

# Municipal Emergency Management Plan Statement of Assurance Mansfield

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## Part 1: Checklist

**For sub-plans:** As a sub-plan forms part of the principal MEMP, the assurance checklist may refer to where the principal MEMP addresses a certain requirement, noting an emergency management plan should not duplicate another emergency management plan.

No.	Checklist Requirement <small>(Section of Emergency Management Act 2013 and/or <a href="#">Guidelines chapter</a>)</small>	Self-assessment	Evidence <small>(include MEMP or MEMP sub-plan page number/s)</small>
<b>This Emergency Management Plan has been prepared in accordance with the following legislative requirements under the <i>Emergency Management Act 2013 (the Act)</i>:</b>			
1.	<p>The MEMP or sub-plan has been prepared by the municipal emergency management planning committee (MEMPC)<sup>1</sup>, with the MEMPC consisting of membership from required agencies</p> <p><i>(Sections 59A, 59D(a) and 60ADB(1))</i></p> <p>The MEMP or sub-plan is consistent with the <b>principles</b> underlying the preparation of emergency management plans, including 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><i>(Section 60AA(1), <a href="#">chapters 2.4, 4.1 and 7.1</a>)</i></p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p><i>Mansfield MEMPC members have been involved in reviewing the MEMP, providing feedback during the process.</i></p> <p><i>MEMO and MRM have also been heavily involved in the review of the MEMP.</i></p>
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, <a href="#">chapter 7.6</a>)</i></p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 14/09/2021	<p><i>Last MEMP Assurance was completed on 14/09/2021.</i></p> <p><i>MEMP Section 1.5 Plan Assurance and Approval, Section 1.6 Plan review and maintenance.</i></p> <p><i>MEMP Section 3.8, 3.9 and 3.10</i></p> <p><i>2024- 2027 MEMP has Version control – Page 2</i></p>
3.	<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><i>(Section 60AC(c), <a href="#">chapters 1.3, 2.1, 2.4 and 7</a>)</i></p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

<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.

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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><i>(Section 59D(b))</i></p> <p>The MEMP or sub-plan is consistent with the principles underlying the <b>contents</b> of emergency management plans, including 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><i>(Section 60AA(2), Section 60ADB(1), <a href="#">chapter 1.3</a>)</i></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>MEMP Section 1.3, the MEMP supports a coordinated approach to emergency management arrangements between the SEMP and REMP.</i></p> <p><i>MEMP Section 2.2 Town and Localities, identifies Alpine Resorts Victoria Mt Buller – Mt Stirling as a separate entity to Mansfield Shire Council, however both organisations have strong relationships and work together during emergencies.</i></p>
5.	<p>The MEMP or sub-plan contains provisions for the <b>mitigation</b> of emergencies</p> <p><i>(Section 60AE(a), <a href="#">chapter 3.2</a>)</i></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>MEMP Section – Before – preparation is the best defence, Page 13.</i></p> <p><i>MEMP Section 4 - Prevention arrangements, including CERA evaluation, pages 33 – 44.</i></p>
6.	<p>The MEMP or sub-plan contains provisions for the <b>response (including relief)</b> to emergencies</p> <p><i>(Section 60AE(b), <a href="#">chapter 3.3</a>)</i></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>MEMP Section – During – Protection and preservation of life and relief from suffering, Page 45.</i></p> <p><i>MEMP Section - Provision of Relief, pages 50-54 identify response and relief arrangements for agencies and Council.</i></p>
7.	<p>The MEMP or sub-plan contains provisions for the <b>recovery</b> from emergencies</p> <p><i>(Section 60AE(c), <a href="#">chapter 3.4</a>)</i></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>MEMP Section – After – Recovery and Community Continuity.</i></p> <p><i>MEMP Section 6.3 – Recovery roles and responsibilities, pages 76 – 78.</i></p> <p><i>MEMP Section 6.11 Recovery services and providers, pages 83 – 89.</i></p>

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No.	Checklist Requirement <small>(Section of Emergency Management Act 2013 and/or <a href="#">Guidelines chapter</a>)</small>	Self-assessment	Evidence <small>(include MEMP or MEMP sub-plan page number/s)</small>
8.	<p>The MEMP or sub-plan specifies the <b>roles and responsibilities</b> of agencies in relation to emergency management</p> <p><small>(Section 60AE(d), <a href="#">chapter 3.5</a>)</small></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>The MEMP identifies roles and responsibilities of agencies in further detail within the three main sections of the MEMP - Before, During and After.</i></p> <p><i>Section 3.4 - Emergency management roles and responsibilities, page 28.</i></p> <p><i>Section 5 - Response arrangements, page 46 – 54.</i></p> <p><i>Section 5.16 - Public health and medical arrangements, page 60.</i></p> <p><i>Section 5.28 – Impact assessment procedures, pages 71 - 72</i></p> <p><i>Section 6.3 - Recovery roles and responsibilities page 76.</i></p> <p><i>Section 6.11 – Recovery Services and Providers, Pages 84- 89.</i></p>
9.	<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><small>(Section 60ADB)</small></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>Collaboration not required as ARV Mt Buller Mt Striling representatives are members of the Mansfield MEMPC (and vice versa), we have not collaborated on the MEMP apart from officer input.</i></p>
10.	<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><small>(Section 60AFB(1), <a href="#">chapters 2.1, 2.6 and 7.1</a>)</small></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>The MEMPC membership has three community members including one from Woods Point who have provided a community perspective during the review of the MEMP.</i></p> <p><i>The Woods Point Community Safety Plan is a Sub Plan to the MEMP and currently under review in consultation with the Woods Point Community.</i></p> <p><i>During the delivery of the Resilience Benchmarking and the LEAPing into Resilience Projects, the communities engaged have become more aware of the MEMP and how agencies work together to reduce risks, have a coordinated response and recovery plan.</i></p>

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<b>This 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>			
11.	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.  ( <a href="#">Chapter 7</a> )	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>MEMP Section – 1.1 Introduction and context.</i>  <i>MEMP Section – Before – Preparation is the best defence, pages 14 – 25.</i>  <i>Provide an overview and environmental scan of the Mansfield district, key considerations and vulnerabilities for emergency management arrangements.</i>
12.	The MEMP or sub-plan identifies and plan for cross-agency/cross boundary/cross-border opportunities  ( <a href="#">Chapter 7</a> )	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>MEMP Section - 2.2 Town and Localities and 3.3 – The integrated approach identifies Alpine Resorts Victoria Mt Buller – Mt Stirling as a separate entity to Mansfield Shire Council, however both organisations have strong relationships and work together during emergencies.</i>
13.	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.  ( <a href="#">Chapters 3.1, 7 and 7.6</a> )	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>MEMP Section 4.1 – Hazard review, pages 33 – 42.</i>  <i>CERA Process identifies Bushfires, Pandemic, Flood, Heatwave and major events as being major risks for the Mansfield district.</i>  <i>CERA review was completed in February 2024. MEMPC members were involved in reviewing the CERA information and provided any further feedback.</i>
14.	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.  ( <a href="#">Chapter 4</a> )	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>MEMP Section – 3.11 Mutual aid arrangements. Page 32.</i>  <i>MEMP Section - 5.18 Resource supplementation, pages 61 – 63. Identifies the process for drawing on additional resources if needs cannot be meet locally.</i>
15.	Exercises have been undertaken during the planning life cycle to test the MEMP or sub-plan  ( <a href="#">Chapters 3.2 and 7.6</a> )	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>MEMP Section – Appendix 7.14 – Records of exercises.</i>  <i>MEMP Section 1.5 Plan Assurance and Approval, Section 1.6 Plan review and maintenance.</i>  <i>MEMP Section 3.8, 3.9 and 3.10</i>

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No.	Checklist Requirement <i>(Section of Emergency Management Act 2013 and/or Guidelines chapter)</i>	Self-assessment	Evidence <i>(include MEMP or MEMP sub-plan page number/s)</i>
<b>The MEMPC may provide the following optional evidence, for consideration by the REMPC as part of the approval process:</b>			
16.	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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>MEMP refers to Local Emergency Action Plans (LEAP) that communities have completed or are in the process of completing through Commonwealth Government funding and the LEAPing into resilience project. The LEAP plans have been developed by the communities and have significantly contributed to improving their resilience.</i>
17.	Any additional comments for the REMPC relating to the MEMP	<i>At the MEMPCs discretion</i>	<i>Note: section not compulsory It is helpful to include MEMP page or section references if applicable</i>



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

Step 1: name of municipal district Step 2: If a sub-plan, name of sub-plan (e.g. Storm), otherwise delete this step Step 3: Choose type of plan

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

If a sub-plan has been prepared by an agency on behalf of the MEMPC, make comment of that here.

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.

<p><i>(For MEMP)</i></p> <p><b>On behalf of the Municipal Emergency Management Planning Committee:</b></p>  <p>Ari Croxford – Demasi Chair, Municipal Emergency Management Planning Committee 29/10/2024</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</p> <p>Title and agency</p> <p>Click or tap to enter a date.</p>
<p><b>The Hume Regional Emergency Management Planning Committee approves this plan.</b></p> <p>Click or tap to enter a date.</p> <p>Insert signature here</p> <p>Name of Chair Chair, Regional Emergency Management Planning Committee Click or tap to enter a date.</p>	