

Clarence Valley Council (CVC)

Clarence Valley Local Emergency Management Committee (CV LEMC)



Monday 26 February 2024 – 10:00 am - 12:00 pm

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

Minutes of meeting_confirmed

Attendance: Jo Schultz (LEOCON) – NSW Police (NSWP), Sally Scott – NSWP, Vicki Marsh - Alternate LEMO – CVC, Adele McGeary – Clarence Valley Council (CVC) Chair, Robyn Monk (LEMO) – CVC, Leonie Williamson – Local Land Services (LLS), Greg Lewis – Fire & Rescue NSW (FRNSW), Kieran McAndrew – NSW Reconstruction Authority (NSWRA), Belinda Devine – State Emergency Service (SES), Lacy Loloa – SES, Susan Chapple – SES, Lisa O'Brien – Corrective Services NSW, Mark McGrath – Recovery Support Services, Tony Voss – SERCO, Bree Hiatt – SERCO, Neil Gendle – TfNSW, Ben Burbidge (alternate LEMO) – CVC, Peter Sweetman - Surf Life Saving (SLS), Chris Bond - SLS, Sharon Monaghan - Local Aboriginal Land Council (Baryulgil), Dan Madden – NSW Health

Online: Leanne Gollan – Department of Communities & Justice (DCJ), Mark Sekulic – SES, Stuart Watts- Rural Fire Service Rural Fire Service (RFS), Christine Gurman – Department of Education (DoE), Kylee Harrison (DCJ), Michael Reid - Port Authority, Maryanne Sewell – NSW Health, Glen Byrnes – NSW Police (REMO)

Minutes: Julie Wilks

Item		Discussion/ Comments	Additional Notes
01	Welcome	Acknowledgement of Country	Meeting commenced at 10:03am
01.01	Apologies	Richard Garrels - NSWP, Joanna Jones – SES, Nerida Evans – DCJ	
01.02	Quorum	Quorum: 8 (CV LEMC currently has 14 members and 14 observers)	Total voting members at today LEMC, 8 – quorum reached

Item	Discussion/ Comments	Additional Notes																								
02	LEMO Membership & Structure	Additional Notes																								
02.01	The LEMC Structure was updated and disseminated to the LEMC membership. Where applicable it has been amended to include the below changes in LEMC representation.	Christine Gurman from the DoE introduced herself and provided a quick overview of the role the Emergency Response Team will undertake to identify risks to DoE assets from Natural Hazards including floods and fires.																								
02.02	Outgoing LEMC Representatives:	Kylee Harrison replaces Tracy Forster from DCJ.																								
02.02	<table border="1"> <thead> <tr> <th data-bbox="219 416 488 507">NAME</th> <th data-bbox="488 416 748 507">ORGANISATION</th> <th data-bbox="748 416 1088 507">TITLE</th> <th data-bbox="1088 416 1406 507">MEMBER/ OBSERVER</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 507 488 619">Tracy Forster</td> <td data-bbox="488 507 748 619">Department of Communities & Justice</td> <td data-bbox="748 507 1088 619">Manager Client Services (Deputy WELFAC)</td> <td data-bbox="1088 507 1406 619">Member</td> </tr> </tbody> </table>	NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER	Tracy Forster	Department of Communities & Justice	Manager Client Services (Deputy WELFAC)	Member	Robyn Monk advised Council has appointed 2 new alternate LEMOs to support her role. She added that the LEMC members were sent correspondence before Christmas regarding the new 24/7 number to contact the LEMO which is included on the contact list. Agencies and functional areas have been asked to share this number to relevant staff in their teams and use this to contact LEMO outside normal office hours. This number is diverted to the on-call LEMO.																
NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER																							
Tracy Forster	Department of Communities & Justice	Manager Client Services (Deputy WELFAC)	Member																							
02.03	<p>Incoming LEMC Representatives:</p> <table border="1"> <thead> <tr> <th data-bbox="219 719 488 767">NAME</th> <th data-bbox="488 719 748 767">ORGANISATION</th> <th data-bbox="748 719 1088 767">TITLE</th> <th data-bbox="1088 719 1406 767">MEMBER/ OBSERVER</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 767 488 823">Sally Scott</td> <td data-bbox="488 767 748 823">NSW Police</td> <td data-bbox="748 767 1088 823">Alternate LEOCON</td> <td data-bbox="1088 767 1406 823">Member</td> </tr> <tr> <td data-bbox="219 823 488 938">Kylee Harrison</td> <td data-bbox="488 823 748 938">Department of Communities & Justice</td> <td data-bbox="748 823 1088 938">Deputy WELFAC</td> <td data-bbox="1088 823 1406 938">Member</td> </tr> <tr> <td data-bbox="219 938 488 1023">Christine Gurman</td> <td data-bbox="488 938 748 1023">Department of Education</td> <td data-bbox="748 938 1088 1023">Leader, Emergency Response</td> <td data-bbox="1088 938 1406 1023">Member</td> </tr> <tr> <td data-bbox="219 1023 488 1107">Ben Burbidge</td> <td data-bbox="488 1023 748 1107">Clarence Valley Council</td> <td data-bbox="748 1023 1088 1107">Alternate LEMO</td> <td data-bbox="1088 1023 1406 1107">Observer</td> </tr> <tr> <td data-bbox="219 1107 488 1192">Vicki Marsh</td> <td data-bbox="488 1107 748 1192">Clarence Valley Council</td> <td data-bbox="748 1107 1088 1192">Alternate LEMO</td> <td data-bbox="1088 1107 1406 1192">Observer</td> </tr> </tbody> </table>	NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER	Sally Scott	NSW Police	Alternate LEOCON	Member	Kylee Harrison	Department of Communities & Justice	Deputy WELFAC	Member	Christine Gurman	Department of Education	Leader, Emergency Response	Member	Ben Burbidge	Clarence Valley Council	Alternate LEMO	Observer	Vicki Marsh	Clarence Valley Council	Alternate LEMO	Observer	Sally Scott was recently appointed as one of the Deputy LEOCONS (Richard Garrels is the other). Chris Bond was recently appointed to SLS as the Emergency Management Coordinator North. He has requested his inclusion in email distribution lists and may assist the committee and represent SLS in emergency operation centre as required.
NAME	ORGANISATION	TITLE	MEMBER/ OBSERVER																							
Sally Scott	NSW Police	Alternate LEOCON	Member																							
Kylee Harrison	Department of Communities & Justice	Deputy WELFAC	Member																							
Christine Gurman	Department of Education	Leader, Emergency Response	Member																							
Ben Burbidge	Clarence Valley Council	Alternate LEMO	Observer																							
Vicki Marsh	Clarence Valley Council	Alternate LEMO	Observer																							
03	Confirmation of Previous LEMC Minutes	Additional Notes																								
03.01	Ordinary Meeting held Monday 9 October 2023 at Clarence Valley Council Chambers Prince St & via Microsoft Teams.	Mover: Jo Schultz Seconder: Kieran McAndrew																								

Item	Discussion/ Comments	Additional Notes
03.02	Outstanding action Items:	
	25 July 2022 - Proposed Clarence Valley Recovery Supporting Plan in consultation with NSW Reconstruction Authority and Council and present to LEMC for endorsement.	In Progress – Pre-event Recovery Plan working group Kieran McAndrew, Mark McGrath, Amanda Causley & Robyn Monk. At risk community profiles to be developed over the next few months. A draft will likely be presented to the LEMC in June. The state recovery plan is under review & NSWRA will advise if there are any issues that might impact local planning.
	28 November 2022 - SES to provide Council with preferred site options for flash flooding signage at the Cangai campground.	In Progress – SES advised original signs not appropriate, investigating alternate options and funding base.
	28 November 2022 - Review Landslip CMG in consultation with LEOCON to incorporate Pilot Hill strategy	In progress – See item 06.01.
	9 October 2023 - Arrange an offline meeting with DCJ and ICOPE to discuss the CMEC action plan & its integration with current WELFAC arrangements.	Complete – DCJ, LEMO and ICOPE met 23 October 2023 to discuss arrangements.
	9 October 2023 - Update evacuation centre audits to reflect the 2022 Lower Clarence Flood Modelling where required.	Complete – Evacuation audits have been updated to include the latest flood model data.
	9 October 2023 - Obtain licencing numbers for the Pacific Hotel Yamba.	Complete – Correspondence received from Police and included in the CMG
	9 October 2023 - Include licencing numbers in the Pilot Hill CMG and present for endorsement at the next meeting.	Complete – See item 07.01.
	9 October 2023 - Develop CMG review based on Hazards & Risks assessment included in the endorsed Clarence Valley EMPLAN.	In progress – See item 08.01
	9 October 2023 - Follow up on Yamba SLS closures during orange & red alerts per Peter Sweetman's enquiry.	Complete – correspondence highlighting the recommendations from the Yamba Coastline Interim Emergency Strategy – Pilot Hill sent to Peter Sweetman 12 October 2023.

Item	Discussion/ Comments	Additional Notes																																																																						
	9 October 2023 - TfNSW to forward community consultation information to LEMO for dissemination to the LEMC for feedback submissions.	Complete – email to LEMC participants sent 10 October 2023.																																																																						
	9 October 2023 - LEMO to disseminate proposed LEMC dates for 2024 for feedback by 1 November 2023.	Complete – dates determined (26 February, 24 June & 14 October 2024, disseminated to LEMC participants.																																																																						
	9 October 2023 - Notify SERCO of 2024 LEMC dates to plan site visit & LEMC meeting at Avenue Rd, Lavadia.	Complete – Liaised with Bree Hiatt, June meeting will be held at SERCO and will include site visit. LRC first, LEMC then Site Visit – attendance required in advance so SERCO can arrange.																																																																						
	9 October 2023 - LEMO will circulate CV Flood subplan for comment once review is completed.	Complete – Volume 2 circulated 9 December 2023. Has been signed off and updated on SES & CVC websites.																																																																						
04	LEMC Representative Reports (Agencies & Functional Areas)	Additional Notes/Action Items																																																																						
04.01	<p>Written Reports: 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" data-bbox="219 719 1256 1426"> <thead> <tr> <th data-bbox="219 719 427 770">LEMO</th> <th data-bbox="427 719 566 770">7/22</th> <th data-bbox="566 719 705 770">11/22</th> <th data-bbox="705 719 844 770">03/23</th> <th data-bbox="844 719 983 770">07/23</th> <th data-bbox="983 719 1122 770">10/23</th> <th data-bbox="1122 719 1256 770">02/24</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 770 427 821">Busways</td> <td data-bbox="427 770 566 821"></td> <td data-bbox="566 770 705 821"></td> <td data-bbox="705 770 844 821"></td> <td data-bbox="844 770 983 821"></td> <td data-bbox="983 770 1122 821"></td> <td data-bbox="1122 770 1256 821"></td> </tr> <tr> <td data-bbox="219 821 427 908">Clarence Valley Council</td> <td data-bbox="427 821 566 908"></td> <td data-bbox="566 821 705 908"></td> <td data-bbox="705 821 844 908"></td> <td data-bbox="844 821 983 908">✓</td> <td data-bbox="983 821 1122 908">✓</td> <td data-bbox="1122 821 1256 908">✓</td> </tr> <tr> <td data-bbox="219 908 427 994">Coffs Clarence Police</td> <td data-bbox="427 908 566 994">✓</td> <td data-bbox="566 908 705 994">✓</td> <td data-bbox="705 908 844 994"></td> <td data-bbox="844 908 983 994"></td> <td data-bbox="983 908 1122 994"></td> <td data-bbox="1122 908 1256 994"></td> </tr> <tr> <td data-bbox="219 994 427 1080">Essential Energy</td> <td data-bbox="427 994 566 1080"></td> <td data-bbox="566 994 705 1080"></td> <td data-bbox="705 994 844 1080"></td> <td data-bbox="844 994 983 1080"></td> <td data-bbox="983 994 1122 1080"></td> <td data-bbox="1122 994 1256 1080"></td> </tr> <tr> <td data-bbox="219 1080 427 1166">Fire & Rescue NSW</td> <td data-bbox="427 1080 566 1166"></td> <td data-bbox="566 1080 705 1166">✓</td> <td data-bbox="705 1080 844 1166">✓</td> <td data-bbox="844 1080 983 1166">✓</td> <td data-bbox="983 1080 1122 1166"></td> <td data-bbox="1122 1080 1256 1166">✓</td> </tr> <tr> <td data-bbox="219 1166 427 1235">Marine Rescue</td> <td data-bbox="427 1166 566 1235">✓</td> <td data-bbox="566 1166 705 1235"></td> <td data-bbox="705 1166 844 1235"></td> <td data-bbox="844 1166 983 1235"></td> <td data-bbox="983 1166 1122 1235"></td> <td data-bbox="1122 1166 1256 1235"></td> </tr> <tr> <td data-bbox="219 1235 427 1286">NSW Health</td> <td data-bbox="427 1235 566 1286"></td> <td data-bbox="566 1235 705 1286"></td> <td data-bbox="705 1235 844 1286"></td> <td data-bbox="844 1235 983 1286">✓</td> <td data-bbox="983 1235 1122 1286"></td> <td data-bbox="1122 1235 1256 1286"></td> </tr> <tr> <td data-bbox="219 1286 427 1370">NSW Ambulance</td> <td data-bbox="427 1286 566 1370">✓</td> <td data-bbox="566 1286 705 1370"></td> <td data-bbox="705 1286 844 1370">✓</td> <td data-bbox="844 1286 983 1370"></td> <td data-bbox="983 1286 1122 1370">✓</td> <td data-bbox="1122 1286 1256 1370"></td> </tr> <tr> <td data-bbox="219 1370 427 1426">NSW DPI/LLS</td> <td data-bbox="427 1370 566 1426"></td> <td data-bbox="566 1370 705 1426"></td> <td data-bbox="705 1370 844 1426"></td> <td data-bbox="844 1370 983 1426"></td> <td data-bbox="983 1370 1122 1426">✓</td> <td data-bbox="1122 1370 1256 1426">✓</td> </tr> </tbody> </table>	LEMO	7/22	11/22	03/23	07/23	10/23	02/24	Busways							Clarence Valley Council				✓	✓	✓	Coffs Clarence Police	✓	✓					Essential Energy							Fire & Rescue NSW		✓	✓	✓		✓	Marine Rescue	✓						NSW Health				✓			NSW Ambulance	✓		✓		✓		NSW DPI/LLS					✓	✓	<p>Issues/action items arising from reports:</p> <p>Nil issues identified in agency reports. LEMO requested that agencies submit reports 2 weeks prior to meeting to allow sufficient time for review and have a response collated in time for the meeting.</p> <p>Health & NSWRA have since submitted reports.</p>
LEMO	7/22	11/22	03/23	07/23	10/23	02/24																																																																		
Busways																																																																								
Clarence Valley Council				✓	✓	✓																																																																		
Coffs Clarence Police	✓	✓																																																																						
Essential Energy																																																																								
Fire & Rescue NSW		✓	✓	✓		✓																																																																		
Marine Rescue	✓																																																																							
NSW Health				✓																																																																				
NSW Ambulance	✓		✓		✓																																																																			
NSW DPI/LLS					✓	✓																																																																		

Item	Discussion/ Comments							Additional Notes
	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	Proposed Emergency Management & Rescue exercise							Additional Notes/Action Items
05.01	<p>SES – Lacy Loloa</p> <p>SES were successful in applying for a grant via the Premiers Department to run a multi-agency exercise. SES want to run a scenario involving the Shannon Ck Dam that will test their operational capacity including flood rescue and evacuations. Proposed date - Saturday 4 May 2024.</p> <p>Planning has commenced with a site visit last week. SES also invited the LEMC membership to consider running an EOC exercise concurrently.</p>							<p>ACTION: Agencies to contact Joanna Jones directly if they have a scenario, they want included in the exercise.</p>

Item	Discussion/ Comments	Additional Notes
	<p>It was noted that several plans including the Shannon Ck Dam Emergency Plan, Clarence Valley EMPLAN and EOC SOPS have all been reviewed in the last 12 months and this is a good opportunity to test them.</p>	
06	Clarence Valley Flood Emergency Sub Plan Vol.3	Additional Notes/Action Items
06.01	<p>SES – Belinda Devine</p> <p>Volume 3 of the Clarence Valley Flood Emergency Sub Plan has been under review with the inclusion of the 2022 Lower Clarence Flood Study update. Volume 3 includes information on alerts, contacts, consequences, warnings (gauges), caravan parks, evacuation triggers and response. In the plan, the Clarence Valley LGA is broken into 13 sectors with relevant evacuation centres, road closures and areas of isolation included.</p> <p>The updated Lower Clarence Flood Study (2022) indicates that a probable maximum flood (PMF) in Grafton would see an increased flood level from 9.7 to 13.9m. This will see some assets previously considered safe now impacted in a PMF event including some significant community assets.</p> <p>The updated SES Vol.3 plan takes into consideration structures such as the upgraded highway infrastructure and the (new) Grafton Bridge which both impact historical road closure data and evacuation planning.</p> <p>This is an interim document and will be continually built upon. It covers response arrangements, traffic management plans that inform evacuation plans.</p> <p>An electronic copy will be distributed to the membership and will be a support document for the committee.</p> <p>FRNSW also highlighted that the increase in heights will impact all agencies and SES will need to work with all agencies, so they understand these impacts in relation to their assets and response areas.</p>	<p>ACTION: SES will send the authorised Volume 3 to the LEMO for further distribution to the Committee.</p>
07	Pilot Hill Landslip Consequence Management Guides (CMG) review	Additional Notes/Action Items
07.01	Pilot Hill CMG tabled for review and endorsement.	<p>The Pilot Hill CMG was endorsed in principle by the LEMC members.</p>

Item	Discussion/ Comments	Additional Notes
	<p>A final draft was circulated to the LEMC for review and endorsement. During the hazards & risks summary review as part of the local EMPLAN update, Pilot Hill was separated from the general landslip CMG due to both historical events & the high risk of land slip at this site.</p> <p>Council monitors Pilot Hill in accordance with the Yamba Coastline Interim Emergency Strategy (Pilot Hill) and records daily rainfall to determine when triggers are met. Orange and red alert warnings are issued to landholders on the Eastern side of Pilot Street based on antecedent rainfall triggers. This area includes the Pacific Hotel. Council maintains a contact list for impacted properties.</p> <p>SES raised the issue of the primary Emergency Operations Centre (EOC) being co-located at the NSW SES Clarence Valley Local Headquarters (formerly NSW SES Clarence Nambucca Region Headquarters) Induna St South Grafton as documented in the draft CMG presented to the committee. They advised that the proposed site is not suitable for both the Incident Management Team and the Emergency Operations Centre.</p> <p>Historically, the primary Clarence Valley EOC was documented as being located at the Local Land Services building at Mulgi Drv, South Grafton. During the March 2022 flood event the EOCs was co-located at the NSW SES Clarence Valley Local Headquarters. The LEMO and LEOCON will discuss this matter offline, identify a suitable location and update both the Clarence Valley EMPLAN and relevant CMGs, and obtain formal agreement from the preferred sites.</p>	<p>ACTION: The LEMO will make changes to the primary EOC location in consultation with the LEOCON and Local Land Services once determined.</p>
08	Consequence Management Guides (CMG) review	Additional Notes/Action Items
08.01	<p>LEMO presented CMG review based on Hazards & Risks Summary update from updated EMPLAN</p> <p>With the risks & hazards assessment updated as part of the EMPLAN review, it was noted in the November meeting that this is an appropriate time to review EMPLAN CMGs. Robyn Monk presented a list of CMGs resulting from this review, including established CMGs and required CMGs based on the hazard risk profile.</p> <p>Historically, some CMGs were grouped such as Fire (commercial/residential/industrial) and Fire (bush/grass). The lead agencies were asked whether we keep risks grouped together.</p> <p>FRNSW indicated that they were satisfied that the CMG for Fire (commercial/residential/industrial) remain grouped as these incidents usually remain in the control of FRNSW as part of their business as usual. They also added that is up to the LECON to determine what information is necessary for the CMGs given these documents inform their decision making. Retain as is.</p>	

Item	Discussion/ Comments	Additional Notes
	<p>RFS advised that Bush/Grass Fire should also remain combined for the same reason. Retain as is.</p> <p>LLS advised there is a new Bio Security CMG from State which will be updated. Leonie Williamson will update the local version.</p> <p>LEOCON suggested that new CMGs can be reviewed as they arise. Some of the possible new risks to be addressed immediately include:</p> <ul style="list-style-type: none"> • utilities failure • Heatwave – we can draw information from the State CMG <p>FRNSW also noted that large scale battery facilities may require CMG based on their risk profile and impact on emergency services. Need to investigate if Council has any such facilities under development of for consideration.</p> <p>LEOCON added they confirm if there are any large chemical warehouses in the area that may also require consideration.</p> <p>At this stage a possible building collapse can be dealt with as a BAU incident.</p>	<p>ACTION: LEMO to send current biosecurity CMG to LLS for update based on state CMG.</p> <p>ACTION: LEMO to bring together relevant information for Utilities Failure and Heatwave for LEOCON review and presentation at next LEMC.</p> <p>ACTION: LEOCON to identify if there are any large chemical storage facilities in the Clarence Valley LGA</p>
09	General Business	Additional Notes/Action Items
09.01	<p>Glen Byrnes (Regional Emergency Management Officer) advised:</p> <ul style="list-style-type: none"> • A new REMO Matt Johnston has been appointed and will commence duties on 12 March 2024 starting at Lismore Station. • Training will be available to LEMC participants at the following locations on the North coast – Casino, Coffs Harbour and Grafton. • The new State Emergency Management Plan and State Recovery Plan have been endorsed and released. <p>Robyn Monk (LEMO) – In respect of the updated State Emergency Management Plan, its noted that a 10th functional area, Department of Education (DoE) has been added. It's proposed that the LEMC structure, charter, contact list and distribution list be updated to reflect this change and include the appointed Leader, Emergency Response, Crisis, Response & Recovery with DoE in all future LEMC correspondence.</p>	<p>ACTION: LEMO to update LEMC documentation to reflect the addition of the Department of Education as the 10th functional area under the State EMPLAN.</p>

Item	Discussion/ Comments	Additional Notes
	<p>Lacy Loloa (SES) - The new State EMPLAN items 809 and 810 – the wording indicates that the Emergency Operation Centre be co-located with the Incident Control Centre. This would mean during a flood event that SES would have 5 EOCs co-located which cannot be accommodated at Goonellabah. Further to comments in action item 07.01, this is not suitable for as SES</p> <p>Lisa O'Brian advised that the Balund-a (residential diversion program) site has updated their bush fire and flood safety plan. This facility is in the northwest corner of the Clarence Valley LGA. During previous incidents communication has been an issue as the centre has no mobile coverage and it's a 300-hectare parcel of land with up to 80 people on site. It is hoped there will be a communication tower installed in the future. Currently the plan is that during an incident residents & employees are prepared to shelter in place as a first option. The plan will be distributed to the LEMC members. Stuart Watts from RFS to will be undertaking an assessment of the site. Currently getting fire trials upgraded, working in conjunction with the Local Aboriginal Land Council.</p> <p>Kieran McAndrew from the NSWRA stated the State Disaster Mitigation Plan has been released. This is a significant document which has a comprehensive list of actions including planning controls, warning systems etc. A report will be submitted to the next meeting.</p> <p>The LEMO advised that Council is undertaking a Coastal Management Plan review. Relevant agencies have been sent the Coastal Zone Emergency Action Subplan for review and comment and are reminded to respond by close of business 8 March 2024.</p> <p>Introduction to Emergency Management and Working in EOC training will be held in Grafton on 5/6 June 2024 in the Prince St Council Chambers. Note: the NSW Emergency Management Program (online) is a prerequisite. The LEMO will send a link to training will be forwarded with the minutes. https://www.emtraining.nsw.gov.au/course-catalogue/</p>	<p>ACTION: See action from item 07.01.</p> <p>ACTION: LEMO will disseminate updated Balund-a bush fire and flood safety plan to LEMC members once received.</p>
10	Meeting Close / Next Meeting	
10.01	Next meeting 10:00 am 24 June 2024	Clarence Correctional Centre - 313 The Avenue, Lavadia.
10.02	Meeting Close 11:05am	

Action Items:

Date requested:	Outstanding action Items:	Who:	Completion:
25 July 2022	Progress proposed Clarence Valley Recovery Supporting Plan in consultation with NSW Reconstruction Authority and Council and present to LEMC for endorsement.	Kieran McAndrew, Robyn Monk, Amanda Causley, Mark McGrath	June 2024
28 November 2022	Cangai Campground flash flooding signage.	SES, Clarence Valley Council	TBC
9 October 2023	Develop CMG review based on Hazards & Risks assessment included in the endorsed Clarence Valley EMPLAN.	Robyn Monk	By next meeting

New Action Items:

Date requested:	New action Items:	Who:	Completion:
26 February 2024	Agencies to contact Joanna Jones [REDACTED] (SES) directly if they have a scenario, they want included in the multi-agency exercise.	LEMC participants	ASAP
26 February 2024	SES will send the authorised Volume 3 to the LEMO for further distribution to the Committee.	LEMO	ASAP
26 February 2024	The LEMO will make changes to the primary EOC location documented in the Pilot Hill CMG in consultation with the LEOCON and Local Land Services once determined.	LEMO	1 April 2024
26 February 2024	LEMO to send current biosecurity CMG to LLS for update based on state CMG.	LEMO	ASAP
26 February 2024	LEMO to bring together relevant information for Utilities Failure and Heatwave for LEOCON review and presentation at next LEMC.	LEMO	ASAP
26 February 2024	LEOCON to identify if there are any large chemical storage facilities in the Clarence Valley LGA	LEOCON	26 June 2024
26 February 2024	LEMO to update LEMC documentation to reflect the addition of the Department of Education as the 10 th functional area under the State EMPLAN.	LEMO	26 June 2024
26 February 2024	LEMO will disseminate updated Balund-a bush fire and flood safety plan to LEMC members once received.	Lisa O'Brien & LEMO	ASAP