**Advisory material for the development of   
a Municipal Emergency Management Plan (MEMP)**

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| **NOTE:**  This document is *not* mandatory guidance, nor is it a MEMP template.  This document is prepared to provide optional wording and structure that the MEMPC may choose to use whilst refining its existing MEMP under the new framework.  What is provided is adapted from the discontinued Emergency Management Manual Victoria.  The provided wording aligns with the reformed planning arrangements in place from 1 December 2020.  The decision to include or exclude any or all of this text in a MEMP, or to use or not use the possible structure for a MEMP, will not impact the MEMP’s eligibility for approval so long as the MEMP is prepared in consideration of the:   * [*Guidelines for Preparing State, Regional and Municipal Emergency Management Plans*](https://www.emv.vic.gov.au/how-we-help/emergency-management-planning/planning-guidelines) * [State Emergency Management Plan](https://www.emv.vic.gov.au/responsibilities/semp) * relevant [Regional Emergency Management Plan](https://www.emv.vic.gov.au/responsibilities/emergency-management-planning/remps) * [MEMP Statement of Assurance](https://www.emv.vic.gov.au/publications/statement-of-assurance-template-memp-or-memp-sub-plan). |

# Possible structure of a MEMP

\* Starred entries indicate that optional wording for that section is available within this document.

**PART ONE – INTRODUCTION**

1. Acknowledgement of Country
2. Authority\*
3. Plan Assurance and Approval\*
4. Plan Review\*
5. Planning Context
6. Plan Aim and Objectives

**PART TWO –MUNICIPAL DISTRICT CHARACTERISTICS**

e.g. topography, demography, vulnerable persons (community organisations and facilities), municipal locations map, history of emergencies

**PART THREE – PLANNING ARRANGEMENTS**

1. This plan withing Victoria’s emergency management planning framework\*
2. The MEMPC and its sub-committees and working groups
3. Sub-plans and complementary plans\*

**PART FOUR –MITIGATION ARRANGEMENTS**

1. Introduction
2. Hazard, Exposure, Vulnerability and Resilience
3. Risk assessment process and results
4. Treatment plans
5. Monitoring and review

**PART FIVE: RESPONSE ARRANGEMENTS (including Relief)**

1. Introduction
2. Command, Control, Coordination
3. Local response arrangements and responsible agencies
4. Municipal Emergency Coordination Centre(s) (MECC)
5. Financial considerations
6. Neighbourhood Safer Places (Places of Last Resort) and Community Fire Refuges
7. Planning for cross boundary events
8. Resource sharing protocols
9. Debriefing arrangements
10. Transition to recovery

**PART SIX –RECOVERY ARRANGEMENTS**

1. Introduction
2. Objectives of Recovery
3. Management structure
4. Government Assistance Measures

**PART SEVEN – ROLES AND RESPONSIBILITIES**

1. Introduction\*
2. Role and responsibilities of [Agency XYZ]\*

**PART EIGHT – APPENDICES**

**A ADMINISTRATION**

e.g. Restricted operational information\*, Amendment History, Distribution List, Contact Directory

**B SPECIAL PLANS AND ARRANGEMENTS**

e.g. Neighbourhood Safer Places (places of last resort), Community Fire Refuges, Municipal Fire Management Plan, Municipal Flood Management Plan, Municipal Emergency Coordination Centre, Emergency Relief Centre, Council Relief and Recovery Plan

**C MAPS**

# Possible wording for use within a MEMP

## Authority

In 2020, the *Emergency Management Legislation Amendment Act 2018* amended the *Emergency Management Act 2013* (EM Act 2013) to provide for new integrated arrangements for emergency management planning in Victoria at the State, regional and municipal levels; and create an obligation for a Municipal Emergency Management Planning Committee (MEMPC) to be established in each of the municipal districts of Victoria, including the alpine resorts which, for the purposes of the act, are taken to be a municipal district. Each MEMPC is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of emergency management planning for the municipal district.

The plan has been prepared in accordance with and complies with the requirements of the EM Act 2013 including having regard to the guidelines issued under section 77, [*Guidelines for Preparing State, Regional and Municipal Emergency Management Plans*](https://www.emv.vic.gov.au/how-we-help/emergency-management-planning/planning-guidelines).

## Plan Assurance and Approval

### Assurance

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

### Approval

This Plan is approved by the [region name] Regional Emergency Management Planning Committee.

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

## Plan review

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

Urgent update of this Plan is permitted if there is significant risk that life or property will be endangered if the plan is not updated (EM Act 2013 s60AM). Urgent updates come into effect when published on the municipal council website and remain in force for a maximum period of three months.

This Plan will be reviewed not later than [Date].

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

## This plan within Victoria’s emergency management planning framework

This plan supports holistic and coordinated emergency management arrangements within the region. It is consistent with and contextualises the State Emergency Management Plan (SEMP) and Regional Emergency Management Plan for the [region name] region. The REMP is a subordinate plan to the SEMP and the MEMP is a subordinate plan to the REMP.

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

Figure 1 outlines this Plan’s hierarchy. This Plan should be read in conjunction with the SEMP and the [region name] REMP.

Figure 1: Plan hierarchy

## Sub-plans and complementary plans

### Sub-plans

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

All sub-plans to this Plan are subject to the same preparation, consultation, assurance, approval and publication requirements as this Plan, as outlined in Part 6A of the EM Act 2013.

Agencies with roles or responsibilities in a sub-plan must act in accordance with the plan (EM Act 2013 s60AK).

### Complementary Plans

Complementary plans are prepared by industry/sectors or agencies for emergencies that do not fall within Part 6A of the EM Act 2013. They are often prepared under other legislation, governance or statutory requirements for a specific purpose.

Complementary plans do not form part of this Plan and are not subject to approval, consultation and other requirements under the EM Act 2013.

A list of complementary plans that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the municipal district are included […]

## Roles and responsibilities

### Introduction

An agency that has a role or responsibility under this plan must act in accordance with the plan.

The SEMP and REMP outline agreed agency roles and responsibilities, noting that existing duties, functions, power, responsibility or obligation conferred on an agency by law, licence, agreement or arrangement prevail to the extent of its inconsistency with this plan (EM Act 2013 s60AK).

The roles and responsibilities outlined in this plan are specific to the region and are in addition to, or variations on, what is outlined in the SEMP and REMP. In the case of municipal-specific modifications, these are clearly identified as modifications.

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

This Plan details emergency management agency roles and responsibilities for: Mitigation, Response, Relief and Recovery. It also maps agency roles for core capabilities and critical tasks under the Victorian Preparedness Framework (VPF) for the management of major emergencies.

### Role and responsibilities of [Agency XYZ]

*[a brief, one paragraph introduction (only if the agency is not listed in the SEMP or REMP)]*

| **Activity** | **Critical task alignment / activity source** |
| --- | --- |
| **Mitigation** |  |
|  |  |
|  |  |
| **Response (including Relief)** |  |
|  |  |
|  |  |
| **Recovery** |  |
|  |  |
|  |  |
| **Assurance and Learning** |  |
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## Restricted operational information

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary of the restricted information (including location within the MEMP, e.g. page or section number)** | **Reason for restriction** | **Agency/ies that hold this information in full** | **Contact point/s** |
| *e.g. contact list of XX* | either of the three options listed under legislation:  *related to critical infrastructure*  *OR*  *personal information*  *OR*  *information that is commercially sensitive nature* | *e.g. Municipal Council* | *Note: information in this table will be published so make sure contact details are appropriate for publication. i.e. You may want to include a position name instead of a person’s name or a generic role-based/team email address instead of a personal email.* |
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