

# Municipal Emergency Management Planning Committee

## Minutes

16 February 2017, 10.45am-12.15pm followed by lunch

Surf Coast Shire Council offices, Chambers

### Members:

**Chair:** Rowan Mackenzie – SCS

Surf Coast Shire Council – Cr Martin Duke, Virginia Morris (MERO), Nick Guyett

Australian Red Cross (ARC) – Elaine Anderson

Barwon Water (BW) – David Taylor

Country Fire Authority (CFA) – Wayne Aylmer, Mick McGuinness

Dept. of Health and Human Services (DHHS) – Matthew Chamberlain

Dept. of Economic Development, Jobs, Transport & Resources (DEDJTR) – Stephen

Pefanis

Forest Fire Management (FFM, formerly DELWP) – Bodin Campbell

Life Saving Victoria (LSV) – Paul Lunny

Lorne Community Hospital – Kate Gillan

Parks Victoria – Aaron Ledden

State Emergency Service (SES) – Grant Bradshaw

VCC Emergencies Ministry (VCC EM) – Terry Mervin

Victoria Police – Tony Walker (MERC), Brenda Begally, Anne Elliot

### Apologies:

David Rourke – DELWP, Robyn Stevens, Kerrie Williams – SCS, Alison Duff – Volunteering Geelong, David Cooper, Kevin Warburton – VicPolice

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 and welcome Cr Martin Duke to the Committee.	Quorum achieved – <b>yes</b>	
<b>2</b>	<b>Confirmation of previous minutes</b>		
2.1	Previous minutes Minutes of meeting held 18 October 2016. <i>Moved: Tony Walker                      Seconded: Terry Mervin</i>		
2.2	Actions outstanding and arising <i>Circulate draft Relief &amp; Recovery Learnings Paper to Committee. – Matt Chamberlain: Carry over.</i>		
<b>3</b>	<b>Correspondence</b>		
3.1	Received Municipal Emergency Management Plan Audit certificate and Audit Report. See item 6.2 below.		
3.2	Outgoing None.		

### 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 is looking at changing their governance structure at a regional level. Further information will be distributed in the next few weeks outlining the impacts and potential changes. Terms of reference and proposed structure will also be circulated for comment.		
<b>5</b>	<b>Sub-committee / Working Group reports</b>			
5.1	Municipal Fire Management Planning Committee	<p>The Strategic Fire Management Plan Otway District was endorsed by Surf Coast Shire Council on 24 January 2017</p> <p>The Committee are encouraged to read the plan to gain a greater understanding of the local risk landscape.</p> <p>Community engagement is a focus for the agencies on this Committee and working together to promote each other's messages in tenure blind/agency blind planning and action.</p> <p>The planned burning program for autumn will start in the next week or two. The program will start with small burns, ramping up to the large burns up against coastal townships as weather permits.</p>		Virginia Morris
5.2	Cross Council Relief & Recovery Committee	Minutes of 13 October 2016 available on the SCS Emergency Management portal. Next meeting is scheduled for 3 April 2017.		Virginia Morris
5.3	Community Impact Advisory Committee (CIAC)	<p>Minutes available on SCS Emergency Management Portal. The Anglesea, Torquay and Lorne committees have just met. The new year's eve harm minimisation approach has worked very well since its introduction.</p> <p>The Lorne Pier to Pub organisers formulated a robust contingency plan for the increased shark risk this year.</p>		
5.4	Flood Planning Committee	The Flood Planning Committee will meet on 10 May 2017.		
5.5	Other working groups	<p>The Surf Safety Working Group reported that LSV have introduced paid life guards at Urquarts Bluff during peak periods. Additional funding was secured to allow jetski patrols to work out of Fairhaven Surf Lifesaving Club. Funding has also been secured for signage at Urquarts.</p> <p>LSV reported that five people were rescued on one day by local</p>		

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		<p>surfers, this wasn't a high risk day.</p> <p>St George river in Lorne is next area that could be targeted for improved surf safety.</p>		
<b>6</b>	<b>MEMPLAN UPDATE</b>			
6.1	MEMPlan updates	The Municipal Emergency Management Plan 2017-20 was endorsed by Council on 24 January 2017.		Chair
6.2	MEMPlan Audit	<p>The MEMPlan was audited on 5 September 2016, the plan received best practice with no improvements identified.</p> <p>Audit report and certificate was received on 1 February 2017 and the plan has been distributed electronically with printed copies to go out later this week.</p>		All
6.3	MEMPlan Exercise	Nil to report.		
6.4	Revision of risk/s (CERA)			
7	<b>COMMUNITY ENGAGEMENT</b>	<p>Surf Coast, Colac Otway and Corangamite Shire Councils have taken delivery of 500 copies of The Fire Game each. The rollout plan for the games is being finalised and copies will be distributed.</p> <p>The Fire Game has won three awards – the <i>Fire Awareness Award for Community-led Preparedness</i>, the <i>IAP2 Disaster &amp; Emergency Services Award</i> and the <i>LGPro Service Delivery</i> award.</p> <p>The game has received interest from across the state. A template will be developed so other areas are able to develop their own version of the game.</p> <p><i>Fire Up! Rural</i> program is being rolled out targeting rural areas. SCS is working closely with agencies and local brigades to deliver these sessions. They have been well received so far.</p>		
<b>GENERAL AGENDA ITEMS</b>				
<b>8</b>	<b>MEMP Committee directions for 2017/18</b>	<p>The Committee discussed opportunities to enhance connections and trust between members.</p> <p>–</p>	Committee members are asked to consider potential guest speakers or topics to cover at future	All

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	<p>Wye River relief and recovery review is underway, DHHS will report back when the report is complete:</p> <p>Future focus areas for the Committee include:</p> <ul style="list-style-type: none"> <li>• Relief and recovery and impact assessments.</li> <li>• Crisisworks and how other agencies can use it.</li> </ul>	meetings.	
9	<p><b>Incidents</b></p> <p><b>Falls Festival:</b> Investigation currently sitting with Worksafe. AAR required with all agencies.</p> <p><b>Sharks:</b> Unprecedented sighting numbers this season. Only across 3 or 4 days when 20 sharks seen at once. In the same area each time. Life Saving Victoria increased shark patrols over this time. Fisheries have suggested this may be the new norm going forward. The sharks were mostly Bronze Whalers, but there was one group of Great Whites.</p> <p>Emergency Management Victoria (EMV) has released a state shark plan which will have implications for land managers. There are issues that have yet to be fleshed out regarding beach closures, undertaking risk assessments, operationalising the plan, etc. The plan should be available on EMCop.</p> <p>There has been feedback received on the VicEmergency app that some people turned off or removed the app due to the number of notifications.</p> <p>Other recent incidents include:</p> <ul style="list-style-type: none"> <li>• Hang-gliding fatality</li> <li>• Local business fire Torquay</li> <li>• Cape Otway Road fire</li> <li>• Bambra fire on Christmas day</li> <li>• Vickery's road car fatality</li> <li>• Chinese New Year: A review will be undertaken, led by VicPol. Some vehicle accidents, great influx of visitors. Changes to speed signs at memorial arch, no accidents.</li> <li>• Big Hill fire on Pier to Pub day highlighted additional complexities of responding to an incident with extra traffic and visitor numbers.</li> </ul>	<p>Check with EMV to see if they are seeking feedback on the VicEmergency Ap.</p> <p>Invite representative from EMV to future meeting to speak about emergencies and social media</p>	Chair

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10	Risk review	Committee to discuss and identify emerging community risks	None raised.	
<b>OTHER BUSINESS</b>				
11	<b>AGENCY REPORTS</b> <i>By exception</i>			
11.1	DHHS	Summary of DHHS financial assistance provided for the Wye River-Jamieson Track Bushfire December 2015 and Geelong Storm January 2016. The Department of Education will be closing 65 schools, including Anglesea and Aireys Inlet on Extreme, Severe and Code Red days. EMV are reviewing.		All
11.2	Surf Coast Shire Council			
12	<b>MEETING CLOSE</b>	25 May 2017 24 August 2017 9 November 2017		

**Assembly of Councillors report required?** no

<b>MEMP COMMITTEE ACTIONS REGISTER</b>			
Meeting date	Action	Status	Responsible
Aug 2016	Flood Planning Committee to meet when SES have completed review of the Flood Emergency Plan template.		SES
Feb 2017	Committee members are asked to consider potential guest speakers or topics to cover at future meetings.	All	
Feb 2017	Check with EMV to see if they are seeking feedback on the VicEmergency App. Invite representative from EMV to future meeting to speak about emergencies and social media	Chair	