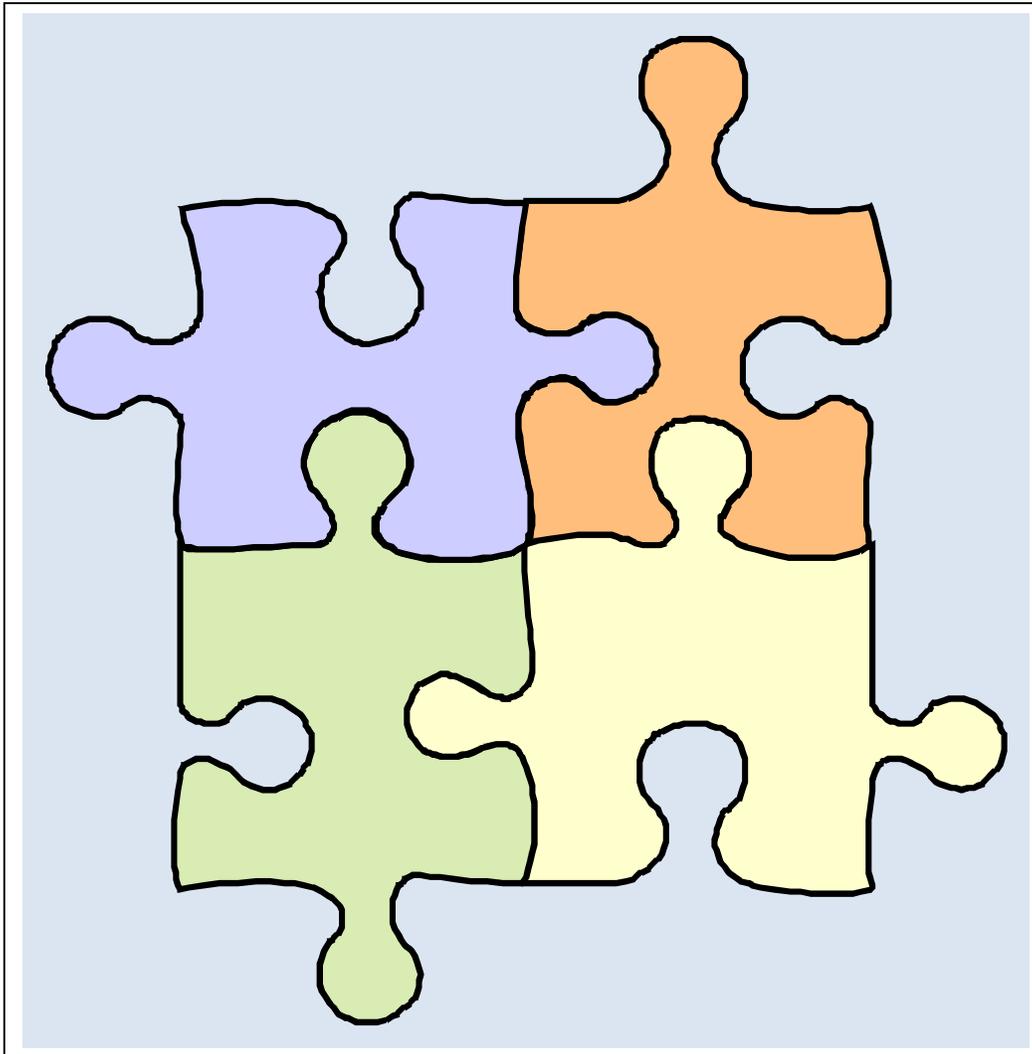


**Country Fire Authority -  
Municipal Fire Prevention Committee Transition to  
Municipal Fire Management Planning Committee:**



***Improving Fire Management Planning Together***

## Glossary

<b>Authority</b>	Country Fire Authority
<b>CFA Act</b>	Country Fire Authority Act (Vic) 1958
<b>EMA</b>	Emergency Management Act (Vic) 1986
<b>EMMV</b>	Emergency Management Manual Victoria
<b>ESO</b>	Emergency Service Organization
<b>IFMP</b>	Integrated Fire Management Planning
<b>MCS</b>	Manager Community Safety
<b>MEMP</b>	Municipal Emergency Management Plan
<b>MEMPC</b>	Municipal Emergency Management Planning Committee
<b>MERO</b>	Municipal Emergency Response Officer
<b>MFPO</b>	Municipal Fire Prevention Officer
<b>MFPP</b>	Municipal Fire Prevention Plan
<b>MFPC</b>	Municipal Fire Prevention Committee
<b>MFMP</b>	Municipal Fire Management Plan
<b>MFMPCC</b>	Municipal Fire Management Planning Committee
<b>RPC</b>	Regional Planning Committee
<b>RSFMPC</b>	Regional Strategic Fire Management Planning Committee
<b>SFMPCC</b>	State Fire Management Planning Committee
<b>SOP</b>	Standard Operating Procedure
<b>TPP</b>	Township Protection Plan
<b>UPT</b>	Urban Profiling Tool
<b>VFRR</b>	Victoria Fire Risk Register

## Foreword:

Emergency services have a strong record of working together in response to emergency incidents. Fire Management Planning can be more effective if fire agencies, communities and government agencies work together.

The principles of Integrated Fire Management Planning enable all organisations and agencies to advance our existing partnerships, build stronger linkages to local government and work together in a consistent manner based on a common understanding of risk. We are not changing our core business; IFMP is a different and more inclusive way of doing our core business.

IFMP integrates agencies' strategies and service provision across the prevention, preparedness, response and recovery spectrum and is consistent with CFA's goals to reduce the impact of fire in Victoria and build resilient communities.

A major step towards the revised fire management planning processes is the application of the CFA Board's decision of January 2009 to transition of responsibility for Fire Prevention Planning from Fire Prevention Committees to Fire Management Planning Committees. These changes will ensure a consistent risk based approach to fire management planning across Victoria and effective engagement with the community.

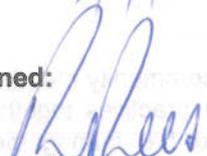
This guide is intended to support and outline the transition for CFA Areas, career staff, Groups, Brigades and volunteer members and ensure that fire management planning occurs in a consistent manner.

We recognise that in some areas the transition will present challenges and may take some time to implement, however it is vital that CFA takes a proactive approach to fire management planning into the future.

Date:

19/4/10

Signed:

  
Chief Officer  
Russell Rees

  
Director of Community Safety  
Lisa Sturznegger

# Municipal Fire Management Planning Committee Transition Guideline Paper:

## Purpose:

This guideline is intended for use by General Managers, Managers Community Safety, Operations Managers, Operations Officers and Group Officers in implementation of the transitioning of Municipal Fire Prevention Committee's (MFPC's) to Municipal Fire Management Planning Committee's (MFMP's) with Councils, Groups and brigades.

The purpose of this guideline is to assist Brigades, Regions and Country Fire Authority (CFA) personnel involved in transitioning the current fire prevention planning arrangements of MFPC's to those required for Integrated Fire Management Planning (IFMP) and establishment of MFMP's. It will outline the legislative requirements; CFA representation models for MFMP's and provides a step by step process for completion of the change process.

The CFA Board<sup>1</sup> has endorsed IFMP and approved the transitional process whereby the MFMP's can be deemed by CFA to meet the statutory requirements for municipal councils to prepare Municipal Fire Prevention Plans (MFPP) under s. 55 of CFA Act.

## Assumptions:

To date, there are no proposed changes to the CFA Act or Regulations, and accordingly, MFMP's will work within existing legislation.

## Why IFMP?

A recommendation from the 2002-2003 Victorian Bushfire Inquiry was that the Victorian Government endorsed IFMP to integrate the management of the risk that fire, in all its forms, poses to Victorian communities.

IFMP is a process undertaken for different organisations, agencies and community members to 'talk and plan, early and often' to develop effective fire management practices together. This will strengthen and align emergency management planning and fire management planning.

IFMP will expand existing planning and utilize national best practice risk management processes (VFRR, TPP's) to plan across the preparedness, prevention, response and recovery spectrum. IFMP will not affect our core business in response to emergencies, but it will mean that we will perform our normal business taking into account other agencies expectations, and develop their understanding of how they can assist us in the emergency management process.

IFMP recognizes that other organizations can legitimately influence our preparedness and prevention arrangements and also our response and recovery activities.

MFMP's will provide a standardized foundation for fire management planning and a common planning process which will allow all parties to update and share useful information, come to an agreement on what risk they confront and how best to treat those risks.

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<sup>1</sup> 19 January 2009

## MFPC's Current Concerns:

The current MFPC format has not met its full potential for the following reasons:

- There are frequently competing fire management work requests from various community groups within the same Council; differing understanding of priorities for fire management works programs and in some cases, limited Council budgets to achieve fire management works programs. These issues directly impact the ability of councils to action fire management works.
- A localised issue can take precedence over municipal fire management and regional fire management issues;
- The current MFPP is often considered a Council Plan and lacks authority with other agencies, who are not engaged and who do not contribute to the municipal fire prevention planning process;
- The MFPP is not used during operations by Emergency Service Organisation's (ESO) as it traditionally has had a prevention focus only and has not been viewed as applicable to preparedness, response or recovery functions of ESO's;
- Poor attendance at MFPC meetings from various parties as they do not have the organizational capacity to be represented, or attendees do not have the authority to commit their organization or agency to fire prevention actions;
- Some fire management issues are not able to be resolved at MFPC as appropriate stakeholders are not engaged at the appropriate level;
- Business between brigades and MFPO's is often isolated to meetings rather than conducted as required, which means that there can be a time lag between the issue occurring and being reported to councils;
- Higher level strategic planning issues not being discussed. Frequently, the majority of a MFPC meeting is spent looking at smaller issues which can be rectified either over the phone, or by direct reporting to the council in a recognized format.

## What are the changes?

1. A structural change will address fire prevention issues and other fire management planning issues together.
2. The MFMP will be led by a fire service (mostly CFA) with input and ownership by all agencies;
3. MFMP's will be informed by risk tools (such as VFRR) which will provide an objective basis for risk assessment and strategic management planning;
4. The Municipal Fire Prevention Plan (MFPP) will become a component of the Municipal Fire Management Plan (MFMP) which is based on risk management principles and will include assessment and planning for both public and private land;
5. MFMP's will be established on a three year cycle to be reviewed annually and/or as is necessary (e.g. following major fires, legislative change, and coronial inquiry).
6. The committee membership and brigade representation will be different – individual brigades will no longer elect representatives, rather their views, ideas and needs will be consolidated and submitted to the MFMP via selected representation;
7. A Planning Guide is being developed to guide the production of MFMP's across the whole state of Victoria for consistent content, information and format irrespective of council area;
8. Standard Operating Procedure (SOP) 15.01 (Fire Brigade Groups – Role and Structure) will be amended to reflect these changes.

## Why the Change? (Advantages)

IFMP offers a better, more inclusive way to do our business. Fire management planning will now be about close cooperation with all organizations and people who have legislative responsibilities concerning fire management planning. It will help us understand how other stakeholders (e.g. Vic Roads, Department of Transport) can help us in an emergency and how we can help them if they have an emergency.

A key theme of IFMP is that planning will be underpinned by the process of community and organisational engagement, which incorporates recognition of local knowledge and experience. IFMP recognizes that developing ongoing community education partnerships that deliver services *with* others (as opposed to others) builds a greater understanding of the fire sector within the community. By sharing knowledge and an understanding of risk, we can promote communities that are more resilient to the impacts of fire<sup>2</sup>.

The IFMP Framework and State Fire Management Strategy provides the context for the establishment of MFMPC's and development of MFMP's. This strategy also endorses planning for all types of fire – including structural and chemical/hazard in addition to wildfire plus the use of fire to support the health of our natural, economic and cultural environments.

CFA has corporately endorsed IFMP as the future way we will do our business and as part of that process recognizes that MFPC's need to transition to MFMPC's to reflect an integrated approach. A universal, consistent approach across municipal, regional and state levels to risk based planning will improve fire planning.

Existing brigade MFPC delegates will no longer have to attend each meeting, which will simplify the process and reduce the time spent at these meetings, whilst still having a capacity to input into relevant issues, and making them more available for other brigade duties. This allows for more efficient and effective available use of resources.

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<sup>2</sup> Refer to State Fire Management Strategy 2009 pp. 10-11

## Current Situation:

There are two planning processes for fire management planning:

1. Municipal Fire Prevention Planning (ss51-55 CFA Act)
2. Municipal Emergency Management Planning (EM Act 1986)

### IFMP Framework and Existing Legislation:

On the basis of current legal opinion, there are no legislative obstacles arising under the CFA Act to the revocation of appointment of existing MFPC's and creating MFMP's to enable transition to the new framework of IFMP. Existing requirements for councils to make statutory appointments of a Municipal Fire Prevention Officer (MFPO) and a Municipal Emergency Resource Officer (MERO) do not alter under this framework.

### Appointment of Committees:

The Country Fire Authority, in the country area of Victoria, may appoint:

- a Municipal Fire Prevention Committee (MFPC) in respect of any area that is the municipal district or part of the municipal district of a municipal council (s54).

NB: Under s. 41 of the Interpretation of Legislation Act 1984, if an Act or subordinate instrument confers a power to appoint a person (person includes a body politic or corporate as well as an individual) to an office, the power, "unless the contrary intention appears", includes a power to remove them.)

The word 'may' establishes a discretionary power to appoint a MFPC, it is not mandatory to have a MFPC.

***The functions and the tasks that the MFPC would perform under the CFA Act will be performed by the MFMP. The MFPP will be part of the MFMP and the MFMP must accept the function and responsibility for MFPP.***

***The SFMPC and RSFMP authority is provided by s. 9 Emergency Management Act 1986 and provides that 'may establish such committees as are necessary to ensure comprehensive and integrated emergency management'.***

***The MFMP authority is provided by s. 21(5) EMA which provides that 'A municipal emergency planning committee must give effect to any direction or guidelines issued by the Co-ordinator in Chief'<sup>3</sup>.***

Part 6 of the EMMV contains the guidelines for municipal emergency management planning that have been issued by the Co-ordinator in Chief in accordance with s. 21(5) of the EMA. The EMMV provides direction at Section 6 page 30 which enables the establishment of specialist sub-committees of MEMPC on subjects of major significance to the municipal district, such as specific risks and related issues.

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<sup>3</sup> The Co-ordinator in Chief if the Minister for Police and Emergency Services  
Transition Guidelines for Municipal Fire Management Plan Committee – Final Version

## Municipal Fire Prevention Plans:

The MFPP will now become part of the MFMP.

Under s 55A(1) of the CFA Act,

A council must prepare and maintain a MFPP for the relevant municipal district:

- In accordance with the advice and recommendations of the MFPC;
- containing provisions –
  - identifying particular risks in case of fire (s. 55A(2)(a));
  - specifying how to treat each identified risk (s. 55A(2)(b));
  - specifying who is to be responsible for treating those risks (s. 55A(2)(c));
  - identifying all designated neighbourhood safer places (s. 55A(2)(ca));
  - designating any places that are community fire refuges (s. 55A(2)(cb));
  - any other matter prescribed for inclusion in the plan<sup>4</sup> (s. 55A(2)(d)).

In areas not covered by the CFA Act, implementation of the IFMP process relies solely on the *Emergency Management (EM) Act, 1986 – s. 21(5)*. The appointment of a MFMPCC dealing with prevention, response and recovery under the EM Act will not supplant the CFA Act, where fire prevention provisions will remain in place. This means that both the CFA Act and the prescriptions within the Emergency Management Manual Victoria (EMMV) regarding that committee must be complied with.

The EM Act requires that a council prepare and maintain a MEMP (s. 20). The legislated obligation for council to prepare and maintain a MFPP remains under s. 55A(1) CFA Act, and the MFMPCC must accept the responsibility for MFPP. The accountability for the MFMP, being a sub plan of the MEMP, will continue to reside with the council. The current legislation prevents anyone except a council having final accountability for the MEMP and consequently, the MFMP as a subset thereof.

The MFMPCC will make recommendations to the Council in the form of the MFMP, which the Council will recommend to adopt, modify or reject.

To enable IFMP processes to support MFMPCC's in producing MFMP's for council under existing legislation, there will need to be clear authorization for the MFMPCC's to prepare and maintain MFMP's on behalf of the councils, because the obligation for councils to prepare and maintain MFPPs remains. The purpose of MFMPCC is for all the organizations to have ownership and responsibility for the MFMP and their actions to be carried out under the MFMP.

Under the MFMP arrangements each agency will maintain their existing legislative responsibilities, but are working 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 local level.

To achieve this, MFMPCC's must be appropriately delegated as a sub committee by the MEMPC, to:

- Prepare and maintain MFMP's under the leadership and direction of the relevant fire services;
- As sub-plans of MEMP's, MFMP's need to contain the following elements:
  - fire prevention (shall include the audited elements of the Municipal Fire Prevention Plan which must comply with the provisions of section 55A of the CFA Act);
  - documented analysis and evaluation of identified fire risks and treatments for the municipal area;
  - implementation arrangements, time lines and accountabilities;
  - preparedness, response and recovery provisions.

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<sup>4</sup> Country Fire Authority Regulations 2004 S.R. No. 9/2004

## **Moving from MFPP to MFMP – what is involved?**

In accordance with the State Fire Management Strategy 2009 the transition from MFPC's to MFMPC's should be completed by November 2011.

### **What does this mean for Areas<sup>5</sup>?**

1. Brigades, Groups and RPC need to be informed of IFMP and changes to the MFPC structure. A clear Communications Plan outlining the consultation process is appropriate to ensure thorough consultation with brigades and CFA staff.
2. Each Council needs to be consulted on the transition of MFPC's to ensure that they understand the new model, including attending MEMPC meetings to gain endorsement for the establishment of MFMPC's as sub-committees;
3. Current MFPC's need to be briefed well before the transition is to occur to ensure understanding of change and to ensure the reasons for the new structure to be fully debated and appreciated.
4. Each Area needs to plan/prepare a schedule for progressive transition of their Councils. There is substantial work in the transition process involving potentially 60 – 90 hours per Council depending on the concerns raised and time taken to develop initial MFMP's.
5. In conjunction with Brigades and CFA staff, Areas will need to agree upon a representation model (as detailed further below) for brigades and volunteers. It is anticipated in the first instance that the Operations Officer will be the initial Chairperson of the MFMPC;
6. MFMP's will be inclusive of all fire risks;
7. The MEMPC must be consulted about the transition from MFPC to MFMPC and formally requested to endorse the transition.
8. The MFPC must formally move a motion to transfer its roles and responsibilities for the MFPP to the MFMPC.
9. Accordingly, the MFMPC must formally accept the function and responsibilities of the MFPC.
10. It is preferable that the Council either move a motion to endorse the MFMPC, or formally request in writing seeking endorsement from CFA to revoke the authority of MFPC and establishment of MFMPC.
11. The MCS should inform the RSFMPC of the endorsement of MFMPC;
12. Once MFMPC's have been endorsed by MEMPC's and relevant stakeholders, advise CFA in writing of intention to revoke the authority of MFPC's.
13. CFA will formally acknowledge the above process, approve the revocation of authority of the current MFPC and endorse the MFMPC.
14. If the MCS is not satisfied that the MFMPC is in a position to accept the roles and responsibilities of the MFPC they may not endorse the transition.
15. Once MFMPC's are established they need to:
  - appoint Chairs and Executive Officers and determine and/or confirm membership;
  - Establish and endorse Terms of Reference and a Communication Plan;
  - Undertake stakeholder analysis and develop community engagement plans;
  - Develop meeting protocols – venue, frequency, work plans;
  - Undertake review of existing planning arrangements for each stakeholder. Each agency will need to identify what plans and arrangements are currently in place within their organization across the PPRR spectrum;
  - Identify where and how these plans operate, overlap or intersect;
  - Undertake gap analysis to identify any gaps which arise from a lack of correlation between organizations fire plans and treatments;

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<sup>5</sup> Areas refer to current arrangements, under the Boundary Realignment Project they will be known as Regions. The boundary realignment project does change the task of IFMP implementation.  
Transition Guidelines for Municipal Fire Management Plan Committee – Final Version

- Commence development of MFMP's and submit to MEMPC's for endorsement and adoption by Councils;

### **What does this mean for Brigades & Groups? Brigade Representation Models:**

The IFMP framework specifies that MFMP's will be produced by MFMPC's as sub plans of MEMPC's. Fire services would appoint representatives to lead, manage and provide technical fire expertise to MFMPC's.

There are a number of options which allow Brigades and Groups to implement communication solutions to best fit their local needs. Brigades and Groups need to discuss the representation options to ensure that appropriate and reasonable Brigade representation continues. Volunteer local knowledge, expertise and experiences will continue to influence fire management planning at Council level. With the support of Brigades and Groups, the new structure will improve how CFA and its Brigades plan to manage fire into the future.

The level of CFA direct representation at MFPC's is in line with our representation at MEMPC's. However, CFA will continue to ensure the capacity of brigades and brigade members to participate meaningfully in fire management planning processes. All brigades will continue to be able to directly liaise with the MFPO about specific issues or concerns

Another consideration is that under the IFMP framework, MFMPC members should have the authority to make decisions relevant to the planning process. This implies that they have the background to represent and make commitments on behalf of their respective organizations.

#### **Option One: Catchment/Group Representative and Operations Officer**

Consolidate the views, ideas and needs of brigades at Catchment/Group level and have a Catchment/Group representative attend the MFMPC in conjunction with the Operations Officer. The forum of the Group Meeting provides a point for consolidation through the Brigade delegate, and a central point for information flow back to the Brigades through their Group delegate. A Group Officer will take on this specific role.

Under this model the Brigades will raise fire prevention and fire management issues directly with their Group/Catchment representative and/or MFPO/municipality directly using a Fire Prevention Report Template. This will facilitate direct brigade communication with municipalities as has previously occurred. In the event that the municipality does not respond directly to the brigades issues, then the Catchment/Group Representative would facilitate resolution with the municipality directly.

#### **Option Two: RPC Representative, Operations Officer**

The elected representative of this committee consolidates brigade views, ideas and needs and takes this information to MFMPC's.

#### **Option Three: RPC Sub Committee and Manager for Community Safety**

Establish a RPC sub-committee (Fire Management Planning Advisory Committee) – this sub committee would comprise a representative from each Group, Manger for Community Safety and Operations Officer. Brigades can submit names to the RPC from each group ensuring representation from each regional area is maintained and a forum for volunteer and staff views is maintained.

#### **Option Four: Brigade Advisory Group –**

Create an advisory group where brigade representatives meet to consolidate views, ideas and needs of the Brigade as a Working Group. This may utilize existing membership of the current MFPC. This group sits to one side of the CFA representative group and has no legislative authority.

This group would work and meet directly with their MFMPC's representative(s) and MFPO, and provide feedback to their brigades. This group does not have direct representation to the MFMPC. This provides a group to capture brigade issues, local knowledge and maintains face to face contact with those directly involved in fire management planning.

#### **CFA Approval Process for revocation of MFPC's:**

To ensure that the revocation process is structured for each MFPC the following steps need to be followed:

- 1) MFMPC must be endorsed by MEMPC and the Council;
- 2) Formal letter from CEO requesting that the authority of the MFPC be revoked;
- 3) At a MFPC meeting (with a quorum) members must agree and pass a motion to disband the MFPC;
- 4) Written correspondence from Council advising CFA of agreement to disband MFPC including date and a copy of the minutes from the MEMPC containing the motion to disband to be sent to the MCS
- 5) The MCS has the delegation by authority of the Board to revoke the authority of the MFPC; the MFMPC accepts responsibility for MFPP in accordance with legislative requirements and confirming CFA endorsement of MFMPC.

**NOTE:** Pursuant to s. 109B CFA Act the Board has delegated to Managers of Community Safety the power of appointment of representative on Regional and Municipal Fire Prevention Committees effective 29/11/2004. This delegation authority is read in conjunction with 11/02/2010 Delegation to Managers Community Safety s. 50G(5), 50J(3) and 50P. Refer to attached Schedule 3

#### **Audit**

Section 55B of the CFA Act states that MFPPs must be audited at least triennially for compliance with requirements of the CFA Act.

The MFPP will continue to have a requirement for audit by CFA under the CFA Act (s55B.) This means that the MEMP and MFPP audits should be aligned as planned under IFMP to ensure that the audit process is not duplicated for the Council.

The audit process under IFMP arrangements will be prescribed in the EMMV Part 6.

## **MFPC to MFMPC: – when to revoke MFPC?**

### **Option 1: Revocation of MFPC's on the establishment of MFMPC's – This is the preferred option**

This option eliminates the legislative problems relating to the composition and mandated functions of MFPC's and the role of MFPOs within these committees. It will allow new definitions of composition and functions of fire planning committees, unencumbered by the prescriptions of sections 54 and 55 of the CFA Act.

For a time during the transition process, the roles of MFPC and MFMPC will be duplicated. The effect of this can be minimised by ensuring that the revocation of appointment of the MFPC and endorsement of MFMPC is time framed to occur concurrently.

### **Option 2: MFPC's run in parallel to MFMPC's for a transition period – This is not a preferred option.**

This is more complex, as MFPC and MFMPC would need to exist and function at the same time. This is a resourcing issue for all parties involved in the process. The existing membership and mandated functions of MFPC's would stay in place as the following dot points illustrate:

- The council is required to prepare and maintain a MEMP under the Emergency Management Act EM Act section 20 (2)
- The MEMPC is required to prepare a draft MEMP for council to consider under the EM Act;
- The new MFMPC will be required to be produce the MFMP as a sub plan of the MEMP under the EMMV, with the MFPP produced as a component of the MFMP;
- The MFPC will provide advice regarding the MFPP to council. Ideally the MFPP elements can be covered within the MFMP or if missed be contained as an appendix.

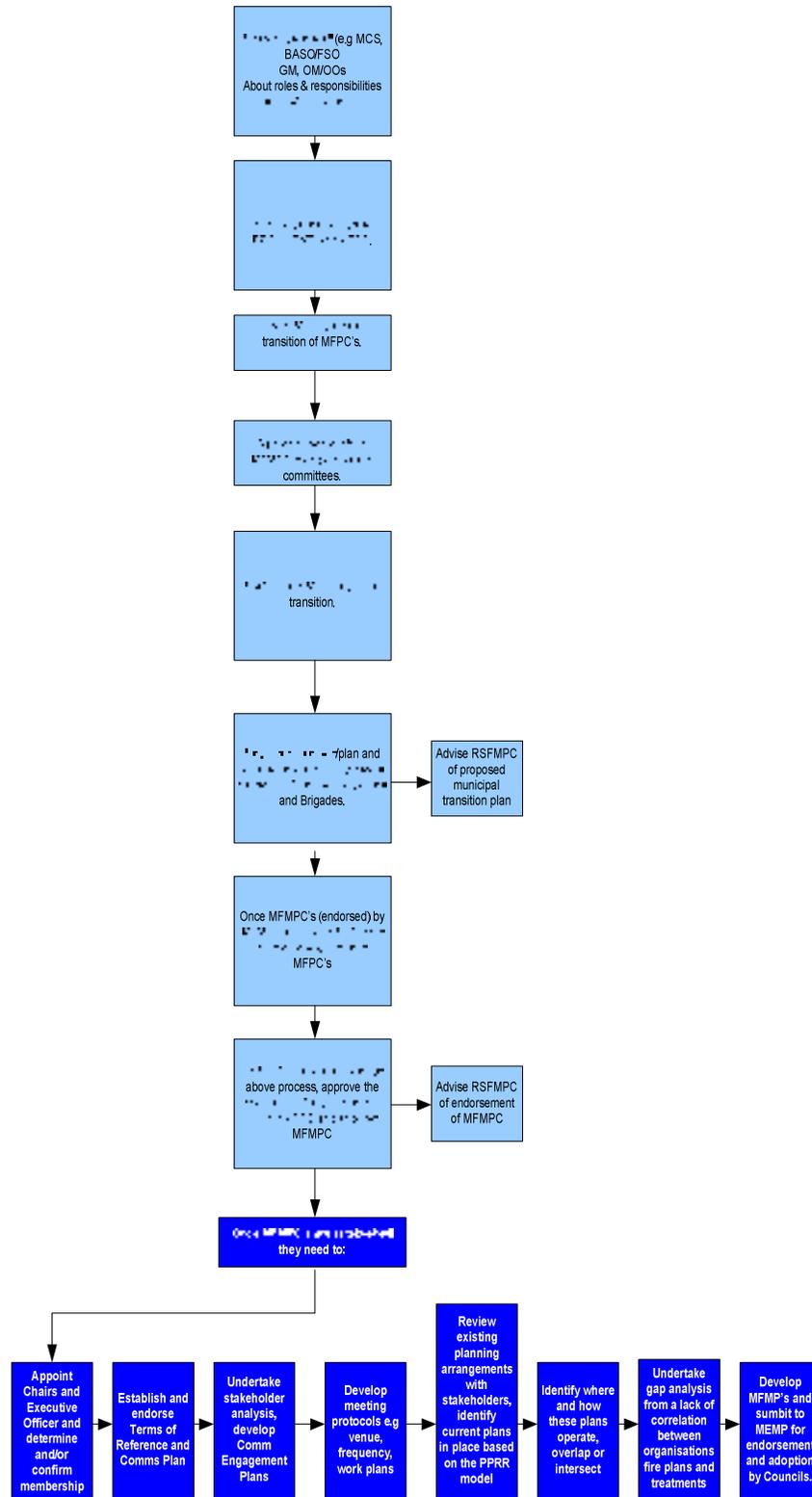
The MFMPC cannot be “deemed to be the MFPC” as this would contradict the provisions of the CFA Act regarding the MFPC composition. The MFMPC could easily fulfill the functions of the MFPC, but not the membership requirements. The MFMPC still needs to make a recommendation to council for the MFPP. All other functions will be fulfilled in different ways through the MFMPC

There are two possible points where there is a possible “veto” in this arrangement:

1. The MFPC could pass formal advice and recommendations that are contrary to the intent of the MFMPC;
2. The council, as the body with ultimate accountability under the EM Act, could disallow part or all of the draft MEMP (which includes the MFMP).

# Schedule 1: Transition Flow Chart

## Transition Flow Chart for Municipal Fire Management Plan Committee



## Schedule 2:

### MFPC's and MFMPC's:

If the Authority chooses to appoint a MFPC then section 54 of the CFA Act mandates its composition and section 55 its functions. If the Council chooses to appoint a MFMPC, then its composition and functions will be determined in accordance with the State Framework.

<b>Composition – s. 54</b>	
<b>A MFPC must comprise:</b>	<b>MFMPC may comprise</b>
<ul style="list-style-type: none"> <li>▪ the MFPO, (chairman and executive officer of the committee);</li> </ul>	<ul style="list-style-type: none"> <li>▪ a Chairperson and Executive Officers (to be elected under EMMV Part 6)</li> </ul>
<ul style="list-style-type: none"> <li>▪ one elected representative of each urban or rural brigade operating within the area;</li> </ul>	<ul style="list-style-type: none"> <li>▪ CFA representative/s to be determined</li> </ul>
<ul style="list-style-type: none"> <li>▪ one nominated representative of each industry brigade operating within the area;</li> </ul>	<ul style="list-style-type: none"> <li>▪ a representative of Department of Sustainability and Environment (DSE)</li> </ul>
<ul style="list-style-type: none"> <li>▪ one elected representative of each group of brigades operating within the area;</li> </ul>	<ul style="list-style-type: none"> <li>▪ a representative of other fire agency where appropriate for example MFESB, Forestry Industry Brigade</li> </ul>
<ul style="list-style-type: none"> <li>▪ a nominated representative of the municipal council;</li> </ul>	<ul style="list-style-type: none"> <li>▪ a nominated representative of the municipal council;</li> </ul>
<ul style="list-style-type: none"> <li>▪ a nominated representative of the Secretary (where a forest or national park is adjacent to the area); AND</li> </ul>	<ul style="list-style-type: none"> <li>▪ a nominated representative of the Secretary (where a forest or national park is adjacent to the area); AND</li> </ul>
<ul style="list-style-type: none"> <li>▪ At the request of the committee-               <ul style="list-style-type: none"> <li>• a nominated representative of any public statutory corporation specified by the committee; and</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ At the request of the MFMPC:               <ul style="list-style-type: none"> <li>• a nominated representative of any public statutory corporation specified by the committee; and</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• a nominated representative of any local interest group specified by the committee.</li> </ul>	<ul style="list-style-type: none"> <li>• a nominated representative of any local interest group specified by the committee.</li> </ul>

<b>Functions - s. 55</b>	
<b>The functions of the MFPC:</b>	<b>The functions of the MFMPC:</b>
<ul style="list-style-type: none"> <li>to plan the burning or clearing of firebreaks within the area for which it is appointed;</li> </ul>	<ul style="list-style-type: none"> <li>will be a sub-committee of the MEMPC and determine its own procedures subject to the guidelines provided in the Emergency Management Manual Victoria;</li> </ul>
<ul style="list-style-type: none"> <li>to advise the appropriate authorities as to the existence of and steps to be taken for the removal of fire hazards within the area;</li> </ul>	<ul style="list-style-type: none"> <li>will replace the existing MFPC's within the country area of Victoria;</li> </ul>
<ul style="list-style-type: none"> <li>to advise and make recommendations to the municipal council in the preparation of its municipal fire prevention plan;</li> </ul>	<ul style="list-style-type: none"> <li>will be responsible for integrated planning at the municipal and local level, work collaboratively, meet at appropriate intervals and share planning information;</li> </ul>
<ul style="list-style-type: none"> <li>to recommend to the Authority or to the appropriate authorities actions to be taken for reducing fire risk or for suppressing any fire which may occur within the area;</li> </ul>	<ul style="list-style-type: none"> <li>will be led, managed and supported with the technical expertise of the relevant fire services;</li> </ul>
<ul style="list-style-type: none"> <li>to advise the fire prevention officer concerning the removal of fire hazards under section forty-one of the CFA Act;</li> </ul>	<ul style="list-style-type: none"> <li>will be responsible for producing the Municipal Fire Management Plan, ensuring implementation of the actions detailed in the plan and monitoring the effectiveness of those actions;</li> </ul>
<ul style="list-style-type: none"> <li>to refer to the regional fire prevention committee for consideration all matters which in the opinion of the municipal fire prevention committee should be so referred;</li> </ul>	<ul style="list-style-type: none"> <li>will review and report fire management planning actions to the MEMPC;</li> </ul>
<ul style="list-style-type: none"> <li>to carry out such other functions as are conferred or imposed upon municipal fire prevention committees by regulations made upon the recommendation of the Authority.</li> </ul>	<ul style="list-style-type: none"> <li>will raise matters to the Regional Strategic Fire Management Planning Committee when required.</li> </ul>



**DELEGATION OF POWERS AND DUTIES UNDER THE COUNTRY FIRE AUTHORITY ACT 1958 AND  
THE COUNTRY FIRE AUTHORITY REGULATIONS 2004 BY THE COUNTRY FIRE AUTHORITY (BOARD)**

**SCHEDULE TO INSTRUMENT OF DELEGATION DATED 29/11/2004**

**Managers Community Safety**

<b>Relevant Section of the Country Fire Authority Act 1958</b>	<b>Summary of Power, Duty or Authority</b>	<b>Conditions and Limitations</b>
s36	Power to require hydrants	
s52,54,56,58	Power of appointment of representatives on Regional and Municipal Fire Prevention Committees	

<b>Relevant Section of the Country Fire Authority Regulations 2004</b>	<b>Summary of Power, Duty or Authority</b>	<b>Conditions and Limitations</b>
	None	