

Municipal Emergency Management Planning Committee

MINUTES OF MEETING

Tuesday 16 February 2016, 10.45am-12.15pm followed by lunch
 Surf Coast Shire, 1 Merrijig Drive, Torquay (Winchelsea & Aireys Inlet Meeting Rooms)

Members:

Chair: Rowan Mackenzie (MEM) – SCS
 Virginia Morris (MERO), Robyn Stevens (MRM),
 Kerrie Williams SCS
 Matthew Ponsford – Ambulance Victoria
 Elaine Anderson – Australian Red Cross
 Adam Polkinghorne – Barwon Water

Wayne Aylmer, Ian Beswicke – CFA
 Terry Murrphy – DHHS
 Stephen Pefanis – DEDJTR
 Bo Campbell – DELWP
 Paul Lunny – Life Saving Victoria
 Janet Smartt, Andrea Russell – Lorne Community
 Hospital

Andrew Lowe – Salvation Army
 Matthew Ponsford – St Johns Ambulance
 Ian Carlton – SES
 Terry Mervin – VCC EM
 Richard Curwell – VicRoads
 Tony Walker (MERC) – Victoria Police

Apologies:

Cr Margot Smith, Matt Allen – CFA, Nick Rees – Powercor, David Rourke – DELWP, Kevin Warburton – VicPolice

Issue Topic		Points of Discussion	Agreement / Action	R/O
1	Welcome and apologies			
1.1	Attendance sheet circulated		Quorum achieved – yes	
2	Confirmation of previous minutes			
2.1	Previous minutes	Minutes of meeting held 27 October 2015. <i>Moved: Terry Murrphy Secoded: Richard Curwell</i>		
2.2	Actions outstanding and arising	See below Actions Register.		
3	Correspondence			
3.1	Received	Email received from Frank Gleeson to advise he will no longer be the representative for Parks Victoria. Email received from VCC Emergencies Ministry tabled for discussion on the issue of allowing events to run on Extreme & Code Red days. See Item 4.1 below.		
3.2	Outgoing	The Chair has written to Frank Gleeson, on behalf of this Committee, to thank him for his valuable contribution over the years.		

Issue Topic	Points of Discussion	Agreement / Action	R/O	
STANDING AGENDA ITEMS				
4	Regional committees			
4.1	Regional Emergency Management Planning Committee (REMP)	<p>This Committee met on 30 October 2015. Discussion at this meeting included:</p> <ul style="list-style-type: none"> Developing one regional plan that all municipalities operate under with a common front end section and municipal specific appendices. Increasing the frequency of meetings to three meetings per year. <p>VCC Emergencies Ministry tabled for discussion a regional approach to the issue of allowing events to run on Code Red rated days.</p> <p>The Community Impact Assessment Committee (CIAC) has addressed this issue. All events held in the municipality over the Fire Danger Period must complete an <i>Event Bushfire Readiness</i> plan, developed with CFA, which details actions for fire coded days.</p> <p>Council is currently in the process of adopting a policy for the management of events held on Council managed land on Code Red and Extreme fire rated days.</p>	Amend the Municipal Emergency Management Plan to include mention of the Council Policy for events held on Council managed land on the various fire rated days.	Virginia Morris
5	Sub-committee / Working Group reports			
5.1	Municipal Fire Management Planning Committee (MFMP)	<p>Minutes of 27 October 2015 circulated. The MFMP met on 16 February 2016. The Committee discussed:</p> <ul style="list-style-type: none"> The Jamiesons Track Wye River fire – what worked and what could be improved. Is there potential for a full evaluation to be conducted of the response inclusive of community. General concerns from agencies that a number of people chose to spend the day and evening at the Lorne Neighbourhood Safer Place – Place of Last Resort (NSP-PLR) rather than evacuating. This could give a false impression of what sheltering at an NSP-PLR if a bushfire impacted Lorne. Life Saving Victoria have joined the MFMP to look at ways that surf clubs could be supported to assist the community in an emergency. The MFMP will set up a Surf Club Working Group to progress. Community warning sirens and how they were utilised in Lorne over Christmas. The <i>Regional Strategic Fire Management Plan – Otways</i> was 	Investigate if Emergency Management Victoria (EMV) or Inspector General Emergency Management (IGEM) are planning to undertake a community and agency evaluation of the Wye River fire.	Virginia Morris

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		developed after Christmas Day in response to the Wye River Jamiesons Creek Fire.		
5.2	Cross Council Relief & Recovery Committee	Minutes of 21 August 2015 circulated. This Committee will meet in April 2016.		
5.3	Community Impact Advisory Committee (CIAC)	Minutes available on SCS Emergency Management Portal: <ul style="list-style-type: none"> • Lorne 4 February 2016 • Lorne 3 December 2015 • Anglesea 18 November 2015 • Torquay 24 November 2015 • Torquay 9 February 2016 		
5.4	Flood Planning Committee	This Committee will meet in May 2016.		
5.5	Surf Safety Working Group	<p>VicPolice will take delivery of a message board trailer on 23 February. The surf safety message board trailer will be used primarily at Urquhart's Bluff on high risk surf days. The trailer will also be utilized for generic surf safety and other local risk community safety messaging around townships.</p> <p>The Surf Safety Working Group would like to acknowledge the financial contribution of the local Lions Clubs and the Anglesea Community Bank as well as the in kind contribution of the working group including volunteers from Life Saving Victoria (LSV).</p> <p>LSV has reviewed their standard operating procedures and identified Urquarts as a black spot. As a mitigation measure this season LSV have implemented roving jet ski patrols from Fairhaven to Point Roadknight on high risk days.</p>		
6	MUNICIPAL EMERGENCY MANAGEMENT PLAN (MEMPlan) UPDATE			
6.1	MEMPlan updates	A Working Group has been established to review the MEMPlan prior to the audit on 1 September 2016. The group consists of Tony Walker, Ian Carlton, Kerrie Williams and Virginia Morris. Additional members will be approached as required.		
6.2	Revision of MEMPlan	Section 1.8 of the Municipal Emergency Management Plan states that the Plan will be reviewed after an emergency where the plan has been utilised. The activation from the Wye River fires will inform this year's review of the MEMPlan.		
6.3	MEMPlan Exercise	This year Surf Coast Shire Council will host the Otway Collaboration	Save the date calendar	Virginia

Issue Topic		Points of Discussion	Agreement / Action	R/O
		Emergency Relief Centre exercise in Torquay. Agencies are encouraged to consider what other aspects of the MEMPlan they would like to incorporate into the exercise.	invitation for SurfEXII to be sent to the committee	Morris
6.4	Revision of risk/s CERA	The MEMPC will review one CERA risk profile each quarter, this meeting the Committee reviewed the <i>Bushfire-Large/regional</i> risk profile and noted some initial comments and changes. The Committee are asked to review the profile further and forward on any amendments for consolidation to be voted on at the next meeting. The Community Emergency Risk Assessment Criteria table will be available on the Council EM Portal to assist in the voting process. SES has developed a voting process that can be used at each meeting when reviewing risks.	Please forward any amendments to the Bushfire-Large/regional CERA risk profile to Committee Executive.	ALL
GENERAL AGENDA ITEMS				
7	Neighbourhood Safer Places – Place of Last Resort	Nothing to report.		
8	Incidents	19 Dec 2015-28 Jan 2016: Jamieson Track Wye River fire The Committee discussed what worked and what could be improved in the response to the incident. Agencies have run their own debriefs of the event. VCC EM stressed the importance of all those involved in incidents to have personal debrief after their shift. Red Cross will be running a Personal Support session soon in Barrabool, anyone is welcome to attend. 13 January 2016: Deans Marsh fire 29 January 2016: Flash flood event Geelong	Australian Red Cross to forward information on Personal Support sessions for circulation.	Red Cross
9	Risk review	Nothing to report.		
OTHER BUSINESS				
10	AGENCY REPORTS <i>By exception</i>			
10.1		Agency reports received and circulated to the Committee: <ul style="list-style-type: none"> Australian Red Cross 		

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		<ul style="list-style-type: none"> Department of Economic Development, Jobs, Transport and Resource State Emergency Service 		
11	MEETING CLOSE	Next meeting to be held Tuesday 27 May 2016.		
11.1	Revision of MEMPlan	<p><i>MEMPlan Part 2 – Background.</i></p> <p>The Committee were asked to review Part 2 of the MEMPlan, and track any changes or comments and return to the Committee Executive. A draft of Part 2 will then be circulated to the Committee for confirmation.</p>	Circulate Part 2 of MEMPlan to Committee for review prior to May 2016 meeting.	
11.2	Revision of risk CERA	<i>CERA Risk Profile for Structural Fire</i> , to be revised for discussion at the May 2016 MEMPC meeting.	Circulate <i>CERA Risk Profile for Structural Fire</i> to Committee for review at May 2016 meeting.	
11.3	Review of Committee Terms of Reference	The MEMP Committee Terms of Reference have been circulated to the Committee with amendments made only to reflect changes to agency names.	Terms of Reference were adopted by Committee	All

MEMP COMMITTEE ACTIONS REGISTER

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.	Carry over.	Chair
Oct 2015	Information on the ERC exercise will be forwarded to Committee.	Complete	Virginia Morris
Oct 2015	A report will be provided to the MEMPC after the Painkalac Reservoir community forum.	Community Forum is scheduled for March/April 2016. Carry over.	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.	See agenda item 5.5.	VicPol
Oct 2015	Collate feedback and changes to MEMPlan Part 1 and circulate to Committee.	Complete	Kerrie Williams
Oct 2015	SES to outline process for reviewing CERA and circulate to the MEMP Committee.	See agenda item 6.4.	Ian Carlton

Meeting date	Action	Status	Responsible
Oct 2015	An update report on bushfire shelter options in Aireys Inlet will be provided to the MEMPC at a future meeting.	Carry over.	Virginia Morris
Oct 2015	VicRoads to provide an update on the Hendy Main Road and Princes Highway intersection at next meeting.	VicRoads reported there have been some changes made to signage at the intersection.	Richard Curwell
Oct 2015	Circulate MEMP Committee Terms of Reference for comment and review prior to next meeting.	See agenda item 11.3.	Kerrie Williams
Oct 2015	Invitation to Crisisworks refresher to be circulated to the MEMP Committee.	No longer required due to changes to MECC, could potentially utilise in recovery space. If agencies are interested in training however, please contact SCS.	Virginia Morris
Oct 2015	Council to purchase 2-Way Radio through CFA.	Complete.	Virginia Morris
Oct 2015	Circulate MEMP Committee meeting calendar for 2016.	Complete.	Virginia Morris
Feb 2016	Amend the Municipal Emergency Management Plan to include mention of the Council Policy for events held on Council managed land on the various fire rated days.		Virginia Morris
Feb 2016	Investigate if Emergency Management Victoria (EMV) or Inspector General Emergency Management (IGEM) are planning to undertake a community and agency evaluation of the Wye River fire.		Virginia Morris
Feb 2016	Save the date calendar invitation for SurfEx II to be sent to the committee.	Complete	Virginia Morris
Feb 2016	Please forward any changes to the Bushfire-Large/regional CERA risk profile to Committee Executive.		ALL
Feb 2016	Australian Red Cross to forward information on Personal Support session for circulation.		Red Cross
Feb 2016	Circulate Part 2 of MEMPlan to Committee for review prior to May 2016 meeting.		
Feb 2016	Circulate <i>CERA Risk Profile for Structural Fire</i> to Committee for review at May 2016 meeting.		

