

Minutes

Municipal Emergency Management Planning Committee

- Date: 29 August 2019 at 9.30am
- Venue: Council Chamber, Nillumbik Shire Council
- Chair: Diana Ferguson (VICSES)
- Committee: Kim Halse (Council - MERO), Norm Golgerth (Council - MFPO), Dean Gordon (Ambulance Victoria), Robert Henderson (CFA), Rohan Thornton (CFA), Quentin Addison (CFA Nillumbik Group), Ellie Mandritis (DHHS), Peter Dawson (MFB), Bill McGilvary, Peter Maw (Plenty Valley FM), Tony O'Connor (VicPol - MERC), Diana Ferguson (VICSES) and Glenn O'Donnell (Nillumbik SES).
- Guests: Mayor Karen Egan, Cr Jane Ashton, Blaga Naumoski, Suzanne Rouvray, Viraj Ballanthuda Achige, Leah Farrell (Council), Warwick Leeson (WCA) and Max Garner (Community).

1. Welcome and apologies

Diana welcomed Kim Halse, Emergency Management Lead who commenced with Council on 22 July 2019. Kim will take on the role as Executive Officer to the committee.

Apologies from members: Michael Chapman/Adrian Marshman (CFA Whittlesea/Diamond Valley Group), Jane Sizeland (DHHS), Dan White (DELWP), Rhiannon Caynes (DoT), John Siliados (Melbourne Water), Steve Watts (MFB), Chris Vassos (ParksVic), Matt Bristow (Red Cross), Mark Kop (Salvation Army) and Edmund Murphy (VCC).

2. Minutes of previous meeting

The minutes of the meeting held on 23 May 2019 were confirmed as a true and accurate record of the meeting. Moved by Rohan and seconded by Warwick.

3. Actions from previous minutes

Reports from actions from the meeting held on 23 May 2019:

- Laughing Waters Road access – Norm Golgerth reported that he conducted a site inspection and a number of areas have been identified

as being too narrow and that the roads need a formal assessment.

Action: Norm to distribute copy of report.

- CERA review – on the agenda for today, refer item 9.
- Committee members names to be on the agenda – Kim addressed Tony's concern that the membership of the committee will be covered in the update of the Terms of Reference that we hope to have for discussion at the next meeting. **Action: Kim to update Terms of Reference and distribute to members for discussion at the next meeting.**

4. Correspondence

Nil incoming or outgoing.

5. Contact details

No updates required from committee membership.

6. Municipal Fire Management Planning Committee (MFMP) Report

Diana handed over to Rob (Chair MFMP) to provide a report on the meeting held on 21 August 2019. Rob provided a summary on items below.

The draft Terms of Reference (ToR) was presented to the committee. Discussion was about membership, community representation, purpose and scope of committee. The draft will be further discussed at the next meeting before provided to the MEMPC for consideration and approval.

The Bushfire Mitigation Strategy was adopted by Council at their Ordinary Meeting on 30 July. Work is currently underway with the implementation working group who will meet to develop the action plan.

The Municipal Fire Management Plan 2019-2022 is scheduled to go to Council in December. A working group will soon commence the review of the Plan and integrate the Bushfire Mitigation Strategy. A special MFMP meeting has been set for 9 October to consider the final draft of the Plan. It is planned to provide the final draft out of session for MEMPC endorsement on 16 October.

7. Agency Reports

The Chair asked for agency reports by exception only.

Plenty Valley FM reported they have been recognised by EMV as one of the most engaged emergency management broadcaster in Victoria. Using an EMV grant has enabled them to make significant improvements to their broadcasting system, keeping the local communities of Nillumbik, Banyule and Whittlesea informed during an emergency. The station is a reliable and engaged emergency broadcaster and is a listener supported, not-for-profit local resource that relies on community support. The article can be found here: <https://www.emv.vic.gov.au/news/grant-helps-plenty-valley-fm-keep-their-community-in-the-know>.

Robert (CFA) reported that pre summer exercising and training have commenced and a Level 3 Exercise is planned at Kangaroo Ground ICC at a date to be advised. The seasonal outlook was discussed and Rohan added that watching the full briefing with EM Commissioner Andrew Crisp was more comprehensive than the reporting by the news media. The seasonal outlook from the BOM can be found here: <https://www.bnhcrc.com.au/hazardnotes/63>. The outlook shows above normal bushfire potential in the Eastern part of the State. Above normal bushfire potential refers to the ability of a large fire to take hold when you take into consideration the recent and predicted weather for a particular area, the dryness of the land and forests, recent fire history and local firefighting resources.

Peter (MFB) no significant events. Discussed smoke detectors, namely lack of smoke detectors and although not legislated AFAC recommends installation in bedrooms.

Ellie (DHHS) mentioned the annual emergency preparedness forum scheduled for 19 September. Agency representatives should book direct through eventbrite here: <http://www.eventbrite.com.au/e/dhhs-emergency-preparedness-and-engagement-forum-preparing-your-agenc-nwm-registration-67661177403>.

Glenn (Nillumbik SES) reported that are submitting an application for a planning permit for a generator at the unit. Glen also added that ten members have just passed road rescue accreditation.

8. General Business

Diana reported that the MEMP audit is due in May 2020 and that the MEMP and sub plans requiring updating. Diana stated that the MEMP audit is not just the Council conducting the review in isolation and the importance of agencies contributing to the review process. A pre-audit is scheduled for early December 2019. Kim advised that the MEMP is planned to go to Council for adoption early in the New Year. **Action: Kim to Distribute proposed timeline for review of the MEMP.**

Norm provided an update on Exercise Paen a functional exercise involving the activation of a mock Incident Control Centre (ICC) and a Municipal Emergency Operation Centre (MEOC) with Banyule and Whittlesea. Part 1, exercising the ICC component was conducted on 28 August 2019.

9. CERA Review

Diana introduced CERA, providing context and scope for the review of risks. Diana facilitated review of the Flood and Storm worksheet making amendments on the document.

Rohan commenced facilitating the Bushfire – Large regional risk review. The review was stopped by the Chair as the review took much longer than planned given the challenges of the committee to heed the scope of the review. It

should be noted that the detail on how to address the risk is appropriately dealt with in the plans, not in CERA.

In order to progress CERA a smaller working group of agencies and Council only to meet on 8 October 2019. The group will consist of Diana (SES), Rohan/Robert (CFA), Ellie (DHHS), TBA (DELWP), Steve (MFB), Tony (VicPol) and Kim/Norm (Council). DELWP should also be represented. **Action: Norm to seek representation from DELWP. Suzanne to send meeting invite to CERA working group for 8 October 2019.**

10. Next meeting date

The next meeting is scheduled for Wednesday 20 November 2019 from 11.30am to 1.00pm in the Council Chamber.

Meeting concluded at 12.40pm.

Attached reports:

- DHHS
- MFB
- Plenty Valley FM
- VICSES

Action

Municipal Emergency Management Planning Committee

Meeting	Action	Who	Due	Status
29/08/19	Distribute Laughing Waters Road report to members for information.	Norm	16/09/19	
29/08/19	Update Terms of Reference and distribute to members for discussion at the next meeting.	Kim	01/11/19	
29/08/19	Distribute proposed timeline for review of the MEMP.	Kim	16/09/19	
29/08/19	Arrange for DELWP representative to attend CERA working group meeting on 8 October 2019.	Norm	09/09/19	
29/08/19	Send meeting invite to CERA working group for 8 October 2019.	Suzanne	11/09/19	



MINUTES

Positive Ageing Advisory Committee Meeting

Friday 6 September 2019
12.00pm – 2.00pm
Ellis Cottage, Diamond Creek

Accepted: Katie Camilleri (NSC), Iwona Trickett (NSC), Cr Grant Brooker, Norm Wearne, Gail Clayton, Pam Johnson, Philip Green, Ray Carrol, Sabi Buehler, Karen Coulston, Ingrid Motcshall, Gertaud McDonald

Apologies: Richard Kottek, Rebecca Burton, Anne Fitzpatrick, Pam Johnson, Deanna Finn

No.	Agenda item	Notes
1	Welcome and Acknowledgement of Country Chair	Cr Grant Brooker
2.	Confirmation of meeting minutes Outstanding actions – Action Summary Chair	Minutes moved by: Gail Clayton Minutes seconded by: Philip Green Action from last meeting: Nil comments
3.	Guest speaker: Nillumbik Historical Society Jean Verso	Built in 1865 by William Ellis who came out to Diamond Creek in 1842 from Devon. Cottage went into ruin in 1970's and in 1989 it become the HQ for the Nillumbik historical society. The Nillumbik Historical Society rebuild the cottage. Membership has reduced over the years and they now have a small (but very active) committee of 7 people. The Nillumbik Historical Society have a partnership with VCAL students from Diamond Valley college, the Montmorency RSL and Men's shed. Members from the Men's Shed have mentored the students and worked with them to create a garden for Ellis Cottage. On Friday's they also have a work placement from St Helena college who is doing archiving and Jean recognised the value of this intergenerational learning and skill/information sharing by having students involved with Ellis Cottage and the historical society. Cr Brooker acknowledge the wonderful work that the historical Society have been doing on limited funding.
4	Review of Community Transport and	Nillumbik Shire Council have engaged Genesis Solutions as consultants to conduct a review of services for Aged Care transport and social/physical isolation. Anna has

	<p>Social connection in Nillumbik David & Anna</p>	<p>come along to the Positive Ageing Advisory Committee to get some feedback from the members to help us understand what these services could look like into the future.</p> <p>Some of the feedback discussed included:</p> <ul style="list-style-type: none"> • Wattle festival – 3 different precincts and a very long distance between them, shuttle bus would be a great way to get people from point A to point B. This could be extended to all festivals and major events to ensure they are accessible and inclusive of everyone • Transport to support linkages to other existing public transport (train & buses) • More regular schedule / route like the Saturday bus • Encourage community groups to think about hiring the community bus for their own events & activities <p>If you think of any other feedback or ideas for Community Transport in Nillumbik please feel free to pass this on to Katie.</p>
5	<p>Healthy & Active Ageing Expo Katie & Ingrid</p>	<ul style="list-style-type: none"> • Expressions of interest are now open for exhibitors to take part in the event – more information at https://www.nillumbik.vic.gov.au/People-and-family/Community-Support-Services/Healthy-Active-Ageing-Expo • Some of the working group volunteer members are currently working on parking for the event – we will also be organising the community bus to be available to run a shuttle service to and from the station and the event • Ingrid has had the idea of encourage Eltham High school to run a project with the students for the event - to write about what services they would like if they were older. • Ingrid highlighted that in Perth (Rockingham) they had points where people could recharge their scooters. They also ran an initiative called Dementia cafés – once a month engages people with dementia and their carers to come and have a coffee. Philip that a similar project received funding under Pick my Project in Blackburn – to go to various locations and sit and chat in safe and secure locations (usually in church halls) • ACTION: Katie to add Dementia Café on agenda for next meeting – Philip to present and perhaps for group to discuss. Dementia awareness months in September – opportunity to plan for 2020

		<ul style="list-style-type: none"> • The Melbourne Seniors and Disability Expo is coming up at the Exhibition Centre on Friday 22nd and Saturday 23rd November – members are encouraged to go along if they are interested to gather some ideas for our Expo and other opportunities in the future (great networking opportunity with service providers and other organisations) • If you have any other ideas or things you would like to see at the Expo please let Katie or Ingrid know and they will feed this back into the planning committee
6	<p>Seniors Festival Katie</p>	<p>Nillumbik Seniors Festival Program Festival program has been distributed. State-wide and local programs are available at any Library, Living and learning centre and the Hurstbridge Community Hub in Nillumbik. The events have also been advertised in Nillumbik News and the Ageing Well in Nillumbik Newsletter.</p> <p>Discover on the Green Seniors Festival event is coming along great – Katie till put a call out shortly to anyone who might want to come along and help out throughout the event (if you are not already promoting your own organisation / club).</p> <p>Reminder: Victorian Senior of the Year Awards & Launch event. Community bus will leave council reception and travel to government house. 22nd October. Katie to provide more information closer to the event.</p>
7	<p>Roundtable All</p>	<p>Gertraud</p> <ul style="list-style-type: none"> • Suggested idea: intergenerational projects for Seniors festival • Highlighted a project delivered in Ballarat called ‘the Rebel elders’ – 10 elders who have an able story to tell. They presented their stories to young musicians, who composed lyrics with the older people, 10, 5 min acts were presented on stage or on video. Suggested that a similar project could be created in Nillumbik for year’s Seniors festival. There are many schools in Nillumbik that could work together. • Also highlighted that Bunnings have a concrete wall that could become a community arts project (getting community members involved to create a mural). Again could be an intergenerational project. Negotiate with Bunnings to do this. And launch at seniors festival. ACTION: Gertraud will make contact with Bunnings.

		<ul style="list-style-type: none"> • ACTION: Katie to organise a brainstorming session with the Arts & Culture team and Youth to discuss Gertraud's idea and opportunity for a future project <p>Sabi</p> <ul style="list-style-type: none"> • any activities being planned that organises are making sure its accessible for older people and people with a disability. <p>Action: Katie will speak with inclusion team and event team to see how accessibility in incorporated into planning of events in Nillumbik.</p> <p>Gail</p> <ul style="list-style-type: none"> • Highlighted the new program 'Old people's home for 4 year olds' on ABC. Could be a great project for Nillumbik. More information at https://www.agelessplay.com.au. ACTION Katie to follow up with Early Years to see if there is a possibility of partnering to run this in Nillumbik <p>Philip</p> <ul style="list-style-type: none"> • Met recently with Commissioner for Senior Victorians Gerard Mansour who gave some great feedback on his Menz Den initiative • Will also be meeting with Kate Twaites and Kevin Andrews shortly • OMNI meetings – these are held at council facilities however due to renovations and works happening by Council they are in need support during this time to have somewhere to go. Suggested that when these things are planned by Council that the groups using the facilities (not just the football and cricket clubs) are considered. – Katie has organised alternatives for the Eltham OMNI group who is being relocated in October. Facilities may be managed by football groups and council may not be aware off all the groups that are using the facilities. In these instances please contact Katie • Philip is currently developing an information sheet on how to use and expo space for groups participating in Discover on the Green. • Would like to see Nillumbik become a Dementia Friendly City – Council are working towards this but not something that can be achieved overnight. Currently focusing on community awareness with
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		<p>two sessions held this September for Dementia Awareness month</p> <ul style="list-style-type: none"> • Philip also requested whether we can we have more local photos used for promotions rather than the generic ones. Katie advised that Council has engaged photographer to update some new photos. • Discover on the Green event is coming along very well. Information will be seen to all exhibitors shortly on what is expected on the day. Bring ipad with photos. Space is limited. <p>Karen</p> <ul style="list-style-type: none"> • U3A has become very Eltham centric, have contacted people to run classes outside of Eltham. Need tutors. <p>Ray</p> <ul style="list-style-type: none"> • Eltham Men’s shed – received a grant from Council to train members in first aid. 19 people attended the first aid training and 5 on the way to be trained. • Two new sheds for Eltham are under construction and due for completion later in the year. Not ready for senior’s festival however the open day will be next year. • Housing for Older Australians document – Richard sent report to all members that had some valuable reflections. Council will commence consultation in the housing strategy so the PAAC will have the opportunity to feedback into this <p>Norm</p> <ul style="list-style-type: none"> • Historical society - the photographs and documents are preserved professionally. The VCAL program has well illustrated the intergenerational partnerships. • There are 11 historical societies. Not just restricted to the older generations.
8.	<p>Other updates Katie</p>	<p>Wattle Festival update Katie acknowledged and thanked all members who volunteers during the Wattle Festival – it was a great day and we were able to connect with a number of different people and groups and get the word out about who the Positive Ageing Advisory Committee is. Well done all.</p> <p>Panton Hill festival 29 Oct</p>

		<p>Opportunity to have a table at this festival similar to Wattle Festival. Katie advised that she is not available for this date but would be happy to support the committee in organising this if it is something they are interested in. If anyone would like to be involved please let Katie know and she will help to coordinate.</p> <p>Media Release - \$25,000 grant Some confusion around this Media Release that went out from Council a few weeks ago. The \$25,000 grant received from DHHS through their Senior Participation Grant is related to the project previously discussed which will be called 'Nillumbik Community Connect'. The funding was received based on replicating Whittlesea's Senior Link up project and will include the development of a community directory, and volunteers who will support venerable older people to connect in with services, activities and clubs in their local area. If you would like more information please contact Katie.</p> <p>The project will be delivered in 3 phases with the Community Directory component commencing shortly and due to launch at the Healthy & Active Ageing Expo in March 2020.</p> <p>Ageing Well Survey (online)</p> <p>The Ageing well survey is now open for you to have your say. It takes around five minutes to complete this survey and is completely anonymous.</p> <p>Both the international and Australian research show the importance of ageing well, but we don't know enough about what older people themselves think are the most important areas of focus.</p> <p>Here is your chance as a Victorian senior to have your say and to inform the work of the Commissioner for Senior Victorians, as we move toward the World Health Organization Decade of Healthy Ageing in 2020.</p> <p>Complete the online survey at https://www.seniorsonline.vic.gov.au/news-opinions/latest-news/Have-your-say-Ageing-well-survey</p>
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Next Meeting: Friday 1 November, 12-2pm
 Manna Gum 1 & 2, Civic Centre Greensborough

Action Summary

Agenda item	Responsibility	Start date	Action required	Progress to date
a) Guest speakers	Katie Camilleri	3 May 19	Katie to make contact with North East Chinese Community Group and invite along as guest speakers to a future meeting	On hold Will explore for future meeting
b) Eltham & Diamond Creek Structure plans	Katie Camilleri	7 June 19	Katie to follow up with Paul and invite to a future meeting for an update.	On hold Next Milestone is release of draft plans for public consultation in October.
c) Discover on the Green Seniors Festival event	ALL	7 June 19	More information to be sent to exhibitors in preparation for event. Katie to organise a roster with PAAC members.	In progress
d) Dementia Café	Katie Camilleri / Philip Green	6 September 19	Katie to add Dementia Café on agenda for next meeting – Philip to present and perhaps for group to discuss. Dementia awareness months in September – opportunity to plan for 2020	In progress September meeting
e) Ageless play	Katie Camilleri	6 September 19	Katie to follow up with Early Years to see if there is a possibility of partnering to run this in Nillumbik	
f) Intergenerational projects 2020	Katie Camilleri / Gertraud	6 September 19	Katie to organise meeting with Arts & Culture to discuss ideas for intergenerational arts project. Gertraud to follow up with Bunnings about concrete wall for community arts project	