

# Clarence Valley Council (CVC)

Clarence Valley Local Emergency Management Committee (CV LEMC)

Monday 14 October 2024 – 10:00 am - 12:00 pm

Clarence Valley Council Chambers, 2 Prince St, Grafton and MS Teams



## Minutes of meeting\_confirmed

**Attendance:** Greg Allsopp – CVC (A/Chair), Robyn Monk – CVC (LEMO), Richard Garrels NSW Police Force (NSWPF), Scott McLennan – State Emergency Service (SES), Nicole Philip - NSWPF, Stuart Watts – Rural Fire Service (RFS), Mathew Johnson – NSWPF, Leonie Williamson – Local Land Services (LLS), Chris Bond – Surf Life Saving NSW (SLSNSW), Peter Sweetman – SLSNSW, Mark Sekulic – SES, Sue Chapple – SES, Greg Lewis – Fire & Rescue NSW (FRNSW), Tim Tilse – Transport for NSW (TfNSW), Kate Southwell – NSW Reconstruction Authority (NSWRA), Vicki Marsh – CVC (alternative LEMO), Aaron Simmon – National Parks & Wildlife Service (NPWS), Mark McGrath – New School of Arts, Dan Madden – Health (NNSWLHD).

**Online:** Christine Gunman – Department of Education (DoE), Glen Byrnes – NSWPF (REMO), Joanne Schultz – NSWPF (LEOCON), Nerida Evans – Department of Communities & Justice (DCJ), Lisa O'Brien – DCJ, Leanne Gollan - DCJ, Jen Bryne – DoE.

**Minutes:** Julie Wilks

Item		Discussion/ Comments	Additional Notes
01	<b>Welcome</b>	Acknowledgement of Country	Meeting commenced at 10:03am
01.01	<b>Apologies</b>	Health – Maryanne Sewell, DCJ – Amanda Causley, John Murray – Marine Rescue, Elle-May Sullivan – LLS, Jo Hegedus – Services Australia	
01.02	<b>Quorum</b>	<b>Quorum: 11</b> (CV LEMC currently has 14 members and 14 observers)	Total voting members at today LEMC, 11 – quorum reached.

Item		Discussion/ Comments				Additional Notes
02	LEMO Membership & Structure					Additional Notes
02.01	The LEMC Structure was updated and disseminated to the LEMC membership. Where applicable it has been amended to include the below changes in LEMC representation.					SES - Kris McDonald has moved to the Tweed Byron/Richmond Valley Command area. Scott McLennan has filled the vacancy in the Clarence Valley.  WELFA - Kylee Harrison has left the area & Nerida Evans is the primary contact.  NEMA - Kaela Barber has been added as an observer per the previous meeting minutes.  Note: updated contact lists are available on the MS Teams platform. All members have been sent an invite to the MS Teams channel. If you haven't accepted the invite, you will not have access. Please check and advise if you cannot access.
02.02	Outgoing LEMC Representatives:					
	NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER		
	Kristine McDonald	SES	Deputy Zone Commander	Member		
	Kylee Harrison	DCJ	Manager Client Services	Member		
	Incoming LEMC Representatives:					
02.03	NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER		
	Scott McLennan	SES	Deputy Zone Commander	Member		
	Kaela Barber	NEMA	Coordination Planning Officer, North Coast NSW	Observer		
03	Confirmation of Previous LEMC Minutes					Additional Notes
03.01	Ordinary Meeting held Monday 24 June 2024 at Clarence Valley Council Chambers Prince St & via Microsoft Teams.  Greg Lewis from Fire & Rescue NSW requested that Minutes of 24 June be updated to reflect his attendance. Also indicated the item in general business needs updating to reflect the following:  Flood funding has allowed Fire & Rescue NSW to purchase 3 bulk water transfer units (Hytrans pump & Tilt tray. These will be strategically located across FRNSW, with 1 x unit based at Bangalow Fire Station. Staff training completed and unit to be installed at date TBC. The Hytran's pump has capability to pump 8,000 litres of water per minute and move water a distance of approx 1000M.  Committee agreed to accept the minutes with the requested change.					<b>Mover:</b> Greg Lewis <b>Seconder:</b> not recorded

Item	Discussion/ Comments	Additional Notes
03.02	<b>Outstanding action items:</b>	
	<b>25 July 2022</b> - Proposed Clarence Valley Recovery Supporting Plan in consultation with NSW Reconstruction Authority and Council and present to LEMC for endorsement.	<b>In Progress</b> – tabled for endorsement, see item 05.01
	<b>28 November 2022</b> - SES to provide Council with preferred site options for flash flooding signage at the Cangai campground.	<b>In Progress</b> – SES advised that signage has been purchased. Once installation locations are identified, they will approach Council to request assistance with installation.
	<b>9 October 2023</b> - Develop CMG review based on Hazards & Risks assessment included in the endorsed Clarence Valley EMPLAN.	<b>In progress</b> – See item 06.01, Heatwave CMG for endorsement. Next LEMC pandemic & Utilities failure.
	<b>26 February 2024</b> - LEOCON to identify if there are any large chemical storage facilities in the Clarence Valley LGA	<b>In Progress</b> – LEOCON is following up.
	<b>24 June 2024</b> - Addendum – Spontaneous Volunteers – Consider actions / recommendations for the LEMC and incorporate into EMPLAN.	<b>On Hold</b> – awaiting further advice. Premiers' Department have circulated information on spontaneous volunteers but have not disseminated any further advice. The framework and strategy will be distributed when available.
	<b>24 June 2024</b> - Add a National Emergency Management Authority representative as an observer to the LEMC distribution list.	<b>Complete</b> – LEMC charter updated to reflect change.
	<b>24 June 2024</b> - Draft a letter urging Crown Lands to expedite the issuing of a licence for the BoM to replace the manual flood gauge with an automated gauge.	<b>In Progress</b> – See item 09.01 Letter drafted & circulated to SES & LEMC chair. Discussions between Crown Land & Council identified the BoM will require a Crown Lands application. Signed letter will be sent to BoM for submission with application.
	<b>24 June 2024</b> - Send the Heatwave CMG to NNSWLHD & NSW Ambulance for further comment & language clarification prior to presenting it at the next meeting for endorsement.	<b>Complete</b> – see item 06.01, final draft for endorsement by LEMC
	<b>24 June 2024</b> - Link SES with Council Team Leader Maintenance to discuss arrangements for signage at Copmanhurst & Sandy Crossing.	<b>Complete</b> – discussions commenced. SES in dialogue with Council about options.
	<b>24 June 2024</b> - Disseminate an Expression of Interest to determine which agency representatives wish to participate in the Clarence Correctional Centre Site Visit.	<b>Complete</b> – correspondence sent. Most interested parties have already undertaken a site visit. Those still interested will be contacted directly to arrange.

Item		Discussion/ Comments						Additional Notes
	24 June 2024 - SLS to provide site specific information regarding their concerns at Whiting Beach Hickey Island.							Complete – correspondence sent to Councils tree management officer 4 July 2024. Site inspected and identified no significant risk at the time of inspection. Will continue to monitor.
	24 June 2024 - LEMO to disseminate RFS bushfire pre-season briefing information to LEMC.							Complete – Sent Monday 26 June 2024
04	LEMC Representative Reports (Agencies & Functional Areas)							Additional Notes/Action Items
04.01	<b>Written Reports:</b> Table below indicated those received as 24 June 2024. Any issues identified in written reports to be raised by reporting agency.							Issues/action items arising from reports:  AAFAC – Emerging risk, Avian Influenza. Concern is increasing around the potential spread of the high pathogenicity strain of Avian Influenza (H5N1) in conjunction with the movement of migratory wild birds. Avian Influenza detected commercial poultry farms in June was a different strain, with H5N1 yet to be detected in Australia. Department of Primary Industry and Regional Development continues to closely monitor the situation but has potential to impact many LEMCs.  This is a timely reminder for agencies to review the webinar and review their biosecurity planning. Webinar: <a href="#">Exercise Volare (2024) - DAFF</a>  Impact of an outbreak will depend on strain, decontamination measures, affected species and urban/regional environment the outbreak occurs in.  Consideration regarding environmental impacts of refuse will need to be considered. Review of identified preferred waste management facilities is being undertaken.
	LEMO	03/23	07/23	10/23	02/24	06/24	10/24	
	Busways							
	Clarence Valley Council		✓	✓	✓	✓	✓	
	Coffs Clarence Police							
	Essential Energy							
	Fire & Rescue NSW	✓	✓		✓		✓	
	Marine Rescue							
	NSW Health		✓					
	NSW Ambulance	✓		✓				
	NSW DPI/LLS			✓	✓	✓	✓	
	Dept. of Community & Justice		✓			✓	✓	
	NSW RFS		✓	✓	✓			
	NSW SES		✓		✓		✓	

Item		Discussion/ Comments						Additional Notes	
		Port Authority of NSW							
		Transport for NSW	✓			✓	✓	✓	
		Department of Education						✓	
		Surf Life Saving					✓	✓	
		NSW Reconstruction Authority		✓			✓		
		<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> <p>Any other information can be held over until General Business</p>							
05		Clarence Valley Pre-Event Recovery Plan						Additional Notes/Action Items	
05.01		<p>Framework presented to LEMC for endorsement. Minor changes to the content last presented to the LEMC in November 2023 to reflect the updated NSW Recovery Plan in December 2023. Such changes include recovery transition triggers, and some language changes such as the replacement of 'community-led' recovery with 'community-focused' recovery. Initially, 18 Community Profiles were proposed, with Grafton, Maclean, &amp; Yamba being added, bringing the total to 21.</p> <p>Community Profiles &amp; community services list will be live documents updated as new information comes to hand. These sections will not be publicly available and will be only shared and used by relevant agencies involved in recovery activities.</p> <p>As part of the working group activity, Robyn Monk met with the Council Executive team to discuss they're preferred position in relation to the consideration of recovery committee, sub-committee and advisory group membership in pre-event recovery plan. It was established that the preferred option</p>						<p><b>ACTION:</b> The Clarence Valley LEMC endorsed the Pre-Event Recovery Plan in principle. LEMO to update references and make available on the LEMC MS Teams channel.</p>	

Item	Discussion/ Comments	Additional Notes
	<p>was a community services contact list capturing key stakeholder groups. Once the impacts of a disaster are understood, the Recovery Coordinator can use the list to establish the Local Recovery Committee &amp; required sub-committees.</p> <p>Other information that can be added to the Community Profiles include localised communication arrangements eg: Establishment of UHF channels across the Clarence Valley. Mark McGrath advised Recovery Support Services have been working on a UHF radio network at Coutts Crossing and another is being established between Mororo and Tyndale. He will forward this information for inclusion in the profiles.</p> <p>Some of the This document is a work in progress as there is still a lot of areas lacking information.</p> <p>Agencies are requested to advise any at risk communities they think should be included.</p> <p>Members of the Committee are happy to endorse the plan as it's a great starting point and should be reviewed regularly.</p>	
<b>06</b>	<b>Heatwave CMG</b>	<b>Additional Notes/Action Items</b>
06.01	<p>The heatwave CMG was again presented to the Clarence Valley LEMC for consideration following recent changes made in consultation with Health and NSW Ambulance.</p> <p>LLS requesting a reference to them specifically should be changed to Animal &amp; Agriculture Services Functional Area.</p>	<p><b>ACTION:</b> The Clarence Valley LEMC endorse the Heatwave CMG (with the minor change discussed at the meeting)</p>
<b>07</b>	<b>Fire to Flourish (F2F) Community Grants</b>	<b>Additional Notes/Action Items</b>
07.01	<p>F2F recently awarded the Glenreagh School of Arts a \$115k grant to update hall facilities and purchase equipment that would allow them to set up an evacuation centre during an emergency as part of their placemaking grants round.</p> <p>A similar project in Baryulgil, as part of the \$300K community resilience project grant round focused on Western Bunjalung country, has been proposed. The site identified for this project was the public school, which the Department of Education does not support.</p> <p>Robyn Monk has had discussions with F2F about emergency management legislation, the State Emergency Management Plan &amp; welfare services functional area requirements for establishing evacuation centres during emergencies.</p> <p>Concern have been raised as there has been no LEMC involvement or oversight during these discussions.</p>	<p><b>ACTION:</b> LEMO to extend an invitation to F2F to present at the February 2025 LEMC meeting.</p>

Item	Discussion/ Comments	Additional Notes
	<p>The LEOCON suggested that the LEMC extend an invitation to F2F to do a presentation at the February meeting so the committee has better visibility of the scope of funding, how long they will be working with the community and how we can work with them.</p> <p>With 33 projects on offer it would an opportune time to engage with F2F and communities. Improvement of facilities such as evacuation centres gives community more ownership and gets them engaged with the emergency management processes.</p> <p>Glen Byrne advised Club NSW having a round of grants available. This will be distributed for review.</p>	<p><b>ACTION:</b> LEMO to send Club NSW grant offer to LEMC membership.</p>
08	<b>Transport for NSW (TfNSW)</b>	<b>Additional Notes/Action Items</b>
08.01	<p>ABC emergency broadcast signage</p> <p>TfNSW is seeking LEMC feedback by COB Friday 18 October 2024 regarding the location of ABC emergency broadcast signage for the Clarence Valley LGA. TfNSW has already installed signage in strategic locations across the LGA in 2022.</p> <p>Following discussions, the LEMC members would like TfNSW to consider an additional sign at Jackadgery Gwydir Highway – Eastbound – near the Jackadgery shop area. If anyone has any other location suggestions, please submit to LEMO by Friday 18 October 2025.</p>	<p><b>ACTION:</b> LEMO to advise of additional location: Eastbound, Gwydir Highway at Jackadgery— near the Jackadgery shop area.</p>
08.02	<p>Bawden Bridge repair works and painting closure.</p> <p>Discussion: The Bawden Bridge closure was previously raised in the October 2023 meeting but was delayed. TfNSW propose that these works will now be conducted between July 2025 &amp; October 2027, with a bridge closure for 3 weeks.</p> <p>TfNSW advised 3 week closure commencing 5 January 2026 will be advertised on Transport website, Live Traffic and will also be placed on Council website for information. VMS boards will be on site 4-6 weeks prior to closure and a full communications strategy to commence 6-8 weeks prior.</p>	<p><b>ACTION:</b> Council will share relevant TfNSW information on Council website once link is received.</p>
09	<b>Coutts Crossing gauge replacement</b>	<b>Additional Notes/Action Items</b>
09.01	<p>Immediately following the last LEMC meeting, a draft letter was prepared and sent to the LEMC chair &amp; SES with their approval. Since this time, the matter has been escalated via a ministerial. The Bureau of Meteorology (BoM) has not submitted their application due to uncertainty about who needs to give approval to undertake the works. Following discussions between the BoM, Council and Crown Lands, it has been determined that an application will be required to go to Crown Lands.</p>	<p><b>ACTION:</b> LEMO to send signed letter to BoM project manager for inclusion in Crown Lands application.</p>

Item	Discussion/ Comments	Additional Notes
	<p>Robyn Monk has spoken with the project manager from the BoM and will send the signed letter to them for submission with their application. The letter will be updated and sent to SES and LEMC chair for signature.</p>	
<b>10</b>	<b>Evacuation Centre Audits</b>	<b>Additional Notes/Action Items</b>
10.01	<p>Following the May multi-agency exercise, the LEMO, WELFA and AAFA met to discuss the current list of evacuation centres, their ongoing suitability and discuss other potential options for both people &amp; animals.</p> <p>The outcome:</p> <ol style="list-style-type: none"> <li>1. Suggest removal of [REDACTED]</li> <li>2. Removal of [REDACTED] which were not audited last year due to the risk assessment conducted by Department of Education.</li> <li>3. Audit the following sites to assess suitability for humans and animals [REDACTED]</li> <li>4. [REDACTED] have been audited (for people only at this time) and requesting endorsement by the committee.</li> </ol> <p>AAFAC will undertake separate evacuation centre review for animals. Plan for animals will be attached to each of the evacuation sites audits once complete.</p>	<p><b>ACTION:</b> Outcome 1 endorsed</p> <p><b>ACTION:</b> Outcome 2 endorsed</p> <p><b>ACTION:</b> Outcome 3 endorsed</p> <p><b>ACTION:</b> Outcome 4 endorsed</p>
<b>11</b>	<b>General Business</b>	<b>Additional Notes/Action Items</b>
11.01	<p>Mat Johnson circulated a copy of the Draft Emergency Management Exercise Program Guidelines. Applications for funding exercises will open shortly.</p> <p>Priority areas include Heatwave, Tsunami and Informal Volunteer management. Some suggested exercises include CMG risks &amp; biosecurity.</p>	
11.02	<p><b>Agency Reports to LEMC</b></p> <p>Mat Johnson circulated a template of an LEMC agency report for consideration as many agencies are reporting to multiple committees and it would be beneficial if there was consistency across all LEMCs. Agencies are requested to use this template for all future reporting. A copy of the template will be available on MS Teams with completed reports to be uploaded for review by all LEMC members before each meeting.</p>	<p><b>ACTION:</b> LEMO to add template to MS Teams for use by agencies.</p>



Item	Discussion/ Comments	Additional Notes
	A discussion regarding submission of verbal v's written reports was held. By agreement written reports should be submitted 7 days prior to the meeting with agencies verbally advising of emerging risks or issues of importance.	
<b>12</b>	<b>Proposed LEMC dates for 2025</b>	
12.01	<p>Proposed LEMC dates for 2025 are:</p> <ul style="list-style-type: none"> <li>• 24 February 2025</li> <li>• 23 June 2025</li> <li>• 29 September 2025</li> </ul> <p>REMC dates are 19 March 2025, 16 July 20205 &amp; 15 October 2025.</p>	<b>ACTION:</b> Notify REMC of adopted Clarence Valley LEMC dates
<b>13</b>	<b>Meeting Close / Next Meeting</b>	
13.01	Next meeting 24 February 2025.	Council Chambers, 2 Prince St, Grafton NSW 2460
	<b>Meeting Close</b>	11:41am

#### Action Items:

Date requested:	Outstanding action Items:	Who:	Completion:
<b>25 July 2022</b>	Progress proposed Clarence Valley Recovery Supporting Plan in consultation with NSW Reconstruction Authority and Council and present to LEMC for endorsement.	Kate Southwell, Robyn Monk, Amanda Causley, Mark McGrath	October 2024
<b>28 November 2022</b>	Cangai Campground flash flooding signage.	SES, Clarence Valley Council	TBC - funding dependant
<b>9 October 2023</b>	Develop CMG review based on Hazards & Risks assessment included in the endorsed Clarence Valley EMPLAN.	Robyn Monk	Ongoing
<b>26 February 2024</b>	LEOCON to identify if there are any large chemical storage facilities in the Clarence Valley LGA	Jo Schultz	October 2024
<b>24 June 2024</b>	Addendum – Spontaneous Volunteers – Consider actions / recommendations for the LEMC and incorporate into EMPLAN.	LEMC	On hold – awaiting further advice
<b>24 June 2024</b>	Draft a letter urging Crown Lands to expedite the issuing of a licence for the BoM to replace the manual flood gauge with an automated gauge.	LEMO	8 July 2024

**New Action Items:**

<b>Date requested:</b>	<b>New action Items:</b>	<b>Who:</b>	<b>Completion:</b>
<b>14 October 2024</b>	The Clarence Valley LEMC endorsed the Pre-Event Recovery Plan in principle. LEMO to update references and make available on the LEMC MS Teams channel.	LEMO	31 October 2024
<b>14 October 2024</b>	LEMO to extend an invitation to F2F to present at the February 2025 LEMC meeting.	LEMO	31 October 2024
<b>14 October 2024</b>	LEMO to send Club NSW grant offer to LEMC membership.	LEMO	ASAP
<b>14 October 2024</b>	Advise TfNSW of additional location for ABC emergency broadcast signage: Eastbound, Gwydir Highway at Jackadgery— near the Jackadgery shop area.	LEMO	18 October 2024
<b>14 October 2024</b>	Council will share relevant TfNSW information on Council website once link is received.	TfNSW & LEMO	When received
<b>14 October 2024</b>	Send signed letter to BoM project manager for inclusion in Crown Lands application.	LEMO	ASAP
<b>14 October 2024</b>	LEMO to add template to MS Teams for use by agencies.	LEMO	ASAP
<b>14 October 2024</b>	Notify REMC of adopted Clarence Valley LEMC dates	LEMO	ASAP