

Municipal Emergency Management Planning Committee

MINUTES

24 August 2017, 10.45am-12.15pm

Surf Coast Shire Council offices, Chambers

Members:

Chair: Rowan Mackenzie, Surf Coast Shire Council (SCS), Municipal Emergency Manager (MEM)

Cr Martin Duke, SCS

Kerrie Williams, SCS (Dep MERO)

Lauren Watt, SCS

Bronwyn Saffron, SCS, Municipal Recovery Manager (MRM)

Bernadette Sandy, Ambulance Victoria (AV)

Elaine Anderson, Australian Red Cross (ARC)

David Taylor, Barwon Water (BW)

Wayne Aylmer, Country Fire Authority (CFA)

Mick McGuinness, CFA

Rayleigh Vandermost, Department of Health and Human Services (DHHS)

Paul Lunny, Life Saving Victoria (LSV)

Janet Smartt, Lorne Community Hospital

Aaron Leddon, Parks Victoria (Parks Vic)

Vic Pitman-Jones, Salvation Army

Ian Carlton, State Emergency Service (SES)

Michael Cooksley, SES

Jake Johnson, SES

Richard Curwell, VicRoads

Brenda Begally, Victoria Police (VicPol)

Tony Walker, VicPol (MERC)

Apologies:

Stephen Pefanis – DEDJTR, Bo Campbell – FFM, Virginia Morris – SCS, David Cooper – VicPolice

Issue Topic		Points of Discussion	Agreement / Action	R/O
1	Welcome and apologies			
1.1	Attendance sheet circulated	The Chair welcomed members of the Committee and noted apologies.	Quorum achieved – yes	
2	Confirmation of previous minutes			
2.1	Previous minutes	Minutes of meeting held 25 May 2017 <i>Moved: Wayne Aylmer Secoded: Tony Walker</i> Amendment to previous minutes: CFA identified the third point in item 12.1 was incorrect and should be changed to: <i>The State Government has developed policy for the fire services reform and has put a bill to parliament.</i>	Amend minutes of meeting 25 May 2017, item 12.1.	Chair
2.2	Actions outstanding and arising	<ul style="list-style-type: none"> VicRoads presentation on Great Ocean Road Upgrade Project works – carry over. Draft Regional Emergency Planning Committee structure – see item 4.1 MEMP Part 6 review – no further comments received from the Committee. The <i>State Shark Hazard Plan</i> was circulated. The 	Carry over <i>State Shark Hazard Plan</i> as an item for next agenda for the MEMPC to continue to monitor developments. VicPolice to follow up and relay the Committee's concerns with State Shark Hazard Plan.	Chair VicPolice

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		<p>Committee discussed the plan and arrangements, particularly in relation to the following:</p> <ul style="list-style-type: none"> ○ The impact of shark alerts and warnings on tourism last year. LSV noted that recent data showed beach visitation for the 2016/17 summer season was down approximately 100,000 from previous year, however, LSV activities did not reduce comparatively. There were more shark observations in 2016/17 than previous years, the sightings were mainly bronze whalers. ○ The shark warnings remain current on the VicEmergency app until the following day (24 hours). ○ The land manager is responsible for reopening beaches after a shark warning. Without specialist air support, it is difficult to know when the shark hazard is gone. ○ The land manager is responsible for reopening beaches after a shark warning. Without specialist air support, it is difficult know when the shark hazard is gone. ○ The State Shark Hazard Plan was written by VicPolice and Emergency Management Victoria, and the plan is currently under review. <ul style="list-style-type: none"> ● The Committee discussed timeliness of warnings on the VicEmergency app with messaging either staying active for too long or short a time. The app reports warnings and advice communicated from the duty officer. 	Investigate with EMV the process and protocols for warnings to appear on the app.	
3	Correspondence			
3.1	Received	<ul style="list-style-type: none"> ● Ambulance Victoria – Helicopter Safety and Landing Requirements ● Great Ocean Road Traffic Diversion Points – VicRoads ● Both of these documents are available on EMCop (Emergency Management Common Operating Picture). 		
3.2	Outgoing			

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STANDING AGENDA ITEMS				
4	Regional committees			
4.1	Regional Emergency Management Executive Committee (REMEC)	The Committee has ratified the changes to the new regional committee structure, this committee will now be known as the <i>Regional Emergency Management Planning Committee</i> and Brenda Begally will be taking over as Chair. The current focus of the committee is preparation and planning for coming fire season.	Circulate the confirmed regional committee structure and Terms of Reference when finalised in September.	VicPolice
4.2	Other working groups	Great Ocean Road Working Group The Working Group employed a Project Officer earlier this year. The Great Ocean Road has been divided into nine sectors across the Barwon South West region. A scenario based exercise will be run for each sector to test plans for emergency response at a local and regional level and identify any gaps or improvement opportunities. Each scenario is based on the unique demographics and community profile of sector. So far, four of the nine sectors have completed their exercise, the remaining five are scheduled for completion by the end of this year.		Brenda Begally
5	Sub-committee / Working Group reports			
5.1	Municipal Fire Management Planning Committee	The Committee met on 24 August 2017, the focus of the meeting was to review progress on the Work Plan for the Strategic Fire Plan.		Wayne Aylmer
5.2	Cross Council Relief & Recovery Committee	The Committee met on 17 July 2017. The Committee's current focus is on training and the upcoming emergency relief centre exercise being hosted by Corangamite Shire Council in Camperdown on 12 October 2017. Committee members will receive invitations to the exercise shortly. The State Municipal Emergency Management Enhancement Group has formed a working group to look at council training across the state with a view to rationalise and identify gaps.		Kerrie Williams
5.3	Flood Planning Committee	The Corangamite Catchment Management Authority (CCMA) is working on their <i>Victorian Floodplain Management Strategy</i> which looks at the wider flood risks for the region, including climate change impacts.		Ian Carlton

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5.4	Community Impact Advisory Committee (CIAC)	Minutes for this committee are available on the SCS Emergency Management Portal.		
6	MEMPLAN UPDATE			
6.1	MEMPlan updates	Nothing to report.		
6.2	Revision of Municipal Emergency Management Plan	No further comments were received for amendments to Part 6. The Committee are now asked to review Part 7 – Emergency activation and forward any comments to Council.	Circulate MEMP <i>Part 7 – Emergency Activation</i> for review.	SCS
6.3	MEMPlan Exercise	Corangamite Shire Council will be hosting this year's Emergency Relief Centre Exercise on 12 October 2017.	The Committee were asked to consider exercise opportunities for the MEMP to be tabled at the November meeting.	All
6.4	Revision of risk/s (CERA)	Terrorism and car attacks have been identified as a new risk. Following recent incidents, the State government are currently conducting separate reviews on flammable cladding on buildings and recycling facilities.	SES to draft up a CERA risk profile for Terrorism and Car Attack for review at next MEMPC meeting. Follow up with Municipal Building Surveyor regarding review of flammable cladding on buildings in the shire. Follow up with Council's Waste department regarding review of recycling facilities.	SES SCS SCS
7	COMMUNITY ENGAGEMENT			
		Council is leading a working group to bring together a multi-agency community engagement plan for the Strategic Fire Management Plan. The <i>Fire Up!</i> program will continue this year and will aim to reach a broader audience. The program will piggy back on planned events and networks across the shire and will include a significant social media campaign.		
GENERAL AGENDA ITEMS				
8	Bushfire Places of Last Resort	All Bushfire Places of Last Resort (Neighbourhood Safer Places) have been reassessed, updated and deemed compliant.		
9	Incidents	VicRoads reported they have had some further landslides on the Great Ocean Road, beach side, 6km south of Wye River. Traffic		All

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		was managed around the site by reducing to one lane and allowing the road to remain open while mitigation works take place.		
10	Risk review	<p>The Government has release Australia's Strategy for Protecting Crowded Places from Terrorism. The Community Impact Advisory Committees will review the plan and applications for events in the municipality. Victoria Police is running an exercise at Kardinia Park next month.</p> <p>The increasing numbers of aged care facilities was identified as a possible risk.</p>	Ensure new aged care facilities are included on Council's Vulnerable Facilities Register.	SCS
11	Crisisworks	Council's emergency incident management system was discussed.	<p>Ensure all agencies have current Crisisworks user accounts.</p> <p>Include a Crisisworks overview session at the next MEMPC meeting.</p>	SCS
OTHER BUSINESS				
12	AGENCY REPORTS <i>By exception</i>			
12.1	Surf Coast Shire Council	<p>Virginia Morris has resigned from the position of Emergency Management Coordinator to take up a new role at Council and Robyn Stevens has resigned from Council and the role of Municipal Recovery Manager (MRM). The Chair thanked Gin and Robyn for their outstanding service to emergency management in the region and to this Committee.</p> <p>The Chair welcomed Bronwyn Saffron who has taken over the role of MRM. Bronwyn comes to us from Yarra Ranges Shire Council where she held the role Deputy MRM.</p>		
12.2	Other agencies	<p>DHHS tabled report for circulation.</p> <p>Red Cross is hosting two information sessions for volunteers in Colac in September.</p>		
13	MEETING CLOSE	Next meeting – 9 November 2017		

Assembly of Councillors report required? no

MEMP COMMITTEE ACTIONS REGISTER			
Date	Action	Status	Responsible
May 2017	VicEmergency app – invite EMV to present to committee on 2016/17 experience of new app	Carry over	
May 2017	Seek advice from VicRoads on their Great Ocean Road Upgrade Project and consider asking them to present this to the Committee for further discussion.	Carry over	Chair
May 2017	Committee members to forward any additional amendments or comments on MEMP <i>Part 7 – Emergency Activation</i> to Committee Exec.		All
August 2017	Amend minutes of meeting 25 May 2017, item 12.1.		Chair
August 2017	Carry over <i>State Shark Hazard Plan</i> as an item for next agenda for the MEMPC to continue to monitor developments. VicPolice to follow up and relay the Committee's concerns with State Shark Hazard Plan. Investigate with EMV the process and protocols for warnings to appear on the app.		Chair Brenda Begally, VicPolice
August 2017	Circulate the confirmed regional committee structure and Terms of Reference when finalised in September.		Brenda Begally, VicPolice
August 2017	Circulate MEMP <i>Part 7 – Emergency Activation</i> for review.		SCS
August 2017	The Committee were asked to consider exercise opportunities for the MEMP to be tabled at the November meeting.		All
August 2017	SES to draft up a CERA risk profile for Terrorism and Car Attack for review at next MEMPC meeting.		SES
August 2017	Follow up with Municipal Building Surveyor regarding review of flammable cladding on buildings in the shire.		SCS
August 2017	Follow up with Council's Waste department regarding review of recycling facilities.		SCS
August 2017	Ensure new aged care facilities are included on Council's Vulnerable Facilities Register.		SCS
August 2017	Ensure all agencies have current Crisisworks user accounts. Include a Crisisworks overview session at the next MEMPC meeting.		SCS