

Municipal Emergency Management Planning Committee

MINUTES

Tuesday 4 August 2015, 12pm – 2.00pm

Surf Coast Shire, Council Chambers, 1 Merrijig Drive, Torquay



Members:

Rowan Mackenzie (Chair), Surf Coast Shire (SCS)
 Kerrie Williams, SCS
 Adam Polkinghorne, Barwon Water (BW)
 Wayne Aylmer, Country Fire Authority (CFA)

Terry Murrphy, Dept Health & Human Services (DHHS)
 Bo Campbell Dept Environment Land Water &
 Planning (DELWP)
 Peter Box, Parks Victoria (PV)

Andrew Lowe, Salvation Army
 Ian Carlton, State Emergency Service (SES)
 Terry Mervin, VCC Emergencies Ministry (VCC EM)
 Robyn Rainford, VCC EM
 Richard Curwell, VicRoads

Apologies:

Cr Margot Smith, Janet McAdam – Red Cross, Mick McGuinness, Matt Allen – CFA, Matt Chamberlain – DHHS, Matthew Ponsford – Life Saving Vic, Janet Smartt – Lorne Hospital, Frank Gleeson – Parks Vic, Nick Rees – Powercor, Rayleigh Vandermost – SES, Geoff Colsell – Vic Police, Virginia Morris, Robyn Stevens – SCS

Issue Topic	Points of Discussion	Agreement / Action	R/O	
1	WELCOME AND APOLOGIES			
1.1	Attendance sheet circulated	The Chair welcomed Committee Members and noted apologies.	Quorum achieved – yes	Chair
2	CONFIRMATION OF MINUTES			
2.1	Previous minutes	Minutes of meeting held 5 May 2015. <i>Moved: Adam Polkinghorne, Seconded: Ian Carlton</i>		Chair
2.2	Actions outstanding and arising	2015 Chinese New Year was on 19 February, in 2016 will be on 8 February.		Chair
3	CORRESPONDENCE			
3.1	Received	<i>Australian Red Cross:</i> Response agencies food and water transition	For noting – circulated	
3.2		The <i>Barwon South West Region Influenza Pandemic Working Group</i> has commenced work to update the current plan. The new plan will take a regional approach, the working group is working closely with the DHHS and supports the Victorian Influenza Pandemic Plan.	Invite DHHS representative from the Barwon South West Region Influenza Pandemic Working Group to present to the MEMPC on changes to plan.	Virginia Morris
3.3		<i>Emergency Management Victoria:</i> Strategic Action Plan 2015-18 has been released and is available for download on the EMV website .	The MEMPC Committee is encouraged to review this document.	All

Issue Topic		Points of Discussion	Agreement / Action	R/O
3.4		<i>Department of Health & Human Services:</i> Regional Relief & Recovery Plan. Cross Council Relief & Recovery Committee to review and update Municipal Relief & Recovery Plan where necessary. The draft Plan has been circulated for comment.	The MEMP Committee is encouraged to review the Regional Relief & Recovery Plan.	All
3.5	Outgoing			
4	REGIONAL COMMITTEES			
4.1	Regional Emergency Management Planning Committee	Committee scheduled to meet on 20 October 2015. Inspector Geoff Colsell has been appointed the new Regional Emergency Response Coordinator (RERC).		
5	SUB COMMITTEE / WORKING GROUP REPORTS			
5.1	Municipal Fire Management Planning Committee (MFMPC)	CFA reported on the MFMPC meeting held earlier today. The Committee endorsed the revised <i>Municipal Fire Management Plan 2012-2015, updated to March 2017</i> . The Committee discussed the process to develop the next Strategic Fire Management Plan which will cover the three municipalities of Surf Coast, Corangamite and Colac Otway Shire.		
5.2	Cross Council Relief & Recovery Committee	Nothing to report.		
5.3	Community Impact Advisory Committee (CIAC)	Lorne CIAC meeting minutes of 4 June 2015 meeting are available. Surf Coast Shire events officers with CFA have developed an Event Bushfire Readiness Four Step checklist for event organisers. Council's events team will be trialling this checklist in the coming season as a requirement for all events held during the Fire Danger Period.		
5.4	Community Emergency Risk Assessment (CERA)	Minutes of CERA Working Group meetings held 23 June and 20 July 2015 are available. Ian Carlton of SES thanked the CERA Working Group members for their efforts completing the process. The CERA Heatmap and list of opportunities was circulated to the Committee. The MEMP Committee discussed the Heatmap and the final ratings of each of the identified risks.	MEMP Committee members are asked to examine the CERA Heatmap with a view to discussing further at the next meeting. Committee to agree on a process for CERA review going forward at the October meeting.	Ian Carlton
5.5	Flood Planning Committee	Nothing to report		
5.6	Surf Safety Working Group	Nothing to report		

Issue Topic		Points of Discussion	Agreement / Action	R/O
6	GENERAL BUSINESS			
6.1	Neighbourhood Safer Places – Place of Last Resort NSP-PLR)	All ten existing NSP-PLRs throughout the municipality have undergone the annual re-assessment process and have been deemed compliant by Council and CFA. The proposed additional NSP-PLR in Aireys Inlet at the Hotel car park has been halted. Council officers are investigating options for a second NSP-PLR in the township.		
6.2	Incidents	<p>DHHS reported that they have distributed emergency grants for the 2014/15 financial year for four incidents in the Surf Coast Shire. \$30,000 has been distributed for the year across the region.</p> <p>CFA reported they were on alert and did some significant planning during the recent prison riots fearing they may see similar riots at Barwon region prisons.</p> <p>Several CFA officers have been deployed to assist firefighting in Canada.</p> <p>There have been a number of suicides reported recently where toxic chemicals have been used.</p> <p>Barwon Water reported that on a routine inspection of the Anglesea Water Reclamation Plant (WRP) outfall in July, it was noted that a section of the cliff had collapsed. Currently, Class B recycled water is discharging onto the beach, testing has shown this to present a low risk to human health from incidental contact. The WRP remains fully functional. Approvals for construction of a new pipeline have been obtained and works will commence shortly. The new pipeline is planned to go online in November.</p>	CFA to issue warnings to all agencies to be on the lookout for signs of use of toxic chemicals when called to vehicles or house incidents.	CFA
6.3	Risk review	Anglesea river causing flooding over Great Ocean Road – VicRoads have commenced works to raise the level of the road.		VicRoads
7	OTHER BUSINESS			
7.1	Hazelwood Mine Fire Inquiry – Anglesea Community Consultations	<p>The reopened Hazelwood Mine Fire Inquiry has three main focus areas, two directly related to the Latrobe Valley mines and one on the Anglesea mine. Council has made a submission on the following terms of reference which requires the Board to inquire into and report on <i>'Sustainable, practical and effective options that could be undertaken by the mine operator to decrease the risk of fire arising from or impacting the Anglesea Mine for the 2015/2016 summer season, noting the impending closure of the mine on 31 August 2015.'</i></p> <p>Alcoa plan to have the mine covered by overburden to 1m by the</p>		Chair

Issue Topic		Points of Discussion	Agreement / Action	R/O
		<p>closure date of 31 August 2015, and are currently working to achieve this.</p> <p>Evidence provided by witnesses at the Public Hearing has indicated that the Anglesea mine does not pose the same fire risk as Hazelwood.</p>		
7.2	Municipal Fire Management Plan update	<p>The current Municipal Fire Management Plan (MFMP) expires in August 2015. Emergency Management Victoria has issued an interim direction to update current plans to correct gross errors and essentially extend the plans to March 2017. The current Plan has been amended according to this direction and was endorsed by the Municipal Fire Management Planning Committee at their meeting held earlier today. VCC Emergencies Ministry recommended a change to the wording in item 5.3.7 Planning Permits.</p>	<p>Motion: That the Surf Coast Municipal Emergency Management Planning Committee endorse the updated <i>Municipal Fire Management Plan 2012-15, updated to March 2017</i> for referral to the Regional Fire Committee and to Council. <i>Moved: Bo Campbell</i> <i>Seconded: Richard Curwell</i></p>	
	Strategic Municipal Fire Management Plan update	<p>The Strategic Municipal Fire Management Plan Project Steering Group has been formed with members from across the three councils MFMP Committees and a Terms of Reference has been developed and endorsed.</p> <p>The new Strategic Fire Management Plan will contain a strategic component for the three councils of Colac Otway, Corangamite and Surf Coast Shires with operational modules which relate to items such as settlement planning, community engagement and fuel reduction.</p> <p>The Steering Group participated in a Program Logic facilitated session to map out the program and have approved the process for developing the new plan.</p> <p>The Steering Group aim to have the structure of the new fire plan drafted by March 2016 and endorsed by June 2016.</p>	<p>Council's Fire Project Coordinators to present to the MEMPC on mapping township risks for the Strategic Fire Management Plan.</p>	Rowan Mackenzie
8	MEMPLAN UPDATE			
8.1	MEMPlan review	Nothing to report		
8.2	EMMV updates – For Noting	Nothing to report		
8.3	MEMPlan amendments	Amendment has been made to <i>Appendix 10 Support Services and Agencies for Response</i> to reflect Australian Red Cross advice regarding food and water services for response agencies.		
8.4	Training	ERC training will again be conducted across the three councils of the Otway District Collaboration over August and September. MECC		

Issue Topic		Points of Discussion	Agreement / Action	R/O
		training sessions will be conducted over October and November.		
8.5	Exercises	Colac Otway Shire Council will be hosting this year's ERC exercise on 20 November 2015, details will be circulated close to the date.		Virginia Morris
9	AGENCY REPORTS			
9.1	SES	Report tabled		
	CFA	Report tabled		
	Australian Red Cross	Report tabled		
	Barwon Water	Barwon Water tabled a report regarding the Anglesea Water Reclamation Plant, see item 6.2.		
	Lorne Community Hospital	Lorne Community Hospital reported their emergency exercise is scheduled for 18 August 2015. Emergency service agencies have been involved in the planning and have provided valuable input. CFA and DHHS have committed to participating, it is expected that other agencies will be in attendance on the night. Organisers would like to thank everyone for their assistance.		
10	MEETING CLOSE			
10.1	Next meeting	Tuesday 27 October 2015		

Assembly of Councillors report required?: No

MEMPC Committee Outstanding Actions			
Meeting Date	Action	Status	Responsible
Aug 2015	Invite DHHS representative from the Barwon South West Region Influenza Pandemic Working Group to present to the MEMPC on changes to plan.		Virginia Morris
Aug 2015	MEMP Committee members are asked to examine the CERA Heatmap with a view to discussing further at the next meeting. Committee to agree on a process for CERA review going forward at the October meeting.		ALL SES
Aug 2015	CFA to issue warnings to all agencies to be on the lookout for signs of use of toxic chemicals when called to vehicles or house incidents.		CFA
Aug 2015	Council's Fire Project Coordinators to present to the MEMPC on mapping township risks for the Strategic Fire Management Plan.		Virginia Morris