



Borough of Queenscliffe Municipal Fire Management Plan

October 2012-2015



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Forward by CEO crafted on behalf of all agencies emphasising the collaborative, integrated approach

The purpose of this document is to chart the planned and co-ordinated implementation of measures that will minimise the occurrence, and mitigate the effect, of bushfire, grassfires, residential and industrial fires on the community. This Fire Management Planning document identifies long-term objectives and approaches to managing fire risk in the most critical areas of concern. This strategy also identifies actions that can be taken immediately that will contribute to community safety.

This plan seeks to reflect the direction emanating from the State sponsored Integrated Community Fire Management Planning (ICFMP) project to deliver an increased integrated approach to all fire issues between agencies and the community. Through a continuous improvement philosophy of agencies and enhanced community feedback, the plan will progressively close the gap between identified risks and on ground treatments over the next planning cycle of three years.

Fire Management Planning (prevention and preparedness) is a vital component in the protection of life and property against loss caused by fire. No matter how well trained and equipped Fire Brigades are, the greatest factor in limiting fire damage is the extent to which Fire Management Planning measures have been carried out *before the event of fire*. This document also identifies plans relevant to the response and recovery phases of fire events.

To be effective, everyone in the community must practise fire prevention, and where it involves a number of people there must be coordinated planning. This document is designed to provide a strategy for the co-ordination of fire prevention measures. As well as being relevant to the community generally, it particularly concerns relevant public authorities such as the Borough of Queenscliffe, Department of Sustainability and Environment, Victoria Police, Vic Roads, Barwon Water, the Public Transport Corporation, Powercor and Work Cover, together with local Country Fire Authority Brigades and the Municipal Fire Management Planning Committee, when planning fire prevention for their areas of responsibility.

Senior representatives from all the agencies mentioned in the plan at a regional level and those representing their agencies formally on the MFPC are required to formally sign off the plan.

The effect of this action is that these organisations are indicating that all the plans/risk treatments and their associated commitments in personnel and monetary or other resources are reflected in their organization priorities, budgets and works programs. The 'who, how, when, what, and where' of these commitments will be delivered as set out in the Integrated Community Fire Management Plan.

It is acknowledged that Council's Municipal Fire Prevention Officer's do not have the legislative authority to enforce other agencies to fulfil their obligations.

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Authorisation and Endorsement

This Integrated Municipal Fire Management Plan was adopted by the Borough of Queenscliffe Council as the first iteration of the Borough of Queenscliffe Municipal Fire Management Plan in partnership with the agencies listed below.

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CEO BOQ

CFA Regional Manager
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For and on behalf of the principle partners for the integrated implementation of the Borough of Queenscliff Integrated Municipal Fire Management Plan:

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Document Control

Versions

Version	Release Date	Author	Changes
00	May 2011	MFPO	Document released to MFMPCC for review
01	October 2011	MFPO	Minor changes to VFRR data
02	May 2012	MFPO	Document released to MFMPCC for review
03	June 2012	MFPO	Some feedback supplied by stakeholders and plan amended to reflect changes
04	June 2012	MFMPCC sub group	Refer document control attachment 14 at rear of plan

Amendment Authorisations

Name	Position	Signature	Date
P Josipovic	MERO		

Section 1- Introduction

We live in a fire prone **natural** environment dictated by our climate of wet winters (which creates fuel) and hot dry summers. Fire management needs to be conducted with an understanding of both the role fire plays with the threats it can pose to life and property, in biodiversity maintenance and the management of our parks and forests.

Bushfires are a vital part of our natural environment, driving regeneration and maintaining the health of species and ecosystems. The combination of drought, climate change and unnaturally high fuel loads have created an unprecedented bushfire risk. The last decade has seen a dramatic increase in the number, size and severity of bushfires in Victoria, evidenced by the 2003 Alpine, 2006 Grampians, 2006/07 Great Divide fires and the 2009 Black Saturday fires.

Multi agency Municipal Fire Management Planning Committee (MFMP) members will co operatively develop collaborative planning including the aggregation of current plans as a basis for integrated Municipal Fire Management Plans (MFMP's). Planning activities will be aligned to achieve IFMP within each organisations planning and business processes through:

- the implementation of common planning models and methodologies
- allocation of resources and accountabilities
- participation in common decision making through the committee process
- collaborative delivery of fire management activities
- Cooperative engagement

The MFMP, as a sub plan of the Borough of Queenscliffe Municipal Emergency Management Plan, is risk based and has been developed using principles outlined in the Integrated Fire Management Planning (IFMP) Framework and Guide, and the Guidelines for Municipal Fire Management Planning part 6A: Emergency Management Manual Victoria.

TABLE 3. IFMP ALIGNMENT WITH AS/NZS ISO 31000:2009

Stage of the IFMP planning cycle	Relevant aspect of the AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines
Engagement Plan	Communicate and consult
Environmental Scan	Establish the context
Risk Assessment > Analyse	Identify the risk > Analyse the risk > Evaluate the risk
Decide > Publish	Determine and document treatment options
Deliver	Treat the risk
Monitor and Improve	Monitor and review

The purpose of the MFMP is to chart the planned and coordinated implementation of measures designed to minimise the occurrence, and mitigate the effect of bushfires in the Borough of Queenscliffe, and the planned use of fire for a variety of purposes. One important aspect of implementing the MFMP is to engage the community so that they have a valid influence in the fire management planning process. It ensures that the Borough of Queenscliffe MFMP responds to the community's needs, values and perceived risks.

This plan for the first time seeks to capture the fire risks associated with the built environment that include the residential, retail and industrial precincts that are located throughout the municipality.

Where numbers of people gather or reside there is the increased risk of fire either through accidental or deliberate means.

Currently there are no approved tools available to assist Councils in identifying the areas of greatest risk or the scale of risk for the built environment, however this plan has relied on fire incident data for the municipality supplied by the CFA together with other available relevant data to inform the plan.

We anticipate hopeful that the Victorian Urban Fire Risk Register Tool will be available for use when this plan undergoes its next review.

Authority for Plan

This Municipal Fire Management Plan (MFMP) has been produced by and with the authority of the Borough of Queenscliffe Council pursuant to Section 20 of the Emergency Management Act 1986; and will be deemed to fulfil Section 55A of the CFA Act 1958. The MFMP is a sub plan of the Borough of Queenscliffe Council Municipal Emergency Management Plan (MEMP).

Period of Plan

MFMP's have a three year planning cycle and this plan has been endorsed for a period of 12 months commencing from Council adoption.

Planning Process

It is acknowledged that the existing Municipal Fire Prevention Plan (MFPP) and the Municipal Emergency Management Plan (MEMP) were developed using the principles of risk management and have undergone several reviews to ensure their relevance and that they meet community needs and expectations.

This MFMP has been prepared by the Borough of Queenscliffe MFMPC in accordance with the IFMP process.



Figure 2. Integrated Fire Management Planning process

It addresses both public and private land across the prevention, preparedness, response and recovery continuum. The integrated MFMP will be reviewed and updated each year to ensure it incorporates any new strategies, programs and tools developed by the SFMPC and BSW RSFMP to ensure it meets Council and community needs and expectations.

Inclusion of representatives from the previous Municipal Fire Prevention Committees on the Municipal Fire Management Planning Committee (MFMP) has ensured that knowledge and experience in fire management is not lost in the transition from the MFPP to the MFMP.

This MFMP needs to be considered as the first step in an evolutionary process of transition from the current MFPP. This MFMP attempts to identify and address all fire risk which includes “bushfire, grass fires, environmental burns, structure fires, chemical fires and incidents.

The initial planning process focused on a Municipal level identification and assessment of risks using the VFRR process. The Municipal Fire Management Planning Committee (MFMP) then validated this work, completed an analysis that resulted in a range of measures to mitigate the risk. These measures, or treatments, were then linked to the appropriate agency plans.

Initial development of the plan has been undertaken by representatives of the various agencies that comprise the MFMP. A list of the current membership of the MFMP is at Attachment 4.

The MFMP is not designed to be a duplication of existing plans rather it is to consolidate and coordinate the significant range of plans that exist within Borough of Queenscliffe that relate to fire.

The MFMP will meet the requirements of Section 55A (Municipal Fire Prevention Plans) of the CFA Act 1958.

Stakeholder Analysis

The Borough of Queenscliffe MFMP stakeholders are grouped into three categories Primary, Secondary and Tertiary which designates the level of participation in the development of the

MFMP. See Attachment 4.1 for the Borough of Queenscliffe MFMP Stakeholder Identification & Engagement Matrix.

Community and Organisational Engagement Process

The ability of a community to respond to a [fire event](#) and in turn recover from the effects of [such an event](#) will depend on the attitude and preparedness of the people affected. Obtaining the preferred response from people during a [fire event](#) will require community and organisational engagement, education and awareness programs to be implemented for this purpose.

The Municipal Fire Management Plan aims to collate and integrate the fire agencies and Council prevention and awareness programs within the Borough.

Section 2 of this plan details the process undertaken in relation to stakeholder engagement and communications, including the implementation of the Borough of Queenscliffe MFMP.

Section 2 – Engagement and Communications

MFMP Engagement and Communications

The production of the [second](#) iteration of the Borough of Queenscliffe MFMP is collaboration by the members of the MFMP made up of representatives from the Borough of Queenscliffe, City of Greater Geelong, CFA, DSE and Parks Victoria.

As a sub-plan of the Borough of Queenscliffe Municipal Emergency Management Plan the MFMP was then directed to the MEMPC a committee with broader representation that includes VICSES, DHS, Department of Education and Early Childhood Development (DEECD) as well as the aforementioned Borough of Queenscliffe, CFA, DSE and Parks Victoria.

Community and organisational engagement is undertaken to inform the planning process by identifying areas of risk; values to be protected and community and organisational fire management needs.

Outcomes

It is important that all key stakeholders share the project objectives from the outset. This implies that one of the most important elements of the communications program is to secure agreement of outcomes to ensure a seamless transition into integrated fire management planning.

Through shared agreement of outcomes and commitment, all key stakeholders will 'own' the project and ensure that any outcomes are not predetermined.

The Borough of Queenscliffe MFMP Communications Strategy has been developed to enhance communication and stakeholder engagement using IAP2 principles outlined below.

Inform

Provide appropriate detailed and accurate information to assist stakeholders develop a shared understanding of the complexity of issues, alternatives and possible solutions.

Consult

Utilise stakeholder expertise and diversity to obtain input into analysis, alternatives and develop key decisions.

Involve

Work directly with the suite of key stakeholders throughout the various processes to ensure key issues and intent are understood and considered.

Collaborate

Partner with key stakeholders in each aspect of decision making. This includes the development of alternatives, the identification of contributions and priority actions with a clear understanding of the responsibilities of each stakeholder.

Empower

Foster and promote transparent and accountable processes that allow each stakeholder organisation to empower themselves through key actions and the implementation of responsibilities.

Section 3 - Summary of the Environmental Scan

Location and land tenure

The Borough of Queenscliffe is located at the eastern tip of the Bellarine Peninsula and forms one side of Port Phillip Heads in Victoria.

The area covered by the Borough of Queenscliffe MFMP is 13 square Kilometres. Land managers are outlined in the table below.

Land Managers	% of MFMP Area
DSE/Parks Victoria	8%
Local Government	8%
Commonwealth Government	31% (mostly islands)
Bellarine Peninsula Railway	5%
Private/Commercial	33%
All Other	15%
TOTAL	100

Natural environment

The urban areas of the Borough are located on a series of dunes and sandy limestone ridges, which fall towards Port Phillip Bay, Bass Strait, and Swan Bay. The Port Phillip Bay and Bass Strait coastlines are characterised by primary dunes covered in coastal vegetation, formal parkland, and beaches.

Climate and wildfire season

The typical/average climate in the Borough of Queenscliffe is predominately warm dry summers and cool wetter winters. The wildfire season generally runs from November to April.

Prevailing weather conditions associated with the wildfire season in the Borough of Queenscliffe area are strong North westerly winds usually accompanied by a South/Southwest changes with high daytime temperatures and low relative humidity.

Population and demographic information

The population of the Borough of Queenscliffe area is approximately 3437 people. The population centres are Queenscliff and Point Lonsdale. The following issues have been identified within the Borough of Queenscliffe area as potentially impacting on the ability of certain sections of the community to prepare themselves for wildfire: High level of elderly residence, seasonal population changes and high level of resident property owners travelling out of town for work.

Suburb	Population	No. Dwellings
Queenscliff	1323	2307
Point Lonsdale	2615	1081

How many will live here in future? - Borough of Queenscliffe

Borough of Queenscliffe	Forecast year					
	2006	2011	2016	2021	2026	2031
Population	3,149	3,279	3,287	3,314	3,366	3,436
Change in Population (5yrs)		130	8	27	52	70
Average Annual Change (%)		0.81	0.05	0.16	0.31	0.41
Households	1,413	1,552	1,593	1,629	1,664	1,700
Average Household Size (persons)	2.15	2.04	2	1.97	1.96	1.96
Population in non private dwellings	106	106	106	106	106	106
Dwellings	2,677	2,801	2,874	2,939	3,004	3,069
Dwelling occupancy rate	52.78	55.41	55.43	55.43	55.39	55.39

(Source: www.id.com.au/forecast/queenscliffe)



Forecast year

Change between
2006 and 2031

Area name	2006	2011	2016	2021	2026	2031	number	Avg. annual % change
Borough of Queenscliffe	3,149	3,279	3,287	3,314	3,366	3,436	287	0.35
Point Lonsdale	1,662	1,654	1,664	1,678	1,703	1,737	75	0.18
Queenscliff - Swan Island	1,487	1,625	1,623	1,636	1,663	1,699	212	0.53

What type of households will we live in? - Borough of Queenscliffe

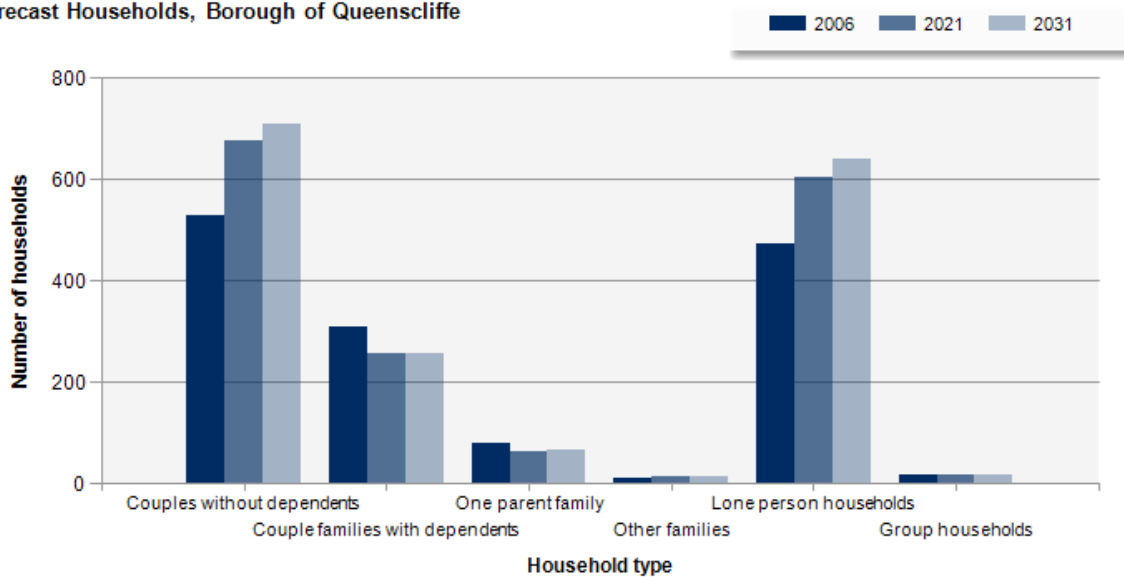
In 2006, the dominant household type in Borough of Queenscliffe was Couples without dependents, which accounted for 37.3% of all households.

The main changes in household type between 2006 and 2021 are forecast to be:

The largest increase is forecast to be in Couples without dependents, which will increase by 147 households, comprising 41.5% of all households, compared to 37.3% in 2006.

In contrast One parent family is forecast to decrease by 14 households, to comprise 3.9% of all households in 2021, compared to 5.5% in 2006.

Forecast Households, Borough of Queenscliffe



Non-private dwellings - Borough of Queenscliffe

106 people were estimated to be living in non-private dwellings in the Borough of Queenscliffe in 2006. Residential non-private dwellings include aged care facilities as well as defence force facilities, hospitals, prisons, staff quarters and boarding houses. The number of persons in non-private dwellings in the Borough of Queenscliffe is expected to remaining stable to 106 persons in 2021 and 106 persons in 2031.

Are we owners, renters or buyers? (Housing tenure)

Derived from the Census questions, 'Is this dwelling [owned outright, owned with a mortgage etc]', and 'If this dwelling is being rented, who is it rented from?'

(Information based on 2011 census)

Housing tenure (households)	Borough of Queenscliffe						
	2006			2001			Change 2001 to 2006
	number	%	G21 Region %	number	%	G21 Region %	
Owned	704	53.6	38.3	770	59.3	45.3	-66
Being purchased	220	16.8	33.6	185	14.2	28.2	35
Renting - Govt	21	1.6	3.1	14	1.1	3.5	7
Renting - Other	257	19.6	18.3	233	17.9	16.5	24
Renting - Not stated	18	1.4	0.7	0	0	0.3	18
Renting - Total	296	22.5	22.1	247	19.0	20.3	49
Other tenure type	11	0.8	0.7	51	3.9	2.3	-40
Not stated	82	6.2	5.3	46	3.5	3.8	36
Total	1,313	100.0	100.0	1,299	100.0	100.0	14

Seasonal Population Increases

PEAK OVERNIGHT POPULATION – (DECEMBER 2010 – JANUARY 2011)					
Area	Permanent Population 2010	Population Holiday Homes	Population Caravan Parks, Cabins & Camping Sites	Population Hotels, Motels, Apartments' Units & B&Bs	Peak Overnight Population
BOROUGH OF QUEENSCLIFF					
Point Lonsdale	2707	6656	840	173	10376
Queenscliff	1266	2491	1877	810	6444
Total	3973	9147	2717	983	16820
EC ONOMIC INDICATORS BULLETIN 2010/11 – BOROUGH OF QUEENSCLIFF					

(Information based on 2011 census)

The above seasonal population increase data obtained from the Borough of Queenscliff Economic Indicators Bulletin 2010/11 indicates that during the peak summer season the population for the Borough of Queenscliff increases by a total of 12,857 people. This population increase must also be taken into account when agencies plan their fire mitigation strategies. These people may or may not have knowledge of how to behave in a fire event, knowledge of the local area (including fire behaviour) let alone have any fire plan prepared.

Built Environment

The Borough of Queenscliff has two township areas with light industrial zones, multiple retail areas, port facility, rail corridors, 1 service station and one major road servicing Queenscliff township, it presents a unique challenge when looking to understand and plan for the actual fire risk. A map showing the location of the regional service stations and the roads most likely to be travelled by petrol tankers can be found in Attachment 5 Maps.

The Borough also has 1 Aged care/Hostel/Nursing Home, 6 Caravan Parks, 1 Childcare Centre, 1 Kindergartens, 7 Community Halls & Neighbourhood Houses, 1 Medical Clinic, 1 Maternal & Child Care Centre, 3 schools and 1 senior citizen Centres.. This list is not exhaustive and does not include other meeting places such as churches, hotels, restaurants and cafes.

The Borough has 1 volunteer CFA station located in Queenscliff and 1 satellite station located in Point Lonsdale which operate within the Borough of Queenscliff boundary. The CFA works closely with neighbouring brigades. A map of CFA brigade boundaries and fire stations is located in Attachment 5 Maps.

Regarding residential dwellings all residences must be fitted with smoke detectors in accordance with the building regulations. These regulations outline the responsibility for installation and maintenance, new homes to have hardwired smoke detectors and existing homes can have battery powered smoke detectors.

There are no other fire requirements for a single dwelling other than if the building is within one metre of the boundary of the property. In this situation the wall must have a fire rating in accordance with the Building Regulations 2006 and the Building Code of Australia.

For all other classes of buildings other requirements will apply and owners of these other classes of buildings should check with their builder, architect or Borough of Queenscliff Building Department.

Hoarding

People experiencing Hoarding is an escalating issue, particularly in relation to Fire Management.

Hoarding can be defined as;

- *The acquisition of and failure to discard a large number of possessions that appear to be useless or of limited value*
- *Where the clutter in living spaces render the spaces unusable for their intended purpose*
- *Causes significant distress and impairment in function*

(Frost and Hartl 1996)

The Fire Prevention Section can only become involved in properties that by the nature of items placed outside of the dwelling, ie. in the yards that constitute a fire hazard. The CFA Act makes it clear in Section 41 (1) (a) that a fire prevention notice may be served 'on that land', other than a building or in a building.

It is clear that any property occupied by a resident experiencing hoarding presents and increased risk to themselves, adjoining properties or emergency service personnel and service providers attending the property.

Hoarding presents access issues due to clutter preventing egress from the resident and access by fire agencies in the event of a fire. Additionally, there may be a breakdown in utilities, however the resident is reluctant to have these repaired as they do not want anyone to enter their home. This can result in unsafe repairs carried out by themselves or adhoc and unsafe practices for cooking, heating and lighting being used.

Homes cluttered with possessions greatly increase the fuel load and the intensity a fire may burn at, this will have implications on the responding agencies. Extra appliances will be required, more water needed and longer to extinguish. This will not be known to the agencies prior to their arrival.

Hoarders possessions are not worthless items (regardless of their perceived value to an outsider) and they have significant emotional attachment to their possessions. This significant attachment makes it extremely difficult for the hoarder to get rid of these possessions. This attachment applies to a complete property full of items, not just one or two items within it.

It is documented that an enforced one off physical clean up has proven to not only be ineffective, it is strongly discouraged. Such an event will significantly impact on the person living there, they will then acquire further possessions and the home will return to its original state very quickly. Depression and in some cases suicide have resulted post a mass enforced non-consenting clean up.

Evidence suggests that if a property is cleared by Council that the hoarder will replace the removed rubbish in a very short space of time. Councils do not have a budget to fund this sort of clean up nor does Council have the legal right to charge any clean up costs against the property as a rateable charge as was the case prior to legislative changes in 1989.

The Borough has at present no known properties it is dealing with from a fire management perspective that clearly fall into the category of external Hoarding, however it is believed that there may be properties where hoarding is occurring inside the dwelling.

These hoarders are usually estranged from family members due to conflict over the hoarding and will not allow people access inside their homes.

The Borough, together with the City of Greater Geelong, has for a period of time been concerned about this trend and an interdepartmental working group is presently working to determine the best approach to working together across Council and streamlining the process of how this works. This group consists of representatives from City of Greater Geelong Local Laws, Environmental Health, Waste Management, Aged and Disability Services, Fire Prevention and Community Development as well as the Borough of Queenscliff..

The first meeting of this group was held in August 2010 and wanted to find out what other organisations in the region were doing in relation to Hoarding, and hear from leading experts in the field of Hoarding. Council hosted a hoarding forum in 2011, housing, health and community services and Government departments were represented at this event.

At this forum there was strong interest to continue to meet, and an external Hoarding Network was developed. This Network continues to meet bi-monthly and is chaired by Cr Kylie Fisher, membership has continued to grow.

Both groups continue to meet and are progressing towards achieving further positive outcomes. A Hoarding Information Guide for Service Providers is currently being developed by the Hoarding Network. The intention of this guide is to be a resource for all health and community services, organisations and areas of Government that have contact with people experiencing Hoarding. This guide will include specific information outlining what services are provided, legal obligations, opportunities to liaise and refer to outside agencies to support people who are experiencing Hoarding.

People experiencing hoarding become progressively worse with age, it may first be apparent when in childhood or adolescent years. Research suggests that a large number of people experiencing Hoarding are aged 55 years and over.

There may well be many properties within the Borough of Queenscliff where the resident is experiencing hoarding that we are unaware of. This further highlights the need for further research, local data collection and sharing on information both interdepartmentally and with external agencies and Government departments.

Currently one of the challenges for all stakeholders is to know what to do and having the resources or appropriate avenue for adequate referral that can offer meaningful support to the person experiencing hoarding and minimise the risk of harm to self and others. As previously stated an enforce mass clean up is not the answer, furthermore this is a time consuming long process to work with and support someone experiencing Hoarding.

There are also a group of people who have a large amount of items on their property due to their inability to dispose of the items either through financial or lack of motivation.

HAZMAT / HAZCHEM

Hazardous Materials Incident

A hazardous materials incident involves the actual or impending spillage or release of a hazardous material, in sufficient quantity to pose a danger to life, property or the environment. A hazardous materials incident may occur during manufacture, use, handling, transport or storage of hazardous materials.

(Source <http://www.cfa.vic.gov.au/firesafety/buildingandregulations/dangerousgoods/dg-definition.htm>)

The title Hazmat or Hazchem although understood by emergency management practitioners, may not necessarily be understood by those outside the emergency response field. The term hazmat in fact can be misleading as there are 2 distinct issues; Dangerous Goods and Hazardous Substances.

'Hazardous Substances' and 'Dangerous Goods' should not be confused as each is classified according to different criteria. Hazardous Substances are classified only on the basis of health effects (whether they be immediate or long term), while dangerous goods are classified on the basis of immediate physical or chemical effects, such as fire, explosion, corrosion and poisoning, affecting property, the environment or people.

Hazardous substances and dangerous goods are covered by separate legislation, each focusing on controlling the different risks described above. Since many hazardous substances are also classified as dangerous goods, the requirements of both pieces of legislation will apply in these cases. While there may be overlaps in the classification of many substances, each piece of legislation compliments the other, effectively ensuring the comprehensive control of all risks.

(Source: Occupational Health and Safety Act 1985 Code of Practice for Hazardous Substances No. 24, 1 June 2000)

(This code of practice is approved under section 55 of the Occupational Health and Safety Act 1985)

What are dangerous goods?

Dangerous goods are substances that may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidising, or water-reactive. These goods can be deadly and can seriously damage property and the environment. Therefore, it's important that they are stored and handled safely.

The Storage and Handling Regulations are concerned with the harm or injury to people and damage to property arising from:

- an explosion, fire, harmful reaction or the evolution of flammable, corrosive or toxic vapours involving dangerous goods; or
- the escape, spillage or leakage of any dangerous goods.

The Dangerous Goods Act 1985 set out the general duties for the manufacture, storage, transport, transfer, sale and use of dangerous goods and the import of explosives into Victoria. The Act also enables regulations to be made about dangerous goods.

The Dangerous Goods (Storage & Handling) Regulations 2000 set out specific duties for people who manufacture, import, supply, store or handle dangerous goods. Section 45(1) of the Act states that failure to comply with regulations made under the Act is an offence.

The Storage and Handling Regulations do not address the transport of dangerous goods from place to place: rather, they regulate storage and handling of dangerous goods on site. Accordingly, compliance with the provisions of either the Commonwealth *Road Transport Reform (Dangerous Goods) Regulations 1997* or the *Dangerous Goods (Rail) Regulations 1998* must be maintained during transport/movement of dangerous goods from place to place.

It is important to note that only those sites who house over the Notification quantity and have complied with the regulations are known, those sites that store dangerous goods that have not complied or store a lesser than notifiable quantity are not currently known and nor is there a legal requirement to notify any agency of the storage of these goods..

WorkSafe Victoria inspectors conduct inspections on sites storing Dangerous Goods only on a complaint, situation/event occurring or as a special project. There is no programmed inspection regime for these storage sites.

Currently located throughout the City of Greater Geelong and the Borough of Queenscliffe there are 51 Service Stations. A map is attached that identifies the current locations of the service stations and the roads most likely driven by tankers delivering fuel to these sites. This data is based on the most likely and practicable routes taken. *(no formal origin/destination traffic management study has been undertaken to arrive at these suggested traffic routes)*

What are Hazardous Substances?

'Hazardous substances' are substances that have the potential to harm human health. They may be solids, liquids or gases; they may be pure substances or mixtures. When used in the workplace, these substances often generate vapours, fumes, dusts and mists.

A wide range of industrial, laboratory and agricultural chemicals are classified as hazardous. Hazardous substances may enter the human body in a number of ways, depending on the substance and how it is used (the nature of the work). The major routes of exposure to hazardous substances in the workplace are inhalation, skin contact or absorption and ingestion/injection.

Hazardous substances may cause immediate or long-term health effects. Exposure to these substances may result in poisoning, irritation, chemical burns, sensitisation, cancer, birth defects or diseases of certain organs such as the skin, lungs, liver, kidneys and nervous system. The severity of the health effects depends on the substance and the dose absorbed.

Industrial Zones

The Borough of Queenscliff does not have any 'Industrial Zones' within its boundaries, however the Queenscliff Harbour (Special Use Zone) has some light maritime industry within the precinct..

Fire History

Current Fire and Incident Reporting System (FIRS) data has been requested from the Country Fire Authority to be added in this plan but at time of writing the fire incident data has only been supplied in GIS format. The CFA from their current and historical fire incident data were able to create heat maps which relate to the built environment (structural) and also to chemical incidents. These maps do not make reference to any type of fire other than a structure fire or a chemical incident.

Three maps have been produced and can be found in Attachment 5 (Maps). These heat maps are as follows;

- Total chemical incidents 1999-2012 BOQ 100m grids
- Total Structural incidents 1999-2012 BOQ 100m grids
- Total Structural & Chemical incidents (Queenscliff) 1999-2012 BOQ 100m grids

Although these maps do not give a clear picture on the entire range of fire incidents within the Borough of Queenscliff they do give an understanding of the areas where structural and chemical fires have occurred over the 1999 – 2012 span.

The heat maps clearly show a higher incident of fire in the built environment being the major cause of fires in the Borough of Queenscliff. Should the myriad of other fire types also been

included in the current heat maps the incident of fires in the Borough will have been much heavier.

Once more up to date fire statistics are received future iterations of this plan will be more able to align actual fire history with the data referred to in this plan under Population and Demographic information which will assist the Fire Management Committee to more effectively plan into the future.

Section 4- Municipal Fire Management Objectives

Alignment to Regional Objectives

The Barwon South West Regional Strategic Fire Management Planning Committee has resolved that the priorities to be addressed first as mentioned previously are:

- Demonstrate Effective Leadership
- Understand the Barwon South West Region
- Identify our priority assets and values
- Support our values whilst managing priority risks; and
- Continue to improve and evolve

Objectives/Outcomes

The primary objectives of this Plan are to:

- Protect and preserve human life;
- Protect critical infrastructure;
- Manage and reduce the risk of fire, with due regard to the natural environment;
- Align and integrate fire management planning and practices across agencies and the community : and
- Educate, inform and empower communities to become more self-reliant and resilient.

This MFMP is an operational and strategic document that identifies communities and assets at risk through an Environmental Risk Scan incorporating Council's existing MFPP and is a sub-plan of Council's MEMPP, using the VFRR tool to identify assets at risk from [bushfire](#) and current treatments to reduce this risk. Treatments include such tasks as hazard reduction, community education, fuel management, property planning and preparedness programs, building control, enforcement etc.

The plan also references treatments for the 5 priority risks as determined by the BSW RSFMPC using the VFRR process that includes maps for the Borough of Queenscliffe MFMP area. The VFRR process is outlined in attachment 1.

The CFA Act has set a number of requirements in sections 55A and 43

- To prevent the occurrence of fire and to minimise the danger of the spread of fire on and from, any land, road or property vested in it or under control, care or management of the Borough of Queenscliffe.
- To identify areas, buildings and land use in the Borough of Queenscliffe which are at particular risk in case of fire.
- To specify how each risk is to be treated.
- To specify who is responsible for treating those risks

Strategic Directions

1. Living with fire - Victoria's Bushfire Strategy provides Victoria with clear direction to meet future bushfire challenges under six key themes:

2. Managing the land with fire: Increased planned burning effort, including large-scale mosaic burns, based on science and risk management frameworks, to reduce fuel loads, protect communities and promote healthy ecosystems.

3. Building community capacity to live with fire: Improve the community's understanding of the role of fire in the environment and increase shared responsibility for risk, prevention and preparedness for both bushfire and fires in the built environment.

4. Enhanced response and recovery: Continue to lead the way in both bushfire and fires in the built environment response while building on recovery efforts.

5. Workforce/volunteer capability: Build and maintain a skilled, fit and experienced fire fighting force to deliver an increased planned burning program, meet rising response needs and provide support to volunteers.

6. Planning for protection: Provide the community and planners with better risk management and mitigation tools, including acceleration of Integrated Fire Management Planning.

7. Risk and adaptive management: Continue to develop a more responsive approach to the management of all fires based on continuous learning and improvement through the development of interagency risk modelling, state-wide scenario planning and improved ecological research and modelling.

8. “Bushfire Safety Policy Framework” (Fire Services Commissioner)

The intent of the *Victorian Bushfire Safety Policy Framework* is to improve bushfire safety for all Victorians. It focuses on protecting human life and safety of individuals.

The framework includes guiding principles for bushfire safety policy as well as a broad strategic framework.

To assist people to develop practical and realistic options that are tailored to local needs, the Framework includes guidance and direction for the use and application of the following bushfire safety options.

9. “Making Victoria Fire ready” (Implementing Governments response to 2009 VBRC)

Implementation Plan sets out the Government’s commitment to embed the lessons learned from the Commission into future preparation, planning, response and recovery arrangements for the management of bushfires in Victoria.

The Implementation Plan sets out the actions that government departments and emergency service agencies will continue to take, in partnership with local government and communities, to protect Victorians from the threat of future bushfires.

10. “State Fire Management Strategy” (SFMP 2009)

The State Fire Management Planning Committee (SFMP) was formed to oversee the development and implementation of Integrated Fire Management Planning (IFMP) for Victoria. We are dedicated to improving fire management by bringing agencies, organisations and the community together to plan for and manage all types of fires.

Links to Other Business and Programs

www.cfa.vic.gov.au

www.dse.vic.gov.au/fire

www.queenscliffe.vic.gov.au

www.firecommissioner.vic.gov.au

www.mav.gov.au

www.vicroads.gov.au

www.parkweb.vic.gov.au

Section 5 - Fire Management Risk Strategies

5.1 Risk Assessment Methodologies

To determine the structural and chemical fire risk within the municipality, incident data and major assets were used to inform identification of key risks. Each of these processes is described in greater detail below.

Management of risk is an integral part of good business practices and quality management. Understanding risk and learning how to manage it effectively enables municipalities, fire services, government agencies and the broader community to reduce hazards and risks by identifying and analysing issues which could threaten communities and providing a systematic way to make informed decisions to mitigate or reduce those threats to an acceptable level.

Ongoing monitoring and review is essential to ensure that the Borough of Queenscliffe Municipal Fire Management Plan remains relevant and up to date with specific attention to:

- Changes to community demographics and level of risk.
- Changes to organisational responsibilities or legislation as a consequence of the Royal Commission.
- Following a major fire event

These and other factors may affect the likelihood and consequences of an outcome, as they can affect the suitability or cost of the treatment options. It is therefore necessary to repeat the risk management cycle on a regular basis by conducting an annual review. Because the risk from wildfire is prominent within the country area of Victoria, the annual review will occur prior to each fire season. The review process shall also ensure new strategies, programs and plans developed by the State and Regional Fire Management Committee's are considered and incorporated where appropriate and meets Council and community expectations. The Borough of Queenscliffe MFMPC will also review this plan as necessary to account for any changes in context or risk; it will also provide a Status Report as determined by the Municipal Fire Management Committee on the status of fire management across the PPRR continuum of the 5 priorities determined by the Barwon South West Region Fire Management Committee.

5.1.1 Victorian Fire Risk Register (VFRR)

The VFRR is a Victorian version of a mapping application developed by the NSW Rural Fire Service to assist in the bushfire risk management planning process. The VFRR in its current format does not address the fire risk in the built environment. It is a systematic process involving experts from a range of key stakeholders identifying municipal assets at risk from bushfire, assessing their level of risk and assigning a range of treatments to mitigate the risk. Treatments may include activities such as fuel reduction, community education programs and safety audits.

Using the categories of Human Settlement, Economic, Environmental and Cultural Heritage, assets were identified and their level of risk assessed based upon consideration of a range of characteristics including proximity to flammable vegetation, vegetation type, slope and frequency of fires.

The VFRR has enabled the Borough of Queenscliffe MFMPC to enter risk reduction treatments and link these treatments to assets. The primary output of the VFRR is a Municipal Bushfire Risk Register table with maps showing assets and satellite imagery, as well as a list of treatments assigned to each asset.

The objective of the VFRR is to provide fire planners with evidence based data and information to better inform bushfire management planning in achieving:

- tenure blind, integrated fire management planning (IFMP) across the landscape
- a reduction in the number of human induced bushfire ignitions that cause damage to life, property and the environment
- effective fuel management to reduce the rate of spread and intensity of bushfires while minimising environmental/ecological impacts

Asset Class	Asset Subclass
Human Settlement	Residential Special Fire Class Other
Economic	Agriculture Commercial Infrastructure Tourist & Recreational Mines Commercial Forests Drinking Water Catchments
Environmental	Locally Important Endangered Vulnerable
Cultural Heritage	Aboriginal Significance Non Indigenous Other

- a reduction in community vulnerability to bushfires by improving preparedness

- effective containment of fires with the potential to cause damage to life, property or the environment

VFRR identifies the following asset classes:

5.1.2 Methodology

The VFRR process follows the Risk Management Methodology AS/NZS ISO 31000:2009:

1. Risk Management Process
 - a) Identify Risk
 - b) Analyse Risks
 - c) Evaluate Risk
 - d) Risk Treatment
 - e) Monitor and Review

Included in this plan is a matrix of the priority risks in the municipality; physical, geographical and systems risk; treatment and actions to achieve fire management strategy (including timelines and areas of responsibility)

5.2 Municipal Risk Treatments

At the higher level generic risk treatments exist such as the Victorian Planning Scheme, Building Regulations and the Building Code of Australia (BCA). In addition to these every fire and land agency has had in place for many years various fire management strategies to treat both the bushfire and built environment risks which include but are not limited to:

- Hazard Reduction e.g. DSE/PV planned burn program, multi agency slashing programs
- Ignition Management e.g. (Electric Line Clearance) Regulations 2005
- Community Education e.g. CFA Community Fire Guard, Living with Fire
- Preparedness e.g. community Local Incident Management Plans, multi agency Fire Management Plans
- Property planning e.g. Private property inspections, planning and building legislation

Recommendations from the Victorian Bushfire Commission into the Black Saturday Fires 2009 have re-focused on a number of existing strategies with enhance activities such as:

- Community Information Guides (Town Protection Plans)
- Neighbourhood Safer Places
- Fire Refuges
- Private Fire Bunkers

The Borough of Queenscliffe currently does not have any NSP's or fire refuges within the municipal district. A Community Information Guide (township protection plan) for the township of Point Lonsdale exists.

5.3 Local Laws and Permit to Burn

In the Borough of Queenscliffe, open air burning outside the Fire Danger Period is only permitted once a permit has been obtained. Applications for a permit to burn can be downloaded from the Borough's website at: www.queenscliffe.vic.gov.au Within residential areas open air burning or fires in incinerators are prohibited

During the declared Fire Danger Period open air burning is prohibited without a written permit from the Municipal Fire Prevention Officer. Limited permits may be obtained by individuals to conduct a fuel reduction or stubble burn within the municipality. These permits are issued by Council under the authority of the CFA Act. These permits contain stringent conditions that must be complied with.

5.4 Inspection of Private Properties and Issue of Notices

The Borough of Queenscliffe conducts fire hazard inspections each year across the entire municipality. Fire prevention notices will be issued on all properties considered to be a fire risk.

5.5 Fire Danger Rating Signs

The Victorian Bushfire Royal Commission requested the effectiveness of current signage be researched with the outcome being that the arch shape is more familiar and easier for people to understand. (see picture below)



NOTE: A Total Fire ban can be declared when the Fire Danger Rating is located between High and Code Red.

The Fire Danger Index (FDI) is a numerical ranking of <12 to >100. This index is determined by the Bureau of Meteorology for each of the 9 Fire Ban Districts that cover the State of Victoria. The FDI is based on temperature, wind speed, relative humidity and vegetation dryness.

The Fire Danger Rating (FDR) is linked to the FDI. (refer below)

Forrest Fire Danger Index (FDI)	Grass Fire Danger Rating	Very High High
>100	>150	Code Red
75 to 99	100 to 149	Extreme
50 to 74	50 to 99	Severe
26 to 49	26 to 49	Very High
12 to 25	12 to 24	High
0 to 11	0 to 11	Low - Moderate

The Borough of Queenscliffe has not been allocated any of the new signs at this time.

5.6 Fire Plugs

Within the boundary of the Borough of Queenscliff there are presently approximately 354 fire plugs located along the street network with the primary purpose of being available for access for fire fighting measures.

When fire plugs are installed as part of the reticulated water infrastructure in new sub divisions the water authority also creates water access points for its own use. At present it appears that neither Council or the Water Authority can say with any certainty which fire plugs are for fire fighting purposes and which fire plugs are for the water authority use. The CFA will use any fire plug for fire fighting purposes.

The Water Authority (Barwon Water) conducts inspections on 10% (on average) of the fire plugs each year to ensure fire plugs are in good working order and able to be used for their intended purpose.

Historically CFA brigades would also inspect the fire plugs within their individual brigade areas however in 2005 the CFA Chief Officers Standing Order 2.01 relating to inspection of fire plugs was revoked and the Chief Officers SOP 7.05 was introduced ensuring brigades have an understanding of the water resources in their area but does not order brigades to inspect hydrants. The SOP still maintains that brigades record and report any hydrant faults to the relevant authority.

Legal responsibility regarding fire plugs is a bit vague even in the Water Act section 165 where in clause 2 council must meet the costs of providing, installing, marking and maintaining all fire plugs that the council requires to be installed in its district. To this end a Memorandum of Understanding (MOU) is being developed that assists the council and the water authority to work to an agreed process.

In its simplest form council will maintain the above ground infrastructure such as marker posts, reflectors, fire plug caps etc. and the water authority will maintain the below ground fittings.

Some CFA brigades still do a degree of inspecting within their areas and fault sheets are forwarded to the MFPO for actioning. Fault sheets are then forwarded to either the relevant council works supervisor or the water authority depending on the fault type.

Fire plugs are vital in ensuring water is available instantly when an appliance arrives at a fire incident. Delays in fighting a fire due to non working fire plugs or plugs unable to be detected can place both lives and property at risk.

A common problem encountered is the removal of fire plug marker posts and covering of fire plugs by residents who do not want the fire plug in front of their home. In an attempt to address this issue Council will be working towards the establishment of an 'Adopt a Fire Plug' program to encourage residents with fire plugs on or near their naturestrip to ensure the fire plug is easily located and clear of obstructions and if noticing a fault to contact Council.

Ongoing inspections are being carried out to ensure that all fire plugs are identifiable, cleared and in a usable condition.

Water

The Queenscliff CFA obtains its water supplies from the 'Mains' system. In the event that this was unavailable, static water supplies would be utilized.

5.7 Static Water Supplies

There are several small dams/catchments located throughout the municipality that may be accessed by the fire agencies in a major bushfire event.

5.8 Structural and Chemical Fire Risk Assessment

This Plan recognises that an Urban Risk Assessment Tool is being developed at State level and, once completed, will be implemented by the MFMPC to complete and incorporate a full Risk Register in respect of structural and chemical fires in later iterations of this Plan. In the interim, Barwon South West IFMP and CFA staff are developing a risk assessment process for chemical and structural fires using incident statistics, key asset identification, and other available site and incident statistical information.

Risk assessment will give consideration to likelihood factors, such as structural and chemical fire history (number and type) across the municipality and across the relevant industry, and the consequences, or potential consequences of those occurrences (death, injury, economic and property loss statistics). Consideration will also be given to high risk premises and assets. Examples of high risk premises may include (for life risk) nursing homes, aged care facilities and institutional care facilities, (and for property loss risk) commercial and industrial premises. In terms of chemical fires, consideration will be given to high risk premises such as chemical manufacturers, or high chemical use industries, chemical transport industries, fuel suppliers and any other industry identified following a comprehensive risk assessment process.

Maps showing chemical and structural fire incidents for the Borough since 1999 are included in Attachment 5 of this Plan. These maps currently capture actual incident numbers and geographic locations of recorded incidents. Consequence data has still to be incorporated and criteria finalised for asset classification and development of a risk register. As the risk data does not meet the requirements of ISO 31000 to undertake a full risk analysis, this information is provided in the plan for information only at this time.

The MFMP will continue to work with VFRR and Barwon South West region on the development of risk assessment criteria and tools for structure and chemical fires.

5.9 Treatment of Structural Fires and Chemical Fires and Incidents

5.9.1 Structural Fire Risk

Incident statistics show a likelihood for structural fires across the municipality, but with the strongest concentration in the major townships. Structural fires may involve a range of structures from a single residential structure through to a large industrial building. The impacts of structural fires can include death or injury, loss of property, or consequential economic loss associated with the aforementioned impacts.

It is recognised that the majority of structural fires occur within townships, however isolated single structures can also be affected by structural fire.

5.9.2 Structural Fire Risk Treatments

Structural Fire Risk is treated in a number of ways to minimize their occurrence and severity. Treatment actions may include:

- building control and regulation
- public awareness and education
- household fire planning
- occupational health and safety regulation
- dangerous goods and hazardous material regulation
- response procedures of CFA, including resource and training provision, proportional and specific, to the structural risk environment

5.9.3 Structural Risk Action Timelines and Responsibilities

Determination of treatment implementation will be determined once the State Structural Risk Assessment Tool is developed and subsequently implemented. This plan recognises that many of the treatments identified at 5.9.2 are in place already. It is expected that a fully completed risk assessment process will identify any need for targeted, or alternate, treatments associated with assessed risk.

The MFMPC will work with key agencies including CFA, Council MBS and Worksafe Victoria to set performance criteria (including timelines) for any identified actions and treatments from the risk assessment process.

5.9.4 Chemical Fire and Incident Risk

Incident statistics show likelihood for fires and incidents involving chemicals across the municipality. Such incidents may involve a range of matters from a minor leak or spill (example – car leaking petrol) to a major leak and/or fire involving chemicals (examples include Coode Island fire, Tar leak at Portland Harbour, Longford Gas Plant fire). The impacts of chemical fires and incidents can include death or injury, loss or damage of property and environment, or consequential economic or environmental losses associated with the aforementioned impacts.

It is recognised that the majority of chemical fires and incidents occur within townships, however isolated incidents have been known to occur including tanker leaks and fires outside of built up areas.

5.9.5 Chemical Fires and Incident Risk Treatments

Chemical Fires and Incidents Risk is treated in a number of ways to minimize their occurrence and severity. Treatment actions may include:

- dangerous goods and hazardous material regulation
- occupational health and safety regulation
- environmental protection regulation
- industry compliance codes, and codes of practice
- building control and regulation
- transport licensing and regulation
- public and industry awareness and education
- emergency management fire planning within industries
- response procedures of CFA, including resource and training provision specific to the structural, chemical and Hazmat risk environments
- SOP's and pre incidents response plans for high risk premises

5.9.6 Chemical Fires and Incident Risk Action Timelines and Responsibilities

Determination of treatment implementation will be determined once the State Structural Risk Assessment Tool is developed and subsequently implemented. This plan recognises that many of the treatments identified at 5.9.5 are in place already. It is expected that a fully completed risk assessment process will identify any need for targeted, or alternate, treatments associated with assessed risk.

The MFMPC will work with key agencies including CFA, Worksafe Victoria, VicRoads and EPA to set performance criteria (including timelines) for identified actions and treatments.

5.10 Major Hazard Facilities

Major Hazard Facilities are industrial sites that store, handle or process specific hazardous materials in quantities above a threshold amount. Examples of such facilities include oil refineries, and gas-processing plants.

Major Hazard Facilities must comply with strict legal requirements. The list of approved Major Hazard Facilities in Victoria is maintained by WorkSafe Victoria and is available at www.worksafe.vic.gov.au

At present there are no Major Hazard Facilities identified within the Borough of Queenscliff..

Major Hazard Facilities treatments are identified and managed at state level and are noted in this plan for information and completeness only.

5.11 Bushfire Management Overlay

The Bushfire Management Overlay (BMO) applies to land within the municipality where the intensity of bushfire is significant and has been assessed as likely to pose a threat to life and property. The BMO is used to ensure that any development includes specified fire protection measures and does not significantly increase the threat to life and property from wildfire.

A BMO is shown on the planning scheme map as **BMO** or **WMO** with a number.

The purpose of the BMO is to:

- Implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To assist in strengthening community resilience to bushfire. To identify areas where the bushfire hazard requires specified bushfire protection measures for subdivision and buildings and works to be implemented.
- To ensure that the location, design and construction of development considers the need to implement bushfire protection measures.
- To ensure development does not proceed unless the risk to life and property from bushfire can be reduced to an acceptable level.

The BMO consists of a map which shows the areas affected by the BMO and written provisions which set out the types of development that require a planning permit, the information that must be submitted with a planning permit application and the decision guidelines that the council must consider when they assess a planning permit application.

All planning permit applications in the BMO will be referred to the relevant fire authority for review

For further information on the BMO refer to the attached links.

- http://planningschemes.dpcd.vic.gov.au/aavpp/44_06.pdf
- http://planningschemes.dpcd.vic.gov.au/aavpp/52_47.pdf
- http://planningschemes.dpcd.vic.gov.au/aavpp/52_47.pdf
- http://www.dpcd.vic.gov.au/_data/assets/pdf_file/0011/86492/PN65-Bushfire-Management-Overlay-and-bushfire-protection_planning-requirements.pdf

5.12 Bushfire Prone Area (BPA)

In 2010 the State Government declared over 90 per cent of the state of Victoria to now be classed as a Bushfire Prone Area. It was understood that this was a starting point and to this end the Department of Planning and Community Development (DPCD) representatives met with representatives from Council and the CFA to discuss the current municipal maps with the direction to modify the maps to a standard that the council and CFA are satisfied reflects a more accurate identification of what areas should be in and what areas should be removed from the Bushfire Prone Area.

A map has been produced that in the opinion of the Council and Fire Agencies more accurately reflects the true Bushfire Prone Area, once agreed by all parties the map will be taken back to the Government for approval and then will be incorporated into the building regulations.

The mapping of course has major implications for anyone wishing to build in a BPA and depending on the Bushfire Attack Level (BAL) certain impositions will occur so that new constructions meet the fire safety level required.

Building in bushfire areas requires careful planning, siting and design. Class 1, 2 or 3 and associated Class 10a buildings must be designed and constructed to reduce the risk of ignition from a bushfire while the fire front passes. The building requirements are set out in the Building Code of Australia (BCA).

As a result of the amendment all proposed Class 1, 2 or 3 buildings and associated Class 10a buildings through out the state are subject to the site assessment provisions required by the Standard, though many sites will be assessed as BAL-LOW and will not be required to comply with additional construction requirements.

The Standard sets out construction requirements for a building determined according to the highest Bushfire Attack Level (BAL) of the site.

The BALs for which specific construction requirements are set in the Standard are:

- BAL 12-5,
- BAL-19,
- BAL-29,
- BAL-40,
- BAL-FZ.

There are no additional construction requirements for an assessment of BAL-LOW.

The applicant must arrange an assessment of the site and provide the relevant Building Surveyor with his or her analysis of the BAL.

(Source: Building Commission 2011-42, Building Controls for Bushfire Safety – Interim)

A copy of the draft BPA map supplied to the City for discussion and realignment is included in 'Attachment 5 Maps' titled Greater Geelong_BPA_UGP_WMO. Also supplied is the modified map showing the areas to excluded and included in the BPA map. This map is titled Bushfire Prone area Map Overview and is the result of multi department discussions. This map also is only in draft form and yet to be endorsed by other agencies.

5.13 .Cross Boundary Arrangements

It is acknowledged that the Borough of Queenscliffe and stakeholder agencies have existing planning relationships across the City of Greater Geelong.

5.14 Monitor & Review

Ongoing monitoring and review is essential to ensure that the Borough of Queenscliffe Municipal Fire Management Plan remains relevant and up to date with specific attention to:

- Changes to community demographics and level of risk,
- VFRR Outcomes;
- Alterations to Emergency Management Manual Victoria;
- Directions from the Fire Service Commissioner;
- Alterations to the current status re NSP/Places of Last Resort;
- Changes to organisational responsibilities or legislation as a consequence of the Royal Commission; and,
- Following a major fire event
- More adequately reflecting the real fire risk (structural/chemical)

The Borough of Queenscliffe and City of Greater Geelong MFMPC will also review this plan [annually](#) or as necessary to account for any changes in context or risk; it will also provide a Status Report as determined by the Municipal Fire Management Committee on the status of fire

management across the PPRR continuum of the 5 priorities determined by the Barwon South West Region Fire Management Committee.

Section 6 - Improvement and plan reporting and review processes

Plan Endorsement and Adoption

The Borough of Queenscliffe Municipality is the custodian of the Borough of Queenscliffe MFMP pursuant current legislative arrangement. All partnership agencies involved in the development and implementation of the plan are signatories. All signatories must sign off on their respective activities, responsibilities and components of the Plan.

The Plan must be endorsed by the MEMPC prior to submission to Council for their endorsement. This obligation may change in subsequent versions as MFMP processes evolve. Fire services must attest to the rigour of the planning processes.

Plan Amendment and Review

The plan is reviewed and updated annually by the Municipal Fire Management Planning Committee to ensure it meets community needs and expectations. This review takes into account works completed, environmental changes and any additional risks. Significant changes, including planning mitigation works must be approved by MFMP members and articulated through the MEMPC to Council for adoption.

The plan will be reviewed and amended;

- Annually in association with the MEMP;
- Changes to the VFRR data will be updated in the plan,
- The MFMP will review the implementation of the treatments applied to VFRR identified risks by each agency (as appropriate),
- Requirement for additional or alternative treatments to mitigate identified risks will be assessed,
- Following significant incident's if required,
- As directed by the State or Regional Fire Management Planning Committees,
- As required by legislation.

Note: For administration purposes, Council will be asked to adopt this plan every 3 years rather than each time the plan is amended.

Section 7 Attachments

Attachment 1	BOQ VFRR Data against BSW RSFMPC Priorities
Attachment 1.1	Risk Plans
Attachment 2	BOQ Integrated Municipal Fire Management Work Plan
Attachment 2.1	Risk Environment Treatment Strategies
Attachment 3	Statutory Audit Obligations - Hazardous Trees
Attachment 3.1	Township Protection Plans & Neighbourhood Safer Places
Attachment 4	COGG & BOQ MFMP Committee Membership
Attachment 4.1	COGG & BOQ MFMP Stakeholder & Engagement Matrix
Attachment 5	Mapping
Attachment 6	Related Plans
Attachment 7	Commonwealth Land (Defence)
Attachment 8	Glossary & Acronyms
Attachment 9	Bibliography

Attachment 1 – Borough of Queenscliffe VFRR data against BSW RSFMPC priorities

Priority 1 High Risk Townships

Map Ref No.	Asset Type	Asset Sub type	Asset Name	Asset Location	Likelihood	Consequence	Risk	Priority	Township Protection Plans	NSP identified	Treatments
68001	Human Settlement	Residential	Point Lonsdale	Point Lonsdale	Likely	Major	Very High	2A	Yes	No	100;105;106;111;113;208;209;303;419;420
68002	Human Settlement	Residential	Narrows	Queenscliffe	Likely	Major	Extreme	2A	No	No	100;111;113;215;219;419;420

Priority 2 Critical Essential Services

Map Ref No.	Asset Type	Asset Sub type	Asset Name	Asset Location	Level of Impact	Cost of recovery	Consequence	Do fires occur frequently	Expected to spread & reach assets	Likelihood	Risk Rating	Priority	Treatments
68206	Economic	Infrastructure	Queenscliffe Water tank	Gellibrand Street	Local	Low	Minor	No	No	Unlikely	Low	NA	214;406;439

Priority 3 Tourism and Major Events

Map Ref No.	Asset Type	Asset Sub type	Asset Name	Asset Location	Level of Impact	Cost of recovery	Consequence	Do fires occur frequently	Expected to spread & reach assets	Likelihood	Risk Rating	Priority	Treatments
68200	Economic	Tourist and Recreational	Bellarine Peninsula Railway	Queenscliff	Local	Moderate	Moderate	No	Yes	Likely	High	3A	209
68203	Economic	Tourist and Recreational	Borough of Queenscliffe	BOQ	Local	Moderate	Moderate	No	No	Unlikely	Low	NA	101;113;303
68200	Economic	Tourist and Recreational	Queenscliff Music Festival	Queenscliff	Local	Low	Minor	No	No	Unlikely	Low	NA	409

Priority 4 Key Industries

Map Ref No.	Asset Type	Asset Sub type	Asset Name	Asset Location	Level of Impact	Cost of recovery	Consequence	Do fires occur frequently	Expected to spread & reach assets	Likelihood	Risk Rating	Priority	Treatments
68200	Economic	Infrastructure	Swan Island	Swan Island	National State	High	Catastrophic	No	Yes	Likely	Extreme	1B	212;423
68207	Economic	Infrastructure	Port Phillip Sea Pilots Station	Queenscliff	Local	Moderate	Moderate	No	No	Unlikely	Low	N/A	212

Priority 5 Major Transport Corridors

Map Ref No.	Asset Type	Asset Sub type	Asset Name	Asset Location	Level of Impact	Cost of recovery	Consequence	Do fires occur frequently	Expected to spread & reach assets	Likelihood	Risk Rating	Priority	Treatments
68201	Economic	Infrastructure	Bellarine HWY	Queenscliff	Local	Low	Minor	No	Yes	Likely	Medium	4	223;417;418

Other Assets not included in the 5 Priority List

Map Ref No	Asset type	Asset sub type	Asset name	Asset Location	Likelihood	Consequence	Risk	Priority	Treatment number
68601	Cultural	Other	Ballara/Arilpa Heritage Dwellings	Queenscliff	Likely	Major	Very High	2A	303
68009	Human Settlement	Special Fire Protection	Royal Park Caravan Park	Point Lonsdale	Likely	Major	Very High	2A	104;303;307
68015	Human Settlement	Special Fire Protection	Bellarine Peninsula Rail Line	Queenscliff	Likely	Major	Very High	2A	800
68017	Human Settlement	Special Fire Protection	Queenscliff Recreation Reserve	Queenscliff	Likely	Major	Very High	2A	216
68012	Human Settlement	Special Fire Protection	Camp Wyuna	Queenscliff	Likely	Moderate	High	3A	104;303;307

Other Assets not included in the 5 Priority List

Map Ref No	Asset type	Asset sub type	Asset name	Asset Location	Likelihood	Consequence	Risk	Priority	Treatment number
68019	Human Settlement	Special Fire Protection	Queenscliff Kindergarten	Queenscliff	Unlikely	Catastrophic	High	3C	216
68002	Human Settlement	Special Fire Protection	Cottage by the Sea	Queenscliff	Unlikely	Major	Medium	4	212;409
68010	Human Settlement	Special Fire Protection	Point Lonsdale Primary School	Point Lonsdale	Unlikely	Major	Medium	4	100
68018	Human Settlement	Special Fire Protection	Point Lonsdale Childcare Centre	Point Lonsdale	Unlikely	Major	Medium	4	212
68001	Human Settlement	Special Fire Protection	YMCA Lodge	Queenscliff	Unlikely	Moderate	Low	N/A	212;409
68008	Human Settlement	Special Fire Protection	Point Lonsdale SLSC	Point Lonsdale	Unlikely	Moderate	Low	N/A	500
68013	Human Settlement	Special Fire Protection	Queenscliff Primary School	Queenscliff	Unlikely	Moderate	Low	N/A	800
68016	Human Settlement	Special Fire Protection	Bellarine Community Health	Point Lonsdale	Unlikely	Moderate	Low	N/A	800

(This information is correct at time of printing)

The link below will take you to the VFRR supporting documentation which includes:

- Vegetation guide
- Context update
- State-wide Treatment list; and
- VFRR Reference Guide

http://vfrr.fileburst.com/VFRR/VFRR_Supporting_Documentation/

Attachment 1.1 - Risk Plans

The following aggregation of risk plans are an outcome from the Environmental Risk Scan process aggregate existing MFPP and MEMP, articulating existing programs, strategies, plans and treatments; assessing relevance and identifying new one's to be incorporated. It included a broad range of treatment options, plus opportunities to share skills, knowledge and resources across agencies and with neighbouring municipalities. The plans are based on the 6 risk environments to achieve consistency across municipalities and government agencies within the Barwon South West Region.

(A) Business and Community Activity Centres

Program/ Plan Title	Primary Agency	Partner Agency's	Program/Plan Objectives	Risk Environment	P	P	R	R	Program Plan commencement date	Program / Plan Completion Date
Fire Safety at Community Events	Council Events Coordinat or	CFA, Victoria Police, SES, MEMPC, Worksafe, VicRoads, Ambulance Victoria, Event Organiser	Conduct Inspection and other compliance with Building Act and Regulations & other applicable laws, i.e. OH&S Act, DG Regulations. CFA Act, Planning and Environment Act Programmed Inspections of community events with all relevant partner agencies.	A , F	✓	✓		✓	Receipt of event application	End of event and/or time specified on permit.
Fire Safety in Community , and Industrial Premises	Council Building Surveyor	CFA, Victoria Police, Worksafe, DHS	Audits of high risk buildings re compliance with Building Regulations. Essential Services inspections	A , F	✓	✓		✓	Ongoing (As per agreed strategy)	Ongoing
Structure Fire Integrity Inspections	Council Building Surveyor	CFA	Identify buildings that have been damaged by fire and inspect for public safety.	A , F	✓	✓		✓	Ongoing	Ongoing

Fire Safety In Caravan Parks and Camping Grounds	Environmental Health Officer Council Building Surveyor	CFA, DSE, Worksafe	Programmed Inspections of Caravan Park and Camping Grounds with all partner agencies.	<u>A</u>	✓	✓	✓	✓	Every Three Years	Ongoing
Weed Reduction Plan	Council		Identify risks that impact on the environment and minimise threat of wildfire	<u>A, B, C, F</u>	✓	✓				
Fire Hazard Management on Council Owned or Managed Land (excludes roadsides)	Council	DSE, CFA,	Management of fire hazards on Council land through fuel reduction works	<u>A</u>	✓	✓		✓	Ongoing	Ongoing
Emergency Access Track	Council MERO	MFPO	Inspection and maintenance on Emergency access lane between Murray Road & King Street	<u>A,</u>		✓			Ongoing	Ongoing
BPR Vegetation Management	Bellarine Peninsula Railways		Herbicide spray from Hyrail truck approx 5m wide. Species not removed by herbicide program may be treated mechanically. Areas suitable for slashing as required for fuel reduction. Cut back vegetation to maintain clear access for train	<u>A</u>	✓	✓			Ongoing	Ongoing
Locomotive Inspections	Bellarine Peninsula Railways	NA	Inspection program for completion prior to operation in fire danger period	<u>A</u>	✓	✓			Prior to fire danger season	Ongoing
BPR Fire Patrol procedures	Bellarine Peninsula Railways	NA	Provision of fire patrol vehicles following trains in high fire danger conditions	<u>A</u>	✓	✓	✓			
Queenscliff Harbour	Queenscliff Harbour		TBA	<u>A</u>						

(B) Farming and Rural Living

Program/ Plan Title	Primary Agency	Partner Agency's	Program/Plan Objectives	Risk Environment	P	P	R	R	Program Plan commencement date	Program / Plan Completion Date
Permit to Burn	Council MFPO	CFA	Issue Local Law permits with conditions for safe removal of fuel loads.	<u>B</u> , F	✓	✓			Annually at start of non FDP	Start of FDP

(C) Interface Living

Program/ Plan Title	Primary Agency	Partner Agency's	Program/Plan Objectives	Risk Environment	P	P	R	R	Program Plan commencement date	Program / Plan Completion Date
Wildfire Manageme nt Overlay & Land Use Planning Controls	Council Statutory Planning	CFA	Maintain and implement the provisions of WMO and other land use controls (Pending application)	<u>C</u>	✓	✓	✓		Application 2008	Ongoing

(D) Industry and State Infrastructure

Program/ Plan Title	Primary Agency	Partner Agency's	Program/Plan Objectives	Risk Environment	P	P	R	R	Program Plan commencement date	Program / Plan Completion Date

(E) Bush and Parks

Program/ Plan Title	Primary Agency	Partner Agency's	Program/Plan Objectives	Risk Environment	P	P	R	R	Program Plan commencement date	Program / Plan Completion Date

(F) Township and Suburban Living

Program/ Plan Title	Primary Agency	Partner Agency's	Program/Plan Objectives	Risk Environment	P	P	R	R	Program Plan commencement date	Program / Plan Completion Date
Powerline Clearance	Council TO For Infrastruct ure	Powercor	Maintain tree clearances to Energy Safe Regulations within declared areas.	E , A, B, C, D	✓	✓		✓	Ongoing	Ongoing
Roadside Vegetation Management	Council Maintenan ce Officers	DSE, CFA	Slash/Spray Council controlled roads within the municipality to reduce fuel loads over fire season. Maintain clear path for vehicle access and maintenance of council trees on all Council managed roads..	E , A, B, C	✓	✓		✓	Ongoing	Ongoing
Annual Fire Hazard Inspections	Council MFPO	CFA	Conduct inspections to municipality and identify potential and actual fire hazards on private land and direct removal of same through service of Fire Prevention Notices.	E , A, B, C	✓	✓			Annual	Ongoing
MEM Plan	Council MERO Council Recovery Manager	Control Agency, Victoria Police	Implements/activates the agreed arrangements to ensure a coordinated response and recovery.	E , A, B, C, D	✓	✓	✓	✓	Start of event	Influenced by Recovery Phase
Recovery Projects	Council Recovery Manager		Working with local communities to support their social, economic, natural and built recovery	E , A, B, C, D	✓	✓	✓	✓		

(G) Defence – Commonwealth Land

Program/ Plan Title	Primary Agency	Partner Agency' s	Program/Plan Objectives	Risk Environment	P	P	R	R	Program Plan commencement date	Program / Plan Completion Date
Legislative Responsibilities	Department of Defence		<p>Ensure compliance by conducting third party audits with Commonwealth and Victorian legislation relevant to bushfire management on Swan Island.</p> <p>Commonwealth legislation:</p> <ul style="list-style-type: none"> Defence Act 1903 Environment Protection and Biodiversity Conservation Act 1999 Aboriginal and Torres Strait Islander Heritage Protection Act 1984 <p>Victorian Legislation:</p> <ul style="list-style-type: none"> Country Fire Authority Act 1985 Planning and Environment Act 1996 Emergency Management Act 1986 Victorian Heritage Act 1995 Aboriginal Heritage Act 2006 Flora and Fauna Guarantee Act 1988 	<u>G</u>	✓	✓	✓	✓	Ongoing	Ongoing
Community	Department of Defence	Council MFPC	Defence Representation on the Borough Of Queenscliffe Fire Management Committee.	<u>G</u>	✓	✓	✓	✓	Ongoing	Ongoing
CFA Pre- Incident Plan	Department of Defence	CFA	Pre Incident Plan is in place with the Local CFA, which includes familiarity with Swan Island, the area covered by the plan, bushfire reporting procedure, procedure for accessing the Island, key contacts, chemical manifest etc.	<u>G</u>	✓	✓	✓		Ongoing	Ongoing
Neighbouring Communities	Department of Defence	DSE	Ensure consultation with members of the Queenscliff Golf Club, Cruising Yacht Club, DSE and Vic Parks to support awareness and prevention programs.	<u>G</u>	✓	✓			Ongoing	Ongoing
Island Emergency Response Procedures	Department of Defence		All staff and visitors are briefed on the emergency procedures, and program in place to brief new employees or induct visitors.	<u>G</u>	✓	✓	✓	✓	Ongoing	Ongoing
Island Fire Detection Equipment	Department of Defence		Ensure all smoke and thermal detectors and building Fire Panels are tested and functional on a regular basis as well as building emergency lights.	<u>G</u>	✓	✓			Ongoing	Ongoing
Bushfire	Department		Fuel Hazard Monitoring using monitoring schedule	<u>G</u>	✓	✓			Ongoing	Ongoing

Mitigation	of Defence		(Table 9 BMP) for each forest fuel type on Swan Island Inspection of fire trails as per the procedure in BMP - Appendix E Inspection of hydrants and stored water points conducted on a regular basis Manage and monitor vegetation around buildings and other assets including Powerlines and transformers Inspect and maintain nominated fire (fuel) breaks as per BMP – Appendix F							
First Strike Bushfire Response	Department of Defence		As the response of the CFA could be relatively long, Defence retains a first strike fire fighting capability on Swan Island. This requires 1000L mobile water tank and pumping system, a vehicle (tip truck) and six trained personnel.	<u>G</u>			✓			
Island Fire Fighting Equipment	Department of Defence		Ensure all Fresh and Salt water fire hydrants and pump systems are operational and maintained on a regular basis.	<u>G</u>	✓	✓	✓		Ongoing	Ongoing
Weed Control	Department of Defence		Action the implemented Swan Island Weed Management Strategy including the weed replacement with indigenous species.	<u>G</u>	✓	✓			Ongoing	Ongoing
Emergency Evacuation Procedure	Department of Defence		A number of evacuation assembly areas have been identified in the Swan Island Emergency Response Procedures for use in different type of emergencies.	<u>G</u>		✓	✓			
Flammable & Hazardous Materials	Department of Defence		All flammable and hazardous materials are stored so as minimise the risk of ignition or release during bush or building fires and in accordance with the requirements on the relevant Material Safety Data Sheets.	<u>G</u>	✓				Ongoing	Ongoing
Ecosystem Management	Department of Defence		Management precautions in place for the vegetation communities of coast Alkaline Scrub, Coastal Dune Scrub, Coastal Saltmarsh and Coast Tussock Grassland as instructed in Table 13 of BMP.	<u>G</u>	✓	✓			Ongoing	Ongoing
Grounds Maintenance	Department of Defence		Manage Grounds maintenance on a regular basis including: All lawn areas are regularly kept short and trimmed Carry out planting and spreading of mulch on a regular basis Trees and shrubs to be kept pruned to avoid vehicle and pedestrian interference. Fertilize and water plants and grassed areas	<u>G</u>	✓	✓			Ongoing	Ongoing

			Keep garden beds and landscaped areas free of weeds and debris on a weekly basis. Maintain roads, paths and hard stand areas free of weeds and clean. Instigate the weed removal program Waste removal from main buildings and deposited according to Island Operating Procedures							
Revegetation Works	Department of Defence		Revegetation plan includes the supply of plants, materials, equipment and labour necessary for the mulching, planting, weeding and watering in selected areas.	<u>G</u>	✓	✓		✓	As required	
Emergency Recovery Plan	Department of Defence		Provide welfare and counselling, Post Fire Debriefing and Environmental rehabilitation activities following a bushfire.	<u>G</u>			✓	✓	During/end of event	

Attachment 2 – BOQ Integrated Municipal Fire Management Work Plan

(1) Wildfire Risk Environment

Task	Primary Agency	Support Agency	Current Status	Completion Date	Comments
Neighbourhood Safer places	CFA	DSE, Council places	Completed	End Oct	BOQ has no NSP's
Bushfire Action Week	All	All	Planning commenced	Mid Oct	
Review Relief Centres	Council	CFA/DSE	On track	Before FDP	Involves review of MEMP to verify facilities, location and policy.
Community Education and Engagement	CFA/DSE	Council	On track	On going	
Self Assessment Property Inspections	CFA/ Council	DSE	Not commenced	On-going	
Relocation Planning	CFA/DSE	All	Not commenced	Before FDP	Policy to be developed corporately
Road Management Planning (Response Recovery)	VicPol	All	Not commenced	Before FDP	Policy to be developed corporately
National /State Emergency Warning System/	OESC	Council	Not Commenced	Before FDP	Policy to be developed corporately
Other outcomes from Royal Commission	All	All	Not commenced		To be advised
Fire Hazard Inspections	Council	Nil	On Going	End FDP	Annual program to remove fire hazards
Permits to Burn	Council	CFA	Annual	On-going	Permits issued outside FDP under Local Law

(2) Other Fire Risk Environments (Environmental Risk Scan Data will assist with this section)

Task	Primary Agency	Support Agency	Current Status	Completion Date	Comments
Fire Hazard Inspections	Council	CFA	Annual	End FDP	Annual program to identify and remove fire hazard/risk
Issue notice to comply Local Laws	Council	Nil	On going	On going	Identify and removal of excessive vegetation on properties

Legend:

On track
Not on track but redeemable
Not Commenced

Attachment 2.1- All Agencies Treatment Strategies

Programs & Plans Tool Box

No.	Tools/Program/ Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
1	Fire Safe Kids	Fire safety education for primary school aged children. Lessons on range of fire safety topics including home safety, outdoor fire safety, personal safety and CFA in the community - Primary School only, Grades prep to 6, Focus Grade – 3 & 4	B,C,E, <u>E</u>		✓	✓		CFA – Community Education Co-Ordinator
2	Early Fire Safe	Fire prevention, burn and scald education program for parents of children under 5 years of age - Parents of pre-school aged children (5 and under)	B,C, <u>E</u>	✓	✓	✓		CFA – Community Education Co-Ordinator
3	JFAIP (Juvenile Fire Awareness & Intervention Program)	Intervention and education program for child fire lighters and their family. Facilitators visit the home for several sessions with the child. Referrals to this program come from a variety of sources including families, welfare agencies and schools. - Juvenile fire lighters aged 3-16. Parents receive incidental advice on fire safety	B,C, <u>E</u>	✓				CFA – Community Education Co-Ordinator
4	Isolated Elderly Program	Education and training program on fire safety for carers and service providers of elderly citizens. Carers are then able to provide advice to elderly on enhancing their fire safety Carers and service providers working with the isolated elderly and people with disabilities	B,C, <u>E</u>					CFA – Community Education Co-Ordinator
5	Fire Ready Victoria FRV	<p>These meetings are designed to provide people with information to raise their understanding and interest in bushfire and inspire them to seek further information.</p> <p>Intended Outcomes for FRV Meetings</p> <p>The outcomes for a FRV session are that people;</p> <ul style="list-style-type: none"> Have received the information they require and know how to source further information Are motivated to act 	C, <u>E</u>	✓				CFA – Community Education Co-Ordinator

No.	Tools/Program/ Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
		<ul style="list-style-type: none"> Have improved decision making capacity Have built up local contacts <p>Meeting Types</p> <p>The FRV program consists of a range of meeting types tailored to different circumstances including the following:</p> <p>Community Meetings: are an one hour session that target larger community groups that may also have local representatives present to answer questions.</p> <p>Street Meetings: meetings that provide locally specific information as they are targeted to a small number of residents who live in a shared risk environment.</p> <p>Special Interest Group Meetings: meetings targeted at particular audiences who share a common interests or circumstances that place them at risk(such as owning horses, undertaking bush based activities for example bush walking or trail bike riding).</p> <p>Meetings Delivered During an Incident: relate specific details about going bushfires and provide information and advice to promote safety during the imminent bushfire.</p>						
6	Fired up English	A fire safety education resource for teachers of adult English as a Second language classes - Carers or tutors of adults studying English as a second language - * CFA trains carers to delivery the sessions to their clients	C, <u>E</u>	✓	✓	✓	✓	CFA – Community Education Co-Ordinator
7	Reduce the Risk	Information and activities relating to home fire safety. - General audience or high risk community groups	<u>E</u>	✓	✓	✓		CFA – Community Education Co-Ordinator
8	Living with Fire	Information and education activities and program relating to bushfire/wildfire and grass fire risks - Risk assessments determine targeting of this information	B <u>C</u>	✓	✓	✓	✓	CFA – Community Education Co-Ordinator

No.	Tools/Program/ Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
9	Mobile Education Unit	Mobile truck that visits areas usually annually. Provides a focus for home fire safety education in primary schools. - Primary School Aged children particularly grades 3 and 4	B, <u>C</u> , E, <u>F</u>	✓	✓	✓		CFA – Community Education Co-Ordinator
10	Advanced/VCAL	A government funded program that aims to provide opportunities for personal development of secondary school students - Secondary schools - (Years 9 and 10)	<u>C</u> , <u>E</u> ,	✓	✓	✓		CFA – Community Education Co-Ordinator
11	Multicultural Programs	Raise CFA's profile in ethnic communities by raising awareness about the role of CFA in the community, provide access to fire safety messages for all members of the community and raise awareness among CFA personnel of the special needs of people from diverse cultural and linguistic backgrounds - General audience of people from cultural and linguistically diverse backgrounds.	B, C, E, <u>F</u> ,	✓	✓	✓		CFA – Community Education Co-Ordinator
12	Community Fire Guard (CFG)	<p>Community Fireguard (CFG) is a community developed program designed to reduce the loss of lives in bushfires. With the support of a facilitator, groups can learn together and work together to develop simple and effective strategies to increase the safety of the participants.</p> <p>An important aspect of CFG is to build social networks and well connected communities. The social connections gained through CFG are considered by many to be as valuable as the knowledge and skills they acquire. Living under the threat of bushfire is a challenging aspect of living in high risk locations and people who are well connected become more resilient in managing the threat and are better placed to recover from fire should the be directly affected.</p> <p>The Core CFG program consists of 6 core meetings:</p> <p>Introduction to Community Fireguard program</p> <ul style="list-style-type: none"> Living in a high risk environment 	<u>C</u> , E	✓	✓	✓	✓	CFA – Community Education Co-Ordinator Bushfire

No.	Tools/Program/ Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
		<ul style="list-style-type: none"> • Personal safety and resilience • Preparing your property for bushfire • Developing Bushfire Survival Plans for your household • Reviewing your Bushfire Survival Plans <p>An additional workshop is available that covers in more detail the information people need to know when deciding they want to prepare, stay and defend their home. Upon completion of the core meetings program, groups may elect to continue meeting and undertaking activities. Groups may also choose to operate independently of the CFA, making contact with a facilitator on an occasional basis.</p> <p><u>Regional Planning</u> Meetings are planned at a regional level, managed by the Community Education Coordinator (Bushfire) in consultation with partner organisations.</p> <p>Meeting locations are chosen based on:</p> <ul style="list-style-type: none"> • The bushfire risk using tools such as VFRR • Brigade input • Past meeting location history • The need to establish a CFG in the area • New housing estates being built • Past bushfire history or experiences 						
13	Bushfire Planning Workshops (BPW)	Bushfire Planning Workshops are designed to allow residents who have some knowledge of bushfire safety to consider that knowledge in relation to their household circumstances and commence developing a bushfire survival plan. They involve the audience in the decision making process and are designed to help residents assess their local risk factors and make informed plans based on that knowledge.	<u>C</u> , E	✓	✓	✓	✓	CFA – Community Education Co-Ordinator - Bushfire

No.	Tools/Program/Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
14	The Otway Integrated Fire Management Strategy	<p>The Otway Integrated Fire Management Strategy is a joint initiative of the DSE, Parks Vic, CFA plus Surf Coast and Colac Otway Shires. Its purpose is to develop a collaborative multi-agency approach to reducing and managing the risk of wildfire in the area encompassing the Otway National Park. There are three core components to the strategy:</p> <p>Strategic Fire breaks; Prescribed burns and Asset Protection Zones</p>	<u>C</u> , E	✓	✓	✓	✓	CFA – Community Education Co-Coordinator
15	CFA/Council Risk Based Structural Fire Safety Strategies	<p>This strategy is designed to achieve an integrated approach to identifying, assessing and managing the risks within the built environment to:</p> <ol style="list-style-type: none"> 1. Apply a Risk Management process to identify and assess the level of risk to different types of buildings. 2. Determine priority structural risks based on building classification and other relevant risk factors. 3. By applying an integrated approach for the inspection and mitigation of priority structural risks. 4. Having clearly defined roles regarding the inspection, auditing and management process for dealing with priority structure risks. 5. Using the resources and time available effectively to implement a proactive approach to risk mitigation whilst maintaining a reactive capacity to community concerns to ensure compliance with legislative obligations and achieve quality customer service. 6. By educating building owners and managers on their responsibilities and obligations pursuant to the Building Act, CFA Act and OH&S Act (emergency management) by jointly conducting information and education workshops. 	<u>A</u> , D	✓	✓	✓	✓	CFA – Fire Safety Officer

No.	Tools/Program/Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
16	Caravan Parks	<p>This Emergency Management Manual has been developed by CFA to assist Caravan Park owner/operators to prepare an Emergency Management Plan that will:</p> <ol style="list-style-type: none"> 1. Provide clear guidance in the event of an emergency that may effect the health, safety or wellbeing of caravan park clients or residents or have long term effects on business continuity 2. Satisfy the requirements of the Residential Tenancies (Caravan Parks & Moveable Dwellings Registration and Standards) Regulations 1994 3. Meet the requirements of the Occupational Health and Safety Act in respect to Emergency Management Planning for the safety of employees and other persons within a workplace, in this case, caravan parks. 	<u>A</u>	✓	✓	✓	✓	CFA – Fire Safety Officer
17	Community Event	<p>Community Event Wildfire Risk management Guidelines is designed to assist Event Organisers identify vulnerability of their community event to wildfire and to apply a risk management approach to mitigate or reduce the level of risk. It provides a logical decision making process to identify, analyse and determine the appropriate mix of fire management strategies to mitigate the likelihood and consequences from wildfires.</p> <p>A vulnerable community event is defined as any organised group activity that could be directly and indirectly impacted on from wildfire. The extent of the impact is dependent on the size of the event and numbers attending, fuel type, fuel moisture, fuel loads within and surrounding the event, topography and weather conditions during the Fire Danger Period.</p>	<u>A</u>	✓	✓	✓		CFA – Fire Safety Officer
18	Home Fire Safety	The home fire safety strategy is a partnership between CFA, DHS (Neighbourhood Renewal & Office of Housing) and the Victorian Police and interested municipalities to work with local communities (urban areas) to ensure	C, <u>E</u>	✓	✓	✓		CFA – Community Education Co-Coordinator

No.	Tools/Program/ Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
		residents are well-informed about fire safety within and around their homes and are able to play an active role in mitigating home fire risks. By targeting specific at risk residential areas (both public and private residences) with accurate and appropriate information, we seek to achieve shared Community/Government understanding of local fire risks/issues and develop a culture of shared responsibility for addressing those issues.						
19	Fire Access Roads	<p>Fire Access Road Subsidy Scheme (FARSS) assist's Municipalities in enhancing community safety where wildfire is considered a potential threat. The scheme provides funding for the following categories of fire management work:</p> <ol style="list-style-type: none"> 1. Construction of fire access roads 2. Maintenance of fire access roads 3. Establishment of strategic static water supplies <p>To meet the criteria, it must also fulfil one of the following requirements:</p> <ol style="list-style-type: none"> 1. Reduce the travel time of Brigades in responding to areas containing settlement, sub-divisions or individual properties. 2. Provide an alternate means of egress for the public should the circumstances require evacuation to occur. <p>Provide strategic water supply to assist fire suppression in isolated areas.</p>	C, <u>E</u>		✓	✓		CFA – Road & Rail Fire Management Co-ordinator, BOQ MFPO
20	Agricultural Fire Management	Agricultural fire management guidelines provides practical fire management advice for people living and working on cropping, grazing, plantation, timber and rural lifestyle properties, particularly those who are undertaking property planning or are new to farming.	<u>B</u>	✓	✓	✓	✓	CFA – Vegetation Fire Management Officer
21	Roadside Fire Management	Roadside fire management is important for safety, the provision of services (such as electricity) and the environment. Careful fire management works on the	<u>C</u>	✓	✓	✓		CFA – Vegetation Fire Management Officer

No.	Tools/Program/ Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
		roadsides and private and public land can reduce the risk. The Roadside fire management guidelines will assist: 1. Identification of management objectives; 2. Identification and assessment of treatment options; and 3. development of roadside management programs						BOQ Engineering unit
22	Campfire Prevention	Provide information to increase awareness of the risks associated with campfires to reduce the incidence of preventable wildfires. Undertake patrols and enforcement activities to ensure compliance with fire regulations.	<u>E</u> , C,	✓				DSE – CFA VICPOL
23	Fire Investigation	DSE, CFA and Victoria Police working collaboratively to investigate and establish the cause and origin of all human caused fires, and seek to identify and as appropriate prosecute the offenders.	<u>E</u> , C	✓	✓			DSE -
24	Local Mutual Aid Plans	Multi-agency approach to emergency management lead by DSE & CFA by working collaboratively to implement fire readiness and response arrangements to ensure integrated and effective fire suppression action.	<u>E</u> , C		✓	✓		DSE
25	Daily Readiness	Set up and establishment of Incident Control Centres, Staging, Communications, Aircraft, Plant and People in readiness for wildfire incidents based on trigger levels.	<u>E</u> , C,		✓	✓		DSE
26	Planned Burn Program	Planned burning to reduce fuels on public lands based on ecological and risk management objectives. Aim to reduce the bushfire risk to communities and sustain ecosystem health and resilience.	<u>E</u> , C,	✓	✓	✓		DSE
27	Road Management Program	Roads and tracks on public land maintained in accordance with Road Management Act to provide for fire access for rapid first attack response.	<u>E</u> , C		✓	✓		DSE
28	Strategic Fuel Breaks	The establishment and maintenance of a network of strategic fuel breaks along roads and tracks that provide extra support for protection of significant assets and facilitate the delivery of planned burns.	<u>E</u> , C,	✓	✓	✓		DSE

No.	Tools/Program/ Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
29	Vegetation Monitoring	Fuel hazard assessment, mapping of burn outcomes and monitoring of vegetation on public land to support decision making in scheduling of planned burn program.	<u>E</u> , C	✓	✓	✓		DSE
30	District Operational Management Plan	Each district has an individual operational management Plan for response activities.	A, B, C, D, E	✓	✓	✓	✓	CFA – Operations Manager
31	Operational Response Plan	Is an agreed plan between DSE & CFA of designated areas of response			✓	✓	✓	CFA – Operations Manager
32	Traffic Management Strategies / Assistance	To assist response agencies in emergency events through road closures, diversions, etc. Pre planning of diversion routes and installation of DISPLAN boxes at agreed locations	B, C, E, F		✓	✓	✓	VicRoads
33	Strategic Fire Fuse Breaks	Fuel reduction on arterial roads in accordance with municipal fire prevention plans by spraying, slashing of roadsides or grading fuse breaks prior to burning off activities by the CFA	<u>B</u> , C, E	✓	✓			VicRoads
34	Arterial Roadside Maintenance	Maintenance standards regarding vegetation encroaching the road envelope and management of roadsides to reduce fuel loads prior to the fire season i.e., programming maintenance slashing in November	<u>B</u> , C, E	✓	✓			VicRoads
35	Road Opening Approval	Assessment and condition reporting of pavements, roadside vegetation (dangerous trees) and bridges prior to re-opening roads	<u>B, C, E, F</u>			✓	✓	VicRoads
36	Registration and License Replacement	Registration and licensing arrangements for bushfire victims	B, F			✓	✓	VicRoads
37	Removal of damaged vehicles	Burnt out vehicle removal process	B, F			✓	✓	VicRoads
38	Fire Awareness Guidelines	Guidelines outlining procedures to ensure safety of employees working in remote areas during the Fire Danger Period, and work restrictions and communication protocols to be implemented on Total Fire Ban Days	<u>E</u> , C, B	✓	✓	✓	✓	Barwon Water
39	Fire Awareness Training	Fire awareness training provided for employees working in remote areas	<u>E</u> , C, B		✓			Barwon Water

No.	Tools/Program/ Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
40	Asset Protection Checklist	Annual inspection of major water supply assets/sites to ensure preparedness for Fire Danger Period	<u>E</u> , C, B, F	✓	✓			Barwon Water
41	Routine Asset/Site Maintenance	Ongoing Mowing/Slashing of sites to reduce fuel loads for protection of assets or adjoining properties	<u>E</u> , C, B, F	✓	✓			Barwon Water
42	Emergency Management Manual	Policy and procedures for the management of incidents that have, or have the potential to, impact on Barwon Water's ability to maintain water and sewerage services to the community.	<u>E</u> , C, B, F		✓	✓	✓	Barwon Water
43	Emergency Power Supplies	Onsite back-up generators for major sites/assets and fleet of portable generators to assist in maintaining operation of infrastructure during periods of power failure	<u>E</u> , C, B, F		✓	✓		Barwon Water
44	Member of MEMPC	Municipal Emergency Management Planning Committee	E, C, B, <u>F</u>	✓	✓	✓	✓	Barwon Water
45	Power line Bushfire Mitigation Strategy/Plan	Powercor's Bushfire Mitigation Strategy/Plan is prepared in accordance with the Electricity Safety (Bushfire Mitigation) Regulations 2003. The strategy/plan details Powercor's policies, procedures and programs for the inspection, maintenance and operation of the electricity network.	B, C, D & F	✓				Powercor
46	Vegetation Management around Powerlines	Powercor's Vegetation Management Plan is prepared in accordance with the Electricity Safety (Electric Line Clearance) Regulations 2010. The plan details Powercor's policies, procedures and programs to manage vegetation around power lines.	B, C, D & F	✓				Powercor
47	Fire Hazard Mapping Project (Powerlines)	Fire Hazard Mapping project to review low bushfire risk areas and make a determination on any changes to the risk level. The project is managed and undertaken by the CFA in rural Victoria over a four year cycle.	B, C, D & F	✓				CFA
48	Private Overhead Electric Lines (POELs)	Inspection of POELs and any associated defect process management. Annual letter to all customers with POELs and Registered Electrical Contractors detailing their responsibilities to maintain their POELs including	B & C	✓				Powercor

No.	Tools/Program/ Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
		vegetation clearances.						
49	Vegetation Management around Powerlines in Declared Areas	Maintain vegetation clearance around powerlines in Declared areas in accordance with the Electricity Safety (Electric Lines Clearance) Regulations 2010.	D & F	✓				Councils
50	Powerlines Faults and Emergency Events including Fire	Powercor maintains a 24 hour fault and emergency response including call centre, faults dispatch and system control centres. Powercor invokes escalation to manage and respond to major events including Powercor EMLO's attending ICC's, MECC's and Community Briefings/Meetings when invited.	B, C, D & F			✓		Powercor
51	Emergency Recovery Information Pack – After the Fires	This “After the Fires” pack is designed to be used a single deployment of information, FACT sheets and contact details of various State and Local Government and other support agencies, which can provide support services to people affected by the emergency incident.						DHS
52	Community Information Flyer	This Flyer is designed to be handed to people who need to leave an area affected by an emergency incident, the flyer highlights the support services which are available at a Relief / Recovery Centre and list the contact details of the local government authority in their area. It also advises affected people to seek further information by listen to ABC radio 774AM or call the Emergency Information line.						DHS
53	Chainsaw crews to clear fallen trees from access roads.							SES
54	Township Protection Plans							CFA – Operations Manager District 7

No.	Tools/Program/ Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
55	Brigade Community Program	Community education/engagement program i.e.						CFA
56	Brigade Fuel Management Program	Fuel reduction works in support of land owners i.e. advise land awareness on fuel management						CFA
57	Fire Safety at Community Events. (all)	Conduct Inspection and other compliance with Building Act and Regulations & other applicable laws, i.e. OH&S Act, DG Regulations. CFA Act, Planning and Environment Act Programmed Inspections of community events with all relevant partner agencies.	<u>A</u> , B,C,E, F	✓	✓	✓	✓	Council Events Co-ordinator
58	Fire Safety in Commercial & Industrial Premises (all)	Audits of high risk buildings re compliance with Building Regulations. Essential Services inspections	<u>A</u> , F	✓	✓	✓	✓	Council Building Surveyor
59	Structure Fire Integrity Inspections (all)	Identify buildings that have been damaged by fire and inspect for public safety.	<u>A</u> , B,C,E F	✓	✓		✓	Council Building Surveyor
60	Fire Safety In Caravan Parks and Camping Grounds. (all except GP)	Programmed Inspections of Caravan Park and Camping Grounds with all partner agencies.	<u>A</u> , B, C, E, F	✓	✓	✓	✓	Environmental Health Officer Council Building Surveyor
61	Pre Season Community Awareness Campaign (all)	Pre season advertising, courtesy letters and other information programs.	A, B, C, D, E, <u>E</u>	✓	✓			MFPO
62	Fire Hazard Management on Council Owned or Managed Land (all)	Management of fire hazards on Council land through fuel reduction works. (Excluding roadsides)	<u>A</u> B, C, E, F	✓	✓		✓	Various Council Units

No.	Tools/Program/ Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
63	Permit to Burn (all)	Issue Schedule 12,13 & 14 permits to burn upon directions from relevant CFA Region. Issue local law permits with conditions for safe removal of fuel loads outside FDP. (CoGG & BOQ)	<u>B</u> , C,D, E	✓	✓			Council MFPO
64	Wildfire Management Overlay & Land Use Planning Controls (all)	Maintain and implement the provisions of WMO and other land use controls.	B, <u>C</u> E,	✓	✓	✓		Council Statutory Planning
65	Powerline Clearance (all)	Maintain tree clearances to Energy Safe Regulations within declared areas.	B, <u>C</u> , E	✓	✓		✓	Council MO Tree Management Unit
66	Roadside Vegetation Management (all)	Slash/Spray Council managed roads within the municipality to reduce fuel loads over fire season. Maintain clear path for vehicle access and maintenance of council trees on all Council managed roads.	A, <u>B</u> , C, E, F	✓	✓		✓	Council MO Tree Management Unit
67	Annual Fire Hazard Inspection (all)	Conduct inspections of municipality to identify potential and actual fire hazards on private land and direct removal of same through service of Fire Prevention Notices.	A, B, C, D, E, <u>F</u>	✓	✓			Council MFPO
68	Fire Access Track (all)	Annual inspection and maintenance of all designated Fire Access Tracks.	B, <u>C</u> , E,	✓	✓	✓	✓	Council MO Works & MO Tree Management Unit
69	MEM Plan (all)	Implements/activates the agreed arrangements to ensure a coordinated response.	A, B, C, D <u>E</u> , F	✓	✓	✓	✓	Council MERO Council Recovery Manager
70	Building in BPA areas (all except S/C & BOQ)	Check all new building applications to ensure they comply with Australian Standard AS3959/2009 prior to issue of a building permit.	A, B, C, D, E, F	✓	✓			Council Building Surveyor
71	Non Fire Season Inspection Program (all)	Conduct random inspections for overgrown properties or investigate complaints with view to removing fire hazard outside FDP.	A, C, D, <u>E</u>	✓	✓			Council MFPO

No.	Tools/Program/ Plans	Tools/Programs Detail	Risk Environment	PPRR Continuum				Expert
				P	P			
72	Fire plug Installation and Maintenance (all except BOQ)	Ensure all sub divisions have fire plugs located as per Standard C29 of Clause 56. Comply with draft MOU	<u>F</u> A, B, C, D, E, F		✓	✓		Council Statutory Planner BOQ & Barwon Water
73	Annual Maintenance of Fire Management Roads/Breaks (all)	Fire management roads/breaks (Strategic, Primary, Secondary) listed in MFPP (<i>under Council management</i>) are reviewed and maintained throughout the municipality.	<u>B</u> , C, E	✓	✓			Council Engineering unit
74	FARSS & BMP	Identify Fire Access Road Subsidy Scheme and Bushfire Mitigation projects and apply for funding.	C, <u>E</u>	✓	✓			MFPO
75	Hoarding	Identify possible properties and attempt to work with owner/occupier to resolve issue. Hoarding Committee meet to work towards an integrated multi agency response	B, C, <u>E</u>	✓	✓	✓	✓	Env Health, Local Laws, Community Dvlp, MFPO
76	Redi Plan		A, B, C, F	✓	✓		✓	Red Cross & BOQ

Attachment 3: Hazard Trees – Identification and Notification Procedures

The Electricity Safety Act 1998 (Vic) (ES Act) provides that a municipal council must specify, within its Municipal Fire Prevention Plan:

- (a) procedures and criteria for the identification of trees that are likely to fall onto, or come into contact with, an electrical line (HAZARD TREES): and
- (b) procedures for the notification of responsible persons of trees that are hazard trees in relation to electrical 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 October 2011-2014 seek to address the requirement details above.

Each responsible person should have its own internal procedure regarding the steps that will be taken when it receives notification of a potentially hazard 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 2010 (the Regulations) 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 the 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 renders 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 is referred to as the '*responsible person*'. This includes responsibility for keeping the whole or any part of a tree clear of the line.

Under the ES Act, responsibility is allocated between distribution businesses and other owners of electricity infrastructure, land owners and occupiers, public land managers such as municipal councils and VicRoads.

Municipal Councils are responsible for trees on public land within their municipality, for which they are the land manager where these are also within a declared area for the purpose of the ES Act. Primary responsibility for vegetation clearance and management within the municipality, for areas which are not within a Declared Area, will usually fall to the relevant electricity distribution company.

Responsible Person within the Borough of Queenscliffe

The following organisations that have responsibility for the line clearance in the Borough of Queenscliffe:

- Powercor
- The Borough of Queenscliffe (CONNEQ and Vemco)

Other Relevant Information

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

The Borough of Queenscliffe has a line Clearance Vegetation Management Plan that outlines the vegetation management under powerlines.

PROCEDURE AND CRITERIA FOR IDENTIFYING HAZARD TREES

In the course of everyday duties, potentially hazardous trees may come to the attention of staff or volunteer members of the entities with representation of the Municipal Fire Management Planning Committee, staff of the distribution business 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, or come into contact with an electric line. Some of these factors will be obvious when looking at the tree but 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.
- 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.

Primary Responsible Person Representative (PRPR)

For the purposes of this part of the Plan, the primary responsible person is Powercor.
All reports of hazard trees to Powercor should be made on the 'Municipal Hazard Tree Notification Form' which is located on the Powercor Website www.powercor.com.au

Contact details for the PRPR are as follows:

Agency name	Powercor
Position title of contact person	VEMCO Hazard Tree Administrator [VEMCO is Powercor's Vegetation Management Contractor]
Telephone Number	03 5338 3300
Email address	haztrees@vemco.com.au
Facsimile Number	03 8648 5621

PROCEDURES FOR NOTIFICATION OF RESPONSIBLE PERSONS

Where a potentially hazardous tree has been reported to the PRPR, the PRPR should follow the procedure outlined below.

Step 1	Report provided to PRPR.	
Step 2	PRPR to determine who the responsible person is in relation to the reported tree. (If necessary, the PRPR can seek assistance from ESV for this step.)	
Step 3	Is the responsible person the primary responsible person?	<p>Yes => applicable internal procedure for referral and assessment of potentially hazardous tree to be followed.</p> <p>No => proceed to Step 4.</p>
Step 4	Did the report indicate that urgent action is required?	<p>Yes => the responsible person should be notified as soon as possible. For the City of Greater Geelong within 3-working days a council arborist will undertake a risk assessment and works will be programmed as a result of this assessment.</p> <p>No => the PRPR must advise the responsible person of the existence and location of a potentially hazardous tree in accordance with the timelines below.*</p>

* The PRPR should put in place mutually agreed arrangements for the manner in which it passes on reports of potentially hazardous trees to responsible persons.

Reporting Timelines

The PRPR should provide reports to the relevant responsible person as soon as practicable.

In circumstances where:

- the potentially hazardous tree is located within a high bushfire risk area (as per s.80 of the ES Act) and the potentially hazardous tree is reported during the fire danger period declared under the Country Fire Authority Act 1958 (Vic); or
- the report indicates that there is an imminent danger that the tree will contact or fall onto lines as a result of minor environmental changes;

the potentially hazardous tree must be referred to the relevant responsible person for action as soon as possible. For the Borough of Queenscliffe within 3-working days a council arborist will undertake a risk assessment and works will be programmed as a result of this assessment.

Each responsible person (other than the primary responsible person) must provide the PRPR with contact details of the person (position title) to whom reports should be provided. It is the responsibility of each responsible person to ensure that the PRPR is provided with up-to-date contact details.

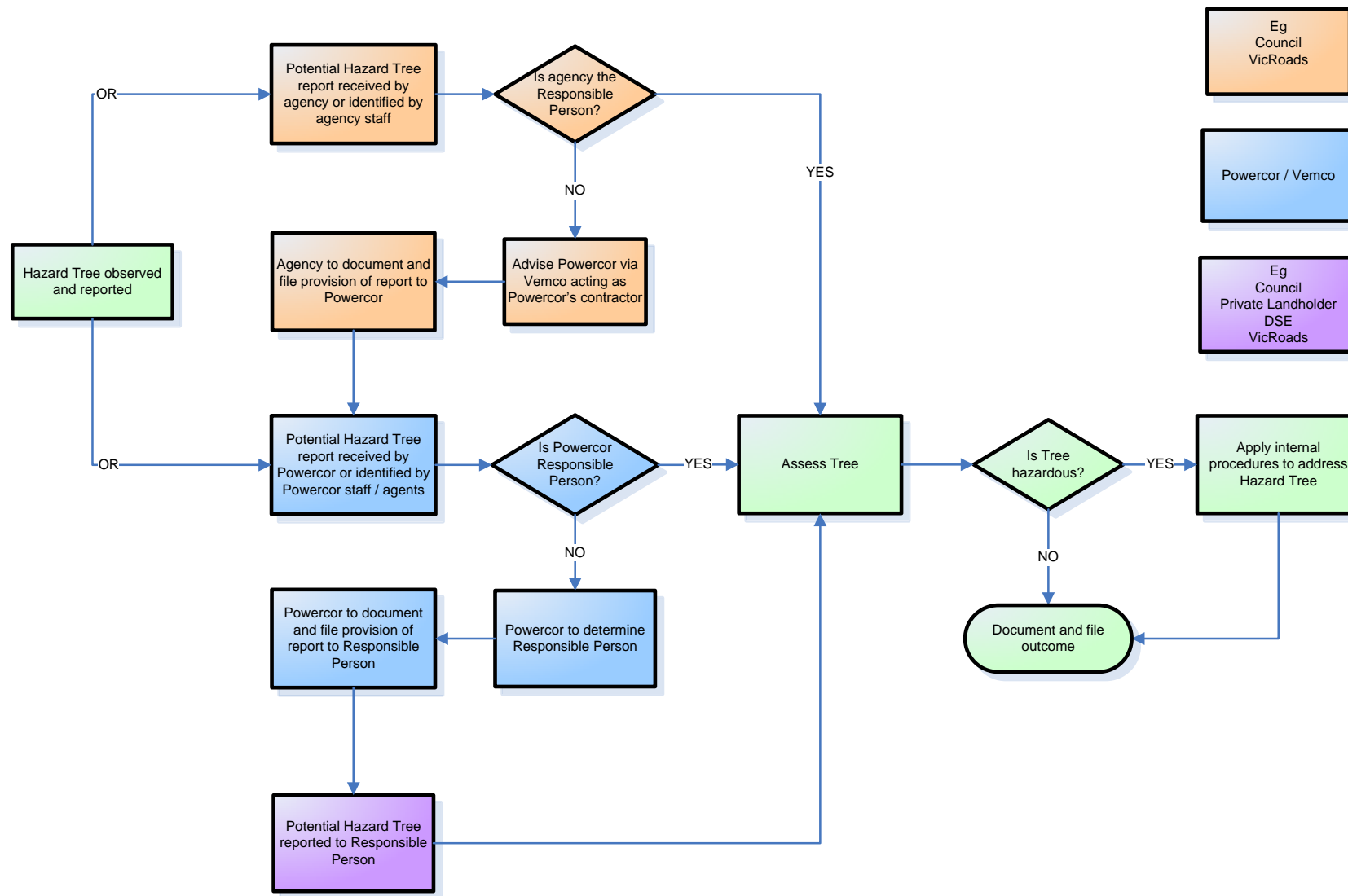
Register

It is recommended that the PRPR maintain a register in which all notifications are recorded together with the date of receipt of the notification and the date the notification was reported to the responsible person.

It is recommended that responsible persons also maintain a register of notifications received of hazardous trees for which they are the responsible person.

PRPR Consultation

The Committee notes that the Primary Responsible Person was consulted in relation to the development of these procedures.



Attachment 3.1 – Township Protection Plans, Places of Last Resort & Fire Refuges

Township Protection Plans

The following township protection plans have been certified by CFA & Council

- Point Lonsdale

It is anticipated that the area known as the 'Narrows' will be included within the township protection plan for Point Lonsdale.

Neighbourhood Safer Places (NSP) - Places of Last Resort (PLR) - Fire Refuges

During 2010, Council adopted its 'Municipal Council Neighbourhood Safer Places Plan'. This plan outlines the assessment process that council's Municipal Emergency Management Planning Committee would follow should a site be identified by Council and certified by CFA as being a NSP.

The Borough of Queenscliffe has at this point of time no NSPs.

Having now looked for potential NSPs across the municipality it is unlikely that any future sites will be located within the Borough of Queenscliff. It may well be safer to encourage all persons seeking to relocate in a fire event to once on the road to continue on to the next large township.

It is only 10 minutes by car from any place of high Bushfire risk in the Borough of Queenscliffe to another larger settlement where shelter, food and drink can be found. Encouraging people to remain in a fire zone, places people in unnecessary danger.

Evidence from the reports into bushfires where fatalities have occurred indicate that many people still have either no fire plan, they wait until their fire plan of stay and defend fails, or they just wait till the last minute when the fire front has arrived to make a decision on leaving.

The message for people in high bushfire risk environments must be to Leave Early.

The Borough of Queenscliffe does not have any declared Fire Refuges.

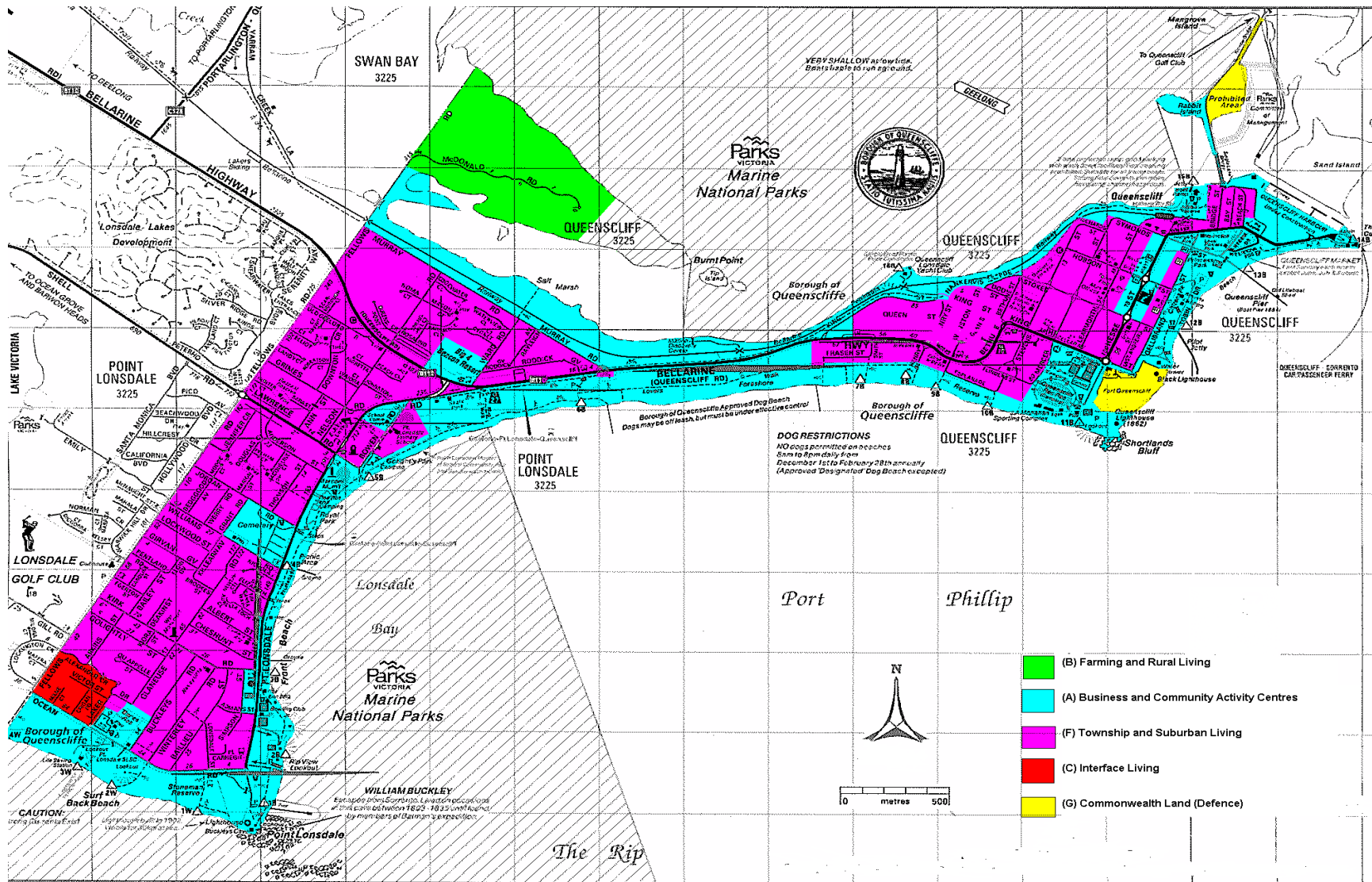
Attachment 4- BOQ & COGG MFMP Committee Membership

Position	Agency
Operations Officer	CFA
Group Delegates x 3	CFA
Fire Management Officer	DSE
District Chief Ranger	Parks Victoria
Municipal Emergency Response Coordinator X 2	Victoria Police
Regional Emergency Management Officer	Vic Roads
Municipal Fire Prevention Officer x 2	Borough of Queenscliffe City of Greater Geelong
Municipal Emergency Resource Officer x 2	Borough of Queenscliffe City of Greater Geelong
Municipal Recovery Manager	City of Greater Geelong
Town Planner	City of Greater Geelong
Municipal Building Surveyor	City of Greater Geelong
Councillors x 2	Borough of Queenscliffe City of Greater Geelong
Manager Environment	City of Greater Geelong

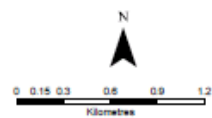
Attachment 4.1- COGG & BOQ MFMP Stakeholder & Engagement Matrix

Level of Engagement				
Primary Stakeholder	Attend all MFMP Meetings	Participation in all MFMP projects	Receive Minutes	Receive Regional Communiqué
<i>CFA</i>	✓	✓	✓	✓
<i>DSE</i>	✓	✓	✓	✓
<i>Parks Victoria</i>	✓	✓	✓	✓
<i>Victoria Police</i>	✓	✓	✓	✓
<i>Municipalities</i>	✓	✓	✓	✓
Secondary Stakeholders	Attend MFMP Meetings as required	Participation in MFMP Projects as required	Receive Minutes	Receive Regional Communiqué
<i>DHS</i>	✓	✓		✓
<i>DPI</i>	✓	✓		✓
<i>DPCD</i>	✓	✓		✓
<i>SES</i>	✓	✓		✓
<i>Ambulance Vic</i>	✓	✓		✓
<i>Water Authorities</i>	✓	✓		✓
<i>Catchment Management Authorities</i>	✓	✓		✓
<i>Aboriginal Affairs Victoria</i>	✓	✓		✓
<i>Powercor</i>	✓	✓		✓
<i>DEECD</i>	✓	✓		✓
<i>Dept of Transport</i>	✓	✓		✓
<i>Telecommunication Providers</i>	✓	✓		✓
<i>Vic Roads</i>	✓	✓		✓
<i>V Line</i>	✓	✓		✓
<i>Vic Track</i>	✓	✓		✓
<i>Bellarine Peninsula Railways</i>	✓	✓		✓
Tertiary Stakeholders	Chair/Delegate & Executive Officer Meet as required	Involved/informed regarding MFMP Projects as required	Receive Minutes	Receive Regional Communiqué
<i>Geelong Otway Tourism</i>	✓	✓		
<i>Committees of Management</i>	✓	✓		
<i>VECCI</i>	✓	✓		
<i>ARTC</i>	✓	✓		
<i>Indigenous Groups/ Traditional Owners</i>	✓	✓		
<i>Industry Groups</i>	✓	✓		
<i>Public Interest Groups</i>	✓	✓		
<i>VFF</i>	✓	✓		
<i>Chamber of Commerce</i>	✓	✓		
<i>Media</i>	✓	✓		

Attachment 5 - Mapping



DESIGNATED BUSHFIRE PRONE AREAS - QUEENSLIFFE BOROUGH - LEGL./11-250



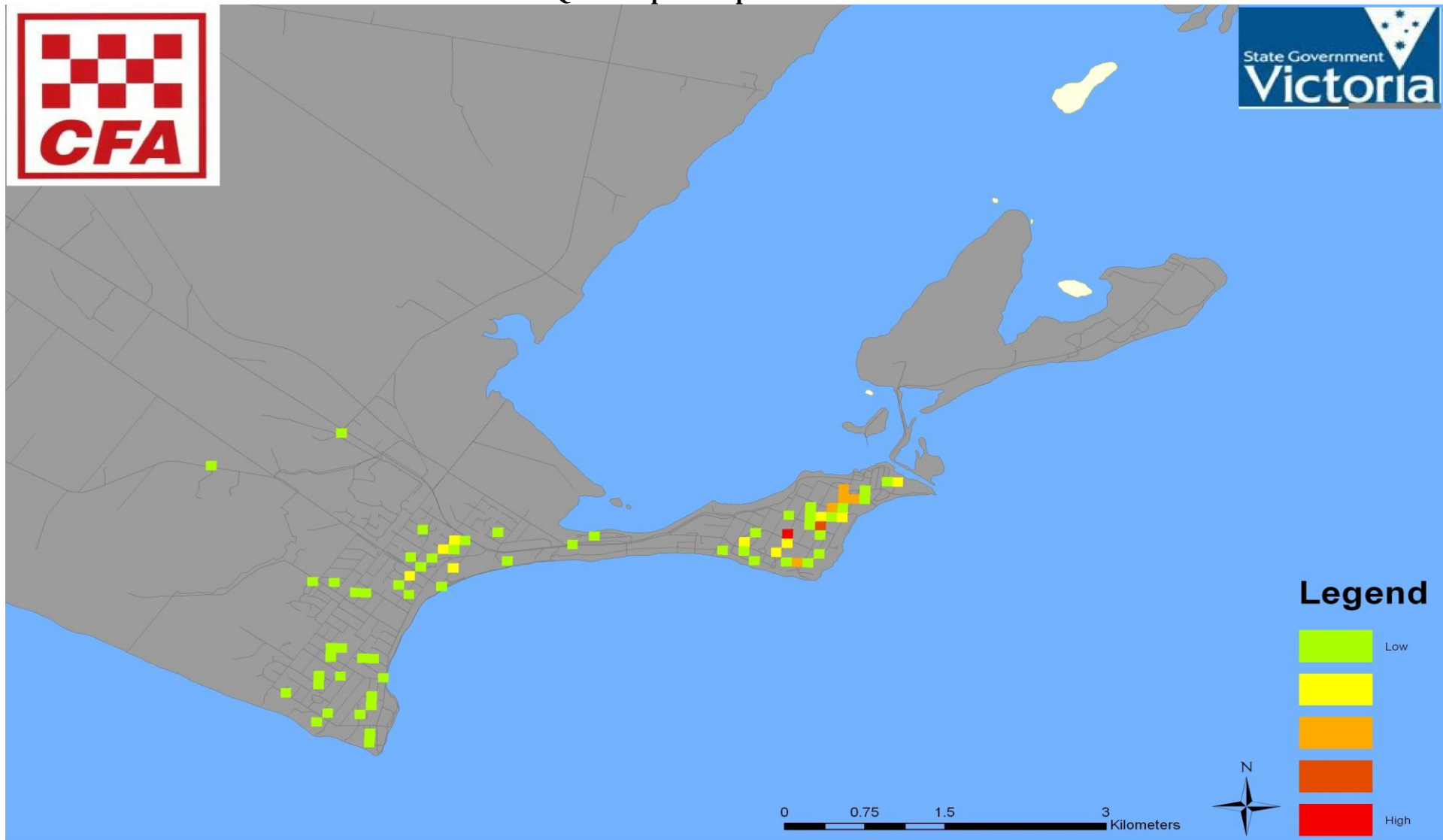
DESIGNATED BUSHFIRE PRONE AREAS
QUEENSLIFFE BOROUGH
LEGL./11-250

PREPARED BY STATUTORY INFORMATION SERVICES,
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT.
30 AUGUST 2011

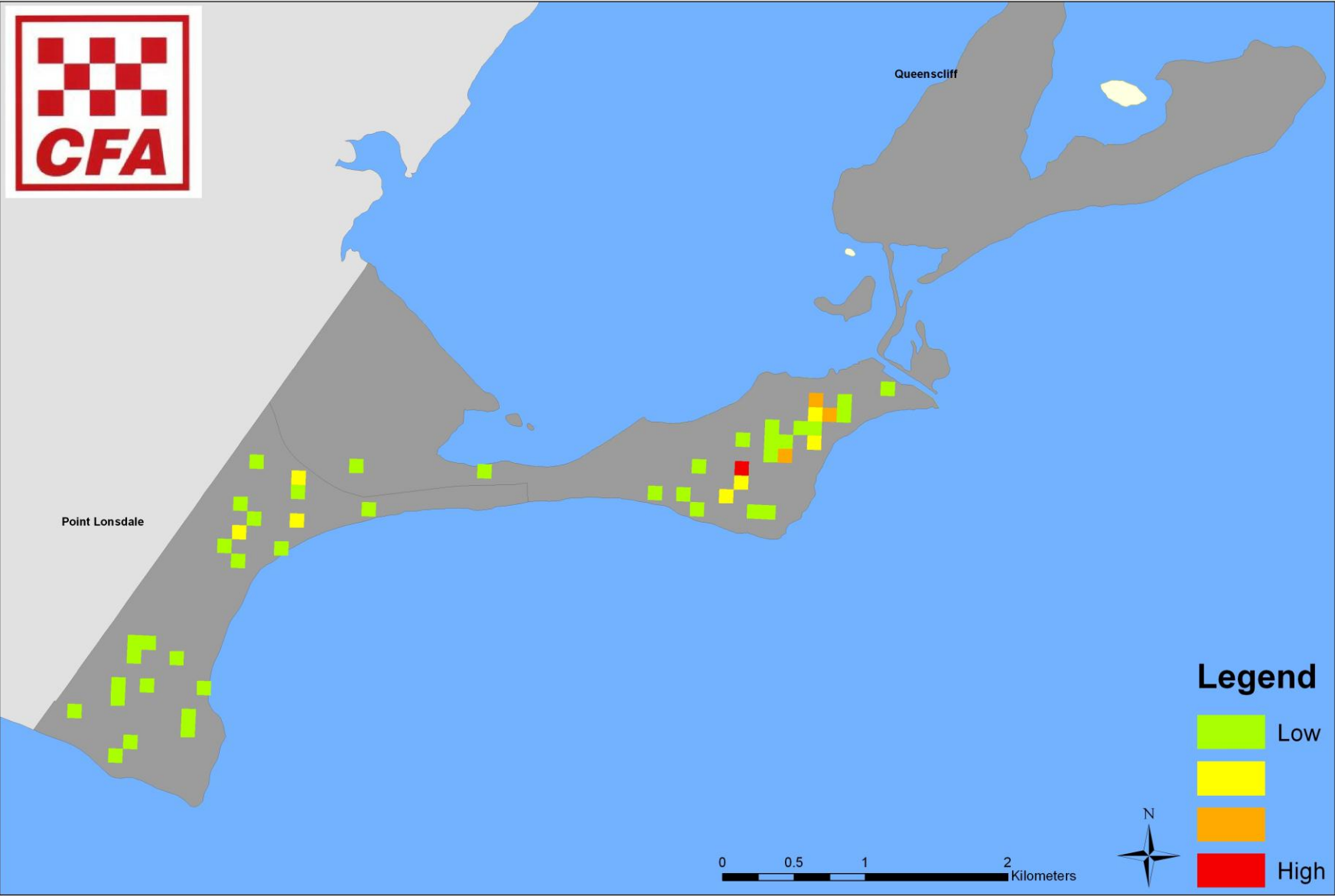
Attachment 5.3. – Maps (For Structural & Chemical Green = 1 – 11 fires, Yellow = 12 – 42, Orange = 43 -95, Brown = 97 – 199, Red = 200 – 388)

Total Structural & Chemical Incidents (relative to Queenscliffe) – 1999 – 2012

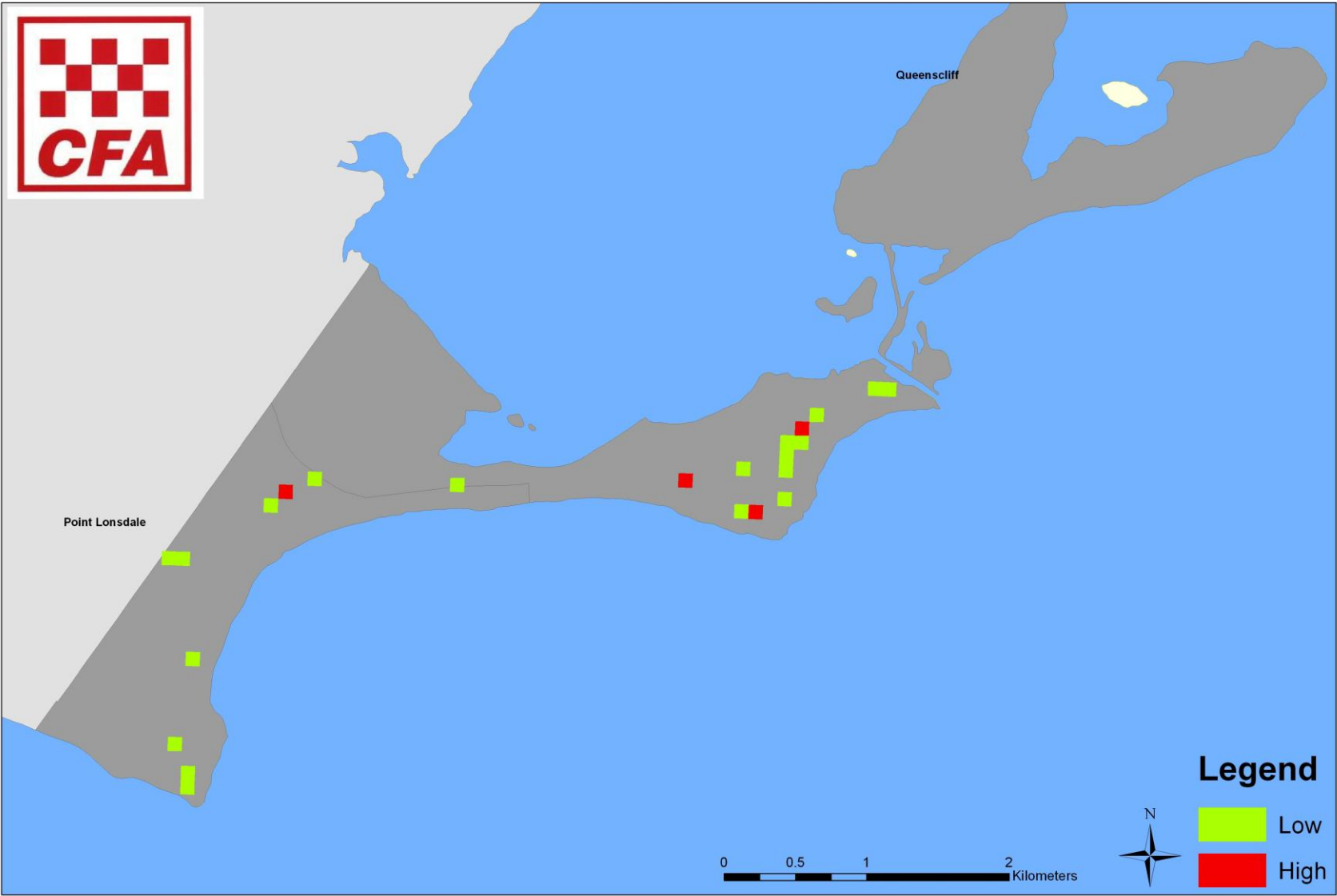
BOQ Municipal Footprint – 100m Grids



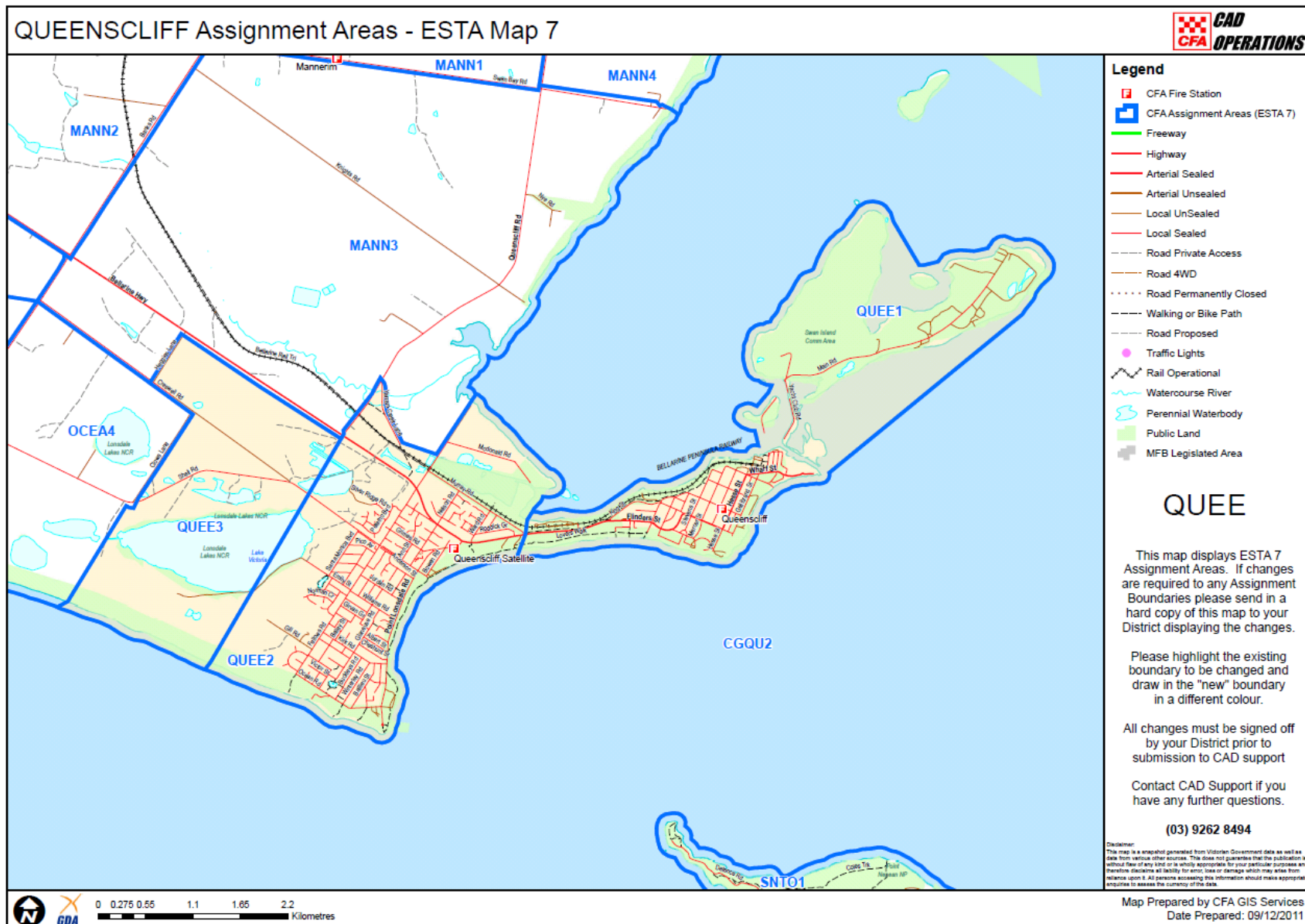
Total Structural Incidents- 1999 to 2012- 100m Grid: BoQ Municipal Footprint



Total Chemical Incidents- 1999 to 2012- 100m Grid: BoQ Municipal Footprint



Attachment 5.4 – Maps



Attachment 5.5 - Maps

Service Stations & Transport Routes for Petrol Tankers



Attachment 6 - Related Plans

Name of the Plan	Plan Owner	Contact Number	Comment
Community Information Guides (Township Protection Plans) Point Lonsdale	CFA		COMPLETED.
Strategic Fuel Breaks	Council / DSE / CFA		
Fire Operations Plan	DSE		
R2D2 Recovery Plan	DHS		
Water Catchment Management Plans	Barwon Water		
Power line Bushfire Mitigation Plan	Powercor		
Operational Response Plan	CFA		
Municipal Emergency Management Plan	Council		
Neighbourhood Safer Places Plan	Council		

Attachment 8 - Glossary & Acronyms

Acceptable risk	The level of potential losses that a society or community considers acceptable, given existing social, economic, political, cultural, technical and environmental conditions.
Assets and values	Recognised features of the built, natural and cultural environments. Built assets may include buildings, roads and bridges; structures managed by utility and service providers; or recognised features of private land, such as houses, property, stock and crops and associated buildings and equipment. Natural assets may include forest produce, forest regeneration, conservation values including vegetation types, fauna, air and water catchments*. Cultural values may include recreational, Indigenous, historical, archaeological and landscape values.
Assumption	A conclusion that is reached based on the information available at the time.
Community	A group of people with a commonality of association and generally defined by location, shared experience or function.
Community based disaster risk management³	A process that seeks to develop and implement strategies and activities for disaster preparedness (and often risk reduction) that is locally appropriate and locally 'owned'.
Consequence	Outcome or impact of an event.
Critical infrastructure	<p>Critical infrastructure includes those services, physical facilities, supply chains, information technologies and communication networks that, if destroyed, degraded or rendered unavailable for an extended period, would significantly impact on the social or economic well-being of the community.</p> <p>Includes:</p> <ul style="list-style-type: none"> • telecommunications • electrical power systems • gas and oil storage and transportation • banking and finance • transportation • water supply systems (and sewerage). <p>Adapted from Critical Infrastructure Advisory Council (CIAC).</p>
Elements at risk	The population, buildings and civil engineering works, economic activities, public services and infrastructure etc. exposed to sources of risk.
Emergency	An event, actual, or imminent that endangers or threatens to endanger life, property or the environment, and that requires a significant and coordinated response.

Essential service (Essential Services Commission Act 2001)	A service (including the supply of goods) provided by: <ul style="list-style-type: none"> • the electricity industry • the gas industry • the ports industry • the grain handling industry • the rail industry • the water industry • (g) any other industry prescribed for the purpose of this definition.
Event	Occurrence of a particular set of circumstances. An incident or situation that occurs in a particular place during a particular interval of time.
Frequency	A measure of the number of occurrences per unit of time.
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: <ul style="list-style-type: none"> • A fire; and • An explosion, • A road accident or any other accident, • A disruption
Hazard	A source of potential harm or situation with a potential to cause loss. A potentially damaging physical event that may cause loss of life or injury, property damage, social and economic disruption or environmental degradation.
Impact	See consequence.
Leadership group	A subgroup of the broader committee comprising the risk category, technical knowledge and experience.
Likelihood	Used as a general description of probability or frequency – can be expressed qualitatively or quantitatively.
Loss	Any negative consequence or adverse effect – financial or otherwise.
Mitigation	Measures taken in advance of a disaster, aimed at decreasing or eliminating its impact on society and environment.
Monitor	To check, supervise, critically observe or measure the progress of an activity, action or system on a regular basis in order to identify change from the performance level required or expected.
Organisation	Group of people and facilities with an arrangement of responsibilities, authorities and relationships.

Practicable	What is realistic to achieve in the context of: <ul style="list-style-type: none"> ▪ the severity of the hazard or risk in question ▪ the state of knowledge about that hazard or risk and any ways of removing or mitigating that hazard or risk ▪ the availability and suitability of ways to remove or mitigate that hazard or risk ▪ the cost of removing or mitigating that hazard or risk.
Preparedness	Arrangements to ensure that in the event of an emergency occur all those resources and services that are needed to cope with the effects can be efficiently mobilised and deployed.
Prevention	Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated.
Probability	A measure of the chance of occurrence expressed as a number between 0 and 1. 'Frequency' or 'likelihood' rather than 'probability' may be used in describing risk. The likelihood of a specific outcome, as measured by the ratio of specific outcomes to the total number of possible outcomes. Probability is expressed as a number between zero and unity – zero indicating an impossible outcome and unity indicating an outcome that is certain. Probabilities are commonly expressed in terms of percentage e.g. the probability of throwing a six on a single roll of a die is 1 in 6, or 0.167, or 16.7 per cent.
Recovery	The coordinated process of supporting emergency affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.
Residual risk	Risk remaining after implementation of risk treatment.
Resilience	The capacity of a system, community or society potentially exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure. This is determined by the degree to which the social system is capable of organizing itself to increase its capacity for learning from past disasters for better future protection and to improve risk reduction measures
Response	Actions taken in anticipation of, during and immediately after an emergency, to ensure its effects are minimised and that people affected are given immediate relief and support.
Risk	The chance of something happening that will have an impact on objectives. The probability of harmful consequences resulting from interaction between natural or human-induced hazards and vulnerable conditions ⁶ .
Risk analysis	Systematic process to understand the nature of, and deduce, the level of risk.
Risk assessment	The overall process of risk identification, analysis and evaluation

Risk criteria	Terms of reference by which the significance of risk is assessed.
Risk evaluation	Process of comparing the level of risk against risk criteria.

Risk identification	The process of determining what, where, when, why and how something could happen.
Risk management	The culture, process and structures that are directed towards realising potential opportunities whilst managing adverse effects.
Risk management process	The systematic application of management of policies, procedures and practices to the tasks of communicating, establishing the context, identifying, analysing, evaluating, treating, monitoring and reviewing risk.
Risk reduction	Actions taken to lessen the likelihood, negative consequences, or both, associated with a risk.
Risk register	A listing of risk statements describing sources of risk and elements at risk, with assigned consequences, likelihoods and levels of risk.
Risk treatment	Process of selection and implementation of measures to modify risk. The term 'risk treatment' is sometimes used for the measures themselves.
Source of risk	Source of potential harm.
Stakeholders	Those people and organisations who may affect, be affected by, or perceive themselves to be affected by a decision, activity or risk.
Susceptibility	The potential to be affected by loss.
Tolerable Risk	A risk within a range that society can live with so as to secure certain net benefits. It is the range of risk regarded as non-negligible and needing to be kept under review and reduced further if possible.
Treatment	An existing process, policy, device, practice or other action that acts to minimise negative risk or enhance positive opportunities. The word control may also be applied to a process designed to provide reasonable assurance regarding the achievement of objectives.
Treatment (adequacy) assessment	Systematic review of processes to ensure that controls are still effective and appropriate.
Vulnerability	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.
Vulnerable people (DHS definition)	Those living in high bushfire risk areas and who are unable to make an independent decision, including due to cognitive impairment; physically dependant and totally reliant on in home personal care and support; and people who live alone and are geographically and socially isolated with no co-resident carer or family.

Attachment 14 Document Control**Versions**

Version	Release Date	Author	Changes
00	May 2012	MFPO	Document released to MFMP for review
01	October 2011	MFPO	Changes to VFRR data
02	May 2012	MFPO	Document released to MFMP for review
03	June 2012	MFPO	Some feedback supplied by stakeholders and plan amended to reflect changes
04	June 2012	MFMP sub group	<p>Date on front cover altered 2012 – 2015</p> <p>Pge 9 delete 'in 2013'</p> <p>Planning process pge 10 change MFPPC to MFMP</p> <p>SECTION 3</p> <p>Section 3 delete after Breamlea '(part)</p> <p>Pge 12 include new suburbs 'Armstrong Creek, Charlemont'</p> <p>Pge 12 alter average temperatures to reflect current averages.</p> <p>Pge 13 insert capitals for Fire Management Planning.</p> <p>Pge 17 Lone Person Households inserted (see following table) and replaced 'in a' with 'within the'</p> <p>Pge 20 inserted 'Question for MFMP is how will this occur?'</p> <p>Pge 20 Owning/Renting replaced 'if so what' with 'determine what'</p> <p>Pge 20 deleted 'questions may need to be asked around'</p> <p>Pge 21 inserted 'Socio-Economic Index for Areas (SEIFA) of Disadvantage' deleted 'SEIFA index of disadvantage'</p> <p>Pge 21 inserted (Refer attachment 10 for more information on SEIFA Index)\</p> <p>Pge 22 last sentence deleted 'a', inserted 'local' inserted '(including fire behaviour)' deleted 'and how fire may act or indeed' inserted 'let alone'</p> <p>Pge 23 Built environment replaced 'manned' with 'staffed', inserted 'of', deleted words 'other classes of'</p> <p>Pge 23 Hoarding inserted 'Section' deleted 'of the Act'</p> <p>Pge 24 Hoarding replaced 'attached' with 'attachment'</p> <p>replaced 'at present approximately 5' with 'a number of'</p> <p>Pge 25 Hoarding inserted new last paragraph</p> <p>Pge 25 Hazmat italicised 2 quotes, replaced 'not in' with 'outside' deleted 'at play here'</p> <p>Pge 26 Hazmat inserted '(MHFs)', replaced 'which house' with 'who store' replaced 'on' with 'via', amended 3 spelling mistakes.</p> <p>Pge 27 relocated section on Vulnerable people to follow Hoarding on pge 25</p> <p>Pge 27 inserted sentence at bottom of table 'Clause 52.10'</p> <p>Pge 27 Section on Water standpipes moved to Section 5 (5.9)</p> <p>Pge 28 Fire History inserted 'Fire and incident reporting system (FIRS)', inserted word 'Country' replaced 'not yet' with 'only', inserted 'in GIS format'. Replaced '8' with 'Eight', replaced 'stats' with 'statistics'</p> <p>Included some fire history relating to bushfire.</p> <p>SECTION 4</p> <p>Pge 32 Relaced current regional objectives with new BSWRSFMPC objectives.</p> <p>Pge 32 inserted some new objectives/outcomes</p> <p>SECTION 5</p> <p>Pge 36 replaced 'r' with 'R' in heading.</p> <p>Pge 37 deleted words 'which' 'are'. Replaced 'annually are'</p>

			<p>with 'are', replaced 'variability's' with 'variables' deleted word ' heading', inserted 'or'</p> <p>Pge 37 inserted section on 'Local laws & permit to burn'</p> <p>Pge 37 changed heading 'Total fire prevention notices issued 2011/2012' to 'Inspection of private properties and issue of notices/</p> <p>Inserted sentence around inspection of area.</p> <p>Table moved to attachments</p> <p>Pge 38 deleted 'Maintenance and t', deleted words 'new fan'. Inserted 'during the FDP', deleted 'The CFA is currently in discussion with Vicroads regarding the height of the sign installed on the Bellarine highway'</p> <p>Inserted word 'changeable'</p> <p>Pge 39 Fire Plugs inserted 'The CFA will use any fire plug for fire fighting purposes' replaced 'SOP' with 'Standard Operating Procedure' replaced 'order' with 'require'</p> <p>Inserted 'marker' and replaced 'cats eyes' with 'reflectors' inserted word 'when', replaced 'and delays' with 'Delays'</p> <p>Pge 39 Static Water Supplies replaced 'major bushfire event' with 'fire fighting capacity at any time'</p> <p>Pge 40 inserted section on Water Stand Pipes</p> <p>Pge 40 replaced 'Shire' with 'Municipality'</p> <p>Pge 42 replaced '8' with '1.2', replaced 'state' with 'State'</p> <p>Pge 42 replaced 'wildfire' with 'bushfire' deleted 'the'</p> <p>Pge 43 Bushfire Prone Area inserted 'the Department of Planning and Community Development'</p> <p>Pge 43 Inserted section on Roadside Vegetation Envelopes</p> <p>Pge 44 Cross Boundary Arrangements inserted 'City Council' after Wyndham.</p> <p>Pge 44 replaced 'house' with 'eg structural' and 'hazchem' with 'chemical'</p> <p>Pge 60 Attachment 1.2 inserted 'and Other Significant' in title</p> <p>Inserted heading on top of table 'Major Hazard Facilities'</p> <p>Pge 61 Attachment 2 replaced 'neighbourhood safer places' with 'Places of Last Resort'</p> <p>Pge 69 attachment 2.1 deleted programs 24,25,26,27, 28.</p> <p>Pge 70 program 31 & 34 deleted</p> <p>Pge 71 program 41 deleted</p> <p>Pge 72 program 50,51, 54,55, 58 deleted</p> <p>Pge 73 program 59,60,63,64,66,67,68,69 deleted</p> <p>Pge 75 program 81,82,83 deleted</p> <p>Pge 76 program 85,86,87,88, 90</p> <p>Pge 77 program 92 deleted</p> <p>Pge 79 program 112 deleted & all programs re numbered</p> <p>Pge 86 attachment 3.1 deleted 5 paragraphs of text</p> <p>Pge 91 attachment 5.3 relaced 'South' with 'East' in title</p> <p>Pge 104 attachment 6 insert 'Rob Bromley', delete 'Bellarine Fire Brigades' replace with 'CFA'</p>

Amendment Authorisations

Name	Position	Signature	Date
Kevin Garde	MERO		

Acronyms

BSW	Barwon South West
BOQ	Borough of Queenscliffe
CFA	Country Fire Authority
COGG	City of Greater Geelong
IAP2	International Association of Public Participation
IFMP	Integrated Fire Management Planning
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MFMC	Municipal Fire Management Consultative Committee
MFMP	Municipal Fire Management Plan
MFMPCC	Municipal Fire Management Planning Committee
MFPC	Municipal Fire Prevention Committee
MFPO	Municipal Fire Prevention Officer
MFPP	Municipal Fire Prevention Plan
MWG	Municipal Working Group
NSP	Neighbourhood Safer Place
PPRR	Preparation, Prevention, Response, Recovery
RSFMP	Regional Strategic Fire Management Planning Committee
FMPC	State Fire Management Planning Committee
TPP	Township Protection Plan
VFRR	Victorian Fire Risk Register
WOM	Wildfire Management Overlay

Attachment 9 – Bibliography

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