



Project Brief – MFEP template update

Purpose

Victoria State Emergency Service (VICSES), as the control agency for flood in Victoria, leads the development and maintenance of Municipal Flood Emergency Plans (MFEPs) on behalf of Municipal Emergency Management Planning Committees (MEMPCs).

This project is focused on updating the MFEP template based on feedback from VICSES staff and MEMPC members and in line with several actions and accountabilities for VICSES within the Victorian Floodplain Management Strategy 2016.

The template has been updated to reflect recent changes in the EMMV and emergency sector as well as to make the plan more useful during flood operations and to meet the needs of the users.

Background

The previous MFEP Template was developed in October 2011. Whilst some municipalities have updated their plan since, the template is out of date and needs to be reviewed as well as creating a level of consistency amongst MFEPs yet allowing for the relevant localised content.

There are many changes that have occurred in the last seven years including changes to planning arrangements and agency names which have been updated to ensure plans are using the most reliable and relevant information as possible.

Consultations

Feedback for the MFEP Template and Guidance document has been received through:

- VICSES Planning Risk and Steering Group
- Council representatives engaged through MAV (Kevin Carlisle-Stapleton - Cardinia Shire Council, Lance King - Latrobe City Council, Tony Pinelli - Baw Baw Shire Council and Mark Dalrymple, Maribyrnong City Council
- Trial of the template by VICSES Mid West region for Yarriambiack

Key Changes

Key changes to the template include:

- Updated agency names and acronyms
- Enhanced operational tables (Appendices)
- Updated Public Information and Warnings information (3.4 and Appendix E)
- Updated guidance around accessing local knowledge (2.3.3)
- Added in references to: asset registers, cross border issues, condition of levees and levee overtopping considerations
- Renamed and updated language around activation of response (3.1.1)
- Included references to any Local Flood Guides and other local flood information (Appendix H)
- Updated to meet new VICSES style guide
- Removed:
 - Plan distribution list,
 - Municipality profile (in MEMP),
 - State Emergency Management priorities (in MEMP/EMMV),
 - Plan endorsement process (repeated),
 - Other repeated information

Implementation timelines

- August 2018 – The final draft for the new MFEP template will be released to VICSES and municipalities.
- As reviewed or created:
 - All MFEPs will begin to transfer their current work into the new template as the plans are reviewed or new ones created.
- From **July 2021** – All MFEPs should be in the new template.

Key Communication Channels

- Municipal Associations of Victoria (MAV), EM newsletter
- VICSES Community Matters newsletter
- VICSES Bulletin article
- VICSES web-site
- Regional VICSES staff to disseminate through local networks

Any feedback or questions relating to the MFEP template please direct to Emergency Management Planning: emp@ses.vic.gov.au