

Mitchell Shire Municipal Emergency Management Plan

Glossary continued.

Name	Definition
EMMV	The abbreviated title of the Emergency Management Manual Victoria.
EMMV Agency	Means a government or non-government agency committed to EMMV.
EMMV Committee	The emergency response planning committee ensuring the Co-ordinated response to emergencies by all agencies having roles and responsibilities under EMMV.
Evacuation	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return. The decision to evacuate rests with the control agency in conjunction with police and available expert advice.
Evacuation Centre	See Assembly Area and/or Emergency Relief Centre.
Field Emergency Response Coordinator	Senior member of Victoria Police at the scene of an emergency.
Financial Assistance	See Emergency Grant
Functional Areas	The categorisation of services required for Emergency Relief for the purposes of allocating responsibility to nominated agencies. These are: <ul style="list-style-type: none"> • Catering • Community Organisations • Emergency Accommodation • Emergency Grants, Counselling & Temporary Accommodation • Material Needs • Registration (Register.Find.Reunite)
Government Agency	Means: <ul style="list-style-type: none"> • Any body corporate or unincorporated constituted by or under any Act for a public purpose; and • Any member or officer of such a body. • Any person in the service of the Crown in the right of the State of Victoria upon whom any function, power, duty or responsibility is conferred by or under the Act.
Incident Control Point	The control point established by the Control Agency in proximity to the emergency and used by the incident controller for forward command/control functions.
Incident Controller	An officer appointed by the control authority responsible for the resolution of an emergency. This title shall also extend to the person appointed under the provisions of Section 16 of the <i>Emergency Management Act 1986</i> .
Lead Agency	The agency designated to co-ordinate the provision of a functional area of emergency relief and supplementary supply
Material Needs	The provision of clothing, bedding and personal requisites, during "Emergency Relief".
Municipal Emergency Response Coordinator (MERC)	The Officer in Charge of the local Police Station or the senior police officer at the scene of the emergency.
Municipal Emergency Management Planning Committee (MEMPC)	The Committee which, at municipal level, is responsible for the formation and maintenance of a Municipal Emergency Management Plan.
Municipal Emergency Resource Officer (MERO)	The person appointed by the Municipality responsible to council for the co-ordination of municipal owned or controlled resources in emergencies.
Municipal Recovery Manager (MRM)	The person appointed by the Municipality responsible to council for the co-ordination of municipal recovery activities after emergencies.
Municipality	The area contained within the defined boundaries for local Government responsibility of a Shire, Borough, Town or City.
Neighbourhood Safer Place	NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed.
Non-Government Agency	Means a voluntary organisation or any person or body other than a government agency.
Primary Support Agency	The agency to be first considered by an Emergency Response Coordinator for support in an EMMV role.

Mitchell Shire Municipal Emergency Management Plan

Glossary continued.

Name	Definition
Recovery	The process by which affected persons and communities are helped to recover to a proper level of functioning. It commences as soon as practicable after the impact of an emergency, and usually continues long after cessation of response activities. Refer also to the State Disaster Recovery Plan.
Recovery Agency	A recovery agency is an agency or person which assists individuals, families and communities to attain a proper level of functioning, by providing information, specialist services and resources, and may include Commonwealth, State and local government and non-government agencies.
Region (Response and Recovery)	Defined areas of the State identified for emergency response and recovery purposes. These regions are common to the eight State Government regions (three metropolitan and five non-metropolitan).
Regional Emergency Response Plan	The Emergency Response Plan prepared by the Regional Emergency Response Planning Committee.
Regional Emergency Response Planning Committee	The committee which at regional level is responsible for the formation and maintenance of a regional emergency response plan for response to emergencies, the chairman being the Regional Emergency Response Coordinator or, in his absence, his Deputy Emergency Response Coordinator.
Registered Emergency Worker	Means a person registered under Section 26 of the <i>Emergency Management Act 1986</i> .
Relief Centres	Centres established to provide groups of persons with any or all of the services, of the functional areas of Emergency Relief.
Relief Stage	The immediate post impact stage of an emergency, preceding the recovery phase. For the purposes of this Plan, the end of relief will be when "stand down" is advised by the Emergency Response Coordinator.
Response	The combat of an emergency and the provision of emergency relief, including rescue and the needs of affected persons.
Staging Area	A location designated and used during emergencies for the assembly of control or support personnel prior to deployment.
Stand-Down	The order given by the Regional or Municipal Emergency Response Coordinator that allows personnel to cease operations reflecting the termination of the emergency.
Standby	That period normally following alert when the Regional or Municipal Emergency Response Coordinator, or the Chief Officer of a control agency, believes that the occurrence or the effects of the emergency, are imminent. Members of the relevant agencies are placed on "Standby", thus being ready to respond immediately.
Supplementary Supply	Those resources requested under emergency supply unable to be obtained by EMMV Support Agencies
Support Agency	A government or non-government agency which provides essential services, personnel, or material to support or assist a control agency or affected persons.
Temporary Accommodation	Accommodation provided for individuals or families affected by an emergency. It is separate to emergency shelter. This accommodation includes caravans and suchlike, and will normally be arranged by the recovery agency. In some cases this will occur during the Response Phase.
Volunteer Emergency Worker	Means a volunteer worker who engages in emergency activity at the request (whether directly or indirectly) or with the express or implied consent of the chief executive (however designated), or of a person acting with the authority of the chief executive, of an agency to which EMMV or the state emergency recovery plan applies.

Mitchell Shire Municipal Emergency Management Plan**Appendix B – Special Plans and Arrangements****Part B1 Sub-Plans**

MEMP Sub-Plans are all available on either Crisisworks at [Mitchell Shire Crisisworks](#) or public versions via the Mitchell Shire Council Website at www.mitchellshire.vic.gov.au. Note that the plans on Crisisworks contain detailed information that is not general public information. Sub-Plans available on the Mitchell Shire Council website are for public distribution.

Municipal Fire Management Plan 2012 (MFMP)

The MFMP was developed by the Mitchell Shire Council Municipal Fire Management Planning Committee, a sub-committee of the MEMPC. The MFMP was prepared as a sub-plan of the MEMP as outlined in the EMMV part 6a. The MFMP contains treatment/action plans for the mitigation of fire risk to the municipality. The plan aligns with the ISO3100:2009 Risk Management Standard.

A copy of this plan is available on either the Council Website (www.mitchellshire.vic.gov.au) or via Crisisworks for MEMPC members or emergency agency representatives at [Mitchell Shire Crisisworks](#)

Municipal Relief and Recovery Plan 2014

In line with the Emergency Management Manual Victoria and the *Emergency Management Act 1986*, the Mitchell Shire Relief and Recovery Plan documents the arrangements, procedures and processes to be employed to assist individuals and communities affected by emergencies to achieve a proper and effective level of functioning.

This plan covers those agreements and arrangements between Council, government and related agencies, communities and individuals to ensure the aims of local recovery are achieved via the agreed recovery processes.

A copy of this plan is available via Crisisworks for MEMPC members or emergency agency representatives at [Mitchell Shire Crisisworks](#).

Mitchell Shire Flood Emergency Plan 2013

The flood plan has been developed by the Mitchell Shire Council and Victoria State Emergency Service to address the risk of flooding of the major waterways within the Shire.

A copy of this plan is available via Crisisworks for MEMPC members or emergency agency representatives at [Mitchell Shire Crisisworks](#).

Heat Plan 2015

The Heat Plan details the processes undertaken by Mitchell Shire Council during a heatwave. It specifically refers to actions required by Council during a Department of Health and Human Services Heat Alert.

A copy of this Sub plan is available via Crisisworks for MEMPC members or emergency agency representatives at [Mitchell Shire Crisisworks](#).

Mitchell Shire Municipal Emergency Management Plan

Mitchell Influenza Pandemic Plan 2009

The Municipal Emergency Management Plan recognises that Influenza Pandemic is a risk and as such Council has a responsibility to plan and prepare for such an event. Mitchell Shire Council's Influenza Pandemic Plan is a Sub Plan of the MEMP.

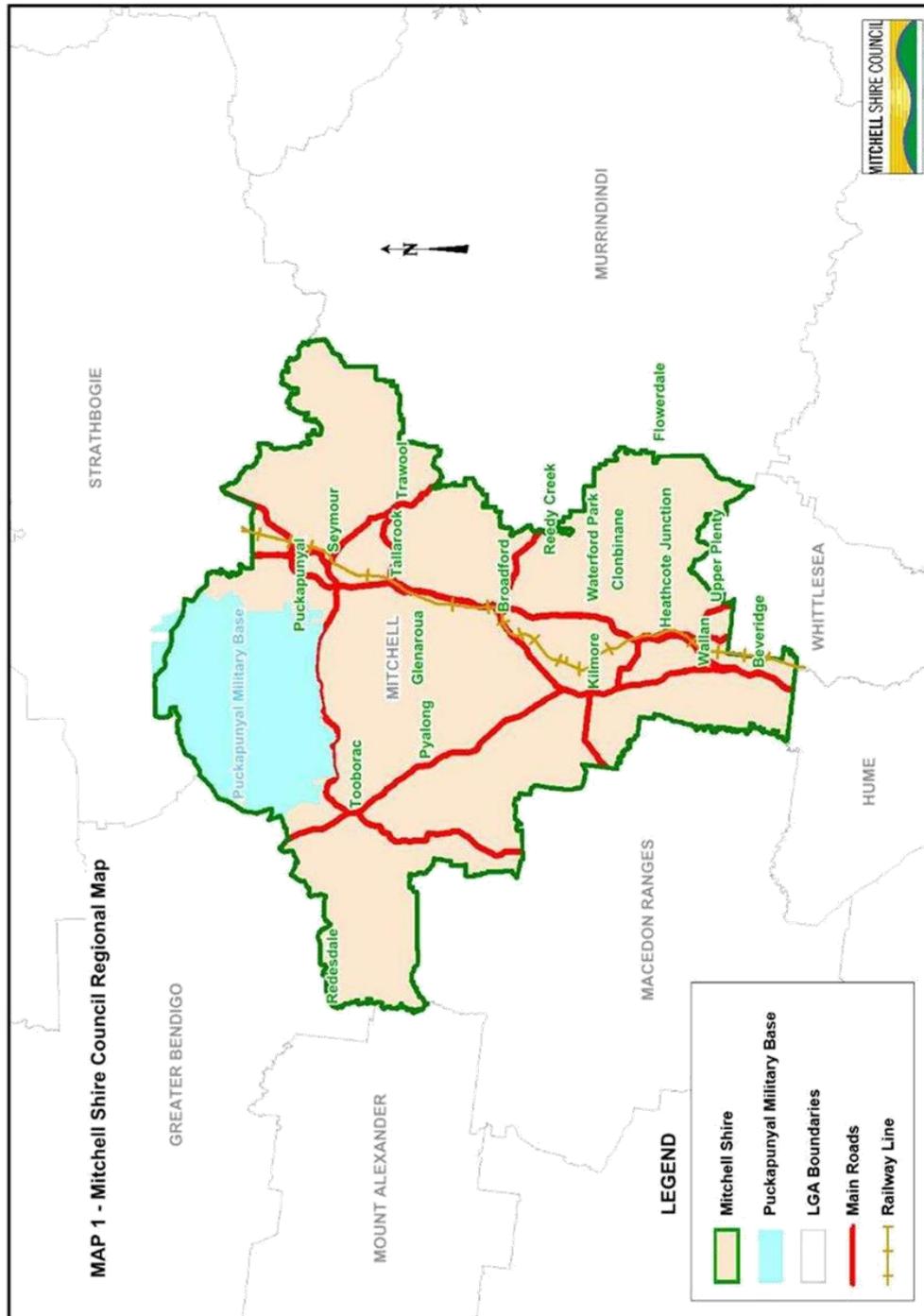
A copy of this plan is available via Crisisworks for MEMPC members or emergency agency representatives at [Mitchell Shire Crisisworks](#).

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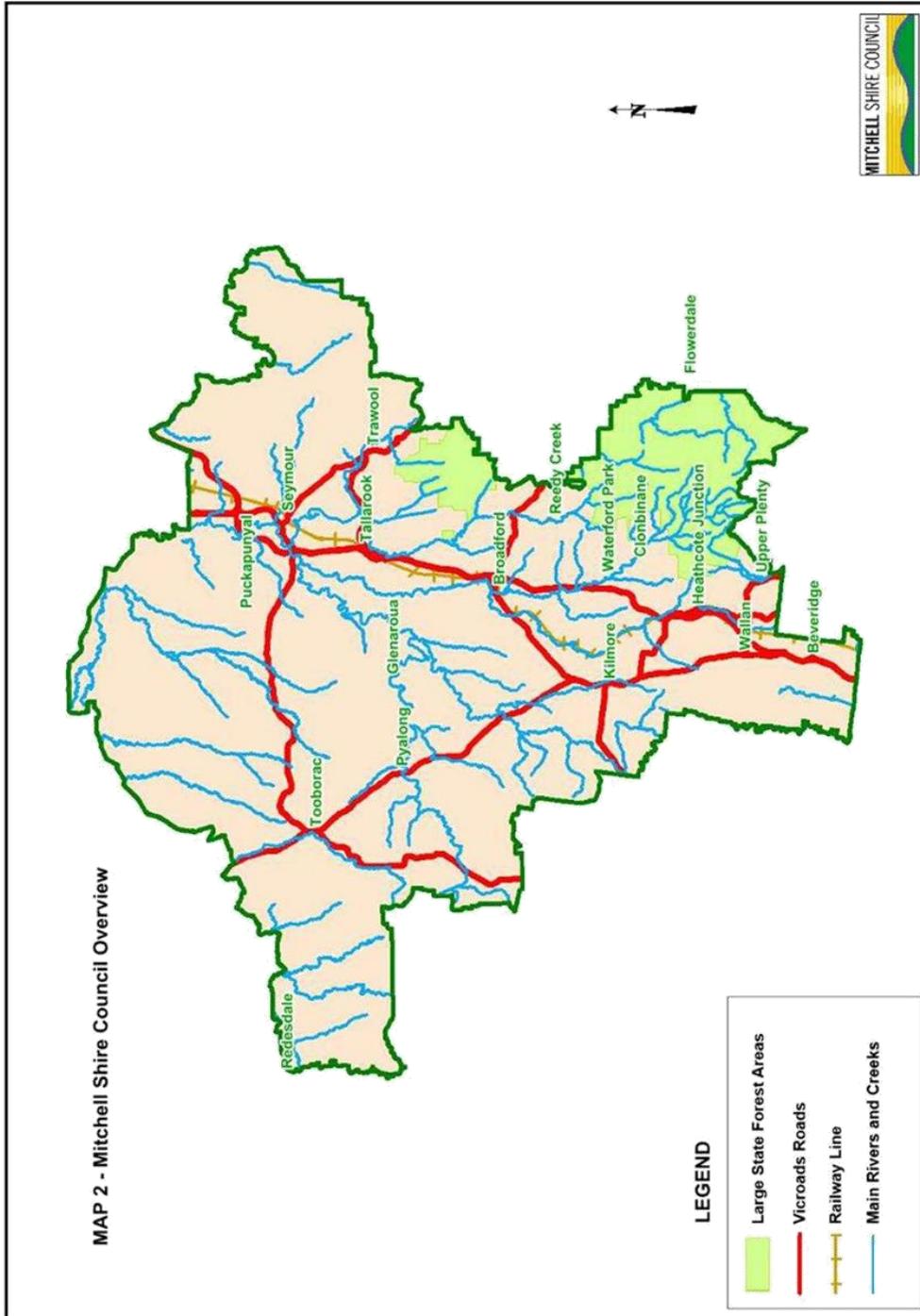
Mitchell Shire Municipal Emergency Management Plan

Appendix C – Municipal Maps

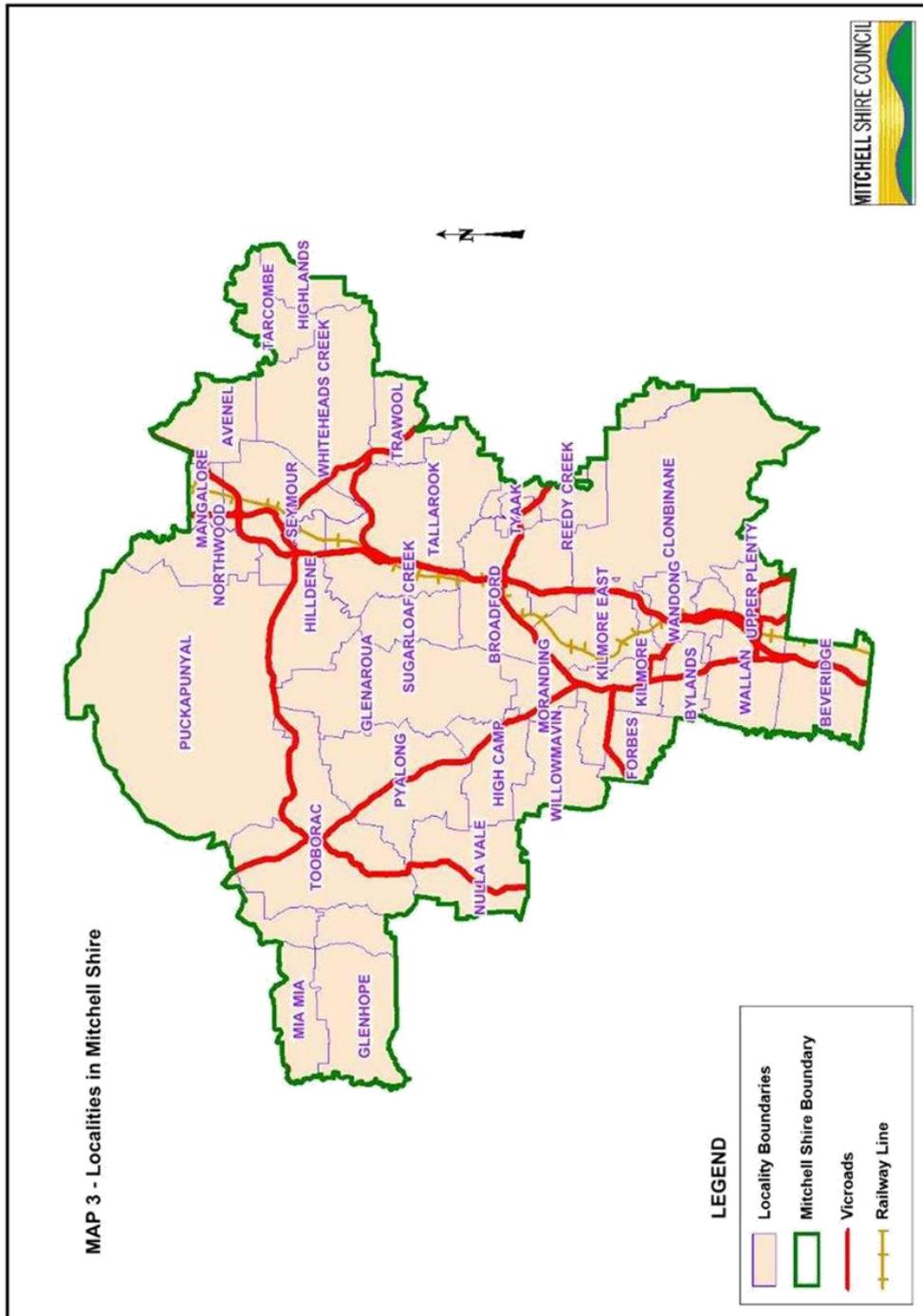
Part C1 Municipal Map



Mitchell Shire Municipal Emergency Management Plan



Mitchell Shire Municipal Emergency Management Plan



Mitchell Shire Municipal Emergency Management Plan

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Mitchell Shire Municipal Emergency Management Plan

**Mitchell Shire
Municipal Emergency Management Plan**

MITCHELL SHIRE COUNCIL

Council Meeting Attachment

ADVOCACY AND COMMUNITY SERVICES

19 MARCH 2018

7.3

MITCHELL SHIRE MUNICIPAL EMERGENCY MANAGEMENT PLAN 2018-2021

**Attachment No: 2
MEMP Explanatory Note**

Municipal Emergency Management Plan (MEMP)

Explanatory Note

Purpose of the MEMP:

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

The MEMP, prepared by the Mitchell Shire Municipal Emergency Management Planning Committee (MEMPC), reflects the shared responsibilities of government, emergency management agencies and communities for the actions they will take to prepare for, respond to and recover from emergencies. It is important for community resilience that community, emergency services and relief and recovery agencies work together. The contents of this plan represent an integrated approach to managing all types of emergencies in Mitchell Shire.

What is this plan about?

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

What the plan doesn't do

The MEMP is not an operational plan or nor is it detailed in how the agreed risks are managed or mitigated. This detail is provided in the sub-plans addressing each of these risks.

The MEMP is not a Council Plan, it is a multi-agency plan produced by the MEMPC and adopted by Council in accordance with the Emergency Management Act 1986 s20(1).

What has changed in this plan compared to the current plan?

Each part of the plan has been reviewed and updated to reflect 'best practice' in municipal emergency management planning, and to meet its current legislative requirements.

Part Six – Relief and Recovery has been amended significantly to align with the Hume Region Relief and Recovery Plan 2016.

The front cover has been redesigned to reflect and promote the MEMP as a multi-agency plan, and remove any appearance that may look and feel like a council plan or document.

Overview of each part of the MEMP:

Part One – Introduction

Agency and municipal endorsement of the MEMP for a three-year period. This is required prior to the next audit. Includes the aim and objectives of the plan and audit certificate.

Part Two - Background

Provides an overview of the municipal profile. Brief summary of the topography, economy and employment, infrastructure and demography. This information is used to inform the risk assessment process and development of response, relief and recovery arrangements specific to the risk profile and characteristics of Mitchell Shire.

Part Three – Planning Arrangements

Establishes the governance arrangements of the MEMPC, its sub-committees and the roles and responsibilities of legislated positions in emergency management at municipal level.

The arrangements are designed to promote participation and integration of agencies planning and delivery of services before, during and after an emergency.

Part Four – Prevention/Mitigation Arrangements

Outlines the risk assessment process to determine and prioritise the emergency risks the MEMPC needs to focus on. From this process, risk focused sub-plans to the MEMP are developed i.e. Municipal Fire Management Plan, Flood Plan, Heat Plan, etc.

Part Five – Response Arrangements

Whilst the response agencies (CFA, Police, VicSES) have their agency specific response plans, how they manage and work together at the local or municipal level is reflected in this part of the plan.

It is designed to ensure there is clarity around roles and responsibilities, who and how support is provided, financial arrangements, management of Neighbourhood Safer Places, resource sharing and support and conducting impact assessments.

It clarifies council's role and the support it can provide to the response agencies during an emergency.

Part Six – Relief and Recovery Arrangements.

This part of the plan provides an overview of the relief and recovery arrangements, roles and responsibilities.

The recovery phase is complex and specific to the type of emergency event impacting the affected community. It also takes time.

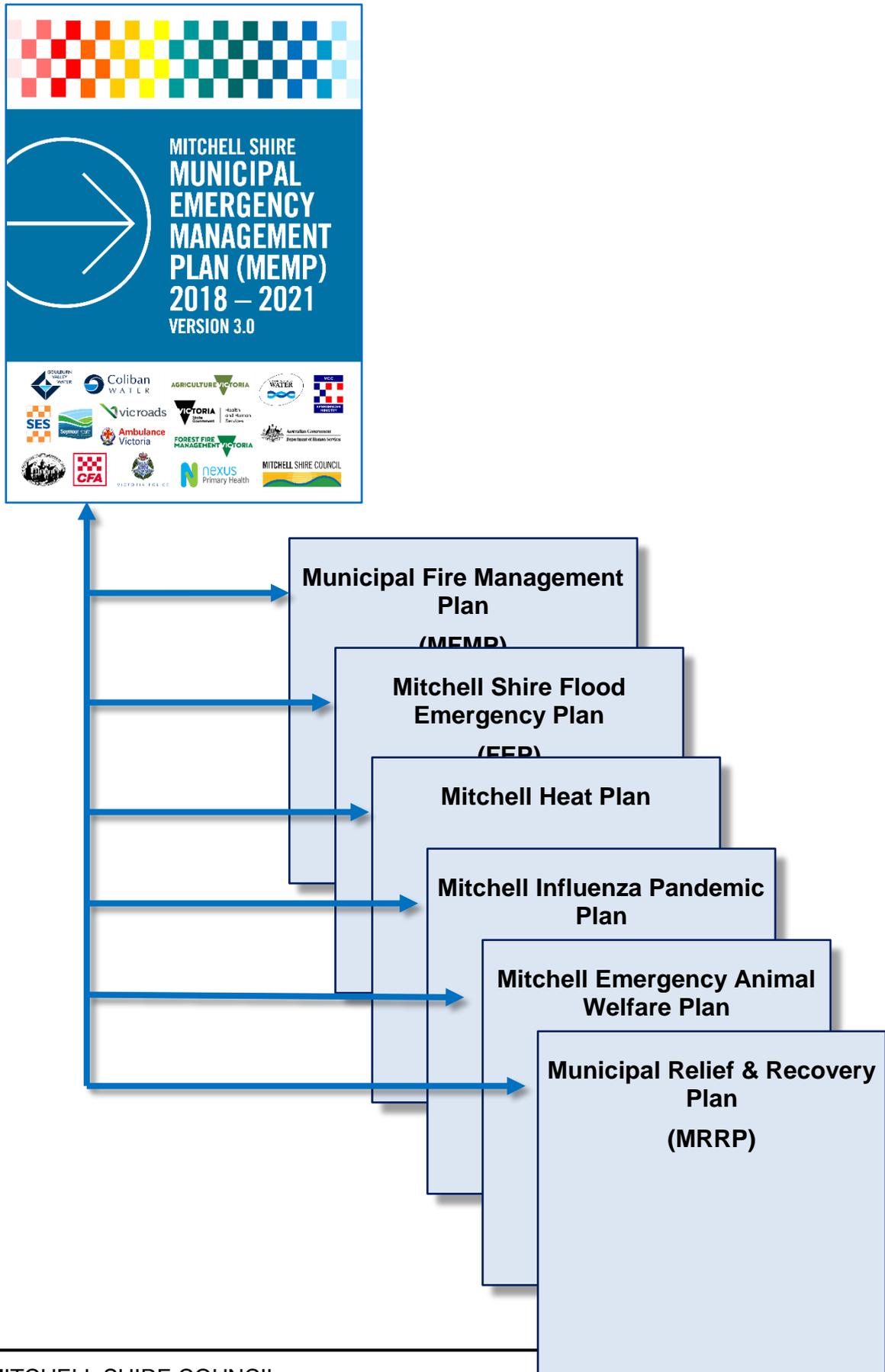
Council's role is to coordinate the delivery of emergency relief services and manage the recovery process at municipal level. This part of the Plan establishes the framework for relief and recovery arrangements. More detailed planning is provided in the Municipal Relief and Recovery Plan (sub-plan to the MEMP).

Appendices

The Appendices include specific information and detail to support the MEMP.

Appendix Part A2 & 3 are not included in the published copy of the MEMP as it contains the contact details of the MEMPC member and non-members.

Municipal Emergency Management Plan Document Hierarchy



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7.4 ADVOCACY PRIORITIES

Author: Rosemary Scott - Communications Coordinator
Louise Bannister - Research, Advocacy and Partnerships Officer

File No: ADV/17/11

Attachments: 1. [Advocacy Priorities 2018](#)

SUMMARY

Advocacy is one of Council's seven strategic objectives identified in the Council Plan, which commits Council to 'relentlessly advocate for funding to benefit our community'.

Advocacy Priorities have been prepared to ensure a focussed, coordinated and proactive approach to advocacy across our municipality.

RECOMMENDATION

THAT Council:

- endorse the Advocacy Priorities
- distribute them to Members of Parliament
- distribute them to all future State and Federal election candidates standing for Mitchell electorates

BACKGROUND

A critical role of Council is to advocate to State and Federal governments and work with industry, business and community leaders to ensure our community can access high quality services, programs and infrastructure.

In accordance with the Council Plan, Advocacy Priorities have been identified, these priorities reflect critical needs that ensure the health and wellbeing of residents across the Shire, now and into the future.

The Priorities (Attachment 1) have been developed based on input from the Council Plan, community, service providers and industry. It includes a mix of longer and shorter-term priorities requiring planning or funding investment.

The priorities are a mix of social and physical infrastructure that includes, Roads, Public Transport, Access to Service, Community Infrastructure, Jobs and Investment, Education, Environment and Policy Reform.

Information will also be provided to the wider community to raise awareness about the priorities in the lead up to the State election with a focus on three areas;

1. Access to Services - Youth mental health and homelessness
2. Public transport
3. Roads

ADVOCACY PRIORITIES (CONT.)

ISSUES AND DISCUSSION

Successful advocacy takes many years, particularly for projects requiring long term planning and large investment.

Mitchell Shire's Priorities will help government, election candidates, government departments and service providers to better understand critical needs in Mitchell Shire and to plan service and infrastructure investment that supports these needs.

The Priorities provide a starting point for the development of a broader Advocacy Strategy into the future.

They also complement the work of Interface Councils - a group of 10 municipalities in Melbourne's growth corridor facing similar challenges with;

- congested roads,
- inadequate public transport,
- lagging education facilities that can't keep pace with demand and
- significant gaps in community infrastructure and health and human services locally.

Interface Councils are calling for increased investment in services and infrastructure so the 1.6 million people living in Melbourne's outer suburbs have access to jobs, services, education and other opportunities that are afforded to the rest of Melbourne.

Council's advocacy approach will continue to evolve as needs change in the short and longer term and the priorities will be updated regularly to address these changes. The approach also is to work in partnership with Government and other stakeholders.

CONSULTATION

Mitchell Shire consulted widely across the community and with internal and external stakeholders to ensure that the final priorities reflected the Mitchell Shire community expectations and needs. Consultation methods included:

- Review of Hume Regional Assembly priorities
- Review of the priorities and actions of existing Council documents (all of which were developed based on wide community and stakeholder engagement)
 - Council Plan 2017-2021
 - Municipal Health and Wellbeing Plan 2017-2021
 - Social Justice Framework
 - The existing Youth and Living Well for Life strategies
 - Economic Development Strategy
 - Environment Strategy
 - Open Space Strategy
 - Waste Management Strategy
 - Structure plans, master plans and urban design frameworks

ADVOCACY PRIORITIES (CONT.)

- Review of the results and outcomes of the 2017 community wellbeing survey and youth wellbeing survey
- A number of workshops were also held specifically to develop the advocacy priorities including:
 - Mitchell Leaders forum (consisting of key external stakeholders including senior business, health and community service providers and local politicians)
 - Councillor Workshop
 - Mitchell Shire Leadership meeting (consisting of all key leadership staff across Mitchell Shire)
 - Presentation and discussion at key reference groups such as Youth and Early Years (consisting of key stakeholders from these sectors as well as community participants).

FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS

Advocacy work is being supported in line with current budget allocations. It is anticipated this will increase in future years as the Advocacy Strategy is developed.

POLICY AND LEGISLATIVE IMPLICATIONS

Under the *Local Government Act 1989*, the primary objective of a Council is to endeavor to achieve the best outcomes for the local community including:

- Promoting the social, economic and environmental viability and sustainability of the municipal district
- Improving the quality of life of people in the municipality
- Promoting appropriate business and employment opportunities.

Mitchell Shire Council supports these objectives through the Council Plan which includes a strategic objective and 13 key actions regarding advocacy.

SUSTAINABILITY IMPLICATIONS (SOCIAL AND ENVIRONMENTAL)

The Priorities will help improve community liveability, social connections, employment and environmental outcomes.

CHARTER OF HUMAN RIGHTS IMPLICATIONS

The rights protected in the *Charter of Human Rights and Responsibilities Act 2006* were considered in preparing this report and it's determined that the subject matter does not raise any human rights issues.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

CONCLUSION

The Advocacy Priorities provide clear information about critical needs in the Mitchell Shire. Council will utilise these Priorities for discussions with Ministers, Shadow

ADVOCACY PRIORITIES (CONT.)

Ministers, candidates and other government decision makers. The priorities will also help ensure a consistent message to and from community leaders, industry and service providers across the municipality.

ADVOCACY PRIORITIES (CONT.)

MITCHELL SHIRE COUNCIL

Council Meeting Attachment

ADVOCACY AND COMMUNITY SERVICES

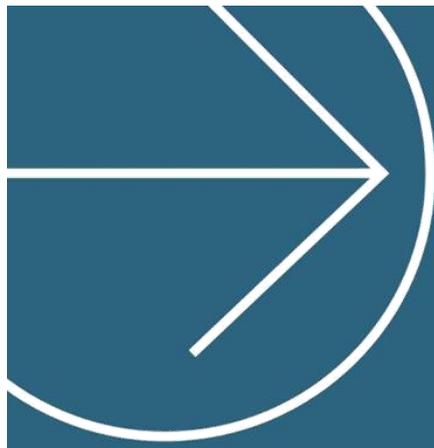
19 MARCH 2018

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ADVOCACY PRIORITIES

Attachment No: 1

Advocacy Priorities 2018



MITCHELL SHIRE COUNCIL. OUR ADVOCACY PRIORITIES.



2018



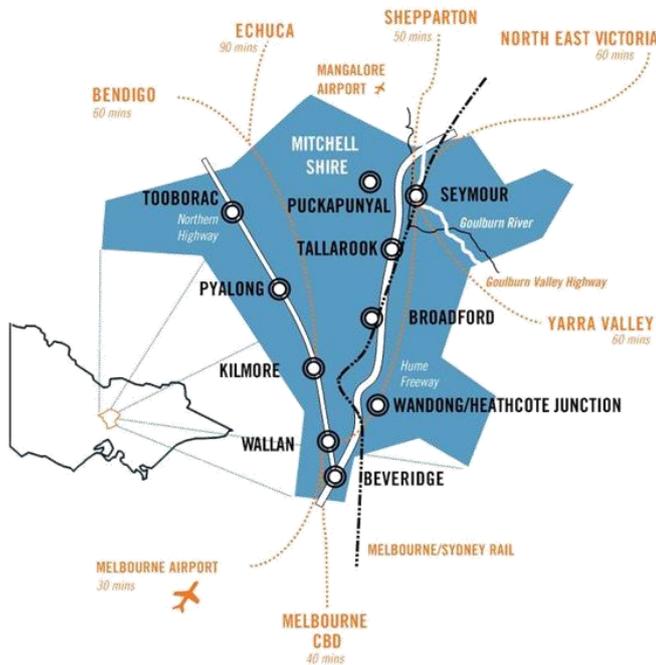
ABOUT MITCHELL SHIRE.

Strategically located just 40 kilometres north of Melbourne, Mitchell Shire is one of Victoria's fastest growing outer metropolitan municipalities.

As an interface growth area, we offer a mix of rural and urban living with affordable housing and a diversity of lifestyle and housing choices.

We have an estimated population of 45,000 in 2018. In the next 25-30 years we expect that 230,000 people will call Mitchell home. Many of these will be families with young children and teenagers. It is anticipated that most of this growth will occur in and around the southern townships of Beveridge, Kilmore/Kilmore East and Wallan.

We have a high commuter workforce and our community relies heavily on regional rail and road networks to travel to and from work and for day to day community activities and access to services outside of the municipality.



OUR COMMUNITY PRIORITIES.



Roads

Pg 6+7



Public transport

Pg 8



Community Infrastructure

Pg 9



Policy

Pg 9



Access to Services

Pg 10+11



Jobs and Investment

Pg 12+13



Education

Pg 14



Environment

Pg 14

COUNCILLORS MESSAGE.

Mitchell Shire is one of the fastest growing areas in Victoria and is one of seven growth areas within Melbourne's outer suburbs.

As a result, Mitchell Council Shire faces a variety of funding challenges that continue to require the support of State and Federal Government.

Our historically rural region is undergoing a period of mass urbanisation. We expect this growth to continue at a rate of 4.8 per cent per annum.

This projected growth will further change the characteristics and demographics of the region and put additional pressures on already strained infrastructure and services.

The total growth in the area presents a new dynamic and urgency to our advocacy efforts to ensure the current and future liveability of our community.

In partnership with our community, we have developed a number of advocacy priorities including a mix of longer and shorter-term initiatives requiring planning or funding investment.

The priorities have been developed based on input from a range of people across our community as well as service providers and industry representatives.

We hope these priorities help the government, elected representatives, election candidates, government departments and service providers to better understand the critical needs our community is facing and to ensure our service and infrastructure investment needs are supported now and in the future.



From left to right: Cr Bob Humm, Cr Bob Cornish, Cr Rob Eldridge, Cr David Lowe, Cr David Atkinson, Mayor Cr Rhonda Sanderson, Cr Fiona Stevens, Cr Annie Goble and Cr Bill Chisholm.

OUR COMMUNITY.

Key characteristics



We cover **2861 square kms** of rural and urban land including **Melbourne's Northern Growth Corridor**



We have **18 schools for 7062 students**, many of which are already full. We need to accommodate an estimated 10,000 future students



We are growing by **3-4% per year** and our **population** is expected to increase to more than **230,000 people**



There are approximately **0.77 local jobs available** for everyone who is looking for work. Many people **travel** outside the municipality **for work**



We had **537 new babies** born last year and we added more than **300 new houses**



Our area generates **\$1.4 billion GDP** and has a total economic output of **\$2.83 billion**



We have **12 main towns**, nearly **40 communities**, **1 V/Line rail service**, **3 limited town bus networks** and **no bus connections between towns**



Some people in our community experience significant **socio-economic disadvantage** and we have a large difference between our poorest and wealthiest residents

Infrastructure and services

- > 100+ services
- > 668 km of sealed roads
- > 709 km of unsealed roads
- > 410 km of kerb and channel
- > 182 km of concrete footpaths
- > 46 km of unsealed footpaths
- > 243 km of underground drainage
- > 8793 drainage pits
- > 73 road bridges and 36 pedestrian bridges
- > 1 active landfill
- > 4 resource recovery centres
- > 22 sporting pavilions/clubrooms
- > 9 sporting reserves
- > 2 leisure centres, 5 pools and 4 sports stadiums
- > 8 community halls
- > 25 public toilets
- > 43 playgrounds and 5 skate parks
- > 12 environmental reserves
- > 4 libraries
- > 8 kindergartens
- > 7 maternal and child health centres