

# Minutes

## Special Meeting of Council

Tallangatta Council Office

Tuesday 17 July 2018

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<b>MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD AT TOWONG SHIRE COUNCIL, TALLANGATTA OFFICE ON 17 JULY 2018 COMMENCING AT 1.00PM.</b>
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**Commonly used acronyms**

ABBREVIATION	TITLE
Council Officers	
CAE	Civil Asset Engineer
CEO	Chief Executive Officer
DCCS	Director Community and Corporate Services
DTS	Director Technical Services
EA	Executive Assistant
MCorp	Manager Corporate Services
MCS	Manager Community Services
MED	Manager Economic Development
MF	Manager Finance
Government/Organisation	
ACSUM	Alliance of Councils and Shires of the Upper Murray
CHS	Corryong Health Service (formerly Upper Murray Health and Community Services)
DEDJTR	Department of Economic Development, Jobs, Transport and Resources
DELWP	Department of Environment, Land, Water and Planning
GMW	Goulburn Murray Water
HRGLN	Hume Region Local Government Network
MAV	Municipal Association of Victoria
NECMA	North East Catchment Management Authority
NEW	North East Water
NEWRRG	North East Waste and Resource Recovery Group
RCV	Rural Councils Victoria
RDA	Regional Development Australia
RDV	Regional Development Victoria
THS	Tallangatta Health Service

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The Mayor opened the meeting at 1.00pm.

## **1 Opening Prayer**

"Almighty God, we ask that you be present at this meeting to assist us in our service to the Community through Local Government.

We pray that our decisions will be wise and taken with goodwill and clear conscience.

Amen."

## **2 Councillor and Officer presence at the meeting**

**Present:** Crs Scales, Wortmann, Star, Tolsher and Whitehead

<b>In Attendance:</b>	<b>Title:</b>
Ms J Phelps	Chief Executive Officer
Ms J Shannon	Director Community and Corporate Services
Mr J Heritage	Director Technical Services

## **3 Apologies and granting of leave of absence**

Nil.

## **4 Declaration of pecuniary interest and/or conflict**

For the purpose of this section, Councillors must disclose the nature of the conflict of interest in accordance with s79 (2) of the Local Government Act.

Nil.

## **5 Community wellbeing**

### **5.1 Municipal Emergency Management Plan (07/01/0008-DCCS)**

#### **Disclosure of Interests (S.80C):**

This report was prepared by Ms Vicki Pitcher, Manager Corporate Services.

At the time of preparation of the report the officer did not have a direct or indirect interest in any matter to which the report or advice relates.

#### **Background/History:**

The Emergency Management Act 1986 requires Council to prepare and maintain a Municipal Emergency Management Plan (s20). The Act also requires Council to establish a Municipal Emergency Management Planning Committee to prepare a draft Municipal Emergency Management Plan (MEMP) for Council consideration (s21).

Over the past twelve months the Towong Shire Municipal Emergency Management Planning Committee (MEMP Committee) has reviewed and updated the Towong Shire MEMP to ensure it is consistent with State and Regional response and recovery plans and to ensure it meets local needs and requirements.

The MEMP Committee met on 2 May 2018 to consider the final draft of the updated MEMP, and at that meeting agreed to recommend the plan to Council for adoption.

Council endorsed the proposed MEMP at the Council meeting held on 5 June 2018. The proposed MEMP was released on public exhibition in accordance with section 223 of the Local Government Act 1989. The 28-day submission period has now closed and no submissions were received.

With no submissions being received, the proposed Municipal Emergency Management Plan, as released for public exhibition and attached at [Appendix 1](#), is recommended for adoption.

The Towong Shire MEMP is scheduled for audit on 8 August 2018 in accordance with section 21A of the Emergency Management Act 1986 (which requires that at least once every three (3) years an audit is undertaken by the Victorian State Emergency Service).

**Impact on Council Policy:**

The MEMP is consistent with the Council Plan 2017 – 2021 and Council policies.

**State Government Policy Impacts:**

The MEMP has been updated to align with the State Emergency Management framework provided in the Emergency Management Manual Victoria and is consistent with relevant State and Regional plans.

**Budget Impact:**

Significant Council staff time has been utilised in preparation of the MEMP, including attendance at a number of regional forums and workshops.

The resources required to fulfil Council's responsibilities in an emergency would be dependent upon the nature and scale of the emergency and therefore unable to be quantified.

**Risk Assessment:**

This MEMP has been prepared in accordance with Council's legislative requirements, thereby minimising Council's compliance risks. Formal Council adoption of the MEMP is required to pass the audit. The MEMP has been updated with input from all key response, relief and recovery agencies, thereby reducing the risk of agencies not being prepared to respond appropriately in the event of a local emergency.

Each agency was represented at meetings of the Towong Shire Municipal Emergency Management Planning Committee where the MEMP was developed and considered. In doing so, each agency has considered its capacity to deliver on responsibilities contained within the MEMP. The limited resources of Council are acknowledged in the MEMP and options such as accessing support from other councils have been identified.

**Community Consultation/Responses:**

The MEMPC that developed the MEMP includes representatives from across the Shire including:

- Vic Police, CFA, SES, Ambulance Vic
- NE Water, Ausnet Services
- Red Cross, local health services, CERT
- DHHS, DELWP, Parks Vic
- Council

The draft MEMP has been on public exhibition for the required 28 days and no submissions were received.

**Discussion/Officers View:**

Following extensive community consultation the Towong Shire Municipal Emergency Management Plan is now ready for adoption.

**CR WORTMANN  
CR TOLSHER**

**THAT COUNCIL:**

- 1. NOTE THAT NO SUBMISSIONS WERE RECEIVED IN RELATION TO THE PROPOSED MUNICIPAL EMERGENCY MANAGEMENT PLAN PRIOR TO THE 4 JULY 2018 PUBLIC EXHIBITION DEADLINE;**
- 2. ADOPT THE MUNICIPAL EMERGENCY MANAGEMENT PLAN AS RECOMMENDED BY THE TOWONG SHIRE MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE; AND**
- 3. AUTHORISE THE CHIEF EXECUTIVE OFFICER TO SIGN THE MUNICIPAL EMERGENCY MANAGEMENT PLAN.**

**CARRIED**

There being no further business the meeting was closed at 1.15pm.

Minutes confirmed this ..... day of ..... 2018.

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**Mayor**