

6.2.2 Cardinia Shire Municipal Emergency Management Planning Committee (MEMPC) - Emergency Management Act Reform

Responsible GM: Nigel Higgins
Author: Stewart Matulis

Recommendation(s)

That Council passes the following motion to meet its responsibilities under Emergency Management Act 2013 and the Emergency Management Legislation Amendment (EMLA) Act 2018:

1. 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under s21(3)-(5) of the Emergency Management Act 1986, in recognition that on 1 December these provisions are repealed by s82(2) of the Emergency Management Legislation Amendment Act 2018 and replaced by the provisions of s68 of the Emergency Management Legislation Amendment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.
2. 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).
3. 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.

Attachments

1. EMPR Municipal Level Planning EMV Fact Sheet [6.2.2.1 - 3 pages]
2. Draft Terms of Reference - Cardinia Shire Municipal Emergency Management Planning Committee V0.1 [6.2.2.2 - 11 pages]
3. EMV Letter to CEOs for MEMPC Chairs 29 October 2020 [6.2.2.3 - 2 pages]

Executive Summary

From 1 December 2020, the EMLA ACT legislation shifts responsibility for municipal emergency management planning from the council to the reformed, multi-agency MEMPC - the peak emergency management planning body in Cardinia Shire 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.

To meet its responsibilities in line with EMLA ACT, Council is required to reform its MEMPC through a council resolution. This resolution will state that Council 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.

Background

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’.

EMV advised at that this time, that MEMPC Chairs should ensure that a council resolution is developed to be considered at the next available council meeting.

Policy Implications

The Cardinia Shire Municipal Emergency Management Plan and Subplans become the responsibility of the Cardinia Shire MEMPC. These documents and plans will no longer be Council owned documents and plans. However, Council as the MEMPC chair, will still have a key role in ensuring that these plans and subplans are completed and reviewed in accordance with their review cycle.

The reformed Cardinia Shire MEMPC will report directly to the Southern Metropolitan Regional Emergency Management Planning Committee, not to Council.

Relevance to Council Plan

1.7 Our People - Minimised impact of emergencies

1.7.1 Implement plans that support people in times of emergency.

1.7.2 Implement effective plans and procedures that minimise the impact of all emergencies in the Shire.

1.7.3 Protect against the impacts of emergencies through effective preparation and community planning and education.

Climate Emergency Consideration

Nil.

Consultation/Communication

No external consultation has occurred. Internal consultation and communication has occurred as required with the current Cardinia Shire Municipal Emergency Management Planning Committee members.

Financial and Resource Implications

Nil.

Conclusion

From 1 December 2020, the EMLA ACT legislation shifts responsibility for municipal emergency management planning from the council to the reformed, multi-agency MEMPC.

To meet its responsibilities in line with EMLA ACT, Council is required to reform its MEMPC through a council resolution as per the recommendation to Council.

This resolution will allow a reformed MEMPC to be established in accordance with the legislation, 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.

FACT SHEET #3
UPDATED MARCH 2020

Emergency Management Planning Reform

Municipal level planning Councils and alpine resort management boards

Throughout the second half of 2020, EMV's Emergency Management Planning Reform team will provide existing municipal emergency management planning committees (MEMPCs) with advice to prepare committees for the municipal level amendments which take effect on 1 December 2020.

Changes for councils

When the municipal level amendments take effect on 1 December 2020:

- Responsibility for municipal level planning is transferred from councils to new multi-agency municipal emergency management planning committees (MEMPCs).
- From 1 December 2020, the municipal emergency resource officer (MERO) will no longer have legislative backing. Instead there will be a new role of municipal emergency management officer (MEMO) and the role of municipal recovery manager (MRM) will be formalised. Until this point, the functions of the MERO continue.
- The role of the municipal fire prevention officer (MFPO) will continue under the planning reform but will no longer include a legislated planning function. Instead, fire planning will fall under the new integrated planning arrangements.
- VICSES audits will be replaced with a new assurance framework that applies at all planning levels.
- Municipal emergency management plans (MEMPs) will be required to cover mitigation, response and recovery, and address the roles and responsibilities of agencies in relation to emergency management. Plans are also intended to be integrated and comprehensive.
- The roll out of the new arrangements is beginning first at the state level, and then the regional and municipal levels. Once all three levels are in place, the arrangements promote a top-down and bottom-up approach so that information from the municipal level informs planning at the regional and state level, and vice versa.



Responsibility for municipal level planning is transferred from councils to new multi-agency municipal emergency management planning committees (MEMPCs)

For more information, please visit www.emv.vic.gov.au/how-we-help/emergency-management-planning or email emergencyplanning@emv.vic.gov.au

Changes for alpine resort management boards

- As with the current arrangements, alpine resort management boards will have the same emergency management planning responsibilities as councils. This means an alpine resort management board is required to facilitate emergency management planning for its alpine resort/s.
- However, an alpine resort management board will be able to appoint a council or another alpine resort board to undertake its planning functions on its behalf. This arrangement recognises the smaller size and capacity of some alpine resort boards.

Municipal emergency management planning committee (MEMPC)

- The *Emergency Management Act 2013* (as amended by the *Emergency Management Legislation Amendment Act 2018* (EMLA Act)) transfers responsibility for municipal level planning from councils to new MEMPCs. This reflects significant feedback from councils that councils should not own the plans, but they should be multi-agency plans.
- Importantly, it is the responsibility of the committee as a whole to deliver the emergency management plan and not that of the chair. Councils will convene and chair the committees which recognises their expertise, networks, and ability to coordinate across agencies at this level. However, planning is a shared responsibility of the MEMPC.
- Core membership for MEMPCs includes the council or alpine resort management board, Victoria Police, Country Fire Authority and/or Fire Rescue Victoria (to be established by the 1 July 2020), Ambulance Victoria, Victoria State Emergency Service, Australian Red Cross and the Department of Health and Human Services. The MEMPCs also require at least one additional recovery representative, one community representative, and one other representative (for example, industry).
- The new MEMPCs will be responsible for integrated EM planning for its municipal district or alpine resort, including mitigation for fires and other emergencies.

Guidelines for preparing State, Regional and Municipal Emergency Management Plans

- The Minister for Police and Emergency Services can issue guidelines to facilitate and support the planning process. A set of planning guidelines for the preparation of emergency management plans will be updated in phases to provide further detail and practical guidance on the planning process, supported by a [Resource Library](#) on the EMV website. Guidelines for preparing State, Regional and Municipal Emergency Management Plans will be formally released after 1 December 2020.

Municipal emergency management plans (MEMPs)

- Each municipal district or alpine resort management board is required to have a MEMP that is consistent with the relevant regional emergency management plan (REMP) and the State Emergency Management Plan (SEMP). Municipal plans should not replicate the regional plan. Rather, they should provide specific information tailored to the municipality's context and risk.
- MEMPs are required to be developed by the MEMPCs and approved by the relevant regional emergency management planning committee (REMPC).

Timing

- The new municipal emergency management planning arrangements will take effect on 1 December 2020. Until then, existing arrangements continue to apply. In particular, VICSES audits continue.
- Once the municipal planning arrangements take effect, each current municipal plan will continue as a transitional measure until its next natural review period, at which point the plan will be prepared under the new framework. A rolling schedule to prepare and undertake assurance of new MEMPs will be established based on the current three-year schedule.
- A selection of councils have been included in a proof of concept phase to test the development and assurance of municipal plans throughout 2020.

Collaboration

- The new arrangements establish an enabling environment that supports collaborative planning and gives flexibility to accommodate the different approaches across Victoria.
- MEMPCs may work jointly or in municipal cluster groups to develop common elements of their plans, however, each MEMPC is required to produce an individual plan which addresses their particular circumstances, needs and risks. It is expected that MEMPs prepared under the new planning arrangements do not replicate the state, regional or other municipal plans.

Consultation

- Consultation is required for emergency management plans produced at state, regional and municipal levels. MEMPCs are required to consult the community in developing their MEMPs.

Assurance of municipal emergency management plans

- EMV has developed an assurance framework for state, regional and municipal levels under the changes made through the EMLA Act.
- The municipal planning and audit process will continue as normal until the municipal phase of the EMLA Act commences on 1 December 2020. EMV will work with VICSES to transition from the current audit requirements to the new assurance framework.
- Once the municipal phase commences, the relevant REMPC will be responsible for providing assurance and approving the MEMP.
- Refer to the [Assurance of Emergency Management Plans](#) fact sheet for more information.

...each MEMPC is required to produce an individual plan which addresses their particular circumstances, needs and risks

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Cardinia Shire Municipal Emergency Management Planning Committee – Terms of Reference V0.1

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1. Introduction

The *Emergency Management Legislation Amendment Act 2018* (EMLA Act) amended the *Emergency Management Act 2013* (EM Act 2013) and various other acts to establish a new integrated and coordinated framework for emergency management planning at state, region and municipal levels.

At the municipal level, the EM Act 2013 as amended creates an obligation for a reformed Municipal Emergency Management Planning Committee (MEMPC) to be established in each of Victoria's municipal districts, including Alpine Resort Management Boards which, for the purposes of the Act, are considered as municipal districts.

Each MEMPC is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of developing a comprehensive emergency management plan for the municipality.

The Municipal Emergency Management Plan (MEMP) covers arrangements for mitigation, response and recovery, and identify the roles and responsibilities of agencies in relation to emergency management.

2. Scope

The Cardinia Shire MEMPC operates strategically to ensure comprehensive, collaborative and integrated planning occurs at all levels.

With a focus on preparedness and resilience, municipal planning applies risk-based analysis to mitigate or reduce the consequences of emergencies on the built, economic, social and natural environments and improve community outcomes.

Planning considerations include the full spectrum of prevention, preparedness, response and recovery and apply to all hazards and all communities.

The MEMPC maintains an awareness of existing municipal capability and capacity to support the effective conduct of mitigation, response and recovery activities. Where appropriate the committee may facilitate or assist with activities that support capability and capacity uplift. This may include, but is not limited to, community engagement activities or multi-agency exercises and training that provide for continuous learning and improvement.

3. Governance

Under section 59F of the EM Act, the Cardinia Shire Council has established the Cardinia Shire MEMPC which transfers responsibility for municipal emergency management planning from the council to the multi-agency MEMPC. This highlights the intent of the reform which supports emergency management planning as an integrated, multi-agency and collaborative effort. This means that all participating agencies are required to contribute their expertise and resource to municipal emergency management planning.

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As per section 59E of the EM Act 2013, the MEMPC can regulate its own procedure.

4. MEMPC Functions

The Cardinia Shire MEMPC is the peak planning body for emergency management within the Cardinia Shire municipal district. It is the forum for government and non-government agencies to develop policies, procedures, strategies and frameworks to support coordinated emergency management planning for the municipality.

In line with section 59D of the EM Act 2013 the functions of the Cardinia Shire MEMPC are to:

- a) be responsible for the preparation and review of its MEMP
- b) ensure that its MEMP is consistent with the state emergency management plan and the relevant REMP
- c) provide reports of recommendation to its REMPC in relation to any matter that affects, or may affect, emergency management planning in the municipality
- d) share information with the REMPC and other MEMPCs to assist effective emergency management planning
- e) collaborate (having regard to the Guidelines) with any other MEMPC that the MEMPC considers appropriate in relation to emergency management planning, including preparing MEMP
- f) perform any other function conferred on the MEMPC by the EM Act 2013, or any other act.

The MEMPC has the power to do all things necessary or convenient in connection with the performance of its functions, however it cannot direct any member agency or other group.

The MEMPC may establish ongoing sub-committees or time-limited working groups to investigate or address specific issues or undertake key tasks.

4.1 Context

The Cardinia Shire MEMPC reports to the Southern Metropolitan REMPC, and the REMPC is the key link between municipal and state level emergency planning and response activities. All legislated member agencies of the MEMPC are also represented on the REMPC.



Figure 1 – Relationship of the MEMPC to the REMPC and the EMC

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5. Membership

Section 59A of the EM Act 2013 specifies the minimum membership requirements of the MEMPC. The committee may invite additional people with key skills or knowledge to join the MEMPC, as necessary.

When deciding whether to invite new members to the MEMPC, consideration should be given to the reason for the invitation; for example, a potential member may be needed to add subject matter expertise to a specific project or body of work and therefore an invitation to participate in a sub-committee or working group may be a more appropriate strategy.

The committee will review its membership on a yearly basis, at its first quarter meeting.

Refer to Annexure A for a current list of members of the Cardinia Shire MEMPC.

5.1 Change of Representative

The relevant agency will advise the MEMPC chair in writing of any formal changes to their nominated representative. This relates to a permanent change of membership and does not relate to attendance as a proxy (refer to section 7.8).

As required by Section 59A of the EM Act 2013, a representative requires confirmation from within the relevant agency, as outlined in the table below.

Agency	Agency nominations confirmed by
Cardinia Shire Council	Chief Executive Officer
Victoria Police	Chief Commissioner of Police
Fire Rescue Victoria	Agency
Country Fire Authority	Agency
Ambulance Victoria	Secretary, Department of Health and Human Services
Victoria State Emergency Service	Agency
Australian Red Cross	Agency
Department of Health and Human Services	Secretary, Department of Health and Human Services

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6. Roles and responsibilities

6.1 Chair

Section 59B(1) of the EM Act 2013 specifies that the municipal council must nominate either its Chief Executive Officer or a member of the municipal council staff by the Chief Executive Officer as the chairperson.

6.2 Chair responsibilities

The chair has the following functions (s59B(2) of the EM Act 2013):

- chairing MEMPC meetings
- facilitating the MEMPC to perform its functions
- On behalf of MEMPC provide information and recommendations to the REMPC

Additionally, the chair will:

- Ensure the MEMPC operates in accordance with the requirements of this Terms of Reference
- Preside at and manage all meetings
- Confirm the agenda for each meeting
- Manage acceptance/advice of last-minute papers or agenda items prior to MEMPC meetings.
- Ensure that the MEMPC meets according to its schedule
- Ensure that MEMPC meetings are efficient and effective
- Provide leadership to the committee in its deliberations
- Facilitate frank and open discussion
- Ensure that all members can participate equally
- Refer issues or matters of concern identified by the MEMPC, or members of the MEMPC, to the REMPC
- Sign correspondence on behalf of the MEMPC
- Represent the MEMPC in other forums where appropriate
- Coordinate out of session matters

6.3 Election of a deputy chair

To ensure consistency and redundancy the MEMPC will elect a deputy chair. This appointment may will be for a period of 1 year and will be elected at its first quarter meeting

6.4 Deputy chair responsibilities

- Undertake the role of the chair if the elected chair is absent
- Receive delegated responsibilities of the chair as agreed with the chair

6.5 Member responsibilities

The agencies prescribed in the EM Act 2013 and additional invited committee members will provide representation at the appropriate level and with the authority to commit resources and make decisions on behalf of their organisation or community.

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Members are asked to participate in the MEMPC as a partnership and provide advice or make decisions in the best interest of the citizens of Victoria. The MEMPC acknowledges and respects members existing responsibilities, accountabilities and associated levels of resourcing.

All MEMPC members will:

- Prepare for, prioritise and attend scheduled meetings
- Proactively contribute to the work of the MEMPC
- Provide meeting papers to the chair at least one week prior to a meeting
- Respect confidential and privileged information
- Represent all areas of their agencies and associated entities
- Report on recent relevant agency activity relating to emergency management mitigation, response or recovery activities, with a focus on emerging risks or opportunities
- Where a decision or action is outside the authority of the member, engage with relevant personnel within their agency to obtain approval to commit resources and undertake tasks
- Identify and liaise with subject matter experts or key representatives from within their agencies to participate in the MEMPC, its sub-committees or working groups
- Advocate for and report back to their agencies on MEMPC outcomes and decisions.

7. Administrative Arrangements

This section outlines the frequency of meetings and committee management arrangements.

7.1 Meeting frequency

To align with seasonal requirements and operational tempo, the MEMPC will meet quarterly, noting that the REMPC meets a minimum of four times a year in February, May, August and November.

The MEMPC chair may schedule additional meetings as required.

7.2 Meeting venue

The Cardinia Shire MEMPC's standing meeting venue will be the Cardinia Shire Council Civic Centre, 20 Siding Avenue, Officer.

The MEMPC chair may change the meeting venue as required.

7.3 Meeting papers and documentation

Any member can submit items to be included on the agenda. The chair will confirm the agenda prior to each meeting.

Meetings will be conducted on a formal basis, with proceedings recorded and action items documented in the MEMPC Actions Register.

All proceedings and documentation of the MEMPC are confidential until the MEMPC agrees otherwise, or where the provider of the information advises that it is publicly available, and no restrictions apply to its release. Noting this, MEMPC records remain discoverable under the Freedom of Information Act 1982.

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MEMPC documentation will be stored on Cardinia Shire Council Records Management System.

7.4 Secretariat

The Cardinia Shire Council will maintain the secretariat function for the Cardinia Shire MEMPC.

Secretariat duties may include:

- Scheduling meetings
- Providing committee members with the meeting agenda
- Record agreed actions in the MEMPC Actions Register
- Induction of new committee members
- Develop/send correspondence for the MEMPC
- Maintain the contact list of MEMPC members.

7.5 Quorum

Committee activities may be conducted without a quorum present; however, a quorum must be present for the purpose of decision making.

Where an agency will have responsibility or accountabilities as a result of a motion/resolution, that agency must be part of the quorum for that item.

A quorum is greater than 50% of the current voting members and includes the chair or deputy chair (*Annexure A*).

7.6 Decision making

In general, the Committee will adopt a consensus approach to decision-making, where a majority of members agree, with the remainder content to give way. The chair will seek further advice from the members and attendees or through external subject matter experts to support decision making.

Where consensus cannot be achieved, decisions will be made by majority vote. In the event of a tie the MEMPC, through the chair, will escalate issues to the REMPC for decision.

The chair will ensure that all members are provided with the opportunity to participate in discussions and decision making.

Each MEMPC member has one (1) vote on any matter decided by the committee, unless that member is identified as a non-voting member. To vote, a MEMPC member must be present at the meeting or represented by a proxy.

Where the MEMPC must reach a decision between committee meetings, this can be undertaken via circular resolution. All members will be notified of the proposed resolution, with a collective decision reached where the majority of respondents vote in the affirmative. Decisions made by circular resolution will be confirmed by committee at the next MEMPC meeting.

All decisions made will be regarded as collective decisions of the MEMPC.

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7.7 Conflict of interest

If a MEMPC member or their proxy has a direct or indirect interest in a matter to be decided by the committee, they must declare their conflict or perceived conflict and must not vote on the issue. The MEMPC will determine if the member should be excluded from all or part of the proceedings related to the matter.

7.8 Proxies

In accordance with the intent of the legislation members should prioritise MEMPC meetings wherever possible. In the event a member is unable to personally attend a specific meeting, they are encouraged to identify a suitably skilled and authorised proxy. The proxy is considered to have the same voting rights as the substantive MEMPC member, unless the chair is advised otherwise.

Members may choose to identify a standing proxy who is empowered to represent the member at any time. The member will notify the chair of the details of this person and the duration of the appointment as a standing proxy.

Where a standing proxy is not recorded, or is unavailable, a member will advise the chair of the name, role and contact details of their nominated proxy, as early as possible before a meeting. This advice should be in writing for the purpose of record keeping and will include any limitations to the voting rights of the proxy for that meeting.

If the committee member is unable to provide advice to the chair of the details of a proxy and their voting rights before the meeting, the attendee will be considered an observer for the meeting.

7.9 Observers

An observer may attend a meeting for any number of reasons. MEMPC members will advise the chair of the attendance of an observer before a meeting, where possible.

Observers must respect all confidentiality and operating protocols of the MEMPC, and must not:

- propose or vote on motions
- intrude on the procedures of the MEMPC
- take part in the meeting proceedings without the invitation of the chair.

7.10 Non-voting members

If deemed necessary for transparency and equity, the committee can invite additional standing members who may not have voting rights. Where this is the case, the membership list at *Appendix A* will reflect the voting status.

Members of sub-committees or working groups do not have voting rights unless they are also members of the MEMPC.

7.11 Issue Escalation

The Chair may escalate any matters of significance to the REMPC for advice or decision.

Members of the committee may also seek to escalate items to the REMPC, through the chair, where efforts to resolve a matter at the local level have not been successful, or where the consequences of a decision will unduly impact the member agency.

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Issues requiring escalation should be well documented and include:

- A description of the issue or advice sought and the consequences if it remains unresolved.
- Actions taken to resolve the issue.
- Recommended actions or options that may assist resolution.

8. Financial Management

The Cardinia Shire MEMPC does not have a financial delegation and does not hold a budget. The MEMPC cannot expend or receive monies.

Member agencies may agree to commit funds to a MEMPC activity or event, in which instance the expenditure is considered expenditure of the agency and not the MEMPC. The member agency is responsible for all aspects of financial management within their existing governance arrangements. The MEMPC does not accept liability for any agency-led initiatives.

9. Acronyms

Acronym	Description
EM Act 2013	Emergency Management Act 2013
EMC	Emergency Management Commissioner
EMCOP	Emergency Management Common Operating Picture (EMV system)
EMLA Act	Emergency Management Legislation Amendment Act 2018
EMV	Emergency Management Victoria
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MEMP	Municipal Emergency Management Plan

10. Document information

Document details

Municipal Emergency
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Criteria	Details
Document ID	
Document title:	Cardinia Shire Municipal Emergency Management Planning Committee Terms of Reference
Document owner:	Cardinia Shire MEMPC

Version control

Version	Date	Description	Author
0.1	23 November 2020	Adapted from REMPC Terms of Reference written by the EMV Planning Reform Team	Coordinator Emergency Management – Cardinia Shire Council

Document approval

This document requires the approval of the MEMPC:

Name	Title	Organisation
	Chair	On behalf of the MEMPC

Audience

The audience for this document is the MEMPC

Terms	Description
12 months	This document will be reviewed every 12 months or more frequently as required.
Review Date	February 2021

Appendix A – Cardinia Shire MEMPC Membership

Organisation	Name	Role	Email Address	Contact No.
VOTING MEMBERS				

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Organisation	Name	Role	Email Address	Contact No.
Cardinia Shire Council (Chair)				
Victoria Police	Snr Sgt Andrew Martin	Cardinia Shire MERC		
Country Fire Authority (where applicable)	Commander Michael Maypiece	Catchment Officer Cardinia Group		
Fire Rescue Victoria (where applicable)				
Ambulance Victoria	Gavan Keane	Area Manager Cardinia Shire		
Victoria State Emergency Service				
Australian Red Cross				
Department of Health and Human Services	Laura Edwards	Senior Emergency Management Officer		
Community representative/s				
Recovery representative/s				
Other persons as nominated				
NON - VOTING MEMBERS				



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Ms Carol Jeffs
Chief Executive Officer
Cardinia Shire Council

By email: c.jeffs@cardinia.vic.gov.au

Dear Ms Jeffs

RESOURCES TO GUIDE IMPLEMENTATION OF EMERGENCY MANAGEMENT PLANNING REFORM AT MUNICIPAL LEVEL

As you are aware, Emergency Management Victoria (EMV) is implementing emergency management planning reform as outlined in the *Emergency Management Legislation Amendment Act 2018* (EMLA Act). The implementation of reform at the municipal level will align municipal emergency management planning with changes that have already occurred at the state and regional levels. The new municipal arrangements apply from 1 December 2020.

Further to my 5 October 2020 letter, I am now writing to all identified MEMPC Chairs. Please note that Section 59B of the *Emergency Management Act 2013*, which commences on 1 December 2020, 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. Please confirm the MEMPC chair by email to emergencyplanning@emv.vic.gov.au.

There are new specific legislative requirements for all MEMPCs and this letter provides an overview of the resources that will support you, as the MEMPC chair, to oversee the required changes. I recognise that your municipality already has a MEMPC and I encourage you to engage with the current committee throughout this transition process.

1. Steps for the transition to reformed municipal emergency management planning arrangements

As chair of the MEMPC as well as the municipal council's representative to the MEMPC, you will play a key role in ensuring your MEMPC and council transition to the new emergency management planning arrangements.

EMV's planning reform team has prepared a [transition guide](#) to support your work through this process. This resource will be a vital resource to guide your work over the coming months to ensure that your MEMPC and council are aligned with the new planning framework and satisfy the legislative requirements that will be in place from 1 December 2020.

I recognise that council elections may have an impact on implementing these changes and request you make what changes you can as soon as practicable.



RESOURCES TO GUIDE IMPLEMENTATION OF EMERGENCY MANAGEMENT PLANNING REFORM AT MUNICIPAL LEVEL

As part of the steps of transition to a reformed MEMPC, you are required to ensure the committee has representation from all legislated agencies. The following agencies have already provided nominations for your MEMPC. The remaining agency representatives, as detailed in the transition guide, are for you to confirm.

Victoria Police	Senior Sergeant Andrew Martin	andrew.martin@police.vic.gov.au
Department of Health and Human Services	Laura Edwards	laura.edwards@dhhs.vic.gov.au
Country Fire Authority	Michael Maypiece	m.maypiece@cfa.vic.gov.au
Ambulance Victoria	Gavan Keane	cardinia2.stm@ambulance.vic.gov.au

2. Emergency Management Planning Resource Library (EM Planning Resource Library)

The [EM Planning Resource Library](#) is a progressively expanding database of resources to inform emergency management planning at state, regional and municipal level. It includes all resources that EMV's planning reform team have created to support your transition to the new emergency management planning framework. The library is your primary resource for all topics relating to emergency management planning, including the topics covered in the transition guide.

I encourage you to familiarise yourself with the resources currently on the EM Planning Resource Library, particularly the resources for municipal level planning. Please note that further resources will be uploaded by 1 December 2020.

Your feedback on the resources available on the Planning Resource Library is welcome via email to emergencyplanning@emv.vic.gov.au.

3. Coordination with your Regional Emergency Management Planning Committee (REMPC)

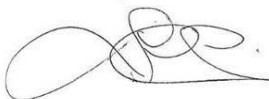
Under the reformed planning reform framework, your MEMPC will report direct to your region's REMPC. A strong working relationship with the REMPC is encouraged under the new framework and will encourage the collaboration, integration and consistency in Victoria's emergency management planning that the EMLA Act aims to achieve.

The REMPC will be your primary point of contact for assistance, should you be unable to find your answer in the EM Planning Resource Library.

Barry Gray is the current chair of the REMPC and may be contacted by email at bgray@mfb.vic.gov.au. Please note that the REMPC will be electing new office holders shortly.

Again, thank you for undertaking this important role in municipal emergency management planning. For further information on emergency management planning reform, please refer to the EM Planning Resource Library or contact your REMPC chair. EMV's planning reform team can also be contacted at emergencyplanning@emv.vic.gov.au.

Yours sincerely



Andrew Crisp
Emergency Management Commissioner
29/10/2020

cc: Janette Schimleck, Cardinia Shire Council REMPC representative