

# Municipal Emergency Management Planning Committee

## Minutes

Tuesday 18 October 2016, 10.45am-12.15pm followed by lunch

Torquay Police Station, 122 Surf Coast Highway, Torquay

### Members:

**Chair:** Robyn Stevens, (MRM) Surf Coast Shire  
 Kerrie Williams (Dep MERO) Surf Coast Shire  
 Nigel Seddon, Ambulance Victoria  
 David Taylor, Barwon Water

Brendan Wilson, Country Fire Authority  
 Matt Chamberlain, Dept. of Health & Human Services  
 Bo Campbell, Fire Forest Management (DELWP)  
 Vic Pitman-Jones, Salvation Army

Terry Mervin, VCC Emergencies Ministry  
 Marianne Messer, VCC Emergencies Ministry  
 Tony Walker, Victoria Police

**Apologies:** Rowan Mackenzie, Virginia Morris, Peter McLean – SCS, Geoff Colsell – VicPolice, Elaine Anderson – Red Cross, David Rourke – DELWP, Terry Murrphy – DHHS, Paul Lunny – Lifesaving Victoria, Peter Box, Michelle Anstee – Parks Vic, Nick Rees – Powecor, Richard Curwell – VicRoads

Issue Topic		Points of Discussion	Agreement / Action	R/O
<b>1</b>	<b>Welcome and apologies</b>			
1.1	Attendance sheet circulated	The Chair welcomed members and noted apologies.	Quorum achieved – <b>yes</b>	
<b>2</b>	<b>Confirmation of previous minutes</b>			
2.1	Previous minutes	Minutes of meeting held 16 August 2016. <i>Moved: Tony Walker, Seconded: Terry Mervin</i>		
2.2	Actions outstanding and arising	<i>Cadel Evans Race – UCI1 Australia Day weekend.</i> CFA reported that rolling road closures will be put in place for the event, there will not be any permanent road closures. Main emergency risk for this year is looking like grassfire. CFA have been working with organisers to ensure they are aware of risks, and have mapped out triggers for cancelation of the event. Potentially the event could be run at the state level as it sits under State Major Events legislation.		Chair
<b>3</b>	<b>Correspondence</b>			
3.1	Received	Nothing to report		
3.2	Outgoing	Nothing to report		

### STANDING AGENDA ITEMS

Issue Topic		Points of Discussion	Agreement / Action	R/O
<b>4</b>	<b>Regional committees</b>			
4.1	Regional Emergency Management Planning Committee (REMPC)	This Committee will meet on 25 October. An issues register has been circulated, please raise any issues via this process.		
<b>5</b>	<b>Sub-committee / Working Group reports</b>			
5.1	Municipal Fire Management Planning Committee	<p>This Committee met earlier today. Minutes will be circulated with the minutes of this meeting. The Committee discussed:</p> <ul style="list-style-type: none"> <li>Community engagement activities, including upcoming <i>Fire Up!</i> sessions.</li> <li>Emerging risks, including this season's main focus which will be grassfire. CFA is very focussed on the interface areas, where grassland meets urban areas.</li> </ul>	Circulate FMPC minutes.	SCS
5.2	Cross Council Relief & Recovery Committee	<p>This Committee met on 13 October 2016, minutes will be available on the SCS portal. The Committee discussed:</p> <ul style="list-style-type: none"> <li>The Relief and Recovery Plan has been updated since Christmas with learnings from the response to the Jamieson's Track/Wye River fires.</li> <li>The Committee discussed opportunities for linking more broadly with City of Greater Geelong.</li> <li>The Committee are working on development of recovery focused training, including Municipal Secondary Impact Assessment, communications with affection community members.</li> <li>Some debriefing conversations have been conducted with some members of the Lorne community, SCS is gathering this information to share with the group.</li> <li>Corangamite Shire are running a recovery desktop exercise with their staff and MEMP Committee in December.</li> </ul>	Circulate Cross Council Relief and Recovery Committee minutes.	SCS
5.3	Community Impact Advisory Committee (CIAC)	<p>Minutes available on SCS Emergency Management Portal. Schoolies.com, an independent booking agencies, have made significant inroads into Lorne which may see an increase in numbers this year.</p>	Circulate CIAC minutes.	SCS
5.4	Flood Planning Committee	By exception – group meets annually in May.		

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5.5	Surf Safety Working Group	No report		
<b>6</b>	<b>MUNICIPAL EMERGENCY MANAGEMENT PLAN (MEMPLAN) UPDATE</b>			
6.1	MEMPlan updates	Nothing to report		
6.2	MEMPlan Audit	The MEMPlan audit was completed on 5 September 2016, waiting for results from SES.		
6.3	MEMPlan Exercise	SurfEx-2 was postponed in September and will now take place on 24 November 2016.		
6.4	Revision of risk/s (CERA)			
<b>GENERAL AGENDA ITEMS</b>				
<b>7</b>	<b>Bushfire Places of Last Resort</b>	Lifesaving Victoria has been having some internal discussions around what role they could possibly play in an emergency.		CFA/SCS
<b>8</b>	<b>Incidents</b>	<p><b>Road fatality in Bellbrae</b> – four council workers came across a bad road accident, one of the passengers died in the days following the accident. VCC Emergencies Ministry supported those involved.</p> <p><b>Landslides on the Great Ocean Road</b> – a community meeting has been scheduled for this coming Saturday in Wye River and in Melbourne on Thursday. The Incident Control Centre now has an activation protocol for road closures, they are constantly monitoring for landslide. Impacts on Surf Coast Shire have been mainly around community messaging.</p> <p>When the Great Ocean Road is closed, it pushes a lot of traffic up through the back of Lorne which is having an impact. DELWP has been doing works to improving the roads. These roads are managed by Surf Coast Shire, Colac Otway Shire and DELWP.</p>		All
<b>9</b>	<b>Risk review</b>	<p>Committee to discuss and identify emerging community risks.</p> <p>There has been some economic impact to local businesses due to opening and closing of the road due recent landslides. Some businesses have made insurance claims.</p>		
<b>OTHER BUSINESS</b>				

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10	Community Alert Sirens	See letter from Emergency Management Victoria attached.	Circulate response letter from EMV regarding Community Alert Sirens.	
11	<b>AGENCY REPORTS</b> <i>By exception</i>			
11.1	VCC Emergencies Ministry	VCC EM has been involved in support for the flood affected communities. Marianne Messer was introduced to the committee, Marianne will be transitioning to the role of Area Coordinator taking over from Terry Mervin.		
11.2	DHHS	DHHS has had the benefit of activating relief and recovery arrangements many times this year. Matt Chamberlain is in the process of developing a relief and recovery paper detailing with learnings from these experiences, including bus trips, returning, data collection and impact assessments. Matt will circulate a draft paper in the next week.	Circulate draft Relief & Recovery Learnings Paper to Committee.	Matt Chamberlain/ DHHS
11.3	CFA	Nothing to report		
11.4	DELWP	DELWP is continuing to support the Incident Control Centre for response to landslides.		
11.5	Barwon Water	Barwon Water is working on pre-fire season planning and preparation.		
11.6	Salvation Army	Vic Pitman-Jones has been asked by the Salvation Army to represent the organisation in this area. Darren White will remain the first point of contact in an emergency, for single incidents, Vic can be contacted direct.		
11.7	Surf Coast Shire	The Municipal Emergency Management Enhancement Group (MEMEG) met last week. Lesley Dow from DHHS presented on Heatwave planning. Councils will be doing an interim review/update of their plans prior to this summer season. DHHS are looking to form a regional working group to develop regional plan early in 2017.		
12	<b>MEETING CLOSE</b>	2017 meeting calendar to be circulated. Try for Wednesdays for the MEMP Committee meetings.		

**Assembly of Councillors report required? no**

<b>MEMP COMMITTEE ACTIONS REGISTER</b>			
<b>Meeting date</b>	<b>Action</b>	<b>Status</b>	<b>Responsible</b>
Aug 2016	Report on UCI1 committee at next meeting.	See item 2.2.	CFA
Aug 2016	Flood Planning Committee to meet when SES have completed review of the Flood Emergency Plan template.	Carry over.	SES
Oct 2016	Circulate draft Relief & Recovery Learnings Paper to Committee.		Matt Chamberlain/ DHHS