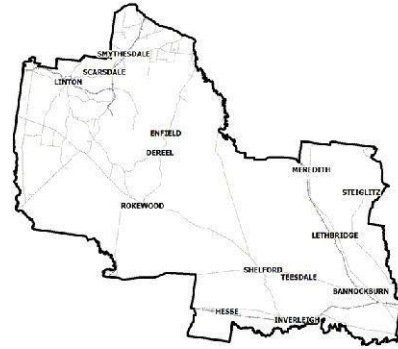


Municipal Emergency

Management Planning

Golden Plains Shire



Municipal Emergency Management Plan 2021-2024

Golden Plains Shire



VICTORIA POLICE



Families,
Fairness
and Housing



Australian
Red Cross



Ambulance
Victoria



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1. Acknowledgement of Country

The Golden Plains Shire Municipal Emergency Management Planning Committee acknowledges the traditional Wadawurrung and Eastern Maar people as the Traditional Owners of the land. The Golden Plains Municipal Emergency Management Planning Committee pays respect to Wadawurrung and Eastern Maar Elders both past and present and extends that respect to all Aboriginal and Torres Strait Islander People who are part of Golden Plains Shire. The committee is committed to working with Aboriginal and Torres Strait Islander communities to achieve a shared vision of safer and more resilient communities.



2. Introduction

2.1. What is an emergency?

An emergency in Victoria is defined in the *Emergency Management Act 2013 (EM Act 2013 or The Act)* to mean “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 or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the foregoing—

- an earthquake, flood, wind-storm or other natural event
- a fire
- an explosion
- a road accident or any other accident
- a plague or an epidemic or contamination
- a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or any other State or Territory of the Commonwealth
- a hi-jack, siege or riot, and
- disruption to an essential service

Any emergency has the potential for significant consequences for the Golden Plains Shire community.

Preparing for emergencies that present a risk to the community through robust planning is one way to mitigate against the impacts of an emergency.

This Municipal Emergency Management Plan (MEMP) for Golden Plains Shire is a legislated overarching document that considers the local risk profile, mitigation work, and response (including relief) and recovery arrangements. The MEMP is supported by sub-plans that consider specific emergency management arrangements for different risks or particular functions such as emergency communications. The MEMP aligns with emergency management planning at the regional (Grampians) and state (Victoria) levels.

2.2. The Phases of Emergency Management

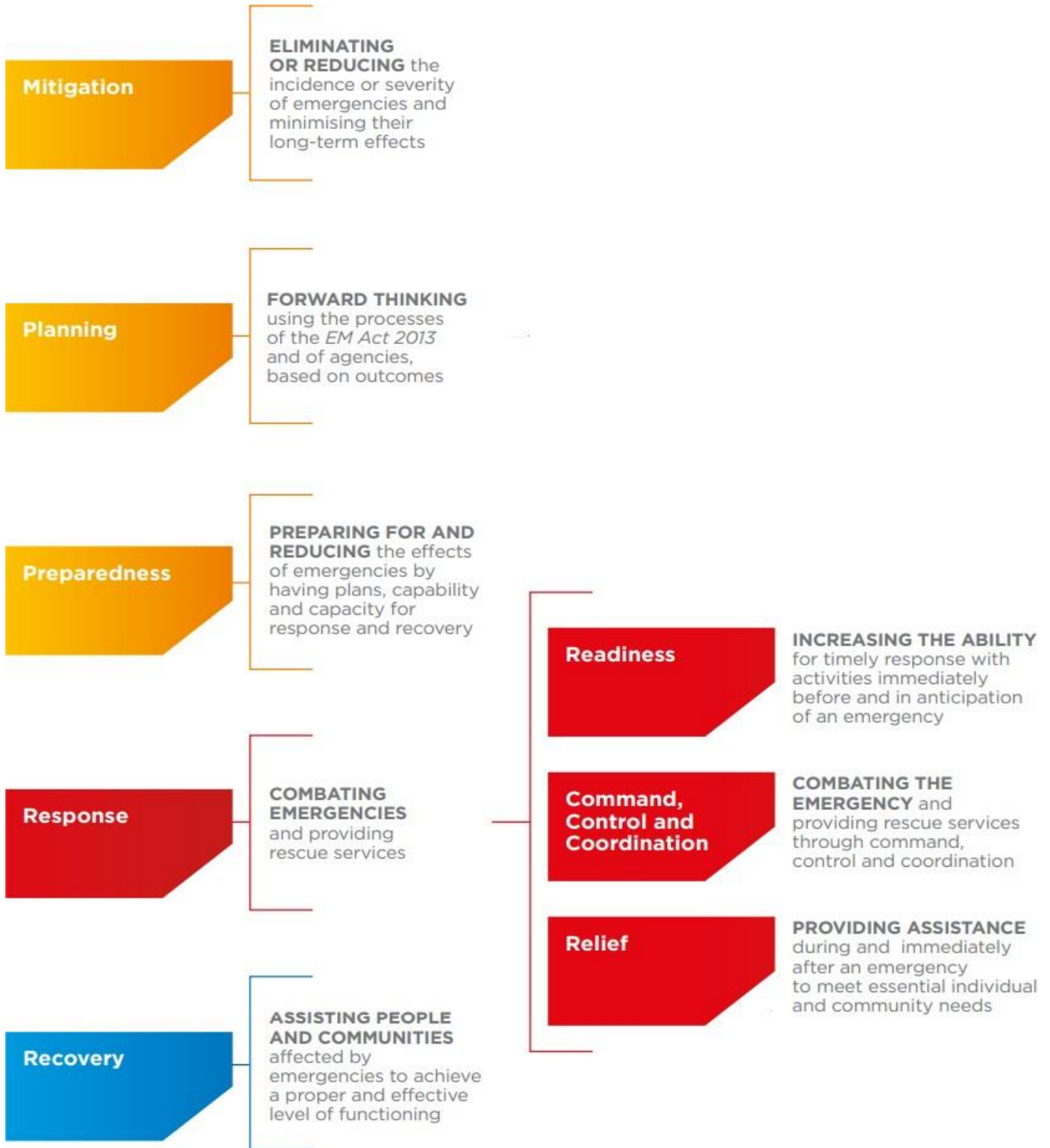


Figure 1: Phases of Emergency Management

2.3. Purpose of this Plan

The *EM Act 2013* requires each Municipal Emergency Management Planning Committee (MEMPC) to develop and maintain a comprehensive emergency management plan for the region that seeks to reduce:

- the likelihood of emergencies
- the effect of emergencies on communities, and
- the consequences of emergencies for communities

2.4. Objective and Context

This Municipal Emergency Management Plan (Plan) documents the agreed emergency management arrangements for mitigation, response and recovery; and defines the roles and responsibilities of stakeholders at the Municipal level. It supports efficiency and effectiveness on a platform of shared responsibility and interoperability to deliver community centred outcomes.

The Plan seeks to build safer and more resilient communities through dynamic engagement and connectedness with the individuals, groups and broader society that makes up the Golden Plains Shire. It ensures a coordinated and integrated approach with a focus on community involvement in planning in line with the 'all communities – all emergencies' approach to emergency management.

This Plan supports holistic and coordinated emergency management arrangements within the region. It is consistent with and contextualises the State Emergency Management Plan (SEMP) and the Regional Emergency Management Plan (REMP). This Plan is a subordinate plan to both the SEMP and REMP.

This Plan considers the SEMP and Grampians REMP and region-specific issues and opportunities that exist.

To the extent possible, this Plan does not conflict with or duplicate other in-force emergency management plans that exist however may provide more detail for municipal level responses.

Figure 2 outlines this Plan's hierarchy. This Plan should be read in conjunction with the SEMP, REMP and any other identified plans.

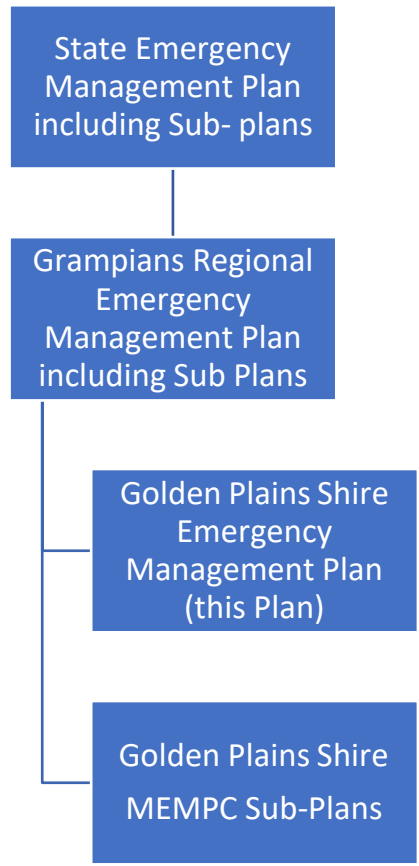


Figure 2. The MEMP hierarchy

2.5. Authority

In 2020, the *EM Act 2013* was amended to provide for new integrated arrangements for emergency management planning in Victoria at the State, regional and municipal levels; and create an obligation for a MEMPC to be established in each of the Municipalities of Victoria. Each MEMPC is a multi-agency collaboration group whose members, organisation, industry or personal expertise to the task of emergency management planning for the region.

The plan complies with the requirements of the *EM Act 2013* including having regard to any relevant guidelines issued under section 77.

The Golden Plains Shire Municipal Emergency Management Planning Committee is the custodian of the Municipal Emergency Management Plan (MEMP) pursuant to the *Emergency Management Act 2013* (the Act; as amended by the *Emergency Management Legislation Amendment Act 2018*)

2.6. Administration

2.6.1. Municipal Emergency Management Planning Committee

An overview of the MEMPC, including details of its membership, meetings and relationship to the State and Regional planning tiers, is detailed in the MEMPC's Terms of Reference, available on request from the MEMPC.

The Golden Plains Shire MEMPC governance structure is composed of the overarching MEMPC, established and functioning sub-committees established to enable the Committee to most effectively maintain awareness of risks and acquit accountabilities under this Plan. The following principles apply to the functioning of MEMPC Sub-Committees and Working Groups:

- **Strategic perspective.** Sub-Committees must add value at a municipal level and not replicate planning occurring inside agencies or municipalities.
- **Capacity.** Sub-Committees must have the resources and people to achieve their purpose.
- **Timeliness.** Where feasible, Sub-Committees will be established to achieve specific outcomes within a prescribed timeframe.

The Golden Plains MEMPC governance structure is as follows in Figure 3:

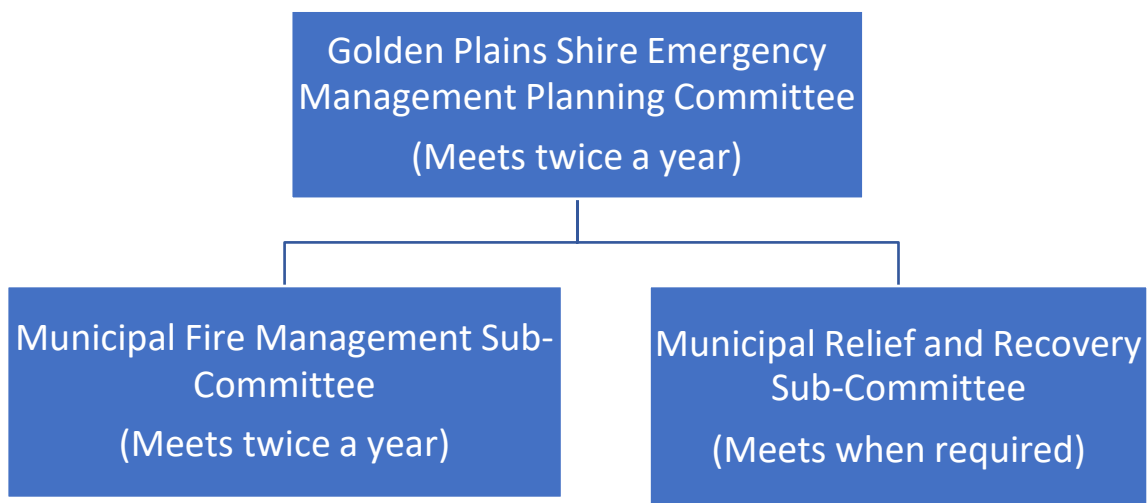


Figure 3: Golden Plains MEMPC governance structure

2.7. Municipal Emergency Management Planning Committee Members

The Golden Plains Shire MEMPC is made up of members of the following organisations.

- Golden Plains Shire Council
- Victoria Police
- Ambulance Victoria
- Golden Plains Shire Community Representative
- Department of Families, Fairness and Housing
- Country Fire Authority
- Fire Rescue Victoria
- Victoria State Emergency Service
- Red Cross
- Victorian Council of Churches Emergency Ministries

2.8. MEMPC Chairperson

In accordance with the *EM Act 2013* (s59B) the Golden Plains Shire Council Chief Executive Officer is responsible for nominating a member of staff to be the MEMPC Chairperson.

The MEMPC Chairperson role is currently held by the Director Infrastructure and Development who has an add on Emergency Management role as the Municipal Emergency Manager (MEM)

The Chairperson is responsible for (*EM Act 2013* s 59B(2)):

- (a) chairing meetings of the MEMPC;
- (b) facilitating the MEMPC to perform its functions;
- (c) on behalf of the MEMPC, providing information and recommendations to the Regional Emergency Management Planning Committee for the region that includes the municipal district.

With regards to responsibility 59B(2)(c), the liaison between the Golden Plains Shire MEMPC and the Grampians REMPC will be maintained through the Golden Plains Shire representative on the REMPC which is currently held by the Coordinator Community Safety.

2.9. Deputy Chairperson

The Golden Plains Shire MEMPC has resolved to elect a Deputy Chairperson responsible for assisting the Chairperson with their responsibilities (as described above) and to act in the role of Chairperson in their absence.

The MEMPC Deputy Chairperson role is currently held by the Municipal Emergency Response Coordinator (MERC) from Victoria Police.

2.10. Collaboration

The following table depicts what agency is involved in the preparation of the relevant plan or sub-plan.

The plan was developed utilising the following principles:

- prepared in a collaborative manner,
- prepared efficiently and effectively,
- prepared in a manner that acknowledges and reflects the importance of community emergency management planning.

Document	Agency responsible	Members
Municipal Emergency Management Plan	MEMPC	Golden Plains Shire Council – Chair, Vic Pol, Ambulance Victoria, Community Representative, DFFH, CFA, FRV, VicSES, Red Cross, VCCEM
Municipal Fire Management Sub Plan	CFA	CFA, FRV, Golden Plains Shire Council, DELWP/FFMV, DoT, Parks Victoria

Municipal Flood Management Plan	SES	Golden Plains Shire Council, Vic SES
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Table 1 – Plan and Membership Collaboration

2.11. Cross Boundary

2.11.1. Grampians and Barwon South West Regions

Golden Plains Shire is located between two state government regions, being Barwon -South West and the Grampians Regions. Members of the MEMPC participates in both Regional Emergency Management Teams including exercises, training and teleconferences during the Fire Danger Period.

CFA has three districts within Golden Plains Shire, being District 6, 7 and 15.

The operational CFA district runs through the middle of the shire. This aligns with the Incident Control Centre (ICC) footprints for a fire event.

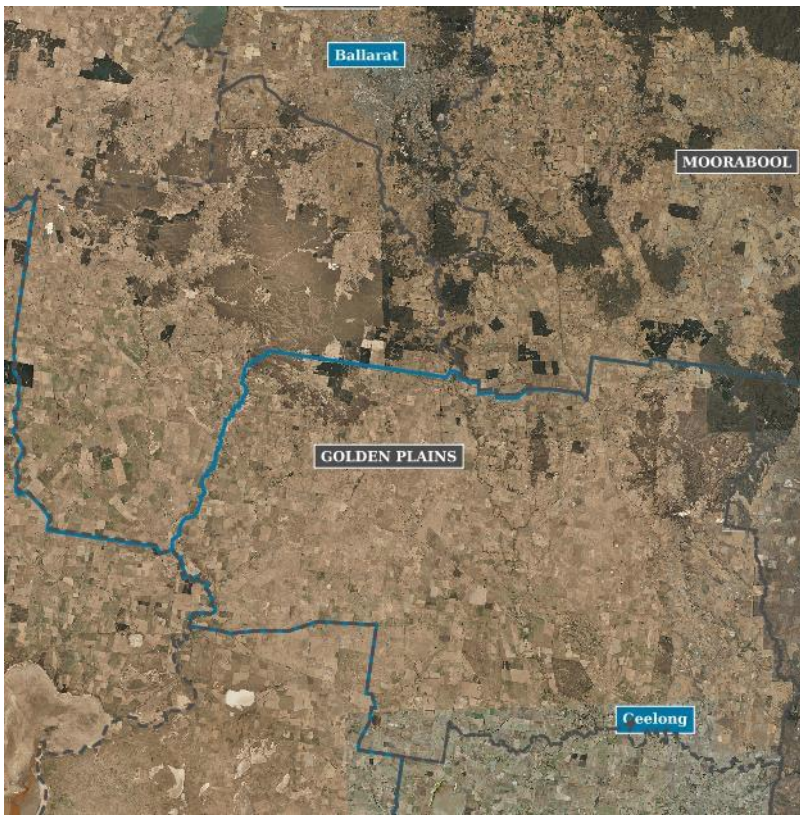


Figure 4: ICC Footprint for a Fire event.

Unless advised, all other Emergency Management or Government agencies are aligned with the Grampians region.

2.11.2. Grampians Municipal Emergency Management Enhancement Group

Collaboration within emergency management provides an opportunity for more robust planning and discussions providing opportunities for better outcomes and learnings for the community.

The Golden Plains Shire MEMPC works closely with neighbouring councils and MEMPC's in the Grampians Region through the Municipal Emergency Management Enhancement Group (MEMEG) to strengthen council capability and capacity to undertake its role in Victoria's emergency management arrangements. This includes sharing resources and developing collaborative emergency management plans.

2.12. Consultation and engagement

This plan has been adopted from previous reiterations of the Golden Plains Municipal Emergency Management Plan. The MEMPC is represented by the following agencies who have all had input into this plan;

Golden Plains Shire MEMP 2021-2024

- Golden Plains Shire Council
- Victoria Police
- Ambulance Victoria
- Golden Plains Shire Community Representative
- Department of Families, Fairness and Housing
- Country Fire Authority
- Fire Rescue Victoria
- Victoria State Emergency Service
- Red Cross
- Victorian Council of Churches Emergency Ministries

3. Review and Update of Plans

3.1. Review of the MEMP

3.1.1. Plan Review

The MEMPC will ensure that the MEMP is prepared and reviewed:

- As required; and
- At least every 3 years.

The purpose of a review is to ensure that the MEMP provides for a current, integrated, coordinated and comprehensive approach to emergency management.

After a review of the MEMP, the MEMPC may prepare an updated MEMP and forward to the REMPC for approval.

3.1.2. Urgent update of the MEMP

The MEMPC may update the Plan if it is of the opinion that an update to its emergency management plan is urgent and there is a significant risk that life or property will be endangered if the emergency management plan is not updated.

The urgent update comes into effect when published under section 60A(1) of the *EM Act 2013* and remains in force for a maximum period of three months unless revoked sooner by the approver. The preparer must ensure affected agencies and the approver are made aware of any urgent updates as soon as possible.

If the approver intends to revoke the urgent update, the preparer should be consulted. Considerations for revoking the urgent update include:

- life or property are no longer endangered
- the situation is no longer considered urgent
- the update is otherwise no longer appropriate

If the urgent update is revoked, or if the Plan is not updated within three months using the usual process, the original Plan is reinstated and re-published. All affected agencies must be advised by the MEMPC when the original Plan is back in force.

3.2. Resolving disputes

The MEMPC should work collaboratively to achieve effective outcomes through consensus. Nonetheless, disputes may arise about matters including but not limited to:

- an agency's role or responsibility under the MEMP
- an agency's capacity to undertake planning tasks
- the process, content and approval of the plan
- the assurance and review of the MEMP
- timeliness

The MEMPC remains accountable for its planning. Where a dispute arises, the parties should seek to resolve the differences as soon as possible in a constructive, respectful and transparent way. Escalation of disputes to the REMPC should only occur as a last resort, and where an issue is significant. Any disputes over the assurance of the MEMP is to be referred to the Emergency Management Commissioner as a last resort.

3.3. Plan approval

This Municipal Emergency Management Plan is approved by the Municipal Emergency Management Planning Committee.

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

This Plan is published on the Emergency Management Victoria website, as required by s60AI of the *EM Act 2013*.

3.4. Plan assurance

This plan has been assured against a state-wide set of assurance statements and has met the self-assurance standards as per the requirements in accordance with the *Emergency Management Act 2013* (the Act; as amended by the *Emergency Management Legislation Amendment Act 2018*) and with due regard to the Minister's Guidelines for Preparing State, Regional and Municipal Emergency Management Plans, issued under section 77 of the Act (Section 60AC).

DATE OF MEMPC ASSURANCE: 3 September 2021

3.5. Disclaimer

No reader should act based on any matter contained in this publication without appreciating that it may be the subject of amendment or revocation from time to time without notice. A current copy of the Municipal Emergency Management Plan is available from the Golden Plains Shire website www.gplains.vic.gov.au

The members of the MEMPC expressly disclaim all and any liability (including liability in negligence) to any person or body in respect of anything and the consequences of anything done or omitted to be done by any such person or body in reliance, whether total or partial, upon the whole or any part of this publication.

4. Document Information

4.1. Amendment Register

Version Number	Date of Self-Assessment Audit	Amendment History
1.0	3/09/21	Self-assurance completed at Special Meeting of Golden Plains Shire MEMPC.

Table 2 – Amendment Register

4.2. Administrative Updates

Administrative updates will be made to this plan from time to time that will be noted in the Amendment Register section. These amendments are of an administrative nature and do not substantially change the content or intent of this plan. These amendments do not require the plan to be endorsed by the Grampians Regional Emergency Management Planning Committee.

4.3. Distribution of the MEMP

The Golden Plains Shire MEMP is for the use of the members of the Golden Plains MEMPC, Emergency Management Organisations and the community. The Golden Plains Shire MEMP and amended copies will be distributed to the MEMPC membership electronically.

A Public Copy is available from the:

- Golden Plains Shire Council website: goldenplains.vic.gov.au
- State Library of Victoria: www.slv.vic.gov.au
- [Emergency Management Victoria](#)

Please refer to the Disclaimer of this plan for further details about the intended uses and appropriate distribution of this document.

Please note the Public Version has information and contact details are removed to comply with confidentiality and privacy requirements. The Restricted version has full details and is only made available to the MEMPC membership or approved agencies that have a role or responsibility detailed in this plan.

The current version of this sub-plan is maintained by the MEMPC on the “Crisisworks” emergency management platform for Council and approved agency staff access.

4.4. MEMP Contact Details

Please address all enquiries to:

The Chairperson

Golden Plains Shire Municipal Emergency Management Committee

P.O. Box 111 Bannockburn Victoria 3331

enquiries@gplains.vic.gov.au

5. Emergency Management Plans

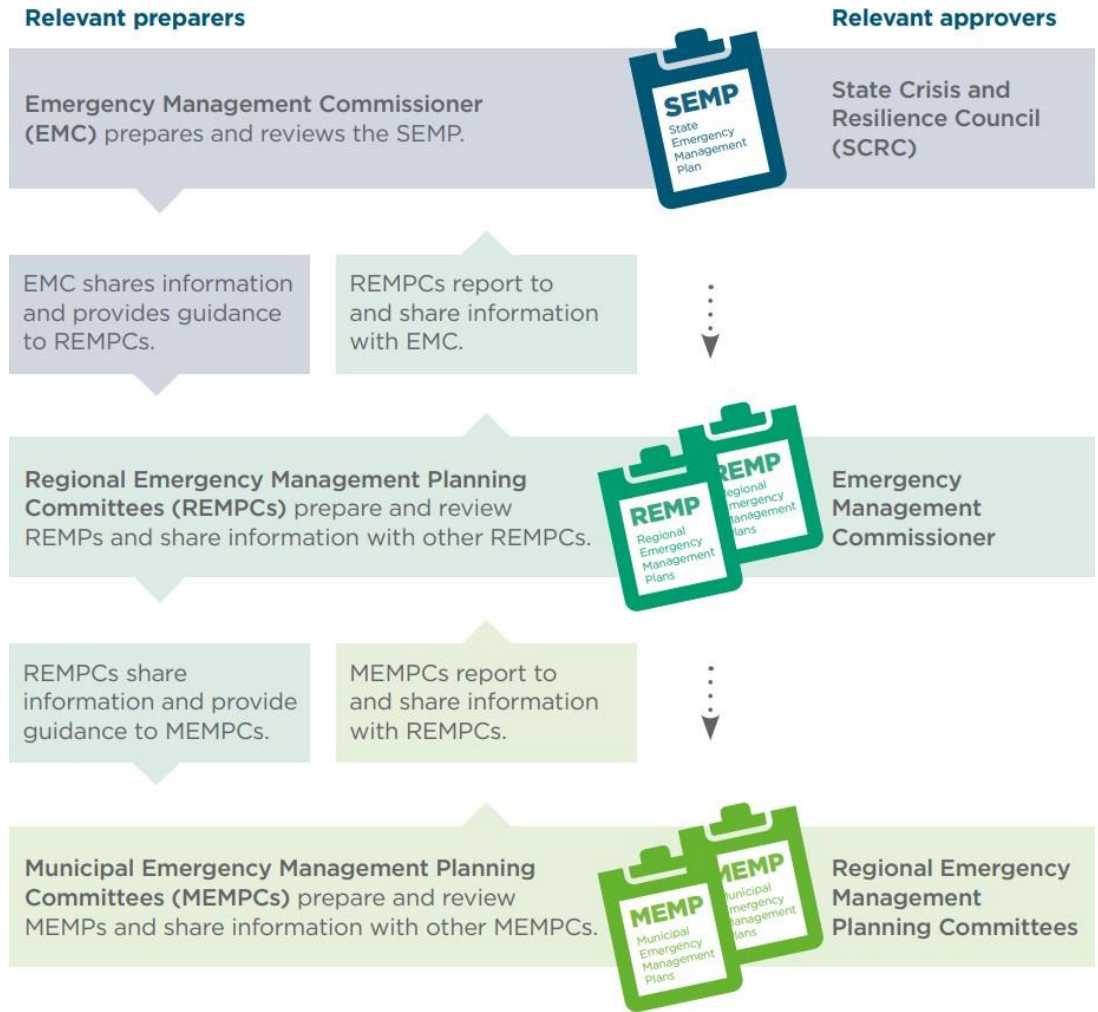


Figure 5: Hierarchy of EMP's

5.1. Requirements of the MEMP

The Municipal Emergency Management Plan is to be read in conjunction with the State Emergency Management Plan, the Grampians Regional Emergency Management Plan, and any approved sub-plans of the MEMP.

The Golden Plains Shire MEMP;

- aims to reduce the likelihood of emergencies and the effect and consequences they have on communities
- ensures a comprehensive and integrated approach to emergency management
- promote community resilience in relation to emergencies, and

- promote appropriate interoperability and integration of emergency management systems (Section 60AA(2), Section 60ADB(1), Section 3.6.3)

5.1.1. State Emergency Management Plan

The Victorian State Emergency Management Plan (SEMP) is prepared within the context of the *Emergency Management Act 2013* objectives to:

- foster a sustainable and efficient emergency management system that minimises the likelihood, effect and consequences of emergencies; and
- establish efficient governance arrangements that
 - clarify the roles and responsibilities of agencies
 - facilitate cooperation between agencies; and
- ensure the coordination of emergency management reform within the emergency management sector; and
- implement an ‘all communities, all emergencies’ approach to emergency management; and
- establish integrated arrangements for emergency management planning in Victoria at the state level

In accordance with the legislation, the SEMP is prepared by the Emergency Management Commissioner and endorsed by the State Crisis and Resilience Council.

The SEMP outlines the emergency management arrangements for Victoria to inform all levels of planning – state, regional and municipal. The SEMP provides a coordinated and comprehensive approach to emergency management at the state level, containing provisions for the mitigation of, response to and recovery from emergencies and specifies the roles and responsibilities of agencies in relation to emergency management.

The SEMP can be found [here](#).

5.1.2. Regional Emergency Management Plan (REMP)

This Regional Emergency Management Plan (REMP) has been prepared by the Grampians Regional Emergency Management Planning Committee (REMPC) and is approved by the Emergency Management Commissioner.

The Emergency Management Act 2013 requires each REMPC to develop and maintain a comprehensive emergency management plan for the region that seeks to reduce:

- the likelihood of emergencies;

- the effect of emergencies on communities; and
- the consequences of emergencies for communities

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

The Grampians REMP can be found [here](#).

5.1.3. Municipal Emergency Management Plan (MEMP)

The Golden Plains MEMPC has prepared this Plan as required by the *EM Act 2013* and having regard to the Ministerial guidelines for preparing emergency management plans.

In developing this Plan, the MEMPC has committed to:

- maintaining an awareness of existing emergency plans and arrangements within the Municipality
- a robust risk evaluation process, including
 - undertaking regular risk and hazard assessments, and
 - developing and maintaining a risk register
- supporting accountable agencies to identify and prioritise possible treatments for emerging risks and consequences within the region
- developing plans to manage or mitigate identified and prioritised residual risks
- identifying capability and capacity limitations and within the region, and
- supporting capability uplift, including through multi-agency exercising and training

The arrangements in this plan apply on a continuing basis and do not require specific activation.

5.2. Sub-plans and Complementary Plans

5.2.1. Sub-plans

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

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

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

In determining which hazards require sub-plans to support this Plan, the MEMPC has had consideration of the following reports and supporting materials:

- [Victorian Preparedness Framework \(VPF\)](#).
- Regional sub-plans and complementary plans
- 2014 Emergency Risks in Victoria Report, and
- Existing Municipal Emergency Management Plans (MEMPs), including their Community Emergency Risks Assessments (CERAs)
- Sub-Plans to the MEMP.

5.3. Complementary plans

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

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

6. Municipal Overview

6.1. Traditional Owners

The Golden Plains Shire Municipal Emergency Management Planning Committee acknowledges the traditional Wadawurrung and Eastern Maar people as the Traditional Owners of the land.

6.2. Golden Plains Shire

Golden Plains Shire covers an area of 2,705 square kilometres and is bordered by the Shires of Moorabool, Pyrenees and the City of Ballarat in the north, the Shire of Corangamite in the west, the Shires of Colac Otway and Surf Coast in the south and the City of Greater Geelong in the east.

Golden Plains Shire includes the following townships and rural localities of Anakie (shared with Greater Geelong), Bamganie, Bannockburn, Barunah Park, Batesford (shared with Greater Geelong), Berringa, Berrybank (shared with Corangamite), Cambrian Hill, Cape Clear, Corindhap, Cressy (shared with Corangamite and Colac Otway), Dereel, Durdidwarrah, Durham Lead (shared with Ballarat), Enfield, Garibaldi, Gheringhap, Grenville, Haddon, Hesse, Illabarook, Inverleigh, Lethbridge, Linton, Mannibadar, Maude, Meredith, Mount Mercer, Morrisons, Murgheboluc, Napoleons, Newtown, Nintingbool, Piggoreet, Pitfield, Pittong (shared with Corangamite and Pyrenees), Rokewood, Rokewood Junction, Ross Creek, Russells Bridge, Scarsdale, Shelford, She Oaks, Smythes Creek (shared with Ballarat), Smythesdale, Springdallah, Staffordshire Reef, Steiglitz, Stonehaven, Sutherlands Creek, Teesdale, Wallinduc, Werneth (shared with Corangamite), Willowvale, Wingeel (shared with Colac Otway).

Golden Plains Shire geography is dominated by the wide and gently undulating basalt plains of the Victorian Volcanic Plains in its central and southern regions. The geography of the northern and northeastern areas of the Shire features the steeper and hilly country of the Central Victorian Uplands.

The native vegetation of the Victorian Volcanic Plains is characterised by isolated but highly significant remnant native grasslands. The native vegetation of the Central Victorian Uplands is dominated by open forests with several large reserves set aside to protect natural values. These largely natural forested areas contain the Enfield State Forest and the Brisbane Ranges National Park.

The plains are crossed by several major rivers being the Woady Yaloak and Leigh Rivers, with the ranges in the northeast divided by the Moorabool River. All of these rivers extend from the north of the Shire through to the south, placing a barrier to east-west traffic. Several tributaries are similarly difficult to traverse.

The Shire contains sections of three highways that are located in the eastern (Midland Highway), northern (Glenelg Highway) and southern (Hamilton Highway) parts of the Shire. The two rail lines within the Shire closely follow the Midland and Hamilton Highways. Apart from the highways, the Shire is neatly crossed by a number of other arterial roads, both in

a north-south direction and an east-west direction. A further network of local collector and access roads gives service to all areas.



Figure 6. Map of Golden Plains Shire

6.3. Climate

The climate in the area is dominated by warm dry summers and cool wet winters. Temperatures can range from 0°C in winter to 44 °C in summer. The average rainfall for the region is 493mm mm per annum with most rainfall in winter and spring. The bushfire season generally runs from December to April, weather conditions associated with the bushfire season in the Shire include:

- warm to hot north-westerly winds, and
- high temperatures and low relative humidity followed by a cool south-westerly change

In recent years there has been a significant decrease in average spring and autumn rainfalls.

The State Government climate change projections predict that the municipality can expect:

- increased temperatures with the greatest increases occurring in summer
- to be drier with greater decreases in rainfall expected in spring, and
- to have an increase in the intensity of rainfall but a decrease in the number of rainy days

With increased temperatures and a decreased amount of rainfall, water will be a key issue in the future for the community, council, primary producers and businesses.

6.4. Topography

The Shire's topography ranges from hilly forested areas in the north and north-east of the Shire to relatively flat terrain, with deeply incised watercourse valleys across the volcanic plains in the south and west.

Topographic relief ranges from 40 metres above sea level in the south east to 500 metres above sea level in the Enfield State Forest to the east of Scarsdale.

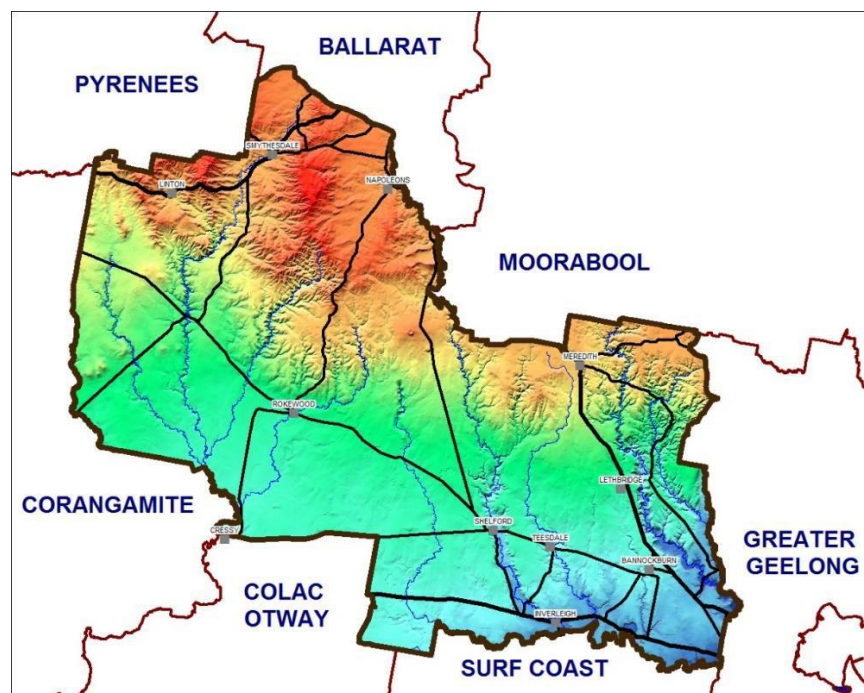


Figure 7: Topography of Golden Plains Shire

6.5. People

The Shire continues to experience strong population growth according to 2017 data released from the Australian Bureau of Statistics (ABS). The Shire is rated equal third fastest growing regional Council area in Victoria by percentage growth rate. The Shire's population grew by 2.7% between 2015-16 to reach 21,929 people, an increase of 589 from

the previous year. It is estimated that the current population is 24,249 however this has not been confirmed via recent census data.

Golden Plains affordable housing and proximity to Geelong and Ballarat have helped fuel this growth, with residents enjoying the Shire's rural lifestyle, larger land parcels and access to services.

The Shire's population embraces a large portion (29.7%) of people in the younger age groups (0 to 19) and those in the 35-to-49-year age group (22.2%) reflecting the predominance of young families moving into the Shire. Older people (70+) represent only a small (6.8%) part of the Shire's demographic (ABS 2016). The Shire's residents are largely Australian born or of an English speaking background.

With a lack of readily accessible public transport, most residents are reliant on private transport for travel. Primary schools are located at Lethbridge, Meredith, Teesdale, Shelford, Rokewood, Cape Clear, Ross Creek, Scarsdale, Linton, Haddon and Smythesdale with students transported to school by private vehicle or school bus. Bannockburn has a Catholic Primary School as well as a Prep to Year 12 (P-12) college.

Golden Plains Shire is a predominantly rural area with several small townships. The largest town is Bannockburn, followed by Inverleigh, Teesdale, Smythesdale and Meredith. Rural land is used mainly for grazing, cropping and viticulture with intensive animal husbandry industries recently becoming more prevalent. There are several areas experiencing rapid growth of 'lifestyle' properties. Many residents in the north and south-eastern parts of the Shire travel to work in Geelong, Ballarat or Melbourne.

6.6. Industry

The main industry within the Golden Plains Shire is Agriculture and Forestry and makes up 23.21% of the workforce. Traditionally cropping has occurred in the shire, as well as lamb and in some areas, beef.

There are a number of intensive animal husbandry properties in the shire, they are limited to the chicken, egg and pork industry.

6.7. Major Transport

The shire borders two of Victoria's three major cities in Geelong and Ballarat. Many of our residents access these cities for employment and access is by major highways including Midland Highway and Glenelg Highway.

6.7.1. Major Roads within Golden Plains Shire

- Midland Highway
- Hamilton Highway

- Glenelg Highway
- Colac-Ballarat Road
- Buningyong-Mt Mercer Road
- Shelford-Mt Mercer Road
- Scarsdale-Pitfield Road
- Cressy-Pitfield Road

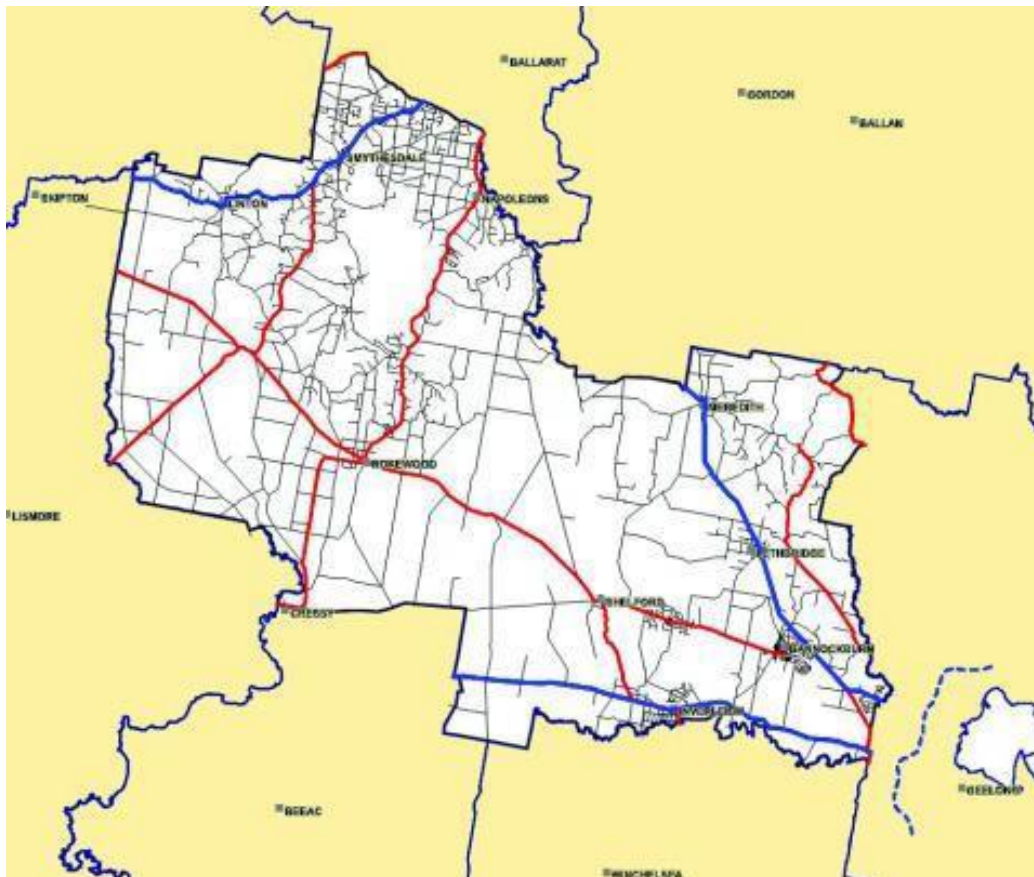


Figure 8 – Major roads in Golden Plains Shire

6.7.2. Rail lines within Golden Plains Shire

- Geelong-Ballarat Line (passing through Gheringhap, Bannockburn, Lethbridge, Meredith)
- Adelaide Line (passing through Inverleigh and following along the Hamilton Highway until Cressy)

6.7.3. Lethbridge Airpark

Lethbridge Airpark is a privately owned aerodrome located 6 km north of the rural township of Lethbridge. The site caters to private and recreational pilots, and offers flight training, several hangars, a fuel depot, helipad, an aircraft maintenance workshop and is home to numerous aircraft during the fire danger period.

There are approximately 1300 plane movements per month. (Landings, take-offs and touchand goes.)

6.8. History of Emergencies

Golden Plains Shire has a long history of fire and flood emergencies.

Due to the Shire's topography, it is exposed to the threat of bushfires in hilly forested areas and rapidly moving grassfires across the volcanic plains. The municipality has experienced several large grassfire and bushfire events with the most recent bushfires being the Anakie (January 2006), Snake Valley (March 2006), Steiglitz (January 2007) and Dereel (March 2013) fires. While the fire focus is on forested areas, the Shire has suffered from several large grassfires that have resulted in the loss of assets including two fires in Mt. Mercer in March and December 2019.

The Shire's watercourses have all experienced flooding to varying extents particularly in the Inverleigh area where the confluence of the Leigh and Barwon Rivers can lead to extensive and widespread flooding if both rivers peak at the same time. The Shire experienced localised flooding and damage along the Woody Yaloak River catchment and other streams as a result of heavy rain in 2010-11.

With the recent increase in intensive animal husbandry industries; primarily poultry and pigs, the Shire is exposed to emergencies associated with animal illness epidemics and the concomitant human impacts. In 2020, an Avian Influenza outbreak impacted a number of properties in the Lethbridge area.

The Shire is crossed by a number of important rail and road transport corridors with their risk of rail and road emergencies and the flow-on effects depending on the scale, nature and hazard of the incident.

Table 3: History of Emergencies

Event	Year	Location
Fire	2006	Anakie
Fire	2006	Snake Valley (With Pyrenees)
Flood	2011	Shire Wide (State Wide)
Fire	2013	Dereel
Flood	2016	Shire Wide
Fire	2019 (March)	Mt Mercer
Fire	2019 (December)	Mt Mercer
Wind Event (Down Burst)	2020	Cressy
Pandemic	2020-2021	Global Pandemic
Avian Influenza	2020	Lethbridge

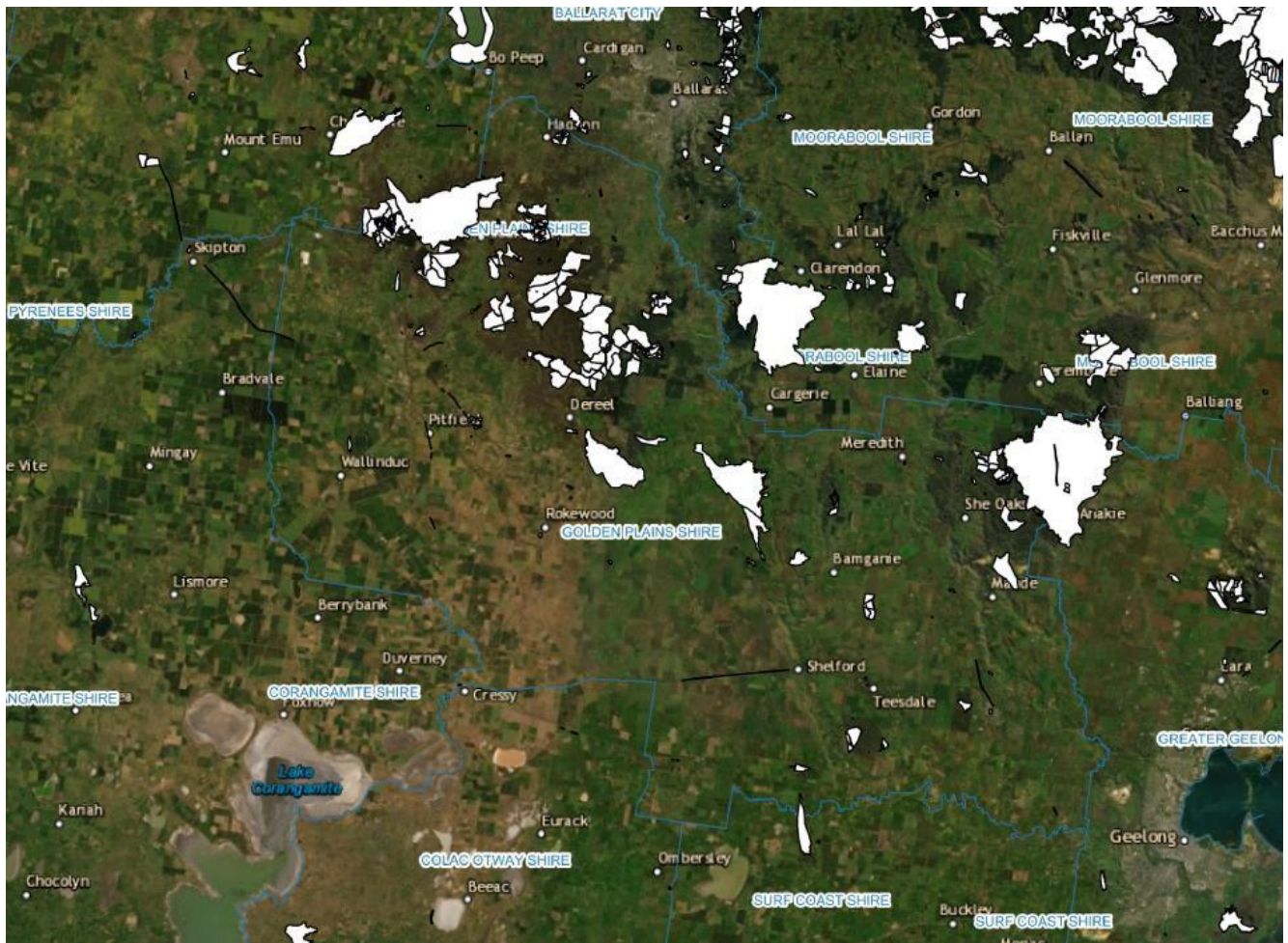


Figure 9 – 20-year history of fire within Golden Plains Shire.

7. Mitigation (including preparedness)

7.1. Introduction

The unpredictable nature of emergencies can cause loss of life, destruction of property and dislocation of communities. Coping with hazards gives our reason and focus for planning. Emergency management planning at the municipal level is a multi-agency responsibility with Council playing an important role as direct participants as well as facilitating the planning process.

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

The framework for the management of all types of emergencies in Victoria is provided by the Emergency Management Act 2013.

This plan is one component of the broader framework that enables emergency services, support agencies, service providers and the community to better understand hazards, determine priority risks, prepare for, respond to and recover from emergencies to strengthen community resilience and safety within the Golden Plains municipality.

This Plan is the result of the cooperative efforts of the agencies and organisations that comprise the Golden Plains MEMPC. It is these collaborative efforts of the membership that will ensure the objectives of the plan are implemented.

Government and non-government organisations, commercial enterprises and community members are all expected to maintain mitigation measures within their areas of responsibility. For example:

- Private businesses prepare business continuity plans
- Aged care and health facilities have emergency management plans
- Farmers have appropriate fire control measures at harvest
- Fire agencies will conduct strategic controlled burn programs
- Council implements relevant planning, prevention and mitigation measures within its authority, responsibility and policies
- Community members have personal emergency plans
- Organisations and individuals have appropriate levels of insurance

7.2. Vulnerable People and Facilities

The state-wide database for vulnerable people is regularly updated and available via Victoria Police for response agencies in the event or possible event of a major incident. Golden Plains Shire Council provides a Vulnerable Person Coordinator who assists other agencies with maintaining their entries in the state-wide database on an ongoing basis.

Facilities including schools, health services and aged care and disability services are listed in the Vulnerable People register and need to be considered as vulnerable facilities which would require extra care and attention when dealing with evacuation and emergency procedures.

A vulnerable person is defined by in the Department of Families, Fairness and Housing (DFFH), Vulnerable People in Emergencies Policy as someone living in the community who is:

- Frail, and/or physically or cognitively impaired; and
- Unable to comprehend warnings and directions and/or respond in an emergency situation

A vulnerable person may be identified for inclusion on a Vulnerable Persons Register if they additionally:

- Cannot identify personal or community support networks to help in an emergency

Golden Plains Shire maintains a register of facilities, where vulnerable people are likely to be found, these may include, but are not limited to the following:

- Aged Care facilities
- Schools
- Kindergarten/Preschool.

The list is provided in Appendix 8 or available at gplains.crisisworks.com

7.3. Vulnerable Persons Register

Golden Plains Shire Council coordinates the Vulnerable Persons Register as per Department of Families Fairness and Housing (DFFH) guidelines. Golden Plains Shire Council has identified vulnerable persons in the community through their Health and Community Care (HACC) services and other service providers within the community.

DFFH funded agencies are responsible for entering and maintaining their clients that have been identified as vulnerable. The Vulnerable Persons Register is available to authorised Victoria Police members for planning, exercises and for responding to an emergency.

The Vulnerable Persons Register is available via Crisisworks. Access to the register in an emergency should be through Victoria Police.

7.4 Cape Clear Community Led Cooling Centre

With the financial assistance of Golden Plains Shire Council, the Cape Clear Recreation Hall has been set up to temporarily deal with the health effects of a heat wave. The hall provides shade, water and restrooms and a cool environment for the greater Cape Clear area.

With the welcomed assistance of the Cape Clear Recreation Hall Committee, the centre may be opened on days of extreme heat, fire danger or during prolonged heat events.

7.5 Risk Assessment

Emergency Risk Management is a systematic process that produces a range of measures that contribute to the community and environmental wellbeing. 'Unexpected' emergencies can affect the community differently as they generally happen without warning or predictability. These may include transport accidents, flash floods, terrorism and structure fires. Due to the 'unexpected factor' of these events, it is difficult to plan all suitable countermeasures at the municipal level.

The Golden Plains MEMPC recognises it has a key role in prevention and mitigation activities to reduce the risk or minimize the effects of emergencies that may occur in the Golden Plains municipality.

To ensure an effective response to such events, the risk management approach considers the most likely aspects and consequences of all types of potential hazards, which is incorporated into all levels of municipal emergency planning.

The risk management approach provides the MEMPC with a framework for considering and improving the safety and resilience of their community from hazards and emergencies. It aims to identify the likely impacts of a range of emergency scenarios upon community assets, values and functions.

The assessment helps users to identify and describe hazards and assess impacts and consequences based upon the vulnerability or exposure of the community or its functions. The outputs of the assessment process can be used to inform emergency management planning, 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.

Golden Plains MEMPC regularly undertakes risk assessment programs based on the Australian/ New Zealand Standard AS/NZS 31000 via the Online Community Emergency Risk Assessment (CERA).

In June 2014, the MEMPC identified 20 hazards and risks. A review in 2018 confirmed the risks removed Earthquake and added Grassfire). The risks were identified by surveying

members of the public and the MEMPC. The MEMPC analysed, evaluated and determined specific actions to prepare for each identified risk. These risks are reviewed on a yearly basis.

They can be viewed by authorised organisations at <https://cera.ses.vic.gov.au/>

7.6 Golden Plains Risk Register

Through the risk assessment process, the following hazards were identified that impact significantly on the Golden Plains community:

Risk	Risk
Bushfire	Extreme temperature - Heatwave
Grassfire	Essential Service Disruption
Flood	Transport Accident
Pandemic	Earthquake
Emergency Animal Disease	Storm

Table 4: Major Hazards Impacting Golden Plains Municipality



Figure 10: Emergency Risks in Golden Plains Shire

A comprehensive risk profile worksheet has been developed for each of the above-listed risks. This worksheet identifies the hazards, risks, and treatment options. The Risk Register is reviewed at each MEMPC meeting to ensure that it is current. The Risk Assessment worksheets are recorded in CERA Online Portal.

7.7 Exercising

The MEMPC will undertake training and exercises throughout the duration of the plan. The exercises or training may be completed at a municipal or a regional level.

A list of recent exercises undertaken at a municipal level can be found in Appendix 1.

7.8 Bushfire Risk Mitigation

Bushfire mitigation is a shared responsibility. MEMPC member agencies and other key emergency management stakeholders have legislated responsibilities in bushfire mitigation under the *Country Fire Authority Act 1958*, *Fire Rescue Victoria Act 1958* and *Forest Act 1958*.

The Victorian Fire Risk Register – Bushfire (VFRR-B) is one such responsibility. The VFRR was developed to identify and address bushfire risks across Victoria. The VFRR is completed for each municipality and is reviewed as required, as the municipality changes. The VFRR is a systematic process that helps to identify assets at risk from bushfires, assess the level of risk to those assets and highlight the treatments in place along with the responsible agencies for implementing those strategies. Details of the VFRR for Golden Plains Shire are captured in the Municipal Fire Management Sub-Plan.

Local fire agencies including CFA, FRV and Forest Fire Management Victoria (FFMV) contribute to bushfire mitigation at the local level including vegetation management, community resilience programs and maintaining local capabilities and capacity to respond in the event of a bushfire emergency. Golden Plains Shire Council has appointed a Municipal Fire Prevention Officer (MFPO) and several Assistant MFPOs to ensure Council meets its fire mitigation responsibilities including issuing Fire Prevention Notices for hazard removal to private landowners within the municipality. Victoria Police are also responsible for undertaking prosecutions for illegal burning during the Fire Danger Period and on days of a Total Fire Ban to prevent uncontrolled fires on high fire risk days.

8. Response (including readiness and relief)

8.1. Introduction

Emergency Response provides the mechanism for the build-up of appropriate resources to cope with emergencies throughout the municipality. It also provides for requests for physical assistance from the Commonwealth when State resources have been exhausted. Emergency response operations are managed through the following three operational tiers:

- State Tier
- Regional Tier
- Incident Tier

Not all tiers will be active for every emergency. In general, the state and regional tiers are active only for major emergencies or where major emergencies are anticipated to occur. Non-major emergencies are managed only at the incident tier. Most incidents are local and can be coordinated from local municipal resources. However, when local resources are exhausted, Emergency response provides for further resources to be made available, firstly from neighbouring municipalities (on a regional basis) and secondly on a state-wide basis.

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

8.2. Emergency Management Priorities

The State has endorsed a set of emergency management priorities to underpin and guide all decisions made during emergencies in Victoria.

The priorities are:

- Protection and preservation of life is paramount. This includes:
 - Safety of emergency response personnel and
 - Safety of community members including vulnerable community members and visitors/tourists
- Issuing of community information and community warnings detailing incident information that is timely, relevant and tailored to assist community members make informed decisions about their safety
- Protection of critical infrastructure and community assets that support community resilience

- Protection of residential property as a place of primary residence
- Protection of assets supporting individual livelihoods and economic production that supports individual and community financial sustainability
- Protection of environmental and conservation assets that considers the cultural, biodiversity, and social values of the environment

These priorities provide a framework for emergency managers to identify the priority roles and actions of agencies in an emergency response, especially where there are concurrent risks or competing priorities.

8.3. Coordination, Control and Command Arrangements

Emergency response management is based on the functions of coordination, control, command, consequence management, communications and community connection. Broadly:

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies

Control is the overall direction of response activities in an emergency, operating horizontally across agencies

Command is the internal direction of personnel and resources, operating vertically within an agency

Additionally, in order to meet the objectives of emergency management in Victoria, those performing the control, command and coordination functions need to ensure:

The **consequences** of the emergency are managed and

There is **communication** that meets the information needs of communities, stakeholders and government

Community Connection: The understanding of and connecting with trusted networks, trusted leaders and all communities to support resilience and decision making

The following diagram conceptually depicts the relationship between the control, command and coordination functions during an emergency response at the incident tier. The concepts apply equally to the regional and state tiers.

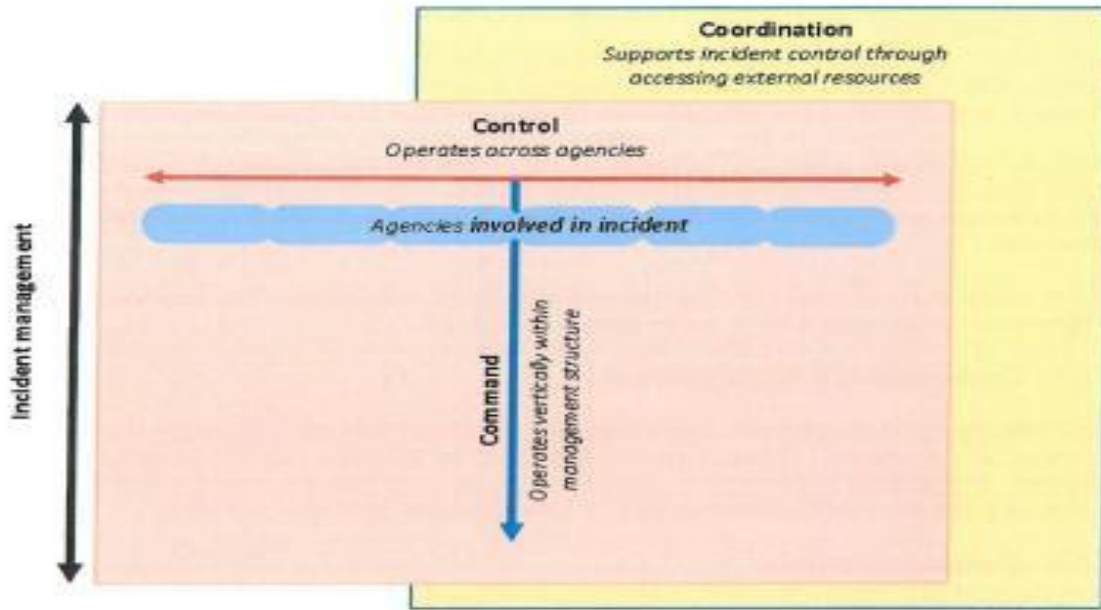


Figure 11: Conceptual depiction of the relationship between control, command and coordination in emergency response

The SEMP details the role that agencies operating in the Golden Plains Shire are responsible for.

8.4. Classes of Emergencies

Classes of emergency, as defined *the Emergency Management Act, 2013*, relate to the type of emergency and are defined below:

Class	Definition
Class 1 emergency	a major fire; or any other major emergency for which the Metropolitan Fire and Emergency Services Board, the Country Fire Authority or the Victoria State Emergency Service Authority is the control agency under the State Emergency Management Plan. (<i>Emergency Management Act 2013</i> section 3)
Class 2 emergency	A major emergency which is not: a Class 1 emergency; or a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or any other state or territory of the Commonwealth; or (c) a hijack, siege or riot. (<i>Emergency Management Act 2013</i> section 3)

<p>Class 3 emergency</p>	<p>A Class 3 emergency means a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or any other State or Territory of the Commonwealth, or a hijack, siege or riot. Class 3 emergencies may also be referred to as security emergencies.</p>
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Table 5: Classes of Emergencies

8.5. Classifications of Emergency Response

There are three classifications of emergency response:

Level one – small scale emergency (less than 24-hour impact)

Level one incident normally requires the use of local or initial response resources.

Level two – medium scale emergency (more than 24 hours)

A level two incident is more complex in size, resources or risk than a level one. It is characterised by the need for:

- deployment of resources beyond initial response
- sectorisation of the emergency
- the establishment of functional sections due to the levels of complexity or
- a combination of the above

The Incident Control Centre (ICC) may be activated to coordinate the multi -agency response to the event. The Incident Controller will establish an Emergency Management Team as required.

Level three – large scale emergency (multiple days impact)

A level three incident is a large-scale emergency and is characterised by the levels of complexity that will require the activation and establishment of an ICC. This level of emergency will require forward planning as the emergency continues and will specifically require recovery planning during the early stages of the response phase of the emergency.

8.6. Phases of Activations

Response arrangements should be implemented at the earliest possible opportunity if the effects of emergencies are to be minimised and for this reason, several phases of activation have been accepted.

8.6.1. Alert

Upon receipt of warning or information that an emergency may occur or affect the relevant area of responsibility, the relevant organisations must be alerted to ensure their readiness to act if called upon. Some of the activities that should be considered in this phase are:

- Warnings for key personnel
- Testing of communications arrangements
- Establishing flow of information between Municipality and Control/Support Agencies
- Ascertain the availability of appropriate staff

8.6.2. Standby

As the threat, or the effect of the emergency, becomes imminent, members of the relevant organisation or sections are placed on standby, thus being ready to move immediately they are required. Some of the activities that should be considered in this phase are:

- Staffing of respective emergency relief centres
- Preparing equipment and personnel for immediate action
- Identifying assembly areas

8.6.3. Action

This is the operational phase of the emergency when combating and support agencies are committed to contain or control the emergency. Some operations may necessitate moving to the "Action phase" immediately without the "Alert" and "Standby" phases being implemented. For this reason, it is mandatory that all organisations having a role in this Plan be in a state of preparedness at all times. Some of the activities that should be considered in this phase are:

- Mobilisation of personnel/equipment as requested
- Production of situation reports on a regular basis for higher authorities
- Deployment of additional resources as required
- Registration of disaster volunteer workers

8.6.4. Stand Down

Once "**Alert**", "**Standby**" and/or "**Action**" have been implemented and objectives met, the MERC must declare a "Stand Down". After consultation with the Control Agency and any other relevant agency, and when the MEMO is satisfied that the response to the emergency has been completed, the MERC will advise all participating agencies of 'Stand Down'.

8.7. Emergency Management Group

Golden Plains Shire Council convenes an internal Emergency Management Group to manage day to day emergency management duties and promote emergency management within the organisation. The group meets once a month.

The EMG comprises of the:

- Municipal Emergency Manager (MEM)
- Municipal Emergency Management Officer (MEMO)
- Municipal Recovery Manager (MRM)
- Deputy MRM's
- Municipal Fire Prevention Officer (MFPO) (Currently the MEMO)
- MERC/Station Commander – Bannockburn Police Station

8.7.1. Municipal Emergency Response Coordinator

The MERC is an appointed member of Victoria Police. Within Golden Plains Shire, the MERC is the Station Commander of Bannockburn Police Station.

The member of Victoria Police appointed as an emergency response coordinator for each municipal district is known as a MERC. The MERC is responsible for bringing together agencies and resources within a municipal district to support the response to emergencies.

The MERC communicates with the Emergency Management Commissioner through the RERC (and subsequently the SPLO). The role of the MERC is:

- If more than one agency could potentially be the Control Agency or if effective control of the emergency is not established, determine which agency will perform the role
- Ensure the appropriate control and support agencies are in attendance or the controller has notified them, and they are responding to the emergency

- Ensure the Incident Controller has formed and is chairing an Incident Emergency Management Team (IEMT), or if the Incident Controller is unable to attend or there are several disparate emergencies within the municipality, form and chair an IEMT
- Ensure the control agency provides timely warnings and information to the community and support agencies
- Arrange for the provision of response resources requested by control and support agencies and escalate unfulfilled requests to the Regional Emergency Response Coordinator (RERC)
- Ensure the Incident Controller has developed and issued an incident action plan including objectives and strategies for managing the incident
- Ensure the Incident Controller has notified the MRM of the emergency, to ensure relief and recovery measures are in place
- Consider the provision of relief to affected communities where necessary and advise the MRM of requirements
- Consider registering people affected by the emergency
- Ensure the MEMO is advised of the emergency, is available to provide access to council-owned or controlled resources if required and is receiving information as appropriate
- Consider the need to declare an emergency area
- Provide the RERC with information or advice about issues relating the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery • Ensure the CA organises an operational debrief with support agencies as soon as practicable after response activities finish

8.7.2. Municipal Emergency Management Officer (MEMO)

The MEMO is responsible for the activation, deployment and coordination of municipal resources in response to emergency situations.

Council, via the CEO, has appointed the Coordinator Community Safety to the position. This role is a statutory appointment under the *Emergency Management Act 2013*. MEMPC members will be notified of any change in the appointment of the MEMO.

MEMO roles and responsibilities are:

- Coordinate municipal resources in emergency response
- Provide municipal resources when requested by emergency services or police during response activities

- Maintain effective liaison with emergency agencies within or servicing the municipal district
- Maintain an effective contact base so municipal resources can be accessed on a 24 hour basis
- Keep the MECC prepared to ensure prompt activation if needed
- Liaise with the MRM on the best use of municipal resources
- Organise a response debrief if requested by the MERC
- Ensure procedures and systems are in place to monitor and record expenditure by the Council in relation to emergencies

8.7.3. Municipal Recovery Manager (MRM)

The MRM is primarily responsible for the coordination of municipal and community resources during relief recovery operations. The MRM works closely with the MEMO and other agencies to integrate relief and recovery efforts.

Council, via the CEO, has appointed the Director, Community Services to the position of MRM. MEMPC members will be notified of any change in the appointment of the MRM. This role is a statutory appointment under the *Emergency Management Act 2013*.

MRM roles and responsibilities are:

- Coordinate municipal and community resources for relief and recovery
- Assist with collating and evaluating information gathered during the impact assessment process
- Establish priorities for the restoration of community services and needs
- Liaise with the MEM and MEMO on the best use of municipal resources
- Establish a Relief Centre as directed by the MERC or MEMO
- Establish a Recovery Centre at a location appropriate to the affected area
- Liaise, consult and negotiate with recovery agencies and council on behalf of the affected area and community recovery committees
- Liaise with the Regional Recovery Committee and the Department of Families, Fairness and Housing
- Maintain vulnerable persons/locations/facilities list

- Undertake specific relief and recovery activities as determined

8.7.4. Municipal Fire Prevention Officer (MFPO)

This role is a statutory appointment under the *Country Fire Authority Act 1958*, Section 96A. Council has appointed the Coordinator Community Safety at Golden Plains Shire to the position of MFPO. The primary role of the MFPO is to ensure Council's obligations under the *Country Fire Authority Act 1958* are met.

The MFPO roles and responsibilities include:

- Manage the Municipal Fire Management Sub Committee (MFMSC)
- Liaise with fire services, brigades, other authorities and councils regarding fire prevention planning and implementation
- Advise and assist the MEMPC on fire prevention and related matters
- Report to Council on fire prevention and related matters
- Carry out statutory tasks related to fire prevention notices and infringement notices
- Investigate and act on complaints regarding potential fire hazards
- Advise, assist and make recommendations to the general public on fire prevention and related matters

Under current legislation, there is no planning component to the MFPO role.

8.7.5. Emergency Management Liaison Officer

Support agencies may provide or may be requested by an emergency response coordinator or controller to provide an emergency management liaison officer(s) (EMLO) to the State Control Centre, Regional Control Centre or Incident Control Centre. When requested the EMLO will;

- Attend the SCC, RCC or ICC as soon as possible and be adequately prepared
- Notify their own organisation that their attendance has been requested
- Have the necessary seniority/delegated authority and ability to make commitments, or be able to arrange commitments on behalf of their agency/organisation
- Relay tasks allocated to their organisation from the control centre and/or relay requests from their organisation to the SCC, RCC or ICC
- Have a sound understanding of the principles of emergency management

- Have a sound understanding of the organisation/agency they are representing in the SCC, RCC or ICC
- Be able to provide advice to the SCC, RCC or ICC on resources
- Maintain regular contact with their own organisation

Where an EMLO cannot be deployed to a particular location, the EMLO may perform the role from a remote location, for example through a teleconference or video conference link.

8.8. Incident Control Centres (ICC)

Incident management and control will be set up and activated by the controlling agency at a pre-determined Incident Control Centre (ICC). In some cases, it may be initially set up from a police station or predetermined municipal facility.

The Incident Control Centre (ICC) operates using the Australasian Inter-service Incident Management System (AIIMS). AIIMS provides a management system that facilitates the coordination of all activities, by all parties involved, in the resolution of any emergency.

Golden Plains Shire is split down the middle of two ICC footprints, being Geelong ICC and Ballarat ICC.

- The Ballarat ICC is located at DELWP – Vickers Street Sebastopol.
- The Geelong ICC is located at VicSES – Furner Avenue Bell Park.

Note: The ICC is not open to the public.

8.9. Municipal Emergency Coordination Centre

The MECC is a Golden Plains Shire Council operated facility from which Council and community resources and services are coordinated by personnel nominated as responsible officers under this Plan. It is not a control centre for emergency response but is in close contact with the control agency/Incident Control Centre throughout an emergency.

Golden Plains Shire Council has adopted the Crisisworks software platform to assist with the management of emergency events. This web-based platform allows the management of an emergency from any nominated location, provided internet access is available.

The role of the MECC is to:

- Coordinate the provision of human and material resources within the municipality
- Register volunteer emergency workers
- Disseminate record and file accurate information and responses

- Monitoring all operational activities for recording, debriefing and planning purposes
- Coordinating relief and recovery activities where Council officers are involved

The MECC is not activated in all emergency situations but at the discretion of the MERC. The MEMO, with support personnel, activate and manage and eventually deactivate the MECC.

One MECC location has been identified in Golden Plains Shire:

- Golden Plains Civic Centre, 2 Pope Street Bannockburn.

Where an emergency event exceeds the capacity of Council's MECC facilities to cope or this facility is directly impacted by the emergency, then this facility may be relocated to the adjacent City of Greater Geelong and City of Ballarat MECC facilities under Council's Mutual Aid Agreements. The provision and opening of a supporting Council MECC will be subject to the approval of the supporting Council MEMO.

Administrative staff for the MECC are drawn from municipal employees with representatives from other agencies being present as required.

Activation of the MECC is guided by the MECC Activation Operational Procedure, a Golden Plains Shire complementary plan.

The operation of the MECC is guided by the Municipal Emergency Coordination Centre Handbook. This complementary plan has been developed by Golden Plains Shire to assist officers to activate and operate in a MECC.

The single volume booklet provides background on:

- The purpose of the MECC
- Procedures and processes undertaken in the MECC
- The physical layout and resources of the MECC
- Requirements for setting up and operating a MECC
- Relevant forms, logs and checklists
- Hardcopies of the booklet are available and held by officers responsible for MECC activation.

Whilst there is no formal requirement for agencies to attend the MECC, they are welcome to do so if it assists in their response effort.

8.10. Relief

Relief in an emergency management context is the provision of assistance to meet the essential needs of individuals, families and communities in the immediate aftermath of an emergency.

Emergency relief is about meeting the immediate needs of those affected during the initial response to the emergency. Response, Relief and Recovery commence as soon as the effect and consequences of the emergency are anticipated. Relief is usually undertaken during the response phase of an emergency and develops into a recovery process once the immediate risk to affected persons is eliminated. Emergency relief functions are closely aligned with the early stages of the recovery process and are therefore well integrated with early recovery activities.

The SEMP details the relief arrangements for Victoria. The relief process involves cooperation between all levels of government, non-government and community organisations, together with the private sector to ensure:

- The immediate provision of emergency relief at the site of the emergency
- Provision of Relief Centres
- Provision of Relief services

8.10.1. Relief Principles

The principles of relief coordination and delivery are:

- Essential support to meet basic and immediate needs
- Delivered in a timely manner
- Promotes community safety and minimises further physical and psychological harm
- Communicate clear, relevant, timely and tailored information
- Recognise community diversity
- Services are adaptive
- Supports community responsibility and resilience
- Well-coordinated delivery
- Services are integrated into emergency management arrangements

8.10.2. Relief Coordination

It is critical that relief activities are coordinated across all levels. Emergency Management Victoria, on behalf of the Emergency Management Commissioner, coordinates Recovery efforts at the State level, Department of Families, Fairness and Housing coordinates relief at the regional level and Golden Plains Shire Council performs this function at the municipal level.

At Golden Plains Shire this function is performed primarily by the MRM with the close assistance of the MEMO to provide support to the affected community.

Wherever possible the normal municipal and administrative structures and practices will be employed. DFFH will be called upon to coordinate the relief effort wherever municipal resources are considered inadequate and an escalated level of relief is considered necessary by the MRM.

8.10.3. Relief Management

Management and service provision will be devolved as much as possible to the local level. State and Regional relief strategies, services and resources will supplement and compliment 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.

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

8.10.4. Relief Activities

Relief activities are targeted at meeting the immediate needs of affected individuals. Council's relief activities offered from a Relief Centre may include:

- Reconnecting families and friends (Victoria Police/Australian Red Cross)
- Food and water (Australian Red Cross)
- Drinking water for households (essential water) (DELWP)
- Material aid (disbursement of non-food items) (Salvation Army)
- Psychosocial support (Personal support /Counselling) (DFFH)
- Emergency shelter (DFFH)
- Animal welfare (DJPR)
- Emergency financial assistance (DFFH)

- Food supply (private sector) (DELWP)
- First aid (Ambulance Victoria)
- Community information (Control Agency)

Council may participate in or facilitate any of these services and may offer additional services as resources and needs allow.

8.11. Emergency Relief Centres

The Golden Plains Shire Council has planned for the possible activation of a number of strategically located Relief Centres in the event of an emergency.

Each of these facilities is suitably equipped and ready to process evacuees or affected communities once directed by the MECC. Council has established a number of relief centre roles to support the MRM during relief operations. Relief Centre Managers manage Relief Centre activities as required in accordance with documented process and associated procedures.

Four Relief Centre locations have been identified in Golden Plains Shire:

- Bannockburn Cultural Centre High Street Bannockburn
- Haddon Recreation Centre Sago Hill Road Haddon
- Rokewood Memorial Hall Rokewood – Shelford Road Rokewood
- Woody Yaloak Recreation Centre Heales Street Smythesdale

Key access and contact details are contained in Appendix 7.

Council may also open other community facilities more suitably located in response to a request from the Control Agency, Incident Controller or MERC.

Council has developed a Relief and Recovery Centre Support Trailer containing signs and equipment necessary to establish and operate a Relief Centre. This trailer is located at the Emergency Management Facility at Rokewood and is available 24 hours a day.

Where an emergency event exceeds the capacity of Council's Relief Centre facilities to cope or these facilities are directly impacted by the emergency, then these facilities may be relocated to the adjacent City of Greater Geelong and City of Ballarat Relief Centre facilities under Council's Mutual Aid Agreements. The provision and opening of a supporting Council Relief Centre will be subject to the approval of the supporting Council MEMO/MRM. The supporting Council may authorise the use of an alternative location as required.

Activation of Municipal Emergency Relief Centres is guided by the Relief Centre Managers handbook and Relief Centre Resource Handbook.

Operation of Municipal Emergency Relief Centres is guided by:

- Relief Centre Manager Handbook
- Relief Centre Resource Handbook

These are commentary plans developed by Golden Plains Shire to assist officers to activate and operate Municipal Emergency Relief Centres.

Hardcopies of these booklets are available and held by officers responsible for Relief Centre activation.

8.12. Neighbourhood Safer Place – Bushfire Place of Last Resort

Council has identified and designated six Neighbourhood Safer Places – Places of Last Resort (NSP-PLR) that comply with CFA and Council requirements. The places are not community fire refuges or emergency relief centres but are identified sites for use by persons whose primary fire plan has failed. At NSP-PLR sites, users may still be subject to heat, smoke and ember attack and expose themselves to great risk in travelling to an NSP-PLR.

Sites for NSP-PLRs in Golden Plains Shire are:

- Cape Clear Recreation Reserve Recreation Road Cape Clear
- Haddon Recreation Reserve Sago Hill Road Haddon
- Linton Recreation Reserve Glenelg Highway Linton
- Ross Creek Public Hall Car Park Sebastopol-Smythesdale Rd Ross Creek
- Smythesdale Recreation Reserve – Heales Street Smythesdale
- Council Reserve Dereel-Rokewood Junction Road (between Judge Road and Tantau Road) Dereel.

For further information, please see the NSP – BPLR Complementary Plan or maps of the NSP – BPLR's can be found in Appendix 5.

8.13. Staging Areas

During an emergency incident, emergency services agencies may require a location away from the incident for personnel, vehicles, equipment or material to assemble.

There are no pre-determined staging areas within the municipality. Golden Plains Shire Council may, at the request of the Control Agency, provide locations throughout the municipality that can be utilised as staging areas.

The MEMO in consultation with the MERC and Incident Controller will determine suitable locations available for use as a staging area at the time of the request. The following should be considered in determining appropriate locations:

- the location of the emergency
- anticipated duration of use
- accessibility for emergency services from the emergency to the staging area and vice versa
- impact on local community
- traffic management issues
- potential costs and/ or damage likely to be caused from the use of the area (for example damage to infrastructure located below sporting grounds)
- any other potential impacts from the staging area location

Locations suitable for use as staging areas may have community bookings or Council programs taking place. As such early communication to affected parties must be made which will be undertaken by the MEMO or their delegate.

The return of any facilities or open space used as a staging area to their prior condition, including rectification and repair of any damage caused and clean up, is the financial responsibility of the Control Agency.

8.14. Disaster Volunteers

The Disaster Volunteer Program is a Golden Plains Shire program to embed good practice for managing volunteers during an emergency into a supported, resourced and coordinated process.

Building from experiences gained from the Dereel bushfire in March 2013, Council's partnerships with and support of both G21's Manager of Spontaneous Emergency Volunteers (MSEV) program and Volunteering Victoria. Golden Plains Shire utilises a tiered process to use volunteers more effectively to enhance and extend the capacity of relief and recovery agencies, services and activities while supporting community members to become more successfully involved in their own community's recovery.

The Disaster Volunteer Program has been established as an additional support service within the current Relief/Recovery Centre framework or can be expanded to be an independent satellite centre to support large-scale or long-lasting volunteer requirements.

8.15. The Management of Volunteers

In an emergency is broken into the following tiers -

8.15.1. Manager Disaster Volunteers (MDV)

- Works underneath the Municipal Recovery Manager and with the Relief and/or Recovery Centre Manager
- Activated when the Centre is Relief and/or Recovery is activated AND needs assistance above and beyond Council staff and agency personnel.
- Coordinates and supports the deployment of approved and registered volunteers to fill appropriate roles required in support of official relief and recovery processes (volunteers can do a wide range of support tasks, allowing trained staff to focus on more immediate or specialist tasks which enhances and extends agency capacity and resources)
- Manages offers of assistance by spontaneous volunteers (individuals and groups)
- Sources additional volunteers as required based on requests for additional shifts, skills, knowledge or other specific needs not currently met, or required into the future
- In the case of Council MDVs not being available, a Volunteering Victoria Manager of Spontaneous Emergency Volunteers (MSEV) can be requested to fill this role

8.15.2. Second Tier – Disaster Volunteer Coordination Team (DVCT)

- A local, pre-determined and trained volunteer team that can be rapidly deployed to provide a range of tasks to boost and extend staff capacity in relief and recovery activities (*ie*, child care, administration, domestic / livestock animal care, catering, personal support, material goods donations, etc). DVCT members are registered Golden Plains Volunteers
- Deployed DVCT members must be briefed and supervised by the staff members they are supporting
- DVCT members are able to supervise other volunteers deployed through the Disaster Volunteer Program if required
- DVCT members can hand-over to volunteers from the affected communities as they become more able to step into roles as part of their ongoing recovery

8.15.3. Third Tier – Spontaneous Volunteers

All offers of help by spontaneous volunteers are directed to Volunteering Victoria.

8.16. Debriefing arrangements

Lessons management involves the identification and learning of lessons captured through assurance activities (including debriefing, monitoring and reviews) occurring before, during and after emergencies.

The learning from the emergency management experience helps the MEMPC to improve both its emergency management practice and community outcomes. The agencies use review and evaluation as tools to extract understanding from experience and assist the agencies to validate and improve operational policy, processes and practices. Reviews and evaluations will vary in scope, according to the size, complexity and outcomes of the emergency.

An After Action Review should follow all emergencies and include all representatives of the MEMPC. This local debriefing process allows groups to learn from an event and address issues as soon as possible, leading to improved performance and communication.

8.17. Termination of Response Activities

It is essential to ensure a smooth transition from the response phase to the recovery phase of an emergency at the 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 handover to recovery agencies. The early notification of recovery agencies involved in the emergency will ensure a smooth transition of ongoing activities from response to recovery.

When response activities are nearing completion, the MERC, in conjunction with the Control Agency, will call together relevant relief and recovery agencies including the MEMO and the MRM, to consult with, and agree upon, the timing and process of the response stand down.

If the emergency is of significant size, when it appears to the MERC/RERC, after consultation with the relevant agencies, that response activities are nearing completion, they will convene a meeting with the Control Agency, MEMO, MRM and Regional Recovery Manager (DFFH), to establish whether:

- The emergency response has or will soon be concluded
- The immediate needs of the affected persons are being managed
- The relevant agencies are ready to start or continue, providing and/or managing recovery services
- The Incident Controller has supplied a current handover document
- Sufficient damage/impact information has been passed to the ICC and MECC to enable detailed planning for recovery activities

If agreement is reached at that meeting to terminate response activities, the MERC/RERC will advise all agencies of the time at which response terminates and arrangements will be made to maintain the ICC and MECC functionality for an agreed period.

8.18. Transition from Response to Recovery

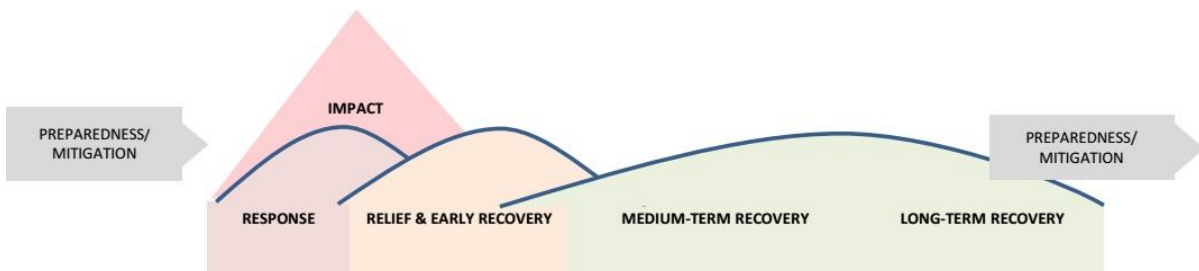


Figure 12: Transition from Response to Recovery

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, MRM and MEMO should commence transition planning as soon as possible following the start of the emergency. The Emergency Management team should be involved in transition planning discussions to ensure a shared and consistent understanding of the planning, timing and expectations for transition.

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, the effects of the emergency may continue, and recovery activities will often go on for some time.

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 to play in recovery activities.

9. Resources and Financial Implications

9.1. Inter-Council Resource Sharing

This MEMP recognises that resources may be required from other Council's to assist the Golden Plains Shire or that Golden Plains resources are required to assist neighbouring municipalities during and following emergencies and supports this concept.

Golden Plains Shire is signatory to the Municipal Association of Victoria Protocol for Inter-Council Emergency Management Resource Sharing. The purpose of the protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities during an emergency. The protocol details the process for initiating requests for resources from another Council and identifies associated operational and administrative requirements.

The protocol applies to requests for human resources, equipment and/or facilities in relation to response or recovery activities associated with an emergency.

The Municipal Association of Victoria Protocol for Inter-Council Emergency Management Resource Sharing can be found on the MAV website.

9.2. Request for Support or Resources

Any agency requiring additional support or resources, outside of their own capabilities, should request that support through the Municipal Emergency Response Coordinator (MERC)/ Incident Emergency Response Coordinator (IERC) to Council via the Municipal Emergency Management Officer (MEMO).

A list of available Council resources can be found in Appendix 6.

The following figure details how requests for resources should escalate.

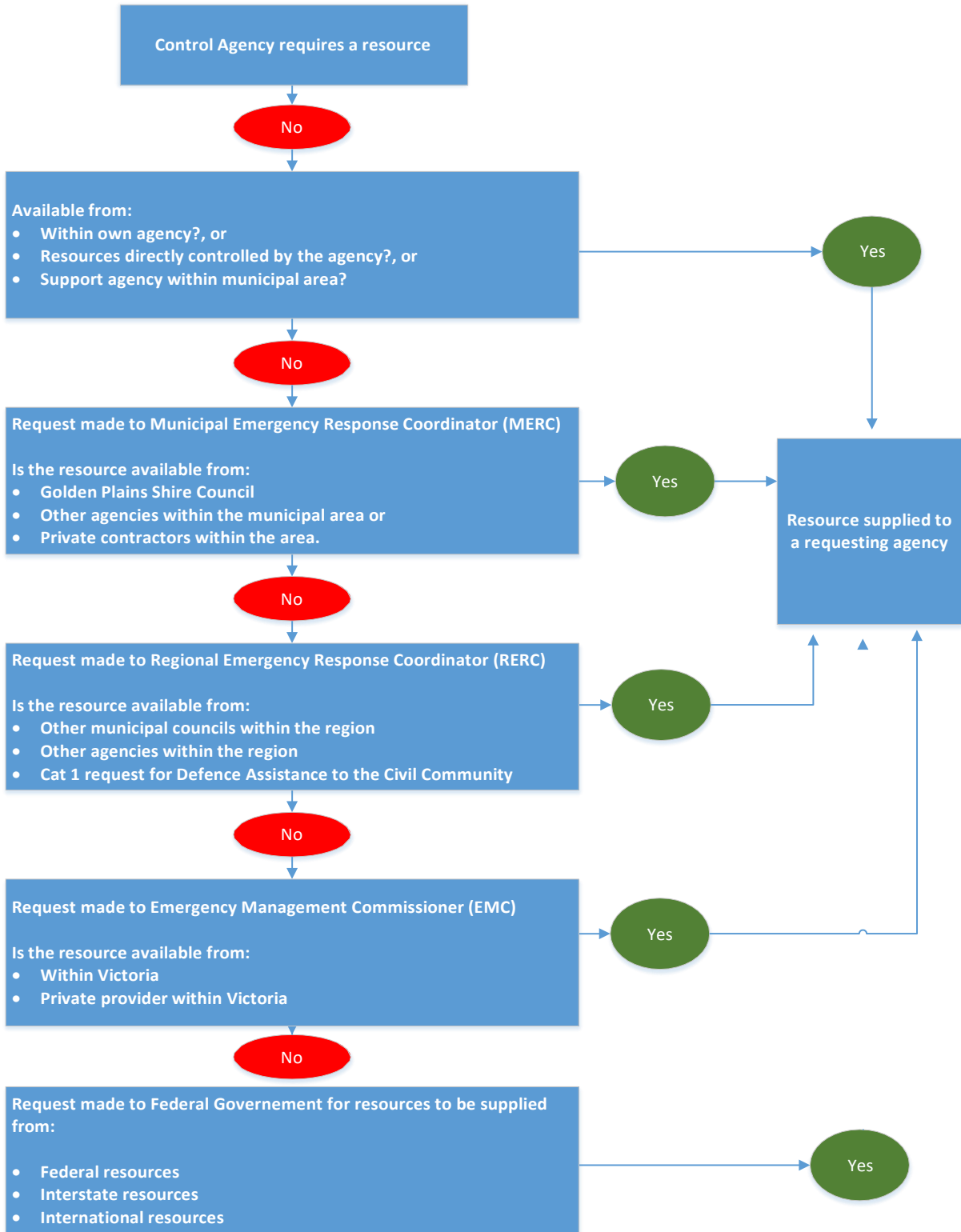


Figure 13: Escalation for equipment requests in an emergency

9.3. Financial Arrangements and Responsibilities

The use of municipal resources in emergencies must be authorised by the MEMO or the MRM and be in accordance with the normal financial arrangements of Golden Plains Shire Council.

A requesting agency will be responsible for all associated costs for the provision of resources to support the response to an emergency event. Council officers will keep track of cost utilising Crisisworks.

Council may absorb some costs however this will be dependent on the available Emergency Management budget.

Municipal employees from other Councils who volunteer during a municipal emergency are to claim staff overtime costs through their Council finance systems which in turn may claim against Golden Plains Shire Council.

Extraordinary expenditure incurred, (e.g. for overtime, or equipment hire used in emergency protection works, or restoration of publicly owned assets) may qualify for reimbursement by the NDRA (according to a sharing formula. Refer [Municipal Association of Victoria's A Council Guide to Financial Management in Emergencies](#))

10. Recovery

10.1. Introduction to Recovery

The SEMP defines recovery as ‘the assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning’.

This section of the MEMP is intended as a guide to understand what emergency recovery entails and who will be involved in an emergency recovery operation.

Under the *Emergency Management Act 2013*, the Emergency Management Commissioner is responsible for the “coordination of the activities of organisations, including agencies, having roles or responsibilities under the state emergency recovery plan in relation to recovery from all emergencies”.

The Emergency Management Commissioner effectively oversees the management of coordination at every level.

The Emergency Management Commissioner reports to the Minister for Emergency Services on relief and recovery.

10.2. Recovery Principles

The nationally recognised disaster recovery principles that are fundamental for successful recovery involve:

- Understanding the **context**
- Focusing on the **consequences** of the emergency
- Recognising **complexity**
- Being community focused
- Using **community-led** approaches
- Ensuring **coordination** of all activities
- Employing effective **communication**
- Acknowledging and building **capacity**

10.3. Recovery Activation

Recovery operations will be activated on advice from the MERC, MEMO or MRM in response to an event.

There are five primary phases, or steps, in emergency recovery operations that are related to a time continuum. The recovery services required in each phase will vary in type or activity.

The phases are:

- during the incident (usually the response phase)
- immediately after the incident (1 – 7 days)
- short term (weeks 2 - 4)
- medium-term (months 2 - 3)
- long term (month 4 onwards - up to 2 years depending on the impact of the incident).

Recovery planning, at the local and regional level, once an emergency is unfolding, needs to consider recovery services required at each of these stages.

10.4. Emergency Recovery Centres

The Golden Plains Shire Council has planned for the activation of any of its three nominated Recovery Centre facilities in the event of an emergency requiring recovery activity.

The short-term role of the Recovery Centre is to provide information, referral and support to affected communities. The recovery process may continue beyond the Centre's operation however and consist of community rebuilding and community development activities.

Recovery Centre Managers manage Recovery Centre activities as required in accordance with a documented process and associated procedures.

Two Recovery Centre locations have been identified in Golden Plains Shire:

- Bannockburn Cultural Centre - High Street Bannockburn
- Smythesdale Well - Heales Street Smythesdale

Council may also open other more suitably located community facilities as Recovery Centres in response to community need.

Where an emergency event exceeds the capacity of Councils Recovery Centre facilities to cope or these facilities are directly impacted by the emergency, then these facilities may be relocated to the adjacent City of Greater Geelong and City of Ballarat Recovery Centre facilities under Councils Mutual Aid Agreements. The provision and opening of a supporting Council Recovery Centre will be subject to the approval of the supporting Council

MEMO/MRM. The supporting Council may authorise the use of an alternative location as required.

Activation of Municipal Emergency Recovery Centres is guided by the Recovery Centre Activation Operational Procedure.

Operation of Municipal Emergency Recovery Centres is guided by the following complementary plans:

- Recovery Centre Activation Booklet

As well as the following resources:

- Recovery Centre Log Book
- Recovery Centre Resource Folder

Hardcopies of these booklets are available and held by officers responsible for Recovery Centre activation.

10.5.Recovery Escalation Criteria

Initial recovery management is undertaken at the municipal level. The impact of an event may lead to community needs that exceed the capacity of Golden Plains Shire Council. Council staff may seek to escalate the level of management to a regional level. This escalation provides an additional layer of management rather than a replacement layer. Further escalation to the state level of management may be necessary for respect of certain service needs in very large or complex events.

10.6.Community Recovery Committee

When the effects of an emergency are serious, the recovery process will warrant the input of the effected community, generally through a Community Recovery Committee. Depending on the size of the emergency, the Municipal Recovery Manager (MRM) has the responsibility to ensure the establishment of a Community Recovery Committees as soon as possible after the emergency. Municipal councils have a responsibility to resource the establishment of Community Recovery Committees.

The membership of such a committee will depend on the circumstances and the needs but will generally include a number of the following:

- MRM and Deputy
- Council staff
- Councillor(s)

- Community representatives (affected persons/private businesses and/or community groups)
- Recovery Service Providers
- Government agencies (Inc. DFFH)
- Emergency Services
- Non-Government agencies

Community Recovery Committees help individuals and communities achieve an effective level of functioning. They can coordinate information, resources and services in support of an affected community, establish priorities and provide information and advice to the affected community and recovery agencies.

The Community Recovery Committee will:

- Identify needs and resource requirements
- Coordinate information, resources and services
- Liaise, consult and negotiate
- Monitor the recovery process

10.7. Impact Assessment

There are a number of steps undertaken to determine the impact on the built, social, natural and economic environments after an emergency.

10.8. Initial/Rapid Impact Assessments (in the response phase)

Initial impact assessment; or rapid impact assessment, provides immediate information in relation to the impact the emergency incident has had on people, premises, essential community infrastructure and animals.

Initial impact assessments are carried out by the Control Agency. Results of the assessments are forwarded to the Incident Control Centre (ICC) and released to DFFH and LGAs concurrently to enable these organisations to plan for recovery.

10.8.1. Secondary Impact Assessment

Trained Golden Plains Shire officers will conduct Secondary Impact Assessments (SIA) to appraise the extent of damage, disruption and breakdown to the community and its

infrastructure as a result of the emergency. This process will enable recovery arrangements to be established to support the community, and to monitor the recovery process and provide further assistance as required.

The Secondary Impact Assessment Team is made up of the following Golden Plains Shire personnel.

- Manager Development and Regulatory Services (SIA Coordinator)
- Municipal Building Surveyor/Assistant Building
- Coordinator Environmental Health
- Environmental Health Officer
- Works Engineer
- Coordinator Community Safety
- Natural Resource Officer - Sustainable Assets

The SIA will be conducted within four weeks of the emergency and will encompass the four environments:

- Social (assisting people to rebuild their lives and getting communities reconnected)
- Built (re-building homes, community structures, roads and utilities)
- Natural (restoring water, parks, environment)
- Economic (promoting tourism, assisting return of business activity)

To facilitate this process Golden Plains Shire, through the Secondary Impact Assessment Team, shall as early as practicable, perform the following tasks:

- Survey the extent of damage indicating 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.
- Monitor the acquisition and application of financial and material aid needed or made available in the restoration period.

Results of the SIA will form the basis of recovery strategies, which will be implemented by a range of agencies.

- Define boundaries of the incident mapping obvious features such as roads, rivers and landmarks
- Commence planning for the collection of data

- Determine team composition relevant to the incident
- Brief assessment teams on current situation, potential risks, boundaries and reporting standards
- Determine primary means of communications (taking into account lost infrastructure)
- Detail the actions on general risks to the public
- Collate data
- Reconcile data against ratepayer database and other Council record systems
- Provide loss and damage reports to organisations preparing situation reports and planning for recovery operations
- Debrief

The SIA will be conducted in three stages:

- Infrastructure Assessment (roads, bridges, utilities and Council assets)
- Deliberate Assessment (visit to all impacted private properties)
- Hazards Assessment (Building Inspector and EHO)

Golden Plains Shire is required to share any information they gather with Victorian Government agencies.

10.8.2. Post-Emergency Needs Assessment

Golden Plains Shire is responsible for coordinating the post-emergency needs assessment at a Municipal level. This assessment estimates the longer term psychosocial impacts on a community, displacement of people, the cost of destroyed assets, and the impact that the destruction of assets and business disruption has on how members of a community live and connect with one another. This assessment informs the medium to longer term recovery process, options for development, and builds the knowledge base of the total cost of emergencies that informs risk management. This process can take 12 months or more.

10.9. Municipal Recovery Committee (MRC)

The MRM may establish the MRC depending on the scale and complexity of the recovery to ensure effective coordination across all key stakeholders. The MRC will be chaired by the MRM or their delegate.

The MRC is responsible for the development of the Incident Specific Recovery Plan in consultation with the Community Recovery Committee (if appropriate).

Membership:

Participation in the MRC will be determined at the time of establishment to ensure those involved represent the needs of the affected community. Participation is likely to involve representation from key recovery stakeholders such as:

- EMG (MERC, MRM, MEMO and MEM)
- Regional Recovery Manager (DFFH)
- State Government Departments (i.e. DJCS, BRV, DJPR, DET, DELWP)
- Federal Government Departments (i.e. DH/ Centrelink)
- Representatives from the Control Agency (i.e. VicPol, SES, CFA, FRV, FFMV)
- Relief and Recovery Agencies (i.e. Red Cross, VCCEM, Salvation Army, St Vincent De Paul)
- Local Service Providers & Community Support
- Representative from the Community Recovery Committee as appropriate.

10.10. Family Violence

Research has shown that there is a strong correlation between emergencies and the increase in incidence and severity of family violence. Vulnerabilities exist for women, men and people with diverse gender identities and factors such as age, culture, and disability can further impact the experience of family violence and access to support services.

Golden Plains Shire will:

- Provide referral information on family violence support services at places where the community gather following an emergency
- Connect with family violence and health service providers
- Consider family violence and include information during outreach services
- Where appropriate, include information on family violence at debriefs and after action reviews to improve family violence strategies in future events
- Include in messaging the correlation of emergencies and family violence and information on referral services

11. Roles and Responsibilities

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

The SEMP can be found [here](#).

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

The roles and responsibilities outlined in this plan are specific to the municipality and are in addition to, or variations on, what is outlined in the SEMP and REMP. In the case of municipal specific modifications, these are clearly identified as modifications.

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

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

At the time of finalising this version of the MEMP, there were no local agencies identified with an emergency management role and responsibilities which differed from that in the SEMP and Grampians REMP.

12. Appendices

Available on request.