

# Clarence Valley Council (CVC)

Clarence Valley Local Emergency Management Committee (CV LEMC)



Monday 17 July 2023 – 10:00 am - 12:30 pm

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

## Minutes of meeting\_confirmed

**Attendance:** Peter Birch – CVC (Chair), Richard Garrels – NSW Police (LEOCON), Robyn Monk – CVC (LEMO), Steven Hompes – REMO, Kieran McAndrew – NSW Reconstruction Authority, Al Mactier – NSW Ambulance, Greg Lewis – Fire & Rescue NSW, Telesia Lola – SES, Kristine MacDonald – SES, Susan Chapple, Bree Hyatt – SERCO, Stuart Watts – RFS, Amanda Causley – DCJ, Ruby Driscoll-dyer – TfNSW, Chris Luddon - Port Authority, Maryanne Sewell – Health, Brant Lambert – NSW Health, Paul Danvers - Fire & Rescue NSW, Mark McGrath – Clarence Valley Wellbeing Collective, Belinda Devine – Planning and Research SES, Catherine Patterson – Local Land Service, Peter Sweetman - NSW SLSA (10:39am).

**Minutes:** Julie Wilks

Item		Discussion/ Comments	Additional Notes
01	<b>Welcome</b>	Acknowledgement of Country	Meeting commenced at 10:04am
01.01	<b>Apologies</b>	Scott Acton – NSW Ambulance (unavailable), Wayne Humphries – Busways, Mark Sekulic – SES (on deployment), Dan Madden – Health	
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

02	LEMO Membership & 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.									
02.02	Outgoing LEMC Representatives: <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">Greg Allsopp</td> <td data-bbox="488 411 748 496">Clarence valley Council</td> <td data-bbox="748 411 1088 496">Alternate CV LEMC Chair</td> <td data-bbox="1088 411 1393 496">Member</td> </tr> </tbody> </table>		NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER	Greg Allsopp	Clarence valley Council	Alternate CV LEMC Chair	Member
NAME	ORGANISATION		TITLE	MEMBER/ OBSERVER						
Greg Allsopp	Clarence valley Council		Alternate CV LEMC Chair	Member						
02.03	Incoming LEMC Representatives: <table border="1" data-bbox="219 496 1393 735"> <thead> <tr> <th data-bbox="219 496 488 592">NAME</th> <th data-bbox="488 496 748 592">ORGANISATION</th> <th data-bbox="748 496 1088 592">TITLE</th> <th data-bbox="1088 496 1393 592">MEMBER/ OBSERVER</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 592 488 735">Kristine McDonald</td> <td data-bbox="488 592 748 735">SES</td> <td data-bbox="748 592 1088 735">Deputy Zone Commander</td> <td data-bbox="1088 592 1393 735">Member</td> </tr> </tbody> </table>		NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER	Kristine McDonald	SES	Deputy Zone Commander	Member
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Kristine McDonald	SES	Deputy Zone Commander	Member							
03	Confirmation of Previous LEMC Minutes	Additional Notes								
03.01	Ordinary Meeting held Monday 13 March 2023 at Clarence Valley Council Chambers Prince St & via Microsoft Teams.	<b>Mover:</b> Sue Chapple  <b>Second:</b> Kieran McAndrew								
03.02	<b>Outstanding action items:</b>									
	<b>21 December 2021</b> - LEMC members requested specifications for the new mobile communications trailer	<b>Complete</b> – Tested during Inverell Cycle Classic. Organisers stated the communications trailer was successful in providing coverage at a known black spot in communications near the Glen Innes corrections centre.								
	<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> – Draft circulated at previous meeting. Kieran McAndrew requested volunteers from the LEMC to form working group to develop a draft Pre-event Recovery Plan. Suggested participation from Mark McGrath, Amanda Causley & Robyn Monk. Kieran McAndrew has indicated he will plan and lead this working group.								
	<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> – Correspondence sent to Mark Sekulic regarding progress. Council will have further Offline discussions with SES								

	<b>28 November 2022</b> - Review Landslip CMG in consultation with LEOCON to incorporate Pilot Hill strategy	<b>In progress</b> – Postponed until October meeting. EMPLAN review is the current priority.																																																								
	<b>28 November 2022</b> - Review of EMPLAN, with updated draft to be disseminated for specific agency comment and consultation prior to the March meeting.	<b>In progress</b> – Refer to Item 08.01																																																								
	<b>13 March 2023</b> - 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.	<b>Complete</b> - meeting held 5 June 2023																																																								
	<b>13 March 2023</b> - Remove the inclusion of Lawrence, Baryugil and Coutts Crossing Public Schools as endorsed evacuation centres until the DoE & RFS risk assessment is complete.	<b>Complete</b> – Completed 30 April, audits sent to REMO & LEOCON at the request of the SEOCON																																																								
	<b>13 March 2023</b> - LEMO to disseminate SES weekly operational brief to LEMC members only if the EMCON status is Yellow or higher.	<b>Complete</b>																																																								
	<b>13 March 2023</b> - Peter Sweetman to email LEMO a list of beach accesses that require the attention of Council so they can prioritise and plan the required works.	<b>Complete</b> – any further issues to be escalated to Council via Northern NSW Lifeguard Coordinator																																																								
	<b>13 March 2023</b> - LEMO to disseminate course information to LEMC members.	<b>Complete</b>																																																								
<b>04</b>	<b>LEMC Representative Reports (Agencies &amp; Functional Areas)</b>	<b>Additional Notes/Action Items</b>																																																								
04.01	<p><b>Written Reports:</b> Table below indicated those received as 17 July 2023. Any issues identified in written reports to be raised by reporting agency.</p> <table border="1"> <thead> <tr> <th>LEMO</th> <th>06/21</th> <th>12/21</th> <th>4/22</th> <th>7/22</th> <th>11/22</th> <th>03/23</th> <th>07/23</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 &amp; Rescue NSW</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> </tbody> </table>	LEMO	06/21	12/21	4/22	7/22	11/22	03/23	07/23	Busways								Clarence Valley Council							✓	Coffs Clarence Police		✓	✓	✓	✓			Essential Energy								Fire & Rescue NSW					✓	✓	✓	Marine Rescue				✓				<p>Additional reports from DCJ, Fire &amp; Rescue NSW, RFS &amp; SES received since meeting papers were disseminated.</p> <p>Health advised of the recent Local Disaster Preparedness workshop held in Grafton which was facilitated by SES and hosted by Health North Coast &amp; the North Coast Primary Health Network. Regional Aged Care and Disability Services were invited to discuss preparation of sites and residents for emergency evacuations. The discussion encouraged aged care facilities to ensure evacuation plans consider transport of residents. While Emergency Services can assist, facilities need to consider the transport requirements of residents early and have plans in place in that mitigate the need to use Emergency Service resources. Time delays in evacuation residents can impact where they can be evacuated to.</p>
LEMO	06/21	12/21	4/22	7/22	11/22	03/23	07/23																																																			
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	NSW Health							✓	<p>White Spot – Communication received on Thursday 13 July 2023 advising this incident has to a program of management (from 17 July) as the decontaminant water is released. EPA is assisting DPI with ongoing water testing to ensure safety is maintained. Truck haulage of chemicals has now ceased.</p> <p>Amanda Causley – DCJ advised the Committee of her appointment to Senior Regional Disaster Welfare Officer. This is this new position &amp; will involve working with vulnerable and remote communities as well as planning &amp; providing internal disaster training for evacuation centres.</p>
	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><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>								
<b>05</b>	<b>FRNSW Presentation – Lithium Batteries</b>								<b>Additional Notes/Action Items</b>
05.01	<p>Greg Lewis from FRNSW presented information regarding Lithium-Ion Batteries.</p> <p><b>Discussion:</b> Fire &amp; Rescue NSW presented an overview of Lithium-Ion batteries to the Committee to highlight dangers &amp; emerging issues for emergency services when dealing with incidents involving these devices. They are used in mobile phones, tools, mobility scooters, electric bikes, scooters,</p>								For Noting

	<p>cars, etc. There will be an increase in the number of battery powered vehicles including prime movers/buses etc. moving up and down the highways. FRNSW highlighted issues regarding the capability of Emergency Services to extinguish these types of fires which can suddenly ignite and spread to surrounding batteries. Agencies will not have the capacity to get enough water to the fire site as they require significant amounts of water to extinguish and emit toxic and flammable gases. Damaged Lithium-Ion batteries can suddenly ignite. Electric Vehicles come under Dangerous Goods Act, which recommends the ignited vehicle be allowed to burn for 24 hours and has implications for traffic management including extended road closures.</p> <p>The risk to Waste transfer stations was also highlighted with a need to enforce separate storage locations for Lithium batteries away from other waste onsite. Vehicle wrecks with Lithium-Ion batteries will need to be separated from other infrastructure to mitigate fire risk.</p> <p>The ability to manage &amp; contain incidents involving Lithium-Ion batteries will impact all emergency services in the future.</p>	
<b>06</b>	<b>Club Iluka – Evacuation Centre Audit</b>	<b>Additional Notes/Action Items</b>
06.01	<p>LEMO to present Club Iluka audit for endorsement.</p> <p><b>Discussion:</b> Club Iluka was audited and referred to RFS for comments. RFS advised that this site is not suitable for use when there is a local bushfire risk due to its proximity to bushland behind the site. This information will be included in the audit for consideration during fire events.</p>	Endorsed by LEMC.
<b>07</b>	<b>Hazards &amp; Risks Summary review</b>	<b>Additional Notes/Action Items</b>
07.01	<p>Remaining Hazards &amp; Risks to be reviewed for EMPLAN. This item was moved to the end of the meeting for discussion.</p> <p><b>Discussion:</b> Steve Hompes again facilitated this session where Emergency Service agencies and Functional Areas reviewed and rated the local hazards &amp; risks against the National Emergency Risk Assessment Guidelines. A consensus was reached, and this consensus forms the Hazards &amp; Risks Assessment included in the Clarence Valley EMPLAN (see 08.01).</p>	<b>ACTION:</b> Include Hazards & Risks Summary in EMPLAN for endorsement.
<b>08</b>	<b>Clarence Valley EMPLAN</b>	<b>Additional Notes/Action Items</b>
08.01	<p>Final draft for endorsement.</p> <p><b>Discussion:</b> The final draft was circulated to the committee with the meeting papers. No additional feedback/comments were received. LEMC participants were advised that once the Hazard &amp; Risks Summary is completed, this will be included in the final version for sign off by the LEMC chair and the Regional Emergency Management Chair.</p> <p>Jamie Fleeting (LEMC Chair) will sign this document on his return from unplanned leave.</p>	<p>The 2023 Clarence Valley EMPLAN was endorsed by all members of the LEMC committee.</p> <p><b>ACTION:</b> Present final version to the LEMC Chair for sign off prior to forwarding to the REMC for endorsement.</p>

09	Clarence Valley Flood Plan – Volume 1	Additional Notes/Action Items
09.01	<p>SES to present final draft for endorsement</p> <p><b>Discussion:</b> The Clarence Valley Flood Sub-Plan Vol. 1 was circulated to LEMC participants on the 23 June 2023 with a request to send comments to SES by 30 June 2023. A final version was circulated with the LEMC papers and SES are seeking endorsement of this document by the Clarence Valley LEMC.</p> <p>SES advise that Volumes 2 &amp; 3 are under review and will be submitted to the LEMC for endorsement within 6 months.</p>	<p>The 2023 Clarence Valley Flood Sub-Plan Vol.1 was endorsed by all members of the LEMC committee.</p> <p><b>ACTION:</b> Present final version to the LEMC Chair for sign off and return to SES.</p>
10	General Business	Additional Notes/Action Items
	<p>Open Forum:</p> <p><b>SES:</b> 25 updated Flood Warning Signs have arrived for the Clarence Valley. This new signage is in line with Australian Warning Systems and highlights the “Hazard Near Me” Ap. These signs will be installed at key locations where flash flooding occurs. Local knowledge will be key to determining sites. SES will also work with Transport on potential sites on Highways. There were only 60 signs distributed to this area which ranges from Urunga to Tweed.</p> <p><b>REMO:</b> Advised that there will be no face-to-face Emergency Management training for the next six months.</p> <p><b>Fire &amp; Rescue NSW:</b> Advised they are looking for a new location for the Maclean Fire Station. Currently in discussions with Council &amp; Transport for NSW.</p> <p><b>NSW Ambulance:</b> Advised that the 2022 Transmoto 8 Hour is on 22-23 July 2023 at Upper Fine Flower. Ambulance advised transport time from this location is 1 hour and that there is no mobile reception on site. Approximately 400 to 500 motor cyclists are expected as this is the first time the event has been held in 3 years. There will be an Ambulance crew on site &amp; medical team.</p> <p><b>Transport for NSW:</b> Advised Splendour is also on this weekend which may generate extra traffic heading North along the highway.</p>	<p>For Noting</p>
11	Meeting Close / Next Meeting	
11.01	Next meeting 10:00 am 9 October 2023	
11.02	<b>Meeting Close</b>	1:14pm

**Action Items:**

<b>Date requested:</b>	<b>Outstanding action Items:</b>	<b>Who:</b>	<b>Completion:</b>
<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.	Robyn Monk	October 2023
<b>28 November 2022</b>	Cangai Campground flash flooding signage.	SES, Clarence Valley Council	TBC
<b>28 November 2022</b>	Review Landslip CMG in consultation with LEOCON to incorporate Pilot Hill strategy.	Robyn Monk, LEOCON	October 2023

**New Action Items**

<b>Date requested:</b>	<b>New action Items:</b>	<b>Who:</b>	<b>Completion:</b>
<b>17 July 2023</b>	Include Hazards & Risks Summary in EMPLAN for endorsement.	LEMO	ASAP
<b>17 July 2023</b>	Present final version to the LEMC Chair for sign off prior to forwarding to the REMC for endorsement.	LEMO	ASAP
<b>17 July 2023</b>	Present final version to the LEMC Chair for sign off and return to SES.	LEMO	ASAP