



G'Day

It is fair to say that 2020 has been a year unlike anything we have ever experienced.

As we reflect on the year that was, it is important to acknowledge your achievements and for us, our achievements included:

- Leading a CFA Strike Team to the Budj Bim Fires on 1 January and 4 January
- Leading a CFA Strike Team to Gippsland for a three day deployment on a four day deployment
- Receiving an Award for "Excellence in Emergency Communication" from EMPA Australia for our work during the South West Fires
- Presenting two papers at the Australian New Zealand Disaster and Emergency Management Conference.
- Delivering the Municipal Recovery Manager (MRM) and Municipal Emergency Management Officer (MEMO) Training Courses
- Receiving the NSW Premier's Bushfire Emergency Citation
- Consulting with Councils to support the development of COVID-19 Emergency Relief Centre Plans
- Conducting field exercises to test emergency management plans
- Home schooling our children

We are very excited about 2021 and all that it may bring.

We sincerely wish you and all your loved ones a safe and happy festive season and we look forward to continuing our relationship with you in 2021.

Cheers

Mat and Sue



Hybrid Emergency Relief Centre Plan Multi-Agency Field Exercise



We were engaged by Glenelg Shire Council to develop and write a Hybrid Emergency Relief Centre Plan that incorporates COVID-19 guidelines to ensure the safety of staff and community in the event that an Emergency Relief Centre is activated during a Class 1 Emergency this summer. The plan outlines three options that include the activation of a:

1. Physical Emergency Relief Centre
2. Drive through Emergency Relief Centre
3. Virtual Emergency Relief Centre

The plan enables Council to activate each individually, any combination of the three or all three together.

After the plan had been reviewed by response agencies, it was time to test it.

We designed, wrote and delivered a multi-agency field exercise called "Exercise Pritchards" that required the activation of all three options simultaneously.

The exercise provided an array of learnings for all participants and provided everyone with the confidence and knowledge to successfully open and operate an ERC in a COVID-19 environment.

MRM Training



At the start of December, we conducted our 3 day [MRM Training Course](#), at the Lady Bay Resort in Warrnambool. The training featured some lively characters from the fictional municipality of Happyville that ensured that the training was delivered in a fun and interactive way that allowed participants to put into practice the skills that they had learnt to build confidence in performing the role of MRM.

At the conclusion of the training all participants doubled their confidence to undertake their role as an MRM.

MRM Training

2, 3 & 4 December

"I enjoyed my time immensely and feel I can carry out my role much better."

"Hearing the experiences from those that have been involved in a disaster was what I liked the most."

Feedback

"The depth of knowledge and experiences shared has given me the confidence to tackle my job."

"I feel more confident and have a far better understanding of what is expected of me."



MEMO Training



You never know when an emergency might occur!

Our three day [MEMO Training Course](#) was delivered at the Lady Bay Resort, Warrnambool. The course combines theory with practical exercises to support learning outcomes. The practical exercises are delivered in a supported way to allow participants to put into practice the skills learnt. This supported learning technique builds confidence and combines all the adult learning principles.

However, during the training on the third day there was a real emergency! Representatives from one Council were activated to provide support to emergency services by opening an Emergency Relief Centre (ERC) in a nearby town due to a gas leak at the local primary school. The training was paused until the children were safely relocated to the ERC.

That same afternoon, after the adrenalin had subsided, we went back to the planned course and simulated an exercise that brought the three days of learning into practice.



"Participation was encouraged."

"The course was thorough and practical."

"I can not thank you enough for all your help."

Feedback

"Hands on experience!"

"Very friendly, engaging and accepting of random questions."

"All participants encouraged to contribute."

"Very good and relevant course."



"Good mixture of practice and theory."

"Helped me understand my role within Council so I will be better prepared when something happens."

Developing skills of the whole EM Team



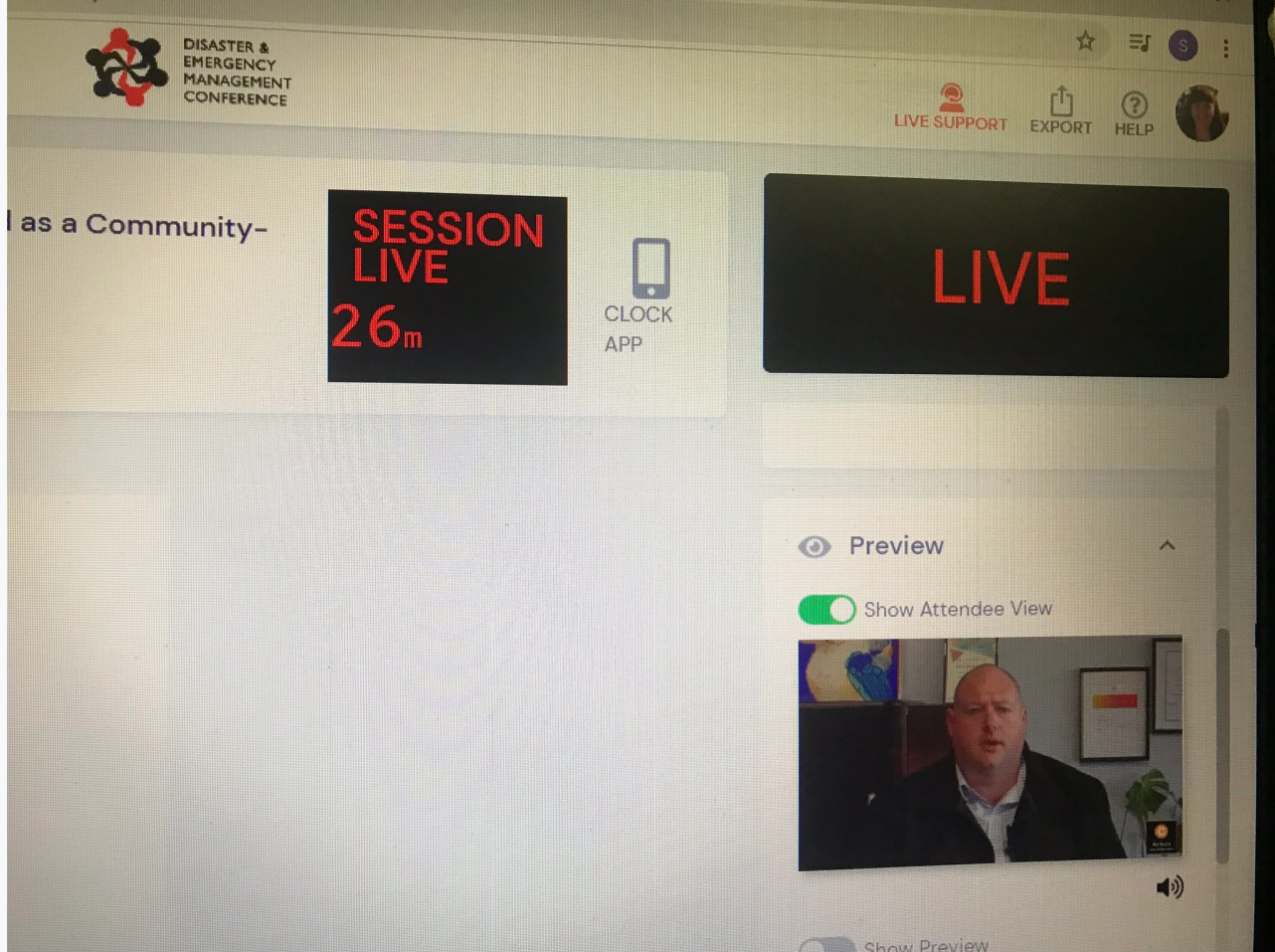
To close out the year we worked closely with an LGA in South West Victoria, in developing the skills and knowledge of their entire Emergency Management Team.

We started with a course called [Understanding Council's Role in Emergency Management](#). This course allows participants that are new to Emergency Management an opportunity to gain a holistic and comprehensive overview and understanding of Emergency Management. It outlines all of the roles and functions that Council undertakes.

This was followed with a course called [How to Record and Capture Information During Emergencies](#). Recording and capturing information is often an overlooked part of EM however, it is an incredibly important skill to learn. This course outlines effective administration techniques during emergencies that include the use of logbooks, Crissisworks, EM-Cop, as well effective communication and briefing techniques.

The final course was [How to Plan For and Activate a Municipal Operations Coordination Centre \(MOCC\)](#). The course provides participants with essential skills to plan for, establish and operate a Municipal Operations Coordinator Centre (MOCC).

Disaster & Emergency Management Conference



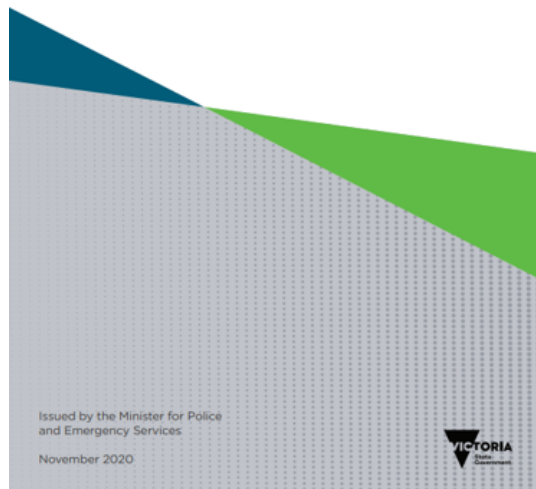
For the second year in a row we presented at the Disaster and Emergency Management Conference in Queensland. Although we weren't able to be there in person, we were able to participate virtually. The conference was fantastic with a great variety of speakers on some really interesting topics. We were fortunate to present two papers:

- "Psychosocial support post disaster is best delivered as a community based activity"
- "Can community fractures post disaster be minimised by listening to the community?"

EM News

The Guidelines apply to anyone preparing, updating or approving an emergency management plan (EMP) under Part 6A of the EM Act 2013. This includes:

Guidelines for preparing State, Regional and Municipal Emergency Management Plans




- each Municipal Emergency Management Planning Committee (MEMPC) in preparing and
- reviewing its MEMP

[Download the Guidelines](#)

Emergency Management Act 2013


Act in force ACT NUMBER 73/2013 | VERSION 019

Authorised version

 13-73a0019 authorised.pdf
PDF - 575.35 KB

[Buy printed copy of Act](#)

Version

 13-73a0019.docx
DOCX - 14279 KB

Version history

Effective	Version	Status
09/10/2020	019	In force
30/09/2020	018	Superseded
01/03/2020	017	Superseded
06/04/2020	016	Superseded
01/01/2020	015	Superseded
25/06/2019	014	Superseded
18/02/2018	013	Superseded

Updated Emergency Management Act 2013

On 1 December 2020, the Emergency Management Act 2013 was updated. Changes include the way in which Municipal Emergency Management Planning is undertaken, including the

structure of the Municipal Emergency Management Planning Committee (MEMPC). It became a requirement for all municipal councils to formally appoint a Municipal Recovery Manager (MRM) and Municipal Emergency Resource Officers (MERO's) would take on a new identity and become known as Municipal Emergency Management Officers (MEMO's).

[Download the updated EM Act 2013](#)

Delegation

Update your delegation

In order to meet the new legislative requirements, it is essential that the Chief Executive of each council formally delegate their respective

MEMORANDUM

To: **[MEMO Name]**

From: **[Name]**, Chief Executive Officer

Re: Appointment as Municipal Emergency Management Officer (MEMO)

Date: **[d/m/yr]**

In accordance with my general powers of delegation, granted to me under section 47 of the Local Government Act 2020 you are hereby appointed as the Council's Municipal Emergency Management Officer (MEMO), pursuant to Section 59G of the Emergency Management Act 2013.

Yours faithfully,

[Insert Name]

Chief Executive Officer

MRM's and MEMO's under section 47 of the Local Government Act 2020.

If you haven't already done this, we have provided you with a template to assist you in this process. Just click the link below and download your free template!

[Free Delegation Template](#)

Stay in touch

We have some really exciting plans for next year so, don't forget to follow us to keep up to date.

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The Six C's

Warnambool
Australia

www.thesixcs.com.au



0411 869 146
sue@thesixcs.com.au

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