

Ararat Rural City Council Municipal Emergency Management Planning Committee Meeting MINUTES



Ararat Rural City

Date:	Wednesday 5 August 2020
Time:	12:30pm
Location:	Video Conference

Invitees:		
Representative	Agency	Attended
Peter Beales	Councillor ARCC	APOLOGY
Dr Tim Harrison	ARCC	YES
Veronica Schilling	ARCC	APOLOGY
Joel Farrow	ARCC	YES
Danielle Jenkins	ARCC	YES
Daniel Guinane	Corella	NO
GHCMA		NO
Craig Dunford	Corella	NO
Justin McMahon	Rivergum	NO
Lindsay Knight	Ambulance	NO
Cathy Bunter	Ag Vic	APOLOGY
Wayne Wilde	CFA Ararat	NO
Greg Deutscher	Vic Roads	NO
Gavin Kelly	SES	YES
Glenn Rudolph	DELWP	NO
Damian Ferrari	Vic Pol	NO
Rod Delahunty	GWM Water	APOLOGY
Robert Caris	GWM Water	NO
Bernie Fradd	CFA Disctrict 16	APOLOGY
Ian Morley	CFA Catchment	YES
Mick Keating	DELWP	APOLOGY
Jonathon Almond	Parks	NO

Shane Allgood	Vic Pol	NO
Norm Woodhams	ARCC	NO
ARCC EHO	ARCC	APOLOGY
Crystal Clark	DELWP	NO
Gary Burbidge	Gas	YES
David Tepper	DHHS	NO
Chris Stewart	Downer	NO
Daryl Sinclair	Roads	NO
Paul Fennell	WCMA	NO
Tonie Duffin	Red Cross	YES
Emergency Planning Coordinator	Ambulance	NO
Regional Manager Grampians	Ambulance	NO
Jo Cameron	Eco Dev	NO
Kate Robertson	Eco Dev	NO
Leesa Reid	DHHS	NO
Dayle Smith	EGHS	YES
Jan Barrie	Redcross	NO
Rachel Gibney	Eco Dev	NO
Rebecca Stacey	Eco Dev	NO
Tracy Ranton	Hopkins	NO
Kylie Yallop	Hopkins	NO
Bradley Pryor	Roads	NO
Jane Patton	SES	NO
Ararat Branch	SES	NO
SES Generic	SES	NO
Rodney Cameron	Hopkins	NO
Paul Pitcher	Hopkins	NO
Clare Minter	SES	NO
Warren Pitt		NO
District 16 General	CFA	NO
Robyn Hemley	ARCC	YES
Shane McFarlane – joined at 12.45pm	Hopkins	YES

Due to the number in attendance, a quorum was not met so no decisions or motions could be made during this meeting. All decisions to be held over to the next meeting on November 4, 2020.

AGENDA ITEM	
1	<p>Welcome, introductions and apologies <i>Apologies: Rod Delahunty, Mick Keating, Bernie Fradd, Cathy Bunter & Cr Peter Beales.</i> <i>Moved -</i> <i>Second - Carried. N/A</i></p>
2	<p>Confirmation of the previous MEMPC minutes - 6th May 2020. <i>Moved –</i> <i>Second -</i> <i>Carried. N/A</i></p>
3	<p>Outstanding Action Items (Open)</p> <p>2018/1: Review and present Influenza Plan for adoption.</p> <p>2018/3: Windfarm EM Subcommittee – (Damian Ferrari), Draft copy sent for feedback.</p> <p>2018/4: EM Exercise – (Gavin Kelly & Damian Ferrari) to be written.</p> <p>2018/5: That ARCC seek to call a meeting with Northern Grampians and Pyrenness Councils and key agencies to review how we can improve the processes for event planning and report back to the next meeting.</p> <p>2020/5: Seeking advice from GWM water on the progress of the extension of the pipeline and the additional infrastructure for fire fighting purposes. Dr Tim Harrison to invite GWM to the next meeting.</p> <p>2018/3: Discussion around invitation to community member/s to attend meetings. (See example of NGSC EOI)</p>
4	<p>Inwards Correspondence</p> <ul style="list-style-type: none"> ● EMV –MEMPC letter regarding legislation changes for MEMPCs and EM planning <p><i>EMV HAS RELEASED CHANGES IN THE EMERGENCY MANAGEMENT ACT 2013 (EMLA 2018) COMING INTO AFFECT IN DECEMBER 2020. THESE CHANGES WILL AFFECT HOW THIS COMMITTEE'S MEMBERSHIP WORKS AND HOW THE ARRANGEMENTS WILL WORK MOVING FORWARD IN REGARDING TO MEM PLANNING. JOEL IS PUTTING SOME DOCUMENTATION TOGETHER AROUND THE CHANGES AND HOW THAT WILL AFFECT OUR MUNICIPALITY.</i></p> <p><i>A RECOMMENDATION WILL NEED TO BE ENDORSED BY THIS COMMITTEE FOR THE MFMP COMMITTEE TO CONTINUE AS A SUB COMMITTEE. THIS WILL NEED TO BE ENDORSED AT THE NEXT MEETING.</i></p> <p>Outwards Correspondence</p>

JOEL FARROW ISSUED AN EMAIL FOR A REQUEST FOR A MOTION TO BE MOVED FOR THE MUNICIPAL EMERGENCY MANAGEMENT PLAN, THIS WAS MOVED AND SECONDED BUT CAN NOT BE VOTED ON DUE TO THE QUORUM. THE MEMP IS DUE FOR AUDIT BY THE END OF AUGUST, WEDNESDAY 12TH AUGUST IS THE SET DATE FOR FINAL REVIEW . DOCUMENT WILL THEN BE DISTRIBUTED.

Business Arising from Correspondence

Note: any correspondence that Committee members would like a copy of can be emailed upon request.

5

Standing Agenda Items

5.1 MFMP

€ MFMP SUB COMMITTEE TO BE ENDORSED ONCE A QUORUM IS IN ATTENDANCE OF THE MEMP.

€ NO FARRS APPLICATION RECEIVED.

5.2 Organisational Changes

Organisational Changes cont'd.

CFA

Fire service reform combined MFB and CFA to be Fire Rescue Victoria (paid positions). CFA will be volunteers only. Paid positions seconded from FRV.

SES

STAFFING CHANGES, ALL STAFF TO WORK REMOTELY, TRAINING HAS CEASED. ACROSS THE STATE THERE HAS BEEN A DRAIN ON RESOURCES FROM STAFF AND VOLUNTEERS.

HOPKINS

LOTS OF CHANGES DURING COVID WITH LIMITATION OF STAFF AND PRISONER MOVEMENTS AS WELL AS VISITORS. PROFESSIONAL SERVICES PROVIDED VIA VIDEO LINK AND STAFF BEING COVID TESTED AND HOME-SCHOOLING CHILDREN.

ARCC

JOEL FARROW

JOEL HAS COME IN AS EMERGENCY MANAGEMENT COORDINATOR. ROBYN HEMLEY HAS BEEN VERY BUSY AS THE RECOVERY MANAGER IN WORKING WITH LOCAL ORGANISATIONS AS WELL AS TONI DUFFIN FROM RED CROSS TO PROVIDE FOR THE VULNERABLE IN OUR COMMUNITY.

ROBYN HEMLEY

HAS BEEN CHALLENGING EVERYDAY WITH PEOPLE GETTING ANXIOUS ABOUT THE CURRENT PANDEMIC SITUATION, WORKING CLOSELY WITH PEOPLE WHO ARE VULNERABLE WHO DON'T HAVE ACCESS TO AGENCIES. RELIEF CENTRE WORKING ON A LOCAL BASIS

MEETING THOSE LOCAL NEEDS FOR THOSE WITH IMMUNE DEFICIENCIES OR SELF ISOLATION WITH FOOD PACKAGES.

GARRY BURBIDGE

WORK HAS BEEN POSTPONED AS THE WORKERS COME FROM MELBOURNE. CHANGE OF OWNERSHIP TO THE COMPANY SO SOME CHANGES INTERNALLY.

IAN MORLEY

CHANGES ACROSS SERVICES IN VICTORIA, METROPOLITAN FIRE BRIGADE IS NO MORE AND THE NEW SERVICE IS FIRE RESCUE VICTORIA. CFA IS NOW LISTED AS SOLELY A VOLUNTEER BASED.

CATCHMENT OFFICER OWEN TUDBALL HAS NOW GONE TO DISTRICT 14 AS A FIRE RESCUE VICTORIA COMMANDER.

5.3 Sub Committee Reports

Event Emergency Planning Committee:

Flood Emergency Planning Committee:

THESE COMMITTEES HAVE NOT MET SINCE JOEL HAS COMMENCED. JOEL AND GAVIN WORKING ON THE FLOOD PREPARATION AND FLOOD PLANNING COMMITTEE AND ARE TO BE DEVELOPED MORE OVER THE COMING MONTHS.

GAVIN HAS ADVISED THAT THE MUNICIPAL EMERGENCY FLOOD PLAN HAS BEEN SIGNED OFF AND ENDORSED AND IS READY TO GO AS GAVIN HAS BEEN ADVISED BY THE BUREAU OF METEOROLOGY THAT FLOODING MAY BE COMING IN THE NEXT FEW MONTHS.

IAN MORLEY ASKED IF THERE IS STILL A RECOVERY SUB COMMITTEE. DR TIM HARRISON HAS ADVISED THAT THE COMMITTEE IS STILL ACTIVE BUT OPERATES ON ITS OWN. JOEL TO TRACK THIS COMMITTEE DOWN AND BRING BACK UNDER THE MEMPC.

5.4 Event Planning & Management

Nil.

5.5 Agency Reports

CFA - IAN MORLEY

LOOKING FORWARD AT THE SUMMER MONTHS AND STAFFING IN THE EVENT OF THIS COVID PANDEMIC. MAKING SURE THAT PROCEDURES ARE PUT IN PLACE IN THE EVENT A LARGE NUMBER OF PEOPLE ARE TO GATHER.

ARCC – ROBYN HEMLEY

ROBYN HAS ALSO BEEN LOOKING AT THE PANDEMIC AND THE POSSIBLE NEED TO OPEN A RECOVERY OR RELIEF CENTRE OVER THE FIRE SEASON.

JOEL HAS BEEN LOOKING AT THE RULES AROUND SOCIAL DISTANCING AND THE 4 SQ/M RULE.

VICSES

See agency report

5.6 Review of Past Emergency Events

CFA - STRUCTRAL FIRE, STRUCTRAL INCIDENTS AND CHIMNEY & HEATER FIRES, MOTOR VEHICLE ACCIDENTS AND THE LOSS OF A HOUSE IN ARARAT TOWNSHIP THAT POLICE ARE STILL INVESTIGATING.

DR TIM HARRISON AND JOEL FARROW BELIEVE COUNCIL NEED TO HAVE A DISCUSSION WITH VICPOL ABOUT RESPONSE AND EXPECTATION OF BUILDING SURVEYORS ETC.

5.7 - Update of MEMPC contact lists and content.

ANY CHANGES OF CONTACT TO BE EMAILED TO JOEL.

JOEL TO MAKE CONTACT WITH AGENCIES TO CLARIFY THAT CONTACT LISTS ARE CORRECT.

6 General Business

Joel Farrow (ARCC) seeking endorsement from MEMPC for updated versions of following sub-plans to MEMP:

- - Aerodrome Emergency Response Plan
- - Heatwave Mitigation Plan
- - Children and Young Persons Emergency Management Plan

Joel informed that these three plans have been previously implemented and are due for review in 2020. Joel is asking the Committee to review these plans and any changes to be sent through to Joel so he can make any changes.

With the new legislation coming in these plans are no longer to be called Sub Plans they are to be called Complimentary Plans in the future.

CFA – Ian Morley

Is a conversation with Damian Ferrari about key Agency reps get together to discuss the possibility of an outbreak and the need to bring all resource agencies together.

Dr Tim Harrison said that if an outbreak did occur then DHHS would take the lead on this.

Dr Tim has asked for Joel to set up a meeting with some key agencies to discuss this.

Joel advised he will organise something over the coming week.

7 Future Meeting Dates

Next meeting proposed for 4th November 2020.

8 Close of Meeting - 1.22PM

Action Items - OPEN

No.	Action details	Responsible	Status
2018/1	<p>Review and present Influenza Plan for adoption.</p> <p><i>CARRIED FORWARD TO NEXT MEETING.</i></p> <p><i>PANDEMIC PLAN HAS BEEN RELEASED FOR THIS MEETING.</i></p>	VERONICA SCHILLING	OPEN
2018/3	<p>Windfarm EM Subcommittee – (Damian Ferrari), Draft copy sent for feedback.</p> <p><i>CARRY OVER TO NEXT MEETING – DAMIAN NOT IN ATTENDANCE.</i></p>	DAMIAN FERRARI	OPEN
2018/4	<p>EM Exercise – (Gavin Kelly & Damian Ferrari) to be written.</p> <p><i>DUE TO COVID 19 – THIS HAS BEEN PUT ON HOLD. GAVIN KELLY SUGGESTED THAT RUNNING AN EVENT VIA A WEB X TO ENCOURAGE INCREASED ATTENDANCE TO THE MEETING.</i></p>	DAMIAN FERRARI GAVIN KELLY	OPEN
2018/5	<p>That ARCC seek to call a meeting with Northern Grampians and Pyrenees Councils and key agencies to review how we can improve the processes for event planning and report back to the next meeting”</p> <p><i>THE NEED FOR A FAR MORE STREAMLINE AND EFFECTIVE PROCESS AROUND EVENT PLANNING. COMMUNICATION BETWEEN THE ORGANISERS OF THESE EVENT AND EM AGENCIES. THE PROCESS MOVING FORWARD IS FOR ESTABLISHED EVENTS (EG PITCH ETC) FOR ORGANISED MEETING TO BE PUT IN PLACE SO NO AGENCIES ARE LEFT OUT OF THE COMMUNICATIONS. DR TIM HAS ASKED FOR JOEL FARROW AND VERONICA SCHILLING TO LOOK INTO AND ARRANGE THE MEETING PRIOR TO THESE SCHEDULED EVENTS. JOEL AND VERONICA TO ARRANGE A PROCESS.</i></p>	JOEL FARROW/ VERONICA SCHILLING	OPEN
2020/5	<p>Seeking advice from GWM water on the progress of the extension of the pipeline and the additional infrastructure for fire fighting purposes. Dr Tim Harrison to invite GWM to the next meeting.</p> <p><i>DR TIM HAS SPOKEN TO GWM WHO COULD NOT BE IN ATTENDANCE TODAY. DR TIM IS ON THE PIPELINE STEERING COMMITTEE AND CAN ADVISE THAT FIRE FIGHTING CAPACITY IS BEING BUILT INTO THE DESIGNS. A CONVERSATION WITH CFA AT LOCAL LEVEL AND REGIONAL LEVEL ABOUT WHAT THAT FIRE FIGHTING CAPACITY LOOKS LIKE. DR TIM TO CONTACT GWM AGAIN FOR ATTENDANCE. MAYBE CFA COULD BE IN</i></p>	DR TIM HARRISON	OPEN

	<i>INCORPORATE INTO THE STEERING COMMITTEE TO LIASE WITH THE FIRE FIGHTING EQUIPMENT.</i>		
2018/3	<p>Discussion around invitation to community member/s to attend meeting.</p> <p>Background: NGSC have sort a written expression of interest from community members, shortlist, interview applicant, final short list.</p> <p>Recommended 2 delegates – 1 x Youth Forum – ie. School Captain and 1 x Non-aligned member of the community.</p> <p>Community engagement to be in line with Local Government.</p> <p>ARCC CEO keen to continue to support MEMP</p> <p>The Terms of Reference currently allow the committee to invite a guest.</p> <p>ACTION: Bob Barks to bring back to the committee a motion for adoption.</p> <p><i>GROUP TO ENGAGE IN THIS WITH JOEL TO LOOK INTO THIS PROESS. GAVIN KELLY WAS INVOLVED THE NGSC PROCESS AND IS HAPPY TO HELP JOEL IF NEEDED.</i></p>	JOEL FARROW	OPEN