

Appendix A: Horsham Rural City MEMPC Terms of Reference

Authority

The Horsham Rural City Municipal Emergency Management Planning Committee (MEMPC) is formed pursuant to Part 4 Section 21 of the Emergency Management Act 1986

Guidance is provided by:

[Emergency Management Manual Victoria Part 6: Municipal Emergency Management Planning Arrangements – Guidelines for Committees](#)

Responsible Officer

Municipal Emergency Resource Officer (MERO)

Purpose

The Committee's purpose is to facilitate a multi-agency forum to provide information and advice to assist with emergency management planning in the Horsham Rural City municipality.

Role of the Committee

The MEMPC has a planning and review role in relation to emergency management within the municipality.

Objectives

- Prepare and maintain a Municipal Emergency Management Plan (MEMP), (subject to Audit by the Director of Victoria State Emergency Service every three years)
- Contribute to the continuous improvement of the Horsham Rural City Municipal Emergency Management Plan (MEMP) through monitoring, review and development
- Identify and evaluate Hazards that may impact the municipality
- Identify evaluate and treat subsequent risks from identified Hazards that could impact the community
- Build relationships across member agencies and industries within the municipality
- Participate in functional sub-committees and working groups to plan for specific emergencies, address issues, and develop and implement plans and projects

- Contribute to testing components of the MEMP through the development and participation in emergency exercises
- Fulfil statutory obligations for HRCC and member agencies.

Scope

The Horsham Rural City MEMPC is a multi-agency committee for the Horsham Rural City municipality. Its scope is to develop, implement and maintain a Municipal Emergency Management Plan, sub-plans and arrangements appropriate to the risk profile of the municipality and review emergency incidents that occur in or are relevant to the municipality.

Membership

Core Membership:

The MEMPC membership comprises but is not limited by:

- Chair – HRCC Councillor or Committee nominated person
- Municipal Emergency Response Coordinator (MERC) Victoria Police
- Municipal Emergency Resource Officer (MERO)
- Municipal Recovery Manager (MRM)
- Municipal Fire Prevention Officer (MFPO)
- Victoria State Emergency Services Representative (VicSES)
- CFA Operations Officer from District 17
- Department of Environment, Land Water and Planning (DELWP)
- Department of Economic Development, Jobs, Transport and Resources (DEDJTR)
- Ambulance Victoria (AV)
- VicRoads
- Australian Red Cross (ARC)
- Department of Health and Human Services (DHHS)
- West Wimmera Health Service (WWHS)

Co-opted Membership:

In addition to this standing membership the MEMPC welcomes attendance of the following organisations at meetings where required to address specific risks or issues. At other times reports are submitted for each meeting:

- GWM Water
- Wimmera Catchment Management Authority (WCMA)
- VicTrack
- Australian Rail Track Corporation (ARTC)
- PowerCor
- Wimmera Uniting Care

- Wimmera Health Care Group
- Parks Victoria

Horsham Rural City MEMPC Executive Group membership includes:

- Municipal Emergency Resource Officer (MERO) - HRCC
- Municipal Emergency Response Coordinator (MERC) – VicPol
- Municipal Recovery Manager (MRM) – HRCC
- In the absence of any of the above their nominated proxy

The member agencies nominate one person as the primary representative & one proxy to represent the primary in their absence. All other attendance is by invitation only.

The agencies listed above will provide representation at the appropriate level to enable decisions and commitment to be made on behalf of their agencies. The MEMPC may appoint new members, convene sub-committees or working Groups as required.

Quorum

Quorum for meetings requires the attendance of at least 50% of the core members.

Schedule of Meetings

The MEMPC will meet three times per year, following major emergencies involving the municipality or as required. Meetings will follow an agenda and be minuted.

Sub-committee's and Working Groups

The MEMPC may set up sub-committees as required to investigate and report on specific issues. Two standing sub-committees are:

- Municipal Fire Management Planning Committee (MFMP)
- Municipal Recovery Planning Committee (MRPC)

Reporting

The MEMPC is required to submit a report (or Minutes) on its meeting to the next available Council meeting. The MERO is responsible for facilitating this process.

A sub-committee set up by the MEMPC is required to report on its meetings to the next available MEMPC meeting.

The MEMPC Minutes or Report is to be forwarded to the Grampians Regional Emergency Management Planning Committee (GREMP) for their information by the MERO

The reporting may be in the form of either:

- Copy of the Minutes & associated documents
- Summary report

Administration

Administrative support to the MEMPC including the development, maintenance and amendments to the MEMP, will be coordinated by the MERO and supported by the agency membership as required

Review of Terms of Reference

The Terms of Reference are reviewed annually.