



MITCHELL SHIRE MUNICIPAL EMERGENCY MANAGEMENT PLAN 2021-2024

Public Version



Municipal Emergency Management Planning Statement of Assurance



Statement of Assurance for the Mitchell Shire Municipal Emergency Management Plan

Plan Preparer: Municipal Emergency Management Planning Committee

I, Bryan McCarthy, Chair Mitchell Shire Municipal Emergency Management Planning Committee certify that the attached Municipal Emergency Management Plan complies with the requirements of the *Emergency Management Act 2013*, including having regard to any relevant guidelines issued under section 77 of that Act, to the extent outlined in the attached checklist.

The last review of the plan was conducted on 21/02/2018

On behalf of the Mitchell Shire Municipal Emergency Management Planning Committee:

A handwritten signature in blue ink, appearing to be "Bryan McCarthy".

Bryan McCarthy
Chair, Municipal Emergency Management Planning Committee
10/08/2021

How to Read this Document

Accessibility

In line with the [Victorian Government Accessibility Guidelines](#), the Mitchell Shire Municipal Emergency Management Planning Committee has formatted this document to increase its readability and accessibility to the wider community.

It has been written in plain English, as concisely as possible, and avoids the use of acronyms (initialisms) wherever possible.

Hyperlinks

Because many of the documents, policies and websites referred to in this plan are controlled by external authors and are subject to ongoing review and amendment, hyperlinks are provided throughout this document so that readers can access the most up-to-date version or content. The aim is to provide a 'single source of truth'.

To assist the reader in navigating the linked document, wherever possible a page or table reference is given.

Hyperlinks are regularly checked to ensure they are correct, however documents and websites may be moved, relocated or removed by their owners. If you are having difficulty accessing a site linked from this plan, please notify the Chairperson of the Mitchell Shire Emergency Management Planning Committee on emergencymanagement@mitchellshire.vic.gov.au

Operational Information

Previous Municipal Emergency Management Plans traditionally contained large amounts of local council operational information and procedural detail relating to emergency management functions.

With the changes to the emergency management legislation that came into effect in December 2020, and the move away from a Council 'owned' document, the Mitchell Shire Municipal Emergency Management Planning Committee have decided to remove all specific operational detail from this plan.

Instead, operational detail, standard operating procedures, and internal processes relating to emergency management within the municipality will now be incorporated into specific sub-plans (where there is a requirement for inter-agency co-ordination) or within internal documentation for each of the emergency service agencies represented on the committee.

More detail regarding the legislative changes can be found on [here](#).

Questions or Suggestions

If you would like to know more about emergency management within Mitchell Shire, have a specific question about this document, or would like to discuss how you or your community group could become involved in making Mitchell Shire safer, please send an email to emergencymanagement@mitchellshire.vic.gov.au.

Contact us if you need this information in an accessible format such as large print or audio, please telephone (03) 5734 6200 or email emergencymanagement@mitchellshire.vic.gov.au.

FIGURE 1 - THE VARIOUS PHASES OF EMERGENCY MANAGEMENT

(Adapted from the diagram on Page 5 of the [Victorian State Emergency Plan](#))

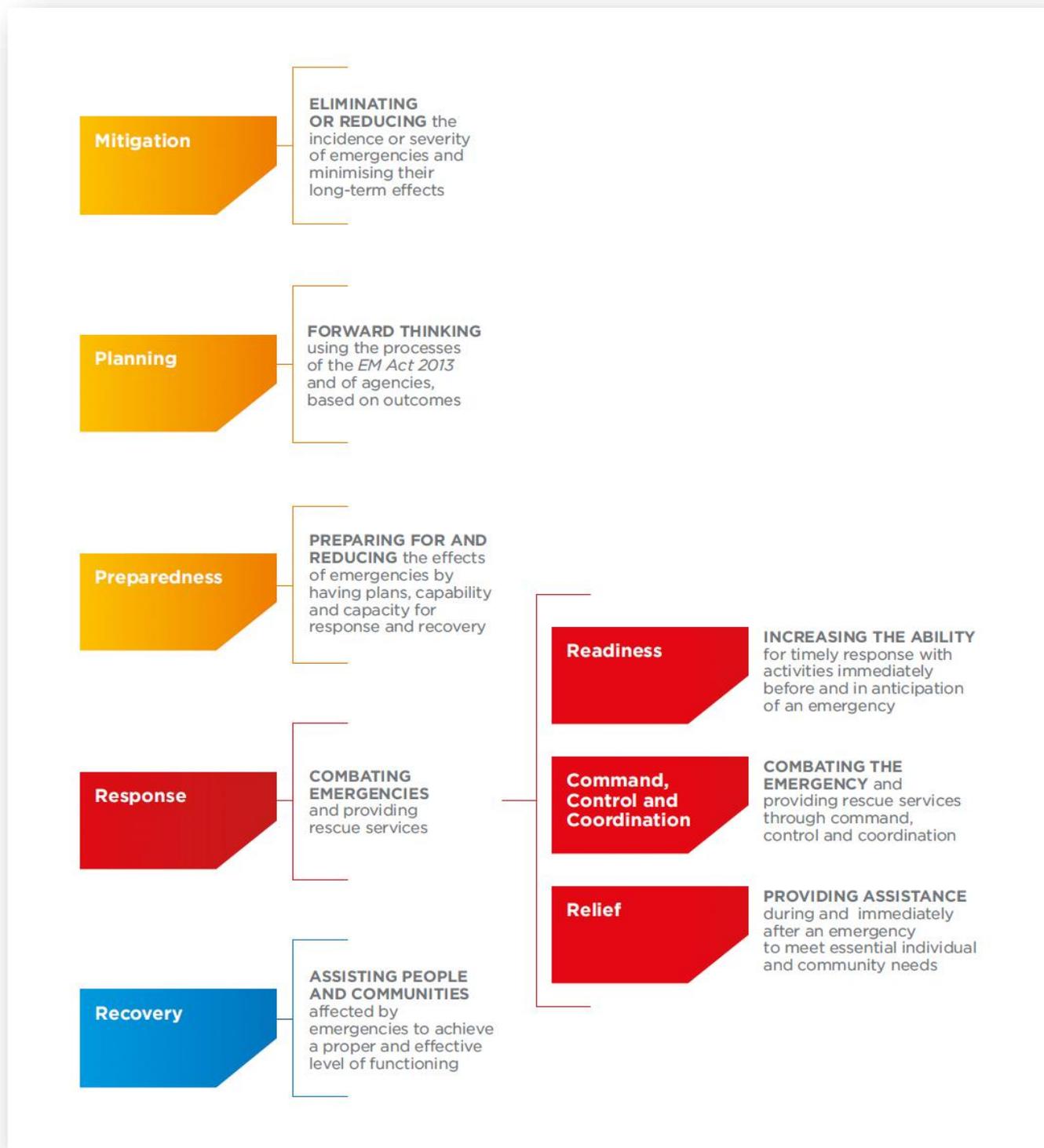


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Section 1 – Introduction

Foreword

All Victorian communities are likely to experience emergencies from time to time, many of which are due to factors outside of their control. Changed climatic conditions and extreme weather events, combined with the challenges of urbanisation, growing populations and rapid changes in technology have seen marked transformation within the emergency management space in the last decade.

Reducing the likelihood, effect and consequences of emergencies involves both individuals and organisations within the community. It is only when emergency services, industry, business, government, and community come together that it becomes possible to prepare for, respond efficiently to, and minimise the effects and consequences of emergencies.

The goal of municipal emergency planning is to compliment, and support emergency planning strategies developed at state, regional and national levels by providing local knowledge and expertise and documenting capacity and responsibilities within a defined municipal space.

The preparation of a Municipal Emergency Management Plan involves identifying and reducing the risks specific to the geographical area, outlining capability and capacity of local agencies, and documenting relief and recovery strategies that can be delivered at a local level to help communities become safer and more resilient in the face of an emergency.

Acknowledgement of Country



The Mitchell Shire Emergency Management Planning Committee respectfully acknowledges the Traditional Custodians of the lands and waters of the municipality, those of the Taungurung and Wurundjeri People.

We pay our respects to their rich cultures, their intrinsic connection to Country, and to their Elders, past, present, and emerging.

Authority

This plan has been prepared in accordance with the [Emergency Management Act 2013](#) requirements, and complies with all of the [Guidelines for Preparing State, Regional and Municipal Management Plans](#) issued under section 77 of that that Act.

Important Changes to the Emergency Management Act 2013

In late 2020, the [Emergency Management Legislation Amendment Act 2018](#) amended the *Emergency Management Act 2013* ('the Act') to provide for new integrated arrangements for emergency management planning in Victoria at the State, regional and municipal levels.

These changes included a requirement for the establishment of a Municipal Emergency Management Planning Committee that is no longer overseen by Local Council. (A summary of the reforms can be found [here](#).)

Under the revised legislation, the Municipal Emergency Management Planning Committee becomes the peak planning body for emergency management within the municipal district. It is the forum for government and non-government agencies to develop policies, procedures, strategies, and frameworks to support coordinated emergency management planning for the municipality.

*'The new arrangements establish an enabling environment that supports collaborative planning and gives **flexibility to accommodate the different approaches** across Victoria.'*
[EMV Fact Sheet #3](#)

The Municipal Emergency Management Planning Committee is a multi-agency collaboration group that includes local representation from all the emergency service control agencies, recovery, and relief agencies in the municipality, as well as representation from relevant community groups and Local Council. ([Refer to Appendix C for Municipal Emergency Management Planning Committee membership](#)). Each member of the committee brings organisation, industry or personal expertise to the task of emergency management planning for the municipal district.

The Municipal Emergency Management Planning Committee is responsible for developing and revising the Municipal Emergency Management Plan and ensuring it meets all of the assurance criteria under the Act and Guidelines. This Plan builds on the arrangements outlined in the State and Regional Emergency Management Plan documents and details arrangements for mitigation, response, and recovery, and identifies the roles and responsibilities of each agency in relation to emergency management specific to the municipality.

This shift from a Local Council 'owned' document to a collaborative document where the Local Council is now simply 'one of the many players' within the emergency management team, means that the Mitchell Shire Municipal Emergency Management Plan needs to transform from a plan largely containing Local Council operational information, to a plan that guides and directs emergency management activities across all of the Control and Support agencies within the municipality.

In order to support this Municipal Emergency Management Plan, all member agencies of the Mitchell Shire Municipal Emergency Management Planning Committee are expected to ensure that they develop, review and have in place their own agency plans, procedures and protocols to ensure that they are operationally ready should the need arise. The Local Council operational information traditionally contained in a Municipal Emergency Management Plan in the past, now moves into relevant sub-plans, or Mitchell Shire Council's own policies and procedure documents.

This Municipal Emergency Management Plan documents the collaboration, planning and preparation activities of the many member agencies of the Mitchell Shire Municipal Emergency Management Planning Committee to ensure that emergencies and their consequences are minimised for the communities within Mitchell Shire.

This Plan is not intended to be read or 'activated' during an emergency event, instead it provides the overarching narrative surrounding the planning activities of the Mitchell Shire Municipal Emergency Management Planning Committee and provides information and direction to the many supporting documents, policies and procedures that contain the operational detail. The reality is that a Municipal Emergency Management Plan is constantly active.

Assurance

A Statement of Assurance (including a checklist and certificate) has been prepared and submitted to the Hume Region Emergency Management Planning Committee pursuant to the [Emergency Management Act 2013](#) (s60AG).

Approval

This Plan is approved by the Hume Regional Emergency Management Planning Committee.

This Plan comes into effect when it is published and remains in effect until it is superseded by an approved and published update.

Audience

Although the primary audience for this document will be members of various Control Agencies, Relief and Recovery Agencies, and those with a role within the emergency planning framework within Mitchell Shire, this is also a community document.

The vision for the Victorian emergency management sector is to 'build safer and more resilient communities' and this can only be achieved by ensuring that the community itself is involved and understands their role in the emergency management process.

The Mitchell Shire Municipal Emergency Management Planning Committee has made a conscious decision to make this document more accessible to those outside of the Emergency Management sector by simplifying the language used and minimising the use of acronyms wherever possible. This way all members of the community will have a better understanding of how emergencies are managed within Mitchell Shire.

Avoiding Duplication

....to the extent possible, the emergency management plan does not conflict with, or duplicate, any other plans in relation to emergency management that are currently in force within Australia. [Emergency Management Act 2013 60AC\(c\)](#)

During the development of this plan, the Mitchell Shire Municipal Emergency Management Planning Committee has considered the intent of the new legislation and has decided that to avoid duplication (and potential conflicts when higher-level documents are updated or changed), that this plan will provide a hyperlink to any relevant legislation, document, policy or relevant website, rather than repeat the information.

This allows the Municipal Emergency Management Plan to always link to the most up-to-date, and current version of each document, policy, or piece of legislation, and allows for a 'single source of truth' that is maintained by the owner of that information. To ensure that this Municipal Emergency Management Plan remains effective during its lifespan, the Mitchell Shire Municipal Emergency Management Planning Committee has committed to undertaking a yearly review of the links to ensure their functionality.

Aspirations for the Mitchell Shire Municipal Emergency Management Plan

It has been recognised by the Mitchell Shire Municipal Emergency Management Planning Committee that this document, although very different from its predecessor, should be viewed as being a 'transitional format' for a Municipal Emergency Management Plan.

With the legislative reforms in their infancy, and the development of guidance materials struggling to keep up, the current 'required content' for a Municipal Emergency Management Plan still contains many of the elements of a traditional style 'operational manual' rather than moving towards the more 'strategic planning' style document that the reforms seem to be suggesting.

The Mitchell Shire Emergency Management Planning Committee see the future for Municipal Emergency Management Plan documents being more in line with planning documents required under other forms of legislation. Planning documents that set out yearly goals and tasks, as well as providing measurable markers of achievement and targets.

To this end, the Mitchell Shire Emergency Management Planning Committee has decided to clearly state its strategic goals for each of the three years of this plan and to continue working towards Municipal Emergency Management Plans that focus on setting further goals for improvement, rather than simply reiterating detail of the various activities or strategies that have already been put into place.

A list of Goals and Targets set by the Mitchell Shire Municipal Emergency Management Planning Committee for each year of this plan can be found in [Appendix E](#).

Section 2 – Mitchell Shire

Introduction to Mitchell Shire

Mitchell Shire, located 40 kilometres north of Melbourne, forms part of the Goulburn River Valley Region, known for its scenic beauty. The municipality stretches from the edge of the Melbourne Metropolitan area at its southern boundary to rural plains and granite plateaus surrounding the Puckapunyal Military Area to the north.

Offering a mix of urban and rural living, the municipality supports a diverse range of lifestyle and housing choices. It is also a popular outdoor activity and holiday destination with areas of lush forest, walking trails, rivers and lakes, [and a variety of unique attractions.](#)

Located within the Hume Corridor, the shire contains major road, rail, and gas infrastructure connecting Melbourne to Sydney. The Hume Freeway [carries over 10,000 vehicles each day](#) in each direction, with around 20-30% being heavy vehicles. The importance of transport in the region has been recognised with the Department of Transport recently announcing that a new [‘intermodal freight precinct’](#) will be developed in Beveridge to service the state’s growing freight and logistics sector.

Mitchell Shire has recently been identified by the Department of Environment, Land, Water and Planning as the [fastest growing municipality in Victoria](#) with an estimated population growth of 4.5% from 2018 through to 2036. Most of this population growth is expected to be in the metropolitan residential growth corridor, with large housing estates already being developed and changing the risk landscape in the south of the municipal area.

Mitchell Shire has a high commuter workforce (more than to 50% of residents work outside of the municipality) relying heavily on regional rail and road networks to travel to and from work and for day-to-day community activities. It also has a high level of absentee landowners with approximately 20% of properties within the municipal area not being owner occupied.

With a population that is forecast to continue to grow over the next 20 years, the mix of metropolitan interface-high growth areas in the south of the municipality, peri-urban areas in the central municipal area, and a regional city and rural areas in the north presents a unique set of emergency planning challenges.

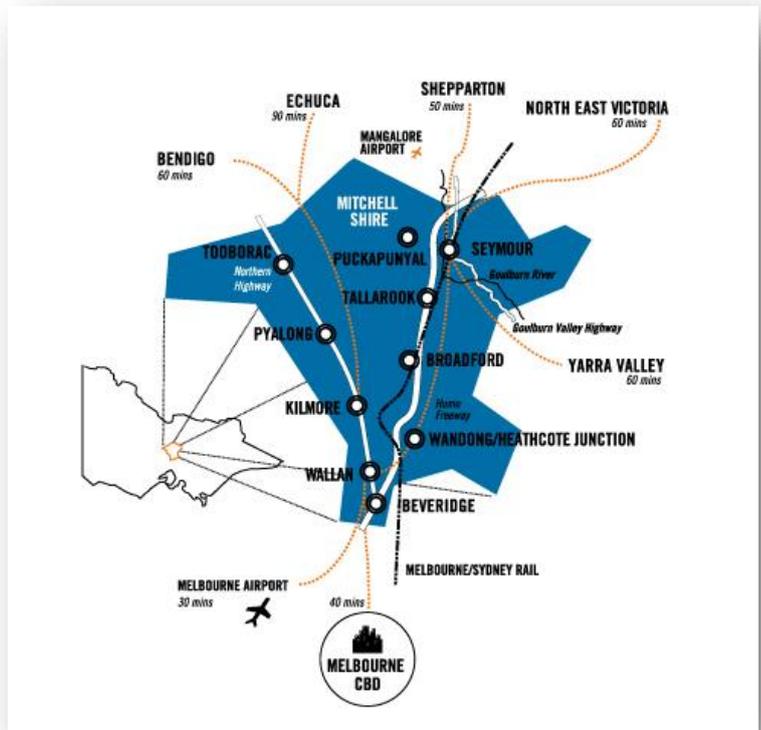


FIGURE 2 - MAP OF MITCHELL SHIRE

If you would like to access more detailed or specific information about Mitchell Shire -

The [Mitchell Shire Council website](#) hosts a wide variety of information related to the municipality – from economic and demographic information, a rural economy profile, visitor and tourism data, to community profiles and population forecasting through the [.id](#) platform and [REMPLAN](#).

The demographic information is used to inform a variety of [Council Strategies and Plans](#) covering a diverse array of topics from [Community Health and Wellbeing](#) , [Environmental Strategies](#) to [Asset and Infrastructure](#) Management Plans.

There is also a very detailed [Environmental Scan Report for the Hume Region](#) which includes both demographic and major infrastructure information for all municipalities across the Hume Region, relating more specifically to emergency management and planning.

What Makes Mitchell Shire different?

Puckapunyal Military Area

The Puckapunyal Army Base and Military Range, covering close to 40,000 ha takes up a large section of the north of the municipal area. A virtually self-contained suburb, complete with kindergarten, primary school, childcare centre, shops, banks, and a post office, it supports a large number of military personnel and houses around 300 defence families at any particular time.

Managed by the Department of Defence, this large area of the municipality is a restricted access area that is primarily a training base for the Australian Army Combat and Transport elements. In addition to the military families who reside in the permanent residential section of the Puckapunyal Military Area, the base can also have a transient, in-training population of up to 900 personnel at any one time.

<https://puckacomunity.org.au/local-information/pucka/>

Environment and Landscape

“The Shire has a diverse range of landscapes including steep to gently undulating sedimentary hills, dissected granite plateaus with gentle to steep slopes, undulating volcanic plains, and alluvial floodplains associated with major rivers and creeks. Climatic variation is pronounced with a higher rainfall and longer growing season in the southern portion of the Shire.”

(Source: Jones et.al. ‘A land capability study of the Shire of Mitchell’, Department of Natural Resources and Environment, Melbourne, Victoria 1996.)

Mitchell Shire covers an area of 2,862 square kilometres with a variety of landscapes, flora, and fauna.

The municipality contains three basic landforms:

- Forested mountain areas in the Mt. Disappointment and Tallarook State Forests with top elevation of 805m at Mt Hickey and 794m at Mt Disappointment. These areas generally feature shallow, sedimentary stony soils and steep slopes; however, some better-quality soils occur on mountain plateaus developed from volcanic and granite intrusive rocks.
- Foot hill areas typified by gently undulating landscapes with shallow sedimentary stony soils on the lower hillsides and broad valleys with deeper and more fertile soils.
- Alluvial plains characterised by river flats, flood plains and gentle hills with deep, sedimentary fertile soils. Generally located in the central to north western areas of the Shire these areas are low lying with elevations in some localities less than 100m.

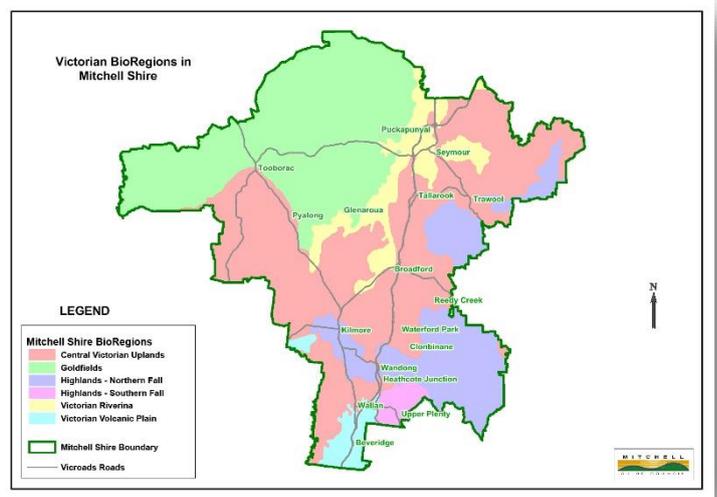


FIGURE 3 - MAP OF MITCHELL SHIRE SHOWING BIOREGIONS

Bushland, Forest and Nature Reserves

Although much of the municipality is cleared residential or farming land, Mitchell Shire is fortunate to have many environmental and bushland reserves, and approximately 9350 ha of the total shire area is contained in national parks and public land conservation areas such as – [Kinglake National Park](#), [Mount Disappointment State Forest](#), [Tallarook State Forest](#), [Tooborac State Forests](#), and [Monument Hill Reserve](#).

Much of the forested and bushland areas are located along the south-eastern border of the shire, and it is here that some of the highest bushfire risk areas are located.

Ownership

Land ownership within Mitchell Shire is largely freehold, with the majority of land holdings being smaller sized (less than 40Ha).

A significant area of the municipality, at the northern boundary of the Shire, is occupied by the Puckapunyal Military Area.

The remaining land is either Crown Land or owned by Local Council.

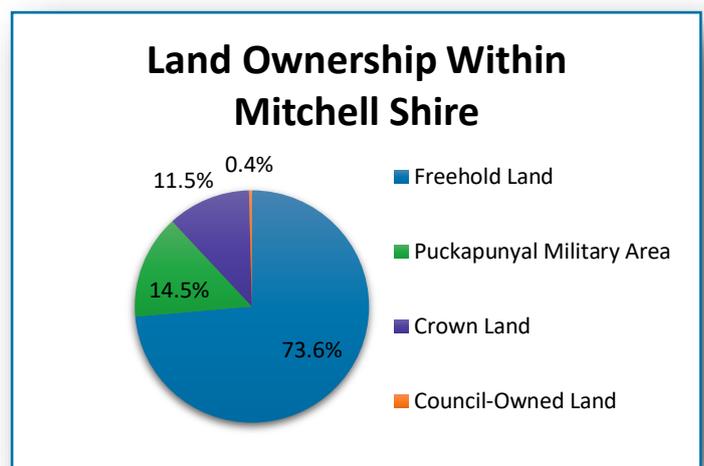
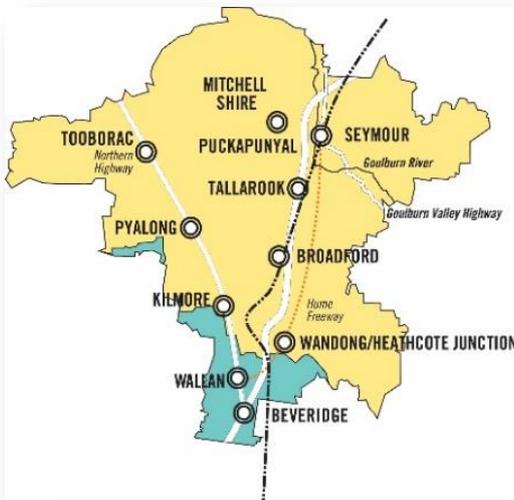


FIGURE 4 - LAND OWNERSHIP WITHIN MITCHELL SHIRE

Traditional Owners

The land that is now designated as Mitchell Shire covers areas that traditionally formed parts of the Taungurung and Wurundjeri-Woi Wurrung clan territories. These clans were hunter-gatherers, moving through their territories dependent on the seasons and the availability of food.



The Taungurung and Wurundjeri clans are both part of the Kulin Nation, an alliance of five aboriginal nations with common dreamtimes ancestors, kinship, and language ties.

Today, the interests of the Taungurung people are represented by the [Taungurung Land and Waters Council](#) and the Wurundjeri people are represented by the [Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation](#). These are Registered Aboriginal Parties under the *Aboriginal Heritage Act 2006* and are recognised as the 'primary guardians, keepers and knowledge holders of local aboriginal culture heritage'.

FIGURE 5 - MAP OF MITCHELL SHIRE SHOWING THE TERRITORIES OF THE TAUNGURUNG (YELLOW) AND WURUNDJERI-WOI WURRUNG (GREEN)

Both the Taungurung and Wurundjeri are involved in Natural Resource Management, working closely with both Goulburn Broken and Port Phillip Catchment Authorities, Parks Victoria, and the Department of Environment, Land, Water and Planning.

Agriculture

The natural resources and rural areas of Mitchell Shire support approximately \$158 million worth of agriculture, aquaculture and forestry production annually, with the highest quality agricultural land being the alluvial areas that cover almost 50,000ha of the municipality, in particular the river terraces above the Goulburn River.

Water

Mitchell Shire lies within three water catchments. The majority of the Shire is within the [Goulburn Broken Catchment](#), while the south of the Shire is part of the [Port Phillip and Westernport Catchment](#), and a small area on the north-west boundary lies within the [North Central Catchment](#). Therefore, there are three Catchment Management Authorities (CMA) with jurisdiction over waterways within the Mitchell Shire.

The Goulburn River is the largest waterway in the municipality and is classified as a Heritage River under the [Heritage Rivers Act 1992](#). The Seymour area forms part of the river's flood plains, along with its tributaries Sunday Creek and Whitehead's Creek.

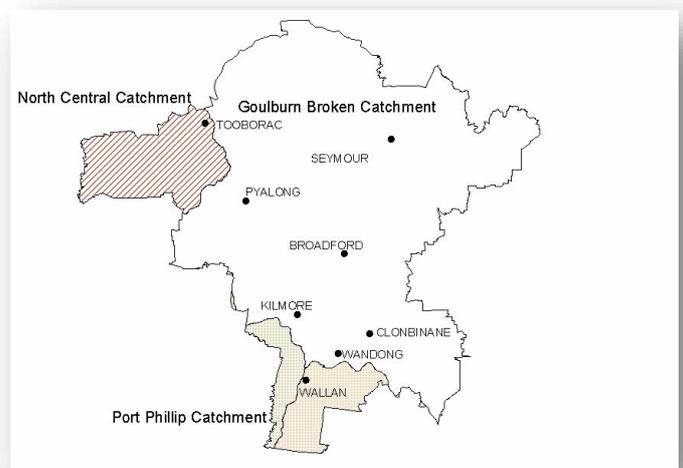


FIGURE 6 - MAP SHOWING WATER CATCHMENTS WITHIN MITCHELL SHIRE

The [Goulburn River is subject to flooding](#) with a long history of floods, the largest reaching a level of 8.9m in 1916. More recently floodwaters peaked at 6.2m in September 2010.

A number of Special Water Supply Catchments supply water for human consumption and include Wallaby Creek, Sunday Creek, Mollison Creek, and the catchment areas of Lake Eppalock (Source: [Mitchell Shire Environmental Strategy](#)).

There are a number of threatened species associated with the wetlands and waterways that are found within Mitchell Shire. These include:

- Growling Grass Frog (*Litoria raniformis*)
- Eastern Great Egret (*Ardea modesta*)
- Australasian Bittern (*Botaurus poiciloptilus*)

(Source: [Mitchell Shire Environmental Strategy](#)).

Potential for Isolation of Communities within Mitchell

The capacity of residents to escape an emergency situation is a critical factor in planning for emergency management.

Isolation does not simply refer to geographical isolation, or to areas with limited or restricted access, it can also be caused by other events such as power or communications outages, or where people are forced to remain in their homes (such as during the COVID-19 lockdowns). There is the potential for isolation to occur as a consequence of any form of emergency event from a large-scale storm to a single vehicle accident.

There are several communities within the municipality that have already identified as being at higher risk of isolation during emergency incidents (Reedy Creek, Waterford Park, and Whitehead's Creek) but with the high rate of development and residential growth in the southern areas of the municipality, there is an emerging risk of isolation in newly developing communities where the infrastructure development fails to keep up with the population growth.

The Mitchell Shire Municipal Emergency Management Planning Committee aims to continue to learn from events that result in isolation of communities or individuals, as well as to continue to monitor changes within the municipality that may impact the potential for isolation to occur. All members of the planning committee bring intelligence from their agency's day-to-day activities within the municipality to the committee meetings and it is expected that they will report on emerging risks. This will then allow the potential for isolation, or impact on the community, to be fully explored in the context of risk management and planning for emergency events - **FIGURE 9**.

Vulnerable Persons and Vulnerable Facilities within Mitchell Shire

The focus of vulnerability is not exclusively on people, it also includes facilities and resources. Understanding vulnerability in an emergency management planning context can help to shape the emergency management planning process and adds another dimension of complexity to the development and implementation of prevention and preparedness activities.

Vulnerable persons are those that may be isolated due to their geographic locations, socioeconomic situation, and/or their mental and physical health. This may include frail or aged persons living on their own, people with physical and/or mental health issues due to illness, age or disability, visitors and tourists to the area, and residents living in areas prone to natural and/or other hazards.

The Department of Health and Human Services - [Vulnerable People in Emergencies Policy](#), establishes the criteria and guidelines to support identified vulnerable persons in the community, and to identify facilities where vulnerable people may be housed.

A list of these vulnerable facilities and people is maintained by the Mitchell Shire Council and is made available within the Incident Control Centre should an emergency occur.

Meeting the requirements for inclusion on the Vulnerable Persons Register is fairly involved and the criteria for inclusion are quite narrow. Therefore, the Mitchell Shire register only captures people who are at the highest level of risk and is not a comprehensive list of every single person or facility in the municipality that may have increased vulnerability in an emergency.

Critical Infrastructure within Mitchell Shire

'Critical infrastructure includes those physical facilities, supply chains, systems, assets, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended period, would significantly impact on the social or economic wellbeing of the Victorian community.' [Source EMV website](#)

Changes to the *Emergency Management Act 2013* as the result of the [Emergency Management Amendment \(Critical Infrastructure Resilience\) Act 2014](#) now sees industry and government partner on a strategy aimed at minimising disruptions and increasing the resilience of critical infrastructure across the state – including that which is located in Mitchell Shire. These state level changes include the responsibility for maintaining the Victorian Critical Infrastructure Register.

A detailed listing of much of the major infrastructure for Mitchell Shire is included as part of the [Environmental Scan Report for the Hume Region](#) document.

There is also an interactive map available that allows interested persons to visualise the location of facilities, municipal assets, service locations and emergency management items on [a map of Mitchell Shire](#) through POZI maps.

Capacity and Capability to Deal with Emergency Incidents

The Mitchell Shire area is well serviced by all emergency service agencies with 18 Country Fire Authority brigades, 3 Ambulance Victoria stations, 2 State Emergency Service units and 5 Victoria Police stations.

The Mitchell Shire Council has dedicated emergency management staff including a Municipal Emergency Management Officer, a Fire Prevention Officer, and several Municipal Recovery Managers, as required under the [Emergency Management Act 2013](#) along with other staff that have emergency management functions as part of their position descriptions.

Municipal Emergency Management Officers are responsible for coordinating emergency management activities for the council and liaising with other emergency service agencies about emergency management activities for their municipal district. (A full role description can be found on page 64 of the [State Emergency Management Plan](#), and in Section 59 G of the [Emergency Management Act 2013](#))

Municipal Recovery Managers coordinate council and community resources to support recovery activities once an emergency event has impacted members of the local community. (A full role description can be found on page 67 of the [State Emergency Management Plan](#), and in section 59 H of the [Emergency Management Act 2013](#))

Municipal Fire Prevention Officers are responsible for assessing fire threats to life or property within the municipal district and have the power to issue fire prevention notices that require owners or occupiers of land to take steps to remove or minimise that threat. (The role is required by section 96 A of the [Country Fire Authority Act 1958](#)).

Each agency has a limited amount of capacity and capability within the municipal footprint. The Mitchell Shire Municipal Emergency Management Planning Committee have discussed the issues associated with increasing capacity in times of needs, whilst still meeting Workplace Health and Safety, Insurance, and Duty of Care responsibilities for staff and volunteers.

In most cases, each agency has their own processes for escalation of their response and for resource sharing during times of increased need. Examples of this include the Department of Environment, Land, Water, and Planning 'panel of contractors' that can be called upon during bushfires to provide plant and operators, and the [Protocol for inter-council resource sharing](#) organised and hosted by the Municipal Association of Victoria that allows Mitchell Shire Council to share resources (both physical resources and human resources) during times of relief and recovery.

Agencies identify what resources are available locally based on experience and needs to meet their operation requirements. This includes establishing supplier/vendor financial arrangements to process purchase orders and payments. As an example, the Country Fire Authority District 12 Headquarters in Seymour prepare and maintain annually a local list of suppliers i.e., accommodation, fuel, food and caterers, various equipment suppliers.

The Mitchell Shire Municipal Emergency Management Planning Committee does not control or maintain a list of local resources but can facilitate discussion or agreements between agencies to identify and access resources.

When an agency exhausts its resources or can't access resources to meet its incident management requirements, additional resources are requested in line with [Joint Standard Operating Procedures 3.09: Resource Request Process](#). These requests can be facilitated using the [Incident Emergency Management Team](#), with the Incident Controller requesting the assistance of the Municipal Emergency Response Coordinator to seek the resources from local agencies.

The Mitchell Shire Municipal Emergency Management Planning Committee is currently undertaking a process to confirm the capabilities of the many smaller supporting agencies and community groups located within the Shire so that these resources can be included in the Mitchell Shire 'Relief and Recovery Sub-Plan'.

The Mitchell Shire Relief and Recovery Sub Plan provides the operational detail associated with relief and recovery activities associated with this Municipal Emergency Management Plan.

The goal is to look at ways in which some of these groups could be utilised to bolster capacity, and where there is little to no local representation, look to other ways that the supporting agencies could fill the void (either by relocating resources, or by providing a virtual or remote services) in the event of an emergency.

Control or supporting agencies with a legislated role are expected to manage their own capability and capacity, but it is important that the Municipal Emergency Management Planning Committee are aware of any short falls, or limitations of those agencies, understanding that capacity and capability will continue to evolve and change, particularly in the relief and recovery sector.

During the lifecycle of each Municipal Emergency Management Plan, a number of exercises are undertaken to further test capability and capacity. Details of exercises conducted during the lifecycle of the Mitchell Shire Municipal Emergency Management Plan 2018-2021 are listed in [Appendix F](#).

Section 3 – Emergency Management Planning Process

Victoria's Emergency Management Framework

In Victoria there are three tiers of Emergency Management Planning required under the [Emergency Management Act 2013](#) – State, Regional and Municipal. Each tier produces an Emergency Management Plan that documents agreed emergency management arrangements for mitigation, response, and recovery within their tier, with the aim to 'reduce the likelihood of emergencies, their effect, and consequences for communities'.

Each of these tier plans may also have sub-plans that have been prepared and assured in the same collaborative, multi-agency manner as the main plan. Sub-plans are generally hazard-specific and give the opportunity to provide additional detail and describe more complex or specific arrangements where the consequences of a particular event are likely to be significant.

All plans and sub-plans are expected to be clear regarding hierarchy, and no plan or sub-plan should conflict with or duplicate any other in-force management plans that exist. This provides for a consistent, integrated, and complimentary approach where everybody understands their role in the management of emergencies.

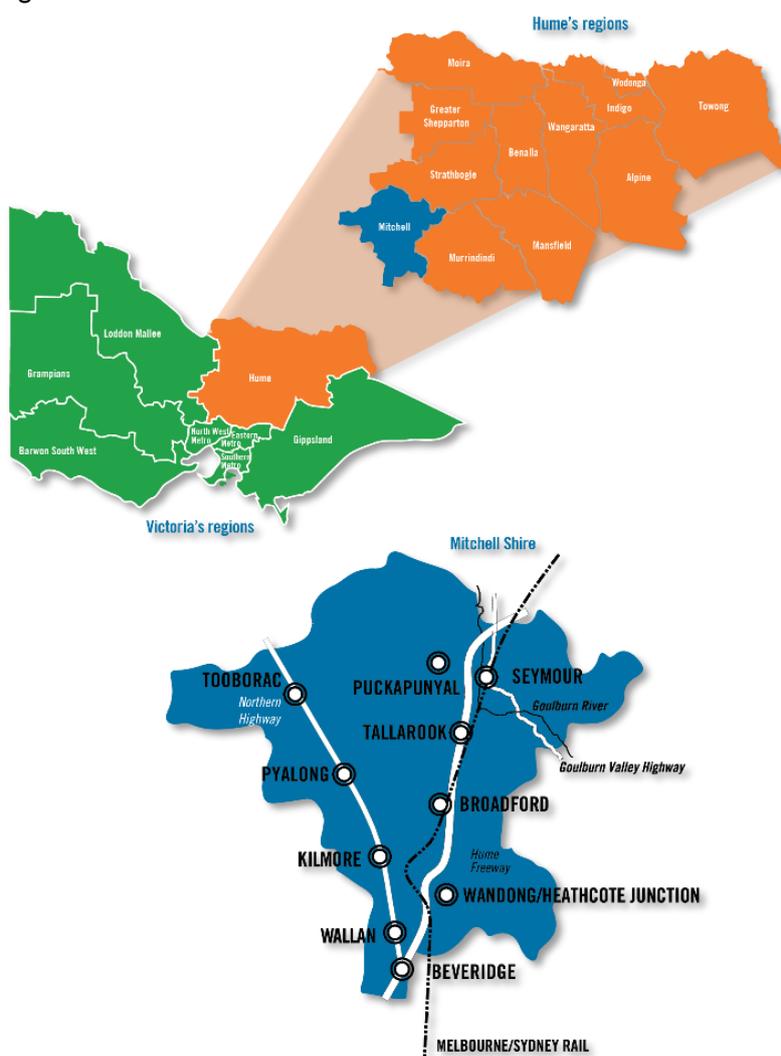


FIGURE 7 - MITCHELL SHIRE'S PLACE IN THE VICTORIAN EMERGENCY MANAGEMENT FRAMEWORK

State Emergency Management Plan

The Victorian [State Emergency Management Plan](#), prepared by the Emergency Management Commissioner, provides the overarching detail regarding how emergencies are managed in Victoria.

The [State Emergency Management Plan](#) acknowledges that everyone has a role to play in emergency management – from individuals, families and businesses to the responder agencies tasked with taking charge during an emergency.

It contains comprehensive information about the classification of emergency events (page 18), and how the various responding agencies will work together, ensuring effective control, coordination and management of emergency events and the process for escalating and de-escalating through the emergency management tiers (pages 19-29).

The [State Emergency Management Plan](#) has several [sub-plans](#) which detail more specific or complex arrangements in relation to certain risks/hazards including:

- [State Biosecurity Sub-Plan](#)
- [State Bushfire Plan](#)
- [State Cyber Security Sub-Plan](#)
- [State Earthquake Sub-Plan](#)
- [State Electricity and Gas Supply Sub-Plan](#)
- [State Extreme Heat Sub-Plan](#)
- [State Flood Sub-Plan](#)
- [State Health Emergency Response Plan](#)
- [State Maritime Emergencies \(non-search and rescue\) Plan](#)
- [State Public Transport Disruption Sub-Plan](#)
- [State Storm Sub-Plan](#)
- [State Tsunami Sub-Plan](#)
- [Victorian action plan for pandemic influenza](#)

The [State Emergency Management Plan](#) also has an entire sub-section defining the [roles and responsibilities](#) for each ‘agency’ involved in the emergency management sector. This includes responsibilities for mitigation, and during the ‘response’, ‘relief’ and ‘recovery’ phases of an emergency event. Many of these roles and responsibilities stem from requirements imposed under various other pieces of legislation, and the [agencies listed](#) may have different roles in different types of emergencies, or during different stages of the same emergency event.

Throughout this Municipal Emergency Management Plan, there are many references to the various emergency management roles, and the agencies responsible for activities before, during and after an emergency event.

Pages 45-84 of the [State Emergency Management Plan](#) provide a comprehensive list of ‘Who’s Who’, and pages 85-89 provide additional definitions.

There is also a full list of agencies, and a [Role Statement](#) for each which summarises their responsibilities.

All of the emergency service agencies represented within Mitchell Shire are committed to following the directions contained within the Victorian State Emergency Management Plan and fulfilling their responsibilities as defined.

Regional Emergency Management Plan

Mitchell Shire sits within the Victorian Government's 'Hume' Region, which includes 12 Local Government Areas and four Alpine Resort Management Boards (refer to Figure 7, page 19).

The [Hume Region Regional Emergency Management Plan](#), prepared by the Hume Region Emergency Management Planning Committee, provides further detail and context relevant to emergency management in the Hume Region. The Hume Region Regional Emergency Management Plan is one of eight (8) regional plans that sit underneath the State Emergency Management Plan.

The Hume Region Regional Emergency Management Plan currently has two Regional Sub Plans – the [Hume Regional Flood Emergency Plan](#) – and the [Hume Regional Strategic Fire Management Plan 2011-2021](#).

Note: Similar to all pre-existing sub plans, these regional sub plans are currently under review. In line with the legislative changes, the updated and revised versions will be required to undergo the assurance process prior to being published on the [Emergency Management Victoria](#) website. More detail on sub plans can be found [here](#).

Municipal Emergency Management Plan

This document, the **Mitchell Shire Municipal Emergency Management Plan**, prepared by the Mitchell Shire Municipal Emergency Management Planning Committee, provides the local tier detail and context specific to the Mitchell Shire municipal footprint. It, along with the Municipal Emergency Management Plans from 11 other council areas, and 4 Alpine Region Management Boards, sit underneath the Hume Region Plan.

FIGURE 8 - OUTLINE OF THE VICTORIAN EMERGENCY MANAGEMENT PLAN HIERARCHY

This Plan should be read in conjunction with the State Emergency Management Plan and the Hume Region Regional Emergency Management Plan.



Sub-Plans

At all levels of the Victorian Emergency Management Framework, there is the provision for the development of sub-plans. A sub-plan aims to manage a risk that is not the responsibility of a single legislated control agency and where an integrated, multi-agency effort is required.

At the municipal level, the Municipal Emergency Management Planning Committee may decide to develop a sub-plan to outline more specific arrangements for managing an emergency event, or for managing a local risk that has significant consequences, where multiple agencies each have a role to play.

Under the revised legislation, municipal emergency management sub-plans must be prepared in the same multi-agency, collaborative manner as the Municipal Emergency Management Plan itself. There are the same requirements for consultation, approval, review and assurance, and the sub-plan itself is published in the same way as the Municipal Emergency Management Plan on the [Emergency Management Victoria Website](#).

The existing Mitchell Shire Municipal Emergency Management Plan 2018-2021 has several sub-plans (Fire Management, Flood, Heatwave, Pandemic, Relief and Recovery, and Neighbourhood Safer Places) some of which are local council sub-plans rather than multi-agency ones. As no single agency has the authority to prepare a sub-plan under the revised legislation, the Local Council 'owned' sub-plans that formed part of the previous Municipal Emergency Management Plan will now become internal operational documents or Complimentary Plans.

The Mitchell Shire Municipal Emergency Management Planning Committee has determined that all existing multi-agency sub-plans will need to be reviewed and undergo the new assurance process to ensure that they comply to the revised legislation, however until such time as this occurs, the existing sub-plans will continue to be used.

A list of sub-plans detailing emergency management arrangements in the Mitchell Shire municipal district are included in [Appendix B](#).

Other Plans

Complimentary Plans

Complementary plans are prepared by industry/sectors or agencies for emergencies that do not fall within Part 6A of the [Emergency Management Act 2013](#). They are often prepared under other legislation, governance or statutory requirements for a specific purpose.

Complementary plans do not form part of this Plan and are not subject to approval, consultation and other requirements under the [Emergency Management Act 2013](#).

A list of complementary plans that have significance to emergency management arrangements in the Mitchell Shire municipal district are included in [Appendix B](#).

Control Agency Operational Plans and Procedures

Each Control Agency has developed their own operational plans and procedures. These documents largely remain internal documents to those agencies but may be referred to and utilised during the management of emergency incidents within the Mitchell Shire municipality.

There are also state level Operational Plans and Operating Procedures such as the [Victorian Emergency Operations Handbook](#), [Joint Standard Operating Procedures](#) and [Emergency Management Team Arrangements](#) that provide over-arching guidance and direction of Agencies as they respond to an incident.

With the transition away from a Local Council 'owned' and 'controlled' Municipal Emergency Management Plan, Mitchell Shire Council has begun a process of updating and revising its Emergency Management Policy and Emergency Management Framework documents. This along with much of the operational detail included in previous iterations of the Municipal Emergency Management Plan will become either a Complimentary Plan to the Municipal Emergency Management Plan, or an internal document, equivalent to those of the other Control Agencies.

Community Plans

Community plans are those emergency management plans developed by and for a specific community in conjunction with the Municipal Emergency Management Planning Committee or local Control Agencies. Development of Community plans allows members of a community to participate in decision making processes that affect them directly, and to foster the development of relationships across the Emergency Management Sector.

“Working together as part of the community creates opportunities for people to learn from each other, while tapping into combined local knowledge, expertise and resources. Building on these strengths can support communities and organisations to develop and achieve mutual goals and solutions, while strengthening relationships that can also support people to cope during critical times of need.”

www.emv.vic.gov.au/how-we-help/community/community-based-emergency-management

Currently the Mitchell Shire Emergency Management Plan includes only one Community Plan – The Clonbinane Neighbourhood Emergency Plan. With the focus increasing on community involvement and engagement in regard to Emergency Management planning, the Mitchell Shire Municipal Emergency Management Planning Committee intends to actively encourage and facilitate the development of Community Plans for other high-risk communities within the municipality during the lifecycle of this plan.

More information on developing a Community Plan can be found in the [Australian Red Cross 'RediCommunities' document](#).

If you would like to work towards developing a Community Plan for your community within Mitchell Shire, please contact the Chairperson of the Mitchell Shire Emergency Management Planning Committee at emergencymanagement@mitchellshire.vic.gov.au

Community Plans can be found in [Appendix K](#).

Municipal Emergency Management Planning Committee - Structure and Process

The Mitchell Shire Municipal Emergency Management Planning Committee consists of representatives as stipulated in Section 59A of the [Emergency Management Act 2013](#), namely:

A Chairperson - Nominated by the Chief Executive Officer of the Municipality

Representatives of Victoria Police, Country Fire Authority, Ambulance Service Victoria, Victoria State Emergency Service, Australian Red Cross, Department of Health and Human Services (Now the Department of Families, Fairness and Housing) as mandatory membership.

Invited members with key skills or knowledge, including community representatives, local relief and recovery agencies, and those who hold a local role in relation to recovery from emergencies.

A redacted list of the Mitchell Shire Municipal Emergency Management Planning Committee members can be found in [Appendix C](#).

The Mitchell Shire Municipal Emergency Management Planning Committee has established two Sub-Committees – one responsible for Fire Management Planning, and the other a Relief and Recovery Planning Sub-Committee. It also has two working Groups who meet when required – one specifically tasked with Risk Assessment, the other with Community Engagement.

More information about the Committee Structure, Roles and Terms of Reference can be found by visiting - www.emv.vic.gov.au/publications/advisory-material-mempc-terms-of-reference.

In addition, [Appendix J](#) outlines further information specific to the Sub-Committees and Working Groups established by the Mitchell Shire Municipal Emergency Management Planning Committee.

It is important to note that the Mitchell Shire Municipal Emergency Management Planning Committee does not have a financial delegation and does not hold a budget. There is an expectation that Local Council, through the Chair of the committee, will facilitate meetings and provide some limited secretariat function to the committee to ensure that it functions efficiently. To facilitate this, a restricted-access SharePoint facility has been established by Mitchell Shire Council for the Mitchell Shire Municipal Emergency Management Planning Committee to store, share and collaborate on documents.

Preparation of this Plan

This Municipal Emergency Management Plan has been prepared by the Mitchell Shire Municipal Emergency Management Planning Committee through a series of meetings, both face-to-face and electronically during the months of March and April 2021. Meetings of the Committee Executive occurred weekly during this time, whilst full committee meetings took place in both March and April. Please refer to [Appendix D](#) for a full list of meeting dates.

Community representation was facilitated through the invitation to a number of community groups to provide representation on the committee, along with representation from relevant departments and agencies not mandated by the legislation such as the Department of Environment, Land, Water and Planning, Agriculture Victoria and Department of Defence.

Due to the timing of the introduction of the new [Emergency Management Act 2013](#) requirements in December 2020 and the Plan submission deadline of April 2021, there has not been sufficient time to put the final document out for Public Consultation, however the Mitchell Shire Municipal Emergency Management Planning Committee plans to seek wider public comment in the latter part of 2021.

Transitioning to a Strategic Planning Style Document - Setting Goals and Targets

With the aspiration to transitioning to a 'Strategic Planning' role in the Emergency Management space, Mitchell Shire Municipal Emergency Management Planning Committee has begun defining a program of works for the lifecycle of this Plan. The setting of goals, targets and areas for improvement or development is central to improving the way in which emergency events are handled within Mitchell Shire.

The list of Goals and Targets found in [Appendix E](#) represent activities and priorities that the Mitchell Shire Emergency Management Planning Committee would like to achieve in the next three years. As the various Sub-Committees and Working Groups identify areas for improvement, it is anticipated that these goals may change, or targets may be adjusted to better reflect the needs of the community.

Risk – How do we Identify and Assess Different Types of Risk

The Mitchell Shire Municipal Emergency Management Planning Committee has the responsibility of ensuring preparedness and resilience to emergencies within the municipality. They share this role with both the State and Regional level Emergency Management tiers, and it is through a co-ordinated and integrated approach that mitigation strategies, plans for response and recovery are developed and employed.

Planning considerations include the full spectrum of prevention, preparedness, response, and recovery and apply to all hazards and all communities. Potential risks considered by the committee are not just the obvious ones such as bushfire and flood, but also those risks that may affect the built, economic, social and natural environments within the municipality.

There is also the consideration of potential consequences associated with each risk type and the potential on-flow impacts to the community following an emergency event. Consequence management is just as important as the consideration of the risk itself and is an important part of planning for emergency events and community recovery.

How Risks are Identified and Assessed at Municipal Level

Municipal level planning aims to apply risk-based analysis to identify and interrogate potential risks that could impact the local area.

All of the significant emergency risks that have previously been identified with a potential to occur within Mitchell Shire are reviewed and considered regularly, taking into account changes and development within the municipal area, and in light of lessons learned from events across the emergency management sector. This includes the 14 [Victorian Significant Emergency Risks](#) that have been identified in the [State Emergency Management Plan](#) and form the basis of the [roles and responsibilities tables](#).

FIGURE 9 – EMERGENCY RISKS IN VICTORIA

Victorian Significant Risks	Risk Control Agency	Risk Mitigation
 Bushfire	<ul style="list-style-type: none"> Department of Environment, Land, Water and Planning/Forest Fire Management Victoria – public land Country Fire Authority/Fire Rescue Victoria – private land 	<ul style="list-style-type: none"> State Bushfire Plan Bushfire Management Overlay Joint Fuel Management Program
 Earthquake	<ul style="list-style-type: none"> Victoria State Emergency Service Geoscience Australia 	<ul style="list-style-type: none"> State Earthquake Sub-plan Building Code of Australia Critical Infrastructure Resilience Strategy
 Electricity Supply Disruption	<ul style="list-style-type: none"> Department of Environment, Land, Water and Planning Australian Energy Market Operator Energy Safe Victoria Australian Energy Regulator 	<ul style="list-style-type: none"> State Electricity and Gas Supply Sub-Plan Critical Infrastructure Resilience Strategy
 Emergency Animal Disease	<ul style="list-style-type: none"> Department of Jobs, Precincts and Regions Agriculture Victoria 	<ul style="list-style-type: none"> State Biosecurity Sub-Plan Livestock Production Assurance Emergency Animal Disease Response Agreement Australian Veterinary Emergency Plan
 Emergency Plant Disease	<ul style="list-style-type: none"> Department of Jobs, Precincts and Regions Agriculture Victoria 	<ul style="list-style-type: none"> State Biosecurity Sub-Plan Emergency Plant Pest Response Deed Australian Emergency Plant Pest Response Plan
 Flood	<ul style="list-style-type: none"> Department of Environment, Land, Water and Planning Victoria State Emergency Service 	<ul style="list-style-type: none"> State Flood Sub-plan Land use planning (strategic and statutory) Victorian Floodplain Management Strategy Victoria State Emergency Service Community Resilience Strategy 2016-19 and Renewal Strategy 2019-22
 Gas Supply Disruption	<ul style="list-style-type: none"> Department of Environment, Land, Water and Planning Australian Energy Market Operator Energy Safe Victoria Australian Energy Regulator 	<ul style="list-style-type: none"> State Electricity and Gas Supply Sub-Plan Critical Infrastructure Resilience Strategy
 Hazardous Materials Incident	<ul style="list-style-type: none"> Country Fire Authority/Fire Rescue Victoria Environment Protection Authority 	<ul style="list-style-type: none"> EPA Waster Management Policy National Industrial Chemicals Notification and Assessment Scheme Australian Dangerous Goods Code
 Heatwave	<ul style="list-style-type: none"> Department of Health Department of Families, Fairness and Housing 	<ul style="list-style-type: none"> State Extreme Heat Sub-plan Heat health plan for Victoria
 Maritime Emergency	<ul style="list-style-type: none"> Department of Transport Australian Maritime Safety Authority Country Fire Authority/Fire Rescue Victoria 	<ul style="list-style-type: none"> State Maritime Emergencies (non-search and rescue) Plan National Plan for Maritime Environmental Emergencies
 Pandemic Influenza	<ul style="list-style-type: none"> Department of Health Department of Families, Fairness and Housing 	<ul style="list-style-type: none"> Victorian action plan for pandemic influenza State Health Emergency Response Plan
 Storm	<ul style="list-style-type: none"> Victoria State Emergency Service Bureau of Meteorology 	<ul style="list-style-type: none"> State Storm Sub-plan
 Water Supply Disruption	<ul style="list-style-type: none"> Department of Environment, Land, Water and Planning 	<ul style="list-style-type: none"> Integrated Water Management Framework for Victoria Critical Infrastructure Resilience Strategy Water Sector Adaptation Action Plan

New or emerging local risks may also be identified by the various emergency service agencies, emergency management planning committee members, or via the state or regional emergency management tiers, and raised for consideration by the Mitchell Shire Emergency Management Planning Committee

Once a risk has been identified, a documented and consistent process needs to be used to analyse the risk and its potential consequences, determine the ownership of the mitigation, response, and recovery efforts, and implement municipal level strategies or treatments to reduce the occurrence and consequences of emergencies and improve community outcomes.

Because risk assessment is such an important process in directing emergency planning efforts, the Mitchell Shire Municipal Management Planning Committee has established a '[Risk Assessment Working Group](#)' that is responsible for undertaking the formal risk assessment process for each identified risk. The Working Group is convened as required – either when a new risk is identified, or when an existing risk is scheduled for review.

The Working Group is responsible for conducting a thorough analysis of each risk using the Victorian State Emergency Service-based, [CERA-Online tool](#) (CERA = Community Emergency Risk Assessment) tool. This tool is aligned to the [National Emergency Risk Assessment Guidelines \(NERAG\)](#) and conforms to the [Australian/ New Zealand ISO 31000 Risk Management – Principles and Guidelines](#) Standard. Please see Figure 10 **Error! Reference source not found.** below for a summary of this process.

Following the information gathering and discussion steps of the CERA process, the data from the Working Group's analysis is loaded into the CERA-online tool. This allows for the levels of risk to be calculated, and risk sheets and 'heat maps' to be generated. Because it is used state-wide, the CERA-Online tool facilitates comparison of risk data in other areas of the state or region.

Although the CERA tool provides a standardised method for assessing and comparing identified risks, there also needs to be consideration of the residual risk to the community, as well as the consequences should an emergency event occur. Consequences have the potential to significantly impact local communities just as much as the emergency event, these may also need to be managed or mitigated to minimise their impact.

Moving forward, the Mitchell Shire Risk Assessment Working Group will have an increasing focus on evaluating the potential consequences for each risk or emergency event type as part of their assessment process.

The Working Group is then responsible for providing a recommendation to the full Committee in regards to the assessed level of risk, ownership of the mitigation, response, relief and recovery roles (ensuring there is no duplication or conflict with either the [State](#) or [Regional Emergency Management Plans](#) or their [Sub-Plans](#) *), municipal-level treatments that need to be added to the Municipal Emergency Management Plan, and whether there is the need to develop sub-plans or complimentary plans to provide further detail.

** Because many of the most significant risks identified within the municipality are landscape risks – those such as bushfire and flood that cross municipal boundaries – [most of the mitigation and response responsibilities](#) lie with emergency service agencies at a Regional or even State level.*

The [Mitchell Shire Municipal Emergency Management Plan 2018-2020](#) identified the top six risks for the municipality as Bushfire – Large, Regional, Flood - Major, Extreme Temperatures – Heat, Human Epidemic/Pandemic, Exotic Animal Disease and Structural Fires.

It is the goal of the Mitchell Shire Emergency Management Planning Committee to task the newly formed Risk Assessment Working Group to review each of these, along with the various documents developed to support them, in light of the legislative changes that came into effect in late 2020. This review process is anticipated to occur over the next 12-18 months. The Working Group will also review the [Victorian Significant Emergency Risks](#) listing to ensure all of the 14 risk types covered there have been fully explored and considered at the municipal level.

External Risk Registers

Since the development of the previous Mitchell Shire Municipal Emergency Management Plan, there have been other risk registers, risk management strategies, and risk assessment tools developed at the State level as a result of Emergency Management reforms.

Examples include:

- [VFRR-B – the Victorian Fire Risk Register - Bushfire](#)
- [The Victorian Critical Infrastructure Resilience Strategy](#)
- [The Victorian Preparedness Framework](#)
- [State Emergency Risk Assessment Report](#)

There are also a variety of Department-Specific Risk Registers such as The Department of Education's [Bushfire At-Risk Register](#) – (Listing at Risk Schools, Kindergartens and Child Care Centres) and the [Vulnerable Persons Register and Vulnerable Facilities Registers](#) (Department Of Health via Local Council)

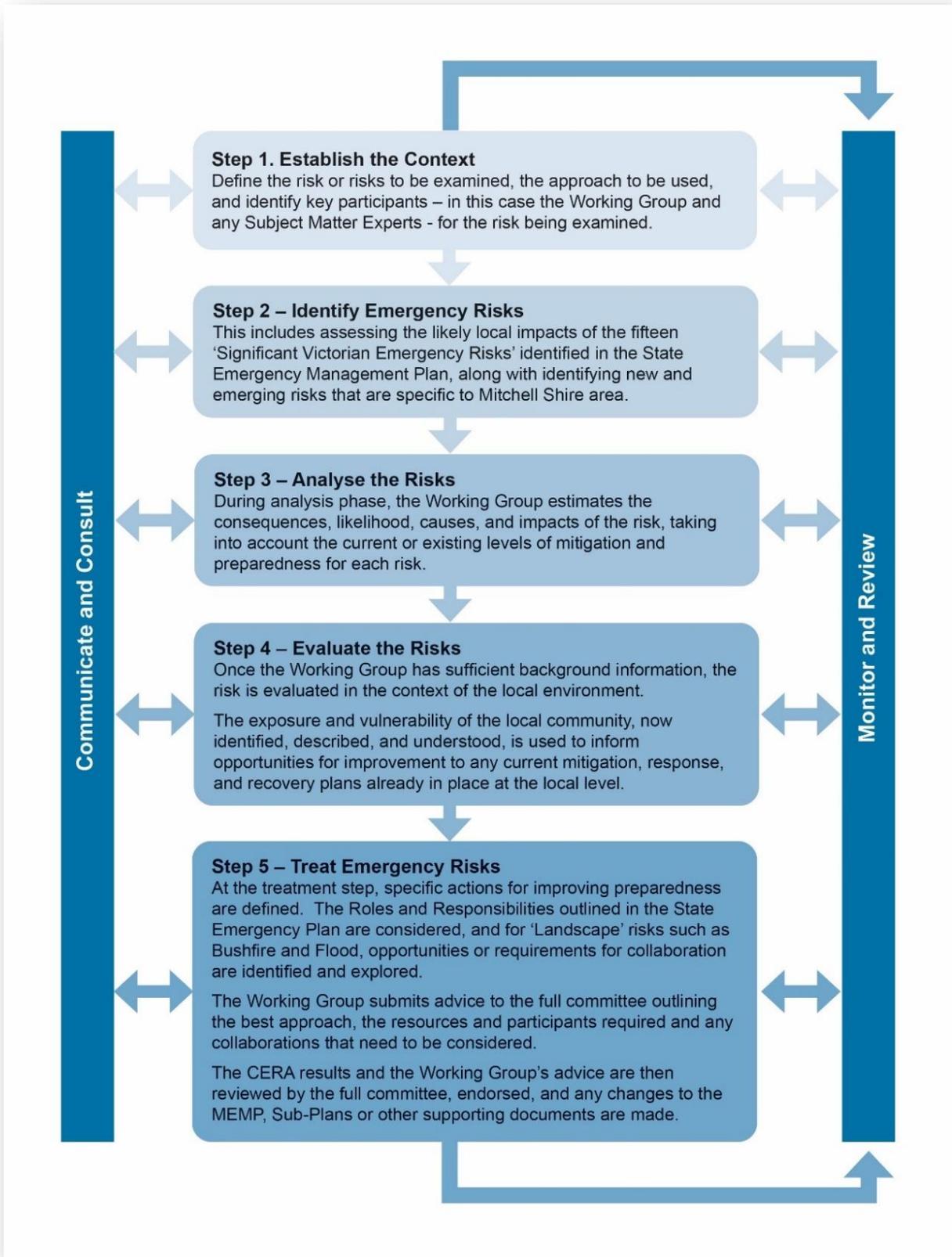
The Mitchell Shire Municipal Emergency Management Planning Committee recognises that their role is not to duplicate the information or risk management strategies conducted at State, Regional, and Control Agency level, but to be aware of the various risk registers and risk management strategies and to understand the Municipal level role in supporting the conduct of mitigation, response and recovery activities for risks managed at a higher tier.

An example of this is the use of information from the 'Victorian Fire Risk Register – Bushfire' to develop and inform mitigation strategies within the municipality. This links the Municipal Emergency Management Planning Committee with local and regional representatives of agencies such as Country Fire Authority and the Department of Water, Environment, Land and Planning, along with Local Council and traditional owners to work in partnership to reduce fuel loads.

As part of the Risk Assessment process, the Working Group is also responsible for identifying risks that may require cross-agency, or cross boundary efforts in regard to mitigation, response, relief, and recovery. Where a risk may potentially affect a number of bordering municipalities, the Mitchell Shire Municipal Emergency Management Planning Committee seeks to engage and collaborate with neighbouring municipalities and control agencies at the Regional Emergency Planning level, and through groups such as the Municipal Emergency Management Enhancement Group.

In many cases, it is the planning for recovery that requires the most cross-border and cross agency co-operation, as many of the relief and recovery agencies only have a small presence within the municipality. Agencies such as Australian Red Cross, Salvation Army and St John's Ambulance have significant resources, but these resources are mostly located outside the Mitchell Shire municipal footprint.

FIGURE 11 - MITCHELL SHIRE RISK ASSESSMENT WORKING GROUP - RISK ASSESSMENT PROCESS



Assurance Process

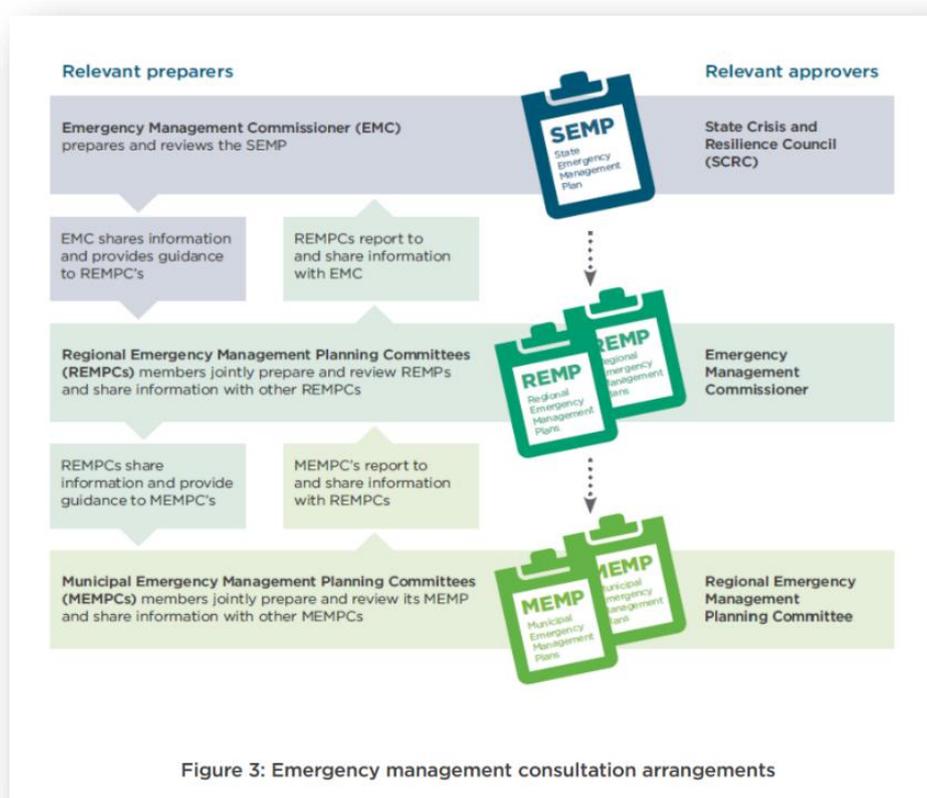
One of the more significant changes introduced by the [Emergency Management Legislation Amendment Act 2018](#) is the transition from external 'Auditing' of Municipal Emergency Management Plans, to an 'Assurance' system.

The new assurance system requires the authors of the document – in this case the Mitchell Shire Municipal Emergency Management Planning Committee - to prepare a statement outlining how they have met the Assurance Criteria in their plan, and for them to certify that all the legislated requirements for an Emergency Management Plan have been included within the document.

This Plan along with the Assurance check list and certificate has been submitted to the Hume Regional Emergency Management Planning Committee for approval and endorsement.

FIGURE 12 - EMERGENCY MANAGEMENT CONSULTATION ARRANGEMENTS

Source: [Guidelines for Preparing State, Regional and Municipal Emergency Management Plans](#)



Scheduled Review of Municipal Emergency Management Plan

All Municipal Emergency Management Plans are required to be reviewed and updated at least every three years to ensure that they provide up to date information.

The Mitchell Shire Municipal Emergency Management Plan last underwent a full review in 2018.

This plan, once published, will be reviewed no later than March 2024.

Emergency Management Plans are 'living documents'. They link to, refer to and rely on sources of information that are being constantly reviewed, modified, and updated. Plans need to constantly evolve and develop to ensure that they consider new and emerging risks, learnings from emergency events, and demographic and capability changes within the area they cover.

Urgent updates of the Plan are permitted if there is significant risk that life or property will be endangered if the plan is not updated ([Emergency Management Act 2013 60AM](#)).

Activation and Review Events During the Lifecycle of the Mitchell Shire Municipal Emergency Management Plan 2018 – 2021

Throughout the lifecycle of the previous Plan, all members of the Mitchell Shire Municipal Emergency Management Planning Committee monitored emergency events that might affect the municipality.

Although the 20 February 2020, Wallan Train Derailment was a significant event (two persons killed, 3 seriously injured and 36 with minor injuries), it did not require any external relief and recovery activity as the incident was managed almost entirely by the relevant Rail Authority and Incident Control Agencies.

Partial Activation due to COVID-19 Pandemic

During the COVID-19 pandemic in 2020, the Mitchell Shire Municipal Emergency Management Plan was partially activated, with meetings of the Municipal Emergency Management Planning Committee initially, and then the formation of a Relief and Recovery team within Mitchell Shire Council. Once it became obvious that the management of the pandemic would be conducted at a state level the municipal tier was deactivated.

There was also review and partial enactment of the Mitchell Shire Influenza Pandemic Plan, and the 'Mitchell Shire Business Continuity' Sub-Plans. The learnings from this state-wide event have seen Business Continuity Planning become part of the Mitchell Shire Emergency Management Framework and has seen a shift from 'physical-location' type thinking in the provision of relief and recovery to a more wide-ranging 'service delivery' model.

Mitchell Shire Council has recently approved the '[Mitchell Shire COVID-19 Community Recovery Plan](#)' which details strategies and programs aimed at addressing the effects of the pandemic within the municipality.

Other Opportunities for Review and Learning

The Mitchell Shire Municipal Emergency Management Planning Committee aims to learn from each event, even those that have no direct impact on the municipality, and to strive towards constant improvement across all of the areas of emergency management that this plan covers in line with the [Lessons Management Framework \(EM Learn\)](#).

The Mitchell Shire Municipal Emergency Management Planning Committee can meet to formally facilitate a review or debrief following any emergency event. This process aims to ensure that the Municipal Emergency Management Plan remains current, and in line with best practice learning outcomes.

Section 4 – Mitigation

Introduction

The Victorian State Emergency Management Plan defines Mitigation as *‘the elimination or reduction of the incidence or severity of emergencies and the minimisation of their effects.’*

Mitigation involves employing strategies to reduce the risk of an emergency occurring, and for those events that cannot be prevented, reducing the impacts or intensity of such an event, should it occur.

Because all members of the community have a role in reducing risk, mitigation includes educating and engaging the community so that individuals, households, and families can better understand the risks that may impact them or their property, and what they need to do to reduce these risks. With information, they can then play their part in preparing for emergency events.

Strategies at the municipal level also aim to promote community resilience and mitigate the post-emergency complications and consequences seen during the relief and recovery stages of an emergency. This includes undertaking pre-planning events, encouraging, and facilitating the development of community plans and ensuring community resources and facilities are fit for purpose should an emergency event occur.

Mitigation - Roles and Responsibilities

The Victorian State Emergency Management Plan is very clear in regard to [the roles and responsibilities](#) of each of the agencies, including local council, in relation to mitigation.

‘The organisations listed in this document are those with either broad or state-wide presence, Government organisations, those with a statutory EM involvement and some private corporations with specific roles.’ [Victorian State Emergency Management Plan](#)

Much of the mitigation responsibility for those emergencies considered ‘landscape risks’ (such as bushfire and flooding) and those unlikely to be restricted to a single municipality (such as pandemic, exotic animal disease or disruptions to power or gas supplies) reside with Control Agencies at the State and Regional levels, or with State Government Departments and Authorities.

You can download a full list of the Mitigation Roles and Responsibilities listed in the Victorian State Emergency Management Plan by [clicking here](#).

FIGURE 13 - AN EXAMPLE OF MITIGATION ROLES AND RESPONSIBILITIES TAKEN FROM THE [VICTORIAN STATE EMERGENCY MANAGEMENT PLAN](#)

(Note: the State Emergency Management Plan has a listing of all acronyms used)

Emergency Risk: Bushfire		
Activity	Participating agencies	VPF core capability
Land use planning	CFA	• Planning
	DELWP	
	FRV	
	Municipal councils	
Building regulations, standards and codes	Municipal councils	
	VBA	
Landscape fuel management including legislative requirements	CFA	• Planning • Fire Management & Suppression
	DELWP	
	FRV	
	Municipal councils	
	PV	
Fire ignition controls including total fire ban days, arson programs	CFA	
	DELWP	
	FRV	
	VicPol	
Community education, awareness and engagement to prevent and respond to bushfire	CFA	• Planning • Community Information & Warnings • Fire Management & Suppression
	DELWP	
	FRV	
Seasonal arrangements to ensure capability	CFA	• Planning
	DELWP	
	EMV	
	FRV	
Restricted access to public land	DELWP	• Fire Management & Suppression
	PV	

Risk Mitigation in Mitchell Shire

For every potential risk assessed by the Mitchell Shire Municipal Emergency Management Planning Committee, a recommendation is made regarding the need for mitigation treatments. Each potential hazard is assessed in regard to the municipality’s exposure, vulnerability, and resilience. For existing risks undergoing review, there is also monitoring and assessment of the success of any mitigation strategies already in place, so that resources are directed at those strategies that are most successful.

The State Emergency Management Plan is very specific in regard to assigning the roles and responsibilities for mitigation strategies for all 15 of the [Significant Victorian Emergency Risks](#), most of which could potentially occur in Mitchell Shire. Agencies tasked with mitigation roles are required by law to undertake mitigation activities in all regions and locations affected by the risk, and they do this in conjunction with their locally based staff.

It is not the place of this Municipal Emergency Management Plan to duplicate or contradict the State or Regional Emergency Management Plans. Instead, at the municipal level, the mitigation focus is to support these higher-level mitigation strategies, and ensure documented roles and responsibilities are carried out in the local context.

The Role of Mitchell Shire Council in Mitigation

The State Emergency Management Plan assigns Local Council with quite a large mitigation role across a wide variety of potential risks at the municipal level. Local Council is also tasked with a significant role in Community Awareness, Engagement and Education.

For Mitchell Shire Council, much of this mitigation responsibility lies in the [enforcement and administration](#) of various pieces of legislation through [Land Use Planning](#) and [Building Regulations, Codes and Standards](#). This includes the local enforcement of [Planning Overlays](#) such as Flooding, Land Subject to Inundation, and Bushfire Management Overlays.

Council is responsible for the management of the local urban stormwater drainage systems which carry stormwater to local creeks and waterways. They have a compliance and enforcement role in relation to the maintenance of private property, ensuring landowners undertake their part in the mitigation of emergencies by maintaining their properties in a way that reduces risk.

Mitchell Shire Council is tasked with managing and maintaining [Property and Vital Infrastructure](#) (such as drains, levees, bridges, roads and fire tracks) within the municipality, as well as Community venues that may be used in the Response, Relief and Recovery phases of an emergency incident, ensuring they are fit for purpose, should the need arise.

Mitchell Shire Council play a role in [Community Health and Wellbeing](#), Community Safety, and [Food Chain Safety](#), through a variety of programs and [local laws](#). Many of these programs may not appear to be directly relevant to emergency mitigation, but they play an important part in risk minimisation at the Municipal level through promoting safer behaviour and developing community resilience.

Mitchell Shire Council has a 'Emergency Management Policy' and a very detailed 'Emergency Management Framework' document that ties together all the Municipal policies, roles and activities in regard to emergency management within the Shire. Many of these activities are day-to-day activities for the Local Council Staff and may not appear to be directly linked to emergency management in the way that activities such as fire prevention and flood mitigation are but they are equally important.

Mitigation Activities within Mitchell Shire

Throughout Mitchell Shire, local units of the various emergency service agencies are involved in supporting the mitigation strategies of their State and Regional level agencies. These activities are wide-ranging and include local fuel reduction activities, 'Readiness Planning', community safety and education activities and day to day management of resources within the Shire boundaries.

The table below outlines some of the mitigation activities that have been undertaken as part of the Control Agency Mitigation programs.

TABLE 1 - RISK MITIGATION ACTIVITIES IN MITCHELL SHIRE

Mitigation Type	Detail	Agency
Community Education/ Engagement	Community Fire Education through a variety of programs: <ul style="list-style-type: none"> Community Fireguard Fire Ready Victoria Reduce the Risk – Home fire safety. Early Fire Safe Property Advice Service Fire Safety Essentials 	Country Fire Authority, Mitchell Shire Council, Department of Environment, Land, Water and Planning

	<ul style="list-style-type: none"> Program details on Country Fire Authority website – Plan and Prepare for Fires 	
	Community Assessment and Engagement Tool	Aust. Red Cross
	Community education, awareness and engagement to prevent and respond to bushfire and educate and improve awareness of fuel management.	Department of Environment, Land, Water and Planning
Hazard Reduction	Fuel Reduction/Management – incl Planned Burns	Department of Environment, Land, Water and Planning, Country Fire Authority
	Fuel Reduction - Roadsides	Mitchell Shire Council, Department of Transport
	Hazard Reduction/Fuel management on Public Land – including burning, mowing, mulching, slashing and spraying.	Department of Environment, Land, Water and Planning
Preparedness	Pre-Evacuation Planning for At-Risk Communities (Available within the Incident Control Centre)	Victoria Police
	These Plans identify communities which have a higher risk of requiring evacuation during an emergency and detail the prior planning and consideration of evacuation options. These communities are often at risk of isolation due to limited access, and a full evaluation takes place to direct and inform the options should the need for evacuation arise. There are currently 11 Pre-evacuation plans in place.	
	Incident Control Centre preparedness and exercises	Department of Environment, Land, Water and Planning, Country Fire Authority
	Local Council Emergency Relief Centre preparation, maintenance and preparedness exercises.	Mitchell Shire Council
	Hume Region Public Land Predetermined Model of Response based on Fire Danger ratings	Department of Environment, Land, Water and Planning
	Total Fire Ban Declaration and communications	Country Fire Authority
	Severe weather (wind and rain) warnings	Bureau of Meteorology and

		State Emergency Service
	Public Land Campfire Patrols	Department of Environment, Land, Water and Planning
	Predetermined Despatch of Aircraft	Emergency Management Victoria
	Fire Detection network (fire towers, aircraft) – three Fire Lookout Towers in Mitchell Shire (Mt Puckapunyal, Mt Hickey, and Pretty Sally Towers)	Department of Environment, Land, Water and Planning, Country Fire Authority
	Emergency Management Planning with industry, business	Country Fire Authority, Mitchell Shire Council
	Neighbourhood Safer Places – Bushfire Places of Last Resort	Country Fire Authority, Mitchell Shire Council
	Pillowcase Program - The Pillowcase Program helps children prepare for, cope with and respond to an emergency.	Aust. Red Cross
	REDiPLAN - Red Cross Emergency REDiPLAN is a community information program to help people better prepare for, respond to and recovery from emergencies. Red Cross volunteers are available to present preparedness sessions. Red Cross has a range of preparedness resources, and Red Cross is able to provide REDiPLAN hardcopy materials with these sessions.	Aust. Red Cross
	Get Prepared App	Aust. Red Cross
	My Team App	Aust Red Cross
	Public Events and Mass Gatherings Mitchell Shire hosts numerous events and large gatherings throughout the year involving one or more outdoor activities. These events attract varying numbers of people in areas that may not always be designed to accommodate their activity and numbers. Event planners can be required to apply for a permit to hold their event. Mitchell Shire Council provides information to guide event planners which is available via their website: Organising Events . Event organisers may be required to consult with Victoria Police and Country Fire Authority regarding their emergency management plan for the event.	Mitchell Shire Council

Health and Wellbeing	Planning and implementation of: <ul style="list-style-type: none"> • Vaccination • Health standards and codes • Community Health Education • Health planning, surge training and exercising. • Monitor and Model 	Department of Health and Mitchell Shire Council
	Local Council enforcement of Environmental and Health Standards	Mitchell Shire Council
Relief	ERC Planning/Training/Exercising	Municipal Recovery Managers and Department of Fairness, Families and Housing
	Heat – Education and Community Resilience	Department of Health
	Heat – Cool Places Planned and reviewed	Mitchell Shire Council
Water Supply	<ul style="list-style-type: none"> • Daily business operations • Legislative and regulatory 	Water Corporations and Department of Health
Land Use Planning	Regulation of the use of land – safeguarding community through appropriate land development and building requirements	Mitchell Shire Council, Country Fire Authority, Department of Environment, Land, Water and Planning
Compliance	Property Owner Fuel Reduction Requirements	Mitchell Shire Council

Mitigation of Risks within the Puckapunyal Military Area

Mitigation of risk within the Puckapunyal Military Area is the responsibility of the Department of Defence. They undertake their own risk assessment activities and maintain their own emergency management plans to address the unique set of risks that may affect both military and civilian personnel working or living within the Puckapunyal boundaries.

Given that Puckapunyal hosts an active firing range there is an increased risk of fire ignition, so bushfire mitigation strategies are a high priority. Mitigation treatments relating to fire risk are conducted throughout the year, focussing on reducing fuel loads in hard to defend areas, and where fire could easily spread to the property boundaries and impact the neighbouring landowners and communities.

Puckapunyal has its own Fire Station, firefighting units and full-time firefighting staff who are responsible for both mitigation and response activities. There is also a *Mutual Aid Agreement* with the Country Fire Authority in regard to resource sharing and co-operation in cross boundary events, or where the Puckapunyal resources may be inadequate to bring a fire under control quickly.

Community Education

The local Control Agencies share the Community Awareness, Engagement and Education roles with Mitchell Shire Council, with many responsible for the local implementation of State-based Education campaigns such as those linked to below, as well as in providing local communities with knowledge specific to the municipality.

- [Australian Red Cross – Preparing For Emergencies](#)
- [Country Fire Authority – Plan and Prepare](#)
- [Victorian State Emergency Service – Get Ready](#)
- [Ambulance Victoria – Community Education](#)
- [Safer Together Program](#)
- [Flood Victoria](#)

Preparation of Local Community Information Guides

As part of the Community Education and Awareness mitigation strategies a number of 'Local Guides' have been prepared:

- Flood Information
 - [Victorian State Emergency Service – Local Flood Information for Mitchell Shire](#)
 - [Victorian State Emergency Service – Seymour Flood Guide](#)
- Bushfire Information
 - COUNTRY FIRE AUTHORITY [Bushfire Community Information Guides](#) – have been prepared for the townships of Wallan, Kilmore, Tooborac, Tallarook, Wandong and Heathcote Junction and Clonbinane

Community Involvement in Mitigation in Mitchell Shire

With the focus of the legislation reforms being to implement an “all communities – all emergencies” approach to emergency management and to promote and foster community resilience, the Mitchell Shire Emergency Management Planning Committee has established a Working Group dedicated to Community Engagement.

The aim of the Working Group is to work within Mitchell Shire to support and encourage community involvement in the emergency planning process, and to facilitate the development of Community Emergency Plans, particularly for those communities already identified as higher risk of being impacted by an emergency event.

The Community Engagement Working Group has been tasked with identifying community leaders and community groups and determining the best ways to support and develop their roles before, during and after an emergency event.

There are currently several pilot programs being undertaken to promote education, resilience and skills development to assist community members to take their part in mitigation strategies. An example of this is a free chainsaw skills class being offered, targeting women, and the ‘Safer Together’ Project Officer role working with at risk communities.

Preparedness

Preparedness is another important part of mitigation. Preparedness includes making sure that all control and support agencies have their own plans, operating procedures, capability, and capacity to respond to emergencies.

Preparedness can be further enhanced through conducting training drills, testing the implementation of plans and in the ‘pre-season’ briefings such as those conducted before the declaration of the Fire Danger Period.

[Appendix F](#) contains details of all the exercises and briefings undertaken during the lifecycle of the Mitchell Shire Municipal Emergency Management Plan 2018-2020.

Preparation of the Hume Region ‘7-Day Readiness Plan’ during the summer months, involves a range of agencies, government departments and organisations to provide a summary of risk likelihood throughout the region for the subsequent 7 days based on weather predictions, community events and activities, other challenges and any existing emergency situations.

Section 5 – Response and Relief

Responding to Emergencies

The Victorian State Emergency Management Plan defines ‘Response’ as the ‘*action taken immediately before, during and in the first period after an emergency to reduce the effects and consequences of the emergency on people, their livelihoods, wellbeing and property; on the environment; and to meet basic human needs.*’

Although most people would think of ‘Response’ as the actual combatting of the emergency, there are several activities that may all occur as part of the Response phase:

The [Victorian State Emergency Management Plan](#) (page 5) provides the following definitions:

Readiness – Increasing the ability for timely response with activities immediately before and in anticipation of an emergency.

An example of this may be the preparations made on days where the [Fire Danger Rating](#) is ‘Code Red’.

Command, Control and Co-ordination – Combating the emergency and providing rescue services through command, control, and coordination.

Command is ‘the direction of response activities internally within an agency to use its people, resources, governance, systems and processes to discharge its responsibilities in line with relevant legislation.’

Control is ‘the direction of response activities across agencies, horizontally, including the coordination and tasking of other agencies.’

Co-ordination is ‘the bringing together of people, resources, governance, systems and processes, to ensure effective response to and relief and recovery from an emergency.’

These are the activities that most people would traditionally consider as ‘response’ – members of the relevant emergency service agencies responding to an incident and working cohesively together until the danger has passed.

Relief – Providing assistance during and immediately after an emergency to meet essential individual and community needs. This includes essentials such as food, water, and shelter, along with medical and immediate psychosocial support.

To ensure that the response is appropriate and coordinated, the State Emergency Management Plan has detailed sections outlining the roles and responsibilities for all Classes of Incident, including ‘Non-Major Emergencies’. There is further detail outlined in the various [‘Hazard-specific’ sub-plans](#) that form part of the State plan.

Depending on the type, scale, and severity, of the emergency, there are documented roles and responsibilities for nearly every player in the emergency management sector including a variety of State Government Departments. These roles may be lead roles, support roles or relief roles, but they are all clearly defined for each emergency type.

A full listing of the Roles and Responsibilities for Response and Relief can be found in the [State Emergency Management Plan](#) or in the [Roles and Responsibility statements](#). There is further detail on [Incident Management](#) provided in a number of other documents and procedures including the [Victorian Emergency Operations Handbook](#), the [Emergency Management Team Arrangements](#), and the [Joint Standard Operating Procedures](#).

The Hume Region Control Team maintains a Contact List for agencies and organisations involved in emergency management within the region to further facilitate and enable response, relief and recovery operations, this is not a public document queries regarding the contact list contact the Chair of the Mitchell Shire Municipal Emergency Management Planning Committee.

Response to Emergencies and Incidents in Mitchell Shire

The majority of Incidents that occur in Mitchell Shire are classified as Level 1 Incidents (Table 3 in the [State Emergency Management Plan](#)) – they are fairly simple, isolated, incidents where the response is considered ‘day-to-day’ business for the control agency.

Level 1 incidents are usually resolved quickly, there is no need for activation of regional or state level controls, and they can be dealt with using the resources located within the Municipal area. Level 1 incidents have little or no impact on the wider community or infrastructure, so relief and recovery activities are usually not required, or the Control Agency will request relief and recovery assistance directly from Mitchell Shire Council for those individuals affected.

If an incident in Mitchell Shire escalates, or is a more significant event, there are clear guidelines in the [State Emergency Management Plan](#) for the escalation and de-escalation of control, command and co-ordination and for the requesting of additional resources from outside the local area.

All control agencies within Mitchell Shire are legally required to follow the processes outlined within the [Victorian State Emergency Management Plan](#), which includes the [Fundamentals of Emergency Management](#), the [Victorian Emergency Operations Handbook](#) and the [Joint Standard Operating Procedures](#).

Where there are specific local arrangements that differ from the processes above, such as those relating to the response to emergencies within the [Puckapunyal Military Area](#), the Mitchell Shire Emergency Management Planning Committee will consider whether they require direct referencing within the Municipal Emergency Management Plan.

Relief and Recovery Sub-Plan Enactment

Larger scale events may trigger the enactment of all or parts of the Mitchell Shire Emergency Management ‘Relief and Recovery’ Sub-Plan. This enactment is in line with identified needs and as directed by the Incident Controller in consultation with the Municipal Recovery Manager, and the Municipal Emergency Response Coordinator (the definitions of these roles are on pages 59, 67 and 65 respectively of the [Victorian State Emergency Plan](#)).

The existing Mitchell Shire Relief and Recovery Sub-Plan provides detailed operational information about the provision and activation of the full spectrum of Relief activities during an emergency, including the activation and operation of relief and recovery centres, impact and needs assessments, communication, dealing with spontaneous volunteers and donations, and community engagement.

For larger scale emergencies, relief activities may be undertaken at the regional and state levels with [Table 11 of the Victorian State Emergency Management Plan](#) outlining the roles and responsibilities for relief services and coordination across all three tiers of the emergency management framework.

The Relief and Recovery Sub-Plan also describes the roles and responsibilities within both lead and support agencies in regard to maintenance and operational readiness of potential Relief and Recovery assets. The existing sub-plan is not a public access document, however all sub plans assured under the new legislation will be made available via the Emergency Management Victoria website.

Relief and Recovery Sub-Plan Review

Mitchell Shire Emergency Management Planning Committee understands the importance of planning for relief activities during emergency events is just as important as other aspects of emergency planning, with consideration of single incident support through to relief during large-scale emergency events required.

Emergency relief (and recovery) planning within the municipality has transitioned from being the responsibility of Mitchell Shire Council and its emergency management staff, to being a truly multi-agency responsibility under the legislative reforms. To facilitate this change, and to prepare a revised sub-plan that meets all of the requirements for collaboration, consultation and assurance, the Mitchell Shire Municipal Emergency Management Planning Committee has formed a 'Relief and Recovery' Sub-Committee to review the existing sub-plan document and make the necessary changes.

The revised Relief and Recovery Sub-Plan will continue to provide high-level detail and local context in regard to the activation of emergency Relief activities within Mitchell Shire - from activation of support for single incident events, to the process of operating and staffing one or more Emergency Relief Centres in a large-scale emergency event – all through a multi-agency lens.

The Sub-Committee has been tasked with setting the direction, determining the current and future requirements for emergency Relief and Recovery based on a growing population within the municipality, and outlining the responsibilities and resources required for emergency relief to ensure that the core needs of those affected by an emergency can be met.

Given the key role that Mitchell Shire Council play in the coordination of emergency relief, and the complex roles of the Municipal Recovery Manager(s) and Municipal Emergency Management Officer within relief and recovery activation, these players will undertake a lead role in the development of the sub-plan.

Response to Incidents within the Puckapunyal Military Area

Where the initial incident occurs within the Puckapunyal Military Area, Department of Defence, its staff, and contractors, are responsible for the response and relief activities. If there is a need to escalate the response, this is done in conjunction with the agency or agencies that would be responsible for that particular type of incident in any other area of the municipality.

As discussed earlier in this document, the Country Fire Authority has a *Mutual Aid Agreement* with the Department of Defence in regard to bushfires that may potentially spread outside of the Puckapunyal Military Area boundaries, or that might exceed the capacity of the Puckapunyal firefighting, incident and emergency management capabilities. There is also regular contact with agencies such as Victoria Police, Ambulance Victoria, Local Council and the State Emergency Service about capability sharing for incidents throughout the Mitchell Shire area, and in regard to incidents that may require shared response within the boundaries of the Puckapunyal site.

Municipal Resources During Response and Relief

In an emergency, Mitchell Shire Council is considered a 'supporting agency' and may be called upon to assist with provision and coordination of resources (including equipment, personnel and services), coordinating and providing relief services to the affected community and planning for and early coordination of recovery programs for the affected community.

Mitchell Shire Council has an assigned 'Municipal Emergency Management Officer' who is responsible for working with the Incident Controllers to achieve this and is the contact point for all Council support activities – from clearing council owned roads, unblocking drains, providing transport, plant, and equipment, to determining alternate routes on council-owned roads should roads need to be closed.

Note: The role descriptions for both the Municipal Emergency Management Officer (page 64) and the Municipal Recovery Manager (page 67) positions can be found in the [State Emergency Management Plan](#).

Mitchell Shire Council has an 'Emergency Management Framework' that provides the internal operational detail for all of council's activities related to emergency management, including response and relief phase.

Evacuation

Evacuation is the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and their eventual return. The decision to evacuate rests with the Control Agency in conjunction with Police and available expert advice, unless time constraints prevent this consultation.

Evacuation may be undertaken by individuals, families and households on their own volition and independent of advice, or it may be after an assessment of information provided by a Control Agency. Evacuations may be pre-warned or immediate depending on the circumstances.

Victoria Police is responsible for the coordination of evacuation in consultation with the Control Agency. Consideration must be given to the area that is to be evacuated, the route to be followed, the means of transport and the location to which evacuees will be asked to attend.

A Joint Standard Operating Procedure for [Evacuation for Major Emergencies](#) standardises the procedures for the decision, warning withdrawal, shelter and eventual return of persons impacted by Major Emergencies.

Pre-evacuation planning has been undertaken for communities and townships across the municipality. Victoria Police lead the development of the pre-evacuation plans in consultation with Mitchell Shire Council, Country Fire Authority and Victoria State Emergency Service.

The Mitchell Shire Pre-Evacuation Plans have been developed to assist the Victoria Police Evacuation Officer plan and implement an evacuation plan by providing information on primary and secondary evacuation routes, occupied properties, Victorian Fire Risk Register risk ratings and other useful information about the particular locale.

Pre-evacuation plans are operation plans located in the Seymour Incident Control Centre and are managed by the Municipal Emergency Response Coordinator.

Emergency Relief Centres

Mitchell Shire Council, assisted by other organisations, and with the support of the Department of Families, Fairness, and Housing, is responsible for implementing relief measures including establishing and managing emergency relief centres. The Mitchell Shire Relief and Recovery Sub-Plan details the current arrangements for Relief activities, including the activation, staffing arrangements, and locations of potential Emergency Relief and Recovery Centres, should they be required.

Sharing of Resources/Cross Boundary Events

Large scale emergency events can easily cross municipal boundaries, requiring response and recovery activities from more than one Municipal Council or Control Agency. Events of this size and nature are automatically escalated to regional (or even state level) control and coordination under the [State Emergency Management Plan](#).

This means that the protocols and processes for requesting support and resources such as [Joint Standard Operating Procedure J03.09 Resource Request Process](#) are already defined, and local agencies involved in response and recovery are already clear on their role, and the way in which formal requests for assistance will be received.

All agencies are expected to initially use their own resources during an emergency. Where additional resources are required, there are detailed processes and protocols (page 24), including funding arrangements (page 34) detailed in the [State Emergency Management Plan](#).

To further facilitate the sharing of resources and activation in cross-boundary events, Mitchell Shire Council representatives on the Municipal Emergency Management Planning Committee work closely with their counterparts at the regional level and maintain relationships with the Emergency Management Staff at neighbouring Councils. There is also regular contact with Emergency Management Staff at the Puckapunyal Military Area.

Mitchell Shire Council is a signatory on the [Protocol for inter-council resource sharing](#) organised and hosted by the Municipal Association of Victoria. This protocol allows for councils to share resources (both physical resources and human resources) during times of relief and recovery and clarifies operational, insurance and reimbursement issues that may arise. Activation procedures are included as Step 2 in the Procedures table on page 9 of the protocol.

All agencies are expected to cover their own costs and utilise their own resources to fulfill their emergency management responsibilities. During an emergency event, the sharing of resources and equipment is covered under the funding arrangements outlined in the [Victorian State Emergency Management Plan](#) (pages 34-35).

A number of Disaster Recovery Funding Arrangements exist – including the [Victorian Natural Disaster Financial Assistance](#), which applies to events such as flooding and bushfires. These funding arrangements aim to assist Local Councils with relieving some of the burden of these larger scale events.

Mitchell Shire Council Emergency Operations Centre

Although there is no longer a requirement for Local Councils to establish a Municipal Emergency Command Centre, Mitchell Shire Council has, in its Business Continuity Plan, details of the establishment of a 'Municipal Emergency Operations Centre'. This allows for the ongoing coordination and delivery of some, or all, of council's regular day-to-day services even when council staff or buildings have been impacted by the event.

The revised business continuity model, post COVID-19, features less reliance on a physical presence, and focusses on delivery of services utilising remote and virtual technologies.

Transition to Recovery

Although recovery activities commence concurrently with Response and Relief, there is a detailed process within the [State Emergency Management Plan](#) (Page 28) that describes the formal De-escalation of Response and Relief activities and the 'Transition to Recovery'.

The Mitchell Shire Relief and Recovery Sub-Plan provides further detail on the transition process, impact assessments, communication, and community engagement in the Relief and Recovery phases.

Section 6 – Recovery

Introduction and Objectives of Recovery

Once the initial threat of an emergency has subsided or resolved and the immediate survival needs of those affected have been addressed, the recovery process encompasses all the steps and strategies that work towards rehabilitation of the community and the local environment. From addressing the emotional, physical and economic effects of those impacted by the emergency, to restoring infrastructure and rehabilitation the natural environment.

Recovering from an emergency may take many years, depending on the scale of the event, and it has been acknowledged that, in many instances, it will be a return to a 'new normal' rather than a return to an identical pre-emergency state.

'There is no timeframe for recovery. Recovery cannot be measured by how long it takes or by a definition of what a successful recovery looks like. It is impossible to return to a pre-disaster state. In many instances, people may never recover fully from a disaster'. – [Resilient Recovery Strategy](#)

Ideally, the process of recovery begins as soon as possible after an emergency occurs, with some strategies being implemented concurrently with response and relief activities. This can only occur if there is the capacity and capability at the Local Council level, and clarity around the co-ordination and support for recovery activities. Therefore, planning for recovery is a very important step in the emergency management process.

A lot has been learned from the large-scale emergencies of the last decade, and there are now a raft of resources such as the [Resilient Recovery Strategy](#), [National Principles for Disaster Recovery](#) and the [Disaster Recovery Tool Kit for Local Government](#) to help direct those involved in the Recovery planning process. It has been recognised that recovery cannot be prescriptive, instead it needs to include the community and address their actual, rather than perceived, needs.

The strategic priorities of Recovery include:

1. **Deliver a people and community centred recovery.** A community-centred approach ensures government and those delivering recovery services partner with community and allow people to play a greater role in their recovery.
2. **Strengthen recovery through better emergency management planning.** By bringing community into the planning process before an emergency, and drawing on community involvement after an emergency, recovery activities will be able to better reflect community needs and values.
3. **Streamlined and flexible recovery system.** Improving operating processes and providing clearer, more-timely resourcing for recovery will ensure recovery services and supports are delivered in a more coordinated and effective way.
4. **Support the recovery workforce.** This strategy aims to better connect and enhance existing support and wellbeing programs across the sector to ensure appropriate wellbeing support for all people working in recovery. [Resilient Recovery Strategy](#)

Planning for Recovery following the 2020 COVID-19 pandemic has also seen a need for Community Recovery Committees to look at new ways of delivering recovery programs and has shifted the traditional focus of rebuilding the physical structures of a community to one of focussing more on rebuilding the economic and psychosocial elements of affected communities.

Planning for Recovery in Mitchell Shire

The importance of Relief and Recovery in returning communities to an effective level of functioning has seen the Mitchell Shire Municipal Emergency Management Planning Committee, at its first full meeting following the legislation changes of December 2020, endorse the formation of a sub-committee responsible for reviewing and updating the Mitchell Shire Relief and Recovery Sub-Plan, and determining any Complimentary Plans that need to be developed.

With the increased focus on delivering a community-centred approach allowing people to play a greater role in their recovery, the Mitchell Shire Municipal Emergency Management Planning Committee have already taken steps to ensure community representation on both the main emergency management planning committee and specifically the sub-committee tasked with reviewing the Relief and Recovery Sub-Plan.

Given the changes to the Emergency Management Roles dictated through the revised legislation, and the learnings from the 2020 COVID-19 pandemic where the effects on the community were very different to previous large scale bushfire and flooding type emergencies, the next iteration of the Relief and Recovery Sub-Plan will incorporate more detail about business continuity, economic recovery, remotely delivered recovery strategies and online technologies that will revolutionise the way recovery programs are delivered.

This will allow Mitchell Shire Council and other Recovery Support Agencies to provide a recovery capacity that is more adaptable to emerging issues faced and will make use of resources that were previously not available to the local community due to their physical location. An example of this is the Australian Red Cross outreach service that is now offered with a virtual option, allowing outreach practitioners to be located anywhere in the state (or country).

Managing Recovery

Details of the [Roles and Responsibilities in Recovery](#) for each of the four environments - Social, Economic, Built, and Natural - are clearly defined in the State Emergency Management Plan.

Due to its community-based focus and need for local knowledge, the responsibility for Co-ordinating the recovery process is assigned to Local Councils. There is then a list of 'Lead' and 'Support' agencies for each of the different recovery activities that may be required subject to impact and needs assessment outcomes.

Even when the scale of the emergency dictates that regional or state level assistance is required, escalation builds on the local arrangements. Council staff with dedicated recovery roles co-ordinate the recovery activities and are assisted and supported by a raft of other agencies as required.

Mitchell Shire Relief and Recovery Sub-Plan

The existing Mitchell Shire Relief and Recovery Sub-Plan contains extensive detail in regard to the process and responsibilities for delivering relief and recovery activities within the municipality and will continue to form the basis of recovery efforts until the revised plan has been assured under the new legislation.

When enacted at the time of an emergency event, the Mitchell Shire Relief and Recovery Sub-Plan outlines the roles of the various recovery staff, how assistance is to be secured from supporting agencies, along with the structure of any Community Recovery Committee that may need to be formed to ensure that the community needs, and issues are addressed.

Copies of the Mitchell Shire Municipal Relief and Recovery Plan are available via the Mitchell Shire Crisisworks platform portal (restricted access), and available to all relevant Council Recovery Staff.

Mitchell Shire Council has recognised that, as a small municipality with limited resources, they will struggle to meet the needs of their community should it be impacted by a significant emergency. Recovery plans at the local level are based on their existing capacity, with the Relief and Recovery Planning Sub-Committee tasked with regularly reviewing ways in which capacity can be increased and strengthened.

State and Regional-Based Recovery Programs

Depending on the size and severity of an emergency event there may be cases where a State-based or Regional level Recovery program is put into place. Examples of this include the involvement of [Bushfire Recovery Victoria](#) (a new authority established in January 2020) after a large-scale fire, or the State and Federal Government Relief and Recovery Strategies for the COVID-19 pandemic.

As the Co-ordinating Agency for Recovery, the role of Mitchell Shire Council is to understand the various higher-level programs put into place, and to support these activities with local education and awareness, as well as calling in the various support agencies available to act at the local level as required.

Section 7 – Roles and Responsibilities

An agency that has a role or responsibility under this plan must act in accordance with the plan.

The Victorian [State Emergency Management Plan](#) and the [Hume Region Emergency Management Plan](#) outline agreed agency roles and responsibilities.

No additional roles and responsibilities have been identified at municipal level.

Section 8 – Appendices

Note: Restricted operational information

Section 60AI(2) of the [Emergency Management Act 2013](#) allows the Mitchell Shire Emergency Management Planning Committee and Emergency Management Victoria to exclude information from being published that is related to critical infrastructure, personal information or information that is of a commercially sensitive nature.

Appendix A – Document Version Control History

Section 1 Draft	Circulated to Executive 17 March 2021
Section 2 Draft	Circulated to Executive 22 March 2021.
Sections 1-3 Draft	Circulated to Executive 26 March 2021.
Sections 1-4 Draft	Circulated to All members of Committee 30 March 2021.
Full Document Draft	Circulated to All members of Committee 20 April 2021.
Revised Full Document	Circulated to All members of Committee 27 April 2021.
Final Document and Statement of Assurance Table	
	Circulated to All Members of Committee 11th May 2021

Appendix B – List of Mitchell Shire Emergency Management Plan’s Sub-Plans and Complimentary Plans

Sub Plans and Complimentary Planes currently endorsed under the Mitchell Shire Municipal Emergency Management Plan 2018-2021 are publicly available on the [Mitchell Shire Council Website](#).

Note: all current sub plans and complementary plans are scheduled for review due to the legislative changes introduced in December 2020. It is anticipated that many of the plans will become Local Council operational documents or complimentary plans due to the changes in definition of a sub plan vs. a complimentary plan.

Name of Plan	Current Version	Last Published	Scheduled Review	Comments
Mitchell Shire Municipal Relief and Recovery Plan	2.0	October 2014		Will become assured Sub Plan
Mitchell Shire Council Influenza/Pandemic Plan	2.0	November 2018		
Mitchell Shire Municipal Fire Management Plan	5.0	September 2020		Will become assured Sub Plan
Mitchell Shire Council Neighbourhood Safer Places	2.2	November 2018		
Mitchell Shire Heatwave Plan	Revision	February 2017		
Mitchell Shire Flood Emergency Plan	5.0	November 2018		Will become assured Sub Plan

Appendix C - MEMPC Membership (Redacted public version)

Names and contact details of MEMPC members are redacted in the publicly published document. Contact the MEMPC Chair should contact with MEMPC members be necessary.

Organisation	Name	Role	Email Address	Contact No.
VOTING MEMBERS				
Municipal Council (Chair)			emergencymanagement@mitchellshire.vic.gov.au	03 9734 6200
Victoria Police				
Country Fire Authority				
Ambulance Victoria				
Victoria State Emergency Service				
Australian Red Cross				
Department of Families, Fairness and Housing				
Puckapunyal Military Area				
Mitchell Shire Council				
Department of Environment, Land Water and Planning				
Department of Jobs, Precincts and Regions - Agriculture Victoria				
Goulburn Murray Water				

Organisation	Name	Role	Email Address	Contact No.
Nexus Primary Health				
Services Australia				
Victorian Council of Churches				
St Vincent de Paul Society Victoria Inc				
St John Ambulance Victoria				
Mitchell Shire Council				
South Mitchell Neighbourhood Watch Group				
Recovery representative/s				
NON - VOTING MEMBERS				
Puckapunyal Military Area				
Services Australia				
Mitchell Shire Council				

Appendix D – Mitchell Shire Municipal Emergency Management Planning Committee Meeting Dates

Mitchell Shire Emergency Management Planning Committee Meeting Dates 2021

Executive

21 January 2021
28 January 2021
5 March 2021
12 March 2021
17 March 2021
22 March 2021
29 March 2021

Full Committee

31 March 2021
21 April 2021

Appendix E – Strategic Planning Goals and Targets for 2021-2024

Goals and Targets for 2021-22

In the first year of this plan, the Mitchell Shire Emergency Management Planning Committee aims to focus on ensuring the Planning Committee itself is compliant with all of the Emergency Management reforms:

1. Complete all of the [transitional requirements](#) to ensure that the Planning Committee arrangements are in line with the requirements of the new legislation.
2. Appoint the members of the 'Relief and Recovery' and 'Fire Management Planning' Sub Committees and the 'Risk Assessment' and 'Community Engagement' Working Groups and develop a meeting schedule for them.
3. Review all of the current Sub-Plans and Complimentary Plans associated with the Mitchell Shire Municipal Emergency Management Plan and determine which plans will be required to be developed and assured as sub-plans under the new definitions. Establish a program of works to conduct the review and update over the period of this Plan.
4. Undertake Public Consultation in regard to the contents of this Plan.

Goals and Targets for 2022-23

In the second year of this plan, the Mitchell Shire Emergency Management Planning Committee aims to focus on preparedness, and developing and testing capability and capacity:

1. Complete the Assurance process for a revised Relief and Recovery Sub-Plan and a revised Municipal Fire Management Sub-Plan, and any other Sub-Plans that the committee determines are required.
2. Undertake multi-agency training exercises to test capability and capacity and assess preparedness. Aim is to undertake one exercise focussing on provision of relief during an emergency event, and one exercise focussing on recovery planning, and actively seek out training opportunities for Emergency Management Staff across the municipality.

Goals and Targets for 2023-24

In the third year of this plan, the Mitchell Shire Emergency Management Planning Committee aims to focus on improving community involvement in emergency management planning:

1. Undertake Community Engagement and Resilience activities as guided by the Community Engagement Working Group and explore ways in which 'capacity and capability' can be assessed in regard to the Mitchell Shire Community and its preparedness.
2. Work towards promoting and assisting the development of Community Emergency Plans across the Municipality with the aims of completing at least 2-3 plans specifically relating to 'at risk' communities.
3. Identify further Community representation that may benefit the Mitchell Shire Municipal Emergency Management Planning Committee and invite additional members where appropriate.

Appendix F – Exercises and Briefings Undertaken During the Lifecycle of the Mitchell Shire Emergency Management Plan 2018-2020

During the lifecycle of the Mitchell Shire Municipal Emergency Management Plan 2018-2021 several exercises took place to support and test the planning strategies outlined in the document.

Table 1 – Exercises to Support and Test the Planning Strategies outlined in the Emergency Management Plan 2018-2021

Date	Exercise	Description
1 Nov 2018	Emergency Relief Centre Exercise	Exercise to test the setting up and operation of an Emergency Relief Centre in the Broadford Hall
29 July 2019	Multi-Agency Emergency Management and Business Continuity Exercise	Exercise to test the response and emergency relief arrangements which focused on Council's capacity and capability to support the emergency services and affected community as well as implementing business continuity arrangements.
29 July 2019	Incident Management Team (IMT) Exercise, Seymour Incident Control Centre (ICC)	Multi agency exercise to test the activation and operation of the Seymour ICC.
25 Oct 2019	Emergency Relief Centre Exercise	Exercise to test the setting up and operation of an Emergency Relief Centre in the Kilmore Memorial Hall
29 Sept 2020	Puckapunyal Military Area Bushfire and Emergency Evacuation Centre Exercise	'Desktop Exercise' to test and validate Puckapunyal's bushfire response and internal relocation plan and establishing an Evacuation Centre to support the civilian community.

Briefings

A number of briefings were also held during the lifecycle of the Plan to ensure that agency representatives in Mitchell Shire were updated on emergency Management arrangements prior to the summer fire season.

9 Oct 2018

Emergency Relief Centre Briefing

4 Dec 2018

Pre-Summer Fire Season Briefing, Seymour Incident Control Centre

18 Nov 2019

Pre-Summer Fire Season Briefing, Seymour Incident Control Centre

Note: Due to COVID-19 restrictions, face-to-face briefings were not held in 2020, there were multiple virtual briefings made available which agency representatives could choose to attend.

Appendix G – History of Emergencies in Mitchell Shire

The history of emergencies within this municipal area is varied, but mainly relates to floods, and bushfire (Table 2). The emergencies events listed identify those events which had a significant impact on the community or were large enough to activate a municipal (or wider) response. This table will continue to be updated throughout the lifecycle of this document as required.

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

Table 2: History of Emergencies in Mitchell Shire

Date	Event
February 1973	Whiteheads Creek, Seymour One drowning. Severe Storm from Yea to Seymour
May 1974	Sunday Creek Seymour - Flood
1983	Puckapunyal Army Base – Bushfire
December 1992	Kilmore Creek, Kilmore – Flood
1993	Goulburn River, Seymour – Flood
March 2002	Glenaroua - Bushfire 1 house, 6,100 hectares
February 2009	Black Saturday bushfires
September 2010	Goulburn River, Seymour – Flood
February 2014	Mickleham-Kilmore fire – Bushfire
January 2016	Whiteheads Creek, Seymour - Flood One drowning.
February 2020	Wallan Train Derailment
2020	COVID-19 Pandemic
9 June 2021	Severe Storms causing extensive damage, fallen trees and extended power and communications blackouts

The [VicEmergency](#) website provides a map which identifies bushfire history for the past 50 years. It provides a graphic representation of bushfire impacted areas across the State, refer to [Bushfire History - 50 years](#).

History of Bushfire

<https://emergency.vic.gov.au/prepare/#fire/risk/bushfire-history-50-years>

Appendix H – Emergencies and Privacy

Emergencies and Privacy Organisations hold a wide variety of personal information relating to individuals and may collect information for a wide variety of purposes. Such information can be of significant use and benefit for organisations that must deal with emergency situations. The Victorian Privacy and Data Protection Act 2014 (PDPA) recognises that in an emergency the public interest in safety will override the privacy requirements of the Act.

Information privacy law is not a barrier to appropriate information sharing in emergencies. The PDPA includes provisions that permit personal information to be shared where there is a countervailing public interest, such as where an individual's life or safety is at risk. A decision to share personal information must be made carefully, but privacy laws do not stand in the way; life trumps privacy and the laws are written to reflect that. For more guidance, please refer to the Victorian Commissioner for Privacy and Data Collection website, and Emergencies and Privacy Information Sheet.

<https://ovic.vic.gov.au/privacy/for-agencies/information-privacy-principles/>

www.oaic.gov.au/privacy/guidance-and-advice/emergencies-and-disasters/

Appendix I – Critical Infrastructure in Mitchell Shire

Plan to insert Table similar to that in the REMP here listing major infrastructure.

Appendix J – Mitchell Shire Municipal Emergency Management Planning Committee – Sub-Committee and Working Group Terms of Reference

As referenced on page 23 of this document:

The Mitchell Shire Municipal Emergency Management Planning Committee has established two Sub-Committees – one responsible for Fire Management Planning, and the other a Relief and Recovery Planning Sub-Committee. It also has two working Groups who meet when required – one specifically tasked with Risk Assessment, the other with Community Engagement.

Once established, the Terms of Reference for these Sub-Committees and Working Groups is to be added here.

Appendix K – Community Emergency Plans

Clonbinane Neighbourhood Emergency Plan is to be added to this appendix once the plan is finalised.

Appendix L – Useful Links

Victorian Legislation

www.legislation.vic.gov.au/

Emergency Management Act 2013

www.legislation.vic.gov.au/in-force/acts/emergency-management-act-2013/019

Emergency Management Act 1986

www.legislation.vic.gov.au/in-force/acts/emergency-management-act-1986/050

Emergency Management (Critical Infrastructure Resilience) Regulations 2015

www.legislation.vic.gov.au/in-force/statutory-rules/emergency-management-critical-infrastructure-resilience-regulations-2015/001

Emergency Management Legislation Amendment Act 2018

www.legislation.vic.gov.au/as-made/acts/emergency-management-legislation-amendment-act-2018

Emergency Management Victoria

www.emv.vic.gov.au/

Victorian State Emergency Management Plan

www.emv.vic.gov.au/responsibilities/semv

Victorian State Emergency Management Plan Sub Plans

www.emv.vic.gov.au/responsibilities/state-emergency-management-plan-sub-plans

Victorian State Emergency Plan – Role and Responsibilities

www.emv.vic.gov.au/responsibilities/semv/roles-and-responsibilities

Hume Region Emergency Management Plan

www.emv.vic.gov.au/responsibilities/emergency-management-planning/remps/hume-remv

Victorian Critical Infrastructure Resilience

www.emv.vic.gov.au/our-work/critical-infrastructure-resilience

Victorian Preparedness Framework

www.emv.vic.gov.au/how-we-help/emergency-management-capability-in-victoria/victorian-preparedness-framework

Disaster Recovery Funding Arrangements

www.emv.vic.gov.au/natural-disaster-financial-assistance

Resilient Recovery Strategy

www.emv.vic.gov.au/how-we-help/resilient-recovery-strategy

Disaster Recovery Toolkit for Local Government

www.emv.vic.gov.au/how-we-help/disaster-recovery-toolkit-for-local-government

Community Resilience Framework

www.emv.vic.gov.au/CommunityResilienceFramework

Resource Library

www.emv.vic.gov.au/how-we-help/emergency-management-planning/resource-library

Risk Assessment

National Emergency Risk Assessment Guidelines

<https://knowledge.aidr.org.au/resources/handbook-national-emergency-risk-assessment-guidelines/>

ISO 31000 Australian and NZ Risk Management Guidelines

www.standards.org.au/standards-catalogue/sa-snz/other/ob-007/as--iso--31000-colon-2018

CERA Information

www.ses.vic.gov.au/em-sector/community-emergency-risk-assessment-cera

National Disaster Risk Reduction Framework

www.homeaffairs.gov.au/emergency/files/national-disaster-risk-reduction-framework.pdf

Control and Support Agency Websites

Ambulance Victoria

www.ambulance.vic.gov.au/

Country Fire Authority

www.CountryFireAuthority.vic.gov.au/home

Victoria Police

www.police.vic.gov.au/

Victoria State Emergency Service

www.ses.vic.gov.au/

Australian Red Cross

www.redcross.org.au/

Department of Health and Human Services

<https://www.dhhs.vic.gov.au/>

Department of Families, Fairness, and Housing

<https://www.vic.gov.au/department-families-fairness-and-housing>

Department of Environment, Land, Water and Planning

<https://www.delwp.vic.gov.au/>

Other Links

Victorian Fire Risk Register

www.vfrr.vic.gov.au/

Safer Together Program

www.safertogether.vic.gov.au/

Vulnerable People in an Emergency Policy

<https://providers.Department of Healthhs.vic.gov.au/vulnerable-people-emergencies-policy>

Family Violence Framework for Emergencies

<https://providers.Department of Healthhs.vic.gov.au/family-violence-emergencies>

Department Of Health Emergency Management Resources page

<https://providers.Department of Healthhs.vic.gov.au/emergency-management>

Animal Health Australia - AusVetPlan – Animal Health Outbreaks

www.animalhealthaustralia.com.au/our-publications/ausvetplan-manuals-and-documents/

National Pest and Disease Outbreaks

www.outbreak.gov.au/how-we-respond-to-outbreaks

Agriculture Victoria – Planning For Pets in Emergencies

<https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pets-and-emergencies/planning-for-pets-in-emergencies>

Australian Institute for Disaster Resilience

www.aidr.org.au/

Volunteer Recovery Groups

Land Care Victoria

www.landcarevic.org.au/

Blaze Aid

<https://blazeaid.com.au/>

Volunteering Victoria

www.volunteeringvictoria.org.au/

We Volunteer

www.wevolunteer.org.au/

Traditional Owners

Taungurung Land and Waters Council

<https://taungurung.com.au/>

Wurundjeri – Woi Wurrung Cultural Heritage Aboriginal Corporation

www.wurundjeri.com.au/

**MITCHELL SHIRE MUNICIPAL EMERGENCY
MANAGEMENT PLANNING COMMITTEE**

