Macedon Ranges
Shire Council

Municipal Emergency Management Plan

This plan was adopted by Macedon Ranges Shire Council on 21 October 2020

DocuSigned by:

Bernie O'Sullivan

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Chief Executive Officer

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Foreword

An emergency is a situation that poses an immediate risk to life, property, or the environment. Most emergencies require urgent intervention to prevent a worsening of the situation, although in some emergencies, mitigation and response may only be somewhat effective, or not effective at all.

The focus then for agencies is to work with communities to manage the consequences of the emergency and to restore the systems, functions and activities that affected people value and see as imperative to achieving a functioning community.
Communities that are well supported to recover are more likely to survive, adapt and grow, making them more resilient to subsequent emergencies.

Emergency management involves the plans, structures and arrangements which are established to bring together the endeavours of government, voluntary and private organisations and communities in a comprehensive and coordinated way to deal with the whole spectrum of emergency needs, including prevention, response and recovery.

Emergency management planning at the municipal level is a shared responsibility involving many people and organisations in the community, in addition to agencies that are involved in emergency response, relief and recovery.

The Macedon Ranges Shire Council Municipal Emergency Management Plan has been produced pursuant to Section 20(1) of the Emergency Management Act 1986 and 2013 (the Act). This plan addresses the prevention of, response to and recovery from emergencies within the Macedon Ranges Shire and is the result of the co-operative efforts of the Municipal Emergency Management Planning Committee. It has been developed with assistance from Victoria State Emergency Service North West Regional Headquarters (Bendigo) and recognises the previous planning activities of the municipal area.

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Version control

Version 5.3	Updated April 2014 by Coordinator Emergency Management
	Revision approved 30 May, 2014 by Manager Community Safety
	Final revision approved 18 June 2014 by Manager Community Safety
Version 5.4	Updated September 2015 by Fire Prevention Officer and Coordinator Emergency Management
Version 5.5	Updated September 2017 by Fire Prevention Officer and Coordinator Emergency Management
Version 5.6	Updated January 2019 by Coordinator Emergency Management
Version 5.7	Updated October 2019 by Coordinator Emergency Management
Version 5.8	Updated July 2020 by Coordinator Emergency Management
Version 5.9	Updated September 2020 by Interim Coordinator Emergency Management. Removal of references EMMV and replaced with State Emergency Management Plan.

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Contents

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1 Introduction

1.1 The Role of Local Government in Emergency Management

As documented in the *Emergency Management Act 1986* and *2013* (the Act) and the *Local Government Act 1989*, Councils play a critical role in supporting Victoria's emergency management arrangements.

Councils have emergency management responsibilities because they are the closest level of government to their communities and because they have access to specialised local knowledge about the social, environmental and demographic features of their districts. People also naturally seek help from their local Council during emergencies and to assist them in recovery.

The roles allocated to local government in the Emergency Management Act, and in the Emergency Management Manual Victoria, were arrived at with close regard to the real concerns and normal functions of local government. Experience indicates that these constitute what the community expects of Council during an emergency.

1.2 Responsibilities of Local Government

Local Government is responsible for:

- Local implementation of state-wide preventative strategies – planning and building codes, flood planning (in conjunction with Catchment Management Authorities), health planning and fire management planning in conjunction with Country Fire Authority (CFA)/Department of Environment, Land, Water and Planning (DELWP);
- Local risk management and emergency planning;
- Management of community participation in planning and service delivery before, during and after emergencies;
- Provision of community education and awareness;
- Incorporation into local safety programs of risk reduction strategies;
- Service delivery to support persons in particular need;
- Resource support to response agencies, and
- Management/support of community recovery programs, policies and strategies.

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1.4 Municipal Endorsement
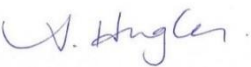
This plan has been produced by and with the authority of Macedon Ranges Shire Council pursuant to the *Emergency Management Act 2013*.

Macedon Ranges Shire Council understands and accepts its roles and responsibilities as described in the *Emergency Management Act 2013*.

Macedon Ranges Shire Council and the member agencies of the Municipal Emergency Management Planning Committee (MEMPC) understand that they are the custodian of this Plan on behalf of the community of Macedon Ranges Shire Council. Responsibility for prevention and preparedness, planning, response and recovery from an emergency lies with each member of the community and the organisations existing or working within the municipality.

The Plan is a result of the co-operative efforts of the MEMPC after consultation with the representatives of those agencies and organisations identified therein.
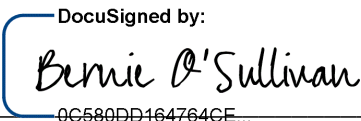
Endorsed by the MEMPC

Signed: _____   Date: 30 June 2021

Angela Hughes
Chair Municipal Emergency Management Planning Committee

Adopted by Macedon Ranges Shire Council 21 October 2020 and signed on behalf of Council:

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Bernie O'Sullivan
CEO Signature_____
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1.5 Statement of Audit

STATE EMERGENCY SERVICE
VICTORIA

SES

Certificate of
Audit

THIS IS TO CERTIFY THAT THE
MUNICIPAL EMERGENCY MANAGEMENT PLAN OF

Macedon Ranges Shire

Has been audited in accordance with the Guidelines issued by the
Minister and has been assessed as

"Complying with the Guidelines"

Kate White

Director Community Resilience &
Communications. Delegation on
behalf of the Chief Officer,
Operations

16 November 2020

Date

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1.6 Aim

The aim of this Plan is to detail the agreed arrangements for the prevention of, the response to, and the recovery from emergencies that could occur in the local government area of Macedon Ranges Shire Council (MRSC) as identified in Part 4 of the Act.

1.7 Objectives

The broad objectives of this Plan are to:

- implement measures to prevent or reduce the causes or effects of emergencies
- manage arrangements for the use of municipal resources in response to emergencies
- manage support that may be provided to or from other municipalities
- assist the affected community to recover following an emergency
- implement measures that take into consideration vulnerable people, children and young people and people living with disability
- implement measures that take into account gender differences
- complement other local, regional and state planning arrangements.

1.8 Purpose of Plan

The MEMP has been developed to achieve the aims and objectives of Municipal Emergency Management Planning Committee (MEMPC) in ensuring community safety and wellbeing from emergency events. The MEMP assists in achieving the following:

- development of a risk analysis and treatment process
- identification of municipal resources to be used in emergency response and recovery
- development of a resilience and vulnerability profile
- implementation of the MEMP process.

1.9 Maintenance Strategies of the Plan

Plan Review
Content of this Plan is to be reviewed by the Municipal Emergency Manager (MEM) annually (September) or after an emergency which has utilised part of this plan, or following changes to legislation affecting this Plan.
Organisations delegated with responsibilities in this Plan are required to notify the MEM of any changes of detail (e.g. contact information), as they occur.

Amendments are to be produced and distributed by MRSC as required - see Distribution List.

Review of the plan will specifically focus on the hazards in the Macedon Ranges Shire and the Contact Directory of the plan, unless as a result of an incident or legislated change (as noted above). Updated contact directories will be distributed to all members of the committee following the annual review of same.

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Where changes of substance are required to the Plan, the MEM will send a draft copy of the updated Plan, together with an Amendments List, to all members of the committee for their approval before submitting the Plan to Council for endorsement.

An Amendments List and evidence of distribution is to be kept on File F1111-02. An updated copy of the plan is to be provided on the Council website and Intranet.

Testing
Upon completion of development of this Plan, and thereafter on an annual basis, arrangements pertaining to this plan should be tested. This will be done in a form determined by the MEMPC. (See *3.10 Exercises and Training*).
Any procedural anomalies or short-falls encountered during these exercises, or ensuing operations, must be addressed and rectified at the earliest opportunity.

1.10 Municipal Emergency Management Function

MRSC accepts responsibility for management of municipal resources and the coordination of community support to counter the effects of an emergency, both during the response to and recovery from emergencies.

This includes the management of:

- the provision of emergency relief to persons affected by an emergency
- Municipal assistance to agencies during the response to and recovery from emergencies
- assessment of the suitability of CFA approved Community Information Guides (CIGs) and Neighbourhood Safer Place – Place of Last Resort (NSP) sites
- the assessment of the impact of the emergency, and
- recovery activities within the municipality, in consultation with Department of Health and Human Services (DHHS).

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2. Area Description

2.1 General

Locality
Located approximately half way between Melbourne (to the south) and Bendigo (to the north), the Macedon Ranges Shire covers an area approximately 1740 square kilometres.

2.2 Topography

Key Features
Within the shire the terrain varies from grassed plains to the massif of the Macedon Ranges. Large areas of state forest include the Macedon Regional Park, Black Forest, Wombat State Forest and the Cobaw State Forest. This makes the Shire susceptible to the potential for both fast moving grass fires and significant bush fires.

Significant private pine forests are located within the shire, particularly around Macedon and Bullengarook.

Boundaries
Six Municipalities share their boundaries with the Macedon Ranges Shire. They are Hepburn to the west, Mount Alexander to the north west, Mitchell to the East, Hume to the south east, Melton to the South and Moorabool to the south west (refer to Appendix A - Topographic Map of the Macedon Ranges Shire.

Major Traffic Routes
The major traffic routes within and passing through the Macedon Ranges Shire include:

Calder Highway	Kyneton-Trentham Rd
Bacchus Marsh-Gisborne Rd	Lancefield-Tooborac Rd
Daylesford-Malmsbury Rd	Lancefield-Woodend Rd
Gisborne-Melbourne Rd	Melbourne-Lancefield Rd
Gisborne-Kilmore Rd	Mount Macedon Rd
Gisborne-Melton Rd	Woodend-Romsey Rd
Heathcote-Kyneton Rd	Sunbury-Riddell Rd
Kilmore-Lancefield Rd	Tylden-Woodend Rd

Rail
The Melbourne to Bendigo railway enters the Macedon Ranges Shire adjacent to the Melbourne Lancefield Rd approximately 2km South of Clarkefield and leaves the shire to the west of Malmsbury. Stations service Clarkefield, Riddells Creek, New Gisborne, Macedon, Woodend, Kyneton and Malmsbury.

Airports - Flight Paths
The Shire is traversed by flight paths servicing Tullamarine airport. Numerous light aircraft and emergency landing strips are present within the Shire. The locations include Riddells Creek (Settlement Road), Monegeetta (Australian Technology & Engineering Agency), Kyneton (Kyneton-Metcalfe Road) and Macedon (DELWP).

Climate
The average rainfall varies over the Shire from 550mm to 950mm per annum. Temperatures vary considerably and may range from sub-zero during winter in the south to the mid to high 30's during summer in the north.

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2.3 Demography

Population
An estimated 50,231 people were living in the Shire in 2020 (ABS updated Estimated Residential Population, 2016 Census) – more than double the number of people living here 25 years ago. Recent estimates are that the population of the Shire will increase by 30.14 %   to an estimated 65,405 by 2036 (Forecast ID, http://forecast.id.com.au/macedon-ranges). The most significant recent growth and future forecast growth is in the southern part of the Shire, closest to urban Melbourne.

The following is the Estimated Resident Population (ERP), Statistical Areas Level 2 as at 30 June 2017.

TOWN	WARD	ERP
Gisborne	South	14,406
Kyneton	West	9,378
Lancefield	East	3,250
Macedon	South	3,480
Riddells Creek	East	4,690
Romsey	East	6,922
Woodend	West	8,131

Language
Approximately 96% of the residents of the Shire have English as a first language (ABS 2016 Census).

People Living with Disability
Approximately 4% of residents are living with disability (ABS 2016 Census). For the purpose of Census collection, this means they need assistance with one or more of the following core activities: self-care, body movements or communication.
As with most municipalities the Macedon Ranges Shire provides localised accommodation facilities and day support services for people living with disability. A campus of the Macedon Ranges and Sunbury Specialist School is situated in Bullengarook.

Ageing Population
The trend of an ageing population in the Macedon Ranges Shire is in line with the rate of the increase in older age groups across the country.
It is expected that the number of people in the 70-84 and 85+ service age groups will almost double by 2036 (Forecast ID, http://forecast.id.com.au/macedon-ranges).

2.4 Maps

A map detailing the area covered by this plan can be found in Appendix A.

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2.5 History of Emergencies

There is a history of bush and grass fires throughout the shire. Incidents of note include:

- February 1983 - wildfire in Mt. Macedon destroyed 50 houses and over 6,000 hectares of vegetation.
- February 1983 - 'Ash Wednesday' another wildfire impacted Macedon and Mt. Macedon, devastating both townships.
- February 2009 - 'Black Saturday' fires affected areas of the shire to the north of Sidonia where properties and businesses were lost or severely impacted.
- February 2014 - Gisborne South and Mickleham Fires impacted almost 400 properties in the east and south of shire with five homes lost.
- October 2015 – Cobaw-Lancefield planned burn escape impacted more than 100 properties with the loss of five homes.

Various areas and townships are subject to flash-flooding from time to time. This is generally confined to local areas with potential threat to homes, and is typically as result of a severe storms. Notable recent severe storms occurred in May 2016 and September 2016, both of which resulted in considerable clean-up works for Council.

The shire's proximity to Melbourne Airport and the flight pathways that traverse the shire make aircraft accidents a risk for the shire. In 1948 a DC3 crashed into the south-western face of Mt. Macedon, and in 1998 a light plane crashed into Mt. Macedon in heavy fog killing both people on board.

Traffic on the Calder Highway has increased over recent years and there have been a number of multiple motor vehicle collisions resulting in fatalities.

2.6 Social Principles for Emergency Management

Macedon Ranges Shire Council acknowledges the need to plan for the best possible outcome for all in the community in times of emergency. It recognises the need for special consideration for those most vulnerable and the need for strategies to mitigate risk. It also recognises that men and women, children and young people, older people and those living with a disability experience disaster differently and, therefore the need for strategies that aim to reduce the negative consequences of practices that are gender-blind, discriminatory, or not inclusive.

Children and Young people
Council's emergency management planning needs to ensure that children and young people are provided with the best opportunity to prepare for and recover from emergencies.

Identifying and assessing risks should reflect the increased vulnerabilities of children and young people to certain hazards. For example, very young children are more susceptible to heat and some infectious diseases like influenza. Children are more sensitive to the effects of smoke, chemicals and biological emergencies, and can be more easily swept away in flood waters. Young people often do not have access to transport which can affect their ability to respond and recover from emergencies.

Planning needs to ensure the wellbeing and safety of children and young people who find themselves alone during and after an emergency, and to identify processes to ensure swift and effective family unification.

The establishment of appropriate spaces to support the wellbeing of families can do much to mitigate the impacts of emergencies. Supervised child-friendly spaces in relief and recovery centres can help to protect children from physical harm and psychosocial distress while giving the parents the opportunity to organise immediate needs without their children having to hear sometimes difficult and upsetting conversations. As well as infants, young children and adolescents, the needs of pregnant women and breast feeding mothers should also be considered.

Vulnerable older people & people living with disability
Many older people and people living with disability are no more vulnerable than the general population in emergencies because they have emergency plans and community/family networks that provide them with the ability to respond safely and effectively during and after emergencies. However emergency management planning needs to consider that some older adults and people living with disability may have impaired mobility, diminished sensory awareness, mental health issues, multiple chronic health conditions, and/or social and economic limitations—all of which can impair their ability to prepare for, respond to and recover from emergencies.

Emergencies also can disrupt the support systems that many older adults or people living with disability rely on, particularly if their independent living is made possible only with help from friends, family, and in-home services that provide meals, home-based health care, transport and help with chores and personal care needs.

To ensure that vulnerable older people and people living with disability are able to respond and recover effectively in emergencies, planning needs to consider how their additional needs are met across areas such as communication, transportation, supervision, maintaining dignity and medical care.

Gender
Women and men experience disasters differently. Gender often shapes how people perceive what is risky, who makes decisions and how we get support or help following disasters. Studies have shown that the incidence of family violence increases post-disaster and that there are significant differences in how men and women experience and recover from disasters.

In developed countries men are more likely to die in floods and bushfires than women, and men strongly influence family decisions to stay and defend homes during bushfires, sometimes with tragic results. Mental health issues, including suicide, can also manifest in different ways for men and women. To positively affect such outcomes, the influence of gender roles and differences must be understood and addressed.

Addressing gender issues in emergency management will result in more resilient and equitable communities. Integrating gender considerations into emergency management decision-making, policy development and service delivery will contribute to:

- better targeting of resources
- increased community understanding of support and services
- reduced incidents of family violence
- reduced levels of risk taking during and after an emergency
- greater community participation and equality
- increased social, economic and community resilience.

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Gender consideration will be given in planning and management arrangements, communication, relief and recovery plans and in training of volunteers.

Cultural Diversity

Cultural minority groups can be vulnerable during emergencies because they may face a range of barriers that can limit their ability to understand and respond to emergency information.

Culturally sensitive emergency management planning should take into account the potential characteristics of some culturally and linguistically diverse (CALD) community members such as socio-economic challenges, low education and literacy levels, cultural and language barriers, distrust of authority and lack of preparation and protective action. These groups may also be more susceptible to hazards or risks in an unfamiliar environment, particularly if they are from non-English speaking backgrounds.

Inclusive relief and recovery planning may require special consideration for CALD community members in aspects such as communication, food, religious needs, personal support, and sleeping arrangements.

2.7 Other Considerations

Events

There is approximately 200 events across the shire each year, the most notable being concerts and special interest shows attracting up to 20,000 people at Hanging Rock Reserve. Council works closely with event organisers and local agencies to ensure adequate emergency planning has been undertaken for large events, and that conditions are suitable for them to proceed. We produce a Summer Preparedness 'Ready-Reckoner' for Council's Emergency Management Team which includes a list of events at Hanging Rock Reserve over the Fire Danger Period.

Council's Coordinator Emergency Management is part of Council's internal Events Group, providing guidance to organisers of all registered events. An Events Guide with information relating to emergencies is available on Council's website.

During the fire season, Council participates in weekly (and more often as required) Regional Emergency Management Team teleconferences.

Corporate Planning Framework

The following plans and strategies provide additional context for this MEMP

- Council Plan (incorporating Health and Wellbeing Planning) – Priority 1: Promote health and wellbeing
- Business Continuity Plan
- Macedon Ranges Planning Scheme – the Planning Scheme contains local objectives, policies and provisions to do with the use, development and protection of land including the Bushfire Management Overlay

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3. Planning Arrangements

3.1 Municipal Emergency Management Planning Committee (MEMPC)

This Committee is formed pursuant to Section 21(3) & (4) of the Act, to formulate a plan for the Macedon Ranges Shire Council's consideration in relation to the prevention of, preparedness for, response to, and recovery from emergencies within the Macedon Ranges Shire. The committee meets three times a year and is responsible for this plan.

3.2 Role of MEMPC

Refer to Section 1.3 for list of membership of MEMPC.

It is not the MEMPC's role to manage emergencies, but rather to prepare the MEMP which documents preparedness, response and recovery operational arrangements. The ongoing role of the committee is to:

- develop and maintain the MEMP for consideration by Council
- assist in analysing and evaluating emergency related risks
- determine the need for a Municipal Fire Management Planning Committee in accordance with Part 6A Emergency Management Manual Victoria (EMMV)
- ensure the needs of vulnerable people such as children, young people, people living with disability and older residents are considered in emergency management planning
- consider gender in all aspects of planning
- help develop risk treatment strategies, and
- prepare risk specific response and recovery plans for the municipality.

Advice is provided in the development and maintenance of the MEMP by VICSES North West Region.

During the development of the plan, the MEMPC received information and advice from representatives of the following agencies and organisations:

- Department of Health and Human Services
- Cobaw Community Health Service
- Macedon Ranges Health Service
- Kyneton District Health Service
- Australian Red Cross
- Victoria Police
- Country Fire Authority
- Victoria State Emergency Service
- Department of Environment, Land, Water and Planning
- Victorian Council of Churches Emergencies Ministry
- Save the Children
- Macedon Ranges Youth Group

Various Sub-plans have been developed with involvement of community groups, and community workshops and consultation has been undertaken for planning, such as equine industry and tourism groups. Representatives from Save the Children and youth groups have been involved to ensure the MEMP caters for children and young people. As at 21 October

2020, it is unclear when this consultation occurred; presumably it occurred prior to the 2017 update of this document.

The MEMP is available on the Macedon Ranges Shire website and in Customer Service areas for community viewing and comment.

A number of sub-committees were formed to develop sub-plans of the MEMP such as:
- Municipal Fire Management Planning Committee
- Municipal Prevention of Violence Against Woman in Emergencies Sub-committee
- Municipal Recovery Committee

And meet on an as-needs basis.

3.3 Frequency of Meetings

The committee has determined that it will meet on a minimum of three occasions each year generally in March, June and October, and may call out of session's meetings as required. This will occur after any part of the plan has been activated as a result of an incident and could incorporate an After Action Review or Debrief.
These special meetings shall be called by the Chair of the Committee with administrative support from the Executive Officer.

Minutes of all meetings must be taken and a copy sent to the Regional Director, Health and Human Services and the Regional Emergency Response Coordinator. Functional Sub Committees, if formed, should meet at least once per year to review and amend their arrangements where necessary.

3.4 Emergency Management Group - Municipal

In order to carry out these management functions, the MRSC will form an Emergency Management Team (EMT). The EMT will consist of:

- Municipal Emergency Manager (MEM)
- Municipal Emergency Resource Officer (MERO)
- Municipal Recovery Manager (MRM)
- Others co-opted as required

Where appropriate the EMT or part thereof will convene when the scale of the emergency dictates that multiple and/or extended resources and/or support is required. Members of the EMT will liaise to determine what level of activation is required.

The functions of the EMT will be carried out in consultation with:

- the Municipal Emergency Response Coordinator (MERC – Victoria Police), with respect to the coordination and provision of resources
- the control agency.

The specific responsibilities of the MEM, MERO and the MRM are detailed below.

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Municipal Emergency Manager (MEM)

The CEO has appointed the Manager Regulatory Compliance to fulfil the function of Municipal Emergency Manager.

Responsibilities

- Ensure the effective running of the MEMPC
- Ensure the MEMP is effective and current
- Ensure that municipal resources are utilised effectively in a community emergency, for response and recovery activities
- Coordinate the emergency management activities of, and liaise closely with the MERO, MRM, and MFPO
- Ensure that a MECC can be activated at short notice in event of an emergency if the scale of the emergency requires it
- Arrange meetings of the MEMPC and EMT as required
- Maintain effective liaison with all regional, state, or commonwealth emergency related agencies servicing the municipality
- Ensure an effective contact base is maintained so that municipal resources can be accessed on a 24 hour basis
- Ensure appropriate operating procedures and processes are developed, documented and tested by those required to use them during an emergency and that suitable training takes place
- Ensure appropriate procedures, process and systems are in place to record and monitor Council expenditure specifically applicable to emergencies
- Ensure debriefing sessions are held for any response and recovery operation after an emergency to examine effectiveness of the MEMP and upgrade it as necessary
- Keep Council and the CEO informed on emergency management activities.

Municipal Emergency Resource Officer (MERO)

The Council has delegated the duty to appoint a MERO under Section 21(1) of the Act to the Director Planning & Environment.

The Manager Engineering & Resource Recovery has been appointed to fulfil the function of MERO and the Coordinator Open Space and Coordinator Aquatics and Fitness as Deputies, pursuant to Section 21(1) of the Act.

Municipal Authority

The MERO is responsible for the coordination of municipal resources in responding to emergencies, and has full delegated powers to:

1. Deploy and manage Council's resources during emergencies
2. Co-operate with other Councils in relation to emergency management

Responsibilities

- Coordinate Municipal resources in response to requests from the control agency during emergencies. MERO to maintain updated list of Council resources for this purpose. (Refer to Appendix G: Plant Inventory – Resources)
- Establish and maintain an effective infrastructure of personnel whereby Municipal resources can be accessed on a 24 hour basis
- Establish and maintain effective liaison with agencies within or servicing the Municipal district and the MRM
- Maintain the MECC(s) at a level of preparedness to ensure prompt activation when necessary

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- Facilitate the arrangement of a post emergency debrief as requested by the MERC in liaison with MEM
- Ensure procedures and systems are in place to monitor and record all expenditure by the Municipality in relation to emergencies
- Attend Regional Emergency Management Planning Committee meetings.

Municipal Recovery Manager (MRM)

MRSC has appointed the Manager Regulatory Compliance to fulfil the function of MRM and the Coordinator Environment, Coordinator Emergency Management and Regional Team Leader, Early Years Services as Deputies.

Responsibilities

- Appoint a Municipal Emergency Recovery Committee
- to identify, establish, and communicate 'Beat the Heat' facilities within the municipality
- Coordinate municipal and community resources within the municipality during recovery
- Immediately following an emergency, assist with:
  - o the collation and evaluation of information gathered in the post impact assessment
  - o the establishment of priorities for the restoration of community services and needs
- Liaise with the appointed MEM and MERO for the best use of municipal resources to enable the recovery by individuals or the community from the effects of an emergency
- Establish and maintain relief centres throughout the municipality to ensure prompt activation of centres in the event of an emergency
- Establish and maintain recovery centres as required
- Liaise, consult and negotiate on behalf of the affected persons/community with recovery agencies and the municipality
- Liaise with the Regional Recovery Management Committee and DHHS
- Undertake specific recovery activities as determined by the municipality.

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

Municipal Fire Prevention Officer (MFPO)

The CEO has appointed the Fire Management Officer to fulfil the function of Municipal Fire Prevention Officer (MFPO) and the Assistant Fire Management Officer as Assistant Municipal Fire Prevention Officer as deputy pursuant to the *Country Fire Authority Act 1958*.

Responsibilities

- Manage the Municipal Fire Management Planning Committee (MFMPC)
- Undertake and regularly review Council's fire management planning and plans (together with the MFMPC)
- Liaise with fire services, brigades, other authorities and Councils regarding fire management planning and implementation
- Advise and assist the MEMPC on fire management and related matters
- Ensure the MEMP contains reference to the Municipal Fire Management Plan
- Report to Council on fire management 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 management and related matters
- Issue permits to burn (under Section S41 of the *Country Fire Authority Act 1958*)

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- Liaise with the CFA and MEM to participate in the development of Community Information Guides (CIGs)

Coordinator Emergency Management
Responsibilities
Coordinates all emergency management activities and functions of Council such as:
- Plan development
- Staff training
- Development of documentation to support activities before, during and after emergencies
- Development and delivery of community education
- Community emergency planning
- Exercise coordination including: lead exercise sub-committee, oversee exercise documentation, document exercise outcomes
- liaise with the CFA and MEM to identify, carry out risk assessments, and make recommendations to Council to establish a Neighbourhood Safer Place – Place of Last Resort (NSP) pursuant to statutory requirements

Emergency Management Liaison Officer
MRSC has delegated the MERO the MRM and their deputies as EMLOs for deployment to Incident Control Centres as required.

Responsibilities
- Facilitate the two-way flow of information between the ICC and Council to ensure that all parties are kept up to date with activities, requests and potential future resource support to respond to the emergency
- Provide Council with up to date information on the status of the emergency
- Provide the Incident Controller with up to date information on the community impacts of the emergency including relief and recovery activities
- Provide a link between the Public Information Officer and Council's Communications team
- Support the activities of the Traffic Management Team
- Ensure that Initial Impact Assessment data is disseminated to Council in a timely manner
- Participate in the transition to recovery process

Executive Officer – Fire Management Officer
Fire Management Officer is the executive officer with administration duties for the MEMPC.

Responsibilities
- The Executive Officer is responsible for organising meetings of the MEMPC at the request of the MEM, including the preparation of agendas and minutes and for the review of the Plan, in accordance with Section 21 of Part 4 of the Act.
- Update contacts annually
- Distribute updated contacts annually
- Distribute MEMP updates and manage acknowledgements.

Media Liaison Officer – Media and Communications
The CEO has appointed the Manager of Communications to manage media liaison during emergencies.

Responsibilities
- To establish and maintain effective liaison with other agency media personnel and media organisations
- To liaise with the MERO and MRM to disseminate community information such as location of relief centres
- To liaise with MRSC Executive regarding community public relations and information communications
- To maintain the *Emergency Communications Plan* under the MEMP.

3.5 The Emergency Management Process

The Municipal Planning Process is of a continuous nature to ensure the ongoing development, maintenance and refinement of emergency management planning. The planning process is in line with the steps outlined in the State Emergency Management Plan (SEMP).

The following describes the steps in the emergency management planning process, and which body is responsible for each step in the process.

1. **Establish Planning Committee: Council**
    - Identify stakeholders – which organisations and groups have responsibilities to assist in the emergency management process, including legislative responsibilities. This includes the control and coordination of the response to emergency events. In particular, engaging with community representatives and ensuring that the community has input into the process and is aware of the outcomes.
    - Establish the planning committee – the MEMPC is organised by Council in accordance with the Act. The MEMPC establishes its meeting procedure, subject to any regulations made under the Act. (There are none at this time)
    - A planning committee structure may also include a Risk Management Group and sub-committees that are risk/hazard specific, with one focused on understanding and promoting gender consideration and community resilience.

2. **Environmental Scan: Council**
This identifies existing and emerging trends in the community we are working with to ensure we develop strategies and methodologies that will have the greatest effect. It will identify vulnerable groups and others for whom specific and targeted information will be required.

3. **Risk Management Study: MEMPC (Risk Management Group and specialist risk groups)**
    - This involves an information scan to examine the data and information available, the identification of hazards (not limited to natural), the analysis of likelihood and consequence of emergencies (actual and/or potential) and the development of a list of priority risks
    - That list specifically informs both response planning and risk treatment (mitigation) planning
    - Groups at particular exposure in relation to priority risks should be identified and measures to assist those groups included in the MEMP (or hazard-specific sub-plans).

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4. Develop Management Strategies: MEMPC and organisations

Using information received from the risk assessment, develop the emergency management arrangements – discussing and recording the outcomes and arrangements for prevention/mitigation, response, and relief and recovery activities. This should also cover issues such as communications, community involvement, public warnings and management arrangements, and identify and resolve gaps or shortfalls.

5. Develop and Document the Plan: MEMPC

Develop and document the plan – including a main plan and specific hazard-based sub-plans e.g. flood, fire, storm surge ensuring compatibility between the main plan and the sub-plans. Wherever possible duplication of plan contents should be avoided and reference made to the contents of primary/higher level plans.

- Public exhibition – prepare and exhibit. Develop communication and education strategies to increase community awareness and develop community resilience
- Acknowledge feedback and review plan
- Endorse the Plan – participating agencies and Council
- Consider the plan against legislative and audit requirements

6. Implement the Plan: Organisations with responsibilities under the Plan

- Mitigation and management strategies that have been determined by the committee and agreed by participating agencies are implemented and accountabilities assigned and accepted.

7. Monitor and Review: MEMPC and organisations with responsibilities under the Plan

- This includes conducting exercises to test the plan and post incident reviews to ensure the currency of the plan. Planning should be seen as a continuous process
- Communication and Consultation: Multi-agency and community. This is an integral and enabling component of the planning process and is conducted throughout each step. It also provides information and consultation with stakeholders on the contents of the plan. Advice should be provided to residents to enable them to properly prepare for likely emergencies. Community education, awareness and engagement programs should be considered.

3.6 Operations Centre

The centre established by an agency for the command/control functions within their own agency. The Macedon Ranges Shire Council may establish an operations centre if necessary, to control its own resources in an emergency.

3.7 Resource Sharing with Other Councils

Council has delegated the power for Councils to co-operate under Section 18 of the Emergency Management Act to the MERO. Council has also adopted the MAV Protocol for Inter-Council Emergency Management Resource Sharing – see Appendix E - *Extract – Protocol for Inter-Council Emergency management Resource Sharing*.
Macedon Ranges Shire Council is also part of the Central Victoria Municipal Emergency Management Enhancement Group (CVMEMEG), which includes the Councils of Macedon Ranges, Mitchell, Mt Alexander, Hepburn and Moorabool Shires and Melton and Hume City. The CVMEMEG has been formed to share emergency management planning and resources.

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Macedon Ranges Shire Council has a number of resources available to support emergency response including graders, backhoes, water tankers, loaders and trucks. Additionally, Council's tendering and contract documentation has provision for private contractors to be engaged in emergency response and post emergency clean-up activities.

A full list of resources and contacts can be found at Appendix G : Plant Inventory – Resources.

3.8 Financial Considerations

Financial accounting for municipal resources utilised in emergencies must be authorised by the MERO or the MRM and shall be in accordance with the normal financial arrangements of the MRSC.
Control agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets.

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

MRSC has entered into an agreement with Bendigo Bank to establish the Macedon Ranges Community Bank Emergency Donation Fund. This is a fund that will be activated when there is an emergency to receive all donations from the community and others. The aim is to support community recovery following an emergency event (e.g. bushfire) by channelling donations from the public and businesses into projects that address identified community needs and priorities. See Section 6.2 Support Services.

3.9 Audit Requirements and Process

MEMPs must be audited at least every 3 years to ensure that the plan complies with audit guidelines. The audit process is intended to encourage high quality MEMPs that are consistent with these guidelines. It provides Councils with constructive comments to assist Councils, as the custodians of the plans, to endorse sound MEMPs. The audit is not a formal approval process. The audit report indicates whether or not the plan complies with the guidelines and if there are opportunities to improve the plan or planning process. A plan that does not comply with the guidelines will be audited again in twelve months.

The Director of Operations, Victoria State Emergency Service is responsible for the audit process whilst the audit is conducted by a multiagency panel using a standard set of criteria directly related to these guidelines.

Those criteria may be used by the MEMPC as a checklist to confirm that the plan contains the minimum required information. Councils must provide a written response to the audit report to the Director of Operations within 3 months of the receipt of the audit report.

If a Municipal Fire Management Plan (that may be a sub-plan of the MEMP) has been developed in accordance with the Integrated Fire Management Planning framework, it will be audited in accordance with S. 55B of the *Country Fire Authority Act* 1958.

3.10 Exercises and Training

Exercises

In order to ensure the effectiveness of the Plan, an annual exercise will be undertaken. An exercise sub-committee of the MEMPC will be convened and input from the MEMPC will determine priorities for elements to be tested. These could be drawn from either the preparedness, response, relief or recovery sections of the Plan.

The sub-committee ideally should be made up of representatives from a range of agencies, in line with the MEMPC.

MRSC is responsible for coordinating exercises and the MRSC Coordinator Emergency Management is responsible for planning and documenting exercise outcomes.

Typically planning for the exercise will take place throughout the middle part of the year with an exercise occurring prior to the summer season, as agency staff are unlikely to be available to participate during the summer season.

Training

MRSC will conduct annual training of MRSC staff to ensure those with emergency management responsibilities are capable of undertaking them.

Training offered includes:
- Crisisworks 4 – this is also available to non-MRSC staff who may need to access it
- Relief Centre refresher
- Presentation to new and interested staff to volunteer for emergency management roles
- General training to new and interested staff who volunteer for emergency management roles
- Participation in annual exercise if relevant
- MECC set up and familiarisation

A register of training is held in F1111-02.

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PART THREE – PLANNING ARRANGEMENTS

4. Prevention and Mitigation Arrangements

4.1 Introduction

Municipalities must undertake risk assessments to ensure that planning reflects the local risk environment. The process used for this purpose is the Community Emergency Risk Assessment (CERA) which combines hazard information and intelligence from a number of sources in order to gain a clear understanding of the elements that define 'risk' within a specific area. These sources include:

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

The CERA meeting format is designed to promote a collaborative discussion between agencies, experts and community representatives on the ways in which various hazards may affect important assets, values and functions for a defined 'community of interest'. This format enables participants to then identify underlying weaknesses, consequences and long term impacts.

4.2 The CERA Process

CERA consists of two sessions held with the MEMPC and facilitated by VICSES. Typically, in the first session, the committee:
- identify the hazards they think pose a threat to their community
- identify the assets, values and functions they think are integral to the normal functioning of their community
- prioritise the Top 5 hazards (MRSC MEMPC has 8)

In the second session, hazard experts and representatives of key community assets, values and functions focus on one of the top identified hazards and work together to understand and describe:
- The nature and behaviour of hazards that may impact upon their community
- The exposure and vulnerability of key community assets, values and functions to each hazard

The committee then goes on to identify strengths and weaknesses in existing planning and mitigation arrangements, and identify opportunities for improvement to prevention, control and mitigation measures.

To finalise the CERA process VICSES staff load the data from the group discussions into an excel-based risk assessment tool that will:
- Calculate the levels of risk
- Create risk sheets (that can be exported) and heat maps for inclusion in Emergency Management Plans.

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A Heat Map visually represents where the top identified risks lie in correlation to the committee's confidence in the existing controls. It also highlights risks that are a priority for further investigation and mitigation works.

4.3 Risk Assessment Outputs

Macedon Ranges completed the CERA process in June 2017 - below is the Heat Map. A workbook of the CERA was also completed by VICSES.

Municipal Government:	Macedon Ranges Shire Council
EM Region:	North West Region (Loddon Mallee)
Last Review:	27/06/2017

Community Emergency Risk Assessment (CERA) Heat Map

Confidence in Effectiveness of Existing Controls

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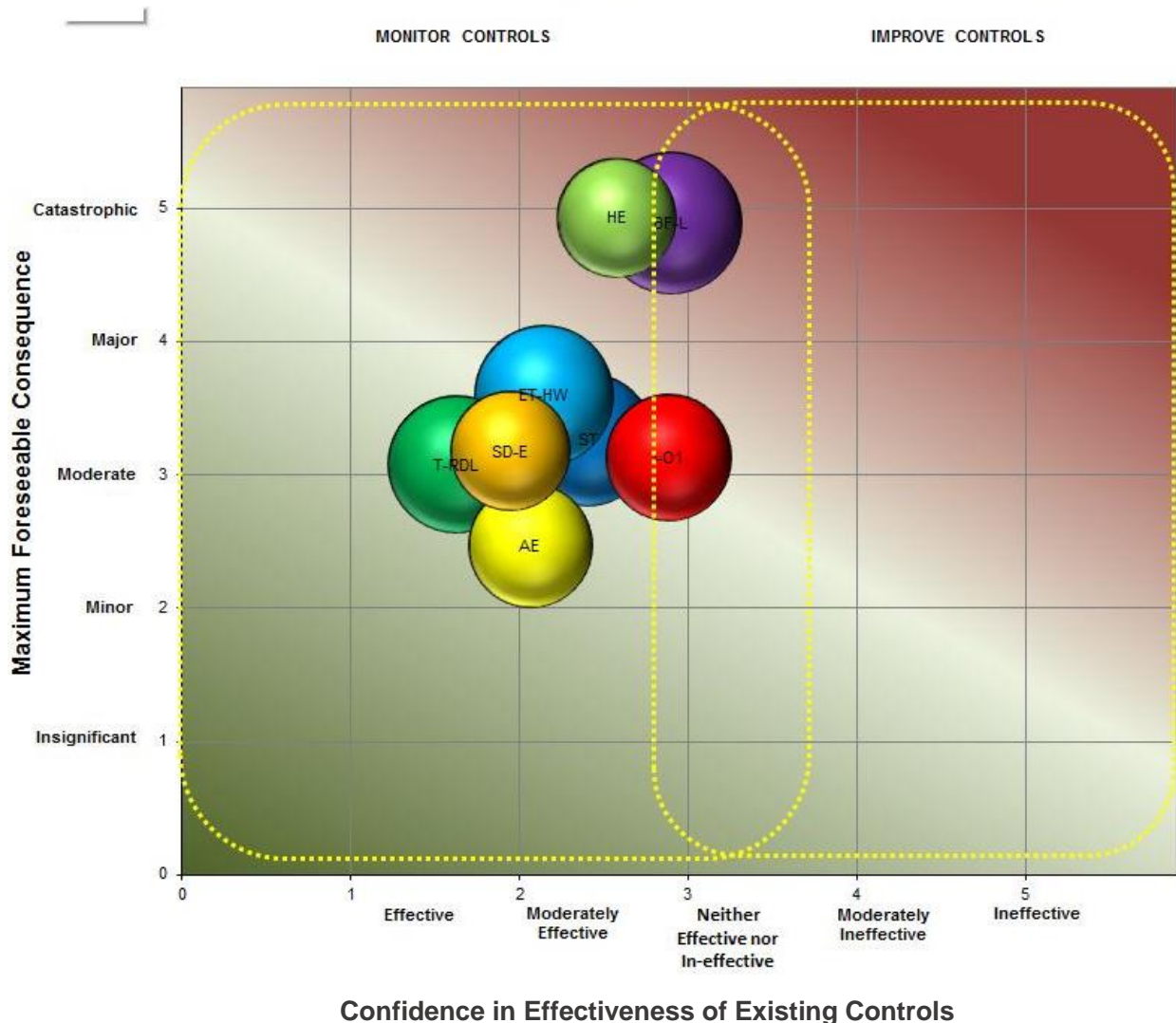
Listed below is a summary of the identified risks and their Residual Risk Rating:

Macedon Ranges Shire Council			
27 June 2017			
Code	Risk	Ratings Confidence	Residual Risk Rating
BF-L	Bush fire – large, regional	High	High
ST	Storm	High	High
ET-HW	Extreme Temperatures – Heatwave	Med	High
T-RDL	Road Transport Incident - large comm	High	Medium
HE	Human Epidemic / Pandemic	Med	Medium
AE	Exotic Animal Disease	High	Medium
SD-E	Service Disruption - Electricity	Med	Medium
I-01	Service Disruption - Telecomunication	Med	High
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		Select	
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4.4 Treatment Plans

Treatment plans are developed to mitigate identified risk.

The following sub-plans have been developed to address risks identified in Macedon Ranges Shire, and where localised planning is considered necessary to contribute to mitigation and/or community education.

- Municipal Fire Management Plan
- Macedon Ranges Heat Response Plan
- Macedon Ranges Influenza Pandemic Plan
- Macedon Ranges Flood Emergency Plan (note: flood risk was not identified as being in the top 8 risks for Macedon Ranges Shire)

Plans are reviewed either following an incident where some or all of the plan is activated, annually or as required e.g. following legislation change.
The MEMPC will continue to assess other risks identified from the CERA process and develop localised plans where necessary.

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4.5 Community Education Strategy

Emergency Service Organisations undertake a range of community education and multimedia programs to inform and assist the Macedon Ranges Shire community to prepare for emergencies and are included below:

Macedon Ranges Shire Council:
MRSC has a Facebook page "Macedon Ranges Emergency Alerts" - www.facebook.com/MacedonRangesEmergencyAlerts
The aim is to help the Macedon Ranges community prepare for and respond to any emergency. The page does not replace official emergency alerts from Vic Emergency (see below).

The MRSC website provides residents with a range of information to help them prepare for, respond to and recover from emergencies. It also lists *Neighbourhood Safer Places - Places of Last Resort* which are within the Macedon Ranges Shire. http://www.mrsc.vic.gov.au

Pre-summer education activities and resources include:
- Ads in local papers and community newsletters about preparing your property for the fire season
- Media releases for local papers and community newsletters
- Features in the Shire Life newsletter regarding emergency preparedness
- Telephone on hold message promoting preparing for the fire season
- 'Fire Ready in the Ranges' video in partnership with CFA and Mount Players Theatre Company
- Community Emergency Preparation Calendar
- Preparedness presentations to community groups pre-fire season

Vic Emergency: www.emergency.vic.gov.au
This is a "one-stop shop" for Victorians to source information regarding preparedness, incidents and warnings, and recovery for all types of emergencies.

Country Fire Authority: www.cfa.vic.gov.au
The Country Fire Authority Website has a range of information specific to bush, grass and other fires: There is also information and resources specific to children and young people for teachers and parents.

State Emergency Service: www.ses.vic.gov.au
The SES has information and of initiatives including 'Storm Safe, 'Flood Safe' and 'Quake Safe'. Games and information are provided for primary and secondary school children and teacher lessen plans.

Better Health Channel: www.betterhealth.vic.gov.au
Provides a range community information and links to other resources about health related emergencies (pandemic, heat, smoke etc.).

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Australian Red Cross: www.redcross.org.au
Preparedness:
Red Cross Emergency REDiPLAN is a community information program to help people better prepare for, respond to and recovery from emergencies.
Red Cross can provide speakers for community gatherings to talk about Preparedness and introduce REDiPLAN. REDiPLAN can be downloaded free form http://www.redcross.org.au
Red Cross Get Prepared APP https://www.redcross.org.au/get-help/emergencies/preparing for emergencies/get-prepared-app

Preparedness Outreach:
As part of the 'Vulnerable People in Emergencies Program' led by DHHS, Red Cross conducts preparedness outreach services, providing personalised emergency planning support to people who have been identified as requiring additional assistance to plan for emergencies.

Recovery Resources
Red Cross has produced a number of written publications to complement their "on ground" Recovery Services. Red Cross recovery resources can be accessed via the Australian Red Cross website, where there are descriptions of each publication, and an order form.

4.6 Monitoring and Review

Risk assessment is a continuous process. The MEMPC will continue to assess identified risks and existing controls, and will assess new and emerging risks as necessary.

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5 Response Arrangements

5.1 Principles of Response Planning and Operational Management

The Victorian Government has endorsed a set of emergency management priorities to underpin and guide all decisions made during emergencies in Victoria. The priorities focus on the primacy of life and the issuing of community warnings and information, in order to assist people to make informed decisions about their safety. The other priorities can be found on the Emergency Management Victoria website:
https://www.emv.vic.gov.au/StateStrategicControlPriorities

The Victorian Government's approach to the management of any emergency, consistent with the philosophy adopted Australia-wide, is to ensure that those agencies which are trained and equipped to provide a particular emergency response service, respond; and responding agencies are coordinated in their activities to counter the effects of the emergency and to meet the immediate needs of affected, or potentially affected, people.

The same management arrangements are used whenever more than one agency is involved in the response to an emergency, regardless of the size of the emergency. As the needs caused by an incident escalate, the response expands accordingly, in accordance with the plans of participating agencies, and any other specialist plans which apply to the situation.

Responsibility for response in the first instance rests at the municipal level. If the need for resources to respond to an emergency exceeds those available at the municipal level, support is sought from elsewhere, in the following order:

- Regional
- State
- Commonwealth, other States and Territories

Because emergency management arrangements are in effect at all times, formal implementation (activation) is not required. Actions take place in response to the needs of the presenting situation.

Recovery agencies should be notified by responders as soon as possible, to ensure they are activated. The Incident Controller is responsible for ensuring that this occurs.

The response management task is to bring together, in an integrated organisational network, the resources of the many agencies and individuals who can take appropriate and timely action. Response management is based on the three key management tasks of command, control and co-ordination. These roles and responsibilities are defined as follows:

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

Command
Command involves the internal direction of personnel and resources of an agency, operating vertically within the agency. Authority to command is established in legislation or by agreement within an agency.

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The term 'chain of command' refers to the organisational hierarchy of an agency. It is the identifiable line up and down the agency hierarchy from any individual to and from their supervisor and subordinates. The chain of command identifies people or positions with accountability.

Coordination

Emergency response coordination involves the bringing together of agencies and resources to ensure an effective response to emergencies.

The main functions of emergency response coordination are to:

- ensure effective control has been established and maintained in response to an emergency
- ensure effective information sharing
- systematically acquire and allocate resources in accordance with the requirements imposed by emergencies.

Emergency response coordination operates throughout the management of response, including during provision of immediate relief, and during the transition to recovery activities.

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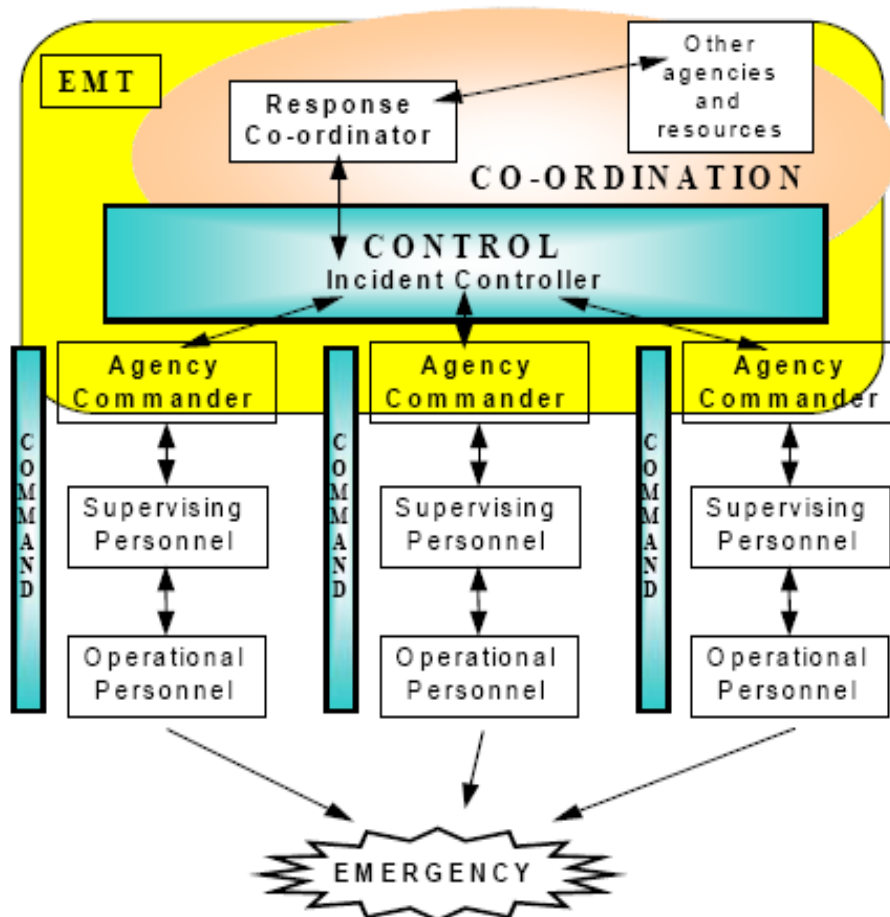
5.2 Emergency Management Roles – Incident Level

Incident Emergency Response Co-ordinator (IERC)

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

The role of the IERC is to:

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

Municipal Emergency Response Co-ordinator (MERC)

The member of Victoria Police appointed as an emergency response coordinator for each municipal district is known as a Municipal Emergency Response Coordinator (MERC).
The MERC sits on the Municipal Emergency Management Planning Committee.
The MERC will communicate with the EMC through the RERC (and subsequently the Senior Police Liaison Officer).

The role of the MERC is to:

- ensure that the appropriate control and support agencies are in attendance - or have been notified by the controller and are responding to an emergency
- in the event of uncertainty, determine which agency is to perform its statutory response role, where more than one agency is empowered to perform that role
- ensure the Incident Controller has formed and is chairing an Incident Emergency Management Team (IEMT) or, if the Incident Controller is unable to attend or there are several disparate emergencies within the municipality, form and chair an IEMT
- arrange for the provision of resources requested by control and support agencies and escalate unfulfilled requests to the RERC
- advise the RERC of emergencies that have the potential to require supplementary resources from outside the municipal district.

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- ensure timely warnings and information are provided to the community and support agencies by the control agency
- ensure the Incident Controller has developed and issued an incident action plan (including objectives and strategies for managing the incident)
- ensure the Municipal Emergency Resource Officer is advised of the emergency, is available to provide access to municipal resources if required and is receiving information as appropriate
- attend, or arrange delegate to attend the Municipal Emergency Coordination Centre, if activated
- consider registration of persons evacuated or otherwise affected across the municipality
- consider the provision of relief to evacuees and agency personnel where necessary and advise the Municipal Recovery Manager of requirements
- consider the need for declaration of an emergency area
- ensure the municipal recovery manager has been notified by the incident controller of the emergency
- provide the RERC with information or advice on issues relating to the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery

Regional Emergency Response Co-ordinator (RERC)
The member of Victoria Police appointed as an emergency response coordinator for each Victorian Government region is known as a Regional Emergency Response Coordinator (RERC).
The RERC or his/her representative may chair the Regional Emergency Management Planning Committee. Details of this committee are set out in Part 5 of this Manual.
The RERC will communicate with the EMC through the Senior Police Liaison Officer.

The role of the RERC is to:

- coordinate resources or services within the emergency response region, having regard to the provisions of section 56(2) of the EM Act 2013
- monitor control arrangements for emergencies across the region to ensure they are effective
- where necessary, ensure the Regional Controller has formed and is chairing the Regional Emergency Management Team (REMT) or, where there are multiple disparate emergencies in the Region, form and chair the REMT
- source resources and services requested by the Municipal Emergency Response Coordinators and escalate requests unable to be fulfilled by the region to the EMC through the Senior Police Liaison Officer
- in the event of uncertainty, determine which agency is to perform its statutory response role within a region, where more than one agency is empowered to perform that role
- ensure the Regional Controller is developing a regional strategic plan for the management of the emergencies within the region
- ensure the Regional Recovery Coordinator has been notified of the emergency
- monitor the provision of warnings and information to affected communities
- consider registration of persons evacuated or otherwise affected across the region
- monitor the provision of relief across the region
- monitor the need to declare an emergency area
- provide the Senior Police Liaison Officer with information or advice on issues relating the control, command and coordination of the emergency response, including issues

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relating to consequence management, the provision of relief and the transition to recovery.

Emergency Management Team (Incident Control Level)
If two or more agencies respond to an incident, the Incident Controller should form and chair an Incident Emergency Management Team (IEMT).

If the Incident Controller is unable to attend or there are several disparate emergencies within the municipality, the MERC (or representative) should form and chair the IEMT.

The EMT usually comprises:

- controller
- support agency commanders (or their representatives)
- health commander (functional commander of supporting health agencies)
- recovery manager
- emergency response coordinator (or representative)
- other specialist persons as required, and
- local government.

The IEMT considers the efficacy of potential control strategies.

The Incident Controller will task support agency or functional commanders to implement a strategy or to provide resources in support of these strategies. Support agency commanders then implement the allocated strategy through their respective command structures, and report back to the incident controller as to the success or otherwise of the strategy.

The Incident Controller includes the strategies and the actions of all agencies in the incident action plan.

The effective operation of an IEMT relies heavily upon communication between agencies. The importance of an effective IEMT to the successful management of an emergency cannot be overstated.

5.3 Resource Coordination

Municipal Emergency Coordination Centre (MECC) & Recovery Operations Centre (ROC)
The Municipal Emergency Coordination Centre (MECC) is a facility where Council coordinates resources to support control agencies, and relief and recovery support to the community. Council may transition this into the Recovery Operations Centre (ROC) once the response phase of the emergency has passed and the focus is on recovery activities.
The MECC may also become operational during support operations to a neighbouring municipality.

Provision of MECC functions may in the first instance be conducted in a virtual environment utilising the Crisisworks software program, between the key agency representatives. Where the level of potential resource coordination activity is likely to be high, MRSC may decide to activate a MECC.

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The incident management activities of key personnel from local and state government agencies, emergency services and others are undertaken at the Incident Control Centre.

The MECC predetermined locations for the Macedon Ranges Shire Council are:-

- **Administration Centre - Gisborne (Regional Roads Victoria Ref: - Map 284, B6)**
- **Administration Centre - Kyneton (Regional Roads Victoria Ref - Map 288, G9)**

Resource Supplementation
(To be read in conjunction with **3.7 Resource Sharing with Other Councils**)

The State Emergency Management Plan has details about how emergency response agencies can supplement their resources for response operations, which includes municipal council participation.

The meaning of resource under these arrangements is essentially any function or item which a responding agency requires to perform its response role and includes, but is not limited to:
- Equipment (e.g. vehicles, plant).
- Personnel (e.g. agency support and industry technicians).
- Services (e.g. phone lines, expert technical advice)

Supplementary response resources are sourced on a four-tiered step-up basis. The arrangements initially provide for:
- the efficient use of available resources at a local (municipal) level, including neighbouring municipalities
- escalation to a regional level
- escalation to the state level
- escalation to the commonwealth and interstate / international level.

The concept of accessing supplementary emergency response resources is that the response agency requires the resource to complete a task that would otherwise be beyond its capacity or capability.

An agency may have arrangements in place to access a wide range of resources through:
- Its own agency arrangements
- Support agencies
- Mutual aid agreements (including MOUs)
- Contract or supply arrangements with private industry.

Some agencies also have agreements with interstate agencies. Where a control agency has such an agreement, it should access those resources as needed. However, if a support agency has such an interstate agreement, it should have the resource allocation approved by the Incident Controller prior to accessing it. Agencies should exhaust all resources owned or directly within their control, prior to requesting assistance from elsewhere. 'Directly within their control' means the resource is available to the agency through a pre-existing arrangement such as a contract or MOU.

In situations where an agency accesses a resource, other than a resource it owns, it must notify the Incident Controller and the Emergency Response Coordinator. This is to allow for effective and efficient resource tracking by the Emergency Response Coordinator, and to avoid duplication of requests for the same resources. Similarly, agencies must notify the Emergency Response Coordinator of the depletion or deployment of sizable or specialist resources so they are aware of the availability of the resource.

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Private providers of resources must be considered as possible sources of supply prior to escalation of the request.

Procedure for obtaining Supplementary Resources

The council's Municipal Emergency Resource Officer (MERO) is responsible for the coordination of municipal resources used for emergency response and recovery operations. Response agency requests for supplementary resources are directed to the relevant coordinator (IERC/MERC/RERC). Supplementary emergency response resources are initially sourced at a local level, i.e. from within the municipal district. The Coordinator may contact the MERO and request the required resources.

The MERO will determine whether the resources requested are available from municipal resources (owned or under the direct control of the municipal council) and if available, arrange for their provision.

In all instances, the requesting agency should make appropriate arrangements for delivery of supplementary resources.

See overleaf for Resource Acquisition Flowchart.

Emergency Payment Responsibilities

Where an agency's expenditure is required in order to fulfil its own responsibilities, that agency is responsible for the costs, including services and resources sourced from others.

When a control agency requests services and supplies (e.g. equipment) on behalf of a number of supporting agencies, the control agency will be responsible for costs incurred.

Municipal Councils are responsible for the cost of emergency relief measures provided to emergency-affected people.

All immediate costs associated with the provision of food and water at ERCs as per the Council and Red Cross *Food and Water in Emergencies Memorandum of Understanding* will be borne by Red Cross, whether this is immediate payment to suppliers or invoicing for later payment as per Red Cross' procurement policy. Red Cross will follow this up with an invoice to the requestor (usually Council) within three months following the emergency.
See EMMV Part 8 Appendix 1 for details of financial arrangements

Cross Boundary Emergencies

Emergencies often cross municipal boundaries, requiring resources and support from two or more local governments.

Where this is the case, the RERC will request the MERO via the MERC to contact the neighbouring MERO when resources are required from outside the municipality.

DHHS is the coordinating agency for relief and recovery at a regional level and will oversee these functions in collaboration with affected Councils if required.

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Resource Acquisition Flowchart
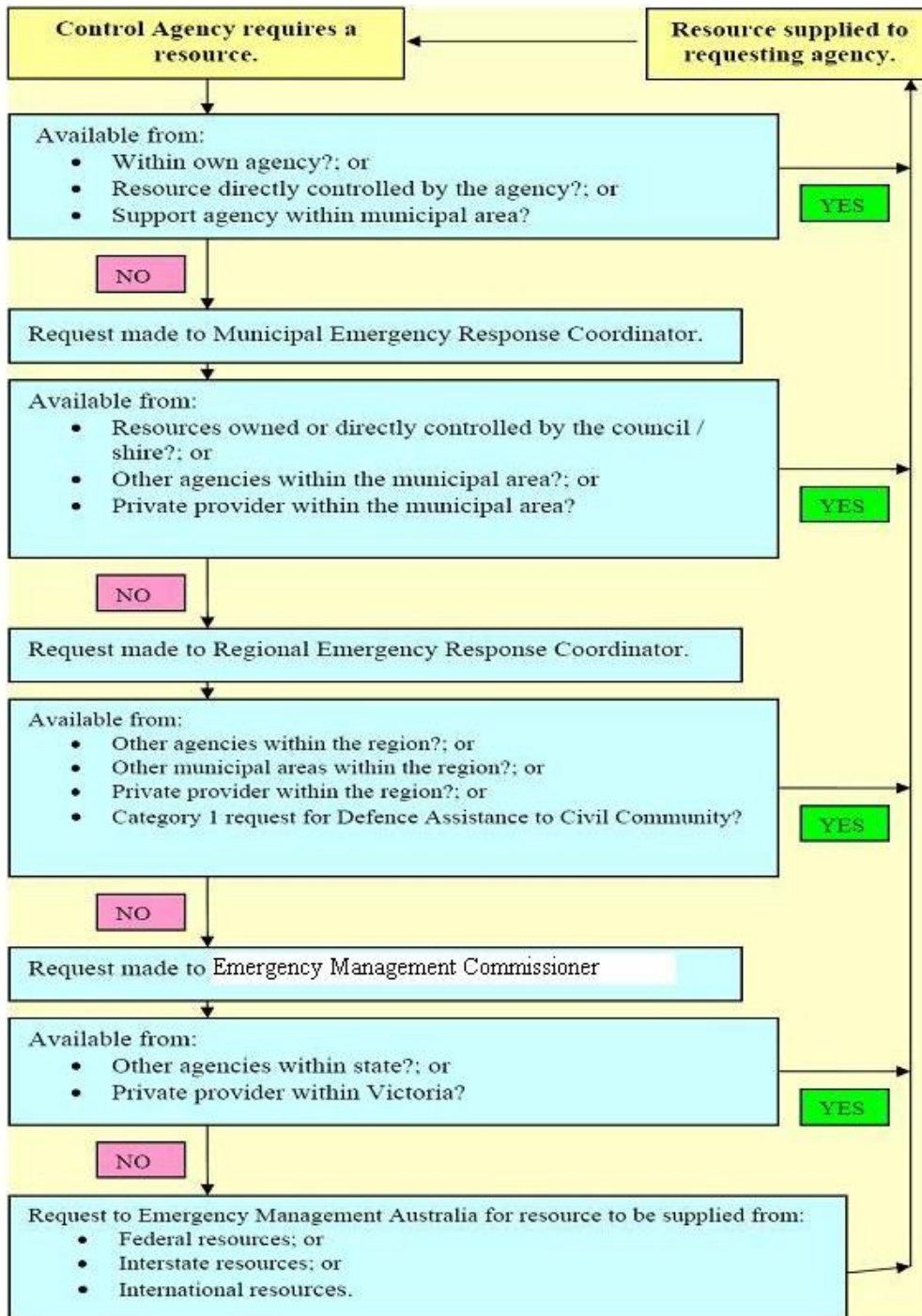
5.4 Control and Support Agencies

Control Agency
A control agency is an agency identified in the EMMV that is assigned to control the response activities to a specified type of emergency. The control agency may change as the emergency response progresses or is clarified. For certain types of emergencies, there may be more than one control agency due to assigned control agencies varying by location.

The following is a table of the Control Agency responsible for the Top 8 identified risks in Macedon Ranges Shire as per the CERA process.

Risk	Control Agency
Bushfire	CFA / MFESB / DELWP
Storm	VICSES
Extreme Temperature	Emergency Management Commissioner (EMV)
Road Transport accident	Victoria Police – however depending on the type of incident could be other agency e.g. CFA (gas leakage)
Human Epidemic/Pandemic	DHHS
Exotic Animal Disease	DJPR
Service Disruption - Electricity	DELWP
Service Disruption - Telecommunications	DJPR

Refer to the State Emergency Management Plan for the full list.

Support Agency
A support agency is an agency that provides essential services, personnel, or material to support or assist a control agency or affected persons.
A key support agency is an agency that has specific skills and resources to support response for a particular type of emergency.
Any agency might be asked to assist in any emergency if it has skills or resources that may contribute to the response.

Support Services for Response
In addition to the list of control agencies, there are a range of functional support services for response. All agencies listed in the State Emergency Management Plan, may potentially be support agencies in the event of an emergency, where they have the skills, expertise or resources to contribute to the management of an emergency.

The agency with portfolio responsibility for the subject area will generally be the lead agency for the functional area and will coordinate the involvement of service providers within the portfolio.

Refer to SEMP for full list.

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5.5 Supplementary Plans

The following have been produced to address specific activities or areas of risk.

1. **Community Information Guide – Bushfire** – available on CFA website

CIGs provide a planned response for both emergency services and the community to a bushfire within close proximity to a township, which has the potential to impact on the local community. These plans address the specific needs of the town's people, property, assets, environment and economy and is typically divided into 3 parts:
- Community Information
- Township Planning Factors
- Fire Prevention.

CFA have developed CIGs in the following Macedon Ranges towns:
- Bullengarook
- Macedon
- Mt Macedon
- Riddells Creek
- Woodend

2. **Neighbourhood Safer Place – Place of Last Resort Plan** – available on Council's website

A Neighbourhood Safer Place – Place of Last Resort (NSP) may as a *last resort* provide improved protection (a *safer place*) for people from the immediate life threatening effects of a bushfire if their plan has failed. They are places or buildings designated and signposted by the municipal Council and that meet guidelines issued by the Country Fire Authority.

Macedon Ranges Shire NSPs are located at:
- Lancefield Mechanics Institute
- Macedon Community Centre (Tony Clarke Reserve)
- Riddells Creek Leisure Centre
- Buffalo Stadium Woodend

Each year, Council must request CFA to conduct an assessment of each facility for the purpose of determining its continued suitability as an NSP-PLR. If deemed suitable, Council will redesignate each facility and undertake inspections and maintenance for the duration of the Fire Danger Period.

For access to NSPs in an emergency see Appendix D – Access to Neighbourhood Safer Places – Place of Last Resort.

3. **Emergency Communications Plan** (MRSC internal document)

This Plan outlines the communications that Council will undertake throughout the year to provide information to the community regarding before, during and after emergencies.
It also outlines the activities that Council will undertake to keep its community informed when there is an emergency, specifically information relating to relief and recovery services and activities.

5.6 Staging Areas

The Incident Controller will determine the location of the staging area taking into consideration the type and scale of the emergency event. As part of planning and preparation, Council will work with local agencies to identify suitable venues for staging areas and will support the control agency in resourcing staging areas during response e.g. access to facilities, additional bins, and health inspections.

5.7 Evacuation

Evacuation is a risk management strategy which may be used as a means of mitigating the effects of an emergency or disaster on a community. It involves the movement of people to a safer location. However, to be effective it must be correctly planned and executed. The process of evacuation must include the return of the affected community.

A recommendation to evacuate should only be made when this is expected to offer a higher level of protection for members of the public than other options, and can be achieved without endangering response agency personnel.

Evacuation is a scalable activity in that it may be applied to individuals, a house, a street, a large facility (i.e. school or hospital), a suburb, a town or a large area of the State.

There are five stages in the evacuation process: decision; warning; withdrawal, shelter and return.

See over for **Evacuation Responsibilities Flow Chart** and refer to Appendix L: Joint Standard Operating Procedure (JSOP 03.12)

Macedon Ranges
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Evacuation Responsibilities Flow Chart

Vulnerable Groups/Facilities

The Vulnerable Groups Register and list of facilities where vulnerable people may congregate has been compiled by Macedon Ranges Shire Council. This register will be updated annually by Council. The MERC, MERO and MRM all hold a hard copy of the register and is available in Crisisworks.

Vulnerable Persons Register (VPR)

The Vulnerable Persons Register (VPR) is a register of people who are receiving support from an agency and who have been assessed as needing assistance when there is an emergency.

They will usually have complex needs and will be without other supports to assist them to plan and respond to an emergency. There is an additional section in Crisisworks (password protected) that has location information on vulnerable people for use by Victoria Police when there is an emergency.

The VPR is overseen by Council. Agencies are responsible for adding eligible clients to the VPR and keeping client information up to date. It was developed in response to the Black Saturday Royal Commission Recommendation 3, and is guided by the DHHS Vulnerable People in Emergencies Policy the VPR policy (click to see it).

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Warning Systems

The method of alerting people to the need for evacuation will depend on a number of factors. Consideration should be given to:

- The type of emergency
- The number of people affected
- The ethnic origins of the affected people
- The requirements of any Special Needs Groups.

5.8 Transition from Response to Recovery

In any emergency it is essential to ensure a smooth transition from the response to the recovery phase at municipal level. Whilst it is recognised that recovery activities need to start as soon as possible, there are a number of response activities which require formal cessation prior to this transition occurring. This will occur when the MERC, in conjunction with the response agency and MERO, declares "Stand Down" of response. The early notification of recovery agencies involved in the emergency will ensure a smooth transition of ongoing activities from response to recovery.

5.9 Impact Assessment

Impact assessment is the appraisal of the extent of damage, disruption and breakdown to the community and its infrastructure as a result of an emergency. Data is used to inform recovery planning. Typically there are three stages to impact assessment (adapted from *EMV Impact Assessment Guidelines*):

1. Initial impact assessment (IIA)

IIA is a preliminary assessment (visual inspection and quantifiable early data) undertaken by response agencies.

IIA often comprise visual inspections, and/or the compilation of early available quantifiable data (such as number of dwellings destroyed or damaged), impacts on people remaining in affected area. It provides early information to assist in the prioritisation of meeting the immediate needs of individuals and the community. It also indicates if further assessment and assistance is required.

Timeline for IIA is 24-48 after access to the affected area.

Information collected in the IIA will be made available to the municipality, usually via the Council EMLO.

2. Secondary impact assessment (SIA**)**

SIA is a subsequent progressive and more holistic assessment of the impact of the event on the community; and takes into account built and natural environments, social and economic impacts, and resulting community needs. Impact assessment for relief and recovery requires an additional layer of analysis beyond the IIA, which includes a comparison with baseline information.

An adaptive and evidence-based relief and recovery program requires timely, accurate and progressively more comprehensive information about the impact of an emergency on communities.

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Coordination of SIA is the responsibility of the nominated recovery manager/coordinator. In a local event that is within the capacity of local government, this will be the MRM. All departments and agencies involved in the collection of SIA should liaise with the nominated recovery manager/coordinator to ensure information is coordinated and shared.

Timeline for SIA is within four weeks of the incident.

3. Post emergency needs assessment (PENA)
PENA estimates: the longer term psychosocial impacts of a community, displacement of people, cost of destroyed assets, the changes in the 'flows' of an affected economy caused by the destruction of assets and interruption of business. Such assessments inform the medium to longer-term recovery process, and build the knowledge base of the total cost of emergencies that informs risk assessment and management.

Should the emergency extend beyond the boundaries of the MRSC, the PENA may be merged with that of the other affected municipality(s).

Timeline for PENA is dependent of scale but is typically from four weeks (or earlier if combined with SIA) and can take up to 12 months or more.

5.10 Access to affected areas

Victoria Police are responsible for managing access to emergency affected areas through Traffic Management Points (TMPs). The decision to implement and remove TMPs is done in conjunction with the Incident Controller. Before access can be allowed, safety assessments of the road network must be undertaken.

MRSC is responsible for road infrastructure and hazardous tree inspections on local roads. Regional Roads Victoria undertakes these assessments on Regional Roads Victoria managed roads.

Requesting Procedure
All requests for resources to undertake road assessments should be directed to the MERC, who will request them through the MERO.

Municipal resources should be used in the first instance, prior to engaging private contractors.

Management of Resources
Responsibility for the management of resources shall rest with the MERO.

The MERO is responsible for maintaining a resource database and contact details which is held in Crisisworks under resources.

5.11 Post Emergency Debrief

Following an emergency where either a MECC or Emergency Relief Centre is activated, the MERO together with the MRM will arrange for a debrief for both MRSC and agency staff. The learnings from debriefs will contribute to the continuous improvement process.
Refer to Section: 3.3 Frequency of Meetings

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5.12 Record Keeping

Council uses Crisisworks – a cloud based information management system – to track all activities relating to incidents. It is also a repository of plans and contact details that can be accessed from any location where there is internet access.

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PART FIVE - RESPONSE ARRANGEMENTS

Macedon Ranges
Shire Council

6. Relief and Recovery Arrangements

6.1 Introduction

The aim of relief and recovery is to support communities to successfully deal with the impacts of an emergency on the social, built, economic and natural environments. By doing so, communities help build cohesion and resilience to future emergencies.

Municipalities have the responsibility for the delivery of relief and recovery at the local level. Emergency Management Victoria (EMV), on behalf of the Emergency Management Commissioner, is the agency responsible for relief and recovery coordination at the state level, supported by Australian Red Cross (ARC). At regional level, this is the responsibility of the DHHS and, when local resources are overwhelmed, MRSC will work with regional DHHS staff to ensure the continued delivery of services.

Relief and Recovery Responsibility Matrix

Impact	State	Region	Local
Managed by	EMV supported by ARC	DHHS	Municipality

State and Regional Relief and Recovery Planning
This Plan aligns with the principals outlined in the SEMP. When the scale of an incident requires it, the MEMPC will work with DHHS regional staff to develop an incident specific Recovery Plan.

6.2 Emergency Relief

Emergency relief is a component of emergency response and is the provision of essential and urgent assistance to individuals, families and communities during and in the immediate aftermath of an emergency.

The principles for the coordination and delivery of relief in Victoria are:

- emergency-affected communities receive essential support to meet their basic and immediate needs
- relief assistance is delivered in a timely manner, in response to emergencies
- relief promotes community safety and minimises further physical and psychological harm
- relief and response agencies communicate clear, relevant, timely and tailored information and advice to communities about relief services, through multiple appropriate channels
- relief services recognise community diversity
- relief is adaptive, based on continuing assessment of needs
- relief supports community responsibility and resilience
- relief is well coordinated, with clearly defined roles and responsibilities
- relief services are integrated into emergency management arrangements.

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Emergency relief consists of a number of activities including:
- shelter
- community information
- psychosocial support
- health
- reconnecting families and friends (Register.Find.Reunite.)
- food and water
- accommodation
- non-food items (material aid)
- emergency financial assistance
- animal welfare
- harnessing goodwill.

Emergency Relief Centres (ERCs)

Council designates appropriate facilities within the shire for the delivery of emergency relief; these are called Emergency Relief Centres (ERCs). An ERC is a safe place away from the emergency where people can receive supports outlined above.
Council has identified a number of Primary and Secondary ERCs. Primary ERCs are the preferred venues.

Council is responsible to ensure that identified venues are available (or can be made available at short notice) and resourced to operate as ERCs. This includes having arrangements in place to access venues, having regularly audited and updated ERC Resource Kits stored at the primary ERCs and having an up to date list of ERC Management Teams who are available to be deployed.

The locations of ERCs are listed in Appendix D.

Lists of the Management Teams are held and maintained by the Team Leader Relief/Recovery Centre Staffing.

Emergency Relief Management

In the event of the requirement for any or all of the functional services of emergency relief, the request must be made through the MERC to the MERO. The MERO and MRM will activate the required services and open an ERC if required.
Should Council become aware that numbers of people are relocating, and they have not received a request to open an ERC, they will contact the MERC and advice of the need.

Refer to 'Appendix B - Sub-Plans and Standard Operating Procedures' *Relief/Recovery Centre Emergency Recovery Sub-Plan*.

6.3 Support Services for Relief

The following services are available at ERCs depending on the size and scale of the emergency. If municipal resources are overwhelmed, refer to *Relief and Recovery Responsibility Matrix* in 6.1.
Contact details for the following are listed in Part 8: Contact Directory of this plan.

Registration
Victoria Police is responsible for the control and coordination of the *Register. Find. Reunite.* service of emergency affected people. (The service was formerly known as NRIS). Australian Red Cross is tasked with managing and operating the service.
Register. Find. Reunite. commences during the response phase of an emergency and continues throughout relief efforts and assists to inform recovery.

Food and Water (Catering)
At municipal level, the Australian Red Cross is responsible for the provision and coordination of food and water at relief and recovery centres.
A Food and Water Sub plan has been developed and implemented which details activation procedures and responsibilities. (Refer to Appendix 'B')

Material Needs
The Salvation Army is responsible for material needs and will coordinate material needs providers.

Personal Support
Personal support at ERCs is provided by Victorian Council of Churches Emergencies Ministry and by the Australian Red Cross.

Temporary Accommodation
Council has an MOU with a supplier to arrange accommodation.

Assistance Payments
The Department of Health and Human Services is responsible for the assessment, distribution and administration of emergency assistance payments. These payments are needs assessed and are part of a financial assistance program delivered via the DHHS after an emergency to help ease the financial burden.
The MRM will arrange for representatives from DHHS to provide this service if required.

Community Organisation and Agencies
Many local community organisations and agencies have resources that can be of use in an emergency. The MRM will coordinate offers of and requests for assistance from these organisations and agencies.

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6.4 Recovery

Recovery from emergencies is a process of assisting individuals and communities to manage the re-establishment of those elements of society necessary for their wellbeing and to achieve a proper and effective level of functioning. If municipal resources are overwhelmed, refer to *Relief and Recovery Responsibility Matrix* in 6.1.

The process involves cooperation between all levels of government, non-government organisations, community agencies and the private sector in consideration of:
- The emotional, social, spiritual, financial and physical wellbeing of individuals and communities
- The restoration of essential and community infrastructure
- The rehabilitation of the environment
- The revitalisation of the economy of the community to ensure as far as possible that the wellbeing of a community is increased.

During recovery, governments, agencies, communities and businesses should work together to assist affected individuals and communities to move towards a healthy, safe and functioning environment.

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.

When delivering of recovery services and in line with the above principles, it is essential to have an understanding of the following:

- **Resilience of individuals and communities is respected** - Recovery services and programs must acknowledge the inherent resilience that affected individuals and communities display. Individuals, when possessing information about the situation and available services, are able to make informed choices about their recovery. Communities, when supported with information and resources, are able to support and manage their own recovery.

- **Levels of recovery operations** - Recovery operates at multiple levels in the Victorian arrangements. In order to ensure the success of the Arrangements, it is vital that all agencies and organisations involved in management, coordination or service delivery undertake these activities in a cooperative and collaborative manner, within the agreed framework. Coordination and communication both at and between the various levels of operation will assist in ensuring the success of recovery activities for the affected community.

- **Response/Recovery Interface** - Recovery should begin as soon as possible when an emergency occurs. It is therefore essential to ensure high levels of understanding and cooperation between response coordinators and recovery coordinators at each

of the levels of operation. In many instances there will be a 'handover' of coordination responsibility from the response coordinator to the recovery coordinator. Appropriate arrangements must be negotiated and documented between coordinators at the levels of operations to ensure this occurs.

- **Gender** – men and women recover differently after an emergency, so different approaches may be needed to achieve desired outcomes.

It must also be recognised that recovery activities often occur naturally within the affected community. The emergency recovery planning and coordination activities undertaken at state, regional and municipal level are intended to provide structure for what would otherwise be *ad hoc* assistance to people affected by emergencies.

Recovery Environments

There are four key recovery environments that require a coordinated approach as part of the recovery process:

- social environment
- economic environment
- natural environment
- built environment

It should be acknowledged that each of these environments overlaps considerably, further highlighting the need for a coordinated approach.

The following outlines the objectives of aligning recovery activities along each of the environments, and the associated functional areas:

Social

Ensure people have access to the support, services and resources they need to address the impacts of the disaster, prevent the escalation of needs and minimise any long-term negative impacts on health and wellbeing.

The social recovery environment considers the impact an event may have on the health and wellbeing of individuals, families and communities. This environment is primarily concerned with safety, security and shelter, health and psychosocial wellbeing.

The functional areas addressed in the social recovery environment are:

- housing and accommodation
- individual and household financial assistance
- psychosocial support
- health and medical assistance
- community development.

Economic

The objective of economic recovery is to address the economic impact of an emergency, including impacts on individuals and households, small and large businesses, industries, primary producers, tourism and the broader economy.

The economic impacts range from the immediate and intense, such as loss of personal income or damage to business premises, to long-term and chronic, such as loss of workforce due to displacement, loss of productive land or reluctance of tourists to travel to hazard-prone areas.

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The functional areas addressed in the built recovery environment are local economies, businesses and agriculture.

Natural

The objective of natural environment recovery is to return the impacted areas to the pre-disturbance state.

The natural environment considers the impact that an event may have on a healthy and functioning environment, which underpins the economy and society. Components of the natural environment include: air and water quality; land degradation and contamination; plant and wildlife damage/loss; national parks; and cultural and heritage sites.

Built

To coordinate recovery information and process in order to prioritise the needs of the community in relation to essential physical infrastructure, including essential services, commercial and industrial facilities, public buildings and assets and housing.

The built recovery environment considers the impacts that an event may have on energy services, telecommunications, water and wastewater, transport, building and assets.
We acknowledge that work has been undertaken developing guidelines that support best practice in resource recovery following emergencies.
When undertaking recovery of the built environment we will aim to meet the requirements of the relevant guidelines and plans including the Statewide Waste and Resource Recovery Infrastructure Plan and the Regional Waste and Resource Recovery implementation Plans.

6.5 Local Recovery Management Principles

If municipal resources are overwhelmed, refer to *Relief and Recovery Responsibility Matrix* in 6.1.

Emphasis will be given to supporting and maintaining the identity, dignity and autonomy of affected individuals, families and the community. Management of recovery will occur in the context of clear and agreed arrangements, and involve processes of consultation and cooperation through established communication channels.

Wherever possible, the normal municipal management and administrative structures and practices will be used, ensuring that these structures and practices will be responsive to the special needs and circumstances of the affected community.
Recovery information and recovery services need to be readily accessible to affected individuals, families and communities and responsive to their needs and expectations.

6.6 Activation and Notification

Where the incident is with the capacity of the municipality, the MRM will initiate recovery activities as required. The MRM shall convene a meeting of the Municipal Emergency Recovery Committee as soon as is practical where the emergency is of a magnitude that requires their involvement.

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6.7 Municipal Emergency Recovery Committee

The Municipal Emergency Recovery Committee comprises representation of key organisations/agencies involved in the recovery process. The composition of the committee will vary depending on the type of emergency and the affected area. The membership of the committee could include community leaders and representatives of:

- Councillors
- Government agencies
- Community groups
- Affected persons
- Women's Health Services
- Non-government agencies
- Business

Planning/Reviewing for Recovery
The Committee shall meet at least twice yearly to review the preparation of the agencies/organisations to deal with emergencies in the community, or in the event of an emergency which is of the magnitude that requires their involvement.

The MRM shall convene the Municipal Emergency Recovery Committee. The dates of the meetings will be such as to precede the MEMPC to allow the MRM to provide feedback to the Committee on recovery preparedness.

Structure of Municipal Emergency Recovery Committee
The Municipal Emergency Recovery Committee comprises a series of sub-committees each with a team leader. The team leader represents their sub-committee on the Committee. The team leader will appoint a deputy to act in their absence.

Macedon Ranges Community Bank Emergency Donation Fund
The fund is a partnership between MRSC, Bendigo Bank and Bendigo Community Bank. This fund accepts community donations and the Recovery Committee makes recommendations for funding based on identified community needs and priorities. Fund are dispersed by Macedon Ranges Health.

The Fund has been established to support community recovery following an emergency event (e.g. bushfire) by being immediately available to receive donations from the public and businesses.

Roles of Recovery Sub-Committees

Recovery Sub-Committees aim to link the key municipal organisations involved in the particular area of recovery to ensure maximum access to and use of resources and knowledge.

The roles of the Sub-Committees are to:
- Plan the recovery process for their area of responsibility
- Identify and recruit membership to Sub-Committees
- Coordinate the recovery process in the area of responsibility and report back to the Municipal Emergency Recovery Committee and MRM
- Identify local resources and external resources available for recovery
- Identify and involve the community in planning and implementation of the recovery process
- Liaise and communicate with other sub committees
- Liaise and communicate with Community Recovery Committee if established after an emergency
- Ensure gender considerations in all sub-committees' plans/SOPs.

Where required, Sub-Committees will develop a Sub-Plan or Practice Note that outlines the following:
- The membership details of the Sub-Committee (including all members and phone contacts)
- Specific roles and responsibilities of the Sub-Committee
- Policies and procedures where appropriate
- Resources available, where they are and how to access.

For contact details refer to Part 8 – Contact Directory.

Recovery Sub-Committee Team Leaders Role

Team leaders are responsible to the MRM. The roles of Sub-Committee Team Leaders are:
- Convene and coordinate Recovery Sub-Committees
- Represent Sub-Committee on Municipal Emergency Recovery Committee
- Ensure minutes are kept and copies tabled at the Municipal Emergency Recovery Sub Committee
- Liaise with other Recovery Sub Committees to ensure coordination and information sharing
- Liaise with relevant state-wide organisations/departments through the MRM which are responsible for specific types of service
- Develop an Emergency/Recovery Sub-Plan and any related SOPs for their Sub-Committee where relevant/required.

A Deputy Team Leader is to be nominated to relieve when the team leader is unavailable.

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Purpose of each Sub-Committee

The following reflects arrangements at the local level where municipal resources are adequate to manage need. When local resources are overwhelmed, refer to *Relief and Recovery Responsibility Matrix* in 6.1. For contact details refer to Part 8 – Contact Directory.

Accommodation	To assist in the provision of emergency/temporary accommodation
Team Leader	MRM
Associated Plan	MRSC has an MOU with an accommodation provider who sources appropriate accommodation as required.

Aged & Disability Support	To ensure that recovery services are appropriate for older residents and those living with disability.
Team Leader	Coordinator Community Support, MRSC
Support may be sought from	Aged Care Providers HACC funded agencies Churches

Animal/Stock Welfare	Assist/destroy injured stock/wildlife. Coordinate disposal of dead stock. Coordinate emergency feed/fodder supplies. Identify holding areas for stock/pets etc. Provide support to ERCs
Team Leader	Coordinator Local Laws, MRSC
Associated Plan	MRSC Emergency Animal Plan.
Support may be sought from	DJPR Parks Victoria Wildlife Network Animal Aid Agencies Vets RSPCA

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Children and Young People	To plan for and coordinate relief and recovery services that consider the needs of children and young people
	Coordinator Youth Development, MRSC
Associated Plan	MRSC Children and Young People Sub-Plan.
Support may be sought from	Maternal and Child Health Nurses Local youth services DHHS Family Day Care Provider Outside School Hours Care Providers Child Care Centres
Clean-Up	To plan for and coordinate post emergency clean-up
Team Leader	Manager Operations, MRSC
Support may be sought from	DELWP SES Local Business (e.g. earthmovers) Service Clubs
Community Support	To co-ordinate and assist with community development activities
Membership	The recovery committee established for the incident
Environment	To assess, advise on and repair damage after an event including tree safety/assessment; replanting/revegetation; erosion prevention etc.
Team Leader	Environmental Planner MRSC
Support may be sought from	Landcare Groups CMAs VFF DELWP

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Environmental Health	To assess, advise on and minimise the environmental health impact of an emergency e.g. food safety/disposal; septic systems, provision of temporary toilets/facilities etc.
Team Leader	Coordinator, Environmental Health, MRSC
Support may be sought from	DHHS

Financial Aid	To coordinate the distribution of financial aid to communities after the event and co-ordinate the economic recovery of the affected community

(see also *Macedon Ranges Community Bank Emergency Donation Fund Section 6.6*) |
| Membership | The recovery committee established for the incident |
| Associated Plan | Macedon Ranges Community Bank Emergency Donation Fund Guidelines |
| Support may be sought from | St Luke's Financial Counselling
Cobaw Community Health
Centrelink
Insurance Council of Victoria
DHHS |

Food and Water	To provide food and water at relief centres (and recovery centres if required)
Team Leader	Divisional Operations Officer - Australian Red Cross.
Membership	MRSC
Australian Red Cross
Associated Plan	MRSC Food and Water Sub-Plan.

Information/Media Liaison	To coordinate and provide accurate information to the public and media during and after an emergency. Provide timely information to the community to prepare for emergencies.
Team Leader	Communications Coordinator, MRSC
Associated Plan	MRSC Emergency Communications Plan.
Support may be sought from	Local Media
ICC Public Information Officer

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Infrastructure	To rebuild and restore community infrastructure/utilities after an emergency
Team Leader	Manager Engineering & Projects, MRSC
Support may be sought from	Regional Roads Victoria Power and gas companies Coliban Water Western Water Telstra
Material Aid	To coordinate receipt, storage and distribution of material aid
Team Leader	Salvation Army
Support may be sought from	Churches Salvation Army St Vincent De Paul Service Clubs Brotherhood of St. Lawrence
Medical	To plan for and co-ordinate pharmaceutical requirements of effected community
Team Leader	Field Medical Officer, Brooke Street Medical Centre, Woodend
Support may be sought from	Kyneton Health Pharmacists Local GP's Ambulance Victoria (AV)
Personal Support	To provide outreach services, counselling and support to individuals
Team Leader	MRM
Membership	Australian Red Cross DHHS VCCEM Community Health organisations

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Relief/Recovery Centres	To coordinate and staff relief and recovery centres as established by MERO and MRM.
Team Leader	Coordinator Community Places and Partnerships MRSC
Membership	MRSC staff
Associated Plans	Sub Plan - Emergency Relief Centres Procedure for Recovery Centres

Tourism & Business	To support local tourism and businesses
Team Leader	Manager Economic and Community Development, Arts and Events, MRSC
Support may be sought from	Tourism Macedon Ranges Daylesford Macedon Ranges Local BATAs

Transport	To support Victoria Police to transport people during evacuation
Team Leader	MRM / MERO
Support may be sought from	Commercial Transport Companies Community Transport Providers Victoria Police

Volunteer Co-ordination	To recruit, support and coordinate the work of volunteers after an emergency and to assist other Sub Committees through provision of volunteer assistance as required
Macedon Ranges Shire Council will engage Volunteering Victoria's *Managers of Spontaneous Emergency Volunteers* Program for a volunteer manager.	

6.8 Community Recovery Committee

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

Functions include:

- Monitor the overall progress of the recovery process in the affected community
- Identify community needs and resource requirements and make recommendations to appropriate recovery agencies, municipal Councils and the State's recovery management structure
- Liaise, consult and negotiate, on behalf of affected communities, with recovery agencies, government departments and municipal Councils
- Liaise with DHHS as Coordinator through the designated DHHS Regional Director or delegate
- Undertake specific recovery activities as determined by the circumstances and the Committee
- Consider social principles e.g. gender, children.

6.9 Role of Department of Health and Human Services in Recovery

In the Recovery Processes of an emergency, DHHS:

- Acts as principal recovery planning and management agency at regional level. EMV preforms this function at state level.
- Assumes a role of facilitation in developing a coordinated response as appropriate to the circumstances e.g. when the event is of a magnitude which is beyond the resources of the municipality or the incident affects only a few people but the affected population is dispersed across the region. EMV preforms this function at state level.

6.10 Supply of Goods/Services

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

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

6.11 Victorian Government Assistance Measures

These are contained in the State Emergency Recovery Plan.

6.12 Agencies Assisting in Recovery

In addition to those agencies involved in Recovery Sub-committees, other agencies that may be involved in recovery:

Law Institute of Victoria
- The provision of legal advice and referral services for Emergency affected persons.

The Victorian Bar
- Free legal aid to bushfire victims

Department Of Treasury and Finance
To provide advice to the Treasurer on matters relating to:
- Financial assistance to municipalities
  - (a)   For the restoration of municipal assets
  - (b)   For emergency protection works
- Funding of temporary community facilities
- Grants and other forms of assistance administered by other agencies
- Requests from agencies or other bodies for financial assistance.

Department Of Education and Training
For planning, consideration and support of recovery processes in schools, contact Manager Resources through DHHS, Regional Recovery Manager.

Office of Housing Services, Department Of Health and Human Services
- To assist with the provision of temporary housing to persons affected by emergencies
- Support to principal agencies in areas of logistics, plant and transport, and supply and maintenance of buildings.

Victoria State Emergency Service
The policy of the Victoria State Emergency Service is that, organisationally, it does not have a role in the Recovery Phase of an emergency. However, it is recognised that a local level, and within local arrangements, volunteer units may wish to participate in their community's recovery (for example, by participation on an Area Recovery Committee), provided that their availability for response operations is maintained.

Clause 5 of the Victoria State Emergency Service Act 1987 requires that VIC S.E.S assist municipal Councils, and other agencies at the Minister's determination, in fulfilling their responsibilities under the Act, by providing support for planning.
This support can include:
- Representation on Regional Recovery Planning Committees
- Representation on Municipal Emergency Management Planning Committees

Bendigo Health (inc Bendigo Hospital)
The Group is a patient/client focused organisation with the major thrust in building clinical services to improve health outcomes in Bendigo and the Loddon Campaspe region.

The SEMP also details agencies that may be called upon to support recovery.

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7 Ancillary Arrangements

7.1 Communications

All agencies are responsible for the provision of their own communications systems during emergencies however any agency requiring communications support will put their request to the MERC.

Telephone Communications
The Telstra line network will be the initial and primary means of communication in the event of an emergency, when it is available, and should be utilised to capacity where possible. When identifying locations for use as MECCs, Assembly Areas and Emergency Relief Centres, consideration should be given to the communications facilities already in place at that location.

Additional telephones can be provided by Telstra, upon request to the Municipal Emergency Response Coordinator, who will, in turn, submit such requests to the Regional Emergency Response Coordinator for action. All costs, related to such installations, are the responsibility of the requesting organisation.

Communications Resources
The following organisations have communications facilities and resources which may be available in an emergency:

- Telstra
- W.I.C.E.N.
- CFA
- VICSES
- MRSC
- Victoria Police
- DELWP
- St. John's Ambulance
- Ambulance Victoria
- Regional Roads Victoria
- Macedon Ranges Amateur Radio Club
- Taxi Services: Romsey Taxi Service, ROMSEY.
  Woodend Taxi Service, WOODEND.
  Kyneton Taxi Service, KYNETON.
  Gisborne Taxi Service, GISBORNE.

See Part 8 for Contact Details.

7.2 Health and Medical

Major emergencies may involve mass casualties, fatalities and patients with complex trauma. They can also lead to public health issues that could have an impact on the health of a community.

The State Health Emergency Response Plan (SHERP) outlines the arrangements for managing the pre-hospital and hospital response to emergencies that go beyond day-to-day business arrangements, ensuring that health and medical emergency responses are

coordinated and appropriate. The SHERP also focuses on the needs of children in emergencies and on psychological support to prevent long-term health effects.

Aim

The aim of these arrangements is to identify the health and medical facilities available within the Macedon Ranges Shire.

Due to the dual nature of these arrangements, it will be divided into two components; each being addressed accordingly. These components will be **Health** and **Medical.**

Health

The MRSC Coordinator Environmental Health is responsible for all public health matters in the municipality.

The responsibilities in emergencies include:

- advice on water supply
- ensuring hygienic food handling - safe production, storage and distribution
- refuse removal
- pest control
- control of infectious diseases (immunisation)
- assist DEDJTR with disposal of dead animals

The Coordinator Environmental Health may also undertake inspection of food safety at ERCs and staging areas where there are concerns.

Medical

Implementation of the medical arrangements will be automatic where people are injured or require medical assistance. This automatic response will be by Ambulance Victoria and hospitals within the municipality.

Ambulance Victoria will be responsible for contacting additional first aid support when required (e.g. St. John Ambulance).

Medical Response Management

Medical response management at an emergency scene will be carried out by the Health Commander (an experienced AV Manager) and may be delegated to a Field Emergency Medical Officer (FEMO).

The role of the Health Commander at the scene of an emergency is to:

- arrange resources required
- provide triage, (prioritise patients for treatment)
- coordinate transport of patients
- determine destination of patients.

PART SEVEN – ANCILLARY ARRANGEMENTS

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PART SEVEN – ANCILLARY ARRANGEMENTS

8. Contact Directories

8.1 Emergency Contact Protocol - MERO

PART EIGHT – CONTACT DIRECTORIES

8.2 Emergency Contact Protocol - MERC

8.3 Municipal Emergency Management Planning Committee Contacts as at July 2020

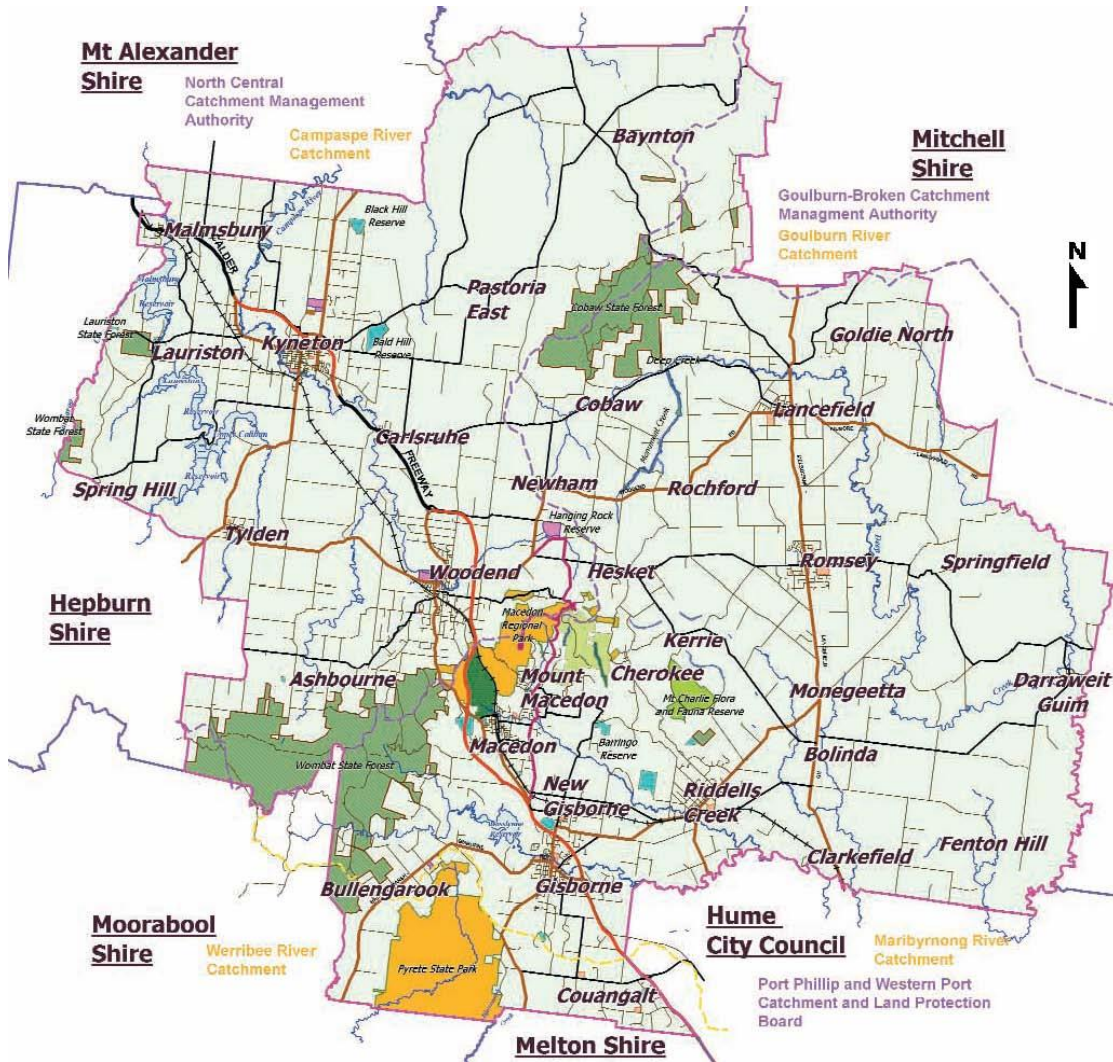## 8.4 Municipal Recovery Committee Contacts as at July 2020

## 8.5 Neighbouring Municipalities Contacts as at October 2019

8.6 External Agencies Contacts as at October 2020

Appendix A - Map

Map illustrating Macedon Ranges Shire Council boundaries and its neighbouring municipalities.

Macedon Ranges Shire

MRSC MEMP File: F1111-005
Revision Date: September 2020
Version 5.9

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APPENDIX A - MAP

![Macedon Ranges Shire Council]
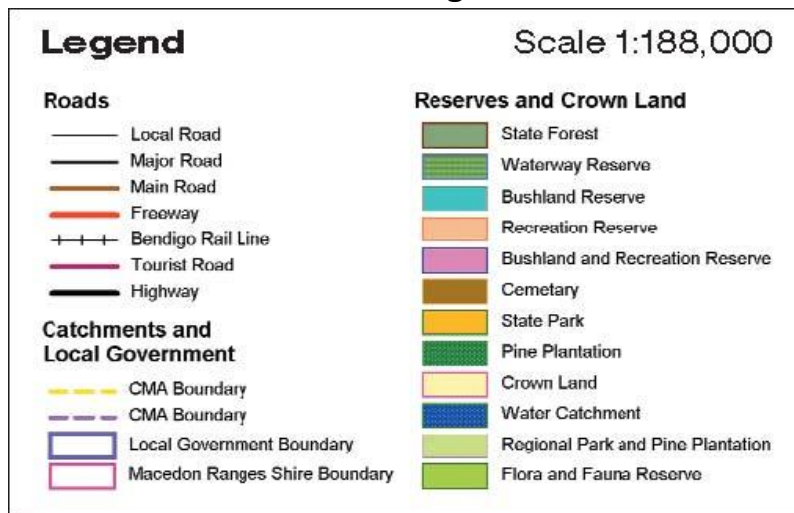
Appendix B - List of Sub-Plans, Guidelines, MOUs

The following hazard or activity specific sub-plans, guidelines and Memorandums of Understanding have been developed to address recognised municipal risks and activities.

- Macedon Ranges Community Emergency Risk Assessment Workbook
- Macedon Ranges Municipal Fire Management Plan
- MRSC Heat Response Plan
- MRSC Influenza Pandemic Plan
- Macedon Ranges Flood Emergency Plan
- MRSC and PSG Accommodation MOU
- MRSC Emergency Animal Plan
- MRSC Children and Young People Sub-Plan.
- MRSC Food and Water Sub-Plan
- MRSC Emergency Communications Plan
- Macedon Ranges Community Bank Emergency Donation Fund Guidelines
- MRSC Emergency Relief Centre Sub Plan
- Procedure for Recovery Centres
- MRSC – Municipal Emergency Coordination Centre Sub-plan
- MRSC – Hanging Rock Emergency Management Plan

APPENDIX B – SUB-PLANS, GUIDELINES, MoUs

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APPENDIX B – SUB-PLANS, GUIDELINES, MoUs

Appendix C - Emergency Relief Centres

Secondary ERC's

Appendix D - Access to Neighbourhood Safer Places

Macedon Ranges
Shire Council

Appendix E - Extract - Protocol for Inter-Council Emergency Management Resource Sharing

MUNICIPAL ASSOCIATION OF VICTORIA

Municipal Emergency Management Enhancement Group

MRSC MEMP File: F1111-005
Revision Date: September 2020
Version 5.9
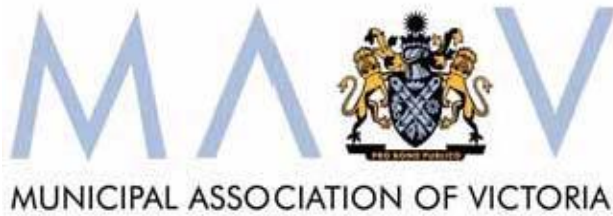
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Acronyms and Definitions

Reference	Description
AFAC	Australasian Fire Authorities Council
Assisting Council	Council providing resources under this protocol
CEO	Chief Executive Officer
DERC	Divisional Emergency Response Coordinator
EMA	Emergency Management Australia
EMMV	Emergency Management Manual Victoria
MAV	Municipal Association of Victoria
MECC	Municipal Emergency Coordination Centre
MEMEG	Municipal Emergency Management Enhancement Group
MEMPC	Municipal Emergency Management Planning Committee
MEMP	Municipal Emergency Management Plan
MERC	Municipal Emergency Response Coordinator (Police)
MERO	Municipal Emergency Resource Officer
MRM	Municipal Recovery Manager
Receiving Council	Council that requests and receives resources under this protocol

1. Introduction / Background

Emergencies sometimes require councils to source additional resources to ensure that the affected community is restored to normal functioning as efficiently as possible. Some emergency response agencies have agreements for mutual aid with kindred organisations that allows them to plan appropriately for responding to large scale or complex emergencies, and this protocol is intended to provide a similar agreement for local councils.

Council emergency management resources are generally sourced from within the municipal boundaries where the emergency occurs, which can impact significantly on the resources of the responsible council, particularly for larger or more complex emergencies. The Municipal Association of Victoria (MAV) and the Municipal Emergency Management Enhancement Group (MEMEG) have identified a need to determine an agreed position between councils regarding the provision of council resources to assist other councils with response and recovery tasks during emergencies.

The EMA Guidelines for Interstate Disaster Assistance and the AFAC Mutual Aid and Resource Sharing Guidelines were recognised as having similar requirements to this inter-council resource sharing protocol. As such, some of the key concepts and policies detailed in these documents have been applied to this protocol.

This protocol is not intended to inhibit, or diminish the effectiveness, of any existing inter-council resource sharing arrangement. Councils should however review any such existing arrangements to ensure that issues identified in this protocol are addressed.

It is recognised that local government personnel who perform duties at another council in relation to an emergency event will gain valuable skills and experience. This knowledge will provide an opportunity for the council that provided personnel to refine their MEMP and enhance performance for future emergency events.

In order to be effective this protocol will require the support and commitment of council executive staff.

2. Purpose

The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities during an emergency. This protocol details the process for initiating requests for resources from another council and identifies associated operational and administrative requirements.

The application of this protocol is expected to enhance the capability of councils to provide the best possible outcomes for emergency management and to support the step up arrangements as detailed in the Emergency Management Manual Victoria (EMMV).

The co-ordination of responding agencies involves the systematic acquisition and application of resources (personnel, equipment and facilities) in accordance with the requirements of the emergency. This protocol will facilitate appropriate timely mustering of resources ready to discharge municipal functions.

3. Emergency Management Legislation and Policy

This protocol is consistent with the concepts and policy guidelines articulated in the *Emergency Management Act 1986* and the Emergency Management Manual of Victoria (EMMV).

4. Scope of Activities

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

Duties undertaken by council staff seconded to another council for assisting with response and recovery operations should be within the scope of councils' emergency management responsibilities as set out in Part 6 of the EMMV (extract included as Appendix 2).

5. Memorandum of Understanding

Some councils may prefer to enter memoranda of understanding with neighbouring councils to formalise resource sharing arrangements, although this is not considered to be a requirement. There is an existing memorandum of understanding template included in the Municipal Public Health Emergency Management Guidelines. This memorandum of understanding was developed for the purpose of supporting partnerships between council environmental health departments, however it could be easily adapted for resource sharing in relation to emergency management. The Municipal Public Health Emergency Management Planning Guidelines are available from the Australian Institute of Environmental Health – Victorian Branch.

6. Commencement Date

Arrangements based on this protocol will commence operation immediately following the endorsement and agreement to operate within its framework by more than one council.

7. Requests for Assistance

Resources can be requested at any time during an emergency including the recovery stages. Requests for assistance may be initiated by the CEO (or person acting in this role) or by any person nominated by the CEO at the receiving council. Requests should be directed to the CEO, or any person nominated by the CEO, at the assisting council. It is noted that in many cases the person nominated by the CEO will be the MERO at both the assisting and receiving council.

Such requests may be oral or in writing, however oral requests must be confirmed in writing as soon as is practicable and in most cases will be logged at the Municipal Emergency Coordination Centre (MECC).

Requests for assistance should include the following information:

- A description of the emergency for which assistance is needed;
- The number and type of personnel, equipment and/or facilities (resources) required;
- An estimate of time as to how long the resources will be required; and
- The location and time for the staging of the resources and a point of contact at that location.

The Municipal Emergency Response Coordinator (MERC) or Divisional Emergency Response Coordinator (DERC) should be contacted before the resources are moved. Requests for resources should be logged in the Municipal Emergency Coordination Centre (MECC).

It is anticipated that a requesting council will initially seek assistance from surrounding councils. This will reduce travel times and expenses for assisting councils to respond and return.

Limitations

A council that has committed to this protocol and is requested to provide assistance should endeavour to provide the resources requested unless such resources are required for that council's own purposes.

A council that provides resources that are later required for that council's own purposes may request such resources to be returned prior to the agreed time-frame the receiving council will release those resources as soon as possible.

8. Operation

Command and Co-ordination

The council receiving assistance will be responsible for the command and management of council functions for the emergency response and recovery activities, and specifically for the management of resources made available.

The control agency will manage municipal resources assigned to response activities.

The council receiving assistance will endeavour to afford the same powers, duties, rights and privileges to staff from the assisting council as its own staff performing equivalent roles or functions.

Authority to Perform Duties

Where staff from an assisting council are requested to perform duties in specific roles, those staff must be appropriately authorised to undertake the role prior to commencement.

Induction / Occupational Health & Safety

The statutory and common law obligations which require the receiving council to provide for the health and safety of its own employees apply equally in relation to those personnel deployed from an assisting council.

The control agency will be responsible for the occupational health and safety (OH&S) of all council personnel deployed in emergency response roles.

Prior to personnel from assisting councils being deployed to assist with the emergency, the council receiving assistance will make arrangements for such personnel to be registered and appropriately briefed and debriefed. The briefing must include details of hazards and safety requirements and any measures required to respond to these, an overview of the emergency, the tasks/activities to be performed and reporting lines including the process for reporting OH&S concerns or incidents. A representative from the control agency should participate in the induction briefing sessions and it should be recorded that this induction took place.

The receiving council will be diligent in assigning appropriate roles to the personnel from an assisting council. The performance of some duties may require personnel to possess specific qualifications or accreditation. Personnel from an assisting council will not be assigned to a role if uncertainty exists regarding the competency of the person to perform those duties. Personnel from an assisting council may be reassigned to alternative duties or stood down at any time.

The receiving council will assume an employer's normal responsibilities for the wellbeing of personnel from the assisting council/s. This responsibility covers issues such as rostering, fatigue, psychological well-being, and all occupational health and safety requirements.

The assisting Council will be responsible for the payment of workers compensation premiums for their own staff and for the payment of any accident compensation payments to their own staff. The assisting council is responsible for ongoing staff support and should

ensure that any notifiable workplace incidents under the *Occupational Health and Safety Act* (2004) that may have occurred during the emergency event are reported to WorkSafe and recorded in an incident register for investigation follow up as per OH&S regulations. The assisting council should ensure that debriefing opportunities and support services are available for their staff as necessary.

Payment of Expenses

The council receiving assistance will be responsible for the reimbursement, or payment, of all expenses incurred by the assisting council, including salaries, overtime, penalties, travel and accommodation expenses and consumables utilised in conjunction with the resources provided.

The assisting council will calculate expenses and provide a detailed account for all reasonable costs incurred by the seconded staff. Salaries, overtime and penalty rates will be calculated at rates applicable to the assisting council. The assisting council may at its absolute discretion waive any part of these costs.

Claims for Reimbursement of Expenditure from the State

Claims for reimbursement of eligible municipal expenditure on defined natural disasters from the State Government may include the expenses paid to the assisting council.

Liability for Loss or Injury

It is agreed and understood that each individual council (assisting/receiving council) will be responsible for its own potential liabilities in respect to any losses arising out of activities associated with "Resource Sharing" under this protocol on the assumption that common law will prevail.

It is further agreed and understood that each council's CMP Liability Insurance Policy is extended to indemnify those councils providing the resource service/equipment (principal/assisting council) in respect of any claim able to be indemnified under the policy brought in respect of personal injury or damage to property caused by an occurrence, or for breach of professional duty arising directly and solely out of the negligent acts, errors or omissions of those councils receiving the resource service/equipment. This extension does not extend to any negligent acts, errors or omissions of the principal council, its staff or agents themselves.

Withdrawal from Protocol

A participating council may withdraw from the arrangements based on this protocol at anytime by providing written notice to the MAV.

Participating Councils

A list of participating councils will be maintained by the MAV and will be available on the MAV website. The MAV will notify all councils of any changes to the protocol membership. Membership will be reviewed and confirmed on an annual basis by the MAV.

Appendix 1 – Checklist

Requesting Assistance or Resources from another Council Appendix 2 - Extract from Part 6 of the EMMV

Action to Complete	Yes/No
CEO (or person acting in this role) or person nominated by the CEO at the receiving council to direct request for resources to the CEO at the assisting council either verbal or in writing.	
Request for resources must be confirmed in writing and should include: • A description of the emergency; • The number and type of personnel, equipment and/or facilities required; • An estimate of how long resources will be required; and • The location and time for the staging of the resources and a point of contact at that location.	
The Municipal Emergency Response Coordinator (MERC) or Divisional Emergency Response Coordinator (DERC) should be contacted before resources are moved.	
Control agency to manage municipal resources assigned to response activities. Receiving council to endeavour to afford the same powers, duties, rights and privileges to staff from the assisting council as its own staff performing equivalent roles or functions.	
Staff from an assisting council must be appropriately authorised to undertake roles prior to commencement.	
Personnel from assisting council should be registered and appropriately briefed prior to being deployed. Any briefing should include: • Details of hazard and safety requirements; • An overview of the emergency; • The tasks/activities to be performed; and • Reporting lines including for OH&S incidents. A representative of the control agency should participate in this briefing.	
Receiving council should reimburse, or directly pay, for all expenses incurred by the assisting council including salaries, overtime, penalties, travel and accommodation expenses and consumables utilised in conjunction with the resources provided as outlined by the assisting council. The assisting council will calculate expenses and provide a detailed account for all reasonable costs incurred.	
Assisting council should ensure that appropriate debriefing and support services are available for their staff. The assisting council should also ensure that any workplace incidents that may have occurred during the emergency event are recorded and that WorkSafe is advised	

Appendix 2 – Extract from Part 6 of the EMMV

Operational role statement for municipal councils

The operational role statement identifies the resources or services councils should provide within Victoria's emergency management arrangements, and sets out key operational management requirements.

The council is responsible for managing and coordinating municipal resources for responding to, and recovering from emergencies. *Municipal resources* include those owned by the council and those under its control if sourced from other agencies. Local and regional planning ensures that agencies' expectations of council services are based on a realistic assessment of council capability.

Councils may obtain part or all of these services or resources from outside contractors. In such cases, the council is responsible for providing the agreed resources on time, and paying the costs incurred.

Response

Response activities

A council's response activities include:

- **Establishing and operating centres and facilities such as**:
  - a municipal emergency coordination centre (MECC);
  - emergency relief centres; and
  - emergency services staging areas.
- **Providing and coordinating emergency catering**:
  - in conjunction with Red Cross and other providers;
  - for response agency personnel; and
  - for affected members of the community.
- **Facilitating the provision of information**:
  - as warnings to the community in consultation with other agencies; and
  - as information to public and media in consultation with control agencies.
- **Coordinating and ensuring effective transport** in the area by:
  - providing transport for those at risk;
  - clearing impassable roads, including removing trees; unblocking drains; and
  - assisting with resources to partially or completely close roads and determining alternative routes.
- **Providing and coordinating equipment** for response support:
  - equipment for traffic or crowd diversion (e.g. barricades, traffic signs);
  - material to absorb spilt fluids;
  - levee or damming materials; and
  - heavy equipment for tasks such as: earth moving; clearing large material or debris; transporting large or heavy materials, water or personnel; lifting materials or personnel; and pumping water.

Recovery

Recovery activities

Activities required at a local level may include, and should be documented in the MEMP Plan:

Coordinating and managing*:*
- municipal resources through the Municipal Recovery Manager;
- the provision of material needs to affected persons;
- environmental health such as food, water, sanitation, and vector control;
- volunteer helpers; and
- public appeals.

Providing:
- community development services;
- personal support services (e.g. counselling, advocacy); and
- emergency and/or temporary accommodation.

Gathering and processing information*:*
- for post-impact assessments; through survey and determination of occupancy of damaged buildings; and by monitoring the progress of recovery.

Providing information and advice*:*
- through provision and staffing of recovery/information centre(s); information services to the affected community such as public meetings, newsletters, and advertising; and to recovery agencies and the State Government.

Organising clean-up and repair activities*:*
- removing debris, clearing blocks (hazard removal);
- disposing of dead, maimed or diseased stock;
- repairing/restoring infrastructure such as roads, bridges, sporting facilities, and public amenities;
- supervising and inspecting rebuilding and redevelopment; and
- providing heavy equipment for earth moving; clearing large material or debris; transporting large and/or heavy materials, water or personnel; and lifting materials or personnel.

Sponsorship and advocacy*:*
- of community recovery committees;
- of the interests of the affected community.

Councils will need to identify and negotiate with local agencies that are able to provide these services. Some services may be internally provided; others may be local agencies, State or Australian government agencies. Agencies are responsible for funding the provision of these services themselves, as these services are existing services that they already provide to the community.

Macedon Ranges
Shire Council

Appendix F - Legislation - Emergency Management Act 1986 and 2013

Provision	Thing Delegated Condition	Delegate(s)

s.18 - power to arrange to co-operate with other Councils in relation to emergency management.

s.20(1) - duty to prepare and maintain Municipal Emergency Management Plan

s.21(1) - duty to appoint Municipal Emergency Resource Officer(s)

s.21(3) - duty to appoint a Municipal Emergency Planning Committee
Details of appointments to be reported to Council

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Appendix G - Plant Inventory – Resources current as at November 2018

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Appendix H - Glossary of Terms

ACTION	The executive command to mount an operation whereby all required personnel are called to their posts.
AFFECTED AREA	An affected area for the purposes of managing response and recovery is the entire geographic area affected in any significant way by an emergency.
AGENCY	Means a Government agency or a non-Government agency.
ALERT	That period when the Regional or Local Emergency Response Coordinator, or the Chief Officer of a control agency, believes an emergency may occur and requires all, or designated, Functional Services specified in Emergency Response to increase their level of preparedness to cope with the emergency.
ASSEMBLY AREA	A designated location used for the assembly of control or support personnel.
CIVIL DEFENCE	The term Civil Defence means the performance of humanitarian tasks intended to protect the civil population of Victoria against the dangers of and to help it recover from, the immediate effects of a war-like act.
COMMAND	The direction of members and resources of an agency in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency. Command relates to agencies and operates vertically within an agency.
CONTROL	The overall direction of response activities in an emergency situation. Authority for control is established in legislation or in an emergency response plan, and causes with it the responsibility for tasking and coordinating other agencies in accordance with the needs of the situation. Control relates to situations and operates horizontally across agencies.
CONTROL AGENCY	The agency identified in Emergency Response which is primarily responsible for responding to a specified emergency.
CONTROLLER (VIC S.E.S)	The person appointed to manage and administer a local volunteer Unit of the Victoria State Emergency Service (VIC S.E.S)
COORDINATION	The bringing together of agencies and elements to ensure effective response to emergencies and is primarily concerned with the systematic acquisition and application of resources (agency, manpower and equipment) in accordance with the requirements imposed by the emergency or emergencies. Coordination relates primarily to resources and operates; • vertically, within an agency, as a function of the authority to command, • horizontally, across agencies as a function of the authority to control.
COORDINATOR	At Regional level, a Police Officer appointed by the State Emergency Response Coordinator as Regional/Deputy Divisional Emergency Response Coordinator. At local level, it shall be the Officer in Charge of the Police Station or the senior member of the Police Force at the scene of the emergency who shall act as the Emergency Response Coordinator.

GLOSSARY OF TERMS – cont'd	
COUNSELLING	The provision of psychological support and advice to persons affected by an emergency.
EMERGENCY	Emergency means an emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage any property in Victoria, including, without limiting the generality of the foregoing; - an earthquake, flood, windstorm or other natural event; and - a fire; and - an explosion; and - a road accident or any other accident; and - a plague or an epidemic; and - a warlike act, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth; and - a hi-jack, siege or riot
EMERGENCY AREA	Means an emergency area declared under Section 36A of the Emergency Management Act.
EMERGENCY COORDINATION CENTRE (ECC)	The Centre established at Regional or Municipal level to coordinate resources and conduct operations ancillary to the control agency, during the response phase.
EMERGENCY GRANT	The provision of finance to affected persons as dictated by Government Policy, during Emergency Relief.
EMERGENCY MANAGEMENT GROUP	The group formed to assist the municipality in the performance of its Municipal Emergency Management functions.
EMERGENCY OPERATIONS CENTRE (EOC)	The centre established by each agency for the command/control function within their own agency. e.g. Police Operations Centre (POC), Fire Control Centre (FCC).
EMERGENCY RELIEF	Relief is the provision of immediate life support and human needs of persons affected by, or responding to, an emergency.
EMERGENCY RELIEF CENTRES	Centres established to provide groups of persons with any or all of the services, of the functional areas of emergency relief.
EMERGENCY MANAGEMENT LIAISON OFFICER	An Officer designated by his agency to represent it and who is empowered to commit or to arrange the commitment of resources of the agency to the countering of emergencies, and to provide a communication link with his agency.
EMERGENCY RESPONSE	The Short Title of the Victoria State Emergency Response Plan.
EMERGENCY RESPONSE AGENCY	Means a government or non-government agency committed to Emergency Response.
EMERGENCY RESPONSE COMMITTEE	The emergency response planning committee ensuring the coordinated response to emergencies by all agencies having roles and responsibilities under Emergency Response.
EMERGENCY SHELTER	Group shelter provided for affected persons in a community hall or suchlike, including "relief centres". It is provided during the emergency relief stage and is separate to temporary accommodation.

GLOSSARY OF TERMS – cont'd	
EMERGENCY SUPPLY	The provision of resources to a control agency when that agency is unable to procure same through its normal resource system.
EVACUATION	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return. The decision to evacuate rests with the control agency in conjunction with police and available expert advice.
EVACUATION CENTRE	See Assembly Area and/or Emergency Relief Centre.
FINANCIAL ASSISTANCE	See Emergency Grant.
FUNCTIONAL AREAS	The categorisation of services required for Emergency Relief for the purposes of allocating responsibility to nominated agencies. These are: • Food and Water • Community Organisations • Emergency Accommodation • Emergency Grants, Counselling & Temporary Accommodation • Material Needs • Registration (National Registration & Inquiry System, NRIS)
GOVERNMENT AGENCY	Means- • anybody corporate or unincorporated constituted by or under any Act for a public purpose; and • any member or officer of such a body. • Any person in the service of the Crown in the right of the State of Victoria upon whom any function, power, duty or responsibility is conferred by or under the Act
INCIDENT CONTROL POINT	The control point established by the Control Agency in proximity to the emergency and used by the incident controller for forward command/control functions.
INCIDENT CONTROLLER	An officer appointed by the control authority responsible for the resolution of an emergency. This title shall also extend to the person appointed under the provisions of Section 16 of the Emergency Management Act.
INCIDENT EMERGENCY RESPONSE COORDINATOR	Senior member of the Police Force at the scene of an emergency.
LEAD AGENCY	The agency designated to coordinate the provision of a functional area of emergency relief and resource supplementation
MATERIAL NEEDS	The provision of clothing, bedding and personal requisites, during "Emergency Relief".
MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE	The Committee which, at municipal level, is responsible for the formation and maintenance of a Municipal Emergency Management Plan.

GLOSSARY OF TERMS – cont'd	
MUNICIPAL EMERGENCY RESPONSE COORDINATOR (EMERGENCY RESPONSE)	The Officer in Charge of the local Police Station or the senior police officer at the scene of the emergency.
MUNICIPAL RECOVERY MANAGER	The person appointed by the Municipality responsible to council for the coordination of municipal recovery activities after emergencies.
MUNICIPAL EMERGENCY RESOURCE OFFICER (MERO)	The person appointed by the Municipality responsible to council for the coordination of municipal owned or controlled resources in emergencies.
MUNICIPALITY	The area contained within the defined boundaries for local Government responsibility of a Shire, Borough, Town or City.
NON GOVERNMENT AGENCY	Means a voluntary organisation or any person or body other than a government agency.
PRIMARY SUPPORT AGENCY	The agency to be first considered by an Emergency Response Coordinator for support in an Emergency Response role.
RECOVERY	The process by which affected persons and communities are helped to recover to a proper level of functioning. It commences as soon as practicable after the impact of an emergency, and usually continues long after cessation of response activities. Refer also to the State Emergency Recovery Plan.
RECOVERY AGENCY	A recovery agency is an agency or person which assists individuals, families and communities to attain a proper level of functioning, by providing information, specialist services and resources, and may include Commonwealth, State and local government and non-government agencies.
REGION	A geographic area comprising a number of municipal districts and specific Victorian waters.
REGIONAL EMERGENCY RESPONSE	The Emergency Response Plan prepared by the Regional Emergency Response Committee.
REGIONAL EMERGENCY RESPONSE COMMITTEE	The committee which at regional level is responsible for the formation and maintenance of a regional Emergency Response for response to emergencies, the chairman being the Divisional Emergency Response Coordinator or, in his absence, his Deputy Emergency Response Coordinator.
REGISTER, FIND, REUNITE.	The Commonwealth/State's arrangements for the recording of emergency victims and for satisfying inquiries regarding the whereabouts of persons so affected.
REGISTERED EMERGENCY WORKER	Means a person registered under Section 26 of the Emergency Management Act 1986.
RELIEF CENTRES	Centres established to provide groups of persons with any or all of the services, of the functional areas of Emergency Relief.

GLOSSARY OF TERMS – cont'd	
RELIEF STAGE	The immediate post impact stage of an emergency, preceding the recovery phase. For the purposes of this Plan, the end of relief will be when "stand down" is advised by the Emergency Response Coordinator.
RESOURCE SUPPLEMENTATION	Those resources requested under emergency supply unable to be obtained by Emergency Response Support Agencies.
RESPONSE	The control of an emergency and the provision of emergency relief, including rescue and the needs of affected persons.
STAGING AREA	A location designated and used during emergencies for the assembly of control or support personnel prior to deployment.
STAND-DOWN	The order given by the Regional or Municipal Emergency Response Coordinator that allows personnel to cease operations reflecting the termination of the emergency.
STANDBY	That period normally following alert when the Regional or Municipal Emergency Response Coordinator, or the Chief Officer of a control agency, believes that the occurrence or the effects of the emergency, are imminent. Members of the relevant agencies are placed on "Standby", thus being ready to respond immediately.
SUPPORT AGENCY	A government or non-government agency which provides essential services, personnel, or material to support or assist a control agency or affected persons.
TEMPORARY ACCOMMODATION	Accommodation provided for individuals or families affected by an emergency. It is separate to emergency shelter. This accommodation includes caravans and suchlike, and will normally be arranged by the recovery agency. In some cases this will occur during the Response Phase.
VOLUNTEER EMERGENCY WORKER	Means a volunteer worker who engages in emergency activity at the request (whether directly or indirectly) or with the express or implied consent of the chief executive (however designated), or of a person acting with the authority of the chief executive, of an agency to which Emergency Response or the state emergency recovery plan applies.

Appendix I - Abbreviations

AV	Ambulance Victoria
CALD	Culturally and Linguistic Diverse
CERA	Community Emergency Risk Assessment
CFA	Country Fire Authority
DHHS	Department of Health and Human Services Victoria
DELWP	Department of Land, Water and Planning
DJPR	Department of Jobs, Precincts & Regions -
EMA	Emergency Management Australia
ESLO	Emergency Services Liaison Officer
MECC	Municipal Emergency Coordination Centre
MEM	Municipal Emergency Manager
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Response Co-Coordinator
MERO	Municipal Emergency Resource Officer
MFESB	Metropolitan Fire & Emergency Service Board
MFMPC	Municipal Fire Management Planning Committee
MFPO	Municipal Fire Prevention Officer
MRM	Municipal Recovery Manager
MRSC	Macedon Ranges Shire Council
NSP-PLR	Neighbourhood Safer Place – Place of Last Resort
NRIS	National Registration and Inquiry System
RERC	Regional Emergency Response Coordinator
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SHERP	State Health Emergency Response Plan
SOP	Standards Operating Procedure
TPP	Township Protection Plan
RRV	Regional Roads Victoria
VCCEM	Victorian Council of Churches Emergencies Ministry
VICSES	Victoria State Emergency Service
VICPOL	Victoria Police

Appendix J - Distribution List

Following Council adoption of updated MEMP, a copy is distributed to all on the following list.
The MERO will determine the most effective method of distribution.
Receipt of Acknowledgement Letters are recorded in a Distribution List spreadsheet held in F1111-02

ISSUED TO
Master Copy (held By Municipal Emergency Manager)
- MRSC
  - Chief Executive Officer
  - Municipal Emergency Response Coordinator
  - Municipal Emergency Resource Officer
  - Municipal Recovery Manager
  - Chairperson - Municipal Emergency Management Planning Committee
  - Director Planning and Environment
  - Director Assets and Operations
  - Community Places and Partnerships Coordinator
  - MERO Bag
  - MRM Bag
  - EMLO Kit (MECC)
  - EMLO Kit (ICC)
  - MECC Kit (Gisborne)
  - MECC Kit (Kyneton)
  - Municipal Fire Prevention Officer
  - Environmental Health Officer
  - Copy held by MRSC Central Records
- Adjoining Municipalities
  - Hepburn
  - Hume
  - Melton
  - Mitchell
  - Moorabool
  - Mount Alexander
  - City of Greater Bendigo
- Agriculture Victoria - Department of Jobs, Precincts and Regions
- Department of Environment Land, Water and Planning
- Country Fire Authority
  - CFA Coliban Group
  - CFA Mt Macedon Group
  - CFA Romsey Group
  - Country Fire Authority
  - District 2 – Gisborne ICC
  - District 2 – Operations
  - District 2 – Manager Community Safety
- Department of Health and Human Services

- Victoria Police
  - Regional Emergency Response Coordinator (Loddon Mallee Region)
  - Gisborne Police Station
  - Riddells Creek Police Station
  - Lancefield Police Station
  - Romsey Police Station
  - Macedon Police Station
  - Woodend Police Station
  - Kyneton Police Station
  - Malmsbury Police Station
- Victoria State Emergency Service
  - Gisborne Unit
  - Woodend Unit
  - Victoria State Emergency Service - Regional Headquarters
  - Victoria State Emergency Service – Regional Officer - EM
- Cobaw Community Health
- Kyneton District Health
- Macedon Ranges Health
- Australian Red Cross (Divisional Operations)
- St John Ambulance
- Regional Roads Victoria (Bendigo)
- SP Ausnet
- Ambulance Victoria
- Copy held by State Library
- Field Emergency Medical Officer
- Deputy Field Emergency Medical Officer
- Community Member
- Victorian Council of Churches Emergencies Ministry
- Western Water
- Coliban Water
- Youth Representative
- Youth Representative
- Community Member
- Community Member

Appendix K - References

The following references were used during the preparation of this plan:

Macedon Ranges Shire Council. Plans from former municipalities: Shire of Gisborne, Shire of Kyneton, Shire of Romsey, Shire of Newham and Woodend

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Appendix L – Evacuation JSOP 03.12