

Municipal Emergency Management Planning Committee

MINUTES

Tuesday 17 May 2016, 10.45am-12.15pm followed by lunch
 Surf Coast Shire, 1 Merrijig Drive, Torquay (Winchelsea & Aireys Inlet Meeting Rooms)

Members:

Chair: Virginia Morris, (MERO) SCS
 Kerrie Williams (MERO) SCS
 Tony Walker (MERC), Victoria Police
 Gerard McCaffrey, Ambulance Victoria
 Elaine Anderson, Australian Red Cross
 Adam Polkinghorne, Barwon Water

Mick McGuinness, Country Fire Authority
 David Cross, Dept. Education & Early Childhood Development
 Terry Murrhy, Dept. of Health & Human Services
 Bo Campbell, Forest Fire Management (formerly DELWP)

Simon Dobie, Parks Victoria
 Ian Carlton, State Emergency Service (SES)
 Adam Lee (Deputy MERO), Surf Coast Shire
 Robyn Rainford, VCC Emergencies Ministry
 Richard Curwell, VicRoads
 Kevin Warburton, Victoria Police

Apologies:

Councillor Margot Smith, Rowan Mackenzie, Robyn Stevens SCS, Stephen Pefanis DEDJTR, David Rourke DELWP, Matthew Chamberlain DHHS, Terry Mervin VCC EM

Issue Topic	Points of Discussion	Agreement / Action	R/O
1	Welcome and apologies		
1.1	Attendance sheet circulated	Quorum achieved	
2	Confirmation of previous minutes		
2.1	Previous minutes Minutes of meeting held 16 February 2016. <i>Moved: Ian Carlton Seconded: Adam Polkinghorne</i>		
2.2	Actions outstanding and arising See below Actions Register.		
3	Correspondence		
3.1	Received <ul style="list-style-type: none"> Emergency Management Victoria (EMV): <i>Emergency Management Legislation Amendment (Planning) Bill 2016 - Exposure Draft.</i> VicSES: <i>Advising date of Municipal Emergency Management Plan audit as 5 September 2016. All Committee members will be invited to participate in this audit.</i> 	Invitation to MEMP Audit to be sent to committee.	SES
3.2	Outgoing		

STANDING AGENDA ITEMS

Issue Topic		Points of Discussion	Agreement / Action	R/O
4	Regional committees			
4.1	Regional Emergency Management Planning Committee (REMPC)	This Committee met on 4 May in Camperdown. The main focus of the meeting was on the Emergency Management Planning Bill. Planning is currently underway for a Heatwave exercise for 8 June 2016. Invitations have been circulated to the relevant agencies.		
5	Sub-committee / Working Group reports			
5.1	Municipal Fire Management Planning Committee (MFMPC)	Minutes of 16 February 2016 meeting are available on SCS EM Portal. The Committee met 17 May 2016. Focus areas of the meeting were: <ul style="list-style-type: none"> • Fire fuel reduction program planning with an integrated approach across agencies. • Community engagement planning and putting more focus on this area and integrating this approach across agencies. • Victorian Fire Risk Register (VFRR) review will be a standing agenda item for the Committee in future. • The Committee discussed the increasing instance of mulch fires and illegal burns on Total Fire Ban days or outside of permit conditions. • Following the Wye River fires, the Committee will work to develop a position on fuel reduction works on the bush/township interface. 	Minutes of the MFMPC meeting will be available on the SCS EM Portal.	Virginia Morris
5.2	Cross Council Relief and Recovery Committee	Minutes of 13 April 2016 meeting are available on SCS EM Portal. Focus areas of the meeting were: <ul style="list-style-type: none"> • City of Greater Geelong is joining this committee. • Priority over the next twelve months will be on emergency recovery. • Relief and Recovery Plan reviews • Training and exercise opportunities • Secondary Impact Assessments – how can Council's best prepare in this area? 		Virginia Morris
5.3	Community Impact Advisory Committee (CIAC)	Minutes available on SCS Emergency Management Portal for the following meetings: <ul style="list-style-type: none"> • 4 February 2016, Lorne • 9 February 2016, Torquay 		

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5.4	Flood Planning Committee	This Committee is due to meet in May 2016. SES is conducting a review of the Flood Emergency Plans with a view to making the plans more operational. The Flood Planning Committee will meet once this review is complete.		
5.5	Surf Safety Working Group	See action register. This Working Group will meet again shortly to discuss developing a preparation plan for implementation in the days prior to high risk days similar to process undertaken for high fire rated days.	Surf Safety Working Group to meet in September to develop preparation plan for high risk days.	Kevin Warburton
6	MUNICIPAL EMERGENCY MANAGEMENT PLAN (MEMPlan) UPDATE			
6.1	MEMPlan updates	Contact directory Legislative changes EMMV updates		
6.2	Revision of MEMPlan	A Working Group has been established to review the MEMPlan following activation on 25 December 2015, and in preparation for the MEMPlan audit on 5 September. Part 3 Planning and Preparedness Arrangements section has been circulated for review by the committee.	Committee members are asked to review MEMPlan <i>Part 3 Planning and Preparedness Arrangements</i> which was circulated prior to this meeting. All comments and amendments to be forwarded to Kerrie Williams .	ALL
6.3	MEMPlan Exercise	This year's Emergency Relief Centre Exercise, SurfEx-2, will be hosted by Surf Coast Shire Council in Torquay on 15 September 2016. Committee members are encouraged to provide input and suggestions for the exercise.	Committee members are encouraged to provide input and suggestions for SurfEx-2 to ensure their agencies get the most from the exercise.	ALL
6.4	Revision of risk/s CERA	Risk 1 Bushfire (large) and Risk 2 Structural Fire profile sheets were circulated for review. The Committee are asked to review these risk profiles and provide feedback and changes. The Risk Profiles will then be re-circulated and the Committee will be asked to vote.	Circulate revised risk profiles along with instructions to committee on voting.	Kerrie Williams
GENERAL AGENDA ITEMS				
7	Public Health Emergency Management Plan (PHEMP)	Council's Coordinator Environmental Health presented the <i>Draft Public Health Emergency Management Plan</i> and tabled for adoption. The Committee had some queries around the terminology used in the	Review the PHEMP to ensure terminology consistent with EMMV.	Adam Lee

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		plan. It was agreed that the Plan be reviewed to ensure consistency with the Emergency Management Manual Victoria (EMMV). Following this, the Plan will be recirculated out of session for adoption.	Circulate revised PHEMP to Committee out of session for adoption.	Kerrie Williams
8	Influenza Pandemic Response Plan	Council's Coordinator Environmental Health presented the <i>Draft Influenza Pandemic Response Plan</i> and tabled for adoption. This Plan was developed as a regional plan and brings the Plan in line with current arrangements. This sub-plan will be reviewed annually or following activation of the plan.	MOTION: That the Committee adopt the Draft Influenza Pandemic Response Plan as a sub-plan of the Municipal Emergency Management Plan. MOVED: Adam Lee, Seconded: Adam Polkinghorne. All were in favour. Motion carried.	
9	Neighbourhood Safer Places – Place of Last Resort	Neighbourhood Safer Places – Places of Last Resort will now be known as Bushfire Places of Last Resort (Neighbourhood Safer Places). The MFMPC will start the annual review process of all Bushfire Places of Last Resort. This review will include identifying any new locations for consideration.		-
10	Incidents	House fire at Carnousite Avenue Jan Juc: multiple unit fire, agencies worked well together. There were a number of complexities to this incident, including asbestos contamination. Truck accident in Lorne: Semi-trailer crashed into house.		All
11	Risk review	Committee to discuss and identify emerging community risks. Nothing to report.		
OTHER BUSINESS				
12	AGENCY REPORTS <i>By exception</i>			
12.1	Agency reports	Reports were received from the following agencies and will be circulated with the minutes: <ul style="list-style-type: none"> VCC Emergencies Ministry 	If agencies would like to be involved in Council's caravan park registration review process, please contact	All

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		<ul style="list-style-type: none"> • SES • CFA. Further noted an increase in structure fires all throughout the year, traditionally these have been mainly in the winter season. • VicPolice. Blue Ribbon foundation are presenting <i>Inside Story</i> on 22 June, all proceeds go to Barwon Health. <p>Surf Coast Shire Council: Environmental Health Unit is currently renewing caravan park registration. As part of this process, Officers work with CFA to review fire safety compliance. Ambulance Victoria would like to be included in the compliance review to ensure good access for their vehicles.</p>	Adam Lee. Contact Matt Ponsford from Ambulance Victoria regarding caravan park registration review.	Adam Lee
13	MEETING CLOSE	Next meeting – Tuesday 16 August 2016 at the Torquay Police Station, 122 Surf Coast Highway Torquay.		

Assembly of Councillors report required? no

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 – carry over to next meeting, no progress	Chair
Oct 2015	A report will be provided to the MEMPC after the Painkalac Reservoir community forum.	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.	The Surf Safety Trailer, funded by Bendigo Bank and the Lions Club, has been delivered to Anglesea. The mobile trailer will deliver surf safety messages at unpatrolled beach on high risk days. The Working Group will monitor the effectiveness of the messaging over the next summer season with a view to extending the program to other areas along the coast.	VicPol
Oct 2015	SES to outline process for reviewing CERA and circulate to the MEMP Committee.	Carry over –see agenda item 6.4.	Ian Carlton
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

MEMP COMMITTEE ACTIONS REGISTER			
Meeting date	Action	Status	Responsible
Oct 2015	VicRoads to provide an update on the Hendy Main Road and Princes Highway intersection at next meeting.	Complete	Richard Curwell
Oct 2015	Circulate MEMP Committee Terms of Reference for comment and review prior to next meeting.	Terms of Reference circulated to Committee and adopted at February 2016 meeting. Complete	Kerrie Williams
Feb 2016	Circulate updated Part 2 of MEMPlan to Committee for review at May 2016 meeting.	See Agenda Item 4.2.	Kerrie Williams
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.	Noted in MEMPlan review process. Complete	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.	Surf Coast Shire Council has suggested to EMV to conduct a community debrief for the Wye River/Separation Creek fires with the Colac Otway MEMPC.	Virginia Morris
Feb 2016	Please forward any amendments to the Bushfire-Large/regional CERA risk profile to Committee Executive.	No comment received. Complete	ALL
May 2016	Invitation to MEMP Audit to be sent to committee.	Complete	SES
May 2016	Minutes of the MFMPC meeting will be available on the SCS EM Portal.	Complete	
May 2016	Surf Safety Working Group to meet in September to develop preparation plan for high risk days.		Kevin Warburton
May 2016	Committee members are asked to review MEMPlan <i>Part 3 Planning and Preparedness Arrangements</i> which was circulated prior to this meeting. All comments and amendments to be forwarded to Kerrie Williams .		ALL
May 2016	Committee members are encouraged to provide input and suggestions for SurfEx-2 to ensure their agencies get the most from the exercise.		ALL
May 2016	Circulate revised risk profiles along with instructions to committee on voting.		Kerrie Williams
May 2016	Review the PHEMP to ensure terminology consistent with EMMV. Circulate revised PHEMP to Committee out of session for adoption.		Adam Lee Kerrie Williams
May 2016	MOTION: That the Committee adopt the Draft Influenza Pandemic Response Plan as a sub-plan of the Municipal Emergency Management Plan.	MOVED: Adam Lee, Seconded: Adam Polkinghorne. All were in favour. Motion carried.	

MEMP COMMITTEE ACTIONS REGISTER			
Meeting date	Action	Status	Responsible
May 2016	<p>If agencies would like to be involved in Council's caravan park registration review process, please contact Adam Lee.</p> <p>Contact Matt Ponsford from Ambulance Victoria regarding caravan park registration review.</p>		<p>All</p> <p>Adam Lee</p>