

Municipal Fire Management Planning Committee (MFMP)

Provide a municipal level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose with regard to fire management and ensure that the plans of individual agencies are linked and complement each other.

MFMP Role:

The Committee is to:

- Plan for fire management in a manner that coordinates fire management activities across agencies
- Provide information to and engage with the community on matters related to fire management planning
- Using the planning guide issued by the State Fire Management Planning Committee, draft a Municipal Fire Management Plan for recommendation to the MEMPC and comment by the Regional Strategic Fire Management Planning Committee, prior to consideration by the Council
- Monitor, review and report on the delivery of the Municipal Fire Management Plan
- Advocate to the Regional Strategic Fire Management Planning Committee for municipal fire management needs
- Work with the Municipal Emergency Management Planning Committee to align planning activities
- Share knowledge and create an environment of continuous improvement.

Membership:

The following persons shall make up the Municipal Emergency Management Planning Committee:

- Chairperson – Mitchell Shire Councillor
- Municipal Emergency Resource Officer - MERO
- Municipal Fire Prevention Officer - MFPO
- CFA Representatives:
 - Mitchell Catchment Officer
 - Mitchell Shire Group
- Department of Environment and Primary Industries.
- Representatives from Mitchell Fire Advisory Committee
- MFMP Executive Officer

Working Groups:

The Committee may auspice the establishment of special interest working groups as needed to progress specific initiatives for a defined period of time. Subject to the approval of the Committee, these working groups may invite other members as required to address the specific issue at hand.

Mitchell Fire Consultative Forum (MFCF)

Provides advice from the local CFA brigades on fire prevention, planning and control to the MFMPC and Council. The MFCF plays an important role in strengthening relationships between Council and CFA.

Mitchell Fire Consultative Forum Role:

Prevention and preparedness planning relating to:

- Vegetation management
- Fire Access Roads Subsidy Scheme (FARSS)
- Annual spraying and slashing programmed works
- Fire Management (general)
- Municipal Fire Management Plan
- Strategic fire breaks / Fire Access Roads
- Local response plans
- Local emergency planning factors

Membership:

The Committee will comprise:

- Mitchell Shire Council representatives:
 - Mitchell Shire Councillor (Chair)
 - Municipal Fire Prevention Officer (MFPO) or deputies
 - Municipal Emergency Resource Officer (MERO) or deputies
 - Municipal Fire Management Planning Committee (MFMPC) Executive Officer
 - Emergency Management Coordinator
- CFA representatives:
 - Mitchell Catchment Officer
 - Mitchell Shire Group and Brigade representatives
- Department of Environment Land Water and Planning (DELWP)

Municipal Relief & Recovery Committee (MRRC)

The coordination of recovery planning and service provision across the Council functional areas and external agencies is the responsibility of the Mitchell Shire Council Municipal Relief & Recovery Committee which is a sub-committee of the Municipal Emergency Management Planning Committee (MEMPC) with collaborative links to the Hume Regional Recovery Committee.

The Municipal Relief & Recovery Committee is a multi-agency committee focused on relief and recovery services for the municipal district. The purpose of providing recovery services is to assist the community towards management of its own recovery following an incident.

Municipal Relief & Recovery Committee Role:

- Establish and maintain recovery service arrangements in preparation for an emergency. Include business continuity strategies in the planning process.
- Ensure effective communication between stakeholders.
- Coordinate recovery services across the municipality.
- The MRM/deputy represent the municipality at the regional planning meetings.
- Establish working groups to identify and address the recovery requirements of the municipality.
- Through Council, provide logistical support to recovery agencies when required.
- Maintain an effective working relationship between municipal and regional service providers.
- Prepare, maintain and develop the recovery component of the MEMP Plan.

Membership:

The Municipal Relief & Recovery Committee membership includes representatives of the Council, key recovery organisations and agencies who may be involved with the recovery process. These include:

- Municipality (Councillor/s, MRM, Deputy MRM/s, MERO, and Recovery Service Coordinators)
- Recovery Agencies (Community Health Services, Salvation Army, Red Cross, VFF)
- State Government Departments (Department of Human Services (DHS), Department of Environment and Primary Industries (DEPI), Department for Planning and Community Development (DPCD), Centrelink.)
- Response agencies (VICPOL, SES, CFA)
- Service clubs

Working Groups:

The Municipal Recovery (Planning) Committee will determine the need to establish sub-committees/working groups in order to investigate and report back on specific issues that will assist the MEMPC in meeting its obligations under the *Emergency Management Act 1986*.

The Municipal Relief & Recovery Committee will determine the terms of reference and reporting timeframes for those committees and/or working groups. The membership of any sub-committee/working group will consist of agencies and organisations represented on the Municipal Relief & Recovery Committee and other representatives deemed necessary by the Municipal Relief & Recovery Committee.

Meeting Requirements:

- The MRM will convene and chair the Municipal Relief & Recovery Committee meetings.
- Participants shall meet as required to review the preparedness of the Council Recovery Coordinators/agencies/organisations enlisted to support community recovery from emergencies.

- Recovery meetings should be held prior to the Municipal Emergency Management Planning Committee meetings to allow the MRM to report to that Committee on recovery preparedness.
- Convening of the Recovery Committee prior to or during emergencies will alert and inform agencies and confirm that arrangements are in place. The Committee may also be convened to address recovery issues that have arisen as a result of the emergency.

Emergency Management Team(EMT)

Members of the Emergency Management Team manage the key Council recovery service areas and are responsible for the provision/coordination of those emergency recovery services. This structured approach assigns responsibility to line managers and team leaders for recovery service provision and streamlines the approval process.

MSC Emergency Management Team Role:

- Ensuring their service responsibilities are delegated to competent and resourced internal staff members
- Ensuring they are trained and prepared
- Have lines of communication established and maintained across the other service areas
- Appoint replacement staff to vacant positions when staff leave

Membership:

- Chair of Committee/Team - MRM - Manager Community Strengthening
- MERO - Manager Operations & Parks
- Deputy MERO - Roads Maintenance Coordinator
- Deputy MERO - Manager Engineering & Major Projects
- Deputy MERO – Director Development & Infrastructure
- Deputy MRM - Public Health Coordinator
- Deputy MRM - Customer & Library Services Coordinator
- MFPO – Local Laws Coordinator
- Deputy MFPO – Local Laws Officer
- Coordinator Building Services
- Communications Coordinator
- Open Space Coordinator
- Risk & OHS Coordinator
- Environmental Programs Coordinator
- EHO – Environmental Health
- Manager Development & Approvals
- Executive Officer – Emergency Management & Recovery Coordinator
- Administration officer

Municipal Flood Emergency Planning Committee (MFEPC)

The purpose of this MFEPC is to detail arrangements agreed to for the planning, preparedness / prevention, response and recovery from flood incidents within Mitchell Shire.

MFEPC Role:

- Identify the Flood Risk within Mitchell Shire;
- Support the implementation of measures to minimise the causes and impacts of flood incidents within Mitchell Shire;
- Detail Response and Recovery arrangements including preparedness, Incident Management, Command and Control;
- Identify linkages with Local, Regional and State emergency and wider planning arrangements with specific emphasis on those relevant to flood.

Membership:

- VICSES – Regional Officer – Emergency Management (Chair)
- VICSES Kilmore Unit Controller
- VICSES Seymour Unit – Controller
- Mitchell Shire – Senior Investigations Engineer
- Mitchell Shire – Manager Operations (MERO)
- Mitchell Shire – Municipal Recovery Manager (MRM)
- Victoria Police (MERC)
- CFA Operations Officer
- Goulburn Valley Water (as required)
- Coliban Water (as required)
- Goulburn Broken Catchment Management Authority (as required),
- North Central Catchment Management Authority (as required),
- Melbourne Water (as required),
- Executive Officer
- Others as required

The MFPC will meet at least once per year.

Municipal Emergency Management Coordination Group (MEMCG)

The Municipal Emergency Management Coordination Group is the key municipal decision making group that includes the MERC, MERO and MRM and performs a leadership role in the MECC. There is a constant information flow and regular consultation between these positions.