

Clarence Valley Local Emergency Management Committee

Monday 6th December 2021 – 10:00am
Council Chambers - 2 Price St, Grafton and Video conference call-Microsoft Teams

Minutes of meeting

Attendance: Jamie Fleeting - CVC Chairperson, Joanne Reid – NSW Police, Shane Landrigan – CVC LEMO, Greg Allsopp – CVC, Kieran McAndrew – Resilience NSW, Lauren Kaloran – Resilience NSW, George Szekely – SES, Mark Sekulic – SES, - NSW, Ben Buckland-TfNSW, Bruce Cooper- NSW Port Authority, Dan Madden- NNSWLHD, Peter Sweetman- SLSA, Richard Taffs - Marine Rescue, Jess Houghton – DCJ, Dave White- SERCO, Bree Hiatt- SERCO, Stuart Watts- NSWRFSS, Michael Read- NSW Port Authority, Andrew Lugg- NPWS.

Item Discussion/ Comments		
01	Welcome	Acknowledgement of Country: I acknowledge the Gumbaynggirr, Bundjalung and Yaegl peoples, the traditional custodians of these lands on which this LEMC meeting is taking place and pay tribute and respect to the Elders both past and present of the Gumbaynggirr, Bundjalung and Yaegl nations which lie within the Clarence Valley.
01.01	Apologies	
01.02	Quorum	9 (CV LEMC currently has 18 members) Total Members at todays LEMC: 9 - Quorum reached – Yes
02	LEMC Membership & Structure	
02.01	The LEMC Structure is provided in Attachment 1. Where applicable it has been amended to include the below changes in LEMC representation.	
02.02	Outgoing LEMC Representatives: Susan Chapple (SES), Ashley Lindsey (CVC)	
02.03	Incoming LEMC Representatives: George Szekely (SES), Mark Sekulic (SES), Andrew Lugg (NPWS), Laura Black (CVC), Greg Allsop (CVC), Lauren Kaloran (ResNSW) & Kieran McAndrew (ResNSW)	

Item Discussion/ Comments	
02.04	LEMC representatives contact list is provided in Attachment 1
03	Confirmation of previous LEMC minutes
03.01	<p>Ordinary Meeting held 26th July 2021.</p> <p>Mover: Joanne Reid Seconder: not recorded</p>

04	Business Arising from the Minutes	Reporting Officer	Additional Notes	Action Officer
04.01	<p>Hawthorne Park and Grafton Showgrounds as potential evacuation centres?</p> <p>New master plan for Hawthorne Park being created. Consultation with key stakeholders currently taking place. Have expressed intent for the location to be used as an evacuation centre pending an audit on the facilities and that they meet requirements. Shane L</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. -Steve Green</p> <p>*Note Trenayr TAFE Building is already identified as an Evacuation centre location in the CVEMPLAN.</p>	Shane L/ Steve Green	Incomplete - Need to meet with DPI/ DCJ and assess these sites to ensure they meet the required criteria.	Shane L/Steve G/ Jess H
04.02	Evacuation Centres for Lawrence and Ewingar- Shane L	Shane L	Incomplete- Need to meet with DCJ and assess these sites to ensure they meet the required criteria.	Shane L/ Jess H
04.03	<p>NPWS and Forest Corp observers on the LEMC</p> <p>Andrew Lugg has joined the CVLEMC as an observer for NPWS Forest Corp don't have the resources and are already committed to the BFMC but are available upon request if required or the need arises.</p>	Shane L	Complete	Shane L

04.04	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	Maryanne S	Incomplete	Shane L																																																																
04.05	COVID (Maryanne S) – Looking at potential COVID pop up clinic sites just in case there is a outbreak. Sites need to have disability access.	Maryanne S	Complete	CVC																																																																
05	Business for this meeting	Reporting Officer	Additional Notes	Action Officer																																																																
05.01	LEMC Charter- Discussion Other LEMC's have developed or are in the process of developing a charter for their respective LEMC's. These charters outline the purpose and functions of the committee and how they conduct their business. LEMC members indicated that this is something they would be interested in moving forward. Template shared- Kieran McAndrew Draft CVLEMC charter to be tabled for next meeting.	Shane L	Incomplete	Shane L/ LEMO																																																																
05.02	SES Update – George Szekely/ Mark Sekulic <ul style="list-style-type: none"> Weather outlook- Summer Season SES Comms- Severe Weather daily briefings Wettest November on record IMT- Open Teams channel for severe weather events. 		For Noting																																																																	
06	Reports from LEMO representatives (agencies/functional area)		Additional Notes	Action Officer																																																																
	<p>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.</p> <table border="1"> <thead> <tr> <th>LEMO</th> <th>10/19</th> <th>03/20</th> <th>06/20</th> <th>10/20</th> <th>03/21</th> <th>06/21</th> <th>12/21</th> </tr> </thead> <tbody> <tr> <td>Busways</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Clarence Valley Council</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Coffs Clarence Police</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td>✓</td> </tr> <tr> <td>Essential Energy</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fire & Rescue</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Marine Rescue</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>NSW Health</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		LEMO	10/19	03/20	06/20	10/20	03/21	06/21	12/21	Busways								Clarence Valley Council								Coffs Clarence Police	✓		✓	✓	✓		✓	Essential Energy								Fire & Rescue	✓	✓	✓	✓	✓			Marine Rescue								NSW Health									
LEMO	10/19	03/20	06/20	10/20	03/21	06/21	12/21																																																													
Busways																																																																				
Clarence Valley Council																																																																				
Coffs Clarence Police	✓		✓	✓	✓		✓																																																													
Essential Energy																																																																				
Fire & Rescue	✓	✓	✓	✓	✓																																																															
Marine Rescue																																																																				
NSW Health																																																																				

NSW Ambulance		✓			✓		
NSW DPI							
Dept. of Community & Justice	✓	✓	✓	✓	✓	✓	
NSW RFS	✓		✓		✓	✓	✓
NSW SES		✓	✓		✓		
Nymboida Wilderness Rescue	✓	✓					
Port Authority of NSW						✓	
Transport for NSW							
Surf Life Saving		✓	✓			✓	
REMO			✓				
Resilience NSW							✓

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

Any other information can be held over until General Business

07	Items of note	Clarence 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>Grafton Jacaranda Festival</td> <td>Grafton</td> <td>03/12/2021-11/12/2021</td> </tr> <tr> <td>Brooms Head Family Fun Day</td> <td>Brooms Head</td> <td>01/01/2022</td> </tr> <tr> <td>Yamba Twilight Street Markets</td> <td>Yamba</td> <td>01/01/2022</td> </tr> </tbody> </table>	EVENT TITLE	EVENT LOCATION	EVENT DATE	Grafton Jacaranda Festival	Grafton	03/12/2021-11/12/2021	Brooms Head Family Fun Day	Brooms Head	01/01/2022	Yamba Twilight Street Markets	Yamba	01/01/2022		
EVENT TITLE	EVENT LOCATION	EVENT DATE														
Grafton Jacaranda Festival	Grafton	03/12/2021-11/12/2021														
Brooms Head Family Fun Day	Brooms Head	01/01/2022														
Yamba Twilight Street Markets	Yamba	01/01/2022														

08	Items of note	General Business	Additional Notes	Action Officer
08.01		REMC meeting initially scheduled for the 24 th of November was postponed. Next REMC TBA		
08.02		State Emergency Operations Centre will commence the process of standing down and reverting to MONITORING in response to COVID related operations. As of 1 December 2021, NSW Health will reassume control of the COVID-19 response as the combat agency Additionally, from 1 December NSW Police Force Commissioner Fuller is the NSW State Emergency Operations Controller.	Information only	
08.03		Vacant REMO positions. Applications closed on the 7 th of November 2021. Far North Coast REMO to be based out of Tweed and the Mid North Coast REMO to be based out of Kempsey.	Information only	
08.04		Mobile Comms Trailer- CVC has purchased a mobile comms trailer which will support operational works in remote areas and build CVC capacity in disaster response. Key features include: <ul style="list-style-type: none"> • Solar powered • Auto deploy antenna • TAS compatible • 2.4 days power 	LEMC members requested specifications for the mobile communications tower	Jamie Fleeting
08.05		Live flood monitoring cameras- 3 new cameras (Lilydale Bridge, Rogan's Rd Bridge and Boothby's Creek on Lawrence Rd) have been installed and are now live on the CVC website and can also be accessed through the CV Disaster Dashboard. A number of other locations including Yamba Rd, will be added in time. https://www.clarence.nsw.gov.au/Emergency-management/Preparing-for-an-emergency/Flood-monitoring-stations	Information only	
9	Items of note	Presentation		
09.01		Introduction to Resilience NSW- North Coast Team: Lauren Kaloran & Kieran McAndrew		
10	Items of note	Meeting Close/ Next Meeting		
		Meeting Close: 11:04 am		
		Next Meeting: 28th March 2022 Other proposed 2022 meeting dates: 25th July 2022 & 28th November 2022		

Action Items:

Date requested:	Outstanding action Items:	Who:	Completion:
26 October 2020	Investigate Hawthorne Park & Grafton Showground as potential sites for evacuation centres suitable to also accommodate animals.	DPI, DCJ & LEMO	TBA
26 October 2020	Baryugil School last audited as evacuation centre in 2016, needs to be reviewed. Hall may be alternate option.	DCJ & LEMO	TBA
8 March 2021	Malabuglimah hall audit for potential evacuation centre.	DCJ & LEMO	TBA
8 March 2021	Ewingar Hall and Lawrence Public School as potential evacuation centres.	DCJ & LEMO	TBA
26 July 2021	Trenayr TAFE audit for potential evacuation centre.	DCJ & LEMO	TBA
26 July 2021	Tabletop exercise/exercise or discussion regarding evacuation of Rathgar ACF and/or other ACF in Grafton.	Maryanne Sewell	TBA

Date requested:	New action Items:	Who:	Completion:
6 December 2021	LEMC charter development (draft under development)	LEMO	Next meeting
6 December 2021	LEMC members requested specifications for the new mobile communications trailer	Jamie Fleeting	TBA

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) CLARENCE VALLEY STRUCTURE

LEMC Members

LEMC Observers

