

# Clarence Valley Council (CVC)

Clarence Valley Local Emergency Management Committee (CV LEMC)



Monday 25 July 2022 – 10:00 am - 12:00 pm

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

## Minutes of meeting

**Attendance:** Brendan Gorman – NSW Police, Robyn Monk – CVC, Greg Allsopp – CVC, John Murray – Marine Rescue, Jessica Houghton – Department of Communities and Justice (DCJ), Steven Hompes – REMO, Nick Jennings – Department of Education & Training, Leigh Williamson – DCJ, Scott Acton – NSW Ambulance, Dan Madden – NSW Health, Stuart Watts – Rural Fire Service, Kieran McAndrew – Resilience NSW, Mark Sekulic – State Emergency Service, Bree Hiatt – SERCO, Lisa O’Brien – Justice, Michael Read – Yamba Port Authority, Maryanne Sewell – NSW Health, Rick Johnson – CVC, Michael Payne – TfNSW, Greg Lewis – Fire & Rescue NSW

**Minutes:** Julie Wilks - CVC

Item		Discussion/ Comments	Additional Notes
01	<b>Welcome</b>	Acknowledgement of Country	Greg Allsopp
01.01	<b>Apologies</b>	Joanne Reid – NSW Police Jamie Fleeting – joined the meeting via MS Teams Gary Price Port Authority Tony Voss – SERCO Ben Buckland - TfNSW	
01.02	<b>Quorum</b>	<b>Quorum:</b> 7 (CV LEMC currently has 14 members and 14 observers)	Total voting members at today LEMC, 10 – quorum reached
<b>02</b>	<b>LEMO Membership &amp; Structure</b>		<b>Additional Notes</b>

02.01   02.02   02.03	<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>Outgoing LEMC Representatives:</p> <table border="1" data-bbox="219 199 1375 379"> <thead> <tr> <th>NAME</th> <th>ORGANISATION</th> <th>TITLE</th> <th>MEMBER/ OBSERVER</th> </tr> </thead> <tbody> <tr> <td>Susan Davidson</td> <td>Local Land Services</td> <td>Regional Agriculture Landcare Facilitator</td> <td>Observer</td> </tr> </tbody> </table> <p>Incoming LEMC Representatives:</p> <table border="1" data-bbox="219 475 1375 582"> <thead> <tr> <th>NAME</th> <th>ORGANISATION</th> <th>TITLE</th> <th>MEMBER/ OBSERVER</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER	Susan Davidson	Local Land Services	Regional Agriculture Landcare Facilitator	Observer	NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER	Nil				Awaiting to hear from LLS regarding replacement for Susan Davidson
NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER															
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<b>03</b>	<b>Confirmation of Previous LEMC Minutes</b>	<b>Additional Notes</b>																
03.01	Ordinary Meeting held Monday 11 April 2022 at Clarence Valley Rushforth Rd depot & via Microsoft Teams.	<b>Mover:</b> Kieran McAndrew <b>Seconded:</b> Mark Sekulic																
03.02	<b>Outstanding action items:</b>																	
	<b>26 October 2020</b> - Investigate Hawthorne Park & Grafton Showground as potential sites for evacuation centres suitable to also accommodate animals.	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. <b>In Progress</b>																
	<b>26 October 2020</b> - Baryugil School last audited as evacuation centre in 2016, needs to be reviewed.	Nick Jennings advised that this location is no longer suitable due to the bushfire risk rating Baryugil Public School has. (see agenda item 06.01 for further information). <b>Closed</b>																
	<b>26 July 2021</b> – Trenayr` TAFE audit for potential evacuation centre.	Stephen Green to confirm where to send waver form when activating Trenayr TAFE as a possible evacuation centre to host livestock and domestic animals. Will also enquire regarding facility capacity for livestock and domestic animals. DPI not present at LEMC, LEMO will follow up off-line. <b>In Progress</b>																
	<b>21 December 2021</b> - LEMC charter development (draft under development)	Final draft to be presented to LEMC for endorsement. <b>(see agenda item 06.01)</b>																

	<b>21 December 2021</b> - LEMC members requested specifications for the new mobile communications trailer	Trailer has arrived at CVC. IT is arranging internet connectivity and mounting camera for security reasons. Will be trialled at remote road works site at Keybarbin to understand limitations and identify any issues. Update at next meeting. <b>In Progress</b>																																																																
	<b>11 April 2022</b> - Meet to discuss a plan to audit evacuation centres listed in Local Emergency management Plan.	On hold pending discussion with Nick Jennings from Dept. of Education. <b>In progress.</b>																																																																
	<b>11 April 2022</b> - Follow up with Department of Education regarding South Grafton High School decision and relay to Jo Reid.	Nick Jennings invited to attend LEMC meeting to discuss. <b>(see agenda item 05.01)</b>																																																																
	<b>11 April 2022</b> - Arrange post flood debrief and discussion with Rathgar Lodge management	Mark Sekulic awaiting evacuation trigger update, current trigger 5.5m. Last evacuation of Rathgar Lodge took 6 hrs and 10 Ambulances (only 2 available at the time. Maryanne Sewell advised Health had also engaged in discussions with Rathgar Lodge A meeting to discuss further is required. <b>In Progress</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 at 25 July 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"> <thead> <tr> <th>LEMO</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> <th>7/22</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>✓</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</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	06/20	10/20	03/21	06/21	12/21	4/22	7/22	Busways								Clarence Valley Council								Coffs Clarence Police	✓	✓	✓		✓	✓	✓	Essential Energy								Fire & Rescue	✓	✓	✓				✓	Marine Rescue							✓	NSW Health								<p><b>NSW Police:</b> Brendan Gorman advised he is transferring from 14 August 2022 and the LEOCON will advise of a replacement deputy prior to this date.</p> <p><b>Resilience NSW:</b> Kieran McAndrew advised the Grafton Recovery Centre located at the library will wind up from Friday 29 July 2022. The New School of Arts, South Grafton, will become the point of contact from 1 August 2022.</p> <p>Recovery Support Funding from Primary Producers as the major recipients with \$10 million of support across the LGA, which highlights the min area of support required. Resilience NSW in partnership with Fire &amp; Rescue NSW and RFS have a recovery project to clean up debris in sugar cane fields before burning season. Debris is identified and removed. Also undertaking door knocking of residents in the Iluka and Harwood areas to check resident welfare.</p> <p><b>REMO:</b> Steven Hompes advised upcoming Emergency management training in the area – list available on Resilience NSW website.</p>
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NSW Ambulance			✓				✓
NSW DPI/LLS						✓	
Dept. of Community & Justice	✓	✓	✓	✓		✓	✓
NSW RFS	✓		✓	✓	✓	✓	
NSW SES	✓		✓				
Port Authority of NSW				✓			✓
Transport for NSW							
Surf Life Saving	✓			✓			
REMO	✓						
Resilience NSW					✓		

**RFS:** Stuart Watts updated the committee on Covid vaccination of brigades in the LGA. BoM advised that the bushfire seasonal outlook is good due to wet winter and saturated catchment. New Bushfire Danger rating system is simplified with simple trigger points. Extensive communications planned with messaging to be short and to the point. Change to occur 1 September 2022. Online training available to all via <https://afdrs-training.afac.com.au/moodle/login/index.php>

**NSW Health:** MaryAnne Sewell advised Health are currently reviewing Emergency plans. Reminded LEMC members to wear masks when social distancing cannot be observed with the number of COVID cases increasing.

**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

<b>05</b>	<b>Endorsement of LEMC Charter</b>	<b>Additional Notes/Action Items</b>
05.01	LEMO presented final draft of the Clarence Valley LEMC Charter for committee endorsement.	Brendan Gorman agreed with suggestions and supported the suggested inclusions.

	<p>Robyn Monk disseminated the proposed charter to all members for comment and update prior to this meeting. Kieran McAndrew from Resilience NSW congratulated the committee on its development and proposed the following additions/changes.</p> <ol style="list-style-type: none"> <li>1. Resilience NSW to be included as a member as they play a fundamental role in the prevent, Prepare, Respond Recover emergency management cycle.</li> <li>2. The inclusion of aboriginal agencies as observers including Aboriginal Land Councils.</li> <li>3. Inclusion of a CV Wellbeing Collective participant as an observer on behalf of non government and community groups engaged in community-based recovery activities</li> </ol>	<p>There was no objection to the inclusions and the committee endorsed the changes and LEMC charter.</p> <p><b>Action Item:</b> Endorsed LEMC charter will be disseminated to the committee participants.</p>
<b>06</b>	<b>Evacuation Centre Review at Department of Education Locations</b>	<b>Additional Notes/Action Items</b>
06.01	<p>Nick Jennings invited to provide comment on Department of Education owned locations endorsed or nominated as suitable evacuation sites.</p> <p>Nick advised the main objection cited by the Dept. of Education having their facilities used as evacuation centres during incidents or events was education continuity for students as well as child protection at these sites. There are 24 Dept. of Education sites across the LGA with a total of 5,500 students. The use of schools would be supported as a last resort and suggested using hotels, clubs etc in the first instance. South Grafton High School Hall could be utilised as a last resort and Nick acknowledges the challenges faced by the LEMC during significant flood events where evacuation orders are made. Dept. of Education must take into consideration of the safety of its students during such events. As highlighted in Lismore floods, evacuation sites were in existence for a long period of time which would be detrimental if an evacuation site was a school. There was also reported damage to Dept. of Education infrastructure and assets in other LGAs impacted by recent flood events.</p> <p>A bush fire rating review is also being undertaken with Baryulgil Public School being rated as high risk which would rule it out being utilised as an evacuation centre. Dept. of Education is reviewing risk of all their facilities including those at high risk of flood. They will liaise with the LEMC once this audit is completed. Dept. of Education are happy to utilise smaller rural schools as evacuation centres if they meet the bush fire risk rating standard. Dept. of Education locations are being profiled under Emergency Management Planning in consultation with RFS. This includes non-government schools.</p> <p>Nick noted that during the last flood event, late notification that the South Grafton High School was being set up as an evacuation centre was not ideal. Further liaison between LEOCON and Dept. of Education is required when considering using these locations. Arrangements to use Dept. of Education sites to be made locally with Principals in the first instance. This will need to be reported to Executive, Dept. of Education by Principles once arrangements are made.</p> <p>Steven Hompes noted that Qld don't use schools as evacuation centres, they only use public locations.</p> <p>Kieran McAndrew offered to assist Nick Jennings, Jo Reid, Robyn Monk and Jess Houghton develop and audit a list of alternate evacuation centre sites across the LGA.</p>	<p><b>Action Item:</b> Resume action item from 11 April 2022 meeting to plan and audit evacuation centres listed in Local Emergency Management Plan.</p>
<b>07</b>	<b>LEMC document review</b>	<b>Additional Notes/Action Items</b>
07.01	Proposed Consequence Management Guide (CMG) review.	

	<p>Robyn Monk advised that due to the number of events that have occurred over the last few years and changes to many positions on the LEMC, the review of plans, sub-plans and CMGs are overdue.</p> <p>In order to ensure the LEMC is compliant with undertaking multi-agency exercises and review of LEMC documents, Robyn Monk proposed incorporating CMG review (tabletop exercise) as a standing agenda item at each LEMC meeting to ensure that LEMC requirements are met, and documented plans are regularly reviewed and updated as required.</p> <p>Members of the LEMC agreed that this was a suitable course of action and Brendan Gorman proposed that RFS would be most appropriate agency to review their CMGs due to the imminent fire season. Stuart Watts happy to present RFS CMGs for review.</p>	<p><b>Action Item:</b> LEMO to add CMG review as a standing agenda item for future LEMC meetings and disseminate a list of review dates for the combat agency/functional area to present their GMGs for review.</p> <p><b>Action Item:</b> RFS tasked to review their CMGs at the November LEMC.</p>
07.02	<p>Clarence Valley Emergency Operations Centre Standard Operating Procedure Review.</p> <p>Robyn Monk noted that the Clarence Valley Emergency Operations Centre Standard Operating Procedure (CV EOC SOP) was last reviewed in 2015. There have been some significant changes to terminology, documented instructions, and processes since this time. A full review of the CV EOC SOP will ensure the document is current and relevant. Robyn Monk is happy to drive the review of this document having recently completed relevant Resilience NSW training requirements.</p>	<p><b>Action Item:</b> Robyn Monk will disseminate a proposed draft of the CV EOC SOP for consideration and comment. A final draft will be presented at the 28 November meeting for final review.</p>
07.03	<p>Development of a CV LEMC recovery Support Plan.</p> <p>Robyn Monk advised that the Resilience NSW Recovery Plan was endorsed in December 2021. It's noted that the Clarence Valley does not currently have a Recovery Support Plan to direct its recovery activities. Following consultation with Kieran McAndrew and local community groups associated with the current flood recovery, it is important to capture CV recovery efforts to date to ensure that lessons learnt are captured and incorporated into future recovery efforts as required.</p> <p>It is proposed that LEMC discussions commence discussion regarding the content of a Recovery plan for CV. Resilience NSW advised that templates are under development, but due to the current flood inquiry, this has been delayed pending recommendations from the inquiry. Kieran McAndrew congratulated the LEMC for progressing this despite templates not being currently available. Robyn Monk proposed to start investigating key themes and challenges in order to develop a recovery framework which will be presented at the November meeting for consideration and discussion. This framework once endorsed by the committee, can be used to inform the Recovery Support Plan once the templates are available from Resilience NSW. Please forward suggestions and key themes to Robyn Monk directly.</p>	<p><b>Action Item:</b> Robyn Monk develop a recovery framework in consultation with Resilience NSW for discussion at the next LEMC meeting.</p>
08	<p><b>General Business</b></p>	<p><b>Additional Notes/Action Items</b></p>
	<p><b>Mark Sekulic – SES</b></p> <p>Requesting information/action/update</p> <ul style="list-style-type: none"> <li>• Camera on Coutts Crossing Bridge – to read gages</li> <li>• Camera at Copmanhurst</li> <li>• Firth Heinz Rd gate there are two padlocks – one is SES the other?</li> </ul>	

	<ul style="list-style-type: none"> <li>• Detour height of the side-track at Coutts Crossing while bridge work is being undertaken – road height reading in comparison to the river height reading.</li> <li>• Traffic flow at night-time, is the side-track manned or under traffic light control at night? Greg Allsopp from CVC advised that the side-track detour is controlled by time-controlled traffic lights at night-time.</li> <li>• SES – are changing to a three-stage warning – Advice / Watch &amp; Act / Emergency Warning in line with the Australian Warning System. Public consultation will be undertaken around September/October.</li> </ul> <p><b>Kieran McAndrews – Resilience NSW</b></p> <ul style="list-style-type: none"> <li>• Coutts Crossing – BoM indicated an automatic gauge would be installed by mid-2022</li> <li>• New RFS FCC/EOC at Airport, requesting update. Robyn has spoken with Stephen Timms</li> </ul> <p>– Funds have been received and the project is with Open Spaces team. Robyn will follow up and advise. Council is currently working on connecting critical water mains for the site.</p> <p><b>Robyn Monk – CVC</b></p> <ul style="list-style-type: none"> <li>• On 15/7/22 – received a phone call from Phil Houghton, Yamba Bowling Club requesting support by LEMC for a \$50,000 grant they have applied for to install a generator system. Stuart Watts from RFS also supported the request in principle.</li> <li>• Reminded the committee that there are 2 emails. One is the LEMC Distribution list ( [REDACTED] ) which has over 50 members including agency resource email addresses and is used for all LEMC correspondence. If you use this email to disseminate information, please remember that the owner of this email (CVC LEMO) must authorise before it is disseminated to the group. Please keep this in mind when sending urgent or time critical information. The other email address ( [REDACTED] ) sends correspondence to the LEMO only.</li> </ul>	<p>There were no objections from the LEMC in supporting Yamba Bowling Clubs application for funding for this project.</p>
09	<b>Meeting Close / Next Meeting</b>	
09.01	Next meeting 10:00 am 28 November 2022	Location TBA
09.02	<b>Meeting Close</b> 11:20am	

**Action Items:**

<b>Date requested:</b>	<b>Outstanding action Items:</b>	<b>Who:</b>	<b>Completion:</b>
<b>26 October 2020</b>	Investigate Hawthorne Park & Grafton Showground as potential sites for evacuation centres suitable to also accommodate animals.	Stephen Green, Jess Houghton & Robyn Monk	TBA
<b>26 July 2021</b>	Trenayr TAFE audit for potential evacuation centre.	Stephen Green, Jess Houghton & Robyn Monk	TBA
<b>21 December 2021</b>	LEMC members requested specifications for the new mobile communications trailer	Jamie Fleeting	TBA
<b>11 April 2022</b>	Meet to discuss a plan to audit evacuation centres listed in Local Emergency management Plan.	Robyn Monk, Jess Houghton & Jo Reid	TBA
<b>11 April 2022</b>	Arrange post flood debrief and discussion with Rathgar Lodge management	Jo Reid	TBA

**New Action Items:**

<b>Date requested:</b>	<b>New action Items:</b>	<b>Who:</b>	<b>Completion:</b>
<b>25 July 2022</b>	Endorsed LEMC charter will be disseminated to the committee members.	LEMO	9 August 2022
<b>25 July 2022</b>	LEMO to add CMG review as a standing agenda item for future LEMC meetings and disseminate a list of review dates for the combat agency/functional area to present their GMGs for review.	LEMO	9 August 2022
<b>25 July 2022</b>	RFS to review their CMGs at the November LEMC.	RFS	28 November 2022
<b>25 July 2022</b>	Robyn Monk will disseminate a proposed draft of the CV EOC SOP for consideration and comment. A final draft will be presented at the 28 November meeting for final review.	LEMO	28 November 2022
<b>25 July 2022</b>	Robyn Monk draft a recovery framework in consultation with Resilience NSW for discussion at the next LEMC meeting.	LEMO	28 November 2022