

**Clarence Valley Council**  
Clarence Valley Local Emergency Management Committee



Monday 28th October 2019 – 10:08am  
Rural Fire Service, Coldstream Street, Ulmarra

## Minutes of meeting

**Attendance:** Troy Anderson- CVC Chairperson, Joanne Reid – NSW Police, Shane Landrigan – CVC LEMO, Patrick Ridgeway – CVC LEMO (Alt), Scott Acton – NSW, Jason Ward – CVC, Wayne Smith – Port Authority (Yamba), Ben Buckland – RMS, Gray Stride – VRA Nymboida, Paul Daniel – VRA Nymboida, Sue Chapple – SES, Ian Smith – NSWRFSS, Jack Wallace – NSW Health, Amanda Causley – FACS, Michael Jay – FRNSW, Chris Bond – NSW Police/REMO, Glen Scholes – SERCO, Peer Richards – Marine Rescue NSW, Martenette Crawford – Pacific Complete, Mark Somers – SES, Jessica Houghton – FACS,

Item		Discussion/ Comments	Additional Notes
01	<b>Welcome</b>	Acknowledgement to Country	Troy Anderson
01.01	<b>Apologies</b>	Lisa O'Brien, Dan Madden, Michael Read, Richard Taffs, Peter Sweetman, Scott McCartney; Stuarts Watts	
01.02	<b>Quorum</b>	<b>Quorum:10</b> (CV LEMC currently has 18 members)	Total 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="400 264 1556 373"> <thead> <tr> <th data-bbox="400 264 631 317">NAME</th> <th data-bbox="631 264 898 317">ORGANISATION</th> <th data-bbox="898 264 1236 317">TITLE</th> <th data-bbox="1236 264 1556 317">MEMBER/OBSERVER</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 317 631 373">NIL</td> <td data-bbox="631 317 898 373">NIL</td> <td data-bbox="898 317 1236 373">NIL</td> <td data-bbox="1236 317 1556 373">NIL</td> </tr> </tbody> </table> <p>Incoming LEMO Representatives:</p> <table border="1" data-bbox="400 467 1556 691"> <thead> <tr> <th data-bbox="400 467 631 520">NAME</th> <th data-bbox="631 467 898 520">ORGANISATION</th> <th data-bbox="898 467 1236 520">TITLE</th> <th data-bbox="1236 467 1556 520">MEMBER/ OBSERVER</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 520 631 604">Glen Scholes</td> <td data-bbox="631 520 898 604">Clarence Correctional Centre</td> <td data-bbox="898 520 1236 604">GM</td> <td data-bbox="1236 520 1556 604">Observer</td> </tr> <tr> <td data-bbox="400 604 631 691">Scott McCartney</td> <td data-bbox="631 604 898 691">Aust. Lifeguard Service (NSW)</td> <td data-bbox="898 604 1236 691">Northern NSW Lifeguard Coordinator</td> <td data-bbox="1236 604 1556 691">Observer</td> </tr> </tbody> </table>	NAME	ORGANISATION	TITLE	MEMBER/OBSERVER	NIL	NIL	NIL	NIL	NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER	Glen Scholes	Clarence Correctional Centre	GM	Observer	Scott McCartney	Aust. Lifeguard Service (NSW)	Northern NSW Lifeguard Coordinator	Observer	LEMC Membership & Structure Noted By Committee
NAME	ORGANISATION	TITLE	MEMBER/OBSERVER																				
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03	CONFIRMATION OF PREVIOUS LEMC MINUTES		Additional Notes																				
03.01		Ordinary Meeting held Monday 24 June 2019 at the Rural Fire Service, Coldstream Street, Ulmarra.	<b>Mover:</b> Scott Acton <b>Second:</b> Chris Bond																				
04	BUSINESS ARISING FROM MINUTES		Additional Notes																				
04.01	SERCO	SERCO – Observer role on LEMO. Glen Scholes gave a presentation (overview of the New Grafton Correctional Centre)																					
	CONTACT LIST	Troy A advised that although the contact list has been updated, everyone is still required to following the correct procedure.																					

	EXERCISE	Emergency exercise conducted at the Grafton Regional Airport on 15/10/2019	Christ B – was not informed of this exercise and would like a copy of the paperwork															
<b>05</b>	<b>STANDING AGENDA ITEMS: CLARENCE VALLEY EMPLAN UPDATES</b>		<b>Additional Notes</b>															
05.01		<p>Due to the recent fire incidents, the EMPLAN update is still a work in progress. Propose to have a workshop to review required changes and send out to committee members for review/comments.</p> <p>There are some CMG's to be created, but the body of the plan has no change</p>	<p>Troy Chris B Feb - March</p> <p>Shane L</p>															
<b>06</b>	<b>MAJOR EVENTS CALENDAR</b>		<b>Additional Notes</b>															
06.01		<p>Please note this is not a comprehensive list of all events in the Clarence Valley between July 2019 – October 2019. This list has been compiled based on information from <a href="http://www.clarencetourism.com">http://www.clarencetourism.com</a>.</p> <table border="1" data-bbox="474 635 1624 965"> <thead> <tr> <th>EVENT TITLE</th> <th>EVENT LOCATION</th> <th>EVENT DATE</th> </tr> </thead> <tbody> <tr> <td>Grafton Jacaranda Festival</td> <td>Prince St, Grafton</td> <td>6<sup>th</sup> October 2019</td> </tr> <tr> <td>Yamba Rod Run</td> <td>Corner Yamba Street and Coldstream Street, Yamba</td> <td>9<sup>th</sup> November 2019</td> </tr> <tr> <td>Adventurethon Clarence Valley Stage Race</td> <td>Grafton, NSW</td> <td>23<sup>rd</sup> November 2019</td> </tr> <tr> <td>Yamba Triathlon</td> <td>Yamba, NSW</td> <td>8<sup>th</sup> December 2019</td> </tr> </tbody> </table>	EVENT TITLE	EVENT LOCATION	EVENT DATE	Grafton Jacaranda Festival	Prince St, Grafton	6 <sup>th</sup> October 2019	Yamba Rod Run	Corner Yamba Street and Coldstream Street, Yamba	9 <sup>th</sup> November 2019	Adventurethon Clarence Valley Stage Race	Grafton, NSW	23 <sup>rd</sup> November 2019	Yamba Triathlon	Yamba, NSW	8 <sup>th</sup> December 2019	<p>Committee members are requested to forward though any other major events they are aware of for inclusion to Shane Landrigan.</p>
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<b>07</b>	<b>EMERGENCY EXERCISES/TRAINING</b>		<b>Additional Notes</b>															
07.01		The REMO will provide an update on Emergency Management Courses to be held in this Region in the 2019/2020 Financial Year:																
<b>08</b>	<b>REPORTS FROM LEMC REPRESENTATIVES (AGENCIES/FUNCTIONAL AREA)</b>		<b>Additional Notes</b>															
08.01		<b>Written Reports:</b> Table below indicated those received as at 28/10/2019. 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	03/16	07/17	10/17	02/18	06/18	10/18	06/19	10/19
Busways	x	x	x	x	x			
Clarence Valley Council	x	x	x	x	x			
Coffs Clarence Police	✓	✓	✓	✓	✓	✓	✓	✓
Essential Energy	x	x	x	x	x			
Fire & Rescue	✓	x	✓	x	x		✓	✓
Marine Rescue	x	x	x	x	x	✓		
NSW Health	x	x	x	x	x			
NSW Ambulance	✓	x	x	x	x			
NSW DPI	x	x	x	x	x			
NSW FACS	✓	x	✓	✓	✓	✓	✓	✓
NSW RFS	x	x	x	x	x		✓	✓
NSW SES	✓	✓	✓	✓		✓		✓
Nymboida Wilderness Rescue	x	x	x	x				✓
Port Authority of NSW	✓	x	✓	✓		✓		✓
RMS (Maritime)	x	x	x	x				
RMS (Roads)	x	x	x	x				
Surf Life Saving	x	✓	✓	x				✓

		<p><b>Verbal Reports:</b> will not generally be accepted unless allowed by the Chair. If they are accepted they will follow the same format as written reports, detailing:</p> <ul style="list-style-type: none"> <li>• Emergency Plans/Procedures</li> <li>• Community Emergency Education campaigns</li> <li>• Staffing or assets changes</li> <li>• Emergency Exercises/Training</li> <li>• Emergency Response activities</li> <li>• Issues for LEMC discussion</li> </ul>	
			Report will forward with minutes
<b>09</b>	<b>DISCUSSIONS / PRESENTATIONS</b>		<b>Additional Notes</b>
09.01	<b>SERCO</b>	<p>Glen provided an overview of the new Grafton Correctional Centre. This facility will have 1700 beds, this includes 1000 men, 300 female and 400 male minimum security. The facility will start receiving inmates as of the 1<sup>st</sup> July 2020 – 90 a week from all over the state.</p> <p>The centre will house its own medical team of doctors and nurses, enabling smaller procedures to be undertaken within centre freeing up the hospital system.</p> <p>The facility will have its own emergency response staff.</p> <p>The inmates will be required to complete compulsory courses – if these not completed when they come up to the parole board they will be rejected until complete.</p> <p>2.8km footprint, 70m APZ and 30m buffer</p> <p>Drone incident management system – happy to share this technology</p> <p>3 x open days</p> <p>Happy to accommodate the next meeting with a tour of the facility!</p>	Glen Scholes & Bree Hiatt
	<b>NSWRF</b>	<p>Ian gave the committee a summary of the stats included from 1 June – 25 October.</p> <p>9 injuries; a total of approx. 200ha burnt; 52 houses lost; 25 outbuilding and approx. 123 cattle.</p>	Ian Smith

	<p>Areas involved include: Middle Ck, Whitemen Ck, Long Gully, Kaloe Mtn, Bees Nest, Shark Ck 2 (Angourie/Brooms Head – where 81 residents registered at the evac centre), Purgatory Ck, Wooli and Glenreagh.</p> <p>Each incident requires a lot of coordination of facilities including accommodation, staffing, aircrafts etc.</p> <p>Please note also that we have 90 days to claim when the Sec 44 closes.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Incidents</th> <th>HA</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>390</td> <td>20,734ha</td> </tr> <tr> <td>2018</td> <td>415</td> <td>57,061ha</td> </tr> <tr> <td>2019</td> <td>578</td> <td>184,000ha</td> </tr> </tbody> </table> <p><b><u>TOO MUCH DRY!</u></b></p> <p>On a <u>positive</u>: the crews are tired, but the moral is high, recruitment of over 200 new members, and there has been a lot of inter agency coordination</p>	Year	Incidents	HA	2017	390	20,734ha	2018	415	57,061ha	2019	578	184,000ha	<p>There will be a follow up debrief when things settle down.</p>
Year	Incidents	HA												
2017	390	20,734ha												
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<b>10</b>	<b>GENERAL BUSINESS</b>	<b>Additional Notes</b>												
	<p><b>Support Cards</b> <b>Sue C</b></p> <p>Sue talked about an incident at Harwood where there were public involvement assisting accident victims. This is a traumatic experience and should not be taken lightly. We as emergency service personnel have access to counselling services etc. suggest that support cards “Should you feel the need to talk” with contact details in the hand out to those your think may require assistance.</p> <p><b>Plan Of Recovery</b> <b>Troy A</b></p> <p>Planning for recovery – calls for help from the community after these incidents – What is the plan? Propose to hold a workshop to talk more about this, get in contact with Tweed or Lismore NRLMC to discuss their recovery plan.</p> <p><b>Pacific Complete</b></p> <p>Harwood bridge community opening day – proposed 17 Nov approx...9am - 12pm. <b>Confidential!</b> It is proposed that up to 5000 people will attend with light refreshments provided.</p> <p><b>Wayne Smith</b></p> <p>Passing of his Dad would like to thank everyone involved who tried to help - FRNSW, Ambulance and SES.</p>	<p><i>Joanne R</i> – great idea, sometimes these kind of things are not thought of</p> <p><i>Chris B</i> – this will need to be endorsed at a senior level</p>												
<b>11</b>	<b>MEETING CLOSE</b>													
	<p><b>Meeting Close</b></p> <p>11:38am</p>													

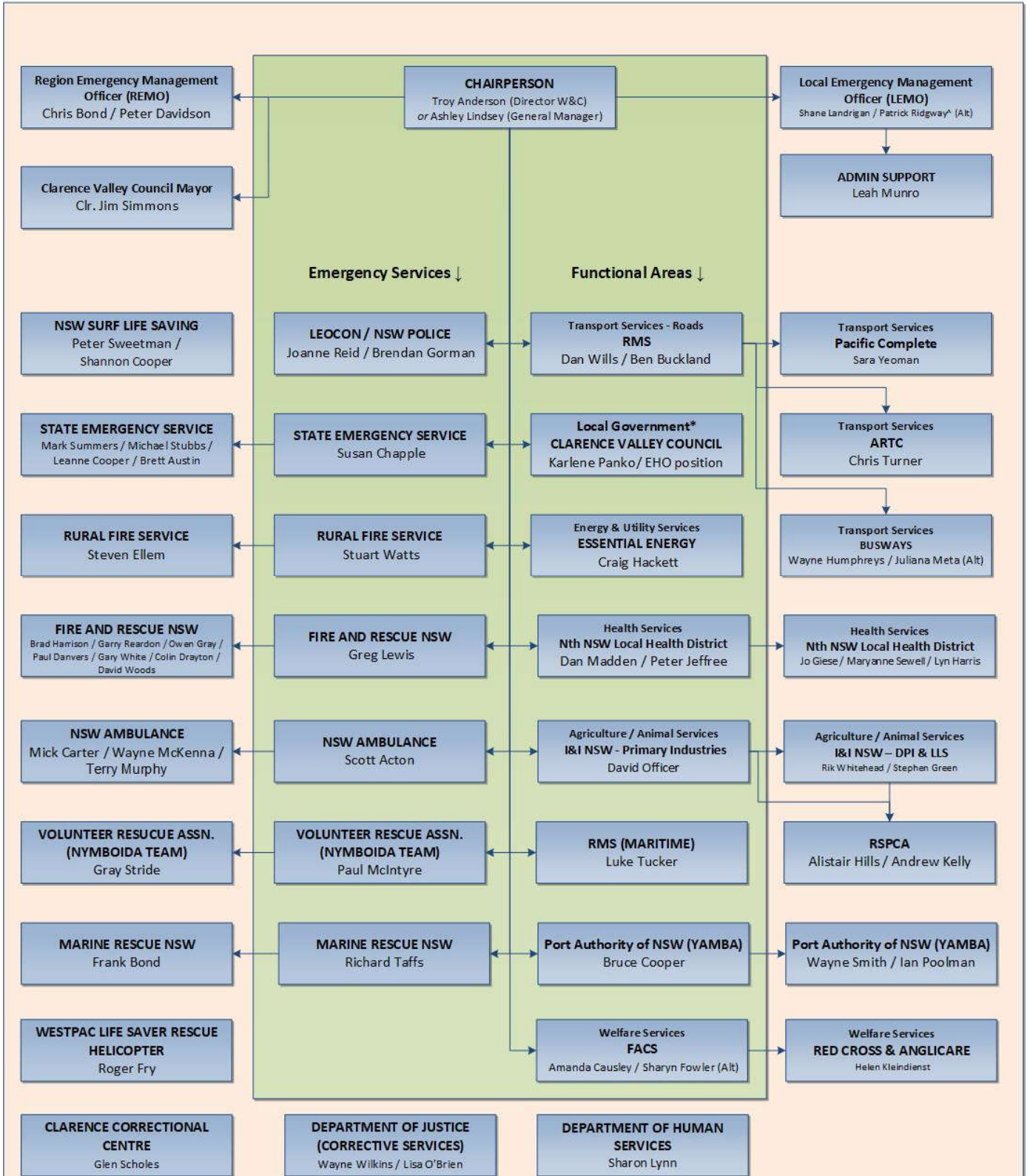


# LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

## 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.