**WORK PLAN**

A work program should identify a small range of activities the committee intends to undertake/oversee over the next 12 months.

Where possible, the activities should be aligned with State and regional priorities and enhance municipal emergency management capacity and capability. It’s important to keep the work program realistic and achievable so it’s recommended that no more than three items are included in it.

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| --- | --- |
| **As at:**  | <Enter day date month and year> |
| **Due for Review:**  | <Enter Month and Year> |

|  | **Action** | **Sample Evidence** | **Lead** | **Completion Notes** |
| --- | --- | --- | --- | --- |
|  | Revise legislative requirements and governance arrangements for municipal emergency management. | Presentation/ discussion item at committee meeting | Municipal Emergency Management Coordinator |  |
|  | Develop input about municipal emergency management for Municipal Council Annual Plan. | Municipal emergency management section in Annual Plan | Chairperson |  |
|  | Review prevention and mitigation priorities and findings of risk management activities. | Agenda item/reports | Chairperson |  |
|  | Review lessons identified from operations and exercises (ongoing). | Agenda Item | Committee members |  |
|  | Review the municipal plan (every 2 years only). | Updated plan | Committee’s nominated Plan Author |  |
|  | Arrange validation of emergency management arrangements (at least every 2 years. May off-set review of the municipal plan). | Validation activity reported on | Committee’s nominated representative |  |
|  | Contribute to regional committee reports (each regional committee meeting). | Agenda item | Committee’s representative on a regional committee (e.g. Municipal Emergency Management Coordinator) |  |
|  | Review progress:* review status of Work Program
* undertake Committee Self-evaluation
* review of Terms of Reference.
 | Agenda item and out-of-session commentary | Chairperson with Executive Officer/nominated member |  |
|  | Develop annual progress report  | Submitted to Regional Emergency Management Controller | Chairperson |  |
|  | Update Terms of Reference (every 2 years only). | Submitted to Regional Emergency Management Controller | Chairperson |  |