

**Victoria State Emergency Service**

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| **Victoria State Emergency Service** |
| **Municipal Emergency Management Plan (MEMP) Audit Workbook** |
|  |
| **<Council Name> MEMP Audit Workbook** |
|  |
| **2nd Edition Version 1.1 | CD/17/34150 | 1 June 2017** |



**Audit Workbook Version Control**

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| **Amendment List**

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| --- | --- | --- |
| **Version Number** | **Issue Date** | **Nature of Amendment** |
| 2nd Edition, Version 1.0, Pilot | 28 April 2017 | Final draft version available for pilot testing. |
| 2nd Edition, Version 1.1, Final | 1 June 2017 | Final version, incorporating changes identified as being required during pilot testing phase. |

**Contact for enquiries and proposed changes**If you have any questions regarding this document, please contact the responsible area identified below:*VICSES Emergency Management Planning03 9256 9000emp@ses.vic.gov.au*  |
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# INTRODUCTION

The Victoria State Emergency Service (VICSES) is required to audit every Municipal Emergency Management Plan (MEMP) at least once every three years, in accordance with the Emergency Management Act 1986 (EM Act) Section 21A(1):

**EM Act S21A(1)** A municipal emergency management plan **must** be audited during the period commencing 1 July 1995 and ending 31 December 1996 and thereafter at least once every 3 years by the Chief Officer, Operations of the Victoria State Emergency Service to **assess whether the plan complies with the guidelines issued by the Minister.**

Part 6 of the Emergency Management Manual Victoria (EMMV) (Municipal Emergency Management Planning Arrangements) constitutes these guidelines. The MEMP must therefore be compliant with both the EM Act, and the most current version of the EMMV. Although Part 6 of the EMMV is the most relevant part to the MEMP audit process, all parts should be considered when drafting the MEMP.

The following legislative requirements are also included in the EM Act:

**EM Act S20(1)** A municipal council must prepare and maintain a municipal emergency management plan.

**EM Act S21(3)** A municipal council must appoint a municipal emergency planning committee constituted by persons appointed by the municipal council being members and employees of the municipal council, response and recovery agencies and local community groups involved in emergency management issues.

**EM Act S21(4)** The function of a municipal emergency planning committee is to prepare a draft municipal emergency management plan for consideration by the municipal council.

**EM Act S21(5)** A municipal emergency planning committee must give effect to any direction or guidelines issued by the Minister **[EMMV]**.

Therefore, by endorsing the MEMP, the council agrees to all processes and arrangements detailed in the MEMP. The council is also responsible for ensuring the currency of the MEMP.

**The MEMP presented for Audit must be the latest MEMP adopted by the Municipal Council.**

**(EMMV Part 6-9)**

# FOR THE AUDITOR

The responsibility for the accuracy of the information contained in the MEMP rests with the relevant Municipal Emergency Management Planning Committee (MEMPC). The responsibility of the auditor is to obtain audit evidence and to evaluate it objectively to determine the extent to which the municipality’s MEMP complies with the legislation and with any direction or guidelines issued by the Minister. The extent of the compliance found is then reported within an audit report.

This audit tool has been designed to help the auditor, and the MEMPC, in assessing the compliance of the MEMP with the EM Act, the EMMV, and other associated emergency management legislation, including the Country Fire Authority Act 1958, the Metropolitan Fire Brigades Act 1958 and the Libraries Act 1988.

This workbook:

* Is a tool for the auditor and audit panel during the audit process.
* Serves as a tool to assist self-assessment or internal audit.

The accompanying MEMPC guide:

* Identifies compliance requirements with examples of evidence that may be used to demonstrate compliance.
* Provides self-assessment resources to assist MEMPCs in using a continuous improvement approach to compliance.

This audit tool is mandatory in its range of criteria, but flexible in acknowledging different types of evidence, recognising that each MEMPC and audit event has unique compliance characteristics. It is important that both auditors and MEMPCs have the capacity to adapt to the diversity of each MEMPC, while upholding the integrity of the guidelines that underpin the Act.

There are many cases where the auditor and MEMPCs can use a holistic approach to collecting, demonstrating and assessing evidence for compliance, thus allowing the auditor to use alternate or additional pieces of evidence. The evidence that one MEMPC presents to show compliance may differ from that presented by another MEMPC. The audit panel will exercise flexibility in their judgement, while maintaining the rigour and diligence necessary in auditing compliance.

# LEGISLATIVE REQUIREMENTS

Where a question in the Audit Workbook is marked as a ‘Legislative Requirement’, at least one of the criteria for that question will be required under one of the following acts: Emergency Management Act 1986, Country Fire Authority Act 1958, Metropolitan Fire Brigades Act 1958 or the Libraries Act 1988. As stated below, failure to comply with any one of these legislated criteria will result in an overall ‘Does Not Yet Comply’ result for the audit.

# AUDIT INFORMATION

## Grading of audit findings

### Audit Questions

The findings for **each question** will be graded as follows:

**Complies** The evidence collected meets each of the audit criteria.

**Does Not** **Yet** **Comply** At least **one** audit criteria has not been met.

### Audit Report

The finding for the **audit report** will be graded as follows:

**Complies** The plan has met all of the legislative criteria, and at least 22 of the audit questions have been found compliant.

**Does Not** **Yet** **Comply** The plan falls short of the guidelines. This can result from failing to comply with:

* Any **one** legislative **criteria** (see Questions 2, 3, 4, 6, 7, 9, 10, 17-CFA areas only, 19), and/or
* Any **three** audit questions.

The auditor’s recommendation must identify areas that need be addressed for the plan to comply at the next audit.

## Audit techniques

In accordance with sound auditing practice, the auditor may use any of the following techniques to obtain objective evidence:

* Examining documents and systems such as policies and procedures, relevant components of business plans.
* Examination of documentary evidence.
* A range of investigative and inquiry techniques, including questioning of staff and stakeholders.
* Questioning the council under audit to further explore evidence.
* Contacting or holding interviews with management and/or staff.
* Observing processes.
* Looking at facilities and observing activities.
* Viewing computer applications such as email, GIS or databases.
* Undertaking dip samples.
* Any other activity that may provide evidence that a council has met the audit criteria.

## MEMP Audit Policy & Procedure

VICSES is developing an Audit Policy & Procedure document which describes the audit process from start to finish.

## Auditing of MEMP Sub-Plans

Where evidence pertaining to audit criteria is included in a sub-plan to the MEMP, this sub-plan must be included as part of the audit.

## Pre-audit activities

It is expected that MEMPCs/Councils will prefill the audit report document with evidence which they believe demonstrates that they have met each of the audit criteria. This activity will help MEMPCs identify any areas where additional work may be required before the audit, and also streamline the gathering of evidence during the audit.

## On-site audit activities

To ensure that any ambiguous aspects or areas of misunderstanding are avoided, the audit will commence with a formal Opening Meeting and conclude with a Closing Meeting. The following agenda items are to be covered and understood by all attendees. These meetings should be attended by the auditors and appropriate representatives of council.

1. **OPENING MEETING AGENDA**
* Introductions.
* Audit objectives, criteria and scope.
* Audit process is an evidence-based system (requesting to see documentation, observing activities and interviewing council staff or other MEMPC members who have a responsibility for meeting particular criteria).
* Emphasis of audit being on process, not people.
* Agenda/timings (Opening Meeting, audit activities, preparation for closing, and Closing Meeting).
* Definition of Audit Terminology (Complies, Does Not Yet Comply, etc.).
* Format of reporting (as per VICSES Policy & Procedure).
* Safety, security and confidentiality.
* Questions.

1. **AUDIT**

1. **CLOSING MEETING AGENDA**
* Introductions (if new attendees are present).
* Restate audit scope (for new attendees, if any).
* Overview of findings (strengths and weaknesses, if any).
* Discuss audit findings (clarify content of findings, including aspects that exceed basic compliance).
* Disclaimer regarding sampling (other aspects of non-compliance may exist that this audit did not uncover due to sampling).
* Discuss corrective action timeframes for those rated ‘Does Not Yet Comply’ (if any).
* Explain follow-up on corrective actions (VICSES may re-visit or may require extra documentation).
* Answer questions.
* Audit reporting process (audit report will be issued in accordance with VICSES procedure).
* Restate confidentiality (will only discuss or report audit findings to those mentioned in the procedure).
* Overview of compliance and non-compliance, and reaudit timeframes.
* Remind council to respond to VICSES Chief Officer Operations (COO), on behalf of the MEMPC, within three months of receiving audit report.

## Certification

A Certificate of Compliance will be issued to council once the auditor is satisfied that the MEMP is compliant. It is recommended that MEMPCs contact their local VICSES regional staff, who may be able to assist with the presentation of the certificate, and to provide further feedback to council.

# MEMP Audit Particulars

|  |  |
| --- | --- |
| **Municipality** |  |
| **Address** |  |
| **Audit Date** |  |
| **MEMP Version and Date** |  |

 **MEMP Audit Contacts**

**VICSES Auditor**

|  |  |  |
| --- | --- | --- |
| **Name** | **Agency** | **Contact details** |
|  |  |  |

**Council Representatives**

|  |  |  |
| --- | --- | --- |
| **Name** | **Agency** | **Contact details** |
|  |  |  |
|  |  |  |

**Regional Emergency Response Planning Committee (Chair or delegate)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Agency** | **Contact details** |
|  |  |  |

**Regional Emergency Recovery Planning Committee (Chair or delegate)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Agency** | **Contact details** |
|  |  |  |

**Audit Panel**

|  |  |  |
| --- | --- | --- |
| **Name** | **Agency** | **Contact details** |
|  | VICSES |  |
|  | Victoria Police |  |
|  | DHHS |  |

**Others Present During Audit**

|  |  |  |
| --- | --- | --- |
| **Name** | **Agency** | **Contact details** |
|  |  |  |
|  |  |  |
|  |  |  |

# MEMP Audit Summary



|  |  |  |  |
| --- | --- | --- | --- |
| Audit Question | Legislative Requirement | Complies | Does Not Yet Comply |
| **Question 1** |  |[ ] [ ]
| **Question 2** | **Yes** |[ ] [ ]
| **Question 3** | **Yes** |[ ] [ ]
| **Question 4** | **Yes** |[ ] [ ]
| **Question 5** |  |[ ] [ ]
| **Question 6** | **Yes** |[ ] [ ]
| **Question 7** | **Yes** |[ ] [ ]
| **Question 8** |  |[ ] [ ]
| **Question 9** | **Yes** |[ ] [ ]
| **Question 10** | **Yes** |[ ] [ ]
| **Question 11** |  |[ ] [ ]
| **Question 12** |  |[ ] [ ]
| **Question 13** |  |[ ] [ ]
| **Question 14** |  |[ ] [ ]
| **Question 15** |  |[ ] [ ]
| **Question 16** |  |[ ] [ ]
| **Question 17** | **Yes, in CFA areas** |[ ] [ ]
| **Question 18** |  |[ ] [ ]
| **Question 19** | **Yes** |[ ] [ ]
| **Question 20** |  |[ ] [ ]
| **Question 21** |  |[ ] [ ]
| **Question 22** |  |[ ] [ ]
| **Question 23** |  |[ ] [ ]
| **Question 24** |  |[ ] [ ]
| **Totals** |  |  |  |

# Findings of Audit Panel

|  |  |
| --- | --- |
| **Result** | **Description** |
|[ ]  **Complies**  | The plan has met all of the legislative criteria, and at least 22 of the audit questions have been found compliant. |
|[ ]  **Does Not Yet Comply** | The plan falls short of the guidelines. This can result from failing to comply with:* any **one** legislative **criteria** (see Questions 2, 3, 4, 6, 7, 9, 10, 17-CFA areas only, 19), and/or
* any **three** audit questions.

The auditor’s recommendation must identify areas that need be addressed for the plan to comply at the next audit. |

**Summary of Audit Findings**

|  |
| --- |
| **General Comments** |
|  |
| **Opportunities for Improvement** |
|  |
| **Required Actions (if plan does not yet comply)** |
|  |
| **Excellent/Innovative Elements (for circulation via MAV)** |
|  |

##

**VICSES Auditor**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | **Signature** |  | **Date** |

##

**VicPol Panel Member**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | **Signature** |  | **Date** |

##

**DHHS Panel Member**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | **Signature** |  | **Date** |



# **AUDIT QUESTIONS**

# **QUESTION 1**

***Describe and demonstrate how the MEMP reflects and incorporates the characteristics of the municipal district.***

*This question is intended to ensure that the MEMP has been developed with consideration of local characteristics, including demographics, geology and community, as they relate to local risks.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Relevant legislation or guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMP incorporates the entire area of the municipal district with description of:* Maps and/or description illustrating topography.
* Demographic profile of municipality.
* History of significant emergencies.
 | *EMMV 6-22* |[ ] [ ]   |

|  |
| --- |
| **Auditor Comments** |
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|  |  |  |
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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 2** (Legislative Requirement)

***Describe how Council has prepared and maintained the MEMP in relation to the identification, use and coordination of municipal resources for emergency management activities.***

*This question is intended to ensure that the MEMP contains relevant and current information on the use of municipal resources for emergency management activities.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Relevant legislation or guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMP identifies council procedures and arrangements for the provision of available municipal resources required by the community and response agencies, and how these can be activated (i.e. a list of resources owned by or under the direct control of the municipal council). | *EM Act s.20 (2)(a)**EMMV 6-16* |[ ] [ ]   |
| The MEMP demonstrates that arrangements have been identified for the use of other resources which do not fall under the control of council, where applicable. (This may include formal agreements). | *EM Act s.20 (2)(a)**EMMV 6-16* |[ ] [ ]   |
| The MEMP specifies how the resources are to be used for emergency management activities. | *EM Act s.20 (2)(b)* |[ ] [ ]   |
| The MEMP describes the arrangements that support the provision of municipal resources (e.g. the use of an operations room, Crisisworks, etc.). | *EMMV 6-16* *& 6-17* |[ ] [ ]   |

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| **Auditor Comments** |
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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 3** (Legislative Requirement)

***Outline who has been appointed by the council, to coordinate, support and manage municipal emergency management activities.***

*This question is intended to establish that municipal emergency management roles are defined and filled by appropriate persons.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMP identifies that the following roles exist and are filled:* Municipal Emergency Resource Officer.
* Municipal Recovery Manager.
* Municipal Fire Prevention Officer (MFPO).

**Note**: An MFPO is only required for Councils which are wholly or partly located in the:1. Metropolitan area of Victoria, within the meaning of the *MFB Act 1958 –* see *MFB Act 1958 S 4(2).*
2. Country area of Victoria, within the meaning of the *CFA Act 1958* (i.e. that part of Victoria which lies outside the metropolitan district, but does not include any forest, national park or protected public land).

Therefore, Alpine Resort Management Boards (ARMBs) may not require an MFPO. | *EM Act s.21(1) & (2)**CFA Act s.96A(1)**MFB Act s.5A(1)**EMMV 6-26 to 6-29* |[ ] [ ]   |

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| **Auditor Comments** |
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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 4** (Legislative Requirement)

***Provide evidence that the Council has appointed a Municipal Emergency Management Planning Committee (MEMPC) and that the plan identifies appropriate representation of agencies/ groups.***

*This question is intended to ensure that a MEMPC has been established, and includes representation from appropriate agencies and groups.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| It can be demonstrated that the council has established a Municipal Emergency Management Planning Committee (MEMPC). | *EM Act s.21(3)* |[ ] [ ]   |
| It can be demonstrated that the committee consists of representatives from the agencies and groups listed under *EMMV 6.4 – Membership*. | *EM Act s.21(3)**EMMV 6-11 & 6-12* |[ ] [ ]   |
| Where the risk assessment process has identified the need for specialist sub-committees or working groups, these groups have been established (this may include other specific plans that mitigate risks within an LGA).**Note:**Where these committees or groups are not required, this criteria can be considered to have been met. | *EMMV 6-12* |[ ] [ ]   |

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| **Auditor Comments** |
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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 5**

***How often and under what circumstances does the Municipal Emergency Management Planning Committee (MEMPC) convene?***

*This question is intended to ensure that the MEMPC meets regularly enough to be effective, defined in the EMMV as being ideally 3-4 times annually, and/or following a significant incident or organizational change.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that it has met ideally 3-4 times annually since the previous audit. | *EMMV 6-12* |[ ] [ ]   |
| The MEMPC can demonstrate that it has met following:* Any significant incident.
* Any significant organizational change.
 | *EMMV 6-12* |[ ] [ ]   |

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| **Auditor Comments** |
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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 6** (Legislative Requirement)

***Explain the process by which the MEMP has been developed and maintained.***

*This question aims to demonstrate that there are processes in place to ensure that the MEMP is a living document, and is being reviewed and updated by members of the MEMPC.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that there is a process in place to prepare and maintain the MEMP. | *EM Act s.20(1)* |[ ] [ ]   |
| The MEMPC can demonstrate who is responsible for the update/maintenance of the MEMP. | *EMMV 6-11* |[ ] [ ]   |

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| **Auditor Comments** |
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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 7** (Legislative Requirement)

***Explain how the MEMP has been reviewed by the MEMPC and the frequency.***

*This question is intended to ensure that the MEMP is regularly updated and maintained by the MEMPC.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that a review of all sections of the MEMP has occurred since the last audit, and that the MEMP has been maintained. | *EM Act s.20(1)* |[ ] [ ]   |
| The MEMPC can demonstrate that the information has been amended and updated on each occasion that a review has been conducted. | *EMMV 6-3* |[ ] [ ]   |

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| **Auditor Comments** |
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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 8**

***Explain the process by which the contact directory is reviewed, updated and maintained.***

*The intent of this question is to ensure that the process for maintaining currency of contact details is occurring.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that there is a process to ensure that the contact directory: * Has been reviewed at least once annually since the last audit.
* Has been updated as contact details change.
* Amendments have been recorded.
* Amendments have been distributed and incorporated into copies of the MEMP.
 | *EMMV 6-10* |[ ] [ ]   |
| The MEMP includes, or includes instructions for how to obtain, the name, current contact details and list of responsibilities for each of the following roles:* Municipal Emergency Resource Officer.
* Municipal Recovery Manager.
* Municipal Fire Prevention Officer.
* Municipal Emergency Response Coordinator.
 | *EMMV 6-10* |[ ] [ ]   |

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| **Auditor Comments** |
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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 9 (Legislative Requirement)**

***Provide evidence that the MEMP has been presented to the Municipal Council for consideration.***

*This question is intended to ensure that the MEMP provided for audit has been considered and endorsed through an appropriate council process.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that a review of the MEMP has been presented to Council/ARMB (Councillors or CEO) for consideration on at least one occasion since the last audit.  | *EM Act s.21(4)* |[ ] [ ]   |
| The MEMPC can demonstrate that the updated MEMP has been endorsed by the MEMPC, and has undergone a council consideration process. | *EMMV 6-2, 6-5 & 6-20* |[ ] [ ]   |

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| **Auditor Comments** |
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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 10 (Legislative Requirement)**

***Explain the process for the distribution of amendments to the MEMP, and to whom.***

*This question is intended to ensure that all versions of the MEMP, as distributed in both hardcopy and softcopy, are updated whenever changes are made.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that there is a process to ensure that all non-administrative amendments are distributed to all stakeholders and agencies identified on the MEMP distribution list. | *EMMV 6-20* |[ ] [ ]   |
| The MEMPC can demonstrate that a copy of the updated MEMP has been lodged as legal deposit with the State Library of Victoria. | *Libraries Act 1988 s.49(1) and 49(4)**EMMV 6-20* |[ ] [ ]   |

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| **Auditor Comments** |
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| --- | --- | --- |
| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 11**

***Describe and elaborate on the linkages between the MEMP and other municipal plans or strategies.***

*This question is intended to ensure that the MEMP is developed and maintained in collaboration with relevant departments and agencies, and is consistent with other relevant municipal plans or strategies.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that the MEMP references relevant policies, plans and strategies.  | *EMMV 6-5* |[ ] [ ]   |

|  |
| --- |
| **Auditor Comments** |
|  |

|  |  |  |
| --- | --- | --- |
| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 12**

***Outline the process by which the emergency risk management process is conducted and reviewed.***

*This question is intended to ensure that there is a risk management process in place that is consistent with*ISO-31000 Risk Management.

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| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that an emergency risk management process has been, or is being, undertaken and is consistent with *ISO-31000 Risk Management - Principles and guidelines*. | *EMMV 6-13* |[ ] [ ]   |
| The MEMPC can demonstrate that the identified risks have been reviewed at least once since the last audit, using an appropriate emergency risk management process. | *EMMV 6-13* |[ ] [ ]   |
| Where a significant new risk has emerged, or where the risk profile of a hazard has changed, the MEMPC can demonstrate that the emergency risk management process been reviewed. **Note:**Where there have been no new or changed risks, this criteria can be considered to have been met. | *EMMV 6-13* |[ ] [ ]   |

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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 13**

***Explain what process has been undertaken to analyse and evaluate the identified risks.***

*This question is intended to ensure that risks to the municipality are identified and evaluated through the risk management process.*

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| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that there is a process to develop a listing of risks, identified through the risk management process, with associated consequences, likelihood and risk level information. | *EMMV 6-22* |[ ] [ ]   |

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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 14**

***Outline the process which was undertaken to develop an action plan for the treatment of risks.***

*This question is intended to demonstrate that plans have been, or are being, developed to treat risks that have been identified by the MEMPC.*

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| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that there is a process to develop a list of treatment strategies for identified risks, which includes responsibility for implementation of the treatments. | *EMMV 6-14* |[ ] [ ]   |
| The MEMP includes a listing of risks requiring treatment, with associated consequences, likelihood and risk level information. | *EMMV 6-22* |[ ] [ ]   |

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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 15**

***Provide evidence that sub-plans are consistent with the risk profile of the municipal district.***

*This question is intended to ensure that sub-plans have been developed for hazards where the MEMPC has determined that one is required.*

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| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| Where a risk has been identified, it can be demonstrated that a risk treatment(s) has been considered and, where appropriate, that specific plans have been developed. | *EMMV 6-8* |[ ] [ ]   |
| The MEMP identifies and references relevant emergency sub-plans. | *EMMV 6-8* |[ ] [ ]   |
| The sub-plans identified in the MEMP reflect the risk profile of the municipal district. | *EMMV 6-8* |[ ] [ ]   |
| The MEMPC can demonstrate that there is a process to review the sub-plans, where they exist.**Note:**Where there are no sub-plans, this criteria can be considered to have been met. | *EMMV 6-5* |[ ] [ ]   |

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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 16**

***Explain and demonstrate where the MEMP addresses the frequency of and details for exercises, which test elements of the MEMP.***

*This question is intended to ensure that (a) exercises are regularly conducted to test the efficacy of the MEMP, and (b) where exercises highlight shortcomings in the MEMP, that the MEMP is updated to incorporate these learnings.*

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| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that:* At least one exercise has been conducted after a significant review of the MEMP.
* It has taken part in an exercise that involved multiple agencies.
* A debrief has been undertaken after each exercise, and a record of outcomes maintained.
* Amendments have been made to the MEMP from the debrief outcomes, where required.
 | *EMMV 6-5* |[ ] [ ]   |

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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 17** (Legislative Requirement for Communities in a CFA district)

***Demonstrate that arrangements are in place for community awareness and information.***

*This question is intended to ensure that, where local community education, information and warnings processes exist, these are included in the MEMP.*

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| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that emergency management information is provided to the community. | *EMMV 6-4 & 6-5* |[ ] [ ]   |
| The MEMP includes references to education strategies MEMP. | *EMMV 6-4 & 6-5* |[ ] [ ]   |
| The MEMP contains provisions identifying the location of community fire refuges and neighbourhood safer places (places of last resort), if applicable.**Note**: Only applicable to Councils which are wholly or partly in the country area of Victoria, within the meaning of the *CFA Act 1958* (i.e. that part of Victoria which lies outside the metropolitan district, but does not include any forest, national park or protected public land). | *EM Act s.20(2)(ba)* |[ ] [ ]   |
| The MEMP outlines strategies to assist with the provision of:* Localised community information.
* Localised warning arrangements, where these differ from the State arrangements.

**Note:**Where there are no local warning arrangements, this criteria can be considered to have been met. | *EMMV 6-4* |[ ] [ ]   |

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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 18**

***Demonstrate how the MEMP has considered and identified the response arrangements and whether these are consistent with State and Regional level plans.***

*This question is intended to demonstrate how the MEMP links the municipal level to the State and Regional emergency management arrangements as outlined in the EMMV (Parts 1, 3 and 7 particularly), and should include councils methods (e.g. Operations Centre, Crisisworks, etc.) for conducting its operations.*

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| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMP contains an introduction for the response arrangements, including local arrangements, of the municipal plan.  | *EMMV 1-16 & 1-17* |[ ] [ ]   |
| The MEMP references the State Emergency Management Priorities (EMMV Part 3). | *EMMV 3-3 & 3-4* |[ ] [ ]   |
| The MEMP clearly delineates the functions of Coordination, Control and Command.  | *EMMV 3-7 & 3-8* |[ ] [ ]   |
| Tiers of Control are stated, and support the Coordination, Control and Command functions. | *EMMV 3-4* |[ ] [ ]   |

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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 19** (Legislative Requirement)

***Outline what procedures and arrangements are in place for the management of municipal response activities.***

*This question is intended to demonstrate how the MEMP identifies the operational response requirements at municipal level and how they are arranged as per the EMMV (particularly Parts 3 and 6), including those matters that are the responsibility of council (EMMV Part 7).*

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| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMP outlines the Emergency Management Roles and responsibilities as provided at municipal level, and how to activate for response. | *EM Act s.20(2)(b)* |[ ] [ ]   |
| The MEMP outlines:* The provision of liaison and connection between the municipality and the controlling agency.
* The provision of facilities for emergency services’ staging areas.
* The provision of information to the public and the media during preparation and response.
* The process and authority to transfer from response to recovery.
* A process to assist the control agency and Victoria Police with evacuation.
 | *EMMV 4-16, 6-16 - 6-18 & 7-76* |[ ] [ ]   |
| The MEMP contains provisions to assist with:* Clearance of blocked drains and local roads, including tree removal.
* Road closures and determination of alternative routes.
 | *EMMV 7-76* |[ ] [ ]   |
| The MEMP contains:* Information about community organisations already working with vulnerable individuals at the local level.
* A register of facilities where vulnerable people are likely to be situated, for example, aged care facilities, hospitals, schools and child care centres.
 | *EMMV 6-7 & 6-18* |[ ] [ ]   |

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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 20**

***Demonstrate how the MEMP has considered and identified the emergency relief and recovery arrangements and whether these are consistent with Regional and State Emergency Relief and Recovery Plans.***

*This question is intended to ensure that the provision of relief and recovery services outlined in the MEMP is consistent with Regional and State arrangements, or to capture any instances where local arrangements differ from these.*

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| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMP identifies and lists the local emergency relief and recovery arrangements. | *EMMV 6-18 & 6-19* |[ ] [ ]   |
| The local relief and recovery arrangements are consistent with* Regional Emergency Relief and Recovery Plans.
* State Emergency Relief and Recovery Arrangements.
 | *EMMV 6-18 & 6-19* |[ ] [ ]   |

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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 21**

***Outline the procedures and policies in place for municipal emergency relief arrangements in relation to the coordination, management and provision of emergency relief activities.***

*This question intends to ensure that the MEMP documents local arrangements for the provision of relief services and outlines how these services will be managed and coordinated at the local level.*

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| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that there are arrangements in place for communicating with the affected community during the relief period. | *EMMV 6-18 & 6-19* |[ ] [ ]   |
| The MEMPC can demonstrate that there are arrangements in place:* With agencies that have roles and responsibilities in relief activities.
* For the provision of emergency relief services to communities.
 | *EMMV 6-18 & 6-19* |[ ] [ ]   |

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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 22**

***Outline the procedures and policies in place for municipal recovery arrangements in relation to the coordination, management and service provision of emergency recovery activities.***

*This question intends to ensure that the MEMP documents local arrangements for the provision of recovery services and outlines how these services will be managed and coordinated at the local level including engagement with impacted community.*

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| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMPC can demonstrate that there are arrangements in place for communicating and engaging with the affected community during the recovery phase. | *EMMV 6-19* |  |  |  |
| The MEMPC can demonstrate that there are arrangements in place for the provision of emergency recovery services. | *EMMV 6-19* |[ ] [ ]   |

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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 23**

***Outline what procedures and arrangements are in place for municipal emergency relief and recovery arrangements in relation to the gathering and processing of information?***

*The MEMP outlines the process for collating and managing impact data and procedures for conducting post-impact assessments, to inform the development of a recovery plans for specific incidents.*

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| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMP contains arrangements to survey and make a determination regarding the occupancy of damaged buildings and secondary impact assessment. | *EMMV 4-29, 4-40 & 6-19* |[ ] [ ]   |
| The MEMP outlines arrangements for monitoring and reporting on recovery progress and issues, in order to facilitate the development of recovery plans for specific incidents. | *EMMV 4-26 & 6-19* |[ ] [ ]   |
| The MEMP contains arrangements for coordinating post-impact assessments (e.g. secondary impact assessment, Post Emergency Needs Assessment, etc.). | *EMMV 3-27, 4-6 & 7-76* |[ ] [ ]   |
| The MEMP contains information regarding systems for the management of information, including impact data, during an emergency. | *EMMV 4-29, 6-27 & 7-76*  |[ ] [ ]   |

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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |

# **QUESTION 24**

***Outline what procedures and arrangements are in place for the establishment and functioning of Community Recovery Committee.***

*This question is intended to ensure that the MEMP outlines the arrangements for the establishment and operation of a community-based recovery committee.*

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| **Criteria** | **Relevant Legislation or Guidelines** | **Meets Criteria** | **Evidence** |
|  |  | **Yes** | **No** |  |
| The MEMP includes arrangements for the establishment of a Community Recovery Committee (CRC), should one be required. | *EMMV 6-27 & 4-15* |[ ] [ ]   |

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| **Outcome** | **Complies** [ ]  | **Does Not Yet Comply** [ ]  |