



# **SHIRE OF LAVERTON**

## **MINUTES**

### **LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING**

**HELD 3 FEBRUARY 2015**

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**MINUTES OF THE LEMC MEETING HELD AT THE GRANNY SMITH MINE SITE ON TUESDAY 3 FEBRUARY 2015, COMMENCING AT 3.10PM.**

**1. DECLARATION OF OPENING**

Chairman Mr Patrick Hill declared the meeting open at 3.10pm and welcomed all those in attendance.

**2. RECORD OF ATTENDANCE**

**2.1 PRESENT**

Mr Sean Wells	Shire of Laverton
Ms Joanna Seczkowski	Shire of Laverton
Mr Russell Williams	Shire of Laverton
Mr Ian Morris	WA Police
Ms Tiffany Farlow	Department of Fire & Emergency Services
Mr Dave Wells	Goldfields
Ms Kirsten Fleming	Laverton Hospital
Ms Allison Braid	Department for Child Protection and Family Support
Ms Inoka Edirisinghe	Department for Child Protection and Family Support
Ms Paula Syme	Goldfields
Ms Emily Aitken	Goldfields
Mr Simon Archibald	Spiecapag Lucas
Mr Gordon Slattery	APA Group
Mr Darryl McGrath	Lynas
Ms Jamie-Lee Cable	Goldfields
Cr Patrick Hill	Shire of Laverton

**2.2 APOLOGIES**

Mr Heath Soutar	WA Police
Mr Mac Johnston	Department of Fire and Emergency Services
Ms Jenny Baker	Skippers Aviation
Mr Glen Broadbent	AngloGold Ashanti
Ms Cherner Dawes	St Johns Ambulance
Ms Elissa Stout	Laverton Hospital
Mr Ian Suckling	Goldfields

**3. CONFIRMATION OF MINUTES**

**EM0401 3.1 CONFIRMATION OF MINUTES – 4 November 2014 File Ref: 101**

**Moved Tiffany Farlow**

**Seconded Russell Williams**

**That the Minutes of the LEMC meeting held on 4 November 2014 be confirmed as a true and accurate record.**

**CARRIED**

## 4. AGENDA ITEMS

### 4.1 Granny Smith IM Demonstration

- Duty card packs in incident control room for each major role
- Duty cards contain role description, responsibilities and hierarchy
- Set up so that anyone can take the appropriate cards in order of arrival, then hand over if required
- Whiteboard set up with template for critical incident & response details
- Ample blank whiteboard space for scribes
- Incident level classifications determine which area of the organisation manages the incident (e.g. mine site, Perth office or international head office)
- LEMC can use Granny Smith as an example but would be based on AIIMS
- Certificate II in AIIMS is available

### 4.2 Contact Details Update

- All agencies requested to update contacts to reflect staffing changes for email contacts list
- Changes to LEMA contacts to be advised during review of the document (at committee meetings)

### 4.3 Post Incident Reports

- LVFRS:
  - Itinerant campers causing problems with campfires and solvent abuse
  - No significant emergency management incidents
- WAPOL
  - Responding to numerous fights & assaults
  - Receiving callouts from broken down vehicles in non-life threatening situations for a 'free ride'
  - Acknowledge the Shire's assistance with camps & toilets for itinerant campers
  - No significant emergency management incidents
- Hospital
  - Increase in fly-outs over recent months
  - No significant emergency management incidents
- Granny Smith
  - People recently approaching mine site begging
  - Water stolen from site
  - JetA1 fuel potentially vulnerable to theft
  - No significant emergency management incidents
- Lynas
  - Personnel on site to begin production in March
  - Reviewing emergency management plans
  - Generating 'pre-incident' plans
  - No significant emergency management incidents

- Shire
  - Multiple break ins at depot searching for aerosols
  - Approximately 400 itinerant campers in town causing litter issues
  - State departments and elected member meeting with Shire to develop a 'community plan' to potentially:
    - Identify camp areas
    - Offer a Laverton to Warburton bus service
    - Create a rapid response team of additional services to deal with future large influxes of itinerant campers

#### **4.4 Post Exercise Reports**

- LVFRS:
  - Sunrise Dam recently held an airport exercise and are flying jet aircraft
- Granny Smith
  - Temporary agreement in place with Skippers to fly jet aircraft to Laverton
- Shire
  - Practical exercise due this year, could potentially base on the new pipeline works

#### **4.5 Emergency Risk Management (ERM) process**

- Utilise WALGA risk assessment format to assist ERM

#### **4.6 Local Emergency Management Arrangements (any further modifications)**

- No items raised

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

- Shire
  - Admin office not suitable as incident control centre
  - Investigating a mobile control centre
- DCPFS
  - Primarily concerned with recovery and welfare
  - Request Granny Smith to commit to assistance in DCPFS plans (Granny Smith pleased to offer assistance but not able to commit specific resources)
- Police
  - Ian Morris only qualified land search & rescue officer; Kalgoorlie would manage land search operations if Ian unavailable
- Granny Smith
  - Regularly conducts RTO training courses with some spare places, offers places to LEMC members

- APA
  - 14x water trucks operating
  - 2x 4WD ambulances operating
  - Approximately 90 light vehicles operating around town over 4 months
  - Request list of all local radio channels in use
  - Will send traffic management plans to LEMC

**5. GENERAL BUSINESS**

- No items raised

**6. NEXT MEETING**

Meetings will be held quarterly on the first Tuesday of that month. The date of the next meeting shall be:

3:00pm Tuesday 5 May 2015

**7. CLOSURE OF MEETING**

There being no further business the Chairman declared the meeting closed at 4.20pm.