

# INTERNAL STAKEHOLDER BRIEF [for councils]

## EMERGENCY MANAGEMENT HEALTH CHECK INITIATIVE

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*This template can be used for briefing stakeholder on your participation in the Health Check initiative. Each section provides examples of what could be included in the brief as a guide only. These can be removed if not required.*

### 1. OVERVIEW [What are we talking about, who needs to know]

- Background on the EM Health Check initiative
- Who is the audience
- Reference material

### 2. DRIVERS [What's the need, why's this important now]

- Experience from previous events, exercises or training
- Information from reviews or audits
- Expressions of concern / risk by key stakeholders
- Learnings from other Councils
- Knowledge of emerging hazards and risks

### 3. OBJECTIVES [What do we want to achieve by participating]

- Key objectives
- What will be the output

### 4. APPROACH [How are we going to do it]

- Who will be involved
- Who will results be reported to
- How long will the process take (timeframes/milestones)
- What other resources may be required

### 5. REPORTING

- Format
- Timeline

### 6. AUTHORISATION

- Approver
- Date