



# MUNICIPAL FIRE MANAGEMENT PLAN 2023-26

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### Acknowledgement of Country

Wyndham City Council recognises Aboriginal and Torres Strait Islander peoples as the first Peoples of Australia. We acknowledge the Bunurong and Wadawurrung Peoples as Traditional Owners of the lands on which Wyndham City operates. The Wadawurrung and Bunurong Peoples have and always will belong to the Werribee Yalook (river), creeks, stars, hills and red clay of this Country. We pay respect to their Ancestors and Elders who always have, and always will, care for Country and community today and for future generations.

### Acknowledgements

The Municipal Fire Management Planning Committee acknowledges the member agencies and individuals for their work and commitment in developing this plan, along with the use of the photographs in this publication.

### Approval

The Municipal Fire Management Plan has been prepared by the Municipal Fire Management Planning Committee and was assured by the Municipal Emergency Management Planning Committee on the XXX and approved by the Regional Emergency Management Committee on the XXX

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## FOREWORD

This Municipal Fire Management Plan (MFMP) has been developed under legislation introduced in Victoria in 2018 to provide greater cohesion through integrated arrangements for emergency management planning in Victoria at the state, regional and municipal levels.

It is a sub-plan to the Municipal Emergency Management Plan (MEMP).

Through the development of the Plan, the Fire Management Planning Committee (the Committee) undertook a process to explore the fire-related challenges, risks and opportunities within the municipality in order to apply a coordinated approach to managing these risks.

The primary objective of municipal fire management planning is the protection of life and property. It is a coordinated approach by a range of stakeholders to discuss, plan and manage fire in the community by adhering to a key tenet of emergency planning — Prevention, Preparedness, Response and Recovery. Stakeholders contribute knowledge, experience, resources and capability with the aim to achieve measurable fire management outcomes through agreed and achievable risk treatments.

This Municipal Fire Management Plan takes an integrated approach across agencies and partners to the identification and management of fire risks within the municipality. It recognises the shared responsibility between government, agencies, businesses and community in reducing those risks.

The Committee has established the Plan with a number of focused themes outlined here:

- Fire Risks
- Prevention and Guidance
- Community Engagement

The experience and knowledge of the Committee members and partner agencies has been integral in confirming the focus of the strategies and the actions to be undertaken.

The Plan will be monitored, and identification of improved treatments or activities will be a key deliverable in achieving the objectives in the Plan.

## COMMITTEE ACKNOWLEDGEMENTS

The Municipal Fire Management Planning Committee acknowledges the contributions of the following agencies and organisations:

- Wyndham City Council
- Country Fire Authority
- Fire Rescue Victoria
- Victoria State Emergency Service
- Department of Energy, Environment & Climate Action
- Victoria Police
- Department of Transport and Planning (VicRoads)
- Melbourne Water
- Department of Families, Fairness & Housing

## AUTHORISATION AND ENDORSEMENT

This edition of the Wyndham Municipal Fire Management Plan was endorsed by the Municipal Fire Management Planning Committee in June 2023. Organisations include:

- Wyndham City Council
- Country Fire Authority
- Fire Rescue Victoria
- Victoria State Emergency Service
- Department of Energy, Environment & Climate Action
- Victoria Police
- Department of Transport and Planning (VicRoads)
- Melbourne Water
- Department of Families, Fairness & Housing

### Signature



**Alan Leach**  
**Municipal Fire Prevention Officer**  
**Chair Fire Management Planning Committee**

## TERMINOLOGY USED IN THIS PLAN

**Asset(s):** Anything valued by people which include houses, crops, heritage buildings and places, infrastructure, the environment, businesses and forests that may be at risk from Bushfire.

**Bushfire:** An unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires.

**Bushfire Risk:** The chance of a Bushfire igniting, spreading and causing damage to the community or the assets they value.

**Consequence:** Outcome or impact of a Bushfire event.

**Fire Danger Index (FDI):** FDI is related to the chances of a fire starting, its rate of spread, intensity and difficulty of suppression, according to various combinations of air temperature, relative humidity, wind speed and both the long-term and short-term drought effects. The index is divided into five danger ratings (Low, Moderate, High, Very High, Extreme) representing the degree of difficulty of suppression. An index of one means that a fire will not burn or will burn so slowly that control presents little difficulty. An index of 100 means that fires will burn so fast and hot that control is virtually impossible.

**Fire Danger Period:** CFA declares Fire Danger Periods municipality by municipality at the onset of warmer weather. These restrictions are in place until revoked or varied.

**Likelihood:** The chance of a Bushfire igniting and spreading.

**Mitigation:** The elimination or reduction of the frequency, magnitude or severity of exposure to risks and minimisation of the potential impact of a threat.

**Recovery:** The coordinated process of supporting emergency affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.

**Risk:** The exposure to the possibility of such things as economic or financial loss or gain, physical damage, injury or delay, as a consequence or pursuing a particular course of action. The concept of risk has two elements, i.e. the likelihood of something happening and the consequence if it happens (AS/NZ ISO31000).

**Risk Analysis:** A systematic use of available information to determine how often specific events may occur and the magnitude of their likely consequences.

**Risk Assessment:** The overall process of risk identification, risk analysis and risk evaluation.

**Risk Identification:** The process of determining what, where, when, why and how something could happen.

**Risk Treatment:** The process of selection and implementation of measures to modify risk.

**Victorian Fire Risk Register (VFRR-B):** A systematic process that identifies assets at risk from Bushfire, assesses the level of risk to the asset and highlights the current range of risk mitigation treatments in place. The process enables risk identification and gap analysis.

## ACRONYMS USED IN THIS PLAN

<b>CFA</b>	Country Fire Authority
<b>DEECA</b>	Department of Energy, Environment & Climate Action
<b>EMV</b>	Emergency Management Victoria
<b>ES Act</b>	Electrical Safety Act 1998 (VIC)
<b>ESV</b>	Energy Safe Victoria
<b>FDI</b>	Fire Danger Index
<b>FDP</b>	Fire Danger Period
<b>FRV</b>	Fire Rescue Victoria
<b>HAZMAT</b>	Hazardous Materials
<b>IAP2</b>	International Association for Public Participation
<b>IFMP</b>	Integrated Fire Management Plan
<b>MEMP</b>	Municipal Emergency Management Plan
<b>MFMP</b>	Municipal Fire Management Plan
<b>MFMPC</b>	Municipal Fire Management Planning Committee
<b>MFPP</b>	Municipal Fire Prevention Plan
<b>RSFMPC</b>	Regional Strategic Fire Management Planning Committee
<b>SFMP</b>	State Fire Management Planning Committee
<b>V-BERAP</b>	Victorian Built Environment Risk Assessment Process
<b>VFRR-B</b>	Victorian Fire Risk Register

## INTRODUCTION

**What is integrated Fire Management Planning?** Victoria has a long history of community, government and organisations working together in preventing, preparing for and responding to the threat of fire and recovery from the impact of fire. Recent challenges such as the decade of dry conditions, population growth in urban-interface areas and the impact of fire events has prompted the need for increased coordination and cooperation to secure fire safety across Victoria.

In response to these challenges the Victorian Government established the Integrated Fire Management Planning Framework ('IFMP') for Victoria.

IFMP is an all-agency planning approach to managing the fire risk across the State of Victoria, with planning occurring at three levels—State, Regional and Municipal. Wyndham is a member of the Northern and Western Metropolitan Regional Strategic Fire Management Planning Committee ('NWM RSFMPC') — one of eight regional committees operating across Victoria.

At state level, the *State Fire Management Strategy* provides the guidance for a combined and organised effort in lowering the risk of fire through cooperative principles in the State of Victoria.

Regionally, the *Northern and Western Metropolitan Regional Strategic Fire Management Plan* provides the risk management requirements and quantifies the need for planning at municipal level.

At a municipal level, The MFMP is the only true action plan, of which the combined outputs of individual agencies and stakeholders provides a decrease in fire threat levels and ensures safer communities through a cooperative effort.

The MFMP is risk-based and has been developed using the 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*.

### This Plan

The Municipal Fire Management Plan is prepared and maintained as a sub-plan to the Municipal Emergency Management Plan to ensure that the linkages across fire prevention, preparedness, response and recovery programs are consistent and holistic.

This plan has been developed in line with the:

- Emergency Management Act 2013 which provides the authority under which Municipal Emergency Management Planning Committees (MEMPC) operate
- Ministerial Guidelines for Preparing State, Regional and Municipal Emergency Management Plans
- State Fire Management Planning Guidance to Regional and Municipal Fire Management Planning Committees.

This plan is risk informed, having regard for the social, economic, built and natural environment aspects of fire, and functions as a guide for participants involved in fire management planning activities. The Plan also contains appropriate reference to other applications of fire, including ecological and cultural.

This Plan does not intend to override or contradict local government or individual agency plans, or legislated responsibilities of any individual agency. It is designed to complement and enhance planning undertaken at a Regional and State level within emergency management arrangements.

The period of this Plan is 3 years.



## THEMES, GOALS AND ACTIONS

Through the planning process the Fire Management Planning Committee has established a number of focused themes:

- Fire Risks
- Prevention and Resilience
- Community Engagement

Under each theme sits an overarching goal and several high-level actions.

These actions are further explored in the Fire Management Committee's Fire Management Action Plan which is maintained and updated regularly.



## MUNICIPAL FIRE MANAGEMENT PLAN VISION, PURPOSE AND PRINCIPLES

**Vision**  
A safer and prepared community.

**Purpose of the Plan**  
The purpose of the Wyndham MFMP is to address potential fire threats on both public and private land across the prevention, preparedness spectrum. The Plan will be reviewed and updated each year to incorporate any new strategies, programs and tools developed by the State Fire Management Planning Committee (SFMP) and Regional Strategic Fire Management Planning Committee (RSFMPC) — and to ensure it meets stakeholder and community needs and expectations.

- Principles**  
The principles of the Municipal Fire Management Planning Committee are:
- **Communication** between local agencies in developing and implementing a safer Wyndham City.
  - **Accountability** in the review of this plan and monitoring community safety.
  - **Community focus** that provides support and knowledge across the municipality in how to stay safe during an emergency situation: house fire, grassfire, high rise building fire and evacuation.

**FIRE RISK**



**Goal:**

Outline the potential fire risks and consequences within the municipality, to ensure effectiveness of the Committee agencies in minimising the risks to the community.



**Challenge/Opportunity:**

Wyndham City is one of the fastest growing municipalities, therefore, it is important that potential fire risk areas and buildings are identified and a common action plan across agencies is agreed upon.



**Actions:**

1. Increase the understanding of fire risk by reviewing and identifying high risk areas and buildings.
2. Together with the committee agencies, outline an action plan for each fire risk area/building. Form a strong understanding of the role of each agency and the community in all phases of an emergency.
3. With local community support, explore the understanding of a fire risk area, and how the community can use the acquired knowledge to keep themselves and their families safe.

**PREVENTION AND RESILIENCE**



**Goal:**

Outline at-risk areas and put in place prevention plans, to strengthen the resilience of the community.



**Challenge/Opportunity:**

With a considerable amount of Wyndham City still under development, planning and outlining prevention measures is of utmost importance to the Committee. Identifying relevant at-risk areas and buildings to ensure minimal risk to the municipality, along with assessing the resilience of the community’s surrounding areas, is an ongoing challenge.



**Actions:**

1. Outline prevention measures of at-risk zones, and monitor growth areas regularly.
2. Assist the community with coordination of fire mitigation actions.
3. Develop exercises to strengthen community preparedness.

**COMMUNITY ENGAGEMENT**



**Goal:**

Educate the Wyndham community in effective fire prevention and preparedness strategies in order to be fire ready.



**Challenge/Opportunity:**

The Wyndham City municipality is made up of many cultural and linguistically diverse communities. The Committee is determined to ensure Wyndham City is fire safe and fire ready. The Committee has access to a range of experts who can provide knowledge and support to the wider public. This support will allow for Wyndham City residents to have knowledge and resilience when faced with a fire emergency.



**Actions:**

1. Conduct regular Committee meetings, enabling agencies to share knowledge and help build awareness of fire threats.
2. Establish education programs for the local community, including information sessions that committee agencies can attend to actively share expert knowledge.





# PART 1

## CONTEXT AND FIRE RISK

### RECENT TRENDS AND FIRE RISK

The Wyndham Municipal Fire Management Planning Committee, through the Victorian Fire Risk Register, have identified three risk environments that are of the highest priority in the municipal area and therefore require risk treatments.

#### Human Settlement

Definition	Human Settlement assets include short and long term residential structures and related assets.
Objective	Raise community awareness of fire safety and hazards in and around the built environment. Reduce the risk of fire impacting the built environment.

#### Economic

Definition	Economic assets are those that are used for running a business and/or providing a service, including for primary production. Economic assets include: Agriculture, Commercial/Industrial, Educational, Infrastructure, Tourist and Recreational, Mines, and Commercial Forests.
Objective	Raise community awareness of fire safety and hazards in and around the built environment. Reduce the risk of fire impacting the built environment. Consider the consequences of the event and subsequent recovery with respect to returning to normal day to day activities.

#### Cultural Heritage

Definition	Cultural heritage assets are defined as Aboriginal or non-Indigenous heritage. Cultural heritage assets that are included in the MFMP are those that may potentially be impacted by fire.
Objective	Engage with the relevant stakeholders regarding minimising the risk to areas of cultural heritage. Reduce the risk of fire and fire management actions on known cultural heritage assets.

In the Wyndham Municipal Fire Management Plan, bush and grassfire risk has been assessed using the Victorian Fire Risk Register (see *Appendices*).



## AGENCY RISK MANAGEMENT

At an agency level, risk treatments already exist through the Victorian Planning Scheme, Building Regulations and the Building Code of Australia (BCA). In addition, every fire and land agency has had in place for many years various fire management strategies to treat fire risk, including but not limited to:

- Hazard Reduction e.g. DEECA/FFMV planned burn program, multi-agency slashing programs
- Ignition Management e.g. Electricity Safety (Electric Line Clearance) Regulations 2015
- Community Education e.g. CFA Fire Ready Victoria meetings, FRV Community education programs for diverse groups
- Preparedness e.g. Community events and engagement
- Property planning e.g. Private rural property inspections, planning and building legislation
- VFRR-B – Victorian Fire Risk Register- Bushfire
- V-BERAP – Victorian Built Environment Risk Assessment Process

## RESIDENTIAL FIRE RISKS

The fire agencies and Council work closely together providing education and community awareness around home fire safety.

### CFA Data

Year	2022	2021	2020
Total incidents of all types	2292	2067	2287
Structure Fires	107	92	96
Hazmat incidents	92	87	118
Grass & Scrub Fires	32	37	75

*Note: Some of Wyndham Municipality is managed by FRV, therefore data above is incomplete.*

## OUR COMMUNITY

The City of Wyndham is located on the western edge of Melbourne, between the metropolitan area and Geelong. Wyndham covers an area of 542 km<sup>2</sup> and features 27.4 km of coastline bordering Port Phillip to the east. As a meeting place for people of the Kulin nations, Wyndham City has an extremely rich and diverse Aboriginal cultural heritage.

The City of Wyndham population forecast for 2023 is 322,226 and is forecasted to grow to over 500,000 people by 2041<sup>[1]</sup>. As one of the fastest growing municipalities in Australia, Wyndham is characterised by its strategically placed location with excellent logistic connections to air and seaports. The city also offers intensive agriculture at Werribee South, major retail precincts and the Werribee Park tourism precinct - one of the largest and most frequently visited tourism destinations in metropolitan Melbourne.

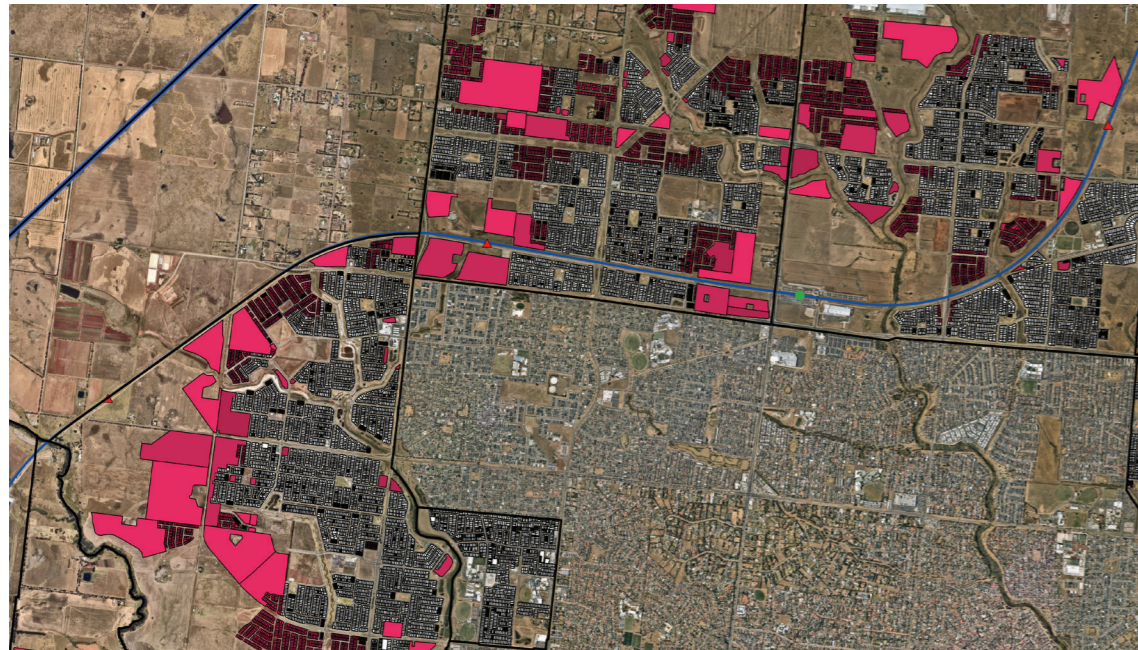
Sustained population growth places significant pressure on Wyndham's liveability. Important elements of liveability include strong communities, good planning and urban design, community infrastructure, accessible and efficient transport and a healthy environment. Council is vigilant in striving to match its actions to meet the changing needs of the community to maintain that liveability. The two maps below show the expected residential growth within Wyndham over the coming years.

As one of the fastest growing municipalities Australia-wide (10-year Average Growth, 5.7%), Wyndham is experiencing growth across all age groups. The largest age group is 35 to 49 years, with a population of over 57,500 people in 2021. Between 2021 and 2026, it is forecasted Wyndham City will see an 18% increase in population under the working age, a 39.9% increase in population of retirement age, and a 19.9% increase in population of working age<sup>[2]</sup>.

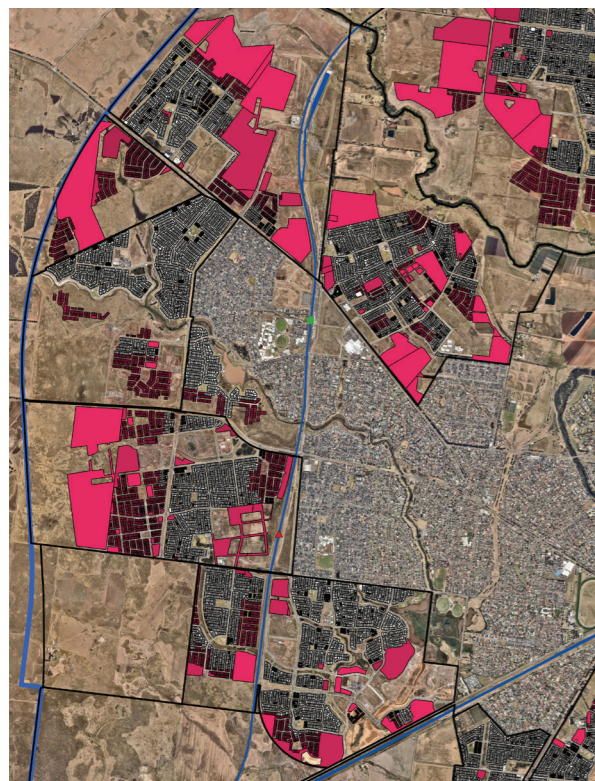
It is understood that the broader community cannot solely rely on emergency services to protect it from fires and emergencies. A commitment from the community is required in preparedness, planning and community resilience.

[1] According to forecasts available at <https://forecast.id.com.au/wyndham>

[2] According to forecasts available at <https://forecast.id.com.au/wyndham/population-age-structure>



Forecast of Residential Growth – Wyndham North – Rollout Year 5-10



Forecast of Residential Growth – Wyndham West – Rollout Year 5-10

Further information with regards to Wyndham's growth & population make-up can be found at [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au), within the profiling Wyndham Demographics section.

Population can be found within the MEMP.

## FIRE IN THE MUNICIPALITY

Ash Wednesday on **16 February 1983** was one of the most significant fire events in Victoria, with 180 fires attended by CFA that day, of which 8 developed to major proportions. Aggregated, those eight fires covered 174,900 hectares, with the loss of 2,000 houses, 27,000 sheep and cattle, 1,036,550 bales of fodder and 8,900 kilometres of fencing. Where the fires burned through native forest, hardwood timber assets and water catchments were adversely affected. The fires claimed the lives of 44 people, twelve of whom were CFA firefighters.

The most serious and costly wildfires – in terms of life and property loss – to occur in recent Victorian history were the Black Saturday Fires on **7th February 2009**. The Black Saturday bushfires were a series of bushfires that ignited or were burning across the Australian state of Victoria on and around Saturday 7th February, and were one of Australia's all-time worst bushfire disasters. The fires occurred during extreme bushfire-weather conditions and resulted in Australia's highest ever loss of life from a bushfire- 173 people died and 414 were injured as a result of the fires. As many as 400 individual fires were recorded on 7th February.

Several of the Black Saturday and Ash Wednesday fires occurred in fuel types, terrain and under extreme fire weather conditions that produced fire behaviour which at the height of the fires was beyond the capability of the firefighting agencies to control. Though the terrain and forest fuel types that predominated Ash Wednesday and Black Saturday is lacking in Wyndham, the extensive- and in places virtually inaccessible to wheeled firefighting vehicles- areas of Wyndham have a history of large fast-moving fires, which have the potential to cause loss of life and property. All that is required to produce severe fire behaviour is hot, dry and windy weather conditions typical of summer each year, and a source of ignition.

The fire that occurred on **7th December 2018** in Little River, located within the Wyndham municipality, was ignited by a mechanical fault sparking in three places along Kirks Bridge Road, Little River. Northerly winds created a fast-moving grass fire which burned through 1,260 Ha of cropped and rural land. 50 Appliances were deployed including 7 aircraft. Brigades from district 7, 14 and surrounds were in attendance over three days.

**2019-2020 Black Summer** fires – Although Wyndham was not directly impacted by the fire spread, along with other agencies, Wyndham provided assistance to the affected municipalities.

**2022-2023** several interface fires (Westmeadows Lane, Leakes Road) occurred affecting the local communities. While no major damage occurred, the community was impacted through evacuations and multiple road closures and subsequent traffic diversions.

## INSIGHTS INTO WYNDHAM CITY'S MAJOR FIRE RISKS

Wyndham City is one of the fastest growing municipalities Australia-wide. The interface between rural and residential areas can pose a significant risk. The risks described below have been identified by the Committee.

Human	Grassfire
<b>Description</b>	<p>Grassfire is assessed as a significant risk in Victoria's State-level emergency risk assessment, Emergency Risks in Victoria, published in 2020.</p> <p>Grassfire can start for many reasons, including:</p> <ul style="list-style-type: none"> <li>• Accidents such as mishandled campfires or barbecues</li> <li>• Malicious activity such as arson</li> <li>• Infrastructure incidents such as sparks from electricity lines or rail transport</li> <li>• Natural phenomena such as lightning</li> </ul> <p>Hot, dry and windy weather are ideal conditions for bushfires to start and spread.</p>
<b>Consequences</b>	<p>Consequences of grassfires are also potentially significant and varied including:</p> <ul style="list-style-type: none"> <li>• Human (loss of life, serious injury, respiratory impacts)</li> <li>• Environmental impacts (loss of vegetation, biodiversity, cultural values)</li> <li>• Built form (damage to onsite and neighbouring property and infrastructure)</li> <li>• Economic (business interruptions, loss of tourism, assets and livestock)</li> </ul>
<b>Relevant agencies</b>	<ul style="list-style-type: none"> <li>• Fire Rescue Victoria (FRV)</li> <li>• Department of Energy, Environment, and Climate Action (DEECA)</li> <li>• Forest Fire Management Victoria (FFMV)</li> <li>• Country Fire Authority (CFA)</li> <li>• Victoria Police (Vic Pol)</li> <li>• Local Government</li> <li>• Rail authorities (VLine)</li> </ul>
<b>What is being done</b>	<p>Bushfire/grassland mitigation strategies, controls and assessments include:</p> <ul style="list-style-type: none"> <li>• Bushfire Management Strategy 2020</li> <li>• <a href="#">Victorian Fire Risk Register</a></li> <li>• Land use planning controls: <ul style="list-style-type: none"> <li>– <a href="#">Bushfire Management Overlay</a></li> <li>– <a href="#">Bushfire Risk Engagement Areas</a></li> </ul> </li> </ul> <p>Programs and plans include:</p> <ul style="list-style-type: none"> <li>• Community Safety Education programs (FRV and CFA)</li> <li>• Fuel management projects- Joint Management Plans</li> <li>• Roadside fuel management</li> <li>• Safer Together Programs</li> <li>• Total Fire Ban and Fire Danger Period requirements</li> <li>• Agency operational plans including local CFA plans</li> <li>• Joint Standard Operation Procedures (JSOP)</li> <li>• Advertising campaigns</li> </ul>

Human	Grassfire
<b>What community members can do</b>	<p>A well thought out bushfire survival plan can help if you live or holiday in high-risk bushfire areas of Victoria.</p> <p>Know what to do if a fire starts.</p> <ul style="list-style-type: none"> <li>• Monitor conditions outside. Make sure you're connected to all emergency information sources</li> <li>• Follow all directions from emergency services</li> <li>• Act early, even if you haven't received a warning. Plan to leave high risk areas early on high fire danger days</li> </ul> <p>Further information on how to prepare for bushfires <a href="http://www.cfa.vic.gov.au">www.cfa.vic.gov.au</a></p> <p><a href="#">Two Streets Back</a></p> <p><a href="#">Fire Prevention and Risk Management</a></p> <p><a href="#">Bushfire Plan</a></p> <p><a href="#">Clearing Trees and Vegetation</a></p>
<b>Human</b>	<b>Structural Fires</b>
<b>Description</b>	<p>The municipality has a range of high-density residential buildings including high-rise buildings, aged care facilities and apartment complexes.</p> <p>On average there are 3,000 house fires each year in Victoria, and a majority of these are preventable.</p> <p>Common reasons for residential fires include:</p> <ul style="list-style-type: none"> <li>• Unattended cooking</li> <li>• Electrical faults</li> <li>• Improper use of electrical items including overloading power boards and/or leaving appliances on surfaces that can burn</li> <li>• Cigarettes, candles, incense, and oil burners left unattended</li> <li>• Storage of combustible materials</li> </ul>
<b>Consequences</b>	<p>Consequences of structural fires include:</p> <ul style="list-style-type: none"> <li>• Human (loss of life, serious injury, respiratory impacts)</li> <li>• Environmental impacts (loss of vegetation, biodiversity, cultural values)</li> <li>• Built form (damage to onsite and neighbouring property and infrastructure)</li> </ul>
<b>Relevant agencies</b>	<ul style="list-style-type: none"> <li>• Fire Rescue Victoria (FRV)</li> <li>• Country Fire Authority (CFA)</li> <li>• Victoria Police (Vic Pol)</li> <li>• Local Government</li> <li>• Department of Family, Fairness and Housing (DFFH)</li> <li>• Ambulance Victoria (AV)</li> </ul>

Human	Structural Fires
<b>What is being done</b>	<p>A number of strategies, controls and assessments currently exist:</p> <ul style="list-style-type: none"> <li>• Community education programs.</li> <li>• Multicultural programs.</li> <li>• Specific building fire plans.</li> <li>• Councils have responsibility under the Building Act 1993 for the enforcement of building safety.</li> <li>• Owners are responsible under Building Regulations 2018 to ensure that essential safety measures including exit doors and fire sprinklers are maintained.</li> <li>• Landlords are responsible for ensuring rental properties have smoke alarms.</li> </ul>
<b>What community members can do</b>	<ul style="list-style-type: none"> <li>• Have a working smoke alarm and test it regularly</li> <li>• Look out for fire hazards in the home</li> <li>• Have a home fire escape plan and practice it regularly</li> <li>• If a fire occurs in your home, get out, stay out and call Triple Zero (000)</li> <li>• Report residential hoarding to your local Council</li> <li>• Clean up around the property</li> <li>• Ensure children are educated on fire safety</li> </ul> <p><a href="#">Are You Ready?</a> <a href="#">Home Fire Safety Booklet</a></p>

Human	Hoarding and Squalor
<b>Description</b>	<p>People of all ages including children, may display hoarding behaviour or live in squalor. They can live in any type of housing, living situation or environment.</p> <p>Hoarding behaviour and squalid living environments do not reflect a person's financial means or their standing in the community:</p> <ul style="list-style-type: none"> <li>• Hoarding is a recognised behavioural mental health condition that can be diagnosed and treated.</li> <li>• Squalor describes a living environment.</li> <li>• Prolonged or extreme hoarding may lead to squalor.</li> </ul> <p>Hoarding behaviour and squalid living environments can affect many aspects of a person's life.</p>
<b>Consequences</b>	<p>Consequences of hoarding and squalor properties include:</p> <ul style="list-style-type: none"> <li>• Human (loss of life, serious injury, respiratory impacts)</li> <li>• Built form (damage to onsite and neighbouring property and infrastructure)</li> <li>• Increased risk of fire</li> <li>• Increased risk for emergency responders</li> </ul>

Human	Hoarding and Squalor
<b>Relevant agencies</b>	<ul style="list-style-type: none"> <li>• Fire Rescue Victoria (FRV)</li> <li>• Country Fire Authority (CFA)</li> <li>• Victoria Police (Vic Pol)</li> <li>• Local Government</li> <li>• Department of Family, Fairness and Housing (DFFH)</li> <li>• Ambulance Victoria (AV)</li> </ul>
<b>What is being done</b>	<p>Through the establishment of a hoarding and squalor working group, an online register is being introduced that identifies known hoarding locations and the current risk. The register will be a single point of reference for required agencies.</p>
<b>What community members can do</b>	<p>Community members can refer to Wyndham City Council and fire agencies for investigation, furthermore, see the following links as reference:</p> <p><a href="http://www.cfa.vic.gov.au/plan-prepare/fire-risks-of-hoarding">www.cfa.vic.gov.au/plan-prepare/fire-risks-of-hoarding</a> <a href="http://www.frv.vic.gov.au/hoarding-and-squalor">www.frv.vic.gov.au/hoarding-and-squalor</a></p>

Human	Waste and Recycling
<b>Description</b>	<p>Waste and Recycling facilities are located throughout the municipality. They are sites that hold waste and recycling material, such as, cardboard, plastic and tyres.</p> <p>The risk and consequence of the Waste and Recycling industry is high for the community. In the last few years, the number of incidents of fire and leaks from both the 'permitted' and illegal sites has increased. The lack of a market for the product overseas and nationally means that storage of materials, together with the associated risks and costs, will become a major issue in outer municipalities like Wyndham.</p>
<b>Consequences</b>	<p>Consequences of waste and recycling include:</p> <ul style="list-style-type: none"> <li>• Human (loss of life, serious injury, respiratory impacts)</li> <li>• Environmental impacts (air and water pollution)</li> <li>• Built form (damage to onsite and neighbouring property and infrastructure)</li> <li>• Increased risk to emergency responders</li> </ul>
<b>Relevant agencies</b>	<ul style="list-style-type: none"> <li>• Fire Rescue Victoria (FRV)</li> <li>• Country Fire Authority (CFA)</li> <li>• Victoria Police (Vic Pol)</li> <li>• Local Government</li> <li>• Ambulance Victoria (AV)</li> <li>• Environment Protection Authority (EPA)</li> </ul>

Human Waste and Recycling	
<b>What is being done</b>	<p>Work Safe Victoria and EPA have oversight using relevant legislation to licence, control and inspect the storage and processing of waste and hazardous materials. Council also has powers under both Building and Planning legislation. The Building Act, Regulations and Code have requirements for Fire systems and fire suppression. The Planning Scheme imposes controls and conditions on waste and recycling sites.</p> <p>Guidelines have been produced by FRV around bale storage and pile heights. The permitted sites will have fire suppression within the building and on the hard stand where the materials are stored. Those sites that are not operating within the permit/guideline system may not have adequate fire suppression systems.</p> <p>Working groups have been established in relation to areas of illegal chemical storage and waste hoarding.</p>
<b>What community members can do</b>	<p>Instances of suspected illegal waste storage can be reported to emergency services and EPA.</p>
Human Chemical Storage and Manufacture	
<b>Description</b>	<p>There are different levels of chemical storage throughout the Municipality. We have a large industrial complex in the north of the Municipality where we have four Major Hazard Facilities (MHF).</p>
<b>Consequences</b>	<p>Consequences of chemical storage and manufacture include:</p> <ul style="list-style-type: none"> <li>• Human (loss of life, serious injury, respiratory impacts)</li> <li>• Environmental impacts (air and water pollution)</li> <li>• Built form (damage to onsite and neighbouring property and infrastructure)</li> <li>• Economic consequences (road closures)</li> </ul>
<b>Relevant agencies</b>	<ul style="list-style-type: none"> <li>• Fire Rescue Victoria (FRV)</li> <li>• Country Fire Authority (CFA)</li> <li>• Victoria Police (Vic Pol)</li> <li>• Local Government</li> <li>• Ambulance Victoria (AV)</li> <li>• Work Safe</li> <li>• Environment Protection Authority (EPA)</li> </ul>
<b>What is being done</b>	<p>WorkSafe licenses the MHF and they operate under the license conditions. The substantial agricultural area to the south has complexities, with fertilizers, pesticides, fuels and other flammable substances. This is also regulated and inspected by Work Safe.</p> <p>Working groups have been established in relation to areas of illegal chemical storage and waste hoarding.</p>
<b>What community members can do</b>	<p>See below links for reference</p> <p><a href="#">Dangerous Goods- Safety Basics</a></p> <p><a href="#">Dangerous Goods- CFA</a></p>

Agency Guides: Wyndham City Council works alongside multiple support and emergency agencies, many have excellent guides to plan and prepare for fire emergencies within the municipality. Links in appendix 2.1.



# PART 2

## MUNICIPAL FIRE MANAGEMENT PLANNING

## FIRE MANAGEMENT PLANNING COMMITTEE (MFMP)

In 2018 the Emergency Management Legislation Amendment Act amended the Emergency Management Act 2013 (EM Act 2013) to provide greater cohesion through new integrated arrangements for emergency management planning in Victoria at the state, regional and municipal levels.

The principal focus of the amendments is on efficiency and effectiveness, interoperability and integration, the local needs of communities, promoting community resilience and the importance of collaborative emergency management planning.

Section 59 of the Emergency Management Act 2013 provides the authority under which Municipal Emergency Management Planning Committees (MEMPC) operate as a multi-agency collaboration whose members bring organisation, industry and personal expertise to the task of emergency management planning.

Under this legislation, Municipal Fire Management Planning Committees are sub-committees of the respective Municipal Emergency Management Planning Committee. The MFMP informs the MEMPC of emerging risks and changes in the municipality that may require attention.

Municipal Fire Management Planning Committee members work together to achieve a consistent, effective risk-based approach for fire management planning.

### Committee membership

- Wyndham City Council
- Country Fire Authority
- Fire Rescue Victoria
- Victoria State Emergency Service
- Department of Energy, Environment & Climate Action – Parks Victoria
- Victoria Police
- Department of Transport- VicRoads
- Melbourne Water
- Department of Families, Fairness & Housing
- Other members as required; including
  - Regional Rail Link
  - Vline

### The role of the Committee

The Committee's purpose, of which the development of a municipal fire management plan is part, is to provide a municipal-level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose with regard to fire management, and ensure that the plans of individual agencies are linked and complement each other.

The role of the Committee is to:

- plan for fire management in a manner that coordinates cooperative activities across agencies
- provide information and engage with the community on matters related to fire management planning and preparedness
- use the planning guide issued by the SFMPC, draft a MFMP for recommendations to the MEMPC and comments by the NWMRSFMPC, prior to consideration by the Council
- monitor, review and report on the delivery of the MFMP
- advocate to the NWMRSFMPC for municipal fire management needs
- work with the MEMPC to align planning activities
- share knowledge and create an environment of continuous improvement

### Community and Fire Planning

There is a limit to the capacity of agencies and our planning to effectively mitigate all risk. It is important that everyone who lives, works and visits the area considers the risks and works to build resilience at the individual, family, business, neighbourhood and community level, understanding that managing the risk of fire is a shared responsibility.

More resilient communities:

- Are mindful of the risks that may impact them and their vulnerabilities
- Use their abilities, experience and resources to prepare for, and manage, the consequences of emergencies; and
- Work together to support each other and emergency service organisations before, during and after emergencies

The Municipal Fire Management Committee and its member agencies have a role to play in supporting communities to build knowledge, capability, capacity and ultimately resilience. The more the Committee can guide the community to support each other in mitigating risks, preparing for, responding to and recovering from fires, the greater opportunity for a more resilient community.

Victoria's emergency management planning arrangements allow communities to undertake their own localised planning and connect their plans into Victoria's emergency management planning framework.

### Plan Development Process

A smaller, representative working group was formed to guide the development process of the Plan on behalf of the Committee.

As part of the development, the working group has reviewed and sought to align with existing legislation, frameworks and procedures including the:

- Guidelines for preparing State, Regional and Municipal Emergency Management Plans
- Guidance to Regional and Municipal Fire Management Planning Committees
- Victorian Preparedness Framework
- Community Resilience Framework for Emergency Management
- Australian Disaster Resilience Handbook Collection Emergency Management Planning
- Assurance Framework for Emergency Management
- National Emergency Risk Management Guidelines
- Community Emergency Risk Assessment (CERA)

### Risk Assessment Process

The Municipal Fire Management Committee undertook a process to understand the relevant fire risks within the municipality and current and available treatment options using the:

**Victorian Fire Risk Register (VFRR-B):** A systematic process that identifies assets at risk from Bushfire, assesses the level of risk to the asset and highlights the current range of risk mitigation treatments in place. The process enables risk identification and gap analysis.

**Community Emergency Response Assessment (CERA):** An approach that aims to understand the likely impacts of a range of emergency scenarios upon community assets, values and functions.

### Plan Assurance and Approval

Under the planning arrangements, the Municipal Emergency Management Planning Committee is responsible for assuring any of its sub-plans, of which this Plan is one.

This Plan has been prepared in accordance with the EM Act 2013 and State Fire Management Planning Guidance to Regional and Municipal Fire Management Planning Committees.

A Statement of Assurance (Appendix 1) has been prepared and submitted to the North West Metro Regional Emergency Management Planning Committee (REMPC) for plan approval. This Plan comes into effect when it is published and remains in effect until superseded by an approved and published update.

To ensure the Fire Management Plan provides for a current, integrated, coordinated and comprehensive approach to effective fire management planning, it is to be reviewed at least every three years.

## MONITORING, EVALUATION, AND REVIEW PROCESS

This Plan will be reviewed every three years to ensure it is current, integrated, coordinated and comprehensive.

The Action Plan will be periodically updated to reflect the current status of identified risks as well as to reflect emerging risks and any strategies required to address them.

As well as having a standing agenda item at municipal fire management planning meetings, the Committee will periodically report to the Municipal Emergency Management Planning Committee on the Actions, and the Tasks identified against them.



# APPENDICES

## APPENDIX 1 - STATEMENT OF ASSURANCE

### Municipal Emergency Management Planning Statement of Assurance

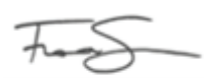



### Part 2: Certificate of Assurance for the Wyndham City Municipal Fire Management Plan Municipal Emergency Management Plan sub-plan

**Plan Preparer:** Municipal Fire Management Planning Committee

I certify that the attached Municipal Emergency Management Plan sub-plan complies with the requirements of the *Emergency Management Act 2013*, including having regard to any relevant guidelines issued under section 77 of that Act, to the extent outlined in the attached checklist.

The last review of the plan was conducted on 23/06/2023

<p><i>(For MEMP and MEMP sub-plans)</i></p> <p><b>On behalf of the Municipal Emergency Management Planning Committee:</b></p>  <p>Fiona Swan, Municipal Emergency Management Planning Committee 23/06/2023</p>	<p><i>(For sub-plans only, if prepared by an agency on behalf of the MEMPC)</i></p> <p><b>Nominated representative of preparer:</b></p>  <p>Alan Leach, Municipal Fire Prevention Officer 23/06/2023</p>
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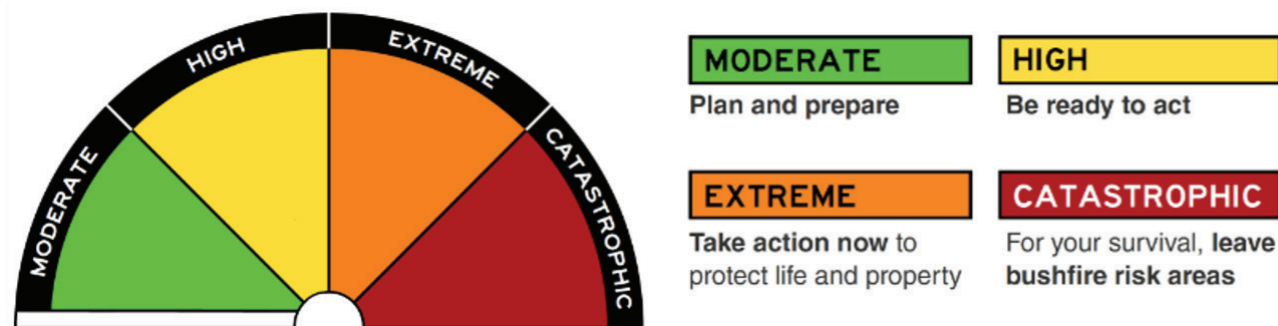
## APPENDIX 2 - SUPPORT MATERIAL

Support material	Author	Location/link
Emergency Management Act 2013	Issued by the Victorian Government	<a href="http://classic.austlii.edu.au/au/legis/vic/consol_act/ema2013190/">classic.austlii.edu.au/au/legis/vic/consol_act/ema2013190/</a>
Guidelines for Preparing State, Regional and Municipal Emergency Management Plans	Issued by the Minister for Police and Emergency Services	<a href="http://www.emv.vic.gov.au/how-we-help/emergency-management-planning/planning-guidelines">www.emv.vic.gov.au/how-we-help/emergency-management-planning/planning-guidelines</a>
Lessons management framework (EM- LEARN)	Emergency Management Victoria	<a href="http://www.emv.vic.gov.au/how-we-help/reviews-and-lessons-management/lessons-management-framework-em-learn">www.emv.vic.gov.au/how-we-help/reviews-and-lessons-management/lessons-management-framework-em-learn</a>
Guidance to Regional and Municipal Fire Management Planning Committees	Emergency Management Victoria	Guidance to Regional and Municipal Fire Management Planning Committees
MEMPC and sub-plan assurance template	Emergency Management Victoria	<a href="http://files.emv.vic.gov.au/2021-05/Statement%20of%20Assurance%20advisory%20material%20MEMPC%20or%20MEMPC%20sub%20plan_0.pdf">files.emv.vic.gov.au/2021-05/Statement%20of%20Assurance%20advisory%20material%20MEMPC%20or%20MEMPC%20sub%20plan_0.pdf</a>
Victorian Preparedness Framework	Emergency Management Victoria	<a href="#">Victorian Preparedness Framework</a>
Community Resilience Framework for Emergency Management	Emergency Management Victoria	<a href="#">Community Resilience Framework for Emergency Management</a>
Assurance Framework for Emergency Management	Emergency Management Victoria	<a href="#">Assurance Framework for Emergency Management</a>
National Emergency Risk Management Guidelines	Emergency Management Australia	<a href="#">National Emergency Risk Management Guidelines</a>
Community Emergency Risk Assessment (CERA)	State Emergency Service Victoria	<a href="#">Community Emergency Risk Assessment (CERA)</a>
Strategic Bushfire Management	DELWP (Safer Together)	<a href="http://www.safertogether.vic.gov.au/strategic-bushfire-management-planning">www.safertogether.vic.gov.au/strategic-bushfire-management-planning</a>
Regional Emergency Management Plans and sub-plans	Emergency Management Victoria	<a href="http://www.emv.vic.gov.au/responsibilities/emergency-management-planning/remps">www.emv.vic.gov.au/responsibilities/emergency-management-planning/remps</a>
State Emergency Management Plan	EMV	<a href="http://www.emv.vic.gov.au/responsibilities/semv">www.emv.vic.gov.au/responsibilities/semv</a>
Resilient Recovery Strategy	EMV	<a href="http://www.emv.vic.gov.au/how-we-help/resilient-recovery-strategy">www.emv.vic.gov.au/how-we-help/resilient-recovery-strategy</a>
Past bushfires-chronology	DELWP (FFMVic)	<a href="http://www.ffmpeg.vic.gov.au/history-and-incidents/past-bushfires">www.ffmpeg.vic.gov.au/history-and-incidents/past-bushfires</a>
Major Incidents Report	Australian Institute of Disaster Resilience	<a href="http://knowledge.aidr.org.au/resources/major-incidents-report/">knowledge.aidr.org.au/resources/major-incidents-report/</a>



## APPENDIX 2.1 - AGENCY GUIDES & RELEVANT INFORMATION

[Wyndham City Council](#) | [Country Fire Authority \(CFA\)](#) | [Fire Rescue Victoria \(FRV\)](#)  
[Red Cross – Australian Bushfires](#) | [Vic SES](#) | [Victoria Police](#) | [Department of Transport and Planning](#)  
[VicTrack](#) | [AusNet](#) | [Greater Western Water](#) | [Powercor – Bushfire Mitigation](#) | [Melbourne Water](#)  
[Southern Rural Water](#)



### Landscaping for Bushfires - CFA

**IMPORTANT**

While a well-planned garden is important, it is only one aspect of preparing for bushfire. It should not be relied upon in isolation. In bushfire risk areas on **Extreme** and **Catastrophic** days, leaving early is always the safest option.

### Home Improvements - CFA

'Anywhere embers can lodge or enter your house can start a fire. To reduce the impact of embers on your home there are some important building improvements that are recommended.'

[Grassfires- Rural](#)

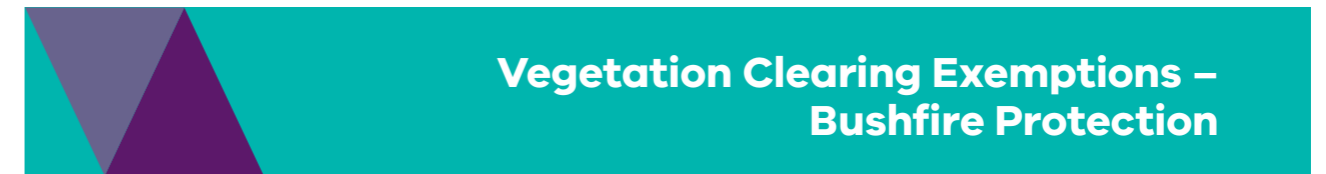
[Grassfires – Near Cities and Towns](#)

[Burning Off](#)

[Farms](#)

[Fire – Leave Early](#)

## Planning Vic – Vegetation Clearing Exemptions – Bushfire Protection



### Vegetation Clearing Exemptions – Bushfire Protection

**Fact sheet**  
August 2020

*This fact sheet outlines the vegetation clearing exemptions in clause 52.12 Bushfire Protection: Exemptions of the Victoria Planning Provisions and all planning schemes.*

#### What does clause 52.12 do?

Clause 52.12 facilitates the clearing of vegetation in specified circumstances to support the protection of human life and property from bushfire around buildings and along fence lines.

It contains specific exemptions from requiring a planning permit to manage and maintain vegetation to reduce bushfire risk.

This provision was developed in response to recommendations of the 2009 Victorian Bushfires Royal Commission.

#### Why have the exemptions?

The exemptions give certainty to landowners and residents at risk from bushfire so that vegetation can be cleared and the property maintained in a fire-ready condition.

#### Exemptions for defensible space around existing buildings and along fence lines

There are specific requirements to meet the exemptions, such as the building must be used for accommodation and have been constructed before specific dates. Refer to information below.

#### What are the exemptions?

The exemptions are known as the 10m, 30m and 50m rules and fence line rule.

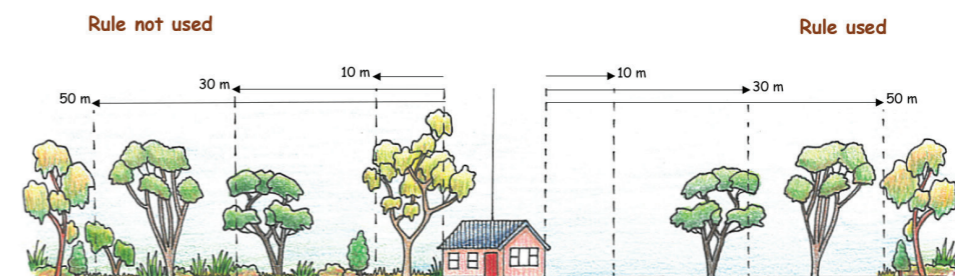


Figure 1. 10/30/50 rules

[planning.vic.gov.au](http://planning.vic.gov.au)

## APPENDIX 3 - STATUTORY AUDIT OBLIGATIONS

### C.1 HAZARDOUS TREES

#### 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 Management Plan:

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

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

The procedures outlined in this section of the MFMP seek to address the requirement detailed above.

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

#### What is a hazard tree?

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

The Electricity Safety (Electric Line Clearance) Regulations 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 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, landowners and occupiers, public land managers such as municipal councils and VicRoads.

Municipal councils are responsible for trees on public land within their municipalities, for which they are the land manager, where these are also within a Declared Area for the purposes 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 persons within city of wyndham

There are a number of organisations that have responsibility for line clearance in the City of Wyndham, including:

- Powercor
- Jemena
- SP Ausnet
- In the Declared Areas – City of Wyndham

#### Other relevant information

Responsible persons, other than private persons, must have an electric line clearance management plan in place for areas for which they have responsibility (refer Electricity Safety (Electric Line Clearance) Regulations 2010)

#### Procedures 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 on the Municipal Fire Management Committee (the Committee), staff of the distribution business(es) or other persons, including members of the public.

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

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

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

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

### Procedures and criteria for notifying hazard trees

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

- The person nominated by the Committee (the primary responsible person) is the person to whom potentially hazardous trees should be reported.
- The primary responsible person (or their representative) is referred to in these Procedures as the primary responsible person representative (PRPR).
- Where any person becomes aware of, or receives a report of, a potentially hazardous tree within the municipality, this should be referred to the PRPR. Where the Committee becomes aware of, or receives a report of, a potentially hazardous tree within the municipality, this must be referred to the PRPR.
- Reports of potentially hazardous trees must be provided to the PRPR for action as soon as practicable. Reports must include, at a minimum:
  - The name and contact details and any relevant qualifications where known of the person making the report
  - As much detail as possible about the location of the tree (including, where known, GPS coordinates, details of numerical/name plate on nearest pole, name of nearest road or crossroads, closest landmark, whether tree is on private land or road reserve etc.)
  - A description of the tree (including, if known, the genus and species of tree)
  - The primary reasons given for the tree being identified as potentially hazardous (eg. tree is in proximity to an electric line AND there is evidence of structural weakness and/or excessive lean and/or appears to be encroaching into line clearance space etc.)
  - An indication of whether or not urgent action is required.
- The PRPR must take all necessary steps to advise the person responsible for the tree that it may be hazardous.

### Primary responsible person representative (PRPR)

For the purposes of this part of the Plan, the primary responsible person is the Parks Co-ordinator for Wyndham City Council.

Contact details for the Parks Co-ordinator, are as follows:

Agency name	Wyndham City Council
Position title of contact person	Parks Co-ordinator
Telephone Number	1300 023 411
Email address	mail@wyndham.vic.gov.au

### 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.

<b>Step 1</b>	Report provided to PRPR.	
<b>Step 2</b>	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.)	
<b>Step 3</b>	Is the responsible person the primary responsible person?	<b>Yes =&gt;</b> Applicable internal procedure for referral and assessment of potentially hazardous tree to be followed.
		<b>No =&gt;</b> Proceed to Step 4.
<b>Step 4</b>	Instances of suspected illegal waste storage can be reported to emergency services and EPA.	<b>Yes =&gt;</b> The responsible person should be notified as soon as possible, and by the close of the next business day.
		<b>No =&gt;</b> The PRPR must advise the responsible person of the existence and location of a potentially hazardous tree in accordance with the timelines below.*.

\* 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. (By E-mail).

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, and by the close of the next business day.

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

The PRPR will 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. This will be achieved by the use of Council’s Electronic Document handling system.

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.

C.2 COMMUNITY INFORMATION GUIDES - BUSHFIRE (FORMERLY KNOWN AS TOWNSHIP PROTECTION PLANS)

The City of Wyndham does not have community information guides.

C.3 NEIGHBOURHOOD SAFER PLACES (NSP)

The City of Wyndham does not have any identified Neighbourhood Safer Place.

C.4 COMMUNITY FIRE REFUGES

The City of Wyndham does not have any identified Fire Refuges.

NOTE

Multiple horizontal lines for note-taking.

