



# Minutes

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Ordinary Council Meeting held at 5.00pm on Monday, 3 July, 2017 in the Council Chamber, Pleasant Creek Historic Precinct, Stawell

## **Present**

Cr Tony Driscoll (Mayor)  
Cr Murray Emerson  
Cr Kevin Erwin  
Cr Rob Haswell  
Cr Jason Hosemans  
Cr Merrilee Reid

Mr Michael Bailey, Chief Executive Officer  
Mr Vaughan Williams, Director Corporate Services  
Mr Sanjay Manivasagasivam, Director Infrastructure & Environment  
Mrs Debbie Bach, Director Economic & Community Development

## **Affirmation**

We recognise the traditional owners of the land.  
We are inspired by the early pioneers and by those who gave their lives for our country.  
We now ask God's blessing on our deliberations  
and on our commitment to build a better lifestyle and environment.

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### **1. Apologies**

An apology was received from Cr Hyslop.

#### **RESOLUTION**

**That the apology be received and leave of absence granted.**

**Moved: Cr Jason Hosemans**

**Seconded: Cr Kevin Erwin**

**Carried**

### **2. Confirmation of Minutes**

Ordinary Meeting held on Monday, 5 June 2017

Ordinary Meeting held on Monday, 26 June 2017

#### **RESOLUTION**

**That the minutes as listed, copies of which have been circulated, be confirmed and adopted.**

**Moved: Cr Jason Hosemans**

**Seconded: Cr Kevin Erwin**

**Carried**

### **3. Matters Arising from the Minutes**

Nil

### **4. Presentations/Awards**

Nil

## **5. Presentation of Petitions and Joint Letters**

### **5.1. Presentation of Petitions and Joint Letters**

**Director:** Vaughan Williams, Director Corporate Services  
**Manager Responsible:** Mary Scully, Manager Governance & Civic Support  
**Author/Position:** Mary Scully, Manager Governance & Civic Support

#### **Summary**

The purpose of this report is to receive a petition objecting to the planned demolition and removal of the infrastructure facilities, for public use, situated on and around Lake Batyo Catyo and to restore the facilities to meet the safety, sanitation and building requirements for public use.

#### **Recommendation**

**That the petition be received and;**

- a. the subject of the petition be investigated and reported to a subsequent Council meeting; or**
- b. Council unanimously agree to deal with the petition at the meeting.**

#### **UNANIMOUS RESOLUTION**

**That Council, having carefully considered the petition, resolves that works at Lake Batyo Catyo as scheduled be allowed to continue.**

**Moved:** Cr Jason Hosemans  
**Seconded:** Cr Murray Emerson **Carried**

**Background/Rationale**

A petition has been received with 59 signatures. The petition objects to the planned demolition and removal of the infrastructure facilities, for public use, situated on and around Lake Batyo Catyo and to restore the facilities to meet the safety, sanitation and building requirements for public use.

A copy of the petition has been circulated to Councillors separately.

Council's Meeting Procedure Local Law specifies that a petition or joint letter presented to the Council must lay on the table until the next ordinary meeting of the Council and no motion, other than to receive the petition or joint letter, may be accepted by the Chairperson, unless the Council unanimously agrees to deal with it earlier.

The Local Law also provides that where a petition or joint letter has been allowed to lay on the table, the Chief Executive Officer may refer it to the appropriate officer for a report prior to it next being considered by Council, as deemed appropriate by the Chief Executive Officer in her discretion.

**Legislation, Council Plan, Strategy and Policy Implications**

Meeting Procedure Local Law 1/2009

**Options**

*Option 1 - To receive the petition. This would then allow for the petitioners' concerns to be investigated and reported to a subsequent Council meeting.*

*Option 2 - To unanimously agree to deal with the petition at the meeting.*

**Reporting**

Implications	Considered in this report?	Implication identified?
Social	No	No
Heritage/Cultural	No	No
Amenity	No	No
Human Rights/Privacy	No	No
Environmental	No	No
Economic & Marketing	No	No
Risk Management	No	No
Financial	No	No
Asset Management	No	No

**Consultation**

There has been no specific community consultation in the preparation of this report.

**Officer's Declaration of Interest**

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Manager Governance & Civic Support, Mary Scully

In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

A copy of the petition has been circulated to Councillors separately.

## 6. Disclosures of Interest and Declarations of Conflict of Interest

A Councillor who has a conflict of interests and is attending the Council meeting of the Council must make a full disclosure of that interest.

- (a) by either-
  - (i) advising the Council at the meeting of the details required under paragraphs (b) and (c) immediately before the matter is considered at the meeting; or
  - (ii) advising the Chief Executive Officer in writing of the details required under paragraphs (b) and (c) before the meeting; and
- (b) classifying the type of interest that has given rise to the conflict as either-
  - (i) a direct interest; or
  - (ii) an indirect interest and specifying the particular kind of indirect interest under:
    - section 78 - close association
    - section 78A - financial interest
    - section 78B - conflicting duties
    - section 78C - receipt of an applicable gift
    - section 78D - consequence of becoming an interested party
    - section 78E - impact on residential amenity; and
- (c) describing the nature of the interest; and
- (d) if the Councillor advised the Chief Executive Officer of the details under paragraph (a)(ii), the Councillor must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

### Members of Staff

Under Section 80C of the *Local Government Act 1989*, officers or people engaged under contract to the Council providing a report or advice to Council must disclose any conflicts of interests in the matter, including the type of interest.

Cr Kevin Erwin declared an indirect interest of conflicting duty in Item 9.3 due to his being Chairman of the Grampians Grape Escape Committee.

Cr Jason Hosemans declared an indirect interest of conflicting duty in Item 9.3 due to his being on the Grampians Music Festival Committee.

**7. Assemblies of Councillors**

[Michael Bailey, Chief Executive Officer]

Section 80A of the *Local Government Act 1989* requires that the written record of an Assembly of Councillors is, as soon as practicable, reported at an ordinary meeting of the Council and incorporated in the minutes of that Council Meeting.

The records for the period since the last ordinary Council meeting are listed below.

Date	Description	Matters/considered	Councillor / Officer making disclosure	Item No.	Left meeting Y/N
22/5/17	Economic & Community Growth Briefing	Economic Growth Update; Review of Stawell Gift; Stawell Leisure Complex Proposed new opening hours; Nectar Farms Update.	N/A	N/A	N/A
29/5/17	Community Engagement Briefing	Community Engagement Principles, Women's Health Grampians CORE Program Presentation	N/A	N/A	N/A
5/6/17	Agenda Review Briefing	Council Agenda Review	N/A	N/A	N/A

**RESOLUTION**

**That the report on Assemblies of Councillors be approved.**

**Moved: Cr Jason Hosemans**

**Seconded: Cr Murray Emerson**

**Carried**

**8. Items Brought Forward**

Nil

## 9. Consideration of Reports of Officers

### 9.1. Economic Growth in Northern Grampians Shire

<b>Director:</b>	<b>Debbie Bach, Director Economic &amp; Community Development Sanjay Manivasagasivam, Director Infrastructure &amp; Environment</b>
<b>Manager Responsible:</b>	<b>Justine Kingan, Manager Economic Growth Warren Groves, Manager Environment &amp; Community Safety</b>
<b>Author/Position:</b>	<b>Justine Kingan, Manager Economic Growth Warren Groves, Manager Environment &amp; Community Safety</b>

#### Summary

Economic growth remains a priority for Council and its departments which work closely together to support strategic and economic outcomes for the shire. Council's Economic Growth Unit is currently working on a wide range of economic development initiatives that support existing businesses and attract new investment and residents. This report provides monthly data from Council's Planning and Development Services Units. The data provides an important economic indicator of future building and land use activity within the shire and is used to monitor economic activity, employment and investment.

For the month of May, significant activity included a planning permit issued for 570 Mokepilly Road, Lake Fyans for an informal outdoor recreation development (Lake Fyans Recreational Trail), Pontoon and associated works. YTD issued Planning Permits issued for May 2017 were up by 6 at the same time last year, with an increase in value, being \$4,599,510 compared to \$ 3,652,230 in 2016.

Building Permits issued for the month of May were slightly down in comparison to last years figures, with a total of 16 compared to 17 at the same last year. A commensurate decrease in value was \$905,452 this year as opposed to \$1,540,785 the same time last year.

#### Recommendation

**That Council notes the information contained in the officer's report.**

#### RESOLUTION

**That Council notes the information contained in the officer's report.**

**Moved: Cr Jason Hosemans  
Seconded: Cr Kevin Erwin**

**Carried**

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### Background/Rationale

Following is a summary of both Planning and Building Permit activity in the Northern Grampians Shire for the period 1 May to 31 May 2017 inclusive.

#### Planning permits

<b>Planning permits issued</b>	<b>No.</b>	<b>Value</b>
Permits issued YTD in 2017	42	\$ 4,599,510
Permits issued YTD in 2016	36	\$ 3,652,230
Permits issued in May 2017	10	\$ 2,267,732
Permits issued in May 2016	9	\$ 715,000
Permits under consideration	33	\$ 4,781,906

A specific breakdown of the Planning Permit values issued and those under consideration by areas in May 2017 is now provided as follows:

#### Stawell

	<b>May</b>	<b>YTD</b>	<b>Under consideration</b>
Business		\$ 62,000	\$2,895,000
Residential	\$680,950	\$ 988,110	\$ 324,615
Rural			
Mining			
Community			
Signage			
Tourist Accommodation			
Other		\$ 35,000	\$ 13,200
<b>Total</b>	<b>\$680,950</b>	<b>\$1,085,110</b>	<b>\$3,232,815</b>

#### St Arnaud

	<b>May</b>	<b>YTD</b>	<b>Under consideration</b>
Business	\$19,815	\$389,815	\$200,000
Residential	\$ 300	\$161,487	
Rural			
Mining			
Community			\$ 2,000
Signage			
Tourist Accommodation			
Other		\$ 20,000	
<b>Total</b>	<b>\$20,115</b>	<b>\$571,302</b>	<b>\$202,000</b>

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**Halls Gap**

	<b>May</b>	<b>YTD</b>	<b>Under consideration</b>
Business		\$ 913,476	
Residential	\$900,000	\$ 658,195	\$ 18,000
Rural			
Mining			
Community			\$ 12,091
Signage			
Tourist Accommodation			
Other		\$ 120,000	
<b>Total</b>	<b>\$900,000</b>	<b>\$1,691,671</b>	<b>\$ 30,091</b>

**Other areas**

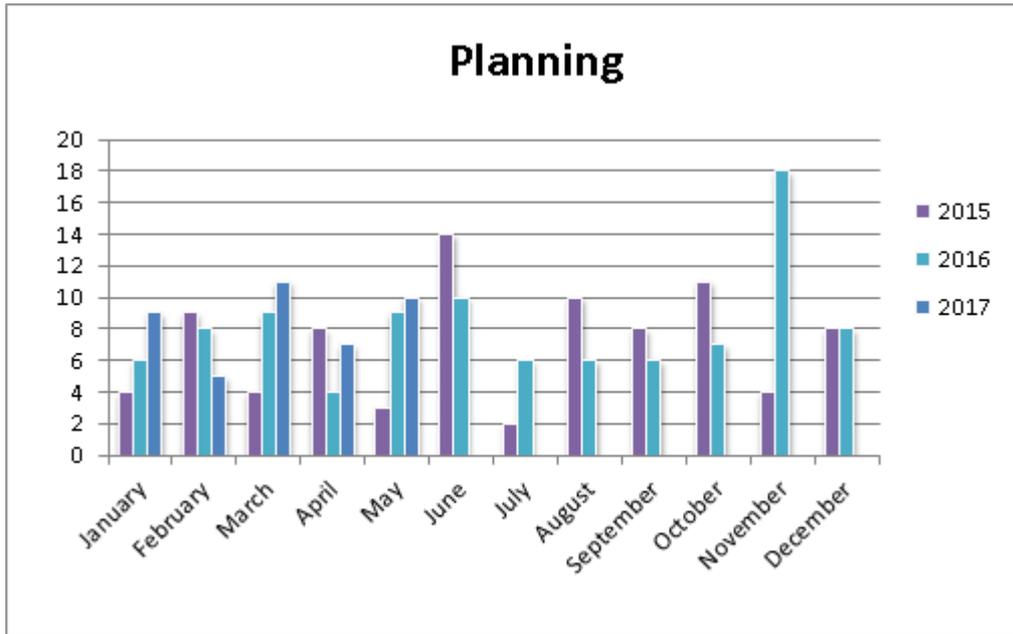
	<b>May</b>	<b>YTD</b>	<b>Under consideration</b>
Business			
Residential		\$ 384,760	\$835,000
Rural			\$ 91,000
Mining			
Community			
Signage			
Tourist Accommodation			
Other	\$666,667	\$ 866,667	\$391,000
<b>Total</b>	<b>\$666,667</b>	<b>\$1,251,427</b>	<b>\$1,317,000</b>

**Subdivision**

	<b>No. of Applications</b>	<b>No. of Lots</b>
Residential	7	18
Industrial		

**Figure No. 1 Historical comparison of planning permits issued (No's)  
January - December 2015 - 2017**

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#### Significant planning permits issued:

5..2015.88.1	570 Mokepilly Road, Lake Fyans	Lake Fyans Recreational Area Committee of Management Inc C/- A Ralph	\$666,667	Development of Informal Outdoor Recreation (Lake Fyans Recreational Trail), Pontoon and associated works	11/5/2017
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#### Significant planning permit applications received

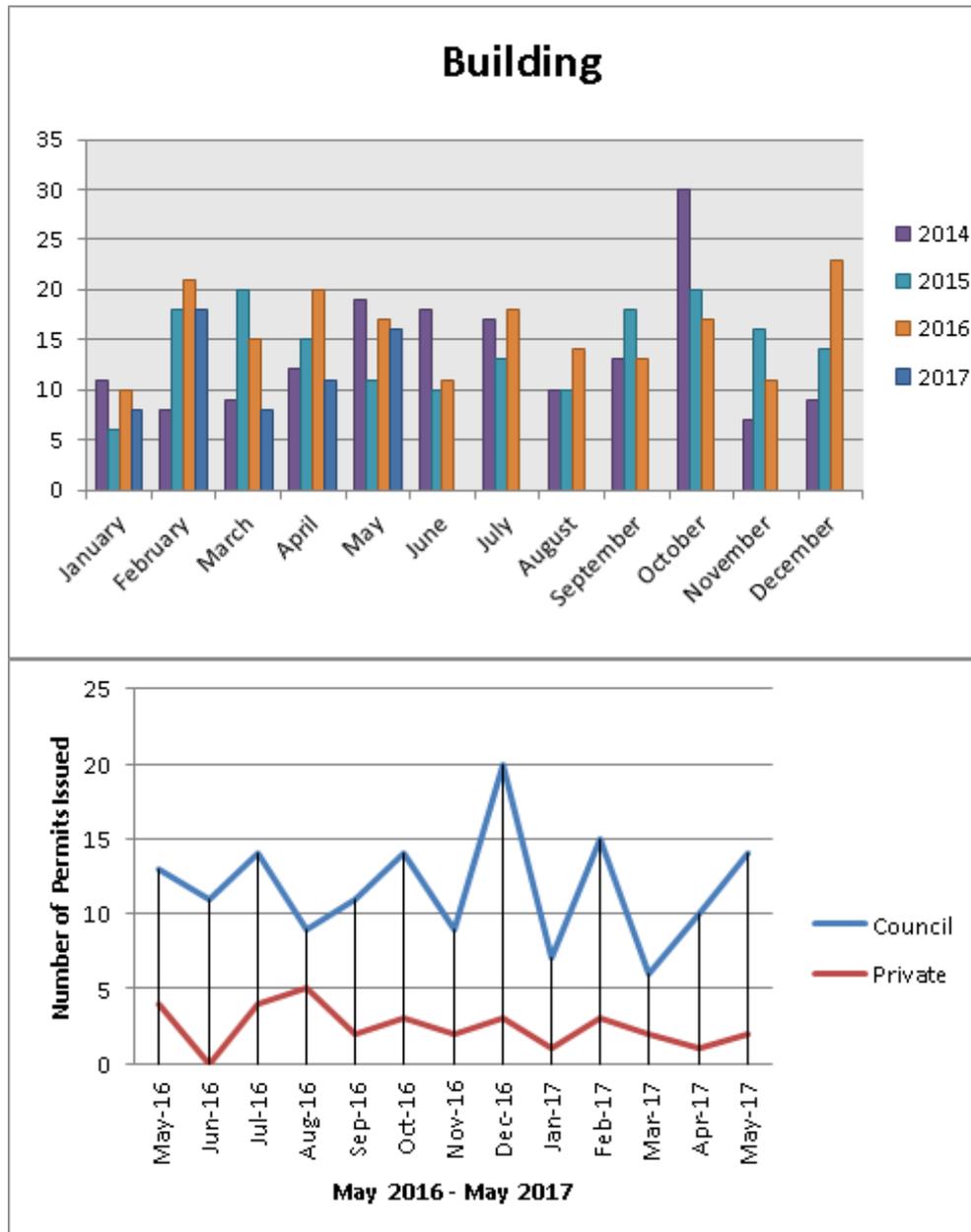
Nil

#### Building permits

Building permits issued	Council Building Surveyor	Private Building Surveyor	Total	Value
Permits issued YTD in 2017	52	2	54	\$ 8,347,563
Permits issued YTD in 2016	61	22	83	\$ 2,161,939
Permits issued in May 2017	14	3	16	\$ 905,452
Permits issued in May 2016	13	4	17	\$ 1,540,785

**Figure No. 2 Historical comparison of building permits issued (No's) January - December 2014 - 2017**

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#### Significant building permits issued:

6.2017.49.1	184 Stawell-Avoca Road, Stawell	JD Darker	\$450,000	
6.2017.64.1	St George Road, Great Western		278,531	

#### Financial Implications

There are no financial implications for Council, except for the normal administrative costs that are associated with the Planning and Building Departments, which are statutory functions of Council.

#### Legislation, Council Plan, Strategy and Policy Implications

Council Plan Objective - Improve the social and economic viability of the shire

**Options**

No options other than for Council to note the officer's report, are recommended.

**Reporting**

Implications	Considered in this report?	Implication identified?
Social	No	No
Heritage/Cultural	No	No
Amenity	No	No
Human Rights/Privacy	No	No
Environmental	No	No
Economic & Marketing	Yes	Yes
Risk Management	No	No
Financial	No	No
Asset Management	No	No

**Consultation**

This report is provided to give information to Council on the planning and building activity within the municipality. There has been no formal community consultation associated with the development of this report. Individuals or businesses are however consulted during permit processes as applicable.

**Officer's Declaration of Interest**

Under section 80C of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Warren Groves, Manager Environment & Safety Services

In providing this advice as the author, I have no disclosable interests in this report.

Justine Kingan, Manager Economic Growth In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

Nil

## **9.2. Roads and Bridges Capital Works Program 2017/18**

**Director:** Sanjay Manivasagasivam, Director Infrastructure and Environment  
**Manager Responsible:** Trenton Fithall, Manager Infrastructure  
**Author/Position:** Sanjay Manivasagasivam, Director Infrastructure and Environment

### **Summary**

The purpose of this report is to update the Councillors on the programs that make up the annual Roads and Bridges Capital Works Program and to seek approval for the Roads and Bridges Capital Works Program 2017-18.

### **Recommendation**

**That Council approves the proposed Roads and Bridges Works Program for 2017-2018 as per the attached list.**

### **RESOLUTION**

**That Council approves the proposed Roads and Bridges Works Program for 2017-2018 as per the attached list.**

**Moved:** Cr Kevin Erwin

**Seconded:** Cr Murray Emerson

**Carried**

**Background/Rationale**

Northern Grampians Shire Council is responsible to provide a number of community-focused services and in doing so must ensure that its infrastructure assets and community facilities are maintained in accordance with well-developed asset management programs and strategic forward plans to enable these services to meet the community needs. Asset management is seen as a practical and financially responsible means of managing Council's assets by ensuring that the assets continue to provide a specified level of service delivery to defined standards over their entire life.

The network of public roads, including footpaths, kerb and channel is infrastructure provided to the community to facilitate a safe, convenient and defined means for transporting people and goods around and through the municipal area. This type of infrastructure represents a significant investment by the community and is vital to its health and well-being. The road, footpath and kerb and channel network constitutes the most expensive of the infrastructure assets maintained by the Council for the community. The bridges and major culverts are an integral part of the network of public roads. Replacement value of the road, footpath, kerb and channel, bridge and major culvert structures and drainage was \$175.6 Million in June 2012.

Northern Grampians Shire Council has been designated as the coordinating authority for municipal roads, with the responsibility to inspect, manage, maintain and coordinate activities on these roads under the *Roads Management Act 2004*. The Northern Grampians Shire Council has developed a *Road Management Plan (RMP)* in accordance with the *Road Management Act 2004* to manage the municipal road network. The challenge for the Northern Grampians Shire Council is to find the balance between satisfying the immediate needs and expectations of road users as against the need to continue to plan and provide for future communities.

Northern Grampians Shire Council generally allocates between \$3 Million to \$4 Million annually for capital works on roads, footpaths, kerb and channel and bridges and major culverts; However by considering asset renewal demand and future demand, it is estimated that the Council needs to spend between \$8 Million to \$9 Million on infrastructure assets to maintain the current service standards. The gap between renewal demand and actual funding is one of the major challenges for the Council. A systematic approach is essential to manage this future liability.

Council has a responsibility to keep its road and bridge network assets in a safe condition. It is important, to minimise exposure to risk, that Council must ensure that maintenance funding and performance is adequate to achieve the prescribed levels of service, including inspection regimes, intervention levels and response times.

Northern Grampians Shire Council has established a comprehensive *Risk Management Strategy* with procedures based on the *Australian Standard AS/NZS 31000:2009 Risk Management*. It details the common methodology to be used to assess and address the level of risk inherent in Council activities.

Council's infrastructure department prepares a prioritised capital works list based on information gathered through defect inspections, community requests and asset management requirements. The works are categorised into the following programs, (Refer attached Inspection Management Flow Chart)

- Bridge Renewal Program
- Major Culvert Renewal Program
- Rural & Rural Residential Improvements
- Town Street Sealing
- Urban Residential Improvements
- Road Rehabilitation
- Resealing Program
- Final Seal Program
- Major Rural Road Improvements

- Resheeting Program
- Footpath Program
- Kerb & Channel Program
- Drainage Program
- B Double Route Upgrade Program

The identified projects under these programs are estimated to cost in excess of \$ 74 Million, however for the financial year 2017/18, \$ 5.272 Million is allocated for the Roads and Bridges Capital Works Program. Due to multiple successful grant applications from both State and Federal governments, the 2017/18 program has a significant increase in funding allocation than normal. The following criteria is used to prioritised the projects for the 2017/18 program,

- Community Benefits
- Community Requests
- Traffic Count
- Road Hierarchy
- Safety & Risk Aspect
- Long Term Impact (including reduction on maintenance costs)
- External Grants

Below is a description of the types of works that are associated with each section under the current Roads and Bridges Capital Works Program for 2017-18.

#### Bridge Renewal Works

A majority of the shire's 142 bridges were constructed in the 1950-1970 period and were not designed to cater for current day vehicle loads or widths. These extra loads combined with the fact that a lot of these bridges are 40-60 years old, means maintenance issues are starting to arise on a number of structures. In most cases elements of the structure can be repaired or replaced before the condition of the whole structure deteriorates to a point where a new bridge is needed. There are also many bridges which were constructed with widths that do not meet current standards. These bridges are a safety hazard to road users and pose a risk to Council.

#### Major Culvert Renewal Works

Similar to bridges, the major culverts are 40 – 60 years old and structurally under stress due to the increased load. By upgrading major culverts (total 455), substandard culverts can be replaced with culverts that are more suitable to the purpose of the road. In many cases the renewal works will allow access to properties during large rain events where previously this could not be achieved. These renewal works also prevent damage to council assets as large volumes of water can flow through the culverts rather than over the road pavement.

#### Rural & Rural Residential Improvements-Road Safety Treatments

The Road Safety Treatment Program is one of the most important programs in terms of reducing Council's exposure to increasing community road safety issues. The purpose of this program is to reduce the risk of injury and/or deaths from vehicle crashes at dangerous intersections that the Council are responsible for either fully or jointly with VicRoads.

A Road Safety Strategy Plan was reviewed in 2009 and identified a counter measure to reduce the number of 'Y' intersections to 'T' intersections. An audit was undertaken in 2010 to identify the vast majority of Council's non compliant intersections for the purpose of prioritising a list and then developing solutions within budget constraints.

Council officers have been implementing this concept throughout the shire over the past 6 years and as a result have currently rectified 19 dangerous intersections within the local road network under this program. This program was triggered as a result the 2002 Victorian government 'Arrive Alive' initiatives which committed to reducing the road toll, number of serious injury and severity of serious injury on rural roads.

#### Road Rehabilitation

There comes a time when a road pavement and its assets reach the end of their life. The road rehabilitation program aims at reconstructing sealed pavements that have deteriorated to a stage where they are unsafe and pose a safety risk. Current trends show this is occurring on rural roads that have a high heavy vehicle traffic count or on roads that were not constructed with a suitable pavement material or pavement material depth.

Some signs that a road needs rehabilitating are when the road pavement undulates quite considerably, potholes are frequent, patches of seal are beyond repair and water tends to pond in certain areas. Maintenance costs tend to escalate on these roads without proper treatment. These areas cannot be simply repaired with a reseal as it is the pavement below the seal that is the issue. To fix this the pavement is mulched up and either a cement or lime product is added to stabilise the pavement or the entire pavement is removed and a suitable pavement material is brought in and placed to a suitable depth. The road is then sealed to the standard width.

#### Urban Residential Improvements

Throughout the towns in the shire there are areas that require improvement works. These works are aimed at reducing long term maintenance costs while increasing the community benefit. These jobs are usually not high in terms of cost but over time large maintenance savings can be seen. Maintenance on these types of areas includes repairing broken seal edge, filling potholes, maintenance grading shoulders, and resheeting shoulders. By sealing these shoulders in urban areas the road water runoff is then linked to the drainage asset which prevents water ingress into the road pavement thus reducing the need for rehabilitation works at a later date. Also the stormwater quality is increased.

#### Town Sealing Program

Throughout the towns in the shire there are areas which have been urbanised without any works performed on improving access. This program aims to perform sealing and other associated works on urban streets which have incurred increases in traffic due to the urbanisation. These areas are identified through the increase in maintenance works required to satisfy the customer requests coming from these areas.

By sealing these urban streets, the road will have the capacity to cater for the increase in traffic and reduce maintenance in the long term.

#### Resealing of Roads

Resealing of roads is required when the current sealed surface reaches the end of its life. The lifespan of a sealed road can vary quite considerably and is dependent on a variety of circumstances. Typically a sealed road should last at least 10 years before resealing is required.

By resealing a road the road pavement is protected from moisture which prevents the road from having to be rehabilitated in the near future (4 times more expensive) and the safety of vehicles travelling on the road is improved with better skid resistance. The roads chosen for the program are developed from the 2012 Road Condition Survey Report and corroborated by our works supervisors. Currently Council is resealing around 3.7% of its sealed road network which is only around half of what is needed to meet the required level of service.

### Final Seal

When a road is constructed or reconstructed a primer seal is placed on the surface. This is only a thin bituminous seal and will normally perform well for up to twelve months protecting the gravel pavement.

Within the next twelve months after the initial primer seal a final seal is then required which is the bituminous coat that gives the road pavement its expected life. If a road is not final sealed the primer seal will deteriorate quite quickly allowing moisture into the road pavement resulting in pavement failure and consequently, high rehabilitation costs.

### Footpath Improvements

The footpath improvement program involves constructing concrete footpath in strategic areas that reduces the risk to council, provides better access to community and improves pedestrian safety. The Community Access Advisory Group (CAAG) play a pivotal role in outlining areas that need improvement as they represent the community that use our footpaths on a daily basis. This program includes areas where there is no link to a major community facility or is high use with no constructed path and either poses a risk to pedestrians or doesn't meet Australian access standards.

### Major Rural Road Improvement Program

This program involves upgrading key strategic routes within the shire including unsealed and sealed roads. These roads are strategically chosen from data such as traffic counts, heavy traffic use, maintenance costs and road category with the aim to reduce long term maintenance and improve road safety.

### Resheeting Program

Resheeting involves reinstating a 100mm layer of compacted gravel over the existing unsealed road so that a safe, trafficable road pavement is achieved. Gravel roads lose up to 20 mm of gravel per year through weather and wear and tear.

If there is minimal gravel on the road, the natural subgrade material (either clay, loam or some other unsuitable material) will be mixed in with the remaining gravel when maintenance grading is undertaken. In most cases the natural subgrade would not be suitable for driving on (particularly in wet conditions) which would be a huge inconvenience and a safety issue for the community. As a result Council would incur high maintenance costs as the pavement becomes unsatisfactory and dangerous. Currently Council is resheeting around 2.6% of its unsealed road network which is only around one fifth of what is needed to meet the required level of service.

### Kerb & Channel Program

The kerb and channel program looks at installing new kerb & channel in urban areas where there are drainage issues, traffic management problems and areas where the amenity of the street needs improving. This program also looks at replacing the worst sections of existing kerb & channel in the urban areas when a hazard to pedestrians is present. This occurs when kerb & channel moves or cracks which create a trip hazard for pedestrians. These movements result in water ponding in the kerb & channel and over time the water soaks into the road pavement which further worsens the condition of the assets.

### Drainage Improvements

Since the past 4 flood events that were experienced within the shire, Council officers undertook an assessment on catchment areas and drainage capacity in the township areas. As a result a list of works that will reduce the flood impact to the community in the future was developed. It was found that a lot of the current urban stormwater system was never designed to be able to cater for the urban runoff that is now present due to the increase in urban development (urban development such as car parks, driveways, etc have much higher runoff compared to grassland).

Without efficient drainage systems and flood mitigation structures, severe damage occurs to both private and Council assets due to flash flooding. This program has three main functions. The first one is to implement flood mitigation solutions. In the past this has been the creation of the retention basins seen around town. The second function is aimed at preventing stormwater that enters Council streets and laneways from causing flood damage to downstream properties. This is a result of laneways and streets having inadequate drainage capacity combined with ineffective driveway crossings with pipes that block easily and are too small to cater for the flow.

The third function is aimed at improving the underground stormwater network. There are many points within the urban areas that have undersized pipes or pits that have become 'choke' points. Choke points are points where the amount of water coming into the pit cannot be released by the pipe exiting (i.e. 2x300mm pipes entering with 1x300mm pipe exiting). There are also areas where there is no underground pipe or pits and as a result, stormwater flows through properties and creates damage or flows through open drains which pose a safety risk to Council (fall, tripping hazard). As urban development increases these problems become more evident so it is very important that they are rectified on a priority basis to enable the townships to expand.

#### B-Double Route Upgrades

Some of the gazetted B-Double routes do not cater for a B-Double turning circle or a B-Double width. By undertaking upgrading works, B-Doubles will be able to operate in a safe manner and for example turn at an intersection without going onto the wrong side of the road.

Local Roads to Market Funding was sought over the last few years and a lot of major B-Double route projects were completed. This funding had ceased over the past 4 years and Council has continued to complete some of the smaller projects to assist B-Double movements and prevent ongoing maintenance costs. The Local Roads to Market Funding has since been reinstated and Council Officers have been successful in the application of 4 projects for 2017/18. Council Officers have also applied for funding through the Heavy Vehicle Safety & Productivity Program to fund major B-Double route upgrades.

Some of the gazetted B-Double routes do not cater for a B-Double turning circle or a B-Double width. By undertaking these works, B-Doubles will be able to operate in a safe manner and for example turn at an intersection without going onto the wrong side of the road.

### **Legislation, Council Plan, Strategy and Policy Implications**

#### Council Plan: Asset Strategy

We will reduce the infrastructure renewal gap and manage our roads, buildings and structures for safety and optimal use by:

- Implementing an Asset Management Plan based on the Sustainable Asset Management Strategy
- Developing a long term capital works and projects program focused on asset renewal

### **Options**

That Council approves the proposed Roads and Bridges Works Program for 2017-2018 as per the attached list.

**Reporting**

<b>Implications</b>	<b>Considered in this report?</b>	<b>Implication identified?</b>
Social	Yes	No
Heritage/Cultural	Yes	No
Amenity	Yes	Yes
Human Rights/Privacy	Yes	No
Environmental	Yes	No
Economic & Marketing	Yes	No
Risk Management	Yes	Yes
Financial	Yes	Yes
Asset Management	Yes	Yes

**Consultation**

Community requests are captured using customer request programs and then it is assessed using the inspection management flow chart. The requests are then prioritised by the following criteria - Community Benefits, Traffic Count, Road Hierarchy, Safety & Risk Aspect, Long Term Impact (including reduction on maintenance costs), External Grants and asset management requirements.

**Officer's Declaration of Interest**

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Sanjay Manivasagasivam, Director Infrastructure and Environment  
In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

- Inspection Management Flow Chart **[9.2.1]**
- Summary Capital Works Program 2017-18 **[9.2.2]**

### 9.3. Grampians Events Support

**Director:** **Debbie Bach, Director Economic & Community Development**  
**Manager Responsible:** **Justine Kingan, Manager Economic Growth**  
**Author/Position:** **Debbie Bach, Director Economic & Community Development**

#### Summary

The Grampians is rapidly becoming known not just for its natural beauty, but as the perfect backdrop for major events. While there have been a number of existing events which have been running for many years, new events are developing, supported and run by the local Halls Gap community.

Organisers are planning these events during non-peak times, with the aim of drawing visitors to the town in an otherwise quiet tourist period. They are passionate about their particular event and bringing people to Halls Gap, however, they can face a number of impediments.

This report will look at two quite different Halls Gap events, the benefits, the challenges they face and the opportunities to grow the events in the future. It will also consider the event organisers' request for financial assistance.

#### Recommendation

That Council approve short term loans to the following events:

- The sum of \$70,000 to the Grampians Music Festival to be repaid over three years.
- The sum of \$20,000 to the Grampians Grape Escape to be repaid over three years.

#### RESOLUTION

**That Council approve short term loans to the following events:**

- **The sum of \$70,000 to the Grampians Music Festival to be repaid over three years.**
- **The sum of \$20,000 to the Grampians Grape Escape to be repaid over three years.**

**Moved:** Cr Murray Emerson  
**Seconded:** Cr Merrilee Reid Carried

## **Background/Rationale**

### Grampians Grape Escape

A well established Halls Gap event, the Grampians Grape Escape has been running for the past 26 years and is one of the premier food and wine events in Victoria. After starting small as the Halls Gap Gourmet Weekend, over time it has grown to an event which attracts around 7,000 patrons each year and in excess of 120 exhibitors. During this time, there have been a number of changes to the structure of the committee and the event itself.

The event now operates under a Board structure and has strict governance around delegations, the role of the Board and the role of the Festival Director. Following the 2016 event, the then Festival Director moved away from the area, so the position was advertised with O'Regional Collective the successful candidate. In their first year of running the Grampians Grape Escape:

- Gates sales were up by 1.63% to \$220,597.70
- Exhibitor registration fees were up by 11.9% to \$80,226
- Cash and in-kind sponsorship was up by 4.6% to \$110,700
- 30% of patrons were new festival goers, with 60% returning from last year, 90% said they would return again in 2018.
- 97.5% of exhibitors were satisfied or completely satisfied with the Festival overall and 97.5% plan to return next year.

The main challenges faced by the Festival Director and the Board for the 2017 event was the increased costs of the overall infrastructure required for the event, along with the fees for draw cards such as the celebrity chef and musical entertainment. As a result, the event is experiencing cash flow difficulties and has requested a short term loan from Council of \$20,000 to be repaid over three years.

With one event now 'under their belt' the new Festival Directors have outlined a number of strategies to put the event in an improved financial position:

- Reconsider value of "Celebrity Chef" and look to support regional chefs and personalities.
- Include community engagement and programs as part of the lead up to encourage and attract regional growth.
- Consider changing the opening times to 10am on Sunday morning.
- Conduct a strategic plan in ticket structure, pricing and exhibitor pricing to assist with the sustainability of the festival.
- Incorporate a comprehensive program of entertainment and activities that caters for regional and metro attendees.
- Grow and develop future partner opportunities to assist in the sustainability of the event.

The resulting economic benefit from the Grampians Grape Escape sees a direct increase into the local economy of \$1.2million, 7 additional jobs, \$298,122 dollars more in wages and salaries and a boost in value-added of \$557,541 dollars. (REMPPLAN)

The event is well supported by the Halls Gap Community, with many locals volunteering their time over this weekend. While the event has a significant economic benefit to accommodation operators, cafes, hotels and restaurants, it also brings a sense of pride to the community.

### Grampians Music Festival

The Halls Gap Jazz Festival had been held in February in Halls Gap for the past 30 years, starting from humble beginnings with 14 bands and quickly growing into a major event boasting 150 bands over the event weekend. Although attracting good numbers to the event, it was becoming increasingly difficult to source volunteers which were integral to delivering the event over the weekend.

The committee decided to move the event from Halls Gap to Port Fairy, where there was already a strong following of jazz enthusiasts. This was met with disappointment from the people of Halls Gap, particularly the business community who relied on the Jazz Festival to draw crowds during an otherwise quiet period in Halls Gap.

To ensure that there was an event held in Halls Gap in February, the idea of holding a music festival aimed at a younger audience was developed. The idea initially gained much support from people across the region as this was something new for the area and the theme of Indie music was deemed to be a popular choice. A committee of enthusiastic young people from the Halls Gap community worked together to develop the idea further and as a result the Grampians Music Festival was held on 24-26 February, 2017.

Despite a number of marketing initiatives locally, regionally and in Melbourne, attendance was less than anticipated, resulting in a significant loss to the event. Starting an event from scratch is a huge undertaking and there are often unexpected costs arise which could not have been anticipated. The Grampians Music Festival Committee have requested a loan of \$70,000 from Council which would be repaid over the next three years.

The easy way out of this situation could have been that the Committee walk away from the issue, leaving Council to foot the bill. But to their credit, the Committee has spent a significant amount of time debriefing on the 2017 event and have put in place a number of measures to ensure that the event continues to grow, that the Council loan be repaid as quickly as possible and that the event is sustainable into the future. These measures include:

- Improved governance around the Committee, delegations, and clarity of roles
- Attraction of Festival sponsors
- A more structured marketing plan including revised branding
- Expressions of interest for the supply of all event infrastructure
- A carefully devised and monitored budget with stringent delegation measures

If organisers can attract an attendance of 1,000 patrons the economic benefit of the event would be a direct increase in output of \$220,000 dollars into the local economy, 1 additional job, \$51,240 dollars more in wages and salaries and a boost in value-added of \$95,827 dollars. (REMPPLAN)

Indie music, which is music made independently of major record labels, is unique to our area, and events such as Queenscliff Music Festival, Meredith Music Festival, Beyond the Valley and Falls Music and Arts Festival are testament to its popularity.

### **Legislation, Council Plan, Strategy and Policy Implications**

Council Plan objective: Improve the social and economic viability of the shire.

### **Options**

Councillors have three options available to consider.

#### **Option 1**

To provide the Grampians Music Festival committee with a loan of \$70,000 to be repaid over three years, and to provide the Grampians Grape Escape Board with a loan of \$20,000 to be repaid over three years.

#### **Option 2**

To not provide the Grampians Music Festival committee with a loan of \$70,000 with Council absorbing the debt.

**Option 3**

To not provide the Grampians Grape Escape Board with a loan of \$20,000.

**Reporting**

Implications	Considered in this report?	Implication identified?
Social	Yes	Yes
Heritage/Cultural	No	No
Amenity	No	No
Human Rights/Privacy	No	No
Environmental	No	No
Economic & Marketing	Yes	Yes
Risk Management	No	No
Financial	Yes	Yes
Asset Management	No	No

**Consultation**

Council Officers have met with both the Grampians Music Festival committee and the Grampians Grape Escape Board to discuss the necessity for these loans, the ability for the loans to be repaid and the future direction of the events.

**Officer's Declaration of Interest**

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Debbie Bach, Director Economic & Community Development

In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

Nil

#### **9.4. Municipal Emergency Management Plan (MEMP) Review**

**Director:** Sanjay Manivasagasivam, Director Infrastructure and Environment  
**Manager Responsible:** Warren Groves, Manager Environment and Community Safety  
**Author/Position:** Warren Groves, Manager Environment and Community Safety

##### **Summary**

Councils are required, under Part 4 of the *Emergency Management Act 1986* to,

- Appoint a Municipal Emergency Management Planning Committee (MEMPC) to prepare a Municipal Emergency Management Plan (MEMP), in accordance with guidelines established in the Act;
- Prepare and maintain a Municipal Emergency Management Plan, which must be audited by the Director, Victoria State Emergency Service, every three years;

A recommendation has been received from the MEMPC, for Council to adopt the Draft MEMP 2017. Once adopted the MEMP 2017 will be audited by the Director of the Victoria State Emergency Service, (SES) thus meeting Council's legislated requirements.

The SES audit report must then be responded to by Council within 3 months.

##### **Recommendation**

**That Council adopts the draft Municipal Emergency Management Plan 2017.**

##### **RESOLUTION**

**That Council adopts the draft Municipal Emergency Management Plan 2017.**

**Moved:** Cr Kevin Erwin

**Seconded:** Cr Murray Emerson

**Carried**

**Background/Rationale**

The planning for, and the management of, emergencies is a shared responsibility between community organisations, responsible authorities, emergency agencies and community members who have specialist roles in dealing with emergencies.

The MEMPC consists of representatives from:

- Victoria State Emergency Service
- CFA Operations Officer District 16
- Department of Environment & Primary Industries
- Parks Victoria
- Ambulance Victoria
- VicRoads
- Powercor
- Australian Red Cross
- Department of Health and Human Services
- Health Services

The Northern Grampians Shire is a municipal area that is frequently impacted by emergencies, and by virtue of the topography of the area, has a significant number of identified risks, both natural and man-made.

Council has a role in prevention and mitigation activities to reduce the risk, or minimise the effects, of emergencies that may occur in the municipality. The MEMPC also plays an important role in prevention by identifying potential risk areas.

The aim of the MEMP is to provide information to emergency services, responsible authorities, other organisations and the community on how risks will be dealt with and the management arrangements for emergencies, to promote community safety and develop resilience.

It provides detail on risk specific response and recovery arrangements, identifying hazards that are likely to impact the municipality and the role organisations play in relation to managing emergency events.

Council's Emergency Management team have prepared, consistently reviewed and amended the draft MEMP 2017, with substantial input from the MEMPC. The MEMP is in a state of readiness, not only for the upcoming audit, but to assist Council and other agencies responding to emergencies and their effects, to use resources effectively and provide immediate rescue and relief services. This was certainly the case in September 2016 when the Plan was utilised extensively during that flood event.

**Legislation, Council Plan, Strategy and Policy Implications**

The *Emergency Management Act 1986, part 4*, requires Councils to:

- *S. 21(1)* Appoint a person or persons to be the municipal emergency resource officer (MERO) or municipal emergency resource officers.
- *S. 21(2)* A municipal emergency resource officer is responsible to the municipal council for ensuring the coordination of municipal resources to be used in emergency response and recovery.
- *S. 21 (3 & 4)* Appoint a Municipal Emergency Management Planning Committee (MEMPC) to prepare a Municipal Emergency Management Plan (MEMP), in accordance with guidelines established in the Act;
- *S. 21A(1)* Prepare and maintain a Municipal Emergency Management Plan, which must be audited by the Director, Victoria State Emergency Service, every three years;
- *S. 21A(3)* Respond to a MEMP audit report within three months.

This report will contribute towards the delivery of the Council Plan as follows:

2017 – 2021 Council Plan - Provide Sustainable Infrastructure:

- Enhance the Natural and built environment to improve lifestyles and visitation
- Advocacy for new and existing infrastructure

### Options

That Council adopt the Draft Municipal Emergency Management Plan (MEMP) 2017. **[recommended]**

### Reporting

Implications	Considered in this report?	Implication identified?
Social	No	No
Heritage/Cultural	No	No
Amenity	No	No
Human Rights/Privacy	No	No
Environmental	No	No
Economic & Marketing	No	No
Risk Management	Yes	No
Financial	No	No
Asset Management	No	No

### Consultation

The diverse composition of the MEMPC ensures community representation in the formulation of the MEMP.

### Officer's Declaration of Interest

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Warren Groves, Manager of Environment and Community Safety

In providing this advice as the author, I have no disclosable interests in this report.

### Attachments

DRAFT Municipal Emergency Management Plan MEMP Version 2.3 **[9.4.1]**

## 9.5. Proposed Road Naming - Campbells Bridge

**Director:** Vaughan Williams, Director Corporate Services  
**Manager Responsible:** Mary Scully, Manager Governance & Civic Support  
**Author/Position:** Mary Scully, Manager Governance & Civic Support

### Summary

To ask Council to agree to a proposed road name and continue the process to name the unnamed road off Campbells Bridge Road between Campbells Bridge and Glenorchy.

### Recommendation

**That Council gives public notice of its intention to name the unnamed road off Campbells Bridge Road between Campbells Bridge and Glenorchy as determined.**

### RESOLUTION

**That Council gives public notice of its intention to name the unnamed road off Campbells Bridge Road between Campbells Bridge and Glenorchy as Wimmera Park Crossing Road.**

**Moved:** Cr Kevin Erwin  
**Seconded:** Cr Rob Haswell **Carried**

**Background/Rationale**

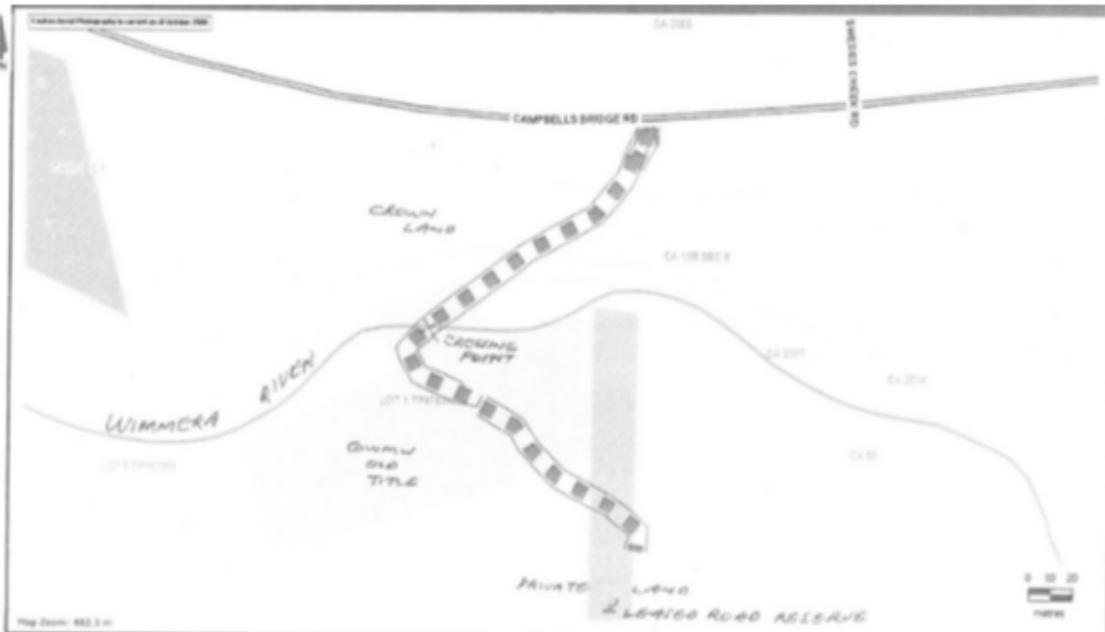
Council is the road naming authority for local roads in accordance with Schedule 10 of the *Local Government Act 1989* which empowers Council to name roads. Any road naming must be in accordance with Geographic Place Names legislation.

Council resolved at its meeting on 3 April, 2017 to name this unnamed road as Old Weir Crossing Road. This proposal was submitted to the Registrar of Geographic Place Names; however, the name was declined as a prefixed extension of the name is not to be used as part of a road name, eg old. Council was advised to seek to adopt an alternate compliant name and when chosen to follow the naming process and consult with the community as to the new name. At the briefing on 5 June Councillors proposed two names on which to seek comment.

Officers sought comments from the adjoining landowner and Stawell Historical Society on the two names:

1. Wimmera Park Crossing Road
2. Weir Crossing Road

Two submissions have been received and copies circulated to Councillors separately.



**Finance** - The naming of roads incurs administration, advertising and signage costs.

**Risk Management** - The naming of roads is a means to minimise risk and ensure the prompt delivery of emergency services.

**Asset Management** - The level of service will not increase as a result of the road being formally named. The road segments are classed as Rural Access Property as per the Council's Roads & Street Network Service Asset Management Plan and the maintenance standard of the lane is as per the agreed service level by the Council for that classification. Signage is proposed.

**Legislation, Council Plan, Strategy and Policy Implications**

Council Plan - Delivered targeted projects and core services.

**Options****Option 1**

Council has the option of choosing a name from the two suggestions and giving public notice of its proposal. **[recommended]**

**Option 2**

To choose an alternate name and give public notice of that proposal. **[not recommended]**

**Reporting**

Implications	Considered in this report?	Implication identified?
Social	No	No
Heritage/Cultural	No	No
Amenity	No	No
Human Rights/Privacy	No	No
Environmental	No	No
Economic & Marketing	No	No
Risk Management	Yes	Yes
Financial	Yes	Yes
Asset Management	Yes	Yes

**Consultation**

Community consultation is an important part of the road naming process and the giving of public notice will allow interested persons an opportunity to comment prior to the road being formally named.

**Officer's Declaration of Interest**

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Mary Scully, Manager Governance & Civic Support

In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

Nil

## 10. Notices of Motion or Rescission

Nil

## 11. Reports from Councillors/Committees

Council to consider the following reports/minutes

1. Queen Mary Botanic Gardens Committee Minutes 10 August, 2016
2. Queen Mary Botanic Gardens Committee Minutes 22 September, 2016
3. Queen Mary Botanic Gardens Committee Minutes 16 November, 2016
4. Queen Mary Botanic Gardens Committee Minutes 15 March, 2017
5. Queen Mary Botanic Gardens Committee Minutes 17 May, 2017
6. St Arnaud Community Recreation Committee 15 February, 2017

## Attachments

- 20170215 Minutes STACRC [11.1.1]
- QMG Committee 20160922 [11.1.2]
- QMG Committee 20170517 [11.1.3]
- QMG Committee 20161116 [11.1.4]
- QMG Committee 20170315 [11.1.5]
- QMG Committee 20160810 [11.1.6]

## RESOLUTION

**That the reports be received.**

**Moved:** Cr Kevin Erwin  
**Seconded:** Cr Merrilee Reid

**Carried**

**The Mayor Cr Driscoll, on behalf of Councillors, noted that Mr Manivasagasivam had tendered his resignation from Council. He passed on their appreciation for his contribution to the Council over the past ten years as Engineer and Director Infrastructure & Environment and wished him well in his new position of Director Infrastructure & City Services with Hobsons Bay City Council.**

## 12. Urgent Business

Nil

## 13. Public Question Time

Nil

#### **14. Closure of Meeting Pursuant to Section 89(2) of the Local Government Act 1989**

**A Council or Special Committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following :**

- (a) Personnel matters;**
- (b) The personal hardship of any resident or ratepayer;**
- (c) Industrial matters;**
- (d) Contractual matter;**
- (e) Proposed developments;**
- (f) Legal advice;**
- (g) Matters affecting the security of Council property;**
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any other person;**
- (i) A resolution to close the meeting to members of the public.**

##### **14.1 Contract No. C19 2014/15 - Provision of Street Cleaning - 2nd & Final Extension**

#### **RESOLUTION**

**That item 14.1 be considered in Closed Council as it deals with confidential matters as detailed in section 89 of the *Local Government Act 1989*.**

**Moved: Cr Kevin Erwin**

**Seconded: Cr Murray Emerson**

**Carried**

#### **RESOLUTION**

**That the meeting be closed to consider the item listed pursuant to section 89(2) of the *Local Government Act 1989*.**

**Moved: Cr Kevin Erwin**

**Seconded: Cr Murray Emerson**

**Carried**

#### **15. Close**

**There being no further business the Mayor declared the meeting closed at 5.34pm.**

Confirmed



**CR TONY DRISCOLL  
MAYOR**

Date: 7th August 2017

## Certificate Of Completion

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Subject: Please DocuSign: 20170703_Ordinary_Council_Minutes.pdf	
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Document Pages: 33	Signatures: 1
Supplemental Document Pages: 0	Initials: 0
Certificate Pages: 4	
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Robyn Sanderson
Time Zone: (UTC+10:00) Canberra, Melbourne, Sydney	PO Box 580
	Stawell, VIC 3380
	robyn.sanderson@ngshire.vic.gov.au
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## Record Tracking

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## Signer Events

Tony Driscoll  
cr.tony.driscoll@ngshire.vic.gov.au  
Councillor

Security Level: Email, Account Authentication  
(None)

## Signature



Using IP Address: 1.152.97.31  
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Viewed: 10-08-2017  
Signed: 13-08-2017

**Electronic Record and Signature Disclosure:**  
Accepted: 10-08-2017  
ID: 144c6eb9-935c-4e24-a776-e06ef3aa4bf6

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

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Certified Delivered	Security Checked	10-08-2017
Signing Complete	Security Checked	13-08-2017
Completed	Security Checked	13-08-2017

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## Timestamps

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**How to contact Northern Grampians Shire Council:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

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**To advise Northern Grampians Shire Council of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [sharon.link@ngshire.vic.gov.au](mailto:sharon.link@ngshire.vic.gov.au) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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- ii. send us an e-mail to [sharon.link@ngshire.vic.gov.au](mailto:sharon.link@ngshire.vic.gov.au) and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

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- Until or unless I notify Northern Grampians Shire Council as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Northern Grampians Shire Council during the course of my relationship with you.



# Minutes

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Ordinary Council Meeting held at 5.10pm on Monday, 5 June, 2017 in the Council Chamber, Town Hall, St Arnaud

## **Present**

Cr Tony Driscoll (Mayor)  
Cr Murray Emerson  
Cr Kevin Erwin  
Cr Rob Haswell  
Cr Jason Hosemans  
Cr Karen Hyslop  
Cr Merrilee Reid

Mr Michael Bailey, Chief Executive Officer  
Mr Vaughan Williams, Director Corporate Services  
Mr Sanjay Manivasagasivam, Director Infrastructure & Environment  
Mrs Debbie Bach, Director Economic & Community Development

## **Affirmation**

We recognise the traditional owners of the land.  
We are inspired by the early pioneers and by those who gave their lives for our country.  
We now ask God's blessing on our deliberations  
and on our commitment to build a better lifestyle and environment.

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## 1. Apologies

## 2. Confirmation of Minutes

Ordinary Meeting held on Monday, 1 May, 2017

Special Meeting held on Monday, 15 May, 2017

### RESOLUTION

**Moved:** Cr Karen Hyslop

**Seconded:** Cr Murray Emerson

**Carried**

## 3. Matters Arising from the Minutes

Nil

## 4. Presentations/Awards

Nil

## 5. Presentation of Petitions and Joint Letters

Nil

## **6. Disclosures of Interest and Declarations of Conflict of Interest**

**A Councillor who has a conflict of interests and is attending the Council meeting of the Council must make a full disclosure of that interest.**

- (a) by either-**
  - (i) advising the Council at the meeting of the details required under paragraphs (b) and (c) immediately before the matter is considered at the meeting; or**
  - (ii) advising the Chief Executive Officer in writing of the details required under paragraphs (b) and (c) before the meeting; and**
- (b) classifying the type of interest that has given rise to the conflict as either-**
  - (i) a direct interest; or**
  - (ii) an indirect interest and specifying the particular kind of indirect interest under:  
section 78 - close association  
section 78A - financial interest  
section 78B - conflicting duties  
section 78C - receipt of an applicable gift  
section 78D - consequence of becoming an interested party  
section 78E - impact on residential amenity; and**
- (c) describing the nature of the interest; and**
- (d) if the Councillor advised the Chief Executive Officer of the details under paragraph (a)(ii), the Councillor must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.**

### **Members of Staff**

**Under Section 80C of the *Local Government Act 1989*, officers or people engaged under contract to the Council providing a report or advice to Council must disclose any conflicts of interests in the matter, including the type of interest.**

Nil

## 7. Assemblies of Councillors

[Michael Bailey, Chief Executive Officer]

Section 80A of the *Local Government Act 1989* requires that the written record of an Assembly of Councillors is, as soon as practicable, reported at an ordinary meeting of the Council and incorporated in the minutes of that Council Meeting.

The records for the period since the last ordinary Council meeting are listed below.

Date	Description	Matters/considered	Councillor / Officer making disclosure	Item No.	Left meeting Y/N
18/4/2017	Economic & Community Growth Briefing	3 Year LGV Councils and Emergencies Project; Review of Councillor Briefings; Economic Growth Update; Grampians Tourism Destination Marketing; Wimmera Development Association Membership; Customer Satisfaction Survey; Recreational Lakes Management Review	N/A	N/A	N/A
1/5/2017	Agenda Review Briefing	Council Agenda review items- Economic Growth in Northern Grampians Shire; Formal naming of Road- Runge Road; WDA Membership; Grampians Tourism Destination Marketing Agreement; Road Management Plan Review; March 2017 Quarterly Finance Report.	N/A	N/A	N/A
15/5/2017	Strategic Reports Briefing	Halls Gap Urban Design Framework; Procurement - Credit Cards; Historical Society's proposed constitution amendments	Cr Reid	Indirect Interest	Yes

## RESOLUTION

**Moved:** Cr Kevin Erwin  
**Seconded:** Cr Merrilee Reid

**Carried**

## **8. Items Brought Forward**

## 9. Consideration of Reports of Officers

### 9.1. Economic Growth in Northern Grampians Shire

<b>Director:</b>	<b>Debbie Bach, Director Economic &amp; Community Development Sanjay Manivasagasivam, Director Infrastructure &amp; Environment</b>
<b>Manager Responsible:</b>	<b>Justine Kingan, Manager Economic Growth Warren Groves, Manager Environment &amp; Community Safety</b>
<b>Author/Position:</b>	<b>Justine Kingan, Manager Economic Growth Warren Groves, Manager Environment &amp; Community Safety</b>

#### Summary

This report provides an overview of economic activity within the shire and reports on the activities of Council's Planning and Building Services Units. Economic growth remains a priority for Council and its departments and has a number of projects currently underway to attract external businesses to the shire.

For the month of April, significant activity included a planning permit issued for 54 Longfield Street, Stawell for a restaurant and advertising signage and for 20 Melbourne Road, St Arnaud for the use and development of the land for a Service Station and signage.

YTD issued Planning Permits issued for the period of 1 April to 30 April 2017 were up by 5 at the same time last year with a decrease in value, being \$ 2,331,778 compared to \$ 2,937,230 in 2016.

For the month of April 11 Building permits were issued in comparison to last year's figures of 20, with a decrease in value, from \$880,744 as opposed to \$ 1,727,823 in April 2016.

#### Building permits

<b>Building permits issued</b>	<b>Council Building Surveyor</b>	<b>Private Building Surveyor</b>	<b>Total</b>	<b>Value</b>
Permits issued YTD in 2017	38	7	45	\$ 7,442,111
Permits issued YTD in 2016	48	18	66	\$ 5,026,799
Permits issued in April 2017	10	1	11	\$ 880,744
Permits issued in April 2016	15	5	20	\$ 1,727,823

#### Recommendation

**That Council notes the information contained in the officer's report.**

#### RESOLUTION

**Moved: Cr Jason Hosemans**

**Seconded: Cr Karen Hyslop**

**Carried**

## Background/Rationale

Following is a summary of both Planning and Building Permit activity in the Northern Grampians Shire for the period 1 April to 30 April 2017 inclusive.

### Planning permits

Planning permits issued	No.	Value
Permits issued YTD in 2017	32	\$ 2,331,778
Permits issued YTD in 2016	27	\$ 2,937,230
Permits issued in April 2017	7	\$ 478,000
Permits issued in April 2016	4	\$ 515,000
Permits under consideration	36	\$ 6,281,547

A specific breakdown of the Planning Permit values issued and those under consideration by areas in April 2017 is now provided as follows:

### Stawell

	April	YTD	Under consideration
Business	\$ 1,500	\$ 62,000	\$2,500,000
Residential	\$86,500	\$307,160	\$ 955,565
Rural			
Mining			
Community			
Signage			
Tourist Accommodation			
Other		\$ 35,000	\$ 13,200
<b>Total</b>	<b>\$ 88,000</b>	<b>\$404,160</b>	<b>\$3,468,765</b>

### St Arnaud

	April	YTD	Under consideration
Business	\$370,000	\$370,000	\$219,815
Residential		\$161,187	\$ 300
Rural			
Mining			
Community			
Signage			
Tourist Accommodation			
Other		\$ 20,000	
<b>Total</b>	<b>\$370,000</b>	<b>\$551,187</b>	<b>\$220,115</b>

### Halls Gap

	April	YTD	Under consideration
Business		\$ 13,476	
Residential	\$20,000	\$658,195	\$918,000
Rural			
Mining			
Community			
Signage			

Tourist Accommodation			
Other		\$120,000	
<b>Total</b>	<b>\$20,000</b>	<b>\$791,671</b>	<b>\$918,000</b>

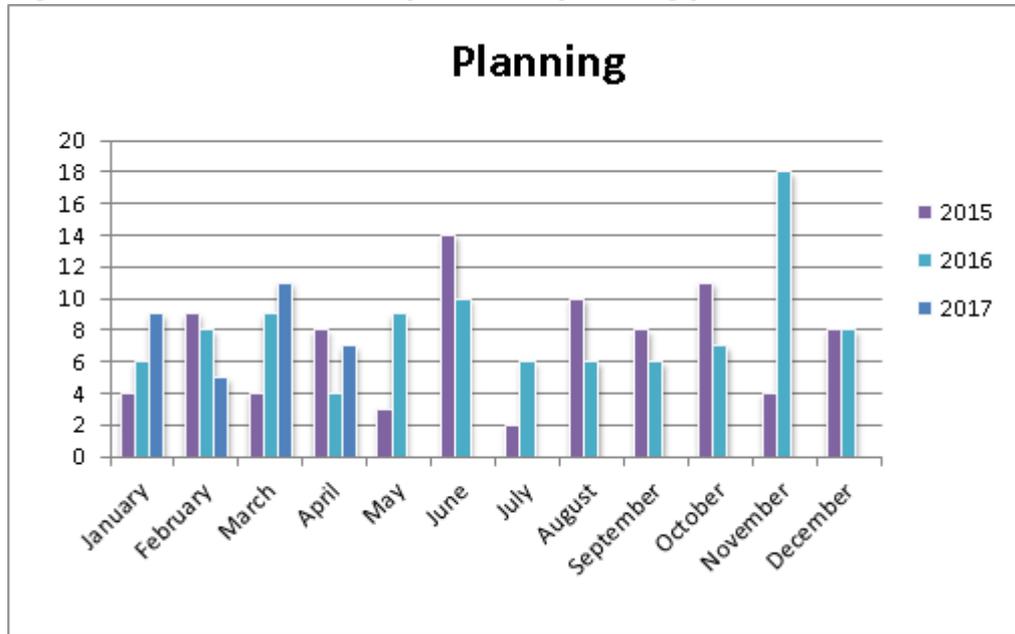
**Other areas**

	April	YTD	Under consideration
Business			
Residential		\$384,760	\$570,000
Rural			\$ 47,000
Mining			
Community			
Signage			
Tourist Accommodation			
Other		\$200,000	\$1,057,667
<b>Total</b>	<b>\$0</b>	<b>\$584,760</b>	<b>\$1,674,667</b>

**Subdivision**

	No. of Applications	No. of Lots
Residential	6	16
Industrial		

**Figure No. 1 Historical comparison of planning permits issued (No's) January – December 2015 – 2017**



**Significant planning permits issued**

5.2016.30.2	54 Longfield Street, Stawell	J White	\$0	Use and Development of the Land for a Restaurant, Advertising Signage Liquor Licence (On-Premises), Car Parking Dispensation and associated works.
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5.2016.33.1	20 Melbourne Road, St Arnaud	Hazkem Pty Ltd	\$120,000	Use and Development of a Service Station (68kl self-bunded diesel tank) with an associated Promotional Sign, and a variation to the provisions of Clause 52.12, crossover access in accordance with the endorsed plans.
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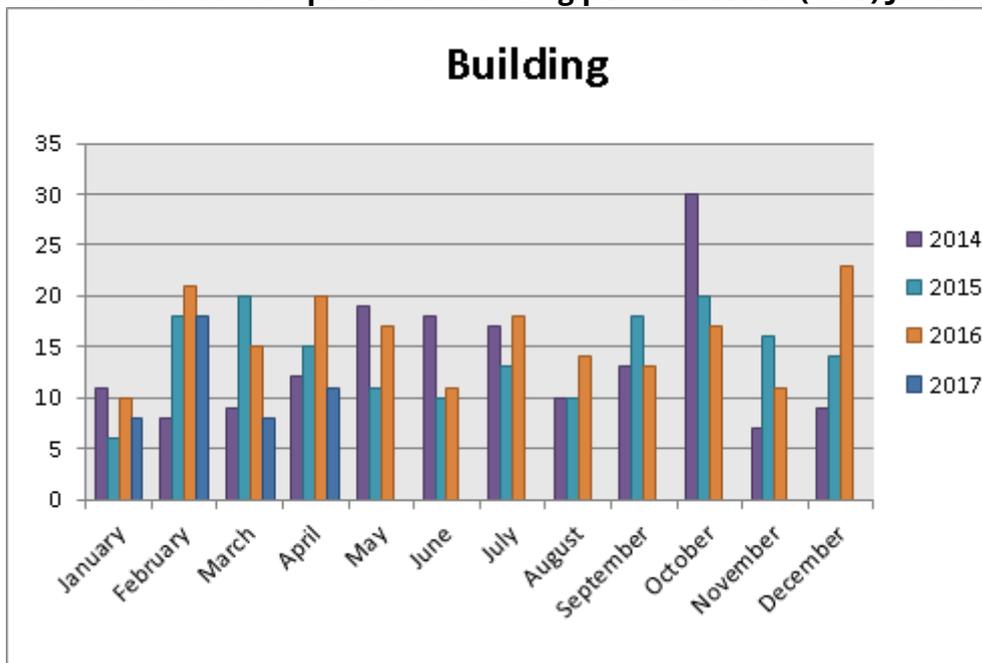
**Significant planning permit applications received**

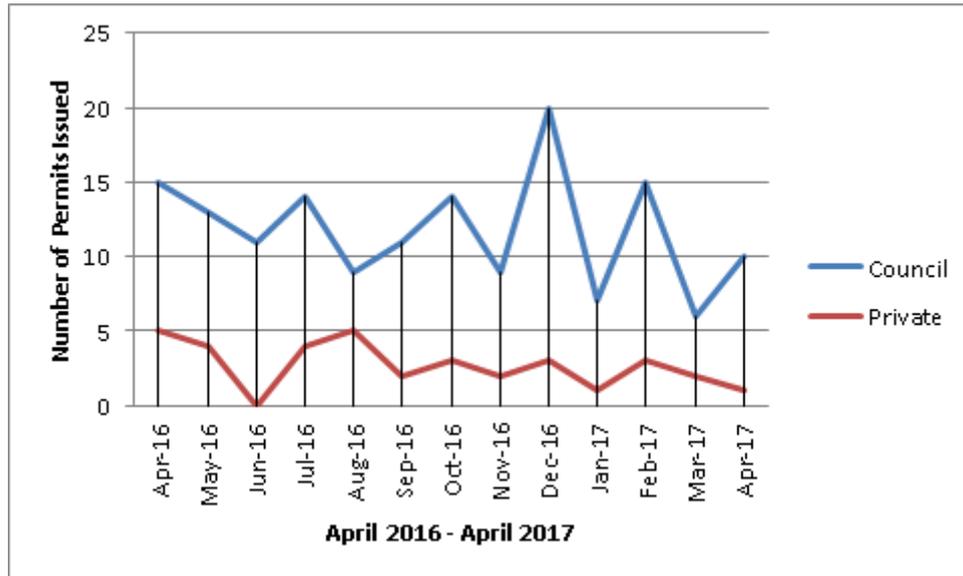
5.2017.30.1	1-3 Curtis Street, Stawell	Grampian Concept Homes	\$500,000	Use and Development of Land for Manufacturing Sales (including showroom) and associated works.
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**Building permits**

Building permits issued	Council Building Surveyor	Private Building Surveyor	Total	Value
Permits issued YTD in 2017	38	7	45	\$ 7,442,111
Permits issued YTD in 2016	48	18	66	\$ 5,026,799
Permits issued in April 2017	10	1	11	\$ 880,744
Permits issued in April 2016	15	5	20	\$ 1,727,823

**Figure No. 2 Historical comparison of building permits issued (No's) January - December 2014 - 2017**





**Significant building permits issued:**

6.2016.201.1	207 Pomonal Road, Stawell	Grannes Investment Pty Ltd	\$250,000	New Dwelling - 2nd House on site
6.2017.23.1	9 Kofoed Street, Stawell	Jeremy Prydderch Construction	\$238,780	Construction of Dwelling, attached Garage and Alfresco
6.2017.46.1	31 Scott Road, Halls Gap	TKL Builders Pty Ltd	\$272,628	Construction of New Dwelling, Verandah, Deck and Garage

**Financial Implications**

There are no financial implications for Council, except for the normal administrative costs that are associated with the Planning and Building Departments, which are statutory functions of Council.

**Legislation, Council Plan, Strategy and Policy Implications**

Council Plan Objective - Improve the social and economic viability of the shire

**Options**

No options other than for Council to note the officer's report, are recommended.

**Reporting**

Implications	Considered in this report?	Implication identified?
Social	No	No
Heritage/Cultural	No	No
Amenity	No	No
Human Rights/Privacy	No	No
Environmental	No	No
Economic & Marketing	Yes	Yes

Risk Management	No	No
Financial	No	No
Asset Management	No	No

**Consultation**

This report is provided to give information to Council on the planning and building activity within the municipality. There has been no formal community consultation associated with the development of this report. Individuals or businesses however consulted during permit processes as applicable.

**Officer's Declaration of Interest**

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Warren Groves, Manager Environment & Community Safety

In providing this advice as the author, I have no disclosable interests in this report.

Justine Kingan, Manager Economic Growth

In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

Nil

## 9.2. Instrument of Appointment and Authorisation - Planning & Environment Act 1987

**Director:** Vaughan Williams, Director Corporate Services  
**Manager Responsible:** Mary Scully, Manager Governance & Civic Support  
**Author/Position:** Mary Scully, Manager Governance & Civic Support

### Summary

To appoint officers by a resolution, pursuant to section 147 of the *Planning & Environment Act 1987*.

### Recommendation

**That in exercise of the powers conferred by section 147 of the *Planning & Environment Act 1987*, Council resolves that:**

1. the members of Council staff referred to in the Instrument be appointed and authorised as set out in the Instrument
2. the Instrument comes into force immediately the Common Seal of Council is affixed to the Instrument, and remains in force until Council determines to vary or revoke it; and
3. the Instrument be signed and sealed.

### RESOLUTION

**That in exercise of the powers conferred by section 147 of the *Planning & Environment Act 1987*, Council resolves that:**

1. the members of Council staff referred to in the Instrument be appointed and authorised as set out in the Instrument
2. the Instrument comes into force immediately the Common Seal of Council is affixed to the Instrument, and remains in force until Council determines to vary or revoke it; and
3. the Instrument be signed and sealed.

**Moved:** Cr Kevin Erwin

**Seconded:** Cr Murray Emerson

**Carried**

### **Background/Rationale**

The attached Instrument of Appointment and Authorisation provides for Council to appoint the nominated officers by resolution, pursuant to section 147 of the Planning & Environment Act 1989. The Instrument also includes the general appointment provision in section 232 of the *Local Government Act 1989*.

The appointment must be made by Council resolution and not by the Chief Executive Officer in exercise of her authority to act on Council's behalf. This is because Section 188 of the *Planning & Environment Act 1989* prevents Council from delegating the power to appoint an authorised officer.

The Instrument varies the existing Instrument due to the resignations of Andy Gaze and Scot Douglas, removing Sanjay Manivasagasivam as a result of directorate change for planning services which moved from Infrastructure & Environment to Economic & Community Development, and the appointment of Justine Kingan, Manager Economic Growth and Evert Grobbelaar, Coordinator Planning Services. Jodie Senior and Warrick Fisher have no changes within their roles in the Planning department.

### **Legislation, Council Plan, Strategy and Policy Implications**

*Planning & Environment Act 1989*

*Local Government Act 1989*

### **Options**

No options, other than the appointment of the officer by resolution are recommended.

### **Reporting**

<b>Implications</b>	<b>Considered in this report?</b>	<b>Implication identified?</b>
Social	No	No
Heritage/Cultural	No	No
Amenity	No	No
Human Rights/Privacy	No	No
Environmental	No	No
Economic & Marketing	No	No
Risk Management	No	No
Financial	No	No
Asset Management	No	No

### **Consultation**

No consultation is required.

### **Officer's Declaration of Interest**

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Mary Scully, Manager Governance & Civic Support

In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

1. S 11 A Instrument of Appointment Authorisation Planner **[9.2.1]**

### 9.3. Stawell Tennis Club Lease

**Director:** Vaughan Williams, Director Corporate Services  
**Manager Responsible:** Mary Scully, Manager Governance & Civic Support  
**Author/Position:** Kylie Allen, Lease Administration Officer

#### Summary

The purpose of this report is for Council to consider entering into a lease with Stawell Tennis Club Inc. for the use of a designated part of the North Park Recreation Reserve, Stawell, in particular the Stawell Tennis Clubrooms, Tennis Courts & Light towers located at 59 - 63 Newington Road, Stawell.

#### Recommendation

**That Council:**

- 1. enters into a lease agreement with the Stawell Tennis Club Inc. for the Stawell Tennis Facility located at 59 - 63 Newington Road, Stawell**
- 2. authorises the Mayor and Chief Executive Officer to sign the relevant lease documents as agreed by all parties.**

#### RESOLUTION

**That Council:**

- 1. enters into a lease agreement with the Stawell Tennis Club Inc. for the Stawell Tennis Facility located at 59 - 63 Newington Road, Stawell**
- 2. authorises the Mayor and Chief Executive Officer to sign the relevant lease documents as agreed by all parties.**

**Moved:** Cr Murray Emerson

**Seconded:** Cr Karen Hyslop

**Carried**

## Background/Rationale

Stawell Tennis Club Inc. is the current occupier of the premises and has been for many years without any formal arrangements. Stawell Tennis Club Inc. fully maintains and has completed many improvements to the facility with Council assistance and funding from various grants. The proposed lease is to allow the Stawell Tennis Club Inc. security of tenure and ensure clarity around obligations.

Council is designated as Committee of Management for the North Park Recreation Reserve and proposes to enter into a lease with the Stawell Tennis Club Inc. for a term of 5 years with a further 3 x 5 years option.

Grant & Purpose approval of the proposed lease between Northern Grampians Shire Council as Committee of Management and Stawell Tennis Club Inc. was received by Council in writing on the 6th December, 2016 from the Department of Environment, Land, Water & Planning.

At its meeting on 6th March, 2017, Council resolved:

That Council:

1. gives notice of its intention to enter into a lease with the Stawell Tennis Club Inc. for the use of a designated part of North Park Recreation Reserve, Stawell pursuant to section 190 of the *Local Government Act 1989*, and
2. in respect of the above notice, seeks submissions from any person pursuant to section 223 of the *Local Government Act 1989*.

## Legislation, Council Plan, Strategy and Policy Implications

Council Plan Objective: Improved the social and economic viability of the shire.

## Options

### Option 1

That Council enters into a lease of for a term of 5 years with a further 3 x 5 years option with Stawell Tennis Club Inc. for the Stawell Tennis Facility located at 59 - 63 Newington Road, Stawell and authorises the Mayor and Chief Executive Officer to sign relevant lease documents as agreed by all parties.

**[recommended]**

### Option 2

Not enter into a lease of 5 years for a term of 5 years with a further 3 x 5 years option with the Stawell Tennis Club Inc. for the Stawell Tennis Facility located at 59 - 63 Newington Road, Stawell. **[not recommended]**

## Reporting

Implications	Considered in this report?	Implication identified?
Social	Yes	Yes
Heritage/Cultural	No	No
Amenity	Yes	Yes
Human Rights/Privacy	No	No
Environmental	No	No

Economic & Marketing	Yes	Yes
Risk Management	Yes	Yes
Financial	Yes	Yes
Asset Management	Yes	Yes

**Consultation**

Community consultation occurred via the giving of public notice. Council is required to consider any submissions received prior to making a formal decision on the proposed lease; however, no submissions were received.

**Officer's Declaration of Interest**

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Kylie Allen, Lease Administration Officer

In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

Nil

#### **9.4. Adoption of Road Management Plan**

**Director:** Sanjay Manivasagasivam, Director Infrastructure and Environment  
**Manager Responsible:** Trenton Fithall, Manager Infrastructure  
**Author/Position:** Trenton Fithall, Manager Infrastructure

#### **Summary**

To review and adopt the Draft Road Management Plan.

#### **Recommendation**

**That Council adopts the Draft Road Management Plan.**

#### **RESOLUTION**

**That Council defers consideration of the Draft Road Management Plan to the 26 June Council Meeting.**

**Moved:** Cr Murray Emerson

**Seconded:** Cr Merrilee Reid

**Carried**

#### **A DIVISION WAS CALLED FOR**

**For the motion:** Cr Rob Haswell, Cr Kevin Erwin, Cr Tony Driscoll, Cr Jason Hosemans, Cr Merrilee Reid, Cr Murray Emerson

**Against the motion:** Cr Karen Hyslop

### **Background/Rationale**

Each incoming municipal council must review its Road Management Plan (RMP) during the same period as it is preparing its Council Plan under the *Local Government Act 1989* which is within the period of six months after each general election or by the next 30 June, whichever is later.

The Plan documents how Council manages its road infrastructure and is prepared in response to the *Road Management Act 2004*.

The Infrastructure department undertook the review having regard to:

- The *Road Management Act 2004* and associated Regulations.
- Council's Sustainable Asset Management Strategy.
- Council's Service Asset Management Plans.
- Recent audits (Internal Reviews) of the Road Management Plan.
- Council's Risk Management Strategy.
- An analysis of customer requests contained in council's MERIT customer request management system.
- Council's 2015/2016 and 2016/2017 Budget.
- Council's long term infrastructure gap.
- An analysis of the road inspections and reported defects on the Roads Network Register.
- Comments received from Council staff.
- Asset condition assessments.

The review identified that the current RMP substantially met the requirements of the legislation and the needs of Council, and a small number of suggested changes have been made to the Plan with respect to the following:

- Footpath hierarchy, inspection regime and intervention levels.
- Safety and Defect Inspections.
- Hazard Inspections.
- Bridge Inspections.
- Design Targets for new works.
- Risk assessment for various activities to align with Council's Risk Management Strategy.
- Force Majeure.

As the review identified that the current plan be amended, it is necessary for Council to undertake the amendment process in accordance with the procedure outlined in the Act and the Regulations and in particular Section 303 of the Regulations with respect to the giving of notice of the proposed amendment.

At the time of this report, Council was yet to receive any submissions from the public, regarding the Plan. The Plan is available for public review until 31/05/2017 and any submission received between now and then will be forwarded on.

### **Legislation, Council Plan, Strategy and Policy Implications**

The development and review of the Road Management Plan is consistent with the Council Plan objectives:

1. Improved the social and economic viability of the shire
2. Delivered targeted projects and core services

## Options

### Option 1

Adopt the Draft Road Management Plan.

### Option 2

Make amendments to the Draft Road Management Plan.

## Reporting

Implications	Considered in this report?	Implication identified?
Social	Yes	No
Heritage/Cultural	Yes	No
Amenity	Yes	No
Human Rights/Privacy	Yes	No
Environmental	Yes	No
Economic & Marketing	Yes	No
Risk Management	Yes	Yes
Financial	Yes	Yes
Asset Management	Yes	Yes

## Consultation

The document was released for public review and open for public submission from the 03/05/2017 to the 31/05/2017.

## Officer's Declaration of Interest

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Trenton Fithall, Manager Infrastructure

In providing this advice as the author, I have no disclosable interests in this report.

## Attachments

Road Management Plan 2017 [9.4.1]

Road Management Plan 2017 Submission [9.4.2]

Road Management Plan Submission Mc Pherson [9.4.3]

## 9.5. St Arnaud Bowling Club Lease

**Director:** Vaughan Williams, Director Corporate Services  
**Manager Responsible:** Mary Scully, Manager Governance & Civic Support  
**Author/Position:** Kylie Allen, Lease Administration Officer

### Summary

The purpose of this report is for Council to consider entering into a lease with St Arnaud Bowling Club Inc. for the use of a designated part of the King George's Park Reserve, St Arnaud, in particular the St Arnaud Bowling Clubrooms, Bowling Greens & Lights located at 18 - 22 McMahon Street, St Arnaud.

### Recommendation

**That Council:**

1. enters into a lease agreement with the St Arnaud Bowling Inc. for the St Arnaud Bowling Club facility located at 18 - 22 McMahon Street, St Arnaud
2. authorises the Mayor and Chief Executive Officer to sign the relevant lease documents as agreed by all parties.

### RESOLUTION

**That Council:**

1. enters into a lease agreement with the St Arnaud Bowling Inc. for the St Arnaud Bowling Club facility located at 18 - 22 McMahon Street, St Arnaud
2. authorises the Mayor and Chief Executive Officer to sign the relevant lease documents as agreed by all parties.

**Moved:** Cr Merrilee Reid  
**Seconded:** Cr Murray Emerson

**Carried**

## Background/Rationale

St Arnaud Bowling Club Inc. is the current occupier of the premises and has been for many years without any formal arrangements. St Arnaud Bowling Club Inc. fully maintains and has completed many improvements to the facility with Council assistance and funding from various grants. The proposed lease is to allow the St Arnaud Bowling Club Inc. security of tenure and ensure clarity around obligations.

Council is designated as Committee of Management for the King George's Park Reserve and proposes to enter into a lease with the St Arnaud Bowling Club Inc. for a term of 5 years with a further 3 x 5 years option.

Department of Environment, Land, Water & Planning 'Grant & Purpose' approval of the proposed lease between Northern Grampians Shire Council as Committee of Management and St Arnaud Bowling Club Inc. was received on the 14th February, 2017.

At its meeting on 6th March, 2017, Council resolved:

That Council:

1. gives notice of its intention to enter into a lease with the St Arnaud Bowling Club Inc. for the use of a designated part of King George's Park Reserve pursuant to section 190 of the *Local Government Act 1989*, and
2. in respect of the above notice, seeks submissions from any person pursuant to section 223 of the *Local Government Act 1989*.

## Legislation, Council Plan, Strategy and Policy Implications

Council Plan Objective: Improved the social and economic viability of the shire.

### Options

#### Option 1

That Council enters into a lease for a term of 5 years with a further 3 x 5 years option with St Arnaud Bowling Club Inc. for the St Arnaud Bowling Facility located at 18 - 22 McMahon Street, St Arnaud and authorises the Mayor and Chief Executive Officer to sign relevant lease documents as agreed by all parties.

**[recommended]**

#### Option 2

Not enter into a lease for a term of 5 years with a further 3 x 5 years option with the St Arnaud Bowling Club Inc. for the St Arnaud Bowling Facility located at 18 - 22 McMahon Street, St Arnaud. **[not recommended]**

### Reporting

Implications	Considered in this report?	Implication identified?
Social	Yes	Yes
Heritage/Cultural	No	No
Amenity	Yes	Yes
Human Rights/Privacy	No	No
Environmental	No	No
Economic & Marketing	Yes	Yes

Risk Management	Yes	Yes
Financial	Yes	Yes
Asset Management	Yes	Yes

**Consultation**

Community consultation occurred via the giving of public notice. Council is required to consider any submissions received prior to making a formal decision on the proposed lease; however, no submissions were received.

**Officer's Declaration of Interest**

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Kylie Allen, Lease Administration Officer

In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

Nil

## 10. Notices of Motion or Rescission

## 11. Reports from Councillors/Committees

## 12. Urgent Business

## 13. Public Question Time

## 14. Closure of Meeting Pursuant to Section 89(2) of the Local Government Act 1989

A Council or Special Committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following :

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matter;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any other person;
- (i) A resolution to close the meeting to members of the public.

Nil

## 15. Close

There being no further business the Mayor declared the meeting closed at 6.30pm.



# Minutes

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Ordinary Council Meeting held at 1.00pm on Monday, 26 June, 2017 in the Council Chamber, Pleasant Creek Historic Precinct, Stawell

## **Present**

Cr Tony Driscoll (Mayor)  
Cr Murray Emerson  
Cr Kevin Erwin  
Cr Rob Haswell  
Cr Jason Hosemans  
Cr Karen Hyslop  
Cr Merrilee Reid

Mr Michael Bailey, Chief Executive Officer  
Mr Vaughan Williams, Director Corporate Services  
Mr Sanjay Manivasagasivam, Director Infrastructure & Environment  
Mrs Debbie Bach, Director Economic & Community Development

## **Affirmation**

We recognise the traditional owners of the land.  
We are inspired by the early pioneers and by those who gave their lives for our country.  
We now ask God's blessing on our deliberations  
and on our commitment to build a better lifestyle and environment.

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## 1. Apologies

Nil

## 2. Disclosures of Interest and Declarations of Conflict of Interest

***A Councillor who has a conflict of interests and is attending the Council meeting of the Council must make a full disclosure of that interest.***

***(a) by either-***

- (i) advising the Council at the meeting of the details required under paragraphs (b) and (c) immediately before the matter is considered at the meeting; or***
- (ii) advising the Chief Executive Officer in writing of the details required under paragraphs (b) and (c) before the meeting; and***

***(b) classifying the type of interest that has given rise to the conflict as either-***

- (i) a direct interest; or***
- (ii) an indirect interest and specifying the particular kind of indirect interest under:***
  - section 78 - close association***
  - section 78A - financial interest***
  - section 78B - conflicting duties***
  - section 78C - receipt of an applicable gift***
  - section 78D - consequence of becoming an interested party***
  - section 78E - impact on residential amenity; and***

***(c) describing the nature of the interest; and***

- (d) if the Councillor advised the Chief Executive Officer of the details under paragraph (a)(ii), the Councillor must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.***

### ***Members of Staff***

***Under Section 80C of the Local Government Act 1989, officers or people engaged under contract to the Council providing a report or advice to Council must disclose any conflicts of interests in the matter, including the type of interest.***

Nil

### 3. Consideration of Reports of Officers

#### 3.1. Council Plan 2017-2021

**Director:** Director Corporate Services  
**Manager Responsible:** Manager Governance & Civic Support  
**Author/Position:** Mary Scully, Manager Governance & Civic Support

#### Summary

To consider approval of the draft Council Plan 2017-2021 in accordance with Sections 125 and 223 of the *Local Government Act 1989*.

#### Recommendation

**That Council approves the Council Plan 2017-2021 in accordance with Sections 125 and 223 of the *Local Government 1989* and submits a copy to the Minister for Local Government.**

#### RESOLUTION

**That Council, having considered the submission received, approves the Council Plan 2017-2021, with the inclusion of the wording recommended in the submission, in accordance with Sections 125 and 223 of the *Local Government 1989* and submits a copy to the Minister for Local Government.**

**Moved:** Cr Kevin Erwin  
**Seconded:** Cr Karen Hyslop **Carried**

### **Background/Rationale**

Section 125 of the *Local Government Act 1989* states that Council must prepare and approve a Council Plan within six months following a general election or by the next June 30, whichever the later. Council is also required, under Section 126, to prepare a Strategic Resource Plan and, under Section 223, provide a 28 day public consultation period after which any submissions must be considered. Council is required as part of the s223 process to consider submissions received prior to making a decision on the proposed budget, notify submitters in writing the reasons for that decision and state those reasons in the Council's resolution.

At the Council Meeting held on 15 May, 2017 Council resolved to give the required public notice relating to the proposed Council Plan 2017-2021 and to consider approval of the Council Plan at a meeting of Council to be held on 26 June, 2017 after considering any formal submissions that may be received.

The proposed Council Plan outlines the strategic objectives and corresponding strategies to support those objectives, matched with strategic indicators. A Strategic Resource Plan prepared in accordance with relevant legislation forms part of the plan and outlines the financial and non-financial resources required to enable the Council Plan activities.

The Council Plan 2017-2021 will be reviewed annually and may be amended as appropriate.

### **Legislation, Council Plan, Strategy and Policy Implications**

*Local Government Act 1989*

*Local Government (Planning and Reporting) Regulations 2014*

### **Options**

The preparation and approval of the Council Plan is a legislative requirement and no alternate option is suggested.

### **Reporting**

<b>Implications</b>	<b>Considered in this report?</b>	<b>Implication identified?</b>
Social	Yes	No
Heritage/Cultural	Yes	No
Amenity	Yes	No
Human Rights/Privacy	No	No
Environmental	Yes	No
Economic & Marketing	Yes	No
Risk Management	Yes	No
Financial	Yes	No
Asset Management	Yes	No

### **Consultation**

In accordance with Section 223 of the *Local Government Act 1989*, the draft plan was made available to the community at customer support centres in Stawell and St Arnaud, and posted on Council's website.

Public notice was given in the Weekly Advertiser and North Central News on 17 May and 24 May 2017, and written submissions were invited. The submission period closes on 22 June, 2017. At the time of preparing this report no submissions have been received. Prior to the meeting one submission was received and circulated to Councillors.

**Officer's Declaration of Interest**

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Mary Scully, Manager Governance & Civic Support

In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

Women's Health Grampians Submission **[3.1.1]**

### 3.2. Budget 2017-2018

**Director:** Director Corporate Services  
**Manager Responsible:** Manager Financial Services  
**Author/Position:** Ms Jay Petty, Manager Financial Services

#### Summary

The 2017/2018 Budget has been prepared in accordance with the State Government's Rate Capping provisions and represents a fair and appropriate allocation of Council's resources. It is recommended that Council adopts the budget as presented.

#### Recommendation

**That Council having considered the proposed Budget for 2017/2018 and having given the public notice as required in Section 129 of the *Local Government Act 1989*, having resolved upon rates and charges intended to be made for 2017/2018, having considered any formal submissions received resolves as follows:**

- 1. to adopt the Budget as prepared and presented and to give Public Notice of the adoption of the Budget; and**
- 2. to confirm the rates and charges to be raised as follows:**

#### 2.1 Amount intended to be raised

**An amount of \$16,717,284 be declared as the amount which Council intends to raise by general rates, municipal charge and annual service charges later described in the resolution which amount is calculated as follows:**

<b>General Rate</b>	<b>\$ 8,659,331</b>
<b>Farm Rate</b>	<b>\$ 4,297,884</b>
<b>Cultural &amp; Recreational Land</b>	<b>\$ 13,618</b>
<b>Municipal Charge</b>	<b>\$ 1,222,011</b>
<b>Annual Garbage Charge</b>	<b>\$ 1,605,400</b>
<b>Annual Recycling Charge</b>	<b>\$ 919,040</b>
	<b><u>\$ 16,717,284</u></b>

#### 2.2 General Rates

**2.2.1 A general rate be declared for the period commencing on 1 July, 2017 and concluding on 30 June, 2018.**

**2.2.2 It be further declared that, subject to paragraph 2.2.5 of this Part, the general rate be raised by the application of a uniform rate.**

**2.2.3 A general rate of 0.7306 cents in the \$ Capital Improved Value be declared.**

**2.2.4 It be confirmed that the general rate for all rateable land within the municipal district be determined by multiplying the Capital Improved Value of each rateable land by that declared rate so that the amount payable be 0.7306 cents in the \$ of the Capital Improved Value.**

**2.2.5 It be recorded that Council considers that a differential rate will contribute to the equitable and efficient carrying out of Council functions.**

**2.2.5.1 A differential rate be declared for that rateable land having the following characteristic will form the criteria for the differential rate so declared.**

**2.2.5.2 "Farm Rate" refers to land being not less than 2.0 hectares in area and meets the definition of farm land as specified in the *Valuation of Land Act 1960* and meets the criteria specified in Council's Farm Rate Differential Policy.**

**2.2.5.3 The differential rate be determined by multiplying the Capital Improved Value of the rateable land categorised in paragraph 2.2.5.2 by 0.4749 cents in the \$ of Capital Improved Value.**

**2.2.5.4 It be further recorded that the objectives of the differential rate are those objectives specified below:**

**To provide for all properties specified as Farm Rate a lesser amount than the general rate. The purpose of the Farm Rate is to assist farmers who, unlike other businesses, require a large amount of land to generate their income. Farm profitability is affected by the vagaries of weather and international markets and agricultural producers are unable to pass on increases in costs like other businesses. In this sense farms are seen to be more susceptible or fragile than other commercial and industrial operations.**

**2.2.6 In accordance with section 4(4) of the *Cultural and Recreational Lands Act 1963*. It be confirmed that the amount payable in respect of the recreational lands listed below be determined by multiplying the Capital Improved Value of these lands by 0.4237 cents in the \$:**

**Stawell Golf Club Inc  
St Arnaud Country Club Inc  
Grange Golf Club Inc  
Wallaloo Golf Club Inc  
Stawell Racing Club Inc  
Halls Gap Community Sports Club  
Callawadda Stawell Clay Target Club Inc  
St Arnaud Turf Club Inc**

### **2.3 Municipal Charge**

**Council resolves to adopt a municipal charge for the period 1 July, 2017 to 30 June, 2018 at the rate of \$153.00 per assessment.**

### **2.4 Service Rate/Charge**

**2.4.1 Annual service charges be declared for the period commencing on 1 July, 2017 and concluding on 30 June, 2018.**

**2.4.2 That annual service charges be declared for garbage services as follows:**

- **Kerbside garbage collection service (120 litre bin) \$271.00**
- **Additional kerbside garbage collection service \$156.00**

**2.4.3 That annual service charges be declared for recycling services as follows:**

- **Kerbside recycling collection service \$156.00**

**2.4.4 The criteria specified below be the criteria which form the bases of the annual service charges so declared.**

**Recycling and garbage services - criteria for charge is recovery of full cost of providing the services.**

### **2.5 Rebates and Concessions**

**Nil**

## 2.6 Incentives Nil

## 2.7 Consequential

The Chief Executive Officer of Council be authorised to levy and recover the general rates and the municipal charge and annual services charges described earlier in this Resolution in accordance with the *Local Government Act 1989*.

## RESOLUTION

That Council having considered the proposed Budget for 2017/2018, having given the public notice as required in Section 129 of the *Local Government Act 1989*, having resolved upon rates and charges intended to be made for 2017/2018, having considered any formal submissions received resolves as follows:

1. to adopt the Budget as prepared and presented and to give Public Notice of the adoption of the Budget; and

2. to confirm the rates and charges to be raised as follows:

### 2.1 Amount intended to be raised

An amount of \$16,717,284 be declared as the amount which Council intends to raise by general rates, municipal charge and annual service charges later described in the resolution which amount is calculated as follows:

General Rate	\$ 8,659,331
Farm Rate	\$ 4,297,884
Cultural & Recreational Land	\$ 13,618
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Annual Garbage Charge	\$ 1,605,400
Annual Recycling Charge	\$ 919,040
	<u>\$ 16,717,284</u>

### 2.2 General Rates

2.2.1 A general rate be declared for the period commencing on 1 July, 2017 and concluding on 30 June, 2018.

2.2.2 It be further declared that, subject to paragraph 2.2.5 of this Part, the general rate be raised by the application of a uniform rate.

2.2.3 A general rate of 0.7306 cents in the \$ Capital Improved Value be declared.

2.2.4 It be confirmed that the general rate for all rateable land within the municipal district be determined by multiplying the Capital Improved Value of each rateable land by that declared rate so that the amount payable be 0.7306 cents in the \$ of the Capital Improved Value.

2.2.5 It be recorded that Council considers that a differential rate will contribute to the equitable and efficient carrying out of Council functions

2.2.5.1 A differential rate be declared for that rateable land having the following characteristic will form the criteria for the differential rate so declared

**2.2.5.2 "Farm Rate" refers to land being not less than 2.0 hectares in area and meets the definition of farm land as specified in the *Valuation of Land Act 1960* and meets the criteria specified in Council's Farm Rate Differential Policy.**

**2.2.5.3 The differential rate be determined by multiplying the Capital Improved Value of the rateable land categorised in paragraph 2.2.5.2 by 0.4749 cents in the \$ of Capital Improved Value.**

**2.2.5.4 It be further recorded that the objectives of the differential rate are those objectives specified below:**

**To provide for all properties specified as Farm Rate a lesser amount than the general rate. The purpose of the Farm Rate is to assist farmers who, unlike other businesses, require a large amount of land to generate their income. Farm profitability is affected by the vagaries of weather and international markets and agricultural producers are unable to pass on increases in costs like other businesses. In this sense farms are seen to be more susceptible or fragile than other commercial and industrial operations.**

**2.2.6 In accordance with section 4(4) of the *Cultural and Recreational Lands Act 1963*. It be confirmed that the amount payable in respect of the recreational lands listed below be determined by multiplying the Capital Improved Value of these lands by 0.4237 cents in the \$:**

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- Kerbside recycling collection service \$156.00**

**2.4.4 The criteria specified below be the criteria which form the bases of the annual service charges so declared.**

**Recycling and garbage services - criteria for charge is recovery of full cost of providing the services.**

### **2.5 Rebates and Concessions**

**Nil**

## **2.6 Incentives**

**Nil**

## **2.7 Consequential**

**The Chief Executive Officer of Council be authorised to levy and recover the general rates and the municipal charge and annual services charges described earlier in this Resolution in accordance with the *Local Government Act 1989*.**

**Moved: Cr Kevin Erwin**

**Seconded: Cr Karen Hyslop**

**Carried**

## Background/Rationale

At the Council Meeting held on 15 May 2017, Council considered the proposed Budget for 2017/2018 and resolved to give Public Notice of that Budget.

Advertisements were placed in the Wimmera Mail Times and the North Central News and copies of the Budget were made available for inspection at the Council offices in Stawell and St Arnaud and on the Council's website.

In accordance with section 223 of the *Local Government Act 1989*, written submissions were invited in the Public Notice. Council is required as part of the s223 process to consider submissions received prior to making a decision on the proposed budget, notify submitters in writing the reasons for that decision and state those reasons in the Council's resolution.

The Budget outlines the strategic direction to be taken in several key areas of operation and the Strategic Resource Plan, refer separate report, outlines the financial expectations for the four year period.

## Legislation, Council Plan, Strategy and Policy Implications

The budget has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Performance) Regulations 2014*.

Council's Financial Sustainability Strategy as outlined in the 2017 - 2021 Council Plan applies.

## Options

### Option 1

Council adopts the Budget as presented on 15 May, 2017 **[Recommended]**

### Option 2

Council does not adopt the Budget as prepared and presented on 15 May, 2017 **[Not Recommended]**

## Reporting

Implications	Considered in this report?	Implication identified?
Social	Yes	No
Heritage/Cultural	Yes	No
Amenity	Yes	No
Human Rights/Privacy	Yes	No
Environmental	Yes	No
Economic & Marketing	Yes	No
Risk Management	Yes	No
Financial	Yes	Yes
Asset Management	Yes	No

### **Consultation**

As required under the *Local Government Act 1989*, the draft budget was made available to the public and comment invited. Consideration of submissions received is a further requirement of the Act. The submission period closes on 22 June, 2017. At the time of preparing this report no submissions have been received. Any submissions received prior to the Council meeting will be circulated to Councillors separately.

### **Officer's Declaration of Interest**

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Ms Jay Petty, Manager Financial Services

In providing this advice as the author, I have no disclosable interests in this report.

### **Attachments**

Nil

### **3.3. Adoption of Road Management Plan**

**Director:** Sanjay Manivasagasivam, Director Infrastructure and Environment  
**Manager Responsible:** Trenton Fithall, Manager Infrastructure  
**Author/Position:** Trenton Fithall, Manager Infrastructure

#### **Summary**

To review and adopt the Draft Road Management Plan. Consideration of the plan was deferred from the 5 June Council meeting to give Councillors sufficient time to read submissions received.

#### **Recommendation**

**That Council adopts the Draft Road Management Plan.**

#### **RESOLUTION**

**That Council, having considered the three submissions received, adopts the Draft Road Management Plan as advertised.**

**Moved:** Cr Karen Hyslop

**Seconded:** Cr Kevin Erwin

**Carried**

### **Background/Rationale**

Each incoming municipal council must review its Road Management Plan (RMP) during the same period as it is preparing its Council Plan under the *Local Government Act 1989* which is within the period of six months after each general election or by the next 30 June, whichever is later.

The Plan documents how Council manages its road infrastructure and is prepared in response to the *Road Management Act 2004*.

The Infrastructure department undertook the review having regard to:

- The *Road Management Act 2004* and associated Regulations.
- Council's Sustainable Asset Management Strategy.
- Council's Service Asset Management Plans.
- Recent audits (Internal Reviews) of the Road Management Plan.
- Council's Risk Management Strategy.
- An analysis of customer requests contained in council's MERIT customer request management system.
- Council's 2015/2016 and 2016/2017 Budget.
- Council's long term infrastructure gap.
- An analysis of the road inspections and reported defects on the Roads Network Register.
- Comments received from Council staff.
- Asset condition assessments.

The review identified that the current RMP substantially met the requirements of the legislation and the needs of Council, and a small number of suggested changes have been made to the Plan with respect to the following:

- Footpath hierarchy, inspection regime and intervention levels.
- Safety and Defect Inspections.
- Hazard Inspections.
- Bridge Inspections.
- Design Targets for new works.
- Risk assessment for various activities to align with Council's Risk Management Strategy.
- Force Majeure.

As the review identified that the current plan be amended, it is necessary for Council to undertake the amendment process in accordance with the procedure outlined in the Act and the Regulations and in particular Section 303 of the Regulations with respect to the giving of notice of the proposed amendment.

Council received three submissions from the public, regarding the Plan. The Plan was available for public review until 31 May, 2017.

### **Legislation, Council Plan, Strategy and Policy Implications**

The development and review of the Road Management Plan is consistent with the Council Plan objectives:

1. Improved the social and economic viability of the shire
2. Delivered targeted projects and core services

### **Options**

#### **Option 1**

Adopt the Draft Road Management Plan.

## Option 2

Make amendments to the Draft Road Management Plan.

### Reporting

Implications	Considered in this report?	Implication identified?
Social	Yes	No
Heritage/Cultural	Yes	No
Amenity	Yes	No
Human Rights/Privacy	Yes	No
Environmental	Yes	No
Economic & Marketing	Yes	No
Risk Management	Yes	Yes
Financial	Yes	Yes
Asset Management	Yes	Yes

### Consultation

The document was released for public review and open for public submission from the 03/05/2017 to 31/05/2017. Councillors have considered the submissions received.

### Officer's Declaration of Interest

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Trenton Fithall, Manager Infrastructure

In providing this advice as the author, I have no disclosable interests in this report.

### Attachments

Road Management Plan 2017 [3.3.1]

#### 4. Closure of Meeting Pursuant to Section 89(2) of the Local Government Act 1989

A Councillor who has a conflict of interests and is attending the Council meeting of the Council must make a full disclosure of that interest.

- (a) by either-
  - (i) advising the Council at the meeting of the details required under paragraphs (b) and (c) immediately before the matter is considered at the meeting; or
  - (ii) advising the Chief Executive Officer in writing of the details required under paragraphs (b) and (c) before the meeting; and
- (b) classifying the type of interest that has given rise to the conflict as either-
  - (i) a direct interest; or
  - (ii) an indirect interest and specifying the particular kind of indirect interest under:
    - section 78 - close association
    - section 78A - financial interest
    - section 78B - conflicting duties
    - section 78C - receipt of an applicable gift
    - section 78D - consequence of becoming an interested party
    - section 78E - impact on residential amenity; and
- (c) describing the nature of the interest; and
- (d) if the Councillor advised the Chief Executive Officer of the details under paragraph (a)(ii), the Councillor must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

#### Members of Staff

Under Section 80C of the *Local Government Act 1989*, officers or people engaged under contract to the Council providing a report or advice to Council must disclose any conflicts of interests in the matter, including the type of interest.

Nil

#### 5. Close

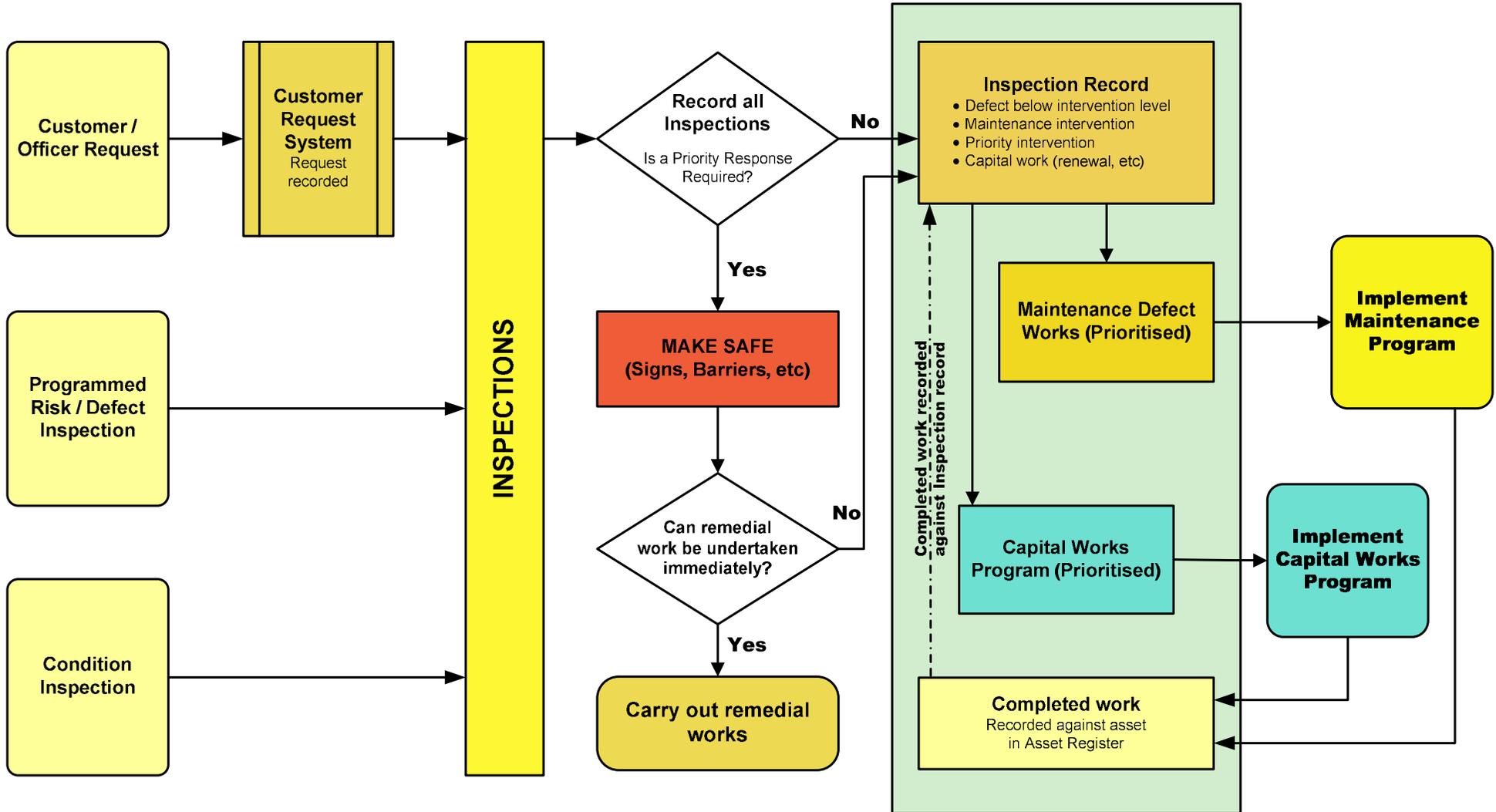
There being no further business the Mayor declared the meeting closed at 1.15pm.

Confirmed

CR TONY DRISCOLL  
MAYOR

Date:

## Inspection Management Flow Chart



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# Proposed Capital Works Program 2017-18



*Roads & Bridges*

June 2017

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Northern Grampians Shire Council  
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#### CONTACT US

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## Proposed Capital Works Program 2017-18 - Roads & Bridges

Project Name	Estimated Cost
<b>Bridge &amp; MC Works</b>	<b>\$492,000</b>
BRG-206 Jackson Road(R2R)	
BRG-235 Gowar East Road(R2R)	
BRG-24 Balquhadder Road(R2R)	
BRG-521 Wingfield Road	
BRG-88 Emu Road	
BRG-6 Archdale Road	
BRG-279 Soldiers Road	
BRG-453 Swanwater Road	
MC-168 Tulkara Road(R2R)	
MC-223 Bolangum Inn Road(R2R)	
MC-31 Batyo Road(R2R)	
MC-42 Bulgana Road (UID 213)(R2R)	
MC-619 Kanya Road	
<b>Rural &amp; Rural Residential Improvements</b>	<b>\$403,000</b>
<b>Rural Sealing</b>	
Churchill Crossing Road (R2R)	
<b>Safety Treatment</b>	
Sunraysia Hwy / Woolpack Road (R2R)	
Lanfrankie Road / Banyena Road	
Stawell Avoca Road / Wimmera Downs Road (R2R)	
<b>Road Rehabilitation</b>	<b>\$100,000</b>
Queens Avenue, St Arnaud (R2R)	
<b>Urban Residential Improvement</b>	<b>\$70,000</b>
Stanton Street, Stawell	
Grant Street, Stawell	
<b>Town Sealing Program</b>	<b>\$20,000</b>
Wills Street, Glenorchy (R2R)	

<b>Resealing of Roads</b>	<b>\$937,000</b>
Landsborough Road (R2R)	
Old Glenorchy Road (R2R)	
Mt Dryden Road (R2R)	
Kooreh Road (R2R)	
Banyena Road (R2R)	
Batyo Road (R2R)	
<b>Final Seal</b>	<b>\$302,000</b>
Joel Joel Road / Frampton Road	
Marl Street / Bunbury Street / Glenorchy Road	
Sloane Road	
Medlyn Road	
Ganawarra Road	
Allison Street	
Fyans Street	
Rosea Street	
D'Alton Street	
Queens Avenue	
Greenhole Road	
Western Highway Service Road (Upgrade intersection) (HVSSP)	
Sutherland Road (Seal upgrade & intersection safety upgrade) (HVSSP)	
Landsborough Road (Seal widening upgrade) (HVSSP)	
Glenorchy Road (Seal upgrade) (HVSSP)	
Bolangum Inn Road (Seal widening upgrade) (HVSSP)	
Ashens Bridge Road (Seal upgrade & Intersection safety upgrade) (HVSSP)	
Kara Kara Hall Carpark	
St Arnaud Depot	
Kings Avenue, St Arnaud	
<b>Footpath Program</b>	<b>\$113,000</b>
Ligar & Jenning Street ( Solution for gopher access due to steepness)	
Along Western Highway & Rennie Street, Gt Western	
Queens Avenue (Alma - Raglan Street), St Arnaud	
Canterbury Street, St Arnaud	
Stephenson Street, Gt Western (In front of Primary School)	
McMohan Street (Raglan to Inkerman Street)	

<b>Resheeting Program</b>	<b>\$800,000</b>
Moyreisk North Road	
Logan Road	
Dohnt Road	
Drum Road	
Drum Road (R2R)	
Upper Daly Road	
McLeod Road (R2R)	
Swanwater Road	
Sparrow Road	
Phillips Road	
Campbell Road	
Trotter Road (R2R)	
Archdale Road (R2R)	
Paynes Pool Road (R2R)	
Ashens Cemetery Road (R2R)	
Glenorchy-Marma Road (R2R)	
Pipetrack Road	
Callawadda Road (R2R)	
Callawadda - Navarre Road (R2R)	
Valley View Road (R2R)	
North Woodlands Road (R2R)	
Reynolds Road	
Vances Crossing Road	
Zemmler Lane	
Kabinga Road	
Woodlands Road (R2R)	
<b>Kerb &amp; Channel Works</b>	<b>\$160,000</b>
Grampians Road, Halls Gap (Next to VIC)	
Millet Street (Wolseley to Albert Street)	
Newington Road	
<b>Drainage Improvements</b>	<b>\$95,000</b>
Grant Street (R2R)	

<b>B Double Route Upgrade</b>	<b>\$1,779,550</b>
Sutherland Road (Seal upgrade & intersection safety upgrade) (HVSSP)	
Ashens Bridge Road (Seal upgrade & Intersection safety upgrade) (HVSSP)	
Load Testing (BRG-356, 357, 545 & 306) (LRTM)	
Scollary Road Design (LRTM)	
Upgrade the intersection of Fithall Road and St Arnaud-Ararat Road (LRTM)	
Joel Joel Road Widening (LRTM)	

### **Summary of funding**

R2R Grant	Council Rate (Own Source Funding)	HVSSP Grant (Approved)	LRMP Grant (Approved)	Total Budget for 2017-18
\$2,580,000	\$1,578,550	\$200,000	\$913,000	\$5,271,550



# Municipal Emergency Management Plan

Version 3.0

Adopted by Council July 2017

## FOREWORD

Emergencies are unpredictable in terms of their occurrence and effects, and can require a response for which normal local resources may be inadequate. They can have a wide range of effects and impacts on the human and physical environment, and can generate complex needs in dealing with them.

The term “Emergency” has been defined in the *Emergency Management Act 1986* as:

*“the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria, including, without limiting the generality of the foregoing:*

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

The economic and social effects of emergencies including loss of life, destruction of property, and dislocation of communities, are inevitable. It is therefore incumbent upon the responsible authorities to plan for these events should they occur, to minimise adverse consequences.

The Northern Grampians Shire Council (NGSC) is committed to working in partnership with the community, responsible authorities and other relevant agencies and organisations to prevent and minimise the occurrence of emergencies and their impacts on the community.

The Northern Grampians Shire Municipal Emergency Management Plan (MEMP) has been produced pursuant to Section 20(1) of the *Emergency Management Act 1986*.

This plan addresses prevention, response, and recovery for emergencies within the Northern Grampians Shire, and is the result of the cooperative efforts of the agency and organisation members of the Municipal Emergency Management Planning Committee (MEMPC).

## CONTEXT STATEMENT

This version of the MEMP has been endorsed as a plan to enable and inform organisational and agency planning. It is recognised that strategies and deliverables outlined in this plan will develop further over the life of the plan with incremental versions

of the plan to be produced and endorsed on an as required basis.

All comments should be forwarded to:

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**VERSION CONTROL TABLE**

<b>Version Number</b>	<b>Date of Issue</b>	<b>Author(s)</b>	<b>Brief Description of Change</b>
Version 1.0	04/08/2014	Northern Grampians Shire MEMPC	Prepared for 2014 -2017 period and adopted by Council.
Version 2.0	10/10/2014	Northern Grampians Shire MEMPC - NGSC MERO and Deputy MERO	Minor typographical amendments incorporated.
Version 2.1	November 2016	Northern Grampians Shire MEMPC - NGSC Deputy MERO	Amendment incorporating MEMP Audit recommendations and Red Cross catering changes as well as correction of minor typographical errors and the update of contact lists.
Version 2.2	March 2017	Northern Grampians Shire MEMPC - NGSC MERO and Deputy MERO	Minor review and update of MEMP.
Version 2.3	June 2017	Northern Grampians Shire MEMPC - MERO and Deputy MERO	Minor review and update of MEMP Prepared for 2017-2020 period to be adopted by Council.
Version 3.0	July 2017	Northern Grampians Shire Council	Adopted by Council.

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## **PART ONE – INTRODUCTION**

### **1.1 LEGISLATION**

Municipal councils are required, under Part 4 of the *Emergency Management Act 1986* to:

- Appoint a person or persons to be the Municipal Emergency Resource Officer (MERO) or Municipal Emergency Resource Officers (MEROs);
- A MERO or MEROs are responsible to the municipal council for ensuring the coordination of municipal resources to be used in emergency response, relief and recovery;
- Appoint a Municipal Emergency Management Planning Committee (MEMPC) to prepare a MEMP, in accordance with guidelines established in the Act;
- Prepare and maintain a MEMP, which must be audited by the Chief Officer, Operations of the Victoria State Emergency Service (VICSES), at least once every three years; and
- Respond to a MEMP audit report within three months of receiving the report.

### **1.2 MUNICIPAL ENDORSEMENT**

This plan has been produced by and with the authority of the NGSC pursuant to Section 20(2) of the *Emergency Management Act 1986*.

The NGSC understands and accepts its roles and responsibilities as described in Part 4 of the *Emergency Management Act 1986*.

This plan is a result of the cooperative efforts of the MEMPC after consultation with those agencies and organisations identified therein.

### **1.3 STATEMENT OF AUDIT**

The current Certificate of Audit is attached at section 1.7.

The NGSC, pursuant to Section 21A of the *Emergency Management Act 1986* shall submit the MEMP to the VICSES for audit. This audit will assess whether the plan complies with guidelines issued by the Minister.

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

### **1.4 AIM**

The aim of the MEMP is to provide information to emergency services, responsible authorities, other organisations, and the community on how risks will

be dealt with and the management arrangements for emergencies, and to promote community safety and develop resilience.

It provides detail on risk specific response and recovery arrangements, identifying hazards that are likely to impact the municipality and the role organisations play in relation to managing emergency events.

## **1.5 PURPOSE**

The purpose of the MEMP is to bring together an integrated organisational network involving the resources of the many agencies and individuals who can take appropriate and timely action to prevent, mitigate, respond to, and recover from emergencies.

The planning process includes the identification of risks that are likely to affect people and assets in the municipal district.

Using information identified in the risk assessment, the MEMPC develop the emergency management mitigation, response, relief and recovery arrangements.

## **1.6 OBJECTIVES**

The broad objectives of this MEMP are to:

- Identify and evaluate emergency risks faced by the Northern Grampians Shire community.
- Implement measures to prevent or reduce the causes or effects of emergencies.
- Detail the arrangements for the activation and coordination of municipal resources in response to emergencies.
- Detail the arrangements for the provision of assistance to the community during recovery from emergencies.
- Complement other local, divisional, and state planning arrangements.

1.7 CERTIFICATE OF AUDIT



## **PART TWO – COMMUNITY PROFILE**

### **2.1 TOPOGRAPHY**

The Northern Grampians Shire is located in the geographical centre of Western Victoria. The country varies from flat to undulating agricultural and pastoral plains in the north, west, and central areas; and to mountains centred between the Pyrenees Ranges in the east, the foothills of the Great Dividing Range in the south and the Grampians in the south west.

The area forms part of the Wimmera, Avon/Richardson, and Avoca Catchments with the main watercourse being the Wimmera River. The municipality contains a number of water storages including Lake Fyans, Lake Bellfield and Lake Lonsdale. The popular Teddington Reservoir is situated in the Pyrenees Ranges, and Lake Batyo Catyo and Walkers Lake are part of the Avon/Richardson River system.

The Northern Grampians Shire has an area of 5,918 square kilometres and is bounded by Yarriambiack Shire and Buloke Shire to the north, Loddon Shire, Central Goldfields Shire, and Pyrenees Shire to the east; Ararat Rural City and Southern Grampians Shire to the south; and the Horsham Rural City to the west.

The township of Stawell is situated on the Western Highway, and is the largest population centre in the Northern Grampians Shire. The Western Highway provides the major road link between Melbourne and Adelaide, and experiences large movements of hazardous and general goods and passenger traffic. St Arnaud is the second major urban centre in the Shire, and is situated on the Sunraysia Highway 132 kms from Ballarat. The Wimmera Highway also runs through St Arnaud, and provides a major link between Bendigo and Horsham. Vehicle access is available to most parts of the Shire through a satisfactory secondary road network consisting of sealed, paved and unpaved roads.

The main Melbourne to Adelaide railway line also passes through Stawell, and forms a major arterial link between the two capital cities. The Mildura/Ballarat railway line services the area surrounding St Arnaud and provides an important means of transporting goods.

There are two Council managed aerodromes in the Shire. The aerodrome west of Stawell has two runways, one of which is equipped with night landing lights, and the other aerodrome is on the western side of St Arnaud and is also equipped with night landing lights and is licensed for all weather use. The Stawell aerodrome is located on Aerodrome Road, approximately 6 km southwest of the township of Stawell. There are two sealed runways operating in north/south and northwest/southeast directions. The Stawell aerodrome is a strategic Department of Environment, Land, Water and Planning (DELWP) fire fighting location with infrastructure located on the eastern edge of the north/south runway. Infrastructure includes:

- buildings which house operational areas including briefing, communications, and crew rest areas

- accommodation and recreation facilities
- mixing shed and tanks
- refuel facilities.

The Northern Grampians Shire is also under one of the main flight paths used by the commercial airlines between Melbourne and Adelaide, specifically north of St Arnaud and in the southern part of the Shire over Mount William.

The area has a temperate climate ideal for wool, grain, and wine production, with an average rainfall of 450 mm per year ranging from 400 mm in the Northern plains to 600 mm in the Teddington area to 850 mm per year along the Grampians fringe. Most of the rainfall occurs from autumn through to spring.

## 2.2 DEMOGRAPHY

The Northern Grampians Shire has a population of 11,439 (Australian Bureau of Statistics [ABS] 2016) with the majority of the population situated in the following town centres:

Town	Location	Population
Stawell	Western Highway 233 km or 3 hours drive from Melbourne	6,032 (ABS 2016)
St Arnaud	Sunraysia Highway 132 kms from Ballarat	2,193 (ABS 2016)
Halls Gap	29 km southwest of Stawell	430 (ABS 2016) (expands to 8,000-10,000 in peak holiday periods)
Great Western	14 km Southeast of Stawell	400 (ABS 2016)
Navarre	Borders the Pyrenees Shire to the northeast	98 (ABS 2016)
Marnoo	52 km North of Stawell	122 (ABS 2016)
Glenorchy	16 km Northwest of Stawell	125 (ABS 2016)

A number of smaller communities are scattered throughout the Shire and the remaining population live on farming properties and lifestyle blocks.

The communities within the municipality have a wide range of industries, activities, and interests including agriculture, landcare and catchment management, tourism, wine production, gold mining. The commercial centres of Stawell and St Arnaud

and tourism hub Halls Gap are vitally important to the region. The Grampians National Park is a major domestic and international tourist destination.

The Shire has a diverse and growing economic base. Agricultural activities include cropping, sheep, cattle, pigs, and poultry growing as well as extensive viticulture.

While not currently in operation, the Stawell Gold Mine has seen significant activity in Stawell for over 30 years. Other important industries around Stawell include the health and community care sector, and Frewstal Abattoirs.

In St Arnaud and the surrounding area, Ridley Agri Products (formerly Barastoc) and Goldacres spray manufacturers are significant industries.

New developments in the Shire include the development of the Stawell Underground Physics Laboratory and Nectar Farms greenhouses in the Stawell area.

### **2.3 VULNERABLE COMMUNITIES**

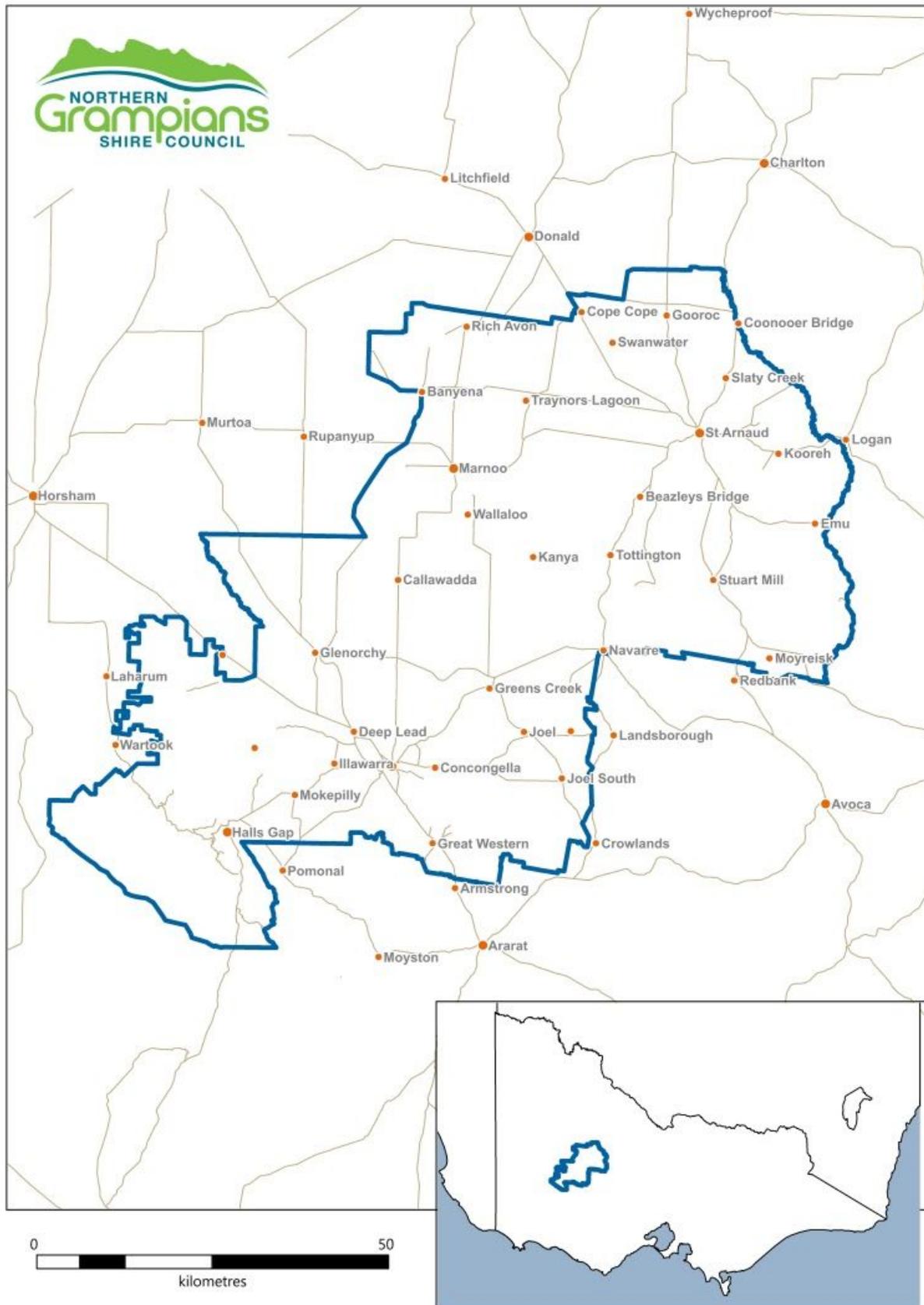
The NGSC, Australian Red Cross, community groups and Health and Community Care services have identified vulnerable individuals living within the community. There are also a number of special needs groups and facilities throughout the municipality including hospitals, aged care facilities, schools, kindergartens and community health facilities. These vulnerable facilities have been identified using council mapping systems; this information is available to emergency agencies planning or responding to an incident.

Halls Gap, St Arnaud and Stawell are identified as high risk communities in the event of a bushfire. Additional planning has been undertaken and provided to these communities in the form of [Community Information Guides](#) (CIGs) and [Neighbourhood Safer Places](#) (NSPs).

### **2.4 MUNICIPAL MAP**

Council's public mapping portal [Pozi](#) provides information on emergency services and NSP locations, school bus routes, and vulnerable facilities such as schools and hospitals. Council's internal GIS mapping layers can also provide property owner details, and locations of strategic fire breaks, fire hydrants, and fire tanks. Comprehensive geographic information system (GIS) mapping is available through the MERO.

The map below details the area covered by the MEMP.



## 2.5 HISTORY OF EMERGENCIES

Major emergency incidents which have occurred in recent years are detailed in the following table. A list of events preceding December 2005 are available on request.

Date	Event	Description
September 2016	Flood	Shire-wide. Caused road closures, significant damage to road infrastructure, and some crop inundation.
December 2014	Fire	Northern Grampians Complex fire. Impacted communities of Wartook, Roses Gap, and Dadswells Bridge. Burnt approx. 56,590 ha, with 3 primary residences lost.
December 2014	Fire	Black Range - Bunjils Cave Rd fire. Significant disruption to community. No destruction to property or stock.
December 2011	Flood & Storm	Affected Upper Wimmera Catchment.
September 2010 - January 2011	Flood & Storm	Significant state and regional flooding. Affected Northern Grampians Shire, Ararat Rural City, Yarriambiack Shire, and Horsham Rural City causing road closures and home inundation. 190 landslides were recorded across the Grampians National Park.
November 2010	Haz. spill	Hazardous material spill (Motorway).
October 2010 - April 2011	Plague	Locust plagues.
February 2010	Fire	Affected communities of Roses Gap and Ledcourt.
January 2006	Fire	Mount Lubra fire. Impacted Halls Gap. Burnt approx. 120,000 ha; lost 2 lives, 40 primary residences, 200 other buildings, 100,000 stock; and affected 300 properties.
December 2005	Fire	Deep Lead / Black Range fires. Burnt approx. 7,500 ha, lost 9 primary residences, 70 other buildings, 300 kms fencing, 200 stock, and affected 260 property owners.

## 2.6 EMERGENCY RISK ASSESSMENT

The Community Emergency Risk Assessment (CERA) process provides a simple, efficient approach for MEMPCs to identify and assess emergency risks and to help inform and drive responsive actions. It is underpinned by definitions outlined

within the *Emergency Management Act of 1986* and the *International Organisation for Standardisation ISO 31000:2009 Risk management - Principles and guidelines*.

The CERA process also provides an essential foundation for building resilient communities by providing a consistent platform for identifying and assessing community emergency risks. According to the *National Strategy for Disaster Resilience (2011)*:

*'The starting point for reducing disaster risk and for promoting a culture of disaster resilience lies in the knowledge of the hazards and the physical, social, economic and environmental vulnerabilities to disasters that most societies face, and of the ways in which hazards and vulnerabilities are changing in the short and long term, followed by action taken on the basis of that knowledge.'*

(United Nations 2005, Hyogo Framework for Action 2005–15: Building the Resilience of Nations and Communities to Disasters)

The Northern Grampians Shire MEMPC reviewed the municipal risks in January 2017. The review process looked at the consequence and likelihood of the identified risk as well as current controls and mitigation strategies.

As one of several responsible authorities, the NGSC has a role in prevention and mitigation activities to reduce the risk, or minimise the effects, of emergencies that may occur in the municipality. Council works with the various agencies responsible for prevention activities throughout the community to ensure that all foreseeable and reasonable measures are addressed to reduce the likelihood of emergency situations. The MEMPC also plays an important role in prevention by identifying potential risk areas.

Hazards which pose a high risk to the Northern Grampians Shire are:

- Fire - tyre stockpile
- Bushfire - large, regional
- Flood - major
- Storm
- Landslide
- Human epidemic / pandemic
- Fire - industrial
- Hazardous materials release - from facility
- Road transport incident - large commercial vehicle

Additional planning to mitigate and respond to risks has been undertaken by the MEMPC with the assistance of emergency response agencies and partner organisations.

## PART THREE – PLANNING ARRANGEMENTS

### 3.1 PLANNING STRUCTURES AND RESPONSIBILITIES

The *Emergency Management Act 1986* provides the emergency management framework for Victoria. Its objectives are “to ensure that the components of emergency are organised within a structure which facilitates planning, preparedness, operational coordination and community participation”.

Part 4 of the *Emergency Management Act 1986* specifies the responsibilities of municipal councils in connection with emergency management. These responsibilities include the preparation and maintenance of municipal emergency management plans.

The NGSC accepts responsibility for management of municipal resources and the coordination of these resources during both the response to and recovery from emergencies. This includes the management of:

- Municipal assistance to agencies during the response to and recovery from emergencies.
- Assistance to persons and communities affected by emergencies to achieve a ‘normal’ level of functioning as efficiently and effectively as possible.
- Recovery activities within the municipality, in consultation with the Department of Health and Human Services (DHHS).

Council is a signatory to the Municipal Association of Victoria’s (MAV) *Municipal Inter-Council Emergency Management Resource Sharing Protocol* to ensure resource continuity, both externally to support neighbouring councils and internally to support the Northern Grampians Shire should resources become limited and/or unavailable.

### 3.2 MUNICIPAL EMERGENCY MANAGEMENT STRUCTURE

The NGSC has developed a structure for meeting its emergency management obligations. This structure segregates the emergency management planning and mitigation function from the emergency management operational response, relief, and recovery functions. An outline of the structure is provided below.



The municipal emergency management structure, or relevant members, will convene when the scale of the emergency dictates the requirement for the provision of any functions outlined above in paragraph 3.1. Members of the structure will liaise to determine what level of activation is required.

The functions of the structure will be carried out in consultation with the MERC upon notification of an emergency incident by an Incident Controller.

This group consists of:

- MERC (Victoria Police)
- MERO or Deputy MERO
- MRM or Deputy MRM
- MECC administration officers
- Others co-opted as required.

Members of this structure may also be involved with forming an operational response team to lead the recovery activities, in conjunction with the arrangements detailed in the sub plan *Recovery Operations Plan* ([Appendix E](#)).

The activation of the MERO is via a dedicated phone number (**5358 8780**) who is then responsible for activating other relevant members of the structure. The general contact details for these members are available in [Appendix B](#).

### **3.3 MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (MEMPC)**

This committee is formed pursuant to Section 21(3) & (4) of the *Emergency Management Act 1986*, to formulate a plan for the Council's consideration in relation to the prevention, response, and recovery for emergencies within the Northern Grampians Shire.

The MEMPC *Terms of Reference* outlines committee membership, objectives and scope ([Appendix F](#)).

### **3.4 SPECIALIST SUBCOMMITTEES**

The following specialist subcommittees are activated as required.

1. NGSC Business Continuity Committee
2. Recovery Sub Committee
3. Halls Gap Community Safety Sub Committee
4. Municipal Fire Management Planning Committee
5. Health Plan Committee
6. Pandemic Committee
7. Heatwave Mitigation Committee
8. Flood Response Committee

A list of sub plans is detailed in [Appendix I](#) and the same arrangements apply for Plan review and updates for these subcommittees.

### 3.5 MAINTENANCE OF THE MUNICIPAL EMERGENCY MANAGEMENT PLAN (MEMPC)

#### *Frequency of meetings*

The MEMPC will meet quarterly at times agreed by the committee. Two full meetings and two executive meetings will be held as per the Terms of Reference. Minutes of all meetings will be taken and a copy sent to the Regional Emergency Response Coordinator (RERC), the Divisional Director of DHHS, and all members of the MEMPC.

#### *Plan review*

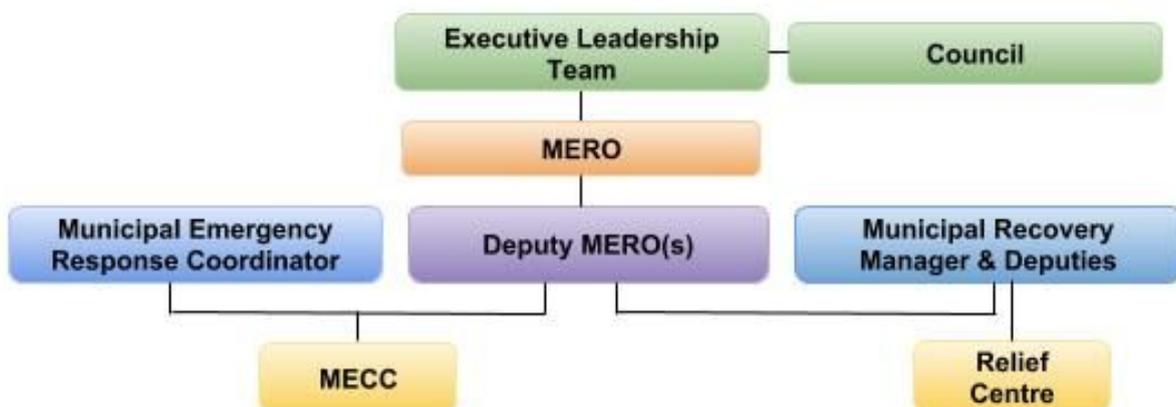
The content of the MEMPC is to be reviewed annually, or after an emergency which has utilised part of this plan. Organisations delegated with responsibilities in the MEMPC are required to notify the MERO of any changes of detail (e.g. contact information), as they occur. Review of the MEMPC will specifically focus on the potential risks in the Northern Grampians Shire, and the updating of the contact directory of the MEMPC. These form specific meeting agenda items and are recorded in the minutes of the quarterly MEMPC meetings. Amendments are to be produced and distributed by the NGSC as required. Refer to each sub plan nominated for the review and amendment schedule ([Appendix I](#)).

#### *Testing*

Upon completion of development of the MEMPC, 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. Any procedural anomalies or short falls encountered during these exercises, or ensuing operations, will be addressed and rectified at the earliest opportunity.

### 3.6 OPERATIONAL FLOW CHART

The following internal structure has been established to manage resource allocation in the event of a municipal emergency. Issues that this structure will consider include Municipal Emergency Coordination Centre (MECC) management and emergency relief and recovery centre establishment. Operations will be planned and executed to align with regional and state response arrangements.



### 3.7 EMERGENCY COUNCIL ROLES AND RESPONSIBILITIES

<p><b>MERO</b></p> <p><b>Municipal Emergency Resource Officer</b></p>	<p>The role of the MERO is to:</p> <ul style="list-style-type: none"> <li>● Coordinate municipal resources in emergency response.</li> <li>● Provide council resources when requested by emergency services or police during response activities.</li> <li>● Maintain effective liaison with emergency agencies within or servicing the municipal district.</li> <li>● Maintain an effective contact base so municipal resources can be assessed on a twenty four hour basis.</li> <li>● Keep the MECC prepared to ensure prompt activation if needed.</li> <li>● Liaise with the MRM on the best use of municipal resources.</li> <li>● Organise a response debrief if requested by the MERC.</li> <li>● Ensure procedures and systems are in place to monitor and record expenditure by Council in relation to emergencies.</li> <li>● Perform other duties as determined.</li> </ul> <p>At NGSC, the MERO also effectively fulfills the role of MEM to:</p> <ul style="list-style-type: none"> <li>● Coordinate a range of risk reduction activities to ensure maximum efficiency and synergy is obtained.</li> <li>● Liaise with the community on all safety matters and support staff and groups designated to deal with specific risks.</li> <li>● Ensure the MEMP is effective and current.</li> <li>● Ensure the municipal resources are utilised effectively in a community emergency, for response and recovery activities.</li> <li>● Coordinate the emergency management activities of, and liaise closely with the MERO, MRM and MFPO.</li> <li>● Ensure that the MECC can be activated at short notice in event of an emergency.</li> <li>● Maintain effective liaison with all regional, state or federal emergency related agencies servicing the municipal district.</li> <li>● Ensure that an effective contact base is maintained so that the municipal resources can be accessed on a 24-hour basis.</li> <li>● Ensure that 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.</li> <li>● Ensure that appropriate procedures, processes and systems are in place to record and maintain any council expenditure specifically applicable to an emergency.</li> <li>● Ensure that applications for expenditures eligible for assistance from State sources are submitted to appropriate agencies.</li> <li>● Ensure that debriefing sessions are held for any response and recovery operation after an emergency to examine effectiveness of the MEMP, and upgrade it as necessary.</li> <li>● Keep the Council and CEO informed on emergency management activities, including the presentation of an annual report on activities that includes expenditure incurred by the council during the previous 12 months.</li> </ul>
<p><b>MRM</b></p>	<p>The role of the MRM is to:</p> <ul style="list-style-type: none"> <li>● Coordinate municipal and community resources for recovery.</li> </ul>

<p><b>Municipal Recovery Manager</b></p>	<ul style="list-style-type: none"> <li>● Assist with collating and evaluation of information gathered in the post impact assessment.</li> <li>● Establish priorities and oversee the delivery of the restoration of community services and needs that address the four recovery environments.</li> <li>● Liaise with the MERO on the best use of municipal resources.</li> <li>● Oversee the planning, preparedness and operation of identified municipal relief centres.</li> <li>● Establish an information and coordination centre (MECC) at the municipal offices or a location more appropriate to the affected area.</li> <li>● Liaise, consult and negotiate with recovery agencies and Council on behalf of the affected area and community recovery committees.</li> <li>● Liaise with the regional recovery committee and DHHS.</li> <li>● Prepare an action plan for the management and delivery of recovery functions specific to the emergency event and impact.</li> <li>● Report on recovery actions and impacts to state government and council.</li> <li>● Undertake other specific recovery activities as determined.</li> </ul>
<p><b>MFPO</b> <b>Municipal Fire Prevention Officer</b></p>	<p>The role of the MFPO is to:</p> <ul style="list-style-type: none"> <li>● Undertake and regularly review Council’s fire prevention plans together with the Municipal Fire Management Planning Committee (MFMPC).</li> <li>● Liaise with fire services, brigades, local government, and other authorities regarding fire prevention planning and implementation.</li> <li>● Advise and assist the MFMPC on fire prevention and related matters.</li> <li>● Carry out statutory tasks related to fire prevention notices and infringement notices.</li> <li>● Investigate and act on complaints regarding potential fire hazards.</li> <li>● Advise, assist and make recommendations to the general public on fire prevention and related matters.</li> <li>● Issue permits to burn (under Section 38 of the <i>Country Fire Authority Act</i>).</li> </ul>
<p><b>MECC Manager &amp; Support Staff</b></p>	<p>The role of the MECC Manager &amp; Support Staff is to:</p> <ul style="list-style-type: none"> <li>● Organise staff relief, catering, security, parking, registration and comfort.</li> <li>● Assist the MERO or Deputy MERO.</li> <li>● Develop and maintain a staff roster for the operation of the MECC over an extended period having consideration for Occupational Health and Safety and personal welfare issues.</li> </ul>
<p><b>EHO</b> <b>Environmental Health Officer</b></p>	<p>The role of the EHO is to:</p> <ul style="list-style-type: none"> <li>● Plan, coordinate, and implement control strategies designed to minimise the adverse impact of health on people in an emergency event, considering: water &amp; food safety; waste management; accommodation; disposal of dead stock; water, land and air pollution; dissemination of public health information and other health issues referred by the control agency.</li> </ul>
<p><b>Local Laws Officers</b></p>	<p>The role of Local Laws officers is to:</p> <ul style="list-style-type: none"> <li>● Perform duties as directed by the MECC with the provision of urgent animal welfare needs.</li> </ul>

- Work cooperatively with MERO, MRM, and DEDJTR.

### 3.8 VULNERABLE PERSONS

The identification and assessment of Vulnerable Persons is an ongoing process. Once identified, Vulnerable Persons are registered on Council's Vulnerable Persons Register, which is stored in Crisisworks (a web-based emergency management system used by municipal councils in Victoria). The register allows Victoria Police access to a Vulnerable Person's location in the event of an emergency, and assists in the development of evacuation plans.

The DHHS *Vulnerable People in Emergencies Policy* (2015) defines Vulnerable Persons and Vulnerable Facilities as follows.

*A 'vulnerable person' is someone living in the community who is:*

- *frail, and /or physically or cognitively impaired, and*
- *unable to comprehend warnings and directions and/or respond in an emergency situation.*

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

*'Vulnerable facilities' refers to buildings where vulnerable people are likely to be situated, including aged care facilities, hospitals, schools, disability group homes and child care centres. This includes:*

- *facilities funded or regulated by DHHS and the Department of Education and Training*
- *Commonwealth funded residential aged care facilities*
- *other locally identified facilities likely to have vulnerable people situated in them.*

### 3.9 NEIGHBOURHOOD SAFER PLACES

Neighbourhood Safer Places/Places of Last Resort (NSPs) are Council designated locations within the community that may provide some protection from radiant heat, but do not guarantee safety. NSPs are existing locations and not purpose built fire proof structures.

NSPs are places of last resort in bushfire emergencies only and are not designed to replace a personal bushfire survival plan. NSPs are a last resort and may assist people when there is an imminent threat of bushfire and they have no plan, or their planned options are not possible.

They are **not** locations to relocate to when leaving early. On days when there is advice to leave early people should relocate to an appropriately distant area of lower risk as early as possible.

NSP sites are nominated by Council and assessed annually by CFA for suitability. Once assessed, the sites are approved by the MEMPC and endorsed by Council.

Northern Grampians Shire NSPs are located at the following sites.

<b>Stawell</b>	Cato Park, Victoria Street (opposite Haitts Lane).
<b>St Arnaud</b>	Lord Nelson Park Oval, Dunstan St (off Charlton/St Arnaud Rd.
<b>Halls Gap</b>	Visitor Information Centre surrounds, Grampians Road corner of Heath Street, Halls Gap

### 3.10 AUDIT REQUIREMENTS AND PROCESS

The NGSC, pursuant to Section 21A of the *Emergency Management Act 1986* will submit the MEMP to the VICSES for audit every three years.

The Northern Grampians Shire Municipal Fire Management Plan, a sub plan of the MEMP, has been developed in accordance with the Municipal Association of Victoria's (MAV) *Integrated Fire Management Planning Framework* and will be audited in accordance with S. 55B of the *Country Fire Authority Act 1958*.

The Chief Officer, Operations, VICSES is responsible for the audit process, conducted by a multi-agency panel using a standard set of criteria directly related to the guidelines.

Councils must provide a written response to the audit report to the Director of the VICSES within three months of the receipt of the audit report.

## PART FOUR - RESPONSE ARRANGEMENTS

### 4.1 INTRODUCTION

The emergency management concept provides the mechanism for the deployment of appropriate resources to cope with emergencies throughout the state. It also provides for requests for physical assistance at the federal level when state resources have been exhausted.

Most incidents are of local concern and can be coordinated from local municipal resources. However, when local resources are exhausted, emergency response provides for further resources to be made available, firstly from neighbouring municipalities (on a regional basis) and then secondly on a statewide basis.

The *Emergency Management Manual Victoria* defines emergency response as 'responding to emergencies and their effects by using resources effectively and providing immediate rescue and relief services'.

Particular effort has been made by the municipality to ensure that relationships have been formed with the neighbouring municipalities and local and regional emergency control and support agencies in the event of an emergency.

### 4.2 CONTROL - COMMAND - COORDINATION

Function	Description
<b>Control</b>	Control of an emergency situation will at all times remain the responsibility of the designated agency or authority for that type of emergency. The control agency is required to appoint an Incident Controller, who will control operations.
<b>Command</b>	Command involves the direction of personnel and resources of an agency (e.g. Council) in the performance of that organisation's role and tasks and operates vertically within it.
<b>Coordination</b>	The <i>Emergency Management Act 2015</i> stipulates that police officers must be appointed as emergency response coordinators at state, regional, municipal and incident levels.
<b>IERC</b> Incident Emergency response Coordinator	The most senior police officer present at the scene of an emergency has the responsibility of coordinating resources to provide the most effective support to the control agency and the functional service agencies.
<b>MERC</b> Municipal Emergency Response Coordinator	The Officer in Charge at the Stawell Police Station is the MERC for the Northern Grampians Shire. Deputy MERCs are the Officers In Charge at the Halls Gap and St Arnaud Police Stations. Any control agency requiring municipal support will request that support through the MERC, who will liaise with the MERO.

<b>RERC</b>  <b>Regional Emergency Response Coordinator</b>	Will receive and action any requests from the MERC for further assistance when municipal resources are unavailable, have been fully committed or exhausted.
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### 4.3 LOCAL EMERGENCY RESPONSE ARRANGEMENTS

On notification of an emergency the MERC, in consultation with the Incident Controller and MERO, will determine the level of response required from the MEMG and support agencies in managing the emergency event.

In some situations the emergency may be managed by the MERC, MERO, and Incident Controller via phone, in an office, or at the scene, and escalated when required. The MECC may also be activated immediately as an emergency occurs, however this will be dependent on the impact of the emergency on the community, the number of external resources required to manage the event, and the expected duration. The MERC may be located either at the MECC or where the control agency is exercising control, depending on the situation.

The MERC is required to take an active role in emergency planning at the local level, and has the responsibility for the coordination of resource provision as requested by control and support agencies during the response to an emergency.

MERC responsibilities:

- Take an active role in planning at the local level including representation on the MEMPC.
- Ensure the MERO is advised of the emergency and is available to provide access to municipal resources if required.
- Liaise with the control agency and support agencies and ensure that an effective control structure has been established by agencies responding to an emergency at the local level.
- Advise the RERC of emergencies with the potential to require resources from outside the municipal district.
- Conduct briefings during the emergency with MECC staff and debriefings on completion to evaluate capability and identify improvements.

### 4.4 MUNICIPAL EMERGENCY COORDINATION CENTRE (MECC)

While reference to the MECC has been removed from requirements under the [EMMV](#), NGSC will continue to refer to the MECC by this name. The MECC will coordinate the provision of human and material resources within the municipality during emergencies. The MECC will also maintain an overall view of the operational activities within the MEMP's area of responsibility, for recording, planning and debriefing purposes. The MECC may also become operational

during support operations to a neighbouring municipality. Administrative staff for the MECC may be drawn from municipal employees.

The MECC can only be activated at the request of the MERC. This may be on the advice of the RERC, the control agency, the MERO or the MRM. MECC sites for the NGSC are as follows.

#### 4.5 NORTHERN GRAMPIANS SHIRE NOMINATED MECCs

- **Stawell** Council Chambers  
Pleasant Creek Historic Precinct  
50-52 Longfield Street (Western Highway), Stawell  
*(Primary Stawell MECC)*
- **Stawell** Downstairs Foyer  
NGSC Town Hall  
59-69 Main Street, Stawell  
*(Alternative MECC only)*
- **St Arnaud** Community Meeting Room  
NGSC Town Hall  
Napier Street, St Arnaud

An agreed set of Standard Operating Procedures for use in the MECC is detailed in [Appendix G](#).

#### 4.6 CONTROL AND SUPPORT AGENCIES

A 'control agency' is assigned to control the response activities for a specific type of emergency. A 'support agency' provides essential services, personnel, or material to support or assist a control agency or affected person. Control and support agencies for the different types of emergencies are identified in [Appendix C](#).

#### 4.7 DEBRIEFING ARRANGEMENTS

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

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

## **4.8 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 NGSC.

An agency cannot transfer its responsibility for the cost of undertaking its roles and responsibilities if the activity is in compliance with the direction or request of a response controller from another agency.

When a control agency requests services and supplies on behalf of a number of supporting agencies, the control agency will be responsible for the costs.

Municipal councils are responsible for the costs of emergency relief measures provided to people affected by emergency events.

The following summarises the financial responsibilities for expenditure on response and recovery activities within NGSC.

### **4.8.1 VOLUNTARY AGENCIES**

If volunteer agencies are called upon to provide resources within the limit of their means and expend extraordinary funds providing those resources, they should notify the control agency to seek financial reimbursement at the earliest opportunity, preferably before deployment commences.

### **4.8.2 MUNICIPAL COUNCILS**

Councils are expected to use their resources for emergency operations within their municipal district. Generally councils are expected to provide municipal resources without charge, however some resources may be subject to limits or constraints due to the expense of the operation.

Extraordinary expenditure incurred (e.g. for overtime, equipment hire used in emergency protection works, or restoration of publicly owned assets) may qualify for reimbursement by the Department of Treasury and Finance, in accordance with Commonwealth-State Natural Disaster Relief and Recovery Arrangements. Applications for recovery funding should be made through DHHS and state government.

### **4.8.3 STATE AGENCIES**

State agencies involved in emergency response and recovery activities as part of their normal activities will initially fund them from within their budgets, including supplies purchased from contractors or volunteer agencies. For major emergencies, some funding supplementation may be required. This would be the

subject of a government decision at the time, in the context of the agency's budget position.

#### 4.8.4 PRIVATE ORGANISATIONS

Private organisations meet their own expenses incurred in emergency activities.

Additional financial information can be located in the [Emergency Management Manual Victoria \(EMMV\) Part 8](#) and the MAV's [Financial Management of Emergencies Guide](#).

### 4.9 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.

The evacuation process is scalable and may be applied to individuals, a house, a street, a suburb or a large town.

Evacuation involves the movement of people to a safer location and to be effective it must be correctly planned and executed.

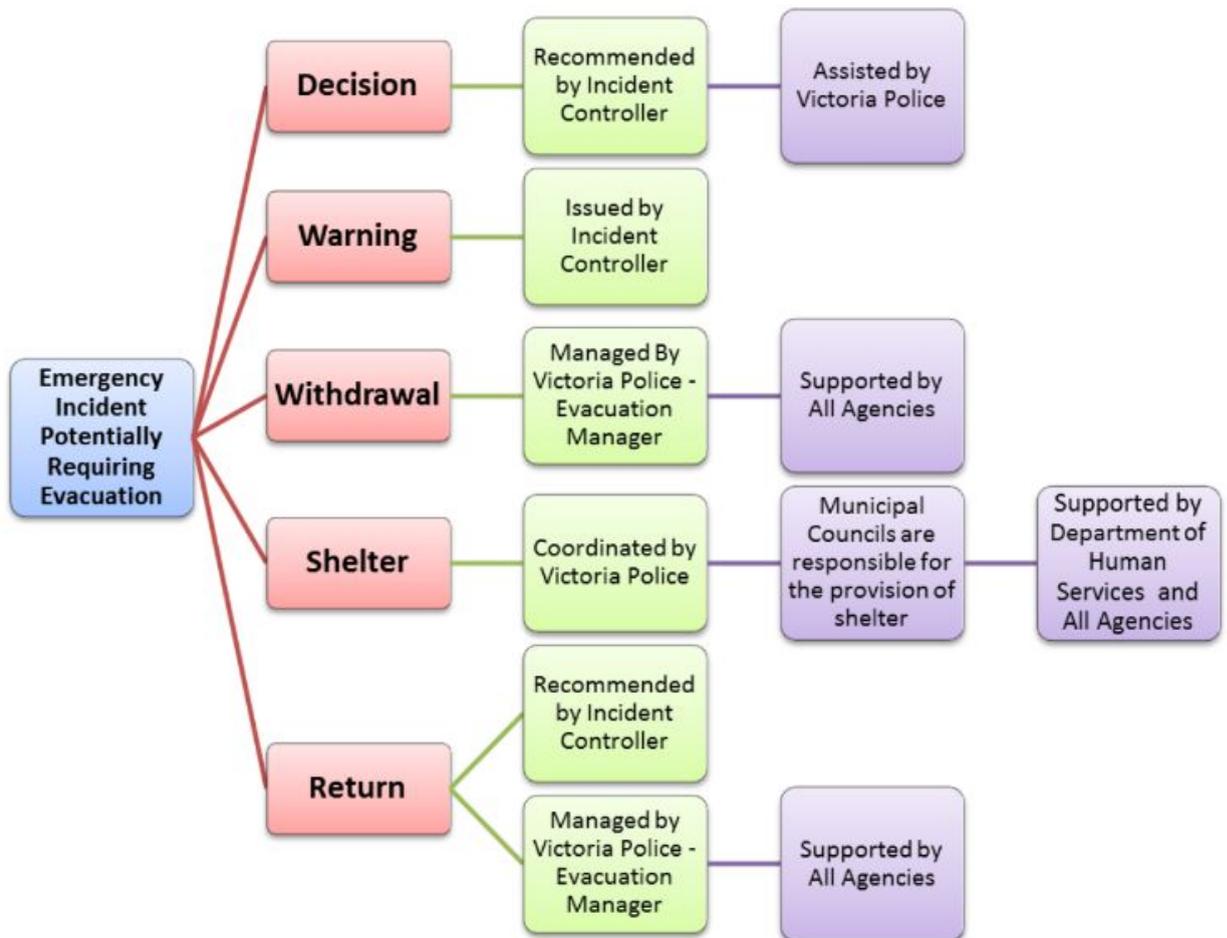
Primary responsibility for evacuation sits with Victoria Police. The Incident Controller may **recommend** that people evacuate from a particular area after consultation with other experts providing advice on the size and nature of the emergency. If this recommendation is made, police will initiate their Emergency Evacuation Plan.

Section 36A of the *Emergency Management Act 1986* enables the police to declare an 'emergency area', and to prevent people and vehicles from entering and remaining in that area.

However, this power does not allow police to direct persons to leave or refuse their entry if they are claiming a pecuniary interest in property, goods or valuables within the emergency area.

Once the decision to evacuate has been made, the MERO should be contacted to assist in the implementation of the evacuation. Council will provide advice regarding the most suitable Emergency Relief Centre site and other resources that may be required (e.g. public health, emergency relief considerations or requirements and special needs groups).

There are five stages in the evacuation process: decision, warning, withdrawal, shelter, and return. See the diagram below for evacuation responsibilities flow chart taken from EMV JSOP [J03.12](#) (June 2016). Full details of the evacuation process can be viewed in the [EMMV](#), Part 8 Appendix 9.



#### 4.10 IMPACT ASSESSMENT

An initial appraisal should be undertaken to determine the level of damage and disruption to the community as a result of the emergency. Information collected in the impact assessment process is used to provide situational awareness, guide response priorities and recovery strategies, facilitate informed decision making, and notify agencies and the community of actual and potential consequences. The three phases of impact assessment are Initial Impact Assessment (IIA), Secondary Impact Assessment (SIA), and Post Emergency Needs Assessment (PENNA). The three phases are detailed below. More information on impact assessments can be found in EMV's [Impact Assessment Guidelines \(2015\)](#).

#### 4.10.1 INITIAL IMPACT ASSESSMENT (IIA)

The intent of the IIA is to capture the nature and scale of an emergency in the first 48 hours. The assessment is to determine the impact on people, community infrastructure, and economic, natural, and built environments. The IIA prioritises the requirements of the SIA and enable the commencement of emergency relief and early recovery activities.

The control agency has the overall responsibility for the initiation and management of the IIA process. To ensure that the process is undertaken in a timely manner, all agencies and organisations may be tasked to collect, confirm and exchange information.

#### 4.10.2 SECONDARY IMPACT ASSESSMENT (SIA)

The SIA builds on information from the IIA, and describes the scale and characteristics of the impact on the social, built, economic, and natural environments most affected. The SIA process can occur over a period of seven days to four weeks, however for some emergencies the process may take longer.

This assessment provides more detailed information about the needs of affected individuals, communities, and organisations, considers resources available within an affected community, identifies needs that can be met with outside assistance, and informs the overall response and recovery process.

The incident controller facilitates the transition from IIA to SIA. The SIA is managed by relief and recovery coordinators or managers. Responsibility for coordination of the SIA will depend on the scale of the emergency as follows.

- **State** level: state relief and recovery manager
- **Regional** level: regional recovery coordinator (i.e. where multi-agency SIA is underway)
- **Local** level: MRM is responsible

At the local level, the NGSC MRM works with Grampians Community Health (GCH) and Council's Infrastructure and Environmental Health departments to collect, collate and disseminate the necessary information.

#### 4.10.3 POST EMERGENCY NEEDS ASSESSMENT (PENA)

The PENA is an appraisal of the overall cost of the impact and the length of time it will take the community to recover. This information helps to inform government considerations relating to financial assistance, impact mitigation projects, and recovery support to the community. A PENA can take months or even years, depending on the nature and scale of the emergency event.

The PENA is managed by relief and recovery coordinators or managers. The nominated recovery manager or coordinator will assess whether a PENA is required. Responsibility for coordination of the PENA will depend on the scale of the emergency as follows.

- **State** level: state relief and recovery manager
- **Regional** level: regional recovery coordinator
- **Local** level: MRM is responsible

At the local level, the NGSC shall as early as practicable facilitate the following tasks:

- Survey the extent of damage indicating evaluation of financial and material aid needed.
- Provide a priority listing for restoration of community needs to assist agencies in the performance of their functions.
- Monitor the acquisition and application of financial and material aid needed or made available in the restoration period.
- Assess the effectiveness of Relief Centres, Neighborhood Safer Places and Refuges etc.

The NGSC may co-opt persons within the community with the appropriate expertise to assist with the above tasks.

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

#### **4.11 EMERGENCY AGENCY COMMUNICATIONS**

The *State Emergency Response Plan* ([EMMV](#) Part 3) identifies Victoria Police as the primary support agency for communications.

##### **Aim**

- To ensure plans are in place to enable effective and efficient communications systems to be established and maintained during an emergency or when requested.
- To ensure all available communication resources within the municipality are identified and utilised when required under emergency response arrangements.

##### **General**

All control agencies having a role in the MEMP are responsible for the provision of their own communications systems during an emergency.

Municipal support agencies requiring communications will make their requirements known directly to the MERO.

### **Activation of communications plan**

#### Regional level:

The RERC or an officer acting in that capacity will be responsible for activating the communications plan. All requests are to be made via the MERC or deputy via the MERO.

#### Municipal level:

If an agency requires additional communications they must be requested from the MERO through the MERC.

### **Communications resources**

#### Telephones:

The Telstra line network will be the initial and primary means of communication in the event of an emergency (when available), and should be used to capacity where possible. When identifying locations for use as MECCs and Emergency Relief Centres, consideration has been given to the communications facilities already in place at the respective locations.

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

Additional telephones will be connected (subject to line availability) only for the duration of the emergency, and will be removed at the conclusion of the emergency.

All costs related to such installations are the responsibility of the requesting agency, but may be reimbursed by the state government upon application through the municipal council.

Application for such reimbursement will only be accepted for installations **authorised in writing** by the RERC and should be submitted with all relevant accounts.

Most agencies, including NGSC, will use the mobile phone network to support land line services.

## **4.12 EMERGENCY RELIEF**

At state and regional level, emergency relief is the responsibility of DHHS. At municipal level, this responsibility rests with the NGSC.

### Aim

To coordinate the provision of emergency relief to an affected community and when required, to control and support agencies.

### Role

To establish a system for the provision of any or all of the functional services required under emergency relief.

### Emergency relief management

In the event of requirement for any or all of the functional services of emergency relief, the request must be channelled through the MERC to the MERO. The MERO will activate the required functional services. All functional services will operate and report back to the MERO.

Northern Grampians Shire Emergency Relief Centres are as follows.

- Stawell Grampians Community Health  
8-22 Patrick Street, Stawell
- St Arnaud St Arnaud Senior Citizens Centre  
Cnr Market & Golden Streets, St Arnaud
- Marnoo Marnoo Recreation Centre  
Park Lane, Marnoo
- Navarre Navarre Recreation Reserve  
47 Cambridge Street, Navarre

Compensation for all volunteer emergency workers will be as laid down in Part 6 of the *Emergency Management Act 1986*. It is the responsibility of the organisation using the volunteer emergency workers to ensure that all of the volunteer emergency workers are registered using the online DHHS [Volunteering Portal](#).

## **4.13 FOOD and WATER**

Red Cross coordinates and/or provides food and water for **affected people** in relief/recovery centres and other locations. In its coordination role, Red Cross works with a range of local providers to meet community needs.

Contact details are listed in the Contact Directory ([Appendix B](#)).

Where the nominated catering organisation cannot be contacted, the Red Cross Emergency Services Liaison Officer will be activated via the MERC and RERC to arrange catering.

The Red Cross Emergency Services Liaison Officer is to be alerted or activated when the nature of the incident indicates any of the following apply.

- More than one substantial meal for combatants or other affected persons is required to be supplied.
- Reimbursement for incurred costs will be claimed by local providers.
- Goods are required to be purchased by authorised Red Cross purchasing officers.
- Where a relief centre is opened.

The Red Cross Emergency Services Liaison Officer will, in conjunction with the local catering providers, ascertain the level of involvement necessary by Red Cross, ensuring that local resources, including those already in operation, are fully utilised.

#### **4.14 PUBLIC INFORMATION AND WARNING**

Warnings should be used under specific circumstances where community action is necessary primarily to protect lives, and also for the protection of property and the environment.

##### **4.14.1 PREVENTION (BEFORE EMERGENCIES)**

Any information released to the public on behalf of the NGSC will be to educate and assist the community to prepare for emergencies. This information must be approved by the Northern Grampians Shire MEMPC.

##### **4.14.2 RESPONSE PHASE**

Releasing information is normally the responsibility of the control agency(s) in conjunction with the MERC. Any information released by the municipality must be approved by the MERO (**General information**) or CEO / senior management (policy / financial / political matters).

Information can be categorised under the following headings:

###### Pre impact

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

###### During impact

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

#### Post impact

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

#### 4.14.3 EMERGENCY WARNING

The Standard Emergency Warning Signal may be used to alert the public to an actual or impending emergency or maintain the dissemination of public information. Authority to use the signal over electronic media must be given by the RERC or deputy.

#### 4.14.4 RECOVERY PHASE

Releasing information will be the responsibility of the NGSC and DHHS. Any information released must be approved by the MRM (**General information**) or CEO / senior management (policy / financial / political matters). Liaison must take place so duplication and confusion does not occur.

#### 4.14.5 METHODS

All methods of disseminating information should be considered including;

- Radio stations
- Television
- Police advice line
- Local telephone information lines
- Newspapers (particularly in extended response and recovery phases)
- Ethnic groups, radio stations, newspapers
- Community newsletters
- Information centres
- Manual door knock of each residence
- Public address system mounted on vehicle
- Community organisations
- Religious groups
- Internet / social Media

#### 4.14.6 PERSONS WITH A DISABILITY OR NON-ENGLISH SPEAKING PERSONS

Special considerations need to be given to warning persons with a disability and/or non-English speaking groups. In the case where information or communication is required with persons unable to speak English, an interpreter service such as the Telephone Interpreter Service may be able to assist. Contact details are listed in the Contact Directory ([Appendix B](#)).

#### 4.14.7 INFORMATION RESOURCES

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

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

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

#### 4.14.8 INFORMATION CENTRE

If required, a public and media information centre will be established. All public and media releases shall be issued from this centre. The NGSC shall appoint a media liaison officer. This officer is responsible for the coordination of all media releases following an emergency.

### 4.15 PUBLIC AND MEDIA BRIEFINGS

Briefings of the public and the media shall be strictly under the control of the MERC, who may arrange one of the following.

- a. Personally providing a briefing every two hours on the even hour for a major event.
- b. Delegation to police officer or municipal official, who will have personally visited the MECC to be able to deliver the briefing.

At no stage is it recognised that other agencies or officers can give public statements during the response phase.

### 4.16 ENVIRONMENTAL HEALTH

The Environmental Health Officer (EHO) is responsible for all public health matters in the municipality.

The responsibilities of the EHO in emergencies include:

- Advice on water supply
- Ensuring hygienic food handling including safe production, storage and distribution
- Supply of sanitary and hygienic accommodation when required
- Removal of refuse
- Pest control

- Control of infectious diseases (immunisation)
- Disposal of dead animals

The responsibilities of the EHO begin during the initial stages in emergency management planning. In any of the above detailed responsibilities, DHHS is a significant source of medical advice, providing access to an effective medical network, primarily used for the dissemination of information that is invaluable in emergency situations.

#### **4.17 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. The ambulance service will be responsible for contacting additional first aid support when required (e.g. St. John Ambulance).

The [State Health Emergency Response Plan](#) outlines the arrangements for the coordination of a health response to emergency incidents that go beyond day-to-day business arrangements including mass casualty incidents, complex trauma events, mass gatherings, and other incidents impacting the health of Victorians.

##### Management of medical response

Medical response management at an emergency scene will be carried out by the most senior medical officer present. This could be either the highest ranked ambulance officer present (Health Commander) or a member of a medical team.

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, and determine destination of patients.

#### **4.18 TRANSPORT AND ENGINEERING**

The Infrastructure Manager of the NGSC has been delegated the responsibility for transport and engineering matters relating to municipal roads. Such matters may include assisting with clearance of blocked drains and local roads, tree removal, road closures, and determination of alternate routes.

##### Aim

The purpose of these arrangements is to identify available transport and engineering resources within the municipality. This will include specialist and technical advice and deployment of those resources.

### Requesting Procedure

All requests for transport and engineering resources 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 Directory ([Appendix B](#)).

## **4.19 MUTUAL AGREEMENTS**

The MAV has developed a protocol for inter-council emergency management resource sharing. This document is available from the MERO and included in the documents component of Crisisworks.

## **4.20 RESPONSE TO RECOVERY TRANSITION**

It is essential to ensure a smooth transition from the response phase to the recovery process in any emergency at municipal level. While it is recognised that recovery activities will have commenced shortly after impact, there will be a cessation of response activities and a hand over of emergency recovery to recovery agencies. This will occur when the MERC, in conjunction with the control agency and the MERO, declares 'Stand Down' of response and the MRM acknowledges this change of status.

The early notification of recovery agencies involved in the emergency will ensure a smooth transition of ongoing activities from response to recovery. A transition agreement will be developed between the incident controller, the emergency response coordinator and the local and/or regional level recovery coordinator.

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

Accounts and financial commitments made during the response phase are the responsibility of the MERO through the MEMP arrangements. Payment for goods and services used in the recovery process is the responsibility of the MRM through the MEMP arrangements.



## **PART FIVE – RECOVERY ARRANGEMENTS**

### **5.1 INFORMATION CENTRE**

Emergency recovery is the coordinated process of supporting emergency affected communities in the reconstruction of the physical infrastructure, rehabilitation of the natural environment, and restoration of emotional, economic, and physical well-being.

The purpose of providing recovery services is to assist the affected community towards management of its own recovery. It is recognised that when a community experiences a significant event, there is a need to supplement the personal, family, and community structures that have been disrupted by the event.

### **5.2 RECOVERY MANAGEMENT PRINCIPLES**

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

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

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. The recovery process can be protracted and complex, so sufficient time and resources should be provided to complete the recovery process. To ensure that structures and practices will be responsive to the special needs and circumstances of the affected community, the establishment of a dedicated recovery team for the duration of the recovery process should be considered.

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

### 5.3 MUNICIPAL RECOVERY PROCESS

There are three phases in the recovery process:

- Planning and preparedness
- Emergency recovery operations
- Evaluation

The MRM has the delegated responsibility to provide leadership and direction of the municipal recovery process. The MERC and MERO have key roles in also providing leadership towards recovery functions including supporting and contributing to all phases of the recovery process. Key agency personnel, emergency services officers and municipal staff may have roles in each level of the recovery process, however their level of involvement may depend on the type and impact of the emergency and the duration of the recovery.

### 5.4 RECOVERY PLANNING AND PREPAREDNESS ([APPENDIX D](#))

The MRM is responsible for the development and maintenance of recovery service arrangements within the municipality. Detail on the planning process is covered in Part 3 of the MEMP. Ideally, the planning process should involve the establishment of a Recovery Planning Committee that meets at least twice a year.

For planning and preparedness processes please see the following actions in Recovery Planning and Preparedness ([Appendix D](#)).

- 5.4.1 KEY RECOVERY PLANNING FACTORS
- 5.4.2 RECOVERY PLANNING PROCESS
- 5.4.3 STRUCTURE OF THE MUNICIPAL RECOVERY PLANNING PROCESS
- 5.4.4 PLANNING COMMITTEE RESPONSIBILITIES
- 5.4.5 PLANNING FOR THE SUPPORT OF VULNERABLE PEOPLE

### 5.5 EMERGENCY RELIEF / RECOVERY CENTRES

Council has deemed four relief centres as potentially suitable for use in times of emergency. Careful consideration must be given to the prevailing circumstances and number of people requiring assistance when selecting a site or sites. The emergency event of the day will determine which Emergency Relief Centre is to be utilised.

Northern Grampians Shire Emergency Relief Centres are as follows.

- Stawell            Grampians Community Health  
8-22 Patrick Street, Stawell
- St Arnaud        St Arnaud Senior Citizens Centre  
Cnr Market & Golden Streets, St Arnaud

- Marnoo Marnoo Recreation Centre  
Park Lane, Marnoo
- Navarre Navarre Recreation Reserve  
47 Cambridge Street, Navarre

## 5.6 RECOVERY OPERATIONS PLAN ([APPENDIX E](#))

The Recovery Operations Plan ([Appendix E](#)) outlines what will happen during an emergency recovery operation, and who will be responsible for the provision and coordination of each recovery service. The Recovery Operations Plan addresses the following items.

- 5.6.1 PHASES OF RECOVERY OPERATIONS
- 5.6.2 THE EMERGENCY RECOVERY OPERATIONS PROCESS
- 5.6.3 THREAT OF AN EMERGENCY
- 5.6.4 RECOVERY OPERATIONS – RESPONSE PHASE
- 5.6.5 STAFF RESOURCING: THE ROLE OF RECOVERY SERVICE COORDINATORS
- 5.6.6 RECOVERY SERVICE AREAS
- 5.6.7 POST EMERGENCY NEEDS ASSESSMENT (PENA)
- 5.6.8 INCIDENT RECOVERY TEAM
- 5.6.9 MUNICIPAL INCIDENT RECOVERY COMMITTEE (MIRC)
- 5.6.10 RECOVERY CONSIDERATIONS
- 5.6.11 COMMUNITY RECOVERY COMMITTEE (CRC)
- 5.6.12 PSYCHOLOGICAL FIRST AID (PFA) / PSYCHOSOCIAL SUPPORT
- 5.6.13 AGENCIES ASSISTING IN RECOVERY
- 5.6.14 VICTORIAN GOVERNMENT POST EMERGENCY ASSISTANCE MEASURES

## 5.7 EMERGENCY RELIEF & RECOVERY EXERCISES

In accordance with the [EMMV](#) and under the direction of the CEO (and/or MRM, MERO), local agencies and organisations will participate in emergency recovery exercises to test these recovery arrangements at least annually, unless there has been activation during the period.

Emergency relief and recovery exercises may be conducted in a variety of formats and may test various sections of the MEMP at local, regional or state level. There should also be testing of the links between the levels of recovery management.

Emergency relief and recovery exercises may be run in conjunction with other emergency management exercises or agency exercises, but must have discrete aims and objectives for the testing the MEMP.

The MRM will summarise the outcomes of exercises for the Regional Recovery Coordinator (DHHS), who in turn will provide a summary of all regional exercises to the State Recovery Coordinator.

## **5.8 EVALUATION OF RECOVERY EVENT ACTIVITIES**

Evaluation of recovery activities and recovery programs following emergency events is essential to maximise lessons learned and identify where improvements can be made. Evaluation may take the form of a formal debrief of operations, or may involve workshops, seminars or applied research into particular areas of activity.

The MRM should conduct an evaluation of recovery operations following activation of the recovery arrangements in the MEMP. The evaluation may be an informal or formal debrief depending on the scale of the activation.

The identification of strengths and weaknesses of the local operational response to the needs of the community will be documented for review by the Recovery Planning Committee and Council's Executive Management Team.

# APPENDICES

**APPENDIX C CONTROL & SUPPORT AGENCIES (EMMV PART 6)**

**Control Agencies**

Emergency (as per the Emergency Management Act 2013)	Form of emergency	Control agency (agency with the primary responsibility for responding to the emergency)	Class of major emergency
An earthquake, flood, wind-storm or other natural event	Earthquake	VICSES	1
	Flood	VICSES	1
	Heat	EMC	2
	Storm	VICSES	1
	Tsunami	VICSES	1
	Landslide	VICSES	1
Fire and explosion	Aircraft	ARFF /CFA/MFESB	1 (2 if ARFF)
	Boilers and pressure vessels	CFA/MFESB	1
	Explosion	CFA/MFESB	1
	Explosive device	Victoria Police	3
	Fire	CFA/MFESB/DELWP	1
Road accident or any other accident	Aircraft	Victoria Police	2
	Biological materials (including leaks and spills)	DHHS	2
	Gas leakage	CFA/MFESB	1
	Hazardous materials, high consequence dangerous goods or dangerous goods (including leaks and spills)	CFA/MFESB/ARFF	1 (2 if ARFF)
	Lifts, cranes or scaffolding and amusement structures	CFA/MFESB	1
	Building collapse	CFA/MFESB/VICSES	1
	Marine (not including marine pollution)	Victoria Police	2
	Military aircraft and ships	Defence Force	2
	Radioactive materials (including leaks and spills)	DHHS	2
	Rail and tram	Victoria Police	2
	Road	Victoria Police	2
	Aircraft – inflight emergency	Airservices Australia	2
	Maritime casualty – non SAR (all vessels) in commercial and local port waters	Commercial or Local Port Manager <sup>1</sup> / TSV	2
	Maritime casualty – non SAR (all vessels in coastal waters) not in commercial and local port waters	TSV	2
	Cetacean (whale and dolphin) stranding, entanglement and vessel strike	DELWP	2

Plague or an epidemic or contamination	Chemical contamination of livestock or agricultural produce (agricultural or veterinary)	DEDJTR	2
	Exotic animal disease (includes bees and aquaculture)	DEDJTR	2
	Plant pest or disease	DEDJTR	2
	Marine pollution oil spills in Victorian coastal waters up to three nautical miles	DEDJTR/ Port Manager	2
	Wildlife affected by marine pollution	DELWP	2
	Exotic marine pest incursion	DELWP	2
	Vertebrate pest/plagues	DEDJTR	2
	Pollution into inland waters	CFA/MFESB	1
	Pollution of inland waters	EPA	2
	Retail food contamination	DHHS	2
	Food/drinking water contamination	DHHS	2
	Human disease	DHHS	2
	Blue-green algae	DELWP	2
A warlike act or act of terrorism, hijack, siege or riot	A warlike act or act of terrorism, hijack, siege or riot	Victoria Police	3
	Other threats against persons, property or environment	Victoria Police	3
A disruption to an essential service	Food supply, critical infrastructure damage or disruption	Victoria Police	2
	Electricity	DELWP	2
	Natural gas	DELWP	2
	Petroleum and liquid fuels	DELWP	2
	Public transport	PTV	2
	Roads/bridges/tunnels	VicRoads	2
	Water and sewerage	DELWP	2
Rescue <i>(note – not listed in the EM Act 2013 and potentially a support service)</i>	Building, structure	CFA/MFESB/VICSES	1
	Cave	Victoria Police	2
	Land	Victoria Police	2
	Lift, crane, scaffolding or amusement structure	CFA/MFESB	1
	Mine/quarry	Victoria Police	2
	Rail, aircraft and industrial	CFA/MFESB/VICSES	1
	Road	CFA/MFESB/VICSES	1
	Trench or tunnel	CFA/MFESB	1
	Water	Victoria Police	2
Search <i>(as above)</i>	Land	Victoria Police	2
	Water	Victoria Police / AMSA	2
	Overdue aircraft	AMSA	2

## Support Agencies

Functional support area	Lead agency (state)
Agriculture	DEDJTR
Animal Welfare (livestock and companion animals)	DEDJTR
Animal Welfare (wildlife)	DELWP
Ambulance / first aid	AV
Business and industry	DEDJTR
Coronial services	Coroner's Court of Victoria
Courts, corrections and consumer affairs	DJR
Deceased person identification	Victoria Police
Earth resources (mines)	DEDJTR
Education	DET
Emergency services telecommunications	ESTA
Energy (including electricity, gas and liquid fuels)	DELWP
Environmental impact (air, land and water quality)	EPA
Health and human services	DHHS
Health command	AV
Local government	DELWP
Media/communications	EMV
Public land	DELWP
Public transport	PTV
Responder agencies	CFA, MFESB, DELWP, VICSES
Roads	VicRoads
Spatial data	DELWP
Specific facilities (including secure facilities)	Owner or manager
State Government	DPC
Telecommunications	DEDJTR
Tourism	DEDJTR
Transport (including airports and ports)	DEDJTR
Water and sewerage	DELWP
Weather	BOM
Worksafe	Victorian WorkSafe Authority

## APPENDIX D RECOVERY PLANNING AND PREPAREDNESS

### 5.4.1 KEY RECOVERY PLANNING FACTORS

Northern Grampians Shire Council (NGSC) has a number of key planning factors that have an impact on the ability to respond and recover effectively from an incident:

- Establishment of a recovery planning process that has established strong interagency relationships and identified interdependencies.
- Escalation triggers to the regional level have been identified in the *Grampians Emergency Relief and Recovery Plan* (DHHS, 2016).
- Sufficient deputy MRMs have been recruited and fully trained.
- Training of recovery support workers is an essential part of preparedness.
- Business continuity arrangements have been identified for key recovery staff in the NGSC Business Continuity Management Plan (2014).

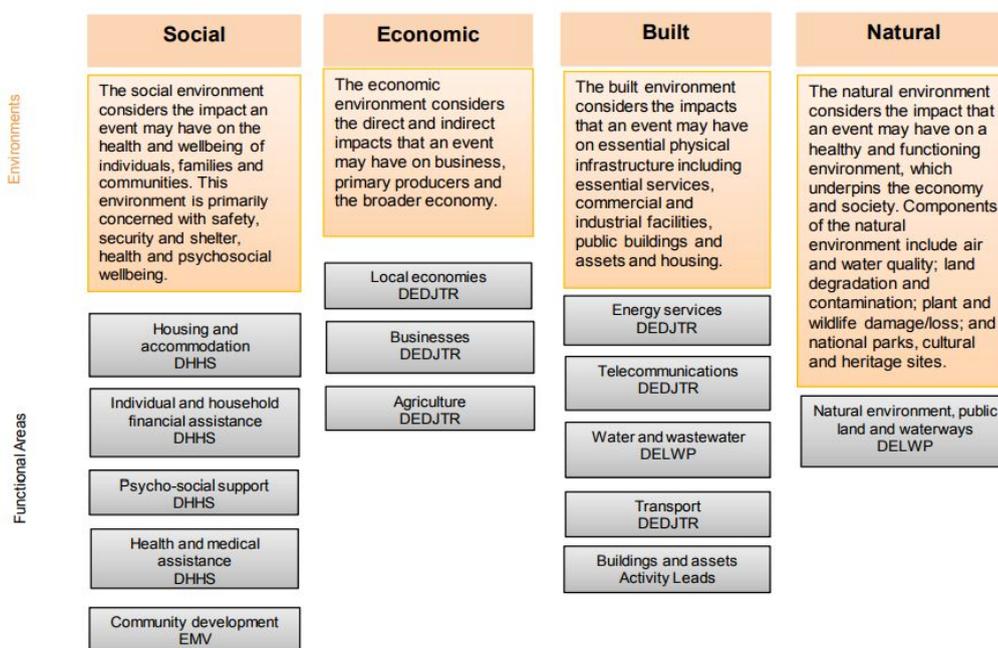
### 5.4.2 RECOVERY PLANNING PROCESS

The MRM will work with key recovery agencies through the Municipal Recovery Planning Committee (MRPC). The MRPC aims to ensure the provision of effective relief and recovery services across the municipality. The presence of the MRPC ensures responsibilities are shared across all stakeholders and fully understood.

The intent of this committee’s planning process is to provide oversight and review of the recovery plan (Part 5 of the MEMP), which outlines relief and recovery operations that are known and understood by all agencies, committee members, senior council officers and all staff with emergency management responsibilities.

### 5.4.3 STRUCTURE OF THE MUNICIPAL RECOVERY PLANNING PROCESS

The municipal recovery planning process is structured to address key recovery services/activities within the four recovery environments as identified in the State Emergency Relief and Recovery Plan ([EMMV](#) Part 4) as follows.



#### 5.4.4 PLANNING COMMITTEE RESPONSIBILITIES

- Establish and maintain recovery service arrangements in preparation for an emergency.
- Ensure effective communication between stakeholders.
- Provide a platform to coordinate recovery services across the municipality.
- Establish working groups to identify and address the recovery requirements of the municipality.
- Provide support within their capacity to recovery agencies when required.
- Maintain an effective working relationship between municipal and regional service providers.
- Review the recovery component of the MEMP Plan.
- The MRM or delegated deputy represents the municipality at the regional planning meetings.

#### 5.4.5 PLANNING FOR THE SUPPORT OF VULNERABLE PEOPLE

The term 'vulnerable' can be defined broadly in relation to emergencies. The activities and processes set out in the *Vulnerable People in Emergencies Policy* (DHHS, 2015) target a clearly defined group within the community and do not seek to address all 'at risk communities and people'

Under the Policy, the NGSC has a role in coordinating a local Vulnerable Persons Register (VPR), which can be viewed through the existing Council-administered Crisisworks emergency management system. This coordination includes basic system administration and local oversight of the VPR, which will support local planning.

A VPR has been established and populated with the names and addresses of identified vulnerable people within the Northern Grampians Shire area who have consented to being listed on the VPR. Funded agencies, including the NGSC, will be responsible for entering and maintaining information about identified people. The NGSC's VPR coordinator (MRM and deputies) will release information according to the procedure.

The VPR will be accessible to authorised Victoria Police representatives, for consideration in planning and exercising. In the event of an emergency, the Victoria Police or other emergency services with responsibility for emergency response and evacuations are able to obtain the details of vulnerable individuals directly from the VPR as required.

## APPENDIX E RECOVERY OPERATIONS PLAN

### Introduction

This appendix to the Northern Grampians Shire Municipal Emergency Management Plan (MEMP) outlines what will happen during an emergency recovery operation, and who will be responsible for the provision and coordination of each recovery service.

This appendix is in effect a sub-plan of the MEMP Part 5, setting out how and when each of those recovery services will be delivered to a community which has been impacted by an emergency.

### 5.6.1 PHASES OF RECOVERY OPERATIONS

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

The following table is an example of a hypothetical recovery time continuum for a large scale emergency. The time continuum for small and medium scale emergencies may differ from those outlined below, but they will follow the same basic process.

<b>1. During The Incident</b>	
<b>Activity</b>	<b>Responsibility</b>
Activate emergency relief arrangements	Municipal Recovery Manager (MRM)
Conduct an Initial Impact Assessment (IIA)	Incident Control Centre (ICC), Municipal Emergency Coordination Centre (MECC)
Assess the need and plan for Post Emergency Needs Assessment (PENA)	MRM
Plan for and conduct community response information meetings	ICC, MRM, Communications Coordinator
Plan for community recovery information meetings	Municipal Emergency Resource Officer (MERO), Municipal Emergency Response Coordinator (MERC), MRM, Communications Coordinator
Assess the need, and plan for, the establishment of a recovery centre.	MRM Recovery Centre Coordinator
<b>2. Immediately After The Incident (1 – 7 days)</b>	
<b>Activity</b>	<b>Responsibility</b>
Establish and brief an Incident Recovery team (IRT) consisting of the recovery planning committee,	MRM

Recovery Service Coordinators (RSCs) and key agencies	
Conduct community recovery information meetings	IRT
Activate a Recovery centre/s if required	MRM Recovery Centre Coordinator
Conduct a PENA to identify: <ul style="list-style-type: none"> <li>• What needs to be done;</li> <li>• Who will undertake those tasks; and</li> <li>• How will they be coordinated (who will do what, where and when).</li> </ul>	MRM & PENA Coordinator
IRT meets to assess needs.	MRM
Commence Clean-up	Council Works Department
Establish a mechanism for the provision of essential needs in the impacted area e.g. resources (financial, human & equipment), water, stock feed, temporary fencing, fuel, food and material aid.	MRM IRT
Assign personnel/resources to households in need	Personal Support Coordinator
Appoint media liaison coordinator (if required)	MRM
Escalate to Regional Recovery Coordination if required	MRM
Manage/Refer donation offers and spontaneous volunteers	MRM
Conduct first operational debrief	MRM
Initiate the Recovery Planning process including the: <ul style="list-style-type: none"> <li>• establishment of the Municipal Incident Recovery Committee (MIRC); and</li> <li>• Development of the Municipal Recovery Action Plan structure and framework.</li> <li>• Establishment of MIRC recovery environment sub-committees</li> </ul>	MRM, Department of Health & Human Services (DHHS), Council Executive Management Team
<b>3. Short Term (2 – 4 weeks)</b>	
<b>Activity</b>	<b>Responsibility</b>
Submit resource requirements to state government	MRM, MIRC
Continue to monitor community needs through the impact assessment process and allocate resources where appropriate.	MIRC
Continue the Recovery Planning process including the: <ul style="list-style-type: none"> <li>• Recovery Action Plan; and</li> <li>• Conclude the role of the IRT and refer instead to the establishment of subcommittees and working groups to address specific recovery needs (refer to Section 5.6.9 - 'MIRC').</li> <li>• Prepare a communications strategy and incident impact assessment summary</li> </ul>	MRM
Sub committees implement the recovery action plan	Sub-committee leader(s)
Plan for outreach services	Social Environment task force
Implement community development activities	Social Environment task force

Maintain recovery centre services (if required)	MRM & Recovery Centre Coordinator.
Ensure community needs for shelter and material needs are met	Recovery Committee
Engage with the community through: <ul style="list-style-type: none"> <li>● information sharing;</li> <li>● consultation;</li> <li>● supporting community initiatives: and</li> <li>● active participation.</li> </ul>	MRM
<b>4. Medium Term (2 – 3 months)</b>	
<b>Activity</b>	<b>Responsibility</b>
Continue to implement and monitor the Municipal Recovery Action Plan.	MRM MIRC
Conduct outreach program (week 6 – 8)	Social Environment sub-committee
Maintain recovery centre services (if required)	MRM & Recovery Centre Coordinator
Subcommittees continue action plan implementation	Subcommittee chair
Subcommittees continue action plan implementation	Subcommittee chair
Implement economic development activities (if required)	Subcommittee chair
Commence planning for the development of a transition strategy to enable the timely and appropriate withdrawal of dedicated relief and recovery services and activities, and transition to existing community support services.	MIRC, MRM
Continue to conduct recovery service debriefs	MRM
<b>5. Long Term (4 months onwards)</b>	
<b>Activity</b>	<b>Responsibility</b>
Monitor and review the progress of the Recovery Action Plan	MRM, MIRC
Celebrate recovery milestones	MIRC
Continue the development of the transition strategy	MRM, MIRC
Conduct final debrief	MRM

The MRM or Deputy MRM is to initiate recovery activities as soon as possible or when required, following an emergency. The MRM shall convene a meeting of the key recovery agencies as soon as is practical to assess the situation. If the delivery of recovery services is deemed beyond the capacity or scope of Council’s usual operations, the MRM will establish a Municipal IRT to undertake the initial coordinated actions and a MIRC to oversee the management the recovery process. Details on the MIRC are covered in this section 5.6.9.

### 5.6.2 THE EMERGENCY RECOVERY OPERATIONS PROCESS

The Emergency Recovery Process follows five phases which require specific actions. Those phases are:

- The threat of an emergency
- The response phase of an emergency
- The post-emergency phase (first 7 days)
- The recovery management phase(week 3 and onwards)
- Closure of the recovery operation

### 5.6.3 THREAT OF AN EMERGENCY

There are times when emergencies occur with no prior warning (such as transport accidents or a utility failure) and no prior preparation activity is possible. When that happens, all the municipality can do is respond. Some situations, usually naturally driven events such as flood, fire or storm events, often give some warning lead time to allow the recovery team to be alerted and get resources into place. When this occurs, the following actions may be possible.

MUNICIPAL RECOVERY MANAGER – Actions Required		X / √ / NA
<b>REPORT OF AN EXTREME THREAT IS RECEIVED.</b>		
<b>UPON RECEIVING THIS INFORMATION, THE MRM WILL:</b>		
1	Confirm the status of this threat with the municipal emergency management structure. Agree on the notification procedure and escalation process relevant to the type and degree of the threat. For example: is this a Heat Health or a Severe Storm/Flood alert?	
2	Send an alert to the relevant RSCs who may be activated should the threat escalate to an emergency. Advise them to follow procedures prepared for that particular threat. (e.g. for a Code Red Day, remain in or close to the office and set up the MECC).	
3	Monitor the situation using relevant web sites (Bureau of Meteorology [BOM], Country Fire Authority [CFA], ABC Radio), liaise with the MERC, MERO and other relevant representatives on the status of the emergency threat.	
4	Follow up that alert with a Situation Report (SITREP) once more information on the threat is known. Keep staff briefed on a regular basis.	
5	Activate the recovery team/s should the threat escalate.	
6	Stand the team/s down if the threat subsides.	

### 5.6.4 RECOVERY OPERATIONS – RESPONSE PHASE

MUNICIPAL RECOVERY MANAGER – Actions Required		X / √ / NA
<b>REPORT OF AN EMERGENCY IMPACTING ON THE SHIRE.</b>		
<b>THE MECC IS ACTIVATED.</b>		
<b>UPON RECEIVING THIS INFORMATION, THE MRM WILL:</b>		
1	Attend the MECC and undertake the prescribed role and responsibilities	

2	Monitor the situation and keep e-mailing SITREPS and/or SMS updates to the relevant recovery personnel.	
3	<u>Vulnerable People</u> : Obtain maps which forecast on impacted areas from the ICC as to whether there are VP under threat.	
<b>EMERGENCY THREATS DISPLACE RESIDENTS FROM THEIR HOMES</b>		
<b>ONCE RESIDENTS COMMENCE EVACUATION OF THEIR HOMES, THE MRM WILL:</b>		
4	Consult with the members of the municipal emergency management structure and the ICC on which Emergency Relief Centre to open. (The ICC will manage the media announcements).	
5	Implement the Relief Centre activation processes.	
6	Call the Northern Grampians Shire Communications Coordinator and ask them to attend the MECC. Assist with ERC information requirements.	
7	Inform DHHS of this activation.	
8	Continually monitor the needs of the Relief Centre.	
<b>ICC CALLS COMMUNITY INFORMATION MEETINGS.</b>		
<b>UPON HEARING THIS ANNOUNCEMENT, THE MRM WILL:</b>		
9	Meet with the Communications Coordinator and commence preparations for these meetings.	
10	Confirm which recovery staff and MERO what resources will be required to be present at the community briefings. Action those tasks.	
11	Attend those meetings or send a Deputy MRM in your place.	
12	Ensure the Council's Executive Management Team is kept informed.	
13	Continue to provide updates to Council Recovery staff.	
<b>PRIVATE PROPERTIES ARE BEING IMPACTED</b>		
<b>THE MRM WILL CALL THE PENA COORDINATOR INTO THE MECC AND:</b>		
14	Brief the Coordinator on the situation and activate the PENA Operations.	
15	Ensure direct contact with the Department of Economic Development, Jobs, Transport & Resources (DEDJTR) occurs if farms are being impacted and request their Emergency Management Liaison Officer (EMLO) to attend.	
15	Ensure direct contact with the CFA/Victoria State Emergency Service (VICSES) occurs if urban properties are being impacted and request an EMLO to attend should their support be required.	

16	The opening of additional relief centres may be required. Liaise with DHHS on any need for assistance or escalation to a neighbouring municipality due to resourcing or egress issues.	
17	Monitor the preparations being undertaken by the PENA Coordinator and assist when required.	
18	Impacts on private properties will likely trigger planning for the following events once the emergency is under control: <ul style="list-style-type: none"> <li>● CRC meeting/s</li> <li>● PENA operations (planning already underway)</li> <li>● MIRC meeting</li> <li>● The opening of a recovery centre/s</li> </ul>	
19	Begin preparations for these recovery activities which include: <ul style="list-style-type: none"> <li>● Communications Coordinator preparing information for recovery community meetings, preparation of PENA fact sheets and Recovery Centre information pack.</li> </ul>	
20	Monitor the situation and respond to requests and SITREPS as required.	
<b>THE EMERGENCY IS CLOSE TO BEING CONTAINED</b>		
21	<u>Response/Recovery Transition Plan:</u> The MRM in conjunction with the Control Agency will call together relevant relief and recovery agencies including the MERO and the MERC to consult and agree on the timing and process of the response stand down and the details <b>of the response to recovery transition agreement.</b>	

### 5.6.5 STAFF RESOURCING - THE ROLE OF RECOVERY SERVICE COORDINATORS (RSCs)

A wide range of recovery services are activated in Recovery Operation. Each service has been delegated to Council or an identified Support. The Northern Grampians Shire Council (NGSC) will identify staff and/or establish dedicated positions across the organisation to ensure the recovery effort is timely, responsive to community needs, and continues as long as required. The number and types of positions established will depend upon the scale of the emergency, and the recovery requirements of impacted communities. Council will recruit personnel to dedicated positions, and/or delegate responsibility as a RSC for specific recovery activities relevant to functional areas.

RSCs are responsible to the MRM and initiate actions under the direction of the MRM. Their role requires them to:

- Convene meetings with services providers within their area of responsibility to identify and document in the event of an emergency:
  - What needs to be done
  - Who will provide what services
  - What resources are available (local and regional)
  - How the process will work
  - What interdependencies exist with other service areas.

- Represent their service area on the MIRC.
- Liaise with other Service Coordinators to ensure information sharing and cross-service planning occurs.
- Identify a Deputy Service Coordinator to relieve when they are unavailable.
- Recruit new service providers and identify additional resources as required.
- Review service arrangements each year.

### 5.6.6 RECOVERY SERVICE AREAS

**Activation of any of the following services will be via notification from the MRM to the RSC of that specific area.**

Recovery Service	Recovery Service Coordinator (RSC)	Service Providers (not exclusive)
<p><b>Accommodation</b> To assist in the provision of emergency / temporary accommodation during and after an emergency. <b>Note:</b> Red Cross may provide emergency accommodation (first 48hrs) but only for Single Incident Emergency Assistance (SIEA).</p>	Community Development Officer	<ul style="list-style-type: none"> <li>● Local government/ MRM</li> <li>● Salvation Army</li> <li>● Grampians Community Health (GCH)</li> <li>● Wimmera Uniting Care</li> <li>● Rural Housing Network</li> </ul>
<p><b>Aged and Disability Support</b> To plan for and co-ordinate the recovery process for aged and disabled people in the Shire. Identification of other vulnerable groups would be valuable.</p>	Team Leader Community Partnerships	<ul style="list-style-type: none"> <li>● Aged care providers</li> <li>● Health &amp; Community Care (HACC) funded agencies</li> <li>● Community health centre</li> <li>● DHHS</li> <li>● Rural access workers</li> </ul>
<p><b>Food and Water</b> To provide food and water as required for Council staff and attendees at Emergency Relief Centres. <b>Note:</b> Red Cross coordinates and/or provides food and water for <u>affected people</u> in relief/recovery centres and other locations. In its coordination role Red Cross works with a range of local providers to meet community needs.</p>	Environmental Health Officer (EHO)	<ul style="list-style-type: none"> <li>● Salvation Army</li> <li>● Local food outlets</li> <li>● Local hospital services</li> <li>● Red Cross (see note)</li> </ul>

<p><b>Children’s Services</b> To plan for and co-ordinate the recovery process for children under 12 years and to provide Childcare to relief/recovery centres.</p>	<p>Team Leader Family &amp; Children’s Services, NGSC</p>	<ul style="list-style-type: none"> <li>● Family day care provider</li> <li>● Maternal and child health nurses</li> <li>● Childcare centre</li> <li>● Preschools</li> <li>● Community nurses</li> <li>● Outside school hours care</li> </ul>
<p><b>Communication</b> To coordinate and provide accurate information to the public and media after an emergency, and to develop a communications plan specific to the disaster. The employment of a Media Liaison Officer to coordinate information gathering and releases is a significant advantage.</p>	<p>Communications Coordinator, MRM</p>	<ul style="list-style-type: none"> <li>● Mayor</li> <li>● Police</li> <li>● Local media</li> <li>● Media Liaison Officer</li> <li>● MRM</li> </ul>
<p><b>Community Development</b> To coordinate community events and activities that will assist community’s recovery from the impacts of an emergency. Employment of a Community Recovery Officer may well be a key part of this recovery service.</p>	<p>MRM</p>	<ul style="list-style-type: none"> <li>● Municipal Community Development Manager</li> <li>● Community health centre</li> <li>● DHHS</li> <li>● MRM</li> <li>● Community group representatives</li> </ul>
<p><b>Donations Coordination</b> <i>This is not the responsibility of the municipality. An external organisation should be recruited to auspice this service area.</i></p>	<p>MRM</p>	<ul style="list-style-type: none"> <li>● Salvation Army</li> <li>● State government</li> </ul>
<p><b>Financial Assistance</b> To coordinate the distribution of financial aid to individuals and communities after an emergency. A range of financial grants and subsidies will be offered by various agencies requiring coordination.</p>	<p>Community Development Officer</p>	<ul style="list-style-type: none"> <li>● DHHS</li> <li>● Centrelink</li> <li>● Salvation Army</li> <li>● Rural financial counselling service</li> <li>● Rural Finance Corporation</li> <li>● Insurance Council of Victoria</li> </ul>
<p><b>Material Aid</b> To co-ordinate distribution of material aid to affected members of the community following an emergency.</p>	<p>Community Planning Officer</p>	<ul style="list-style-type: none"> <li>● Salvation Army</li> <li>● Uniting Care</li> <li>● Service clubs</li> <li>● Churches</li> </ul>

<p><b>Psychological First Aid (PFA)/ Psychosocial Support</b>                  To coordinate the provision of PFA/psychosocial support and counselling services during and after an emergency. Case management of affected members of the community will be the preferred approach and outreach services will be coordinated from this service area.  <b>Note:</b> Red Cross volunteers provide psychological first aid to people affected by emergencies. This occurs through delivery of all Red Cross services in relief and short, medium and long-term recovery, including food and water provision, Register.Find.Reunite, in relief centres and through outreach.</p>	<p>MRM</p>	<ul style="list-style-type: none"> <li>● GCH</li> <li>● Victorian Council of Churches (VCC)</li> <li>● Health (hospital) service</li> <li>● Wimmera Uniting Care</li> <li>● Grampians Psychiatric Services</li> <li>● Salvation Army</li> <li>● Red Cross (see note)</li> <li>● Advocacy services as required</li> </ul>
<p><b>Relief &amp; Recovery Centre Management</b>                  To coordinate and staff relief and recovery centres as established by the MERO and MRM, and liaise with other Service Coordinators. Regular maintenance of the centre register and support resources is part of the coordinator’s role.  <b>Note:</b> Register.Find.Reunite (R.F.R) is a national service, and is commissioned and administered according to state-level Red Cross/Victoria Police arrangements. Red Cross coordinates and resources the registration of affected people in relief/recovery centres, and the off-site management of registrations and inquiries in the State Inquiry Centre. Registrations are collected via the Personal Information Form. Victoria Police is the</p>	<p>Relief Centre – Coordinator Leisure Services, NGSC Deputy MRM</p> <p>Recovery Centre - MRM, Community Planning Officer</p>	<ul style="list-style-type: none"> <li>● Identified centre managers and deputies</li> <li>● VICSES (relief centre support)</li> <li>● DHHS (recovery centre support)</li> <li>● Red Cross (see note)</li> <li>● Victoria Police</li> <li>● GCH</li> <li>● PFA/Psychosocial Support Providers</li> </ul>

<p>commissioning agency for R.F.R and delegates the responsibility for administering the service to Red Cross.</p>		
<p><b>Volunteer Coordination</b> To recruit, support and coordinate the work of volunteers after an emergency and to assist other recovery service areas through provision of volunteers as required.</p>	<p>MRM</p>	<ul style="list-style-type: none"> <li>● GCH</li> <li>● Wimmera volunteers</li> <li>● Schools</li> <li>● Service clubs</li> <li>● Others as determined</li> </ul>
<p><b>Animal/Stock Welfare</b> Assist/destroy injured stock/wildlife. Coordinate disposal of dead stock. Coordinate emergency feed/fodder supplies. Identify holding areas for stock/pets etc. Provide cages/leads etc. for animals and relief/recovery centres. Round up escaped stock.</p>	<p>EHO</p>	<ul style="list-style-type: none"> <li>● Municipal animal shelter</li> <li>● DEDJTR</li> <li>● DELWP</li> <li>● EHO</li> <li>● Vets</li> <li>● RSPCA</li> <li>● Victorian Farmers Federation (VFF)</li> <li>● Parks Victoria</li> <li>● Wildlife network</li> <li>● Animal aid agencies</li> </ul>
<p><b>Economic Development</b> To coordinate and initiate economic development activities to assist local businesses to recover following an emergency.</p>	<p>Business Services &amp; Tourism Officer</p>	<ul style="list-style-type: none"> <li>● Business Development Officers</li> <li>● Tourism Development Officers</li> <li>● Regional Development Victoria (RDV) / Domestic Building Insurance</li> <li>● Local chambers of commerce groups</li> <li>● Centrelink</li> <li>● Rural finance</li> <li>● Rural financial counsellors</li> </ul>
<p><b>Clean Up/Equipment Provision</b> To plan for and coordinate the cleanup process after an emergency including the provision of temporary resources as required, e.g. toilets, generators, earthmoving equipment, furniture.</p>	<p>Manager Environment &amp; Regulatory Services</p>	<ul style="list-style-type: none"> <li>● MERO</li> <li>● VICSES</li> <li>● Local contractors (e.g. earthmovers)</li> <li>● Service clubs</li> <li>● Hire businesses</li> <li>● EHO</li> </ul>
<p><b>Fencing</b></p>	<p>MRM</p>	<ul style="list-style-type: none"> <li>● Municipality</li> </ul>

<p>To coordinate the reconstruction of boundary fencing of rural properties following damage incurred by an emergency.</p>		<ul style="list-style-type: none"> <li>● VFF</li> <li>● Service clubs</li> <li>● DEDJTR</li> <li>● Catchment Management Authorities (CMAs)</li> <li>● Department of Justice &amp; Regulation</li> </ul>
<p><b>Infrastructure</b> To rebuild and restore community infrastructure/ utilities after an emergency.</p>	<p>Manager Infrastructure, NGSC</p>	<ul style="list-style-type: none"> <li>● MERO</li> <li>● Powercor</li> <li>● Gas companies</li> <li>● Local water authority</li> <li>● Telstra</li> <li>● CMAs</li> </ul>
<p><b>Transport</b> To assist in transport provision after an event so those affected can access relief centre, recovery services, schools, shopping etc.</p>	<p>Community Development Team Leader, NGSC</p>	<ul style="list-style-type: none"> <li>● MERO</li> <li>● VicRoads</li> <li>● Commercial transport</li> <li>● Community transport providers</li> <li>● Taxis/buses</li> </ul>
<p><b>Environmental Health</b> To assess, advise on and minimise the public health impact of an emergency e.g. safe water supply, food safety/disposal, septic systems, safe disposal of waste, provision of temporary toilets/facilities etc.</p>	<p>EHO</p>	<ul style="list-style-type: none"> <li>● Regional EHO</li> <li>● Municipal EHO</li> </ul>
<p><b>Environment</b> To assess, advise on and repair damage after an event including tree safety/assessment; replanting/revegetation; erosion prevention and control.</p>	<p>Manager Infrastructure &amp; Manager Emergency Services &amp; Environment</p>	<ul style="list-style-type: none"> <li>● Landcare Groups</li> <li>● NGSC Parks and Gardens</li> <li>● Department of Environment, Land, Water &amp; Planning (DELWP)</li> <li>● Local nurseries</li> <li>● Local contractors</li> <li>● CMAs</li> <li>● Environment Protection Authority (EPA)</li> </ul>
<p><b>Post Emergency Needs Assessment (PENA)</b> To coordinate assessment of damage and losses following an emergency. The gathered information will assist the</p>	<p>MRM, EHO</p>	<ul style="list-style-type: none"> <li>● DEDJTR</li> <li>● Municipal Building Inspectors</li> <li>● MERO</li> <li>● MRM</li> <li>● PFA/psychosocial support providers</li> <li>● EHO</li> </ul>

<p>recovery planning and recovery service provision. To ensure the Memorandum of Understanding (MOU) for PENA is implemented.</p>		<ul style="list-style-type: none"> <li>● Arborists</li> <li>● Red Cross</li> </ul>
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### 5.6.7 POST EMERGENCY NEEDS ASSESSMENT (PENA)

During the initial 48 hours of an emergency, an IIA captures the nature and scale of the impact on people, community infrastructure, economic, natural and built environments. A detailed assessment of the damage to the affected area is essential so that the recovery team can effectively commence their planning and recovery operation.

The PENA is conducted primarily after the emergency when it is safe for trained personnel to enter the affected area. A detailed PENA will be coordinated by the MRM, and used to verify impact that has been recorded, as well as identifying new and additional details and needs. Accurate data enables the Municipal Incident Recovery Committee (MIRC) to identify which environments have been impacted and where recovery services are required.

DEDJTR is responsible in relief and recovery activities to assess agricultural assets and livestock losses in rural zones ([EMMV](#) Part 7). Council may provide assistance if requested to support this function. In a localised event, it is the NGSC’s responsibility to coordinate the PENA.

Prior to PENA teams being placed in the field, the area must be declared safe for this purpose by the Incident Controller. This process is to be arranged through the MECC.

The MRM will activate the PENA teams to survey/assess the community in affected areas as indicated by the control agency. Impact assessments will be conducted by the NGSC, and DEDJTR or other relevant agencies depending on the incident.

PENA has a number of stages and involves a range of personnel with differing skill sets. To support coordination and delivery, PENA teams will be established with the option, depending on event requirements, of including personal support counsellors, EHOs, state government representatives, building inspectors, local laws personnel and others. In a significant and widespread event it is probable that external agencies will be required to support the initial and post impact processes required to collect and substantiate impact summaries. This request will be made by the MRM or state, regional and district Incident Control structures, having regard to the present inter-agency agreements, state and localised resource availability. To support coordination a Geographical Information Systems officer may be utilised to overlay properties to the affected area.

The MRM or Deputy MRM will brief PENA teams prior to deployment and will debrief teams at the completion of the allotted activity.

The PENA will identify which environments have been impacted. Information obtained will be collated by the MRM and used to identify:

- What needs to be done
- Who will undertake those tasks
- How they will be coordinated , who will do what, and when
- What resources will need to be sourced and from whom

The information from the PENAs and any additional confirmed data will be used as a resource by municipal recovery committees to develop a municipal recovery action plan as soon as practicable following an emergency event.

### **5.6.8 INCIDENT RECOVERY TEAM (IRT)**

Immediately after an incident which requires resources for recovery greater than those provided by Council, the MRM will establish and brief an IRT consisting of the recovery planning committee, RSCs (see 5.6.5) and key recovery agencies. The role of the IRT in the initial stages will be to utilise the needs and impact assessment to identify:

- what needs to be done;
- who will undertake those tasks; and
- how will they be coordinated (who will do what, where and when).

As part of the coordination role a key activity of the IRT will be to establish an agreed mechanism for the provision of essential needs in the impacted area, e.g. resources (financial, human & equipment), water, stock feed, temporary fencing, fuel, food and material aid. The role of the IRT will continue until the functions can be provided by dedicated recovery resources, and overseen by the Municipal Incident Recovery Committee (MIRC) and established sub-committees.

### **5.6.9 MUNICIPAL INCIDENT RECOVERY COMMITTEE (MIRC)**

#### Membership

The scope and membership of the MIRC will evolve as required when the municipality is responding to an emergency. When the effects of an emergency are serious the recovery process will warrant the input of key stakeholders, including affected community, generally through a Community Recovery Committee (CRC). This committee is formed and then disbanded once the recovery phase is completed. The membership of such a committee will depend on the circumstances.

The composition of the MIRC will vary depending on the extent and type of emergency (i.e. which of the four recovery environments have been impacted). For example, a fire could impact the social, natural, built and economic environments, and a drought will largely impact the social, economic and natural environments.

The membership of the MIRC should include community leaders and agency representatives such as:

- MRM

- Councillors
- Government agencies
- Community groups
- Affected persons
- Non-government agencies
- Volunteers

### Responsibilities

- Assess the impact of the emergency on the four environments and identify the required recovery services.
- Undertake specific recovery activities as determined by the circumstances and the MIRC.
- Monitor the overall progress of the recovery process in the affected community. This can be done by:
  - Assessing recovery objectives against those identified in the Recovery Action Plan.
  - Receiving feedback from community, Council and agency personnel.
- Identify community needs and resource requirements and make recommendations to appropriate recovery agencies, municipal councils and the State Government Departments.
- Liaise, consult and negotiate, on behalf of the affected communities, with recovery agencies, government departments and municipal councils.
- Liaise with DHHS Regional Recovery Coordinator.
- Provide leadership and support to staff specifically employed for the recovery effort (e.g. a Community recovery officer or Business recovery officer).

### Activation

If a MIRC is required to manage the recovery process, the MRM through the municipal emergency management structure and Council's Executive Management Team will invite representatives to form the MIRC. In undertaking this the MRM will consider:

- Who is the most suitable chair (ideally a Councillor or the MRM).
- Suitable membership, which could include:
  - RSCs
  - Local community leaders
  - MRM
  - Councillor representative
  - DHHS
  - Rural financial counsellors
  - RDV
  - Department of Transport, Planning & Local Infrastructure
  - DEDJTR
  - Local counselling agency representative
  - Local business/farming organisations
  - Other appropriate organisations and individuals.
- Reporting process.

## 5.6.10 RECOVERY CONSIDERATIONS

### Engagement of Community in Recovery

A vital component in empowering a community in its recovery process is the engagement and involvement of the affected community in planning and participating in the process of recovery. This may be undertaken in a variety of ways depending on the scale of the event and community interest and ability.

The form of any community recovery structure may vary. The varieties for consideration may include:

- Community Recovery Committee (CRC) constituted independently of Council;
- A Community Reference Group or functional subcommittee as part of the MIRC structure, or
- Regular community meetings to derive input and feedback from community members in an ad hoc informal manner.

At all times it will be important to ensure that all members of the affected community are provided the opportunity to give feedback and express their opinions in relation to the recovery process. This will enable Council to ensure that processes allow for broad and diverse community input, rather than from limited sections of the community.

### Sharing of personal information

Any personal information captured during the registration process must be in compliance with privacy legislation. However, in an emergency situation, the public interest in safety will override the privacy requirements of the *Information Privacy Act 2000*, even where the emergency response was not the primary reason for collection.

The *Information Sheet 02.10* from the Office of the Victorian Privacy Commissioner notes that:

*“Usually an organisation should only use information for the purpose it is collected (IPP 2). However, if new personal information is collected in order to respond to an emergency, sharing that information where necessary with other organisations involved in the disaster response or recovery may be considered to be disclosure for the primary purpose of collection.”*

### Public appeals

The NGSC cannot be registered as a charitable organisation and therefore the MRM will request the assistance of the Salvation Army (non-food item donations and monetary donations) to coordinate any fundraising or material aid appeals. Council does not have the capacity to establish or administer fundraising or collections to receive donations of goods or monies on behalf of people affected by a disaster.

The NGSC is accountable however for any monies granted or donated directly to Council as a result of any emergency event and will implement systems to receive and account for all such donations. Any donations received by Council will be used broadly for recovery functions with regard to the manner the donation was intended.

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

## **5.6.11 COMMUNITY RECOVERY COMMITTEE (CRC)**

Communities recover best when they are supported to manage their own recovery. The primary method of ensuring and fostering community management of recovery after an event is through the establishment of Community Recovery Committees (CRCs).

### Establishment:

The MRM has the responsibility to ensure the establishment of CRCs as soon as possible after the emergency. Existing local community representative committees should be used where possible. The CRC is a sub-committee to the MIRC.

### Membership:

Membership of CRCs will depend on the needs of the affected areas, and should include:

- MRM
- Community development personnel
- Councillors
- Community groups
- Affected persons
- Business and tourism associations
- Government agencies
- Non-government agencies

Where there is capacity to assist with recovery services, involvement should also come from local community agencies and private businesses.

### Functions:

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

### Role:

The role of the CRC is to:

- Monitor the progress of the recovery process in the community.
- Identify community needs and resource requirements and make recommendations to recovery agencies, council and recovery managers.
- Liaise, consult and negotiate on behalf of the community with recovery agencies, government departments and the council.
- Liaise with DHHS as the recovery coordination agency through the designated regional director or delegate.
- Undertake specific recovery activities as required.

The following diagram is an example of a CRC structure that might be utilised following a large scale emergency.



### 5.6.12 PSYCHOLOGICAL FIRST AID (PFA) / PSYCHOSOCIAL SUPPORT

The implementation of an effective emergency PFA/psychosocial support, which may include outreach and case management models to support individuals and families affected by an emergency, relies on significant collaboration between state government, municipalities and community service organisations.

PFA/psychosocial support is strongly embedded in existing recovery structures established to manage and provide recovery services. These may include using existing municipal, regional and state recovery committees and the establishment of recovery centres where required.

Red Cross volunteers provide psychological first aid to people affected by emergencies. This occurs through delivery of all Red Cross services in relief and short, medium and long-term recovery, including food and water provision, Register.Find.Reunite, in relief centres and through outreach.

The NGSC has a MOU with GCH as the primary agency as well as Wimmera Uniting Care and the Red Cross to ensure the coordination and delivery of PFA/psychosocial support services are conducted. During the recovery phase, a request for funding to coordinate or deliver the service will be forwarded to the DHHS Regional Recovery Coordinator. The funding submission will contain the following:

- Estimated number of households affected
- Nature of the impacts of the emergency on individuals, households and the community
- Details in relation to the capacity of local services to respond

Where there is potential for primary producers to be affected by an emergency, the Council will liaise with DHHS and DEDJTR to determine the circumstances in which support may be delivered in a coordinated approach.

### **5.6.13 AGENCIES ASSISTING IN RECOVERY**

Agencies involved in Recovery and available in the municipality are listed below:

- Local government
- DHHS
- GCH
- Grampians Psychiatric Services
- Stawell Regional Health
- East Wimmera Health Service
- Wimmera Uniting Care
- Victoria Police
- Advisory and Assistance Centre
- VCC
- Lifeline
- Salvation Army
- Red Cross
- St Vincent de Paul
- Centrelink
- VicRoads
- Parks Victoria
- VFF
- DELWP
- DEDJTR
- VICSES
- Grampians Wimmera Mallee Water
- CMAs
- Utility companies
- Rural Finance
- Wimmera Rural Counselling

The role of agencies in emergencies is detailed in the [EMMV](#) Part 7.

#### Role of DHHS In Recovery

DHHS is responsible for state and regional coordination of emergency relief and recovery.

As detailed in the [EMMV](#) (Part 7), DHHS will undertake the following tasks:

- Prevention / Mitigation / Risk Reduction Activities
  - Promoting awareness of safe practices and emergency procedures and implementing safety and warning systems for clients and funded services of DHHS.

- o Providing whole-of-health leadership and direction in planning and preparing for emergencies with major health consequences, including mass casualties.
- o Implementing legislation, programs and monitoring procedures to minimise public health risk from:
  - infectious diseases
  - contaminated food
  - contaminated water supplies
  - radiation and chemicals.
- Response Activities
  - o Control agency for human disease/epidemics, food/drinking water contamination and incidents involving radiological substances and biological releases.
  - o Through the State Health Emergency Response Plan (SHERP), ensure a safe, effective coordinated health and medical response to emergency incidents that go beyond day-to-day arrangements.
  - o Access additional resources for the provision of appropriate care during an emergency with major health consequences.
  - o Direct the strategic health response during an emergency with major health Consequences.
  - o Coordinate the training, development and deployment of suitably-qualified health professionals to enable Victoria to contribute to national or international deployments of health and medical teams, when requested by an interstate government, or by the Australian Government under AUSASSISTPLAN.
- Recovery Activities
  - o DHHS is responsible for regional relief and recovery coordination across the four recovery environments. The Secretary of the DHHS has appointed a Relief and Recovery Coordination Senior Liaison Officer to act as a strategic and operational interface between regional and state tiers of relief and recovery coordination.
  - o DHHS is responsible for the relief coordination of:
    - Emergency shelter
    - Emergency financial assistance
    - Psychosocial support
  - o DHHS is responsible for the recovery functional area coordination of:
    - Housing and accommodation
    - Psychosocial support
    - Individual and household assistance
    - Health and medical assistance
  - o DHHS supports Municipal councils in their roles to deliver relief and recovery activities:
    - Forming, leading and supporting Municipal /Community Recovery Committees.
    - Providing and staffing of recovery/information centres.
    - Advising on, providing and managing community development services.
    - Providing tailored information services to affected communities, using e.g. information lines, newsletters, community meetings and websites.

### Role of the Red Cross in Recovery

The [EMMV](#) lists Red Cross as a lead support agency for recovery. Red Cross draws from a national and international network of resources and experience to support the recovery of people affected by emergencies. All of these services are available for activation by local governments and other organisations:

- Psychosocial Support: giving access to information, emotional support and referral to other agencies - in relief/recovery centres, community meetings, outreach
- Provide psychosocial support to affected people, working alongside local government and other agencies whilst secondary and post impact assessments are being conducted
- Support local government workers and other agencies to manage their own self care during management of the emergency and afterwards
- Provide resources, guidance, literature to recovery efforts/initiatives
- Training to agencies and partners in Communicating in Recovery and PFA
- Register.Find.Reunite is a national service, and is commissioned and administered according to state-level Red Cross/Victoria Police arrangements. Red Cross coordinates and resources the registration of affected people in relief/recovery centres, and the off-site management of registrations and inquiries in the State Inquiry Centre. Registrations are collected via the Personal Information Form. Victoria Police is the commissioning agency for R.F.R and delegates the responsibility for administering the service to Red Cross.

#### **5.6.14 GOVERNMENT POST-EMERGENCY ASSISTANCE MEASURES**

Government post-emergency assistance measures for recovery are detailed in the [EMMV](#) Part 8.

## APPENDIX F MEMPC TERMS OF REFERENCE

<b>Northern Grampians Shire Municipal Emergency Management Planning Committee</b>		<b>Adopted by Council:</b>	<b>July 2017</b>
		<b>Review Date:</b>	<b>30 April 2018</b>
		<b>Expiry Date:</b>	<b>04 August 2020</b>
<b>Responsible Director:</b>	<b>Infrastructure and Environment</b>	<b>Sanjay MANIVASAGASIVAM</b>	
<b>Responsible Officer:</b>	<b>Manager Environment &amp; Community Safety</b>	<b>Warren GROVES</b>	
<b>Functional Area:</b>	<b>Emergency Management</b>	<b>Kelly BOLADERAS</b>	

### PURPOSE

The Municipal Emergency Management Planning Committee (MEMPC) is a multi-agency committee for the municipal district. It is the intent of its emergency planning process to develop a coherent plan that is known and understood by all agencies, MEMPC members, senior council officers and all staff who have emergency management responsibilities.

### SUMMARY:

This Committee is formed pursuant to Part 4 Section 21 of the *Emergency Management Act 1986*.

### OBJECTIVE:

The Northern Grampians Shire Council (NGSC) forms the MEMPC being members and employees of council, response and recovery agencies and local groups involved in emergency management issues to make recommendations to Council for consideration in relation to emergency management matters within the municipality.

This objective is supported by the following actions of the MEMPC:

- Identify, treat and evaluate potential risks that could impact on the community.
- Implement measures to prevent or reduce the likelihood or consequences of emergencies where appropriate.
- Manage arrangements for the utilisation and implementation of municipal resources (being resources owned by or under the direct control of the municipal council) and other resources available for use in prevention, preparedness, response and recovery to emergencies
- Promotion of educational programs that reduce the community's vulnerability and increase its capacity for resilience and self-reliance.
- Manage support that may be provided to or from adjoining municipalities.
- Assist the affected community to recover following an emergency.
- Complement other local, regional and state government planning arrangements

- To build relationships across member agencies and industries within the municipality
- Fulfil statutory obligations for the NGSC and member agencies

*Expected/Definite life of the Committee*

- On-going responsibilities

*Membership and Chairperson*

The following organisations and agencies shall make up the MEMPC attendance:-

- NGSC Mayor - Chairperson
- Municipal Emergency Response Coordinator (MERC)/ or Deputy (Victoria Police)
- Municipal Emergency Resource Officer (MERO)/ or Deputy
- Municipal Recovery Manager (MRM)/ or Deputy
- Municipal Fire Prevention Officer (MFPO) or Delegate
- MEMPC EM Support Administration Officer

*Local Emergency Service Representatives*

- Victoria State Emergency Services
- CFA District 16 Operations Officer
- Department Environment, Land, Water & Planning
- Department of Economic Development, Jobs, Transport & Resources
- Parks Victoria
- Ambulance Victoria
- VicRoads
- PowerCor
- Australian Red Cross
- Department of Health & Human Services

In addition to this standing membership the MEMPC welcomes attendance of the following organisations and agencies at meetings. Their contribution and attendance is of particular relevance when each emergency risk relevant to the agency is reviewed. At other times it is recognised that reports are submitted for each meeting.

- GWMWater
- Wimmera Catchment Management Authority
- Vic Track
- Others as required

*Scope of the Committee*

The provisions of the *Emergency Management Act 1986* (Part 4: Responsibilities of Municipal Councils) requires Council to undertake the following:

- Municipal Emergency Management Plan (Section 20 of the Act)
  - Prepare and maintain a municipal emergency management plan.
- Municipal Co-ordination and Planning (Section 21 of the Act)
  - Appoint a Municipal Emergency Management Planning Committee
  - Appoint a person or persons to be the Municipal Emergency Resource Officer/s (MERO/s), who is responsible for ensuring coordination of municipal resources used in emergency response and recovery.

- o The function of the Municipal Emergency Planning Management Committee is to prepare a draft municipal emergency management plan for consideration by the Northern Grampians Shire Council
- o A municipal emergency management planning committee must give effect to any direction or guidelines issued by the Minister
- o Subject to the regulations, a municipal emergency management planning committee may determine its own procedures.
- Audit of Municipal Emergency Management Plans (Section 21A of the Act)
  - o Prepare and maintain a Municipal Emergency Management Plan, which must be audited by the Director of Victoria State Emergency Service to assess its compliance with the Emergency Management Manual of Victoria every three years
  - o Respond to an audit report within 3 months.

#### *Meeting Procedure*

The MEMPC will meet four times per year and following emergencies involving the municipality, or as required from time to time. All meetings will follow an agenda and be minuted.

#### *Quorum*

Quorums for meetings will require the attendance of at least 50% +1 of agencies.

#### *Sub-Committees and Working Parties*

The MEMPC will determine the need to establish sub-committees/working parties in order to investigate and report back on specific issues that will assist the MEMPC in meeting its obligations under the *Emergency Management Act 1986*.

Two standing sub-committees of the MEMPC include the Municipal Fire Management Planning Committee and the Municipal Incident Recovery Committee.

The MEMPC will determine the terms of reference and reporting timeframes for those committees and/or working parties. The membership of any sub-committee/working party will consist of agencies and organisations represented on the MEMPC and other representatives deemed necessary by the MEMPC.

#### *Reporting Requirements*

Member organisations and agencies of the MEMPC are to submit a written report 10 days prior to the scheduled MEMPC meeting.

A report will be submitted to Council following each meeting.

Minutes will be forwarded to all representatives on the Committee and the Regional Emergency Response Coordinator.

#### *Any other relevant information*

The administrative services of the MEMPC will be provided by the MEMPC Support Officer.

#### APPOINTMENT OF MEMBERS (Selection Criteria)

##### *Selection Process*

The *Emergency Management Act 1986* requires Council to appoint a Municipal Emergency Resource Officer/s (MERO/s) and establish a Municipal Emergency Management Planning Committee.

Council appoints a Councillor as its representative and to act as Chairperson.

## REFERENCES

*Emergency Management Act 1986*

Emergency Management Manual of Victoria (EMMV)

Municipal Emergency Management Plan - previous versions

## APPENDIX G MECC OPERATING PROCEDURES

<b>SOP Title:</b>	<b>Municipal Emergency Coordination Centre (MECC) Operating Procedures</b>
<b>SOP Reference No:</b>	
<b>Last review date:</b>	<b>June 2017</b>

### LOCATION

Primary MECC(s):

- **Stawell**  
**Council Chambers, Pleasant Creek Historic Precinct  
 50-52 Longfield Street (Western Highway), Stawell**
- **St Arnaud**  
**Community Meeting Room, Northern Grampians Shire Council Town Hall  
 Napier Street, St Arnaud**

Alternate MECC:

- **Stawell**  
**Downstairs Foyer, Northern Grampians Shire Town Hall  
 59-69 Main Street, Stawell**

### ROLE OF MECC

Under the supervision of the Municipal Emergency Resource Officer (MERO)/Municipal Emergency Response Coordinator (MERC) the role of the MECC is to:

- Administer the provision of resources from within the municipality
  - (i) Coordinate municipal resources in emergency response.
  - (ii) Maintain effective liaison with emergency agencies within or servicing the municipality.
  - (iii) Ensure procedures and systems are in place to monitor and record expenditure by the council in relation to emergencies.
- Administer emergency relief and recovery.
- Disseminate current accurate information and Situation Reports as required.

### ACTIVATION OF MECC

The MECC can only be activated at the request of the MERC. This may be on the advice of:

- Regional Emergency Response Coordinator (RERC)
- Control Agency – Incident Controller

- MERO/Municipal Recovery Manager (MRM)

### **ACTIVATION PROCEDURE**

- Access building to be used as MECC
- Call in appropriate staff
- Set up furniture as per below floor plans (Stawell/St Arnaud)
- Establish and test MECC communications
- Initiate incident on Crisisworks
- Provide tabards for MECC personnel

### **STAFFING OF MECC**

Staffing of the MECC should be made up of the following:-

- MERC (Victoria Police)
- MERO or Deputy MERO
- MECC Administrative Staff
- MRM or Deputy MRM
- Others as required or co-opted

Note that the MERC may be located either at the MECC or where the control agency is exercising control, depending on the situation.

### **COMMUNICATIONS**

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

### **GENERAL**

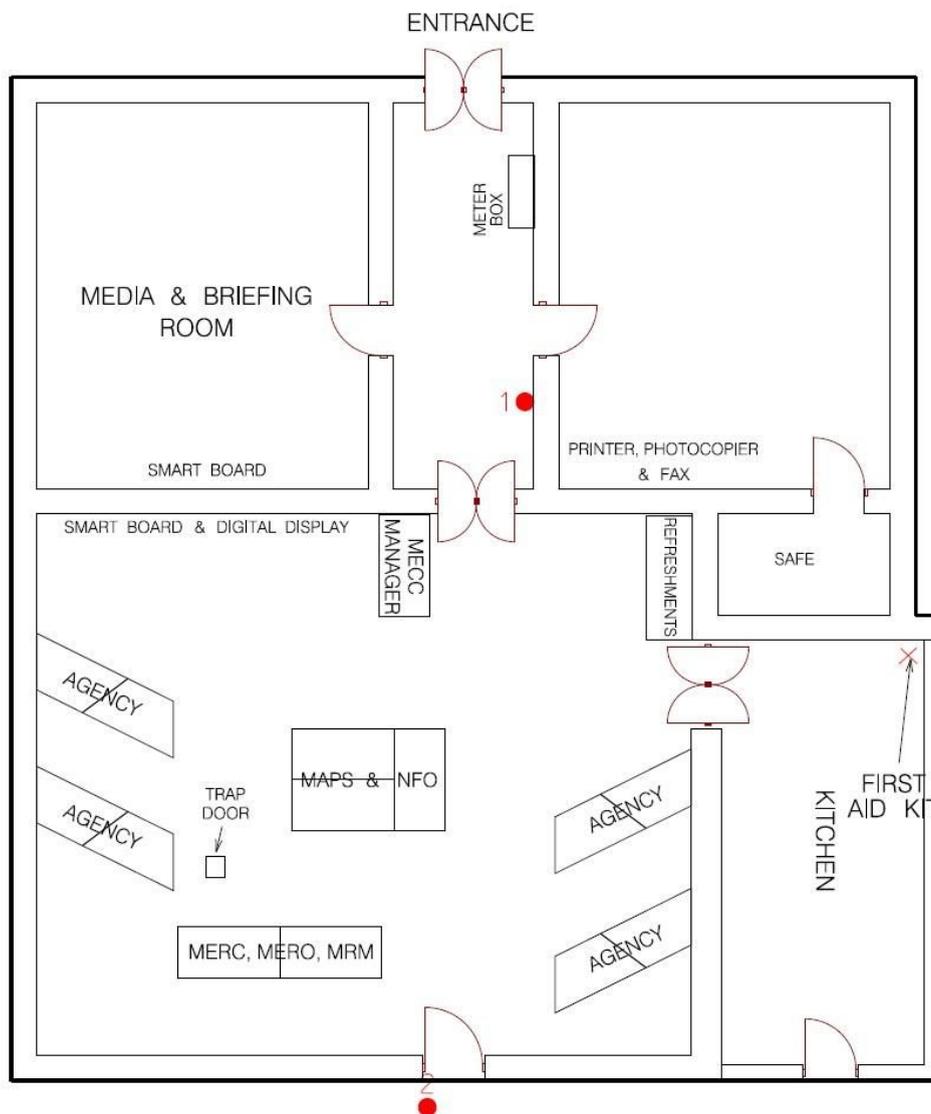
The MECC must be secure to prevent unauthorised people from gaining access. MECC administrative staff are responsible for organising staff relief, catering, security, parking, registration and comfort. MECC administrative staff will assist the MERO/Deputy MERO.

**Note: All requests for the provision of resources must be meticulously documented on Crisisworks for accountability. Reference must be made to the Purchase Order Number in the request comments.**

### **STAWELL PRIMARY MECC**

Council Chambers, Pleasant Creek Historic Precinct  
50-52 Longfield Street (Western Highway), Stawell

- Access to the MECC is via a keyed lock (No. 20).
- The MECC will be set up in the Council Chamber as per the plan.
- All MECC equipment is located in the computer server storage safe.
- MECC phones are located in the storage cupboard next to the computer server safe.



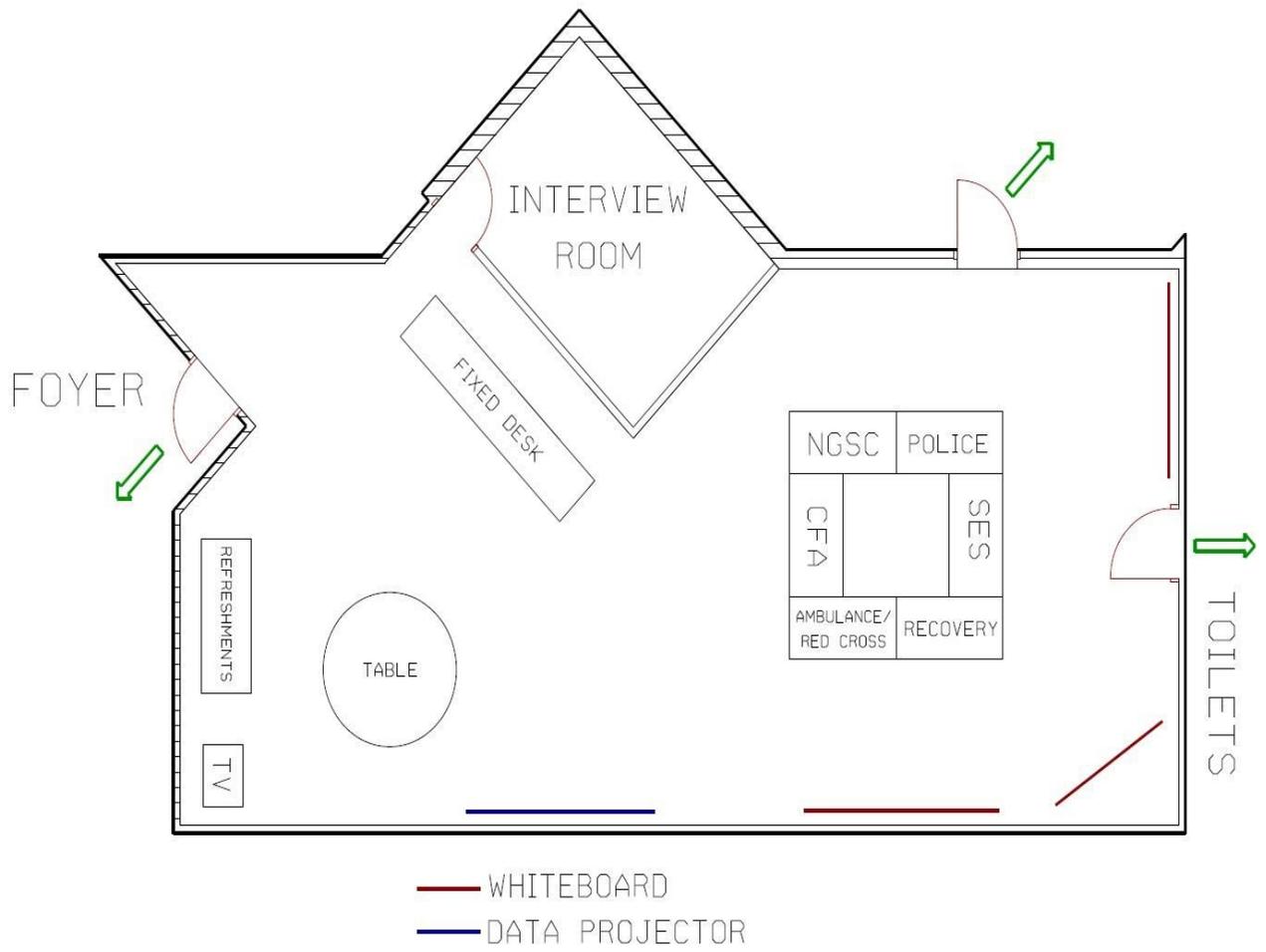
<b>RECOVERY</b>	<b>(03) 5358 1204</b>
<b>MERO</b>	<b>(03) 5358 3972</b>
<b>CFA</b>	<b>(03) 5358 3074</b>
<b>NGSC (INTERNAL)</b>	<b>(03) 5358 8742</b>
<b>MECC ADMIN</b>	<b>(03) 5358 4715</b>
<b>MERC</b>	<b>(03) 5358 4589</b>
<b>FAX</b>	<b>(03) 5358 3814</b>
<b>EMAIL</b>	<a href="mailto:stawell.mecc@ngshire.vic.gov.au">stawell.mecc@ngshire.vic.gov.au</a>

## **ST ARNAUD PRIMARY MECC**

Community Meeting Room (Dunstan Room), Northern Grampians Shire Council Town Hall  
Napier Street, St Arnaud

- Light switches for Dunstan Room are on the wall of the small office next to the door.
- Collect the two start-up boxes from under the desk in the small office in the Dunstan Room.
- Inside the startup box is a green folder containing instructions for setup of phones and MECC. Hanging off the file rail in the box is the key to the office key cabinet (on copier wall between two end offices) and a key which will give you access to the Perry Room, MECC doors, and generator padlock.
- Plug in data cables in computer room (refer to detailed instructions in manual at this point).
- Collect long stepladder from store room between McDonald and main hall and take to Dunstan Room, get small grey table from the Perry Room to put the media board on.
- Open marked ceiling panel (orange push pin) and pull board with data points and telephone lines down, set on table (refer to detailed instructions in manual at this point).
- Trestle tables are stored in the Perry Room kitchen or in the hall. Extra chairs are in the hall. Urns, cups and saucers, etc. are stored in the kitchen between McDonald & main hall. Key to Perry Room and key to kitchen cupboards in key cabinet in customer service. A small fridge is available in the Mayor's Office. Adaptor for TV aerial in black box. Small brown tables for TV and data projector in Perry Room.
- Set up tables as per diagram. Drop blind in small office to transform the big window into a white board.
- Secure the media board with large black rubber bands (in black box) on either end of central table, and plug in the 8-outlet power board. Secure it to central table with packing tape.
- Plug each phone into its own number on media board and place on surrounding tables.
- Close access to inside of table circle to avoid cable tapping or tripping.
- Please read instructions for operation of electric entrance doors before trying to open them (also in blue folder).

**MECC setup for Dunstan Room (old library)**



## **APPENDIX H            ACRONYMS AND ABBREVIATIONS**

AMSA	Australian Maritime Safety Authority
ARFF	Aviation Rescue & Firefighting (part of Airservices Australia)
AV	Ambulance Victoria
BOM	Bureau of Meteorology
CERA	Community Emergency Risk Assessment
CEO	Chief Executive Officer
CFA	Country Fire Authority
CIG	Community Information Guide
CMA	Catchment Management Authority
CRC	Community Recovery Committee
DEDJTR	Department of Economic Development, Jobs, Transport & Resources
DELWP	Department of Environment, Land, Water & Planning
DET	Department of Education & Training
DHHS	Department of Health & Human Services
DJR	Department of Justice & Regulation
DPC	Department of Premier & Cabinet
EHO	Environmental Health Officer
EMC	Emergency Management Commissioner
EMLO	Emergency Management Liaison Officer
EMMV	Emergency Management Manual Victoria
EMV	Emergency Management Victoria
EPA	Environment Protection Authority
ESTA	Emergency Services Telecommunications Authority
GCH	Grampians Community Health
HACC	Health & Community Care
ICC	Incident Control Centre
IIA	Initial Impact Assessment
IRT	Incident Recovery Team
MAV	Municipal Association of Victoria
MECC	Municipal Emergency Coordination Centre
MEM	Municipal Emergency Manager
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Response Coordinator
MERO	Municipal Emergency Resource Officer
MFESB	Metropolitan Fire & Emergency Services Board
MFMPC	Municipal Fire Management Planning Committee
MFPO	Municipal Fire Prevention Officer
MIRC	Municipal Incident Recovery Committee
MOU	Memorandum of Understanding
MRM	Municipal Recovery Manager
NGSC	Northern Grampians Shire Council
PENA	Post Emergency Needs Assessment
PFA	Psychological First Aid

PTV	Public Transport Victoria
RDV	Regional Development Victoria
RERC	Regional Emergency Response Coordinator
RSC	Recovery Service Coordinator
SIA	Secondary Impact Assessment
SIEA	Single Incident Emergency Assistance
SITREP	Situation Report
TSV	Transport Safety Victoria
VCC	Victorian Council of Churches
VFF	Victorian Farmers Federation
VICSES	Victoria State Emergency Service

## **APPENDIX I            LIST OF RELATED DOCUMENTS**

- AEMI Recovery Handbook
- *Emergency Management Manual Victoria (EMMV)*
- *Emergency Management Act 1986*
- *Emergency Management Act 2013*
- *Grampians Emergency Relief & Recovery Plan* (DHHS, June 2016)
- *State Emergency Response Plan 2012 (Part 3 EMMV)*
- *State Emergency Relief & Recovery Plan 2012 (Part 4 EMMV)*
- Northern Grampians Shire Business Continuity Plan
- Northern Grampians Shire Council Plan
- Northern Grampians Shire Municipal Fire Prevention Plan
- Municipal Council Neighbourhood Safer Places Plan - Northern Grampians Shire Council, August 2010
- *Victorian Emergency Animal Welfare Plan* (Revision 1, DEDJTR)
- *Vulnerable People in Emergencies Policy*, DHHS, May 2015

## APPENDIX J LIST OF MEMP SUB PLANS

Plan	Version / Date	Review Date	Owner / Responsible agency	Status
Municipal Fire Management Plan	V1 / 2016-2019	30/06/2019	NGSC	Current
Northern Grampians Shire Flood Emergency Plan	V9.3 / Dec 2016		VICSES	Current
Landslide Contingency Plan			VICSES	In progress
Emergency Animal Welfare Plan			NGSC	In progress
Heatwave Mitigation Plan (April 2014)	April 2014	31/03/2017	NGSC	In progress
Influenza Pandemic Plan (April 2014)	April 2014	31/03/2017	NGSC	In progress
Public Health Emergency Management Plan	V2 / April 2014	31/03/2017	NGSC	In progress
Municipal Domestic Waste Water Management Plan	2014-2017	31/03/2017	NGSC	In progress
Grampians National Park Search and Rescue Plan	June 2017 (draft only)		VicPol	In progress
Halls Gap Local Flood & Landslide Guide			VICSES	In progress
Stawell Gold Mine Tailings Storage Facility Emergency Response Plan	Dec 2015		Stawell Gold Mine	Current
Stawell Tyre Stockpile Fire Management Plan			CFA	In progress

## Northern Grampians Shire Council

### St Arnaud Community Recreation Committee

Meeting held at 7.00pm on Wednesday, 15 February  
Community Room, Town Hall, St Arnaud

## Minutes

1. Present Cr Tony Driscoll Cr Merrilee Reid Kaye Boyd Peter Vanrenan  
Peter Knight Peter Knights Tony Hull Carolyn Trowell

2. Apologies Brett Douglas

3. Disclosures of Interest & Declarations of Conflict of Interest<sup>1</sup>  
Nil

4. Confirmation of Minutes of Previous Meeting - 9 November 2016  
Minutes not available

5. Matters Arising from the Minutes  
Previous agenda reviewed

5.1 Emergency Management Plan

Committee felt the map was incomplete and therefore payment should not be made.  
Concern expressed that this became a committee responsibility.

Committee identified some services known to them but not included on the map. There may be others they are not aware of.

*Carolyn to follow up and report back to committee*

5.2 Sheep pavilion ramp

Partial completion of work. Since then DELWP have graded a fire road nearby.  
Scouring has now worsened. Is this scheduled for remedial work.

*Carolyn to follow up whether work could be due to flood and completed under flood recovery*  
*Neil has approved for this work to be placed on the flood works list.*

5.3 Canteen trip hazard

Canteen were considering applying for a community grant  
Cost could be \$10,000+ project

**5.4 TOTE toilets access doors**

Still waiting to hear whether Agricultural Society grant successful.

Committee members have discussed options with NGSC Building Dept and previous issues and associated costs no longer a concern.

**5.5 Netball courts**

Committee were not consulted.

**5.6 TOTE roof**

Carpets have been cleaned - invoice received \$240

Upstairs ceiling sealed and painted - invoice received \$880

Some areas still leaking onto carpet!

*Carolyn to follow up with John Kindred - was box gutter work completed?*

**5.7 LNP boundary fence**

Harness club received community grant of \$1000, clubs contributed \$

Fencing project (Drought Workforce) recommencing next week

**5.8 Public Toilets**

Again requesting toilet plan be brought forward

*Carolyn to discuss with Sanjay*

**5.9 Bookings Process**

Clubs/users need to be notified of new booking process

*Carolyn to include this information in letter to clubs re committee representatives*

**5.10 Committee membership**

Letter wasn't sent requesting nominations for committee.

*Carolyn to action letter to clubs/users*

**5.11 Drainage at hockey end of ground**

Discuss next meeting

*Carolyn to follow up - has survey completed in 2012 been located*

**6. Financial Report**

Carolyn provided summary since last meeting:

**Expenses**

**\$780 service location**

**\$40 fire extinguisher refill**

**Income**

**\$200 Battlegrounds fee (King George park)**

**\$72.73 battlegrounds fee (LNP)**

**Balance remaining: \$13,649**

**7. Events & bookings**

Carolyn provided overview of regular user group bookings

**7.1 New bookings**

**Battlegrounds - Monday's 5.30-8pm, ceases end of March**

**Sheep Pavilion - 31 March 2017 - St Arnaud Victorian Farmers Federation**

**Sheep pavilion/oval/stables - 21 & 22 October 2017 - Midland Pony Club**

**7.2 Hire Fees**

**Pavilion hire fee is \$150 (No fee charged if purpose is for charity/genuine NFP)**

**Midland Pony Club fee \$600**

*Carolyn to notify Lease Administration Officer re fee for Midland Pony Club & discuss requirement for portable toilets.*

*Carolyn to develop process through booking system for power to be turned on when camping approved.*

*Carolyn to develop process for Harness racing Club (via Kaye) to be notified when oval/track booked*

**8. New business**

**8.1 Water usage - Lord Nelson Park**

**Excessive water use at LNP**

**Committee questioned amount used. Calculates to 10 litres per minute and this would be impossible to cart for track use.**

**Committee dispute amount and request GWM check meter.**

*Carolyn to follow up with NGSC Purchasing Officer*

**8.2 Cricket Club - New shed**

**Plans circulated. Committee support plan to remove old shed and replace with a new shed.**

**Committee agreed to contribute \$1000 towards project (Agreed - Peter Van Renen, Seconded - Peter Knight)**

*Carolyn to contact land owner for plan approval.*

*Carolyn to contact Cricket club*

**8.4 Camping at LNP**

**Complaints received from caravan park re loss of business because of campers at LNP.**

**Power has been turned off to camping area.**

**Signs being made 'NO CAMPING'**

**Power to be turned back on for events.**

**8.5 St Arnaud Football Club**

**Discussion whether lease or seasonal agreement required.**

**Continue with seasonal agreement**

*Carolyn to refer to Lease Administration Officer for action*

**8.6 Reserve Users Booking process**

**New online process discussed.**

[http://www.ngshire.vic.gov.au/Council-Services/Parks-Gardens/Council-Controlled-Reserves-Booking.](http://www.ngshire.vic.gov.au/Council-Services/Parks-Gardens/Council-Controlled-Reserves-Booking)

**8.7 New invoices**

**Painting safety stripes on steps - \$358.35 & \$45.80 (Harness Club agreed to pay ½)**

**8.8 Football lights**

**Littil Lighting offer to trial lighting.**

***Carolyn to follow up if NGSC still offer interest free loans?***

**8.9 Committee request for additional NGSC staff to attend next meeting**

**John Hunt, Jason Abbot, Trenton Fithall, Hayden Harvey**

**The purpose of this request is to expedite actions, share information, discuss costs, plan and prioritise works.**

**8.10 Regular progress reports**

**As meetings are now quarterly, progress reports are vital to ensure agenda items are progressed between meetings.**

***Carolyn to provide monthly updates to Committee re progress***

**9. New events & bookings**

**a. Midland Pony Club**

**b. Sheep Pavilion Hire**

**8. Meeting closed 9.30 pm**

**Next Meeting Wednesday 17th April @ Lord Nelson Park  
Commencing at 6pm for walk around  
Meeting room TBC**

**QUEEN MARY BOTANIC GARDENS  
COMMITTEE**

**MINUTES OF MEETING  
22-9- 2016**

**MINUTES OF THE MEETING OF THE QUEEN MARY BOTANIC GARDENS  
COMMITTEE HELD ON WEDNESDAY 22nd SEPTEMBER  
TOWN HALL 40 NAPIER STREET ST ARNAUD**

**PRESENT:** Dorothy Patton (Chairperson) (Community)  
Dorothy Baldwin (CWA)  
Rosalind Small (Friends of QMG)  
Lynne Box ( Friends Of QMG)  
Jason Abbott (Parks & Gardens Co- ordinator )  
Eric Walker (Friends of QMG)  
Ella Ebery (St Arnaud Historical Society)  
Flora Mc Rae (Community)  
Margaret Mc Cahon (CWA)  
Joanne Hamilton (Friends of QMG)  
Cr T Driscoll (Council representative)

1. **OPEN MEETING:** The Chair declared the meeting open.
2. **APOLOGIES:** Bev&Len Reid, Lindee Parry
3. **DISCLOSURES OF INTEREST & DECLARATIONS OF CONFLICT OF INTEREST:**

Nil

4. **CONFIRMATION OF THE MINUTES:**

**'That the minutes of the Meeting held on Wednesday 10th August as circulated be adopted.'**

**Moved: J Abbott**

**Seconded: Jo Hamilton**

**Carried**

5. **MATTERS ARISING FROM MINUTES:**

- 5.1 Eric: nothing has changed on he grants front.

6. **CORRESPONDENCE**

- 6.1 A letter was sent to the historical society confirming that they could make use of the fence once it was no longer needed.

7. **REPORTS:**

- 7.1 Lyn, Cooks and helpers needed for seniors day 13th of October.  
Radfords pole has been returned.  
Friends had another successful wood raffel.
- 7.2 Jason reported that a number of new trees had been planted in the QMG.  
Rock edging was continuing and the possibility of reclaimed water being made available for use in pioneer park.

8. **GENERAL BUSINESS:**

- 8.1 Eastern corner of gardens: Plan has been tabled at council.  
The committee discussed the release of the plan to the public and resolved that they would like to release the plan after work has commenced. Also the plan should be put up on site once work has commenced.
- 8.2 Ivy hedge: Jo Hamilton moved and Eric seconded that the ivy hedge be removed.
- 8.3 Plaques to be installed on new tables and chairs.
- 8.4 Ros has a rock for Bryans memorial a plaque is to be struck and a plane tree to be planted, date and time to be decided.

9. **NEXT MEETING:** AGM November 16th @ Dorothy Pattons 35 Queens Ave shared tea.

10. **CLOSE:**

The Meeting closed at 6.30pm.

Confirmed

.....  
*D Patton, Chairman*



**MINUTES OF THE MEETING OF THE QUEEN MARY BOTANIC GARDENS  
COMMITTEE HELD ON WEDNESDAY 17th MAY AT  
TOWN HALL 40 NAPIER STREET ST ARNAUD**

**PRESENT:** Dorothy Patton (Chairperson) (Friends of QMG)  
Dorothy Baldwin (CWA)  
Eric Walker (Friends of QMG)  
Joanne Hamilton (Friends of QMG)  
Jason Abbott (P&G) Secretary  
Len Reid (Friends of QMG)  
Margaret Mc Cahon (CWA)

1. **OPEN MEETING:** Chairperson opened meeting
2. **APOLOGIES:** L.Box,R.Small,E.Ebery,B.Reid
3. **DISCLOSURES OF INTEREST & DECLARATIONS OF CONFLICT OF INTEREST:** Nil.
4. **CONFIRMATION OF THE MINUTES:**

*Moved D.Baldwin*  
*Seconded L.Ried*

*'That the minutes of the Meeting held on 15th March 2017 as circulated be adopted.'*

**CARRIED**

5. **MATTERS ARISING FROM MINUTES:**
  - 5.1 Another successful Gala Day was held in March with over 3000 dollars being raised.
  - 5.2 Doroyht rang Trenton, re: fencing and works on eastern corner.
6. **CORRESPONDENCE:** Nil
7. **REPORTS:**
  - 7.1 Dorothy, Reported that the concept plan from Thompson Hay had been released to the public. Little feedback has been received from the community.
  - 7.2 Jason, Reported that the eastern corner works should commence in the next couple of weeks, Also that the picket fence had already been removed and given to the historical society for use at the museum.
8. **GENERAL BUSINESS:**

- 8.1** Information board map to be moved to the backside of board and concept drawing by Thompson Hay to be put on Napier street side.
- 8.2** Plans for next twelve months for works in QMG. Tick off what has been achieved from previous requests, re evaluate what has not not been done. Set up a meeting with John Hunt to see what is achievable in the next twelve months. Forward on works from previous requests.

**9. NEXT MEETING: 19 th JULY 2017, Town Hall**

**10. CLOSE:**

The Meeting closed at 6.30pm.

Confirmed

.....  
***D Patton, Chairman***

**MINUTES OF THE MEETING OF THE QUEEN MARY BOTANIC GARDENS  
COMMITTEE HELD ON WEDNESDAY 16th NOVEMBER AT  
DOROTHY PATTON'S, 35 QUEENS AVE ST ARNAUD**

**PRESENT:**            ✓ Dorothy Patton (Chairperson) (Friends of QMG)  
                         ✓ Dorothy Baldwin (CWA)  
                         ✓ Flora McRae (Community)  
                         ✓ Lynne Box (Friends of QMG)  
                         ✓ Joanne Hamilton (Friends of QMG)  
                         ✓ Jason Abbott (P&G) Secretary  
                         ✓ Ros Small (Friends of QMG)  
                         ✓ Len Reid (Friends of QMG)  
                             Bev Reid (Friends of QMG)  
                         ✓ Flora Mc Rae (Community)  
                             Lindee Pary (Community)  
                         ✓ Ella Ebery (St A Historical Society)  
                             Cr M reid (Council)

1.     **OPEN MEETING:** ~~Cr J.A. Reid~~ Chairperson opened meeting

2.     **APOLOGIES:** ~~Cr T Driscoll, M Mc Cahon~~

3.     **DISCLOSURES OF INTEREST & DECLARATIONS OF CONFLICT OF INTEREST:** Nil.

4.     **CONFIRMATION OF THE MINUTES:**

*Moved     J Abbott  
Seconded Jo Hamilton*

*'That the minutes of the Meeting held on 22nd September 2016 as circulated be adopted.'*

**CARRIED**

5.     **MATTERS ARISING FROM MINUTES:**

5.1     Eric, Still no grants available, Tax office has changed wording so account can be changed.

6.     **CORRESPONDENCE:** Nil

7.     **REPORTS:**

7.1     Lyn, Reported on a great day at open gardens \$1100.00 raised. Also cooks needed for Bryan Small day.

7.2     Jason, Reported that he had received some more plants from Ellas garden, That have been planted in the gardens. Also that he has B.Small rock ready to go into gardens for Bryans memorial.

- 7.3** Ella, Has planted some lillies in the church bed, also she has some more plants to donate to the gardens. She would also like to see Jason appointed as curator and to only work in the gardens. She also reiterated that the botanic gardens is just that a botanic garden and to try to get some of our trees heritage listed or classified.

**8. GENERAL BUSINESS:**

- 8.1** 2017, Start on eastern corner, See if Trenton is able to push things along.
- 8.2** Permission sought by friends to hold Bryan Small memorial day 4th december,2016, Gala day 25th March, Open gardens 30 october 2017.

Permission granted, moved E.Walker 2nd D.Baldwin

**9. NEXT MEETING: 15th March 2017,Town Hall**

**10. CLOSE:**

The Meeting closed at 6.30pm.

Confirmed

.....  
***D Patton, Chairman***

**MINUTES OF THE MEETING OF THE QUEEN MARY BOTANIC GARDENS  
COMMITTEE HELD ON WEDNESDAY 15th MARCH AT  
TOWN HALL 40 NAPIER STREET ST ARNAUD**

**PRESENT:** Dorothy Patton (Chairperson) (Friends of QMG)  
Dorothy Baldwin (CWA)  
Flora McRae (Community)  
Lynne Box (Friends of QMG)  
Joanne Hamilton (Friends of QMG)  
Jason Abbott (P&G) Secretary  
Ros Small (Friends of QMG)  
Len Reid (Friends of QMG)  
Flora Mc Rae (Community)  
Ella Ebery (St A Historical Society)  
Cr T Driscoll (Council)

1. **OPEN MEETING:** Chairperson opened meeting
2. **APOLOGIES:** Cr M Reid
3. **DISCLOSURES OF INTEREST & DECLARATIONS OF CONFLICT OF INTEREST:** Nil.
4. **CONFIRMATION OF THE MINUTES:**

*Moved J Abbott  
Seconded Jo Hamilton*

*'That the minutes of the Meeting held on 22nd September 2016 as circulated be adopted.'*

**CARRIED**

5. **MATTERS ARISING FROM MINUTES:**
  - 5.1 Eric to be added to list of present at AGM.
6. **CORRESPONDENCE:** Nil
7. **REPORTS:**
  - 7.1 Lyn, Reported reported that friends have conducted working bees for gala day. Clean out of mechanics to accommodate more bric-a-brac and books that have been donated, More plants still needed.
  - 7.2 Jason, Reported that plants have been stolen from the gardens and of some other minor vandalism. He also reported of a project that he hoped to see started, being the resurrection of the avenue of honor at King George Park. Starting with four trees, Being W.Young first shot of world war 1,E.C.Holmes,E.D.Morshead,C.Wilmott names of high school sports houses.

**8. GENERAL BUSINESS:**

- 8.1** Dorothy has been in contact with Trenton re eastern corner, concept drawing by Thompson Hay to be released to public by council. After this is released demolition works and site preparation will be able to commence.
- 8.2** Friends may be able to contribute to some of the project, Jason to find prices on some items. eg: fence, stone wall, plants.

**9. NEXT MEETING: 17th May 2017, Town Hall**

**10. CLOSE:**

The Meeting closed at 6.30pm.

Confirmed

.....  
**D Patton, Chairman**



**QUEEN MARY BOTANIC GARDENS  
COMMITTEE**

**MINUTES OF MEETING**

**18th May 2016**

*10 August*

**MINUTES OF THE MEETING OF THE QUEEN MARY BOTANIC GARDENS  
COMMITTEE HELD ON WEDNESDAY 10th AUGUST  
TOWN HALL 40 NAPIER STREET ST ARNAUD**

**PRESENT:** Dorothy Patton (Chairperson) (Community)  
Dorothy Baldwin (CWA)  
Rosalind Small (Friends of QMG)  
Lynne Box ( Friends Of QMG)  
Jason Abbott (Parks & Gardens Co- ordinator )  
Eric Walker (Friends of QMG)  
Trenton Fithall (Infrastructure Manager NGSC)  
Margaret Mc Cahon (CWA)  
Joanne Hamilton (Friends of QMG)  
Cr T Driscoll (Council representative)

1. **OPEN MEETING:** The Chair declared the meeting open.
2. **APOLOGIES:** Flora Mc Rae, Bev&Len Reid, Ella Ebery, Lindee Parry
3. **DISCLOSURES OF INTEREST & DECLARATIONS OF CONFLICT OF INTEREST:**  
  
Nil
4. **CONFIRMATION OF THE MINUTES:**  
  
'That the minutes of the Meeting held on Wednesday 16th March as circulated be adopted.'  
  
**Moved: L Box**  
**Seconded: D Baldwin** **Carried**
5. **MATTERS ARISING FROM MINUTES:**
  - 5.1 Dorothy has received a letter from Sanjay confirming that the former bowling green is now under the control of the QMG Committee of management.
  - 5.2 Ros is still looking for a rock to be engraved, If none are suitable a plaque may have to be sought and put on a rock or plinth.
  - 5.2 Heritage climbing roses have been planted.

**6. CORRESPONDENCE:**

6.1 A letter was received from the historical society asking for the use of the picket fence when it is no longer needed.

6.2 letter from Sanjay, Bowling green corner ownership.

**7. REPORTS:**

7.1 Lyn, Cooks needed for seniors day 13th of October.

7.2 Jason reported that a number of new trees had been planted in both Pioneer park and the QMG.

**8. GENERAL BUSINESS:**

8.1 Eric had tried to get a grant for the upgrade of the lights in the QMG, Another grant should be available in a couple of months.

8.2 Cr Tony Driscoll informed the committee of the formal acknowledgement that the bowling green is now under the direction of the committee of management.

8.3 Dorothy spoke on the advancement of the bowling green corner and wanted council to know that the COM would be proactive on trying to raise funds and procure grants to assist with the restoration of the corner.

8.4 Trenton Fithall showed the committee garden designs submitted by Thompson Hay landscape architects, who had been employed by the shire to come up with a formal approach and costings on the project.

8.5 The Queen Mary Gardens Committee of Management accepted that drawing 1619-L01 as submitted by Thompson Hay landscape architects be adopted as the concept for the eastern corner of the Queen Mary Gardens.  
moved Jo Hamilton 2nd Lyn Box

8.6 Now the committee along with the shire need to scope out works and work out what is achievable in the short and long term.

**9. NEXT MEETING:** Wednesday 21 st september at 5.30pm at the Town Hall

**10. CLOSE:**

The Meeting closed at 6.30pm.

Confirmed .....

***D Patton, Chairman***