# Part 1: Checklist

***For sub-plans:*** *As a sub-plan forms a part of the principal MEMP, the assurance checklist may refer to where the principal MEMP addresses a certain requirement to acquit the sub-plan of that requirement.*

| **Number** | **Checklist Requirement (*Act section* and/or Guidelines section)** | **Self-assessment** | **Evidence (include MEMP or MEMP sub-plan page number/s)** |
| --- | --- | --- | --- |
| **Plan has been prepared in accordance with the following legislative requirements under the *Emergency Management Act 2013* (the Act):** | | | |
|  | The MEMP or sub-plan has been prepared by the municipal emergency management planning committee (MEMPC)[[1]](#footnote-2)  (*Sections 59D(a) and 60ADB(1)*) | ☐ |  |
|  | In the case of an updated MEMP or sub-plan, the plan has been reviewed within three years or sooner as required  (*Section 60AN,* section 6.1) | ☐ |  |
|  | To the extent possible, the MEMP or sub-plan does not conflict with or duplicate other plans in relation to emergency management that are currently in force within Australia  (*Section 60AC(c),* section 4) | ☐ |  |
|  | The MEMP or sub-plan is consistent with the [State Emergency Management Plan](https://www.emv.vic.gov.au/responsibilities/semp) and the relevant [regional emergency management plan](https://uat-author.emv.vic.gov.au/responsibilities/emergency-management-planning/regional-emergency-management-plans-remps-including)  (*Section 59D(b)*) | ☐ |  |
|  | The MEMP or sub-plan is consistent with the principles underlying the **preparation** of emergency management plans. Principles require that the plan is:   * prepared in a collaborative manner, * prepared efficiently and effectively, * prepared in a manner that acknowledges and reflects the importance of community emergency management planning   (*Section 60AA(1),* sections 3.1 and 4.1) | ☐ |  |
|  | The MEMP or sub-plan is consistent with the principles underlying the **contents** of emergency management plans. Principles require that the plan:   * aims to reduce the likelihood of emergencies and the effect and consequences they have on communities; * ensures a comprehensive and integrated approach to emergency management; * promote community resilience in relation to emergencies; * and promote appropriate interoperability and integration of emergency management systems   (*Section 60AA(2), Section 60ADB(1),* section 3.6.3) | ☐ |  |
|  | The MEMP or sub-plan contains provisions for the **mitigation** of emergencies  (*Section 60AE(a),* section 3.2) | ☐ |  |
|  | The MEMP or sub-plan contains provisions for the **response** to emergencies  (*Section 60AE(b),* sections 3.3, 3.6.2 and 3.6.3) | ☐ |  |
|  | The MEMP or sub-plan contains provisions for the **recovery** from emergencies  (*Section 60AE(c),* section 3.4) | ☐ |  |
|  | The MEMP or sub-plan specifies the **roles and responsibilities** of agencies in relation to emergency management  (*Section 60AE(d),* sections 3.3 and 3.5) | ☐ |  |
|  | The MEMPC consists of membership from required agencies  (*Section 59A*) | ☐ |  |
|  | In the case of a MEMPC that has collaborated with other MEMPCs in preparing its own MEMP or sub-plan, the MEMPC has separately ensured that its own MEMP or sub-plan has been prepared in accordance with the Act and relevant guidelines issued under section 77 of the Act  (*Section 60ADB*) | ☐ |  |
|  | In developing the MEMP or sub-plan, the following have been consulted and engaged:   * any sector of the community the MEMPC considers appropriate * had regard to any relevant Community Emergency Management Plan * Any body, Department or other agency the MEMPC considers appropriate   (*Section 60AFB(1),* sections 4.2 and 4.2.3) | ☐ |  |
| **Plan has been prepared with regard to the following guidance in Ministerial guidelines issued under section 77 of the Act  (**[**Guidelines for Preparing State, Regional and Municipal Emergency Management Plans**](https://www.emv.vic.gov.au/how-we-help/emergency-management-planning/planning-guidelines)**):** | | | |
|  | The MEMP or sub-plan provides a brief municipal level overview and environmental scan that explains the hazard profile and key considerations for emergency management arrangements across the key areas of mitigation, response and recovery.  (Section 3.6.2 and 3.6.3) | ☐ |  |
|  | The MEMP or sub-plan identifies and plan for cross-agency/cross boundary/cross-border opportunities  (Section 3.6.2 and 3.6.3) | ☐ |  |
|  | An appropriate risk management process (consistent with Australian / New Zealand ISO 31000, such as the Community Emergency Risk Assessment) has been conducted by the MEMPC during the development of the MEMP or sub-plan.  (Sections 3.2 and 4 (step 1)) | ☐ |  |
|  | The MEMP or sub-plan assesses existing and future capability and capacity requirements for the municipality utilising the Victorian Preparedness Framework. Through this process the MEMP or sub-plan considers where emergency management capability would be drawn from that cannot be met from within the municipality and mechanisms to escalate requests for emergency management capacity.  (Section 3.5) | ☐ |  |
|  | Exercises have been undertaken during the planning life cycle to test the MEMP or sub-plan  (Section 4 (step 5)) | ☐ |  |
| **The MEMPC may provide the following optional evidence, for consideration by the REMPC as part of the approval process:** | | | |
|  | Provide examples where the MEMP or sub-plan presents any innovative approaches to emergency management that could be shared across other MEMPCs and strengthen their capabilities. | ☐ |  |
|  | Any additional comments for the REMPC relating to the MEMP | *At the MEMPCs discretion* |  |

# Part 2: Certificate of Assurance for the Step 1: name of municipal district Step 2: If a sub-plan, name of sub-plan (e.g. recovery), otherwise delete this step Step 3: Choose type of plan

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

If a sub-plan has been prepared by an agency on behalf of the MEMPC, make comment of that here.

I certify that the attached Choose plan or 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 Click or tap to enter a date.

|  |  |
| --- | --- |
| *(For MEMP and MEMP sub-plans)*  **On behalf of the Municipal Emergency Management Planning Committee:**  Insert signature here  Name of Chair  Chair, Municipal Emergency Management Planning Committee  Click or tap to enter a date. | *(For sub-plans only, if prepared by an agency on behalf of the MEMPC)*  **Nominated representative of preparer:**  Insert signature here  Name of nominated representative of preparer  Title and agency  Click or tap to enter a date. |

1. *In the case of a sub-plan, it may be that a MEMPC member agency has prepared a sub-plan on behalf of the MEMPC.*  [↑](#footnote-ref-2)