



**AIRPORT EMERGENCY COMMITTEE  
MINUTES**

For the meeting held IMMEDIATELY after the LEMC meeting on Wednesday 2<sup>nd</sup> March 2011  
at the Civic Rooms at City of Albany Offices North Road

**File reference ES.MEE6 and ES.MEE.5**

**Terms of Reference:**

To review the Albany Airport's emergency procedures and analyse the report of the annual emergency exercise. This committee is now a subcommittee of the Local Emergency Management Committee.

**1.0 ATTENDANCES:**

**Councillors:**

Kalgan Ward	M Leavesley
West Ward	D Wolfe (Chair)

**Staff:**

Emergency Management Officer	G Turner
Senior Aerodrome Officer	D Walker
Minutes Secretary	E Aslett

**Members**

Albany Regional Hospital	S Ausma
Air BP Representative	
Bureau of Meteorology Albany	J Balhorn
Department of Child Protection Albany	S Evans
FESA - State Emergency Services	L Elms
Main Roads WA (SRS)	M Mallaby
St Johns Ambulance	S Abbott
WA Fire and Rescue District Manager	K Parsons
WA Police Officer	
WA Police Officer	

**Public Gallery and Media:**

No members of the media were present.  
No members of public gallery were present.

**Apologies/Leave of Absence:**

Chief Fire Control Officer	R Fenwick
Department of Child Protection	M McSevich
Executive Director Corporate & Community Services	WP Madigan
Skywest Albany	S Johnson
WA Police Officer	Sgt M Fairclough

**2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**ITEM 2.0 – COMMITTEE RECOMMENDATION**

**MOVED:** Jason Balhorn  
**SECONDED:** Kevin Parson

**The minutes of the Aerodrome Emergency Committee meeting held on 1/12/2010 as previously distributed, be confirmed as a true and accurate record of proceedings. Lynda Elms noted that her name and Mark Fairclough be removed from both the attendees and apologies list of the previous meeting minutes.**

**3.0 DISCLOSURE OF INTEREST**

[Elected members of Council and staff are asked to use the forms prepared for the purpose, aiding the proceedings of the meeting by notifying the presiding member prior to the conduct of the meeting]

**4.0 ITEMS FOR DISCUSSION**

Faileen James CEO of City of Albany attended as a guest and thanked the committee for its efforts

**4.1** Committee members as stated in terms of reference needs amendment to accurately reflect current members. Deb Walker asked the LEMC committee if this needed to be rectified and it was stated by Lynda Elms and Kevin Parsons that this issue had been discussed at previous meetings and the conclusion was that major agencies were capable of activating utility companies and so therefore committee members to stay as is.

**4.2** Southern Roads Services road closures plan. Malcolm Mallaby (SRS) stated that there had been progress on the Road closure plan for heavy haulage vehicles with the use of Settlement Road being suitable for the purpose. The remainder of the plan is still a work in progress.

**4.3** Entry of Airport regarding outcomes from site visit by FESA Kevin Parson, COA Emergency Management Officer, Garry Turner and Deb Walker. Kevin Parsons stated that to save confusion the emergency entry to Albany Airport would remain the same and with the removal of a bollard and a gate with adjoining fencing removed access was now easier for large trucks.

**4.4** Present Airport Environmental Context Statement. Deb Walker asked agencies to peruse document and notify her directly with any additional information their agencies may be able to contribute.

**5.0 ITEMS TO BE DISCUSSED AT NEXT MEETING**

**6.0 DATE OF NEXT MEETING**

1st June 2011

**7.0 CLOSURE OF MEETING**

There being no further business to discuss, the meeting closed at 9.50am

**Attachments:**

NIL