



# **SHIRE OF LAVERTON**

## **MINUTES**

**LAVERTON AERODROME EMERGENCY  
COMMITTEE (LAEC) MEETING**

**HELD 4 NOVEMBER 2014**

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**MINUTES OF THE LAEC MEETING HELD AT THE SHIRE OF LAVERTON COUNCIL CHAMBERS ON 4 NOVEMBER 2014, COMMENCING AT 4.00PM.**

**1. DECLARATION OF OPENING**

Chairman Mr Russell Williams declared the meeting open at 4.00pm and welcomed all those in attendance.

**2. RECORD OF ATTENDANCE**

**2.1 PRESENT**

Mr Sean Wells	Shire of Laverton
Mr Russell Williams	Shire of Laverton
Mr Des Cannons	Shire of Laverton
Ms Cherner Dawes	St Johns Ambulance
Ms Allison Braid	Department for Child Protection and Family Support
Ms Eleanor Hill	Shire of Laverton/St Johns Ambulance
Ms Marcia Vaughan	St Johns Ambulance
Ms Joanna Seczkowski	Shire of Laverton
Ms Tiffany Farlow	Department of Fire & Emergency Services (from 4.01pm)
Cr Patrick Hill	Shire of Laverton

**2.2 APOLOGIES**

Mr Heath Soutar	WA Police
Ms Elissa Stout	Laverton Hospital
Mr Ian Morris	WA Police
Mr Marcus Rader	Minara Resources
Mr Mac Johnston	Department of Fire and Emergency Services
Ms Inoka Edirisinghe	Department for Child Protection and Family Support

*Tiffany Farlow entered the meeting at 4.01pm*

**3. CONFIRMATION OF MINUTES**

AE0401	3.1	<b>CONFIRMATION OF MINUTES – 8 April 2014</b>	<b>File</b>
		Ref: 349	

**Moved Marcia Vaughan, Seconded Tiffany Farlow**

**That the Minutes of the LAEC meeting held on 8 April 2014 be confirmed as a true and accurate record.**

**CARRIED**

**4. AGENDA ITEMS**

**4.1 Laverton Aerodrome Emergency Plan - Review**

- Out of date copies in circulation. Destroy old copies when new version is published

## **4.2 2014 Desktop Exercise**

### **4.2.1 Post Exercise Reports**

**Moved Marcia Vaughan,**

**Seconded Tiffany Farlow**

**That the Minutes of the LAEC Aerodrome Exercise held on 28 October 2014 be confirmed as a true and accurate record.**

**CARRIED**

- Minutes to be distributed by email

### **4.2.2 Agency Outcomes**

- DFES to organise more radios
- LVFRS to supply training to use DFES radios
- No procedures for designating scribes or other secondary roles
- Procedure cards in LAEP only focus on the primary roles in each agency; could use more cards to cover all roles (duty cards)
- Agencies should assign 1 person each who will attend the ICC

## **4.3 Granny Smith Aerodrome Exercise 2014-06-04**

- Duty cards were very useful in organising the response
- Too much reliance on the ARO for information relay
- Lines of communication need to be clearly established before an emergency

## **GENERAL BUSINESS**

- Standard radio protocol is not to broadcast any names of casualties or responders
- Any media & media enquiries are left to be handled by the district
- Traffic management plans for access control at the airport to be drawn in advance for LAEP

## **5. NEXT MEETING**

Meetings will be held immediately following an LEMC meeting (quarterly on the first Tuesday of that month). The date of the next meeting shall be:

4:00pm Tuesday 3 February 2015

## **6. CLOSURE OF MEETING**

There being no further business the Chairman declared the meeting closed at 4.30pm.