

Municipal Emergency Management Plan Statement of Assurance Latrobe City



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 (Section of Emergency Management Act 2013 and/or Guidelines chapter)	Self-assessment	Evidence (include MEMP or MEMP sub-plan page number/s)
This Emergency Management Plan has been prepared in accordance with the following legislative requirements under the <i>Emergency Management Act 2013</i> (the Act):			
1.	<p>The MEMP or sub-plan has been prepared by the municipal emergency management planning committee (MEMPC)¹, with the MEMPC consisting of membership from required agencies</p> <p>(Sections 59A, 59D(a) and 60ADB(1))</p> <p>The MEMP or sub-plan is consistent with the principles underlying the preparation of emergency management plans, including that the plan is:</p> <ul style="list-style-type: none">• prepared in a collaborative manner,• prepared efficiently and effectively,• prepared in a manner that acknowledges and reflects the importance of community emergency management planning <p>(Section 60AA(1), chapters 2.4, 4.1 and 7.1)</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>The MEMP update was considered by the MEMPC between March 2023 and December 2024. The MEMP was reviewed in sections at each MEMPC meeting to manage the workload for members.</p> <p>The Latrobe MEMPC consists of membership as outlined in Section 59A of the Act. Membership is outlined in section 3.4.</p> <p>Latrobe City does not have any formal community level emergency management plans, however agencies work collaboratively with communities across a range of programs and initiatives. Learnings from this work is reflected in the MEMP and the practice of agencies.</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>(Section 60AN, chapter 7.6)</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Click or tap to enter a date.</p>	<p>The previous MEMP was assured in May 2022.</p> <p>The MEMP was endorsed at the March 2025 MEMPC meeting for provision to REMPC for assurance.</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>(Section 60AC(c), chapters 1.3, 2.1, 2.4 and 7)</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>Note: Only requires yes or no response</i></p>

¹ 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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No.	Checklist Requirement (Section of Emergency Management Act 2013 and/or Guidelines chapter)	Self-assessment	Evidence (include MEMP or MEMP sub-plan page number/s)
4.	<p>The MEMP or sub-plan is consistent with the State Emergency Management Plan and the relevant regional emergency management plan (Section 59D(b))</p> <p>The MEMP or sub-plan is consistent with the principles underlying the contents of emergency management plans, including that the plan:</p> <ul style="list-style-type: none"> • aims to reduce the likelihood of emergencies and the effect and consequences they have on communities; • ensures a comprehensive and integrated approach to emergency management; • promote community resilience in relation to emergencies; • and promote appropriate interoperability and integration of emergency management systems. <p>(Section 60AA(2), Section 60ADB(1), chapter 1.3)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>The MEMP is consistent with the SEMP and REMP. 1.4 outlines its relationship to higher level plans.</p> <p>The Plan considers municipal specific risks (appendix E) and characteristics (2).</p> <p>Local arrangements are outlined in 5.7, 5.8 and 7.2 outlines the role and responsibilities of MEMPC agencies.</p> <p>3.3 outlines the purpose of MEMPC, including its focus on preparedness and resilience. 6.3 outlines Victoria's Resilient Recovery Strategy and the importance of resilience building in the recovery phase.</p>
5.	<p>The MEMP or sub-plan contains provisions for the mitigation of emergencies (Section 60AE(a), chapter 3.2)</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Part 4 outlines mitigation arrangements.</p> <p>The CERA process outlined in 4.3 and Appendix E demonstrates the provisions for the mitigation of emergencies through identifying the key hazards for consideration by MEMPC.</p>
6.	<p>The MEMP or sub-plan contains provisions for the response (including relief) to emergencies (Section 60AE(b), chapter 3.3)</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Part 5 outlines the response (including relief) arrangements.</p>
7.	<p>The MEMP or sub-plan contains provisions for the recovery from emergencies (Section 60AE(c), chapter 3.4)</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Part 6 outlines the recovery arrangements.</p> <p>MEMPC approved an Interim Recovery Plan as a complimentary plan in 2024 which will be finalised as a sub-plan in 2025.</p>
8.	<p>The MEMP or sub-plan specifies the roles and responsibilities of agencies in relation to emergency management (Section 60AE(d), chapter 3.5)</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>7.2 outlines the Role and responsibilities of MEMPC Agencies.</p> <p>The table includes links to the SEMP role statements for each agency.</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 (Section 60ADB)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Latrobe City MEMPC did not collaborate with other MEMPCs in the development of this MEMP.</p>

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No.	Checklist Requirement (Section of Emergency Management Act 2013 and/or Guidelines chapter)	Self-assessment	Evidence (include MEMP or MEMP sub-plan page number/s)
10.	<p>In developing the MEMP or sub-plan, the following have been consulted and engaged:</p> <ul style="list-style-type: none"> - any sector of the community the MEMPC considers appropriate - had regard to any relevant Community Emergency Management Plan - Any body, Department or other agency the MEMPC considers appropriate <p>(Section 60AFB(1), chapters 2.1, 2.6 and 7.1)</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>The Latrobe City MEMPC involves membership from a range of agencies and organisations.</p> <p>There are no formal Community Emergency Management Plans within Latrobe City.</p> <p>MEMPC members engage with a range of community groups and are involved in a number of relevant local networks that inform emergency management planning. These include:</p> <ul style="list-style-type: none"> • Gippsland Multicultural Regional Emergency Management Network • Combined Gippsland Essential Industries Group • Small Township Associations • Latrobe City Disability Access and Inclusion Engagement Group • Latrobe City Cultural Diversity Engagement Group • Latrobe City Social Inclusion Action Group • Latrobe City Positive Ageing Engagement Group
<p>This Plan has been prepared with regard to the following guidance in Ministerial guidelines issued under section 77 of the Act (Guidelines for Preparing State, Regional and Municipal Emergency Management Plans):</p>			
11.	<p>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.</p> <p>(Chapter 7)</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Section 2 provides an overview of the municipality including its topography, demography, significant infrastructure and history of emergencies.</p> <p>4.3 and Appendix E provide the CERA and its considering of the municipal hazard profile.</p>
12.	<p>The MEMP or sub-plan identifies and plan for cross-agency/cross boundary/cross-border opportunities</p> <p>(Chapter 7)</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>5.14 outlines planning for cross boundary events.</p> <p>The MEMP identifies that cross boundary collaboration occurs through regional mechanisms such as REMPC and the Gippsland Municipal Emergency Management Enhancement Group (MEMEG).</p> <p>An example of this collaboration is the Gippsland Emergency Relief Centre SOPs which facilitate consistent procedures for the operation of ERCs across the region.</p> <p>Gippsland Councils have also undertaken joint training for legislated roles and rolled out elearning modules for staff.</p>
13.	<p>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.</p> <p>(Chapters 3.1, 7 and 7.6)</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>4.3 and Appendix E provide the CERA which was undertaken by MEMPC in August 2024.</p> <p>The CERA process is consistent with Australian/New Zealand ISO 31000.</p>

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No.	Checklist Requirement (Section of Emergency Management Act 2013 and/or Guidelines chapter)	Self-assessment	Evidence (include MEMP or MEMP sub-plan page number/s)
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. (Chapter 4)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	5.15 outlines provisions for seeking additional resources. Latrobe City Council is a signatory to the Inter-Council Emergency Management Resource Sharing Protocol. It also outlines JSOP 3.09: Resource Request Process.
15.	Exercises have been undertaken during the planning life cycle to test the MEMP or sub-plan (Chapters 3.2 and 7.6)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	In 2023 an ERC Exercise was undertaken and Council staff attended an ERC Exercise in Wellington Shire. Council exercised its MEOC a number of times in the second half of 2024. In 2023 MEMPC commenced quarterly informal discussion exercises which have been well received by members.
The MEMPC may provide the following optional evidence, for consideration by the REMPC as part of the approval process:			
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 type="checkbox"/> No <input checked="" type="checkbox"/>	
17.	Any additional comments for the REMPC relating to the MEMP	At the MEMPCs discretion	Resourcing challenges and staffing changes within member agencies have impacted the Latrobe City MEMPC and the development of this plan. As a result this plan is largely a review and minor update of the previous plan. The existing Sub and Complimentary Plans of the MEMP are also due for review and updating. This provides an opportunity for innovation moving forward, recognising the capacity constraints of agencies will impact the resourcing of this work. As the Chair I am confident that we are able to develop innovative Sub Plans, with MEMPC particularly focussed on the development of Storm & Flood, Fire Management and Recovery Sub Plans over the next 12 months.



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 Choose plan or sub-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>(For MEMP and MEMP sub-plans)</p> <p>On behalf of the Municipal Emergency Management Planning Committee:</p> <p><i>Liam Bantock</i></p> <p>Liam Bantock Chair, Municipal Emergency Management Planning Committee 28/04/2025</p>	<p>(For sub-plans only, if prepared by an agency on behalf of the MEMPC)</p> <p>Nominated representative of preparer:</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>The Gippsland Regional Emergency Management Planning Committee approves this plan.</p> <p>13/08/2025</p> <p><i>Nick Grant-Collins</i></p> <p>Nick Grant-Collins Name of Chair Acting Chair, Regional Emergency Management Planning Committee Click or tap to enter a date.</p>	