

1.1.3 AIRPORT EMERGENCY COMMITTEE

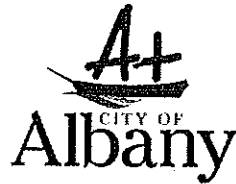
File Number (Name of Ward)	: CS.MEE.2
Proponent	: City of Albany
Appendices	: Minutes of the Airport Emergency Committee 9 August 2012
Responsible Officer	: Acting Executive Director Community Services (C Woods)

IN BRIEF

- Receive the minutes of the Airport Emergency Committee.

**ITEM 1.1.2: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

The **CONFIRMED** minutes of the Airport Emergency Committee meeting held on Thursday 9 August 2012, be **RECEIVED**.



AIRPORT EMERGENCY COMMITTEE

MINUTES

For the meeting held from 9.30 am to 11.30am on Thursday 9 August 2012,
In the Civic Rooms, City Office, North Road, Albany

(File Ref: CS.MEE.2/AM1225714)

1.0 ATTENDANCE

Councillors:	
Councillor Gerry Gregson	Councillor (Chair)
Committee Members:	
Peter McLean	Western Australian Police
Mark Fairclough	Western Australian Police
Andrew Smith	Western Australian Police
Malcom Mallaby	Main Roads Department
Jason Balhom	Bureau of Meteorology
Kevin Parsons	Fire and Emergency Services (FESA)
Ross Fenwick	Chief Bushfire Control Officer
Danial Pell	Department of Transport
Staff:	
Matthew Bird	Manager, Tourism Development Services
Brian Pickford	Coordinator Emergency Management and Community
Anna Page	Airport Reporting Officer
Emily Hubble	Administrative Assistant, Community Services
Garry Turner	Fire Safety Officer
Apologies/Leave of Absence:	
Chris Roberts	Office of Transport & Security
Steve Johnson	Skywest Airlines Rep
Cameron Woods	Executive Director, Community Services
Stacey Abbott	St John Ambulance Service
Fiona Berger	Albany Regional Hospital
Dave Higgs	Department of Child Protection (Moray McSevich)
Jo Weekes	State Emergency Services (SES)

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM 2.0: DRAFT COMMITTEE RESOLUTION	CARRIED 9-0
MOVED: PETER MCLEAN SECONDED: JASON BALHOM	
THE UNCONFIRMED MINUTES OF THE AIRPORT EMERGENCY COMMITTEE MEETING HELD ON 24 AUGUST 2011 AS PREVIOUSLY DISTRIBUTED, BE CONFIRMED AS A TRUE AND ACCURATE RECORD OF PROCEEDINGS.	

3.0 DISCLOSURE OF INTEREST
NIL

4.0 ITEMS FOR DISCUSSION

4.1 ELECTION OF CHAIR

ITEM 4.1: RESOLUTION	CARRIED 9-0
MOVED: PETER MCLEAN SECONDED: JASON BALHOM	
THAT Councillor Gerry Gregson is ELECTED Chair of the Airport Emergency Committee. Councillor Gregson ACCEPTED nomination.	

4.2 CONFIRM TERMS OF REFERENCE

MB discussed and members confirmed the understanding of the Terms of Reference for the committee.

4.3 DISCUSS APPOINTMENT OF REPRESENTATIVE OF AIRPORT HANGAR LESSEES

MB explained to the committee that there was an outstanding position that would need to be filled by a representative of the airport hangar lessees. It was agreed that the appointment would be decided but the lessees themselves to nominate someone to attend meetings.

Action: MB to invite hangar lessees to nominate a representative to attend AEC meeting.

4.4 DISCUSS MEETING AGENDA SETTLEMENT PROCEDURES

Agenda settlement process was discussed regarding the time frame that committee members had on confirming attendance to meetings.

4.5 DISCUSS AIRPORT SECURITY COMMITTEE – CONFIRM TERMS OF REFERENCE AND MEMBERSHIP

Airport Security Committee (ASC) Terms of Reference are as per Albany Airport's Transport Security Program which is ultimately approved by the Office of Transport Security (OTS). The committee would consist of some members that currently attend the AEC along with additional members. The ASC is approved in the TSP by the Office of Transport Security.

4.6 REVIEW AND ADOPT DRAFT OF AIRPORT EMERGENCY PLAN

MF commented that the AEP presented to the committee did not conform to the CASA requirements. 2010 review was the last plan that was passed by CASA. The new plan would have to be adopted to the new Albany Airport situation. Committee members whom read the plan believe there was confusion between combat & control definitions.

Action: MB to review 2010 version supplied by MF and update draft for AEC members to review.

4.7 PLAN AIRPORT EMERGENCY EXERCISE AS PER CASA REQUIREMENTS

Through Chair, MF stated that the Airport Emergency Plan review a matter of urgency. Exercise to be completed by end of 2012 to keep accreditation. Current plan in place is acceptable for exercise to be performed. MF & GT suggested to members that a simple exercise would be sufficient. KP focus on the incident management and not the exercise itself.

Action: MF & GT to progress planning for staging of exercise to meet end of year time frame.

4.8 SECURITY UPGRADE INFORMATION (NEW SECURITY MEASURES)

Through Chair, MB explained Albany Airport is now security controlled as of 1st July 2012. New security building plans will be included in the AEP. The new passenger X-ray machine will be in place as of Thursday 16 August 2012. Albany airport will be operating as an Office of Transport Security Category 4 security controlled airport.

4.9 FOKKER JET COMPLIANCE

City of Albany applied for and were granted a 2 year safety case exemption to enable to airport to become Jet Compliant. Within that exemption the airport can allow Fokker 100 jet services to land with 3 movements a day every Tuesday as part of the Rio Tinto closed charter service that commenced in March 2012.

4.10 FIRE PROTECTION UPGRADE

Through Chair, BP conducted facility review and found that the fire protection at the airport did not meet structures or standards. New upgrades have been undertaken to meet required Australian Standards. Discussion regarding fire safety signage to continue. Fire Extinguisher training has been identified as a requirement and training for airport staff and users is planned for late August..

5.0 ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

- 5.1 Airport Emergency Plan
- 5.2 Emergency Exercise Date

6.0 GENERAL DISCUSSION

6.1 OLD BUREAU OF METEOROLOGY SITE

Through Chair, GT has approached MB regarding the old BOM premises. GT would like to see this site used as an emergency management assembly site. Along with this the site could be used for training. Takes away the attention on the Airport if an incident was to occur, more parking, more access and more space. Discussion identified opportunity to establish building as a multi-purpose Emergency Command Centre, Local & District Emergency Control Centre.

7.0 DATE OF NEXT MEETING:

27 SEPTEMBER 2012

8.0 CLOSURE OF MEETING

Meeting Closed at 10.33am and was followed by a site inspection of old BOM building by interested parties.

CONFIRMED: *G. Gregson* DATE: 8/11/2012