

Municipal Emergency Management Planning

Alpine Shire



Municipal Emergency Management Plan



2021 - 2024

Contents

1. PART ONE - Introduction.....	6
1.1 Foreword	6
1.2 Acknowledgement of Country	6
1.3 Context	6
1.4 Authority	7
Important Changes to the Emergency Management Act 2013	7
1.5 Aims and Objectives	8
1.6 Plan Assurance and Approval.....	8
Assurance.....	8
Approval	8
1.7 Audience.....	9
1.8 Emergencies and Privacy	9
2. PART TWO – BEFORE - Alpine Shire Overview	11
Townships and Localities	11
2.1. Geography, Climate and Access.....	11
Topography.....	11
Weather	12
Access	12
2.2. Demography	13
Alpine Communities	14
2.3. Vulnerable Persons	15
Vulnerable People in Emergencies (VPE).....	15
2.4. Economics	16
Visitation and Events	16
2.5. Critical Infrastructure.....	17
2.6 History of Emergencies	18
3. PART THREE – Emergency Management Planning	19
3.1. Victoria’s Emergency Management Framework	19
3.2 Plans	19
State and Regional Plans.....	19
Municipal Plans.....	20
Sub-Plans	20
Complementary Plans.....	20
Control Agency Operational Plans	21

Municipal Emergency
Management Planning
Alpine Shire

Community Plans.....	21
3.3 MEMPC, sub-committees and working groups.....	22
Municipal Emergency Management Planning Committee	22
Membership of the MEMPC	22
Sub-committees and working groups	22
Integrated Approach	22
3.4 Municipal Emergency Management Plan (MEMP)	23
Development, Engagement, Review, Testing and Assurance	23
Cross Boundary Event Planning and Collaboration.....	24
4. PART FOUR - Mitigation Arrangements.....	25
4.1. Key Terms	25
4.2. Risk Assessment Process and Results	25
Community Emergency Risk Assessment (CERA).....	25
CERA Review	26
Monitoring and Review	27
Alpine Shire Hazards	27
Victorian Fire Risk Register (VFRR).....	29
4.3. Community Resilience	29
Community Led Resilience	29
Other Plans and Supporting Documents.....	29
Community plans	30
Alpine Resilience Committee (ARC)	31
5. PART FIVE – DURING - Response and Relief Arrangements	33
5.1 Response Arrangements.....	33
Phases of Activation	33
The six C’s.....	34
5.2 Local Response Arrangements and Responsible Agencies	35
Control and Support Agencies	35
5.3 Emergency Management Teams (incident and regional)	36
5.4 Municipal Emergency Coordination.....	36
Legislated Municipal Roles	36
Municipal Emergency Management Team (MEMT)	37
5.5 Activation for Response	37
5.6 Response Coordination	38
Incident and Regional Control Centres (ICC)	38
Council’s Emergency Operation Centre (CEOC).....	39

Municipal Emergency
Management Planning
Alpine Shire

Staging Areas	39
Road Closures	40
Evacuation.....	40
5.7 Places of Last Resort (Neighbourhood Safer Place) (NSP-BPLR) and Community Fire Refuges.....	41
BPLR Locations	42
5.8 Public Health	43
5.9 Resource Supplementation.....	43
MAV Protocol for resource sharing	44
North East Hume Region Local Government Emergency Management Collaboration	44
5.10 Financial Considerations.....	44
5.11 Relief Arrangements	44
Relief Coordination – State, Regional, Local	45
Relief Activation, Escalation and Deactivation.....	45
Emergency Relief Centre (ERC) locations	46
5.12 Relief Functions and Activities	46
Relief services providers	46
5.13 Debriefing Arrangements.....	53
5.14 Transition to Recovery.....	53
Initial Impact Assessment	54
6. PART SIX – AFTER - Recovery Arrangements.....	56
6.1 Recovery Coordination - State, Regional, Local.....	56
6.2 Recovery Operations	57
Recovery Activation	57
Secondary Impact Assessment (SIA) and Post Emergency Needs Assessment (PENA).....	57
6.3 Recovery functions and activities.....	58
Recovery Centres	79
Government Recovery Support.....	79
Recovery Communications	79
Community Recovery Committee (CRC).....	80
Withdrawal of Recovery Services.....	81
7. PART SEVEN – Roles and Responsibilities.....	81
8. ACRONYMS & DEFINITIONS	83
ACRONYMS.....	83
DEFINITIONS.....	85
9 MEMP Appendices	86
A ADMINISTRATION.....	86

Municipal Emergency
Management Planning
Alpine Shire

Appendix A1 - Restricted operational information	86
Appendix A2 - Amendment History	86
Appendix A3 - Contact directory.....	87
Appendix A4 - Alpine Shire MEMP Distribution List.....	87
Appendix A5 – MEMP Terms of Reference (ToR).....	89
Appendix A6 - MEMPC Membership.....	98
APPENDIX A7 – History of emergencies	99
B RISKS.....	101
APPENDIX B1 – RISK TABLES.....	101
C SUPPORTING PLANS & ARRANGEMENTS	113
Appendix C1 – Alpine Shire Council Sub-plans.....	113
Appendix C2 – Alpine Shire Council Complementary Plans.....	113
APPENDIX C3 – Emergency Relief Centre (ERC) Locations.....	114
E MAPPING.....	115
Appendix E – Maps.....	115

1. PART ONE - Introduction

1.1 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 many people 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 complement, 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 (MEMP) involves identifying and mitigating 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 to become safer and more resilient in the face of an emergency.

1.2 Acknowledgement of Country

The Alpine Shire Emergency Management Planning Committee respectfully acknowledges the traditional Aboriginal custodians of the lands and waters of the municipality.

We pay our respects to their culture, their connection to Country and their Elders past, present and emerging.

1.3 Context

This Municipal Emergency Management Plan (MEMP) is for the information of emergency managers and incident controllers and anyone who has an interest in emergency management in Alpine Shire.

The following characteristics makes Alpine Shire distinctive:

- It is a small local government area population wise with 3 main townships and 22 small communities and rural living localities.
- Approximately 30% of the rate base is non-resident homeowners (holiday homes).
- The Mt Hotham and Falls Creek ski resorts (alpine areas) sit entirely within the Shires boundaries.
- Approximately 92% of the Shire is public land with the majority of land forested.
- The majority of the population are English-speaking Caucasian
- The area relies heavily on a successful tourism industry

This Plan is intended to assist protect the Alpine Shire communities, visitors, businesses and environment, especially the more vulnerable and as such it holds a lot of local detail and information. The Plan also satisfies the legislative requirements of the *Emergency Management Act*.

The MEMP is underpinned by nationally agreed *Principles for Emergency Management Planning - Emergency planning is:*

- **Risk informed** - Planning is based on a risk management study planning reduces unknowns. Planning increases understanding of risks, vulnerabilities, and treatment options across the social, built, economic, and natural environments.
- **Collaborative and inclusive** - Planning involves consultation and engagement with those affected by the plan.
- **Strategic** - Planning develops strategic objectives, relationships, and networks.
- **Solutions oriented** - Planning develops agreed approaches to managing risks and consequences.
- **Iterative** - Learning from each step informs next steps.
- **Enables adaptive capacity** - Planning develops frameworks that provide a base on which to build flexible and adaptive solutions.

1.4 Authority

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

This plan addresses the prevention and mitigation of, response to and recovery from emergencies within the Alpine Shire.

Important Changes to the Emergency Management Act 2013

In December 2020, the [Emergency Management Legislation Amendment Act 2018](#) (EMLA Act) amended the *Emergency Management Act 2013* (EM 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 (MEMPC) that is no longer a committee of the local council. (A summary of the reforms can be found [here](#).)

Under the revised legislation, the (MEMPC) 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 within the municipal district.

The MEMPC is a multi-agency collaboration group that includes local representation from all of 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 **Section 3.3** for further

detail. Each member of the committee brings organisation, industry or personal expertise to the task of emergency management planning for the municipal district.

The MEMPC is responsible for developing and revising the (MEMP) and ensuring it meets all of the assurance criteria under the *EM Act* and Guidelines. This Plan documents arrangements for mitigation, response and recovery, and identifies the roles and responsibilities of each agency in relation to emergency management.

1.5 Aims and Objectives

The aim of this MEMP is to detail the agreed arrangements and/or operational activities that will be managed or undertaken for the prevention and mitigation of, the response to, and the recovery from, emergencies that could occur across the Alpine Shire.

The broad objectives of this MEMP are to:

- Identify and analyse the risks that pose the most significant threat to our communities
- Implement measures to prevent or reduce the causes or effects of emergencies
- Frame all planning, preparation, response and recovery activities around the needs of the community and their ongoing continuity
- Assist the effected community to recover following an emergency
- Complement other local, regional and state planning arrangements.

The MEMPC as a whole has either been involved in or collaborated with the preparation of this MEMP.

This MEMP has been written in three parts to address the three phases of emergency management.

BEFORE – preparedness and planning – profiling, especially vulnerable demographics, risk management and community engagement.

DURING – response – details the multi-agency arrangements to respond to a range of emergencies and includes resource sharing and cross border events, relief services, impact assessments and communications

AFTER – recovery – including community-led approaches to recovery and community continuity

1.6 Plan Assurance and Approval

Assurance

A Statement of Assurance (including a checklist and certificate) has been prepared and submitted to the Regional Emergency Management Planning Committee (REMPC) pursuant to EM Act 2013 (s60AG).

Approval

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

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

1.7 Audience

Although the primary audience for this document are the members of the various Control Agencies, Relief and Recovery Agencies, and those with a role within the emergency planning framework within Alpine 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.

1.8 Emergencies and Privacy

The [Privacy Act 1988](#) is not a barrier to necessary information sharing in a declared emergency or disaster but does ensure that entities that collect, use or disclose personal information about individuals affected by the emergency comply with Part VIA of the act.

Part VIA of the Privacy Act regulates how entities may collect, use and disclose personal information in a declared emergency or disaster.

Visit the Office of the Australian Information Commissioner webpage for detailed information about privacy during an emergency

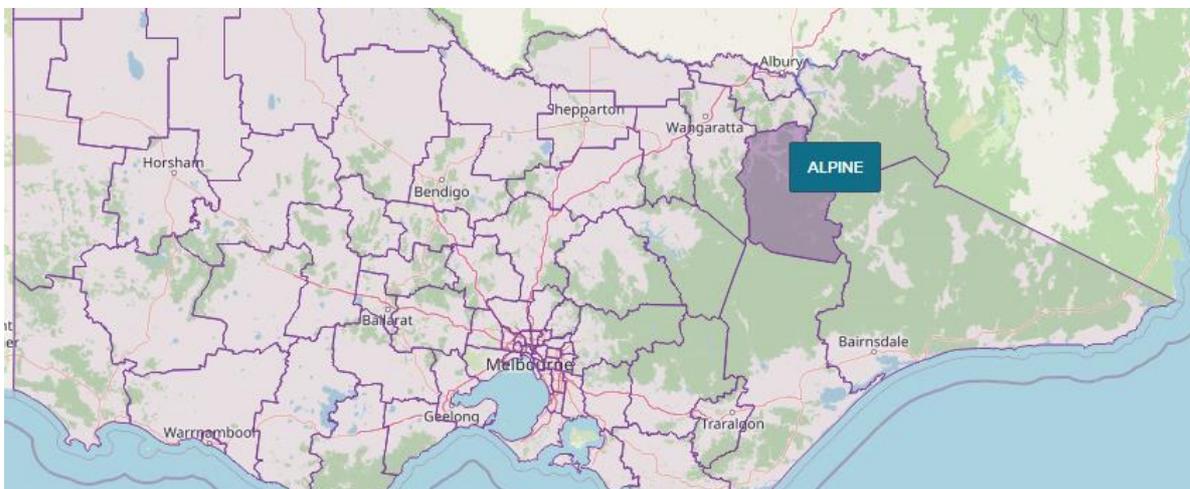
<https://www.oaic.gov.au/privacy/guidance-and-advice/emergencies-and-disasters/>

BEFORE



2. PART TWO – BEFORE - Alpine Shire Overview

Shire Population - 12, 814



The Alpine Shire is located in north east Victoria, about 300km from the Melbourne CBD. It shares its boundaries with Wangaratta, Indigo, Towong, East Gippsland and Wellington and two Alpine Resort Management Boards; Falls Creek and Mount Hotham.

The Shire covers an area of 4,787 square kilometres. 92% of its area is public land and the remaining 8% consists of towns and farming land in the Ovens, Buffalo, Buckland and Kiewa Valleys.

Townships and Localities

The Alpine Shire contains the towns of Bright, Myrtleford, Mount Beauty, Tawonga, Tawonga South, Dederang, Dinner Plain, Porepunkah, Harrietville, Wandiligong, Eurobin; covers the Mt Buffalo and sections of the Alpine National Parks; and encircles Falls Creek and Mt Hotham Alpine Resorts.

From an emergency management perspective, the Alpine Shire is situated in the Hume region.

Additional maps including locations of Staging Areas, Incident Control Centres (ICC) and Relief Centres can be found in **Appendix E**.

2.1. Geography, Climate and Access

Topography

The Alpine Shire contains a wide range of natural environments including Victoria's highest peak Mount Bogong (1986 metres), and several others over 1800 metres. The broad, undulating Bogong High Plains and part of the Dargo High Plains are also major features of the Shire along with Mt Buffalo.

The area supports a wide variety of vegetation types with many species being rare or endangered.

The headwaters of many of Victoria's major streams are located within the shire and are part of the headwaters of south eastern Australia's largest river system, the Murray River.

Major towns within the Shire are either located in the Ovens or Kiewa valleys. The valleys are separated by hills which rise approximately 600 metres above the valley floor with two major (bitumen) roads, and numerous 4WD tracks connecting the two valleys.

Weather

The Shire has four distinct seasons. Air temperatures range from an average maximum of 29.5°C to a minimum of 11.6 °C in February and from an average maximum of 12.0 °C to an average minimum of 1.5 °C in July. The highest recorded maximum was over 44°C in the month of February and lowest recorded minimum was –7.8 °C in the month of June.

The average annual rainfall across the Shire is 1,178mm of rain per year, with the winter months receiving approximately twice the summer rainfall. Generally, August is the wettest month and February the driest month.

Access

Roads

Road access is essentially the only method of access to the Shire with tourist coaches operating throughout the year but extensively in the winter months.

The Alpine Shire has two major roads passing through the Shire.

Great Alpine Road (GAR) is the major road link for the majority of visiting or passing traffic and the road runs east to west in the Ovens Valley from Wangaratta through the Shire, passing over Hotham Heights to Bairnsdale. The road connects two of Victoria's main tourist regions, the Lakes and Wilderness region in Gippsland and the Legends, Wine and High-Country region of the North East. The GAR is sometimes impassable during winter months due to heavy snowfalls, sometimes due to floodwaters cutting the road at several locations and sometimes because of bushfires. Heavy and large trucks (up to B-doubles) and touring coaches use the road and some lesser roads along with local traffic.

Kiewa Valley Highway (KVH) is a minor highway in the Kiewa Valley. It runs from Bandiana to Mount Beauty before linking to the Bogong High Plains Road which passes over Falls Creek to the Omeo Valley Highway.

The following roads are managed by Regional Roads Victoria

- Great Alpine Road
- Kiewa Valley Highway
- Bogong High Plains Road (Mt Beauty to Falls Creek)
- Bright-Tawonga Road
- Buckland Gap Road
- Buffalo River Road
- Dederang Road
- Glenrowan-Myrtleford Road (Snow Road)
- Happy Valley Road
- Mount Buffalo Road
- Myrtleford-Yackandandah Road
- Running Creek Road

Roads in public land are managed by the Department of Environment, Land, Water and Planning (DELWP). All other roads are managed by the Alpine Shire Council.

Airfields

There are airfields located at Mt Beauty and Mt Hotham, with the latter operating charter flights on demand. The airports are open to other aircraft all through the year. The Porepunkah airstrip, along with several other private landing strips exists in the Shire.

AIRFIELD DETAILS	
AIRFIELD	COORDINATES (DD)
<p><u>Mt Hotham</u>: Mount Hotham Airport YHOT can be found approximately 10 kilometres South East of Dinner Plain on the Great Alpine Road towards Omeo. More info at: https://www.mthotham.com.au/discover/explore/hotham-airport</p>	<p>-37.051636 147.337835</p>
<p><u>Mt Beauty</u>: Approximately one kilometre north of Mount Beauty. It is immediately north of the hydropower station regulating pondage and approximately one kilometre east of the Kiewa Valley Highway. More info at http://www.ymbt.org.au/</p>	<p>-36.733983 147.169562</p>
<p><u>Porepunkah</u>: Two nautical miles south of Porepunkah located in the Buckland Valley on the east side of Mount Buffalo National Park. More info at http://www.ypok.org.au/</p>	<p>-36.716715 146.890576</p>

2.2. Demography

The population of Alpine Shire is 12,814, and receives more than 1 million visitors annually, which during the peak periods of autumn, spring and summer, grows to 25,000 people. August normally swells the base 12,500 population by an additional 8,500 to 21, 500. Whilst June, July and September accounts for an additional 5,000 visitors to undertake winter pursuits.

Alpine Shire has an older than average age distribution with more that 50% of the population over 45 and more that 24% aged over 65. This trend is likely to continue with the over 65s making up about 30% of the population by 2022.

DEMOGRAPHY DATA	
AREA	DETAIL
Health	<p>Alpine shire residents have a higher wellbeing than the state average.</p> <p>Hospitals -There are 3 hospitals operated by Alpine Health in Bright, Myrtleford and Mt Beauty.</p> <p>Medical Centres -There are 2 medical clinics in Bright, 2 in Myrtleford and 1 in Mt Beauty.</p> <p>Nursing Homes - There are 4 nursing homes in the Alpine Shire, 3 are operated by Alpine Health in Bright, Myrtleford and Mt Beauty and Myrtleford Lodge operated by Bentley Wood.</p>

Language	Over 80% of residents in the Alpine Shire were born in Australia or the UK/Ireland/Scotland (2016 Census). 6.9% of people speak a language other than English at home and 1% speak another language and do not speak English very well or at all.
	Predominant Language - The predominant language is Italian (9.6%) with the majority of this population located in the Myrtleford area. During an emergency these residents may revert to mother tongue and require translation support.
Personal transport	There is little public transport in the Shire and according to the Census, around one third of the residences have only one vehicle. This means many residents may not have the means to self-evacuate with short notice.
Further Assistance	Statistics show that 5.3% of Alpine shire residents require further assistance due to a disability. People over the age of 65 account for 85% of people with a disability who require further assistance.
Full details on demographics can be found at https://profile.id.com.au/alpine	

Horses - There are large numbers of horse owners in the Shire which can mean residents electing to stay and defend their properties rather than leaving when threatened by fire. Horse owners driving floats on narrow country roads in smoky conditions or with fallen trees may cause further issues.

Alpine Communities

Falls Creek and Hotham Alpine Resorts

While managed by a separate Statutory Authority to the Alpine Shire Council, the Falls Creek and Mt Hotham Alpine Resort boundaries are entirely within the Shire boundaries. The two Resorts have close relationships with the neighbouring towns Dinner Plain, Harrietville and Mount Beauty.

Both resorts have a small permanent population under 300. Between lodge, apartment and hotel accommodation, each resort has a capacity of approximately 5,000 beds which are filled during winter school holiday periods and peak season weekends. In addition, the resorts experience significant day visitation year-round, with a high instance at times of multicultural tourists with limited English.

Falls Creek – snow season (June – Sept) has an average gate entry of \$4.8m.

Non snow season (Oct – May) there are no gate takings for visitation of approximately 175,000 visitors, peaking during key holidays and event dates.

Mount Hotham – snow season (June – Sept) has an average gate entry of \$4m.

Non snow season (Oct – May) there are no gate takings for visitation of approximately 171,000 visitors, the bulk of these for day trips and through traffic to Dinner Plain and Omeo.

Dinner Plain

Dinner Plain is a popular alpine destination servicing year-round visitation with its snow and nature-based activities. The village is located above the snow line at 1550m and is particularly popular during winter as a tourism base for its snow based activities and servicing the nearby alpine resort of Mount Hotham. Dinner Plain has a permanent population of 230 and can sleep up to 2,000 people in predominantly freestanding houses.

The Alpine Shire township of Dinner Plain recognises the same winter season dates as the Alpine Resorts for a winter visitation of approximately 175,000 people. During the non-winter months, the destination meets capacity for school holiday dates and key events.

[Alpine community emergency planning](#)

In planning for the safety of these communities and their year-round visitors it is important that local emergency planning recognises their restricted access to resources and increased risk of isolation, especially during bushfire event, heavy snowfall or landslide.

Mount Hotham and Dinner Plain Resort Management Boards both have a Municipal Emergency Planning Committee and a MEMPC. Alpine Shire MEMPC and both Resort Management Boards collaborate with planning and preparation for emergencies.

2.3. Vulnerable Persons

People facing disadvantage are more vulnerable at all stages of a disaster – before, during, and after.

Vulnerable individuals and/or groups particularly present in Alpine Shire include:

- Frail, aged, living alone
- People with physical and/or mental impairment through age, illness or disability
- Visitors and tourists to the municipality – due to their unfamiliarity to the area
- Socially and physically isolated people

According to the 2016 Census 5.3% of residents require assistance in their day-to-day lives due to disability, with the larger percentage of those over 75 years of age.

The communities of Harrierville, Mount Beauty, Wandiligong and Dinner Plain may be at risk of isolation during emergency incidents within the municipality.

Reaching and engaging with the vulnerable groups often requires more targeted communication methods.

Vulnerable People in Emergencies (VPE)

The [Vulnerable People in Emergencies \(VPE\) Policy](#) was developed in response to recommendations from the 2010 Royal Bushfire Commission.

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

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

[Vulnerable Facilities](#)

There are facilities within Alpine Shire where vulnerable people may be located which require specific consideration during and emergency. These include: Pre-schools, childcare centres, primary and secondary schools, health services, aged care residential services, etc. will need to be considered during school terms. A list with addresses and coordinates of facilities where vulnerable people may be located in EMCOP and held by Alpine Shire Council in SharePoint and is available to Victoria Police and the Incident Controller during an emergency.

Vulnerable Persons Register

The Vulnerable Persons Register is a secure register managed by the Department of Families, Fairness and Housing (DFFH), identifying a small number of individuals within Alpine Shire who have been assessed in accordance with the Vulnerable People in Emergencies Policy, as being particularly at risk who are unable to make emergency plans and cannot identify any community supports who may be able to assist them during an emergency.

During an emergency this Register will be accessed by Victoria Police to ascertain the safety of those individuals who may be at risk from the emergency.

Culturally and Linguistically Diverse (CALD)

Increasing numbers of multi-cultural residents and visitors mean there may often be increased numbers of people with English language difficulties in the Shire, especially during peak visitation times.

VicPol and other agency staff have a telephone interpreter Service or Google translate is readily available to support those with minimal English.

Council are developing profiles of each community which will identify different groups within each locality to support effective communications. The aim is to complete these profiles by the start of the Fire Danger Period in 2021 and can be found at: <https://www.alpineshire.vic.gov.au/council/fire-flood-and-emergencies>

2.4. Economics

Alpine Shire's key economic drivers are tourism (23%), manufacturing (18%), agriculture/horticulture (16%) and community services (11%). The Shire is inundated with visitors during Easter and Christmas/New Year holiday periods with commercial accommodation houses usually fully booked at these peak times.

Major industries in the area are as follows:

- Tourism – skiing, mountain bike riding, hang gliding and paragliding.
- Manufacturing - Wood production / manufacturing, food and beverage.
- Agriculture / horticulture – Hops, nuts, apples, peppermint oil,
- Timber Industry – Tree production and Carter Holt Mill
- Community Services – Health services

Tourism (including tourism-related events) plays a key role in driving the economy, contributing \$163 million in output (15% of total) and 807 jobs (19% of total) p.a. The visitor economy directly supports the Accommodation and Food Services industry, and Retail Trade, as well as providing indirect benefits to a broad range of other service industries and businesses within the supply chain. Alpine Shire received around 850,000 visitors in 2019, driven by the domestic market.

Visitation and Events

Alpine Shire has a strong and popular events sector, averaging 107 tourism and community events p.a. and attracting around 170,000 attendees with an average of 122,000 from outside the Shire.

Strong attractions in summer are cycling events including the Tour of Bright (1000 people) and the Alpine Classic (2000+)

Municipal Emergency Management Planning Alpine Shire

Signature Events: Bright Iconic Rod Run 10,000-15000 p, Brighter Days (March) 5000+, Spartan 6000+ and La Fiera 3000+

The events calendar is heavily concentrated in the Bright and surrounds region, which attracts 51% of events and 64% of total attendees. The Alpine resorts draw many people to winter activities.

Alpine Shire has taken steps to ensure the safety of participants and spectators with event organisers mandated to supply a copy of their Event Management Plan, which includes an Emergency Management Plan, and a copy of their Risk Management Plan for the event as part of the application process.

Further information on planning for events or annual events can be found on the Alpine Shire website at: www.alpineshire.vic.gov.au/community/tourism-and-events

Events are uploaded to EM-COP (Emergency Management Common Operating Picture for local and regional planning and incident control purposes).
<https://cop.em.vic.gov.au/sadisplay/nicslogin.seam> Registration is required.

2.5. Critical Infrastructure

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. These are identified by the MEMP committee in conjunction with agencies and through each community profile that is developed.

Critical Infrastructure within the municipality now falls under the control of a [separate state-based piece](#) of legislation. This legislation sees industry and government partner on a strategy aimed at minimising disruptions and increasing the resilience of critical infrastructure across the state. This includes the maintenance of the Victorian Critical Infrastructure Register.

In the Alpine Shire, critical infrastructure includes:

- electricity infrastructure including transmission towers traversing the Shire
- reticulated water and sewerage in Bright, Porepunkah, Myrtleford and Mt Beauty
- mobile phone infrastructure – numerous towers on hill tops
- Lake Buffalo – agricultural and possible domestic water supply
- Hydro-electricity plant in Mt Beauty
- NBN infrastructure
- radio infrastructure – Alpine community radio transmitter sites

The main roads are managed by Regional Roads Victoria [133 778](#). The secondary road network is managed by Alpine Shire Council.

Generators - There are businesses and organisations that have backup generators so can operate during a power outage. CFA and SES generally have access to generators.

Fuel – Petrol and diesel are available at service stations in Myrtleford, Bright, Dederang and Mt Beauty.

Reticulated water and sewerage – North East Water and Goulburn Murray Water has highly developed emergency management plans and response procedures in place. If infrastructure is

damaged and they cannot guarantee an immediate fix or guarantee continuity of supply NE water and GM water will work with affected residents to provide an alternate supply or advice on what they can do.

During a major fire, the demand on the town water supply is likely to exceed the capacity of the supply system. This means water pressure is likely to be significantly reduced, or in some cases, without water entirely. This may impact on residents' ability to fight fires.

2.6 History of Emergencies

The history of emergencies within this Municipal area is varied. Major emergencies have been mainly bushfire floods, storms.

The shire also has a history of other emergencies such as missing person searches - people lost in the Wilderness, despondent people, elderly/ medical conditions etc. High Angle rescues (Mt Buffalo waterfalls), medical extractions - back country skiers etc. Paragliding incidents. Recreational road incidents - 4WD and motorbikes, injured hikers/deer shooting incidents etc. At times these emergencies can have an impact on entire communities in various ways.

Myrtleford has a record of floods within the town, the most recent floods being October 2016.

Significant fires, due to the nature of the area, (particularly National Parks and State forests) are of a frequent and serious nature, with the most recent NYE Ovens Complex fires in 2019.

The hazard analysis contained in part four of this plan indicates the potential of those emergencies listed, some of which have been rated on historical data and information.

A list of recent, significant emergency events is outlined in **Appendix A7**.

3. PART THREE – Emergency Management Planning

3.1. Victoria’s Emergency Management Framework

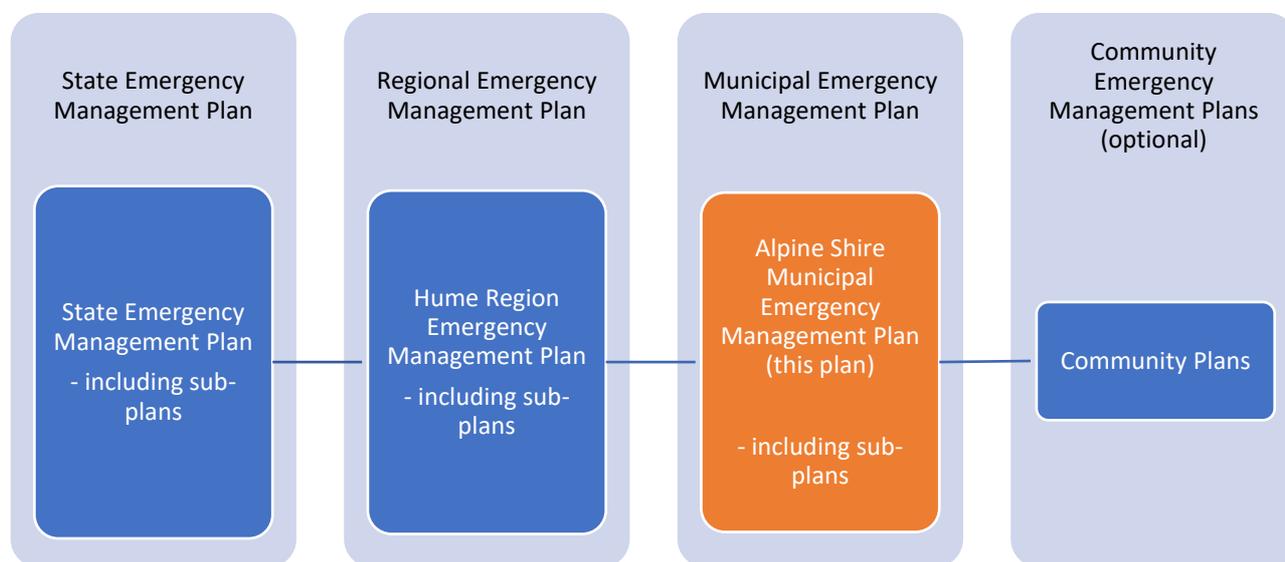
In Victoria there are three tiers of Emergency Management Planning required under the [Emergency Management Act 2013](#) – State, Regional and Municipal. Each tier produces an Emergency Management Plan that documents agreed emergency management arrangements for mitigation, response, and recovery within 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.

This plan supports holistic and coordinated emergency management arrangements within the region. It is consistent with and contextualises the State Emergency Management Plan (SEMP) and Regional Management Plan (REMP) for the Hume Region.

To the extent possible, this Plan does not conflict with or duplicate other in-force emergency management plans that exist.

Figure 1 outlines the Plan hierarchy. This Plan should be read in conjunction with the SEMP and the HUME REMP.



3.2 Plans

State and Regional Plans

The Victorian [State Emergency Management Plan](#) (SEMP), prepared by the Emergency Management Commissioner (EMC), provides the overarching detail in regards to the [roles and](#)

[responsibilities](#) of the various Control Agencies and the effective control and management of emergency events where multiple agencies are involved.

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

Municipal Plans

This plan, The [Alpine Shire Municipal Emergency Management Plan](#) (MEMPC) prepared by the MEMPC, provides the local tier detail and context specific to the shire footprint.

The Alpine Shire Council has developed their own operational plans and procedures for preparation, readiness, response, relief, and recovery. These internal arrangements are referred to during planning and followed during emergency incidents within the Alpine Shire. These documents are referenced throughout this document when describing local arrangements.

Sub-Plans

The MEMPC will determine if sub-plans are required to detail more specific or complex arrangements that either enhance or contextualise this Plan. All sub-plans are multi-agency plans and may be hazard specific where the consequences are likely to be significant, for example a municipal flood response sub-plan.

All sub-plans are subject to the same preparation, consultation, assurance, approval, and publication requirements as this Plan, as outlined in Part 6A of the EM Act 2013. Agencies with roles or responsibilities in a sub-plan must act in accordance with the plan (EM Act 2013 s60AK).

Subplans are currently in place for the following risks:

- Bushfire / Grassfire
- Flood and Storm

The Fire Management Plan is due for review in 2022 and the Flood plan has just been reviewed and updated in 2021 to include Storm.

As subplans are reviewed the MEMPC will determine whether required plans remain as subplans of this MEMPC or are complementary plans to the MEMPC. Factors to be considered will include the ownership/authorship of the plan and the applicability to the MEMPC's consideration of risk f

Complementary 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 may have relevance to the comprehensive and integrated emergency management arrangements in the Alpine Shire municipal district include:

- [Alpine Shire Emergency Animal Welfare Plan](#)

- Mt Hotham Airport Aerodrome Emergency Plan (not a public document)
- [Extreme temperature – Heat](#)
- [Public Health - Human Epidemic/Pandemic](#)

The Heatwave Plan and Pandemic Plan are scheduled for review in 2022.

Control Agency Operational Plans

There are 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 direction of Control Agencies as they respond to an incident.

Each Control Agency has developed their own operational plans and procedures. These internal arrangements are referred to during interagency planning discussions and followed during the management of emergency incidents within the Alpine Shire footprint.

Community Plans

Community plans are those emergency management or resilience plans developed for and by a specific community. The 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.” (from the Introduction of the Community Based Emergency Management Overview Document)

<https://www.emv.vic.gov.au/how-we-help/community/community-based-emergency-management>

With the focus increasing on shared responsibility, community involvement and engagement in Emergency Management planning, the MEMPC will take into consideration any community plans and support the development of any Community Planning within the municipality during the lifecycle of this plan.

Harrierville Community Emergency Management Plan was created in 2014 which is currently being reviewed and updated Prior to the beginning of the Fire Danger Period in 2021.

In Mt Beauty the Keep Clam Committee (KCC) formed as a result of the 2019/2020 bushfires through the Neighbourhood House to work on building resilience. The Myrtleford community have also begun resilience planning in conjunction with the Myrtleford Community House. Both townships are in the early stages of planning.

Further information on community plans can be found in **Section 4.3** - Community Resilience.

3.3 MEMPC, sub-committees and working groups

Municipal Emergency Management Planning Committee

This committee is formed pursuant to of the [Emergency Management Act 2013](#) section 59A. Details of the function and operating constraints of Alpine Municipal Emergency Management Planning Committee (MEMPC) are per the Terms of Reference contained in: **Appendix A5**.

Membership of the MEMPC

The Alpine Shire Municipal Emergency Management Planning committee consist of representatives stipulated in section 59A(1) the [Emergency Management Act 2013](#), namely:

- A Chairperson - An officer of council nominated by the CEO of the Municipality

Core Representatives:

- Victorian Police,
- Country Fire Authority and/or Fire Rescue Victoria,
- Ambulance Service Victoria,
- Victorian State Emergency Service,
- Australian Red Cross,
- Department of Family, Fairness and Housing.

The EMLA Act also requires the MEMPC to invite at least one additional member for each of the following three categories:

- Community representative – Alpine Resilience Committee representative
- Recovery representative – Alpine Shire MRM
- Other representative - Department of Environment, Land, Water and Planning (Forest Fire Management Victoria)

Membership of current committee members and contact details can be found in: **Appendix A6**.

Sub-committees and working groups

The MEMPC currently has no sub-committees or working groups. The MEMPC will determine the need to establish sub-committees / working groups to investigate and report on specific issues or detail more specific or complex arrangements that either enhance or contextualise this Plan or assist the MEMPC in meeting its obligations under the EMLA Act.

The MEMPC will determine the Terms of Reference and reporting timeframes for any sub-committees / working parties. Further detail on sub-committees and working groups can be found in the MEMPC Terms of reference.

Integrated Approach

The *Emergency Management Act 2013* requires Emergency Management Plans to ensure a comprehensive, integrated approach to emergency management. The formation of the MEMPC and the preparation of the MEMPC satisfies this requirement. The MEMPC is a multi-agency, collaborative committee that prepares and reviews the MEMP which is informed by local risks and planning.

The MEMPC and member agencies undertake diverse planning, mitigation, preparedness, response and recovery activities as per the SEMP.

While it is mandated that both Alpine Shire, Indigo Shire and Towong Shire jurisdictions must form their own MEMPC to develop and oversee their individual MEMPs, all three MEMPCs have mostly the same representatives, share municipal boundaries and risk profiles. Through the North East Hume Region Local Government Emergency Management Collaboration (NE Collaboration) group the three councils have developed joint procedural documents which enable an integrated approach to emergency planning to strengthen the capability and capacity of each council to provide response, relief and recovery activities. For further information refer to **Section 3.4** – Cross boundary Event Planning and Collaboration.

3.4 Municipal Emergency Management Plan (MEMP)

Development, Engagement, Review, Testing and Assurance

Development

This MEMP has been prepared by the Alpine Shire MEMPC through a series of meetings, both face-to-face and electronically, and via a SharePoint document during the months of March and August 2021.

Community representation was facilitated through the Alpine Resilience Committee (ARC) having membership on the MEMPC. The ARC is a committee of council with community and agency membership to support community resilience work within the Alpine Shire. For further information on the ARC refer to **Section 4.3** – *Resilience – Alpine Resilience Committee (ARC)*.

Engagement

Due to the timing of the introduction of the new *Emergency Management Act 2013* requirements in December 2020 and the Plan submission deadline of September 2021, the Alpine Shire Municipal Emergency Management Planning Committee has consulted with the Alpine Resilience Committee Community Representative in the development of this MEMP and plans to seek wider engagement in the latter part of 2021.

Review

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. Emergency Management Plans are 'living documents'. They link to and rely on sources of information that are being constantly reviewed, modified, and updated. This Plan will constantly evolve and develop to ensure that the MEMPC considers new and emerging risks, sector reform, reviews and 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 (EM Act 2013 s60AM).

This Plan will be reviewed no later than August 2024.

Testing

This MEMP will be throughout the life cycle of the plan to ensure that its contents are current and relevant. This will be done in a form determined by the MEMPC. Any procedural anomalies or shortfalls encountered during these exercises, or ensuing operations, will be addressed and rectified at the earliest opportunity.

During the lifecycle of the MEMP 2018-2021 two significant emergencies took place to test the MEMP, 2019/2020 Black Summer Bushfires and 2020/2021 and the COVID 19 Pandemic.

Municipal Emergency Management Planning Alpine Shire

An Emergency Relief Centre exercise was also run in November 2019, facilitated by DHHS to test relief services.

The main lesson for the ASC was to improve EM staffing capacity. Working with the NE Collaboration to develop shared arrangements, including running Emergency Relief Centres, will help to increase capacity and capability in future events. Refer to Section below - **Cross Boundary Event Planning and Collaboration**.

Assurance

From the 1st of December 2020, under the [Emergency Management Legislation Amendment Act 2018](#) there has been a move from external 'Auditing' of Emergency Management Plans, to an 'Assurance' system.

A Statement of Assurance is prepared by a MEMPC to verify that the plan or sub-plan has been prepared in accordance with the *Emergency Management Act 2013*; as amended by the *Emergency Management Legislation Amendment Act 2018*; and with due regard to the Minister's Guidelines for Preparing State, Regional and Municipal Emergency Management Plans, issued under section 77 of the Emergency Management Act (Section 60AC).

The new assurance system requires the Alpine Shire Municipal Emergency Management Planning Committee to:

- prepare a statement outlining how they have met the Assurance Criteria in their plan, and
- certify that all of the legislated requirements for an Emergency Management Plan have been included within the document.

The Plan along with the Assurance check list and certificate are then submitted to the Regional Emergency Management Planning Committee for endorsement.

Cross Boundary Event Planning and Collaboration

The MEMPC is aware that emergency events may cross municipal boundaries, requiring response and recovery activities from two or more municipalities, including resort management boards.

The MEMPC plans for cross boundary events by:

- Providing the Alpine Shire's MEMP to Councils and RMBs bordering Alpine Shire Council.
- Gippsland EM region to be held at ICC for managing events from the east
- Including bordering councils in MEMP exercises.
- Maintaining cross border relationships via forums, projects and working groups, as well as meetings.

Collaboration

The Alpine, Indigo and Towong Shire Councils along with the Rural Cities of Wangaratta and Wodonga have formed a collaboration known as the North East Hume Region Local Government Emergency Management Collaboration (NE Collaboration).

This collaboration was formed through Safer Together Funding to enhance efficiencies and the capability of the three Councils. The aim was to plan and prepare together and share resources in a manner that ensures local government responsibilities are met and best outcomes achieved for impacted communities. The project is due to be completed in 2022. To date planning has included the development of Emergency Relief Centre Collaboration Arrangements and joint staff training.

4. PART FOUR - Mitigation Arrangements

The aim of emergency risk management is to promote public safety through awareness of hazards and mitigation of the consequences, to reduce the impact of emergencies that may occur within the municipality. As part of mitigation and preparedness, it is important to build the capacity of individuals, communities and businesses to make their own decisions and to work with agencies. Some of the examples of expectations are found on page 10 of the [SEMP](#).

This is achieved by:

- identifying the most significant hazards that a community faces
- assessing the exposure and vulnerability of the community to each hazard, and
- providing/coordinating options to reduce risk and promote resilience against each hazard.

4.1. Key Terms

Hazard – A hazard is described as a source of potential harm or a situation with a potential to cause loss. Identified hazards are supported by the MEMPC as providing sources of risks in Alpine Shire and Risk Statements were generated to establish a credible relationship between a source of risk and elements at risk.

Exposure – Risk Exposure is defined as the ‘The situation or set of circumstances where the probability of harm to an area or its population increases beyond a normal level’.

Vulnerability – Vulnerability is defined as a condition resulting from physical, social, economic, and environmental factors or processes, which increases the susceptibility of a community to the impact of a hazard.

Resilience – Community resilience can be understood as the communities’ capacity to:

- absorb stress or destructive forces through resistance or adaptation.
- manage, or maintain certain basic functions and structures, during disastrous events; and
- recover or ‘bounce back’ after an event.

Prevention - the development and implementation of strategies and associated measures to reduce the occurrence of and mitigate the consequences of identified emergency risks on the community and environment.

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

4.2. Risk Assessment Process and Results

Community Emergency Risk Assessment (CERA)

The Alpine Shire MEMPC uses the [VicSES-based CERA-online tool](#) to identify and analyse potential risks that could impact the local area.

The [CERA](#) is an “all hazards”, “all agencies” integrated risk assessment approach developed and managed by the SES. It is designed to systematically identify hazards, determine risks and prioritise actions to reduce the likelihood and effects of an emergency.

Municipal Emergency Management Planning Alpine Shire

The CERA process predominantly involves a focus on 'conventional' incidents such as storm, fire and transport accident etc. and not on human behaviour-based risks such as drug and alcohol abuse and assault and robbery incidents.

This provides the MEMPC with a framework for considering and improving the safety and resilience of the community from hazards and emergencies.

The CERA process is consistent with:

- Australian Standard AS/NZS ISO 31000:2009 Risk management – principles and guidelines
- [National Emergency Risk Assessment Guidelines](#) (NERAG)

The outputs of the assessment process are used to inform the MEMPC, introduce risk action plans and ensure that communities are aware of and better informed about hazards and the associated emergency risks that may affect them.

CERA Review

The MEMPC and key stakeholders met in May 2021 to review the current risks and assess any newly identified risks in the Alpine Shire in accordance with this process.

The CERA process identified the 6 highest risks in the municipality:

- Bushfire / Grassfire
- Flood
- Storm
- Extreme temperature – Heat and cold
- Transport Incident – Road
- Public Health - Human Epidemic/Pandemic

Treatment Plans

Subplans are currently in place for the following risks:

- Bushfire / Grassfire
- Flood

Complementary plans currently in place for the following risks:.

- Extreme temperature – Heat and cold
- Public Health - Human Epidemic/Pandemic

Treatment Plan currency -The Fire Management Plan, Heatwave Plan and Pandemic Plan are scheduled for review in 2022. The Flood Plan is undergoing review and update in 2021 with the addition of Storms.

The responsibility for treatment of risks is shared by all agencies. Treatment of specific risks for the municipal district is not the responsibility of Alpine Shire Council. Many risk treatments will be carried out in the context of state-wide programs and policies.

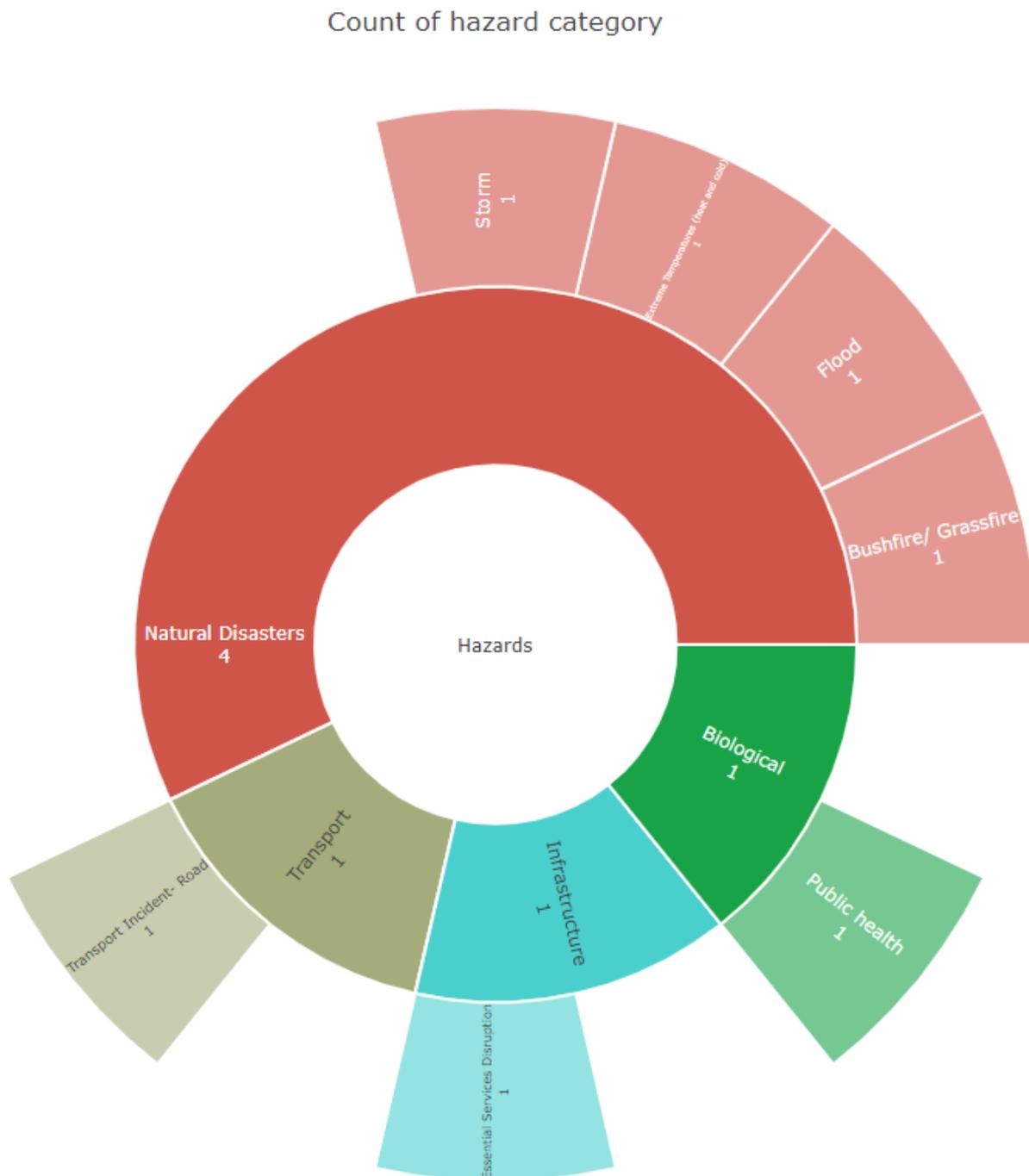
As subplans are reviewed the MEMPC will determine whether required plans remain as subplans of this MEMPC or are complementary plans to the MEMPC. Factors to be considered will include the ownership/authorship of the plan and the applicability to the MEMPC's consideration of risk mitigation strategies.

All sub-plans can be found in **Appendix C1** and are available on the Council website.

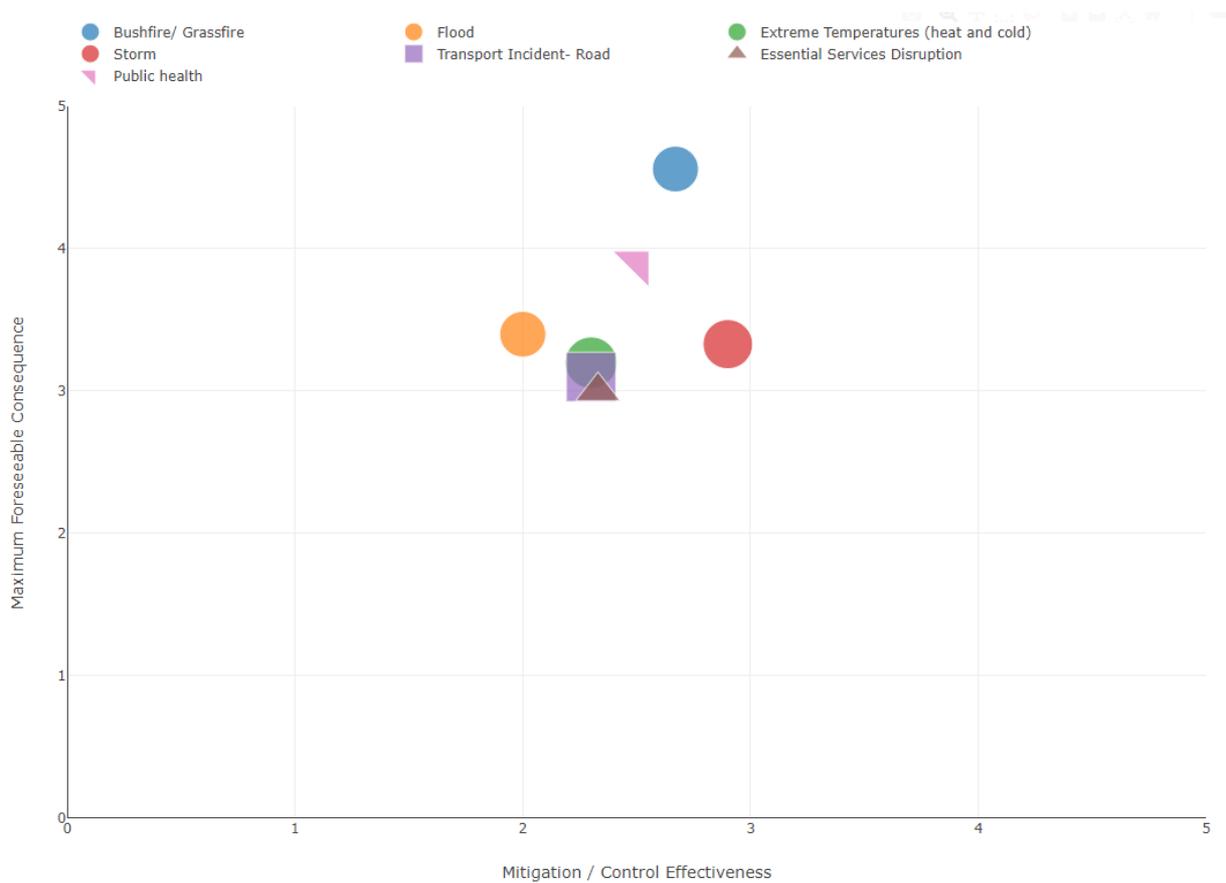
Monitoring and Review

The MEMPC’s CERA risk assessment process is subject to minor reviews annually if required and should undergo a major review at least once every 3 years, as part of the preparation of the statement of assurance. These reviews are undertaken by the MEMPC.

Alpine Shire Hazards



Municipal Emergency Management Planning Alpine Shire



The six (6) hazards that are a high risk to the Alpine Shire.

Hazard	Date last updated	Risk rating
Transport Incident- Road	2021-06-20 05:13:11	High
Public health	2021-05-31 15:29:25	High
Extreme Temperatures (heat and cold)	2021-05-31 15:28:22	High
Bushfire/ Grassfire	2021-05-31 15:25:26	High
Storm	2021-05-31 15:22:59	High
Flood	2021-05-27 10:52:42	High
Essential Services Disruption	2020-11-30 13:29:57	Medium

Tables for each risk identifying, possible causes, consequences/impact and mitigation strategies can be found in: **Appendix B1**.

Victorian Fire Risk Register (VFRR)

The Victorian Fire Risk Register – bushfire (VFRR-B) is used to identify and address bushfire risks within the Alpine Shire municipal district. <https://www.vfrr.vic.gov.au/> The VFRR-B is reviewed regularly as determined by the CFA or as required. Risk identification is ongoing as the municipality changes.

The VFRR-B is a systematic process that helps to identify assets at risk from bushfire, assesses the level of risk to these assets and highlights the treatments currently in place along with the responsible agencies for implementing these strategies. The assets of the VFRR-B are divided into four classes

- human settlement,
- economic,
- environmental, and
- cultural heritage.

Outputs from the VFRR-B inform and support this plan and the Fire Management Sub Plan.

4.3. Community Resilience

Community Led Resilience

The [SEMP](#) recognises that building safer and more resilient communities is the shared responsibility of all Victorians, not just the EM sector.

The ability of a community to respond to an emergency situation and recover from the impacts of an emergency, will depend on the attitude and resilience of an affected community.

The [EMV Community Resilience Framework](#) states that at the heart of the Framework are seven resilient community characteristics:

- Connected, inclusive and empowered
- Sustainable built and natural environment
- Reflective and aware
- Culturally rich and vibrant
- Safe and well
- Dynamic and diverse local economy
- Democratic and engaged.

Communities are becoming more aware of and wanting to participate in community led emergency planning. Evidence from previous emergencies elsewhere has shown that communities that plan and manage their own needs before, during and after an emergency recover more quickly and suffer less long-term effects.

Other Plans and Supporting Documents

The MEMPC, and its agency members, support community led resilience planning and the ARC with knowledge and guidance.

The local Control Agencies have community awareness, engagement and education programs, with many responsible for the local implementation of State-based Education campaigns to support community in planning and preparation.

[CFA Local Area - Information and Advice](#) - Previously known as Township Protection Plans, Community Information Guides (CIGs) were developed in response to the 2009 Victorian Bushfire Royal Commission, as a tool to support educating/informing communities on their local bushfire risk, as well as prevention and preparedness information.

In the years since the CIGs being printed and updated, there have been major developments in how community's access information.

The new information product is now part of CFA Local on the CFA public facing website; and the change to an online version will ensure the information provided is current.

The new product does not have the exact same format of the CIGs, but it still has the same content presented either as direct information or links to other information pages.

Site visitors will be able to easily access geographically relevant information, by a prompt to provide their location. The new online format allows for quicker updates, improved version control and provides an easy to understand visual of bushfire risk information, that can be printed if desired.

More information can be found on the CFA website at: <https://www.cfa.vic.gov.au/plan-prepare/your-local-area-info-and-advice>

[SES Local Flood Guides](#) - developed through the SES FloodSafe initiative which details the flood risk the community faces and how to prepare.

Local Flood guides are available in the following towns in the Alpine Shire:

- Myrtleford

More information and copies of the flood guide can be found on the SES website at: <https://www.ses.vic.gov.au/plan-and-stay-safe/flood-guides/alpine-shire-council>

Further information on planning and preparation can be found at:

- [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](#)

Community plans

There are communities throughout the Alpine Shire who are engaged in community led resilience discussions and planning. Refer to **Section 3.2** - Plans – Community Plans.

These groups are encouraged to have participation in the Alpine Resilience Committee (ARC) who's aim is to support communities to achieve their goals in planning, resilience and recovery.

Information regarding community led planning and community led resilience groups can be found on the Alpine Shire website at:

<https://www.alpineshire.vic.gov.au/council/fire-flood-and-emergencies/plan-and-prepare>.

Alpine Resilience Committee (ARC)

The Alpine Resilience Committee (ARC) is a Committee of Council with a focus on preparedness, planning and resilience. This committee seeks to be representative of communities across the Alpine Shire and is made up of representatives from local government and non-government emergency and support agencies, community groups and community representatives to develop strategies and frameworks to support coordinated resilience planning for the municipality.

ARC supports communities to understand the nature of shocks and disasters and to actively prepare, plan for and mitigate against the impacts of emergencies.

ARC is the conduit between community, resilience groups and the MEMPC.

The Alpine Shire MEMPC is committed to supporting ARC with any community resilience planning and programs.

ARC will help identify community issues and concerns, and where appropriate, raise to the MEMPC for support and advice, or advocate and lobby, in conjunction with the community, government departments, other agencies and council to implement programs and initiatives to address these concerns.

ARC maintains an awareness of existing municipal capability and capacity to support the effective conduct of mitigation, response, and recovery activities. Where appropriate the Committee may facilitate or assist with activities that support capability and capacity uplift. This may include, but is not limited to, community engagement activities or multi-agency exercises and training that provide for continuous learning and improvement. ARC may establish ongoing sub-committees or time-limited working groups to investigate or address specific issues or undertake key tasks that may support MEMPC planning.

ARC won a Resilient Australia Award in 2019 for their Resilient Emergency Action Planning (REAP) Day Program. The program is held annually on a rotating basis around the shire where grade 4-5 students are bussed in and rotate through a series of short group sessions from agencies such as CFA, DELWP, Red Cross, SES, St Johns Ambulance, Mental Health, Indigenous and others such as wildlife carers to increase their knowledge and understanding of natural disasters and emergencies.

Resilience Month is a demonstration of their community awareness campaign which ARC arranges on an annual basis.

Further information on the ARC can be found in their Terms of Reference stored on the Alpine Shire Council website at: <https://www.alpineshire.vic.gov.au/council/our-council/documents/alpine-resilience-committee-terms-reference>

DURING



5. PART FIVE – DURING - Response and Relief Arrangements

Emergency response and relief activities in Victoria focus on reducing the impact and consequences of emergencies on; people, communities, essential and community infrastructure, industry, the economy, and the environment.

The response and relief phases include:

- agency command, control and coordination arrangements that are in place and tested even before an event (known as readiness),
- the conduct of the response operation, and
- the provision of immediate relief to support communities during and in the immediate aftermath of an emergency.

5.1 Response Arrangements

Where possible, response activities should be managed at the lowest possible level. Most incidents are of local concern and can be coordinated locally. Whilst this is the case, regional support may be requested in accordance with arrangements outlined in the [Hume REMP](#) if required.

The State Emergency Management Priorities underpin and guide all decisions during a response to any emergency. They are:

- Protection and preservation of life and relief of suffering is paramount. This includes:
 - Safety of emergency services personnel; and
 - Safety of community members including vulnerable community members and visitors/tourists
- Issuing of community information and community warnings detailing incident information that is timely, relevant and tailored to assist community members make informed decisions about their safety
- Protection of critical infrastructure and community assets that support community resilience
- Protection of residential property as a place of primary residence
- Protection of assets supporting individual livelihoods and economic production that supports individual and community financial sustainability
- Protection of environmental and conservation assets that considers the cultural, biodiversity and social values of the environment.

Phases of Activation

Response arrangements should be implemented at the earliest possible opportunity if the effects of emergencies are to be minimised. For this reason, several phases of activation have been accepted.

Alert – Upon receiving warning or information that an emergency may occur or affect the municipality; response organisations must be alerted to ensure readiness to act if called upon. Some of the activities that should be considered in this phase are:

- Warning for key personnel,
- Testing of communication arrangements,
- Establish flow of information between municipality and control/support agencies.

Municipal Emergency Management Planning Alpine Shire

Standby – As the threat or effects of the emergency become imminent, members of relevant organisations are placed on standby, thus being ready to move immediately if required. Some of the activities that should be considered in this phase are:

- Staff respective emergency centres,
- Prepare equipment and personnel for immediate action,
- Identify assembly areas

Action – This is the operational phase of the emergency when controlling and support agencies are committed to contain or control the emergency. Some operations might necessitate moving to the “action” phase without moving through the phases. For this reason, it is mandatory that all organisations that have a role in this plan be in a state of preparedness at all times. Some of the activities that should be considered in this phase are:

- Mobilise personnel / equipment as requested,
- Produce situation reports on regular basis for higher authorities,
- Deploy additional resources as required,
- Ensure casual emergency workers are registered

Stand down – After consultation with the control authority and any other relevant agency, and the MERC is satisfied that the response to the emergency has been completed, they will advise all participating agencies of “stand down”.

The six C's

Within each of the 3 operational tiers Victoria's emergency response arrangements are organised under the functions of Command, Control and Coordination. In more recent years Consequence, Communication and Community Connection were added forming the “six Cs”.

The combination of these 'six c's' is leading to an important shift in the way we approach emergency management to a more inclusive and community focused approach which promotes/supports resilience in communities and in the EM sector. For further information refer to the SEMP.

Command - Command is the internal direction of personnel and resources of an agency in the performance of their role. **MEMPs are multi-agency plans and are not required to define command arrangements.**

Control - The Control agency has overall direction of response activities in an emergency, operating horizontally across agencies. Controllers are responsible for leading all agencies responding to the emergency. Applies to response related activity only.

Coordination - The Coordination agency has primary responsibility for bringing together resources to support the mitigation of, response to, and recovery from emergencies. In addition to coordination agencies, regional and municipal emergency response coordinators (RERCs and MERCs) are appointed to undertake a coordination function at regional and municipal level (s40A).

Consequence Management – the management of the effect of emergencies on individuals, the community, infrastructure and the environment.

Communication – the engagement and provision of information across agencies and proactively with the community to prepare for respond to and recover from emergencies.

The community needs information to make informed choices about their safety and to take responsibility for their own recovery. The incident controller must authorise the provision of public

information and warnings by public information officers (if appointed) on behalf of the Incident Control and agencies.

However, if there is an imminent threat to life and property and warnings must be issued urgently, any control agency personnel can issue them to a community under threat, but they must notify the relevant controller as soon as possible after they do.

Relief and recovery messaging should be integrated with response messaging and it should inform the community among other things about relief centres, impacts on critical infrastructure and how to get assistance.

Community connection – the understanding and connecting with trusted networks, trusted leaders and all communities to support resilience and decision making.

Understanding the impact of an emergency, the consequences of the impact and how we reach in and acknowledge the community connections before, during and after an emergency, is vital to building a sustainable emergency management system and one that recognises the central tenets of wellbeing, liability, sustainability and viability for communities.

5.2 Local Response Arrangements and Responsible Agencies

Refer to the SEMP for more details on the following roles:

Regional Emergency Response Coordinator (RERC) - The VICPOL Regional Emergency Response Coordinator (RERC) for the Hume region is responsible for emergency response coordination at the regional level. The RERC's primary function is to bring together agencies and resources within a region to support the response to emergencies.

Municipal Emergency Response Coordinator (MERC) - The VICPOL Municipal Emergency Response Coordinator (MERC) for the Alpine Cluster is responsible for emergency response coordination at the municipal level. The MERC's primary function is to bring together agencies and resources within a municipal district to support the response to emergencies.

Incident Emergency Response Controller (IERC) - The most senior VICPOL member at the scene of the emergency, or where control is being exercised at the incident level, is typically nominated as the VICPOL Incident Emergency Response Coordinator (IERC). Members of greater or lesser seniority may be the IERC as the emergency escalates or deescalates. The primary function of the IERC is supervise the initial incident level response to an emergency and to ensure the appropriate response is in place.

Control and Support Agencies

A Control Agency is the primary agency responsible for responding to a specified type of emergency. It is the responsibility of the Control Agency to formulate action plans for a given emergency in consultation with Support Agencies.

There are complex emergencies where a shared accountability across a number of agencies can occur. In these cases, there is a need for a single agency to be responsible for the collaborative response of all the agencies. For the purposes of consistency, the term **Control Agency** will be used to describe this lead agency role.

Where an emergency occurs that is not listed in the SEMP or where there is uncertainty in identifying a Control Agency, the Emergency Management Commissioner or relevant emergency response coordinator (RERC, MERC, or IERC) will determine the appropriate Control Agency.

The Control Agency may change as the emergency progresses or is clarified. The Control Agency is based on the major effect of the incident/event rather than the cause and control can be transferred when the major effect of the incident/event reduces, and another effect becomes more important.

For the full list of Control and key Support Agencies that have been predetermined for emergencies in Victoria see [SEMP Table 9](#)

5.3 Emergency Management Teams (incident and regional)

The function of the Emergency Management Team (EMT) at both incident and regional level is to support the Incident Controller in determining and implementing appropriate Incident Management Strategies for the emergency.

If an emergency requires a response by more than one agency, the Incident Controller is responsible for forming the EMT at the incident (IEMT) and/or Regional level (REMT).

The IEMT consists of:

- Incident Controller
- Support and recovery functional agency commanders (or their representatives)
- Emergency Response Coordinator (or representative)
- Other specialist persons as required

5.4 Municipal Emergency Coordination

Under the [Municipal Councils](#) role statement the Alpine Shire Council (ASC) is responsible management of its resources and the coordination of community support to counter the effects of an emergency during the Response phase of an emergency event impacting the Alpine Shire.

This includes:

- Traffic management equipment
- Materials to absorb or contain spills or floods,
- Heavy equipment for moving materials and debris,
- Clearing of roads and drains,
- Maintain local road network and support Regional Roads Victoria during partial/full road closures

Most of these activities will be carried out by ASC in close conjunction with, or with direct support by, Government departments and agencies.

Legislated Municipal Roles

At the municipal level the *Emergency Management Act* details 4 roles that must be appointed or delegated:

[Municipal Emergency Response Coordinator \(MERC\)](#) Part 5 s56 – appointed by the Chief Commissioner of Police and has a role in the allocation of resources

[Municipal Emergency Management Officer \(MEMO\)](#) s59G – appointed from within the Municipal Council this role liaises with agencies and assists in the coordination of emergency management activities. Further information can be found in ASC MEMO Operational Guidelines. See **Appendix A1**

[Municipal Recovery Manager \(MRM\)](#) s59H – appointed from within the Municipal Council this role is responsible for coordination of resources for recovery and assisting the MEMO to plan and prepare for recovery. Further information can be found in MRM Operational Guidelines. **See Appendix A1**

[Municipal Fire Prevention Officer \(MFPO\)](#) s96A of the CFA Act - 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).

Municipal Emergency Management Team (MEMT)

To carry out these management functions, Alpine Shire Council will form a Municipal Emergency Management Team (MEMT). This group will consist of:

- Emergency Management Coordinator (EMC)
- Municipal Emergency Management Officer (MEMO) and Deputies
- Municipal Recovery Manager (MRM) and Deputies
- Chief Executive Officer (CEO)
- Incident Controller for Business Continuity
- Communications Officer
- Others co-opted as required.

The MEMT, or part thereof, will convene when the scale of the emergency dictates the requirement for the provision of any of the functions outlined above. Members of the emergency management team will liaise to determine what level of activation is required.

The functions of the MEMT will be carried out in consultation with:

- The Municipal Emergency Response Co-ordinator (MERC), with respect to the co-ordination and provision of resources, and
- The control agency.

Dependant on the size and scale of the emergency the MRM may elect a Council Emergency Operation Centre (CEOC) Manager and/or an Emergency Relief Centre (ERC) Manager to support the MRM and MEMO in the preparation and operation of these facilities. These roles will follow the information provided in the Council's CEOC and ERC Collaboration Arrangements.

5.5 Activation for Response

Activation of the MEMP will normally occur as the response to an emergency situation develops. Typically, the MERC or responsible authority will contact the MEMO to request activation of particular arrangements or resources.

However, the MEMO or MRM can also activate the relief and/or recovery components of the MEMP following Council's MRM Relief and Recovery Operating Guidelines. This may happen if it is deemed these services are immediately required in response to an emergency event, before the MERC or another responsible authority has had time to assess the situation.

Response arrangements should be implemented at the earliest possible opportunity for the impacts of an emergency to be minimised. The MEMO is responsible for notifying the MRM of the potential need for relief and recovery services. Together they will assess the relief and recovery needs of the

emergency. In some instances, the Regional Recovery Coordinator may inform the MRM of the need for recovery activities.

5.6 Response Coordination

Incident and Regional Control Centres (ICC)

Provision of Incident Control Centre (ICC) functions may in the first instance be conducted at the incident or from an appropriate agency office. As the incident develops the Emergency Response Coordinator may request activation of an identified ICC.

The Level 3 Incident Control Centre for fire is located at the Ovens DELWP office. The flood and storm Incident Control Centre is located at Benalla.

CONTROL CENTERS		
LOCATION	AGENCY	ADDRESS
Regional Control Centre (RCC)	Benalla DELWP	89 Sydney Road, Benalla
DELWP Ovens Office, ICC	DELWP	5338 Great Alpine Road, Ovens
District 23 HQ, Wangaratta ICC	CFA	1 Ely Street, Wangaratta
VICSES Hume Regional Office Benalla SES ICC	SES	64 Sydney Road, Benalla
DELWP Swifts Creek Office, ICC (covers Dinner Plain)	DELWP	McMillan Avenue, Swifts Creek

Interaction with the Incident Control Centre (ICC)

The coordination of the emergency response as a whole will be delivered from an Incident Control Centre (ICC) with a Council Emergency Management Liaison Officer (EMLO) required to attend the ICC. The EMLO will communicate directly with other members of the municipal emergency management group (MERC, MERO, MRM, EMC etc) and key staff. This will assist in determining needs in high risk areas and consideration of the Vulnerable Persons Register (VPR).

GIS Coordinator

The Council maintains a geographical information system (GIS) containing information such as:

- Topography
- Contours
- Overlays
 - Wildfire management
 - Floodway
 - Land subject to inundation
- Fire Trails
- Cadastral layers
 - Property
 - Roads

- Reserves
 - Stormwater
 - Aerial imagery

In the case of an emergency, the council's GIS Coordinator can produce more detailed information, including data from other compatible agencies to support response if required.

Council's Emergency Operation Centre (CEOC)

In an emergency, Council's functions are to support the response and emergency communications and manage local relief and recovery.

In addition to an Incident Control Centre (ICC), the MRM may decide to stand up an internal **Council Emergency Operation Centre (CEOC)**. From the Municipal Recovery Manager (MRM), and relevant personnel, will coordinate the emergency provision of Council and community resources and manage local relief and recovery within the Shire.

The CEOC may also become operational if ASC is to provide support operations to a neighbouring municipality or Alpine Resort Management Board.

The Primary CEOC location in an emergency will most likely be the Council Chambers within the Municipal Office in Churchill Avenue, Bright. A list of other possible CEOC locations are listed in council's CEOC Operating Guidelines.

Activation - The CEOC can be activated virtually or physically. Activation will be coordinated by any one of the following people:

- EMC,
- MRM, or
- MEMO.

The preparation, activation and operation of the CEOC will be in accordance with the Council's CEOC Operating Guidelines located in SharePoint.

Deactivation - The CEOC will be de-activated by the MRM in consultation with the MEMT and Control Agency, with consideration of both Response and Recovery requirements.

Staging Areas

A staging area is a designated area where emergency response/service personnel, vehicles, resources and equipment are assembled in an emergency. CFA has given advice for certain locations may be utilised as staging areas for fire incidents in Alpine Shire:

It should be noted that Alpine Shire Council does not manage any of these facilities and the controlling agency may choose a different location to support any operational incidents.

ALPINE SHIRE STAGING AREAS		
TOWN	LOCATION	Coordinates (decimal degrees)
Myrtleford	McNamara Reserve Oval, Lewis Avenue, Myrtleford	-36.567486 146.723026
Ovens	DELWP Ovens Office, Great Alpine Road, Ovens	-36.607367 146.789044
Mt Beauty	Mt Beauty Secondary College, Pool Rd, Mt Beauty	-36.740309 147.167580
Dederang	Dederang Football Ground, Kiewa Valley Highway, Dederang	-36.475186 147.020256

Road Closures

Victoria Police is responsible for traffic management in an emergency, in consultation with the control agency, the road manager and other expert advice such as Council.

Generally, the MEMO must be consulted before municipal roads are closed in an emergency. If this is not possible due to a threatening situation where lives are potentially at risk, the Incident Controller must notify the MEMO as soon as practicable that a Council road has been closed. It is likely that Council will assist with road closures through placing signage and assisting at traffic management points.

On roads managed by ASC, Council outdoor crews (including contractors) are able to clear blocked road drains or remove fallen trees from roads as required. In an emergency, the MEMO will delegate emergency response activities to all relevant staff.

As a road manager, Council must make certain roads it manages are safe before being reopened after an emergency. Consultation with the MEMO is required before re-opening any Council managed roads.

The MEMO is also responsible for determining alternative routes on Council roads when and if required in an emergency. The MEMO will work with the responsible unit and under the direction of the Incident Controller in the determination of these routes.

Evacuation

Evacuation is the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and their eventual return. Evacuations may be pre-warned or immediate depending on the circumstances. 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.

The decision to recommend any evacuation in the Alpine Shire is made by the Incident Controller in conjunction with VICPOL. **VICPOL is responsible for the coordination of evacuation on behalf of the Control Agency.** Consideration must be given to the area which is to be evacuated, the route to be followed, the means of transport and the location to which evacuees will be asked to attend.

Once the decision to evacuate has been made, Council's MEMO should be contacted to assist in the implementation of the evacuation. The MEMO will contact the MRM to prepare the most suitable

Emergency Relief Centre (ERC). Consideration will be given to the relief needs and other resources that may be required (e.g. public health, emergency relief considerations or requirements and special needs groups).

The Incident Controller/Control Agency delivers the warning or recommendation to those affected of impending evacuation – the process of further disseminating this to the community will be assisted by the Alpine Shire Council.

Depending on the circumstances, evacuated people may be directed to an ERC. VICPOL are also responsible for coordinating the return of evacuated people upon advice of the Incident Controller/Control Agency that it is safe to return.

Council has the following roles and responsibilities in the evacuation process:

- Coordinate the provision of council resources as required
- Establish and manage relief centres as required
- Assist Victoria Police with management of traffic flow including provision of information regarding road availability, capacity and safety
- Assist Regional Roads Victoria to maintain list of road closures (public information).

Details of ERC locations, features, access and contact arrangements including a site photo are contained within the Council's ERC Collaboration Arrangements.

Access to the Vulnerable Persons Register (VPR) is through the link located in Crisisworks: <https://vpr.crisisworks.com> VicPol has access to the VPR for emergency purposes.

5.7 Places of Last Resort (Neighbourhood Safer Place) (NSP-BPLR) and Community Fire Refuges

[Bushfire Places of Last Resort \(BPLR\)](#) – BPLR are not part of shelter in place or evacuation strategies; they are places of last resort; (where other plans have failed or cannot be followed) where a person's prospects of survival may be better than other places, but cannot be guaranteed.

They are places, or buildings, designated and signposted by the municipal council that meets guidelines issued by the CFA and the criteria in the Municipal Neighbourhood Safer Places Plan. Refer to the CFA website for more information <https://www.cfa.vic.gov.au/plan-prepare/your-local-area-info-and-advice/neighbourhood-safer-places>

Council has reviewed potential sites to determine suitability (buildings and open space) for use and formal designation as BPLRs and eight sites are designated as at May 2021 – see details following.

The Alpine Shire's BPLRs are signposted as Bushfire Places of Last Resort at each location. Locations are listed below. Details for entry are on buildings.

BPLR Locations

Alpine Shire Bushfire Places of Last Resort - BPLRs		
TOWN(S)	BUSHFIRE PLACES OF LAST RESORT	COORDINATES
Bright and Wandiligong	Pioneer Park Oval 64/72 Coronation Avenue, Bright	-36.737131 146.970934
Harrietville	Harrietville Hall Great Alpine Road, Harrietville	-36.891763 147.063336
Porepunkah	Porepunkah Hall and oval	-36.698301 146.911356
Dederang	Memorial Hall Kiewa Valley Highway, Dederang	-36.475587 147.021267
Myrtleford	Ablett Pavilion Lewis Avenue, Myrtleford	-36.566896 146.722146
	RC McNamara Reserve oval Lewis Avenue, Myrtleford	-36.567486 146.723026
Mount Beauty	Mount Beauty Sports Stadium Pool Road, Mt Beauty	-36.741793 147.168774
Tawonga	Tawonga Memorial Hall Kiewa Valley Highway, Tawonga	-36.686769 147.141023

Fire Refuges - Alpine Shire **does not** currently have any designated fire refuges.

In Victoria there are design, siting and construction regulations for private bushfire shelters, including:

- They must comply with Victorian Building Regulations 2006 and National Construction Code performance requirements
- A building permit **must** be obtained prior to construction
- A planning permit may be required.

Further information at: <https://www.cfa.vic.gov.au/plan-prepare/private-bushfire-shelters-or-bunkers>

5.8 Public Health

Municipal Environmental Health Officer (EHO) - has delegated responsibilities regarding the responsibility for public health and the appropriate level Health Commander under the State Health Emergency Response Plan (SHERP) for medical matters.

- Health arrangements shall be consistent with the SHERP and any Alpine Health Emergency Plans.

The Environmental Health Officer is responsible for coordinating all Municipal public health matters. The responsibilities of the Environmental Health Officer in emergencies include:

- Water supplies: portability, supply and contamination.
- Food: hygienic production, storage, distribution, assessment of damaged food and donated foods, ensuring that an adequate supply is maintained.
- Sanitation: providing for emergency sanitation and assessment of damaged systems, promoting personal hygiene practices.
- Infectious diseases: control measures including immunisation. See also Pandemic Plan for specific actions.
- Pest control: vermin and vector pest control.
- Refuse removal: supervision and advice, particularly with regard to emergency arrangements (including dead animals).
- Accommodation: advice on suitability of temporary accommodation and assessment of damaged accommodation.
- Public Health: impacts on public health, environmental complaints and incidents investigation.

Council officers will work in partnership with Department of Health Officers.

5.9 Resource Supplementation

The incident control agency will draw on its own resources and arrangements to respond to an incident. If an incident escalates, incident control may require resource supplementation. Council has a legislated role in supporting the activities of control agencies through the co-ordination of municipal resources. Municipal resources are resources that are owned or under the direct control of the municipal council.

A resource is essentially any function or item which a responding agency requires to perform its response roles. These include, but are not limited to:

- Equipment (e.g. plant, vehicles)
- Personnel (e.g. agency support & industry technicians)
- Services (e.g. information, expert technical advice)

EMV has developed a comprehensive [Practice Note – Sourcing Supplementary Emergency Response Resources](#) from municipal councils to guide both agencies and Council. Municipal Resource Sharing

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

MAV Protocol for resource sharing

The Alpine Shire Council is a signatory to the [Protocol for Inter-Council Emergency Management Resource Sharing](#). This protocol was developed by the Municipal Association of Victoria (MAV) in association with the State Municipal Emergency Management Enhancement Group (MEMEG). It provides an agreed position between councils regarding the provision of resources to assist other municipalities with response and recovery tasks during and after emergencies.

The protocol is intended to clarify operational, insurance and reimbursement issues that may arise through municipal resource-sharing arrangements.

Duties undertaken by Council staff seconded to another Council for assisting with response and recovery operations will be within the scope of Councils' emergency management responsibilities.

North East Hume Region Local Government Emergency Management Collaboration

In the first instance, the Alpine Shire Council will make a request to the North East Hume Region Local Government Emergency Management Collaboration (NE Collaboration) for additional resources before escalating to the region and the state.

5.10 Financial Considerations

Financial accounting for Municipal resources utilised in emergencies must be authorised by the MEMO or the MRM and shall be in accordance with the normal financial arrangements of Alpine Shire Council. The EMC is responsible for tracking expenditure in an emergency situation.

Control agencies are responsible for all costs involved in that agency responding to an emergency from their normal budgets.

Depending on the magnitude of the emergency some government financial assistance may be available for prevention, response and recovery activities. Confirmation of funding availability and/or application to receive funding will be undertaken by the CEO and EMC.

Further details on funding can be found on page 34 and 35 of the [SEMP](#).

5.11 Relief Arrangements

As outlined in the [SEMP](#) (p 25) relief is the provision of assistance to meet the essential needs of individuals, families and communities during and in the immediate aftermath of an emergency. Council's level of involvement is dependent on the size of the incident and whether it remains as local coordination or escalates to regional. The need for emergency relief is also dependent on an individual's level of resilience.

The principles for the coordination and delivery of emergency relief that need to be considered are:

- Emergency-affected communities receive essential support to meet their basic and immediate needs;
- Relief assistance is delivered in a timely manner, in response to emergencies;
- Relief promotes community safety and minimises further physical and psychological harm;
- Relief and response agencies communicate clear, relevant, timely and tailored information and advice to communities about relief services through multiple appropriate channels;
- Relief services recognise community diversity;
- Relief is adaptive, based on continuing assessment of needs;

Municipal Emergency Management Planning Alpine Shire

- Relief supports community responsibility and resilience;
- Relief is well-coordinated, with clearly defined roles and responsibilities; and
- Relief services are integrated into EM arrangements.

Relief Coordination – State, Regional, Local

The SEMP outlines the responsibility for relief coordination as follows:

State relief coordination: Emergency Management Victoria (EMV) supported by a range of organisations.

Regional relief coordination: Department of Families, Fairness and Housing (DFFH).

Municipal relief coordination: Alpine Shire Council

Table 11 in the SEMP outlines relief services, coordinating agencies, relief lead agencies and relief support agencies at the incident tier.

For details on the relief arrangements - functions and activities in Alpine Shire see **Section 5.12** of this document.

Relief Activation, Escalation and Deactivation

Relief Activation

The responsibility for activating relief arrangements rests with the IC discussion the, MERC, MEMO and MRM.

When the emergency situation indicates the requirement for any or all of the functional services of emergency relief, the MRM will then activate required relief function services as requested. The MRM will liaise with all local recovery agencies and organisations, the MEMO, and the Incident Controller to ensure that relief is delivered in an integrated and timely manner. Council's MRM Relief and Recovery Operating Guidelines detail processes for relief.

Relief Escalation

Relief and recovery coordination and delivery commences at the local level. As required, it can escalate from the local to regional level through the MERC as per the SEMP:

- When requested, because local resource capacity has been exceeded, or
- Where an emergency has affected multiple municipalities in one region: or
- Where an emergency has a significant community-wide impact, in which case the Victorian Government may establish an event specific relief or recovery coordination structure to oversee a whole-of sector response.

Escalation (from local to regional) builds on the Alpine Shire's existing local arrangements, rather than replacing them. If assistance is required because capacity is exceeded, responsibility is retained but aided by additional support through the NE Collaboration or escalating to DFFH Emergency Management.

Relief Deactivation

The decision to deactivate relief will be made following discussion between the Incident Controller, Regional Recovery Coordinator, MERC, and MRM,

The deactivation of relief services will be based on reduced demand to the extent that services can be transitioned or concluded.

Emergency Relief Centre (ERC) locations

Eleven ERCs within the Alpine Shire have been assessed and found to be potentially suitable for use in times of emergency. During an emergency careful consideration must be given to the prevailing circumstances and number of people needing assistance when selecting a site or sites. The Incident Controller, in consultation with the MERC and the MRM, will determine the need for and appropriate location of an ERC. Once a site has been decided the MRM will arrange to prepare the site for activation and the Incident Controller will arrange for public information to prepare the appropriate communications to inform the public.

ERCs are reviewed annually to ensure they maintain their functionality and relevance. ERC locations are stored in EM COP and in **Appendix C3**.

5.12 Relief Functions and Activities

Relief services providers

The following table details the providers of relief services to Alpine Shire and briefly details their functions and capacity to deliver ongoing services

RELIEF ARRANGEMENTS			
RELIEF NEED	LEAD AGENCY	SUPPORT AGENCIES	OTHER DETAILS
<p>Community Information</p> <p>Provide relief and recovery information to assist communities to make informed decisions about their safety.</p>	<p>Control Agency</p>	<p>ASC</p> <p>Local radio</p> <p>DFFH</p> <p>DoH</p>	<p>Process - Refer to Council's Emergency Communications Plan. Information can be sourced through EMV 24/7.</p> <p>Capacity - 1 Part-time Communications Officer who will update pre-determined channels with accurate information to assist the relief and recovery of the community.</p>
<p>Emergency shelter</p> <p>Arrange emergency shelter and accommodation for displaced residents and visitors.</p>	<p>ASC</p>	<p>DFFH</p>	<p>Process – For non-major emergency (single incident) refer to Council's Non-Major Emergency Flowchart.</p> <p>- For natural disasters and larger events refer to Council's MRM Relief and Recovery Operating Guidelines, which includes a list of accommodation providers.</p> <p>Emergency Relief Centres – refer to Council's ERC Operating Guidelines – includes site details, preparation, activation, operation and deactivation. Set up with 2 hours.</p> <p>Capacity – Council's capacity in a larger scale event is limited which will require Council to escalate for support within the first 12 hours. This support will initially come from members of the NE Collaboration Group. For further detail refer to Council's MRM Relief and Recovery Operating Guidelines.</p>
<p>Food and water</p> <p>Co-ordinate provision of food and water for community at emergency relief centres or other locations as required</p>	<p>Australian Red Cross</p>	<p>Rapid Relief Team</p> <p>Food Bank Victoria</p> <p>Salvation Army</p> <p>Service Clubs</p>	<p>Process - MRM to activate Australian Red Cross - For activation call 24-hour number 1800 232 969.</p> <p>Further details refer to Council's MRM Relief and Recovery Operating Guidelines which includes details of any arrangements in place.</p> <p>Capacity – The capacity of Red Cross in the Alpine Shire is limited for providing meals; however they can coordinate meals in conjunction with council through RRT, Food bank, Salvation Army, local businesses and service clubs.</p> <p>The Rapid relief Team (RRT) has capacity to provide meals with a 4-hour lead time.</p> <p>Further details on food supply refer to Council's Relief and Recovery Operational Procedures</p> <p>Note: Local food businesses are to be supported wherever possible</p>

Municipal Emergency
Management Planning
Alpine Shire

<p>Drinking water / supply Provide relief drinking water to eligible households.</p>	<p>North East Water</p>	<p>DELWP DoH (advice)</p>	<p>Where local resources are unable to meet demand, DELWP will assist in the coordination of emergency drinking water supplies</p>
<p>Food and grocery supply continuity Support food and grocery supply logistics continuity planning and operations with the major food distribution operators.</p>	<p>DJPR</p>		<p>Process – MRM to notify Incident Controller if supply continuity is or may be affected Capacity – There are 2 supermarkets in Bright, 2 supermarkets in Myrtleford, 1 supermarket in Mt Beauty and many food outlets across the shire. It has not been determined how long these supplies will last. It is likely in an event that only part of the shire may become isolated. Access to food will be planned dependant on event.</p>
<p>Psychosocial support Personal support (psychological first aid and emotional-spiritual care) in relief and recovery centres and through community outreach.</p>	<p>ASC</p>	<p>VCCEM Red Cross Gateway Health</p>	<p>Process – Dependant on needs, MRM to activate relevant support agency/s -For activation and contact details refer to Council's MRM Relief and Recovery Operating Guidelines. Capacity – VCCEM - has access to over 100 volunteers across the state. Red Cross - has 12 team members in Alpine team plus another 42 trained volunteers in neighboring Shires that can respond within 2hrs plus access to all trained volunteers in RC-ES across the state. Gateway Health - has a limited short-term capacity to provide psychological support through a MoU with DFFH. Activation of this agreement is via DFFH.</p>

Municipal Emergency
Management Planning
Alpine Shire

<p>Material aid</p> <p>Provide essential material aid (non-food items) to emergency affected persons including clothing, bedding and other personal requisites.</p>	<p>Salvation Army</p>	<p>St Vincent de Paul</p>	<p>Process – For non-major emergency (single incident) MRM to connect affected resident with Salvation Army – refer to Council’s Non-Major Emergency Flowchart.</p> <p>- For natural disaster or major incident MRM to activate Salvation Army For activation and contact details refer to Council’s MRM Relief and Recovery Operating Guidelines.</p> <p>Capacity -</p> <p>Salvation Army - Divisional resources located at Wangaratta provide emergency bedding, whilst the Beechworth depot provides blankets.</p> <p>Emergency clothing to be supplied through network of regional ‘Salvo Stores’.</p> <p>Depending on scale of response, Salvation Army has the ability to ‘upscale’ their response, which is coordinated through the Territory headquarters @ Melbourne.</p> <p>St Vincent de Paul - has an opportunity shop in Wangaratta.</p> <p>Other – Local groups and businesses have ability to support material aid. Further details and arrangements in Council’s MRM Relief and Recovery Operating Guidelines.</p>
<p>Reconnecting families</p> <p>Operate Register. Find. Reunite in relief centres, enquiry centres or online, to reconnect people with family, friends and their communities.</p>	<p>VicPol</p>	<p>Australian Red Cross</p>	<p>Process - The Primary Register, Find, Unit kit is stored at Bright Police Station, MRM to arrange for kit to be delivered to ERC site. Secondary supplies for this kit are located at Alpine Shire Council, Bright office</p> <p>Capacity - Red Cross has 12 team members in Alpine team plus another 42 trained volunteers in neighboring Shires that can respond with in 2hrs plus access to all trained volunteers in RC-ES across the state.</p>
<p>First aid / Primary care</p> <p>Provide pre-hospital care to people affected by emergencies.</p>	<p>AV</p>	<p>DoH St John Ambulance</p>	<p>In case of an emergency call Ambulance Victoria on 000</p> <p>Process: calls are taken and triaged, most appropriate resource dispatched.</p> <p>For major incident – escalation from first crew on scene (Incident Health Commander) to Duty Manager/Regional Health commander and State Health commander (if required).</p> <p>Capacity – depending on size of incident. Duty Manager/regional/state Health commanders will dispatch appropriate resources as required.</p>

Municipal Emergency
Management Planning
Alpine Shire

			<p>St John Ambulance - For activation and contact details Refer to contacts list</p> <p>Capacity - St John Ambulance - 40 trained First Aid services volunteers within region, with active support of over 2,200 volunteers across Victoria, with 4 stretcher-capable vehicles in region. Can activate within 3 hours.</p>	
Establish field primary care clinics.	AV	DoH Alpine Health	<p>Process: Escalation via AV internal processes initially, depending on size/duration of incident and impact to BAU/resourcing/communities. Sector/Incident Health Commander – Regional Health Commander – State Health Commander (if required). Liaise with Emergency Management Unit regarding potential deployment of infrastructure & staff/resourcing requirements.</p> <p>Capacity: Depending on size of incident/impact/time of day, extra resources would be sourced outside of the region, potentially assistance from ADF, Non-Emergency resources.</p>	
Provide other health and medical relief assistance measures.	AV	DoH St John Ambulance Alpine Health	<p>Process: Escalation via internal processes initially, depending on size/duration of incident and impact to BAU/resourcing/communities. Sector/Incident Health Commander – Regional Health Commander – State Health Commander (if required). Liaise with Emergency Management Unit regarding potential deployment of infrastructure & staff/resourcing requirements.</p> <p>Capacity: Depending on size of incident, impact to communities and BAU, time of day, extra resources would likely be sourced outside of the region, potential assistance from ADF for large scale, long protracted events. Potential utilisation of Non-Emergency resources, external agencies such as Alpine Health and DoH</p>	
			<p>St John Ambulance - For activation and contact details Refer to contacts list</p> <p>Capacity - St John Ambulance - 40 trained First Aid services volunteers within region, with active support of over 2,200 volunteers across Victoria, with 4 stretcher-capable vehicles in region.</p>	
<p>Financial assistance</p> <p>Administer relief payments to help individuals meet their basic needs.</p> <p>DFFH Personal Hardship Assistance Program (PHAP)</p>		DFFH	<p>Centrelink</p> <p>St Vincent de Paul</p> <p>Salvation Army</p> <p>CWA</p>	<p>PHAP payments are available to assist a household during the first seven days after a single house fire or natural disaster emergency event. Payments may also be available for single emergency incidents, other than single house fires, at the discretion of the Director, FFH EM. Eligibility is based on alleviating hardship, for an individual or household affected by an emergency (occurring or likely to occur) to provide shelter, food, clothing, personal items or transport to leave an affected area.</p> <p>PHAP hotline or online portal may be established.</p>

Municipal Emergency
Management Planning
Alpine Shire

			<p>Other financial assistance</p> <p>Other organisations and community groups such as Salvation Army St Vincent de Paul and the CWA can assist with gift cards, food vouchers and grants.</p> <p>Process - For non-major emergencies (single incidents) the MRM will connect impacted resident /household with assisting organisation or group.</p> <p>-For major incidents and natural disaster emergencies the MRM will liaise with assisting organisations or groups to discuss financial assistance.</p> <p>Refer to Council's MRM Relief and Recovery Operating Guidelines for further detail</p>
<p>Animal welfare</p> <p>DELWP is the primary agency to respond to wildlife welfare.</p>	DELWP	Wildlife Carers	<p>Process - DELWP is responsible for responding to wildlife impacted by declared emergencies. Predominately this is wildlife impacted by fire. The use of volunteers is common for this type of response. To activate Wildlife assistance through DELWP contact the DELWP Regional Agency Commander 03 57 611 699.</p> <p>Capacity – Council is limited in dealing with non-domestic animals and follows DELWP process and refers all native wildlife to DELWP or authorised wildlife carers. Refer to Council's Municipal Emergency Animal Welfare Plan (MEWAP) for further details.</p>
Alpine Shire Council is responsible for housing of displaced and lost/stray companion animals.	ASC		<p>Process – when the MRM activates relief refer to Council's Emergency Animal Welfare Plan (MEAWP).</p> <p>Capacity – Council has 1.2 rangers. In a larger scale event extra resources will need to be sourced within the first 12 hours.</p>
Agriculture Victoria is the primary agency for animal welfare (other than wildlife) support services.	Ag Vic (DJPR)	ASC RSPCA VFF	<p>Process – The MRM will liaise with Ag Vic and other supporting agencies regarding support services required by Council staff. Rangers will discuss matters with RSPCA and VFF to support decision making such as euthanising injured animals.</p> <p>Capacity – Council has 1.2 rangers. In a larger scale event extra resources will need to be sourced within the first 12 hours.</p>

Municipal Emergency
Management Planning
Alpine Shire

<p>Volunteer Management Coordination of volunteers during the relief and recovery process</p>	<p>ASC</p>	<p>Albury Wodonga Volunteer Resource Bureau Neighbourhood Houses</p>	<p>Process – Council understands the value that volunteers may bring for increasing capability and capacity.</p> <p>The MRM will liaise with support organisations and groups to enable the management of volunteers. Refer to Council’s MRM Relief and Recovery Operating Guidelines for further detail.</p> <p>Financial donations - MRM will arrange to divert any monetary donations to non-for-profit organisations associated with the emergency incident. Communications will be developed in conjunction with Incident Controller with details for where donations can be made.</p>
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Municipal Emergency Management Planning

Alpine Shire



5.13 Debriefing Arrangements

A debrief should take place as soon as practicable after an emergency. The Municipal or Regional Emergency Response Coordinator is responsible for ensuring the control agency for the emergency organises an operational debrief with participating agencies (including recovery), with a view to assessing the adequacy of the response and to recommend any changes to the relevant agencies plan(s) and future response activities.

The purpose of a debriefing is to gain an understanding of understanding of:

- what happened during the operation or emergency
- consequences if emergency
- any problems/gaps in response
- any areas handled well
- wellbeing of response staff

This understanding is aimed to improve the efficiency, effectiveness and safety of future operations or emergencies to keep the community safe.

5.14 Transition to Recovery

Decisions made during the response phase will affect recovery outcomes. Recovery activities begin immediately and continue beyond the need for relief activities. Recovery should therefore be considered during response and at all stages of emergency management planning.

During the response phase, a plan will be developed to transition the co-ordination process from the MERC to the MRM.

The IC takes the lead in planning for and decision making about the transition, as it marks the end of the response phase which the Incident Controller manages.

The scope of the transition agreement includes:

- A description of the event
- Authorisation arrangements
- Coordination and management arrangements
- Transition activities and tasks to ensure continuity of essential community support
- Information and communication arrangements

Transition structures and handover requirements to support recovery co-ordination arrangements will vary according to the emergency, and response and recovery agencies will work co-operatively to share information, jointly plan, jointly make decisions and execute their plans.

An important component of transition is a seamless transition of communications where relief and recovery messaging should be integrated with response information as early as possible to facilitate a smooth transition to recovery, alongside other components required for effective transition to recovery.

An Agreement for Transition of Co-ordination Arrangements from Response to Recovery includes a schedule of transition arrangements, timing and duration. Further details on transition are found on page 28 of the [SEMP](#).

A transition to recovery plan template can be found in the EM-COP library under IMT Toolbox, State Relief and Recovery.

Initial Impact Assessment

The Initial Impact Assessment (IIA) is completed under the direction of the Incident Controller and will form part of the transition documentation. The IIA will be used to determine the nature and scale of the impact of people, critical infrastructure, and community infrastructure, economic, natural, built and agricultural environments. It is designed as a holistic approach to impact assessment. Further details can be found in Council's MRM Relief and Recovery Operating Guidelines.

AFTER



6. PART SIX – AFTER - Recovery Arrangements

As outlined in the [SEMP](#) (p 30) recovery is the assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning.

At the local level, the coordination and delivery of recovery services should be aligned with the following [National Principles for Disaster Recovery](#):

Understand the context - Successful recovery is based on an understanding of the specific communities affected by recovery activities: each community has its own history, values and dynamics.

Recognise complexity - Successful recovery recognises and responds to the complex, dynamic nature of emergencies and communities.

Use community-led approaches - Successful recovery is community-led and community-centered, responsive and flexible, engaging with communities and supporting them to move forward. It is managed locally, closest to the community, and can be scaled up to deal with more widespread, complex issues and support needs. This recognises the key role of non-government organisations, community groups, businesses and others.

Coordinate all activities - Successful recovery requires a planned, coordinated and adaptive approach between community and partner agencies, based on continuing assessment of impacts and needs.

Communicate effectively - Successful recovery is built on effective communication between the affected community and other partners.

Recognise and build capacity - Successful recovery recognises, supports and builds on individual, community and organisational capacity and resilience. These principles align recovery efforts across jurisdictions, and they can also guide recovery planning and activities that is flexible and locally driven and delivered.

Victoria's [Resilient Recovery Strategy](#) aims to support community resilience, streamline recovery services and allow individuals and communities to lead and act to shape their future after an emergency.

6.1 Recovery Coordination - State, Regional, Local

The [SEMP](#) outlines the responsibility for recovery coordination as follows:

State recovery co-ordination: Emergency Management Victoria (EMV)

Regional recovery co-ordination: Department of Families Fairness and Housing (DFFH)

Municipal recovery co-ordination: Alpine Shire Council

For communities impacted by the 2019-20 Eastern Victorian Bushfires recovery co-ordination or as formally delegated by the EMC: Bushfire Recovery Victoria (BRV)

Tables 12 to 15 of the [SEMP](#) outline the recovery roles and responsibilities of agencies at the state and regional level.

For details on the recovery arrangements, functions and activities in Alpine Shire see **Section 6.2** of this document.

6.2 Recovery Operations

In emergencies where ASC is the responsible coordinating agency the MRM will coordinate and lead recovery operations.

An incident specific recovery plan will be developed to specifically guide recovery following an emergency. The [Disaster Recovery Toolkit for Local Government](#) provides a range of tools, resources and literature to help council and communities prepare for, respond to and recover from disasters.

In situations where BRV is delegated the BRV recovery coordinator will determine, in consultation with the community, the operational requirements, pathways and activities for recovery. At these times the Alpine Shire MEMPC and MRM will work cooperatively with BRV.

Recovery Activation

Recovery activities should begin at the first available opportunity. The response Control Agency will maintain control over coordination of all activities as long as an emergency continues to threaten a community. However, decisions made during response phase will affect the recovery process, therefore including agents/staff/ reps during earlier phases will help ensure increased continuity in the support communities receive through all phases of the emergency.

Secondary Impact Assessment (SIA) and Post Emergency Needs Assessment (PENA)

Following the transition to recovery, the ASC, will establish a team to undertake a Secondary Impact Assessment (SIA). A Post Emergency Needs Assessment (PENA) will be completed at a time determined by the MRM. Council will refer to the [Disaster Recovery Toolkit for Local Government](#) as a guide for checklists, templates and procedures on impact and needs assessments.

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

The data collected will be provided to the established Community Recovery Committee and support agencies to support recovery and develop the recovery plan.

The Alpine Shire Council will use this data for communication of needs to relevant agencies, and for future resilience planning.

6.3 Recovery functions and activities

Tables 12 to 15 of the [SEMP](#) outline the recovery roles and responsibilities of agencies at the state and regional level.

The four recovery environments are:

Social -the direct and indirect effects an event may have on the health and wellbeing of individuals, families and communities. This environment is primarily concerned with safety, security and shelter, health and psychosocial wellbeing.

Economic - the direct and indirect effects an event may have on businesses, primary producers and the broader economy.

Built - the effects an event may have on essential physical infrastructure including essential services, commercial and industrial facilities, public buildings and assets and housing.

Natural - the effects an event may have on a healthy and functioning environment, which underpins the economy and society. Components of the natural environment include air and water quality; land degradation and contamination; plant and wildlife damage/loss; and national parks, cultural and heritage sites.

Recovery initiatives could address specific elements of one recovery environment, or they could operate across multiple environments. These environments are addressed in detail in the following table.

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
Social environment:	Functional Area - Housing and accommodation			
	Support securing interim accommodation	DFFH	Beyond Housing Alpine Shire Council	DFFH 1300 650 172 As per emergency housing policy if activated.
				Larger scale event may require establishing temporary villages. Defence Aid to the Civil Community (DACC) may be able to provide tents through their arrangement with DFFH.
			For temporary accommodation refer to contact list for motels and caravan parks or seek assistance from Tourism North East.	
			Beyond Housing 1800 825 955 www.beyondhousing.org.au Wangaratta 5722 8000 Beyond Housing can assist with crisis accommodation, immediate needs such as food, information and access to housing options and financial assistance to secure housing.	
	Building advice and information to residents	Victorian Building Authority	Alpine Shire Council	Council will provide building and planning advice to individuals who have lost homes, buildings or structures destroyed or damaged that require replacement or reconstruction. They can also put individuals in touch with other relevant authorities.

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
	Survey and determination re occupancy of damaged buildings		Alpine Shire Council	Council Building Inspectors can determine the occupancy of damaged buildings. Capacity – Council has limited capacity for larger scale events and will require support from surrounding LGAs to complete inspections in a timely manner.
	Transition to permanent housing	DFFH	Beyond Housing Alpine Shire Council	Beyond Housing 1800 825 955 www.beyondhousing.org.au Wangaratta 5722 8000
	Functional Area - Individual and household financial assistance			
	Personal Hardship Assistance Program	DFFH	DFFH	Payments available to assist a household during the first seven days of a single house fires or natural emergency event. Eligibility is based on alleviating hardship, for an individual or household affected by an emergency (occurring or likely to occur) to provide shelter, food, clothing, personal items or transport to leave an affected area. The amount is based on a pre-determined “set” amount per individual (adult or child), capped per household. 1300 650 172 EmergencyHardshipPayments@dffh.vic.gov.au

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
	Australian Government Disaster Recovery Financial Assistance	EMV (Vic Gov liaison)	Services Australia	<p>Payments available to eligible applicants following the activation of this assistance measure by the Minister for Police and Emergency Services or the Premier.</p> <p>Eligibility is based on an applicant's principle place of residence being inhabitable or inaccessible for more than seven days a consequence of the natural emergency event. Applicants must also meet an income test and expenses/losses not being covered by insurance.</p> <p>Payments can be used for alternative accommodation, removal of debris from residential properties, essential repairs to housing to restore it to a habitable condition and repair or replacement of essential household items.</p> <p>The application period closes 180 days after the natural event.</p>
	Insurance advice and information to customers	DTF Victorian Managed Insurance Authority	ICA Victoria Legal Aid	Council will consider appropriate support strategies, including how individuals will access information, the coordination of services, and case support for a given emergency with the support of the Insurance Council of Australia.
	Functional Area - Psychosocial support			
	Psychological first aid and emotional and spiritual care, in	DFFH	ARC Alpine Shire Council	Australian Red Cross 1800 232 969 www.redcross.org.au

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
	relief and recovery centres and through community outreach		VCC EM Gateway Health	Trained teams for visitation and counselling (outreach) available for relief and recovery centres. Refer to Table 5.12 for further detail in relief centres.
				Victorian Council of Churches Emergency Ministry (VCCEM) 24 hr emergency 03 9654 1736 www.vccem.org.au Trained teams for visitation and counselling (outreach) available for relief and recovery centres. Refer to Table 5.12 for further detail in relief centres.
	Family violence services and information	DFFH (FSV)	Mental health services Private providers	Centre Against Violence - (CAV) Ovens Murray District – 03 5722 2203 Wangaratta www.centreagainstviolence.org.au For family violence and sexual assault
				The Orange Door 1800 271 157 Wangaratta oma@orangedoor.vic.gov.au For woman, children and young people who experience family violence or families who need assistance with the care and wellbeing of children to access the services they need to be safe and supported. This service also provides assistance / referrals for perpetrators of family violence such as links to Men's Behaviour Change Programs.

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
	Counselling	DFFH	Mental health services Private providers	Gateway Health www.ovensandking.org.au 03 5723 2000 Wangaratta 03 5731 3500 Myrtleford 03 5755 0123 Bright Provision of personal counselling services, youth and family counselling, referral services.
				Alpine Health www.alpinehealth.org.au 03 5755 0100 Bright 03 5751 3500 Myrtleford 03 5754 3500 Mt Beauty Alpine Health can provide counselling, youth worker, rural child and adolescent worker, health promotion, dietician / diabetes educator, district nursing, aged care.
	Support for the bereaved	Coroners court and Victims Support agency	VCC EM	For information and support the Australian Centre for Grief and Bereavement can be found at: https://www.betterhealth.vic.gov.au/health/serviceprofiles/Australian-centre-for-grief-and-bereavement
				Alpine Community Protocol – Suicide Postvention For further information contact Alpine Health – Early intervention Manager refer to contact list.

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
				<p>Victorian Council of Churches Emergency Ministry (VCCEM) 24 hr emergency 03 9654 1736 www.vccem.org.au</p> <p>Trained teams for visitation and counselling (outreach) to support bereaved.</p>
	Support in emergencies caused by criminals	Victims support agency	VCC EM	<p>Victims of Crime Helpline 1800 819 817 or text 0427 767 891.</p> <p>Provides free information, advice and support for you and your family. The line is open from 8 am to 11 pm, seven days a week.</p>
				<p>Victorian Council of Churches Emergency Ministry (VCCEM) 24 hr emergency 03 9654 1736 www.vccem.org.au</p> <p>Trained teams for visitation and counselling (outreach).</p>
	Specialist staff provide support and advice to aid schools and early childcare services	DET	DET	Local schools will be supported by the Department of Education and Training. Refer to Contacts List
	Referrals to services for primary producers and animal owners	DJPR DFFH	Alpine Shire Council	Refer to Contacts List

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
	Functional Area - Health and medical assistance			
	Public health advice	DoH	Alpine Shire Council Alpine Health	Alpine Shire – Environmental Health Officer (EHO) to provide advice and information Gateway Health have a Health Promotion Team, who can provide primary health messages
	Advice on wellbeing in recovery	DoH	Aust Red Cross Alpine Shire Council VCC EM	NavSpace https://navspace.org.au/ NavSpace is an online guide to mental health and wellbeing support services in the North East region of Victoria.
	Primary and acute health services	DoH	Alpine Health Other primary and acute health services and agencies	Alpine Health www.alpinehealth.org.au 03 5755 0100 Bright 03 5751 3500 Myrtleford 03 5754 3500 Mt Beauty Alpine Health hospitals have cute beds and urgent care. There are 5 medical clinics in the Alpine shire <ul style="list-style-type: none"> • Bright – 2 • Myrtleford – 2 • Mt Beauty – 1 There are 4 nursing homes – 3 operated by Alpine Health. For further details refer to Contact List

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
	Functional Area – Community Development			
	Community information	EMV	Alpine Shire Council	Refer to Alpine Shire Emergency Communications Plan General information can be found in the relief and recovery section of the Vic Emergency website at: https://www.emergency.vic.gov.au/relief/#financial_assistance
	Formation, leadership and support of municipal/community recovery committees	ASC	Alpine Shire Council	Alpine Shire Municipal Recovery Manager (MRM) 03 5755 0554 mrm@alpineshire.vic.gov.au
	Aboriginal Cultures are valued and respected.	ASC	Traditional owner groups	Promote Aboriginal Cultural safety, participation, and ownership.
	Provision and management of community development services		Alpine Shire Council	Alpine Shire Municipal Recovery Manager (MRM) 03 5755 0554 mrm@alpineshire.vic.gov.au Provision will include assisting those affected by the disaster with opportunities for meaningful connections with their communities.

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
	Provision and staffing of recovery information centres		Alpine Shire Council Aust Red Cross	Council will coordinate staffing for Recovery Information Centres. Refer to Council's MRM Relief and Recovery Operating Guidelines
	Organisation of state-wide public appeals	DPC		Council will promote any state-wide appeal put into place. Where no state-wide public appeal is in place the MRM will arrange to divert any monetary donations to non-for-profit organisations associated with the emergency incident.
	Coordination of spontaneous volunteers	Aust Red Cross Volunteering Victoria	Alpine Shire Council	Mt Beauty neighbourhood House Albury/ Wodonga Volunteer Resource Bureau Refer to contact list for further details
Built environment:	Functional Area – Telecommunications			
	Telecommunications assets reinstatement and return to reliable supply	DJPR	Telecommunications carriers	Further details can be found on EM COP or in Contact List
				Telstra 13 22 00 www.telstra.com.au
				Optus 13 39 37 www.optus.com.au
NBN 1800 687 626				

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
	Functional Area – Energy Services			
	Electricity services assets reinstatement and return to reliable supply	DELWP ESV AEMO	Electricity companies	Ausnet Services 13 24 61 www.ausnetservices.com.au Maintain electricity supply where safe to do so
	Gas services assets reinstatement and return to reliable supply	DELWP ESV AEMO	Gas companies	Elgas Myrtleford 03 5751 1111 LPG gas bottle supply
	Restoration of liquid fuel supply	DELWP	Fuel companies	Bright <ul style="list-style-type: none"> • BP • Shell • Liberty Porepunkah <ul style="list-style-type: none"> • Independent Myrtleford <ul style="list-style-type: none"> • Caltex • Ampol • Independent – TASC0 Mt Beauty <ul style="list-style-type: none"> • Mobil Tawonga

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
				<ul style="list-style-type: none"> Caltex
	Functional Area - Reticulated water and wastewater			
	Recovery and rehabilitation of essential water supply for domestic use	DELWP	NEW	North East Water 1300 361 644 www.newwater.com.au Ensures reticulated water supply is safe. Provides potable water if supply is unsafe. For further details refer to Contact List
	Restoration of sewerage, sanitation systems and wastewater management	DELWP	NEW	North East Water 1300 361 644 www.newwater.com.au Maintenance and repair of sewer service. For further details refer to Contact List.
	Replacement of essential stock and domestic water used in bushfire fighting	DELWP	NEW Alpine Shire Council	Water taken from household tanks or agricultural dams for firefighting will be replaced (up to the quantity taken) when requested by the landholder and water is needed for essential use. The aim is to ensure that landholders have sufficient water to sustain: the health of residents and pets, and the health and productivity of livestock and crops.
	Functional Area – Transport			
	Airports restoration to normal activity	DOT	Airport owners	Mt Hotham - Airport Manager, (03) 5159 6777 or 0418 971 778 Mt Beauty Airfield refer to contact list

RECOVERY ARRANGEMENTS					
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details	
				Porepunkah Airfield refer to contact list	
	Restoration of major arterial roads and bridges	DOT	Infrastructure owners/operators	Refer to Contacts List for the following: <ul style="list-style-type: none"> • RRV • Victrack 	
	Restoration of bus and rail services	PTV	Local bus companies	Refer to contacts list for the following: <ul style="list-style-type: none"> • VLine • Alpine Spirit High Country Coaches • Mt Hotham Bus • Snowball Express • Falls Creek Coach Service 	
	Assist with food supply logistics, interdependencies, contingencies and reconstruction		DJPR	Freight and warehouse operators Other businesses as required	Local freight and warehouse operators
					Refer to Alpine Health Emergency Food Relief Project – Alpine Communities food access guide
	Functional Area – Buildings and Assets				
	Coordination of clean-up			Alpine Shire Council	Council is responsible for the coordination and engagement of any contractors for clean-up. In larger scale events the state level may coordinate a clean-up program which will include case management.

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
	Restoration, clearing and rehabilitation of public buildings and assets managed within agencies' portfolios		Relevant asset owner or managing agency	For council owned infrastructure the Municipal Building Surveyor (MBS) will issue a direction for any building works. Other assets will have relevant inspections made and recommendations for restoration, rehabilitation or rebuild works to be carried out. Relevant departments will engage project managers to manage works to be carried out.
				Buildings owned by other agencies or committees of management responsible for any restoration, clearing and rehabilitation works. Council will provide support with advice and assessments.
	Oversight and inspection of rebuilding/redevelopment		Alpine Shire Council	Council would engage a project manager to oversee any rebuilding or redevelopment works of council owned assets. The Municipal Building Surveyor will inspect and sign off completed works to ensure building compliance. The Municipal Building Surveyor (MBS) will inspect and sign off any completed building works carried out on buildings owned by other agencies or committees of management.
	Provision of financial assistance to councils for the restoration of essential municipal assets	EMV		If criteria is met DRFA Funding will be provided. For further information on funding refer to

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
				https://www.emv.vic.gov.au/drfa-ndfa-events-post-1-nov-2018/claims-journey-map
Economic environment:	Functional Area - Local economies			
	Implement available DRFA initiatives to assist voluntary non-profit groups, communities and economies	EMV		For further information on funding refer to https://www.emv.vic.gov.au/drfa-ndfa-events-post-1-nov-2018/claims-journey-map
	Implement approved actions and projects to assist economic recovery	DJPR	Alpine Shire Council	Alpine Shire Municipal Recovery Manager (MRM) 03 5755 0554 mrm@alpineshire.vic.gov.au Use Secondary Needs Assessment data to develop an economic recovery plan in conjunction with local chambers of commerce and business associations.
	Encourage and bring forward the resumption of local trade and economic activity			
	Monitor broad economic impacts and consequences			
	Functional Area – Businesses			
	Assist businesses to access available information and advice	DJPR	Alpine Shire Council Chambers of Commerce and Business Associations	Refer to Contacts List for the following: <ul style="list-style-type: none"> • Bright & District Chamber of Commerce • Myrtleford Chamber of Commerce and Industry • Mount Beauty Chamber of Commerce • Dinner Plain Residents and Business Operators Society

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
				<ul style="list-style-type: none"> • Harrietville Community Forum • Upper Kiewa Valley Community Association
	Information and advice to small businesses to support decision making and encourage a return to business	DJPR	DJPR SBV	Invite to Recovery Committee for advice and updates
	Implement available DRFA initiatives to assist small business recovery	EMV	DJPR RFCV	<p>For information on DRFA funding information on funding refer to https://www.emv.vic.gov.au/drfa-ndfa-events-post-1-nov-2018/claims-journey-map</p> <p>RFCV - Concessional loans may be made available to small businesses which are in need of special assistance as a result of natural disasters and which cannot obtain finance on suitable terms from normal sources including insurance and which, in the opinion of the Corporation, have reasonable prospects of recovery. Generally the corporation would expect to share the funding for such businesses with normal sources of institutional finance.</p>
	Implement approved actions to assist business recovery	DJPR	Alpine Shire Council	
	Provide opportunities for the enhancement of knowledge and skills within small business	DJPR	Alpine Shire Council Chambers of Commerce	<p>Refer to Contacts List for the following:</p> <ul style="list-style-type: none"> • Bright & District Chamber of Commerce • Myrtleford Chamber of Commerce and Industry • Mount Beauty Chamber of Commerce

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
				<ul style="list-style-type: none"> • Dinner Plain Residents and Business Operators Society • Harrietville Community Forum • Upper Kiewa Valley Community Association
	Coordinate the insurance industry response, information, advice and government liaison	DTF	ICA	Invite to Recovery Committee for update and advice
	Functional Area - Agriculture			
	Implement available DRFA initiatives to assist primary producers recovery	EMV	RFCV	<p>For information on DRFA funding information on funding refer to https://www.emv.vic.gov.au/drfa-ndfa-events-post-1-nov-2018/claims-journey-map</p> <p>RFCV - Concessional loans for carry on purposes (restocking, restoration etc) may be made available to full-time bona fide primary producers who have suffered natural disaster losses and, after insurance recovery, are unable to obtain requirements through normal commercial channels on suitable terms, and in the Corporation's opinion have reasonable prospects of recovery.</p> <p>RFCV – Can provide clean-up grants to cover the cost of clean-up and reinstatement, not compensation for losses. These grants are aimed at providing a holistic approach to the recovery for regions or communities severely affected by a natural disaster.</p>

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
				Grants are subject to Commonwealth Government approval, maximum grant \$10,000 up to \$25,000 in exceptional circumstances.
	Delivery of recovery programs and advice to primary producers, rural land managers	DJPR Ag Vic	VFFASCIIndustry Bodies	<p>The Victorian Department of Agriculture (Ag Vic) can provide advice and programs to primary producers and rural land managers, including technical fact sheets, workshops and guidance. Further information can be found at:</p> <p>https://agriculture.vic.gov.au/farm-management/emergency-management</p> <p>Local contacts refer to Contact List</p>
				Alpine Shire is responsible for the disposal of dead or maimed stock. DELWP provides advice and supervision and may provide reimbursement.
				To ensure the immediate welfare of livestock in fire or flood DELWP will coordinate the assistance for the transport of donated fodder to affected rural landholders with the assistance of council and VFF.
	Provide technical advice to primary producers and rural land managers on re-establishment or alternative strategies	DJPR Ag Vic	VFFIndustry Bodies	<p>Further information on fact sheets and technical advice can be found can be found at:</p> <p>https://agriculture.vic.gov.au/farm-management/emergency-management</p> <p>Local contacts refer to Contact List</p>

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
				Industry bodies such as the Royal Agricultural Society of Victoria, Wine Victoria, Meat and Livestock Association, Hops Products Australia and other industry groups can provide technical advice, support and strategies.
	Assist farmers repair and restore fences damaged by fire suppression activities	CFA DELWP		Full restoration costs paid for fences damaged on private land as a result of machinery used by fire agencies to control bushfires. This includes damage to fences by machinery such as bulldozers entering the property and/ or constructing fire control lines, and other fire emergency vehicles obtaining access.
		DELWP		Full restoration costs paid for fences or other assets that are damaged or destroyed by planned burns that escape from public land onto private land.
	Assist farmers to restore fences damaged by emergencies	DELWP		Half the cost of materials paid to replace or repair fencing between private land and all national parks, state parks and state forests destroyed or damaged by bushfires.
			Alpine Shire Council Local volunteer fencing programs	Blaze-aid – admin@blazeaid.com.au Fencing for Fires Landmate Program – Beechworth Prison

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
Natural environmental:	Functional Area - Natural environment, inc. public land and waterways			
	Undertake erosion and debris flow control on public land	DELWP CFA PV DOT		<p>Assistance is provided to landholders to rehabilitate fire control lines, established by fire agencies, during the suppression of bushfires.</p> <p>Fire control line rehabilitation involves pushing back topsoil and undertaking erosion control measures to protect the land from soil erosion and protect water quality. Government may also provide seed for use by the landholder to control erosion and prevent soil movement.</p> <p>Assistance with the rehabilitation of fire control lines does not include replanting of trees, re-establishment of pasture, or any other agriculture crop.</p>
	Restoration, clearing and rehabilitation of public land and assets directly managed by DELWP, PV, or CMA	DELWP PV	NECMA Landcare	Invite DELWP on to recovery committee for updates
	Provision of advice and information services to municipal councils and delegated public land managers and community groups	DELWP EPA	NECMA	Refer to Contact List
Surveying and protecting threatened bird, marsupial, aquatic and plant species	DELWP PV	Landcare	Invite DELWP on to recovery committee for updates/support. Work with Landcare – Charles Sturt University	

RECOVERY ARRANGEMENTS				
Recovery environment	Recovery activity	State/ regional coordination responsibility	Municipal lead and support responsibility	Municipal Details
	Develop and implement protection activities to support ecosystem recovery and regeneration	DELWP PV		Invite DELWP on to recovery committee for updates
	Monitoring the rehabilitation of injured wildlife	DELWP PV		Invite DELWP on to recovery committee for updates
	Waste pollution management strategies	DELWP EPA		EHOs to work with EPA to conduct impact assessments and identify and address issues.
	Protection and rehabilitation of cultural and heritage sites	DELWP PV		Council to support DELWP, PV, and indigenous groups to address environmental and cultural heritage damage.

Recovery Centres

A recovery centre provides a single point of entry for disaster-affected people for an 'all agency, all stakeholders' integrated recovery process – a 'one-stop-shop' run and operated by Council.

A recovery centre provides support to affected communities in the restoration of the emotional, social, economic and physical wellbeing and facilitates the provision of services. A range of services can be collaboratively based in the same facility and may vary according to the impact of the disaster but usually consists of direct access to, or conduits to: (refer to table above)

- Psychological wellbeing services (psychological first aid, personal support services and in some cases, mental health services)
- Temporary and medium-term accommodation
- Environmental health (for example, public health)
- Financial assistance
- Legal and insurance advice
- Case coordination/management service
- Primary industry advice
- Rebuilding advice
- Disaster victim identification (for mass casualty events)

The MRM has the role to coordinate establishment and management of a recovery centre. Venues appropriate for establishment of a recovery centre can be found in the list of Emergency Relief Centres. Operating Guidelines for a recovery centre can be found in Council's MRM Relief and Recovery Operating Guidelines.

Government Recovery Support

The Australian and Victorian Governments both offer a range of support across the recovery environments. The support offered may include advice, financial, business and mental health support.

<https://recovery.gov.au/>

<https://recovery.serviceconnect.gov.au/>

<https://www.vic.gov.au/bushfire-recovery-victoria>

<https://www.emv.vic.gov.au/how-we-help>

<https://www.emv.vic.gov.au/natural-disaster-financial-assistance>

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

https://www.emergency.vic.gov.au/relief/#personal_well_being_following_an_emergency

<https://www.rdv.vic.gov.au/resources/bushfire-recovery-in-victorias-regions/relief-and-recovery-advice>

Recovery Communications

Affected communities need consistent, repeated and coordinated information that spans immediate needs in line with the functions delivered by relief and recovery agencies. Recovery communications require care and sensitivity and can often be impeded by significant physical, logistical and psychosocial limitations.

Successful recovery is built on effective communication. Recovery should:

- recognise that communication with a community should be two-way, and that input and feedback should be sought and considered over an extended time
- ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs, and is provided through a range of media and channels
- establish mechanisms for coordinated and consistent communication with all organisations and individuals
- repeat key recovery messages because information is more likely to reach community members when they are receptive

Council's Emergency Communications Plan, together with the Red Cross Australia - Communicating in Recovery Guide will guide communication with the affected community during the recovery process.

Council's Emergency Communications plan is stored in SharePoint. The Red Cross guide is located at <https://www.redcross.org.au/getmedia/489d9553-fcdc-4ad6-929c-8413882a4fca/Communicating-in-recovery-resource.pdf.aspx>

Community Recovery Committee (CRC)

Depending on the level and nature of an emergency incident that impacts one or more Alpine Shire communities the MRM and Regional Recovery Coordinator (DFFH) may make the decision to establish a CRC to support local recovery through a community led approach. If required, the Alpine Resilience Committee (ARC) may support the formation of the committee. Refer to **Section 4.3** for further detail on Alpine Resilience Committee (ARC).

The Community Recovery Committee will act as a single point of contact for the affected community. The role of the committee includes but is not limited to:

- provide and co-ordinate recovery support to the affected community.
- identify community needs and resource requirements
- make recommendations to recovery agencies, council and recovery managers on strategies and plans regarding community preparedness, recovery and resilience.
- liaise, consult, co-ordinate and negotiate where appropriate and on behalf of the community, with recovery agencies, government departments and council in order to implement recovery programs and initiatives.
- advocate and lobby where appropriate and in conjunction with the community, recovery agencies, government departments and council in order to implement recovery programs and initiatives.
- identify community issues and concerns, and where appropriate, advocate and lobby, in conjunction with the community, government departments, other agencies and council to implement programs and initiatives to address these concerns.
- Determine and activate applicable sub-committees.

Additional membership will be considered to ensure appropriate representation is achieved across all affected communities with community members, groups and leaders. Other organisations may be included depending on the skills and expertise required by the CRC.

The CRC will meet as frequently as required and will report to the Alpine Shire Council Recovery Manager to guide more strategic recovery activities.

Withdrawal of Recovery Services

Recovery is a developmental process that could continue for months, if not years therefore, planning must address short, medium and long-term recovery needs and goals.

Withdrawal of emergency recovery services is a critical aspect of recovery management. A planned withdrawal involving the CRC, Council and the affected community is crucial so that a void will not be left.

Transitioning to post recovery requires careful consideration and planning and is based on reduced levels of demand and need for such services. Community recovery programs should transition into regular mainstream services and activities which shift the focus from emergency recovery to community resilience and support, whilst still providing services for ongoing needs of affected people.

Communities must continue to be supported through community development and Resilience Committee activities that will focus on building future preparedness, risk management and all the characteristics of resilience such as community leadership, formal and informal networks, communication channels and partnerships with Council, other communities and agencies.

7. PART SEVEN – Roles and Responsibilities

Roles and responsibilities in this plan align with those in the SEMP. The SEMP details emergency management [roles and responsibilities](#) for mitigation ([Table 8](#)), response (including relief) and recovery (Table at a state, regional, municipal level, community, household and individual level. This includes existing duties, functions, power, responsibility or obligation conferred on an agency by law, licence, agreement or arrangement and indicate the Victorian Preparedness framework (VPF) core capability alignment.

This plan details the local emergency management roles and responsibilities for: mitigation, response, relief and recovery. This MEMP notes that existing duties, functions, power, responsibility or obligation conferred on an agency by law, licence, agreement or arrangement prevail to the extent of its inconsistency with this plan (EM Act 2013 s60AK).

All agencies with responsibilities under the Alpine Shire MEMP should provide written confirmation of their capability and commitment to meet their obligations. This can be evidenced by their endorsement of the draft MEMP, including revisions, before it is presented to the REMPC for consideration. Refer to **Table 7** below for further detail.

Table 7 - Roles and Responsibilities

Roles and Responsibilities	
RESPONSIBILITY AREA	ACTIVITY
Mitigation	The Alpine Shire Council Emergency Management Coordinator (EMC) is responsible for aiding local emergency response agencies with their disaster response preparation and mitigation regimes.
	The Forest Fire Management Victoria (FFM Vic) arm of DELWP is accountable to deliver emergency mitigation across all public land management in Victoria. The main mitigation is in the area of fuel reduction through planned burning and mulching.
	The Alpine Shire Fire Prevention Officer (MFPO) is responsible for inspections, issuing fire prevention notices and ensuring compliance on private property and council land throughout the municipality.
	CFA - Victoria's volunteer fire service, operating across the state to reduce the occurrence and impacts of fire and other emergencies
Response (including Relief)	Alpine Shire Council can provide many of its varying resources during an emergency. This can be supporting the response with the provision of equipment or manpower. Council is also responsible for setting up, staffing and running Emergency Relief Centre/s as part of relief.
	DELWP has approximately 5000 permanent staff with an emergency role. This is supplemented by the Project Firefighter program with short-term contracted employees. Each district has heavy and light tankers and first-attack bulldozers. Helicopter and fixed wing aircraft are also available on an as need basis. DELWP have full capability of the state-wide digital radio network
	CFA - Has 15 volunteer Brigades across 2 Groups. There are 32 front line firefighting vehicles, 6 command vehicles and 4 command/control facilities. Total of 969 volunteers with 432 Operational Firefighters supported by a centralised dispatch and radio system.
	VICSES - Victoria State Emergency Service (VICSES) is a volunteer-based organisation, providing emergency assistance to minimise the impact of emergencies and strengthen the community's capacity to plan, respond and recover, when emergencies occur. We are the control agency for flood, storm, tsunami, earthquake and landslide throughout Victoria, and provide the largest Road Crash Rescue network in Australia, with specialist teams in 104 of our 150 units across the state. VICSES has 3 Units within the municipality based at Myrtleford, Bright & Falls Creek to provide response to the Alpine Shire community and beyond.
	Victorian Police has 3 permanent non 24 hour police stations - Bright, Myrtleford and Mt Beauty. 2 seasonal police stations service Alpine areas (Mt Hotham/Dinner Plain and Falls Creek resorts) in winter and there is a one member station at Dederang.
Recovery	Alpine Shire Council is responsible for providing staff and resources as incidents move into a prolonged recovery phase, beginning with the coordination of impact assessments. Recovery may also require the use of council facilities.

8. ACRONYMS & DEFINITIONS

ACRONYMS

AO	ADMINISTRATION OFFICER
AV	AMBULANCE VICTORIA
CEO	CHIEF EXECUTIVE OFFICER
CEOC	COUNCIL EMERGENCY OPERATION CENTRE
CERA	COMMUNITY EMERGENCY RISK ASSESSMENT
CFA	COUNTRY FIRE AUTHORITY
DET	DEPARTMENT of EDUCATION & TRAINING
DJPR	DEPARTMENT of JOBS, PRECINCTS AND REGIONS
DELWP	DEPARTMENT of ENVIRONMENT, LAND, WATER and PLANNING
DFFH	DEPARTMENT of FAMILIES, FAIRNESS and HOUSING
DH	DEPARTMENT of HEALTH
DoT	DEPARTMENT of TRANSPORT
EHO	ENVIRONMENTAL HEALTH OFFICER
EM Act 13	EMERGENCY MANAGEMENT ACT 2013
EMLA	EMERGENCY MANAGEMENT LEGISLATION AMENDMENT ACT 2018
EMC	EMERGENCY MANAGEMENT COORDINATOR
EMLO	EMERGENCY MANAGEMENT LIAISON OFFICER
EPA	ENVIRONMENT PROTECTION AUTHORITY
FRV	FIRE RESCUE VICTORIA
GMW	GOLBURN MURRAY WATER
IERC	INCIDENT EMERGENCY RESPONSE COORDINATOR
IIA	INITIAL IMPACT ASSESSMENT
MAV	MUNICIPAL ASSOCIATION VICTORIA
IMT	INCIDENT MANAGEMENT TEAM
MEMEG	MUNICIPAL EMERGENCY MANAGEMENT ENHANCEMENT GROUP
MEMPC	MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

Municipal Emergency
Management Planning
Alpine Shire

MEMP	MUNICIPAL EMERGENCY MANAGEMENT PLAN
MEMT	MUNICIPAL EMERGENCY MANAGEMENT TEAM
MERC	MUNICIPAL EMERGENCY RESPONSE COORDINATOR
MEMO	MUNICIPAL EMERGENCY MANAGEMENT OFFICER
MFMP	MUNICIPAL FIRE MANAGEMENT PLAN
MFPO	MUNICIPAL FIRE PREVENTION OFFICER
MRM	MUNICIPAL RECOVERY MANAGER
NDRRA	NATURAL DISASTER RELIEF and RECOVERY ARRANGEMENTS
NEW	NORTH EAST WATER
POLR	PLACE OF LAST RESORT
PENA	POST EMERGENCY NEEDS ASSESSMENT
PPE	PERSONAL PROTECTIVE EQUIPMENT
PV	PARKS VICTORIA
RERC	REGIONAL EMERGENCY RESPONSE COORDINATOR
RRV	REGIONAL ROADS VICTORIA
RSPCA	ROYAL SOCIETY for the PROTECTION of CRUELTY to ANIMALS
SEWS	STATE EMERGENCY WARNING SIGNAL
SHERP	STATE HEALTH EMERGENCY RESPONSE PLAN
SIA	SECONDARY IMPACT ASSESSMENT
SIP	SHELTER IN PLACE
SMS	SHORT MESSAGE SERVICE
SOP	STANDART OPERATING PROCEDURE
FDP	FIRE DANGER PERIOD
TFB	TOTAL FIRE BAN
VCC EM	VICTORIAN COUNCIL of CHURCHES EMERGENCY MINISTRIES
VFF	VICTORIAN FARMERS FEDERATION
VICPOL	VICTORIA POLICE
VICSES	VICTORIAN STATE EMERGENCY SERVICE

DEFINITIONS

Terms	Description
agency	Means a government or a non-government agency. (<i>Emergency Management Act 1986</i> section 4)
class 1 emergency	Means (a) A major fire (b) any other major emergency for which Fire Rescue Victoria, the Country Fire Authority or the Victoria State Emergency Service Authority is the control agency under the SEMP — EM Act 2013 s 3
class 2 emergency	Means (a) A Class 1 emergency; or (b) A warlike act of act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth; or (c) A hi-jack, siege or riot. — EM Act 2013 s 3
class 3 emergency	A warlike act or terrorist act, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth, or a hijack, siege or riot. Class 3 emergencies may also be referred to as security emergencies. — <i>Class 3 Emergencies sub-plan</i> This definition is derived from the Victoria Police Class 3 Emergencies sub-plan and is not defined in the <i>EM Act 2013</i> .

9 MEMP Appendices

A ADMINISTRATION

Appendix A1 - Restricted operational information

Section 60AI(2) of the Emergency management Act 2013 allows the MEMPC and Emergency Management Victoria to exclude information from this plan that is related to critical infrastructure, personal information or information that is of a commercially sensitive nature.

A short summary of restricted information is included here, including who the contact point is should the user of this plan seek access to this information.

Summary of Restricted Information	Reason for Restriction	Agency/ies that hold this information in full	Contact point/s
Vulnerable Facilities	Confidential Information	ASC EMC	Karen van Huizen, EMC karenv@alpineshire.vic.gov.au or MRM mrm@alpineshire.vic.gov.au
Contacts Directory	Confidential Information	ASC EMC	Karen van Huizen, EMC karenv@alpineshire.vic.gov.au
Plant Equipment	Confidential Information	ASC MEMO	memo@alpineshire.vic.gov.au
MEMO Operational Guidelines	Confidential Information	ASC MEMO	memo@alpineshire.vic.gov.au
MRM Operational Guidelines	Confidential Information	ASC MRM	mrm@alpineshire.vic.gov.au

Appendix A2 - Amendment History

Document Title	Alpine Shire Municipal Emergency Management Plan
Version No.	5.0
Date of Release	
AMENDMENT HISTORY	
Date	Description
Prior to December 2020	Previous Version - 4.0 – 2018 to 2021 Versions prior to Version 5.0 of the MEMP were a plan of the Alpine Shire Council under the old MEMPC and Emergency Management Act 2013.
January to September 2021	Version 5.0 Following the commencement of the the newly formed multi agency Alpine Shire MEMPC, this document was completely re-written to reflect recent <i>Emergency Management Legislative Amendment Act 2018</i> , whilst also addressing need to prepare document for scheduled self-assurance by MEMPC, before ultimate endorsement by REMPC.

Appendix A3 - Contact directory

An up to date **Hume Regional Emergency Management Team contact list** can be found in EM COP – Desktop – Hume Region – contacts or email hume-remt@cfa.vic.gov.au to become of the group distribution list. Any changes to the list to be sent to roc.hume@cfa.vic.gov.au

Local contacts for local arrangements are updated by the Alpine Shire EMC and stored in SharePoint. For further information contact emergencymanagement@alpineshire.vic.gov.au or contact:

Alpine Shire MEMO 5755 0511
Alpine Shire MRM 5755 0554

Appendix A4 - Alpine Shire MEMP Distribution List

ISSUED TO	METHOD OF DISTRIBUTION						
Alpine Shire Council							
Municipal Emergency Management Coordinator	emergencymanagement@alpineshire.vic.gov.au						
Municipal Emergency Management Officer (MEMO)	memo@alpineshire.vic.gov.au						
Municipal Recovery Manager (MRM)	mrm@alpineshire.vic.gov.au						
Alpine Resilience Committee	jennyc@alpineshire.vic.gov.au who will email chair						
Adjoining Municipalities							
Indigo Shire	Municipal Emergency Management Coordinator – Email						
Rural City of Wangaratta							
East Gippsland Shire							
Towong Shire							
Wellington Shire							
Mt Hotham Resort Management Board							
Falls Creek Resort Management Board							
Local Emergency Service Representatives							
Victoria Police:	Email MERC – MEMPC member						
<ul style="list-style-type: none"> • Municipal Emergency Response Co-Ordinator (MERC) • Divisional Response Coordinator • Police stations: <table style="margin-left: 20px; border: none;"> <tr> <td style="padding-right: 20px;">- Bright</td> <td>- Dederang</td> </tr> <tr> <td>- Myrtleford</td> <td>- Falls Creek</td> </tr> <tr> <td>- Mt. Beauty</td> <td>- Mt. Hotham</td> </tr> </table> 	- Bright	- Dederang	- Myrtleford	- Falls Creek	- Mt. Beauty	- Mt. Hotham	Copies to be distributed to police stations by MERC.
- Bright	- Dederang						
- Myrtleford	- Falls Creek						
- Mt. Beauty	- Mt. Hotham						
Victorian State Emergency Service (SES)	Email MEMPC member who will distribute copies to Unit Controllers						
<ul style="list-style-type: none"> • Regional Headquarters • Myrtleford Unit Controller • Bright Unit Controller 							
Country Fire Authority (CFA)							

Municipal Emergency
Management Planning
Alpine Shire

<ul style="list-style-type: none"> District Headquarters (District 24) Local Group Officers: <ul style="list-style-type: none"> Ovens Valley Group Bogong Group 	Email MEMPC member who will distribute to Group Leaders
Ambulance Victoria	Email MEMPC member
Local Relief and Recovery Agency Representatives:	
Australian Red Cross	Email MEMPC member
Regional St John Ambulance	Email from contact list
Victorian Council of Churches Emergencies Ministries	Email from contact list
Salvation Army	
Hospitals (<i>Alpine Health Group</i>): <ul style="list-style-type: none"> Bright Campus Mt Beauty Campus Myrtleford Campus 	Email Alpine Health from contact list who will distribute to each campus
Government Agency Representatives:	
Department of Family, Fairness & Housing (DFFH)	Email MEMPC member
Department of Environment, Land, Water & Planning (DELWP)	Email MEMPC member
Parks Victoria (Bright)	Email from contact list
Department of Jobs, Precincts and Regions (DJPR)	
Vic Roads	
North East Region Water Authority	
Utility Company Representatives:	
AGL Hydro	Email from contact list
Other Relevant Representatives:	
Chair of Community Resilience Committee	Email from contact list
Other:	
Incident Control Centre Swifts Creek	Email from contact list
North East Catchment Management Authority	Email from contact list
Hancock Victorian Plantations	Email from contact list
Victorian Farmers Federation	Email from contact list
Rapid Relief Team	Email from contact list

An e-version of this MEMP will be made available on the Alpine Shire Website. Printed copies of the MEMP will be distributed on request.

New versions of the MEMP are distributed to:

- State Library
- REMP

Appendix A5 – MEMP Terms of Reference (ToR)

1. Introduction

The *Emergency Management Legislation Amendment Act 2018* (EMLA Act) amended the *Emergency Management Act 2013* (EM Act 2013) and various other acts to establish a new integrated and coordinated framework for emergency management planning at state, region and municipal levels.

At the municipal level, the EM Act 2013 as amended creates an obligation for a reformed Municipal Emergency Management Planning Committee (MEMPC) to be established in each of Victoria's municipal districts, including Alpine Resort Management Boards which, for the purposes of the Act, are considered as municipal districts.

Each MEMPC is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of developing a comprehensive emergency management plan for the municipality.

The Alpine Shire Municipal Emergency Management Planning Committee (MEMPC) is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of developing a comprehensive emergency management plan for the municipality.

The Municipal Emergency Management Plan (MEMP) covers arrangements for mitigation, response and recovery, and identify the roles and responsibilities of agencies in relation to emergency management.

The Municipal Emergency Management Plan (MEMP) covers arrangements for mitigation, response and recovery, and identify the roles and responsibilities of agencies in relation to emergency management.

2. Scope

The MEMPC operates strategically to ensure comprehensive, collaborative and integrated planning occurs at all levels.

With a focus on preparedness and resilience, municipal planning applies risk-based analysis to mitigate or reduce the consequences of emergencies on the built, economic, social and natural environments and improve community outcomes.

Planning considerations include the full spectrum of prevention, preparedness, response and recovery and apply to all hazards and all communities.

The MEMPC maintains an awareness of existing municipal capability and capacity to support the effective conduct of mitigation, response and recovery activities. Where appropriate the committee may facilitate or assist with activities that support capability and capacity uplift. This may include, but is not limited to, community engagement activities or multi-agency exercises and training that provide for continuous learning and improvement.

3. Governance

Under section 59F of the EM Act, the municipal council establishes a MEMPC which transfers responsibility for municipal emergency management planning from the council to the multi-agency MEMPC. This shift of responsibility highlights the intent of the reform which supports emergency

management planning as an integrated, multi-agency and collaborative effort. This means that all participating agencies are required to contribute their expertise and resource to municipal emergency management planning.

As per section 59E of the EM Act 2013, the MEMPC can regulate its own procedure.

4. MEMPC Functions

The MEMPC is the peak planning body for emergency management within the Indigo Shire 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.

In line with section 59D of the EM Act 2013 the functions of the MEMPC are to:

- a) be responsible for the preparation and review of its MEMP
- b) ensure that its MEMP is consistent with the state emergency management plan and the relevant REMP
- c) provide reports of recommendation to its REMPC in relation to any matter that affects, or may affect, emergency management planning in the municipality
- d) share information with the REMPC and other MEMPCs to assist effective emergency management planning
- e) collaborate (having regard to the Guidelines) with any other MEMPC that the MEMPC considers appropriate in relation to emergency management planning, including preparing MEMPs
- f) Determine the need for and participate in functional sub-committees and working groups to plan for specific emergencies, address issues and develop and implement sub plans & projects
- g) perform any other function conferred on the MEMPC by the EM Act 2013, or any other act.

The MEMPC has the power to do all things necessary or convenient in connection with the performance of its functions, however it cannot direct any member agency or other group.

The MEMPC may establish ongoing sub-committees or time-limited working groups to investigate or address specific issues or undertake key tasks.

Context

The MEMPC reports to the REMPC, and the REMPC is the key link between municipal and state level emergency planning and response activities. All legislated member agencies of the MEMPC are also represented on the REMPC.



Figure 1 – Relationship of the MEMPC to the REMPC and the EMC

5. Membership

Section 59A of the EM Act 2013 specifies the minimum membership requirements of the MEMPC being:

CORE

- Municipal Council/ Alpine Resort Management Board
- Victoria Police
- Country Fire Authority
- Ambulance Victoria
- Victoria State Emergency Service
- Australian Red Cross
- Department of Family, Fairness and Housing

ADDITIONAL

- Community representative
- Recovery representative
- Other representative – industry or agency

The committee may invite or recruit additional people with key skills or knowledge to join the MEMPC, as necessary.

When deciding whether to invite new members to the MEMPC, consideration should be given to the reason for the invitation; for example, a potential member may be needed to add subject matter expertise to a specific project or body of work and therefore an invitation to participate in a sub-committee or working group may be a more appropriate strategy.

Non agency/organisation members will have a 3 year service that will align with the assurance period of the MEMP.

The committee will review its membership on a yearly basis, or more frequently if needed.

Refer to Annexure A for a current list of members of the MEMPC.

Change of Representative

The relevant agency will advise the MEMPC chair in writing of any formal changes to their nominated representative. This relates to a permanent change of membership and does not relate to attendance as a proxy (refer to section 7.8).

As required by Section 59A of the EM Act 2013, a representative requires confirmation from within the relevant agency, as outlined in the table below.

AGENCY	AGENCY NOMINATIONS CONFIRMED BY
Core Membership	
Alpine Shire Council	Chief Executive Officer
Victoria Police	Chief Commissioner of Police
Country Fire Authority	Agency

Ambulance Victoria	Secretary, Department of Health
Victoria State Emergency Service	Agency
Australian Red Cross	Agency
Department of Families, Fairness and Housing	Secretary, Department of Family, fairness and housing
Other Members	
Alpine Resilience Committee	Chair, Alpine Resilience Committee
Alpine Shire Council (MRM)	Chief Executive Officer
Department of Environment, Land, Water and Planning	Agency

6. Roles and responsibilities

Chair

Section 59B(1) of the EM Act 2013 specifies that the municipal council must nominate either its Chief Executive Officer or a member of the municipal council staff by the Chief Executive Officer as the chairperson.

Chair responsibilities

The chair has the following functions (s59B(2) of the EM Act 2013):

- chairing MEMPC meetings
- facilitating the MEMPC to perform its functions
- On behalf of MEMPC provide information and recommendations to the REMPC

Additionally, the chair will:

- Ensure the MEMPC operates in accordance with the requirements of this Terms of Reference
- Preside at and manage all meetings
- Confirm the agenda for each meeting
- Manage acceptance/advice of last-minute papers or agenda items prior to MEMPC meetings.
- Ensure that the MEMPC meets according to its schedule
- Ensure that MEMPC meetings are efficient and effective
- Provide leadership to the committee in its deliberations
- Facilitate frank and open discussion
- Ensure that all members can participate equally
- Refer issues or matters of concern identified by the MEMPC, or members of the MEMPC, to the REMPC
- Sign correspondence on behalf of the MEMPC
- Represent the MEMPC in other forums where appropriate

- Coordinate out of session matters

Election of a deputy chair

To ensure consistency and redundancy the MEMPC will elect a deputy chair. This appointment may be a certain period of time, as agreed by the MEMPC.

Deputy chair responsibilities

- Undertake the role of the chair if the elected chair is absent
- Receive delegated responsibilities of the chair as agreed with the chair

Member responsibilities

The agencies prescribed in the EM Act 2013 and additional invited committee members will provide representation at the appropriate level and with the authority to commit resources and make decisions on behalf of their organisation or community.

Members are asked to participate in the MEMPC as a partnership and provide advice or make decisions in the best interest of the citizens of Victoria. The MEMPC acknowledges and respects members existing responsibilities, accountabilities and associated levels of resourcing.

All MEMPC members will:

- Prepare for, prioritise and attend scheduled meetings
- Proactively contribute to the work of the MEMPC
- Provide meeting papers to the chair at least one week prior to a meeting
- Respect confidential and privileged information
- Represent all areas of their agencies and associated entities
- Report on recent relevant agency activity relating to emergency management mitigation, response or recovery activities, with a focus on emerging risks or opportunities
- Where a decision or action is outside the authority of the member, engage with relevant personnel within their agency to obtain approval to commit resources and undertake tasks
- Identify and liaise with subject matter experts or key representatives from within their agencies to participate in the MEMPC, its sub-committees or working groups
- Advocate for and report back to their agencies on MEMPC outcomes and decisions.

7. Administrative Arrangements

This section outlines the frequency of meetings and committee management arrangements.

Meeting frequency

To align with seasonal requirements and operational tempo, the MEMPC will meet three times per year, preferably second Wednesday in April, August and November. A preference for Microsoft Teams as the software to be used for online meetings

The MEMPC chair may schedule additional meetings as required.

Meeting venue

The chairperson will advise the members of meeting venues prior to the meeting. It is possible that meetings may be conducted at various venues and it is also possible that meetings could be held remotely via electronic means, preferably via Microsoft Teams.

Meeting papers and documentation

Any member can submit items to be included on the agenda. The chair will confirm the agenda prior to each meeting.

Meetings will be conducted on a formal basis, with proceedings recorded and action items documented in the MEMPC meeting minutes.

All proceedings and documentation of the MEMPC are confidential until the MEMPC agrees otherwise, or where the provider of the information advises that it is publicly available, and no restrictions apply to its release. Noting this, MEMPC records remain discoverable under the Freedom of Information Act 1982.

MEMPC documentation will be stored on EMCOP.

Secretariat

The MEMPC will determine how the secretariat function will be managed

Secretariat duties may include:

- Scheduling meetings
- Providing committee members with the meeting agenda
- Record agreed actions in the MEMPC Actions Register
- Induction of new committee members
- Develop/send correspondence for the MEMPC
- Maintain the contact list of MEMPC members.

Quorum

Committee activities may be conducted without a quorum present; however, a quorum must be present for the purpose of decision making.

Where an agency will have responsibility or accountabilities as a result of a motion/resolution, that agency must be part of the quorum for that item.

A quorum is greater than 50% of the current voting members and includes the chair or deputy chair (*Annexure A*).

Decision making

In general, the Committee will adopt a consensus approach to decision-making, where a majority of members agree, with the remainder content to give way. The chair will seek further advice from the members and attendees or through external subject matter experts to support decision making.

Where consensus cannot be achieved, decisions will be made by majority vote. In the event of a tie the MEMPC, through the chair, will escalate issues to the REMPC for decision.

The chair will ensure that all members are provided with the opportunity to participate in discussions and decision making.

Each MEMPC member has one (1) vote on any matter decided by the committee, unless that member is identified as a non-voting member. To vote, a MEMPC member must be present at the meeting or represented by a proxy.

Where the MEMPC must reach a decision between committee meetings, this can be undertaken via circular resolution. All members will be notified of the proposed resolution, with a collective decision reached where the majority of respondents vote in the affirmative. Decisions made by circular resolution will be confirmed by committee at the next MEMPC meeting.

All decisions made will be regarded as collective decisions of the MEMPC.

Sub-Committees and Working Groups

The MEMPC Committee will determine the need to establish sub-committees / working groups in order to investigate and report on specific issues that will assist the MEMPC Committee in meeting its obligations under the *Emergency Management Act 1986*.

The MEMPC Committee will determine the Terms of Reference and reporting timeframes for the sub-committees and/or working groups. The MEMPC Committee can delegate this task to the sub-committee or working group but will endorse or accept them at a MEMPC meeting.

The membership of any sub-committee and/or working group may consist of agencies and organisations represented on the MEMPC Committee, and other representatives deemed necessary.

The established sub-committees will report to the MEMPC Committee for any actions to be undertaken and recommendations that will be required to go to MEMPC.

Minutes will be taken at all sub-committee / working party meetings and will be distributed in accordance with the MEMPC Committee meeting minutes and agendas.

If the function of a sub-committee is completed, the sub-committee can be disbanded at a meeting of the MEMPC Committee. Sub-committees may continue with a watching brief for their area of responsibility and not be required to meet until necessitated by a review or change in circumstances. A currency and accuracy review of sub-plans should occur every 12 months, with full reviews every three years, unless otherwise stated.

Conflict of interest

If a MEMPC member or their proxy has a direct or indirect interest in a matter to be decided by the committee, they must declare their conflict or perceived conflict and must not vote on the issue. The MEMPC will determine if the member should be excluded from all or part of the proceedings related to the matter.

Proxies

In accordance with the intent of the legislation members should prioritise MEMPC meetings wherever possible. In the event a member is unable to personally attend a specific meeting, they are encouraged to identify a suitably skilled and authorised proxy. The proxy is considered to have the same voting rights as the substantive MEMPC member, unless the chair is advised otherwise.

Members may choose to identify a standing proxy who is empowered to represent the member at any time. The member will notify the chair of the details of this person and the duration of the appointment as a standing proxy.

Where a standing proxy is not recorded, or is unavailable, a member will advise the chair of the name, role and contact details of their nominated proxy, as early as possible before a meeting. This advice should be in writing for the purpose of record keeping and will include any limitations to the voting rights of the proxy for that meeting.

If the committee member is unable to provide advice to the chair of the details of a proxy and their voting rights before the meeting, the attendee will be considered an observer for the meeting.

Observers

An observer may attend a meeting for any number of reasons. MEMPC members will advise the chair of the attendance of an observer before a meeting, where possible.

Observers must respect all confidentiality and operating protocols of the MEMPC, and must not:

- propose or vote on motions
- intrude on the procedures of the MEMPC
- take part in the meeting proceedings without the invitation of the chair.

Non-voting members

If deemed necessary for transparency and equity, the committee can invite additional standing members who may not have voting rights. Where this is the case, the membership list at *Appendix A* will reflect the voting status.

Members of sub-committees or working groups do not have voting rights unless they are also members of the MEMPC.

Issue Escalation

The Chair may escalate any matters of significance to the REMPC for advice or decision.

Members of the committee may also seek to escalate items to the REMPC, through the chair, where efforts to resolve a matter at the local level have not been successful, or where the consequences of a decision will unduly impact the member agency.

Issues requiring escalation should be well documented and include:

- A description of the issue or advice sought and the consequences if it remains unresolved.
- Actions taken to resolve the issue.
- Recommended actions or options that may assist resolution.

8. Financial Management

The MEMPC does not have a financial delegation and does not hold a budget. The MEMPC cannot expend or receive monies.

Member agencies may agree to commit funds to a MEMPC activity or event, in which instance the expenditure is considered expenditure of the agency and not the MEMPC. The member agency is

Municipal Emergency
Management Planning
Alpine Shire

responsible for all aspects of financial management within their existing governance arrangements. The MEMPC does not accept liability for any agency-led initiatives.

Appendix A6 - MEMPC Membership

ORGANISATION	NAME	POSITION	PHONE	EMAIL
Voting Members				
Alpine Shire	William Jeremy	Chair	0466 345 736	williamj@alpineshire.vic.gov.au
Vic Pol	Doug Incoll	MERC	0407 692 043	doug.incoll@police.vic.gov.au
CFA	Adrian Gutsche	Assistant Chief Fire Officer D24	0409 726 455	a.gutsche@cfa.vic.gov.au
Vic SES	Charlie Sexton	Operations Officer	0438 936 293	charlie.sexton@ses.vic.gov.au
Ambulance Vic	Rebecca Godden	Alpine Senior Team Leader	0447 141 147	Alpine.STM@ambulance.vic.gov.au
DFFH	Sally McCarron	Senior Emergency Management Coordinator	0477 315 331	sally.mccarron@dffh.vic.gov.au
Red Cross	Lynne Jones	Divisional Operation Officer	0419 100 902	lyjones@redcross.org.au
Community – ARC		Chair		arc@alpineshire.vic.gov.au
Recovery – ASC	Elaine Burridge	MRM	0439 161 600	mrm@alpineshire.vic.gov.au
Agency - DELWP	Jarrold Hayse	District Manager, Ovens	0438 059 244	jarrod.hayse@delwp.vic.gov.au
Non-Voting members				
Alpine Shire	Michael Buckley	MEMO	0437 261 601	memo@alpineshire.vic.gov.au
Alpine Shire	Karen van Huizen	EMC & MFPO	0412 605 615	karenv@alpineshire.vic.gov.au

APPENDIX A7 – History of emergencies

Date	Event Type	Affected Area	Summary
Feb 1993	Major Bushfire	Mt Buffalo area	Burnt 51,400ha
Oct 1993	Major Flooding	Ovens Valley	90 homes and 32 businesses affected. Roads and bridges damaged causing road closures. Caravan parks, motels and businesses inundated. Extensive damage to crops, livestock pumps, fencing, plant & machinery.
Oct 1996	Flooding	Myrtleford area	Approx. 20 year ARI causing moderate flooding
Sept 1998	Major Flooding	Ovens and Kiewa Valleys	Major flooding in Ovens & Kiewa Valleys (largest on record for Kiewa valley) 112 buildings flooded above floor level in Myrtleford. Extensive flooding in the floodplain between Happy Valley Creek & the Ovens River. 207mm rainfall at Harrietville. Damage to Vic Attridge Bridge, flow breakout above and below School bridge.
Jan 2003	Major Bushfires	Ovens and Kiewa Valleys	Geographically large fires over 59 days that covered the southern parts of the Shire including Buffalo River, Mt. Buffalo and across to the Bogong areas. impacting tourism and river health
2003/2004	Severe Storm	Myrtleford	Severe wind storm passed through Myrtleford; tore rooves of about 40-50 homes
Dec 2006 Jan 2007	Major Bushfires	Ovens and Kiewa Valleys	A campaign fire burning over 1 million ha over 69 days threatening Mt Beauty, Bright, Wandiligong and Tawonga
Feb 2009	Major Bushfires	Barwidgee Creek, Mudgegonga, Gapsted, Dederang, Rosewhite, Havilah, Kancoona, Kancoona South, Running Creek.	The fire was rapid and referred to as “Black Saturday” resulting in 2 fatalities, over 200 stock and domestic animals, destruction of many houses and pine plantations.
Sept 2010	Major Flooding	Ovens and Kiewa Valleys	Major flooding across the Ovens and Kiewa valleys. Flood peaked recorder at Eurobin was 6.83m and affected 18 low lying homes in Myrtleford backing into Happy Valley Creek affecting carpark behind Target and shops.
Dec 2010	Major Flooding	Ovens and Kiewa Valleys	Major flooding in the Ovens and Kiewa valley (but smaller than Sept 2010) 19 People evacuated from the Myrtleford and Arderns Caravan Parks, Barwidgee Creek impacted harder than in Sept 2010 event. Nimmo Bridge under water
Feb 2011	Storms and moderate Flooding	Ovens and Kiewa Valleys	Storm and flooding causing unsealed road damage restricting access

Municipal Emergency
Management Planning
Alpine Shire

Date	Event Type	Affected Area	Summary
Feb 2012	Storms and moderate Flooding	Ovens and Kiewa Valleys	130mm over 2 days. Trees down on multiple roads.
Jan 2013	Major Bushfire	Extending Harrietville to Mount Hotham	Encompassing 37,00ha a significant amount of bush and council resourcing was affected. Threat to tourism and large community impact to Harrietville and the surrounding ecosystem.
Dec 2015	Landslide – debris flow	Eurobin	Intense rain event that caused multiple mudslides on gully's in Eurobin. Two houses were inundated and Valley homestead sustained damage. GAR blocked for two days and restricted for a week.
Jan 2016	Storm	Mt Beauty	Storm event resulted in building damage to 4 homes
Oct 2016	Major Flooding	Ovens & Kiewa Valley	Widespread rainfall resulting in evacuation of Myrtleford and landslides long GAR, Tawonga Gap Rd and Bogong Highplains Rd isolating 200 people at Falls Creek. 63 properties at risk of flooding when the Ovens River peaked at 6.18M at Major Flood Class Level. Many properties isolated on the Ovens River and Happy Valley Creek Flood Plain. Evacuation message sent as predicted Flood height was well above the Major Flood level Myrtleford Holiday Park and operation of pumps at Myrtleford sewerage plant impacted for 2 days.
Dec 2017	Storm	Bright	Storm event resulted in Building damage to 4 homes
2019	Blizzard	GAR B/W Harrietville & Mt Hotham	Blizzard conditions closed Great Alpine Road after multiple vehicles became stuck in cold, slippery conditions. Evacuation of people from stuck vehicle to mt Hotham and Harrietville conducted.
Jan 2020	Major Bushfire	Alpine Area, Ovens and King Valley	29% of footprint impacted with 6% impacting private land and the balance public land or plantations. 1 home, sheds, cattle yards, fencing, farm equipment and 63 livestock lost. Economic impacts estimated over \$90M for first quarter, including visitation, plantations, grapes, and wine producers.
Mar 2020	Coronavirus	Worldwide	The Coronavirus Pandemic was declared by the World Health Organisation heavily impacting tourism in the Alpine Shire

B RISKS

APPENDIX B1 – RISK TABLES

Risk:	BUSHFIRE	
Risk Description: the likelihood of a fire starting, spreading and impacting on people, property and the environment.		
Possible causes of risk:	<ul style="list-style-type: none"> • Human activity • Lightning strikes • Dry vegetation and fire weather 	
Impact/Consequences:	<ul style="list-style-type: none"> • Negative impacts on health and loss of life • Loss of infrastructure, impacts on critical infrastructure • Significant social and economic disruption • Damage to environment 	
Planning document	<ul style="list-style-type: none"> • Integrated Fire Management Plan • State Emergency Management Plan • DELWP Hume Fire Operations Plan - https://www.ffm.vic.gov.au/bushfire-fuel-and-risk-management/fire-operation-plans 	
Community engagement	Engagement level:	Inform, Consult, Involve,
	Action:	<ul style="list-style-type: none"> • State campaigns across a range of mediums • Face to face – community meetings
Residual Risk Rating	High	Further information available at CERA online

RISK	BUSHFIRE	
Controls	Spectrum	Responsible Agency
Education campaigns and community engagement	<ul style="list-style-type: none"> • Prevention • Preparedness • Response • Recovery 	CFA DELWP
Property preparation	<ul style="list-style-type: none"> • Prevention • Preparedness • Response 	CFA Council
Vegetation management and fuel reduction	<ul style="list-style-type: none"> • Prevention • Preparedness • Response 	CFA DELWP Council
Integrated planning	<ul style="list-style-type: none"> • Prevention • Preparedness • Response • Recovery 	CFA DELWP Council
Town planning – Bushfire Management Overlays	<ul style="list-style-type: none"> • Prevention • Preparedness 	Council
Fire management	<ul style="list-style-type: none"> • Response • Recovery 	CFA DELWP

Risk:	FLOOD	
<p>Risk Description: riverine and localised flooding. Inundation of properties, closures and damage to roads and bridges. Flood trends show Alpine Shire as prone to fast moving floods which recede quickly. Flash flooding risk. High risk of vehicles entering flood waters and being washed away.</p> <p>Greatest risk to infrastructure in the municipality is the township of Myrtleford.</p>		
Possible causes of risk:	<ul style="list-style-type: none"> • Severe weather/Thunderstorm systems • Atmospheric conditions • Topography • Drain blockages or overflow 	
Impact/Consequences:	<ul style="list-style-type: none"> • Loss of life • Loss of infrastructure, impacts on critical infrastructure • Impact of business continuity of essential services/needs eg health, food,water • Damage to environment 	
Planning document	<ul style="list-style-type: none"> • Alpine Shire Flood & Storm Plan • Myrtleford Flood Guide 	
Community engagement	Engagement level:	Inform, Consult, Involve,
	Action:	<ul style="list-style-type: none"> • SES education campaigns • Flood plan engagement
Residual Risk Rating	High	Further information available at CERA online

Municipal Emergency
Management Planning
Alpine Shire

RISK	FLOOD	
Controls	Spectrum	Responsible Agency
Monitoring devices - Radar, Rain Gauges, Weather systems, River Gauges	<ul style="list-style-type: none"> • Preparedness • Response 	BOM, DELWP
Alpine Shire Flood & Storm Plan	<ul style="list-style-type: none"> • Prevention • Preparedness • Response • Recovery 	VICSES Council
Local Flood Guides	<ul style="list-style-type: none"> • Prevention • Preparedness • Response 	VICSES
Flood Education Program	<ul style="list-style-type: none"> • Prevention • Preparedness 	VICSES
Town planning – Flood Inundation Overlays	<ul style="list-style-type: none"> • Prevention • Preparedness 	Council
Flood Warning System - VicEmergency app website and Emergency Alert	<ul style="list-style-type: none"> • Preparedness • Response 	EMV VICSES
Local Knowledge and Community Flood Observers	<ul style="list-style-type: none"> • Prevention • Preparedness • Response • Recovery 	VICSES & Council

Risk:	STORM	
Risk Description:	Alpine Shire like all municipalities in NE Victoria is at risk of storm events. These events are split into 2 categories. Severe Weather Warnings are issued for: Sustained winds of gale force (63 km/h) or more, Wind gusts of 90 km/h or more (100 km/h or more in Tasmania), Very heavy rain that may lead to flash flooding, Abnormally high tides (or storm tides) expected to exceed highest astronomical tide, Unusually large surf waves expected to cause dangerous conditions on the coast and Widespread blizzards in Alpine areas Severe thunderstorm warnings are for events that produce any of the following: Large hail (2cm in diameter or larger) Giant hail (5cm in diameter or larger) Damaging or destructive wind gusts (generally wind gusts exceeding 90 km/h) Heavy rainfall which may cause flash flooding Tornadoes Due to the complex nature of storms it is very difficult for BoM forecasters to predict the locations of events and what damage may occur cannot be determined until it happens. Storms can occur at any time of the year and don't have a season. The flash flood risk is increasing with storm intensity all year around and we are seeing people trapped in flood waters during almost every flash flood event. Some fatal in the region.	
Possible causes of risk:	<ul style="list-style-type: none"> • Severe weather/Thunderstorm systems • Atmospheric conditions • Topography • Building design and maintenance 	
Impact/Consequences:	<ul style="list-style-type: none"> • Rescue persons • Loss of life • Loss/damage of infrastructure, business, residence, • Impacts on critical infrastructure • Impact of business continuity of essential services/needs eg health, food, water • Damage to environment • Access/Egress 	
Planning document	<ul style="list-style-type: none"> • Alpine Shire Flood & Storm Plan • GAR Road Protocol 	
Community engagement	Engagement level:	Inform, Consult, Involve,
	Action:	<ul style="list-style-type: none"> • SES education campaigns • Plan Reviews
Residual Risk Rating	High	Further information available at CERA online

Municipal Emergency
Management Planning
Alpine Shire

RISK	STORM	
Controls	Spectrum	Responsible Agency
Monitoring devices - Radar, Weather stations, Rain gauges	<ul style="list-style-type: none"> • Preparedness • Response 	BOM
Alpine Shire Flood & Storm Plan	<ul style="list-style-type: none"> • Prevention • Preparedness • Response • Recovery 	VICSES Council
Storm Education Program	<ul style="list-style-type: none"> • Prevention • Preparedness • Response 	VICSES
3 X VICSES Response Units within Municipality	<ul style="list-style-type: none"> • Prevention • Preparedness 	VICSES

Risk:	EXTREME HEAT	
<p>Risk Description: A period of excessively hot weather that may affect human health and damage infrastructure. Extreme heat can be lethal, especially in vulnerable demographics.</p> <p>Often linked to high fire danger.</p>		
Possible causes of risk:	<ul style="list-style-type: none"> • Summer heatwaves • Loss of power to cool houses 	
Impact/Consequences:	<ul style="list-style-type: none"> • Loss of life • Loss of infrastructure, impacts on critical infrastructure • Negative impact on health (especially vulnerable people, outdoor workers and sport participants) 	
Planning document	<ul style="list-style-type: none"> • Alpine Shire Heatwave Plan • State Emergency Response Plan – Extreme Heat Subplan • Heat Health Plan for Victoria 	
Community engagement	Engagement level:	Inform, Consult, Involve, Collaborate, Empower
	Action:	<ul style="list-style-type: none"> • DFFH campaigns • Face to Face engagement
Residual Risk Rating	High	Further information available at CERA online

RISK	EXTREME HEAT		
Controls	Spectrum		Responsible Agency
Education	<ul style="list-style-type: none"> • Prevention • Preparedness • Response 		DFFH Council
Alpine Shire Heatwave Plan	<ul style="list-style-type: none"> • Prevention • Preparedness • Response • Recovery 		Council
State Extreme Heat Plan	<ul style="list-style-type: none"> • Prevention • Preparedness • Response • Recovery 		DoH
Heat Health Alert System	<ul style="list-style-type: none"> • Preparedness • Response 		DFFH Council
Local Face to Face Support	<ul style="list-style-type: none"> • Prevention • Preparedness • Response • Recovery 		Council Alpine Health

Risk:	PANDEMIC	
<p>Risk Description: A pandemic occurs when a highly infectious new strain emerges for which humans have little or no immunity. During a pandemic, the virus spreads rapidly around the world causing high rates of illness and death – and resulting in severe social and economic disruption. Illnesses can result in hospitalisations and deaths mainly among high-risk groups (the very young, elderly or chronically ill).</p> <p>An influenza or COVID pandemic occurs when: • a new type of virus emerges which most people have not been previously exposed to and are, therefore, highly susceptible • the virus has potential to cause disease in humans • the virus is easily and rapidly spread between humans, infecting large numbers of people worldwide with the potential to cause many deaths.</p>		
Possible causes of risk:	<ul style="list-style-type: none"> • New type of virus emerges • Ease of international/ cross border travel and trade • Special Settings- ie Aged Care centres, child care 	
Impact/Consequences:	<ul style="list-style-type: none"> • Loss of life • Impact of business continuity of essential services/needs eg health, food,water • High risk groups- very young, elderly or those with chronically illnesses 	
Planning document	<ul style="list-style-type: none"> • Alpine Shire Pandemic Plan 	
Community engagement	Engagement level:	Inform, Consult, Involve, Collaborate, Empower
	Action:	<ul style="list-style-type: none"> • DoH education campaigns • Face to face engagement
Residual Risk Rating	High	Further information available at CERA online

Municipal Emergency
Management Planning
Alpine Shire

RISK	PANDEMIC		
Controls	Spectrum		Responsible Agency
Education	<ul style="list-style-type: none"> • Preparedness • Response 		DoH DFFH
Alpine Shire Pandemic Plan	<ul style="list-style-type: none"> • Prevention • Preparedness • Response • Recovery 		DoH DFFH

Risk:	TRANSPORT INCIDENT - ROAD	
<p>Risk Description: The Great Alpine Road (GAR) is the main arterial route that connects the north-east of Victoria to East Gippsland, travelling over the Great Dividing Range and incorporates the Mt Hotham snow resort, reaching altitudes of close to 1800m. The road is frequently impacted by extreme weather events (particularly during the winter months) and can include blizzards, heavy snow (down to low levels), high winds, hail and severe thunderstorms. It is not uncommon for motorists to be caught in these weather events and they can quickly become immobile due to the conditions. It is also not uncommon for these events to turn into an event that requires an emergency response. The road can become impassable and issues include traffic blockages, resident displacement, damage to infrastructure and disruption to service delivery. Appropriate road closures and diversions routes need to be planned and the information conveyed to drivers' of vehicles via SMS, personally or media alerts</p>		
Possible causes of risk:	<ul style="list-style-type: none"> • Vehicle collision • Extreme weather event • No wheel chains carried • Fallen trees • Vehicles impacted by the conditions and stuck on the road. 	
Impact/Consequences:	<ul style="list-style-type: none"> • Public requiring rescue • Road condition - impacted to the extent of being shut • Loss of life • Loss of infrastructure, impacts on critical infrastructure • Impact of business continuity of essential services/needs eg health, food, water 	
Planning document	<ul style="list-style-type: none"> • Great Alpine Road (GAR) Protocol 	
Community engagement	Engagement level:	Inform, Consult, Involve,
	Action:	<ul style="list-style-type: none"> • Road education campaigns •
Residual Risk Rating	High	Further information available at CERA online

RISK	TRANSPORT INCIDENT - ROAD	
Controls	Spectrum	Responsible Agency
Community alerts & warnings	<ul style="list-style-type: none"> • Preparedness • Response 	VICPOL BOM RRV ASC
Signage	<ul style="list-style-type: none"> • Prevention • Preparedness • Response • Recovery 	RRV ASC
Emergency management plans	<ul style="list-style-type: none"> • Prevention • Preparedness • Response 	VICPOL RRV ASC

C SUPPORTING PLANS & ARRANGEMENTS

Appendix C1 – Alpine Shire Council Sub-plans

[Municipal Fire Management Plan](#)

[Municipal Emergency Flood Plan](#)

Appendix C2 – Alpine Shire Council Complementary Plans

[Municipal Emergency Animal Welfare Plan](#)

[Municipal Heatwave Plan](#)

[Municipal Pandemic Plan](#)

Mt Hotham Airport Aerodrome Emergency Plan (not a public document)

Additional Internal Documents

Emergency Relief Centre Collaboration Arrangements – Stored in Sharepoint and EM COP

Municipal Response Operating Guidelines – Stored in Sharepoint and EM COP

Municipal Recovery Manager Relief and Recovery Operating Guidelines – Stored in Sharepoint and EM COP

APPENDIX C3 – Emergency Relief Centre (ERC) Locations

The following emergency relief centres have been assessed and found to be potentially suitable for use in times of emergency. The Incident Controller, in consultation with the MRM, must take into consideration the prevailing circumstances and number of people needing assistance when selecting a site or sites for providing relief. Refer to **Section 5.11** for further details.

ALPINE SHIRE RELIEF CENTRE LOCATIONS			
TOWN / AREA	NAME OF FACILITY	ADDRESS	Coordinates (DD)
Bright	Bright Community & Entertainment Centre	Railway Avenue	-36.729979 146.960007
	Pioneer Park Pavilion	Coronation Avenue	-36.737979 146.970260
Harrietville	Harrietville Community Hall	Great Alpine Road	-36.891763 147.063336
Mount Beauty	Mt. Beauty Community Centre	Kiewa Crescent	-36.743049 147.170726
	Mt. Beauty Swimming Pool & Sports Stadium	Service Road	-36.741793 147.168774
Dederang	Dederang Multipurpose Building	Kiewa Valley Highway	-36.475780 147.019609
	Dederang Golf Club	Kiewa Valley Highway	-36.476216 147.019199
	Dederang Memorial Hall	Kiewa Valley Highway	-36.475587 147.021267
Myrtleford	Myrtleford Sports Stadium	Yackandandah Road	-36.544230 146.728207
	Myrtleford Senior Citizens Centre	Smith Street	-36.557872 146.721989
Dinner Plain	Dinner Plain Community Centre	Big Muster Drive	-37.022096 147.238166

E MAPPING

Appendix E – Maps

Maps of towns showing NSP, ERC, ICC and staging area locations

Bright

Dederang

Dinner Plain

Harrietville

Mount Beauty

Tawonga South

Tawonga

Myrtleford

Porepunkah

Wandiligong

Emergency Response and Relief Locations

Bright

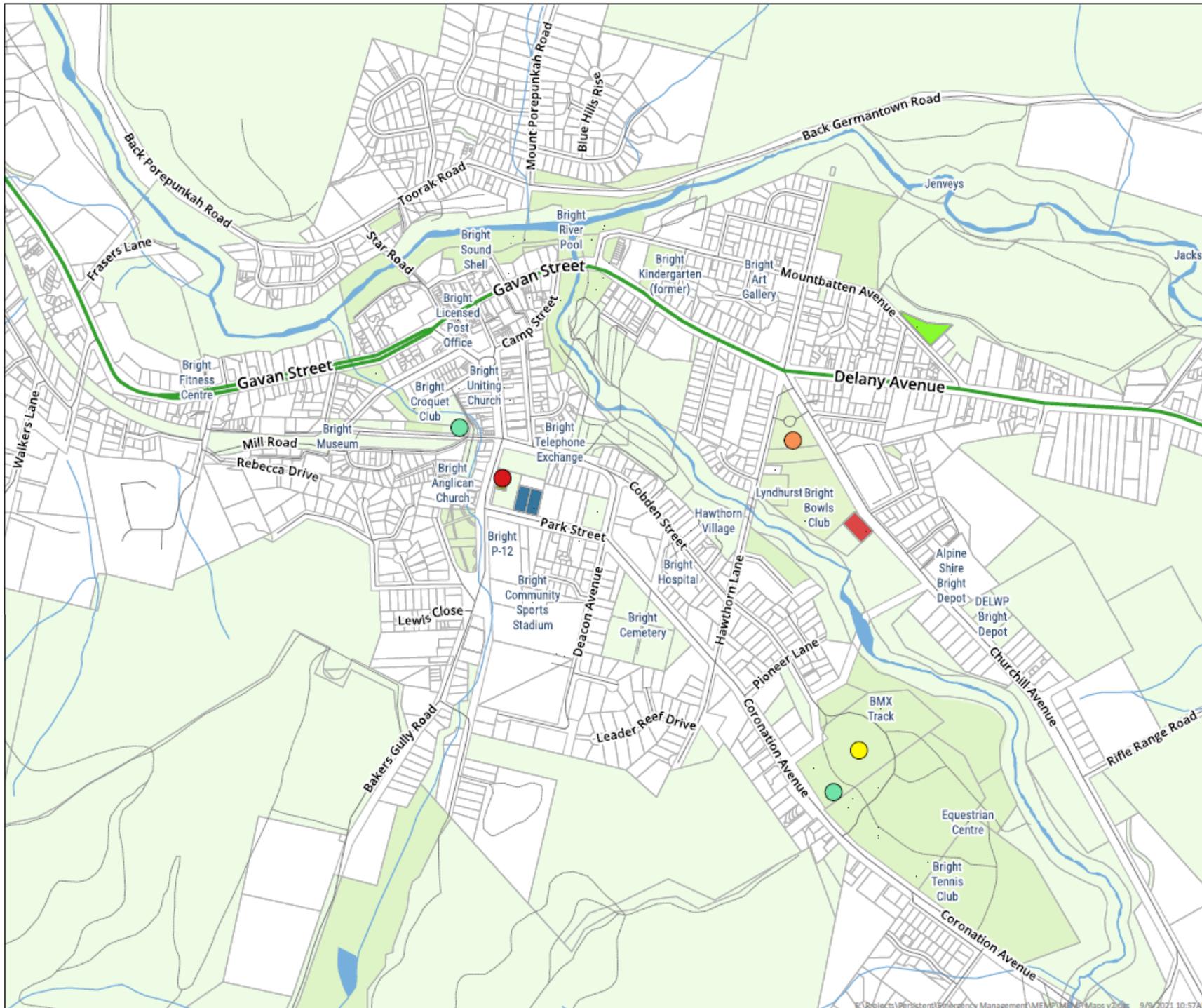
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Locations

- ICC
- CEOC
- NSP-BPLR
- Relief
- Staging

Property Owner

- AMBULANCE VICTORIA
- COUNTRY FIRE AUTHORITY
- PARKS VICTORIA
- STATE EMERGENCY SERVICES
- VICTORIA POLICE



Coordinate System
GDA2020 / MGA zone 55



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Emergency Response and Relief Locations Dederang



Legend

Locations

- ICC
- CEOC
- NSP-BPLR
- Relief
- Staging

Property Owner

- AMBULANCE VICTORIA
- COUNTRY FIRE AUTHORITY
- PARKS VICTORIA
- STATE EMERGENCY SERVICES
- VICTORIA POLICE



Coordinate System
GDA2020 / MGA zone 55



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Emergency Response and Relief Locations

Dinner Plain



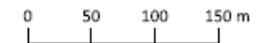
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Locations

- ICC
- CEOC
- NSP-BPLR
- Relief
- Staging

Property Owner

- AMBULANCE VICTORIA
- COUNTRY FIRE AUTHORITY
- PARKS VICTORIA
- STATE EMERGENCY SERVICES
- VICTORIA POLICE



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Emergency Response and Relief Locations

Harrietville

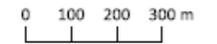
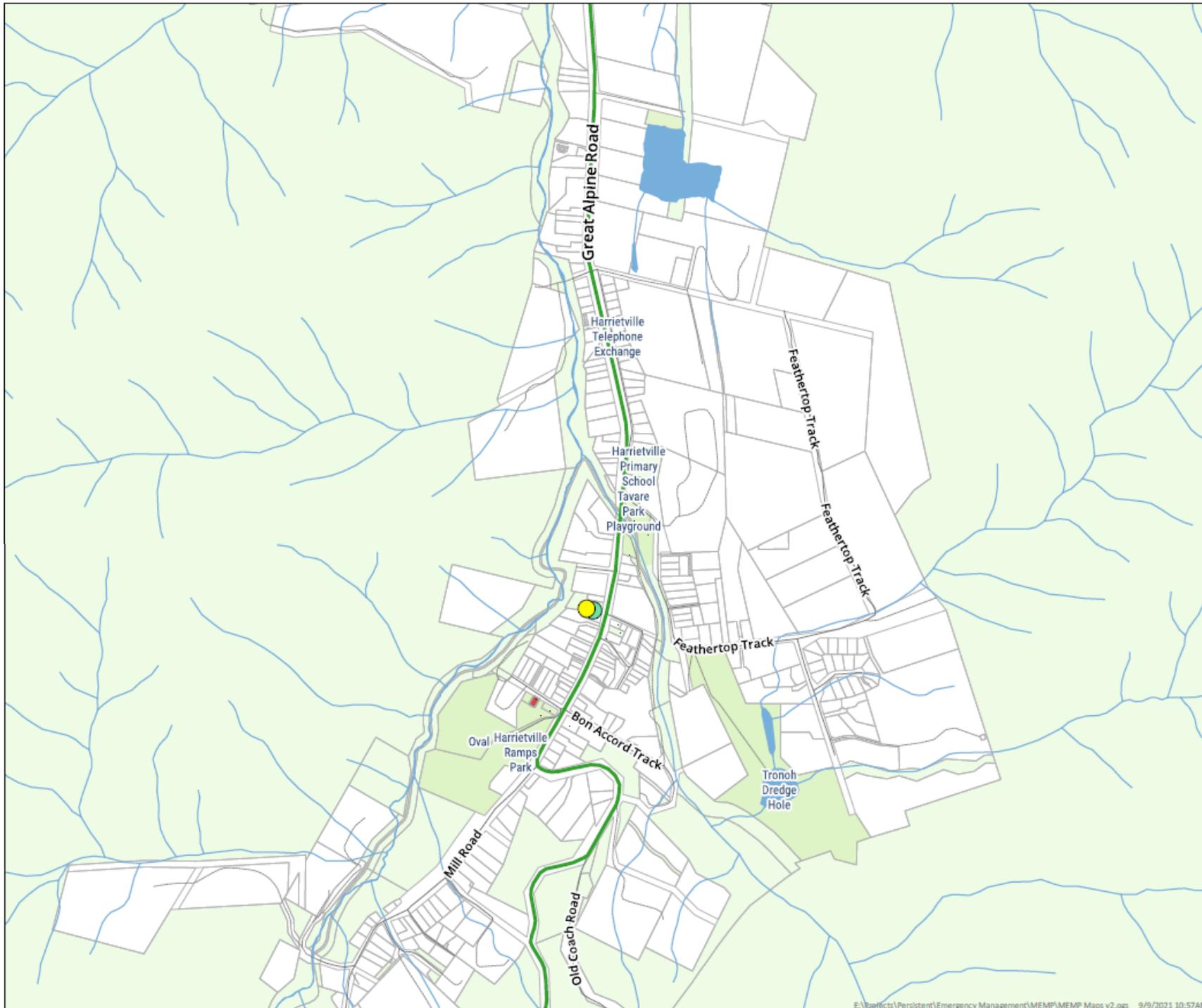
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Locations

- ICC
- CEOC
- NSP-BPLR
- Relief
- Staging

Property Owner

- AMBULANCE VICTORIA
- COUNTRY FIRE AUTHORITY
- PARKS VICTORIA
- STATE EMERGENCY SERVICES
- VICTORIA POLICE



Coordinate System
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Emergency Response and Relief Locations Mount Beauty



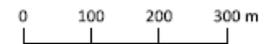
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Locations

- ICC
- CEOC
- NSP-BPLR
- Relief
- Staging

Property Owner

- AMBULANCE VICTORIA
- COUNTRY FIRE AUTHORITY
- PARKS VICTORIA
- STATE EMERGENCY SERVICES
- VICTORIA POLICE



Coordinate System
GDA2020 / MGA zone 55



ALPINE
SHIRE COUNCIL

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Emergency Response and Relief Locations

Tawonga South

Legend

Locations

- ICC
- CEOC
- NSP-BPLR
- Relief
- Staging

Property Owner

- AMBULANCE VICTORIA
- COUNTRY FIRE AUTHORITY
- PARKS VICTORIA
- STATE EMERGENCY SERVICES
- VICTORIA POLICE



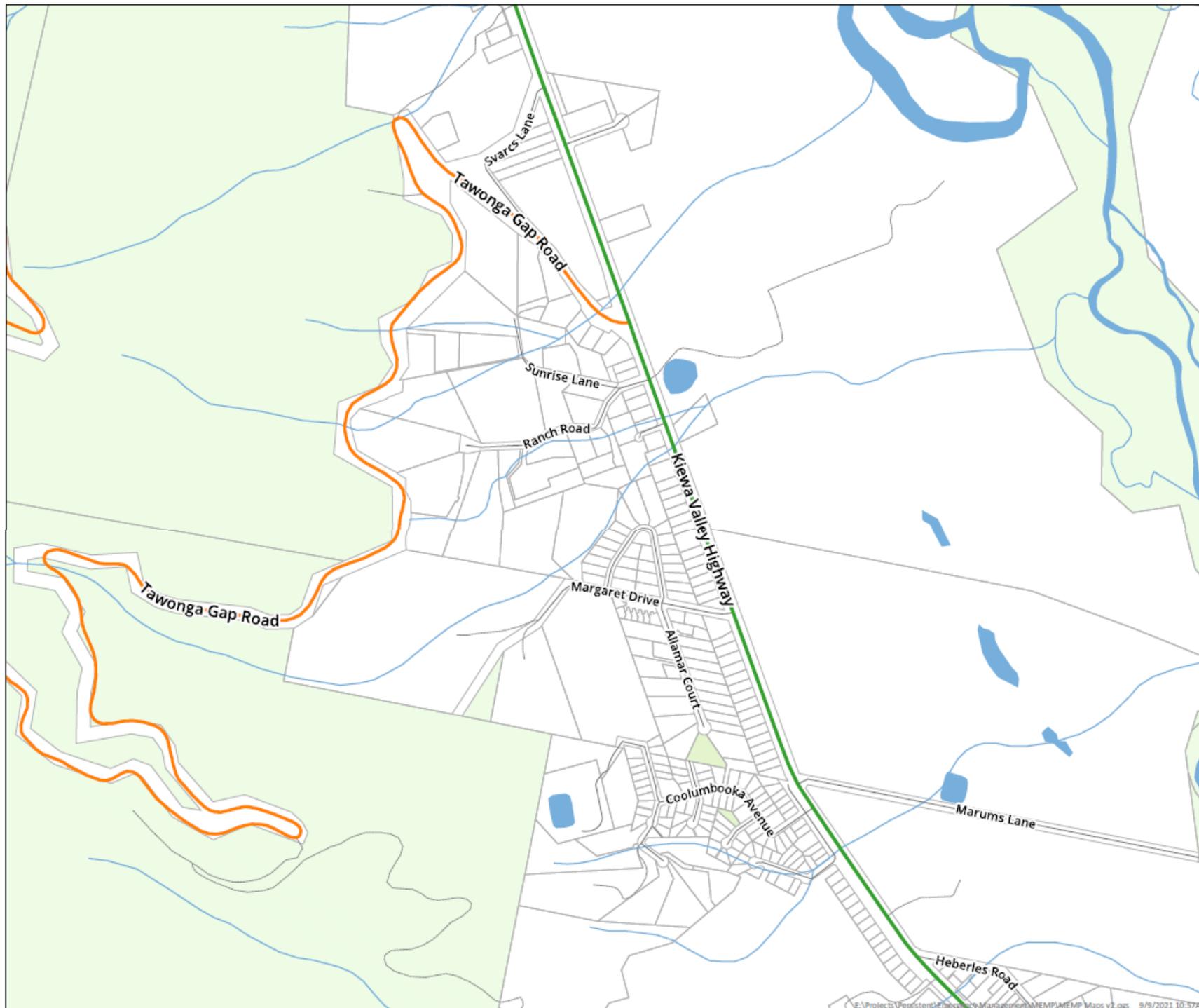
Coordinate System
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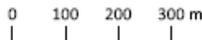




Emergency Response and Relief Locations

Tawonga

- Legend**
- Locations**
- ICC
 - CEOC
 - NSP-BPLR
 - Relief
 - Staging
- Property Owner**
- AMBULANCE VICTORIA
 - COUNTRY FIRE AUTHORITY
 - PARKS VICTORIA
 - STATE EMERGENCY SERVICES
 - VICTORIA POLICE



Coordinate System
GDA2020 / MGA zone 55



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