

Clarence Valley Council (CVC)

Clarence Valley Local Emergency Management Committee (CV LEMC)



Monday 28 November 2022 – 10:00 am - 11:29 am

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

Minutes of meeting

Attendance: Jo Reid – NSW Police, Richard Garrels – NSW Police, Robyn Monk – CVC, Greg Allsopp – CVC, Dan Madden – NSW Health, Kieran McAndrew – Resilience NSW, Stuart Watts – Rural Fire Service, Scott Acton – NSW Ambulance, Steven Hompes – REMO, Ellie Sullivan – Local Land Services, Mark Elm – State Emergency Service, Colin Drayton – Fire & Rescue NSW, Tony Voss – SERCO, Bree Hiatt – SERCO, Mark Sekulic – State Emergency Service, Michael Read – Yamba Port Authority, Susan Morrison - Department of Communities and Justice (DCJ), Cheryl Dimmock – ICOPE (Guest), Tony Belton – ICOPE (guest), Brendan Worthy – Clarence Valley Council (Guest).

Minutes: Julie Wilks

The meeting commenced at 10:04am

Item		Discussion/ Comments	Additional Notes
01	Welcome	Acknowledgement of Country	
01.01	Apologies	Maryanne Sewell – NSW Health Ruby Driscoll-dyer – TfNSW Jamie Fleeting – Clarence Valley Council Gary Price – Port Authority	For Noting
01.02	Quorum	Quorum: 10 (CV LEMC currently has 14 members and 14 observers)	Total voting members at today LEMC, 10 – 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	<p>Outgoing LEMC Representatives:</p> <table border="1" data-bbox="219 199 1375 379"> <thead> <tr> <th data-bbox="219 199 450 295">NAME</th> <th data-bbox="450 199 719 295">ORGANISATION</th> <th data-bbox="719 199 1055 295">TITLE</th> <th data-bbox="1055 199 1375 295">MEMBER/ OBSERVER</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 295 450 379">Gary White</td> <td data-bbox="450 295 719 379">Fire & Rescue NSW</td> <td data-bbox="719 295 1055 379">Inspector</td> <td data-bbox="1055 295 1375 379">Member</td> </tr> <tr> <td data-bbox="219 379 450 464">Steven Green</td> <td data-bbox="450 379 719 464">Dept. Primary Industries</td> <td data-bbox="719 379 1055 464">Regulatory Officer</td> <td data-bbox="1055 379 1375 464">Member</td> </tr> </tbody> </table>	NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER	Gary White	Fire & Rescue NSW	Inspector	Member	Steven Green	Dept. Primary Industries	Regulatory Officer	Member	<p>Outgoing – Gary White FRNSW, promoted to Manager Community Engagement Unit, Tim Climo will cover secondary contact role until recruitment is undertaken. Stephen Green DPI, promoted to Varroa Team Leader North Coast, replacement TBA.</p>				
NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER															
Gary White	Fire & Rescue NSW	Inspector	Member															
Steven Green	Dept. Primary Industries	Regulatory Officer	Member															
02.03	<p>Incoming LEMC Representatives:</p> <table border="1" data-bbox="219 379 1375 866"> <thead> <tr> <th data-bbox="219 379 450 619">NAME</th> <th data-bbox="450 379 719 619">ORGANISATION</th> <th data-bbox="719 379 1055 619">TITLE</th> <th data-bbox="1055 379 1375 619">MEMBER/ OBSERVER</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 619 450 730">Susan Morrison</td> <td data-bbox="450 619 719 730">Department of Communities & Justice</td> <td data-bbox="719 619 1055 730">Deputy WeIFAC</td> <td data-bbox="1055 619 1375 730">Member</td> </tr> <tr> <td data-bbox="219 730 450 783">Richard Garrels</td> <td data-bbox="450 730 719 783">NSW Police</td> <td data-bbox="719 730 1055 783">Alternate LEOCON</td> <td data-bbox="1055 730 1375 783">Member</td> </tr> <tr> <td data-bbox="219 783 450 866">Elle Sullivan</td> <td data-bbox="450 783 719 866">Local Land Services</td> <td data-bbox="719 783 1055 866"></td> <td data-bbox="1055 783 1375 866">Member</td> </tr> </tbody> </table>	NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER	Susan Morrison	Department of Communities & Justice	Deputy WeIFAC	Member	Richard Garrels	NSW Police	Alternate LEOCON	Member	Elle Sullivan	Local Land Services		Member	<p>Incoming – Susan Morrison DCJ replaces Jess Haughton, Elle Sullivan LLS replaces Susan Davison, Richard Garrels replaces Brendan Gorman NSW Police (alternate LEOCON)</p>
NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER															
Susan Morrison	Department of Communities & Justice	Deputy WeIFAC	Member															
Richard Garrels	NSW Police	Alternate LEOCON	Member															
Elle Sullivan	Local Land Services		Member															
03	Confirmation of Previous LEMC Minutes	Additional Notes																
03.01	Ordinary Meeting held Monday 25 July 2022 at Clarence Valley Council Chambers Prince St & via Microsoft Teams.	<p>Mover: Scott Acton Seconder: Steven Hompes</p>																
03.02	Outstanding action items:																	
	26 October 2020 - Investigate Hawthorne Park & Grafton Showground as potential sites for evacuation centres suitable to also accommodate animals.	Delayed due to DCJ member vacancy & departure of Steve Green DPI. See 11 April 2022 action item - Closed																
	26 July 2021 - Trenayr TAFE audit for potential evacuation centre.	Delayed due to departure of Steve Green. See 11 April 2022 action item - Closed																
	21 December 2021 - LEMC members requested specifications for the new mobile communications trailer	IT is arranging internet connectivity and mounting camera for security reasons. Further update not currently available. In Progress hold over to March																
	11 April 2022 - Meet to discuss a plan to audit evacuation centres listed in Local Emergency management Plan.	Robyn Monk proposed that the Evacuation Centre review be prioritised by LEMC, closing off all other agenda items																

		<p>relating to evacuation centres and conduct a full audit per the 2014 Evacuation Management Guidelines.</p> <p>During a recent discussion with John Eliopoulos from Resilience NSW, Evacuation Centre Audits will be required to be submitted to Resilience NSW for centralised review and governance.</p> <p>Robyn Monk will commence audit process by collating information and liaise with evacuation centre contacts regarding review.</p> <p>The LEMC endorsed the above proposal.</p> <p>Action Item: Robyn Monk to commence audit in consultation with the LEOCON and DCJ.</p>
	<p>11 April 2022 - Follow up with Department of Education regarding South Grafton High School decision and relay to Jo Reid.</p>	<p>Nick Jennings attend July LEMC meeting to discuss. Education advised of preference of an alternate evacuation centre option be investigated. During preparedness recent discussions (October Orara River flooding) South Grafton High School was not available due to the HSC being conducted.</p> <p>See 11 April 2022 action item comments above - Closed</p>
	<p>11 April 2022 - Arrange post flood debrief and discussion with Rathgar Lodge management</p>	<p>Police, SES, and Health meet with Rathgar Lodge management in August to debrief and discuss ongoing issues with evacuation planning & Management. Closed</p>
	<p>25 July 2022 – Endorsed LEMC charter to be disseminated to Committee Members.</p>	<p>Closed</p>
	<p>25 July 2022 – Disseminate proposed Clarence Valley Emergency Operations Centre (EOC) Standard Operating Procedures (SOP).</p>	<p>Robyn Monk has reviewed this document, updating definitions, alternate EOC location and maps, EOC activation triggers (to reflect 2018 EMPLAN), SITREP template, and language to reflect utilisation of virtual platforms such as MS Teams into the SOP. Version Control has also been included.</p> <p>As the LEMO, in order to meet EOC information retention requirements, Robyn suggested all future EOC communications be carbon copied to the [REDACTED] email. This was supported by Steve Hompes who advised this process is already in place for the regional EOC. This process was endorsed by the LEMC.</p> <p>A Final draft of the EOC SOP will be presented for endorsement at the next meeting. Due for completion March 2023</p>

	<p>25 July 2022 – RFS to update the Fire (Bush/Grass) CMG and present for tabletop review during November LEMC meeting.</p>	<p>See agenda item 09.01. Closed</p>																																																																
	<p>25 July 2022 – Robyn Monk to draft & disseminate proposed Clarence Valley Recovery Supporting Plan framework to LEMC for discussion.</p>	<p>Robyn indicated that Recovery Support Plan template evolved out of several Recovery Support Plan documents including the Resilient NSW Pre-event Recovery Plan and other LGA plans. The Recovery & sub-committee structure information still needs to be incorporated into this document.</p> <p>The community profile templates will be developed in consultation with the relevant communities moving forward.</p> <p>Kieran McAndrew acknowledged the progress of the framework but indicated there are some obvious gaps requiring further discussion. He offered his assistance to progress this.</p> <p>Robyn indicated that further discussions within Council will also be required before the document can be presented for endorsement.</p> <p>Further update will be presented at the March meeting.</p>																																																																
<p>04</p>	<p>LEMC Representative Reports (Agencies & Functional Areas)</p>	<p>Additional Notes/Action Items</p>																																																																
<p>04.01</p>	<p>Written Reports: Table below indicated those received as at 28 November 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="219 948 1391 1476"> <thead> <tr> <th>LEMO</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> <th>11/22</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 & 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	10/20	03/21	06/21	12/21	4/22	7/22	11/22	Busways								Clarence Valley Council								Coffs Clarence Police	✓	✓		✓	✓	✓	✓	Essential Energy								Fire & Rescue	✓	✓					✓	Marine Rescue						✓		NSW Health								<p>REMO: Steven Hompes advised outcomes from the recent meeting with the key actions being:</p> <ul style="list-style-type: none"> • Dept Health advised the next wave of Covid has multiple strains and health are going back to mandatory mask wearing. Peak due in Northern NSW over the Christmas period. • REMC meeting dates for next year have been proposed, noting further discussion to follow in agenda item 05.01. • EMPLAN – most are due to be reviewed. REMC requesting each LEMC review their plan for sign off by June the Regional EMPLAN will then be updated. • Centenary Relay by ADF – centenary torch run from France to Australia in June 2023. The run will come through this area and into Grafton. The REMC has received notification of the event and will forward correspondence to the LEMC shortly. • Training – 21 courses on offer from Introduction to Emergency Management through to Working in an Evacuation Centre – agencies are encouraged to send staff to training. Information and application available via the Resilience NSW website.
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NSW DPI/LLS					✓		
Dept. of Community & Justice	✓	✓	✓		✓		
NSW RFS		✓	✓	✓	✓		✓
NSW SES		✓					✓
Port Authority of NSW			✓			✓	
Transport for NSW							
Surf Life Saving			✓				
Resilience NSW				✓			

SES submitted a copy of their report via email during the meeting.

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

05	LEMC dates for 2023	Additional Notes/Action Items
05.01	Dates proposed for 2023 – 27 March, 31 July and 27 November 2023. Discussion:	

	<p>Robyn Monk advised that the REMC dates locked in at last weeks meeting conflict with our proposed dates. The preference is that local meetings occur prior to the regional meetings so unresolved matters are escalated in a timely manner. LEMC will need to move dates back, Robyn will review and advise.</p>	<p>Action item: Robyn Monk will review dates and disseminate new dates to the committee next week.</p>
06	Grafton Airport Emergency Response Plan	Additional Notes/Action Items
06.01	<p>Brendan Worthy - Clarence Regional Airport Manager (Guest)</p> <p>Discussion:</p> <p>Brendan gave the LEMC an update of changes to the CASA requirements, the change in status of the Grafton Airport, and impact these have on emergency management arrangements, planning and response requirements.</p> <p>The last multi-agency exercise was undertaken in 2019 and changes were made to the Aerodrome Emergency Plan following. The change in status of the Grafton Airport means we are no longer obligated to have an Aerodrome Emergency Plan. The airport is only required to provide proof of procedures for responding to an emergency.</p> <p>Brendan has Changed the AEP to an Emergency Response Plan (ERP) to continue acting as a Sub-Plan to the CV EMPLAN. This demonstrates that Clarence Valley Council has exceeded required emergency response documentation requirements by CASA and demonstrate a uniform approach for local emergency services.</p> <p>There is no longer a requirement for a by-annual multi-agency exercise, but Brendan is happy to participate in one should Emergency Management agencies require this for their individual training requirements.</p> <p>Brendan advised that even if the airport attracts a regular commercial carrier, this won't change the Airport status and CASA requirements.</p>	<p>For noting, Robyn Monk has already disseminated the updated ERP to LEMC members.</p>
07	Iluka Community Evacuation Centre	Additional Notes/Action Items
07.01	<p>Discussion:</p> <p>Cheryl Dimmock and Tony Belton were invited to present their proposal for a community run evacuation centre in Iluka that would be managed by Iluka Community Organisation Planning for Emergencies (ICOPE).</p> <p>ICOPE Scope Objectives:</p> <p>New community led group, not for profit, awaiting incorporation from Fair Trading. Currently has 35 members. Promote future action and planning for emergencies, provide practical community approach to localised emergency management, educate community on how to prepare, plan and recover from the impacts of natural hazards.</p>	<p>Action item: Robyn Monk to advise ICOPE of LEMC in principal support and request a more detailed proposal and plan that addresses the issues discussed at the meeting.</p>

	<p>Iluka has been isolated during fire and flood events as there is only 1 road in and out of Iluka. During flood events, Iluka Rd is cut at the Esk River. Evacuation to Maclean cannot occur and DCJ staff cannot get into Iluka to manage an evacuation centre.</p> <p>ICOPE have identified the Iluka Community Hall as the best location for a community run evacuation centre. It is already designated a neighbourhood Safer Place by RFS, its centrally located to critical amenities such as the Police and Ambulance Station and is readily identifiable to community and visitors. The building is double brick with a commercial kitchen. The playing field opposite is used as a helicopter landing site as required.</p> <p>ICOPE propose to set up the Community Hall as a temporary evacuation centre when Iluka becomes isolated. Tony Belton applied for an FRR Grant and received \$22342.00 to spend on enhance evacuation readiness, purchase equipment for the evacuation centre. At present there is no equipment or set up for an evacuation centre in Iluka.</p> <p>ICOPE understand that DCJ are the leading authority for evacuations, and they would only manage the community run evacuation centre until DCJ staff can access Iluka, in which case they would hand over control to DCJ but remain on site to assist them staff the centre.</p> <p>During the Feb/Mar flood event, residents had to sandbag Marandowie Drive and the Bowling Club was used as community evacuation centre. This location was not suitable especially for elderly. While isolated, there were 4 medical evacuations and no food deliveries due to road closure.</p> <p>The ICOPE proposal was welcomed by the LEMC with representatives with Health, Resilience NSW, NSW Ambulance and the REMO all passing on their congratulations for their continued efforts supporting their community.</p> <p>The LEMC supported the proposal in principle, but a required further involvement/consultation with:</p> <ul style="list-style-type: none"> • Red Cross – as part of the Community-led-Resilience Teams initiative • SES – As the designated combat agency for Flood, Storm and Tsunami – flood cards may need to be updated • DCJ – As the designated functional area for community welfare including the management of evacuation centres • Police – Iluka Police should be consulted and involved with planning • Community Education piece - need to ensure the community are aware when setting up the evacuation centre <p>Moving forward what would the LEMC needs to see:</p> <ul style="list-style-type: none"> • Direct consultation with Council regarding the container and equipment storage as the Hall is Council owned. • Evidence that the above agency/groups have been consulted in the form of a documented procedure that addresses the issues/concerns raised for presentation at the next LEMC meeting. <p>Greg Allsopp advised the committee that Council is preparing an application for betterment funding through TfSNW for Yamba and Iluka Roads as a priority project. Applications close 1 December 2022.</p>	
08	Hanging Rock Road campsite	Additional Notes/Action Items

08.01	<p>Discussion:</p> <p>Mark Sekulic SES raised concerns regarding Cangai Campsite site where there have been several rescues, the most recent in September where a couple camping on top of a 4WD had to be rescued.</p> <p>The issues SES raised included:</p> <ul style="list-style-type: none"> • No phone reception in this area, UHF radio only option • SES has to conduct regular welfare checks during high-risk periods • Camp site is impacted when the river height is 3.2m • Cangai bridge closes when the river height exceeds 3.3m, limiting access and rescue options • It takes 1hr for SES to get to this location • Tourists unaware of the risk • Inadequate signage to warn of risk • Helicopter rescue is available, weather and availability permitting <p>SES are requesting:</p> <ul style="list-style-type: none"> • Council review signage – SES to advise Council on proposed sites. Investigate visually distinct options for signage with information about flood gauge heights including closure of the campsite at 3.2m. 	<p>Action item: SES provide pictures/diagrams with the preferred locations for signage so Council can investigate further.</p>
09	CMG review	Additional Notes/Action Items
09.01	<p>Fire (Bush/Grass) – RFS presenting</p> <p>Stuart Watts presented the reviewed RFS Fire (grass/bush) consequence management guide</p> <p>Changes include:</p> <ul style="list-style-type: none"> • Updated triggers to reflect recent changes to fire danger ratings • Included reference to Neighbourhood safer Places as a place of last resort in section 9 (Evacuation Centre list) • Updated agency name changes • Transition process from response to recovery to align with Resilience NSW Recovery Plan 2021 <p>No additional comments from the LEMC were tabled.</p>	<p>Action item: Robyn Monk to tidy up CMG format, add version control and disseminate final version to LEMC members.</p>
09.02	<p>Fire (Commercial/industrial/residential)</p> <p>Postponed – Greg Lewis was going to present but could not attend the meeting, postpone to March meeting</p>	<p>Action item: Add Fire (Commercial/industrial/residential) CMG review to March agenda.</p> <p>Action item: SES will review and present Flood, Storm and Tsunami CMGs at the March meeting.</p>

	LEMC reminded of the proposed CMG review for 2023. SES proposed to present Flood, Storm & Tsunami CMGs. SES happy to present at March meeting. Landslip and Recovery CMGs also targeted for review, Robyn identified need to include Pilot Hill specific information into this CMG and will develop draft in consultation with LEOCON.	Action item: Robyn Monk will update Landslip CMG in consultation with LEOCON to incorporate Pilot Hill strategy. Draft will be presented at March meeting.
10	General Business	
	Fire & Rescue NSW stated that previous Airport scenarios (exercises) were helpful for training purposes. Clarence Regional Airport Manager Brendan Worthy advised that he is happy to work with the agencies to facilitate training/multi-agency exercises as required. Aviation Brigade on site on a regular basis. Robyn Monk noted that EMPLAN is already under review with the release of the 2021 census data. She will continue to update generic information and disseminate to LEMC members for	Action item: Review of EMPLAN has commenced, updated draft will be disseminated for specific agency comment and consultation prior to the March meeting.
09.01	Next meeting TBC	Location TBA
09.02	Meeting Close 11:29am	

Action Items:

Date requested:	Outstanding action Items:	Who:	Completion:
21 December 2021	LEMC members requested specifications for the new mobile communications trailer	Jamie Fleeting	TBA
25 July 2022	Disseminate final draft of Clarence Valley Emergency Operations Centre (EOC) Standard Operating Procedures (SOP) for endorsement by LEMC.	Robyn Monk	March 2023
25 July 2022	Progress proposed Clarence Valley Recovery Supporting Plan in consultation with Resilience NSW and Council and present to LEMC for endorsement.	Robyn Monk	March 2023

New Action Items

Date requested:	New action Items:	Who:	Completion:
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 in consultation with DCJ and the LEOCON	TBC, commence immediately
28 November 2022	Review proposed 2023 LEMC dates to align with REMC and disseminate to LEMC members.	Robyn Monk	5 December 2022
28 November 2022	ICOPE to be advised of LEMC 'in principle' community run evacuation centre and request a more detailed proposal and plan that addresses the issues discussed at the meeting.	Robyn Monk	March 2023
28 November 2022	SES to provide Council with preferred site options for flash flooding signage at the Cangai campground	Mark Sekulic	28 November 2022

28 November 2022	Add Fire (Commercial/industrial/residential) CMG review to March agenda.	Robyn Monk	March 2023
28 November 2022	SES will review and present Flood, Storm and Tsunami CMGs at the March meeting.	SES representative	March 2023
28 November 2022	Review Landslip CMG in consultation with LEOCON to incorporate Pilot Hill strategy.	Robyn Monk	March 2023
28 November 2022	Review of EMPLAN, with updated draft to be disseminated for specific agency comment and consultation prior to the March meeting.	Robyn Monk	March 2023