



Municipal Emergency Management Planning Committee Minutes

Chairperson: Councillor Peter Beales

Location: Visitor Information Centre, Ararat

Date: 7 August 2019

Minutes: Danielle Jenkins

Time: 12.30am – 3.00pm

Invitees: Bob Barks (MERO), Tonie Duffin (Red cross), Veronica Schilling (ARCC), Cathy Bunter (DEDJTR/AGVIC), Peter Beales (Councillor ARCC), Gavin Kelly (Vic SES), Neville Collins (CFA), Angela Hunt (ARCC), Leesa Reid (DHHS), Glenn Rudolph (DELWP), Dayle Smith (EGHS), Michael Keating (DELWP), Daniel Guinane (Justice), Justin McMahon (Justice), Craig Dunford (Justice), Lindsay Knight (Ambulance Vic),

Apologies: Jo Cameron (AgVic/DJPR), Damian Ferrari (Vic Pol), Janette Barrie (Red cross), Gary Burbidge (Gas), David Tepper (DHHS),

No	Item	Relevant Officer
1	Welcome & Intro – commenced at 12.35pm	
	<p>Disclosure of Conflict of Interests Disclosure of Interests are to be made immediately prior to any relevant item being discussed (Local Government Act 1989 - Section 79) - Nil Disclosed.</p>	Chairperson
2	Acceptance of Minutes of Meeting held 8 May 2019	
2.1	<p><u>Recommendation</u></p> <p>That the Municipal Fire Management Planning Committee Minutes from the 8 May 2019 be received.</p> <p>Moved: Bob Barks Seconded: Gavin Kelly</p>	Chairperson

3	Correspondence	
	<p>Inwards received from: NIL</p> <p>Outwards: NIL</p> <p><u>Recommendation</u></p> <p><i>Moved:</i> n/a <i>Seconded:</i> n/a</p> <p>Actions arising from correspondence: NIL</p>	Chairperson
4	Agency Reports	
	<p>Reports accepted until beginning of meeting, copies distributed with meeting minutes for information.</p> <p>Written Reports Received From:</p> <ul style="list-style-type: none"> • Vic SES (see attached) • ARCC – Preparations for MEMPC Audit 2020 - (see attached) • CFA – District 16 - (see attached) <p>Verbal Reports Received From:</p> <ul style="list-style-type: none"> • ARCC – Discussion on the Sub Plan reviews and updates: Agencies to produce and update their sub plans forward to Council/Committee for endorsement. • Discussion on a change of day for the MEMPC and MFMPC so they are not held on the same day. <p><u>Recommendation</u> That the reports be received.</p> <p><i>Moved: Lindsay Knight</i> <i>Seconded: Gavin Kelly</i></p>	Chairperson
5	Outstanding Agenda Action Items	
5.1	<p>Windfarm EM Subcommittee. 8/5/2019 – Draft copy of Emergency Management Plans attached for comment and feedback.</p>	Damian Ferrari
5.2	<p>EM Exercise being written involving loss of gas to township and loss of Woodlands Road Gas Pipelines Office. 7/8/2019 – Small exercise to be written next meeting.</p>	Gavin Kelly Damien Ferrari 6 November 2019

5.3	Convene Municipal Flood Emergency Planning subcommittee to review flood plan. 7/8/2019 - Final draft complete, sub-committee to meet on the 30/5/2019. Draft Circulated with minutes 8/5/2019.	Gavin Kelly 6 November 2019
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6	STANDING AGENDA ITEMS	
6.1	Emergency Plan reviews and updates. Sub Plan review: Aerodrome – Grampians Soaring Club (Nov 18) – To be completed – Bob Barks Heat Wave – Angela Hunt (Sept) Pandemic – Angela Hunt (Sept) Windfarm – VicPol (Aug) (Outstanding – Action Item) – Damian Ferrari	
7	General Business	
7.1	CERA Review 2018 – Presentation and discussion on proposed changes.	SES
7.2	Municipal Fire Management Planning – fire prevention works Summer 2019/20 and chemical distribution	Bob Barks
7.3	Basta Distribution	
7.4	SES staffing changes.	

Exits from Meeting:	Daniel Guinane left at 1.30pm			
Meeting Closed:	2.22pm			

Next Meeting: 6 November 2019 Chairperson: Councillor Peter Beales	Time: 12.30pm	Location: Visitor Information Centre, Ararat
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ACTION ITEMS TO BE COMPLETED			
6.1	Aerodrome – Grampians Soaring Club (Nov 18) – To be completed	Bob Barks	7 August 2019
5.5	Review and present Influenza Plan to MEMPC for adoption. Veronica Schilling to circulate before next meeting.	Veronica Schilling	7 August 2019