

Clarence Valley Council (CVC)

Clarence Valley Local Emergency Management Committee (CV LEMC)



Monday 11 April 2022 – 10:00 am -11:43 am

CVC Rushforth Road Works Depot, 121 Tyson St, South Grafton and MS Teams

Minutes of meeting

Attendance: Joanne Reid – NSW, Nick Wiles – NSW Police, Robyn Monk – CVC, Greg Allsopp – CVC, Ben Buckland – TfNSW, Mark Sekulic – SES, Jessica Houghton – DCJ, Steven Hompes – REMO, Greg Lewis – Fire & Rescue NSW, Wayne Smith - NSW Health, Steve Green – DPI, Steve Ellem – RFS, Stuart Watts – RFS, Dan Madden – NSW Health, Susan Davidson – LLS, Michael Read, Craig Hackett – Essential Energy, Bree Hiatt – SERCO, Tony Voss – SERCO, Kieran McAndrew – Resilience NSW, Jamie Fleeting – CVC, Peter Sweetman – NSW SLS.

Item		Discussion/ Comments	Additional Notes
01	Welcome	Acknowledgement of Country	Greg Allsopp
01.01	Apologies	Damian Hughes - NSW	
01.02	Quorum	Quorum:10 (CV LEMC currently has 16 members and 14 observers)	Total voting members at today LEMC, 10 – quorum reached

02	LEMO MEMBERSHIP AND STRUCTURE	Additional Notes																
02.01	The LEMC Structure is provided in Attachment 1. Where applicable it has been amended to include the below changes in LEMC representation.	As requested, please provide updated contact information if there is a change in your agency/functional area contacts.																
	Outgoing LEMC Representatives:																	
02.02	<table border="1"> <thead> <tr> <th data-bbox="219 331 450 427">NAME</th> <th data-bbox="450 331 719 427">ORGANISATION</th> <th data-bbox="719 331 1055 427">TITLE</th> <th data-bbox="1055 331 1375 427">MEMBER/ OBSERVER</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 427 450 523">Shane Landrigan</td> <td data-bbox="450 427 719 523">Clarence Valley Council</td> <td data-bbox="719 427 1055 523">LEMO</td> <td data-bbox="1055 427 1375 523">LEMO</td> </tr> <tr> <td data-bbox="219 523 450 611">Richard Taffs</td> <td data-bbox="450 523 719 611">Marine Rescue NSW</td> <td data-bbox="719 523 1055 611"></td> <td data-bbox="1055 523 1375 611">Member</td> </tr> <tr> <td data-bbox="219 611 450 699">Andrew Codrington</td> <td data-bbox="450 611 719 699">NSW Police</td> <td data-bbox="719 611 1055 699">REMO</td> <td data-bbox="1055 611 1375 699">REMO</td> </tr> </tbody> </table>		NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER	Shane Landrigan	Clarence Valley Council	LEMO	LEMO	Richard Taffs	Marine Rescue NSW		Member	Andrew Codrington	NSW Police	REMO	REMO
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03	CONFIRMATION OF PREVIOUS LEMC MINUTES	Additional Notes																
03.01	Ordinary Meeting held Monday 6 December 2021 at Grafton Council Chambers & via Microsoft Teams. Extraordinary meeting held 9 March 2022 via Microsoft Teams (following first flood event)	Mover: Greg Lewis Second: Kieran McAndrew																
03.02	Outstanding action Items:																	

	<p>26 October 2020 - Investigate Hawthorne Park & Grafton Showground as potential sites for evacuation centres suitable to also accommodate animals.</p>	<p>Jess Houghton, Stephen Green and Robyn Monk to discuss options for auditing of these locations. Robyn Monk noted that these sites would not be suitable during a flood event. In Progress</p>
	<p>26 October 2020 - Baryugil School last audited as evacuation centre in 2016, needs to be reviewed.</p>	<p>Jess Houghton & Robyn Monk to review & audit (see comment above re: Education). In Progress</p>
	<p>8 March 2021 - Malabuglimah hall audit for potential evacuation centre.</p>	<p>Robyn Monk visited Malabuglimar with RFS 22 March 2022. Hall does not meet requirements of evacuation centre. RFS evaluating as neighbourhood safe place. Closed</p>
	<p>8 March 2021 - Ewingar Hall and Lawrence Public School as potential evacuation centres.</p>	<p>Robyn Monk advised Ewingar hall cannot be utilised as an evacuation centre there is a tree in the inclusion zone the community has declined to remove. RFS evaluating as neighbourhood safer space. Lawrence Public School needs to be reconsidered in light of recent reluctance by Education to make schools available as evacuation centres. Closed</p>
	<p>26 July 2021 - Trenayr TAFE audit for potential evacuation centre.</p>	<p>Stephen Green to get confirmation of where to send waver form if activating Trenayr TAFE as evacuation centre during an incident to host livestock and domestic animals. Will also enquire regarding facility capacity for livestock and domestic animals. In Progress</p>
	<p>26 July 2021 - Tabletop exercise/exercise or discussion regarding evacuation of Rathgar ACF and/or other ACF in Grafton.</p>	<p>Evacuation of Rathgar lodge was required during February/March 2022 flood event. LEMC members satisfied exercise no longer required. Other exercise options should be considered. Closed</p>
	<p>21 December 2021 - LEMC charter development (draft under development)</p>	<p>Robyn Monk advised that the recent LEMO change, and flood event has delayed progression. Proposed a draft be circulated offline for comment with intent to present at July meeting for approval. In Progress</p>

	<p>21 December 2021 - LEMC members requested specifications for the new mobile communications trailer</p>	<p>Followed up with Jamie Fleeting, specifications not currently available but advised the comms trailer is completed and is enroute from supplier. In Progress</p>																																																																																
04	LEMC representative reports (agencies & functional areas)	Additional Notes																																																																																
04.01	<p>Written Reports: Table below indicated those received as at 11 April 2022. 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" data-bbox="219 512 1393 1383"> <thead> <tr> <th>LEMO</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> <th>4/22</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 style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</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 style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</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> <tr> <td>NSW Ambulance</td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NSW DPI/LLS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>	LEMO	03/20	06/20	10/20	03/21	06/21	12/21	4/22	Busways								Clarence Valley Council								Coffs Clarence Police		✓	✓	✓		✓	✓	Essential Energy								Fire & Rescue	✓	✓	✓	✓				Marine Rescue								NSW Health								NSW Ambulance	✓			✓				NSW DPI/LLS							✓	<p>Robyn Monk queried the currency of these reports and sought a review by the REMO to ensure information requested meets REMC reporting requirements.</p> <p>Steven Hompes advised that these reports are still suitable, and no changes required at this time.</p> <p>LEMC members added that the current demand on some agencies and functional areas means that not everyone is able to provide a written report.</p> <p>Requesting confirmation that a verbal report will still be acceptable when the documented form is not submitted per the previous agreement.</p> <p>LEMC members agreed.</p>
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	Dept. of Community & Justice	✓	✓	✓	✓	✓		✓		
	NSW RFS		✓		✓	✓	✓	✓		
	NSW SES	✓	✓		✓					
	Port Authority of NSW					✓				
	Transport for NSW									
	Surf Life Saving	✓	✓			✓				
	REMO		✓							
	Resilience NSW						✓			
	<p>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:</p> <ul style="list-style-type: none"> • Emergency Plans/Procedures • Community Emergency Education campaigns • Staffing or assets changes • Emergency Exercises/Training • Emergency Response activities • Issues for LEMC discussion <p>Any other information can be held over until General Business</p>									
05	RECENT SEVERE WEATHER EVENT AND FLOODING									Additional Notes
05.01	Incident debrief and discussion to identify operational issues and capture lessons learnt:									For Noting
	Jo Reid gave brief timeline and outline of the initial flood event managed as the LEOCON. The SES incident control centre (ICC) was run out of Goonellabah with the local emergency operations centre (EOC) stood up at SES South Grafton. The evacuation of Rathgar Lodge									

	<p>at Ulmarra was the trigger to stand up the EOC where local issues were addressed. No SES Liaison Officer (LO) was available to the EOC until the Thursday as the event was winding down. LOs are necessary in an EOC as they understand agency language and internal escalation triggers. The command & control structure in the ICC was unclear and proved difficult to access in the absence of an SES LO. Key decision makers in the ICC were not aware of local areas or had local knowledge. This impacted the EOCs ability to make strategic decisions. This highlights the need of the ICC to have a local link. Historically, the SES ICC has been run out of South Grafton. Despite this, the local response was good with those participating able to get the work done.</p> <p>Greg Lewis added that other LEMCs have reported this and reinforced the need for information to support an incident appropriately. During the 2019/20 bushfire season, the ICC and EOC were in adjacent locations, and this proved beneficial.</p> <p>Ben Buckland noted that during the second flood event, he was in the ICC and found situational awareness to be lacking at times. SES LO should be present in EOC.</p> <p>Jo Reid added that the state government has committed to and announced a co-located Fire Control Centre and EOC at Grafton.</p> <p>Mark Sekulic commented that the ICC had many out of area members impacting local knowledge. Overnight issues were experienced as many new SES members were participating. An after-action review is to be undertaken by SES.</p> <p>Nick Wiles raised the flooding of Yamba Rd and isolation of Yamba as a result. He enquired as to the possibility of a formalised agreement between Clarence Valley Council and TfNSW moving forward to mitigate the need for these discussions during a flood event given this township is often isolated during a flood event.</p> <p>Ben Buckland advised that TfNSW would be happy to assist.</p> <p>Jamie Fleeting added that CVC operational staff were put under pressure when the agreed position between TfNSW and CVC to reopen Yamba Rd on the Saturday were not forthcoming. Council requests that the learnings by SES & TfNSW be considered during road reopening to ensure better coordination during future events. Council must also try to maximise claims to ensure road issues are addressed promptly.</p>	
06	EVACUATION CENTRES	Additional Notes
06.01	<p>Evacuation Centre audits:</p> <p>Robyn Monk noted that with evacuation centre reviews as action items and audits outstanding, a discussion regarding a process to undertake this work is required. During handover from Shane Landrigan, the need to prioritise auditing of evacuation centres listed in local emergency management plan was highlighted. Robyn reached out to DCJ (Jess Houghton) in February she was advised that DCJ had reviewed the contact details of each evacuation centre, but that was the extent of the review.</p>	For noting

	<p>Jess Houghton added that review of nominated centres is not the responsibility of DCJ, but they were happy to assist.</p> <p>Steven Hompes was requested to provide advice regarding responsibility for the auditing of evacuation centres as DCJ are required to staff these locations during an event. He indicated that this was a joint responsibility.</p>	<p>ACTION: Robyn Monk, Jo Reid and Jess Houghton will have an offline discussion to plan evacuation centre audits.</p>
06.02	<p>Department of Education and utilisation of Schools as evacuation centres:</p> <p>Robyn Monk discussed the issue raised by the Department of Education during the recent floods regarding the utilisation of South Grafton High School as an evacuation centre. It is unclear if this issue relates only to this school, or all 6 schools identified as evacuation centres in the Clarence Valley Local Emergency Management Plan. Attempts have been made to follow up with the Department of Education, but no response has been received from them at this time.</p>	<p>ACTION: Robyn Monk to liaise with education regarding decision and will communicate to Jo Reid.</p>
07	GENERAL BUSINESS	Additional Notes
07.01	<p>Open forum to raise general business:</p> <p>Kieran McAndrew – Resilience NSW main role is recovery. To date Recovery Centres and access points have opened in Grafton & Maclean with over 2000 people through at this time. Agencies represented include Service NSW, Service Australia, DPI, not for profit organisations and NRRRA.</p> <p>Many villages and agriculture predominantly impacted by flood. Local Recovery Committee has been established with two sub-committees focusing on agriculture and health & wellbeing creating a list of identified issues to action locally. Items not able to be actioned locally will be pushed up through to the Regional Recovery Committee. While the Clarence Valley Recovery Committee was established early, it is recognised that for many in the community, the second flood event so close to the first may delay identification and understanding of the full impact of these events on the community.</p> <p>Steady decrease in attendance at Recovery Centres, with their regular opening likely to wind up after easter in the Clarence Valley. A shift towards mobile recovery options is underway at Ulmarra & Harwood. RFS working directly with Resilience NSW with outreach services. Resilience NSW is liaising with RFS regarding areas they have attended, and work undertaken. The aging volunteer base across NGOs is impacting service delivery in the recovery space. While recovery activity slowing down it will be ongoing for some time.</p> <p>Stephen Green - DPI response phase is ending and transitioning to recovery now. DPI had 2117 requests for assistance logged thus far, with an estimated \$37mil damage reported, this is expected to rise. 2429 tonne of fodder has been distributed by air drop and ground transport. There have been 247 individual disposal requests for drowned stock. Each</p>	<p>For noting</p>

	<p>request may involve multiple livestock/animals. Vet assistance delivered via LLS district vets as well as private veterinary services. DPI to commence winding down response over easter.</p> <p>Rathgar lodge evacuation during the March/April flood event:</p> <p>Nick Wiles raised issues regarding the Ulmarra evacuation order and the reluctance of Rathgar Lodge management to evacuate during the March/April flood event. This issue resulted when the combat agency decided the facility should be evacuated in this instance v's when the combat agency thinks evacuation should occur (per the flood plan). Propose further consultation with Rathgar Lodge regarding their flood mitigation and express our concerns regarding the complexities of the provision of medical assistance or evacuation once surrounding roads are closed.</p> <p>Jo Reid proposes a post flood event debrief post with Rathgar Lodge to discuss issues.</p> <p>Mark Sekulic noted that the SES local flood plan identifies that Rathgar Lodge needs to be evacuated before the Clarence River gauge at Ulmarra reaches 5.5m. The evacuation warning is given at 5m, but local road closures occur at 4.9m. Rathgar Lodge has indicated a preference for isolation and resupply to evacuation. Mark noted that the trigger points were different for the subsequent flood event. Rathgar Lodge has had previous arrangement with RFS to assist in evacuation. ADF are unable to assist as their vehicle heights prove limiting for aged care residents to navigate.</p> <p>Ben Buckland commented that TfNSW do not assist with evacuations and that as part of Rathgar Lodges accreditation, they are required to have an evacuation plan.</p>	<p>ACTION: Jo Reid proposes a post flood debrief with Rathgar Lodge management to mitigate issues moving forward.</p>		
08	MEETING CLOSE / NEXT MEETING			
08.01	Next meeting 10:00 am 25 July 2022			
08.02	<table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">Meeting Close</td> <td>11:43am</td> </tr> </table>	Meeting Close	11:43am	
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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.	Stephen Green, Jess Houghton & Robyn Monk	TBA
26 October 2020	Baryugil School last audited as evacuation centre in 2016, needs to be reviewed. Hall may be alternate option.	Jess Houghton & Robyn Monk	TBA
26 July 2021	Trenayr TAFE audit for potential evacuation centre.	Stephen Green, Jess Houghton & Robyn Monk	TBA
21 December 2021	LEMC charter development (draft under development)	Robyn Monk	25 July 2022
21 December 2021	LEMC members requested specifications for the new mobile communications trailer	Jamie Fleeting	TBA

New Action Items

Date requested:	New action Items:	Who:	Completion:
11 April 2022	Meet to discuss a plan to audit evacuation centres listed in Local Emergency management Plan.	Robyn Monk, Jess Houghton & Jo Reid	TBA
11 April 2022	Follow up with Department of Education regarding South Grafton High School decision and relay to Jo Reid.	Robyn Monk	TBA
11 April 2022	Arrange post flood debrief and discussion with Rathgar Lodge management	Jo Reid	TBA