Click or tap to enter a date.

Name

Choose Region REMPC member

Agency

By email: [recipient’s email address](file:///%5C%5Cinternal.vic.gov.au%5CDJR%5CHomedirs4%5CLSAdams%5CDesktop%5Csunil.bhalla%40hrcc.vic.gov.au)

Dear REMPC member’s name,

**MEMBERSHIP FOR THE REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE**

In 2020 the *Emergency Management Legislation Amendment Act 2018* introduced changes to emergency management planning under the *Emergency Management Act 2013* (EM Act 2013). These changes included the establishment of a new Regional Emergency Management Planning Committee (REMPC) for the Choose Region region to be the peak strategic and decision-making committee for emergency management planning in the region.

Section 54(1) of the EM Act 2013 includes key agencies which are required to participate in the regional planning process by providing members of appropriate authority to participate in the committee’s decision-making and act on behalf of their agency. The REMPC’s records show that you are currently the nominated member for one of these key agencies. Your agency’s voice on the REMPC is important.

I have noticed you have not attended several of our meetings and am looking to confirm that you are still available to fill the role as your agency’s REMPC representative. Alternatively, in order to remain compliant with our legislated membership, I request that you provide me with the name, position and contact details of your next representative on the REMPC, along with confirmation of the change of membership from your agency head.

If you are continuing as the REMPC representative, you are welcome to nominate a standing proxy who can attend meetings on your agency’s behalf, should you be unable to attend. To enable Microsoft Teams access for your proxy, please advise me their name, position and contact details. I would also be interested in understanding if I can make any changes that would make it easier for you to attend REMPC meetings. Please feel free to contact me at [email address and/or phone number](file:///%5C%5Cinternal.vic.gov.au%5CDJR%5CHomedirs4%5CLSAdams%5CDesktop%5Csunil.bhalla%40hrcc.vic.gov.au) to talk through any REMPC matters.

I look forward to your continued support in regional emergency management planning.

Yours sincerely

Insert signature here

Chair’s name

Chair, Choose Region Regional Emergency Management Planning Committee