

Crisis Leadership Team Meetings - Summary of Actions - 2025					
Attendees: Executive Team members, Dale Gilliatte, Rory MacDonald					
MCCRAE LANDSLIPE INCIDENT - 13/1/2025					
Date of meeting	Item for discussion	Action Owner	Status	Summary of Discussions	Actions
15/1/01/2025 - Attendees: Bulent Oz, Davey Smith, Renae Littlejohn, Dale Gilliatte, Randal Mathieson, Carly Amado, Mark Schubert, Cheryl Casey, Emily Harkin, Rory MacDonald, Patrick Dillon					
001	Review of key outcomes from previous meeting	Bulent Oz		Bulent provided a recap from the previous meeting. Point of note - we need to respect the privacy of officer involved in landslide. Confidentiality and the need to respect privacy was emphasised. Noted that Randal prepared org message.	ACTION: Randal to prepare org message
002	Situation report (Emergency Management and Statutory Building)	Dale Gilliatte / Rory MacDonald	Ongoing	<p>FOI and legal considerations - Discussion regarding the privacy considerations, potential FOI request. Emily confirmed OK to take minutes for these meetings, not Copilot. Can argue professional legal privilege. Agreed we need to take high level notes/details.</p> <p>Traffic management plan Dale provided update on traffic management particularly re Point Nepean Road, which is closed with localised traffic and Bay Trail is open.</p> <p>Geotech work / LIDAR Geotech assessments commencing at 11am this morning, with costs at \$25K for work. Ongoing maintenance costs estimated \$30K per week, costly exercise. Understanding the water source is crucial before committing further. Will have a better understanding tomorrow.</p> <p>Water testing updates - Water tests showed no chlorine or fluoride, possibly indicating a natural water source. A previously unknown SE water tank was discovered, which may be contributing to the water source. Further testing will be conducted. Could be a SE water responsibility - Geotech onsite looking at how we can trace it back to area. A waiting game at this stage.</p> <p>Davey highlighted Charlesworth Street recently dug up and water has been redirected, could be a contributing factor.</p> <p>Media queries and past actions: Bulent raised concerns about media enquiries regarding past events (from 2022). Dale noted that legal processes were in place and couldn't comment on past actions.</p> <p>Bulent - Once it was reported 2 years ago - we need know what did we - did we advise anything? Rory will speak to the team to summarise actions taken over the last few years.</p> <p>Davey - Unable to locate any information from last time what we did, sent emails re work orders through MBS - infrastructure, property owners - to do works within timeframe.</p> <p>Emily - [Redacted] Bulent and Emily will discuss offline.</p> <p>Dale - no one has put forward pay for investigation - quietly cooling - sat with legal and not progressed.</p> <p>Emily - [Redacted]</p> <p>WorkSafe Update: Rory advised - Notification from WorkSafe about inspections today, and another round of inspections on Monday. Jack Divers has been appointed to MBS with delegations, and evacuation orders are being formalised. Carly advised 2 inspectors around the incident one and one re preventative measures, another inspector coming out on Monday and meeting with Justin</p>	<p>ACTION: Minutes will be taken</p> <p>ACTION: Rory to speak to team to summarise actions taken over the last few years</p> <p>ACTION: Bulent and Emily [Redacted] and there was agreement to send draft orders for evacuations once final approval is given.</p>
003	Communications	Randal Mathieson	Ongoing	<p>Bulent - Comms - Randal - sharing information with community and media - Mayor asked for more timely information; Any information - Randal can get it from this group - only relevant information councillors needs to know.</p> <p>Patrick - highlighted that orders may get into the media - Once we can get advice on orders, Randal can summarise and update Councillors at high level, minutes will be a good source of information.</p> <p>Randal highlighted the Mayor was due to go on 'Meet the Mayor' ABC segment today, unfortunately Mayor is not well. Lot of talk back callers will want to be discussing the landslide at McCrae. Will reschedule interview at a later date.</p> <p>Randal also highlighted that the bulk of the questions from the media is around the 2022 incident, we have a holding statement, that legal proceedings are underway, need to prepare a statement for the Mayor around the issuing of evacuation orders to homeowners.</p> <p>Noted that Simon McKeon (former Australian of the Year, GSEM delegate and home owner in McCrae) has been quoted in the Age and ABC TV - saying enough is enough, authorities need to do something and take action.</p> <p>Patrick - raised the matter of the MAV Guidelines and Crisis Management Plan (shared by Bulent) noting the guidelines are very clear that the Mayor should have minimal activity, very clear in the documentation what should and shouldn't be done. We have plans and strategies in place. Mayor shouldn't be making comment and should be following prepared statements. Mayor is very active in this space.</p> <p>Suggested that documentation should be shared with MT reminding everyone re processes and the no staff should be speaking to media. A good reminder - Randal to share.</p>	<p>ACTION Randal and Bulent to work on high level update to Councillors</p> <p>ACTION: Randal to share documentation to MT re processes in place and reminding staff not to speak to media.</p>
004	Ground spring water responsibilities / liability issue	Davey Smith		<p>Liability and water source Davey raised the issue of natural ground water springs and the the possible cause. Who is responsible for ground water and impact on properties? Is there any responsibility on council ?</p> <p>Emily [Redacted]</p> <p>It was also highlighted that there may need to be discussions with state government ie DECCA and the assisting of licences that tap into bore or natural springs.</p>	
007	Community Engagement / Ongoing relief needs	Renae		<p>Renae raised the importance of community engagement to avoid interpretation. Consider putting something in CEO Message and update.</p> <p>Bulent requested an update on the Relief Centre. It was clarified it is a Relief Hub not a Relief Centre - there is a difference. Dale clarified that the Relief Hub would transition to the Visitor Support Centre with one officer on site. Noted other neighbouring councils had offered assistance, resources. Dandenong and Frankston CC had been in touch.</p> <p>Dale emphasised the recent community meeting, a lot of questions raised outside his remit. Noted the meeting was secretly recorded by community. Suggested a community newsletter would assist to keep community informed. There will need to be a future community meeting with Council reps. Suggested Emily, Davey, Infrastructure team, and Building team need to attend. Questions were recorded and themes captured. ACTION: Dale will share questions.</p>	<p>ACTION: Consider CEO Message and community engagement and staff talking about incident to avoid misrepresentation.</p> <p>ACTION: Dale to share questions/themes from community meeting.</p> <p>Future community meeting will be arranged with Emily, Davey and teams to be in attendance.</p> <p>ACTION: Development of a community newsletter</p>
008	Mental health support / Staff Support and Fatigue	Cheryl / Carly and Patrick		<p>Cheryl raised concerns about psychological support and whether Red Cross was involved. Dale confirmed the community support services were available, with Legal Aid also present.</p> <p>Carly highlighted concerns regarding staff burnout and fatigue, with the need for breaks and support. Patrick also highlighted the impact on staff morale and suggested the use of the EAP</p> <p>Question was raised in relation to our Contractors and impact ie Dale who was at the community meeting.</p>	ACTION: Bulent, Carly and Randal to discuss re messaging and impact on Contractors.
009	Ongoing decisions and process			<p>Bulent raised the matter of the Hub and moving to the Visitor Support Centre and having one officer. Dale emphasised it is a Relief Hub. Bulent emphasised what and when decisions are made, can we please bring these decisions that are required back to this group/Exec - we need to consider it as well.</p>	ACTION: Noted that any decisions to be made need to come back to this forum/Exec
010	Offer of support			<p>Bulent - A number of CEOs reached out to me offering support re MBS, comms, any area - support - if you feel low in resources etc - please reach out and we will organise.</p> <p>Cheryl highlighted that Dale is also doing his substantive role - will monitor this - just a flag at the moment and will be monitored. Keep on agenda.</p>	
011	Investigation of water source	Davey / Dale		<p>Davey asked who was leading the investigation into the water source.</p> <p>Dale confirmed SES and the Geotech systems were overseeing this and confident in this approach. We are waiting to see who's responsibility it will be. In the meantime, we are taking direction from SES.</p>	
012	Costs / Disaster Relief Grant etc	Cheryl / Bulent and Dale		<p>Cheryl raised the matter of budget line and any work in terms of advocacy from state re funding. This is an unfunded emergency event, will have significant costs. There will be a role for the Mayor or CEO to put pressure on state to recoup. We need to wait to understand who is responsible, then we would be asking Mayor to push on to state government.</p> <p>Bulent raised the Disaster Relief Grant - Dale advised we will not be eligible given this is not a weather event, an is a naturally occurring thing ie natural springs.</p>	
013	Next meeting	Bulent Oz		<p>Bulent - advised there will be another meeting tomorrow at 8.30am. Will be sharing information with Councillors at very high level. Thank you to everyone for your hard work, Dale, Rory and the teams, needs to be acknowledged. Meeting closed at 9.15am</p>	

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1	Crisis Leadership Team Meetings - Summary of Actions - 2022				
2	<i>Attendees: John Baker (CEO), Mark Brady (DCS&BI), Pauline Gordon (DCS), Mike McIntosh (DP&IS), Amanda Sapolu (L&G), Randal Mathieson (Comms), Kelly Gillies (P&C), Fiona McGilton (EO CEO), Shannon Maynard (Safety & Compliance),</i>				
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6	Date of meeting	Item for discussion	Action Owner	Status	Summary of outcome / items to note
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8	30/11/2022 (Attendees: John Baker, Fletch, Dale, Amanda, Jo B, AJ, Randal, Sam Stanton,)				
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13	Irrelevant & Sensitive				
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18	25/11/2022 (Attendees: John Baker, Fletch, Dale, Amanda, Jo B, AJ, Randal, Sam Stanton,) **Tom apology - sent email with update				
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20	Irrelevant & Sensitive				
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28	21/11/2022 (Attendees: John Baker, Mike, Sam Stanton, Tom HS, Dale, Daniel, Shannon, Fletch, AJ, Randal, Bulent, Justin Sanders)				
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41	17/11/2022 (Attendees: John Baker, Mike, Sam Stanton, Tom HS, Dale, Daniel, Shannon, Fletch, AJ, Randal, Bulent, Justin Sanders)				
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15/11/2022 (Attendees: John Baker, Mike, Sam Stanton, Jo Bradshaw, Tom HS, Dale, Daniel, Shannon, Fletch, AJ, Randal, Bulent, Amanda Sapolu, Justin Sanders, Jaimie Green, Daniel Hinson, Laura Crilly)

001	Penny Lane landslip in McCrae	Fletch / Derek	Ongoing	SES notified. Landslip affecting 4 units and 3 homes, everyone has been evacuated that has needed to. Virginia Richardson will meet with them at McCrae plaza. The road on Point Nepean closed road both directions. Have contacted Dept of Transport to redivert school buses. Water has stopped flowing, Geotech arriving at 1.30pm today.
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Irrelevant & Sensitive

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62	Irrelevant & Sensitive				
63	010	Communications	Randal	Ongoing	Lots of moving parts to this. Send information through to comms website so they can compile and determine appropriate way to share. Directing community to 1300 number. Mayor has spoken to Channel 7, 9 and ABC Radio. Getting message out there re drainage issues, community seems to be blaming Shire for not maintaining drains, this is not the case. We have communicated that our drains are maintained it is just a massive amount of rainfall. A comms staff member can attend meetings regular with Shannon's regular meeting
64	Irrelevant & Sensitive				
65	Irrelevant & Sensitive				
66	31/01/2022				
67	Additional attendees: Carly Amado (Acting P&C)				
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70	Irrelevant & Sensitive				
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