

1.1.3: AIRPORT EMERGENCY COMMITTEE

File Number (Name of Ward) : CS.MEE.2
Proponent : City of Albany
Attachment : Confirmed Minutes of the Airport Emergency Committee
24 August 2011
Responsible Officer : Acting Executive Director Community Services
(C Woods)

IN BRIEF

- Receive the minutes of the Airport Emergency Committee

ITEM 1.1.3: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the CONFIRMED minutes of the Airport Emergency Committee meeting held on 24 August 2011 be RECEIVED.



**AIRPORT EMERGENCY COMMITTEE
MINUTES**

for meeting to be held at 9.30AM on Wednesday 24 August 2011
in the Civic Rooms at City of Albany Offices North Road

Document Ref: CS.MEE.2 /AM1119661

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. ATTENDANCES:

- | | |
|---|------------------|
| Chair | D Wolfe |
| Councillors | D Dufty |
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| Community members | |
| WAPOL Police Officer | P McLean |
| WAPOL Police Officer | Sen Sgt McAlpine |
| Chief Bushfire Control Officer | R Fenwick |
| Bureau of Meteorology Albany | J Balhorn |
| FESA Community Emergency Management Officer | A Smith |
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| Staff: | |
| Emergency Management Officer | G Turner |
| Senior Airport Reporting Officer | D Walker |
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| Apologies/Leave of Absence: | |
| Southern Roads | M Mallaby |
| Albany Hospital | F Berger |
| Chief Executive Officer | F James |
| Albany Airport Services | S Johnson |
| City of Albany Councillor | M Leavsley |
| Department of Child Protection | S Tup-Evans |
| St John Ambulance | S Abbott |
| Sate Emergency Services | L Elms |
| FESA | K Parsons |
| Community Services Leader | L Hill |

Presiding Member	
EMT Member Responsible for Committee:	

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM 2 – COMMITTEE RECOMMENDATION

MOVED: Des Wolfe
SECONDED: Ross Fenwick

The minutes of the Airport Emergency Committee meeting held on 1 June 2011 as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 6/0

3. DISCLOSURE OF INTEREST

NIL

4. ITEMS FOR DISCUSSION

4.1 Action taken from incident VH-IBY

Deb Walker provided documentation outlining corrective action taken post Disable Aircraft incident dated 25/5/2011. The management and the staff at Albany Airport take seriously their roles and Deb Walker ensured all Airport Reporting Officers had attended and obtained the appropriate training by an Approved Training Officer (ATO) at Aerodrome Management Services Jandakot. Records of this training are kept in File 10 at Albany Airport Office.

A staff flow chart was reviewed by the committee and information provided by WAPOL Peter McLean was added to the flow chart which will be displayed for all Albany Airport Staff as a quick reference in the event of an emergency in conjunction with the AEP.

4.2 An overview of the Security upgrade at Albany Airport was delivered to the committee and D Walker informed the committee that the Transport Security Plan would be the only overriding document that affected the AEP. Reference was given towards the development of the Masterplan and it was noted that consideration be given to recommend the Highway Fire Brigade shed be declared "landside" for ease of access and use by members.

4.3 It was agreed by all committee members present that due to lack of attendees Deb Walker will work directly with Peter McLean from WAPOL to review the new AEP template from the Australian Airports Assoc and distribute to members prior to the next AEC meeting for approval and adoption of all agencies.

5. ITEMS TO BE DISCUSSED AT NEXT MEETING

5.1 Desktop exercise set a date that suits all agencies. Good opportunity for agencies to familiarise new AEP

5.2 Review and adopt new draft of AEP.

6. DATE OF NEXT MEETING

Wednesday 7th December 2011

7. CLOSURE OF MEETING

There being no further business to discuss, the meeting closed at 10.15am

- Attachments:** 1. OCM 17/05/2011 - Agenda Item 3.2
2. AEP Template
3. Standard Operating Procedures flow chart
4. Remedial action taken

CONFIRMED: CHAIRPERSON *G. Guepou* AGENDA ITEM 1.1.3 REFERS
DATE: *9 / 8 / 2012*