



Attachment No. 2 To Item 12

**Minutes of the Municipal Management
Planning Committee and Municipal Fire
Management Planning Committee**

4 June 2018

(5 Pages)

Municipal Emergency Management Planning Committee Executive & Municipal Fire Management Planning Committee

MINUTES

Monday 4 June 2018
10am – 12 noon, Mansfield CFA

COMMITTEE MEMBERS

Attendance:

Chairs Cr Attley

Police MERC Damian Keegan

Council MRM Melanie Hotton, Deputy MRM Amanda Lovick, MEMO Sue Hare

Agencies:

CFA Group - Rowan Neely, CFA Ops Officers Brett Myers, BASO Rob Gardiner,

DELWP Brendan Purcell,

SES Peter Lewis, Regional John Newlands,

AV Greg Margetts,

DHHS Darren Deeble

Red Cross Sue Wilson

Community Reps Kym Lynch, Roland Vella, Ellen Hogan, Tony Lovick

Copy:

Tracy Stolman EMV

Andrew Arnold CFA

Lisa Fricke Council

Apologies

Cr Olver, Cr Volkering, Lee Manning, Imogen Smith

1. Welcome and opening of meeting – Cr Attley
2. Attendance and apologies – as listed above
3. For adoption:
Minutes of previous meeting 5 March 2018 true and correct
Moved: Darren Deeble
Seconded: Rob Gardiner
4. Business Arising/Actions:
 - Exercises – refer below



the power of
humanity



- TARGA – Sue gave update from Council Tourism & Events Officer. Organisers are currently working to re-route the town course to exclude Curia Street
- Working Group Meeting re Aug 2017 Relief Centre Exercise (review of tabulated actions from observers report – recap on discussion at 9 April MEMPC). Kym thought that 52 actions resulted from above meeting but others not aware of them.
ACTION: Sue W to follow up with Red Cross member that attended
- Single incident flow chart – Sue H presented the flow chart that was generated from a discussion post the 9 April MEMPC meeting. To be laminated and shared with agencies.

5. Correspondence:

- Letter from Mt Buller Mt Stirling MEMPC to Vic Pol re: resourcing during winter
Damian reported that the resourcing concerns had been addressed through training and changes to the rotations. There will be improved capacity at peak times. The ARMB MEMPC is happy with outcome. Written reply from VicPol to come.

Standing Items

6. Membership of Committee:

- Review of Terms of Reference – ToR attached with discussion paper
 - Sue presented alternative committee structures for the committee's consideration.
ACTION: Sue to draft a revised two committee Terms of Reference for consideration by the MEMPC. Draft ToR to be distributed by email for input and comment.
 - Discussion about development of a document that captures shared arrangements between Mansfield Shire and the ARMB.
ACTION: Sue to draft document for consideration of the MEMPCs.
 - Concern was raised about the absence of key Council staff ie MERO at meetings.
ACTION: Mel to follow up attendance of all staff with key EM roles.

7. Review of parts of MEMP and Sub Plans:

- MEMP undergoing review and audit - general discussion about the requirements for the audit and the audit process
- Endorsement of MEMP
MOTION: That the Committee accepts the draft MEMP as previously distributed for presentation to Council for endorsement and to the panel for Audit.
Moved: Tony
Seconded: Amanda
- Pandemic and Heatwave Plans due for review. Sue will begin review post the MEMP audit

8. Recent lessons / after action review / debriefs:

- SAR missing horse rider

Damian gave an update on the incident. Some key learnings in regards to communication difficulties in the area and communication resources available in the private schools. Discussion about possible requirements for a common form of communications between agencies. Rowan said the base camp was very well run and the best coordinated search he has been involved in.

ACTION: Damian to send details of GGS Timbertop repeaters and comms equipment to Sue for inclusion in MEMP.

ACTION: Sue to collate a list of specialist resources drawn from all agencies

9. Upcoming events of significance:

Nil

10. Annual exercise planning / review:

- Update on Bindaree Evacuation exercise proposal – Sue H to follow up with Tom on progress (and also Greg - refer AV agency report following)

- Update on ERC exercise

Sue H suggested a working group to form to write the ERC exercise to be run during winter.

ACTION: Sue to coordinate meeting for a July date. John, Darren and Sue W to be invited

General Business

11. Requested Agenda items:

- John suggested a review of 2 CERA identified risks each year to satisfy requirements. Committee agreed and selected Bushfire and Flood as the two for review after the next MEMPC meeting.

- Ellen requested that roadside fuel management be added to the next meeting agenda. NB the action from the full MEMPC meeting was to invite Council's environment officer to the next meeting to discuss the issue.

- **ACTION:** Sue to also invite a VicRoads rep and a Council roadside maintenance rep

12. Reports:

- **DELWP** – Brendan Purcell: planned burn program conducted. Environment became dry and slowed the program down. No complaints received from communities. The Jamieson community sent a letter of appreciation. Strategic fire access road work being undertaken to allow heavy machinery into identified areas and create egress for users/campers.

Mansfield DELWP has applied to the Safer Together program for funding for an officer to engage with local communities

- **Red Cross** – Sue Wilson: Operations Coordinator, Deb Shaddock has resigned from Red Cross to take a role with Moorabool Shire Council.

Red Cross to send a letter to local governments to detail the support they will continue to offer to people affected by 'single incidents'.

- **Ambulance Victoria** – Greg Margetts: will follow up on progress of Bindaree Exercise. Discussions are being held about cohabiting AV and SES at the old sale yards land.
- **SES** – Peter Lewis: 12 new members and a number are young. Have taken delivery of new inflatable boat which can be used on rivers. 3 yearly road crash capability assessments underway.
- **MRM** – Mel Hotton: Need to work with private schools to ensure they link into an EMT during search and rescue responses
- **DHHS** – Darren Deeble: Training program being rolled out for local government and agencies
- **CFA** – Rowan Neely: CFA successful with funding for a mobile electronic sign. Brendan from DELWP offered support with creating protocols for use. Group also hoping to raise funds for a light tower. Approx \$26K cost. Pick my Project funding suggested with Council as a partner.
ACTION: MEMPC to write a letter of support if funding application developed.
- **Community** – Kym Lynch: suggested seeking funding for exercises. Sue H explained that project plans are required to apply. Also suggested broadening membership on MEMPC. Group agreed that business, VFF and private schools being invited. (refer ToR action)
- **CFA** – Brett Myers: gave overview of volunteer issues on Mt Buller. Has been escalated and an extensive review of how CFA delivers services into ARMB locations is being undertaken.
Two tracked side-by-side vehicles have been purchased for volunteer use on Mt Buller
Lots of compliance inspections being done and training for lodge managers
Renovations to Mansfield group building completed. Extension created new service bay. Cost \$350K
Review of response data underway to create enhanced level of response and inform equipment requirements
Peppin Point – advocacy meeting held and follow up meeting with 10 people attending an information session to undertake minimum training
Four fires of interest in the District this summer, none in Mansfield Shire
- **VicPol** – Damian Keegan: new REMI is Pauline Williams. Contacts have been shared
- **Council MEMO** – Sue Hare: new website is live. Encouraged MEMPC to review EM section and comment.
No further action on Emergency Management Act Bill
Phase 2 of Councils and Emergencies project is underway. Currently defining specifications for brief to recruit consultant to run next stage – assessing the capacity and capability of each individual council
Council supporting Peppin Point advocacy through providing data

13. Other items

Nil

Conclusion

Meeting closed 12.00

ACTION TABLE

ACTION	WHO	DUE/STATUS
Follow up with Red Cross member in regard to “52 action items” from last Exercise ERC meeting	Sue W	Next meeting
Draft a revised two committee Terms of Reference for consideration by the MEMPC. Draft ToR to be distributed by email for input and comment.	Sue H	Underway
Draft a proposal detailing the proposed document that captures shared arrangements between the ARMB and Mansfield MEMPs for consideration of the MEMPCs.	Sue H	By next meeting
Follow up on attendance of all Council staff with key EM roles at MEMPC meetings	Mel	Underway
Send details of GGS Timbertop repeaters and comms equipment to Sue for inclusion in MEMP	Damian	
Collate a list of specialist resources drawn from all agencies	Sue H	Underway DELWP received
Coordinate an ERC exercise working group to develop objectives and exercise plan. July date. John, Darren and Sue W to be invited	Sue H	July
Add roadside fuel management to next MEMPC meeting agenda. Also invite a VicRoads rep and a Council roadside maintenance rep as well as Council Environment Officer to present at meeting	Sue H	Next MEMPC
Follow up on proposed Bindaree exercise	Sue Greg	ASAP
MEMPC to write a letter of support if funding application for light tower submitted	Sue	When requested