

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

CONFIRMED MINUTES

FOR THE MEETING HELD

7 MAY 2013

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MINUTES OF THE LEMC MEETING HELD AT THE SHIRE OF LAVERTON COUNCIL CHAMBERS ON 7 MAY 2013, COMMENCING AT 10.00AM.

1. DECLARATION OF OPENING

Chairman, Mr David McKinley declared the meeting open at 10.20am and welcomed all those in attendance.

2. RECORD OF ATTENDANCE

2.1 PRESENT

Mr Dave McKinley	Chairman
Mr Sean Wells	Shire of Laverton
Ms Tiffany Farlow	Laverton Volunteer Fire & Rescue
Mr Mac Johnston	Department of Fire and Emergency Services (DFES)
Acting Snr Sgt Glen Dinsdale	Laverton Police
Ms Elissa Stout	Director of Nursing, Laverton Hospital (from 10:22am)
Ms Sharon Hutchins	Department of Child Protection (from 10:48am)
Ms Eleanor Hill	Laverton St John Ambulance Service (from 10:48am)

2.2 APOLOGIES

Cr Rob Wedge	President, Shire of Laverton
Ms Inoka Edirisinghe	Dept Child Protection
Mr Paul Lindsay	AngloGold Ashanti
Mr Matt Morgan	Lynas Corporation

3. CONFIRMATION OF MINUTES

EM0301 3.1 CONFIRMATION OF MINUTES – 5 MARCH 2013 File Ref: 101

Moved Mac Johnston, Seconded Tiffany Farlow

That the Minutes of the LEMC meeting held on 5 March 2013, be confirmed as a true and accurate record.

CARRIED

Elissa Stout entered the meeting at 10:22am.

4. AGENDA ITEMS

4.1 Laverton Aerodrome Emergency Plan

- To be discussed during Laverton Aerodrome Emergency Committee (LAEC) Meeting.

4.2 Contact Details Update

- Focus Minerals to be contacted regarding updates/contacts during their shutdown process.

4.3 Post Incident Reports (if any)

- Glen Dinsdale reported points that required discussing with mines representatives regarding the February/March land search. As none were present these were not raised.
- Laverton Volunteer Fire Rescue Service (LVFRS) responded to a 000 callout to Wongatha Village. The location was not reported correctly and by the time LVFRS reached the scene the fire had self-extinguished.
- A prospector was reported missing almost resulting in a land search. Mines responded to the report and assisted in the search effort however the report was a false alarm and the prospector was found not to be missing.
- LVFRS no longer receives calls to attend land searches. The land search issue was discussed determining that control is a larger issue than manpower when conducting land searches in Laverton.

4.4 Post Exercise Reports (if any)

- A report has been generated of the Skull Creek exercise. This report was not distributed in time for this meeting and will be added next meeting's agenda.

4.5 Emergency Risk Management (ERM) process

- Agenda should have read "process" not "progress" on this item.

Elissa Stout left the meeting at 10:36am and re-entered at 10:37am.

- A flood plan is being developed by the Shire. The Shire will go to tender to seek consultants within the next few months.
- The most recent risk analysis remains current.

4.6 Local Emergency Management Arrangements (any further modifications)

- Details regarding Focus Minerals including resources list need to be updated in the Local Emergency Management Plan (LEMP).

4.7 Exercise Schedule

- Planned LAEC table top exercise to serve for both LAEC and LEMC.
- While scheduling exercises due regard will be had for work commitments of members.

4.8 Agency Updates (members to advise of any issues that may have an impact on EM within the District from their agencies perspective)

Laverton Police Service

Laverton Police Station is down two officers from its normal full complement of 14. These vacancies may be difficult to fill but do not affect service provision.

Laverton Volunteer Fire & Rescue Service

Two new members are currently in training. One member may be affected by the Focus Minerals shutdown.

Department of Fire and Emergency Services

No updates to report.

Laverton Hospital

The hospital has been busy, but with no major incidents to report. Emergency department qualified locum doctors will be rotating every 2 weeks until 28 June. Laverton Hospital and Laverton Police have endorsed the Aerodrome Plan submitted by Regis Resources.

Sharon Hutchins and Eleanor Hill entered the meeting at 10:48am.

The Chairman restated the discussion points under section 4.4 and added that a land search report would be included with the Skull Creek exercise report to be issued.

There is no longer a paramedic stationed at the Hospital.

Laverton St John Ambulance Service

Numbers are currently slightly higher than usual, but subject to the usual fluctuations in volunteer numbers.

Department of Child Protection/Family Services

DCP/Family Services have made a commitment to ensure a representative is available if the team leader is unavailable/away. DCP/Family Services are called to provide a secondary/support role in emergencies such as finding clothing and shelter.

Shire of Laverton

No updates from the Shire other than to mention the coming Digital TV switchover. Discussion ensued regarding use of the Digital TV broadcast for emergency broadcasting. Elissa Stout described the teleconference system that will shortly become operational to allow doctors to remotely interact with patients at Laverton Hospital.

4.9 Minutes of Laverton Aerodrome Emergency Committee Meeting 22 April 2013

- To be discussed during (LAEC) Meeting.

5. GENERAL BUSINESS

- Production of a Shire of Laverton fridge magnet detailing community and emergency details has not yet occurred. Details to be included on the magnet are:
 - Town Evacuation Point (Oval).
 - Warning system: State Alert/Emergency Alert, ABC Radio, etc.
 - Signal for an evacuated home, e.g.; leaving the rubbish bin turned on its side in the driveway.
 - Emergency contact numbers (000, Police Station, Doctor's Surgery LVFRS) and community contact numbers (e.g., community health, DCP, etc.).
 - Bin days.
- State Alert/Emergency Alert reporting contacts to be included in LEMP.
- Continuous siren to indicate an emergency: residents to refer to State Alert/Emergency Alert, ABC Radio and other broadcasting systems for instructions.
- There is currently no backup power for the siren.
- Fridge magnet information also to be included on Shire website when it is operational.
- Fridge magnet information will be gathered/produced/critiqued via email for approval at next meeting.
- There is no windsock for Laverton in case of HazMat emergencies.
- The meeting postponement issued will be cancelled, next meeting to be held according to normal schedule. Email calendar invited will be issued.

6. NEXT MEETING

Meetings will be held quarterly on the first Tuesday of that month.

The dates of the future meetings during 2013 are:

Tuesday 6 August 2013

Tuesday 5 November 2013

7. CLOSURE OF MEETING

The Chairman declared the meeting closed at 11.20am.