

# **MEMPC Community Representative Information Guide**

# Table of Contents

MEMPC Community Representative.....	1
Information Guide .....	1
Table of Contents.....	2
1. Introduction .....	3
2. Emergency Management Planning Framework .....	3
3. Principles of Emergency management .....	3
4. What is the MEMPC? .....	4
5. Why do we have one? .....	4
6. What is the membership and structure of the MEMPC? .....	4
7. What are the members roles? .....	5
8. What is your role? .....	5
9. What can community representatives expect from the MEMPC? .....	5
10. Confidentiality and MEMPC Terms of Reference .....	6
11. Conflict of interest .....	6
12. Tenure .....	6
13. Proxies .....	6
14. Meeting Frequency .....	6
15. Related Policies .....	6
Related documents and resources .....	7
Appendix A: Regularly Used Acronyms .....	7
Appendix B: Acknowledgement of receipt of Information Guide.....	9

## 1. Introduction

Welcome to the Municipal Emergency Management Planning Committee (MEMPC) for the municipality of the Borough of Queenscliffe.

This information guide has been drawn together from various sources to assist you in your role as a member of the Municipal Emergency Management Planning Committee (MEMPC).

This guide aims to answer most questions a member of the MEMPC may have, however, this guide is not exhaustive and therefore it is important to use the links embedded in this document to check for updated and new information.

Refer to appendix 3 for a list of acronyms.

## 2. Emergency Management Planning Framework

The planning framework for emergency management includes State, regional and Municipal plans based on the requirements of the *Emergency Management Act 2013* and

The objectives of the framework within the context of the *Emergency Management Act 2013* are:

- foster a sustainable and efficient emergency management system that minimises the likelihood, effect and consequences of emergencies;
- establish efficient governance arrangements that
  - a. clarify the roles and responsibilities of agencies;
  - b. facilitate cooperation between agencies;
  - c. ensure the coordination of emergency management reform within the emergency management sector;
  - d. implement an ‘all communities, all emergencies’ approach to emergency management; and
  - e. establish integrated arrangements for emergency management planning in Victoria at the State, regional and municipal levels.

The Municipal Emergency Management Plan (MEMPlan) covers arrangements for mitigation, preparedness, response and recovery and identifies the roles and responsibilities of agencies in relation to emergency management within the Borough of Queenscliffe.

[Source: Victorian State Emergency Management Plan – SEMP](#)

## 3. Principles of Emergency management

Command, Control and Coordination are familiar and traditional mechanisms in emergency and incident management.

Over the past few years there has been a supplementary focus on Consequence, Communication and Community Connection.

It is an approach that is inclusive and community focused. It is also one that supports resilience in communities and in the Emergency Management sector.

Consequence, Communication and Community Connection enables a better focus on the community being central to everything we do in emergency management.

Understanding the impact of an emergency, the consequences of the impact and how we reach in and acknowledge the community connections before during and after an emergency is vital to building a sustainable emergency management system and one that recognises the central tenets of wellbeing, liveability, sustainability and viability for communities.

Source: <https://www.emv.vic.gov.au/about-us/what-we-do/the-six-cs>

## 4. What is the MEMPC?

The Municipal Emergency Management Planning Committee (MEMPC) is a multi-agency collaborative group whose members bring knowledge and expertise to the task of developing a comprehensive emergency management plan for the Borough of Queenscliffe.

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.

## 5. Why do we have one?

It is a legislated requirement.

The *Emergency Management Legislation Amendments Act 2018* (EMLA Act) established a new integrated, comprehensive and coordinated framework for emergency management planning at state, regional and municipal levels.

The EMLA Act has shifted responsibility for municipal emergency management planning from the council to the multi-agency MEMPC - the peak emergency management planning body in our municipal district.

The reform supports emergency management planning as an integrated, multi-agency and collaborative effort. Planning considerations include the full spectrum of prevention, preparedness, response and recovery and apply to all hazards and all communities.

## 6. What is the membership and structure of the MEMPC?

The MEMPC is made up of representatives from agencies and stakeholders across the municipality. The following agencies and organisations are members of the committee:

Borough of Queenscliffe	Australian Red Cross	Department of Defence
Victoria Police	Victorian Council of Churches Emergency Ministry	City of Greater Geelong Council
Country Fire Authority	Point Lonsdale Surf Lifesaving Club	Coast Guard
Department of Transport and Planning	Searoad Ferries	State Emergency Service

Department of Families, Fairness & Housing	Barwon Water	Parks Victoria
Queenscliff Harbour	Department of Energy, Environment and Climate Change	Bellarine Community Health

Part of the MEMPCs role is to identify the hazards for the Borough and collaboratively plan to minimise the consequences of any emergency on our residents

## 7. What are the members roles?

Members participating in the MEMPC do so with a partnership approach, providing advice and making decisions in the best interest of the residents of the Borough of Queenscliffe.

All MEMPC members must:

- Proactively contribute to the work of the MEMPC;
- Respect confidential and privileged information;
- Represent all areas of their agencies and associated entities;
- Represent all areas of the communities within the municipality; and
- Support the MEMPC to undertake projects and other duties as determined by the MEMPC.

## 8. What is your role?

As a Community Representative, volunteer and member of the MEMPC, you must, in good faith, represent all areas of our municipality. You are required (at a minimum) to attend 4 meetings per year, provide input at those meetings and receive/send correspondence to/from the MEMPC.

Meetings are held either virtually via MS Teams or 'in person' in Queenscliff.

## 9. What can community representatives expect from the MEMPC?

As a valued member of the committee, the MEMPC will provide you with information, support, and guidance on Emergency Management legislation as well as state, regional and local arrangements. The MEMPC is a 'collaborative' planning committee which values your input, knowledge, network connections and touchpoints into the community.

As a volunteer you will be entitled to:

- To work in a healthy and safe environment;
- To be interviewed and engaged in accordance with equal opportunity legislation;
- To be adequately covered by insurance;
- To be provided with orientation to the committee; and
- To have your confidential and personal information dealt with in accordance with the principles of the *Privacy and Data Protection Act 2014*.

## 10. Confidentiality and MEMPC Terms of Reference

Appointed Community Representatives must respect all confidentiality and operating protocols of the MEMPC. Information shared at MEMPC meetings and emails to members or between members should NOT be shared or released without prior written consent from the MEMPC Chair (or deputy chair). The Community Representative must adhere and follow the Terms of Reference (ToR) for the Borough of Queenscliffe MEMPC.

## 11. Conflict of interest

If a Community Representative has a direct or indirect interest in a matter to be decided by the MEMPC, they must declare their conflict or perceived conflict. The group will determine if the member should be excluded from all or part of the proceedings related to that matter.

## 12. Tenure

The Community Representative/s tenure will be a period of 2 (two) years.

Prior to the completion of the two-year period, another 'Expression of Interest' process will be undertaken by the MEMPC, and the current Community Representative/s will be asked to undertake a 'handover' with the new Community Representative/s.

## 13. Proxies

As the selection of a community representatives is through an Expression of Interest process there are no arrangements for proxies. If the Community Representative is unable to attend a scheduled meeting (for whatever reason) they must notify the Chair of the MEMPC meeting through the executive administration support arrangements.

## 14. Meeting Frequency

The MEMPC meets at least four (4) times a year however The MEMPC chair (or deputy Chair) may schedule additional meetings as required.

## 15. Related Policies

**CP049 Social Media** - Community representatives are not permitted to make statements to press or post any information on social media (on behalf of the MEMPC) without prior permission from the MEMPC Chair.

**CP045 Child Safety Statement** - Everyone is responsible to ensure all children are safe and feel safe.

## Related documents and resources

- [State Emergency Management Plan \(SEMP\)](#)
- [Victorian preparedness framework](#)
- [Borough of Queenscliffe Municipal Emergency Management Plan \(MEMP\)](#)
- [Emergency Management Legislation](#)
- A [MEMPC introductory video](#) to the reformed MEMPC. It is suggested that you watch the video as it will provides an overview of the new municipal emergency management planning arrangements.

## Appendix A: Regularly Used Acronyms

Acronym	Description
AV	Ambulance Victoria
ARC	Australian Red Cross
CCMA	Corangamite Catchment Management Authority
CERA	Community Emergency Risk Assessment
CFA	Country Fire Authority
BoQ	Borough of Queenscliffe
CoGG	City of Greater Geelong
DEECA	Department of Energy, Environment and Climate Action
DFFH	Department of Families, Fairness and Housing
DJSIR	Department of Jobs, Skills, Industry and Regions
DTP	Department of Transport and Planning
EHO	Environmental Health Officer
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
ERC	Emergency Relief Centre
ICC	Incident Control Centre
IMT	Incident Management Team
MEMO	Municipal Emergency Management Officer
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Resource Coordinator
MFPO	Municipal Fire Prevention Officer
MRM	Municipal Recovery Manager
PHEC	Public Health Emergency Coordinator

<b>Acronym</b>	<b>Description</b>
<b>PHWB</b>	Public Health and Wellbeing Act 2008
<b>REMP</b>	Regional Emergency Management Plan
<b>REMP</b>	Regional Emergency Management Planning Committee
<b>SEMP</b>	State Emergency Management Plan
<b>SHERP</b>	State Health Emergency Response Plan
<b>VCC</b>	Victorian Council of Churches
<b>VicPol</b>	Victorian Police
<b>VICSES</b>	Victorian State Emergency Services



## Appendix B: Acknowledgement of receipt of Information Guide

I have read the information contained in this document and I agree to abide by all expectations of the MEMPC

Community Representative

Name:

\_\_\_\_\_  
Signature

Date:

*This page is to be removed from the document and signed and returned to the MEMPC*