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1. Background

West Wimmera Shire Municipal Emergency Management Planning Committee (MEMPC), based on the review of the fire risk assessment undertaken through the Community Emergency Risk Assessment process and the level and nature for the fire risk, has determined there is a need for a Municipal Fire Management Planning Sub-Committee (MFMPSC) to be established as a planning sub-committee of the MEMPC in accordance with the *Emergency Management Act 2013* [as amended by the *Emergency Management Legislation Amendment Act 2018* (EMLA Act)].

2. Purpose

The purpose of the MFMPSC is to 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, documented in, of the Municipal Fire Management Sub Plan (MFMSPP).

The purpose of the MFMPSC is for all organisations to have ownership and responsibility for the MFMSPP and their actions to be carried out under the MFMSPP. Under the MFMSPP arrangements, each agency will maintain their existing legislative responsibilities, but work to a common understanding of fire risks in communities, assets and other values most at risk and of the strategies needed to avoid and mitigate them at a municipal level.

3. Governance

The MFMSPP has been established to undertake planning for fire as a sub-committee of the West Wimmera Shire MEMPC, and is formed under Section 60AC of the *Emergency Management Act 2013* (amended).

The MFMSPP, being a sub-plan of the West Wimmera Shire Municipal Emergency Management Plan (MEMPP), will reside with the West Wimmera Shire MEMPC.

As a sub-committee of the West Wimmera Shire MEMPC, the MFMPSC has been delegated to prepare and maintain the MFMSPP under the leadership and guidance of the relevant fire services and to make recommendations to the MEMPC.

As a sub-plan of the West Wimmera Shire MEMPP, the MFMSPP will contain the following elements:

- Documented analysis and evaluation of identified fire risks and treatments for the West Wimmera municipal district
- Implementation arrangements, timelines and accountabilities
- Prevention, preparedness, response and recovery provisions.

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4. MFMPSC Functions and Tasks

- Plan for fire management in a manner that co-ordinates fire management activities across agencies
- Seek information from, provide information to, and engage with the community on matters related to fire management planning
- Draft a MFMSPP for recommendation to the MEMPC
- Monitor, review and report on the delivery of the MFMSPP
- Advocate to the Regional and State Fire Management Planning Committees for municipal fire management needs
- Work with the West Wimmera Shire MEMPC to align planning activities
- Share knowledge and create an environment of continuous improvement.

The MFMPSC must continue to meet the functions and tasks of the Municipal Fire Prevention Committee under Section 55 of the *Country Fire Authority Act 1958*.

5. Membership

All MFMPSC members should have the authority to represent and make decisions relevant to the planning process on behalf of their respective organisation.

The MFMPSC will comprise representatives from the following agencies and organisations and others as required.

The Committee will have a core membership of the following positions:

- Chairperson
- Council staff member
- Municipal Emergency Management Officer
- Municipal Fire Prevention Officer
- CFA Catchment Officer (or delegate)
- CFA Vegetation Management Officer
- CFA Apsley Group Representative
- CFA Edenhope Group representative
- CFA Goroke Group representative
- CFA Harrow Captain
- CFA Jilpanger Group representative
- CFA Kaniva Group representative
- DELWP Forrest Fire Management Victoria – Fire Management Officer
- Emergency Recovery Victoria representative
- Regional Roads Victoria representative
- Victoria Police member.

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The following agencies will be optional and may be requested to attend any meeting:

- Department of Families Fairness and Housing
- Powercor
- Telstra
- Victoria State Emergency Service
- V/line
- Water providers
- Windfarm representatives
- Wimmera Catchment Management Authority.

Invitees are not limited to the above and any agency, organization or individual may be invited to provide technical expertise and guidance on strategies and plans being implemented to reduce the bushfire hazard.

6. Quorum

A quorum is the number of FULL core members of the committee required to be present to carry out business legally. A quorum shall comprise a minimum of 50% plus one (1) of core agencies.

7. Roles and Responsibilities

Chair: The position of the Chair will be delegated to the Country Fire Authority. The role of the Chair will be to –

- Chair MFMPSC meetings
- Drive excellence in the committee’s function
- Facilitate the involvement and engagement of all parties
- Be the link between the MFMSA and the MEMPC.

Executive Officer and Support: The secretarial services of the committee will be provided by West Wimmera Shire Council in the role of Executive Officer who is responsible for administration. The MFPO will arrange the function of executive support to the MFMSA.

MEMO: As per legislative responsibilities under the *Emergency Management Act 2013* and the *Country Fire Authority Act 1958*.

MFPO: As per legislative responsibilities under the *Emergency Management Act 2013* and the *Country Fire Authority Act 1958*.

Committee Members: Represent their agency/organisation and contribute to the development and implementation of the plan through specialist advice.

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8. Reporting

The MFMPSC will report quarterly (or after each meeting) to the MEMPC. The MFMPSC Chair is required to submit a quarterly written report to the MEMPC, which will detail the outcomes and actions from the MFMPSC.

9. Schedule of Meetings

As a minimum, the MFMPSC will meet four times per year.

10. Meeting Procedure

- The agenda will be the structure of the meeting.
- Agenda items to be submitted to the Chair two weeks prior to the scheduled meeting.
- Agendas will be distributed 1 week prior to the meeting.
- All meetings will have an agenda and be minuted.
- Minutes will be distributed within 2 weeks following the committee meeting
- Responsibilities and action items will be identified, time-lined and included in the minutes
- Agencies are required to provide a written report.

11. Municipal Fire Management Planning

The State Fire Management Planning Committee is responsible for providing direction and support to implement integrated fire management planning at regional and municipal levels. This committee has developed a detailed guide to assist committees in undertaking the planning process for integrated fire management. A rigorous planning process is required to ensure integrated fire management planning is successfully implemented. This planning process supports the multi-agency approach to fire management.

The Fire Management Planning Committee will work co-operatively and collaboratively on the development and implementation of plans through:

- Implementing common planning models and methodologies
- Allocating resources and responsibilities
- Participating in common decision-making through the committee process
- Collaboratively delivering fire management activities.

12. Plan Maintenance and Amendments

The MFMSPP must be maintained in order to remain effective. Responsibility for review and update of this plan rests with jointly the West Wimmera MFPO and the member agencies.

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The plan is to be reviewed:

- After a major fire and/or exercises
- Annually in accordance with the MEMP
- After implementation of fire mitigation works
- Following significant changes and/or measure within the community and/or local infrastructure/resources
- Following relevant studies and Emergency Event Reviews and Recommendations.

Amendments to the plan will be distributed to the registered copyholders by the Executive Officer to the MFMPSC.

13. Plan Endorsement and Adoption

The accountability for the MFMS, being a sub-plan of the MEMP, will reside with the West Wimmera MEMPC.

The MFMPSC will endorse the draft plan prior to submitting it to the MEMPC with a recommendation to approve the plan. Once approved, a self-assurance of the plan will be completed by the MEMPC. It will then go through an assurance process overseen by the Grampians Regional Emergency Management Planning Committee (REMPC). The plan will come into effect once it has been endorsed by the REMPC and published on the West Wimmera Shire Council website.

14. Plan Audit

The current assurance provisions contained under section 60AG of the *Emergency Management Act 2013* the MEMP and its sub-plans must meet the assurance approval process at least once every three years to assess compliance with the Act.

The MFMS must incorporate the provisions of section 55A(2) of the *Country Fire Authority Act 1958*, relating to fire risks and their treatments and will be deemed to meet the requirements for a Municipal Fire Prevention Plan under section 55A(1) of the *Country Fire Authority Act 1958*.

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