

Municipal Emergency Management Planning Committee

MINUTES

Tuesday 27 October 2015, 12pm – 2.00pm

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



Members:

Rowan Mackenzie (Chair), Cr Margot Smith, Virginia Morris, Robyn Stevens, Angela Butler, Surf Coast Shire (SCS)
David Taylor, Barwon Water (BW)
Wayne Aylmer, Mick McGuinness Country Fire Authority (CFA)

Terry Murrhly, Dept Health & Human Services (DHHS)
Tony Walker (VicPol) (MERC)
Stephen Pefanis (DEDJTR)
Richard Curwell (Vic Roads)
Paul McCoughtry (DELWP)

Ian Carlton, State Emergency Service (SES)
Terry Mervin, VCC Emergencies Ministry (VCC EM)
Elaine Anderson (Red Cross)

Apologies:

Ambulance Victoria, David Rourke, Bodin Campbell (DELWP), Matt Chamberlain (DHHS), Life Saving Victoria, Lorne Hospital, Parks Victoria, Powercor, Hesse Rural Health, Salvation Army, VicRoads

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 4 August 2015. <i>Moved: Wayne Aylmer, Seconded: Tony Walker</i>		Chair
2.2	Actions outstanding and arising	<ul style="list-style-type: none"> Barwon South West Region Influenza Pandemic Working Group will present a summary of changes to the plan at the Regional Emergency Management Planning Committee meeting on 30 October 2015. Council's Fire Project Coordinators will present to the MEMP Committee on mapping township risks for the Strategic Fire Management Plan – carry over to next MEMP Committee meeting. 	Council's Fire Project Coordinators to present to the MEMP Committee on mapping township risks for the Strategic Fire Management Plan.	Chair
3	CORRESPONDENCE			
3.1		No report.		
4	REGIONAL COMMITTEES			

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4.1	Regional Emergency Management Planning Committee (REMPC)	No report.		
5	SUB COMMITTEE / WORKING GROUP REPORTS			
5.1	Municipal Fire Management Planning Committee (MFMPCC)	<p>The MFMPCC met 27 October 2015. The Committee discussed:</p> <ul style="list-style-type: none"> ▪ The underlying above average risk for this coming fire season. ▪ The Fire Danger Period for the Surf Coast Shire will commence 9 November 2015 to 1 May 2016. ▪ A pre-season fire preparedness letter is currently being drafted, to be co-signed by SCS and CFA, to go to all ratepayers in the Surf Coast (excluding Torquay). ▪ Surf Coast Shire Council will be hosting a number of sessions by Dr Rob Gordon, for staff, community members involved in emergency management and agency staff on disaster resilience and support. Dr Gordon is also presenting <i>Understanding the Recovery Cycle: Psychological First Aid</i> at Buckley's Entertainment Centre on 1 December 2015. Registration via DHHS website http://www.dhs.vic.gov.au/for-service-providers/workforce,-careers-and-training/workforce-training/emergency-management-training. ▪ The updated Municipal Fire Plan is scheduled to go to Council on 27 October 2015 for adoption. 		
5.2	Cross Council Relief & Recovery Committee	Emergency Relief Centre (ERC) training for Surf Coast, Corangamite and Colac Otway Shires is now complete for 2015. Colac Otway Shire will host this year's joint ERC exercise on 2 December 2015.	Information on the ERC exercise will be forwarded to Committee.	Virginia Morris
5.3	Community Impact Advisory Committee (CIAC)	No report.		
5.4	Flood Planning Committee	The Aireys Inlet & District Association (AIDA) is a voluntary organisation devoted to preserving the natural environment and character of the area between Eastern View and Urquhart Bluff. AIDA is hosting a community forum early 2016 in Aireys Inlet regarding the changes to the Painkalac reservoir that may increase flood risks for the Aireys Inlet township.	A report will be provided to the MEMPC after the Painkalac Reservoir community forum.	Surf Coast Shire Council & Barwon Water

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5.5	Surf Safety Working Group	Arrangements have been made for a safety message trailer to be placed at Urquhart Bluff this summer on days of large or south easterly swell, displaying clear surf safety messages. The Lions Club and Bendigo Bank are sponsoring the cost of trailer.	A report from the Surf Safety Working Group will be provided to the MEMPC after the summer season.	VicPol
5.6	Pandemic Plan	The committee noted that the regional plan is being updated		
6	MUNICIPAL EMERGENCY MANAGEMENT PLAN (MEMPlan)			
6.1	MEMPlan updates	MEMPlan updates will occur throughout the life of the plan 2014-2017. Proposed changes will be presented to the committee for considerations as they arise however, minor administration changes such as name and contact details will be updated without seeking approval.		
6.2	Revision of Part One MEMPlan	Part one of the MEMPlan was circulated to the committee prior to this meeting for review and comment. Committee members are asked to forward any feedback and changes to the Committee executive. It was proposed that the MEMP Committee as a whole take part in the MEMPlan audit process in future.	Collate feedback and changes to MEMPlan Part 1 and circulate to Committee. No objections.	Kerrie Williams
6.3	MEMPlan Exercise	No report.		
6.4	Process for reviewing Community Emergency Risk Assessment (CERA)	SES to develop a process for monitoring the implementation of the recently completed CERA.	SES to outline process for reviewing CERA and circulate to the MEMP Committee.	Ian Carlton
7	GENERAL AGENDA ITEMS			
7.1	Neighbourhood Safer Places – Places of Last Resort	All ten Surf Coast Shire NSP-PLRs have been reassessed by CFA and Council and deemed compliant. Additional sites in Aireys Inlet have been investigated as NSP-PLRs. The Aireys Inlet Hotel car park met the criteria for radiant heat A Deed of Agreement to use this site has not been established with the site owners. The Aireys Inlet Community Hall does not currently meet the criteria for a NSP-PLR. Council are receiving advice from building surveyors on what building modifications are required to improve it as an informal shelter option.	An update report on bushfire shelter options in Aireys Inlet will be provided to the MEMPC at a future meeting.	Virginia Morris

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7.2	Incidents	<p>Wensleydale Fire – 5 October 2015 11 hectares burned and one house was lost to fire. Planning by agencies was put into action and worked well.</p> <p>ANCO Turf Fire – 3 October 2015 Mulch piles ignited.</p> <p>House Fire – Tubular Ave Torquay</p> <p>Motor Vehicle Accident – Princes Highway Mount Moriac accident at the intersection of Hendy Main Road and Princes Highway.</p>	Noted	All
7.3	Risk Review	The intersection of Hendy Main Road and Princes Hwy Mt Moriac was identified as a risk that should be further investigated given that there have been seven vehicle accidents at this location since the changes to this intersection were made as part of the upgrading of the Princes Highway. Council have been presented with a petition requesting advocacy to VicRoads for the redesign of this intersection. The response to the petition will be discussed at the Council meeting 27 October 2015.	VicRoads to provide an update on the Hendy Main Road and Princes Highway intersection at next meeting.	Richard Curwell
7.4	Committee Terms of Reference	The MEMP Committee Terms of Reference are due for review.	Circulate MEMP Committee Terms of Reference for comment and review prior to next meeting.	Kerrie Williams
7.5	MECCs	The State Government has approved a recommendation to remove references to Municipal Emergency Coordination Centres (MECC) from the Emergency Management Manual Victoria (EMMV). Surf Coast Shire Council use Crisisworks incident management system during emergency events.	Invitation to Crisisworks refresher to be circulated to the MEMP Committee.	Virginia Morris
8	AGENCY REPORTS			
8.1	CFA	<p>CFA recommended that Council purchase a 2-Way radio for this fire season to improve communications during fire events.</p> <p>Joe Buffone is the new CFA Chief Officer commencing on 9 November 2015.</p> <p>CFA operations are in the process of migrating from analogue to digital radio.</p>	Council to purchase 2-Way Radio through CFA.	Virginia Morris

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8.2	VCC EM	Spontaneous Emergency Volunteers meeting was held in October: for details contact Terry Mervin. VCC EM and Red Cross are looking at ways to improve collaboration in relief and recovery centres.		
8.3	VicPol	The MERC thanked Virginia Morris for attending a recent VicPolice meeting to talk about how VicPolice and Council work together during emergency incidents. Sgt Kevin Warburton has been nominated for <i>Emergency Management Practitioner of the Year</i> - the award will be announced 12 November 2015.		
8.4	DELWP	DELWP planned burns have been delayed due to the extra dry conditions.		
9	MEETING CLOSE	2:03pm		
9.1	Next meeting	Scheduled for February 2016, date to be advised.	Circulate MEMP Committee meeting calendar for 2016.	Virginia Morris

MEMP Committee Outstanding Actions			
Meeting Date	Action	Status	Responsible
Oct 2015	Council's Fire Project Coordinators to present to the MEMP Committee on mapping township risks for the Strategic Fire Management Plan.		Chair
Oct 2015	Information on the ERC exercise will be forwarded to Committee.		Virginia Morris
Oct 2015	A report will be provided to the MEMPC after the Painkalac Reservoir community forum.		Surf Coast Shire Council & Barwon Water
Oct 2015	A report from the Surf Safety Working Group will be provided to the MEMPC after the summer season.		VicPol
Oct 2015	Collate feedback and changes to MEMPlan Part 1 and circulate to Committee. No objections		Kerrie Williams

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Oct 2015	An update report on bushfire shelter options in Aireys Inlet will be provided to the MEMPC at a future meeting.		Virginia Morris
Oct 2015	VicRoads to provide an update on the Hendy Main Road and Princes Highway intersection at next meeting.		Richard Curwell
Oct 2015	Circulate MEMP Committee Terms of Reference for comment and review prior to next meeting.		Kerrie Williams
Oct 2015	Invitation to Crisisworks refresher to be circulated to the MEMP Committee.		Virginia Morris
Oct 2015	Council to purchase 2-Way Radio through CFA.		Virginia Morris
Oct 2015	Circulate MEMP Committee meeting calendar for 2016.		Virginia Morris