STRATHBOGIE SHIRE EMERGENCY MANAGEMENT PLAN
2019 -2022
PART 1 – 4 Background Planning and Mitigation Arrangements
Version No 48 October 2019

FOREWORD

The economic and social effects of emergencies including loss of life, destruction of property, and dislocation of communities are inevitable.

The Strathbogie Shire Municipal Emergency Management Plan (MEMP) has been produced pursuant to the *Emergency Management Act 1986* s20 (1) and the *Emergency Management Act 2013*. It is also guided by Part 6 of the Emergency Management Manual of Victoria (EMMV) and risk management standards AS/NZ ISO 31000:2009.

This plan addresses the mitigation of, response to and recovery from identified emergencies within Strathbogie Shire and is the result of the co-operative efforts of the Municipal Emergency Management Planning Committee (MEMPC).

This plan is a controlled document and should not be reproduced or distributed due to the need for constant updating. Person(s) or Agencies who copy this document do so at the risk of having an out of date version. Application should be made to the MEMPC for inclusion on the distribution list if new or additional copies are required. This plan should be read in conjunction with the Emergency Management Manual Victoria Located on the Emergency Management Victoria website: Emergency Management Manual Victoria

Contents

Part 1: Introduction

This MEMP documents the outcomes of the planning process conducted by the Strathbogie Emergency Management Planning Committee. It is the overarching emergency management plan for Strathbogie municipal district and provides information to emergency services, other organisations and the community on how risks will be dealt with and the management arrangements for emergencies, to promote community safety.

It provides the context for the development and integration of risk specific response and recovery plans. The plan identifies what hazards are likely to impact the Strathbogie municipal district, what steps are to be taken to prevent, respond to and recover from emergency events and the role of organisations in relation to emergencies.

It is a record of the commitment of all of the participating organisations and groups to undertake and complete the tasks assigned to them under the plan, and to cooperate in the delivery of the MEMP's objectives.

It also contains other information required by legislation, including municipal resources and neighbourhood safer places – places of last resort.

1.1   Municipal Statement of Endorsement

This Plan has been produced by and with the authority of Strathbogie Shire Council pursuant to the *Emergency Management Act 1986* Part 4 s20(2) and *Emergency Management Act 2013.*

Strathbogie Shire Council understands and accepts its roles and responsibilities as described in the *Emergency Management Act 1986* Part 4*.*

Strathbogie 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 Strathbogie Shire. 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 on 19/11/19

Signed: Date: 30|01|20

Jeff Saker
MEMPC Chair

Adopted by Strathbogie Shire Council and signed on behalf of Council:

Signed: Date: 30 |1|2020

Julie Salomon
CEO Strathbogie Shire Council

Certificate of
Audit

THIS IS TO CERTIFY THAT THE
MUNICIPAL EMERGENCY MANAGEMENT PLAN OF

Strathbogie Shire Council

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

"Complying with the Guidelines"

Tim Wiebusch
Chief Officer, Operations

11 December 2019

Date

1.2   Certificate of Audit

The Certificate of Audit signed by the Chief Officer VicSES on 11 December 2019, demonstrates that the Strathbogie Shire MEMP was audited in accordance with the MEMP Audit Guidelines.

The date on the certificate is to be used to ascertain the latest date (required every three years from certification) that the next Municipal Emergency Management Plan Audit is to take place, unless otherwise stated by the Director Operations – Victoria State Emergency Service.

1.3   Aim

The aim of this Plan is to detail the agreed arrangements for the mitigation of, the response to, and the recovery from, emergencies that could potentially occur in the municipal district of Strathbogie Shire.

1.4   Objectives

The broad objectives of this Plan are to:

i.   Identify risks that may impact on the municipality
ii.   Implement measures to mitigate the causes or effects of emergencies
iii. Outline arrangements for the utilisation and implementation of municipal resources to support response agencies
iv.   Outline the support arrangements that may be provided to or from adjoining municipalities
v.   Describe the supportive arrangements to assist the affected community to recover following an emergency
vi.   Work in accordance with and complement other local, regional and state planning arrangements

1.5   Authority

This Plan is developed by the Municipal Emergency Management Planning Committee (MEMPC) pursuant to the requirements of the *Emergency Management Act 1986* Part 4 s20*.

This Plan is administered by Strathbogie Shire Council; address all enquiries, amendments or comments to:

Emergency Management Officer

Strathbogie Shire Council

109A Binney Street

Euroa   VIC   3666

Ph: 1800 065 993

Email: info@strathbogie.vic.gov.au

1.6   Audit Requirements

Under the *Emergency Management Act 1986*, this Plan is audited by the Chief Officer Operations, Victoria State Emergency Service in accordance the guidelines provided by the Emergency Management Manual Victoria (EMMV).

The purpose of the audit is to assess whether the Plan complies with the guidelines issued by the Coordinator in Chief

The Plan will be submitted for audit at least once every three years.

1.7   Emergencies and Privacy

Organisations hold a wide variety of personal information relating to individuals and may collect information for a wide variety of purposes. Such information can be of significant use and benefit for organisations that must deal with emergency situations.

The Victorian *Privacy and Data Protection Act 2014 (PDPA)* recognises that in an emergency the public interest in safety will override the privacy requirements of the Act.

Part 2: Background

2.1   Context

The Shire of Strathbogie is a local government area in the Hume region of Victoria, Australia, located in the north-east part of the state. It covers an area of 3,302 square kilometres (1,275 sq miles) and at the 2016 Census had a population of over 10,000.

It includes the towns of Avenel, Euroa, Longwood, Nagambie, Strathbogie and Violet Town. It was formed in 1994 from the amalgamation of parts of the Shire of Euroa, Shire of Goulburn, Shire of Violet Town, Shire of McIvor and Rural City of Seymour.

The Shire is governed and administered by the Strathbogie Shire Council; its administrative centre is located at the council headquarters in Euroa, it also has a service centre located in Nagambie. The Shire is named after the major geographical feature in the region, the Strathbogie Ranges, which is located in the south-east of the LGA.

The Shire is about 150 kilometres (90 miles) from Melbourne and bordered to the east by the Strathbogie Ranges and to the west by the Nagambie Lakes district. It is also known for its sheep, cattle, poultry production,3 horse studs (earning the title "The Horse Capital of Victoria"), wineries (Mitchelton, Tabilk, Fowles), olives and alpacas. Tourism is a growing industry in the area, with many B&Bs, hotels and restaurants.

Part 2: Background
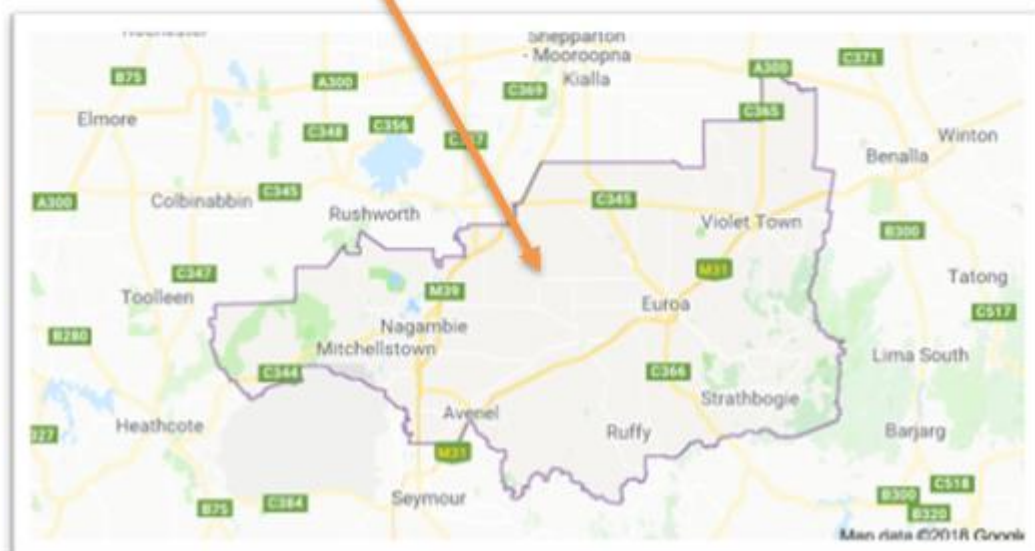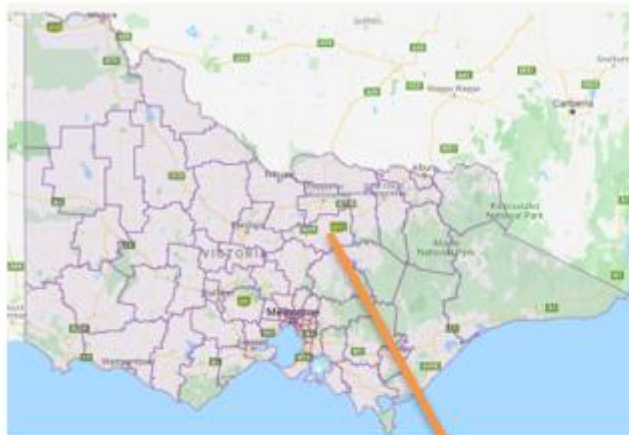
2.2 Strathbogie Shire Profile

i. Geography

The district is predominantly flat, open farmland north of the Hume Freeway and ranging from rolling foothills to steep terrain south of the Hume Freeway. Several watercourses traverse the district running from the southeast to the north western corner of the district. The major creeks and streams are the Goulburn River, Seven Creeks, Castle Creek, Creighton's Creek and Shean's Creek. This river system tends to cause widespread minor flooding in the central and northern parts of the district after excessive rain. As a result roads may become impassable.

The Strathbogie ranges create difficulty for firefighting capabilities. The steep terrain restricts the use of firefighting appliances and as such alternative methods may need to be considered.

ii. Population Details

The Strathbogie Shire comprises urban centres of Avenel, Euroa, Violet Town and Nagambie as well as smaller townships and in some areas, isolated rural and farming residents. This includes several pockets of residential development located at Longwood, Ruffy, Bailieston, Kirwans Bridge, Goulburn Weir and Graytown. The Shire also consists of a high proportion of non-resident rate payers (absentee land holders).

The population also includes a high visitation rate based on events and seasonal activities. A large volume of tourists visit the shire during the summer months especially around the Goulburn River and Nagambie Lake. Strathbogie Shire Council has a population over 10,000 with a median age of 46.5 years.[1]

The Strathbogie Shire has a rural economic base of wool, grain, and cattle production, extensive vineyards at Nagambie and throughout the Strathbogie Ranges and a wide range of intensive cool climate horticultural enterprises. Key industrial activities include food processing, manufacturing and wine. Many core service providers are based outside the shire's boundaries. The municipality traverses the major Melbourne to Sydney rail and road links.

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[1] Australian Bureau of Statistics 2016

▪ Population by Birthplace¶

Birthplace - Strathbogie (S) (2016)

REMPLAN
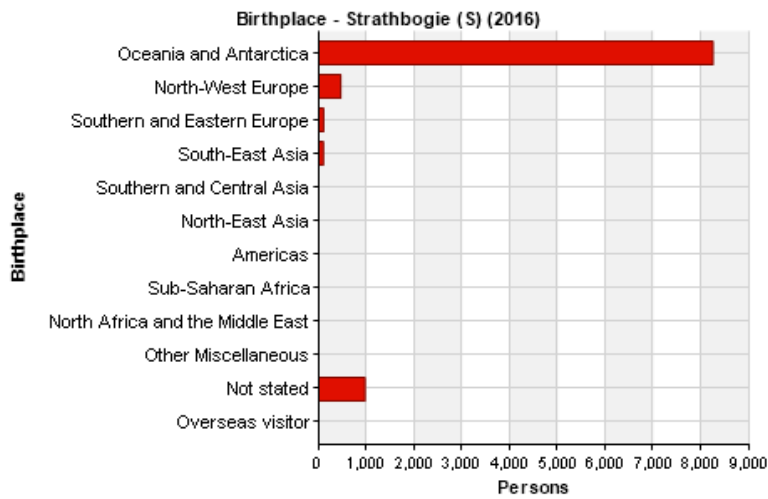
▪ Population by Ancestry 1st Response¶

Ancestry 1st Response - Strathbogie (S) (2016)

REMPLAN
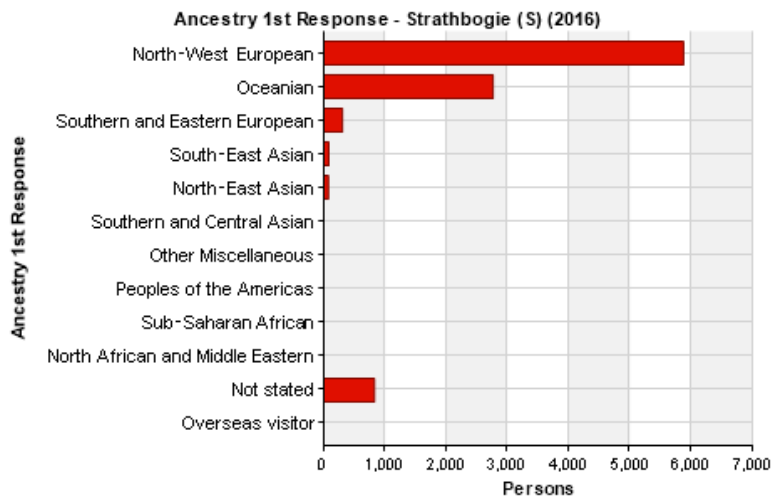
Population by English Proficiency
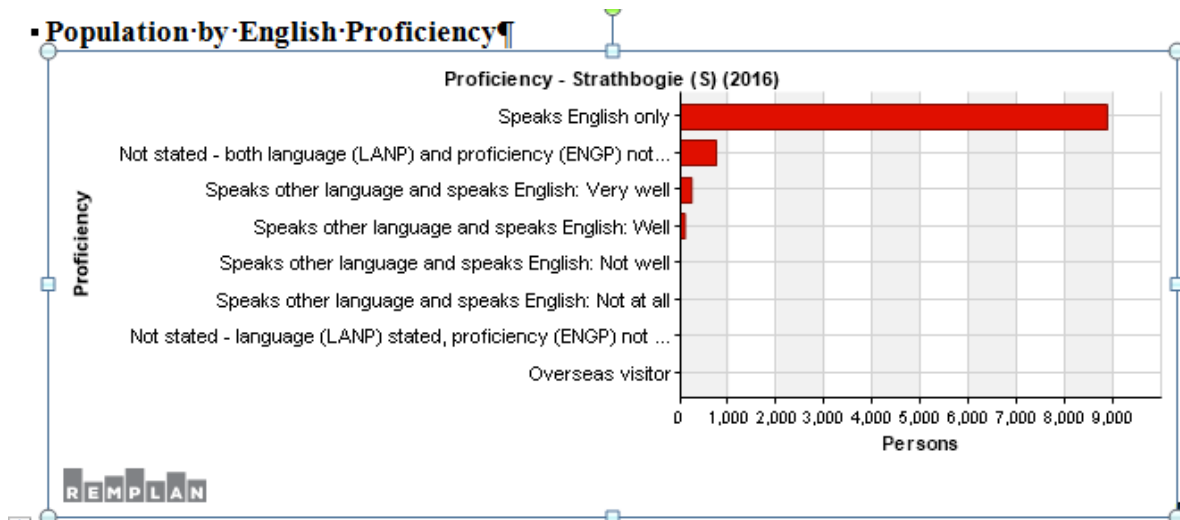
Proficiency	Strathbogie (S) (2016) Persons	%
Speaks English only	8,878	88.43%
Not stated - both language (LANP) and proficiency (ENGP) not stated	743	7.40%
Speaks other language and speaks English: Very well	229	2.28%
Speaks other language and speaks English: Well	89	0.89%
Speaks other language and speaks English: Not well	35	0.35%
Speaks other language and speaks English: Not at all	6	0.06%
Not stated - language (LANP) stated, proficiency (ENGP) not stated	9	0.09%
Overseas visitor	51	0.51%
Total	10,040	100.00%

Age Report (2016 Census - Live in Region - People)

The total number of people usually resident in Strathbogie (S) zones in all Age cohorts on Census Night 2016 was 10,272.

Population by Age
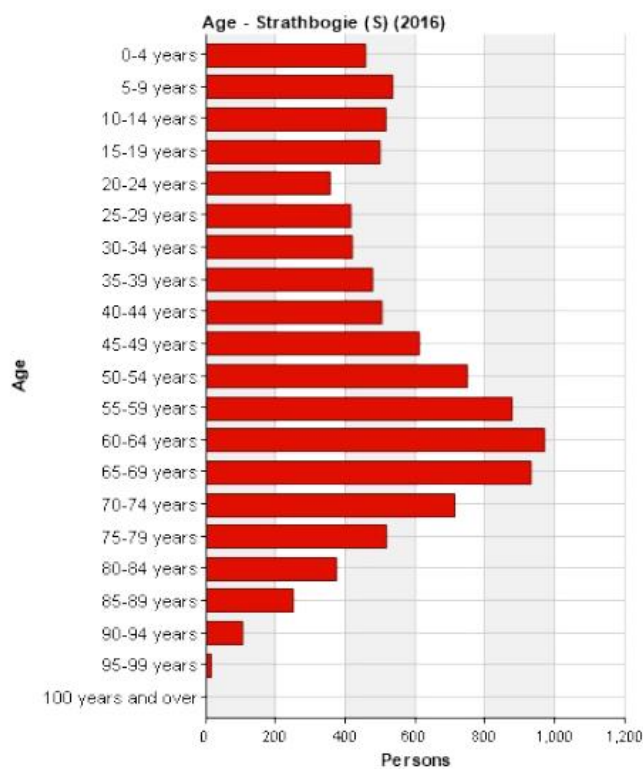
iii. Climate and Weather

Average rainfall	Average temperature
500mm – 900mm	10C to 35C

iv. Main Transport Routes

Hume Freeway
11,300 vehicles every 24 hours that consist of 36% heavy vehicles
Goulburn Valley Highway
7,600 vehicles every 24 hours that consists of 25% heavy vehicles
Rail
• The Melbourne – Sydney Rail line traverses the length of the municipality and a branch line extends from Seymour to the Goulburn Valley.   • The rail system carries country passenger and commuter trains, as well as significant bulk freight movements.   • Over 90 passenger services and 60 freight services operate weekly through Strathbogie Shire.

v. Utilities

Town water and sewerage
Goulburn Valley Water provides water and wastewater services.
Gas
The municipality is traversed by the main high-pressure Sydney/Melbourne gas pipeline.
Telecommunications
• The optic fibre cable between Melbourne and Sydney also traverses the municipality.   • Mt Wombat houses various communications towers and equipment belonging to numerous government and non-government organisations

vi. Vulnerable Facilities

These can be described as facilities that house people that may not be able to cope adequately with an emergency situation. These facilities will include hospitals, schools, Child Care Centres, Age Care Centres and any other areas identified.

Print	Broadcast
Euroa Gazette Phone: 03 5795 3041 Email: editor@euroa-gazette.com.au	**ABC Goulburn Murray** Phone: 02 6049 2011 Email: AlburyWodonga.Regional@abc.net.au
Nagambie Community Voice Phone: 0419 627 276 Email: executiveofficernltc@gmail.com	**Hit FM** Phone: (03) 5831 3969 Email: shepnews@scaustereo.onmicrosoft.com
Shepparton News Phone: 03 5831 2312 Email: editor@sheppnews.com.au	**Nine News Border North East** Phone: 0406 799 731 Email: ajuniewic@nine.com.au
Benalla Ensign Phone: 03 5762 4444 Email: editor@benallaensign.com.au	**Triple M Goulburn Valley** Phone: (03) 58211260 Email: shepnews@scaustereo.onmicrosoft.com
Seymour Telegraph Phone: 03 5792 2066 Email: editor@seymourtelegraph.com.au	**Win News** Phone: 03 5823 3699 Email: shenews@winvic.com.au

viii.   Crowded Places

Crowded Places can be described as places such as stadiums, shopping centres, pedestrian malls and major events where the movement of people is restricted. All events within Strathbogie Shire that are likely to attract large crowds are officially reported to Victoria Police (MERC) and are placed on EM-COP.

ix.   Bushland and Environmental Reserves

Heathcote – Graytown National Park	Reedy Lake Nagambie Water Reserve	Mount Wombat – Garden Range FFR
Lat: 36 44 58.4 S /	Lat: 36 42 42.2 S	Lat: 36 51 01.3 S
Lon: 144 53 56.3 E	Lon: 145 95 09.9 E	Lon: 145 40 26.4 E
Strathbogie State Forest	**Redcastle Graytown State Forest**	**Seven Creek WR**
Lat: 36 50 11.1 S	Lat: 36 44 24.2 S	Lat: 36 52 14.1 S
Lon: 145 50.7 E	Lon 145 0 19.3 E	Lon: 145 42 31.8 E

2.3   Vulnerability - People and Infrastructure

During an emergency, people become vulnerable to the impact and effects of the emergency for varying reasons. The focus of vulnerability is not exclusively on people, it also includes facilities and resources.

Vulnerable persons who are isolated due to their geographic locations, socioeconomic situation, and/or their mental and physical health, adds another dimension of complexity to the development and implementation of prevention and preparedness activities.

A range of community groups and individuals are considered to be vulnerable, this includes, but is not limited to:

- Frail aged living alone
- People with physical and/or mental impairment through age, illness or disability
- Visitors and tourists to the municipality
- Residents living in areas prone to natural and/or other hazards.

i.   How do we determine Vulnerability?

The list of data items to be included in the MEMP and the context in which they are likely to be an important measure of vulnerability is shown in Table 1.

Table 1: Potential measures of vulnerability

Data item	Vulnerable context
Age structure	Number of young people and frail aged people living in the Shire
Ancestry	Cultural context and how to approach residents
Country of birth	Cultural context, how to approach residents and language spoken
Population density/centres	Emergencies in large population centres or residents in remote area
Car ownership	People likely to need assistance to leave their homes
Household/family types	Number of people who live alone or those from lone parent families
Housing tenure	People who are more likely to stay and defend their homes
Internet connection	People who can receive message over different mediums
Education	A blunt proxy for literacy; low attainment = low level of literacy
Proficiency in English	Understanding of households with difficulty understanding messages
Core activity assistance	Number of people who may need assistance to access relief centres
Employment status	People who may or may not be on the ground during an emergency
Income levels	Levels of affluence as a proxy for potential needs
Voluntary work	People who may be inclined to help in an emergency
Industry of employment	People who may work locally and understand the land form

ii.   Planning for Vulnerable Persons in an Emergency

The Department of Health and Human Services - Vulnerable People in Emergencies Policy 2015, establishes the criteria and guidelines to support identified vulnerable persons in the community.

The purpose of the policy is to improve the safety of vulnerable people in emergencies, through supporting:

• Emergency planning with and for vulnerable people;
• Developing local lists of facilities where vulnerable people may be located
• Developing local lists of vulnerable people (Vulnerable Persons Registers) who may need consideration (tailored advice of a recommendation to evacuate) in an emergency, and make these lists available to those with responsibility for helping vulnerable residents evacuate

iii.   Vulnerable Person Definition

A vulnerable person is defined as someone living in the community who is frail, and/or physically or cognitively impaired; and unable to comprehend warnings and directions and/or respond in an emergency situation.

A vulnerable person may be identified for inclusion on the Vulnerable Persons Register if they additionally cannot identify personal or community support networks to help them in an emergency.

iv.   Vulnerable Persons Register (VPR)

The Vulnerable Persons Register (VPR) is a requirement of the DHHS Vulnerable Persons in Emergencies Policy 2015. Consenting, identified vulnerable persons details are registered on the VPR, to support evacuation planning.

Funded agencies are responsible for entering and maintaining information for any of their clients who have been identified as vulnerable. The VPR is accessible to authorised Victoria Police members, for consideration in planning and exercising, and for responding to emergencies. Council coordinates and oversees the VPR to ensure the data is maintained and up-to-date. The MERC is able to directly access this list in the event of an emergency.

The VPR is accessed via – Crisisworks. https://strathbogie.crisisworks.com/public Access is restricted to authorised personnel.

v.   Vulnerable Facilities List

A requirement of the DHHS Vulnerable Persons in Emergencies Policy 2015 is the identification of facilities where vulnerable people are likely to be situated. The Vulnerable Facilities list is coordinated and maintained by Council. The list includes hospitals, schools, aged care and child care facilities. Refer to Appendix 1

The Vulnerable Facilities list is located with Strathbogie Shire Council in GIS mapping.

2.4 Traditional Owners

Yorta Yorta Nation Aboriginal Corporation
Taungurung Clans Aboriginal Corporation

Registered Aboriginal Parties (RAPs) are organisations that hold decision-making responsibilities under the Aboriginal Heritage Act 2006 for protecting Aboriginal cultural heritage in a specified geographical area.

2.5 History of Emergencies

The history of emergencies within this municipal area is varied, but mainly relates to minor flooding, and bushfire (Table 2). The emergencies events listed identify those events which had a significant impact on the community or were large enough to activate a municipal wide response.

It is not the intention of this list to include every emergency event the emergency response agencies respond too, however, learnings from those events can inform and continuously improve the MEMP.

Table 2: History of Emergencies in Strathbogie Shire

Year	Description	Impact/Consequences
1870	Euroa flood	
1916	Euroa flood (largest on record)	
1916	Violet Town flood	
1956	Euroa flood	
1956	Violet Town flood	
1965	Longwood fire (17 January)	7 persons deceased & 6 houses lost
1968	Euroa flood	
1974	Euroa flood	
1974	Violet Town flood (1% AEP)	
1975	Euroa flood	
1981	Euroa flood	
1984	Euroa flood	
1986	Euroa flood	
1990	Strathbogie fire (27 December)	1 person deceased, 17 houses lost & 12,000 livestock
1992	Euroa flood	
1993	Avenel flood	
1993	Euroa flood	
1993	Nagambie flood	
1993	Violet Town flood (1% AEP)	
1999	Violet Town flood	
2010	Avenel floods (2 No)	
2010	Euroa flood (September)	Peak level 5.35m. An estimated 140 properties impacted by flood waters. Euroa caravan park residents evacuated
2010	Euroa flood (December)	220mm of rain. Euroa caravan park residents evacuated. 8 properties impacted in Euroa
2014	Creightons Creek fire (17 December)	5518 acres burnt, 4 houses lost, over 100 brigades from across the state attended this fire.
2016	Violet Town flood	
2017	Euroa flood	146mm of rain in 24 hours.
2019	Boathole Rd Fire, Ruffy	
2019	Power outage Nagambie	Power to 1,200 homes lost for approx. 17 hours. Relief centre established at the Longwood Recreation Reserve.
2019	Tarcombe Rd Fire , Avenel	
2019	Fire at Poultry Farm, Euroa	18,000 chickens destroyed

Part 3: Planning Arrangements

3.1   Planning Structures and Responsibilities

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

The *Emergency Management Act 2013* is yet to have an effect at the municipal level. The State Government has indicated that the *2013 Act* will supersede the *1986 Act.* Until this occurs, the *Emergency Management Act 1986* largely dictates local municipal requirements. The *Emergency Management Act 2013* established Emergency Management Victoria (EMV) as the overarching body for emergency management in Victoria. The Act also established the following positions and functions:

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

Emergency Management Victoria (EMV) is the State coordinator of relief and recovery but has delegated the coordination at the regional level to the Department of Health and Human Services.

3.2   Municipal Emergency Management Functions

Under EMMV Part 7 Council's responsibilities in relation to Prevention/Mitigation and Risk Reduction activities are:

- perform municipal functions under local government, fire, health, building, and planning legislation e.g. planning, building, occupancy
- identification and assessment of hazards/risks
- provision of community awareness, information and warning system(s)
- identification and assessment of risks using a community emergency risk management framework
- implementation/coordination of specific risk treatments for identified risks and exposed elements in the community, including, flood/fire management, maintaining a register of at-risk groups, fire risk reduction (private and council lands).

3.3   Municipal Emergency Management Planning Committee

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

It is not the MEMPC's role to manage emergencies. This is the responsibility of the agencies and personnel identified under the response and recovery arrangements. The MEMPC is required to prepare the Municipal Emergency Management Plan (MEMP), which documents response and recovery operational arrangements, and to ensure that all the subjects listed in the MEMP outline are investigated and adequately provided for.

The Committee operates as a 'planning committee' performing the following role:

- Producing the Municipal Emergency Management Plan(MEMP) for consideration by Council
- Assessing and reviewing risks facing the community
- Preparing risk specific response and recovery plans for the municipal district
- Reviewing and updating the MEMP annually, including reviewing risks
- Every three years, conducting a review of the Community Emergency Risk Assessment (CERA)
- Arranging regular tests/exercises of the MEMP

A more detailed process can be found at EMMV Part 6 .

Section 21(3) of the Act recommends that Council appoint to the MEMPC representatives of:

- The municipal council (members and employees)
- Response agencies
- Recovery agencies
- Local community groups involved in emergency management issues

Membership of the MEMPC is reviewed on an annual basis by the committee to ensure continuing membership is relevant to the MEMP. At each meeting of the MEMPC membership and contact details will be checked. Contact details of all members of the MEMPC including the MERC, MERO, MFPO and MRM are included in Part 7 on this plan and are accessed using the EMCop platform.

Terms of Reference including membership adopted by the MEMPC can be viewed in Part 7 of the MEMP.

The following diagram illustrates the emergency management committee structure adopted by the MEMPC:
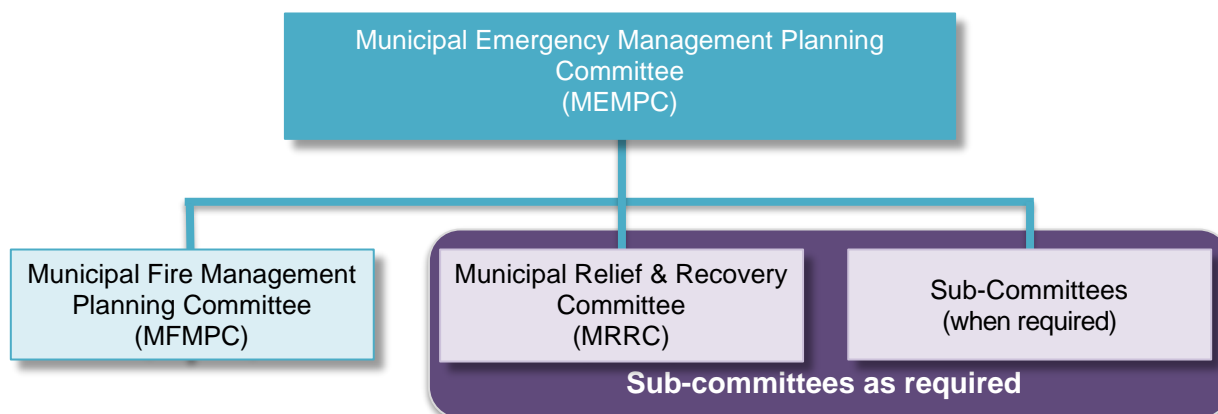
i. Meetings

The MEMPC will meet a minimum of three (3) times per year.

The MERO will create and circulate meeting agendas and papers at least two weeks prior to meeting dates. All meeting agendas will include but not be limited to:

- Review of contact details of committee members
- MEMP updates or amendments - including feedback from the risk review process, risk treatment updates and outcomes from any exercises.
- Sub-committee reports on sub-plans and reviews
- General business

ii. Record Keeping

The MERO will ensure that the minutes and meeting outcomes of all committees (including sub-committees) are recorded and filed in accordance with Council's record keeping and information management policies and placed on EMCop.

Minutes will be uploaded onto EMCop to provide access to all members of the MEMPC and presented to a meeting of Council.
Sub-committee meeting minutes shall also be uploaded to EMCop for the review of MEMPC members.

Amendments and updates to all Plans (as identified in this MEMP) and associated documents shall as a minimum include:

- Version control
- Amendment and/or current date
- Comply with Council policy on record keeping and information management
- Any amendment that impacts directly on the running or standards of the MEMPC must go before Council for authorisation

3.4   Sub-Committees

i. Municipal Fire Management Planning Committee

The Committee's purpose, of which the development of a municipal fire management plan is part, is to provide a municipal-level forum to build and sustain organisational partnerships,

generate a common understanding and shared purpose with regard to fire management and ensure that the plans of individual agencies are linked and complement each other.

The MFMPC also has two key deliverables;

- Produce the MFMP for consideration by Council
- Monitor, review and report to Council and community through the MEMPC

MFMPC Terms of Reference is located in Part 7 of the MEMP.

A copy of the Municipal Fire Management Plan is located on EM-Cop.

The MEMPC will establish any subcommittees as required. For example, a flood or recovery committee may be required dependent on an emergency.

3.5   Legislated Emergency Positions at Council

There are three key roles that each council must have under state legislation. The roles are found in the respective Acts and the EMMV :

- Municipal Emergency Resources Officer (MERO), required under the *EM Act* 1986
- Municipal Fire Prevention Officer (MFPO), required under the *CFA Act* 1958
- Environmental Health Officer (EHO), required by the *Public Health and Wellbeing Act* 2008

Strathbogie Shire Council has a Municipal Recovery Manager (MRM) as suggested in the EMMV.

Council also recognises that Emergency Management Liaison Officer (EMLO) positions are also needed.

i.   MERO

The MERO position, required by the *EM Act* 1986, is responsible for the coordination of council resources to enable emergency response and recovery. The MERO and MRM should have a good working relationship, and should also collaborate with other EM personnel.

The MERO contributes to the development and maintenance of the MEMP in partnership with local emergency management agencies such as the VicSES, VicPol and DHHS. The role of the MERO is to:

- Coordinate municipal resources in emergency response
- Provide council resources when requested by emergency services or police during response activities
- maintain effective liaison with emergency agencies within or servicing the municipal district
- Maintain an effective contact base so municipal resources can be accessed on a twenty-four hour basis
- Keep the municipal emergency coordination centre(s) prepared to ensure prompt activation if needed
- Liaise with the MERC and the MRM on the best use of municipal resources
- Organise a response debrief if requested by the Municipal Emergency Response Coordinator (MERC), an appointee of Victoria Police
- Ensure procedures and systems are in place to monitor and record expenditure by the council in relation to emergencies
- Maintain and write the MEMP
- Perform other duties as determined.

ii. MFPO

The *Country Fire Authority Act* 1958 and the *Metropolitan Fire Brigades Act* 1958 require each council to appoint a fire prevention officer, generally known as an MFPO, and any number of assistant fire prevention officers. Under both Acts, a MFPO may delegate, by written instrument to an assistant, any power or duty of the fire protection officer, except the power of delegation.

With the introduction of the Integrated Fire Management Planning framework, a Municipal Fire Management Plan has been developed as a sub-plan to the MEMP.

The role of the MFPO is to:

- Undertake and regularly review council's fire prevention planning and plans (together with the Municipal Fire Management Planning Committee (MFMPC), if one exists)
- Maintain the Municipal Fire Management Plan
- Liaise with fire services, brigades, other authorities and councils regarding fire prevention planning and implementation
- Advise and assist the Municipal Emergency Management Planning Committee (or MFMPC) on fire prevention and related matters
- Ensure the MEMP contains reference to the Municipal Fire Management Plan
- Report to council on fire prevention and related matters
- Carry out statutory tasks related to fire prevention notices and infringement notices
- Investigate and act on complaints regarding potential fire hazards
- Advise, assist and make recommendations to the general public on fire prevention and related matters
- Issue permits to burn (under s. 38 of the *Country Fire Authority Act*)
- Facilitate community fire safety education programs and support Community Fireguard groups in fire-prone areas.
- Support fire services in the delivery of community fire safety education programs.

iii. MRM

The MRM takes an active role in emergency planning and is responsible for coordinating Council resources to assist emergency relief and recovery activities. The MRM may delegate duties to provide for effective management of recovery functions.

The role of the MRM is to:

- Coordinate municipal and community resources for recovery
- Assist with collating and evaluation of information gathered in the post impact assessment
- Establish priorities for the restoration of community services and needs
- Liaise with the MERO on the best use of municipal resources
- Establish an information and coordination centre at the municipal offices or a location more appropriate to the affected area
- Liaise, consult and negotiate with recovery agencies and Council on behalf of the affected area and community recovery committees
- Liaise with the regional recovery committee and Department of Health and Human Services
- Undertake other specific recovery activities as determined.

iv. EHO

Section 29 of the *Public Health and Wellbeing Act* 2008 provides that each council must appoint one or more EHO.

In relation to emergency management, the EHO has a role in:

- Food surveillance
- Inspection of food handlers and food distribution outlets
- Food sabotage
- Infectious disease surveillance and investigation
- Disinfection (concurrent (immediate) or terminal (at end of isolation))
- Water (purity and quantities) in consultation with DELWP and DHHS
- Waste collection and disposal (putrescible, dry, indestructible, sullage and toilet waste)
- Sanitation (toilets, showers, washing facilities)
- Accommodation (adequate size, suitable)
- Ensuring proper disposal of dead stock and animals in consultation with the Local Laws unit
- Zoonotic diseases (those transferred from animal to humans)
- Water, land and/or air pollution
- Collection and dissemination of information on public health issues
- Development of Public Health Notices
- Planning (development of a municipal public health emergency management plan if resources allow) and participate in the MEMPC when required.

v. Emergency Management Liaison Officer (EMLO)

The Strathbogie Shire Council Emergency Management Liaison Officer (EMLO) is appointed to represent Council and provide capacity and capability advice to agencies and organisations. The EMLO performs this function at briefings, control centres, meetings and other activities as necessary.

Reporting to the MERO and/or MRM, the EMLO acts as the go-between or link between Council and other agencies providing face-to-face communication and intelligence.

Responsibilities:

- Appointed to represent Council in another agency's facility utilised to manage an emergency response; and/or
  - at an Incident Co-ordination Centre (ICC); and/or
  - as part of an emergency management team
- Is empowered to commit, or arrange the commitment of, the agency's resources in response to an emergency in consultation with the MERO/MRM
- Represents the interests of Council
- Provides advice in relation to impacts and consequence management

vi. SSC Emergency Management Team

The Strathbogie Shire Council Emergency Management Team (EMT) is the Council's internal group of officers who coordinate, plan and manage Council's emergency recovery arrangements.

The EMT performs an important role in the internal management of emergencies for the Council as it provides a 'Whole-of-Council' approach to emergency management with

representatives from all directorates. One of the EMT's primary functions is to ensure that Council can maintain business continuity throughout the duration of an emergency.

Representatives on the EMT include:
- CEO
- GM Innovation & Performance
- GM Community Assets
- GM Corporate & Community
- MERO/MFPO (Manager Operations)
- MRM
- Manager Arts, Culture & Economy
- Manager Community Wellbeing
- Team Leader Building, Health and Compliance Services
- Team Leader Community Relations
- Senior Communications Officer
- MEMPC Executive Officer
- Emergency Management Officer
- Other officers as required – Building Surveyor, EHO etc

3.6   Partnerships, Strategies and Plans

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

Strathbogie Shire Council together with other State government authorities and agencies, as well as emergency response and recovery agencies that have a key role and responsibility in preparedness and mitigation activities. Government authorities and agencies along with the community and emergency services have a key role in implementing strategies and plans which reduce the risk associated with emergency events.

To complement the emergency management process, Council enforces and reviews existing policies in land use, building codes and regulations, urban planning, community safety and health.

3.7   Plan Review

Content of this Plan is to be reviewed annually, or if additional risks are identified, or after an emergency which has used part of this Plan. Organisations with delegated responsibilities in this Plan are required to notify the MERO of any changes of detail (e.g. contact information), as they occur.

Amendments are to be produced and distributed by the MERO as required and placed on EM-Cop.

i.   Risk Assessment Review

Risk assessments completed as part of the CERA process will be reviewed by the MEMPC.

3.8   Plan Testing and Exercises

i.   Testing

This Plan will be tested on an annual basis unless there has been activation during the period (which will count as a test). The MERO/MRM along with participating emergency services will determine the style and theme of the test and the agencies participating in the test. Any procedural anomalies or short falls encountered during these exercises, or ensuing operations, must be addressed and rectified at the earliest opportunity.

A number of options exist to enable testing of this Plan, these include debriefs, training and a variety of exercises.

The MERO is responsible for overseeing the conduct of and debrief from an exercise as well as maintaining a record of outcomes and subsequent amendments to the MEMP.

Part 4: Mitigation Arrangements

4.1   Introduction

An 'Emergency' is an event that due to its nature is a threat or potential threat to life or property.

Emergency Risk Management is a process which aims to reduce risks within a community. This is done by identifying the major risks that a community faces, assessing the vulnerability of the community to those risks and providing options to reduce or eliminate the risks.

Emergencies of various levels occur every day within a municipality. The aim of emergency risk management is to promote public safety and reduce the impact of emergencies.

The Municipal Emergency Management Planning Committee (MEMPC) plays a key role in mitigation via the identification of potential hazards and their associated risks and consequences. These identified risks and consequence are then considered and specifically planned for during the development and implementation of plans, policies and procedures.

The ability of a community to respond to an emergency situation and in turn recover from the effects of an emergency will depend greatly on the level of resilience the people and the size of the emergency. The municipality, through its MEMPC, and its sub-committees, will promote and support appropriate mitigation and awareness programs.

Mitigation is defined as the elimination or reduction of the incidence or severity of emergencies and the minimisation of their effects.

Preparedness focuses on ensuring the risks and management strategies identified in prevention planning are utilised to assist and facilitate the local community to be aware of their risks and the potential consequences of a resulting emergency event, to inform and equip them with tools to implement resilience strategies for their own homes and families.

i.   Mitigation Responsibility

Everyone within the shire is responsible, in some way, with the mitigation of risk. Response agencies are responsible for establishing mitigation processes directly relating to major identified risks within Strathbogie Shire. Council recognises it has a key role in mitigation activities to reduce the risk, or minimise the effects of, emergencies that may occur in the municipal area. Councils have enforcement and continued reviewing of existing policies in relation to land use, building codes, regulations and urban planning.

4.2   Hazard, Exposure, Vulnerability and Resilience

i.   Hazard

A hazard can be defined as a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

The hazards of concern to disaster risk reduction are of natural origin and related environmental and technological hazards and risks. Such hazards arise from a variety of

geological, meteorological, hydrological, oceanic, biological, and technological sources, sometimes acting in combination.
.
This MEMP, informed by the Community Emergency Risk Assessment, includes identified hazards which would lead to sources of risks in the Strathbogie Shire. Risk statements are generated to establish a credible relationship between a source of risk and mitigation measures.

ii.   Exposure

Exposure refers to people, property, systems, or other elements present in hazard zones that are thereby subject to potential losses.

While the literature and common usage often mistakenly combine exposure and vulnerability, they are distinct. Exposure is a necessary, but not sufficient, determinant of risk. It is possible to be exposed but not vulnerable (for example by living in a floodplain but having sufficient means to modify building structure and behaviour to mitigate potential loss). However, to be vulnerable to an extreme event, it is necessary to also be exposed.

iii.   Vulnerability

Vulnerability refers to the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard.

There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors. Examples may include poor design and construction of buildings, inadequate protection of assets, lack of public information and awareness, limited official recognition of risks and preparedness measures, and disregard for environmental management. Vulnerability varies significantly within a community and over time.

iv.   Resilience

Resilience can be defined as the ability of a system, community or society exposed to hazards to resist, absorb, accommodate and recover from the effects of a hazard in a timely and efficient manner.

4.3   Risk Assessment Process

The MEMP identifies and prioritises emergency risks that may potentially affect the Strathbogie Shire community and environment. The mitigation and awareness of these risks aims to minimise the effects and consequences of an emergency event on the community.

i.   Community Emergency Risk Assessment (CERA)

Community Emergency Risk Assessment (CERA) is an all hazards risk assessment tool which aims to identify, mitigate and reduce risk within the community following the Australian Standard for risk management, ISO 31000.

Emergency Risk Management is a process which aims to reduce risks within a community. This is done by identifying the risks that a community faces, assessing the vulnerability of the community to those risks and providing options to reduce or eliminate the risks.

The Community Emergency Risk Assessment (CERA) provides the MEMPC with a framework for considering and improving the safety and resilience of their communities from hazards and emergencies.

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

Risks were assessed and rated according to consequence and likelihood scales and risk matrices in the CERA tool kit.

The identified risks in the municipality area:

- Bushfire – large, regional
- Flood- Major
- Extreme Temperature - Heatwave
- Road Transport Incident – large commercial vehicle
- Human Epidemic / Pandemic
- Mass Gathering
- Major Utility Failure

Strathbogie Shire Council

2 October 2019

Code	Risk	Ratings Confidence	Residual Risk Rating
BF-L	Bushfire - large, regional	High	High
FL-R	Flood - Riverine	High	High
ET-HW	Heat Health	High	High
T-RDL	Road Transport Incident - large comn	High	High
HE	Human Epidemic / Pandemic	High	Medium
B-O1	Avian Influenza (HPAI)	High	Medium
H-O1	Mass Gathering	High	High
I-O1	Major Utilities	Med	Medium
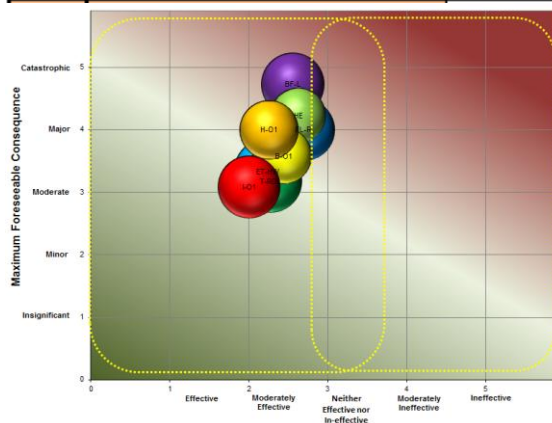
ii.   Victorian Fire Risk Register – Bushfire (VFRR-B)

The VFRR-B was used to identify and address bushfire risks within the Strathbogie Shire municipal district. The VFRR-B is reviewed as required. Risk identification is ongoing as the municipality changes. Information regarding the VFRR-B can be found in the Strathbogie Municipal Fire Management Plan.

iii.   Monitor and Review

The CERA is subject to reviews annually. The progress of implementing treatment options is monitored by the MEMPC through reports provided by agencies and organisations at MEMPC meetings and through the annual risk assessment process.

This process will be administered by the MERO, and if required, an updated draft plan will be developed and approved by the relevant sub-committee and presented to the MEMPC for endorsement and presented to Council for approval.

4.4   Mitigation

i.   Policies and Procedures

Strathbogie Shire Council has a number of policies and procedures that may be utilised in an emergency. These include:

- Communications and Engagement Policy
- Disaster Recovery and Business Continuity Plan Policy
- Media Policy and Protocols Policy
- Procurement Policy
- Risk Management Policy

ii.   MEMP Sub-Plans

The Strathbogie Shire Council MEMP has a number of sub-plans that deal with specific risks and include treatment/action plans and risk prioritisation. These include:

The MEMP sub-plans developed to deal with the specific risks are:	Review Completion Date
Extreme Temperature/Heatwave Plan	April 2020 (new)
Mass Gathering	July 2020 (new)
Road Transport Incident – large commercial vehicle	Sept 2020 (new)
Municipal Fire Management Plan (draft)	Nov 2020
Strathbogie Emergency Animal Welfare Plan (draft)	Feb 2021
Strathbogie Shire Influenza/Pandemic Plan	Apr 2021
Strathbogie Shire Flood Emergency Plan	Mar 2022
Thales Emergency Plan for EO Depot Managlore	Feb 2019
Copies of these sub-plans are available on **EM-Cop except for the Thales EM Plan which is available to ICC via Thales representatives in contact list (refer Part 7).**	

All sub-plans are reviewed every three years except for the Flood plan which is reviewed every five years.

4.5   Community Awareness

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

Communities are becoming more aware of and wanting to participate in community led emergency planning. Evidence from previous emergencies has shown that communities that plan and manage their own needs before, during and after an emergency recover more quickly and suffer less long term effects. Community led emergency planning processes have resulted in the development of community plans, which support community resilience by strengthening the ability of the community to establish collaborative relationships between individuals and groups to achieve common objectives.

Council and the MEMPC will investigate and facilitate where necessary community groups that have the desire and capacity to undertake community led emergency planning. As these community plans are developed, the MEMPC will consider how and where they integrate into the broader municipal emergency management planning environment.

Council and the MEMPC will support and promote appropriate mitigation and awareness programs within the municipality, including media releases, advertisements, newsletters, Council's website, social media, community events, and through service networks.

Appendix 1- Part 1 to 4 MEMP – Vulnerable Facilities List

Type	Facility	Address	Locality	Ph
Aged Care	Nagambie Lakeview Lodge Hostel Aged Care and Independent Living	22 Church Street	Nagambie 3608	03 5736 2900
Medical & Hospital	Nagambie Healthcare	22 Church Street	Nagambie 3608	03 5736 2900
Medical & Hospital	Euroa Health Inc	36 Kennedy Street	Euroa 3666	03 5795 0200
Aged Care	Granite Hill Aged Care	36 Kennedy Street	Euroa 3666	035795 0200
Schools	Peranbin Primary College - Violet Town Campus	2A Tulip Street	Violet Town 3669	03 5798 1431
Kindergartens & Child Care	Violet Town Campus After Care	2A Tulip Street	Violet Town 3669	03 5798 1431
Medical & Hospital	Violet Town Medical Clinic	46 Cowslip Street	Violet Town 3669	03 5736 6310
Aged Care	Honeysuckle Regional Health Violet Town Nursing Home and Low Level Respite	46 Cowslip Street	Violet Town 3669	03 5798 1324
Schools	Peranbin Primary College - Strathbogie Campus	19-25 Main Street	Strathbogie 3666	03 5790 5250
Schools	Euroa Secondary College	26 Campbell Street	Euroa 3666	03 5795 2512
Schools	Euroa Primary School	67 Anderson Street	Euroa 3666	03 5795 2212
Schools	St John's Primary School	27-39 Anderson Street	Euroa 3666	03 5795 2937
Schools	Longwood Primary School	1-21 Hurley Street	Longwood 3665	03 5798 5386
Schools	Avenel Primary School	40 Anderson Street	Avenel 3664	03 5796 2264
Schools	St Joseph's Primary School	367-371 High Street	Nagambie 3608	03 5794 2608
Schools	Nagambie Primary School	31 Goulburn Street	Nagambie 3608	03 5794 2273
Medical & Hospital	Violet Town Medical Clinic	31 Weir Street	Euroa 3666	03 5795 4000
Medical & Hospital	Euroa Medical Family Practice	90 Binney Street	Euroa 3666	03 5795 2011
Medical & Hospital	Tristar Medical Group	352 High Street	Nagambie 3608	03 5794 2800
Medical & Hospital	Nagambie Medical Centre	20 Church Street	Nagambie 3608	03 5794 1816
Kindergartens & Child Care	Violet Town & District Early Childhood Centre	8-10 Hyacinth Street	Violet Town 3669	03 5798 1477
Kindergartens & Child Care	Nagambie Preschool Centre	16 Vale Street	Nagambie 3608	03 5794 2410
Kindergartens & Child Care	Goodstart Early Learning	14 Campbell Street	Euroa 3666	03 5795 2266
Kindergartens & Child Care	Avenel Preschool	31 Watson Street	Avenel 3664	03 5796 2559
Kindergartens & Child Care	Euroa Kindergarten	46A Kirkland Avenue	Euroa 3666	03 5795 2310
Aged Care	Delatite Court Independent Living Units	7a Bury Street	Euroa 3666	03 5795 1336
Aged Care	Currie Park Independent and Serviced Apartments	58 Weir Street	Euroa 3666	03 5795 1822