

# Latrobe City Municipal Emergency Management Planning Statement of Assurance



## Part 1: Checklist

**For sub-plans:** As a sub-plan forms a part of the principal MEMP, the assurance checklist may refer to where the principal MEMP addresses a certain requirement to acquit the sub-plan of that requirement.

Number	Checklist Requirement (Act section and/or <u>Guidelines</u> section)	Self- assessment	Evidence (include MEMP or MEMP sub-plan page number/s)
Plan has been prepared in accordance with the following legislative requirements under the <i>Emergency Management Act 2013</i> (the Act):			

Number	Checklist Requirement (Act section and/or <u>Guidelines</u> section)	Self-assessment	Evidence (include MEMP or MEMP sub-plan page number/s)
1.	<p>The MEMP or sub-plan has been prepared by the municipal emergency management planning committee (MEMPC)<sup>1</sup></p> <p>(Sections 59D(a) and 60ADB(1))</p>	<input checked="" type="checkbox"/>	<p>The Latrobe City MEMP has been prepared by the MEMPC and Minutes of MEMP meetings can verify this.</p> <p>(26 March 2021, 19 April 2021, 01 June 2021, 7 September 2021, 5<sup>th</sup> Nov 2021)</p> <p>As this is a newly developed MEMP further work needs to be undertaken by the committee to fully enhance the plans community connectiveness.</p> <p>The MEMP has been prepared as part of an integrated approach</p> <p>LC MEMPC terms of Reference Supplied.</p>

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<sup>1</sup> In the case of a sub-plan, it may be that a MEMPC member agency has prepared a sub-plan on behalf of the MEMPC.

<b>Number</b>	<b>Checklist Requirement</b> ( <i>Act section</i> and/or <u>Guidelines section</u> )	<b>Self-assessment</b>	<b>Evidence</b> (include MEMP or MEMP sub-plan page number/s)
2.	<p>In the case of an updated MEMP or sub-plan, the plan has been reviewed within three years or sooner as required</p> <p>(<i>Section 60AN, <u>section 6.1</u></i>)</p>	☑	<p>This is a totally new MEMP as required by the new arrangements.</p> <p>All areas of this plan have been changed.</p> <p>An amendment section has been included to identify changes as required to meet legislative change or as a result of any after action review or debrief recommendations</p>

<p>3.</p>	<p>To the extent possible, the MEMP or sub-plan does not conflict with or duplicate other plans in relation to emergency management that are currently in force within Australia</p> <p>(Section 60AC(c), <u>section 4</u>)</p>	<p><input checked="" type="checkbox"/></p>	<p>As part of this assurance process and as far as practicable the Latrobe City MEMP does not conflict with the REMP or the SEMP.</p> <p>The plan does not duplicate any other plans in Australia and is relevant to the Latrobe City Municipality</p> <p>The Latrobe City Municipal Emergency Management Plan has a number of guiding documents supporting this plan in reducing duplication as identified in the attached agenda template.</p> <p>This is also identified through the following areas:</p> <ul style="list-style-type: none"> <li>• MEMPC membership</li> <li>• CERA process and mitigations</li> <li>• Identified actions over the initial 12 months and 3 years of the Plan.</li> <li>• Roles and Responsibilities identifying MEMPC members and their roles when not in SEMP and how they contribute to Victorian Preparedness Framework for core capabilities, for major emergencies</li> <li>• Local Community action Plans and Draft, “My Community Bush Mitigation Plans” for 13 high risk Communities yet to be presented to the REMPC.</li> </ul>
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Number	Checklist Requirement (Act section and/or Guidelines section)	Self-assessment	Evidence (include MEMP or MEMP sub-plan page number/s)
4.	<p>The MEMP or sub-plan is consistent with the <a href="#">State Emergency Management Plan</a> and the relevant <a href="#">regional emergency management plan</a></p> <p>(Section 59D(b))</p>	<input checked="" type="checkbox"/>	<p>SEMP consistency can be seen throughout the Plan.</p> <p>With the October 2021 update to the SEMP there may be some inconsistency's yet to be identified but all efforts have been made to rectify this.</p> <p>Pg. 18 Victoria's Emergency management planning framework</p> <p>Pg. 14 MEMPC</p> <p>Pg. 15 Sub Committees and Working Groups</p> <p>Pg. 23 IC and ICC REMP consistency can be seen throughout the Plan.</p> <p>Pg. 64 Exercises</p> <p>Pg. 64 Meeting Frequency</p> <p>Pg. 59 Risk Treatment Plan CERA</p> <p>Pg. Planning for Cross Boundary Events</p>

<p>5.</p>	<p>The MEMP or sub-plan is consistent with the principles underlying the <b>preparation</b> of emergency management plans. Principles require that the plan is:</p> <ul style="list-style-type: none"> <li>• prepared in a collaborative manner,</li> <li>• prepared efficiently and effectively,</li> <li>• prepared in a manner that acknowledges and reflects the importance of community emergency management planning</li> </ul> <p>(Section 60AA(1), <u>sections 3.1 and 4.1</u>)</p>	<p style="text-align: center;">☒</p>	<p>Records from meetings where the Plan and process for developing the new Plan have been discussed can be provided at REMPC request meeting dates:</p> <p>(26 March 2021, 19 April 2021, 01 June 2021, 7 September 2021, 5<sup>th</sup> Nov 2021)</p> <p>Places the community at the centre – CERA Process and municipal district characteristics information included in planning process and form the basis of the Plan.</p> <p>Makes effective use of available resources focuses on risks, consequences, community outcomes and resilience through the CERA process and municipal district characteristics.</p> <p>The Communications Guide will require further updates to include recent changes to the SEMP and new Draft community bushfire mitigation plans.</p> <p>Considers existing capability and capacity, and future development needs – CERA process &amp; identified risk mitigations, MEMPC reporting and regular discussions around capacity</p> <p>Encourages participation, as well as discussion and independent thought – This is shown through the planning agendas and open engagement at meetings.</p> <p>Represents diversity within the community - CERA Process and municipal district characteristics identify</p>
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Number	Checklist Requirement ( <i>Act section</i> and/or <u>Guidelines section</u> )	Self-assessment	Evidence (include MEMP or MEMP sub-plan page number/s)
			<p>diversity. Respectful, inclusive and fosters trust - CERA Process and municipal district characteristics.</p> <p>Seeks consensus and collective action - Consultation plan and discussion at meetings.</p> <p>Uses transparent decision-making processes – MEMPC meeting records and MEMPC ToR.</p> <p>Shares key learnings and information – MEMPC meeting records and MEMEG/REMPC sharing.</p> <p>Latrobe City MEMP recognises a number of local community plans as identified on PG 68 and on the Latrobe City website</p>

<p>6.</p>	<p>The MEMP or sub-plan is consistent with the principles underlying the <b>contents</b> of emergency management plans. Principles require that the plan:</p> <ul style="list-style-type: none"> <li>• aims to reduce the likelihood of emergencies and the effect and consequences they have on communities;</li> <li>• ensures a comprehensive and integrated approach to emergency management;</li> <li>• promote community resilience in relation to emergencies;</li> <li>• and promote appropriate interoperability and integration of emergency management systems</li> </ul> <p>(Section 60AA(2), Section 60ADB(1), <u>section 3.6.3</u>)</p>	<p>☒</p>	<p>The MEMP objective and scope reflect EM plan principles.</p> <p>Governance outlined in the Plan and the TOR of the MEMPC as is the membership reflecting Latrobe City Council emergency risks.</p> <p>Appendix E, CERA Risk treatment plan identifies actions for MEMPC that aim to reduce the likelihood of emergencies and the effect and consequences they have on communities</p> <p>Working groups will be established to review previous MEMP Guiding documents which include operational tasks aim to reduce the likelihood of emergencies and the effect and consequences they have on communities</p> <p>These Guides are identified in the attached agenda.</p> <p>The working groups are also tasked with fostering interoperability and integration within the municipality.</p> <p>The MEMPC are committed to Integrated training activities and exercising activities that promote interoperability and integration of emergency management systems</p> <p>The redevelopment of a Communications Guide by the MEMPC will support the REMPC activity which aims to identify opportunities for support to, or coordination of, engagement and educational programs to facilitate greater reach and build community resilience with a focus on vulnerable persons/sectors within the regions</p>
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Number	Checklist Requirement (Act section and/or Guidelines section)	Self-assessment	Evidence (include MEMP or MEMP sub-plan page number/s)
			(single/multi-agency) integrated approach to emergency management in Latrobe City Council
7.	The MEMP or sub-plan contains provisions for the <b>mitigation</b> of emergencies  (Section 60AE(a), section 3.2)	<input checked="" type="checkbox"/>	Part 4 Page 17 mitigation arrangements including preparedness.
8.	The MEMP or sub-plan contains provisions for the <b>response</b> to emergencies  (Section 60AE(b), sections 3.3, 3.6.2 and 3.6.3)	<input checked="" type="checkbox"/>	Part 5 Page 19 Response including Relief
9.	The MEMP or sub-plan contains provisions for the <b>recovery</b> from emergencies  (Section 60AE(c), section 3.4)	<input checked="" type="checkbox"/>	Part 6 Page 33 Recovery
10.	The MEMP or sub-plan specifies the <b>roles and responsibilities</b> of agencies in relation to emergency management  (Section 60AE(d), sections 3.3 and 3.5)	<input checked="" type="checkbox"/>	Part 7 Page 41 Roles and Responsibilities
11.	The MEMPC consists of membership from required agencies  (Section 59A)	<input checked="" type="checkbox"/>	Part 3.4 Membership page 15  Appendix H – Contact Directory page 67

<b>Number</b>	<b>Checklist Requirement</b> ( <i>Act section and/or <u>Guidelines</u> section</i> )	<b>Self-assessment</b>	<b>Evidence</b> (include MEMP or MEMP sub-plan page number/s)
12.	<p>In the case of a MEMPC that has collaborated with other MEMPCs in preparing its own MEMP or sub-plan, the MEMPC has separately ensured that its own MEMP or sub-plan has been prepared in accordance with the Act and relevant guidelines issued under section 77 of the Act</p> <p>(<i>Section 60ADB</i>)</p>	☑	N/A

Number	Checklist Requirement (Act section and/or <u>Guidelines section</u> )	Self-assessment	Evidence (include MEMP or MEMP sub-plan page number/s)
13.	<p>In developing the MEMP or sub-plan, the following have been consulted and engaged:</p> <ul style="list-style-type: none"> <li>- any sector of the community the MEMPC considers appropriate</li> <li>- had regard to any relevant Community Emergency Management Plan</li> <li>- Any body, Department or other agency the MEMPC considers appropriate</li> </ul> <p>(Section 60AFB(1), <u>sections 4.2 and 4.2.3</u>)</p>	<input checked="" type="checkbox"/>	<p>MEMPC members and Council staff who are community members were engaged along with agencies who work closely with culturally and linguistically diverse (CALD), Aboriginal and/or other key community groups.</p> <p>Local community-based plans and Local Emergency action planning committees engaged through the CERA process.</p> <p>MEMPC membership knowledge and input used to develop the CERA process and MEMP sections.</p> <p>Reference to Vulnerable Person Register and Vulnerable facilities register – recognising Vulnerable people in Latrobe city Council and where they might congregate.</p> <p>Significant work identified in Risk Action Plan and annual requirements of MEMPC members shows commitment to improving EM planning</p> <p>MEMP endorsed by broader MEMPC and adopted by whole MEMPC membership.</p> <p>13 Draft Community high bushfire risk plans under development:  <a href="https://www.latrobe.vic.gov.au/Community/Emergencies/Municipal_Community_Bushfire_Management_Plans">https://www.latrobe.vic.gov.au/Community/Emergencies/Municipal_Community_Bushfire_Management_Plans</a></p>

Number	Checklist Requirement (Act section and/or <u>Guidelines</u> section)	Self-assessment	Evidence (include MEMP or MEMP sub-plan page number/s)
<b>Plan has been prepared with regard to the following guidance in Ministerial guidelines issued under section 77 of the Act (<a href="#">Guidelines for Preparing State, Regional and Municipal Emergency Management Plans</a>):</b>			
14.	The MEMP or sub-plan provides a brief municipal level overview and environmental scan that explains the hazard profile and key considerations for emergency management arrangements across the key areas of mitigation, response and recovery.  ( <u>Section 3.6.2 and 3.6.3</u> )	<input checked="" type="checkbox"/>	Part 2 Municipal District Characteristics PG 11
15.	The MEMP or sub-plan identifies and plan for cross-agency/cross boundary/cross-border opportunities  ( <u>Section 3.6.2 and 3.6.3</u> )	<input checked="" type="checkbox"/>	Planning for Cross boundary events PG 31
16.	An appropriate risk management process (consistent with Australian / New Zealand ISO 31000, such as the Community Emergency Risk Assessment) has been conducted by the MEMPC during the development of the MEMP or sub-plan.  ( <u>Sections 3.2 and 4 (step 1)</u> )	<input checked="" type="checkbox"/>	CERA as identified on pages 17,18 and Appendix E

Number	Checklist Requirement (Act section and/or <u>Guidelines</u> section)	Self-assessment	Evidence (include MEMP or MEMP sub-plan page number/s)
17.	<p>The MEMP or sub-plan assesses existing and future capability and capacity requirements for the municipality utilising the Victorian Preparedness Framework. Through this process the MEMP or sub-plan considers where emergency management capability would be drawn from that cannot be met from within the municipality and mechanisms to escalate requests for emergency management capacity.</p> <p>(Section 3.5)</p>	☒	<p>Appendix E CERA page 59 identifies the work the MEMPC will complete in relation to Preparedness &amp; the Victorian Preparedness Framework. This outlines the activities that the MEMPC will complete to continue to develop capacity and capability</p>
18.	<p>Exercises have been undertaken during the planning life cycle to test the MEMP or sub-plan</p> <p>(Section 4 (step 5))</p>	☒	<p>During the development of this plan activation has occurred through a number of mediums:</p> <p>09/06/2021 Flood and Storm Event</p> <p>30/06/2021 Flood Event</p> <p>28/10/2021 Storm Event</p> <p>Ongoing COVID impacts and response.</p> <p>Appendix F page 64 is the proposed Exercising, Training and Meeting Schedule.</p>

**The MEMPC may provide the following optional evidence, for consideration by the REMPC as part of the approval process:**

Number	Checklist Requirement (Act section and/or Guidelines section)	Self-assessment	Evidence (include MEMP or MEMP sub-plan page number/s)
19.	Provide examples where the MEMP or sub-plan presents any innovative approaches to emergency management that could be shared across other MEMPCs and strengthen their capabilities.	☒	<p>CERA Process – use of risk literature to form basis of document, consistent approach to impacts analysis, development of risk action plan linked to MEMPC.</p> <p>Attached agenda highlighting the ongoing assessment of guiding documents</p> <p>Well developed community relationships in supporting local planning are currently progressing with 13 draft high risk My Community Bushfire Management Plans that are now open for community feedback.  <a href="https://www.latrobe.vic.gov.au/Community/Emergencies/Municipal_Community_Bushfire_Management_Plans">https://www.latrobe.vic.gov.au/Community/Emergencies/Municipal_Community_Bushfire_Management_Plans</a></p> <p>Roles and Responsibilities – recording of non-SEMP agencies roles.</p>
20.	Any additional comments for the REMPC relating to the MEMP	<i>At the MEMPCs discretion</i>	Recent approved changes to the SEMP will require further changes to this plan as our planning refinement requires.

# Municipal Emergency Management Planning Statement of Assurance

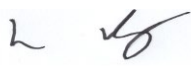


## Part 2: Certificate of Assurance for the Latrobe City Council Municipal Emergency Management Plan

**Plan Preparer: Latrobe City** Municipal Emergency Management Planning Committee

I certify that the attached Municipal Emergency Management Plan complies with the requirements of the *Emergency Management Act 2013*, including having regard to any relevant guidelines issued under section 77 of that Act, to the extent outlined in the attached checklist.

The last review of the plan was conducted on 11/11/2021

<p><i>(For MEMP and MEMP sub-plans)</i></p> <p><b>On behalf of the Municipal Emergency Management Planning Committee:</b></p>  <p>Lance King Chair, Municipal Emergency Management Planning Committee 11/11/2021</p>	<p><i>(For sub-plans only, if prepared by an agency on behalf of the MEMPC)</i></p> <p><b>Nominated representative of preparer:</b></p> <p>Insert signature here</p> <p>Name of nominated representative of preparer Title and agency Click or tap to enter a date.</p>
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At a special meeting held on the 11<sup>th</sup> November 2021 the Latrobe City Municipal Emergency Management Plan (LCMEMP) and Assurance Process was Adopted by the LCMEMP Committee

Moved Lance King

Seconded Jan McNally

Carried Unanimously







No	Item Description / Action			Owner
	Changes Required	Changes Completed	Date	
	Review			
	<b>11.2 Mass Vaccination Guide</b>			
	Changes Required	Changes Completed	Date	
	<b>11.3 Pandemic Sub Guide</b>			
	Changes Required	Changes Completed	Date	
	<b>11.4 Animal Welfare Guide</b>			
	Changes Required	Changes Completed	Date	
	<b>11.5 Heatwave Guide</b>			

No	Item Description / Action			Owner						
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	<p><b>11.6 Flood Sub Committee</b></p>									
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	Changes Required	Changes Completed	Date							
	<p><b>11.7 Hazardous Materials Guide</b></p>									
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	<p><b>11.8 Municipal Fire Management Guide</b></p>									
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	Changes Required	Changes Completed	Date							
	<p><b>11.9 Recovery Guide</b></p>									

No	Item Description / Action			Owner
	Changes Required	Changes Completed	Date	
12	<b>CERA Review</b>			All
13	<b>General Business</b>			All

Next Meeting