

Emergency Management Planning Reform

Version 2: Including FAQs

Transition guide for reforming municipal emergency management planning arrangements

Contents

Introduction	2
Section 1: Resources available to you	3
Emergency Management Planning Resource Library	3
The Emergency Management Manual Victoria will no longer be a resource for you	4
The REMPC is the MEMPC's point of contact for all things planning reform.....	4
EMV's planning reform team will be providing updates via newsletter, as required.....	4
Section 2: Your Municipal Emergency Management Planning Committee (MEMPC).....	5
Establishing the reformed MEMPC.....	5
Membership of the reformed MEMPC	7
MEMPC sub-structure	11
Optional integrated planning arrangements	11
Section 3: Your Municipal Emergency Management Plan (MEMP)	12
Development of your MEMP.....	12
Assurance and approval of your MEMP	16
MEMP sub-plans.....	17
Section 4: Changes to functional roles	18
Version control.....	22

Introduction

Purpose

This transition guide outlines the minimum requirements to align all municipal districts with the reformed emergency management planning arrangements outlined in the *Emergency Management Legislation Amendment Act 2018* (EMLA Act). The EMLA Act (available [here](#)) amends a number of Acts, including the *Emergency Management Act 2013* (EM Act; available [here](#), noting that municipal level amendments will not be reflected in the Act until 1 December 2020).

Audience

The primary audience for this guide is Municipal Emergency Management Planning Committee (MEMPC) members. All committee members have a role in ensuring a successful transition to the reformed planning arrangements. The role of Chair will be particularly important in ensuring the transition to the reformed emergency management planning framework.

Section 4 of this guide is pertinent to the municipal council or Alpine Resort Management Board¹ Municipal Emergency Management Planning Committee (MEMPC) representative, who is also the MEMPC's Chair. Section 4 relates to the municipal council directly, and not to the MEMPC.

This document may be used as a resource for any other stakeholders, including Regional Emergency Management Planning Committee (REMPC) members.

FAQs are included in boxes like this one

The questions used were asked during EMV's Q&A series in November 2020.

28 tasks to guide your transition to the reformed arrangements

There are a number of tasks outlined in this transition guide that you may pre-empt in anticipation of the 'go live' date for the municipal level planning reforms on 1 December 2020. A number of resources are already available to you and these are outlined throughout this document.

There are also tasks that you will be unable to complete and resources you will be unable to access until after 1 December 2020.

1. **By 30 April 2021***: Confirm that your municipal district is compliant with the reformed emergency management legislation and its intent by providing your REMPC Chair with an update on your progress through the steps outlined in this document.

*MEMPCs with MEMPs due for approval prior to 30 April 2021 will need to ensure compliance prior to submitting the MEMP for approval.

¹ All references to municipal councils are also a reference to Alpine Resort Management Boards

Section 1: Resources available to you

Emergency Management Planning Resource Library

You will find all resources relating to emergency management planning reform on the [Emergency Management Planning Resource Library](#), including state, regional and municipal level resources.

All of the following resources, and more, are available or will be made available on the resource library. The resource library will continue to expand over time as required.

Key state level resources include:

- the [State Emergency Management Plan](#), including [Roles and Responsibilities](#)

Key regional level resources include:

- your relevant Regional Emergency Management Plan (REMP). All REMPs are currently progressing through their assurance and approval process. Once approved, REMPs will be published on the EMV website by 1 December.

Key municipal level resources include:

- [Advisory material for a MEMPC Terms of Reference](#)
- Fact sheets on a number of topics, including municipal level planning, integrated MEMPCs, changes to functional roles, assurance of emergency management plans and more.
- A [MEMPC-branded document header and letterhead](#) for the use of all MEMPCs.

Further resources under development, for upload or linking prior to 1 December 2020 include:

- an introductory video to the reformed MEMPC. You may choose to show this video at your first MEMPC meeting following 1 December if you see fit, as it will provide an overview of the new municipal emergency management planning arrangements.
- Advisory material for the development of a Municipal Emergency Management Plan
- VICSES' Community Emergency Risk Assessment (CERA; an all hazards risk assessment tool which aims to identify, mitigate and reduce risk within a community that is delivered by VICSES) is being migrated to use a new online platform – CERA Online.

Key resources for all planning levels include:

- The currently published [Guidelines for Preparing State and Regional Emergency Management Plans](#) will be updated to include municipal level guidance by 1 December.

- | |
|--|
| 2. <input type="checkbox"/> Note that the Emergency Management Planning Resource Library is your primary resource for answering questions relating to emergency management planning. |
|--|

The Emergency Management Manual Victoria will no longer be a resource for you

From 1 December, the Emergency Management Manual Victoria (EMMV) is superseded in full by products developed through the reform. A fact sheet that outlines the discontinuation of the EMMV is in the EM Planning Resource Library.

3. Note the discontinuation of the Emergency Management Manual Victoria from 1 December 2020.

The REMPC is the MEMPC's point of contact for all things planning reform

4. Note that any questions relating to the implementation of planning reform can be directed to your REMPC in the first instance via the REMPC Chair or an agency's REMPC representative (each legislated member agency on a MEMPC has a representative on the REMPC).

Is there a best practice model on how to introduce the reform to MEMPC members to ensure this is shared and embedded from the beginning?

EMV has prepared this document and the resources referenced within it to support understanding of the new framework and its requirements.

Key products for review by MEMPC members are all available via [EMV's emergency planning page](#):

- the State Emergency Management Plan
- the relevant Regional Emergency Management Plan
- Guidelines for Preparing State, Regional and Municipal Emergency Management Plans
- Emergency Management Planning Resource Library.

You may like to use the [introductory video to the reformed MEMPC](#), which is now available on the municipal level page of the Emergency Management Planning Resource Library.

Who is my region's REMPC Chair and Deputy Chair?

Please contact emergencyplanning@emv.vic.gov.au to confirm your region's current office holders.

EMV's planning reform team will be providing updates via newsletter, as required

This newsletter is currently produced fortnightly and is sent to a wide range of stakeholders, including all REMPC members. You will also be added to the distribution list.

5. Note that any interested stakeholder (including MEMPC members) can be added to the planning reform newsletter by emailing emergencyplanning@emv.vic.gov.au.

Section 2: Your Municipal Emergency Management Planning Committee (MEMPC)

The EMLA Act outlines a consistent approach for MEMPCs across the state.

From 1 December 2020, the legislation shifts responsibility for municipal emergency management planning from the council to the reformed, multi-agency MEMPC - the peak emergency management planning body in your municipal district. This shift of responsibility highlights the intent of the reform which supports emergency management planning as an integrated, multi-agency and collaborative effort.

EMV recognises the impact that council elections will have on completing these following steps, and recommends you complete these tasks as soon as practicable, as close to 1 December 2020 as possible.

Establishing the reformed MEMPC

The Chair of your MEMPC has an important role in ensuring the council establishes your MEMPC in accordance with the requirements outlined in the EMLA Act.

On 1 December, section 82 of EMLA Act repeals the legislative backing for the existing MEMPCs in s21(3)-(4) of the EM Act 1986, and inserts sections 59 and 59F into the *Emergency Management Act 2013* under which the council is required to establish a new MEMPC with more specific membership and functions.

In a letter to CEOs on 5 October, CEOs were advised that *“In line with section 59(1) of the Local Government Act 2020, you are able to acquit this responsibility [to establish a MEMPC] through a council resolution that ensures a MEMPC is established in accordance with the legislation, including recognising that the MEMPC promotes shared responsibility for planning by requiring relevant agencies to participate in the planning process, and that the MEMPC reports directly to the Regional Emergency Management Planning Committee, not to council.*

S59(2) of the Local Government Act 2020 defines a resolution of the Council as including ‘a resolution made at a Council meeting’, ‘a resolution made at a meeting of a delegated committee’ or ‘the exercise of a power or the performance of a duty or function of the Council by a member of Council staff...under delegation’.”

MEMPC Chairs should ensure that a council resolution is developed to be considered at the next available council meeting. The wording at [Attachment A](#) may be of assistance.

- | | | |
|----|--------------------------|--|
| 6. | <input type="checkbox"/> | Confirm that council has passed a resolution to establish the MEMPC in accordance with the reformed legislation.
<i>s59 and 59F(a) of the EM Act 2013, to be inserted by the EMLA Act on 1 December 2020</i> |
| 7. | <input type="checkbox"/> | Note that the MEMPC now reports to and is accountable to the relevant Regional Emergency Management Planning Committee and not to municipal council.
<i>s59AD(c)-(d) of the EM Act, which will be inserted by the EMLA Act on 1 December 2020</i> |

8. Confirm that the MEMPC and municipal council are aware that responsibility for municipal level planning is to transfer from the municipal council to the MEMPC.
9. Following the council resolution to establish the committee, note that your MEMPC must hold its first meeting as soon as practicable after 1 December 2020.
- s59A(3) of the EM Act, which will be inserted by the EMLA Act on 1 December 2020*

What steps need to be taken to establish the MEMPC after the Council resolution is made?

Following the passing of the Council resolution, the MEMPC is considered established and can start meeting.

At what stage can a MEMPC Deputy Chair be identified?

This is at the discretion of the MEMPC.

There is no legal requirement for a deputy chair, however the MEMPC may if it chooses to (The MEMPC is empowered to regulate its own procedure (s59C, EM Act 2013)).

We already have a MEMPC, why do we need to create a new one?

On 1 December, the EMLA Act repealed the legislative backing for the MEMPCs established under s21(3)-(4) of the EM Act 1986, and inserted sections 59 and 59F into the EM Act 2013, under which the council is required to establish a new MEMPC with more specific membership and functions.

While there are similarities in membership and function between the previous and the reformed MEMPCs, there are also differences, for example the reformed committees are no longer a Council committee. While Council is required to formally establish the committee through a resolution, once established the committee's ownership passes to the multi-agency committee itself, which is subordinate to the REMPC, not to Council.

As the MEMPC Chair, Council could end up doing a majority of the MEMPC's work - how do we ensure agencies step up and participate? How do we ensure we are not signing council up to something it cannot commit to or achieve?

As the MEMPC is empowered to regulate its own procedure (s59C, EM Act 2013), the committee is empowered to think creatively about how it may address any issues it encounters, including over-reliance on Council representation. For example, the MEMPC may choose to create a sub-structure that assigns certain aspects of work to a sub-committee or working group that is led by another agency.

If the MEMPC is unable to satisfactorily work through its issues internally, the MEMPC chair or the municipal council's representative on the REMPC may seek advice and guidance from the REMPC.

Will administrative assistance or additional support be provided to MEMPCs to complete MEMPs (especially to the MEMPCs for alpine resort management areas which get no additional funding to perform the same roles)?

While no additional administrative assistance or additional support is included as part of the planning reform, the new planning framework provides opportunities for MEMPCs to seek assistance or support as required. For example, if resources cannot be found internally within participating agencies, the MEMPC may consider seeking funding or personnel from other sources.

MEMPCs are encouraged to collaborate with other MEMPCs and/or its REMPC on any opportunities that may be of mutual benefit to other MEMPCs.

What does communication between the MEMPC and REMPC look like, i.e. is the MEMPC required to table its meeting minutes at REMPC meetings?

The MEMPC is not required to submit its minutes to the REMPC.

MEMPCs are encouraged to report to their REMPCs regularly on matters for discussion, decision or information (as a guide, see the [written report template](#) on the Emergency Management Planning Resource Library).

Additionally, each legislated agency on the MEMPC also has a legislated REMPC counterpart, and MEMPC members are encouraged to engage with their REMPC representative for situational awareness.

Previously at regional level we had a calendar to manage meeting schedules and allow neighbouring councils to engage with each other, is this being considered going forward?

The MEMPC is encouraged to raise this, or any other topics for regional consideration, with its relevant REMPC.

Membership of the reformed MEMPC

The EMLA Act sets out a legislated core membership for MEMPCs.

The EMLA Act also requires a MEMPC to invite at least one additional member for each of the following three categories:

- at least one community representative
- at least one recovery representative
- at least one other representative (such as an industry, business or additional agency)

These additional members provide flexibility for your MEMPC to invite members that may address specific needs and requirements of your municipal district.

Any members of your current MEMPC that are not reflected in the core membership of the reformed MEMPC remain eligible to sit on your committee as an additional member after 1 December 2020, with the approval of the committee.

There are no legislative limits on the number of additional members your committee can invite to join your MEMPC and it may be appropriate to invite several community members to reflect the diverse communities that make up your municipal district. Ultimately, this decision lies with your committee as to how many additional representatives you invite, however you may choose to consider the practicalities of extending too many additional invites.

10. Confirm that representatives from the following agencies are identified as the ongoing core membership of your reformed committee:

- Municipal council or alpine resort management board
- Victoria Police*
- Country Fire Authority (if in your municipal district)*
- Fire Rescue Victoria (if in your municipal district)
- Ambulance Victoria*
- Victoria State Emergency Service
- Australian Red Cross
- Department of Health and Human Services*

s59A(1) of the EM Act, which will be inserted by the EMLA Act on 1 December 2020

*Representatives for the agencies marked are provided.

11. Note that each agency on this core membership for the MEMPC is also represented on the REMPC.

s54(1) of the EM Act

12. Confirm that as soon as practicable following 1 December, the committee identifies the following additional members for invitation onto the committee:

- at least one community representative
- at least one recovery representative
- at least one other representative (for example, industry, business or additional agency).

s59A(1)(b) of the EM Act, which will be inserted by the EMLA Act on 1 December 2020

13. For each additional member, the Chair should send a letter to formally request their inclusion on the committee (see optional suggested wording at [Attachment B](#)).

Note: If any of your nominations are for an agency that you suspect multiple MEMPCs will nominate, you are welcome to send a joint letter.

14. Confirm that you have shared the link to the [Emergency Management Planning Resource Library](#) with all MEMPC members.

How do we get agency representation on the MEMPCs?

EMV has provided MEMPC Chairs with the contact details for MEMPC members that the EM Act 2013 requires to be approved by the relevant agency head or department secretary.

The other agencies represented on the MEMPC can be identified in discussion with the relevant agency, such as through a member of the previous committee. Alternatively, you may contact the relevant agency's REMPC rep to advise the best contact.

Attachment A of this document provides suggested wording for letters seeking additional membership that can be used to invite new members.

What advice do you have on the composition of MEMPC membership, given the required list does not match with those historically involved?

This reform provides opportunity for a MEMPC to reconsider its membership and structure, especially given it is transitioning from a council-owned committee to a committee jointly owned by participating agencies.

The EM Act 2013 provides the list of core membership for MEMPCs as a minimum core membership. While the committee is entitled to invite additional members to its membership (including, but not limited to members of the previous committee), the MEMPC is encouraged to:

- consider its sub-structure. It may be that a previous member has valuable contributions because of their subject matter expertise, or that an agency with a particular role or responsibility may be better suited for a sub-committee or working group (e.g. Council with responsibilities for recovery).
- consider if adding members of the previous committee will unfairly weight a particular agency's representation on the committee (e.g. will that member be better suited to provide advice or work in support of a MEMPC member, instead of being a MEMPC member themselves?).

Does every MEMPC need FRV and CFA members if the municipality is outside the FRV boundary?

Under s59A(1)(iii)-(iv) of the EM Act 2013, a MEMPC only requires FRV and/or CFA representative from the relevant fire agency/ies that are wholly or partly in the that metropolitan district.

Given that fire services reform has seen operational career staff from FRV seconded back to CFA, it is possible that two FRV staff may represent both fire agencies on the MEMPC. Alternatively, MEMPCs can agree to having CFA volunteer representation on the MEMPC if this is felt as necessary.

Who can be appointed as the MEMPC's 'community representative'?

This is at the discretion of the MEMPC.

There is no legal description for who the community representative should be (s59(1)(b)(i), EM Act 2013), and in some instances a MEMPC may consider that an elected Councillor representative may be this representative.

What if no-one is nominated or volunteers as the community representative?

Section 59A(5)-(6) of the EM Act 2013 states that a MEMPC is not taken to be invalidly constituted if it has a vacancy, however the MEMPC must ensure that a vacancy is filled as soon as practicable.

Any issues that are beyond the MEMPC's ability to address may be escalated to the REMPC for its consideration.

How do we change the nominated rep?

A change in nomination should be made by requesting approval from the same level of authority that provided the nomination.

With regard to the agency and department nominations initially coordinated by EMV, these nominations require the approval of the agency head. You may be best to request any of these changes via the relevant agency's REMPC representative.

Is it ok if we elected our community representative/s before 1 December 2020?

Yes. The legislative changes will give effect to any decisions you've made prior to 1 December 2020. You may wish to note this at your first meeting after 1 December for record keeping purposes.

Can REMPCs expect to see a mix of MEMPC Chairs and/or delegated members represented on the REMPC?

Yes, this is likely, especially in smaller councils and agencies who have a smaller pool of emergency management staff to select from.

Does the MEMPC chair have to be from the LGA, or can the chair be an additional member?

Under s59B, the designated municipal council's staff member on the MEMPC will always be the chair of the MEMPC. This is different to the REMPCs, which elect their chair from among their membership (s55(1)).

How long is the chair's tenure?

There is no defined tenure for the chair. The nominated representative will remain as chair until such time that the municipal council chooses to swap their representative, who will then take up the mantle as chair.

This is different to the REMPCs, which are to elect their chair at least every two years (s55(1) of the EM Act)

Why can the chair not be an elected Councillor?

Section 59B of the EM Act 2013 details that either the CEO, or a member of the municipal council staff nominated by the CEO, is to be the chairperson of the MEMPC. For clarity, it is not the intent of the legislation that elected Councillors chair the MEMPC as this role is to be undertaken by the CEO or nominated municipal council staff member.

That said, each MEMPC must invite at least one community representative, person with a role or responsibility in relation to recovery from emergencies at a municipal level and any additional person (s59A(1)(b)). The MEMPC may choose to invite an elected Councillor onto its committee as one of these additional members, however they will be additional to the municipal council representative who chairs the committee, and the committee should be aware of any power dynamics that may impact on the MEMPCs functioning, including the ability for the chair to conduct their role effectively.

MEMPC sub-structure

Once the MEMPC is established, it may choose to establish ongoing sub-committees or time limited working groups to investigate or address specific issues or undertake key tasks.

15. Note that the municipal fire management planning committee is no longer required by legislation from 1 December 2020, however where fire is identified as a high risk in your municipality, it is recommended it be retained and transitioned to a sub-committee of the MEMPC..

Optional integrated planning arrangements

Some MEMPCs may choose to continue with or establish new integrated municipal emergency management planning arrangements with other MEMPCs which is encouraged within the new framework. [This fact sheet](#) on collaborative municipal emergency management planning provides more detail.

In an integrated MEMPC would it be one representative per LGA?

Yes. The EM Act specifies that the municipal council representative on the MEMPC is the CEO or member of staff of the relevant municipal district.

Any other agency on a MEMPC may have a single person that represent their agency across multiple MEMPCs.

Section 3: Your Municipal Emergency Management Plan (MEMP)

Development of your MEMP

Under the reform it is your multi-agency MEMPC, not solely the municipal council or Alpine Resort Management Board, that must prepare and maintain a MEMP. Additionally, the responsibility to approve the MEMP now sits with your REMPC, not council.

The reform brings consistency to state, regional and municipal plans. The MEMP must be consistent with its relevant Regional Emergency Management Plan (REMP) and the *State Emergency Management Plan* (SEMP). In doing so, your MEMP will provide specific information tailored to your municipal district's context and risk, without replicating state or regional plans.

The Emergency Management Manual Victoria (EMMV) will have previously guided the preparation of your municipality's MEMP; however, the EMMV is not included as part of the EM Planning Resource Library as it is to be discontinued from 1 December 2020. Guidance on the development of your MEMP will instead be provided through the Guidelines for Preparing State, Regional and Municipal Emergency Management Plans (to be published by 1 December 2020) and complemented by optional advisory material on the [Emergency Management Planning Resource Library](#).

The MEMP must be prepared in alignment with the following documents, all of which are or will be available via the [Emergency Management Planning Resource Library](#) by 1 December:

- Guidelines for Preparing State, Regional and Municipal Emergency Management Plans
- [State Emergency Management Plan](#)
- relevant Regional Emergency Management Plan
- MEMP assurance checklist.

16.	<input type="checkbox"/>	Note that each municipal district is required to have a MEMP that is consistent with the State Emergency Management Plan and relevant regional emergency management plan (REMP; s59D(b) of the EM Act 2013, to be inserted by the EMLA Act on 1 December 2020). A MEMP should not replicate the state or regional plan. Rather, it should provide specific information tailored to the municipal district's context and risk.
17.	<input type="checkbox"/>	Note that your current MEMP does not need to be updated to align with the new legislated requirements until the end of its current review period.
18.	<input type="checkbox"/>	Note that EMV will prepare advisory material for you to consider at the point of your next MEMP review (to be available on the Emergency Management Planning Resource Library).
19.	<input type="checkbox"/>	Note that MEMPs are required to be developed by your MEMPC (not the council) <i>s59D(a) of the EM Act 2013, to be inserted by the EMLA Act on 1 December 2020.</i>
20.	<input type="checkbox"/>	Note that while not the plan's preparer, the Municipal Council is required to continue publishing the MEMP on its website on behalf of the MEMPC. <i>s75(2)(ab) of the EM Act 2013, to be inserted by the EMLA Act on 1 December 2020.</i>

How can the current MEMP's be improved to better show collaborative planning in relation to mitigation, response and recovery?

This reform is being implemented to create an integrated, coordinated and comprehensive approach to emergency management at the state, regional and municipal levels. The requirements at the municipal level largely mirror or complement that requirements at the state and/or regional level.

Of the three levels of planning, the municipal level will likely have the least amount of change required to meet the minimum standard under the new framework, reflecting the level of maturity of planning that already exists at municipal level.

The [self-assurance documentation](#) will provide the MEMPC with confidence of how well the current MEMP aligns with the new requirements.

Who owns the MEMP?

The multi-agency MEMPC, not the Council.

Once prepared and self-assured, the plan is then presented to the relevant REMPC for approval, not the Council.

Consistency would be useful for REMPCs reviewing the MEMPs. Is there a MEMP template? What does a new MEMP look like?

No MEMP template will be provided however advisory material to ensure that your MEMP is aligned with the new planning framework is available on the Emergency Management Planning Resource Library.

The [Guidelines for Preparing State, Regional and Municipal Emergency Management Plans](#) also outlined considerations the MEMPC should have regard to while developing its MEMP under the reformed planning arrangements.

The new MEMPs are not expected to look too difference from the existing MEMPs.

Given that the MEMP has, until now, been owned by the municipal council, it may be that the MEMPC chooses to remove any council-specific content that would be better placed within internal council documents and plans (which could still be identified within the MEMP as complementary plans).

You may be aware that REMPCs were provided a template to guide the preparation of their REMPC, and that was in recognition that REMPCs were building their plans from scratch. MEMPs, on the other hand, are already well-developed.

Who is the audience for the MEMP?

Primarily, any stakeholder who has a role and responsibility in mitigation, response and/or recovery.

Sensitive information included in the plan may be redacted in the version that is published publicly on the council website.

Is there a forum to share good ideas and successful examples for developing a MEMPC?

The REMPC will be considering every MEMPC and sub-plan for approval and the Statement of Assurance prepared.

There is opportunity for the MEMPC to identify inventive practice that it would like to highlight. Additionally, the REMPC is obliged to identify and provide guidance to all MEMPCs on good ideas and successful examples it considers good practice (s57(d) of the EM Act 2013).

If the MEMPC is not to duplicate content from other plans, why would MEMPCs include roles and responsibilities in the MEMPC when that is already addressed in the SEMP?

In accordance with 60AE of the EM Act 2013, emergency management plans at each level of planning are to include mitigation, response, recovery and roles and responsibilities. At municipal level, a MEMPC needs only to identify additional roles and responsibilities that are not already identified in the SEMP or the region's REMPC. If the MEMPC is satisfied that there are no additional roles and responsibilities to identify beyond what is included in the SEMP or REMPC, a statement in the MEMPC advising this will suffice.

If a MEMPC is only recently approved under the VICSES audit process, will the REMPC want to reconsider the plan again in the short term?

No. Your MEMPC will keep to its existing approval schedule, however if your MEMPC (or REMPC) would like to bring this time forward, you may choose to have this conversation.

Under s60AN of the EM Act 2013, a plan is reviewed as required or at least every three years.

Does a council need to formally adopt/sign off the MEMPC's MEMPC?

No, there is no legislative requirement for council to approve a MEMPC. The MEMPC now corporately belongs to the multi-agency MEMPC and not only to Council.

As part of its consultation, a MEMPC may choose how widely it consults, with regard given to the Consultation and engagement guidance provided in section 4.2 of the Minister's [Guidelines for Preparing State, Regional and Municipal Emergency Management Plans](#).

If the MEMP isn't a council plan, why does it need to be published on the council website?

For practicality and to remain consistent with community expectations of where to find their MEMP A link to that relevant webpage is also be provided [via the EMV website](#) for easy navigation to all MEMPs.

Do MEMP sub-plans need to be published on the council website as well?

Yes. MEMP sub-plans are an extension of the principal MEMP, so whatever is required of a MEMP is also required of any of its sub-plans.

Can we use a consultant to develop our MEMP?

A MEMP is the written evidence of the planning process and the robust discussions and decisions that have been made to get to that point.

We would encourage you to carefully consider which aspects of planning are appropriate for you to outsource and which are best kept within your MEMPC and its member agencies, given your responsibilities for planning and MEMP development. Any consideration to outsource aspects of EM planning should be discussed with your REMPC.

Given the smaller number of mandatory members on the MEMPC, how is the MEMP expected to be communicated to other agencies?

Each MEMP is published on the website of the relevant municipal district's council.

Section 60AI(3) requires the MEMPC to ensure notice of the plan's publication is given to each Department and agency that has a role or responsibility under the plan.

As each department (except DPC and DTF) is represented on the REMPC, the MEMPC may ask the REMPC to do this on its behalf.

Are MEMPCs still required to submit their MEMP to the State Library?

Yes. This is outlined in the [Guidelines for Preparing State, Regional and Municipal Emergency Management Plans](#).

Is there a list of what is deemed a sub-plan?

Guidance on what a MEMPC may deem as a sub-plan is available in the [Guidelines for Preparing State, Regional and Municipal Emergency Management Plans](#).

How do the sub-plans work? For example, is the fire plan written by fire agencies attached to the MEMPC?

An agency or group of agencies may write a sub-plan on behalf of the MEMPC (such as the fire agencies for a fire sub-plan), which the MEMPC then adopts as its own plan.

It may be that the MEMPCs establishes a working group or sub-committee with specific agencies to prepare a particular sub-plan.

Assurance and approval of your MEMPC

The approval process for all emergency management plans is changing. While MEMPCs will continue to be reviewed at least once every three years, the way that they are approved will be different.

From 1 December 2020, the MEMPC audit process currently conducted by Victoria State Emergency Service (VICSES) will be repealed and replaced with a new self-assurance arrangement. Under the new assurance process, your MEMPC will be responsible for ensuring that your plan complies with the new planning framework before your plan is provided to your REMPC for approval.

As outlined in this [fact sheet](#), your MEMPC will submit your MEMPC for approval to the REMPC, alongside a [Statement of Assurance](#) (SoA). The SoA verifies that the plan has been prepared in accordance with the Act and with due regard to Minister’s Guidelines for Preparing State, Regional and Municipal Emergency Management Plans.

The SoA consists of:

- An assurance checklist, to ensure all requirements from the Act have been met
- A certificate of assurance, signed by the preparer to confirm that the plan is compliant with the Act.

EMV is currently working with VICSES to conduct proof of concept sessions for this new assurance process to ensure learnings from the existing audit process are embedded in the assurance process and for the development of advisory material.

A [fact sheet](#) on the assurance and approval process, the assurance checklist and assurance certificate ([Statement of Assurance template](#)) is available on the EM Planning Resource Library.

- | | | |
|-----|--------------------------|--|
| 21. | <input type="checkbox"/> | Note that on 1 December 2020 the VICSES audit process of your MEMPC will be replaced with a new self-assurance process conducted by your MEMPC.
<i>s60AG(4) of the EM Act 2013, to be inserted by the EMLA Act on 1 December 2020</i> |
| 22. | <input type="checkbox"/> | Note that after the MEMPC’s self-assurance, your MEMPC will progress to the relevant Regional Emergency Management Planning Committee (REMP) for approval. Council is no longer the MEMPC approver. |

Will EMV be providing support to the MEMPCs that have their MEMPCs up for review early next year?

Yes. EMV will work with MEMPCs that have MEMPCs due for review/assurance/approval in the first half of next year.

Will MEMPCs be provided with a report or overview on how the MEMP assurance proof of concept process went?

The Proof of Concept report was shared with the four councils and one Alpine Resort Management Board that participated to ensure each is satisfied that the [Statement of Assurance template](#) and [Advisory Material](#) captures the outcome of the five sessions.

What are the timelines for presenting a MEMP to the REMPC?

This will be determined in discussion with the REMPC, noting that the REMPC will meet a minimum of four times per year but may need to meet more often depending on the number of MEMPs requiring review.

Who is responsible for publishing the plan?

Once approved by the REMPC, the MEMPC is responsible for ensuring the plan is published on the council's website, and then provided to the State Library.

MEMP sub-plans

The [Guidelines for Preparing State and Regional Emergency Management Plans](#) will shortly be updated to include municipal level guidance, however they currently include information about sub-plans that are applicable to all levels.

There is also a [fact sheet](#) on sub-plans available on the Emergency Management Planning Resource Library.

- 23. Note that MEMP sub-plans are required to progress through the same assurance and approval process as your MEMP.
- 24. Note that MEMP sub-plans do not need to be updated to align with the new legislated requirements until the end of their individual review periods
(i.e. MEMP sub-plans do not need to progress through the approval process at the same time as the MEMP if the sub-plan isn't due for review)

Do all sub-plans go through the same assurance and approval process as the MEMP?

Yes, MEMP sub-plans are treated in the same way as the principal MEMP, but they may be approved at different times to the principle MEMP.

It may be that some of the existing sub-plans are reclassified as complementary plans which may be referenced in the MEMP for completeness but are not subject to the same assurance and approval requirements.

Section 4: Changes to functional roles

On 5 October 2020, municipal council/Alpine Resort Management Board CEOs were provided a letter that advised of required changes to functional roles:

Changes to the municipal tier of emergency management planning come into effect on 1 December 2020. This involves changes to your council's emergency management staffing responsibilities.

- *The municipal emergency resource officer (MERO) will no longer have legislative backing. Instead your council will be required to appoint one or more municipal emergency management officers (MEMOs).*
- *The role of municipal recovery manager (MRM) will also be formalised in legislation and your council must appoint one or more MRMs”.*

[This fact sheet](#) provides further detail on these changes. MEMPC Chairs should review this fact sheet and ensure that the relevant changes have been made.

25. <input type="checkbox"/>	Note that from 1 December 2020, the municipal emergency resource officer (MERO) no longer has legislative backing.
26. <input type="checkbox"/>	Confirm that council has appointed one or more officers to the new role of municipal emergency management officer (MEMO) in line with the responsibilities outlined in the State Emergency Management Plan (page 64) and s59G of the EM Act 2013, to be inserted by the EMLA Act on 1 December 2020.
27. <input type="checkbox"/>	Confirm that council has appointed one or more officers to the role of municipal recovery manager (MRM) in line with the responsibilities outlined in the State Emergency Management Plan (page 67) and s59H of the EM Act 2013, to be inserted by the EMLA Act on 1 December 2020.
28. <input type="checkbox"/>	Advise Local Government Victoria via lgv.emergencies@ecodev.vic.gov.au (and where applicable, the Municipal Association of Victoria via emergencymgt@mav.asn.au) of the contact name and contact details of the MEMO and MRM.

Can we have deputy MEMOs and MRMs?

Section 59G and 59H of the EM Act 2013 specifies that at least one MEMO and at least one MRM are appointed. Council may wish to have multiple MEMOs and/or MRMs, or it may even wish to classify some as deputies, so long as there is at least one MEMO and at least one MRM.

The guidance says that the MRM will assist any MEMO – should be the other way around?

Section 59G of the EM Act 2013 outlines the role of the MEMO as being responsible for:

- liaising with agencies in relation to emergency management activities for the municipal district
- assisting in the coordination for emergency management activities for the municipal district.

The MRM is established in recognition of the municipal council's significant role in recovery. Section 59H(c) of the EM Act 2013 specifies the MRM will assist any MEMO appointed with planning and preparing for recovery, as the MEMO's responsibilities includes broader emergency management activities. This does not necessarily require the MEMO to be more senior than the MRM.

Is an ICC going to assume a MEMO will act as the EMLO?

There is no legislative requirement requiring the MEMO to be the EMLO. This arrangement can be detailed in the MEMP to suit each municipality.

Would the State consider providing a standardised training package for roles such as the MEMO and MRMs?

State level planning is aware of the request to increase capacity and capability for municipal level emergency management roles, and will factor this into its planning.

What is the role of the elected councillors in appointing the MEMO and MRM?

This will be in aligned with how council make appointments to other roles, e.g. via the CEO.

The SEMP outlines the MRM and MEMO roles, but not in detail. What is the expectation on MRM's in terms of relief?

The SEMP mirrors the responsibilities of the MRM and MEMO as outlined in the EM Act 2013. Each municipal council and Alpine Resort Management Board may expand on and extend these responsibilities as it sees fit, but it must ensure that the legislated responsibilities are met.

For example, additional to the legislated requirements, an MRM role description may be expanded to detail any requirement to be available for a 24/7 on-call roster and the tasks that would be completed when activated, such as setting up relief centres.

If BRV is activated in relief, will MRMs be required from local governments or will BRV fulfill that role?

MEMPCs should engage with BRV and its REMPC to confirm how BRV's role may impact MRMs.

What is happening to the Municipal Fire Management Officer (MFPO)

The MFPO is still recognised in the Country Fire Authority Act 1958 No.154 (CFA Act) s96A(1)(a) however, due to the repeal of Part IV of the EM Act 1986, this position no longer has a legislated planning role as the responsibility for fire planning now rests with the MEMPC.

Attachment A – wording to support the development of a council resolution

- That council authorises the disestablishment of the existing Municipal Emergency Management Planning Committee (MEMPC) established under s21(3)-(5) of the *Emergency Management Act 1986*, in recognition that on 1 December these provisions are repealed by s82(2) of the *Emergency Management Legislation Amendment Act 2018* and replaced by the provisions of s68 of the *Emergency Management Legislation Amendment Act 2018*.
- That council authorises the CEO to facilitate the establishment of the MEMPC in accordance with the provisions of s68 of the *Emergency Management Legislation Amendment Act 2018* (which inserts a new 'Part 6-Municipal Emergency Management Planning Committees' into the *Emergency Management Act 2013* on 1 December 2020).
- That council notes that, under the MEMPC Terms of Reference provided and the *Emergency Management Legislation Amendment Act 2018* (which inserts s59 and 59F into the *Emergency Management Act 2013* on 1 December 2020), council's role is to establish the committee. Once established, the committee exists separately to Council and is not a committee of Council.

Attachment B – suggested wording for letters seeking additional membership

Letter of invitation to an agency to nominate a member for the MEMPC

In 2020 the Emergency Management Legislation Amendment Act 2018 (EMLA Act 2018) introduced changes to emergency management planning under the Emergency Management Act 2013 (EM Act 2013), including the establishment of a reformed Municipal Emergency Management Planning Committee (MEMPC) for the [name] municipal district.

This MEMPC is the peak strategic and decision-making committee for emergency management planning in the municipal district. Among other planning activities, the MEMPC is required to maintain a Municipal Emergency Management Plan which is approved by the [name] Regional Emergency Management Planning Committee.

In accordance with section 59A of the EM Act 2013, the committee includes key agencies which are required to participate in the municipal planning process by providing members of appropriate authority to participate in the committee's decision-making and act on behalf of their agency. The MEMPC Terms of Reference, which I include for your information, outlines the current membership of the committee and agreed governance arrangements.

The committee also has authority to invite additional members with appropriate skills and interest, such as business, industry or community representatives and persons with a role or responsibility for recovery; to join the MEMPC. [Name] been identified as a valuable addition to the [name] MEMPC. On behalf of the committee, I invite you to [join the committee/nominate a member of your agency] to be a [voting or non-voting] member on the committee. In its discussions, the committee has suggested that you consider [name] for this nomination. This nomination is in addition to [existing member] the existing member

Letter to a new MEMPC member, following the agency's confirmation

I am delighted to welcome you to the [name] Municipal Emergency Management Planning Committee (MEMPC).

In 2020, the *Emergency Management Legislation Amendment Act 2018* (EMLA Act) amended the *Emergency Management Act 2013* to establish an integrated, comprehensive and collaborative framework for emergency management planning.

Our MEMPC connects to the state and regional levels of planning to ensure that emergency management planning operates in both a top-down and bottom-up way across the state. An important component and opportunity of this work is the maintenance of our Municipal Emergency Management Plan.

The Emergency Management Planning Resource Library is a valuable source of information for all tiers of emergency management planning, including for our MEMPC. I encourage you to review its contents.

Our next meeting is scheduled for [date] however you may contact me beforehand if you have any queries.

Version control

Version	Date	Summary of amendments	Author
1.0	27 October 2020	Approved for upload to Emergency Management Planning Resource Library	L. Adams, EMV
2.0	14 December 2020	Updated to include FAQs (from municipal Q&A sessions – November 2020). Approved for upload to Emergency Management Planning Resource Library	L. Adams, EMV