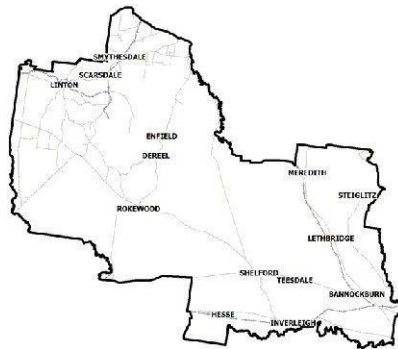


GOLDEN PLAINS SHIRE MUNICIPAL FIRE MANAGEMENT SUB-PLAN



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Foreword

The Golden Plains Shire Municipal Fire Management Sub Committee (MFMSC) acknowledges and thanks all those who have contributed to the production of this plan and those who have been willing to commit their time and considerable expertise, both as members of the Golden Plains Shire MFMSC and those who supplied agency specific information for this publication.

Acknowledgement of Country

The Municipal Fire Management Sub-Committee acknowledges the traditional owners of the lands within Golden Plains Shire. The Municipal Fire Management Sub-Committee pays its respect to Wadawurrung and Eastern Maar Elders both past and present and extends that respect to all Aboriginal and Torres Strait Islander People who are part of Golden Plains Shire.



Context Statement

All comments/queries should be forwarded to:

The Chair

Golden Plains Shire Municipal Fire Sub-Committee

C/O Municipal Fire Prevention Officer

PO Box 111

Bannockburn Vic 3331

Version Control Table

Version Number	Date of Issue	Author(s)	Brief Description of Change
Version 1	January 2023	Golden Plains MFMSC	Draft Sub-Plan

Disclaimer - Hardcopies of this document are considered uncontrolled. Please refer to the Golden Plains Shire Council website for the latest version.

Authorisation

This Municipal Fire Sub Plan was adopted by the Golden Plains Shire MFMSC on the 23rd of January 2023.

Signed: _____ Date: _____

Mark Collins

Chair

Golden Plains Shire Municipal

Fire Management Sub-Committee

Plan endorsed by:

Municipal Fire Management

Sub Committee

Signed: _____ Date: _____

Phil Josipovic

Chair

Golden Plains Shire Municipal

Emergency Management Planning Committee

Plan endorsed by:

Municipal Emergency

Management Planning

Committee

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1 Introduction

This integrated Municipal Fire Management Sub-Plan (MFMS) is risk based, has regard to the social, economic, built and natural environment aspects of fire and guides participants involved in fire management activities. It is consistent with the Municipal Emergency Management Plan (MEM) to ensure that linkages are consistent and holistic. The plan also contains appropriate references to other uses of fire, including agricultural, ecological and cultural applications.

The purpose of this integrated MFMS is to chart the planned and coordinated implementation of measures designed to minimise the occurrence, and mitigate the effect of bushfire, grass fire, residential and industrial fires in the community.

The Golden Plains Shire integrated MFMS seeks to achieve consistent and effective fire management planning within the Municipality through commitment to cooperation, including sharing and building of collective knowledge and experience at municipal and regional levels.

This Golden Plains Shire MFMS is an integrated plan combining the Municipality, Forest Fire Management Victoria (FFMV), Country Fire Authority (CFA), Fire Rescue Victoria (FRV), Department of Transport and Planning (DTP), Parks Victoria, Victoria Police and other key stakeholder's fire management plans.

1.1 Core Membership of the Golden Plains Shire Municipal Fire Management Planning Committee

Membership of the Golden Plains Shire Municipal Fire Management Planning Committee (MFMSC), as appointed by the MEMPC, will comprise of representatives from key agencies and organisations, including as per the Committees Terms of Reference (Appendix 19):

- CFA
- FRV
- DEECA/FFMV
- Parks Victoria
- Golden Plains Shire Council
- Department of Transport and Planning (DTP)
- Victoria Police

1.2 Role of the Municipal Fire Management Sub Committee

The role of the MFMSC is to provide a municipal level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose regarding fire management, and ensure that the plans of individual agencies are linked and complement each other.

In addition to the roles and responsibilities conferred on the Committee under its Terms of Reference (Appendix 19) which are drawn from the Municipal Emergency Management Plan, the Golden Plains Shire's MFMSC functions are:

- Plan the burning or clearing of firebreaks/roadsides
- Advise the appropriate authorities as to the existence of and steps to be taken for the removal of fire hazards within the area
- Prepare the Municipal Fire Management Sub Plan
- Recommend to CFA or to the appropriate authorities (as the case may require) any action which

the committee deems necessary or expedient to be taken for reducing the risk of an outbreak of fire or for suppressing any fire which may occur within the area

- Advise the Municipal Fire Prevention Officer concerning the removal of fire hazards under Section 41 of the CFA Act
- Refer to the MEMPC for consideration of all matters which in the opinion of the MFMSC should be so referred; and
- Carry out such other functions as are conferred or imposed upon MFMSC by regulations made upon the recommendation of the Authority.

The preparation of this MFMSP has involved the experience of agencies and authorities charged with responsibilities for fire management. Consultation with local CFA brigades and community was also undertaken in the development of this document. This collaboration has ensured the development of a holistic and integrated approach to fire management across all land users, and that the strategies adopted were based on practical local knowledge and common sense.

1.3 Plan Review

The MFMSP may be reviewed and updated as required:

- Annually in full or part at each MFMPC meeting
- After each major event where the plan has been activated
- Where the MEMP has been exercised.

To ensure the plan provides for a current integrated, coordinated and comprehensive approach to emergency management and is effective, it is to be fully reviewed at least every three years.

An urgent update of this Plan is permitted if there is a significant risk that life or property will be endangered if the plan is not updated (Act s60AM). Urgent updates come into effect when published on the municipal council website.

This Plan is current at the time of publication and remains in effect until modified, superseded or withdrawn.

1.4 Assurance and Approval

A Statement of Assurance (including a checklist and certificate) has been prepared by the Golden Plains Shire MEMPC and submitted to the REMPC pursuant to the [Act](#) (s60AG).

This planning template holds similar information as Municipal Fire Management Sub-Plans (MFMSPs) developed for the Golden Plains Shire. The plan has been developed in collaboration of the MFMSC.

Meets assurance general: Plan has been prepared with regard to the following guidance in ministerial guidelines issued under the [Act](#) s77 ([Guidelines for Preparing State, Regional and Municipal Emergency Management Plans](#))

This plan has been written and approved by the Golden Plains Shire MFMSC at its meeting held on the 23rd of January 2023. The plan has been through an assurance process overseen by the Grampians REMPC and is self-assured by the Golden Plains Shire MEMPC. This plan comes into effect when it is published and remains in effect until superseded by an approved and published update.

1.5 Plan Aim and Objectives

This MFMSD documents the agreed emergency management arrangements for Prevention, Planning and Response, and defines the roles and responsibilities of stakeholders at the municipal level. It supports efficiency and effectiveness on a platform of shared responsibility and interoperability to deliver community centred outcomes.

This sub-plan seeks to build safer and more resilient communities through dynamic engagement and connectedness with the individuals, groups and broader society that makes up the Golden Plains Shire. It ensures a coordinated and integrated approach with a focus on community involvement in planning in line with the “all communities – all emergencies” approach to emergency management.

1.6 Administrative Updates

Administrative updates will be made to this plan from time to time and noted in the Amendment Register section. These amendments are administrative and do not substantially change the content or intent of this plan. These amendments do not require the plan to be endorsed by the Golden Plains Shire MFMSD, MEMPC or REMPC.

Where there is substantial change required to the content or intent of the plan, the plan will need to go through the endorsement process.

1.7 Public Access

A Public Access version of the plan is available on the Golden Plains Shire Council’s website.

A Restricted Version of the plan may be available by contacting the MEMO via the contact details above.

Please note the Public Version will have some detail removed to comply with confidentiality and privacy requirements. The Restricted Version has full details included and is only made available to the appropriate agency and their representatives who have a role or responsibility detailed in this plan.

The current version of this sub-plan is maintained by Council on the “Crisisworks” emergency management platform for Council and approved agency staff access.

Names and contact details in the Restricted Version of this plan is only to be used for emergency management purposes and must be managed in accordance with the *Privacy and Data Protection Act 2014*.

2 Engagement and Communications

2.1 Communications Objectives

The achievement of fire management objectives and the success of fire management outcomes will be dependent on effective communications in all planning and implementation phases. The objectives of the communications plan will be to:

- Build a collaborative approach to integrated fire management
- Identify internal communication flows within organisations
- Ensure that communication across agencies is effective in developing a shared understanding of the issues and key responsibilities and that all agencies deliver a consistent message to the community and their stakeholders
- Build resilient relationships and sound networks between key stakeholders
- Consult with communities so that local knowledge is captured in the planning process that the communications plan supports
- Foster better communication and planning between the agencies and local communities; and
- Achieve greater consistency from all levels of government on key policy issues.

2.2 Communication and Engagement Principles

The Golden Plains Shire MFMSC recognises the value of local knowledge and the unique contribution the community can make to the MFMSPP planning process.

- Effective community engagement in fire management planning is required to:
 - Promote acceptance, understanding and joint problem solving
 - Raise knowledge and skills of fire management through participation
 - Produce plans that support community and organizational expectations; and
 - Incorporate community and organizational needs into the development of plans.

2.2.1 Stakeholder and Community Consultation and Engagement

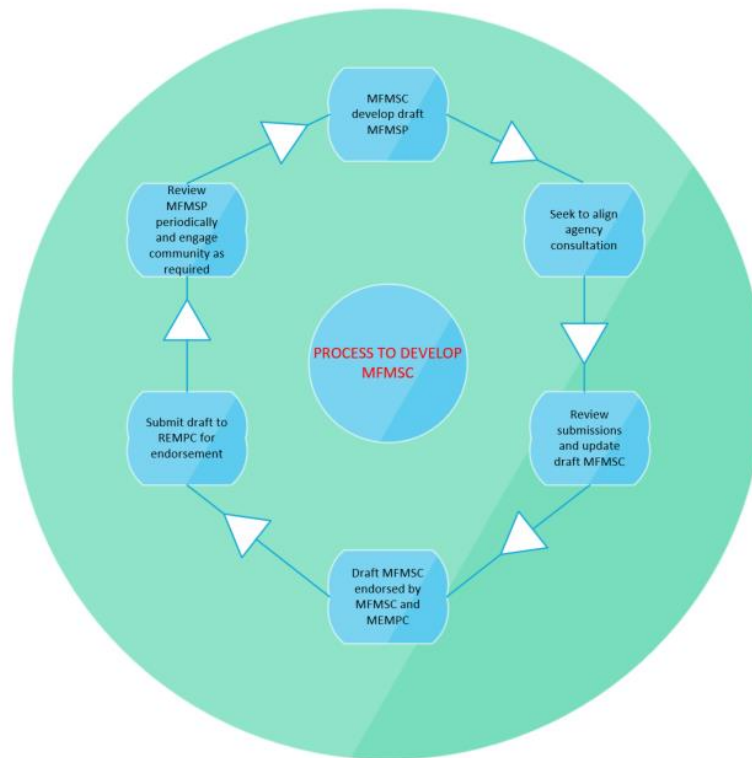
A stakeholder and community engagement process were undertaken in the development of the first iteration of the MFMP. This process featured:

- Community information sessions held in Golden Plains Shire targeting high-risk communities
- Stakeholder briefings held in Golden Plains Shire for special interest organisations as required; and
- Online engagement program during the consultation period.

All submissions were considered in the development of the first iteration of the previous MFMP.

2.3.2 Process to Develop the Municipal Fire Management Sub Plan

Figure 1 below describes the process involved in the development of the MFMS.



The State Fire Management Planning Committee has been created to establish, enable and monitor the implementation of the IFMP Framework, ensuring its consistency and sustainability. The committee provides policies and directions to facilitate an integrated approach to fire management planning across Victoria.

Regional Strategic Fire Management Planning Committees have been established across eight regions throughout Victoria and work collaboratively to produce a Regional Strategic Fire Management Plan. Golden Plains Shire is one of 11 municipalities in the Grampians Region.

The Regional Strategic Fire Management Plan is risk-based and considers the needs of the region as a whole. This plan guides the development of each municipal level plan within the region and includes advice on various treatment options, which may be considered in municipal level planning. The Grampians Regional Strategic Fire Management Planning Committee provides a critical link between municipal and state fire management planning.

Many other organisational plans and strategies have strong links to the development of this plan. The strategic intent of these plans is captured within this plan but the detail remains within those organisations' documents.



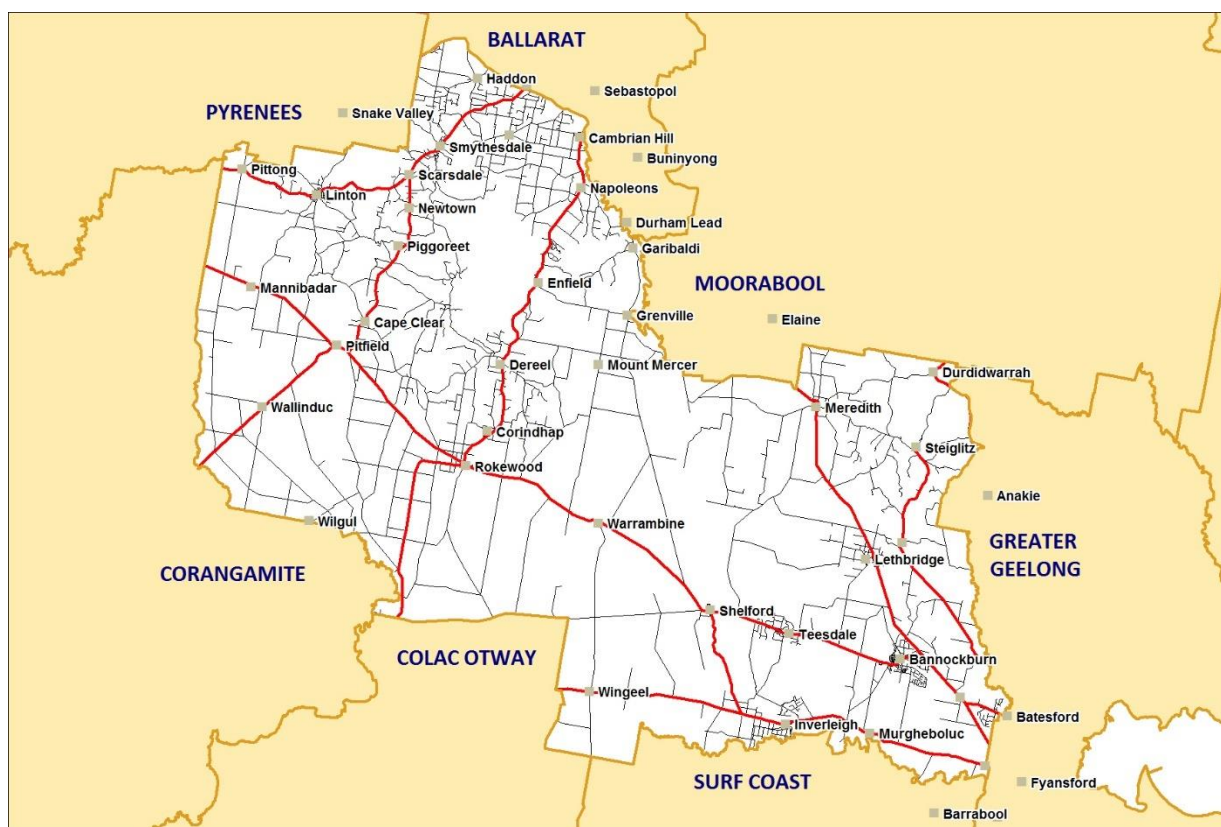
Figure 2. Hierarchy of Plans

3 Environmental Scan

3.1 Location and Tenure

The Golden Plains Shire extends from Haddon, close to Ballarat in the north, to Stonehaven, near Geelong in the south and is one of the fastest growing shires in Regional Victoria.

Golden Plains Shire covers an area of 2,705 square kilometres with a population of 24,249 (approx.). Population statistics reveal a rapidly growing residential sector in the regions closest to Geelong and Ballarat and features a wide range of land types from forested foothills to flat grazing and cropping lands. The municipality is approximately one hour's drive west from Melbourne along the Princes Freeway and significant public land managers include Golden Plains Shire, Parks Victoria and Department of Energy, Environment and Climate Action (DEECA).

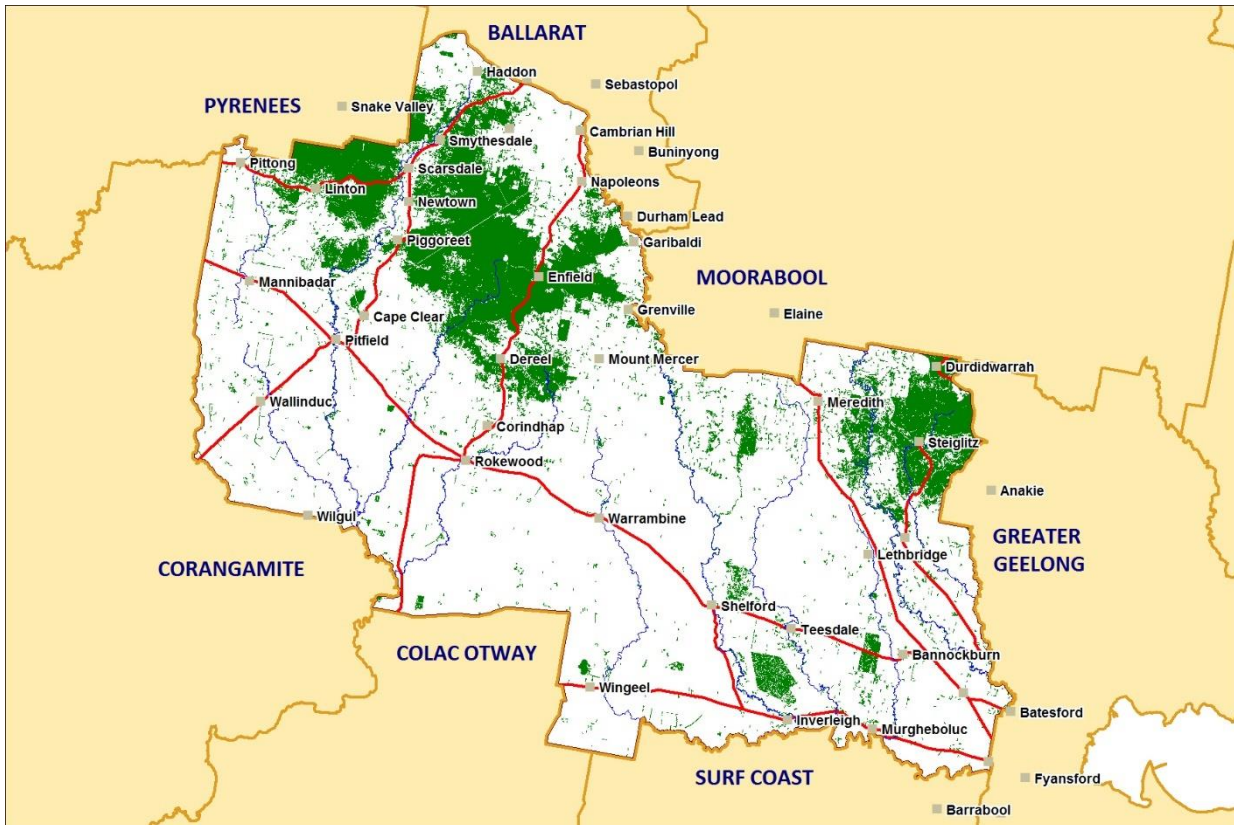


3.2 Traditional Owners

Golden Plains Shire acknowledges the indigenous history of the municipality. The land was traditionally under the custodianship of the Wadawurrung and Eastern Maar people and we respect the spirits of their ancestors among us.

3.3 Natural Environment

Golden Plains Shire consists of the Victorian Volcanic Plains in the central and southern regions which are characterised by rocky outcrops and barriers that impede transport and access. The remainder of the municipality ranges from undulating to hilly timbered country in the areas of Brisbane Ranges National Park and Enfield State Forest and north to Scarsdale and Haddon.



The Woody Yaloak, Leigh and Moorabool Rivers extend through significant sections of Golden Plains Shire from the north to the south placing a barrier to east west traffic. Several other tributaries are similarly difficult to traverse.

3.4 Land Use

Within the Golden Plains Shire there is considerable industry with major farming in wool, cattle, pork, grain and poultry. Niche markets are developing in the farming sector with intensive farms becoming more abundant as are home based businesses.

The middle and south of the municipality consist of extensive open grassed farmlands which are used for cropping and raising stock. There are a number of small hamlets and farming communities located throughout the municipality. Topographically very diverse, Golden Plains Shire has two principal vegetation types. The north of the municipality is characterised by very old Ordovician nutrient poor gravelly soils dominated by dry sclerophyll forest. The southern portion of the municipality is typified by basalt plains soil which support open grasslands used for horticultural, cropping and grazing activities.

Areas of poorer quality soils have not been cleared as extensively for agriculture having instead been developed as low-density housing developments with some remaining as public land.

3.5 Climate and Bushfire Season

The climate in the Golden Plains area is dominated by warm dry summers and cool wet winters. The bushfire season generally runs from December to April.

Prevailing weather conditions associated with the bushfire season in the Golden Plains Shire area are warm to hot north westerly winds accompanied by high temperatures and low relative humidity followed by a cool south westerly change.

Under the State Government climate change projections, Golden Plains Shire can expect:

- To be hotter with the greatest increases in temperature expected in summer;

- To be drier with greatest decreases in rainfall expected in spring; and
- To have fewer rainy days but increasing rainfall intensity.

3.6 Population and Demographics

The municipality has a population of approximately 24,249 with annual growth rate of around 3%.

The Shire has a rich gold mining history captured in townships like Smythesdale, Linton and Steiglitz and a long farming past with the area being one of the first colonized on the arrival of European settlement in Victoria. This has contributed to the present-day decentralisation of communities within Golden Plains.

The level of services and proximity to these centres, combined with affordable housing and attainment of a semi-rural lifestyle are appealing and result in Golden Plains Shire being a developing municipality with much to offer.

The main population centre of the municipality is the rapidly growing township of Bannockburn with a population of 7,720 an increase of 54% from 3,514 in 2011. Bannockburn is a growing rural town providing housing in close proximity to Geelong, and commuting distance to Melbourne and Ballarat. However, in recent times house and land prices in this area have increased significantly. Bannockburn is characterised by significant residential development and an expanding commercial precinct providing an increasing level of services.

Teesdale, Inverleigh, Lethbridge and Smythesdale are also rapidly growing as new residents seek a rural lifestyle within commuting distance of Geelong and Melbourne.

Haddon, Ross Creek and Smythes Creek are large communities in rural living environments. Other township areas include: Batesford, Cape Clear, Corindhap, Cressy, Dereel, Enfield, Linton, Maude, Meredith, Napoleons, Rokewood, Scarsdale, Shelford, Steiglitz and Teesdale.

3.7 History of Fire

There have been several major fires within Golden Plains Shire. These fires occurred in 1939, 1944, 1965, 1967, 1969, 1977, 1982, 1983, 2002, and 2004. The notable fire events have occurred in the Enfield State Forest in 1995, Smythesdale and Anakie in 2006 and Steiglitz in 2007, Dereel in 2013, Maude in 2014 and Mt. Mercer in March and December 2019.

Prior to the Dereel fire in 2013 where 6 homes were lost along with many other structures, the primary cause of house loss to fire was through structure fires in winter within the order of one-three houses lost per year.

CFA data indicates that of the many grass and scrub fires ignited annually, the majority of these are restricted to less than one hectare with less than 20% developing into larger fires.

The limited and dispersed nature of volunteer firefighting services in the Shire contributes to the risk of fires gaining hold and rapidly spreading under high fire danger conditions to impact extensive areas. However, the rapid and excellent response from these volunteer firefighting resources result in many fires with great potential for harm being limited to small, isolated fires.

3.8 Future Fire Management Implications

There is an increasing trend in residents moving from the predominantly urban environments of Geelong, Melbourne and Ballarat into the largely rural Golden Plains Shire environment. These landowners traditionally have less understanding of fuel and fire management requirements, have little engagement with the community, and work externally to the municipality. This has the potential to limit their capacity to safely undertake regular fuel management works, respond to wildfire scenarios and participate in local community networks.

4 Municipal Fire Management Objectives

4.1 Objectives/Outcomes

The primary objectives of the Golden Plains Shire MFMSPP are to:

- ***Effectively manage and reduce the risk of fire, with a view to protecting life and property with due regard to our natural environment; and***
- ***Align and integrate existing fire management planning and practices across agencies and the community.***

The Golden Plains Shire MFMSPP is a strategic and operational document that identifies communities and assets at risk through an Environmental Risk Scan incorporating the Golden Plains Shire MEMPP, using the Victorian Fire Risk Register (VFRR) tool to identify assets at risk from bushfire and treatments currently applied to mitigate risk.

The intention of this MFMSPP is to minimise the occurrence, and mitigate the impacts of bushfire, grass and structure fire and hazardous materials incidents on the community in accordance with the IFMP (Integrated Fire Management Planning) framework.

4.2 Strategic Directions

The plan addresses both public and private land across the shire. The MFMSPP will be reviewed and updated to ensure it incorporates any new strategies, programs and tools developed to meet Council, agencies and community needs and expectations.

Also considered in the ongoing development of the Municipal Fire Management Plan are the following broad strategy documents which can be accessed through the CFA, Safer Together and Emergency Management Victoria websites at www.cfa.vic.gov.au, www.safertogether.vic.gov.au and www.emv.vic.gov.au.

- *Strategic Directions for Planning in Victoria (2013)* provides Victoria with clear direction to meet future bushfire challenges;
- *Bushfire Safety Policy Framework* (EMV, 2018);
- *Safer Together* (DELWP 2015) which aims to bring land and fire managers, and communities together to minimise the risk of bushfire;
- *Community Resilience Framework for Emergency Management* (EMV 2017); and
- *Community Based Emergency Management Overview* (EMV, 2016)

The aim of the MFMSPP is to create greater community awareness and communicate fire management information more effectively. Ultimately, the community will share responsibility for implementing the strategies contained within the plan and create a safer municipality through undertaking the following tasks:

- Ensure that plans and actions are in place (that responsible authorities are advised of actions which the Sub-Committee deem necessary) for minimising the risk of an outbreak of fire or for suppressing any fire that may occur within the area;
- Develop programs that are relevant to the community;
- Measure fire safety outputs to assess the reduction in community vulnerability to fire;
- Engage community groups and businesses in ongoing dialogue about fire mitigation solutions including fire prevention activities; and
- Liaise with other agencies and committees to ensure integration and consistency of purpose.

4.3 Links to Other Business Planning and Programs

Important linkages are:

- [Victorian Emergency Management Strategic Action Plan \(SAP\) Update #4 2019-22](#)
- [Strategic Bushfire Management Planning](#)
- [Grampians Bushfire Strategic Fire Management Plan](#)
- [Golden Plains Shire Municipal Emergency Management Plan](#)
- [Strategic Bushfire Management Plan West Central](#)
- [FFMV/CFA Joint Fuel Management Plan Grampians Region](#)
- [Powercor Bushfire Mitigation Strategy Revised June 2020](#)
- [Ausnet Services Bushfire Mitigation Plan](#)
- [VicRoads Roadside Management Strategy](#)
- [Central Highlands Water Plan](#)
- [Plantation Fire Mitigation Plans](#)
- Neighbouring Municipalities Municipal Fire Management Plans
- [CFA Operational Plans and Brigade Pre Plans](#)
- Other CFA Plans

Other linkages occur through alignment to organisational business planning cycles, agreed data sharing protocols and common risk assessment methodologies.

5 Fire Risk Management Strategies

5.1 Risk Assessment Methodologies

5.1.1 Analysis and Prioritisation of Municipal Bushfire Risk

To determine the bushfire risk within Golden Plains Shire, assessment was undertaken using the environments contained within the Victorian Fire Risk Register (VFRR) process.

The VFRR application is a systematic process that identifies assets at risk from bushfire and assesses their level of risk on a consistent state-wide basis using ISO:31000 2009 Risk Management model.

The VFRR data provides the starting point to assess the effectiveness of existing treatments and determines residual risk levels for the purpose of developing further mitigation treatments as required.

A map showing VFRR Human Settlement data is provided at Appendix 13 – VFRR Human Settlement Mapping

5.1.2 Alignment to Regional Bushfire Risk Objectives

The plan also references treatments for the six priority risks in relation to bushfire as determined by the Grampians RSFMPC using the VFRR risk assessment process. The table below identifies the priority risks as articulated in the Grampians Regional Strategic Fire Management Plan (RSFMP) (aligned to the asset classes and subclasses contained within the VFRR tool).

Bushfire		
Grampians RSFMPC Priority	VFRR Asset Class	VFRR Asset Sub Class/es
1. Urban Interface	Human Settlement	<ul style="list-style-type: none"> ▪ Residential (<i>Dense and highly populated areas</i>) ▪ Other (<i>Less dense areas with a lower population</i>) ▪ Special Fire Protection (<i>A vulnerable congregation of people in a particular location at one time</i>)
2. Power Supply 3. Communications 4. Water Supplies and Catchments 5. Transport	Economic	<ul style="list-style-type: none"> ▪ Agriculture ▪ Commercial ▪ Infrastructure ▪ Tourist & recreational ▪ Mines ▪ Commercial forests ▪ Water catchments
6. Natural Environment	Environmental	<ul style="list-style-type: none"> ▪ Locally Important ▪ Endangered ▪ Vulnerable
	Cultural Heritage	<ul style="list-style-type: none"> ▪ Aboriginal Significance ▪ Non-Indigenous ▪ Other

Table 1: Bushfire - Priority with VFRR Asset Classes and sub-classes

5.1.3 Treatment of Municipal Bushfire Risk

In developing this plan, the MFMSC has considered the State priorities as the municipal fire management priorities.

They are:

- Protection and preservation of life;
- Educated and informed communities;
- 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; and
- Protection of environmental and conservation values that consider the cultural, biodiversity, and social values of the environment.

Following the State priorities, the MFMSA aims to reduce the number and the severity of fires within the municipality with the intent of creating a more fire resilient community.

The State priorities are underpinned by the primacy of life, the protection of property, the economy and the environment. These priorities inform and are integrated into the primary fire risk management strategies used in this plan, which are:

- Community education and engagement;
- Hazard reduction;
- Preparedness; and
- Regulatory controls.

There are a number of State wide and municipal treatments that have been identified for each fire risk management strategy, which can be used by agencies to reduce the risk and effect of fire on the community. The generic State wide and municipal wide treatments include:

- Community education programs;
- Community education and engagement activities;
- Public awareness – multimedia communications;
- Powerline hazard tree identification, management and reporting;
- Fire hazard inspection program and issue of notice;
- Compliance and enforcement of legislation;
- Bushfire management overlays;
- Building Code of Australia;
- Permits to Burn; and
- Local Laws.

To effectively reduce community vulnerability to fire requires more than inter-agency effort alone. It requires the facilitation of a more self-reliant and self-aware community who have the knowledge, motivation and capacity to manage the risks to reduce the threat of fire in their own communities as an active partner with fire management agencies.

The key objectives and outcomes sought through the implementation of the primary fire risk management strategies for bushfire are outlined below:

Community Education and Engagement				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
1. To build capacity and knowledge, resilience and understanding of the dangers of bushfire. 2. To provide the tools and education opportunities for community and individuals to better prepare and understand the risks of bushfire. 3. To build awareness and understanding of the role of fire in the environment.	For the Plan duration – January 2023 to January 2026	<ul style="list-style-type: none"> ▪ Community education programs ▪ Agency Integrated Community engagement activities ▪ Bushfire awareness training ▪ Multimedia communications ▪ Victoria Bushfire Information Line ▪ Tourism fire safety campaigns ▪ Increase legislative and regulatory awareness ▪ Increased awareness of planning controls ▪ Targeted education campaign regarding the use and role of fire in the environment 	<ul style="list-style-type: none"> ▪ To be proactive and seek information ▪ To be involved in community education and engagement programs 	<ul style="list-style-type: none"> ▪ All agencies will review and evaluate programs and participation of community as part of the review process of the MFMSPP.

Table 2: Bushfire - Community Education and Engagement Fire Risk Management Strategy

Hazard Reduction				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
1. To strategically reduce fuel to minimise impact, intensity and spread of bushfire. 2. To pre plan and establish strategic points to effectively combat and manage structure fire activity.	For the Plan duration – January 2023 to January 2026	<ul style="list-style-type: none"> ▪ Slashing program ▪ Planned Burn program ▪ Spraying program ▪ Pruning program ▪ Use appropriate incident modelling tools to identify potential impacts to communities, such as the Phoenix modelling tool 	Private property hazard reduction: <ul style="list-style-type: none"> - Cleaning gutters - Slashing - Mowing - Ploughing - Grazing - Fuel reduction burns 	<ul style="list-style-type: none"> ▪ Shared responsibility between agencies and individuals to minimise fire hazards.

Table 3: Bushfire - Hazard Reduction Fire Risk Management Strategy

Preparedness				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<p>1. To understand appropriate actions to reduce risk and impact of bushfire, initiatives include:</p> <ul style="list-style-type: none"> - Ignition prevention - Risk identification and treatment - Resource preparation - Response planning - Operational restrictions - System testing - Security of water supply 	For the Plan duration – January 2023 to January 2026	<ul style="list-style-type: none"> ▪ VFRR process ▪ Establishment of Incident Control Centres ▪ Code Red days ▪ Powerline inspections ▪ Neighbourhood Safer Places – Places of Last Resort ▪ Fire breaks ▪ Emergency Management Plan ▪ Evacuation Plans ▪ Brigade Pre-plans 	<ul style="list-style-type: none"> ▪ Personal bushfire preparedness plans ▪ Daily readiness ▪ Practice / rehearse plans 	<ul style="list-style-type: none"> ▪ All agencies regularly evaluate preparation and readiness to respond to fire. ▪ Strengthened capacity for agencies to provide an integrated response. ▪ Measurable reduction of the impact of bushfire.

Table 4: Bushfire - Preparedness Fire Risk Management Strategy

Regulatory Controls				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<p>1. To implement regulation aimed at reducing the risk and impact of bushfire.</p> <p>2. To create and maintain effective linkages between planning functions to better inform proposed residential developments.</p>	For the Plan duration – January 2023 to January 2026	<ul style="list-style-type: none"> ▪ Fire hazard inspections ▪ Total fire bans ▪ Planning schemes ▪ Fire Danger Period ▪ Building codes ▪ Enforcement of fire hazard notices ▪ Response to planning applications 	<ul style="list-style-type: none"> ▪ Comply with regulations 	<ul style="list-style-type: none"> ▪ Compliance with regulatory controls. ▪ Appropriate residential development.

Table 5: Bushfire - Regulatory Controls Fire Risk Management Strategy

In addition, there are a range of site-specific plans to reduce specific risks within the municipality that are required by other legislation.

Details of specific strategy treatments and activities to treat assets identified at risk from bushfire and broader fire risk in the Golden Plains Shire are listed in the appendices.

5.1.4 Analysis and Prioritisation of Municipal Structure Fire Risk

The MFMSC undertook analysis of assets at risk from structure fire using categories closely aligned to the asset classes contained within the VFRR process and risk assessment methodologies. ISO: 31000 2009 was also applied to produce a municipal risk profile to determine the risk level for the municipal footprint.

Structure Fire: Is defined as any uncontrolled fire inside, on, under or touching a building or structure that needs to be extinguished

The risk analysis process was conducted on asset sub class categories rather than individual assets, due to the generic nature of their classification and treatments. Further risk analysis was undertaken where an individual asset within any of the sub classes was identified as a significantly different or higher risk within that category,

Current treatments for these risks were then identified and analysed to determine their relevance and effectiveness.

It should also be recognised that a range of strategies and treatments exist which are applied consistently state-wide and throughout municipalities to reduce the occurrence and impact of structure fires. These include:

- Provisions in the Victorian Building Act
- Provisions in the Golden Plains Planning Scheme
- Provisions in the Building Code of Australia (BCA)
- Compliance and enforcement of legislation
- Council Essential Safety Measures (ESM) Procedures and audit inspections
- Industry guidelines
- Standards (i.e. electrical safety)
- Engineered controls (i.e. sprinkler systems, monitored fire alarms etc.)
- Fire service response, planning and training
- Staff training
- Event permits and event management plans
- Targeted education programs
- Public awareness programs – multimedia communications

5.1.5 Structure Fire Risk Management Objectives

Priority risks for structure fire incidents within the Golden Plains Shire have been defined by the Golden Plains MFMSC and are set out in the tables below. The tables identify Asset Sub Classes using categories closely aligned to the asset classes contained within the VFRR process and risk assessment methodologies. These methodologies were applied to produce a risk profile to determine the risk level as well as current treatments for the municipality.

Structure Fire		
Grampians RSFMP Priority	VFRR Asset Class	Asset Sub Class/es
1. Houses Accommodation Places of public gathering Infirm, assisted living	Human Settlement	<ul style="list-style-type: none"> ▪ Residential <ul style="list-style-type: none"> - High Density - Urban - Interface Living - Rural - Motels & Other Accommodation ▪ Public Assembly <ul style="list-style-type: none"> - Entertainment & Leisure & Conference Venues - Institutions - Hotels/Nightclubs ▪ Healthcare <ul style="list-style-type: none"> - Hospitals & Medical Centres - Special Care Facilities
2. Retail Commercial Businesses Industrial Infrastructure	Economic	<ul style="list-style-type: none"> ▪ Commercial & Industrial <ul style="list-style-type: none"> - Retail/Business – Joined or Contiguous - Retail/Business – Separate Structures - Industrial - Infrastructure
3. Buildings of significant Heritage or cultural value	Cultural Heritage	<ul style="list-style-type: none"> ▪ Heritage Listed and Locally Significant Structures

Table 6: Structure Fire - Priority with Asset Classes and Sub Classes

5.1.6 Treatment of Municipal Structure Fire Risk

The key objectives and outcomes sought through the implementation of the primary fire risk management strategies for structure fires are outlined in the tables below:

Community Education and Engagement				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<ol style="list-style-type: none"> To build capacity and knowledge, resilience and understanding of the dangers of structure fire. To provide the tools and education opportunities for community and individuals to better prepare for and understand the risks of structure fire. 	For the Plan duration – January 2023 to January 2026	<ul style="list-style-type: none"> Community education programs Community engagement activities Multimedia communications Increase legislative and regulatory awareness Increased awareness of planning controls 	<ul style="list-style-type: none"> To be proactive and seek information To be involved in community education and engagement programs 	<ul style="list-style-type: none"> All agencies will review and evaluate programs and participation of community as part of the review process of the MFMSPP.

Table 7: Structure Fire - Community Education and Engagement Fire Risk Management Strategy

Hazard Reduction				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<ol style="list-style-type: none"> To strategically reduce impact and intensity of structure fire. To pre plan and establish strategic points to effectively combat and manage structure fire activity. 	For the Plan duration – January 2023 to January 2026	<ul style="list-style-type: none"> Conduct fire safety inspections Buildings constructed according to the Building Code of Australia Use appropriate incident modelling tools to identify potential impacts to communities, such as the plume modelling tool 	<ul style="list-style-type: none"> Installation of sprinklers, smoke detectors, fire blankets and fire extinguishers Comply with regulations 	<ul style="list-style-type: none"> Agencies and individuals working towards minimising the loss and damage caused by structural fires in the community.

Table 8: Structure Fire - Hazard Reduction Fire Risk Management Strategy

Preparedness

Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
1. To understand appropriate actions to reduce risk and impact of structure fire, initiatives include: <ul style="list-style-type: none"> - Ignition prevention - Risk identification and treatment - Resource preparation - Response planning - System testing - Security of water supply 	For the Plan duration – January 2023 to January 2026	<ul style="list-style-type: none"> ▪ Emergency Management Plan ▪ Brigade Pre Plans ▪ Fire Sprinkler/ Extinguisher Installation & Maintenance 	<ul style="list-style-type: none"> ▪ Maintenance of sprinklers, smoke detectors and fire extinguishers ▪ Building/staff fire drills 	<ul style="list-style-type: none"> ▪ All agencies and individuals to regularly evaluate preparation and readiness to respond to fire. ▪ Measurable reduction of impact on structure fire.

Table 9: Structure Fire - Preparedness Fire Risk Management Strategy

Regulatory Controls

Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
1. To implement regulation aimed to reduce risk and impact of structure fire. 2. To create and maintain effective linkages between planning functions to better inform proposed residential developments.	For the Plan duration – January 2023 to January 2026	<ul style="list-style-type: none"> ▪ Conduct fire safety inspections ▪ Planning schemes ▪ Building codes ▪ Response to planning applications 	<ul style="list-style-type: none"> ▪ Comply with regulations 	<ul style="list-style-type: none"> ▪ Compliance with regulatory controls. ▪ Appropriate residential development.

Table 10: Structure Fire - Regulatory Controls Fire Risk Management Strategy

5.1.7 Analysis and Prioritisation of Municipal Hazardous Materials Incident Risk

The previous MFMP undertook analysis of assets at risk from hazardous materials incidents using categories closely aligned to the asset classes contained within the VFRR process and risk assessment methodologies. ISO: 31000 2009 was also applied to produce a municipal risk profile to determine the risk level for the municipal footprint.

HAZMAT (Hazardous Materials): is defined as any event involving an uncontrolled or unwanted release of hazardous substances that may threaten life or property. HAZMAT incidents include substances that may be flammable, combustible, corrosive, poisonous, oxidising, radioactive, explosive, or otherwise harmful chemicals or materials

The risk analysis process was conducted on asset sub class categories rather than individual assets, due to the generic nature of their classification and treatments. Further risk analysis was undertaken where an individual asset within any of the sub classes was identified as a significantly different or higher risk within that category,

Current treatments for these risks were then identified and analysed to determine their relevance and effectiveness.

Identified treatment gaps or issues requiring further information and research, form the basis for further fire management planning activities that the MFMSC will need to undertake and include in their MFMSPP work plan in the future.

It should also be recognised that a range of strategies and treatments exist which are applied consistently state-wide and throughout municipalities to reduce the occurrence and impact of hazardous materials incidents. These include:

- Compliance and enforcement of legislation
- Council ESM Procedures and audit inspections
- Industry guidelines
- Fire service response, planning and training
- Staff training
- Event permits and event management plans
- Targeted education programs
- Public awareness programs – multimedia communications

5.1.8 Hazardous Materials Incident Risk Management Objectives

Priority risks for hazardous materials incidents within the Golden Plains Shire have been defined by the Golden Plains MFMSC and are set out in the tables below. The tables identify Asset Sub Classes using categories closely aligned to the asset classes contained within the VFRR process and risk assessment methodologies. These methodologies were applied to produce a risk profile to determine the risk level as well as current treatments for the municipality.

Hazardous Materials Incident		
Grampians RSFMPC Priority	VFRR Asset Class	Asset Sub Class/es
1. Housing Accommodation Places of public gathering Infirm, assisted living	Human Settlement	<ul style="list-style-type: none"> ▪ Residential <ul style="list-style-type: none"> - High Density - Urban - Interface Living - Rural - Motels & Other Accommodation ▪ Public Assembly <ul style="list-style-type: none"> - Entertainment & Leisure & Conference Venues - Institutions - Hotels/Nightclubs ▪ Healthcare <ul style="list-style-type: none"> - Hospitals & Medical Centres - Special Care Facilities
2. Retail Commercial Businesses Industrial Infrastructure	Economic	<ul style="list-style-type: none"> ▪ Commercial & Industrial <ul style="list-style-type: none"> - Retail/Business – Joined or contiguous - Retail/Business – separate structures - Industrial - Transport
3. Chemical incident affecting the environment	Environmental	<ul style="list-style-type: none"> ▪ Flora & Fauna, Land, Water & Air Quality
4. Buildings of significant Heritage or cultural value	Cultural Heritage	<ul style="list-style-type: none"> ▪ Heritage Listed and Locally Significant Structures

Table 11: Hazardous Materials Incident - Priority with Asset Classes and Sub Classes

5.1.9 Treatments of Municipal Hazardous Materials Incident Risk

The key objectives and outcomes sought through the implementation of the primary risk management strategies for hazardous materials incidents are outlined in the tables below:

Community Education and Engagement				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<ol style="list-style-type: none"> To build capacity and knowledge, resilience and understanding of the dangers of hazardous materials incidents. To provide the tools and education opportunities for industry and individuals to better prepare and understand the risks of hazardous materials incidents. 	For the Plan duration – January 2023 to January 2026	<ul style="list-style-type: none"> Community information in response to incidents Increase legislative and regulatory awareness Increased awareness of planning controls 	<ul style="list-style-type: none"> To be proactive and seek information 	<ul style="list-style-type: none"> All agencies will review and evaluate programs and information dissemination as part of the review process of the MFMSP.

Table 12: Hazardous Materials Incident – Community Education and Engagement Fire Risk Management Strategy

Hazard Reduction				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<ol style="list-style-type: none"> To strategically reduce impact of hazardous materials incidents. To pre plan and establish strategic points to effectively combat and manage hazardous materials incidents activity. 	For the Plan duration – January 2023 to January 2026	<ul style="list-style-type: none"> To provide advice to industry and community in relation to appropriate compliance with the Acts, Regulations, and Code of Practice for the Storage and Handling of Dangerous Goods Use appropriate incident modelling tools to identify potential impacts to communities, such as the plume modelling tool Brigade Pre Plans Pre-Incident Response Plans Traffic route restrictions for hazardous materials loads 	<ul style="list-style-type: none"> Appropriate storage and handling of chemicals Follow Chemical Material Safety Data Sheets Comply with regulations and standards 	<ul style="list-style-type: none"> Agencies and individuals working towards minimising the loss and damage caused by mishandling or spillage of chemicals.

Table 13: Hazardous Materials Incident - Hazard Reduction Fire Risk Management Strategy

Preparedness				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
1. To understand appropriate actions to reduce risk and impact of hazardous materials incidents, initiatives include: <ul style="list-style-type: none"> - Ignition prevention - Risk identification and treatment - Response planning - System testing 	For the Plan duration – January 2023 to January 2026	<ul style="list-style-type: none"> ▪ Emergency Management Plans ▪ Evacuation Plans ▪ Pre-Incident Response Plans ▪ CFA and WorkSafe inspections ▪ Written advice 	<ul style="list-style-type: none"> ▪ Maintenance and testing of fire safety equipment ▪ Emergency procedures for dangerous goods fire, spills and leaks ▪ Correct signage and labelling of chemicals ▪ Testing and exercising of Emergency Management Plans 	<ul style="list-style-type: none"> ▪ All agencies and individuals to regularly evaluate preparation and readiness to respond to fire. ▪ Measurable reduction of impact on hazardous materials incidents.

Table 14: Hazardous Materials Incident - Preparedness Fire Risk Management Strategy

Regulatory Controls				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
1. To implement regulation aimed to reducing risk and impact of hazardous materials incidents.	For the Plan duration – January 2023 to January 2026	<ul style="list-style-type: none"> ▪ Planning schemes ▪ Building codes ▪ Comply with legislation ▪ Appropriate training for chemical use and handling ▪ Environmental Protection Authority referrals to CFA 	<ul style="list-style-type: none"> ▪ Comply with legislation and regulations ▪ Seek written advice where appropriate 	<ul style="list-style-type: none"> ▪ Compliance with regulatory controls. ▪ Appropriate industrial development.

Table 15: Hazardous Materials Incident - Regulatory Controls Fire Risk Management Strategy

5.3 Bushfire Neighbourhood Safer Places – Places of Last Resort

Neighbourhood Safer Places – Places of Last Resort (NSPs – PLR) are an area or premises that may, as a last resort, provide some sanctuary from the life-threatening effects of a bushfire (for example direct flame contact or radiant heat).

Details of the specific locations of NSPs – PLR within Golden Plains Shire can be found in the Neighbourhood Safer Places – Places of Last Resort. This can be found [here](#).

5.4 Strategic Fire Breaks

Fire breaks are any natural or constructed discontinuity in a fuel bed that may be used to segregate, stop and control the spread of a bushfire, or to provide a fire control line from which to suppress a fire. Where formally designated as such, a Strategic Fire Break refers to a firebreak constructed to complement other fire prevention and preparedness activities aimed at the protection of assets of national, state or regional significance.

A list and map of Strategic Fire Breaks can be found in Appendix 9 – Strategic Fire Breaks.

Strategic Fire Suppression Lines – A Strategic Fire Suppression Line is a break constructed or maintained in a strategically useful location to provide an effective and safe means to undertake fire prevention or suppression activities in advance of a future bushfire event occurring.

Strategic Fire Suppression Lines should meet one or more of the following criteria:

- Of sufficient width to be an effective break under high fire conditions
- Able to be effectively fuel managed from fence to fence
- Provide an effective line of defense in suppressing fires

Council's Strategic Fire Suppression Lines will have the vegetation managed from fence line to fence line **where practicable**. Grass will be slashed to a height of 100mm or less and elevated fine fuels will not surpass a 'high' fuel hazard rating as assessed in the Overall Fuel Hazard Assessment Guide 4th Edition, Department of Sustainability and Environment. (Now DEECA)

Fire Control Lines – A Fire Control Line is a natural or constructed barrier, used in fire suppression and prescribed burning to limit/prevent the spread of fire.

Council's Fire Control Lines will have the vegetation managed to 3 meters behind the guideposts **where practicable**. Vegetation will be slashed to a height of 100mm or less.

Standard Fire Prevention Works – Council undertakes standard fire control works on almost all sealed roads within the municipality. Council's Standard Fire Prevention Works will have the vegetation managed to 1.5 -1.8 metres behind the guideposts **where practicable**. Vegetation will be slashed to a height of 100mm or less.

Priority Egress/Access Roads (PEAR) - The primary function of PEAR is to determine what treatments are required along the nominated road to maintain access and egress to an isolated community prior to or after a bushfire event.

There are no identified Primary Egress/Access Roads in Golden Plains Shire.

CFA Brigade Fire Prevention Works - Brigade works may enhance Strategic Fire Suppression Lines and Fire Control Lines; however, the implementation is not compulsory and will be subject to seasonal conditions and Brigade resource availability. CFA brigade works on road and rail reserves, public reserves and private land are reviewed annually by the CFA Vegetation Management Officer, Council's MFPO and other agencies (e.g. DTP, VicTrack) as required. A list of Brigade Works can be found in Appendix 10 – Brigade Works.

5.5 Fire Access Tracks

A Fire Access Track is a track constructed and/or maintained for fire management purposes which is not generally of a standard adequate for all-weather use by two-wheel drive vehicles.

Golden Plains Shire Council currently supports 24 Fire Access Tracks across the municipal area. These tracks have been adopted over a number of years through recognition of their importance within a community, through development as part of the subdivision process or via requests from local CFA brigades who view a particular route as providing essential access in the event of a fire.

The provision of Fire Access Tracks does not alter the legislated ability of CFA resources to enter any property or place to control a fire. Fire Access Tracks simply facilitate rapid access by CFA resources into or through particular areas.

Fire Access Tracks are not escape routes for residents. Use of Fire Access Tracks as escape routes by members of the public during a fire event may place users at significantly higher risk than if they'd stayed on formed roads.

The use of Fire Access Tracks by the public, especially during winter will cause damage to the tracks, affecting the use during summer months.

Fire Access Track determination guidelines:

- Provides a logical short cut between two made roads or access into an area that is otherwise difficult to access.
- Does not place CFA appliances at additional, unnecessary risk
- Route can be readily maintained within Councils limited budget and resources
- Track establishment does not require extensive and expensive works.
- Private landholder consent is given by the landholder where the track crosses private land

Fire Access Track determination process:

- Brigades bring Fire Access Track nominations to the CFA Commander.
- CFA Commander discusses the nominated Fire Access Track with Council's MFPO
- CFA Commander or MFPO brings a report to the MFMSC identifying the nominated track and how it meets the determination criteria
- MFMSC endorses the nomination and sends to CFA for approval.

A list and map of Fire Access Tracks can be found in Appendix 11 – Fire Access Tracks

5.6 Community Fire Refuges

Golden Plains Shire does not have any designated Community Fire Refuges.

5.7 Individual Bushfire Risk Treatments

Following amendments made to the Victorian Planning Provisions in November 2011, guidelines have been produced that allow property owners to clear vegetation on their properties to reduce the threat of bushfire to their homes.

Under section 52.48 of the planning scheme, the 10/30 and 10/50 rules enable clearing around existing buildings used for accommodation (legally erected before 18 November 2011).

For new buildings, clearing for bushfire protection will be considered through the planning permit process.

5.7.1 Vegetation Management

Native vegetation is important to many Victorians and its removal is carefully regulated by the planning system. A vegetation management right called the '10/30 rule' is part of a suite of measures to help Victorians in areas at risk from bushfire prepare their properties.

The 10/30 rule simplifies the right to clear native vegetation around a home for bushfire protection without obtaining a planning permit.

The right allows landowners to clear without a planning permit:

- Any vegetation, including trees, within 10 metres of their home on their property;
- Any vegetation (except for trees) within 30 metres of their house on their property; and
- Any vegetation either side of their property boundary fence to a combined maximum width of 4 metres (with consent of the neighbouring landowner).

The '10/50 rule' enables all landowners in areas **within the Bushfire Management Overlay** to undertake the following measures for bushfire protection on their property:

- Any removal, destruction or lopping of any vegetation within 10 metres, of an existing building used for accommodation; and
- The removal, destruction or lopping of any vegetation, except trees, within 50 metres of an existing building used for accommodation.

5.7.2 Permits to Burn

During the declared Fire Danger Period, limited permits may be obtained by individuals to conduct a fuel reduction or stubble burn within the municipality. These permits are issued through an online process. These permits contain stringent conditions that must be complied with.

Golden Plains Shire Council do not issue Permits to Burn.

Permits to burn are issued online at <https://www.firepermits.vic.gov.au/>

5.7.3 Inspection of Private Properties and Issue of Notices

Golden Plains Shire Council conducts fire hazard inspections within the municipality, concentrating on high-risk areas and townships in the lead up to the Fire Danger period each year. Fire prevention notices are issued on land considered to be a fire risk as soon as practicable. Landholders in receipt of a Fire Prevention Notice are required to comply with the instruction on the Notice by the required due date. Non-compliance assessed during a follow up inspection after the due date may result in Council carrying out the required works, charging the costs back to the landholder and the issuance of a fine.

5.7.4 Planning Permits

When applications are lodged with Golden Plains Shire Council for permits under the Planning and Environment Act for the subdivision and development of land or the construction of buildings in areas of high fire risk, Golden Plains Shire Council may give consideration to the following documents in determining any such application, and also refer the application to the relevant fire agencies for comment.

- Planning Guidelines for Subdivisions in bushfire-prone areas;
- Building in a Bushfire Management Overlay – Guidance Notes – CFA
- Australian Standard 3959, 2009 - Construction of Buildings in Bushfire Prone Areas;
- Bushfire Management Overlay – Golden Plains Shire Planning Scheme; and

- Other relevant documentation.

5.8 Cross Boundary Arrangements

The Golden Plains Shire MFMSPP seeks to ensure risk environments that cross municipal and regional boundaries are treated in a seamless manner with regard to risk assessment and treatments. In part, this is achieved through a collaborative approach and the use of consistent processes and tools.

Golden Plains Shire shares borders with Pyrenees, Ballarat, Moorabool, Greater Geelong, Surf Coast, Colac-Otway and Corangamite municipalities. It is the shared responsibility of these MFMSCs to ensure that risks contiguous across these borders are planned for in a consistent and seamless manner.

Clear linkages to existing organisational cross boundary agreements and Memorandums of Understanding between agencies dealing with Preparedness, Preparation, Response and Recovery activities and resource allocation arrangements are also vital.

To ensure that shared risk is appropriately addressed, MFMSPPs will be considered by the REMPC to make certain they address risks shared across municipal and agency boundaries in a consistent and seamless manner.

Current identified cross boundary and contiguous risk from bushfire and grass fire for the Golden Plains Shire municipal area includes:

Risk	Adjacent Municipality	Strategy
Forest surrounding Brisbane Ranges	Moorabool Shire City of Greater Geelong	Ensure alignment of planning and prevention activities in relation to these risks are discussed and coordinated with relevant municipalities. Ensure that these arrangements and plans are included in relevant MFMSPP's.
Private Plantations	Pyrenees Shire Moorabool Shire	
Haddon Common	City of Ballarat	
Grassy Plains	Colac-Otway Shire	

Table 16: Golden Plains Shire Cross Boundary Risks

It is also recognised that agencies and municipalities have existing planning relationships across multiple boundaries and that these planning arrangements need to be considered when developing future plans.

A map identifying Golden Plains Shire is provided at Appendix 8– Municipal Map.

6 Plan Reporting, Review and Improvement

6.1 Legislative Responsibilities

The Golden Plains Shire MEMPC has a legislative responsibility under the Emergency Management Act 2013 to develop a MEMP. The MFMSA is a sub plan of the MEMP and is prepared by the MFMSC.

6.2 Plan Endorsement and Adoption

The Golden Plains Shire MFMSC is the custodian of the MFMSA pursuant to current legislative arrangements. Following each three-year review, the MFMSC will recommend the MFMSA to the MEMPC, then to the REMPC for endorsement.

6.3 Plan Reporting

Each MFMSC reports to their respective MEMPC on a regular basis determined through their meeting cycles on the progress of the committee and associated works.

Any issues requiring advocacy or elevation to regional or State level are reported through to the Grampians REMPC for further action.

A process and supporting tool for agencies to report back into their respective MFMSC against the actions contained within each MFMSA's Appendix 4 (Bushfire Work Plan) has been developed.

Guidelines for monitoring, reporting and reviewing of plans are currently being developed at the State level.

6.4 Plan Audit

The Sub-Plan passes a self-assurance checklist before being forwarded to the MEMPC and then to the REMPC.

6.5 Plan Amendment and Review

This plan expires in January 2026 and has a three-year lifespan based around current MEMP audit requirements. It is acknowledged that audit process and planning cycles may change.

The Golden Plains Shire MFMSA will be reviewed and amended as follows:

- All appendices require annual review to ensure currency and relevance in association with the MEMP;
- Following significant incidents if required;
- As directed by the State or Regional Fire Management Planning Committees; or
- As required by legislation.
- As further works are completed by the MFMSC.

Following the annual update, any changes to the document will be reflected in the iteration of the version control by 0.1.

Following the 3-year update, any changes to the document will be reflected in the iteration of the version control by 1.

As this is the first plan under new legislation, it has been given a Version 1 title.

6.6 Plan Distribution

Amendments will be distributed via hardcopy in the mail either as inserts into relevant sections or as a complete document depending on the nature and number of the amendments undertaken. Amendment distributions will be accompanied by a confirmation letter to be signed and returned by the recipient confirming that the amendment has been received and inserted into their copy of the Plan.

The plan will be distributed as per the list on Appendix 15

6.7 Brigade Consultation

Volunteer CFA brigades form an integral component of fire management in Golden Plains Shire. Subsequently brigade involvement in the review and maintenance of this plan is essential. Brigade members are encouraged to submit suggestions for improving the plan to the Group Officers and CFA Commanders who represent their interests at the MFMSC.

Brigade representatives are also encouraged to contact council's Municipal Fire Prevention Officer to discuss fire management related matters and can the conduit for any Council related matters with the brigades.

Appendices

Appendix 1	Economic, Cultural and Human Settlement
Appendix 2	Structure Fire Risk Register
Appendix 3	Hazardous Materials Risk Register
Appendix 4	Bushfire Work Plan
Appendix 5	Multi Agency Structure Fire Work Plan
Appendix 6	Hazardous Materials Incident Work Plan
Appendix 7	Neighbourhood Safer Places
Appendix 8	Municipal Map
Appendix 9	GPS Strategic Breaks
Appendix 10	CFA Brigade Works
Appendix 11	Fire Access Tracks
Appendix 12	VFRR Human Settlement Risk Register
Appendix 13	CFA Group and Brigade Boundaries
Appendix 14	Hazard Trees Identification and Notification - Powercor
Appendix 15	MFMSD Distribution List
Appendix 16	Terminology
Appendix 17	Acronyms
Appendix 18	Bibliography
Appendix 19	Golden Plains MFMSD Terms of Reference

Appendix 1: Multi Agency Bushfire Risk Management Register

Export Tables

This output was produced for Golden Plains in October 2021.

Purpose of output:

To provide risk based information to support and inform bushfire planning and priorities.

Description:

'01 Output' is a detailed list of all assets identified within the risk register, the level of risk to those assets, and the treatments currently applied to mitigate their bushfire risk. '01 Output' is divided over four (4) tabs aligned to the asset class within risk register; Human Settlement, Economic, and Cultural Heritage.

Important:

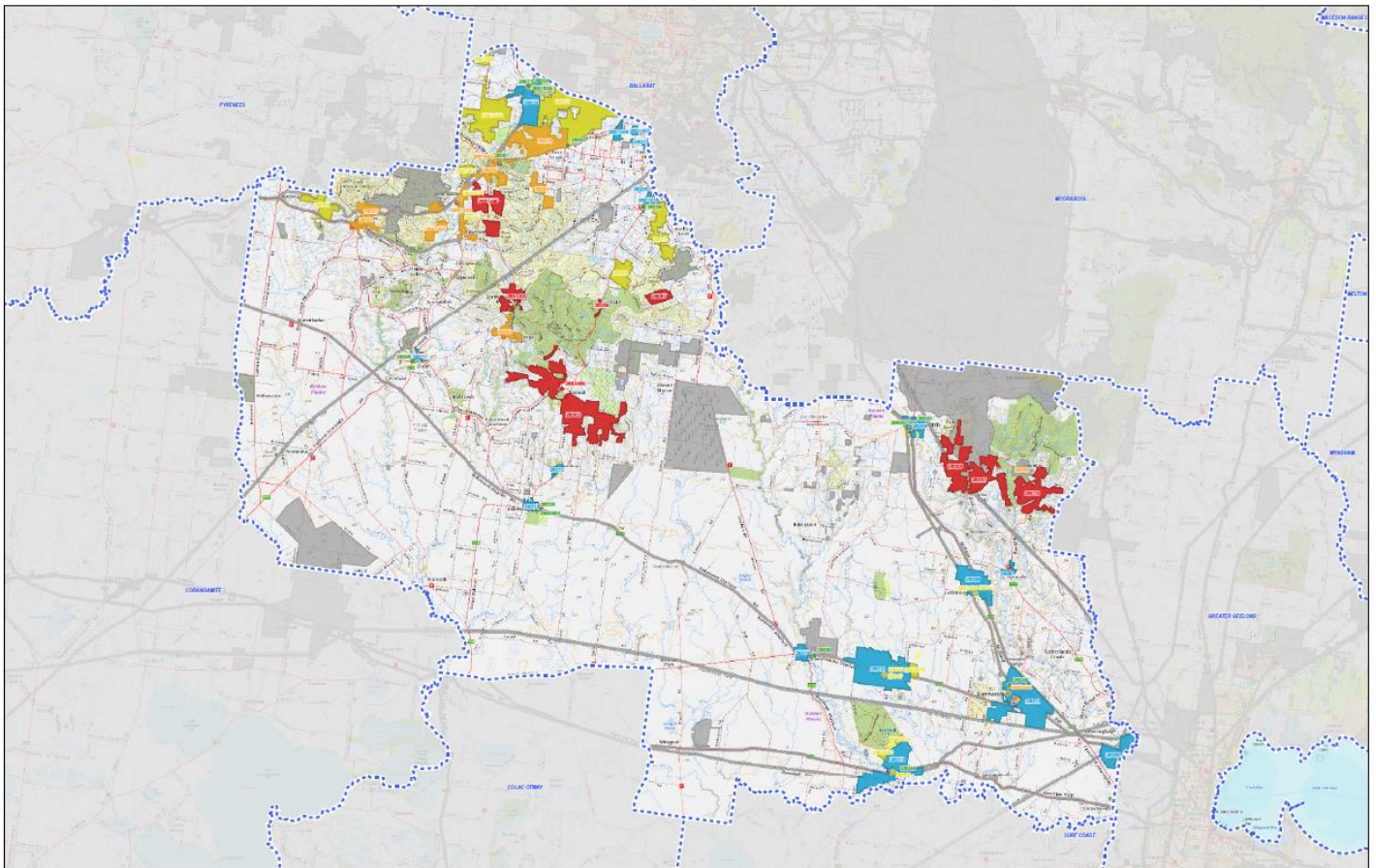
This workbook should be used with the other VFRR-B output products.

The risk data should be used in conjunction with other risk information and local knowledge. It should be used to support and inform a decision and not be the decision itself.

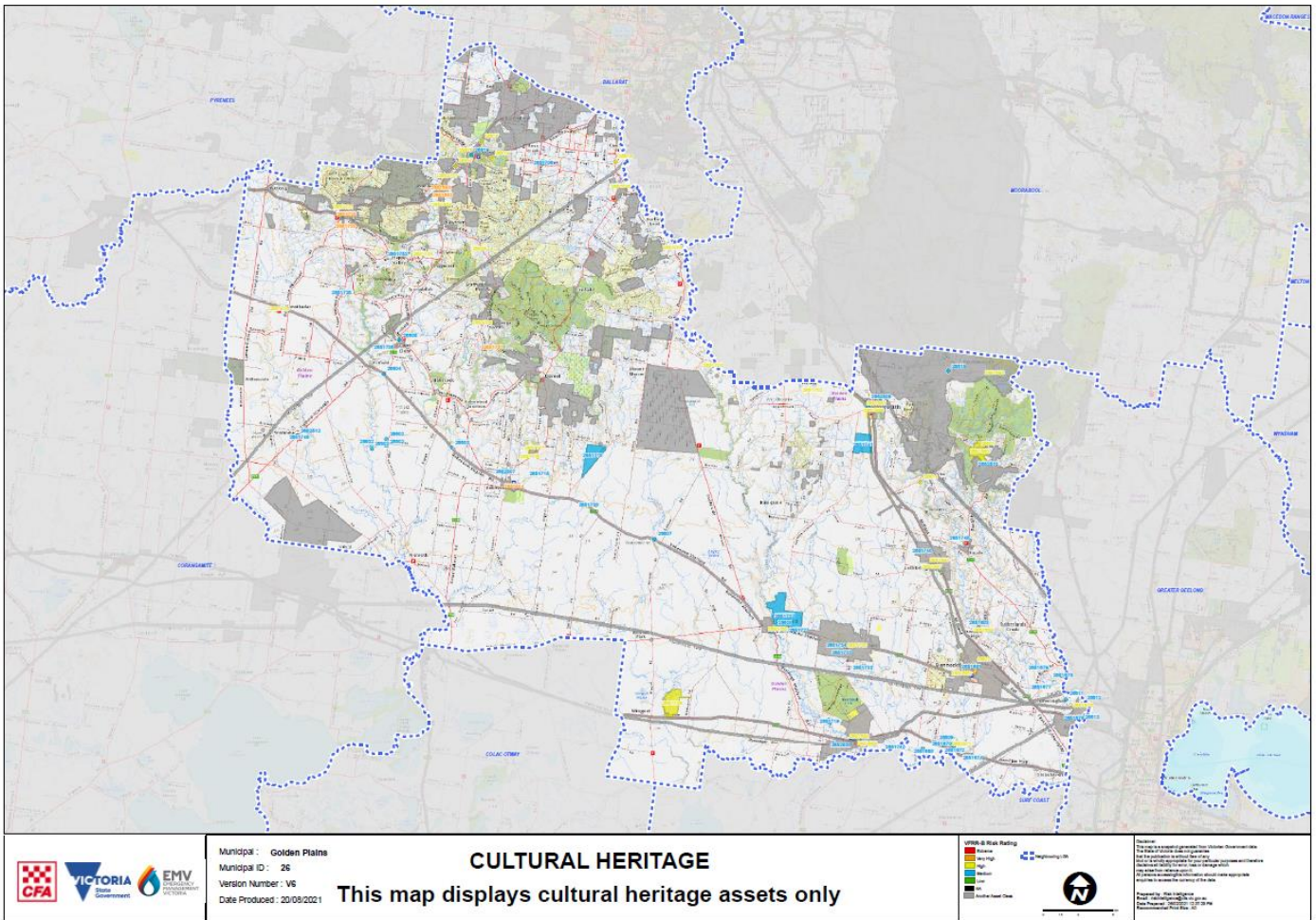
Disclaimer statement:

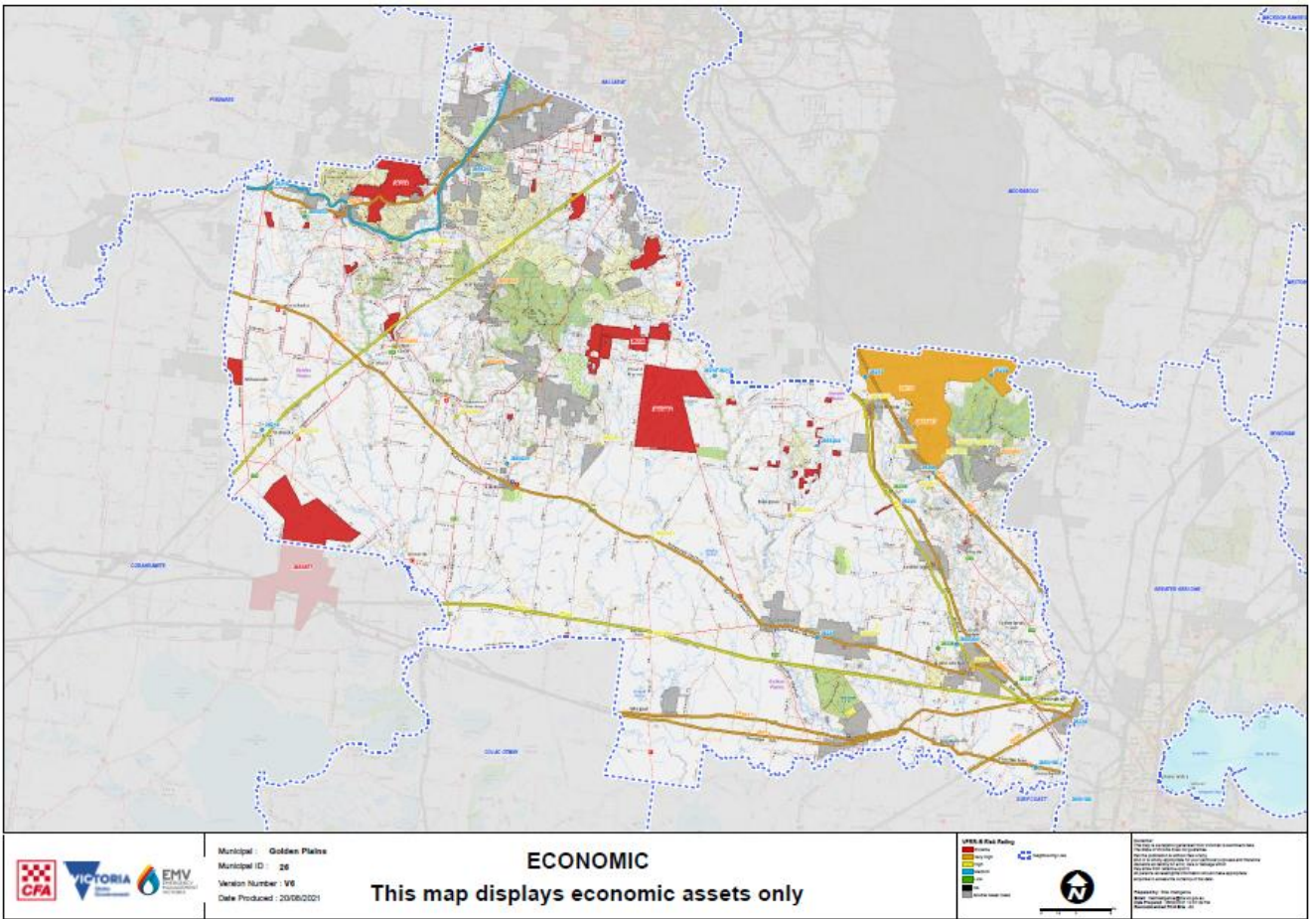
The information and material contained herein is general in nature and is intended for your use and information. The Country Fire Authority (CFA) disclaims, to the extent permitted by law, all warranties, representations or endorsements, express or implied, with regard to the material contained herein. CFA does not warrant or represent that the material contained herein is free from errors or omissions, or that it is exhaustive. Users should exercise their own skill and care with respect to its uses. You must not assume that this material will be suitable for the particular purpose that you had in mind when using it.

Current registers can be found at https://www.vfrr.vic.gov.au/cb_pages/outputs.php?category_id=2497



	<p>Municipal : Golden Plains Municipal ID : 26 Version Number : VS Date Produced : 20/09/2021</p> <h3 style="text-align: center;">HUMAN SETTLEMENT</h3> <p style="text-align: center;">This map displays human settlement assets only</p>	<p>Wildfire Risk Rating</p> <ul style="list-style-type: none"> ■ Extreme ■ High ■ Moderate ■ Low ■ Very Low ■ Unrated Assets Only <p></p>	<p><small>Disclaimer The City of Greater Geelong Fire, Incident Management and Emergency Services Department is not responsible for the accuracy or completeness of the information provided on this map. The City of Greater Geelong Fire, Incident Management and Emergency Services Department is not responsible for any consequences arising from the use of this information.</small></p> <p><small>Prepared by: Alan Campbell Date: 18/09/2021 Map Produced: 20/09/2021 10:28 AM</small></p>
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Appendix 2: Multi Agency Structure Fire Risk Management Register

Copy supplied in Hardcopy Master file located at Golden Plains Shire Civic Centre, 2 Pope Street Bannockburn. Available to MFMSC members if required.

Appendix 3: Multi Agency Hazardous Materials Incident Risk Management Register

Copy supplied in Hardcopy Master file located at Golden Plains Shire Civic Centre, 2 Pope Street Bannockburn.

Appendix 4: Multi Agency Bushfire Work Plan

Copy supplied in Hardcopy Master file located at Golden Plains Shire Civic Centre, 2 Pope Street Bannockburn.

Appendix 5: Multi Agency Structure Fire Work Plan

Copy supplied in Hardcopy Master file located at Golden Plains Shire Civic Centre, 2 Pope Street Bannockburn.

Appendix 6: Multi Agency Hazardous Materials Incident Work Plan

Copy supplied in Hardcopy Master file located at Golden Plains Shire Civic Centre, 2 Pope Street Bannockburn.

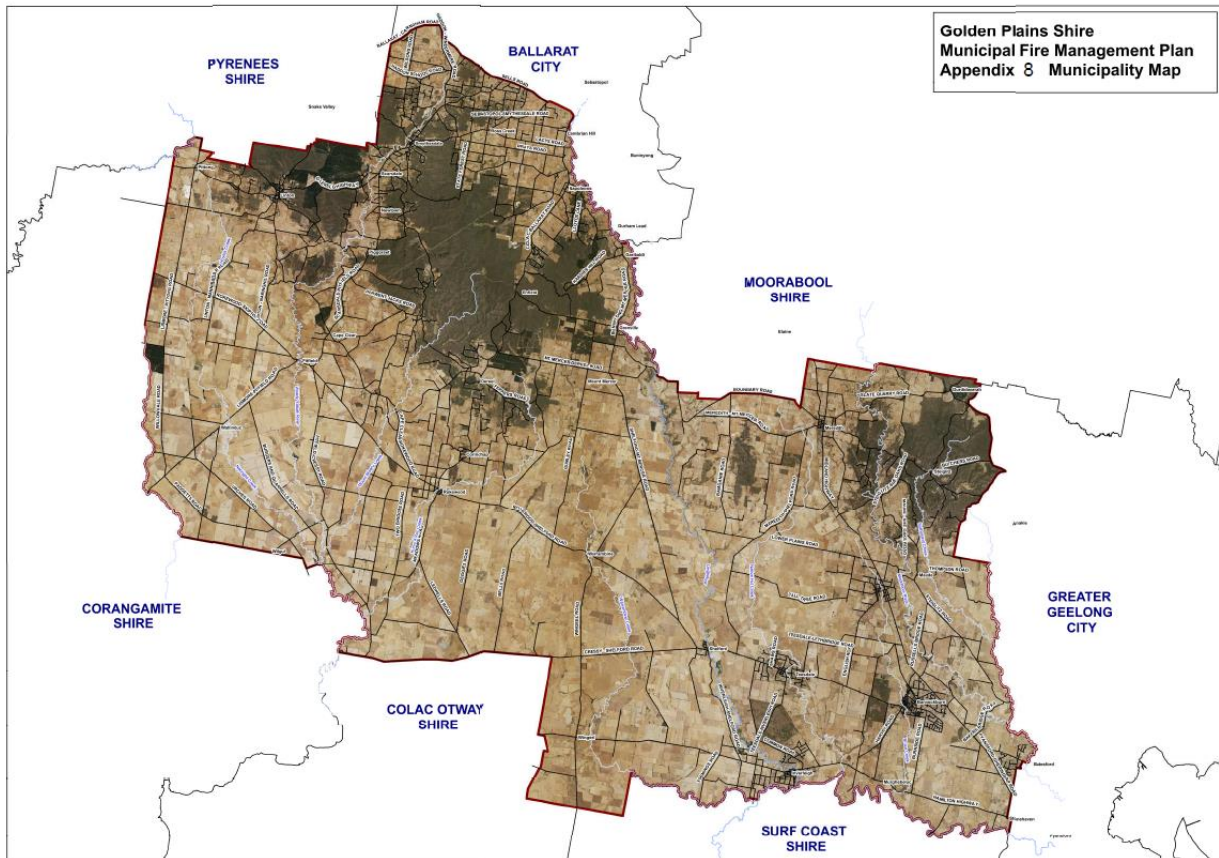
Appendix 7: Bushfire Neighbourhood Safer Places – Places of Last Resort

Golden Plains Shire Neighbourhood Safer Places – Places of Last Resort

Township/Suburb	Street	Location
Cape Clear	Enter via access road (locally known as Recreation Rd) off Pitfield-Scarsdale Rd	Cape Clear Recreation Reserve
Haddon	Sago Hill Road	Haddon Primary School Oval
Linton	Brooke Street	Linton Recreation Reserve
Ross Creek	Sebastopol-Smythesdale Road (near Lacys Road)	Ross Creek Community Hall Car Park
Smythesdale	Heales Road Smythesdale	Smythesdale Recreations Reserve
Dereel	Dereel-Rokewood Junction Road	Council Reserve

For a locality reference of the NSP-PLR in Golden Plains Shire, refer to the CFA's website on <http://www.saferplaces.cfa.vic.gov.au/cfa/search/default.htm>

Appendix 8: Municipality Map



Appendix 9: Strategic Fire Breaks Table

Appendix 8: Strategic Fire Breaks within the Golden Plains Shire					
Road Name	From	To	Land Manager	Distance	Treatment
Strategic Fire Suppression Lines					
Boundary Road	Woodbourne Road	Midland Highway	GPS	5.3	Slash fence to fence where practicable
Cameron Road	Meredith-Mt Mercer Road	Woodbourne Road	GPS	3.6	Slash fence to fence where practicable
Colac - Ballarat Road	Shire boundary, Cambrian Hill	Clarkes Road, Enfield	DoT	10.7	Slash fence to fence where practicable
Dereel - Rokewood Junction Road	Colac - Ballarat Road	Snowgum Road	GPS	1.4	Slash fence to fence where practicable
Gargans Road	Midland Highway	Griffiths Road	GPS	1.4	Slash fence to fence where practicable
Glenelg Highway	Township boundary, Scarsdale	Township boundary, Smythesdale	DoT	4.1	Slash fence to fence where practicable
Glenelg Highway	Finchs Road	Shire boundary, Smythes Creek	DoT	2.2	Slash fence to fence where practicable
Griffiths Road	Gargans Road	Ballan - Meredith Road	GPS	2.0	Slash fence to fence where practicable
Lacys Road	Sebastopol - Smythedale Road	Colac - Ballarat Road	GPS	6.4	Slash fence to fence where practicable
Midland Highway	Shire Boundary, Batesford	Shire boundary, Meredith	DoT	37.0	Slash fence to fence where practicable
Perdrisat Road	Midland Highway	Steiglitz Road	GPS	4.3	Slash fence to fence where practicable
Scarsdale - Pitfield Road	Stickland Road, Newtown	Glenelg Highway	DoT	3.5	Slash fence to fence where practicable
Thompson Road	Steiglitz Road	Shire Boundary, Pringles Bridge	GPS	8.5	Slash fence to fence where practicable
Fire Control Lines					
Ballarat-Carngham Road	Haddon-Windermere Road	Lightwood Park Road	DoT	4.4	Slash 3m cut behind guide posts where practicable
Bannockburn - Shelford Road	Township boundary, Shelford	Township boundary, Bannockburn	DoT	21.0	Slash 3m cut behind guide posts where practicable
Colac - Ballarat Road	Clarkes Road, Enfield	Hamilton Highway	DoT	42.0	Slash 3m cut behind guide posts where practicable
Cressy-Shelford Road	Hamilton Highway	Rokewood - Shelford Road	GPS	25.9	Slash 3m cut behind guide posts where practicable
Flemings Road	Hamilton Highway	Warrambine Creek	GPS	4.4	Slash 3m cut behind guide posts where practicable
Fyansford - Gheringhap Road	Midland Highway	Friend In Hand Road	GPS	4.2	Slash 3m cut behind guide posts where practicable
Glenelg Highway	Township boundary, Smythesdale	Finchs Road	DoT	6.7	Slash 3m cut behind guide posts where practicable
Glenelg Highway	Township boundary, Scarsdale	Shire boundary, Pittong	DoT	18.0	Slash 3m cut behind guide posts where practicable
Hamilton Highway	Shire boundary, Wingeel	Shire boundary, Stonehaven	DoT	43.0	Slash 3m cut behind guide posts where practicable
Inverleigh - Shelford Road	Township boundary, Shelford	Hamilton Highway	DoT	10.0	Slash 3m cut behind guide posts where practicable
Lairds Road	Tall Tree Road	Lower Plains Road	GPS	2.7	Slash 3m cut behind guide posts where practicable
Lismore - Pitfield Road	Rokewood - Skipton Road	Shire boundary, Mount Bute	DoT	16.6	Slash 3m cut behind guide posts where practicable
Longs Road	Hamilton Highway	end of seal	GPS	1.2	Slash 3m cut behind guide posts where practicable
Lower Plains Road	Midland Highway	Meredith - Shelford Road	GPS	9.0	Slash 3m cut behind guide posts where practicable
Meredith - Shelford Road	Bannockburn - Shelford Road	Meredith - Mt Mercer Road	GPS	21.0	Slash 3m cut behind guide posts where practicable
Rokewood - Shelford Road	Township boundary, Rokewood	Township boundary Shelford	DoT	25.8	Slash 3m cut behind guide posts where practicable
Rokewood - Skipton Road	Shire boundary, Mannibadar	Township boundary, Rokewood	DoT	29.9	Slash 3m cut behind guide posts where practicable
Scarsdale - Pitfield Road	Rokewood - Skipton Road	Stickland Road	DoT	14.6	Slash 3m cut behind guide posts where practicable
Sebastopol - Smythesdale Road	Spratlings Road	Shire boundary, Smythes Creek	GPS	8.3	Slash 3m cut behind guide posts where practicable
Shelford - Mt Mercer Road	Dereel - Mt Mercer Road	Rokewood - Shelford Road	GPS	21.3	Slash 3m cut behind guide posts where practicable
Steiglitz Road	Middletons Bridge, Maude	Shire boundary, Sutherlands Creek	DoT	17.0	Slash 3m cut behind guide posts where practicable
Tall Tree Road	Meredith - Shelford Road	end of seal	GPS	2.1	Slash 3m cut behind guide posts where practicable
Wingeel Road	Rokewood - Shelford Road	Shire boundary, Wingeel	GPS	21.0	Slash 3m cut behind guide posts where practicable
					Updated 23 June 2021

Appendix 10: CFA Brigade Works Table

Copy supplied in Hardcopy Master file located at Golden Plains Shire Civic Centre, 2 Pope Street Bannockburn. Subject to change each year.

Appendix 11: Fire Access Tracks Table

Track Name	Description	Locality
Argyle Park Court	Connection between Argyle Park Court to Common Road developed as part of subdivision	Inverleigh
Bakers Lane to Tulla Drive	Connection between Bakers Lane to Tulla Drive developed as part of subdivision	Teesdale
Bells Road	Connection between Linton-Naringhil Rd and Sanderson Lane utilising an unused road reserve	Linton
Brays Road - East Track	Connection between Burgess Road and Post Office Road utilising part of an unused road reserve	Ross Creek
Brays Road - West Track	Connection between Post Office Road and State Forest Road utilising part of an unused road reserve	Ross Creek
Calverts Road	Connection between the end of the made part of Calverts Road and the fire access track on Sobey's Road utilising the unused road reserve	Ross Creek
Common Road to Rankin Road	Connection along the boundary of the subdivision connecting Common Road with the end of Rankin Road	Inverleigh
Gibson Road	Connection between the end of the made part of Gibson Road and Cemetery Road utilising the unused road reserve	Inverleigh
Grand Trunk Road	Connection between Scarsdale-Pitfield Road into the Woody Yaloak River valley	Springdallah
Grevillea Road to Camms Road	Connection between the end of the made part of Grevillea Road and Camms Road utilising an unused road reserve	Dereel
Gundies Road to Coopers Road	Connection between the Shelford-Mt Mercer Road and Coopers Road crossing the Leigh River utilising an unused road reserve and access across private land	Bamganie
Haleys Road	Between Bowes Road and Diamond Road	Cambrian Hill
Junipers Road	Connection between the end of Henlin Park Road and the Glenelg Highway utilising an unused road reserve	Smythesdale
Kent Drive to Ross Creek-Haddon Road	Connection between the end of Kent Drive and the Ross Creek-Haddon Road utilising an unused road reserve, access across private land and a private property access	Haddon

Track Name	Description	Locality
Kestrel Place Pedestrian Access	Connection between Kestrel Place, Marrabah Crescent and Merino Drive created as part of subdivision	Teesdale
Moffats Road to Russell Road	Connection between the end of Moffats Road and Russell Road utilising unused road reserve and access across private property	Dereel
Moonlight Road to Old Station Road	Very short connection between Moonlight Road and Old Station Road utilising an unused road reserve	Berringa
Mt Mercer-Dereel Hydrant Access	Short link providing access to a fire plug on the old Colac-Ballarat Road.	Dereel
Peregrine Way	Connection between Tulla Drive and Red Gum Drive created as part of the subdivision	Teesdale
Pioneer Ridge Road to Vicary Road	Connection between the end of the made part of Pioneer Ridge Road and Vicary Road utilising an unused road reserve	Meredith
Salvo Bend Road to Browns Road	Connection between the end of Browns Road and Salvo Bend Road across private land	Dereel/Berringa
Sobeys Road	Connection between the ends of the made parts of Sobeys Road and a connection to the Calverts Road fire access track utilising an unused road reserve	Ross Creek
Steiglitz Road to Lynch Road	Connection between Lynch Road and Steiglitz Road utilising unused road reserve and private land	Maude
Stones Road to Peppermint Track	Connection between the ends of Stones Road and Peppermint Track through private property	Dereel

Appendix 12: CFA Group and Brigade Boundaries

Copy supplied in Hardcopy Master file located at Golden Plains Shire Civic Centre, 2 Pope Street Bannockburn. Subject to change each year.

Map Appendix 13: VFRR Human Settlement Risk Assessment Map and Table

Copy supplied in Hardcopy Master file located at Golden Plains Shire Civic Centre, 2 Pope Street Bannockburn.

Appendix 14: Hazard Trees Identification and Notification Procedures

Procedures for Identification and Notification of Hazard Trees

The *Electricity Safety Act 1998 (Victoria) (ES Act) Section 86 B* provides the obligation for municipal councils in the “Municipal Fire Prevention Plan must specify procedures for the identification of trees that are hazardous to electric lines”. This will be achieved through:

- a) procedures and criteria for the identification of trees that are likely to fall onto, or come into contact with, an electric line (**hazard trees**); and
- b) procedures for the notification of responsible persons of trees that are hazard trees in relation to electric lines for which they are responsible.

Under the ES Act, the person responsible for maintaining vegetation and clearance space around power lines is referred to as the '**responsible person**'.

The procedures outlined in this section of the Municipal Fire Management Plan seek to address the requirement detailed above.

Each responsible person should have its own internal procedure regarding the steps that will be taken when it receives notification of a potentially hazardous tree.

What is a hazard tree?

According to the ES Act, a hazard tree is a tree which 'is likely to fall onto, or come into contact with, an electric line'.

The *Electricity Safety (Electric Line Clearance) Regulations 2015* further provide that a responsible person may cut or remove such a tree 'provided that the tree has been assessed by a suitably qualified arborist; and that assessment confirms the likelihood of contact with an electric line having regard to foreseeable local conditions.'

Due to legal requirements which require a clearance space be maintained around an electric line, hazard trees are usually located outside the regulated clearance space. Despite being outside the clearance space, the tree may still have the potential to contact the line due to its size or because of a structural fault or weakness which enders part, or all, of the tree likely to contact or fall onto the line.

Who is responsible for a hazard tree?

Under the ES Act, the person responsible for maintaining vegetation and clearance space around power lines, including keeping the whole or any part of a tree clear of the line, is the responsible person.

Responsibility is allocated between distribution businesses and other owners of electricity infrastructure, landowners and occupiers for clearance of private power lines, public land managers where they are identified as the responsible person such as municipal councils, DEECA and VicRoads.

Responsible Persons within Golden Plains Shire

Powercor is the body primarily responsible for line clearance in Golden Plains Shire.

There is only one electricity distribution business in Golden Plains Shire and there are no Declared Areas under Section 81 of the ES Act that are the responsibility of the Council.

Other relevant information

Responsible persons, other than private persons, must have an electric line clearance management plan in place for areas for which they have responsibility (*refer Electricity Safety (Electric Line Clearance) Regulations 2015*).

Procedures and Criteria for Identification of Hazard Trees

In the course of everyday duties, potentially hazardous trees may come to the attention of Council staff or volunteer members of the entities with representation on the MFMSC, staff of the distribution business(es) or other persons, including members of the public.

There are a range of factors which may indicate that a tree is a hazard tree. That is, a tree which is likely to fall onto, or come into contact with, an electric line. Some of these factors will be obvious when looking at the tree but many may only be apparent when the tree is assessed by a person with specific expertise and training, such as an arborist.

The following criteria may be used to assist in identifying a hazard tree:

- The size of the tree suggests that it is likely to come into contact with the electric line, for example because it appears to be encroaching or growing into the line clearance space;
- There is an excessive lean on the tree, or branches hanging off the tree and the tree is in proximity to an electric (power) line; or
- The size or appearance of the tree suggests it could come into contact with the line including under foreseeable local conditions.

If a potentially hazardous tree is identified, the notification procedure outlined below should be followed. Where a responsible person becomes aware of a potentially hazardous tree for which they have responsibility, they must follow their own applicable internal procedure and the notification procedure described below does not apply.

Procedures and Criteria for Notification of Hazard Trees

To ensure that information regarding potentially hazardous trees is captured in an efficient manner and, as appropriate, referred to the responsible person for action, the following procedure for the notification of hazardous trees should be followed:

- The person with responsibility for the highest percentage of lines within the municipality (**the primary responsible person**) is Powercor and therefore the person to whom potentially hazardous trees should be reported.
- Where any person becomes aware of, or receives a report of, a potentially hazardous tree within the municipality, this should be referred to Powercor. Where the Committee becomes aware of, or receives a report of, a potentially hazardous tree within the municipality, this must be referred to Powercor.
- Reports of potentially hazardous trees must be provided to Powercor for action as soon as practicable. Reports must include, as far as practicable:
 - The name and contact details and any relevant qualifications where known of the person making the report;
 - As much detail as possible about the location of the tree (including, where known, GPS coordinates, details of numerical/name plate on nearest pole, name of nearest road or crossroads, closest landmark, whether tree is on private land or road reserve etc.);
 - A description of the tree (including, if known, the genus and species of tree);

- The primary reasons given for the tree being identified as potentially hazardous (including, the tree is in proximity to an electric line **and** there is evidence of structural weakness, excessive lean, appears to be encroaching into line clearance space etc.); and
 - An indication of whether urgent action is required.
- Powercor must take all necessary steps to advise the person responsible for the tree that it may be hazardous where they are **not** the responsible person.



MUNICIPAL HAZARD TREE NOTIFICATION FORM

This form should be used by municipal councils to report hazard trees to CitiPower and Powercor as required by Section 86(b) of the Electricity Safety Act 1998 (Vic).

Please complete the form digitally, then save it as a PDF and email it to egcustomer@powercor.com.au

Local Government Authority (LGA) Contact Details

Municipality:			
Contact:			
Contact email:		Phone:	
Job title:		Department:	
Reported date:		Priority:	<input type="checkbox"/> Urgent* <input type="checkbox"/> Non-urgent

* Please contact (03) 9683 2199 directly to report an urgent hazard tree.

Hazard Tree Location

Street number:		Street name:		
Town/suburb:		Pole number:		
Voltage (if known)		LIS number: (large silver or yellow plate)		
Comments:				

Hazard Tree Details

Number of tree(s)/limb(s):		Species of trees (if known):		
Current status*:				
Reason for hazard classification**:				
Digital images:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Number of photos (if relevant)	

Further Comments

* Clearly describe the current status of the tree, e.g.: tree/branch deemed to be leaning towards HV/LV conductors, tree/branch deemed to be able to strike the HV/LV conductors if it fell; general status of surrounding environment, high risk of bushfire ignition.

** Clearly describe why the tree was determined to be a "hazard" i.e. root rot, leaning, bifurcation, split etc.

This form can be found at: <https://media.powercor.com.au/wp-content/uploads/2018/11/08123904/council-tree-hazard-notification-form-v3.pdf>

Appendix 15: Municipal Fire Management Sub Plan Distribution List

Position Title	Agency	Address	City	State	Post Code
VICPOL					
Station Commander / MERC	Victoria Police	22 High Street	BANNOCKBURN	VIC	3331
CFA					
ACFO	CFA District 15	PO Box 242	WENDOUREE	VIC	3355
Manager Community Safety	CFA West Region	PO Box 242	WENDOUREE	VIC	3355
Manager Community Safety	CFA South West Region	PO Box 389	HAMILTON	VIC	3300
ACFO	CFA District 7	PO Box 586	NORTH GEELONG	VIC	3215
DEECA					
Midlands Fire Manager	DEECA/FFMV	Vickers Street	SEBASTOPOL	VIC	3356
Land and Fire Management Officer	DEECA/FFMV	219A Main Street	BACCHUS MARSH	VIC	3340

Appendix 16: Terminology

Agencies	Refers to the agencies of the Municipal Fire Management Sub Committee. These include key agencies and organisations such as Golden Plains Shire, DEECA/FFMV , CFA , HVP , Victoria Police, SES and Water Authorities.
Agency Treatments	Refer to Treatment Definition in <i>Appendix 4 Multi Agency Bushfire Asset Risk Management Register</i> .
Assets	Anything valued by the community which includes houses, crops, stock, heritage buildings and places, infrastructure, the environment, businesses, and forests, that may be at risk from fire.
Bushfire	A general term used to describe fire in vegetation, including grass fire.
Bushfire Risk	The chance of a bushfire igniting, spreading, and causing damage to the community or the assets they value.
Community Safety	Community safety is the collaborative effort by community, government, and non-government groups to ensure the safety, wellbeing, and stability of society. These efforts are sustained by core values of sustainability, social cohesion, security, cooperation, self-reliance, and an improved physical environment. Under such a regime, safer communities are locally organised and resourced, well informed about local risks, proactive in prevention, risk averse, motivated, and able to manage the majority of local issues through effective planning and action.
Fire	Comes under the definition of an Emergency. The Emergency Management Act 1986 defines 'emergency' as: "... the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or in any way endangers or threatens to endanger the environment or an element of the environment in Victoria, including, without limiting the generality of the foregoing and specific to integrated fire management and therefore includes: A fire; and An explosion, A road accident or any other accident, A disruption to an essential service ("essential service" means any of the following services: transport, fuel (including gas), light, power, water, sewerage, or a service (whether or not of a type similar to the foregoing) declared to be an essential service by the Governor in Council) from the effect or impact of fire.
Fire Management	All activities associated with the management of fire (bushfire, structural, chemical), including the use of fire to meet land management goals and objectives. In simple terms, 'fire management' is PPRR as well as use of fire for ecological, agricultural and cultural purposes.
Integrated Fire Management Planning (IFMP)	Integrated Fire Management Planning is a holistic and integrated risk-based planning framework for fire management, across all land tenures and boundaries including PPRR activities.
Preparedness	All activities undertaken in advance of the occurrence of an incident to decrease the impact, extent, and severity of the incident and to ensure more effective response activities.
Prevention	All activities concerned with minimising the occurrence of incidents, particularly those of human origin.

Recovery	The coordinated process of supporting emergency affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic, and physical wellbeing.
Response	Actions taken in anticipation of, during and immediately after an incident to ensure that its effects are minimised, and that people affected are given immediate relief and support.
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk Environments	There are four types of risk environments based on the VFRRs risk tool which are Human Settlement, Economic, Environmental and Cultural Heritage.
Risk Identification	The process of determining what, where, when, why and how something could happen.
Victorian Fire Risk Register (VFRR)	Victorian Fire Risk Register is a systematic map-based process that identifies assets, assesses assets, and provides a range of treatments which contribute to the well-being of communities and the environment, which suffer the adverse effects of bushfire.
Vulnerability	The susceptibility of an asset or community to the impacts of fire.

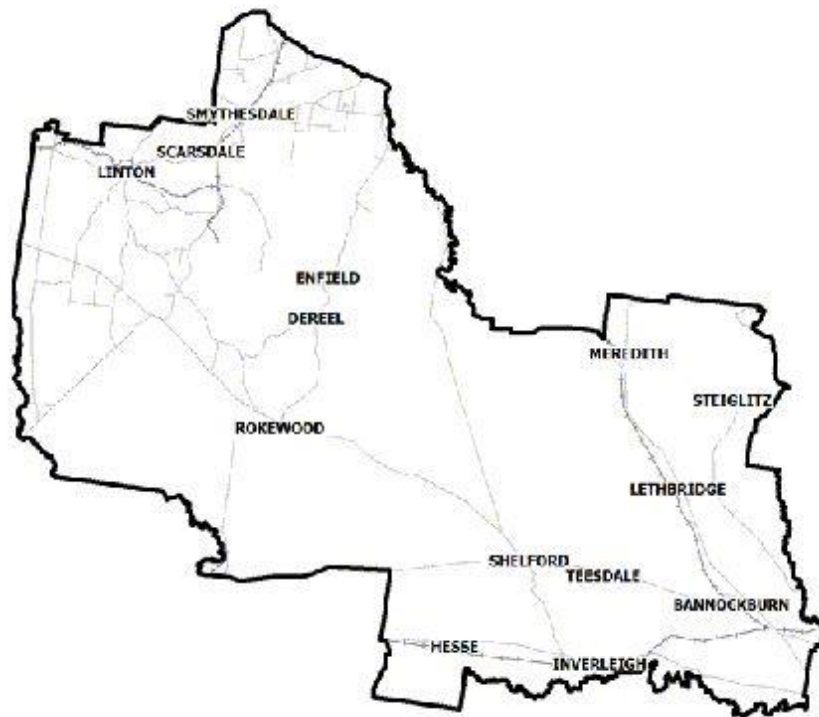
Appendix 17: Acronyms

CFA	Country Fire Authority
CHW	Central Highlands Water
DE	Department of Education
DEECA	Department of Energy, Environment and Climate Action
DTP	Department of Transport and Planning
FFMV	Forest Fire Management Victoria
FRV	Fire Rescue Victoria
HVP	Hancock Victorian Plantations
IFMP	Integrated Fire Management Planning
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MFMP	Municipal Fire Management Plan
MFMSC	Municipal Fire Management Sub-Committee
MFSP	Municipal Fire Prevention Sub-Plan
NSP-PLR	Neighbourhood Safer Places – Bushfire Places of Last Resort
PEAR	Priority Egress/Access Roads
PPRR	Prevention, Preparedness, Response and Recovery
RSFMP	Regional Strategic Fire Management Plan
RSFMPC	Regional Strategic Fire Management Planning Committee
VICSES	Victorian State Emergency Service
VBRC	Victoria Bushfire Royal Commission
VFRR	Victoria Fire Risk Register

Appendix 18: Bibliography

- Golden Plains Shire Municipal Emergency Management Plan
- Integrated Fire Management Planning Guide 2010 CFA
- Transition Guidelines for Municipal Fire Management Plan Committee – Final Version. Municipal Fire Prevention
- Committee Transition to Municipal Fire Management Planning Committee: Improving fire management planning together
- 2010 State Fire Management Strategy 2009
- Grampians Regional Strategic Fire Management Plan V3 2018 Grampians RSFMPC
- Emergency Management Manual of Victoria 2009
- The Integrated Fire Management Planning Framework 2010
- Road Bushfire Risk Assessment Guideline 2011 VicRoads
- DELWP Fire Protection Plan DELWP/DEECA
- DELWP Fire Operation Plan DELWP/DEECA
- Powercor Bushfire Mitigation Strategy Powercor
- SP AusNet Bushfire Mitigation Strategy AusNet Services
- DoT – Roadside Fire Management DoT Legislation
- Country Fire Authority Act (1958)
- Emergency Management Act (1986 & 2013)
- Local Government Act 2020

Golden Plains Shire Municipal Fire Management Sub-Committee



Sub-committee of the Municipal Emergency Management Planning Committee.

Terms of Reference

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Introduction

The *Emergency Management Legislation Amendment Act 2018* (EMLA Act) amended the *CFA Act 1958* 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 CFA Act 1958 does not require there to be a Municipal Fire Management Planning Committee.

In 2020, the MEMPC identified the need for a sub-committee to focus on fire related matters. This is called the Golden Plains Shire Municipal Fire Management Sub-Committee. (MFMSC)

Each MFMSC is a multi-agency collaboration group whose members bring organisation or personal expertise to the task of developing and identifying fire management matters for the municipality.

Scope

The Golden Plains Shire MFMSC operates strategically to ensure comprehensive, collaborative and integrated planning occurs at all levels.

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

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

The MFMSC maintains an awareness of existing municipal capability and capacity to support the effective conduct of mitigation, response and recovery activities.

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.

The MFMSC is a sub-committee of the MEMPC.

MEMPC Functions

The MEMPC is the peak planning body for emergency management within the municipal district. It is the forum for government and non-government agencies to develop policies, procedures, strategies and frameworks to support coordinated emergency management planning for the municipality.

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 MEMPC
- b) ensure that its MEMPC 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 MEMPCs
- f) 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. The MFMSC is an ongoing sub-committee of the MEMPC

Context

The MFMSC reports to the MEMPC which in turn 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 MFMSC and MEMPC are also represented on the REMPC.

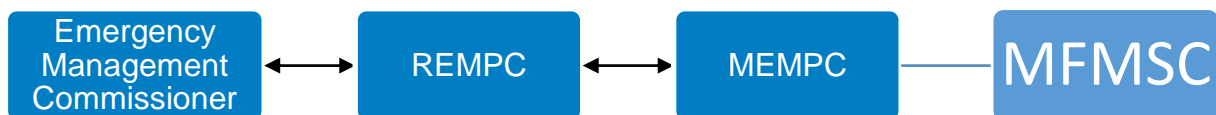


Figure 1 – Relationship of the MFMSC to the MEMPC, REMPC and the EMC

Membership

The MEMPC has decided the following members/positions are voting members of the MFMSC.

Agency	Agency Position	Voting Rights
Victoria Police	Municipal Emergency Response Coordinator (MERC)	Yes
CFA (District 15)	Commander	Yes
CFA (District 7)	Commander	Yes
FRV	Commander	Yes
CFA (West)	Vegetation Management Officer	Yes
Grenville Group	Group Officer	Yes
Anakie Group	Group Officer	Yes
Leigh Group	Group Officer	Yes
Department for Energy, Environment and Climate Action (DEECA)/FFMV	Midlands District	Yes
DTP/Regional Roads Victoria	Emergency Management	Yes
Parks Victoria		Yes
Golden Plains Shire	Municipal Fire Prevention Officer (MFPO) and Executive Officer of the MFMSC	Yes
Golden Plains Shire	Natural Resources Officer	Yes

Change of Representative

The relevant agency will advise the MFMSC chair (or Executive Officer) 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).

Roles and responsibilities

Chair

The Chair of the MFMSC will be a CFA Commander, either from District 7 or 15.

Chair responsibilities

The chair has the following functions:

- Chairing MFMSC meetings
- On behalf of MFMSC provide information and recommendations to the MEMPC

Additionally, the chair will:

- Ensure the MFMSC 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 MFMSC meetings.
- Ensure that the MFMSC meets according to its schedule
- Ensure that MFMSC 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 MFMSC, or members of the MFMSC, to the MEMPC
- Sign correspondence on behalf of the MFMSC
- Represent the MFMSC in other forums where appropriate
- Coordinate out of session matters

Election of a deputy chair

To ensure consistency and redundancy, the MFMSC will elect a deputy chair. This appointment may be a certain period of time, as agreed by the MFMSC. This period has been agreed upon as 12 months.

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

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 MFMSC as a partnership and provide advice or make decisions in the best interest of the citizens of Victoria and Golden Plains Shire. The MFMSC acknowledges and respects members existing responsibilities, accountabilities and associated levels of resourcing.

All MFMSC members will:

- Prepare for, prioritise and attend scheduled meetings
- Proactively contribute to the work of the MFMSC
- 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 MFMSC and its working groups
- Advocate for and report back to their agencies on MEMPC outcomes and decisions.

Administrative Arrangements

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

Meeting frequency

To align with seasonal requirements and operational tempo, the MFMSC will meet twice per year, noting that the REMPC meets a minimum of four times a year in February, May, August and November.

The MFMSC will meet prior to the MEMPC.

The Golden Plains Shire MEMPC has traditionally (subject to change) met on the first Tuesday in May and the second Tuesday in October. These dates align with reporting to the REMPC.

The MFMSC chair or Executive Officer may schedule additional meetings as required.

Meeting venue

The venue for these meeting will be the Golden Plains Civic Centre, 2 Pope Street Bannockburn with the option of members to participate virtually if required.

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 MFMSC Actions Register.

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

MFMSC documentation will be stored on Microsoft Teams in the MEMPC team.

Executive Officer

The MFMSC will determine how the Executive Officer function will be managed.

Executive Officer duties may include:

- Scheduling meetings
- Providing committee members with the meeting agenda
- Record agreed actions in the MFMSC Actions Register
- Induction of new committee members
- Develop/send correspondence for the MFMSC
- Maintain the contact list of MFMSC 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 (*Page 3*)

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 MFMSC, through the chair, will escalate issues to the MEMPC for decision.

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

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

Where the MFMSC 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 MFMSC meeting.

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

Conflict of interest

If a MFMSC 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 MFMSC 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 MFMSC 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 MFMSC 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. MFMSC 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 MFMSC, and must not:

- propose or vote on motions
- intrude on the procedures of the MFMSC
- 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 working groups do not have voting rights unless they are also members of the MFMSC.

Issue Escalation

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

Members of the committee may also seek to escalate items to the MEMPC, 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.

Financial Management

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

Member agencies may agree to commit funds to a MFMSC activity or event, in which instance the expenditure is considered expenditure of the agency and not the MEMPC. The member agency is responsible for all aspects of financial management within their existing governance arrangements. The MFMSC or MEMPC does not accept liability for any agency-led initiatives.

Acronyms

Acronym	Description
CFA Act 1958	Country Fire Authority Act 1958
EM Act 2013	Emergency Management Act 2013
EMC	Emergency Management Commissioner
EMCOP	Emergency Management Common Operating Picture (EMV system)
EMLA Act	Emergency Management Legislation Amendment Act 2018
EMV	Emergency Management Victoria
GPS	Golden Plains Shire
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
REMPC	Regional Emergency Management Planning Committee



