

Municipal Emergency Management Planning

South Gippsland Emergency Management
Planning Committee



27/4/2021

Email: julie.eisenbise@southgippsland.vic.gov.au

Reference: South Gippsland MEMPC

Dear Administrator Eisenbise

Letter seeking confirmation of South Gippsland Shire Councillor representative as a voting member of the South Gippsland MEMPC

In 2020 the Emergency Management Legislation Amendment Act 2018 (EMLA Act 2018) introduced changes to emergency management planning under the Emergency Management Act 2013 (EM Act 2013), including the establishment of a reformed Municipal Emergency Management Planning Committee (MEMPC) for the South Gippsland municipal district.

This MEMPC is the peak strategic and decision-making committee for emergency management planning in the municipal district. Among other planning activities, the MEMPC is required to maintain a Municipal Emergency Management Plan which is approved by the Gippsland Regional Emergency Management Planning Committee.

In accordance with section 59A of the EM Act 2013, the committee includes key agencies which are required to participate in the municipal planning process by providing members of appropriate authority to participate in the committee's decision-making and act on behalf of their agency. The MEMPC Terms of Reference, which I include for your information, outlines the proposed membership of the committee and agreed governance arrangements.

The committee also has authority to invite members with appropriate skills and interest, such as business, industry or community representatives and persons with a role or responsibility for recovery; to join the MEMPC. A South Gippsland Shire Councillor has been identified as a valuable addition to the South Gippsland MEMPC as a community representative.

On behalf of the committee, I invite you to join the committee or nominate a member to be a voting member on the committee. It is expected that all voting MEMPC community representatives will:

- Prepare for, prioritise and attend scheduled meetings
- Proactively contribute to the work of the MEMPC

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- Provide meeting papers to the chair at least one week prior to a meeting if appropriate
- Respect confidential and privileged information
- Represent all areas of the community of South Gippsland
- Support the MEMPC to undertake community engagement activities that build resilience to, and awareness of risks and promote protective actions
- Advocate for and report back to the community as required

The MEMPC will meet four times a year on the 4th Tuesday in February, May, August and November. Please provide a response in writing to em@southgippsland.vic.gov.au by 7 May to receive an invite to the next MEMPC meeting scheduled for 25 May 2021.

Yours sincerely



Luke Mullen

Chair – South Gippsland MEMPC

Ref: MEMPC Non-voting Invitation

Encl: South Gippsland MEMPC Terms of Reference