

Clarence Valley Council (CVC)

Clarence Valley Local Emergency Management Committee (CV LEMC)



Monday 13 March 2023 – 10:00 am - 12:00 pm

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

Minutes of meeting - confirmed

Attendance: Richard Garrels – NSW Police (LEOCON), Robyn Monk – CVC (LEMO), Greg Allsopp – CVC, Steven Hompes – REMO, Bree Hiatt – SERCO, Mark Sekulic – SES, Joanna Jones – SES, Scott McCartney – Australian Lifeguards, John Murray – Marine Rescue, Terry Murphy – NSW Ambulance, Kieran McAndrew – NSW Reconstruction Authority, Sharon Wright – NSW Health, Mark McGrath – Clarence Valley Wellbeing Collective, Cheryl Dimmock – ICOPE (Guest), Tony Belton – ICOPE (guest), Michael Reid - Yamba Port Authority, Peter Sweetman - NSW SLSA, Erin Rampling – Fire & Rescue NSW, Nick Jennings – Department of Education & Training

Minutes: Julie Wilks

Item		Discussion/ Comments	Additional Notes
01	Welcome	Acknowledgement of Country	Meeting commenced at 10:04am
01.01	Apologies	Stuart Watts – Rural Fire Service (leave), Scott Acton – NSW Ambulance (unavailable), Wayne Humphries – Busways, Jamie Fleeting – CVC (joined the meeting at 11:00am), Tony Voss (SERCO)	
01.02	Quorum	Quorum: 8 (CV LEMC currently has 14 members and 14 observers)	Total voting members at today LEMC, 8 – quorum reached

02	LEMO Membership & 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>Joanna Jones from SES advised there are changes to the SES structure with the northern zone being split in half. Clarence units (4) from Brushgrove North will now come under Richmond/Wilson cluster and all units south (5) will be part of Coffs/Clarence cluster.</p>								
02.02	<p>Outgoing LEMC Representatives:</p> <table border="1" data-bbox="219 316 1393 496"> <thead> <tr> <th data-bbox="219 316 488 411">NAME</th> <th data-bbox="488 316 748 411">ORGANISATION</th> <th data-bbox="748 316 1088 411">TITLE</th> <th data-bbox="1088 316 1393 411">MEMBER/ OBSERVER</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 411 488 496">Ben Buckland</td> <td data-bbox="488 411 748 496">TfNSW</td> <td data-bbox="748 411 1088 496">Senior manager, Emergency Management</td> <td data-bbox="1088 411 1393 496">Member</td> </tr> </tbody> </table>	NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER	Ben Buckland	TfNSW	Senior manager, Emergency Management	Member	<p>SES hierarchy: NE Zone Commander – Greg Swindles NE Deputy Zone Commander – TBA (will commence end of March) Clarence Valley Local Commander - TBA Clarence valley Deputy Commander – Mark Sekulic</p>
NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER							
Ben Buckland	TfNSW	Senior manager, Emergency Management	Member							
02.03	<p>Incoming LEMC Representatives:</p> <table border="1" data-bbox="219 496 1393 826"> <thead> <tr> <th data-bbox="219 496 488 644">NAME</th> <th data-bbox="488 496 748 644">ORGANISATION</th> <th data-bbox="748 496 1088 644">TITLE</th> <th data-bbox="1088 496 1393 644">MEMBER/ OBSERVER</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 644 488 826">Ruby Driscoll-dyer</td> <td data-bbox="488 644 748 826">TfNSW</td> <td data-bbox="748 644 1088 826"></td> <td data-bbox="1088 644 1393 826">Member</td> </tr> </tbody> </table>	NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER	Ruby Driscoll-dyer	TfNSW		Member	<p>As previously endorsed representatives of the Local Aboriginal Land Councils have been invited to attend meetings in an observer capacity.</p> <p>Mark McGrath – Manager Recovery Support Centre and member of the Clarence Valley Wellbeing Collective is also endorsed as an observer, representing Recovery across the Clarence Valley.</p>
NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER							
Ruby Driscoll-dyer	TfNSW		Member							
03	Confirmation of Previous LEMC Minutes	Additional Notes								
03.01	<p>Ordinary Meeting held Monday 28 November 2022 at Clarence Valley Council Chambers Prince St & via Microsoft Teams.</p>	<p>Mover: Mark Sekulic</p> <p>Seconder: Steven Hompes</p>								
03.02	<p>Outstanding action Items:</p>									
	<p>21 December 2021 - LEMC members requested specifications for the new mobile communications trailer</p>	<p>In Progress - Council have been approached by Grafton to Inverell Cycle Classic organisers to use the communications trailer for the event as there is an area which is a black spot in communications. This will be the first trial of the trailer. Feedback on the performance of the trailer will be reported at the next meeting.</p>								
	<p>25 July 2022 - Disseminate final draft of Clarence Valley Emergency Operations Centre (EOC) Standard Operating Procedures (SOP) for endorsement by LEMC.</p>	<p>Complete</p> <p>Refer to item 05.01.</p>								

	25 July 2022 - Progress proposed Clarence Valley Recovery Supporting Plan in consultation with NSW Reconstruction Authority and Council and present to LEMC for endorsement.	In Progress - EMPLAN review & Evacuation Centre Audits priority items (SEOCN/REOCN request), will resume Recovery Support Plan once complete.
	28 November 2022 - Close off all outstanding action items relating to Evacuation Centres and commence formal Evacuation Centre audit including documentation in preparation for EMPLAN review.	Complete - Evacuation Centre Audit commenced Refer to Item 6.01
	28 November 2022 - Review proposed 2023 LEMC dates to align with REMC and disseminate to LEMC members.	Complete - Planned dated agreed & disseminated. Dates for 2023 meetings are 17 July and 9 October.
	28 November 2022 - ICOPE to be advised of LEMC 'in principle' support for a community run evacuation centre and request a more detailed proposal and plan that addresses the issues discussed at the meeting.	In progress – Refer to Item 8.01
	28 November 2022 - SES to provide Council with preferred site options for flash flooding signage at the Cangai campground.	In Progress - On site inspection was arranged to determine location of signage. The bridge height needs to be measured before signs can be installed. Council engineers will measure and report back to the committee.
	28 November 2022 - Add Fire (Commercial/industrial/residential) CMG review to March agenda.	Complete – Refer to Item 9.01
	28 November 2022 - SES will review and present Flood, Storm and Tsunami CMGs at the March meeting.	Complete – Refer to Items 9.02, 9.03, 9.04
	28 November 2022 - Review Landslip CMG in consultation with LEOCON to incorporate Pilot Hill strategy	In progress - CVC Water Cycle team has advised that as part of the Stage 1 Clarence River Estuary Management Program, reclassification of landslip zones at Pilot Hill may alter CMG. Likely resolved by June 2023. Hold over until next meeting.
	28 November 2022 - Review of EMPLAN, with updated draft to be disseminated for specific agency comment and consultation prior to the March meeting.	In progress – Refer Item 6.01
04	LEMC Representative Reports (Agencies & Functional Areas)	Additional Notes/Action Items
04.01	Written Reports: Table below indicated those received as 13 March 2023. Any issues identified in written reports to be raised by reporting agency.	Some items to highlight from the written reports include: Iluka Ambulance Station now operating 24/7. Emergency management training courses are now organised by the Department of Premier and Cabinet. Courses up to the end of June have been confirmed and are open for enrolment https://www.emtraining.nsw.gov.au/course-catalogue/ .

LEMO	03/21	06/21	12/21	4/22	7/22	11/22	03/23	
Busways								<p>Awaiting further advise on courses for the remainder of the year. Evacuation Management courses are coming up in Casino and Kempsey.</p> <p>Fire & Rescue NSW advised that there will be an increase in the number of Northern Rivers Duty Commander/Inspectors for a trial period of 3-12 months. Les Gorrie will be responsible for Clarence Valley locations.</p> <p>There are 5 new Water Technicians to support SES – no dates on when they will commence. Internal FRNSW recruitment is underway.</p> <p>TfNSW have advised of the successful rollout of ABC radio frequency signage across the state with 99 signs to be installed state-wide. Local signage has already been erected along the Pacific Motorway.</p> <p>OneRoad rollout continues with 58 Councils onboarded and live.</p>
Clarence Valley Council								
Coffs Clarence Police	✓		✓	✓	✓	✓		
Essential Energy								
Fire & Rescue	✓					✓	✓	
Marine Rescue					✓			
NSW Health								
NSW Ambulance	✓				✓		✓	
NSW DPI/LLS				✓				
Dept. of Community & Justice	✓	✓		✓				
NSW RFS	✓	✓	✓	✓		✓		
NSW SES	✓							
Port Authority of NSW		✓			✓			
Transport for NSW							✓	
Surf Life Saving		✓						
NSW Reconstruction Authority			✓					

	<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	Endorsement of LEMC Emergency Operations Centre Standard Operating Procedures	Additional Notes/Action Items
05.01	<p>LEMO presenting final draft of the Clarence Valley LEMC Emergency Operations Centre Standard Operating Procedure for Endorsement.</p> <p>Discussion: Nil</p>	Endorsed without further change.
06	EMPLAN review	Additional Notes/Action Items
06.01	<p>LEMO to present EMPLAN draft for discussion</p> <p>Discussion:</p> <p>The revised version submitted for review had the following updates:</p> <ul style="list-style-type: none"> • demographic data from the 2021 census release • updated sub/support plan information (agencies & functional areas) • updated water treatment & key distribution information (CVC water cycle team) • updated Power station/sub-station & key distribution points (Essential Energy) • Evacuation Centre audit information (as completed by LEMO) <p>Awaiting updates in Emergency Information Coordination Unit data release due end of March. Once completed, vulnerable facilities list and Emergency Services Spatial Information Library (ESSIL) maps in EMPLAN will be updated and presented as a final draft at the July meeting.</p> <p>The only outstanding item for review is the Hazards & Risk Summary which requires a multi-agency review via a tabletop exercise prior to the July LEMC meeting. Steven Hompes offered to facilitate the session. The LEMO will plan an extraordinary meeting where this can take place.</p> <p>Steven Hompes advised the deadline for submitting updated local EMPLANS to the REMC for endorsement is 19 July 2023.</p>	<p>Action Item: LEMO to propose some dates in early June to facilitate a multi-agency review of the Hazards & Risk Summary via a tabletop exercise in an extraordinary LEMC meeting.</p>
07	Evacuation Centre Audit update	Additional Notes/Action Items
07.01	LEMO to update LEMC on Evacuation Centre Audit progress, present new sites for endorsement & discuss changes to endorsed sites for consideration.	

	<p>Discussion:</p> <p>The LEMO advised the Grafton Golf Club, proposed at a previous LEMC meeting as a suitable alternate to South Grafton High School, has now been reviewed as part of the Evacuation Centre Audit process. The audit is being presented for endorsement by the LEMC for inclusion as a potential evacuation centre in EMPLAN. It was noted during the audit was undertaken in February, that there is construction being undertaken at the site. The Club is undergoing renovations to some parts of the site but it remains open and operational with a phased approach being taken to ensure the club remains operational. Construction should be finalised by June. with no issues other than the construction works currently being undertaken but will be completed by the end of June. Fire risk has not been assessed and the LEMO will liaise with RFS for this information.</p> <p>The Clarence Valley LEMC endorsed the inclusion of the Grafton District Golf Club as a potential Evacuation Centre listed in EMPLAN. The LEMO will advise if there is any significant fire risk identified by the RFS.</p> <p>The LEMO will work closely with DoE to ensure that processes are in place that ensure all the relevant stakeholders are informed when a DoE site is identified as the preferred evacuation site during an incident or event.</p> <p>Lawrence, Baryugil and Coutts Crossing Public Schools have been previously endorsed as evacuation centres and are listed in the current version of EMPLAN, however, following a recent hazard risk assessment the Department of Education (DoE) undertook with the RFS, these sites will now have classes temporarily suspended when the Fire Behaviour Index exceeds 75 or when the fire danger rating is extreme or catastrophic due to their proximity to fire prone areas. The LEMO proposed that these locations be removed from EMPLAN as potential evacuation centres due to the risk based on the risk assessment DoE and RFS have undertaken.</p> <p>Nick Jennings from DoE added that recent bushfire events in NSW have tested the new class suspension protocol and there were challenges identified for review including reassessment of the Fire Behaviour Index trigger of 75.</p> <p>DoE are setting up on call arrangements including a a1300 number to call when a DoE site is used as an evacuation centre, but in the interim, he is the contact. He will advise once this is set up for inclusion in EMPLAN.</p>	<p>South Grafton HS, Iluka Community Hall, Yamba Bowling Club, Treelands Drive Community Centre, Glenreagh School of Arts Evacuation Centre Audits are complete. The remainder to be completed by the 30 April 2023 deadline.</p> <p>Action Item: Remove the inclusion of Lawrence, Baryugil and Coutts Crossing Public Schools as endorsed evacuation centres until the DoE & RFS risk assessment is complete.</p>
08	ICOPE Community Managed Evacuation Centre	Additional Notes/Action Items
08.01	<p>Cheryl Dimmock & Tony Belton to present update based on previous LEMC requests for information regarding the ICOPE community managed evacuation centre action plan.</p> <p>Discussion:</p> <p>Tony Belton & Cheryl Dimmock (ICOPE) advised the committee on the extent of the committee community engagement.</p> <p>Consultation with stakeholders include the local supermarket (food supply), Community Care Centre (foodbank), local Police, vet, pharmacy, RFS and National Parks and Wildlife Service. There was</p>	

	<p>also a productive meeting with SES. Despite several attempts, the Department of Communities and Justice declined to review the ICOPE community managed evacuation centre action plan stating there is planned work around community evacuation centres coming in the next few months but in the interim they are not in a position to provide any further information or respond to questions about the Iluka action plan.</p> <p>There have also been a number of community meetings with key speakers including the legal centre, Council (Terry Day), hazards and fire safety measures. In house training with Red Cross, first aid course, and a planned community carers 3-day course have been undertaken or planed. There was a promotional day and an information stall at the Iluka markets. In addition, ICOPE have applied for grants.</p> <p>The Iluka Community Centre has been audited as an evacuation centre and will remain listed in next iteration of the local EMPLAN. ICOPE have addressed the concerns of the LEMC.</p> <p>The LEMC reiterated that ICOPE needs to clearly articulate in the action plan that only the LEOCON can activate the Iluka community managed evacuation centre, as they have the overriding authority.</p>	<p>The LEMC endorses the ICOPE Community Managed Evacuation Centre action plan noting the LEOCON as the authority to approve the activation of the plan during and emergency.</p>
09	Consequence Management Guide	Additional Notes/Action Items
09.01	<p>FRNSW - Fire (Commercial/industrial/residential)</p> <p>Discussion: FRNSW have reviewed and submitted an updated CMG for endorsement.</p>	Endorsed by the LEMC
06.02	<p>SES - Flood (Flash/Riverine)</p> <p>Discussion: No Changes to this Consequence Management Guide.</p>	Endorsed by the LEMC
09.03	<p>SES – Storm</p> <p>Discussion: No Changes to this Consequence Management Guide.</p>	Endorsed by the LEMC
09.04	<p>SES – Tsunami</p> <p>Discussion: No Changes to this Consequence Management Guide.</p>	Endorsed by the LEMC
09.05	<p>CMG for review at next LEMC meeting:</p> <p>Discussion:</p> <p>Per the previously disseminated list, the following CMG for review next meeting:</p> <p>Earthquake – LEOCON</p> <p>Utilities failure - LEOCON</p> <p>Hazardous Release - FRNSW</p> <p>Pandemic – Department of Health</p> <p>Landslip (incl. Pilot Hill) – LEOCON/CVC</p>	For noting

08	General Business	Additional Notes/Action Items
	<p>Open Forum:</p> <p>Robyn Monk (LEMO) – SES are disseminating a weekly operational brief the LEOCONS & LEMOs for dissemination. Requested input from LEMC if they want these sent each week or only if the EMCOM status is Yellow or higher (to avoid excess correspondence).</p> <p>Joanna Jones SES – The next iteration of the Flood Sub Plan coming up for endorsement. A draft copy will be prepared and disseminated via the LEMO to LEMC members for review and comment. It is planned to have the final version endorsed at the next LEMC meeting in July.</p> <p>There are 300 new additional roles in the state with 25 new staff for the Coffs/Clarence region. There is also another 160 members qualified in water rescue across the state.</p> <p>Peter Sweetman – requesting Council review beach access as some require work including removal of excess weeds/grass inhibiting access & egress.</p> <p>Robyn Monk (LEMO) – Clarence Valley Well being Collective advise that there are course open to first responders focusing on mental health, the Impact of Trauma & self care strategies. The date for the next one is 3 April 2023, and the course runs for ½ day. Courses are free for first responders and course contact information will be disseminated to LEMC members.</p>	<p>Action Item: LEMO to disseminate SES weekly operational brief to LEMC members only if the EMCON status is Yellow of higher.</p> <p>Action Item: LEMO requested Peter Sweetman email a list of beach accesses that require the attention of Council so they can prioritise and plan the required works.</p> <p>Action Item: LEMO to disseminate course information to LEMC members.</p>
09	Meeting Close / Next Meeting	
09.01	Next meeting 10:00 am 17 July 2023	Location TBA
09.02	Meeting Close 11:18 am	

Action Items:

Date requested:	Outstanding action Items:	Who:	Completion:
21 December 2021	LEMC members requested specifications for the new mobile communications trailer.	Jamie Fleeting	TBC
25 July 2022	Progress proposed Clarence Valley Recovery Supporting Plan in consultation with NSW Reconstruction Authority and Council and present to LEMC for endorsement.	Robyn Monk	July 2023
28 November 2022	Close off all outstanding action items relating to Evacuation Centres and commence formal Evacuation Centre audit including documentation in preparation for EMPLAN review.	Robyn Monk, DCJ, NSWPF	30 April 2023

28 November 2022	Cangai Campground flash flooding signage.	SES, Clarence Valley Council	TBC
28 November 2022	Review Landslip CMG in consultation with LEOCON to incorporate Pilot Hill strategy.	Robyn Monk, LEOCON	July 2023

New Action Items

Date requested:	New action Items:	Who:	Completion:
13 March 2023	Propose dates in early June to facilitate a multi-agency review of the Hazards & Risk Summary via a tabletop exercise in an extraordinary LEMC meeting.	LEMO	ASAP
13 March 2023	Remove the inclusion of Lawrence, Baryugil and Coutts Crossing Public Schools as endorsed evacuation centres until the DoE & RFS risk assessment is complete.	LEMO	Immediate
13 March 2023	LEMO to disseminate SES weekly operational brief to LEMC members only if the EMCON status is Yellow or higher.	LEMO	Immediate
13 March 2023	Peter Sweetman email the LEMO a list of beach accesses that require the attention of Council so they can prioritise and plan the required works.	Peter Sweetman	ASAP
13 March 2023	LEMO to disseminate course information to LEMC members.	LEMO	Immediate