BENALLA
RURAL CITY COUNCIL

Municipal Emergency Management Planning Committee

Terms of Reference

September 2019

Reviewed: November 2019
Next review due: September 2020

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RURAL CITY

Municipal Emergency Management Planning Committee

1. The committee

1.1. The Benalla Rural City Council (“Council”) has resolved to appoint a Municipal Emergency Management Planning Committee ("Committee") to formulate, update and test the Municipal Emergency Management Plan. The Committee shall operate as a ‘planning committee’ not a reporting committee.

1.2. The committee will:

1.2.1. Develop and maintain the Municipal Emergency Management Plan for endorsement by the Municipal Emergency Management Planning Committee and adoption by Council.

1.2.2. Determine the need for and participate in functional sub-committees and working groups to plan for specific emergencies, address issues and develop and implement projects.

1.2.3. Assist in identifying, analysing and evaluating existing, new and emerging emergency related hazards and risks.

1.2.4. Provide input into risk treatment strategies.

1.2.5. Prepare risk specific response and recovery plans for Benalla Rural City Council.

1.2.6. Contribute to the continuous improvement of the Municipal Emergency Management Plan through monitoring, review and development.

1.2.7. Contribute to the testing of the Municipal Emergency Management Plan through conducting and participating in emergency exercises.

1.3. The Advisory Committee has no delegated powers to act on behalf of the Council or commit the Council to any expenditure unless resolved explicitly by the Council.

1.4. The Council has set no time limit on the duration of the establishment of the Committee. It shall remain in existence until such time as the Council resolves to revoke its establishment.

2. Membership

2.1. The Council has resolved that the Implementation Committee shall consist of:

2.1.1. Representatives of the Council as determined by the Council

2.1.2. Municipal Emergency Resource Officer (MERO) or Deputy

2.1.3. Municipal Recovery Manager (MRM) or Deputy

2.1.4. Municipal Emergency Response Coordinator (MERC) or Deputy

2.1.5. Executive Officer to the Committee

2.1.6. Emergency Management Coordinator (EMC) or delegate

2.1.7. Municipal Fire Prevention Officer (MFPO) or delegate

2.1.8. Local Emergency Service Representatives being:

i. Victoria State Emergency Service

ii. Country Fire Authority

iii. Victoria Police

iv. Department of Environment, Land, Water and Planning

v. Ambulance Victoria

vi. Department of Jobs, Precincts and Regions

2.1.9. Local Recovery Agency Representatives

i. Department of Health and Human Services

ii. Red Cross

2.1.10. Local Medical Representatives

i. Benalla Health

2.1.11. Government/Utility Agency Representatives

i. Department of Education and Early Childhood Development

ii. Regional Roads Victoria

iii. North East Water

2.1.12. Other Relevant representatives as required

i. Australian Munitions (Thales)

ii. Community Representatives

2.2. The Council has resolved that the Executive Committee shall consist of:

2.2.1. Representatives of the Council as determined by the Council

2.2.2. Municipal Emergency Resource Officer (MERO)

2.2.3. Municipal Recovery Manager (MRM)

2.2.4. Municipal Emergency Response Coordinator (MERC)

2.2.5. Emergency Management Coordinator (EMC)

2.2.6. Municipal Fire Prevention Officer (MFPO)

2.2.7. Victoria Police

2.2.8. Victoria State Emergency Service

2.2.9. Country Fire Authority

2.2.10. Department of Environment, Land, Water and Planning

2.2.11. Ambulance Victoria

2.2.12. Department of Health and Human Services

2.2.13. Red Cross

2.2.14. Department of Jobs, Precincts and Regions

2.3. The Committee may invite members of an organisation or the community to discuss specific issues related to that organisation.

2.4. The Committee may invite and appoint members of an organisation or the community to be a member of a subcommittee.

2.5. Members of the Committee shall be eligible for re-appointment for a further term at the Special Meeting of Council held in November each year.

2.6. A member of the Committee may resign his/her position at any time.

2.7. If any member fails to attend three consecutive meetings of the Committee without obtaining leave of absence that member shall be deemed to have resigned their position on the Committee.

3. Operation of the committee

3.1. The Committee shall elect a Chairperson.

3.2. The Committee may elect any subcommittees which it considers necessary to carry out its functions.

3.3. The role of the Chairperson shall be:

3.3.1. To chair all meetings of the Committee.

3.3.2. To act as official spokesperson for the Committee.

3.3.3. To act as the liaison person between the Committee and Council.

3.4. The Committee shall submit minutes to the Council as soon as practicable after a meeting in order to be included in the Council meeting minutes, in accordance with section 80A(2) of the *Local Government Act 1989*.

3.5. Any subcommittee shall submit reports as required by the Committee.

3.6. If any member is unable to attend a meeting of the Committee, they may appoint another person to attend the meeting to speak and vote.

3.7. The Municipal Emergency Management Planning Executive Committee will meet at least three times per year and following a significant event/emergency involving the municipality, or as required time to time.

3.8. At least one meeting annually will be a full Implementation Committee meeting. All other meetings will involve the Executive Committee and any agencies required as per the agenda.

3.9. In addition, at least one training exercise is to be undertaken annually. The lead agency for the preparation and coordination of the training exercise may be any agency represented in the Executive Committee.

3.10. The Municipal Emergency Management Planning Committee is not required to give public notice of its meetings and meetings are not required to be open to the public.

3.11. The Council will provide a suitable venue and catering for the Municipal Emergency Management Planning Committee meeting.

3.12. Contact with media by Municipal Emergency Management Planning Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Municipal Emergency Resource Officer in the first instance and should take care not to respond as a representative of the Committee.

4. Meetings of the Committee

4.1. The meetings of the Committee shall be conducted to ensure an efficient and effective working committee.

4.2. The quorum of a committee will be not less than a majority of the members for the time being appointed to the committee, unless otherwise determined by Council.

4.3. The Committee will review its own Terms of Reference as required or following its establishment and refer any amendments to the Council.

4.4. The Council may carry out a review of the Committee's Terms of Reference at any time.

4.5. The Council shall consult with the Committee prior to making of amendments or alterations to the Committee's Terms of Reference.

5. Conduct of the Committee

5.1. In accordance with Section 80A(3) of the *Local Government Act 1989*, Councillors at a meeting of the Committee will disclose any conflict of interest to the meeting, and leave the meeting whilst the matter is being considered by the Committee.

5.2. In accordance with Section 4.8 of the Council's *Staff Code of Conduct*, any members of staff will declare any actual or potential conflict of interest arising from the matters considered by the Committee to the Chief Executive Officer.

BENALLA
RURAL CITY COUNCIL

Benalla Rural City Council
SEPTEMBER 2019

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