

# Municipal Emergency Management Planning Committee



## Minutes

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**Date:** Monday 21 March 2016

**Time:** 9.30am

**Venue:** Melbourne Water – Sugarloaf Reservoir, Winneke Treatment plant

**Chair:** Cr Peter Perkins, NSC

**Attendees:** Cr Peter Perkins, Adrian Cully NSC Norm Golgerth, Suzanne Rouvray, Stephen Meloury NSC, Steve Pitcher CFA, Peter Maw Plenty Valley FM, Tony O'Connor VicPol, Mike Chapman, Adrian Marshman, Whittlesea/Diamond Valley Group, Rob Reid Smith Nillumbik Group, CFA, Nerilee Kerslake VicRoads, Kirsten Tanner DHHS, Michael Murray Redcross, Warwick Leeson WCA, John DeBoer MW, Gerabeth Abbott VICSES

**Apologies** Justin Murray, Cr Meralyn Klein, NSC, Bill McGillivray Plenty Valley FM, Debbie Lapthorne VCC, Guy McCrorie MFB, Steve Doyle AV, Glenn O'Donnell, Diana Ferguson SES, Mike Cusack DWELP, John Sylaidos MW

### 1. Welcome - Invites and apologies

Cr Peter Perkins, Chairperson, welcomed all present and acknowledges apologies as listed above.

### 2. Conflict of interest

No conflict of interest declared

### 3. Confirmation of minutes of previous meeting

That the minutes of the meeting held 9 November 2015 were confirmed as a true and accurate record of the meeting.

Warwick Leeson moved

Michael Murray seconded - carried

### 4. Correspondence

Nil

### 5. Contact list update

Diana Ferguson VICSES has had her secondment extended until the end of June. We welcome Gerabeth Abbott in Diana's absence.

John Sylaidos is the new representative from Melbourne Water

Mike Cusack is on long service leave; Luke Perry is the representative from Parks Vic who will be attending meetings in Mike's absence.

Brett Cowcher from MFB, has returned to his substantive role. Guy McCrorie will be the MFB representative until a replacement for Brett is appointed.

**6. Action from previous meeting**

Nil

**7. Melbourne Water – treatment plant and presentation/tour**

Members were given a very informative and enjoyable tour of the treatment plant. The tour identified the risk associated with the plant.

**8. Warrandyte Bridge Update**

Warwick L – WCA confirmed that the traffic monitoring web cameras have been installed and will become live over the next few weeks. The webcams are to be streamed live to the Warrandyte Community Association and VicRoads website

VicRoads conducted some consultation about the Warrandyte Bridge upgrade at the Warrandyte Festival on 19&20 March. It was identified that there is a number concerns in the community regarding the traffic lights and the bridge changes.

Nerrilee K VicRoads, will arrange the distribution of the information sheets (attached)

**9. Animals in emergencies**

Norm informed the committee of the completion of the NED – National Equine Database website. <https://www.tepscon.community/>

This database provides users with options to relocate their pets to a safer place and aid in better decision-making prior to emergencies and disasters.

By bringing together individuals throughout Australia, it delivers an excellent service to animal owners to enhance better connections, education and resilience for individuals and all communities.

**10. Municipal Fire Management Planning Sub Committee update**

The MFMP subcommittee meeting was held before this meeting at 9.30am. Norm updated the committee on some of the discussions had at the MFMP Meeting. The Municipal Fire Management Plan has been updated. Draft plan will be released for consultation with a view for endorsement at the next meeting.

**11. 2020 Vision**

Norm G gave an overview of the 2020 vision. The 2020 Vision program provides a frame work for the effective coordination of the efforts of all agencies on the MEMPC/MFMPC and provides a way of providing risk information to the communities. EMV are encouraging and assisting Local Governments to deliver these programs.

The identification of St Andrews as being the most “at risk” community and the proactive work undertaken by the St Andrews Community Safety Coordinator makes this logical location to initiate this program

By establishing a dialogue with the communities in Nillumbik emergency management arrangements are better informed by the values and needs of our communities.

This community focussed approach aligns to the goal and aim of the emergency management sector.

## **12. General Business –**

### **12.1 Parking issues**

Peter P (in his role as Councillor) received an email about some parking issues in a Tow-Away Zone in Koornong Cres Nth Warrandyte. The letter will be forwarded to Ransce Sloan, General Manager Environment and Planning Services to organise a response to the resident.

### **12.2 Pandemic working group**

Stephen M updated the committee that as part of the North West Region Collaboration Project – the Pandemic working group has been established.

### **12.3 North Division of DHHS**

Kirsten T (DHHS) notified the committee of the significant changes happening in the North Division of DHHS, North East Metro Area which includes Councils - Nillumbik, City of Yarra, City of Banyule, City of Darebin, and City of Whittlesea.

They are the first to transition to the new arrangements under the National Disability Insurance Scheme. This means DHHS employed staff in specified roles will move across and be employed by the Commonwealth.

Internally, that means access to less staff for personal hardship assistance payments. We will have access to staff across the State but this takes time so it is imperative, during any incident, that information regarding needs is shared with DHHS as soon as possible.

### **12.4 'Introduction to Emergencies training**

Geb A confirmed that the VICSES 'Introduction to Emergencies course' dates have been announced. Applications will be closing soon. The training will be held at the Port Of Melbourne education centre. Dates: 12&13 April and 3&4 May. More information can be found on their website <http://www.ses.vic.gov.au/em-sector/em-planning/EM-training1>

## **13. Next Meeting:**

Monday 23 May Council Chamber, Council Offices, Civic Drive Greensborough  
11.30am –to coincide with the MFMP subcommittee meeting

CFA to host the August 22 meeting at the new Eltham CFA station

### **Attached:**

- Minutes MFMP subcommittee meeting
- VicRoads updates
- Draft Municipal Fire Management Plan

## Community Inclusion Advisory Committee

# Minutes

Date:	Monday, 4 April 2016
Time:	9.30am - 11am
Venue:	Manna Gum room, Civic Centre, Greensborough
Chair:	Cr Bronnie Hattam
Minute taker:	Amber Smith

## Order of business

### 1. Attendance and apologies

Attendees: Cr Bronnie Hattam, Adam Shickerling, Helen Ryan, Rosemary Aitkin, Neville Coutts

Council Officers: Amber Smith, Adrian Cully.

Apologies: Roslyn Laurie & Doris Morfea.

### 2. Conflict of interest

Detail names of people who declared a conflict of interest and what the interest is.

Name	Conflict of Interest

### 3. Confirmation of minutes of previous meeting

That the minutes of the meeting held 3 August 2015 be confirmed as a true and accurate record of the meeting.

Item of business	Details	Action
<b>4. Disability Action Plan</b>	<ul style="list-style-type: none"> <li>Updated Accessibility and Inclusion page on Council Website</li> <li>New permanent Assisted Listening System (ALS) installed at Eltham Senior Citizens centre, including</li> </ul>	<ul style="list-style-type: none"> <li>All - Refer community to website to access National Disability Insurance Scheme information, linkages, events and disability services using the Clickability platform</li> <li>All - advise community that ALS information can be found on Council website or by calling</li> </ul>

Item of business	Details	Action
	<p>new speakers and microphone system.</p> <ul style="list-style-type: none"> <li>• Sensitive Santa tri-Council initiative ran for the third year in partnership with Yarra Plenty Regional Library (YPRL) and had 80 families attend. The project has now been transferred to sit with YPRL with in-kind Council support through MetroAccess. The YPRL service is also supporting other library services to implement the project.</li> <li>• Two Nillumbik residents completed the 'Enabling Women' program. They are now collaborating with healthAbility and MetroAccess to establish a Chronic Pain Support group for women at healthAbility in Eltham.</li> <li>• New accessible toilet in Diamond Creek has been fitted with a universal MLAK key meaning that anyone who has purchased a key through Master Locksmiths has access to this facility afterhours and other facilities nationally.</li> </ul>	<p>MetroAccess officer.</p> <ul style="list-style-type: none"> <li>• All- please advise any families with children on the Autism Spectrum that the YPRL is now the lead on this project and it will be running across multiple YPRL sites in December this year.</li> <li>• MetroAccess to forward information and details of start date. Committee members to forward through their networks.</li> <li>• All - Direct community to Council website to access information on how an MLAK system works and how to purchase a key. MetroAccess will explore other opportunities to install MLAK such as the Liberty Swing in Eltham North.</li> </ul>

Item of business	Details	Action
<b>5. National Disability Insurance Scheme (NDIS)</b>	<ul style="list-style-type: none"> <li>Families are expressing concern about loss of services, the process of planning and transition into the scheme. Small service providers will be moving into a competitive market. Concerns raised include:               <ul style="list-style-type: none"> <li>Merging of services</li> <li>Financial sustainability of providers</li> <li>Changes to core business such as extending hours, outreach and in home support</li> <li>Staff restructuring and costing.</li> </ul> </li> <li>Two Amaze sessions were delivered in partnership with Banyule City Council and St John of God Accord. 80 residents attended and 40 have signed up to attend 4 consecutive planning sessions in May. Valid, in partnership with Council will be running four workshops about how to prepare plans for the</li> </ul>	<ul style="list-style-type: none"> <li>MetroAccess will continue to work with National Disability Services who are funded by the National Disability Insurance Agency to support and build capacity of service providers. MetroAccess will develop strategies with NDS to produce targeted workshops for smaller potential service providers: small business, sole traders, allied health, neighbourhood houses and registered training organisations such as Living and Learning Nillumbik.</li> <li>MetroAccess to send out information on Amaze and Valid sessions to be circulated.</li> <li>All - please direct community to Council website under events for details of all NDIS planning and information sessions.</li> </ul>

Item of business	Details	Action
	NDIS.	
<b>6. Community Inclusion Network (CIN)</b>	<ul style="list-style-type: none"> <li>February Community Inclusion Network was hosted by St John of God Accord (now to be known as Accord Northern). The CIN was well attended and an excellent opportunity to understand the services, programs, future direction and space that Accord offers to Nillumbik residents.</li> <li>MetroAccess officers from the five Councils in the NDIS rollout site will support Valid to deliver the "Our Choices" expo on June 7 at Darebin Arts and Entertainment Centre. This Expo will be an opportunity for residents to access information about service providers, both new and existing, in the North East of Melbourne.</li> </ul>	<ul style="list-style-type: none"> <li>MetroAccess will continue to connect Council with Accord Northern to share information and opportunities to partner such as upcoming Amaze sessions for NDIS participants.</li> <li>MetroAccess to forward Expo information.</li> <li>All - Please encourage all of your networks to attend the next Community Inclusion Network which will be the Expo. <ul style="list-style-type: none"> <li>All - If you are a service provider please register a space at the Expo.</li> </ul> </li> </ul>

## **7. Next meeting date and location**

7 June 2016

**Darebin Arts and Entertainment Centre**

**Corner of Bell Street and St Georges road, Preston**

**12.30pm - 7.30pm**

**Date:** 4pm, 7 April 2016  
**Venue:** Manna Gum Rooms, Civic Drive, Greensborough  
**Chair:** **Cr Michael Young**  
**Minute taker:** **Christine Gibbins**

### **Order of business**

#### **1. Attendance**

Carol Jenkinson – Nillumbik Tourism Association  
Cathy Giles – Recreational Trails/Green Wedge Committees  
Donna Kilgour – Hurstbridge Traders Association  
Cr Michael Young – Nillumbik Shire Council (Chair)  
Christine Gibbins – Nillumbik Shire Council  
Darko Popovski - Nillumbik Shire Council (4.45pm)

#### **Apologies**

Anthony Aspridis – Monsalvat  
Cr Ken King – Nillumbik Shire Council

#### **2. Conflict of interest**

None was declared.

#### **3. Confirmation of minutes of previous meeting**

The minutes of the meeting held on 4<sup>th</sup> February 2016 were confirmed as true and correct.

Move: Carol

Second: Cathy

#### **4. Actions arising from previous minutes**

- Action: Traders Association committees to decide if specific township pages are needed and what content these should have.  
Result: Circulated to Marketing Coordinators for discussion at their next Traders Association meeting. Marketing Coordinators also discussed at 'Connecting Nillumbik' meeting. See below.
- Action: Christine to distribute draft schedule of rates once drafted for comment.  
Result: Still being drafted, draft to be circulated in second half of May.



- Action: Committee to give feedback on sample images for Come Take a Peek campaign and provide examples/descriptions of images that would be suitable for use in this campaign (which will then be professionally taken).

Result: Image of Montsalvat door and mosaic gate used on banners at launch, further discussed during this meeting. See below.

5. Item of business	Details	Comment/Action
Launch event	Christine confirmed the details of the launch event	Launch took place on 14 April – 70 guests in attendance, 20 local artisans on display, branded wine glasses were popular, excellent feedback received.
The Artisan Hills website and social media update	<p>Discussion took place regarding the inclusion of specific township information on the website. Following on from February's meeting, feedback from a couple of the traders associations (via their marketing coordinators) was that this information was not necessary. However further discussion amongst the committee resulted in the decision to include:</p> <ul style="list-style-type: none"> <li>• Pages for Eltham, Diamond Creek, Hurstbridge and 'rural townships'</li> <li>• Link to these pages from green bar under logo on home page (if possible)</li> <li>• Township page to include photo gallery, link to Traders Association website and a short descriptive paragraph.</li> </ul> <p>Information on our mudbrick heritage is missing from the heritage section of the website. The mudbrick tour does however appear in the events calendar.</p> <p>Home page background image was also discussed.</p> <p>Christine also outlined the social media approach we are taking – Council has engaged Dylan Stewart to manage our Facebook and Instagram accounts for an initial 3 month period. He will be interviewing 12 artisans from throughout the region (nominated by NTA and the Traders Associations) and profiling them on a 'Meet our Artisans' page on the website and via Facebook (boosted posts).</p>	<p>Search bar defaulting to Council website – fixed.</p> <p>Eltham has new website – update links – done.</p> <p>Christine to follow up with Marketing Coordinators for paragraph and photos</p> <p>Cr Young and Craig to provide information to be included on website in Heritage section.</p> <p>Committee to send through examples of the type of photo they prefer (professional photo will be taken once decision made)</p>

## Marketing Campaign development and roll out

Our brand launch marketing campaign is centred around the message 'Come Take a Peek'. The marketing plan suggests rolling this out via print, launch event, signage and online.

Christine has already organised a photoshoot/purchased a couple of images suitable for this campaign and 2 banners have been printed for the launch event (these will also be displayed at local festivals and events in the future).

Ideas from the committee for additional images include:

- Wedgetail Estate Winery – through the doorway to the vineyard
- Cyclist on top of hill with view
- Close up of person similar to the bearded man in brand style guide

The committee discussed having magnets on a cardboard backing card to encourage people to 'Come Take a Peek' and explore the website and region. These could be handed out in local businesses, at events, at Council etc.

Postcards will be used for the visiting friends and relatives campaign promoting #theartisanhills to be rolled out in the second half of the year. These will be sent to every household in the region and will include a blank space to write a message. Postcards can then be sent to a friend/relative outside the region.

Christine to explore this, and other promotion ideas, further with the aim being to find something that can be placed in businesses throughout the Shire and which is a memorable keepsake that puts the brand in front of locals and visitors and prompts them to 'Come Take a Peek' at the website and regional offering.

## 6. Next meeting date and location

2 June 2016

4-6pm

Manna Gum rooms, Nillumbik Council Offices, Civic Drive, Greensborough