre is a building in which a co-ordinated service response is provided to support emergency affected communities in the restoration of their emotional, social, economic, and physical well being.

They may be located in the same places as ERCs or in another more suitable location if one is appropriate.

6.5.12.   ROLE OF DEPARTMENT OF HUMAN SERVICES IN RECOVERY

The Department Human Services (DHS) has been designated as the principal recovery planning and management agency under the State Disaster Recovery Plan. In the event of an emergency, DHS is responsible for ensuring that adequate provision is made for personal support, advice and information services, temporary accommodation, material aid, financial assistance for displaced persons and the re-establishment of dwellings and community development.

DHS ensures that these functions are undertaken and that recovery is progressing effectively through its liaison and co-ordination role with municipalities and other agencies.

6.6. RECOVERY OPERATIONS

There are five primary phases or steps in emergency recovery operations that are related to a continuum relative to small, medium and large scale emergencies.

The following table is an example of recovery time continuum for large scale emergency. The time continuum for small and medium emergencies may differ from those outlined below.

1. During the incident (the response phase)
2. Immediately after the incident (1-7 days)
3. Short Term (2-4 weeks)
4. Medium Term (2-3 weeks)
5. Long term (4 months and onwards; up to 18 months or 2 years depending on the impact of the incident)

Figure 7: Recovery Continuum

DURING THE INCIDENT

Activity	Responsibility
Conduct a RIA	EMCG with assistance from OESC and DHS
Activate emergency relief arrangements (As per Relief and Recovery Plan Appendix B1)	MERC, MRM
Assess the need, an plan for, an ERC based upon data collected from RIA	MRM, planning department.

IMMEDIATTELY AFTER THE INCIDENT 1-7 DAYS

Activity	Responsibility
Establish and manage an emergency	MERO, MRM, IT

phone line (s) Direct unmanned phones to mobile.	
Continue the needs assessment and impact assessment to identify: • What needs to be done • Who will undertake those tasks • Who will they be coordinated by (who will do what, how where and when)	EMCG, DHS, planning department.
Establish a mechanism for the provision of essential needs in the impacted area e.g. resources (financial, human & equipment), water, stock feed, temporary fencing, fuel, food and material aid	DHS, EMCG
Activate a Recovery centre in the impacted area if necessary	MRM, DHS
Initiate the recovery planning process including the: • Establishment of the CRC • Development of a community recovery plan	MRM, DHS, DSE, DPI, DTPLI
If the recovery effort is broader than Murrindindi Shire, The Regional Recovery Committee may be activated to co-ordinate regional resources	DHS, MRM MERO
Financial assistance – including hardship grants etc	DHS, Centrelink
Temporary housing	MRM, DHS
Reinstatement of Community Access Road Network	Manager Infrastructure and Operations (MIO)
Scoping of extent of infrastructure damage	MIO

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SHORT TERM (2-4 WEEKS)

Activity	Responsibility
Continue to monitor needs through the impact assessment process and community feedback	Community Recovery Committee
Continue the recovery planning process including the community recovery plan developed through engagement with the community	MRM, DHS
Utilise community development workers and community engagement through: • Information sharing • Consultation • Supporting community initiatives and active participation	MRM
Financial assistance and temporary housing	DHS, MRM
Start planning for PIA	EMCG
Reinstatement of Community Access – road network initial contact with Vicroads on NDF requirements • Scale of recovery • Development of recovery plan • Initial estimated costs • Approvals for NDF funding	MIO MIO & General Manager Infrastructure Development Services & Manager Business Services

MEDIUM TERM (2-3 MONTHS)

Activity	Responsibility
Continue to implement community recovery plan	MRM, CRC
Commence planning for the development of a transition strategy to enable the timely and appropriate withdrawal of dedicated relief and recovery services and activities and transition to existing community support services.	MRM, DHS, CRC
Conduct PIA	EMCG
• Reinstatement of Community Access – road network (major events) • Update and implementation of the Infrastructure Recovery Plan, Subject to Vic Roads Approval	MIO MIO

LONGTERM (MONTH 4 AND ONWARDS)

Activity	Responsibility
Monitor, review and evaluate the community recovery plan	MRM, CRC
Continue the development of the transition strategy to support a seamless transition of recovery activities (council and support agencies) into core business. Community implementation of transition strategy.	MRM, CRC
Update and Implementation of the Infrastructure Recovery Plan, subject to Vicroads approvals	MIO

6.6.1. ESCALATION

Initial recovery management is undertaken at a municipal level. In the event that an emergency exceeds the capacity of Murrindindi Shire Council due to the:
- Scale
- Complexity
- Geographic area
- Level of human impact or
- Dispersion of the affected population

DHS will assume the role of co-ordinating agency for recovery at the regional and state levels.

6.6.2. COMMUNITY INFORMATION AND BRIEFING

Community information and briefing are vital components that assist in the recovery of emergency affected individuals and communities. Community information sessions will be conducted as soon as possible after an emergency in partnership with Victoria Police, CFA and SES.

The development of relevant and appropriate community resources and activities empower the community and enhance their resilience, thereby assisting their recovery process.

Murrindindi Shire Council will actively engage the community through a range of mechanisms including media releases, advertisements, newsletters, local radio (UGFM), Council website and local services networks.

6.6.3. RAPID IMPACT ASSESSMENT (RIA)

An RIA is an initial appraisal of the extent of damage, disruption and breakdown to the community and its infrastructure resulting from the emergency or disaster. The information is provided to the MECC to enable the EMCG to plan for current and future response and recovery activities.

6.6.4. POST IMPACT ASSESSMENT (PIA)

A PIA draws upon information gathered from the RIA and is an appraisal of the extent of damage, disruption and breakdown to the community and its infrastructure resulting from the emergency or disaster.

To facilitate this process the MRM, MERO, deputies and service agencies will as early as practical:

1. Survey the extent of damage and evaluate financial and material needs;
2. Provide a priority listing to assist agencies in the performance of their functions to address community needs;
3. Monitor the acquisition and application of financial and material aid provided or required during the recovery period

7. ANCILLARY ARRANGEMENTS

7.1. FINANCIAL ARRANGEMENTS FOR MITIGATION

Appendix 1 Part 8 of the *Emergency Management Manual Victoria* summarises the major funding programs which can be accessed for prevention and mitigation purposes. Most are offered on a cost-sharing basis, typically one-third local agency, one-third State and one-third Commonwealth. Some projects may be funded on a 50:50 basis by State and Commonwealth.

Please note that all programs are subject to the eligibility criteria specific to that program and there is generally an assessment panel at both the State and Commonwealth levels that will make either recommendations or final decisions on projects

7.2. FINANCIAL ARRANGEMENTS FOR RESPONSE AND RECOVERY

The following summarises financial responsibilities for expenditure on response and recovery activities. As a general rule, whichever agency originates the request for the resources will be responsible for all costs.

7.2.1. EMERGENCY PAYMENT RESPONSIBILITIES

- Where an agency's expenditure is in order to fulfil its own responsibilities, that agency is responsible for the cost
- Where one agency requests services and supplies in order to fulfil its own responsibilities as articulated in plans, that agency is responsible for costs incurred
- When a control agency requests services and supplies (for example, catering) on behalf of a number of supporting agencies, the control agency will be responsible for costs incurred
- Municipal councils are responsible for the cost of emergency relief measures provided to emergency-affected people.

7.2.2. VOLUNTARY AGENCIES

Agencies are called upon to provide resources within the limit of their means. Where a volunteer agency expends extraordinary funds providing resources for emergency response and recovery to the extent that it seeks financial reimbursement, it should notify the control agency, or the agency to which it is providing services, at the earliest possible opportunity, preferably before deployment commences.

7.2.3. MUNICIPAL COUNCIL

Murrindindi Shire Council is expected to use its resources in an emergency situation within the municipality. Where equipment and/or personnel are sourced from external providers, the municipal council is responsible for providing those resources.

Some reimbursement may be available. Extraordinary expenditure incurred, (e.g. for overtime, or equipment hire used in emergency protection works, restoration of publicly owned assets or relief

provided to emergency-affected people) may qualify for reimbursement by the Department of Treasury and Finance, refer to Appendix 1 Part 8 *Emergency Management Manual Victoria*.

7.2.4. STATE AGENCIES

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

7.2.5. PRIVATE ORGANISATIONS

Private organisations meet their own expenses incurred in emergency activities.

7.2.6. GOVERNMENT POST-EMERGENCY ASSISTANCE MEASURES IN RECOVERY

A number of post-emergency assistance measures which may be made available to assist in various aspects of the recovery process can be found at Appendix 1 Part 8 *Emergency Management Manual Victoria*. Most are provided by Victorian Government agencies; a few Commonwealth assistance measures are also listed. Important factors to note are:

- Assistance measures are identified as being generally available at departmental discretion, or requiring a specific Government decision on each occasion
- The table is intended to list specific assistance in the form of financial or in-kind measures.
- Other recovery services are listed under Services and Agencies for Recovery in Part 7, pages 7–4 to 7–6 *Emergency Management Manual Victoria*.

The assistance measures cover:

- Individual human need;
- Residential and community reestablishment
- Community Safety/health
- Economic Recovery
- State Government assistance to Municipal Councils
- Commonwealth Government assistance to persons/Municipal Councils

7.2.7. NATURAL DISASTER RESILIENCE PROGRAM

The Emergency Management Manual Victoria, Part 8 Appendices and Glossary Appendix 1 – Financial Arrangements, details the funding arrangements of the Natural Disaster Resilience Program (NDRP) supports initiatives to reduce the impact of natural disasters, enhance

community resilience and support emergency volunteers. The Department of Justice administers the Natural Disaster Resilience Grants Scheme for Victoria.

7.2.8. NATURAL DISASTER FINANCIAL ASSISTANCE

Natural Disaster Financial Assistance (NDFA) for local councils in Victoria is provided by the Victorian State Government to assist in the recovery process and alleviate some of the financial burden that may be experienced following a natural disaster, in accordance with Commonwealth-State Natural Disaster Relief and Recovery Arrangements (NDRRA).

The NDRRA defines eligible natural disasters as 'any one of, or a combination of, the following natural hazards: bushfire; earthquake; flood; storm; cyclone; storm surge; landslide; tsunami; meteorite strike; or tornado. These arrangements do not apply to disasters where human activity is a significant contributing cause (e.g. poor environmental planning, commercial development, personal intervention (other than arson) or accident.

Refer to Department of treasury & Finance for details and a range of publications providing guidance for financial assistance:

* http://www.dtf.vic.gov.au/Victorias-Economy/Natural-disaster-financial-assistance

7.3. RELOCATION AND EVACUATION COORDINATION

7.3.1. RELOCATION

The term relocation refers to a decision to leave a potentially affected area prior to the onset of an emergency. In most instances this will involve a decision made by each affected person or household, acting on the advice of the control agency.

The control agency will provide advice about relocation to the affected or potentially affected community when intelligence suggests that there is a risk to an individual or community from the impact from a potential emergency.

In most emergency situations in Victoria, a person cannot be forced to leave a property if they have a pecuniary interest in the property, or any goods thereon.

Therefore, whenever possible, potentially affected communities should be advised regarding relocation to another safe location, prior to the onset of the impact of the emergency. The final decision, after consideration of the advice from the control agency, as to whether to relocate or not is made by the affected people themselves.

In most circumstances persons choosing to relocate will stay with family or friends. They may require assistance from response, recovery, and relief agencies as appropriate.

Prior to recommending that people relocate the control agency should give consideration to the consequences of undertaking the five-stage relocation/evacuation process.

7.3.2. EVACUATION

"The decision to evacuate is made by the person who leaves the dangerous area. The role of the response agencies is to recommend evacuation and to assist affected people through a safe and efficient evacuation process "– EMMV Part 3.

Evacuation is a safety strategy requiring the planned relocation of people from a dangerous or potentially dangerous area to a safer area and eventual return.

The decision to recommend that people evacuate rests with the Control Agency in conjunction with Police and other expert advice. Once the decision has been made Police are responsible for carrying out the evacuation process.

Consideration must be given:

- to the area which is to be evacuated
- the number of evacuees
- methods of alerting the "at risk" community
- resources required
- the time frame available
- the route to be followed
- the means of transport
- the location to which evacuees will be asked to attend
- cultural diversity of those to be evacuated

7.4. ACQUISITION OF GOODS AND SERVICES

The municipality and other recovery agencies shall obtain and pay for goods/services through their own supply systems in accordance with guidelines as set down under policy at that time.

The MRM with the assistance of DHS will coordinate the acquisition and supply of goods/services which cannot be provided by the municipalities or participating agencies. When goods can only be obtained in such a manner, approval for payment from DHS is required prior to the goods being obtained.

7.5. DONATED GOODS, VOLUNTEERS AND OFFERS OF ASSISTANCE

7.5.1. DONATED GOODS

There are a number of agencies identified in the Murrindindi Shire Council Relief and Recovery Plan that coordinate the management of donated goods on behalf of Murrindindi Shire Council and Lake Mountain Alpine Resort (see appendix B1).

7.5.2. VOLUNTEERS

Those wishing to volunteer during an emergency will be directed to register with Volunteers Victoria at their website: http://volunteeringvictoria.org.au/

Volunteering Victoria will coordinate all volunteers used in an emergency on behalf of Murrindindi Shire Council

7.5.3. DONATED FODDER AND OFFERS OF AGISTMENT

During an emergency the Victorian Farmers Federation (VFF) will coordinate donated fodder and offers of agistment on behalf of Murrindindi Shire Council.

7.5.4. OFFERS OF ASSISTANCE

Offers of assistance will be managed in the first instance by Murrindindi Shire Council. Offers for volunteer work, donated goods and fodder and offers of agistment will put on a register held at Murrindindi Shire Council. If appropriate, the register will be forwarded to one of the organisations outlined above.

Those offers that do not fit within 6.8.1, 6.8.2 or 6.8.3 will be managed directly by Murrindindi Shire Council. Examples of offers of assistance coordinated by Murrindindi Shire Council include those from:

- local clubs and groups (eg: football clubs etc)
- regional and State based clubs and groups (eg: Landcruiser Club of Victoria) and
- Department of Justice (DOJ) works crews
- Community On Ground Assistance (COGA) in Kinglake
- Neighbourhood and Community Houses
- and other offers as they arrive

APPENDIX A: ADMINISTRATION

A1: AMENDMENT HISTORY AND AUDIT REPORT

AMENDMENT / REVISION NO.	DATE OF ISSUE	SECTION	PAGE NO.	AMENDMENT DATE
1	15 July 1997			23/5/1997
2	7 October 1998			21/9/1998
3	24 September 1999			24/9/1999
4	21 December 1999			21/12/1999
5	31 May 2000			25/5/2000
6	19 December 2000			19/12/2000
7	4 June 2001			1/6/2001
8	5 December 2002			29/11/2002
9	11 May 2004			11/05/04
10	21 March 2005			21/03/05
11	19 June 2006	MEMP re-issued for combined area of Shire of Murrindindi and Lake Mountain Alpine Resort	All	19/06/06
12	22 May 2007	Foreword Management Contacts Appendix D Appendix F	All All All All All	22/05/07
13	18 December 2007	Contact List Distribution List Management	All All 1	18/12/07
14	18 December 2007	Foreword Contact List Appendix F Management Appendix D	1 + 2 All 4,5,7 1 All	16/01/08
15	10 July 2008	Foreword Management Contact List Appendix F	1 + 2 1 All All	10/07/08
16	6 January 2009	Foreword Management Contact List Appendix D	Amend Record 1 + 2 3,4,12 1 + 2	06/01/09

AMENDMENT / REVISION NO.	DATE OF ISSUE	SECTION	PAGE NO.	AMENDMENT DATE
		Appendix F	3,4,7,8	
		LMAR Appendix I	All	
		LMAR Appendix J	All	
		LMAR Appendix K	All	
		LMAR Appendix L	All	
		LMAR Area Description	All	
		LMAR TOC	All	
17	5 August 2010	All sections - disk format sent to all plan holders	All	30 /06/10
18	November 2011	Cover Page	0	30/11/11- 25/1/13
		Amended	1	
		Record	2	
		Forward	3,4,5	
		Table of Contents	9	
		Statement of Audit	3	
		Area Description	2	
		Management	1-11 (all)	
		Support	1-2,4-5,6	
		Contact Directory	1-7	
		Appendix C	1,4	
		Appendix D	All	
		Appendix F	1,2,4,7,8	
		Appendix I	All	
		Appendix A – 4	All	
		Response	5	
		Recovery	All	
		Prevention	3	
19	July 2012	Management	2	July 2013
		Contact Directory	2	
20	October 2013	Management	2	9/10/13
		Contact Directory	2,3,5,9	
1	**August 2014**	**Complete rewrite**	**All**	**August 2014**

INSERT AUDIT CERTIFICATE HERE

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A2: MOU BETWEEN MURRINDINDI SHIRE COUNCIL AND LAKE MOUNTAIN ALPINE RESORT REGARDING EMERGENCY MANAGEMENT

Memorandum of Understanding between Lake Mountain Alpine Resort Management Board (the board) and Murrindindi Shire Council (Council) for shared emergency management arrangements

Murrindindi Shire Council accepts the role of 'Principal' in relation to Municipal emergency management

For the Municipal areas of Murrindindi Shire Council and Lake Mountain Alpine Resort

The Board and the Council, hereinafter referred to as "the Parties" wish to facilitate the documentations, planning and management in regard to emergencies that may occur within the Lake Mountain Alpine Resort (the Resort) and the Municipal district of Murrindindi Shire Council.

1. **Objective**

   1.1. Section 19 of the *Emergency Management Act 1986* (the Act) provides the mechanism where

   "two or more municipal councils may, with the approval of the Coordinator in Chief, appoint one of the Municipal Councils to be the principal Municipal Council in relation to emergency management".

   1.2. It is the intent of the Parties that the Council be appointed as the "principal municipality" and the Council will accept responsibility for emergency management for the whole of the area of the Municipal district of the Shire, and the Resort.

   1.3. The Board is deemed for the purpose of the Act to be a Municipal Council by S.5(a) of the *Alpine Resorts (Management) Act 1997*

2. **Municipal Emergency Management Plan**

   2.1. The Board authorizes, and both the Council and the Board agree that the Council will prepare and manage on behalf of the Council and the Board a Municipal Emergency Management Plan (the Plan) in accordance with the requirements of the Act (S.20 and other provisions) for both the Municipal district of the Council and the Resort providing for emergency mitigation, response to and recovery from emergencies affecting or likely to affect the Municipal district of the Council and/or the Resort

   2.2. To meet this objective it is agreed that

   - The Council be appointed the "principal municipality" as provide for in Part 4 of the Act for the Resort Area
   - The Council will modify the current Municipal Emergency Management Plan to for a consolidated plan that will:
     - Document the risks and the planning, preparedness, mitigation, response and recovery measures for identified emergency scenarios

- o Develop a system for ongoing review and control of documentation and the plan
- o Cooperatively manage, where possible, emergency situations with the Resort and apply appropriate management and resources as may be required
- o Implement recovery measures appropriate to emergency events
- o Administer financial arrangements to cover expenses of management and resources utilized in an emergency response.
- o Participate in the ongoing planning process of review and revision of the Plan.

3. **The Municipal Emergency Management Planning Committee**

   3.1. The Council shall appoint and maintain the Municipal Emergency Management Planning Committee (the Committee) which shall include one (1) representative from the Board.

   3.2. The Committee must have regard to the elements of the Plan from a risk analysis perspective to ensure that all potential emergencies are identified and considered.

   Preparedness:

   3.3. The Committee must conduct at least annually a review of the Plan and make and record amendments as necessary.

   Response and Recovery

   3.4. The implementation of the Plan will involve the Council's designated officers including the Municipal Emergency Resource Officer, and the Committee as appropriate in the response and recovery phases of any emergency. Where possible the Board's representatives will be involved when required.

4. **Implementation and Arrangement**

   4.1. The Plan, incorporating the Lake Mountain Alpine Resort Emergency Management Plan shall be subject to a single audit by the auditing authority for compliance with the requirements of the Act

   4.2. The Committee will apply audit outcomes to prioritize review and amend the Plan and associated process of risk analysis, response, recovery and the arrangements for administration and documentation

   Costs

   4.3. The Council will invoke actions for recovery of costs associated with the performance of the above roles for and on behalf of the Board – including any emergency event role expenditure or resourcing reasonably incurred during an event. Where costs have been incurred that are not recoverable from other parties, the Board shall reimburse the Council for such expenses incurred on behalf of the Board and/or in respect of the resort.

4.4. An amount of $500 shall be paid by the Board within 30 days of the date of execution of this Memorandum of Understanding by or on behalf of the Board and $200 thereafter (subject to periodic review) as a means to defray costs associated with the development of the Plan, and printing, distribution and meeting expenses

5. Settlement of Differences

5.1. Any dispute or grievance arising between the Parties under this Agreement which cannot be resolved by the Parties must be submitted by the Parties to an arbitrator appointed by the Minister responsible for the Board in conjunction with the Minister administering the *Local Government Act 1989*. The Parties must abide by the decision of the arbitrator

6. Amendment

6.1. This Memorandum of Understanding may be amended at any time by exchange of letters of mutual consent between the Parties.

7. Entry into Force, Duration and Termination

7.1. This Memorandum of Understanding shall be subject to the approval of the Coordinator in Chief under the Act and shall come into force of the day of its signing and be effective for a period of 5 years unless otherwise extended or revoked.

7.2. This Memorandum of Understanding may be terminated by either Party giving notice in writing three (3) months in advance to the other Party

In Witness Whereof,

The undersigned have signed this Memorandum of Understanding.

At Alexandra on:

Signed for and on behalf of the Lake Mountain Alpine Resort Management Board by its duly appointed representative.

> **Phil Nunn**
> Executive Officer,
> Lake Mountain Alpine Resort Management Board

| _____ | _____ |
| Signature | Date |

Signed for and on behalf of the Murrindindi Shire Council by its duly appointed officer

> **Margaret Abbey**
> Chief Executive Officer,
> Murrindindi Shire Council

| _____ | _____ |
| Signature | Date |

A3: DISTRIBUTION LIST AND DISTRIBUTION OF UPDATES

The full version of the MEMP is distributed to MEMPC members (see Appendix A4 below) via Crisisworks (murrindindi.mecccentral.com.au). A restricted version of the MEMP, without contact lists containing personal information, is available for download for the public from the Murrindindi Shire Council Website (www.murrindindi.vic.gov.au).

Others without Crisisworks access (ie those not on the MEMPC) will be circulated an electronic version of the document via email. Paper copies will no longer be sent out by Murrindindi Shire Council but will be available for public viewing at Customer Service Centres and Libraries (public version only) on request. If no email address is provided, an electronic version on memory stick will be mailed out.

Notification of updates to the MEMP on Crisisworks will be emailed to the Contact List (which includes all MEMPC members) and the Distribution List (see below) detailed below by the MEMPC Executive Officer when appropriate.

The latest version of the MEMP will also be sent to the State Library of Victoria to meet section 49 of the *Libraries Act 1988* by the MEMPC executive officer.

It is the responsibility of those identified in both the Contact List and Distribution list to ensure that their organizations, and required persons within their organizations, have copies of the MEMP where and when required. It is not the responsibility of Murrindindi Shire Council to ensure personal distribution of the MEMP within any given organization.

ELECTRONIC DISTRIBUTION LIST

Agency	Name	Address/Position	Email Address
Adjoining Municipalities (MERO)			
Mansfield Shire Council		Private Bag 1000 MANSFIELD VIC 3726	mansfield@mansfield.vic.gov.au
Mitchell Shire Council		113 High Street BROADFORD VIC 3658	mero@mitchellshire.vic.gov.au
Nillumbik Shire Council		PO Box 476 GREENSBOROUGH VIC 3088	mero@nillumbik.vic.gov.au
Strathbogie Shire Council		PO Box 2 EUROA VIC 3666	mero@strathbogie.vic.gov.au
City of Whittlesea		Locked Bag 1 BUNDOORA VIC 3083	mero@whittlesea.vic.gov.au
Shire of Yarra Ranges		PO Box 105 LILYDALE VIC 3140	mero@yarraranges.vic.gov.au
Alpine Shire		Bright VIC 3741	mero@alpineshire.vic.gov.au
Country Fire Authority			
CFA Region 12 Headquarters	Peter Creak	Operations Manager, District 12	p.creak@cfa.vic.gov.au om.d12@cfa.vic.gov.au
Department of Human Services			
	Leo Ryan	Manager Emergency Management	leo.ryan@dhs.vic.gov.au
	Sally McCarron	DHS Emergency Management Coordinator Hume Region, East	sally.mccarron@dhs.vic.gov.au

Agency	Name	Address/Position	Email Address
		Division	
Medical			
Ambulance Victoria	Maurice Woodburn	Ambulance Victoria. PO Box 9000 Wangaratta VIC 3676	maurice.woodburn@ambulance.vic.gov.au
Murrindindi Community Health Service		Myrtle Street, ALEXANDRA VIC 3714	
Police			
Note: MERC (in contact list below) is responsible for distribution of MEMP to local Victoria Police Stations			
	Superintendent Fred Johansen	Regional Emergency Response Co-ordinator (RERC)	frederick.johansen@police.vic.gov.au
	Inspector Paul Hargreaves	Regional Emergency Management Inspector (REMI)	paul.hargreaves@police.vic.gov.au
	Superintendant Michael Sayer	District Emergency Response Coordinator (DERC)	michael.sayer@police.vic.gov.au
State Emergency Service			
	Keith O'Brien	Regional Manager	keith.obrien@ses.vic.gov.au
	Neil Payn	Manager Regional Operations – EM	neil.payn@ses.vic.gov.au
Red Cross			
Red Cross Emergency Services Department Melbourne	Philippa Day	23-47 Villiers Street NORTH MELBOURNE VIC 3051	pday@redcross.org.au
Electricity Suppliers			
AGL	Nick Demetrious	Head of Security and Emergency Management, 0419 545 077	ndemetrios@agl.com.au
AusNet	Craig Velt	Regional Customer & Community Manager SP AusNet – North Region Mobile: 0417 487 139	craig.velt@sp-ausnet.com.au csc@ausnetservices.com.au emergency@sp-ausnet.com.au
PowerCor	Ian Gillingham	Regional Asset Manager	IGillingha@powercor.com.au
Government Agencies			
Alpine Resorts	Ben Howells State Projects	Department of Planning and Community Development GPO Box 2392 Melbourne 3001	ben.howells@dtpli.vic.gov.au
Centrelink/ Department of Health	Christine Furlong	Service Centre Manager Seymour	Chris.Furlong@humanservices.gov.au
DEPI	John Steer	District Manager For Murrindindi, Alexandra Office	john.steer@depi.vic.gov.au
DEPI	Lachlan Barnes	Biosecurity Program Manager Hume Region, Tatura Office	lachlan.barnes@depi.vic.gov.au
Parks Victoria	Andy Miller	District Program Manager, Alexandra Office	andy.miller@parks.vi.gov.au
Goulburn	Guy Tierney	Flood plain manager	guyt@gbcma.vic.gov.au

Agency	Name	Address/Position	Email Address
Broken CMA			flood.response@gbcma.vic.gov.au
Goulburn Valley Water	Luke Haines	Risk, Emergency & Assurance Coordinator	lukeh@gvwater.vic.gov.au incident@gvwater.vic.gov.au
Goulburn Valley Water	Ken Turner	4989 Maroondah Hwy ALEXANDRA VIC 3714	kent@gvwater.vic.gov.au
Goulburn Murray Water	Ken Coller		kcoller@g-mwater.com
VicRoads	Bryan Sherritt	Regional Director	bryan.sherritt@roads.vic.gov.au.
Libraries			
Australian Emergency Management Institute	Library	Mount Macedon Road MOUNT MACEDON VIC 3441	darren.osullivan@ag.gov.au em.library@ag.gov.au
National Library			legaldeposit@nla.gov.au
State Library			legaldeposit@slv.vic.gov.au
Other Contacts			
UGFM	Peter Weeks	Perkins Street ALEXANDRA VIC 3714	weeksradio@virtual.net.au

PAPER FORMATED MEMP DISTRIBUTION LIST (PUBLIC VERSION)

Name	Address
LIBRARY - ALEXANDRA	Murrindindi Shire Council Perkins Street ALEXANDRA VIC 3714
KINGLAKE OFFICE	Murrindindi Shire Council 19 Whittlesea/Kinglake Road KINGLAKE VIC 3757
YEA OFFICE	Murrindindi Shire Council Civic Centre Semi Circle Yea 3717

A4: MEMPC MEMBERS

Chairperson - Councillor	Cr Andrew Derwent
Municipal Emergency Resource Officer (MERO)	Matt Parsons
Deputy MERO's – MSC	John Canny
Deputy MERO's – MSC	Mark Leitinger
Deputy MERO - LMAR	Brett Weinberg
Municipal Recovery Manager (MRM)	Naomi McNamara
Deputy MRM - MSC	Sue McLaurin
Deputy MRM – MSC	Dee Welch
Deputy MRM - LMAR	Andrew Paul
EMLO – MSC	Chris Price
Municipal Fire Prevention Officer (MFPO)	Andy Daly
Deputy MFPO	Casey Southurst
MEMPC Executive Officer and EHO	Natalie Stewart
Municipal Emergency Response Co-ordinator (MERC)	Snr Sgt. Mark Hesse
Police Representative (Deputy MERC) Representative (Deputy MERC)	Sgt. Trevor Connell Police Andrew Walker
Police Representative (Deputy MERC)	Greg Paul
Fire Service Representatives (Region 12)	To be confirmed
Fire Service Representatives (Alexandra / Yea Groups)	Allan Layton / Neil Beer
VICSES Representative (NE Region)	John Newlands
Ambulance Representatives (Health Commander	Maurice Woodburn
DEPI Representative	John Steer
UGFM Radio Murrindidni	Peter Weeks
Red Cross Representative	Jo Wilson-Hawe
Centrelink Representative	Christina Howard
Alexandra Hospital Representative	Margaret Baker
Yea Hospital Representative	Lorina Gray

Others as required

Communications Officer WICEN	Peter Weeks
AGL (Southern Hydro) Representative	Team Leader Eildon
Goulburn Murray Water Representative (Eildon)	Ivan Smith
VicRoads	Jeff Blackie
Department of Primary Industries (Animal Welfare)	Gary Stone
VICSES Representatives (Alexandra / Marysville	Len Sawyer / Ian Bates /
Kinglake units)	Leanne Klammer
Ambulance Victoria	
- Alexandra Station	Andrew Woollard
-Yea Station	Robert Gill

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A6: MECC STANDARD OPERATING PROCEDURES

LOCATION

Primary MECC:

Murrindindi Shire Council – Meeting Room 1, Main Office, Perkins Street, Alexandra

Lake Mountain Alpine Resort - Administration Office, Gerraty's, Lake Mountain.

Alternate MECC(s):

Murrindindi Shire Council – Council Chambers, Perkins St, Alexandra.

Lake Mountain Alpine Resort - The Secondary ECC will be established in the location pertinent to the event or incident.

ROLE OF THE MECC

A MECC Manager has been tasked with setting up and running the MECC.

Under the supervision of the MERO the role of the MECC is:-

- Administer the provision of resources from within the municipality

(i)   During emergencies within the area,

(ii)   From supporting neighbouring municipalities, and

(iii)   During support to a neighbouring municipality.

- Registration of casual emergency workers
- Administration of Emergency Relief and Supplementary Supply accounting
- Disseminate current accurate information and Sitreps as required.

ACTIVATION OF MECC

The MECC can be activated at the request of the Municipal Emergency Response Co-ordinator. This may be on the advice of:

- Regional Emergency Response Co-ordinator
- Control Agency
- MERO

The MECC can also be activated by any member of the EMCG (MERO, MRM or MERC) if they feel that a given emergency warrants the MECC to be set up

ACTIVATION PROCEDURE
- Access building to be used as MECC
- If needed, clear area to be used (should be done by office staff)
- Call in appropriate staff

- Set up tables and chairs
- Provide necessary stationery
- Establish and test MECC communications
- Install visual display boards and maps

STAFFING OF MECC

Staffing of the MECC should be made up of the following;

- Municipal Emergency Response Co-ordinator (where not required at the ICC)
- MERO
- MRM
- MECC Manager (responsible for administration of MECC)
- Administration personnel (keyboard operators, log keepers etc[municipal staff and others])
- Persons responsible for functional areas   (liaison officer)
- Others as required or co-opted
- Other service liaison officers if required

MECC staff may wish to bring the following equipment:

- Mobile phone, spare battery / charger
- Laptop – if email required wireless connection will be needed
- Memory Stick – to download information to be printed – printer access will be available at the Administration Support Officers desk

COMMUNICATIONS

All communications in and out of the MECC must be logged and actioned accordingly. This applies to all radio, telephone, and other messages. In some cases this may only require logging and filing.

GENERAL MECC INFORMATION

The MECC must be secure to prevent unauthorised people from gaining access. This can be achieved by use of a reception area.

An area must be identified as a media liaison area for briefings along with handling requests for information and advice from the public.

The MECC Manager is responsible for organising staff relief, catering, security, parking, registration and comfort.

A7: TRANSITION FROM RESPONSE TO RECOVERY TEMPLATE

An agreement for transition of coordination arrangements from response to recovery

Effective Date for Transition Agreement – xx – xx - xxxx

For the impacted municipality/s as follows:

[INSERT LIST OF IMPACTED MUNICIPALITY/S]

Control and coordination for the **[INSERT NAME OF EMERGENCY]** have been handed over from the Control Agency and the Emergency Response Coordinator to:

[INSERT ONE OF THE FOLLOWING THREE OPTIONS]

[Impacted municipality/s] OR

[Regional Recovery Coordinator, and impacted municipality/s] OR

[State Recovery Coordinator, Regional Recovery Coordinator, and impacted municipality/s]

Endorsed by:

Local (if applicable)	Regional/Divisional	State
Control Agency Incident Controller	**Control Agency**	**Control Agency**
Victoria Police Municipal Emergency Response Coordinator	**Victoria Police** Divisional Emergency Response Coordinator	**Victoria Police** State Emergency Response Officer
Local Government Municipal Recovery Manager	**Department of Human Services** Regional Recovery Coordinator	**Department of Human Services** State Recovery Coordinator

1.   Introduction

The purpose of this document is to assist emergency management agencies involved in response and recovery to achieve a seamless transition of information, resources, management and coordination of activities.

The scope of the transition agreement arrangements includes:

- Authorisation arrangements;
- Coordination and management arrangements;
- Transition activities and tasks to ensure continuity of essential community support;
- Information and communication arrangements.

A schedule of transition actions required is at Attachment 1.

Description of the event

A description of the event is at Attachment 2

Authority

This transition agreement is endorsed by the following agencies in consultation with the local government areas affected, and reflects the state, regional and local levels of interest in emergency response and recovery:

- Victoria Police delegated Emergency Response Coordinator;
- Control Agency;
- Department of Human Services State/Regional Recovery Coordinator;
- Impacted Municipalities

This is pursuant to the roles and responsibilities detailed in the Emergency Management Act (1986) and the Emergency Management Manual Victoria.

Coordination and management arrangements for transition from response to recovery

The decisions relating to the timing of the transition of response to recovery coordination, and whether recovery coordination will be transitioned to local and/or state government), will be impacted by a number of key considerations, including:

- The nature of the hazard/threat and whether there is a risk of a recurring threat.
- The extent of impact on communities, as this may determine if a prolonged transition period needs to be implemented.
- The extent of and known level of loss and damage associated with the incident.
- The considerations for the extent of emergency relief required by affected communities.
- The considerations for the resources required to be stood up for effective recovery arrangements.

The Incident Controller, the Emergency Response Coordinator and Emergency Recovery Coordinator (State and/or Regional/Local Government – Municipal Emergency Resource Officer/Municipal Recovery Manager) will determine the transition structure and handover requirement to fully establish the Recovery Coordination arrangements. In a prolonged campaign incident, a transition period will be established to allow sufficient time for briefing, resource planning and implementation of immediate recovery services.
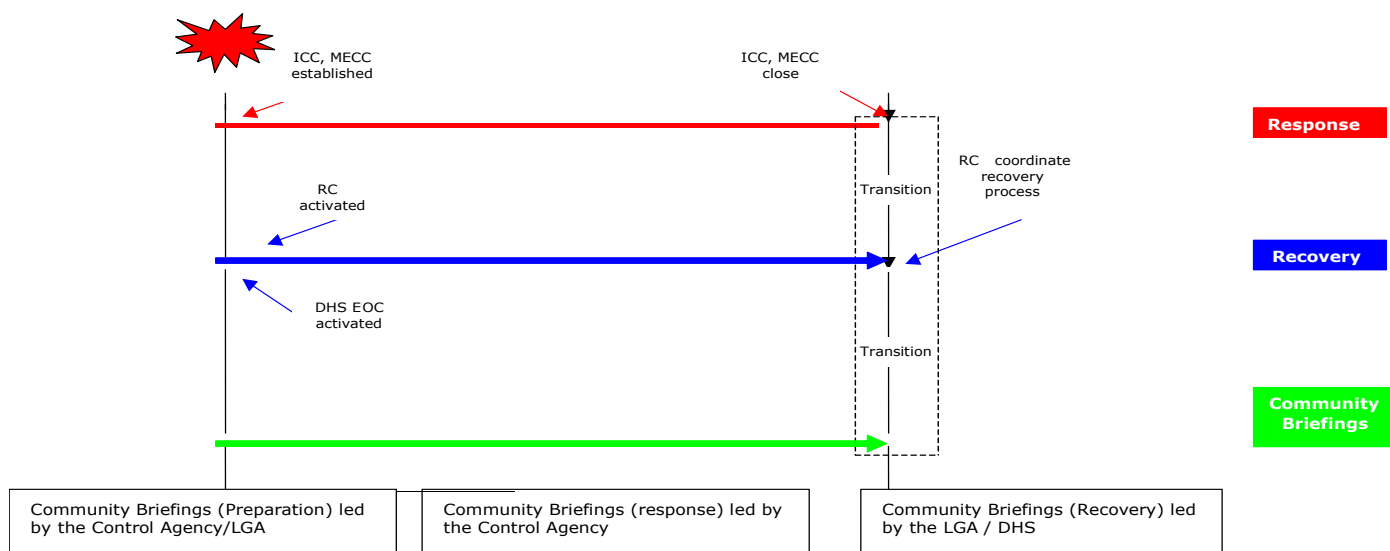
The Transition Agreement involves specific activities of a short-term nature as recovery coordination requirements evolve and become fully established.

The key tasks under this agreement include:
- Continuity of emergency relief requirements, if required.
- Identifying resources required to support immediate community recovery requirements including public health and safety.
- Coordination of essential cleanup operations.
- Initial Impact Assessments[9] in the affected communities.

Conclusion of response implies the cessation of the responsibilities of Victoria Police as response co-ordinators. However, during the initial phase of recovery coordination, and on request of the Recovery Coordinator, the Victoria Police and other response agencies will continue to support recovery activities to affected communities.

Response and recovery agencies will work cooperatively during the period of transition and provide each other with appropriate support. Co-ordination responsibility is passed to the Department of Human Services as the recovery co-ordination agency at the State and Regional level, while Local Government has management responsibility at the municipal level.

Transition Activities and Tasks

The following activities and tasks should be undertaken during transition:

- Notification of the Transition Agreement to response and recovery agencies;
- A briefing report for the Recovery Coordinator from the Incident Controller;
- Handover of the immediate media coordination arrangements from the Control Agency to the Recovery Coordination Agency
- Identification of resources for transfer from response to recovery for continuity or services, including logistics and supply contracts;
- Provision of initial impact assessment data/information and the status of clean-up projects by the control agency;
- Implementation/development of a model for ongoing recovery coordination operations, including identification of additional agencies required for service delivery

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[9] As obtained by reference to Initial Impact Assessment Guidelines December 2012

- Identification/notification of the hazard/threat and OH&S issues for recovery interests;
- Development of a communication strategy, notifying key stakeholders of the coordination changes for the ongoing management of the incident, including community interests – authorised by Incident Controller, Response Coordinator and Recovery Coordinator;
- Ongoing management of relief centres and establishment of recovery centres with key contact information by Local Government
- Consideration to implement of initial outreach programs to enable more accurate assessments of impacts and determination of appropriate recovery activities

Information Management/Communication

Information is the primary tool to assist individuals to make informed choices about their safety and to take responsibility for their own recovery.

A communications strategy is required to maintain timely, accurate and relevant information for the community, agencies and government. The following communication methods apply during emergency response and should be continued during recovery to meet community needs:

- Community information meetings to be scheduled as needed and also include key recovery representatives.
- Regular incident status updating, and linkages of agency and department public Internet pages. Note that www.recovery.vic.gov.au is the State's single recovery website and will be updated for public recovery information.
- Provision of a Victorian Emergency Recovery Information Line 1300 799 232
- ABC radio metropolitan and regional radio reports.
- Media releases on services available via media outlets, electronic and paper.
- Community newsletters.
- Coordinated community and business sector outreach programs.

During an emergency, community information sessions are convened by the Control Agency. They provide information about the risk and consequences of the hazard to the community. Local government attends these meetings to provide information about recovery services that may be required.

On request of the Recovery Coordinator, the Control Agency will continue to attend meetings post the impact/response phase. This will be jointly convened with the relevant local government representative. DHS will provide support and assistance as required, including specialist information on family, public and community health.

Emergency management agencies have an important role to play in community engagement. This includes providing the opportunity within information sessions for the affected community to share their experiences and to have these acknowledged. Community information sessions also provide an opportunity to start identifying issues that may require additional advice or clarification as part of the recovery process.

Attachments:
1. Schedule of Transition Arrangements
2. Description of Event

Attachment 1

Schedule of Transition Arrangements

The following schedule of transition activities is to be utilised as applicable for the following impacted municipalities:

Key considerations for Transition:

- Potential impacts
- The integration of recovery activities
- The provision of initial impact information via the Incident Control Agency and Incident Management Teams

	Key Actions – Incident Control Agency Note: The following actions may occur concurrently:	Lead Agency	Confirmation process
1	Incident Control Agency to identify the timing of transition relative to the continuing threat and the role of the Incident Management Team. This may occur as a phased transition program across the impacted districts/LGA's dependant on timing of impacts and continued threat.		Handover report
2	Recognition of the continuing role of the Incident Control Agency in the management of the control of threats and mitigation works.		
3	A briefing report for the Municipal Recovery Manager and the Regional Recovery Coordinator from the Incident Control Agency (Attachment 2).		
4	Establish a transition for community information arrangements from the Incident Control Agency, with community support and recovery input from the affected LGAs and DHS for community interests.		Briefing
5	Identification of resources required from response to recovery for continuity or services, including logistics and supply contracts.		Verbal Briefing
6	Provision of initial impact data/information report, and the status of clean-up projects by control agency including the coordination of information from departments, agencies I and LGA.		Report
7	Identification/notification of the hazard/threat and OH&S issues for recovery interests.		
8	Development of a communication strategy notifying key stakeholders of the coordination changes for the ongoing management of the incident, including community interests, in conjunction with the Response Coordinator, Recovery Coordinator and Municipalities.		
9	**Key Actions – Response Coordination Agency**		
10	Briefing from Victoria Police Municipal Emergency Response Coordinator to DHS Regional Recovery Coordinator and Municipal Recovery Manager (joint briefing see item 3). Briefing to include the ongoing MECC functionally requirements.	VicPol	Verbal Briefing
11	Details of vulnerable people who were identified and subsequently evacuated or assisted as a result of the incident have been passed onto respective LGA.		
12	**Key Actions – Recovery Coordination Agency**		

13	Implementation/development of a model for ongoing recovery coordination operations, including identification of additional agencies required for service delivery; including departments, agencies, and LGA.	DHS	Via Recovery Planning Arrangements
14	Integration of recovery issues into existing arrangements, where applicable.	DHS	
15	**Key Actions – Municipalities**		
16	Identification of transition issues for local MECCs, ICCs, Incident Control Agency, Municipal Emergency Response Coordinator, Municipal Recovery Manager and Regional Recovery Coordinator.	LGAs	Verbal Briefing
17	Analysis of initial impact I information, validation with municipal records/data base and provision of a consolidated report	LGAs	Report to DHS Region
18	Ongoing management of relief centres and establish recovery coordination centres with key contact information by Local Government;	LGAs	Via recovery planning arrangements
19	Implementation of initial outreach programs to enable more accurate assessments of loss and damage impacts to be compiled for recovery programs	LGAs	
20	Establish community based recovery processes as per Municipal Emergency Management Plan	LGAs	

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A8: ABBREVIATIONS AND ACRONYMS

AA	Airservices Australia
ADF	Australian Defence Force
AEMO	Australian Energy Market Operator
AFAC	Australian Fire and Emergency Services Authority Council
AGCDTF	Australian Government Counter Disaster Taskforce
AGD	Attorney-General's Department
AIIMS	Australian Inter-Service Incident Management System
AMSA	Australian Maritime Safety Authority
ARCV	Australian Red Cross Victoria
ARFF	Aviation Rescue and Firefighting (part of Airservices Australia)
ATSB	Australian Transport Safety Bureau
AusSAR	Australian Search and Rescue
AV	Ambulance Victoria
AVCG	Australian Volunteer Coast Guard
BC	Building Commission
BOM	Bureau of Meteorology
CBR	Chemical, Biological, Radiological
CBRIE	Chemical, Biological, Radiological, Incendiary Explosive
CCP	Chief Commissioner of Police
CCoV	Coroners Court of Victoria
CERM	Community Emergency Risk Management
CFA	Country Fire Authority
CGRC	Central Government Response Committee
CI	Critical Infrastructure
CMA	Catchment Management Authority
COAG	Council of Australian Governments
COMDISPLAN	Commonwealth Government Disaster Response Plan
CWA	Country Women's Association
DACC	Defence Assistance to the Civil Community
DEECD	Department of Education and Early Childhood Development
DFACA	Defence Force Aid to the Civil Authority
DFSV	Dairy Food Safety Victoria
DGEMA	Director-General Emergency Management Australia
DH	Department of Health
DHS	Department of Human Services
DIIRD	Department of Innovation, Industry and Regional Development
DoT	Department of Transport
DoJ	Department of Justice
DPC	Department of Premier and Cabinet
DPI	Department of Primary Industries
DSE	Department of Sustainability and Environment
DTF	Department of Treasury and Finance
DPCD	Department of Planning and Community Development
DVI	Disaster Victim Identification
EMA	Emergency Management Australia
EMAI	Emergency Management Australia Institute
EMLO	Emergency Management Liaison Officer
EmRePSS	Emergency Resource Providers Support Scheme
EMS	Emergency Medical Services
EMT	Emergency Management Team
EOC	Emergency Operations Centre
EPA	Environment Protection Authority

ERC	Emergency Response Coordinator
ERCC	Emergency Response Coordination Centre
ERDO	Emergency Response Development Officer
ESTA	Emergency Services Telecommunications Authority
FERC	Field Emergency Response Coordinator
GIS	Geospatial Information System
ICA	Insurance Council of Australia
ICC	Incident Control Centre
IDRO	Insurance Disaster Response Organisation
IMF	Incident Management Facility
IFMP	Integrated Fire Management Planning
IMS	Incident Management System
IMT	Incident Management Team
LMAR	Lake Mountain Alpine Resort
LSV	Life Saving Victoria
Marine EMT	Marine Emergency Management Team
MAV	Municipal Association of Victoria
MCPEM-EM	Ministerial Council for Police and Emergency Management – Emergency Management
MECC	Municipal Emergency Coordination Centre
MEMEG	Municipal Emergency Management Enhancement Group
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Response Coordinator
MERO	Municipal Emergency Resource Officer
MEST	Major Emergency Strategy Team
MFB	Metropolitan Fire Brigade
MFESB	Metropolitan Fire and Emergency Services Board
MFPO	Municipal Fire Prevention Officer
MRM	Municipal Recover Manager
MSC	Murrindindi Shire Council
MSV	Marine Safety Victoria
NCTP	National Counter Terrorist Plan
NDRRA	Natural Disaster Relief and Recovery Arrangements
NEMC	National Emergence Management Committee
NEWS (EL)	National Emergency Warning System (Emergency Alert)
NPW	Nuclear Powered Warship
NRIS	National Registration & Inquiry System
NSP	Neighbourhood Safer Place – place of last resort
OESC	Office of the Emergency Services Commissioner
POC	Police Operations Centre (D24)
PV	Parks Victoria
Red Cross	Australian Red Cross
REMI	Regional Emergency Management Inspector
RERC	Regional Emergency Response Coordinator
RERCC	Regional Emergency Response Coordination Centre
RFCV	Rural Finance Corporation Victoria
RR	Road Rescue
RSPCA	Royal Society for Prevention of Cruelty to Animals
SBSC	Small Business Counselling Service
SCC	State Control Centre / State Crisis Centre
SCN	Security and Continuity Network
SECC	Security and Emergencies Committee of Cabinet
SEMC	State Emergency Mitigation Committee
SEMT	State Emergency Management Team

SERCC	State Emergency Response Coordination Centre
SEWS	Standard Emergency Warning Signal
SHERP	State Health Emergency Response Plan
SII	Spatial Information Infrastructure
TAC	Transport Accident Commission
TESS	Transport, Engineering and Services Support
TPP	Township Protection Plan
USAR	Urban Search and Rescue
VCC	Victorian Council of Churches
VEMC	Victorian Emergency Management Council
VCG	Victorian Grants Commission
VicPol	Victoria Police
VICSES	Victoria State Emergency Service
VRCA	Victoria Regional Channels Authority
VWA	Victorian WorkCover Authority (WorkSafe)
WICEN	Wireless Institute Civil Emergency Network

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A9: GLOSSARY

Name	Definition
ACTION	The executive command to mount an operation whereby all required personnel are called to their posts.
AFFECTED AREA	An affected area for the purposes of managing response and recovery is the entire geographic area affected in any significant way by an emergency.
AGENCY	Means a Government agency or a non-Government agency.
ALERT	That period when the Regional or Local Emergency Response Co-ordinator, or the Chief Officer of a control agency, believes an emergency may occur and requires all, or designated, Functional Services specified in EMMV to increase their level of preparedness to cope with the emergency.
ASSEMBLY AREA	A designated location used for the assembly of control or support personnel.
CIVIL DEFENCE	The term Civil Defence means the performance of humanitarian tasks intended to protect the civil population of Victoria against the dangers of and to help it recover from, the immediate effects of a war-like act.
CLASS 1 EMERGENCY	- a major fire, or - any other major emergency for which the control agency is the Metropolitan Fire Brigade (MFB), Country Fire Authority (CFA) or Victoria State Emergency Service (VICSES). - Under the *EM Act 2013,* the EMC is the coordinator for Class 1 emergencies.
CLASS 2 EMERGENCY	Is a major emergency that is not: - a Class 1 emergency, or - a warlike act or act of terrorism, whether directed at Victoria or at any other state or territory of the Commonwealth, or - a hi-jack, siege or riot. - Under the *EM Act 2013*, the EMC is the coordinator for Class 2 emergencies.
CO-ORDINATION	The bringing together of agencies and elements to ensure effective response to emergencies and is primarily concerned with the systematic acquisition and application of resources (agency, manpower and equipment) in accordance with the requirements imposed by the emergency or emergencies. Co-ordination relates primarily to resources and operates; - vertically, within an agency, as a function of the authority to command, - horizontally, across agencies as a function of the authority to control.
CO-ORDINATOR	At Regional level, a Police Officer appointed by the State Emergency Response Co-ordinator as Regional/Deputy Regional Emergency Response Co-ordinator. At local level, it shall be the Officer in Charge of the Police Station or the senior member of the Police Force at the scene of the emergency who shall act as the Emergency Response Co-ordinator.
CONTROL AGENCY	The agency identified in EMMV which is primarily responsible for responding to a specified emergency.
COMMAND	The direction of members and resources of an agency in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency. Command relates to agencies and operates vertically within an agency.
CONTROL	The overall direction of response activities in an emergency situation. Authority for control is established in legislation or in an emergency response plan, and causes with it the responsibility for tasking and co-ordinating other agencies in accordance with the needs of the situation. Control relates to situations and operates horizontally across agencies.
COMMUNITY INFORMATION GUIDES	CIGs (formerly Township Protection Plans) provide a planned response to a wildfire within, or in close proximity to a township that has the potential to impact on the local community.
COUNSELLING	The provision of psychological support and advice to persons affected by

	an emergency.
EMERGENCY	Emergency means an emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage any property in Victoria, including, without limiting the generality of the foregoing; • an earthquake, flood, windstorm or other natural event; and • a fire; and • an explosion; and • a road accident or any other accident; and • a plague or an epidemic; and • a warlike act, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth; and • a hi-jack, siege or riot
EMERGENCY AREA	Means an emergency area declared under Section 36A of the Emergency Management Act.
EMERGENCY CO-ORDINATION CENTRE (ECC)	The Centre established at Regional or Municipal level to co-ordinate resources and conduct operations ancillary to the control agency, during the response phase.
EMERGENCY GRANT	The provision of finance to affected persons as dictated by Government Policy, during Emergency Relief.
EMERGENCY MANAGEMENT GROUP	The group formed to assist the municipality in the performance of its Municipal Emergency Management functions.
EMERGENCY OPERATIONS CENTRE (EOC)	The centre established by each agency for the command/control function within their own agency. eg. Police Operations Centre (POC), Fire Control Centre (FCC).
EMERGENCY RELIEF	Relief is the provision of immediate life support and human needs of persons affected by, or responding to, an emergency.
EMERGENCY RELIEF CENTRES	Centres established to provide groups of persons with any or all of the services, of the functional areas of emergency relief.
EMERGENCY SERVICES LIAISON OFFICER	An Officer designated by his agency to represent it and who is empowered to commit or to arrange the commitment of resources of the agency to the countering of emergencies, and to provide a communication link with his agency.
EMERGENCY SHELTER	Group shelter provided for affected persons in a community hall or suchlike, including "relief centres". It is provided during the emergency relief stage and is separate to temporary accommodation.
EMERGENCY SUPPLY	The provision of resources to a control agency when that agency is unable to procure same through its normal resource system.
EMERGENCY MANAGEMENT COMMISSIONER	The Emergency Management Commissioner has legislated coordination and control responsibilities over all major emergencies in the state of Victoria.
EMMV	The abbreviated title of the Emergency Management Manual Victoria.
EMMV AGENCY	Means a government or non-government agency committed to EMMV.
EMMV COMMITTEE	The emergency response planning committee ensuring the Co-ordinated response to emergencies by all agencies having roles and responsibilities under EMMV.
EVACUATION	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return. The decision to evacuate rests with the control agency in conjunction with police and available expert advice.

EVACUATION CENTRE	See Assembly Area and/or Emergency Relief Centre.
FIELD EMERGENCY RESPONSE CO-ORDINATOR	Senior member of the Police Force at the scene of an emergency.
FINANCIAL ASSISTANCE	See Emergency Grant.
FUNCTIONAL AREAS	The categorisation of services required for Emergency Relief for the purposes of allocating responsibility to nominated agencies. These are: • Catering • Community Organisations • Emergency Accommodation • Emergency Grants, Counselling & Temporary Accommodation • Material Needs • Registration (National Registration & Inquiry System, NRIS)
GOVERNMENT AGENCY	Means- • Any body corporate or unincorporated constituted by or under any Act for a public purpose; and • Any member or officer of such a body. • Any person in the service of the Crown in the right of the State of Victoria upon whom any function, power, duty or responsibility is conferred by or under the Act
INCIDENT CONTROL POINT	The control point established by the Control Agency in proximity to the emergency and used by the incident controller for forward command/control functions.
INCIDENT CONTROLLER	An officer appointed by the control authority responsible for the resolution of an emergency. This title shall also extend to the person appointed under the provisions of Section 16 of the Emergency Management Act.
LEAD AGENCY	The agency designated to co-ordinate the provision of a functional area of emergency relief and supplementary supply
MATERIAL NEEDS	The provision of clothing, bedding and personal requisites, during "Emergency Relief".
MUNICIPAL EMERGENCY RESPONSE CO-ORDINATOR	The Officer in Charge of the local Police Station or the senior police officer at the scene of the emergency.
MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE	The Committee which, at municipal level, is responsible for the formation and maintenance of a Municipal Emergency Management Plan.
MUNICIPAL EMERGENCY RESOURCE OFFICER (MERO)	The person appointed by the Municipality responsible to council for the co-ordination of municipal owned or controlled resources in emergencies.
MUNICIPAL RECOVERY MANAGER	The person appointed by the Municipality responsible to council for the co-ordination of municipal recovery activities after emergencies.
MUNICIPALITY	The area contained within the defined boundaries for local Government responsibility of a Shire, Borough, Town or City.
NATIONAL REGISTRATION & INQUIRY SYSTEM (NRIS)	The Commonwealth/State's arrangements for the recording of emergency victims and for satisfying inquiries regarding the whereabouts of persons so affected.
NEIGHBOURHOOD SAFER PLACE	NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed.
NON	Means a voluntary organisation or any person or body other than a

GOVERNMENT AGENCY	government agency.
PRIMARY SUPPORT AGENCY	The agency to be first considered by a Emergency Response Co-ordinator for support in a EMMV role.
RECOVERY	The process by which affected persons and communities are helped to recover to a proper level of functioning. It commences as soon as practicable after the impact of an emergency, and usually continues long after cessation of response activities. Refer also to the State Disaster Recovery Plan.
RECOVERY AGENCY	A recovery agency is an agency or person which assists individuals, families and communities to attain a proper level of functioning, by providing information, specialist services and resources, and may include Commonwealth, State and local government and non-government agencies.
REGION	A geographic area comprising a number of municipal districts and specific Victorian waters.
REGIONAL EMERGENCY RESPONSE PLAN	The Emergency Response Plan prepared by the Regional Emergency Response Planning Committee.
REGIONAL EMERGENCY RESPONSE PLANNING COMMITTEE	The committee which at regional level is responsible for the formation and maintenance of a regional emergency response plan for response to emergencies, the chairman being the Regional Emergency Response Co-ordinator or, in his absence, his Deputy Emergency Response Co-ordinator.
REGISTERED EMERGENCY WORKER	Means a person registered under Section 26 of the Emergency Management Act 1986.
RELIEF CENTRES	Centres established to provide groups of persons with any or all of the services, of the functional areas of Emergency Relief.
RELIEF STAGE	The immediate post impact stage of an emergency, preceding the recovery phase. For the purposes of this Plan, the end of relief will be when "stand down" is advised by the Emergency Response Co-ordinator.
RESPONSE	The combat of an emergency and the provision of emergency relief, including rescue and the needs of affected persons.
STAGING AREA	A location designated and used during emergencies for the assembly of control or support personnel prior to deployment.
STAND-DOWN	The order given by the Regional or Municipal Emergency Response Co-ordinator that allows personnel to cease operations reflecting the termination of the emergency.
STANDBY	That period normally following alert when the Regional or Municipal Emergency Response Co-ordinator, or the Chief Officer of a control agency, believes that the occurrence or the effects of the emergency, are imminent. Members of the relevant agencies are placed on "Standby", thus being ready to respond immediately.
SUPPLEMENTARY SUPPLY	Those resources requested under emergency supply unable to be obtained by EMMV Support Agencies.
SUPPORT AGENCY	A government or non-government agency which provides essential services, personnel, or material to support or assist a control agency or affected persons.
TEMPORARY ACCOMMODATION	Accommodation provided for individuals or families affected by an emergency. It is separate to emergency shelter. This accommodation includes caravans and suchlike, and will normally be arranged by the recovery agency. In some cases this will occur during the Response Phase.
VOLUNTEER EMERGENCY WORKER	Means a volunteer worker who engages in emergency activity at the request (whether directly or indirectly) or with the express or implied consent of the chief executive (however designated), or of a person acting with the authority of the chief executive, of an agency to which EMMV or the state emergency recovery plan applies.

APPENDIX B: SPECIAL PLANS AND ARRANGEMENTS

B1: SUB-PLANS

MEMP Sub-Plans are all available on either Crisisworks at murrindindi.mecccentral.com.au or public versions via the Murrindindi Shire Council Website at www.murrindindi.vic.gov.au. Note that the plans on Crisisworks contain detailed information that is not general public information. All of the plans available on the Murrindindi Shire Council website are for public distribution.

MURRINDINDI SHIRE COUNCIL AND LAKE MOUNTAIN ALPINE RESORT MUNICIPAL FIRE MANAGEMENT PLAN 2012

This MFMP was developed by the Murrindindi Shire Council and Lake Mountain Alpine Resort Municipal Fire Management Planning Committee, a sub-committee of the MEMPC. The MFMP was prepared as a sub-plan of the MEMP as outlined in the EMMV part 6a. The MFMPC contains treatment/action plans for the mitigation of fire risk to the municipality. The plan aligns with the ISO3100:2009 Risk Management Standard.

A copy of this plan is available on either the Council Website (www.murrindindi.vic.gov.au) or via Crisisworks (https://murrindindi.mecccentral.com)

SHIRE OF MURRINDINDI'S GOULBURN RIVER AND ENVIRONS SUB PLAN 2002

A special flood plan covering the Goulburn River from Eildon to Seymour, junction of the Goulburn and Acheron Rivers, Murrindindi River and Yea River has been developed.

A copy of this plan is available via Crisisworks (https://murrindindi.mecccentral.com).

MURRINDINDI SHIRE COUNCIL PANDEMIC PLAN 2009

The Murrindindi Shire Council's Emergency Management Plan recognises that Influenza Pandemic is a risk and as such Council has a responsibility to plan and prepare for such an event. Murrindindi Shire Council's Influenza Pandemic Plan is a Sub Plan of the MEMP.

A copy of this plan is available via Crisisworks (https://murrindindi.mecccentral.com).

MURRINDINDI SHIRE COUNCIL RELIEF AND RECOVERY PLAN

The purpose of the Murrindindi Shire Relief and Recovery Plan is to document, in line with the Emergency Management Manual Victoria framework and the *Emergency Management Act 1986*, the arrangements, procedures and processes to be employed within to assist individuals and communities affected by emergencies to achieve a proper and effective level of functioning.

This plan covers those agreements and arrangements between Council, government and related agencies, communities and individuals to ensure the aims of local recovery are achieved via the agreed recovery processes.

A copy of this plan is available via Crisisworks (https://murrindindi.mecccentral.com).

MURRINDINDI SHIRE COUNCIL HEAT WAVE PLAN

The Heat Wave Plan details the processes undertaken by Murrindidni Shire Council during a heatwave. It specifically refers to actions required by the Shire during a Department of Health Heat Alert.

A copy of this Sub plan is available via Crisisworks (https://murrindindi.mecccentral.com).

LAKE MOUNTAIN ALPINE RESORT BUSHFIRE MANAGEMENT PLAN

The Lake Mountain Alpine Resort Bushfire Management Plan is an operational plan that includes a maintenance plan to address the need to reduce the fuels loads around the main facilities of the resort.

Copies are available via the Lake Mountain Alpine Resort Management Board (see http://lakemountainresort.com.au/ for contact details) or via Crisisworks (https://murrindindi.mecccentral.com).

MURRINDINDI SHIRE COUNCIL RECOVERY COMMUNICATIONS PLAN

Murrindindi Shire Council has a Recovery Communications Plan that helps guide communications with effected communities. Its aim is to have a strategic and coordinated approach to Council's communications in the recovery stage of an emergency situation.

A copy of this Sub plan is available via Crisisworks (https://murrindindi.mecccentral.com).

B2: NEIGHBOURHOOD SAFER PLACES – PLACES OF LAST RESORT

Neighbourhood Safer Places (NSPs) are a place of last resort and do not guarantee safety. They should only be used if a resident's Bushfire Survival Plan (see link below for more information) fails and residents have no other place for shelter. Welfare facilities will not be made available and the place may not provide shelter from smoke and embers

For more information on Bushfire Survival Plans go to the CFA Website:

- www.cfa.vic.gov.au/firesafety/bushfire/survival-plan/index.htm

NSPs have been declared at the following areas in Murrindindi Shire (press control key and click mouse button to access maps in electronic versions):

Township	Location	Address	Map
Alexandra	Leckie Park	Station Street (opposite Lamont Street) Alexandra 3714.	
Eildon	Eildon Basketball Courts Open space	Corner Centre Avenue and Main Street Eildon 3713.	
Flowerdale	Flowerdale Hall	Whittlesea-Yea Road opposite Broadford-Flowerdale Road Flowerdale 3717.	
Kinglake West	Kinglake West Recreation Reserve	Corner of Whittlesea-Kinglake Road and Recreation Road Kinglake West 3757. Entry off Recreation Road	
Marysville	Marysville Community Centre Located in Gallipoli Park	Falls Road Marysville 3779.	
Thornton	Thornton Recreation Reserve Oval	Taggerty-Thornton Road (near corner Goulburn Valley Highway) Thornton 3712.	
Yarck	Yarck Recreation Reserve	Corner Yarck Road and Goodear Lane Yarck 3719. Entry off Goodear Lane	
Yea	Yea Skate Park	Station Street (Melba Highway) opposite Mary Street Yea 3717.	

The above list of NSPs was correct at the time of printing. However, new NSPs may have been declared since that time. The most up to date list of NSPs can be found on the Murrindindi Shire or CFA Website:

- Murrindindi Website:
  www.murrindindi.vic.gov.au/Your_Council/Emergency_Management/Neighbourhood_Safer_Places_-_a_place_of_last_resort

- CFA Website

  http://www.saferplaces.cfa.vic.gov.au/cfa/search/default.htm

B3: COMMUNITY INFORMATION GUIDES (CIGS)

Community Information Guides (formerly Township Protection Plans) provide a planned response for both emergency services and the community to a bushfire within close proximity to a township, with potential to impact on the local community. These plans address the specific needs of the town's people, their safety and pre-planning, property preparation, asset protection, environment and economy, and are typically divided into 3 parts: a) Community Information. b) Township planning factors. & c) Fire Prevention

CIGs have been completed and are available for the following towns in the Murrindindi Shire:

- Eildon and Taylor Bay

- Flowerdale and Hazeldene

- Kinglake

- Kinglake West and Pheasant Creek

- Toolangi and Castella

More information and copies of these CIGs can be found on the CFA website at:

- cfaonline.cfa.vic.gov.au/mycfa/Show?pageId=publicTownshipProtectionPlans

B4: EMERGENCY RELIEF CENTRES

The following list includes the primary (level 1) emergency relief centres for potential activation in Murrindindi Shire. For more information on relief and recovery, see the Murrindindi Shire Council Relief and Recovery Plan.

- Alexandra Leisure Centre - Hall Street Alexandra VIC 3714
- Eildon community Centre - 2 Centre Avenue Eildon VIC 3713
- Marysville Community Centre - 15 Falls Road Marysville VIC 3779
- Kinglake Community Centre - 1 Extons Road Kinglake VIC 3757
- Narbethong Hall - 606 Maroondah Highway Narbethong VIC 3778
- Flowerdale Spring Valley Recreation Reserve - 748 Spring Valley Road Flowerdale VIC 3717
- Yea Recreation Reserve - 18 Snodgrass Street Yea VIC 3717

B5: EMERGENCY BROADCAST FREQUENCIES

The following stations are authorized emergency broadcast radio frequencies in the Murrindindi Shire.

ABC Radio

- 621 AM Radio National
- 774 AM Melbourne ABC

Local Radio

- UGFM Stations
  - FM 106.9 Alexandra/Lake Eildon ~ FM 88.9 Yea/Highlands
  - FM 98.5 Marysville/Lake Mountain ~ FM 98.9 Flowerdale
  - FM 94.5 Kinglake Ranges
  - Streaming on-line www.ugfm.org

B6: UGFM – RADIO MURRINDINDI EMERGENCY BROADCAST PROCESS

Emergency Services Messages for Public Broadcast on UGFM – Radio Murrindindi 106.9, 98.9,98.5, 94.5 and 88.9

"FOR MECC PURPOSES ONLY"

MEDIA RELEASE PROCESS

Notes:
1. Initial report of emergency may be made direct to Control Agency
2. The Police may also be the Control Agency, depending on the emergency
3. Where a message cannot be relayed via fax, the radio station should complete Broadcast sheet on behalf of Control Agency
4. Message should include brief description of event / incident, including its location, likely duration and temporary action required of public (such as alternative routes, relocation, etc.)

Please turn overleaf for communications diagram

DRAFT

MEDIA RELEASE PROCESS

For UGFM - Radio Murrindindi

On-duty Police Officer notified of emergency

↓

Police notify relevant Control Agency → Control agency attends scene → Control agency assesses emergency

↓

Is it a major emergency?

MERC, along with Control agency coordinates all communications ← Implement Shire Communications Plan ← Is it a major emergency?

Control Agency

↓

MERC or Control agency prepares broadcast messages

Message updated and authorised by Resp. officer ← Control agency prepares broadcast message

↓

Broadcast urgency determined → Notify UGfm of impending emergency situation by phone on 24 hour contact number → Message faxed / emailed to radio station

DRAFT

- -

Passed onto regular broadcaster ← Approval given to broadcast message ← Message verified by MERC

↓

Message is broadcast

Radio

Is it a major emergency?

Designate shift leader ← Call in more broadcasters and roster if large scale emergency

Can on air broadcasters cope with situation? → Advise on air broadcasters of situation

EMERGENCY SERVICES RELEASE FORM

for PUBLIC BROADCAST on

UGFM - Radio Murrindindi – Local Emergency Broadcaster

88.9 ~ 94.5 ~ 98.5 ~ 98.9 ~ 106.9

FAX (03) 5772-2414

STUDIO (03)5772 2900   24HR (03)5772 2722

☐ **AWARENESS (ROUTINE - HOURLY)**
☐ **ALERT (ESSENTIAL - EVERY 30 MINUTES)**
☐ **URGENT THREAT (VITAL - EVERY 15 MIN.)**

MESSAGE FROM: _____ **MESSAGE NUMBER:** _____

DATE: _____ **TIME:** _____

IMPORTANT: PRESENTERS ONLY READ TO AIR THAT WHICH IS ENCLOSED WITHIN THE BOX HEREUNDER

DRAFT

ABOVE MESSAGE AUTHORISED BY (PRINT NAME): _____

POSITION/TITLE: _____ _____

CONTACT NUMBER:

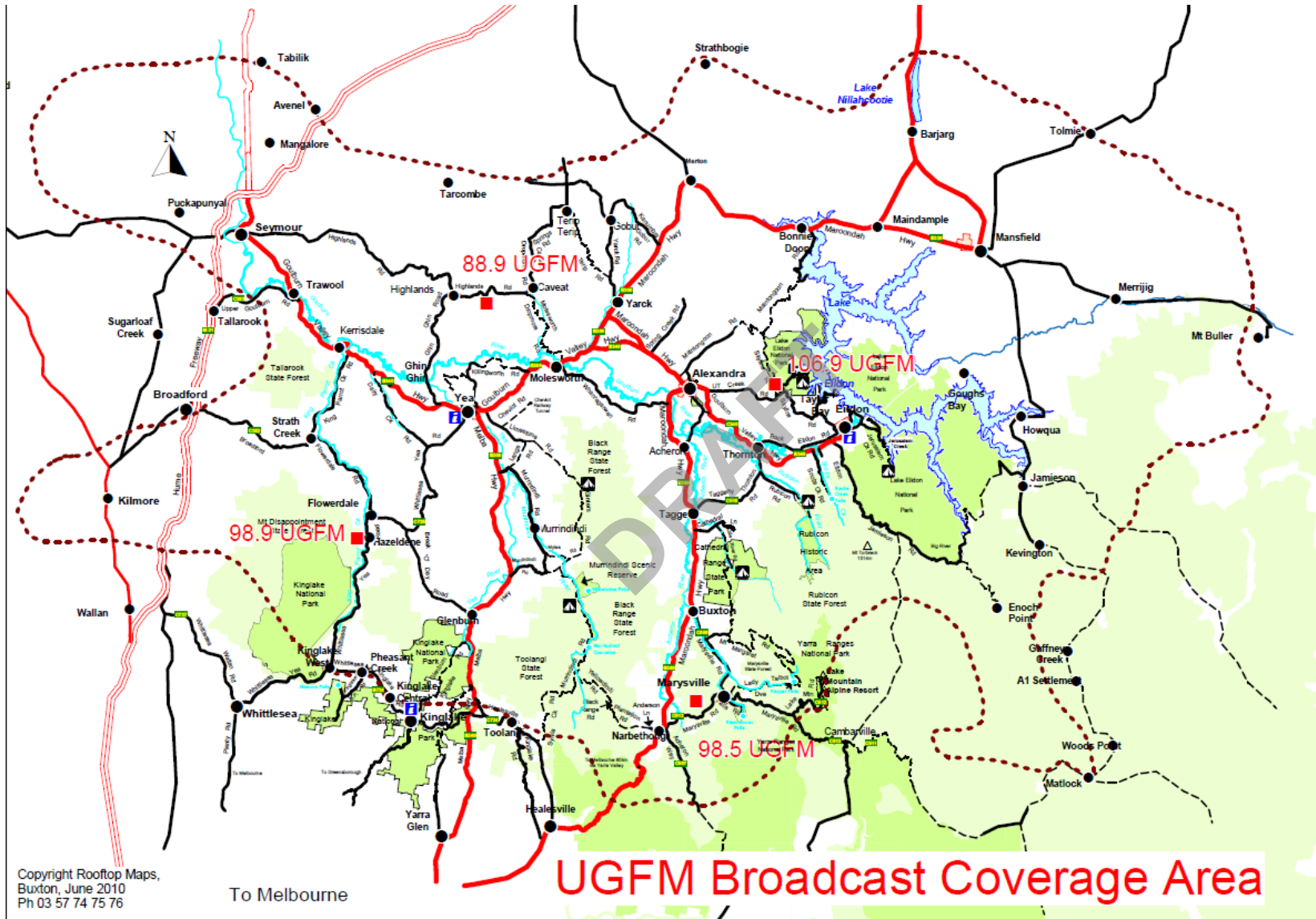**SIGNATURE:** _____

TO BE VERIFIED BY SENIOR UGFM COMMITTEE MEMBERS -

VERIFIED BY: _____ **DATE:** _____ **TIME**: _____
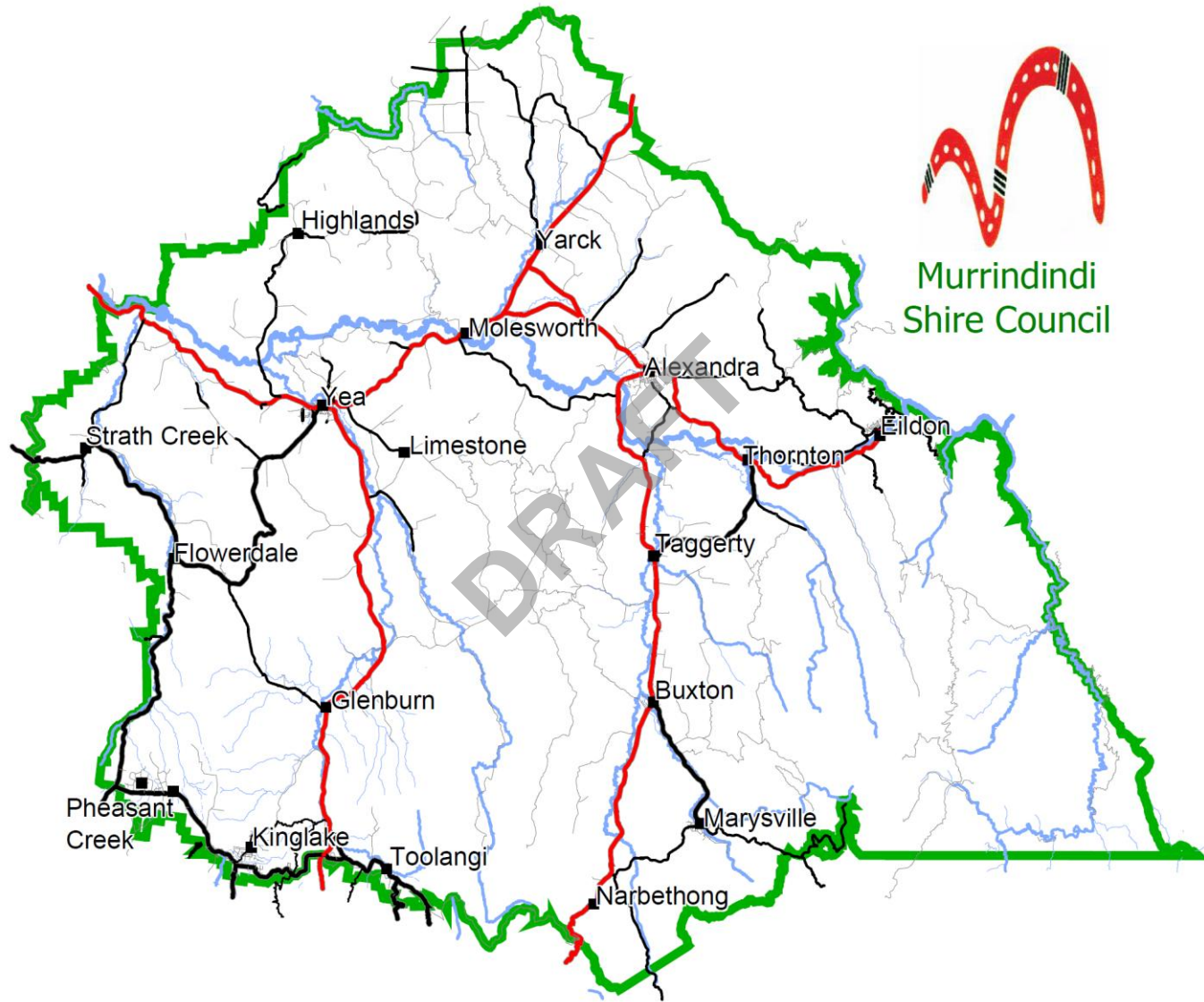
MESSAGE VALID UNTIL: _____ **DATE**: _____ **TIME**: _____

UGFM – RADIO MURRINDINDI BROADCAST COVERAGE AREA MAP

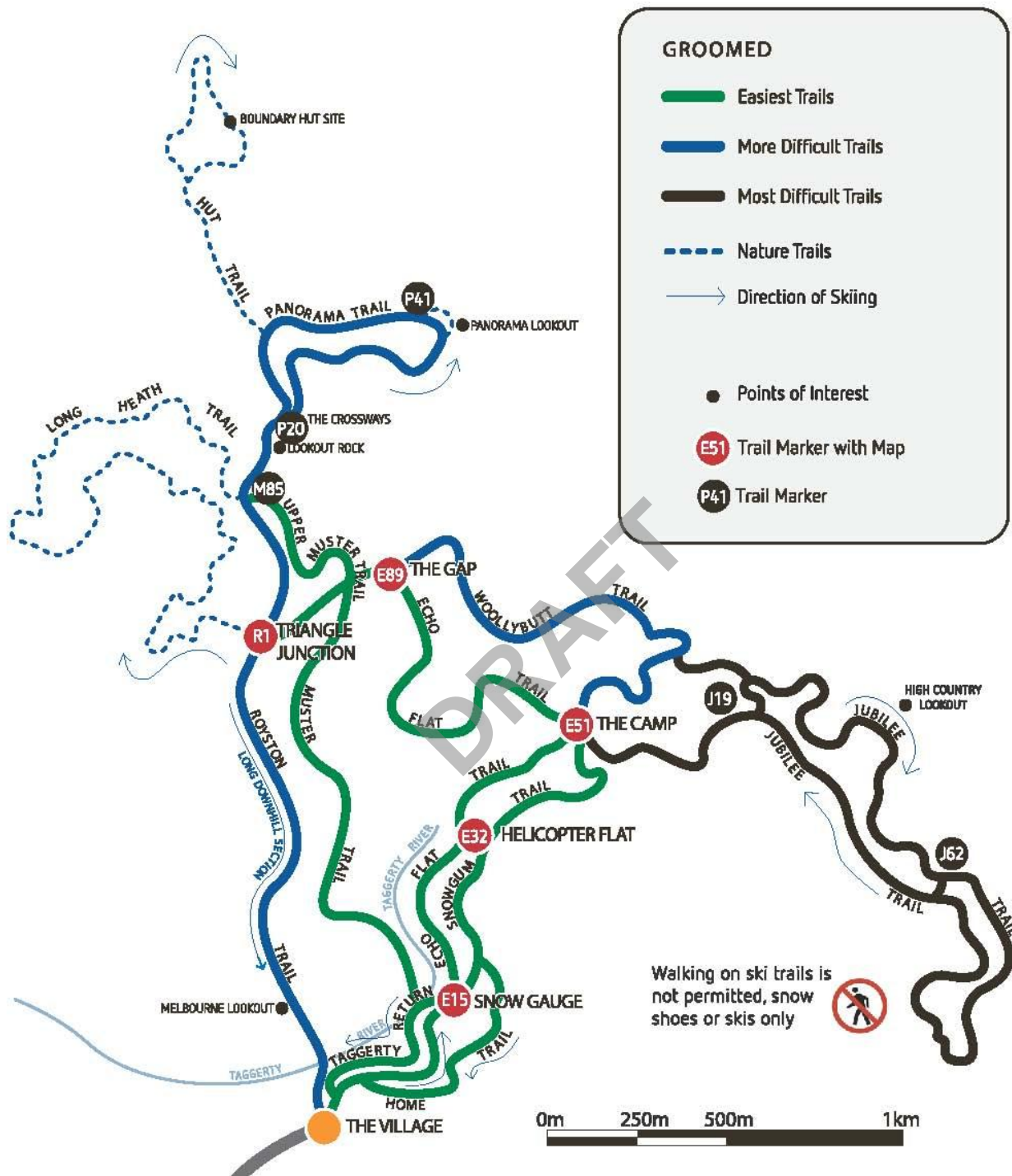UGFM Broadcast Coverage Area

APPENDIX C MAPS

DRAFT

C1 REGIONAL MAP

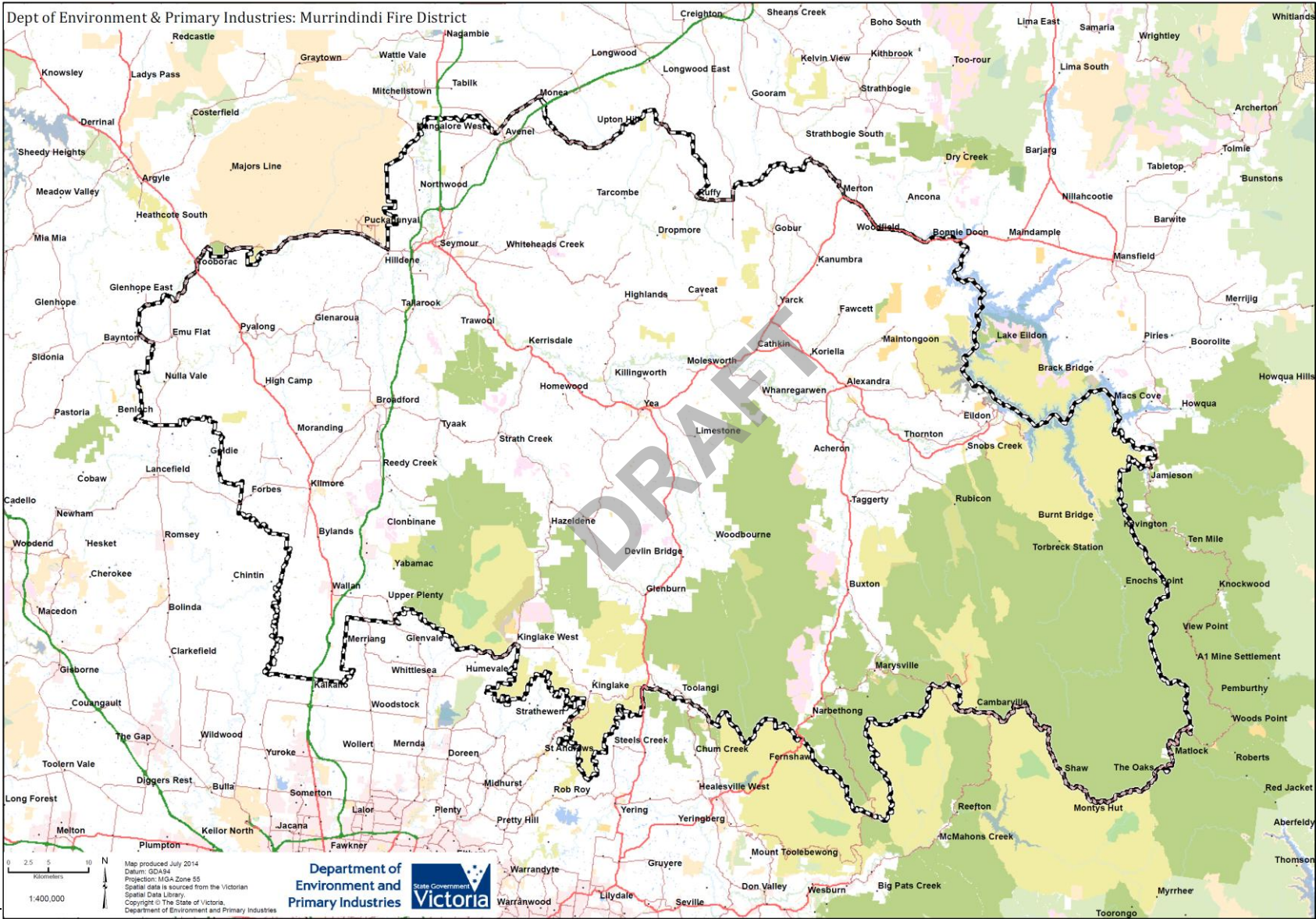## C2 LAKE MOUNTAIN ALPINE RESORT MAPS
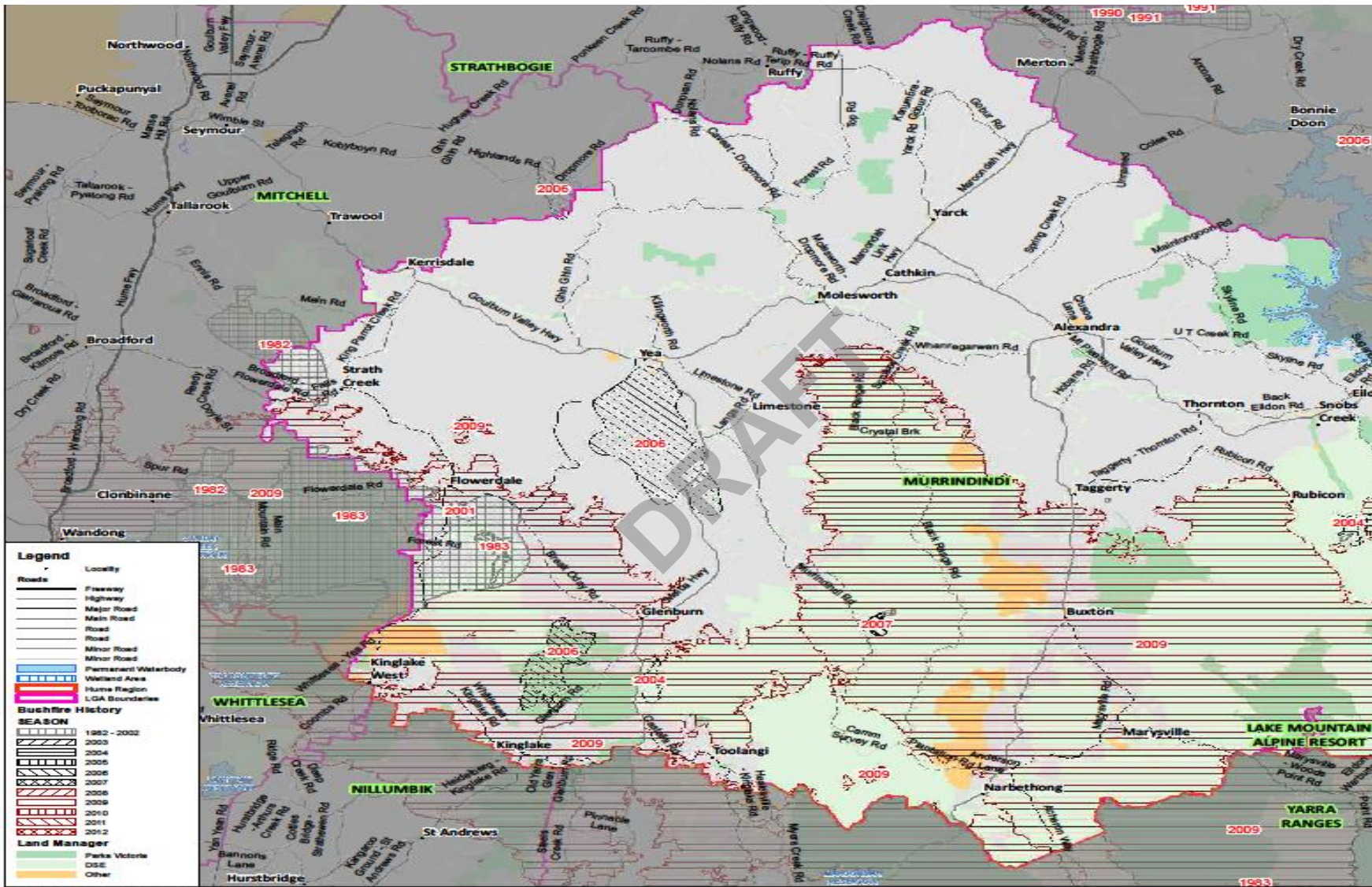
SKI TRAIL MAP

LAKE MOUNTAIN
Village Map

(A) Main Visitor Centre - Day shelter, Ski Patrol/First aid, Ski School, Restaurant, Ticket Office, Toilets.

(B) Retail Outlets, Administration, Ski Hire, Toboggans, Toilets

(C) Ski School Area no tobogganing

(D) Multipurpose Slope - Ski School slope or tobogganing as needed.

(E) Village Toboggan Run - Guaranteed snow all season.

(F) Koala Creek Toboggan Run - open when conditions permit.

(G) Roston Snow Play area.

(H) Leadbeater's Toboggan Run - open when conditions permit.

(I) Workshops and Plant No Public Access

Royston Road

Ski Trail Access

(I)

(C)

(D)

(G)

(A)

(E)
Village Toboggan Run

(B)

to Koala Creek

(F)

DRAFT

Lower Car Park

Upper Car Park

To Marysville

To Summit

to Leadbeater's Run

(H)

C3 DEPI MURRINDINDI FIRE REGION MAP

Dept of Environment & Primary Industries: Murrindindi Fire District

C4 FIRE HISTORY MURRINDINDI SHIRE

Map Produced by Wodonga GIS team, November, 2012
Copyright © The State of Victoria, Department of Sustainability and Environment 2012
Disclaimer
This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the
publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all
liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Scale: 1:300,000

MURRINDINDI SHIRE COUNCIL AND LAKE MOUNTAIN ALPINE RESORT MUNICIPAL EMERGENCY MANAGEMENT PLAN – SUMMARY OF SUBMISSIONS

1. SUMMARY OF SUBMISSIONS:

1.1. Submission 1

Submission Summary

This submission asked for the Kinglake Ranges Children's Centre to be placed on the Vulnerable Persons Register (VPR). Secondly it raised a concern regarding the fact that many locals view the Educational Precinct around the Centre as a 'safer place' even though it is not formally recognised. The submitter goes on to request that Council should consider retrofitting Council buildings as Community Fire Refuges (although this name is not mentioned) where there are fire protection systems including sprinklers etc.

Discussion

The submitter has confused the concept of the VPR and the Vulnerable Facilities List (VFL). The VPR is part of the broader DHS Vulnerable Persons in Emergency Policy (VPE) 2012. This policy requires that schools, hospitals and other places where persons inhabit that could potentially be vulnerable are placed on a Vulnerable Facilities List (VFL). The VPR is a separate register which is for the extremely vulnerable that have no social or support networks and are not cognitively or physically able to comprehend or carry out actions to protect themselves in the event of an emergency . The Kinglake Ranges Children's Centre is on the VFL.

In regards to the Children's Centre in Kinglake being regarded as a Safer Place, the only approved Neighbourhood Safer Place in the Kinglake area is at the Kinglake West Recreation Reserve. No other site in Kinglake has been found to meet the CFA radiant heat requirements.

The Emergency Services Commissioner is currently trialling 3 places in Victoria as Community Fire Refuges. Their efficacy in a fire has yet to be proven. Council has not been supplied with guidelines for the establishment of a Community Fire Refuge. Further to this, Council has not been provided with any recommendations for the retrofitting of an existing building. Currently, Fire Refuges are an untested concept being managed by the Emergency Services Commissioner and are not available to Council as a bushfire shelter option.

Response

Write to the submitter and explain the nuances of the VPE 2012 Policy, highlighting the differences between the VPR and VFL and advise that they are on the VFL. Note their concern for people that think the Childrens Centre is a 'safer place' and suggest that until any further consideration of any new NSP's by CFA and Council that they draw their attention to the approved NSP in Kinglake West. Also advise that there are not yet any guidelines for establishing Community Fire Refuges including the retrofitting of buildings with fire safety apparatus, as testing is still being undertaken by the Emergency Services Commissioner.

1.2. Submission 2
Submission Summary

This submission requests Council's consideration of the following important matters, suggesting that the MEMP needs to be written with reference to the *Emergency Management Act 2013*, noting that the coordinating agency has shifted from Victoria Police to Emergency Management Victoria (EMV). It also highlighted that the warning siren in Kinglake is not in the plan. The submission then questions what Council would do in the event of normal wired and mobile communications failing. Next the submission suggests that the MEMP needs to further 'hook into local knowledge' particularly in the Rapid Impact Assessment process that Council undertakes. The submission then asks if Council has staffing backups for essential positions if Council staff are unable to get to work due to an emergency. It suggests that Local Government Arrangements such as tapping into the Hume Region MEMEG might be applicable here. The submission also asks if there are other backup MECC locations or just the Alexandra Offices complex. It then moves on to state that the section on MEMP testing is not prescriptive enough. The submitter suggests that a sub plan be written that focuses on the delivery of MEMP exercises which also may allow access to grant funding sources.

Discussion

The introduction of EMV has presented Municipalities with a challenge; particularly those Councils in the process of completing MEMP reviews. At this stage, it has not impacted on duties undertaken at a Municipal Level. EMV are the State Control agency and as part of this role, they coordinate agencies in their response. However, Victoria Police remain the coordinators of emergency management (in response and recovery) both locally and regionally.

In the event of communications failing, Council has a Business Continuity Plan that covers this eventuality, including moving offices and utilising phone/internet backups. In regards to 'hooking' into local knowledge, the MEMP is a high level strategic document that doesn't place a strong focus at a local level. This local information is captured in Murrindindi Shire Council's Relief and Recovery Plan. This plan is also currently being reviewed.

Council is also a signatory to the Municipal Association of Victoria's Protocol for Inter-Council Emergency Management Resource Sharing. This protocol outlines how neighbouring Councils and others around the State are able to assist other municipalities during an emergency. Council has also established strong working relationships with surrounding municipalities, particularly Strathbogie, Mansfield and Mitchell Shire Councils that may provide staffing for Council during an emergency situation.

The submission's next statement discusses Council tapping into the Hume Region Municipal Emergency Management Enhancement Group (MEMEG). Council has a strong

representation with the Hume Region MEMEG. Council is also helping coordinate a number of MEMEG projects.

In regards to secondary MECCs, Council currently has the primary MECC in the Meeting Room situated at the Alexandra Office. The secondary MECC is currently in the Council Chambers, also in Alexandra. The fact that both MECCs are in Alexandra has been discussed in depth at both the MEMPC meetings and internally at the MSC Emergency Management and Recovery Team. The EMRT agree with the submitter and believe that a secondary MECC should be set up outside of the Alexandra area. Council are therefore currently investigating the use of the Yea office as a secondary MECC.

In regards to testing of the MEMP, Council is currently meeting all of its statutory requirements in emergency testing. Last year Council held a full MEMPC exercise consisting of a desktop Crisisworks based Fire simulation. Another test is planned for later this year (2014) in preparation for the upcoming fire season. In regards to being more prescriptive on exactly how Council tests its capacity and capability and how this is communicated to the community, perhaps instead of altering the plan, Council could improve the communities awareness of its annual exercise program (e.g. in local media).

Response

Write to the submitter and thank them for their detailed and comprehensive review of the MEMP. Explain that Council will consider all of points raised in the submission at the next MEMPC meeting. It is important to inform the submitter that Victoria Police is the control agency both regionally and locally in an emergency, even though there is a new State Control authority in EMV. EMV however, will not be sending staff to Incident Control Centres to coordinate a response to an emergency. This will remain the role of Victoria Police in the new *Emergency Management Act 2013,* which is yet to fully replace the *Emergency Management Act 1986.*

Council will also provide some detail in regards to Council's Emergency Management program and detailed staff replacement during an emergency through improved relationships with neighbouring Municipalities and that Council are signatories to the Inter-Council Emergency Management Resource Sharing Protocol and Council also has a strong representation on the Hume Region MEMEG.

 The secondary MECC idea put by the submitter is very valid point. A secondary MECC is currently being considered by Council for the Yea office. The MEMP will be updated to reflect this prior to Council adoption of the plan.

1.3. Submission 3

Submission Summary

This submission had a number of specific questions that particularly revolved around Neighbourhood Safer Places – Places of Last Resort. One of these asked why the appendices of the MEMP were not included for community comment.

Discussion

The appendices of the MEMP were not included for public comment as they contain private contact details of emergency management staff. However, some appendices will be provided with the final version of the MEMP including the full list of NSPs.

Response

A response was forwarded to the submitter regarding the query during the comment period clarifying matters raised. The link relating to the information and location of Neighbourhood Safe Places – Places of Last Resort (NSP-PLR) in Murrindindi Shire on Council's website was also provided to the submitter. This information has been on the Council website for a number of years and is updated whenever a new NSP-PLR is designated in the Shire.

1.4. Submission 4

Submission Summary

This submission expressed disappointment in the level community engagement by Council throughout the MEMP review. The submitter suggested the application of the IAP2 community engagement spectrum as a way for Council to more fully engage with the community and that we should distribute the MEMP or links to it via social media such as Twitter and Facebook. The author also expressed the desire to have community groups as members on the MEMPC (including representatives from groups such as Lions and Rotary clubs, Neighbourhood and Community Houses and UGFM).

The submitter stated that Community Recovery Committees (section 3.3.13) should include primary producers and business organisations and that Community Engagement (3.4.2) should involve more than the minimum of 28 days for comment.

The submitter also highlighted that in section 3.5 it is not clear whose role it is to engage with the community or promote resilience and preparedness at the local community level.

The author then asks if the Council has identified Emergency Relief Centres (ERC) across the Shire and if not, the community should be engaged on their location. The author states that the location of ERCs should be advertised to the community.

It is then suggested that the key roles of Neighbourhood and Community Houses be included in sections 6.2.5 (Roles of Organisations) and 7.5.4 (Offers of Assistance)

Discussion

Council has met all of its legislated community engagement requirements by placing the MEMP on a public exhibition period for 28 days. Further engagement with community groups and the community in general will occur in the Murrindindi Shire Council Relief and Recovery Plan which is currently under review.

The Relief and Recovery Plan is an operational plan whereas the MEMP is a strategic document addressing core accountabilities around preparedness and response. For the

Relief and Recovery Plan a number of community engagement workshops are planned to capture local knowledge, capacity and capability of the community in emergency management. The Murrindindi Shire Council and Lake Mountain Alpine Resort MEMPC comprises agency and Council representation and currently does not include a designated community representative. In relation to the author's comments on social media, Council did not have a Social Media Policy until recently and the plan was put out for public comment before the Social Media Policy was developed.

DHS does not allow Council to advertise the location of an Emergency Relief Centre (ERC) outside of an emergency. This is so that in a given emergency, an ERC can be set up away from an area of impact and in an area that provides safe access and egress. By keeping details private until an emergency, Council can avoid sending community members into a dangerous area or the area of impact.

The Community and Neighbourhood Houses have been added into the appropriate sections of the plan. In regards to the submitter's comment that no one agency has the lead on developing community resilience this is true. There is currently a State Emergency and Crisis Resilience Council (established under the *Emergency Management Act 2013*) but this does not include local or regional lead agencies in the development of community resilience. In this absence, Council has been working on building community resilience as a lead agency and will continue to promote resilience and work with the community in the development of the Relief and Recovery Plan.

Response

Write to the submitter and thank them for their detailed response. Explain that the MEMP is a high level plan and that there will be much more in-depth community consultation regarding the review of the Relief and Recovery plan which is also currently being reviewed. Explain the ongoing issue of community representation on the MEMPC and inform the submitter that this matter will be raised with the MEMPC in light of this submission.

Address the issue of DHS restricting Council advertising the location of recovery centres prior to an emergency. Inform the submitter that Neighbourhood and Community Houses have been added to relevant sections and advise that Council is aware that there is currently no lead agency focusing on local resilience and that Council are planning to try and bridge that gap.

1.5. Submission 5

Summary

This submission was received as part of a submission to Council on another matter. This submission was concerned about Neighbourhood and Community Houses being added to the plan as they are a vital element of the community. The submitter also notes that Community on Ground Assistance (COGA) is due to finish in February 2015 and should be removed from the plan.

Discussion

As per submission 4, it is intended to add Neighbourhood and Community Houses into the relevant sections of the MEMPC and to remove the sections referring to COGA.

Response

Write to the submitter and thank them for their detailed response and advise of the inclusion of Neighbourhood and Community Houses into the relevant sections of the plan. Advise that Council is aware of COGA concluding and will subsequently remove them from the final version of the MEMP.

Murrindindi 2030 Vision

Murrindindi 2030: Our Vision

In 2030 we are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and

productive lifestyle within our wonderful natural environment.

The Community:

Our vision for 2030

The communities of Murrindindi Shire retain the rural character and charm that has defined them for generations. These communities embrace new arrivals who expand our diverse culture. We have access to quality services, choose to become actively involved in community and civic affairs, and have a shire wide sense of 'One Murrindindi'.

What we value now and what we want to improve by 2030

We value:

- relaxed rural lifestyle
- beautiful natural environment
- range of leisure and recreational opportunities
- safe, resilient and socially connected communities
- strong culture of volunteering

What we want to improve:

- the diversity of our communities
- access to good community, health and education services
- our arts culture
- connection between our communities

To achieve this we will:

1. engage and involve people to plan, grow and promote their communities.
2. promote and support pathways into locally based health services and make the best use of technology to access specialist services to meet the needs of communities.
3. support and encourage a strong volunteer base to grow and sustain a diverse range of community groups to support local sporting, recreation and art activities and events.
4. support informal community connections by creating and maintaining opportunities for people to gather.
5. foster a 'one Murrindindi' identity through the support of community group networks and whole of Shire events.
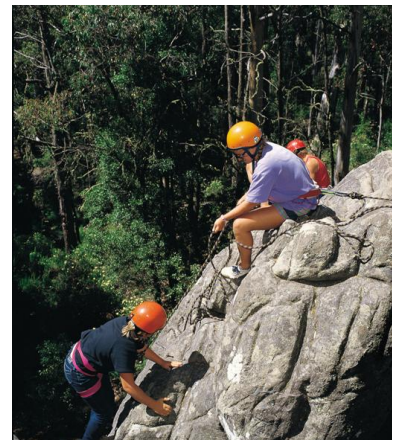
The Place:

Our Vision for 2030

Murrindindi Shire is a place of outstanding natural beauty with a community that treasures and protects its rural environment, mountain ranges, pristine rivers and waterways and National Parks. The population of Murrindindi Shire has grown within the constraints of planning controls which protect rural areas. Murrindindi Shire has retained, protected and enhanced its unique main streets and village environments. The community has access to a range of services that supports the choice to live in the Shire.

What we value now and what we want to improve by 2030

We value:

- retaining the natural beauty and scenic aspects of the Shire
- a community which welcomes all to the Shire
- community involvement and participation
- vibrant natural and built attractions which encourage tourism.
- environmentally-friendly practices

We want to improve:

- population growth which enhances sustainability of services and facilities
- the sense of place for all residents
- quality of life through the provision of better services, transportation, communications and infrastructure
- commitment to retaining and enhancing our natural environment
- ability to collaborate in adopting environmentally-responsible practices to accommodate a changing climate
- enhanced support to agriculture, outdoor education and tourism activities

To achieve this we will:

1. in partnership with relevant agencies and community groups engage with and educate the community and business about environmentally sustainable practices
2. engage the support of land management agencies and governments to recognise the significance and potential of the Shire's natural attractions and protect, develop and manage them
3. develop planning controls, development guidelines and prioritise resources that ensure development is sensitive to the natural environment and protects landscape character, the liveability of our townships and rural lifestyles
4. advocate to key agencies for improved infrastructure and access to services which support rural communities
5. encourage the community to participate in strengthening the sense of place which makes the Shire attractive to visitors and potential new residents

The Opportunity:

Our Vision for 2030

The business communities across Murrindindi Shire have capitalised on it's rural economic strength, proximity to Melbourne and natural assets to create opportunities for personal and business success. Our environment has been protected, the population in our townships is growing and an appealing package of lifestyle, visitor attractions, education and the potential for business growth exists. This mix is appealing to a local and international audience.

What we value now and what we want to improve by 2030

We value:

- educational opportunities for all ages
- proximity to Melbourne
- quality agricultural land, water supply and diversity in farming practices
- vast range of leisure and recreational opportunities and events
- proximity to markets and the lifestyle balance that can be achieved
- heritage and environmental assets

We want to improve:

- marketing, protection and enhancement of our natural and heritage assets
- promotion of the liveability of our townships and settlements
- access to early years and post secondary educational opportunities
- access to the most efficient and effective connectivity (eg, broadband and mobile phone coverage)
- dining, accommodation and visitor attraction options
- the perception and reality of Council – available, accessible, proactive and responsive

To achieve this we will:

1. support a strong and diverse agricultural sector that is adaptive to climate change and resilient to natural disasters
2. advocate for access to a diverse range of educational and industry training opportunities that meets the demands and expectations of the community and industry
3. provide tourism marketing and promotional activities that leads to increased visitation
4. foster the growth of a large number and range of sustainable employing businesses
5. actively pursue opportunities to increase connectivity and promote early adoption of technology to enable growth and business development

Summary Community Grants June – September 2014

File No 14/30417

No	Org/Club	Project Name/Brief Description	Grant Type	Project Value	Amount Requested	Amount Allocated	Previous Grant in past two years?	Comments from Assessment Panel
1	Alexandra Golf Club Inc.	Rotary Club of Alexandra – Alexandra Racecourse and Recreation Reserve Facility Redevelopment Project.	Community Grant	$250,000.00	$5,000.00	$5,000.00	No	Application supported
2	Buxton Primary School	Developing student leadership at Buxton Primary School.	Community Grant	2,428.00.00	$1,828.00	$1,828.00	No	Application supported
3	Canoeing Victoria Inc	Canoeing Victoria competition at Eildon on the Goulburn River.	Community Grant	$23,264.00	$2,000.00	$2,000.00	No	Application supported
4.	Grow Food Network	An incrEDIBLE weekend on the 'fruits of edible gardening".	Community Grant	$15,000..00	$5,000.00	$2,500	No	Assessment panel sought clarification on budget and reassessed application with new information provided. Application supported with the provision of a recommended $2,500 grant recognising the need for both an in kind and financial contribution from the group for a larger grant.
5	Alexandra Race Club (in partnership with ATTM)	Alexandra timber Tramway Museum secure storage yard annex.	Community Grant	$2,500.00	$500.00	$500.00	No	Application supported. Amount funded falls within delegation of the Assessment Panel and funding has been distributed to the club.
6	Eildon Lions Club	Eildon Lions Big River Bush & Youth Camp	Community Grant	$11,000.00	$5,000.00	$2,500	No	Assessment sought clarification on budget and building material costs and reassessed application with new information provided. Application supported with the provision of a recommended $2,500 grant to cover the gap between the Club contribution and the cost of building materials.
7	Yea Art Carnivale	Yea Arts Carnivale 2015	Community Grant	$42,940.00	$3,800.00	$3,800.00	No	Application supported
8	Buxton Recreation Reserve Committee of Management	Repair to and refreshment of the tennis facilities at Buxton Recreation Reserve.	Community Grant	$7,480.00	$3,740.00	$3,740.00	No	Application supported
9	Yea Centenary Show	100 Yea show celebration, award Centenary medals to all the champion exhibits and aim to offer new and crowd pleasing events including talented woodcarver with chainsaw.	Community Grant	$2,500.00	$1,250.00	$1,250.00	No	Application supported
10	Alexandra Events, RACV Great Victorian Bike Ride	To provide live entertainment at the RACV Great Victorian Bike Ride, to promote the Shire and Alexandra township.	Community Grant	$$2,000.00	$1,000.00	$1,000	No	Application supported. The amount funded falls within the delegation of the Assessment Panel and funding has been distributed to the Committee.

MINUTES

of the

AUDIT ADVISORY COMMITTEE MEETING

held on

MONDAY 15 SEPTEMBER 2014

in the

ALEXANDRA COUNCIL CHAMBERS

commencing at

3.00 pm

INDEX

1.   PRESENT/APOLOGIES

APOLOGY:

An apology was received from Cr J Kennedy.

Noted.

> *Present:*
> Ian McKaskill (Chair)
> Robert Richards
> Michele Sheward
> Cr Margaret Rae (Mayor)
> Cr John Walsh
>
> *In attendance:*
> Margaret Abbey, CEO
> Andrew Bond, Manager Business Services
> Mark Holloway, H L B Mann Judd
> Remy Szpak, VAGO

Apologies received from Michael Chesworth, General Manager Corporate & Community Services and Mark Peters, H L B Mann Judd.

Noted.

2.   DECLARATIONS OF INTEREST

No declarations of interest.

3.   CONFIRMATION OF MINUTES

➢   Minutes of Audit Committee Meeting held 22 May 2014

Recommendation:
That the Minutes of the Audit Advisory Committee Meeting held 22 May 2014 be confirmed.

<u>RESOLUTION:</u>
Michele Sheward / Cr J Walsh
That the Minutes of the Audit Advisory Committee Meeting held 22 May 2014 be confirmed.

<u>CARRIED</u>

4.   REVIEW OF AND BUSINESS ARISING FROM PREVIOUS MINUTES

4.1   AUDIT COMMITTEE WORK PLAN

(*Refer Encl 4.1 -* Internal Audit Committee Annual Plan updated May 2014)

The internal Audit Committee Annual Plan as amended in May 2014 was attached for reference.

The quarterly management report item to be removed from Quarter 3.

4.2   INVESTMENT AND BORROWINGS POLICIES

REF: 14/10593 & 14/10578

(*Refer Encl 4.2a* – Investment Policy and *Encl 4.2b* Borrowing Policy)

The draft policies presented at the May 2014 meeting have now been revised and finalised for presentation to the Audit Committee and are attached for reference.

Noted.

4.3   ANY LEGISLATIVE CHANGES IMPACTING ON CONTROLS TO MANAGE SIGNIFICANT RISK

REF: D14/8958 (pages 4-18)

(*Refer Encl 4.3* – Victorian Grants Commission Allocation and Payment Schedule 2014-15 Pages 4-18)

In May 2014, the Commonwealth Government announced that it will pause indexation of the total national pool of financial assistance grants to local government for the next three years. This means that funding available for distribution to local governments across Australia will be frozen at 2013-14 levels until 2017-18.

The Commonwealth Government also advised that is would not bring forward any part payments of the 2014/15 allocations to June 2014, breaking with its recent practice of recent years. The determined allocation for each Council will be paid on a quarterly basis, with the first payment received by Murrindindi Council on 15 August 2014.

The allocation of these funds is managed by the Victorian Grants Commission, which are distributed on a complex formula basis and are untied, meaning that Councils are able to determine how these funds are to be used. The formula applied by the Victorian Grants Commission to determine each Council's individual proportion of the total funds made available to the State, calculates "relative expenditure needs" for the nine most significant areas of local government expenditure, which are then adjusted by fourteen cost adjustors which consider demographics, geography, socio-economic and environmental factors.

Due to the Commonwealth Government's decision to pause indexation for the next three years, the Victorian Grants Commission has adopted a tight variable capping regime for movements in grant outcomes for 2014/15, when compared to 2013/14. For rural councils, this resulted in a maximum increase of 3.0% and a maximum decrease of 1.0%.

Council's total allocation under the Victorian Grants Commission for 2014/15 is $4,335,976, which is $66,000 (1.5%) less than the amount budgeted for 2014/15 of $4,402,000. Council's 2014/15 budget was prepared on the assumption of a 2.5% indexation increase, however as final confirmation of this was not received until August 2014, Council's budget had already been adopted at this level.

Audit Committee was advised that this change to funding will be considered at the half year budget review.

Noted.

5.   REPORTS

5.1   CONSIDERATION OF THE 2013/2014 FINANCIAL STATEMENTS

(*Refer Enc 5.1* – to be forwarded under separate cover)

Purpose:
The purpose of this report is to present the Financial Statements for the financial year ended 30 June 2014 for Audit Committee review.

Recommendation:
That it be recommended to Council that:
1.   **Council approve in principle the Murrindindi Shire Council Financial Statements, Standard Statements and Performance Statement for the year ended 30 June 2014 as tabled;**

2.   **Council authorise two (2) Councillors to certify the Financial Statements, Standard Statements and Performance Statement in their final form after any changes recommended, or agreed to, by the Auditor have been made.**

Background:
Council Officers will present to the committee the Financial Statements inclusive of the Standard Statements and Performance Statement for the financial year ended 30 June 2014.

Remy Szpak from the Victorian Auditor General's Office Council's external auditors will be in attendance at the meeting to address any matters raised during the Audit. Council Officers will also be in attendance to provide input where required.

Following the review of the Financial Statements by the Audit Committee, it is proposed that the Committee recommend approval of the statements by Council subject to any changes required by the Auditor General's Office.

The resolution by Council involves approval of the financial statements in principle, and will require authorisation by two (2) Councillors to certify the financial statements in their final form.

A draft copy of the VAGO Report, Financial Report, Standard Statements and Performance Statement will be circulated separately prior to the meeting.

A presentation will be made to the next Audit Committee meeting on the management of the Fire Services property Levy.

RESOLUTION:
Robert Richards / Michele Sheward
That it be recommended to Council that:
1.   Council approve in principle the Murrindindi Shire Council Financial Statements, Standard Statements and Performance Statement for the year ended 30 June 2014 as tabled;

2.   Council authorise two (2) Councillors to certify the Financial Statements, Standard Statements and Performance Statement in their final form after any changes recommended, or agreed to, by the Auditor have been made.

CARRIED

6.   GENERAL BUSINESS AND FUTURE PLANNING

6.1   INTERNAL AUDIT

6.1.1   Review of Risk Management Framework

REF: 14/24276

(*Encl 6.1.1* – Review of Risk Management Framework)

Mark Holloway presented the recently completed Review of the Risk Management Framework and advised the Committee there is a change in timeline with Item 1 to be presented to the December 2014 Audit Committee meeting.

The recommendation within the report for the timing of presentation of the Risk Management Committee Charter to the Audit Committee was changed to next meeting

Noted.

6.1.2   Draft Strategic Risk Assessment

REF: 14/27602

(*Refer Encl 6.1.2* – Draft Strategic Risk Assessment – to be circulated prior to the meeting)

HBL Mann Judd facilitated a workshop with Murrindindi Shire Council's Executive and Senior Management Team to review the strategic risk profile of the Council. The purpose was to identify internal and external risk factors that represent the greatest exposures to the Council in the achievement of its objectives. These exposures have been initially ranked as High, Moderate and Low on the basis of Executive and Senior Management input.   The review also includes the controls that are in place to address the risk and the residual risk rating.

In addition, those exposures that, by their very nature and despite the controls in place, represent the most serious risks to the Council, and worthy of careful ongoing monitoring have also been identified.

Mark Holloway discussed the purpose of the Strategic Risk Assessment in more detail at the meeting and the next steps in terms of applying more rigour to the risk ratings in terms of likelihood and consequences, which will be presented to the next Audit Committee meeting in December 2014.

6.1.3   Internal Audit Scope – IT Governance

REF: 14/25513, SF/290

(*Refer Encl 6.1.3* – Internal Audit Scope - IT Governance Framework)

Mark Holloway discussed the scope of this audit and advised that the audit will be carried out in the second week of October 2014.

Noted.

6.1.4   *HLB Mann Judd Audit Assessment – explanation of terminology*

Mark Holloway provided an explanation of the use of "High", "Moderate" and "Low" in HLB Mann Judd Audit Assessments.

Noted.

6.2   EXTERNAL AUDIT

The following documents, relating to Performance Audits were emailed to Committee members:

D14/5680 VAGO Planning for Responses to 2012-13 Performance Audit Recommendations
D14/2608 VAGO Interim Management Letter 2013-14
D14/7085 VAGO Final Performance Audit Specification Responses

Noted.

6.3   REVIEW DEVELOPMENTS AND CHANGES IN ROLES, REGULATIONS AND LAWS WHICH RELATE GENERALLY TO COUNCIL'S BUSINESS OPERATIONS.

The Chief Executive Officer provided a verbal presentation on the Local Government Electoral Review released for public comment on 8 September 2014.

The Chief Executive Officer provided a verbal presentation regarding actions taken by Council in response to the State Government denying any additional funding for asset maintenance/renewal.

The Chief Executive Officer advised the Committee of the recent survey by the Victorian Ombudsman on the management of customer complaints.

Noted.

6.4   OTHER

As requested by the Chair the Councillor Code of Conduct and the Employee Conduct was forwarded under separate cover to Committee members.

Noted.

6.4.1   *Leave Report: Annual Leave and Long Service Leave*

(*Refer Encl 6.4.1a* – Employee annual leave report in excess of 6 weeks and *Encl 6.4.1b* Trend Graph)

Purpose:
The purpose of this report is to provide the Audit Committee with an overview of the status of Council's excess annual leave and long service leave balances.

Note this report is now provided as an annual report (previously reported quarterly).

Recommendation:
That the Audit Committee notes the report on accrued annual leave and long service leave balances.

Discussion:
Annual Leave
All managers have access to a leave report that enables them to view excess leave for their staff. The HR Unit reports to the Executive Team bi-monthly on staff with leave in excess of 8 weeks.

Staff with excess 6 weeks annual leave
At the end of August 2014 there were 54 staff with leave in excess of 6 weeks. This is the same number of people as at the end of August 2013. The hours accrued by this group has fluctuated over the last twelve months with an overall nett increase of 83.66 hours over the previous year.

Previous year	# of staff with excess of 6 weeks	Available Hours for staff with excess of 6 weeks	Change in hours for staff with excess
Sep-13	54	12,895.88	
Aug-14	54	12,979.54	83.66

All staff annual leave
The total of accrued hours (annual leave for all staff) is also higher (565.54 hours) than the same time (early September) last year. The total accrual is 205 hours more than at the same time in 2008 demonstrating the trend back to "pre-fire" levels, as shown in the following table, and in the attached trend graph.

Year	All AL Hours Accrued	+/- over previous year
10/09/08	23585.56	
09/09/09	25816.14	2230.58
08/09/10	28388.17	2572.03
07/09/11	29318.57	930.40
05/09/12	26517.96	-2800.61
06/09/13	23225.37	-3292.59
04/09/14	23,790.91	565.54

Now that staff levels have returned to numbers similar to "pre-fire" levels and as these figures and graph suggest, the organisation is returning to a "normal" pattern of leave accrual in line with pre-bushfire leave activity. The challenge now is to reduce the accruals below the established historical trend, in line with the benchmarks (established in the 2013-14 year).

The two benchmarks are:

Benchmark 1 = an average of 20 days (4 weeks or 152 hours) per EFT.
Benchmark 2 = an average of 12.5 days (2.5 weeks or 95 hours) per EFT

The first assumes that with all staff getting 4 weeks per year, but allowed to accrue up to 8 weeks, we would have some with more than 4 weeks and some with less resulting in an average of 4 weeks. Based on this formula our target for this time of year would be 21,776.87 which is 2,014 hours below the actual result. Historically the organisation has tracked around this level (just above or just below) for the past 5 years, with annual reductions each December/January period.

The second sets a stretch target to reduce overall liability (calculated at 95 hours x EFT). Based on this formula the target for this time of year would be 13610.54 hours. This target has been shared with the management team. The HR Unit continues to work with Managers to reduce Council's Annual Leave accrual.

The attached tables report by Division the number of staff and their amount of excess hours. Managers have access to full details.
Note also:

1. Staff may have leave plans agreed with Managers, but not yet documented in approved leave (therefore not reducing pending balances).

2. Staff without access to online leave approval, may have approved leave but the paper work is not entered until the leave is taken (also not reducing pending balances).

3. In areas such as Community Services staff with low workloads (eg 7 hours/week), many may have excess number of weeks leave, but once calculated as Full Time Equivalent weeks, the amount of time (liability) appears more manageable, and the number of staff with more than 8 FTE weeks reduces significantly.

Long Service Leave (LSL)
The LSL balance is managed by the Finance department which monitors the level of leave available, and maintains a budget to cover a proportion.

The following provides an annual indication of the LSL accrued entitlement for the past three years.

Council's LSL balance reduced in mid 2013 (when a number of long term staff were paid out LSL through redundancy (service review). Since then there has been a gradual increase to 30 June 2014 (of 1250 hours or 33 weeks) and then a small reduction (200 hours or 5.6 weeks) to the start of September 2014.

Annual	TOTAL LSL Hours	Change +- accrued hours	change in FTE weeks
01/10/12	54500.90		
21/08/13	54387.60	-113.30	-2.98
04/09/14	55420.94	1033.34	27.19

Conclusion:
The Coordinator HR will continue to monitor and report on trends, and support managers to implement leave plans.

RESOLUTION:
Cr J Walsh / Michele Sheward
That the Audit Committee notes the report on accrued annual leave and long service leave balances.

CARRIED

6.4.2   *Business Continuity and Disaster Recovery Planning*

Andrew Bond provided a verbal presentation on the effectiveness of appropriate Business Continuity and Disaster Recovery Planning.

Noted.

7.   NEXT MEETING

Thursday 11 December 2014 commencing at 3.00pm.

There being no further items of Business, the Chairperson declared the meeting closed at 4.45 pm.

CONFIRMED THIS   _____

CHAIRPERSON   _____

Minutes - Murrindindi Environment Advisory Committee				File: SF/1078		Encl 6.8
Date	**12th of August**	**Time**	**1:30pm**	**Location**	**GBCMA Offices, Yea**	
Attendance:		Nigel Waterhouse, Robert Chaffe, Roger Cook, Steve Meacher, Judy Watts, Mark Leitinger, Zoe Blakeney, Grant Scales		**Apologies:** John Coyne, Rita Seethaler, Ann Jelinek, Cr. John Kennedy, Cr. Cris Ruhr		
Item	**Description of Issue**			**Action**	**Who**	**When**

1.	Environmental Programs Unit Business Plan
	The Coordinator Environmental Programs presented the Business Plan for the year 2014/15 and discussed the various projects summarised under the themes of:
	
	• Strategy and Policy
	• Natural Resource Management
	• Climate Change and Sustainability
	• Environmental Education
	
	The following actions were discussed:
	• Ensure that roadside weed and pest animal control is a key part of Council's advocacy strategy.
	• MOU's established with community groups are clearly understood between Council and the group.
	• Establish working groups specifically to drive the following projects under the 'Strategy and Policy' and 'Natural Resource Management' themes:
	    o Environment Policy Review
	    o Environment Strategy (Preliminary Review and Community Consultation)
	    o Biodiversity Offsets Policy Guidelines
	    o Biodiversity Offsets Program Delivery
	In relation the point three (3), the following actions were agreed:
	• MEAC members to express interest in working groups.
	• MEAC members to recommend external subject matter experts who could form representation in working groups i.e. no more than 12 representatives.
	• Meetings to start from September and occur throughout an agreed cycle for the remaining part of 2014, and into 2015 or as required by the project.
	• Meetings to be held with consideration of travel distances
				Zoe to send email to MEAC confirming EOI for each working group and propose dates for meetings.	ZB	By end of August.

	such as ensuring they are geographically based or utilising technology such as Skype.				**Encl 6.8**
2.	Progress Updates Coordinator Environmental Programs provided an update on the following pieces of work: - MEAC TORs scheduled for adoption at the Council Meeting on 27 August 2014. Presentation will be made to David Wakefield for 7 years of service on the MEAC. MEAC members welcome to attend. - Rural Roadside Management Plan scheduled for adoption at the Council Meeting on 27 August 2014. MEAC members welcome to attend. - Waste Management Strategy adopted by the Council at the 23 July Council Meeting. - Watts Working Better Project launch occurred on 31 July. MEAC members were briefed on the installation stage and communications to date culminating in the production of a film with primary school children (to be used as a marketing tool for the project). To view the film visit: https://www.youtube.com/watch?v=OKBIBpEuB4g	Zoe to email MEAC members to the time and location for the 27 August Council Meeting.	ZB	By the 22nd of August.
3.	Murrindindi Planning Scheme Review Council's Strategic Planning Officer presented on the recent review of Council's Municipal Strategic Statement and local planning policy framework. Comment was sought from the MEAC in relation to the objectives for the environment. Feedback focused around the topics of water supply and catchment management issues, the need to reflect the dynamic nature of the environment and protecting significant biodiversity assets locally. The Strategic Planning Officer committed to sending to the MEAC members a copy of the presentation and the draft changes to the Municipal Strategic Statement. MEAC members were advised to provide written comment back to Zoe.	Zoe to email MEAC members a copy of Grant's presentation including draft changes to Municipal Strategic Statement.	ZB	By the 22nd of August.
4.	Members Update Judy Watts: Successful delivery of National Tree Day activities. Holding small acreage workshops on soil health, fire prevention, weed identification and whole farm planning. Supporting the Blackberry Action Group advocate for funding to ensure continuation of Project Officers. Planning for upcoming 'Kids Teaching Kids Day' on the 9 September. Nigel Waterhouse: Development of the Yea Wetlands Fire Management Plan, and identifying Council's role in this Plan. Informed members also of the BMO overlays and subsequent	MEAC recommends investigation into the ecological impacts of proposed burning regimes for the Yea Wetlands.	MEAC	By end of August.

	changes in the planning system. Robert Chaffe: Application of environmental considerations in roadside works still needs to be improved in the area of education and engagement. Roger Cook: Plantings and enhancement activities at Stony Creek Reserve and activities relating to revegetation (involving local schools) led by the Kinglake Landcare Groups. Steve Meacher: Shared recent release of Dr. Chris Taylor's paper which focuses on a study that finds that logging increased the intensity of the Black Saturday Bushfires. The study was conducted by researchers at University of Melbourne and Australia National University, Canberra.			**Encl 6.8**
	Next Meeting: 14 October 2013, 1.30pm – 3.30pm, Alexandra			
	The meeting closed at: 3.45pm			