



SHIRE OF LAVERTON

MINUTES

LAVERTON AERODROME EMERGENCY COMMITTEE (LAEC) MEETING

HELD 28 JULY 2015

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4:00pm Tuesday 3 November 2015
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MINUTES OF THE LAEC MEETING HELD AT THE SHIRE OF LAVERTON COUNCIL CHAMBERS ON TUESDAY 28 JULY 2015, COMMENCING AT 4.04PM.

1. DECLARATION OF OPENING

Deputy Chairman Mr Patrick Hill declared the meeting open at 4.04pm and welcomed all those in attendance.

2. RECORD OF ATTENDANCE

2.1 PRESENT

Cr Patrick Hill	Shire of Laverton
Mr Heath Soutar	WA Police
Mr Alan Brown	Regis Resources
Mr Andrew Hunter	Regis Resources
Ms Catherine Mullin	Child Protection and Family Support
Ms Tiffany Farlow	Laverton Volunteer Fire & Rescue Service
Ms Joanna Seczkowski	Shire of Laverton
Mr Sean Wells	Shire of Laverton
Ms Cherner Dawes	St John Ambulance

2.2 APOLOGIES

Ms Elissa Stout	Laverton Hospital
Mr Michael Rodriguez	Poseidon Nickel
Mr Paul Lindsay	AngloGold Ashanti
Mr Dick Phillpott	Gold Fields
Mr Russell Williams	Shire of Laverton
Mr Mac Johnston	Department of Fire and Emergency Services
Mr Tom Walker	Laverton Volunteer Fire & Rescue Service
Cr Des Cannons	St John Ambulance
Ms Eleanor Hill	St John Ambulance
Mr Simon Archibald	Spiecapag Lucas
Mr Gordon Slattery	Spiecapag Lucas

3. CONFIRMATION OF MINUTES

AE0701 3.1 CONFIRMATION OF MINUTES – 5 May 2015 File Ref: 349

Moved Tiffany Farlow,

Seconded Andrew Hunter

That the Minutes of the LAEC meeting held on 5 May 2015 be confirmed as a true and accurate record.

CARRIED

3.2 Business Arising from Previous Minutes

- Geotechnical assessment of runway 07/25 completed, awaiting results. Based on early indications, PCN could be 30+ (suitable for 100 seat jets).

- A Mining Liaison Meeting has not yet been held to raise discussion about removal of Terminal Area Forecast and Non-Directional Beacon
- Lighting upgrade likely to include PAPI (Precision Approach Path Indicator) based on recent pricing indications

Mr Heath Soutar left the meeting at 4.21
Mr Heath Soutar entered the meeting at 4.22

4. AGENDA ITEMS

4.1 Practical Exercise 2015

- Draft exercise was deemed suitable, document to be finalised by Shire
- Date of exercise to be proposed with distribution of finalised exercise documents
- Ideal dates for exercise would be School Holidays or Saturdays, within 6 weeks of the next committee meeting

5. LAVERTON AERODROME EMERGENCY PLAN – REVIEW

5.1 Ongoing Review

- Contact sheets being implemented: each agency will receive a sheet to list all relevant emergency management contact and equipment details
- Once completed details for each will be included in LAEP and LEMA
- At each committee meeting, sheets will be returned to agencies to confirm or amend details

5.2 Annual Review 2015

- Many aspects of Command, Control and Co-ordination as determined in the LAEP review will be used to inform the LEMA review
- The term *Incident Control Centre* will be used instead of *Incident Control Room* in all documentation for consistency
- Role of Combat Area Captain added to improve chain of command
- Role definitions and descriptions to reflect draft Command Structure
- The Command Structure will be further reviewed/tested in the 2015 exercise

Ms Tiffany Farlow left the meeting at 4.38
Ms Tiffany Farlow entered the meeting at 4.39

- Duty Cards to specify upwards and downward communication channels for each position
- Agencies to review their organisation's entry in Section 4.2 and Appendix 11 and provide feedback by email
- First Responder role to include assuming role of Incident Controller until relieved by Police
- Draft LAEP to be finalised by Shire for adoption at next meeting

6. AGENCY UPDATES

Regis Resources

- Upcoming Duketon Aerodrome Exercise based on draft Laverton exercise

7. GENERAL BUSINESS

No general business was raised

8. NEXT MEETING

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

4:00pm Tuesday 3 November 2015

9. CLOSURE OF MEETING

There being no further business the Deputy Chairman declared the meeting closed at 4.59pm.