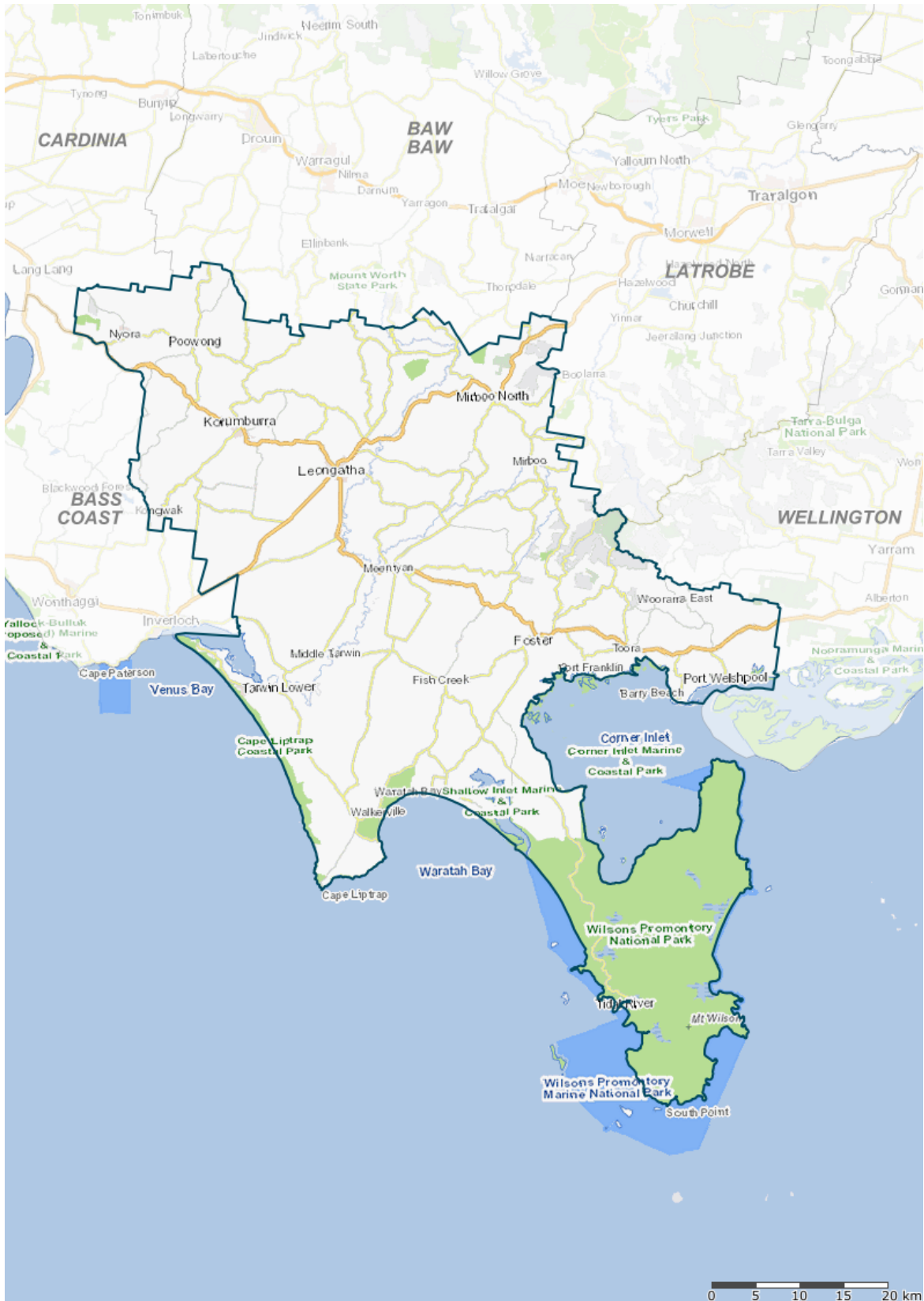


Municipal Emergency Management Planning

South Gippsland Municipal District



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.

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.

Scope

The South Gippsland 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.

Governance

Under section 59F of the EM Act, South Gippsland Shire Council has established a MEMPC which transfers responsibility for municipal emergency management planning from the council to the multi-agency MEMPC. This shift of responsibility 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.

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

MEMPC Functions

The MEMPC is the peak planning body for emergency management within the 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 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 working groups to investigate or address specific issues or undertake key tasks such as reviewing or developing subplans.

The outcomes of the Community Emergency Risk Assessment (CERA) process may identify the need for additional planning to be undertaken by a specific working group or sub-committee where a hazard identified through this process retains a high or extreme residual risk rating and the MEMPC believe further work is appropriate.

The EM Act 2013 & SEMP identifies the primary agency responsible for responding to specific forms of emergency. Additional planning work, sub-committee or working groups required at a municipal level will be led by the primary responsible control agency recognised in the SEMP or agencies identified with a regional coordination role.

Council will provide Secretariat support to sub-committee/working groups, if required, initially for 12 months. Secretariat duties include:

- Scheduling meetings
- Providing committee/working group members with the meeting agenda and notes/minutes
- Record agreed actions in the Actions Register
- Induction of new committee/working group members
- Develop/send correspondence for the committee/working group
- Maintain the contact list of committee/working group members

Context

The MEMPC reports to the 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

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, or more frequently if needed.

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

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
Municipal Council	Chief Executive Officer
Victoria Police	Chief Commissioner of Police
Country Fire Authority	Agency
Ambulance Victoria	Agency
Victoria State Emergency Service	Agency

Australian Red Cross	Agency
Department of Families Fairness and Housing	Secretary, Department of Families, Fairness and Housing (or delegate)

Roles and responsibilities

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. South Gippsland Shire Council CEO has nominated the Manager Economy Community and Investment to the role of chairperson.

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

Election of a deputy chair

To ensure consistency and redundancy the MEMPC will elect a deputy chair. This appointment may be a certain period of time, as agreed by the MEMPC.

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

At the first meeting of the MEMPC the South Gippsland Shire Council Senior Emergency Management Officer was appointed to the role of deputy Chair of the South Gippsland MEMPC.

Member responsibilities

The agencies prescribed in the EM Act 2013 and additional invited voting 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.

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 voting MEMPC agency/organisation 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.

All MEMPC community representatives 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 if appropriate
- Respect confidential and privileged information
- Represent all areas of the community of South Gippsland
- Support the MEMPC to undertake community engagement activities that build resilience to, and awareness of risks and promote protective actions
- Advocate for and report back to the community as required

Administrative Arrangements

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

Meeting frequency

To align with seasonal requirements and operational tempo, the MEMPC will meet four times a year on the 4th Tuesday in February, May, August and November, 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.

Meeting venue

Online and teleconference facilities will be in place to support voting and non-voting member attendance at all meetings. The MEMPC voting members will be invited to meet in person at the South Gippsland Shire Council offices in Leongatha at least twice a year.

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.

MEMPC documentation will be stored on South Gippsland Shire Council's records management systems.

Secretariat

The MEMPC have agreed that the secretariat function will be managed by South Gippsland Shire Council.

Secretariat duties 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

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*).

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.

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.

Proxies

In accordance with the intent of the legislation voting 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.

Non-voting members

The MEMPC recognises the significant work completed by other agencies, organisations and community groups within South Gippsland in relation to prevention, preparedness, response and recovery across all hazards and all communities.

Additional agencies who will support emergency planning in South Gippsland as non-voting members will be identified based on the disestablished South Gippsland Shire Council MEMPC, and any additional agencies identified through the risk assessment and Municipal Emergency Management planning process.

Non-voting members will receive invites to meetings, agenda and will be asked to contribute to the development of the Municipal Emergency Management Plan and any sub plans. These members will be invited, as required, on to working groups looking at specific hazards and will be involved with exercises and operational activation of the MEMP.

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 voting members of the MEMPC.

All non-voting MEMPC agency/organisation members will:

- Receive agendas for and minutes from scheduled meetings and attend meetings when possible
- Contribute to the work of the MEMPC
- Respect confidential and privileged information
- Represent all areas of their agencies and associated entities
- Where appropriate 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.

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.

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.

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.

Financial Management

The 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.

Appendix A – MEMPC Membership

Organisation	Name	Role
Voting Members		
South Gippsland Shire Council	Christian Stefani	Chair
Victoria Police	Brad Steer	Municipal Emergency Response Coordinator
Country Fire Authority	Emma Conway	Commander
Ambulance Victoria	Ben Minchin	Senior Team Manager
Victoria State Emergency Service	David Bartley	Regional Officer – Emergency Management
Australian Red Cross	Jay Jay Edmondson	Divisional Operations Officer
Department of Families, Fairness and Housing	Narelle Hocking	Senior Emergency Management Coordinator (South Division)

Organisation	Name	Role
South Gippsland Shire Council - Councillor	Councillor Mick Felton Councillor Jenni Keerie	Community representative
Salvation Army	Amanda Hart	Recovery representative
Victorian Council of Churches	Denise Martin	Recovery representative
Gippsland Southern Health Service	Louise Sparkes	CEO - Other nominated agency
Parks Victoria	Tim Bessell-Browne	Ranger in Charge, Fire & Emergency Operations - Other nominated agency
Regional Roads Victoria	Sarah Collins	Emergency Management - Other nominated agency
Non Voting Members		
Department of Energy, Environment and Climate Action (Ag Vic)	Craig Swain	Leading Animal Health Officer - Animal Welfare
Department of Energy, Environment and Climate Action	Nick Shaw	Senior Forest Management and Rooding Officer Forest Fire Operations
Venus Bay Surf Life Saving Club	Mark Lloyd	Venus Bay Surf Life Saving Club
Life Saving Victoria	Hannah Tzimokas	Area Manager - Lifesaving Services
AusNet Services	David Green	Lead Energy Project Coordinator
South Gippsland Water	Gary Tatterson	Risk Specialist
Southern Rural Water	Luke Krupa	
Gippsland Ports/Port of Hastings	David Ashworth Shane Vedamuttu	Assistant Harbour Master / Marine Officer Harbour Master
Department of Education and Training	Glen Tarrant	Senior Emergency Management Support Officer
Environment Protection Agency	Tania Lloyd	Senior Environment Protection Officer
West Gippsland Catchment Management Authority	John Crosby	Statutory Waterways Officer

Organisation	Name	Role
Gippsland Primary Health Network	Shona Smith	Coordinator Emergency Response
St Vincent De Paul	Linda Sparkes	President
Service Club Representative Rotary	Graeme Sprague	Rotary - Assistant Governor South Gippsland
Service Club Representative Lions	Robert (Bob) Howie	Lions District 201V3 Disaster Relief Chairperson
Australian Volunteer Coast Guard	Peter Carollan	
Community House representative/s	Manna Gum Community House Milpara Community House Leongatha Community House Venus Bay Community Centre Inc	Rebecca Matthews Jenni Keerie Maddison Redpath Alyson Skinner
South Gippsland Hospital	Paul Greenhalgh	CEO
Bald Hills Wind Farm representative	Glenn Furlong	Site Asset Manager
Gippsland Water	Lisa Worcester	Emergency Preparedness and Response Coordinator
MEMO	Lyndal Peterson James Bremner	MEMO MEMO
MRM	Sophie Dixon Ken Fraser	MRM MRM
Emergency Recovery Victoria	Rod Forrer	Regional Recovery Manager
Department of Health	Ellen Brown	Regional Manager Emergency Management

Document information

Document details

Criteria	Details
Document ID	
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Version control

Version	Date	Description	Author
0.1	16/4/2021	Adapted from REMPC Terms of Reference & Advisory material for a Municipal Emergency Management Planning Committee's (MEMPC) Terms of Reference	South Gippsland Shire Council EM Coordinator
0.2	22/4/2021	The South Gippsland MEMPC Functions was updated to recognise the outcomes of the CERA process and sub planning. Member Responsibilities relating to expectations of voting and non-voting members and community representatives was also updated.	South Gippsland Shire Council EM Coordinator
0.3	26/5/2021	Member contact information	South Gippsland Shire Council EM Coordinator
0.4	22/2/2022	Update re. Chairperson. Meeting format RDV removed form the Terms of Reference BRV and Department of Health invited - non-voting members, added based on response. Updated member names and contacts and nominations.	South Gippsland Shire Council Senior Emergency Management Officer
0.5	28/2/2023	Updated member contact information and recognised additional membership – ERV, Department of Health, MRM.	South Gippsland Shire Council Senior Emergency Management Officer

Document approval

This document requires the approval of the MEMPC:

Name	Title	Organisation
Christian Stefani	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 2024