



Minutes

Council Meeting held at 12.30 PM on the Monday 1 June 2020 in the Entertainment Centre, Stawell Town Hall.

Present

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

Ms Liana Thompson, Chief Executive Officer
Mr Vaughan Williams, Director Corporate Services
Mr Trenton Fithall, Director Infrastructure
Mrs Naomi Goode, Director Communities

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.

To be confirmed at the meeting of Council on Monday, 6 July 2020.

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1. Apologies

Nil

2. Confirmation of Minutes

Ordinary Meeting held on Monday, 6 April 2020

RESOLUTION

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

Moved: Cr Karen Hyslop

Seconded: Cr Rob Haswell

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.

Cr Reid declared what could be perceived as an indirect financial interest in Item 9.4.1 due to her owning a business in the shire.

7. Assemblies of Councillors

[Liana Thompson, Chief Executive Officer]

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and 1 member of Council staff which considers matters that are intended or likely to be: - the subject of a decision of the Council; or subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee [s 76AA]; but does not include a meeting of the Council, a special committee of the Council, an audit committee established under s 139, a club, association, peak body, political party or other organisation.

A matter means a matter with which a Council, special committee or a member of Council staff is concerned and that will require –

- a. a power to be exercised, or duty or function to be performed, or a decision to be made, by the Council or a special committee in respect of the matter;
- b. a power to be exercised, or duty or function to be performed, or a decision to be made by a member of council staff in respect of the matter.

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	Meeting Description	📌 Matters Considered At The Assembly:	Conflict Of Interest Disclosures		
18/05/2020	Councillor Briefing Budget	8.1. Third Capital and Projects Meeting	Councillor/Officer Item Number Left Meeting?		
			Nil	Nil	Nil
14/05/2020	Councillor Briefing Budget Briefing	4.1. Gramplans Camel Rides 4.2. Second Capital and Projects Meeting	Councillor/Officer Item Number Left Meeting?		
			Nil	Nil	Nil
11/05/2020	Economic Growth Briefing	8.1. First Capital and Projects Meeting	Councillor/Officer Item Number Left Meeting?		
			Nil	Nil	Nil
04/05/2020	Lifestyles and Community Briefing	8.1 COVID Relief	Councillor/Officer Item Number Left Meeting?		
			Nil	Nil	Nil
27/04/2020	Organisational Effectiveness Briefing	COVID-19 Budget Impact and Relief	Councillor/Officer Item Number Left Meeting?		
			Nil	Nil	Nil
30/03/2020	Organisational Effectiveness Briefing	8.1. Sale of 48 Bowen Street 8.2. Performance Report Half Year - July to December 2019 9.1. C8 2019/20 - Provision of Quarry Materials and Concrete Supplies	Councillor/Officer Item Number Left Meeting?		
			Nil	Nil	Nil
27/03/2020	Councillor Briefing	1.1 Test - Hangout Meet process	Councillor/Officer Item Number Left Meeting?		
			nil	nil	nil
23/03/2020	Sustainable Infrastructure Briefing	8.1 Waste Reform Update, 8.2 Electrical Line Clearance Management Plan 2020-21, 8.3 Big Hill Responsibilities, 8.4 Coronavirus Update	Councillor/Officer Item Number Left Meeting?		
			Nil	Nil	Nil

RESOLUTION

That the report on Assemblies of Councillors be approved.

Moved: Cr Kevin Erwin
Seconded: Cr Rob Haswell

Carried

8. Items Brought Forward

Nil

9. Consideration of Reports of Officers
9.1. Enhance Lifestyles and Community
Nil

9.2. Boost Economic Growth

9.2.1. Planning Policy Framework Translation

Author/Position: Evert Grobbelaar, Head of Planning and Development
Sumaya Tonny, Strategic Planner

Purpose

The purpose of this report is for the Council to endorse the Planning Policy Framework Translation of the Northern Grampians Planning Scheme prepared by the Smart Planning Team of the Department of Environment, Land, Water and Planning (DELWP) in association with the Council's Planning Team.

Summary

The Planning Policy Framework (PPF) Translation was introduced by the State Government of Victoria by Amendment VC148 gazetted on 31 July 2018. This Amendment VC148 implemented changes to the Victoria Planning Provisions (VPP) and planning schemes of the local governments across Victoria. It has added clarity to schemes by simplifying and improving their structures, function and operation and removed unnecessary regulation.

This work has translated the Local Planning Policy Framework of the Northern Grampians Planning Scheme, and particularly Clauses 21 and 22, to fit into the new format introduced by VC148.

Recommendation

That Council endorses the translated version of the Planning Policy Framework of the Northern Grampians Planning Scheme and requests the Minister for Planning to amend the Northern Grampians Planning Scheme.

RESOLUTION

That Council endorses the translated version of the Planning Policy Framework of the Northern Grampians Planning Scheme and requests the Minister for Planning to amend the Northern Grampians Planning Scheme.

Moved: Cr Kevin Erwin
Seconded: Cr Merrilee Reid

Carried

Background/Rationale

The Planning Policy Framework (PPF) is the policy content of planning schemes. It includes part of the Victoria Planning Provisions (VPP) in the form of state and regional planning policies and local content in the form of local planning policies. The state, regional and local level of policies are grouped by themes with directly relevant regional and local policies nested under the corresponding state planning policy.

The amendment VC148 implemented the first stage of PPF replacing the State Planning Policy Framework (SPPF). The amendment has made the following changes to all the planning schemes across Victoria:

- Introduces a new Planning Policy Framework (PPF).
- Enables the future introduction of a Municipal Planning Strategy (MPS).
- Simplifies the VPP structure by restructuring particular provisions; integrating VicSmart into applicable zones, overlays and particular provisions; consolidating operational and administrative provisions.
- Amends specific zones, overlays and particular provisions to improve their structure and operation, and to support the future translation of Local Planning Policy Frameworks (LPPFs) to the MPS and PPF.
- Introduces a new Specific Controls Overlay to replace Clause 52.03 Specific Sites and Exclusions
- Deletes outdated particular provisions.
- Deletes permit requirements for low-impact uses in industrial zones.
- Reduces car parking requirements for uses in commercial areas and for land within walking distance of high-quality public transport.

DELWP's Smart Planning Team is working with councils across Victoria to introduce the new Municipal Planning Strategy (MPS) and replace the Local Planning Policy Framework (LPPF) in each planning scheme. The PPF translation enables all policy content in planning schemes to be merged into a single policy source. The translated versions of planning schemes have already been gazetted for Murrindindi and Glenelg Shire Councils while the translation process is complete and underway for a number of other councils across Victoria.

The PPF has been introduced to improve the operation of planning policy in planning schemes. Planning policy plays an important role in guiding decision makers and facilitating appropriate outcomes. Except for a modest restructure of SPPF in 2010, the existing policy framework has largely operated in the same way for over 20 years. It has been the subject of a number of reviews over that time. These reviews have identified that while the VPP system, with its policy foundation is widely supported, users seek greater clarity, certainty and improved usability.

The PPF ensures the following benefits to planning schemes:

- Strengthens planning policy.
- Enables the better alignment of state planning policy with local planning policy.
- Is easier to navigate and use than separate state, regional and local policy frameworks.
- Ensures policy content is consistent across state, regional and local tiers.
- Simplifies the review and update of policy.

During the last six months since October with the inception meeting of PPF translation in this region, the Smart Planning Team started the translation process in the Wimmera with the Northern Grampians Shire. The team has worked closely with the Council's Planning Team in accessing necessary information, providing feedback on the draft translated policies and taking an additional step to revise the planning scheme maps for better visual qualities. After incorporating the feedback given by the Council's Planning Team, the Smart Planning Team prepared the final version of the translated PPF of Northern Grampians Planning Scheme to be endorsed by the Council. This will then proceed to official gazettal by the Minister through an amendment.

Legislation, Council Plan, Strategy and Policy Implications

Northern Grampians Planning Scheme
Planning and Environment Act 1987

Options

Option 1

Council endorses the translated version of PPF of Northern Grampians Planning Scheme so that DELWP can take it forward to an amendment for official gazettal by the Minister. **[recommended]**

Option 2

Council refers the document back to DELWP for further revision. **[not recommended]**

Option 3

Council abandons the document. **[not recommended]**

Implications

If the PPF is endorsed by the Council, it will be taken for official gazettal through an amendment by DELWP. After that, Northern Grampians Planning Scheme will be available in new simplified versions defined by the State Government of Victoria which will provide its users a policy that is easier to navigate, and is integrated, consistent and succinct.

Collaboration and Consultation

The key consultations that have taken place between the DELWP Smart Planning Team and Council's Planning Team are described below:

Milestone	Date
Inception Meeting Meeting organised by DELWP with local governments of Wimmera to introduce the translation process and discuss homework documents for councils.	October 2019
Preparation of Draft 1 -review and clarify homework documents -prepare and finalise draft 1 -send draft 1 for Council review	November to December 2019
Preparation of Final Draft Incorporate Council feedback and send final to Council for review.	February to March 2020
Council Endorsement and Amendment for Gazettal	April to time to confirm

Officer's Declaration of Interest

All officers providing advice to Council must disclose any interests, including the type of interest.

Evert Grobbelaar, Head of Planning and Development

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

Sumaya Tonny, Strategic Planner

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

Attachments

1. Amendments to specific clauses within the planning scheme **[9.2.1.1 - 34 pages]**
2. Township Map Revision **[9.2.1.2 - 5 pages]**

02.01 CONTEXT

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Northern Grampians Shire is located in the Wimmera Southern Mallee Region of Victoria, and shares its boundaries with Yarriambiack Shire and Buloke Shire to the north, the Loddon Shire, Central Goldfields Shire and Pyrenees Shire to the east, the Rural City of Ararat and Southern Grampians Shire to the south and the Rural City of Horsham to the west. [21.01-2]

The shire covers 5,918 km² of land and ~~is contains a number of natural features, including~~ ~~The Grampian Ranges dominate the shire's southern reaches in the south, and the Avoca River forms part of the municipality's eastern boundary. The north-east part of the municipality consists of~~ the foothills of the Pyrenees Mountains ~~in the north east and and the north-western area is part of the~~ Wimmera Plains ~~in the north west. The shire also contains the headwaters of the Richardson and Avon Rivers.~~ [21.01-2] The Grampians are a mountainous landscape of national significance consisting of rugged landscape ridges and escarpments. The surrounding farming country is attractive, containing mature river red gums and other native trees in paddocks and along roads and streams. [21.03-1]

The Avoca, Avon, Richardson and Wimmera Rivers are all within the shire. The upper catchment of the Wimmera River supplies a secure water supply to thousands of farms and over fifty towns in the Wimmera and Mallee regions. Stawell and St Arnaud townships are supplied water from Lake Fyans, Lake Bellfield and the area known as the Volcano. [21.03-1]

Other major environmental assets of the shire include Lake Lonsdale, Lake Fyans, Teddington Reservoir, Lake Batyo Catyo and the Kara Kara State Forest. [21.03-1]

The majority of the shire's population reside in the ~~district-major~~ towns of Stawell and St Arnaud. Halls Gap is a significant regional town and the small settlements of Great Western, Navarre, Stuart Mill, Marnoo and Glenorchy provide important focal points for local communities. [21.01-2]

02.02 VISION

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Northern Grampian Shire's vision for the shire from a land use and development perspective is to:

- Enhance lifestyles and community by:
 - Maximising the benefits of predicted population growth.
 - Promoting the key livability aspects of the region.
 - Developing spaces that encourage activity and participation.
- Boost economic growth by:
 - ~~Securing~~ Facilitating new business ~~and to~~ increase workforce.
- Provide sustainable infrastructure ~~to~~ by:
 - Enhancing the natural and built environment.
 - ~~to~~ improve lifestyles and visitation.

02.03 STRATEGIC DIRECTIONS

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02.03-1

06/04/2017
C54

Settlement

Local Places

Stawell

Stawell ~~is a complex township has a diverse range of land uses with a variety of land uses.~~ The gradual development of Stawell over a period of 150 years has resulted in a mix of ~~uses,~~ with industries interspersed with residential uses. ~~The major industrial land uses include gold mining, brick making, and meat processing. The resulting land use Cconflicts between the uses are now apparent and it is recognised that are being managed by locating industry needs to be located in specific areas and provided with the appropriate infrastructure. Stawell has a mix of industrial uses, with gold mining, textiles, brick-making, rubber manufacture and meat processing being large industries.~~

Stawell An contains an established network of open space comprising of both active and passive recreational areas and bushland reserves ~~exist throughout Stawell. The dwelling types within Stawell are mixed and are A mix of dwelling types exists~~ generally on large lots. [21.07-1]

Stawell's close relationships with Ararat provides an opportunity to develop the towns as a cohesive sub-regional cluster of housing, employment and services. [21.07-1]

St Arnaud

St Arnaud is the second largest township in the shire and plays an important role as a service centre for the surrounding rural districts. ~~St Arnaud~~ The township offers both residents and visitors an attractive environment in which to live, shop and spend leisure time. St Arnaud has an established network of open space, comprising a ~~good~~ mix of passive and active recreation reserves. [21.07-2]

Halls Gap

The Halls Gap/Lake Bellfield area is the main focus for development activities associated with the Grampians National Park. Halls Gap is a unique township located in the heart of the Grampians National Park. The township is located in a river valley with steep, densely vegetated slopes either side posing severe development constraints. Halls Gap has the ability to accommodate 10,000 persons in peak periods in a range of accommodation styles. [21.07-3]

The township and the immediate area contain business, residential, rural and public land and it serves an important social, economic, tourist and landscape role in the local community. [21.07-3]

Great Western

Great Western is a small town located on the Western Highway, midway between Stawell and Ararat. The town, with a history of grape growing and wine making, has a strong viticulture identity and rural village character. In recent years expansion of the Seppelt and Best ~~Wineries wineries~~ operations has seen this role within the town consolidated. The town is bisected by the Western Highway and the main Melbourne-Adelaide rail link. [21.07-4]

Strategic directions

- Encourage the growth of Stawell as the shire's largest town. [21.07-1]
- Encourage development that supports the existing rural service role of ~~the~~ St Arnaud. [21.07-2]
- Manage the development of Halls Gap whilst protecting its environmental and tourism values. [21.02-1 KI]
- ~~Support development that e~~Enhances the role of Great Western as a wine village and tourist destination. [21.04-5]

- Encourage residential development within current township boundaries and particularly within the respective township centre and in proximity to the town sewerage scheme. [21.02-1]
- ~~Limit~~Ensure rural living ~~areas are limited~~ to areas where such development currently exists and on the periphery of Stawell and St Arnaud. [21.02-1]

02.03-2 Environmental and landscape values

With the Grampian Ranges to the south and the Pyrenees Ranges to the east, the shire contains some of the most significant environmental features in the State. ~~Other major environmental assets of the shire include Lake Lonsdale, Lake Fyans, Teddington Reservoir, Lake Batyo Catyo and the Kara Kara State Forest.~~ [21.03-1]

The shire has a wide range of habitat areas supporting a diverse range of flora and fauna. The shire includes parts of the three distinctive catchments of Glenelg Hopkins, Wimmera and North Central. [21.03-1]

Strategic directions

- ~~To p~~Protect habitats for local flora and fauna. ~~- Support future development on land within the shire that is already cleared to including -~~ avoid and minimise the removal of remnant vegetation. [21.03-1]
- ~~Protecting~~ the environmental and landscape values of the Grampians National Park. ~~locally and as a major natural feature tourist attraction.~~ [21.03-1]
- ~~Reinforce~~Conserve existing wildlife corridors ~~along road and railway reserves with supplementary revegetation in adjacent private lands~~ to establish strong biolinks between important habitats. [21.03-1]
- Support ~~future~~ development on land ~~within the shire~~ that is already cleared to avoid ~~and minimise~~ the removal of remnant vegetation. [21.03-1]
- Promote ~~recreational and tourism opportunities based around the community awareness of the~~ landscape value of the Shire's floodplains and wetlands ~~through recreational and tourism opportunities.~~ [21.03-1]

02.03-3 Environmental risks and amenity

Land in the shire is subject to environmental risks such as bushfire, landslides, flooding and salinity. [21.03-1]

Active riverine flooding occurs along the Avoca, Avon, Richardson and Wimmera systems and further sheet flooding also occurs throughout parts of the shire creating overland flow paths. [21.03-1]

Halls Gap is situated within the Grampians National Park in the Fyans Valley. The surrounding catchment is very steep with inundation caused by Fyans Creek and the gullies flowing from Mount Difficult (including Stoney Creek). ~~Fyans Creek rises south of Halls Gap around Cathedral Rock and flows north into Lake Bellfield. The Wannon River flows south along the same valley beginning its journey on the opposite side of Cathedral Rock. From Lake Bellfield, Fyans Creek flows through Halls Gap approximately 4.5 km downstream, and then on to Mount William Creek.~~ [21.03-1] The township is subject to flash flooding with significant flood events occurring in 1946, 1992, 1996, 2005, and 2011. ~~The January 2011 event inundated several homes and businesses.~~ The steep terrain contributes to the rapid generation of significant runoff volumes from relatively minor rainfall events. [21.03-1]

Glenorchy is positioned ~~in close proximity~~ to the Wimmera River, which in turn exposes the town to risks from flooding. Glenorchy Township suffers significant inundation in moderate to major flood events, and there is substantial documentation of historic flood events that affected the town. [21.03-1]

Flooding in Glenorchy is a result of both direct inundation from the Wimmera River, and breakout flow from upstream areas flowing through the town. ~~Between 2 and 3 kilometres~~

~~upstream of Glenorehy, Dunmunkle Creek and Swedes Cutting (diverting water to Swedes Creek) divert floodwaters to the north. A substantial portion of these floodwaters flow through railway embankment bridges, returning to the Wimmera River through the Glenorehy township.~~ [21.03-1]

The shire also has land susceptible to landslides and land with a high risk of potential instability including land located in the Grampians National Park, and the township of Halls Gap. [21.03-1]

Bushfire is a hazard in the shire and around townships, with Halls Gap and land around Kara Kara State Forest being at high risk. [21.03-1]

Strategic directions

- Ensure land use and development does not increase the level of bushfire risk and includes adequate fire protection measures. [21.03-1]
- Reduce salinity risk by reducing ground water accessions, preventing development within high risk salinity areas and stabilising salinised areas. [21.03-1]
- Ensure that development does not increase the landslide risk to life or property. [21.03-1]
- ~~M~~~~To~~ maintain the free passage and temporary storage function of floodplains. [22.02-2]
- ~~E~~~~To~~ ensure development minimises the potential for flood risk and damage from flood water. [22.02-2]

02.03-4 Natural resource management

Agriculture is the dominant land use and industry in the shire, with key activities being sheep ~~farming, cattle farming and crop raising. Viticulture, poultry farms and pig farms are also growing industries in the region. grazing in the south and cropping (especially wheat) in the north west.~~ The shire has a temperate climate ideal for wool, grain and wine production ~~with an average rainfall of 450 mm per year ranging from 850 mm along the Grampians fringe to 600 mm per year in the Teddington area and 400 mm in the northern plains.~~ [21.04-1]

The Stawell gold mine is Victoria's largest operating gold mine. Earth and energy resources are continuing to be developed and extracted throughout the shire and are ~~important to the regional economy of regional significance.~~ [21.04-2]

Strategic directions

- ~~To~~~~Support the development of~~ sustainable agriculture and horticultural industries, as the foundation to a strong and prosperous economy. [21.04-1]
- Support~~ing~~ sheep ~~farming~~, cattle ~~farming~~ and crop ~~raising~~~~ing~~ as the dominant agricultural activities of the shire and encourage the continued growth of intensive agricultural industry such as viticulture, poultry ~~farming~~ and pig ~~farmings~~. [21.04-1]
- Protect productive agricultural land for the purposes of agricultural production and value-adding industries. [21.04-1]
- Ensuring agricultural land is managed ~~in an environmentally sustainable and responsible manner in order to~~ protect its productive use. [21.04-1]
- Support the clustering of agricultural functions and associated rural industries in ~~appropriate~~ locations which are compatible with adjoining and nearby land uses. [21.04-1]
- ~~Encourage~~~~Support~~ mining and extractive industry activities~~earth and energy resource industries~~ provided ~~that the proposals adequately~~they address environmental, amenity, health and rehabilitation issues to ensure the long term impacts of mining and extractive industry on the surrounding environment and community are minimised. [21.04-2]

- ~~Ensure~~To encourage intensive animal industries and earth and energy resource industries have sufficient buffers to sensitive land uses to minimise conflict in areas of the shire where the potential for conflict with surrounding land uses, such as odour, waste disposal, protection of water quality and supply, vermin (mice and flies) traffic and noise can be minimised. [21.04-1][21.04-2]

02.03-5 Built environment and heritage

The Grampians and Wimmera Plains region is a rich indigenous cultural location. The Northern Grampians Shire is part of the broader Grampians Region that contains over 70% of Victoria's indigenous art sites. The Brambuk Cultural Centre at Halls Gap and aboriginal art at significant sites at Bunjils Cave, Lake Lonsdale and within the Grampians National Park help to promote and preserve the Aboriginal cultural heritage of the region. [21.02-3]

The shire has a diverse range of urban areas and townships. They represent the built and cultural heritage of the development of the Wimmera, Grampians region and its mining past and agricultural industry. The presentation of the towns from the highways and major roads is important in building civic and community pride, in protecting existing heritage values, in the attraction of tourism and providing a sense of place. [21.02-3]

The shire's two main towns, Stawell and St Arnaud were developed and settled by Europeans in Victoria's 1850's gold rush. The built heritage within these towns reflects their gold rush origins. [21.02-3]

Strategic directions

- ~~The importance of urban design in P~~rotecting and respecting the neighbourhood character and ~~the~~ heritage values of the shire's towns. [21.02-3]
- ~~Recognising, protecting and e~~Conserving the shire's natural, spiritual, cultural and built form heritage including heritage buildings, monuments, streetscapes and precincts. [21.02-3]
- Ensure development ~~of along~~ main streets within townships recognises heritage values; and enhances the pedestrian experience. [21.02-3]
- ~~Improv~~Defining the visual quality and amenity of township entrances through high-quality visual and amenity improvements. [21.02-3]
- Ensure ~~that~~ development on the valley floor does not adversely impact on the character of the village and respects vistas to and from the Grampians National Park. [21.07-3]

02.03-6 Housing

Housing within the townships of the shire has traditionally comprised single dwellings on large lots ~~with a single dwelling on each and large yards to maintain.~~ With a trend towards an ageing population, the household make-up and size is~~are~~ expected to also change. This is expected to result in a need for a greater diversity of housing to accommodate a changing population demographic. There is a mismatch between the changing structure of households and the available housing stock. [21.02-2]

Strategic directions

- ~~To provide a~~Increase the diversity of housing styles and living opportunities throughout the municipality to ensure the attractiveness of the municipality as a place to live, work and invest ~~is maintained.~~ [21.02-2]
- Ensure the provision of a range of lot sizes and housing types that recognise in response to changes in family structure and an ageing population ~~in the towns of Stawell and St Arnaud.~~ [21.02-2]
- Accommodate additional residential growth in Stawell. [21.02-2]
- Provide R~~rural~~ residential housing is provided around and outside of the townships with the Rural Living Zone applied extensively around Stawell and St Arnaud as well as parts of Halls Gap. [21.02-2]

- Accommodate the demand for low density allotments in planned estates rather than through the ad hoc subdivision ~~of~~, and excision from, rural land holdings. [21.02-2]
- Encourage innovative forms of residential development such as those based on recreation and open space areas in suitable locations. [21.02-2]

02.03-7 Economic development

Industry is generally concentrated in the towns of Stawell and St Arnaud and includes activities such as brick making, meat processing, steel fabrication, feed production, supply and service of farm machinery and small service industry. The inappropriate siting of industry next to sensitive land uses such as residential is an issue in the shire. [21.04-3]

The shire's main retail and commercial concentrations are of a local service nature and are located in Stawell and St Arnaud. [21.04-4] The shire's residents obtain higher order goods and services from Melbourne and ~~for~~ the regional cities of Bendigo, Ballarat and Horsham. [21.04-4]

The shire has a vibrant and expanding tourism industry, particularly in the settlements of Great Western and St Arnaud (tourism based on the wine industry), and Halls Gap (tourism based on the Grampians National Park). Stawell is developing its tourist infrastructure as a in an attempt to capitalise on its gateway location to the Grampians, in addition to its internationally famous sporting festival, the annual Easter Gift. [21.04-5]

Strategic directions

- ~~E~~New industry is encourage sustainable industrial development ~~d in appropriate locations~~ around Stawell and St Arnaud in order to build the capacity of these towns, in a manner which does not affect the safety and amenity of local communities. [21.04-3]
- ~~Retain and e~~ncourage convenience shopping in smaller rural settlements. [21.04-4]
- Consolidating the retail and service functions businesses in Stawell and St Arnaud. [21.04-4]
- Limit ~~h~~ impacts on sensitive land uses from inappropriately located industrial uses. [21.04-3]
- Protecting industrial uses from the encroachment of sensitive uses. [21.04-3]
- Directing industrial uses to areas that are serviced by power, water and gas. [21.04-3]
- Support the development of Capitalise on the shire's tourism ~~mt~~ industry based on the Grampians National Park, historic buildings and places, the ironbark forests, the lakes, events such as the Stawell Easter Gift, and wineries and gourmet and boutique foods, and the wine and food industry. [21.04-5]

02.03-8 Transport

The main road transport corridor in the region is the Western Highway (a National Highway), which connects Horsham, Stawell and Nhill with Melbourne (via Ballarat) and Adelaide. The planned duplication of the Western Highway is expected to significantly increase the capacity of this key corridor. The roles of road traffic and freight are strongly linked to settlement, economic development and tourism activity within the Northern Grampians Shire. Other important road corridors include the Sunraysia Highway, which runs north west to south east through the region and the Wimmera Highway, which providesing a regional east west link. ~~The road infrastructure drives pressure for land use development.~~ [21.06-1]

Grampians Road, Stawell-Avoca Road, Sunraysia Highway and St Arnaud-Ararat Road provide are critical crucial connections amongst the more rural areas of the shire regional connectivity for community, economy and regional development. [21.06-1]

Rail ~~service infrastructure~~ is also of utmost importance to the success of the region's economy, including the transportation of a majority of produce grown in the region. The shire has two main rail lines, with Stawell and Glenorchy located on the interstate rail

corridor (which connects Melbourne to Adelaide) and St Arnaud on the freight line (which connects Maryborough to Mildura). These lines allow ~~convenient~~good access ~~from the~~region to the ports of Portland, Geelong and Melbourne. [21.06-1]

The Stawell Aerodrome is a valuable ~~economic regional~~and strategic asset ~~within the region, including serving as economically and~~a major emergency response base. The aerodrome caters for the general aviation needs of the region and is home to many aviation-related businesses, such as fire bombing, aircraft maintenance and restoration, crop-spraying, flying instruction, charter and recreational flight services. Planning must seek to protect the Stawell Aerodrome, as a key element in the local transport infrastructure of the region. [21.06-3]

Stawell's proximity to major road, rail and air transport infrastructure makes it an ideal location to serve as a logistics hub for the region. [21.06-3]

Strategic directions

- ~~Encourage truck movements on identified truck priority routes, including the Western Highway, to link freight hubs and reduce conflict with other transport modes.~~
~~Developing~~ Stawell as a logistics hub connecting key freight ~~and routes and~~ discourage the development of freight and logistics related facilities in locations that require ~~transport to use roads~~passage through residential areas. [21.06-1]
- Protect the role of the Western Highway as a bypass by locating new urban development ~~a suitable distance~~away from the Western Highway. [21.02-1]
- ~~Ensure~~Maintain access to the shire ~~is from maintained by the dual carriageway on the Western Highway, between Melbourne and Stawell, the Sunraysia Highway, between Ballarat and St Arnaud,~~ and passenger and freight ~~train rail~~services. [21.06-1]
- ~~Support the ongoing operation~~To ensure that future development does not infringe the current and future use of the Stawell Aerodrome, including any future expansions. [21.06-3]

02.03-9 Infrastructure

Providing ~~residents with~~ access to community infrastructure ~~is a key issue to meet the needs of residents throughout the shire's urban and rural communities.~~ [21.05-2] This includes providing~~Encourage the provision of~~ integrated social infrastructure, ~~based on the to service the needs of the shire's culturally diverse range of residents people of difference ages and abilities.~~ [21.05-2]

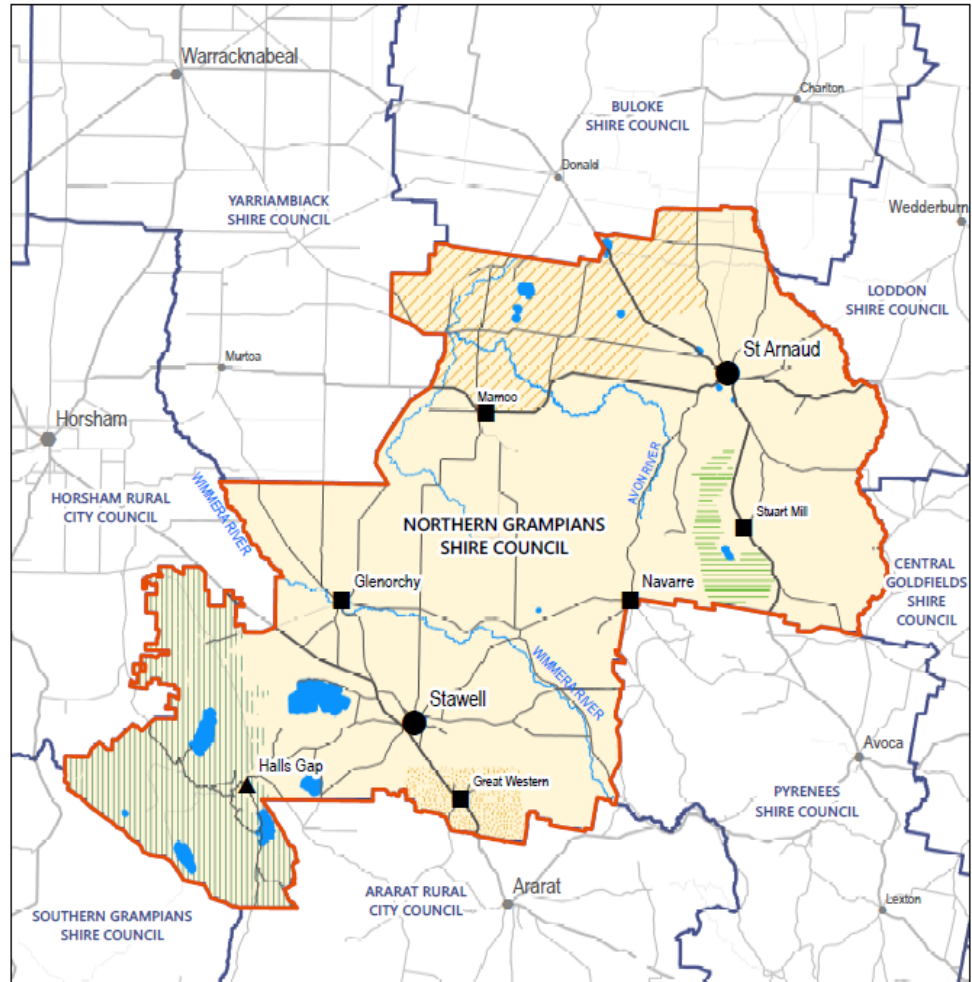
Strategic directions

- ~~Focus~~Concentrate development around existing community infrastructure ~~and services~~ to maximise the efficient use of community services in the municipality and surrounding region. [21.05-2]
- ~~To~~ facilitate the development ~~and maintenance~~ of community facilities throughout the municipality's urban and rural communities. [21.05-2]
- ~~Plan for the provision~~Facilitate the development of integrated social infrastructure across the municipality which meets the community's needs and allocation of resources for social infrastructure. [21.05-2]

02.04 Strategic framework plans

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C--

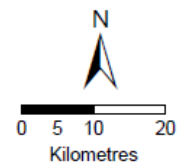
Strategic framework plan



NORTHERN GRAMPIANS SHIRE STRATEGIC FRAMEWORK PLAN

Legend

- | | |
|--|--|
| Northern Grampians Shire Council Boundary | Agricultural Land |
| Local Government Boundaries | High Quality Agricultural Land |
| Major Towns | Intensive Agriculture |
| Small Townships/Settlements (limited services) | Grampians National Park |
| Tourist Towns | Kara Kara National Park |



11.01-1L Settlement – Northern Grampians

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C---

Strategies

General

Discourage the expansion of township boundaries ~~through ribbon development to reduce impacts on village characteristics.~~ [21.07-4] [21.07-3]

~~Ensure retail uses are largely concentrated retail and professional service uses in the existing commercial centres area of town.~~ [21.07-4]

Direct low-density development to planned estates to protect farming land. [21.07-1]

Stawell

Encourage residential development to be located in the south east of the town, and north of the Western Highway. [21.07-1]

Encourage infill development with smaller lot subdivisions close to the commercial area. [21.07-1]

Encourage industrial and intensive commercial development in areas to the north east of the town, including in the vicinity of the gold mine, and to the west of the town. [21.07-1]

Encourage retail and tourism development that capitalises on Stawell's proximity to the Grampians National Park. [21.07-1]

~~Encourage~~ ~~Ensure land use and development in the central commercial area does not negatively impact on the safety and operation of the adjacent~~ ~~that complements the highway infrastructure in the central commercial area.~~ [21.07-1]

Ensure ~~an adequate~~ land supply meets demand for bulky goods retail. [21.04-4]

Support retail and tourism development in Stawell that enhances its aesthetic appearance and heritage assets ~~as the gateway to the Grampians.~~ [21.04-5]

St Arnaud

~~Promote and if~~ facilitate the growth of St Arnaud as a major sub-regional centre for rural service industries, machinery and processing plants. [21.07-2]

~~Enhance~~ Maintain and promote the botanical and landscape significance of Queen Mary Gardens. [21.07-2]

Support industrial and commercial development that offers services and goods for rural industry. [21.07-2]

Reinforce the main street ~~of St Arnaud~~ as a vibrant commercial centre through urban design improvements and land use attractions. [21.07-2]

Encourage the development of Pioneer Park ~~(designed by Edna Walling)~~ and Lord Nelson Park as ~~an~~ active recreational and social centres. [21.07-2]

Ensure ~~an adequate~~ land supply meets demand for bulky goods retail ~~in both Stawell and St Arnaud.~~ [21.04-4]

~~Support~~ Encourage development ~~in St Arnaud~~ that enhances St Arnaud's ~~its~~ scenic appearance, ~~and~~ winery/heritage qualities and reputation as a ~~as a~~ destination for arts and culture. [21.04-5]

Halls Gap

Ensure the central village area of Halls Gap is the focal point of the town, through public infrastructure improvements and land use attractions. [21.07-3]

Encourage consolidation of urban development in and around the existing subdivided areas in Halls Gap ~~compatible with the land's capability.~~ [21.07-3]

~~Strongly d~~ Discourage industrial uses on land zoned for rural or business-commercial purposes. [21.07-3]

~~Encourage~~ Discourage agriculture and other rural activities ~~in areas away from within~~ Halls Gap and Lake Bellfield. [21.07-3]

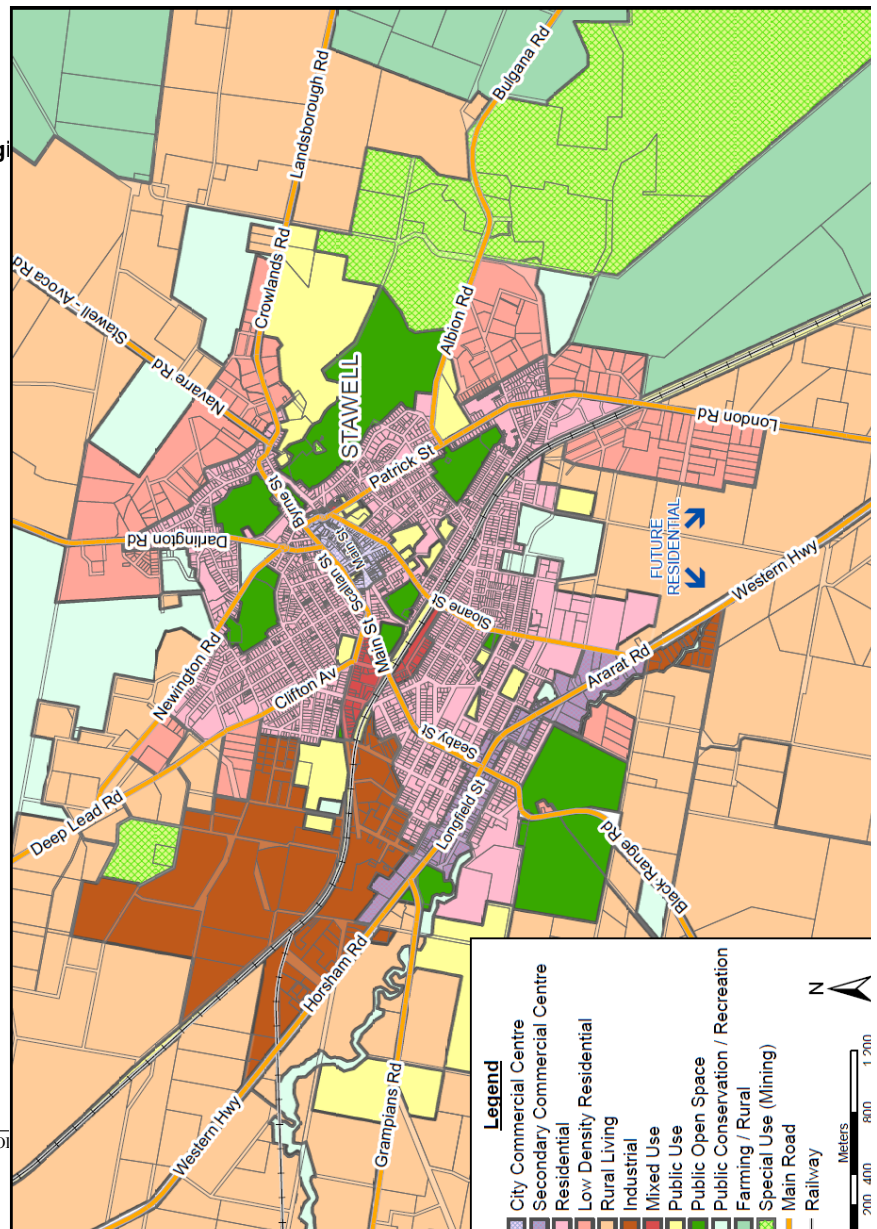
Great Western

Reinforce key gateway locations at ~~Seppelt's Winery~~ Grampians Estate to the east and Bests Winery to the west, through ~~appropriate~~ development which emphasises the importance of the ~~town entry locations and their roles as local landmarks.~~ [21.07-4]

~~Support the unique and strong tourism and economic activity within~~ Facilitate Great Western's role as a tourism destination for ~~with a focus on~~ heritage and winemaking as key-differentiators. [21.07-4]

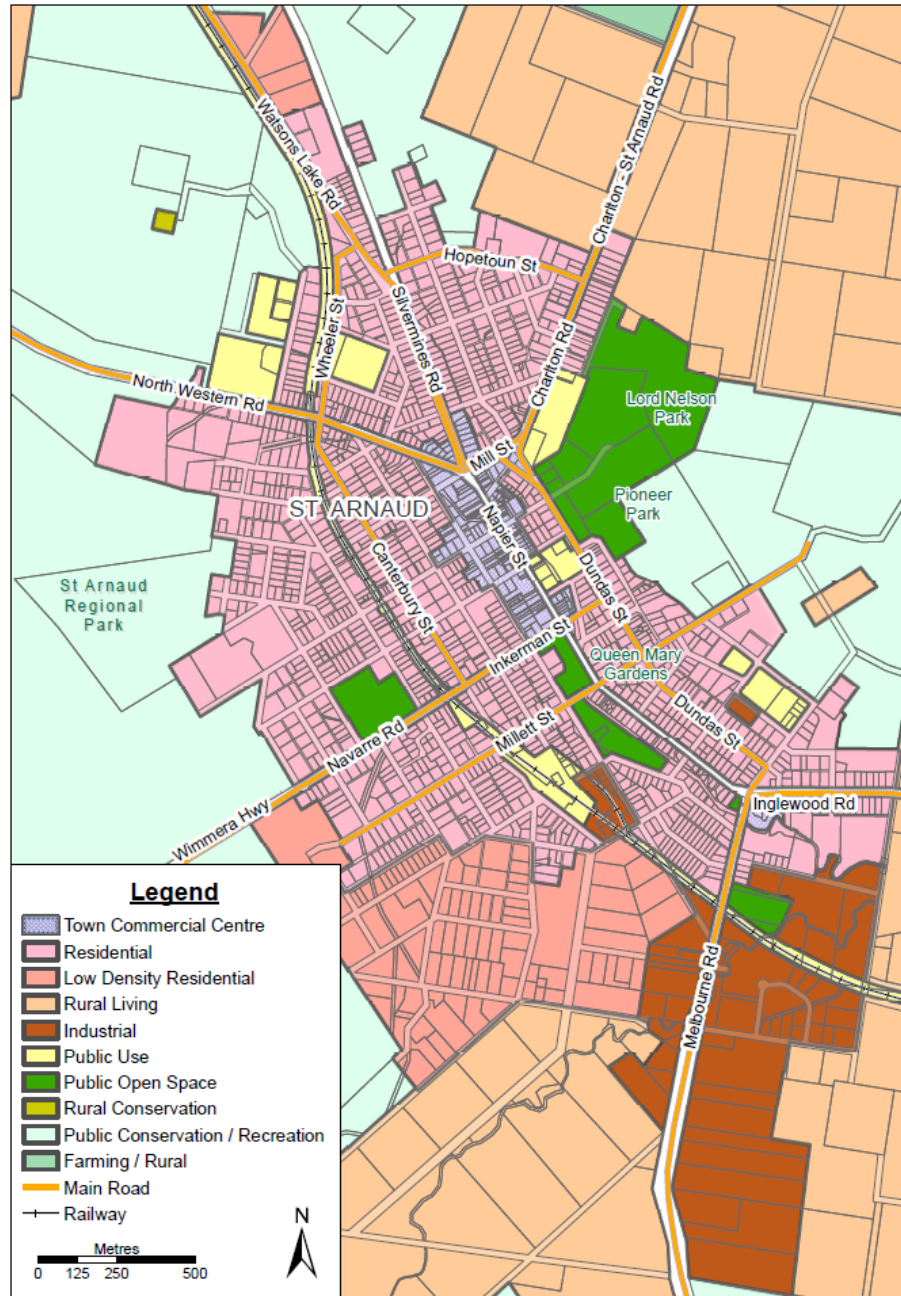
Encourage residential development ~~including the uptake of existing vacant lots and well-planned subdivisions~~ within the ~~centre of Great Western Village Precinct, as shown on the Great Western Strategic Framework Plan that take advantage of existing services and utilities.~~ [21.07-4]

Stawell Strategic

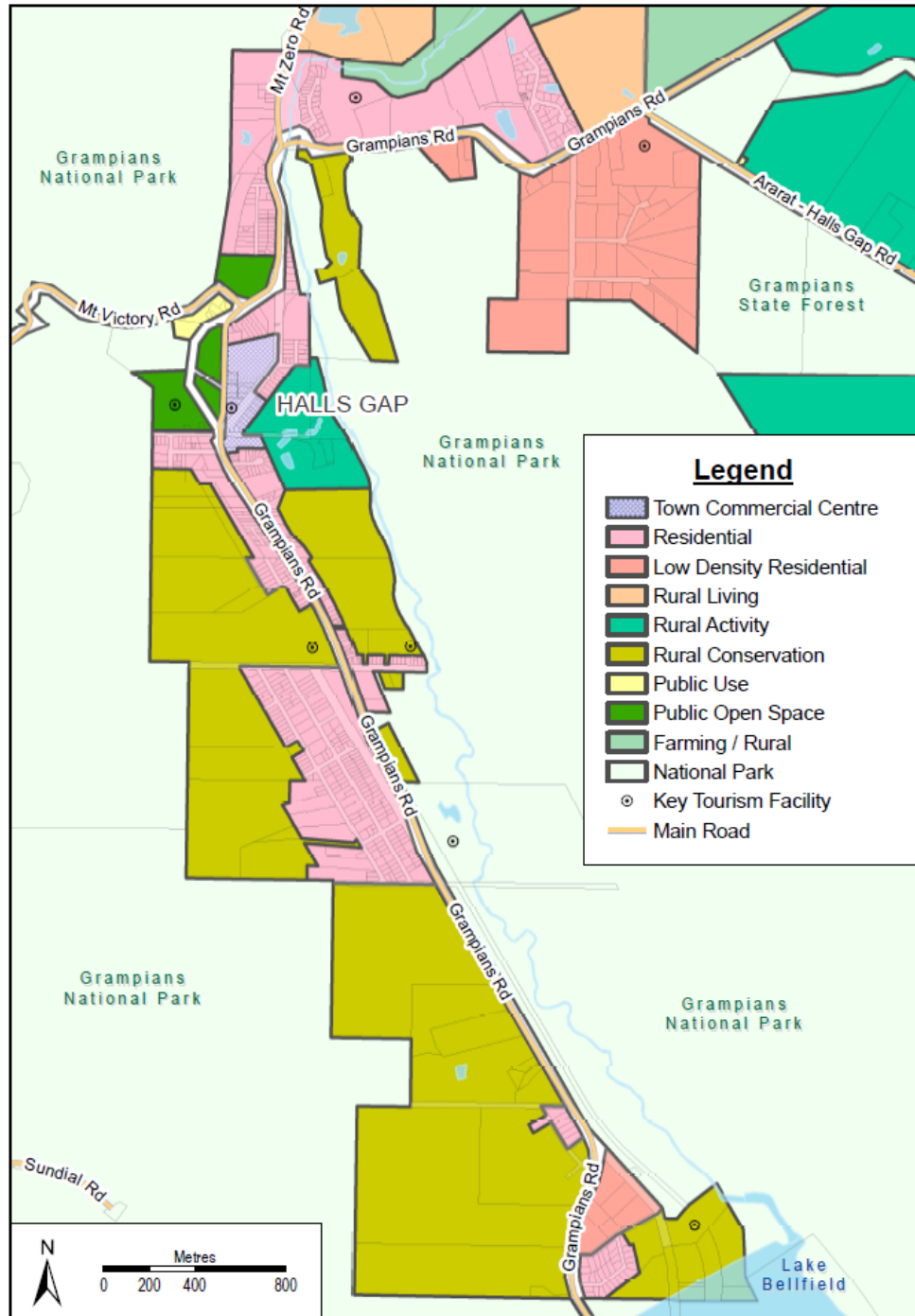


LOCAL PLANNING POLICY

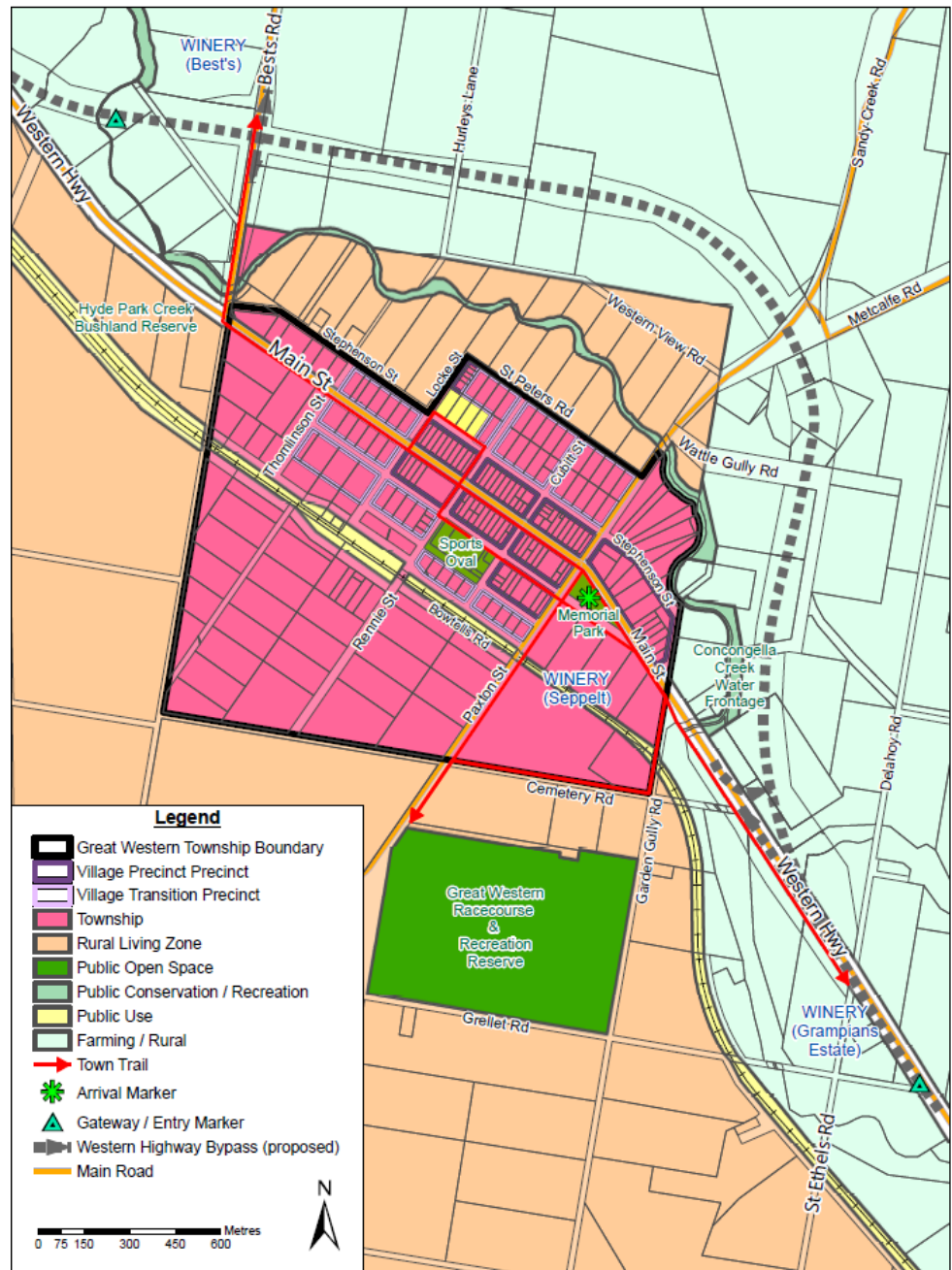
St Arnaud Strategic Framework Plan



Halls Gap Strategic Framework Plan



Great Western Strategic Framework Plan



15.01-5L Neighbourhood character – Northern Grampians

Strategies

~~Ensure that~~Provide landscaping ~~that~~ is integrated with the design of new development and complements the vegetation of the wider area and local ~~'wine village'~~ character. [21.07-4]

Encourage the retention of existing canopy trees. [21.07-4]

Encourage new buildings to:

- ~~M~~match prevailing setbacks, ~~with preferences for built form that~~
- ~~A~~addresses the street ~~and~~
- ~~v~~Visually contributes to the streetscape character. [21.07-4]

~~To retain and enhance~~Design development within Great Western to complement the village and vineyard features, rural and rustic character and design attributes of ~~Great Western~~the township. [21.07-4]

~~Ensure~~Design subdivision within Great Western ~~retains to complement~~ the existing character of the village and vineyard heritage with wide street frontages and lot sizes that respect the prevailing density. [21.07-4]

Encourage larger lot sizes in Halls Gap with heavily treed boundaries (rather than fences) to maintain the village character of the town, unless treed boundaries would ~~be adverse to~~ the compromise the safety of the premises. [21.07-3]

15.03-1L Heritage ~~signs~~ intepretation – Northern Grampians

Strategies

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C---

Encourage development to include~~better-~~ functional and attractive interpretative signsage and fixed heritage information to aid in the interpretation and awareness of the shire's heritage. [21.04-5]

17.01-1L Wineries – Northern Grampians

Strategies

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C---

Support the expansion of wineries in the foothills of the Pyrenees mountain range. [21.04-5]

Encourage viticulture and wine production industries within Great Western, together with boutique and gourmet food production and sales. [21.07-4]

17.02-1L Business – Northern Grampians

Strategies

~~Develop~~ Direct bulky goods retailing, general retail and rural supplies and services along major roads including the Western Highway. [21.04-4]

18.01-2L Western Highway

~~---/--- C---~~ Strategies

~~New~~Design or layout use and development in the vicinity of the Western Highway to allow convenient and safe movement for residents and workers to access other localities within the shire while minimising the use of the highway.~~should consider the movement of local traffic, cyclists, pedestrians and other road or footpath in the vicinity of the Western Highway, to ensure there is easy and safe movement between localities without the need to access the Western Highway.~~ [21.06-2]

~~Ensure~~Design or layout use and development ~~including residential development~~ fronting the Western Highway ~~considers to reduce~~ impacts from road traffic noise, ~~including the benefit of an acoustic report that outlines any necessary measures to reduce noise impacts and any relevant standards or guidelines with respect to building construction and siting.~~ [21.06-2]

18.02-1L Sustainable personal transport – Northern Grampians

Strategies

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C---

~~Conserve and use unused~~Support the ~~road and rail reserves and stream reserves to~~
establishment of walking and ~~cycling and “all ability”~~ networks within road, rail and
stream reserves to link tourist precincts across the municipality and to adjoining
municipalities ~~as an alternate way to experience these attractions.~~ [21.04-5]

18.04-1L Stawell Aerodrome

**---/---
C--- Strategies**

Facilitate the ~~future~~ extension of Stawell Aerodrome Runway 11/29. [21.06-3]

19.02-4L Social and cultural infrastructure – Northern Grampians

~~---/---/---~~ C--- Strategies

Encourage lifecycle-targeted facilities and services, such as those for children, young people and older people.

~~as well as~~ Encourage facilities and services to cater for groups with ~~special~~ different needs, such as families, people with a disability and people from ~~indigenous~~ and culturally diverse ~~people~~ backgrounds. [21.05-2]

~~Facilitate and encourage the development and use of land to support~~ children's services and activities for children in the townships of Stawell and St Arnaud. [21.05-2] -

19.02-6L Open space – Northern Grampians

Strategies

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C---

~~Improve patronage~~Increase usage of the open space network through integrating ~~new-~~
~~community and other facilities~~community infrastructure [21.07-3]

14/02/2019
C031pt1

SCHEDULE 1 TO CLAUSE 44.03 FLOODWAY OVERLAY

Shown on the planning scheme map as **FO1**.

GLENORCHY, UPPER WIMMERA, Mt WILLIAM CREEK, and CONCONGELLA FLOODWAY

1.0

Land subject to inundation objectives to be achieved

14/02/2019
C031pt1

None specified

2.0

Statement of risk

14/02/2019
C031pt1

None specified

3.0

Permit requirement

14/02/2019
C031pt1

A permit is not required to construct a building or construct or carry out works for:

Land subject to an existing planning permit, restriction or agreement

- If land has been developed in accordance with a planning permit, restriction or section 173 agreement requiring its ground level to be finished at least 300 millimetres above the 100-year ARI (average recurrence interval) flood level; and
- Survey plans confirm that the ground level has been constructed in accordance with the requirements of a planning permit, restriction or subdivision; and
- Any buildings and works do not lower the ground level or result in a finished floor level for a dwelling that is below 300 millimetres above the 100-year ARI flood level.

Extensions and alterations to existing buildings

- An upper storey extension to an existing building provided the extension is within the existing building footprint and the total number of bedrooms are not increased.

Other buildings and works

- An in-ground domestic swimming pool or spa, and associated mechanical and safety equipment and open-style security fencing where:
 - the excavated spoil does not raise the ground level topography by more than 150 millimetres; and
 - the perimeter edging of the pool is finished at no more than 150 millimetres above natural ground level.
- A trough associated with agriculture.

Works

- Repairs and routine maintenance that do not affect the height, length or location of a levee, embankment or road.
- Earthworks that do not alter the ground level topography by more than 150 millimetres.
- Footpaths, bicycle pathways and trails that do not raise the ground level topography by more than 150 millimetres.

4.0

14/02/2019
C031pt1

Application requirements

An application must be accompanied by the following information, as appropriate:

- A site description, which may use a site plan (drawn to scale), photographs or any other relevant technique, that accurately describes:
 - The boundaries, dimensions, shape, size, orientation, slope and elevation of the site.
 - Relevant existing and proposed ground levels of the site, to Australian Height Datum, and the difference in levels between the site and surrounding properties.
 - Location, layout, size and use of existing and proposed buildings and works on the site and on surrounding properties.
 - Floor levels of any any existing or proposed buildings, to Australian Height Datum.
 - The use of surrounding properties and buildings.
 - Location of significant environmental values flora, fauna and wetlands on the site and surrounding properties.
 - Adjoining roads, internal driveways and access tracks.
 - Any other notable features or characteristics of the site.
- Plans, including elevations, of all proposed buildings, drawn to scale.
- Construction details of all proposed buildings, fences, works and driveways.

5.0

14/02/2019
C031pt1

Decision guidelines

~~Whether new development:~~ The following decision guidelines apply to an application for a permit under Clause 44.03, in addition to those specified in Clause 44.01 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

General

- ~~Is S~~sited on land outside the defined flood prone area, or if not possible on the highest ground level. [22.02-3]
- ~~Is s~~Sited with their longitudinal axis parallel to the predicted predominant direction of flood flow. [22.02-3]
- ~~Is D~~designed to minimise site coverage and hard surface areas and maximise permeable surfaces to minimise run-off. [22.02-3]
- ~~Is D~~designed to minimise the impacts of flooding on a building. [22.02-3]
- ~~Is C~~constructed with a minimum floor level at least 300 millimetres above the 1% ~~Annual Exceedance Probability (AEP)~~AEP flood level. [22.02-3]
- ~~Is c~~Constructed on foundations compatible with flood risk. [22.02-3]
- ~~Is constructed on a building site which has~~Have a 1% AEP flood level less than 500 millimetres above the ground level ~~at the building site~~. [22.02-3]
- Where ~~appropriate~~applicable, ~~is~~ constructed on a building (fill) pad sized to match, as near as practical, the exterior of the building. [22.02-3]
- ~~Encourage the retention~~Maintains any adjacent ~~of~~ natural drainage corridors with a minimum 30 metres wide vegetated buffer along each side of the waterway so as to maintain the natural drainage function, stream habitat, wildlife corridor and landscape values. [22.02-3]
- ~~Discourage~~~~Avoids~~ earthworks or the construction of levees in areas that obstruct natural flow paths or drainage lines, unless required to protect existing dwellings and their immediate curtilage. [22.02-3]
- ~~Discourage~~~~Avoids~~ landfill ~~in flood prone areas~~. [22.02-3]

- ~~Where applicable, Encourage the storage of~~ chemicals at least 300mm above the 1% AEP flood level. [22.02-3]
- Provide access to the building from outside the defined flood prone area on ~~existing and/or proposed~~ roads, driveways or access tracks where the 1% AEP flood depth is less than ~~3500~~mm above the ground level. [22.02-3]

Fencing

Consider as relevant ~~Whether~~ fencing:

- Enables the free movement of floodwaters. [22.02-3]
- Avoids the use of solid contiguous material, including timber palings, metal sheet, concrete, brick or masonry. [22.02-3]
- Where applicable, has plinth(s) no more than 300mm above the ground. [22.02-3]

Water tanks

Consider as relevant whether water tanks:

- Are located outside of land affected by inundation. [22.02-3]
- If located on land affected by inundation, are in a continual line. [22.02-3]
- If located on land affected by inundation, are sited at least 1 metre apart to enable the passage of water and debris around them. [22.02-3]
- If located on land affected by inundation, the size of the fill or pad does not exceed the footprint of the water tank. [22.02-3]

Subdivision

Consider as relevant ~~Whether~~ subdivision:

- Identifies building envelopes on new lots. [22.02-3]
- ~~Does not include~~ Avoids the creation of new lots ~~in areas that are flood prone~~ unless the lots: [22.02-3]
 - ~~The lot is~~ are used for passive open space or environmental purposes; or [22.02-3]
 - ~~Access to the lot can be accessed~~ from a public road ~~does not that is~~ traverse land subject to inundation depths ~~greater~~ less than ~~3500~~ millimetres above ground level. [22.02-3]

SCHEDULE 1 TO CLAUSE 44.04 LAND SUBJECT TO INUNDATION OVERLAY

14/02/2019
C031pt1

Shown on the planning scheme map as **LSIO1**.

GLENORCHY, UPPER WIMMERA, MT WILLIAM CREEK, AND CONCONGELLA OVERLAND FLOW AREAS

1.0 Land subject to inundation objectives to be achieved

14/02/2019
C031pt1

None specified

2.0 Statement of risk

14/02/2019
C031pt1

None specified

3.0 Permit requirement

14/02/2019
C031pt1

A permit is not required to construct a building or construct or carry out works as follows:

On land subject to an existing planning permit, restriction or agreement

- If land has been developed in accordance with a planning permit, restriction or section 173 agreement requiring its ground level to be finished at least 300 millimetres above the 100-year ARI (average recurrence interval) flood level; and
- Survey plans confirm that the ground level has been constructed in accordance with the requirements of a planning permit, restriction or subdivision; and
- Any buildings and works do not lower the ground level or result in a finished floor level for a dwelling that is below 300 millimetres above the 100-year ARI flood level.

Extensions and alterations to existing buildings

- An extension to an existing dwelling provided the floor level of the proposed extension is not lower than the existing floor level and the gross floor area of the building is less than 20 square metres.
- An upper storey extension to an existing building provided the extension is within the existing building footprint.

New and replacement buildings

- A single dwelling in a residential zone where the floor level is at least 300 millimetres above the designated 1% AEP flood level.
- A non-habitable building (including a shed), including replacement of an existing non-habitable building provided:
 - The floor area is less than 20 square metres; and
 - The floor level is at least 150 millimetres above the 1% AEP flood level.

Other buildings and works

- An outdoor advertising sign or business sign that is attached to the wall of a building or orientated parallel to the direction of floodwater flow.
- An open sided pergola, carport or verandah with a finished floor level not more than 150 millimetres above ground level.

- An open sided agricultural shed with a floor area not more than 200 square metres, provided the shed is located on land in a rural zone.
- An in-ground swimming pool or spa, and associated mechanical and safety equipment and open-style security fencing where:
 - the excavated spoil does not raise the ground level topography by more than 150 millimetres; and
 - the perimeter edging of the pool is finished at no more than 150 millimetres above natural ground level.
- A domestic rainwater tank provided:
 - The rainwater tank has a capacity less than 25,000 litres; and
 - The rainwater tank is on a stand more than 300 millimetres above the 1% AEP flood level which allows the free passage of floodwater.
- A maximum of four rainwater tanks, with a combined capacity not greater than 25,000 litres, and which are sited at least 1 metre apart.
- A trough associated with agriculture.

Works

- Repairs and routine maintenance that do not affect the height, length or location of a levee, embankment or road.
- Roadworks that do not raise the ground level topography by more than 150 millimetres.
- Footpaths, bicycle pathways and trails that do not raise the ground level by more than 150 millimetres.
- Earthworks that do not raise the ground level topography by more than 150 millimetres.
- Earthworks associated with sports ground, racecourse or recreation area with no permanent grandstands or raised viewing areas.
- Works associated with cropping or pasture improvement which do not alter the ground level by more than 150 millimetres.

4.0

Application requirements

14/02/2019
C031pt1

An application must be accompanied by the following information, as appropriate:

- A site description, which may use a site plan (drawn to scale), photographs or any other relevant technique, that accurately describes:
 - The boundaries, dimensions, shape, size, orientation and elevation of the site.
 - Relevant existing and proposed ground levels of the site to Australian Height Datum, and the difference in levels between the site and surrounding properties.
 - Floor levels of any existing and proposed buildings, to Australian Height Datum.
 - The use of surrounding properties and buildings.
 - Location of significant environmental values including flora, fauna and wetlands on the site and surrounding properties.
 - Adjoining roads, internal driveways and access tracks.
 - Any other notable features or characteristics of the site.
- Plans, including elevations, of all proposed buildings, drawn to scale.
- Construction details of all buildings, fences, works and driveways.

5.014/02/2019
C031pt1**Decision Guidelines**

~~Whether new development:~~ The following decision guidelines apply to an application for a permit under Clause 44.03, in addition to those specified in Clause 44.01 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

General

- ~~Is S~~sited on land outside the defined flood prone area, or if not possible on the highest ground level. [22.02-3]
- ~~Is s~~Sited with their longitudinal axis parallel to the predicted predominant direction of flood flow. [22.02-3]
- ~~Is D~~designed to minimise site coverage and hard surface areas and maximise permeable surfaces to minimise run-off. [22.02-3]
- ~~Is D~~designed to minimise the impacts of flooding on a building. [22.02-3]
- ~~Is C~~constructed with a minimum floor level at least 300 millimetres above the 1% ~~Annual Exceedance Probability (AEP)~~AEP flood level. [22.02-3]
- ~~Is c~~Constructed on foundations compatible with flood risk. [22.02-3]
- ~~Is constructed on a building site which has~~Have a 1% AEP flood level less than 500 millimetres above the ground level ~~at the building site~~. [22.02-3]
- Where ~~appropriate~~applicable, ~~is~~ constructed on a building (fill) pad sized to match, as near as practical, the exterior of the building. [22.02-3]
- ~~Encourage the retention~~Maintains any adjacent-of natural drainage corridors with a minimum 30 metres wide vegetated buffer along each side of the waterway so as to maintain the natural drainage function, stream habitat, wildlife corridor and landscape values. [22.02-3]
- ~~Discourage~~Avoids earthworks or the construction of levees in areas that obstruct natural flow paths or drainage lines, unless required to protect existing dwellings and their immediate curtilage. [22.02-3]
- ~~Discourage~~Avoids landfill ~~in flood prone areas~~. [22.02-3]
- ~~Where applicable, Encourage the storage of~~chemicals at least 300mm above the 1% AEP flood level. [22.02-3]
- Provide access to the building from outside the defined flood prone area on ~~existing and/or proposed~~ roads, driveways or access tracks where the 1% AEP flood depth is less than ~~3~~500mm above the ground level. [22.02-3]

Fencing

~~Consider as relevant W~~whether fencing:

- Enables the free movement of floodwaters. [22.02-3]
- Avoids the use of solid contiguous material, including timber palings, metal sheet, concrete, brick or masonry. [22.02-3]
- Where applicable, has plinth(s) no more than 300mm above the ground. [22.02-3]

Water tanks

~~Consider as relevant W~~whether water tanks:

- Are located outside of land affected by inundation. [22.02-3]
- If located on land affected by inundation, are in a continual line. [22.02-3]
- If located on land affected by inundation, are sited at least 1 metre apart to enable the passage of water and debris around them. [22.02-3]
- If located on land affected by inundation, the size of the fill or pad does not exceed the footprint of the water tank. [22.02-3]

Subdivision

Consider as relevant Whether subdivision:

- Identifies building envelopes on new lots. [22.02-3]
- ~~Does not include~~Avoids the creation of new lots ~~in areas that are flood prone~~ unless ~~the lots~~: [22.02-3]
 - ~~The lot is are~~ used for passive open space or environmental purposes; or[22.02-3]
 - ~~Access to the lot can be accessed~~ from a public road ~~does not that is~~ ~~traverse land~~ subject to inundation depths ~~greater less~~ than ~~3~~500 millimetres above ground level. [22.02-3]

SCHEDULE TO CLAUSE 72.08 BACKGROUND DOCUMENTS

Background documents

Name of background document	Amendment number - clause reference
Ararat – Stawell- Halls Gap Triangle Rural Zone Review, Final Report (Planisphere , August 2012) [21.04-5]	Xx Clause 02
Defendable Spaces Project: Planning Analysis and Implementation Final Report (Tract Consultants , August 2014), 2014 , [21.03-1]	Xx Clause 02
Glenorchy Flood Study, Water Technology , 2006 (Water Technology , April 2006) [21.03-1]	Xx Clause 02
Great Western Future Plan 2014-2024 (SED , July 2014) [21.07-4]	Xx Clause 02
Halls Gap Master-Plan for Commercial, Investment and Public Land Development (MVS Architects , SGS Economics and Planning and Professor Maudie Palmer AO, Northern Grampians Shire , 2016 October 2016) [21.04-4]	Xx Clause 02
Halls Gap Township Urban Design Framework, a Pride of Place Project, 2004 (THA Landscape Architects , May 2001) [21.02-3]	Xx Clause 02
Land Development Strategy 2013-2017 (Northern Grampians Shire Council , 2013) [21.02-1]	Xx Clause 02
Mount William Creek Flood Investigation, BMT WBM Pty Ltd , 2014 – Planning Scheme Report (BMT WBM Pty Ltd, August 2014) [21.03-1]	Xx Clause 02
Northern Grampians Shire Council, Report for Landslide Susceptibility Zoning, Halls Gap Township, September 2011 , (GHD , September 2011) [21.03-1]	Xx Clause 02
Northern Grampians Shire Heritage Study Stage 2 (Wendy Jacobs , Vicki Johnson , David Rowe , Phil Taylor , 2004), 2005 [21.02-3]	Xx Clause 02
Northern Grampians Shire Municipal Public Health and Wellbeing Plan 2017 2017-2021 (Northern Grampians Shire Council , 2017) [21.05-2]	Xx Clause 02
Review of the Halls Gap Flood Study , Water Technology , 2016 Investigation – Final Report (Water Technology , April 2017) [21.03-1]	Xx Clause 02
Stawell Aerodrome Master Plan 2014 (Airports Plus Pty Ltd, April 2015)	Xx Clause 02
Upper Wimmera Flood Investigation Final Report (BMT WBM Pty Ltd , 2014) [21.03-1]	Xx Clause 02

---/---/---
CXX

SCHEDULE TO CLAUSE 74.01 APPLICATION OF ZONES, OVERLAYS AND PROVISIONS

1.0

Application of zones, overlays and provisions

---/---/---
CXX

This planning scheme applies the following zones, overlays and provisions to implement the Municipal Planning Strategy and the objectives and strategies in Clauses 11 to 19:

- Apply~~ing~~ the General Residential Zone to facilitate residential development in urban areas. [21.02-1]
- Apply~~ing~~ the Low Density Residential Zone in areas close to towns where the land is of marginal agricultural value. [21.02-1]
- Apply~~ing~~ the Rural Living Zone to existing rural living areas or on the periphery of Stawell and St Arnaud. [21.02-1]
- Apply the Significant Landscape Overlay to protect landscapes of significance. [21.03-1]
- Apply~~ing~~ the Farming Zone to protect and support agricultural uses in rural areas. [21.04-1]
- Apply~~ing~~ the Special Use Zone to facilitate the use and development of the Stawell gold mine. [21.04-2]
- Apply~~ing~~ the Industrial Zones to facilitate industrial development in the shire in appropriate locations. [21.04-3]
- Apply~~ing~~ the Commercial Zones, Industrial Zones, Township Zones, Rural Activity Zone and the Heritage Overlay, Design and Development Overlay and Development Plan Overlay where appropriate to enhance commercial development opportunities within the shire. [21.04-4]
- Apply~~ing~~ the Commercial Zones, Industrial Zones, Township Zones, Rural Activity Zone and the Heritage Overlay, Design and Development Overlay and Development Plan Overlay where appropriate to enhance tourism development opportunities within the shire. [21.04-5]
- Apply~~ing~~ appropriate zoning to land to provide access to open space, renewable energy, services, social infrastructure and transport. [21.05-2]
- Apply the most appropriate zone and overlays around the Statewide Landfill, Pomonal Road Bellellen and waste and recovery infrastructure to protect the ongoing operation of these facilities. [21.05-3]
- Apply~~ing~~ the Road Zone to protect the function of the road network in the shire and ensure appropriate subdivision of adjoining land. [21.06-1]
- Apply~~ing~~ the Public Use Zone to protect the rail network. [21.06-1]
- Apply~~ing~~ specific controls to facilitate the Western Highway Project: Section 3- (Ararat to Stawell) project. [21.06-2]
- Apply~~ing~~ the Public Acquisition Overlay to reserve land for the duplication of the Western Highway. [21.06-2]-

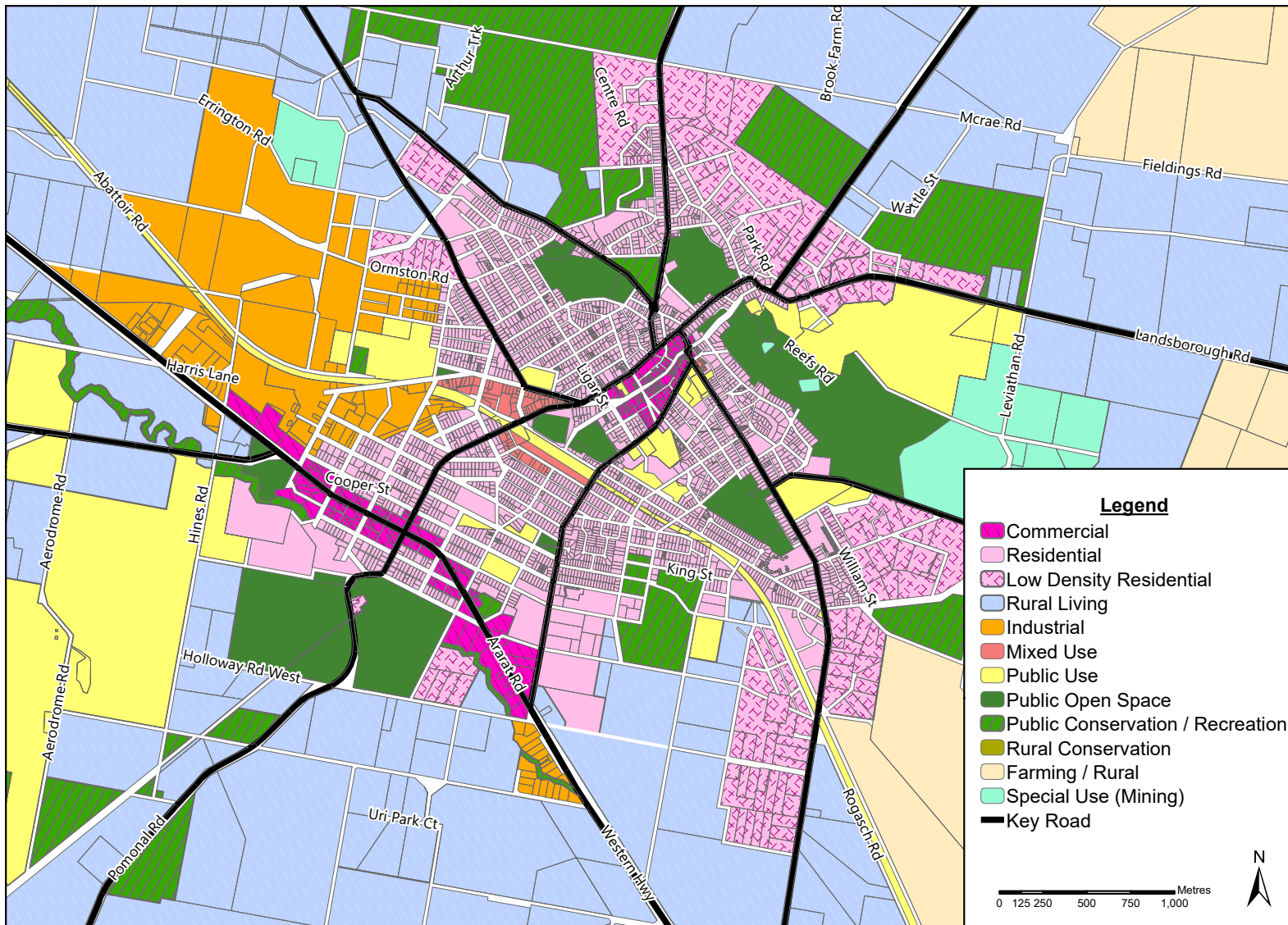
SCHEDULE TO CLAUSE 74.02 FURTHER STRATEGIC WORK

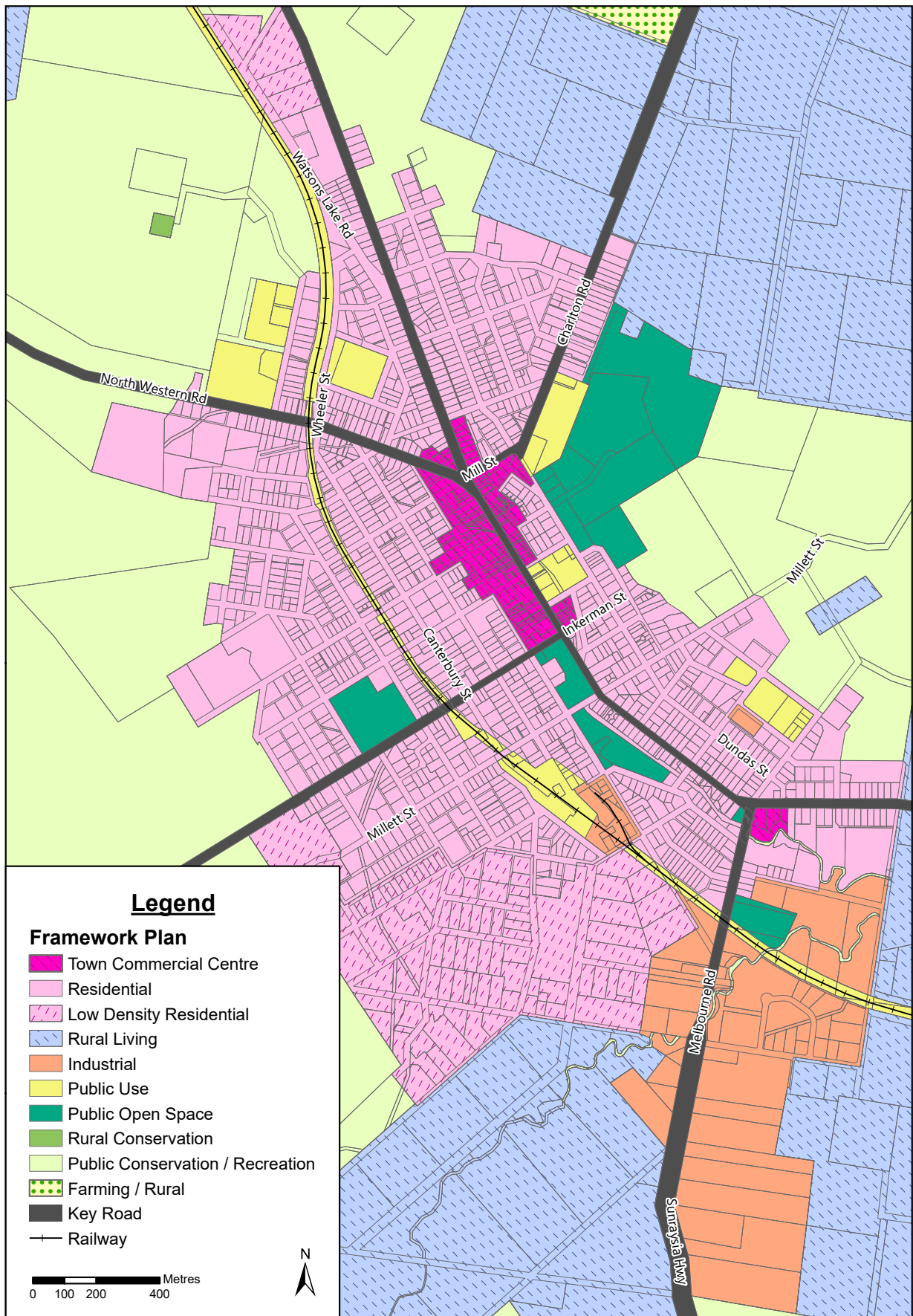
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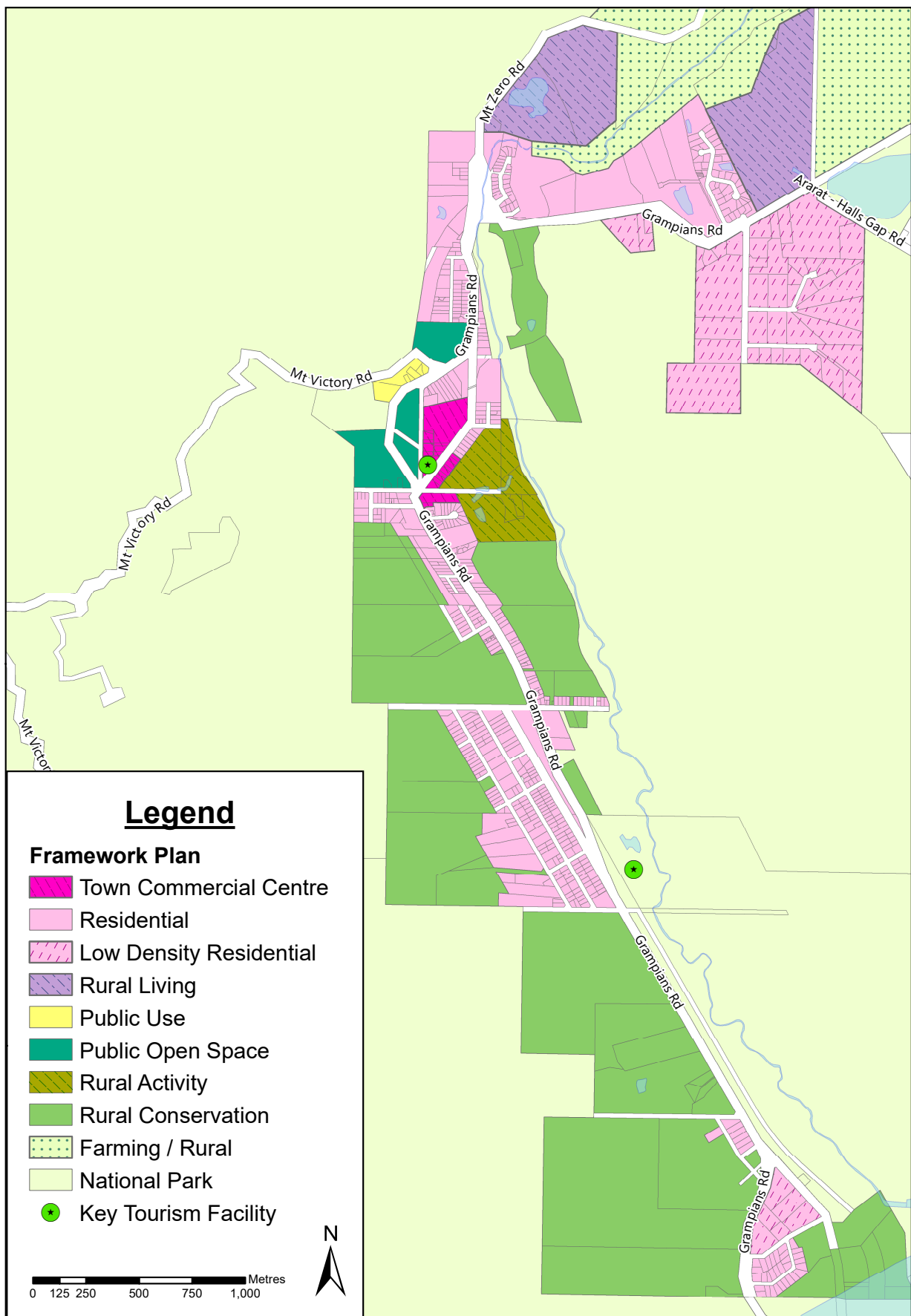
Further strategic work

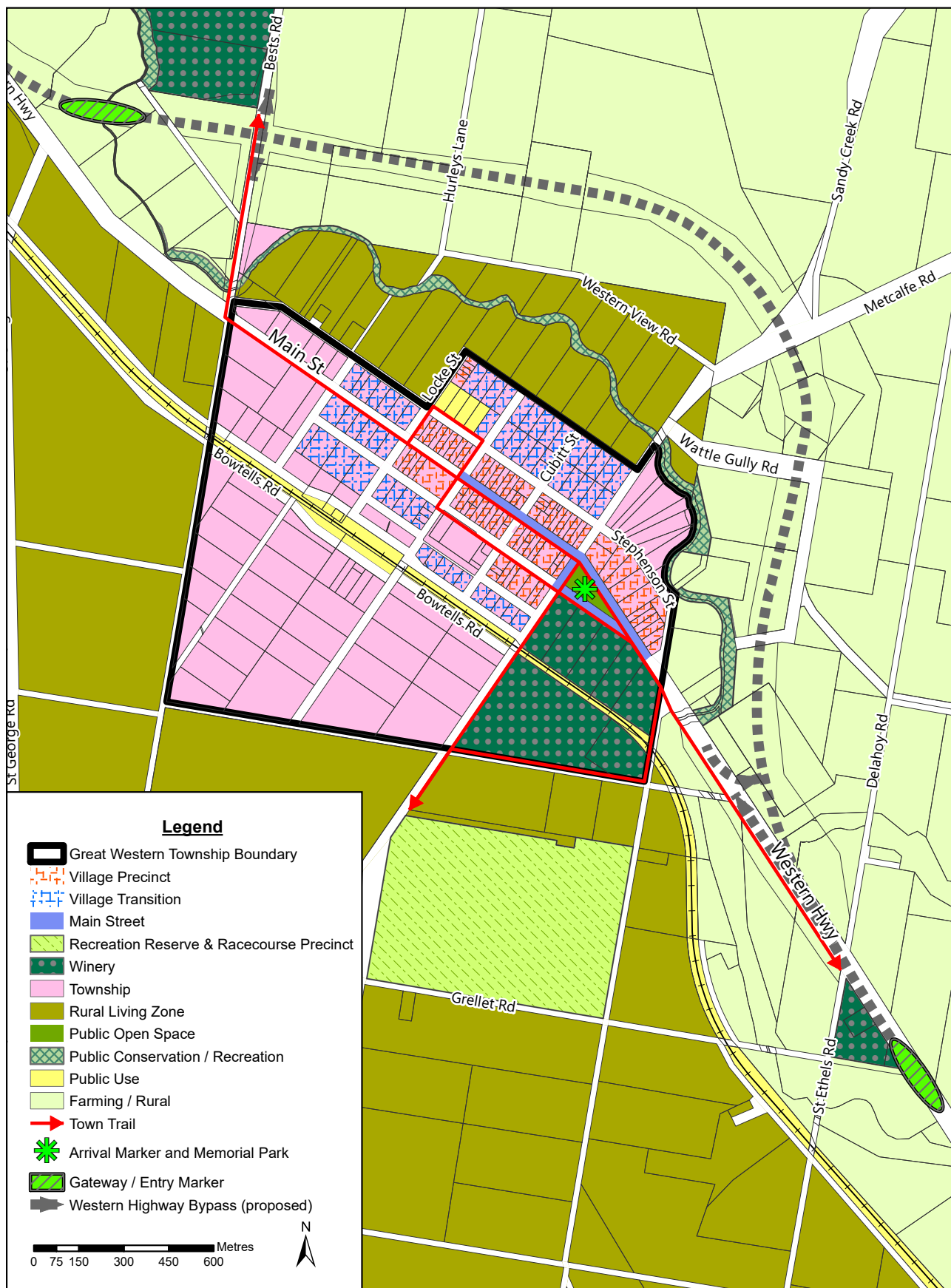
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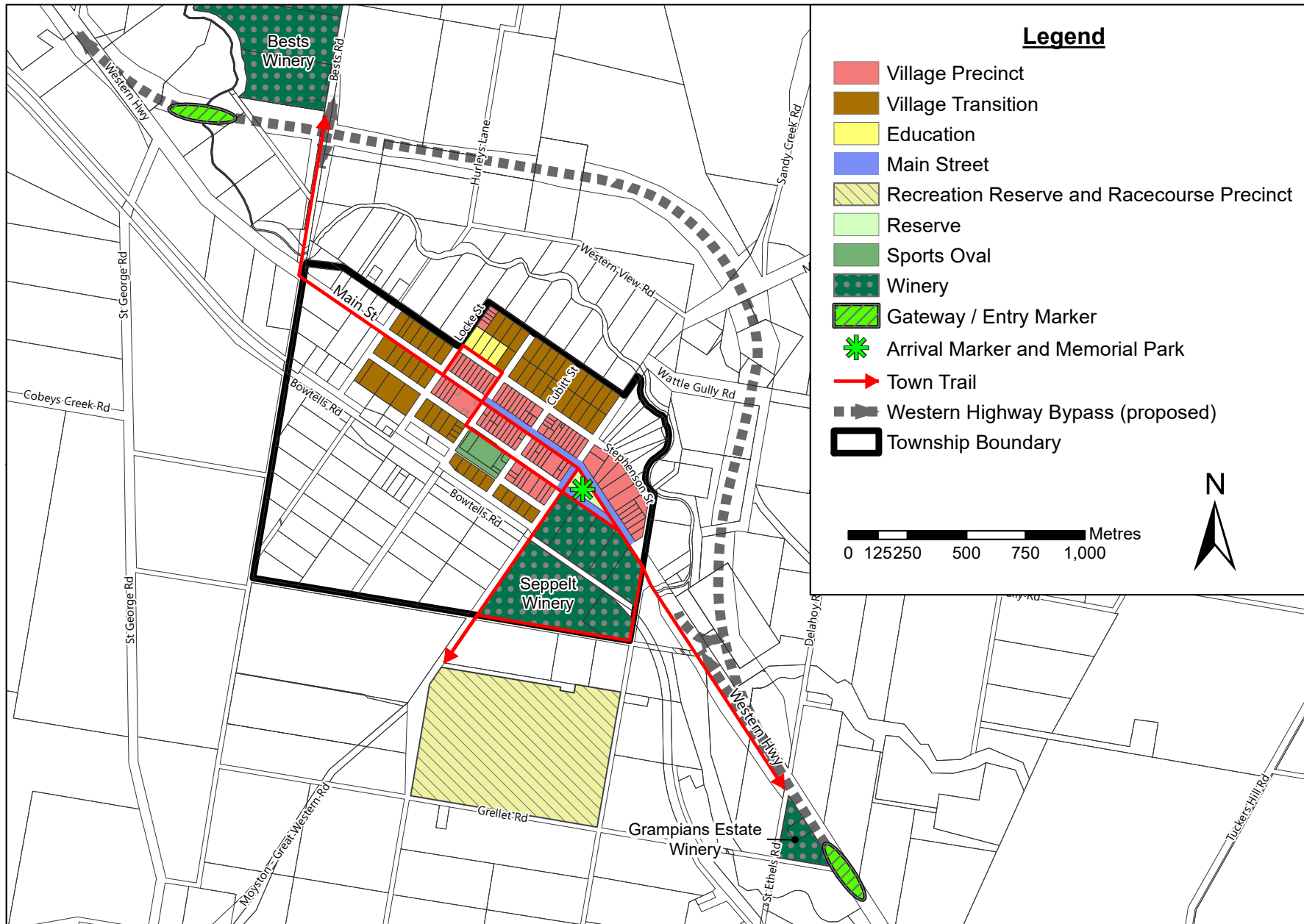
- ~~Preparing-Prepare~~ structure plans for Stawell, Halls Gap and St Arnaud including identified settlement boundaries, existing and future land use outcomes, housing needs and types assessment and an overall strategic framework plan for each settlement. [21.02-1]
- ~~Investigating-Investigate~~ residential development opportunities of land in Darlington Lane ~~and Stone Street~~, Stawell. [21.02-1]
- ~~Preparing-Prepare~~ a Local Planning Policy for non-agricultural uses in the Farming Zone. [21.02-1]
- ~~Preparing-Prepare~~ a new local policy for rural dwellings and subdivisions to guide development in rural areas (if required) upon completion of a rural strategy. [21.02-2]
- Investigate the provision of commercial services adjacent to the Western Highway, that will not impact on the function of the highway. [21.04-4]











9.3. Providing Sustainable Infrastructure

9.3.1. Municipal Emergency Management Plan (MEMP) - Version Update

Author/Position: Kelly Boladeras, Emergency Management Officer

Purpose

The purpose of this report is to seek Council's adoption of the updated Version 4.0 of the Northern Grampians Shire Municipal Emergency Management Plan (NGS MEMP).

Summary

The NGS MEMP V4.0 (April 2020) is the result of a comprehensive review process conducted by the Municipal Emergency Management Planning Committee (MEMPC).

Notable updates to this version include:

- Removal of Section 3.10 (Audit requirements and process) - content moved under Section 1.3 (Statement of audit).
- Clarification of the role of the NGSC Municipal Emergency Coordination Centre (MECC) (Section 4.4).
- Removal of Appendix C (Control and support agencies) - direct source referenced instead.
- Clarification that there is no standing Recovery Planning Committee (these responsibilities are undertaken by the MEMPC).
- On advice from Red Cross, updated their position on provision of emergency accommodation (Appendix D Recovery operations plan).
- Updated MEMPC Terms of Reference (Appendix E) to include Community Representation and selection process.

The NGS MEMP V4.0 was formally endorsed by the NGS MEMPC on 27 April 2020.

Recommendation

That Council adopts Version 4.0 of the Northern Grampians Shire Municipal Emergency Management Plan.

RESOLUTION

That Council adopts Version 4.0 of the Northern Grampians Shire Municipal Emergency Management Plan.

Moved: Cr Karen Hyslop
Seconded: Cr Rob Haswell

Carried

Background/Rationale

Municipal councils are required, under Part 4 of the *Emergency Management Act 1986 and 2013* to prepare and maintain a Municipal Emergency Management Plan (MEMP), which must be audited by the Chief Officer, Operations of the Victoria State Emergency Service (VICSES), at least once every three years.

The Northern Grampians Shire (NGS) MEMP is a result of the cooperative efforts of the agencies and organisations that comprise the NGS Municipal Emergency Management Planning Committee (MEMPC).

The broad objectives of the NGS 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, regional, and state planning arrangements.

In preparation for the next audit of the NGS MEMP scheduled for July 2020, the Plan has been reviewed and updated by the NGS Municipal Emergency Planning Committee (MEMPC), and the MEMP Version 4.0 was formally endorsed by the MEMPC on 27 April 2020. Any significant changes to the MEMP require a new version to be adopted by Council before publishing.

Legislation, Council Plan, Strategy and Policy Implications

Development and maintenance of a Municipal Emergency Management Plan is a requirement under Part 4 of the *Emergency Management Act 1986 and 2013*. The NGS MEMP aligns with the Council Plan goals to Improve Organisational Effectiveness and Enhance Lifestyle and Community.

Options

Option 1

Council adopts Version 4.0 of the Northern Grampians Shire Municipal Emergency Management Plan. **[recommended]**

Option 2

Council does not adopt Version 4.0 of the Northern Grampians Shire Municipal Emergency Management Plan. **[not recommended]**

Implications

This report has considered social, heritage/cultural, amenity, human rights/privacy, environmental, economic and marketing, risk management, financial and asset management implications where applicable. Any identified implications have been addressed in this report.

Community Engagement

Community engagement for this review and update of the NGS MEMP has occurred via the NGS MEMPC, which includes direct Community Representation from the Shire.

Innovation and Continuous Improvement

The NGS MEMPC has recently adopted a Continuous Review Plan to further embed and formalise the review process, and to ensure that sections of the Plan are reviewed to align with scheduled quarterly MEMPC meetings.

Collaboration

Collaboration was undertaken via the NGS MEMPC, which includes representation from Ambulance Victoria, Australian Red Cross, CFA, NGS Community, Council, Department of Environment, Land, Water & Planning, Department of Health & Human Services, Department of Jobs, Precincts & Regions, Parks Victoria, Victoria Police, Regional Roads Victoria, Victorian Council of Churches, VICSES, Wimmera CMA, local health service providers, and Stawell Gold Mines.

Officer's Declaration of Interest

All officers providing advice to Council must disclose any interests, including the type of interest.

Kelly Boladeras, Emergency Management Officer

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

Attachments

1. PUBLIC NGS MEMP V 4.0 June 2020 [9.3.1.1 - 82 pages]



Municipal Emergency Management Plan

Version 4.0

June 2020

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 and 2013* 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 and 2013*.

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:

Northern Grampians Shire Council
PO Box 580
Stawell Vic 3380

VERSION CONTROL TABLE

Version Number	Date of Issue	Author(s)	Brief Description of Change
Version 1.0	04/08/2014	NGS MEMPC	Prepared for 2014 -2017 period and adopted by Council.
Version 2.0	10/10/2014	NGS MEMPC - NGSC MERO, Emergency Management Officer	Minor typographical amendments incorporated.
Version 2.1	November 2016	NGS MEMPC - NGSC Emergency Management Officer	Amendment incorporating MEMP Audit recommendations and Red Cross catering changes as well as corrections of minor typographical errors and the update of contact lists.
Version 2.2	March 2017	NGS MEMPC - NGSC MERO, Emergency Management Officer	Minor review and update of MEMP.
Version 2.3	June 2017	NGS MEMPC - MERO, Emergency Management Officer	Minor review and update of MEMP Prepared for 2017-2020 period to be adopted by Council.
Version 3.0	July 2017	NGSC	Adopted by Council.
Version 3.1	October 2017	NGS MEMPC, NGSC Emergency Management Officer	Minor edits on advice from committee and audit.
Version 3.2	May 2018	NGS MEMPC NGSC Emergency Management Officer	Minor edits and Council adoption of defined limit specified in Section 4.8.2.
Version 4.0	June 2020	NGS MEMPC, NGSC Emergency Management Officer	General update. Endorsed by MEMPC 27 April 2020. Adopted by Council 01 June 2020.

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PART ONE – INTRODUCTION

1.1 Legislation

Municipal councils are required, under Part 4 of the *Emergency Management Act 1986 and 2013* 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 Northern Grampians Shire Council (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*. The NGSC understands and supports the concept that mutual aid between municipalities may be required during and following emergencies.

This plan is a result of the cooperative efforts of the agencies and organisations that comprise the Municipal Emergency Management Planning Committee (MEMPC). Council adopted the plan at its Ordinary Council meeting held on 1st June 2020.

Signed on behalf of the Northern Grampians Shire Council)
by the Chief Executive Officer)
pursuant to the authority to act on Council's behalf)
dated <date> in the presence of:)

Liana Thompson, CEO

Cr. Murray Emerson, Mayor (Witness)

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 and 2013* shall submit the MEMP to the VICSES for audit every three years. 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.

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 develops 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, regional, and state planning arrangements.

1.7 Certificate of audit



Certificate of Audit

THIS IS TO CERTIFY THAT THE
MUNICIPAL EMERGENCY MANAGEMENT PLAN OF

Northern Grampians Shire Council

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

"Complying with the Guidelines"


Trevor White
Chief Officer, Operations

31 August 2017
Date

PART TWO – COMMUNITY PROFILE

2.1 Traditional owners

Northern Grampians Shire Council acknowledges the indigenous history of the municipality. The land was traditionally occupied by and connected to a number of Aboriginal communities. We respect the spirits of their ancestors among us.

2.2 Municipal profile

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; and
- 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. Under the State Government [climate change projections](#), the Grampians region can expect:

- Year round increase in temperatures
- Fewer frosts
- More frequent and intense rain events
- More hot days and warm spells
- Less rainfall in autumn, winter and spring
- Harsher fire weather and longer fire seasons

The impacts of climate change need to be continually monitored and the MEMP reviewed accordingly to ensure that relevant risks are properly addressed.

2.3 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.

The Stawell Gold Mine has operated at its current location since 1981, which has involved the progressive mining of gold in a series of open pits and extensive underground workings. Other important industries around Stawell include the home and community care sector, and the Frew Group Abattoir.

In St Arnaud and the surrounding area, Ridley Agri Products (formerly Barastoc), Goldacres spray manufacturers, Gilmac Hay Exports, Rivalea Piggeries and Baiada Turkeys are significant industries.

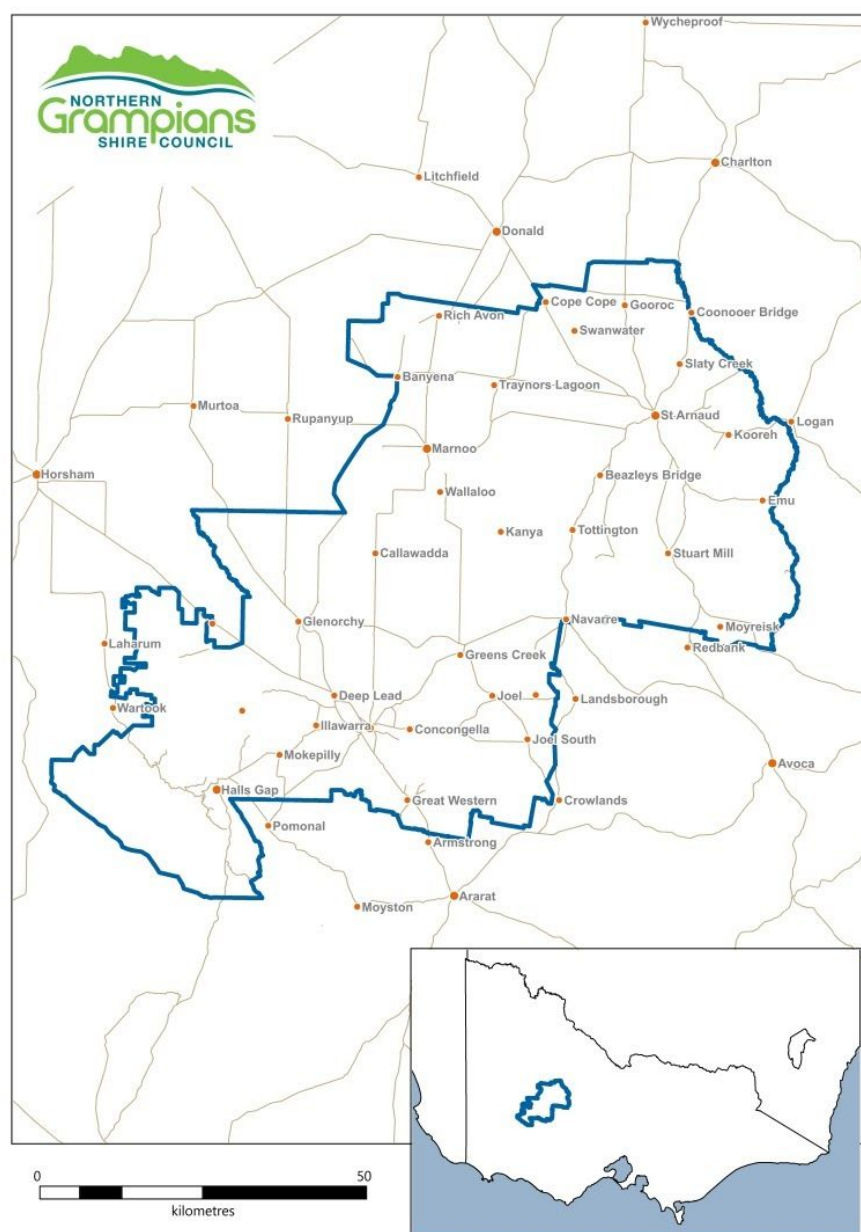
New additions in the Shire include the development of the Stawell Underground Physics Laboratory, Bulgana Green Power Hub (wind farm), and Nectar Farms greenhouses in the Stawell area.

2.4 Vulnerable communities

The NGSC, Australian Red Cross, community groups and Home 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 on Council's internal register; 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 - Bushfire Places of Last Resort](#) (NSP-BPLRs).

2.5 Municipal map

Council's public mapping portal [Pozi](#) provides information on emergency services and NSP-BPLR 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 following map details the area covered by the MEMP.



2.6 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 the 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. 190 landslides were recorded across the Grampians National Park, with significant impacts on Halls Gap.
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.

2.7 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 1986 and 2013* 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 December 2019. 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:

- 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.

Counter Terrorism (CT) Considerations

An all agency response is required to identify future major public events and mass gatherings to ensure adequate planning, risk mitigation considerations, and allocation of resources if required. All plans are to be reviewed by a sub-committee led by Victoria Police to confirm the appropriate level of response to CT has been addressed.

PART THREE – PLANNING ARRANGEMENTS

3.1 Planning structures and responsibilities

The *Emergency Management Act 1986 and 2013* 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 and 2013* specifies the responsibilities of municipal councils in connection with emergency management. These responsibilities include the preparation and maintenance of municipal emergency management plans.

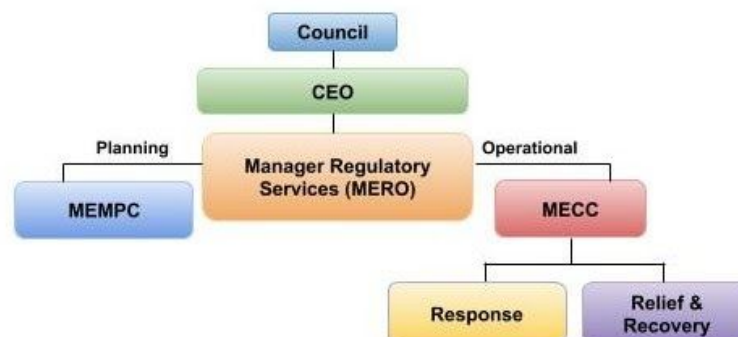
The NGSC accepts responsibility for management of municipal resources and the coordination of these resources during both the response to and recovery from emergencies. This includes the management of:

- 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 group

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



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

The functions of the group 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 Duty MERO
- MRM or Duty MRM
- MECC administration officers
- Others co-opted as required.

Members of this group 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 D](#)).

The activation of the MERO is via a dedicated phone number **(5358 8780)** who is then responsible for activating other relevant members of the group. The general contact details for these members are available in [Appendix B](#) (not available in the Public Version of this plan due to privacy reasons).

3.3 Municipal Emergency Management Planning Committee

This committee is formed pursuant to Section 21(3) & (4) of the *Emergency Management Act 1986 and 2013*, 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 E](#)).

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

Frequency of meetings

The MEMPC will meet quarterly at times agreed by the committee. Minutes of all meetings will be taken and a copy sent to the Regional Emergency Response Coordinator (RERC) and all members of the MEMPC.

Plan review

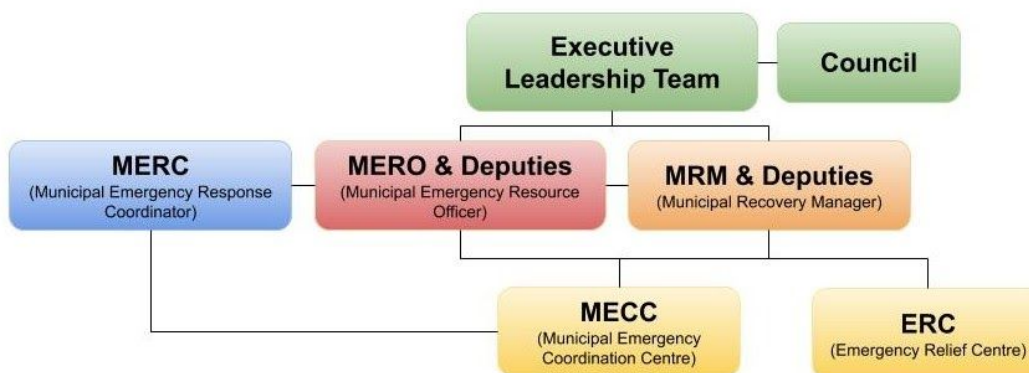
The content of the MEMP is to be reviewed annually, or after an emergency which has utilised part of this plan. Organisations delegated with responsibilities in the MEMP are required to notify the MERO of any changes of detail (e.g. contact information), as they occur. Review of the MEMP will specifically focus on the potential risks in the Northern Grampians Shire, and the updating of the contact directory of the MEMP. 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 H](#)).

Testing

Upon completion of development of the MEMP, 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>MERO</p> <p>Municipal Emergency Resource Officer</p>	<p>The role of the MERO is to:</p> <ul style="list-style-type: none"> • Coordinate municipal resources in emergency response. • Provide council resources when requested by emergency services or police during response activities. • Maintain effective liaison with emergency agencies within or servicing the municipal district. • Maintain an effective contact base so municipal resources can be assessed on a twenty four hour basis. • Keep the MECC prepared to ensure prompt activation if needed. • Liaise with the MRM on the best use of municipal resources. • Organise a response debrief if requested by the MERC. • Ensure procedures and systems are in place to monitor and record expenditure by Council in relation to emergencies. • Perform other duties as determined. <p>At NGSC, the MERO also effectively fulfills the role of MEM to:</p> <ul style="list-style-type: none"> • Coordinate a range of risk reduction activities to ensure maximum efficiency and synergy is obtained. • Liaise with the community on all safety matters and support staff and groups designated to deal with specific risks. • Ensure the MEMP is effective and current. • Ensure the municipal resources are utilised effectively in a community emergency, for response and recovery activities. • Coordinate the emergency management activities of, and liaise closely with the MERO, MRM and MFPO. • Ensure that the MECC can be activated at short notice in event of an emergency. • Maintain effective liaison with all regional, state or federal emergency related agencies servicing the municipal district. • Ensure that an effective contact base is maintained so that the municipal resources can be accessed on a 24-hour basis. • 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. • Ensure that appropriate procedures, processes and systems are in place to record and maintain any council expenditure specifically applicable to an emergency. • Ensure that applications for expenditures eligible for assistance from State sources are submitted to appropriate agencies. • 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. • 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.
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MRM Municipal Recovery Manager	<p>The role of the MRM is to:</p> <ul style="list-style-type: none"> • Coordinate municipal and community resources for recovery. • Assist with collating and evaluation of information gathered in the post impact assessment. • Establish priorities and oversee the delivery of the restoration of community services and needs that address the four recovery environments. • Liaise with the MERO on the best use of municipal resources. • Oversee the planning, preparedness and operation of identified municipal relief centres. • Establish an information and coordination centre (MECC) at the municipal offices or a location more appropriate to the affected area. • Liaise, consult and negotiate with recovery agencies and Council on behalf of the affected area and community recovery committees. • Liaise with the regional recovery committee and DHHS. • Prepare an action plan for the management and delivery of recovery functions specific to the emergency event and impact. • Report on recovery actions and impacts to state government and council. • Undertake other specific recovery activities as determined.
Emergency Relief / Recovery Centre (ERC) Manager	<p>The role of the ERC Manager is to:</p> <ul style="list-style-type: none"> • Coordinate resources and services within an ERC, as designated by the MRM. • Liaise with the MRM and with other agencies to support the affected community. • Arrange briefings and debriefings with ERC staff. • Ensure the maintenance of accurate, relevant, and up to date records. • Coordinate ERC deactivation in consultation with the MRM. • Undertake other specific relief/recovery activities as determined.
MFPO Municipal Fire Prevention Officer	<p>The role of the MFPO is to:</p> <ul style="list-style-type: none"> • Undertake and regularly review Council's fire prevention plans together with the Municipal Fire Management Planning Committee (MFMPCC). • Liaise with fire services, brigades, local government, and other authorities regarding fire prevention planning and implementation. • Advise and assist the MFMPCC on fire prevention and related matters. • Carry out statutory tasks related to fire prevention notices and infringement notices. • Investigate and act on complaints regarding potential fire hazards. • Advise, assist and make recommendations to the general public on fire prevention and related matters. • Issue permits to burn (under Section 38 of the <i>Country Fire Authority Act</i>).
MECC Manager & Support Staff	<p>The role of the MECC Manager & Support Staff is to:</p> <ul style="list-style-type: none"> • Organise staff relief, catering, security, parking, registration and comfort. • Assist the MERO or Deputy MERO. • 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.

EHO Environmental Health Officer	<p>The role of the EHO is to:</p> <ul style="list-style-type: none"> Plan, coordinate, and implement control strategies designed to minimise the adverse impact of health on people in an emergency event, considering: water & 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.
Community Safety Officers	<p>The role of Community Safety Officers is to:</p> <ul style="list-style-type: none"> Perform duties as directed by the MECC with the provision of urgent animal welfare needs. Work cooperatively with MERO, MRM, and DJPR.

3.8 Vulnerable persons

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.*

The identification and assessment of Vulnerable Persons is an ongoing process. Once identified, Vulnerable Persons who have consented are listed on Council's Vulnerable Persons Register (VPR), 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. Within the NGSC, the VPR is coordinated by the MRM and Positive Ageing team.

3.9 Neighbourhood Safer Places - Bushfire Places of Last Resort

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

NSP-BPLRs are places of last resort in bushfire emergencies only and are not designed to replace a personal bushfire survival plan. NSP-BPLRs 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-BPLR 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 NSP-BPLRs are located at the following sites.

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

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*'.

The State Emergency Management Priorities focus on the primacy of life and the issuing of community warnings and information, and provide a framework for emergency managers to identify the priority roles and actions of agencies in an emergency response, especially where there are concurrent risks or competing priorities ([EMMV](#) Part 3).

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
Control	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.
Command	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.
Coordination	The <i>Emergency Management Act 2013</i> stipulates that police officers must be appointed as emergency response coordinators at state, regional, municipal and incident levels.
IERC 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.

MERC Municipal Emergency Response Coordinator	The Officer in Charge at the Stawell Police Station is the MERC for the Northern Grampians Shire. Any control agency requiring municipal support will request that support through the MERC, who will liaise with the MERO.
RERC Regional Emergency Response Coordinator	Will receive and action any requests from the MERC for further assistance when municipal resources are unavailable, have been fully committed or exhausted.

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

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 relating to Council internal operations during emergencies. The MECC may also become operational during support operations to a neighbouring municipality. Administrative staff for the MECC will be drawn from NGSC employees.

MECC activation is at the MERO's discretion, in consultation with the MEM and the MERC. Nominated MECC sites for the NGSC are as follows.

4.5 Northern Grampians Shire Council 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

Standard Operating Procedures for use in the MECC are detailed in [Appendix F](#).

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 different emergencies are identified in Part 7 of the [EMMV](#).

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 sections provide a summary of the financial responsibilities for expenditure on response and recovery activities within NGS.

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.

In accordance with the *Emergency Management Act 1986*, s.20(2) (a) & (b) and the *Emergency Management Victoria Practice Note 'Sourcing Supplementary Emergency Resources From Municipal Councils'*, it is recognised that municipal councils have limited budgets and as such defined limits and constraints should be commensurate with the Council's capacity to provide the resource. Furthermore, the provision of municipal resources beyond the defined limit can be charged to the response agency if the defined limit is detailed in the MEMP.

On 7 May 2018 the Northern Grampians Shire Council resolved to adopt an amendment to the Northern Grampians Shire Municipal Emergency Management

Plan, setting a defined limit of \$5,000 for the provision of municipal resources in response to an emergency.

Council will continue to provide municipal resources for the core functions applicable to Council in emergencies; relief and recovery activities.

Extraordinary expenditure incurred (e.g. for overtime, equipment hire used in emergency protection works, or restoration of publicly owned assets) may qualify for reimbursement. Natural Disaster Financial Assistance for local councils is provided to assist in the recovery process and to alleviate some of the financial burden that may be experienced following a natural disaster, in accordance with Commonwealth-State Natural Disaster Relief and Recovery Arrangements.

From 1 December 2019, responsibility for Victoria's administration of the Disaster Recovery Funding Arrangements moved from the Department of Treasury and Finance to [Emergency Management Victoria](#).

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

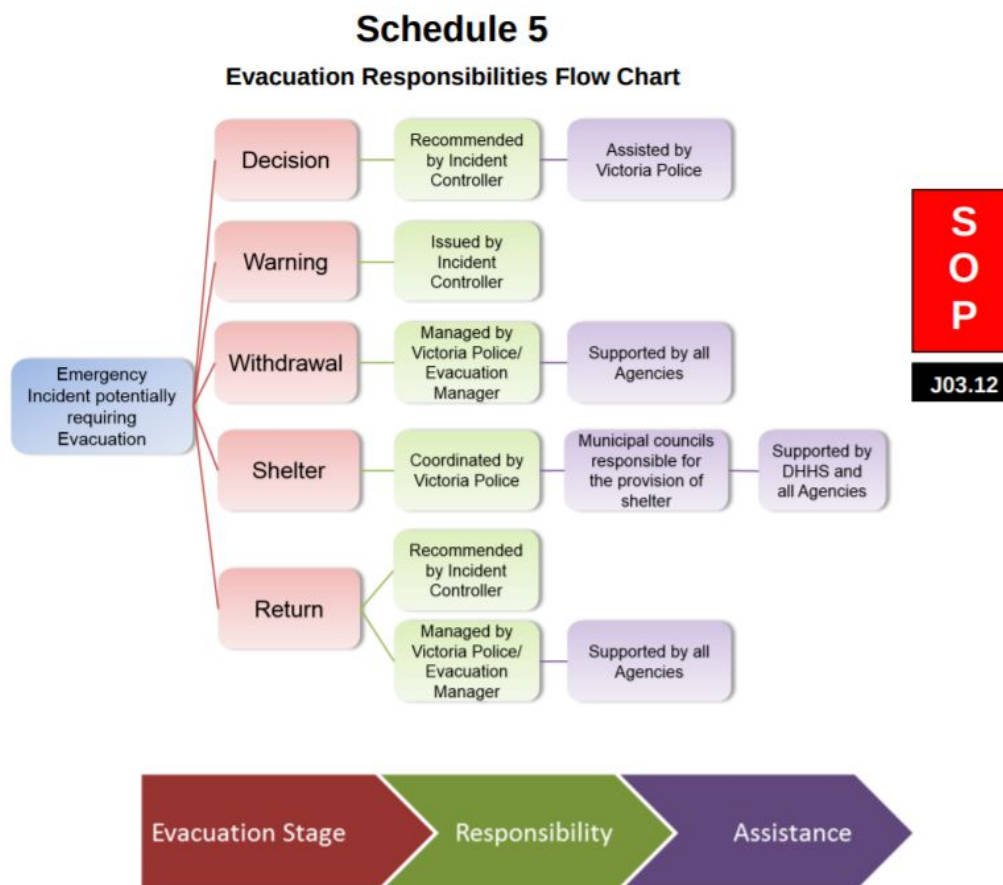
Evacuation is a risk management strategy which may be used as a means of mitigating the effects of an emergency or disaster on a community. The evacuation process is scalable and may be applied to individuals, a house, a street, a suburb or a large town. Evacuation involves the movement of people to 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 and 2013* 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 flowchart taken from EMV JSOP J03.12 (September 2017). 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 (PENA). The three phases are detailed below.

4.10.1 Initial Impact Assessment

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 enables the commencement of emergency relief and early recovery activities.

While the control agency is responsible for ensuring the IIA is completed, EMV is responsible for the overall coordination of this 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

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

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 agency 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 landline services.

4.12 Emergency relief

At state level, emergency relief is the responsibility of EMV. At regional level, DHHS are responsible. 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

Other facilities may also be used depending on the availability and suitability of the above sites at the time of the emergency event.

Managing volunteers

Compensation for all volunteer emergency workers will be as laid down in Part 6 of the *Emergency Management Act 1986 and 2013*. 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](#).

Arrangements for Coordination of Relief for Single Incidents

A single incident emergency is defined as an event that has occurred on a small scale, where individuals or families may have had their home or possessions severely damaged or destroyed, through an incident such as a house fire, localised flood, storm, burst pipes or vandalism.

As outlined in the [EMMV](#), municipal councils are responsible for coordination of relief for single incidents. NGSC internal arrangements for notification processes between emergency service organisations and Council are that **the MERO should always be the first point of contact** regarding single incidents.

4.13 Food and water

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

Contact details are listed in the Contact Directory ([Appendix B](#)) (not available in the Public Version of this plan due to privacy reasons).

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

The ARC 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 ARC purchasing officers.
- Where a relief centre is opened.

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

Catering for agency staff and volunteers

The responsibility for arranging catering for support agency staff and volunteers sits with the Control Agency, and not with ARC or Council. If arrangements are sought for Council to provide this service, the request must come from the relevant Control Agency, who will be responsible for funding this.

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. All public information should align with control agency messaging.

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.

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 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
- 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](#)) (not available in the Public Version of this plan due to privacy reasons).

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 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.

4.16 Medical

Implementation of the medical arrangements will be activated where people are injured or require medical assistance. This 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.

4.17 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](#)) (not available in the Public Version of this plan due to privacy reasons).

4.18 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.

4.19 Transition to Recovery

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.

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 transition to recovery.

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

The MRM is responsible for the development and maintenance of recovery service arrangements within the municipality. Details on the planning process is covered in Part 3 of the MEMP. For planning and preparedness processes please see the following actions in Recovery Planning and Preparedness ([Appendix C](#)).

- [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 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 site is to be utilised.

Northern Grampians Shire Emergency Relief (or Recovery) 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

Other facilities may also be used depending on the availability and suitability of the above sites at the time of the emergency event.

5.6 Recovery Operations Plan

The Recovery Operations Plan ([Appendix D](#)) 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 and 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 of 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 A - Distribution list

Content removed for privacy reasons.

APPENDIX B - Contact directory

Content removed for privacy reasons.

APPENDIX C - 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 Emergency Management Planning Committee (MEMPC). The MEMPC aims to ensure the provision of effective relief and recovery services across the municipality. This 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): Social, Economic, Built, and Natural.

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 deputy represents the municipality at 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 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, 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 D - 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.

1. During The Incident	
Activity	Responsibility
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
2. Immediately After The Incident (1 – 7 days)	
Activity	Responsibility
Establish and brief an Incident Recovery team (IRT) consisting of the recovery planning committee, Recovery Service Coordinators (RSCs) and key agencies	MRM
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"> • What needs to be done; • Who will undertake those tasks; and • How will they be coordinated (who will do what, where and when). 	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"> • establishment of the Municipal Incident Recovery Committee (MIRC); and • Development of the Municipal Recovery Action Plan structure and framework. • Establishment of MIRC recovery environment sub-committees 	MRM, Department of Health & Human Services (DHHS), Council Executive Management Team
3. Short Term (2 – 4 weeks)	
Activity	Responsibility
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"> • Recovery Action Plan; and • 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'). • Prepare a communications strategy and incident impact assessment summary 	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"> • information sharing; • consultation; • supporting community initiatives: and • active participation. 	MRM
4. Medium Term (2 – 3 months)	
Activity	Responsibility
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
5. Long Term (4 months onwards)	
Activity	Responsibility
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 of 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
REPORT OF AN EXTREME THREAT IS RECEIVED.		
UPON RECEIVING THIS INFORMATION, THE MRM WILL:		
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 websites (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
REPORT OF AN EMERGENCY IMPACTING ON THE SHIRE. THE MECC IS ACTIVATED.		
UPON RECEIVING THIS INFORMATION, THE MRM WILL:		
1	Attend the MECC and undertake the prescribed role and responsibilities	
2	Monitor the situation and keep emailing 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 Vulnerable People under threat.	
EMERGENCY THREATS DISPLACE RESIDENTS FROM THEIR HOMES		
ONCE RESIDENTS COMMENCE EVACUATION OF THEIR HOMES, THE MRM WILL:		
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.	
ICC CALLS COMMUNITY INFORMATION MEETINGS.		
UPON HEARING THIS ANNOUNCEMENT, THE MRM WILL:		
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.	
PRIVATE PROPERTIES ARE BEING IMPACTED		
THE MRM WILL CALL THE PENA COORDINATOR INTO THE MECC AND:		
14	Brief the Coordinator on the situation and activate the PENA Operations.	
15	Ensure direct contact with the Department of Jobs, Precincts and Regions (DJPR) 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"> • CRC meeting/s • PENA operations (planning already underway) • MIRC meeting • The opening of a recovery centre/s 	
19	Begin preparations for these recovery activities which include: <ul style="list-style-type: none"> • Communications Coordinator preparing information for recovery community meetings, preparation of PENA fact sheets and Recovery Centre information pack. 	
20	Monitor the situation and respond to requests and SITREPS as required.	
THE EMERGENCY IS CLOSE TO BEING CONTAINED		
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 of the response to recovery transition agreement.	

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:
 - o What needs to be done
 - o Who will provide what services
 - o What resources are available (local and regional)
 - o How the process will work
 - o 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)
Accommodation To assist in the provision of emergency / temporary accommodation during and after an emergency. Note: Red Cross may provide emergency accommodation (first 48hrs) (if Council covers the cost) but only for non major emergencies.	Community Development Officer	<ul style="list-style-type: none"> • Local government / MRM • Salvation Army • Grampians Community Health (GCH) • Wimmera Uniting Care
Aged and Disability Support 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.	Team Leader Community Partnerships	<ul style="list-style-type: none"> • Aged care providers • Home & Community Care (HACC) funded agencies • Community health centre • DHHS • Rural access workers
Food and Water To provide food and water as required for Council staff and attendees at Emergency Relief Centres. Note: 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.	Environmental Health Officer (EHO)	<ul style="list-style-type: none"> • Salvation Army • Local food outlets • Local hospital services • Red Cross (see note)

Children's Services To plan for and co-ordinate the recovery process for children under 12 years and to provide Childcare to relief/recovery centres.	Team Leader Family & Children's Services, NGSC	<ul style="list-style-type: none"> • Family day care provider • Maternal and child health nurses • Childcare centre • Preschools • Community nurses • Outside school hours care
Communication 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.	Communications Coordinator, MRM	<ul style="list-style-type: none"> • Mayor • Police • Local media • Media Liaison Officer • MRM
Community Development To coordinate community events and activities that will assist the 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.	MRM	<ul style="list-style-type: none"> • Municipal Community Development Manager • Community health centre • DHHS • MRM • Community group representatives
Donations Coordination <i>This is not the responsibility of the municipality. An external organisation should be recruited to auspice this service area.</i>	MRM	<ul style="list-style-type: none"> • Salvation Army • State government
Financial Assistance 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.	Community Development Officer	<ul style="list-style-type: none"> • DHHS • Centrelink • Salvation Army • Rural financial counselling service • Rural Finance Corporation • Insurance Council of Victoria
Material Aid To coordinate distribution of material aid to affected members of the community following an emergency.	Community Planning Officer	<ul style="list-style-type: none"> • Salvation Army • Uniting Care • Service clubs • Churches

<p>Psychological First Aid (PFA)/ Psychosocial Support 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.</p> <p>Note: 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"> • GCH • Victorian Council of Churches (VCC) • Health (hospital) service • Wimmera Uniting Care • Grampians Psychiatric Services • Salvation Army • Red Cross (see note) • Advocacy services as required
<p>Relief & Recovery Centre Management 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.</p> <p>Note: 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 Victorian Emergency Inquiry Centre. Registrations are collected via the Personal Information Form. Victoria</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"> • Identified centre managers and deputies • VICSES (relief centre support) • DHHS (recovery centre support) • Red Cross (see note) • Victoria Police • GCH • PFA/Psychosocial Support Providers

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

Fencing To coordinate the reconstruction of boundary fencing of rural properties following damage incurred by an emergency.	MRM	<ul style="list-style-type: none"> • Municipality • VFF • Service clubs • DJPR • Catchment Management Authorities (CMAs) • Department of Justice & Regulation
Infrastructure To rebuild and restore community infrastructure/ utilities after an emergency.	Manager Infrastructure, NGSC	<ul style="list-style-type: none"> • MERO • Powercor • Gas companies • Local water authority • Telstra • CMAs
Transport To assist in transport provision after an event so those affected can access relief centres, recovery services, schools, shopping etc.	Community Development Team Leader, NGSC	<ul style="list-style-type: none"> • MERO • Regional Roads Victoria • Commercial transport • Community transport providers • Taxis/buses
Environmental Health 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.	EHO	<ul style="list-style-type: none"> • Regional EHO • Municipal EHO
Environment To assess, advise on and repair damage after an event including tree safety/assessment; replanting/revegetation; erosion prevention and control.	Manager Infrastructure & Manager Emergency Services & Environment	<ul style="list-style-type: none"> • Landcare Groups • NGSC Parks and Gardens • Department of Environment, Land, Water & Planning (DELWP) • Local nurseries • Local contractors • CMAs • Environment Protection Authority (EPA)
Post Emergency Needs Assessment (PENA) To coordinate assessment of damage and losses following an emergency. The gathered	MRM, EHO	<ul style="list-style-type: none"> • DJPR • Municipal Building Inspectors • MERO • MRM

information will assist the recovery planning and recovery service provision. To ensure the Memorandum of Understanding for PENA is implemented.		<ul style="list-style-type: none"> • PFA/psychosocial support providers • EHO • Arborists • Red Cross
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5.6.7 Post Emergency Needs Assessment

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.

DJPR 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 DJPR 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 communities, 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 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
 - DJPR
 - 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 Memorandum of Understanding with GCH as the primary agency as well as Wimmera Uniting Care and 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 DJPR 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 | • St Vincent de Paul |
| • DHHS | • Centrelink |
| • GCH | • Regional Roads Victoria |
| • Grampians Psychiatric Services | • Parks Victoria |
| • Stawell Regional Health | • VFF |
| • East Wimmera Health Service | • DELWP |
| • Wimmera Uniting Care | • DJPR |
| • Victoria Police | • VICSES |
| • Advisory and Assistance Centre | • Grampians Wimmera Mallee Water |
| • VCC | • CMAs |
| • Lifeline | • Utility companies |
| • Salvation Army | • Rural Finance |
| • Red Cross | • 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
 - o 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 Victorian Emergency 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 E - MEMPC Terms of Reference

Northern Grampians Shire Municipal Emergency Management Planning Committee			
		Review Date:	26 March 2020
		Expiry Date:	30 December 2020
Responsible Director:	Infrastructure	Trenton FITHALL	
Responsible Officer:	Manager Regulatory Services	Sarah PEACHEY	
Functional Area:	Emergency Management	Kelly BOLADERAS	

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 and 2013*.

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 Jobs, Precincts & Regions
- Parks Victoria
- Ambulance Victoria
- Regional Roads Victoria
- PowerCor
- Australian Red Cross
- Department of Health & Human Services

Community Representatives

Up to three community representatives will be invited to sit on the MEMPC. Representatives will be chosen from the following sectors.

- Industry/Production
- Business/Retail
- Tourism
- Agriculture/Viticulture
- Education/School Camps
- Youth - young leader/s (16 years +)

There may be more than one representative from a given sector and representation from each sector is not required.

Other Agencies & Organisations

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)
 - o Prepare and maintain a municipal emergency management plan.
- Municipal Coordination and Planning (Section 21 of the Act)
 - o Appoint a Municipal Emergency Management Planning Committee
 - o 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 subcommittees/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*.

A standing sub-committee of the MEMPC is the Municipal Fire Management Planning 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.

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 (MERO) and establish a Municipal Emergency Management Planning Committee.

Council appoints the Mayor (or delegated Councillor) as its representative and to act as Chairperson.

Appointment of Community Representatives

Council will call for written Expressions of Interest from members of the community to fill the community representative positions. The call for Expressions of Interest will be advertised in local media.

Expressions of Interest will be assessed against the following selection criteria.

- Genuine interest in providing positive community emergency management outcomes.
- Confidence and capability to communicate between community and committee environments.
- Understanding or ability to learn/interpret emergency management dialogue.
- Ability to provide community perspective regardless of personal bias.
- Good understanding and knowledge of the local and broader NGSC community.

A selection panel will consist of no more than three MEMPC members who are selected by the committee. Ideally these members will represent local government, response, and relief and recovery areas of emergency management. The panel will undertake the assessment of submissions, interview applicants (at its discretion), and select and appoint Community Representatives to the committee.

Whilst selection will be based on merit, the panel will attempt to ensure geographical representation from across the Shire.

Community Representatives will have a term of 2 years on the MEMPC. After this time the MEMPC can vote to keep the community representatives for another term, or existing Community Representatives may reapply.

REFERENCES

Emergency Management Act 1986

Emergency Management Manual of Victoria (EMMV)

Municipal Emergency Management Plan - previous versions

APPENDIX F - MECC Operating Procedures

SOP Title:	Municipal Emergency Coordination Centre (MECC) Operating Procedures
Last review date:	April 2020

LOCATION

Primary MECC:

- **Stawell**
Council Chambers, Pleasant Creek Historic Precinct
50-52 Longfield Street (Western Highway), Stawell

Alternate MECCs:

- **Stawell**
Downstairs Foyer, Northern Grampians Shire Town Hall
59-69 Main Street, Stawell
- **St Arnaud**
Dunstan Room, Northern Grampians Shire Council Town Hall
Napier Street, St Arnaud

ROLE OF MECC

Under the supervision of the Municipal Emergency Resource Officer (MERO) and the 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

MECC activation is at the MERO's discretion, in consultation with the MEM and the MERC.

ACTIVATION PROCEDURE

1. Access building to be used as MECC
2. Call in appropriate staff
3. Source Chromebooks for use by MECC council staff
4. Provide tabards for MECC staff
5. Set up furniture & equipment as per relevant floor plan
6. Establish and test MECC communications
7. Initiate incident on Crisisworks

STAFFING OF MECC

Staffing of the MECC should be made up of the following:-

- MERC (Victoria Police)
- MERO or Duty MERO
- MECC Coordinator
- MECC Administrative Staff
- MRM or Duty 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 recorded and actioned accordingly. This applies to all radio, telephone, email, and other messages. In some cases this may only require recording 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 or Duty 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.

PRIMARY MECC - STAWELL

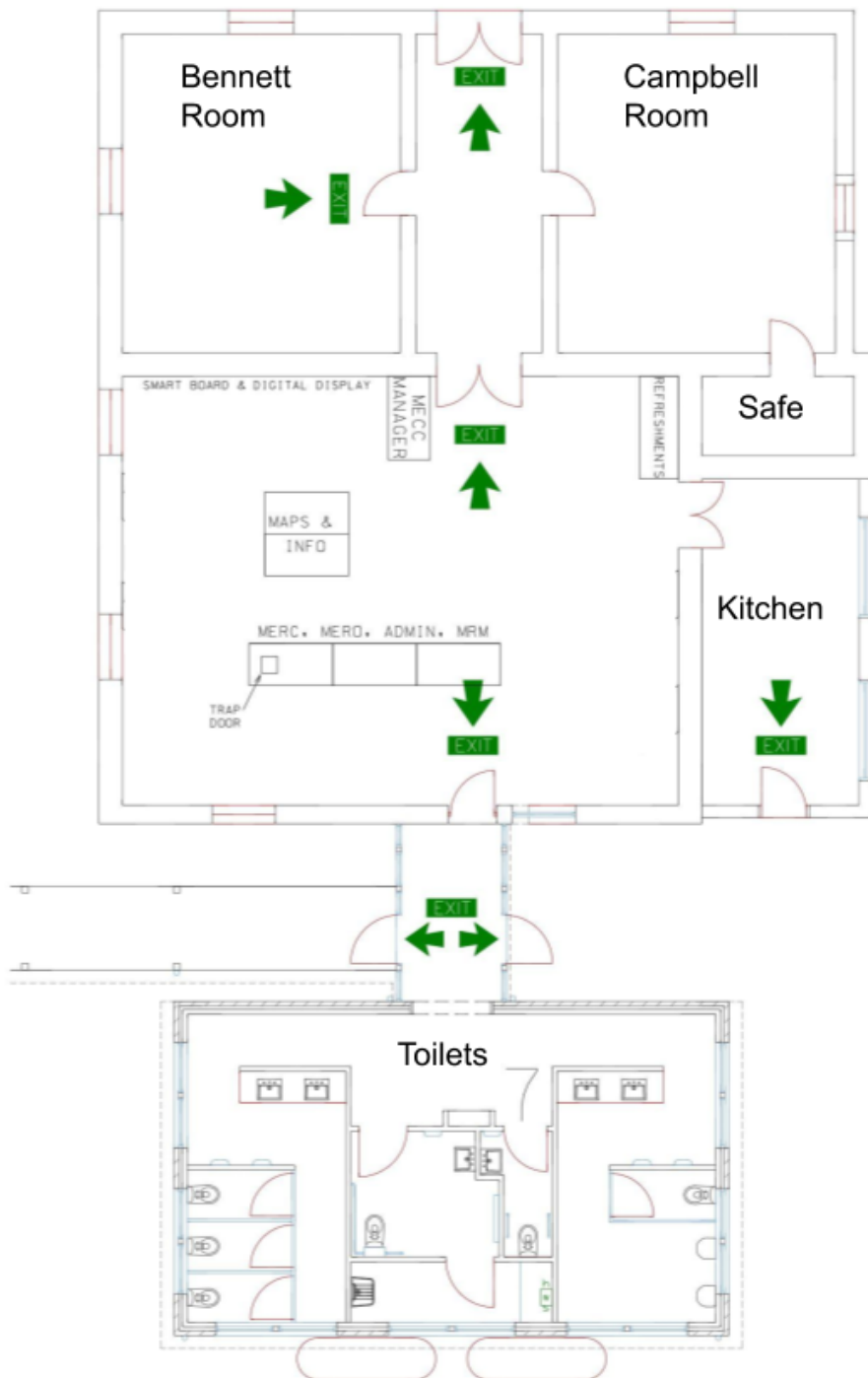
Council Chambers, Pleasant Creek Historic Precinct (PCHP)
50-52 Longfield Street (Western Highway), Stawell

STAWELL MECC SETUP PROCEDURE

- MERO / Duty MERO will have access to the PCHP and will have the building unlocked.
- The MECC is to be setup in the Council Chambers as per the diagram (refer below).
- All MECC equipment and phones can be found in the Campbell Room (the key for the safe can be found hanging on a hook in the cupboard where the phones are located).
- Chromebooks must be booked and collected from the main council offices.
- Set up tables, chairs, and whiteboard (refer diagram).
- MECC contacts:

RECOVERY	(03) 5358 1204
MERO	(03) 5358 3972
CFA	(03) 5358 3074
NGSC (INTERNAL)	(03) 5358 8742
MECC ADMIN	(03) 5358 4715
MERC	(03) 5358 4589
FAX	(03) 5358 3814
EMAIL	mecc@ngshire.vic.gov.au

STAWELL MECC LAYOUT



ALTERNATE MECC - ST ARNAUD

Community Meeting Room (Dunstan Room), Northern Grampians Shire Council Town Hall
Napier Street, St Arnaud

- Collect the two MECC boxes from the storage room (off Perry Room).
- Collect stepladder from store room between McDonald Hall and James Stewart (main) Hall.
- Move small grey table in Community Meeting Room to middle of room.
- Open marked ceiling panel (red push pin) (slide a knife along one side to release panel) and pull board (the 'snake') with data points and telephone lines down, set on grey table.
- Secure the 'snake' media board with large black rubber bands (in box) on either end of central grey 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.
- Set up tables around central grey table as per diagram, closing access to inside of table circle to avoid cable tapping and remove tripping hazard.
- Pull down blind over window in adjoining small room, so that the window may serve as a whiteboard.
- MECC contacts:

RECOVERY	(03) 5495 2987
MERO	(03) 5495 2978
NGSC (INTERNAL)	(03) 5495 2976
MECC ADMIN	(03) 5495 2986
MERC	(03) 5495 2983
EMAIL	mecc@ngshire.vic.gov.au

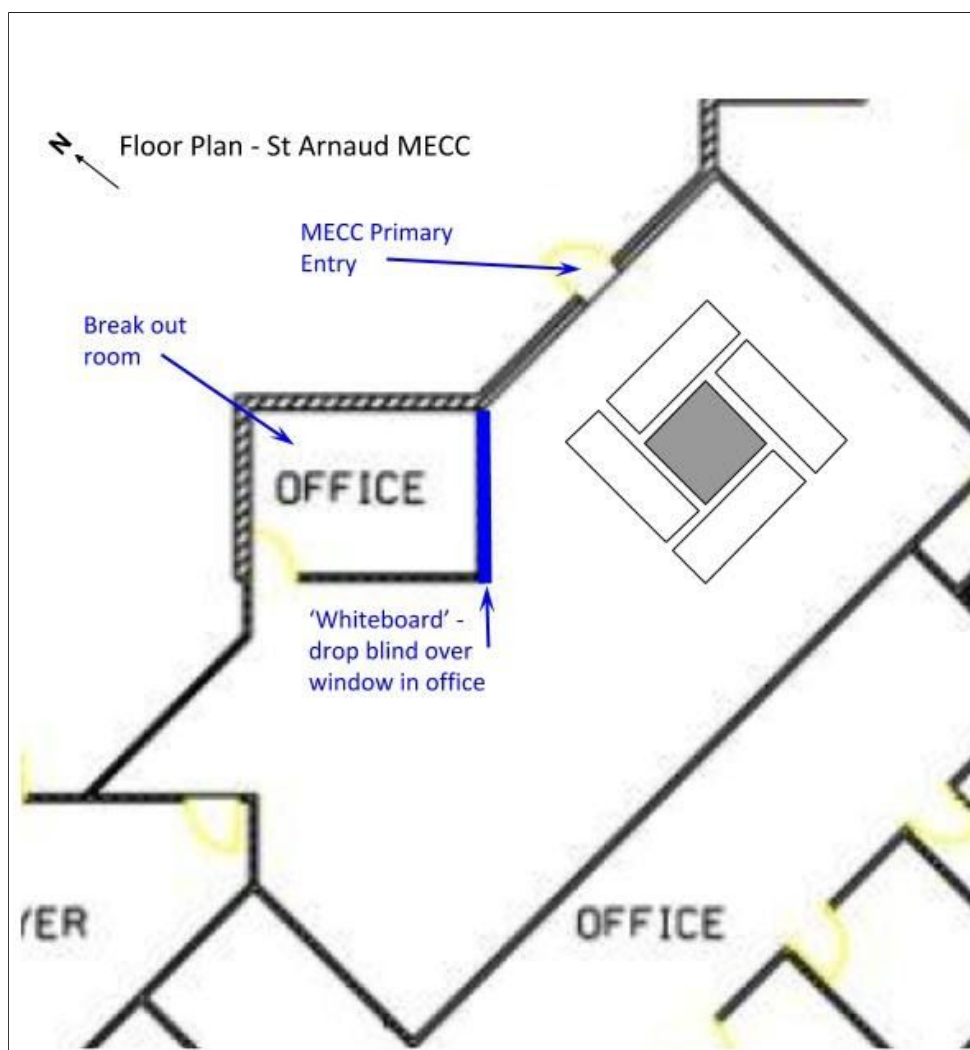
POWER OUTAGE:

- When mains power is out, the generator should start automatically.
- If the generator does not start automatically, press the generator test button in the cabinet outside the Main Kitchen between the two halls (see map).
- The generator will attempt to start three times. If it still has not started, restart this process by pressing the test button again.
- When mains power comes back on, the generator will automatically shut off (after a short delay due to a 'cool-down' period).
- The generator is located behind a gate on the outside of the building on the northeast corner (behind stage of James Stewart Hall). However, access to the generator itself should not be required - it should run using the test button as described above.
- When generator is going, it will have no problem powering lights, computers, and the air-conditioning in the Community Meeting Room.
- It is advised that other unnecessary drains on power be turned off, in particular:
 - Air-conditioning in Library

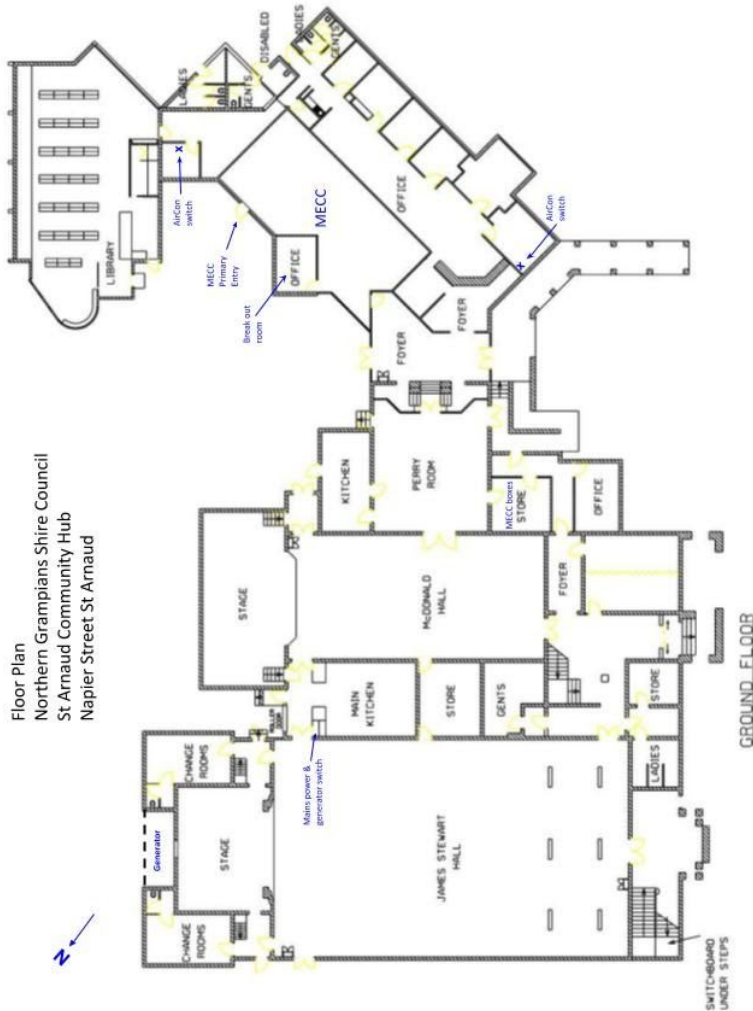
- Urn in Main Kitchen
- Air-conditioning in the halls, and in any other rooms where it is not needed
- Note that the generator may also be able to run the air-conditioning in the main office (Customer Service), however if it is struggling this too should be turned off.

ST ARNAUD MECC LAYOUT

Community Meeting (Dunstan) Room



St Arnaud Community Hub Floor Plan (including MECC)



APPENDIX G - Acronyms and abbreviations

AMSA	Australian Maritime Safety Authority
ARC	Australian Red Cross
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
DELWP	Department of Environment, Land, Water & Planning
DET	Department of Education & Training
DHHS	Department of Health & Human Services
DJPR	Department of Jobs, Precincts & Regions
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	Home & 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
MFMP	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
RRV	Regional Roads Victoria
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 H - 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 I - List of MEMP sub plans

Plan	Version / Date	Review Date	Owner / Responsible agency	Status
Municipal Fire Management Plan	2019-2022 V3 / Aug 2019	30/06/2022	NGSC	Current
Northern Grampians Shire Flood Emergency Plan	V9.3 / Dec 2016		VICSES	In progress
Landslide Contingency Plan			VICSES	In progress
Emergency Animal Welfare Plan	V2 May 2020	31/03/2023	NGSC	Current
Heatwave Mitigation Plan	April 2014	31/03/2017	NGSC	In progress
Pandemic Influenza Plan	V2 / September 2018	30/09/2021	NGSC	Current
Public Health Emergency Management Plan	V2 / July 2019 2019-2021	30/06/2021	NGSC	Current
Municipal Domestic Wastewater Management Plan	2017-2020	31/03/2020	NGSC	In progress
Grampians National Park Search and Rescue Plan	Jan 2018		VicPol	Current
Halls Gap Local Flood & Landslide Guide			VICSES	In progress
Stawell Gold Mine Tailings Storage Facility Emergency Response Plan	V5 / February 2019		Stawell Gold Mines	Current
Stawell Gold Mines Emergency Response Plan	V4 / January 2019		Stawell Gold Mines	Current
Stawell Gold Mines Emergency and Crisis Management Plan	V6 / January 2019		Stawell Gold Mines	Current
Bulgana Green Power Hub Emergency Response Plan	V1.12 / March 2020		Siemens Gamesa Renewable Energy	Current
VicRoads Emergency Detour Routes Western Region	July 2016		Regional Roads Vic	Current

9.4. Improve Organisational Effectiveness

9.4.1. COVID-19 Financial Support and Hardship Policy

Author/Position: **Malcolm Lewis, Acting Manager Financial Services**

Purpose

The purpose of this Financial Support and Hardship Policy is to provide Council with a policy framework to support individuals and businesses who require financial assistance from the impacts of the COVID-19 Pandemic.

Summary

This policy is designed to provide business and community support in the form of the waiver of fees, charges and registrations that would otherwise be payable to Council during the 2020/21 financial year.

Recommendation

That Council endorses the COVID-19 Financial Support and Hardship Policy.

Cr Reid, having earlier declared a perceived interest in Item 9.4.1 left the chamber at 12.30pm. Cr Reid returned to the Chamber after the matter was voted on at 12.42pm.

RESOLUTION

That Council endorses the COVID-19 Financial Support and Hardship Policy.

Moved: Cr Kevin Erwin
Seconded: Cr Karen Hyslop

Carried

Background/Rationale

The Financial Support and Hardship Policy is to be read in conjunction with the draft 2020/21 Budget that includes income reductions to align with the Policy's proposed waiver of fees, charges and registrations.

The policy is in response to financial hardship experienced by local business and the community due to the impacts of COVID-19. Implementation of the policy is intended to supplement, and not replace, financial support initiatives by other levels of government.

Legislation, Council Plan, Strategy and Policy Implications

The proposed deferral of rates payments and the proposed waiver of interest (interest hold) is pursuant to the provisions of sections 170 and 171 of the *Local Government Act 1989* respectively.

Section 170 of the legislation enables Council to defer the whole or part of a rate payment. Section 171 allows the waiver of rates, charges or interest on unpaid rates that would otherwise be payable. For the purposes of this policy, the proposal is to only exercise part of section 171 in the form of a waiver of interest on unpaid rates and charges.

Options

Option 1

Council adopts the policy in full. **[recommended]**

Options 2

Council adopts the policy with amendments including either reduction or expansion of the finance support and hardship provisions. **[not recommended]**

Option 3

Council does not adopt the policy. **[not recommended]**

Implications

Implementation of the policy will result in the reduction/waiver of fees, charges and registrations that total in the order of \$250,000 for the 2020/21 financial year. A provision for this income reduction is included to the draft 2020/21 Budget.

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/privacy, risk management, budgetary and asset management implications.

Community Engagement

While there is no community engagement for the policy, the draft 2020/21 Budget that includes the policy provisions, will be the subject of community consultation during the S223 statutory budget process during the months of July/August 2020.

Innovation and Continuous Improvement

Not applicable.

Collaboration

Council officers sought COVID-19 hardship policies adopted by other councils to inform the Financial Support and Hardship Policy.

Officer's Declaration of Interest

All officers providing advice to Council must disclose any interests, including the type of interest.

Malcolm Lewis, Acting Manager Financial Services

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

Attachments

1. COVI D-19 Financial Support and Hardship Policy [9.4.1.1 - 4 pages]

COVID-19 Financial Support and Hardship Policy



May 2020



Northern Grampians Shire Council
LIVE | WORK | INVEST | VISIT

CONTACT US

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#ngshire #liveworkinvestvisit #wandervictoria

COVID-19 Financial Support and Hardship Policy



Council Policy

Responsible director
Responsible officer
Functional area
Date adopted by Council
Review date

Director Corporate Services
Manager Financial Services
Finance

Purpose

The purpose of this *COVID-19 Financial Support and Hardship Policy* is to provide Council with a policy framework to support individuals and businesses that require financial assistance from the impacts of the COVID-19 Pandemic. The policy aims to provide individuals and businesses with an understanding of the options and assistance available if experiencing financial hardship due to the pandemic.

Income from rates, charges, user fees and permits are a primary source of revenue that the Council uses to deliver services to the community. While the Council continues to require cash flow to deliver these critical services, this policy is designed to provide financial relief and support to businesses and individuals within the community.

Background

Council will provide assistance to those in financial hardship while ensuring it does not jeopardise the funding of its operations.

This policy applies to monies owed to Northern Grampians Shire Council that comprises rates and charges as well as a range of user fees including health, food act and accommodation registrations.

This policy is to be read in conjunction with the Council's existing *Personal Financial Hardship Policy* that only allows for financial hardship experienced by a ratepayer at their primary residence. By contrast, this COVID-19 policy may potentially apply to a broader range of properties as well as businesses, community organisations and individuals within the shire.

Policy

Due to the direct impact on businesses within the Northern Grampians Shire Council (NGSC) district, this policy provides a waiver of fees, charges and registrations that would otherwise be payable for the period 1 July 2020 to 30 June 2021.

More specifically the waiver, for this period (2020/21 year) is to apply to:

- Health Act registration fees
- Food Act registration fees
- Accommodation registration fees
- Property lease payments due from community and sporting clubs

Payment Plan Arrangement and Interest Hold

The total deferral of all financial responsibilities due to an event such as the COVID-19 Pandemic can cause a secondary bout of financial stress when the event has concluded, and bills are owed. Council aims to provide assistance to ratepayers and debtors through the COVID-19 event without creating additional financial stress when the pandemic has been resolved.

Council will encourage ratepayers and debtors to set up a payment arrangement tailored specifically to individual needs to reduce the amount of debt owing after the pandemic. Council will hold interest on debt accumulated during the COVID-19 pandemic beginning from the declaration of the State of Emergency, 16 March 2020 until 30 September 2020 to allow time for the debt to be paid without interest. If any debt is outstanding after 30 September 2020, Council's *Rates and Charges Debt Collection Policy* will apply.

Rates Deferral and Interest Hold

If the ratepayer is unable to enter into a payment plan, Council will defer the debt accumulated during the COVID-19 pandemic and will hold interest on this debt from the declaration of the State of Emergency, 16 March 2020 until 30 September 2020 to allow sufficient time for the debt to be paid without additional interest. If any debt is still outstanding after 30 September 2020, Council's *Rates and Charges Debt Collection Policy* will apply.

Debt recovery

Council will make a reasonable attempt to contact a ratepayer or debtor regarding their overdue account. This may include reminder letters, account statements, emails or phone calls.

Community & Sporting Club leases & fees

Community and sporting club lease payments will be waived for the 2020/21 financial year. Recreational user fee council charges due in the 2019/20 financial current year will be waived; these are usually charged in arrears.

Commercial leases

Council's policy position to support property lease payments for commercial tenants is to be read in conjunction with the [COVID-19 Omnibus \(Emergency Measures\) \(Commercial Leases and Licences\) Regulations 2020 \(Vic\)](#). The Regulations are effective for the period 29 March 2020 to 29 September 2020 and prescribe a procedure where landlords and eligible tenants are required to act reasonably and in good faith when negotiating either a waiver or deferral of property rent that would otherwise be payable to Council. Further relief support may be reassessed post this period taking into account pandemic isolation restrictions financial impact on the eligible leased premises at that time.

Council Plan Objective/Strategy

Council Plan Goal: Enhance Lifestyles and Community

Legislation and Standards

Local Government Act 1989

Privacy & Data Protection Act 2014

COVID-19 Omnibus (Emergency Measures) Act 2020

Responsibilities

The Manager Financial Services is responsible for the review and management of this policy and the staff responsible for the administration of the relevant rates and charges, development approval fees and lease payments will process applications for financial assistance in line with Council policy.

Stakeholders

Councillors and the community are important stakeholders and the development and implementation of the policy are in direct response to the COVID-19 Pandemic impact on individuals and businesses.

Review

The policy will cease to have effect on 30 June 2021.

Communication and implementation

The policy will be communicated to the community via media outlets and Council's website and made available to responsible staff via the EDRMS and internal communication streams.

References

[COVID-19 Omnibus \(Emergency Measures\) Act 2020](#)

[COVID-19 Omnibus \(Emergency Measures\) \(Commercial Leases and Licences\) Regulations 2020 \(Vic\)](#)

[National Cabinet's Mandatory Code of Conduct for Commercial Leases](#)

[Rates and Charges Debt Collection Policy](#)

[Personal Financial Hardship Policy](#)

[Privacy & Data Protection and Health Records Policy](#)

Privacy and Data Protection compliance

All Council policies must consider the *Privacy and Data Protection Act 2014* and the *Victorian Protective Data Security (VPDSS) Framework* which adopts a risk-based approach to protective data security. Governance policy and practices, including confidentiality, are in place to protect the security of the data collected while processing and recording transactions in the Council's Electronic Document Records Management System.

Gender Equality Act 2020

Council has considered there are no gender equality impacts in developing and implementing the policy.

Charter of Human Rights compliance

It is considered that this policy does not impact on any human rights identified in the *Charter of Human Rights & Responsibilities Act 2006*.

Definitions

Waiver permanent exemption from payment

Deferral temporary suspension of a payment for a period of time (The full amount will still eventually be recovered. The outstanding amount may still incur interest)

Review history

Date	Review details	Action

9.4.2. Delegations and Authorisations Update

Author/Position: Mary Scully, Manager Governance & Civic Support

Purpose

To amend current delegations of powers and duties to members of Council's staff in response to the commencement of the *Local Government Act 2020*.

Summary

Amendments have been made to the Instrument of Delegation to the Chief Executive Officer in response to the *Local Government 2020* (2020 Act) and the Instrument includes the authority to call a council meeting that is not part of the existing schedule of meetings, conditional on the Mayor or three Councillors giving written notice of a request that a meeting is called.

A minor amendment has been made to the Instrument of Appointment and Authorisation for Council's Planners to replace the section number for the power to commence proceedings to section 313 of the 2020 Act.

Recommendation

1. That in the exercise of the powers conferred by s 11(1)(b) of the *Local Government Act 2020* (2020 Act), Northern Grampians Shire Council resolves that:
 1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
 2. The Instrument comes into force immediately.
 3. The Instrument remains in force until Council determines to vary or revoke it.
 4. The duties and functions set out in the Instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
2. That in exercise of the powers conferred by section 147(4) of the *Planning and 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.
 3. The Instrument remains in force until Council determines to vary or revoke it.

RESOLUTION

1. That in the exercise of the powers conferred by s 11(1)(b) of the *Local Government Act 2020* (2020 Act), Northern Grampians Shire Council resolves that:
 1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
 2. The Instrument comes into force immediately.
 3. The Instrument remains in force until Council determines to vary or revoke it.
 4. The duties and functions set out in the Instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of

Council that it may from time to time adopt.

- 2. That in exercise of the powers conferred by section 147(4) of the *Planning and 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.**
 - 3. The Instrument remains in force until Council determines to vary or revoke it.**

Moved: Cr Tony Driscoll
Seconded: Cr Merrilee Reid

Carried

Background/Rationale

Council subscribes to the Maddocks Delegations and Authorisations service which allows for regular updates to keep abreast of changes in legislation and to ensure the effective allocation and control of decision making powers.

In response to the commencement of the *Local Government Act 2020* (2020 Act), changes to a number of existing delegations are required and the following Instruments of Delegation have been prepared for Council's consideration:

A. S5 Instrument of Delegation by Council to Chief Executive Officer

The updated S5 Instrument takes into account the matters that cannot be delegated by the CEO pursuant to section 11(2) of the 2020 Act. These matters are listed as Conditions and Limitations in the Schedule to the S5 Instrument, including the condition under section 11(5) that any delegation to enter into a contract must include a financial limit. An additional limitation has been added relating to the calling of council meetings.

Section 84 of the *Local Government Act 1989* which set out how what were known as Special Council meetings were called was repealed on 1 May 2020 and with the transitioning of the new *Local Government Act 2020* this has left a gap with nothing to govern who can convene a meeting that is not part of the existing schedule of meetings. With the upcoming budget adoption timelines Council will need to convene two councils meetings that do not form part of the existing schedule.

Maddocks Lawyers has suggested two options for Councils to deal with the gap, namely to amend the Chief Executive Officer's Instrument of Delegation or introduce some interim Governance Rules addressing the calling of additional meetings. Unfortunately, interim Governance Rules cannot be introduced without some community engagement process first being undertaken and the length of time this would take.

Maddocks has suggested that so as to not put the Chief Executive Officer in an invidious position if only one or two Councillors want a meeting called, Councils insert a condition in the Instrument so that meetings outside the existing schedule of meetings need only be called if the Mayor or three Councillors give written notice of a request that a meeting is called.

B. S11A Instrument of Appointment and Authorisation - Planners

Only a minor change is required to this Instrument as section 224 of the 1989 Act continues to be the authorising provision for the S11A Instrument of Appointment and Authorisation. The power to commence proceedings, which was under section 232 of the 1989 Act, no longer applies from 1 May 2020, and has been replaced with section 313 of the 2020 Act.

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 1989
Local Government Act 2020

Options

Option 1

That Council delegates to the Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation and appoints and authorises the officers named in the Instrument under the *Planning & Environment Act 1987*. **[recommended]**

No other options are proposed; the attached Instruments have been prepared by Maddocks Lawyers in response to the new legislation and are required to enable officers to perform their duties on behalf of Council.

Implications

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/privacy, risk management, budgetary and asset management implications. Any identified implications have been addressed in this report.

Community Engagement

Not applicable.

Innovation and Continuous Improvement

Not applicable.

Collaboration

Not applicable.

Officer's Declaration of Interest

All 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 5 Instrument of delegation Council to CEO April 2020 Update CURRENT (2) [9.4.2.1 - 4 pages]
2. April 2020 S 11 A Planning & Environment Act - Jodie Senior [9.4.2.2 - 2 pages]
3. April 2020 S 11 A Planning & Environment Act - Evert Grobbelaar [9.4.2.3 - 2 pages]
4. April 2020 S 11 A Planning & Environment Act - Allistair Krause [9.4.2.4 - 2 pages]
5. April 2020 S 11 A Planning & Environment Act - Sumaya Tonny [9.4.2.5 - 2 pages]

S5. Instrument of Delegation to Chief Executive Officer

Northern Grampians Shire Council

Instrument of Delegation

to

The Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by section 11(1)(b) of the *Local Government Act 2020* (**the Act**) and all other powers enabling it, the Northern Grampians Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 1 June 2020
2. the delegation
 - 2.1 comes into force immediately the Instrument of Delegation is signed;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

Dated: 1 June 2020

..... Mayor/Councillor

..... Senior Officer

SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing:

4. if the issue, action, act or thing is an issue, action, act or thing which involves:
 - 4.1 awarding a contract or making an expenditure exceeding the value of \$150,000 for goods and services and \$200,000 for works (as per Appendix 1 in Council's Procurement Policy);
 - 4.2 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 4.3 election of a Mayor or Deputy Mayor;
 - 4.4 granting of a reasonable request for leave under section 35 of the Act;
 - 4.5 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 4.6 approval or amendment of the Council Plan;
 - 4.7 adoption or amendment of the Community Vision, Financial Plan, Asset Plan or Revenue and Rating Plan;
 - 4.8 adoption or amendment of any policy that Council is required to adopt under the Act;
 - 4.9 adoption or amendment of the Governance Rules;
 - 4.10 appointment of the chair or the members to a delegated committee;
 - 4.11 making, amending or revoking a local law;
 - 4.12 approval of the budget or revised budget;
 - 4.13 borrowing money;
 - 4.14 calling a special meeting of the council without the written notice of a request from the Mayor or three Councillors that a meeting is called;
 - 4.15 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges; or
5. if the issue, action, act or thing is an issue, act or thing which is required by law to be done by Council resolution;

6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 7.1 policy; or
 - 7.2 strategy
adopted by Council; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

The Chief Executive Officer is empowered to delegate his or her powers, duties or functions to other Council officers and in the event the Chief Executive Officer is unable to perform the duties or functions that the delegation is cascading to other members of the Council's Executive Management Team.

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*

Northern Grampians Shire Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987* only)**

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this Instrument "**officer**" means -

Jodie Senior

By this Instrument of Appointment and Authorisation Northern Grampians Shire Council -

under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and

under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied, revoked or the officer's employment with Northern Grampians Shire Council ceases.

This Instrument is authorised by a resolution of the Northern Grampians Shire Council made on 1 June 2020

Dated:

..... Mayor/Councillor

..... Senior Officer

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*

Northern Grampians Shire Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987* only)**

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this Instrument "**officer**" means -

Evert Grobbelaar

By this Instrument of Appointment and Authorisation Northern Grampians Shire Council -

under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and

under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied, revoked or the officer's employment with Northern Grampians Shire Council ceases.

This Instrument is authorised by a resolution of the Northern Grampians Shire Council made on 1 June 2020.

Dated:

..... Mayor/Councillor

..... Senior Officer

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*

Northern Grampians Shire Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987* only)**

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this Instrument "**officer**" means -

Allistair Krause

By this Instrument of Appointment and Authorisation Northern Grampians Shire Council -

under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and

under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied, revoked or the officer's employment with Northern Grampians Shire Council ceases.

This Instrument is authorised by a resolution of the Northern Grampians Shire Council made on 1 June 2020.

Dated:

..... Mayor/Councillor

..... Senior Officer

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*

Northern Grampians Shire Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987* only)**

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this Instrument "**officer**" means -

Sumaya Tonny

By this Instrument of Appointment and Authorisation Northern Grampians Shire Council -

under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and

under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied, revoked or the officer's employment with Northern Grampians Shire Council ceases.

This Instrument is authorised by a resolution of the Northern Grampians Shire Council made on 1 June 2020.

Dated:

..... Mayor/Councillor

..... Senior Officer

9.4.3. Recognition of Elizabeth Grace McNeill

Author/Position: Liana Thompson, Chief Executive Officer

Purpose

Council is asked to formally recognise the induction of Miss Elizabeth Grace McNeill into the Victorian Honour Roll on 8 March 2020 and her contribution to the Shire of Stawell as Shire Secretary from 1917 to 1924.

Summary

Miss Elizabeth Grace McNeill was the first women to serve in an executive role in any form of government administration in Victoria and was the Shire Secretary for the Shire Stawell from 1917 to 1924. Miss McNeill was posthumously inducted into the Victorian Honour Roll on 8 March 2020.

Recommendation

That Council formally recognises the posthumous induction of Miss Elizabeth Grace McNeill into the Victorian Honour Roll on 8 March 2020 and her contribution to the Shire of Stawell as Shire Secretary from 1917 to 1924.

RESOLUTION

That Council formally recognises the posthumous induction of Miss Elizabeth Grace McNeill into the Victorian Honour Roll for Women on 8 March 2020 and her contribution to the Shire of Stawell as Shire Secretary from 1917 to 1924.

Moved: Cr Kevin Erwin
Seconded: Cr Karen Hyslop

Carried

Background/Rationale

The Victorian Honour Roll of Women acknowledges and celebrates the achievements of women in Victoria and this year celebrates its 20th anniversary. Since 2001, over 600 women have been honoured for their significant and lasting contribution to Victoria, Australia and beyond. They are recognised for their achievements in a broad range of activities, including science, arts, environment, law, social justice, research, health, media and education. Inductees have come from culturally and linguistically diverse and Aboriginal communities. They come from all walks of life and have demonstrated inspirational leadership and excellence in their field. They must have made a significant and lasting contribution at a local, state, national or international level and be born in Victoria, spent a considerable part of their life in Victoria or have made a significant contribution to Victoria.

Miss McNeill (1868-1946) was inducted into the Victorian Honor Roll in the Category of Trailblazer. She served in executive and senior roles in local government at the beginning of the 20th century in Victoria's Western District. There were 208 local government areas in Victoria in 1911; only one had a female executive officer and that was the borough of Ararat, with Grace McNeill serving as town clerk. She was the Shire Secretary for the Shire Stawell from 1917 to 1924.

In 1926, the Australian Women's Mirror (in an article by E. B. Lazrus titled 'Women as Town Clerks') recognised Grace as 'the pioneer of the movement'. She died in 1946.



Inducted: 2020

Category: Trailblazer

Legislation, Council Plan, Strategy and Policy Implications

Not applicable

Options

To formally recognise the induction of Miss McNeil into the Victorian Honour Roll of Women and her contribution to the Shire of Stawell. **[recommended]**

Implications

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/privacy, risk management, budgetary and asset management implications.

Community Engagement

Not applicable

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Officer's Declaration of Interest

All officers providing advice to Council must disclose any interests, including the type of interest.

Liana Thompson, Chief Executive Officer

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

11.1.1 20200122 Queen Mary Botanic Gardens Committee Minutes

Cr Reid reported on the positive comments received from the community about the former bowling green which is part of the Queen Mary Gardens in St Arnaud. She also commented on the growth of shedding at Gilmac and said this is good for St Arnaud and the shire.

Cr Driscoll reported on attending the North West Municipalities Association AGM and congratulated Cr Emerson on his reappointment as chair. Cr Emerson spoke to the various discussions that the NWMA has dealt with recently and said the group is really relevant at this time.

Cr Erwin reported that the Wimmera Southern Mallee Regional Transport Group has put a lot of background work into the narrow roads campaign. He also reported that the Western Highway project is still waiting for a Federal Government decision which is likely in the next few weeks.

Cr Emerson reported on the difficulties dealing with the COVID-19 pandemic and said the involvement of this council, the executive leadership team and other community leaders to keep our people safe and well has been outstanding. He said how we are coming out the pandemic is certainly due to the leadership of the CEO and others in the Northern Grampians Shire.

RESOLUTION

That the reports be received.

Moved: Cr Kevin Erwin
Seconded: Cr Karen Hyslop

Carried

**MINUTES OF THE MEETING OF THE QUEEN MARY BOTANIC GARDENS
COMMITTEE HELD ON WEDNESDAY 22nd JANUARY**

PRESENT:

Jason Abbott (Parks & Gardens)(Secretary)
Joanne Hamilton (Chairperson)(Friends of QMG)
Dorothy Baldwin (CWA)
Magaret Mc Cahon (CWA)
Janelle Patching(Community)
Lindee Parry (Community)
Deirdre Freeman (Friends of the QMG)
Len Reid (Historical Society)
Bev Reid (Historical Society)

1. **OPEN MEETING:** The Chair declared the meeting open.
2. **APOLOGIES:** Cr Tony Driscoll, Cr Merrilee Reid, Dorothy Patton, Ros Small.
3. **DISCLOSURES OF INTEREST & DECLARATIONS OF CONFLICT OF INTEREST:**

Nil

4. **CONFIRMATION OF THE MINUTES:**

'That the minutes of the Meeting held on Wednesday 18th September as circulated be adopted.'

Moved: J Abbott

Seconded: J Patching

Carried

- 5.0 **MATTERS ARISING FROM MINUTES:**

- 5.1 Attach Friends of the gardens presidents report from AGM to COM minutes.
- 5.2 Pond/fountain still to be repaired.

6. **CORRESPONDENCE**

- 6.1 NIL

7. **REPORTS**

7.2 Lyn reported that the FOG would be catering for Australia Day this year.
Taking over from the CWA who have catered for this event since it's inception.

7.3 Jason reported that the works on the Eastern corner, Roofing has been finished, Shane Birthisle to move power box after January, Irrigation to be installed by contractors. Paving, bluestone seats and entry arbour to start soon. Works will be done by shire staff.

8. **GENERAL BUSINESS:**

8.1 Wording for entry sign on Eastern corner needs to be finalised.

8.2 Gala day 21st March, Plants, food and stall holders needed.

8.3 Walsh and Walling plans needed for new members.

9. **NEXT MEETING: 5.30 18th March in the gardens meet at mechanics building.**

10. **CLOSE:**

The Meeting closed at 6.40PM

Confirmed

.....

12. Urgent Business

Cr Driscoll asked that the matters of the North Park Netball Courts Upgrade Project and the Rail Freight Alliance Mode Shift Incentive Scheme be considered as Urgent Business.

RESOLUTION

That the items as listed be considered as Urgent Business:

12.1 North Park Netball Courts Upgrade Project

12.2 Rail Freight Alliance Mode Shift Incentive Scheme

Moved: Cr Tony Driscoll

Seconded: Cr Merrilee Reid

Carried

12.1. North Park Netball Courts - Sport & Recreation Victoria Grant

Author/Position: Naomi Goode, Director Communities

Purpose

To seek endorsement for the submission of an application to the Community Sports Infrastructure Stimulus Program for the Netball Court Redevelopment Project at North Park Stawell.

Summary

The State Government launched the Community Sports Infrastructure Stimulus Program in May 2020. The program is in response to the COVID-19 pandemic with the aim to facilitate the upgrade and development of significant community infrastructure, and to support councils to bring forward community infrastructure delivery by providing increased opportunities to critical funding.

Projects eligible for funding must be between \$1 million and \$10 million and design plans at a level ready for construction tender. Within the long term capital plan, the project that meets this criteria is the North Park Netball Court Redevelopment Project.

The re-development of North Park netball courts includes the upgrade to provide three netball courts, shelters for coaches and scorers, fencing, accessible pathways and lighting to Netball Victoria standard.

The project is in the final design stages and the construction phase will be undertaken within the required State Government timelines pending the successful outcome of the funding application.

Officers are seeking Council support for the application.

Recommendation

That Council endorses a submission to the Community Sports Infrastructure Stimulus Program for the Netball Court Redevelopment project at North Park Stawell with a total project cost of up to \$1,400,000 including \$1,100,000 of funding through Sport and Recreation Victoria and \$300,000 contribution from Council.

RESOLUTION

That Council endorses a submission to the Community Sports Infrastructure Stimulus Program for the Netball Redevelopment Project at North Park Stawell with a total project cost of up to \$1.4M including \$1.1M of funding through Sport and Recreation Victoria and a \$300,000 contribution from Council.

Moved: Cr Tony Driscoll

Seconded: Cr Merrilee Reid

Carried

Cr Hyslop called for a Division

For the motion: Crs Driscoll, Erwin, Reid, Emerson, Haswell and Hosemans

Against the motion: Cr Hyslop

Background/Rationale

Sport and Recreation Victoria (SRV) released the Community Sports Infrastructure Stimulus Program guidelines on Thursday 28 May 2020 in response to the COVID-19 pandemic and opportunities to stimulate the economy of Victoria.

Funding Program Objectives are as follows:

- State Government led investment to build and upgrade community sports facilities
- Support councils to fast track infrastructure projects
- Support local sporting clubs, the creation of jobs and economic recovery

Key Funding Program Elements are:

- Applications due 19 June 2020
- Projects must be 'shovel ready' (including schematic plans, quantity surveyor reports)
- Projects must be a total project cost of a minimum \$1 million and maximum \$10 million
- Up to 3 applications per council
- \$68 million fund (therefore not all councils will receive funding)
- 10% minimum local financial contribution of the funding amount sought is required to be committed and confirmed by LGAs via a council resolution
- Cannot be a project which has already received SRV funding unless there's a significant change of scope

Based on the key elements of the application criteria, the only recreation project in the 10 year capital plan that can be 'shovel ready' within the three week application timeline is the North Park Netball Courts.

The upgrade of this netball court facility is ranked highly in the North Park Multipurpose Facility Redevelopment Master Plan 2011 and the 2017 NGSC Netball Strategy Report given the courts have experienced breaches in structural integrity for many years.

This upgrade is a major priority of the Stawell Interchurch Netball Association and Swifts Football and Netball Club to ensure they have modern and safe local facilities needed to encourage greater participation by women and to continue to grow and flourish. This project will deliver three new netball courts constructed of concrete with an acrylic surface, coaches boxes with timekeeper/scorer space, fencing, accessible pathways and lighting to Australian and Netball Standards.

The NGSC Netball Strategy Report, completed December 2017 by 2MH Consulting, provides individual facility audits, recommended works, priority and cost estimates. It provides a strategic approach to netball facilities that allows Council to make informed decisions into the future to assist planning, project development and in consideration of community needs. The North Park Netball Court Upgrade is the current staged priority given the court received a 'very poor' overall rating and estimated its life span as 1-3 years (from Sept 2017) and has been assessed as posing a risk.

The Stawell Recreation Advisory Group has worked in collaboration and partnership with Council over several years to develop the concept of this project. We have consulted with Sport and Recreation Victoria and Netball Victoria as well as community stakeholders and user groups. These stakeholders identified the poor condition of the existing netball courts and the impacts on netball participation. The outcome of these consultations is the need to relocate the netball court at the recreation reserve adjacent and accessible to the new pavilion, make the courts suitable for training and competitions, and install lighting to training standard. The relocated court should be near the existing court and close to the player and official amenities. The area between the main pavilion and netball court should be blocked off to vehicles for safety reasons. These have been incorporated into this project and into the North Park Multipurpose Redevelopment Master plan.

Legislation, Council Plan, Strategy and Policy Implications

The project is also supported by the Council Plan 2017-21 objective to 'Enhance Lifestyle and Community', and the *Municipal Public Health and Wellbeing Plan 2017-21* Priority Two: Active Living (both attached). This project also addresses an identified short term priority of the Open Space, Sport and Recreation Strategy 2013-22.

Options

Option 1 Recommended

That Council endorses a submission to the Community Sports Infrastructure Stimulus Program for the Netball Redevelopment project at North Park Stawell with a total project cost of up to \$1,400,000 including \$1,100,000 of funding through Sport and Recreation Victoria and \$300,000 contribution from council.

Option 2

That Council does not approve the application and seeks alternative funding.

Implications

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/privacy, risk management, budgetary and asset management implications.

Community Engagement

Community has been engaged through the original 2011 North Park Master plan and more recently through an update of the North Park Precinct Master plan in line with the North Park Multipurpose Clubroom Development Project. Direct engagement has been undertaken through the representation on the Stawell Recreation Advisory Group and individual consultation with netball users.

Officer's Declaration of Interest

All officers providing advice to Council must disclose any interests, including the type of interest.

Naomi Goode, Director Communities

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

Attachments

Nil

12.2. Rail Freight Alliance Mode Shift Incentive Scheme

RESOLUTION

That Council writes to the Minister for Ports, the Hon Melissa Horne, for the continuation of the Mode Shift Incentive Scheme in support of the endeavours by the North West Municipalities Association and the Horsham and Mildura Rural City Councils to keep container freight on rail and off-road.

Moved: Cr Tony Driscoll

Seconded: Cr Merrilee Reid

Carried

13. Public Question Time

Nil

14. Closure of Meeting Pursuant to Section 66 of the Local Government Act 2020

A Council or delegated committee may resolve that the meeting be closed to members of the public if it considers it necessary because a circumstance specified below applies:

The circumstances are-

- (a) the meeting is to consider confidential information; or
- (b) security reasons; or
- (c) it is necessary to do so to enable the meeting to proceed in an orderly manner.

If the circumstances specified in subsection (b) or (c) applies, the meeting can only be closed to the public if the Council or delegated committee has made arrangements to enable the proceedings of the meeting to be viewed by members of the public as the meeting is being held.

14.1. C4 2016/17 Provision of ICT Services and Support

14.2. C15 2019/20 Housing Demand OPAN

RESOLUTION

That item 14.1 and 14.2 be considered in Closed Council as they deal with confidential information as detailed in section 3(1) of the *Local Government Act 2020*.

Moved: Cr Tony Driscoll

Seconded: Cr Kevin Erwin

Carried

RESOLUTION

That the meeting be closed to consider the items listed pursuant to section 66 of the *Local Government Act 2020*.

Moved: Cr Tony Driscoll

Seconded: Cr Kevin Erwin

Carried

OPEN COUNCIL

The Chief Executive Officer reported on the item discussed in Closed Council.

14.1 That Council agrees to extend Contract C4 2016/17 Provision of ICT Services and Support.

14.2 That Council does not award Contract C15 2019/20 - Housing Demand OPAN to any tenderer.

15. Close

There being no further business the Mayor declared the meeting closed at 1.13pm.

CR MURRAY EMERSON
MAYOR