5 May 2017

UPDATE TO MEMP AUDIT WORKBOOK

Project Purpose

To produce an update to the MEMP audit workbook.The planned update of the workbook is simply to provide better guidance, clarity and consistency to councils, stakeholders and auditors on the intent and purpose of each audit question.

Key changes

* This is a minor update only of the audit workbook to provide better guidance, clarity and consistency.
* It will involve less prescriptive criteria to make it easier for councils to provide evidence.
* There will be no changes to any of the audit questions. These will remain as listed in the EMMV Part 6 - Appendix 2.
* References to ‘best practice’ as an audit result will be removed from the workbook. Each question will be marked only as either ‘complies’ or ‘does not comply’ however the workbook will still advocate for maximising the effectiveness of plans and encouraging continuous improvement.
* All audits conducted after June 1 2017 will utilise the new audit workbook.

Implementation timelines

* Up until 30 April 2017:
	+ All audits will continue to utilise the exisiting workbook as the new workbook is drafted.
* May 2017:
	+ An exposure draft of the new audit documents will be made available on the VICSES website.
	+ Audits conducted during May will continue to utilise existing workbook, however the exposure draft of the new workbook will be used to target test with specific selected councils. All stakeholders involved in audits using the new workbook will be notified in advance.
* From **June 1 2017** – All audits to utilise the new workbook.

Background

* Multi-agency feedback suggests the current workbook and processes urgently needs updating.
* It is anticipated that VICSES will maintain carriage of the MEMP audit function until at least the end of 2018. The current tool is quite out of date and has not been updated since 2012.There are a considerable number of audits to be completed within this timeframe.
* At the VICSES Planning and Risk Steering group meeting on 25/1/17, it was agreed to proceed to update the workbook. Audit panel members from VicPol then also agreed to the approach following their MEMP audit forum on 14/2/17, which was also attended by members of DHHS.
* A project consulation committee has been established to ensure a range of views and inputs are captured from across VICSES regions, DHHS, VicPol and Local government. The first project consulation committee met on 1/3/17.
* Audit spcialist Geoff Gray of Gray Management Systems was engaged in February 2017 to provide initial comment and recommendations to inform the updated audit workbook.

Key communication channels

* Targetted communication to relevant councils and stakeholders
* Municpal Associations of Victoria (MAV), EM newsletter
* VICSES web-site
* EMV, EM update
* Regional VICSES staff to disseminate through local networks
* VicPol consulation committee representitives to engage and disseminate through internal networks
* DHHS consulation committee representitives to engage and disseminate through internal networks

Consulation committee members

* Mark Somers, VICSES (East region)
* David Goldfinch, VICSES (Central region)
* John Newlands, VICSES (North East region)
* Tony Grimme, VICSES (Mid West region)
* Peter Patterson, VICSES (North West region)
* Paul Hargreaves, VicPol
* Andrew Humberstone, VicPol
* Colin Renton, VicPol
* Felicia Micallef, DHHS
* Sally McCarron, DHHS
* Glynn Owen, DHHS
* Emma Lake, MAV
* Kevin Peachey, MAV
* Lance King, Latrobe City Council
* Phil Kuhne, Wimmera Emergency Management Team
* Ebony Leach, Mornington Peninsula Shire Council
* Tina Georgiev, Hume City Council

Key Project Contacts

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