

## Municipal Recovery Manager Role Description

<b>Municipal Recovery Manager (MRM)</b>	
<b>Overview</b>	<p>A senior staff member responsible for coordinating municipal relief and recovery for an emergency. The Recovery Manager (and deputies) manages the recovery process.</p> <p>The MRM takes an active role in emergency planning and is responsible for coordinating council resources to assist emergency relief and recovery activities.</p> <p>The MRM may delegate duties to provide for effective management of recovery functions.</p>
<b>Objective</b>	To support the community during an emergency and throughout recovery
<b>Extent of Authority</b>	<ul style="list-style-type: none"> <li>• Authorised expenditure to a value stated in Council's Procurement Policy.</li> <li>• High level of autonomy to make decisions around the coordination of emergency relief and recovery.</li> <li>• Authorised to deploy council resources (owned and under contract) in recovery</li> </ul>
<b>Accountability</b>	<p>The MRM will:</p> <ul style="list-style-type: none"> <li>• coordinate municipal relief and recovery activities (ensuring expenditure is within extent of authority);</li> <li>• ensure that Council's emergency workforce adhere to occupational health and safety requirements; and</li> <li>• ensure all emergency management activities are recorded</li> </ul>
<b>Duties</b>	<p><b>Availability</b></p> <ul style="list-style-type: none"> <li>• The MRM will make themselves available to be part of a 24 hour 7 day a week roster (with deputy MRMs) to ensure coverage</li> </ul> <p><b>Emergency Planning</b></p> <ul style="list-style-type: none"> <li>• Assist in planning and preparing for emergency relief and recovery</li> <li>• Mentor council staff that will have an emergency support function</li> <li>• Undertake training specific to municipal relief and recovery</li> <li>• Ensure planning addresses: <ul style="list-style-type: none"> <li>○ Business continuity</li> <li>○ Staff welfare</li> <li>○ Strong relationships with neighbouring municipalities and supporting agencies</li> </ul> </li> </ul> <p><b>Emergency Relief (non-major and/or major emergencies)</b></p> <ul style="list-style-type: none"> <li>• Coordinate emergency management activities on behalf of council in partnership with the MEMO and in consultation with the MEM or equivalent</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate relief service provision to the affected community in partnership with relief/ recovery agencies (activate and coordinate the operation of Emergency Relief Centres (ERC), if required)</li> <li>• Supervise ERC Managers and ERC staff</li> <li>• Coordinate Council (owned or under contract) and community resources in consultation with the MEMO and relief/ recovery agencies</li> <li>• Work with MEMO to coordinate Secondary Impact Assessment (SIA)</li> <li>• Establish priorities for the restoration of community services and needs</li> <li>• Liaise with the MEMO and MERC on the best use of municipal resources</li> <li>• Oversee Council's staff undertaking an emergency support function (delegate duties as required)</li> <li>• Liaise with the Regional Recovery Committee and DHHS</li> <li>• Escalate relief/ recovery coordination to the Regional Recovery Coordinator at DHHS if the needs of relief provision exceed the capability of council.</li> <li>• Ensure effective management of the Municipal Emergency Coordination Centre (MECC) or relief operations centre during the relief phase.</li> <li>•</li> </ul> <p><b>Emergency Recovery</b></p> <ul style="list-style-type: none"> <li>• Use Secondary Impact Assessment (SIA) to determine the level of recovery coordination required</li> <li>• Coordinate Post Emergency Needs Assessment (PENA) and utilise the data to plan for ongoing recovery of the event</li> <li>• Support Community Recovery Committees (CRC) to develop a recovery strategy to provide ongoing support to the community</li> <li>• Advocate on behalf of the community</li> <li>• Partner with the community to deliver recovery initiatives</li> <li>• Coordinate recovery service provision to the affected community (activate and coordinate a Recovery Centre, if required)</li> <li>• Coordinate the delivery of public information about the recovery process</li> <li>•</li> </ul>
<b>Knowledge</b>	<p>A working knowledge of the following is required:</p> <ul style="list-style-type: none"> <li>• SEMP <a href="https://www.emv.vic.gov.au/responsibilities/sempr">https://www.emv.vic.gov.au/responsibilities/sempr</a>;</li> <li>• Hume REMP <a href="https://www.emv.vic.gov.au/responsibilities/emergency-management-planning/remps/hume-rempr">https://www.emv.vic.gov.au/responsibilities/emergency-management-planning/remps/hume-rempr</a></li> <li>• Murrindindi MEMP and sub plans <a href="https://www.murrindindi.vic.gov.au/Your-Council/Emergency-Management/Emergency-Management-Resources">https://www.murrindindi.vic.gov.au/Your-Council/Emergency-Management/Emergency-Management-Resources</a></li> <li>• Knowledge of Council's <ul style="list-style-type: none"> <li>○ services, community and resources</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ management structure and where responsibility for services lie</li> <li>○ emergency responsibilities, capacity and capability</li> <li>● Understanding of financial processes and approvals</li> <li>● EM-COP and Crisisworks – accounts and knowledge of use</li> <li>● An understanding of OHS principles and practices.</li> </ul>
<b>Relationships</b>	<p>Reports to:</p> <ul style="list-style-type: none"> <li>● CEO (or delegate)</li> <li>● MERC</li> </ul> <p>Internal:</p> <ul style="list-style-type: none"> <li>● MEMO</li> <li>● Council staff undertaking an emergency support function</li> <li>● Managers within council</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>● Department of Health and Human Services (DHHS)</li> <li>● Relief/ Recovery agencies including Red Cross, Victorian Council of</li> <li>● MRMs from other municipalities</li> </ul>
<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>● Perform duties in accordance with the Occupational Health and Safety Act, 2004, Regulations, Codes of Practice and Council policies and procedures.</li> <li>● Monitor occupational health and safety within area of responsibility.</li> <li>● Actively participate in the development and implementation of hazard elimination or minimisation strategies.</li> <li>● Immediately report any hazards, incidents and accidents to relevant supervisor and take appropriate action.</li> <li>● Participate in workplace inspections and in occupational health and safety training.</li> </ul>