

Clarence Valley Local Emergency Management Committee

Monday 2nd March 2020 – 10:00am
CVC Rushforth Rd Works Depot, South Grafton

Minutes

Attendance:

Peter Birch, Shane Landrigan, Patrick Ridgeway, Dan Madden, Peter Sweetman, Gray Stride, Paul Daniel, Richard Taffs, Sue Chapple, Joanne Reid, Scott Acton, Michael Read, Bruce Cooper, David Officer, Greg Lewis, Jason Ward, SW, Bree Hiatt, John Couttie, Jen Jimmink, Stuart Watts, Peter Richards

Item	Discussion/ Comments	Reporting Officer	Additional Notes	Action Officer
01	Welcome	Acknowledgement of Country	Peter	
01.01	Apologies	Amanda Causley, Scott McCartney		
01.02	Quorum	10 (CV LEMC currently has 18 members)		
		Total Members at todays LEMC: 11 - Quorum reached – Yes		
02	LEMC Membership & Structure			
	The LEMC Structure is provided in Attachment 1. Where applicable it has been amended to include the below changes in LEMC representation.			
	Outgoing LEMC Representatives: Troy Anderson-Clarence Valley Council			
	Incoming LEMC Representatives: Peter Birch-Clarence Valley Council			
03	Confirmation of previous LEMC minutes			
03.01	Ordinary Meeting held 28 th October 2019 at the Rural Fire Service, Coldstream Street, Ulmarra			
	Paul D- Agency Reports Table; VRA reports were provided and sent through and table does not reflect this. Shane Landrigan- Reports table will be amended			
	Mover:	Sue Chapple	Seconder:	Paul Daniel

04	Business Arising from the Minutes	Additional Notes	Action Officer
04.01	<ul style="list-style-type: none"> • EMPLAN (updates) sent out for consideration to committee before todays meeting • Shane L- Demographic and climatic data updated, primary evac centre contacts updated. • 2 locations removed as evacuation centres (Grafton Community Centre, now Headspace and the Grafton Hockey Complex). • Concerns raised over the loss of the Hockey complex and questions raised over whether that was part of their DA or lease conditions to be made available during emergencies. (Shane/Pat to follow up). • Dan M- noted that the CMG for Pandemic contained a mistake in the title. (Shane to amend) • Joanne R- Rushforth Road Works Depot (CVC) to replace Mulgi Drive (LLS) location as secondary EOC location? (Shane/Peter to follow up). Audit to be undertaken • Peter B- evident that the EMPLAN (review) still requires some work before being endorsed. (Deadline by next LEMC meeting in June) 		Shane
05	Business for this meeting	Additional Notes	Action Officer
05.01	<p>Shane L- Emergency Dashboard. Is this something worth considering?</p> <p>-Received a request from a member of the public regarding the need for a central emergency hub linking information from the various agencies</p> <p>-Examples shown from other LGA's (Tweed and Mackay Councils)</p> <p>No objections from the committee and supported as long as the dashboard is kept up to date.</p>	Shane to liaise with CVC IT/Media departments	Shane
05.02	<p>SERCO-</p> <p>Clarence Correctional Centre Technical Completion Emergency Response Testing</p> <p>Clarence Correctional Centre Open Day – Proposal</p> <p>Clarence Correctional Centre – LEMC visit proposal</p> <p>-PowerPoint presentation delivered by John Couttie (Deputy General Manager-Clarence Correctional Centre)</p>		
05.03	<p>Peter Sweetman- Surf Lifesaving NSW was recognised as a member of NSW Emergency Services, Is it appropriate for Clarence Duty Officers or Surf Lifesaving as a whole be admitted as full members of the Clarence LEMC?</p> <p>Fully supported by the committee in lieu of formal notification from rescue association.</p> <p>Motion: J Reid Second: S Watts</p>		

5.04	<p>Dan Madden- Corona Virus Update</p> <ul style="list-style-type: none"> • Dust off pandemic plans. No updates since 2014. Reviewing response scenarios • Estimated peak time of infection- 10 to 30 weeks time • Currently in the planning stage of setting up a local clinic based at Grafton Base. • Difficulties in PPE supply 		
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06	Reports from LEMO representatives (agencies/functional area)	Additional Notes	Action Officer
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Written Reports: Table below indicated those received as at 20/06/19. 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	07/17	10/17	02/18	06/18	06/19	10/19	03/20
Busways	x	x	x	x			
Clarence Valley Council	x	x	x	x			
Coffs Clarence Police	✓	✓	✓	✓	✓	✓	
Essential Energy	x	x	x	x			
Fire & Rescue	x	✓	x	x		✓	✓
Marine Rescue	x	x	x	x	✓		
NSW Health	x	x	x	x			
NSW Ambulance	x	x	x	x			✓
NSW DPI	x	x	x	x			
Dept. of Community & Justice	x	✓	✓	✓	✓	✓	✓
NSW RFS	x	x	x	x		✓	
NSW SES	✓	✓	✓		✓		✓
Nymboida Wilderness Rescue	x	x	x		✓	✓	✓
Port Authority of NSW	x	✓	✓		✓		
RMS (Maritime)	x	x	x				
RMS (Roads)	x	x	x				
Surf Life Saving	✓	✓	x				✓✓

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

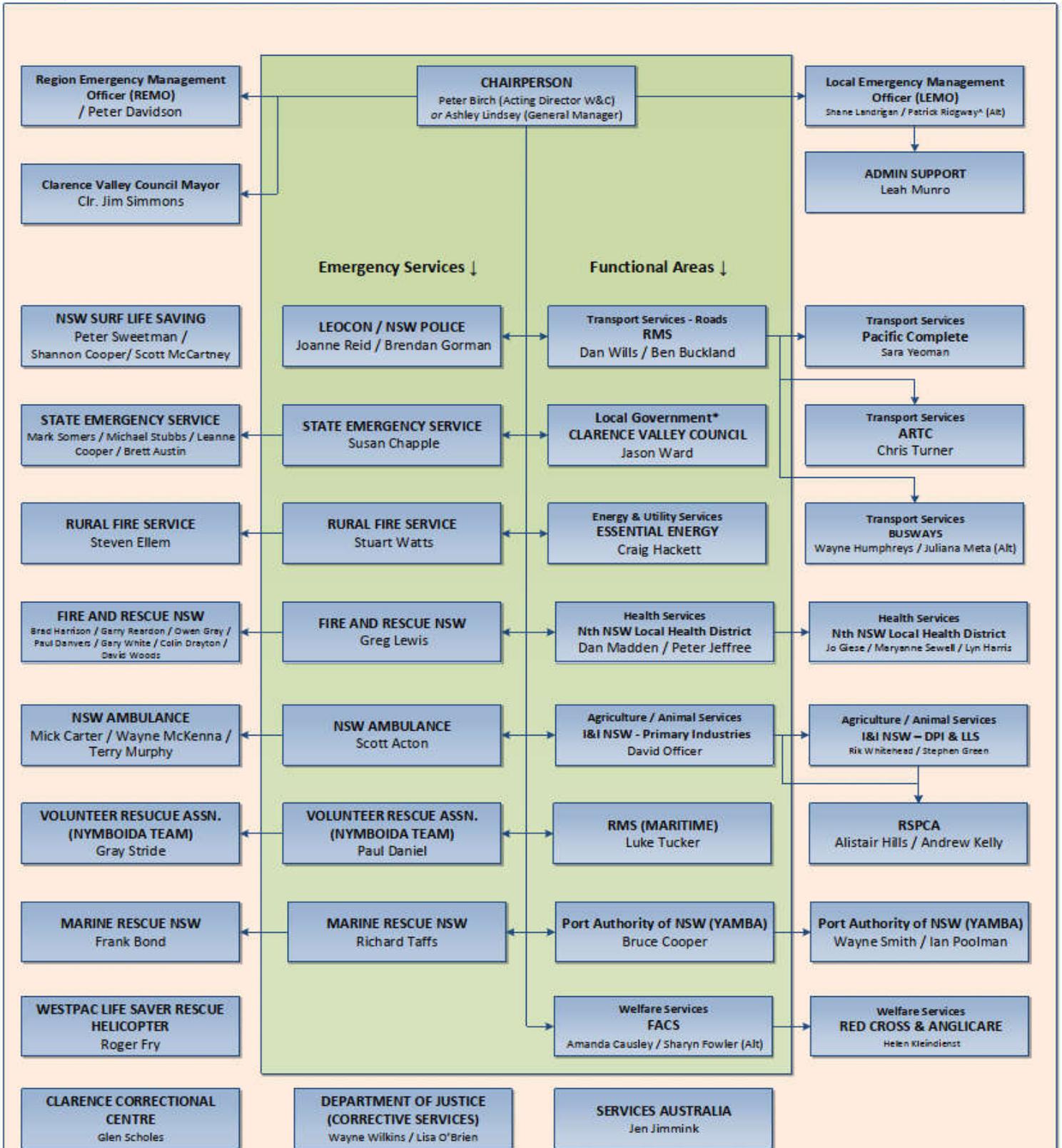
- Emergency Plans/Procedures
- Community Emergency Education campaigns
- Staffing or assets changes
- Emergency Exercises/Training
- Emergency Response activities

	<ul style="list-style-type: none"> Issues for LEMC discussion <p>Any other information can be held over until General Business</p>														
07	Clarence Valley Events	Additional Notes	Action Officer												
	<table border="1"> <thead> <tr> <th>EVENT TITLE</th> <th>EVENT LOCATION</th> <th>EVENT DATE</th> </tr> </thead> <tbody> <tr> <td>Macleean Highland Gathering</td> <td>Macleean Showground</td> <td>10th April 2020</td> </tr> <tr> <td>Grafton Show</td> <td>Prince St Showgrounds</td> <td>1st May 2020</td> </tr> <tr> <td>Grafton to Inverell Cycle Classic</td> <td>Gwydir Hwy, Grafton-Inverell</td> <td>9th May 2020</td> </tr> </tbody> </table>	EVENT TITLE	EVENT LOCATION	EVENT DATE	Macleean Highland Gathering	Macleean Showground	10 th April 2020	Grafton Show	Prince St Showgrounds	1 st May 2020	Grafton to Inverell Cycle Classic	Gwydir Hwy, Grafton-Inverell	9 th May 2020		
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08	General Business	Additional Notes	Action Officer												
	<ul style="list-style-type: none"> Shane L- REMO position for our area has been advertised. Peter B- Andrew Colvin (Bushfire Recovery Co-ordinator) will tour the North Coast this week, but unsure of the areas he will visit S Watts- Noted issues during the bushfire crisis to be addressed. Submissions to be made to the inquiry. Brief to be undertaken G Stride- Is there to be a LEMC debrief in regard to bushfires emergency? Shane L- A debrief was held with LEMC members who were active in the EOC via email, late in 2019. G Stride- What's happening with Armidale Rd closures P Birch- provided information regarding where CVC is at currently, with the two destroyed bridges on Armidale Rd. Paul Daniel- Is not currently receiving LEMC correspondence via email. Shane L- to make sure Pauls email is included in the LEMC distribution group. 		Shane												
08	Meeting Close	Additional Notes	Action Officer												
	11:20 am														

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) CLARENCE VALLEY STRUCTURE

LEMC Members

LEMC Observers



* The Clarence Valley Council's role on the LEMC covers the Functional Areas of Environment, Engineering, Public Health, Water Utility and Regional Airport owner.

^ A CVC employee that can also act as Local Government rep should no other CVC rep be available.