

# Clarence Valley Council

Clarence Valley Local Emergency Management Committee



Monday 26th July 2021 – 10:03am

CVC Rushforth Road Works Depot, Tyson St, South Grafton

## Minutes of meeting

**Attendance:** Jamie Fleeting - CVC Chairperson, Joanne Reid – NSW Police, Tammy Nagle – NSW Police, Shane Landrigan – CVC LEMO, Jason Ward – CVC, Patrick Ridgeway – CVC, Ben Buckland – TfNSW, Sue Chapple – SES, Jack Wallace – NSW Health, Jessica Houghton – DCJ, Chris Bond – REMO, Richard Taffs – Marine Rescue, Greg Lewis – Fire & Rescue, Mark Sekulic – SES, Michael Read – Port Auth (Yamba), Terry Murphy – NSW Ambulance, Maryanne Sewell – NSW Health, Jennifer Jimmink – Service NSW, Steve Green – DPI, Stuart Watts – RFS, Clair Murray – Birragan Gargle, Peter Sweatman - NSW Life Saving, Scott McCartney – Aust. Lifeguards, David White – Serco, Scott Carmichael – Communities & Justice, Terry Robinson – Jana Nagalee LC, Robert King – Baryulgil LALC, Chris Moc – ADF, Dan Madden – NSW Health, Susan Davidson – LLS,

Item		Discussion/ Comments	Additional Notes
01	<b>Welcome</b>	Acknowledgement of Country	Jamie Fleeting
01.01	<b>Apologies</b>	Dan Madden (couldn't access Teams option)	
01.02	<b>Quorum</b>	<b>Quorum:10</b> (CV LEMC currently has 17 members and 10 observers)	Total voting members at today LEMC - 13 – quorum reached

02	LEMO MEMBERSHIP AND STRUCTURE	Additional Notes																				
02.01	<p>The LEMC Structure is provided in Attachment 1. Where applicable it has been amended to include the below changes in LEMC representation.</p> <p>Outgoing LEMC Representatives:</p> <table border="1" data-bbox="203 264 1357 373"> <thead> <tr> <th>NAME</th> <th>ORGANISATION</th> <th>TITLE</th> <th>MEMBER/OBSERVER</th> </tr> </thead> <tbody> <tr> <td>David Officer</td> <td>I &amp; I NSW</td> <td></td> <td>Member</td> </tr> </tbody> </table> <p>Incoming LEMO Representatives:</p> <table border="1" data-bbox="203 469 1357 632"> <thead> <tr> <th>NAME</th> <th>ORGANISATION</th> <th>TITLE</th> <th>MEMBER/ OBSERVER</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NAME	ORGANISATION	TITLE	MEMBER/OBSERVER	David Officer	I & I NSW		Member	NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER									<p>Still a few changes needed and the contact list updated.</p>
NAME	ORGANISATION	TITLE	MEMBER/OBSERVER																			
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03	CONFIRMATION OF PREVIOUS LEMC MINUTES	Additional Notes																				
03.01	<p>Ordinary Meeting held Monday 8<sup>th</sup> March via video conference call using Microsoft Teams.</p>	<p><b>Mover:</b> Sue Chapple <b>Seconder:</b> Joanne Reid</p>																				
04	BUSINESS ARISING FROM MINUTES	Additional Notes																				
04.01	<p><i>Hawthorne Park and Grafton Showgrounds as potential evacuation centres?</i></p> <p>There's a potentially new site at the TAFE at Trenayr – going over an agreement with them and signing of a waver. This site is suitable for livestock but can also accommodate people and smaller animals.</p>	<p>Incomplete – need to meet DPI /DCJ and assess these sites to ensure they meet the required criteria.</p> <p>An audit on this site is required – suitability for fire/flood events</p>																				
04.02	<p><i>Evacuation Centres for Lawrence and Ewingar</i></p> <p>Ewingar - representatives have been contacted</p> <p>Lawrence - not sure of the site but also need to be mindful of overextending resources</p> <p>Terry – Malabugilmah wants to know where does his village fit?</p>	<p>Incomplete</p> <p>Dependant on type of emergency.</p> <p>Shane advised that Malabugilmah has been added to the EMPLAN – Shane Ha Jess to visit</p>																				
04.03	<p><i>NPWS and Forest Corp observers on the LEMC</i></p> <p>Not sure of their representative but will make contact</p>	<p>Incomplete</p>																				

04.04	<p><i>Bluff Bridge - Reports of a person who drove into the flood water during that last flood even apparently because not enough signage and the flashing lights not visible. Council to be more proactive in events of torrential /flash flooding and have signs earlier.</i></p> <p>The signage has been fixed - illumination of signs rectified</p>	Complete
04.05	<p><i>COVID – Looking at potential COVID pop up clinic sites just in case there is an outbreak. Sites need to have disability access.</i></p> <p>Talking with local private organisations for potential drive through sites like the 4 sites set up between Tweed and Lennox.</p>	Need additional testing in remote areas
<b>05</b>	<b>BUSINESS FOR THIS MEETING</b>	<b>Additional Notes</b>
05.01	<p><i>Flood Response/ EOC Discussion. (Sue C)</i></p> <p>March Flood - The road closure for Yamba Rd, people indicated there was not enough notice – communications/information were not coming in fast enough due to extreme flooding further down South.</p> <p>Ben (TfNSW) – Chatsworth road closures during flood works ed and as it was designed to do. TfNSW happy with communications around Yamba Road closures</p> <p>Terry (Jana Nagalee) -No communication for the Malabugilmah community during emergency events</p> <p>Sue C (SES) – My Roads Service provided by CVC is available for Road Closures and SES number to call for assistance</p> <p>Jo R (Police) - Help is available and every situation is triaged.</p>	
05.02	<p><i>Scheduling a tabletop / discussion or exercise looking closely at the Evacuation of Rathgar RACF and other RACFs in Grafton that may also be at risk during flooding events. (Maryanne S)</i></p> <p>Organise an exercise to look at similar floods and discuss updates to their Evacuation Plan.</p> <p>Issues around the reimbursement of accommodations and travel - NSW Resilience have put together a Resilience Guide to help with reimbursement etc.</p>	Shane to communicate with Rathgar Lodge regards discussion/exercise
05.03	<p><i>Discussion- concerns in relation to COVID 19 and the potential for the virus to spread into vulnerable, isolated and/or remote Aboriginal communities in the Clarence Valley such as Ngaru, Baryulgil and Malabugilmah (J Reid)</i></p> <p>Drafting up a Community Action Plan (CAP) for each community – this is a live document that will be updated on a regular basis and will evolve as the COVID virus evolves. Discussing need to be had with Health and AMS to develop community education that would be helpful in this current situation.</p> <p>Provide a list of names/residence for Police to use for accountability – endorsement from LEMC required</p>	There is no place in Yamba to set up if a COVID outbreak happens!

06.01

**Written Reports:** Table below indicated those received as at 20/06/2020. Written reports enable LEMC members to read, seek clarification and resolve issues prior to the meeting. Any issues in written reports to be raised by reporting agency.

LEMO	16/18	06/19	10/19	03/20	06/20	10/20	03/21
Busways	x						
Clarence Valley Council	x						
Coffs Clarence Police	✓	✓	✓		✓	✓	✓
Essential Energy	x						
Fire & Rescue	x		✓	✓	✓	✓	✓
Marine Rescue	x	✓					
NSW Health	x						
NSW Ambulance	x			✓			✓
NSW DPI	x						
NSW DCJ	✓	✓	✓	✓	✓	✓	✓
NSW RFS	x		✓		✓		✓
NSW SES		✓		✓	✓		✓
Nymboida Wilderness Rescue		✓	✓	✓			
Port Authority of NSW		✓					

No late reports tabled for this meeting

RMS (Maritime)							
RMS (Roads)							
Surf Life Saving				✓	✓		
REMO					✓		

**Verbal Reports:** will not generally be accepted unless allowed by the Chair. If they are accepted they will follow the same format as written reports, detailing:

- Emergency Plans/Procedures
- Community Emergency Education campaigns
- Staffing or assets changes
- Emergency Exercises/Training
- Emergency Response activities
- Issues for LEMC discussion

<b>07</b>	<b>MAJOR EVENTS CALENDAR</b>	<b>Additional Notes</b>
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07.01	<p>This list has been compiled based on information from <a href="http://www.clarencetourism.com">http://www.clarencetourism.com</a>.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr style="background-color: #ADD8E6;"> <th>EVENT TITLE</th> <th>EVENT LOCATION</th> <th>EVENT DATE</th> </tr> </thead> <tbody> <tr> <td>PBR Grafton Invitational</td> <td>Grafton Showground</td> <td>18/09/2021</td> </tr> <tr> <td>Eat Street Yamba</td> <td>Yamba</td> <td>03/10/2021</td> </tr> <tr> <td>Clarence Valley Country Muster</td> <td>Calliope</td> <td>25/10/2021</td> </tr> <tr> <td>Grafton Jacaranda Festival</td> <td>Grafton</td> <td>29/10/2021 – 03/11/2021</td> </tr> </tbody> </table>	EVENT TITLE	EVENT LOCATION	EVENT DATE	PBR Grafton Invitational	Grafton Showground	18/09/2021	Eat Street Yamba	Yamba	03/10/2021	Clarence Valley Country Muster	Calliope	25/10/2021	Grafton Jacaranda Festival	Grafton	29/10/2021 – 03/11/2021	<p>Committee members are requested to forward though any other major events they are aware of for inclusion to Shane Landrigan.</p> <p>Terry – Why can't these events be postponed until COVID settles down?</p> <p>Jamie – this will be assessed as time draws closer</p>
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<b>08</b>	<b>GENERAL BUSINESS</b>	<b>Additional Notes</b>
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08.01	<p><i>Sue C</i> – CV cluster of units has been revised and there will be 5 units allocated to Sue C and 4 units allocated to Mark – this will be more manageable</p>	
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08.02	RMEC (Chris B) - will be a Microsoft teams meeting  NSW Trains – holding “Emergency Management” training session. An overview available on the web at <a href="https://emtraining.nsw.gov.au/">https://emtraining.nsw.gov.au/</a>	Mr Michael ? retiring
08.03	Mark Elm- appointed Deputy Zone Commander – Northern (SES). Mark is interested in sitting in on these meetings.	
08.04	Matthew Airey PH:02 9471 8092 M:0466 488 616 E:mairey@surflifesaving.com.au Recently moved into the role of full-time Emergency Management Co-Ordinator for Surf Lifesaving NSW.	Can help at the state level via the emergencymanagement@surflifesaving.com.au
08.05	<i>LEMO Network</i> . A network of LEMO’s meeting once a month to discuss issues and share knowledge. Currently have had 3-4 Teams meetings.	Example of Local Disaster Management Officers’ Network (Qld)
08.06	<i>LEMO position update</i> : A fulltime LEMO position has been identified in the new adopted organisational structure and title will be Coordinator Emergency Management and Resilience. The position has not been advertised yet.	
08.07	EMPLAN is endorsed but not signed	
09	<b>MEETING CLOSE / NEXT MEETING</b>	
	Next meeting 8th November 2021	
	<b>Meeting Close</b> 11:25am	



# LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

## CLARENCE VALLEY STRUCTURE

LEMC Members

LEMC Observers

